



RIO DELL CITY COUNCIL  
**VIRTUAL MEETING AGENDA**  
**CLOSED SESSION – 5:00 P.M.**  
**REGULAR MEETING - 6:30 P.M.**  
**TUESDAY, DECEMBER 7, 2021**  
CITY COUNCIL CHAMBERS  
675 WILDWOOD AVENUE, RIO DELL

---

***WELCOME** - Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue and available on the City's website at [cityofriodell.ca.gov](http://cityofriodell.ca.gov). Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

**SPECIAL PUBLIC HEALTH EMERGENCY ALTERATIONS TO MEETING FORMAT  
CORONAVIRUS (COVID-19)**

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

**Public Comment by Email:**

In balancing the health risks associated with COVID-19 and need to conduct government in an open and transparent manner, public comment on agenda items can be submitted via email at [publiccomment@cityofriodell.ca.gov](mailto:publiccomment@cityofriodell.ca.gov). Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda). Your comments will be read out loud, for up to three minutes.

Meetings can be viewed on Access Humboldt's website at <https://www.accesshumboldt.net/>. Suddenlink Channels 10, 11 & 12 or Access Humboldt's YouTube Channel at <https://www.youtube.com/user/accesshumboldt>.

**Zoom Public Comment:**

When the Mayor announces the agenda item that you wish to comment on, call the conference line and turn off your TV or live stream. Please call the toll-free number **1-888-475-4499**, enter meeting **ID 987 154 0944** and press star (\*) 9 on your phone – this will raise your hand. You will continue to hear the meeting on the call. When it is time for public comment on the item you wish to speak on, the Clerk will unmute your phone. You will hear a prompt that will indicate your phone is unmuted. Please state your name and begin your comment. You will have 3 minutes to comment.

- A. CALL TO ORDER
- B. ROLL CALL
- C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION
  - 1) 2021/1207.01 - **Conference with Real Property Negotiators** –  
Property: 410 Fourth Ave., Rio Dell, California  
City of Rio Dell Negotiator(s): Kyle Knopp (City Manager),  
Kevin Caldwell (Community Development Director),  
Russell Gans (City Attorney) Negotiating Parties  
Negotiating With: Linda Todd, Owner and/or Designated  
Agent. Under Negotiation: Price and/or Terms of Payment  
(Pursuant to Government Code §54956.8)
  - 2) 2021/1207.02 - **Conference with Labor Negotiator** - Designated  
Representative: Kyle Knopp, City Manager, Jeff Conner,  
Chief of Police, Cheryl Dillingham, Finance Director, and  
Randy Jensen, Water/Roadways Superintendent to discuss  
Employee Incentive Program - Employee Organization(s):  
Rio Dell Employees Association. Rio Dell Police Officers’  
Association, and all Contract Employees (Pursuant to  
Government Code §54957.6)
- D. PUBLIC COMMENT REGARDING CLOSED SESSION
- E. RECESS INTO CLOSED SESSION
- F. RECONVENE INTO OPEN SESSION – 6:30 P.M.
- G. ORAL ANNOUNCEMENTS REGARDING CLOSED SESSION
- H. PLEDGE OF ALLEGIANCE
- I. CEREMONIAL MATTERS
  - 1) 2021/1207.03 - Appreciation to Rio Dell-Scotia Chamber of Commerce  
and Community Volunteers for Holiday Decorations  
**(RECEIVE & FILE)**

## J. 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 allowed under the Ralph M. Brown Act. 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 2/3 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.*

## K. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Councilmembers if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually following action on the remaining consent calendar items.*

- 1) 2021/1207.04 - Approve Minutes of the November 16, 2021 Regular Meeting **(ACTION)** 3
- 2) 2021/1207.05 - Authorize the Finance Director to Sign and Submit the City's Annual Transportation Development Act (TDA) Claim for FY 2021-22 **(ACTION)** 12
- 3) 2021/1207.06 - Adopt Resolution No. 1515-2021 Amending the FY 2021-22 Budget to Increase Appropriations for Replacement of Finance Department Server **(ACTION)** 20
- 4) 2021/1207.07 - Adopt Resolution No. 1516-2021 Authorizing the Purchase of Two Vehicles **(ACTION)** 22
- 5) 2021/1207.08 - Receive and File Check Register for November **(ACTION)** 25

## L. ITEMS REMOVED FROM THE CONSENT CALENDAR

## M. REPORTS/STAFF COMMUNICATIONS

- 1) 2021/1207.09 - City Manager/Staff Update **(RECEIVE & FILE)** 28

## N. SPECIAL PRESENTATIONS/STUDY SESSIONS

- 1) 2021/1207.10 Presentation - Climate Action Plan **(RECEIVE & FILE)**

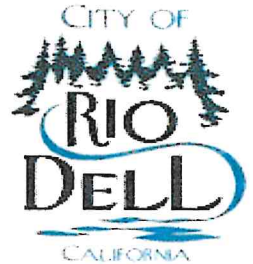
## O. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

1) 2021/1207.11 - Discussion on City Social Media and Social Media Policy <b>(DISCUSSION/POSSIBLE ACTION)</b>	36
2) 2021/1207.12 - Update on Clean California Grant <b>(DISCUSSION/POSSIBLE ACTION)</b>	44
P. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS	
1) 2021/1207.13 - Adopt Resolution No. 1513-2021 Declaring the Need for Continued Virtual Meetings in Accordance with AB 361 or Adopt Resolution No. 1514-2021 Discontinuing Virtual Meetings and Resuming In-Person/Virtual (Hybrid) Meetings <b>(DISCUSSION/POSSIBLE ACTION)</b>	49
Q. COUNCIL REPORTS/COMMUNICATIONS	
R. ADJOURNMENT	

*The next regular City Council meeting is scheduled for  
Tuesday, December 21, 2021 at 6:30 p.m.*

---

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



December 7, 2021

Rio Dell City Council  
675 Wildwood Avenue  
Rio Dell, CA 95562

**RE: Special Recognition for the Chamber of Commerce Holiday Decorations**

Dear City Council

For many years now the Chamber of Commerce has led an annual effort to decorate Rio Dell for the holiday season with lights, trees and seasonal displays. As the temperatures drop and the nights grow longer, residents and visitors alike are provided with a positive and festive environment in December that just keeps getting better each year. In fact, the effort has now expanded to include lighting the Eagle Prairie Bridge that connects Rio Dell to Scotia.

No great effort happens by accident. It takes a lot of muscle, time and resources to do this each year and to keep the momentum building. I know we all want to take a moment to recognize those efforts and thank those who help make the magic happen.

The Chamber of Commerce has submitted a list of just some of those who are responsible for this year's decorations.

- ❖ Gayle and Rich McKnight spent several days putting up lights and organizing.
- ❖ Jenny and Sierra Gilham along with Jodi Angeloff decorated the tree and helped with the Memorial Park lights.
- ❖ The Rio Dell Volunteer Fire Department personnel provided help with many aspects of the effort.
- ❖ Mayor Debra Garnes and Elizabeth Warren helped with the cut-out ornaments in the medians along Wildwood Avenue.
- ❖ Susan Pryor and Tracy O'Connell organized and helped with many aspects of the displays.

- ❖ Tim and Melissa Marks helped put up the tree, memorial park lights and helped to organize the efforts.
- ❖ Jim Brickley created the City Hall lawn display, lighted the gateway sign, decorated the Chamber and prepared and deployed the cut-out displays along Wildwood Avenue.
- ❖ Stop and Go Traffic, Wes and Nancy Nally, the Fire Department, Shane Wilson, Mike Jensen and Miguel Meras were key to the lighting of the Eagle Prairie Bridge.
- ❖ Don's Rent All and Sunbelt Rentals have contributed via reduced rates for man lifts.

Additionally, the City of Rio Dell has contributed to the effort financially for several years.

Last but not least, Nick Angeloff has been inspiring and implementing the annual decorations for many years and is *the key player* in the effort and its expansion.

Please take a moment to thank these volunteers and encourage them to keep going!

Sincerely,



Kyle Knopp, City Manager  
City of Rio Dell

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
NOVEMBER 16, 2021**

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

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

Absent: Mayor Pro Tem Johnson (excused)

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

Absent: Community Development Director Caldwell and Waste-Water Superintendent Taylor

**CEREMONIAL MATTERS**

Proclamation Honoring November as 2021 National Alzheimer’s Disease Awareness Month & National Family Caregiver’s Month

Mayor Garnes read the proclamation honoring November as 2021 National Alzheimer’s Disease Awareness Month and National Caregiver’s Month. No recipients were present to receive the proclamation.

Proclamation in Support of the County-Wide Traffic Safety Task Force and the Vision Zero Goal

Mayor Garnes read the proclamation in support of the county-wide Traffic Safety Task Force and the Vision Zero Goal. No recipients were present to receive the proclamation.

**PUBLIC PRESENTATIONS**

Mayor Garnes called for public comment on non-agenda matters.

City Clerk Dunham announced that there were two public comments received which she then read. The first was from a resident urging the City Council to continue with drainage/sewer and street repairs on Ogle Ave. and throughout the City. The second was from a resident urging the City Council to reverse a decision made at the last meeting related to the destruction of firearms. (Included with these minutes as attachments 1 & 2 respectively).

**CONSENT CALENDAR**

Mayor Garnes asked if any councilmember, staff or member of the public, would like to remove any items from the consent calendar for separate discussion.

Councilmember Wilson removed item 5 from the consent calendar (Appointment of Real Property Negotiators).

Motion was made by Woodall/Carter to approve the consent calendar including approval of minutes of the November 2, 2021 regular meeting, adoption of Resolution No. 1511-2021 approving billable rates for staff time for FY 2021-22, adoption of Resolution No. 1512-2021 awarding bid for the 2021-22 street patch repairs to G. R. Sunberg, to receive and file the check register for October, authorizing staff to seek bids for two (2) vehicles, and authorizing the City Manager to sign Chief of Police (Jeff Conner) Employment Agreement Term Extension. Motion carried 4-0.

### ITEMS REMOVED FROM THE CONSENT CALENDAR

Appointment of Real Property Negotiators - Property: 410 Davis St., Rio Dell, California, City of Rio Dell Negotiator(s): Kyle Knopp (City Manager), Kevin Caldwell (Community Development Director), Russell Gans (City Attorney). Negotiating Parties/Negotiating with: Linda Todd, Owner and/or Designated Agent – Under negotiation: Price and/or Terms of Payment

Councilmember Wilson asked if the City Council had authorized the purchase of the property.

City Manager Knopp explained that the City Council has not yet authorized the purchase and as such, they may decide to not purchase the property or it could turn out that the property is not for sale. He pointed out that under the Economic Development Action Plan, the Council's top priority was to pursue property for economic development. He said that pre-design is underway and dialog has begun but no formal action has been taken. Staff will likely bring the item to the Council in closed session at the next meeting with an update.

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

Motion was made by Wilson/Carter to approve the appointment of Kyle Knopp, Kevin Caldwell and Russell Gans as real property negotiators as recommended. Motion carried 4-0.

### REPORTS/STAFF COMMUNICATIONS

#### City Manager/Staff Update

City Manager Knopp presented the staff update and referred to the letter on page 53 of the Council packet. The letter was to Humboldt Waste Management Authority (HWMA) related to the share of cost funding for HWMA's SB 1383 Organics and Compliance Services Agreement. He noted that the County committed to \$100,000 with the remaining participating jurisdictions paying the remainder share cost based on a base fee of \$3,000 plus proportional population with HWMA offsetting funds for its member agencies. The share cost for Rio Dell would have been \$4,840.42 and with HWMA contributing \$1,840.42 of that amount, the City's remaining share cost is only \$3,000.



He commented that this is one of the benefits of being an HWMA member and that it makes sense to have the agencies working together on the SB 1383 Organics and Compliance Service planning project with HWMA serving as the lead agency for project administration and coordination.

City Manager Knopp also reported on an all employee training held on Wednesday, November 10<sup>th</sup> related to email hacking and financial fraud prevention training, and reported on the current recruitment for a Public Works Operator in Training (OIT) and a part-time Utility Worker.

Councilmember Woodall asked how the recruitment was going for the Police Officer position.

Chief of Police Conner reported that he received two applications and encouraged those two potential candidates to do a ride-along but so far, neither of them had. He said that he was hoping to receive more applications by the end of the year and indicated that he would visit the new academy class at College of the Redwoods in January and try and get some applications from some of those students.

Councilmember Woodall said that she and Councilmember Carter receive copies of complaints related to code enforcement and asked that copies be provided to all council members. She also requested that she and the rest of the councilmembers receive a copy of the inventory list of the firearms to be destroyed.

She then asked a question related to animal control and how they handle returning unlicensed stray dogs to their owners.

Chief Conner explained that the Community Service Officer (CSO) is working on a policy that she has shared with the officers and said that typically what happens if a dog is picked up, is that the dog is released to the owner and the owner then has two weeks to provide proof of rabies vaccination and obtain a dog license. If they fail to do that, they can be issued an Administrative Citation.

Councilmember Wilson commented on SB 1383 and said that the action the City is taking with HWMA is a good thing. The goal of the bill is to get organic waste out of the landfill and that the City, along with some of the other smaller jurisdictions got a two-year exemption to comply with SB 1383. Being a member agency of HWMA and setting up a regional facility will be a big deal and HWMA is subsidizing it. He pointed out that if the City was not a member of HWMA they would be required to pay approximately \$1,800 on top of the \$3,000. The issue is going to be how to separate organic food waste from other garbage. He said that the other part that will play into this is universal collection which will hopefully help. He thanked the City for participating in the program with HWMA.

Councilmember Carter asked about the details of the project.

City Manager Knopp said that he would provide a copy of the RFP for the study and explained that it is basically a regional approach for solving the compliance issues with SB 1383. The Solid Waste Local Task Force involves all public agencies in Humboldt County and meets once or twice a month to work on solutions and also issues related to contamination of recycling.

Councilmember Carter asked how public works handled the drainage situation during the last rain storm.

Water/Roadways Superintendent Jensen said that with the recent upgrades done in connection with the paving projects, cleaning of DI's and I & I improvements, they didn't experience any problems.

Mayor Garnes called for public comment on the staff update. No public comments were received.

### **SPECIAL PRESENTATIONS/STUDY SESSIONS**

#### Presentation – Zero Waste Humboldt

Kyra Skylark, Zero Waste Humboldt Public Education Coordinator and Maggie Gainer, Board Member, provided a power point presentation for Countywide Zero Waste Day.

Kyra began by providing a quick update on sustainable materials management.

Maggie continued with review of the hierarchy for planning, investment and environment impact with the focus being on three strategies which were: 1) waste prevention, 2) materials reuse, and 3) recycling/composting. She noted that over the past 50 years, vast priorities have moved toward recycling.

She said that as a real step forward, Ferreira Dairies began a program to provide milk in returnable bottles. She encouraged people to take reusable bags and containers to stores which is not only better for the environment but it makes sense economically.

One example of reuse infrastructure was a program called "Refill not Landfill" where ten water bottle refill stations were installed and distributed around local governments and two local high schools resulting in a reduction of approximately 50,000 single-use plastic water bottles.

Maggie continued with review of the evolution of California waste laws and said in the 1960's-70's the focus was on highway and park litter. In the 1980's-90's landfill space shortages and the 2000's climate change, destruction of global warming and plastic pollution. She said the current focus is on planning and implementation of SB 1383 and AB 1826 with emphasis on a strong regional approach.

Kyra continued with an overview of the five new California laws going into effect January 1, 2022 which included AB 881, AB 1201, AB 962, AB 1276, and SB 343.

Councilmember Woodall commented that she had heard that at one point, only 10% of recyclable materials were actually recycled.

Maggie explained that in recent years, that number has declined some and said that the recycling of single-use plastics has mis-led the public which has caused expensive problems for recycling collection systems at the curb. She encouraged people to follow the list of recyclable materials from Recology Eel River rather than reading what's on the product.

Councilmember Woodall commented that she liked the idea of prevention being first but wondered why more pressure is not put on the manufacturers and asked if they work with the manufacturers.

Maggie said that recycling must be addressed on all levels and that the laws don't fix all the problems. She said that manufacturers are slowing making positive changes and pointed out that the younger generation seems to be more conscience about using refillable water bottles and recycling in general.

Mayor Garnes commented that one of the things that drives her crazy is organic food in plastic. She asked about edible food recovery which seems to be a very important topic, not only because of the recycling aspect but because there are people that really need food. She said that she would like to get the city on board and start a dialog to find out how to move forward with programs to help with these efforts.

Maggie said that as a small organization, they tend to go where they are invited and when there's interest expressed they will work with the organization and help to find funding for programs. Zero Waste Humboldt just completed an analysis for Eureka and Arcata. Regarding edible food recovery they have an extraordinary system connection with places like the food pantry, churches and the after-school programs. She commented that every time a new food establishment starts up, they need to be educated on ways to get rid of edible food waste. She pointed out that there are apps and new technology that can help to streamline the process.

## **SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS**

### Receive and File FY 2020-21 Annual Financial Report

Finance Director Dillingham provided a presentation on the FY 2020-21 Annual Financial Report. In summarizing the report, she said that overall City revenues exceeded total expenditures by \$1.3 million for FY 2020-21. She reported that revenues in the major funds were 28% higher than estimated in the budget partially due to revenue estimates being very conservative due to the pandemic.

The overall total ending fund balances were reported at \$9.03 million, a 17% increase from the prior year. Total General Fund revenues for the year were \$2 million, which was 61% above budgeted estimates with expenditures at \$1.7 million, 31% below

budgeted appropriations. The General Fund ended the fiscal year with a fund balance of \$2,505,254; an increase of \$354,836 due to actual revenues exceeding expenditures.

She reported that the top four revenue sources in the General Fund are Property Taxes, Vehicle-In-Lieu License Fees, Retail Sales Tax, and Cannabis Taxes. She said that Retail Sales Tax revenue was up with the inclusion of taxes from online sales.

She noted that the main growth in the enterprise funds was mostly due to water. Revenues exceeded expenditures by \$523,000 for water \$153,000 for sewer. She said that they had slightly higher than anticipated streets revenue as well.

She pointed out that at the end of the year there was a cash balance in the CDBG fund of \$405,000 and that there are still over \$800,000 in housing rehabilitation loans owed to the city.

Overall, the financial status of the City at year-end is good.

City Manager Knopp added that this is a very unusual year in terms of revenues and predicted that revenues would likely level out or possibly decline in the coming year. He noted that one of the reasons for the expenditures being less than what was budgeted was due to capital projects not being completed. He pointed out that the City is in a good position in terms of infrastructure investments, particularly streets, and with completion of the Capital Improvement Program (CIP), grant application hopefully it will lead to a very significant water project that is mostly grant funded. If not, it will also determine the best steps forward to address existing infrastructure issues related to water distribution. He noted that the City is in a good position in terms of getting those dollars out and making sure the projects are quality projects and done as efficiently as possible.

He said that one thing lacking in the General Fund is Transient Occupancy Taxes (TOT). Otherwise, there is good diversity with General Fund revenues.

Mayor Garnes thanked Finance Director Dillingham, City Manager Knopp and staff for conscience spending.

Councilmember Woodall said that in all the years of receiving financial reports, Finance Dillingham's are the easiest to understand.

Councilmember Wilson asked if the City would be moving forward as planned with street improvement projects.

City Manager Knopp said that with rising gas prices and construction costs, there may be some issues but this year will probably result in the highest capital outlay in years. He expressed concern with possible increase in the bids coming in for street projects.

Councilmember Wilson stressed the importance of pointing out to citizens the benefit of Measure J funds with regard to the benefits being spread citywide. Showing that the funds were spent responsibly will help to get the tax measure extended.

**COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Woodall reported that she and Councilmember Carter took a ride around town to look at areas of concern prior to tomorrow's Nuisance Advisory Committee meeting and said that anyone interested in attending could call City Hall for the Zoom call-in numbers.

Councilmember Wilson reported that HWMA finally selected a new Executive Director so the current Executive Director (Jill Duffy) will finally be able to retire.

He also reported that the next Redwood Coast Energy Authority (RCEA) meeting would be held this Thursday rather than next Thursday because of Thanksgiving.

Mayor Garnes reported that she attended a Seismic Safety Commission meeting and received a report on the most recent Haiti earthquake and said that it will take years to rebuild from the damages. She said that it was a tremendous hit to a very underprivileged area. She said that they also discussed the Shake Table and suggested the City consider participating in the Shakeout next year.

**ADJOURNMENT**

Motion was made by Wilson/Woodall to adjourn the meeting at 7:52 p.m. to the December 7, 2021 regular meeting. Motion carried 4-0.

Attest:

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

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

**Karen Dunham**

---

**From:** City of Rio Dell  
**Sent:** Tuesday, November 16, 2021 11:03 AM  
**To:** Debra Garnes; Kyle Knopp; Karen Dunham  
**Subject:** FW: Ogle Ave street repairs

-----Original Message-----

From: millie crummett <seemillie@yahoo.com>  
Sent: Tuesday, November 16, 2021 10:32 AM  
To: City of Rio Dell <cityhall@cityofriodell.ca.gov>  
Subject: Ogle Ave street repairs

Dear City Mayor.

As President Biden just granted a 1.2 Trillion deal, would you please be diligent in requesting funds to do proper drainage/ sewer and street repairs on Ogle Ave as well as the rest of our town. Ogle was 1/3 done but as you know needs to be completed. The new streets look great. It helps our property values and safety. Thank you for your continued assistance on this matter.

Millie Crummett  
218 Ogle Ave  
Rio Dell  
707 601-1700  
Sent from my iPhone

November 16, 2021

To Rio Dell Mayor and City Council,

I am greatly disturbed to hear that you are about to destroy \$15,000 worth of firearms that could be sold out of state. The proceeds could go into the city treasury. Then spend \$2,500 for this destruction? There are legal methods to sell them.

Then you continue to bill us on exorbitant water rates, while throwing away this revenue. I pay \$118 just to be hooked up each month and get charged for the first unit of water used up Monument Road.

The guns are valuable and should be in the hands of responsible people, not destroyed. You could use a Gun Broker to sell them and get revenue for the City. I urge you to reverse the bad decision made at the last meeting. Also, it's very bad to cut the public out with no in-person meetings.

Steve Harrison  
764-2778

---

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



DATE: December 7, 2021  
TO: Mayor and Members of the City Council  
FROM: Cheryl Dillingham, Finance Director *CD*  
THROUGH: Kyle Knopp, City Manager  
SUBJECT: Transportation Development Claim for Fiscal Year 2021-22

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the Finance Director to sign and submit the City's annual Transportation Development Act (TDA) Claim for Fiscal Year (FY) 2021-22.

BACKGROUND AND DISCUSSION

Each year the City submits a request for approval of its annual transportation claim to the Humboldt County Association of Governments (HCAOG). The 2021-22 projected allocation is \$111,465 in comparison to last year's TDA claim of \$118,068. Proposed projects outlined in the City's 2021-22 financial plan include \$46,222 to be provided to Humboldt Transit Authority for share of costs for transit services within the City, \$6,500 to be provided to the Adult Day Health Care for transportation, and \$58,743 for ongoing street repair, maintenance, and construction within the City.

ATTACHMENTS

HCAOG Resolution  
Claim Request  
Annual Project and Financial Plan  
Statement of Conformance





HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS  
Regional Transportation Planning Agency  
Humboldt County Local Transportation Authority  
Service Authority for Freeway Emergencies  
611 I Street, Suite B  
Eureka, CA 95501  
(707) 444-8208  
www.hcaog.net

**RESOLUTION 21-07**  
**RESOLUTION OF THE HUMBOLDT COUNTY ASSOCIATION OF**  
**GOVERNMENTS APPROVING THE TRANSPORTATION DEVELOPMENT ACT**  
**LOCAL TRANSPORTATION FUND FISCAL YEAR 2021-22 FINDINGS OF**  
**APPORTIONMENT AND ALLOCATION**

**WHEREAS**, the Humboldt County Association of Governments is the Regional Transportation Planning Agency for Humboldt County, and is responsible for the administration of the Transportation Development Act of 1971, as amended thereafter; and

**WHEREAS**, the Humboldt County Association of Governments has established rules and regulations, consistent with existing law, whereby there shall be a set-aside for pedestrian and bicycle allocations equivalent to 2% of the money remaining in the fund after allocations to higher purposes; and

**WHEREAS**, the Humboldt County Association of Governments did not make a finding for better use; and

**WHEREAS**, the County of Humboldt, and the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad are each required to file annual transportation claims for the funds which remain after necessary expenditures for administration, planning and the 2% set aside for pedestrian and bicycle uses from the Local Transportation Fund (LTF) of Humboldt County, in accordance with their populations, apportioned to them by the Humboldt County Association of Governments, pursuant to the Act; and

**WHEREAS**, it is the responsibility of the Humboldt County Association of Governments, under the provisions of the Act, to review the annual transportation claims and to make allocations of monies from the LTF; and

**WHEREAS**, the Auditor of Humboldt County is instructed to pay monies in the fund to the claimants pursuant to allocation instructions received from the Humboldt County Association of Governments; and

**WHEREAS**, the County Auditor issued an estimate of \$5,082,007 of revenues available for FY 2021-2022.

**NOW, THEREFORE, BE IT RESOLVED** that the Humboldt County Association of Governments shall make the following allocations based on population estimates determined by the California Department of Finance:

1. To the Humboldt County Association of Governments for TDA administration and for planning and programming in the amount of \$450,000, per Section 99233.1 and 99233.2.
2. To the Humboldt County Auditor Controller for TDA Administration in the amount of \$4,000, per Section 99243.
3. To be reserved by the Humboldt County Auditor's Office for future reimbursements to the Cities and County for pedestrian and bicycle facilities purposes for local agencies as programmed and claimed in the amount equal to 2% of remaining incoming funds estimated to be \$92,560 per Sections 99233.3 and 99234.
4. To the Cities and County in the amounts listed below, upon review of claims filed:

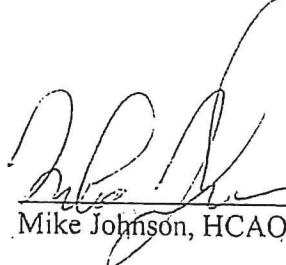
Jurisdiction	Dept. of Finance Population Projection	% of Total Population	FY 2021-22 Appropriation
Arcata	18,078	13.36%	\$ 605,852.31
Blue Lake	1,243	0.92%	\$ 41,656.95
Eureka	26,977	19.93%	\$ 904,086.61
Ferndale	1,335	0.99%	\$ 44,740.17
Fortuna	12,084	8.93%	\$ 404,973.96
Rio Dell	3,326	2.46%	\$ 111,465.03
Trinidad	360	0.27%	\$ 12,064.77
Humboldt County	71,930	53.15%	\$ 2,410,607.19
<b>Total</b>	<b>135,333</b>	<b>100.00%</b>	<b>\$ 4,535,447.00</b>

**PASSED AND ADOPTED** by the Humboldt County Association of Governments, in the City of Eureka, County of Humboldt, State of California, this 18th day of March 2021, by the following vote:

AYES: MEMBERS: M. Johnson, Madrone, Jones, Seaman, Hindley, Atkins-Salazar, G. Johnson, West  
 NOES: MEMBERS: None  
 ABSENT: MEMBERS: None  
 ABSTAIN: MEMBERS: None

Attest:

  
 Christie Smith, HCAOG Executive Assistant

  
 Mike Johnson, HCAOG Chair

**CLAIM REQUEST**  
*Local Transportation Fund (LTF)*

**Claimant:** City of Rio Dell  
**Address:** 675 Wildwood Ave  
**Contact Person:** Cheryl Dillingham  
**Title:** Finance Director  
**Phone:** (707) 764-3532  
**E-mail:** dillinghamc@cityofriodell.ca.gov

The City of Rio Dell hereby requests, in accordance with the Transportation Development Act (TDA) of 2017, Chapter 1400, and applicable rules and regulations, that the TDA claim be approved in the amount of \$ 111,465 for fiscal year 2021-22. These monies are to be drawn from the local transportation fund or the state transit assistant fund held at the County of Humboldt for the purposes and amounts shown in the attached "Annual Project and Financial Plan."

When approved, the claim will be submitted to the County Auditor of the County of Humboldt for payment. Approval of the claim and payment by the County Auditor to this applicant is subject to such monies being on hand and available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan.

Authorized representative of claimant:

By: Cheryl Dillingham  
(print name)

Title: Finance Director

Signature: \_\_\_\_\_ Submittal date: 12/7/2021

**APPROVED:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Beth Burks  
Executive Director, Humboldt County Association of Governments

**ANNUAL PROJECT AND FINANCIAL PLAN**

**Local Transportation Fund (LTF)**

Give each project a title and number in sequence, and briefly describe the transportation projects that your jurisdiction proposes. Indicate proposed expenditures for the ensuing fiscal year for all that apply:

- (i) public transportation operating and capital expenditures;
- (ii) construction of facilities for the exclusive use by pedestrians and bicyclists;
- (iii) construction of local streets and roads; and/or
- (iii) right-of-way acquisition.

**Claimant:** City of Rio Dell **Fiscal Year:** 2021-22

PROJECT (Project number, title, & brief description)	TDA - LTF \$ amount	PUC Article & Section	Local Fund Balance	Other	TOTAL
06-01 HTA/RTS Share of Cost	\$ 46,222	4-99260(a)	\$ -		\$ 46,222
06-02 HSRC Share of Cost	\$ 6,500	8-99400(c)	\$ -		\$ 6,500
06-03 Street Construction & Maintenance	\$ 58,743	8-99402	\$ -		\$ 58,743
	\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -
<b>TOTAL</b>	<b>\$ 111,465</b>		<b>\$ -</b>		<b>\$ 111,465</b>

Attach a copy of transit revenues and expenditures for the last full fiscal year.

**City of Rio Dell**  
**Revenues and Expenditures**  
**6/30/2021**

**TDA Fund No. 024**

	<u>6/30/2020</u>	<u>6/30/2020</u>	<u>6/30/2021</u>	<u>6/30/2021</u>
<u>Revenue</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
4045 Tax - (HCAOG) Transportation - TDA	154,657.00	164,343.00	118,068.00	115,539.00
4310 Interest Income	521.00	0.00	0.00	0.00
4480 Insurance Premium Reimbursement	551.00	0.00	0.00	0.00
4920 Misc - Special Public Works	2.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b><u>155,731.00</u></b>	<b><u>164,343.00</u></b>	<b><u>118,068.00</u></b>	<b><u>115,539.00</u></b>
<u>Expenditures</u>				
5000 Full Time Salaries	42,035.00	38,189.00	22,805.00	22,500.00
5026 Part Time Temporary Salaries	0.00	2,174.00	0.00	1,070.00
5030 Overtime Salaries	467.00	858.00	378.00	415.00
5035 Benefit - ICMA City 457	3,837.00	2,527.00	2,235.00	2,136.00
5040 Benefit - Health Insurance	11,930.00	12,970.00	6,066.00	7,409.00
5042 Benefit - Life Insurance	119.00	98.00	80.00	81.00
5044 Benefit - Dental/Vision Insur	1,360.00	874.00	604.00	673.00
5045 Worker Compensation Insurance	6,157.00	5,143.00	2,512.00	3,616.00
5050 FICA	3,462.00	2,225.00	1,909.00	1,877.00
5055 Unemployment Insurance	200.00	293.00	169.00	165.00
5056 Employment Training Tax	4.00	0.00	5.00	5.00
5060 Clothing Allowance	126.00	236.00	146.00	122.00
5080 Hiring Costs	12.00	0.00	143.00	7.00
5101 Office Supplies	2.00	188.00	10.00	119.00
5102 Operating Supplies	72.00	492.00	77.00	434.00
5103 Postage	0.00	55.00	1.00	35.00
5104 Printing - Forms	0.00	185.00	8.00	123.00
5105 Advertising	130.00	79.00	0.00	33.00
5106 Promotional	0.00	42.00	0.00	111.00
5107 Memorial Park Expense	0.00	33.00	0.00	15.00
5108 Streets	4,808.00	2,488.00	3,353.00	9,520.00
5109 Chemicals	0.00	2.00	0.00	0.00
5110 Accounting	43.00	320.00	197.00	270.00
5112 Legal	431.00	774.00	183.00	693.00
5115 Contract/Professional Services	51,860.00	52,159.00	49,396.00	53,004.00
5116 Bank Fees	0.00	12.00	2.00	12.00
5119 Safety Supplies & Equipment	133.00	327.00	188.00	398.00
5120 Cell Phones	458.00	284.00	446.00	414.00
5121 Telephone - Pager	179.00	691.00	216.00	353.00
5122 Travel and Training Expense	72.00	314.00	12.00	313.00
5123 Automobile - Transportation	97.00	207.00	98.00	150.00

**City of Rio Dell**  
**Revenues and Expenditures**  
**6/30/2021**

**TDA Fund No. 024**

<u>Expenditures</u>	<u>6/30/2020</u> <u>Actual</u>	<u>6/30/2020</u> <u>Budget</u>	<u>6/30/2021</u> <u>Actual</u>	<u>6/30/2021</u> <u>Budget</u>
5125 Publications - Books	0.00	7.00	0.00	7.00
5126 Dues & Memberships	5.00	136.00	8.00	156.00
5128 Employee Relations	0.00	2.00	0.00	0.00
5130 Rents - Leases	0.00	373.00	0.00	315.00
5131 Records Maintenance	2.00	46.00	4.00	21.00
5135 Maintenance - Repair	1,732.00	2,660.00	2,586.00	3,067.00
5136 Parks Maintenance - Repair	9.00	61.00	1.00	60.00
5138 Office Equipment	0.00	118.00	0.00	94.00
5139 Equipment	37.00	514.00	230.00	418.00
5141 General Liability Insurance	0.00	2,644.00	0.00	2,294.00
5143 Property Insurance	0.00	442.00	0.00	405.00
5144 Emp Practice Liab Insurance	0.00	173.00	0.00	148.00
5150 Electricity	15,755.00	14,495.00	9,258.00	7,920.00
5151 Natural Gas	27.00	55.00	25.00	38.00
5152 Water	4,132.00	3,050.00	1,737.00	3,302.00
5153 Sewer	1.00	5.00	1.00	5.00
5154 Garbage	109.00	0.00	206.00	0.00
5160 Elections	0.00	0.00	0.00	30.00
5162 Medical	0.00	24.00	16.00	7.00
5163 Property Tax Admin Fees	0.00	28.00	17.00	28.00
5164 Regulatory Fees	39.00	36.00	62.00	85.00
5166 LAFCO Fees	33.00	37.00	28.00	37.00
5171 Computer Software	165.00	60.00	0.00	64.00
5173 Computer Maintenance - Support	0.00	571.00	9.00	341.00
5174 Web Design Services	0.00	87.00	0.00	50.00
5212 Gas & Oil	241.00	1,755.00	374.00	853.00
5213 Vehicle Repair	298.00	720.00	130.00	612.00
5215 Public Works - Small Tools	87.00	885.00	378.00	685.00
5217 License	0.00	4.00	0.00	3.00
5227 Public Works - Equip. Repair	24.00	726.00	254.00	364.00
5229 Public Works - Equip. Rental	0.00	15.00	0.00	15.00
5514 Engineering	1,907.00	2,302.00	992.00	1,410.00
5520 Improvements	0.00	4.00	0.00	0.00
5900 RDFD and Library Water/Sewer	0.00	0.00	0.00	100.00
6400 Fixed Asset - Vehicles	0.00	0.00	3,245.00	7,600.00
6500 Infrastructure - Streets	14,562.00	22,200.00	7,910.00	7,910.00
<b>Total Expenditures</b>	<b><u>167,159.00</u></b>	<b><u>178,474.00</u></b>	<b><u>118,710.00</u></b>	<b><u>144,517.00</u></b>

# STATEMENT OF CONFORMANCE

## LTF

Claimant: City of Rio Dell

Fiscal Year of Claim: 2021-22

*Certify all that apply.*

- LOCAL TRANSPORTATION FUND (LTF) - TRANSIT CLAIM
- LTF funds are **not** being used for operating
- LTF FUNDS are being used for operating
- A total of \$ \_\_\_\_\_ STA funds will also be claimed for operating during this fiscal year.

**If funds are being used for Operating  
please provide the following  
information:**

*Provide information for the last  
3 audited fiscal years.*

	Previous Fiscal year	Fiscal year	Fiscal year	Fiscal year
System Operating Costs				
System Revenues				
System Vehicle Service Hours				
System operating cost per revenue vehicle hour	\$ -	\$ -	\$ -	\$ -

- The claimant named above hereby certifies that this annual claim for local transportation funds in the amount of \$ 111,465 that is not being used for operating conforms with the requirements of Article 8, PUC Section 99400, of the Transportation Development Act of 1971, and applicable rules and regulations.

**CERTIFIED BY CLAIMANT:**

By: Cheryl Dillingham

Title: Finance Director

Signature: \_\_\_\_\_

Date: 12/7/2021




---

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

DATE: December 7, 2021

TO: Mayor and Members of the City Council

FROM: Cheryl Dillingham, Finance Director 

THROUGH: Kyle Knopp, City Manager

SUBJECT: Resolution No. 1515-2021 Budget Adjustment for Replacement of Finance Department Server

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1515-2021 amending the Fiscal Year (FY) 2021-22 adopted budget to increase appropriations for the purchase of a replacement computer server for the Finance Department and authorize the purchase from Nylex.net.

BACKGROUND AND DISCUSSION

Council approval of a budget amendment for FY 2021-22 is requested to increase appropriations to provide for additional expenses not known at the time of budget adoption. The Finance Department computer server needs to be replaced and upgraded to a SQL server. The Finance Department's current server is over ten years old and the financial software vendor will no longer support the existing operating system as of July 1, 2022. Additionally, the server memory needs to be increased to accommodate increased document storage.

The City's information technology support consultant Nylex.net has provided a quote of \$20,325 for the replacement server, licenses, increased memory and labor to configure, install, and upgrade the financial software. Staff also got a quote from AccuFund for moving the existing financial software onto a cloud platform, the estimated cost of this service is \$23,040 annually. Staff is recommending that the City continue with onsite hosting of the financial software and purchase of the new server.

The actual FY 2021-22 beginning fund balance for the General Fund was over \$200,000 more than originally estimated due to increased revenue. Staff is recommending that fund balance be allocated for the purchase of the new server.

ATTACHMENTS

Resolution 1515-2021 Budget Amendment





**RESOLUTION NO. 1515-2021  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AMENDING THE ADOPTED BUDGET  
FOR FISCAL YEAR 2021-22 CAPITAL PROJECTS**

**WHEREAS**, the City adopted Resolution 1490-2021 establishing the City's Operating and Capital Budget for Fiscal Year (FY) 2021-22 and any adjustment that increases appropriations in a fund must be approved by the City Council; and

**WHEREAS**, the existing outdated Finance Department server needs to be upgraded to allow for continued support of the City's financial software; and

**WHEREAS**, additional appropriations are necessary to cover costs for upgrading and replacing the Finance Department computer server; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby amend the City of Rio Dell FY 2021-22 Operating and Capital Budget to increase appropriations for the replacement of the Finance Department computer server as follows:

<u>\$20,325</u>	<u>6100 14 000</u> Computer Hardware
\$20,325	TOTAL INCREASED APPROPRIATIONS

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 7<sup>th</sup> day of December, 2021 by the following vote:

Ayes:

Noes:

Abstain:

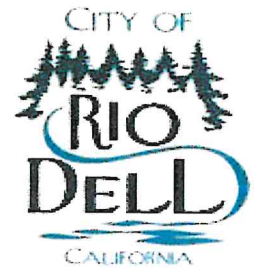
Absent:

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

ATTEST:

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

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



December 7, 2021

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorization of Resolution No. 1516 Authorizing the Purchase of Two Vehicles

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1516

Alternatively:

Amend or take no action.

BACKGROUND AND DISCUSSION

On November 16, 2021 the City Council authorized staff to seek out proposals for two vehicles, including one Subaru Legacy base model to replace the Admin Car and one Ford F-Series Super Duty for towing of heavy equipment. In 2013 the City established the Admin Fund to collect per-mile user fees towards the cost of maintenance and replacement of the older Nissan model that has been transferred to the Police Department due to the pandemic and increased police staffing. Public Works was approved and scheduled last fiscal year to purchase a truck suitable for use as a heavy towing vehicle, but due to pandemic related delays, the purchase is only now able to move forward.

///



**RESOLUTION NO. 1516 -2021  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AUTHORIZING THE PRUCHASE OF  
VEHICLES FOR PUBLIC WORKS AND THE ADMIN FUND**

**WHEREAS**, the City adopted Resolution No. 1490-2021 establishing the City's Operating and Capital Budget for Fiscal Year (FY) 2021-21 and amending the budget through Resolution No. 1510-2021; and

**WHEREAS**, on November 16, 2021, the City Council authorized staff to seek bids for two vehicles with specific parameters, pursuant to Section 20160 et seq. of the California Public Contract Code and the Rio Dell Municipal Code; and

**WHEREAS**, the authorization for the purchase of new vehicles requires approval from the Rio Dell City Council; and

**WHEREAS**, three proposals were received as follows:

Subaru Legacy Base	
Mccrea	\$29,659.50
Redding	\$29,985.26
Ford F-Series SD	
Harper	\$50,595

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rio Dell, California, as follows:

1. Authorize the purchase of the following vehcies:

Admin Car Fund: One (1) 2022 Subaru Legacy Base \$29,659.50

Public Works: One (1) 2022 Ford F-Series SD \$50,595.00

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 7<sup>th</sup> day of December, 2021 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

---

Debra Garnes, Mayor

ATTEST:

---

Karen Dunham, City Clerk

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

Ref#	Date	Vendor	Description	Amount
10520	11/03/2021	[3975] AT&T - 5709	FAX LINE EXPENSES FOR OCT. 2021-PD, FAX LINE EXPENSES FOR OCT. 2021-CITY HALL	56.33
10521	11/03/2021	[2102] JOHN D BEAUCHAINE	Reimbursement for Covid Rapid tests from Walgreens	78.09
10522	11/03/2021	[4937] CA DEPT OF TRANSPORTATION	SIGNALS & LIGHTING BILLING JULY 2021 THROUGH SEPTEMBER 2021	289.98
10523	11/03/2021	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR NOVEMBER 2021	5,766.66
10524	11/03/2021	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 10/22/2021	165.00
10525	11/03/2021	[6904] EDGE ANALYTICAL, INC.	Biosolids Testing	182.00
10526	11/03/2021	[7273] GOVERNMENT FORMS & SUPPLIES	Oval Seal Embosser	101.85
10527	11/03/2021	[4099] HARPER MOTORS	New Battery for PD Ford 2017 Interceptor	178.42
10528	11/03/2021	[5484] LISA WEIMIN HUANG	Reimbursement for Credit on Variance Deposit	374.88
10529	11/03/2021	[2457] H.C. CLERK-RECORDER	Copies	15.00
10530	11/03/2021	[2474] HUMMEL TIRE & WHEEL, INC	Tire Change on 13 Ford Interceptor	710.90
10531	11/03/2021	[2501] KEENAN SUPPLY	Brass Meter Adapter, Brass Ball Valve Handle, IMP Brass Bushing	202.42
10532	11/03/2021	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for October 2021	1,900.00
10533	11/03/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	217.52
10534	11/03/2021	[2570] NILSEN COMPANY	252 Salt Softener Solar 40# - Salt for Chlorine	1,398.38
10535	11/03/2021	[5934] NORTH COAST JOURNAL, INC	Help Wanted Ad- Police Officer, Help Wanted Ad- Police Officer	311.00
10536	11/03/2021	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR NOVEMBER 15 THROUGH DECEMBER 15, 2021; AND	1,330.00
10537	11/03/2021	[2659] RIO DELL PETTY CASH	PETTY CASH FOR OCTOBER 2021: BD Sharp Collection 3.3 Qt; Candy & Treats for School	45.87
10538	11/03/2021	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR NOVEMBER 2021	124.00
10539	11/03/2021	[7185] STAPLES ADVANTAGE	Jumbo Paper Clips, Calculator Ribbon, Correction Tape, Post-it "Sign Here" Tags, Invisible	96.69
10540	11/10/2021	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR OCTOBER 2021	461.20
10541	11/10/2021	[2224] AQUA BEN CORPORATION	Hydrofloc 851 275 gal. tote	2,975.40
10542	11/10/2021	[4892] KEVIN T CALDWELL	Reimbursement for Bumper Repairs- damage occurred during Building Inspections	1,982.73
10543	11/10/2021	[4697] AMANDA CARTER	Reimbursement for LOCC Annual Conference The Citizen Hotel 3 night stay	1,013.01
10544	11/10/2021	[2293] CITY OF FORTUNA	Live Scan - Management Analyst I	35.00
10545	11/10/2021	[2405] FORTUNA ACE HARDWARE	1 gal White Distilled Vinegar, 4 gals Distilled Arrowhead Water	18.97
10546	11/10/2021	[2437] HACH	3 Reagent Set, Cholirine Free CL17; 3 Reagent Set, Cholirine Total CL17;	461.73
10547	11/10/2021	[2501] KEENAN SUPPLY	Blue Tracer Wire, 6 PVC DR18 CL150 C900 Pipe, Six Hymax 2 Flip 260 PSI	2,706.67
10548	11/10/2021	[7203] LECHOWICZ & TSENG MUNICIPAL	Water/Sewer Rate Study	5,210.00
10549	11/10/2021	[7211] MORALES CARBONELL, DOUGLAS	REFUND DEPOSIT	165.15
10550	11/10/2021	[6522] NORTHCOST HORTICULTURE SUPPLY	Magnetic Drive H2O Pump	123.68
10551	11/10/2021	[7040] PETERSEN, SANDI	REFUND DEPOSIT	199.06
10552	11/10/2021	[5772] SACRAMENTO VALLEY ASSOCIATION OF	Webinar (10.21.2021) - Introduction to Fire Sprinkler Plan Review, Webinar (10.6.2021) -	155.00
10553	11/10/2021	[7056] SAGER, ANNA OR MOLLIE	REFUND CUSTOMER DEPOSIT	172.96
10554	11/10/2021	[6373] THATCHER COMPANY, INC.	Sierra Sani-Chlor - 330 G Tote, Empties Refund	1,492.23
10555	11/10/2021	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR OCTOBER 2021, LEGAL SERVICES FOR OCTOBER 2021	3,788.50

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

Ref#	Date	Vendor	Description	Amount
10556	11/10/2021	[2750] USA BLUEBOOK	DPD Dispenser, (OR)Sulfite Test Kit SU-5, (OR)Sulfuric Acid Solution	222.76
10557	11/10/2021	[2772] WENDT CONSTRUCTION, INC	22.94 Tons Ex Street Asphalt (from Healdsburg)	1,120.00
10558	11/10/2021	[2779] WILDWOOD SAW	4 Oregon 90PX050 Saw Chain	71.75
10559	11/18/2021	[2895] CA ASSOCIATION OF CODE ENFORCEMENT	2021/2022 CACEO MEMBERSHIP DUES	95.00
10560	11/18/2021	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 11/05/2021	120.00
10561	11/18/2021	[7037] DEAN, CRYSTAL	REFUND NEW CUSTOMER DEPOSIT	160.57
10562	11/18/2021	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	BLOOD ALCOHOL ANALYSIS FOR SEPT 2021	70.00
10563	11/18/2021	[5352] JOANNE E FARLEY	Mileage from 7/1-8/5/2021	43.18
10564	11/18/2021	[2405] FORTUNA ACE HARDWARE	White Distilled Vinegar 2 gal, Key Silcock	19.77
10565	11/18/2021	[6943] PACE SUPPLY CORP	Nipple Brass, Angle Ball Meter, Rubber Meter Gasket, Dual Armor FCRC Ford, Dual Armor	1,766.29
10566	11/18/2021	[6349] RECOLOGY EEL RIVER	Garbage Bags Month of October 2021	257.15
10567	11/18/2021	[2668] ROBERT W SHAW, dba RWS SERVICES	Upgrades, Radio, Faceplate, Programming and Setup	2,755.26
10568	11/18/2021	[2682] SMALL CITIES ORGANIZED RISK EFFORT	ANNUAL PREMIUM 7/1/21-6/30/22 FOR LIABILITY, PROPERTY & EPLI INSURANCE,	160,403.90
10569	11/18/2021	[7185] STAPLES ADVANTAGE	3 True Red HP Toner (Cyan, Magenta, Yellow)	264.03
10570	11/18/2021	[6825] SUDDENLINK	INTERNET SERVICES NOVEMBER 2021	900.00
10571	11/18/2021	[2319] SUDDENLINK COMMUNICATIONS	PUBLIC WORKS INTERNET & CITY HALL/PD/ PW PHONE SERVICES 11/10/21 - 12/9/21	543.36
10572	11/18/2021	[2750] USA BLUEBOOK	Pumps, Power Adapter	75.24
10573	11/23/2021	[6038] ACCURATE TERMITE & PEST SOLUTIONS	RODENT & INSECT CONTROL @ 475 HILLTOP DR	275.00
10574	11/23/2021	[6620] CDTEFA	WR STF 013-836682 ANNUAL WATER RIGHTS FEES 7/1/21 - 6/30/22, WR STF 094-013239	1,051.98
10575	11/23/2021	[2385] EUREKA READYMIX	25.80 Tons of Sand PU	444.79
10576	11/23/2021	[7109] FRIESEN DESIGN BUILD, LLC	Reimbursement on Overpayment for Water&Sewer Connection	7,394.98
10577	11/23/2021	[5052] GHD, INC	SRTS Safety Improvement & Community Outreach Project, Professional Engineer Services	13,059.46
10578	11/23/2021	[2501] KEENAN SUPPLY	10 Aym 74758-11 Ranger Fittings, Returned 7 Aym 74758-11 Ranger Fittings	313.39
10579	11/23/2021	[7220] LARRY WALKER ASSOCIATES, INC.	Assistance during NPDES permit reissuance. For Services Rendered Through 10/31/2021	12,447.25
10580	11/23/2021	[6998] MAD RIVER COMMUNITY HOSPITAL	PRE-EMPLOYMENT PHYSICAL & EVALUATION; DRUG SCREENING - Management Analyst I	253.75
10581	11/23/2021	[5934] NORTH COAST JOURNAL, INC	Help Wanted Ad - Police Officer, Help Wanted Ad - Police Officer, Help Wanted Ad - OIT	518.00
10582	11/23/2021	[2569] NORTH COAST LAB., INC.	BOD/NFR	215.00
10583	11/23/2021	[6100] NORTHERN CALIFORNIA GLOVE	Sweatshirt Pullover, Nitrile Blue Gloves Large, Nitrile Blue Gloves XLarge, AstroGrip Nitrile	178.62
10584	11/23/2021	[6806] PINTERMEDIA LLC	MONTHLY WEB HOSTING FEE FOR DECEMBER 2021	30.00
10585	11/23/2021	[6373] THATCHER COMPANY, INC.	300 gal Sodium Bisulfite	1,844.28
10586	11/23/2021	[2754] US CELLULAR	MONTHLY SERVICE FOR SAFETY PHONE 11/08-12/02/2021	60.92
10587	11/23/2021	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR DECEMBER 2021	391.07
<b>Total Checks/Deposits</b>				<b>241,873.03</b>

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

Ref#	Date	Vendor	Description	Amount
9837070	11/01/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR ALLIED ADMINISTRATORS-DELTA DENTAL ONLINE PAYMENT FOR DEC. 2021	-2,253.43
9837078	11/01/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR BANK OF AMERICA CREDIT CARDS ONLINE PAYMENT FOR OCTOBER 2021.	-635.62
9261360	11/01/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE ONLINE PAYMENT FOR OCTOBER 2021	-754.36
868-192	11/01/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 11/01/2021	-3,305.54
782-176	11/01/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 11/01/2021 FINAL PAYCHECK FOR P.D. EMPLOYEE	-423.31
198040	11/01/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 11/01/2021	-16,561.12
9837073	11/01/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 11/01/2021	-1,693.24
9837077	11/01/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT FOR PPE 10/22/2021	-8,271.85
9837071	11/02/2021	ELECTRONIC FUNDS TRANSFER	State Water Resources Control Board/CWSRF Financing Agreement Contract#11837,	-302,933.39
5669681	11/08/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR WEXBANK/SHELL FUEL CO ONLINE PAYMENT FOR OCT/ NOV 2021-2022.	-2,903.70
639129	11/09/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 11/05/2021	-7,727.11
4508467	11/15/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 11/05/2021	-13,382.56
138-464	11/15/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 11/05/2021	-2,429.60
9837079	11/18/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR DEARBORN LIFE INSURANCE ONLINE PAYMENT FOR DECEMBER 2021	-360.00
9837082	11/19/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR NOVEMBER 2021	-17,532.14
646524	11/22/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 11/19/2021	-7,727.11
3730231	11/22/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR DECEMBER 2021	-365.37
9837080	11/22/2021	WITHDRAWALS	BANK ANALYSIS FEE FOR NOVEMBER 2021	-266.75
1122F21	11/22/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR BENEFIT BRIDGE/PUBLIC AGENCY COALITION ONLINE PAYMENT FOR DEC. 2021.	-23,957.94
7997921	11/24/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR BANK OF AMERICA CREDIT CARDS ONLINE PAYMENT FOR OCT/NOV 2021	-3,028.09
4184037	11/29/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 11/19/2021	-13,534.88
410-272	11/29/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 11/19/2021	-2,477.86
<b>Total EFT's/Bank Withdrawals</b>				<b>-432,524.97</b>

Ref#	Date	Vendor	Description	Amount
TRX TO PR	11/8/2021	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 11/05/2021	-35,917.84
TRX TO PR	11/22/2021	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 11/19/2021	-36,545.34
<b>Total Transfer Between Accounts</b>				<b>-72,463.18</b>

Ref#	Date	Vendor	Description	Amount
9837081	11/30/2021	DEBIT CARD WITHDRAWAL	POSTAGE TO MAIL NOVEMBER'S UTILITY BILLS FY2021/2022.	-441.59
<b>Total Debit Card Withdrawals</b>				<b>-441.59</b>



## **Staff Highlights – 2021-12-07**

---

### **City Council**

Through December advertisements featuring Mayor Garnes will be playing on radio stations KSLG, KWSW, KEKA, KINS, Power 96, Cool 105 & Big Red. The Mayor and other speakers will be advising listeners about waste reduction during the holidays and is made possible through the Solid Waste Local Task Force which includes all the cities in the county, and the County of Humboldt.

### **City Manager**

Recruitment and interviews for OIT and part time Utility Worker.

Street striping currently scheduled for the end of this week (weather permitting).

Met with the façade improvement Ad Hoc

Responded to questions from the State Water Board Re: Prop 1 Water CIP grant (good news).

Rio Dell's sidewalk infill project was approved by HCAOG and now goes to the California Transportation Commission.

Drafted and issued agreement with GR Sundberg for street patch repairs.

Submitted SB 1382 low population waiver request to CalRecycle re: mandatory organics recycling.

Discussions with GHD about making application for grant funding for wastewater line upsizing at Painter Street.

### **City Clerk**

Processed four (4) Building Permit Applications:

488-490 Sequoia Ave. - Re-Roof Residence

1187 Riverside Dr. – Wood Stove Insert

137 Meadowbridge Dr. – Siding

502 Wildwood Ave. – Two Sewer Cleanouts

Processed one (1) Encroachment Permit:

Mr. Rooter - 502 Wildwood Ave. – Install Cleanout in Sidewalk

Processed two (2) Business License Applications:

Jeanette Lopez & Manuela Tovar – Housekeeping Services





Precision Concrete Cutting – Non-Resident Contractor

Misc:

Submitted Employment Data Report for November

Submitted CHF-CIRB Monthly Building Permit Report for November

Worked on File Retention Project

Sent Letter to Vacation Rental Property regarding past due TOT Taxes

Submitted U.S. Census Building Permit Report for October & November

### **City Attorney**

### **Human Resources, Risk & Training**

### **Finance Department**

### **Public Works Water**

Water Service line Leak at 480 2<sup>nd</sup> Ave

Water Service line leak at 212 Davis St

Daily Service orders

Garbage cleanup at Infiltration Gallery

Monthly Water Meter reads and consumption Checks

Monthly Reports to SWRCB

Replace 30HP motor on Effluent Pump 2 at Water Treatment Plant

Reprogram AquaVar controller for Effluent pump 2

Utility Crew Online Training for Water Licensing

### **Public Works Wastewater**

Cleaning Contact Basin and Plant maintenance.

Discharging to the Eel River: Eff-001

Submitted Draft Title 22 engineering report to the State board DDW.

Submitted NPDES permit application.



Tesla is on site and scheduling appointment with PG&E.

Plant and Corp yard mowing and weed eating.

Ordered back up pumps for the Dechlorination System.

Scheduling Sewer lateral and water lateral replacement on Cherry Ln.

Check up meeting with GHD on SSES and submitting construction application for Paint St upsizing project.

### **Public Works Streets, Buildings and Grounds**

General Grounds Maintenance at Parks and City Hall.

Garbage pickup throughout town

Tree and debris removal throughout town

Patched potholes throughout town.

Drainage and DI Cleaning throughout town

Vehicle maintenance on Public works vehicles repair Seats and install seat covers

General Corp yard clean up and Shop area Cleanup.

### **Public Works City Engineer**

### **Public Works Capital Projects**

### **Police Department**

The Department had the following statistics for the period of November 9, 2021, to November 30, 2021. This period of time saw a lower than average numbers across all three metrics. This may be due in part to lower staffing due to loss of an employee, illness, and vacations. The summation of Calls for Service may greater than the total as multiple officers can now be assigned to the same call for service. There may also be administrative calls for service that are not documented below.

Officer	Calls for Service	Reports	Arrests
Conner	43	3	0
Beauchaine	39	6	1
Landry	57	10	8
Burns	71	5	1
Johnson	72	11	5



Fielder	22	1	0
Clark	5	0	N/A
Totals	272	36	15
Averages	12.4 per day	12.0 per week	5.0 per week
2021 Yearly Average	17.5 per day	15.4 per week	8.0 per week

Calls for Service at 355 Center Street

Type	Date	Time	Location	Primary Unit	Case #
SUSC	11/11/2021	20:12:12	355 CENTER ST	R615	
SUSC	11/12/2021	08:41:27	355 CENTER ST	6S2	
FI	11/12/2021	19:32:25	355 CENTER ST	R618	
415N	11/13/2021	07:07:45	355 CENTER ST	6S2	
415N	11/14/2021	16:11:40	355 CENTER ST	6S1	
415	11/23/2021	19:53:31	355 CENTER ST	R615	
10851R	11/26/2021	12:54:39	355 CENTER ST	6S1	21-0000680
FU	11/26/2021	20:42:42	355 CENTER ST	R618	
415	11/26/2021	23:46:59	355 CENTER ST	R618	
FOOT	11/28/2021	05:58:22	355 CENTER ST	6A1	
415N	11/28/2021	07:58:21	355 CENTER ST	6A1	
UNW	11/28/2021	12:13:45	355 CENTER ST	6A1	

415N – Noise Complaint

415 – Disturbance

10851R – Stolen vehicle report

FI – Field interview or pedestrian contact

FU – Follow-up or other generic call for service

SUSC – Suspicious circumstances

UNW – Unwanted person

R615 – Officer Liam Burns

R618 – Officer Russell Johnson

6A1 – Chief Jeff Conner

6S1 – Sergeant John Beauchaine

6S2 – Corporal Crystal Landry

During the period of November 1 to November 30, 2021, there were 12 calls for service related to animal control issues. One dog and four cats were transported to Miranda's Rescue. The highlights included the disposal of two animals that had been hit by cars and advising a resident on Gunnerson that crowing roosters were not allowed in residential zones.

Sergeant John Beauchaine attended a public forum hosted by Supervisor Rex Bohn and Sheriff William Honsal in Scotia that discussed law enforcement in the community across the river.

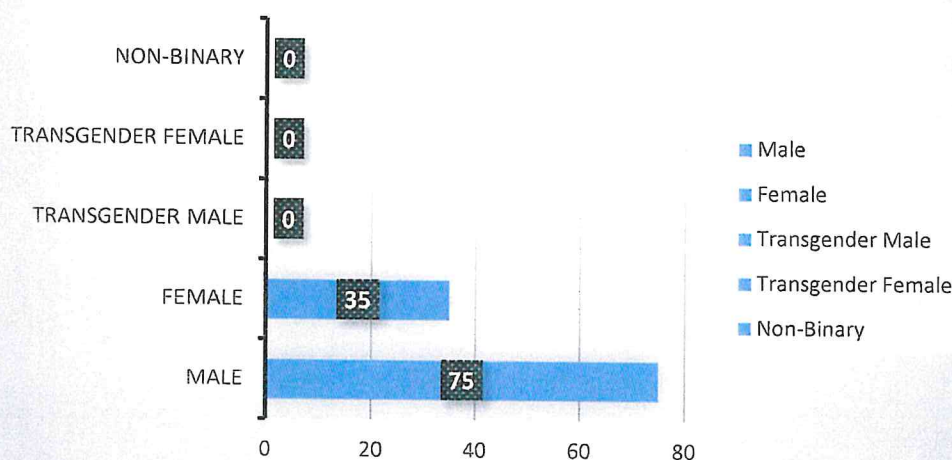
The department transitioned to the National Incident Based Reporting System (NIBRS) of Uniform Crime Reporting (UCR). This change was required by the FBI and standardizes crime reporting across the



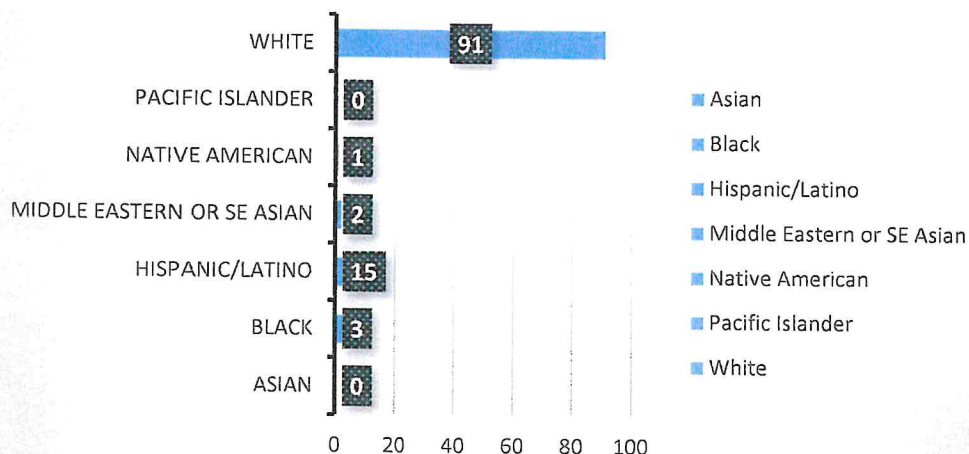
country. There has been a steep learning curve in regards to report writing, but most of the bumps are beginning to level out now that we have been using this system for several weeks.

The Department has started to collect stop data as required by the Race and Identity Profiling Act of 2015. The following charts show the data for gender, race, searched by race, and arrested by race in the month of October, 2021. There were 110 detentions/searches in that time period. We have started to submit our data to the Department of Justice testing site. We are on schedule for submitting our data to the Stop Data Portal by January 1, 2022.

### RDPD Stop Data - Gender

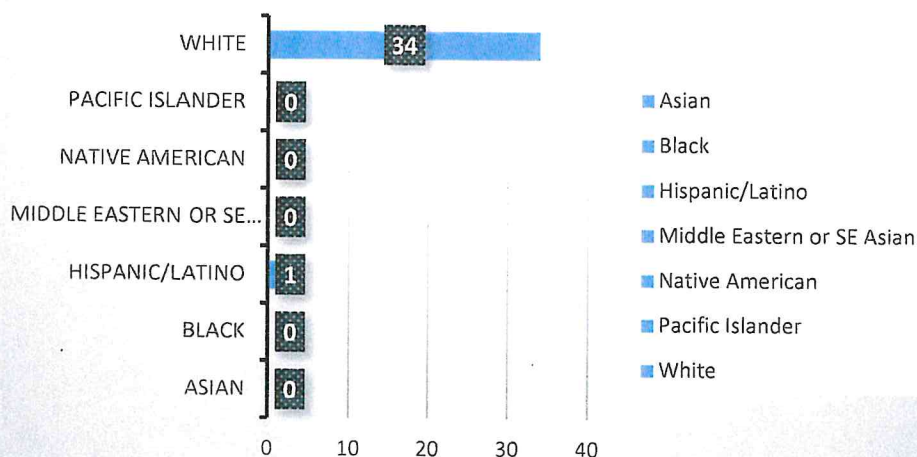


### RDPD Stop Data - Race

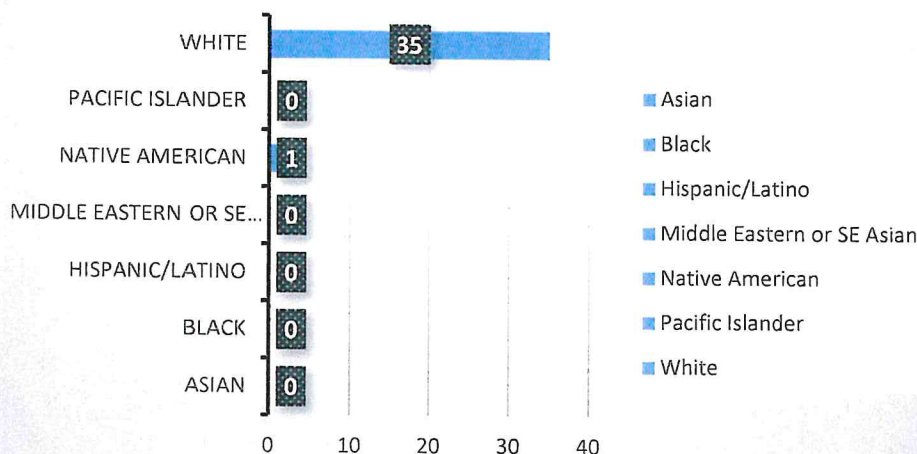




## RDPD Stop Data - Search by Race



## RDPD Stop Data - Arrest by Race



On November 18, 2021, Officer Burns stopped a car that driving erratically on Second Avenue. Officer Burns detected the odor of alcohol coming from the driver as well as other objective symptoms of intoxication. He had the driver attempt to perform a series of field sobriety tests and then arrested him for DUI. When the suspect was placed into the rear of the patrol car, he became agitated and started to kick the rear windows. Officer Burns called for assistance and members of the Rio Dell Fire Department and the Fortuna Police Department came to assist. The officers tried to place the suspect into the "Wrap," a heavy cloth restraint system. The suspect continued to resist including biting one fireman's foot and spitting on another. He was eventually secured and then transported to the jail. He was charged with resisting arrest, assault on a peace officer or fireman, DUI and several other less serious charges.



On November 26, 2021, Sergeant John Beauchaine spotted a car that had just been reported as stolen. As the car passed him, he realized that it was occupied by two teenage girls. He pulled over the car and one girl immediately apologized for stealing the car. Both girls were held until they could be turned over to the Highway Patrol and the Arcata Police Department. A search of the car located stolen property including marijuana and weapons. The car was returned to the owner.

### **Code Enforcement**

During the period of November 9 to November 30, 2021, the Department opened six new code enforcement cases dealing with junk or inoperable vehicles and closed eleven. Of the closed cases, five cars were towed by the City while the remainder were moved by their owners.

During the period of November 9 to November 30, 2021, the Department opened four new code enforcement cases. One was for excessive vegetation on an empty lot, another was for a crowing rooster in a residential zone and the remaining two for violation of the commercial cannabis ordinances that were brought to light during search warrants served by the County Marijuana Eradication Team. The Department closed four cases in the same time frame. A long-standing case on Berkeley was closed when the occupants were evicted and the property cleaned up during escrow. The other three cases all dealt with animal issues that were resolved by the pet owners. There were 45 open cases at the end of this reporting period.

### **Community Development Department**

Complete review and comments on Regional Climate Action Plan.

Attend CAP virtual meeting.

Attend REAP Virtual meeting

Electrical Inspections 1000 Pine Street

Review Cultural Resource Study for Cortazar Subdivision

Roof Inspections 488 – 490 Sequoia Avenue

Electrical/Solar Inspections 2370 Rio Vista Lane

Rough Plumbing/ Electrical Inspections 2401 Rio Vista Lane

Review National Construction Estimator for removal and replacement of Gateway trees. Prepare estimate.

Prepare Notice of Exemption for Center Street Dog Park

Siding Inspections 137 Meadowbridge Avenue



Review plans for storage building 232 Belleview Avenue

Façade Improvement Committee meeting

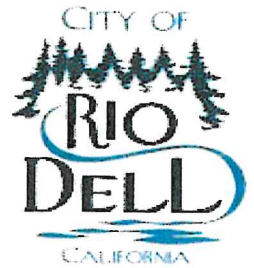
Solar Inspection 350 Painter Street

Review 2021 Legislative Summary

Submit CEQA Notice of Exemption for Center Street Dog Park

**Intergovernmental**

**Humboldt-Rio Dell Business Park**



---

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

December 7, 2021

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion on City Social Media and City Social Media Policy

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Direct staff to draft a Social Media Policy and return to the Council for consideration.

BACKGROUND AND DISCUSSION

Both Councilmember Carter and Mayor Garnes have discussed with staff the need for a social media presence from the City. Currently, the City has no official social media presence. Prior to 2014 an employee of the Rio Dell Police Department created a Facebook account that was used for a short period of time and fell into disuse after employment separation. Access credentials to the account have been lost. Around 2016, the City reserved a Facebook account and Twitter account that are also not actively used but are ready for content to be added in order to go live.

Social Media use by a government agency, its elected officials, departments and staff is more complicated than use by an individual or private business. Speech is constitutionally protected from censorship by the government, including city government. Case law has been building over the years though to better define how a city government can participate in and maximize the beneficial aspects of social media. There are many examples of appropriate approaches to this issue.

It is staff's recommendation that a social media policy be developed prior to implementation of a social media presence. Staff recommends that the policy be based upon the best practices of our neighbors, CalCities partners and also be vetted by the City Attorney to ensure that the policy and presence adheres to the law.

Attachments:

Example of a Social Media Policy for a municipal government -

///



## SAMPLE SOCIAL MEDIA POLICY

### I. INTRODUCTION

The [City/Town] of \_\_\_\_\_ permits departments to utilize social media sites and social networking sites (collectively “social media sites”) to further enhance communications with its residents and various stakeholders in support of [City/Town] goals and objectives. [City/Town] officials and [City/Town] departments have the ability to publish articles, facilitate discussions and communicate information through such media to conduct *official* [City/Town] business. Social media sites facilitate further discussion of [City/Town] *government business*, operations and services by providing members of the public the opportunity to participate in many ways using the Internet.

This policy sets forth general guidelines that must be adhered to with respect to utilization of social media sites for official [City/Town] purposes. Questions regarding this Policy should be directed to \_\_\_\_\_ [insert title of appropriate official]. These guidelines may be supplemented by more specific administrative procedures and rules as may be issued. Furthermore, this Policy may be amended from time to time, and is meant to be read in conjunction with all other applicable policies and procedures of the [City/Town] of \_\_\_\_\_.

### II. DEFINITIONS

1. “Social media sites” and “social networking sites” refer to websites that facilitate user participation, networking, and collaboration through the submission of user generated content. Social media in general includes tools such as: blogs, wikis, microblogging sites, such as Twitter; social networking sites, such as Facebook and LinkedIn; video sharing sites, such as YouTube; and bookmarking sites such as Del.icio.us.
2. A “social media identity” is a specific user identity or account that has been registered on a third party social media site.
3. A “blog” (an abridgement of the term web log) is a [City/Town] of \_\_\_\_\_ website with regular entries of commentary, descriptions of events, or other material such as graphics or video.
4. A “moderator” is an authorized [City/Town] of \_\_\_\_\_ official (appointed or elected) or employee, who reviews, authorizes and allows content submitted by the [City/Town] officials, employees and public commentators to be posted to a [City/Town] of \_\_\_\_\_ social media site or sites.

### III. POLICY

1. All [City/Town] social media sites shall be:
  - a) approved by \_\_\_\_\_ [insert title of appropriate official]; and
  - b) published using social media platform and tools approved by the Information Technology Department (“IT”).

2. The official posting for the [City/Town] will be done by \_\_\_\_\_ [insert title of appropriate official] or their designee.
3. Departments have the option of allowing employees to participate in existing social media sites as part of their job duties, or allowing employees to create social media sites as part of their job duties. Department Heads may allow or disallow employee participation in any social media activities in their departments.
4. All [City/Town] social media sites shall adhere to applicable state, federal and local laws, regulations and policies including the Public Records Law, Public Records retention schedules, Open Meeting Law, Copyright Law and other applicable [City/Town] policies.
5. Public Records Law and e-discovery laws and policies apply to social media content. Accordingly, such content must be able to be managed, stored and retrieved to comply with these laws. Furthermore, once such content is posted on a social media site, it should stay posted, unless it is removed for one of the reasons set forth below in paragraph Numbers 10 or 11, or it is changed to fix spelling or grammar errors.
6. All social media sites and entries shall clearly indicate that any content posted or submitted is subject to public disclosure.
7. Each [City/Town] social media site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social media/network site. Where possible, social media sites should link back to the official [City/Town] of \_\_\_\_\_ Internet site for forms, documents and other information.
8. Each [City/Town] social media site shall indicate to users that the site is subject to a third party's website Terms of Service. Furthermore, each [City/Town] social media site shall indicate that: the social media site provider could collect personal information through user's use of the social media site; and that this personal information may be disseminated by the third party; and that such dissemination may not be governed or limited by any state, federal or local law or policy applicable to the [City/Town].
9. All social media sites shall clearly indicate they are maintained by the [City/Town] of \_\_\_\_\_ and shall have the [City/Town] of \_\_\_\_\_ contact information prominently displayed.
10. The [City/Town] reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
11. [City/Town] social media content and comments containing any of the following forms of content shall not be allowed for posting:
  - a) *Comments or content* not topically related to the particular site or blog article being commented upon;
  - b) Profane, obscene, or vulgar language or content;

- c) *Comments or content* that promotes, fosters or perpetuates discrimination on the basis of race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetic information, or active military status;
- d) *Comments or content that is threatening or harassing;*
- e) *Sexual comments, content, or links to sexual content;*
- f) Conduct or encouragement of illegal activity;
- g) Information that may tend to compromise the safety or security of the public or public systems;
- h) Content that violates a legal ownership interest of any other party;
- i) *Protected health information;*
- j) *Personnel information; or*
- k) *Other information that is not public record or is otherwise privileged from public disclosure.*

12. All [City/Town] social media moderators shall be trained regarding the terms of this policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.

13. Where appropriate, [City/Town] IT security *and/or computer use* policies shall apply to all social media sites and articles.

14. Officials (elected or appointed) and employees representing the [City/Town] via social media sites must conduct themselves at all times as a representative of the [City/Town] and in accordance with all applicable rules, regulations, and policies (including personnel policies) of the [City/Town] of \_\_\_\_\_. See Section IV, Employee Guidelines for Use of Social Media Sites.

15. No [City/Town] or department social media site can endorse or otherwise cite (either with approval or disapproval) vendors, suppliers, clients, citizens, co-workers or other stakeholders.

16. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

#### **IV. EMPLOYEE GUIDELINES FOR USE OF SOCIAL MEDIA SITES**

1. **Electronic Communications and Computer Usage Policy.** All employees are responsible for understanding and following the [City/Town]'s Electronic Communications and Computer Usage Policy, in addition to this Policy.

2. **First Amendment Protected Speech.** Although the [City/Town] can moderate the social media sites that accept comments from the public (such as blogs and wikis) to restrict speech that is obscene, threatening, discriminatory, harassing, or off topic, employees cannot use the moderation function to restrict speech with which the [City/Town] merely disagrees (i.e. subject matter restrictions). Users have some First Amendment rights in posting content to public social media sites hosted by municipalities. Moderators must respect those rights by posting all comments other than those excluded for specific legitimate reasons, as referenced above.

3. **Copyright Law.** Employees must abide by laws governing copyright and fair use of copyrighted material owned by others. Never reprint whole articles or publications without first receiving written permission from the publication owner. Never quote *an* excerpt of someone else's work *without acknowledging the source*, and, if possible, provide a link to the original.

4. **Conflict of Interest.** *Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest for the Town or any of its employees, as defined by G.L. c. 268A.*

5. **Protect Confidential Information.** Never post legally protected personal information that you have obtained from the [City/Town] (e.g., information that is not public record under the Public Records Law, G.L. c.66, §10 and G.L. c. 4, §7(26), or whose dissemination is restricted under applicable Federal or State privacy laws or regulations). Ask permission to publish or report on conversations that occur within the [City/Town]. Never post information about policies or plans that have not been finalized by the [City/Town], unless you have received explicit permission from your supervisor to post draft policies or plans on the department's social media sites for public comment.

6. **Consider Your Content.** As informal as social media sites are meant to be, if they are on a government domain or a government identity, they are official government communications. Social media sites will be sought out by mainstream media – so a great deal of thought needs to go into how you will use the social media in a way that benefits both the [City/Town] and the public. Employees should not comment about rumors, political disputes, or personnel issues, for example.

7. **Handling Negative Comments.** Because the purpose of many social media sites, particularly department blogs and wikis, is to get feedback from the public, you should expect that some of the feedback you receive will be negative. Some effective ways to respond to negative comments include:

- a) Providing accurate information in the spirit of being helpful;
- b) Respectfully disagreeing; and
- c) Acknowledging that it is possible to hold different points of view.

8. **Respect Your Audience and Your Coworkers.** Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in your department's workplace. Do not be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, threats of violence, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as party politics and religion. Do not use your department's social media presence to communicate among fellow [City/Town] employees. Do not air your differences with your fellow [City/Town] employees on your department's social media's sites.

9. **Use the Social Media Site or Identity Only to Contribute to your Department's Mission.** When you contribute to your department's social media site or identity, provide worthwhile information and perspective that contribute to your department's mission of serving the public. What you publish will reflect on the [City/Town]. Social media sites and identities should be used in a way that contributes to the [City/Town]'s mission by:

- a) Helping you and your co-workers perform their jobs better;
- b) Informing citizens about government services and how to access them;
- c) Making the operations of your department transparent and accessible to the public;
- d) Creating a forum for the receipt of candid comments from residents about how government can be improved; and
- e) Encouraging civic engagement.

10. **Mistakes.** The [City/Town] policy is that once something is posted, it should stay posted. Only spelling errors or grammar fixes should be made without making the change evident to users. If you choose to modify an earlier post, make it clear that you have done so—do not remove or delete the incorrect content; provide the correct information and apologize for the error. Ways to accomplish this include:

- a) Strike through the error and correct; or
- b) Create a new post with the correct information, and link to it from the post you need to correct or clarify.

Either method is acceptable. In order for the social media identity or site to achieve transparency, the [City/Town] cannot change content that has already been published without making the changes clearly evident to users.

11. **Media Inquiries.** [City/Town] or department social media identities or sites may lead to increased inquiries from the media. If you are contacted directly by a reporter, you should refer media questions to \_\_\_\_\_ [insert title of appropriate official].

12. **Personal Comments.** Make it clear when you are speaking for yourself as a resident or stakeholder, and not on behalf of the [City/Town] of \_\_\_\_\_. If you publish content on any website of the [City/Town] and it has something to do with the work you do or subjects associated with the [City/Town], use a disclaimer such as this: “The postings on this site are my own and don’t necessarily represent the [City/Town’s] positions or opinions.”

13. **Employee or Official Profile.** If you identify yourself as a [City/Town] employee or official, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, residents and other stakeholders.

14. **Defamation.** Be aware that employees acting in their individual capacity (not on behalf of the [City/Town]) are not immune from defamation claims. Under Massachusetts law, defamation is established by showing that the defendant published a false, non-privileged statement about the plaintiff to a third party that either caused the plaintiff economic loss or was of the type that is actionable without proof of economic loss. Some statements, like imputation of a crime, are defamatory per se. Avoid statements that may be interpreted as defamatory.

15. **Records Retention.** Social media sites will contain communications sent to or received by [City/Town] officials and employees, and are therefore Public Records. Ensure that the [City/Town] or department retains a copy of the social media content in accordance with Public Records Retention Schedules. Review the third party social media service provider’s terms of service for its record retention practices. Note that while third party social media providers will

most likely save your content for some period of time, they generally will not save it indefinitely. To the extent their policies are inconsistent with Public Records Retention Schedules, the [City/Town] or department should retain copies of social media posts such as by printing or otherwise storing periodic “snapshots” of the social media sites.

**16. Open Meeting Law.** Be aware of the Open Meeting Law and possible violations for improper deliberations outside of a posted meeting. A series of individual postings on a social media site cumulatively may convey the position of a quorum of a governmental body regarding a subject within its jurisdiction, and may constitute improper deliberation among the members of a board or committee.

489999v1

**SOCIAL MEDIA POLICY**

This acknowledges that I have received and reviewed the Social Media Policy, with attachments, of the [City/Town] of \_\_\_\_\_ (“Policy”). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding use of Social Media are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*To be included in employee’s personnel file.*

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



December 7, 2021

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action on the Clean California Grant

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute the scope of services with City Engineer GHD for grant submission and return to the Council with any needed budget adjustment up to \$21,400.

Alternatively:

Choose either Task 1 or Task 2 to proceed, or take no action.

BACKGROUND AND DISCUSSION

On September 21, 2021 the Rio Dell City Council met to discuss the Clean California grant program. During that meeting, the Council directed that the item be referred to the Beautification, Walkability and Pride Committee (BWPC) for a recommendation of projects. Staff would then return to the Council with the proposal(s) and a plan to submit a grant application. Of special note is the extremely short timeline for grant submission. The call for projects was issued on December 1<sup>st</sup> and submissions are due by February 1<sup>st</sup> 2022.

The BWPC met several times to discuss the matter. After a discussion of many project ideas, the Committee settled on submission of two proposals. First, the Eel River Bike Trail proposal traversing a right-of-way between Edwards and Davis Streets and second, a proposal for enhancements to the Wildwood Avenue gateway that would include uniform tree installation and exercise stations. The bike trail proposal has been submitted for grants in the past and requires less effort to submit. The gateway proposal will need to be created from the ground up.

Because of the tight timeline associated with grant submittal and the need to define, or further refine the proposals to better match the grant's criteria, staff will need additional unbudgeted assistance from GHD in order to submit plausible grant applications.

Governor Gavin Newsom launched Clean California, a \$1.1 billion initiative to revitalize California's streets and public spaces through litter abatement and local beautification projects. The statewide program includes potential projects in all 58 counties, with nearly a third of the



funds being directly invested into cities, counties, tribes and transit agencies to clean and enhance local streets and public spaces. Caltrans will award \$296 million in matching grants to fund impactful projects on local streets and roads, tribal lands, parks, pathways and transit centers in underserved, rural and urban communities. The Department is developing a needs-based formula that will provide additional support to underserved communities, with a goal of funding more than 100 local projects a year. Clean California also includes funding for a public education campaign to foster a sense of shared responsibility for litter prevention to help protect our waterways, natural resources, public safety and health.

According to the current data from the Clean California program, Rio Dell would be competitive for such a grant, meeting the criteria as a disadvantaged community where no match would be required.

Attachments:

GHD Proposal  
Eel River Trail project sheet

///

718 3rd St  
Eureka, CA 95501  
USA  
www.ghd.com



2 December 2021

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

**RE: Proposal for Clean California Local Grant Applications**

Dear Kyle

GHD is pleased to provide you a proposal for completing two Clean California Local Grant Applications for the City of Rio Dell, California. The following proposal is based on our understanding of the grant application requirements and our experience gained from successfully completing similar work. We would welcome a discussion on any aspect of this proposal. We can refine our scope, assumptions, and related fee to better meet the needs and goals of the City of Rio Dell, if you so desire.

Our understanding is that the City of Rio Dell would like to complete and submit two separate Clean California Local Grant applications for two projects located within the city limits; with the overall goal of GHD managing, directing, and being in responsible charge of delivering both complete applications by the February 1, 2022 grant application deadline. Our understanding of the two separate projects is outlined below:

- Eel River Trail: This location includes the Edwards Drive to Davis Street trail and associated amenities, located on the eastern edge of town adjacent to the Eel River.
- Rio Dell Gateway Beautification: This location includes improving the subsurface soil conditions and replacing the trees within the Gateway area along Wildwood Avenue in northern Rio Dell. This project also includes the installation of an exercise station within the Gateway area.

SCOPE OF SERVICES

The following tasks define our proposed scope of services:

**Task 1 – Eel River Trail Grant Application**

**Task 2 – Rio Dell Gateway Beautification Application**

Overall GHD will manage, direct, and be in responsible charge for developing and submitting a full and complete Clean California Local Grant for the Eel River Trail project and the Rio Dell Gateway Beautification project.

GHD will collect the required data for each application pulling from project information developed by GHD for other grant pursuits, as well as by distilling information already completed by GHD and/or the City to develop each project.

GHD will also coordinate an application preparation kick-off call to review the application requirements, scoring criteria, and application deadlines. We will also confirm the project descriptions, approach, and the timeline for preparation and review. Following this meeting, GHD will initiate preparation of the narrative components of each application.

GHD will prepare a Draft Application for each project for the City to review. These packages will include all materials and attachments.

GHD will revise each Draft Application according to one set of consolidated, internally consistent comments received from the City. We assume that the City will collect any required signatures, and submit the final application electronically, as required.

*Deliverables:* GHD will provide complete Clean California Local Grant applications for both the Eel River Trail and Rio Dell Gateway Beautification projects as electronic PDFs.

#### ASSUMPTIONS AND EXCLUSIONS

This proposal is based on the following assumptions:

- The City of Rio Dell will complete all public engagement activities required for these grant applications;
- This scope of services does not include anything not specifically identified in the tasks above;
- The fee for this scope of work is based on the level of effort required for the project as a whole and not upon each individual task/subtask.

#### COMPENSATION

The projected fees associated with each task are provided in the following table. The services described herein will be performed on a time and materials (T&M), as needed, basis up to the maximum total fee noted in the following table.

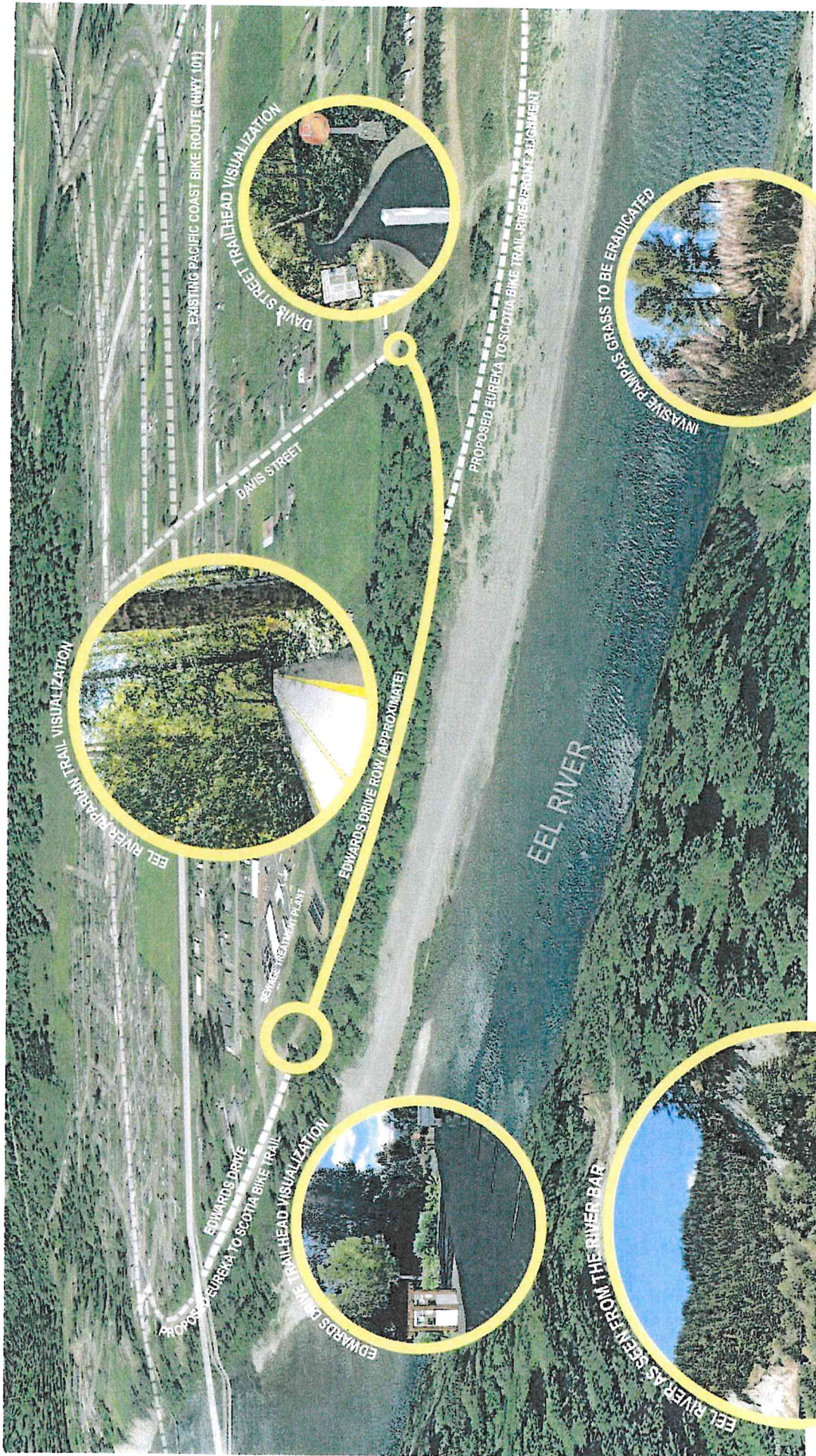
Task Description	Estimated Fee
Task 1 – Eel River Trail Grant Application	\$9,600
Task 2 – Rio Dell Gateway Beautification Application	\$11,800
<b>Estimated time and materials, as needed, not to exceed</b>	<b>\$21,400</b>

Additional services that are not included in this proposal or which are requested by the City can be provided on a time-and-materials basis in accordance with the current fee schedule in effect at the time the work is completed, or by a negotiated fee. We welcome the opportunity to work with you on this significant project. Should you have any questions, please do not hesitate to contact us.

Regards,



**Nathan Sanger, P.E.**  
Project Manager  
707.267.5243  
nathansanger@ghd.com



LEGEND

- PROPOSED EEL RIVER RIPARIAN TRAIL & AMENITIES
- OTHER PROPOSED BIKEWAYS
- EXISTING BIKEWAYS



# EEL RIVER RIPARIAN RECREATION TRAIL

---

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:** December 7, 2021

**SUBJECT:** Resolution Declaring the Need for Continued Virtual Meetings in Accordance with AB 361, or Resolution Discontinuing Virtual Meetings and Resuming In-Person/ Virtual (Hybrid) Meetings

#### **RECOMMENDATION**

Adopt Resolution No. 1513-2021 declaring the need for continued virtual City Council and Commission meetings during declared State of Emergency pursuant to Government Code Section 54953 (AB 361); or

Adopt Resolution No. 1514-2021 declaring the need to resume with in-person/virtual (hybrid) meetings

#### **BACKGROUND AND DISCUSSION**

At the October 5, 2021 regular meeting, the City Council adopted Resolution No. 1505-2021 declaring the need for virtual City Council and Commission meetings during declared State of emergency related to AB 361 exempting the City from certain Brown Act teleconferencing rules. At the November 2, 2021 regular meeting, the City Council adopted Resolution No. 1509-2021 extending the order for another 30 days.

To continue utilizing the AB 361 exemptions to the Brown Act teleconferencing rules, the Council must make the following findings by majority vote every 30 days:

- The legislative body has reconsidered the circumstances of the emergency; and
- Either of the following circumstances exist: The state of emergency continues to directly impact the ability of members to meet safely in person, or State or local officials continue to impose or recommend social distancing measures.

The goal of AB 361 is “to improve and enhance public access to local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options” consistent with Executive Order N-29-20. The bill contains an urgency clause which became effective upon signing with a sunset date of January 1, 2024.

The Humboldt County Public Health Division reported COVID cases in Rio Dell for the period of November 20-December 3, 2021. They also indicated that they are keeping an eye on the new Omicron variant but to date, there have been no cases reported in the United States.

With passage of Resolution 1513-2021, staff will bring the item back at the first meeting in January to reconsider the circumstances of the emergency and, if appropriate, make findings to continue to hold virtual meetings pursuant to AB 361, or to resume in-person or a combination in-person/virtual (hybrid) meetings. With passage of Resolution No. 1514-2021, the City Council and Planning Commission will resume with in-person/hybrid meetings effective with passage of the resolution.

Attachments:

Resolution No. 1513-2021

Resolution No. 1514-2021



**RESOLUTION NO. 1513-2021**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF RIO DELL DECLARING THE NEED TO CONTINUE  
CONDUCTING CITY COUNCIL AND COMMISSION MEETINGS  
REMOTELY DURING DECLARED STATE OF EMERGENCY  
PURSUANT TO GOVERNMENT CODE SECTION 54953 (AB 361)**

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up Zoom meetings for all City Council and Commission meetings; and

WHEREAS, on March 27, 2020, the City Council adopted Resolution No. 1449-2020 declaring a local emergency due to COVID-19; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N08-21, which placed an end date of September 30, 2021, for agencies throughout the state and requiring local agencies to observe all the usual Brown Act requirements as they existed prior to the issuance of the orders; and

WHEREAS, since issuing Executive Order N-08-21, the Delta variant has emerged, causing a spike in COVID-19 cases throughout the state; and

WHEREAS, on August 6, 2021, in response to the Delta variant, the Humboldt County Health Department ordered all individuals to wear masks when inside public spaces and maintain social distancing; and

WHEREAS, on September 16, 2021 Governor Newsom signed AB 361 which allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the rules and procedures established by the previous Executive Brown Act Orders; and

WHEREAS, the City cannot maintain social distancing requirements for the public, staff, Councilmembers, and Commissioners in their respective meeting locations; and

WHEREAS, on October 5, 2021 the City Council adopted Resolution No. 1505-2021 declaring the need for virtual City Council and Commission meetings during declared State of Emergency pursuant to Government Code Section 54953 (AB 361) and;

WHEREAS, the City Council extended the declaration through November, 2021 with passage of Resolution No. 1509-2021; and

WHEREAS, AB 361 provides that, if the state of emergency remains active for more than 30 days, a local agency must make certain findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Rio Dell declares the following:

1. In compliance with AB 361, and in order to continue to teleconference without the usual teleconference requirements of the Brown Act, the City Council makes the following findings:
  - a. The City Council has reconsidered the circumstances of the state of emergency; and
  - b. The state of local emergency continues to directly impact the ability of the City Council and its Commissions, as well as staff and members of the public from meeting safely in person; and
  - c. County of Humboldt Health Department orders require all individuals in public spaces to maintain social distancing; however, the City cannot maintain social distancing requirements for the Councilmembers, Commissioners, staff and the public in the meeting spaces.
2. City Council and Commission meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361, in order to better ensure the health and safety of the public.



3. The City Council will revisit the need to conduct meetings remotely within 30 days of the adoption of the resolution.

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

ATTEST:

I, Karen Dunham, City Clerk of the City of Rio Dell, certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on December 7, 2021 and was adopted thereafter by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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



**RESOLUTION NO. 1514-2021**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF RIO DELL DECLARING THE NEED TO DISCONTINUE  
CONDUCTING CITY COUNCIL AND COMMISSION MEETINGS  
REMOTELY DURING DECLARED STATE OF EMERGENCY  
PURSUANT TO GOVERNMENT CODE SECTION 54953 (AB 361)  
RESCINDING RESOLUTION NO. 1509-2021**

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up Zoom meetings for all City Council and Commission meetings; and

WHEREAS, on March 27, 2020, the City Council adopted Resolution No. 1449-2020 declaring a local emergency due to COVID-19; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N08-21, which placed an end date of September 30, 2021, for agencies throughout the state and requiring local agencies to observe all the usual Brown Act requirements as they existed prior to the issuance of the orders; and

WHEREAS, since issuing Executive Order N-08-21, the Delta variant has emerged, causing a spike in COVID-19 cases throughout the state; and

WHEREAS, on August 6, 2021, in response to the Delta variant, the Humboldt County Health Department ordered all individuals to wear masks when inside public spaces and maintain social distancing; and

WHEREAS, on September 16, 2021 Governor Newsom signed AB 361 which allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the rules and procedures established by the previous Executive Brown Act Orders; and

WHEREAS, on October 5, 2021 the City Council adopted Resolution No. 1505-2021 declaring the need for virtual City Council and Commission meetings during declared State of Emergency pursuant to Government Code Section 54953 (AB 361) and;

WHEREAS, the City Council extended the declaration through November, 2021 with passage of Resolution No. 1509-2021; and

WHEREAS, AB 361 provides that, if the state of emergency remains active for more than 30 days, a local agency must make certain findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules.

WHEREAS, the City Council reviewed the findings and determined that social distancing requirements can be maintained for the public, staff, Councilmembers, and Commissioners in their respective meeting locations.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Rio Dell declares the following:

- a. The City Council has reconsidered the circumstances of the state of emergency; and
  - b. The state of local emergency does not continue to directly impact the ability of the City Council and its Commissions, as well as staff and members of the public from meeting safely in person; and
  - c. County of Humboldt Health Department orders require all individuals in public spaces to maintain social distancing; and the City can maintain those social distancing requirements for the Councilmembers, Commissioners, staff and the public in the meeting spaces.
2. City Council and Commission meetings will resume as in-person/ virtual (hybrid) meetings while ensuring the health and safety of the public, staff, councilmembers and commissioners in their respective meeting locations

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk of the City of Rio Dell, certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on December 7, 2021 and was adopted thereafter by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Karen Dunham, City Clerk