




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

*Building Permit Fees Continued*

**Elevator Fees**

<p><b>Passenger or Freight Elevator, Escalator, Moving Walk</b> 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><b>Dumbwaiter or Private Residence Elevator</b> 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><b>Major Alterations</b> – 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><b>Elevator Annual Certificates of Inspection Fees</b> 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><b>Annual Registration Fee per Unit</b> <b>City Inspection Fee per Unit (once every 3 years)</b> <b>Self-Inspection Fee Annually</b></p>	<p>Res. 1603-2024</p>	<p>\$15.00 \$55.00 \$30.00</p>
---	---------------------------	--