



RIO DELL CITY COUNCIL AGENDA

CLOSED SESSION – 5:00 P.M.

REGULAR MEETING - 6:00 P.M.

TUESDAY, JUNE 17, 2025

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.

City Council meetings are held in City Hall Council Chambers for in-person public attendance. 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. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. 2025/0617.01 - **Conference with Labor Negotiator** – Agency Negotiator: City Manager
– Employee Organizations: Rio Dell Employees Association, Rio Dell Police
Officers Association and all Contract Employees – Under Gov't Code §54957.6

D. PUBLIC COMMENT REGARDING CLOSED SESSION

E. RECESS INTO CLOSED SESSION

F. RECONVENE INTO OPEN SESSION

G. ORAL ANNOUNCEMENTS

H. PLEDGE OF ALLEGIANCE

I. CEREMONIAL MATTERS

J. PUBLIC PRESENTATIONS

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

K. CONSENT CALENDAR

The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Councilmembers if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually following action on the remaining consent calendar items.

1. 2025/0617.02- Approve Minutes of the June 3, 2025, Regular Meeting **(ACTION)** - Pg. #4
2. 2025/0617.03 - Approve Minutes of the June 12, 2025 Special Meeting **(ACTION)** - Pg. #13
3. 2025/0617.04 - Approve the Placement of a Public Hearing for the Cost Recovery for the Abatement of 520 First Avenue **(ACTION)** - Pg. #14
4. 2025/0617.05 - Approve Resolution No. 1640-2025 Establishing a \$25.00 Security Alarm Registration Fee and Adopting the 2025-2026 Master Fee Schedule **(ACTION)** - Pg. #17

- [5.](#) 2025/0617.06 - Approve Resolution No. 1641-2025 Adopting an Amended Employee Salary Schedule **(ACTION)** - Pg. #48
- [6.](#) 2025/0617.07 - Approve Measure Z Memorandum of Understanding with Humboldt County for the Community Service Officer Position **(ACTION)** - Pg. #60
- [7.](#) 2025/0617.08 - Authorization to Execute Collection Services Agreement with Pacific Credit Services for the Collection of Outstanding Utility Receivables **(ACTION)** - Pg. #94
- [8.](#) 2025/0617.09 - Receive & File the Check Register for May **(ACTION)** - Pg. #100

L. ITEMS REMOVED FROM THE CONSENT CALENDAR

M. REPORTS/STAFF COMMUNICATIONS

- [1.](#) 2025/0617.10 - City Manager/Staff Update **(RECEIVE & FILE)** - Pg. #104

N. SPECIAL PRESENTATIONS

- [1.](#) 2025/0617.11 - Presentation – Recology Eel River – Annual Rate Adjustment to Solid Waste Franchise Agreement **(DISCUSSION/POSSIBLE ACTION)** - Pg. #110

O. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

P. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- [1.](#) 2025/0617.12 - Second Reading (by title only) and Adoption of Ordinance No. 417-2025 Banning the Sale of Nitrous Oxide in the City of Rio Dell **(DISCUSSION/POSSIBLE ACTION)** - Pg. #121

Q. COUNCIL REPORTS/COMMUNICATIONS

R. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, **July 1, 2025 at 6:00 p.m.***

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 3, 2025**

Mayor Garnes called the regular meeting of the Rio Dell City Council to order at 5:00 p.m.

- ROLL CALL:**
- Present: (Closed Session) Mayor Garnes, Mayor Pro Tem Carter, Councilmembers Orr, Wilson, and Woodall, and City Manager Knopp
- Present: (Regular Meeting) Mayor Garnes, Mayor Pro Tem Carter, Councilmembers Orr, Wilson, and Woodall
- Others Present: City Manager Knopp, Finance Director Sanborn, Chief of Police Phinney, Water/Roadways Superintendent Jensen, City Clerk Dunham, Senior Fiscal Assistant Maciel, and Senior Fiscal Assistant Townsend
- Absent: Community Development Director Caldwell (excused)

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Conference with Labor Negotiator – Agency Negotiator: City Manager – Employee Organizations: Rio Dell Employees Association, Rio Dell Police Officers Association, and all Contract Employees

PUBLIC COMMENT REGARDING CLOSED SESSION

No members of the public were present to comment.

RECESS INTO CLOSED SESSION

The Council recessed into closed session at 5:00 p.m. with City Manager Knopp to discuss the above-listed matter.

ORAL ANNOUNCEMENTS

The Council reconvened into open session at 6:05 p.m.

Mayor Garnes announced that there was nothing to report from the closed session.

PUBLIC PRESENTATIONS

Mayor Garnes invited public comment on non-agenda matters. There was no public comment.

JUNE 3, 2025 MINUTES
Page 2**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 Carter/Orr to approve the consent calendar, including the following items:

- 1) Minutes of the May 20, 2025 Regular Meeting;
- 2) Minutes of the May 27, 2025 Special Meeting;
- 3) Appointment of Ken Davis to the Nuisance Advisory Committee;
- 4) Resolution No. 1634-2025 Adopting a List of Projects for FY 2025-26 Funded by SB1- The Road Repair and Accountability Act of 2017;
- 5) Resolution No. 1635-2025 Adopting Billable Rates for Staff for FY 2025-26;
- 6) Resolution No. 1636-2025 Amending the Gann Appropriations Limit for FY 2025-26;
- 7) Purchase of One Ford F-150 Police Vehicle and One Ford F-250 Public Works Vehicle;
- 8) Adopting List of City Council Priorities for FY 2025-26;
- 9) Approving the Façade Improvement Program Round 3 for FY 2025-26; and
- 10) Resolution No. 1637-2025 Adopting a Cross Connection Control Policy Related to Drinking Water

The motion carried 5-0.

REPORTS/STAFF COMMUNICATIONSCity Manager/Staff Update

City Manager Knopp reported on recent activities and said that the Elm Street paving job was scheduled to begin tomorrow, warning residents that there may be some level of disruptions. He noted that the contractor would also be doing some spot repairs on Center Street and the City Hall parking lot.

He announced the Eel River Trail Ceremony was scheduled for June 10th from 10:30 a.m. to noon with the guests of honor being the students from the Rio Dell Elementary School.

Mayor Garnes encouraged everyone to attend the event.

Mayor Pro Tem Carter commented on the Animal Control report, noting that once again there were zero cats transported to Miranda's Rescue.

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Councilmember Woodall said that she talked to Sarah Reback from the Community Resource Center, who mentioned the launching of the Blue Envelope program and asked Chief Phinney to explain the program for the benefit of the public.

Chief Phinney explained that the Blue Envelope program is designed to improve interactions with law enforcement or first responders and assist individuals with autism, developmental delays, or physical impairments. He said the goal is to empower individuals and families with resources to help create calmer, more informed interactions in situations that can sometimes be overwhelming or misunderstood. He said that an individual with a disability would have a blue envelope including items such as their medical diagnosis, potential triggers, or special needs to improve the level of service they get and interactions with law enforcement and first responders. He noted that participants would receive “swag” items such as vehicle decals, wallet cards and lanyards to signal to law enforcement and other first responders that a person is a program participant.

Councilmember Woodall commented that there will be free hot dogs and brownies and was glad to see Rio Dell Police Department participating in the event.

SPECIAL PRESENTATIONS/STUDY SESSIONS**Presentation – Adoption of FY 2025-26 Operating and Capital Budget**

Finance Director Sanborn provided a staff report said that as we approach the end of the fiscal year, staff is pleased to present the recommended budget that reflects the City’s priorities and financial planning for the year ahead.

He said that the budget development process follows a structured form and timeline and ensures careful planning and thorough review. The process begins in March with departments heads receiving budget worksheets, in April the departments submit their funding requests which the finance team carefully reviews and analyzes. By May, staff prepares the initial draft budget and submits it to the City Manager for approval. The recommended budget is then presented to the City Council in June for consideration and possible adoption. He explained that this systematic approach ensures that every dollar is carefully considered before being presented for approval.

He said that during the May 20 and May 27 meetings, the City Council established five (5) key priorities for the coming year which focused on public safety, economic development, public works infrastructure projects, and police department personnel, as well as parks and youth programs to invest in recreation and youth development. He noted that these priorities are reflected throughout the proposed budget and guide how the City allocates its resources.

He further explained that the proposed budget totals \$17,374,056, representing a strategic reduction of \$2,080,629 from the preceding fiscal year. He said that the

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variance is primarily attributable to the successful progression of two significant capital initiatives: The Eel River Trail project and substantial progress on critical water infrastructure improvements funded through the Drinking Water State Revolving Fund (DWSRF) program.

He said that the \$17,374,056 budget is divided into three (3) major categories: Operating Expenditures, Debt Service and Pass-Through Obligations, and Capital and Special Projects.

Revenue projections for FY 2025-26 were \$15,814,000, utilizing \$1,681,968 from unassigned fund balances to balance the budget, which includes a complete draw on the City's American Rescue Plan Act (ARPA) money. The utilization of reserves represents prudent fiscal management, deploying accumulated resources for transformational infrastructure investments that will generate long-term operational efficiencies and enhanced service delivery capacity.

Finance Director Sanborn reported that the total recommended budget is \$2.1 million smaller than the last fiscal year, with the decrease primarily due to the completion of capital projects. He noted that the Eel River Trail project was completed, and also underway is the \$12 million Water Infrastructure project funded by a grant through the State Regional Water Quality Control Board.

He noted that the City's most ongoing expense is the Police Department, with the budget exceeding \$1.5 million. He commented that this makes sense as Public Safety remains as the City Council's number one top priority.

Total projected revenue for the coming fiscal year of \$15.8 million, represented a decrease of \$2.4 million from the prior year primarily due to a reduction in spending and reflects the completion of grant funded capital projects. He noted that staff also anticipates a decrease in Measure O tax revenue due to the one-quarter percent reduction that took affect in January 2025.

He reported that the General Fund relies primarily on four (4) main revenue sources: Property Taxes, Vehicle License Fees, Sales Taxes, and Cannabis Tax Revenue. The total General Fund total for the coming year was projected at \$1.7 million, representing an increase of approximately \$56,000 compared to last year.

Total General Fund expenses were projected at \$1,862,443, with the Police Department representing the largest allocation of \$1,254,832 or 67% of the total General Fund budget. City Administration accounted for 11%, with Capital projects at 3%. The remaining 19% support various other City operations and services.

The Capital Projects budget allocated just over \$12 million for various infrastructure and special projects throughout the City which are significant improvements that will benefit the City for years to come with funding coming from various funding sources.

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Finance Director Sanborn continued with a review of the City of Rio Dell Organization Chart, and the Position Allocation Table representing 23.05 full-time equivalent (FTE) positions compared to 23.95 FTE's the previous year.

He concluded the presentation by thanking the City Council for participating in the budget process and for their continued commitment to fiscal responsibility. He also thanked City staff for their support and assistance with the budget process.

He then offered to answer any questions from the City Council.

Council members expressed thanks and appreciation to Finance Director Sanborn for putting together and presenting the budget and for the staff's assistance in the process.

Mayor Garnes called for public comment on the budget presentation. No public comment was received.

A motion was made by Woodall/Carter to adopt Resolution No. 1638-2025 adopting the Fiscal Year (FY) 2025-26 Operating and Capital Budget and Position Allocation Table. Motion carried 5-0.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/STUDY SESSIONSAppointment of an Ad Hoc Committee Related to Economic Development

City Manager Knopp provided a staff report and said the City Council appointed the last Economic Development Ad Hoc in December 2020, which led to the creation of the current Economic Development Strategy. Based on the conversation at the recent priority setting session, it is recommended that the Council appoint a new Ad Hoc consisting of two (2) members of the City Council to work with staff on an update of the current plan and implementation priorities.

Mayor Garnes, Mayor Pro Tem Carter, and Councilmember Wilson all expressed interest in serving on the committee. After a brief discussion, Councilmember Wilson withdrew his name for consideration.

A motion was made by Woodall/Carter to approve the appointment of Mayor Garnes and Mayor Pro Tem Carter to the Economic Development Ad Hoc Committee. Motion carried 4-1; Councilmember Orr dissenting.

ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGSIntroduction and First Reading (by title only) of Ordinance No. 417-2025 Banning the Sale of Nitrous Oxide in the City of Rio Dell

City Manager Knopp provided a staff report and said that the City Council met on August 20, 2024, and discussed the banning of nitrous oxide in the City of Rio Dell. The consensus of the Council was for staff to return with a draft Ordinance. Since that

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meeting, staff has been working with the County of Humboldt Public Health Division and neighboring cities to craft a unified ordinance to create a cohesive and consistent ban across the local jurisdictions. He noted that the County Board of Supervisors adopted an ordinance at today's meeting banning the sale of nitrous oxide.

City Manager Knopp introduced Katie Jo Slaughter from the Department of Health and Human Services (DHHS) and Jay Macedo from the Health and Social Policy Institute who were present to provide a presentation to the City Council on the Recreational Nitrous Oxide Ordinance.

Katie began by providing background on what nitrous oxide is and said that it is a colorless gas that is used in health care for sedation and pain relief, and in the culinary industry as a compressed gas to make whipped cream. It is also used for recreational (illicit) use to get "high."

She explained the short-term effects, which may include dizziness and light-headedness, blurred vision, sweating, unusual tiredness or weakness, fainting or loss of blood pressure, as well as the possibility of a heart attack or potential for hypoxia (lack of oxygen).

Long-term effects may include memory loss, vitamin B-12 depletion leading to potential brain and nerve damage, ringing or buzzing in the ears, incontinence, numbness in hands and feet, limb spasms, loss of muscle control, weakened immune system, disruption to reproductive systems, potential birth defects, neurological damage, peripheral neuropathy, psychological dependence, and potential for psychosis.

Katie noted that the County Department of Health and Human Services (DHHS) has actively engaged in the implementation of an ordinance banning nitrous oxide since January 2024, including completion of 144 retail observations in incorporated and unincorporated areas of Humboldt County (excluding tribal areas). She noted that staff observed nitrous oxide products in plain sight at 24 of the 144 retail outlets. She said that independent retail outlets include sex shops, glass shops, non-traditional tobacco retailers, and variety or general stores. 28 retail outlets were identified in the Eel River Valley (Fortuna, Ferndale, and Rio Dell), with 4 having products in plain sight. Three outlets were in Fortuna and one in Ferndale at a home goods store selling products intended for home-based culinary use. There was evidence that another retail outlet in Rio Dell may sell nitrous oxide, but out of plain sight.

Katie pointed out that under the County Ordinance, a retail outlet can lose their County Business License and its Retail Tobacco License if it sells nitrous oxide products and paraphernalia.

Councilmember Wilson commented that the City obviously knows who sells nitrous oxide products in Rio Dell and asked Chief Phinney if the police department would be able to enforce the ordinance once it is adopted.

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Chief Phinney explained that because the business in question has a license to sell alcoholic beverages, the police department has the authority to inspect the premises at any time, can request revocation of the alcohol license to ABC, or issue an administrative citation, as well as a potential arrest.

Councilmember Woodall asked about the possibility of a sting operation where someone under cover is sent into the business to purchase nitrous oxide.

Chief Phinney indicated that it could be done.

Councilmember Woodall asked if nitrous oxide is addictive.

Katie explained that nitrous oxide has a significant health and wellness concern throughout Humboldt County, and people are being treated for nitrous oxide substance abuse.

Councilmember Orr asked if there had been any discussion on how it can be made available to the food service industry, or if there is a replacement item for them to use.

Katie explained that at this time, the County is recommending a total ban on the use of nitrous oxide, so it seems that everyone would be left with the option of making whipped cream by hand. She clarified that there is an exception for pre-packaged whipped cream such as Redi-Whip, but there will no longer be a provision for people to make home-based whipped cream with nitrous oxide or in a restaurant.

Councilmember Orr said that coming from a restaurant background himself, this is a huge deal and asked if there is potential to allow for the use in restaurants at a later date.

Katie said that there has definitely been feedback from the culinary industry and explained that the County and some of the jurisdictions are concerned that the culinary industry's nitrous oxide is being diverted to recreational use, and sometimes to young teens, which is why the County is recommending a total ban on nitrous oxide. She said that she doesn't believe anyone is using nitrous oxide to make whipped cream at home.

Mayor Garnes commented that it seems unreasonable to say that a professional business can't use nitrous oxide in their business.

Chief Phinney explained that the City's draft ordinance allows for exceptions for restaurant use as well as for automotive use, so it does not specifically mirror the County's ordinance. He pointed out that nitrous oxide can still be obtained online.

Mayor Garnes called for public comment on the ordinance. No public comment was received.

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A motion was made by Carter/Woodall to approve the introduction and first reading (by title only) of Ordinance No. 417-2025 Banning the Sale of Nitrous Oxide in the City of Rio Dell and to continue the ordinance to the regularly scheduled meeting of June 17, 2025 for its second reading and adoption. Motion carried 5-0.

COUNCIL REPORTS/COMMUNICATION

Mayor Pro Tem Carter reported on recent meetings and events and invited everyone to come by the Community Resource Center from 5-7 p.m. for the Blue Envelope program event. She announced there would be a Chamber of Commerce meeting on Friday at noon in Scotia, the Community Resource Center is also hosting a Garden Party at the Community Garden this Saturday from 11:00-1:00, and a Bike Rodeo at the Rio Dell Fire Hall on June 14, 2025 from 11:00 a.m. to 1:00 p.m. She then encouraged everyone to please spay or neuter their pets.

Chief Phinney said that Corporal Landry would be leading the bike parade on a bicycle.

Councilmember Woodall reported on his attendance at the HWMA meeting last week and said that the board adopted its annual budget. He said that with the price of tipping fees and the fact that the pulp mill is no longer taking compost, residential garbage rates will be increasing.

Mayor Garnes reported that she attended an HTA meeting and said they held a ribbon-cutting ceremony for the new hydrogen bus, which is the only hydrogen bus north of the Bay Area. She said that they tested it, took it up Berry Summit, and "Southern Humboldt and they know that it can make the range with a total range of 435 miles. They have ordered eleven more hydrogen buses and said that everyone should be proud of HTA staff for going after the grant to get these buses. She indicated that there are plans underway to put in a permanent hydrogen fueling station for buses and personal hydrogen vehicles.

She reported that on Thursday, she and City Manager Knopp would be attending a Leadership Conference at the Fortuna River Lodge on Disaster Preparedness and Economic Development.

She then reported that she met with Assemblymember Damon Connolly, who is running for State Senator against Senator McGuire, and took him on a walking tour of Rio Dell, including the Eel River Trail and the Cal Fire property. They talked about Rio Dell and what it needs, and what Senator McGuire has done for Rio Dell previously and what he hopes to continue to do for Rio Dell if he is elected.

ADJOURNMENT

A motion was made by Woodall/Carter to adjourn the meeting at 7:00 p.m. to the June 17, 2025, regular meeting. Motion carried 5-0.

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Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL
SPECIAL MEETING
JUNE 12, 2025
MINUTES**

A Special meeting of the Rio Dell City Council was called to order at 4:30 p.m. by Mayor Garnes.

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

Absent: Councilmember Orr (excused)

Others Present: City Manager Knopp

SPECIAL MEETING MATTERS

Closed Session – Conference with Labor Negotiator – City Manager Employee Organization - Rio Dell Employees Association – Gov’t Code §54956.7
The Council recessed into closed session with City Manager Knopp to discuss the above matter.

The meeting reconvened at 4:50 p.m.

Mayor Garnes announced that there was no reportable action from the closed session.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 4:51 p.m. to the next regular meeting on June 17, 2025.

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk



675 Wildwood Avenue
Rio Dell, CA 95562-1597
(707) 764-5642 Hall

For Meeting of: June 17, 2025

■ Consent Item; □ Public Hearing Item

To: City Council

From: Mary Clark, Community Service Officer

Through: Kyle Knopp, City Manager

Date: June 17, 2025

Subject: Discussion of Cost Recovery for the Abatement of 520 First Avenue

That the City Council review the cost recovery for the abatement that took place on March 18, 2025 and March 19, 2025 at 520 First Avenue and approve the placement of a public hearing on the Council's agenda so that a lien may be placed on the property. The hearing is tentatively scheduled for August 5, 2025. The total cost for the abatement was determined to be \$8,977.22.

Background and Discussion

On March 18, 2025 and March 19, 2025, 4 workers from Redwood Teen Challenge, Chief Phinney, Officer Rocha and I conducted an abatement at 520 First Avenue in the City of Rio Dell. During the abatement, solid waste and multiple junk vehicles were removed from the property. Three 40-yard dumpsters were filled with solid waste and 4 junk vehicles were towed from the property. The City's cost for the abatement were determined to be \$8,977.22.

The cost assessment was sent via certified mail to the property owner on May 5, 2025. The property owner has not made any attempt to pay the City for this debt. Rio Dell Municipal Code (RDMC) Sections 8.10.310 through 8.10.330 cover the cost recovery process. RDMC Section 8.10.330 references the California Government Code Section 38773.5 which spells out the process for establishing taxes and assessments. **This process requires two meetings, a public meeting followed by a public hearing. The public hearing is anticipated to be held on August 5, 2025.**

Attachment(s): Cost recovery assessment

Rio Dell Police Department
 675 Wildwood Avenue, Rio Dell, California 95562
 [707] 764-5642

COST RECOVERY ASSESSMENT

Name: **The Estate of Jo An Tolley**
 Address: 520 1st Avenue
 Rio Dell, California 95562
 A.P.# 053-095-015
 File # CE20-117
 Location: **520 1st Avenue**
Rio Dell, California

Date	Staff/ Vendor	Staff Time		Hours/10ths	Cost
		Description			
1/25/2025	MC	Inspection		0.25	\$15.15
2/5/2025	MC	Draft Notice of Nuisance and Order to Abate		1.00	\$60.63
2/21/2025	MC	Inspection		0.25	\$15.15
2/21/2025	CL	Inspection		0.25	\$21.02
3/12/2025	MC	Draft Abatement Warrant		4.00	\$242.52
3/14/2025	MC	Posted Warrant and Coordinated Abatement		2.00	\$121.26
3/18/2025	MC	Abatement		5.00	\$303.15
3/18/2025	CR	Abatement		5.00	\$342.95
3/18/2025	JP	Abatement		3.00	\$333.27
3/19/2025	MC	Abatement		5.00	\$303.15
3/19/2025	CR	Abatement		5.00	\$342.95
3/19/2025	JP	Abatement		3.00	\$333.27

SUB-TOTAL - Staff Time

\$2,434.47

Contractors and Other Agencies/Departments

CONTRACTORS:

3/18/2025	Recology- 2- 40 Yard Dumpsters, Tire and Appliance Disposal	\$3,106.82
3/19/2025	Recology- 40 Yard Dumpster	\$1,714.98
3/19/2025	Eel River Transportation- Tire Disposal	\$417.00

OTHER AGENCIES/DEPARTMENTS

3/18/2025	Redwood Teen Challenge- Clean Up Crew	\$735.00
3/19/2025	Redwood Teen Challenge- Clean Up Crew	\$560.00

SUB-TOTAL - Contractors and Other Agencies

\$6,533.80

Office Costs		Amount
Date	Description	
3/12/2025	Certified Mail for Abatement Warrant	\$8.95
SUB-TOTAL - Office Cost		\$8.95
TOTAL COST		\$8,977.22



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

For the Meeting of June 17, 2025
☒ Consent Item; ☐ Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director

A handwritten signature in blue ink, appearing to be "K Caldwell", enclosed in a blue circular scribble.

Through: Kyle Knopp, City Manager

Date: June 9, 2025

Subject: Adoption of the 2025-2026 Master Fee Schedule.

Recommendation:

That the City Council:

1. Adopt Resolution No. 1640-2025 establishing a \$25.00 security alarm registration fee and adopting the 2025-2026 Master Fee Schedule.

Discussion

As the Council is aware the City charges fees for certain services provided by staff. The 2025-2026 Master Fee Schedule incorporates City's 2025-2026 burdened rates which were adopted at your meeting on June 3, 2025. The attached Resolution incorporates the burden rates into the Mater Fee Schedule.

A new fee staff is recommending is a registration fee for the Police Department's False Alarm regulations, Chapter 9.20 of the Rio Dell Municipal Code. The Police Department administrative clerk reported that it takes about 20 minutes to review the application and process the registration. This task will now be assumed by the City's Community Services Officers. Based on the adopted 2025-2026 billable rates for staff, the recommended fee is \$25.00.

The Police Department is also recommending increasing the Vehicle Release fee from \$75.00 to \$150.00. The Police Chief reports that the average time spent on scene of a stop for a vehicle tow is 1 hour with additional time spend mailing off legal notices of storage (15 min). The form must then be reviewed by a supervisor (15 min) to ensure its accuracy. More time must be spent when the vehicle is released reviewing the form, ensuring legal mandates have been met, the person is legally allowed to possess the vehicle being released and process payment (30 min). Total of 2 hours. Based on the Department's current burdened rates, the recommended new fee is \$150.00.

The City's Water Superintendent noticed that the Fire Hydrant bulk water connection fee is not identified on the Master Fee Schedule. A \$25.00 fee has historically been charged. However, it takes the Water Superintendent about 30 minutes to retrieve the fitting and connect and disconnect it and return it to the plant. Based on the Department's current burdened rates, the recommended fee is \$50.00.

Attachments

Attachment 1: 2025-2026 Master Fee Schedule.

Attachment 2: Resolution No. 1640-2025 establishing a \$25.00 security alarm registration fee and adopting the 2025-2026 Master Fee Schedule.



City of Rio Dell

Master Fee Schedule 2025/2026

Adopted August 15, 2023
Resolution No. 1588-2023
Amended November 7, 2023
Resolution No. 1593-2023
Amended June 4, 2024
Resolution No. 1603-2024
Resolution No. 1635-2025
Resolution No. 1640-2025

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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BILLABLE RATES FOR STAFF TIME FOR FISCAL YEAR 2025-26

Resolution No. 1635-2025

FY 2025-2026				
Billable Burdened Rates				
TITLE	HOURLY RATE	AVERAGE OH COST %	BENEFITS %	HOURLY RATE CHARGE
City Clerk	36.60	26%	77%	74.30
City Manager	65.17	26%	60%	121.22
Community Development Director	52.98	26%	77%	107.55
Finance Director	56.41	26%	44%	95.90
Accountant II	36.52	26%	57%	66.83
Senior Fiscal Assistant	27.69	26%	60%	51.50
Senior Fiscal Assistant	26.88	26%	61%	50.27
Chief of Police	53.80	26%	97%	119.97
Police Sergeant	42.25	26%	115%	101.82
Police Corporal	37.38	26%	115%	90.09
Police Officer	27.55	26%	88%	58.96
Community Service Officer	27.50	26%	105%	63.53
Community Service Officer	31.21	26%	100%	70.53
Wastewater Superintendent	39.88	26%	99%	89.73
Water/Roads Superintendent	47.33	26%	73%	94.19
Wastewater Treatment Operator I	25.85	26%	103%	59.20
Operator in Training	26.91	26%	115%	64.85
Utility Worker III	27.73	26%	109%	65.17
Utility Worker II	24.16	26%	109%	56.78
Water Operator I	24.72	26%	120%	60.81

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 1186 State Mandated Disability Access Fee	SB 1186	\$1.00 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	\$48.98 \$3.46
Base Rate Dinsmore Zone (Outside City Limits) Each Unit (750 gallons) Maintenance Surcharge	Res. 1281	\$73.90 <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
Fire Hydrant Connection Fee – Bulk Water	Res. 1640	\$50.00
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	\$67.39 <i>*Note: Sewer rates are adjusted annually. Contact City Hall for additional information.</i>
New Customer – Fixed Rate (No winter month's history to average).	Res. 1253	\$99.99
Vacant Premises – Fixed Rate	Res. 1253	\$67.39
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
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
Rental Housing Inspection Program	Res. 1606	Registration \$15.00 per parcel. City Inspections \$55.00 per unit Self-Inspections \$30.00 per unit

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	\$66.00
Certificate of Occupancy, Commercial	Ord. 315	\$133.00
HCD Form 433A – Processing and Filing	Ord. 315	\$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	\$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	\$66.00
Commercial Energy Plan Check (amount added to original plan check fee)	Ord. 315	\$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	\$167.37
Garage (Residential Accessory)	Ord. 315	\$66.48
Carport (Residential Accessory)	Ord. 315	\$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	\$167.37
Attached to Residence, Floor and Door between Rooms	Ord. 315	\$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	\$58.00

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
All Other Areas	Ord. 315	\$43.00
Pre-Assembled Housing (Per Unit(s) Square Footage)	Ord. 315	\$22.00
Foundation Only for Existing Manufactured Home (Per Unit(s) Square Footage)	Ord. 315	\$15.00
Setup Only (For New Manufactured Home not place on a Foundation System)	Ord. 315	\$7.00
Cabana for Manufactured Home	Ord. 315	\$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	\$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		
<i>Building Permit Fees Continued</i>		
Electrical Permit Fees		
Description	Reference	Amount
Permit Issuance – For the issuance of each electrical permit.	Ord. 315	\$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	\$10.00
System Fee Schedule		
<i>The following fees shall include all wiring and electrical equipment in or on each building.</i>		
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	\$.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	\$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	\$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	\$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	\$2.00 each for first 20 fixtures \$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	\$2.00 each for first 20 fixtures \$1.00 for each additional fixture \$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	\$6.00 each

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
Building Permit Fees Continued		
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	\$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.</i> <i>(2) These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related control equipment.</i>	Ord. 315	\$6.00 Up to and including 1. \$17.00 1 to 9 \$28.00 10 to 49 \$68.00 50 to 99 \$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	\$41.00 each \$8.00 each
Photovoltaic Systems – For each private photovoltaic system. See Section 66015 CGC.	Ord. 315	\$104.00

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Electrical Permit Fees		
Description	Reference	Amount
Unit Fee Schedule		
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	Ord. 315	\$50.00 each \$102.00 each \$205.00 each \$26.00 each
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.	Ord. 315	\$26.00
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.	Ord. 315	\$41.00 each \$12.00 each \$12.00 each
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	Hourly Burdened Rate

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	\$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	\$10.00
Appliance Vents – For the installation, relocation or replacement of each appliance vent installed and not included in the appliance permit.	Ord. 315	\$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	\$21.00
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. 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. For the installation or relocation of each floor furnace, including vent. For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.	Ord. 315	\$21.00 \$26.00

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

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Mechanical Permit Fees Continued		
Description	Reference	Amount
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.	Ord. 315	\$21.00
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.		\$38.00
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.		\$51.00
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.		\$77.00
For the installation or relocations of each boiler or compressor over 50 horsepower or each absorption system over 1,750,000.		\$129.00
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	Hourly Burdened Rate

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
Building Permit Fees Continued		
Plumbing Permit Fees		
Description	Reference	Amount
Permit Issuance – For the issuance of each plumbing permit.	Ord. 315	\$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	\$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).	Ord. 315	\$14.00
For repair or alteration of drainage or vent piping, each fixture.		\$6.00
Sewers, Disposal Systems and Interceptors – For each building sewer and each trailer park sewer.	Ord. 315	\$35.00
For each cesspool.		
For each private sewage disposal system.		\$62.00
		\$122.00
For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps.		\$32.00
Rainwater systems, per drain (inside building).		\$16.00
Water Piping and Water Heaters – For installation, alteration or repair of water piping or water treating equipment or both.	Ord. 315	\$6.00 each
For each water heater, including vent.		\$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	\$8.00
For additional each outlet over five.		\$2.00
Hydronic Heating Systems – For each hydronic heating system, including floor, wall and baseboard systems.	Ord. 315	\$41.00
Lawn Sprinklers, Vacuum Breakers and Backflow Devices – For each lawn sprinkler system on any one meter, including backflow protection devices.	Ord. 315	\$25.00
For each atmospheric-type vacuum breakers or backflow protection devices not included above, one to five devices.		\$17.00
For each additional device above five.		\$4.00
For backflow prevention device other than atmospheric-type vacuum breakers, 2 inches and smaller.		\$17.00
For backflow prevention device other than atmospheric-type vacuum breakers, over 2 inches.		\$35.00
Swimming Pool – For each swimming pool or spa.	Ord. 315	
Public Pool		\$150.00
Public Spa		\$101.00
Private Pool		\$101.00
Private Spa		\$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	\$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	Hourly Burdened Rate

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Grading Plan Review Fees		
Grading Plan Review Fees –	Ord. 315	65% of Grading Permit Fee
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	Hourly Burdened Rate
Grading Permit Fees		
Description	Reference	Amount
50 cubic yards or less.	Ord. 315	\$41.00
51 to 100 cubic yards.		\$61.00
101 to 1000 cubic yards.		
First 100 cubic yards.		\$61.00
For each additional 100 cubic yards.		\$26.25
1,001 to 10,000 cubic yards.		
First 1,000 cubic yards.		\$317.00
For each additional 1,000 cubic yards.		\$23.00
10,001 to 100,000 cubic yards.		
First 10,000 cubic yards.		\$536.00
For each additional 10,000 cubic yards.		\$100.00
100,001 cubic yards or more.	Ord. 315	
First 100,000 cubic yards.		\$1513.00
For each additional 10,00 cubic yards		\$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	Hourly Burdened Rate

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
Building Permit Fees Continued		
Elevator Fees		
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. 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.	Ord. 315	\$148.00 \$3.00 \$41.00 \$3.00
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.	Ord. 315	Hourly Burdened Rate
Elevator Annual Certificates of Inspection Fees For each elevator. For each escalator or moving walk. For each commercial dumbwaiter. <i>Note: Each escalator or moving walk unit powered by one motor shall be considered as a separate escalator or moving walk.</i>	Ord. 315	\$68.00 \$41.00 \$28.00
Rental Housing Inspection Program		
Annual Registration Fee per Unit	Res.	\$15.00
City Inspection Fee per Unit (once every 3 years)	1603-2024	\$55.00
Self-Inspection Fee Annually		\$30.00

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
Parking - Exceeding Time Limit	Res. 1591	\$35.00
Parking Outside a Marked Parking Spot	Res. 1591	\$35.00
Parking in Violation of Colored Curb	CVC 21458(a)	\$35.00
Parking in an Intersection	CVC 22500(a)	\$45.00
Parking in a Crosswalk	CVC 22500(b)	\$45.00
Parking in Front of a Driveway	CVC 22500(c)	\$45.00
Parking on a Sidewalk	CVC22500(f)	\$45.00
Parking in a Bus Stop	CVC22500(i)	\$50.00
Parking More Than 18" from Right Curb	CVC 22502(a)	\$45.00
Parking in an Area Posted as No Parking	CVC 22505(b)	\$45.00
Parking in a Marked Disabled Spot Without a Placard/Plate	CVC 22507.8(a)	\$330.00
Parking Within 15' of a Fire Hydrant	CVC 22514	\$50.00
Parking Within 3' of a Disabled Person Sidewalk Ramp	CVC 22522	\$330.00
Report Copy	Res. 362	\$15.00
Vehicle Release	Res. 1640	\$50.00
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
Security Alarms		
New Alarm Permits - Registration	Res.1640-2025	\$25.00
Renewal Fee (Every 2 years)	Ord. 402-2024	\$20.00
Late application fee	Ord. 402-2024	\$50.00
Permit reinstatement fee	Ord. 402-2024	\$100.00
False Alarms – 2 free per 12-month period	Ord. 402-2024	
Third false alarm in 12-month period	Ord. 402-2024	\$75.00
Fourth false alarm in 12-month period	Ord. 402-2024	\$100.00
Fifth false alarm in 12-month period	Ord. 402-2024	\$150.00
Alarm permit violation – 1 st offense	Ord. 402-2024	\$50.00
Alarm permit violation – 2 nd offense	Ord. 402-2024	\$100.00
Alarm permit violation – 3 rd offense	Ord. 402-2024	\$150.00
Alarm permit violation – 4 th offense	Ord. 402-2024	Permit revoked
Alarm fees 30-day late payment penalty	Ord. 402-2024	\$5.00
Alarm fees 60-day late payment penalty	Ord. 402-2024	\$10.00
Alarm fees 90-day late payment penalty	Ord. 402-2024	\$25.00

RESOLUTION NO. 1640-2025**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
ESTABLISHING A SECURITY ALARM REGISTRATION FEE AND
ADOPTING THE 2025-2026 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 2025-2026 Master Fee Schedule incorporates City's 2025-2026 burdened rates which were adopted at your meeting on June 3, 2025

WHEREAS the City Council recently adopted Ordinance No. 402-2024 establishing False Alarm Regulations, Chapter 9.20 of the Rio Dell Municipal Code; and

WHEREAS this staff is recommending a registration fee for the Police Department's False Alarm regulations; and

WHEREAS the Police Department administrative clerk reported that it takes about 20 minutes to review the application and process the registration; and

WHEREAS this task will now be assumed by the City's Community Services Officers; and

WHEREAS based on the City's current hourly burden rate, staff is recommending that the City establish a \$25.00 registration fee; and

WHEREAS the Police Department is also recommending increasing the Vehicle Release fee from \$75.00 to \$150.00; and

WHEREAS the Police Chief reports that the average time spent on scene of a stop for a vehicle tow is 1 hour with additional 15 minutes spent preparing and mailing legal notices; and

WHEREAS the form must then be reviewed by a supervisor (15 minutes) to ensure its accuracy. Additional time must be spent when the vehicle is released reviewing the form, ensuring legal mandates have been met, the person is legally allowed to possess the vehicle being released and to process the payment (30 min); and

WHEREAS the Police Chief reports the total staff time spent on processing and releasing a vehicle tow is about 2 hours. Based on the Department's current burdened rates, the recommended new fee is \$150.00; and

WHEREAS the City's Water Superintendent noticed that the Fire Hydrant bulk water connection fee is not identified on the Master Fee Schedule; and

WHEREAS a \$25.00 fee has historically been charged. However, it takes the Water Superintendent about 30 minutes to retrieve the fitting and connect and disconnect it and return it to the plant; and

WHEREAS based on the Department's current burdened rates, the recommended fee is \$50.00; 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 registration fee for the Police Department’s False Alarm regulations and amending the Master Fee Schedule to reflect the new fee and 2025-2026 adopted burden rates for staff.

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 June 17, 2025, 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. 1640 - 2025 adopted by the City Council of the City of Rio Dell on June 17, 2025.

Karen Dunham, City Clerk, City of Rio Dell

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



DATE: June 17, 2025

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Resolution 1641-2025 – Amending and Adopting the City Master Salary Table

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution 1641-2025 Amending and Adopting the City Master Salary Table for the Wastewater and Water/Streets Superintendent position.

BACKGROUND

On February 18, 2025, Gallagher presented a Total Compensation Study Report to the City Council. The study analyzed all City positions relative to market comparators to ensure the City maintains competitive compensation practices and can attract qualified candidates in today's employment market.

DISCUSSION

The Total Compensation Study identified compensation medians for all City positions and recommended that the Wastewater and Water/Streets Superintendent positions be placed in proposed salary ranges 27 and 28 respectively. This recommendation was based on market competitiveness analysis and appropriate range placement within the City's overall compensation structure.

While the City has the Water/Streets Superintendent position filled, significant challenges persist in attracting qualified candidates for the Wastewater Superintendent role. The Wastewater Superintendent position requires specialized technical expertise, regulatory knowledge, and leadership capabilities that are increasingly difficult to find in the current job market. This

position is essential for maintaining the City's water quality, environmental compliance, and public safety standards.

Recent recruitment efforts for the Wastewater Superintendent position have yielded limited interest from qualified candidates, highlighting a gap between our current compensation offering and market expectations for this specialized role. The position remains critical to the City's operations, as it oversees systems that directly impact public health, environmental protection, and wastewater treatment compliance.

To address the recruitment challenges for the Wastewater Superintendent position and maintain internal equity across similar roles, staff recommends implementing the Gallagher study's recommended salary ranges with an additional 10% adjustment for both positions. This enhancement reflects current market realities for these specialized positions and positions the City competitively within the regional employment landscape.

This adjustment serves the City's interests by:

- Enabling recruitment of qualified candidates for the vacant Wastewater Superintendent position
- Maintaining internal equity between comparable superintendent roles
- Reducing prolonged vacancy periods that strain existing staff and operations
- Ensuring continuity in critical infrastructure management and regulatory compliance
- Maintaining the City's reputation as a competitive employer in specialized fields

The proposed compensation adjustment represents a strategic investment in the City's operational capacity and long-term infrastructure management capabilities.

ATTACHMENTS

- Exhibit A - Resolution 1641-2025
- Appendix III - Proposed Salary Range Schedule
- Appendix IV - Salary Range Placement Recommendations from the Total Compensation Study



**RESOLUTION NO. 1641-2025
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
AMENDING AND ADOPTING THE CITY MASTER SALARY TABLE**

WHEREAS, the City of Rio Dell recognizes the value of adopting a salary schedule that promotes the recruitment and retention of employees; and

WHEREAS, a pay structure with competitive salaries is essential in attracting and retaining a skilled, motivated workforce, thereby increasing the level of service to the City's residents; and

WHEREAS, the City of Rio Dell engaged Gallagher to complete a Total Compensation Study Report that was presented to the City Council on February 18, 2025; and

WHEREAS, it was recommended that the Wastewater Superintendent position be placed in salary range 27 and the Water/Streets Superintendent position be placed in salary range 28 with rationale from the study being market competitiveness and range placement; and

WHEREAS, the City has experienced recruitment challenges for the Wastewater Superintendent position, necessitating competitive compensation to attract qualified candidates in specialized infrastructure roles; and

WHEREAS, to address current market conditions and recruitment challenges, the City has determined that a 10% adjustment above the Gallagher study recommendations is necessary to ensure competitive positioning for these specialized positions; and

WHEREAS, a salary table helps provide transparency in compensation; and

WHEREAS, Section 36506 of the Government Code of the State of California provides that the City Council shall, by Resolution or Ordinance, fix the compensation for all appointive officers and employees; and

WHEREAS, the Master Salary Tables are attached as Exhibit "A" to this Resolution and have been reviewed and considered by the City Council; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Rio Dell:

1. The Master Salary Tables attached hereto as Exhibit "A" are hereby adopted.

2. All prior resolutions concerning compensation for City employees that conflict with this Resolution or the attached Master Salary Tables are hereby repealed, and this Resolution shall be effective June 17, 2025.

PASSED AND ADOPTED by the City of Rio Dell on this 17th day of June 2025 by the following roll call vote:

Ayes:
Noes:
Abstain:
Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

Exhibit "A"

CITY OF RIO DELL COMPENSATION SCHEDULE
Resolution No. 1641 -2025

Peace Officers Association

JOB TITLE	Salary Range				
	A	B	C	D	E
Police Officer	54,766	57,296	59,953	62,742	65,671
Police Officer Recruit	50,165				
Police Corporal	62,847	65,782	68,863	72,098	75,495
Sergeant	68,939	72,178	75,579	79,150	82,899

Rio Dell Employee's Association

JOB TITLE	Salary Range				
	A	B	C	D	E
Accountant I	56,031	58,624	61,347	64,207	67,209
Accountant II	61,416	64,279	67,285	70,441	73,755
Admin. Assistant	40,870	42,706	44,633	46,657	48,782
Administrative Tech.	46,732	48,861	51,096	53,443	55,907
Community Service Officer	47,797	49,979	52,270	54,675	57,201
Fiscal Assistant I	39,102	40,849	42,683	44,609	46,632
Fiscal Assistant II	42,729	44,658	46,683	48,809	51,041
Management Analyst I	61,416	64,279	67,285	70,441	73,755
Office Assistant	35,815	37,397	39,059	40,804	42,636
PW Leadman	46,732	48,861	51,096	53,443	55,907
Records Tech.	42,729	44,658	46,683	48,809	51,041

Rio Dell Employee's Association (continued)

Sr. Fiscal Assistant	46,732	48,861	51,096	53,443	55,907
Utility Worker I	37,417	39,080	40,826	42,660	44,585
Utility Worker II	40,870	42,706	44,633	46,657	48,782
Utility Worker III	44,682	46,708	48,835	51,069	53,415
W/WW Plant Op. I	43,693	45,670	47,745	49,924	52,212
W/WW Plant Op. II	47,797	49,979	52,270	54,675	57,201
W/WW Plant Op. III	52,327	54,735	57,264	59,919	62,707
Operator In Training (OIT)	43,693				

Management/Confidential Employees

JOB TITLE	Salary Range				
	A	B	C	D	E
City Clerk	56,031	58,624	61,347	64,207	67,209
City Manager	111,522	117,099	122,953	129,101	135,556
Chief of Police	97,980	102,671	107,597	112,768	118,199
Finance Director	96,538	101,365	106,433	111,755	117,343
Community Dev. Dir.	87,084	91,230	95,583	100,154	104,954
Management Analyst II	67,359	70,519	73,837	77,321	80,979
Senior Management Analyst	73,921	77,409	81,071	84,917	88,955
Wastewater Sup.	73,322	76,988	80,838	84,879	89,123
Wastewater Sup.	72,219	75,622	79,195	82,947	86,886
Water/Streets Sup.	75,155	78,913	82,859	87,001	91,352
Water/Streets Sup.	72,219	75,622	79,195	82,947	86,886

Appendix III

Proposed Salary Range Schedule

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**City of Rio Dell
Proposed Salary Plan
December 2024**

FACTORS	
Range 6, Step 5, Annual	
\$48,239.00	
Step Increase	
5.00%	
Range Increase	
2.50%	
Pay Periods per Year	
26	
Hours per Year	
2,080	

Range basis Range 6, Step 5

Salary Range	Annually					Monthly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	35,077	36,831	38,672	40,606	42,636	2,923	3,069	3,223	3,384	3,553
2	35,954	37,751	39,639	41,621	43,702	2,996	3,146	3,303	3,468	3,642
3	36,853	38,695	40,630	42,662	44,795	3,071	3,225	3,386	3,555	3,733
4	37,774	39,663	41,646	43,728	45,914	3,148	3,305	3,470	3,644	3,826
5	38,718	40,654	42,687	44,821	47,062	3,227	3,388	3,557	3,735	3,922
6	39,686	41,671	43,754	45,942	48,239	3,307	3,473	3,646	3,828	4,020
7	40,678	42,712	44,848	47,090	49,445	3,390	3,559	3,737	3,924	4,120
8	41,695	43,780	45,969	48,268	50,681	3,475	3,648	3,831	4,022	4,223
9	42,738	44,875	47,118	49,474	51,948	3,561	3,740	3,927	4,123	4,329
10	43,806	45,997	48,296	50,711	53,247	3,651	3,833	4,025	4,226	4,437
11	44,901	47,146	49,504	51,979	54,578	3,742	3,929	4,125	4,332	4,548
12	46,024	48,325	50,741	53,278	55,942	3,835	4,027	4,228	4,440	4,662
13	47,174	49,533	52,010	54,610	57,341	3,931	4,128	4,334	4,551	4,778
14	48,354	50,772	53,310	55,976	58,774	4,029	4,231	4,443	4,665	4,898
15	49,563	52,041	54,643	57,375	60,244	4,130	4,337	4,554	4,781	5,020
16	50,802	53,342	56,009	58,809	61,750	4,233	4,445	4,667	4,901	5,146
17	52,072	54,675	57,409	60,280	63,294	4,339	4,556	4,784	5,023	5,274
18	53,374	56,042	58,844	61,787	64,876	4,448	4,670	4,904	5,149	5,406
19	54,708	57,443	60,315	63,331	66,498	4,559	4,787	5,026	5,278	5,541
20	56,076	58,879	61,823	64,915	68,160	4,673	4,907	5,152	5,410	5,680
21	57,478	60,351	63,369	66,537	69,864	4,790	5,029	5,281	5,545	5,822
22	58,914	61,860	64,953	68,201	71,611	4,910	5,155	5,413	5,683	5,968
23	60,387	63,407	66,577	69,906	73,401	5,032	5,284	5,548	5,825	6,117
24	61,897	64,992	68,241	71,654	75,236	5,158	5,416	5,687	5,971	6,270
25	63,444	66,617	69,947	73,445	77,117	5,287	5,551	5,829	6,120	6,426
26	65,031	68,282	71,696	75,281	79,045	5,419	5,690	5,975	6,273	6,587
27	66,656	69,989	73,489	77,163	81,021	5,555	5,832	6,124	6,430	6,752
28	68,323	71,739	75,326	79,092	83,047	5,694	5,978	6,277	6,591	6,921
29	70,031	73,532	77,209	81,069	85,123	5,836	6,128	6,434	6,756	7,094
30	71,782	75,371	79,139	83,096	87,251	5,982	6,281	6,595	6,925	7,271
31	73,576	77,255	81,118	85,174	89,432	6,131	6,438	6,760	7,098	7,453
32	75,415	79,186	83,146	87,303	91,668	6,285	6,599	6,929	7,275	7,639
33	77,301	81,166	85,224	89,485	93,960	6,442	6,764	7,102	7,457	7,830
34	79,233	83,195	87,355	91,723	96,309	6,603	6,933	7,280	7,644	8,026
35	81,214	85,275	89,539	94,016	98,716	6,768	7,106	7,462	7,835	8,226
36	83,245	87,407	91,777	96,366	101,184	6,937	7,284	7,648	8,031	8,432
37	85,326	89,592	94,072	98,775	103,714	7,110	7,466	7,839	8,231	8,643

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Gallagher

Insurance | Risk Management | Consulting

**City of Rio Dell
Proposed Salary Plan
December 2024**

Salary Range	Annually					Monthly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
38	87,459	91,832	96,423	101,245	106,307	7,288	7,653	8,035	8,437	8,859
39	89,645	94,128	98,834	103,776	108,964	7,470	7,844	8,236	8,648	9,080
40	91,886	96,481	101,305	106,370	111,689	7,657	8,040	8,442	8,864	9,307
41	94,184	98,893	103,837	109,029	114,481	7,849	8,241	8,653	9,086	9,540
42	96,538	101,365	106,433	111,755	117,343	8,045	8,447	8,869	9,313	9,779
43	98,952	103,899	109,094	114,549	120,276	8,246	8,658	9,091	9,546	10,023
44	101,425	106,497	111,822	117,413	123,283	8,452	8,875	9,318	9,784	10,274
45	103,961	109,159	114,617	120,348	126,365	8,663	9,097	9,551	10,029	10,530
46	106,560	111,888	117,483	123,357	129,524	8,880	9,324	9,790	10,280	10,794
47	109,224	114,685	120,420	126,441	132,763	9,102	9,557	10,035	10,537	11,064
48	111,955	117,552	123,430	129,602	136,082	9,330	9,796	10,286	10,800	11,340
49	114,754	120,491	126,516	132,842	139,484	9,563	10,041	10,543	11,070	11,624
50	117,622	123,504	129,679	136,163	142,971	9,802	10,292	10,807	11,347	11,914
51	120,563	126,591	132,921	139,567	146,545	10,047	10,549	11,077	11,631	12,212
52	123,577	129,756	136,244	143,056	150,209	10,298	10,813	11,354	11,921	12,517
53	126,666	133,000	139,650	146,632	153,964	10,556	11,083	11,637	12,219	12,830
54	129,833	136,325	143,141	150,298	157,813	10,819	11,360	11,928	12,525	13,151
55	133,079	139,733	146,720	154,056	161,758	11,090	11,644	12,227	12,838	13,480
56	136,406	143,226	150,388	157,907	165,802	11,367	11,936	12,532	13,159	13,817
57	139,816	146,807	154,147	161,855	169,947	11,651	12,234	12,846	13,488	14,162
58	143,311	150,477	158,001	165,901	174,196	11,943	12,540	13,167	13,825	14,516
59	146,894	154,239	161,951	170,048	178,551	12,241	12,853	13,496	14,171	14,879
60	150,567	158,095	166,000	174,300	183,015	12,547	13,175	13,833	14,525	15,251
61	154,331	162,047	170,150	178,657	187,590	12,861	13,504	14,179	14,888	15,633
62	158,189	166,099	174,403	183,124	192,280	13,182	13,842	14,534	15,260	16,023
63	162,144	170,251	178,764	187,702	197,087	13,512	14,188	14,897	15,642	16,424
64	166,197	174,507	183,233	192,394	202,014	13,850	14,542	15,269	16,033	16,834
65	170,352	178,870	187,813	197,204	207,064	14,196	14,906	15,651	16,434	17,255
66	174,611	183,342	192,509	202,134	212,241	14,551	15,278	16,042	16,845	17,687
67	178,976	187,925	197,322	207,188	217,547	14,915	15,660	16,443	17,266	18,129
68	183,451	192,623	202,255	212,367	222,986	15,288	16,052	16,855	17,697	18,582
69	188,037	197,439	207,311	217,676	228,560	15,670	16,453	17,276	18,140	19,047
70	192,738	202,375	212,494	223,118	234,274	16,062	16,865	17,708	18,593	19,523
71	197,556	207,434	217,806	228,696	240,131	16,463	17,286	18,151	19,058	20,011
72	202,495	212,620	223,251	234,414	246,134	16,875	17,718	18,604	19,534	20,511
73	207,558	217,936	228,832	240,274	252,288	17,296	18,161	19,069	20,023	21,024
74	212,747	223,384	234,553	246,281	258,595	17,729	18,615	19,546	20,523	21,550
75	218,065	228,969	240,417	252,438	265,060	18,172	19,081	20,035	21,036	22,088
76	223,517	234,693	246,428	258,749	271,686	18,626	19,558	20,536	21,562	22,641
77	229,105	240,560	252,588	265,218	278,479	19,092	20,047	21,049	22,101	23,207
78	234,833	246,574	258,903	271,848	285,440	19,569	20,548	21,575	22,654	23,787
79	240,703	252,739	265,375	278,644	292,576	20,059	21,062	22,115	23,220	24,381
80	246,721	259,057	272,010	285,610	299,891	20,560	21,588	22,667	23,801	24,991
81	252,889	265,533	278,810	292,751	307,388	21,074	22,128	23,234	24,396	25,616
82	259,211	272,172	285,780	300,069	315,073	21,601	22,681	23,815	25,006	26,256
83	265,692	278,976	292,925	307,571	322,950	22,141	23,248	24,410	25,631	26,912
84	272,334	285,950	300,248	315,260	331,023	22,694	23,829	25,021	26,272	27,585
85	279,142	293,099	307,754	323,142	339,299	23,262	24,425	25,646	26,928	28,275
86	286,121	300,427	315,448	331,220	347,781	23,843	25,036	26,287	27,602	28,982
87	293,274	307,937	323,334	339,501	356,476	24,439	25,661	26,945	28,292	29,706
88	300,606	315,636	331,418	347,989	365,388	25,050	26,303	27,618	28,999	30,449

City of Rio Dell

Proposed Salary Plan

December 2024

Salary Range	Annually					Monthly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
89	308,121	323,527	339,703	356,688	374,523	25,677	26,961	28,309	29,724	31,210
90	315,824	331,615	348,196	365,605	383,886	26,319	27,635	29,016	30,467	31,990
91	323,719	339,905	356,901	374,746	393,483	26,977	28,325	29,742	31,229	32,790
92	331,812	348,403	365,823	384,114	403,320	27,651	29,034	30,485	32,010	33,610
93	340,108	357,113	374,969	393,717	413,403	28,342	29,759	31,247	32,810	34,450
94	348,610	366,041	384,343	403,560	423,738	29,051	30,503	32,029	33,630	35,311
95	357,326	375,192	393,951	413,649	434,331	29,777	31,266	32,829	34,471	36,194

Appendix IV

Salary Range Placement Recommendations

City of Rio Dell
Proposed Range Placement Recommendations
December 2024

Class Title	Current Maximum Monthly Salary	% from Total Comp Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
City Manager	\$11,296	-9.9%	\$12,414	52	\$12,517	10.81%	X	Market and range placement.
City Clerk	\$5,601	0.9%	\$5,551	19	\$5,541	-1.06%	X	Market and range placement; y-rate
Office Assistant	\$3,553			3	\$3,733	5.06%		Internal alignment; maintain current internal relationship 10% below Administrative Assistant
Administrative Assistant	\$4,065			7	\$4,120	1.36%		Internal alignment; maintain current internal relationship 15% below Administrative Technician
Administrative Technician	\$4,659			13	\$4,778	2.56%		Internal alignment; maintain current internal relationship with Senior Fiscal Assistant
Management Analyst I	\$6,146	Insufficient data		21	\$5,822	-5.27%	X	Internal alignment; maintain current internal relationship 10% above Accountant I; y-rate
Management Analyst II	\$6,748	Insufficient data		25	\$6,426	-4.77%	X	Internal alignment; set salary 10% above Management Analyst I; y-rate
Senior Management Analyst	\$7,413			29	\$7,094	-4.31%		Internal alignment; set salary 10% above Management Analyst II; y-rate
Finance Director	\$8,746	-11.3%	\$9,734	42	\$9,779	11.81%	X	Market and range placement.
Accountant I	\$5,601			17	\$5,274	-5.83%		Internal alignment; set salary 10% below Accountant II; y-rate
Accountant II	\$6,146	6.4%	\$5,753	21	\$5,822	-5.27%	X	Market and range placement; y-rate
Fiscal Assistant I	\$3,886			5	\$3,922	0.92%		Internal alignment; set salary 10% below Fiscal Assistant II
Fiscal Assistant II	\$4,253	-1.7%	\$4,325	9	\$4,329	1.79%	X	Market and range placement.
Senior Fiscal Assistant	\$4,659			13	\$4,778	2.56%		Internal alignment; set salary 10% above Fiscal Assistant II; y-rate
Community Development Director	\$8,746	2.5%	\$8,527	36	\$8,432	-3.59%	X	Market and range placement; y-rate
Chief of Police	\$9,850	-1.6%	\$10,008	43	\$10,023	1.76%	X	Market and range placement
Sergeant	\$6,908	4.4%	\$6,604	26	\$6,587	-4.65%	X	Market and range placement; y-rate
Police Corporal	\$6,291			22	\$5,968	-5.14%		Internal alignment; maintain current internal relationship 10% below Sergeant; y-rate
Police Officer	\$5,473	3.1%	\$5,303	17	\$5,274	-3.63%	X	Market and range placement; y-rate
Police Officer Recruit	\$4,180				\$3,931	-5.96%		Maintain current internal relationship, step 1 of range 10% below Police Officer(Range 13 Step 1)
Community Services Officer	\$4,767	10.2%	\$4,281	9	\$4,329	-9.19%	X	Market and range placement; y-rate
Records Technician	\$4,253	-4.0%	\$4,423	10	\$4,437	4.33%	X	Market and range placement.
Wastewater Superintendent	\$7,241	6.8%	\$6,749	27	\$6,752	-6.76%	X	Market and range placement; y-rate
Water/Streets Superintendent	\$7,241	5.0%	\$6,879	28	\$6,921	-4.43%	X	Market and range placement; y-rate
Public Works Leadman	\$4,659			14	\$4,898	5.13%		Internal alignment; maintain current internal relationship 5% above Utility Worker III
Utility Worker I	\$3,715			4	\$3,826	2.99%		Internal alignment; set salary 10% below Utility Worker II
Utility Worker II	\$4,065	-4.3%	\$4,240	8	\$4,223	3.90%	X	Market and range placement.

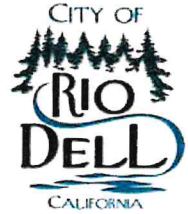
City of Rio Dell
Proposed Range Placement Recommendations
December 2024

Class Title	Current Maximum Monthly Salary	% from Total Comp Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Utility Worker III	\$4,451			12	\$4,662	4.74%		Internal alignment; set salary 10% above Utility Worker II
Water/Wastewater Plant Operator I	\$4,351			9	\$4,329	-0.51%		Internal alignment; set salary 10% below Water/Wastewater Plant Operator II
Water/Wastewater Plant Operator II	\$4,767	0.1%	\$4,762	13	\$4,778	0.24%	X	Market and range placement.
Water/Wastewater Plant Operator III	\$5,226	-6.1%	\$5,545	19	\$5,541	6.04%	X	Market and range placement.
Water/Wastewater Operator in Training (OIT)	\$3,641				\$3,561	-2.20%		Internal alignment; maintain current internal relationship; step 1 of Wastewater Treatment Plant Operator range (Range 9 Step 1)

Legend for columns:

- Column 1 - Classification Title.
- Column 2 - Client's current monthly maximum salaries.
- Column 3 - Shows the percentage difference between the client's current maximum monthly salaries and the desired market position.
- Column 4 - Market placement shows the monthly market values derived from the total compensation survey results.
- Column 5 - Salary range number of the consultant's newly proposed salary range schedule.
- Column 6 - Monthly maximum salary of the consultant's newly proposed salary ranges.
- Column 7 - This percentage expresses the difference between the client's current salaries and the consultant's proposed salaries.
- Column 8 - This column identifies whether the classification was a study benchmark
- Column 9 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

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



DATE: June 17, 2025

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Authorization to Accept and Execute Measure Z Memorandum of Understanding with Humboldt County for Community Service Officer Position

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1) Accept and approve the Measure Z Memorandum of Understanding (MOU) with Humboldt County for Fiscal Year 2025-2026; and
- 2) Authorize the Police Chief to execute the MOU on behalf of the City of Rio Dell.

BACKGROUND AND DISCUSSION

On February 4, 2025, the City Council authorized staff to submit a Measure Z funding application to Humboldt County requesting \$242,351 to support two critical public safety positions: one full-time Police Officer and one full-time Community Service Officer. This comprehensive application was successfully submitted on February 11, 2025.

The City has been awarded \$116,156 in Measure Z funding for the Community Service Officer position through June 30, 2026. This significant achievement demonstrates Humboldt County's confidence in our public safety initiatives and validates our strategic approach to community-oriented policing. The funded Community Service Officer position will significantly enhance our public safety capabilities through proactive community engagement, crime prevention programming, quality of life improvements, and data-driven policing initiatives. This position will serve as a vital liaison between the police department and residents, businesses, and community organizations.

The attached MOU establishes clear performance expectations and reporting requirements, including quarterly reports, maintenance of financial records, and cooperation with County recognition efforts. These obligations align with our commitment to transparency and accountability in the use of public funds.

This Measure Z funding provides \$116,156 with no direct impact on the City's General Fund during the grant period. Staff recommends that the City Council accept this MOU and authorize Police Chief Phinney to execute the agreement.

Attachments:

- Measure Z Memorandum of Understanding (MOU) for FY 2025-2026
- Original Measure Z Application

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
CITY OF RIO DELL
FOR FISCAL YEAR 2025-2026**

This Memorandum of Understanding ("MOU"), entered into this ____ day of _____, 2025 by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and the City of Rio Dell, a municipal corporation, hereinafter referred to as "CITY," is made upon the following considerations:

WHEREAS, California Government Code Section 26227 provides that the board of supervisors of any county may appropriate and expend money from the county's general fund to finance programs deemed to be necessary to meet the social needs of the population of the county, including, without limitation, the areas of health, law enforcement and public safety; and

WHEREAS, COUNTY placed a one-half (0.5) cent local sales and use tax measure, known as "Measure Z," on the November 2014 ballot to maintain and improve essential services; and

WHEREAS, Measure Z was passed by the voters of Humboldt County on November 4, 2014 and became operative on April 1, 2015; and

WHEREAS, due to the passage of Measure Z, COUNTY has additional funding to maintain and improve essential services, including, without limitation: law enforcement services; emergency response services; illegal cannabis cultivation enforcement and prevention; child abuse enforcement and prevention; crime investigation and prosecution; substance abuse rehabilitation; mental health treatment; rural fire protection, road repairs; and other services relating to health, law enforcement and public safety; and

WHEREAS, COUNTY created a nine (9) member Citizens Advisory Committee to review Measure Z funding applications and make recommendations to the Humboldt County Board of Supervisors; and

WHEREAS, on February 11, 2025, CITY submitted a Measure Z application, which is attached hereto as Exhibit A – Application for Measure Z Funding and incorporated herein by reference as if set forth in full, to the Citizens' Advisory Committee requesting an allocation in the amount of Two Hundred Forty-Two Thousand Three Hundred Fifty-One Dollars (\$242,351.00) for the purpose of paying the costs and expenses associated with employing one (1) full-time equivalent police officer and one (1) full-time equivalent community service officer to perform various types of law enforcement services within the City of Rio Dell; and

WHEREAS, on April 22, 2025, the Humboldt County Board of Supervisors approved the Measure Z application submitted by CITY in the amount of One Hundred Sixteen Thousand One Hundred Fifty-Six Dollars (\$116,156.00) for the purpose of paying the costs and expenses associated with employing one (1) one (1) full-time equivalent community service officer through June 30, 2026; and

WHEREAS, COUNTY and CITY desire to enter into an agreement which sets forth each party's rights and responsibilities regarding the expenditure of Measure Z funds allocated to CITY.

NOW THEREFORE, in consideration of the foregoing, and of the mutual promises contained herein, the parties hereto mutually agree as follows:

////

1. COUNTY OBLIGATIONS:

COUNTY shall provide CITY with an amount not to exceed One Hundred Sixteen Thousand One Hundred Fifty-Six Dollars (\$116,156.00) for the purpose of paying the costs and expenses associated with employing one (1) full-time equivalent community service officer through June 30, 2026.

2. CITY OBLIGATIONS:

- A. Law Enforcement Services. CITY shall employ one (1) full-time equivalent community service officer to perform various community engagement, crime prevention, data analysis and other non-emergency law enforcement services within the City of Rio Dell.
- B. Quarterly and Final Reports. CITY shall provide quarterly and final reports to COUNTY as set forth in Exhibit B – Quarterly and Final Summary Reports, which is attached hereto and incorporated herein by reference as if set forth in full. Any and all quarterly and final reports required hereunder shall be prepared using COUNTY's standard Measure Z report form, which is attached hereto as Exhibit C – Quarterly and Final Report Form and incorporated herein by reference as if set forth in full.
- C. Social Media. CITY shall post summaries of the information contained in the quarterly and final reports submitted pursuant to the terms and conditions of this MOU on CITY-maintained social media accounts as set forth in Exhibit D – Social Media Reporting Requirements, which is attached hereto and incorporated herein by reference as if set forth in full. For purposes of this MOU, the term social media includes, without limitation, Facebook, Twitter and Instagram.
- D. Recognition of Measure Z Funding. CITY shall cooperate with COUNTY efforts to recognize Measure Z funding. Such recognition may take the form of press releases, photos and adhesives to equipment.

3. TERM:

This MOU shall begin on July 1, 2025 and shall remain in full force and effect until June 30, 2026, unless extended by a valid amendment hereto or sooner terminated as set forth herein.

4. TERMINATION:

- A. Termination for Cause. COUNTY may, in its sole discretion, immediately terminate this MOU, if CITY fails to adequately fulfill its obligations hereunder within the time limits specified herein, fails to comply with the terms or conditions set forth herein, or violates any local, state or federal law, regulation or standard applicable to its performance hereunder.
- B. Termination without Cause. COUNTY may terminate this MOU without cause upon thirty (30) days advance written notice which states the effective date of the termination.
- C. Termination due to Insufficient Funding. COUNTY's obligations hereunder are contingent upon the availability of local funding resulting from the sales and use tax established by Measure Z. In the event such funding is reduced or eliminated, COUNTY shall, in its sole discretion, determine whether this MOU shall be terminated. COUNTY shall provide CITY seven (7) days advance written notice of its intent to terminate this MOU due to insufficient funding.
- D. Compensation upon Termination. In the event this MOU is terminated, CITY shall be entitled to compensation for uncompensated costs and expenses incurred pursuant to the terms and

conditions set forth herein through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owed to COUNTY due to a breach of this MOU by CITY.

5. COMPENSATION:

- A. Maximum Amount Payable. The maximum amount payable by COUNTY for any and all costs and expenses incurred pursuant to the terms and conditions of this MOU is One Hundred Sixteen Thousand One Hundred Fifty-Six Dollars (\$116,156.00). CITY hereby agrees to perform all of its obligations hereunder for an amount not to exceed such maximum dollar amount. However, if the allocation of local funding resulting from the sales and use tax established by Measure Z is reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable hereunder, or terminate this MOU as set forth herein.
- B. Schedule of Rates. The specific rates and costs applicable to this MOU are set forth in Exhibit E – Schedule of Rates, which is attached hereto and incorporated herein by reference as if set forth in full.
- C. Additional Costs and Expenses. Any additional costs and expenses not otherwise set forth herein shall not be incurred by CITY, or compensated by COUNTY, without COUNTY's prior written consent. CITY shall be responsible for any and all unauthorized costs and expenses incurred above the maximum payable amount set forth herein. CITY shall notify COUNTY, in writing, at least six (6) weeks prior to the date on which the maximum payable amount will be reached.

6. PAYMENT:

CITY shall submit to COUNTY quarterly invoices substantiating the costs and expenses incurred pursuant to the terms and conditions of this MOU no later than thirty (30) days after the end of each calendar quarter. CITY shall submit a final undisputed invoice for payment within thirty (30) days following the expiration or termination of this MOU. Invoices shall be prepared using a format that is substantially similar to Exhibit F – Measure Z Invoice Form, which is attached hereto and incorporated herein by reference as if set forth in full. Payment for any and all costs and expenses incurred pursuant to the terms and conditions of this MOU shall be made within thirty (30) days after the receipt of approved invoices. Any and all invoices submitted pursuant to the terms and conditions of this MOU shall be sent to COUNTY at the following address:

COUNTY: Humboldt County Administrative Office
 Attention: Sean Quincey, Deputy County Administrative Officer
 825 Fifth Street, Room 112
 Eureka, California 95501

7. NOTICES:

Any and all notices required pursuant to the terms and conditions of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County Administrative Office
 Attention: Sean Quincey, Deputy County Administrative Officer
 825 Fifth Street, Room 112
 Eureka, California 95501

CITY: Rio Dell Police Department
Attention: Josh Phinney, Chief of Police
675 Wildwood Avenue
Rio Dell, California 95562

8. RECORD RETENTION AND INSPECTION:

- A. Maintenance and Preservation of Records. CITY hereby agrees to timely prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the costs and expenses incurred pursuant to the terms and conditions of this MOU, and to maintain and preserve said records for at least three (3) years from the date of final payment hereunder, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. Such records shall be original entry books with a general ledger itemizing any and all costs and expenses incurred pursuant to the terms and conditions of this MOU.
- B. Inspection of Records. Pursuant to California Government Code Section 8546.7, any and all records, documents, conditions and activities of CITY, and its subcontractors, related to the costs and expenses incurred pursuant to the terms and conditions of this MOU, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after the date of final payment hereunder. CITY hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any other duly authorized local, state and/or federal agencies. CITY further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any other duly authorized local, state and/or federal agencies. Any and all examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this MOU, including, without limitation, the costs associated with the administration of this MOU.
- C. Audit Costs. In the event of an audit exception or exceptions related to the costs and expenses incurred pursuant to the terms and conditions of this MOU, the party responsible for not meeting the requirements set forth herein shall be responsible for the deficiency and for the cost of such audit. If the allowable expenditures cannot be determined because CITY's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

9. MONITORING:

CITY hereby agrees that COUNTY has the right to monitor any and all activities related to this MOU, including, without limitation, the right to review and monitor CITY's records, policies, procedures and overall business operations, at any time, in order to ensure compliance with the terms and conditions of this MOU. CITY shall cooperate with a corrective action plan, if deficiencies in CITY's records, policies, procedures or overall performance hereunder are identified by COUNTY. However, COUNTY is not responsible, and shall not be held accountable, for overseeing or evaluating the adequacy of CITY's performance hereunder.

10. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this MOU, CITY may receive information that is confidential under local, state or federal law. CITY hereby agrees to protect all confidential information in accordance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards, including, without limitation: California

Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act ("CMIA"); the United States Health Information Technology for Economic and Clinical Health Act ("HITECH Act"); the United States Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and any current and future implementing regulations promulgated thereunder, including, but not limited to, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations ("C.F.R.") Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.

- B. Continuing Compliance with Confidentiality Requirements. Each party hereby acknowledges that local, state and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving and that amendment of this MOU may be required to ensure compliance with such developments. Each party hereby agrees to promptly enter into negotiations concerning an amendment to this MOU embodying written assurances consistent with the requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws, regulations or standards.

11. NON-DISCRIMINATION COMPLIANCE :

- A. Professional Services and Employment. In connection with the execution of this MOU, CITY, and its subcontractors, shall not unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age (over forty (40) years of age); sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. Nothing herein shall be construed to require employment of unqualified persons.
- B. Compliance with Anti-Discrimination Laws. CITY further assures that it, and its subcontractors, shall abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq.* of Title 2 of the California Code of Regulations are incorporated herein by reference as if set forth in full.

12. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this MOU, CITY certifies that it is not a Nuclear Weapons Contractor, in that CITY is not knowingly or intentionally engaged in the research, development, production or testing of nuclear

warheads, nuclear weapons systems or nuclear weapons components as defined by the N
Humboldt County Ordinance. CITY hereby agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this MOU if it determines that the foregoing certification is false or if CITY subsequently becomes a Nuclear Weapons Contractor.

13. INDEMNIFICATION:

- A. Hold Harmless, Defense and Indemnification. CITY shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, CITY's negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.
- B. Effect of Insurance. Acceptance of the insurance required by this MOU shall not relieve CITY from liability under this provision. This provision shall apply to all claims for damages related to CITY's performance hereunder, regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided by CITY pursuant to the terms and conditions of this MOU.

14. INSURANCE REQUIREMENTS:

This MOU shall not be executed by COUNTY, and CITY is not entitled to any rights hereunder, unless certificates of insurance, or other sufficient proof that the following provisions have been complied with, are received by the Humboldt County Risk Manager or a designee thereof.

- A. General Insurance Requirements. Without limiting CITY's indemnification obligations set forth herein, CITY, and its subcontractors, shall take out and maintain, throughout the entire term of this MOU, and any extensions thereof, the following policies of insurance placed with insurers authorized to do business in the State of California and with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CITY and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:
 1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of Two Million Dollars (\$2,000,000.00) per occurrence for any one (1) incident, including, without limitation, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
 2. Automobile/Motor Liability Insurance with a limit of liability of no less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Office Form Code 1 (any auto).
 3. Workers' Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain.

or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees and volunteers.

4. Professional Liability Insurance – Error and Omission Coverage including coverage in an amount no less than Two Million Dollars (\$2,000,000.00) for each occurrence (Four Million Dollars (\$4,000,000.00) general aggregate). Said insurance shall be maintained for the statutory period during which CITY may be exposed to liability regarding the performance of its obligations hereunder. CITY shall require that such coverage be incorporated into its professional services agreements with any other entities.

B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of CITY. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as “XCU Hazards.”
 - c. Is the primary insurance with regard to COUNTY.
 - d. Does not contain a pro-rata, excess only and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insureds clause.
2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice requirements set forth herein. It is further understood that CITY shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one (1) insured shall not operate to increase the limits of the insurer’s liability.
4. For claims related to this MOU, CITY’s insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CITY’s insurance and will not be used to contribute therewith.
5. Any failure to comply with the terms and conditions of this MOU shall not affect the coverage provided to COUNTY or its agents, officers, officials, employees and volunteers.
6. CITY shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this MOU. The endorsements shall be on forms approved by the Humboldt County Risk Manager. Any deductible or self-insured retention

over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, COUNTY. If CITY does not keep all required policies in full force and effect, COUNTY may, in addition to any other available remedies, take out the necessary insurance and deduct the cost of said insurance from the monies owed to CITY under this MOU.

7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CITY shall be required to purchase additional coverage to meet the above-referenced aggregate limits.

- C. Insurance Notices. Any and all notices regarding the insurance required hereunder shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

COUNTY: County of Humboldt
Attention: Risk Management
825 Fifth Street, Room 131
Eureka, California 95501

CITY: Rio Dell Police Department
Attention: Josh Phinney, Chief of Police
675 Wildwood Avenue
Rio Dell, California 95562

15. RELATIONSHIP OF PARTIES:

It is understood that this MOU is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture, or any other similar association. Each party hereby agrees that CITY shall not be entitled to any benefits to which COUNTY employees are entitled, including, without limitation, overtime, retirement, leave or workers' compensation benefits. CITY shall be solely responsible for the acts and omissions of its agents, officials, officers, employees, assignees and subcontractors.

16. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

- A. General Legal Requirements. CITY hereby agrees to comply with any and all local, state and federal laws, regulations, policies, procedures and standards applicable to its performance hereunder.
- B. Licensure Requirements. CITY hereby agrees to comply with any and all local, state and federal licensure, certification and accreditation requirements applicable to its performance hereunder.
- C. Accessibility Requirements. CITY hereby agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 11135 and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.
- D. Conflict of Interest Requirements. CITY hereby agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the County of Humboldt's Conflict of Interest Code, all as may be amended from time to time.

17. PROVISIONS REQUIRED BY LAW:

This MOU is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the terms, conditions or funding of this MOU. This MOU shall be read and enforced as though all legally required provisions are included herein, and if any such provision is not included, or incorrectly stated, the parties agree to amend this MOU to make such insertion or correction.

18. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

In the event any law, regulation or standard referred to herein is amended during the term of this MOU, each party hereby agrees to comply with the amended provision as of the effective date of such amendment.

19. SEVERABILITY:

If any provision of this MOU, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this MOU.

20. ASSIGNMENT:

Neither party shall delegate its duties nor assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment by either party in violation of this provision shall be void, and shall be cause for immediate termination of this MOU. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support or professional services.

21. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this MOU shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

22. WAIVER OF DEFAULT:

The waiver by either party of any breach of this MOU shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this MOU. In no event shall any payment by COUNTY constitute a waiver of any breach of this MOU which may then exist on the part of CITY. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to any breach or default. COUNTY shall have the right to demand repayment of, and CITY shall promptly refund, any funds disbursed to CITY which COUNTY determines were not expended in accordance with the terms and conditions of this MOU.

23. NON-LIABILITY OF OFFICIALS AND EMPLOYEES:

No official or employee of either party shall be personally liable for any default or liability under this MOU.

24. AMENDMENT:

This MOU may be amended at any time during the term hereof upon the mutual consent of both parties. No addition to, or alteration of, the terms of this MOU shall be valid unless made in writing and signed by authorized representatives of the parties hereto.

25. STANDARD OF PRACTICE:

CITY warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. CITY's duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances.

26. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information and reports concerning the subject matter of this MOU prepared and/or submitted by CITY shall become the property of COUNTY. However, CITY may retain copies of such documents, information and reports for its records. In the event this MOU is terminated, for any reason whatsoever, CITY shall promptly turn over all such documents, information and reports to COUNTY without exception or reservation.

27. JURISDICTION AND VENUE:

This MOU shall be construed in accordance with the laws of the State of California. Any dispute relating hereto shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

28. ADVERTISING AND MEDIA RELEASE:

Any and all informational material related to this MOU shall receive approval from COUNTY prior to being used as advertising or released to the media, including, without limitation, television, radio, newspapers and internet. COUNTY shall provide CITY with suggested language, and a Measure Z Logo, for all press releases. CITY shall inform COUNTY of any and all requests for interviews by media related to this MOU before such interviews take place. COUNTY is entitled to have a representative present at any and all interviews concerning the subject matter of this MOU. Any and all notices required by this provision shall be given to the Humboldt County Administrative Officer in accordance with the notice requirements set forth herein.

29. SUBCONTRACTS:

CITY shall obtain prior written approval from COUNTY before subcontracting any of the obligations set forth herein. Any and all subcontracts shall be subject to all applicable terms and conditions of this MOU, including, without limitation, the licensing, certification and confidentiality requirements set forth herein. CITY shall remain legally responsible for the performance of all terms and conditions of this MOU, including, without limitation, any and all services provided by third parties under subcontracts, whether approved by COUNTY or not.

30. SURVIVAL OF PROVISIONS:

The duties and obligations of the parties set forth in Section 4(D) – Compensation upon Termination, Section 8 – Record Retention and Inspection, Section 10 – Confidential Information and Section 13 – Indemnification shall survive the expiration or termination of this MOU.

31. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this MOU, the terms and conditions set forth herein shall have priority.

32. INTERPRETATION:

This MOU, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

33. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this MOU.

34. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, pandemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

35. ENTIRE AGREEMENT:

This MOU contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind either of the parties hereto. In addition, this MOU shall supersede in their entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this MOU are hereby ratified.

36. COUNTERPART EXECUTION:

This MOU, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This MOU, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this MOU, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this MOU and any amendments hereto.

37. AUTHORITY TO EXECUTE:

Each person executing this MOU represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this MOU. Each party represents and warrants to the other that the execution and delivery of this MOU and the performance of such party's obligations hereunder have been duly authorized.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereto have entered into this MOU as of the first date written above.

CITY OF RIO DELL:

By: _____

Date: _____

Name: _____

Title: _____

COUNTY OF HUMBOLDT:

By: _____

Date: _____

Elishia Hayes, County Administrative Officer
*(Pursuant to the authority granted by the Humboldt
 County Board of Supervisors on November 19, 2019
 [Item H-2])*

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: _____

Date: _____

Risk Management

LIST OF EXHIBITS:

Exhibit A – Application for Measure Z Funding
 Exhibit B – Quarterly and Final Summary Reports
 Exhibit C – Quarterly and Final Report Form
 Exhibit D – Social Media Reporting Requirements
 Exhibit E – Schedule of Rates
 Exhibit F – Measure Z Invoice Form

Print

Exhibit A
Application for Funding

Measure Z Application for Funding 2025 - Submission #38196

Date Submitted: 2/11/2025

MEASURE Z APPLICATION SUBMISSION

Agency Name*

City of Rio Dell

Mailing Address*

675 Wildwood Avenue

City*

Rio Dell

Zip*

95562

Contact Person*

Josh Phinney

Title*

Chief of Police

Phone Number*

7077643532

Email*

phinneyj@cityofriodell.ca.gov

Project Title*

City of Rio Dell Police Department CSO and Police Officer Position Request

Funding Available

The estimated amount of Measure Z funding available for FY 2025-26 is \$1.3 million.

1. Amount of Measure Z Funding Requested For FY 25-26*

242351

Agency Priority

1 - Top Priority
Agencies are encourage to submit one project per application. If your agency is submitting more than one application, please rank this application in terms of your agency's priority here.

SUMMARY OF EXPENSES

Item	\$ Amount	% of Total
Salaries (wages)	Salaries Amount*	Salaries %*
	139659	58
Benefits	Benefits Amount*	Benefits %*
	102692	42
Overhead and Occupancy (Administrative, Rent, Utilities, Phones, etc.)	Overhead/Occupancy Amount*	Overhead/Occupancy %*
	0	0
Equipment/Supplies/Services	Equip./Services/Supplies Amount*	Equipment/Services/Supplies %*
	0	0
Transportation/Travel	Transportation/Travel Amount*	Transportation/Travel %*
	0	0
Fixed Assets	Fixed Assets Amount*	Fixed Assets %*
	0	0
TOTAL	Total Amount of Application*	TOTAL 100%
	242351	

ENTITY TYPE*

☐ Humboldt County Department

☐ Contract Service Provider to Humboldt County

☒ Local Government Entity

☐ Private Service Provider

☐ Non-Profit Service Provider

☐ Other (please describe)

ENTITY TYPE

If you selected other, please briefly describe the entity you represent.

Is this application a renewal or related to a project that has been funded by Measure Z in the past? *

Yes

▼

If you checked "yes" please include the following:

1. a report detailing results from the most recent year the project was funded, and:
2. a completed Staffing Report detailing when the funded positions were filled during the most recent year you received funding for this project.

These documents must be uploaded in the "Required Attachments" section of this application.

Describe how the scope of your proposal fits the intent of Measure Z. Specifically, how will it maintain and improve public safety and essential services?*

Our proposal for Measure Z funding directly addresses the core intent of maintaining and improving public safety and essential services within the City of Rio Dell. We are requesting funding for two critical positions: a Community Service Officer (CSO) and a full-time Police Officer. These positions are not merely enhancements; they are vital to addressing current challenges and proactively shaping a safer, more secure community for all Rio Dell residents.

Measure Z's focus on public safety is paramount. Our proposal strengthens this focus in two distinct yet complementary ways:

1. Proactive Community Engagement and Problem Solving (CSO Position): The CSO position acts as a crucial bridge between the police department and the community. This role directly addresses the improvement aspect of Measure Z by shifting from a reactive policing model to a proactive, community-oriented approach. The CSO focuses on:

Community-Oriented Policing: Building trust and fostering positive relationships with residents, businesses, and community organizations. This includes attending community events, conducting outreach programs, and acting as a liaison for addressing neighborhood concerns.

Crime Prevention: Implementing and managing crime prevention programs, such as neighborhood watch initiatives, educational workshops on personal safety and property crime, and disseminating crime prevention information. This proactive approach will maintain public safety by reducing the potential for crime before it occurs.

Addressing Quality of Life Issues: Handling non-emergency calls for service, such as minor disturbances, parking violations, and abandoned vehicles, freeing up sworn officers to focus on more serious criminal activity. This will improve the overall quality of life in Rio Dell and enhance the efficiency of the police department.

Data Collection and Analysis: Collecting and analyzing crime data to identify trends and patterns, allowing the department to allocate resources more effectively and address specific community needs. This data-driven approach will improve the effectiveness of public safety initiatives.

2. Enhanced Response Capabilities and Officer Safety (Full-Time Police Officer Position): The funding of a full-time police officer is essential for maintaining current levels of service and addressing the increasing demands placed on our department. This position will:

Increase Patrol Presence: A greater patrol presence acts as a deterrent to crime and enhances the sense of security within the community. This is crucial for maintaining public safety, particularly given the challenges facing small police departments.

Improve Response Times: A fully staffed department is better equipped to respond quickly and effectively to calls for service, ensuring the safety of both residents and officers. This faster response is a critical component of maintaining essential services.

Enhance Officer Safety: Adequate staffing is paramount for officer safety. Having sufficient personnel on patrol allows for backup when needed, reducing the risks faced by officers in potentially dangerous situations. This is a vital aspect of maintaining a functional and effective police force.

Investigative Capacity: A full-time officer will contribute to investigative efforts, allowing for thorough and timely investigations of crimes. This is essential for holding offenders accountable and ensuring justice for victims, a key element of improving public safety.

In summary, our proposal directly aligns with the intent of Measure Z. The CSO position will improve public safety through proactive community engagement and problem-solving, while the police officer position will maintain essential services by enhancing response capabilities, improving officer safety, and increasing patrol presence. Together, these two positions represent a comprehensive and strategic approach to enhancing public safety and quality of life in Rio Dell, making our community a safer place to live, work, and visit. The total request of \$242,351 represents a crucial investment in the future of Rio Dell and the well-being of its citizens.

Please provide a brief description of the proposal for which you are seeking funding.*

This proposal seeks Measure Z funding to address critical public safety needs in Rio Dell by adding two essential positions to the Rio Dell Police Department: a Community Service Officer (CSO) and a full-time Police Officer. The total funding request is \$242,351, which covers salary and benefits for both positions.

Community Service Officer (CSO) - \$116,156: This position is designed to foster a proactive, community-oriented approach to policing. The CSO will act as a liaison between the police department and the community, focusing on:

Community Engagement: Building relationships with residents, businesses, and community organizations through outreach programs, community events, and neighborhood meetings.

Crime Prevention: Developing and implementing crime prevention strategies, including neighborhood watch programs, educational workshops, and dissemination of crime prevention information.

Quality of Life Issues: Addressing non-emergency calls for service, such as minor disturbances, parking violations, and abandoned vehicles, freeing up sworn officers for more critical incidents.

Data Analysis: Collecting and analyzing crime data to identify trends and inform resource allocation.

Full-Time Police Officer - \$126,195: This position will enhance the department's response capabilities and ensure officer safety by:

Increasing Patrol Presence: Enhancing visibility and deterring crime through increased patrols.

Improving Response Times: Ensuring timely response to calls for service, protecting both residents and officers.

Enhancing Officer Safety: Providing adequate staffing levels to ensure officer backup and support in potentially dangerous situations.

Supporting Investigations: Contributing to thorough and timely investigations of criminal activity.

This two-pronged approach will significantly enhance public safety in Rio Dell. The CSO will focus on proactive community engagement and crime prevention, while the additional police officer will strengthen the department's ability to respond effectively to crime and ensure the safety of both residents and officers. This investment in personnel is crucial for maintaining and improving the quality of life in Rio Dell and fostering a safer community for all.

How have you developed a plan for sustainability, including diversification of funding sources, for your proposal to carry on without reliance on future Measure Z funds? Please provide detail of your plan for sustainability here.*

Our plan for the long-term sustainability of these crucial public safety positions recognizes the potential limitations of one-time funding sources like Measure Z. While we are seeking Measure Z funds to help finance these vital roles, we understand the importance of developing a diversified funding strategy to ensure their continuation beyond the Measure Z funding period. These positions are not simply enhancements; they are essential for the basic functioning of our police department and the safety of our community, meaning their absence would severely impact Rio Dell.

Our sustainability plan rests on a multi-pronged approach:

Demonstrating Value and Impact: Our primary strategy is to clearly demonstrate the tangible positive impact of these positions on public safety within the community. We will meticulously track and report key performance indicators. By showcasing the effectiveness of the CSO and the additional police officer, we aim to build strong community support for their continued funding. This documented value will be crucial in advocating for continued financial support.

Budgetary Advocacy and General Fund Allocation: We will actively advocate for the continued integration of these positions into the city's general fund budget. Given their crucial role in maintaining public safety—a core function of local government—we believe that these positions warrant general fund support. We will work closely with the City Council and city administration to present a compelling case for their inclusion in future budget cycles, emphasizing the long-term cost-effectiveness of proactive policing and community engagement. If Measure Z funding is not renewed, the general fund would have to subsidize these critical positions to maintain the current level of public safety services. We will make it clear that the alternative to funding these positions is a reduction in essential police services, which is unacceptable for our community.

Exploring Alternative Funding Sources: We will actively pursue alternative funding sources, including:

Grant Opportunities: We will research and apply for relevant state and federal grants that align with the goals of community policing, crime prevention, and law enforcement support.

It is important to emphasize that these positions are not considered optional. They are essential for maintaining and improving public safety in Rio Dell. Therefore, while we are committed to exploring diverse funding sources, we recognize that the ultimate responsibility for ensuring the safety of our community rests with the city. We are confident that by demonstrating the value and impact of these positions, we can secure the necessary financial support to ensure their long-term sustainability, whether through Measure Z, the general fund, or a combination of funding sources.

If this request is for the continuation or expansion of an existing program/service, what is the current source of funding for that program/service?*

This request is for the continuation and enhancement of existing, albeit under-resourced, services within the Rio Dell Police Department. While the department currently has staff fulfilling some of the duties envisioned for these positions, they are spread thin and lack the dedicated focus necessary to achieve the desired outcomes. These existing roles are currently supported by the city's general fund, which covers basic police operations. However, the current general fund allocation struggles to support the dedicated Community Service Officer fully and full-time Police Officer positions as they are envisioned in this proposal.

Currently, some of the responsibilities associated with these proposed positions are being handled by existing officers who are juggling multiple duties. This limits their ability to focus on proactive community engagement, crime prevention, and enhanced response capabilities. For example, officers may handle minor quality-of-life issues, but lack the time and resources to implement effective, long-term solutions. Similarly, while the department has officers, the current staffing levels strain response times and limit proactive patrol.

This Measure Z request seeks to fund the positions for these crucial roles. This dedicated focus is essential for maximizing their impact and achieving the goals outlined in this proposal. While the general fund supports the department's current staffing levels, the City needs the resources to establish and sustain these dedicated, specialized positions. Therefore, this request represents a critical investment in enhancing existing, under-resourced services, not creating entirely new programs. Securing Measure Z funding would allow the department to fully realize the potential of these roles, leading to a more proactive and effective approach to public safety in Rio Dell.

If you are awarded Measure Z funds, how do you plan to leverage these funds to secure additional grants, contributions or community support? *

Securing Measure Z funds will be a powerful catalyst for leveraging additional grants, contributions, and community support for the Rio Dell Police Department and the critical positions outlined in this proposal. Our strategy for leveraging these funds includes:

Demonstrating Success and Building Credibility: Successfully implementing the CSO and additional police officer positions with Measure Z funding will provide tangible evidence of the program's effectiveness. This demonstrable success will significantly strengthen our applications for future grants by showcasing a proven track record and positive community impact. Funders are more likely to invest in programs that have already demonstrated a positive return.

Matching Funds and Challenge Grants: Many grant opportunities require matching funds or offer challenge grants. Securing Measure Z funding will position us to meet these requirements, making us eligible for a wider range of funding opportunities. We will actively seek grants that offer matching funds or challenge grants, using Measure Z funds as leverage to secure additional resources.

Building Community Partnerships: The CSO position, in particular, will play a crucial role in building and strengthening relationships with local businesses, community organizations, and philanthropic foundations. These relationships will be instrumental in securing additional contributions and community support. By actively engaging with the community and demonstrating the value of these positions, we will cultivate a sense of shared ownership and encourage further investment in public safety.

Data-Driven Reporting and Transparency: We will maintain detailed records of the program's outcomes, including crime statistics, community engagement metrics, and cost-effectiveness data. This data-driven reporting will not only demonstrate the impact of Measure Z funds but also provide compelling evidence for potential funders and community partners. Transparency in our use of funds and the resulting outcomes will build trust and encourage further support.

Community Awareness and Advocacy: We will actively communicate the successes of the program to the community through various channels, including social media, local news outlets, and community events. Raising awareness of the positive impact of Measure Z funding will generate community support and encourage advocacy for continued funding and additional contributions. This public awareness campaign will also highlight the need for ongoing support to sustain these vital services beyond the Measure Z funding period.

By strategically leveraging Measure Z funds, we are confident that we can secure additional resources and build a sustainable funding model for these critical positions, ensuring the long-term safety and well-being of the Rio Dell community.

Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, name that entity and describe what that participation would look like. *

While the Rio Dell Police Department already exists and receives funding through the city's general fund, this proposal seeks to enhance existing services and alleviate the strain on the general fund by establishing dedicated positions that are currently under-resourced and spread across existing staff. Therefore, this proposal does not require new or expanded activity from the City in the sense of creating entirely new departments or programs. Instead, it requires a shift in how the City allocates existing resources.

Currently, the City's general fund subsidizes the police department, covering the salaries and benefits of existing officers who are tasked with a wide range of duties. However, this current funding model stretches resources thin, preventing officers from dedicating sufficient time and attention to proactive community policing, crime prevention, and enhanced response capabilities. Many of the responsibilities that would fall under the proposed CSO and additional police officer positions are currently being handled by existing officers who are already burdened with multiple responsibilities.

This Measure Z grant request is designed to offset the burden on the general fund by providing dedicated funding for these crucial roles. This will allow the City to reallocate existing general fund dollars, freeing them up for other essential city services or potentially reducing the overall financial strain on the general fund.

Therefore, the City's primary role in this proposal is not to expand its activities but rather to realign its current budgetary allocations. By supporting this grant application, the City can effectively enhance its police department's capabilities without increasing the overall financial burden on the general fund. In fact, this grant could potentially free up existing general fund dollars, providing the City with greater financial flexibility.

While community partnerships and collaboration with other agencies remain crucial for the overall success of the program, the essential participation required from the City is primarily financial—supporting this grant application and subsequently integrating these dedicated positions into the city budget after the Measure Z funding period. This will ensure the long-term sustainability of these enhanced services and alleviate the existing strain on the general fund.

Are there recurring expenses associated with this application, such as personnel cost? *

Yes 

If you checked yes, please detail those expenses here.

Yes, this application involves recurring expenses, primarily personnel costs, which are the core of the request. These recurring expenses are essential for the long-term success and sustainability of the proposed enhancements to the Rio Dell Police Department.

The primary recurring expenses associated with this application are:

Salaries and Benefits for the Community Service Officer (CSO): The estimated annual cost for the CSO position is \$116,156. This includes salary, employer-paid benefits (such as health insurance, retirement contributions, and payroll taxes), and any other associated personnel costs.

Salaries and Benefits for the Full-Time Police Officer: The estimated annual cost for the additional police officer position is \$126,195. This also includes salary, employer-paid benefits, and other related personnel costs.

It is important to emphasize that these personnel costs represent an investment in the safety and well-being of the Rio Dell community. While they are recurring expenses, they are essential for maintaining the enhanced level of service provided by these dedicated positions. These positions are not optional; they are crucial for proactive community policing, crime prevention, and ensuring adequate response capabilities for the Rio Dell Police Department.

Our sustainability plan, as detailed elsewhere in this application, addresses the long-term funding of these recurring personnel costs. While we are requesting Measure Z funds for the initial establishment of these positions, our ultimate goal is to integrate them into the city's general fund budget. This will ensure the continued funding of these essential services beyond the Measure Z funding period. We will achieve this by demonstrating the value and impact of these positions to the City Council and administration, advocating for their inclusion in future budget cycles, and exploring alternative funding sources such as grants and community partnerships. We are confident that the demonstrable benefits to public safety will justify the continued investment in these crucial personnel positions.

Please note, the Citizens' Advisory Committee in May, 2023, adopted a stance that it would not recommend funding for new, ongoing county positions.

REQUIRED ATTACHMENTS

Be sure to include the following with your application.

Prior Year Results

If your request is a continuation of a program funded with Measure Z in prior fiscal years, please provide the results of implementation. (one page maximum)

Upload Prior Year Results Attachment

Choose File No file chosen

Program Budget

[Download the budget narrative](#), then upload using the button at right.

Upload Program Budget Attachment*

Measure Z Proposed Budget Template - FY 2025-26 RIO DELL.xlsx

Staffing Report

If your request was previously funded, please [download and complete the staffing report](#), then upload it using the option provided here.

Upload Staffing Report Attachment

Choose File No file chosen

Letters of Support

If you have letters of support from members of the community you can upload them here.

Upload Letters of Support

Choose File

No file chosen

I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct.

Date*

2/11/2025

10:00 AM

Signature*

Travis Sanborn

Type Approving Official's Name

EXHIBIT B
QUARTERLY AND FINAL SUMMARY REPORT
City of Rio Dell
For Fiscal Year 2025-2026

1. DUE DATES:

Quarterly reports are due one (1) month after the end of each quarter. Quarterly reports will be based on COUNTY fiscal year quarters. The table below shows each fiscal year quarter and the report due dates. CITY must submit a quarterly report for each quarter in which the contract is active. The Final Summary Report is due one (1) month after completion of the contract term.

Quarter	Dates Included	Date Report Due to County
1	July 1 through September 30	October 31
2	October 1 through December 31	January 31
3	January 1 through March 31	April 30
4	April 1 through June 30	July 31
Final Summary Report	Based on MOU term	One (1) month after MOU expiration

2. SUBMISSION OF REPORTS:

Any and all reports required pursuant to the terms and conditions of this MOU shall be submitted online at the following address: <https://humboldt.gov/FormCenter/CAO-Forms-17/Public-Safety-Essential-Services-Tax-Qua-103>.

Exhibit C

Quarterly and Final Report Form

(Illustrative Only)

Reports must be filled out and submitted on the county's website at:

<https://humboldtgov.org/FormCenter/CAO-Forms-17/Public-Safety-Essential-Services-Tax-Qua-103>

Select Language ▼

Form Center

By signing in or creating an account, some fields will auto-populate with your information.

Public Safety, Essential
Services Tax Quarterly
Reports

Sign in to
Save
Progress

Public Safety & Essential Services Quarterly
Reports Form

Each quarter, agencies that receive funds from the Humboldt County Local Public Safety and Essential Services tax must submit reports to the county on a quarterly basis detailing their expenditures and activities carried out with the funding they have received. This form is used to submit that information.

First Name

Last Name

Phone Number

Email Address

Agency

The agency submitting
this report

Quarter*

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4

I. Quarterly Narrative

Results/Outcomes

Reponses to questions below can be copy/pasted from the narrative attachment you include at right. Responses are being included here for ease of review.

1. Please describe the Measure Z activities completed during this period.*

2. How many people have been served and how?

3. Who has benefitted from the enhanced services?

4. What difference did Measure Z funding make in our community and for the population you are serving?

Please quantify the short-term impact of your project for the current year. *If you have evaluation materials that document outcomes and impacts of your work, feel free to attach them in lieu of answering this or other questions.*

5. Please quantify the long-term impacts of your project.

This would be for the entire time period that Measure Z has funded your project.

6. Describe any unanticipated impacts of receiving Measure Z funding, positive or negative, not already described above.

7. Describe the efforts your agency has taken to seek other funding for this program. This includes grants you have applied for and/or received, legislative requests, fee creation/updates, etc

II. Final Summary Report

Lessons Learned

1. Describe what you learned based on the results/outcomes you reported above and what, if any, changes you will make based on your results/outcomes.

2. What overall public safety improvements has your organization seen as a result of receiving Measure Z funding? *

Invoice and Budget Form Submissions

Invoice
Amount*

Invoice

N

Fill out [this form](#), save to your computer then upload the invoice above and the budget to the right.

Please attach
PDFs Only

Additional
Attachment 1

N

Please attach
PDFs Only

Total Budget*

Budget

N

See "Invoice" directions above.

Please attach
PDFs Only

Additional
Attachment 2

N

Please attach
PDFs Only

Additional Attachments

If you need to submit more attachments than this form allows, please submit what you can and fill out another form.

Communication with Community

Have you posted your quarterly update to social media?*

- ☐ Yes
☐ No

Exhibit D of your agreement discusses social media reporting requirements

Example social media posts could read:
"#MeasureZ update: Over the last quarter we [] brief description of Measure Z activities completed and/or total numbers served []. During our efforts this quarter we've seen [] brief description of the difference Measure Z funding has made in our community and for the population you are serving [].

Photo Uploads

No f...sen

Please provide any photos you have related to your Measure Z project. Please note that any photos you provide may be shared by the county, and does not replace your requirement to communicate about your Measure Z project, per the terms of your MOU with the county. By uploading photos, you are confirming that any people photographed have either agreed to have their photos taken and shared publicly, or doing so is allowed by law.

Caption your photo

Please provide a caption for your photo that identifies any individuals who are in the photo, and the action and context of the photo. And please make sure to credit the photographer.

Government Websites by CivicPlus® 

Notes

Do you have any notes or special instructions for your report submission?

☒ Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit Submit and Print

* indicates a required field

Exhibit E - Proposed Budget

Section K, Item 6.

Agency Name:	Address:
Coordinator/Contact:	Phone:

Descriptions	Requested Budget	Current Quarter Costs	Total of Prior Quarter Costs	Remaining Balance
A. Personnel Costs				
Title:				
Salary (separate from benefits cost)				0.00
Benefits				0.00
Duties Description:				
Title:				
Salary (separate from benefits cost)				0.00
Benefits				0.00
Duties Description:				
Title:				
Salary (separate from benefits cost)				0.00
Benefits				0.00
Duties Description:				
Salaries Subtotal	0.00	0.00	0.00	0.00
Benefits Subtotal	0.00	0.00	0.00	0.00
Total Personnel:	0.00	0.00	0.00	0.00
B. Overhead and Occupancy Costs (Rent, Utilities, Phones, Administrative etc.)				
Title:				
Description:				
Title:				
Description:				
Total Overhead and Occupancy Costs:	0.00	0	0	0
C. Equipment/Supplies/Services (Equipment, Supplies and Services should be separate)				
Title: Equipment				
(Please be detailed regarding the equipment you plan to .				
Description: These expenses are generally over \$200, longer useful life)				
Title:				
Description:				
Equipment Subtotal:	0.00	0	0	0
Title: Supplies				
(Please be detailed. These expenses are generally under				
Description: \$200, depleted or consumed within 1 year)				
Title:				
Description:				
Supplies Subtotal:	0.00	0	0	0
Title: Services/Other Operational Costs				
(Please be detailed. These expenses are generally professional or				
Description: contracted services, or other expenses that are not equipment or				
Title:				
Description:				
Services/Other Subtotal:	0.00	0	0	0
Total Equipment/Supplies/Services:	0.00	0	0	0
D. Transportation/Travel (Local and Out-of-County should be separate)				
Title: Local Travel				
Description: Describe local travel and connection to your project				
Title: Out of County Travel				
Description: Describe out of county travel and connection to your project				
Total Transportation/Travel Costs:	0.00	0	0	0
E. Fixed Assets (According to your agency's definition of a fixed asset)				
Title:				
Description:				
Title:				
Description:				
Total Fixed Asset Costs:	0	0	0	0

Totals	0.00	0.00	0.00	0.00
Requested Budget	Current Quarter Costs	Prior Quarter Costs	Remaining Balance	

EXHIBIT D
SOCIAL MEDIA REPORTING REQUIREMENTS
City of Rio Dell
For Fiscal Year 2025-2026

1. DUE DATES:

CITY will post Measure Z updates on CITY-maintained social media accounts within two (2) weeks of submitting quarterly and final reports to COUNTY pursuant to the terms and conditions of this MOU.

2. SOCIAL MEDIA ACCOUNT IDENTIFICATION:

Measure Z updates posted on social media accounts shall clearly identify the agency receiving Measure Z funds and the projects funded by the Measure Z funds that have been allocated thereto. Please indicate below the social media account(s) where CITY will post Measure Z updates:

Social Media (*i.e., Facebook*) Account Name (*i.e., County of Humboldt – Government*)

3. CONTENT OF SOCIAL MEDIA POSTS:

The social media posts required pursuant to the terms and conditions of this MOU are meant to inform the public of progress with projects funded by Measure Z. As such, CITY's social media posts should summarize the content included in each of the quarterly final reports submitted to COUNTY. Such posts can be done in text or video.

Posts will include “#MeasureZ” on Twitter and Facebook to help the public identify Measure Z posts.

Example Facebook post:

“#MeasureZ update: Over the last quarter we [brief description of Measure Z activities completed and/or total numbers served]. During our efforts this quarter we've seen [brief description of the difference Measure Z funding has made in our community and for the population you are serving].

Exhibit E - Proposed Budget

Agency Name:	Rio Dell Police Department	Address:	675 Wilc
Coordinator/Contact:	Josh Phinney	Phone:	707-764

Descriptions	Requested Budget	Current Quarter Costs	Total of Prior Quarter Costs	Remaining Balance
A. Personnel Costs				
Title: Community Services Officer				
Salary \$69,581	69,581.00			69,581.00
Benefits \$46,575	46,575.00			46,575.00
Duties Description: Community Service Officer (CSO): The CSO investigates				
Title: Full Time Police Officer				
Salary \$70,078	70,078.00			70,078.00
Benefits \$56,117	56,117.00			56,117.00
Duties Description:				
Title:				
Salary (separate from benefits cost)				0.00
Benefits				0.00
Duties Description:				
Salaries Subtotal	139,659.00	0.00	0.00	139,659.00
Benefits Subtotal	102,692.00	0.00	0.00	102,692.00
Total Personnel:	242,351.00	0.00	0.00	242,351.00
B. Overhead and Occupancy Costs (Rent, Utilities, Phones, Administrative etc.)				
Title:				
Description:				
Title:				
Description:				
Total Overhead and Occupancy Costs:	0.00	0	0	0
C. Equipment/Supplies/Services (Equipment, Supplies and Services should be separate)				
Title: Equipment				
(Please be detailed regarding the equipment you plan to .				
Description: These expenses are generally over \$200, longer useful life)				
Title:				
Description:				
Equipment Subtotal:	0.00	0	0	0
Title: Supplies				
(Please be detailed. These expenses are generally under				
Description: \$200, depleted or consumed within 1 year)				
Title:				
Description:				
Supplies Subtotal:	0.00	0	0	0
Title: Services/Other Operational Costs				
(Please be detailed. These expenses are generally professional or				
Description: contracted services, or other expenses that are not equipment or				
Title:				
Description:				
Services/Other Subtotal:	0.00	0	0	0
Total Equipment/Supplies/Services:	0.00	0	0	0
D. Transportation/Travel (Local and Out-of-County should be separate)				
Title: Local Travel				
Description: Describe local travel and connection to your project				
Title: Out of County Travel				
Description: Describe out of county travel and connection to your project				
Total Transportation/Travel Costs:	0.00	0	0	0
E. Fixed Assets (According to your agency's definition of a fixed asset)				
Title:				
Description:				
Title:				
Description:				
Total Fixed Asset Costs:	0	0	0	0
Totals	242,351.00	0.00	0.00	242,351.00
Requested Budget		Current Quarter Costs	Prior Quarter Costs	Remaining Balance

EXHIBIT F

Section K, Item 6.

Exhibit F - Measure Z - Proposed Invoice

Agency Name:

Coordinator/Contact:

Address:

Phone:

Invoice Date: _____

Invoice # MZ- _____

Invoice Period: _____

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)		\$0.00
Wages (separate from benefits)	\$0.00	
Benefits	\$0.00	
Overhead and Occupancy Costs (Rent, Utilities, Phones, Administrative, etc.)		\$0.00
Describe the costs involved	\$0.00	
Equipment and Supplies (Should be separate)		\$0.00
Equipment (describe equipment purchased and the connection to your project)	\$0.00	
Supplies (describe supplies purchased and the connection to your project)	\$0.00	
Services/Other (describe, and explain connection to your project)	\$0.00	
Transportation/Travel (Local and out of county should be separate)		\$0.00
Local Travel (describe local travel and the connection to your project)	\$0.00	
Out of County Travel (describe out of county travel and the connection to your project)	\$0.00	
Other (Fixed Assets, Contracts, etc.)		\$0.00
	\$0.00	
		\$0.00

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature: _____ Date: _____

Print Name: _____ Title: _____

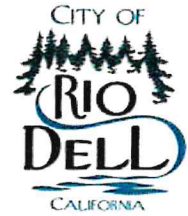
Approved by County Administrative Office: _____ Date: _____

Humboldt County Administrative Office

825 Fifth Street, Room 112
Eureka Ca 95501cao@co.humboldt.ca.us

(707) 445-7266

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



DATE: June 17, 2025

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Authorization to Execute Collection Services Agreement with Pacific Credit Services for Outstanding Utility Receivables

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1) Approve the Collection Services Agreement with Kelstin Group, Inc. dba Pacific Credit Services for the collection of delinquent utility accounts; and
- 2) Authorize the City Manager to execute the agreement on behalf of the City of Rio Dell.

BACKGROUND AND DISCUSSION

The City of Rio Dell has historically engaged third-party collection agencies to facilitate the recovery of delinquent utility receivables, including water, sewer, and related municipal service obligations. This strategic approach enables the City to maintain optimal cash flow while minimizing the administrative burden associated with protracted collection efforts on municipal staff resources.

The City recently received notification from our incumbent collection services provider, Statewide Collection, regarding their unilateral decision to discontinue servicing Rio Dell's account. This unexpected termination of services necessitated an immediate and comprehensive process to identify a suitable replacement vendor capable of maintaining continuity in our receivables management operations.

Through systematic consultation with peer jurisdictions and meticulous analysis of service providers' operational capabilities, financial stability, and performance metrics, staff identified Pacific Credit Services (Kelstin Group, Inc. dba Pacific Credit Services) as the preeminent candidate for our collection services requirements.

Pacific Credit Services represents an exemplary collection services organization with an unprecedented legacy of excellence spanning 77 years of continuous operation since their establishment in 1947. This remarkable longevity demonstrates exceptional organizational resilience, adaptive capacity, and unwavering commitment to client satisfaction throughout multiple economic cycles and regulatory environments.

Pacific Credit Services offers a sophisticated three-tiered collection methodology designed to maximize recovery rates while maintaining professional debtor relations:

- **Early-Out Program:** 10% commission rate for initial collection efforts, representing an exceptionally competitive rate that maximizes the City's net recovery
- **Direct Collection Services:** 25% commission rate for standard collection activities
- **Legal Collection Services:** 25% commission rate for litigation-supported collection efforts

This graduated fee structure ensures cost-effectiveness across the entire collection lifecycle while maintaining alignment between vendor compensation and successful recovery outcomes. Notably, the service model operates on a purely contingency basis with no upfront fees, setup charges, or minimum volume requirements, thereby eliminating financial risk to the City.

Pacific Credit Services maintains a sophisticated technological ecosystem including a secure online client portal that provides real-time account management capabilities. This platform enables City staff to submit new accounts, monitor collection progress, report payments, generate comprehensive reports, and access detailed analytics regarding portfolio performance.

Staff recommends the City Council approve this Collection Services Agreement with Pacific Credit Services, as their demonstrated expertise, competitive pricing structure, advanced technological capabilities, and comprehensive service portfolio position them as the optimal vendor to advance the City's receivables management objectives while maintaining exemplary standards of professional service delivery.

Attachments:

- PCS Agreement for Collection Services

Agreement for Collection Services

This AGREEMENT is made as of the date written below, by and between Kelstin Group, Inc. dba Pacific Credit Services (which will be referred to as "AGENCY"), and

City of Rio Dell, (which will be referred to as "CLIENT").

CLIENT desires, from time to time during the term of this Agreement, to submit to AGENCY for collection certain claims, accounts, or other evidences of indebtedness (which will be referred to as "Claims"), and AGENCY desires to provide CLIENT with collection services with respect to said Claims, therefore, it is mutually agreed by and between the parties as follows:

The assignment of a Claim pursuant to this Agreement shall be an assignment of all rights and interest of the CLIENT relating to collecting on that Claim, including all contractual and statutory rights to collect the Claim, however the assignment of the Claim does not assign CLIENT'S obligation to perform its obligations under the Claim. For all Claims assigned, AGENCY and CLIENT acknowledge that AGENCY may enforce all legal rights for the assigned Claim, including recovery of all interest, fees, and the amounts or damages owed, or to be owed, by the person(s) for any assigned Claim, subject to AGENCY'S duties and obligations to CLIENT pursuant to this Agreement.

AGENCY agrees that all activities of AGENCY shall be carried out in compliance with all applicable federal, state, and local laws. AGENCY agrees that AGENCY will maintain licensing, bonding and errors and omission's insurance as required.

CLIENT represents that the balances of assigned Claims will reflect true and just indebtedness, that the balances of said Claims are accurate and contain no unauthorized fees or costs, that CLIENT obeyed all laws and regulations affecting the assigned Claims, that the Claims are not subject to a known dispute or if the debt is disputed this information will be provided to AGENCY, that the Claims are not barred by any statute of limitations, that the person(s) obligated on the assigned Claims are not represented by an attorney unless clearly noted at time of assignment, that the person(s) obligated on the assigned Claims have not filed for Bankruptcy, and are not at time of assignment assigned to another collection agency, attorney, or other person, and that CLIENT is fully authorized, and has obtained all necessary approvals, for the assignment of the Claims and interest in the Claims to AGENCY.

Further, CLIENT agrees to provide, whenever requested to do so by AGENCY: a written verification of a Claim; a copy of the judgment, if any, on which a Claim is based; the name and address of the person or entity to whom the Claim was originally owed, if different from CLIENT. CLIENT agrees that all claims may be reported to the credit reporting agencies (Equifax, Experian, and Trans Union) or other data furnishers that may accept the reporting of Claims. CLIENT also agrees to immediately report to AGENCY any payments on assigned Claims and any other communication, including disputes, or written or verbal communication, or notice of Bankruptcy on assigned Claims that CLIENT may receive after assignment to AGENCY.

The CLIENT and the AGENCY hereby expressly understand and agree that this Agreement is between CLIENT and AGENCY and there are not intended to be any third party beneficiaries of this AGREEMENT.

TERMS AND CONDITIONS

RATES AND FEES: CLIENT agrees to pay AGENCY and AGENCY agrees to accept for the services rendered by it a contingent fee of 25 % of the amount collected of each Claim assigned to AGENCY for collection. If AGENCY employs its attorneys to pursue collections by initiating a legal action on CLIENT’S behalf to obtain a judgment, or by having CLIENT’S existing judgment assigned to AGENCY to pursue collection, the contingent fee will be 25 %. If AGENCY forwards an account to an out of state agency the contingent fee will be 50%. The contingent fees apply whether paid to AGENCY or to CLIENT directly. Payments made directly to CLIENT will be reported to AGENCY immediately. AGENCY may accrue interest at the legal rate on assigned Claims. All interest collected will be retained by AGENCY. The AGENCY may endorse any checks, money orders; et cetera, received in payment of assigned Claims whether made payable to AGENCY or to CLIENT. The AGENCY will be entitled to a fee of 5% (reviewed by AGENCY on a case by case basis) of the balance assigned plus any costs advanced if it is determined that the Claim(s) is/are not owed and the Claim has been assigned for more than 30 days. We do not accept Claims for collection against people who have filed for protection under the Bankruptcy Act.

SETTLEMENT AUTHORITY: CLIENT may authorize AGENCY or its attorneys to settle any Claim submitted for less than the balance referred to AGENCY by CLIENT. In each case, unless otherwise instructed or indicated below, it is AGENCY policy to obtain authority to settle Claims by obtaining authorization from CLIENT’S authorized representative. By checking below, you grant dollar settlement authority as indicated with respect to Claims placed with us:

- ☐ Unlimited Authority – AGENCY may settle any Claim for a sum it considers appropriate under the circumstances.
- ☐ 50% Authority – AGENCY may settle any Claim for a sum not less than fifty percent (50%) of the amount referred.
- ☐ 75% Authority – AGENCY may settle any Claim for a sum not less than seventy-five (75%) of the amount referred.
- ☐ Other (specify authority granted) _____

LEGAL: CLIENT acknowledges and agrees that the assignment of the Claim(s) includes the right for AGENCY to bring suit on CLIENT’S behalf, and AGENCY shall determine, in the exercise of its business judgment, whether it will commence litigation as it determines appropriate. CLIENT agrees that, if required, they will appear at any court dates issued by the Superior Court in order for AGENCY to secure a money judgment on any lawsuits initiated by AGENCY. AGENCY will advance all court costs and attorney fees, unless otherwise agreed by CLIENT. Court costs advanced will be paid to AGENCY out of first monies collected. CLIENT agrees to reimburse AGENCY for any court costs and attorney fees that AGENCY advances, AND any court costs or attorney fees AGENCY is ordered to pay the opposing party by the Superior Court, if the lawsuit is lost or dismissed by the negligence or actions of CLIENT.

AGENCY is not obligated to file suit on Claims assigned to it pursuant to this Agreement and AGENCY is not liable for Claims that become barred by the statute of limitation while in AGENCY’s possession. CLIENT holds AGENCY harmless for any Claim that becomes barred by the statute of limitation while assigned to AGENCY. AGENCY reserves the right to close and return Claims that are barred by statute as it deems appropriate.

REMITTANCE AND REPORTS: Each month AGENCY will provide CLIENT an accounting of all monies collected during the previous month and a check for all monies due CLIENT, less any fees due AGENCY. Reports of assignment and collection statistics will be provided upon request.

REVERSED PAYMENTS: CLIENT agrees that in the event a payment on a Claim submitted to AGENCY is returned by the bank the payment was drawn on, charged back by the credit card issuer, or that the payment was applied incorrectly to the Claim by AGENCY that any funds that AGENCY remitted to CLIENT will be returned to AGENCY. All accounting of returned or incorrectly applied payment items will be itemized on the monthly accounting sent to CLIENT by AGENCY AND whenever possible AGENCY will offset any amounts due for returned or incorrectly applied payments from money due CLIENT from the collection of other Claims. If AGENCY is not able to offset the amount due to AGENCY by CLIENT for returned or incorrectly applied payments then CLIENT agrees to promptly remit to AGENCY any amount due for said returned or incorrectly applied payments upon receipt of the monthly accounting.

TERM AND TERMINATION: The term of this Agreement shall become effective on the date of acceptance and shall continue in effect until terminated as herein after provided. This Agreement shall be binding on the heirs, legal representatives, successors and assigns of the parties named above. Either party may terminate this Agreement at any time by giving the other party at least thirty (30) days prior written notice of the date of termination. Termination or cancellation of this Agreement by either party shall not affect the collection, enforcement, or validity of any accrued obligations owing between the parties. In the event of termination or cancellation of this Agreement, all Claims assigned to and held by AGENCY will continue to be retained by AGENCY at the contingent fees in effect under this Agreement and will be subject to the section below entitled; CANCELLATION OF CLAIMS.

CANCELLATION OF CLAIMS: CLIENT may request cancellation of Claims that have been assigned for more than six (6) months. AGENCY will not be required to return Claims that are in the process of collection. Should either party terminate this Agreement, it will still remain in full force and effect in relation to any Claim assigned during the term of the Agreement as long as the AGENCY retains the Claim(s). A Claim is in the process of collection if it is included in a Note or Judgment obtained by AGENCY, there is a promise of payment, or payment is assured by some ascertained future event. CLIENT may request cancellation of Claims that have been assigned for less than six (6) months by paying AGENCY 15% of the amount referred for AGENCY to handle the Claim.

INDEMNIFICATION: AGENCY shall defend, indemnify, and hold CLIENT harmless from any claims, damages, losses or actions brought against CLIENT due to any allegedly illegal or wrongful act or omission of AGENCY. CLIENT shall defend, indemnify, and hold AGENCY harmless against any claims, damages, losses, or actions brought against AGENCY due to any act or omission of CLIENT.

COUNTERCLAIMS: If a debtor files a counterclaim or lawsuit against CLIENT based on a Claim(s) submitted to AGENCY for collection, CLIENT will be responsible to defend said counterclaim or lawsuit and provide its own legal counsel.

CONFIDENTIALITY: All information learned or gained by either CLIENT or AGENCY, whether related to patient care or business practices will be held in confidence and will not be disclosed without specific authorization from CLIENT or AGENCY. CLIENT and AGENCY warrant that all information provided under this Agreement will be used for no purpose other than to provide collection services.

REMEDIES: In the event any legal action is necessary to enforce the terms of this Agreement, the venue shall be in the Superior Court of California, County of Solano. The prevailing party shall be entitled to reasonable attorney fees and costs of litigation. By signing this contract, AGENCY and CLIENT accept all of the stipulations set forth herein and agree to each and every provision herein. If any court of competent jurisdiction shall rule that any provision of this Agreement is invalid or unenforceable, the remaining provisions shall remain in full force and effect and shall not be affected by said ruling.

ASSIGNMENT OF AGREEMENT: This Agreement shall be assignable by either party without prior written consent of the other party hereto.

Neither the waiver by either of the parties hereto of a breach of or a default under any of the provisions of this Agreement, nor the failure of either party, on one or more occasions, to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder, shall thereafter be construed as a waiver of any subsequent default of a similar nature, or as a waiver of any such provisions, rights or privileges hereunder.

No provision of this Agreement shall be applied or construed in a manner inconsistent with applicable laws and regulations of the United States and the State of California.

CONTRACT IN ENTIRETY: CLIENT and AGENCY agree that all actions taken by CLIENT and AGENCY pursuant to this Agreement shall be in accordance with the TERMS AND CONDITIONS, if any, set forth herein. Thus, whenever the term "Agreement" is used, it shall be construed to include said TERMS AND CONDITIONS. This Agreement, including the TERMS AND CONDITIONS, contains the entire agreement between the parties and cannot be amended or modified in any respect except by an amendment in writing signed by both parties.

Both parties have read this **Agreement for Collections Service** and the **Terms and Conditions** and acknowledge that they are authorized to enter into this Agreement and the acceptance of it in its entirety by signing below.

Date of Agreement: _____

CLIENT:

Name: _____

Address: _____

Phone: _____

E-mail: _____

Signature: _____

Print Name: _____

AGENCY:

Kelstin Group, Inc. dba
Pacific Credit Services
460 Union Avenue, Suite C
PO Box 150
Fairfield, CA 94533
800-564-6440

Signature: _____

Print Name: _____

City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
14205	5/07/2025	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR APRIL 2025 - City Hall & COPIER CHARGES FOR APRIL 2025 - PD	697.23
14206	5/07/2025	[2218] AMERICAN WATER WORKS ASSN	Annual Membership Dues 7/1/25-6/30/26	525.00
14207	5/07/2025	[3975] AT&T - 5709	FAX LINE EXPENSES FOR APRIL 2025 - PD, FAX LINE EXPENSES FOR APRIL 2025 - City Hall	72.68
14208	5/07/2025	[7968] CALRECYCLE	Unspent Funds	4,323.76
14209	5/07/2025	[2293] CITY OF FORTUNA	Police Dispatch for May 2025	8,483.33
14210	5/07/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 5/2/2025	90.00
14211	5/07/2025	[4491] CODE PUBLISHING, INC	Municipal Code - Web Update and 58 New Pages	1,363.00
14212	5/07/2025	[7616] DAZEY'S ARCAT	30% Vinegar 55 Gallon, Shut Off Assembly, Shut Off Assembly	2,842.55
14213	5/07/2025	[2407] FORBUSCO LUMBER	Credit, Wood	164.44
14214	5/07/2025	[2405] FORTUNA ACE HARDWARE	Late Charge on Invoice #388830 Paid w/ Ck #14098 Dated 4/4/2025	1.17
14215	5/07/2025	[5052] GHD, INC	Professional Services Rendered Through 4/26/2025: PW - Rio Dell Pedestrian Connectivity Improvements, Professional Services Rendered Through 4/26/2025: PW Rio Dell Eel River Trail, Professional Services Rendered Through 4/26/2025: PW Rio Dell Water Distribution System Improvement Project	76,693.92
14216	5/07/2025	[2458] HUMBOLDT COUNTY DIVISION OF ENVIRONMENTAL HEALTH	Hazardous Materials Facility Fee	1,466.49
14217	5/07/2025	[5909] ICMA MEMBERSHIP RENEWALS	MEMBERSHIP DUES 7/1/25-6/30/26	692.83
14218	5/07/2025	[0069] SUNI KILLFOIL	Error made 1st applied to wrong account, now to be endorsed to city and reapplied as prepay credit to account.	750.00
14219	5/07/2025	[2569] MICROBAC LABORATORIES, INC.	Ammonia Nitrogen-Un-ionized (calculation), Ammonia w/o Distillation, Conductivity @ 25C, ELAP Certification Fee, Nitrate and/or Nitrite, Nitrogen-Total Kjeldahl, pH, Salinity, Subcontract Metals, THM by EPA 624, Total Dissolved Solids, Turbidity	1,013.00
14220	5/07/2025	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for April 2025	1,900.00
14221	5/07/2025	[3006] MISSION LINEN SUPPLY, INC	Clean Mop Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Hand Towels, Clean Mop Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Toilet Tissues	277.91
14222	5/07/2025	[7635] NAPA AUTO PARTS FORTUNA	Lube, Grease, and Battery, Car Battery, Fuse	300.50
14223	5/07/2025	[4717] KEVIN NASET	Reimbursement: Boot Allowance Big 5	
14224	5/07/2025	[5934] NORTH COAST JOURNAL, INC	Employment Ad - Wastewater Superintendent, Employment Ad - Wastewater Superintendent	
14225	5/07/2025	[6100] NORTHERN CALIFORNIA GLOVE	Gloves	

Section K, Item 8.

City of Rio Dell

Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
14226	5/07/2025	[6349] RECOLOGY EEL RIVER	40yd Debris Box, Car Tires, Truck Tires, 40yd Debris Box, Rires, E-Waste, Appliances, Trip Charge, Excess Weight, Daily Rent, Box Fee Not Added, April Trash Bags	4,911.15
14227	5/07/2025	[7662] NATHAN R SCHEINMAN	Reimbursement: Travel Water Distribution Grade 2 Test	349.80
14228	5/07/2025	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR MAY 2025	150.00
14229	5/07/2025	[2719] STATE WATER RESOURCES CONTROL BD	Distribution Certification Request (Grade Passed D2)	80.00
14230	5/07/2025	[2715] STEWART TELECOMMUNICATION	Phone Lines PD - June 2025, Phone Lines City Hall - June 2025	557.95
14231	5/07/2025	[6373] THATCHER COMPANY, INC.	Aqua Ammonia, 25% Tech 375 Drum	2,285.80
14232	5/07/2025	[2779] WILDWOOD SAW	Power Edger Repair	61.12
14233	5/15/2025	[4063] CITY OF FERNDALE	Police Services - Investigation	118.52
14234	5/15/2025	[5940] CLARK, MARY	Reimbursement: Boot Allowance Stitch Witch	95.35
14235	5/15/2025	[2283] COASTAL BUSINESS SYSTEMS	Docstar Annual Software License Agreement Renewal 8/1/25-7/31/26	592.92
14236	5/15/2025	[5944] COLANTUONO, HIGHSMITH & WHATLEY, PC	Special Counsel Services Through April 30, 2025	105.00
14237	5/15/2025	[7888] CRITTERS WITHOUT LITTERS SPAY/NEUTER CLINIC	Boy Kitty (Cat-M), Girl Kitty (Cat-F), Zoey (Dog-F)	595.00
14238	5/15/2025	[7852] CSG CONSULTANTS	Professional Services Rendered from 3/29-4/25/25: Rio Dell Franchise Agreement Negotiation	1,000.00
14239	5/15/2025	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	Fingerprint Apps, Fingerprint - FBI (Notary)	49.00
14240	5/15/2025	[6478] EGAN, DARCINE	CUSTOMER DEPOSIT REFUND	214.42
14241	5/15/2025	[2407] FORBUSCO LUMBER	Lumber	58.12
14242	5/15/2025	[7146] ALFONSO C GARCIA	Reimbursement: Boot Allowance Picky Picky	291.04
14243	5/15/2025	[5052] GHD, INC	Professional Services Rendered Through 4/26/2025: Rio Dell Painter Line Sewer Upsizing, Professional Services Rendered Through 4/26/2025: Rio Dell City - Engineer Services, Professional Services Rendered Through 4/26/2025: Rio Dell On-Call 2025	25,915.50
14244	5/15/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Battery, Thread Locker, Compression Coupler, Finishing Nails	53.42
14245	5/15/2025	[2691] HUMBOLDT SENIOR RESOURCE CENTER/ADULT DAY HEALTH, INC	Senior Home Repair Grant Program	300.00
14246	5/15/2025	[6653] CRYSTAL L LANDRY	Reimbursement (POST): Training Manager Training (Windsor CA)	307.50
14247	5/15/2025	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyocera TA 308ci Copier System	205.74
14248	5/15/2025	[6510] ANDRES TOVAR LOPEZ	Reimbursement: Travel WWTP Grade 1 Exam	53.00
14249	5/15/2025	[2569] MICROBAC LABORATORIES, INC.	Dissolved Organic Carbon, ELAP Certification Fee, Filtration Water Chemistry	79.00
14250	5/15/2025	[5730] O & M INDUSTRIES	Changed Out Rotary Joints on Sludge Dryer	5.00
14251	5/15/2025	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchased for Reserves on 4/22/2025	2.00
14252	5/15/2025	[7542] POINT EMBLEMS LLC	Chief's Coins and Department Coins	2.00
14253	5/15/2025	[7884] STOEL RIVES LLP	Professional Services Rendered Through April 30, 2025	1.00
14	5/15/2025	[6373] THATCHER COMPANY, INC.	Aqua Ammonia 25% Tach 375 #	1.00

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City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
14255	5/15/2025	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR APRIL 2025, LEGAL SERVICES FOR APRIL 2025, LEGAL SERVICES FOR APRIL 2025	4,330.50
14256	5/15/2025	[2750] USA BLUEBOOK	Deionized Water, Sodium Sulfite, Transmitter	1,209.39
14257	5/15/2025	[2772] WENDT CONSTRUCTION, INC	Roadside Mower Northwestern Ave	962.50
14258	5/15/2025	[7973] WHITAKER, JAMES M	Reimbursement: Walk Threw/Interview (Wastewater Superintendent)	458.40
14259	5/21/2025	[6038] ACCURATE TERMITE & PEST SOLUTIONS	Commercial Pest & Rodent Control - 675 Wildwood	135.00
14260	5/21/2025	[6841] BADGER METER INC.	Hydrogen Peroxide 27%	289.89
14261	5/21/2025	[5562] CALIF STATE LANDS COMMISSION	Public Agency - Amendment of Existing Lease	48.14
14262	5/21/2025	[4697] AMANDA CARTER	Reimbursement: Travel CalCities Redwood Regional	294.86
14263	5/21/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 5/16/2025	90.00
14264	5/21/2025	[4491] CODE PUBLISHING, INC	Annual Web Fees and Web Update Annual Fee	830.00
14265	5/21/2025	[7690] DAVIS, PARKER	CUSTOMER DEPOSIT REFUND	161.15
14266	5/21/2025	[6879] ELWAY CONSTRUCTION	End of Job. Paint is Finished & Downspouts are Installed. Final on Job. Cleanup all Excess Materials. Remove all Equipment.	6,060.83
14267	5/21/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	PVC Fittings, Elbows, PVC Tee, PVC Adapters	23.25
14268	5/21/2025	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR JUNE 2025	3,240.00
14269	5/21/2025	[6943] PACE SUPPLY CORP	Angle Ball Meter Valve	724.01
14270	5/21/2025	[2619] PITNEY BOWES, INC.	QUARTERLY LEASING PAYMENT 3/30/2025 - 6/29/2025	181.61
14271	5/21/2025	[4570] SHRED AWARE	Shredding	78.77
14272	5/28/2025	[5750] AERO-MOD	Solenoid Valve, Nozzle Tips	2,004.43
14273	5/28/2025	[2405] FORTUNA ACE HARDWARE	Bungee Cords, Cable	55.81
14274	5/28/2025	[7195] METER, VALVE & CONTROL, Inc	Badger HR-E Encoder Registers for Meters	4,109.60
14275	5/28/2025	[2569] MICROBAC LABORATORIES, INC.	Coliform Presence/Absence, ELAP Certification Fee, Total Coliform Bacteria	163.00
14276	5/28/2025	[7928] REGIONAL GOVERNMENT SERVICES	Contract Services for April '25	818.40
14277	5/28/2025	[3685] RURAL COMMUNITY ASSISTANCE CORP dba RCAC	Loan # 1144-CRD-05 Water CIP	375.51
14278	5/28/2025	[6483] SONOMA CO JR COLLEGE /ACCTG	Training Manager Course	67.50
14279	5/28/2025	[7185] STAPLES ADVANTAGE	Pins, Note Pads, Sticky Notes, Envelopes, and Clipboards	202.21
14280	5/28/2025	[3917] VERIZON WIRELESS	Safety Phones PD & PW (& Mayor): April 17- May 16	696.39
14281	5/28/2025	[7489] VOSBURG, VALERIE D.	CUSTOMER DEPOSIT REFUND	43.05
14282	5/28/2025	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR JUNE 2025	303.76
14283	5/28/2025	[2772] WENDT CONSTRUCTION, INC	6 Loads of Dirt, Fill Site Maintenance	180.77
Total Checks/Deposits				180,777.42
Ref#	Date	Vendor	Description	Amount
27	5/05/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR FINAL PAYCHECK 05/02/2025	-1,023.72
42	5/05/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR FINAL PAYCHECK 05/02/2025	-1,023.72

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City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
5006065	5/06/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC DENTAL INSURANCE FOR MAY 2025	-116.22
6932396	5/06/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 05/02/2025	-11,519.42
1482331	5/06/2025	ELECTRONIC FUNDS TRANSFER	EFT: FIBER OPTIMUM BILL FOR MAY 2025. SPLIT WITH P.D & ADMIN	-877.00
9837437	5/06/2025	ELECTRONIC FUNDS TRANSFER	EFT ONLINE OPTIMUM PUBLIC WORKS PAYMENT FOR MAY 2025.	-273.17
ACH/E-	5/07/2025	WITHDRAWALS	DEPOSITED ITEM RETURNED	-144.11
463-312	5/12/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 05/02/2025	-3,012.21
2262742	5/12/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 05/02/2025	-15,928.50
220055235	5/13/2025	WITHDRAWALS	DEPOSITED ITEM RETURNED	-176.65
E-CHECK	5/14/2025	WITHDRAWALS	DEPOSITED ITEM RETURNED	-60.00
9837446	5/16/2025	ELECTRONIC FUNDS TRANSFER	EFT: BENEFIT BRIDGE/PUBLIC AGENCY COALITION PAYMENT FOR JUNE 2025.	-34,798.47
9837444	5/20/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR DEARBORN LIFE INSURANCE ONLINE PAYMENT FOR JUNE 2025.	-356.55
9837447	5/20/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR GUARDIAN DENTAL ONLINE PAYMENT FOR JUNE 2025.	-1,823.29
9837439	5/20/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT PAYMENT FOR PPE 05/16/2025	-10,911.29
9837445	5/20/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR JUNE 2025	-422.48
9837442	5/21/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR BANK OF AMERICA CREDIT CARD PAYMENTS FOR APRIL/MAY 2025.	-9,609.60
9837441	5/22/2025	ELECTRONIC FUNDS TRANSFER	EFT: PG&E ONLINE PAYMENT FOR MAY 2025 for Northwestern Street Lights	-51.00
240812	5/23/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE ONLINE PAYMENT FOR MAY 2025.	-1,261.72
9837443	5/23/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR APRIL/MAY 2025.	-30,109.20
474-320	5/27/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 05/16/2025	-3,031.14
3263579	5/27/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 05/16/2025	-16,021.30
4918779	5/27/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR NEW WEX ONLINE FUEL CARDS FOR APRIL/MAY 2025	-3,615.67
9837450	5/30/2025	WITHDRAWALS	ANALYSIS SERVICE CHARGE FOR MAY 2025.	-155.25
Total EFT's/Bank Withdrawals				-146,536.46

Ref#	Date	Vendor	Description	Amount
TRX TO PR	5/02/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR FINAL PAYCHECK 05/02/2025	-4,868.66
TRX TO PR	5/08/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 05/02/2025	-40,836.84
9837440	5/22/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 05/16/2025	-41,826.37
Total Transfer Between Accounts				-87,531.87

Section K, Item 8.

Ref#	Date	Vendor	Description	Amount
4715	5/30/2025	WITHDRAWALS	DEBIT CARD FOR POSTAGE TO MAIL U/B BILLS FOR MAY 2025	
Total Debit Card Withdrawals				



Staff Highlights – 2025-06-17

City Council

City Manager

Vision Zero: Staff will be meeting on Monday with HCOAG and the SmithGroup to review options for federal "Safe Streets 4 All" projects and developing a grant application.

The City Manager will be attending a SCORE Board of Directors Meeting on the 20th.

Attended and spoke at Eel River Trail ribbon cutting event.

Attended and spoke at a Redwood Coast Chamber Foundation leadership class on economic development and emergency response.

With the conclusion of the Monument Road Slipout FEMA repair, the City is anticipating an invoice for our share of the cost sometime in September.

With recent incursions onto the City's email system, staff will be working with Nylex to develop additional security features.

City Clerk

Processed Three (3) Building Permit Applications:

471 Pacific Ave. – Sewer Lateral and 2 Cleanouts

1187 Riverside Dr. - Sewer Lateral

103 ½ S. Sequoia Ave. – Sewer Lateral and 3 Cleanouts

Processed Two (2) Encroachment Permits:

Wendt Construction – 103 S. Sequoia/209 Monument Rd. – Sewer Lateral/Cleanouts

PG&E – Trench holes to replace gas services – 275 Orchard St.

Misc:

Sent out RFP's for Janitorial Services

Submitted June Employment Statistics Report to the Department of Labor

Attended Keenan Zoom meeting Re: Employee Benefits Compliance on 6/12/25



Attended Beautification, Walkability, and Pride Committee Meeting on 6/13/25

City Attorney

Human Resources, Risk & Training

Finance Department

Gathered and delivered Program Supplement Agreements for Caltrans as part of the reimbursement process for future road work addressing December 2022 earthquake disaster damage

Successfully submitted SB1 resolution on the CalSMART online platform ensuring compliance for the upcoming fiscal year

Collaborated with CalOES to submit final documentation for disaster response closeout, including road work documentation covering projects 18-21 on the approved project list

Met with County of Humboldt and CDBG representatives to review remaining projects and budget allocations for CDBG earthquake-impacted recovery initiatives

Consulted with third-party receivership specialists regarding cannabis business tax liability matters

Coordinated with Humboldt Senior Resource Center to obtain upcoming fiscal year contract information in compliance with TDA requirements

Processed change orders for Clean California Eel River Trail grant-funded projects

Met with California Department of Tax and Fee Administration to resolve sales tax distribution error, resulting in favorable correction for the City

Researched collection agency options and prepared comprehensive staff report recommending new collection services provider for the City

Coordinated with County of Humboldt to update Measure Z MOU documentation and requirements

Public Works Water

Fixed water leak on main at south Cherry St. (Faulty part)

Monthly reports



Drought reports

Scada tech work with Data Flow technician (ONGOING)

Maintenance on Gateway Irrigation system

USA's Locates

Pothole for leak on Pacific and Davis - No evident leak found.

Replaced failing ERTs before reading meters.

Meter reading.

Door hangers for unpaid accounts.

Public Works Wastewater

Coordinate with GHD and NorCal Pipeline Services to CCTV Ogle Ave sewer mains for deficiencies.

Coordination and maintenance planning for WWTP Biosolids Dryer repairs.

Maintenance on Wastewater treatment plant and equipment

Sampling and monitoring

Coordination with Ferndale WWTP operations to assist with Treatment process efficiency

Order parts for Belt Press and Polymer injection system (Waiting for Chemical pump)

WWTP Scada tech work with Data Flow technician (ONGOING)

Public Works Streets, Buildings and Grounds

Elm St pavement project completed. (ST Rhoades Construction)

Roadside mowing around town and out on Northwestern Ave.

Weed and feed City Hall, Memorial and Blue Star parks.

Mowed freeway ramps on Painter St. and Davis St.

Mowed Douglas tank.



Mowed city hall and parks

Weed and feed north Gate and South islands.

Repair leaking sprinkler head on city hall park.

Vinegar spray along curbs on Wildwood, Monument and River side.

Edge curbs on all parks and islands.

Neem sprayed South islands.

Neem sprayed trees on north gate and city hall.

Cleaned trail for inauguration ceremony.

Public Works City Engineer

Public Works Capital Projects

Police Department

Patrol Statistics:

During May 15th - June 12th 2025, the Rio Dell Police Department handled 244 incidents. This includes 104 calls for service, and 140 Officer Initiated Contacts. 11 arrests were made. A total of 5 citations were issued for traffic offenses or other miscellaneous criminal violations. 26 total cases requiring investigation were taken.

Staffing:

The Police Department is currently down two (2) sworn officer positions.

- One lateral Police Officer is currently in backgrounds with our department.
- Hiring process was conducted for the new CSO. A qualified candidate was selected by the panel and is nearly complete with the hiring process and set to start July 1.

Community Events / Notable Cases:

- Blue Envelope program Launch occurred on June 5th at the Rio Dell Community Center. Very successful with many families participating and a good turnout from advocacy groups and community alike.



- Large Abatement clean-up at 530 3rd Ave. A full 30 yard dumpster filled, 3 vehicles towed. Estimated cost \$ \$5,000

Abatement Projects:

Residential Abatement:

- Total Active Cases 25
- 4 New open cases, 8 closed cases.
- 11 of the cases are for City Owned Property, 17 for ongoing violations.
- 4 of the cases are for homeless camp cleanups. 4 cleanups completed.

Vehicular Abatement:

- Total Active Cases 1
- 4 New open cases, 12 closed cases
- 9 vehicles towed

Animal Control:

- 20 Calls for animal related issues.
- 2 Different Dogs transported to Miranda's
- 0 Cats transported to Miranda's

Community Development Department

Roof Deck/Truss Inspection 111 Creek Street

Meeting w/Retail Strategies regarding economic development

Complete PG&E Undergrounding paper work and submit

Electrical inspection, new 100-amp panel 616 Rigby – Corrections (bonding) required

Final roof inspection, vents/flashing 155 Elko Street

Work on HCD information request

Final Inspection (landing/stairs) 168 Birch



Complete HCD response

Review Retail Strategies proposal.

Final inspection 4 Painter Street

Framing, window, rough electrical, partial sheetrock, gas line inspection 45 Davis Street

Update Master Fee Schedule, prepare staff report and resolution

Reinspection 616 Rigby (bonding)

CALBO webinar Non-Structural Overview Building Codes

Prepare staff report and resolution for Housing Element Program implementation, including Density Bonus, Reasonable Accommodation, Single Roo Occupancy Units and amendments to the Town Center and Residential Multifamily zones.

Electrical service panel inspection 548 Third Avenue

Review Painter Street upsizing plans regarding need for additional easement, forward information to Mike O'Hern to prepare legal description

Check with the RWQCB on status of 255 Wildwood

Reach out to the City of Lakeport regarding new park, Economic Development strategy and Retail Strategies. City contracted with Retail Coach.

Reach out to Jeff Adams at CalOES regarding access to GIS info regarding 2022/2023 earthquakes

Reach out to Dollar General regarding the need to water the grass. Irrigation system was vandalized, vendor to repair ASAP

Multiple inspections, framing, rough plumbing, drywall, 1325 Northwestern Avenue

Pre-inspection 306 Wildwood Ave re: new service panel, required clearance. Review Code, reach out to the County Building Department on they handle similar situations

Intergovernmental

Humboldt-Rio Dell Business Park



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

June 17, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Annual Adjustment to Solid Waste Franchise Agreement Held by Recology Eel River

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the proposed rate adjustment with Recology Eel River and accept it as an amendment to the Solid Waste and Recycling Franchise Agreement, effective July 1, 2025.

BACKGROUND AND DISCUSSION

The Solid Waste Franchise Agreement for the City of Rio Dell is with Recology Eel River (RER).

As documented in the packet and submitted by Recology, the new overall disposal rate per ton is \$176.73 up from \$162.66 and \$152.46 during the prior two years. This equates to an 8.6 percent increase from the prior year. The CPI increase calculation for the year is an increase of 3 percent. The CPI calculation only impacts the portion of the rates associated with Recology. It is important to note that fees associated with the Humboldt Waste Management Authority (HWMA) represent the bulk of both the increase and overall per ton tipping fee. Roughly 91% of the per ton fee is HWMA related, and 9% is related to the solid waste collection franchise agreement with Recology. The current franchise agreement expires on December 31, 2026.

Fred from Recology will be available to present and answer questions.

Attachments:

Recology Eel River Cover Attachments.

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City of Rio Dell
Disposal Rates per Ton
Exhibit A-1

	2023		2024		2025	
	<u>CPI</u>	<u>\$</u>	<u>CPI</u>	<u>\$</u>	<u>CPI</u>	<u>\$</u>
ERD FEES						
ERD Labor Cost	6.4%		3.1%		3.0%	
ERD Operation	75% of CPI	\$ 0.41	\$ 0.17	\$ 8.78	\$ 0.18	\$ 8.95
ERD Scale Maintenance	75% of CPI	0.25	0.11	5.44	0.11	5.55
ERD Haul Cost Avoidance	75% of CPI	0.04	0.02	0.96	0.02	0.98
ERD Capital Cost	75% of CPI	(0.62)	(0.26)	(13.30)	(0.27)	(13.56)
ERD Return on Investment	Pass-Through	5.88	5.88	5.88	5.88	5.88
Total ERD Fees	75% of CPI	0.39	0.16	8.30	0.17	8.47
		\$ 0.48	\$ 15.87	\$ 0.20	\$ 16.07	\$ 0.20
						\$ 16.27
HWMA FEES ⁽¹⁾						
Operations	Pass-Through	\$ 87.57	\$ 92.29	\$ 94.33		
Payroll	Pass-Through	26.96	30.02	39.35		
HHW Program	Pass-Through	7.68	10.02	11.05		
County/City Recycling Programs	Pass-Through	1.93	1.87	2.06		
Table Bluff Maintenance	Pass-Through	0.74	0.74	0.85		
County LEA	Pass-Through	3.13	3.13	3.35		
Cleanup Fees	Pass-Through	0.68	0.66	0.67		
Cummings Landfill Maintenance Monitoring	Pass-Through	0.96	0.93	1.03		
Edible Food Recovery	Pass-Through	0.38	0.36	0.40		
County Rural Container Subsidy	Pass-Through	4.84	4.84	5.59		
Administration	Pass-Through	0.57	0.58	0.63		
Fortuna Host fee	Pass-Through	1.15	1.15	1.15		
Total HWMA Fees		\$ 136.59	\$ 146.60	\$ 160.46		
						\$ 176.73
Total Disposal Rate per Ton		\$ 152.46	\$ 162.66	\$ 176.73		
		27.00%	6.70%	8.65%		

City of Rio Dell CPI Table

CPI-All Urban Consumers (Current Series)
Original Data Value

Series Id: CUUR0000SA0
Not Seasonally Adjusted
Series Title: All items in U.S. city average, all urban
Area: U.S. city average
Item: All items
Base Period: 1982-84=100
Years: 2009-2025

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2	Jan to Change
2009	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.834	215.969	216.177	216.330	215.949	213.139	215.935	
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	217.535	218.576	2.6%
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672	223.598	226.280	1.6%
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601	228.850	230.338	2.9%
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.366	233.548	1.6%
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.384	237.088	1.6%
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	236.265	237.769	-0.1%
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	238.778	241.237	1.4%
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	244.076	246.163	2.5%
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	250.089	252.1245	2.1%
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	254.412	256.903	1.6%
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.28	260.388	260.229	260.474	257.557	260.065	2.5%
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.31	276.589	277.948	278.802	266.236	275.703	1.4%
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012	297.711	296.797	288.347	296.963	7.5%
2023	299.17	300.84	301.836	303.363	304.127	305.109	305.691	307.026	307.789	307.671	307.051	306.746	302.408	306.996	6.4%
2024	308.417	310.326	312.332	313.548	314.069	314.175	314.54	314.796	315.301	315.664	315.493	315.605	312.145	315.233	3.1%
2025	317.671	319.082													3.0%

City of Rio Dell
RCY Processing Costs Rate Year 2024-2025
Exhibit C-1

	2024		2025	
	2023 Actual	Projected	2024 Actual	Projected
RCY Processing Fee	\$ 110.97	\$ 125.28	\$ 125.28	\$ 153.79
Rio Dell Annual RCY Tons	209.32	209.32	191.10	191.10
RCY Charges for Rate Year	\$ 23,228	\$ 26,224	\$ 23,941	\$ 29,389
Franchise Fee	<u>1,223</u>	<u>1,380</u>	<u>1,260</u>	<u>1,547</u>
Total RCY Charges for Rate Year	\$ 24,451	\$ 27,604	\$ 25,201	\$ 30,936
Less: Collected	(19,005)	NA	(32,614)	NA
Plus: Carry Over	<u>(182)</u>	<u>5,264</u>	<u>5,264</u>	<u>(2,149)</u>
Total Owed for Rate Year	\$ 5,264	\$ 32,868	\$ (2,149)	\$ 28,787
Rio Dell Annual Revenues (before RCY Processing)	\$ 559,471	\$ 640,480	\$ 602,926	\$ 654,131
Recycling Processing % Revenues	5.13%		4.40%	

<u>Size</u>	<u>Ton</u> ⁽¹⁾	<u>Rate</u>	<u>Rate/</u> <u>container</u>	<u>Monthly</u> <u>Rate</u>	<u>Rate with</u> <u>Franchise</u> <u>Fee</u> ⁽²⁾	<u>Monthly</u> <u>Rate with</u> <u>Franchise</u> <u>Fee</u> ⁽²⁾
20 Gallon	0.0100	\$ 176.73	\$ 1.77	\$ 7.66	\$ 1.86	\$ 8.06
32 Gallon	0.0160	176.73	2.83	12.25	2.98	12.90
40 Gallon	0.0200	176.73	3.53	15.32	3.72	16.12
64 Gallon	0.0320	176.73	5.66	24.50	5.96	25.80
1 Cu. Yd.	0.1010	176.73	17.85	77.34	18.79	81.42
1.5 Cu. Yd.	0.1515	176.73	26.77	116.01	28.18	122.13
2 Cu. Yd.	0.2020	176.73	35.70	154.68	37.58	162.84
3 Cu. Yd.	0.3030	176.73	53.55	232.03	56.37	244.26
4 Cu. Yd.	0.4040	176.73	71.40	309.37	75.16	325.67
6 Cu. Yd.	0.6060	176.73	107.10	464.05	112.74	488.51
8 Cu. Yd.	0.8080	176.73	142.80	618.74	150.32	651.35

(1) 1 lb. per Gallon ;202 lbs. per Cu. Yd.

(2) Frachise fee 5% of gross revenues.

Recology - City of Rio Dell
Rate Table
Rates Effective 7/1/2025

			Tipping Fee 2024		\$162.66	% Change in Disposal								
			Tipping Fee 2025		\$176.73	8.65%								
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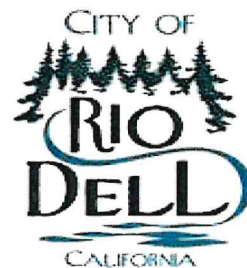
Recology - City of Rio Dell
Rate Table
Rates Effective 7/1/2025

Tipping Fee 2024		\$162.66	% Change in Disposal																	
Tipping Fee 2025		\$176.73	8.65%																	
											New Rate Effective 7/1/2025									
City of Rio Dell		Rate Effective 7/1/2024		A - Collection Component			B - Adjusted Disposal Component			Franchise Fee		Total Rate Effective 7/1/2025		By Component w FF			Total Rate Effective 7/1/2025			
				2024 Collection Component w/o Franchise Fee		RRI Adjustment	2025 Collection Component w/o Franchise Fee		Tipping Fee					Fee Generation Factor	Disposal Component w/o Franchise Fee	Recycling Component		Collection Component	Disposal Component	RCY Component
						3.00%										4.40%		5%		
Rates added in 2025																				
Commercial Service																				
Bins No Rental																				
1 Cubic Yd Bin (1x Weekly)		\$123.82	\$36.95	\$1.11	\$38.06	\$176.73	0.4607	\$81.42	\$5.26	\$6.57	\$131.31	\$40.06	\$85.71	\$5.54	\$131.31					
1.5 Cubic Yd Bin (1x Weekly)		\$185.73	\$55.42	\$1.66	\$57.08	\$176.73	0.6911	\$122.13	\$7.89	\$9.85	\$196.95	\$60.09	\$128.56	\$8.31	\$196.95					
2 Cubic Yd Bin (1x Weekly)		\$247.74	\$73.98	\$2.22	\$76.20	\$176.73	0.9214	\$162.84	\$10.52	\$13.13	\$262.69	\$80.21	\$171.41	\$11.07	\$262.69					
3 Cubic Yd Bin (1x Weekly)		\$371.61	\$110.98	\$3.33	\$114.31	\$176.73	1.3821	\$244.26	\$15.78	\$19.70	\$394.05	\$120.33	\$257.11	\$16.61	\$394.05					
4 Cubic Yd Bin (1x Weekly)		\$495.39	\$147.89	\$4.44	\$152.33	\$176.73	1.8428	\$325.68	\$21.04	\$26.27	\$525.32	\$160.35	\$342.82	\$22.15	\$525.32					
6 Cubic Yd Bin (1x Weekly)		\$743.19	\$221.94	\$6.66	\$228.60	\$176.73	2.7642	\$488.52	\$31.56	\$39.40	\$788.08	\$240.63	\$514.23	\$33.22	\$788.08					
8 Cubic Yd Bin (1x Weekly)		\$991.72	\$296.63	\$8.90	\$305.53	\$176.73	3.6856	\$651.35	\$42.11	\$52.58	\$1,051.57	\$321.61	\$685.63	\$44.33	\$1,051.57					
1 Cubic Yd Bin (2x Weekly)		\$238.86	\$65.96	\$1.98	\$67.94	\$176.73	0.9214	\$162.84	\$10.16	\$12.68	\$253.62	\$71.52	\$171.41	\$10.69	\$253.62					
1.5 Cubic Yd Bin (2x Weekly)		\$370.67	\$110.13	\$3.30	\$113.43	\$176.73	1.3821	\$244.26	\$15.74	\$19.65	\$393.08	\$119.40	\$257.11	\$16.57	\$393.08					
2 Cubic Yd Bin (2x Weekly)		\$494.41	\$147.00	\$4.41	\$151.41	\$176.73	1.8428	\$325.68	\$21.00	\$26.22	\$524.31	\$159.38	\$342.82	\$22.11	\$524.31					
3 Cubic Yd Bin (2x Weekly)		\$741.49	\$220.41	\$6.61	\$227.02	\$176.73	2.7642	\$488.52	\$31.49	\$39.32	\$786.35	\$238.97	\$514.23	\$33.15	\$786.35					
4 Cubic Yd Bin (2x Weekly)		\$989.13	\$294.29	\$8.83	\$303.12	\$176.73	3.6856	\$651.35	\$42.00	\$52.45	\$1,048.92	\$319.07	\$685.63	\$44.21	\$1,048.92					
6 Cubic Yd Bin (2x Weekly)		\$1,483.11	\$440.91	\$13.23	\$454.14	\$176.73	5.5284	\$977.03	\$62.98	\$78.64	\$1,572.79	\$478.04	\$1,028.45	\$66.29	\$1,572.79					
8 Cubic Yd Bin (2x Weekly)		\$1,977.53	\$587.92	\$17.64	\$605.56	\$176.73	7.3712	\$1,302.71	\$83.98	\$104.86	\$2,097.11	\$637.43	\$1,371.28	\$88.40	\$2,097.11					
1 Cubic Yd Bin (3x Weekly)		\$371.61	\$110.98	\$3.33	\$114.31	\$176.73	1.3821	\$244.26	\$15.78	\$19.70	\$394.05	\$120.33	\$257.11	\$16.61	\$394.05					
1.5 Cubic Yd Bin (3x Weekly)		\$556.15	\$165.32	\$4.96	\$170.28	\$176.73	2.0732	\$366.39	\$23.62	\$29.49	\$589.78	\$179.24	\$385.67	\$24.86	\$589.78					
2 Cubic Yd Bin (3x Weekly)		\$741.49	\$220.41	\$6.61	\$227.02	\$176.73	2.7642	\$488.52	\$31.49	\$39.32	\$786.35	\$238.97	\$514.23	\$33.15	\$786.35					
3 Cubic Yd Bin (3x Weekly)		\$1,112.45	\$330.79	\$9.93	\$340.71	\$176.73	4.1463	\$732.77	\$47.24	\$58.99	\$1,179.71	\$358.64	\$771.34	\$49.73	\$1,179.71					
4 Cubic Yd Bin (3x Weekly)		\$1,483.11	\$440.91	\$13.23	\$454.14	\$176.73	5.5284	\$977.03	\$62.98	\$78.64	\$1,572.79	\$478.04	\$1,028.45	\$66.29	\$1,572.79					
6 Cubic Yd Bin (3x Weekly)		\$2,224.61	\$661.32	\$19.84	\$681.16	\$176.73	8.2926	\$1,465.55	\$94.47	\$117.96	\$2,359.14	\$717.01	\$1,542.69	\$99.44	\$2,359.14					
8 Cubic Yd Bin (3x Weekly)		\$2,966.75	\$882.30	\$26.47	\$908.77	\$176.73	11.0568	\$1,954.06	\$125.99	\$157.31	\$3,146.13	\$956.60	\$2,056.91	\$132.62	\$3,146.13					
Bins Rental																				
1 Cubic Yd Bin		\$27.27	\$24.64	\$0.74	\$25.38				\$1.12	\$1.39	\$27.89	\$26.71		\$1.18	\$27.89					
1.5 Cubic Yd Bin		\$31.05	\$28.05	\$0.84	\$28.90				\$1.27	\$1.59	\$31.76	\$30.42		\$1.34	\$31.76					
2 Cubic Yd Bin		\$34.87	\$31.50	\$0.95	\$32.45				\$1.43	\$1.78	\$35.66	\$34.15		\$1.51	\$35.66					
3 Cubic Yd Bin		\$42.56	\$38.47	\$1.15	\$39.62				\$1.74	\$2.18	\$43.54	\$41.71		\$1.83	\$43.54					
4 Cubic Yd Bin		\$50.05	\$45.23	\$1.36	\$46.59				\$2.05	\$2.56	\$51.20	\$49.04		\$2.16	\$51.20					
6 Cubic Yd Bin		\$65.82	\$59.48	\$1.78	\$61.26				\$2.70	\$3.37	\$67.33	\$64.49		\$2.84	\$67.33					
8 Cubic Yd Bin		\$76.73	\$69.33	\$2.08	\$71.41				\$3.14	\$3.92	\$78.47	\$75.16		\$3.31	\$78.47					
Commercial Recycle		\$36.51	\$32.99	\$0.99	\$33.98				\$1.50	\$1.87	\$37.35	\$35.77		\$1.58	\$37.35					

Recology - City of Rio Dell
Rate Table
Rates Effective 7/1/2025

Tipping Fee 2024	\$162.66	% Change in Disposal
Tipping Fee 2025	\$176.73	8.65%

City of Rio Dell	Rate Effective 7/1/2024	A - Collection Component							B - Adjusted Disposal Component		Franchise Fee	Total Rate Effective 7/1/2025	New Rate Effective 7/1/2025			Total Rate Effective 7/1/2025
		2024 Collection Component w/o Franchise Fee	RRI Adjustment	2025 Collection Component w/o Franchise Fee	Tipping Fee	Fee Generation Factor	Disposal Component w/o Franchise Fee	Recycling Component	By Component w FF							
									Collection Component	Disposal Component			RCY Component			
Attachment B- Customer Rates			3.00%													
<i>Rates added in 2025</i>																
Per Yard Overloaded Charges (Minimum Cost per Bin)																
1 Cubic Yd Bin	\$45.98						\$49.06	\$2.16	\$2.70	\$53.92		\$51.64	\$2.27	\$53.92		
1.5 Cubic Yd Bin	\$68.97						\$73.59	\$3.24	\$4.04	\$80.87		\$77.46	\$3.41	\$80.87		
2 Cubic Yd Bin	\$91.95						\$98.11	\$4.32	\$5.39	\$107.82		\$103.27	\$4.55	\$107.82		
3 Cubic Yd Bin	\$137.93						\$147.17	\$6.48	\$8.09	\$161.74		\$154.92	\$6.82	\$161.74		
4 Cubic Yd Bin	\$183.91						\$196.22	\$8.64	\$10.78	\$215.64		\$206.55	\$9.09	\$215.64		
6 Cubic Yd Bin	\$275.85						\$294.32	\$12.95	\$16.17	\$323.44		\$309.81	\$13.63	\$323.44		
8 Cubic Yd Bin	\$367.81						\$392.43	\$17.27	\$21.56	\$431.26		\$413.08	\$18.18	\$431.26		
Debris Box Service (Rental/Haul Rate - Disposal will be charged separately based on actual weight)																
4 Yard (5 Days)	\$195.80	\$176.93	\$5.31	\$182.24				\$8.02	\$10.01	\$200.27	\$191.83		\$8.44	\$200.27		
15 Yard (7 Days)	\$687.88	\$621.58	\$18.65	\$640.23				\$28.18	\$35.18	\$703.59	\$673.93		\$29.66	\$703.59		
20 Yard (7 Days)	\$892.71	\$806.67	\$24.20	\$830.87				\$36.56	\$45.65	\$913.08	\$874.60		\$38.48	\$913.08		
30 Yard (7 Days)	\$1,154.18	\$1,042.95	\$31.29	\$1,074.25				\$47.28	\$59.03	\$1,180.56	\$1,130.79		\$49.77	\$1,180.56		
40 Yard (7 Days)	\$1,456.91	\$1,316.50	\$39.50	\$1,356.01				\$59.67	\$74.51	\$1,490.19	\$1,427.38		\$62.81	\$1,490.19		
Other Charges																
Special Pick Up - Large Items & Appliances				\$100.00				\$4.40	\$5.49	\$109.89	\$105.26		\$4.63	\$109.89		
Appliance				\$12.00				\$0.53	\$0.66	\$13.19	\$12.63		\$0.56	\$13.19		
Freon Charge				\$35.00				\$1.54	\$1.92	\$38.46	\$36.84		\$1.62	\$38.46		
Electronic Waste				\$2.00				\$0.09	\$0.11	\$2.20	\$2.11		\$0.09	\$2.20		
Car Tire Collection				\$6.00				\$0.26	\$0.33	\$6.59	\$6.32		\$0.27	\$6.59		
Truck Tire Collection				\$8.00				\$0.35	\$0.44	\$8.79	\$8.42		\$0.37	\$8.79		
Per Ton Disposal																
Municipal Solid Waste	\$171.22						\$176.73		\$9.30	\$186.03		\$186.03		\$186.03		
Recycling	\$131.87						\$153.79		\$8.09	\$161.88		\$161.88		\$161.88		
Organics	\$140.33						\$158.31		\$8.33	\$166.64		\$166.64		\$166.64		
Additional Pickup Fees																
Small bin Truck or shop truck with one person				\$60.00					\$3.16	\$63.16	\$63.16			\$63.16		
Each additional person - All appliances and large items need 2 people to pick up				\$20.00					\$1.05	\$21.05	\$21.05			\$21.05		
Garbage trucks if on the street on that day				\$5.00					\$0.26	\$5.26	\$5.26			\$5.26		
If it across town				\$15.00					\$0.79	\$15.79	\$15.79			\$15.79		
If out of town				\$60.00					\$3.16	\$63.16	\$63.16			\$63.16		
Rolloff or large bin truck trip charge*				\$100.00					\$5.26	\$105.26	\$105.26			\$105.26		
* Does Not include anything South of Stafford																



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

June 17, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Second Reading (by title only) and Adoption of Ordinance 417-2025 Adding Chapter §9.30 to Title IX of the Rio Dell Municipal Code (RDMC) Pertaining to “Sales of Nitrous Oxide” and Further Creating a Comprehensive Nitrous Oxide Ordinance

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1.) Allow staff to re-introduce the Ordinance; and,
- 2.) Open and receive public comment; and,
- 3.) Close public comment; and,
- 4.) Direct staff to make any changes to the draft ordinance if necessary; and,
- 5.) Motion: Adopt Ordinance 417-2025 creating chapter §9.30 of Title IX of the Rio Dell Municipal Code (RDMC) pertaining to “Sales of Nitrous Oxide” and further creating a comprehensive Nitrous Oxide Ordinance.

BACKGROUND AND DISCUSSION

The City Council of the City of Rio Dell held a first reading and introduction of Ordinance 417-2025 at the regularly scheduled meeting of June 3, 2025.

On August 20, 2024 the Rio Dell City Council held a meeting to discuss the banning of Nitrous Oxide in the City of Rio Dell. The consensus of the Council was for staff to return with an Ordinance banning Nitrous Oxide. Since that meeting, staff has been working with the Public Health Division of the County of Humboldt and our neighboring cities to craft a unified ordinance to create a cohesive and consistent ban across the jurisdictions.

Staff recommends the City Council adopt Ordinance No. 417-2025, which regulates the sale and distribution of nitrous oxide within the City of Rio Dell. This ordinance addresses the growing public health concern of recreational nitrous oxide use, particularly among youth, while preserving legitimate medical and commercial uses of the substance.

Nitrous oxide is a colorless gas that serves legitimate purposes as an anesthetic for dental and other medical procedures, as well as a charging agent for whipped cream dispensers. However, the recreational use of nitrous oxide as an inhalant has become increasingly popular and has been linked to serious health problems, which can cause physical and mental illness, injury, and in some cases, even death.

The substance is commonly sold in canisters called "whip-its" and is readily available throughout Humboldt County's retail landscape, especially at smoke shops. The prevalence of these canisters in stores and the proximity of those stores to schools and recreational areas makes nitrous oxide easily accessible to youth in our community.

According to the Alcohol and Drug Foundation, long-term adverse consequences from excessive recreational nitrous oxide use include:

- Memory loss
- Low blood pressure
- Vitamin B12 depletion
- Brain and nerve damage
- Lack of judgment and safety awareness
- Weakened immune system
- Depression
- Psychological dependence
- Psychosis
- Dependence or addiction

If a large amount of recreational nitrous oxide is used in one sitting, it can lead to loss of blood pressure and fainting. A recent research study from March 2025 in *The Lancet* demonstrated that youth as young as 14 years old can sustain neurological damage due to recreational nitrous oxide use.

According to the 2021-2023 California Healthy Kids Survey (CHKS) Humboldt County Reports:

- 11% of Grade 7 and Grade 11 students reported having used inhalants
- Inhalants were identified as an initiation drug for 5th grade students

These statistics underscore the urgent need for local action to protect our youth from easy access to these harmful substances.

The proposed ordinance is designed to:

- Regulate the sale and distribution of nitrous oxide for recreational purposes
- Maintain access for legitimate medical and commercial uses
- Ensure compliance with business standards and practices
- Encourage responsible retailing practices
- Discourage violations of nitrous oxide-related laws

The ordinance will not unduly burden legitimate business activities of retailers who sell other products, including tobacco products, but will establish appropriate controls to prevent recreational misuse.

The adoption of this ordinance is not expected to have a significant direct financial impact on the City's budget. Any enforcement activities will be incorporated into existing code enforcement and public safety operations.

The proposed ordinance falls within the City's police powers to protect public health, safety, and welfare. Similar ordinances have been successfully implemented in other jurisdictions without legal challenge when properly crafted to preserve legitimate uses while addressing public health concerns.

Adoption of Ordinance No. 417-2025 will:

- Protect youth from easy access to harmful inhalant substances
- Reduce the availability of nitrous oxide for recreational misuse
- Support public health and safety objectives
- Maintain the City's commitment to protecting vulnerable populations
- Address a recognized community health concern

ATTACHMENTS

1. Proposed Ordinance No. 417-2025

///

ORDINANCE NO. 417-2025



COMPREHENSIVE NITROUS OXIDE ORDINANCE

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
ADDING CHAPTER 9.30, "SALES OF NITROUS OXIDE," TO TITLE IX
OF THE RIO DELL MUNICIPAL CODE MAKING IT UNLAWFUL FOR
ANY PERSON IN THE CITY OF RIO DELL, WITH EXCEPTIONS, TO
SELL OR ATTEMPT TO SELL, OFFER, DISTRIBUTE, OR PROVIDE
NITROUS OXIDE TO ANY PERSON**

WHEREAS, Nitrous Oxide, commonly known as "laughing gas," is a colorless, non-flammable gas used in medical, industrial, and food preparation settings, yet its misuse presents significant health and safety risks; and

WHEREAS, the use of Nitrous Oxide continues to be an urgent public health challenge, with medical authorities linking its recreational use to serious health problems, including physical illness, mental health issues, injury, and even death; and

WHEREAS, the popularity of Nitrous Oxide as an intoxicating substance is increasing at an alarming rate, particularly among college-aged individuals, high school students, and even middle school-aged children; and

WHEREAS, while Nitrous Oxide has legitimate purposes, including its use in cooking, cake decorating, and automotive performance enhancement, it has also become widely accessible for illicit use as a drug; and

WHEREAS, California Penal Code, Section 381b, establishes that intentionally inhaling or ingesting Nitrous Oxide for intoxication is a misdemeanor, with offenders also guilty of a misdemeanor upon intoxication; and

WHEREAS, California Penal Code, Section 381c, prohibits the sale or distribution of Nitrous Oxide to individuals under the age of 18, except when administered by a licensed medical or dental practitioner; and

WHEREAS, California Penal Code, Section 381e, mandates that any distributor of Nitrous Oxide must inform purchasers that it is a violation of state law to dispense the substance to any individual intending to use it for intoxication; and

WHEREAS, despite existing state regulations, loopholes allow Nitrous Oxide cartridges to be sold in bulk quantities without effective oversight, posing a serious risk to public health and safety; and

WHEREAS, restricting the sale and distribution of Nitrous Oxide within the City of Rio Dell will serve to reduce its availability for illicit use and promote the public health, safety, and welfare of the community; and

WHEREAS, the City of Rio Dell has an affirmative duty to protect the health, safety, and welfare of all its residents and takes the issue of Nitrous Oxide abuse seriously.

NOW, THEREFORE, it is the intent of the City Council, in enacting this ordinance, to ensure compliance with the business standards and practices of the city to encourage the ban to sell or attempt to sell, offer, distribute, or otherwise provide any person Nitrous Oxide.

TITLE IX, Chapter 9.30 “SALES OF NITROUS OXIDE” is hereby added to the City of Rio Dell Code to read as follows:

9.30.010 DEFINITIONS. The following words and phrases as used in this section are defined as follows.

- (a) **DEVICE.** “Device” means any cartridge, compressed gas cylinder, apparatus, container, or other object used to contain, dispense or administer nitrous oxide.
- (b) **NITROUS OXIDE.** “Nitrous oxide” means the colorless nonflammable gas (N₂O) sometimes used in aerosols and sometimes used as an anesthetic, which, when inhaled, produces loss of sensibility to pain, oftentimes preceded by exhilaration and laughter and used often as an anesthetic in dentistry. Nitrous oxide is also called, “laughing gas.”
- (c) **PERSON.** “Person” refers to any individual or other entity howsoever organized or constituted.

9.30.020 SALE OR DISTRIBUTION OF NITROUS OXIDE.

It is unlawful for any person not excepted hereafter to sell or attempt to sell, offer, distribute, or otherwise provide to any person Nitrous Oxide, a device to dispense or administer Nitrous Oxide, or any device that contains a quantity of Nitrous Oxide.

9.30.030 EXCEPTIONS.

This Chapter does not apply to the sale, offer, distribution, or other manner of providing Nitrous Oxide, or a device that contains a quantity of Nitrous Oxide, in the following circumstances:

- (a) If the Nitrous Oxide is contained in a food product for use as a propellant.
- (b) If the Nitrous Oxide or device that is being sold or distributed is specifically designed or used in a vehicle to enhance the performance of the vehicle.
- (c) If the Nitrous Oxide is being administered for the purpose of providing medical or dental care, by or at the direction and under the supervision of, a medical or dental practitioner licensed by the State of California and in accordance with all applicable rules and regulations.
- (d) If the Nitrous Oxide or device is being dispensed by a pharmacist, pharmacist intern, or pharmacy as defined by California Business & Professions Code §§ 4030, 4036, and 4037, as may be amended, in the course of their duties as a pharmacist or pharmacist intern, or wholesalers licensed by the Board of Pharmacy.
- (e) This section shall not apply to the sale or distribution of Nitrous Oxide by a wholesaler licensed by the Board of Pharmacy or manufacturer classified under Code Number 325120 or 424690 of the North American Industry Classification System (NAICS).
- (f) Or any other circumstances exempted under law.

9.30.040 VIOLATIONS AND PENALTIES.

Any person violating this chapter is guilty of a misdemeanor and, upon conviction thereof, may be punished by a term in the county jail of up to six months or by a fine of one thousand dollars (\$1,000.00), or both.

The City of Rio Dell further declares that any condition caused or permitted to exist in violation of any of the provisions of this chapter constitute a public nuisance. The City of Rio Dell may summarily abate such nuisance and recover costs of abatement from the violator and the property owner in accordance with the City of Rio Dell's Abatement of Nuisances code, Rio Dell Municipal Code Title VIII, Chapter 10.

This section shall not serve to limit any other legal remedies or actions that the City of Rio Dell may have to address violations of this chapter.

A violation of this chapter is grounds for revocation of a Tobacco Retailer's License.

Further, a violation of this chapter is grounds for revocation of a business license.

9.30.050

SEVERABILITY. If any part of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations. The Board of Supervisors hereby declares that it would have adopted this chapter irrespective of the invalidity of any portion thereof and intends that the invalid portions should be severed, and the balance of the chapter enforced.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on June 3, 2025, and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on June 17, 2025, by the following vote:

AYES: None
NOES: None
ABSENT: None
ABSTAIN: None

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 417-2025 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on June 17, 2025.

Karen Dunham, City Clerk, City of Rio Dell