



RIO DELL CITY COUNCIL AGENDA
REGULAR MEETING - 6:30 P.M.
TUESDAY, OCTOBER 2, 2018
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

***WELCOME** - By your presence in the City Council Chambers, you are participating in the process of representative government. 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. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*



In compliance with the American with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting. Assistance listening devices are now available for the hearing impaired. Please see the City Clerk for a receiver.

- 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 Council embers 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 in the next section, "SPECIAL CALL ITEMS"

- 1) 2018/1002.01 - Approve Minutes of September 18, 2018 Regular Meeting
(ACTION)

- 2) 2018/1002.02 - Approve Resolution No. 1403-2018 Amending the Operating and Capital Budget for FY 2017-18 Year-End Budget Amendments **(ACTION)**
- 3) 2018/1002.03 - Receive and File Check Register for August 2018 **(ACTION)**
- 4) 2018/1002.04 - Approve Travel Expense for Finance Director to Attend the 2019 Annual CSFMO Conference in Palm Springs **(ACTION)**
- 5) 2018/1002.05 - Approve Purchase Related to Painter St. Lift Station Repairs not to exceed \$12,019.60 **(ACTION)**

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. REPORTS/STAFF COMMUNICATIONS

- 1) 2018/1002.06 - City Manager/Staff Update **(RECEIVE & FILE)**

I. SPECIAL PRESENTATIONS/STUDY SESSIONS

J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) 2018/1002.07 - Unmet Transit Needs Public Hearing **(DISCUSSION/POSSIBLE ACTION)**
- 2) 2018/1002.08- Discussion on Danco Permanent Supportive Housing Project **(DISCUSSION/POSSIBLE ACTION)**
- 3) 2018/1002.09 - Discussion and Possible Action on Rio Dell ADA Compliant Library Options **(DISCUSSION/POSSIBLE ACTION)**

K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- 1) 2018/1002.10 - Introduction/First Reading (by title only) of Ordinance No. 371-2018 Establishing Vacation Dwelling Unit Regulations, Section 17.30.335 of the Rio Dell Municipal Code (RDMC) **(DISCUSSION/POSSIBLE ACTION)**

L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, October 18, 2018 at 6:30 p.m.*

**RIO DELL CITY COUNCIL
REGULAR MEETING
SEPTEMBER 18, 2018
MINUTES**

Mayor Wilson called the regular meeting of the Rio Dell City Council to order at 5:30 p.m.

ROLL CALL: Present: Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Marks, and Strahan

Absent: Councilmember Garnes (arrived at 6:56 p.m.)

Others Present: City Manager Knopp, Finance Director Kerrigan, Chief of Police Conner, Water/Roadways Superintendent Jensen, Wastewater Superintendent Purvis, City Clerk Dunham, and City Attorney Gans (closed session only)

Absent: Community Development Director Caldwell (excused)

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS

Conference with Labor Negotiator – City Manager

Rio Dell Employees Association, Rio Dell Police Officers Association and all Contract Employees (Pursuant to Gov't Code §54957.6)

Public Employee Performance Evaluation

Title: Wastewater Superintendent (Pursuant to Gov't Code §54957)

The Council recessed into closed session at 5:30 p.m. with City Manager Knopp and City Attorney Gans to discuss the above matters.

The Council reconvened into open session at 6:30 p.m. Mayor Wilson announced that there was no reportable action taken in closed session.

PUBLIC PRESENTATIONS

Susan Nessen addressed the Council regarding the City's water and sewer rates and noted that she has owned her home on Painter St. since 1980 and anytime the City has proposed anything to improve the City she has supported it. She referred to a recent City Newsletter, which included information on the current water and sewer rates and said that the monthly sewer charge for a new customer was quoted at \$71.39. She commented that she has a private well so does not receive water services from the City yet she is being charged the same rate for sewer as a new customer. She said she contacted the billing department and received an explanation of the charges but it seems she is charged extra because of the well.

Finance Director Kerrigan suggested she get in touch with her the next day to discuss it.

Nick Angeloff provided an update on Chamber of Commerce activities and said things were going well. He commented that the local Kiwanis Club has gained a few more members and said if anyone has any suggestions on projects for kids to get involved with in the community to let him know and he would forward the suggestions to the board.

Ruth Allen, a 6-year resident of Riverside Estates Mobile Home Park addressed the Council regarding an animal control issue. She began by commending the new Chief of Police for tackling the dog problems in town and sending letters to the complaining parties. She has a small dog that is 14 years old and alleged that both she and her dog had been attacked by a large Pit Bull-cross. Her neighbors have Dobermans who leave them locked in the house when they are gone and they bark incessantly. Since the Chief sent the letters out, they have attempted to keep them quiet but it is still going on. She referred to another grey Pit Bull on Riverside Dr. that actually ran in front of her car and when she stopped, it ran to the passenger side of the car, jumped, scratched the side of the car, and tried to attack her dog. The estimated damage from Kreation's was \$1,000. The owners claimed that they were not responsible for the damage because it occurred on a public street and threatened her if she complained again.

CONSENT CALENDAR

Councilmember Strahan removed items 1, 3 and 4 from the Consent Calendar for separate action.

Motion was made by Johnson/Garnes to approve the consent calendar approving the third amendment to the Water/Roadways Superintendent Employment Agreement. Motion carried 4-0.

ITEMS REMOVED FROM THE CONSENT CALENDAR

Approve Minutes of September 4, 2018 Regular Meeting

Councilmember Strahan referred to page six of the minutes regarding her comments about the proposed Danco Project and a similar complex in Eureka and said she also made the statement that the Eureka facility is not the same as that facility is not fenced. She asked that the minutes be corrected to reflect that statement.

She also noted that she had asked if the item would be back on this agenda for further discussion.

City Manager Knopp commented that staff was waiting for the County to make an official decision on the library issue before bring it back to Council.

Mayor Wilson pointed out that citizens do not have a lot of knowledge about the proposed project.

City Manager Knopp commented that Danco has not yet submitted an application but staff would bring it back to Council once an application has been submitted.

Councilmember Strahan indicated that the only reason she voted "yes" to support continued exploration to include the library with the Danco project was that the City Manager said the application would go before the Planning Commission for review and discussion. She wanted to make sure citizens had the opportunity to provide input on the proposed project.

City Manager Knopp noted that the project would absolutely go before the Planning Commission for a public hearing, consideration and approval of a Conditional Use Permit for the Design Review of the project. He reminded the Council that the City Attorney had briefed the Council on its authority regarding the project and because the proposed use is principally permitted in the RM zone, the Planning Commission or the City Council cannot deny the project.

Julie Woodall recognized the project as principally permitted but said as a grant project, citizens have a right to ask questions and get answers. She suggested Danco be invited back to allow citizens that opportunity.

City Manager Knopp said staff would be willing to facilitate that if that is the direction of the Council but pointed out that Danco had already responded to questions on two separate occasions.

Councilmember Marks commented that members of the community had approached him numerous times and that they should get another opportunity to ask questions.

Mayor Pro Tem Johnson said he would like to see the application before any more discussions take place.

Councilmember Strahan asked if the City Council has the ability as a community, to control the type of facility that comes in.

City Manager Knopp warned the Council about possible violation of the Brown Act since the item was not agendaized for discussion at this time. He also commented that the Community Development Director and Danco should be present for any further discussion of the project.

Councilmember Strahan said she would like the item agendaized prior to submittal of the application.

Motion was made by Strahan/Johnson to approve the minutes of the September 4, 2018 regular meeting as corrected. Motion carried 4-0.

Approve Resolution No. 1400-2018 Amending the Operating Budget for FY 2018-19 for Habitat for Humanity Parcel Work and Authorization for City Manager to Draft and Execute Agreement with Contractor not to Exceed \$60,000

Councilmember Strahan questioned the difference in the expected project costs of \$49,130 and requested a project budget of \$60,000.

City Manager Knopp explained the additional \$10,000 allocation is to cover contingencies in the event there are any change orders.

Councilmember Strahan asked if change orders would come back to the Council for approval.

City Manager Knopp explained that the recommended action authorizes the City Manager to approve the work and execute all change orders not to exceed \$60,000 so they would not come back to Council.

Mayor Wilson noted that the City is stuck with dealing with the repairs and can either do it now or later but by waiting; it will only get more expensive.

Mayor Pro Tem Johnson pointed out that it is a standard business practice to include contingency on jobs, particularly when changes are anticipated.

Councilmember Strahan commented that she has been involved in the construction business for 60 years and contingency is not always included in construction projects.

Mayor Wilson called for public comment.

Julie Woodall asked while in the process of working with the local Habitat for Humanity organization, if staff approached the National organization.

City Manager Knopp provided background on the steps taken by the City in attempt to mitigate the problems with this particular parcel and get the property owners to assume responsibility for the cost of the repairs. He said this is a very unique situation in that the sidewalk poses a threat to the public and is in desperate need of repair but the local organization has no money and is all but defunct. He noted that it is not advisable for the City to take on the parcel because of the liability and because the property has no real value, staff will be abating the nuisance with the knowledge that the City will probably never recover those costs.

Julie Woodall questioned whether the local Habitat for Humanity was affiliated with the National organization and pointed out that they are the sixth largest Christian charity contributor.

City Manager Knopp said according to the City Attorney, the National organization is shielded against any liability of the local organization. He explained that the City would be obtaining an official abatement warrant so the issue does not end with the completion of the repairs. With a

lien placed on the property there is still a chance the City could recover some of the costs at some point although it is unlikely.

Motion was made by Johnson/Marks to approve *Resolution No. 1400-2018 Amending the Operating Budget for FY 2018-19 for Habitat for Humanity for the Humanity parcel work and authorization for the City Manager to draft and execute an agreement with the contractor not to exceed \$60,000.* Motion carried 4-0.

Approve Resolution No. 1401-2018 Relating to the Naming of a Bridge at Jordan Creek Road and Highway 101 Supporting the Request to Name the Bridge in Honor of Annette Kakeialoha Brooks

Councilmember Strahan asked if the Resolution was going to be signed as the City Council.

City Manager Knopp explained that the individual votes of the Council would be recorded on the Resolution.

Motion was made by Johnson/Marks to approve *Resolution No. 1401-2018 relating to the naming of a bridge at Jordan Creek Road and Highway 101 supporting the request to name the bridge in honor of Annette Kakeialoha Brooks.* Motion carried 3-1; Councilmember Strahan dissenting.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

A staff report for the Wastewater department was distributed to Council under separate cover. (Attachment 1 to these minutes). City Manager Knopp then reported on items not included in the staff update. He announced that the work on the water line extension at the Humboldt Rio Dell Business Park was coming along and reminded the Council about the September 25th Board of Supervisors meeting where they will be discussing potential options for the library. He said Council members are welcome to attend if they are interested. He noted that staff was available to answer any other questions regarding the report.

Mayor Pro Tem Johnson commented that there was a lot of activity reported for the Police department and commended the Police Chief and his department for keeping residents safe.

SPECIAL PRESENTATIONS/STUDY SESSIONS

Presentation on Measure O from the County of Humboldt District Attorney Maggie Flemming and Fruitland Ridge Fire Chief Mike Lake

District Attorney Flemming provided a power point presentation on "*Information About Measure 'O' – Humboldt County's Public Safety & Essential Services Renewal Measure – Fall 2018*"

She began by explaining that the proposed tax measure is not to increase the tax rate but to renew the existing voter-approved half-cent sales tax enacted under Measure Z. She said the

Board of Supervisors voted unanimously to place Measure O on the November ballot to maintain locally controlled funding that cannot be taken by Sacramento. Over the past 25 years, the state has taken \$368 million from the County and Measure O will maintain essential services. Some of the services include rural ambulance services, services for victims of child abuse, fire protection services, mental health services for children, repair of deteriorating roads, 24/7 Sheriff's Deputy coverage, DHHS Mobile Intervention Services Team (MIST), Child Abuse Services Team (CAST), Arcata Police Juvenile Diversion Team, and will restore protective and counseling services for victims and witnesses of child abuse.

Fire Chief Mike Lake expressed his support for the measure and said Measure Z funding provided volunteer fire departments the funding to update equipment with standard recognized equipment, provided training and training facilities for fire fighters and allowed continued ambulance services. He noted that Measure Z established a good momentum for much needed County services and encouraged everyone to vote "yes" on Measure O to keep the momentum going.

District Attorney Flemming also noted that Measure Z provided the City of Fortuna with a School Resource Officer and 1 Drug Task Force Officer, and for Rio Dell, part-time clerical support in the Police Department. She added that when she was elected in 2015, there were 9 frozen positions in the DA's office, and with Measure Z, she was able to fill those positions.

She went on to explain that the one-half percent sales tax does not apply to food or prescription drugs and that visitors coming into the county will also pay the tax. She said with regard to audited financials, an independent Citizens Advisory Committee was formed to oversee the program. She invited the public to visit the county website for more information about the tax measure.

Mayor Wilson thanked them for their presentation.

Presentation/Update – GHD Engineering on Active Transportation Plan (ATP) Project

David Case from GHD, provided a power point presentation on *Rio Dell SRTS Safety and Community Outreach Program - 2015 Active Transportation Program (ATP) Project*.

He began by providing brief background on the project and reported that in October 2015, the City was awarded \$1.533 million of ATP Cycle 2 funds. The project was approved and the environmental document was completed in 2016, followed by completion of the plans, specifications and estimates in February 2018 and the right-of-way work in June 2018. The infrastructure components of the project included bike lanes, signage and striping on portions of Bellevue Ave., Wildwood Ave., and Davis St. as well as improvements to the Highway 101 southbound off-ramp at Wildwood Ave., and a change to the approach at the 101 off-ramp to improve the safety of that intersection. The reconfiguration of the intersection at Scenic Way and Eeloa Ave. would incorporate a contiguous bike lane from that location to the downtown to improve the safety for kids going to and from school.

During initial discussions with Caltrans in April 2018, they learned that overlay is not an option beneath the undercrossing because no additional elevation could be added to the roadway. As such, full grind and pave would be required. They also discussed the idea of eliminating the pedestrian refuge island at Belleview and Wildwood as well as the dedicated right turn lane from Wildwood onto Belleview to reduce the length of the crosswalk. It was also noted that the existing sidewalks beneath the undercrossing do not meet standards and would require a design exception.

Engineer Case said in August 2018, GHD and City staff met with Caltrans and discussed eligibility of the project design and identified ineligible components that would not be reimbursable under the grant program such as re-pavement of streets. After that meeting, they moved forward on the 60% design phase of the project and the project as originally proposed came out approximately \$225,000 over budget. It was noted that funds spent outside of the scope of the grant would be the City's responsibility. Caltrans suggested they look at ways to reduce the scope of the project, to make application for additional local assistance funds to cover the costs of important elements of the project that are not eligible under the ATP guidelines, and that the City submit a proposal to the CTC to reduce the scope of the project.

Engineer Case explained that Caltrans Local Assistance agreed to assist in preparing the changes to the scope to the CTC to help improve the City's chances for approval, and to look for additional funding sources for the City.

He said the recommendation in moving forward is to scale back the project design to include only what was submitted with the original grant application. This includes reducing the lane widths to stay within the existing paved surface with no overlay or additional pavement markings, and to reduce the westerly limits to the bend just west of River St., noting that the roadway narrows beyond that point. He noted that an argument would be made for a slurry seal as opposed to overlay since it is eligible because reconfiguration of the lane is required.

Councilmember Strahan asked if slurry seal was included in the proposal. Engineer Case commented that it was not included in the original scope.

Councilmember Strahan questioned the width of the proposed bike lane. Engineer Case indicated the width of the bike lane is 5 feet and it would include bike lane striping only with no upgrade to existing pavement markings.

He also noted that there would be no overlay to the intersection at Eeloa and Scenic Way but the intersection improvements would include all bike and pedestrian facilities. He said that a scope change would be needed to add 150 feet of sidewalk at the end of Scenic Way to connect existing sidewalks on the right side of the roadway, providing additional "net benefit" to the project.

Councilmember Strahan questioned whether there would be any sidewalk improvements to the other side of the roadway. Engineer Case noted there would only be a curb ramp on that side

of Eeloa Ave.

Engineer Case commented that there would be no slurry seal at the intersection of Wildwood and Belleview unless Caltrans is successful in coming up with additional funding for the project.

In summary, the recommendations in moving forward was to scale back the project design to include only what was submitted with the grant application with the exception of the scope changes as discussed and to meet with Caltrans to perform an Eligibility Review of the project, then continue progressing towards completion of the project.

Mayor Pro Tem Johnson referred to Engineer Case's comment that that there would be no overlay under the bridge because of clearances, and pointed out that Caltrans is the owner of the right-of-way including the sidewalks and asked what their plans are for improvement to those facilities.

Engineer Case was not aware of any planned improvements by Caltrans and said this particular area has been discussed for years as needing safety improvement. He said it seems like an appropriate opportunity to complete the necessary improvements through the grant regardless of whether it is the City's or Caltrans responsibility.

Mayor Pro Tem Johnson pointed out that one of his last jobs, as an engineer with Caltrans was the upgrade of seven interchanges in Mendocino County, which were the same type design. He said the cost for these upgrades was approximately \$10 million and it seems a slight of hand for them to do it for Mendocino County and not Humboldt County. He said he would like to ask Caltrans what they plan on doing with this section of roadway.

City Manager Knopp stated that the City is looking to get more funding from Caltrans for this project and agreed that this is infrastructure that they set up and it is dangerous. He said the genesis of the project is to make the area safer and the City is attempting to get as many improvements included as possible. He commented that California Transportation Commission (CTC) has recently changed their guidelines removing most of the flexibility and local control from ATP projects in order to focus on the goal to increase the use of active transportation and any elements that do not directly meet that goal are unlikely to be funded.

Mayor Wilson asked if in moving forward, if the City is bound to the scope no matter what the cost is, and at what point the City becomes liable.

Engineer Case explained the City became liable when they accepted the grant although they could give it back.

Mayor Wilson pointed out that the grant started out as \$1.5 million with a zero match from the City, and now there is an additional \$225,000 in improvements that apparently is the City's responsibility.

Engineer Case explained that the City has the option to scale back the project to stay within budget or could wait and see if Caltrans comes up with additional funding.

Mayor Wilson asked what the savings would be to scale back the project as proposed.

Engineer Case explained that there is not a lot of leeway in scaling back the project but the changes as suggested would bring the overall project costs down to perhaps \$60,000 below the original budget.

Mayor Wilson indicated that he was not comfortable with the situation although the City cannot really bail out now since a significant amount of money has already been spent on planning and engineering.

City Manager Knopp explained that essentially, why the engineer is making the recommended changes to the project scope is to minimize the risk to the City.

Engineer Case stated that the rules have been tightened down due to abuse of grant funds in jurisdictions where areas were paved that were not necessary.

City Manager Knopp said it might be wise to spend money on re-surfacing some of the utility cuts due to bad jobs or other defects in the roadway. He indicated that there might be an area where money is already budgeted and can be used to take care of some of the anomalies.

Councilmember Strahan said she appreciated the efforts of the engineer to scale down the project and commented that the sidewalks under the bridge are still sidewalks and asked why they cannot be included in the scope of work.

Engineer Case explained that the existing sidewalks do not meet current standards and would require a design exception. He noted that scope changes must result in an increased benefit for bike or pedestrian traffic in order to be considered. He added that all sub-standard items must be identified.

Mayor Wilson commented that Caltrans messed up the design of the intersection years ago and it seems it is being pushed back on the City to fix it. He expressed his trust in staff and GHD to work out a solution to address the issues associated with the project.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

California River Parkways Grant Program Related to River Access Trails

City Manager Knopp provided an update on the project and said at the last meeting, the Council authorized staff to proceed with submittal of a conceptual grant application. Since then, staff met with a landscape architect from GHD to look at the proposed bike path alignment and the item was agendaized in the event there was a dramatic change in the scope requiring direction from the Council. The question was whether the area was classified as a

wetland but it was determined that it was not, which makes the mitigation component of the project significantly less. He said the potential project is to extend a bike trail from the end of Edwards Dr. to connect with Davis St. along the City right-of-way with other possible pedestrian access points and one of the concerns is that motorized vehicles would use the trail, which is not the intended use of the trail. He also noted that the City might need to develop a partnership with the California Conservation Corp (CCC) to remove vegetation within the proposed trail area.

Councilmember Strahan expressed concern about the trail being located in a flood zone and asked if the City was prepared to assume the cost for repairs.

City Manager Knopp explained that the area is in the flood zone but the engineers have ways to mitigate the potential damage. He noted that this is only an initial conceptual application and in the event the application is approved, the item would come back to the Council for further discussion.

ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

Approve Resolution No. 1402-2018 Amending the Operating Budget for FY 2018-19 for Transfer of Capital Project Funds from Painter St. Trunk Line to General Maintenance I & I Repair

Wastewater Superintendent Purvis provided a staff report and explained that \$200,000 was budgeted in the FY 2018-19 Operating and Capital Budget for modification of the Painter Street trunk line based on a rough estimate by staff. The City Engineer provided an analysis of the proposed modification and came back with an estimate of \$1.2 million. Since the City has insufficient funds to complete the Painter St. trunk line modification as recommended by the engineer, staff will be utilizing those funds to make progress on some of the I & I problems in the City. He explained that Sanitary Sewer Overflows (SSO's) continue to be of concern to staff and the state regulators and in talking with Cathy Goodwin, the City's State regulator, she agrees that the City should continue to work toward correcting some of the I & I problems. He added that during recent smoke testing, data was gathered that identified needed repairs to wastewater lines within the Belleview/Ogle neighborhood; two repair sites that are the City's responsibility needing immediate attention. He noted that additional sewer camera inspections and various spot repair work might be needed at various locations.

Staff recommended the Council approve amending the budget to transfer appropriation of funds from the Painter St. Trunk Line to General Sewer Maintenance for I & I repairs.

Staff said the idea is to focus on making the necessary improvements to hopefully eliminate sewer overflows and to pursue grant funding on a larger scale to complete the Painter St. trunk line modification.

Wastewater Superintendent Purvis also reported that 450 feet of storm drain was inspected today but staff did not have the data back yet from the company doing the work. He said that

recent smoke testing went well and 22 discrepancies were identified on private property for various reasons. How staff approaches residents regarding these repairs is ultimately up to the Council and it may require an amendment to the ordinance.

Mayor Pro Tem Johnson commented that smoke testing is a cheap way to determine where the City could potentially spend a lot of money and that the less water going into the wastewater treatment plant is beneficial to the budget. He expressed support in moving toward solving the I & I problems in the City.

Councilmember Garnes also supported the concept and asked what the next steps were to at least start on a plan for modification of the Painter St. trunk line.

City Manager Knopp explained that the only way to be able to facilitate those repairs is through grants and the Sanitary Sewer Evaluation Study (SSES).

Councilmember Strahan asked if there would be matching funds under that grant. Staff responded that it was likely there would be a match for the City.

Motion was made by Johnson/Garnes to approve *Resolution 1402-2018 Amending the Operating Budget for FY 2018-2019 for Transfer of Capital Project Funds from Painter Street Trunk Line to General Maintenance I & I Repair Work*. Motion carried 5-0.

COUNCIL REPORTS/COMMUNICATIONS

Mayor Pro Tem Johnson announced that he would be unable to attend the next meeting of October 2, as he would be away on a hunting trip in Nevada. He also reported that the September HCAOG meeting was cancelled and that HCAOG and the City of Eureka have been working on a contract to fund supplemental police services on the 101 Corridor and the item was scheduled to be on their October agenda.

Councilmember Garnes reported on her attendance at the League of California Cities Annual Conference in Long Beach and said that there were many great sessions. She said one of the sessions she attended was related to Cannabis noting that adoption of the State's regulations is 6 months out. She said one of the biggest deficiencies identified was the lack of accredited testing facilities and everything is being backed up because of it.

She commented that she also attended a leadership session but forgot to bring her notes so would provide an update on that session at the next meeting.

She suggested the City consider sending at least two people to the next annual conference because one person can only attend a fraction of the session offered. She noted that other cities send multiple people and it would be very beneficial to the City to do the same. She indicated that she spoke to people from a racing organization, she told them about the interest

in building a racetrack here, and they were very excited to hear about it. She said she needed someone else there to help promote the City.

Mayor Pro Tem Johnson agreed and said the contacts made at those conferences are invaluable. He said the League of California Cities is worth every penny put into it.

ADJOURNMENT

Motion was made by Johnson/Garnes to adjourn the meeting at 8:15 p.m. to the October 2, 2018 regular meeting. Motion carried 5-0.

Frank Wilson, Mayor

Attest:

Karen Dunham, City Clerk

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**City of Rio Dell
Staff Report
City Council Agenda**

To: Kyle Knopp, City Manager
From: Ethan Purvis, Wastewater Superintendent
Subject: Wastewater Staff Report

Bids have come back from Mobley Construction for consideration and scheduling. Projects include:

1. Painter St Lift station cover to be retrofitted to a traffic rated lid. Quote separately included for Lid and Box base.
2. Manhole repair at the end of Painter St. to replace seals that have been blown out from prior SSO's.
3. Repair to City Sewer main located behind the post office. This work has been scheduled with a September 20th start date. Line was visually inspected with the aid of Wykoffs plumbing who had originally been called out to work at site. Inspection showed both a belly in sewer main line and a nearly collapsed top section of pipe that is restricting flows.

Current sewer maintenance Repair fund balance is at \$24,082 and is expected to be drawn down to \$14,322 after completion of this project.

Smoke testing in the area of Belleview, Ogle and Spring St. completed on September 5th. Staff was able to find several discrepancies in the sewer system that could potentially be leading to excess flows to the Sanitary Sewer System. Two storm Drains in the Public Right of Way were found to have an excess of Smoke escaping from them. This is likely due to a cross connection or large cavity in sewer system that is being impacted by storm water run-off. Staff has contracted a professional Storm Drain Inspection and repair firm to do further investigation of these potential tie ins. The Trenchless Company is scheduled to complete the inspection and provide documentation for review on September 18th. Cost of inspection is \$4,500.00 and will draw down maintenance Repair budget down to \$9,822.

Mag Meter repairs made to effluent flow monitoring at the Wastewater Treatment plant with the help of Aqua Sierra Controls company.

Continued work on Dryer includes:

1. Roto Union replacement from thermal fluid system and seals on all supply lines.
2. Second have of dryer packing seals
3. Gear box repairs and seal change from sludge hopper. One of two seals completed with the second scheduled for September 19th

Scheduling of Accelerated monitoring testing with Pacific Ecorisk in preparation of Wet Weather Effluent season in accordance with NPDES requirements.

Composite sampler ordered to replace aged equipment currently in use.


Capitol Project manhole repairs are Scheduled for September 18th. These repairs are primarily focused on the Riverside and Eloa Area of town. This continues the City of Rio Dells efforts to combat I/I under both its requirements under TSO order R1-2017-0045 from the SWRCB as well as undertaking smaller meaningful projects not required by SWRCB.

Conference Call With Cathleen Goodwin, GHD and City manager discussing the forward movement of Sanitary Sewer System Repairs, future repairs, smoke testing results and expectations of SWRCB staff in reduction of Sanitary Sewer Overflows.



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To: Mayor Wilson and Members of the City Council

From: Brooke Kerrigan, Finance Director 

Through: Kyle Knopp, City Manager

Date: October 2, 2018

Subject: Resolution 1403-2018 Increase Fiscal Year 2017/18 appropriations for various funds based on year-end analysis of City-wide fund activity

RECOMMENDATION

It is recommended that the City Council approve Resolution No. 1403-2018 amending the Operating and Capital budget to include close out the FY 2017/18 budget process. The amendments are for various grant funds that were expended during the year and contractual agreements. The following is a list of amendments by fund:

FY 2017/18 YEAR END BUDGET AMENDMENTS
 RESOLUTION 1403-2018

FUND		INCREASE (DECREASE) APPROPRIATIONS	DESCRIPTION
020	Gas Tax	(60,195)	Decrease Gas Tax Fund by amounts allocated to SB1, TDA, and RSTP funds
021	SB1	12,892	Increase appropriations to expend all funds per State agreement funding amount
024	TDA Fund	43,523	Increase appropriations to expend all funds per contracted amount with HCAOG
026	RSTP Fund	3,780	Increase appropriations to expend all funds per contracted amount with HCAOG
027	Solid Waste Fund	2,530	The City reimburses HCAOG the cost for recycling events in the City. This amount was not budgeted for in FY 2017/18
039	CDBG Fund	141,721	Amounts were used for ADA improvements to City Hall and a long-standing payable was expensed
040	SLESF	21,700	Salary and Benefits line items for a Police Officer exceeded appropriated amount.
047	ATP Grant	94,802	Expenditures for the ATP Streets Project were not budgeted because amounts were unknown. The amount is for FY 2017/18 actual amount spent
062	Water Capital Fund	1,063,380	Expenditures for the Metropolitan Well Project were not budgeted because amounts were unknown. The amount is for FY 2017/18 actual amount spent
063	Metropolitan Wells	8,048	Expenditures were higher than budgeted amount of \$3,400 mainly due to first year of use; costs were unknown at the time of budget adoption.

The year-end Annual Financial Report for FY 2017/18 is included. Budget amendment amounts listed on the previous page can be found throughout the document and are discussed in the report. These budget amendments are a part of the year-end close process which takes into account all City spending and, as a formality, gives official approval at the Board level in recognition and acceptance of grant funding and spending, contractually agreed upon amounts, and occasionally where amounts weren't budgeted sufficiently to meet the needs of the organization.

The Annual report attached is for informational purposes and the audited Financial Statements, which are released in the last quarter of the calendar year, will contain additional information.

BUDGETARY IMPACT

Increase (decrease) appropriations totaling \$1,332,181 to account for various grants and contractual amounts listed on the previous page.

ATTACHMENTS

- Resolution 1403-2018 Budget Amendment for FY 2017/18
- Fiscal Year 2017/18 Annual Financial Report



**RESOLUTION NO. 1403-2018
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
FOR A BUDGET TRANSFER AMENDING
THE OPERATING AND CAPITAL BUDGET
FOR THE FISCAL-YEAR 2017-2018
YEAR END BUDGET AMENDMENTS**

WHEREAS, the City adopted Resolution 1333-2017 establishing the City’s Operating and Capital Budget for the Fiscal-Year 2017/18; and

WHEREAS, the City has approved its 2017/18 fiscal year Operating and Capital Budgets and have identified appropriations that should be included to update the 2017/18 fiscal-year budget; and

WHEREAS, at the beginning of fiscal year 2017/18 various costs were unknown, as well as for reporting purposes budget amendments are identified as an integral part of the budget process;

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby amend the City of Rio Dell 2017/18 Operating and Capital Budget with the following amendment:

FUND		INCREASE (DECREASE) APPROPRIATIONS	DESCRIPTION
020	Gas Tax	(60,195)	Decrease Gas Tax Fund by amounts allocated to SB1, TDA, and RSTP funds
021	SB1	12,892	Increase appropriations to expend all funds per State agreement funding amount
024	TDA Fund	43,523	Increase appropriations to expend all funds per contracted amount with HCAOG
026	RSTP Fund	3,780	Increase appropriations to expend all funds per contracted amount with HCAOG
027	Solid Waste Fund	2,530	The City reimburses HCAOG the cost for recycling events in the City. This amount was not budgeted for in FY 2017/18
039	CDBG Fund	141,721	Amounts were used for ADA improvements to City Hall and a long-standing payable was expensed
040	SLESF	21,700	Salary and Benefits line items for a Police Officer exceeded appropriated amount.
047	ATP Grant	94,802	Expenditures for the ATP Streets Project were not budgeted because amounts were unknown. The amount is for FY 2017/18 actual amount spent
062	Water Capital Fund	1,063,380	Expenditures for the Metropolitan Well Project were not budgeted because amounts were unknown. The amount is for FY 2017/18 actual amount spent
063	Metropolitan Wells	8,048	Expenditures were higher than budgeted amount of \$3,400 mainly due to first year of use; costs were unknown at the time of budget adoption.

PASSED AND ADOPTED by the City Council of the Rio Dell on this 2nd day of October 2018, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Frank Wilson, Mayor

ATTEST:

Karen Dunham, City Clerk

ANNUAL FINANCIAL REPORT

JUNE 30, 2018

YEAR END 2017-2018

City Management is pleased to present the Annual Financial Report summarizing the City's overall financial activity through June 30, 2018. This information is unaudited. For finalized fund information please refer to the audited Financial Statements released in the last quarter of the calendar year. The information presented here is based on the 2017/18 Adopted Budget and includes adopted budget amendments. Yearend recommended budget amendments are attached and included as an integral part of annual financial reporting.

SUMMARY City-wide revenues and expenditures were \$5,414,747 and \$4,660,838, respectively.

REVENUE AND EXPENDITURES BY FUND - TYPE			
	REVENUE	EXPENSE	VARIANCE
GOVERNMENTAL	1,408,035	1,139,576	268,459
ENTERPRISE	2,486,361	1,850,048	636,313
SPECIAL REVENUE	371,596	513,032	(141,436)
GRANTS	1,148,755	1,158,183	(9,428)
TOTAL	5,414,747	4,660,838	753,908

Revenues by the funds shown below were 11% higher than budget, with the most significant budget variances in the Water Funds, Sewer Funds, and General Fund.

REVENUES BY FUND			
	ACTUAL	BUDGET	VARIANCE
000 GENERAL FUND	1,177,685	983,580	194,105
02X STREETS	230,350	261,549	(31,199)
040 SLESF	139,416	100,000	39,416
044 MEASURE Z	26,112	34,100	(7,988)
008 BUILDING FUND	46,016	35,131	10,885
05X SEWER	1,264,716	1,186,281	78,435
06X WATER	1,221,645	1,102,763	118,882
TOTAL	4,105,941	3,703,404	402,537

**Grants and other Special Revenue Funds are highlighted in the following chart. Grant amounts at the beginning of FY 2017/18 were not known, therefore budget amounts aren't noted.

GRANTS AND OTHER SPECIAL REVENUES			
047 ATP GRANT FUND	96,838	-	96,838
062 METRO WELLS	1,051,917	-	1,051,917
OTHER SPEC. REVENUE	160,050	21,061	138,989
Total	1,308,805	21,061	1,287,744

Appropriations as shown in the funds below were 87% of budgeted amounts. The State Law Enforcement Supplemental Fund (SLESF) exceeded budgeted appropriations by \$21,700.

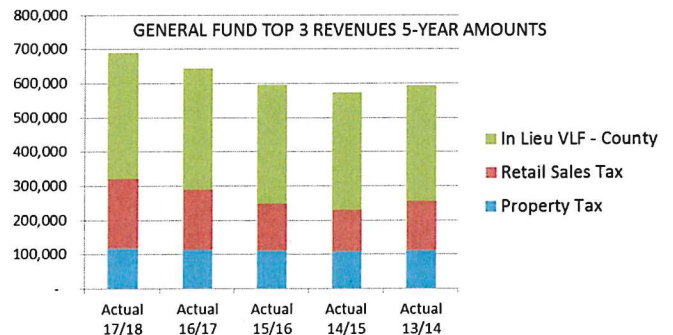
EXPENDITURES BY FUND			
	ACTUAL 6/30/18	BUDGET 6/30//18	BUDGET VARIANCE
000 GENERAL FUND	899,267	1,113,813	214,546
02X STREETS	240,309	331,281	90,972
040 SLESF	112,440	90,740	(21,700)
044 MEASURE Z	26,550	34,101	7,551
008 BUILDING FUND	55,990	63,214	7,224
05X SEWER	1,213,412	1,213,560	149
06X WATER	636,636	792,862	156,226
TOTAL	3,184,604	3,639,572	454,969

**Grants and other Special Revenue Funds

EXPENDITURES - GRANTS AND OTHER SPECIAL REV. FUNDS			
047 ATP GRANT FUND	94,802	-	(94,802)
062 METRO WELLS	1,063,380	-	(1,063,380)
OTHER SPEC. REVENUE	318,052	176,011	(142,041)
Total	1,476,235	176,011	(1,300,224)

GENERAL FUND

General Fund Revenues: The top three (3) revenue sources in the General Fund are In-Lieu VLF, Retail Sales Tax, and Property Tax. Retail sales tax has increased 42% since FY 2013/14 from \$143,000 to \$203,000 in FY 2017/18.



The General Fund (GF) shows an additional \$194,105 in revenues in comparison to budgeted amounts. Almost all revenue streams surpassed budget estimations. The largest increase was seen in sales tax revenues (\$81,265).

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YEAR END 2017-2018

This is partly tied to historically high consumer confidence levels. Consumer spending is up, at least in the short-term. Measure U showed the second largest variance (\$56,257), followed by In-Lieu VLF (\$22,656), and cannabis revenues (\$23,420).

GENERAL FUND REVENUES	ACTUAL	BUDGET	VARIANCE
TOT	13,857	13,152	705
Rental Income	21,546	20,869	677
Cannabis Revenues	23,420	-	23,420
Miscellaneous Revenue	28,296	21,199	7,097
Franchise Fees	85,791	87,811	(2,020)
Property Tax	124,443	120,395	4,048
Sales tax	207,748	126,483	81,265
Measure U	289,425	233,168	56,257
In Lieu VLF	383,159	360,503	22,656
TOTAL REVENUES	1,177,685	983,580	194,105

Measure U has allowed the City to invest in its infrastructure such as \$107,000 in streets repairs, \$40,000 towards police vehicles, and \$59,000 towards ADA and City Hall improvements.

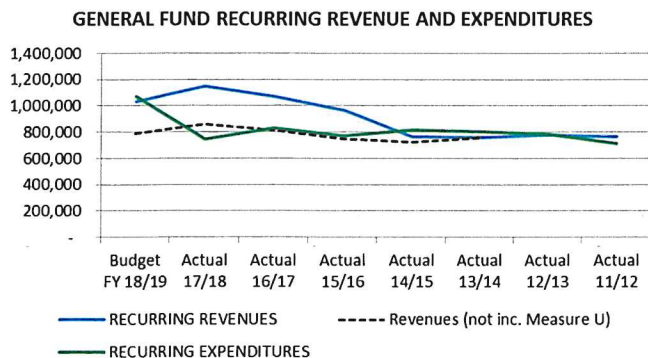
General Fund capital projects amounts shown below are a two-year representation showing FY 16/17 and FY 17/18 since amounts that were budgeted in the previous fiscal year were paid for in the current year.

GENERAL FUND CAPITAL PROJECTS			
	ACTUAL 6/30/18	BUDGET 6/30//18	BUDGET VARIANCE
Ogle Belleview Shovel Ready	52,848	68,400	15,553
Council Chamber Imp.	6,718	15,000	8,282
CDBG ADA ABR	46,885	90,000	43,115
Lawn Mower	21,982	21,782	(200)
City Hall Misc. Imp.	1,483	20,000	18,517
City Hall Window Rplcmt.	-	10,000	10,000
Carry over exp. from prior year			
Police Vehicles	4,930	7,199	2,269
Streets subsidy	18,193	20,000	1,807
TOTAL	153,039	252,381	99,342

General Fund Expenditures: The GF shows budgetary savings of \$214,545 (20%). Significant savings were seen in capital projects and operating supplies; salaries and benefits came in at 85% of budgeted appropriations.

GENERAL FUND EXPENDITURES	ACTUAL	BUDGET	VARIANCE
Salaries and Benefits	560,052	643,501	83,449
Operating Costs	186,177	217,931	31,754
Capital Budget Items	153,039	252,381	99,342
TOTAL	899,268	1,113,813	214,545

The chart below shows General Fund *recurring* revenue and expenditures over the past eight (8) years. Actual revenue has exceeded recurring operating expenditures for several years in a row with the revenue boost from Measure U.



STREETS FUNDS

Streets Funds Revenues: Streets Funds core revenues fell short of budgeted amounts in the Gas Tax Fund and RMRA funding. The estimates for budgeted amounts were high due to several recent gas tax legislation changes and their complicated timing structure.

STREETS REVENUES	ACTUAL	BUDGET	VARIANCE
020 GAS TAX	75,733	100,580	(24,847)
021 SB1 RMRA	12,892	19,301	(6,409)
024 TDA	114,256	114,217	39
026 RSTP	27,469	27,451	18
TOTAL	230,350	261,549	(31,199)

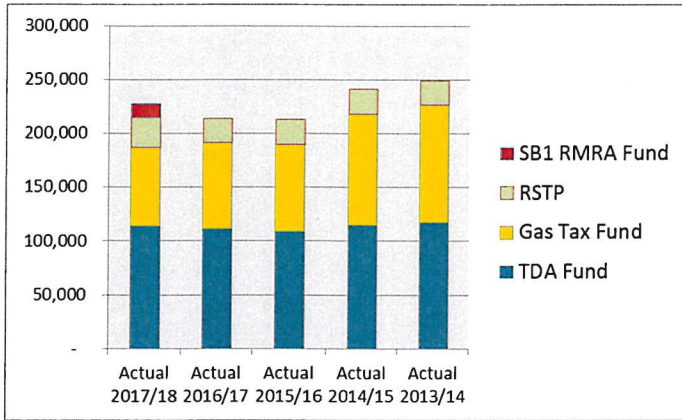
Overall streets revenues have shown slight declines over the past five fiscal years with the exception of FY 2017/18. This is due to SB1 legislation that provides an additional revenue source as consumers move towards more efficient modes of transportation. In particular Gas Tax Fund revenues (HUTA) has seen a decline of 32% in revenues

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YEAR END 2017-2018

from \$109,000 in FY 2013/14 down to \$76,000 in FY 2017/18.



ENTERPRISE FUNDS

SEWER FUNDS

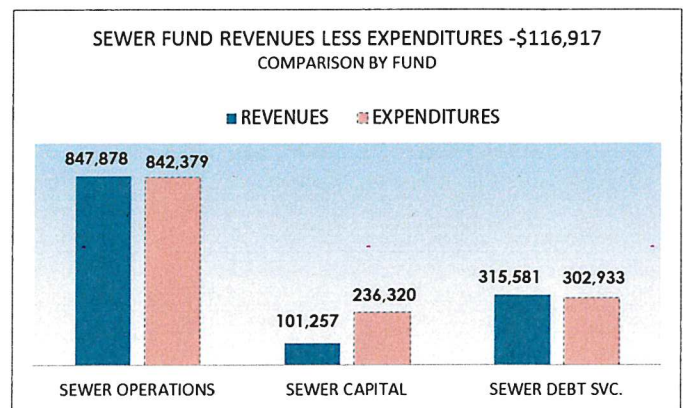
Revenues: The Sewer Funds total revenues were \$1,264,716. This amount is divided up between Operations (67%), Capital (8%), Debt Service (25%). The total amounts include all fees, charges, penalties, and connections for sewer services. The 1978 Sewer Assessment Bond Fund final payment (\$30,000) is July 1, 2018. This amount is collected at the County level as pass-thru funds for the City, which is then used for payment.

SEWER REVENUES	ACTUAL	BUDGET	VARIANCE
050 SEWER OPERATIONS	847,878	811,351	36,527
052 SEWER CAPITAL	101,257	71,930	29,327
054 SEWER DEBT SVC.	315,581	303,000	12,581
TOTAL	1,264,716	1,186,281	78,435

Expenditures: Total sewer expenditures were \$1,381,632 compared to budgeted amounts of \$1,536,493. The most significant budgetary savings was in capital projects.

SEWER FUNDS EXP.	ACTUAL	BUDGET	VARIANCE
050 SEWER OPERATIONS	842,379	849,491	7,113
052 SEWER CAPITAL	236,320	384,069	147,748
054 SEWER DEBT SVC.	302,933	302,933	-
TOTAL	1,381,632	1,536,493	154,861

The original budget was adopted with \$1,270,527 in appropriations. Budget amendments netting \$266,000 were approved for sewer activities during the fiscal year.



Expenditures: The Streets Funds showed a budgetary savings of 37% with the majority of unspent appropriations in the Streets Department. Public Works priorities shift throughout the year and when actual expenditures are compared to budgeted labor allocations that were developed in the spring of 2017, the Streets Department had a much higher labor allocation estimated for streets work than actual labor hours were spent.

STREETS EXPENDITURES	ACTUAL	BUDGET	VARIANCE
02 CITY MANAGER	5,919	5,769	(150)
03 FINANCE DEPT	3,401	3,951	550
12 CITY COUNCIL	-	152	152
14 CAPITAL PROJ.	52,127	74,250	22,123
18 STREETS DEPT	167,870	238,462	70,592
19 BLDG & GROUNDS	10,990	8,703	(2,287)
TOTAL	240,307	331,287	90,980

The Buildings & Grounds Department labor allocation, on the other hand, was estimated low resulting in Public Works actual time spent in B&G higher than anticipated when the original budget was developed.

Budgetary savings in the streets funds total \$90,980.

STREETS FUNDS EXP.	ACTUAL	BUDGET	VARIANCE
020 GAS TAX (HUTA)	85,871	176,724	90,854
021 SB1 RMRA FUND	12,892	12,892	-
024 TDA FUND	114,214	114,214	-
026 RSTP FUND	27,332	27,459	127
TOTAL	240,309	331,289	90,981

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The list below is a summary of capital project activities for the Sewer Funds throughout FY 2017/18. The capital projects budget as adopted totaled \$164,250. Amendments totalled \$254,677 for a total of \$418,927. Total spending was \$262,333, or 62% of appropriations.

SEWER CAPITAL PROJECTS	Actuals	Budget	Unspent
9010 W WTP I&I Manhole Repair	30,413	50,867	20,454
9020 Lift Stations Pumps	21,664	29,133	7,469
9027 Sewer Machine Rplc.	57,366	57,366	0
9028 Sewer Push Camera	-	5,000	5,000
9029 Jeep GMC Utility Veh.	-	14,000	14,000
9030 Paving Equip.	-	8,250	8,250
9030 Forklift Rplc.	-	12,000	12,000
9037 Contact Basic Cover	12,028	30,000	17,972
9039 Blower Motor Rplc.	17,538	17,538	0
9041 Sewer Upsize Main Line	1,149	12,000	10,851
9043 Sewer Compliance Project	-	47,075	47,075
9045 Sewer Ops Rprs. & Maint.	24,641	32,858	8,217
9046 Sewer Capital Machinery	97,312	102,840	5,528
TOTAL SEWER CAPITAL PROJECTS	262,333	418,927	156,817

WATER FUNDS

Revenues: Total revenues for water were \$1,221,645 in comparison to budgeted amounts of \$1,102,763.

Revenues by fund are shown below.

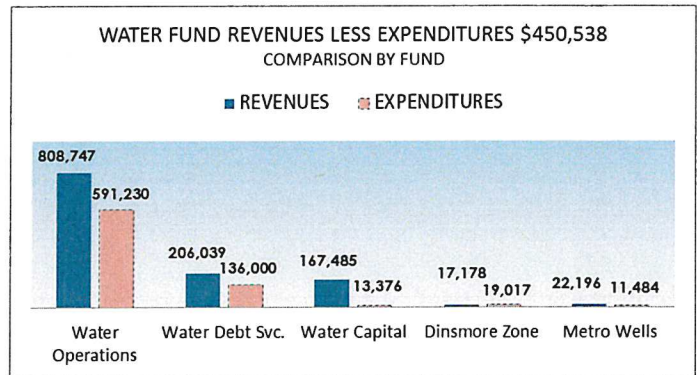
WATER REVENUES	ACTUAL	BUDGET	VARIANCE
060 WATER OPERATIONS	808,747	724,120	84,627
061 WATER DEBT SVC.	206,039	164,200	41,839
062 WATER CAPITAL	167,485	176,904	(9,419)
063 DINSMORE ZONE	17,178	14,795	2,383
064 METRO WELLS	22,196	22,744	(548)
TOTAL	1,221,645	1,102,763	118,882

Expenditures: The Water Funds' total expenditures were \$771,107.

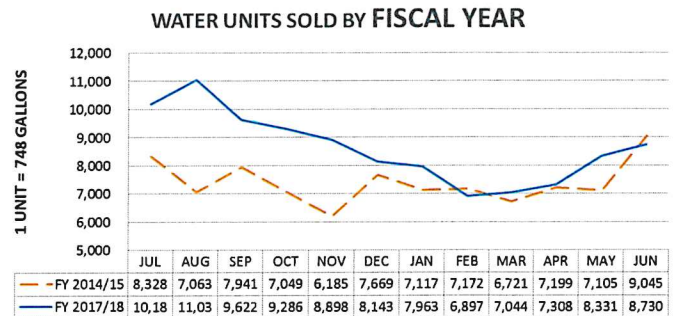
WATER EXPENDITURES	ACTUAL	BUDGET	VARIANCE
060 WATER OPERATIONS	591,230	684,340	93,110
061 WATER DEBT SVC.	136,000	136,000	-
062 WATER CAPITAL	13,376	81,424	68,048
063 DINSMORE ZONE	19,017	23,698	4,681
064 METRO WELLS	11,484	3,400	(8,084)
TOTAL	771,107	928,862	157,755

Budget variance amounts show budget savings from Operations, Capital, and Debt Service totaled \$157,755.

Shown below are water revenues by fund compared to expenditures.



The following chart shows water unit consumption for FY 2017/18 in comparison to FY 2014/15, the data used as a basis for the water rate study in FY 2015.



The Metropolitan Well project was completed in FY 2017/18. Total expenditures for the project at year end were \$1,907,161. At the end of FY 2017/18 the City's portion for the Well project was 4% of total amounts spent. The remaining \$13,839 is the City's portion that will be used for engineering services for project close-out.

METRO WELL PROJECT	ACTUAL	BUDGET	VARIANCE
0000 CITY CONTRIB.	85,085	98,924	13,839
1034 PROP 84 NCIWMP	783,000	783,000	-
1038 USDA	373,200	373,200	-
1039 SWRCB REV FUND	665,876	665,876	-
TOTAL	1,907,161	1,921,000	13,839

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YEAR END 2017-2018

BUILDING FUND

Budgeted revenues were \$35,131 and appropriations were \$63,214. Reserves of \$19,462 and a General Fund subsidy of \$8,621 were approved in FY 2017/18 to fill the unfunded Building Fund expenditure amount. Actual amounts show revenues were higher and expenditures were less than budgeted:

BUILDING FUND	ACTUAL	BUDGET	VARIANCE
REVENUES	46,016	35,131	10,885
EXPENDITURES	55,990	63,214	7,224
TOTAL	(9,974)	(28,083)	3,661

A General Fund *subsidy* has been on-going since the creation of the Building Fund in the third quarter of FY 2013/14. The following chart shows Building Fund revenues, expenditures, and General Fund subsidies since its inception in April 2014.

BUILDING FUND SUMMARY INFO.	Revenues	Expend.	Gen. Fund Subsidies	Revenues Less Expen.
FY 2013/14	2,846	4,780	-	(1,934)
FY 2014/15	35,741	83,894	54,821	6,668
FY 2015/16	37,491	40,031	17,265	14,725
FY 2016/17	41,741	51,946	5,869	(4,336)
FY 2017/18	46,017	55,990	8,621	(1,352)
TOTALS	163,836	236,641	86,576	13,771

The information above shows that the Building Fund has a total of \$13,771 in reserve amounts. Actual Building Fund revenues have fallen short of expenditures since the Building Fund was created in FY 2013/14.

ADDITIONAL INFORMATION

The following section is a summary of budgeted revenues and expenditures versus actual for special revenue funds.

SLESF: The Supplemental Law Enforcement Services Fund has mainly been used for salaries and benefits for an officer position. In FY 2017/18 the City received \$139,416. This is \$39,416 in additional funding made available through legislation that took effect in FY 2015/16.

MEASURE Z: Measure Z revenues are provided through a grant from the County of Humboldt. The funds are used

exclusively for personnel assistance in the Police Department. The additional funding has allowed for the Police Department to have its doors open during times that otherwise would be closed due to minimal staffing. Measure Z also provides clerical assistance for code enforcement activities.

CDBG: In FY 2017/18 CDBG funding totaling \$242,273 was provided for improved ADA access to City Hall. Total expenditures for CDBG funds were \$306,571. The additional amounts were for a long-standing payable that was expensed in FY 2017/18, as well as a small portion (5%) of the Community Development Director's salary is paid through CDBG funds.

REVENUES - SPECIAL REVENUE FUNDS			
	ACTUAL	BUDGET	VARIANCE
015 Parks and Rec	1,500	1,500	-
027 Solid Waste	6,739	9,000	(2,261)
040 SLESF	139,416	100,000	39,416
044 Measure Z	26,112	34,100	(7,988)
047 ATP Grant	96,838	-	96,838
074 Recycling	5,110	5,000	110
005 Admin Fund	1,977	2,387	(410)
TOTAL	277,693	151,987	125,706

EXPENDITURES - SPECIAL REVENUE FUNDS			
	ACTUAL	BUDGET	VARIANCE
015 Parks and Rec	-	-	-
027 Solid Waste	6,041	3,511	(2,530)
037 CDBG	306,571	164,850	(141,721)
040 SLESF	112,440	90,740	(21,700)
044 Measure Z	26,550	34,101	7,551
047 ATP Grant	94,802	-	(94,802)
074 Recycling	206	5,000	4,794
005 Admin Fund	194	2,650	2,456
TOTAL	546,804	300,852	(245,952)

For More Information. This report is prepared by the City's Finance Department and is a summary based on detailed information produced by The City's financial management system. If you would like additional information, or have questions about this report, please call the Finance Department at (707) 764-3532.

**City of Rio Dell
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
7158	8/08/2018	[0576] 101 AUTO PARTS	SQUEEGEE FOUR QUARTS SAE 5W20 MOTOR OIL 10 - CERULEAN 2 GRS CART; 2000 AMP GENIUS JUMP PAK; REDLINE 500 LUMEN FLASHLIGHT BATTERY FUSE	510.68
7159	8/08/2018	[6117] A-1 CLEANING SERVICE, LLC	MONTHLY CLEANING SERVICE FOR JULY 2018	450.32
7160	8/08/2018	[6038] ACCURATE TERMITE & PEST SOLUTIONS	BI-MONTHLY PEST CONTROL @ 675 WILDWOOD AVE MONTHLY RODENT CONTROL AT 475 HILLTOP DR	275.00
7161	8/08/2018	[5235] ADVANTAGE FINANCIAL SERVICES	DOCSTAR USER LICENSES & SYSTEM SOFTWARE	193.00
7162	8/08/2018	[5938] ROBEEY AGNEW	CUSTOMER DEPOSIT REFUND	160.31
7163	8/08/2018	[1753] ALLEN, TOM	CREDIT REFUND	32.23
7164	8/08/2018	[3975] AT&T - 5709	CUSTOMER DEPOSIT REFUND	
7165	8/08/2018	[2277] CAMPTON ELECTRIC SUPPLY	FAX LINE EXPENSES FOR JULY 2018	20.49
7166	8/08/2018	[2293] CITY OF FORTUNA	500' BUILDING WIRE; QUART PULLING LUBE; 100' FISH TAPE INVOICE DATED 3/20/17, RECEIVED 8/2/2018: LIVE SCAN FOR PRE- EMPLOYMENT W/WW OPERATOR	200.35 2,142.00
7167	8/08/2018	[2303] COAST CENTRAL CREDIT UNION	POLICE DISPATCH SERVICES FOR AUGUST 2018	60.00
7168	8/08/2018	[2283] COASTAL BUSINESS SYSTEMS	POA: DUES FOR PPE 7/20/18	448.00
7169	8/08/2018	[2304] COLLEGE OF THE REDWOODS	DOCSTAR ANNUAL SOFTWARE LICENSE AGREEMENT 8/1/18 THRU 7/31/19	100.00
7170	8/08/2018	[5127] DELTA DENTAL	USE & MAINTENANCE OF FIREARMS RANGE 7/1/18 THRU 6/30/19 DENTAL INSURANCE FOR SEPTEMBER 2018	1,174.39
7171	8/08/2018	[5687] ENGINEERED FIRE SYSTEMS, INC.	PLAN REVIEW FOR BERKELEY STREET MULTI FAMILY FS	150.00
7172	8/08/2018	[2405] FORTUNA ACE HARDWARE	ONE HIPRSS BULB; THREE HPS REPLACEMENT BULBS GFI ST WP RECEIPT; OUTLET BOX; LIGHT CONTROL TWO BULB METAL HALIDE 175 WMD; RETURN GFI ST WP RECEIPT; GFI ST RECPY RAIN-X CAR WASH; O-RING TOGGLE SWITCH; CARWASH BRUSH 20W BULB LEC PAR38; QT MOTOR OIL; LAMPHOLDER PLASTIC STAKE; PHOTOCCELL TIMERS; DIELECTRC SILICONE; ALUMASEAL RADIATOR SEALANT; BULB; NAILS; SPRAY PAINT; HANGER E-6000 AUTO/IND ADH CD; BOLTS RETURN TWO BULB METAL HALIDE 175 WMD; 3 TRAP RAT VICTOR; ROTOR SPRINKLER POPUP ADJUST; HEEK CEIL; HOOKSCREW; EYELET SCREWS; PIC HANGER; INSECT KILLER	344.76
7173	8/08/2018	[4855] FRESHWATER ENVIRONMENTAL SERVICES	TECHNICAL SUPPORT: PET TOOL ENTRY & UPLOADING	2,115.00
7174	8/08/2018	[6459] GALLARDO, SERGIO	CUSTOMER DEPOSIT REFUND	111.97
7175	8/08/2018	[5052] GHD, INC	DRINKING WATER INFRASTRUCTURE IMPROVEMENT FUNDING, PLANNING & DESIGN PROJECT WATER TREATMENT PLANT BACKWASH DRAIN REALIGNMENT PROJECT WATER TREATMENT PLANT BACKWASH DRAIN REALIGNMENT PROJECT	30,811.25

**City of Rio Dell
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
7176	8/08/2018	[4099] HARPER MOTORS	2014 FORD EXPLORER COMPLETE LUBE, OIL & FILTER CHANGE; REPLACED CRACKED PTU	54.65
7177	8/08/2018	[5957] HAZARDOUS MATERIALS RESPONSE AUTHORITY	MEMBER AGENCY ANNUAL CONTRIBUTIONS FOR FY 2018-2019	1,322.00
7178	8/08/2018	[6369] MAYEN, KIMBERLIN & ORTIZ, YARELY	CUSTOMER DEPOSIT REFUND	186.67
7179	8/08/2018	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL FOR JULY 2018	1,000.00
7180	8/08/2018	[4908] MITCHELL BRISSO DELANEY & VRIEZE	LEGAL SERVICES FOR JULY 2018	1,892.84
			LEGAL SERVICES FOR JULY 2018	
			LEGAL SERVICES FOR JULY 2018	
			LEGAL SERVICES FOR JULY 2018	
7181	8/08/2018	[5934] NORTH COAST JOURNAL	EMPLOYMENT ADVERTISEMENT FOR POLICE OFFICER, WATER/WASTEWATER OP I/II, OPERATOR-IN-TRAINING & FISCAL ASSIST. I/II EMPLOYMENT ADVERTISEMENT FOR POLICE OFFICER, WATER/WASTEWATER OP I/II, OPERATOR-IN-TRAINING & FISCAL ASSISTANT I/II THROUGH ONLINE PORTAL SITE	200.00
7182	8/08/2018	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR AUGUST 15, 2018 THROUGH SEPT 2018	1,140.00
7183	8/08/2018	[6499] OCCUPATIONAL, ENVIRONMENTAL HEALTH & DRUG SCREENING	PRE-EMPLOYMENT EXAM	150.00
7184	8/08/2018	[5973] PRECISION INTERMEDIA	MONTHLY WEB HOSTING FEE FOR AUGUST 2018	148.75
7185	8/08/2018	[6349] RECOLOGY EEL RIVER	INVESTIGATE RIODELLCITY.COM EMAIL RECOVERY & SET UP DOMAIN	
7186	8/08/2018	[5560] REDI-RENTS	GARBAGE BAGS FOR THE MONTH OF JULY 2018	420.91
7187	8/08/2018	[2659] RIO DELL PETTY CASH	EQUIPMENT RENTAL	1,236.59
7188	8/08/2018	[4525] SHERLOCK RECORDS MGMT	BOX & TAPE FOR SHIPPING; POSTAGE; STAMPS	44.38
7189	8/08/2018	[6483] SONOMA CO JR COLLEGE /ACCTG	STORAGE SERVICE FOR JULY 2018	102.80
7190	8/08/2018	[2710] STARPAGE	TRAINING COURSE	55.25
7191	8/08/2018	[2319] SUDDENLINK	PAGING SERVICE 8/1/18 - 8/31/18	12.95
7192	8/08/2018	[6373] HATCHER COMPANY, INC.	MONTHLY BROADBAND, INTERNET & PHONE SERVICE 8/10/18 - 9/9/18	822.93
7193	8/08/2018	[3373] VALLEY LUMBER & MILLWORK	330 G TOTE SANI CHLOR 12.5	1,549.12
7194	8/08/2018	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	TWELVE MASTER PADLOCKS	152.97
7195	8/08/2018	[6448] VIRAMONTES, ANDREW	RETIREMENT FOR PPE 7/20/18	4,729.92
7196	8/08/2018	[6037] WELLS FARGO VENDOR FIN SERV	CUSTOMER DEPOSIT REFUND	128.91
7197	8/08/2018	[2779] WILDWOOD SAW	KYOCERA COPIER PAYMENT FOR AUGUST 2018	534.58
7198	8/08/2018	[2787] WYCKOFF'S	TWO STIHL FS111 R LOOP HANDLE TRIMMERS HANGERS & FASTENERS	643.10 36.94

**City of Rio Dell
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
7199	8/15/2018	[2237] BANK OF AMERICA BUSINESS CARD	ADOBE PRO DC MONTHLY SUBSCRIPTION LEAGUE OF CA CITIES 2018 ANNUAL CONFERENCE DKF SOLUTIONS - REFUND CIWQS TRAINING: CLASS CANCELLED FEDEX - FIVE PEACE OFFICER TABS COSTCO - POST-IT NOTES AMAZON - BLOWER MOTOR ASSEMBLY FOR JEEP AMAZON - THREE COLOR INK CARTRIDGES REDDING FASTENERS - DRILL BIT SETS; PLASTIC PIPE CUTTER; 100' CHALK REEL; PLIER SETS; TWO 24" I-BEAM LEVEL; SLEDGE HAMMER; DRILLING HAMMER; IRON WORK PLIER; THREE TAPE MEASURES; PRY BARS; DEEP IMPACT SET; TWO 4 PC SCREWDRIVER SETS; TWO CURVED PLIERS SHOPLET - 10/PK MAGIC TAPE; PRE-INKED SHUTTER STAMP; HEAVY WEIGHT TOP-LOADING SHEET PROTECTORS; LEGAL RULED PERFORATED PADS SHOPLET - COTTON WET MOP W/HANDLE; FEATHER DUSTER; TRASH BAGS; ZEP BATHROOM CLEANER; ZEP NO RINSE FLOOR DISINFECTANT; SPLASH GUARD MOP BUCKET/WRINGER LODGING TO ATTEND FTO TRAINING ARC - BACKGROUND TRAINING COSTCO - FOUR CHAIR MATS FOR FLAT/LOW PILE CARPET KAESER COMPRESSORS - BLOWER ROOM REPAIRS COSTCO - FILE BOXES & 12-OZ HOT CUPS AIR FARE TO ATTEND LEAGUE OF CA CITIES 2018 ANNUAL CONFERENCE	4,287.93
7200	8/15/2018	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 8/3/18	60.00
7201	8/15/2018	[2405] FORTUNA ACE HARDWARE	SPRINKLER DUAL 4" PRO QTR; ADJ SPRINKLER 1800 4" HI-EF; 3 EA POP ROTARY SPRINKLER 4"; 2 EA CONNECTORS; PLUG HOLE DRP	46.45
7202	8/15/2018	[6548] FORTUNA POLICE DEPARTMENT	LIVE SCAN FOR OIT, WATER/WASTEWATER OPERATOR & FISCAL ASSISTANT II	105.00
7203	8/15/2018	[4855] FRESHWATER ENVIRONMENTAL SERVICES	SSO DOCUMENTATION /TRAINING	1,170.00
7204	8/15/2018	[5052] GHD, INC	SRTS SAFETY IMPROVEMENT & COMMUNITY OUTREACH PROJECT THROUGH 6/30/18 SRTS SAFETY IMPROVEMENT & COMMUNITY OUTREACH PROJECT	11,629.75
7205	8/15/2018	[6486] GREEN TO GOLD ENTERPRISES LLC	FIVE GALV NIPPLES	129.58
7206	8/15/2018	[2501] KEENAN SUPPLY	FOUR 52.8 GAL BINS ROMAC SS RPR CLAMPS; 20 AYM 3/4X1 1/2 MTR CPL-NL; BRASS COUPLINGS	1,817.83
7207	8/15/2018	[6322] MULLONO, LINAH	CUSTOMER DEPOSIT REFUND	212.01

**City of Rio Dell
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
7208	8/15/2018	[2603] PG&E	UTILITY EXPENSES FOR JULY 2018	20,652.49
7209	8/15/2018	[6292] ETHAN S PURVIS	CLOTHING ALLOWANCE REIMBURSEMENT	211.54
7210	8/15/2018	[5560] REDJ-RENTS	WOOD CHIPPER RENTAL	189.88
7211	8/15/2018	[2694] SHELL OIL CO.	PD FUEL EXPENSES FOR JULY 2018 PW FUEL EXPENSES FOR JULY 2018 ADMIN CAR FUEL EXPENSES FOR JULY 2018 PD FUEL EXPENSES FOR AUGUST 2018 PW FUEL EXPENSES FOR AUGUST 2018	2,376.05
7212	8/15/2018	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 8/3/18	4,655.79
7213	8/15/2018	[2787] WYCKOFF'S	5" BODY CONDUIT PVC TYPE; FASTENERS; STRAPS; CLAMPS 2" CONDUIT FLEX KIT; DRILL BITS; CONNECTOR CONDUIT; ADAPTER TERMINAL CONDUIT; LIQT NYLON ST CONN; CONNECTOR CONDUIT COUPLING CONDUIT SCH40; ADAPTER TERMINAL CONDUIT; FITTINGS; U- BOLTS; HARDWARE; ELBOW CONDUIT 90D SCH 40; PVC 2-HOLE STRAP BAGS	328.61
7214	8/23/2018	[5573] AQUAFIX	AQUABAC XT; BUG JUICE	1,583.70
7215	8/23/2018	[5842] BAKER, CODY	CUSTOMER DEPOSIT REFUND	46.12
7216	8/23/2018	[6466] BCR ENVIRONMENTAL CORP	SLUDGE DRYER REPAIRS	8,977.10
7217	8/23/2018	[3206] CALIFORNIA POLICE CHIEFS ASSOCIATION	ANNUAL MEMBERSHIP DUES 7/2018 - 6/2019	348.00
7218	8/23/2018	[2411] DEARBORN NATIONAL LIFE INSURANCE COMPANY	LIFE INSURANCE FOR SEPTEMBER 2018	247.50
7219	8/23/2018	[2393] FASTENAL COMPANY	SLICER CUTTING WHEELS; DEPRESSED CENTER GRINDING WHEELS; BI-METAL LAZER RECIP SAW BLADES; HIGH PERFORMANCE MASKING TAPE; METAL CUTTING CIRCULAR SAW BLADE	403.58
7220	8/23/2018	[2405] FORTUNA ACE HARDWARE	SUPPLIES FOR AEROMOD PROJECT SIX CONN 1/4" DOUBLE BARB	263.41
7221	8/23/2018	[5052] GHD, INC	DRINKING WATER INFRASTRUCTURE IMPROVEMENT FUNDING, PLANNING & DESIGN PROJECT ENGINEERING SERVICES FOR NORTHWESTERN AVE WATER LINE REVIEW ENGINEERING SERVICES FOR ROADS & TRAILS; TAC MEETINGS & TRANS PLANNING ENGINEERING SERVICES FOR REVIEW OF NORTHWESTERN AVE DRAINAGE; COUNCIL & STAFF MEETINGS	9,497.25
7222	8/23/2018	[6493] SCOTT J GUY	CLOTHING ALLOWANCE REIMBURSEMENT	284.17
7223	8/23/2018	[5942] KEENAN & ASSOCIATES	HEALTH INSURANCE FOR SEPTEMBER 2018	12,039.52
7224	8/23/2018	[2521] LEAGUE OF CALIF. CITIES	DIVISION MEETING 8/17/18	50.00
7225	8/23/2018	[6295] MCMAHON, AMIE	CUSTOMER DEPOSIT REFUND	84.02
7226	8/23/2018	[4215] ROCHA'S AUTOMOTIVE	2008 FORD F-250 REPAIRS	242.79
7227	8/23/2018	[4570] SHRED AWARE	SHREDDING	115.00

**City of Rio Dell
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
7228	8/23/2018	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR SEPTEMBER 2018	272.30
7229	8/23/2018	[2787] WYCKOFF'S	TWO CONDUIT FLEX KITS; TWO 4" 2-HOLE PIPE; 1/4" OD COUPLING TWO BOX JUNCTIONS; TWO CONDUIT FLEX KITS; STEP BIT; EMT HANGER; 10" MENDING PLATE	150.64
7230	8/29/2018	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF AUGUST 2018	357.35
Total Checks/Deposits				138,701.37

Ref#	Date	Vendor	Description	Amount
1000100863	8/7/2018	WITHDRAWALS	DEPOSITED ITEM RETURNED	-116.43
3701729	8/13/2018	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 8/03/2018	-9,164.00
9424179	8/13/2018	WITHDRAWALS	BANK ANALYSIS FEE FOR AUGUST 2018	-24.65
683-520	8/13/2018	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 08/03/2018	-1,796.19
633755	8/14/2018	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE FOR AUGUST 2018.	-534.18
1000102105	8/22/2018	WITHDRAWALS	DEPOSITED ITEM RETURNED	-218.00
015-488	8/27/2018	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 08/17/2018	-1,866.59
5282189	8/27/2018	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 08/17/2018	-9,546.90
1000101467	8/30/2018	WITHDRAWALS	DEPOSITED ITEM RETURNED	-157.23
Total EFT's/Bank Withdrawals				-23,424.17

Ref#	Date	Vendor	Description	Amount
TRX TO LAIF	8/2/2018	TRANSFER FROM CHECK TO LAIF ACCOUNT	TRANSFER TO LAIF MONEY MARKET ACCOUNT	-3,000,000.00
TRX TO PR	8/7/2018	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 08/03/2018	-2105.76
TRX TO PR	8/7/2018	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 08/03/2018	-22440.57
TRX TO PR	8/20/2018	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 08/17/2018	-25660.08
Total Transfer Between Accounts				-3,050,206.41



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**CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
October 2, 2018**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM: Brooke Kerrigan, Finance Director *BK*

DATE: October 2, 2018

SUBJECT: Travel Expense for 2018/19 CSMFO Annual Conference

RECOMMENDATION

Approve travel request for Finance Director Brooke Kerrigan to attend annual California Society of Municipal Finance Officers Association (CSMFO) Conference

BACKGROUND AND DISCUSSION

Professional dues and subscriptions necessary to support the growth, advancement, and active communication for the good of the City are contractually budgeted for the Finance Director Position. The CSMFO conference is annually attended as a means to this end. Per Resolution 913-2006 trip costs over \$1,000 per trip require the governing body's approval. Total estimated expense for the conference is \$1,409. In addition, there will be transportation charges from the Finance Department budget, depending on the most economical mode of travel to the conference.

BUDGETARY IMPACT

The budgeted travel line items for the Finance Department have sufficient funds to cover the costs estimated to be \$2,000-\$2,200.

ATTACHMENTS

- Resolution No. 913-2006
- Travel Expense Report
- CSMFO Conference Information

CITY OF RIO DELL

Resolution No. 913-2006

Expense And Use Of Public Resources Policy Statement

Findings

Whereas, the City of Rio Dell takes its stewardship over the use of its limited public resources seriously.

Whereas, public resources should only be used when there is a substantial benefit to the City.

Whereas, such benefits include:

1. The opportunity to discuss the community's concerns with state and federal officials;
2. Participating in regional, state and national organizations whose activities affect the City;
3. Attending educational seminars designed to improve officials' skill and information levels; and
4. Promoting public service and morale by recognizing such service.

Whereas, 1) legislative and other regional, state and federal agency business is frequently conducted over meals; 2) sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the City's policy concerns; and 3) each meal expenditure must comply with the limits and reporting requirements of local, state and federal law.

Whereas, this policy provides guidance to elected and appointed officials on the use and expenditure of City resources, as well as the standards against which those expenditures will be measured.

Whereas, this policy satisfies the requirements of Government Code sections 53232.2 and 53232.3.

Whereas, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources.

Whereas, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

Whereas, this policy also applies to any charges made to a City credit card, cash advances or other line of credit.

Resolution No. 913-2006
Expense And Use Of Public Resources Policy Statement

Authorized Expenses¹

City funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized City business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Communicating with representatives of regional, state and national government on City adopted policy positions;²
2. Attending educational seminars designed to improve officials' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the City or Rio Dell's interests;
4. Recognizing service to the City (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
5. Implementing a City of Rio Dell-approved strategy for attracting or retaining businesses to the City of Rio Dell, which will typically involve at least one staff member; and
6. Meetings such as those listed above for which a meeting stipend is expressly authorized under this policy.

All other expenditures require prior approval by the City governing body.³

The following expenses also require prior governing body approval:

1. International and out-of-state travel;
2. Expenses which exceed the annual limits established for each office holder; and
3. Expenses exceeding \$1,000.00 per trip.

¹ This section is designed to satisfy Government Code section 53232.2(b), which requires local agencies to specify what types of occurrences qualify for reimbursement.

² See Cal. Gov't Code §§ 50023 (legislative bodies of cities and counties may directly or through a representative attend legislative bodies and meet with representatives of executive agencies, and present information; cost and expense incident to such meetings are proper charges against the local agency).

³ Any expense not authorized by the agency's expense reimbursement policy must be approved in advance at a public meeting of the governing body. See Cal. Gov't Code §53232.2(f).

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Expense And Use Of Public Resources Policy Statement

Examples of personal expenses that the City will not reimburse include, but are not limited to:

1. Attending City events;
2. The personal portion of any trip;
3. Political or charitable contributions or events;
4. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;⁴
5. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
6. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
7. Personal losses incurred while on City business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

Cost Control

To conserve City resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the City will be limited to the costs that fall within the guidelines.

⁴ 75 Cal. Op. Att'y Gen. 20 (1992) (concluding there is no substantial public purpose associated with a public agency paying for spouse travel expenses).

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Expense And Use Of Public Resources Policy Statement

Transportation⁵

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one City official is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.⁶

Airfare. Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (<http://www.cacities.org/travel>), the California State Association of Counties (<http://www.csac.counties.org/default.asp?id=635>) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.⁷

Automobile. Automobile mileage is reimbursed at the lesser of the City of Rio Dell adopted mileage rate or the Internal Revenue Service rates presently in effect (*see* www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle.⁸ This amount does not include bridge and road tolls, which are also

⁵ The policy reflects the requirement that local reimbursement policies either specify reasonable reimbursement rates or use IRS rates for travel, meals, lodging and other authorized expenses. *See* Cal. Gov't Code § 53232.2(c). This requirement, as well as the requirement that expenses be reimbursed after the fact based on receipts supports the view that vehicle allowances are not permitted. *See* Cal. Gov't Code § 53232.3. Nevertheless, a statute that permits a vehicle allowance still exists. *See* Cal. Gov't Code § 1223 (allowing an allowance or mileage rate for state, county, judicial district, or city officer's automobile owned, rented or used in performance of duties). Even if the validity of vehicle allowances was not in question, however, using the more typical Internal Revenue Service Code mileage rate for distance actually traveled avoids questions over the amount of any such allowance. *See Albright v. City of South San Francisco*, 44 Cal. App. 3d 866, 118 Cal. Rptr. 901 (1975) (successful challenge to a flat expense allowance for non-itemized expenses that was not supported by an ordinance or resolution finding such expenses were actual, necessary or beneficial to the public). The court found the allowance violated the law as an unlawful gift of public funds. *See* Cal. Const. art. XVI, § 6. Note that there is a special statutory reimbursement rate for special district directors traveling on legislative business. *See* Cal. Gov't Code § 53060.5 (cost of "attending" the Legislature and presenting information are proper charges against special districts; each special district board member is allowed \$.11 per mile for automobile travel and actual traveling expenses when traveling by public conveyance).

⁶ *See* Cal. Gov't Code § 53232.2(e) ("Members of the legislative body shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.").

⁷ Those rates can be accessed from the state's website without being a member of these programs by going to <http://www.catravelSMART.com/default.htm> and clicking on "Discount Travel Fares for Official Business."

⁸ The policy reflects the requirement that local reimbursement policies either specify reasonable reimbursement rates or use Internal Revenue Service rates for travel, meals, lodging and other authorized expenses. *See* Cal. Gov't Code § 53232.2(c). This requirement, as well as the requirement that expenses be reimbursed after the fact based on receipts supports the view that vehicle allowances are not permitted. *See* Cal. Gov't Code § 53232.3. Nevertheless, a statute that permits a vehicle allowance still exists. *See* Cal. Gov't Code § 1223 (allowing an allowance or mileage rate for state, county, judicial district, or city officer's automobile owned, rented or used in performance of duties). Even if the validity of vehicle allowances was not in question, however, using the more typical Internal Revenue Service Code mileage rate for distance actually traveled avoids questions over the amount of any such allowance. *See Albright v. City of South San Francisco*, 44 Cal. App. 3d 866, 118 Cal. Rptr. 901 (1975) (successful challenge to a flat expense allowance for non-itemized expenses that was not

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reimbursable.

Car Rental. Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.

Taxis/Shuttles. Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

Lodging⁹

Lodging expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay.¹⁰

Conferences/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.¹¹ If the group rate is not available, see next section.

Other Lodging. Travelers must request government rates, when available.¹² A listing of hotels offering government rates in different areas is available at <http://www.catravelmart.com/lodguideframes.htm>. Lodging rates that are equal to or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

In the event that government rates are not available at a given time or in a given area, lodging rates not

supported by an ordinance or resolution finding such expenses were actual, necessary or beneficial to the public). The court found the allowance violated the law as an unlawful gift of public funds. *See* Cal. Const. art. XVI, § 6. Note that there is a special statutory reimbursement rate for special district directors traveling on legislative business: *See* Cal. Gov't Code § 53060.5 (cost of "attending" the Legislature and presenting information are proper charges against special districts; each special district board member is allowed \$.11 per mile for automobile travel and actual traveling expenses when traveling by public conveyance).

⁹ A local expense reimbursement policy may specify what constitutes reasonable rates for lodging. If the policy does not, then the reimbursable rates default to those specified in the Internal Revenue Service guidelines. *See* Cal. Gov't Code §53232.2(c). *See also* Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem. An agency may want to provide guidance on what some circumstances reasonably requiring an overnight stay (for example, by distance or hours of travel from the agency's location).

¹⁰ The City manager will resolve any questions about the reasonableness of an overnight stay.

¹¹ *See* Cal. Gov't Code §53232.2(d). If those rates are not available at the time the lodging is booked, the lodging rates must be comparable to those allowed by the Internal Revenue Service or government rates. *Id.*

¹² Local agency officials must use group or government rates for non-conference-related lodging and transportation services. *See* Cal. Gov't Code §53232.2(e). The Internal Revenue Service establishes per diem thresholds for employees; any amounts in excess of the per diem for a given area is treated as additional wages for tax purposes. For example, for 2006, the standard per diem rate for lodging in the continental United States is \$60. However the rate for the San Francisco area (as defined) is \$130.

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exceeding the IRS per diem rates for a given area are presumed reasonable and hence reimbursable.¹³

Meals

Reimbursable meal expenses and associated gratuities will not exceed the following rates:¹⁴

Breakfast \$12

Lunch \$18

Dinner \$34

Receipts are required to receive the above meal reimbursements. The traveler may elect to receive the IRS per diem rate instead of receiving reimbursement based on receipts. These amounts will be periodically adjusted, by the City Council, to reflect changing costs.

The City will not pay for alcohol/personal bar expenses.

Telephone/Fax/Cellular

Officials will be reimbursed for actual telephone and fax expenses incurred on City business when traveling outside of Humboldt County. Telephone bills should identify which calls were made on City business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.

Internet

Officials will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15.00 per day, if Internet access is necessary for City-related business.

Airport Parking

Long-term parking must be used for travel exceeding 24-hours.

Other

¹³ See Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem). The site also has references to hotels that have government rates at or below Internal Revenue Service per diem limits. For example, for 2006, the standard per diem rate for lodging in the continental United States is \$60. However the rate for the San Francisco area (as defined) is \$130.

¹⁴ A local expense reimbursement policy may specify what constitutes reasonable rates for meals. If the policy does not, then the reimbursable rates default to those specified in the Internal Revenue Service guidelines. See Cal. Gov't Code §53232.2(c). See also Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem. The Internal Revenue Service establishes per diem thresholds for employees; any amounts in excess of the per diem for a given area is treated as additional wages for tax purposes. For example, for 2006, the standard per diem rate for meals and incidental expenses in the continental United States is \$39. However the rate for Los Angeles, San Francisco, and San Diego areas (as defined) is \$64. An alternate approach is to set a maximum daily reimbursement amount for meals, including beverages and tips. One agency's reimbursement policy provides for a higher maximum daily reimbursement amount for specific "high cost" cities.

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Expense And Use Of Public Resources Policy Statement

Baggage handling fees of up to \$1 per bag and gratuities of up to 15 percent will be reimbursed. Expenses for which City officials receive reimbursement from another agency are not reimbursable.

Cash Advance Policy

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the City Manager 15 days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of City;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).
5. Advances will be made at the IRS per diem rates.

Any unused advance must be returned to the City treasury within five (5) business days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.

By requesting and accepting an advance, the city official agrees and authorizes the City of Rio Dell to deduct the advance from future compensation or reimbursements if the official fails to provide, within sixty (60) days of the official's return, an expense report and receipts documenting how the advance was used.

In the event the City Manager is uncertain as to whether a request complies with this policy, such individual must seek resolution from the City governing board.

Credit Card Use Policy

The City does not issue credit cards to individual office holders but does have an agency credit card for selected City expenses. City office holders may use the city credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the City credit card and compliance with this policy must be submitted within five business days of use.

City credit cards may not be used for personal expenses, even if the official subsequently reimburses the City.

Resolution No. 913-2006
Expense And Use Of Public Resources Policy Statement

Expense Report Content And Submission Deadline

All cash advance expenditures, credit card expenses, and expense reimbursement requests must be submitted on an expense report form provided by the City. This form shall include the following advisory:

All expenses reported on this form must comply with the city's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the city's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.

Expense reports must document that the expense in question met the requirements of this policy.¹⁵ For example, if the meeting is with a legislator, the local agency official should explain whose meals were purchased, what issues were discussed and how those relate to the city's adopted legislative positions and priorities.

Officials must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense.¹⁶ Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official. Reimbursement requests submitted more than sixty (60) days after the end of the fiscal year will be disallowed.

Audits Of Expense Reports

All expenses are subject to verification that they comply with this policy.

Reports To Governing Board

At the following City governing body meeting, each elected official shall briefly report on meetings

¹⁵ Local agencies must use expense report forms. See Cal. Gov't Code §53232.3(a). All expenses must be documented with receipts. See Cal. Gov't Code §53232.3(c). These documents are public records subject to disclosure. See Cal. Gov't Code §53232.3(e).

¹⁶ An expense reimbursement policy must specify what constitutes a "reasonable time" within which requests for reimbursement must be submitted. See Cal. Gov't Code §53232.3(c). If the deadline for expense reimbursement requests is too long or non-existent, it may be difficult to remember why certain expenses were incurred. Moreover, there may be audit issues in terms of recognizing the expense in the proper year.

Finally, the Internal Revenue Service requires that expenses that are reimbursed after 60 days be reported as income to reimburse. Under an "accountable plan," expense reimbursements are not taxable to the employee; however, if the employee does not submit their substantiated claim for reimbursement within 60 days of the expenditure, then the reimbursement is taxable to the employee and reported in Box 1 of Form W-2. See discussion beginning on page 10 http://www.irs.gov/pub/irs-pdf/p15_05.pdf, discussion beginning on page 27 <http://www.irs.gov/pub/irs-pdf/p463.pdf>, and discussion beginning on page 48 <http://www.irs.gov/pub/irs-pdf/p535.pdf>.

Resolution No. 913-2006
Expense And Use Of Public Resources Policy Statement

attended at City expense.¹⁷ If multiple officials attended, a joint report may be made.¹⁸

Compliance With Laws

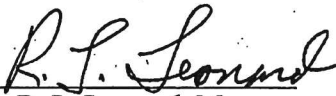
City officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws.¹⁹ All agency expenditures are public records subject to disclosure under the Public Records Act.

Violation Of This Policy

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the City, 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.²⁰

PASSED AND ADOPTED this 21st day of February 2006, by the following vote:

AYES: Mayor Leonard, Council members Barsanti, Dunker, Marks and Woodall
 NOES: None
 ABSENT: None
 ABSTAIN: None


 R. L. Leonard, Mayor

ATTEST:


 Karen Dunham, City Clerk
 CITY OF RIO DELL

¹⁷ See Cal. Gov't Code § 53232.3(d). Presumably this can be either a written or oral report. The report should be agendized in some manner, both to remind the official of the obligation to report and to comply with Brown Act requirements.

¹⁸ In making a joint report, officials should be mindful about open meeting laws governing communications among members of a legislative body. There is a conference exception to the Brown Act, as long as a majority of the members of a legislative body does not discuss among themselves business that is within the subject matter jurisdiction of the local agency (other than as part of the scheduled program). See Cal. Gov't Code § 54952.2(c)(2). Officials should not discuss among themselves the content of a joint report in advance of a public meeting. Simply asking one official to be the lead on the report during the public meeting and then asking others if anything was omitted should avoid Brown Act issues.

¹⁹ For example, meals are considered "gifts" to legislators that must be reported by them if the total value of gifts given from the agency exceeds \$50 in a year; there also is an annual gift limit. In 2003-2004, this limit is \$340. See Cal. Gov't Code § 87103(3). Registered lobbyists, by contrast, are limited to gifts of \$10 per month. See Cal. Gov't Code §§ 86201-86204.

²⁰ See Cal. Gov't Code § 53232.4.



TRAVEL EXPENSE FORM REQUEST FOR REIMBURSEMENT

NAME: _____

MEETING/EVENT ATTENDED: _____

DATE ATTENDED: _____

Total Vehicle Miles Traveled _____ @ .535/mile \$ _____

Air Travel From _____ to _____ \$ _____

Hotel/Lodging _____ \$ _____

Parking/Tolls/Other _____ \$ _____

(Please attach all receipts)

TOTAL MEALS REQUESTED	PER DIEM AMOUNT	TOTAL
Breakfast _____	\$8.00	\$ _____
Lunch _____	\$12.00	\$ _____
Dinner _____	\$26.00	\$ _____
Total Meal Per Diem		\$ _____

If the conference, event or hotel provides a meal, no per diem shall be allowed for the meal provided.

Total Travel Reimbursement Request \$ _____

Signature: _____ Date: _____

Approved by: _____ Date: _____

CITY OF RIO DELL

TRAVEL REQUEST FORM

(FOR OUT OF COUNTY, OUT OF STATE, CONFERENCE, OR NON-ROUTINE TRAVEL)

Name: BROOKE KERRIGAN Date Submitted: 9/6/18

Reason for Travel (attach flyer/agenda if possible): CSMFO ANNUAL CONF.

Location: PALM SPRINGS, CA Dates (include travel time): JAN 7-11

(Please fill-in dollars amounts and/or check boxes as appropriate.)

Meals, Lodging, and Incidentals			Disbursement of Payment		
Per Diem:	# of days	Total	75% Adv	Reimburse	PO (attach)
Meals/Incidental	=	\$			
Lodging:					
Standard Lodging	<u>133</u>	= \$			
High-Cost Lodging * (pre-authorization required)	<u>189</u>	= \$ <u>888.70</u>			
Transportation:					
Automobile: # of miles x (current rate of)	<u>54.5</u> ¢/mile	\$			
Air Fare		\$			\$
Car Rental/Taxi		\$			\$
Bridge Tolls/Parking		\$			\$
Registration Fee(s)		\$ <u>520.00</u>			\$
TOTAL AMOUNT PROJECTED		\$ <u>1,408.70</u>			

Employee Signature: Brooke Kerrigan

FD (###)	DEPT (#####)	Y (#)	OBJ (#####)	SCH (###)	GL (#####)	FC (#####)	DD (#####)	%

Approved Estimate	Not To Exceed

I have reviewed the program budget. This travel is appropriate to the program and sufficient funds are available.

Supervisor: _____ Date: _____ Approved/Denied

Finance Director: BK Date: 9/6/18 Approved/Denied

City Manager: _____ Date: _____ Approved/Denied

* High-cost lodging must be pre-approved by the City Manager or designee *

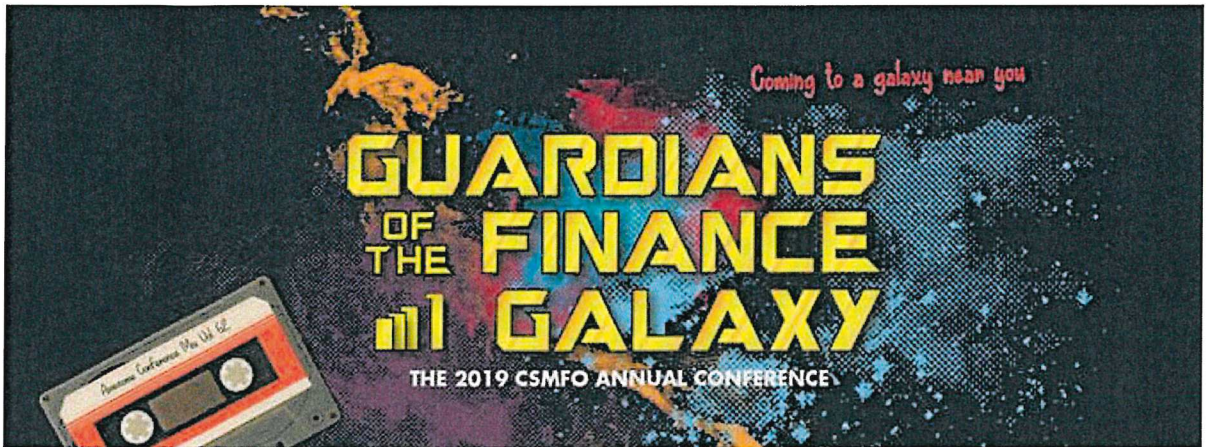
Reason for high-cost allowance: CONF. LOCATION (LESS TITAN GROUND RATE 219.)

City Manager/Designee: _____ Date: _____ Approved/Denied

Reason if denied: _____

(This signed form and agenda or conference flyer must be submitted with the Expense Claim form and original receipts when reimbursement is requested.)

Mayor Signature: _____ DATE: _____



PRELIMINARY LISTING OF 2019 CSMFO ANNUAL CONFERENCE CONCURRENT SESSIONS

Last Updated: August 29, 2018

Accounting and Financial Reporting

Artificial Intelligence and Detecting Fraud in Government

Session Type: Accounting and Financial Reporting

Governments process a high-volume of transactions everyday. Learn how artificial intelligence and machine learning can help governments discover anomalies in their data to reduce fraud and increase efficiencies in management. We will walk you through a real life example of how artificial intelligence assisted an entity in discovering improper payments and procurements with 90% less effort than manually reviewing such transactions. Leveraging available technology can dramatically improve results and restore public confidence.

Balancing the Balance Sheet: Good Habits to Adopt

Session Type: Accounting and Financial Reporting

A habit is a routine or behavior that is repeated regularly. It occurs so regularly as to be done without conscious thought. Balancing the balance sheet is a core part of preparing for the annual audit, but as years go by and changes in your organization occur, what habits have developed in your department? Are you doing things the way they have always been done? Have you stopped to evaluate your routines, practices, and habits to see if they encourage timely, accurate account balances? The balance sheet represents the fiscal health of your organization and development of routines and practices means taking on good habits. This session will go over some key habits to adopt to improve accountability, strengthen internal controls, and reduce potential errors or misstatements. We will cover methods on how to help you get started and tools for on-going management and regular review of your balance sheet accounts. The result will improve your financial reporting and expedite your audits.

Capital Assets: Bridging the GAAP Between Engineering and Finance

Session Type: Accounting and Financial Reporting

Accounting for capital assets varies from one organization to the next. Topics discussed will include accounting standards as they relate to capitalization, including examples of what qualifies for capitalization, capitalization versus maintenance expense, and studies that may or may not qualify for capitalization. Discussion will also cover best practices when constructing large assets with different components that have varying useful lives. Construction in Progress will also be addressed including common mistakes to avoid, joint projects, and types of discussions to have with engineering. Engineering plays a vital role in financial reporting and can help correctly identify components of an asset, asset deletions and impairments, and the scope of the project to help record assets accurately and timely.

Don't be a Victim of Fraud: Profile of a Perpetrator

Session Type: Accounting and Financial Reporting

Come join us for a session covering an overview of occupational fraud, risks to the victim organization, perpetrator profiles, and internal controls that can reduce opportunities for employee misconduct in government and public administration organizations. This session will specifically address methods and techniques to safeguard the resources and reputation of your organization, introduce various models to safeguard against fraud, define typical fraudster profiles, and provide detailed suggestions on how to improve internal controls to mitigate the risk of fraud.

Don't Break the ICE (Internal Control Environment)

Session Type: Accounting and Financial Reporting

Beware of thin ICE (Internal Control Environment)! In this session, we will discuss the structure of a well-designed internal control structure. This includes not only operations, but also reporting and compliance. We will touch on the Committee of Sponsoring Organizations (COSO) and its five integrated components. The session will conclude with some real examples and some common areas of "thin ICE," and how you can navigate around them.

Fiscal Year-End Planning

Session Type: Accounting and Financial Reporting

The worst time of year for many finance officers is from July to December of every fiscal year. Not only is it such a pro-longed time period for continuous pressure that causes burn-out for so many, it can be even more complicated given the likely lack of resources that many finance departments face. This session will help finance officers be prepared for unanticipated problems that come up during the year-end closing process, including a suggested strategy for achieving your deliverables month-by-month. Participants will also be presented with action items that can be accomplished during the fiscal year to make the year-end process less complicated.

GASB 87 and Lease Accounting: It's Coming, How to Prepare

Session Type: Accounting and Financial Reporting



Come join us for a session covering the implementation of GASB Statement No. 87, "Leases" (GASB 87). While implementation is not required until periods beginning after December 15, 2019, you are not going to want to wait on this topic! Most California agencies will be implementing this standard in fiscal year 2020/21, but the identification and inventorying of leases throughout your organization will be a time-consuming process that requires advance preparation. This not only applies to your organization as a lessee, but as a lessor, as well. GASB 87 requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. This is a significant change from current guidance and will most likely have a material impact to your financial statements.

GASB Update – The Big Three

Session Type: Accounting and Financial Reporting

The financial reporting model, and revenue and expense recognition projects continue to move through due process. They have now been joined by the note disclosure framework project. Come hear about the future of governmental accounting and financial reporting and how you can help shape that future.

Speaker: David R. Bean, Director of Research and Technical Activities, Governmental Accounting Standards Board (GASB)

GASB Update – The Standards Section

Session Type: Accounting and Financial Reporting

With OPEB still fresh in our memories, it is now time to begin focusing on the next bank of new GASB standards. Asset retirement obligations, fiduciary activities, leases, and related implementation guides are all front and center. In addition, the Board has tackled a number of practice issues. This session will address what you need to know to implement these new standards.

Speaker: David R. Bean, Director of Research and Technical Activities, Governmental Accounting Standards Board (GASB)

Budget and Financial Planning

Actuarial Information/Valuations 101

Session Type: Budget and Financial Planning

With the recent attention on pension reform and new GASB reporting requirements for pensions, finance practitioners need to become well versed in how to read actuarial reports, including basic terms, methodology, and information essential to determining your pension plan contribution and funded status. This session will explain what you need to know in clear terms, and will help you translate this complex information for decision makers, employees, bargaining units, and the public.



The Coleman Report

Session Type: Budget and Financial Planning

In his annual update on local municipal financial conditions and issues, Michael Coleman will discuss the latest hot legislative and budget issues in the Capitol, important legal developments, current trends and issues in key local revenues, including sales tax, property tax, highway users tax, and their related flips and swaps, and the latest on municipal financial health and bankruptcy.

GFOA Best Practices on Budget Monitoring and Performance Measures

Session Type: Budget and Financial Planning

The exercise of budgeting is ongoing and far-reaching. It impacts every aspect of an organization's operations on a daily, if not hourly basis. Budget monitoring and performance management are key tools to help you regularly examine an organization's operations to identify any potential shortcomings and to find ways to make early course corrections. This session will include examples of monitoring and performance measurement practices and how these relate to GFOA's new and recently updated best practices on these two essential topics.

Important Developments and Trends Affecting Public Sector Pensions, OPEB, and Other Benefits

Session Type: Budget and Financial Planning

This session will cover timely developments regarding CalPERS, 1937 Act, and independent public retirement plans, pending pension and retiree health care legislation, vested rights, recent court cases, and other employee benefits "news" of importance to municipal finance officers. The panelists will also discuss benefits trends and developments that need to be on your radar.

ROPS – To Final or Not?

Session Type: Budget and Financial Planning

This informative session will discuss legal restrictions and requirements for an agency to file its Last and Final Recognized Obligation Payment Schedule (ROPS), including advantages and disadvantages to consider and what the State Department of Finance (DOF) will allow and request from your agency for approval. The session will be presented by an agency that filed and received approval from the DOF for the City's Last and Final ROPS in November 2017. Attendees will hear real life experiences and be provided a checklist of items to consider before, during, and after filing a Last and Final ROPS.

Sales Tax and the Future of Retail: Trends and Predictions

Session Type: Budget and Financial Planning

The retail industry is undergoing an enormous transformation, leaving many asking, "What is the future of retail?" Is the industry struggling, transforming, or heading towards retail apocalypse? Will the rapid growth in online shopping lead to the demise of physical stores? How are these trends changing the way developers plan new retail development? This session will focus on recent retail trends and present the factors impacting growth and contraction in major industry sectors and geographic areas of



California. Attendees will get a glimpse into the future to see how technology, consumer preferences, and hyper-customization are driving rapid change in the retail landscape.

Transactions and Use Taxes – From Ballot To Coffers And Beyond

Session Type: Budget and Financial Planning

While agencies continue to wrestle with balancing the annual budget, reduction in expenditures can sometimes only be temporary and only deals with one side of the ledger. There are now approximately 260 transactions and use taxes (TUTs) in place statewide, some designated for a specific purpose like transportation projects, while others are available for general use. Many more agencies will be putting the question before voters in 2018 and we will also recap those results. Although the thought of additional taxes on a community may seem like a tall hill to climb, many agencies have worked with consultants and their local communities to demonstrate and explain the need for more resources. This session will provide examples of the timelines, workflow, and approaches taken by successful agencies to pass and implement a TUT. If your agency is considering a ballot measure in the future, now is the time to plan.

Your CalPERS Contribution Path(ology)

Session Type: Budget and Financial Planning

So you have managed to set aside funds to help address your growing CalPERS unfunded liabilities. Perhaps you even expect to be able to pay amounts above future contributions required by CalPERS. Now what? Should you pay-off certain CalPERS bases, and if so, which ones? Or perhaps you re-amortized your total unfunded liability payment? Set up a Section 115 supplemental trust? If the money eventually goes to CalPERS, why not just send it there first? If you set up the trust, should you have a policy to eventually move that money out of the trust? There are many options and paths to consider when accelerating your CalPERS funding. This session will provide various options currently available and provide sample analytical measurements to many of these commonly asked questions, along with some guidance on which option might be best for your agency.

Financial Management

ACA Penalties are in the Millions: How to Defend Your City

Session Type: Financial Management

The IRS started to enforce compliance with the Affordable Care Act (ACA) in November 2017. The agency began issuing its tax penalty notice, Letter 226J, to organizations that were not in compliance with the ACA for the 2015 filing year. Penalty notices have been in the millions of dollars – one as high as \$17 million – and more are sure to follow for the 2015-reporting year. Also, a new wave of notices is expected to be issued in 2018 for the 2016-filing year. Many organizations are unaware that they are at risk of receiving these tax penalty notices because they do not realize the information errors that are reflected in their ACA filings with the IRS. Additionally, companies may have failed to recognize that ACA penalties can be a probable and estimable contingent liability that must be reported in their financial statements in accordance with the ASC 450 (previously FAS 5). In this session, panelists will discuss how



you can identify potential errors in your ACA compliance process and what steps you should take in case you face an IRS tax penalty.

Cannabis as a Fiscal Solution – Myth or Reality?

Session Type: Financial Management

This session will take a look back at the fiscal impact of the first year of legalized adult use, including analyzing fiscal models and statewide, regional, and local trends. It will also explore unintended impacts of permitting cannabis businesses in cities. Cash handling and transportation of cannabis revenues, and staffing needs will also be discussed, including federal and banking laws and limitations.

Developing Trust with your Community and Successfully Holding your Proposition 218 Public Hearing

Session Type: Financial Management

In the past, water and wastewater service providers were often unseen and unsung heroes. Recently, however, the increasing costs of delivering these vital services, combined with the generalized mistrust of government and a flood of conflicting – and sometimes incorrect – information, have had an effect on the public’s trust in agency rate calculations. As rate setting becomes increasingly complex and confusing, the challenge of clearly explaining the needs and value of your services becomes mission critical. A well-developed plan for executing the rate approval process is essential to garnering public trust and their acceptance for any rate increase. This panel will discuss these challenges and provide you with valuable tools and insights to successfully navigate a Proposition 218 public hearing process.

Finance Officers Guide to the Tax Measure Galaxy

Session Type: Financial Management

As the cost of local government continues to rise, municipal leaders must find ways to increase revenues. In November 2016, we saw an unprecedented amount of local tax measures on the ballot and an overwhelming majority passed, 51 out of 56 to be exact. Is a local tax measure right for your jurisdiction? What can we learn from these successful campaigns? This session will take participants through the local tax measure process – assessing potential local tax measures, best practices for an effective campaign, and the role of city staff – and address some of the common concerns and myths surrounding local tax measures.

The Leadership Role of Finance and FLSA Compliance

Session Type: Financial Management

Finance professionals are critical in evaluating and ensuring compliance with the Fair Labor Standards Act (FLSA). This session will highlight key areas where Finance can take a leadership role in reviewing common challenges, such as payroll issues (including “regular rate of pay” calculations), timekeeping practices, travel and training time compensation, exemption analysis, and compensatory time off. With an increase in FLSA claims against public agencies, you can take a proactive step to identify ways to avoid and/or prepare for potential claims. Understanding the litigation process, options for settlements,



and strategies to negotiate changes to labor agreements will be reviewed. Developing an FLSA action plan offers Finance an opportunity to plan and protect your agency from costly liability.

Lessons from 2018 Balloted Stormwater Funding Efforts

Session Type: Financial Management

Faced with significant funding shortfalls to comply with storm drainage infrastructure and National Pollutant Discharge Elimination System (NPDES) permit requirements, several Northern California cities took a fresh look and proceeded with balloted funding efforts in 2018. These efforts have included contemporary, newer, post-social-media outreach efforts, along with a combined emphasis on rebuilding local infrastructure, preventing local flooding, and improving water quality. This presentation will “open the hood” to discuss in-depth, behind-the-scenes lessons learned on challenging balloted property-related fee efforts with very high proposed fee rates in politically charged environments. Also, discussion will include three other survey efforts regarding funding for storm drainage infrastructure and water quality. Finally, an update on several SB231 efforts will be provided.

Public Pension Battle Royale

Session Type: Financial Management

Experts from the academic and actuarial worlds collide in a no-holds barred discussion panel on the past, present, and future of public pensions in the State of California.

Strategies to Manage Increasing Pension Costs

Session Type: Financial Management

The pension rate increases for public agencies are well known and will divert funds from other important priorities and projects. This session will identify strategies available to mitigate these cost increases. Some of the strategies that will be explored in this session include considerations within pension regulations, as well as strategies within the labor relations framework. Topics will include solutions to have employees increase their participation in payment of these benefits, alternatives to cut costs (via agreement and imposition), and methods of restructuring compensation and benefits to minimize impact of pension costs. This session will be focused on CalPERS rules and regulations, but the principles discussed will be applicable to non-CalPERS agencies, as well.

Telling Your Fiscal Story: Making Effective Presentations

Session Type: Financial Management

An important part of an effective finance officer’s job is communicating complex numbers to elected officials, senior managers, the organization, and the community. The secret to success is simple: do not try to communicate complex numbers; instead, communicate what they mean. This session will present “8 Tips” for making more effective presentations and better telling your fiscal story, both orally and in writing.



Water Budget Rate Structures

Session Type: Financial Management

Budget based water rates are an increasingly popular rate structure for water agencies in California and Nevada. While many consider water budgets to be centered on conservation, they are actually more geared towards water efficiency. When a water agency plans its system capacity, it bases that planning on a number of factors. One of the principal drivers is the number of residential dwelling units expected, and the corresponding water usage profile for each dwelling unit. A water budget rate structure uses these assumptions as the foundation for the cost of serving each connection. This session will discuss water budget rates in California and how they may help a retail water agency reach its water efficiency goals. This presentation will touch on a number of factors that might be considered when developing a water budget rate structure, including the following:

- Budget sizing and pricing
- Allocating costs in a manner that meets Proposition 218 requirements
- Maintaining defensible rates
- Calculating rates for non-residential users.

This presentation will close with an outline of next steps and considerations for any agency considering adopting budget rates.

Innovation & IT

Battle Armor to Combat Fraud

Session Type: Innovation & IT

Electronic fraud has exploded, and terms like imposter fraud, ransomware, account take-over fraud, cyber fraud, data breaches, and social engineering proliferate our vocabulary. But “battle armor” is evolving and the pace of new tools being made available to fight fraud is increasing. This session will focus on practical applications of tried and true methods, but will also consider how new tools, like account validation and artificial intelligence, are enhancing the available battle armor.

Implementing an IT Master Plan

Session Type: Innovation & IT

Every year there are presentations on how to create an Information Technology (IT) Master Plan. But once the plan is completed, what comes next? The City of Rancho Mirage completed an IT Master Plan in 2016. The Information Services Manager was responsible for plan implementation, with oversight from a City Council Subcommittee and an IT Steering Committee. Panelists will discuss the pros and cons of Council oversight and IT Steering Committee involvement in the IT Master Plan implementation process. They will discuss dealing with ever-changing priorities, making plan revisions, and communicating successes and delays. They will also provide tips and insights of what works and what does not as the organization moves through the implementation of a five-year IT Master Plan.



Just When You Thought Your Summer Would Be Fun! What it takes to be Successful at Implementing an Enterprise Resource Planning System (ERP)

Session Type: Innovation & IT

The summer will soon be upon us but the surfboards will have to wait and the only beach time will be with a laptop in hand. No matter what size government you are or how much financial expertise you have, there are three letters that can make you wish you were lying in the sun – ERP. This session will focus on what finance officers must know to implement a successful ERP system. The session will begin with a discussion of the business needs, planning needs, and resource issues, followed by a technical needs discussion. Finally, the session will wrap up with an overview of the entire ERP implementation process. Finance officers who are currently undergoing this process, or will be in the future, should attend to gain as much knowledge and advice as possible. Please join our speaker as he discusses the nuances of successfully implementing a robust ERP system. Attendees will leave this session with a foundational understanding of the building blocks that make up an ERP, along with the necessary implementation techniques.

Speaker: Phil Bertolini, CIO/Deputy County Executive, Oakland County, Michigan

Strength in Security: Securing Our Technological Future

Session Type: Innovation & IT

The past two years have brought unprecedented challenges in cybersecurity. Companies announced some of the largest cybersecurity breaches in our history, ransomware ran rampant, email scams lost companies billions, and complex vulnerabilities were revealed. Participants will learn about the following:

- The current cyber landscape and how the rapid pace of technology is raising new security concerns;
- Specific attacks that target weaknesses in both systems and processes;
- How the financial services sector is holistically building cyber resilience through such efforts as “Sheltered Harbor”; and lessons learned that could help you organization; and
- How to drive a deeper understanding about risks to your organization and plan to prevent, mitigate, and recover from a cyber incident.

In this session, we will explore cybersecurity risk and how you can protect your municipality, yourself, and your family.

True Cost of Implementation, Ongoing Maintenance and Support

Session Type: Innovation & IT

For complex business application procurement, a challenge is how to assess the true cost of implementation and ongoing maintenance and support – including achieving an apples-to-apples comparison of vendor pricing prior to selection. There are many challenges that public sector leaders face when looking to replace a core business application. Identifying what is truly the “best fit” solution is among those challenges; however, identifying the true enterprise cost to implement and maintain an application is sometimes the most challenging. Accurately assessing a vendor price proposal requires



looking beyond the price sheets provided. It requires a careful inspection of not only the price sheets, but also the assumptions and notes included with the price sheets, the potential agreement terms, the scope of work proposed, the implementation approach, and ongoing maintenance and support requirements. To achieve an apples-to-apples comparison of vendor-proposed pricing, you must factor in the above-mentioned items. This session will cover the following topics:

- Understanding the true total cost to implement and total cost to own an enterprise system
- Typical vendor pricing elements and factors to consider
- Public agency cost considerations and their impact on total cost to implement and total cost to own
- Cost risk areas and how to assess and mitigate the risks
- Assessing the level of effort including ratios of vendor staff to agency staff
- Agency staff backfill considerations and strategies.
- Steps to prepare for negotiations

Panel participants will dive into details that make a difference in the proposal evaluation process, with audience interaction to share peer experiences.

Leadership and Management

21 Ways to Provide Top Quality Customer Service

Session Type: Leadership and Management

We are all in the service business. Our customers are both internal and external and they expect and need top quality customer service. Each interaction we have on the telephone, at the counter, in a meeting, through email, or at a Council or Board meeting sends a clear message to those we serve regarding our level of dedication to providing excellent customer service. This session focuses on the four-pronged model of meeting the needs of our Customers through Caring, Courteous and Competent behaviors and actions. There are 21 ways to provide top quality customer service, and you will leave this session confident in your organization's ability to meet standards of excellence.

Speaker: Neil Kupchin, Management and Training Consultant

The Changing Demographics of the Finance Department

Session Type: Leadership and Management

The numbers are staggering. Approximately 28% of the government workforce is currently eligible to retire and by 2020, over half of the workforce will shift to the Millennial and Gen Z generations. The strong job market is also causing tougher competition for new employees. Are you being a good guardian of your financial galaxy and developing strategies to ensure a stable workforce? This session will help you do the following:

- Understand current demographic trends affecting Finance departments
- Identify the underlying currents that are impacting ability to retain talent
- Identify tools to use to ensure you attract and retain the best staff



- Define the key elements of a successful succession plan
- Identify the riskiest areas within an organization to prioritize tasks
- Assess the value of educational tools to supplement on the job training

This session will provide demographic data on the new workforce and focus on tangible strategies around retention, attraction, and knowledge sharing that you can take back to your home world to build a stronger team.

Congratulations, You are the New Finance Director! Now What?

Session Type: Leadership and Management

This session will provide three different perspectives on what to do when you are a new municipal Finance Director. The panel will emphasize experiences of people stepping into the Finance Director position for the first time, and what they learned, what gave them the biggest challenges in the position, and how they communicated with other department heads, city managers, and elected officials, as well as their own staffs. Presenters will discuss formulating action plans, assessing the fiscal condition of the organization, formulating a calendar and strategic plan for the department, and more. Formulating and implementing an annual budget for the first time will also be discussed.

Creating a Leadership Legacy That Can Live Forever

Session Type: Leadership and Management

The demographics of our organizations are rapidly changing. We are losing experienced, knowledgeable, and hopefully wise leaders and employees at an alarming rate. The workforce will be getting younger and less experienced moving forward, while we lose important organizational knowledge. Here is the good news – you can begin building a leadership legacy today that will live forever through the efforts of others as you place emphasis on being a coach, mentor, teacher, trainer, and adviser. This highly interactive session will challenge you to define what you wish your leadership legacy to be, and then provide you with the tools to place it forward.

Speaker: Neil Kupchin, Management and Training Consultant

How to Eat an Elephant...

Session Type: Leadership and Management

Just started a new job and feeling overwhelmed? How do you eat an elephant? This session will share lessons learned from Finance professionals who have been in the same position, and how they conquered the elephant, one bite at a time! It can be overwhelming to start at a new agency and realize there is so much to do, to fix, or to create to follow best practices, and there may not be enough staffing or staff willpower to do so. The common tendency is to try to solve every problem you find right away, but once one is solved, 50 more problems appear! We will explore strategies used by seasoned professionals to bring about much needed change in a positive, lasting manner. Main topics that will be discussed include the following:

- How to identify change needed, and the landmines of making changes too soon



- How to prioritize changes needed and create realistic timelines to do so
- How to bring staff on board with the change, even if they are unwilling
- How to create positive, lasting change and improve relationships in the process

This session will help you "eat the elephant, one bite at a time"!

Numbers Are My Friend: Why Do I Need to Talk About Them?

Session Type: Leadership and Management

Finance officers often find themselves in situations where they need to present their work to legislative bodies or their constituents. All day long, these dedicated professionals work with numbers to ensure that budgets are balanced and government operates cost-effectively. It is when those numbers have to be turned into words that the anxiousness begins. Recent studies show that people are more afraid of public speaking than they are of death. In this session, we will explore how to battle against the angst that so many feel when it comes to speaking in public so that dying regains the number one spot for fear.

Please join our speaker as he discusses the "ins and outs" of public speaking while breaking down the fears and turning them into opportunities. Attendees will leave this session with the understanding that the speaker – and not the audience – controls his/her own destiny. We hope you enjoy what is expected to be a fun and intriguing general session.

Speaker: Phil Bertolini, CIO/Deputy County Executive, Oakland County, Michigan

Speed Coaching – Kick Start Your Conference

Session Type: Leadership and Management

This session gives you a lively and engaging way to tap multiple perspectives and instantly broaden your network. CSMFO has a great team of talented volunteer senior professionals who are pleased to help colleagues and rising stars find resources to answer their questions and enjoy their careers. In the course of the session, you will have opportunities to rotate from one coach to another in segments of about 15 minutes each. Learn what you can do to address key issues and grow.

StandOut Leadership... Lead Like You Mean It! The Power of Accountability and Ownership to Increase Performance

Session Type: Leadership and Management

In a perfect world, all employees would be high achieving, self-motivated, engaging, team players who see the big picture and always strive to do their best to get the job done on time without complaining. Does that sound like the Twilight Zone?

Bottom Line: In the real world, many employees simply "meet expectations," lack initiative, bring their personal life to work, stress over every change, and whine about having to WORK....on the job! "Enough!" says Human Behavior and Leadership Development expert Connie Podesta, who has empowered thousands of leaders worldwide with the attitudes, mindsets, and strategies necessary to



create a team that's willing, able, and excited to get the job done THE RIGHT WAY! With her signature blend of comedy and "tell-it-like-it-is" delivery, Connie takes you inside the minds of even your most difficult employees so you can turn negative attitudes into positive, entitlement into accountability, complacency into productivity, complaining into solutions, and "that's not my job" into ownership.

Speaker: Connie Podesta, Motivational Speaker

Telling Your Story – from Resume to Interview to Results

Session Type: Leadership and Management

Learn how to present yourself effectively so that you can attract and enjoy desired career opportunities. Observe live examples with candidates for Finance Director and Accounting Manager as they present to an interview panel with a recruiter, CSMFO member interview panelist, and HR professional. Gain feedback from interview panelists that you can use for your own career growth.

Treasury and Debt Management

Accounting and Financial Reporting for Debt

Session Type: Treasury and Debt Management

A government's reporting and disclosure about its debt is one of the most scrutinized elements of its financial reporting. This session will review the current Governmental Accounting Standards Board (GASB) guidance related to accounting and financial reporting for debt and the different reporting of financing authorities among local governments. Pronouncements reviewed will include GASB Statement No. 86, "Certain Debt Extinguishment Issues," GASB Statement No. 88, "Certain Disclosures Related to Debt," GASB Statement No. 89, "Accounting for Interest Costs During the Period of Construction," and an update on GASB's current project of re-examining conduit debt reporting.

Debt Financing Trends Including Alternatives to Advance Refundings

Session Type: Treasury and Debt Management

Tax reform 2018 brought more changes and challenges to the public finance market, especially with the elimination of advance refundings. In addition, old borrowing ideas seem to be resurfacing, some for the better and perhaps some not so much. This session will explore several current debt-financing trends available to local governments in California and the pros and cons to consider. In addition to general obligation and revenue bonds, local governments utilize private placement debt, state loans (e.g., state revolving fund), federal loans, public-private partnerships (P3s), etc. In addition, with pensions and other postemployment benefits (OPEB) on the minds of many finance officials, pension obligation bonds and their potential pitfalls will be discussed, including a review of the GFOA advisory on pension obligation bonds.

Fiscal Distress: Early Warning Signs and Best Practices to Recover

Session Type: Treasury and Debt Management



Please join this discussion covering the full gamut of fiscal distress, from first indicators to full recovery. The speakers have experience evaluating or managing distress situations and will share lessons learned. Topics will include the following:

- How can local officials best tell their credit story to the rating agencies and investors?
- How can some entities do the right thing, where others falter?
- What are the warning signs and how to determine if the agency is simply struggling or failing?
- How does lack of funding infrastructure play into the equation?
- What are best practices to maintain credit stability?
- How does the investing community consider past distress in buying decisions?

We hope to make this session informative and interactive, so please bring your questions.

Investing with Accountability, Confidence and Transparency

Session Type: Treasury and Debt Management

Public fund investing is becoming more challenging and finance directors are continually seeking tools to empower their investment program and improve their process. At the same time, managers and fiduciaries with oversight responsibilities need ways to stay abreast of the markets and best practices to ensure investment objectives are being met. This session will review three key elements to help meet these goals, Accountability, Confidence and Transparency – ACT Investing – and provide practical tips and tools to allow all parties in the process to effectively execute investment programs.

The Phoenix Rises: Bringing Bell Back to the Bond Market

Session Type: Treasury and Debt Management

Following news articles on excessive salaries and other irregularities at the City of Bell, the city faced numerous challenges. Among the consequences were the withdrawal of all of its bond ratings, litigation with a private lender, and investigations by both the Securities and Exchange Commission (SEC) and the Internal Revenue Service (IRS). Much has changed in the last nine years, and just recently the City was able to restore its prior bond rating and issue general obligation refunding bonds to generate taxpayer savings. The effort to restore investment grade ratings, obtain bond insurance, and attract investors challenged an experienced financing team. This panel will reunite that team to discuss these challenges and the various lessons learned. This is a story with a happy ending.

Put it in Writing: Incorporating ESG and Policy Objectives

Session Type: Treasury and Debt Management

As public interest heats up around environmental, social, and governance (ESG) issues like climate change and gun control, municipal investors are looking to adopt and implement socially responsible investment mandates. But where does that process begin? And how do you balance ESG objectives with your primary investment objectives? One approach is to avoid socially adverse industries like fossil fuels, tobacco, alcohol, and weapons (referred to as “negative screening”), while another approach is to seek companies that have a direct impact on positive social change like clean energy (referred to as “positive screening”). Everyone has a different understanding of what constitutes an ESG issue, and



each screening approach—along with the combinations and variations in between—has a different impact on the portfolio. Bottom line: it is a lot to consider. During this session, panelists will discuss the importance of clearly defining ESG objectives in your investment policy language and factors to consider as you build a socially responsible portfolio. You will hear from a municipal investor currently in the midst of building an ESG framework, a leading global provider of ESG research and ratings, and an investment advisor who has helped public agencies implement a socially responsible strategy.

Reading the Fine Print: Analyzing Bank Fees and the Procurement Process

Session Type: Treasury and Debt Management

Governments procuring banking services face a daunting task of understanding the often complex and confusing series of bank service fees. This session will work to decode the mystery and provide tips for governments to gain a level of transparency around banking services and the procurement process.

To Tell the Truth: How to Prepare Top-Shelf Bond Disclosure

Session Type: Treasury and Debt Management

Of all the steps required to issue municipal bonds – a legislative and perhaps voter approval, hiring a financing team, obtaining ratings, and going to market – nothing bears more risk for the individual finance official than the preparation of the official statement. This document is subject to federal securities laws, and has been the basis for a number of Securities and Exchange Commission (SEC) investigations, as well as sanctions not only against the issuer, but also against the individual finance officer responsible. Occasionally, the finance officer has even been levied a fine. Many finance officers assume that their lawyers and advisers are responsible for this document, and do not appreciate their responsibilities, and even the risk to their careers that this document can pose if not properly prepared. This panel will include three experienced professionals who will help you develop a strategy to protect not only your city, but also yourself.





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

October 2, 2018

TO: Rio Dell City Council

FROM: Ethan Purvis, Wastewater Superintendent

SUBJECT: Approval of Purchase Related to Painter Street Lift Station

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the purchase in the amount of \$12,019.60.

BACKGROUND AND DISCUSSION

The Painter St Lift Station Has undergone several repairs and retro fits over the last few years to both the pumps themselves and the Station housing. It has come to Staffs attention that during one such repair a traffic rated cover was replaced with a non-traffic rated cover. Staff has been working with Ferguson Plumbing of Eureka to have a Traffic Rated cover and base built to replace the existing Cover for Safety Reasons as well as leaking of surfaces water from the street down into the station. Mobley Construction has provided a quote for the Retrofit of the Traffic Cover that can be worked into their schedule as soon as the cover is available on site.

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FERGUSON #3046
 970 WEST WATERFRONT DR
 Eureka, CA 95501

Phone: 707-445-9636
 Fax: 707-445-5916

Deliver To: From: Tyrone McKay Comments:
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10:17:04 AUG 02 2018

Page 1 of 1

FERGUSON ENTERPRISES #3007

Price Quotation
 Phone: 707-445-9636
 Fax: 707-445-5916

Bid No: B218836
Bid Date: 08/02/18
Quoted By: TLM

Cust Phone: 707-764-3532
Terms: NET 10TH PROX

Customer: CITY OF RIO DELL
 675 WILDWOOD DRIVE
 RIO DELL, CA 95562

Ship To: CITY OF RIO DELL
 675 WILDWOOD DRIVE
 RIO DELL, CA 95562

Cust PO#: PAINTER ST BOX

Job Name: PAINTER

Item	Description	Quantity	Net Price	UM	Total
SP-O1900000	4X6 6" RISER ID RSR 21"DEEP	1	1187.500	EA	1187.50
SP-O2024064	36-0149 MDG-46 4X6 6 H20 F&C	1	7875.000	EA	7875.00

Net Total: \$9062.50
Tax: \$967.10
Freight: \$1990.00
Total: \$12019.60

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at http://wolseley.com/terms_conditionsSale.html.
 Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.
WATER FLOW RATE NOTICE: Lavatory Faucets with flow rates over 0.5 GPM are not allowed for 'public use' in California.



Staff Update – 2018-10-02

City Council

City Manager

Pre-construction meetings on water line along northwestern

Discussions with counsel on reimbursement agreements for water line

Meet the buyers event on Friday September 21st. Packed house at the River Lodge for event focused on Humboldt County. Some good press for Rio Dell resulted from the event.

Ordered supplies for flagpole

Continued meetings with City Engineer Selection Panel

Attended Regional Housing Summit on 9/20

Attended CDFA Cannabis Advisory Committee meeting in Eureka on the State's Track & Trace system.

Work on River Parkways grant and submission of grant

Discussions with county consultant on Potter Valley Project auction

Cm was unable to attend County's meeting on library ADA issue due to need for pre-construction meeting on Northwestern Avenue that morning.

The Grizzly statue from Artist Dan Mccauley is expected to be installed on Thursday the 4th.

City Clerk

Processed nine (9) Building Permits during the previous two week period:

- 1) 230 Smither Ct. – PV Solar
- 2) 641 Rigby Ave. – PV Solar
- 3) 355 Painter St. – Re-Roof
- 4) 455 Monument Road – Re-Roof
- 5) 1421 D. Eeloa Ave. – 100 Amp Electrical Upgrade
- 6) 633 Gunnerson Lane – PV Solar
- 7) 981 Rio Dell Ave. – PV Solar



- 8) 600 Dinsmore Ranch Rd. – Replace antennas on T-Mobile monopole
- 9) 345 Dixie St. - Sewer Lateral

Processed one (1) Encroachment Permit:

1. 220 Northwestern Ave. – Extension of Water Main

I have been working on update of the City's Business License Ordinance and fee schedule and hope to bring forward at the meeting of October 16, 2018 the draft ordinance for review and options for increasing the tax and/or fee schedule.

City Attorney

Human Resources, Risk & Training

Finance Department

Utility billing for the month of September completed (bills sent)

Close out of General Ledger for the 2017/18 Fiscal Year

Auditors here 9/24-9/27

Teleconference for PACE Board meeting (Pace: JPA, Employee Health Benefits Group)

Prepare year-end financial report for Council packet

Preparation of SB1 annual reporting information

Ongoing: Fiscal Assistant II training, A/P, A/R, P/R, G/L, DocStar electronic filing

Preparation of CDBG Labor Compliance reports

Public Works Water

1. Weekly water sampling
2. General Work orders for Public Works Dept.
3. North and South Gateway Mowing and Cleanup
4. Roadways Mowing, Weed eating and Tree Trimming.
5. Garbage cleanup on River bar (ONGOING)
6. Corp yard cleanup
7. Weekly Safety Trainings
8. Monthly Water Meter Reading
9. Meter Re-reads
10. Complete Water Plant Drain line Project



11. Complete tear down, cleaning and repairs of the Reliant prior to winter use
12. Cleaned and completed the Modification of the old WWTP for Water Plant Drain Project
13. Operations of Rio Dell Wells while Water Plant Filters #1 #2 are being repainted.
14. Water leak on 4th and Dixie
15. Construction started on the Water Line on Northwestern (Eel River Industrial Park)

Public Works Wastewater

Sewer Main Line repairs complete behind the post office. During the process line was found to have insufficient fall. Routine maintenance and flushing of the sewer line will be necessary in this location for the foreseeable future.

Eaglelift Inc. has completed the second set of manholes in sealing project. Observations of repairs indicate very large voids behind manholes were present. Staff recommendation at this point is to continue with yearly sealing projects till staff no longer observes high levels of I/I emanating from manholes during storm weather event checks.

Second Gear Box seal in place on Dryer Sludge hopper.

Composite Sampler for influent station purchased and in place.

Fabricating of Cooling Screw on sludge dryer in progress.

Kaesor blower preventative maintenance completed as well as parts replacement of the safety relief valve that was malfunctioning.

Trenchless Company provided staff with video documentation of storm drain on Belleview. A bid for sealing that length of storm drain pipe was also provided.

Mag Meter repair and programming modification complete.

Public Works Streets, Buildings and Grounds

Monday 9/17

- Water shut offs
- water leak on Dixie
- Project in yard

Tuesday 9/18

- Mowed on Belleview, Eeloa, and Riverside park
- Cleaned river access, and Edwards Ave.

Wednesday 9/19



Cleaned east side of Painter st.
Vacuumed anthracite from filters

Thursday 9/20

Pressure washed tank
Mowed and weedeated at painter tank site
Worked on project in yard

Friday 9/21/18

Continue pressure washing tanks
Projects in yard

Public Works City Engineer

Public Works Capital Projects

Police Department

Unfortunately, there are no crime statistics available for this meeting as I am out of town for training.

On September 15, 2018, Officer Carnahan was dispatched to a report of a suicidal man armed with a knife. When Officer Carnahan arrived, he was able to contact the man's girlfriend, learn more information about the man and move the girlfriend to a safer location. He then went to the door of the house. Inside he could see a man armed with a large kitchen knife. The man additionally armed himself with a sword and started to approach Officer Carnahan, demanding that Officer Carnahan shoot him. Officer Carnahan, drew his weapon, called for more units and retreated to behind a car parked in the driveway. The man wavered and stopped his advance across the front yard. As units from the Fortuna Police Department, the Sheriff's Department, and the California Department of Fish and Wildlife arrived, the man returned to the doorway of the house and a standoff ensued. Sergeant Beauchaine was called to duty early and since he had some rapport with the man, he took over the dialog. He was able to coax the man outside without the sword and to eventually set the knife down. Sergeant Beauchaine continued to talk to the man as he slowly moved closer from the front while Officer Carnahan did the same from the rear. When they were close enough, they both lunged forward and took control of the man before he could arm himself with the knife again. The man was detained for a mental health evaluation and transported by ambulance to Redwood Memorial Hospital.

Chief Conner is attending the POST Management Course – Module A in Sacramento during the time period of September 24-28. There are two more modules for this class, each four days long, that take place in October and November.

Sergeant Beauchaine attended a crime scene investigation class that was taught by the FBI at the Federal Courthouse in McKinleyville.



During the time period of September 12 to September 25, 2018, the Department opened four new vehicle abatement cases. During the same time period, nine cases were closed with the City abating all nine vehicles.

On September 15, 2018, Officer Carnahan learned of a domestic violence incident from a friend of the victim. He was able to locate the victim in a homeless camp and learned that she had been struck in the face several times causing bruising and swelling. She had also been kicked while she was lying on the ground. Officer Carnahan suspected that she had a broken jaw and possibly broken ribs. In trying to defend herself, the victim had stabbed the suspect in the leg with a kitchen knife. The victim was transported to Redwood Memorial Hospital where she eventually declined medical treatment. Sergeant Beauchaine was called to duty early to help with the investigation and he was able to locate the suspect at a friend's house on Second Avenue. The suspect was taken into custody and also transported to Redwood Memorial Hospital. He too, refused medical treatment. He was booked into the jail on felony domestic violence charges.

On September 24, 2108, the Department, assisted by the Humboldt County Special Weapons and Tactics (SWAT) Team, served a search warrant at a house on Monument Road. The searching officers found heroin, methamphetamine, marijuana and a loaded shotgun. In addition, over one hundred marijuana plants were eradicated in the backyard of the house. One man was arrested for drug and weapon charges. He was released from jail the same day.

Community Development Department

Review Dazzi application, set-up file, identify noticing list, mail notices, prepare staff report.

Review and Solar Plans for 735 Walnut Avenue. Contact agent for required corrections.

Inspection 735 Walnut Avenue, 200 amp panel upgrade.

Review and approve Solar Plans for 80 Redwood Avenue.

Review and approve revised plans for 735 Walnut Avenue.

Inspection 80 Redwood Avenue, Solar System installation.

Review Solar Plans for 230 Smither Court. Contact agent for required corrections.

Attend HCAOG's RHNA distribution meeting.

Attend RREDC Housing Summit Workshop.

Complete Vacation Dwelling Draft Regulations for PC meeting of September 25, 2018.



Inspection rough framing and electrical 120 Northwestern Avenue.

Inspection 1421 "D" 100 amp panel replacement.

Attend "Meet the Buyers" cannabis Workshop.

Review Solar Plans for 633 Gunnerson Lane. Identify needed corrections and send to agent.

Inspection 641 Rigby Avenue, Solar System installation.

Review and approve Plans for antenna replacement on T-Mobile/Verizon Cell Tower.

Review Solar Plans for 981 Rio Dell Avenue. Identify needed corrections and send to agent.

Review and approve corrected plans for Solar System installation for 633 Gunnerson Lane.

Review SB 2 and SB 35 regarding emergency, transitional and supportive housing.

Prepare for and attend Planning Commission meeting, Dazzi CUP and Vacation Dwelling Unit regulations.

Prepare Staff Report regarding Vacation Dwelling Units for the City Council, revise Ordinance based on Planning Commission's recommendations.

Inspection 91 Ogle Avenue, rough framing, electrical, plumbing and mechanical.

Inspection wall framing (tilt-wall) Glenn White project.

Prepare Memo to City Manager regarding CUP process for library at the DANCO site.

Review Betts file and execute "Reconveyance" for Humboldt Land Title Company.

Review DTSC Consent Order regarding clean-up of brownfield at ERS site (Rio Dell Holdings).

Meet with Monica Warden w/EPAD regarding use of Cargo containers on Millington parcel for EPAD office/gallery. Email to Interwest regarding cargo containers for Group B occupancies.

Review Prop 68 Trails preliminary application.

Review and approve corrected plans for Solar System installation for 981 Rio Dell Avenue.

Meet with Chris Dazzi and review plans/sketch. Informed him he needed to hire a qualified professional to prepare plans.

Intergovernmental



Humboldt-Rio Dell Business Park

Meeting with Morgan Dodson (HardCar) regarding necessary steps to get local approvals for cannabis distribution.

Construction underway on Northwestern Avenue water line.

Council Priority Areas

Street Work

Continued work on ATP project.

River Access

Work and submission of River Parkways Grant

Habitat Parcel

Code Enforcement

Access Humboldt

*675 Wildwood Avenue
Rio Dell, CA 95562*



TO: Mayor and Members of the City Council

FROM: Karen Dunham, City Clerk

THROUGH: Kyle Knopp, City Manager

DATE: October 2, 2018

SUBJECT: **Unmet Transit Needs Public Hearing**

RECOMMENDATION

Open the public hearing and receive input on any unmet transit needs in the community. Close the public hearing and make a motion to direct staff to send a letter to Humboldt County Association of Governments (HCAOG) relaying the comments made during the public hearing regarding unmet transit needs.

BACKGROUND AND DISCUSSION

Each spring the Humboldt County Association of Governments (HCAOG), as the Regional Transportation Planning Agency (RTPA) conducts a citizen participation process to assess unmet transit needs within Humboldt County. This annual "unmet transit needs" process helps HCAOG properly apply funds provided by the Transportation Development Act. HCAOG will hold a public hearing for community members to express any unmet needs they have for specific public transit and paratransit service.

In addition to the County unmet transit needs hearing, HCAOG recommends each entity conduct a separate hearing to receive comments specific to their jurisdiction. Any public comments made at the local meeting will be sent to HCAOG and included in the Unmet Transit Needs Report of Findings.

Provided there are no unmet transit needs identified, all of the funds will be allocated for street improvements.



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

October 2, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion on Possible Permanent Supportive Housing Project

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff, if any.

BACKGROUND AND DISCUSSION

The Council requested that an item be placed onto the agenda regarding a proposed Permanent Supportive Housing project. Several meetings have been held surrounding this topic and have also included a discussions about the potential inclusion of an ADA library facility. This item is agendized in a manner to discuss just the Permanent Supportive Housing proposal pending submission from Danco.

Staff has been in contact with representatives at Danco regarding a proposed low-income Permanent Supportive Housing project proposed for a vacant lot near Rigby and Center streets. Staff has responded to a questionnaire from the California Tax Credit Allocation Committee as well as inquiries from the developer. At this time, no official proposal has been submitted to the City. The City Attorney has also provided a memorandum dated August 14, 2018 for the Council's confidential review.

Attachments:

- 1.) Questions to Danco and Responses Regarding the Project
- 2.) Danco Provided House Rules
- 3.) July 24, 2018 Correspondence from CA Tax Credit Allocation Committee
- 4.) CA Tax Credit Allocation Committee LRA Project Evaluation Form
- 5.) Rio Dell Municipal Code – Residential Multifamily or RM Zone
- 6.) Rio Dell Municipal Code Emergency Shelter / Transitional Housing Regulations

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On August 7, 2018 the City Council received a presentation from Chris Dart of Danco on a Permanent Supportive Housing project proposed for a vacant parcel on Rigby and Center Streets.

On August 16, 2018 the City Council held a special meeting on the proposed 26-unit Permanent Supportive Housing Project including the potential modification of the project to include space for an ADA compliant library.

On August 16, 2018 the City Council held a special meeting on the proposed 26-unit Permanent Supportive Housing Project including the potential modification of the project to include space for an ADA compliant library. During this meeting a motion was made by Johnson/Garnes to support the idea of exploring the option of placing an ADA compliant library at the Danco site without precluding other site assessments. Motion then carried 3-2; Councilmembers Marks and Strahan dissenting.

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1. How will tenants be selected? How can the City or community be involved in that process? Will there be a way to prioritize existing Rio Dell residents? The primary market area for the facility will be residents from Rio Dell, Scotia, Fortuna, Hydesville and Loleta. That being said, tenant selection is governed by Fair Housing Act of 1968 in that the tenants are eligible for housing on a first come first serve basis. We keep a running waiting list and each person will be given an opportunity for underwriting as we work through the list (all government assisted housing is ran the same way). An applicant can only make there spot on the list after they fill out a complete application and that application is received on site or at our main offices. Those applications are date and time stamped and they then go on the list for underwriting. For this particular complex the residents will have to "income qualify" in that they will have to have incomes at or below 40% AMI and they will have to qualify. In addition to the income they will have to meet the criteria of being in need of permanent supporting housing including homeless, veterans, seniors and persons with mental illness.
2. Please describe how the complex will collect rent i.e. where does the rent come from? If through DHHS, are we talking about Medi-Cal? Private Medical Insurance? Or, other? The department of Health and Human Services has a contract with the property ownership entity to pay fair market value of rent for each of the units for a period of 20 years. They will use a combination of the residents income to pay for a portion of that rent (depending on there situation using the HUD rule of 30% for housing) and pay for the difference with their housing resources.
3. If there are any mental health outpatients at the facility, will the security guards be specially trained to deal with mental health clients? There may be persons with mental health issues; I am not sure what you mean by referencing "outpatients"? All of our staff will have specific training around residents with special needs and each person who has a special need will have a case worker assigned to them through DHHS.
4. Will tenants be allowed to possess guns or other weapons while living in the facility? All residents fall under the same Constitutional rights as any other citizens of the US. There are house rules however that specifically

address fire arms and are addressed in item 41 of the house rules attachment. This is one that was used for another facility, however we will incorporate into the Rio Dell project.

5. Do you have examples of other facilities that will be run like the one proposed for Rio Dell (not just look like the Rio Dell facility)?

The below link is what we have modeled our Eureka and Rio Dell facilities like. The look is obviously different, however the program is similar.

<https://www.mercyhousing.org/california/mather-veterans-village>

6. Will tenants have a criminal background check? All residents have a full background check.
7. Will tenants be screened for Meghans law? Part of the background check.
8. How do the operations of this facility compare to the Serenity Inn in Eureka? It is nothing like the Serenity Inn. The Serenity inn is a low income drug and alcohol rehab program that has very little funding. This is not a drug and alcohol program this is permanent supportive housing.
9. Is Danco or DHHS in charge of placement of tenants? Danco is the ultimate decision body to determine if the residents will be accepted and or stay and be evicted. Danco Property Management is the management company responsible to make these choices.
10. Why is a bed bug machine room specifically included in the project description? Is this population transient (i.e. staying for short periods of time, less than 90 days)? How long do you think the average tenancy will be? Will DHHS determine the length of tenancy? Some of the residents will have been previously homeless and as a precautionary measure, in case residents come in off the streets we can required there things to go through the bed bug machine room to prevent the spread of bud bugs throughout the facility. This is not temporary housing, this is permanent supportive housing the residents can stay as long as they pay rent, meet the house rules and wish to continue occupancy.
11. How will the project mitigate the impact on City services, for example police services? Not sure how to answer this. We will have onsite security and enforce our house rules. If residents are breaking the law we will rely on police services to step in and enforce just like any other home or multifamily development in the community?
12. It sounds like the tenants at this facility will need services that are generally only available in Eureka or possibly Fortuna. Is it wise to even

place this facility in Rio Dell where there are almost no services? There is a large need for housing for the low income in south county (Fortuna, Hydesville and Loleta. We would not be proposing a project if there wasn't a need.

13. What is the difference between what Danco proposed about 5 years ago, to the current proposal? 5 years ago the project was for Seniors exclusively and didn't include permanent supportive services as robust as they are today. The project now includes any population not exclusive to seniors.

14. Will children be housed at this facility and how will they be protected? There maybe children, but unlikely. This is independent living, each resident will be responsible to protect there own children but they are not excluded but likely won't present.

15. Will the City be provided a list of tenants? The city is welcome to see the list of current residents at the facility at anytime they want to stop by and review it. This will be public information and available upon request.

Hope this answers your questions.

Mercy Housing Management Group House Rules

Mather Veteran's Village _____ **House Rules**

It is important that all Residents follow the rules of the Apartment where they live. This will contribute to a well-managed home for every Resident to enjoy. We recognize that your home is very important to you and appreciate your choice to live in a community managed by Mercy Housing Management Group. Please be sure to completely understand these rules before you sign this document. If you violate the house rules, your lease may not be renewed or you may be evicted. These house rules are an addendum to your Lease Agreement and, as such, you are fully liable for the content of this document.

Rent and Occupancy

1. Rent is due on the first of each month. Late fees are assessed in accordance with your lease agreement.
2. Payment may be made by first party check, money order, or cashier's check. No cash will be accepted. Cash given to anyone will be the resident's responsibility to recover. Third party checks are not allowed. Rent payments from individuals or organizations other than the leaseholder must be pre-approved by Management.
3. If your payment via check is returned from your bank for any reason, including Non-Sufficient Funds, Closed Account, Stop Payment, or Failure to Sign, more than one time during a lease term of 12 months, future payments must be made only by money order or cashier's check. You will be charged for any fees charged to the Property due to your returned check and no personal checks will be accepted for the following one-year period. Any returned checks must be re-paid in the form of a cashier's check or money order.
4. Management is not responsible for damage to your personal property. You are strongly urged to purchase Renter's Insurance to cover your personal property. Information about Renter's Insurance for your belongings is available in the Management office.
5. Keys, entry cards, and key fobs (*access methods vary by property*) are provided to all appropriate household members. They are to be returned when you move out. Keys are not to be duplicated or given to anyone. There will be a charge of \$ 25.00 to replace lost keys, fobs, or entry cards. A key may be temporarily lent to a friend/neighbor/family member, on a short term basis, for situations such as to let in a delivery person who is expected, or to water plants, while the resident is away.
6. You must notify Management in writing if you intend to be absent from your apartment for more than 60 consecutive days (*or for longer than 180 days for medical reasons*) and rent must be paid in accordance with your lease. Failure to report such absences may result in your unit being considered abandoned as identified by local state law. If an apartment is considered abandoned, Management will be required to dispose of your items in accordance with applicable law.
7. Recertification of occupancy qualifications is required for each household annually and conducted by the office staff. Additional Residents/Occupants must receive advance qualification and approval prior to moving onto the Property. It must be reported to the office within 30 days if someone (*but not the whole household*) moves out or there is a change in income.

Building and Unit Policies

- Smoking Policy (*Check if this is a smoke-free property*).

Due to the increased risk of fire, increased maintenance costs and the known health effects of secondhand smoke, smoking is prohibited in any area of the Property, both private and common, whether enclosed or outdoors. The term "smoking" means inhaling, exhaling, breathing, burning or carrying any lighted cigar, cigarette, pipe or other tobacco product or similarly lighted product in any manner or in any form. The non-smoking policy applies to any and all persons entering the Property, including Residents and their guests, visitors, employees and service persons entering onto the Property. Residents are responsible for ensuring that family members, roommates and guests comply with this rule.

Tenant acknowledges that Landlord's adoption of a smoke-free living environment, and the efforts to designate the rental complex as smoke-free, do not make the Landlord or any of its Managing Agents the guarantor of Tenant's health or of the smoke-free condition of the Tenant's unit and the common areas. However, Landlord shall take reasonable steps to enforce the smoke-free terms of its lease. Landlord is not required to take steps in response to smoking unless Landlord knows of said smoking or has been given written notice of said smoking.

Check One:

This is a non-smoking property and vapor/e-cigarettes are not allowed.

This is a non-smoking property, but vapor/e-cigarettes are allowed.

1. Alcohol must not be consumed in common areas of the property or near the property, including the front of the building or parking area.
2. Even though the use of marijuana, medically or recreationally, is permitted under some state laws, it is illegal under federal law. The Owner of this Housing Community does not permit the use of marijuana, in any form, or for any use, in the apartments, buildings, or on the grounds (*or common areas*). Illegal drugs as deemed by Federal law, must not be consumed, used, or sold in common areas of the Property or near the Property, including the front area of the building or parking area.
3. Selling, sharing, trading, soliciting, distribution, growing or manufacture of illegal or prescription drugs is prohibited on or near the Property.
4. Personal belongings to include furniture, door mats, and bicycles must not be left in common areas/hallways of the building. Management is not responsible for unattended personal belongings.
5. Trash must be placed in sealed plastic bags and disposed of in designated trash areas immediately and not left on a balcony, patio, or in any common areas.
6. Trash and recyclables must be stored in containers, inside of your apartment rather than piled up inside or outside of an apartment. Boxes must be broken down and flattened prior to being placed in a trash receptacle. Alternate arrangements must be made for the disposal of items too large for the Property trash receptacles such as furniture, and for items that require special disposal to include paint, carpet, and appliances.
7. You may use the Resident Lounge, Computer Center or other locations (*if provided*) for your leisure activities during normal hours of operation. Loitering is not allowed in business areas such as the lobby, around entry gates or exit stairs, fire escapes or in areas next to the Property, such as the front of the building.
8. Fire escapes, exit doors, and rear fire doors are for emergency use only. Fire doors must not be propped open. Tampering with any fire or life safety system is not allowed.
9. If you live in a building with interior hallways, the door to your apartment must be kept closed, in accordance with local fire codes.
10. Pets are allowed only under the terms of the Pet Policy as outlined in the Resident Selection Criteria, with advance written permission of the Property Manager. Pet rules, as outlined in the Pet Agreement must be followed. No fish tanks larger than 2.5 gallons are allowed.
11. Common areas such as the Computer Center and Laundry facilities are subject to Use Rules, which are posted and must be followed.
12. Under normal circumstances, appropriate attire is required at all times in the common areas. Examples include shoes and shirts.
13. You are responsible for the upkeep of your unit. This includes keeping it clean and free of clutter that blocks entry, exit or emergency egress (windows). Trash and food waste should be removed daily to improve sanitation and avoid pests.
14. All units will undergo periodic entry for pest control and regularly-scheduled inspections. Written notice is provided and Residents must allow entry.

15. Only outdoor furniture items are allowed on porches or patios; no indoor furniture, bikes, sporting goods, toys, etc. should be kept outside of your apartment. Clotheslines or other items being dried such as clothing, cannot not be left on porches, patios or balconies. Mops, brooms, or similar items must not be visible from the street.
16. Potted plants may not sit directly on the patio/balcony surface if it is constructed of wood or stucco. Planters may not be attached in any way to the building. Plants must not interfere with any egress through entry or patio doors.
17. Plants or other items may not be positioned, or attached, to the ledge or railing of any balcony or patio. Bicycles, toys, swimming pools, and other personal effects are not to be left for longer than 1 day in common areas, yard areas, or any other area outside of the apartment. No attachments may be made to any exterior surface to include nails, screws, bolts, tacks, clamps, tape, glue or hooks. Pets may not be left unattended on patios or balconies.
18. No gasoline, paint, propane, or other flammable materials will be stored on the premises. Mops, brooms, or similar items must not be visible from the street.
19. Garage/yard sales are not permitted unless coordinated and approved by Management and Resident Services.
20. Smoke detectors/alarms must be working: Report to the office immediately for repair if they are not working. A Resident who damages, disconnects, or covers a detector/alarm will be required to pay the cost of replacement or repair. Tampering with smoke detectors/alarms in any way including removal of batteries, is a Federal offense and may result in eviction.
21. You are to report items for repair as soon as you notice them. Maintenance requests should be given to the office or Front Desk personnel along with signed permission for Maintenance personnel to enter your unit. Residents are to replace light bulbs, as needed, after occupancy. Work orders called into the office by the Resident do not require an additional signature for permission to enter.
22. Maintenance emergencies are to be reported immediately, 24 hours per day. Emergencies include fires, smoke, sparks or overflowing water, amongst other problems.
23. Except for normal wear and tear you must pay the cost of repairing damage to your apartment. A list of charges for common repairs is available to every Resident.
24. The Property Manager must approve alterations to an apartment or to the building, in writing. This includes special paint, window treatments, etc.
25. Tape and stickers should not be placed on walls, doors, windows or furniture. Check with the office before using.
26. Residents are not to hang plants, lamps, mobiles, etc. from or otherwise disturb the ceiling or ceiling attachments (*sprinkler head, smoke alarm, etc.*)
27. Signs, advertisements, etc. are not to be affixed to any part of the premises that can be viewed by the general public.
28. During potentially damaging weather, Residents must close all windows to prevent damage from rain, wind, etc. and will be responsible for all damages resulting from failure to do so.
29. Anything showing on or through a window must be removed at Management request.
30. You are responsible for your personal phone services and your utilities. As specified in your lease agreement.
31. Parking of Resident vehicles is allowed under the terms of the Global Addendum to Mercy Housing Lease Agreements. Resident cars in a building parking lot must be registered with Management, be in working condition, have proof of insurance and have a current registration. Otherwise they will be towed at the owner's expense. Visitor vehicles are subject to the same requirements. Cars are not to be backed into parking spaces.
32. No car repair or maintenance is allowed anywhere on the property, including parking areas. This includes oil changing and washing.
33. Bicycles and Motorcycles must be registered with Management. Bike storage is subject to rules posted in any bike storage area. No repairs or maintenance in common areas or inside the apartment.

34. Riding of bikes, scooters, skateboards or other recreational vehicles in buildings, courtyards or parking lots is not allowed.
35. The office is open for your business needs from 8 a.m. to 4:30 p.m. Monday through Friday.
36. If you lock yourself out of your apartment and do not have a key, outside of posted office hours (check applicable policy):
- You must call a locksmith and pay the charges directly to them for their service.
 - Call the emergency maintenance number. A member of management/maintenance will unlock the door for you. A charge of \$ 25.00 will be posted to your account and must be paid to the office with your next rental payment.
 - Call the locksmith directly at 916-244-3934. You must provide whatever identification required by the locksmith, in order for them to complete the lockout service. The cost of the lockout service will be billed to the property or you will be reimbursed if no account is set up.
37. Owner and Management are not responsible for delivery, damage, or loss of messages, packages, mail or other material left at doorways or at the Management office.
38. Personal washers and dryers, other appliances, or water filtration systems must be approved by Management. Freezers are not allowed. Resident agrees to not install fans, heaters, or air conditioners in the unit, place any aerials, antennas or other electrical connections on/in the unit. Portable heaters are not allowed to be used anywhere on the property.
39. Barbeques/grills of any type are not allowed anywhere on the premises, except as provided by Management.
40. Satellite Dishes/Antennas must comply with the Property's satellite dish policy, outlined in the Global Addendum to Mercy Housing Lease Agreements.
41. All firearms in the possession of a resident, guest or service provider must be licensed and carried in accordance with state and local laws. The use of any type of weapon, firearm, or dangerous object is strictly prohibited within the boundaries of the property. This includes, but is not limited to:
- Shotguns, handguns, pistols, rifles, etc.
 - Ammunition of any type
 - Pellet guns, B.B. guns, air guns (pistols, rifles, etc.), of any type
 - Archery equipment (bows, arrows, targets, etc.)
 - Any and all types of sling shots or any device that could shoot a projectile
 - All sharp edged or pointed objects (i.e., knife, sword, etc.) used with the intent to threaten, intimidate, or harm another.
 - Any and all types of explosives, fireworks, and flammable/explosive chemical(s) including, but not limited to, propane tanks, charcoal, and lighter fluid
 - Any other type of instrument, object, and/or material that may be deemed a weapon when used with the intent to threaten, intimidate, or harm another. The illegal possession of weapons by a resident, a resident's service provider or a resident's guest is prohibited and constitutes a material lease violation.

Being a Good Neighbor

1. We do not allow/tolerate violence at this property. Participation in abusive, disruptive, violent, or injurious behavior to other Residents, Staff or Visitors is prohibited. See **VAWA Policy language**.
2. Abusive or foul language, harassment, panhandling or unsolicited advances toward Residents, Staff or Visitors is prohibited.
3. Observe quiet time between 10:00 p.m. to 8:00 a.m., loud noises from personal conversations or from TVs, radios, stereos, musical instruments, etc are not allowed. Be aware of noise you make at all times. This includes common areas and hallways. Management's discretion shall be final.
4. Report violations of house rules or illegal activity to Management.
5. Common areas such as laundry facilities, are available only during specified posted times.
6. Concerns or complaints should be in writing, signed and given to Management.

VAWA Policy Language

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation. The full VAWA Notice of Right and Certification has been included with your lease documents. A copy will be provided to you upon request, or can be accessed on our website at: <https://www.mercyhousing.org/FAQs>

Mercy Housing will take into account individual circumstances when making a determination to terminate tenancy; such circumstances might include, among other things, the seriousness of the offending action, the extent of participation by the leaseholder in the offending action, and whether the leaseholder, if not the wrongdoer, took all feasible steps to prevent the offending action from occurring and has removed the offending person from the lease or otherwise banned the offending person from the premises in the future.

LEASE ADDENDUM

The HUD-approved lease addendum will be implemented and provided in accordance with HUD guidance.

Guests

This Property has limited space for visitors. In order to provide a quality home for all of our Residents, we have outlined specific considerations/rules concerning Resident guests. The Property Manager may make occasional allowances for special family situations if requests are made at least 24 hours in advance.

1. Guests are welcome and will be required to follow the rules of the community. Guests who violate house rules will not be allowed to enter the property in the future.
2. Management reserves the right to refuse admission to any non-resident at any time.
3. You are responsible for all actions of your guest, while the guest is on the property. A rule violation or damage caused by a guest of a Resident is treated as a rule violation by the Resident household they are visiting, regardless of the age of the visitor.
4. Mail service is for Residents only. All other mail will be returned to sender.
5. Guests may not stay on the Property more than 7 days total in a 90 day period.

Household Members

In the event that Management has knowledge of behavior that we believe places individuals in an unhealthy or unsafe situation, we will notify any government agency that we feel is appropriate to evaluate and deal with the situation.

1. Recreation of Residents and guests is limited to NA.
2. "Residents under the age of 8 will not be allowed in the playlot without supervision." (*At Properties with a playground/play lot*).
3. The playlot is open during daylight hours only. (*Where there is a playground/play lot*).
4. The FRC will remain open until the earlier of either 10:00p.m., or when there is no monitor on duty.

Management Reporting Requirements

Child abuse, elder abuse, animal abuse, neglect, or lack of supervision will be reported as required by state law to the appropriate protective service agency.

The following violations of house rules by you or your guest(s) may result in immediate eviction. It is important that every Resident understand these requirements.

1. Violation of Property drug/alcohol policies.
2. Drinking of alcohol in the common areas or immediately outside of the property.
3. Threats of violence; violent, dangerous, disruptive or injurious activity to other people or self.
4. Intentional damage to the Property or its furnishings.
5. Refusal to pay for damage done to the building or its furnishings, whether or not the damage was intentional.
6. Continuing occupancy of a Resident's unit by a person not on the lease.
7. Refusal to pay rent.

Changes in House Rules

These rules are subject to change. Residents are welcome to make suggestions for changes that will improve our community. Management reserves the right to rescind or change any of the foregoing rules and to make such rules and regulations from time to time as may be deemed appropriate for the safety of Residents and the care and cleanliness of the Property. Any such changes in the Community Rules will be formally submitted to all Residents in writing and shall become effective following a thirty (30) day review period.

Mather Veteran's Village _____ House Rules/Lease Attachment #1 is hereby agreed to by the undersigned Resident(s) and shall form a part of that attached as an addendum to this lease dated _____.

I have received a copy of these rules and agree to abide by them.

Head of Household Signature

Date

Resident Signature

Date

Resident Signature

Date

Printed Name(s)

Apartment Number





CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

CITY OF RIO DELL

JUL 30 2018

RECEIVED

915 Capitol Mall, Suite 485
Sacramento, CA 95814
p (916) 654-6340
f (916) 654-6033
www.treasurer.ca.gov/ctcac

MEMBERS

JOHN CHIANG, CHAIRMAN
State Treasurer

BETTY YEE
State Controller

MICHAEL COHEN
Director of Finance

EXECUTIVE DIRECTOR
Mark Stivers

July 24, 2018

Kyle Knopp
City Manager
City of Rio Dell
675 Wildwood Ave
Rio Dell, CA 95562

Dear Mr. Knopp:

The California Tax Credit Allocation Committee (TCAC) administers both the federal and state Low Income Housing Tax Credit Programs, and we have just received a Housing Tax Credit application for a project located in your jurisdiction. The applicant listed below has sent a formal review request along with an evaluation form to the local reviewing agency. However, federal law requires us to notify you upon receipt of the application. We welcome any comments you may have. A copy of the project description submitted with the application is attached for your review. The following information identifies the project:

Applicant: Rio Dell Rigby LP (to be formed)
Project Name: Rio Dell Rigby Affordable Housing Project
TCAC Project #: CA-18-085
Project Address: SW Corner of Center Street & Rigby Ave
Rio Dell, CA 95562
Low Income Units: 25

If you choose to comment, please do so by **August 15, 2018**. You may contact TCAC staff at (916) 654-6340 if you should have any questions in the meantime. I appreciate your attention to this matter and look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Stivers', is written over a faint, larger version of the same signature.

Mark Stivers
Executive Director

Attachment 12
Construction and Design Description
Regulation 10322(h)(11)

This attachment should be a detailed narrative description of the proposed project's construction and design including how the design will serve the targeted population.

Include basic information about the project:

- number of buildings, stories per building, units per building, any elevator access
- building construction, foundation, and exterior type(s)
- building area uses (residential, community/common, commercial)
- housing type and how the design will serve the targeted population
- number of units and bedroom types, accessibility features
- parking (number of spaces, carports, accessibility)
- site amenities (examples: community and common areas, laundry, gated access, security, recreational areas, pool, community garden, etc.)
- sustainable and green building elements
- multi-phase projects should provide info about other phase sites (previously built or proposed) and any shared areas, services, management, etc. These may require prior approval by TCAC.
- summary of any planned parcel subdivisions or parcel merging, if not described elsewhere.
- description of any existing structures

Overall Project Vision:

The proposed project, Rio Dell Permanent Supportive Housing, is designed based on the Pocket Neighborhood concept. The project includes 26 Cottage style residential units with a manager's unit and Common structures. The design is approached with a focus on the respect to the functional and social needs of the residents, including the principles of neighborly behavior along with accessibility and Universal Design. Special attention is given to the following Vision and goals:

- Attractive and dignified living opportunities
- Independent living with neighbors
- Welcoming and safe, layering of public to private
- Within the context of neighboring buildings both in scale and material expression
- A fresh & positive environment, vibrant landscaping and textures
- Vernacular and economical, with special areas of interest & artistry
- Sustainability is evident and celebrated

Building Typology, Unit Mix, and Common Spaces:

Composed of 28 total buildings, the complex is laid out in a way to create a Neighborhood with Common open areas leading to private open areas and entrances to each unit. It is not part of a phased project, and will be completed all as one construction contract. All construction is one story. There are 22 one-

bedroom units and 4 two-bedroom units. One of the two-bedroom units is reserved for the on-site manager and is located near the main Common Building.

In addition to the manager's office and dwelling units, a Main Common Building at over 2,000 S.F. will contain support facilities such as a residential-style common kitchen near a gathering area for group meetings, an exercise room, office space for the onsite property manager, the resident services coordination, room for a case manager, 2 individual counselor rooms, a bed-bug decontamination room, storage and outdoor gathering area for BBQ's. The common open spaces offer various opportunities for outdoor activities in addition to the full-size basketball court. The large community room and cooking facilities will facilitate larger resident gatherings and social events. All these common areas will be incorporated into both the overall service program and the individual service plans of each resident. The building and programs are designed to interface to prevent isolation and encourage light social interaction.

Site Design & Construction Type:

The buildings are situated with roof slopes with the best solar orientation, There are concrete pathways with native landscaping connecting the parking areas to the. The Cottage type structures are designed to have a vernacular theme. The Concrete slab-on-grade foundation supporting a wood-framed 2x6 wall framing and a manufactured truss roof system finished with Hardie-Siding and asphalt roofing.

The parking area includes 40 parking spaces total, including 3 accessible parking stalls. There are two new driveway entrances for easy automobile access. There is also a trash enclosure located near the manager's unit. Rainwater is managed with onsite bioswales, for pre-treatment prior to going into the storm drain system. There is a fence along the property lines, providing privacy along that edge and the adjacent parcel. Exterior lighting will provide both adequate way-finding as well as protection of night sky.

The Common Open spaces offer various opportunities for out door activities in addition to the full size Basketball Court.

Construction Systems, Energy Efficiency, & Sustainability:

Insulation is provided with Greenguard® Indoor Air Quality Certified fiberglass insulation for a nominal R-value of R-21 in walls and R-38 or higher in the ceiling. The conditioned space envelope will be sealed for reduced air infiltration and prevention of condensation.

Windows will be vinyl framed with easy latching mechanisms and specified with an optimal U-value and solar heat gain coefficient (SHGC). All doors will be constructed with no added urea formaldehyde wood and use accessible lever-type hardware.

Indoor air quality is maintained with local exhaust to the outdoors from each bathroom and kitchen range hood. In addition, each dwelling unit will meet the performance requirements for whole house ventilation per the ASHRAE 62.2 standard.

All plumbing fixtures will meet the 2016 CA Green Building Code requirements as well as the EPA WaterSense criteria. Plumbing piping will be insulated with a minimum of one inch thick (R-4) cellular foam wrap for all hot water piping and for cold water piping within exterior wall cavities or within five feet of the water heater.

Each unit will be independently metered for its electrical use. Space heating will be provided by super efficient air-source mini-split heat pumps, micro-ducted, with a Heating Seasonal Performance Factor (HSPF) of 10.0. These units are also capable of providing cooling, even though the local climate rarely requires cooling to maintain comfort. Hybrid electric air-source heat pump water heaters with an Energy Factor (EF) of 2.9 will provide domestic water heating. This all-electric design enables the complete elimination of natural gas utilities and provides the opportunity to be meet a net zero energy rating with the possible future increased size of the already provided photovoltaic solar array.

The combination of these strategies will result in a building that is super energy efficient and maintains minimal utility costs for the residents while exceeding the California Title 24 Building Energy Code compliance standards by more than a 40% margin for the residential areas. The project will be enrolled in the Enterprise Green Communities certification program, which includes participation in the Energy Star New Homes California V3 certification program.

See TAB 18 and TAB 25 for more in-depth information on the exact specs for energy-related materials to be used and appliances.

Offsites

- (1) General off-site costs (off-sites that do not immediately border the project site)

None.

- (2) Project-specific off-site costs (off-sites that immediately border the project site)

- a. Off-site costs meeting the requirements under TCAC Regulation Section 10325(c)(9) as public contributions of off-site costs.

None.

- b. Other off-site costs that do not meet the requirements under TCAC Regulation Section 10325(c)(9) as public contributions of off-site costs.

None.



**LOCAL REVIEWING AGENCY (LRA)
PROJECT EVALUATION FORM**
2018 Low-Income Housing Tax Credit Application
(PLEASE USE EXTRA SHEETS AS NECESSARY)

Project Name:	DANCO PROJECT	Project Number:	CA-18-
Local Agency:	City of Rio Dell		
Mailing Address:	675 Wildwood Avenue		
	Rio Dell, CA 95562		
Reviewer's Name:	Kevin Caldwell		
Email Address:	caldwellk@cityofriodell.ca.gov		
Telephone Number:	(707) 764-3532	Fax:	(707) 764-5480

Site Information

1). Please confirm the census tract number for the site. Tract #1010

2). Please list the numbers for the following districts in which the project is located:

State Assembly District: 2

State Senate District: 2

Federal Congressional District: 2

3). Please describe the existing use of the project site and surrounding area. *Please attach photos.* Adjacent to the south is an existing 49 unit low income multifamily development. Adjacent to the west is an existing 16 unit low income senior development. There are two residential lots immediately adjacent to the south. Across Rigby Avenue to the east are some residential lots and a vacant parcel of about 8 acres that is zoned and planned Urban Residential. See attached photos.

4). Please describe the uses of properties adjacent to the site.
See previous response.

5). Please check the following amenities that are in proximity to the site. Please identify the amenity by name and distance of the amenity from the site in (please indicate if the verification was based on field visit, or mapping information). Distances from project to amenity are measured by a standardized radius from the nearest point of any property line (does not have to be point of ingress/egress), but must not include any physical barriers.

a) **Bus Rapid Transit Station(s), Light Rail Station(s), Commuter Rail Station(s), Ferry Terminal, Bus Station(s), Public Bus Stop(s):**

Yes No

(Type of stop) Distance at or within 1/3 mile, 1/2 mile
Bus Stop _____ 600'+/-

Field Visit Mapping Method

Any physical barrier(s) present, such as freeways and rivers that would necessitate a circuitous route to amenity?

Yes No

If yes, explain:

b) **Public Park(s) or Community Center, Accessible to General Public:**

Yes No

(Name/Address) Distance at or within 1/2 mile, 3/4 mile, 1 mile 1 1/2 miles

Davis Street Park

Fireman's Park 715 Wildwood Ave 3/4 mile, Field Visit Mapping Method

(Name/Address) Distance at or within 1/2 mile, 3/4 mile, 1 mile 1 1/2 miles

Memorial Park

Field Visit Mapping Method

Any physical barrier(s) present, such as freeways and rivers that would necessitate a circuitous route to amenity?

Yes No

If yes, explain:

c) Book-Lending Public Library(ies):

Yes No

(Name/Address)

Distance at or within

1/2 mile,

1 mile,

2 miles

Humboldt County Rio Dell Library

3/4 mile,

715 Wildwood Avenue

Field Visit

Mapping Method

(Name/Address)

Distance at or within

1/2 mile,

1 mile,

2 miles

Field Visit

Mapping Method

Any physical barrier(s) present, such as freeways and rivers that would necessitate a circuitous route to amenity?

Yes

No

If yes, explain:

d) Public School(s) (elementary, middle, high school), Senior Center or Service Facility(ies) for SRO and Special Needs Population:

Yes

No

(Type of Facility/Name/Address)

Distance at or within

1/4 mile,

1/2 mile,

3/4 mile,

1 mile,

1 1/2 mile,

2 miles

Eagle Prairie Elementary 95 Center Street

Monument Middle School 95 Center Street

Field Visit

Mapping Method

(Type of Facility/Name/Address)

Distance at or within

1/4 mile,

1/2 mile,

3/4 mile,

1 mile,

1 1/2 mile,

2 miles

Field Visit

Mapping Method

Any physical barrier(s) present, such as freeways and rivers that would necessitate a circuitous route to amenity?

Yes

No

If yes, explain:

e) **Grocery Store/Supermarket** (where staples, fresh meat and fresh produce are sold and the interior gross square feet exceed 25,000): Yes No

(Name/Address) _____ Distance at or within 1/2 mile, 1 mile 1 1/2 miles
 2 miles 3 miles
 Field Visit Mapping Method
Approx. Gross Interior Square Footage: _____

(Name/Address) _____ Distance at or within 1/4 mile, 1/2 mile 1 mile
 1 1/2 miles 2 miles 3 miles
 Field Visit Mapping Method
Approx. Gross Interior Square Footage: _____

Any physical barrier(s) present, such as freeways and rivers that would necessitate a circuitous route to amenity. Yes No
If yes, explain:

f) **Neighborhood Market** (where staples, fresh meat and fresh produce are sold gross square feet exceed 5,000): Yes No

(Name/Address) _____ Distance at or within 1/4 mile, 1/2 mile, 1 mile
C&C Market 1328 Eeloa Avenue
 Field Visit Mapping Method
Approx. Gross Interior Square Footage: _____

Any physical barrier(s) present, such as freeways and rivers that would necessitate a circuitous route to amenity. Yes No
If yes, explain:

g) **Farmers' Market** (certified by the California Farmers' Markets maintained by the CA Dept. of Food and Agriculture): Yes No

(Name/Address) _____ Distance at or within 1/2 mile, 1 mile,
 Field Visit Mapping Method
List months of operation per calendar year: _____

Any physical barrier(s) present, such as freeways and rivers that would necessitate a circuitous route to amenity. Yes No
If yes, explain:

h) Medical Clinic or Public Hospital:

Yes No

(Name/Address)

Distance at or within 1/2 mile, 1 mile,

1 1/2 miles

Southern Trinity Health Services

500 "B" Street, Scotia, CA. 95565

Field Visit Mapping Method

(Name/Address)

Distance at or within 1/2 mile, 1 mile

1 1/2 miles

Eel Valley Rural Health Clinic

129 Wildwood Ave, #E, Rio Dell, CA. 95562

Field Visit Mapping Method

Any physical barrier(s) present, such as freeways and rivers that would necessitate a circuitous route to amenity.

Yes No

If yes, explain:

i) Pharmacy (can be part of other site amenity, i.e. within a grocery store):

Yes No

(Name/Address)

Distance at or within 1/2 mile, 1 mile

1 1/2 miles

PALCO Pharmacy 113 Main St, Scotia, CA. 95565

Field Visit Mapping Method

Any physical barrier(s) present, such as freeways and rivers that would necessitate a circuitous route to amenity.

Yes No

If yes, explain:

Land Use/Planning

6). Does the site seem appropriate for the proposed project?

Yes No

If no, please explain:

7). Does the exact parcel exist?

Yes No

8). Are there any environmental/toxic concerns with the site?

Yes No

If yes, please explain, including any environmental studies that have been conducted or clearances that will need to be obtained:

9). Are there any other environmental or land use issues associated with the site?

Yes No

If yes, please explain:

- 10). What is the current zoning and maximum number of units allowed for the site?
Residential Multifamily, density is 15 units per acre = 34.8 units
- 11). Does the project currently comply with all applicable local land use and zoning ordinances?
If no, please explain: Yes No
Project is principally permitted, but requires Design Review approval.

12). For 9% applications and competitive 4% applications **only**, please complete the following table and confirm (1) all necessary public or tribal approvals subject to the discretion of local or tribal elected officials, and (2) site plan approval and all local land use environmental review clearances (CEQA, NEPA, and applicable tribal land environmental reviews) necessary to begin construction are either finally approved or unnecessary by **February 28, 2018** with appeal periods, if any, expired by **March 30, 2018**.

Action	Requirement (Check if Applicable)		Date of Approval
	Yes	No	
Article 34 of State Constitution			
Site/Plot Plan Review			
Design/Architectural Review			
Parcel Map			
Conditional Use Permit			
Variance			
Change of Zone			
General Plan Amendment			
CEQA Review			
NEPA Review*			
Coastal Commission			
Phase I (Environmental Assessment)			
Soils Report			
Other:			
Other:			

* The "Date of Approval" for NEPA Review represents when the Request for Release of Funds (HUD Form 7015.15) or equivalent was submitted to the federal entity.

- 13). Are you aware of any state/local approvals still required from the Planning Commission, City Council, or Board of Supervisors for this project? Yes No
If yes, please list: Project is principally permitted, but requires Design Review approval
- 14). For 9% applications and competitive 4% applications **only**, have all the appeal periods been exhausted for any recent approvals? Yes No

If no, will all appeal periods expire by March 30, 2018 (The “appeal periods expiring” for NEPA Review represents when the Authority to Use Grant Funds (HUD Form 7015.16) or equivalent was issued)? Yes No

If no, please explain:

Housing Need & Neighborhood Revitalization and Balanced Communities

15). Is this type of affordable housing needed within the community or region in which it is located? Yes No

Please explain: Affordable housing is needed in the community.

16). Is there a greater need for other types of housing? Yes No

Please explain, including a determination of how need is measured in your community: According to the Regional Housing Needs Assessment (RHNA) for the 2014-2019 period, Above –Moderate housing is needed the most.

17). Do you believe this project will have a negative impact on the affordable projects in the market area? Yes No

Comments:

18). Is the market study for this project reasonably accurate in it’s assessment of the demand for this project? Yes No

Comments: Affordable housing is needed everywhere.

19). Is the market study for this project reasonably accurate in its assessment of the projects’ market-rate rent advantage? Yes No

Comments:

20). Are the building design, outdoor space, landscaping, and amenities proposed appropriate for the community and population targeted? Yes No

Comments: Landscaping will be evaluated as part of the Design Review. However, the proposed landscaping certainly enhances the project and the area.

21). Is the project located in a Neighborhood Revitalization Area (a federally defined Qualified Census Tract, Empowerment Zone, Enterprise Community or an area that has been designated by a local agency to be the focus of revitalization or similar efforts)?

Please describe: Yes No

22). If the project is located in a Neighborhood Revitalization Area, have specific efforts towards achieving the plan's goal occurred?

Please describe:

23). Has your jurisdiction adopted an inclusionary zoning ordinance or other initiatives to encourage affordable housing in new growth or high-income areas? Yes No

If yes, please describe:

24). Will the project benefit the neighborhood? Yes No

Comments: The project will certainly enhance the character of the area.

Development Costs and Local Assistance

25). Are the project's estimated total development costs reasonable for this type of development in your jurisdiction? Yes No

If no, please explain:

The project's proponents certainly have more expertise in determining if the costs are reasonable.

26). Are the real estate taxes in the development budget consistent with local rates? Yes No

Comments:

27). Please review Attachment 18(A), the Local Development Impact Fees, in Tab 18. Are they accurate? Yes No

Comments:

28). *Acquisition and/or Rehabilitation projects:*

a) Does the relocation plan (see Tab 9) address all requirements of state and local law? Yes No

If no, please explain:

Not Applicable. The parcel is vacant.

b) If households must permanently relocate, is there adequate alternative housing in the immediate area? Yes No

If no, please explain:

Not Applicable. The parcel is vacant.

c) Is the budget for paying relocation costs overstated/understated? Yes No

If yes, please explain:

Not Applicable. The parcel is vacant.

29). Is your agency providing financial assistance to the project? Yes No

If so, do the amounts in the application (page 12-15) reflect the municipality/agency's contract/commitment amount? Yes No

If no, please explain:

If your agency is providing assistance, what is the actual dollar amount and percent of funds to total development cost?

30). Please check the following sources of funds that will be used to assist the project. For non-competitive tax-exempt bond financed (4%) applications, please disregard the "As-of" specified date for the questions below, but still provide a response to each question:

HOME Funds

As of February 28, 2018, did the municipality have control of these funds? Yes No

If no, please explain:

CDBG

As of February 28, 2018, did the municipality have control of these funds? Yes No

If no, please explain:

Redevelopment Funds

As of February 28, 2018, did the municipality have control of these funds? Yes No

If no, please explain:

Did the municipality commit the funds to the project prior to January 1, 2011?

Yes No

If no, what date were the funds committed?

Did the municipality have the funds on hand prior to January 1, 2011 Yes No

If no, what date were the funds on hand?

Other (*please identify*):

As of February 28, 2018, did the municipality have control of these funds? Yes No

If no, please explain:

31). Did any of the above-listed funds come, directly or indirectly, from the applicant or anyone associated with the applicant? Yes No

Comments:

32). Are the state or federal prevailing wages listed in the development budget accurate? Yes No

Comments:

33). If the municipality is donating land for this development, when did the municipality acquire the land and for what cost?

Comments:

Did money for the land, or any financial or other consideration, come to the municipality from the applicant or anyone associated with the applicant? Yes No

Comments:

34). As of February 28, 2018, were there any outstanding approvals required from the Redevelopment Agency, City Council, or Board of Supervisors for the financial assistance?

If yes, please explain:

Yes No

Developer Experience

35). Are you aware of other projects this developer (See application, page 7) has built in your community? Yes No

Comments:

Was the developer's performance satisfactory? Yes No

Comments:

36). Has the applicant been involved in projects in your community? Yes No

Comments:

Was the sponsor's performance satisfactory? Yes No

Comments:

37). Are you aware of any project the management company (see application, page 7) is currently managing in your community? Yes No
Comments:

Has the management company's performance been satisfactory? Yes No
Comments:

Other Comments:

38). Are you aware of any discrepancies between the proposed application and the tax credit regulations?
Comments: None.

39). Additional Comments: (If your agency is reviewing more than one application in the locality, please compare the merits of each application)
Comments: Not Applicable. The parcel is vacant.

40). What is the LRA's Recommendation of this project?

Strongly support Support No position Oppose Strongly oppose

Please explain:

Signature: Kevin Caldwell

Print Name: Kevin Caldwell

Title: Community Development Director

Date: July 23, 2018

Email: caldwellk@cityofriodell.ca.gov

Phone: (707) 764-3532

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



17.20.035 Residential Multifamily or RM zone.

The purpose of the Residential Multifamily or RM zone is to provide land suitable for higher density residential uses. The following regulations shall apply in all Residential Multifamily or RM zones:

(1) Principal Permitted Uses.

- (a) Detached single-family dwellings, multiple dwellings and dwelling groups;
- (b) Community Care Facility for six (6) or fewer individuals;
- (c) Family Day Care Home for twelve (12) or fewer children, including children who reside at the residence;
- (d) Emergency Shelters/Transitional Housing subject to the operational standards in Section 17.30.100;

(2) Uses Permitted with a Use Permit.

- (a) Mobilehome and Recreational Vehicle Parks;
- (b) Community Care Facility for seven (7) or more individuals;
- (c) Family Day Care Home for twelve (13) or more children, including children who reside at the residence;
- (d) Public and private non-commercial recreation facilities;
- (e) Churches, civic and cultural uses
- (f) Any use not specifically enumerated if it is similar to and compatible with the uses permitted in the zone

(3) Other Regulations. See Table 17.20.140 for development standards for the Residential Multifamily (RM) zone.

Table 17.20.035
Development Standards for the Residential Multifamily or RM Zone

Site Development Standard	Zone Requirement
Minimum Lot Area:	6,000 square feet, but not less than 600 square feet for each dwelling unit
Maximum Ground Coverage:	60%
Minimum Lot Width:	60 feet
Minimum Yards	
Front:	20 feet
Rear:	10 feet
Side:	5 feet
Exterior Side:	Same as the front or one-half (1/2) the front if all parts of the main building(s) are more than twenty-five (25) feet from the rear lot line and the exterior side yard does not abut a collector or higher order street. (In questionable cases the Public Works Director shall classify the subject street.)
Double Frontage Lots	Front and rear twenty (20) feet, except the rear yard setbacks may be reduced to ten (10) feet where such yard abuts an alley.
Special Yards for Multiple Dwellings on the Same Lot	<ul style="list-style-type: none"> • The distance between separate dwelling units in a group on the same lot shall be not less than ten feet (10'). • The distance between the front of any dwelling unit in the group and any other building shall be not less than twenty feet (20'). • The distance between the front of any dwelling unit in the group and any side lot line shall be not less than twelve feet (12'). • All of the above distances shall be increased by two feet (2') for each two feet (2') that any building on the lot exceeds two (2) stories.
Maximum Building Height:	45 feet
All new multifamily development is subject to the City's Design Review regulations, Section 17.25.050	<p>The following Design Concepts apply to the review of residential multifamily development. The City encourages:</p> <ul style="list-style-type: none"> • Mass, scale and architecture which is compatible with existing and adjacent neighborhoods. The intent is to encourage appropriate transitions between uses and structures of varying residential density and a general compatibility of architectural styles. • Original designs that are tailored to the site and discourage monotonous or institutional type buildings and site design. • Site designs that preserve, enhance and incorporate the significant natural features of a site as an element within the overall design. • High quality building designs that consist of durable and maintainable materials for the exterior treatment of the buildings that complement the building mass and articulation. • The establishment of a streetscape presence and appearance through setbacks, landscaping, building placement, and architecture that defines the pedestrian and vehicular corridor and presents an appealing and continuous theme along a sidewalk, street or trail. • Landscaping that softens the appearance of pavement and structures, and provides an eventual tree canopy along the street and pedestrian walkways. • Ensure that design provisions do not preclude the development of multifamily housing affordable to all income levels.

17.30.100 Emergency shelter/transitional housing regulations.

(1) Purpose. It is the purpose of this section to prescribe standards and regulations for the establishment and ongoing operation of emergency homeless shelters/transitional housing to protect the public health and safety from conflicting uses and to ensure that shelters provide appropriate services to the homeless.

(2) Permit Requirements. The following prescribes the permit requirements for emergency shelter/transitional housing.

(a) An emergency homeless shelter/transitional housing that meets the standards of subsection (3) of this section is exempt from a conditional use permit. A conditional use permit may be granted from the planning commission for deviations to the development and management standards. The Planning Commission must make findings for use permits pursuant to RDMC 17.35.030.

(3) Development Standards.

(a) Prior to commencing operation, the emergency shelter/transitional housing shall comply with the following standards:

(b) Distance Separation Requirements. No emergency shelter/transitional housing shall be located within 300 feet of any other emergency shelter.

(c) Occupancy. An emergency shelter/transitional housing shall not exceed 25 residents, excluding staff.

(d) Length of Occupancy. Any single resident's stay shall not exceed six consecutive months.

(e) Zone Specific Development Standards. An emergency shelter/transitional housing shall comply with all development standards of the zoning district in which it is located except as modified by these standards.

(f) Parking Requirements. Every emergency shelter/transitional housing shall provide one parking space for every staff member or volunteer on duty and one parking space for every five beds. The Director of Community Development may reduce the parking requirements if the shelter can demonstrate a lower need.

(g) Intake/Waiting Area. There shall be an adequate intake and waiting area inside the building so that prospective and current residents are not required to wait on sidewalks or any other public rights-of-way.

(h) Screening. An outside waiting and recreation area adequate in size to serve the residents shall be fenced and screened from view.

(i) Individual Space. Each resident shall be provided a minimum of 50 gross square feet of living space (per 2013 California Building Code for the dormitories function of Table 1004.1.1), not including space within common areas.

(j) Security. Security shall be provided on site during hours of operation.

(k) Staffing. On-site management by at least one emergency shelter staff member shall be provided at all times while residents are present at the shelter.

(l) Lighting. Shelter lighting shall be provided on all exterior walls, and shall be directed downward.

(4) Management. Prior to commencing operation, the emergency shelter/transitional housing provider must have a written management plan, approved by the community development director, confirming that the following items (at a minimum) are provided for:

(a) Staff training;

(b) Staff TB screening in compliance with Humboldt County Health Department standards;

(c) Resident identification process;

(d) Neighborhood outreach;

(e) Policies regarding pets;

(f) The timing and placement of outdoor activities;

(g) Temporary storage of residents' personal belongings;

(h) Safety and security.

[Ord. 325 § 1, 2014; Ord. 321 § 3, 2014. Formerly 17.30.079.]



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

October 2, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Related to the Rio Dell Library and Americans with Disabilities Act

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide directions to staff:

- Provide direction on willingness to partner with County on a modular library placed on the grounds of City Hall and provide further parameters for this partnership.
- Provide direction on other library location options.

BACKGROUND AND DISCUSSION

The Humboldt County Board of Supervisors met on September 25, 2018 to discuss space for the Rio Dell Branch Library. The Board continued the meeting to October 9th in order to explore a partnership with the City whereby a modular facility could be placed onto the grounds of City Hall (see below).

Wherever the library ends up, that facility must meet current ADA code. This includes ADA compliance for the path of travel to the nearest public transit stop and also to the nearest van accessible ADA parking space. Any location will also come under the strict scrutiny of the USDOJ Independent Licensed Architect (ILA).

Danco Location

DANCO has proposed including a new library facility in their 26-unit planned multi-family, permanent supportive housing project, located at the corner of Rigby Avenue and Center Street in Rio Dell. The DANCO project will consist of 28 total buildings, which includes a community resource center and a building that could possibly be the new home of the Rio Dell Branch Library. It could also potentially house and provide services to clients for the Department of Health & Human Services. As part of the project development, the concept is to provide a new 1,000-squarefoot building and lease the space to the county for approximately \$1.25 per square foot or approximately \$1,250 per month for library use. The branch library would be located in a residential section of Rio Dell and not on the main thoroughfare where it is currently located.

DANCO would initially finance the new construction at cost with a commitment from the county to relocate and lease the facility for a period to be negotiated. It should be noted that community members in Rio Dell have expressed concern about the location of the project as it would be in close proximity with clients. However, the facility would be new construction and subject to meeting ADA standards for full accessibility.

Positives	Negatives
Maintains library in Rio Dell	Library off Wildwood Avenue, in residential area
Low or no cost to taxpayers	Concerns with placing near to Danco Project
New ADA compliant facility	
Path of travel and van accessible ADA parking	

Scotia Location

As an alternative option for relocation, staff initiated conversations with a commercial property owner for potential commercial space located in the Town of Scotia. Several options exist within Scotia but only a few locations present viable solutions, as the other locations contain several costly ADA barriers such as parking and path of travel. The viable locations consist of two separate spaces located at 113 Main Street suites A and Band are located in the Scotia Shopping Center. Suite A is 1,300 square feet at a cost ranging from \$2,040 to \$3,340 per month including utilities. Suite Bis 1,522 square feet at a cost ranging from \$2,262 to \$3,784 per month including utilities. In order to determine a set monthly cost, the terms of lease will need to be negotiated. The property owner stated that the county would need to perform any tenant and ADA improvements considered necessary or appropriate or negotiate lease terms that take into consideration said improvements into the lease, which means monthly lease rates may be significantly more than stated above. This option, however, does relocate library services away from the main thoroughfare in Rio Dell, and Rio Dell altogether.

Positives	Negatives
Maintains library within walking distance of Rio Dell	Library leaves Rio Dell
No cost to city taxpayers	

Modular on City Hall Grounds

The Board of Supervisors has asked that the City consider partnering with the County on placing a modular on City Hall grounds for a library facility. The USDOJ Independent Licensed Architect (ILA) has reviewed the path of travel for this location to the nearest public transit stop and found \$55,125.00 in needed modifications in order to bring the facility up to modern current ADA code. Staff believes the actual costs of these modifications to be higher than the ILA estimate. Also, this site does not have a van accessible ADA parking space. The City Council may want to further define what a partnership would look like. Possible questions include but are not limited to:

- (1) What financial commitment is the City willing to provide towards this partnership?
 - (a) Waive fees for modular?
 - (b) 50/50 cost share of the modular, or other ratio?

- (c) Will the County share or bear all costs on path of travel and ADA parking?
- (d) Will the County share or bear all costs in developing a permanent home for the library?
- (e) No City financial commitment?

Positives	Negatives
Maintains library in Rio Dell	Path of Travel and van accessible ADA parking
New ADA compliant facility	Uncertain costs
	Modular a permanent solution?

Modular on Vacant Lot Downtown

Similar to a modular unit on City Hall grounds, a modular unit could also be placed on vacant lots. One example could be the vacant lot immediately adjacent to the City’s downtown parking lot. One advantage is that this location has close access to potential ADA compliant bus stops and parking. There has been no ILA assessment of this site or its surroundings, however it is likely some modifications would be needed to bring the nearby facilities up to current ADA code.

Positives	Negatives
Maintains library in Rio Dell	Create or move NB & SB bus stop – lost downtown parking
New ADA compliant facility	Uncertain costs
Path of Travel and van accessible ADA parking – some costs, but probably low	Modular a permanent solution?

Closure of Library

There is also the possibility, pursuant to DOJ approval, that the Board of Supervisors may exercise the option to close the Rio Dell Branch Library. The option to close the branch location is predicated upon the possibility that the DOJ may allow elimination of programs, services and activities as long it is for all sectors of the population. Rio Dell and the surrounding community would still be able to access library services via the next closest branch in Fortuna

Positives	Negatives
No direct financial cost to city.	Library leaves Rio Dell

Chamber Location

Another proposed option is to locate the branch library to the Rio Dell Chamber of Commerce building. The space, located at 406 Wildwood Avenue in Rio Dell, consists of a shared space with the Arts District. Leased space is estimated to cost \$1,200 per month including utilities. The upside to this location is that it is on the main thoroughfare within Rio Dell; however, ADA remediation costs are an unknown at this time, as an assessment of the facility could not be

performed due to certified access specialist availability. This site also houses an apartment above the leased space and is not typical of a library environment.

Positives	Negatives
Maintains library in Rio Dell	Create or move NB & SB bus stop – lost downtown parking
Downtown Wildwood Ave location	Uncertain costs
	Private apartment above location
	Path of Travel and van accessible ADA parking

Non-Options Explored Previously

School Grounds – County reports School District not interested.
Current Location – Facility is not ADA compliant – cost estimates are \$300,000+ to bring into compliance. Fire District not interested in funding repairs. Not interested in selling or subdividing property.

Attachments:

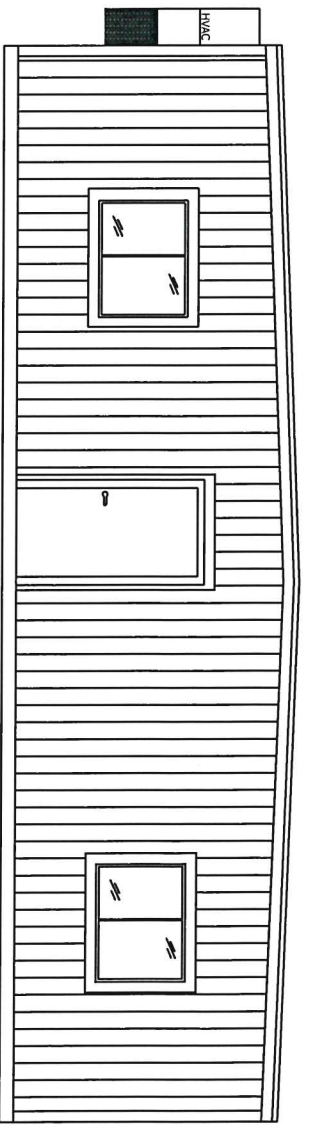
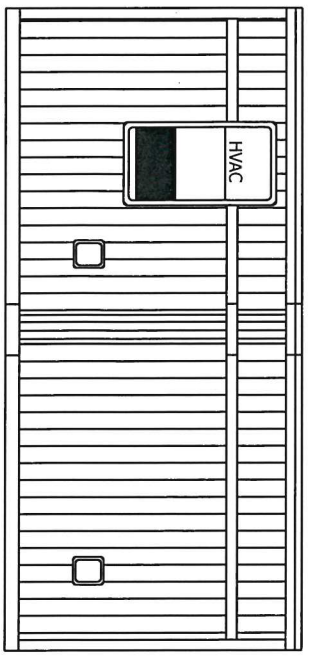
Examples of modular units

ILA assessment on path of travel to City Hall lawn from public transit stop

Letter from Rio Dell Fire Protection District Board on Library

Lease between County and Fire District for current library

///

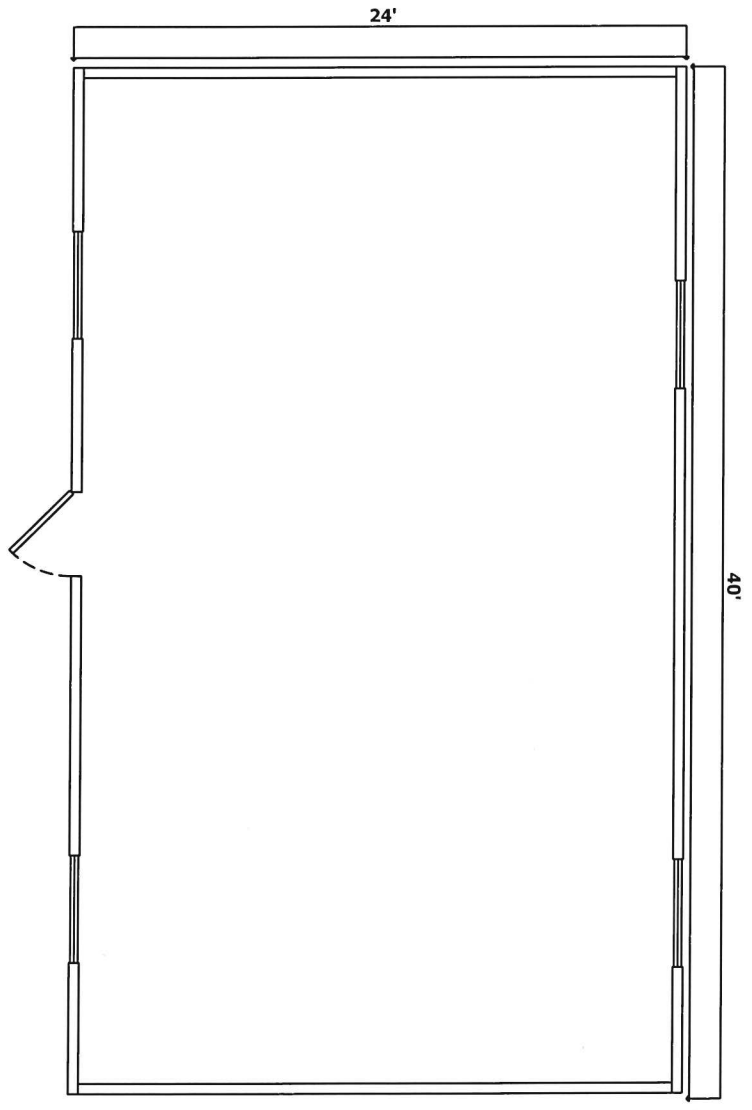


• 960 square feet of classroom space.

• Architectural appeal with exterior windows, doors, and interior finishes appropriate for an educational environment.

• Our buildings are completely insulated and come with a heating and air conditioning system to provide a comfortable learning environment.

• Commercial carpet for a quiet and productive educational environment.



Note: Dimensions, and door & window locations shown are nominal. Actual dimensions, layout, and roof slope may vary depending on model or model year selected.

Call Your Local Sales Professional

866.889.7777

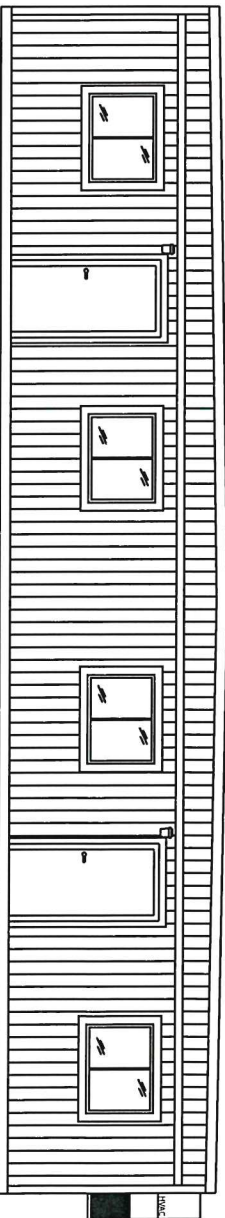
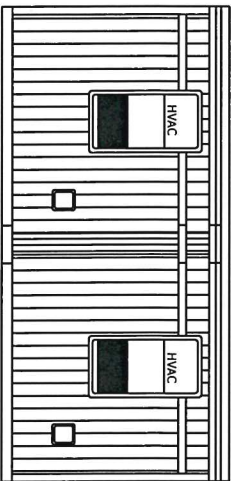
24' X 40' Modular Classroom

Delivered ready to use "On Time and On Budget"

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MODULAR BUILDINGS

From Vision to Reality | On Time and On Budget

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- Two 720 square foot classrooms with restroom.

- Upgraded vinyl covered wall panels.

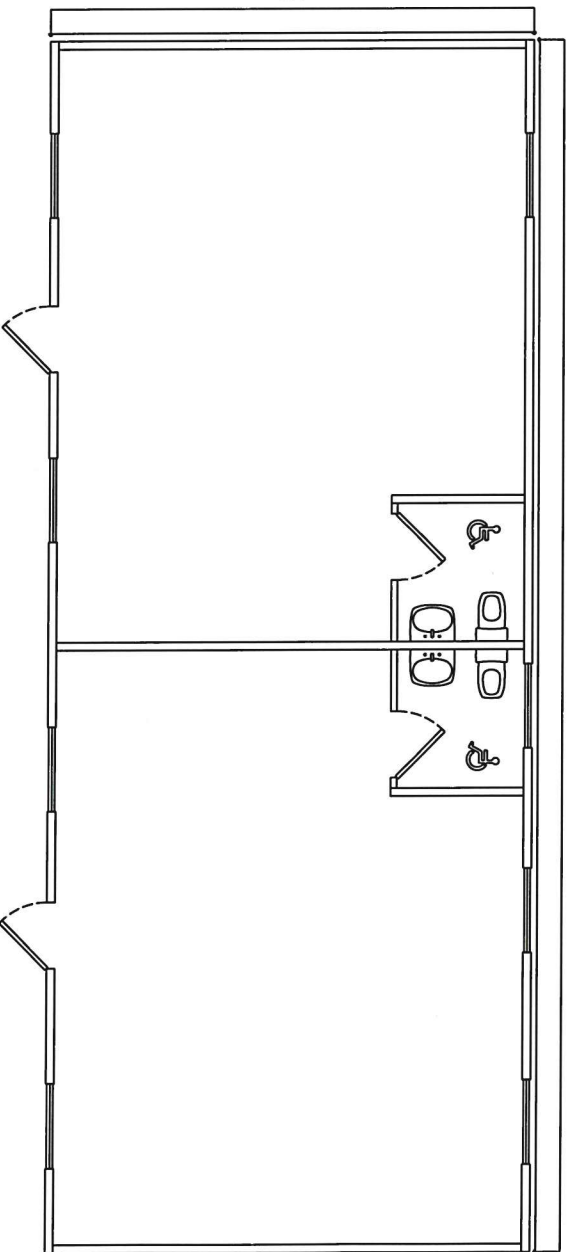
- Energy efficient fluorescent lighting.

- Acoustical T-bar ceiling decreases noise from room to room.

- Decorative exterior siding for a modern appearance.

- Our buildings are completely insulated and come with a heating and air conditioning system to provide a comfortable learning environment.

24'



60'

Note: Dimensions, and door & window locations shown are nominal. Actual dimensions, layout, and roof slope may vary depending on model or model year selected.

Call Your Local Sales Professional

866.889.7777

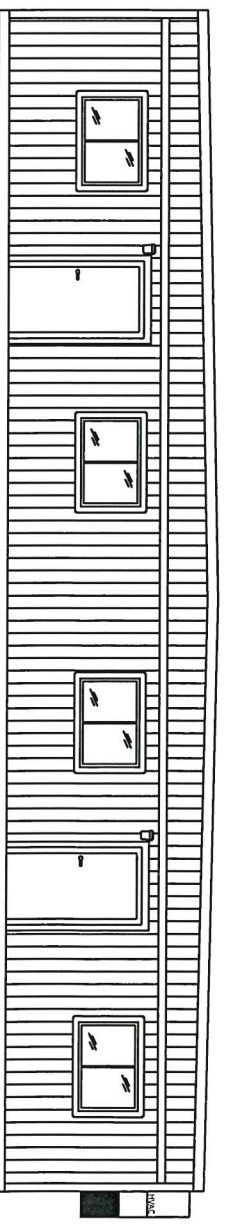
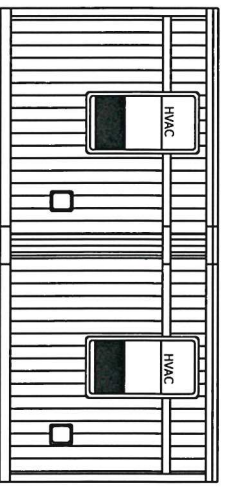
24' x 60' Modular Classroom with Restroom

Delivered ready to use "On Time and On Budget"

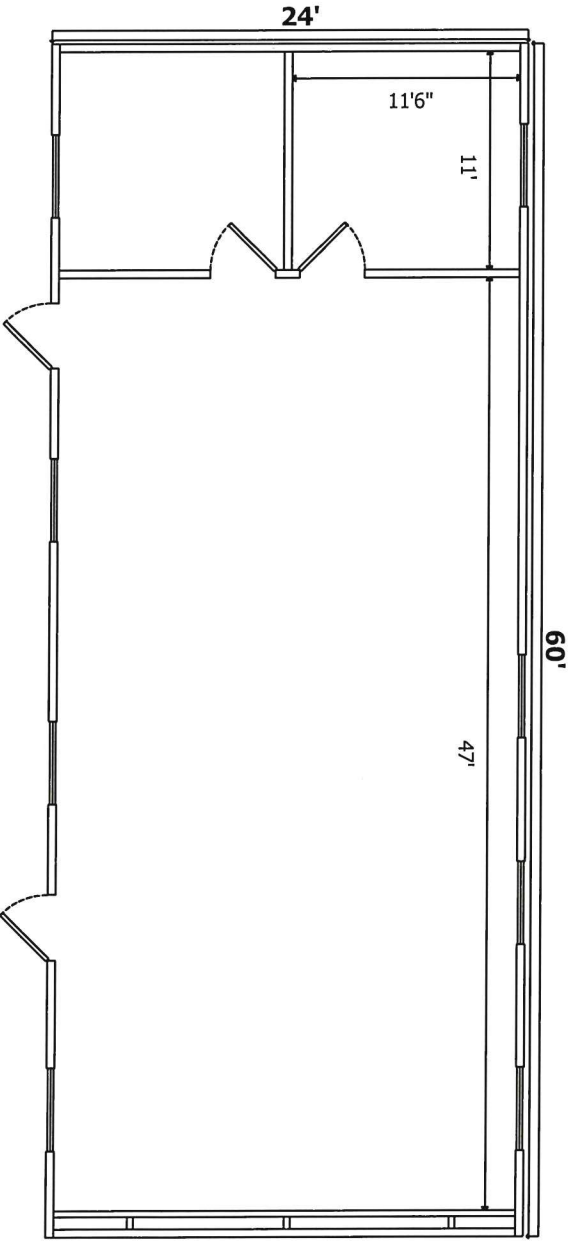


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- 1,440 square feet of open office space provides generous office space for up to 14 people.
- Two private offices and large open space.
- Central heating and air conditioning
- Upgraded interior wall coverings and wood siding provides a professional appearance.
- Constructed with a steel chassis
- Our buildings are completely insulated
- Commercial carpet for a quiet and productive office.

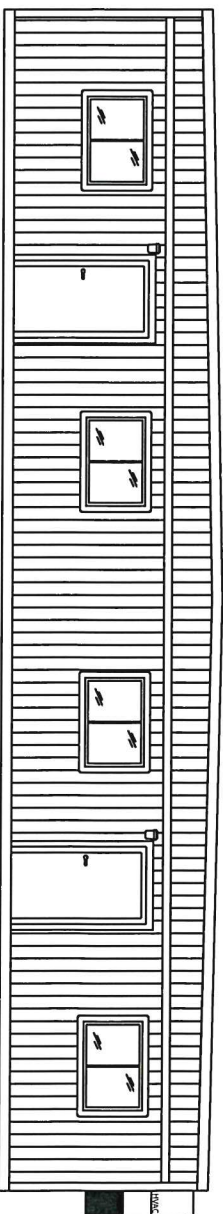
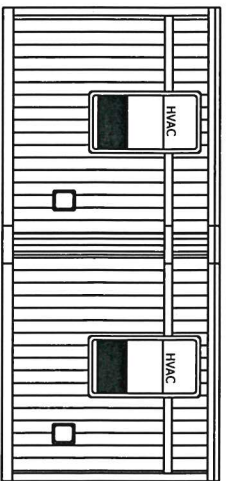


Note: Dimensions, and door & window locations shown are nominal. Actual dimensions, layout, and roof slope may vary depending on model or model year selected.

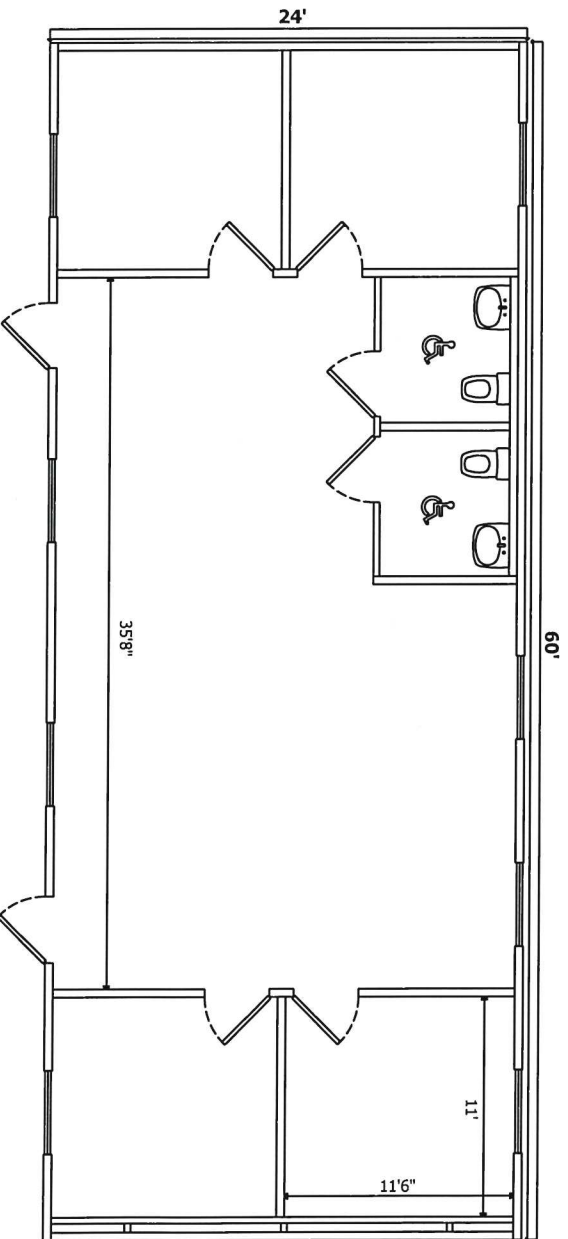
Call Your Local Sales Professional
866.889.7777

24' x 60' Mobile Office Building
 with 2 Offices
 Delivered ready to use "On Time and On Budget"

Design Space
 MODULAR BUILDINGS
From Vision to Reality | On Time and On Budget
www.DesignSpaceModular.com



- 1,440 square feet of open office space provides generous office space for up to 13 people.
- Four private offices and two restrooms.
- Central heating and air conditioning
- Upgraded interior wall coverings and wood siding provides a professional appearance.
- Constructed with a steel chassis
- Our buildings are completely insulated
- Commercial carpet for a quiet and productive office.



Note: Dimensions, and door & window locations shown are nominal. Actual dimensions, layout, and roof slope may vary depending on model or model year selected.

Call Your Local Sales
Professional

866.889.7777

24' x 60' Mobile Office Building
with 4 Offices and 2 Restrooms

Delivered ready to use "On Time and On Budget"

Design Space
MODULAR BUILDINGS
From Vision to Reality | On Time and On Budget
www.DesignSpaceModular.com

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 1A

Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell

Location: Exterior - Wildwood Ave at Side St - East Bus Stop

Official Responsible: Jasmine Manuel, ADA Coordinator

Facility Function: Public Dwg: N/A

Barrier Area: Bus Stops & Shelters Remediation: Required

Barrier Type: Accessible Route to Boarding/Alighting Area CS (3.1% to 4.0%)

Barrier Description: Slope in accessible route connecting bus pad to boarding and alighting area steeper than 1:48 (3.1% to 4.0%)

Code References: CBC 11B-810.2.4 and 2010 ADAS 810.2.4

As Built Description: 3.3% cross slope

Proposed Solution: Demolish existing and construct new accessible route

As-Built Meas: 17 Quantity: LF Cost Estimate: \$2,125.00 BSR: 3 Hindrance

X Coordinate: -124.105969034135 Y Coordinate: 40.4985070321708 Z Coordinate: 106.186958

Implementation: Priority 1 Phase Date Status Open

Notes:



Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 1B

Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell

Location: Exterior - Wildwood Ave at Side St - East Bus Stop

Official Responsible: Jasmine Manuel, ADA Coordinator

Facility Function: Public Dwg: N/A

Barrier Area: Bus Stops & Shelters Remediation: Required

Barrier Type: Abrupt Change in Level

Barrier Description: Change in level greater than 1/2" in route leading to bus stop

Code References: CBC 11B-810.2.1 and 2010 ADAS 810.2.1

As Built Description: 3/4" lip

Proposed Solution: Grind or repair to remove trip hazard

As-Built Meas: 4 Quantity: LF Cost Estimate: \$1,000.00 BSR: 1 Necessary

X Coordinate: -124.105969034135 Y Coordinate: 40.4985070321708 Z Coordinate: 106.186958

Implementation: Priority 1 Phase Date Status Open

Notes:



Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 1C
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - East Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Sidewalks Remediation: Required
 Barrier Type: Edge Protection - Drop > 4"



Barrier Description: Sidewalk lacks min. 6" high barrier between walking surface and drop off greater than 4" high

Code References: CBC 11B-303.5

As Built Description: No edge protection or warning for the visually impaired at 7-3/4" drop on inner side of sidewalk

Proposed Solution: Provide min. 6" high curb or guardrail at drop off location

As-Built Meas: 5 Quantity: LF Cost Estimate: \$1,000.00 BSR: 2 Recommended

X Coordinate: -124.105969034135 Y Coordinate: 40.4985070321708 Z Coordinate: 106.186958

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 1D
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - East Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Bus Stops & Shelters Remediation: Required
 Barrier Type: Boarding/Alighting Area - Dimensions



Barrier Description: No min. 60" wide x 96" deep space perpendicular to roadway provided at bus stop pad or shelter

Code References: CBC 11B-810.2.2 and 2010 ADAS 810.2.2

As Built Description: 60" wide x 54" deep

Proposed Solution: Demolish existing and construct new bus pad

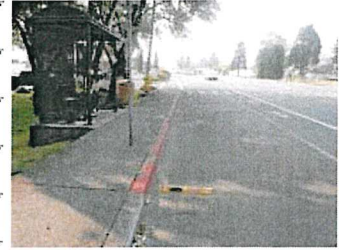
As-Built Meas: 1 Quantity: JOB Cost Estimate: \$1,600.00 BSR: 3 Hindrance

X Coordinate: -124.105969034135 Y Coordinate: 40.4985070321708 Z Coordinate: 106.186958

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 1E
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - East Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Bus Stops & Shelters Remediation: Recommended
 Barrier Type: Vehicle Pad in Roadway - Counter Slope



Barrier Description: Slope perpendicular to bus stop pad within roadway exceeds 2.0%

Code References: Performance Standard

As Built Description: 5.5% counterslope in roadway can hinder travel on bus ramp

Proposed Solution: Alter roadway slope to reduce or eliminate counterslope at bus ramp

As-Built Meas: 1 Quantity: EACH Cost Estimate: \$0.00 BSR: 2 Recommended

X Coordinate: -124.105969034135 Y Coordinate: 40.4985070321708 Z Coordinate: 106.186958

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 1F
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - East Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Bus Stops & Shelters Remediation: Required
 Barrier Type: Signage - Characters 70" to 120" high



Barrier Description: Bus stop signage characters not min. 2" high

Code References: CBC 11B-703.5.5 and 2010 ADAS 703.5.5

As Built Description: Signage characters not viewable from a distance

Proposed Solution: Replace signage

As-Built Meas: 1 Quantity: EACH Cost Estimate: \$250.00 BSR: 3 Hindrance

X Coordinate: -124.105969034135 Y Coordinate: 40.4985070321708 Z Coordinate: 106.186958

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 1G
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - East Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Bus Stops & Shelters Remediation: Recommended
 Barrier Type: Bench - Seat Height/Depth



Barrier Description: Bench seat depth not 20" - 24" deep or height not between 17" - 19"

Code References: Performance Standard, CBC 11B-903.4 and 2010 ADAS 903.4

As Built Description: 19" bench seat depth

Proposed Solution: Provide min. 1 accessible bench at bus stop or shelter

As-Built Meas: 1 Quantity: EACH Cost Estimate: \$1,400.00 BSR: 3 Hindrance

X Coordinate: -124.105969034135 Y Coordinate: 40.4985070321708 Z Coordinate: 106.186958

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 1H
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - East Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Bus Stops & Shelters Remediation: Recommended
 Barrier Type: Bench - Seat Length



Barrier Description: Bench seat not min. 48" long

Code References: Performance Standard, CBC 11B-903.4 and 2010 ADAS 903.4

As Built Description: 23" long due to vagrant bar

Proposed Solution: Provide min. 1 accessible bench at bus stop or shelter

As-Built Meas: 0 Quantity: EACH Cost Estimate: \$0.00 BSR: 3 Hindrance

X Coordinate: -124.105969034135 Y Coordinate: 40.4985070321708 Z Coordinate: 106.186958

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: Report Date: Barrier #:

Facility:

Location:

Official Responsible:

Facility Function: Dwg:

Barrier Area: Remediation:

Barrier Type:



Barrier Description:

Code References:

As Built Description:

Proposed Solution:

As-Built Meas: Quantity: Cost Estimate: BSR:

X Coordinate: Y Coordinate: Z Coordinate:

Implementation: Priority Phase Date Status

Notes:

Field Date: Report Date: Barrier #:

Facility:

Location:

Official Responsible:

Facility Function: Dwg:

Barrier Area: Remediation:

Barrier Type:



Barrier Description:

Code References:

As Built Description:

Proposed Solution:

As-Built Meas: Quantity: Cost Estimate: BSR:

X Coordinate: Y Coordinate: Z Coordinate:

Implementation: Priority Phase Date Status

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 3A

Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell

Location: Exterior - Wildwood Ave at Side St - Corner B

Official Responsible: Jasmine Manuel, ADA Coordinator

Facility Function: Public Dwg: N/A

Barrier Area: Curb Ramps Remediation: Required

Barrier Type: Top Ramp Landing Slope (3.1% to 4.0%)

Barrier Description: Curb ramp top landing not level (3.1% to 4.0%)

Code References: CBC 11B-406.5.3 and 2010 ADAS 406.4

As Built Description: 3.5% landing slope

Proposed Solution: Demolish existing and construct new transition

As-Built Meas: 1 Quantity: EACH Cost Estimate: \$250.00 BSR: 3 Hindrance

X Coordinate: -124.105924023315 Y Coordinate: 40.4983870033174 Z Coordinate: 69.0755

Implementation: Priority 1 Phase Date Status Open

Notes:



Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 3B

Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell

Location: Exterior - Wildwood Ave at Side St - Corner B

Official Responsible: Jasmine Manuel, ADA Coordinator

Facility Function: Public Dwg: N/A

Barrier Area: Curb Ramps Remediation: Required

Barrier Type: Abrupt Change in Level - Greater than 1/2"

Barrier Description: Change in level greater than 1/2" in curb ramp surface

Code References: CBC 11B-303.3 and 2010 ADAS 303.3

As Built Description: 1/2" - 3/4" lip identified without a bevel at two locations

Proposed Solution: Grind or repair to remove trip hazard

As-Built Meas: 4 Quantity: SF Cost Estimate: \$500.00 BSR: 1 Necessary

X Coordinate: -124.105924023315 Y Coordinate: 40.4983870033174 Z Coordinate: 69.0755

Implementation: Priority 1 Phase Date Status Open

Notes:



Field Date: Report Date: Barrier #:

Facility:

Location:

Official Responsible:

Facility Function: Dwg:

Barrier Area: Remediation:

Barrier Type:

Barrier Description:

Code References:

As Built Description:

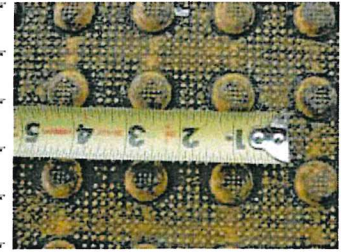
Proposed Solution:

As-Built Meas: Quantity: Cost Estimate: BSR:

X Coordinate: Y Coordinate: Z Coordinate:

Implementation: Priority Phase Date Status

Notes:



Field Date: Report Date: Barrier #:

Facility:

Location:

Official Responsible:

Facility Function: Dwg:

Barrier Area: Remediation:

Barrier Type:

Barrier Description:

Code References:

As Built Description:

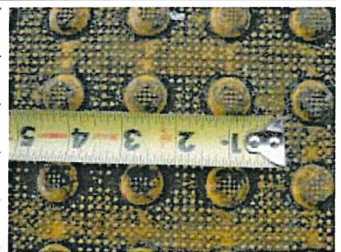
Proposed Solution:

As-Built Meas: Quantity: Cost Estimate: BSR:

X Coordinate: Y Coordinate: Z Coordinate:

Implementation: Priority Phase Date Status

Notes:



Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 3E
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - Corner B
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Curb Ramps Remediation: Required
 Barrier Type: Detectable Warnings - Width



Barrier Description: Truncated domes do not extend at least 36" in the path of travel and the full width of the ramp

Code References: CBC 11B-705 and 2010 ADAS 705

As Built Description: Truncated domes do not extend full length of crossing

Proposed Solution: Provide compliant truncated domes

As-Built Meas: 0 Quantity: LF Cost Estimate: \$0.00 BSR: 2 Recommended

X Coordinate: -124.105924023315 Y Coordinate: 40.4983870033174 Z Coordinate: 69.0755

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 3F
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - Corner B
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Curb Ramps Remediation: Required
 Barrier Type: Counter Slope - Existing (5.9% - 6.5%)



Barrier Description: Gutter slope exceeds 5.0% (5.9% - 6.5%)

Code References: CBC 11B-406.5.8 and 2010 ADAS 406.2

As Built Description: 6.1% - 9.2% gutter slope

Proposed Solution: Demolish existing and construct new gutter

As-Built Meas: 16 Quantity: SF Cost Estimate: \$2,000.00 BSR: 3 Hindrance

X Coordinate: -124.105924023315 Y Coordinate: 40.4983870033174 Z Coordinate: 69.0755

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 3G

Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell

Location: Exterior - Wildwood Ave at Side St - Corner B

Official Responsible: Jasmine Manuel, ADA Coordinator

Facility Function: Public Dwg: N/A

Barrier Area: Curb Ramps Remediation: Required

Barrier Type: Crosswalk Placement - Restripe

Barrier Description: Entire curb ramp not aligned with at least 24" from either border within crosswalk

Code References: CBC 11B-406.5.10 and 2010 ADAS 406.6

As Built Description: Curb ramp not aligned and contained within crosswalk

Proposed Solution: Restripe crosswalk

As-Built Meas: 1 Quantity: EACH Cost Estimate: \$1,200.00 BSR: 1 Necessary

X Coordinate: -124.105924023315 Y Coordinate: 40.4983870033174 Z Coordinate: 69.0755

Implementation: Priority 1 Phase Date Status Open

Notes:



Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 4A

Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell

Location: Exterior - Wildwood Ave at Side St - Corner A

Official Responsible: Jasmine Manuel, ADA Coordinator

Facility Function: Public Dwg: N/A

Barrier Area: Curb Ramps Remediation: Required

Barrier Type: Top Ramp Landing Slope (2.1% to 3.0%)

Barrier Description: Curb ramp top landing not level (2.1% to 3.0%)

Code References: CBC 11B-406.5.3 and 2010 ADAS 406.4

As Built Description: 2.8% landing slope

Proposed Solution: Demolish existing and construct new transition

As-Built Meas: 1 Quantity: EACH Cost Estimate: \$250.00 BSR: 4 Low Severity

X Coordinate: -124.106110017746 Y Coordinate: 40.4983529727905 Z Coordinate: 51.535606

Implementation: Priority 1 Phase Date Status Open

Notes:



Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 4B
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - Corner A
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Curb Ramps Remediation: Required
 Barrier Type: Cross Slope - Existing (2.1% to 3.0%)



Barrier Description: Ramp run cross slope exceeds 2.0% (2.1% to 3.0%)

Code References: CBC 11B-406.5.7 and 2010 ADAS 406.2

As Built Description: 2.4% cross slope

Proposed Solution: Demolish existing and construct new curb ramp

As-Built Meas: 1 Quantity: EACH Cost Estimate: \$2,500.00 BSR: 4 Low Severity

X Coordinate: -124.106110017746 Y Coordinate: 40.4983529727905 Z Coordinate: 51.535606

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 4C
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - Corner A
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Curb Ramps Remediation: Required
 Barrier Type: Detectable Warnings - Dome Spacing



Barrier Description: Truncated domes not spaced 2.2" to 2.3" center-to-center

Code References: CBC 11B-705.1.1.2

As Built Description: 1-3/4" center-to-center

Proposed Solution: Replace detectable warnings

As-Built Meas: 4 Quantity: LF Cost Estimate: \$1,400.00 BSR: 2 Recommended

X Coordinate: -124.106110017746 Y Coordinate: 40.4983529727905 Z Coordinate: 51.535606

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: Report Date: Barrier #:

Facility:

Location:

Official Responsible:

Facility Function: Dwg:

Barrier Area: Remediation:

Barrier Type:

Barrier Description:

Code References:

As Built Description:

Proposed Solution:

As-Built Meas: Quantity: Cost Estimate: BSR:

X Coordinate: Y Coordinate: Z Coordinate:

Implementation: Priority Phase Date Status

Notes:



Field Date: Report Date: Barrier #:

Facility:

Location:

Official Responsible:

Facility Function: Dwg:

Barrier Area: Remediation:

Barrier Type:

Barrier Description:

Code References:

As Built Description:

Proposed Solution:

As-Built Meas: Quantity: Cost Estimate: BSR:

X Coordinate: Y Coordinate: Z Coordinate:

Implementation: Priority Phase Date Status

Notes:



Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 5A
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - West Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Bus Stops & Shelters Remediation: Required
 Barrier Type: Accessible Route to Boarding/Alighting Area CS (2.1% to 3.0%)



Barrier Description: Slope in accessible route connecting bus pad to boarding and alighting area steeper than 1:48 (2.1% to 3.0%)

Code References: CBC 11B-810.2.4 and 2010 ADAS 810.2.4

As Built Description: 3.0% cross slope

Proposed Solution: Demolish existing and construct new accessible route

As-Built Meas: 13 Quantity: LF Cost Estimate: \$1,625.00 BSR: 4 Low Severity

X Coordinate: -124.106129966676 Y Coordinate: 40.4983649589121 Z Coordinate: 46.455933

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 5B
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - West Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Bus Stops & Shelters Remediation: Required
 Barrier Type: Boarding/Alighting Area - Slope (2.1% to 3.0%)



Barrier Description: Slope steeper than 1:48 (2.0%) within boarding/alighting area (2.1% to 3.0%)

Code References: CBC 11B-810.2.4 and 2010 ADAS 810.2.4

As Built Description: 2.3% slope

Proposed Solution: Demolish existing and construct new path of travel

As-Built Meas: 1 Quantity: JOB Cost Estimate: \$1,600.00 BSR: 4 Low Severity

X Coordinate: -124.106129966676 Y Coordinate: 40.4983649589121 Z Coordinate: 46.455933

Implementation: Priority 1 Phase Date Status Open

Notes: Boarding and alighting assessed north of curb ramp due to location of the intersection.

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 5C
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - West Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Bus Stops & Shelters Remediation: Recommended
 Barrier Type: Vehicle Pad in Roadway - Counter Slope



Barrier Description: Slope perpendicular to bus stop pad within roadway exceeds 2.0%
 Code References: Performance Standard
 As Built Description: 2.4% counterslope in roadway can hinder travel on bus ramp
 Proposed Solution: Alter roadway slope to reduce or eliminate counterslope at bus ramp
 As-Built Meas: 1 Quantity: EACH Cost Estimate: \$0.00 BSR: 2 Recommended
 X Coordinate: -124.106129966676 Y Coordinate: 40.4983649589121 Z Coordinate: 46.455933
 Implementation: Priority 1 Phase Date Status Open

Notes:

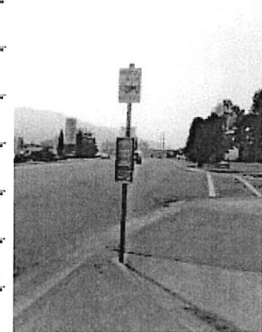
Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 5D
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - West Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Bus Stops & Shelters Remediation: Required
 Barrier Type: Signage - Approach Clear Floor Space



Barrier Description: Min. 30" by 48" clear floor space not provided in landing at sign
 Code References: CBC 11B-305 and 2010 ADAS 305
 As Built Description: 6.6% slope at landing located in curb ramp flare
 Proposed Solution: Move sign to provide level landing
 As-Built Meas: 1 Quantity: LF Cost Estimate: \$125.00 BSR: 2 Recommended
 X Coordinate: -124.106129966676 Y Coordinate: 40.4983649589121 Z Coordinate: 46.455933
 Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 5E
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - West Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Bus Stops & Shelters Remediation: Required
 Barrier Type: Signage - Characters 70" to 120" high



Barrier Description: Bus stop signage characters not min. 2" high

Code References: CBC 11B-703.5.5 and 2010 ADAS 703.5.5

As Built Description: Signage characters not viewable from a distance

Proposed Solution: Replace signage

As-Built Meas: 1 Quantity: EACH Cost Estimate: \$250.00 BSR: 3 Hindrance

X Coordinate: -124.106129966676 Y Coordinate: 40.4983649589121 Z Coordinate: 46.455933

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 5F
 Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell
 Location: Exterior - Wildwood Ave at Side St - West Bus Stop
 Official Responsible: Jasmine Manuel, ADA Coordinator
 Facility Function: Public Dwg: N/A
 Barrier Area: Bus Stops & Shelters Remediation: Recommended
 Barrier Type: Bench - Seat Height/Depth



Barrier Description: Bench seat depth not 20" - 24" deep or height not between 17" - 19"

Code References: Performance Standard, CBC 11B-903.4 and 2010 ADAS 903.4

As Built Description: 19" bench seat depth

Proposed Solution: Provide min. 1 accessible bench at bus stop or shelter

As-Built Meas: 1 Quantity: EACH Cost Estimate: \$1,400.00 BSR: 3 Hindrance

X Coordinate: -124.106129966676 Y Coordinate: 40.4983649589121 Z Coordinate: 46.455933

Implementation: Priority 1 Phase Date Status Open

Notes:

Field Date: Report Date: Barrier #:
 Facility:
 Location:
 Official Responsible:
 Facility Function: Dwg:
 Barrier Area: Remediation:
 Barrier Type:



Barrier Description:

Code References:

As Built Description:

Proposed Solution:

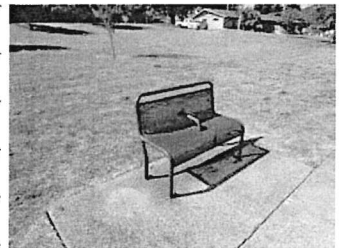
As-Built Meas: Quantity: Cost Estimate: BSR:

X Coordinate: Y Coordinate: Z Coordinate:

Implementation: Priority Phase Date Status

Notes:

Field Date: Report Date: Barrier #:
 Facility:
 Location:
 Official Responsible:
 Facility Function: Dwg:
 Barrier Area: Remediation:
 Barrier Type:



Barrier Description:

Code References:

As Built Description:

Proposed Solution:

As-Built Meas: Quantity: Cost Estimate: BSR:

X Coordinate: Y Coordinate: Z Coordinate:

Implementation: Priority Phase Date Status

Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 51

Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell

Location: Exterior - Wildwood Ave at Side St - West Bus Stop

Official Responsible: Jasmine Manuel, ADA Coordinator

Facility Function: Public Dwg: N/A

Barrier Area: Bus Stops & Shelters Remediation: Required

Barrier Type: Abrupt Change in Level

Barrier Description: Change in level greater than 1/2" in route leading to bus stop

Code References: CBC 11B-810.2.1 and 2010 ADAS 810.2.1

As Built Description: 1/2" lip

Proposed Solution: Grind or repair to remove trip hazard

As-Built Meas: 6 Quantity: LF Cost Estimate: \$1,500.00 BSR: 1 Necessary

X Coordinate: -124.106129966676 Y Coordinate: 40.4983649589121 Z Coordinate: 46.455933

Implementation: Priority 1 Phase Date Status Open

Notes:



Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 6

Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell

Location: Exterior - Wildwood Ave - West Sidewalk

Official Responsible: Jasmine Manuel, ADA Coordinator

Facility Function: Public Dwg: N/A

Barrier Area: Sidewalks Remediation: Required

Barrier Type: Cross Slope - Existing (4.1% to 4.9%)

Barrier Description: Cross slope exceeds 2.0% (4.1% to 4.9%)

Code References: CBC 11B-403.3 and 2010 ADAS 403.3

As Built Description: 4.2% cross slope

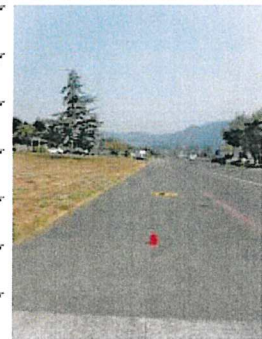
Proposed Solution: Demolish existing and construct new route

As-Built Meas: 226 Quantity: LF Cost Estimate: \$28,250.00 BSR: 2 Recommended

X Coordinate: -124.106133989989 Y Coordinate: 40.4984579980373 Z Coordinate: 43.918312

Implementation: Priority 1 Phase Date Status Open

Notes:



Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 7

Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell

Location: Exterior - Wildwood Ave - West Sidewalk

Official Responsible: Jasmine Manuel, ADA Coordinator

Facility Function: Public Dwg: N/A

Barrier Area: Sidewalks Remediation: Required

Barrier Type: Cross Slope - Existing (2.1% to 3.0%)

Barrier Description: Cross slope exceeds 2.0% (2.1% to 3.0%)

Code References: CBC 11B-403.3 and 2010 ADAS 403.3

As Built Description: 2.9% cross slope

Proposed Solution: Demolish existing and construct new route

As-Built Meas: 40 Quantity: LF Cost Estimate: \$5,000.00 BSR: 4 Low Severity

X Coordinate: -124.106253013014 Y Coordinate: 40.4990340024232 Z Coordinate: 42.0505289999999

Implementation: Priority 1 Phase Date Status Open



Notes:

Field Date: 9/5/2017 Report Date: 9/5/2017 Barrier #: 8A

Facility: Rio Dell Library - 715 Wildwood Ave, Rio Dell

Location: Exterior - Wildwood Ave at Davis St - Corner D

Official Responsible: Jasmine Manuel, ADA Coordinator

Facility Function: Public Dwg: N/A

Barrier Area: Curb Ramps Remediation: Required

Barrier Type: Parallel Ramp Landing - New Construction

Barrier Description: Curb ramp pan is not level (2.0% in all directions)

Code References: CBC 11B-406.5.3 and 2010 ADAS 406.4

As Built Description: 3.1% landing slope at top landing grooved border where the slope exceeds the roadway slope

Proposed Solution: Demolish existing and construct new curb ramp

As-Built Meas: 1 Quantity: EACH Cost Estimate: \$2,500.00 BSR: 1 Necessary

X Coordinate: -124.106278996914 Y Coordinate: 40.499101979658 Z Coordinate: 41.564903

Implementation: Priority 1 Phase Date Status Open



Notes:

RIO DELL FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

RIO DELL, CALIFORNIA 95562

August 23, 2018

Humboldt County Library

To Whom it may Concern:

The Rio Dell Fire Protection District Board received the estimated costs that will be needed to update the outside of the library building to make it ADA approved. The cost for the ramp alone is \$127,000.00.

While the board would like to see the library in Rio Dell remain, it does not have the funds to cover this kind of cost. The fire district's main concern is to furnish the town with fire coverage.

The board agreed that the library can remain where it is until a new permanent place can be found.

Sincerely,



Jim Barsanti

Chairman of the Board

ORIGINAL

LEASE

This Lease is made and entered into this _____ day of _____, 2012, by and between the COUNTY OF HUMBOLDT, a political subdivision of the State of California, hereinafter referred to as COUNTY, and the WILDWOOD FIRE PROTECTION DISTRICT, a special district of the State of California, hereinafter referred to as LESSOR;

WHEREAS, COUNTY desires to lease premises for COUNTY offices and LESSOR desires to lease the premises described herein to COUNTY;

NOW, THEREFORE, it is mutually agreed as follows:

1. PREMISES

LESSOR leases to COUNTY and COUNTY leases from LESSOR the following described premises located in Rio Dell, County of Humboldt, State of California:

Approximately 900 square feet of APN 052-223-001, more commonly known as 715 Wildwood Avenue, Rio Dell, California, as shown on Exhibit A, which is attached hereto and incorporated herein.

2. USE OF PREMISES

The premises shall be used by COUNTY for county offices as determined by COUNTY. At the commencement of this Lease COUNTY intends to use the premises as a Library.

3. QUIET ENJOYMENT

Subject to the provisions of this Lease and conditioned upon performance of all the provisions performed by COUNTY hereunder, LESSOR shall secure to COUNTY during the term the quiet and peaceful possession of the premises and all rights and privileges appertaining thereto.

4. TERM OF LEASE

A. The initial term of this Lease shall commence on the first day of the month following Board approval and continue on a month-to-month basis not to exceed April 31, 2020. Either party may terminate this lease without cause upon ninety (90) days written notice to the other party.

5. RENT

COUNTY shall pay to LESSOR as rent for the leased premises a monthly rental as follows:

Two Hundred Fifty Dollars (\$250.00) beginning November 1, 2012.

Rent for the month of October 2012 to be prorated in the amount of One Hundred Twenty Five Dollars (\$125.00).

Rent shall be paid in advance on the first day of each month, except in the event that COUNTY'S occupancy shall commence on a day other than the first day of the month, the rent for the first partial month shall be prorated at one-thirtieth (1/30) of the rental rate for each calendar day the premises are ready for occupancy during such month.

6. BUILDING STANDARDS AND COMPLIANCE WITH LAWS

LESSOR covenants and warrants that the premises have been constructed and any remodeling done in accordance with all local, state and federal laws and regulations, including but not limited to, the Americans with Disabilities Act. LESSOR further agrees to comply with any federal, state or local licensing standards, any applicable accrediting standards, and any other applicable standards or criteria established locally or by the state or federal governments.

COUNTY shall have the right to terminate this Lease upon seven (7) days written notice if any of the above mentioned applicable laws, standards, or criteria are not complied with.

LESSOR shall supply and install fire extinguishers in compliance with current building and fire codes.

7. SMOKING

Pursuant to Humboldt County Code §971-1 et seq., COUNTY owned or leased premises are smoke free. LESSOR shall comply with said provision.

8. UTILITIES

COUNTY agrees to pay for all monthly charges for gas, electricity and refuse collection for the leased premises. Lessor agrees to furnish and pay for water and sewer supplied to and used in the leased premises by COUNTY. COUNTY shall pay for its own telephone and communication services.

9. JANITORIAL

COUNTY shall be responsible for janitorial services to the leased premises.

10. MAINTENANCE AND REPAIRS

LESSOR agrees to contract and construct all work as provided in this paragraph (10) and COUNTY agrees to pay:

Two Hundred Dollars (\$200.00) for electrical work to the premises performed by Dennis Cozier; and

Two Thousand One Hundred Forty Two Dollars (\$2,142.00) for concrete work to construct an ADA parking pad and access to building by Dennis Wendt Construction; and

Three Hundred Dollars (\$300.00) for striping and signage required for the premises.

During the term of this Lease or any extension thereof, LESSOR shall maintain the premises in good repair and tenantable condition so as to minimize breakdowns and loss of COUNTY'S use of the premises caused by deferred or inadequate maintenance. LESSOR shall be responsible for all maintenance and repairs to the premises including, but not limited to, the interior and exterior of the building, landscaping, parking lot, HVAC Unit, fire extinguishers, and window glass, except for the following:

- A. Light bulbs.
- B. Any repairs caused by negligence of COUNTY personnel.
- C. Any repairs to phone system, computers, or security system or installation thereof.

The HVAC system shall be maintained and operated by LESSOR to provide at least the quantity of outdoor air required by the State Building Standards Code, Title 24, California Administrative Code, in effect at the time the building permit was issued.

The HVAC system shall be inspected each year by a qualified inspector. LESSOR shall notify COUNTY when the inspection shall occur. LESSOR shall provide COUNTY with a copy of the inspection report within two (2) days of

receipt by LESSOR. LESSOR shall correct any problems found during the inspection within ten (10) days of the date of the inspection.

LESSOR shall change the HVAC filters quarterly.

LESSOR shall service fire extinguishers at least annually and as requested by COUNTY if more frequent service is needed.

LESSOR shall have ten (10) days after notice from COUNTY to commence to perform its obligations under this paragraph, except that LESSOR shall perform its obligations immediately if the nature of the problem presents a material hazard or emergency as determined by COUNTY. If LESSOR does not perform its obligations within the time limitations in this paragraph, COUNTY, after notice to LESSOR, can perform the obligations and has the right to be reimbursed for the sum COUNTY actually and reasonably expends (including charges for COUNTY employees and equipment) in the performance of LESSOR'S obligations. If LESSOR does not reimburse COUNTY within ten (10) days after demand from COUNTY, COUNTY shall have the right to withhold from future rent due the sum COUNTY has expended until COUNTY is reimbursed in full. Any notice or demand concerning a material hazard or emergency may be made orally, by telephone or otherwise, provided that written confirmation is given within two (2) days after the oral notice or demand is made. Such confirmation shall be made as provided in paragraph 27, "NOTICE".

11. IMPROVEMENTS AND ALTERATIONS

COUNTY may make non-structural alterations or improvements to the premises to accommodate COUNTY'S use of the premises. However, COUNTY shall not make any alterations or improvements to the leased premises without the prior written consent of LESSOR. Such consent shall not be unreasonably withheld.

COUNTY, at its own cost, may install in the premises the equipment needed for telecommunication system and computer terminals including, but not limited to, the following:

- A. Telephone cable;
- B. Key system units;
- C. Intercom system;
- D. Telephones;
- E. Answering machines; and
- F. Security system.

Upon termination of the Lease, COUNTY shall have the right to remove from the premises any such equipment installed by COUNTY.

12. INSTALLATION AND REMOVAL OF TRADE FIXTURES

COUNTY may cause or permit to be installed and/or affixed to the premises such fixtures, signs and equipment as COUNTY deems desirable and all such fixtures, signs and equipment shall remain the property of COUNTY and may be removed at any time provided that COUNTY, at its expense, shall repair any damage caused by reason of such removal. All such fixtures, signs and equipment that are exterior to the building shall be approved by LESSOR.

13. COUNTY'S RIGHT TO ERECT SIGNS

COUNTY shall have the exclusive right to erect and maintain upon the premises all signs that it deems appropriate. LESSOR agrees that no signs or advertising matter of any nature other than COUNTY'S shall be permitted upon any of the premises. LESSOR shall cooperate with COUNTY in obtaining any variances from restrictions placed on the use of signs by local authorities. LESSOR and COUNTY shall mutually agree as to the location, size, and style of any signs.

14. REAL PROPERTY TAXES

LESSOR shall pay all real property taxes and general and special assessments levied and assessed against the premises.

15. HOLD HARMLESS/INDEMNIFICATION

A. LESSOR shall indemnify, defend and hold harmless COUNTY and its officers, officials, employees, and volunteers, from any and all claims, demands, losses, damages, and liabilities of any kind or nature, including attorney's fees, which are caused by any negligent or willful acts of misconduct or omissions (either directly or through or by its officers, agents or employees) in connection with LESSOR'S duties and obligations under this Agreement and any amendments hereto, except such loss or damage which was caused by the sole negligence or willful misconduct of the COUNTY.

B. COUNTY shall indemnify, defend and hold harmless LESSOR and its officers, officials, employees, and volunteers, from any and all claims, demands, losses, damages, and liabilities of any kind or nature, including attorney's fees, which are caused by any negligent or willful acts of misconduct or omissions (either directly or through or by its officers, agents or employees) in connection with COUNTY'S

duties and obligations under this Agreement and any amendments hereto, except such loss or damage which was caused by the sole negligence or willful misconduct of the LESSOR.

C. Acceptance of insurance, if required by this Agreement, does not relieve LESSOR from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by LESSOR'S operations regardless if any insurance is applicable or not.

16. LESSOR'S INSURANCE

This Lease shall not be executed by COUNTY and LESSOR is not entitled to any rights, unless certificates of insurances, or other sufficient proof that the following provisions have been complied with, and such certificate(s) are filed with the Clerk of the Humboldt County Board of Supervisors.

Without limiting LESSOR'S indemnification provided for herein, LESSOR shall and shall require any of its subcontractors to take out and maintain, throughout the period of this Agreement and any extended term thereof, the following policies of insurance placed with insurers authorized to do business in California and with a current A.M. Bests rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of LESSOR, its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors.

A. Comprehensive or Commercial General Liability Insurance

Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), in an amount of \$1,000,000 for any one incident, including personal injury, death and property damage. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit.

B. Property Insurance

LESSOR is responsible for providing "All-Risk" Property Insurance for this location.

C. Workers' Compensation Insurance Coverage

If required by California law, and in accordance with the statutory limits set forth therein, said policy shall contain or be endorsed to contain a waiver of subrogation against COUNTY, its officers, agents, and employees.

17. COUNTY'S INSURANCE

Without limiting COUNTY'S indemnification provided herein, COUNTY shall and shall require any of its subcontractors to take out and maintain, throughout the period of this Agreement and any extended term thereof, the following policies of insurance placed with insurers authorized to do business in California and with a current A.M. Bests rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of COUNTY, its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

A. Comprehensive/Liability Insurance

Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), in an amount of \$1,000,000 per occurrence for any one incident, including personal injury, death and property damage. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit.

B. Property Insurance

COUNTY is responsible for providing an "All-Risk" Property Insurance for the contents of the property at this location.

C. Workers Compensation Insurance Coverage

COUNTY certifies that COUNTY is aware of the provisions of Section 3700 of the California Labor Code and COUNTY will comply with such provisions in connection with any work performed on the premises. Any persons providing services with or on behalf of COUNTY shall be covered by workers' compensation (or qualified self-insurance).

18. SPECIAL INSURANCE REQUIREMENTS

Said policies shall unless otherwise specified herein be endorsed with the following provisions:

A. LESSOR

1. The Comprehensive General Liability Policy shall provide that the COUNTY, its officers, officials, employees, and volunteers are covered as additional insured for liability arising out of the operations performed by or on behalf of LESSOR. The coverage shall contain no special limitations on the scope of protection afforded to the COUNTY, its officers, officials, employees, and volunteers. Said policy shall also contain a provision stating that such coverage:

- a. Includes contractual liability
- b. Does not contain exclusions as to loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to "XCU Hazards".
- c. Is primary insurance as regards to County of Humboldt.
- d. Does not contain a pro-rata, excess only, and/or escape clause.
- e. Contains a cross liability, severability of interest or separation of insureds clause.
- f. Shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY and in accordance with the Notice provisions set forth under Section 27. It is further understood that LESSOR shall not terminate such coverage until it provides COUNTY with proof satisfactory to COUNTY that equal or better insurance has been secured and is in place.
- g. Is primary coverage to COUNTY, and insurance or self-insurance programs maintained by COUNTY are excess to LESSOR'S insurance and will not be called upon to contribute with it.

2. LESSOR shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement by COUNTY. The endorsements shall be on forms as approved by the COUNTY'S Risk Manager or County Counsel. Any deductible or self-insured retention over \$100,000 shall be disclosed to and approved by COUNTY. If LESSOR does not keep all required policies in full force and effect, COUNTY may, in addition to other remedies under this Agreement, take out the necessary insurance, and LESSOR agrees to pay the cost of said insurance. COUNTY is also hereby authorized with the discretion to deduct the cost thereof from the monies owed to LESSOR under this Agreement.

3. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered and LESSOR shall be required to purchase additional coverage to meet the aggregate limits set forth above.

B. COUNTY

1. The Comprehensive General Liability Policy shall provide that the LESSOR, its officers, officials, employees, and volunteers are covered as additional insured for liability arising out of the operations performed by or on behalf of COUNTY. The coverage shall contain no special limitations on the scope of protection afforded to the LESSOR, its officers, officials, employees, and volunteers. Said policy shall also contain a provision stating that such coverage:

- a. Includes contractual liability
- b. Does not contain exclusions as to loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to "XCU Hazards".
- c. Contains a cross liability, severability of interest or separation of insureds clause.
- d. The policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to LESSOR and in accordance with the Notice provisions set forth under Section 27. It is further understood that COUNTY shall not terminate such coverage until it provides LESSOR with proof satisfactory to LESSOR that equal or better insurance has been secured and is in place.
- e. COUNTY shall furnish LESSOR with certificates and original endorsements effecting the required coverage of this Agreement by LESSOR.

C. COUNTY AND LESSOR

1. The COUNTY and LESSOR agree that insurance carried or required to be carried by either of them against loss or damage to property by fire, flood, earthquake, acts of terrorism, acts of war or other casualty shall contain a clause whereby the insurer waives its right to subrogation against the other party, its elected officials, directors, employees, volunteers, and agents and each party shall indemnify the other against any loss or expense, including reasonable attorney's fees resulting from the failure to obtain such waiver.

2. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the insurer's liability.

3. Any failure to comply with reporting or other provisions of the Parties, including breach of warranties, shall not affect coverage provided to LESSOR, COUNTY, their officers, officials, employees, and volunteers.

19. PARKING

Leased premises includes off-street parking spaces which are included in the rent in Clause 5 of this Lease. LESSOR shall be responsible for all maintenance and repair of the parking lot.

20. DESTRUCTION OF PREMISES

In the event the premises are destroyed in whole or in part by fire or other casualty to the extent that they are substantially unusable, COUNTY reserves the right to forthwith terminate this Lease upon written notice within seven (7) days following the date of loss.

If such casualty occurs and a portion of said premises is still usable by COUNTY, the rent shall be prorated on a square footage basis of usable space until the premises are restored to their original condition. Payment of prorated rent shall not constitute a waiver of COUNTY'S right to terminate this Lease as provided in this paragraph (20).

In the event that the premises are destroyed in whole or in part by fire or other casualty, and the cost of restoring the same exceeds the then remaining rental for the unused portion of the term of this Lease, LESSOR shall have the option to rebuild or to terminate this Lease. Such option shall be exercised by LESSOR by notice in writing to COUNTY within seven (7) days following the date of loss. LESSOR'S option to rebuild shall not constitute a waiver of COUNTY'S right to terminate this Lease, as provided in this paragraph (20).

21. USE UNLAWFUL OR PREMISES CONDEMNED

If it becomes unlawful for COUNTY to conduct its intended operations on the premises, or if a portion of the premises or approaches thereto is condemned by public authority so that it becomes impossible to use the premises, or if any highway or street change is made diverting or re-routing traffic away from the

premises so that the premises become impossible to use, COUNTY shall have the right at any time thereafter to terminate this Lease by giving LESSOR seven (7) days notice in writing of such termination.

22. PREMISES UNUSABLE

If as a result of causes, such as flood, strikes, riots, insurrection, or other similar or different causes beyond the control of LESSOR, the premises shall become unusable from a practical standpoint for a period of ten (10) consecutive days or longer, then COUNTY may: (1) terminate the Lease upon seven (7) days written notice to LESSOR, (2) by notice in writing to LESSOR prorate the rent for the period of time the premises are unusable from a practical standpoint or (3) by notice in writing to LESSOR at any time prior to the date when this Lease would otherwise terminate, further extend this Lease without the requirement of the payment of rent for the period of time which the premises were unusable from a practical standpoint. The remedies set forth in this paragraph are in addition to and do not in any manner limit other remedies set forth in particular paragraphs of this Lease.

23. NUCLEAR FREE CLAUSE

LESSOR certifies by its signature below that LESSOR is not a nuclear weapons contractor, in that LESSOR is not knowingly or intentionally engaged in the research, development, production, or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. LESSOR agrees to notify COUNTY immediately if it becomes a nuclear weapons contractor, as defined above. COUNTY may immediately terminate this Lease if it determines that the foregoing certification is false or if LESSOR becomes a nuclear weapons contractor.

24. LESSOR DEFAULT

LESSOR shall be in default of this Lease if it fails or refuses to perform any material provision of this Lease that it is obligated to perform if the failure to perform is not cured within ten (10) days after written notice of the default has been given by COUNTY to LESSOR. If the default cannot reasonably be cured within ten (10) days, LESSOR shall not be in default of this Lease if LESSOR commences to cure the default within the ten (10) day period and diligently and in good faith continues to cure the default.

25. COUNTY'S REMEDIES ON LESSOR'S DEFAULT

COUNTY, at any time after LESSOR is in default, can terminate this Lease or can cure the default at LESSOR'S cost. If COUNTY at any time, by reason of LESSOR'S default, pays any sum or does any act that requires the payment of any sum, the sum paid by COUNTY shall be due from LESSOR to COUNTY within five (5) days of notice of such sum, and if paid at a later date shall bear interest at the maximum rate COUNTY is permitted by law to charge from the date the sum is paid by COUNTY until COUNTY is reimbursed by LESSOR. If LESSOR fails to reimburse COUNTY as required by this paragraph, COUNTY shall have the right to withhold from future rent due the sum COUNTY has expended until COUNTY is reimbursed in full for the sum and interest on it. The remedies set forth in this paragraph are in addition to and do not in any manner limit other remedies set forth in particular paragraphs of this Lease.

26. TERMINATION

COUNTY reserves the right to terminate this Lease, upon seven (7) days written notice, for any cause or reason provided by the Lease itself, or by law, or upon the happening of one or more of the following:

- A. The making by LESSOR of any general assignment for the benefit of creditors.
- B. The failure of LESSOR to pay promptly when due all charges, fees, or other payments in accordance with this Lease.
- C. The failure of LESSOR to remedy any default, breach, or violation of county, municipal, federal and/or state laws or regulations by LESSOR or its employees.
- D. The violation of any of the provisions of this Lease.
- E. The building becomes damaged due to fire, flood, earthquake, or any other natural disaster.
- F. Intentionally supplying COUNTY with false or misleading information or misrepresenting any material fact on its application or documents or in its statement to or before COUNTY, or intentional failure to make full disclosure on its financial statement or other documents.

27. NOTICE

Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

LESSOR: Wildwood Fire District
50 Center Street
Rio Dell, CA 95562

COUNTY: County of Humboldt
Public Works
Real Property Division
1106 Second Street
Eureka, CA 95501

All insurance notices shall also be sent to:

County of Humboldt
Attn: Risk Manager
825 Fifth Street, Room 131
Eureka, CA 95501

28. ASSIGNMENT

This Lease shall not be assigned by either party without the written consent of the other party. Such consent shall not be unreasonably withheld.

29. LEASE MODIFICATION

This Lease may be modified only by subsequent written agreement signed by COUNTY and LESSOR.

30. LESSOR NOT OFFICER, EMPLOYEE, OR AGENT OF COUNTY

While engaged in carrying out and complying with the terms and conditions of this Lease, LESSOR is an independent contractor and not an officer, employee, or agent of COUNTY.

31. ATTORNEYS' FEES

If either party shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any provision of this Lease to be performed or kept, the party prevailing in said action or proceeding shall be entitled to recover court costs and reasonable attorneys' fees (including reasonable value of services rendered by County Counsel) to be fixed by the court, and such recovery shall include court costs and attorneys' fees (including reasonable value of services rendered by County Counsel) on appeal, if any. As used herein, "the party prevailing" means the party who dismisses an action or proceeding in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached, or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

32. WAIVER OF BREACH

The waiver by COUNTY of any breach of any provisions of this Lease shall not constitute a continuing waiver of any subsequent breach of the same or a different provision of this Lease.

33. BREACH, REMEDY FOR

In the event of breach of this Lease by LESSOR or COUNTY, COUNTY and/or LESSOR shall have all rights and remedies provided by law.

34. SURRENDER OF PREMISES

At the termination of this Lease, COUNTY shall surrender the building to LESSOR in good condition and repair, except for normal wear and tear. COUNTY shall be under no obligation to repair or restore the whole or any portion of the building which may be damaged by reason of fire, earthquake, the elements or other casualty.

35. BINDING EFFECT

All provisions of this Lease shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, successors, and assigns.

36. JURISDICTION AND APPLICABLE LAWS

This Lease shall be construed under the laws of the State of California. Any dispute arising hereunder or relating to this Lease shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to Code of Civil Procedure §§394 and 395.

37. INTERPRETATION

As this Lease was jointly prepared by both parties, the language in all parts of this Lease shall be construed, in all cases, according to its fair meaning, and not for or against either party hereto.

IN WITNESS WHEREOF, this Lease has been executed by the parties hereto upon the date first written above.

(SEAL)

ATTEST:
CLERK OF THE BOARD

COUNTY OF HUMBOLDT

BY _____

BY _____
CHAIRPERSON
BOARD OF SUPERVISORS
COUNTY OF HUMBOLDT
STATE OF CALIFORNIA

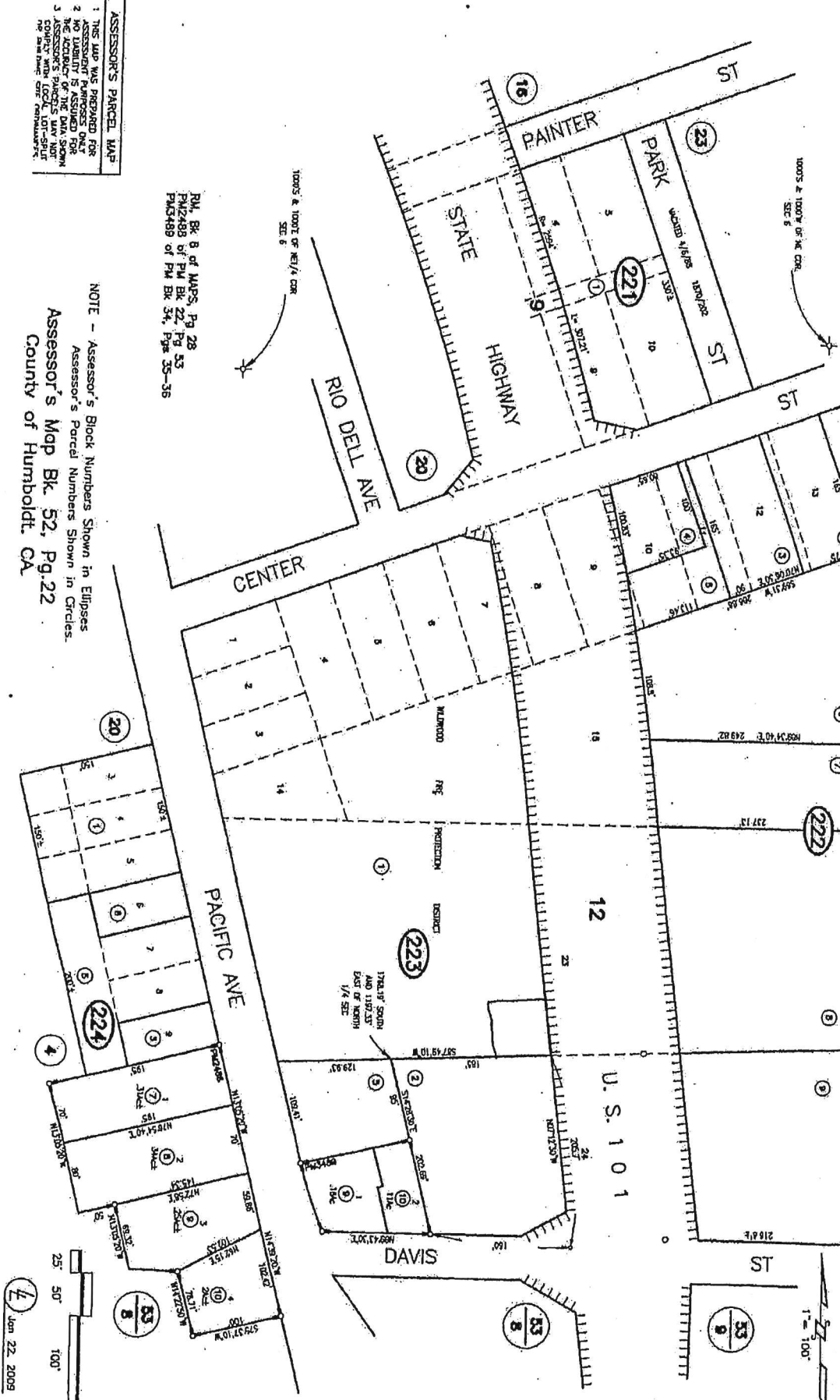
LESSOR:

BY Jim Bousante
TITLE Chairman Board

BY Adrian L Zimmerman
TITLE CO-CHAIR

PTN SEC 6 T1N R1E H.B. & M.

52-22



ASSESSOR'S PARCEL MAP

1. THE MAP HAS BEEN PREPARED FOR ASSESSMENT PURPOSES ONLY.
2. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN HEREON.
3. ASSESSOR'S PARCELS MAY NOT BE SHOWN TO THE FULLY ACCURATE LOCATION.

RM, Bk B of MAPS, Pg 28
 FM 498 of FM Bk 22, Pg 33
 FM 499 of FM Bk 34, Page 35-36

NOTE - Assessor's Block Numbers Shown in Ellipses
 Assessor's Parcel Numbers Shown in Circles.
 Assessor's Map Bk. 52, Pg. 22
 County of Humboldt, CA

EXHIBIT A

EXHIBIT A

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




For Meeting of: October 2, 2018

Consent Item; Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: September 25, 2018

Subject: Text Amendment to Establish Vacation Dwelling Unit Regulations, Section 17.30.335 of the Rio Dell Municipal Code (RDMC).

Recommendation:

That the City Council:

1. Introduce (first reading) Ordinance No. 371-2018 establishing Vacation Dwelling Unit Regulations, Section 17.30.335 of the Rio Dell Municipal Code (RDMC); and
2. Open the public hearing, receive public input and deliberate; and
3. Continue consideration, approval and adoption of the proposed amendments to your meeting of October 16, 2018.

Background

Staff was recently contacted by a local resident who was interested in renting out their second unit as a vacation dwelling unit. These types of units are known as Air B&B's. Vacation dwelling units are different than Bed and Breakfasts because the owner/operator does not have to reside in the residence. Below is the current City definition for Bed and Breakfast Inns:

“Bed and Breakfast Inns” means residential structures with one family in permanent single-family residence with not more than four (4) bedrooms rented for overnight lodging, and may only serve food to its registered guests. The food service is restricted to breakfast or a similar early morning meal, and light foods or snacks. The price of the food must be included in the price of the overnight accommodation.

It should be noted that Bed and Breakfasts establishments are allowed in the Town Center (TC), Neighborhood Center (NC), Suburban Residential (SR), Rural (R), Suburban (S) and Suburban Medium zones.

Staff has worked with the Fire Protection District in preparing the draft regulations and has incorporated suggestions by the District.

Staff presented the following talking points to the Planning Commission.

Potential Talking Points

Emergency Contact – The Draft Regulations require the applicant to designate an emergency contact that lives **within 30 miles** of the unit.

There was discussion regarding this recommendation and the Planning Commission decided to not change the recommendation.

Emergency Contact – The Draft Regulations require that the emergency contact information be provided to property owners **within 300 feet** of the property.

The Planning Commission is recommending that the emergency contact information be provided to those property owners **within 100 feet** of the property.

Notice – The Draft Regulations require that owners **within 300 feet** be notified of the approval of the Vacation Dwelling Unit.

The Planning Commission is recommending owners **within 100 feet** of the property be notified of the approval of the Vacation Dwelling Unit.

Appeals – Neighbors can appeal the approval of the permit **within 30 days** of the date of approval.

Appeals – The applicant can appeal the denial of the permit **within 10 days** of the date of approval.

Occupant Limits – The Draft Regulations limit the number of occupants **to 2 persons per bedroom, plus an additional 2 persons.** Children aged 8 and under are not counted toward the occupancy total.

Visitors – The Draft Regulations limits the number of visitors **to twice the amount of the allowed occupants** (e.g. a 2-bedroom unit with a 6 occupant limit, may have a total of 12 people at one time). Visitors are not allowed on the premises between 10:00 p.m. and 7:00 a.m.

The Planning Commission is recommending that there be **no restrictions on visiting hours**.

The Planning Commission is also recommending that current residential parking standards be met for Vacation Dwelling Units. This would require two on-site parking spaces for each Vacation Dwelling Unit.

There was also discussion regarding the application of the City' Transient Occupancy Tax to Vacation Dwelling Units. Staff has reviewed the City' Transient Occupancy Tax regulations, Chapter 3.15 of the Rio Dell Municipal Code (RDMC). The current definition of "Hotel" found in Section 315.020 is a broad definition which applies to Vacation Dwelling Units. Below is a copy of the definition of "Hotel":

*"Hotel" means any structure, or any portion of any structure, which is occupied or intended or designed for occupancy by transients for dwelling, lodging or sleeping purposes, and includes any hotel, inn, **tourist home or house**, motel, studio hotel, bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, recreational vehicle park, or other similar structure or portion thereof.*

As such, there is no need to amend the Transient Occupancy Tax regulations.

Zone Reclassification Required Findings:

1. The proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected.

General Plan Policy LU-17 calls for the City to "Strengthen and diversify the local economy and maintain and improve property values". The proposed amendment can help the local economy by providing visitor serving accommodations which will hopefully stimulate other local businesses. In addition, the proposed amendments will generate some Transient Occupancy Taxes. There are no General Plan policies that would discourage or prohibit the proposed amendments. The proposed amendments are consistent and compatible with the General Plan.

2. The proposed amendments have been processed in accordance with the California Environmental Quality Act (CEQA).

The primary purpose of the California Environmental Quality Act (CEQA) is to inform the decision makers and the public of potential environmental effects of a proposed project.

Based on the nature of the project, staff has determined that the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule 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 project in question may have a significant effect on the environment, the project is not subject to CEQA. Based on the nature of the proposed amendments, staff believes there is no evidence to suggest that the amendments will have a significant effect on the environment.

Attachments:

Attachment 1: Vacation Dwelling Unit Application

Attachment 2: Draft Ordinance No. 371-2018 Vacation Dwelling Unit Ordinance.

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



VACATION DWELLING UNIT APPLICATION

Please complete the information below and return the application with the required fees. If you have any questions, please do not hesitate to contact the City.

Property Owner

Name: _____

Mailing Address: _____

City: _____ St: ___ Zip: _____

Phone: _____

Email: _____

Applicant

Name: _____

Mailing Address: _____

City: _____ St: ___ Zip: _____

Phone: _____

Email: _____

Vacation Dwelling Unit Location

Address: _____

Assessor Parcel No. _____

Emergency 24 Hour Contact

Name: _____

Mailing Address: _____

City: _____ St: ___ Zip: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Vacation Dwelling Unit Information

Number of On-Site Parking Spaces: _____

Number of Bedrooms: _____

Smoke Alarms: Yes No

Carbon Monoxide Alarms: Yes No

Fire Extinguisher: Yes No

Type of Fire Extinguisher¹: _____

Bedrooms	Max Occupants	Max Occupants & Visitors
1	4	8
2	6	12
3	8	16
4	10	20
5	12	24
Visitor Hours: 7:00 am to 10:00 pm		

Fees	
Inspection & Notice Fee:	\$75.00
Business License: <input type="checkbox"/> \$34.00 – A <input type="checkbox"/> \$64.00 - B	
<i>Business License fee are based on anticipated income of business. Class A Business Licenses have yearly gross receipts between \$500 and \$30,000. Class B Business Licenses have yearly gross receipts over \$30,000.</i>	

¹ A Type 2A10BC every 75 feet of travel distance, mounted in a conspicuous location, along the path of egress from the highest hazard area (i.e. kitchen or laundry rooms).

Applicable Taxes.

The rental or other contractual use of a Vacation Dwelling Unit shall be subject to a Transient Occupancy Tax ("TOT") and any other mandated taxes. Each vacation dwelling unit owner and/or manager shall comply with § 3.15 of the Rio Dell Municipal Code, which addresses the collection, record keeping, reporting and remittances of applicable TOT.

Owner's Authorization

I hereby authorize the City of Rio Dell to process this application. I have completed or reviewed this application and the Vacation Dwelling Unit Regulations, Section 17.30.335 of the Rio Dell Municipal Code. I declare under penalty of perjury, that the information contained herein is true and correct. I agree to hold harmless, indemnify and defend the City, its officers, officials, employees, and volunteers from and against all claims, damages, losses and expenses, including attorney fees, arising out of or in connection with this application.

Property Owner's Signature: _____ Date: _____

Staff Use

Receipt No: _____ Received By: _____ Date: _____

NOTES: _____

ORDINANCE NO. 371-2018



AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL TO RECODIFY SECTION 17.30.340 "YARDS" TO SECTION 17.30.350 AND ESTABLISHING VACATION DWELLING UNIT REGULATIONS AS SECTION 17.30.340 OF THE RIO DELL MUNICIPAL CODE (RDMC) AND

WHEREAS staff was recently contacted by a local resident who was interested in renting out their second unit as a vacation dwelling unit; and

WHEREAS these types of units are known as Air B&B's. Vacation dwelling units are different than Bed and Breakfasts because the owner/operator does not have to reside in the residence; and

WHEREAS staff has worked with the Fire Protection District in preparing the draft regulations and has incorporated suggestions by the District; and

WHEREAS the City has reviewed and processed the proposed amendment in conformance with Sections 65350 – 65362 of the California Government Code; and

WHEREAS the City has reviewed and processed the proposed amendment in conformance with Section 17.35.010 of the City of Rio Dell Municipal Code; and

WHEREAS the City Council finds that based on evidence on file and presented in the staff report that the proposed amendments are consistent and compatible with a comprehensive view of the General Plan and any implementation programs that may be affected; and

WHEREAS the City Council finds that based on evidence on file and presented in the staff report that the potential impacts of the proposed minor amendments have been assessed and have been determined not to be detrimental to the public health, safety, or welfare; and

WHEREAS the proposed amendments have been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA); and

WHEREAS the City Council has determined that the proposed amendments are Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rio Dell:

1. Finds that the proposed amendments are in the public interest and consistent with an overall comprehensive view of the General Plan; and
2. Finds that based on evidence on file and presented in the staff report that the potential impacts of the proposed amendments have been assessed and have been determined not to be detrimental to the public health, safety, or welfare; and
3. Finds that based on the nature of the proposed amendments, the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a *significant* effect on the environment; and
4. Approves and adopt Ordinance No. 371-2018 establishing Vacation Dwelling Unit Regulations, Section 17.30.335 of the Rio Dell Municipal Code (RDMC).

BE IT FURTHER RESOLVED, that the City Council of the City of Rio Dell does hereby ordain as follows:

Section 1

Section 17.30.340 "Yards" is recodified as Section 17.30.350.

Section 2

§ 17.30.335 VACATION DWELLING UNITS

(1) Purpose and Intent.

The purpose and intent of the vacation dwelling unit regulations are:

(a) To provide the opportunity for vacation rentals for transient use within Urban Residential (UR), Suburban Residential (SR), Suburban (S) and Rural (R) zones.

(b) To regulate the location and number of vacation dwelling units within Rio Dell.

- (c) To mitigate impacts on parking by requiring the use of existing off-street parking facilities.
- (d) To protect the visual appearance and character of residential zones.
- (e) To minimize disruptions to surrounding neighborhoods.
- (f) To ensure that all vacation dwelling units are operating with valid business licenses and paying all applicable taxes and fees.

(2) Definitions.

For the purposes of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- (a) "Good Guest Guide" means a document provided to occupants by the property owner that summarizes general rules of conduct, consideration, respect, and potential remedial actions. In particular provisions, for parking, occupancy limits, emergency response, and minimizing noise and quiet hours shall be included.
- (b) "Occupant" means a person in possession of, or with the right to use, any public or private dwelling or lodging for sleeping purposes. As used in this chapter, an occupant is a person sleeping overnight at a vacation rental unit.
- (c) "Property" means a parcel of land in its entirety, including all structures within the parcel boundaries.
- (d) "Transient Use" means any contractual use of a dwelling or portion thereof for residential or sleeping purposes by an occupant, for any period of time which is less than 30 consecutive days.
- (e) "Vacation Dwelling Unit" means an entire dwelling which is contracted for transient use. The dwelling shall provide complete independent living facilities for 1 or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. A vacation dwelling unit is differentiated from a lodging house or Bed and Breakfast Inn in that a vacation dwelling unit is rented in its entirety, whereas lodging houses and Bed and Breakfast Inns rent individual rooms. Bed and Breakfast Inns go further by having a full time resident inhabiting the dwelling unit, and may provide 1 or more meals to occupants.
- (f) "Visitor" means a guest of an occupant visiting temporarily at a vacation dwelling unit, but not an overnight "occupant."

(3) Permits, Application Requirements, Fees, Inspection and Notice Requirements.

(a) Permits.

(i) An approved vacation dwelling unit permit shall be obtained prior to operation. Vacation dwelling unit permits shall be ministerial, without discretionary review or a hearing.

(ii) Individual properties with multiple vacation dwelling units need only acquire a single vacation dwelling unit permit; however, property owners adding a new vacation dwelling unit to an existing permit shall be required to reapply for a vacation dwelling unit permit.

(iii) Vacation dwelling unit permits shall be subject to annual review and no-fee renewal by the Department of Community Development.

(iv) A vacation dwelling unit permit shall lapse and become void by July 31st of each year unless the business license for the vacation dwelling unit is renewed and in good standing, all applicable taxes and fees are paid, and there are no outstanding Police, Fire, or Building Department violations.

(v) If a vacation dwelling unit permit lapses, a new vacation dwelling unit permit shall be required.

(vi) Unless a lapse occurs pursuant to division (a)(iii) above, approval of a vacation dwelling unit permit shall run with the land and shall be fully transferable to a new property owner provided the new property owner obtains a business license within 2 months of the purchase of the property.

(b) Application Requirements.

(i) Applications for vacation dwelling unit permits shall be filed with the Community Development Director on forms provided by the Department.

(ii) Each vacation dwelling unit applicant shall designate a local emergency contact person on the application form, including a 24-hour-emergency contact phone number. That person may be the property owner, property manager, or designee, and that person shall live within 30 miles of the city limits so that he or she can respond personally to an emergency. The Development Services Department shall forward the emergency contact phone number to the Police Department and Rio Dell Fire Protection District, and shall notify the property owners within 300 feet of the property. The property owner shall immediately notify the Community Development Department in writing of any changes to the designated emergency contact person or number.

(c) Fees.

(i) Vacation dwelling unit permit applications shall be accompanied by fees established by resolution of the City Council to cover the cost of processing the application, noticing, and

inspections as prescribed in this subchapter. Existing vacation dwelling units in operation prior to the effective date of this subchapter shall not be subject to the vacation dwelling unit permit fee, provided the unit has a history of operating with a valid business license and has paid all applicable taxes.

(d) Inspections.

(i) All vacation dwelling units shall be inspected by the Building Department and the Rio Dell Fire Protection District for the required smoke alarms, carbon monoxide alarms, fire extinguishers (Type 2A10BC every 75 feet of travel distance, mounted in a conspicuous location, along the path of egress from the highest hazard area (i.e kitchen or laundry rooms)) and emergency egress prior to the approval of the required Business License.

(ii) Additional inspections may be required at the discretion of the Chief Building Official. The cost of any required inspection shall be borne by the vacation dwelling unit owner.

(f) Notice.

(i) Within 5 days of the approval or conditional approval of a vacation dwelling unit permit by the Director, written notice shall be mailed to the applicant and to all property owners within 100 feet of the vacation dwelling unit property.

(ii) The notice shall include the 24-hour emergency contact number for the vacation dwelling unit, and the procedure to appeal.

(4) Appeals.

(a) Except as provided in division (b) of this section, within 30 days following the decision of the Director on a vacation dwelling unit permit application, the decision may be appealed to the Planning Commission by the applicant or any property owner located within 100 feet of the vacation dwelling unit property. An appeal shall be filed with the City Clerk and state specifically wherein it is claimed there was an error or abuse of discretion by the Director. Notice of the date, time and place of an appeal to the Planning Commission shall be provided to all property owners located within 100 feet of the vacation dwelling unit property at least 10 days prior to the appeal meeting.

(b) The decision of the Director to deny the annual permit renewal may be appealed to the Planning Commission solely by the applicant. The appeal must be filed within 10 days of the date of denial.

(5) Business License Required.

Following the approval of a vacation dwelling unit permit, the property owner or vacation dwelling unit manager shall obtain a Business License before commencing operations. Property

owner or managers with multiple vacation dwelling units or properties need only acquire a single business license.

(6) Existing Vacation Dwelling Units; Permit Required.

Existing vacation dwelling units shall apply for a permit within 6 months of the effective date of this subchapter, and diligently pursue until approved to avoid abatement action.

(7) Development Standards.

All vacation dwelling units shall comply with the following development standards.

(a) Vacation dwelling units are principally permitted in the Urban Residential (UR), Suburban Residential (SR), Suburban (S) and Rural (R) zones.

(b) A vacation dwelling unit may either be a principal dwelling or a legally established secondary dwelling unit.

(c) A newly constructed vacation dwelling unit shall comply with the development standards and building requirements for residential dwellings, and may be operated as a vacation dwelling unit only after the Building Department has issued a certificate of occupancy for the dwelling unit.

(d) All vacation dwelling units shall have smoke alarms, carbon monoxide alarms and a fire extinguisher. Carbon Monoxide alarms are not required in dwellings which do not contain fuel-burning appliances and that do not have an attached garage.

(e) Existing off-street parking spaces shall be reserved for occupants of the vacation dwelling unit. Occupants shall be encouraged to park in existing, legal off-street parking spaces, in order to minimize impacts to on-street parking.

(f) The existence of the vacation dwelling unit shall not be apparent. The vacation dwelling unit shall not change the residential or commercial character of the property or neighborhood by the use of colors, materials, or lighting.

(8) Operation

(a) Vacation dwelling units shall not be permitted for any use other than transient occupancy or residential use.

(c) The maximum number of occupants allowed in a vacation dwelling unit shall not exceed 2 persons per bedroom plus an additional 2 persons (e.g. a 2-bedroom unit may have 6 occupants). Children aged 8 and under are not counted toward the occupancy total.

(c) The total number of visitors and occupants at a vacation dwelling unit shall not exceed a number greater than double the maximum number of occupants (e.g. a 2-bedroom unit with a 6 occupant limit, may have a total of 12 people at one time).

(d) All vacation dwelling units shall be provided weekly garbage collection services. Trash and refuse shall not accumulate or be stored within public view, except in proper containers for the purposes of collection. There shall be no storage of trash and/or debris on the site or within the unit.

(e) Emergency preparedness information regarding local hazards, such as earthquakes and ocean related hazards, in a form approved by the city, shall be posted within the vacation rental in an easily visible location, such as the entry or kitchen area.

(f) The Good Guest Guide (House Rules) and the 24-hour emergency contact phone number shall be prominently placed for the occupants' use inside the vacation dwelling unit.

(g) In the event of an emergency, concerned persons are encouraged to promptly call the emergency contact number, and if appropriate, report the emergency through the 911 emergency calling system or the Police Department. It is unlawful to make a false report or complaint regarding activities associated with a vacation dwelling unit.

(h) The property owner and emergency contact shall act in good faith to resolve complaints regarding the vacation dwelling unit, and engage in dispute resolution with neighbors. The Community Development Department and/or Police Department shall investigate any vacation dwelling unit with recurrent emergency calls or complaints.

(i) If the vacation dwelling unit owner or emergency contact is deemed to be negligent in responding to an emergency situation more than 2 times in a 12-month period, or if more than 2 documented law enforcement violations occur in any 12-month period, the vacation dwelling unit permit may be revoked. The Director of Community Development may also revoke a permit if the vacation dwelling unit is deemed chronically non-compliant with the provisions of this chapter, or is negligent or remiss in correcting noted Building or Fire Code violations or issues. Documented, significant violations may include copies of citations, written warnings, or other documentation maintained by law enforcement, Fire Department, or Building Department.

(j) Properties with gated entries shall have a Fire Department approved device such as a Knox box with keys for the lock, Knox lock, or Knox key actuated switch on electric gates installed which permits emergency response vehicles and personnel to enter the property.

(k) Each individual holding a valid business license for a vacation dwelling unit existing at the time the vacation dwelling unit ordinance is adopted, shall be subject to the requirements of this subchapter upon its effective date. In order to avoid abatement proceedings, the owner of an existing vacation dwelling unit shall apply for a vacation dwelling unit and permit and City of

Rio Dell business license permit within 6 months of the effective date of this chapter, and diligently pursue the application unit approved.

(l) Violations of this chapter are punishable as either infractions or misdemeanors, pursuant to the provisions of Rio Dell Municipal Code. Each separate day in which a violation exists shall be considered a separate violation.

(9) Applicable Taxes.

The rental or other contractual use of a vacation dwelling unit shall be subject to a Transient Occupancy Tax ("TOT") and any other mandated taxes. Each vacation dwelling unit owner and/or manager shall comply with § 3.15 of the Rio Dell Municipal Code, which addresses the collection, record keeping, reporting and remittances of applicable TOT.

Section 3. Severability

If any provision of the ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

Section 4. Limitation of Actions

Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

Section 5. CEQA Compliance

The City Council has determined that the adoption of this ordinance is exempt from review under the California Environmental Quality Act (CEQA), subject to Section 15061(b)(3) of the CEQA Guidelines. Due to the nature of the proposed code revisions, there is no evidence that any significant impact to the environment would occur as a result of adoption of the Ordinance.

Section 6. Effective Date

This ordinance becomes effective thirty (30) days after the date of its approval and adoption.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on October 2, 2018 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the October 16, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 371-2018 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on October 16, 2018.

Karen Dunham, City Clerk, City of Rio Dell