



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

For the Meeting of January 6, 2026

☐ Consent Item; ☒ Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: December 23, 2025

Subject: Suspension of the Rental Housing Inspection Program

Recommendation:

That the City Council:

1. Receive a brief presentation from staff;
2. Open the Public Hearing and receive comments, close the Public Hearing; and
3. Direct staff to immediately implement the City's Rental Housing Inspection Program (RHIP); and

DISCUSSION

As the Council knows, the City of Rio Dell adopted the Rental Housing Inspection Program (RHIP) in January of 2024. Its purpose is to ensure minimum health and safety standards were maintained in rental properties citywide.

At the Council meeting on December 2, 2025, staff recommended suspending the program for three reasons:

1. A decline in rental related complaints; and
2. Increased Code Compliance Staffing; and
3. The pending preparation of the 7th Cycle Housing Element.

A lively discussion took place about the need to reconsider the recommended suspension. After meeting with the City Manager and Police Chief to review the Rental Inspection Checklist, included as **Attachment 1**, it was determined that implementing the RHIP could be accommodated at a reasonable pace.

The inspections would be conducted by the Building Inspector and the two Community Services Officers. Staff's goal is to conduct 10-12 inspections a month which would result in approximately 120-150 inspections in a year. This goal is based on current staffing levels and hiring a consultant to prepare the 7th Cycle Housing Element.

As indicated at the December 2, 2025 meeting, the City reached out to PLACEWORKS for a quote to prepare the City's 7th Cycle Housing Element. PLACEWORKS' quote is \$88,500+/- . A copy of the proposal and quote is included as **Attachment 2**. The City has also reached out to PLANWEST for a quote. Once received, staff will share the quote with the Council and seek direction.

Attachment 1: Rental Inspection Checklist.

Attachment 2: PLACEWORKS Proposal and Quote.



Rental Housing Inspection Program
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-5642
cityofriodell.ca.gov

Rental Housing Inspection Checklist

Inspector: ☐ Building Inspector ☐ Community Services Officer

☐ Self-Certification – Owner ☐ Self-Certification – Owner Authorized Representative

Owner Information (Please print legibly)						
First Name:			Last Name:			
Phone Number:			Email:			
Owner Authorized Representative (Please print legibly)						
First Name:			Last Name:			
Phone Number:			Email:			
Property Information (Please use one from per address or unit)						
Address:			APN:		Unit #:	
Item #	Part I Exterior Inspection	PASS	FAIL	N/A	Code & Section	
1.1	Address numbers are clearly visible from the street.				IPMC 304.3 CFC 505.1	
Comments:						
1.2	Roof components shall not be damaged or missing.				IPMC 304.7 HSC 17920.3(g)	
Comments:						
1.3	Exterior property and premises shall be clean, safe, and sanitary.				IPMC 302.1 RDMC 8.10.020	
Comments:						
1.4	Exterior property and premises shall be maintained from excess plant/vegetation growth.				IPMC 302.4 RDMC 8.10.200 CFC 14875	
Comments:						
1.5	Inoperable or unregistered vehicles must be stored out of the front yard, on an all-weather surface.				IPMC 302.8 RDMC 8.10.020	
Comments:						
1.6	Appropriate trash containers, free from overflow, not visible from the public right of way or street.				IPMC 308 RDMC 8.05.070	
Comments:						
1.7	Stairways, decks, porches, and balconies should be in good condition/free from visible structural defects and trip or fall hazards.				IPMC 304.10 HSC 17920.3(g)	
Comments:						
1.8	Exterior sidewalks and driveways must remain clear at all times and in a safe and sanitary condition.				IPMC 302.3	
Comments:						

Item #	Part I Exterior Inspection	PASS	FAIL	N/A	Code & Section
1.9	Luminaires and receptacles shall be protected from water exposure.				IPMC 604.3.1 CEC 406.9
Comments:					
1.10	Door(s) and window hardware are in good operable condition. Locks shall tightly secure the door(s). Deadbolts are required at entry/exit doors. Windows that open must have operable window security or locking devices.				IPMC 304.15 CCC 1941.3
Comments:					
1.11	Window(s) free from leaks or cracks, screens present and undamaged. Window(s) shall be easily openable and held in position by hardware.				IPMC 304.13 IPMC 304.14 HSC 17920.3(g)
Comments:					
1.12	Exterior walls shall be free from holes, breaks, and loose or rotting materials.				IPMC 304.6 HSC 17920.3(g)
Comments:					
1.13	Structures and exterior areas shall be kept free from rodent harborage and infestation.				IPMC 302.5 HSC 17920.3(a)
Comments:					
1.14	Accessory structures shall be maintained structurally sound and in good repair.				IPMC 302.7
Comments:					
1.15	Swimming pools and hot tubs shall be safe and maintained in good repair.				IPMC 303.1
Comments:					
Item #	Part II Interior Inspection	PASS	FAIL	N/A	Code & Section
2.1	Interior rooms and surfaces shall be maintained in a good clean and sanitary condition.				IPMC 305.1, 305.3, 308.1 HSC 17920.3(a)
Comments:					
2.2	Stairs and walking surfaces shall be maintained in sound condition and in good repair.				IPMC 305.4
Comments:					
2.3	Every handrail and guard shall be maintained in good repair.				IPMC 305.5
Comments:					
2.4	Property must be clear of all infestations - insects, rodents, etc.				IPMC 309.1 HSC 17920.3(a)
Comments:					
2.5	The water supply system shall be installed, maintained, and capable of supplying all fixtures.				IPMC 505.3 HSC 17920.3(a)
Comments:					
2.6	Water heating facilities shall be properly installed with approved relief valves, earthquake straps, and capable of providing water to every fixture.				IPMC 505.4 HSC 17920.3(a)
Comments:					

Item #	Part II Interior Inspection	PASS	FAIL	N/A	Code & Section
2.7	Plumbing fixtures shall be properly installed and maintained in working order.				IPMC 505.3 HSC 17920.3(a)
Comments:					
2.8	Heating facilities capable of maintaining a minimum temperature of 65° F in all habitable spaces.				IPMC 602.1, 602.2 HSC 17920.3(a)
Comments:					
2.9	Electrical fixtures and/or cover plates are present and undamaged.				CEC 406.5, 406.6
Comments:					
2.10	Receptacles and switches properly installed and operable				CEC 314
Comments:					
2.11	Extension or flexible cord not used as permanent wiring.				CEC 400.12, IPMC 605.4
Comments:					
2.12	A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public right of way.				IPMC 702 CRC 310 & 311
Comments:					
2.13	Smoke detectors are present and operable in each sleeping area and adjacent hallway.				IPMC 704.6
Comments:					
2.14	CO detectors are present and operable in each required location.				IPMC 705
Comments:					

Comments _____

Inspector – Print Name: _____

Inspector Signature: _____ Date: _____

Self-Certification – Print Name: _____

Self-Certification – Signature: _____ Date: _____

Tenant- Attesting – Print Name: _____

Tenant- Attesting – Signature: _____ Date: _____

Tenant Attesting is Required if the Unit is Occupied



September 5, 2025

Kevin Caldwell, Community Development Director, Building Inspector
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562

Subject: Proposal to assist the City of Rio Dell with preparation of its 7th cycle Housing Element Update

Please accept the attached submittal as PlaceWorks' proposal to prepare the 7th Cycle Housing Element Update for the City of Rio Dell.

PlaceWorks is one of the West's most distinguished planning and design firms, with approximately 140 employees in six offices. PlaceWorks provides comprehensive planning, environmental review, urban design, landscape architecture, community outreach, and Geographic Information Systems (GIS) services. Our talented, multidisciplinary team thrives on working with communities to tackle complex problems and develop workable solutions.

PlaceWorks offers the best housing staff to complete the City's Housing Element. As Principal, I will oversee the update effort. I lead the housing team and command a thorough understanding of the technical requirements of Housing Elements. Cynthia Walsh, Senior Associate, will be your day-to-day contact as Project Manager; she also managed the update for the City's 6th cycle Housing Element. Our housing team has considerable experience working with HCD, having completed over 150 certified Housing Elements.

This proposal shall remain valid for a period of 90 days from the time of submittal. As Principal, I am authorized to bind PlaceWorks and the project team to the contents of this proposal.

Please do not hesitate to contact me if you need more information. The PlaceWorks team looks forward to working with you on this project.

Respectfully submitted,

PlaceWorks

Jennifer Gastelum
Principal



Scope of Work

Task 1. Project Management and Kick-off

TASK 1.1 PROJECT KICK-OFF MEETING

PlaceWorks will prepare for and attend a virtual kick-off meeting to exchange information, refine the scope and schedule, and initiate work. At the meeting we will:

- Determine staff contact protocol
- Review and finalize the scope of work and schedule
- Review Housing Element legal requirements and HCD practices and facilitate responses from HCD review
- Identify stakeholders
- Provide a list of data needs

Task 1.1 Deliverables:

- Kick-off meeting agenda, data needs list, and a list of stakeholders (electronic copies).

TASK 1.2 PROJECT MANAGEMENT AND COORDINATION

PlaceWorks will communicate with City staff via phone and email throughout the project. In addition, PlaceWorks' project team will:

- Lead Zoom check-in discussions monthly until the public review draft is complete, then as needed throughout the remainder of the project.
- Provide an internet-based folder for all project materials accessible to the City and consultants.
- Reallocate remaining funds to other tasks within the scope when tasks are completed under budget.
- Send draft documents through quality control in advance of submitting to the City for review.
- Act as a liaison to ensure successful communication and coordination with HCD over the course of the project.

Task 1.2 Deliverables:

- Four check in meetings via Zoom.

Task 2. Housing Element Preparation

TASK 2.1 EVALUATION OF 2019–2027 HOUSING ELEMENT

PlaceWorks will work closely with City staff to determine the status, effectiveness, and appropriateness of the 2019–2027 housing programs. We will gather and document all available information regarding specific accomplishments. In addition to reviewing the policy programs for results achieved, we will evaluate each program for compliance with state housing laws and identify and document any omissions or deficiencies. Findings from the evaluation will be detailed in a table to be included in the draft Housing Element and used as a basis for program revisions for the new planning period.

Deliverables:

- Review of housing programs will be a section in the administrative draft Housing Element

TASK 2.2 HOUSING NEEDS ANALYSIS

PlaceWorks will update the needs analysis pursuant to Government Code Section 65583 with data from HCD's pre-approved 7th cycle data package (which is not subject to further review by HCD), 2020 U.S. Census, American Community Survey, and other relevant sources. The updated needs analysis will include:

- **Population and Demographics:** Population trends and projections, race and ethnicity, and population age.
- **Household Characteristics:** Number, size, and type of existing households, and characteristics of lower-income households (including extremely low).
- **Employment and Income:** Employment by industry, occupation of employed residents, and income trends.
- **Housing Stock Characteristics:** Housing types and conditions, overcrowded households, and vacancy rates.
Note: This scope does not include a windshield housing condition survey.
- **Housing Costs and Affordability:** Home sale price trends, rental costs, affordability for households at all income levels, and overpayment.
- **Special Housing Needs:** Special housing needs of persons with disabilities (including persons with developmental disabilities), seniors, large households, female-headed households.
- **At-Risk Housing:** Inventory and analysis of existing affordable units at risk of converting to market rate during the planning period.
- **Opportunities for Energy Conservation:** Pursuant to SB 375 and Assembly Bill (AB) 32, an inventory and analysis of opportunities to encourage the incorporation of energy-saving features, energy-saving materials, and energy-efficient systems and design for residential development.

TASK 2.3 FAIR HOUSING ASSESSMENT

AB 686 requires each city or county to take actions to overcome patterns of segregation, address disparities in housing needs and access to opportunity, and foster inclusive communities. The City will need to include an assessment of fair housing practices, examine the relationship of available sites to areas of high opportunity, and include actions to affirmatively advance fair housing. The California Tax Credit Allocation Committee (TCAC)/HCD Opportunity Maps will be included as well as approved HCD maps that are intended to display the areas, according to research, that offer low-income children and adults the best chance at economic advancement, high educational attainment, and good physical and mental health. The goal of AB 686 is to ensure available sites for low-income housing are in high-resource areas rather than concentrated in areas of high segregation and poverty. It will be important to demonstrate adequate sites throughout the city and meaningful actions to overcome geographic disparities. This task assumes we will follow HCD's 7th cycle rural community fair housing outline. PlaceWorks will be responsible for preparing the fair housing related maps and maps that overlay the vacant land inventory on the fair housing maps.

TASK 2.4 HOUSING RESOURCES AND OPPORTUNITIES

PlaceWorks will work closely with City staff to identify physical, programmatic, and financial resources available to meet housing needs. The analysis will include the Regional Housing Needs Allocation (RHNA) analysis, updated housing sites inventory, financial resources, and regulatory incentives for housing.

Task 2.4.1: Sites Inventory and RHNA Analysis

We anticipate having the 7th cycle 2028–2037 (estimated timeframe per HCD) RHNA allocation for Rio Dell within 18 months of the Housing Element due date (July 15, 2027)—this would be sometime in early January 2026. Until the Regional Transportation Plan is adopted, the housing element due date is estimated and could change. Assuming the City’s 7th cycle RHNA is similar to the 6th cycle RHNA (51 total units), PlaceWorks will rely on the sites inventory in the current Housing Element and identify additional sites as needed. This task will include all analysis needed to comply with recent updates to state housing law. A new map of the sites will be included in the analysis.

Task 2.4.2: Financial and Programmatic Resources

PlaceWorks will update financial and programmatic resources available for affordable housing programs, including local and state funding programs as well as private-sector resources. We will assess current and potential housing programs to recommend future programs that will support the City’s housing objectives.

Task 2.4.3: Electronic Sites Inventory

Pursuant to SB 6 (Chapter 667, Statutes of 2019), jurisdictions adopting a Housing Element on or after January 1, 2021, must prepare an electronic copy of the final inventory of parcels using HCD-approved Excel spreadsheets and must submit it to HCD with the Housing Element. PlaceWorks will prepare the electronic land inventory to submit to HCD upon adoption of the Housing Element.

TASK 2.5 HOUSING CONSTRAINTS

PlaceWorks will update the analysis of potential and actual governmental and nongovernmental constraints to meeting housing needs (pursuant to Government Code Section 65583(a)(4, 5)) where relevant, including land use controls, fees and exactions, permit processing procedures, building codes and code enforcement, land and construction costs, and the availability of financing. We will identify potential programs and strategies to reduce or remove identified constraints. This task will include all analysis needed to comply with recent updates to state housing law.

TASK 2.6 HOUSING GOALS, POLICIES, PROGRAMS, AND QUANTIFIED OBJECTIVES

PlaceWorks will work with City staff to update goals, policies, programs, and quantified objectives (pursuant to Government Code Section 65583 et seq.) to address identified housing needs and constraints based on the effectiveness and continued appropriateness of existing programs, information received through public outreach, the analysis of constraints, and findings from the needs assessment. Programs will describe specific steps for implementation and will identify a time frame and responsible department. Programs will address:

- All new state requirements since adoption of the existing Housing Element.
- Consistency and compliance with the rest of the General Plan elements and community goals.
- Development controls and regulatory incentives.
- Housing opportunities for all residents.
- Fair housing programs.

- Sources of affordable housing funding.
- Preservation and improvement of existing affordable housing.
- Facilitating development of adequate housing and infrastructure to meet the needs of low- and moderate-income households in keeping with the regional fair-share allocation.
- Mitigating any governmental constraints to providing and improving housing staff.

Task 2.1-2.6 Deliverables:

- Updated Housing Needs Assessment
- Fair Housing Assessment
- Inventory of housing resources and sites
- Constraints analysis
- Review of past Housing Element program progress and preparation of new housing programs and quantified objectives

Task 3. Draft and Final Housing Element

TASK 3.1 ADMINISTRATIVE DRAFT

PlaceWorks will incorporate the feedback received during the community meeting and stakeholder consultations into a comprehensive, formatted Administrative Draft Housing Element. PlaceWorks will submit the Administrative Draft Housing Element to City staff for review as an electronic copy in Microsoft Word. Any outstanding data still needed from the City will be flagged so it can be addressed during City staff's review. We request that we receive one consolidated set of City comments on the Administrative Draft.

Task 3.1 Deliverables:

- One electronic copy (in MS Word) of the Administrative Draft Housing Element.

TASK 3.2 PUBLIC REVIEW DRAFT

PlaceWorks will address staff comments on the Administrative Draft and reply to any questions. We will incorporate comments and revisions from staff's review of the Administrative Draft, as directed. PlaceWorks will then prepare a Public Review Draft Housing Element to present to City Council prior to submittal to HCD.

Task 3.2 Deliverables:

- One electronic copy (in MS Word and PDF) of the Public Review Draft Housing Element to be posted on the City's website for at least 30 days.

TASK 3.3 HCD REVIEW DRAFT #1

PlaceWorks will address public comments, incorporate them into the Public Review Draft, and prepare a Draft for submittal to HCD for a 90-day review.

PlaceWorks staff maintain strong working relationships with HCD reviewers. Our staff is very familiar with HCD's processes, staff, and what steps need to be taken to ensure Housing Element certification.

Task 3.3 Deliverables:

- One electronic copy (in MS Word and PDF) and one hard copy of the HCD Review draft to send to HCD with a cover letter for review.

TASK 3.4 HCD REVIEW DRAFT #2

PlaceWorks will work with City staff to address HCD's comments and incorporate them into the third Public Review Draft for posting on the City's website for seven days and then for submittal to HCD for an additional 60-day review.

Task 3.4 Deliverables:

- One electronic copy (in MS Word and PDF) and one hard copy of tracked changes of the HCD Review draft to send to HCD with a cover letter for their 60-day review.

TASK 3.5 FINAL DRAFT AND CERTIFICATION

PlaceWorks will prepare a final Housing Element that incorporates changes to the HCD Draft from City staff, HCD, or public comments. PlaceWorks will submit the final Housing Element to HCD for final certification.

The City will be responsible for submitting the Housing Element to the water/sewer district and Governor's Office of Land Use and Climate Innovation.

Task 3.5 Deliverables:

- Electronic copies and one hard copy of each version (in MS Word and web-supported PDF) of the final draft to the City and to HCD with a cover letter for their 60-day certification review. One clean version and one including all changes made.

TASK 3.6 ADDRESSING PUBLIC COMMENT

During each release of the document, PlaceWorks will also review public comments and incorporate revisions into the Housing Element as necessary. The budget assumes 7 hours of PlaceWorks' time to review and respond to public comments. The budget does not assume preparing a formal response to the commenter.

Task 3.6 Deliverables:

- 7 hours to review and respond to public comments in the Housing Element

Task 4. State Certification

PlaceWorks staff maintains strong working relationships with HCD reviewers, and because our office is in close proximity to the HCD office, staff is able to meet with HCD staff as needed. Our staff is very familiar with HCD's processes, HCD staff, and what steps need to be taken to ensure Housing Element certification.

PlaceWorks will serve as the City's liaison to HCD, which will include:

- Responding to comments on the first draft Housing Element from HCD (90-day initial review).
- Responding to comments on the second draft Housing Element from HCD (60-day review).
- Calls and emails with HCD staff to discuss comments.

Task 4 Deliverables:

- One hard copy and one electronic submittal to HCD, including cover letters of the Housing Element with highlighted changes and additions (and printed copies, required by HCD).
- Emails and memoranda to address HCD questions and comments, as needed.
- Memos with proposed revisions to the Housing Element resulting from HCD comments incorporated into the Housing Element in a tracked-changes format for review and approval by City staff.

Task 5. Community Outreach and Engagement

Focused and meaningful community engagement is an important part of the Housing Element Update process. Government Code Section 65583(c)(7) states: “The local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort.” PlaceWorks recommends a community outreach program consistent with State and federal laws to solicit input from all segments of the community, including housing development professionals, residents, businesses, service groups, youth, seniors, and various stakeholders. Flexibility in regard to community participation is essential.

TASK 5.1 STAKEHOLDER INTERVIEWS

PlaceWorks’ practice has been to conduct virtual stakeholder interviews with organizations representing different socioeconomic sectors of the community to identify housing needs. We have found these consultations to be a valuable way of getting targeted input. We will work with City staff to develop a list of five to six organizations, and we will conduct a phone or email survey to discuss the issues and housing-related needs of their clients.

Task 5.1 Deliverables:

- Three to four complete consultations to be included in the Housing Element.

TASK 5.2 COMMUNITY OUTREACH MEETING

PlaceWorks will prepare for and attend one public meeting during the drafting of the Housing Element to discuss the Housing Element requirements and new state laws and to present initial findings. This meeting can be held as a joint Planning Commission and City Council Study Session or as a workshop prior to a Planning Commission or City Council Hearing. All comments received during the outreach meetings will be summarized in the public draft.

Task 5.2 Deliverables:

- Draft and Final PowerPoint Presentation
- Summary of findings to incorporate into the Housing Element

TASK 5.3 PUBLIC HEARINGS

We propose the City hold four public hearings—one meeting with the Planning Commission and one meeting with the City Council prior to submitting the draft Housing Element to HCD, and one hearing with Planning Commission and one with City Council for adoption of the Housing Element. PlaceWorks assumes attendance at two hearings and will provide City staff with materials to conduct the other two hearings. PlaceWorks can be available virtually for the two additional hearings.

Task 5.3 Deliverables:

- PlaceWorks will prepare for and attend two public meetings and provide City staff presentation materials for an additional two meetings
- Information for the staff report
- PowerPoint presentations

Task 6. CEQA Compliance

TASK 6.1 EXEMPTION

Because the changes to the Housing Element are limited to procedural changes and updates to policies necessary to meet State requirements, there are no direct or indirect physical changes to the environment. The California Environmental Quality Act allows an agency to adopt an exemption for projects when it can be seen with certainty that there is no physical change to the environment. In this instance, the changes to the Housing Element will be minor, and all future construction is subject to the existing regulations, ordinances, and laws that affect all construction.

Because there is no change to the environment, the commonsense exemption would apply. Section 15061(3) of the CEQA Guidelines states “The activity is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” In this context, the local jurisdiction would determine that the proposed Housing Element is a project as defined by CEQA, but that there is no possibility that the project would result in a significant effect on the environment and therefore qualifies for the commonsense exemption. PlaceWorks will provide a short memorandum to accompany the exemption explaining the changes proposed in the Housing Element and why there would be no impact. The memorandum and the exemption will accompany the staff report for the project. One administrative draft and one public draft of the document will be prepared.

Task 6.1 Deliverables:

- Prepare a short memorandum to accompany the Exemption for the staff report, one Administrative Draft document, one Public Draft document
- Approved documents will be submitted to the State Clearinghouse, Governor’s Office of Land Use and Climate Innovation, and the Humboldt County Clerk.

TASK 6.2 SB 18 CONSULTATIONS

PlaceWorks will draft a letter for placement on City letterhead to the Native American Heritage Commission (NAHC) for a tribal contact list in accordance with SB 18. City staff will draft letters to each of the tribes inquiring whether they want consultation. Completion of the SB 18 process is needed prior to taking action on the project. City staff will complete consultations with tribes.

Task 6.2 Deliverable:

- Draft letter to NAHC.

Cost Estimate

As shown in Table 1, the estimated cost to complete the scope of work described in this proposal is \$88,505. The billing rates for each team member are included in Table 2. PlaceWorks bills for its work on a time-and-materials basis with monthly invoices.

This scope of work and cost estimate assume that:

- Our cost estimate includes the meetings shown above. Additional meetings would be billed on a time-and-materials basis.
- All products will be submitted to the City in electronic (PDF) format.
- City staff will be responsible for meeting logistics, including schedule coordination, document production, printing notices, mailing costs, room reservations, room set-up and take-down, and refreshments.

Table 1. Cost Estimate

TASK		COST
TASK 1. Project Management and Kick-off		
1.1	Project Kick-off Meeting	\$1,370
1.2	Project Management and Coordination	\$4,800
Task 1. Subtotal		\$6,170
TASK 2. Housing Element Preparation		
2.1	Evaluation of 2019–2027 Housing Element	\$3,560
2.2	Housing Needs Analysis	\$6,980
2.3	Fair Housing Assessment	\$10,920
2.4	Housing Resources and Opportunities	\$11,065
2.5	Housing Constraints	\$5,740
2.6	Housing Goals, Policies, Programs, and Quantified Objectives	\$3,320
Task 2. Subtotal		\$41,585
TASK 3. Draft and Final Housing Element		
3.1	Administrative Draft	\$5,180
3.2	Public Review Draft	\$3,250
3.3	HCD Review Draft 1	\$2,980
3.4	HCD Review Draft #2	\$2,770
3.5	Final Draft and Certification	\$1,910
3.6	Addressing Public Comment	\$1,350
Task 3. Subtotal		\$17,440
TASK 4. State Certification		
Task 4. Subtotal		\$7,340
TASK 5 Community Outreach and Engagement		
5.1	Stakeholder Interviews	\$1,780
5.2	Community Outreach Meeting	\$4,470
5.3	Public Hearings	\$5,620
Task 5. Subtotal		\$11,870
TASK 6 Environmental Review		
6.1	Exemption	\$2,440
6.2	SB 18 Consultation	\$660
Task 5. Subtotal		\$3,100
Expenses		\$1,000
GRAND TOTAL		\$88,505

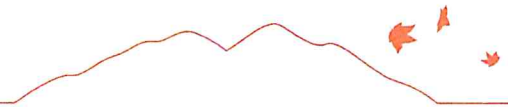
Table 2. PlaceWorks 2025 Standard Fee Schedule

STAFF LEVEL	HOURLY BILL RATE
Principal	\$210-\$345
Associate Principal	\$195-\$285
Senior Associate II	\$170-\$270
Senior Associate I	\$160-\$235
Associate II	\$135-\$200
Associate I	\$125-\$185
Project Planner	\$105-\$175
Planner	\$90-\$155
Graphics Specialist	\$90-\$165
Administrator	\$135-\$245
Clerical/Word Processing/Technical Editor	\$45-\$170
Intern	\$80-\$125

Subconsultants are billed at cost plus 10%.

Mileage reimbursement rate is the standard IRS-approved rate.

Possible Yearly Increase of 5% on bill rates.



Proposed Schedule

PlaceWorks' proposed schedule for completion of the 7th Cycle Housing Element is shown in Table 3. As shown in the schedule, we propose a start of January 2026 to ensure sufficient time to meet the July 15, 2027, due date. Based on our recent experience, we have included two rounds of review with the state (HCD), but it is possible that only one round of review will be needed. We understand that the ***estimated deadline*** for compliance is ***July 15, 2027***, and we will work closely with HCD in an effort to receive their feedback early in the process to provide an efficient review process.

PlaceWorks has a strong track record of meeting project schedules and coordinating closely with its clients. Over years of managing complex projects, we have developed a variety of tools to keep projects on schedule and ensure that staff are well informed at all times:

- We maintain an up-to-date schedule throughout the project to ensure that all team members are aware of upcoming meetings and product due dates.
- We stay in close, regular contact with staff and our subconsultants and document important decisions about the project in writing, which ensures that decisions are understood by all team members.
- We schedule project due dates for staff with adequate time for editing and formatting into finished reports.

Table 3. Project Schedule

Tasks	2026												2027						
	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	January	February	March	April	May	June	July
Task 1. Project Management and Kick off																			
1.1 Project Kick off	*																		
1.2 Project Management			*		*		*				*								
Task 2. Housing Element Preparation																			
2.1 Evaluation of 2019-2027 Housing Element																			
2.2 Housing Needs Analysis																			
2.3 Fair Housing Assessment																			
2.4 Housing Resources and Opportunities																			
2.5 Housing Constraints																			
2.6 Goals, Policies, Programs, and Quantified Objectives																			
Task 3. Draft and Final Housing Element																			
3.1 Administrative Draft																			
3.2 Public Review Draft								30-days											
3.3 HCD Review Draft 1									90-days										
3.4 HCD Review Draft 2													60-days						
3.5 Final Draft and Certification																	60-days		Compliance
3.6 Addressing Public Comment																			
Task 4. Community Outreach																			
4.1 Stakeholder Interviews																			
4.2 Community Meeting				*															
4.3 City Council Meetings (2)								*								*			
Task 5. Environmental Review																			
5.1 Exemption																			
5.2 SB 18 Consultation																			

PlaceWorks Preparation of Project Task
 Staff Review of Work Products
 Meetings - Conference Calls or In-Person



Qualifications and Personnel

PlaceWorks has assembled a highly qualified team to complete the Rio Dell Housing Element. This section provides an overview of PlaceWorks' qualifications as well as the experience of key personnel that will be assigned to the project.

PLACEWORKS

PlaceWorks is a 100 percent employee-owned planning, design, and environmental consulting firm. The firm serves both public- and private-sector clients in the fields of comprehensive planning, urban design, landscape architecture, environmental analysis and sciences, and geographic information systems (GIS). Founded in 1975, PlaceWorks currently employs a staff of approximately 140 people in six offices.

PlaceWorks is all about places and how they work geographically, environmentally, aesthetically, and culturally. We are also passionate about how we work with our clients. PlaceWorks brings together people from diverse practice areas, offering best-of-all-worlds capability and connectivity. Just as each place we work is distinctly different, so is our thinking.

Key Staff

Jennifer Gastelum, Principal, Principal-in-Charge



Jennifer will serve as Principal-in-Charge and will ensure that all products are produced on-time, on-budget, and meet the highest standards of quality. Additionally, she will be available to facilitate public workshops and critical meetings throughout the process. Jennifer has over 20 years of experience specializing in various housing programs and public outreach for municipalities across California, Nevada, and Washington. As a recognized leader in the field, she has managed updates to over 120 housing elements since 2008. Her experience also includes preparing HUD consolidated plans, action plans, analyses of impediments to fair housing choice, housing condition surveys, and housing market studies. Jennifer has significant experience overseeing grant management of State and federal programs, such as the Community Development Block Grant (CDBG) program, CalHOME, and HOME. She is also experienced in federal labor standard compliance review and monitoring. Jennifer is committed to continuing education and training, and she has considerable experience leading project management and business development training. Other project experience includes specific plans, general plans, environmental impact reports, and initial studies/negative declarations.

Cynthia Walsh, Senior Associate, Project Manager



Cynthia will serve as the Project Manager and will be responsible for the day-to-day management of the project, as well as for maintaining regular contact with City staff, facilitating workshops, and attending all project meetings. Cynthia has almost 20 years of experience working on long-range planning documents, specializing in policy writing for Housing Element updates, Housing Element annual reports, and Housing Element implementation. She prepared Housing Elements during the 4th through 7th cycles and has worked closely with staff at HCD to achieve certification for her clients. She also has

experience with comprehensive zoning code and General Plan updates. Cynthia has experience with the preparation of analyses of impediments to fair housing choice documents, consolidated plans, and action plans. She is experienced with state and federal grant programs, and she is well versed in federal (Davis-Bacon) and state labor standards compliance.

Nicole West, Senior Associate, Local Contact



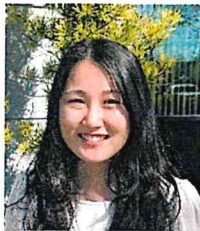
Nicole has over 18 years of experience in planning, primarily focusing on housing and community development projects. She has managed dozens of Housing Element Updates, ensuring that local jurisdictions achieve certification from the California Housing and Community Development Department (HCD). Her experience includes collaborating with PlaceWorks' housing team on multiple multijurisdictional Housing Element updates and providing technical assistance to local jurisdictions as a consultant to HCD. She continues to manage municipal affordable housing programs (below-market-rate rental and ownership, first-time homebuyer and various loan programs). She is experienced with technical data analysis and report writing for a range of documents, including disadvantaged unincorporated community analyses under Senate Bill (SB) 244 and Public Services Needs Assessments. Nicole is skilled at synthesizing quantitative and qualitative data, identifying key findings and developing effective plans, policies and programs. She enjoys sharing these insights and ideas by providing presentations to the public, committees and elected officials. Nicole works remotely and lives in McKinleyville, 40 miles north of Rio Dell.

Jose Ayala, Associate



Jose has over five years of experience working on Housing Element updates, including policy writing for Housing Element updates in addition to reviewing Housing Elements for consistency with State Housing Element law. Jose contributes to analyzing data and updating Housing Elements for various jurisdictions throughout California. Jose also has experience with other state housing laws, including ADU law, the Housing Accountability Act, and experience in providing technical assistance tools.

Hazel Choi, Project Planner



Hazel has experience in comprehensive and long-range planning, with a specific focus on policy development for Housing Element updates. Hazel has expertise in developing Regional Transportation Plans, Community Needs Assessments, Corridor Plans, Evacuation Plans, and Active Transportation Plans for different local jurisdictions. Hazel has also dedicated her efforts to preparing grant applications and facilitating those programs managed at the State and federal levels. Hazel has actively participated in numerous community outreach and surveys, as well as prepared a range of visual materials that enhance the community's understanding of various projects. She is also proficient in Adobe applications, such as Photoshop, Illustrator, and InDesign.

Mark Teague, AICP, Principal, CEQA Lead



Mark will serve as CEQA lead on the project. In over 35 years of public- and private-sector experience, Mark has worked throughout California in agencies large and small and is considered an innovative problem solver. His projects include planned communities, shopping center EIRs, general plan and zoning code updates, impact fees, and public outreach for projects highly scrutinized by the public. His experience as a planning director, staff liaison, and ability to see the whole of the project, ensures that every document meets the need of the client. He has served as on-call extension of staff for numerous cities throughout northern and southern California including Anderson, Mount Shasta, Wildomar, and Eastvale. Mark is also an excellent public speaker and regularly presents at the League of California Cities Planning Commissioner's Academy on topics such as design guidelines, CEQA compliance, and how to read an EIR. He also teaches planning staff with a focus on how new legal decisions affect daily activity. With a great deal of experience in smaller communities, Mark knows how to use available resources to meet his clients' needs.

Rob Mazur, Associate Principal, Director of GIS, GIS Lead



Rob will serve as GIS lead on the project. Rob has extensive experience creating maps and datasets for a range of planning projects. He specializes in all facets of geodatabase development, data management, web GIS, and spatial and tabular analyses for improved decision-making, information retrieval, and cartography. His experience in a wide variety of planning projects, coupled with his expertise in GIS and field data collection, make him a key asset to any team. Rob excels at quantitative and spatial analysis, including buildout calculations, walkability, community health modeling, cartography, and land use scenario modeling. He works directly with clients and staff to develop effective, efficient, and informative GIS processes. Rob is well versed in advanced and current planning practices in both the public and private sector and has an excellent understanding of the relationship between data management and its importance in achieving service delivery standards for the work of community development and public works departments. Rob has brought his GIS skills to a number of general plan updates throughout California and has managed a variety of mapping projects in Los Angeles County, the Bay Area, and beyond.

PROJECT EXPERIENCE

PlaceWorks staff bring decades of work supporting local agencies with HCD compliance. We have extensive experience working with HCD—completing over 150 certified housing elements since 2008, the vast majority of which were certified after a single round of review during the 5th cycle. We completed 46 housing element updates during the 6th cycle. We also have considerable expertise preparing inclusionary housing ordinances, analyses of impediments to fair housing choice, consolidated plans, annual action plans, housing condition, and income surveys, as well as acting as an extension to local staff to help with Housing Element implementation and Annual Housing Element report submittal to HCD.

Housing Elements: PlaceWorks understands that each community has unique housing conditions and challenges and understands the complex regulatory requirements that accompany the housing element certification process. We use our experience and knowledge to work with local governments to gain an understanding of each community's unique housing needs and strategies to produce a user-friendly housing

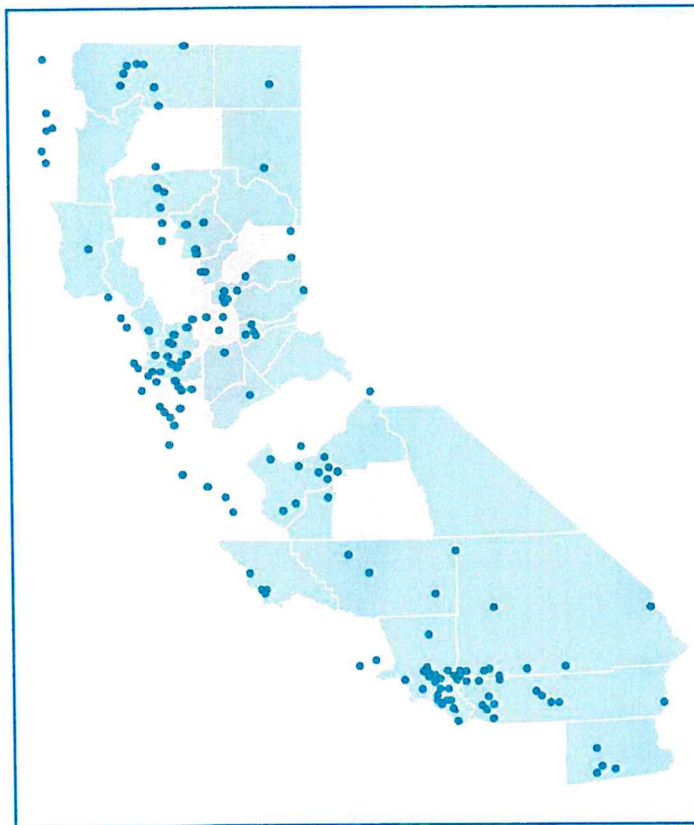
element. We have extensive experience with preparing housing elements for small to large cities and counties, as well as for urban and rural communities (see Figure 1).

Experience with HCD: PlaceWorks maintains strong and effective working relationships with HCD reviewers. Over the course of assisting cities and counties with their housing elements, we have worked closely with staff at HCD. We strive to understand updates to State law and HCD goals and serve as a liaison between HCD staff and the communities we work with. Reaching a consensus with HCD is a negotiation process, and we are committed to representing the City's best interests in that process. By maintaining close contact with HCD and representing the needs of our clients, we have never failed to obtain certification on any of the housing elements we have prepared. Our proximity to HCD's office in Sacramento makes it easy for us to meet with HCD staff as needed.

Figure 1 provides a graphical representation of PlaceWorks' Housing Elements experience.

Figure 1 Housing Element Experience

Housing Element Experience



Cities

- Alameda
- Albany
- Anderson
- Arcata
- Arroyo Grande
- Auburn
- Bakersfield
- Barstow
- Benicia
- Biggs
- Blythe
- California City
- Calimesa
- Capitola
- Chico
- Chino
- Clayton
- Cloverdale
- Clovis
- Coachella
- Coalinga
- Colfax
- Compton
- Concord
- Corning
- Crescent City
- Cupertino
- Daly City
- Dana Point
- Davis
- Dixon
- Dorris
- Dublin
- Dunsmuir
- Eastvale
- El Monte
- Elk Grove
- Emeryville
- Etna
- Fairfield
- Firebaugh
- Fortuna
- Fountain Valley
- Greenfield
- Gridley
- Grover Beach
- Hanford
- Highland
- Holtville
- Hughson
- Huron
- Imperial
- Industry
- Ione
- Jackson
- Kerman
- Kingsburg
- La Habra
- La Quinta
- Laguna Woods
- Lake Elsinore
- Lincoln
- Livermore
- Lodi
- Los Altos
- Loyalton
- Madera
- Marysville
- Menifee
- Menlo Park
- Milpitas
- Montague
- Moorpark
- Morro Bay
- Ontario
- Orinda
- Orland
- Oxnard
- Palm Springs
- Palmdale
- Pasadena
- Perris
- Pismo Beach
- Pittsburg
- Pleasanton
- Plymouth
- Pomona
- Rancho Cordova
- Rancho Cucamonga
- Rancho Mirage
- Red Bluff
- Reedley
- Ridgecrest
- Rio Dell
- Rio Vista
- Riverside
- Rocklin
- Roseville
- San Bernardino
- San Dimas
- San Marino
- San Ramon
- Sanger
- Santa Ana
- Santa Cruz
- Santa Monica
- Santa Rosa
- Seaside
- Selma
- Soledad
- South Lake Tahoe
- Stanton
- Suisun City
- Sutter Creek
- Tehama
- Temecula
- Tustin
- Twentynine Palms
- Upland
- Vacaville
- Vallejo
- Wasco
- Weed
- West Sacramento
- Westminster
- Whittier
- Wildomar
- Willits
- Willows
- Yorba Linda
- Yreka
- Yuba City
- Yucaipa

Counties

- Amador
- Butte
- Calaveras
- Contra Costa
- El Dorado
- Fresno
- Imperial
- Inyo
- Kern
- Kings
- Lake
- Lassen
- Los Angeles
- Mendocino
- Modoc
- Napa
- Orange
- Placer
- Riverside
- San Bernardino
- San Joaquin
- San Luis Obispo
- Siskiyou
- Solano
- Stanislaus
- Tehama
- Trinity
- Tuolumne
- Yuba

Towns

- Town of Corte Madera
- Town of Fairfax
- Town of Fort Jones
- Town of Loomis
- Town of Los Gatos
- Town of Mammoth Lakes
- Town of Paradise
- Town of Truckee
- Town of Windsor
- Town of Yountville
- Town of Yucca Valley

SB2 & LEAP Housing Element Technical Assistance

- City of Alturas
- City of Calexico
- City of Blue Lake
- City of Gonzales
- City of King City
- City of Montebello
- City of Needles
- City of Soledad
- City of Susanville
- City of Trinidad
- City of Westmorland
- County of Plumas
- Town of Fort Jones