



RIO DELL CITY COUNCIL AGENDA

CLOSED SESSION – 5:00 P.M.

REGULAR MEETING - 6:00 P.M.

TUESDAY, MAY 20, 2025

City Council Chambers
675 Wildwood Avenue, Rio Dell

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

City Council meetings are held in City Hall Council Chambers for in-person public attendance. The public may also attend these meeting virtually through Zoom.

Public Comment by Email:

In balancing the health risks associated with COVID-19 and need to conduct government in an open and transparent manner, public comment on agenda items can be submitted via email at publiccomment@cityofriodell.ca.gov. Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda) and **email no later than one-hour prior to the start of the Council meeting**. Your comments will be read out loud, for up to three minutes. Meeting can be viewed on Access Humboldt's website at <https://www.accesshumboldt.net/>. Suddenlink Channels 10, 11 & 12 or Access Humboldt's YouTube Channel at <https://www.youtube.com/user/accesshumboldt>.

Zoom Public Comment:

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

A. CALL TO ORDER

B. ROLL CALL

C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

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

D. PUBLIC COMMENT REGARDING CLOSED SESSION

E. RECESS INTO CLOSED SESSION

F. RECONVENE INTO OPEN SESSION

G. ORAL ANNOUNCEMENTS

H. PLEDGE OF ALLEGIANCE

I. CEREMONIAL MATTERS

- [1.](#) 2025/0520.02 - Certificate of Recognition to Shanailly Hammonds – Pg. #4
- [2.](#) 2025/0520.03 - Proclamation in Honor of Older Americans Month – Pg. #6

J. PUBLIC PRESENTATIONS

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

K. CONSENT CALENDAR

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

- [1.](#) 2025/0520.04 - Approve Minutes of the May 6, 2025, Special Meeting **(ACTION)** – Pg. #8
- [2.](#) 2025/0520.05 – Approve Minutes of the May 6, 2025, Regular Meeting **(ACTION)** – Pg. #11
- [3.](#) 2025/0520.06 – Approve Resolution No. 1632-2025 Amending and Adopting the City Master Salary Schedule **(ACTION)** – Pg. #16
- [4.](#) 2025/0520.07 - Receive and File the Check Register for April **(ACTION)** – Pg. #28

L. ITEMS REMOVED FROM THE CONSENT CALENDAR

M. REPORTS/STAFF COMMUNICATIONS

1. 2025/0520.08 - City Manager/Staff Update **(RECEIVE & FILE)** – Pg. #34

N. SPECIAL PRESENTATIONS

O. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/STUDY SESSIONS

1. 2025/0520.09 - City Council Priority Setting Session for FY 2025-26 – Pg. #39

2. 2025/0520.10 - Proposed Staffing Changes for FY 2025-2026 **(ACTION)** – Pg. #44

P. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

Q. COUNCIL REPORTS/COMMUNICATIONS

R. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, **June 3, 2025 at 6:00 p.m.***

*675 Wildwood Avenue
Rio Dell, CA 95562*



TO: Mayor and Members of the City Council

FROM: Josh Phinney, Chief of Police

THROUGH: Kyle Knopp, City Manager

DATE: May 20, 2025

SUBJECT: Certificate of Recognition

RECOMMENDATION

Authorize Chief Phinney to present the attached Official Commendation to Citizen Shanailly Hammonds.

BACKGROUND AND DISCUSSION

On 5/08/25, Shanailly Hammons pulled up to his house to find a large residential fire next door. Upon learning there was still people inside, without hesitation, he ran into the burning house and was able to locate and rescue one of the two occupants. His actions were selfless, minimized loss of life, and are worthy of the city's recognition.

Attachments:

Official Commendation

City of Rio Dell
Office of the Chief of Police
Official Commendation

Presented to:
Mr. Shanailly Hammonds

On behalf of the City of Rio Dell and the Rio Dell Police Department, I am honored to formally recognize and commend Mr. Shanailly Hammonds for his courageous and selfless actions during a residential fire that occurred at 1083 Riverside Drive on May 8, 2025.

Upon discovering the fire, Mr. Hammonds took immediate and decisive action, entering the burning residence without regard for his own safety. His swift response and bravery directly resulted in the successful rescue of a male occupant, who may not have survived without Mr. Hammonds' intervention. His actions exemplify the highest standards of civic responsibility, valor, and humanity.

It is with great pride and gratitude that the Rio Dell Police Department presents this Official Commendation to Mr. Shanailly Hammonds for his heroic conduct and outstanding service to the community.

Awarded this _____ Day of May, 2025

Joshua Phinney

Chief of Police

Rio Dell Police Department

Debra Garnes

Mayor

City of Rio Dell



*675 Wildwood Avenue
Rio Dell, CA 95562*

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM Karen Dunham, City Clerk

DATE: May 20, 2025

SUBJECT: Proclamation in Honor of Older Americans Month

RECOMMENDATION

Read and present the Proclamation declaring May 2025 as Older Americans Month.

BACKGROUND AND DISCUSSION

Maggie Kraft, Executive Director of Area I on Aging requested the proclamation be placed on the agenda. She and possibly Rosana Bruhnke from HICAP will be present at the meeting to accept the proclamation.

ATTACHMENTS: Proclamation



PROCLAMATION
in Honor of
OLDER AMERICANS MONTH
MAY 2025

WHEREAS, it is time to *flip the script on aging* by transforming how society perceives, discusses, and approaches aging—challenging outdated stereotypes, dispelling misconceptions, and embracing the opportunities for purpose, exploration, connection, and continued engagement that aging brings; and

WHEREAS, the Area 1 Agency on Aging (A1AA) brings more than \$3 million in state and federal funding to Humboldt and Del Norte counties to support programs and services that promote independence, health, security, and choice for older adults and their families; and

WHEREAS, A1AA's vital services include Enhanced Information and Assistance, the Volunteer Driver Program to access medical appointments, and Aging in Place services such as Fall Prevention, Homemaker assistance, and Northcoast Homeshare to provide housing support, safety, and advocacy; and promotes health and wellness through SAIL (Stay Active and Independent for Life) exercise classes and CalFresh Healthy Living nutrition and exercise programs; and provides funding for local Meals on Wheels and congregate meal sites, legal assistance for older adults, and family caregiver support services; and

WHEREAS, the Long-Term Care Ombudsman Program safeguards the rights and dignity of residents in skilled nursing, assisted living, and other long-term care settings by advocating for quality care and respectful treatment; and the Health Insurance Counseling and Advocacy Program (HICAP) provides unbiased, accurate information about Medicare and assistance in accessing medical resources; and

WHEREAS, the Aging and Disability Resource Connection—a partnership with Tri-County Independent Living and the North Coast Health Improvement and Information Network—works to streamline and coordinate services for older adults, people with disabilities, caregivers, and families; and

WHEREAS, any reduction in federal or state funding would jeopardize the health, safety, and independence of those served—putting them at greater risk of injury, hospitalization, isolation, institutionalization, and homelessness—outcomes that run counter to the spirit of *flipping the script* on aging;

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Rio Dell recognizes **MAY 2025** to be **OLDER AMERICANS MONTH**. This year's theme, "Powered by Connection," emphasizes the profound impact of meaningful interactions and social connection on the well-being and health of older adults in our community and urges residents to join in promoting programs and activities that foster connection, inclusion, and support for older adults.

Dated: May 20, 2025

Debra L. Garnes, Mayor

**RIO DELL CITY COUNCIL
SPECIAL MEETING MINUTES
MAY 6, 2025**

Mayor Garnes called the Special Meeting of the Rio Dell City Council to order at 5:47 p.m.

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

Others Present: City Manager Knopp, Chief of Police Phinney, Water/Roadways Superintendent Jensen, City Clerk Dunham, Senior Fiscal Assistant Maciel and City Attorney Gans

PUBLIC PRESENTATIONS

Mayor Garnes called for public comment on matters not on the agenda. No public comment was received.

SPECIAL MEETING MATTERS/CONSENT CALENDAR

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

Councilmember Wilson removed items 1 and 2 from the consent calendar.

ITEMS REMOVED FROM THE CONSENT CALENDAR

Authorize a 10% Temporary Pay Enhancement for the Water Superintendent for Wastewater Superintendent Activities

Councilmember Wilson commented that there should be provisions in the Employee Handbook to automatically authorize extra pay to an employee who is placed in a temporary position, rather than calling for a special meeting to authorize the pay enhancement. Since staff knew that the Wastewater Superintendent was leaving for weeks, the matter should have come to the Council at an earlier meeting.

A motion was made by Carter/Woodall to authorize a temporary 10% pay enhancement for the Water Superintendent for Wastewater Superintendent activities. The motion carried 5-0.

Authorize the City Manager to Over-Hire One Wastewater Operator I-III

City Manager Knopp provided a staff report and said that the Wastewater division currently has three (3) budgeted positions, including a Wastewater Superintendent, a Wastewater Operator I-III, and an Operator in Training (OIT). With the Wastewater Superintendent position vacant, there is one (1) Operator I and one (1) OIT. The two employees are hard workers, but could use some additional support with the 24/7 operation of the treatment

**MAY 6, 2025 MINUTES
SPECIAL MEETING
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plant and related systems. The total estimated maximum cost for one year was between \$105,356 and \$117,598, depending on qualifications and dependent status.

City Manager Knopp said that this item was brought forward following the recruitment of a new Wastewater Superintendent. The applicants interviewed were better suited for an Operator III position than a Superintendent. During the interim, the City of Ferndale has agreed to provide additional assistance to the department.

Water/Roadways Superintendent Jensen commented that the wastewater department does not always have staff available, and they need to have another certified operator. He noted that one of the current employees wants to stay as a Grade I Operator and not advance further, and with no one willing to step up, the idea would be to hire a temporary employee to fill the gap until a Wastewater Superintendent is hired. He said that the City of Ferndale is willing to help on a short-term basis and pointed out the difficulty in finding licensed operators, not to mention a Wastewater Superintendent.

Councilmember Wilson commented that he felt this was a rushed decision and that he would like to have a better understanding of the request. He asked what the effects would be if a temporary operator were not hired immediately.

Water/Roadways Superintendent Jensen said that with Ferndale helping out in the interim, they could probably wait a little while to hire a temporary operator.

Mayor Pro Tem Carter agreed with Councilmember Wilson and said that she had no doubt the wastewater division needs extra help in the absence of a Wastewater Superintendent, but she would also like to take a closer look at the budget to see how this will work. She also thought that it might be a good idea if the new Wastewater Superintendent were involved in the hiring process for new wastewater positions.

A motion was made by Wilson/Carter to decline over-hiring a Wastewater Operator I-III and to bring the item back at the May 20, 2025, regular meeting with more information. Motion carried 4-1, with Councilmember Orr dissenting.

A motion was made by Wilson/Carter to move the last item on the agenda, a closed session for a performance evaluation of the City Manager, to the end of the regular meeting, closed session. Motion carried 5-0.

ADJOURNMENT

The special meeting was adjourned at 6:03 p.m. to the May 6, 2025, regular meeting.

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SPECIAL MEETING
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Debra Garnes, Mayor

Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
MAY 6, 2025**

Mayor Garnes called the regular meeting of the Rio Dell City Council to order at 6:06 p.m.

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

Others Present: City Manager Knopp, Chief of Police Phinney, Water/Roadways Superintendent Jensen, City Clerk Dunham, Senior Fiscal Assistant Maciel and City Attorney Gans

Absent: Community Development Director Caldwell, and Finance Director Sanborn (excused)

ORAL ANNOUNCEMENTS

Mayor Garnes announced that the City Council adjourned the Special meeting and the last item on the agenda, "Closed Session – City Manager Performance Evaluation," will be taken up at the conclusion of the regular meeting.

PUBLIC PRESENTATIONS

Mayor Garnes invited public comment on non-agenda matters.

Kelsey Machado introduced herself and said that she and her family recently moved to Rio Dell, and she applied for the position on the Beautification, Walkability, and Pride Committee.

Alex Calderon, from Neighborhoods Barber Shop, addressed the Council and said that he would like to take advantage of the City's Façade Improvement Program for his building at 220 Wildwood Ave., but would like to see some of the other businesses encouraged to do the same, or get a slap on the hand.

CONSENT CALENDAR

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

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

- 1) Minutes of the April 15, 2025, Regular Meeting;

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- 2) Authorize the City Manager to execute the Engagement Letter with Harshwal & Company, LLP to provide Financial Audit Services for FY ending June 30, 2025;
- 3) Approve the appointment of Kelsey Machado to the Beautification, Walkability and Pride Committee;
- 4) Authorize the City Manager to execute an agreement with Bell and Associates, Inc. in an amount not to exceed \$18,000 for SB 1383 and Franchise Agreement Analysis; and
- 5) Authorize the City Manager to execute an agreement with the State Water Resources Control Board in coordination with the City Attorney for the Painter Street Sewer Line Replacement Project of \$1,490,550.

The motion carried 5-0.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp highlighted the staff update and reported that there were two street projects coming up, including earthquake repairs on Eeloa Ave. and Riverside Dr. beginning May 12th, and repaving of Elm St. at the end of the month. He said that the staff is hoping that the Elm St. contractor will also have time to do some prep work on Center St. for the next slurry seal project.

He reported that he attended a Solid Waste Local Task Force meeting in Eureka, is working on the recruitment for a Wastewater Superintendent, and on a potential loan with the State Water Resources Control Board for the Water CIP project.

Mayor Garnes asked if the entire area of Elm Street from Pacific Avenue to Wildwood Avenue would be paved.

City Manager Knopp indicated that the entire street would be paved except for one small section that was recently paved, but the new paving would transition with that paved area.

Mayor Pro Tem Carter thanked staff for everything they do and commented that over the past 3 weeks, zero cats were transported to Miranda's, which is amazing since it is feral cat season and in the height of new kittens being born. She said that they are busy trapping feral cats and getting them fixed to help reduce the cat population.

Councilmember Woodall mentioned the Police Department update related to the vandalized sinks at the Fireman's Park restrooms and asked if the restrooms were still being locked at night.

Chief Phinney noted that the vandalism occurred in the middle of the day and that the restrooms are locked at night. He said that they identified the juveniles and met with the

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Fire Department and the families of the juveniles, and came up with a solution for restitution. The juveniles are each required to do 100 hours of community service for the fire department, which everyone agreed to.

Mayor Garnes commented that it is nice to be able to walk her dog around town, with fewer dogs running at large.

Mayor Garnes called for public comment on the staff update.

Kelsey Machado commented on the large number of cats around town and asked for an overview of the spay & neuter program.

Mayor Pro Tem Carter explained that the City of Rio Dell allocates funding to the Critters Without Litters organization to provide vouchers for spay and neuter discounts and pointed out that Rio Dell is the only City in Humboldt County and the entire State that does this.

Councilmember Orr asked what the current effects are of not hiring a temporary wastewater operator right away.

Water/Roadways Superintendent Jensen said that with temporary assistance from Ferndale and Andres Lopez returning this week from paternity leave, it relieved some of the tension, so there are currently three people to spread out the workload, which helps.

ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGSSecond Reading (by title only) and Adoption of Ordinance No. 414-2025 Amending Section 12.30 of the Rio Dell Municipal Code (RDMC) Pertaining to Trails and Further Establishing Fines

City Manager Knopp provided a staff report recommending adoption of Ordinance No. 414-2025 amending Section 12.30 of the Rio Dell Municipal Code (RDMC) pertaining to Trails and further establishing fines for misuse of the trail.

He said that with the Eel River Trail nearing completion, the site has received some abuse from motorized vehicles. The Ordinance was introduced at the April 15, 2025, regular meeting and is before the City Council tonight for its second reading and adoption.

City Manager Knopp said that there were some minor non-substantive edits to the ordinance from the first reading, changing the status of a violation from an infraction to a misdemeanor, allowing the Police Department greater authority to conduct investigations when a violation is not directly witnessed by an officer.

Councilmember Woodall asked for Chief Phinney's opinion on the edits to the ordinance.

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Chief Phinney said that he agreed with the edits and explained that the current language in the proposed ordinance identifies a violation as an infraction, which means that an officer would have to witness it and write a citation. Changing it to a misdemeanor means they could use investigative leads to determine who the people are violating the regulations.

Mayor Garnes opened a public hearing to receive public comment on the proposed ordinance.

Kelsey Machado asked for clarification that motorized vehicles were prohibited from riding on the Eel River Trail, but could still ride on the river bar.

Mayor Garnes said that the prohibition of motorized vehicles only applies to the trail.

Alex Calderon said that non-licensed motorized vehicles are illegal to ride on City streets and asked how they get to the river. He indicated that he had pictures on his security camera of dirt bikes riding on the street.

Chief Phinney said that all non-licensed motorized vehicles are prohibited on City streets, but an officer must witness and stop them to issue a citation.

A motion was made by Carter/Woodall to approve the second reading (by title only) and to adopt Ordinance No. 414-2025 Amending Section 12.30 of the Rio Dell Municipal Code (RDMC) Pertaining to Trails and Further Establishing Fines.

The motion carried 5-0.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Wilson reported that he would be attending an HWMA meeting on Thursday and that they were working on their budget.

Mayor Pro Tem Carter reported on recent meetings and events and said that she attended a RREDC meeting on April 28th where local fishermen were present to discuss the Offshore Windmill Project. She said that the Rio Dell Fire Commissioner's meeting, normally scheduled for Thursday, was rescheduled for tonight, but she would be attending the Rio Dell School Board meeting on Thursday. She said regarding the 7-1-1 committee that was formed to investigate the feasibility of relinquishing the Davis St. Park property, the committee wants more buy-in from the business community.

Councilmember Woodall reported that she attended a Chamber of Commerce meeting on Friday and said that Wally Coppini is sponsoring a cycling event during Wildwood Days, on August 2, 2025, featuring four courses, including the renowned Tour of the Unknown Coast. Approximately 200 cyclists are expected to participate, and they will be camping at the School with a free barbecue for participants on Saturday night.

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She reminded everyone about the Annual Spring Clean-Up Event taking place on Saturday, May 10th, from 9 a.m. to 1 p.m. at the Eagle Prairie Elementary School and asked Chief Phinney if CSO Clark had handed out flyers to all of the nuisance properties.

Chief Phinney said that flyers were distributed to those properties, and they posted a copy of the flyer at their front counter at the Police Department.

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Conference with Labor Negotiator – Agency Negotiator: City Manager – Employee Organizations: Rio Dell Employees Association, Rio Dell Police Officers Association, and all Contract Employees – Gov’t Code Section 54957

Public Employee Performance Evaluation – Title: City Manager - Gov’t Code Section 54957

PUBLIC COMMENT REGARDING CLOSED SESSION

No public comment was received.

RECESS INTO CLOSED SESSION

The Council recessed into a closed session at 6:30 p.m. with City Manager Knopp and City Attorney Gans to discuss the above-listed matters.

The Council reconvened into open session at 8:08 p.m.

Mayor Garnes announced that there was nothing to report out of closed session on either of the closed session matters.

ADJOURNMENT

A motion was made by Carter/Wilson to adjourn the meeting at 8:09 p.m. to the May 20, 2025, regular meeting. Motion carried 5-0.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk

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



DATE: May 20, 2025

TO: Rio Dell City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Resolution 1632-2025 – Amending and Adopting the City Master Salary Table

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution 1632-2025 Amending and Adopting the City Master Salary Table for the Finance Director position as proposed in the Total Compensation Study conducted by Gallagher.

BACKGROUND

On February 18, 2025, Gallagher presented a Total Compensation Study Report to the City Council. The study analyzed all City positions relative to market comparators to ensure the City maintains competitive compensation practices.

DISCUSSION

The Total Compensation Study identified that the Finance Director position had the greatest percentage difference from the Total Compensation Median among all City positions. Specifically, the analysis showed that the current Finance Director compensation is 11.3% below the median market rate.

Based on this finding, Gallagher recommended that the Finance Director position be placed in proposed salary range 42. The rationale provided in the study for this adjustment is based on market competitiveness and appropriate range placement within the City's overall compensation structure.

ATTACHMENTS

- Exhibit A - Resolution 1632-2025 Rio Dell Compensation Study
- Appendix III - Proposed Salary Range Schedule
- Appendix IV - Salary Range Placement Recommendations from the Total Compensation Study



**RESOLUTION NO. 1632-2025
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
AMENDING AND ADOPTING THE CITY MASTER SALARY TABLE**

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

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

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

WHEREAS, it was recommended that the Finance Director position be placed in salary range 42 with a rationale from the study being market and range placement; and

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

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

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

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

1. The Master Salary Tables attached hereto as Exhibit "A" are hereby adopted.
2. All prior resolutions concerning compensation for City employees that conflict with this Resolution or the attached Master Salary Tables are hereby repealed, and this Resolution shall be effective May 20, 2025.

PASSED AND ADOPTED by the City of Rio Dell on this 20th day of May 2025 by the following roll call vote:

Ayes:
Noes:
Abstain:
Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

Exhibit "A"
CITY OF RIO DELL COMPENSATION SCHEDULE
Resolution No. 1632 -2025

Peace Officers Association

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

Rio Dell Employee's Association

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

Rio Dell Employee's Association (continued)

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

Management/Confidential Employees

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

Appendix III

Proposed Salary Range Schedule



City of Rio Dell
Proposed Salary Plan
December 2024

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

Range basis Range 6, Step 5

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

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Insurance | Risk Management | Consulting

City of Rio Dell
Proposed Salary Plan
December 2024

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



City of Rio Dell

Proposed Salary Plan

December 2024

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

Appendix IV

Salary Range Placement Recommendations

City of Rio Dell
Proposed Range Placement Recommendations
December 2024

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Section K, Item 3.

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

**City of Rio Dell
Proposed Range Placement Recommendations
December 2024**

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

Legend for columns:

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

City of Rio Dell
Check Listing for City Council Meeting

Ref	Date	Vendor	Description	Amount
14091	4/04/2025	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR MARCH 2025 - City Hall & COPIER CHARGES FOR MARCH 2025 - PD	741.19
14092	4/04/2025	[3975] AT&T - 5709	FAX LINE EXPENSES FOR MARCH 2025 - PD, FAX LINE EXPENSES FOR MARCH 2025 - City Hall	71.77
14093	4/04/2025	[6841] BADGER METER INC.	Ammonia Reagent, AutoChem Overflow, Fitting, Elbow, Adapter, Cap, Plug, Flow Probes, Chlorine Sensors, Chlorine Membranes, Chloramine Sensors, Ammonia Sensor Membranes, Tubing,	4,064.97
14094	4/04/2025	[2102] JOHN D BEAUCHAINE	Reimbursement: Internal Affairs Investigations	240.00
14095	4/04/2025	[4937] CA DEPT OF TRANSPORTATION	Signals & Lighting Billing Oct - Dec 2024	403.82
14096	4/04/2025	[2293] CITY OF FORTUNA	Police Dispatch for April 2025	8,483.33
14097	4/04/2025	[5352] JOANNE E FARLEY	Reimbursement: Purchase of Banker's Boxes	22.41
14098	4/04/2025	[2405] FORTUNA ACE HARDWARE	Portland Cement 47Lb	78.05
14099	4/04/2025	[5052] GHD, INC	Professional Services Rendered Through 3/29/2025: PW-Rio Dell City Pedestrian Connectivity Improvements, Professional Services Rendered Through 3/29/2025: Rio Dell City Painter Line Sewer Upsizing Professional Services Rendered Through 3/29/2025: PW Rio Dell City Eel River Trail, Professional Services Rendered Through 3/29/2025: Rio Dell City - Engineer Services, Professional Services Rendered Through 3/29/2025: Rio Dell City EQ Damage Assessments	59,019.17
14100	4/04/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Drive, Washer & Bolts, BlueLab pH Pen, Contractor Bags	319.13
14101	4/04/2025	[7459] HUMBOLDT COUNTY PUBLIC HEALTH	Immunization, Hep A&B, TDAP Vaccine	179.00
14102	4/04/2025	[2569] MICROBAC LABORATORIES, INC.	ELAP Certification Fee, THM by EPA 624	152.00
14103	4/04/2025	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for March 2025	1,900.00
14104	4/04/2025	[3006] MISSION LINEN SUPPLY, INC	Clean Mop Head, Towels, Maintenance & Cleaning of PW Shirts, Clean Mop Head, Clean Mop Head, Towels, Bath Tissues, Maintenance & Cleaning of PW Shirts	263.38
14105	4/04/2025	[7635] NAPA AUTO PARTS FORTUNA	Battery for Gator, Penetrant, Lubricant, V-Belt, Hex Die, Battery for '03 Ford F350, Valvoline, Bucket Pump Flex Hose	809.12
14106	4/04/2025	[2657] RIO DELL EMPLOYEES ASSOC	EMPLOYEE DUES FOR QUARTER ENDING 3/31/2025	140.00
14107	4/04/2025	[6827] ROBERTS, MELISSA	CUSTOMER DEPOSIT REFUND	16
14108	4/04/2025	[3115] SECRETARY OF STATE	Notary Application	40
14109	4/04/2025	[2693] SHELTON'S AUTO LUBE	Oil Change '23 Ford Maverick, Oil Change '23 Dodge Charger	22
14110	4/04/2025	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	INSURANCE REIMBURSEMENT for '23 MAVERICK '24 CLAIM	13,490

Section K, Item 4.

City of Rio Dell
Check Listing for City Council Meeting

Ref	Date	Vendor	Description	Amount
14111	4/04/2025	[6373] THATCHER COMPANY, INC.	Aqua Ammonia 25% Tech 375 #	1,927.42
14112	4/04/2025	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR MARCH 2025	3,100.00
14113	4/04/2025	[2738] TOWN & COUNTRY REFRIGERATION	Labor & Parts HVAC	746.70
14114	4/04/2025	[3917] VERIZON WIRELESS	Safety Phones PD & PW (& Mayor): February 17- March 16	697.33
14115	4/04/2025	[2772] WENDT CONSTRUCTION, INC	Sewer Lateral @ 270 Cherry Ln, Cold Mix Hauled from Ukiah	8,605.00
14116	4/04/2025	[7730] WHEELER, SETH	CUSTOMER DEPOSIT REFUND	149.07
14117	4/04/2025	[2779] WILDWOOD SAW	Maintenance on 28" Stihl, Maintenance on Honda Walk Behind	434.71
14119	4/09/2025	[4109] ACCESS HUMBOLDT	1st Quarter fee Ending 3/31/2025	270.00
14120	4/09/2025	[6038] ACCURATE TERMITE & PEST SOLUTIONS	Commercial Pest & Rodent Control - 675 Wildwood	135.00
14121	4/09/2025	[4603] CALIF. BUILDING STANDARDS	PERMIT ASSESSMENT FEES FOR JAN THROUGH MARCH 2025	20.70
14122	4/09/2025	[2293] CITY OF FORTUNA	LAB TESTING -COLIFORM QUANTI-TRAY; BOD; TSS/MLSS; COLIFORM PA; COLIFORM 3X5	2,600.00
14123	4/09/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 4/4/2025	90.00
14124	4/09/2025	[2315] County of Humboldt Plan & Build Dept	Earthquake Assistance CDBG Activity	1,481.94
14125	4/09/2025	[2342] DEPT OF CONSERVATION DIVISION OF ADMIN.	STRONG MOTION INSTRUMENTATION & SEISMIC HAZARD MAPPING FEE FOR JANUARY THROUGH MARCH 2025	57.38
14126	4/09/2025	[5568] DIVISION OF THE STATE ARCHITECT	DISABILITY ACCESS & ED FEES FOR JAN THROUGH MARCH 2025	3.20
14127	4/09/2025	[2889] EEL RIVER TRANSPORTATION & SALVAGE	Abatement @ 520 1st Ave: Tires by the Ton & Hauling	417.00
14128	4/09/2025	[7767] EZCITATION, INC.	Termination: 60 Day Written Cancellation after 1 Year	168.73
14129	4/09/2025	[5352] JOANNE E FARLEY	Reimbursement: Notary Class Expenses	242.60
14130	4/09/2025	[2407] FORBUSCO LUMBER	Filter Building Maintenance	317.52
14131	4/09/2025	[2405] FORTUNA ACE HARDWARE	Bleach, Lysol, General Cleaners	231.68
14132	4/09/2025	[5052] GHD, INC	Professional Services Rendered Through 9/30/2024: Rio Dell - Sanitary Sewer Eval. Study	12,355.29
14133	4/09/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Signs	27.99
14134	4/09/2025	[7623] HAYDEN, RICHARD	CUSTOMER DEPOSIT PAID BY NOR-CAL CHIMNEY	300.00
14135	4/09/2025	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Copies - 762 Rigby	90.00
14136	4/09/2025	[3943] Humboldt County Dept of Public Works	Immunization and Hep A&B Vaccines	127.00
14137	4/09/2025	[2474] HUMMEL TIRE & WHEEL, INC	Tire Change on '21 Ford F-150	1,009
14138	4/09/2025	[7953] INSIGHT VISION LLC	Opticam 200' System, and Accessories, Opticam Accessories	10,980
14139	4/09/2025	[7954] KADANT JOHNSON LLC	Rotary Joints, Split Rings and Gaskets for Repair of Sludge Dryer	14,994
14140	4/09/2025	[7195] METER, VALVE & CONTROL, Inc	Water Meter Endpoint	2,709
41	4/09/2025	[5968] MOBLEY CONSTRUCTION	Eel River Trail: Progress Payment Application No. 3	225,087

Section K, Item 4.

City of Rio Dell
Check Listing for City Council Meeting

Ref	Date	Vendor	Description	Amount
14142	4/09/2025	[7635] NAPA AUTO PARTS FORTUNA	Lithium Grease	15.84
14143	4/09/2025	[4393] NYLEX.net. Inc.	Netmotion Licenses 2025 Renewal	2,490.00
14144	4/09/2025	[4338] QUILL CORPORATION	Chairmats, P-Touch Label Maker	177.38
14145	4/09/2025	[7307] REDWOOD TEEN CHALLENGE	Abatement: Trash Clean Up @ 520 First Ave	1,225.00
14146	4/09/2025	[2693] SHELTON'S AUTO LUBE	Oil Change on '21 Ford F-150	101.50
14147	4/09/2025	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR APRIL 2025	156.00
14148	4/09/2025	[4570] SHRED AWARE	Shredding	78.77
14149	4/09/2025	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	4th Quarter Premium for Worker's Compensation Insurance	32,579.17
14150	4/09/2025	[2715] STEWART TELECOMMUNICATION	Phone Lines PD - May 2025, Phone Lines City Hall - May 2025	557.95
14151	4/09/2025	[2757] US POSTMASTER	Permit #1; Pl; First-Class Presort	350.00
14152	4/16/2025	[6038] ACCURATE TERMITE & PEST SOLUTIONS	Commercial Pest Control Services - 475 Hilltop	220.00
14153	4/16/2025	[7888] CRITTERS WITHOUT LITTERS SPAY/NEUTER CLINIC	B.B. (Cat-F), Squeaky (Cat-F), Cleetus (Cat-M), Jinx (Cat-M)	275.00
14154	4/16/2025	[7852] CSG CONSULTANTS	Professional Services from March 1 - March 28, 2025	1,900.00
14155	4/16/2025	[6879] ELWAY CONSTRUCTION	Paint Prep, Primer Coat, Gutters Install	5,000.00
14156	4/16/2025	[2405] FORTUNA ACE HARDWARE	Spray Paints	33.15
14157	4/16/2025	[2437] HACH	Cell Cleaning Kit, CL17sc; Reagent Set, Manganese	159.70
14158	4/16/2025	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyocera TA 308ci Copier System	205.74
14159	4/16/2025	[2569] MICROBAC LABORATORIES, INC.	Coliform Presence/Absence, Coliform Quanti-tray, ELAP Certification	367.00
14160	4/16/2025	[5934] NORTH COAST JOURNAL, INC	Fee, Total Coliform Bacteria 3x5	230.00
14161	4/16/2025	[4393] NYLEX.net. Inc.	Employment Ad - Wastewater Superintendent, Employment Ad - Wastewater Superintendent	3,240.00
14162	4/16/2025	[6943] PACE SUPPLY CORP	MONTHLY MAINTENANCE FOR MAY 2025	155.69
14163	4/16/2025	[7328] PROVIDENCE	Blue Fluorescent & Black Paints	2,546.00
14164	4/16/2025	[7957] REID, KIM	SART Counseling/Evidence	100.00
14165	4/16/2025	[7934] SARWARY, HARASH	Single Usage of Scotia Bluffs Artwork on Trailhead Signage	184.17
14166	4/16/2025	[6891] SUNBELT RENTALS, INC.	CUSTOMER DEPOSIT REFUND	1,112.34
14167	4/16/2025	[7959] W-TRANS	Rental of Electric Scissor Lift	6,981.12
14168	4/16/2025	[6313] WILLIAMS, GAGE	1st & 2nd Avenues Circulation Study	120.00
14169	4/16/2025	[2792] ZUMAR INDUSTRIES, INC.	Customer Deposit Refund - Less \$35 for Customer Requested Stop Payment	471.00
14170	4/23/2025	[7710] ACKLEY, OCEANNA	Special - Motor Vehicles Prohibited Signs	159.00
			CUSTOMER DEPOSIT REFUND	

Section K, Item 4.

City of Rio Dell

Check Listing for City Council Meeting

Ref	Date	Vendor	Description	Amount
14171	4/23/2025	[2102] JOHN D BEAUCHAINE	Reimbursement: Headlights and Fabric Wipes for Vehicle at AutoZone	28.56
14172	4/23/2025	[5940] CLARK, MARY	Reimbursement: Boot Allowance Stitch Witch	60.76
14173	4/23/2025	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 4/18/25	90.00
14174	4/23/2025	[5352] JOANNE E FARLEY	Notary Class & Exam	45.46
14175	4/23/2025	[5871] FASSTRAK	Golden Gate Bridge Toll - Plate #1617897	10.25
14176	4/23/2025	[2405] FORTUNA ACE HARDWARE	Sprayer, Bar&Chain Oil	90.85
14177	4/23/2025	[5765] GARNES, DEBRA	Reimbursement: CalCities E.Q. Policy Meeting, Reimbursement: Assbly Testimony	751.60
14178	4/23/2025	[6410] HUMBOLDT LODGING ALLIANCE	HCTBID TOT Assessment Tax Fee Report Form Oct - Dec 2024	158.94
14179	4/23/2025	[7905] HUNTER AND SON CONSTRUCTION INC.	Prep, Prime, and Paint Exterior	8,100.00
14180	4/23/2025	[2569] MICROBAC LABORATORIES, INC.	ELAP Certification Fee, Subcontract Metals, Total Solids as Percent, Ammonia Nitrogen-Un-ionized (calculation), Ammonia Nitrogen w/o distillation, Conductivity at 25.0 C, ELAP Certification Fee, Haloacetic Acids, Nitrate and/or Nitrite, Nitrogen-Total Kjeldahl, Salinity, Subcontract Metals, THM by EPA 624, Turbidity	1,489.00
14181	4/23/2025	[5934] NORTH COAST JOURNAL, INC	Employment Ad - Wastewater Superintendent, Employment Ad - Wastewater Superintendent	230.00
14182	4/23/2025	[7118] NORTHWESTERN FLOWER COMPANY, LLC	Refund for Overpayment on Fair Share Water Use Contribution	19.76
14183	4/23/2025	[2601] PETERSON	Equipment Maintenance	4,153.06
14184	4/23/2025	[7928] REGIONAL GOVERNMENT SERVICES	Contract Services for March '25	427.80
14185	4/23/2025	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION dba RCAC	Loan # 11444-CRD-05 Water CIP	363.40
14186	4/23/2025	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR MAY 2025	393.76
14187	4/29/2025	[2662] RIO DELL-SCOTIA CHAMBER OF	Award for 2025 Cinco De Mayo Event	1,000.00
14188	4/30/2025	[6038] ACCURATE TERMITE & PEST SOLUTIONS	Commercial Pest & Rodent Control - 675 Wildwood	135.00
14189	4/30/2025	[4937] CA DEPT OF TRANSPORTATION	Signals & Lighting Billing Jan - Mar 2025	374.70
14190	4/30/2025	[2385] EUREKA READYMIX	Sand PU 11.35 Tons; 3/4 Base Class 2 PU 12.80 Ton	506.30
14191	4/30/2025	[5765] GARNES, DEBRA	Reimbursement: City Leaders Summit Sac.	491
14192	4/30/2025	[2423] GEORGE'S GLASS, INC	Mobile Repair Rock Chip on Windshield - '22 Subaru Legacy	85
14193	4/30/2025	[6486] GREEN TO GOLD ENTERPRISES LLC	Hoses, Bolts, Nuts, Washers, Bolts, Nuts, Washers	49

Section K, Item 4.

City of Rio Dell

Check Listing for City Council Meeting

Ref	Date	Vendor	Description	Amount
14194	4/30/2025	[2569] MICROBAC LABORATORIES, INC.	Coliform Quanti-Tray; ELAP Certification Fee, Aqueous Sample Digestion, ELAP Certification Fee, Haloacetic, ICP-MS Metals, Organochlorine Pesticides & PCBs, Subcontract Metals	615.00
14195	4/30/2025	[5968] MOBLEY CONSTRUCTION	Eel River Trail: Progress Payment Application No. 4	382,609.16
14196	4/30/2025	[7635] NAPA AUTO PARTS FORTUNA	Flasher	29.28
14197	4/30/2025	[5934] NORTH COAST JOURNAL, INC	Employment Ad - Wastewater Superintendent, Employment Ad - Wastewater Superintendent	230.00
14198	4/30/2025	[7728] RCAA - NATURAL RESOURCES SERVICES	Rio Dell Eel River Trail Outreach and Education - FINAL	3,800.00
14199	4/30/2025	[6349] RECOLOGY EEL RIVER	General Debris 0.23 Tons, General Debris 0.24 Tons	150.40
14200	4/30/2025	[2662] RIO DELL-SCOTIA CHAMBER OF	2024 Christmas Donation	2,412.94
14201	4/30/2025	[7185] STAPLES ADVANTAGE	Dividers, Chain Pen, Binder Index Tabs, Insert Tabs, Calculator Ribbon	89.60
14202	4/30/2025	[3917] VERIZON WIRELESS	Safety Phones PD & PW (& Mayor): March 17- April 16	697.33
14203	4/30/2025	[2772] WENDT CONSTRUCTION, INC	Load of Rocks - Delivered	155.00
14204	4/30/2025	[2744] JULIE WOODALL	Reimbursement: City Flowers	570.98
Total Checks/Deposits				851,795.22

Ref	Date	Vendor	Description	Amount
7009651	4/03/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC DENTAL INSURANCE FOR APRIL 2025	-116.22
106	4/07/2025	WITHDRAWALS	DEPOSITED ITEM RETURNED	-165.35
6159226	4/08/2025	ELECTRONIC FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT FOR 04/04/2025	-11,519.42
APRIL 2025	4/08/2025	ELECTRONIC FUNDS TRANSFER	EFT: OPTIMUM PUBLIC WORKS PAYMENT FOR APRIL 2025.	-274.07
208-026	4/14/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 04/04/2025	-3,036.58
2899975	4/14/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 04/04/2025	-16,336.16
9837429	4/15/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR MARCH/APRIL 2025.	-28,235.95
9837428	4/15/2025	ELECTRONIC FUNDS TRANSFER	EFT: FIBER OPTIMUM BILL FOR APRIL 2025. SPLIT w/ P.D & ADMIN.	-877.00
9837434	4/21/2025	ELECTRONIC FUNDS TRANSFER	EFT: B of A CREDIT CARD PAYMENTS FOR MARCH/APRIL 2025.	-19,064.65
9837433	4/22/2025	ELECTRONIC FUNDS TRANSFER	EFT: BENEFIT BRIDGE ONLINE PAYMENT FOR MAY 2025.	-37,755.20
9837431	4/22/2025	ELECTRONIC FUNDS TRANSFER	EFT: DEARBORN LIFE INSURANCE PAYMENT FOR MAY 2025.	-404.35
9837430	4/22/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR GUARDIAN DENTAL ONLINE PAYMENT FOR MAY 2025.	-1,823.00
6529345	4/22/2025	ELECTRONIC FUNDS TRANSFER	EFT: MISSIONSQUARE RETIREMENT PAYMENT FOR 04/18/2025	-11,519.42
9837432	4/22/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR MAY 2025	-458.00
9837435	4/23/2025	ELECTRONIC FUNDS TRANSFER	EFT: PG&E PAYMENT FOR APRIL 2025 for Northwestern Street Lights	-50.00

Section K, Item 4.

City of Rio Dell
Check Listing for City Council Meeting

Ref	Date	Vendor	Description	Amount
953660	4/25/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE ONLINE PAYMENT FOR APRIL 2025.	-1,261.72
826-960	4/28/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 04/18/2025	-3,592.65
1410391	4/28/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 04/018/2025	-18,242.80
4354239	4/28/2025	ELECTRONIC FUNDS TRANSFER	EFT FOR NEW WEXONLINE FUEL CARDS FOR MARCH/APRIL 2025	-4,146.64
9837438	4/30/2025	WITHDRAWALS	ANALYSIS SERVICE CHARGE FOR APRIL 2025.	-361.72
E-CHECK	4/30/2025	WITHDRAWALS	DEPOSITED ITEM RETURNED	-158.43
Total EFT's/Bank Withdrawals				-159,400.87

Ref	Date	Vendor	Description	Amount
TRX TO GEN	4/8/2025	TRANSFER FROM CDBG FUND TO GEN CHECKING	TRANSFER TO GENERAL FUND	88,447.36
TRX TO PR	4/10/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 04/04/2025	-43,415.83
TRX TO PR	4/24/2025	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 04/18/2025	-46,738.06
Total Transfer Between Accounts				-1,706.53

Ref	Date	Vendor	Description	Amount
9030778	4/07/2025	WITHDRAWALS	DEBIT CARD: KEVIN CALDWELL DUES FOR CA BUILDING OFFICIALS.	-260.00
250120	4/23/2025	WITHDRAWALS	DEBIT CARD: DOLLAR GENERAL - CLEANING SUPPLIES FOR PW DEPT.	-23.76
9837436	4/30/2025	WITHDRAWALS	DEBIT CARD FOR POSTAGE TO MAIL U/B BILLS FOR APRIL 2025	-552.42
Total Debit Card Withdrawals				-836.18



Staff Highlights – 2025-05-20

City Council

City Manager

Attended a public scoping meeting and Notice of Preparation for an Environmental Impact Report for the Humboldt-Del Norte Unit Headquarter project in Rio Dell. The City will be submitting written comment before the May 29th deadline.

Currently recruiting for a Wastewater Superintendent and the process is moving forward.

Earthquake road repair work is currently underway on Eeloa, Fern and Riverside Streets. Repaving of Elm Street (separate project) expected to start before the end of the month.

The water line replacement project is expected to ramp up over the next two weeks and could include three to four separate crews working on separate locations at the same time. The public is urged to expect roadway delays and short interruptions to water service at the construction locations.

The City has filed a restraining order against a transient from Scotia who was arrested for allegedly threatening a City employee.

Discussions with Aeromod about potential modifications to the Wastewater Treatment Plant to ease the process associated with final biosolids processing.

The Eel River Trail official opening will occur on June 10th from 10:30am to 12:00noon. The guests of honor will be the school children from the Rio Dell Elementary.

City Clerk

Processed Three (3) Building Permit Applications:

1029 Riverside Dr. – New Water Service
275 Douglas St. – Sewer Cleanout
388 Dixie St. – 4' of New Sewer Line

Processed One (1) Business License Application:

Shoreline Structures – 625 Northwestern Ave. – Retail Shed Sales

Processed One (1) Encroachment Permit:



PG&E – Trench to Replace Gas Service, including Paving Restoration

Misc:

Submitted May Employment Statistics Report to the Department of Labor.

Responded to Contractor State License Board (CSLB) regarding the 137 Ogle investigation.

Responded to Public Records Request Regarding Zoning Regulations.

Coordinated with LTRG on outstanding Earthquake repair projects.

City Attorney

Human Resources, Risk & Training

Finance Department

Grant Management & Regulatory Compliance

- Completed final closeout of SB 1383 Local Assistance Grant Cycle 3 from CalRecycle
- Submitted all required documentation including Final Report, Expenditure Certification, and Itemization Summary
- Completed Reliable Contractor Declaration with Bell & Associates for Grant Number: OWR4-22-0310
- Submitted quarterly Financial and Activity reports for CDBG earthquake home repair projects
- Gathered and submitted paperwork and invoices for CDBG projects under County of Humboldt MOU
- Updated contract for one of three CDBG projects with the County

Financial Management & Revenue Collection

- Secured 3rd quarter tax payments from local cannabis businesses
- Verified insurance compliance for RCAC Loan Number 1144-CRD-05
- Coordinated with County Auditor Controller's Office to ensure receipt of Direct Charges



- Provided financial information to State Waterboards for CIP Water Infrastructure Project funding

Infrastructure Project Coordination

- Met with Caltrans representatives regarding ongoing city projects
- Submitted closeout documentation to GHD for PPNO 2243-Rio Dell Safe Routes to School ATP Project
- Obtained two DIR numbers for current road projects within City limits

Budget Development & Organizational Planning

- Worked with Police Department on current year budget results and next fiscal year development
- Assisted City Manager with Priority Setting Session preparation
- Finalized Draft Position Allocation Table and Organizational Chart for upcoming budget discussions
- Completed Draft Capital Projects Summary for FY 25-26
- Submitted executed engagement letter to Harshwal & Company LLP as new city auditor
- Completed Resolution 1632-2025 Salary Table Adjustment

Public Works Water

Public Works Wastewater

Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

Patrol Statistics:



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

Staffing:

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

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

Community Events / Notable Cases:

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

Residential Abatement:

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

Vehicular Abatement:

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



- 6 vehicles towed

Animal Control:

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

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park



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

May 20, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion to Develop Priorities for FY 2025-26

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive a presentation from staff and discuss top priorities for the City over the coming year.

If the Council would like more time for this discussion, it is recommended that a special study session be scheduled between now and May 28th.

BACKGROUND AND DISCUSSION

This is an opportunity for the Council to discuss individual priorities and develop the collective priorities of the City Council for the coming year. Councilmembers are asked to eventually develop a list of five such priorities that are then collectively arranged and presented to the Council at the following meeting for approval.

Attached are the minutes from last year's prioritization that serves as a good summary of those discussions. Below is the summary chart of the priorities from the last five years.

Priorities				
2020	2021	2022	2023	2024
Street Planning & Work	Economic Development	Economic Development Plan Implementation	Economic Development Implementation	Public Works
Code Enforcement	Code Enforcement	Measure U/J Extension	Community Development	Public Safety Staffing
Public Safety	Staff Turnover Reduction	Personnel	Public Works - Underground Infrastructure	Economic Development
Economic Development	Cannabis Expansion	Todd Property	Personnel	Street Planning & Work
Personnel	SB 1383-Organic Waste	Infrastructure	Public Safety	Parks & Youth

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**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
MAY 7, 2024**

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

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

Absent: Mayor Garnes (excused)

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

STUDY SESSION – 5:00 P.M.

City Council Priority Setting Session for FY 2024-2025

City Manager Knopp provided a staff report explaining the prioritization process and said that senior staff was present to answer any questions the Council may have. He noted that the purpose of the priority setting session is to allow the Council the opportunity to discuss individual priorities and develop the collective priorities of the City Council for the coming year.

Attached with the written staff report were minutes from the last year's prioritization representing a summary of those discussions.

City Manager Knopp reviewed the summary chart of the priorities from the last five years and said that this year's priorities are a bit clouded due to outstanding earthquake related repairs. In addition, on tonight's agenda is a request for the City Council to approve the bid award for the Water Infrastructure Improvement Project which will take care of most of the water capital projects with the exception of the Painter Street water tank which is not on the list. He said that staff is looking forward to closing some of these projects so staff can focus on earthquake related issued.

He said that he spoke with staff earlier today regarding potential priorities and one of the items that consistently came up was related to public facilities including ADA accessibility in City Hall, update of Public Works facilities and the Police Department and upgrades to the City Council chambers audio/video equipment. He said that not having ADA compliant restrooms in City Hall is problematic in terms of hosting events including City Council meetings. He noted that a significant amount of ADA improvements was done in terms outside accessibility but nothing on the inside of the building.

MAY 7, 2024 MINUTES
Page 2

The individual priorities for FY 2024-2025 were as follows (in no particular order of importance):

Mayor Pro Tem Carter

- Police Department/Public Safety Staffing
- Long-Term Plan for the Avenues
- Public Works Underground Infrastructure
- Code Enforcement
- Parks/Open Public Space

Councilmember Woodall

- Police Department Staffing (more Officers)
- Earthquake Related Infrastructure
- Economic Development Downtown
- Nuisance Abatement
- Façade Improvement Program

Councilmember Orr

- Police Department Staffing/Retention
- Clean-Up of Wildwood and the Avenues
- Parks & Recreation Space
- Public Engagement and Education
- Promote Potential Business Opportunities

Councilmember Wilson

- Survive as a City with a Police Department
- Business Recruitment
- Second Ave. Improvements
- ADA Compliance
- Façade Improvements

Mayor Garnes (Submitted Remotely)

- Staff Retention
- Police Department Recruitment
- Economic Development
- Public Works Infrastructure
- Streets/Roads

MAY 7, 2024 MINUTES
Page 3

Councilmember Woodall asked where the City stands with regard to earthquake reimbursements.

Finance Director Sanborn explained that the City currently has a handful of pending claims with the State estimated at \$500,000. He reminded the Council that the City is guaranteed to receive 75% reimbursement then applies to the State for the additional 25%. He noted staff did apply to the State for the remaining 25% reimbursement but has not heard back on the status. He noted that there are several million dollars in future projects which will be presented in the budget presentation at the next meeting.

Community Development Director Caldwell pointed out that the City Council previously set aside \$300,000 for the Façade Improvement Program with only approximately \$40,000 expended to date. He said that another option the City Council may want to consider is to offer low-interest short-term loans to entice new businesses to come to town.

Mayor Pro Tem Carter said that one common thread is to survive as a City and enticing people and businesses to come here. She pointed out the importance of supporting the Chamber of Commerce by attending Chamber of Commerce mixers and ribbon cutting events as a City Council and leaders of the community.

Chief Allen said that his decision to leave his position had nothing to do with the City. He said that he loves Rio Dell and what it came down to was that Cal Poly offered him lifetime medical coverage which is something that he could not pass up. He said in moving forward, the department was almost fully staffed but is now down three positions. He commented that all agencies are going through the same thing. He said that the City has one local candidate for police officer going through the academy and another candidate from Ferndale. For the third position, the hope is to recruit a lateral officer; someone that can start immediately.

He said as far as filling the Chief position, there has been some interest which is good. One of the candidates is a personal friend and he thinks he would be an excellent fit for the position.

Mayor Pro Tem Carter thanked the Chief for helping with the recruitment process for a new Chief of Police.

City Manager Knopp said that the Police Department is the single biggest added value the City is able to provide to the community noting that the department has had some big successes over the past several years, including taking on a major homicide investigation.

MAY 7, 2024 MINUTES**Page 4**

He said that the City Council also identified Code Enforcement as one of the legs to the stool for improvements to the community and have had stable staffing related to code enforcement. Many of the legacy issues have been taken care of and most of the comments he has been getting are generally positive.

He commented that the City hosted the League of California Cities Redwood Empire Division meeting here on Friday with members coming as far as Cloverdale and the City received a lot of praise for the progress that has been made. He said that all of this ties into the preservation of the City.

City Manager Knopp explained that with regard to Public Safety, some of the options that potentially could be on the table down the road would be contracting out for law enforcement services. There are many successful examples of that in metropolitan areas where there is competition and a lot of resources but here the options are very limited. The City would lose control over costs associated with it and would certainly lose that local touch related to officers that really know the community. From staff's perspective, local law enforcement is a high priority and has been for many years.

He said that some of the other items brought up were related to grants and one of the avenues staff would like to start having conversations with the Council on, is how to redirect general fund dollars toward big projects while preserving a healthy fund balance.

He commented that the City potentially has a \$50 million investment coming into the city with the new Cal Fire facility to be located on the 18+ acre parcel known as the "Todd" property. At this time, the parcel is exclusively for the use by the State of California and the development is out of the City's hands. He said that it is not the worst thing that could happen as there will be some benefits. The City is fine-tuning what to do to meet the reality of what is happening in the community which is important.

Regarding Parks & Recreation, creating areas for parks and safe places is an important ingredient to attract people to move into the community and retain the people who currently live here. Public education and engagement are also important and perhaps social media could be a useful tool in getting the message out.

Councilmember Orr emphasized the importance of education and engagement and working with the school student government to encourage kids to come to Council meetings and share their ideas.

Councilmembers written priorities were gathered by the City Manager and placed on a priority board under the appropriate heading which will be presented to the Council at the next regular meeting for approval.

The Study Session ended at 5:45 p.m.

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



DATE: May 20, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Proposed Staffing Changes for Fiscal Year 2025-2026

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Review and approve the proposed staffing changes for Fiscal Year 2025-2026 as outlined in the attached Position Allocation Table and Organizational Chart.

BACKGROUND

The City of Rio Dell reviews its staffing structure annually as part of the budget development process. The Position Allocation Table attached to this report outlines all authorized full-time equivalent (FTE) positions for the upcoming fiscal year, highlighting changes from the current year's allocation.

DISCUSSION

The proposed staffing changes represent adjustments necessary to address current service demands and to implement City Council priorities. The attached Position Allocation Table provides a comprehensive year-over-year comparison of all positions, highlighting modifications in staffing levels across departments.

Additionally, the included Organizational Chart illustrates the reporting structure and departmental organization to provide a clear visual representation of how positions fit within the overall structure of the City government.

Summary of significant changes:

- Addition of one full-time Community Services Officer (CSO), currently Measure Z funded. Measure Z Funding is not expected to continue beyond this fiscal year. There is

currently one CSO. Addition of a CSO will allow greater cross training and succession of services both in the field and in the office. Expanding the scope of responsibilities to also include clerical and records work will also increase cross training and succession. One hire is anticipated.

- Deletion of part time Records Technician, previously Measure Z funded. Duties will be assigned across the two CSO's for FY 25-26. One layoff is anticipated.
- Deletion of one .5 part time Police Officer Reserve position and one .65 part time Police Officer Reserve position. A .25 Police Officer Reserve position will be retained. Prior long-time incumbents in the position are no longer available for work.
- Elimination of the Public Works Leadman and reassignment to Utility Worker. No layoff or hiring is anticipated.

The net change across all positions is a decrease in FTE positions by .9 for the upcoming Fiscal Year of 2025-2026.

ATTACHMENTS

- Position Allocation Table FY 2025-2026 (showing year-over-year changes)
- City of Rio Dell Organizational Chart FY 2025-2026

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FISCAL YEAR 2025-26
POSITION ALLOCATION TABLE

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

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