



RIO DELL CITY COUNCIL AGENDA

CLOSED SESSION – 5:00 P.M.

REGULAR MEETING - 6:00 P.M.

TUESDAY, JUNE 03, 2025

City Council Chambers
675 Wildwood Avenue, Rio Dell

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Zoom Public Comment:

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

A. CALL TO ORDER

B. ROLL CALL

C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. 2025/0520.01 - **Conference with Labor Negotiator** – Agency Negotiator: City Manager – Employee Organizations: Rio Dell Employees Association, Rio Dell Police Officers Association and all Contract Employees – Under Gov't Code §54957.6

D. PUBLIC COMMENT REGARDING CLOSED SESSION

E. RECESS INTO CLOSED SESSION

F. RECONVENE INTO OPEN SESSION

G. ORAL ANNOUNCEMENTS

H. PLEDGE OF ALLEGIANCE

I. CEREMONIAL MATTERS

J. PUBLIC PRESENTATIONS

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

K. CONSENT CALENDAR

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

- [1.](#) 2025/0603.02 - Approve Minutes of the May 20, 2025 Regular Meeting **(ACTION)** - Pg. #4
- [2.](#) 2025/0603.03 – Approve Minutes of the May 27, 2025 Special Meeting **(ACTION)** - Pg. #20
- [3.](#) 2025/0603.04 – Approve Appointment of Ken Davis to the Nuisance Advisory Committee **(ACTION)** - Pg. #25
- [4.](#) 2025/0603.05 - Approve Resolution No. 1634-2025 Adopting a List of Projects for FY 2025-26 Funded by SB1 – The Road Repair and Accountability Act of 2017 **(ACTION)** - Pg. #28

- [5.](#) 2025/0603.06 - Approve Resolution No. 1635-2025 Adopting Billable Rates for Staff Time for FY 2025-26 **(ACTION)** - Pg. #31
- [6.](#) 2025/0603.07 - Approve Resolution No. 1636-2025 Amending Gann Appropriations Limit for FY 2025-26 **(ACTION)** - Pg. #34
- [7.](#) 2025/0603.08 - Approve the Purchase of One Ford F-150 Police Vehicle and One Ford F-250 Public Works Vehicle **(ACTION)** - Pg. #41
- [8.](#) 2025/0603.09 – Adopt List of City Council Priorities for FY 2025-26 **(ACTION)** - Pg. #49
- [9.](#) 2025/0520.10 - Approve the Façade Improvement Program Round 3 for FY 2025-26 **(ACTION)** - Pg. #55
- [10.](#) 2025/0603.11 - Approve Resolution No. 1637-2025 Adopting Cross Connection Control Policy Related to Drinking Water **(ACTION)** - Pg. #65

L. ITEMS REMOVED FROM THE CONSENT CALENDAR

M. REPORTS/STAFF COMMUNICATIONS

- [1.](#) 2025/0520.12 - City Manager/Staff Update **(RECEIVE & FILE)** - Pg. #67

N. SPECIAL PRESENTATIONS/STUDY SESSIONS

- [1.](#) 2025/0520.13 – Presentation – Adoption of FY 2025-2026 Operating and Capital Budget **(DISCUSSION/POSSIBLE ACTION)** - Pg. #72

O. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

- [1.](#) 2025/0603.14 - Appointment of an Ad Hoc Committee Related to Economic Development **(DISCUSSION/POSSIBLE ACTION)**- Pg. #96

P. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- [1.](#) 2025/0603.15 - Introduction and First Reading (by title only) of Ordinance No. 417-2025 Banning the Sale of Nitrous Oxide in the City of Rio Dell **(DISCUSSION/POSSIBLE ACTION)** - Pg. #104

Q. COUNCIL REPORTS/COMMUNICATIONS

R. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, June 17, 2025 at 6:00 p.m.*

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
MAY 20, 2025**

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

ROLL CALL: Present: (Closed Session) Mayor Garnes, Mayor Pro Tem Carter, Councilmembers Wilson and Woodall, City Manager Knopp and Charley Howard from RGS.

Absent: Councilmember Orr (excused)

Present: (Regular Meeting) Mayor Garnes, Mayor Pro Tem Carter, Orr, Wilson, and Woodall

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

Absent: Community Development Director Caldwell (excused)

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

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

PUBLIC COMMENT REGARDING CLOSED SESSION

No members of the public were present to comment.

RECESS INTO CLOSED SESSION

The Council recessed into closed session at 5:00 p.m. with City Manager Knopp and Charlie Howard from Regional Government Services (RGS) (Zoom) to discuss the above-listed matter.

ORAL ANNOUNCEMENTS

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

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

CEREMONIAL MATTERS

Certificate of Recognition to Shanailly Hammonds

MAY 20, 2025 MINUTES
Page 2

Chief Phinney said that it was his pleasure tonight to introduce Shanailly Hammonds and present him with a Certificate of Recognition on behalf of the City of Rio Dell and the Rio Dell Police Department for his courageous and selfless actions during a residential fire that occurred at 1083 Riverside Drive on May 8, 2025. Upon discovering the fire, Mr. Hammonds took immediate and decisive action, entering the burning residence without regard for his own safety and rescuing a male occupant, who may not have survived without his intervention. He said his actions exemplify the highest standards of civic responsibility, valor, and humanity.

Chief Phinney then presented Mr. Hammonds with an Official Commendation for his heroic conduct and outstanding service to the community. Mr. Hammonds accepted the commendation and received a warm round of applause.

Proclamation in Honor of Older Americans Month

Mayor Garnes read a Proclamation in honor of Older Americans Month and presented it to Maggie Kraft, Executive Director of Area I on Aging.

She introduced HICAP Manager Rosana Bruhnke, who was present to briefly explain what they do to help people, especially those on Medicare and Medical, to make sure they receive the services they need to remain independent.

Ms. Bruhnke provided some statistics and said that in 2024, they helped enroll 2,076 people in Humboldt County and identified savings of almost \$1.7 million in drug prescription plans and other supplemental insurance plans. Rio Dell recipients saved \$35,000 during that same period.

Ms. Kraft noted that they are currently looking for private office space that they can utilize now and then in or near Rio Dell and asked if there was anyone who has available space to please let them know, especially for use during open enrollment, which is October- December.

PUBLIC PRESENTATIONS

Mayor Garnes invited public comment on non-agenda matters.

Sharon Wolfe addressed the Council and said that she appreciated the Proclamation for Older Americans Month and that she was looking forward to their Elder Justice Summit because they do an amazing job with that. She encouraged anyone who can to attend, as they provide a lot of good information.

She also noted that in addition to May being Older Americans Month, it is also May revision to the Governor's Budget. As everyone knows, the state has had a multi-year huge budget deficit, and when the May revised budget came out, one of the first things that came out to help cut the deficit was to go after seniors. She explained that the Medical Asset Test Limit for seniors was set originally in 1989 with a \$2,000 limit for an

MAY 20, 2025 MINUTES
Page 3

individual and \$3,000 for a couple. The elimination of the of the Asset Test was done in two phases raising the limit in 2022 to \$130,000 for an individual and on January 1, 2024, they eliminated the asset test entirely. Then on May 14, 2025, they pulled it back to the 1989 level of \$2,000.

She noted that she is watching the budget hearings, and this vicious cut is barely making the press and definitely not getting the attention it needs. She encouraged the Councilmembers, as elected officials, to try to lobby and speak up to protect seniors with this particular benefit.

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

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

- 1) Minutes of the May 6, 2025, Special Meeting;
- 2) Minutes of the May 6, 2025, Regular Meeting;
- 3) Approve Resolution No. 1632-2025 Amending and Adopting the City Master Salary Schedule; and
- 4) Receive and File the Check Register for April.

The motion carried 5-0.

REPORTS/STAFF COMMUNICATIONSCity Manager/Staff Update

City Manager Knopp highlighted the staff update and directed the Council's attention to the latest design for the CalFire Headquarters project in Rio Dell. He noted that he attended a public scoping meeting and Notice of Preparation at the Rio Dell School on May 14th related to the Environmental Impact Report (EIR).

He also reported that the Earthquake road repair work is almost completed for Eeloa, Fern, and Riverside, and expects the repaving of Elm Street to start before the end of the month.

In addition, the water line replacement project is expected to ramp up over the next two weeks and could include three or four separate crews working on separate locations at the same time. He urged the public to expect roadway delays and short interruptions in water service and asked citizens to be patient as this project gets underway.

He reported that the official opening of the Eel River Trail will occur on June 10th from 10:30 a.m. to noon, with the guests of honor being the students from the Rio Dell Elementary School.

MAY 20, 2025 MINUTES
Page 4

Mayor Garnes asked if a notice would be put on the electronic message board to notify residents of possible water service interruptions.

City Manager Knopp said that the contractor is responsible for notifying residents in neighborhoods where work is being done.

Mayor Pro Tem Carter highlighted the fact that there were zero cats transported to Miranda's Rescue and that there hadn't been any transported for a while, even though it is peak kitten season. She also noted that one of the two dogs transported was a surrender, and asked what were other animal control-related.

Chief Phinney said that typically, the calls are for animals running at large or noise complaints related to barking dogs.

Councilmember Wilson commented on the paving of Eeloa Ave. and said the contractor did an excellent job, and asked if the work was 75% grant-funded by CalOES.

City Manager Knopp explained that under the California Disaster Assistance Act (CDAA), the project is eligible for 75% reimbursement, but the remaining 25% reimbursement is not guaranteed. He said that the City is required to pay 100% upfront, wait for the 75% reimbursement, then apply for the remaining 25%. The 25% cost share was estimated at \$25,000.

Councilmember Orr thanked Water/Roadways Superintendent Jensen for another two weeks of going above and beyond in the Public Works Department.

Councilmember Woodall thanked Fire Chief Wilson and the Fire Department for their quick response to the recent residential fire and for everything the Fire Department does for the community

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/STUDY SESSIONSCity Council Priority Setting Session for FY 2025-2026

City Manager Knopp provided a staff report and said that each year during the budget process, councilmembers are asked to discuss individual priorities and develop the collective priorities of the City Council for the coming year.

He reviewed the summary chart from the last five years of City Council priorities and asked the councilmembers to write down a list of their top five priorities for the 2025-2026 fiscal year.

The individual priorities for FY 2025-2006 were as follows (in no particular order of importance):

MAY 20, 2025 MINUTES
Page 5

Mayor Garnes

- Police Department Staffing/Organization
- Code Enforcement
- Parks/Open Spaces
- Economic Development
- Public Safety

Mayor Pro Tem Carter

- Parks
- Code Enforcement
- Public Works Infrastructure
- Public Safety
- Community Development (Holistic Approach – City, Fire District, School, Resource Center)

Councilmember Orr

- Public Works
- Police Department Staffing & Retention
- Nuisance Abatement & Universal Collection
- Beautification & Occupation of Businesses on Wildwood
- Juvenile Involvement in City Government/Rio Dell's Future

Councilmember Wilson

- Meat Processing Plant at Former Eel River Sawmill Site
- Community Development – Downtown Business District
- Earthquake Repairs – Red Tag Structures
- Law Enforcement Recruitment
- Public Works Employee Retention

Councilmember Woodall

- Finance – Closeout of Infrastructure Projects
- Police Department Staffing – 24-Hr. Coverage
- Code Enforcement
- Public Works
- Main Street – Budget for Refurbishing Median

MAY 20, 2025 MINUTES
Page 6

Alex Calderon, from Neighborhoods Barber Shop, addressed the Council and said that the common denominator seems to be staffing and that there is not enough policing. He noted that there is grant money out there for technology and suggested the City look into closed-circuit TV for monitoring open public spaces and perhaps hire someone more proficient in technology to relieve some of the pressure off the officers. He also suggested the use of drones as a method to reduce crime. He emphasized the need to take advantage of available technology grants.

The Council agreed to schedule a special study session before May 28th to further discuss City Council priorities and have the collective priorities presented to the City Council at the June 3, 2025, regular meeting for approval.

Proposed Staffing Changes for FY 2025-2026

City Manager Knopp provided a staff report and explained that the City reviews its staffing structure annually as part of the budget development process. He referred to the Position Allocation Table and Organizational Chart, outlining all authorized full-time equivalent (FTE) positions for the upcoming fiscal year and highlighting proposed changes from the current year's allocation. The net change across all positions represented a decrease in FTE positions by .9 for the upcoming fiscal year.

A summary of significant changes included the addition of one full-time Community Services Officer (CSO), currently funded by Measure Z (for one year); the deletion of the part-time Records Technician; the deletion of one .5 part-time Police Officer Reserve position and one .65 part-time Police Officer Reserve position, (with a .25 Police Officer position retained); and elimination of the Public Works Leadman with the reassignment to a Utility Worker position.

City Manager Knopp noted that the addition of a second Community Services Officer (CSO) would allow for greater cross-training and succession planning both in the field and in the office. He said that the Police Department currently consumes 73% of the General Fund budget, and with the recommended staffing changes, it would be reduced to 70%.

Mayor Pro Tem Carter asked if the elimination of the Records Technician position and the addition of another Community Services Officer (CSO), would allow for the same or more open office hours.

Chief Phinney indicated that with two CSO's working a normal shift of 9-5, he could almost guarantee there would always be coverage, so the office would be open during normal office hours.

Mayor Pro Tem Carter asked if adding a second CSO would enable a more pro-active approach to code enforcement rather than on a complaint-type basis.

MAY 20, 2025 MINUTES
Page 7

Chief Phinney commented that the current SCO has made a great effort in addressing the code enforcement issues and today did an abatement on Third Ave. With a second CSO, they would be able to make a significant impact in the community to get neighborhoods cleaned up.

Mayor Pro Tem Carter asked Chief Phinney if he felt that having a second CSO would be more of a support system for sworn officers, considering that the City is having difficulty recruiting police officers.

Chief Phinney explained that a CSO has a wide array of duties they can perform and can do almost everything a sworn officer can do except make an arrest or obviously carry a gun. As a result, they can be out in the community backing up officers and assisting with collecting evidence.

Mayor Pro Tem Carter asked if either/or both CSO's would need to stay together, be with another officer, or work independently.

Chief Phinney said that it would depend on the situation and whether the CSO would need an officer present for safety reasons.

Councilmember Woodall asked who determined that a CSO was more important to the community than a sworn officer when the Measure Z funding application was presented.

Chief Phinney said that he made the decision to go for a CSO because he knew Measure Z funding would not be approved for a sworn officer position, because the City could not even fill the two vacant officer positions. He said that he knew he could fill the CSO position, and they agreed.

Councilmember Woodall asked if the office would be staffed the same or more hours, and the answer was yes.

She then asked if the CSO's would be working the same shifts rather than staggering the hours.

Chief Phinney said that the intent as of now is to have them both working Monday through Friday, but once training is completed with the new CSO, he would definitely be open to having staggered hours for better coverage.

Councilmember Woodall pointed out that the CSO would need to assume the duties of the Records Technician at 40 hours/week rather than 32 hours/week but at a higher rate of pay and with a CSO in the office full time, there won't be a lot of extra time to help with code enforcement.

Chief Phinney explained that there is a lot that goes into the CSO position behind the scenes. A normal abatement requires the CSO to be in the office documenting, writing

MAY 20, 2025 MINUTES
Page 8

letters, processing search warrants, and processing fund reimbursements so there is lot of in-office duties that are already being done that will coincide with the Records Technician duties. He noted that those duties will be shared within the department.

Councilmember Woodall noted that the CSO would need to be more familiar with the California Building Code and the Health & Safety Code in addition to the City's Zoning Regulations. She then pointed out that the cleaning of City Hall was currently being done by the Records Technician and asked who would be providing the cleaning service.

Chief Phinney said that it would be highly unusual for a CSO in any city to be familiar with the Building Codes.

City Manager Knopp said that the CSO's would not be assuming the cleaning of City Hall, and it would need to be addressed as a separate issue.

Councilmember Woodall agreed that if the City is going to have two CSO's, they needed to move away from handling code enforcement on a complaint-type basis and to be more pro-active and more efficient.

She asked if the CSO's applicants would be informed that the position would only be grant-funded for one year, and if the background process had started on any of the applicants.

Chief Phinney indicated that the applicants would be informed of the grant funding and said that a precautionary background check was done on one of the applicants, and interviews were scheduled with a number of applicants.

Councilmember Woodall said that when the position was first established by the City Council, the position was for a Code Enforcement/Animal Control Officer and asked how and when the job title was expanded to Community Services Officer.

City Manager Knopp explained that the position has always included numerous roles and responsibilities including acting as a Community Services Officer in addition to Code Enforcement and Animal Control activities.

Councilmember Wilson asked if the City would be contracting out for janitorial services.

City Manager noted that the service has been contracted in the past and may be necessary in moving forward.

Councilmember Wilson noted that the Records Technician position was funded by Measure Z up until the last two years and asked if staff's hope was to get that funding back. Also, if the CSO position does not receive Measure Z funding next year, will that position continue and be funded by the General Fund?

MAY 20, 2025 MINUTES
Page 9

City Manager Knopp said that it has always been a struggle to pull down Measure Z money to fund the Records Technician position. Regarding funding the second CSO position after the first year, all options would be on the table, but the plan is to keep that position. He said that there have been police officer positions in the budget that were not able to be filled and what staff is trying to do from a management perspective is to maximize the department's ability to deliver services; everything from code enforcement to nuisance abatement to animal control and create a more efficient package in moving the department forward. He said the Police Officers Association is endorsing the reorganization as proposed, and as police officer positions become more difficult to fill, more CSO positions may need to be filled to help bridge the gap.

He pointed out the importance of having administrative staff cross-trained to allow for vacations, sick leave, or separations of employment. Whereas, right now, if the current CSO left with no succession plan in place, someone would be coming in from scratch and it could take up to a year to be fully trained.

He said that there have been conversations with multiple Police Chiefs regarding what is the best configuration for the police department and they have been in agreement that this reorganization needs to occur.

Councilmember Wilson said that there are a lot of unknowns and duties that the Records Technician did that the police officers would have to assume such as taking the vehicles in for service, which would take them off the streets.

Chief Phinney said that the work load would be split between all staff with the CSO's taking the lions share of the responsibilities however, there are things like vehicle maintenance that will get assigned to an officer as a collateral duty which is normal in most departments.

Councilmember Wilson commented that Rio Dell is a small city with limited resources but understands the importance of having institutional knowledge and people who are cross-trained.

Mayor Garnes asked Water/Roadways Superintendent Jensen if elimination of the Public Works Leadman position would work for the Public Works Department.

Water/Roadways Superintendent Jensen said that it would allow for better cross-training and efficiency with specific duties being delegated to individuals with a specific skill set and supported the change.

Mayor Garnes then asked Chief Phinney if the CSO position was an open hire or if someone had already been selected.

MAY 20, 2025 MINUTES
Page 10

Chief Phinney said that the position had not yet been filled and that there were many qualified applicants noting that he would not be sitting on the interview panel to fill the position.

Mayor Garnes commented that the police department reorganization idea has been in the works for a while and asked Chief Phinney how it was presented to him.

Chief Phinney said that he heard about the proposed reorganization before arriving at the city and more recently he and the City Manager had conversations about it. The discussion was not about the current employee filling the position but the position and the benefit to the City.

Mayor Garnes asked who does the paperwork for the CSO.

Chief Phinney responded that the majority of the paperwork is done by the CSO with some assistance from the Records Technician.

Councilmember Orr commented that it seemed odd that someone other than the person driving the vehicle would be responsible for inspecting and maintaining that vehicle,

Chief Phinney explained that everybody is responsible for maintaining their own vehicle. What happens is the Records Clerk schedules routine maintenance for the vehicles. If the vehicle needs mechanical repairs, then they will reach out to a shop and schedule a time to drop the vehicle off.

Councilmember Orr asked if the City were to continue to maintain the unfunded CSO position, if it would encumber from hiring potential police officer positions by pulling funds away budgeted for officer positions.

City Manager Knopp said that the overall trend has been that Rio Dell cannot compete with other jurisdictions when recruiting for police officers, but those salaries are budgeted separately.

Mayor Garnes asked if there were any prospects in filling the police officer positions.

Chief Phinney indicated that there was one potential lateral candidate interested in the position and they would be looking at candidates in the next academy starting June and will be making early visits to try and recruit from this academy.

Mayor Garnes called for public comment on the proposed staffing changes.

Bridget Vaile addressed the Council and said that the current Records Technician works 32 hours a week, and the new CSO would work 40 hours a week so the department would only be gaining 8 hours a week for services and paying someone at a much higher rate of pay. She said that it is her understanding that the Records Clerk is

MAY 20, 2025 MINUTES
Page 11

the lowest paid person in the City so eliminating that position is concerning as a taxpayer. In addition, the new CSO would not be providing cleaning services that the Records Technician currently provides so the City would need to contract with a cleaning service which will cost even more money.

She pointed out the Records Technician has been working in that position for 9 years and has done an amazing job, manning the police department lobby and is very friendly and very welcoming. Since the City is already paying for that position, why not continue since the CSO position is funded by Measure Z. She said that hiring a second CSO is great but the Records Technician position should not be eliminated.

She strongly urged the City Council to reconsider their decision and asked what the point would be to have a CSO sit in the office for 40 hours a week if her job is to assist the other CSO and the officers. She pointed out that if the CSO position is only covered by Measure Z for one year, then it would cost even more to retain that position after Measure Z funding expires.

Mayor Garnes asked if there was any additional public comment or emails.

City Clerk Dunham said that there were two public comments received via email, which she then read. (Attached to these minutes as Attachments 1 and 2).

Councilmember Wilson commented that the CSO position is only funded by Measure Z for one year, so after that, the General Fund would have to pick up that cost. Since the Records Technician position is already budgeted, the funding would be in a neutral position by keeping the Records Technician position another year, and the Council would not be making a rash decision. He said the current employee has been here for 9 years and has valuable institutional knowledge and skill set. He suggested retaining the Records Technician position for another year and revisiting the position allocations after Measure Z expires.

Mayor Pro Tem Carter commented that although the Chief hasn't been here long, she was impressed with his performance and he has been extremely responsive to the community, and has been open to any programs proposed by the Community Resource Center. She said that it is obvious to her that he takes the job seriously and cares about the community, and wants to leave his mark here. She said that it is his department and he and the Police Officers Association both support the reorganization, and she is inclined to support the Chief's decision and will vote in support of the staff's recommendation.

A motion was made by Carter/Orr to approve the staffing changes for Fiscal Year 2025-2026 as outlined in the Position Allocation Table and Organizational Chart as proposed. Motion carried 3-2, with Councilmembers Wilson and Woodall dissenting.

COUNCIL REPORTS/COMMUNICATIONS

MAY 20, 2025 MINUTES
Page 12

Mayor Pro Tem Carter reported on recent meetings and events and said that she attended the League of California Cities Quarterly General Membership meeting in Lakeport on May 16th where they received a presentation from the Clear Lake Environmental Research Center with the focus on wildfire prevention. She said the presentation was a nice example of a small rural economically impoverished area working together with citizens in a positive way.

She announced that there would be a Nuisance Advisory Committee meeting tomorrow at 3:00 p.m, and the RREDC meeting was canceled due to the Memorial Day holiday. She also reported that she met with the Executive Director from Critters Without Litters and she commented that Rio Dell citizens are the luckiest people in the El River Valley because of the spay and neuter voucher program. She noted that when people bring in their pets with a voucher and it doesn't cover the entire cost, there are now other organizations that help pick up the remaining cost.

Mayor Pro Tem Carter also noted that she had received a lot of positive feedback from the community about the Eel River Trail.

Councilmember Woodall reported that the next Beautification, Walkability, and Pride Committee meeting would be held on May 30th and was excited to have a new member joining the committee.

Councilmember Orr reported on his attendance at the last HCAOG meeting and said that the hydrogen-powered bus was up and running, and that 10 more buses were ordered, and they are looking for potential locations around the County for hydrogen fueling stations.

Councilmember Wilson reported that he attended an HWMA meeting last week, and they discussed the budget and the cost of getting the Franchise Agreements updated. A special budget meeting was scheduled for May 28th to pull everything together.

He also reported that he would be attending a RCAC meeting tomorrow, and they would be taking a deeper dive into energy and where they are getting their power, and how it affects Humboldt County.

Mayor Garnes reported that she would be attending an HTA meeting on May 30th at 10:00 a.m. which is also "Hydrogen Fuel Cell Bus Media Day."

She said that she also attended the League of California Quarterly meeting in Lakeport and said the City of Lakeport received a grant for the Xabatin Community Park, which is amazing and includes a Ninja Gym and other incredible activities for kids. She encouraged the City to continue to look for grants, noting that anything the City can do to bring enjoyment to the community would be great.

MAY 20, 2025 MINUTES
Page 13

ADJOURNMENT

A motion was made by Carter/Orr to adjourn the meeting at 7:40 p.m. to the June 3, 2025, regular meeting. Motion carried 5-0.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk

Karen Dunham

From: Jolene Matthews <jolene.matthews@yahoo.com>
Sent: Tuesday, May 20, 2025 2:43 PM
To: Karen Dunham
Subject: As Public Comment per Council Comment Item # 02

Good Evening,

I hope this email finds you all well. I am writing in response to the recent news regarding the proposed elimination of the Records Clerk/ Code Enforcement position currently held by Sabrina Lumpkin. I would like to express my concern about this proposal and voice my support for retaining this essential position.

First, I'd like to provide some background to explain my familiarity with the responsibilities of this role and how it operates within the City of Rio Dell Police Department.

I was the first Community Service Officer (CSO) hired by the Rio Dell Police Department and had the opportunity to work closely with Mrs. Lumpkin during my time there. Though my tenure was brief, it was in-depth and gave me firsthand insight into the day-to-day procedures and routines she upholds.

I urge the council to reconsider this decision and reflect on how integral Mrs. Lumpkin is to the functioning of the police department. She has held this position for nine years—early a decade of dedicated service. Her role forms the backbone of the department, organizing and maintaining the many complex components of its records and operations.

Some of her many responsibilities include, but are not limited to, the following:

- **Canine Licensing:** Mrs. Lumpkin maintains the canine registration records for the entire city. She organizes a tracking system, follows up with dog owners, and schedules their registration appointments.
- **Non-Emergency Dispatch:** She serves as the first point of contact for all non-emergency calls to the police station. She quickly assesses each call and routes it to the appropriate personnel or resolves the inquiry herself. This includes handling calls from courthouse personnel and managing the flow of critical communications and records between the station and the courthouse.
- **Court Date Management:** She tracks court dates for officers and ensures that appointments are not missed.
- **Email and Task Management:** She monitors incoming emails and processes time-sensitive matters the station is responsible for addressing.
- **Committee Coordination:** Mrs. Lumpkin assists in organizing and tracking the meetings for both the Nuisance Advisory Committee and the Traffic Committee. During my time as CSO, she was instrumental in helping me prepare for and manage these meetings.
- **Fleet Maintenance:** She keeps records for the police vehicle fleet, schedules routine maintenance, checks for recalls, and ensures all vehicles are up to date.
- **Office Supply Management:** She maintains all office supplies and ensures smooth daily operations.

In addition to these administrative duties, Mrs. Lumpkin also handles janitorial responsibilities for both the Police Department and City Hall. She removes waste, cleans restrooms, and ensures the cleanliness of both facilities.

Mrs. Lumpkin understands the inner workings of this department. Her skill set, knowledge, and experience are what keep the department running smoothly behind the scenes.

I respectfully urge the council to take into account the breadth and importance of the responsibilities she currently manages and consider who will absorb these tasks if this position is eliminated.

If the goal of this elimination is to allocate funds for a second CSO position, I ask the council to consider: Will CSOs be focused solely on nuisance issues? If so, who will be responsible for the clerical and administrative functions of the police station? Will this new CSO position be expected to handle both nuisance enforcement and all of the Records Clerk's current duties?

During my time as a CSO, I found the role to be manageable as a single position. I was able to contact each nuisance property and move cases forward efficiently. When assistance was needed—for instance, in cases involving escaped livestock—an officer would step in. Otherwise, I handled the responsibilities independently, with Mrs. Lumpkin always available to support with paperwork or clerical tasks.

Wouldn't it make more sense to retain the Records Clerk position and expand its responsibilities to include support for nuisance issues? The Records Clerk could handle the clerical side of nuisance enforcement: organizing cases, documenting infractions, writing letters, mailing notices, and scheduling abatements.

Thank you for your time and thoughtful consideration of this matter.

Sincerely,
Jolene Matthews

Karen Dunham

From: Fred Grundman <grundmanguns@gmail.com>
Sent: Tuesday, May 20, 2025 4:06 PM
To: Karen Dunham
Subject: RIO DELL CITY COUNCIL , SABRINA LUMPKIN POLICE DEPT. CLERK

Good evening , Rio dell city council, it has come to our attention that Sabrina Lumpkin's position with the police department as clerk/code enforcement may be terminated . As a business owner in this city for many decades I can't express enough concern about this. I appreciate Sabrina Lumpkin taking our calls and handling important issues and applications with the Department of Justice with efficiency and speed , without a clerk the department would have to delegate these duties to others who are already busy with other tasks . please reconsider this action .

FRED GRUNDMAN owner GRUNDMAN'S SPORTING GOODS INC.
05/20/2025

**RIO DELL CITY COUNCIL
SPECIAL MEETING MINUTES
MAY 27, 2025**

Mayor Garnes called the Special Meeting of the Rio Dell City Council to order at 4:33 p.m.

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

Absent: Councilmember Orr (Excused)

Others Present: City Manager Knopp, Chief of Police Phinney, Water/Roadways Superintendent Jensen, Finance Director Sanborn, and City Clerk Dunham

Absent: Community Development Director Caldwell (Excused)

SPECIAL MEETING MATTERS

Adopt Resolution No. 1633-2025 Approving a Funding Agreement with the State Water Resources Control Board to Receive a \$1,490,550 Grant for the Project and Further Authorizing the City Manager to Act on the City's Behalf as the Authorized Agent to Carry Out the Responsibilities of the Funding Agreement

City Manager Knopp provided a staff report recommending adoption of the Resolution authorizing the City to enter into a funding agreement with the California State Water Resources Control Board (SWRCB) to receive \$1,490,550 in grant funding for the Painter Street Sewer Line Replacement Project.

The Painter Street Line Replacement Project involves upsizing the final connection into the wastewater treatment plant to eliminate recurring sanitary sewer overflows during storm events, and staff identified the project as a priority. Preliminary estimates indicated the total project cost would be approximately \$3 million. The \$1,490,550 grant represents the initial phase of funding, and staff would continue to secure additional grant funding to complete the entire project scope.

He noted that he hopes to have the project done in 2026, and the reason for the delay in the project is that the final budget approval process for the State of California takes in excess of six months, which potentially means that it is the end of the construction window.

Councilmember Wilson asked how the project is affected by not having all the funding secured at once.

City Manager Knopp explained that what staff is hoping to happen, is that once the State gets through the final budget approval process, they will appropriate more funding for the

MAY 27, 2025

SPECIAL MEETING MINUTES

Page 2

project. If there is no additional funding for the project, it will be next to impossible to do, as water and sewer funds are already allocated for other projects. He pointed out that this project is one of the State's high priorities for funding.

Councilmember Wilson questioned the timeline for the next phase of funding.

City Manager Knopp noted that once the State budget is approved, it would take them another 6 months to get to the next phase for possible funding.

A motion was made by Carter/Woodall to adopt Resolution No. 1633-2025 Approving a Funding Agreement with the State Water Resources Control Board to Receive a \$1,490,550 Grant for the Project and Further Authorizing the City Manager to Act on the City's Behalf as the Authorized Agent to Carry Out the Responsibilities of the Funding Agreement. The motion carried 4-0.

Provide Staff Direction on the Development of City Council Priorities for FY 2025-2026

City Manager Knopp provided a staff report and said that this is a continuation of the priority setting session from the May 20, 2025, regular meeting. He said that Councilmembers are asked to develop a list of five priorities that will then be collectively arranged and presented to the Council at the June 3, 2025, regular meeting.

He referred the Council to the draft minutes from the May 20, 2025, regular meeting outlining the individual priorities of each council member.

Staff continued with the traditional exercise of placing the individual priorities identified on colored post-it notes on a board under the associated subject matter. The results were as follows:

• Public Safety	-	8
• Economic Development	-	6
• Public Works	-	4
• Personnel	-	2
• Community Development	-	1
• Transparency	-	0
• Finance	-	1
• Planning/Building	-	1
• Other	-	3

City Manager Knopp pointed out that some of the items overlap into other categories and noted that Code Enforcement doesn't always involve public safety, and staff retention for the police department could either be listed under Public Safety or Personnel.

**MAY 27, 2025
SPECIAL MEETING MINUTES
Page 3**

Mayor Pro Tem Carter said that regarding Economic Development, instead of identifying it under one umbrella term, she suggested an Economic Development Ad Hoc Committee be reestablished to zero in on specific priorities, such as moving forward with the implementation of a commercial vacant building tax.

City Manager Knopp distributed to council members a copy of the ***City of Rio Dell Economic Development Ad Hoc Goals and Actions to Achieve Economic Development 2021.***

He reviewed the goals and objectives of the Ad Hoc as well as recent successes and the Immediate Action Plan (IAP). He commented on the success of the IAP and said that the Council needs to look at the next steps in developing an updated Economic Development Plan since the landscape has somewhat changed.

City Manager Knopp reviewed the summary chart of the priorities from the last five years as a very broad summary of the priorities.

Councilmember Woodall asked Water/Roadways Superintendent Jensen what he sees as priorities for the public works department.

Water/Roadways Superintendent Jensen identified staffing as a priority with reassignment of duties, the Painter Street Upsizing Project, and one new utility truck this year, followed by a new dump truck as funding is available. Some of the capital projects included the SCADA System, the Monument Water Line Project, the Water CIP, and 6 or 7 items related to wastewater.

Councilmember Woodall then asked Finance Director Sanborn what his priorities were for the finance department.

Finance Director Sanborn explained that the City received \$801,000 in American Rescue Plan Act (ARPA) funding, which could be spent on anything city-related. The City had until 12/31/24 to allocate the rest of those ARPA funds, which were approximately \$600,000, and the funding must be spent by 2026, identifying that as a priority to avoid returning the money. He said that with a new auditor on board, staff need to understand those needs and also close out grants without a hitch.

Councilmember Woodall asked City Manager Knopp what his priorities were for the City.

City Manager Knopp said that the City has always faced a sustainability question and how to get revenue into the City to accomplish projects that need to be done. The sludge dryer, as an example, has issues that have to be solved along with other important projects. The problem is that they all have a dollar amount attached to them, so fundamentally, the City

MAY 27, 2025
SPECIAL MEETING MINUTES
Page 4

has to have adequate revenue coming in to fund these projects. He identified staff retention as another concern.

He noted that the most disappointing thing is the loss of the Todd property for potential economic development opportunities. In terms of budget allocations, he thought the City was doing okay, but is concerned about the long-term trajectory of being able to afford a police department where expenses only increase. There is a strong desire of the community to increase the level of services, but the City does not have the tax revenues to expand the department. As such, the goal is to make small adjustments here and there as soon as possible to prepare for a potential economic decline or changes in the cannabis industry. He said he got the message loud and clear from the City Council from the time he started that public safety was a priority, but maintaining a small police department has been one of the City's biggest challenges.

In addition, Public Works has a number of deferred maintenance issues that go back for years, and the City is dependent on the State for grants; otherwise, not much can get accomplished, and the City is tapped out on what it can charge ratepayers.

He noted that the most progress over recent years was related to water, including the development of a backup water supply and the water infrastructure project, which is now underway.

City Manager Knopp said in terms of prioritization, one thing that should be considered is the recruitment of a full-time Public Works Director. He stressed the importance of having someone on staff to "birddog" and oversee projects.

He pointed out that the City has made progress on some of the City Council's top priorities and suggested the current focus be on big-ticket items.

Councilmember Woodall asked who typically searches for grants for the City.

City Manager Knopp indicated that sometimes it is the City Engineer or City staff. He noted that Community Development Director Caldwell spearheaded the effort for the ADA portion of the Eel River Trail Project through the Wildlife Conservation Board and that the City Manager wrote the Clean California Grant.

Councilmember Wilson commented that the Water and Sewer Department and the Police Department make the City run. He said that other cities have given up on the idea of having a police department, but the City Council doesn't want to do that, as it is not productive to have the Sheriff's Department handle public safety. It would not only be a financial burden to the City, but the Public Works Department would likely turn into a Community Services District (CSD).

MAY 27, 2025
SPECIAL MEETING MINUTES
Page 5

He emphasized that the cannabis industry is not coming back to what it was, at \$3,000 a pound. He said that the City should take any cannabis revenue that is there and face the fact that the industry is going away.

He pointed out that storefronts are boarded up all over Eureka, and they have an Economic Development Department that is larger than the entire Rio Dell staff. He said that unless the City brings in an Economic Development Specialist, nothing will change. He suggested spending funds to promote economic development in the meantime.

The consensus of the Council was to accept the top five priorities as noted above and to revisit the re-establishment of an Economic Development Ad Hoc Committee. Staff will bring the top five priorities back to the Council at the next meeting for final approval.

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Conference with Labor Negotiator - Agency Negotiator: City Manager – Employee Organizations: Rio Dell Employees Association, Rio Dell Police Officers Association, and All Contract Employees (Gov’t Code §54957.6)

The Council recessed into closed session at 5:20 p.m. to discuss the above matter.

The Council reconvened into open session at 5:57 p.m. Mayor Garnes announced that there was nothing to report out of closed session.

ADJOURNMENT

The special meeting was adjourned at 5:58 p.m. to the June 3, 2025, regular meeting.

Debra Garnes, Mayor

Karen Dunham, City Clerk



*675 Wildwood Avenue
Rio Dell, CA 95562*

TO: Rio Dell City Council

THROUGH: Kyle Knopp, City Manager

FROM: Karen Dunham, City Clerk

DATE: June 3, 2025

SUBJECT: Nuisance Advisory Committee Appointment

RECOMMENDATION

Approve appointment of Ken Davis as the third public member on the Nuisance Advisory Committee.

BACKGROUND AND DISCUSSION

The City Council, at their meeting of June 18, 2019, adopted Ordinance No. 376-2019 amending Section 8.10 of the Rio Dell Municipal Code, creating the Nuisance Advisory Committee. The Committee consists of up to two (2) members of the City Council, the City Manager, the Community Development Director, the Chief of Police, and at least two (2) and not more than four (4) members of the public.

With the former resignation of Jim Brickley, a vacancy exists for a public member.

A Notice of Vacancy was posted on January 21, 2025, and again on April 9, 2025, with the deadline for submittal of applications on May 6, 2025. The only application received was from Ken Davis.

ATTACHMENTS: Application for Committee/Board
Notice of Vacancy



PUBLIC NOTICE NUISANCE ADVISORY COMMITTEE NOTICE OF VACANCY

NOTICE IS HEREBY GIVEN, that one (1) vacancy exists on the following committee:

NUISANCE ADVISORY COMMITTEE

The City of Rio Dell is seeking applications from members of the public who wish to be considered to fill the existing vacancy. The Committee meets on the third Wednesday of each month at 3:00 p.m.

Applications may be obtained at and returned to:

City of Rio Dell
Karen Dunham, City Clerk
675 Wildwood Ave.
Rio Dell, CA 95562

Applications must be received by 5:00 P.M. **Thursday, May 1, 2025**. The new Commission appointment will be at the **May 6, 2025**, regular City Council meeting. Further information may be obtained by contacting the City Clerk at 764-3532 or dunhamk@cityofriodell.ca.gov.

Karen Dunham, City Clerk
Posted: April 9, 2025

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



APPLICATION FOR COMMITTEE/BOARD

NAME KEN DAVIS DATE 5-21-25

ADDRESS 167 GARDLAND HTS RD HOME PHONE 707-828-8429

RIO DELL, CA 95562 BUSINESS PHONE _____

I AM INTERESTED IN SERVING ON THE FOLLOWING COMMITTEE/BOARD:

NUISANCE

OCCUPATION RETIRED FROM HB/MWD (TREATMENT PLANT OPERATOR)

HOW LONG HAVE YOU LIVED IN RIO DELL? 8+ YEARS

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES CHARTER MEMBER

OF THE RIO DELL/SCOTT VALLEY KIWANIS
(NOT AN ACTIVE MEMBER)

ADDITIONAL PERTINENT INFORMATION/REFERENCES _____

EDUCATION B.A. in ANTHROPOLOGY

Please answer the following two questions:

Why are you interested in serving on this committee/board? I LOVE RIO DELL AND
I NOW HAVE THE TIME TO VOLUNTEER + HELP KEEP
OUR CITY GREAT!

What special talents, experience or education do you possess that will be useful in this position?

OVER 20 YRS EXPERIENCE IN MANAGEMENT
ALSO CUSTOMER SERVICE ORIENTED WORK THROUGHOUT THE
MAJORITY OF MY CAREER INVOLVING CONFLICT RESOLUTION

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



DATE: June 3, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Approval of Resolution No. 1634-2025 Adopting a List of Projects for Fiscal Year 2025-26 Funded by SB1 – The Road Repair and Accountability Act of 2017

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution 1634-2025 Adopting a List of Projects for Fiscal Year (FY) 2025-26 Funded by SB1 – The Road Repair and Accountability Act of 2017.

BACKGROUND AND DISCUSSION

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, was signed into law by the Governor in April 2017 to address deferred maintenance on the state highway and local street and road systems. The bill provides that funds shall be used for projects that include the following:

- Road Maintenance and Rehabilitation
- Safety Improvements
- Increasing access and mobility options on streets and trails

The City's Streets funds reserves have been declining for several years. Gas Tax revenues continue to decrease due to new technologies and better fuel efficiencies. SB 1 funds have added some additional revenues back to the City for street purposes. However, funding is still inadequate to support street improvement projects fully.

This is the ninth year funding will be received, and the City must adopt a project list by resolution annually to remain eligible for SB 1 funding. Each proposed project must include a title, description, location, schedule, and useful life. This step is also meant to allow for full transparency and accountability to ensure the public has full access to information on how their tax dollars are being invested. The guidelines require the list to be submitted to the California Transportation Commission by July 1 each year. The amount estimated from SB1 funds for FY 2024-25 for the City of Rio Dell is \$91,813.

ATTACHMENTS

Resolution 1634-2025



RESOLUTION NO. 1634-2025
ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY
SB 1 – THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of Rio Dell are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Rio Dell must adopt by resolution a list of all projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project’s completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Rio Dell will receive an estimated \$91,813 in RMRA funding in Fiscal Year (FY) 2025-26 from SB 1; and

WHEREAS, this is the ninth year in which Rio Dell is receiving SB 1 funding and will enable Rio Dell to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, Rio Dell has undergone a robust public process to ensure public input into our community’s transportation priorities/the project list; and

WHEREAS, the City of Rio Dell used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community’s priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Rio Dell maintain and rehabilitate City streets and roads throughout Rio Dell this year and similar activities into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that Humboldt County’s streets and roads are in “poor” condition and this revenue will help the City of Rio Dell increase the overall quality of our road system and over the next decade assist with bringing our streets and roads into a “good” condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials, and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Rio Dell, State of California, as follows:

- 1. The foregoing recitals are true and correct.
- 2. The following list of newly proposed projects will be funded in-part or solely with FY 2025-26 Road Maintenance and Rehabilitation Account Revenues:

Project Title: Rio Dell General Road Maintenance and Repairs FY 2025-26
Project Description: Road maintenance and rehabilitation, including procurement of road maintenance and rehab materials, Public Works equipment, Public Works staffing, and repair and servicing of Public Works equipment.
Project Location: Portions of Davis Street, Wildwood Avenue, and various City Streets.

Estimated schedule: Start on July 1, 2025, and completion will be June 30, 2026.

Estimated Useful Life: Three to ten years.

PASSED AND ADOPTED by the City Council of the Rio Dell on this 3rd day of June 2025 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

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



DATE: June 3, 2025

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Adopt Resolution 1635-2025 Approving Revised Billable Rates for Staff Time for Fiscal Year 2025-26 and Amending the Master Fee Schedule to reflect the new fees

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Adopt Resolution 1635-2025 Approving Revised Staff Billable Rates for Fiscal Year (FY) 2025-26, Rescinding Resolution 1606-2024, and Amending the Master Fee Schedule to Incorporate the New Fees.

BACKGROUND AND DISCUSSION

To ensure the City recovers the cost of providing services, the Finance Department is revising the FY 2024-25 billable rates to reflect council-approved changes in compensation and benefits.

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

Total Billable Rate: Hourly Rate + Hourly Rate (Benefit Cost % + Overhead %)

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

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

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

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

ATTACHMENT

Resolution 1635-2025 Approving Revised Billable Rates for Staff Time for Fiscal Year 2025-26



RESOLUTION NO. 1635-2025
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
APPROVING REVISED BILLABLE RATES FOR STAFF TIME FOR FISCAL YEAR
2025-26, RESCINDING RESOLUTION 1606-2024, AND AMENDING THE MASTER
FEE SCHEDULE TO INCORPORATE THE NEW FEES

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby adopt the following billable rates for staff time to ensure cost recovery on various services, activities, and projects, and amending the Master Fee Schedule to reflect the new fees as shown in Exhibit A.

BE IT FURTHER RESOLVED that resolution 1606-2024 approving the billable rates for staff time for fiscal year 2024-25 is rescinded.

PASSED AND ADOPTED by the City of Rio Dell on this 3rd day of June 2025.

Ayes:
 Noes:
 Abstain:
 Absent:

 Debra Garnes, Mayor

ATTEST:

 Karen Dunham, City Clerk

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

Exhibit A

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



DATE: June 3, 2025

TO: Honorable Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Resolution No. 1636-2025 Approving the Revised Gann Appropriations Limit for Fiscal Year 2025-26

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Adopt Resolution 1636-2025, approving the City of Rio Dell Gann Appropriation Limit for fiscal year (FY) 2025-26.

BACKGROUND AND DISCUSSION:

Voters approved Proposition 4, also commonly known as the Gann Initiative, in November of 1979 adding Article XIII B to the California Constitution. The Gann Initiative placed limits on the growth of expenditures for all public agencies. Division 9 of Title 1, Sections 7900-7914 of the Government Code were added to establish the process for calculating state and local agency appropriations limits and appropriations subject to limitation under Article XIII B of the California Constitution. These constitutional and statutory sections explain and define the appropriations limit and appropriations subject to limitation as they apply to state and local agencies and require that each entity of government formally adopt its appropriations limit each fiscal year. The calculations used to determine the City’s appropriations limit and the resolution adopting the limit are attached.

The Gann Appropriations Limit for the City of Rio Dell is:

FY 2025-26 Gann Appropriations Limit:	\$ 1,746,363
City of Rio Dell’s Amount Subject to Limit:	\$ 1,513,475
Amount Under Limit:	\$ 232,888

A jurisdiction may not exceed the appropriations limit unless there is a declared emergency and the funds are used for that purpose. By majority approval, the voters of a jurisdiction may increase the appropriations limit. The voter-approved override may not exceed four years.

ATTACHMENTS:

- Resolution 1636-2025 Approving Gann Limit
- City of Rio Dell FY 2025-26 Gann Limit Worksheet
- California Department of Finance Price Factor and Population Information



**RESOLUTION NO. 1636-2025
A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF RIO DELL
ESTABLISHING THE GANN APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2025-26**

WHEREAS, the voters of the State of California in November 1979 approved Proposition 4, commonly known as the Gann Initiative, which added Article XIII B to the California Constitution; and

WHEREAS, the provisions of that Article establish maximum appropriation limits, commonly called the “Gann Limits,” for public agencies, including California cities; and

WHEREAS, the City must establish a projected Gann Limit for the 2025-26 fiscal year in accordance with the provisions of Article XIII B and applicable statutory law;

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Rio Dell hereby adopts the Gann Appropriations limit of \$1,746,363 for fiscal year (FY) 2025-26 and declares that the applicable appropriations in the Budget for FY 2025-26 do not exceed the limit.

I HEREBY CERTIFY that the foregoing Resolution was duly introduced, passed, and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the 3rd day of June 2025 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

Appropriations Subject to Limitation City of Rio Dell FY 2025-26 Gann Limit Worksheet			
a)	FY 2024-25 Appropriations Limit (prior year)		1,644,319
	Calculation of FY 2025-26 Appropriations Limit		
	Annual Adjustment Factors:		
b)	Per Capita Personal Income	6.44%	
c)	City of Rio Dell Population Change OR	-0.71%	
d)	Humboldt County Population Change (whichever is greater)	-0.22%	
e)	Calculation: $(1 + .0644) \times (1 - .0022) =$		1.0620583
f)	FY 2025-26 Appropriations Limit (a x e)		1,746,363
g)	FY 2025-26 Estimated Tax Proceeds Subject to Appropriations Limit		
	Property Taxes	168,975	
	Property Tax In Lieu VLF	510,000	
	Sales & Use Taxes	597,000	
	Transient Occupancy Taxes	20,000	
	Transfer Taxes	7,500	
	Business License Taxes	10,000	
	Cannabis Tax	250,000	
	Total Tax Proceeds Subject To Limit (sum of g)		1,563,475
	FY 2025-26 Expenditures Exempt From Limit		
	City Hall Improvements	50,000	
h)	Total Expenditures Exempt From Limit		50,000
i)	FY 2025-26 Appropriations Subject To Limit (g - h)		1,513,475
j)	Under (Over) Limit (f - i)		232,888

May 2025

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code Section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2025, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2025-26. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2025-26 appropriations limit. Attachment B provides the city and unincorporated county population percentage change along with the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code Section 2228 provides additional information regarding the appropriations limit. Article XIII B, Section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2025.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE STEPHENSHAW
Director
By:

ERIKA LI
Chief Deputy Director

Attachment

May 2025

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2025-26 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2025-26	6.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2025-26 appropriation limit.

2025-26:

Per Capita Cost of Living Change = 6.44 percent
Population Change = 0.28 percent

Per Capita Cost of Living converted to a ratio:	$\frac{6.44 + 100}{100} = 1.0644$
Population converted to a ratio:	$\frac{0.28 + 100}{100} = 1.0028$
Calculation of factor for FY 2025-26:	$1.0644 \times 1.0028 = 1.0674$

FISCAL YEAR 2025-26**Attachment C****Annual Percent Change in Population Minus Exclusions*****January 1, 2024 to January 1, 2025 and Total Population January 1, 2025**

City	County	Percent Change 24-25	Population Minus Exclusions 1-1-24	Population Minus Exclusions 1-1-25	Total Population 1-1-25
Incorporated	Humboldt	0.36	62,966	63,191	63,346
County Total	Humboldt	-0.22	133,591	133,298	133,817

FISCAL YEAR 2025-26**Attachment B****Annual Percent Change in Population Minus Exclusions*****January 1, 2024 to January 1, 2025 and Total Population January 1, 2025**

City	County	Percent Change 24-25	Population Minus Exclusions 1-1-24	Population Minus Exclusions 1-1-25	Total Population 1-1-25
Arcata City	Humboldt	1.66	18,691	19,001	19,001
Blue Lake City	Humboldt	-0.70	1,144	1,136	1,136
Eureka City	Humboldt	0.00	25,966	25,967	26,122
Ferndale City	Humboldt	-0.44	1,367	1,361	1,361
Fortuna City	Humboldt	-0.38	12,245	12,198	12,198
Rio Dell City	Humboldt	-0.71	3,255	3,232	3,232
Trinidad City	Humboldt	-0.67	298	296	296
Balance of County	Humboldt	-0.73	70,625	70,107	70,471
Incorporated	Humboldt	0.36	62,966	63,191	63,346
County Total	Humboldt	-0.22	133,591	133,298	133,817

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



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

June 3, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorization of Resolution No. 1639-2025 Authorizing the Purchase of One Ford F-250 Utility and One Ford F-140 Police Responder

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1639-2025

Alternatively:

Amend or take no action.

BACKGROUND AND DISCUSSION

Included in the draft budget for FY25-26 is \$68,200 for the purchase of a police F-150. The current Ford Taurus models are over 8 years old and nearing the end of their useful service life. There is currently an estimated \$142,000 available on the General Fund Motor Pool fund for vehicle replacement. This fund is based on an internal cost allocation based on vehicle miles travelled. The cost is \$54,040 plus taxes, fees and upfit costs.

Also included in the draft budget for FY 25-26 is \$70,000 for the purchase of a Utility Truck for Public Works. The current model is over 20 years old and is failing. The cost of the acquisition will be split between Water and Sewer Capital accounts. The cost is \$64,530 plus taxes and fees.

One Ford Taurus and one Ford F250 currently existing in the fleet will be declared surplus and auctioned at a later date.

Attachments:

1. Resolution 1639-2025
2. Vehicle Quotes

///



**RESOLUTION NO. 1639 -2025
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
AUTHORIZING THE PRUCHASE OF
VEHICLES FOR PUBLIC WORKS AND THE POLICE DEPARTMENT**

WHEREAS, both the Rio Dell Police Department and the Department of Public Works are in need of and have identified vehicles for replacement and purchase; and

WHEREAS, there is a need to move forward in the purchasing these vehicles rapidly due to expected delays from the manufacturer for the Police Responder Truck and the current condition of the existing Public Works utility truck.

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

- 1. Authorize the purchase of the following vehicles, including licensing, fees and upfit costs:

General Fund Motor Pool: One (1) 2025 Ford F-150 Police Responder
Public Works Water & Sewer Capital: One (1) 2025 Ford F-250 Utility

PASSED AND ADOPTED by the City Council of the Rio Dell on this 3rd day of June, 2025 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

City of Rio Dell

2025 DEALER ORDER RECEIPT ACKNOWLEDGEMENT-FD
 NEW ORDER ** DEALER SUBMITTED **
 860176 HARBOR TRUCK BODIES
 BODY F2A BEGIN ORD C011 # UNITS 001
 SPEC ORD#
 DORA PROCESSED 03/25/25 PM ORDER TYPE 59 FIN CODE BX176
 ORDER RCPT DATE 03/25/25 SCHD / /
 ASSEMBLY PLANT NOT FOUN VIN # DBF2AA S

PAGE 1
 03/25/25

PRIORITY 10
 BX176

THIS IS NOT AN INVOICE. IT PROVIDES TENTATIVE
 PRICE INFORMATION THAT WOULD APPLY IF THE
 VEHICLE IS PRODUCED TO THE SPECIFICATIONS
 SHOWN. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

860176
 F2A
 C011
 25 PLT-

THIS ORDER IS CONDITIONED UPON FINAL
 CERTIFICATION OF THE VEHICLE.

PRICE LEVEL
 525

F250 4X2 STYLESIDE PICKUP/142	45,300.00
SPECIAL DEALER ACCOUNT ADJUSTM	
TOTAL BASE VEHICLE	45,300.00
Z1 OXFORD WHITE	
A VINYL 40/20/40 SEATS	
S MEDIUM DARK SLATE	
PREFERRED EQUIPMENT PKG.600A	
.XL TRIM	
572 .AIR CONDITIONING -- CFC FREE	NC
.AM/FM STEREO MP3/CLK	
99A .6.8L DEVCT NA PFI V8 ENGINE	NC
44F 10-SPEED AUTO TORQSHIFT-G	NC
TDS .LT245/75R17E BSW ALL-SEASON	
X37 3.73 RATIO NON LTD SLIP AXLE	NC
66D PICKUP BOX DELETE	625.00-
.REAR VIEW CAMERA & PREP KIT	
JOB #1 ORDER	
FORD FLEET SPECIAL ADJUSTMENT	NC
153 FRONT LICENSE PLATE BRACKET	NC
9900# GVWR PACKAGE	
425 50 STATE EMISSIONS	NC
43C 120V/400W OUTLET	175.00
512 SPARE TIRE AND WHEEL	295.00
JACK	
66S UPFITTER SWITCHES	230.00
67E 250 AMP ALTERNATOR	85.00
96V XL CHROME PACKAGE	325.00
.FOG LAMPS	
SPECIAL DEALER ACCOUNT ADJUSTM	
TOTAL BEFORE D&D AND DISCOUNTS	45,785.00
DESTINATION & DELIVERY	2,095.00
SUB TOTAL	47,880.00
TOTAL OPTIONS	485.00

FUEL CHARGE
 PRICED DORA

NC

TOTAL

47,880.00

--CHANGES TO ORDER -- PEP/ORDER CODE--

ADDS: * DENOTES PROCESSED
 *C09 *425 *96V *66S *43C
 *66D *512 *61J *153 *872
 CUST* HTR STD

***** END OF DORA *****

F250 Regular Cab

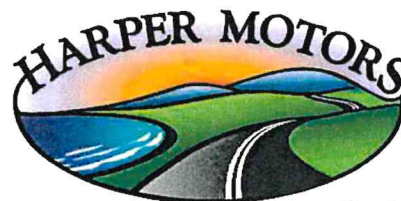
4/2

Includes:-service body 8'
 -Rack - Tow Package
 -Back-up Camera - 1600 lb. Liftgate.

Your Fleet Order

Price : \$ 64,530-

plus fees



KURT MEDEIROS

Fleet Manager & Retail Sales

kurtfleetman@harpermotors.com

Cell: (707) 496-3518

Work: (707) 443-7311

Fax (707) 443-3839

Please "Ask for Kurt"

4800 Highway 101 N.

Eureka, CA 95503

www.harpermotors.com

2023 F-150 F-150



Preview Order B345 - W1P - 4x4 Police SuperCrew: Order Summary Time of Preview: 03/25/2025 14:23:24 Receipt: NA

Dealership Name: Harper Motors

Sales Code : F72413

Dealer Rep.	Kurt Medeiros	Type	Fleet	Vehicle Line	F-150	Order Code	B345
Customer Name	Blue Lake R	Priority Code	F1	Model Year	2025	Price Level	515

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW POLICE- 145	\$51890	JOB #2 ORDER	\$0
145 INCH WHEELBASE	\$0	FORD FLEET SPECIAL ADJUSTMENT	\$0
TOTAL BASE VEHICLE	\$51890	FRONT LICENSE PLATE BRACKET	\$0
AGATE BLACK METALLIC	\$0	REAR-DOOR CONTROLS INOPERABLE	\$180
POLICE 40/BLANK/40	\$0	50 STATE EMISSIONS	\$0
BLACK	\$0	SPOT LAMP DRIVER ONLY (UNITY)	\$405
EQUIPMENT GROUP 150A	\$0	INTEGRATED TRAILER BRAKE CONT	\$280
.XL SERIES	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
3.5L V6 ECOBOOST	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
ELEC TEN-SPEED AUTO TRANS	\$0	FUEL CHARGE	\$0
.LT265/70R18C BSW ALL-TERRAIN	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
.3.31 ELECTRONIC LOCK RR AXLE	\$0	PRICED DORA	\$0
7075# GVWR PACKAGE	\$0	ADVERTISING ASSESSMENT	\$0
CA NEW MTR VEHICLE BOARD FEES	\$0	DESTINATION & DELIVERY	\$1995
TOTAL BASE AND OPTIONS		MSRP	\$54750
DISCOUNTS		NA	
TOTAL		\$54750	

Your Fleet Order Price: \$53,470

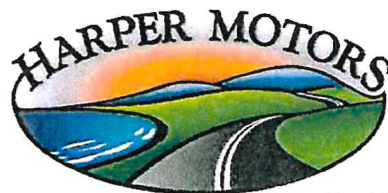
plus fees

ORDERING FIN: QQ966 END USER FIN: QQ966

Customer Name:
Customer Address:

Customer Email:

Kurt Medeiros
Harper Motors
Call 707-496-3518



Please "Ask for Kurt"
4800 Highway 101 N.
Eureka, CA 95503
www.harpermotors.com

KURT MEDEIROS
Fleet Manager & Retail Sales
kurtfleetman@harpermotors.com
Cell: (707) 496-3518
Work: (707) 443-7311
Fax (707) 443-3839

Date



Preview Order R456 - W1P - 4x4 Police SuperCrew: Order Summary Time of Preview: 05/01/2025 14:24:12 Receipt: 5/1/2025

Dealership Name: Harper Motors

Sales Code : F72413

Dealer Rep.	Kurt Medeiros	Type	Fleet	Vehicle Line	F-150	Order Code	R456
Customer Name	Rio dell	Priority Code	G3	Model Year	2025	Price Level	515

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW POLICE- 145	\$51890	FRONT LICENSE PLATE BRACKET	\$0
145 INCH WHEELBASE	\$0	REAR-DOOR CONTROLS INOPERABLE	\$180
TOTAL BASE VEHICLE	\$51890	BLACK PLATFORM RUNNING BOARDS	\$255
AGATE BLACK METALLIC	\$0	BADGE DELETE	\$0
POLICE 40/BLANK/40	\$0	50 STATE EMISSIONS	\$0
BLACK	\$0	SPOT LAMP DRIVER ONLY (WHELEN)	\$430
EQUIPMENT GROUP 150A	\$0	REMOTE KEYLESS-ENTRY KEY FOB	\$350
.XL SERIES	\$0	INTEGRATED TRAILER BRAKE CONT	\$280
3.5L V6 ECOBOOST	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
ELEC TEN-SPEED AUTO TRANS	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.LT265/70R18C BSW ALL-TERRAIN	\$0	FUEL CHARGE	\$0
.3.31 ELECTRONIC LOCK RR AXLE	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
7075# GVWR PACKAGE	\$0	PRICED DORA	\$0
CA NEW MTR VEHICLE BOARD FEES	\$0	ADVERTISING ASSESSMENT	\$0
JOB #2 ORDER	\$0	DESTINATION & DELIVERY	\$1995
FORD FLEET SPECIAL ADJUSTMENT	\$0		

TOTAL BASE AND OPTIONS	MSRP
DISCOUNTS	\$55380
TOTAL	NA
	\$55380

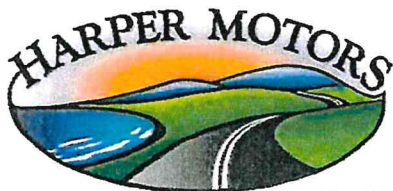
ORDERING FIN: QN178 END USER FIN: QN178

Your Fleet Order Price: \$54,710 p. 1.00

Customer Name: Customer Email:
Customer Address: Customer Phone:

Customer Signature Date

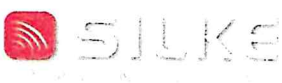
This order has not been submitted to the order bank.
This is not an invoice.



Please "Ask for Kurt"
4800 Highway 101 N.
Eureka, CA 95503
www.harpermotors.com

KURT MEDEIROS
Fleet Manager & Retail Sales
kurtfleetman@harpermotors.com
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Work: (707) 443-7311
Fax (707) 443-3839

QUOTE



SILKE COMMUNICATIONS SOLUTIONS
165 SOUTH FORTUNA BLVD
FORTUNA CA 95540
United States

DATE:
5/1/2025
ESTIMATE #:
EST-25000506
PO #:

BILL TO	SHIP TO
RIO DELL POLICE DEPARTMENT 675 WILDWOOD AVENUE RIO DELL CA 95561 United States	RIO DELL POLICE DEPARTMENT 675 WILDWOOD AVENUE RIO DELL CA 95561 United States

SALES REP	EXPIRES	CUSTOMER ACCT	SHIPPING METHOD
135 Randal Toews	5/31/2025	60131	

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT
*LABOR	BENCH/SHOP TECHNICIAN	14	\$180.55	\$2,527.70
SHIPPING	INBOUND/OUTBOUND SHIPPING AND HANDLING	1		\$400.00
NMOKHFUD	NMO HF MOUNT W/17' RG58	1	\$32.07	\$32.07
NMOWBQB	150-170 1/4 WAVE ANTENNA	1	\$76.12	\$76.12
RFU-505	CONN UHF-MALE RG58	1	\$6.99	\$6.99
KMC-62M	MOBILE MIC W KEYPAD	1	\$100.11	\$100.11
MISC	MISC PARTS	1		\$200.00
FP-BKM150	FACEPLATE KNG RADIO	1	\$60.90	\$60.90
10.6322.A000	AMBER GRILLE LIGHTS .A000	4	\$112.57	\$450.28
10.6322.R000	RED GRILLE LIGHTS	4	\$112.57	\$450.28

QUOTE



SILKE COMMUNICATIONS SOLUTIONS
165 SOUTH FORTUNA BLVD
FORTUNA CA 95540
United States

DATE:
5/1/2025
ESTIMATE #:
EST-25000506
PO #:

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT
AC-F150-15	2015-22 FORD F-150 / F-250 / F-350 FLOOR PLATE	1	\$241.01	\$241.01
SAK9	BRKT, UNIV MOUNTING SA315	1	\$61.13	\$61.13

SUBTOTAL	\$4,606.59
DISCOUNT ITEM	
TAX TOTAL	\$197.49
TOTAL	\$4,804.08

Memo: Per Chief Phinney

Accepted By: Print: _____ Signed: _____

PO: _____ Date: _____ Title: _____



9240 Prototype Dr Reno, NV 89521-8987
Phone: 775-507-2460 Fax:

Sales Quote

Page: 1

Quote Number: 53450
Document Date: 5/1/2025
Terms: Net 30
Payment Method:

Sell To: Silke Communications Inc.
4025 VISTA PARK CT
STE B
SACRAMENTO, CA 95834-1966
Phone: 541-687-1611

Ship To: Silke Comm. Roseburg
181 INDUSTRIAL DR
ROSEBURG, OR 97471-7151
USA
Phone: 800-982-8468

Ship Via
Tax Ident. Type Legal Entity

Customer ID 57340
SalesPerson Quinten Pearson

Vehicle Information:

PRICES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE SPECIFIED

Item No.	Description	Quantity	Unit Price	Total Price
	Parts Order			
BW47UFX	Whelen, I-E XLP Series Lightbar, Ford F150, 2015-2019	1	2,254.00	2,254.00
1K0574FDT15F150PDR	Setina, 6VS SPT Coated Poly Partition	1	1,053.15	1,053.15
F	Shipping Charges	1	125.00	125.00

Agency Approval

Name: _____

Auth. Signature: _____

Amount Subject to Sales Tax	Sub-Total	3,432.15
0	Total Tax	0.00
Amount Exempt from Sales Tax	Total:	3,432.15
3,432.15		

PLEASE READ: No returns without approval and an RMA# will be accepted. All shortages, damage, or return claims must be made within 10 days of invoice date. NO EXCEPTIONS. A copy of the invoice and RMA paperwork must be shipped with returns. All return orders or cancellations are subject to a 25% restocking fee plus freight. Any change orders made 60 days prior to the installation date may be subject to a production delay and pricing changes. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.



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

June 3, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion to Develop Priorities for FY 2025-26

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the final 2025 prioritization.

BACKGROUND AND DISCUSSION

The Rio Dell City Council conducted their annual priority-setting session for fiscal year 2025-2026, continuing discussions from the May 20, 2025 regular meeting. City Manager Knopp facilitated the process to identify and consolidate individual councilmember priorities into collective city goals.

Each councilmember submitted their top five priorities:

- Mayor Garnes: Police staffing/organization, code enforcement, parks/open spaces, economic development, public safety
- Mayor Pro Tem Carter: Parks, code enforcement, public works infrastructure, public safety, community development
- Councilmember Orr: Public works, police staffing & retention, nuisance abatement, Wildwood business beautification, juvenile involvement
- Councilmember Wilson: Meat processing plant development, downtown business district, earthquake repairs, law enforcement recruitment, public works retention
- Councilmember Woodall: Infrastructure project closeout, 24-hour police coverage, code enforcement, public works, Main Street median refurbishing

After categorizing all individual priorities, the collective results showed:

1. Public Safety (8 votes) - Primary focus on police department staffing and 24-hour coverage
2. Economic Development (6 votes) - Including downtown revitalization and business development
3. Public Works (4 votes) - Infrastructure maintenance and staffing needs
4. Personnel (2 votes) - Staff retention and recruitment
5. Other categories received 1-3 votes each (Community Development, Finance, Planning/Building)

Key Financial Considerations

- \$801,000 in American Rescue Plan Act (ARPA) funding available, with \$600,000 requiring allocation by December 31, 2024
- Funds must be spent by 2026 to avoid returning money to federal government
- Cannabis industry revenue declining significantly, requiring budget adjustments
- Long-term sustainability concerns regarding police department funding

Department heads identified specific needs including public works staffing reassignment, SCADA system implementation, water infrastructure projects, and the need for a full-time Public Works Director to oversee grant management and project coordination.

The Council reached consensus to accept the top five priority areas and will revisit establishing an Economic Development Ad Hoc Committee.

2021	2022	2023	2024	2025
Economic Development	Economic Development Plan Implementation	Economic Development Implementation	Public Works	Public Safety
Code Enforcement	Measure U/J Extension	Community Development	Public Safety Staffing	Economic Development
Staff Turnover Reduction	Personnel	Public Works - Underground Infrastructure	Economic Development	Public Works
Cannabis Expansion	Todd Property	Personnel	Street Planning & Work	PD Personnel
SB 1383-Organic Waste	Infrastructure	Public Safety	Parks & Youth	Parks & Youth

Attachments:

1. Draft minutes from May 27, 2025 special meeting.

///

MAY 27, 2025
SPECIAL MEETING MINUTES
Page 2

project. If there is no additional funding for the project, it will be next to impossible to do, as water and sewer funds are already allocated for other projects. He pointed out that this project is one of the State’s high priorities for funding.

Councilmember Wilson questioned the timeline for the next phase of funding.

City Manager Knopp noted that once the State budget is approved, it would take them another 6 months to get to the next phase for possible funding.

A motion was made by Carter/Woodall to adopt Resolution No. 1633-2025 Approving a Funding Agreement with the State Water Resources Control Board to Receive a \$1,490,550 Grant for the Project and Further Authorizing the City Manager to Act on the City’s Behalf as the Authorized Agent to Carry Out the Responsibilities of the Funding Agreement. The motion carried 4-0.

Provide Staff Direction on the Development of City Council Priorities for FY 2025-2026

City Manager Knopp provided a staff report and said that this is a continuation of the priority setting session from the May 20, 2025, regular meeting. He said that Councilmembers are asked to develop a list of five priorities that will then be collectively arranged and presented to the Council at the June 3, 2025, regular meeting.

He referred the Council to the draft minutes from the May 20, 2025, regular meeting outlining the individual priorities of each council member.

Staff continued with the traditional exercise of placing the individual priorities identified on colored post-it notes on a board under the associated subject matter. The results were as follows:

• Public Safety	-	8
• Economic Development	-	6
• Public Works	-	4
• Personnel	-	2
• Community Development	-	1
• Transparency	-	0
• Finance	-	1
• Planning/Building	-	1
• Other	-	3

City Manager Knopp pointed out that some of the items overlap into other categories and noted that Code Enforcement doesn’t always involve public safety, and staff retention for the police department could either be listed under Public Safety or Personnel.

**MAY 27, 2025
SPECIAL MEETING MINUTES
Page 3**

Mayor Pro Tem Carter said that regarding Economic Development, instead of identifying it under one umbrella term, she suggested an Economic Development Ad Hoc Committee be reestablished to zero in on specific priorities, such as moving forward with the implementation of a commercial vacant building tax.

City Manager Knopp distributed to council members a copy of the ***City of Rio Dell Economic Development Ad Hoc Goals and Actions to Achieve Economic Development 2021.***

He reviewed the goals and objectives of the Ad Hoc as well as recent successes and the Immediate Action Plan (IAP). He commented on the success of the IAP and said that the Council needs to look at the next steps in developing an updated Economic Development Plan since the landscape has somewhat changed.

City Manager Knopp reviewed the summary chart of the priorities from the last five years as a very broad summary of the priorities.

Councilmember Woodall asked Water/Roadways Superintendent Jensen what he sees as priorities for the public works department.

Water/Roadways Superintendent Jensen identified staffing as a priority with reassignment of duties, the Painter Street Upsizing Project, and one new utility truck this year, followed by a new dump truck as funding is available. Some of the capital projects included the SCADA System, the Monument Water Line Project, the Water CIP, and 6 or 7 items related to wastewater.

Councilmember Woodall then asked Finance Director Sanborn what his priorities were for the finance department.

Finance Director Sanborn explained that the City received \$801,000 in American Rescue Plan Act (ARPA) funding, which could be spent on anything city-related. The City had until 12/31/24 to allocate the rest of those ARPA funds, which were approximately \$600,000, and the funding must be spent by 2026, identifying that as a priority to avoid returning the money. He said that with a new auditor on board, staff need to understand those needs and also close out grants without a hitch.

Councilmember Woodall asked City Manager Knopp what his priorities were for the City.

City Manager Knopp said that the City has always faced a sustainability question and how to get revenue into the City to accomplish projects that need to be done. The sludge dryer, as an example, has issues that have to be solved along with other important projects. The problem is that they all have a dollar amount attached to them, so fundamentally, the City

MAY 27, 2025
SPECIAL MEETING MINUTES
Page 4

has to have adequate revenue coming in to fund these projects. He identified staff retention as another concern.

He noted that the most disappointing thing is the loss of the Todd property for potential economic development opportunities. In terms of budget allocations, he thought the City was doing okay, but is concerned about the long-term trajectory of being able to afford a police department where expenses only increase. There is a strong desire of the community to increase the level of services, but the City does not have the tax revenues to expand the department. As such, the goal is to make small adjustments here and there as soon as possible to prepare for a potential economic decline or changes in the cannabis industry. He said he got the message loud and clear from the City Council from the time he started that public safety was a priority, but maintaining a small police department has been one of the City's biggest challenges.

In addition, Public Works has a number of deferred maintenance issues that go back for years, and the City is dependent on the State for grants; otherwise, not much can get accomplished, and the City is tapped out on what it can charge ratepayers.

He noted that the most progress over recent years was related to water, including the development of a backup water supply and the water infrastructure project, which is now underway.

City Manager Knopp said in terms of prioritization, one thing that should be considered is the recruitment of a full-time Public Works Director. He stressed the importance of having someone on staff to "birddog" and oversee projects.

He pointed out that the City has made progress on some of the City Council's top priorities and suggested the current focus be on big-ticket items.

Councilmember Woodall asked who typically searches for grants for the City.

City Manager Knopp indicated that sometimes it is the City Engineer or City staff. He noted that Community Development Director Caldwell spearheaded the effort for the ADA portion of the Eel River Trail Project through the Wildlife Conservation Board and that the City Manager wrote the Clean California Grant.

Councilmember Wilson commented that the Water and Sewer Department and the Police Department make the City run. He said that other cities have given up on the idea of having a police department, but the City Council doesn't want to do that, as it is not productive to have the Sheriff's Department handle public safety. It would not only be a financial burden to the City, but the Public Works Department would likely turn into a Community Services District (CSD).

**MAY 27, 2025
SPECIAL MEETING MINUTES
Page 5**

He emphasized that the cannabis industry is not coming back to what it was, at \$3,000 a pound. He said that the City should take any cannabis revenue that is there and face the fact that the industry is going away.

He pointed out that storefronts are boarded up all over Eureka, and they have an Economic Development Department that is larger than the entire Rio Dell staff. He said that unless the City brings in an Economic Development Specialist, nothing will change. He suggested spending funds to promote economic development in the meantime.

The consensus of the Council was to accept the top five priorities as noted above and to revisit the re-establishment of an Economic Development Ad Hoc Committee. Staff will bring the top five priorities back to the Council at the next meeting for final approval.

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Conference with Labor Negotiator - Agency Negotiator: City Manager – Employee Organizations: Rio Dell Employees Association, Rio Dell Police Officers Association, and All Contract Employees (Gov't Code §54957.6)

The Council recessed into closed session at 5:20 p.m. to discuss the above matter.

The Council reconvened into open session at 5:57 p.m. Mayor Garnes announced that there was nothing to report out of closed session.

ADJOURNMENT

The special meeting was adjourned at 5:58 p.m. to the June 3, 2025, regular meeting.

Debra Garnes, Mayor

Karen Dunham, City Clerk

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



DATE: June 3, 2025

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Adoption of Facade Improvement Program Round No. 3

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the Facade Improvement Program Round No. 3 Fiscal Year 2025-2026 for adoption.

BACKGROUND AND DISCUSSION

One of the key objectives outlined in the City's Economic Development Plan is to reduce downtown vacancy rates and improve storefront facades through strategic public-private partnerships. To advance this critical economic development initiative, the City implemented the Facade Improvement Program (FIP) as a targeted action item.

The FIP strategically induces private investment that results in quality improvements and enhancements to business-use properties throughout our commercial corridor. This program serves as a catalyst for significant aesthetic improvements that enhance the overall commercial district, creating a more vibrant and attractive business environment that supports economic growth and community vitality.

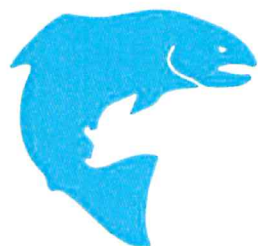
Due to increased interest and engagement from commercial property owners downtown, the program has demonstrated measurable success in achieving its intended outcomes. The growing demand from the business community reflects both the program's effectiveness and the entrepreneurial spirit within our downtown commercial district. This momentum aligns perfectly with our broader economic development strategy to create a thriving, sustainable commercial core.

The program will continue to be funded through the City's Economic Development Fund, with \$45,000 allocated for Round 3, providing funding for up to three fully supported projects. This investment represents a strategic commitment to downtown revitalization that leverages public resources to generate substantial private investment returns.

Staff recommends the City Council adopt the Facade Improvement Program Round No. 3 for Fiscal Year 2025-2026, building upon the program's proven track record of success and responding to the demonstrated demand from our commercial property owner community.

Attachments:

Facade Improvement Program Round No. 3 Program Guide and Application



City of Rio Dell

Humboldt County

California

Facade Improvement Program

Round No. 3

Fiscal Year 2025-2026

Program Description

The Facade Improvement Program (FIP) is a reimbursement grant program provided to a business and/or property owner for the improvement of existing commercial buildings throughout the City of Rio Dell. The program provides a matching grant of 50% of the facade improvement cost to the business and/or owner up to a maximum dollar amount \$15,000 per approved project.

The purpose of the FIP is to induce private investment that results in quality improvements and enhancements to business-use properties. The City's intention is that the FIP serve public-private incentive for significant aesthetic improvements to the commercial area in which the property is located.

The private investment will need to be equal to or greater than the grant funds awarded.

The Community Development Department will administer the grant program (Project Administrator) in conjunction with the City's Planning Commission and Department of Finance. The Community Development Department will handle project approval, processing and permitting. No commitment of funds will be made until the Planning Division has evaluated the project for code compliance, received a complete project application and received approval from the City's Planning Commission / Design Review that the project is appropriate to proceed.

Project applications must be complete and collateral information must be provided to the Program Administrator before a grant will be processed for funding; no advances will be made of grant funds.

Projects must make an exterior improvement easily visible from public view. Grants will be given only for improvements done in a professional manner and approved through the City's Design Review process. A final inspection will be conducted by the City to confirm the work has been completed and conforms to the approved plans, colors and/or materials.

As part of the approval process, a Letter of Commitment will be issued by the Program Administrator.

Applicants are expected to complete projects in the timeframe outlined in the Letter of Commitment. The City aims to fund as many projects as possible and will not tie up funds with applicants who are not completing their projects. The City will hold stringently to the time frame specified in the Letter of Commitment.

Round No. 3 of the program will focus on commercial areas. Further areas of focus may be added or refined in future rounds if the program is successful.

Definition of Significant Facade Improvements or Renovations

"Improvements or renovations of existing buildings that are ten years of age or older, when a combination of two or more of the following are included: structural facade improvements, paint, awnings, signs, addition of architectural detail to facade, facade tile or stone accents, decorative entry walkway area, outside dining with decorative fencing, outside decorative lighting and new windows. Mural art projects can be considered as a significant façade improvement with or without other improvements."

Eligibility & Processing

The property must meet the following criteria:

- Be located within Rio Dell city limits.
- Be a retail or commercial project (except for those listed under the section titled "Ineligible for Grants.").



- Proposed project must be in conformance with all applicable City codes and design standards.
- Must submit a completed grant application, with all requested collateral materials, to the Program Administrator.
- Must be a permitted or conditionally permitted use; legal non-conforming uses are not eligible (example: improvements to a legal non-conforming sign, structure, or a structure housing a non-conforming use will not be eligible).
- Must receive all necessary approvals before any work is started for which grant funds are being requested.
- Must submit original invoices stamped paid or accompanied by copies of cancelled checks, or proof of payment for materials, or for work performed by others before receiving the grant.

Grants

All grants are up to 50% of the cost of the approved improvements up to a maximum reimbursement of \$15,000.

At this time, properties having a building with multiple businesses/suites qualify for one grant only. Unoccupied commercial buildings are also eligible for the grant.

Work must be completed within a specified time period stated in the Letter of Commitment; if work is not completed in the time frame, the applicant can still receive a grant only if funds are available when they complete the work.

Applicants will not be compensated for labor they perform themselves. Only materials used, and/or the work of a contractor will be eligible and the work must be done in a professional manner. The property owner assumes all risk. All work must be in conformance with applicable building codes.

Proof of property owner acknowledgement is required as part of the application process.

Design Standards and Requirements

- Applicants requesting grants must propose and complete projects that meet the standards set through the design review process and the Planning

commission. Projects must meet or exceed design standards (where applicable).

- Formulation of color pallets, renderings and building plans will, in most cases, require professional design assistance that may be provided by the City.
- If repainting is involved, the entirety of the building, including portions of the building not visible from the street frontage, must be painted in the same color scheme.
- High quality "before" photos of the property must accompany the application. "After" photos will be required to be submitted with receipts or paid invoices before receiving the grant when the project is complete.

Process

1. Applicant contacts the Program Administrator to arrange a pre-application concept meeting. No drawings or plans are required, but the applicant must be able to describe the plan in detail.
2. Upon tentative approval of the project, the Program Administrator will assign the applicant a licensed architect to work with on the development of a cost estimate and visual representation of the design, at no cost to the applicant. The cost of the licensed architect's work is not to exceed \$2,000.00.
3. The applicant completes and submits the formal application with appropriate permits, architect-developed cost estimates, architect-developed visual representation of the final design and if necessary owner approval of the project.
4. Project will be submitted to the Planning Commission for Design Review and approval.
5. Once the application has been approved, a Letter of Commitment & Project Agreement will be sent to the applicant from the Program Administrator. This material will specify the amount of the grant funds to be set aside and a time frame in which the work must be completed to receive a grant. The Program Administrator will hold funds within FIP budget.
6. Once the Project Agreement is signed by the applicant and Program Administrator, the applicant may then begin work on the proposed project. The project **must be completed** by the deadline listed in the Project Agreement to receive funds. Extensions can be approved by the Program Administrator on a case-by-case basis.

7. Upon completion of work on the proposed project, final inspection of the project is performed by the City.
8. The Building Inspector and/or Program Administrator will review the work for compliance with the Planning Commission approved application. If approved by the Program Administrator, the applicant will submit invoices to the City's Department of Finance to receive payment in accordance to the grant agreement within 30 days of submittal. If the Building Inspector and/or Program Administrator deems the final work to be in non-compliance with the approved design, or not in compliance with applicable building code, the matter will be automatically referred to the Planning Commission for review and ratification, within 60 days, at no cost to the applicant. Work performed, or modifications made that do not conform to the approved project plans, will not receive funds.

Projects Eligible for Grants

- Areas of eligibility: Must be commercially zoned. Must be on or visible from the following streets: Wildwood, Eeloa & Northwestern.
- Significant facade improvements and renovations (see above, "**Definition of Significant Facade Improvements or Renovations**").
- Building additions, when the entire building is improved, that is, the addition does not appear to be an add-on but integrates with the building (ex: building addition of compatible architecture and repainting of entire building to match the addition).
- Security features integrated with a façade improvement (example: shatter resistant windows, door locks, lighting) only if part of an approved façade improvement or renovation and adds a visible improvement.
- New roof material only if part of a significant facade improvement or renovation and adds a visible improvement.
- Upgraded and uniform facade improvements in older commercial buildings with multiple spaces that enhance the entire building (if the facility has more than one individual property ownership, there must be a comprehensive signage plan, color pallet and/or architectural facade plan in place; improvements made must conform to the plans or color pallet).
- Front facing landscaping.
- Block walls and fencing only if part of a comprehensive landscaping project and approved by the Planning Commission.
- Signs, awnings and painting of structures if they meet City design requirements.



- Murals, if they have the appropriate approvals (Design Review).
- Screening of roof-top equipment only in conjunction with other exterior property improvements.
- Creation of fixed outdoor patio areas (non-fixed assets are not eligible. Example: removable patio furniture, mobile heaters, etc.).
- Creation of customer entrances from the alley, especially when parking is available in the rear of a building or the alley side is visible from a public street; this must be done in conjunction with an approved facade improvement.
- Other improvements can be considered on a case-by-case basis, but must make a significant improvement to the property appearance and not be one of the excluded items.

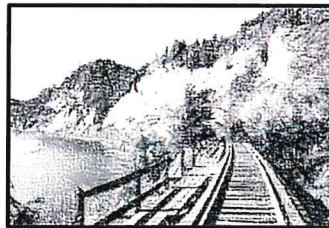
Ineligible for Grants:

- New buildings. Buildings ten (10) years of age or more recently constructed.
- Motion detected lighting.
- Internally illuminated "can" signs or otherwise non-permitted signs.
- Land clearing or tree removal costs.
- Parking area paving, resurfacing, repair or striping.
- Chain link fencing with or without slats.
- City permits or processing fees.
- Residential projects, apartments, day care facilities located in residential neighborhoods.
- Religious facilities (ex: churches), unless they have street frontage in a business area.
- Non-profit facilities, unless they have street frontage in a business area.
- Projects that are receiving any other public funds.



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CITY OF RIO DELL
HUMBOLDT COUNTY
CALIFORNIA



Rio Dell Bluffs

FACADE IMPROVEMENT PROGRAM
GRANT APPLICATION

APPLICANT INFORMATION					
Applicant:		<input type="checkbox"/> Building Owner <input type="checkbox"/> Tenant			
Property Address:					
Mailing Address:					
Name of Business:					
Daytime Phone Number:			Email Address:		
OWNER INFORMATION					
Property Owner:					
Mailing Address:					
Daytime Phone Number:			Email Address:		
CONTRACTOR INFORMATION					
Contractor:					
Mailing Address:					
Daytime Phone Number:			Email Address:		
License Number:			License Class:		Exp. Date:

TYPE OF IMPROVEMENTS BEING PROPOSED	
<input type="checkbox"/> Building Addition/Alteration <input type="checkbox"/> Creation of Outdoor Patio Area <input type="checkbox"/> Painting/Mural	
<input type="checkbox"/> Awnings <input type="checkbox"/> New Entrance <input type="checkbox"/> Landscaping <input type="checkbox"/> Signage <input type="checkbox"/> Other: _____	
Briefly Describe the Improvements:	
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
APPLICATION SUBMITTAL REQUIREMENTS	
<div>1. Photographs clearly showing existing conditions of the building/facilities to be improved; and</div> <div>2. A complete written description of the proposed work; and</div> <div>3. Drawings/renderings (with color scheme) that adequately and comprehensively show the proposed project; and</div> <div>4. List of proposed materials, including material specifications; and</div> <div>5. A detailed cost estimate for all aspects of the proposed improvements prepared by the Contractor or Design Professional; and</div> <div>6. A project construction timeframe, including start date, milestones and completion date.</div>	
PROJECT COSTS	
1. MATERIALS	\$ _____
2. LABOR	\$ _____
TOTAL COSTS:	
	\$ _____
GRANT AMOUNT REQUESTED:	
	\$ _____

Grants up to 50% of the project cost, not to exceed \$15,000.

I/we have read the description of the Facade Improvement Program (pages 1-6) and commit to following the procedures/guidelines set forth if I/we choose to participate in the Program. I/we understand that I/we cannot start work on any improvement until the application is approved and I/we have signed a Letter of Commitment from the City of Rio Dell.

Applicant

Date

Owner

Date



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

June 3, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Approve Resolution No 1637-2025 Adopting the City of Rio Dell's Cross Connection Control Program Related to Drinking Water

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1.) Approve Resolution No. 1637-2025

BACKGROUND AND DISCUSSION

- Special Note: Resolution No. 1637-2025 and Rio Dell's Cross Connection Control Program are expected to be available for the Council and public on the afternoon of Monday May 2nd. We apologize for any inconvenience.

A cross connection control program in California is a regulatory program designed to protect public drinking water systems from contamination through backflow prevention. These programs are mandated by state law and implemented at the local level.

Purpose: The program prevents contaminated water from flowing backward into the public water supply system, which could happen when there's a pressure drop in the main system or higher pressure in a connected private system.

Legal Framework: California Health and Safety Code requires water purveyors to establish and maintain cross connection control programs. The programs must comply with standards set by the California Department of Public Health.

Key Requirements:

- Water utilities must conduct surveys to identify potential cross connections in their service areas
- High-hazard facilities (like hospitals, industrial plants, irrigation systems) must install approved backflow prevention devices
- Regular testing and maintenance of backflow prevention assemblies by certified testers
- Annual reporting to demonstrate program compliance

Administration: Most programs are run by local water agencies or municipalities, though some counties operate regional programs. Each must have a designated cross connection control specialist.

Common Cross Connections: These include fire sprinkler systems, boiler systems, irrigation systems, industrial processes, swimming pools, and any connection where non-potable water could potentially flow back into the drinking water system.

The program essentially creates a barrier system to ensure that once water leaves the public system, it cannot return and potentially contaminate the supply for other customers.

Forthcoming Attachments:

1. Resolution 1637-2025
2. Cross Connection Control Program.

///



Staff Highlights – 2025-06-03

City Council

City Manager

City Clerk

Processed Three (3) Building Permit Applications:

217 Monument Rd. – Re-Roof Residence

170-174 Second Ave. – Sewer Lateral

549 Fourth Ave. – Re-Roof Residence

Processed Two (2) Business License Applications:

Keller Vacation Rental

Emeraldz Operations DBA: Emeraldz Humboldt County Gift Shop - 210 Wildwood Ave.

Processed One (1) Encroachment Permit:

PG&E – Gas Line Relocation

Misc:

Processed Vacation Dwelling Unit Application 910 Pacific Ave.

Attended Nuisance Advisory Committee Meeting on 5/21/25

Attended Beautification, Walkability, and Pride Committee Meeting on 5/30/25

Submitted CHF/CIRB Building Permit Report for May

City Attorney

Human Resources, Risk & Training

Finance Department

- Completed preparation of comprehensive FY 25-26 draft budget documents including Capital Projects Summary, Position Allocation Table, Organizational Chart, and Budget Summary



- Calculated and prepared Resolution establishing Gann Limit appropriations ceiling for FY 25-26
- Updated Billable Rates Resolution for FY 25-26 to reflect current cost recovery parameters
- Finalized SB1 Gas Tax project list and corresponding resolution for FY 25-26 allocation
- Coordinated with contract engineers GHD to finalize budgeting components for Clean California Eel River Trail grant-funded project
- Obtained updated Reliable Contractor Declarations for firms engaged in City of Rio Dell projects relating to SB 1383 and CalRecycle Grant compliance requirements
- Collaborated with CalOES to submit final documentation for disaster response closeout, including donation records and ICS 214 activity log forms
- Prepared comprehensive staff report and updated program documents for Façade Improvement Program 3.0 implementation
- Coordinated with Caltrans Local Assistance to secure project extensions for road rehabilitation projects stemming from December 2022 earthquake disaster recovery efforts

Public Works Water

Monthly reports

Drought reports

Scada tech work with Data Flow technician

Water CIP project– Work ongoing on Belleview, Webster and Creek St.

Meter reading

Replace nonfunctioning water meters, ert's and registers.

Maintenance on Gateway Irrigation system

Checked valves on Monument and Pacific.

USA's Locates.



Test valves on Sequoia-Monument and Pacific.

Public Works Wastewater

Maintenance on Wastewater treatment plant

Sampling and monitoring

Coordination with Ferndale WWTP operations

Order parts for Belt Press and Polymer injection system

Scada tech work with Data Flow technician

Study material and classes for wastewater operations and state test

Operators working on Practice exams for WWTP Grade II exams.

Public Works Streets, Buildings and Grounds

Roadside mowing around town and out on Northwestern Ave.

Mow Gateway and parks

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

Sprinkler repair on Blue Star park., replaced broken head, added an additional head to one station for better coverage after work out park was installed.

Weed eat along edge streets and ditches Eeloa, Rigby.

New starter on 03 pickup.

Weed whip Dinsmore tank, Douglas, Wildwood,

Cleaned up tree branches at woodland.

Cleaned up Elm St. for paving.

Edge curbs on all parks and islands.

Public Works City Engineer

Public Works Capital Projects

Police Department



Patrol Statistics:

During May 1st - May 15th 2025, the Rio Dell Police Department handled 269 incidents. This includes 175 calls for service, and 94 Officer Initiated Contacts. 11 arrests were made. A total of 9 citations were issued for traffic offenses or other miscellaneous criminal violations. 26 total cases requiring investigation were taken.

Staffing:

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

- Job position being flown in multiple areas online. No one in hiring process yet.
- Several qualified Applicants for the new Measure Z funded CSO position. Testing to be held when position closes at end of May.

Community Events / Notable Cases:

- Residential fire at 1083 Riverside Dr resulted in the death of a 50 year old male. A 77 year old male was saved from the fire by a neighbor. Fire was determined to be a result of a long night of drinking combined with an unattended candle. Additionally, house was not supposed to be occupied until construction finished. No foul play, simply a tragedy for the community.
- Threats case taken and warrant issued for Kip Branson (53). Male recently out of prison for attempted murder and other violent felonies. Sent a video of terrorists overseas cutting the limbs off a person while they were alive and threatened to do the same to the victim. Whereabouts currently unknown but believed to be outside the county currently.

Abatement Projects:

Residential Abatement:

- Total Active Cases 28
- 2 New open cases, 4 closed cases.
- 11 of the cases are for City Owned Property, 17 for ongoing violations.
- 4 of the cases are for homeless camp cleanups. 4 cleanups completed.

Vehicular Abatement:



- Total Active Cases 8
- 2 New open cases, 6 closed cases
- 6 vehicles towed

Animal Control:

- 12 Calls for animal related issues.
- 2 Dogs transported to Miranda's (Including a surrender)
- 0 Cats transported to Miranda's

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park

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



DATE: June 3, 2025

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM: Travis Sanborn, Finance Director

SUBJECT: Adoption of Fiscal Year 2025-26 City Budget

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution 1638-2025 adopting the Fiscal Year (FY) 2025-26 Operating and Capital Budget and Position Allocation Table.

BACKGROUND AND DISCUSSION:

The City of Rio Dell maintains rigorous adherence to established fiscal governance protocols, ensuring optimal budgetary execution through disciplined timeline management. The organization's commitment to the June 30th adoption deadline facilitates seamless transitions in expenditure authorization, enabling uninterrupted operational continuity at the start of each fiscal year. Our comprehensive FY 2025-26 budget development process, initiated in March and expected to culminate in anticipated City Council ratification by June, exemplifies this systematic approach to municipal financial stewardship.

The proposed FY 2025-26 budget totals \$17,374,056, representing a strategic reduction of \$2,080,629 from the preceding fiscal year. This variance is primarily attributable to the successful progression of two significant capital initiatives: the Eel River Trail project and substantial progress on critical water infrastructure improvements funded through the Drinking Water State Revolving Fund (DWSRF) program.

The City's successful procurement of a \$12,862,989 DWSRF grant, secured through collaborative engagement with the Regional Water Quality Control Board, represents a transformational investment in municipal water infrastructure. This multi-year capital program, currently in execution phase and extending through FY 2025-26, positions the City to address long-deferred infrastructure needs while leveraging favorable state financing mechanisms.

The FY 2025-26 budget reflects a deliberate capital-intensive allocation strategy designed to maximize infrastructure investment while maintaining operational excellence:

Operating Expenditures: \$4,855,451 - Representing core municipal service delivery and administrative functions, optimized for operational efficiency while maintaining service quality standards.

Debt Service and Pass-Through Obligations: \$496,810 - Reflecting the City's commitment to maintaining exemplary debt service coverage ratios and fulfilling intergovernmental fiscal responsibilities.

Capital Projects: \$12,518,605 - Demonstrating strategic emphasis on infrastructure modernization, with particular focus on water system improvements that will enhance long-term asset sustainability and regulatory compliance.

The FY 2025-26 revenue projection of \$15,814,000 necessitates a calculated deployment of \$1,681,968 from unassigned fund balances to achieve full budgetary equilibrium. This strategic utilization of reserves represents prudent fiscal management, deploying accumulated resources for transformational infrastructure investments that will generate long-term operational efficiencies and enhanced service delivery capacity.

The FY 2025-26 budget represents a sophisticated balance between immediate capital investment needs and long-term fiscal sustainability objectives. While the strategic deployment of fund balance reserves is required to support this capital-intensive cycle, the City maintains robust reserve policies and is positioned to restore fund balance levels through improved operational efficiency and enhanced revenue streams resulting from these infrastructure investments. This budget framework demonstrates the City's commitment to strategic asset management while preserving fiscal flexibility for future opportunities and challenges.

ATTACHMENTS:

- Resolution 1638-2025 Fiscal Year 2025-26 Operating and Capital Budget
- Budget Documents and Worksheets



RESOLUTION NO. 1638-2025
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL ADOPTING THE
OPERATING & CAPITAL BUDGET FOR FISCAL YEAR 2025-26

WHEREAS, the City is required to adopt an annual operating budget pursuant to City of Rio Dell Resolution 1227-2014; and

WHEREAS, the City Manager’s proposed budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, has been reviewed and revised at various public meetings by the City Council; and

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby approve and adopt the City of Rio Dell Fiscal Year (FY) 2025-26 Operating & Capital Budget comprised of revenues totaling \$15,814,000 and expenditure appropriations in the amount of \$17,374,056, with a net draw from the fund balance of \$1,681,968 as follows

		RESERVES	REVENUES	EXPENDITURES		RESERVES		
FUND	NAME	EST Beginning Fund Bal.	Projected Totals	Projected Totals	Transfers	Change in Fund Balance	Est. End. Fund Balance	Target 30% Reserve
005	General Fund Motorpool	143,924	40,000	69,800		(29,800)	114,124	20,940
008	Building Fund	-	75,700	149,007	(79,063)			NA
039	CDBG RRLF Fund	100,000	5,000	-		5,000	105,000	-
000	General Fund	1,720,039	1,773,850	1,862,443	79,063	(167,656)	1,552,383	558,733
003	Economic Development	272,452	-	47,000	-	(47,000)	225,452	14,100
044	Measure Z Fund	-	116,156					
074	Recycling Fund	128,464	5,000	9,000		(4,000)	124,464	2,700
015	Parks Fund	20,079	-	-		-	20,079	-
014	Park Per Capita Grant	-	-	-		-	-	-
040	SLESF Fund	172,463	160,000	155,666		4,335	176,798	46,700
018	Trails & Parks (Clean CA)	-	100,000	100,000		-	-	-
052	Sewer Capital Fund	1,120,966	105,000	404,500		(299,500)	821,466	121,350
054	Sewer Debt Svc Fund	147,777	303,000	302,934		66	147,843	-
054	Sewer Restricted Reserve	302,822	-	-		-	302,822	302,822
050	Sewer Operations Fund	261,223	1,267,000	1,348,178		(81,178)	180,045	404,454
027	Solid Waste Fund	4,807	5,000	7,297		(2,297)	2,510	2,189
093	Spay & Neuter Fund	1,944	3,500	-		3,500	5,444	-
020	Gas Tax Fund (HUTA)	139,711	103,346	109,529		(6,183)	133,528	32,859
024	TDA Fund	54,751	122,055	126,429		(4,374)	50,377	37,929
026	RSTP Fund	37,121	27,000	24,399		2,601	39,722	7,320
021	SB1 (RMRA) Fund	247,209	85,595	200,996		(115,401)	131,808	60,299
076	ARPA-SLFRF	689,172	-	689,172		(689,172)	-	-
062	Water Capital Fund	1,719,147	290,000	189,500		100,500	1,819,647	56,850
063	Water Metro Wells Fund	2,750	18,375	28,064		(9,689)	(6,939)	8,419
064	Water Dinsmore Zone	112,015	24,000	160,100		(136,100)	(24,085)	48,030
061	Water Restricted Reserve	136,000	-	-		-	136,000	136,000
061	Water Debt Svc Fund	215,922	136,000	136,000		-	215,922	40,800
060	Water Operations Fund	1,478,914	834,000	923,463		(89,463)	1,389,451	277,039
065	Water Dist. System Project	-	10,214,423	10,214,423		-	-	-
TOTAL		9,229,672	15,814,000	17,374,056	-	(1,681,968)	7,547,704	2,179,531

BE IT FURTHER RESOLVED, that staffing is adopted and funded in the FY 2025-26 Operating Budget is as follows:

FISCAL YEAR 2025-26						
POSITION ALLOCATION TABLE						
DEPARTMENT/POSITION	FULL-TIME EMPLOYEES (FTEs)					
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
ADMINISTRATION						
Management Analyst I/II/Sr	-	1.00	1.00	1.00	-	-
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
City Manager/Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Community Development Director	0.80	0.80	0.80	0.80	1.00	0.80
Total FTEs	2.80	3.80	3.80	3.80	3.00	2.80
FINANCE DEPARTMENT						
Accountant I/II	1.00	1.00	1.00	1.00	1.00	1.00
Finance Director	1.00	0.60	0.60	1.00	1.00	1.00
Fiscal Assistant I/II	1.00	1.00	1.00	-	-	-
Senior Fiscal Assistant	1.00	1.00	1.00	2.00	2.00	2.00
Total FTEs	4.00	3.60	3.60	4.00	4.00	4.00
POLICE DEPARTMENT						
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00	2.00
Police Corporal	-	-	1.00	1.00	1.00	1.00
Police Officer	4.25	4.25	3.25	4.15	4.15	3.25
Police Officer Recruit	-	-	1.00	-	-	-
Records Technician	0.70	0.70	0.70	0.70	0.80	-
Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Total FTEs	7.95	7.95	8.95	8.85	8.95	8.25
PUBLIC WORKS DEPARTMENT						
Operator in Training (OIT)	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Leadman	1.00	1.00	1.00	1.00	1.00	-
Utility Worker I/II/III	2.50	2.50	2.50	3.00	2.00	3.00
Wastewater Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Water/Streets Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Water/Wastewater Plant Operator I/II/III	2.00	2.00	2.00	2.00	2.00	2.00
Total FTEs	8.50	8.50	8.50	9.00	8.00	8.00
TOTAL CITY FTEs	23.25	23.85	24.85	25.65	23.95	23.05

BE IT FURTHER RESOLVED, as follows:

Section 1.

It is the City Council's intention to approve and adopt an annual budget to provide financial guidance for routine operations of City business, and capital projects and to provide information to the general public.

Section 2.

The adopted annual City budget will be implemented and maintained in accordance with City Budget Policy as outlined in Resolution 1227-2014.

Section 3.

Adoption of the annual budget does not expressly approve expenditures of funds in excess of purchasing authority as outlined by City Resolution, Ordinance, State, or Federal law.

Section 4.

Adoption of the FY 2025-26 Budget includes funds which are not projected to have the minimum Reserve balance (15%) as outlined in City policy. Therefore, an exception to the City’s Minimum Fund Balance Policy established by Resolution No. 1154-2012 is hereby granted for the Sewer Operations Fund (050), Water Metro Wells Fund (063), and Water Dinsmore Zone Fund (064).

Section 5.

Adoption of the FY 2025-26 budget includes the following inter-fund transfers:

Inter-Fund Transfers for FY 2025-26

From:				
000	General Fund	\$	79,063	Subsidy for Building fund activities that exceed actual revenues
	Total	\$	79,063	
To:				
008	Building	\$	79,063	From General Fund to cover expenses that exceed charges for services
	Total	\$	79,063	

Section 6.

Adoption of the FY 2025-26 Budget authorizes the use of fund balance (expenditures exceeding revenues and transfers) in the following funds in the following amounts: General Fund Motorpool (005) \$29,800, General Fund (000) \$167,656, Economic Development Fund (003) \$47,000, Solid Waste Fund (027) \$2,297, Recycling Fund (074) \$4,000, SB1 Fund (021) \$115,401, TDA Fund (024) \$4,374, Sewer Operations Fund (050) \$81,178, Sewer Capital Fund (052) \$299,500, ARPA-SLFR Fund (076) \$689,172, Water Operations Fund (060) \$89,463, Water Metro Wells (063) \$9,689, and Water Dinsmore Zone (064) \$136,100.

PASSED AND ADOPTED by the City of Rio Dell on this 3rd day of June 2025, by the following roll call vote:

Ayes:
Noes:
Abstain:
Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

FY 2025-26 Summary of Capital & Special Projects

ACCOUNT	PROJ #	PROJECT NAME	Gen Fund (000)	General Fund (Motorpool) (005)	Parks Capital (018)	Streets Fund (020)	SB1 Fund (021)	Water Grant (065)	ARPA-SLFRF (076)	Sewer (052)	Water (062)	TOTAL
GENERAL FUND / STREETS PROJECTS												
6500 14 021 0000	9068	Asphalt Street Resurfacing					\$100,000					\$100,000
6500 14 021 0000	9105	Wildwood Ave Crack Sealing					\$30,000					\$30,000
6500 14 000 0000	9070	City Beautification	\$5,000									\$5,000
6525 14 000 0000	9031	City Hall Improvements (PD)	\$50,000									\$50,000
6400 14 000 0000	XXXX	Replace Police Vehicle		\$68,200								\$68,200
GRANTS												
6500 14 018 0000	9073	Eel River Trail			\$100,000							\$100,000
6500 14 065 1050	1029	Water Dist. System Project						\$10,214,423				\$10,214,423
6500 14 076 0000	9099	Monument Road Repair							\$200,000			\$200,000
6525 14 076 0000	9086	Open Space Facility							\$140,000			\$140,000
6525 14 014 0000	9071	Dog Park							\$39,172			\$39,172
6500 14 076 0000	XXXX	Earthquake Infrastructure Damage							\$60,000			\$60,000
6500 14 076 0000	XXXX	Sewer I&I Repairs							\$250,000			\$250,000
WASTEWATER PROJECTS AND EQUIPMENT												
5115 14 052 0000	9036	SCADA Upgrades								\$200,000		\$200,000
6500 14 052 0000	9010	I&I Reductions								\$35,000		\$35,000
6500 14 052 0000	9100	Compliance Project Chloramine								\$20,000		\$20,000
6525 14 052 0000	9098	Biosolids Tent Roof Repair/Replacement								\$125,000		\$125,000
6400 14 VAR 0000	XXXX	Replace PW Truck	\$3,500			\$7,000				\$24,500		\$35,000
WATER PROJECTS AND EQUIPMENT												
5115 14 062 0000	9036	SCADA Upgrades									\$80,000	\$80,000
6500 14 062 0000	9048	Water Meter Replacement									\$12,000	\$12,000
6200 14 062 0000	9021	Meter Reading Equipment Replacement									\$26,000	\$26,000
6500 14 064 0000	9011	Monument Water Line Replacement									\$150,000	\$150,000
6200 14 062 0000	XXXX	Streaming Current Monitor									\$17,000	\$17,000
6200 14 062 0000	XXXX	Blowers Filter 1 & 2									\$10,000	\$10,000
6200 14 062 0000	XXXX	Water Line Locator									\$10,000	\$10,000
6200 14 062 0000	XXXX	Leak Locator									\$10,000	\$10,000
6400 14 VAR 0000	XXXX	Replace PW Truck	\$3,500			\$7,000					\$24,500	\$35,000
TOTAL ALL PROJECTS			\$62,000	\$68,200	\$100,000	\$14,000	\$130,000	\$10,214,423	\$689,172	\$404,500	\$339,500	\$12,021,795

DRAFT

FISCAL YEAR 2025-26
POSITION ALLOCATION TABLE

DEPARTMENT/POSITION	FULL-TIME EMPLOYEES (FTEs)					
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
ADMINISTRATION						
Management Analyst I/II/Sr	-	1.00	1.00	1.00	-	-
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
City Manager/Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Community Development Director	0.80	0.80	0.80	0.80	1.00	0.80
Total FTEs	2.80	3.80	3.80	3.80	3.00	2.80
FINANCE DEPARTMENT						
Accountant I/II	1.00	1.00	1.00	1.00	1.00	1.00
Finance Director	1.00	0.60	0.60	1.00	1.00	1.00
Fiscal Assistant I/II	1.00	1.00	1.00	-	-	-
Senior Fiscal Assistant	1.00	1.00	1.00	2.00	2.00	2.00
Total FTEs	4.00	3.60	3.60	4.00	4.00	4.00
POLICE DEPARTMENT						
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00	2.00
Police Corporal	-	-	1.00	1.00	1.00	1.00
Police Officer	4.25	4.25	3.25	4.15	4.15	3.25
Police Officer Recruit	-	-	1.00	-	-	-
Records Technician	0.70	0.70	0.70	0.70	0.80	-
Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Total FTEs	7.95	7.95	8.95	8.85	8.95	8.25
PUBLIC WORKS DEPARTMENT						
Operator in Training (OIT)	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Leadman	1.00	1.00	1.00	1.00	1.00	-
Utility Worker I/II/III	2.50	2.50	2.50	3.00	2.00	3.00
Wastewater Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Water/Streets Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Water/Wastewater Plant Operator I/II/III	2.00	2.00	2.00	2.00	2.00	2.00
Total FTEs	8.50	8.50	8.50	9.00	8.00	8.00
TOTAL CITY FTEs	23.25	23.85	24.85	25.65	23.95	23.05

DRAFT



FY 2025-26 Proposed Budget Calendar

February

- **Tuesday, February 18th City Council Proposed Budget Calendar on Consent Calendar**
 - Agendize budget calendar

MARCH

- **March 1-31**
 - Development of proposed staffing plan
 - Salary costs are calculated based on the proposed staffing plan
 - Revenue forecasting is completed
 - Budget worksheets are compiled
- **Friday, March 21st**
 - Budget Packets Distributed to Department Heads/Supervisors

APRIL

- **April - Priority Setting Meetings with City Council**
- **Monday, April 7th**
 - Department Heads/Supervisors turn in Budget Requests to Finance Director
- **April 14 – April 18**
 - Information compiled by Finance
- **April 21 – April 25**
 - City Manager reviews Budget and provides recommended changes to Finance
 - City Manager meets with Department Heads/Supervisors as needed
- **Tuesday, April 29th**
 - Finance finishes preparing the recommended budget for City Manager approval

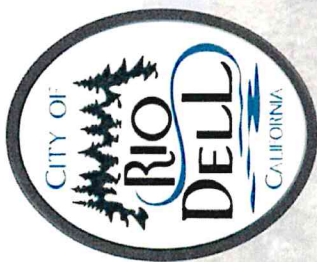
FY 2025-26 Proposed Budget Calendar

MAY

- **May 5 - May 16**
 - Prepare Staff Report and Final Preparations for Recommended Budget
- **Tuesday, May 20th City Council Meeting**
 - The City Manager presents the Recommended Operating and Capital Budget
- **May 21– May 30**
 - *Special budget meetings, if necessary*

JUNE

- **Tuesday, June 3rd City Council Meeting**
 - City Public Hearing- City Manager presents the revised Recommended Operating and Capital Budget
- **June 4-June 16**
 - *Special budget meetings if necessary*
- **Tuesday, June 17th City Council Meeting**
 - Special Presentation - Finance Director Presents the Final Operating and Capital Budget for Adoption Resolution No. _____



City of Rio Dell Recommended Budget FY 2025-26



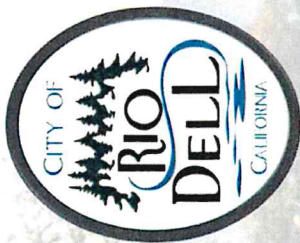
Recommended Budget Outline

- Budget Process Timeline
- Priority Update
- Budget Changes
- Total Recommended Budget
- City Expenses
- City Revenue Sources
- General Fund Expenses
- General Fund Revenue Sources
- General Fund 5 Year Comparison
- General Fund Unassigned Reserve
- Capital Projects
- Grants
- City Organizational Chart
- Personnel History
- Next Steps



Recommended Budget FY 25-26

FUND	NAME	RESERVES		REVENUES		EXPENDITURES		RESERVES		
		EST Beginning Fund Bal.	Projected Totals	Projected Totals	Transfers	Change in Fund Balance	Est. End. Fund Balance	Target 30% Reserve		
005	General Fund Motorpool	143,924	40,000	69,800		(29,800)	114,124	20,940		
008	Building Fund	-	75,700	149,007	(79,063)			NA		
039	CDBG RRLF Fund	100,000	5,000	-		5,000	105,000	-		
000	General Fund	1,720,039	1,773,850	1,862,443	79,063	(167,656)	1,552,383	558,733		
003	Economic Development	272,452	-	47,000	-	(47,000)	225,452	14,100		
044	Measure Z Fund	-	116,156	-						
074	Recycling Fund	128,464	5,000	9,000		(4,000)	124,464	2,700		
015	Parks Fund	20,079	-	-		-	20,079	-		
014	Park Per Capita Grant	-	-	-		-	-	-		
040	SLESF Fund	172,463	160,000	155,666		4,335	176,798	46,700		
018	Trails & Parks (Clean CA)	-	100,000	100,000		-	-	-		
052	Sewer Capital Fund	1,120,966	105,000	404,500		(299,500)	821,466	121,350		
054	Sewer Debt Svc Fund	147,777	303,000	302,934		66	147,843	-		
054	Sewer Restructured Reserve	302,822	-	-		-	302,822	302,822		
050	Sewer Operations Fund	261,223	1,267,000	1,348,178		(81,178)	180,045	404,454		
027	Solid Waste Fund	4,807	5,000	7,297		(2,297)	2,510	2,189		
093	Spay & Neuter Fund	1,944	3,500	-		3,500	5,444	-		
020	Gas Tax Fund (HUTA)	139,711	103,346	109,529		(6,183)	133,528	32,859		
024	TDA Fund	54,751	122,055	126,429		(4,374)	50,377	37,929		
026	RSTP Fund	37,121	27,000	24,399		2,601	39,722	7,320		
021	S81 (RMRA) Fund	247,209	85,595	200,996		(115,401)	131,808	60,299		
076	ARPA-SLFRF	689,172	-	689,172		(689,172)	-	-		
062	Water Capital Fund	1,719,147	290,000	189,500		100,500	1,819,647	56,850		
063	Water Metro Wells Fund	2,750	18,375	28,064		(9,689)	(6,939)	8,419		
064	Water Dismore Zone	112,015	24,000	160,100		(136,100)	(24,085)	48,030		
061	Water Restructured Reserve	136,000	-	-		-	136,000	136,000		
061	Water Debt Svc Fund	215,922	136,000	136,000		-	215,922	40,800		
060	Water Operations Fund	1,478,914	834,000	923,463		(89,463)	1,389,451	277,039		
065	Water Dist. System Project	-	10,214,423	10,214,423		-	-	-		
TOTAL		9,229,672	15,814,000	17,374,056	-	(1,681,968)	7,547,704	2,179,531		

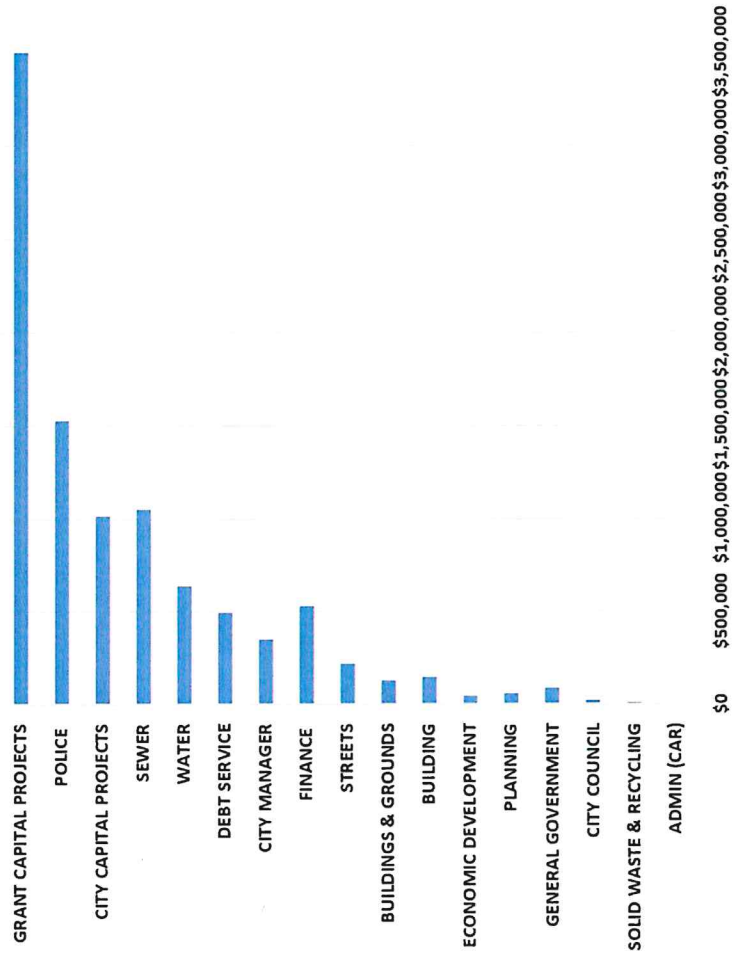


Recommended City Budget

\$17.4 Million

- Total City Budget for FY 2025-26 is **\$17.4MM** compared to **\$19.5MM** the prior year.

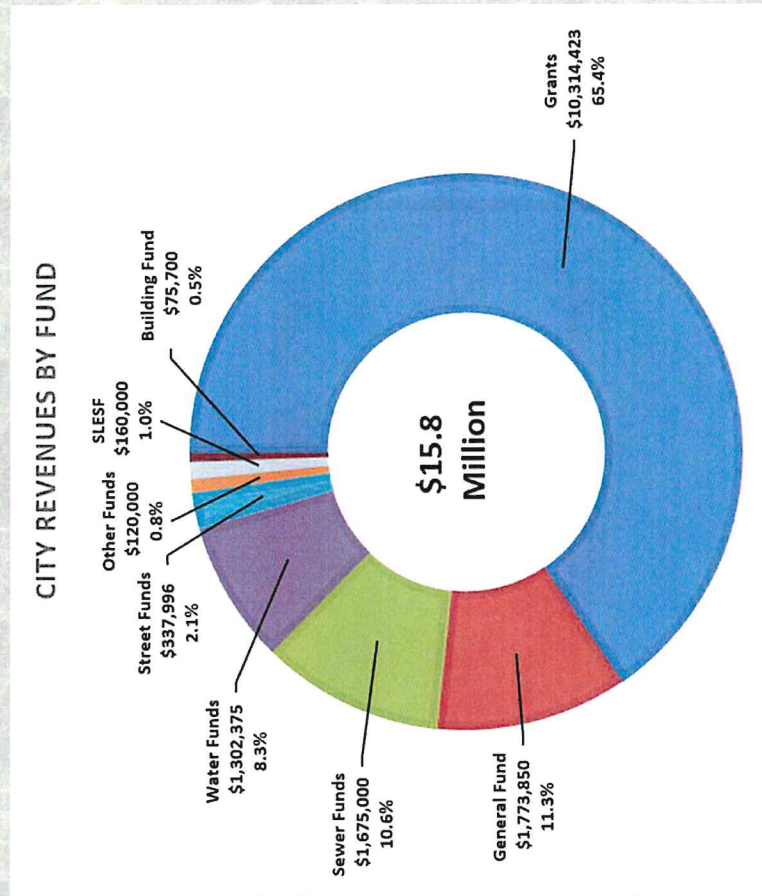
FY 2025-26 Budget by Activity





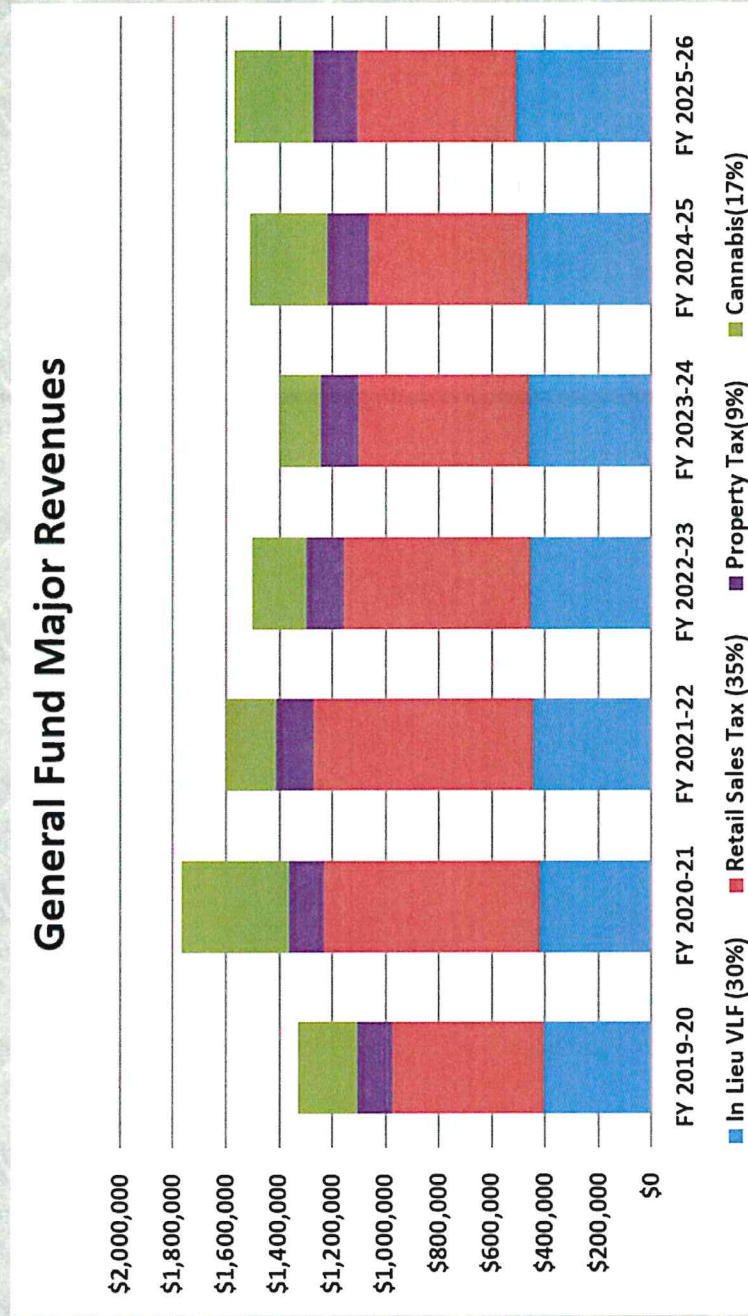
City Revenue Sources

- City revenues are estimated to be **\$15.8 MM** for FY 2025-26 compared to **\$18.2 MM** last year.





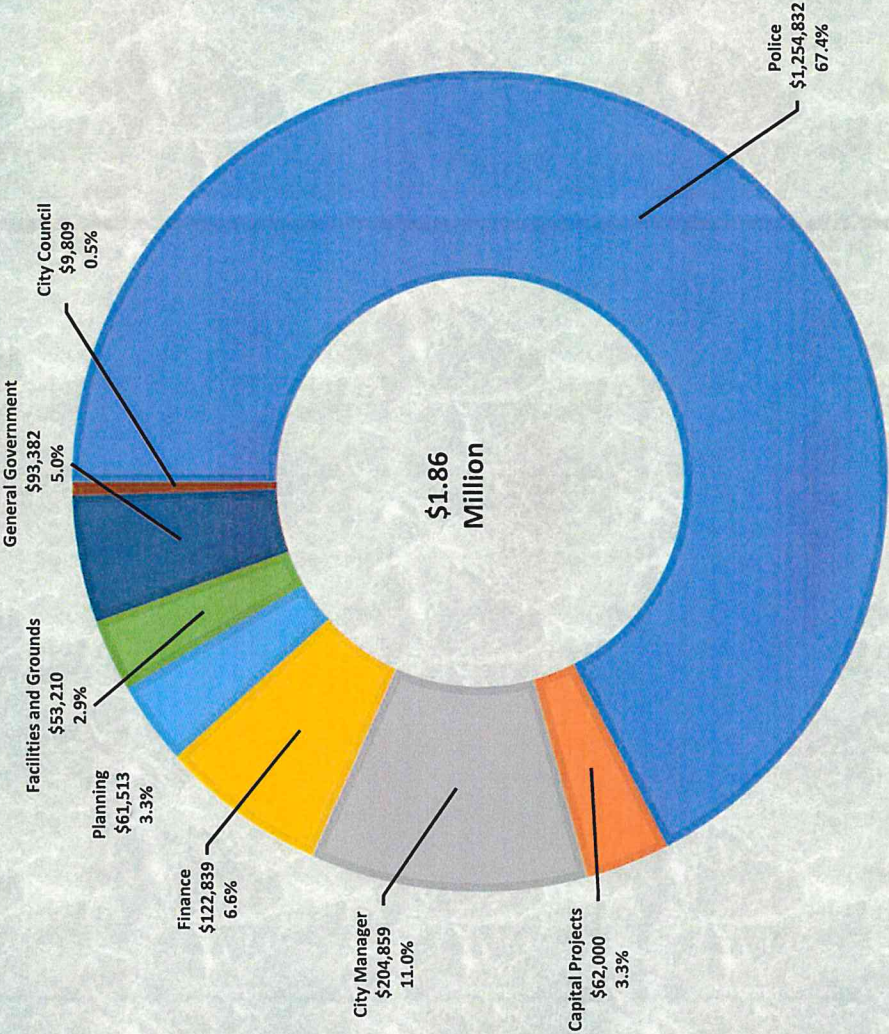
General Fund Revenue Sources



- Budgeted General Fund revenues for **FY 2025-26** are **\$1.77 MM** compared to **\$1.72 MM** last year.



General Fund Expenses



Police Department	\$1,254,832
Capital Projects	\$62,000
City Administration	\$204,859
Finance Department	\$122,839
Planning	\$61,513
Facilities and Grounds	\$53,210
General Government	\$93,382
City Council	\$9,809
Total Expenses	\$1,862,443



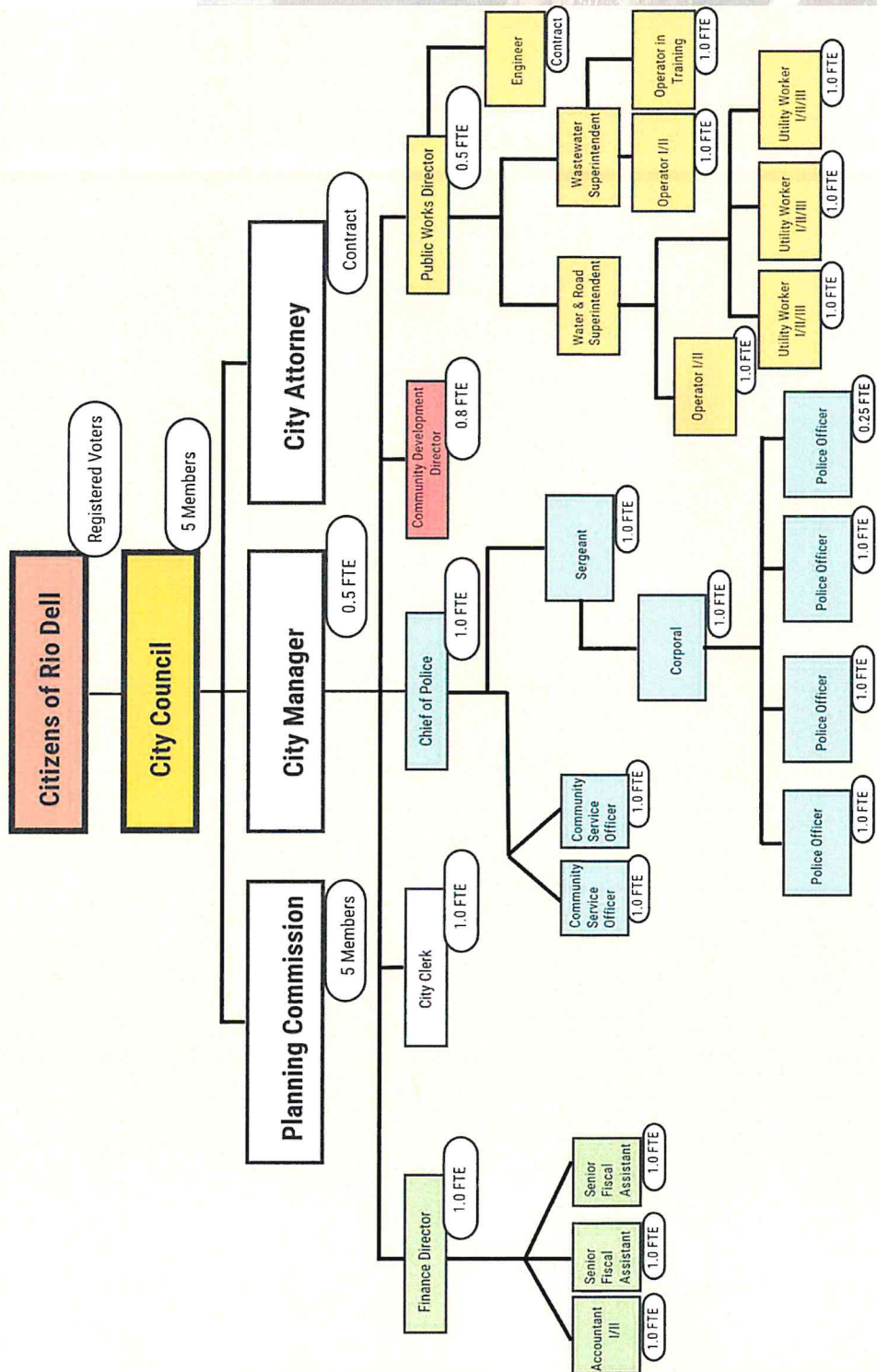
Capital Projects

FY 2025-26 Summary of Capital & Special Projects

ACCOUNT	PROJ #	PROJECT NAME	Gen Fund (000)	General Fund Motorpool (005)	Parks Capital (018)	Streets Fund (020)	SB1 Fund (021)	Water Grant (065)	ARPA-SLFRF (076)	Sewer (052)	Water (062)	TOTAL
GENERAL FUND / STREETS PROJECTS												
6500 14 021 0000	9068	Asphalt Street Resurfacing					\$100,000					\$100,000
6500 14 021 0000	9105	Wildwood Ave Crack Sealing					\$30,000					\$30,000
6500 14 000 0000	9070	City Beautification	\$5,000									\$5,000
6525 14 000 0000	9031	City Hall Improvements (PD)	\$50,000									\$50,000
6400 14 000 0000	XXXX	Replace Police Vehicle		\$68,200								\$68,200
GRANTS												
6500 14 018 0000	9073	Eel River Trail			\$100,000							\$100,000
6500 14 065 1050	1029	Water Dist. System Project						\$10,214,423				\$10,214,423
6500 14 076 0000	9099	Monument Road Repair							\$200,000			\$200,000
6525 14 076 0000	9086	Open Space Facility							\$140,000			\$140,000
6525 14 014 0000	9071	Dog Park							\$39,172			\$39,172
6500 14 076 0000	XXXX	Earthquake Infrastructure Damage							\$60,000			\$60,000
6500 14 076 0000	XXXX	Sewer I&I Repairs							\$250,000			\$250,000
WASTEWATER PROJECTS AND EQUIPMENT												
5115 14 052 0000	9036	SCADA Upgrades								\$200,000		\$200,000
6500 14 052 0000	9010	I&I Reductions								\$35,000		\$35,000
6500 14 052 0000	9100	Compliance Project Chloramine								\$20,000		\$20,000
6525 14 052 0000	9098	Biosolids Tent Roof Repair/Replacement								\$125,000		\$125,000
6400 14 VAR 0000	XXXX	Replace PW Truck	\$3,500			\$7,000				\$24,500		\$35,000
WATER PROJECTS AND EQUIPMENT												
5115 14 062 0000	9036	SCADA Upgrades									\$80,000	\$80,000
6500 14 062 0000	9048	Water Meter Replacement									\$12,000	\$12,000
6200 14 062 0000	9021	Meter Reading Equipment Replacement									\$26,000	\$26,000
6500 14 064 0000	9011	Monument Water Line Replacement									\$150,000	\$150,000
6200 14 062 0000	XXXX	Streaming Current Monitor									\$17,000	\$17,000
6200 14 062 0000	XXXX	Blowers Filter 1 & 2									\$10,000	\$10,000
6200 14 062 0000	XXXX	Water Line Locator									\$10,000	\$10,000
6200 14 062 0000	XXXX	Leak Locator									\$10,000	\$10,000
6400 14 VAR 0000	XXXX	Replace PW Truck	\$3,500			\$7,000					\$24,500	\$35,000
TOTAL ALL PROJECTS			\$62,000	\$68,200	\$100,000	\$14,000	\$130,000	\$10,214,423	\$689,172	\$404,500	\$339,500	\$12,021,795



City of Rio Dell Organization Chart Fiscal Year 2025-2026

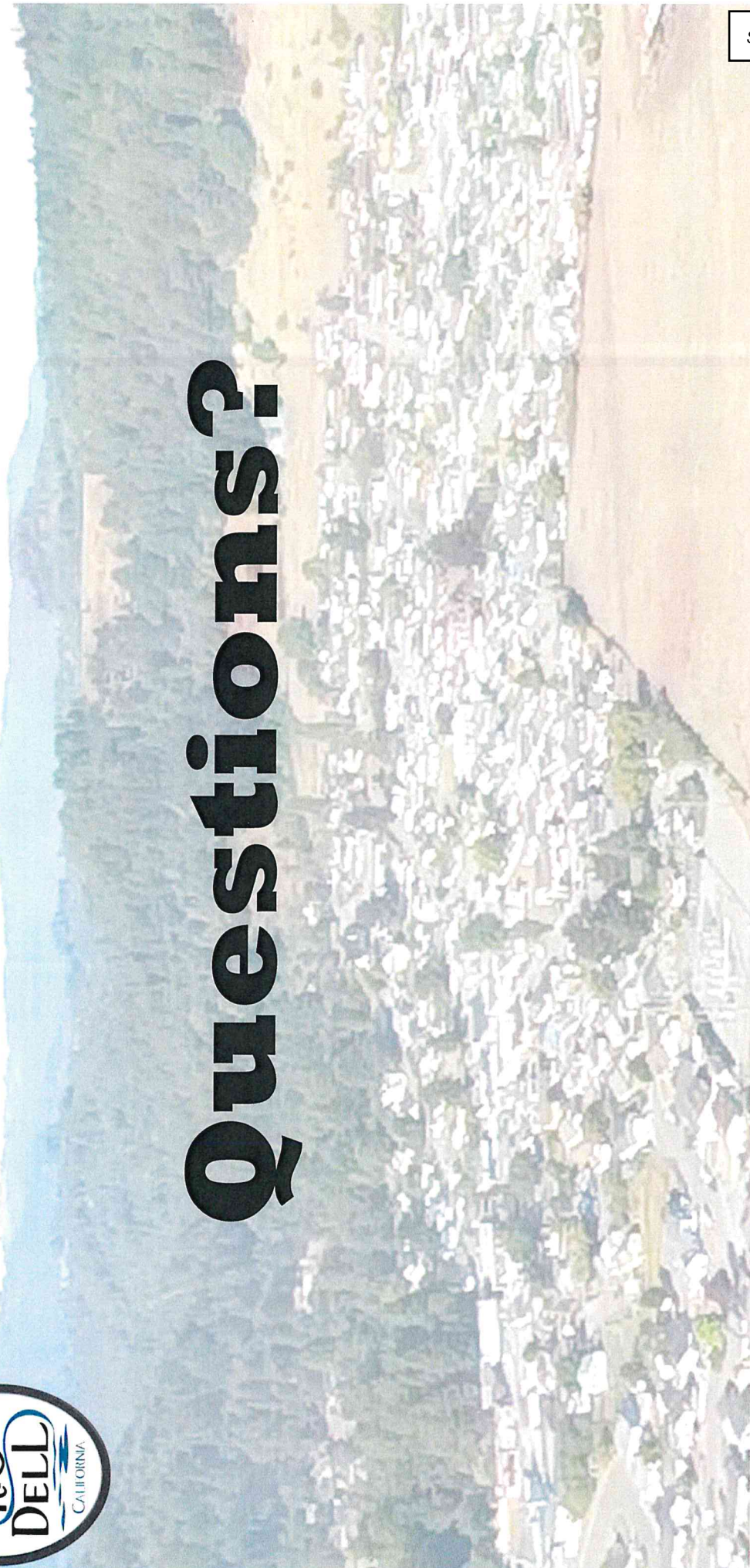


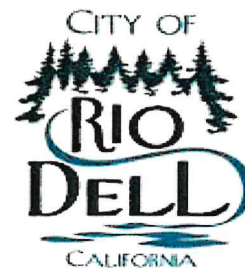


FISCAL YEAR 2025-26 POSITION ALLOCATION TABLE						
DEPARTMENT/POSITION	FULL-TIME EMPLOYEES (FTEs)					
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
ADMINISTRATION						
Management Analyst I/II/Sr	-	1.00	1.00	1.00	-	-
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
City Manager/Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Community Development Director	0.80	0.80	0.80	0.80	1.00	0.80
Total FTEs	2.80	3.80	3.80	3.80	3.00	2.80
FINANCE DEPARTMENT						
Accountant I/II	1.00	1.00	1.00	1.00	1.00	1.00
Finance Director	1.00	0.60	0.60	1.00	1.00	1.00
Fiscal Assistant I/II	1.00	1.00	1.00	-	-	-
Senior Fiscal Assistant	1.00	1.00	1.00	2.00	2.00	2.00
Total FTEs	4.00	3.60	3.60	4.00	4.00	4.00
POLICE DEPARTMENT						
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00	2.00
Police Corporal	-	-	1.00	1.00	1.00	1.00
Police Officer	4.25	4.25	3.25	4.15	4.15	3.25
Police Officer Recruit	-	-	1.00	-	-	-
Records Technician	0.70	0.70	0.70	0.70	0.80	-
Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Total FTEs	7.95	7.95	8.95	8.85	8.95	8.25
PUBLIC WORKS DEPARTMENT						
Operator in Training (OIT)	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Leadman	1.00	1.00	1.00	1.00	1.00	-
Utility Worker I/II/III	2.50	2.50	2.50	3.00	2.00	3.00
Wastewater Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Water/Streets Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Water/Wastewater Plant Operator I/II/III	2.00	2.00	2.00	2.00	2.00	2.00
Total FTEs	8.50	8.50	8.50	9.00	8.00	8.00
TOTAL CITY FTEs	23.25	23.85	24.85	25.65	23.95	23.05



Questions?





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

June 3, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Appointment of an Ad Hoc Committee Related to Economic Development

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Appoint two members of the City Council to the Ad Hoc.

BACKGROUND AND DISCUSSION

The City Council last appointed an Economic Development Ad Hoc in December of 2020. That ad hoc ultimately led to the creation of current Economic Development Strategy. Based upon the conversation at the recent FY 25-26 priority setting session, it is recommended that the Council appoint a new Ad Hoc to work on an update of the current plan and implementation priorities. Work of the Ad Hoc will eventually return to the full council for the Council's consideration.

Attachments:

1. 2021 Economic Development Plan

///



Economic Development Ad Hoc

Goals and Actions to Achieve Economic Development 2021

Goals

- Maximize the economic potential of this bedroom community.
- Create a more visually attractive community.
- Increase City revenues to maintain and enhance public services.
- Create a reason for outsiders to visit.
- Create a team with resources, empowered to accomplish goals.

Mission Statement:

"We will be successful when business space vacancy rates decline, more outsiders visit and city revenues increase. We will become the town that businesses and individuals want to invest in."

Goal Directives

1.) Reduce Downtown Vacancy Rates

A.) Action: Implement city funded Façade Improvement Program with grants/loans for façade renovation.

The downtown would benefit from visual enhancements only possible through physical improvement to facilities. The City could match up to 50 percent of the cost of construction work and designs reviewed through the City's Design Review process.

- B.) Action:** Develop “Phantom Gallery” concept for artists to rent unused available commercial space.

Currently, there is a high vacancy rate in the downtown. The City could offer to pay a reduced rent and electrical utilities and the storefront could be utilized to display the work of artists during the time the facility is looking for a permanent occupant.

- C.) Action:** Evaluate downtown walkability and beautification options and create specific Downtown Walkability Enhancement & Beautification Plan.

A specific plan could be developed by interested persons to make physical improvements to the publicly owned downtown core, including sidewalk improvements, tree planting, lighting or other improvements.

- D.) Action:** Evaluate off-street parking and develop a plan to create more parking for employees and visitors in anticipation of long-term growth.

Off-Street parking is an important component of a thriving downtown. Visitors need access to safe and nearby parking. Businesses wishing to hold larger events need visitors who can easily access the downtown.

- E.) Action:** Consider the purchase of 255 Wildwood Avenue for pollution remediation and redevelopment as available commercial space or Community Center.

255 Wildwood is currently an eyesore but the space is full of potential. The City could purchase the property and use grants funds to remediate pollution and put the property back into use. A plaza with community center, space for the Community Resource Center and rentable commercial kitchen is one example of a higher and better use of the property. The site could easily become the focal point of the downtown, whether in private or public use.

- F.) Action:** Research the future of Eagle Prairie Bridge – develop advocacy plan for its longevity.

In 2018 CalTrans, without notice, closed the Eagle Prairie Bridge for a 6-month repainting job. The closure exposed the importance of the bridge to the downtown core and its economic health. However, CalTrans’ long-term commitment to the bridge is in doubt, as the agency has approached both the County and the City to transfer the structure.

- G.) Action:** Develop and implement mural program to enhance visitor’s experience.

Examples abound locally of successful mural programs that help to provide visual enhancements to otherwise bland or deteriorating building surfaces. This program would present an opportunity to better represent the downtown, both to locals and visitors with a proven concept.

2.) Increase Number of Out-of-Town Visitors

- A.) Action:** Develop event space that allows for celebrations or festivals that can attract regional patronage.

The City currently lacks the infrastructure to assist interested groups and individuals from holding significant large-scale events. Examples of events include a farmers market, beer festival or similar event. Concepts include a plaza and community center and creating an easy setup for volunteers to obtain permits for and set up events in a safe dedicated space.

- B.) Action:** Invest in additional highway billboard signage (1) Wastewater property on Metropolitan (2) look to the south for northbound traffic signage spaces.

Highway signage for the City is minimal and depends on standard CalTrans signage that offers no identity or encouragement for someone to decide to pull off the freeway.

- C.) Action:** Consider partnership to generally advertise and raise local awareness of services available in Rio Dell (gas, lunch, nursery, dispensaries etc.)

The City could help finance advertisements in local publications informing the public of general services in Rio Dell. The effort would help build local awareness of existing services and result in higher utilization.

- D.) Action:** Focus on the cleanliness of the main Wildwood and Davis view sheds.

The City continues to invest in code enforcement and prioritization of the Wildwood Davis viewshed. Continuing and expanding this effort is important. Potential improvements could be regularized street sweeping and other efforts to enhance the visual experience and post-visit review of visitors.

- E.) Action:** Establish a Rio Dell Farmer's Market.

Rio Dell lacks a Farmers Market, or other regular venue for community members to sell agricultural products or other homemade goods. Such programs are common in other communities and this idea could translate well.

- F.) Action:** Create a draw. "World's largest frying pan" or similar.

Outsiders and other US101 travelers lack a compelling reason to simply visit the community. Services include gas, food, dispensaries and the Dollar General. However, aside from these specific services, there is no other draw to the community. It is common for freeway adjacent communities to have draws, whether that be Bigfoot, Burls or other similar type ideas.

3.) Increase the Quality of Life

- A.) Action:** Continue to invest in quality municipal services, including infrastructure.

The City itself is a tool that can be used to enhance quality of life. The City was incorporated in 1965 In order to provide a higher level of law enforcement than was provided by the County. Many unincorporated areas of Humboldt County would like to be

incorporated in order to exercise greater local control, but new State law makes incorporation very difficult and cost prohibitive.

- B.) **Action:** Survey new residents and homeowners along with the younger demographic residents about what would enhance the quality of life and livability in the community.

What defines Quality of Life should be informed by residents, especially those who have recently chosen to call this community home and also younger residents. The City should specifically reach out to these populations to identify what they believe would make the community a better place to live.

- C.) **Action:** Develop a plan for the City to have expanded service roles involving parks, recreation and other quality enhancements.

Quality of Life is often linked to public space amenities in a community. Parks, Libraries, basketball courts and walking trails are all examples of public amenities that create an interest in living within a community, and continuing to do so.

- D.) **Action:** Consider working with the School District to develop a plan for the District's schools to achieve and retain distinguished school recognition, identifying the needed improvements, a plan to achieve and resources to help implement a strategic plan.

The quality of educational opportunities for children is an often overlooked ingredient in a community's viability for new residents and ultimately new businesses. Schools that receive special recognitions are often the pride of a community and reflect well on the community as a whole. Even undertaking the effort reflects well on the community.

4.) **Provide Quality Data to Decision Makers, Staff, Investors and the Community**

- A.) **Action:** Implement Economic Development Metrics.

The long-term success of an economic development plan hinges on measurable metrics that can help provide transparency as to the results of the overall program. Successes should be recognized and new efforts should be made to correct areas where the program falls short. One of the best ways to provide this information is through measurable metrics that help inform policymakers about the outcome of plans and the implementation process.

- B.) **Action:** Conduct economic leakage study. Consider consultants who could assist developing data specific to lodging investors such as Hotel Occupancy and Capacity Analyses.

An economic leakage study would help provide valuable third party data to stakeholders, policymakers and residents about potential economic opportunities within the community. Such a study would also help illuminate weaknesses where action plans can then be developed and implemented to mitigate those weaknesses. The overall goal should be to use the information from professional studies to help lower risk to those choosing to make investments in the community.

- C.) **Action:** Conduct SWOT Analysis and develop strategies to address threats.

SWOT stands for Strengths, Weaknesses, Opportunities and Threats. This type of analysis is done not only by the public sector, but also by businesses and individuals looking to invest in a community. These analyses can be broad or specific but their purpose is to inform stakeholders and decision makers about the environment they wish to enter or stay in.

5.) Capitalize on Strengths and Opportunities

- A.) Action:** Explore partnering with the Cannabis Industry for continued cooperation and/or opportunities to leverage Project Trellis grant dollars for Rio Dell.

Over the past several years the Cannabis Industry has made some of the largest private business investments in the community. Recent successes in economic development are tied to the legal cannabis industry, and Rio Dell is not alone in these developments. Over the next couple years, the County of Humboldt will be investing over \$5,000,000 in the cannabis industry through Project Trellis grants. This is a potential opportunity to pull down additional investment funds into the community.

- B.) Action:** Invest in HRDBP infrastructure, including streets and highway interface.

The Humboldt Rio Dell Business Park (HRDBP) presents unique challenges and also immense opportunity for the community to create industry wage level jobs and revenue in the city. When annexed into the city, HRDBP's public infrastructure became the responsibility of the city and future development and growth of the site will require investment by the city to keep the area a target for growth and investment.

- C.) Action:** Develop plans for underutilized or vacant parcels with streamlined permitting for parcels with an economic component.

Rio Dell still has significant undeveloped or under developed parcels within the city limits. These are potentially immense opportunities for housing and business growth. In the absence of a vision by property owners, the city should, where possible, begin visioning for these properties to be put towards higher and better uses.

6.) Branding and Identity

- A.) Action:** Develop "Selfie-Station" concept where travelling visitors can identify themselves as having visited the community or region via social media.

In the era of social media, visual iconography takes on added importance. The Golden Gate Bridge, Carson Mansion and other visual symbols of a community or geographic area are common photo opportunities that help to social media users readily represent that they have visited a location. Rio Dell is gifted with a number of icons, including the Eagle Prairie Bridge and the majestic bluffs. Icons can be created, such as the gateway signage. Capitalizing on these icons is important as social media continues to grow in influence.

B.) Action: Create a Rio Dell Economic Development webpage to promote ideas, encourage investment and provide transparency.

A website specific to Economic Development could also help to serve as a platform to help develop branding and identity for the community.

7.) Capacity Enhancement

A.) Action: Develop a plan to implement the Economic Development actions and provide the financial resources to accomplish.

This Economic Development Initial Plan will need resources to fully realize.

B.) Action: Consider hiring a grant writer and/or economic development coordinator to move the plan forward.

C.) Action: Consider the formation of an Economic Development Committee with community partners to help oversee and assist with the implementation of the core actions.

D.) Action: Send a delegation to cities of similar size and composition to first-hand explore their successes and failures.

E.) Action: Send delegations to Economic Development Conferences and developer conventions.

F.) Action: Create an annual grant availability inventory.

Metrics

Reduced Downtown Vacancy Rates

Measure Downtown Vacancy Rate

Action: Develop updatable standard metric for vacancies on Wildwood Avenue. Consider extending the metric to all commercial spaces.

Increased Outside Visitation

Measure Traffic Activity

Action: Look to CalTrans for existing data. Consider establishing regular traffic volume monitoring on Wildwood Avenue if data is insufficient.

Cell Phone Data

Action: Consider using data provided by GoHumCo as a method of monitoring visitation to Rio Dell.

Increased City Revenues

Enhanced Measurement of City Revenues

Action: Partner with an analytics firm to look at sales tax and other city revenues more closely.

Recent Success

- Street and Sidewalk Work
- Increased staffing in the Police Department
- Business investment related to Cannabis and Cannabis Taxes
- Infrastructure Grants
- Increased Code Enforcement and an improving self-image for the community.

Immediate Action Plan (IAP)

1. Third Party Leakage Study – Develop relationship with Consultants and produce respected third party data to make informed decisions.
2. Façade Improvement Program – Develop and implement.
3. Open Space Facility / Dog Park – Pursue new and specific recreational assets for the City.
4. Pursue Todd Property – Explore the future of this undeveloped parcel.
5. Beatification/Walkability Committee – form a group of community members and councilmembers to develop and plan and specific projects towards beautification.
6. Dinsmore Plateau / HRDBP Development / Development Friendly / Signage / Develop Alternative Options for Developers Water Line – Continue to invest in the current largest economic driver in Rio Dell: The legal cannabis industry.



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June 3, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

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

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1.) Allow staff to introduce the Ordinance; and,
- 2.) Open and receive public comment; and,
- 3.) Close public comment; and,
- 4.) Direct staff to make any changes to the draft ordinance if necessary; and,
- 5.) Motion: Introduce and continue the item to the regularly scheduled meeting of June 17, 2025 for adoption of Ordinance 417-2025 creating chapter §9.30 of Title IX of the Rio Dell Municipal Code (RDMC) pertaining to “Sales of Nitrous Oxide” and further creating a comprehensive Nitrous Oxide Ordinance.

BACKGROUND AND DISCUSSION

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

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

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

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

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

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

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

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

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

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

The proposed ordinance is designed to:

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

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

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

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

Adoption of Ordinance No. 417-2025 will:

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

ATTACHMENTS

1. Proposed Ordinance No. 417-2025

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ORDINANCE NO. 417-2025



COMPREHENSIVE NITROUS OXIDE ORDINANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9.30.020 SALE OR DISTRIBUTION OF NITROUS OXIDE.

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

9.30.030 EXCEPTIONS.

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

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

9.30.040 VIOLATIONS AND PENALTIES.

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

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

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

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

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

9.30.050

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

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

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

Debra Garnes, Mayor

ATTEST:

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

Karen Dunham, City Clerk, City of Rio Dell