



RIO DELL CITY COUNCIL AGENDA
STUDY SESSION – 5:00 P.M.
REGULAR MEETING - 6:00 P.M.
TUESDAY, MAY 21, 2024

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.

**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. STUDY SESSION - 5:00 P.M.

- [1.](#) 2024/0521.01 - Discuss Fiscal Year 2024-2025 City Budget (**DISCUSSION/POSSIBLE ACTION**) - Pg. #4

D. PLEDGE OF ALLEGIANCE

E. CEREMONIAL MATTERS

- [1.](#) 2024/0521.02 - Appointment of Members to the Parks Master Plan Adhoc Committee (**ACTION**) - Pg. #10

F. 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.

G. 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.](#) 2024/0521.03 - Approve Minutes of the May 7, 2024 Regular Meeting (**ACTION**) - Pg. #11
- [2.](#) 2024/0521.04 - Authorize the Purchase of Two Wastewater Pump Systems in the amount of \$11,600.00 (**ACTION**) - Pg. #19
- [3.](#) 2024/0521.05 - Approve the Proposal from Jim Brickley to Refinish the Name Plaques at Memorial Park for \$480.00 (**ACTION**) - Pg. #21
- [4.](#) 2024/0521.06 - Adopt Resolution No. 1603-2024 Establishing Rental Housing Inspection Registration and Inspection Fees and Amending the Master Fee Schedule to reflect the new fees (**ACTION**) - Pg. #23
- [5.](#) 2024/0521.07 - Adopt List of City Council Priorities for FY 2024-2025 (**ACTION**) - Pg. #29
- [6.](#) 2024/0521.08 - Confirm the Appointment of Jeff Conner as Interim Chief of Police (**ACTION**) - Pg. #31

- [7.](#) 2024/0521.09 - Authorize the City Manager and the City Attorney to Draft and Execute an Agreement with Nor Cal Pipeline Services for Wastewater Collection System Camera and Cleaning Services in an Amount not to Exceed \$415,623 **(ACTION)** - Pg. #32

H. ITEMS REMOVED FROM THE CONSENT CALENDAR

I. REPORTS/STAFF COMMUNICATIONS

- [1.](#) 2024/0521.10 - City Manager/Staff Update **(RECEIVE & FILE)** - Pg. #35

J. SPECIAL PRESENTATIONS/STUDY SESSIONS

K. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

- [1.](#) 2024/0521.11 - Appointment of Ad Hoc Committee to Review California Department of General Services Acquisition of the former Todd Property and to Advise and Implement Next Steps **(DISCUSSION/POSSIBLE ACTION)** - Pg. #39
- [2.](#) 2024/0521.12 - 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 **(DISCUSSION/POSSIBLE ACTION)** - Pg. #40

L. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

M. COUNCIL REPORTS/COMMUNICATIONS

N. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, June 4, 2024 at 6:00 p.m.*

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



DATE: May 21, 2024
TO: Mayor and Members of the City Council
THROUGH: Kyle Knopp, City Manager
FROM: Travis Sanborn, Finance Director
SUBJECT: Study Session to Develop Fiscal Year 2024-25 City Budget

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive a presentation from staff and discuss the Fiscal Year 2024-25 City Budget.

If the Council would like more time for this discussion, the item should be continued to the next meeting.

BACKGROUND AND DISCUSSION:

This is an opportunity for the Council to discuss the Fiscal Year 2024-25 City Budget including Capital Projects and Staffing Allocation. Additionally, a financial update on the 2022 Earthquake disaster will be presented.

ATTACHMENTS:

Draft Recommended Budget FY 24-25
Draft Summary of Capital and Special Projects
Draft Position Allocation Table
Draft Organization Chart
Earthquake Financial Update Worksheet

FY 2024-25 RECOMMENDED OPERATING AND CAPITAL BUDGET

Resolution XXXX-2024, Adopted June XX, 2024

City of Rio Dell

Budget Summary by Department and by Fund

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FUND NAME	RESERVES		CITY OPERATIONS										PUBLIC WORKS OPERATIONS			OTHER		EXPENDITURES		RESERVES		over/(under)		
	EST Beginning Fund Bal.	Projected Totals	Admin Car	Building Dept.	City Council Dept.	City Manager Dept.	Finance Dept.	General Govt. Dept.	Planning Dept.	Police Dept.	Recycling and Solid Waste	Facilities and Grounds	Sewer Dept.	Streets Dept.	Water Dept.	Capital Projects	Pymts and Debt Svc	Contingency	Projected Totals	Transfers	Change in Fund Balance		Est. End. Fund Balance	Target 30% Reserve
005 General Fund Motorpool	103,593	40,000	1,600																1,600		38,400	141,993	480	141,513
008 Building Fund	-	67,350	142,363																142,363	(79,063)	(3,516)	666,325	NA	666,325
039 CDBG RRLF Fund	669,841	5,000																	-	8,516	(3,516)	666,325	-	666,325
000 General Fund	1,541,660	1,717,725	9,704	208,857	118,839	29,564	61,493	1,458,152	50,772							62,290			1,999,670	67,510	(349,455)	1,192,205	599,901	592,304
003 Economic Development	262,530	-					47,000												47,000	-	(47,000)	215,530	14,100	201,430
074 Recycling Fund	62,703	5,000								9,000									9,000		(4,000)	58,703	2,700	56,003
015 Parks Fund	19,110	-																	-		-	19,110	-	19,110
014 Park Per Capita Grant	-	177,952									177,952								177,952		-	-	-	-
040 SLEF Fund	130,242	160,000						155,666											155,666		4,335	134,577	46,700	87,877
018 Trails & Parks (Clean CA)	-	1,750,000									1,750,000								1,750,000		-	-	-	-
052 Sewer Capital Fund	1,160,750	105,000									380,000								380,000		(275,000)	885,750	114,000	771,750
054 Sewer Debt Svc Fund	137,434	302,934										302,934							302,934		-	137,434	-	137,434
054 Sewer Restricted Reserve	302,822	-																	-		-	302,822	302,822	-
050 Sewer Operations Fund	329,238	1,221,000									31,732	996,371							1,287,150		(66,150)	263,088	386,145	(123,057)
027 Solid Waste Fund	11,260	5,000								6,830									6,830	3,037	(4,867)	6,393	2,049	4,344
093 Spay & Neuter Fund	3,381	-																	-		-	3,381	-	3,381
020 Gas Tax Fund (HUTA)	168,852	101,720									8,885	73,566							96,215		5,505	174,357	28,864	145,493
024 TDA Fund	73,137	125,317									3,808	53,679							124,314		1,003	74,140	37,294	36,846
026 RSTP Fund	18,603	27,000										24,775							24,775		2,225	20,828	7,432	13,396
021 SB1 (RMRA) Fund	192,510	86,681										71,937							201,937		(115,256)	77,254	60,581	16,673
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	1,102,018
063 Water Metro Wells Fund	31,456	18,375										27,785							27,785		(9,410)	22,046	8,336	13,710
064 Water Dinsmore Zone	84,964	23,500										10,100							110,100		(86,600)	(1,636)	33,030	(34,666)
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	218,130
060 Water Operations Fund	1,416,130	827,125									31,732	591,191							907,805		(80,680)	1,335,450	272,341	1,063,109
065 Water Dist. System Project	-	11,047,590																	11,047,590		-	-	-	-
TOTAL	8,898,696	18,240,269	1,600	142,363	27,725	361,573	516,693	76,564	61,493	1,613,817	15,830	126,929	223,956	629,076	14,165,832	494,863	-	19,454,685	-	-	(1,218,466)	7,680,230	2,146,976	5,533,254

2,817,658 | 1,976,332 | 14,660,695 | 19,454,685

CITY-WIDE OPERATIONS 4,793,990

FY 2024-25 Summary of Capital & Special Projects

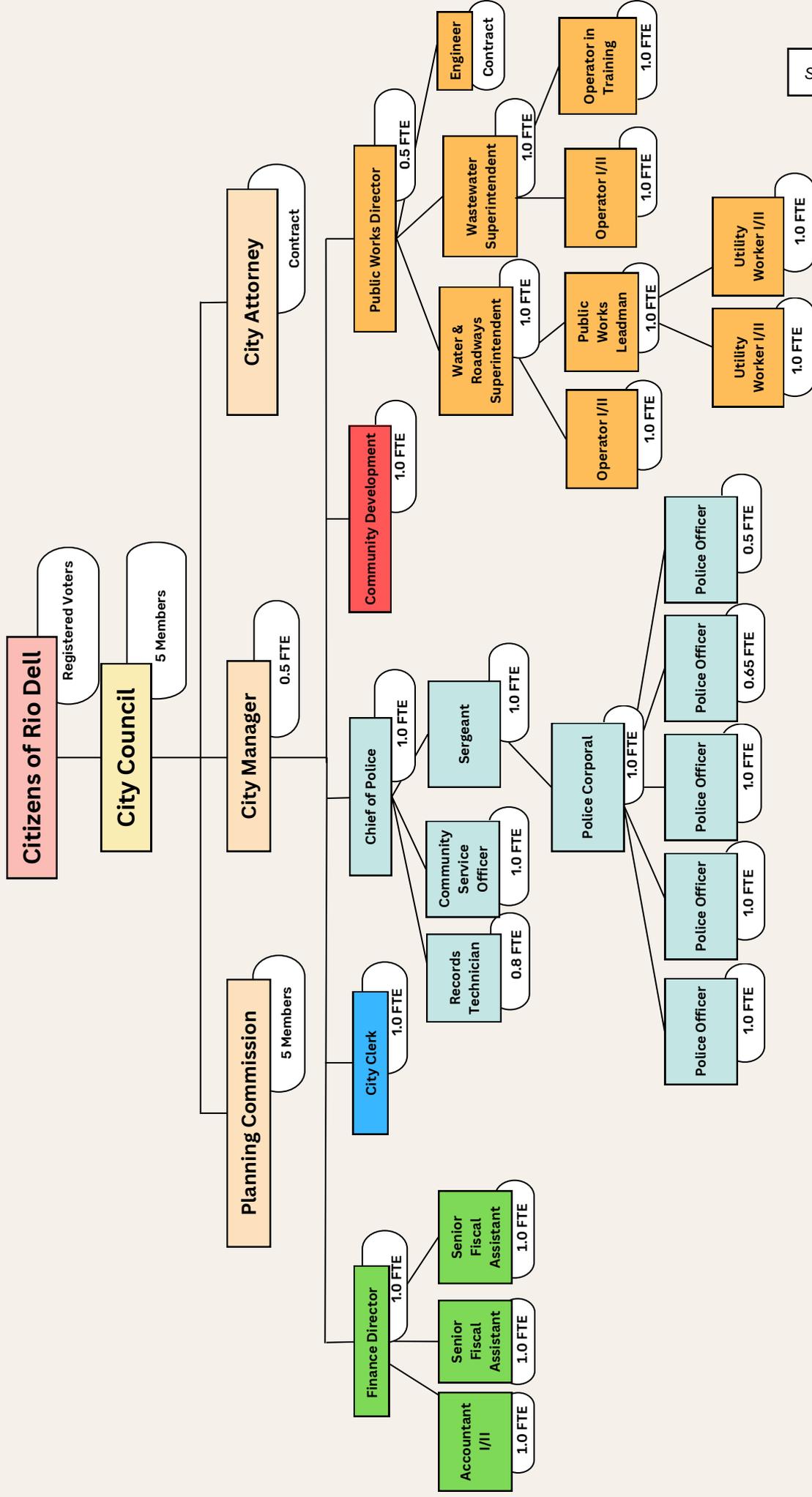
ACCOUNT	PROJ #	PROJECT NAME	Gen Fund (000)	Park Per Capita (014)	Parks Capital (018)	SB1 Fund (021)	Water Grant (065)	ARPA-SLFRF (076)	Sewer (052)	Water (062)	TOTAL
GENERAL FUND / STREETS PROJECTS											
6500 14 021 0000	9068	Asphalt Street Resurfacing				100,000					100,000
6500 14 021 0000		Wildwood 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

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**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

CITY OF RIO DELL ORGANIZATION CHART FISCAL YEAR 2024-25



Section C, Item 1.



Earthquake Financial Update

Item #	Damage Description	Cost Estimate	75% State Reimbursement	25% City Cost Share	Fund
1	Debris Removal	\$75,000	\$56,250.00	\$18,750.00	General
2	Distribute Aid / Information	\$10,000	\$7,500.00	\$2,500.00	General
3	Building inspection Costs	\$2,500	\$1,875.00	\$625.00	General
4	Emergency Sanitation / Water Services	\$130,000	\$97,500.00	\$32,500.00	Water
5	Emergency Sewer Costs	\$10,000	\$7,500.00	\$2,500.00	Sewer
6	Donated Materials	\$25,000	\$18,750.00	\$6,250.00	General
7	Metro Wells - Well #1 Damage	\$1,000,000	\$750,000.00	\$250,000.00	Water
8	Emergency fixes to broken water lines	\$300,000	\$225,000.00	\$75,000.00	Water
9	Replace Painter Street Water Holding Tank	\$1,600,000	\$1,200,000.00	\$400,000.00	Water
10	Painter Street Side-Walk Damage	\$50,000	\$37,500.00	\$12,500.00	General
11	Hypochlorite Generator	\$250,000	\$187,500.00	\$62,500.00	Sewer
12	Contact Basin	\$6,000,000	\$4,500,000.00	\$1,500,000.00	Sewer
13	Damaged Wastewater Collection Pipes (US HWY 101 Cross Connection Water Lines - 4 locations)	\$10,202,272	\$7,651,704.00	\$2,550,568.00	Sewer
14	Fern Street Lift Station	\$50,000	\$37,500.00	\$12,500.00	Sewer
15	Damaged Water Distribution Pipes (US HWY 101 Cross Connection Water Lines - 4 locations)	\$5,835,364	\$4,376,523.00	\$1,458,841.00	Water
16	Damaged Sewer Collection System Pipes	\$5,000,000	\$3,750,000.00	\$1,250,000.00	Sewer
17	Damaged Water System Distribution System Pipes	\$5,000,000	\$3,750,000.00	\$1,250,000.00	Water
18	Damaged Roadway(Painter Lift)	\$15,750	\$11,812.50	\$3,937.50	General
19	Damaged Roadway (1285 Eeloa)	\$6,000	\$4,500.00	\$1,500.00	General
20	Damaged Roadway (1267 Eeloa)	\$13,500	\$10,125.00	\$3,375.00	General
21	Damaged Roadway (1111 Eeloa)	\$9,750	\$7,312.50	\$2,437.50	General
22	Infiltration Gallery Damage	\$400,000	\$300,000.00	\$100,000.00	Water
TOTAL		\$35,985,136	\$26,988,852	\$8,996,284	

Fund	25% City Cost Share	75% State Reimbursement	Total
General	\$51,875.00	\$155,625.00	\$207,500
Sewer	\$5,378,068.00	\$16,134,204.00	\$21,512,272
Water	\$3,566,341.00	\$10,699,023.00	\$14,265,364

Damage Survey Reports Submitted	Claim Amount	Reimbursement Amount	Fund
Item #1 - Debris Removal	\$73,126	\$60,329	General
Item #2 - Community Resource Center / LAC	\$9,123	Pending Approval	General
Item #3 - Building Inspection Costs	\$13,311	\$10,981	General
Item #4 - Sanitation	\$126,856	\$104,656	Water
Item #5 - Sewer Treatment Plant / SSO	\$15,692	\$12,946	Sewer
Item #8 - Emergency Water Fixes	\$371,215	Pending Approval	Water
Total	\$609,323	\$188,912	



*675 Wildwood Avenue
Rio Dell, CA 95562*

TO: Mayor and Members of the City Council

FROM: Karen Dunham, City Clerk

THROUGH: Kyle Knopp, City Manager

DATE: May 21, 2024

SUBJECT: Appointment of Members to the Parks Master Plan Adhoc Committee

RECOMMENDATION

Approve the appointment of Fire Commissioners Mickey Barsanti and Joe Timmerman, Rio Dell School Board President Val Barrote, and Monument Middle School 7th grade students Reed Harrington and Austin Haberstock to the Parks Master Plan Adhoc Committee.

BACKGROUND AND DISCUSSION

At the regular meeting on April 16, 2024, the Council discussed the potential development of a Parks Master Plan.

Mayor Pro Tem Carter suggested the formation of an Adhoc committee that includes members from the City Council, the Fire District Board of Directors, the Rio Dell School Board, and students from Monument Middle School.

The goal of the committee is to develop a strategic plan, beginning with a survey to find out what the community wants regarding park facilities.

At the May 7, 2024, City Council meeting, Mayor Pro Tem Carter and Councilmember Woodall were appointed to serve on the committee. The additional five appointments will complete the committee membership.

**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.

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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

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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.

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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.

MAY 7, 2024 MINUTES
Page 5

Community Development Director Caldwell left at the conclusion of the study session.

RECONVENE INTO OPEN SESSION

The Council reconvened into open session at 6:00 p.m.

PUBLIC PRESENTATIONS

Mayor Pro Tem Carter invited public comment on non-agenda matters.

Joe Timmerman, 223 Ogle Ave. addressed the Council regarding the earthquake recovery efforts and the struggles with funding. He said that his house was red-tagged and when he reached out to Supervisors Bushnell and Bohn related to the \$1 million of County earthquake relief funding, Supervisor Bohn assured him that he could begin the repairs and still get reimbursed. He later was told that he didn't qualify for funding because he had already started the repairs.

He said that he called the County and got no satisfaction so, through a Public Records Act request, obtained a copy of the County's MOU and found out where the million dollars came from. He said that he also got a copy of the red, yellow, and green tagged homes and went around and talked to people to find out that no one received any funds from the million dollars and were forced to use savings or apply for SBA loans for to repair their homes.

He commented that he also contacted Habitat for Humanity and learned that they received \$250,000 but he didn't qualify because they were only allowing funding for rental units with a rent limitation agreement. He indicated that he also did not qualify for USDA funding or even the Brace & Bolt Program.

Joe said that he would be attending a County Board of Supervisors meeting requesting an accounting of where the million dollars was spent and requested a letter of support from the City.

City Manager Knopp asked Mr. Timmerman to meet with him after the meeting to discuss his concerns.

Joe Timmerman then addressed the City Council regarding the bathrooms at Fireman's Park and the constant vandalism that has been occurring. He indicated that he had asked the Police Department to help with locking the bathrooms at night and unlocking them in the morning. In light of the current staffing situation in the police department he reached out to Public Works and was told that they could do it but they would have to lock them at 4:30 p.m., when their shift ends and unlock them at 8:00 a.m.

MAY 7, 2024 MINUTES
Page 6

City Manager Knopp said that he would discuss it with him after the meeting.

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. Councilmember Wilson removed Item 4 from the consent calendar (Award of bid to Wahlund Construction for the Water Infrastructure Improvement Project).

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

- 1) Minutes of the April 16, 2024 regular meeting;
- 2) Approve Establishment of a Parks Master Plan Adhoc Committee and appoint Mayor Pro Tem Cater and Councilmember Woodall to the Committee;
- 3) Approve Award of Bid to Mobley Construction for the Eel River Trails Project in the amount of \$1,373,644;
- 4) Adopt Façade Improvement Program Round 2 – FY 2024-25; and
- 5) Receive and File Check Register for April.

Motion carried 4-0.

ITEMS REMOVED FROM CONSENT CALENDAR

Approve Award of Bid to Wahlund Construction for the Water Infrastructure Improvement Project in the Amount of \$10,027,410

Councilmember Wilson referred to the bid summary for the project showing the Wahlund Construction, Inc, bid amount of \$11,936,620 compared to the bid award amount of \$10,027,410 and asked for clarification on the difference.

City Manager Knopp explained that the larger amount was inclusive of additive items. Since the available construction budget did not cover the full bid amount, some of the additive items had to be removed. He reviewed the bid breakdown beginning with the base bid amount of \$7,485,610 and additive items in the amount of \$2,541,811 including installation of fire hydrants, valve replacements and a trenchless water line.

He pointed out that the project is 100% grant funded through the SWRCB with zero cost to the ratepayers.

Mayor Pro Tem Carter called for comments from the Council followed by public comment. No comments were received.

MAY 7, 2024 MINUTES
Page 7

Motion was made by Wilson/Orr to approve the Award of Bid to Wahlund Construction for the Water Infrastructure Improvement Project in the amount of \$10,027,410. Motion carried 4-0.

REPORTS/STAFF COMMUNICATIONS

City Manager Knopp provided highlights of the staff update and said that PG&E has been doing some undergrounding work and staff has had multiple discussions with them regarding the status of the substation project and upgrades to the distribution lines to make sure there are no conflicts with the City's water infrastructure project.

He reported that he attended the Humboldt Community Organizations Active in Disasters (COAD) quarterly meeting, and that staff submitted a response to the Notice of Violation the City received for the Sanitary Sewer Collection System. He noted that the enforcement division of the SWRCB said that the violation may actually spur State funding for the Painter Street Upsize Project.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Woodall asked if the Police Department would be locking and unlocking the bathrooms at Fireman's Park as well as locking and unlocking the gate to the river, when they go back to full staff.

Chief Allen said that they have been locking and unlocking the gate and that he would schedule the locking and unlocking of the bathrooms.

She then asked Joe Timmerman if they had security cameras at Fireman's Park.

Joe said that they can't legally have cameras in the bathrooms but they have talked about installing a camera to see who is coming and leaving the park.

Councilmember Orr announced that it was Teacher Appreciation Week, shouting out appreciation to Rio Dell teachers.

Councilmember Wilson said that he would be attending an HWMA meeting on Thursday and would be attending a special pre-budget meeting with RCEA. He said that 30 members of the county would be going back to New Jersey and/or Massachusetts to look at windmills and that the offshore windmill project in Humboldt County was gathering momentum nothing that windmills are becoming a controversy throughout the nation.

Councilmember Woodall said that she drove by the tennis courts and there were a whole group of kids there which was nice to see.

MAY 7, 2024 MINUTES
Page 8

Mayor Pro Tem Carter thanked Water Superintendent Jensen for helping her load the backboard from the tennis courts so she could get rid of it.

Mayor Pro Tem Carter reported on her attendance at the Nuisance Advisory Committee meeting, the Beautification, Walkability and Pride Committee meeting, Redwood Region Economic Development Commission (RREDC) meeting, the COAD meeting and the League of California Cities Redwood Empire Division meeting that was hosted by the City. She said that the City will also be hosting the next RREDC meeting here.

She said that the highlight of her last two weeks was going to Monument Middle School and meeting with the whole group of 7th graders and talking to them about local government and getting them excited about being involved in influencing the community. She got two 7th grade students involved in the Parks Master Plan and will be appointed to the Adhoc at the next council meeting. She gave a shout out to Councilmember Orr and all of the teachers at Rio Dell school in recognition of Teachers Appreciation Week.

She reported that she would be attending a Fire Commissioners meeting on Thursday, followed by a Rio Dell School Board meeting.

Regarding upcoming events, she announced there would be a Mother's Day Pancake Breakfast on Sunday at the Rio Dell Fire Hall, a Garden Party hosted by the Community Resource Center on Saturday at the community garden and a Ribbon Cutting ceremony on May 24th for the Eel River Trails Project.

ADJOURNMENT

A motion was made by Woodall/Orr to adjourn the meeting at 6:30 p.m. to the May 21, 2024, regular meeting. The motion carried 4-0.

Amanda Carter, Mayor Pro Tem

Attest:

Karen Dunham, City Clerk



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

May 21, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

THROUGH: Sunshine Kelly, Wastewater Superintendent

SUBJECT: Authorize the Purchase of Two Wastewater Pump Systems in the Total Amount of \$11,600.00

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize staff to purchase the attached equipment from Rogers Machinery Company Inc.

BACKGROUND AND DISCUSSION

Two existing wastewater pumps needs to be replaced due to normal wear and tear. These pumps “push” recycled water back into the wastewater treatment plant that is used to cool the bio solids dryer, add water to the chemical feed process and furnish water to the Aero Mod system for cleaning and maintenance.

The amount exceeds the City Manager’s authority to purchase and it is requested that the City Council authorize said purchase.

///

Kogers Machinery Company, Inc.
Eureka Office
3428 JACOBS AVENUE
EUREKA, CA. 95501
PHONE # 707-443-6388 - FAX # 707-442-1086

Quote No: 12113081

Quote Date: 01-MAY-24

Bill To:

CITY OF RIO DELL
CITY HALL
675 WILDWOOD AVE
RIO DELL, CA.
95562

Ship To:

CITY OF RIO DELL
PUBLIC WORKS
475 HILLTOP DRIVE
RIO DELL, CA.
95562

The prices quoted are F.O.B. shipping point and are firm for thirty(30) days from this date. Our terms are net 30 days, subject to approved credit, unless otherwise noted. Prices do not include any federal, state or local taxes. Subject to availability at time of order.

Account: 15740 Requested By: RANDY JENSEN

Cust. Phone No: 707-764-3541

Cust. Fax No: 707-764-3748

Customer Po: PUMP QUOTE

RMC Contact: TOM HAMPTON

RMC Phone No: 707-443-6388

F.O.B.
EXWORKS

Ship Via
UPS GND.COMMERCIAL

Freight
PREPAID & ADD

Payment Terms
NET 30

Tax
Y

Status
O

<u>Seq</u>	<u>Item/Description</u>	<u>Qty</u>	<u>Inv</u>	<u>Uom</u>	<u>List Price</u>	<u>Net Price</u>	<u>Ext Price</u>
1.0	PUMP END GOULDS 160L15 SUBMERSIBLE WELL PUMP	2	EUREKA	EACH	\$3,450.00	\$3,450.00	\$6,900.00
2.0	MOTOR, FKN15HPMOTOR460V3PHSF	2	EUREKA	EACH	\$2,350.00	\$2,350.00	\$4,700.00

Quote Total: \$11,600.00



*675 Wildwood Avenue
Rio Dell, CA 95562*

TO: Mayor and Members of the City Council
FROM: Karen Dunham, City Clerk
THROUGH: Kyle Knopp, City Manager
DATE: May 21, 2024
SUBJECT: Memorial Park Signs

RECOMMENDATION

Approve the proposal from Jim Brickley to refinish the name plaques at Memorial Park for \$480.00.

BACKGROUND AND DISCUSSION

The Beautification, Walkability, and Pride Committee discussed the need to refinish the name plaques and sign at Memorial Park. A proposal was submitted from Jim Brickley to refinish 26 of the name plaques, cross beams, posts, caps, and the large Memorial Park sign. The \$480.00 proposal includes labor and all materials.

BUDGET

The total fund balance in the Parks & Recreation Capital fund (3010) is \$19,110.62 with the individual line item balance of \$1,975 in the Memorial Park Fund (4152) designated for Memorial Park maintenance.

Attachments:

Proposal

To: City of Rio Dell
% Julie Woodall
(707)599-2662

From: Jim Brickley Painting
920 Curtis, Ln.
(707)223-5788
brickley@sonic.net

- Bid to refinish name plaques at Memorial Park -

Project to include: Fronts of 17 N.Side / 9 S.Side plaques, natural wood cross beams, Posts, Caps and large 'Memorial Park' sign.

Repaint lettering with Semi-Gloss Latex Paint, Brilliant White. -

Power Sand plaques and brush one coat McCloskey's Marine Spar Varnish, 'Satin' Finish. -

Sand, dust and revarnish cross beams. -

Repaint support posts with ACE Paint/Stain Latex, Red/Brown. -

Buff and polish Brass end caps. -

Labor:	9.5 Hours @ \$40. Per.:	\$380. -
	Materials:	\$100. -
	Total Bid:	\$480. -



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

For Meeting of May 21, 2024

Consent Item; Public Hearing Item

To: City Council
From: Kevin Caldwell, Community Development Director 
Through: Kyle Knopp, City Manager
Date: May 15, 2024
Subject: Rental Housing Inspection Program Registration and Inspection Fees.

Recommendation:

That the City Council:

1. Adopt Resolution No. 1603-2024 establishing Rental Housing Inspection Registration and Inspection fees and amending the Master Fee Schedule to reflect the new fees.

Discussion:

In January, your Council adopted Ordinance No. 403-2024 establishing a Rental Housing Inspection Program (RHIP). The attached Resolution establishes the Registration and Inspection Fees associated with the Rental Housing Inspection Program.

Based on discussions with staff members who will be receiving, reviewing, scanning, and filing, including entering the information in the City's water and sewer bill software

the Annual Registration forms, staff believes this task will take approximately fifteen (15) to twenty (20) minutes. Based on the City's current hourly burden rate, staff will be recommending that the City establish a \$15.00 Annual Registration fee.

It's expected that each inspection, including travel time and filing, will take approximately 30 minutes. Inspections will be made by the City Building Inspector and the Community Services Officer. In addition, processing the City Inspection information would require the same tasks performed by the administrative staff. Based on the average current burdened hourly rates for the Community Development Director/Building Inspector or the Community Services Officer, staff will be recommending that the City establish a \$55.00 Inspection fee.

Processing the Self-Certification Inspection Checklist would require the same tasks performed by the administrative staff. However, the Self-Certification Inspection Checklist must be reviewed and approved by either the Community Development Director/Building inspector or the Community Services Officer as well. Again, based on the City's current hourly burden rate, staff will be recommending that the City establish a \$30.00 Self Certification fee.

The fees for City inspected units, inspected once every three (3) years, including the \$15.00 annual registration fee, would be \$100.00. That's \$2.78 a month. The fees for self-inspected units would be \$45.00 a year or \$3.75 a month.

Attachment 1: Resolution No. 1603-2024 establishing the recommended fees and amending the Master Fee Schedule to reflect the new fees.

RESOLUTION NO. 1603-2024



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
ESTABLISHING RENTAL HOUSING REGISTRATION AND INSPECTION
FEES AND AMENDING THE MASTER FEE SCHEDULE TO
INCORPORATE THE NEW FEES:**

WHEREAS the City of Rio Dell is authorized by Article XIII of the California Constitution and the California Government Code to charge fees and impose fines and penalties for certain violations; and

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

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

WHEREAS the City Council recently adopted Ordinance No. 403-2024 establishing a Rental Housing Inspection Program; and

WHEREAS this Resolution establishes the Registration and Inspection Fees associated with the Rental Housing Inspection Program;

WHEREAS based on discussions with staff members who will be receiving, reviewing, scanning, and filing, including entering the information in the City's water and sewer bill software the Annual Registration forms, staff believes this task will take approximately fifteen (15) to twenty (20) minutes; and

WHEREAS based on the City's current hourly burden rate, staff is recommending that the City establish a \$15.00 Annual Registration fee; and

WHEREAS it's expected that each inspection, including travel time and filing, will take approximately 30 minutes; and

WHEREAS inspections will be made by the City Building Inspector and the Community Services Officer; and

WHEREAS processing the City Inspection information would require the same tasks performed by the administrative staff; and

WHEREAS based on the average current burdened hourly rates for the Community Development Director/Building Inspector or the Community Services Officer, staff is recommending that the City establish a \$55.00 Inspection fee; and

WHEREAS processing the Self-Certification Inspection Checklist would require the same tasks performed by the administrative staff; and

WHEREAS the Self-Certification Inspection Checklist must be reviewed and approved by either the Community Development Director/Building inspector or the Community Services Officer as well; and

WHEREAS based on the City's current hourly burden rate, staff is recommending that the City establish a \$30.00 Self Certification fee; and

WHEREAS the fees for City inspected units, inspected once every three (3) years, including the \$15.00 annual registration fee, would be \$100.00. That's \$2.78 a month. The fees for self-inspected units would be \$45.00 a year or \$3.75 a month; and

WHEREAS the adoption of fees and charges for development projects are statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to Section 21080(b)(8) of the Public Resources Code; and

NOW, THEREFORE, BE IT RESOLVED that the City Council approves and adopts the Rental Housing Inspection Registration and Inspection fees and amending the Master Fee Schedule to reflect the new fees as shown in Exhibit A.

I HEREBY CERTIFY that the foregoing Resolution was PASSED, APPROVED, and ADOPTED at a regular meeting of the City Council of the City of Rio Dell on May 21, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and the foregoing to be a full, true, and correct copy of Resolution No. 1603 - 2024 adopted by the City Council of the City of Rio Dell on May 21, 2024.

Karen Dunham, City Clerk, City of Rio Dell

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Elevator Fees		
<p>Passenger or Freight Elevator, Escalator, Moving Walk Up to and including \$40,000.00 of valuation. For each \$1,000.00 or fraction thereof over \$40,000.00 of valuation.</p> <p>Dumbwaiter or Private Residence Elevator Up to and including \$10,000.00 of valuation. For each \$1,000.00 or fraction thereof over \$10,000.00 of valuation.</p>	Ord. 315	<p>\$148.00 \$3.00</p> <p>\$41.00 \$3.00</p>
<p>Major Alterations – Fees for major alterations shall be as set forth for Building Permit fees. Installation fees include charges for the first year’s annual inspection fee and charges for the electrical equipment on the conveyance side of the disconnect switch.</p>	Ord. 315	Hourly Burdened Rate
<p>Elevator Annual Certificates of Inspection Fees For each elevator. For each escalator or moving walk. For each commercial dumbwaiter. <i>Note: Each escalator or moving walk unit powered by one motor shall be considered as a separate escalator or moving walk.</i></p>	Ord. 315	<p>\$68.00 \$41.00 \$28.00</p>
Rental Housing Inspection Program		
<p>Annual Registration Fee per Unit</p> <p>City Inspection Fee per Unit (once every 3 years)</p> <p>Self-Inspection Fee Annually</p>	<p>Res. 1603-2024</p>	<p>\$15.00 \$55.00 \$30.00</p>



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

May 21, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action to Adopt Priorities for FY 2024-25

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve or amend FY 2024-25 priorities:

- Public Works
- Public Safety Staffing
- Economic Development
- Streets Planning & Work
- Parks & Youth

BACKGROUND AND DISCUSSION

The City Council conducted a priority setting session for the upcoming FY 2024-25 Fiscal Year. This process helps set budget priorities and staff time allocations over the upcoming year. The Council listed a various high priority items, listed below in no particular order.

Community Development (4)

Youth engagement & education

Parks (2)

Long-term plan for the Avenues

Economic Development (6)

Downtown development

Code enforcement Wildwood

Business recruitment

Positive promotion

Economic development

Façade improvement round 2.0 (2)

Personnel (1)

Staff retention

Public Safety (6)

LEO staffing (3)
 Police general (2)
 Code enforcement

Public Works (7)
 ADA compliance
 Avenues and Wildwood cleanup
 Earthquake damage
 2nd Street
 Underground Infrastructure
 Streets (2)

If adopted as presented, the new Priority Table is presented below.

Priority Table				
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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May 21, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Confirm the Appointment of Jeff Conner as Interim Chief of Police

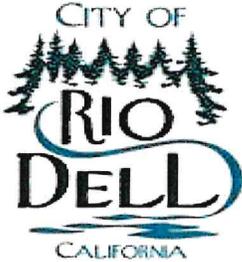
IT IS RECOMMENDED THAT THE CITY COUNCIL:

Confirm the appointment of Jeff Connor as Interim Chief of Police

BACKGROUND AND DISCUSSION

The Chief of Police position with the City of Rio Dell will become vacant on May 24th. Recruitment is underway for a new Chief of Police. Jeff Conner previously served with distinction as the Chief from December of 2017 to August of 2022. Conner has remained with the department on a part time basis since then. We anticipate Conner to serve in this role until early August of this year when either a new Chief of Police will be hired or a new Interim Chief be selected.

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May 21, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorize the City Manager and City Attorney to Draft and Execute an Agreement with Nor Cal Pipeline Services for Wastewater Collection System Camera and Cleaning Services in an Amount Not to Exceed of \$415,623.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager and City Attorney to draft and execute a services agreement with Nor Cal Pipeline Services to Wastewater Collection System camera and cleaning services.

BACKGROUND AND DISCUSSION

This is for work related to the Sanitary Sewer Evaluation Study and is grant funded. The total amount of grant funding available for the project is \$435,000. Emergency camera work was performed shortly after the December 2022 earthquake in an amount of \$19,376.71. The work is conducted on a time and materials basis.

///



Provided by:
Nor Cal Pipeline Services
 983 Reserve Drive, Roseville, CA 95678
 LN: 935878 Type: General Engineering
 (916) 442-5400 Fax: (916) 520-6966

Account Name GHD
 ATTN: Hannah Gidanian
 Email hannah.gidanian@ghd.com
 Project City Rio Dell

Created By Jeff Suitos
 Created Date 5/6/2024
 Quote Number 00003945
 Quote Name CV - 3100 - GHD - Rio Dell
 For all Contracts, please email: contracts@norcalpipe.com

Description	Unit	Sales Price
Combo Vacuum/Flushing with Single Operator S.T. (4 & 8 hour minimum applies)	Hr	\$320.00
Combo Vacuum/Flushing with Single Operator O.T.	Hr	\$375.00
Combo Vacuum/Flushing with Single Operator D.T.	Hr	\$400.00
Disposal of Non-Haz Material	Cost + 20%	\$0.00
Water Per Load (If Not Provided by Customer)	Ea	\$150.00
Camera Van with Single Operator S.T. (4 & 8 hour minimum applies)	Hr	\$325.00
Camera Van with Single Operator O.T.	Hr	\$375.00
Camera Van with Single Operator D.T.	Hr	\$400.00
Video Package Submittal	Ea	\$500.00
Per-Diem Per Man (If Necessary)	Night	\$400.00

Job Conditions

- No SWPPP.
- No notification of residents and businesses.
- No traffic control.
- All-access for openings and right of way provided to Nor-Cal.
- Permits, fees, or bonds are reimbursable at cost plus 20%.
- Subcontractor shall not be liable for pre-existing environmental site conditions, unless the need for cure, repair, removal, closure, detoxification, decontamination or other remediation with respect to any pre-existing environmental condition or any costs associated therewith result from the negligent actions of Subcontractor.
- Special shift or night work could have labor premiums added.
- Any site specific testing, training or background checks to be paid for by prime contractor on T&M.
- All tolls will be charged a flat rate of \$25.00 each.
- All Labor Charges Per Local Union Agreement.
- Rates are valid for 90 days from the proposal date.
- All service call-outs are Portal to Portal at standard rates unless otherwise specified.
- All call-outs are subject to 4 and 8 hour minimums.
- Call-outs within 24 hours of requested start time, may result in an emergency service fee.
- All call-outs are subject to 4 hour minimum at \$2000
- A 10% Fuel surcharge added when fuel exceeds \$3.25 per gallon
- Bypass or pumping not included.
- No retention to be held.
- Per-diem is \$400 per day, per person.
- All subcontractor billing is to be billed at cost + 20%.
- Disposal will be charged at cost + 20%, unless otherwise specified.
- We adhere to all DOT compliance regulations.

Other Conditions

Insurance Requirements

Comments: Client must notify Nor-Cal Pipeline Services of any of the following: Certified Payrolls, OCIP requirements and Prevailing wage

Account Name GHD

Contractor Nor-Cal Pipeline Services

Authorized Signature _____

Authorized Signature _____

Printed Name _____

Initials _____

Printed Name _____

Title _____

Date _____

Section G, Item 7.

Title _____

Date _____



Staff Highlights – 2024-05-21

City Council

City Manager

City Clerk

Processed Nine (9) Building Permit Applications:

115 Belleview Ave. – Re-roof Residence
430 First Ave. Ave. – Re-roof Residence
620 Davis St. – Re-roof with Metal Roofing
1275 Northwestern Ave. – 60’ x 200’ Steel Building
129 Wildwood Ave. – Re-roof
673 Rigby Ave. – New Water Line and Gas Line
444 Davis St. – 260 sq. ft. Detached Shed
209 Monument Rd. – Re-roof Residence
390 Third Ave. – Service Panel Upgrade

Processed Two (2) Business License Applications:

This-N-That – Resale Clothing Store – 673 Rigby Ave.
Above Board Construction – Non-Resident Contractor

Misc:

Completed survey for CA Commission on Disability Access: Accessibility Compliance Fund
Submitted Bureau of Labor Statistics Employment Data Report for May
Submitted California Roster Update Form to Secretary of State
Submitted Address Verification Letter to Post Office for 585 View Ave.

City Attorney

Human Resources, Risk & Training

Finance Department

Preparation of FY 24-25 Recommended Budget, Capital and Special Projects, Position Allocation Table, Organizational Chart, and Earthquake Financial Updates .

Worked with State Controllers Office(SCO) to secure auditor for FY 24-25



Collaborate with Clean CA reps, RCAA, and staff on the Eel River Trail Soft Ribbon Cutting.

Apply LIHWAP payments to qualified customer Utility Bill accounts

ABC Police Grant bi-monthly reports and invoicing.

CHP Police Grant quarterly reports and invoicing

Submitted quarterly progress report and invoicing to State Waterboard for Rio Dell CIP Water Project

Received updated amendment documents from California State Waterboards for Sanitary Sewer Evaluation Study (SSES)

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

Quality Assurance Program (QAP) completed per Caltrans

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

Public Works Water

Monthly water reports to state

pH analyzer maintenance

TU5300 turbidity analyzers maintenance

Process control adjustments at Surface Water Plant

Ongoing Water building maintenance and updates

Corp yard clean up (preparations for Water CIP project)

USAs Tickets

Safety meeting: Fall protection

Meter reading and follow up replacing bad ERTs, checking zero consumptions and leaks on customer side

Public Works Wastewater

Sewer Main break at Wildwood and Townsend, Sewer and Utilities worked together and repaired the break.



Dry Quarterly Sampling of EFF-003.

Sewer Crew has inspected 38 lower laterals on Ogle, Belleview, Riverside and Eeloa.

Collection system checked weekly, system is much dryer.

Cleaning up Painter Street from winter SSO preparedness.

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

Public Works Streets, Buildings and Grounds

Mowed city Hall and parks

Mowed North Gateway

Mowed South Gateway grass areas

Asist J and G repairing damaged storm 4" PVC line

Helped set up tables and chairs at fireman's hall for meeting

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Complete Sexual Harassment Training

Electrical Inspection 406 Wildwood Ave

Prepare Community Comment for Mayor and email to Governor Newsom – Cal Fire Facility

Review school property sale procedures and deed to school

Email to Dinsmore Farms re: cannabis declaration, transfer of Permit, surety bond for taxes

Begin review of CAP measures

Email to County and email to Ryan Huessler re: Steve Saunders CDBG loan

Final Inspection 130 Webster Lane – Addition



Roof Inspections 620 Davis Street

Roof Inspections 207 Cherry Lane

Prepare Resolution No. 1603-2024 re: RHIP Fees

Footing Inspection 444 Davis Street

Meet with Glenn White on project/property status

Meeting with operators of Dinsmore Plateau Farms

Plan Check review for garage at 175 Davis Street, corrections required

Roof Inspection 449 First Ave

Cargo container letter, 711 Ireland Ave (Code Enforcement)

Solar Inspections 113 First Ave

Work with County on Traffic Survey quote

Traffic Committee meeting

Follow up email PRA request DGS re: Cal Fire

Review Northwestern Ave title information, R/W maps, etc.

Follow up with Caltrans regarding fence along Belleview Ave, pedestrians crossing Highway 101

Meeting w/Brain Riley (Savage Drafting) regarding RV Park on old Summers Property

Respond to RWQCB inquiry regarding 255 Wildwood Ave

Intergovernmental

Humboldt-Rio Dell Business Park



*Rio Dell City Hall
675 Wildwood Avenue
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(707) 764-3532
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May 21, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Appointment of an Ad Hoc Committee to Review California Department of General Services Acquisition of the Former Todd Property and to Advise and Implement Next Steps

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Select two members of the City Council to serve on the Ad Hoc Committee

BACKGROUND AND DISCUSSION

Little progress has been made on this issue to elicit information on the project from the State of California. The impacts to the community are likely to be significant, both positive and negative. The City wishes to mitigate negative impacts and maximize potential benefits. While the State has said it is interested in being a good neighbor, so far there has been no meaningful engagement of the community in this project. Proposed State uses for the 18 acre property can be verifiably installed on 6 acres of land, potentially locking away 12 acres as unutilized or underutilized. Such land-banking would not be efficient and not be in the best interest of the community. Despite multi-billion dollar deficits, the Governor's State Budget proposal continues to include funding for the implementation of the project.

It is recommended that the Ad Hoc focus on community education of the situation and then community based advocacy on this important issue.

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May 21, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Appointment of an Ad Hoc Committee to work with the City Manager on the Selection of a New Chief of Police.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Select two members of the City Council to serve on the Ad Hoc Committee

BACKGROUND AND DISCUSSION

The Chief of Police position with the City of Rio Dell will become vacant on May 24th. Recruitment is underway for a new Chief of Police. In the past two members of the City Council have participated in the selection process for new Chiefs, including interviews and advice to the City Council and City Manager on the selection.

RDMC 2.25.050 Appointment of Chief.

The City Manager shall appoint a Chief of Police after coordination and confirmation of the Council to serve in compliance with existing law, ordinance, resolution, City personnel rules and a services contract or memorandum of understanding. [Ord. 213A § 2.60.002, 1992.]

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