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DATE: September 2, 2025

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Senior Home Repair Grant Program Contract Renewal

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve renewal of the Senior Home Repair Program contract with Humboldt Senior Resource Center, Inc. and authorize a reduced allocation of \$2,500 for fiscal year 2025-26 based on actual program utilization data.

BACKGROUND

This report recommends renewing the Senior Home Repair Program for FY 2025-26 with an adjusted budget allocation. The program successfully completed its first year of operation, serving six Rio Dell households with essential safety modifications. Based on actual utilization patterns, staff recommends reducing the contract amount from \$5,000 to \$2,500 to better align resources with demonstrated program demand.

DISCUSSION

The Senior Home Repair Program achieved full operational success in FY 2024-25:

Service Delivery Results:

- 6 households served (100% of initiated projects completed)
- All services provided within the approved contract scope
- Projects included grab bar installation, stair railing replacement, hoarding/junk removal, WC ramp repair, damaged entry door repair, and porch railing repair

- All participants met income eligibility requirements using 2024 Humboldt County Moderate Income Limit Maximums

#### Financial Performance:

- Total program expenditure: \$1,096.85 of \$5,000 allocated (21.9% utilization)
- Average cost per household: \$182.81 (well below \$300 per household maximum)
- Cost breakdown: Materials (57.6%), Labor (25.5%), Mileage (11.5%), Administrative (5.4%)
- Administrative overhead of 5.4% demonstrates efficient program management

#### Contract Adjustment Rationale

The significant budget underutilization indicates the initial \$5,000 allocation exceeded actual program demand. The proposed \$2,500 allocation:

- Reflects realistic service capacity based on demonstrated utilization
- Provides adequate funding for 13-14 households at current cost averages
- Maintains 127% capacity buffer above maximum demonstrated demand
- Optimizes city resources while preserving program availability

#### Program Benefits

- Public Safety: Reduces fall hazards and accessibility barriers for senior residents
- Community Support: Enables seniors to remain independent in their homes
- Cost Effective: Average repair cost of \$182.81 per household provides significant value

#### Funding

The proposed \$2,500 allocation represents a 50% reduction from the current contract while maintaining adequate service capacity. This adjustment demonstrates responsive budget management based on empirical performance data.

A budget adjustment was not required for the program's inaugural year, and no budget adjustment is anticipated for FY 2025-26 given the amount of funds allocated to contract and professional services in the general government department.

#### Next Steps

If the City Council approves this renewal, staff will execute the updated contract with Humboldt Senior Resource Center for FY 2025-26 with the revised \$2,500 allocation and continue quarterly monitoring of program utilization.

## CONCLUSION

The Senior Home Repair Program successfully fulfilled its mission in year one while demonstrating the need for budget adjustment based on actual utilization. The recommended contract renewal at \$2,500 maintains this valuable community service while optimizing fiscal resources.

## ATTACHMENTS

- Draft Fiscal Year 2025-26 Contract Agreement

CONTRACT AGREEMENT  
AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into on the 1<sup>st</sup> day of July 2025, by and between the City of Rio Dell (herein referred to as "City"), and Humboldt Senior Resource Center, Inc (herein after referred to as "HSRC"), for the period of July 1, 2025, to June 30, 2026, regarding the following services:

Home Repair for Income Eligible Older Adults Aged 60 and Older

IT IS MUTUALLY AGREED by and between City and HSRC as follows:

1. HSRC shall, perform, in a satisfactory and proper manner, home repair services to income eligible older adults aged 60 and older, who reside within the city limits of Rio Dell. Repairs may not exceed \$300 per household, per fiscal year. Examples of home repair services include, but are not limited to those listed in Appendix A.
1. Eligible resident's incomes qualifications shall be determined by utilizing the 2025 Humboldt County Moderate Income Limit Maximums as defined in Appendix A.
2. **City** shall compensate HSRC up to a total of \$2,500 per fiscal year.
3. Services must be available through the entire 12-month contract.
4. **Any** changes in the scope of service, including any increase or decrease in compensation which is agreed upon between the parties, shall be effective when incorporated in written amendments to the Agreement. No oral understanding or agreement shall be binding to the parties hereto.
5. Compensation shall be paid to HSRC upon receipt of properly completed financial reports. Total annual compensation shall not exceed \$2,500 per fiscal year, unless previously agreed upon in accordance with item four above.
6. HSRC agrees to comply with all federal, state, and local laws, regulations, standard, policies, and standards of employment. HSRC also agrees to keep in effect all licenses, permits, notices, certificates, bonds, and insurance required for performing the service.
7. During the terms of this Agreement, HSRC shall insure, HSRC and, as an additional primary insured, shall insure City, its officials, officers, and employees against all damages and claims for damage for bodily injury or property damages arising out of this Agreement.

\$1,000,000 combined single limit. HSRC shall furnish City with properly executed certificates of insurance and provide that such insurance shall not be cancelled, allowed to expire, or materially reduced in coverage except on thirty (30) days prior written notice to City.

8. HSRC shall expend funds received solely for the purpose of this project.
9. **Termination or Suspension for Cause.** Upon breach of this agreement, City shall have the right to (1) suspend the project funded under this Agreement or (2) terminate this Agreement by giving notice to HSRC of such suspension or termination. The city shall specify in writing the effective date thereof at least five (5) days before the effective date of such suspension or termination.
10. **Termination for Convenience.** Either City or HSRC may terminate this agreement upon thirty (30) days written notice to written notice to other party.
11. **Indemnification.** HSRC shall indemnify, hold harmless and defend the City from and against any and all claims, causes of action, fines, penalties and damages of every type and nature, including, without limitation, those related to injuries to person(s) or property, arising out of or related to HSRC's provision of services pursuant to this Agreement.

City and HSRC executed this agreement on \_\_\_\_\_, 2025.

HSRC:

City of Rio Dell

Rachael Sovereign  
Director of Operations

Kyle Knopp  
City Manager

CONTRACT AGREEMENT  
AGREEMENT FOR PROFESSIONAL SERVICES

**Appendix A**

2. Home repair services may include, but are not limited to the following:
- a. Grab Bar Installations (Toilet, Bathtub, Showers)<sup>3</sup>
  - b. Floor Trip Hazard Repairs
  - c. Railing and Banister Repairs
  - d. Changing of Light Bulbs in Ceiling, Porch Fixtures, and other hard to reach areas
  - e. Repair to doors and doorways
  - f. Minor Roof Repairs
  - g. Minor Plumbing and Electrical Repairs
  - h. Purchasing and Installing Smoke Detectors and Carbon Monoxide Detectors (and replacement of batteries)
  - i. Caulk Around Windows or other Minor Weatherizing Treatments
  - j. Minor Repairs of Existing Fencing if Unsafe
  - k. Clean Up and Disposal of Plant materials to Maintain Safe Exterior Walkways, Stairs, and Steps.
  - l. Platforms for Chairs and Sofas

3. 2025 Humboldt County Moderate Income Limit Maximums

Number of Persons in Household	1	2	3	4	5	6	7	8
	\$78,900	\$90,150	\$101,450	\$112,700	\$121,700	\$130,750	\$139,750	\$148,750