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DATE: June 3, 2025

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Adopt Resolution 1635-2025 Approving Revised Billable Rates for Staff Time for Fiscal Year 2025-26 and Amending the Master Fee Schedule to reflect the new fees

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IT IS RECOMMENDED THAT THE CITY COUNCIL:

Adopt Resolution 1635-2025 Approving Revised Staff Billable Rates for Fiscal Year (FY) 2025-26, Rescinding Resolution 1606-2024, and Amending the Master Fee Schedule to Incorporate the New Fees.

BACKGROUND AND DISCUSSION

To ensure the City recovers the cost of providing services, the Finance Department is revising the FY 2024-25 billable rates to reflect council-approved changes in compensation and benefits.

From time to time, City staff is involved in activities and projects that require billing from an outside party. In these circumstances, the Finance Department prepares an invoice detailing all direct and indirect costs incurred by the City. The City bills for staff time actually spent, which is calculated using the approved billable rates. An updated billable rate for each position has been calculated using the following formula:

*Total Billable Rate:* Hourly Rate + Hourly Rate (Benefit Cost % + Overhead %)

*Hourly Rate:* Depending on position classification, the hourly rate is set by various employment contract agreements based on job title and step.

*Benefit Cost %:* Benefits/Salary + Annual Leave Hours/Annual Paid Hours

*Overhead %:* Average Total Overhead by Department/Total Department Salary and Benefit Costs

Overhead expenses are all costs in the budget except for direct labor, direct materials, and direct expenses. Overhead includes advertising, insurance, interest, legal fees, rent, general maintenance and repairs, supplies, taxes, telephone bills, travel expenditures, and utilities.

ATTACHMENT

Resolution 1635-2025 Approving Revised Billable Rates for Staff Time for Fiscal Year 2025-26



**RESOLUTION NO. 1635-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
APPROVING REVISED BILLABLE RATES FOR STAFF TIME FOR FISCAL YEAR  
2025-26, RESCINDING RESOLUTION 1606-2024, AND AMENDING THE MASTER  
FEE SCHEDULE TO INCORPORATE THE NEW FEES**

**WHEREAS**, the City of Rio Dell charges fees for certain services provided by City staff that specifically benefit the party receiving such services; and

**WHEREAS**, the City has the authority to charge regulatory fees to cover the cost of regulatory programs, and user fees are limited to the actual cost of providing services, and

**WHEREAS**, the City desires to update certain rates for service so that the rates will more accurately reflect the costs to the City in providing the applicable service; and

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

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

**NOW, THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby adopt the following billable rates for staff time to ensure cost recovery on various services, activities, and projects, and amending the Master Fee Schedule to reflect the new fees as shown in Exhibit A.

**BE IT FURTHER RESOLVED** that resolution 1606-2024 approving the billable rates for staff time for fiscal year 2024-25 is rescinded.

**PASSED AND ADOPTED** by the City of Rio Dell on this 3rd day of June 2025.

Ayes:  
Noes:  
Abstain:  
Absent:

\_\_\_\_\_  
Debra Garnes, Mayor

ATTEST:

\_\_\_\_\_  
Karen Dunham, City Clerk

FY 2025-2026				
Billable Burdened Rates				
TITLE	HOURLY RATE	AVERAGE OH COST %	BENEFITS %	HOURLY RATE CHARGE
City Clerk	36.60	26%	77%	74.30
City Manager	65.17	26%	60%	121.22
Community Development Director	52.98	26%	77%	107.55
Finance Director	56.41	26%	44%	95.90
Accountant II	36.52	26%	57%	66.83
Senior Fiscal Assistant	27.69	26%	60%	51.50
Senior Fiscal Assistant	26.88	26%	61%	50.27
Chief of Police	53.80	26%	97%	119.97
Police Sergeant	42.25	26%	115%	101.82
Police Corporal	37.38	26%	115%	90.09
Police Officer	27.55	26%	88%	58.96
Community Service Officer	27.50	26%	105%	63.53
Community Service Officer	31.21	26%	100%	70.53
Wastewater Superintendent	39.88	26%	99%	89.73
Water/Roads Superintendent	47.33	26%	73%	94.19
Wastewater Treatment Operator I	25.85	26%	103%	59.20
Operator in Training	26.91	26%	115%	64.85
Utility Worker III	27.73	26%	109%	65.17
Utility Worker II	24.16	26%	109%	56.78
Water Operator I	24.72	26%	120%	60.81

**Exhibit A**