



**RIO DELL CITY COUNCIL AGENDA**  
**REGULAR MEETING - 6:00 P.M.**  
**TUESDAY, NOVEMBER 05, 2024**  
City Council Chambers  
675 Wildwood Avenue, Rio Dell

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**Welcome** - Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue and available on the City's website at [cityofriodell.ca.gov](http://cityofriodell.ca.gov). Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.

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

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

**Public Comment by Email:**

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

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

**Zoom Public Comment:**

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

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. CEREMONIAL MATTERS**

**E. PUBLIC PRESENTATIONS**

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

**F. CONSENT CALENDAR**

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

1. 2024/1105.01 - Approve Minutes of October 14, 2024 Closed Session **(ACTION)** – Pg. #4
2. 2024/1105.02 - Approve Minutes of October 15, 2024, Regular Meeting **(ACTION)** – Pg. #5
3. 2024/1105.03 - Approve Minutes of October 28, 2024, Special Meeting **(ACTION)** – Pg. #12
4. 2024/1105.04 - Adopt Resolution No. 1626-2024 Amending the FY 2024-25 Adopted Budget to Increase Appropriations for the Sewer Operations Fund **(ACTION)** – Pg. #14
5. 2024/1105.05 - Authorize staff to proceed with the Emergency Response Agreement with Wendt Construction for SSO Recovery for the 2024-2025 wet season **(ACTION)** – Pg. #21
6. 2024/1105.06 - Approve Placement of a Mural on the 30' Retaining "Graffiti" Wall on Edwards Dr. **(ACTION)** - Pg. #24

**G. ITEMS REMOVED FROM THE CONSENT CALENDAR**

**H. REPORTS/STAFF COMMUNICATIONS**

1. 2024/1105.07 - City Manager/Staff Update **(RECEIVE & FILE)** – Pg. #25

## **I. SPECIAL PRESENTATIONS/STUDY SESSIONS**

- [1.](#) 2024/1105.08 - Presentation by HCAOG Planner Michelle Nielsen on Transit Needs Assessment/Public Hearing on Unmet Transit Needs **(ACTION)** – Pg. #31
- [2.](#) 2024/1105.09 - Presentation - Annual Financial Report for Fiscal Year 2023-2024 **(RECEIVE & FILE)** – Pg. #38

## **J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS**

- [1.](#) 2024/1105.10 - Authorize Staff to Develop and Issue an RFP for Additions to the Dog Park **(DISCUSSION/POSSIBLE ACTION)** – Pg. #57
- [2.](#) 2024/1105.11 - Authorize City Manager to Negotiate an Agreement for Services with Regional Government Services (RGS) for Human Resource Assessments and Services in Coordination with the City Attorney **(ACTION)** – Pg. #60

## **K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

- [1.](#) 2024/1105.12 - Second reading (by title only) and Adoption of Ordinance 409-2024 Amending Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) Vacation Dwelling Unit Regulations Appeal Period to be Consistent with Section 17.35.060 of the RDMC **(DISCUSSION/POSSIBLE ACTION)** – Pg. #69

## **L. COUNCIL REPORTS/COMMUNICATIONS**

## **M. ADJOURNMENT**

*The next regular City Council meeting is scheduled for  
Tuesday, November 19, 2024 at 6:00 p.m.*

**RIO DELL CITY COUNCIL  
SPECIAL MEETING MINUTES  
OCTOBER 14, 2024**

Mayor Garnes called the Special meeting of the Rio Dell City Council to order at 5:30 p.m.

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

**SPECIAL MEETING MATTERS – CLOSED SESSION**

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

**Conference with Legal Counsel –Potential/Anticipated Litigation  
Significant exposure to Litigation - Gov’t Code §54956-9(b): One  
Case**

**Conference with Labor Negotiator - Gov’t Code §54957.6: Agency  
Negotiator: City Manager - Employee Organizations: Rio Dell  
Employees Association and Rio Dell Police Officers Association**

**PUBLIC COMMENT REGARDING CLOSED SESSION**

No members of the public were present to comment.

The Council recessed into a closed session at 5:30 p.m. with legal counsel to discuss the above-listed matters.

The Council reconvened into open session at 6:25 p.m.

Mayor Garnes announced that there was nothing to report out of closed session.

**ADJOURNMENT**

The meeting adjourned at 6:25 p.m. to the October 15, 2024 regular meeting.

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

Attest:

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

:

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
OCTOBER 15, 2024**

Mayor Pro Tem Carter called the regular meeting of the Rio Dell City Council to order at 6:00 p.m.

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

Absent: Mayor Garnes (excused)

Others Present: City Manager Knopp, Interim Police Chief Landry, Wastewater Superintendent Kelly, Community Development Director Caldwell, Senior Fiscal Assistant Maciel, and City Clerk Dunham

Absent: Finance Director Sanborn and Water/Roadways Superintendent Jensen (excused)

**PUBLIC PRESENTATIONS**

Mayor Garnes invited public comment on non-agenda matters.

**Deborah Gregory Fisher**, a resident at the Rio Dell Apartments addressed the Council and asked if there was an attorney that would represent her to get filters off of cigarettes. She said that it has been discovered that the deep inhaling from cigarette butts is causing deep tissue cancer. She noted that cigarette smoking is not only a status symbol but also very addictive and the citizens here do not need to be stepping through cigarette butts on the ground. She said that she had been cleaning them up and while doing so was stabbed by a needle and also got her shoes soaked. She added that smokers drop their butts on the ground as a habit and don't even know they are doing it. She said that people should either smoke their fix or quit.

**CONSENT CALENDAR**

Mayor Garnes asked if any councilmember, staff, or member of the public would like to remove any item from the consent calendar for a separate discussion.

**Sharon Wolfe** asked that item 5 be removed for a separate discussion.

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

- 1) Minutes of the October 1, 2024 Regular meeting;
- 2) Authorize the service of annual preventative maintenance on the Fulton Fluid boiler by California Boiler for \$12,360.65;
- 3) Receive and file the Check Register for September; and

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- 4) Adopt Resolution No. 1623-2024 amending the FY 2024-25 adopted budget approving the Spay and Neuter Budget Adjustment.

Motion carried 4-0.

### ITEMS REMOVED FROM THE CONSENT CALENDAR

#### Adopt Resolution No. 1624-2024 Amending the FY 2024-25 Adopted Budget Approving the CDBG Budget Adjustment

**Sharon Wolfe** commented that the staff report refers to three CDBG projects but doesn't identify what those projects are.

Community Development Director Caldwell explained that the CDBG Program Income (PI) funds were allocated for the rehabilitation of three earthquake-damaged homes in Rio Dell. The recipients were Steve Saunders, Darrel Ridenour, and Mary McGrath.

A motion was made by Orr/Woodall to adopt Resolution No. 1624-2024 amending the FY 2024-25 adopted budget and approving the CDBG budget adjustment. Motion carried 4-0.

### REPORTS/STAFF COMMUNICATIONS

#### City Manager/Staff Update

City Manager Knopp provided highlights of the staff update and reminded the Council that a portion of the Eel River Trail was cut from the Clean California grant due to budget constraints which included the ADA ramp at Davis St.

He said that staff has been working on developing strategies to get that remaining portion of the trail completed. Multiple potential funding sources were explored with the most likely funding source being the Community Development Block Grant (CDBG) Program.

He said that there is a current Notice of Funding Availability (NOFA) circulating which staff intends to make an application for.

He said that the Department of Housing and Community Development (HCD) is aware of the project and is very excited about it. He said that as the Council may recall, part of the strategy is to create a shovel-ready project that would be attractive to funders.

He noted that Community Development Director Caldwell has been working diligently on updating some of the environmental documents needed to make an application for CDBG funding. One of the requirements for obtaining CDBG funding is to hold a public hearing which has been scheduled for Tuesday, October 22, 2024, at 5:30 p.m. at City Hall. This allows the community to provide input on the proposed use of funding.

Mayor Pro Tem Carter called for public comment on the staff update. No comments were received.

**OCTOBER 15, 2024 MINUTES**  
**Page 3****SPECIAL PRESENTATIONS/STUDY SESSIONS**Presentation by Redwood Coast Energy Authority (RCEA) on Diablo Canyon Power Plant Nuclear Allocation

City Manager Knopp explained that at the October 1, 2024 council meeting, the Council requested that RCEA provide a presentation related to the acceptance of nuclear power allocations to make the Council more aware of the issue and to provide Councilmember Wilson, as the City's representative on the RCEA board, the Council's position on the issue.

Eileen Verbeck, Interim Executive Director, and Richard Engel, Director of Power Resources from RCEA were present to provide the presentation.

Ms. Verbeck provided the background on the subject of Diablo Canyon Power Plant Nuclear Allocations and said that the RCEA Board of Directors, at their meeting on September 26, 2024, opted not to accept an allocation of nuclear power from the Diablo Canyon power plant. However, staff discovered there was an error in the process when staff mistakenly told the Board that all five voting members would need to vote affirmative for an action to pass. Since this was incorrect information which could have influenced the vote, the Board will be given the opportunity at their October 24, 2024 meeting to evaluate whether a correct understanding of the voting process would have changed the outcome of the Board's vote and the opportunity to reconsider their vote.

Mr. Engel proceeded with a PowerPoint presentation beginning with the background on the Diablo Canyon Nuclear Power Plant. He said that the plant which is located in Morro Bay, is the only nuclear power plant in California and provides 10% of the energy in the California grid. PG&E had plans to retire the plant in 2025 but due to heat waves and power outages across the state, the closure was extended through 2030. As such, ratepayers are required to pay the costs of keeping the plant in operation for an additional five years.

He explained that RCEA has prohibited the procurement of nuclear power since its 2016 Energy Risk Management Policy but due to increased costs of procuring carbon-free power from alternative sources, it has motivated RCEA and other CCA's to bring this matter to their Boards for consideration. Of the 25 CCA's across California, most or all have opted to accept the nuclear allocation.

Under RCEA's Energy Risk Management Policy, generation sources from nuclear generation, coal generation, or hydroelectric generation from existing dams on the main stem of the Klamath River are prohibited. Exceptions to this prohibition would be allowed for occasional short-term procurement. Since the extension allows for a 1-year option, the policy would not need to be amended should the Board accept the nuclear allocation.

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Mr. Engel reviewed the alternatives under 3 scenarios and how they could improve RCEA's financial position and/or reduce RCEA's greenhouse gases by replacing system power.

He said at the October 8, 2024, meeting the RCEA Community Advisory Committee voted in favor of recommending that the RCEA Board of Directors accept the nuclear allocation under Scenario 2, achieving cost savings by selling off an equivalent amount of carbon-free large hydropower.

Councilmember Wilson said that he would like the City Council to do something similar to what the RCEA Community Advisory Committee did to either recommend accepting or not accepting the nuclear allocation. He explained the voting process and said that the County has 39% of the vote whereas Rio Dell has 6%, pointing out that the County and the larger cities could swing the vote.

He commented that he supports the newer technology for nuclear power plants but not necessarily the older run plants such as Diablo Canyon. He asked the Council to weigh in on whether to accept or not accept, the nuclear power allocation.

The consensus of the Council was to recommend that the RCEA Board accept the nuclear power allocation from Diablo Canyon.

Mayor Pro Tem Carter called for public comment on the matter.

**Deborah Gregory Fisher** commented that everyone seems to want to kick the can down the road when it comes to solar and wind power and that Governor Whitmer of Michigan wants to cancel the production of coal. She said if you kick the can down the road too long, it will eventually kick back.

**Sharon Wolfe** expressed support for accepting the nuclear power generation allocation pointing out that ratepayers are already paying for it. She encouraged RCEA to revisit the policy noting that they have been very reactionary regarding nuclear. She said that the new nuclear technology is amazing but was shut down by the industry because it would have cost them profits and that the United States has fallen way behind as far as energy production because of being so reactionary. She said that there is some middle ground and policies for RCEA suggesting a policy that addresses the fact that new nuclear technology is worthy of being explored if the goal is to electrify everything whether that is a good idea or not.

Councilmember Wilson mentioned 3-mile island which still has one reactor in operation with the option to bring back one more through modernization because of the electricity shortage across the country.

**ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**



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**Page 5**

Second reading (by title only) and adoption of Ordinance No. 407-2024 Amending Chapter 13.20 “Water Wells” of the Rio Dell Municipal Code (RDMC) to clarify the County Department of Environmental Health administers the City’s water well permitting process  
 Community Development Director Caldwell provided a staff report recommending the adoption of Ordinance No. 407-2024 amending Chapter 13.20 “Water Wells” of the Rio Dell Municipal Code (RDMC).

He said as discussed at the September 17, 2024, Council meeting, the City was recently contracted by the Humboldt County Department of Environmental Health recognizing that the City’s current regulations are not clear in identifying the County as the jurisdiction that administers the City’s well-permitting process. The proposed changes identify the County as the permitting jurisdiction and include some additional definitions for “Agricultural Wells” and the “County”. He said that there was a question at the last meeting regarding setbacks. He checked with the County and they don’t have setback requirements at this time but he did share with them the City’s recommended setbacks. He then reviewed the proposed setback requirements.

He commented that one of staff’s concerns is the allowance of wells in general. The City’s water rates are based on the number of water connections so if the City is going to lose water subscribers, that means that the rates would go up for the other ratepayers. He noted that one option would be to prohibit all new wells within the City since all parcels in the City have community water available to them. He noted that the Council also has the option of prohibiting new water wells on all parcels within 300 feet of an existing public water main. Wells used exclusively for agricultural or irrigation purposes would be allowed under the proposed ordinance.

Mayor Pro Tem Carter asked if the City Council could prohibit private wells at a later date.

Community Development Director Caldwell said that they could.

Mayor Pro Tem Carter opened a public hearing to receive public input on the proposed ordinance. There being no public comment, the public hearing was closed.

A motion was made by Woodall/Wilson to adopt Ordinance No. 407-2024 amending Chapter 13.20 “Water Wells” of the Rio Dell Municipal Code (RDMC) to clarify the County Department of Environmental Health administers the City’s water well permitting process. Motion carried 4-0.

Introduction and first reading (by title only) of Ordinance No. 409-2024 amending Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) Vacation Dwelling Unit Regulations appeal period to be consistent with Section 17.35.060 of the RDMC  
 Community Development Director Caldwell provided a staff report recommending the introduction of Ordinance No. 409-2024 amending the Vacation Dwelling Unit

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Regulations appeal period to be consistent with Section 17.35.060 of the Rio Dell Municipal Code (RDMC).

Staff recently discovered an error in the Vacation Dwelling Unit regulations regarding appeals. The current provisions state that appeals may be filed within 30 days following approval on a vacation dwelling unit property however, the intent of the ordinance was that the appeal period be 10 days, consistent with other applications under Section 17.35.060 of the Rio Dell Municipal Code (RDMC).

Staff recommended that the Vacation Dwelling Unit regulations related to the appeal period be amended to be consistent with the other appeal provisions identified in the RDMC which is 10 days.

Mayor Pro Tem Carter opened a public hearing to receive public comment on the proposed ordinance. There being no public comment the public hearing was closed.

Councilmember Wilson asked if the appeal period applies to all other applications and if the 10-day appeal period allows the applicant enough time to appeal a decision.

Community Development Director Caldwell explained that most appeals are related to the Conditions of Approval for a project and appeals rarely come from a neighbor.

Councilmember Wilson asked if notices are sent to the surrounding neighbors when a vacation dwelling unit application is approved so they have the opportunity to appeal the decision.

Community Development Director Caldwell said that notices are sent and clarified that the appeal period is 10 working days rather than 10 calendar days.

A motion was made by Orr/Woodall to approve the introduction of Ordinance No. 409-2024 amending Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) Vacation Dwelling Unit Regulations appeal period to be consistent with Section 17.35.060 of the RDMC and to continue the second reading and adoption of the Ordinance to the November 5, 2024 regular meeting. Motion carried 4-0.

**COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Woodall reported that the Pack Out Green Team would be having a Eel River Cleanup on Saturday, October 19 from 9-10:15 a.m. starting at the south side of the bridge; and there would be a Nuisance Advisory Committee meeting at City Hall tomorrow at 3:00 p.m.

Councilmember Orr reported that he would be attending an HCAOG meeting on Thursday.

Councilmember Wilson reported that he would be attending an RCEA meeting next week.

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Mayor Pro Tem Carter announced that there would be a Beautification, Walkability, and Pride Committee meeting on October 25; she would be attending a RREDC meeting next Monday; the quarterly COAD meeting was rescheduled; and reminded everyone of the Trunk & Treat event on Halloween at the Fire Hall from 6-9 p.m.

She requested an item be placed on the next agenda regarding the graffiti on the green wall on Edwards Dr. and potential interest in creating an art project for kids to deter graffiti at that location. Council concurred.

**ADJOURNMENT**

A motion was made by Wilson/Orr to adjourn the meeting at 6:55 p.m. to the November 5, 2024 regular meeting. Motion carried 4-0.

\_\_\_\_\_  
Amanda Carter, Mayor Pro Tem

Attest:

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

**RIO DELL CITY COUNCIL  
SPECIAL MEETING MINUTES  
OCTOBER 28, 2024**

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

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

Absent: Councilmember Orr

Others Present: City Manager Knopp, Community Development Director Caldwell, and Senior Fiscal Assistant Maciel.

**PUBLIC PRESENTATIONS**

Mayor Garnes called for public comment on non-agenda matters. No members of the public were present to comment.

**SPECIAL MEETING MATTERS**

Authorize the Submission to the State of California one or more application(s) in the aggregate amount, not to exceed \$3,600,000 for the following CDBG activities, pursuant to the 2024 CDBG NOFA: 1) Phase II of the Eel River Trail, Construction of an Accessible Concrete Ramp; 2) Belleview/Ogle Drainage and Street Improvements; 3) Pacific Avenue Drainage and Street Improvements; and 4) Second Avenue Drainage and Street Improvements

City Manager Knopp provided a staff report and said that the first item is related to Phase II of the Eel River Trail Project, for the construction of an accessible concrete ramp. With limited grant funding, the project was divided into two phases. Staff looked into various potential funding sources for Phase II and identified potential funding through the CDBG program. He noted that the Department of Housing and Community Development (HCD) is aware of the proposed project and is very supportive.

He explained that the other three items are street improvement projects including Belleview/Ogle Ave.; Pacific Avenue and Second Avenue, all eligible under the CDBG LMI threshold. Once these projects are shovel-ready, funding applications could be made for these drainage and street improvement projects.

He extended special thanks to Community Development Director Caldwell for all his hard work in getting the application ready for submittal and noted that there is a lot of planning that goes into these projects to secure grant funding.

Community Development Director Caldwell reiterated how competitive the grant program is with only \$34 million available statewide with 390 cities with populations of 50,000 or less

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SPECIAL MEETING MINUTES  
OCTOBER 28, 2024  
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qualified to apply. He commented that CDBG staff found a loophole to make the Eel River Trail eligible and as City Manager Knopp indicated, they have been very supportive.

He said that staff will be making application for Phase II of the Eel River Trail Project tomorrow as the opening day for submittal of applications. The other two applications for the planning and technical assistance grants for Pacific Avenue and Second Avenue would be submitted once staff receives the project scope from the City Engineer, GHD.

Community Development Director Caldwell noted that in the packet was supplemental information and a copy of the slides presented at the October 22, 2024, public meeting. He said that the Resolution was amended bumping the grant amount from \$1.5 million to \$1.6 million to make sure there are enough funds to award the projects.

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

A motion was made by Carter/Woodall to authorize the submission to the State of California one or more application(s) in the aggregate amount, not to exceed \$3,600,000 for the following CDBG activities, pursuant to the 2024 CDBG NOFA: 1) Phase II of the Eel River Trail, Construction of an Accessible Concrete Ramp; 2) Belleview/Ogle Drainage and Street Improvements; 3) Pacific Avenue Drainage and Street Improvements; and 4) Second Avenue Drainage and Street Improvements. Motion carried 4-0.

**ADJOURNMENT**

The meeting adjourned at 4:47 p.m. to the November 5, 2024 regular meeting.

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

Attest:

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

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



November 5, 2024

TO: Rio Dell City Council  
THROUGH: Kyle Knopp, City Manager  
FROM: Travis Sanborn, Finance Director  
SUBJECT: Budget Adjustment – Sewer Operations Fund

IT IS RECOMMENDED THAT THE CITY COUNCIL:

It is recommended that the City Council approve Resolution No. 1626-2024, which amends the Fiscal Year (FY) 2024-25 adopted budget to increase appropriations for the Sewer Operations Fund.

BACKGROUND AND DISCUSSION

On October 3, 2023, the City Council approved a proposal from O&M Industries for essential maintenance and repair of the sludge dryer. This work, totaling \$18,019, was necessary to replace leaky seals on the gear drives, install customer-supplied rotaries, and install new bearing inserts.

Due to unforeseen circumstances, this crucial maintenance was not completed within the previous fiscal year. As a result, a budget adjustment is required to allocate the necessary funds from the current Sewer Operations Fund.

ATTACHMENTS

Resolution 1626-2024 Budget Amendment  
October 3, 2023 City Council Agenda Item



**RESOLUTION NO. 1626-2024  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
AMENDING THE ADOPTED BUDGET  
FOR FISCAL YEAR 2024-25 – Sewer Operations Fund**

**WHEREAS**, the City Council, by Resolution No. 1608-2024, adopted the City's Operating and Capital Budget for Fiscal Year (FY) 2024-25; and

**WHEREAS**, the City Council must approve any adjustment that increases appropriations within a specific fund; and

**WHEREAS**, the current appropriations allocated to the Sewer Operations Fund require an adjustment to account for expenditures approved by the City Council in the prior fiscal year (FY 2023-24); and

**WHEREAS**, the City will allocate an additional \$18,019 to the Sewer Operations Fund to cover these expenditures;

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby amend the City of Rio Dell FY 2024-25 Operating and Capital Budget to increase appropriations for the Sewer Operations Fund as follows:

<u>\$18,019</u>	<u>5115 08 050 0000 0000 – SEWER OPERATIONS FUND</u>
\$18,019	TOTAL INCREASED APPROPRIATIONS

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 5<sup>th</sup> day of November 2024 by the following vote:

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

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

ATTEST:

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

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675 Wildwood Avenue  
Rio Dell, CA 95562



**TO:** Mayor and Members of the City Council

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

**THROUGH:** Kyle Knopp, City Manager

**DATE:** October 3, 2023

**SUBJECT:** Sludge Dryer Repairs

**RECOMMENDATION**

Approve the proposal from O & M Industries in the amount of \$18,019.00 for the labor and material to replace leaky seals on the sludge dryer gear drives, installation of customer-supplied rotaries, and installation of new bearing inserts.

**BACKGROUND AND DISCUSSION**

This is part of the routine maintenance and repair of the sludge dryer.

**Attachments:**

Proposal #23799



# PROPOSAL

Section F, Item 4.

Section F, Item 4.



CA Lic. #284930 OR Lic. #121420 NV Lic. #0055294 DIR#1000000183  
5901 Ericson Way, Arcata, CA. 95521 • 707-822-8800

City of Rio Dell

#23799

09/25/2023

Attn: Derek

Email: [taylor@cityofriodell.ca.gov](mailto:taylor@cityofriodell.ca.gov)

**Project Name: RIO DELL WASTE WATER**

O&M Industries proposes to supply labor and material to replace leaky seals on the sludge dryer gear drives.

Additionally we propose to change out customer supplied rotary's. While changing rotary's, we will also install new bearing inserts on the same end of the dryer.

Total Price \$18,019.00

Sales/Use Tax Included - Freight Not Included

\*\*\*MATERIAL COST SUBJECT TO CHANGES IN MARKET PRICE AND MATERIAL AVAILABILITY\*\*\*

Acceptance of proposal -The proposal as written, including O&M industries standard terms and conditions, are hereby accepted and you are authorized to do the work as specified. Should buyer default in making any payment required here under, and seller institutes legal proceedings, buyer agrees to pay all costs of collection including reasonable attorney's fees.

Interest on past due amounts will be charged at 1.5% per month on all past due amounts

Accepted by X \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Payment Terms: Net 30 ARI

Monthly Progress Payments based on % complete including materials stored at job site or shop and fabrication complete but not yet shipped.

Authorized Signature: Tom Benzinger  
Project Manager: Tom Benzinger

Note: This proposal may be withdrawn by us if not accepted within 10 days.

**Standard Exclusions:**

- Permits & permit driven costs or fees
- Special inspection and/or associated costs
- Fire watch or fire suppression equipment
- Spotter if required
- Engineering
- Concrete / grout / foundation / anchor bolts
- Electrical and instrumentation
- Trash disposal
- Insulation & cladding
- Plumbing & piping
- Commissioning or startup assistance
- Connection to any fire or life safety systems
- Confined space work and/or associated costs
- Core drilling or saw cutting
- Excavation



- Any costs associated with the handling, removal, or disposal of hazardous materials
- Coordination drawings or coordinated shop drawings
- Overtime or premium time if required
- Full time safety person
- Roof & wall patching
- Removal and/or relocation of underground utilities, concrete foundations, etc. or any costs related to any underground obstructions
- Extra mobilizations
- Unloading of customer supplied equipment
- Warranty of customer supplied equipment
- Costs of bonds, testing, inspection or engineers fees
- Painting, galvanizing and powder coating unless called out in proposal

**Standard Clarifications:**

- Job access for O & M Industries including equipment access needed for its scope of work is the responsibility of the prime contractor and to be provided to O & M Industries at no cost
- All field dimensions are by others where work is furnished F.O.job site
- Claims or back charges for any material furnished by O & M Industries will not be considered unless O&M Industries is given prompt notice and the opportunity to:
  - Investigate, inspect and if required, replace or correct the alleged error to comply with the plans and specifications, or;
  - Compensate the owner/contractor at an agreed, reasonable cost not to exceed the quote price of the item involved.
- General contractor to set one (1) anchor bolt nut to grade on each anchor bolt group or cluster
- The cost for providing Waiver of Subrogation and primary wording on our general liability policy and the waiver of subrogation on our Workers Compensation policy is not included in this quote and will be billed as an additional cost if it is required on this project.
- No consequential damages. In no event shall either party be responsible to the other for punitive, special, indirect, incidental or consequential damages or injuries of any type (including, but not limited to downtime, loss of use or loss of profits) whether arising in contract, tort (including, without limitation, by reason of the other party's negligence, gross negligence or willful misconduct), strict liability or otherwise.

**O&M Industries Standard Terms & Conditions**

**1. TERMS EXCLUSIVE**

All Orders for the purchase of goods and/or services from O & M Industries (Seller) are and shall be conditioned upon the terms and conditions set forth in Seller's proposal or quote and shall include the standard terms and conditions set forth herein. Seller hereby rejects any and all terms in any purchase order or other document of Buyer which is in addition to, different from, or inconsistent with the terms and conditions set forth herein and/or in Seller's written proposal or quote. This document contains the entire agreement of the parties hereof and supersedes any prior written or oral agreements concerning the subject matter contained herein. This agreement shall not be binding upon the Seller until Seller's proposal is signed by one of its authorized representatives. There shall be no ratification, modification, termination, or waiver of this agreement or any of the provisions hereof, unless the same shall have been made in writing and signed by the Seller's authorized representative.



**2. SPECIFICATIONS**

If Seller submits any drawing or other specifications to buyer for approval, and Buyer does not disapprove of them within the time specified by Seller, Buyer will be deemed to have approved of such and Seller shall proceed with fulfilling the order. Buyer shall be responsible for any costs or delays incurred as a result of untimely objections or rejections of Seller drawings or specifications provided to Buyer.

**3. SHIPMENT**

Subject to paragraph 12 (RETURNS) herein, Seller shall ship the goods upon their completion. Seller shall delay shipment as reasonably requested by buyer in writing but Buyer shall pay reasonable storage fees and other damages that may be incurred due to the delay. The shipment or completion date for custom manufactured or fabricated goods and/or services is estimated and not guaranteed. Seller may ship the goods within a reasonable period either before or after the designated shipment date. Method and route of shipment are at O & M Industries (OMI) discretion unless Buyer supplies express written instructions. All shipments are insured at Buyer's expense and made at Buyer's risk. Title to any goods covered by this Contract shall pass to the Buyer when they are delivered to the common carrier or otherwise shipped by OMI. No claim for damages or shortages will be considered unless OMI and the carrier are notified in writing within three (3) days of delivery, and no claim for non-delivery will be considered unless OMI is notified in writing within ten (10) days of reasonable delivery time.

**4. DELAY**

Should project (any services performed by the Seller) be delayed for any reason for which the Seller is not responsible, then 90 days from the date of shipment of the equipment to the Buyer or 90 days into any delay shall be considered as date of completion for project, and terms of payment shall apply as of that date, notwithstanding anything herein contained to the contrary.

**5. FORCE MAJEURE**

Seller shall not be liable to Buyer for any loss or damage suffered by Buyer, directly or indirectly, as a result of Seller's failure due to delay in performing any term or condition hereof, where such failure or delay is caused by fire, insurrection or riot, labor troubles (including strikes and lockouts), wars, embargos, Government regulations, inability to obtain any license which may be required, interruption of or delay in transportation, inability to obtain materials, supplies, and equipment, accidents, explosions, acts of God, or other causes of like or different character beyond the Seller's control, including, but not without limitation, any failure of any Seller's supplier to make delivery due to any such cause.

**6. RISK OF LOSS**

Unless otherwise agreed to by written instrument signed by Seller, the goods shall be shipped ex-factory Seller's plant in Arcata, CA, and Buyer shall bear all risks of loss with respect to the goods that have been placed in the possession of a carrier.

**7. INSPECTION**

Before accepting the goods and/or services, Buyer shall have the right to inspect them at the time and place of delivery. Upon acceptance Buyer shall be deemed to have acknowledged that the goods and/or services comply with all specifications, representations and warranties of Seller, and to have waived any claim or cause of action against Seller with respect to the goods and or services.

**8. WARRANTIES**

Seller warrants goods manufactured and/or services performed by the Seller shall be free of defect in material and workmanship and that such goods and/or services conform to industry standards until the earlier of: (a) expiration of the ordinary useful life of the goods and/or services; (b) a period of one year from the completion of installation shipment of manufactured goods; or (c) if shipment of fabrication is delayed by Buyer, one year from the date of completion not to exceed 18 months, OMI does not warrant against damages due to corrosion, abrasion, normal wear and tear, production modification or product misapplication. Seller's liability under this warranty shall be limited to repair or replacement of the goods and/or services, and only after receiving prompt notification of an alleged defect and a reasonable opportunity to inspect and evaluate the cause of such. Buyer shall provide written notice within 5 days of discovery or 5 days from when the Buyer should have reasonably discovered such problem or defect. Failure to provide timely notice prejudices Seller's ability to properly investigate and evaluate the cause of alleged defects. Therefore, failure to notify Seller within the 5-day period shall be deemed a waiver of any warranty claim. The notice of defect shall include Buyer documentation that the goods and/or services have been used, stored, installed, maintained and/or operated in accordance with Seller's recommendations. This warranty does not extend to third-party products incorporated in the goods and/or services. Seller hereby transfers any third-party manufacture warranties, if such are transferable. THE WARRANTY PROVIDED FOR HEREIN IS EXCLUSIVE, AND IN LIEU OF, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR OTHER WARRANTY, WHETHER EXPRESSED OR IMPLIED. SELLER SHALL NOT HAVE ANY OTHER OBLIGATION WITH RESPECT TO THE GOODS AND/OR SERVICES, whether based on contract, negligence, strict liability, or otherwise. ORAL STATEMENTS made by Seller's employees or representatives DO NOT CONSTITUTE WARRANTIES, shall not be relied upon by Buyer, and are not part of the contract for sale. NO OTHER WARRANTIES are given beyond those expressly set forth in this document.

**9. LIMITED LIABILITY**

Seller shall not under any circumstances be liable for incidental, special, or consequential damages, such as, but not limited to: damage to or loss of property or equipment; loss of profits or revenue; costs of capital; or any other claims by Buyer's customers. The remedies set forth herein are exclusive, and the liability of the Seller with respect to the manufacture, sale, delivery, resale, installation, and/or use of any of the goods and/or services sold to Buyer, whether arising out of contract, negligence, strict liability, warranty, or otherwise, shall not exceed the price of the goods and/or services upon which liability is based.

**10. INTELLECTUAL PROPERTY**

No right or license is granted by the terms of this Contract to Buyer under any patent, copyright, registered design or other industrial property right except the right to resell the goods sold under this contract.



11. RETURNS

In no case may goods be returned without first obtaining the written permission of OMI.

12. TAXES AND DUTIES

Unless specified otherwise, Buyer shall pay all sales, use, and excise taxes, tariffs, duties, and other charges imposed by any county, state, and locality of other political subdivision in connection with the sale of the goods and/or services. For tax purposes, title to the goods shall pass from Seller to Buyer upon being loaded for shipment, whether by common carrier or Buyer's own truck.

13. PAYMENT

Unless otherwise set forth in a written instrument signed by Seller, Buyer shall tender full payment for the goods and/or services within 30 days of receipt of Seller's invoice. If Buyer delays shipment, Buyer shall pay the full amount of work completed to date within 30 days after the goods have been completed, including reasonable storage fees plus damages or fees Seller may incur as a result of the Buyer delayed shipment. Any balance not paid when due shall draw interest at the rate of 1.5% per month (18% A.P.R.) on the average daily balance until paid. Buyer shall be liable for all legal costs incurred by Seller in collecting any unpaid balance, including attorney's fees. All payments shall be made in United States currency. Further, Buyer agrees to provide adequate fire and risk insurance to fully indemnify Seller for any balance due in the event of loss or damage. OMI shall retain a security interest in all of the goods sold to buyer until the purchase price is fully paid. In the event that any such payment is not made promptly when due, OMI shall have all the rights and remedies of a secured creditor under the Uniform Commercial Code with respect to the goods delivered to the Buyer, in addition to any other rights and remedies available under applicable law. Buyer shall execute, at OMI request, any appropriate documents to perfect OMI's security interest granted under this Paragraph.

14. CANCELLATION

Buyer shall not have any right to cancel this agreement without Seller's prior written consent. If Seller elects to permit cancellation, Seller may require Buyer to pay a cancellation fee equal to total selling price, less the estimated direct labor and materials not expended, less the salvage values of materials already purchased, and any other costs or losses Seller may incur. If Buyer fails to make required payments, or breaches any of the other terms or conditions of the agreement, Seller shall have the right to terminate this agreement and withhold further shipments.

15. DEFAULT

In the event of Buyer's default, OMI may, at its option: (a) suspend OMI's work indefinitely until Buyers default is remedied; or (b) terminate OMI's work and receive from Buyer an amount equal to the gross profit to have been earned under this Agreement plus all costs and expenses accrued or incurred by OMI to the date of termination. The remedies provided for in this agreement shall not be deemed exclusive and OMI shall have in addition thereto all other remedies available at law and in equity.

16. CUMULATIVE REMEDIES and NON-WAIVER

The remedies provided for herein shall be cumulative and in addition to any other remedies allowed by law or in equity. The failure of Seller to exercise any remedy shall not constitute a waiver of the right to exercise that or any other remedy unless expressly waived in writing; and a waiver of any breach of any provision in this agreement shall NOT operate as a waiver of any subsequent breach of the same or any other provision.

17. INDEMNIFICATION

Buyer shall defend, indemnify, and hold Seller, its directors, officers, employees, and agents, harmless from any and all claims, expenses (including attorney fees), liabilities, obligations, losses, damages, actions, settlements, fees, suits, or proceedings of any nature arising out of and/or related to: (a) injuries or damages arising from or in connection with negligence of Buyer, Buyer's Agents or independent interests and/or failure to comply with Seller's use and maintenance recommendations related to the goods and/or work product; (b) and/or any intellectual property infringement related to goods and/or services provided in accordance with specifications and or drawings provided by Buyer. The provisions of this paragraph shall survive completion, termination, or cancellation of agreement or purchase order.

18. APPLICABLE LAW and JURISDICTION

This agreement and matters connected with the performance thereof shall be construed in accordance with, and governed by, the laws of the State of California, as if it were executed and performed entirely within the State of California. Venue in any litigation arising hereunder shall be in Humboldt County, California.

19. ATTORNEY FEES

In the event of breach by Buyer, Seller shall be entitled to recover legal fees and costs, including but not limited to reasonable attorney's fees, as well as pre-judgement interest.

20. SUBROGATION

No waiver of subrogation by OMI shall be effective unless signed by an officer or the president of OMI.

21. SUBCONTRACT

OMI shall be entitled to assign, subcontract, or sublet this Contract or any portion thereof.

22. MISCELLANEOUS

This written agreement is the entire agreement between the Buyer & Seller. No modifications shall be binding on Seller unless made in writing and signed by Seller. No claim or right arising out of a breach of this agreement can be discharged in whole or in part by a waiver or renunciation of the claim or right, unless memorialized in a written instrument signed by Seller and supported by separate consideration. Buyer shall not assign its rights or delegate its duties under this Sales Order without prior written consent for Seller.



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

November 5, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

THROUGH: Sunshine Kelly, Wastewater Superintendent

SUBJECT: Authorize the Emergency Response Agreement for SSO Recovery through Wendt Construction, for the 2024-2025 wet season.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize staff to proceed with the Emergency Response Agreement for SSO Recovery by Wendt Construction, in preparation for the upcoming wet season.

BACKGROUND AND DISCUSSION

The City of Rio Dell has in the past few years experienced an increase in SSO's at the East Painter Street Manhole. State regulators are aware of the earthquake damage that has increased these SSO's at this location. The City is required under our NPDES permit to facilitate the recovery of these SSO's that occur due to increased flows of I&I during major rain events. Contracting with Wendt to respond and recover the SSO will take pressure off the City's staff during major rain events where staff are called away to customer emergencies. Recovering the SSO's will allow the City to stay in good standing with the State regulations, and help to protect the environment.

The open-ended contract based on prevailing hourly wage exceeds the City Manager's authority to approve, and it is requested that the City Council authorize said contract.

///

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



## EMERGENCY RESPONSE AGREEMENT SSO RECOVERY

This Emergency Response Agreement (This "Agreement") is made the \_\_\_\_\_ day of October in the year 2024, by and between the City of Rio Dell, a California public entity (hereinafter referred to as "City"), and Wendt Construction, a California corporation (hereinafter referred to as "Contractor"), to acknowledge the performance that will be requested by the City to mitigate and collect the SSO at the East Painter Street Manhole during a major rain event.

Project Name: SSO Response and Recovery at East Painter Street Manhole

Project Owner and Address: City of Rio Dell, 675 Wildwood Avenue, Rio Dell CA 95562

The contractor's business is a California Corporation.

Contractor's License # 622738

### AGREEMENT

**Terms:**

1. The Contractor is on call to respond to a Sanitary Sewer Overflow (SSO) at the East Painter Street manhole during the wet season, November through April.
2. The Contractor must respond within an hour of being notified of the SSO with a Vactor truck and at least one qualified personnel.
3. The contractor is to recover as much of the SSO as they can during the daylight hours. There will be no recovery after dark.
4. The Contractor will take the recovered SSO from the Vactor and dispose of it at the City's Wastewater Treatment plant where it can be treated.

**Compensation:**

The City will compensate the Contractor at the end of each SSO based on an hourly rate. The City will compensate at prevailing wages of \$285.00/hr.

**Warranties:**

The Contractor warrants that the recovery process will be performed in a workmanlike manner and in accordance with applicable laws and regulations.

**Governing Law:**

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

**Entire Agreement:**

This Agreement constitutes the entire agreement between the parties and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written. This Agreement may be executed in counterparts, and electronically scanned signatures (by DocuSign or other means) shall be deemed to constitute originals.

City:

Contractor:

City of Rio Dell, a public entity  
675 Wildwood Ave.  
Rio Dell, CA 95562

Wendt Construction, a California corporation  
3651 Rohnerville Road  
Fortuna, CA 95540

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

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

Name of Signee: Kyle Knopp

Name of Signee: \_\_\_\_\_

Title: City Manager

Title: \_\_\_\_\_

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

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



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

October 15, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorization for a Mural to be Painted on a Retaining Wall on Edwards Drive

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the mural; or,

Request more information; or,

Take no action.

BACKGROUND AND DISCUSSION

On October 15, 2024 Mayor Pro Tem Carter discussed the painting of a retaining wall along Edwards Drive that is the subject of regular vandalism. The Council agreed to place the item on the agenda for discussion. At this time, there is no proposed involvement from the City in the project. The following message was conveyed by the group:

*“We are seeking permission from City Council to paint a mural on a 30' retaining wall on Edwards Drive. The project will be funded by local business donations through The Ink People Center for the Arts.*

*We will seek kids 7th-12th grade to workshop with a couple local artists to create a design for the mural. The Resource Center has agreed to provide a space for the workshop; the date is still to be determined.*

*This wall is constantly getting graffitied, and this project will provide an opportunity to engage these kids and create tasteful art. Anti graffiti coat will be put on top so any tagging can be washed off.”*

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## Staff Highlights – 2024-11-05

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### City Council

### City Manager

Discussions over strategy for the wet winter season and likely Sanitary Sewer Overflows

Attended Solid Waste Local Task Force meeting in Eureka. Rio Dell is likely (not all jurisdictions were present at the meeting) the only jurisdiction in Humboldt County expected to be in compliance with procurement requirements under SB 1383 for 2024, and the City was given special mention by regulators with CalRecycle during the meeting which can be viewed on the City of Eureka's Youtube page.

Worked with the Wastewater Superintendent on issues related to the Sludge Dryer.

Coordinated a call with CalTrans District 1 executives and the City's engineering firm to problem solve issues related to the Bridge Replacement project on northbound 101.

Agreements for pavement repairs are out to the contractors.

The City is beginning development on the 2025 slurry sealing project.

Discussions underway with CalOES related to the difficult financing scenarios facing the City related to infrastructure repairs needed following the 2022 Earthquakes.

### City Clerk

Processed Ten (10) Building Permit Applications:

965 Webb Lane – Reset Manufactured Home on Foundation  
1580 Eeloa Ave. – Reset Manufactured Home on Foundation & Water Heater  
174 First Ave. – Plumbing, Wiring, Sheetrock and Water Heater  
378 Wildwood Ave. – Seismic Retopfit under Brace & Bolt Program  
378 Wildwood Ave. – Misc. Earthquake Repairs  
371 Berkeley St. – Fire Alarm System at PG&E Substation  
715 & 725 Rigby Ave. – Repair 4 decks and Replace Handrail  
790 Ireland Ave. – Pellet Stove  
190 Cedar St. – Foundation Repair  
859 Rio Dell Ave. – Re-Roof Residence

Processed Two (2) Business License Applications:



Will Power – Non-Resident Electrical Contractor  
Patmore Appraisals – Appraisal Service

Processed Two (2) Encroachment Permit Applications:

PG&E - Replacing pole at 999 Riverside Dr.  
PG&E – Paving Restoration – 150 Davis St.

Misc:

Submitted Employment Data Report for October

Attended California Health Plan Compliance (Keenan) Webinar on 10/23/24

Attended SCORE Board of Directors meeting in Anderson on 10/25/24

### **City Attorney**

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

### **Finance Department**

Completed Year End Report for upcoming City Council Meeting

Submitted quarterly reporting for CalOES Eel River Crossing Pipeline Seismic Retrofit Project

City was awarded McLean Foundation Grant to assist with funding of newly formed Spay and Neuter Voucher program.

Compensation Study: Submitted all requested information to Gallagher for the City's comprehensive compensation study.

Worked with the Wastewater Superintendent to amend the current FY budget(Res. 1626-2024) to account for the OM Industries Sludge Dryer work approved in the previous fiscal year.

Working with RCAC to process invoices for the construction component of the CIP Water Project.

Completed Quarterly reporting and invoicing the Clean California Gateway Eel River Trail Grant

Worked with Humboldt Senior Resource Center processing initial Senior Home Repair program invoice.

Worked with Cannabis business' ensuring taxes are paid.

Worked with Community Development Director on CDBG NOFA application

Answered questions from parties interested in the cities Façade Improvement Program.



Working with State Waterboards gathering financial information and required documentation for Water Infrastructure Improvement project

CDBG Optimization: Collaborated with the California Department of Housing and Community

Development to maximize CDBG fund utilization through effective program income reporting and strategic planning.

Earthquake Recovery Support: Actively coordinated with the California Office of Emergency Services to expedite the processing of earthquake-related claims and projects.

Assist cannabis business' with tax related questions.

Traffic Study Planning: Discussed potential funding options, such as Caltrans Sustainable Transportation

Planning Grants and Local Highway Safety Improvement Program (HSIP), to support future roadway projects.

### **Public Works Water**

Completion of Infiltration Gallery Pump replacement

Completion of Water Treatment Filter building booster pump repairs and installation (under warranty).

Preparations for using Rio Dell Metro Wells for the near future

Calibration of Turbidity and pH analyzers at Water Filter Plant

Eel River Trail meeting on Water lines located at end of Edwards Drive under new parking lot

Maintenance on valves at Water Filter Building

Work on Water Rights Reporting for SWRCB

Work on Monthly Water report

Plan for Rio Dell Metro Wells Water testing with Freshwater Environmental

### **Public Works Wastewater**

Collection system checked weekly during October; several large plugs due to F.O.G.

Weekly Jetting occurs on Thursdays.



The Sewer Crew was called out on Wednesday 10/23/24 to a check sewer plug at 75 Fern Street to 1187 Riverside.

The Sewer Crew was called out on Thursday 10/24/24 to a check sewer plug at 1<sup>st</sup> Columbus Street.

The Sewer Crew was called out on Monday 10/28/24 to a check sewer plug behind the US Post Office.

Two new lower laterals were installed by Wendt Construction; 448 First Ave. and 353 First Avenue. These were areas of two shared laterals that are being separated and prepared for lateral test inspections.

3<sup>rd</sup> Quarterly Report submitted to the state on time.

Stipulated Order No. R1-2023-0025 Task #10 Completion for Chloramine Project Design submitted to the State on time.

Hung door hangers on homes in areas where the CCTV-ing work will start Nov.4<sup>th</sup>. Will hang door hangers every week on the next set of proposed areas to clean and camera.

### **Public Works Streets, Buildings and Grounds**

Vactor storm drains on 3<sup>rd</sup> Ave.

Install new bark on South Islands and City Hall

Refill Dog station dog bags

Edge parks.

Mowed City Hall, Gateways and parks.

City and PGE meeting on completion of restoration paving and vault lids.

### **Public Works City Engineer**

### **Public Works Capital Projects**

### **Police Department**

### **Community Development Department**

Electrical Inspections 98 & 100 Painter Street



Foundation, framing inspections 186 Ogle Ave

Plan Review PG&E Fire Alarm, refer to RDVFD

Complete Eel River Trail NEPA document

Review and respond to email from Surety/Bond Company re: Cortazar improvements.

Review and approve remodel plans for Tommy Norton Rio Dell Ave project

Review BPR Plan Check comments for 192 Bellevue Ave, forward to applicant and Whitchurch Engineering.

Team meeting with HCD regarding OOR program and NOFA.

Correspondence with Kash Bodjeh and John and Davina Gray regarding laundromat remodel and Façade Improvement program

Respond to Clearwater Consulting re: Northwestern Flower Company CEQA review

Respond to inquiry from Six Rivers Development re: Marathon 101 Permit status

Respond to inquiry from Whitchurch Engineering regarding grading at 795 Pacific Ave

Attend Nuisance Committee meeting

Review Park Survey results, discuss w/Council member Carter

Respond to inquiry from Rick Randall re: parking requirements for retail uses

View all 2024 CDBG NOFA Webinars, meeting with CDBG staff regarding Phase II eligibility

Review and respond to GHD inquiry re: GIS help/services

Electrical Panel Inspection 560 Rigby Ave

Complete and Submit 2024 CDBG Main Application

Final Inspection 127 Berkeley Street – Corrections required

Review Saunders Change Orders

Review Ortiz approved plans, forward information to the applicant and agent.

Hold CDBG NOFA Special meeting October 22, 2024



Council Special Meeting CDBG NOFA October 28, 2024

Respond to Post Office fence inquiry

Find RFP template for Police Department improvements, forward to PD

Reach out to PG&E regarding power for water tank and booster pump

Contact GHD regarding the need for a scope for Second Ave and Pacific Ave PTA

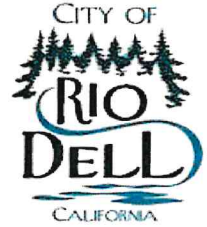
Prepare Staff Report for potential changes to the Industrial Commercial zone, attend the October 22, 2024 PC meeting, and discuss. Continue discussion to the November meeting.

Dinsmore Plateau (Cortazar) Performance Bond site visit with the Surety consultant and Randy Jensen

Final inspection 420 Sequoia Ave – AT&T building

**Intergovernmental**

**Humboldt-Rio Dell Business Park**



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*675 Wildwood Avenue  
Rio Dell, CA 95562*

**TO:** Mayor and Members of the City Council

**FROM:** Karen Dunham, City Clerk

**THROUGH:** Kyle Knopp, City Manager

**DATE:** November 5, 2024

**SUBJECT:** **Presentation on Transit Needs Assessment/ Unmet  
Transit Needs Public Hearing**

**RECOMMENDATION**

Receive a presentation (via Zoom) from Michelle Nielsen, Contract Planner for HCAOG on the Transit Needs Assessment. Following the presentation, open the public hearing, and receive input on any unmet transit needs in the community. Close the public hearing and make a motion to direct staff to send a letter to the Humboldt County Association of Governments (HCAOG) relaying the comments made during the public hearing regarding unmet transit needs.

**BACKGROUND AND DISCUSSION**

Each year, as established by the California Transportation Development Act (TDA), the Humboldt County Association of Governments (HCAOG) is required to conduct a citizen participation process to identify any "unmet transit needs" within Humboldt County. This process is required prior to allocations of TDA funding for the following fiscal year. All comments deemed to meet the definition of an unmet transit need will then be analyzed and reviewed by HCAOG's Social Services Transportation Advisory Council (SSTAC) to determine if the need is "reasonable to meet." Comments that are operational in nature are forwarded to transit operators.

The HCAOG Board of Directors will hold a public hearing on Thursday, December 19, 2024. Though not required, HCAOG recommends each entity conduct a separate hearing to receive comments specific to their jurisdiction.

All public comments received by December 31, 2024, will be discussed by the SSTAC and a Report of Findings brought to the HCAOG Board in 2025.

New this year, HCAOG staff requests time prior to the hearing to provide a brief presentation on the state of the regional transit systems and exciting new developments that are making the transit systems more convenient, transit performance measures such as operating subsidy per passenger and passenger per hour, and potential modifications to the adopted reasonable to meet criteria.

Attachments:

Citizen Participation Process for Assessing Unmet Transit Needs  
Unmet Transit Needs Definition and Reasonable to Meet Criteria  
Notice of Public Hearing





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

## Citizen Participation Process for Assessing Unmet Transit Needs

### Transportation Development Act

The Humboldt County Association of Governments (HCAOG) is responsible for allocating Transportation Development Act (TDA) funds within the region. The TDA provides two major sources of funding, Local Transportation Funds (LTF) derived from a ¼ cent of the general sales tax and State Transportation Assistance Funds (STAF) derived from a tax on diesel fuel. Together, these TDA funds provide a significant revenue source for public transit in Humboldt County. The Unmet Transit Needs process is carried out annually to identify and evaluate any potential needs that are not being met through existing public transportation services. HCAOG is required to assess unmet transit needs prior to allocating LTF money for non-transit purposes, while STA is programmed to the Humboldt Transit Authority and Arcata and Mad River Transit.

Each jurisdiction has their own LTF account. Eureka and Arcata use the entirety of their LTF allocation for transit purposes. The County of Humboldt, Cities of Fortuna, Rio Dell, Blue Lake and Trinidad have funds remaining after paying their share for eligible transit uses. In these cases, the TDA allows LTF to be applied to local streets and roads budgets, including pedestrian and bicycle projects. In Ferndale, there are no eligible public transit services and the LTF allocation is applied to non-transit purposes.

### Public Process to Make a Finding

HCAOG's Social Services Transportation Advisory Council (SSTAC) leads the UTN process. Although only one hearing is required, public meetings are held to ensure residents in each jurisdiction are heard. The SSTAC considers all public testimony and input, determines if the suggestions meet the adopted definition of an unmet transit need and applies adopted criteria to determine if the need is "reasonable to meet".

After comments close on December 31, the SSTAC will consider all the comments at their meeting on February 2023, direct staff on any needs to further analyze, and in April 2023 forward one of the following findings to the HCAOG board for consideration:

- (a) there are no unmet transit needs; or
- (b) there are no unmet transit needs which are "reasonable to meet"; or
- (c) there are unmet transit needs, including those that are "reasonable to meet"

### Potential Impacts to Local Transportation Funding

If HCAOG adopts finding (c), then the unmet transit needs shall be funded before any allocation is made for non-transit purposes (i.e. streets and roads) within the jurisdiction. Funds for new or expanded transit services can be set-aside from sources other than TDA funds. For instance, in 2018 the HCAOG Board voted to set aside Low Carbon Transit Operations Program (LCTOP) funds for late-night weekday service on the Redwood Transit Service. The service was found based on ridership at that time to be an unmet transit need reasonable to meet, but could not be funded due to insufficient Local Transportation Funds available to all required entities. When COVID hit and ridership plummeted, these LCTOP funds were repurposed to support free fares.

### Examples of Past Public Input and Findings

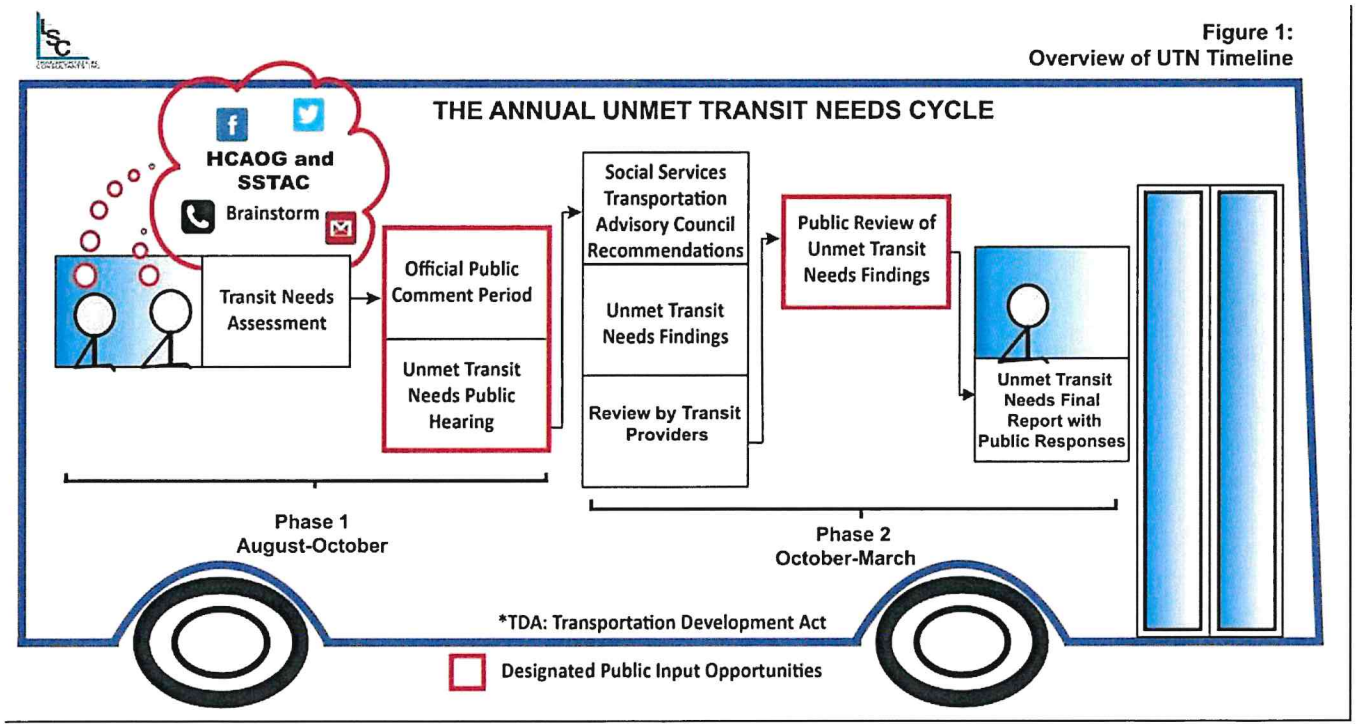
As a result of UTN findings in 2015-16, new transit services began to Tish Non-Village (Bear River Rancheria) and along Old Arcata Road. Both services were discontinued after two years because not enough people used the new service to sustain it.

Public comments often ask for later night service, Sunday service, more frequent peak service between McKinleyville-Arcata-Eureka, and bus service to rural communities. Based on existing ridership, each of these fail to meet the required 10% farebox return ratio -- meaning there are not enough projected transit riders to meet minimum performance criteria necessary to sustain the services. If these conditions change, the Humboldt Transit Authority does not need a formal UTN finding to start new services.

Comments received through this annual process can provide valuable feedback to transit operators. For example, in 2021 several people commented that they needed a westbound bus stop near Titlow Hill for their children to get to school in Arcata on the Willow Creek Intercity line. The operational request was sent to Humboldt Transit Authority and HTA was able to set up a trial flag stop for use during the school year. Not all operational requests can be accommodated, but agencies make every effort to respond. In addition, public comments made during the Unmet Transit Needs process can be beneficial as a record of community need and help secure grant-funded opportunities such as first-last mile mobility solutions to expand access to transit.

### Opportunities for Public Comment on Unmet Transit Needs

- The form linked at the project page: <https://hcaog.net/documents/unmet-transit-needs> or visit the survey directly at <https://bit.ly/humboldttransit>
- At one of the advertised public meetings;
- Written comments and/or feedback gathered from staff during direct outreach;
- Comment submittals by email or telephone: [stephen.luther@hcaog.net/444-8208](mailto:stephen.luther@hcaog.net)



**RECOMMENDATION:**

Provide the public with the opportunity to give input on unmet needs. Consider unmet needs and direct staff to forward the unmet needs to the RTA worded as one of the three choices: (1) there are no unmet transit needs; (2) there are no unmet transit needs, which are reasonable to meet; (3) there are unmet transit needs, including those that are reasonable to meet.

**BACKGROUND:**

Please see the definitions of "Unmet Transit Needs" and "Reasonable to Meet" provided on the following pages from HCAOG.

State law requires the Regional Transportation Agencies and their composite communities address unmet transit needs on a yearly basis. This item provides the opportunity for the public to identify unmet needs and the Council to forward such needs to the RTA for consideration.

During the spring of each year, the Humboldt County Association of Governments (HCAOG) conducts an unmet transit needs public hearing process within the jurisdictional area of Humboldt County. As part of the annual process, each jurisdictional area within the county is encouraged to conduct its own public hearing.

The decision of the public hearing must use specific terms during the decision to be able to receive the money from HCAOG. The three choices are:

1. There are no unmet transit needs.
2. There are no unmet transit needs, which are reasonable to meet.
3. There are unmet transit needs, including those that are reasonable to meet.

In the event of finding that there are no unmet transit needs or that there are no unmet transit needs which are reasonable to meet, entities may expend TDA resources for non-transit purposes if excess funds remain. Finding that there are unmet transit needs, including those that are reasonable to meet, delivers a mandate to the respective entity to set aside funds, given that they are available, to implement a program to meet those needs deemed "reasonable to meet."

**FINANCIAL IMPACT:**

Unknown.

## UNMET TRANSIT NEEDS DEFINITION & REASONABLE TO MEET CRITERIA

**Unmet transit needs** are, at a minimum:

- (1) Trips requested from residents who do not have access to public transportation, specialized transportation, or private transport services or resources for the purpose of traveling to medical care, shopping, social/recreational activities, education/training, and employment; or
- (2) Proposed public transportation, specialized transportation, or private transport services identified in the following, but not limited to: a Transportation Development Plan, Regional Transportation Plan, Coordinated Public Transit–Human Services Transportation Plan.

HCAOG Plans can be found at: <http://hcaog.net/library>

Additionally, unmet transit needs do not include:

- ❖ Improvements funded or scheduled for implementation in the next fiscal year. Two potential new services that will be reevaluated this year are:
  - Express bus service between McKinleyville and Eureka during peak hours
  - Late Night Weekday Service on the Regional Transit System
- ❖ Minor operational improvements or changes such as bus stops, schedules, and minor route changes. Minor operational improvements are changes to service which do not affect the operating cost of the transit service either by requiring additional staff and/or additional vehicle hours of service or miles of service.
- ❖ Trips for primary or secondary school transportation
- ❖ Sidewalk improvements or street and road needs

**Reasonable to meet** criteria:

- (1) To be considered “reasonable to meet”, a service must be operationally feasible and financially sustainable, as defined below:
  - a) The service must have adequate roadways, and must be safe to operate.
  - b) Enough money should be available from identified sources of funding to pay for the marginal operating costs of the service continuously for three years.
- (2) The service must be projected to meet a minimum “marginal farebox-return-ratio” of 10 percent within 2 years. If multiple competing services are requested, other factors may also be considered such as estimated subsidy per passenger trip and passengers per vehicle hour of service. For new service, ridership and farebox-return-ratio thresholds will be considered.
- (3) Pursuant to the requirements of TDA Statutes (Public Utilities Code Section 99401.5c, a determination of needs that are “reasonable to meet” shall not be made by comparing unmet transit needs with the need for streets and roads, for the allocation of TDA funds.
- (4) Once a service is determined to be "reasonable to meet" and is implemented, it can be expected that the ridership in the first 1-2 years of the new service will be less than the projected optimal ridership. Ridership should be evaluated at 6-month intervals to determine if service is meeting performance standards adopted by the transit provider, and specifically, whether the service meets a minimum 10 percent marginal farebox-return-ratio. If the service is being adequately promoted and fails to be within 60 percent of the identified standards after six months, 90 percent with the first year, or 100 percent within two years, the service may be cancelled and deemed "no longer reasonable to meet." An exception to this rule is when a community or group is willing to participate in sharing the ongoing cost of the new service.



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## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Rio Dell City Council will hold a Public Hearing on **Tuesday, November 5, 2024, at 6:00 p.m.** or soon thereafter, in the City Hall Council Chambers at Rio Dell City Hall, 675 Wildwood Avenue, Rio Dell, California.

THE PURPOSE OF THE PUBLIC HEARING WILL BE TO DISCUSS:

### 1) UNMET TRANSIT NEEDS

The Public Hearing will allow citizens the opportunity to make their comments known. If you are unable to attend the Public Hearing, you may direct your written comments to the City Clerk, City of Rio Dell, 675 Wildwood Avenue, Rio Dell, CA 95562, or via email at [publiccomment@cityofriodell.ca.gov](mailto:publiccomment@cityofriodell.ca.gov) or by calling the toll-free number at **1-888-474-4499**. Enter meeting ID **987-154-0944** and listen for the prompts to join the meeting.

All members of the community are encouraged to attend.

A handwritten signature in blue ink that reads "Karen Dunham".

Karen Dunham, CMC  
City Clerk  
Posted 10/30/24

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



DATE: November 5, 2024  
TO: Rio Dell City Council  
THROUGH: Kyle Knopp, City Manager  
FROM: Travis Sanborn, Finance Director  
SUBJECT: Fiscal Year 2023-24 Year End Financial Report

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive and file the Fiscal Year (FY) 2023-24 Year End Financial Report.

BACKGROUND AND DISCUSSION

The Finance Director provides budget reports to keep the Rio Dell City Council and the public informed about the status of the City’s finances. The attached Year End Financial Report for FY 2023-24 summarizes budgeted versus actual amounts and describes any significant variances at the end of the fiscal year.

The attached report is for informational purposes. The audited Financial Statements, which should be completed in early 2025, will contain additional and more detailed information.

ATTACHMENTS

FY 2023-24 Annual Financial Report (Unaudited)

# ANNUAL FINANCIAL REPORT

Year End FY 2023-24

This Year End Financial Report summarizes and analyzes the City's financial performance for Fiscal Year (FY) 2023-24. The report describes the revenues received and expenditures incurred and explains any material differences between these values and the adjusted budget. It also presents the amount of the financial reserves at the end of the year. This report was prepared using *unaudited* FY 2023-24 financial information as of June 30, 2024; the audited Financial Statements will be presented in early 2025.

## SUMMARY

Total City revenues were \$6,309,830, which was more than total expenditures of \$6,094,412, resulting in a net increase in reserves of \$215,418.

### REVENUE AND EXPENDITURES BY FUND - TYPE

	REVENUE	EXPENSE	GAIN/(LOSS)
GENERAL FUND	1,902,730	1,645,934	256,796
ENTERPRISE FUNDS	2,918,506	3,180,734	(262,228)
SPECIAL REVENUE FUNDS	1,488,594	1,267,744	220,850
<b>TOTAL</b>	<b>6,309,830</b>	<b>6,094,412</b>	<b>215,418</b>

**Revenues:** The City's major funds had revenues of \$507,594, or 10.3%, higher than estimated in the budget. The General Fund received \$288,130 more than budgeted estimates, while most other significant funds received higher revenues than initially budgeted.

### REVENUES BY FUND

	BUDGET	ACTUAL	OVER/(UNDER)
GENERAL FUND	1,614,600	1,902,730	288,130
STREETS	341,047	361,362	20,315
SLESF	150,000	177,430	27,430
BUILDING FUND	56,150	79,747	23,597
SEWER	1,470,934	1,531,487	60,553
WATER	1,299,450	1,387,019	87,569
<b>TOTAL</b>	<b>4,932,181</b>	<b>5,439,775</b>	<b>507,594</b>

**Expenditures:** The major funds shown in the following table ended the year under budget by \$367,567 or 6.3%.

### EXPENDITURES BY FUND

	BUDGET	ACTUAL	OVER/(UNDER)
GENERAL FUND	2,033,769	1,645,934	(387,835)
STREETS	323,881	347,363	23,482
SLESF	155,667	187,004	31,337
BUILDING FUND	125,936	126,065	129
SEWER	1,841,591	1,800,632	(40,959)
WATER	1,373,823	1,380,102	6,279
<b>TOTAL</b>	<b>5,854,667</b>	<b>5,487,100</b>	<b>(367,567)</b>

**Fund Balances:** Overall total ending fund balances were \$8,820,345 million, an increase of \$134,314 or 2%. The table below shows the changes and fund balances by fund.

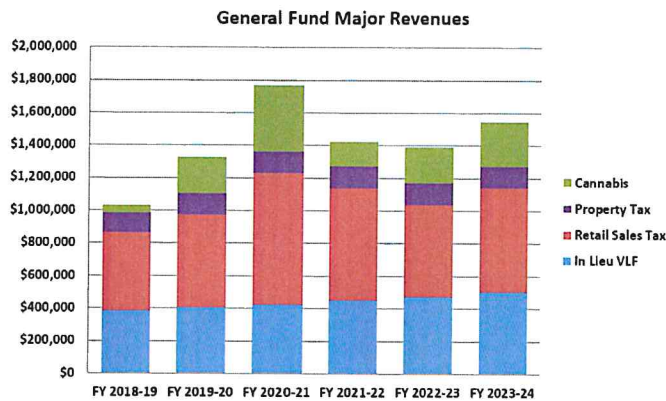
Fund Description	Fund #	Beginning Fund Balance 7/1/23	Ending Fund Balance 6/30/24
<b>General Fund</b>	<b>000</b>	<b>1,599,324</b>	<b>1,856,120</b>
Economic Development	003	270,658	263,182
Admin Fund	005	66,706	114,307
Building Fund	008	-	(46,318)
Park Per Capita Fund	014	-	(4,035)
Parks Fund	015	18,512	19,356
Clean CA Grant Funds	018	-	5,013
Gas Tax Fund (HUTA)	020	168,761	139,556
SB1 (RMRA) Fund	021	176,229	214,315
TDA Fund	024	70,840	59,448
RSTP Fund	026	35,525	52,035
Solid Waste Fund	027	15,015	5,013
CDBG RRLF Fund	039	567,868	666,180
SLESF Fund	040	123,276	113,702
Vehicle Abatement Fund	043	2,701	2,701
Recycling Fund	074	60,854	139,473
Spay & Neuter Fund	093	3,275	3,424
ARPA	076	740,132	740,132
<b>Total Special Revenue Funds</b>		<b>2,320,352</b>	<b>2,487,484</b>
Sewer Capital Fund	052	1,040,825	939,580
Sewer Debt Svc Fund	054	113,651	207,098
Sewer Restricted Reserve	054	302,822	302,822
Sewer Operations Fund	050	368,176	79,443
<b>Total Sewer Enterprise Fund</b>		<b>1,825,474</b>	<b>1,528,943</b>
Water Capital Fund	062	1,051,747	1,034,430
Water Metro Wells Fund	063	43,181	31,317
Water Dinsmore Zone	064	66,875	89,130
Water Restricted Reserve	061	136,000	136,000
Water Debt Svc Fund	061	209,322	215,922
Water Operations Fund	060	1,433,756	1,440,999
<b>Total Water Enterprise Fund</b>		<b>2,940,881</b>	<b>2,947,798</b>
<b>Total All Funds</b>		<b>8,686,031</b>	<b>8,820,345</b>

# ANNUAL FINANCIAL REPORT

Year End FY 2023-24

## GENERAL FUND

At the end of FY 2023-24 General Fund revenues were \$1,902,730, 18% above budgeted estimates. Actual General Fund expenditures were \$1,645,934, 19% below budgeted appropriations.



**Revenues:** The top four revenue sources in the General Fund are Property Tax In Lieu of Vehicle License Fees, Retail Sales Tax, Cannabis Tax, and Property Tax. Actual amounts for these revenue sources were \$1,545,564, 11% more than the previous year.

General Fund revenues were \$288,130 more than budgeted amounts. This was primarily due to Cannabis Tax revenues up over 45% from budgeted estimates, or nearly \$84,000 yearly. General Fund revenues were \$188,653 more than the prior year's actuals.

**Expenditures:** General Fund expenditures were \$1,645,934 or \$387,835 less than budgeted. This was primarily due to incomplete capital projects and lower department spending. The General Government Department realized most of the General Fund Earthquake expenses, resulting in higher expenditures than budgeted.

GENERAL FUND EXPENDITURES	BUDGET	ACTUAL	VARIANCE
City Council	9,515	14,330	(4,815)
City Manager	270,464	147,299	123,165
Finance	112,297	109,793	2,504
General Government	29,089	34,383	(5,294)
Planning	53,463	53,256	207
Police	1,234,469	1,142,062	92,407
Facilities and Grounds	64,404	46,775	17,629
Transfers	62,068	35,607	26,461
Capital Projects	198,000	62,429	135,571
<b>TOTAL</b>	<b>2,033,769</b>	<b>1,645,934</b>	<b>387,835</b>

**Fund Balance:** The General Fund ended the fiscal year with a fund balance of \$1,856,120. This was an increase of \$256,796 due to actual revenues exceeding expenditures. At the time of the FY 2023-24 budget development, the year-end fund balance was projected to be \$1.2 million. The FY 2023-24 actual ending balance was \$582,442 more than estimated.

## STREETS FUNDS

**Revenues:** Streets funds revenues were more than budgeted by \$20,315 or 6%. This was primarily due to higher actual RSTP revenues received.

STREETS REVENUES	BUDGET	ACTUAL	VARIANCE
020 GAS TAX	104,517	107,475	2,958
021 SB1 RMRA	83,727	87,405	3,678
024 TDA	125,803	129,186	3,383
026 RSTP	27,000	37,296	10,296
<b>TOTAL</b>	<b>341,047</b>	<b>361,362</b>	<b>20,315</b>

In 2017, Senate Bill (SB) 1 established the Road Maintenance and Rehabilitation Account (RMRA). This legislation increased fuel taxes and vehicle registration fees and implemented annual adjustments to account for inflation.

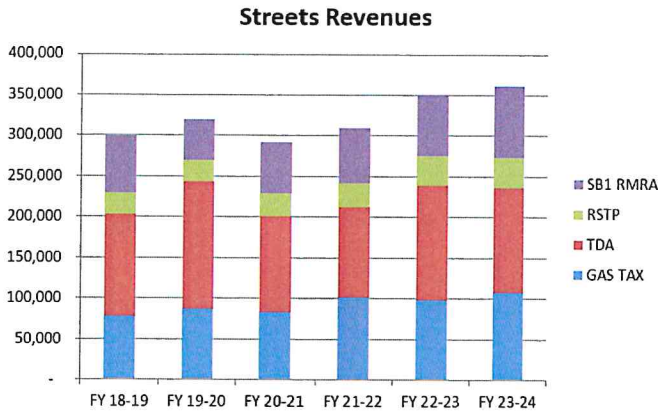
GENERAL FUND REVENUES	BUDGET	ACTUAL	VARIANCE
Property Tax In Lieu VLF	456,250	504,407	48,157
Local Sales Tax Measure J	368,000	384,662	16,662
Sales Tax	272,000	250,535	(21,465)
Property Tax	150,375	170,147	19,772
Franchise Fees	90,000	102,836	12,836
Cannabis	186,000	269,955	83,955
Interest	-	61,338	61,338
Transient Occupancy Tax	20,000	20,518	518
Other Revenues	71,975	138,332	66,357
<b>TOTAL</b>	<b>1,614,600</b>	<b>1,902,730</b>	<b>288,130</b>



# ANNUAL FINANCIAL REPORT

Year End FY 2023-24

The additional funds generated by SB1’s RMRA are crucial for financing local street and road projects. These taxes are collected statewide and distributed to cities based on population size. The following data highlights the revenue generated from these taxes in purple.



**Expenditures:** Actual expenditures in the Streets funds were 7% above budget. This was primarily due to increased City gas tax fund spending.

STREETS EXPENDITURES	BUDGET	ACTUAL	VARIANCE
020 GAS TAX	102,411	136,680	34,269
021 SB1 RMRA	70,257	49,319	(20,938)
024 TDA	127,111	140,578	13,467
026 RSTP	24,102	20,786	(3,316)
<b>TOTAL</b>	<b>323,881</b>	<b>347,363</b>	<b>23,482</b>

**Fund Balances:** Total overall Streets fund reserves increased by \$13,999. During the FY 2023-24 budget development, the year-end balance was projected to be \$397,673. The FY 2023-24 actual ending balance was higher than estimated by \$67,681.

STREETS FUND BALANCES	ESTIMATE	ACTUAL	VARIANCE
020 GAS TAX	170,962	139,556	(31,406)
021 SB1 RMRA	135,958	214,315	78,357
024 TDA	56,335	59,448	3,113
026 RSTP	34,418	52,035	17,617
<b>TOTAL</b>	<b>397,673</b>	<b>465,354</b>	<b>67,681</b>

## ENTERPRISE FUNDS

### SEWER FUNDS

**Revenues:** The Sewer funds' total revenues were \$1,531,487. This amount was spread between Operations (65%), Capital (10%), and Debt Service (25%). The total amounts include all fees, charges, penalties, and new connections for sewer service. Actual revenues were 4% more than estimated in the budget.

SEWER REVENUES	BUDGET	ACTUAL	VARIANCE
050 SEWER OPERATIONS	1,063,000	988,296	(74,704)
052 SEWER CAPITAL	105,000	146,810	41,810
054 SEWER DEBT SVC.	302,934	396,381	93,447
<b>TOTAL</b>	<b>1,470,934</b>	<b>1,531,487</b>	<b>60,553</b>

**Expenditures:** Total Sewer expenditures were \$1,800,632, which was \$40,959, or 2% less than budgeted. The variance is primarily due to lower than budgeted expenses in the Sewer Operations and Capital Funds.

SEWER FUND EXPENSES	BUDGET	ACTUAL	VARIANCE
050 SEWER OPERATIONS	1,273,657	1,249,643	24,014
052 SEWER CAPITAL	265,000	248,055	16,945
054 SEWER DEBT SVC.	302,934	302,934	-
<b>TOTAL</b>	<b>1,841,591</b>	<b>1,800,632</b>	<b>40,959</b>

**Fund Balances:** As shown below, ending Sewer fund balances (excluding restricted reserves) were \$1,226,121. This was \$92,901 or 7% less than estimated during the FY 2023-24 budget development.

SEWER FUND BALANCES	ESTIMATE	ACTUAL	VARIANCE
050 SEWER OPERATIONS	171,099	79,443	(91,656)
052 SEWER CAPITAL	1,034,272	939,580	(94,692)
054 SEWER DEBT SVC.	113,651	207,098	93,447
<b>TOTAL</b>	<b>1,319,022</b>	<b>1,226,121</b>	<b>(92,901)</b>

# ANNUAL FINANCIAL REPORT

Year End FY 2023-24

## WATER FUNDS

**Revenues:** Total revenues for the Water funds were \$1,387,019 compared to budgeted amounts of \$1,299,450.

WATER REVENUES	BUDGET	ACTUAL	VARIANCE
060 WATER OPERATIONS	840,500	864,383	23,883
061 WATER DEBT SVC.	136,000	142,600	6,600
062 WATER CAPITAL	281,375	333,736	52,361
063 METRO WELLS	18,375	18,877	502
064 DINSMORE ZONE	23,200	27,423	4,223
<b>TOTAL</b>	<b>1,299,450</b>	<b>1,387,019</b>	<b>87,569</b>

**Expenditures:** Total Water expenditures were \$1,380,102, \$6279, or less than 1% more than budgeted. The variance was mainly due to higher spending on grant-funded capital projects that were not reimbursed during FY 2023-24.

WATER EXPENDITURES	BUDGET	ACTUAL	VARIANCE
060 WATER OPERATIONS	960,626	857,140	103,486
061 WATER DEBT SVC.	136,000	136,000	-
062 WATER CAPITAL	138,000	351,053	(213,053)
063 METRO WELLS	29,097	30,741	(1,644)
064 DINSMORE ZONE	110,100	5,168	104,932
<b>TOTAL</b>	<b>1,373,823</b>	<b>1,380,102</b>	<b>(6,279)</b>

**Fund Balances:** As shown below the ending fund balances (excluding restricted reserves) were \$2,811,798. This was \$45,286 or 2% more than estimated for the Water funds at the time of the FY 2023-24 budget development. This increase was due to a combination of higher revenues and lower expenditures.

WATER FUND BALANCES	ESTIMATE	ACTUAL	VARIANCE
060 WATER OPERATIONS	1,168,957	1,440,999	272,042
061 WATER DEBT SVC.	258,930	215,922	(43,008)
062 WATER CAPITAL	1,360,431	1,034,430	(326,001)
063 METRO WELLS	36,117	31,317	(4,800)
064 DINSMORE ZONE	(57,923)	89,130	147,053
<b>TOTAL</b>	<b>2,766,512</b>	<b>2,811,798</b>	<b>45,286</b>

## OTHER FUNDS

The following section is a summary of budgeted revenues and expenditures versus actual for other significant special revenue funds.

### BUILDING FUND

The Building fund had budgeted revenues of \$56,150 and appropriations of \$126,065. Actual expenditures were more than actual revenues by \$46,318. The General Fund subsidizes the Building Fund in the event expenditures exceed revenues.

BUILDING FUND	BUDGET	ACTUAL	VARIANCE
REVENUES	56,150	79,747	23,597
EXPENDITURES	125,936	126,065	(129)
<b>TOTAL</b>	<b>(69,786)</b>	<b>(46,318)</b>	<b>23,468</b>

**SLESF:** The Supplemental Law Enforcement Services Fund (SLESF) can only be used to supplement law enforcement services and has mainly been used to cover salary and benefit costs for one police officer position. SLESF accounts for about 15% of the total Police budget. In FY 2023-24 the City received \$177,430 in revenues and expended \$187,004. Funding comes from the State, and Rio Dell is entitled to receive the minimum grant amount. SLESF has a fund balance of \$113,702

**CDBG:** In FY 2023-24 CDBG actual revenues were \$112,607 and expenditures were \$14,295. The CDBG fund had a balance of \$666,180. These funds are currently being used under contract from the County of Humboldt to offer loans to qualified applicants impacted by the 2022 Earthquake disaster.

# ANNUAL FINANCIAL REPORT

Year End FY 2023-24

## Earthquake Impacts

The December 2022 Earthquake disaster impacted all areas of the City budget. The City is working in partnership with CalOES disaster recovery agents to guide the City through the recovery phase, which includes filing and submitting claims for emergency costs and long-term plans for infrastructure repair. The City is entitled to 75% reimbursement for qualified expenses with the opportunity to request up to 100% reimbursement on a per-project basis.

During FY 2023-24, the City of Rio Dell spent \$150,813 on earthquake-related expenditures, split between the General Fund, Road Funds, Sewer, and Water Enterprise Funds.

**Future Impacts:** The City has identified 22 items, or projects, that have or will have financial impacts on the City due to the Earthquake disaster.

The City has submitted reimbursement claims for seven of these items and has received reimbursement for six of those items in the amount of \$442,274.

Earthquake Project Update(Submitted Items)			
Project	Claim Amount	Reimbursement	
		Amount	Fund
Debris Removal	73,126	80,438	General
Comm Res Center/LAC	9,123	7,526	General
Building Inspection	13,311	14,641	General
Sanitation	126,856	139,541	Water
SSO	15,692	17,261	Sewer
Emergency Water Fix	371,215	-	Water
Hypochlorite Generator	221,656	182,867	Sewer
<b>TOTAL</b>	<b>830,979</b>	<b>442,274</b>	

EARTHQUAKE LIST OF PROJECTS			
PROJECT	COST ESTIMATE	25% CITY COST SHARE	FUND
DEBRIS REMOVAL	75,000	18,750	GENERAL
DISTRIBUTE AID / LAC	10,000	2,500	GENERAL
BUILDING INSPECTION	2,500	625	GENERAL
EMERGENCY SANITATION	130,000	32,500	WATER
EMERGENCY SEWER	10,000	2,500	SEWER
DONATED MATERIALS	25,000	6,250	GENERAL
METRO WELLS #1	1,000,000	250,000	WATER
EMERGENCY WATER REPAIR	300,000	75,000	WATER
PAINTER STREET TANK	1,600,000	400,000	WATER
PAINTER STREET SIDEWALK	50,000	12,500	GENERAL
HYPOCHLORITE GENERATOR	250,000	62,500	SEWER
CONTACT BASIN	6,000,000	1,500,000	SEWER
HWY101 SEWER PIPES	10,202,272	2,550,568	SEWER
FERN LIFT STATION	50,000	12,500	SEWER
HWY 101 WATER PIPES	5,835,364	1,458,841	WATER
DAMAGED COLLECTION SYSTEM	5,000,000	1,250,000	SEWER
DAMAGED DISTRIBUTION SYSTEM	5,000,000	1,250,000	WATER
DAMAGED ROAD REPAIR- PAINTER LIFT	15,750	3,938	GENERAL
DAMAGED ROAD REPAIR 1285 EELOA	6,000	1,500	GENERAL
DAMAGED ROAD REPAIR 1267 EELOA	13,500	3,375	GENERAL
DAMAGED ROAD REPAIR 1111 EELOA	9,750	2,438	GENERAL
INFILTRATION GALLERY	400,000	100,000	WATER
<b>TOTAL</b>	<b>35,985,136</b>	<b>8,996,284</b>	

## 10 Year Comparison

FY 2014			
Fund	Revenues	Expenditures	Net Fund Impact
General Fund	784,118	900,140	(116,022)
Sewer Fund (Operations)	760,649	854,708	(94,059)
Water Fund (Operations)	569,256	748,467	(179,211)
FY 2024			
Fund	Revenues	Expenditures	Net Fund Impact
General Fund	1,902,730	1,645,934	256,796
Sewer Fund (Operations)	988,296	1,249,643	(261,347)
Water Fund (Operations)	864,383	857,140	7,243

The City has seen significant changes in the last decade. Natural disasters, pandemics, and the fall of the local cannabis industry have challenged Rio Dell and Humboldt County in many different ways. Despite these challenges, the City continues to grow. The General Fund Balance has increased by 69% in the last ten years to \$1,856,120. The City's Enterprise funds have also seen increased revenues and expenditures over this time. Sewer operations revenues have increased by 30% and expenditures by 46%. Water operations revenues have increased by 52% with expenditures increasing 15% over the same period.



# City of Rio Dell Fiscal Year 2023-24 Year End Financial Report



# Revenue and Expenditure By Fund - Type

## REVENUE AND EXPENDITURES BY FUND - TYPE

	REVENUE	EXPENSE	GAIN/(LOSS)
GENERAL FUND	1,902,730	1,645,934	256,796
ENTERPRISE FUNDS	2,918,506	3,180,734	(262,228)
SPECIAL REVENUE FUNDS	1,488,594	1,267,744	220,850
<b>TOTAL</b>	<b>6,309,830</b>	<b>6,094,412</b>	<b>215,418</b>



# Fiscal Year 2023-24

## Revenues and Expenditures by Major Fund

### REVENUES BY FUND

	BUDGET	ACTUAL	OVER/(UNDER)
GENERAL FUND	1,614,600	1,902,730	288,130
STREETS	341,047	361,362	20,315
SLEEF	150,000	177,430	27,430
BUILDING FUND	56,150	79,747	23,597
SEWER	1,470,934	1,531,487	60,553
WATER	1,299,450	1,387,019	87,569
<b>TOTAL</b>	<b>4,932,181</b>	<b>5,439,775</b>	<b>507,594</b>

### EXPENDITURES BY FUND

	BUDGET	ACTUAL	OVER/(UNDER)
GENERAL FUND	2,033,769	1,645,934	(387,835)
STREETS	323,881	347,363	23,482
SLEEF	155,667	187,004	31,337
BUILDING FUND	125,936	126,065	129
SEWER	1,841,591	1,800,632	(40,959)
WATER	1,373,823	1,380,102	6,279
<b>TOTAL</b>	<b>5,854,667</b>	<b>5,487,100</b>	<b>(367,567)</b>



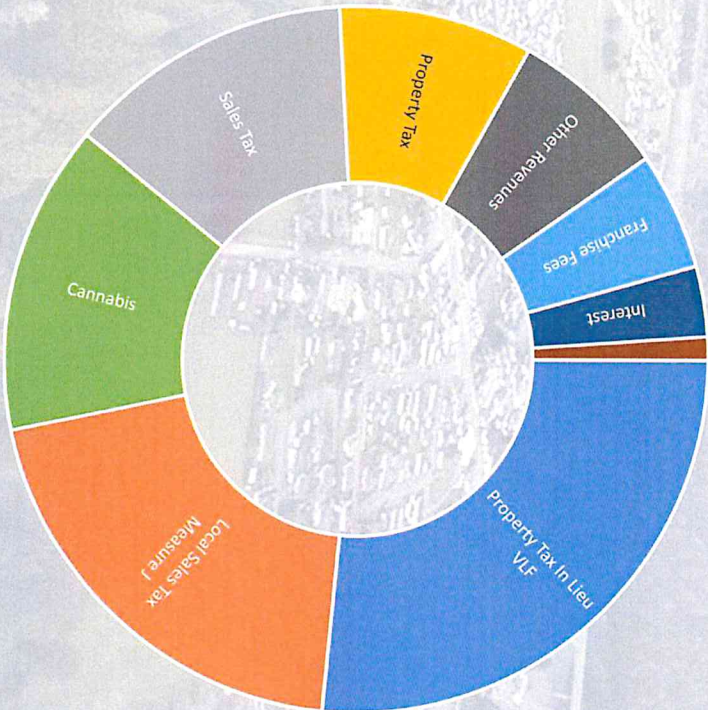
# Fiscal Year 2023-24 Fund Balances

Fund Description	Fund #	Beginning Fund Balance 7/1/23	Ending Fund Balance 6/30/24
<b>General Fund</b>	<b>000</b>	<b>1,599,324</b>	<b>1,856,120</b>
Economic Development	003	270,658	263,182
Admin Fund	005	66,706	114,307
Building Fund	008	-	(46,318)
Park Per Capita Fund	014	-	(4,035)
Parks Fund	015	18,512	19,356
Clean CA Grant Funds	018	-	5,013
Gas Tax Fund (HUTA)	020	168,761	139,556
SB1 (RMRA) Fund	021	176,229	214,315
TDA Fund	024	70,840	59,448
RSTP Fund	026	35,525	52,035
Solid Waste Fund	027	15,015	5,013
CDBG RRLF Fund	039	567,868	666,180
SLESF Fund	040	123,276	113,702
Vehicle Abatement Fund	043	2,701	2,701
Recycling Fund	074	60,854	139,473
Spay & Neuter Fund	093	3,275	3,424
ARRA	076	740,132	740,132
<b>Total Special Revenue Funds</b>		<b>2,320,352</b>	<b>2,487,484</b>
Sewer Capital Fund	052	1,040,825	939,580
Sewer Debt Svc Fund	054	113,651	207,098
Sewer Restricted Reserve	054	302,822	302,822
Sewer Operations Fund	050	368,176	79,443
<b>Total Sewer Enterprise Fund</b>		<b>1,825,474</b>	<b>1,528,943</b>
Water Capital Fund	062	1,051,747	1,034,430
Water Metro Wells Fund	063	43,181	31,317
Water Dinmore Zone	064	66,875	89,130
Water Restricted Reserve	061	136,000	136,000
Water Debt Svc Fund	061	209,322	215,922
Water Operations Fund	060	1,433,756	1,440,999
<b>Total Water Enterprise Fund</b>		<b>2,940,881</b>	<b>2,947,798</b>
<b>Total All Funds</b>		<b>8,686,031</b>	<b>8,820,345</b>



# General Fund - Revenues

GENERAL FUND REVENUES	BUDGET	ACTUAL	VARIANCE
Property Tax In Lieu VLF	456,250	504,407	48,157
Local Sales Tax Measure J	368,000	384,662	16,662
Sales Tax	272,000	250,535	(21,465)
Property Tax	150,375	170,147	19,772
Franchise Fees	90,000	102,836	12,836
Cannabis	186,000	269,955	83,955
Interest	-	61,338	61,338
Transient Occupancy Tax	20,000	20,518	518
Other Revenues	71,975	138,332	66,357
<b>TOTAL</b>	<b>1,614,600</b>	<b>1,902,730</b>	<b>288,130</b>



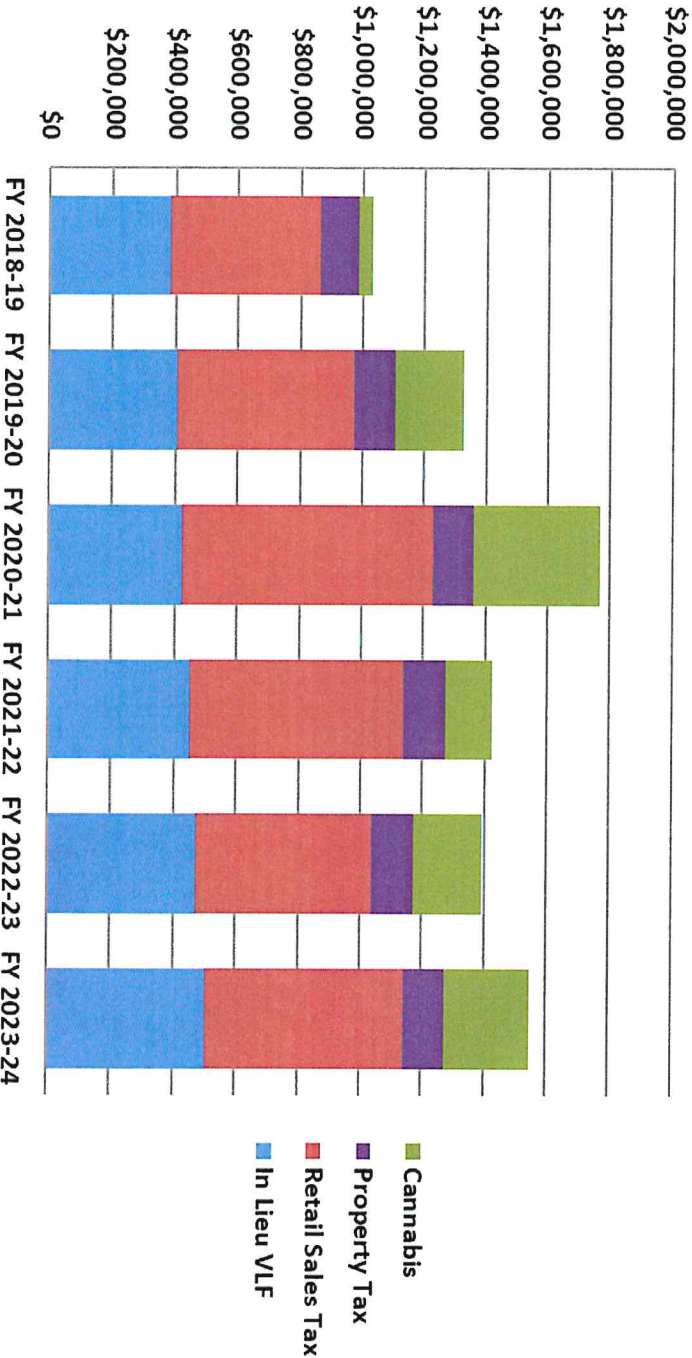




# General Fund Major Revenues

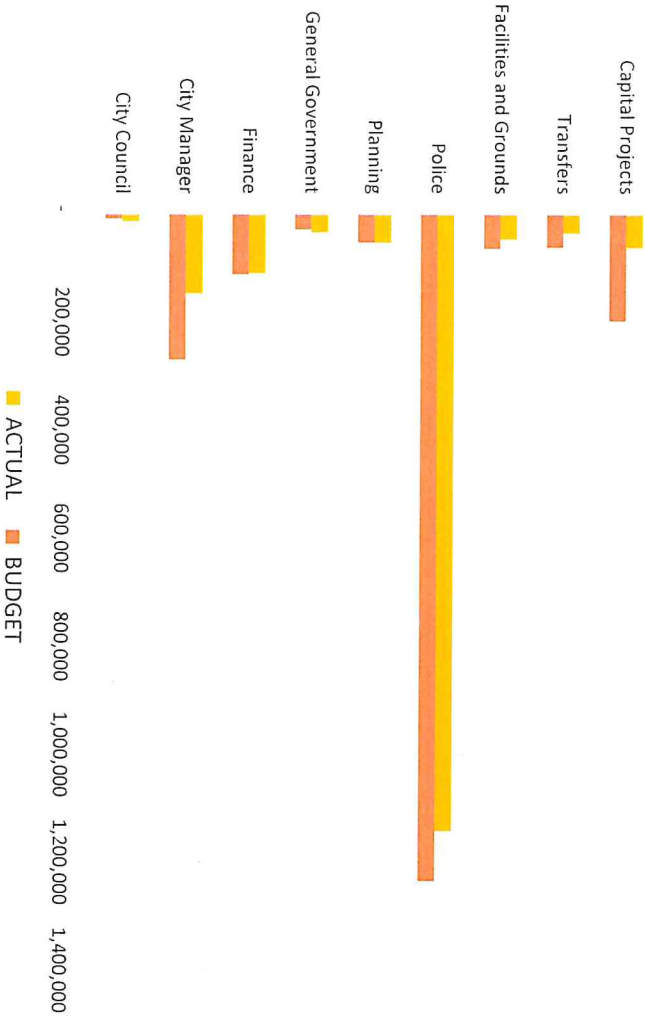
## Over Time

General Fund Major Revenues





# General Fund - Expenditures



GENERAL FUND EXPENDITURES	BUDGET	ACTUAL	VARIANCE
City Council	9,515	14,330	(4,815)
City Manager	270,464	147,299	123,165
Finance	112,297	109,793	2,504
General Government	29,089	34,383	(5,294)
Planning	53,463	53,256	207
Police	1,234,469	1,142,062	92,407
Facilities and Grounds	64,404	46,775	17,629
Transfers	62,068	35,607	26,461
Capital Projects	198,000	62,429	135,571
<b>TOTAL</b>	<b>2,033,769</b>	<b>1,645,934</b>	<b>387,835</b>



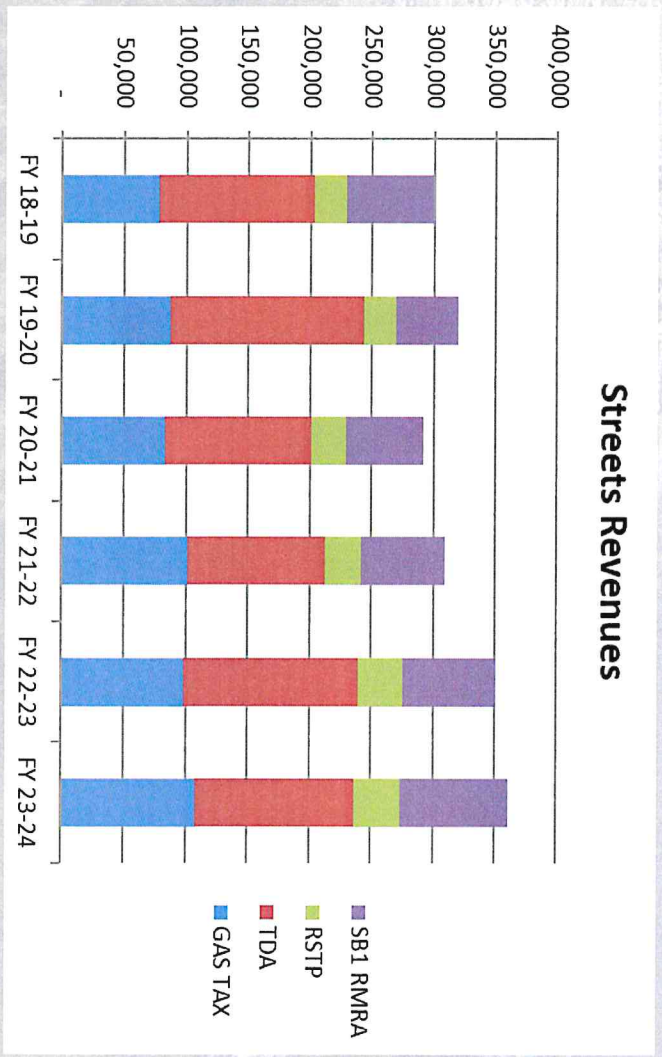
# Streets Funds

## 020 Gas Tax, 021 SBI, 024 TDA, 026 RSTP

STREETS EXPENDITURES			
	BUDGET	ACTUAL	VARIANCE
020 GAS TAX	102,411	136,680	34,269
021 SBI RMRA	70,257	49,319	(20,938)
024 TDA	127,111	140,578	13,467
026 RSTP	24,102	20,786	(3,316)
<b>TOTAL</b>	<b>323,881</b>	<b>347,363</b>	<b>23,482</b>

STREETS REVENUES			
	BUDGET	ACTUAL	VARIANCE
020 GAS TAX	104,517	107,475	2,958
021 SBI RMRA	83,727	87,405	3,678
024 TDA	125,803	129,186	3,383
026 RSTP	27,000	37,296	10,296
<b>TOTAL</b>	<b>341,047</b>	<b>361,362</b>	<b>20,315</b>

STREETS FUND BALANCES			
	ESTIMATE	ACTUAL	VARIANCE
020 GAS TAX	170,962	139,556	(31,406)
021 SBI RMRA	135,958	214,315	78,357
024 TDA	56,335	59,448	3,113
026 RSTP	34,418	52,035	17,617
<b>TOTAL</b>	<b>397,673</b>	<b>465,354</b>	<b>67,681</b>





# Enterprise Funds - Sewer

SEWER REVENUES	BUDGET	ACTUAL	VARIANCE
050 SEWER OPERATIONS	1,063,000	988,296	(74,704)
052 SEWER CAPITAL	105,000	146,810	41,810
054 SEWER DEBT SVC.	302,934	396,381	93,447
<b>TOTAL</b>	<b>1,470,934</b>	<b>1,531,487</b>	<b>60,553</b>

SEWER FUND EXPENSES	BUDGET	ACTUAL	VARIANCE
050 SEWER OPERATIONS	1,273,657	1,249,643	24,014
052 SEWER CAPITAL	265,000	248,055	16,945
054 SEWER DEBT SVC.	302,934	302,934	-
<b>TOTAL</b>	<b>1,841,591</b>	<b>1,800,632</b>	<b>40,959</b>

SEWER FUND BALANCES	ESTIMATE	ACTUAL	VARIANCE
050 SEWER OPERATIONS	171,099	79,443	(91,656)
052 SEWER CAPITAL	1,034,272	939,580	(94,692)
054 SEWER DEBT SVC.	113,651	207,098	93,447
<b>TOTAL</b>	<b>1,319,022</b>	<b>1,226,121</b>	<b>(92,901)</b>



# Enterprise Funds- Water

WATER REVENUES	BUDGET	ACTUAL	VARIANCE
060 WATER OPERATIONS	840,500	864,383	23,883
061 WATER DEBT SVC.	136,000	142,600	6,600
062 WATER CAPITAL	281,375	333,736	52,361
063 METRO WELLS	18,375	18,877	502
064 DINSMORE ZONE	23,200	27,423	4,223
<b>TOTAL</b>	<b>1,299,450</b>	<b>1,387,019</b>	<b>87,569</b>

WATER EXPENDITURES	BUDGET	ACTUAL	VARIANCE
060 WATER OPERATIONS	960,626	857,140	103,486
061 WATER DEBT SVC.	136,000	136,000	-
062 WATER CAPITAL	138,000	351,053	(213,053)
063 METRO WELLS	29,097	30,741	(1,644)
064 DINSMORE ZONE	110,100	5,168	104,932
<b>TOTAL</b>	<b>1,373,823</b>	<b>1,380,102</b>	<b>(6,279)</b>

WATER FUND BALANCES	ESTIMATE	ACTUAL	VARIANCE
060 WATER OPERATIONS	1,168,957	1,440,999	272,042
061 WATER DEBT SVC.	258,930	215,922	(43,008)
062 WATER CAPITAL	1,360,431	1,034,430	(326,001)
063 METRO WELLS	36,117	31,317	(4,800)
064 DINSMORE ZONE	(57,923)	89,130	147,053
<b>TOTAL</b>	<b>2,766,512</b>	<b>2,811,798</b>	<b>45,286</b>



# Other Funds

<b>BUILDING FUND</b>			
	BUDGET	ACTUAL	VARIANCE
REVENUES	56,150	79,747	23,597
EXPENDITURES	125,936	126,065	(129)
<b>TOTAL</b>	<b>(69,786)</b>	<b>(46,318)</b>	<b>23,468</b>

<b>CDBG FUND</b>			
	BUDGET	ACTUAL	VARIANCE
REVENUES	5,000	112,607	107,607
EXPENDITURES	100	14,295	(14,195)
<b>TOTAL</b>	<b>4,900</b>	<b>98,312</b>	<b>93,412</b>

<b>SLEEF FUND</b>			
	BUDGET	ACTUAL	VARIANCE
REVENUES	150,000	177,430	27,430
EXPENDITURES	155,667	187,004	(31,337)
<b>TOTAL</b>	<b>(5,667)</b>	<b>(9,574)</b>	<b>(3,907)</b>

# Earthquake Impacts

## EARTHQUAKE LIST OF PROJECTS

PROJECT	COST ESTIMATE	25% CITY COST SHARE	FUND
DEBRIS REMOVAL	75,000	18,750	GENERAL
DISTRIBUTE AID / LAC	10,000	2,500	GENERAL
BUILDING INSPECTION	2,500	625	GENERAL
EMERGENCY SANITATION	130,000	32,500	WATER
EMERGENCY SEWER	10,000	2,500	SEWER
DONATED MATERIALS	25,000	6,250	GENERAL
METRO WELLS #1	1,000,000	250,000	WATER
EMERGENCY WATER REPAIR	300,000	75,000	WATER
PAINTER STREET TANK	1,600,000	400,000	WATER
PAINTER STREET SIDEWALK	50,000	12,500	GENERAL
HYPOCHLORITE GENERATOR	250,000	62,500	SEWER
CONTACT BASIN	6,000,000	1,500,000	SEWER
HWY101 SEWER PIPES	10,202,272	2,550,568	SEWER
FERN LIFT STATION	50,000	12,500	SEWER
HWY 101 WATER PIPES	5,835,364	1,458,841	WATER
DAMAGED COLLECTION SYSTEM	5,000,000	1,250,000	SEWER
DAMAGED DISTRIBUTION SYSTEM	5,000,000	1,250,000	WATER
DAMAGED ROAD REPAIR- PAINTER LIFT	15,750	3,938	GENERAL
DAMAGED ROAD REPAIR 1285 EELOA	6,000	1,500	GENERAL
DAMAGED ROAD REPAIR 1267 EELOA	13,500	3,375	GENERAL
DAMAGED ROAD REPAIR 1111 EELOA	9,750	2,438	GENERAL
INFILTRATION GALLERY	400,000	100,000	WATER
<b>TOTAL</b>	<b>35,985,136</b>	<b>8,996,284</b>	

### Earthquake Project Update(Submitted Items)

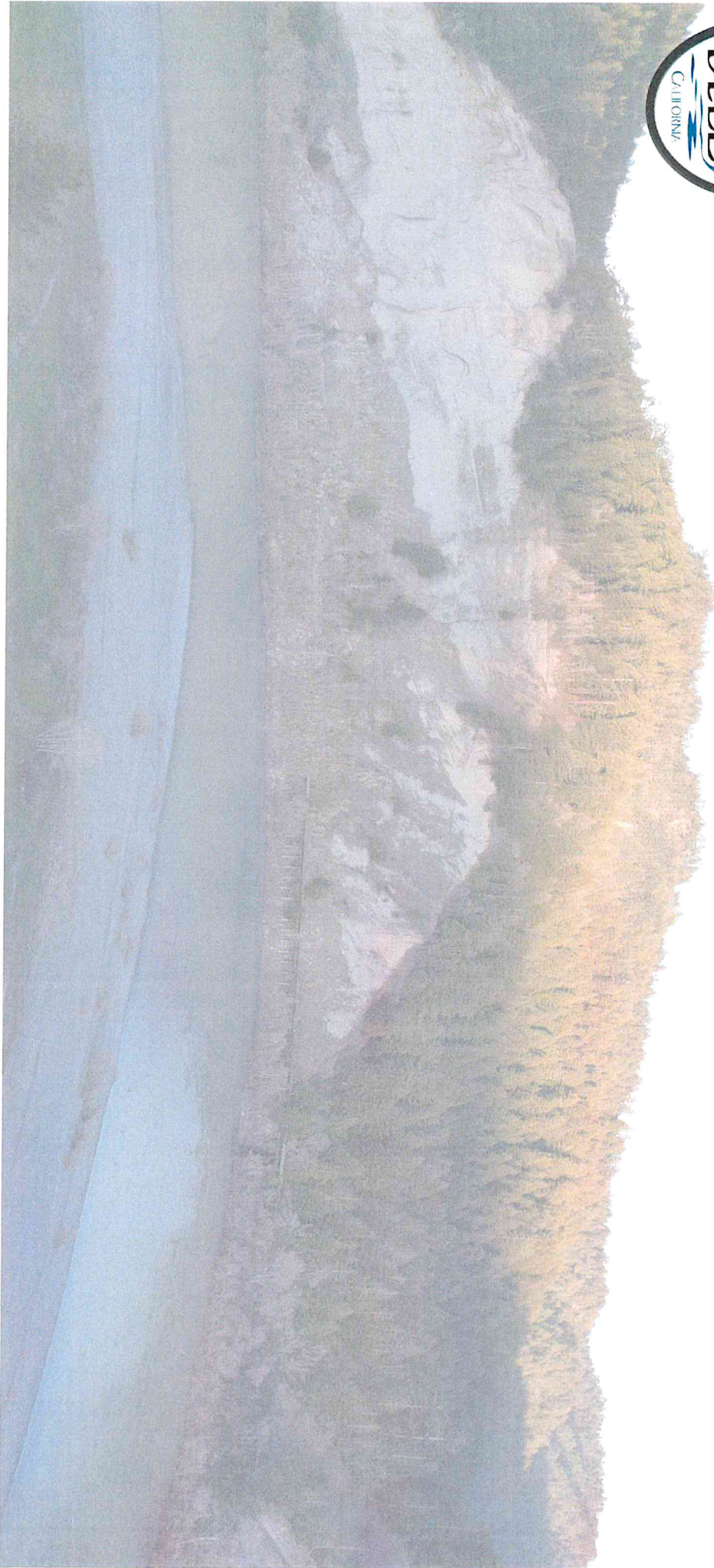
Project	Claim Amount	Reimbursement Amount	Fund
Debris Removal	73,126	80,438	General
Comm Res Center/LAC	9,123	7,526	General
Building Inspection	13,311	14,641	General
Sanitation	126,856	139,541	Water
SSO	15,692	17,261	Sewer
Emergency Water Fix	371,215	-	Water
Hypochlorite Generator	221,656	182,867	Sewer
<b>TOTAL</b>	<b>830,979</b>	<b>442,274</b>	

USGS Earthquakes





# Questions?







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

November 5, 2024

TO: Rio Dell City Council  
FROM: Kyle Knopp, City Manager  
SUBJECT: Discussion and Possible Action Related to Additions to the Dog Park and Issuance of a Request for Proposal

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize staff to develop and issue and RFP for additions to the Dog Park and return to the Council for approval; or,

Take no action.

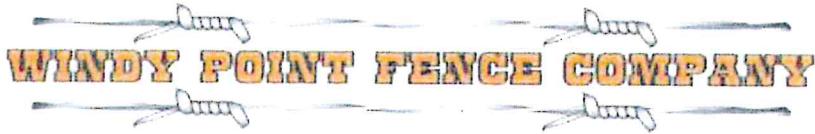
BACKGROUND AND DISCUSSION

At the request of Mayor Garnes staff is requesting direction from the Council related to additional fencing and entryway to a “small dog” area within the Dog Park. As the Council may recall, the dog park project was significantly scaled back after bids were received that well exceeded the available financing. In the end, the Dog Park did not include an area for the exclusive use of small dogs.

Staff did some initial research to develop a portion of the Dog Park for this issue. Attached are two quotes for the additional fencing and entryway. It is important to note that a RFP from the City will require additional costs for the project, including prevailing wage and insurances that will increase the cost associated with the two submittals. Staff can issue an RFP to fencing contractors and return to the Council with the results and identify a funding source for the project.

Attachments:

Two quotes for the project that were solicited outside of public requirements.  
///



151 Renner Lane  
Ferndale, CA 95536

License #973120

707-766-4452

September 16, 2024

City of Rio Dell Dog Park  
Attn: Kevin Caldwell  
PO Box 451  
Ferndale, CA 95536

Scope of Work

Install approximately 75' lineal feet of 4' 9-gauge black Cal Trans certified chain link. Includes one 4' walk gates as well as one 8' drive gate. All posts will be set in cement curb (installed by General contractor) per spec drawings. In addition, remove portion of existing fence to extend concrete slab (installed by General contractor.) All posts, framework and chain link will be galvanized and vinyl coated black and posts cemented and spaced according to specs 8' OC.

Total Due: \$6,261.16

Notes: Purchase of materials only to complete project \$2,811.16.

**NOTICE**

UNDER THE MECHANIC LIEN LAW (CALIFORNIA CODE OF CIVIL PROCEDURE, SECTION 1181 ET SEQ.) ANY CONTRACTOR, SUBCONTRACTOR, LABORER OR SUPPLIER OR OTHER PERSON WHO HELPED TO IMPROVE YOUR PROPERTY BUT IS NOT PAID FOR HIS WORK OR SUPPLIES HAS A RIGHT TO ENFORCE A CLAIM AGAINST YOUR PROPERTY. THIS MEANS THAT AFTER A COURT HEARING YOUR PROPERTY COULD BE SOLD BY A COURT OFFICER AND PROCEEDS OF THE SALE USED TO SATISFY THE INDEBTEDNESS. THIS CAN HAPPEN EVEN IF YOU HAVE PAID YOUR OWN CONTRACTOR IN FULL. IF THE SUBCONTRACTOR, LABORER OR SUPPLIER REMAINS UNPAID, PURCHASER HAS THE RIGHT TO REQUIRE CONTRACTOR TO HAVE A PERFORMANCE OR PAYMENT BOND. THE COST TO OBTAIN SUCH BOND IF REQUIRED WILL BE ADDED TO THE AMOUNT CURRENTLY SHOWN ON THE CONTRACT.

In State of California Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the Registrar of the Board whose address is:

Contractors State License Board  
PO Box 26000, Sacramento, CA 95826

Purchaser represents to Windy Point Fence Co. that they are the owner of the real property on which the fence is to be installed and are authorized to permit Windy Point Fence Co. to enter the property and complete installation. All property lines must be properly marked by owner - Windy Point Fence Co. assumes no responsibility at all for location of property lines. All materials remain property of Windy Point Fence Co. until total due is paid in full. The purchaser agrees to indemnify Windy Point Fence Co. against any claim arising from damage caused to underground cables, conduits, or pipes of any kind, plants, trees or shrubs in the erection of fence unless the purchaser has informed Windy Point Fence Co. of the exact location thereof.

Terms: Balance is due upon completion of project. A 3% processing fee will be charged on credit card transactions.

**Acceptance:** The undersigned accepts the conditions and terms as stated herein and agrees to the proposed estimate. This estimate is an approximation and is not guaranteed. The estimate is based on information provided from the client regarding project requirements. Due to recent volatility in price of construction materials the project cost will be reviewed 30 days prior to start date. Prior to any changes of cost, the client will be notified and supplied with an updated contract to sign.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Carlos Alejandre Date: 09/16/2024

Carlos Alejandre  
Windy Point Fence Company  
License# 973120

**Quote valid for 30 days.**

# CACREN FENCING

Lic#834877

**Remit To:**  
P.O. Box 37  
Rio Dell, Ca. 95562  
707-496-3870  
Email tmfcjc@gmail.com

10-9-24  
Attn Kevin Caldwell  
Dog Park Project

We propose to furnish all materials and perform all labor necessary to complete the installation of approximately 80' of 4' tall black on black chain link fencing with one walk-thru gate and one drive thru gate ( no concrete curb under fencing). Also, 8' x 8' concrete pad as per plans.

**Materials**

- 1-5/8" CQ-20 Powder Coated Top Rail
- 2-3/8" CQ-20 Powder Coated Corner Posts
- 1-7/8" CQ-20 Powder Coated Line Posts
- 8-Gauge Finish Vinyl Coated Chain Link
- 8-Gauge Finish Vinyl Coated Bottom Wire

**Total materials/labor estimated to be: \$5995.00**

**Acceptance of Proposal**

The specifications described above are satisfactory and are hereby accepted. By signing below it is understood that I accept all material cost to proceed with proposal. Due to the instability of wood products, CACREN Fencing is not liable for any problems caused by shrinkage, expansion, or warping. CACREN Fencing is not liable for any damage/problem due to anything other than workmanship. Payment in full is to be made at completion of job, upon invoice, in cash or check only.

**Sign & Print** \_\_\_\_\_ **Date** \_\_\_\_\_

**Amount of Deposit:** \_\_\_\_\_

**\*This proposal may be withdrawn if not accepted within 30 days.**



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

November 5, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorize the City Manager to Negotiate an Agreement for Services with Regional Government Services (RGS) for Human Resource Assessments and Services in Coordination with the City Attorney.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to negotiate an agreement for services with Regional Government Services for Human Resource assessments and services in coordination with the City Attorney and return to the Council for approval; or,

Take no action.

BACKGROUND AND DISCUSSION

The City of Rio Dell is in need of professional services related to Human Resource activities of the organization. Historically the City has been resource constrained with the Human Resource functions of the organization spread out over multiple individuals in multiple departments. Over the years ongoing enhancements and amendments to MOU's, Resolutions and changes in the law have led to the current MOU's and Employee Handbook becoming more difficult to administer and understand by all parties and potentially noncompliant with current law. Additionally, the City will soon be undertaking labor negotiations with two bargaining groups and all management staff with new agreements anticipated to become active on July 1, 2025. It is anticipated that these negotiations will be more time intensive than in past years.

The proposal seeks to (1) develop a needs assessment and workplan, (2) review and revise city personnel policies and procedures and to (3) provide some generalized HR administration and consultation services between now and the conclusion of contract negotiations, anticipated by July of 2025, with access to these services ongoing afterwards.

Estimating the total cost of this agreement is difficult. The amount of time spent on labor negotiations is the result of multiple factors, some of which are outside of the control of administration or the Council. The current estimate is between \$80,000 - \$100,000 however it is important to note that much of this cost will occur over the next 6-12 months due to the need to correct the deferred upkeep of the current structure. After a successful reset of the system, there

could be savings in potential legal bills, misunderstandings, errors or other issues related to the current system. Once completed, the City intends to retain RGS in an ongoing capacity to help leverage their expertise to maintain policies and procedures in compliance with the law. Ongoing costs are expected to be significantly lower than the costs associated with the first year's reset.

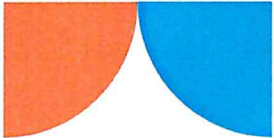
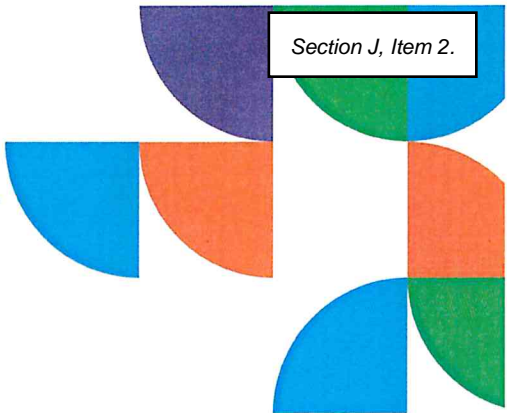
The City's budget for the current fiscal year does not include an allocation for these services. If approved to proceed, staff will need to return with a budget adjustment to fund these services.

RGS is a California Joint Powers Authority (JPA) that serves to augment or otherwise bolster various local government services and operations during periods of change, transition or due to a lack of experienced talent in the local labor pool. All services would be remote.

Attachments:

RGS Proposal

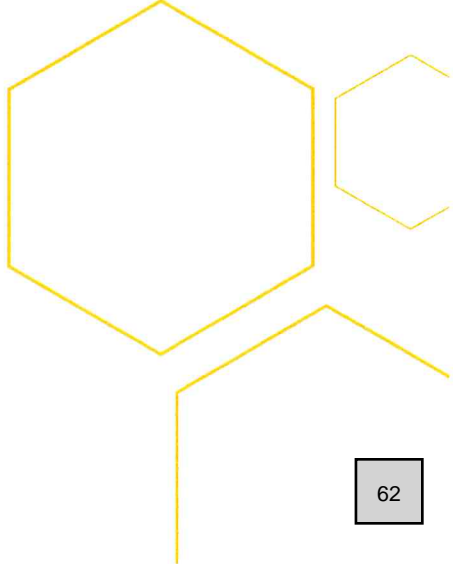
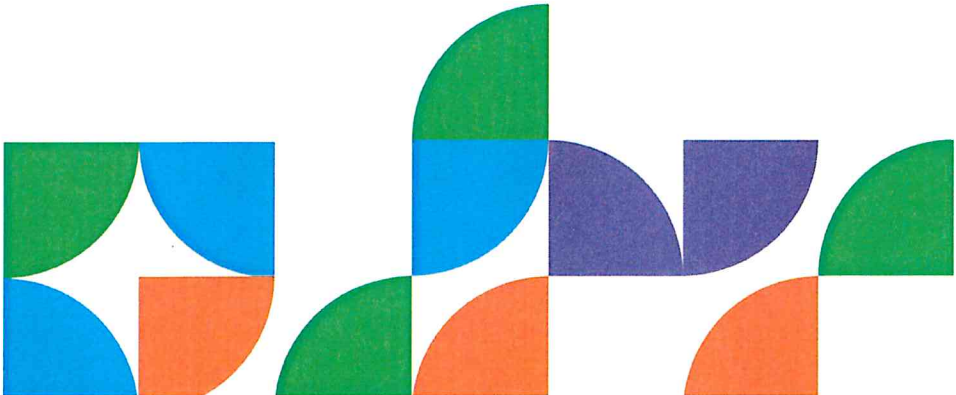
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PROPOSED

# HR Assessment & Services

*for*



# Our Organization



[www.rgs.ca.gov](http://www.rgs.ca.gov)

RGS is a California Joint Powers Authority (JPA) serving the needs of public agencies—cities, counties, special districts, and other governmental entities, since 2002.

RGS works collaboratively with public agencies, providing a ready source of skilled and effective administrative best practices and support for operational delivery. RGS currently serves approximately 125 public agencies.

## Our Values



We aim to be

FLEXIBLE

SOLUTION-DRIVEN

EMPOWERING

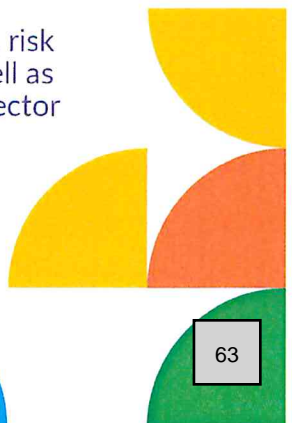
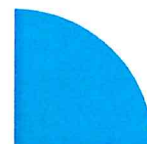
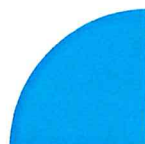
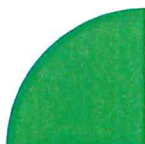
CARING

# RGS HR Experience

RGS Advisors have extensive human resources experience in public agencies in California, and provide a variety of HR consulting services. In addition to a core team of experienced HR generalists with outstanding communication, interpersonal, analysis and problem-solving skills, we have assembled a staff of subject-matter experts to offer “best practices” advice and HR deliverables in areas of:

- Recruitment, selection methods, and employee onboarding
- Job analysis, work classification and organizational structures
- Design and administration of pay and benefit models and systems
- Performance management, competency building and evaluative feedback
- Disability and medical leave management
- Policy and procedure development and implementation
- Employee dispute resolution
- Administration of discipline
- Labor relations

RGS also offers expert resources in the allied fields of occupational safety and health, risk management, and organizational development to supplement core HR services; as well as delivering a supervisory skill building training program designed to align with public sector employment practices.



# Proposed HR Services

RGS understands the City of Rio Dell is interested in general HR services and updates to policies and procedures. Below are three separate service options.

## Task 1: Comprehensive General HR Consultation and Administration Services

RGS consulting staff anticipate delivering comprehensive generalist HR consultation and administration services immediately upon commencement of service. The areas of services listed below can be included within an ongoing HR service model. In addition, more specifically-scoped HR services and projects not listed may also be added at the City’s request or RGS’ recommendation.

- Recruitment and Selection/Employment Administration
- Classification and Compensation Administration
- Benefit Administration Services
- Disability and Leave Management
- HR Recordkeeping Internal Communication
- Performance Management
- Personnel Policy and Procedures Development
- Employee Relations Administration
- Training
- Selected Employment-Related Risk Management Functions
- Strategic Human Resources Planning

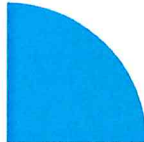
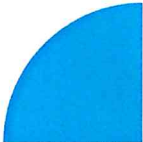
*Duration:* 12 months  
*Deliverables:* TBD based on City needs

## Task 2: Human Resources Needs Assessment and Workplan

RGS suggest initiating a new HR services partnerships with an assessment of the organization’s human resources needs. This assessment results in the development of a prioritized workplan of actions and projects to ensure compliance with mandated employment regulations and achieve an effective human resources administrative system.

The assessment will include a review of written policies and procedures and other relevant documents and records to evaluate the City of Rio Dell’s alignment with a range of requirements and best practices, and to acquire an understanding of the competence and functionality of Rio Dell’s human resources management structure and systems. In addition, RGS will interview staff to develop an understanding of the communication channels, working relationships and cultural dynamic that affect the delivery of Rio Dell’s HR services.

*Duration:* 3-6 months  
*Deliverables:* written report and workplan representing a “big picture” assessment of existing HR management practices and systems, including recommendations or alternatives for developing or improving HR practices to increase both regulatory compliance, administrative effectiveness and employee relations, as appropriate.





# Proposed HR Services

RGS understands the City of Rio Dell is interested in general HR services and updates to policies and procedures. Below is the final service option.

### Task 3: Review and Revision of Personnel Policies and Procedures

Comprehensive review, revision, and where necessary, creation of personnel policies and procedures. Ensure compliance with employment laws, alignment with memorandums of understanding, and integration of HR best practices.

*Duration: 3 months*

*Deliverables:* updated policies that are legally compliant, easy to implement, and designed to enhance organizational efficiency.

## Estimates\*

### Task 1: Comprehensive General HR Consultation and Administration Services

10 hours/ week	\$97,968/year
20 hours/ week	\$195,936/year
Or on-call services	\$157/hr

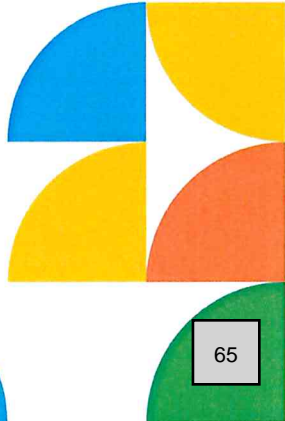
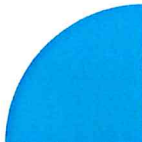
### Task 2: Human Resources Needs Assessment and Workplan

\$30,000

### Task 3: Updated Personnel Policies and Procedures

\$10,000

\* You will only be billed for actual hours worked, and will receive an itemized invoice each month outlining the services performed. If any travel or onsite work is required, travel costs will be invoiced at cost with no markup.



# Assumptions

RGS cost estimates, rates, and scope assume: Services contracted take place in 2024 and in the first half of 2025 General HR services included in this project estimate will be capped at agreed number of hours per week. City to make staff, documents, and records available for assessment. RGS will deliver the assessment report to the City Manager.

RGS is also available and willing to perform additional on-call work for the City at hourly rates on an as-needed basis upon a request by the City.

# Hourly rates

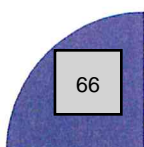
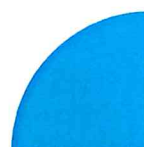
Title	Hourly Rate
Agency Executive	\$216
Strategic Services Consultant	\$186
Senior Advisor	\$157
Advisor	\$135
Technical Specialist	\$119
Administrative Specialist	\$106

# Project staffing approach

RGS staff prides itself on its ability to work collaboratively with appropriate stakeholders to deliver accurate, professional products and services within reasonable timelines, meet deadlines, and provide clear, honest, and effective communications, all of which help to promote good relations throughout our partnership. RGS Advisors will be reasonably available to perform services during the normal work week and within the agreed upon schedule.

Advisors work through various remote access technologies and, when needed, onsite to deliver services to partner agencies, reducing overhead and expanding our ability to provide high-quality services throughout the state.

RGS delivers HR Management Services through a team of Advisors. For City of Rio Dell, the core team will consist of a lead advisor who will carry out activities to develop HR systems, resolve HR issues, and ensure timely delivery of HR functions. This HR Advisor will serve as the City's primary service provider and point of contact, and will identify, prioritize, and resolve or recommend resolutions actions regarding employment-related issues.



# Our Team



Fanni Acosta  
*Strategic Services Consultant*  
HR Services Lead  
Project oversight

Fanni joined RGS as the Human Resources Service Line Lead in 2024. Fanni has over twenty years' experience in both private and public sector human resources. She oversees the human resources service teams and manages projects as well as delivering HR services to RGS partner agencies. Fanni has a master's degree in counseling and human relations and a bachelor's degree in management. She is bilingual in English and Spanish.



Cherie Johnson  
*Senior Advisor*  
Project lead

Cherie joined RGS in 2022. She has led assessments and major projects for RGS partner agencies. Prior to joining RGS, Cherie has had nearly twenty years of HR experience. Her areas of expertise include employee engagement, interest-based labor relations, conflict resolution, organizational efficiency, policy/contract administration, and risk management. Cherie has a master's degree in organizational psychology with an emphasis on mediation and conflict resolution.



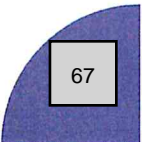
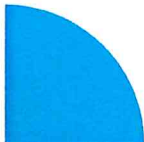
Susanne St. Claire  
*Advisor*  
Policy and Procedures

Susanne St. Clair joined RGS in 2015. She has revised and written personnel policy handbooks. Susanne has over thirty years' experience in HR management. Her areas of expertise include recruitment, training, human resources analysis, labor relations, policy and procedure development, and classification and compensation studies. Susanne has a bachelor's degree in psychology and a Juris Doctorate (J.D.).

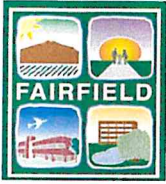


Judy La Porte  
*Advisor*  
Project support

Judy joined RGS in 2019. Her expertise includes HR, labor relations and negotiations, risk management, finance, information technology, management, and project oversight. Judy has over twenty years of senior level management experience in public sector agencies. Prior to joining RGS, Judy served in senior management positions in county, city and special district government, and has experience as an executive recruiter for public agencies. Judy has a bachelor's degree in business administration.



# References



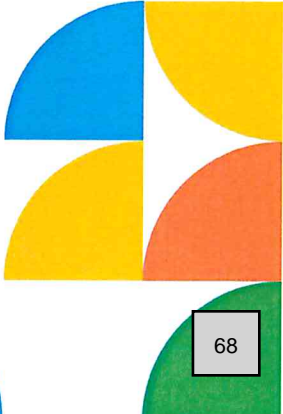
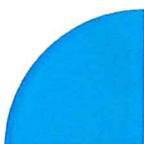
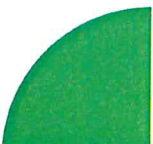
City of Fairfield  
Farbod Pirouzmand, Human Resources Director  
FPirouzmand@fairfield.ca.gov  
707-428-7397



City of Hercules  
Dante Hall, City Manager  
DHall@herculesca.gov  
510-799-8200



Ironhouse Sanitary District  
Jean-Marc Petit General Manager  
Petit@isd.us.com  
925-625-2279






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

**For the Meeting of November 5, 2024**

Consent Item;  Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: October 23, 2024

Subject: Vacation Dwelling Unit Regulations – Appeals. Ordinance No. 409-2024 amending Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) Vacation Dwelling Unit Regulations appeal period to be consistent with the appeal provisions identified in Section 17.35.060 of the RDMC.

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**Recommendation:**

That the City Council:

1. Allow staff to briefly review Ordinance No. 409-2024 amending Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) Vacation Dwelling Unit Regulations appeal period to be consistent with the appeal provisions identified in Section 17.35.060 of the RDMC; and
2. Open public comment and receive comments from the public; and
3. Close public comment; and

4. Approve and adopt Ordinance No. 409-2024 amending Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) Vacation Dwelling Unit Regulations appeal period to be consistent with the appeal provisions identified in Section 17.35.060 of the RDMC

### Discussion

As reported at the City Council meeting of October 15, 2024 staff recently discovered what we believe to be an error in the Vacation Dwelling Unit regulations regarding appeals. The codified language, Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) states that appeals may be filed within 30 days following approval. When the Ordinance was crafted, staff intended that the appeal period be 10 days, which is consistent with Section 17.35.060 of the Rio Dell Municipal Code. Copies of both provisions are below.

#### 17.30.360(4) Appeals.

(a) Except as provided in subsection (4)(b) of this section, within **30 days** following the decision of the Director on a vacation dwelling unit permit application, the decision may be appealed to the Planning Commission by the applicant or any property owner located within 100 feet of the vacation dwelling unit property. An appeal shall be filed with the City Clerk and state specifically wherein it is claimed there was an error or abuse of discretion by the Director. Notice of the date, time and place of an appeal to the Planning Commission shall be provided to all property owners located within 100 feet of the vacation dwelling unit property at least 10 days prior to the appeal meeting.

(b) The decision of the Director to deny the annual permit renewal may be appealed to the Planning Commission solely by the applicant. **The appeal must be filed within 10 days of the date of denial.**

#### 17.35.060 Appeals.

(1) The City Manager or any person aggrieved by an action of the Planning Commission may take an appeal to the City Council by filing a notice of appeal with the City Clerk and with the Planning Commission within **10 days** of the action of the Planning Commission. The City Manager is authorized to submit appeals without any further pre-submittal

action by the City Council. The notice of appeal filed with the City Clerk shall be accompanied by a filing fee adopted by resolution of the City Council. No filing fee shall be required for any appeal filed by the City Manager. Upon receipt of the notice of appeal, the Planning Commission shall transmit to the City Council all the papers constituting the record upon which the action appealed from was taken.

Again, staff is recommending that the Vacation Dwelling Unit regulations appeal period be amended to be consistent with the appeal provisions identified in Section 17.35.060 of the RDMC.

**CEQA:**

This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), in that it can be seen with certainty that there is no possibility that the minor text amendment may have a significant adverse effect to the environment.

**Attachments:**

Attachment 1: Ordinance No. 409-2024 amending Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) Vacation Dwelling Unit Regulations appeal period to be consistent with the appeal provisions identified in Section 17.35.060 of the RDMC.

**ORDINANCE NO. 409-2024**



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
AMENDING SECTION 17.30.360(4) OF THE RIO DELL MUNICIPAL CADE (RDMC)  
VACATION DWELLING UNIT REGULATIONS APPEAL PERIOD TO BE CONSISTENT  
WITH THE APPEAL PROVISIONS IDENTIFIED IN SECTION 17.35.060 OF THE RDMC.**

**THE CITY COUNCIL OF THE CITY OF RIO DELL ORDAINS AS FOLLOWS:**

**WHEREAS** staff recently discovered what is believed to be an error in the Vacation Dwelling Unit regulations regarding appeals; and

**WHEREAS** the codified language, Section 17.30.360(4) of the Rio Dell Municipal Code (RDMC) states that appeals may be filed within 30 days following approval; and

**WHEREAS** when the Vacation Dwelling Unit Ordinance was crafted, staff intended that the appeal period be 10 days, which is consistent with the appeal provisions of Section 17.35.060 of the Rio Dell Municipal Code; and

**WHEREAS** the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment under Title 14 of the California Code of Regulations, Section 15061(b)(3). No further environmental review is necessary.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Council of the City of Rio Dell does hereby ordain as follows:



**Section 1.**

Section 17.30.360(4) of the Rio Dell Municipal Code is hereby amended as follows:

(4) Appeals.

(a) Except as provided in subsection (4)(b) of this section, within ~~30~~ 10 days following the decision of the Director on a vacation dwelling unit permit application, the decision may be appealed to the Planning Commission by the applicant or any property owner located within 100 feet of the vacation dwelling unit property. An appeal shall be filed with the City Clerk and state specifically wherein it is claimed there was an error or abuse of discretion by the Director. Notice of the date, time and place of an appeal to the Planning Commission shall be provided to all property owners located within 100 feet of the vacation dwelling unit property at least 10 days prior to the appeal meeting.

(b) The decision of the Director to deny the annual permit renewal may be appealed to the Planning Commission solely by the applicant. The appeal must be filed within 10 days of the date of denial.

**Section 2. Severability**

If any provision of the ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

**Section 3. Limitation of Actions**

Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

**Section 4. Effective Date**

This ordinance becomes effective thirty (30) days after its approval and adoption.

**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 October 15, 2024, 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 November 5, 2024, 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 foregoing to be a full, true and correct copy of Ordinance No. 409-2024 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on November 5, 2024.

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