



RIO DELL CITY COUNCIL AGENDA
REGULAR MEETING - 6:00 P.M.
TUESDAY, JUNE 04, 2024

City Council Chambers
675 Wildwood Avenue, Rio Dell

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

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

Public Comment by Email:

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

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

Zoom Public Comment:

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

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CEREMONIAL MATTERS
- E. PUBLIC PRESENTATIONS

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

F. CONSENT CALENDAR

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

1. 2024/0604.01 - Approve Minutes of the May 21, 2024 Regular Meeting **(ACTION)** - Pg. #4
2. 2024/0604.02 - Approve Minutes of the May 23, 2024 Special Meeting **(ACTION)** - Pg. #14
3. 2024/0604.03 - Adopt Resolution No. 1604-2024 Approving a List of Projects for FY 2024-2025 Funded by SB1 – The Road Repair and Accountability Act of 2017 **(ACTION)** - Pg. #15
4. 2024/0604.04 - Adopt Resolution No. 1605-2024 Calling for a General Municipal Election to fill two (2) City Council seats, requesting and consenting to consolidation of the Municipal Election with the General Election to be held on November 5, 2024, Humboldt County Registrar of Voters, providing for the Notice of Election, and Adopting Uniform Policies pertaining to Candidate Statements and Fees **(ACTION)** - Pg. #18
5. 2024/0604.05 - Adopt Resolution No. 1606-2024 Approving Billable Rates for staff time for FY 2024-2025 **(ACTION)** - Pg. #24
6. 2024/0604.06 - Adopt Resolution No. 1607-2024 Adopting the Gann Appropriations Limit for FY 2024-2025 **(ACTION)** - Pg. #27
7. 2024-0604.07 - Approve Purchase of Services for Annual Audit for FY 2023-2024 and authorize the City Manager or designee to sign Letter of Engagement **(ACTION)** - Pg. #34

- [8.](#) 2024/0604.08 - Authorize Staff to execute a Three-Year Memorandum of Understanding with City of Fortuna for Police Dispatch Services in an amount of \$100,000+/- Per Year **(ACTION)** - Pg. #42

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. REPORTS/STAFF COMMUNICATIONS

- [1.](#) 2024/0604.09 - City Manager/Staff Update **(RECEIVE & FILE)** - Pg. #49

I. SPECIAL PRESENTATIONS/STUDY SESSIONS

1. 2024/0604.10 - Presentation – Prioritizing Essential Services in an Era of Natural Disasters **(RECEIVE & FILE)**
- [2.](#) 2024/0604.11 - Presentation – Recology Eel River – Annual Rate Adjustment to Solid Waste Franchise Agreement **(DISCUSSION/POSSIBLE ACTION)** - Pg. #55
- [3.](#) 2024/0604.12 - Presentation – Adoption of FY 2024-2025 Operation and Capital Budget **(DISCUSSION/POSSIBLE ACTION)** - Pg. #61

J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

- [1.](#) 2024/0604.13 - Adoption of a Recruitment and Retention Program Related to the Police Department **(DISCUSSION/POSSIBLE ACTION)**- Pg. #85

K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, June 18, 2024 at **6:00 p.m.***

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
MAY 21, 2024**

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

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

Absent: Councilmember Orr (excused)

Others Present: City Manager Knopp, Finance Director Sanborn, Water/Roadways Superintendent Jensen, Wastewater Superintendent Kelly, and City Clerk Dunham. Interim Police Chief Conner and Senior Fiscal Assistant Maciel were present for the Regular Meeting

Absent: Community Development Director Caldwell and Chief of Police Allen (excused)

STUDY SESSION – 5:00 P.M.

Discuss Fiscal Year 2024-2025 City Budget

Finance Director Sanborn provided a presentation on the Draft Recommended Operating and Capital Budget for FY 2024-25 including a summary of Capital and Special Projects, the draft Position Allocation Table, the draft Organizational Chart and a financial update on the 2022 Earthquake Disaster.

He began with an overview of the *FY 2024-25 Recommended Operating and Capital Budget – Budget Summary by Department and by Fund* which he explained breaks down the totality of the budget for the upcoming fiscal year.

He explained that the City has taken the stance to meet a 30% reserve target. The Sewer Operations Fund balance has historically been below the 30% but is on its way back up as a result of the Water/Wastewater Rate Study which accounted for some of the deficits. As the rates continue to rise at about 8.5% per year, that deficit amount will get closer to the positive side.

He reviewed each of the fund types and explained the purpose of each fund beginning with the General Fund Motor Pool which was developed in recent years to set aside money for general fund funded vehicles such as police vehicles and the admin car. He said that staff doesn't anticipate any vehicle purchases this year so this fund balance will end up at nearly \$150,000 which sets the City up very well for future vehicle purchases.

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Finance Director Sanborn explained that the Building Fund has historically operated at a deficit requiring a transfer of funds from the General Fund since expenditures exceed revenues.

He explained that the CDBG-RLF Fund is monies from the CDBG Program Income (PI) which is currently being put to use by the County to execute those funds for rental rehab and owner-occupied red-tagged homes as a result of the earthquake. He noted that there are a couple of people who have qualified for those loans and a few others that are going through the application process.

Next was review of the General Fund which is the main fund the City operates out of for City operations; aside from water and sewer. He said that the estimated beginning fund balance is a little over \$1.5 million and staff projects revenues to be a little higher than years past at \$1.7 million. A majority of those revenues is made up through vehicle license fees and taxes at \$460,000. The other highlight of the General Fund revenue is cannabis taxes with revenue projections increased by approximately \$100,000 based on recent expansion opportunities. He pointed out that as of the last quarter, the City is completely current and has collected all taxes from all cannabis businesses in town including operators on the Dinsmore Plateau.

Finance Director Sanborn went on to explain that the General Fund funds the City Council budget, the City Manager budget, the Finance Department, and the Police Department which is the largest expense, accounting for approximately 70% of the General Fund budget.

He commented that this budget will show that expenditures will exceed revenues by approximately \$350,000 and if everything goes as estimated, the ending fund balance will be about \$1.192 million which does exceed the 30% reserve target by almost double. He said that this is a number that staff has been tracking closely to make sure that number never gets too low, especially as some of these big grant funded projects are taking place.

City Manager Knopp interjected that historically the City has underspent in the General Fund with staff vacancies primarily in the Police Department. He added that the Management Analyst position was also cut and some capital projects were shifted out of the General Fund.

Finance Director Sanborn pointed out that most of the new staff in the Police Department has been coming in at Step A or B of the salary range although typically those positions are budgeted at Step C resulting in salary savings. In addition, benefits are usually projected at the highest full-family rate.

Councilmember Wilson asked for clarification that the change of \$349,000 represents the amount coming out of reserves for the year.

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Finance Director Sanborn explained that the projected revenues for the year are to be about \$1.7 million and the expenditures at almost \$2 million which creates that deficit if all the revenues and expenditures come in as projected.

Finance Director Sanborn said that the Economic Development fund was created a few years ago with initial seed money of \$300,000 which funds the Façade Improvement Program. The current fund balance is around \$260,000 and it is projected that if three façade improvement grants are awarded this fiscal year, the fund will still have \$200,000 for other economic development opportunities.

He noted that the City received two SB-1383 grants from the State; a \$20,000 grant and a \$75,000 grant for specific SB-1383 expenses.

City Manager Knopp noted that staff is in conversations with a consultant to work with the City on SB-1383 compliance.

Finance Director Sanborn anticipated receiving \$300,000 in interest earnings for the fiscal year from the City's Local Agency Investment Fund (LAIF) account.

Other budget highlights included the \$177,982 Park Per Capita Grant (Prop 68) for the new Dog Park project with construction scheduled to begin over the next month; the \$1.75 million Clean California Trails and Parks Fund for the Eel River Trails Project and Gateway Project including exercise equipment; and the \$740,132 in ARPA funding which can be used for anything City related but must be earmarked or allocated by December 31, 2024.

Total projected expenditures for FY 2024-25 were \$19,454,685.

Mayor Garnes pointed out that the City is currently down two full-time police officers and one police chief. She said that the City of Arcata is offering incentives that the City can't match but said that she would like to talk about some sort of incentive program for new and existing police officers, as a way to help level the playing field.

Finance Director Sanborn said that he and the City Manager discussed recruitment of police officers and noted that the cost for recruiting and training one officer is \$60,000. The idea of recruiting for a lateral level officer was also discussed.

City Manager Knopp commented that the police department is currently in transition for leadership and recruitment options need to be explored and executed. Those costs are not necessarily included in the draft budget but the budget can be amended as necessary. He pointed out that there are some significant savings in salaries and the need to recruit a lateral officer is needed but there will be some challenges pulling in an officer at that level.

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Councilmember Wilson asked how the police officer recruitment was going.

City Manager Knopp indicated that one applicant is going through the hiring process and the City is sponsoring through the academy as well as one other possible candidate. He said that the benefit of hiring a lateral officer is that it saves the time and expense for training. That officer would be a sworn POST certified officer from another agency.

Councilmember Wilson commented that one of the City Council's top five priorities was police department recruitment and is important to keep the department viable.

City Manager Knopp said that the number one objective has to be to get a new chief to see that through who is dedicated to the City. He noted that Jeff Conner has been very successful in the past with regard to recruitment efforts and as Interim Police Chief he will be a big help.

Finance Director Sanborn said that with regard to allocating additional funds down the road, there are things that are not necessarily included in the budget now but will be in the future. He said that the Traffic Committee recommended staff look into red curbs, compliance with AB 413 which is vehicles parking close to sidewalks, a radar sign, and a traffic study for the avenues. These are items that may come back to the Council for a possible budget adjustment once they are flushed out.

Finance Director Sanborn then provided a summary of Capital and Special Projects by fund. He reported there is a total of \$14,165,832 in Capital and Special projects for the fiscal year.

Wastewater Superintendent Kelly provided a brief summary of wastewater expenditures. She said for the SCADA upgrades they are looking at \$125,000 with costs split between water and sewer. \$35,000 was allocated for I & I reduction to go out and fix the issues. She noted that the public works crew is currently cameraing the lower laterals from the lower cleanouts to the main lines to identify what needs to be repaired. She said that they are also looking at completing their compliance project for Chloramine with the allocation of \$120,000 noting that they still need to complete a few more things including the SCADA upgrades. \$100,000 was allocated for the Biosolids tent roof which will either be repaired, replaced with a new roof, or replaced with a new metal building.

Water/Roadways Superintendent then reviewed projects and equipment in the Water Department which included the SCADA upgrade, water meter replacement, meter reading equipment replacement, infiltration gallery pump replacement, a backwash flow meter, and the Monument water line replacement with an allocation of \$278,000.

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Finance Director Sanborn continued with review of the Organizational Chart and Position Allocation Table representing a slight reduction in staffing from 25.65 to 23.95.

He said that this represents the removal of the Management Analyst position and one full-time Public Works Utility Worker. In addition, the Community Development Director position was increased to a full-time position at his request.

The last segment of the presentation was an Earthquake Financial Update. The report included a damage description, cost estimate, 75% State reimbursement, 25% City cost share and the associated fund. Total cost estimates for earthquake related costs were \$35,985,136 with \$26,988,852 state reimbursement leaving potentially \$8,996,284 as the City's shared cost.

Finance Director Sanborn said that the City will however, be requesting reimbursement of the additional 25% City cost share and will wait to get the decision.

He reported that staff has submitted six projects to the State for reimbursement, received responses on four of those with two pending approval. Of the \$609,323 in submitted claims to the State, the City has received \$188,912 to date.

He concluded the presentation and called for questions from the Council.

Councilmember Wilson asked if there is a timeline associated with the Damage Survey Reports.

Finance Director Sanborn explained that staff has done what is required as far as providing the State with the engineering reports for the 22 listed projects and said that he doesn't believe there is a timeline as long as the City is working towards a goal to complete these projects. Staff is now waiting for the State to respond.

The Study Session ended at 5:55 p.m.

The Council resumed the regular meeting at 6:00 p.m.

CEREMONIAL MATTERS**Appointment of Members to the Parks Master Plan Ad Hoc Committee**

Mayor Pro Tem Carter began by thanking everybody involved and said that it is an honor and privilege to serve this community and it will be for all the members on the Ad Hoc Committee. She said that she thinks that this is a really important project for many reasons and that it is really important to have all three of the Rio Dell's governing bodies joining together in this effort. She thanked the outflowing support from the Rio Dell Fire District, the Rio Dell School Board and the students.

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She asked the students, Reed and Austin to step forward while she pinned on them Rio Dell pins followed by a photo. She followed this with Fire Commissioner Mickey Barsanti and School Board President Val Barrote with a photo taken with the entire Ad Hoc Committee.

PUBLIC PRESENTATIONS

Mayor Garnes invited public comment on non-agenda matters. No members of the public commented.

City Clerk Dunham read one written public comment related to the Rio Dell river bar and suspected illegal activity that has been occurring. (Submitted with these minutes as Attachment 1)

CONSENT CALENDAR

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

Consent Calendar Item #7 related the Nor Cal Pipeline Services Agreement was removed from the agenda.

Mayor Garnes asked that the minutes be removed so she could abstain from vote since she was not at that meeting.

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

- 1) Authorize the Purchase of Two Wastewater Pump Systems in the amount of \$11,600.00;
- 2) Approve the Proposal from Jim Brickley to Refinish the Name Plaques at Memorial Park for \$480.00;
- 3) Adopt Resolution No. 1603-2024 Establishing Rental Housing Inspection Program Registration and Inspection Fees;
- 4) Adopt the List of City Council Priorities for FY 2024-2025; and
- 5) Confirm the Appointment of Jeff Conner as Interim Chief of Police.

Motion carried 4-0.

ITEMS REMOVED FROM CONSENT CALENDAR

Approve Minutes of the May 7, 2024 Regular Meeting

Motion was made by Carter/Woodall to approve the minutes of the May 7, 2024 regular meeting as submitted. Motion carried 3-0; 1 abstention.

**MAY 21, 2024 MINUTES
Page 7****REPORTS/STAFF COMMUNICATIONS**City Manager/Staff Update

City Manager Knopp said that staff is requesting a special meeting on Thursday at 4:00 p.m. for the approval of the contract with Mobley Construction for the Eel River Trails Project. He said that there will also be a soft ribbon-cutting for the project starting at 11:45 a.m. on Friday inviting Council members to attend.

He also reported that staff is engaging in a police chief recruitment with submittal of applications closing on May 24th.

Councilmember Wilson asked what the building was that is currently under construction at the Humboldt-Rio Dell Business Park.

City Manager Knopp said that it is an approved single-story cannabis facility.

Councilmember Woodall referred to the City Clerk staff update and asked about the new business "This-N-That" resale clothing store on Rigby Ave.

City Clerk Dunham explained that it was located in the Neighborhood Center zone at Davis and Rigby at the former location of the General Store.

Mayor Garnes thanked Jeff Conner for stepping up as Interim Police Chief.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGSAppointment of Ad Hoc Committee to Review California Department of General Services Acquisition of the former Todd Property and to Advise and Implement Next Steps

City Manager Knopp provided a staff report and said that the former Todd property is the 18+ acre parcel located on the corner of 4th Ave. and Davis St. This particular site has long been identified by the City and the community as a potential area for growth and development.

He noted that right around the time of the 2022 earthquake, the California State Department of General Services purchased the parcel for the express purpose of constructing a new Cal Fire Headquarters for the Humboldt-Del Norte unit. The current location is in Fortuna which is a relatively small location. He said that the proposed Cal Fire facility can be verifiably installed on 6 acres of the 18+ acre parcel, potentially locking away 12 acres as underutilized.

He pointed out that although the City does have some concerns with the proposed development, overall any development of the site is welcome. He said that some of the missed opportunities with development of the entire site by Cal Fire include hotels/motels

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and business type amenities such as restaurants or other visitor type facilities. In addition, by Cal Fire acquiring the entire 18+ acre parcel, it actually removes potential development of 200 housing units from the City's Housing Element Regional Housing Needs.

REPORTS/STAFF COMMUNICATIONS

He commented that there are significant impacts to the City and the goal of the City is to maximize the benefits of Cal Fire coming to town and welcome them but to also minimize some of the negative consequences. He noted that the plan is to include a communications tower on site approximately 120' tall with possibly active dispatch through a PA system immediately adjacent to a residential area. He said that these are just some of the factors identified in the development.

He noted that the Department of General Services has been non-responsive in providing information on the project so staff requested information through a Public Records Act Request in order to garner any information about the project. He said that this week, staff did receive some of the latest design plans for the project. Staff has had concerns regarding the State working with the City on even a slight compromise which would improve the quality of the project and allow for some level of economic development and job creation. Staff has engaged and sent a letter to both Senator McGuire and Governor Newsom. He said that there needs to be a level of transparency and openness to discussion about potential shared uses of the site that would benefit everybody. Staff's concern is that it will end up just being an island in the City where there is no integration with one exit and entry to the freeway.

He said that because the City is not getting a lot of cooperation through the State bureaucracy, staff is recommending the formation of an Ad Hoc to help steer the next steps to make sure the City is getting the community engaged to make everybody aware of the potential missed opportunities. He reiterated that the goal is to help minimize the impacts and maximize the benefits.

The recommended focus of the Ad Hoc committee would be on community education and community-based advocacy on this issue.

Mayor Garnes pointed out that the 18+ acre parcel represents 75% of the available commercial property in the City.

City Manager Knopp agreed that commercial space for development is very limited and viability of the City becomes at risk with the development as proposed and the loss of commercial property for mixed-use development.

Mayor Garnes called for public comment on the subject.

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Sharon Wolfe addressed the City Council and said that it might be great to include a couple of the members of the County Board of Supervisors. She said that RHNA allocations for the City will impact Humboldt County. In addition, the County has paid lobbyists that can be used to address issues the County has agreed to support or oppose. She said that it would also get more attention on the State side if the County were involved. Considering the State's budget, it is extremely hard to get the State's attention but Cal Fire is a State agency and tends to dump risks on others. She said that she would

be surprised if they would be interested on any kind of allowance of other businesses on their property because of the liability but they may be interested in allowing the purchase of a portion of the property. She commented that it would be great to bring in other visitor services with that parcel having great access from Highway 101. Having Cal Fire coming to Rio Dell is fantastic but the impact to the community is going to be strong so there needs to be uses beneficial to the community. In addition to advocacy, she suggesting going as public as possible. She noted that the loss of potential tax revenue to the City could be significant.

Councilmember Woodall agreed with everything Sharon said and suggested someone reach out to Supervisor Bushnell for support.

Mayor Garnes recommended the appointment of herself and Mayor Pro Tem Carter to the Ad Hoc committee.

Motion was made by Woodall/Wilson to approve the appointment of Mayor Garnes and Mayor Pro Tem Carter to the Ad Hoc committee. Motion carried 4-0.

The City Manager was asked to reach out to Supervisor Bushnell for support.

Appointment of Two Councilmembers to Serve on an Ad Hoc Committee to Work with City Manager on the Selection of a New Chief of Police

City Manager Knopp provided a staff report and noted that the Chief of Police position with the City of Rio Dell will become vacant on May 24, 2024 with recruitment currently underway. He said in the past, two members of the City Council participated in the selection process for new chiefs, including interviews and advising the City Council and City Manager on the selection.

Staff's recommendation was to select two members of the City Council to serve on the Ad Hoc committee. He said this is also the opportunity for individual councilmembers to opine on their view of what would be an ideal Chief or what type of qualities they would like to see to help advise the individual Ad Hoc members.

Councilmember Woodall suggested the City Council schedule a study session to discuss the Council's views regarding the Police Chief recruitment.

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City Manager Knopp said that a study session could be scheduled but that it should be held relatively soon so the Ad Hoc could get started. He said that the City Clerk would work with the group and schedule an appropriate time for the study session.

Motion was made by Carter/Wilson approving the appointment of Councilmember Woodall and Councilmember Wilson to the Ad Hoc Committee on the selection of a new Chief of Police. Motion carried 4-0.

COUNCIL REPORTS/COMMUNICATIONS

Mayor Pro Tem Carter reported on her attendance at a COAD meeting this morning and said that Nick Bown-Crawford is putting pressure on FEMA officials related to the threshold for natural disaster funding which is good to hear. She said that there was a Nuisance Advisory Committee meeting tomorrow, a Beautification, Walkability and Pride Committee meeting on Friday, and said that there would be a soft ribbon-cutting ceremony on Friday at 11:45 at the Eel River Trail with the trail ambassadors who are members of the 4th and 5th grade Eagle Prairie Elementary class leading the walk.

She also announced the date for the Humboldt Trails Summit as June 1, 2024 at Sequoia Park from 9:30-1:00 which she would be attending.

Councilmember Wilson reported that he attended a special HWMA meeting last night and would be attending a RCEA meeting on Thursday regarding the budget.

Councilmember Woodall said that she would also be attending the Nuisance Advisory Committee meeting on Wednesday and the Beautification, Walkability and Pride Committee meeting on Friday. She said that the committee has one project underway which is refinishing of the Memorial Park signs. She commented that the new trees in the Gateway look really nice and that she had received positive comments from the community.

ADJOURNMENT

A motion was made by Carter/Woodall to adjourn the meeting at 6:35 p.m. to the June 4, 2024, regular meeting. The motion carried 4-0.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL
SPECIAL MEETING MINUTES
MAY 23, 2024**

Mayor Garnes called the Special meeting of the Rio Dell City Council to order at 4:00 p.m.

ROLL CALL: Present: Mayor Garnes, Mayor Pro Tem Carter, Councilmember Woodall

Absent: Councilmembers Orr and Wilson (excused)

Others Present: City Manager Knopp, and City Clerk Dunham

PUBLIC PRESENTATIONS

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

SPECIAL MEETING MATTERS

Authorize the City Manager to Execute the Contract with Mobley Construction in the Amount of \$1,373,644 for the Eel River Trails Project

City Manager Knopp reported that the contractor is scheduled to begin work on June 1, 2024 with 120 days for completion which is September 30, 2024 provided there are no extensions granted.

Motion was made by Woodall/Carter to authorize the City Manager to execute the contract with Mobley Construction in the amount of \$1,373,644 for the Eel River Trails Project. Motion carried 3-0.

ADJOURNMENT

The meeting adjourned at 4:05 p.m. to the June 4, 2024 regular meeting.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk

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



DATE: June 4, 2024
TO: Honorable Mayor and Members of the City Council
FROM: Travis Sanborn, Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: Approval of Resolution No. 1604-2024 Adopting a List of Projects for Fiscal Year 2024-25 Funded by SB1 – The Road Repair and Accountability Act of 2017

IT IS RECOMMENDED THAT THE CITY COUNCIL:
Approve Resolution 1604-2024 Adopting a List of Projects for Fiscal Year (FY) 2024-25 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 eighth 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 \$87,722.

ATTACHMENTS
Resolution 1604-2024



**RESOLUTION NO. 1604-2024
ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2024-25 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 \$87,722 in RMRA funding in Fiscal Year (FY) 2024-25 from SB 1; and

WHEREAS, this is the eighth 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 2024-25 Road Maintenance and Rehabilitation Account Revenues:

Project Title: Rio Dell General Road Maintenance and Repairs FY 2024-25
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 Elm Street, Wildwood Avenue, and various City Streets.

Estimated schedule: Start on July 1, 2024, and completion will be June 30, 2025.

Estimated Useful Life: Three to ten years.

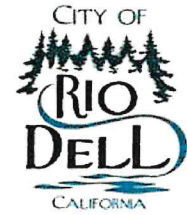
PASSED AND ADOPTED by the City Council of the Rio Dell on this 2nd day of June 2024 by the following vote:

Ayes:
 Noes:
 Abstain:
 Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk



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

TO: Mayor and Members of the City Council
FROM: Karen Dunham, City Clerk
DATE: June 4, 2024
THROUGH: Kyle Knopp, City Manager
SUBJECT: November 5, 2024 General Election

RECOMMENDATION

Approve Resolution No. 1605-2024 Ordering and Calling for a General Municipal election to fill two City Council seats; requesting and consenting to consolidation of the Municipal Election with the General Election to be held on November 5, 2024; requesting the services of the Humboldt County Registrar of Voters; providing for Notice of Election; and adopting uniform policies pertaining to candidate statements and fees.

BUDGETARY IMPACT

Estimated Election Costs are \$1,500-\$2,000.

BACKGROUND AND DISCUSSION

As the Council is aware, two (2) seats on the City Council will be open this November. Pursuant to the State of California Election Code §10002, §10403, §12101, §10228 and §13307, the City Council is required to adopt resolutions that order and call for a General Election to be held in the City of Rio Dell on November 5, 2024; request the Humboldt County Board of Supervisors to approve the consolidation of the Municipal Election with the General Election; make available the services of the Registrar of Voters to conduct the Municipal Election; authorize and direct the City Clerk to publish a Notice of Election within the time and manner specified and approve and adopt the regulations for candidate statements and fees.

To simplify the process, staff has consolidated the election requirements into a single resolution.

Upon adoption of the Resolution, the City Clerk will send a certified copy to the County Board of Supervisors and Humboldt County Elections/Registrar of Voters. The deadline for submission of the Resolution requesting consolidation of the election pursuant to the Elections Code is 88 days prior to the election which is August 9, 2024. However, since the County Board of Supervisors have some meeting dates blocked out in July, it is suggested the materials be submitted prior to July 1, 2024. As noted in the Resolution, the City Clerk will also publish the Notice of Election at the appropriate time, no earlier than July 1, 2024 and no later than July 15, 2024.

ATTACHMENTS:

Resolution No. 1605-2024

Notice of Election



RESOLUTION NO. 1605-2024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL ORDERING AND CALLING A GENERAL MUNICIPAL ELECTION TO FILL TWO CITY COUNCIL SEATS; REQUESTING AND CONSENTING TO CONSOLIDATION OF THE MUNICIPAL ELECTION WITH THE GENERAL ELECTION TO BE HELD ON NOVEMBER 5, 2024; REQUESTING THE SERVICES OF THE HUMBOLDT COUNTY REGISTRAR OF VOTERS; PROVIDING FOR THE NOTICE OF ELECTION; AND ADOPTING UNIFORM POLICIES ABOUT CANDIDATE STATEMENTS AND FEES

WHEREAS, the term of two (2) members of the City of Rio Dell City Council is due to expire and the positions must be filled; and

WHEREAS, the City Council has ordered a Municipal Election to be held on Tuesday, November 5, 2024, to fill those offices; and

WHEREAS, the California Elections Code Section 10002 and 10400 provides that the local governing body may request the Humboldt County Board of Supervisors to consolidate a general municipal election with the statewide general election; and

WHEREAS, the California Election Code Section 10002 requires the City to reimburse the County in full for the services performed upon presentation of a bill to the City by the County Elections Official; and

WHEREAS, the California Election Code Section 13307 requires that before the nominating period opens the City Council must determine whether a charge shall be levied against each candidate submitting a candidate’s statement to be sent to the voters; and may determine whether the estimate must be paid in advance; and

WHEREAS, California Elections Code Section 12101 requires the publication of a notice of election; and

WHEREAS, the City Council of the City of Rio Dell is desirous of having the County of Humboldt Elections Department/Registrar of Voters provide certain

services for the conduct of the general election to include the Rio Dell City Council election to be held on November 5, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIO DELL, CALIFORNIA that an election be held in accordance with the following specifications:

1. The City Council hereby calls for a general municipal election in and for the City of Rio Dell. The Election shall be held on Tuesday, November 5, 2024. The purpose of the election is to choose successors for the two (2) expired 4-year terms on the Rio Dell City Council.
2. The Rio Dell City Council hereby requests and consents to the consolidation of this election with the statewide general election to be held on November 5, 2024.
3. The City Council hereby requests the Humboldt County Board of Supervisors to authorize the County of Humboldt Elections Department to conduct the general election to include the City Council election for the City of Rio Dell on November 5, 2024, including the publishing of all election materials, the mailing of sample ballots, the hiring of election officers, and the counting of ballots with the tally turned into the City Clerk of the City of Rio Dell for announcement of the results of the election.
4. The City hereby designates the hours of the polls to be kept open from 7:00 a.m. to 8:00 p.m.
5. The City agrees to reimburse the County for the actual costs incurred in conducting the election upon receipt of a bill stating the amount due as determined by the election official.
6. The City Council has determined that upon submittal of a Candidate's Statement to be printed in the sample ballot, the candidate is responsible for the total cost for that printing as determined by the Humboldt County Election's Department; and that all costs are due and payable upon receipt of an invoice from the Election's Department to the City of Rio Dell. The Candidate's Statement is voluntary and is limited to 200 words.
7. The City Clerk is hereby authorized and directed to publish a Notice of Election at the appropriate time, no earlier than July 1, 2024, and no later than July 15, 2024.
8. Upon passage of this resolution, the City Clerk is hereby directed to send a certified copy to the County Board of Supervisors and Humboldt County Elections/Registrar of Voters.

PASSED AND ADOPTED this 4th day of June 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and preceding to be a full, true, and correct copy of Resolution No. 1605-2024 adopted by the City Council of the City of Rio Dell on June 4, 2024.

Karen Dunham, CMC
City Clerk, City of Rio Dell



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

NOTICE OF ELECTION RIO DELL CITY COUNCIL

Notice is hereby given that a General Municipal Election will be held in the City of Rio Dell on Tuesday, **November 5, 2024**, for the following offices:

City Council Member – There are two (2) open positions. Each position is for a four (4) year term of office.

Candidate Packets will be available in the Office of the City Clerk at Rio Dell City Hall, 675 Wildwood Avenue, Rio Dell, California, beginning **July 15, 2024, at 8:00 a.m.**

Nomination papers must be filed with the City Clerk by **August 9, 2024, at 5:00 p.m.**

Polls are open from 7:00 A.M. – 8:00 P.M. at the Monument Middle School, 95 Center Street, Rio Dell

Karen Dunham, CMC
Posted July 1, 2024

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



DATE: June 4, 2024
TO: Mayor and Members of the City Council
FROM: Travis Sanborn, Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: Adopt Resolution 1606-2024 Approving Revised Billable Rates for Staff Time for Fiscal Year 2024-25 and Amending the Master Fee Schedule to reflect the new fees

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Adopt Resolution 1606-2024 Approving Revised Staff Billable Rates for Fiscal Year (FY) 2024-25, Rescinding Resolution 1589-2023, 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 2023-24 billable rates to reflect council-approved changes in compensation and benefits.

From time to time, City staff is involved in activities and projects that require billing 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 1606-2024 Approving Revised Billable Rates for Staff Time for Fiscal Year 2024-25



**RESOLUTION NO. 1606-2024
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
APPROVING REVISED BILLABLE RATES FOR STAFF TIME FOR FISCAL YEAR
2024-25, RESCINDING RESOLUTION 1589-2023, 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 1589-2023 approving the billable rates for staff time for fiscal year 2023-24 is rescinded.

PASSED AND ADOPTED by the City of Rio Dell on this 4th day of June 2024.

Ayes:
 Noes:
 Abstain:
 Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

FY 2024-2025				
Billable Burdened Rates				
TITLE	HOURLY RATE	AVERAGE OH COST %	BENEFITS %	HOURLY RATE CHARGE
City Clerk	36.60	24%	76%	73.20
City Manager	65.17	24%	61%	120.56
Community Development Director	52.98	24%	44%	89.01
Finance Director	48.15	24%	46%	81.86
Accountant II	36.52	24%	55%	65.37
Senior Fiscal Assistant	27.69	24%	58%	50.40
Senior Fiscal Assistant	26.88	24%	59%	49.19
Chief of Police	59.09	24%	64%	111.09
Police Sergeant	42.25	24%	103%	95.91
Police Corporal	37.38	24%	101%	84.11
Police Officer	28.82	24%	114%	68.59
Community Service Officer	28.33	24%	90%	60.63
Part-time Records Technician	24.54	24%	109%	57.18
Wastewater Superintendent	39.88	24%	94%	86.94
Water/Roads Superintendent	47.33	24%	71%	92.29
Wastewater Treatment Operator I	25.85	24%	97%	57.13
Operator in Training	26.91	24%	108%	62.43
Utility Worker III	25.68	24%	110%	60.09
Utility Worker I	21.44	24%	109%	49.96
Water Operator I	25.10	24%	112%	59.24
Public Works Leadman	29.07	24%	100%	65.12

Exhibit A

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



DATE: June 4, 2024
TO: Honorable Mayor and Members of the City Council
FROM: Travis Sanborn, Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: Resolution No. 1607-2024 Adopting the Gann Appropriations Limit for Fiscal Year 2024-25

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Adopt Resolution 1607-2024 establishing the City of Rio Dell Gann Appropriation Limit for fiscal year (FY) 2024-25.

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 2024-25 Gann Appropriations Limit:	\$ 1,604,686
<u>City of Rio Dell’s Amount Subject to Limit:</u>	<u>\$ 1,484,125</u>
Amount Under Limit:	\$ 153,875

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 1607-2024 Establishing Gann Limit
- City of Rio Dell FY 2024-25 Gann Limit Worksheet
- California Department of Finance Price Factor and Population Information

Appropriations Subject to Limitation City of Rio Dell FY 2024-25 Gann Limit Worksheet			
a)	FY 2023-24 Appropriations Limit (prior year)		1,604,686
	Calculation of FY 2022-23 Appropriations Limit		
	Annual Adjustment Factors:		
b)	Per Capita Personal Income	3.62%	
c)	City of Rio Dell Population Change OR	-1.49%	
d)	Humboldt County Population Change (whichever is greater)	-1.11%	
e)	Calculation: $(1 + .0362) \times (1 - .0023) =$		1.0207606
f)	FY 2024-25 Appropriations Limit (a x e)		1,638,000
g)	FY 2024-25 Estimated Tax Proceeds Subject to Appropriations Limit		
	Property Taxes	150,375	
	Property Tax In Lieu VLF	456,250	
	Sales & Use Taxes	640,000	
	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)		1,534,125
	FY 2024-25 Expenditures Exempt From Limit		
	City Hall Improvements	50,000	
h)	Total Expenditures Exempt From Limit		50,000
i)	FY 2024-25 Appropriations Subject To Limit (g - h)		1,484,125
j)	Under (Over) Limit (f - i)		153,875



**RESOLUTION NO. 1607-2024
A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF RIO DELL
ESTABLISHING THE GANN APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2024-25**

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 2024-25 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 \$1,638,000 for fiscal year (FY) 2024-25 and declares that the applicable appropriations in the Budget for FY 2024-25 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 4th day of June 2024 by the following vote:

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

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk



April 30, 2024

Dear Fiscal Officer:

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, 2024, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2024-25. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2024-25 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides 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. 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, 2024.** 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.

/s Richard Gillihan

RICHARD GILLIHAN
Chief Operating Officer

Attachment

- 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 2024-25 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2024-25	3.62

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2024-25 appropriation limit.

2024-25:

Per Capita Cost of Living Change = 3.62 percent
 Population Change = 0.17 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.62 + 100}{100} = 1.0362$

Population converted to a ratio: $\frac{0.17 + 100}{100} = 1.0017$

Calculation of factor for FY 2024-25: $1.0362 \times 1.0017 = 1.0379$

Fiscal Year 2024-25

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2023 to January 1, 2024 and Total Population, January 1, 2024

County City	Percent Change 23-24	--- Population Minus Exclusions ---		Total Population
		1-1-23	1-1-24	1-1-24
Humboldt				
Arcata	-1.54	18,830	18,540	18,540
Blue Lake	-1.29	1,164	1,149	1,149
Eureka	-0.80	26,116	25,906	26,073
Ferndale	-1.45	1,376	1,356	1,356
Fortuna	-1.11	12,318	12,181	12,181
Rio Dell	-1.49	3,290	3,241	3,241
Trinidad	-1.34	298	294	294
Unincorporated	-1.07	70,959	70,199	70,266
County Total	-1.11	134,351	132,866	133,100

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

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



DATE: June 4, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Approve Purchase of Services for Annual Audit for Fiscal Year 2023-24

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the purchase of services for the annual fiscal year (FY) 2023-24 audit and authorize the City Manager or designee to sign the engagement letter.

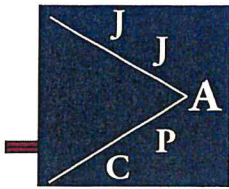
BACKGROUND AND DISCUSSION:

In 2017, the City of Rio Dell issued a Request for Proposals (RFP) for auditing services beginning with FY 2016-17. JJACPA, Inc. was selected to provide auditing services through June 30, 2023. Government Code 12410.6(b) allows a local agency to use the same accounting firm for audit services for six years. The Controller may waive this requirement if the Controller finds that another eligible public accounting firm is not available to perform the audit.

In March of 2024, the City of Rio Dell issued a Request for Proposals (RFP) for auditing services beginning with FY 2024-25. The City received no proposals and requested the Controller waive the requirement in Government Code 12410.6(b) for one year. The Controller granted this request and waived this requirement for one year. City staff has contacted JJACPA, Inc., and they agreed to perform the FY 2023-24 audit for an estimated fee of \$22,250. JJACPA, Inc. is recommended to be contracted to provide services to the City for FY 2023-24. Staff will issue an RFP for auditing services for fiscal years 2024-25 next year.

ATTACHMENTS:

- JJACPA, Inc. Engagement Letter
- Audit Rotation Waiver Letter



JJACPA, Inc.

A Professional Accounting Services Corp.

May 22, 2024

Travis Sanborn
Finance Director
675 Wildwood Avenue
Rio Dell, CA 95562

Dear Travis:

The following represents our understanding of the services we will provide the City of Rio Dell (City).

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and the budgetary comparison information of the City, as of June 30, 2024, and for the year then ended and the related notes to the financial statements, which collectively comprise the City’s basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that management’s discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management’s responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management’s Discussion and Analysis

Supplementary information other than RSI will accompany the City’s basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Combining and individual nonmajor fund financial statements

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- Introductory Section

The Objective of an Audit

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

General Audit Procedures

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and Government Auditing Standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Internal Control Audit Procedures

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Compliance with Laws and Regulations

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error,

- fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
 - d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
 - e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities; and
 - f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The timing of our audit will be scheduled for performance and completion as follows:

	<i>Begin</i>	<i>Complete</i>
Document internal control and preliminary tests	11/11/2024	11/15/2024
Mail confirmations	11/12/2024	11/12/2024
Delivery of Trial Balance	1/6/2025	1/6/2025
Perform year-end audit procedures	1/13/2025	1/17/2025
Issue audit report	2/21/2025	2/21/2025

Joseph J. Arch, CPA, is the engagement partner for the audit services specified in this letter. His responsibilities include supervising JJACPA’s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered every two weeks and are payable upon presentation. We estimate that our fee for the audit will be \$22,250 plus out-of-pocket expenses. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City’s personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

We will provide the City with the following nonattest services:

- Prepare the annual financial statements based on information in the trial balance and other relevant information that is provided by, and is the responsibility of, management.
- Prepare the Annual State Controller’s Financial Transactions Report based on information that is provided by, and is the responsibility of, management.

With respect to any nonattest services we perform, the City’s management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

This agreement shall be governed by the laws of the State of California. If a dispute arises out of the audit engagement described herein and if the dispute cannot be settled through negotiations, the parties agree first to try in good faith to settle the dispute by mediation using an agreed upon mediator. If the parties are unable to agree on a mediator, the parties shall petition the state court that would have jurisdiction over this matter and request the appointment of a mediator, and such appointment shall be binding on the parties. Each party shall be responsible for its own mediation expenses and shall share equally in the mediator’s fees and expenses.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the City Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of JJACPA and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of JJACPA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies or regulators. The agency or regulator may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of Government Auditing Standards, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

JJACPA, Inc.

JJACPA, Inc.
7080 Donlon Way, Suite 204
Dublin, CA 94568

RESPONSE:

This letter correctly sets forth our understanding.

City of Rio Dell

Acknowledged and agreed on behalf of the City of Rio Dell by:

Name: _____

Title: _____

Signature: _____

Date: _____



MALIA M. COHEN
California State Controller

May 15, 2024

Travis Sanborn, Finance Director
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562

Re: Waiver Request for the Audit Partner Rotation Requirement of Government Code section 12410.6(b)

Dear Mr. Sanborn,

The State Controller’s Office reviewed your Request for the Waiver of the Audit Partner Rotation requirements and approved for the following reason:

The City of Rio Dell was not able to secure another audit firm to perform its annual audit. The City of Rio Dell will sustain a hardship by allowing a different firm to perform the annual audit.

This exemption waiver will expire on May 15, 2025, one year after the date of this letter.

If you have any questions regarding this letter, please contact a member of my Single Audit staff by telephone at (916) 324-6442 or by email at singleaudits@sco.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "J. James", is written over a light blue horizontal line.

JOEL JAMES, Chief
Financial Audits Bureau
Division of Audits

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250

SACRAMENTO 3301 C Street, Suite 700, Sacramento, CA 95816 | 916.324.8907

LOS ANGELES 901 Corporate Center Drive, Suite 200, Monterey Park, CA 91754 | 323.981.6802



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

June 4, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorize Staff to Execute a Three Year Memorandum of Understanding with the City of Fortuna for Police Dispatch in an amount of \$100,000 +/- Per Year

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize staff to execute the agreement.

BACKGROUND AND DISCUSSION

The City of Rio Dell is provided 24/7 dispatch services through the City of Fortuna. Since 2018 the City of Fortuna has moved towards a full cost recovery methodology for the service. Prior to that time the costs were quite low at around \$24,000. Last year the costs for the service was \$74,140. The Police Department has reviewed the overall formula and found it to acceptable. The current proposed agreement also has a cost escalation limit of 10% per year. Due mainly to the unfunded pension liability of Fortuna, it is likely the cost for this service will continue to climb. Prior discussions with the County found an even higher cost associated with 24/7 dispatch.

///

MEMORANDUM OF UNDERSTANDING

CITY OF FORTUNA, FORTUNA POLICE DEPARTMENT

AND

CITY OF RIO DELL, RIO DELL POLICE DEPARTMENT

POLICE DISPATCH CONTRACT

(Effective July 1, 2024)

I. PURPOSE

This Memorandum of Understanding (MOU) is entered into by the City of Fortuna and the City of Rio Dell for the purpose of the Fortuna Police Department providing police dispatch and shared integrated public safety software / related server services to the Rio Dell Police Department.

II. TERM

- A. This MOU shall take effect on July 1, 2024 and it shall remain in full force and effect for three (3) years unless extended by both Fortuna and Rio Dell per the terms of the MOU.
- B. For the period of July 1, 2024 through June 30, 2025 the City of Fortuna agrees to provide police dispatch and shared integrated public safety software / related server services to the City of Rio Dell for the sum of \$8333.33 per month (\$100,000.00 annually). The City of Rio Dell shall be responsible for all cost related to their use/access to the shared integrated public safety software (SunRidge Systems) and related server services.
- C. This is a month to month contract and each party reserves the right to terminate this agreement on ninety (90) days written notice for any reason at any time.
- D. The SunRidge System server requires replacement approximately every (5) five years at a cost of approximately \$45,000.00. The City of Rio Dell will be responsible for twenty percent of the cost of replacement. This charge will be capitalized at a rate of \$150.00 per month to achieve the twenty percent cost of said replacement. The amount of the capitalization is reflected in the monthly rate as detailed in provision B section II of this MOU.
- E. Payment shall be made by the City of Rio Dell to the City of Fortuna on receipt of an invoice. Payment shall be payable to the City of Fortuna and forwarded to the City of Fortuna Finance Director, 621 11th Street, Fortuna, CA 95540.
- F. Following the period of July 1, 2024 through June 30, 2025 the amount may be adjusted each fiscal year in consideration of actual costs incurred by the City of Fortuna in the prior fiscal year for Dispatch Services and shared integrated public safety software / related server services. The amount charged to Rio Dell will be based on actual dispatch costs and an allocation percentage of 18% to Rio Dell. Changes to the monthly fee will be acknowledged in writing and become part of this MOU. The City of Fortuna agrees not to increase dispatch fees greater than 10% per annum.

III. DISPATCH SERVICES (Method of implementation/execution)

- A. The Rio Dell Police Department will be responsible for all costs associated with the proper installation and maintenance of all radio equipment associated with their sharing of Fortuna Police Department frequency, as well as their own independent frequency(s). This includes, but is not limited to installation and maintenance of a radio repeater, if necessary, and any appropriate equipment at the Fortuna Police Department and the Fortuna Police Department radio console. All radio equipment must be compatible with the Fortuna Police Department's existing radio equipment and must be satisfactory to the Fortuna Police Department.
- B. The Rio Dell Police Department will maintain and monitor phone lines for normal business calls at the Rio Dell Police Department on a 24 hour a day basis with the exception of when personnel are unavailable at the Department. When personnel are unavailable at the Department, incoming calls to the Rio Dell Police Department will automatically be transferred to Fortuna Police Department's dispatch center after a certain amount of rings. The Rio Dell Police Department shall maintain a telephone system which is capable of automatically transferring callers on their business line to the Fortuna Police Department and will be responsible for any costs associated with the maintenance of the line.
- C. Fortuna Police Dispatch will answer the Rio Dell Police Department business line, "Rio Dell Police." During the hours of when Rio Dell Police Officers are on-call, dispatch will immediately notify the on-call Officer via phone with the call for service received and/or take a message for follow-up later, depending on the nature of the call. The on-call Officer shall advise dispatch of their response and/or disposition of the call for service received. It should be noted that if there is ever any doubt as to whether a Rio Dell officer should be notified or not, dispatch will error on the side of safety and notify the officer. In the event that Fortuna dispatch is unable to reach the on-duty on-call Rio Dell Officer for a call for service, the dispatcher will then immediately notify the Humboldt County Sheriff's Office (for criminal) or the California Highway Patrol (for traffic) related responses. It shall be the Rio Dell Police Department's responsibility to maintain additional MOU's with these agencies as needed. The Fortuna Police Department may also assist with response at the sole discretion of the Fortuna Police Department's on-duty watch commander.
- D. The City of Rio Dell's 9-1-1 emergency lines will be rerouted to the Public Safety Answering Point (PSAP) at the Fortuna Police Department. The City of Rio Dell will be responsible for any costs associated with the installation and maintenance of their 9-1-1 lines.
- E. The Rio Dell Police Department will maintain and keep current in the Sun Ridge Systems RIMS CAD System at a minimum, the following:
 - 1. Current list of Rio Dell Police personnel; their names, addresses, and telephone numbers.
 - 2. Appropriate call signs for officers/personnel.
 - 3. Any alarm information.
 - 4. A list of persons responsible for call-outs for businesses within the City of Rio Dell.
 - 5. Current watch schedules.

- F. The Rio Dell Police Chief or their designee will always be available to Fortuna dispatch by either Radio or, by telephone. Officer and Community safety standards dictate that Fortuna dispatch always be able to immediately reach the on-duty officer either by telephone or radio. As such, both vehicle radios and officer portable radios will be properly maintained and have the ability to reach Fortuna dispatch.
1. Rio Dell officers will maintain proper radio procedures and discipline as established by the Fortuna Police Department policy and practices.
 2. On-duty Rio Dell officers will make every effort to keep Fortuna dispatch advised of their status/activities at all times.
- G. Personnel of the Rio Dell Police Department will be dispatched utilizing the Sun Ridge Systems RIMS CAD system. A CAD entry will be initiated for all Rio Dell Police officers on-duty. Dispatchers will maintain the standard operating procedures for completing calls for service with necessary information, phone/call taking, officer safety, etc. Fortuna Police will maintain records of Rio Dell's calls for service.
- H. Fortuna Police dispatchers will run all necessary teletypes needed for Rio Dell officers in the performance of their duties. Teletype messages that Rio Dell Police officers need to send should be given (in writing) to Fortuna dispatch. Fortuna dispatch in turn will enter the teletype to be sent. **Note:** It is the responsibility of the Rio Dell Police Department to ensure that their personnel, who are gaining access to the teletype generated material, receive the required/mandated NCIC Training.
- I. In-coming teletypes directed to Rio Dell Police will immediately be forwarded to the on-duty Rio Dell officer. In the event there is not officer on-duty the teletype will be evaluated and depending on the nature will either be held or the on-call officer will immediately be notified immediately.
- J. No CLETS entries will be made for the Rio Dell Police Department for missing person, stolen vehicles, stolen property, stolen weapons, sex registrants, or arson registrants until the Fortuna Police Department Dispatch Center has received notification from the Rio Dell Police Department. Once entry forms are completed by the Officer, they will be attached to the case and phone notification will be made to the dispatcher by the Officer advising the entry is ready to be made. Dispatchers will be responsible for attaching all necessary paperwork to cases taken by Rio Dell Officers. If an arrest was made by a Rio Dell Officer for fresh charges, the dispatcher will automatically attach a rap, DL and any additional pertinent information relating to the arrestee. If an arrest is not made, it is the responsibility of the Rio Dell Officer to notify the dispatcher if raps, DL's or any other pertinent information is needing to be attached to the case. The City Rio Dell will pay a fee of \$2.00 per case to the Fortuna Police Department for every case that must be audited per California Department of Justice criteria.
- K. The Rio Dell Police Chief or their designate will meet with the Fortuna Police Chief or his designee as needed to discuss dispatch arrangements and status.
- L. The City of Rio Dell agrees to maintain its Repeater System at Rio Dell's expense and to allow Fortuna to utilize the Rio Dell Repeater.

IV. SHARED INTEGRATED PUBLIC SAFETY SOFTWARE / RELATED SERVER SERVICES

- A. The Fortuna Police Department will provide all storage infrastructure, including the maintenance and lifecycle replacement of the hardware in house and used to deliver the Sun Ridge RMS Services.
- B. The Fortuna Police Department will provide all storage backup infrastructure, where applicable, including the maintenance and lifecycle replacement costs of the backup software and hardware. In the event of a system failure which includes a backup failure, the Fortuna Police Department agrees to use reasonable means/expenses to recover lost data.
- C. The Fortuna Police Department will monitor infrastructure for system availability.
- D. The Fortuna Police Department will perform system upgrades as deemed necessary by the departments' system administrators and/or City of Fortuna IT provider.
- E. The Fortuna Police Department will designate departmental administrators to ensure that only authorized personnel can modify permissions.
- F. The Fortuna Police Department will monitor permissions to ensure that only authorized individuals have access to restricted areas of the Sun Ridge Systems Software.
- G. Rio Dell Police Department is responsible for compliance with all CJIS Technology Security Policies. This includes both hardware and software updates for devices housed outside of the City of Fortuna.
- H. Rio Dell Police Department is responsible for providing the Fortuna Police Department's System Administrator with up-to-date contact information of technical contacts within the department, including name, email address and phone number. If contact information changes, the Rio Dell Police Department is responsible for notifying Fortuna Police Department's System Administrator of the change.
- I. Although The Fortuna Police Department will assist when possible, the Rio Dell Police Department is responsible for application troubleshooting and will maintain a service/maintenance agreement with Sun Ridge Systems during the term of this agreement. The Rio Dell Police Department will be responsible for all cost associated with such agreements.
- J. The Fortuna Police Department will provide assistance to address issues involving the accessibility of the data residing on Fortuna Police Departments Servers. The resolution of application issues not related to the accessibility of the data residing on Fortuna Police Departments Servers will be the sole responsibility of the Rio Dell Police Department
- K. In the events to a cancellation of this MOU by either party, the Rio Dell Police Department will be responsible for the cost associated with the capture of their data from the Fortuna Police Departments Servers. It should also be understood that a cancellation of this MOU by the Rio Dell Police Department will result in a loss of hosted services of Sun Ridge Systems (RIMS) provided by the

Fortuna Police Department.

- L. In the event the Rio Dell Police Department requires the assistance of the departments system administrators for services outside the scope of this agreement, the City of Rio Dell shall be responsible for associated wages for such administrator.

V. COMPLAINTS

- A. In the event that the Rio Dell Police Department has a complaint as it relates to dispatch services, or this memorandum of understanding the following procedures shall be used:
- B. If the complaint is of an emergency nature (should be acted upon immediately) the Rio Dell Police Chief or his designate will immediately contact the on-duty Fortuna Police Watch Commander and relay the complaint.
- C. If the complaint is of a non-emergency nature then the complaint will be forwarded to the Fortuna Police Chief or his designate within 24 hours.
- D. The complaint will be investigated by the Fortuna Police Department and a response will be forwarded to the Rio Dell Police Chief within 30 days of receiving the complaint.

VI. SUPERVISION

- A. This contractual agreement (Memorandum of Understanding) is limited in scope to dispatch and Records Management Server services only. Fortuna Police supervisors and/or officers shall not be called upon to answer police procedural/legal questions that may arise. These questions/issues should be handled by Rio Dell Police supervisors.

VII. INDEMNIFICATION

- A. The City of Rio Dell agrees to protect, indemnify and hold harmless, the City of Fortuna and it's officers, officials, employees and volunteers from and against all claims, damages, losses and expenses, including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of Rio Dell, anyone directly or indirectly employed by Rio dell, or anyone for whose acts Rio Dell may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City of Fortuna.



Staff Highlights – 2024-06-04

City Council

City Manager

Attended a “soft ribbon cutting” for the Eel River Trail with Councilmembers Garnes, Carter and Wilson on May 24th. The event was for the Rio Dell Elementary School and went very well.

Work is underway on Pacific Gas & Electric’s work outside of the substation to add new transmission capacity in Rio Dell. Most of the work will be along 2nd Avenue, Davis, Pacific and Eeloa and will be a combination of new overhead lines and new underground segments.

Staff will be holding a meeting with the Rotary club regarding the a concept to enable recreational non-motorized boating between Rio Dell and Fortuna.

City Clerk

Processed Five (5) Building Permit Applications:

- 1086 Riverside Dr. – Sewer Cleanout and Lateral
- 145 First Ave. – Re-Roof Residence
- 175 Davis St. – Detached Garage/Shop
- 610 Davis St. – Earthquake Damage Repairs
- 1275 Northwestern Ave. – Tenant Improvements for Metal Building

Processed One (1) Business License Application:

Mastec Network Solutions – Non-Resident Contractor

Processed One (1) Encroachment Permit Application:

Mobley Construction – Sewer Cleanout in Sidewalk at 1086 Riverside Dr.

Misc:

Submitted CHF/CIRB Building Permit Report for April

Completed Online Workplace Violence Training (SB553)

City Attorney

Human Resources, Risk & Training



Finance Department

Preparation of FY 24-25 Recommended Budget, Capital and Special Projects, Position Allocation Table, Organizational Chart, Salary Projection

Resolution 1608-2024 Budget Adoption, accompanying documents and Presentation material

Resolution 1607-2024 Gann Appropriations Limit

Resolution 1606-2024 Billable Rates

Resolution 1604-2024 Adopting List of SB1 Priorities

Executed Program Supplemental Agreement No. A579 for Project CRRSAA – 5396(015) with Caltrans

Audit Engagement Letter – Audit Services for FY 2023-2024

Executed TDA agreement with Humboldt Senior Resource Center per TDA guidelines

Addressed general cannabis related inquiries with City of Blue Lake City Council member

Processed Clean CA reimbursements for Eel River Trail expenses

Continuing to encourage CDAA/CalOES to process Rio Dell's Earthquake work/claim requests.

Prepared GIS Intern Job Description for Community Development Director to assist in locating new candidate for GIS work

Working with HCD, County, and City staff to discuss CDBG program and dispersal of PI funds to qualified applicants

Public Works Water

Public Works Wastewater

Results from Chronic Toxicity testing, passed!

Sewer Crew continues to inspect Lower Laterals for I&I issues.

Collection system checked weekly, system is much dryer.

Continuing testing of TTHM's and HAA5's, with ammonia dosing for chloramine project compliance during dry season discharge.

Belt Press bearing replacement in the works.

Draining South Contact basin for cleaning and switching for use.



Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

The Department had the following statistics for the period of April 10, 2024 to May 28, 2024. The summation of Calls for Service may be greater than the total as multiple officers can now be assigned to the same call for service. There may also be administrative calls for service that are not documented below.

Officer	Calls for Service	Reports	Arrests
Allen	75	8	0
Conner	142	11	1
Beauchaine	90	10	6
Landry	193	31	13
Sierra	50	5	2
Felder	44	3	0
Clark	136	4	N/A
Totals	715	72	22
Averages	17.0 per day	10.3 per week	3.1 per week
2023 Yearly Average	13.7 per day	10.9 per week	3.6 per week



Calls for Service at 355 Center Street

Type	Date	Time	Location	Primary Unit	Case #
FU	04/13/2024	13:18:55	355 CENTER ST	6S2	
FU	04/13/2024	15:06:59	355 CENTER ST	6S2	
PATROL	04/14/2024	10:56:15	355 CENTER ST	6S2	
594R	04/14/2024	12:17:44	355 CENTER ST	6S2	
FOOT	04/16/2024	19:18:50	355 CENTER ST	R610	
FOOT	04/17/2024	18:38:08	355 CENTER ST	R610	
FOOT	04/17/2024	20:24:29	355 CENTER ST	R610	
APS	04/18/2024	16:39:14	355 CENTER ST	6A1	24-0000134
FOOT	04/19/2024	19:35:31	355 CENTER ST	R610	
CITIZEN	04/20/2024	09:08:04	355 CENTER ST	6S2	
UNW	04/21/2024	19:13:31	355 CENTER ST	R610	
602	04/22/2024	11:30:12	355 CENTER ST	6A1	
FU	04/22/2024	14:37:12	355 CENTER ST	6A1	24-0000134
VI	04/22/2024	15:31:27	355 CENTER ST	6X3	
FOOT	04/22/2024	22:37:58	355 CENTER ST	R610	
FU	04/25/2024	15:54:07	355 CENTER ST	6R9	
459A	04/27/2024	10:12:30	355 CENTER ST	6S2	
MP	05/03/2024	18:06:00	355 CENTER ST	6S1	24-0000157
FU	05/03/2024	19:54:40	355 CENTER ST	6S1	
WELFARE	05/07/2024	06:00:15	355 CENTER ST	6A1	
415	05/10/2024	14:03:57	355 CENTER ST	6S2	24-0000162
911C	05/11/2024	09:38:00	355 CENTER ST	6S2	
FI	05/11/2024	10:34:07	355 CENTER ST	6S2	24-0000164
FOOT	05/11/2024	22:35:43	355 CENTER ST	R610	
PATROL	05/14/2024	12:03:05	355 CENTER ST	6R1	
415	05/14/2024	21:35:53	355 CENTER ST	6S1	24-0000169
242R	05/15/2024	21:29:33	355 CENTER ST	6S1	24-0000172
415N	05/16/2024	12:55:03	355 CENTER ST	6R9	24-0000173
PATROL	05/16/2024	21:32:39	355 CENTER ST	6S1	
WELFARE	05/21/2024	11:51:22	355 CENTER ST	6R1	
415	05/23/2024	07:36:13	355 CENTER ST	6S2	



FOOT – Foot patrol through the complex
PATROL – Documented check of the complex
SUSP – Suspicious person
CITIZEN – Non-criminal contact
FU – Follow up or generic call for service
FI – Field Interview or pedestrian contact
415 – Argument or generic disturbance
FU – Follow up contact or generic call for service
WELFARE – Check for physical or mental health
VI – Vehicle investigation
5150 – Mental health evaluation
415N – Noise complaint
594R – Vandalism report
THREAT – Threat of violence report
APS – Elder abuse investigation
UNW – Unwanted person on the premise
602 – Trespassing
459A – Burglary alarm
MP – Missing person
911C – 911 disconnect
242R – Assault and battery report

6S2 – Corporal Crystal Landry
6S1 – Sergeant John Beauchaine
R618 – Officer Agustin Sierra
R610 – Sergeant Jeff Conner
6A1 – Chief Greg Allen
6R9 – Officer Agustine Sierra

During the period of April 10 to May 28, 2024, there were fifty-eight calls for service relating to animal control. Five dogs, four puppies and a cat were taken to Miranda's rescue. There were numerous calls for canines running loose and reigning havoc upon the City, however, the vast majority of these dogs were known to the Department and were returned home. Of the five dogs taken to Miranda's Rescue, three were quickly reunited with their human companions, while the other two appeared to have been abandoned. Several members of the Department tried to catch a baby possum that had wandered inside of a small residence that was filled with hiding spots. Fortunately, the chases were not recorded or Rio Dell PD would be a YouTube sensation. The possum was eventually captured by means of a live trap. It was transported to the animal rescue folks in Arcata and will eventually be released back into the wild.

Chief Greg Allen resigned from the Department to take a position as the Chief of the Cal Poly Humboldt Police Department.



On April 24, 2024, Sergeant Conner responded to a man who told Dispatch that he had been stabbed. Sergeant Conner located the man standing next to a truck that had ended up in a ditch. The man did not have any significant injuries. He was intoxicated. While Sergeant Conner was trying to determine what had happened, he was informed that another man had called 911 also telling the dispatcher that he had been stabbed. Additional units from Fortuna and Ferndale arrived to assist. Sergeant Conner was able to determine that the original caller had been at the bar and left after being advised that he was too intoxicated to drive. He had crashed his truck as a result. Several men, including the man who had actually been stabbed, heard the crash and walked to the site to make sure everyone was ok. A combination of too much alcohol and testosterone led to a scuffle in which the intoxicated driver had used a large Bowie knife to stab one of his assailants. The intoxicated driver was arrested for assault with a dangerous weapon and DUI. The victim was transported to St. Joseph's Hospital where surgery was performed to clean the wound and make sure that there was no damage to internal organs.

On April 28, 2024, Corporal Landry responded to a residence where a teenager claimed that she had been physically abused by her father. She did not disclose this immediately, however, as she believed that her father was listening. She was able to get Corporal Landry's phone number. A short time later, Corporal Landry received a text from the young woman that her father was hitting her while they were at a gas station in Fortuna. Corporal Landry contacted the Fortuna Police Department and left to try and locate the young woman. She spotted the father's truck on the way back to Rio Dell. She made a traffic stop and arrested the father for DUI. She was then able to obtain a statement from the daughter and additional charges of child abuse were added. A Child Abuse Support Team (CAST) interview was arranged and the daughter disclosed a long list of additional crimes. These included having a gun pointed at her head and being asked if she wanted to meet God. Additional felony charges were added and the father is currently incarcerated awaiting his preliminary hearing.

On May 16, 2024, Chief Allen and Officer Sierra responded to a residence where an elderly woman was alleging that she had been physically abused by her son. The son had been arrested for this same charge in the past and was currently on probation for elder abuse. He was taken into custody once again and is also currently incarcerated, awaiting his preliminary hearing.

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park



Staff Highlights – 2024-06-04

City Council

City Manager

Attended a “soft ribbon cutting” for the Eel River Trail with Councilmembers Garnes, Carter and Wilson on May 24th. The event was for the Rio Dell Elementary School and went very well.

Work is underway on Pacific Gas & Electric’s work outside of the substation to add new transmission capacity in Rio Dell. Most of the work will be along 2nd Avenue, Davis, Pacific and Eeloa and will be a combination of new overhead lines and new underground segments.

Staff will be holding a meeting with the Rotary club regarding the a concept to enable recreational non-motorized boating between Rio Dell and Fortuna.

City Clerk

Processed Five (5) Building Permit Applications:

1086 Riverside Dr. – Sewer Cleanout and Lateral
145 First Ave. – Re-Roof Residence
175 Davis St. – Detached Garage/Shop
610 Davis St. – Earthquake Damage Repairs
1275 Northwestern Ave. – Tenant Improvements for Metal Building

Processed One (1) Business License Application:

Mastec Network Solutions – Non-Resident Contractor

Processed One (1) Encroachment Permit Application:

Mobley Construction – Sewer Cleanout in Sidewalk at 1086 Riverside Dr.

Misc:

Submitted CHF/CIRB Building Permit Report for April

Completed Online Workplace Violence Training (SB553)

City Attorney

Human Resources, Risk & Training



Finance Department

Preparation of FY 24-25 Recommended Budget, Capital and Special Projects, Position Allocation Table, Organizational Chart, Salary Projection

Resolution 1608-2024 Budget Adoption, accompanying documents and Presentation material

Resolution 1607-2024 Gann Appropriations Limit

Resolution 1606-2024 Billable Rates

Resolution 1604-2024 Adopting List of SB1 Priorities

Executed Program Supplemental Agreement No. A579 for Project CRRSAA – 5396(015) with Caltrans

Audit Engagement Letter – Audit Services for FY 2023-2024

Executed TDA agreement with Humboldt Senior Resource Center per TDA guidelines

Addressed general cannabis related inquiries with City of Blue Lake City Council member

Processed Clean CA reimbursements for Eel River Trail expenses

Continuing to encourage CDAA/CalOES to process Rio Dell's Earthquake work/claim requests.

Prepared GIS Intern Job Description for Community Development Director to assist in locating new candidate for GIS work

Working with HCD, County, and City staff to discuss CDBG program and dispersal of PI funds to qualified applicants

Public Works Water

Public Works Wastewater

Results from Chronic Toxicity testing, passed!

Sewer Crew continues to inspect Lower Laterals for I&I issues.

Collection system checked weekly, system is much dryer.

Continuing testing of TTHM's and HAA5's, with ammonia dosing for chloramine project compliance during dry season discharge.

Belt Press bearing replacement in the works.

Draining South Contact basin for cleaning and switching for use.



Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

The Department had the following statistics for the period of April 10, 2024 to May 28, 2024. The summation of Calls for Service may be greater than the total as multiple officers can now be assigned to the same call for service. There may also be administrative calls for service that are not documented below.

Officer	Calls for Service	Reports	Arrests
Allen	75	8	0
Conner	142	11	1
Beauchaine	90	10	6
Landry	193	31	13
Sierra	50	5	2
Fielder	44	3	0
Clark	136	4	N/A
Totals	715	72	22
Averages	17.0 per day	10.3 per week	3.1 per week
2023 Yearly Average	13.7 per day	10.9 per week	3.6 per week



Calls for Service at 355 Center Street

Type	Date	Time	Location	Primary Unit	Case #
FU	04/13/2024	13:18:55	355 CENTER ST	6S2	
FU	04/13/2024	15:06:59	355 CENTER ST	6S2	
PATROL	04/14/2024	10:56:15	355 CENTER ST	6S2	
594R	04/14/2024	12:17:44	355 CENTER ST	6S2	
FOOT	04/16/2024	19:18:50	355 CENTER ST	R610	
FOOT	04/17/2024	18:38:08	355 CENTER ST	R610	
FOOT	04/17/2024	20:24:29	355 CENTER ST	R610	
APS	04/18/2024	16:39:14	355 CENTER ST	6A1	24-0000134
FOOT	04/19/2024	19:35:31	355 CENTER ST	R610	
CITIZEN	04/20/2024	09:08:04	355 CENTER ST	6S2	
UNW	04/21/2024	19:13:31	355 CENTER ST	R610	
602	04/22/2024	11:30:12	355 CENTER ST	6A1	
FU	04/22/2024	14:37:12	355 CENTER ST	6A1	24-0000134
VI	04/22/2024	15:31:27	355 CENTER ST	6X3	
FOOT	04/22/2024	22:37:58	355 CENTER ST	R610	
FU	04/25/2024	15:54:07	355 CENTER ST	6R9	
459A	04/27/2024	10:12:30	355 CENTER ST	6S2	
MP	05/03/2024	18:06:00	355 CENTER ST	6S1	24-0000157
FU	05/03/2024	19:54:40	355 CENTER ST	6S1	
WELFARE	05/07/2024	06:00:15	355 CENTER ST	6A1	
415	05/10/2024	14:03:57	355 CENTER ST	6S2	24-0000162
911C	05/11/2024	09:38:00	355 CENTER ST	6S2	
FI	05/11/2024	10:34:07	355 CENTER ST	6S2	24-0000164
FOOT	05/11/2024	22:35:43	355 CENTER ST	R610	
PATROL	05/14/2024	12:03:05	355 CENTER ST	6R1	
415	05/14/2024	21:35:53	355 CENTER ST	6S1	24-0000169
242R	05/15/2024	21:29:33	355 CENTER ST	6S1	24-0000172
415N	05/16/2024	12:55:03	355 CENTER ST	6R9	24-0000173
PATROL	05/16/2024	21:32:39	355 CENTER ST	6S1	
WELFARE	05/21/2024	11:51:22	355 CENTER ST	6R1	
415	05/23/2024	07:36:13	355 CENTER ST	6S2	



FOOT – Foot patrol through the complex
PATROL – Documented check of the complex
SUSP – Suspicious person
CITIZEN – Non-criminal contact
FU – Follow up or generic call for service
FI – Field Interview or pedestrian contact
415 – Argument or generic disturbance
FU – Follow up contact or generic call for service
WELFARE – Check for physical or mental health
VI – Vehicle investigation
5150 – Mental health evaluation
415N – Noise complaint
594R – Vandalism report
THREAT – Threat of violence report
APS – Elder abuse investigation
UNW – Unwanted person on the premise
602 – Trespassing
459A – Burglary alarm
MP – Missing person
911C – 911 disconnect
242R – Assault and battery report

6S2 – Corporal Crystal Landry
6S1 – Sergeant John Beauchaine
R618 – Officer Agustin Sierra
R610 – Sergeant Jeff Conner
6A1 – Chief Greg Allen
6R9 – Officer Augustine Sierra

During the period of April 10 to May 28, 2024, there were fifty-eight calls for service relating to animal control. Five dogs, four puppies and a cat were taken to Miranda's rescue. There were numerous calls for canines running loose and reigning havoc upon the City, however, the vast majority of these dogs were known to the Department and were returned home. Of the five dogs taken to Miranda's Rescue, three were quickly reunited with their human companions, while the other two appeared to have been abandoned. Several members of the Department tried to catch a baby possum that had wandered inside of a small residence that was filled with hiding spots. Fortunately, the chases were not recorded or Rio Dell PD would be a YouTube sensation. The possum was eventually captured by means of a live trap. It was transported to the animal rescue folks in Arcata and will eventually be released back into the wild.

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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 4, 2024
TO: Mayor and Members of the City Council
THROUGH: Kyle Knopp, City Manager
FROM: Travis Sanborn, Finance Director
SUBJECT: Adoption of Fiscal Year 2024-25 City Budget

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution 1608-2024 adopting the Fiscal Year (FY) 2024-25 Operating and Capital Budget and Position Allocation Table.

BACKGROUND AND DISCUSSION:

Like any well-managed entity, the City of Rio Dell adheres to a strict budgetary timeline. Adherence to the June 30th adoption deadline for the annual Operating and Capital Budget ensures seamless expenditure authorization come July 1st of the new fiscal year. The FY 2024-25 budget calendar exemplifies this commitment, commencing the process in March and culminating in anticipated City Council approval by June.

Budget Highlights: Growth and Strategic Investment

On May 21, 2024, the Rio Dell City Council received a comprehensive budget presentation encompassing the Recommended Budget, Organizational Chart, Capital and Special Projects Summary, and the Budget Calendar. The proposed budget reflects a significant increase of \$10,685,290 (122%) compared to the prior year, totaling \$19,454,685. This strategic allocation breaks down as follows:

- *Operating Expenditures: \$4,793,990*
- *Debt Service and Pass-Thru: \$494,863*
- *Capital Projects: \$14,660,695*

DWSRF Funding Propels Infrastructure Advancement

A critical driver of this budgetary expansion is the City's successful acquisition of a Drinking Water State Revolving Fund (DWSRF) grant secured through the Regional Water Quality

Control Board. This \$12,862,989 award, of which \$11,047,590 is earmarked for construction and contingencies, empowers the City to undertake vital water infrastructure projects.

Revenue Management and Fund Balance Considerations

The FY 2024-25 budget anticipates total revenues of \$18,240,269, with a projected draw of \$1,218,466 from unassigned fund balances. While all projected ending fund balances are expected to exceed the 30% target reserve minimum, strategic attention will be required to bolster the Sewer Operations Fund (050) and Water Dinsmore Zone (064) reserves.

Conclusion: A Budget for Growth and Sustainability

The FY 2024-25 budget for Rio Dell represents a strategic investment in the City's future. The substantial increase is driven by the DWSRF grant, enabling critical water infrastructure improvements. While some reliance on unassigned fund balances is projected, the City remains committed to maintaining healthy reserve levels. This budget reflects a commitment to both growth and long-term fiscal sustainability.

ATTACHMENTS:

- Resolution 1608-2024 Fiscal Year 2024-25 Operating and Capital Budget
- Budget Documents and Worksheets



**RESOLUTION NO. 1608-2024
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL ADOPTING THE
OPERATING & CAPITAL BUDGET FOR FISCAL YEAR 2024-25**

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, 2024, and ending June 30, 2025, 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) 2024-25 Operating & Capital Budget comprised of revenues totaling \$18,240,269 and expenditure appropriations in the amount of \$19,454,685, with a net draw from the fund balance of \$1,218,466 as follows

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	103,593	40,000	1,600		38,400	141,993	480
008	Building Fund	-	67,350	142,363	(79,063)			NA
039	CDBG RRLF Fund	669,841	5,000	-	8,516	(3,516)	666,325	-
000	General Fund	1,541,660	1,717,725	1,999,670	67,510	(349,455)	1,192,205	599,901
003	Economic Development	262,530	-	47,000	-	(47,000)	215,530	14,100
074	Recycling Fund	62,703	5,000	9,000		(4,000)	58,703	2,700
015	Parks Fund	19,110	-	-		-	19,110	-
014	Park Per Capita Grant	-	177,952	177,952		-	-	-
040	SLESF Fund	130,242	160,000	155,666		4,335	134,577	46,700
018	Trails & Parks (Clean CA)	-	1,750,000	1,750,000		-	-	-
052	Sewer Capital Fund	1,160,750	105,000	380,000		(275,000)	885,750	114,000
054	Sewer Debt Svc Fund	137,434	302,934	302,934		-	137,434	-
054	Sewer Restricted Reserve	302,822	-	-		-	302,822	302,822
050	Sewer Operations Fund	329,238	1,221,000	1,287,150		(66,150)	263,088	386,145
027	Solid Waste Fund	11,260	5,000	6,830	3,037	(4,867)	6,393	2,049
093	Spay & Neuter Fund	3,381	-	-		-	3,381	-
020	Gas Tax Fund (HUTA)	168,852	101,720	96,215		5,505	174,357	28,864
024	TDA Fund	73,137	125,317	124,314		1,003	74,140	37,294
026	RSTP Fund	18,603	27,000	24,775		2,225	20,828	7,432
021	SB1 (RMRA) Fund	192,510	86,681	201,937		(115,256)	77,254	60,581
076	ARPA-SLFRF	740,132	-	340,000		(340,000)	400,132	-
062	Water Capital Fund	1,043,418	290,000	178,000		112,000	1,155,418	53,400
063	Water Metro Wells Fund	31,456	18,375	27,785		(9,410)	22,046	8,336
064	Water Dinsmore Zone	84,964	23,500	110,100		(86,600)	(1,636)	33,030
061	Water Restricted Reserve	136,000	-	-		-	136,000	136,000
061	Water Debt Svc Fund	258,930	136,000	136,000		-	258,930	40,800
060	Water Operations Fund	1,416,130	827,125	907,805		(80,680)	1,335,450	272,341
065	Water Dist. System Project	-	11,047,590	11,047,590		-	-	-
TOTAL		8,898,696	18,240,269	19,454,685	-	(1,218,466)	7,680,230	2,146,976

BE IT FURTHER RESOLVED, that staffing is adopted and funded in the FY 2024-25 Operating Budget is as follows:

FISCAL YEAR 2024-25						
POSITION ALLOCATION TABLE						
DEPARTMENT/POSITION	FULL-TIME EMPLOYEES (FTEs)					
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
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	0.80	1.00
Total FTEs	2.80	2.80	3.80	3.80	3.80	3.00
FINANCE DEPARTMENT						
Accountant I/II	1.00	1.00	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	0.60	0.60	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	4.00	3.60	3.60	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
Police Corporal	--	--	1.00	1.00	1.00	1.00
Police Officer	4.25	4.25	3.25	3.25	4.15	4.15
Police Officer Recruit	--	--	--	1.00	-	-
Records Technician	0.70	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	6.95	7.95	7.95	8.95	8.85	8.95
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	1.00
Utility Worker I/II/III	2.50	2.50	2.50	2.50	3.00	2.00
Wastewater Superintendent Trainee	--	--	--	--	--	--
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	8.50	9.00	8.00
TOTAL CITY FTEs	22.25	23.25	23.85	24.85	25.65	23.95

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 2024-25 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) and Water Dinsmore Zone Fund (064).

Section 5.

Adoption of the FY 2024-25 budget includes the following inter-fund transfers:

From:

027	Solid Waste	\$	3,037	For City Manager time on solid waste activities
039	CDBG	\$	4,466	For Community Development Director time on CDBG activities
039	CDBG	\$	4,050	For City Manager time on CDBG activities
008	Building	\$	4,050	For City Manager time on Building activities
000	General Fund	\$	79,063	Subsidy for Building fund activities that exceed actual revenues
	Total	\$	94,666	

To:

000	General Fund	\$	3,037	From Solid Waste for City Manager staff costs
000	General Fund	\$	4,466	From CDBG for Community Development Director staff costs
000	General Fund	\$	4,050	From CDBG for City Manager staff costs
000	General Fund	\$	4,050	From Building for City Manager staff costs
008	Building	\$	79,063	From General Fund to cover expenses that exceed charges for services
	Total	\$	94,666	

Section 6.

Adoption of the FY 2024-25 Budget authorizes the use of fund balance (expenditures exceeding revenues and transfers) in the following funds in the following amounts: CDBG RRLF Fund (039) \$3,516, General Fund (000) \$349,455, Economic Development Fund (003) \$47,000, Solid Waste Fund (027) \$4,867, Recycling Fund (074) \$4,000, SB1 Fund (021) \$115,256, Sewer Operations Fund (050) \$66,150, Sewer Capital Fund (052) \$275,000, ARPA-SLFR Fund (076) \$340,000, Water Operations Fund (060) \$80,680, Water Metro Wells (063) \$9,410, and Water Dinsmore Zone (064) \$86,600.

PASSED AND ADOPTED by the City of Rio Dell on this 4th day of June 2024, by the following roll call vote:

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

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

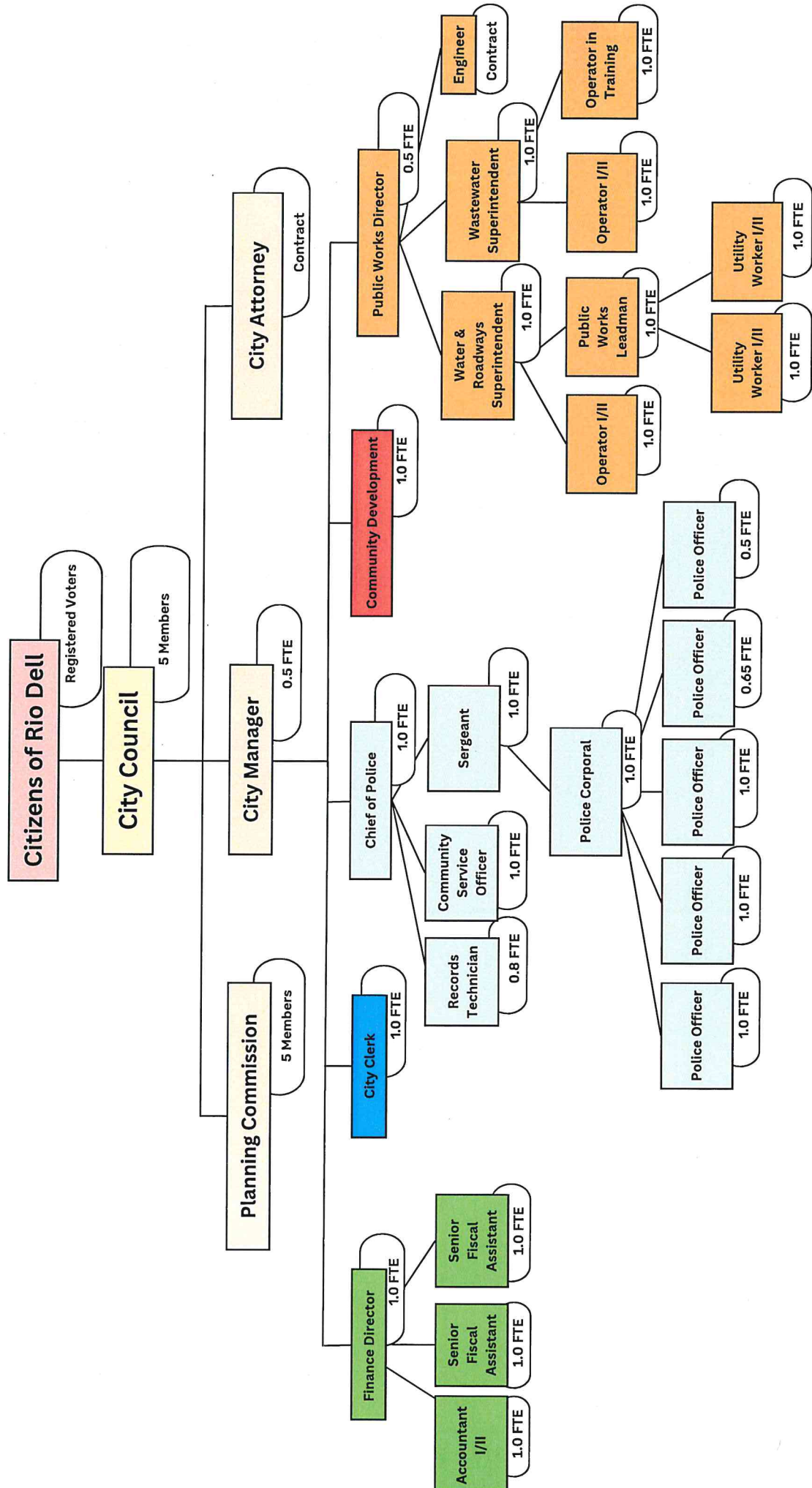
DRAFT

FY 2024-25 Summary of Capital & Special Projects

ACCOUNT	PROJ #	PROJECT NAME	Gen Fund (000)	Park Per Capita (014)	Parks Capital (018)	SBI 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		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	50,000								50,000
6000 14 000 0000		Police Ballistic Helmets / Gas Mask	7,290								7,290
GRANTS											
6525 14 014 0000	9071	Per Capita Park Development (Dog Park)		177,952							177,952
6500 14 018 0000	9073	Eel River Trail			1,750,000						1,750,000
6500 14 065 1050	1029	Water Dist. System Project				11,047,590					11,047,590
6500 14 076 0000	9099	Monument Road Repair						200,000			200,000
6525 14 076 0000	9086	Open Space Facility						140,000			140,000
WASTEWATER PROJECTS AND EQUIPMENT											
5115 14 052 0000	9036	SCADA Upgrades							125,000		125,000
6500 14 052 0000	9010	I&I Reductions							35,000		35,000
6500 14 052 0000	9100	Compliance Project Chloramine							120,000		120,000
6525 14 052 0000	9098	Biosolids Tent Roof Repair/Replacement							100,000		100,000
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
6000 14 062 0000		Infiltrational Gallery Pump Replacement								50,000	50,000
6000 14 062 0000	9054	Backwash Flow Meter								10,000	10,000
6500 14 064 0000	9011	Monument Water Line Replacement								100,000	100,000
TOTAL ALL PROJECTS			62,290	177,952	1,750,000	130,000	11,047,590	340,000	380,000	278,000	14,165,832

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CITY OF RIO DELL ORGANIZATION CHART FISCAL YEAR 2024-25



FY 2024-25 Proposed 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
- **Tuesday, March 19th City Council Proposed Budget Calendar on Consent Calendar**
 - Agendize budget calendar
- **Friday, March 22nd**
 - Budget Packets Distributed to Department Heads/Supervisors

APRIL

- **April - Priority Setting Meetings with City Council**
- **Monday, April 8th**
 - Department Heads/Supervisors turn in Budget Requests to Finance Director
- **April 15 – April 19**
 - Information compiled by Finance
- **April 22 – April 26**
 - City Manager reviews Budget and provides recommended changes to Finance
 - City Manager meets with Department Heads/Supervisors as needed
- **Tuesday, April 30th**
 - Finance finishes preparing the recommended budget for City Manager approval

FY 2024-25 Proposed Budget Calendar

MAY

- **May 6 - May 17**
 - Prepare Staff Report and Final Preparations for Recommended Budget
- **Tuesday, May 21st City Council Meeting**
 - The City Manager presents the Recommended Operating and Capital Budget
- **May 22– May 31**
 - *Special budget meetings, if necessary*

JUNE

- **Tuesday, June 4th City Council Meeting**
 - City Public Hearing- City Manager presents the revised Recommended Operating and Capital Budget
- **June 5-June 17**
 - *Special budget meetings if necessary*
- **Tuesday, June 18th 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 2024-25





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



Priority Setting FY 2024-25

- Public Safety – Staffing
- Public Works Infrastructure
- Economic Development Plan
- Street Planning & Work
 - Parks & Youth

Recommended Budget FY 24-25

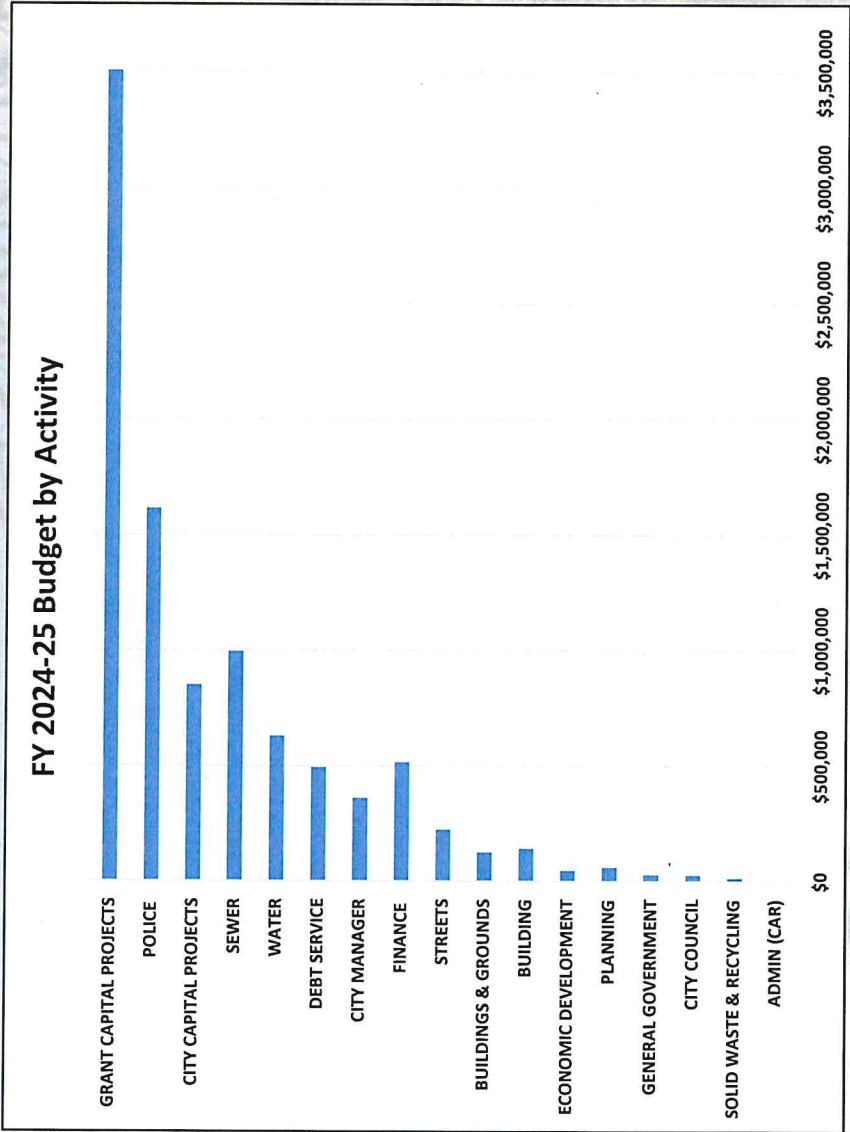


FUND NAME	RESERVES		REVENUES		EXPENDITURES		RESERVES	
	EST Beginning Fund Bal.	Projected Totals	Projected Totals	Transfers	Change in Fund Balance	Est. End. Fund Balance	Target Reserve	
005 General Fund Motorpool	103,593	40,000	1,600		38,400	141,993	480	
008 Building Fund	-	67,350	142,363	(79,063)			NA	
039 CDBG RRLF Fund	669,841	5,000	-	8,516	(3,516)	666,325	-	
000 General Fund	1,541,660	1,717,725	1,999,670	67,510	(349,455)	1,192,205	599,901	
003 Economic Development	262,530	-	47,000	-	(47,000)	215,530	14,100	
074 Recycling Fund	62,703	5,000	9,000	-	(4,000)	58,703	2,700	
015 Parks Fund	19,110	-	-	-	-	19,110	-	
014 Park Per Capita Grant	-	177,952	177,952	-	-	-	-	
040 SLESF Fund	130,242	160,000	155,666	-	4,335	134,577	46,700	
018 Trails & Parks (Clean CA)	-	1,750,000	1,750,000	-	-	-	-	
052 Sewer Capital Fund	1,160,750	105,000	380,000	-	(275,000)	885,750	114,000	
054 Sewer Debt Svc Fund	137,434	302,934	302,934	-	-	137,434	-	
054 Sewer Restricted Reserve	302,822	-	-	-	-	302,822	302,822	
050 Sewer Operations Fund	329,238	1,221,000	1,287,150	-	(66,150)	263,088	386,145	
027 Solid Waste Fund	11,260	5,000	6,830	3,037	(4,867)	6,393	2,049	
093 Spay & Neuter Fund	3,381	-	-	-	-	3,381	-	
020 Gas Tax Fund (HUTA)	168,852	101,720	96,215	-	5,505	174,357	28,864	
024 TDA Fund	73,137	125,317	124,314	-	1,003	74,140	37,294	
026 RSTP Fund	18,603	27,000	24,775	-	2,225	20,828	7,432	
021 SBT (RMRA) Fund	192,510	86,481	201,937	-	(115,256)	77,254	60,581	
076 ARPA-SIFRF	740,132	-	340,000	-	(340,000)	400,132	-	
062 Water Capital Fund	1,043,418	290,000	178,000	-	112,000	1,155,418	53,400	
063 Water Metro Wells Fund	31,456	18,375	27,785	-	(9,410)	22,046	8,336	
064 Water Dismore Zone	84,964	23,500	110,100	-	(86,600)	(1,636)	33,030	
061 Water Restricted Reserve	136,000	-	-	-	-	136,000	136,000	
061 Water Debt Svc Fund	258,930	136,000	136,000	-	-	258,930	40,800	
060 Water Operations Fund	1,416,130	827,125	907,805	-	(80,680)	1,335,450	272,341	
065 Water Dist. System Project	-	11,047,590	11,047,590	-	-	-	-	
TOTAL	8,898,696	18,240,269	19,454,685	-	(1,218,466)	7,680,230	2,146,976	

Recommended City Budget \$19.5 Million



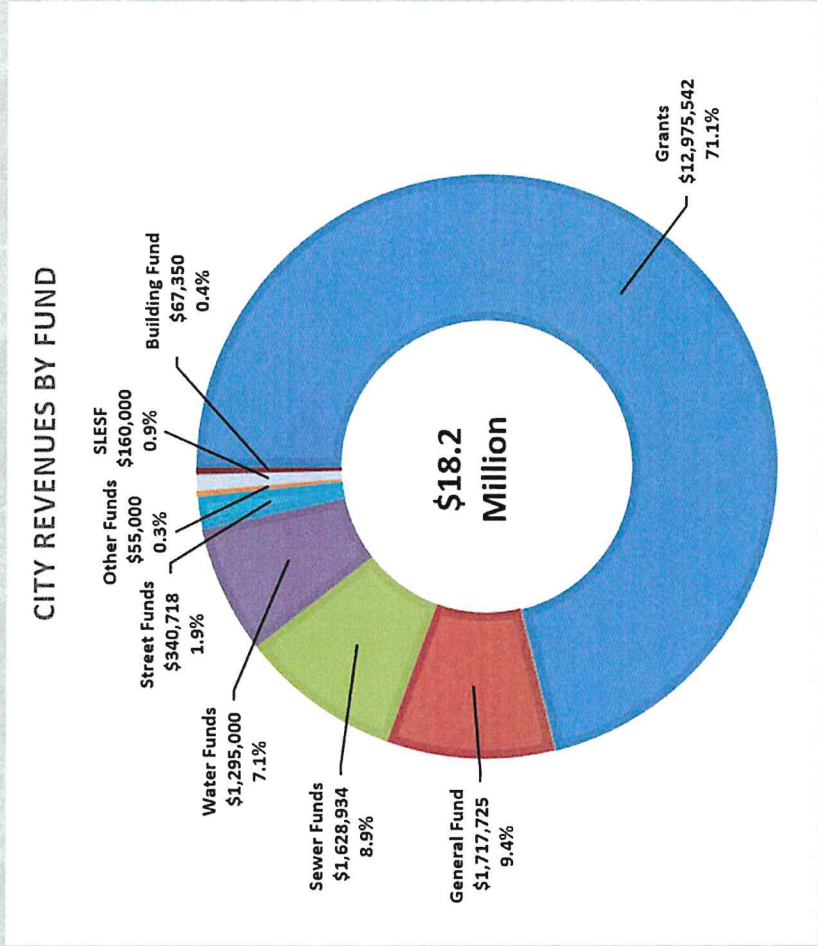
■ Total City Budget for FY 2024-25 is **\$19.5MM** compared to **\$8.7MM** the prior year. An increase of **\$10.7MM**, or **122%**.





City Revenue Sources

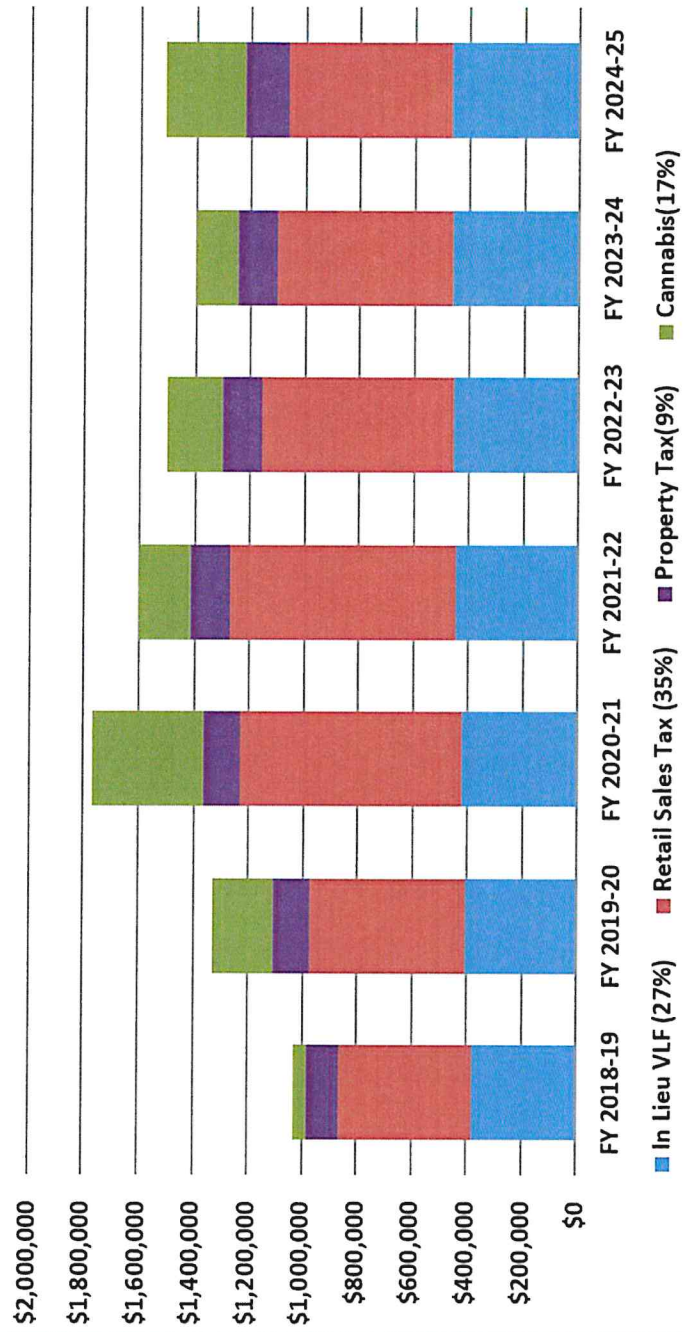
City revenues are estimated to be **\$18.2 MM** for FY 2024-25 compared to **\$7.6 MM** last year, an increase of **\$10.6MM**, or **139%**





General Fund Revenue Sources

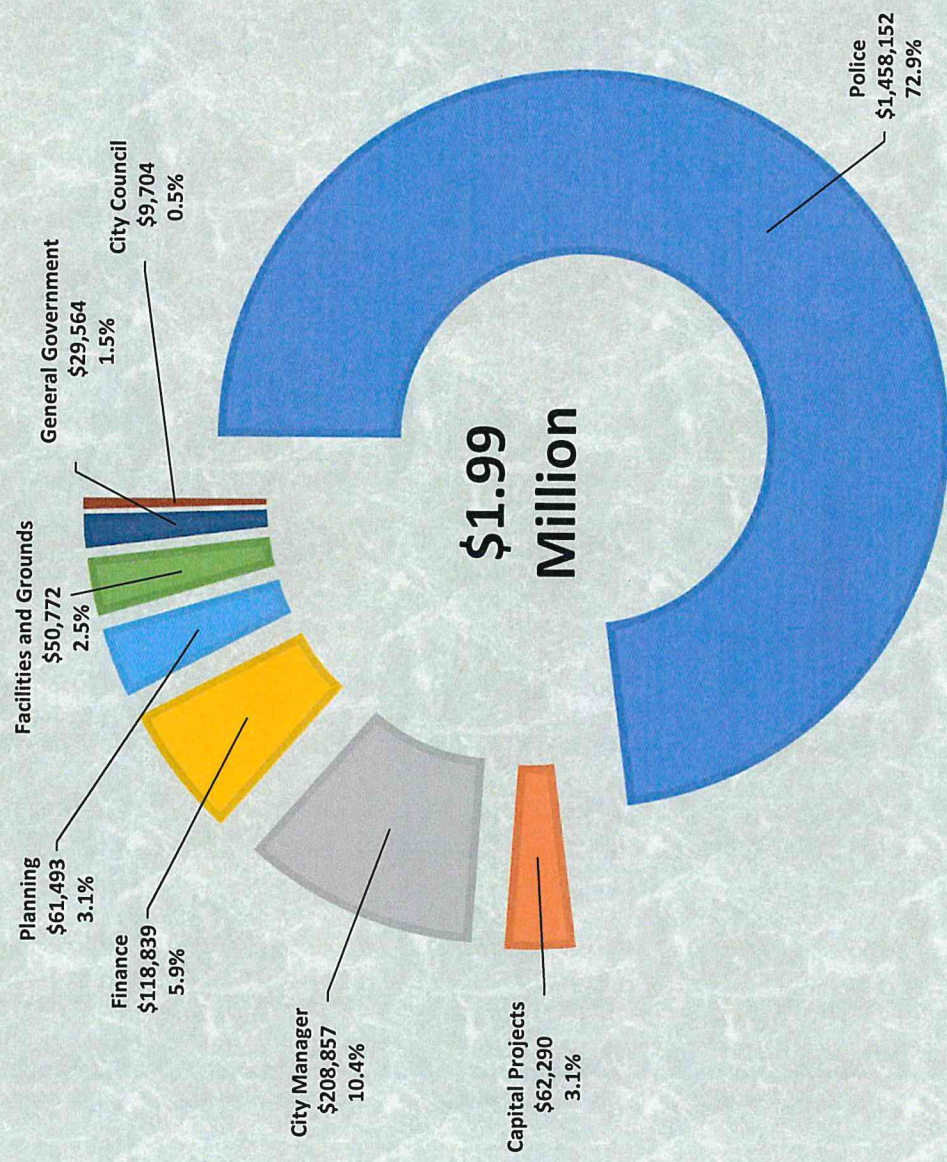
General Fund Major Revenues



▪ Budgeted General Fund revenues for FY 2024-25 are \$1.7 MM compared to \$1.6 MM last year, an increase of \$100,000 or 6%.



General Fund Expenses



Police Department	\$1,458,152
Capital Projects	\$62,290
City Administration	\$208,857
Finance Department	\$118,839
Planning	\$61,493
Facilities and Grounds	\$50,772
General Government	\$29,564
City Council	\$9,704
Total Expenses	\$1,999,670

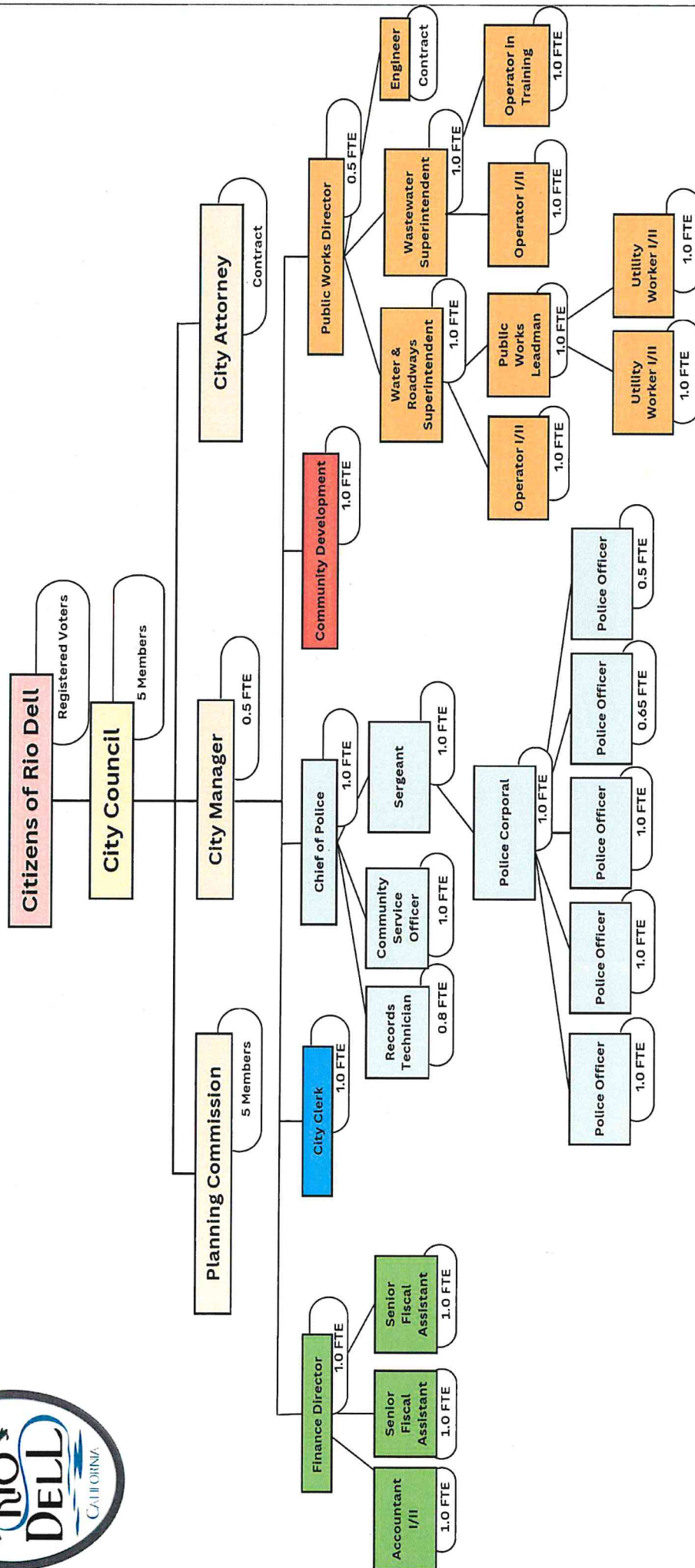
Capital Projects

FY 2024-25 Summary of Capital & Special Projects

ACCOUNT	PROJ. #	PROJECT NAME	Gen Fund (000)	Park Per Capita (014)	Parks Capital (018)	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		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	50,000								50,000
6000 14 000 0000		Police Ballistic Helmets / Gas Mask	7,290								7,290
GRANTS											
6525 14 014 0000	9071	Per Capita Park Development (Dog Park)		177,952							177,952
6500 14 018 0000	9073	Eel River Trail			1,750,000						1,750,000
6500 14 065 1050	1029	Water Dist. System Project					11,047,590				11,047,590
6500 14 076 0000	9099	Monument Road Repair						200,000			200,000
6525 14 076 0000	9086	Open Space Facility						140,000			140,000
WASTEWATER PROJECTS AND EQUIPMENT											
5115 14 052 0000	9036	SCADA Upgrades							125,000		125,000
6500 14 052 0000	9010	I&I Reductions							35,000		35,000
6500 14 052 0000	9100	Compliance Project Chloramine							120,000		120,000
6525 14 052 0000	9098	Biosolids Tent Roof Repair/Replacement							100,000		100,000
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
6000 14 062 0000		Infiltrational Gallery Pump Replacement								50,000	50,000
6000 14 062 0000	9054	Backwash Flow Meter								10,000	10,000
6500 14 064 0000	9011	Monument Water Line Replacement								100,000	100,000
TOTAL ALL PROJECTS			62,290	177,952	1,750,000	130,000	11,047,590	340,000	380,000	278,000	14,165,832



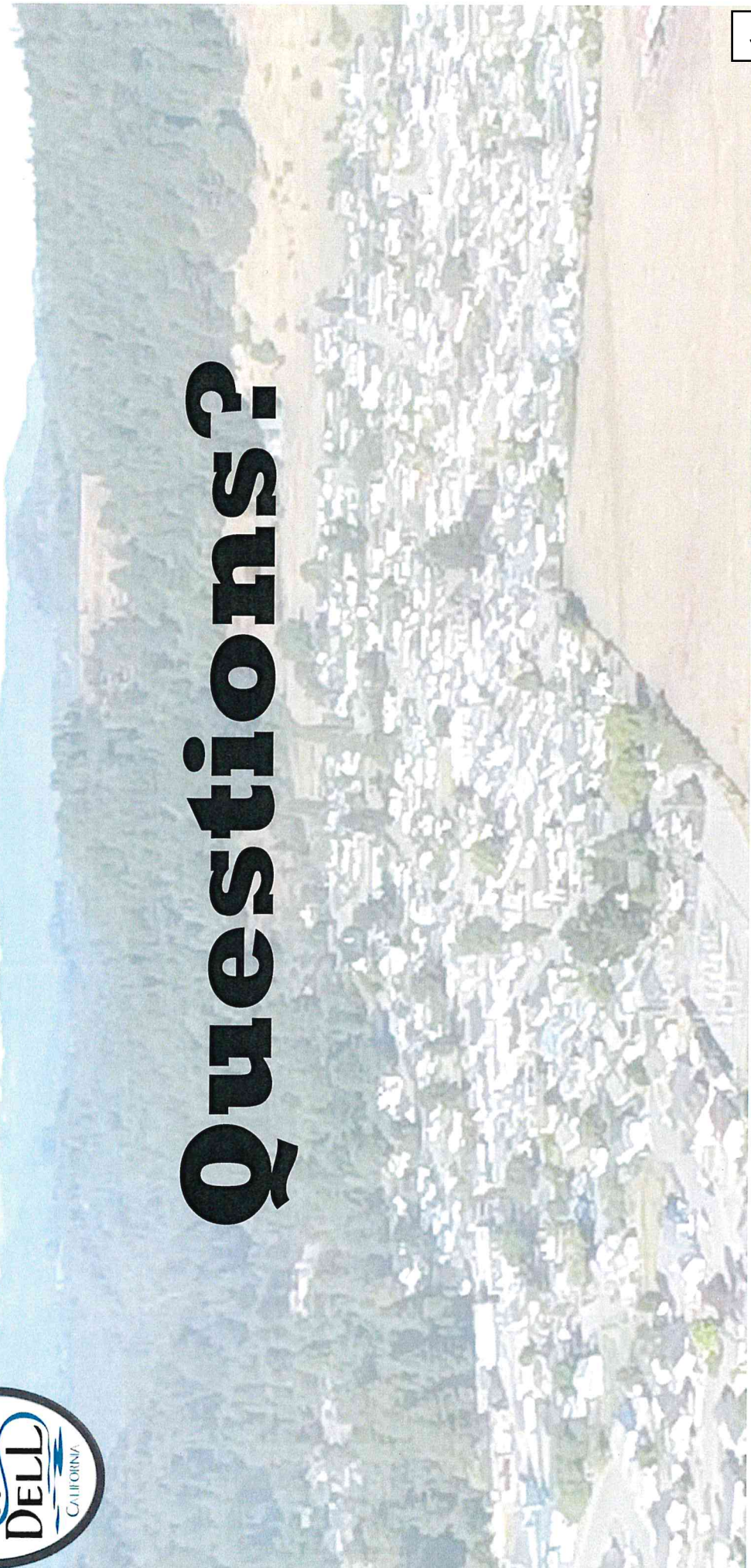
CITY OF RIO DELL ORGANIZATION CHART FISCAL YEAR 2024-25

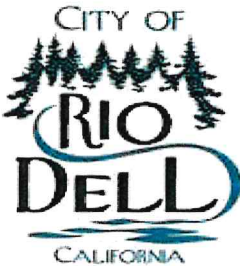




FISCAL YEAR 2024-25 POSITION ALLOCATION TABLE						
DEPARTMENT/POSITION	FULL-TIME EMPLOYEES (FTEs)					
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
ADMINISTRATION						
Management Analyst I/II/Sr	--	--	1.00	1.00	1.00	--
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
City Manager/Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Community Development Director	0.80	0.80	0.80	0.80	0.80	1.00
Total FTEs	2.80	2.80	3.80	3.80	3.80	3.00
FINANCE DEPARTMENT						
Accountant I/II	1.00	1.00	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	0.60	0.60	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	4.00	3.60	3.60	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
Police Corporal	--	--	1.00	1.00	1.00	1.00
Police Officer	4.25	4.25	3.25	3.25	4.15	4.15
Police Officer Recruit	--	--	--	1.00	--	--
Records Technician	0.70	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	6.95	7.95	7.95	8.95	8.85	8.95
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	1.00
Utility Worker I/II/III	2.50	2.50	2.50	2.50	3.00	2.00
Wastewater Superintendent Trainee	--	--	--	--	--	--
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	8.50	9.00	8.00
TOTAL CITY FTEs	22.25	23.25	23.85	24.85	25.65	23.95

Questions?





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

June 4, 2024

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager
SUBJECT: Adoption of a Recruitment and Retention Program Related to the Police Department

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to implement a recruitment and retention program for the Police Department, including: One \$50,000 hiring incentive for the Chief of Police, and one \$50,000 lateral incentive for a Police Officer, both to be paid over 2.5 years; further, a retention bonus for existing 40 hour per week sworn law enforcement of \$7,500 annually for up to 3 years; and, one retention bonus for the Community Services Officer of \$6,000 annually for 3 years.

BACKGROUND AND DISCUSSION

Like many other public safety departments throughout the state and nation, the Rio Dell Police Department is in a staffing crisis. Because of its relatively small size, the impact of the separation of even a single officer can have significant impacts on operations. In July of 2022, the Rio Dell Police Department had five full time officers and one part time officer. Today, the department has three full time officers and one part time officer. Of this, one full time officer is expected to retire by the end of 2024, and the part time officer will also be retiring around the same time.

Hiring and bonus programs have become part of the current market conditions for Police Departments. Police Academy cadets are now rarer and more highly sought, and traditionally are more likely to separate from the career in the first couple years of service than most other professions. City projections show that the cost of sponsoring a cadet through the academy and to the completion of field training is approximately \$60,000. This does not include the costs of lost productivity, or the Department's time during the FTO process. The City has also been in recruitment for the Chief of Police and it is recommended to add a hiring incentive for that position as well. Therefore staff is recommending a \$50,000 hiring bonus with \$10,000 paid upon the first pay period for two positions, and the remainder paid out biweekly for 2.5 years. With short staffing, additional workload will appear for the existing field staff and officers. It is recommended that existing 40+ hour per week sworn law enforcement receive \$7,500 annually for three years paid out bi-weekly. Additionally, it is recommended that the Community Services Officer also receive \$6,000 annually for three years paid out bi-weekly. All incentives are to be

made available the first full pay period after the approval of this item. Due to salary savings, currently budgeted appropriations are expected to be able to fund these costs.

This program is modeled after other similar local programs, and meets their levels of incentive and does not set the bar higher than those other organizations.

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