



RIO DELL CITY COUNCIL
VIRTUAL MEETING AGENDA
REGULAR MEETING - 6:30 P.M.
TUESDAY, JANUARY 5, 2021
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 ALTERATIONS TO MEETING FORMAT
CORONAVIRUS (COVID-19)**

Due to the unprecedented public health threats posed by COVID-19 and the resultant need for social distancing, changes to the City Council meeting format are required. Executive Order N-25-20 and N-29-20 from Governor Gavin Newsom allow for telephonic Council meetings of the City Council and waives in-person accessibility for Council meetings, provided that there are other means for the public to participate. Therefore, and effective immediately, and continuing only during the period in which state or local public health officials have imposed or recommended social distancing measures, the Rio Dell City Council will only be viewable via livestreaming through our partners at Access Humboldt via their YouTube channel or Suddenlink 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. PLEDGE OF ALLEGIANCE
- D. CEREMONIAL MATTERS
- E. 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 intended. 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 2/3rds 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.

F. 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) 2021/0105.01 - Approve Minutes of the December 15, 2020 Regular Meeting **(ACTION)** 1
- 2) 2021/0105.02 - Approve Minutes of the December 18, 2020 Special Meeting **(ACTION)** 10
- 3) 2021/0105.03 - Adopt Resolution No. 1474-2021 Approving Billable Rates for Staff Time for FY 2021-2021 **(ACTION)** 12
- 4) 2021/0105.04 - Authorize Mayor to Sign Letter of Appreciation to Supervisor Estelle Fennell **(ACTION)** 15
- 5) 2021/0415.05 - Authorize Mayor to Sign Letter of Support for Gordon Johnson as City Representative to the Local Agency Formation Commission (LAFCo) **(ACTION)** 18

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. REPORTS/STAFF COMMUNICATIONS

- 1) 2021/0105.06 - City Manager/Staff Update **(RECEIVE & FILE)** 20
- I. SPECIAL PRESENTATIONS/STUDY SESSIONS
- J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS
 - 1) 2021/0105.07 - City Council Appointments to Boards, Committees and Commissions **(DISCUSSION/POSSIBLE ACTION)** 26
- K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS
- L. COUNCIL REPORTS/COMMUNICATIONS
- M. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, January 19, 2021 at 6:30 p.m.*

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
DECEMBER 15, 2020**

The regular “virtual” meeting of the Rio Dell City Council was called to order at 6:30 p.m. by Mayor Garnes.

ROLL CALL: Present: Mayor Garnes, Mayor Pro Tem Woodall, Councilmembers Johnson, and Wilson

Absent: Councilmember Strahan

Others Present: City Manager Knopp, Chief of Police Conner, Community Development Director Caldwell, Finance Director Dillingham Water/Roadways Superintendent Jensen, Wastewater Superintendent Taylor, and City Clerk Dunham

CEREMONIAL MATTERS

Swearing in of Newly Elected Councilmembers Gordon Johnson, Frank Wilson and Amanda Carter

City Clerk Dunham administered the Oath of Allegiance to the three newly elected Councilmembers; Gordon Johnson, Frank Wilson and Amanda Carter.

Election of Mayor and Mayor Pro Tem

Mayor Garnes explained the modification in the election process and said that when the City Clerk calls for the vote, councilmembers will need to send their vote to the City Clerk via email or text.

Councilmember Wilson stated that in light of everything that has gone on, particularly this last year with the developments with the pandemic, Mayor Garnes has done an outstanding job with the other cities and the State agencies and he personally would like to see her continue in the role of Mayor to maintain continuity.

Councilmember Johnson commented that he did not run for Mayor because Mayor Garnes has done an absolutely fabulous job and he thinks that this Council should reward her with a unanimous vote for Mayor for another two years.

City Clerk Dunham stated for clarification that in the staff report, the Council was instructed to send completed ballots to her via email but since all councilmembers don't have scanning capabilities, votes can simply be sent to her via email at dunhamk@cityofriodell.ca.gov or to her cell phone at 498-1765. She also announced that after publication of the agenda, Mayor Pro Tem Woodall declined nomination for both positions.

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She explained that the process would begin with the selection of Mayor, and called for the vote via email or text to the City Clerk.

City Clerk Dunham read the results of the vote for Mayor. Debra Garnes received five votes and was elected to another 2-year term as Mayor.

Councilmembers were then asked to vote for their choice for the position of Mayor Pro Tem, following the same process.

City Clerk Dunham announced the results of the vote for Mayor Pro Tem. Gordon Johnson received five votes and was elected a 2-year term as Mayor Pro Tem.

PUBLIC PRESENTATIONS

Mayor Garnes asked if there were any public comments.

City Clerk Dunham announced that there were two public comments received which she then read. The first was from a Patricia Guildry related to a code enforcement issue (included as Attachment A to these minutes). The second comment was from Todd and Cindy Treadwell thanking Councilmember Strahan for her years of services to the community (included as Attachment B to these minutes).

Mayor Garnes thanked Sue Strahan for stepping up and helping the City of Rio Dell as Councilmember for the past four years.

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 separate discussion. No items were removed.

Motion was made by Johnson/Woodall to approve the consent calendar including the minutes of December 1, 2020 regular meeting, adoption of Resolution No. 1470-2020 accepting the Certification of Votes for the November 3, 2020 General Election, adoption of Resolution No. 1471-2020 directing that all newly elected councilmembers attend the League of California Cities training for new Mayors and City Councilmembers, adoption of Resolution No. 1472-2020 amending the FY 2020-21 budget to include funding from the State Water Resources Control Board, and to receive and file the check register for November. Motion carried 5-0.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp provided highlights of the staff update and pointed out that this is the final Council meeting for 2020 and although the year has been very challenging with the

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COVID-19 pandemic and the public safety power shutoff (PSPS events), the City Council has met those challenges in a very proactive manner. He said that the Council should feel good about the high level of services the City was able to provide to the community in meeting those challenges.

He said that staff met with the City of Fortuna and Recology Eel River today regarding further exploration of universal pickup for garbage in Fortuna and that staff would be closely monitoring that situation and work with Fortuna to explore opportunities for Rio Dell in terms of furthering the mission of the City Council to clean up the City.

He also reported that Mercer Fraser was wrapping up work on the ATP project and tearing up sidewalks on Davis St. this week and replacing them with ADA compliant sidewalks as well as cleanup of other sections of the project.

He said that staff was also focusing in on streets projects for 2021 and beyond, and also working on initial plans for Economic Development workshops.

He noted that in light of increasing levels of COVID-19 in the community and the County in the purple tier, office hours for City Hall were reduced temporarily with the office now open from 9:00 am to 3:00 pm Monday through Friday. He said that this allows a little more social distancing and with the modifications to the lobby, hopefully City Hall will be able to remain open. He pointed out that the latest Biobot Covid-19 test was omitted from the staff report in error which was then brought up on the screen for viewing. The test reflected an uptick in the virus concentration at the wastewater treatment plant. He said that staff would continue to monitor and pass the results onto the County Public Health Department for their interpretation.

Councilmember Wilson asked if the work on the ATP project on the East side of Wildwood Ave. is part of the Safe Routes to School Project.

City Manager Knopp explained that the ATP project and the Safe Routes to School Project are basically one of the same. He noted that any recent work done on Wildwood Ave. from Davis St. to Eeloa Ave. and on Belleview Ave. to the Journey Church is all included in the ATP project; anything outside of that is separately funded by the City.

Councilmember Wilson asked for an update on the current number of reported COVID-19 cases in Rio Dell. City Manager Knopp noted that there were 29 reported cases.

Mayor Garnes questioned the work at the north offramp at Wildwood and Belleview.

City Manager Knopp explained that Mercer Fraser was digging it out and doing some modifications to facilitate drainage improvements. He commented that the requested change

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orders with Caltrans to add some boulders and landscaping in that area were not approved but they would be seeding it.

Mayor Pro Tem Johnson commented that there was no police report included in the staff update and asked if a report could be provided in councilmembers mailboxes.

Chief Conner then provided a brief update on activities since the last meeting and noted that it had been fairly quiet for the past couple of weeks with Officer Laundry on vacation. He reported that one of the residents from River Bluff Cottages that was causing most of the problems was asked to move so he expected calls for service at that facility to be reduced by approximately 30 percent.

SPECIAL PRESENTATIONS/STUDY SESSIONS

Presentation – Supervisor-Elect Michelle Bushnell

Michelle Bushnell introduced herself as the newly elected Second District Supervisor for Humboldt County. She congratulated the new Council and the Mayor and Mayor Pro Tem for their positions. She commented that she came to a prior City Council meeting and introduced herself but wanted to make sure to keep the lines of communication open and would be attending City Council meetings regularly. She said that she would be taking office on January 4, 2021 and would be keeping the same office hours in Fortuna on Thursday and would be available to come to Rio Dell whenever needed.

Mayor Garnes said that she was looking forward to working with her.

Mayor Pro Tem Johnson congratulated her on her election as Supervisor and encouraged her to let the City Council know how they could help. He said that it's not just about what she can do for the City, but what the City can do to help make County government run more smoothly.

Supervisor Bushnell said that the key for her, especially as moving into a new position is communication and she is looking forward to having that with all the City Councilmembers and staff and will rely on that. She indicated that she will be asking a lot of questions as she does not want to be uninformed.

Councilmember Woodall said that she was looking forward to having a good working relationship with her as Supervisor.

Councilmember Carter then extended her congratulations to Supervisor Bushnell.

Councilmember Wilson welcomed her and reiterated what the rest of the Council said and that he was looking forward to her participation in future City Council meetings.

Presentation – Community Services Officer Jolene Matthews

Jolene Matthews introduced herself as the City's new Community Services Officer (CSO) in the Police Department and said that she was really excited to be here with her focus on Code Enforcement, Abandoned Vehicles, and Animal Control and was excited to start making a difference in the City.

She received a warm welcome from the Council.

Councilmember Woodall commented that as everyone knows, one of her top priorities in the City is Code Enforcement and in driving around town, she has already seen a difference and is impressed with what she has been able to accomplish. She said that she has been out introducing herself to people which is important and added that she is really looking forward to working with her.

Councilmember Carter said that in looking through the Comcate list she noticed Jolene's name popping up several times and was excited to have her here.

Mayor Pro Tem Johnson commented that she has already made a tremendous difference in the short time she has been her and is looking forward to a seeing the City cleaned up.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Appointment of Ad Hoc Committee Related to Economic Development

City Manager Knopp provided a staff report and said that staff is currently working with the County's economic development team to hold some workshops with the Council. The recommendation is that the Council appoint two members to an Ad Hoc committee to work with staff and the panel and develop an initial plan for presentation to the full Council. He noted that the plan for availability of County staff is towards the end of January. The committee would then go over an agenda and create a draft plan for presentation to the Council sometime in February. He pointed out that the advantage of establishing an Ad Hoc committee is that they are more flexible with regard to noticing requirements. Staff anticipated two meetings prior to a full discussion with the Council on economic development with the committee providing structure. He added that there will be expert panelist who can guide the Council through the process.

Councilmember Woodall commented that she was concerned at first with limiting the initial discussion with an Ad Hoc committee rather than the entire City Council since economic development is such an important issue. She said that she came in and talked to the City Manager prior to the meeting and after he explained the process, she is now comfortable with staff's recommendation.

Mayor Garnes suggested that she and Mayor Pro Tem Johnson be appointed to the Ad Hoc. Council agreed and the appointments were confirmed.

COUNCIL REPORTS/COMMUNICATIONS

Mayor Pro Tem Johnson reported on his attendance at last night's Redwood Region Economic Development Commission (RREDC) meeting via Zoom and said that the biggest issue was related to distribution of \$8 million when they have \$6 million in requests related to COVID related closures and expenditures.

He then mentioned last Thursday's Rio Dell School Board meeting and recommended discussion and possible action on the next Council agenda, related to the City's position on the Davis St. Park and other potential parks within the City.

City Manager Knopp said that he would like to meet with the Ad Hoc committee one more time to share some additional information related to the Davis St. park.

Mayor Pro Tem Johnson then reported that he would be attending a Last Chance Grade meeting via Zoom on Thursday and would be receiving an update on the soil's investigation and geotechnical work that has been done in the last three months or so. He said that he would report the outcome to the Council at the next meeting.

Councilmember Woodall expressed her thanks to Councilmember Strahan for her service over the past four years and said that she served as the City representative on HCAOG and was a liaison to the Fire Department and that she served her constituency well.

Councilmember Wilson also expressed his thanks to Councilmember Strahan for her service and reported that he participated in a Humboldt Waste Management Authority (HWMA) sub-committee meeting earlier today and said that they are working on the recruitment of a new Executive Director to replace Jill Duffy. Jill has submitted her resignation but agreed to stay until a new Executive Director is selected.

He announced that the next Redwood Coast Energy Authority (RCEA) meeting was scheduled for this Thursday and was open to the public via Zoom.

Councilmember Carter announced that there would be a Nuisance Advisory Committee meeting on Wednesday at 3:00 pm and thanked Councilmember Strahan for her service. She said that it was a pleasure knowing her inside and outside the City and that she was a really sweet woman. Lastly, she said that she was happy to be elected to the City Council and was looking forward to being part of a team to help make the City a place people can be proud of.

Mayor Garnes thanked her for being part of the COVID Volunteer Corp.

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Mayor Garnes reported that she had spent three days last week and two days this week participating in League of California Cities meetings, going over legislative bills and prioritizing things for next year.

She said that she was looking forward to next year and hopefully getting the streets projects started and perhaps getting some COVID vaccines and being able to get back out into the community.

She commented that the new appointments to board and commissions would be done at the next meeting and encouraged councilmembers to look over the list of committees and get an idea of what committees they would like to serve on.

She expressed her thanks and wished everyone a Merry Christmas and Happy New Year.

ADJOURNMENT

Motion was made by Johnson/Garnes to adjourn the meeting at 7:15 p.m. to the January 5, 2021 Regular meeting. Motion carried 5-0.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk

I'm sorry to bother you again but I am wondering since my neighbor did receive a citation for the garbage about 2 weeks ago, what is the next step? The garbage is still there, I've seen no effort to get rid of it. It being a health hazard I guess I thought it would be done by now. Could you tell me how the citation works please? When does someone actually do something about the garbage? Thank You.

Patricia Guildry
528 First Ave.

Public Comment

From: Todd Treadwell <treaddeep@suddenlink.net>
Sent: Tuesday, December 15, 2020 5:38 PM
To: Public Comment
Subject: Thanks of service for Council Member Sue Strahn

From Cindy Treadwell

Both Todd and myself would like to thank Council Member Sue Strahn for her years of service to our community. We appreciate all her hard work, dedication and her willingness to listen and for being a voice for the many concerns and issues we have faced over the years.

It was just a year ago we came together to fight the huge fight of Terra Gen. So personally glad to have shared in that amazing triumph with you. We will never forget your 'Tie Dyed' attire as we protested.

Sad to see you go, although not far. Please know you made a positive difference to our community !

Our many thanks, Cindy and Todd Treadwell

Sent from [Mail](#) for Windows 10

**RIO DELL CITY COUNCIL
SPECIAL MEETING MINUTES
DECEMBER 18, 2020**

Mayor Garnes called the Special "Virtual" Meeting of the Rio Dell City Council to order at 4:00 p.m.

ROLL CALL: Present: Mayor Garnes, Mayor Pro Tem Johnson, Councilmembers Carter, Wilson and Woodall

Others Present: City Manager Knopp, City Clerk Dunham and Project Engineer Nathan Sanger from GHD

PUBLIC PRESENTATIONS

No public comments were received.

SPECIAL MEETING MATTERS

Resolution No. 1473-2020 Adjusting the FY 2020-2021 General Fund Capital Projects Reallocating Resources to Complete Sidewalk Work Associated with the ATP/Safe Routes to School Project

City Manager Knopp provided a staff report and provided a recap of the ATP project. He said that in 2015, the City was awarded the grant and in 2019 the bid was awarded to Mercer Fraser Co. Since the bid came in lower than the engineer's estimate, there were additional funds to augment certain activities such as the sidewalk improvements in front of City Hall, the sidewalk work currently being done on Davis St., slurry sealing on the Gateway and some improvements to Mr. Petrovich's property on Eeloa that was affected as a result of the project.

He explained that the sidewalk work on Davis St. is the last piece of work associated with the ATP project with work underway from Ireland Ave. to the Davis Street Park. He said while the project has been able to complete far more work than originally proposed, remaining grant funds are not available to cover the final segment of sidewalk from Davis Street to the to the east corner of the Dollar General. In order to accomplish the additional work and finish out the final section of sidewalk, the Council would need to authorize the reallocation of existing unexpended funds in the Capital Budget for this fiscal year. The total cost including contingency was \$82,978.

City Manager Knopp indicated that permission was obtained from all of the property owners affected and in order to proceed, Mercer Fraser would need to know today so they can bring in equipment on Monday and perform the work.

He reviewed the recommended options to either take no action and wrap the project up as proposed; or approve Resolution No. 1473-2020 reallocating city funds to complete the final section of sidewalk.

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City Manager Knopp stated that Nathan Sanger, Project Engineer from GHD was present to answer any questions regarding the project.

Mayor Pro Tem Johnson pointed out that the sidewalk area proposed is rough and non-ADA compliant. In addition, there is no cheaper time to do the work than now and supported the reallocation of funds.

Councilmember Woodall agreed and noted that the cost is way less than the amount of cannabis related revenue the City has received in this fiscal year.

Councilmember Carter said that completing the sidewalk work would benefit the kids and that it would be a shame not to finish the work.

Councilmember Wilson agreed that this is the right time to do the work.

With Mayor Garnes agreeing, the consensus of the Council was unanimous.

City Manager Knopp commented that there is also a small section of sidewalk on Wildwood Ave. near the South Highway 101 onramp identified by Mayor Pro Tem Johnson that needs to be repaired with a cost estimate of \$3,000-\$3,500. He said that the repairs would likely be covered under the contingency but if not, it is within the City Manager's authority to authorize the expenditure.

Mayor Garnes called for public comment. No public comment was received.

Motion was made by Johnson/Woodall to approve Resolution No. 1473-2020 adjusting the Fiscal Year 2020-21 General Fund Capital Projects Budget reallocating resources to complete sidewalk work associated with the ATP/Safe Routes to School Project. Motion carried 5-0.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 4:18 p.m. to the January 5, 2021 regular meeting at 6:30 p.m.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk

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



TO: Rio Dell City Council

THROUGH: Kyle Knopp, City Manager

FROM: Cheryl Dillingham, Interim Finance Director CD

DATE: January 5, 2021

SUBJECT: Adopt Resolution 1474-2021 Approving Billable Rates for Staff Time for Fiscal Year 2020-21

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Adopt Resolution 1474-2021 Approving Staff Billable Rates for Fiscal Year 2020-21 and Rescinding Resolution 1434-2019.

BACKGROUND AND DISCUSSION

To ensure the City is recovering the cost of providing services the Finance Department annually reviews the billable rates and makes any necessary adjustments. This year the update is being done later than usual because the Master Salary Table was updated at the end of September. From time to time City staff is involved in activities and projects that require billing 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:

$$\text{Total Billable Rate: Hourly Rate} + \text{Hourly Rate}(\text{Benefit Cost \%} + \text{Overhead \%})$$

Hourly Rate: Depending on position classification the hourly rate is set by various employment contract agreements and is 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 items such as: advertising, insurance, interest, legal fees, rent, general maintenance and repairs, supplies, taxes, telephone bills, travel expenditures, and utilities.

ATTACHMENT

Resolution 1474-2021 Approving the Billable Rates for Staff Time for Fiscal Year 2020-21



**RESOLUTION NO. 1474-2021
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
APPROVING STAFF BILLABLE RATES
FOR FISCAL YEAR 2020-21
AND RESCINDING RESOLUTION 1434-2019**

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 authority to charge regulatory fees to cover the cost of regulatory programs, and user fees 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

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 as follows:

FY 2020-21				
Billable Burdened Rates Resolution No. 1474-2021				
TITLE	HOURLY RATE	AVERAGE OH COST %	BENEFITS %	HOURLY RATE CHARGE
City Clerk	32.00	25%	70%	62.40
City Manager	54.51	25%	52%	96.49
Community Development Director	44.05	25%	44%	74.44
Finance Director	38.05	25%	53%	67.73
Interim Finance Director	43.00	25%	9%	57.62
Accountant II	30.42	25%	57%	55.36
Fiscal Assistant I	16.84	25%	62%	31.49
Senior Fiscal Assistant	18.61	25%	62%	34.80
Chief of Police	45.21	25%	54%	80.93
Police Sergeant	34.41	25%	84%	71.92
Police Officer	23.22	25%	143%	62.23
Community Service Officer	19.07	25%	73%	37.76
Part-time Records Technician	18.58	25%	17%	26.38
Wastewater Superintendent	32.80	25%	78%	66.58
Water/Roads Superintendent	39.86	25%	65%	75.73
Wastewater Treatment Operator II	22.08	25%	110%	51.89
Operator in Training	17.28	25%	101%	39.05
Utility Worker II	18.57	25%	106%	42.90
Part-time Utility Worker	20.50	25%	20%	29.73
Public Works Leadman	20.50	25%	90%	44.08

BE IT FURTHER RESOLVED that resolution 1434-2019 approving the billable rates for staff time for fiscal year 2019-20 is rescinded.

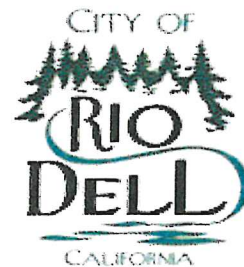
PASSED AND ADOPTED by the City of Rio Dell on this 5th day of January 2021.

Ayes:
Noes:
Abstain:
Absent:

Debra Ganes, Mayor

ATTEST:

Karen Dunham, City Clerk



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

January 5, 2021

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager
SUBJECT: Letter of Appreciation to Supervisor Estelle Fennell

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the Mayor to sign.

BACKGROUND AND DISCUSSION

During the November 3, 2020 general election, voters elected Michelle Bushnell to be the next representative of the 2nd District on the Board of Supervisors. Bushnell received 51.74% of all votes and Fennell received 48.26% of all votes cast. Bushnell is expected to be sworn in on January 5, 2021. The attached letter recognizes and thanks outgoing Supervisor Estelle Fennell for her contributions since first being elected in 2012.

///

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



January 5, 2021

Estelle Fennell
c/o Clerk of the Board
County of Humboldt
825 5th Street, Room 111
Eureka, CA 95501

Re: Letter of Appreciation

Dear Estelle,

On behalf of the City Council of the City of Rio Dell, our citizens and staff, we would like to thank you for your public service as the 2nd District Supervisor. Over the past eight years you have represented Rio Dell and our diverse set of neighbors across southern Humboldt County with distinction and care.

As a County Supervisor, you were involved in many important issues that helped secure funding for important services to the community. You were a tireless advocate for funding the Rio Dell Volunteer Fire Department in addition to being a key player in solving ADA access issues associated with the Rio Dell Library and keeping this service open and available to the community despite immense challenges. You were directly responsible for the Rio Dell Police Department receiving Measure Z dollars by taking our Department's proposal directly to the Board after it was initially denied. Additionally your support of the City during the drought of 2014-16 was critical in obtaining Integrated Regional Water Plan (IRWMP) funding for a second source of municipal water. This project alone will provide water security for generations of Rio Dell citizens.

You have also showed your interest and provided valuable advice on many community developments. As the legal cannabis industry began taking flight in Rio Dell, you showed great interest in our progress in this endeavor. This included meeting with fellow councilmembers and developers and touring our latest cannabis operations. As a wind energy company looked to develop around Rio Dell, you met with all the stakeholders and took into consideration the views and opinions of the citizens of Rio Dell. You also worked on providing permanent supportive housing for Rio Dell's most vulnerable residents and helped the Department of Health and Human Services interface with the community.

The above listing of contributions to Rio Dell is in no way exhaustive. The job of a County Supervisor is complex, difficult and comes with many challenges. We appreciate that despite those challenges you were able to help Rio Dell gain meaningful traction on these issues and many more. Your contributions to Rio Dell have been positive, constructive and provide a good example of leadership for all elected officials.

We wish you well in your future endeavors and thank you for your work.

Sincerely,

Debra L Garnes, Mayor
City of Rio Dell

Cc: Board of Supervisors



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

January 5, 2021

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorize the Mayor to Sign Letter of Support for Gordon Johnson as City Representative to the Local Agency Formation Commission

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Authorize the Mayor to Sign Letter of Support for the Appointment of Councilmember Johnson as the City Representative to the Local Agency Formation Commission (LAFCo)

BACKGROUND AND DISCUSSION

LAFCo is composed of a seven member board which includes two County supervisorial members appointed by the Board of Supervisors, two city council members appointed by the HCAOG Mayor Selection Committee, two special district members appointed through a special district board nomination process, and one public member selected by the other six members. Commission members serve four-year terms. There is also one alternate member for each of the four classifications.

Councilmember Johnson has expressed interest in serving on the Board and is requesting the City Council's endorsement.

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

January 5, 2021

Mayor City Selection Committee
Humboldt County Local Agency Formation Commission
1125 16th Street, Suite 202
Arcata, CA 95521

RE: Support for Gordon Johnson on LAFCo

To whom it may concern,

At the regular meeting of the Rio Dell City Council held on January 5, 2021, the City Council voted unanimously to approve the endorsement of Councilmember Gordon Johnson as the City Representative to the Local Agency Formation Commission (LAFCo).

Councilmember Johnson has previously served on LAFCo and would like to be considered for additional time on the Commission. Councilmember Johnson has a wealth of experience in both private and public sectors, experience with LAFCo, and has the temperament required for this leadership position.

Councilmember Johnson would be a tremendous asset to LAFCo and on the behalf of the Rio Dell City Council we thank you for your consideration of his continued appointment to the Commission.

Sincerely,

Debra L. Garnes
Mayor, City of Rio Dell



Staff Highlights – 2021-01-05

City Council

City Manager

Davis Street Sidewalk Special Meeting and work with contractor and engineer.

Preparation for Ad Hoc committee on rate study meetings.

Discussions with Public Health Officer / OES over latest COVID-19 test results for Rio Dell.

Bid for City Hall cameras.

Requested additional assistance from MIST re: homeless populations on river bar area.

The City has been given the initial green light on applying for Hazard Mitigation Grant Program dollars to work on (1) water storage tank enhancements and (2) seismic resiliency related to the water line connected to the Metropolitan Wells site (City's supplemental water source). Staff will now be working on full applications.

Initial review of financing options for new garbage and recycling receptacles with Recology Eel River.

Reviewing impact so far of Governors Executive Order N-42-20 temporarily banning utility shutoffs.

City Clerk

City Attorney

Human Resources, Risk & Training

Finance Department

Public Works Water

Complete installation of New Ultrasonic Filter Level Control System Capital Project, Replacing the failing LC-115 bubbler system controllers for the Water Treatment facility. Reconfigure HMI and Signal output to Filters 1-4.

Meter reading. Re-reads.
replace ERT and registers to be ready for meter reading



Work at Rio Dell Metropolitan Wells, Clean and Flush pressure filters, replaced current CL10 Analyzer with new updated CL17 SC analyzer for more consistent data acquisition.

Update office building for addition Staff.

Monthly Water Sampling and weekly chlorine residual sampling.

Public Works Wastewater

- Switched Discharge location from Irrigation field to the Eel River.
- Ordered and installing a new pump for plant 2 water at the plant
- Finished last COVID-19 test for sewer monitoring.
- Sewer lateral tests at 294 Belleview and 128 Meadow bridge.
- Continuing TRE testing first week in January with Pacific Ecorisk.
- Assisted utilities crew with mowing and holiday decoration.
- Weekly sewer jetting and manhole inspections.
- Call with GHD to discuss possible grant opportunities, upcoming flow monitoring in the collection system and letter to the State resource Control board about Chloramine Disinfection.

Public Works Streets, Buildings and Grounds

Safety meetings Monday mornings.

Picked up trash on Edwards Dr. and North Pacific river access

Routine maintenance at Lift Stations, Infiltration Gallery and Douglas Tank Site

Mow and Weed eat around town including Gateway, Parks and City Hall.

Picked up Garbage at Infiltration Gallery, City Parking Lot and Memorial Park

Cleanup trash at Edwards Dr, River Bar Access area and on the South end of the River bar by infiltration gallery.

picked up trash on Belleview to Blue Slide Rd and to city limits area.

Patched Potholes throughout town including Blueslide Road.

Mow and general maintenance at City Wells.

Tools and equipment organization and maintenance at City Corp Yard.

Public Works City Engineer

Public Works Capital Projects

Police Department

The Department had the following statistics for the period of November 25, 2020 to December 29, 2020. This period of time saw a below average number of calls for service, number of reports and number of



arrests as compared to this year to date. The summation of Calls for Service may be greater than the total as multiple officers can now be assigned to the same call for service. There may also be administrative calls for service that are not documented below.

Officer	Calls for Service	Reports	Arrests
Conner	41	4	1
Beauchaine	60	7	2
Landry	112	15	9
Mitchell	98	12	6
Burns	107	11	3
Fielder	38	4	0
Matthews	58	2	N/A
Totals	451	55	21
Averages	12.9 per day	11.0 per week	4.2 per week
2020 Yearly Average	13.9 per day	13.4 per week	5.3 per week

Calls for Service at 355 Center Street

Type	Date	Time	Location	Primary Unit	Case #
415	12/03/2020	02:41:43	355 CENTER ST	6S1	
415N	12/07/2020	01:59:19	355 CENTER ST	R615	
FU	12/07/2020	07:46:48	355 CENTER ST	6A1	
415	12/07/2020	10:51:35	355 CENTER ST	6A1	
FOOT	12/08/2020	01:47:01	355 CENTER ST	R615	
415	12/08/2020	08:32:06	355 CENTER ST	6R9	
FU	12/08/2020	10:42:17	355 CENTER ST	6R9	
415	12/09/2020	21:52:37	355 CENTER ST	6S1	
FU	12/10/2020	12:15:54	355 CENTER ST	6X2	
FOOT	12/15/2020	18:07:42	355 CENTER ST	R613	
415	12/18/2020	16:13:05	355 CENTER ST	R614	
FOOT	12/21/2020	21:03:59	355 CENTER ST	R613	
415	12/22/2020	09:59:46	355 CENTER ST	6R9	
459A	12/24/2020	11:35:41	355 CENTER ST	6A1	
TS	12/29/2020	20:17:07	355 CENTER ST	R613	

- 415 – Disturbance
- 415N – Noise Complaint
- FU – Follow Up or Unknown
- FOOT – Foot Patrol
- 459A – Burglary or Other Alarm
- TS – Traffic Stop

- R613 – Officer Crystal Landry
- R615 – Officer Liam Burns



6S1 – Sergeant John Beauchaine
R614 – Officer Logan Mitchell
6A1 – Chief Jeff Conner
6X2 – CSO Jolene Matthews

During the period November 25, 2020, to December 29, 2020, there were twenty-one calls for service related to animal control issues. One dog and four cats were transported to Miranda's Rescue. On December 1, 2020, CSO Matthews responded to a dog bite call. The dog was suffering from an unknown ailment and was transported to the veterinary hospital where it was eventually put down for medical reasons. The victim was not seriously hurt.

On December 1, 2020, Officer Fielder responded to an address on Painter where it was reported that a man was striking a woman and pinning her to the ground. When Officer Fielder arrived, the couple were in the shower. The woman claimed that they were just rolling around in the backyard and got covered with dog feces, hence the shower. She had no visible injuries at that time. No action was taken on that date. But on December 3, 2020, Officer Landry contacted the woman, her face was now massively bruised. She continued to deny that any violence had occurred, but could not explain her injuries. Officer Landry contacted the reporting party again and was able to get a good statement about what had transpired. She authored an arrest warrant, which was approved by the on-call judge. The suspect was arrested and taken to jail, despite the victim's attempts to hide him. He has since pled guilty to felony domestic violence.

On December 19, 2020, Officer Landry stopped a car and cited the driver for not having a driver's license. She then started the process of having the car towed. The driver called her boyfriend, who arrived as the tow truck was preparing to hook up the car. An argument ensued between the three people as Officer Landry called for assistance. Officer Mitchell arrived and attempted to detain the boyfriend as he could see a meth pipe in his pocket. A struggle ensued and Officer Mitchell deployed his taser. As the boyfriend, now suspect, had been tased before, he complied and allowed himself to be handcuffed. It was determined that the suspect was under the influence of alcohol and was suspected to also be under the influence of methamphetamine. He was advised that he was under arrest. A search of his person located a pair of brass knuckles. However, when Officer Mitchell, Officer Landry and a Fortuna officer, attempted to put the suspect in a patrol car, another struggle ensued. During this struggle, the girlfriend broke the meth pipe and the brass knuckles disappeared, presumably taken by the girlfriend. The suspect was eventually loaded into the car and transported to the jail. Additional charges were added to both parties for resisting an officer and destruction of evidence.

On December 22, 2020, Sergeant Beauchaine and Officer Landry responded to a residence on North Street where a fight between a husband, wife, and daughter was taking place. The daughter was outside and described her parents as in a fight. She admitted to having punched her father in the face. The officers could not get anyone to open the door and, hearing what appeared to be a physical fight in progress, Sergeant Beauchaine forced entry into the house. He determined that the husband was highly intoxicated and attempted to detain him in handcuffs until he could determine what had taken place. The man fled into another room and then began to actively resist. Sergeant Beauchaine fired his taser at the man, which was effective and he was handcuffed. The wife denied that any crime had taken place and none of the family members wanted to press charges. The husband was cited for resisting an officer and released.



On December 29, 2020, Officer Landry was on patrol when she noticed a truck parked in front of a known drug house. Officer Landry contacted the two women in the truck. She detected the odor of marijuana coming from the passenger compartment and one of the women admitted to having a joint in her hand as well as some more marijuana in her purse. Officer Landry then searched the truck and found a loaded revolver, along with about three-quarters of an ounce of methamphetamine in the driver's purse. She was arrested and cited for being in possession of drugs and a loaded firearm.

Code Enforcement

During the period of November 25, 2020 to December 29, 2020, the Department opened eight new cases dealing with junk vehicles and closed nine. Six of the offending vehicles were towed by the city while the three remaining vehicles were moved off the street. There are six open cases at the end of this reporting period.

During the period of November 25, 2020 to December 29, 2020, the Department opened one code enforcement case and closed ten. All of the properties were cleaned up by the owners. Nine of the violations dealt with excessive vegetation, while the tenth dealt with building code violations. There were forty-four open cases at the end of this reporting period.

Community Development Department

Review submitted Plans for Marathon 102; reply re: structural calculations and soils/geologic report.

Finish electrical and Final Inspection 541 Third Avenue

Complete Sexual Harassment Training

Meeting with Hardcar representatives

Roof Inspections 508 Rigby Avenue

Electrical Inspections 256 Willow Road

Complete Office of Planning and Research's Annual Survey

Complete Plan Check Agreement for Marathon 102

Tele meeting with HumFarms regarding Permit process

Review Plumbing Code for use of Air Admittance Valves

Review CDBG files for Chamberlain loan (information very limited)

Review CDBG OOR Program Guidelines



Amend Climate Action Plan Goals Worksheet

Work on possible Davis Street/School site plan

Inspections 281 Wildwood Avenue

Respond to Rio Diamond's proposal

Intergovernmental

Humboldt-Rio Dell Business Park



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

STAFF REPORT

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM: Karen Dunham, City Clerk

DATE: January 5, 2021

SUBJECT: 2021-2022 Appointments to Boards, Committees and Commissions

RECOMMENDATION

Approve the appointments and alternates to the external organizations and internal advisory bodies listed on the following attachment:

BACKGROUND AND DISCUSSION

Chapter 2.55 of the Rio Dell Municipal Code (RDMC) provides authority for the City Council by majority vote for the appointment of Councilmembers as representatives of the City to serve on various boards, commissions, committees and task forces. The operational identities of such organizations are defined by law, ordinance or resolution. It is the responsibility of those representatives to report events of the organization to the City Manager and Council at reasonable intervals or as defined by ordinance, law or resolution.

Attached is a list of the agencies and their respective meeting days and times. With the seating of the new City Council, appointments will need to be made to the respective external organizations. Please review the list and comment on any changes or suggestions you may have.

ATTACHMENTS:

City Council Board/Committee/Commission Assignments



CITY COUNCIL BOARD/COMMITTEE/COMMISSION ASSIGNMENTS

ORGANIZATION	APPOINTEE	ALTERNATE
Humboldt County Association of Governments (HCAOG) Meets 3rd Thursday at 4:00 p.m. in Eureka	Vacant	Woodall
Humboldt County Convention & Visitors Bureau Meets Quarterly for lunch (various locations)	Garnes	Vacant
Humboldt Waste Management Authority (HWMA) Meets 3rd Thursday at 5:30 p.m. in Eureka	Wilson	Johnson
Humboldt Transit Authority (HTA) Meets 3rd Wednesday at 9:00 a.m. at HTA	Woodall	Vacant
League of California Cities Redwood Empire Division (LOCC) Meets Quarterly (various locations)	Garnes	Johnson
Redwood Region Economic Development Commission (RREDC) Meets 4th Monday at 6:30 p.m. in Eureka	Johnson	Woodall
Local Agency Formation Commission (LAFCo)	None	None
Redwood Coast Energy Authority (RCEA) Meets 3rd Monday at 3:00 in Eureka	Wilson	Garnes
Humboldt/Del Norte Hazardous Response Authority Meets Quarterly at 4:30 p.m. in Eureka	Vacant	Garnes

