



RIO DELL CITY COUNCIL AGENDA
REGULAR MEETING - 6:30 P.M.
TUESDAY, FEBRUARY 18, 2020
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

***WELCOME** - By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*



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- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CEREMONIAL MATTERS
- E. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.

F. CONSENT CALENDAR

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

- 1) 2020/0218.01 - Approve Minutes of the February 4, 2020 Regular Meeting **(ACTION)**

2) 2020/0218.02-	Approve Resolution No. 1443-2020 authorizing the Mayor to sign letters of Support or Opposition to State and/or Federal Legislation as recommended by the League of California Cities on an urgency basis on behalf of the City Council (ACTION)	12
3) 2020/0218.03 -	Approve Resolution No. 1444-2020 related to Public Agency Pilot Solar Program (ACTION)	15
4) 2020/0218.04 -	Approve Resolution No. 1445-2020 Amending the FY 2019-2020 Budget related to Streets (ACTION)	39
5) 2020/0218.05 -	Receive and File Check Register for January 2020 (ACTION)	42
G.	ITEMS REMOVED FROM THE CONSENT CALENDAR	
H.	REPORTS/STAFF COMMUNICATIONS	
1) 2020/0218.06 -	City Manager Staff Update (RECEIVE & FILE)	46
I.	SPECIAL PRESENTATIONS/STUDY SESSIONS	
J.	SPECIAL CALL ITEMS/COMMUNITY AFFAIRS	
1) 2020/0218.07 –	Discussion on Draft Policy Governing Discontinuance of Residential Water Service for Nonpayment (DISCUSSION/POSSIBLE ACTION)	49
2) 2020/0218.08 -	Appointment of AdHoc Committee related to the Development of a Request for Proposal for Utility Rate Studies (DISCUSSION/POSSIBLE ACTION)	56
3) 2020/0218.09 -	Authorize staff to Develop and Issue Bid for Maintenance Paving (DISCUSSION/POSSIBLE ACTION)	57
K.	ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS	

- 1) 2020/0218.10 - Second Reading (by title only) and Adoption of Ordinance No. 380-2020 Amending Chapter 13.05 Water Rates and Regulations and Chapter 13.10 Sewer Rates and Regulations of the Rio Dell Municipal Code to allow compliance with Senate Bill 998 **(DISCUSSION/ POSSIBLE ACTION)**

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L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, March 3, 2020 at 6:30 p.m.*

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 4, 2020**

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

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

Absent: Councilmember Strahan (excused)

Others Present: City Manager Knopp, Chief of Police Conner, Finance Director Dillingham, Community Development Director Caldwell, Wastewater Superintendent Taylor, City Clerk Dunham and City Attorney Gans (closed session only)

Absent: Water/Roadways Superintendent Jensen

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

Conference with Legal Counsel – Anticipated Litigation – Initiation and/or exposure to potential litigation pursuant to Section 54956.9(d)(2) (d)(4): 1 potential case – facts and circumstances known to adverse party – River’s Edge R.V. Park, 620 Davis St., Rio Dell – Encroachments to Public Right-of-Way

The Council adjourned to Closed Session at 5:00 p.m. with City Manager Knopp, Community Development Director Caldwell and City Attorney Gans to discuss the above matter.

The Council resumed into open session at 6:30 p.m. Mayor Garnes announced that there was nothing to report out of closed session.

PUBLIC PRESENTATIONS

Nick Angeloff provided an update on Chamber of Commerce activities, noted that the lights in the trees at Memorial Park would be taken down over the weekend, and reminded everyone of the candidates’ forum for both District 1 and District 2 candidates. The District 1 event is Thursday, February 6, 2020 at 6:00 p.m. at the Winema Theater in Scotia with incumbent Rex Bohn and challenger Cliff Berkowitz responding to questions about issues facing the Humboldt County Board of Supervisors. The District 2 event is Saturday, February 8, 2020 from 1-4 p.m. at the Chamber of Commerce Office with incumbent Estelle Fennell and four challengers responding to questions about current issues.

Rachel Layman, 160 Ogle Ave. addressed the Council regarding a nuisance abatement issue at 168 Ogle Ave. She indicated that the mounds of trash and garbage piled up in the back yard have created a public health hazard as well as a fire hazard. In addition, she now

has a rodent problem. She commented that she filed complaints with the City and spoke to the police department on multiple occasions but nothing has been done. In addition, she contacted the County Health Department and County Code Enforcement and was referred back to the City.

Susan Nessen, 471 Painter St. addressed the Council in support of Rachel Layman and noted that she has seen rats the size of cats in her yard. She pointed out that these particular people need help as well as the neighbors who have to deal with it every day. She indicated that Rachel would like to sell her home but cannot because of the condition of her neighbor's property and the rat problem it has created.

She then complained about the City's sewer rates not being equitable and said that she lives alone and pays the same sewer rate as her neighbors, particularly the Barisdale's with 14 people in the house or the Patmore's with 12 people which she didn't feel was fair. She added that the councilmembers ran for election to improve the City so they should do their job and address the inequity.

Jonathan Brodeur, 521 View Ave. addressed the Council once again regarding his water and sewer bill noting that there are currently only three people in his house and in the past seven years' his bill has gone from \$113.00 to \$250.00 per month.

Robin May, 44 Columbus St. said that she has lived in Rio Dell for seven years and likes the City and knows that the Council tries hard to make things better but feels the water rates are too high. She indicated that she pays \$116.00 per month for water and sewer, and as a single woman on social security, it is difficult. She said that she would appreciate anything the City could do to help residents on fixed incomes and suggested perhaps an early payment incentive program with a reduced rate.

There being no further public comment, the public presentation portion of the meeting closed.

CONSENT CALENDAR

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

Motion was made by Johnson/Woodall to approve the consent calendar including approval of minutes of the January 21, 2020 Regular Meeting, and approval of Resolution No. 1444-2020 amending the FY 2019-2020 Budget to include funding from the State Water Resources Control Board. Motion carried 4-0.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp provided highlights of the staff report and added that contractors were beginning work on a Cal-Trans related project to repair a drainage problem on Eeloa Ave. The work is not part of the ATP project but in anticipation of the project that will begin over the course of the next year.

Councilmember Wilson mentioned a rumor he heard regarding plans for a second housing development in Rio Dell.

City Manager Knopp clarified that there are no additional government subsidized housing developments underway and mentioned that there is a private 4-plex apartment complex under construction on First and Berkeley Streets. He commented that the parcel with the River Bluff Cottages was the last undeveloped parcel in the City zoned for that type of housing.

Councilmember Wilson advised the public that included in the current FY 2019-2020 budget are funds for water and wastewater rate studies so the Council would be working toward addressing concerns regarding the rates.

City Manager Knopp pointed out that rate studies are typically conducted every five years but they likely would not be completed this fiscal year.

Chief Conner provided an update on the Johnny Renfro homicide case and said that he flew to North Dakota and interviewed the suspect, Demetrius Coleman who was taken into custody and his girlfriend, Alma Mendoza who was also later taken into custody. He reported that arrangements were underway for the Humboldt County Sheriff's Department to fly the suspect back to Humboldt County over the next couple of days. Sergeant Beauchaine would be accompanying a Humboldt County correctional deputy to North Dakota to bring Ms. Mendoza back.

The Council congratulated the Chief and his department for a job well done.

Councilmember Wilson referred to the Community Development Department staff update regarding the phone meeting with LAFCo staff regarding the Rio Dell Fire District annexation and asked if it included changing Rio Dell Fire District's boundaries to include the area north of Rio Dell.

Community Development Director Caldwell indicated that the request was part of the same application to LAFCo.

City Manager Knopp explained that the Fortuna Fire District would be taking that request to their board. If they sign off, then it is a clear path forward; if not, then it will probably not happen. The spirit of the law is certainly within having the boundary changed to include that area in the Rio Dell Fire District's boundary but ultimately it depends on whether the Fortuna

Fire District approves the request.

Councilmember Johnson commented that LAFCo meets bi-monthly with the next meeting scheduled sometime in March.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Public Donations Related to River Bluff Cottages Permanent Supportive Housing

City Manager Knopp noted that there was discussion at the last meeting regarding the development of a charitable donation drive or Go-Fund-Me page to raise funds to purchase housing supplies for residents of River Bluff Cottages. The consensus of the Council was to place the item on this agenda for further discussion. He commented that upon a tour of the facility, it was revealed that the cottages are partially furnished with a loveseat, coffee table, dinette set and a bed although basic household essentials are needed.

Councilmember Johnson said that he discussed with Mayor Pro Tem Woodall the idea of individuals creating a Go-Fund-Me page or buying individual household items, which does not necessarily take a lot of money. He noted that they both supported those ideas.

Councilmember Wilson pointed out the need for coordination to implement those ideas.

Mayor Garnes commented that Councilmember Strahan mentioned churches becoming involved and brought up the idea of Danco management creating a list of needed items similar to a gift registry so people are not going out and buying random items that may or may not be needed. She questioned whether this would be a city, chamber, or community function.

Councilmember Wilson suggested the list be included in a City Newsletter to let people know the types of items needed including consumables.

Mayor Pro Tem Woodall suggested it be a function of the City Council without involvement of City staff and said that she would be willing to be on an ad hoc committee.

Ruth Wilson suggested coordination with the Community Resource Center.

Nick Angeloff, Chamber of Commerce President, offered the Chamber's assistance in taking in donations if the City Council is willing to spearhead it and get the list of items needed. He commented that it is a good cause and is a way of welcoming the residents and wishing them well. He supported a Go-Fund-Me page along with the committee soliciting donations. He made a personal commitment to donate \$100.00.

Mayor Pro Tem Woodall and Councilmember Johnson were assigned to an ad hoc committee to work with the Chamber of Commerce and Danco management to solicit

donations for the residents of the River Bluff Cottages.

Councilmember Johnson said that he was not able to participate in the tour of the facility on January 27th with other councilmembers and staff however; on one of his days jogging by the project, he talked to the superintendent and was provided a private tour. He expressed to him that he wanted the project to be a huge success, not only for Danco and the City, but also for the residents living there. He pointed out that while the City of Fortuna is known as "The Friendly City", Rio Dell is known as "The Warm Hearted City" and he wants the City to live up to that motto. He suggested finding out what the needs of the tenants are and striving toward getting them.

Discussion on Measure Z Grant Application

Chief Conner provided a staff report and reviewed previous years' applications for Measure Z funding. He noted that the City has been the recipient of Measure Z funds and for the past few years has funded a part-time clerical support position in the Police Department. The City requested \$33,500 last year and received \$23,442.

This year's application includes the request for funding for one new patrol vehicle (truck), mobile display terminals for the patrol vehicles and continued funding for the part-time clerical support position.

City Manager Knopp explained that the Measure Z revenue pulled out of the City of Rio Dell is approximately \$143,000 annually so with the \$23,442 amount awarded last fiscal year, the City was a net contributor to Measure Z. What the City has done since inception of Measure Z is take a modest portion of that tax revenue. The County and the Board of Supervisors have been very gracious to make sure Rio Dell is getting at least a portion of that tax revenue back. He pointed out that even if all three of the City's requests were approved, it would still result in a net contribution to the County in Measure Z funding.

There we no recommended amendments to the grant application.

ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

Second Reading (by title only) and adoption of Ordinance No. 378-2019 Establishing a Water Efficient Landscape Ordinance, Chapter 13.40 of the Rio Dell Municipal Code

Community Development Director Caldwell provided a staff report and noted that the ordinance was introduced at the meeting of January 7, 2020 and is back before the Council for its second reading and adoption. As a reminder, he explained that this is a mandated State requirement regarding efficient use of water resources, specifically pertaining to landscaping. The State mandated that local jurisdictions either adopt the State's model ordinance or adopt a more restrictive model. Staff recommended adopting the State's model.

All new development projects are subject to the regulations, including new and rehabilitated residential, commercial, industrial and institutional projects that require a permit, plan check or design review.

Mayor Pro Tem Woodall asked for clarification about the Danco project meeting the requirements.

Community Development Director Caldwell explained that the Danco project did not have any irrigation proposed since most of their plants are native plants, which do not require watering once they are established. He commented that he actually submitted the project to the State indicating this to them.

Councilmember Johnson mentioned that he talked to Danco when he toured the site and they indicated that they would be hand watering for a couple of years to get the plants established. After that, there would be enough water table presence to avoid watering.

Mayor Garnes opened the public hearing to receive public comment on the proposed ordinance.

Jonathan Brodeur asked for further clarification of the ordinance.

Community Development Director Caldwell explained that the idea of the ordinance is to reduce water usage by requiring efficient landscape design and maintenance. The provisions apply to new construction landscape projects with landscape areas 5,000 square feet or greater. He noted that at this point, the provisions do apply to any existing areas in the City. Should the City have a project that has 5,000 square feet of landscape area, then they would be required to provide drought tolerant plants.

There being no further public comment, the public hearing closed.

Motion was made by Johnson/Woodall to approve the second reading (by title only) and adopt Ordinance No. 378-2020 *Establishing a Water Efficient Landscape Ordinance, Chapter 13.40 of the Rio Dell Municipal Code*. Motion carried 4-0.

Introduction and first reading (by title only) of Ordinance No. 380-2020 Amending Chapter 13.05 Water Rates and Regulations and Chapter 13.10 Sewer Rates and Regulations of the Rio Dell Municipal Code to allow compliance with Senate Bill 998

City Manager Knopp provided a brief staff report and noted that the Council received an update on this subject at their last meeting on January 21, 2020. The ordinance is before the Council for its introduction and first reading. He explained that the ordinance amends Chapter 13 of the Rio Dell Municipal Code to allow compliance with Senate Bill 998 including a process for shutting off a customer's water for non-payment. He reviewed the staff

recommendation and turned it over to Finance Director Dillingham for further update of the ordinance.

Finance Director Dillingham explained that the purpose of the update is to remove all of the language in the existing ordinance related to the shut off of water. She noted that the new provisions are required to be put into a policy, which would be coming back to the Council in March, to become effective April 1, 2020 as required.

She reviewed the modifications to the ordinance and noted that some of the changes were to remove redundant language, provide clarification to the provisions or make minor changes such as the dates related to billings.

Councilmember Johnson asked if staff anticipated any chaos with regard to the billing of water and sewer, and whether these provisions would apply to the sewer portion of the bill.

Finance Director Dillingham said that the hope is to mitigate any potential chaos by keeping the shutoff process similar to the way it is now although setting up payment plans would be somewhat more challenging. With regard to the sewer portion of bill, staff would be consulting with the City Attorney to get clarification on that issue.

Councilmember Johnson noted that in the original bill there was mention of the poverty level with deference given to those customers whose household income level was below 200% of the federal poverty line.

Finance Director Dillingham reviewed the three requirements to avoid discontinuance of service as:

1. Certification from a primary care provider that the discontinuance of service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.
2. The customer demonstrates that he/she is financially unable to pay for residential service within the jurisdictions normal billing cycle.
3. The customer is willing to enter into an amortization agreement or alternative payment schedule consistent with the written policy.

Councilmember Johnson asked how a customer would establish that they are potentially in the poverty level zone.

Finance Director Dillingham explained that the customer would need to certify that their household annual income was less than 200% of the federal poverty level or show that they are a recipient of CalWORKs, CalFresh, Medi-Cal, etc. She pointed out that the customer would still need to keep the current bill paid on time as well as making the required payment

on the payment plan so unless they have a temporary situation they are trying to overcome, having a payment plan may be hard to manage.

Councilmember Johnson pointed out that when approximately 48% of the City's population is on Medi-Cal, the percentage of qualified customers is high.

City Manager Knopp commented that the program potentially adds to the administrative burden of managing the system, which creates additional costs to the end user.

Finance Director Dillingham said that there is nothing in the bill that says a jurisdiction cannot charge a fee for administration of the plan.

Mayor Pro Tem Woodall asked if Accufund would be able to handle the new changes.

Finance Director Dillingham noted that staff created a methodology outside the normal billing system to accommodate for payment plans, which requires a lot more hands-on. She said that staff has been in contact with Accufund and that they were not aware of any other cities implementing new procedures for complying with AB 998.

Councilmember Wilson referred to Section 13.10.160 related to Reconnection Fees and questioned the reason for eliminating that section.

Finance Director Dillingham explained that the City does not disconnect sewer so the language was outdated. She referred to Section 13.05.290 which contains Water Reconnection Fees noting that it was not included because that language did not change. She agreed to provide a copy of that section of the code in councilmembers mailboxes.

Councilmember Wilson commented that there are some inconsistencies with the water and sewer rate structure and that it is more complicated than other cities. He said he hopes that the Council will be able to address any inequities when the rate studies are done. In that regard, he is looking forward to the rate studies.

Mayor Garnes opened the public hearing to receive public comment on the proposed ordinance.

Susan Nessen brought up the point that the City can ascertain if a customer falls within the level of poverty and grant consideration with regard to water but has no provisions for consideration with regard to sewer charges due to limited usage.

City Manager Knopp explained that the State is ultimately looking to see how many people fit within the poverty category and the City is required to report those numbers to the State. He said the problem is that if the City provides a discount for poverty status or age, that difference has to be made up, by a subsidy from either another fund or other ratepayers end

up picking up those additional costs to run the program. That funding has not been identified in the bill and while the State says that it is a priority, they have allocated no money to actually implement any kind of effective program. What they have actually done is create a more complex system for the City to administer.

He further explained that under State law, they cannot pass on unfunded mandates but

technically this is not an unfunded mandate because when a rate adjustment is done, the ratepayers ultimately fund any type of increases in costs. He pointed out that if the City does not comply with the mandate; it is not eligible for grants.

The resolution and policy were expected to come back to the Council, possibly at the next meeting or at a March meeting.

City Manager Knopp explained that Susan Nessen's concerns regarding her sewer bill would need to be addressed during the rate study and that flat rates or use-base rates are fundamental discussion points in rate studies.

Councilmember Wilson commented that the State is good at creating legislation and mandating programs without providing the funding or figuring out how those programs will work which is part of the constraints the City faces.

Jonathan Brodeur questioned the process for getting a rate study on the agenda.

Mayor Garnes indicated that the rate studies would be agenized in the near future.

There being no further public comment, the public hearing closed.

Motion was made by Johnson/Wilson to approve introduction and first reading (by title only) of Ordinance No. 380-2020 *Amending Chapter 13.05 Water Rates and Regulations and Chapter 13.10 Sewer Rates and Regulations of the Rio Dell Municipal Code to allow compliance with Senate Bill 998*. Motion carried 4-0.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Wilson reported on his attendance at the last Redwood Coast Energy Authority (RCEA) meeting on January 23rd where the focus of the discussion was on clean energy. Humboldt County must provide clean energy by 2025, which is a significant task. One of the goals of the State is to take over PG&E and the City Council, along with other cities sent a letter stating the desire to see PG&E broken up into smaller companies. The cities and the County are working on ways to address the issue.

Councilmember Johnson reported that he would be attending the Last Chance Grade stakeholders meeting the following day in Crescent City. He said that the board would be presented with the contract for the consultant who would be doing the pre-planning environmental study. In addition, they would be discussing a portion of the second phase of the geo-tech studies, which includes the use of helicopters to ferry in equipment to the drill sites. The environmental document was released and Caltrans submitted their comments on the document so the board would be getting an update on that process. That phase of the geo-tech work was expected to take place next summer and fall.

Mayor Pro Tem Woodall reported that she went on a ride-along with Officer Landry and that she had unreasonable expectations of what our officers do. She noted that it took approximately three hours to book a suspect on a DUI charge, not counting the time it took to write the report. She commented that Officer Laundry was wonderful in explaining things and the experience was a real revelation. She encouraged other councilmembers to go on an officer ride-along.

Mayor Garnes reported on her attendance at the League of California Cities Environmental Quality Policy meeting and that they discussed plans related to climate change and resiliency and storm drain issues.

She explained that when there is a bill that is going on the floor of the assembly, that needs immediate attention, cities are given an equal vote to support or oppose the bill. The period for response is often prior to the next City Council meeting so she would like Council permission to address those issues when they arise.

City Manager Knopp said the item would need to be agenized for formal action by the Council.

Councilmember Johnson explained that now is the time for bills to come before the various levels of the legislature. In a typical year, 2,000 to 2,500 bills are submitted between the Assembly and the Senate. Of those, approximately ten percent are bills that affect City government.

Mayor Garnes mentioned that last year Senator Wiener tried to get a bill passed that would require that for every six liquor stores, there must be one dispensary. She noted that cities wrote letters in opposition of the bill, and as a result, the bill died on the floor.

ADJOURNMENT

Motion was made by Johnson/Garnes to adjourn the meeting at 7:50 p.m. to the February 18, 2020 regular meeting. Motion carried 4-0.

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*

February 18, 2020

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Approval of Resolution No. 1443-2020 Authorizing the Mayor to Sign Letters of Support or Opposition to State and/or Federal Legislation as Recommended by the League of California Cities on an Urgency Basis on Behalf of the City Council

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1443-2020; or

Take no action.

BACKGROUND AND DISCUSSION

This item was requested by Mayor Garnes who is also the City's representative to the League of California Cities.

The City of Rio Dell is a member of the League of California Cities who work together to enhance individual knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities. The league evaluates thousands of legislative proposals annually and comes to a determination ultimately of whether the League will recommend supporting or opposing state and federal legislation on behalf of cities. Many times state and federal legislation is proposed, acted upon or amended with little notice. The league often sends requests to cities to act upon the legislation on an urgency basis, sometimes with hours or just days to have a timely response.

The City Council of the City of Rio Dell has regularly scheduled meetings that occur twice per month, occasionally resulting in three weeks of time between meetings. This makes responses to requests from the League of California Cities occasionally untimely or ineffective.

Resolution No. 1443-2020 will authorize the Mayor to sign these letters as recommended by the League of California Cities where a response is not possible in a timely manner. The Resolution further requires the Mayor to submit these signed letters to the City Council at the next regularly scheduled meeting of the Rio Dell City Council for ratification by the Council. ///

RESOLUTION NO. 1443-2020

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL AUTHORIZING THE MAYOR TO EXECUTE LETTERS OF SUPPORT OR OPPOSITION ON BEHALF OF THE CITY COUNCIL ON STATE AND/OR FEDERAL LEGISLATION ON AN URGENCY BASIS AS RECOMMENDED BY THE LEAGUE OF CALIFORNIA CITIES

WHEREAS, the City of Rio Dell is a member of the League of California Cities who work together to enhance individual knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities; and,

WHEREAS, the league evaluates thousands of legislative proposals annually and comes to a determination ultimately of whether the League will recommend supporting or opposing state and federal legislation; and

WHEREAS, the City Council of the City of Rio Dell has regularly scheduled meetings that occur twice per month, occasionally resulting in three weeks of time between meetings; and,

WHEREAS, some legislation that the League takes a position on are items that the council cannot take a timely position on.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Rio Dell as follows:

1. The Mayor, on behalf of the City Council, is authorized to execute letters of support or opposition on state and/or federal legislation as recommended by the League of California Cities and on an urgency basis where it is not possible to bring the item before a regularly scheduled meeting of the Rio Dell City Council in a timely manner.
2. When such letters of support or opposition are issued on matters of federal and/or state legislation, said letter shall be submitted to the City Council by the Mayor for ratification at the next regularly scheduled City Council meeting.

PASSED AND ADOPTED by the City Council of the City of Rio Dell, State of California, on February 18, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Resolution No. 1443-2020 approved and adopted by the City Council of the City of Rio Dell on February 18, 2020.

Karen Dunham, City Clerk

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



February 18, 2020

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Approval of Resolution 1444-2020 Related to Public Agency Pilot Solar Program

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 144-2020

Or, take no action.

BACKGROUND AND DISCUSSION

On December 4, 2019 the City Council received a presentation on a Solar Feasibility Study completed by the Redwood Coast Energy Authority. The consensus of the council was to have staff pursue the feasibility for solar projects at the Wastewater Treatment Plant and City Hall. RCEA has requested the attached Resolution in order to continue this process. This is not a commitment of funds or commitment to complete a project.

On May 6, 2003 the City Council authorized execution the RCEA Joint Powers Agreement (JPA) via Resolution No. 842-2003 and the City of Rio Dell has been a member ever since. RCEA was established to provide regional development and implementation of energy programs that reduce demand, increase efficiency and advance the use of renewable resources for the benefit of local residents, businesses and institutions.

RCEA has been authorized to implement a Public Agency Pilot Solar Program with the intended purpose of offsetting electrical load at public facilities. The program is supported by net revenue from the Community Choice Energy (CCE) program that Rio Dell joined via Ordinance No. 345-2016 on November 15, 2016. Because of these actions, Rio Dell (and other member agencies) will be given a priority for assistance that we would not otherwise receive.

On April 3, 2018 the Council authorized staff to sign a letter of intent to participate in the Public Agency Pilot Solar Program. City facilities have been reviewed for efficiency options and RCEA has replaced lighting in city facilities to modern LED's at no cost to the City.

The attached report was commissioned in order to explore two main solar options:

Wastewater Treatment Plant: Prior exploration of this project involved the demolition of the old wastewater treatment system to create a “solar field.” However, that demolition has been replaced by a project to recycle the old wastewater plant for use in pre-treating water system backwash from the filtration process prior to the water being introduced into the WWTP. The new solar concept involves placing a solar array directly above the WWTP itself, thereby reducing algae growth at the plant and improving its performance and environmental regulatory compliance – thereby accomplishing two important tasks with one project. The WWTP consumes large amounts of electricity and energy enhancements would be important to containing the cost of electricity and the potential implementation of an Ultraviolet disinfection system which would improve regulatory compliance and staff safety.

City Hall Roof: The City Hall roof could be an ideal location for a relatively straight-forward solar installation.

Attachments:

Solar Feasibility Study

///

RESOLUTION NO. 1444-2020

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL REQUESTING TECHNICAL AND PROJECT ASSISTANCE TO SEEK FUNDING FOR ENERGY – SAVING OR ENERGY GENERATION MEASURES WITH FURTHER AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS TO CARRY OUT THE PRUPOSE OF THIS RESOLUTION

WHEREAS, the Redwood Coast Energy Authority’s Public Agency Solar Program provides technical assistance; and,

WHEREAS, the City of Rio Dell authorizes the Redwood Coast Energy Authority to apply for technical assistance; and,

WHEREAS, the City of Rio Dell recognizes that the Redwood Coast Energy Authority has limited funds available to provide technical assistance and that priority consideration will be given to those Public Agencies that have a desire and willingness to seek funding to implement feasible recommended energy efficiency and renewable energy generation measures.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Rio Dell as follows:

The City of Rio Dell is willing to seek funding to implement viable energy-saving or renewable energy generation measures and therefore requests technical and project assistance to identify such measures as may be economically feasible.

Be it also Resolved, that the City Manager is hereby authorized and empowered to execute all necessary documents to implement and carry out the purposes of this resolution.

PASSED AND ADOPTED by the City Council of the City of Rio Dell, State of California, on February 18, 2020, by the following vote:

AYES:

NOES:

ABSENT:

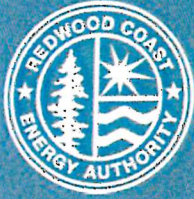
ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Resolution No. 1444-2020 approved and adopted by the City Council of the City of Rio Dell on February 18, 2020.

Karen Dunham, City Clerk



REDWOOD COAST Energy Authority

Humboldt County • Arcata • Blue Lake • Eureka • Ferndale • Fortuna • Rio Dell • Trinidad • Humboldt Bay Municipal Water District

Solar Feasibility Study

City of Rio Dell

November 2019



Author: Public Agency Solar Program

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1 Executive Summary

The City of Rio Dell is working with Redwood Coast Energy Authority's (RCEA's) Public Agency Solar Program (PASP). As part of that work, RCEA performed an analysis of the energy consumption, efficiency opportunities, and solar photovoltaic installation opportunities at two locations controlled by the City of Rio Dell: City Hall and the Wastewater Treatment Facility. While both projects would provide economic and environmental benefits to the City, the City Hall project option would provide the greatest economic benefits, with a simple payback period of less than 10 years. Rio Dell worked with RCEA to complete an LED lighting upgrade that will reduce electric use and costs at City Hall; City Hall could host a solar PV array that offsets the bulk of the remaining electric use at the site. A 22.4 kW DC array installed at Rio Dell City Hall could provide the following benefits:

- Offset of 81% of the site's annual electricity consumption
- Offset of 99% of the site's annual electricity bill
- A simple payback period of 9.6 years
- A Net Present Value of savings of almost \$80,000 *after loan re-payment*
- Greenhouse gas abatement of 37 metric tons of CO₂ equivalent over the life of the project

The Wastewater Treatment Plant (WWTP) could host a 342 kW DC solar installation; the project would require greater initial capital investment and would require just under 17 years to payback the initial investment, largely due to increased cost of installing carport canopy systems. The WWTP project could be paired with lighting efficiency upgrades at the plant that would improve the payback period if the projects were funded under one loan application. The WWTP project would benefit from changing from the E-19-S rate to the more solar friendly E-19-R electric rate. A 342 kW DC solar installation at the WWTP combined with an LED lighting upgrade and the E-19-R rate change could provide the following benefits:

- Offset of 71% of the site's annual electricity consumption
- Offset of 68% of the site's annual electricity bill
- A simple payback period of 16.6 years
- A Net Present Value of savings of almost \$450,000 *after loan re-payment*
- Greenhouse gas abatement of 644 metric tons of CO₂ equivalent over the life of the project

Table 1 below shows a comparison of the project options analyzed in this report.

Table 1 Summary and comparison of Energy Conservation Measure options for the City of Rio Dell.

Energy Conservation Measure	PV System Size (kW DC)	Estimated Project Cost (\$)	Estimated Rebate (\$)	Net Cost (\$)	Annual Energy Savings (kWh)	Annual Avoided Costs (\$)	Annual Bill Offset (%)	Simple Payback
Roof-Mounted Solar Array on City Hall	22.4	\$78,400	\$0	\$78,400	25,108	\$8,188	100%	9.6
Interior and Exterior Lighting Upgrades to LEDs at WWTP	-	\$13,810	\$2,803	\$11,008	13,646	\$2,403	2%	4.6
Roof-Mounted and Carport-Mounted Solar Arrays at the WWTP	342	\$1,475,000	\$0	\$1,475,000	442,460	\$83,728	66%	17.6
Rate Change from E-19-S to E-19-R	-	\$0	\$0	\$0	-	\$2,299	2%	-
Totals	364.4	\$1,567,210	\$2,803	\$1,564,408	481,214	\$96,619	71%	16.2

2 Introduction

RCEA began working with the City of Rio Dell as part of RCEA’s Public Agency Solar Program in May of 2018. After an initial kick-off meeting with city staff, RCEA began its analysis of the energy consumption, efficiency opportunities, and solar photovoltaic installation opportunities at two metered locations controlled by the City: City Hall and the City’s Wastewater Treatment Plant (WWTP).

3 Electric Load Analysis

RCEA performed an electric load analysis of Rio Dell’s electric consumption using utility data from the previous 12 months of use covering the period from September 2018 to August 2019. Rio Dell receives electric service from PG&E and is enrolled in RCEA’s Community Choice Aggregation program; City Hall is on an A-6 time-of-use rate, the WWTP is on an E-19-S rate. RCEA’s and PG&E’s electric rates, demand charges and time-of-use periods used throughout this analysis can be found in Appendix A of this document. Rio Dell’s electric charges are concentrated at the Wastewater Treatment Plant (64% of total annual bill), and at City Hall (4% of total annual bill). Several smaller gas and electric accounts make up the remainder of the City’s annual gas and electric bills. Table 2 below shows a summary of Rio Dell’s electric consumption.

Table 2 Detailed summary of the City of Rio Dell’s electric use by metered account.

Rio Dell Electricity Use Summary						
Site Name	Address	Rate	Total Annual Load (kWh)	Total Charges (\$)	Percent Charges (%)	Cost/kWh (\$)
City Hall	675 Wildwood Ave	HA6	30,940	\$8,199	4%	\$0.27
Wastewater Treatment Plant	475 Hilltop Drive	E19S	643,559	\$127,186	64%	\$0.20
All Other Gas and Electric Costs				\$62,631	32%	
Totals			674,499	\$198,016	100%	\$0.20

Figure 1 below shows a visual summary of Rio Dell’s annual electric bills across its nine metered locations.

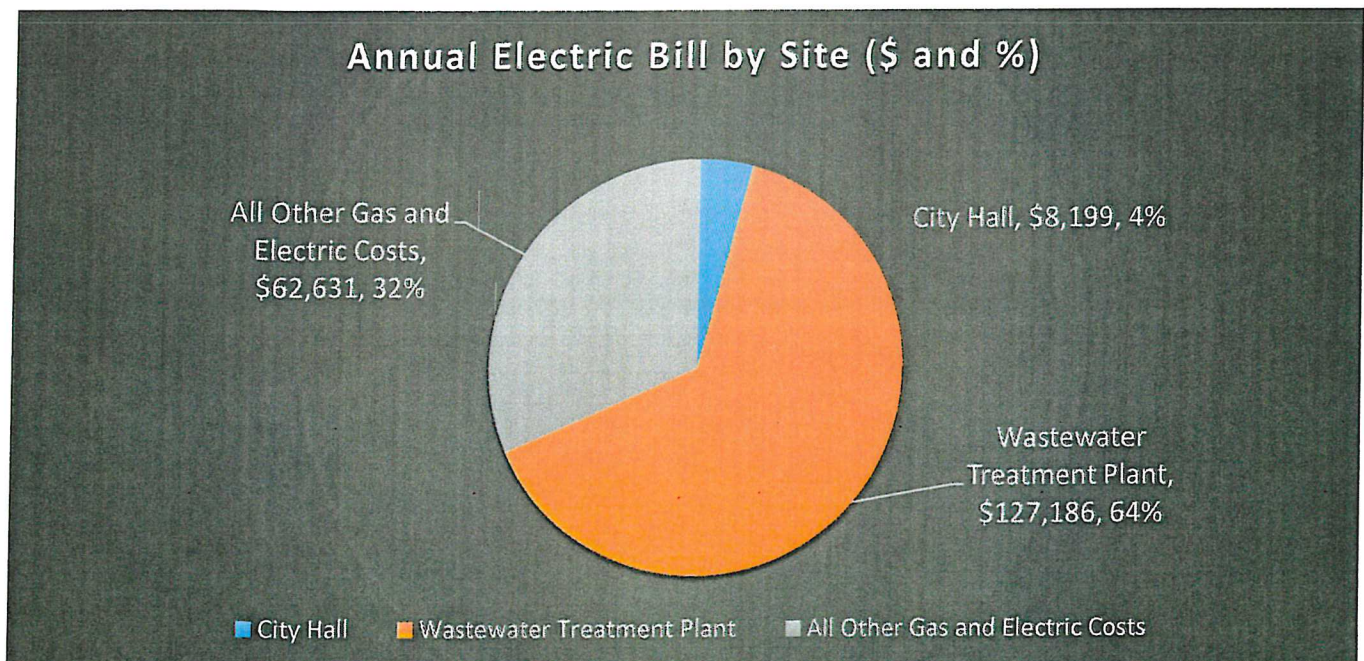


Figure 1 Summary of electric charges at City of Rio Dell sites.

4 City Hall

Rio Dell's City Hall is located at 675 Wildwood Avenue, Rio Dell CA, 95562. It is housed in a single-story building that has east and west facing roof areas that could host solar photovoltaic (PV) arrays. The total annual electric load for City Hall was 39,940 kWh, accounting for 4% of the electric load of all sites analyzed in this report; the annual cost of electricity at City Hall during the 12 months analyzed in this report was \$8,199.

4.1 Efficiency Opportunities: LED Lighting Upgrade

RCEA performed a lighting efficiency analysis at City Hall in August of 2018. The City of Rio Dell worked with RCEA's Energy Watch program to complete the lighting efficiency upgrade at City Hall later that same month. The City of Rio Dell should see energy and financial savings from this upgrade of the existing interior T-8 linear fluorescent lighting to linear LED lighting at City Hall. The exterior lighting has already been upgraded to high efficiency LED lighting, RCEA does not see opportunities for savings in this area. Table 3 below shows the decrease in electric use and costs at City Hall in the year after the LED lighting upgrade while the average cost of electricity has risen.

Table 3 Summary of results of the LED lighting upgrade at Rio Dell City Hall.

Electric Use Comparison Post Lighting Efficiency			
	2017-18	2018-19	Annual Difference (%)
Annual Electric Consumption (kWh)	33,021	30,940	-6%
Annual Electricity Cost (\$)	\$8,431	\$8,199	-3%
Average Electricity Rate (\$/kWh)	\$0.26	\$0.27	4%

4.2 Solar Photovoltaic (PV) Site Analysis

RCEA performed a detailed solar site analysis at Rio Dell City Hall on September 7, 2018. City Hall is housed in a single-story building with a 3-in-12 pitched roof covered in composition shingle; the main ridgeline runs north to south providing sections that face roughly due east and due west. The roof is in good condition and both the east and west facing sections could be utilized for installing a 22.4 kW DC solar array. A structural assessment of the roof could be performed by a licensed structural engineer to ensure the roof can handle the new load. A shading analysis was performed using a Solar Pathfinder tool, which showed that the total annual shading at this location is approximately 4%, making it a suitable solar installation location. California Fire Marshal guidance for solar PV installations require 4' setbacks from gable ends and ridges of the roof. After accounting for shading effects and Fire Marshal setbacks the available area for installation of a solar PV array would be approximately 2,000 square feet. Figure 2 below shows the available area for a solar PV installation on the roof of Rio Dell City Hall outlined in blue.

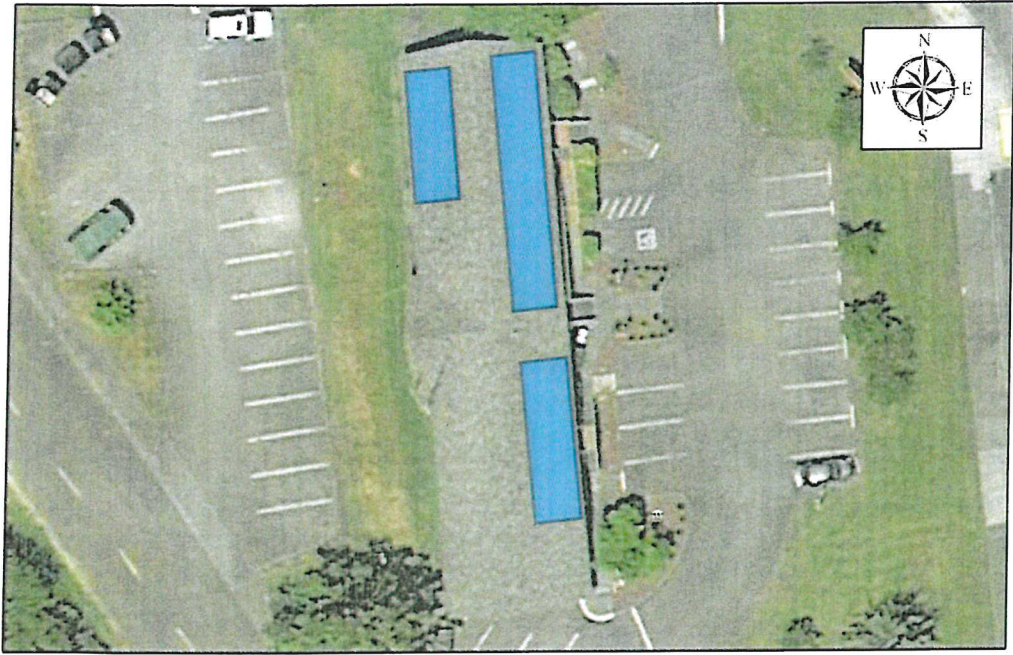


Figure 2 Available roof area for solar PV installation at Rio Dell City Hall.

4.3 Solar Photovoltaic (PV) System Size

RCEA estimates that a 22.4 kW DC PV array would offset approximately 81% of City Hall’s electric consumption and 99% of City Hall’s electric bills. Solar PV array’s can offset a higher percentage of electricity costs compared to the kilowatt hours (kWh) because they produce much of their power during the utility’s “peak” periods when the economic value of the kWh is the highest. The assumptions and inputs used in RCEA’s solar PV system sizing calculations can be found in **Appendix B** of this document. Figure 3 below shows the monthly electric usage and estimated solar PV production of a 22.4 kW DC solar array at Rio Dell City Hall.

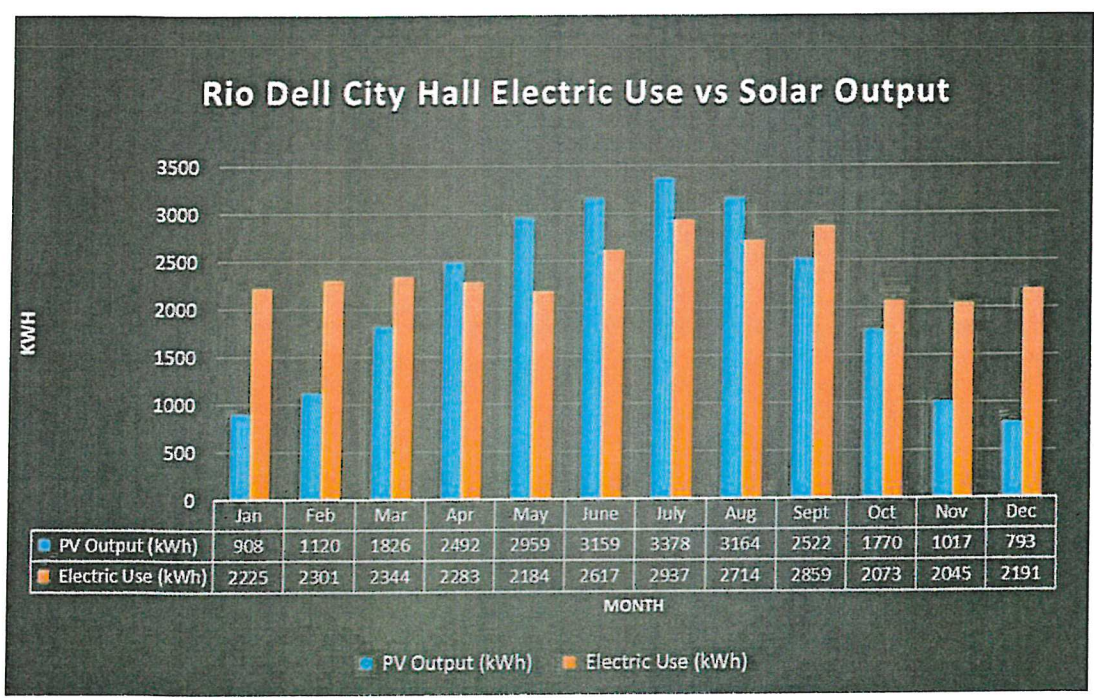


Figure 3 Monthly solar PV output vs electric use for a 22.4 kW DC solar array at Rio Dell City Hall.

4.4 Solar Photovoltaic (PV) System Costs

RCEA’s has recent history with solar PV installations for public works projects in California’s Proposition 39 program. The average installed price of a roof-mounted solar PV system, including all labor, materials, engineering, permitting and design has been about \$3.50/DC watt. An average installed price of \$3.50/DC watt yields a system cost of approximately \$78,400; the system would generate about \$8,200/year in avoided energy costs and would have a simple payback period of 9.6 years. Table 4 below shows the estimated costs for a 22.4 kW DC solar PV installation at Rio Dell City Hall

Table 4 Estimated costs for a 22.4 kW DC solar PV array at Rio Dell City Hall.

PV System Cost Estimate	
PV Modules	\$19,600
Inverters	\$10,192
Electrical/Structural Balance of Systems	\$11,760
Labor	\$15,680
Engineering and Design	\$7,840
Permitting and Interconnection	\$2,352
Overhead and Profit	\$10,976
Total Cost	\$78,400

4.5 Solar PV Financial Analysis

RCEA performed a financial analysis for the Rio Dell City Hall solar installation that estimates that the project would require an investment of approximately \$78,400, it would generate roughly \$8,200 in annual avoided energy costs and would have a simple payback period of about 9.6 years. Over the 25-year life of the project, the system would produce energy savings with a Net Present Value (NPV) of almost \$80,000. The assumptions that were used in RCEA’s financial analysis can be found in **Appendix C** of this document. Table 5 below shows a summary of RCEA’s economic analysis of a 22.4 kW DC solar PV array at Rio Dell City Hall.

Table 5 Cost and benefit analysis of a 22.4 kW DC solar PV project option at Rio Dell City Hall.

Rio Dell City Hall PV System Cost and Benefit Summary	
PV System Size (kW DC)	22.4
Annual Energy Production (kWh)	25,108
Estimated System Cost (\$)	\$78,400
First Year Bill Savings (\$)	\$8,188
Estimated Energy Offset from PV (%)	81%
Estimated Bill Offset from PV (%)	99%
Simple System Payback (Years)	9.6
NPV of Savings at 25 Years (\$)	\$84,809
Lifetime Avoided CO ₂ emissions (Metric Tons)	35

5 Water Treatment Plant

The city of Rio Dell’s wastewater treatment plant (WWTP) is the city’s single largest electric load, consuming over 640,000 kilowatt hours (kWh) per year at a cost of roughly \$127,000 annually. It accounts for about 90% of the city’s total electric use and 64% of the city’s total annual gas and electric costs. The WWTP is on an E-19-S electric rate. RCEA’s and PG&E’s electric rates, demand charges and time-of-use periods used in the WWTP

analysis can be found in **Appendix A** of this document. Figure 4 below shows a summary of the WWTP's electric use by time-of-use period over the last 12 months.

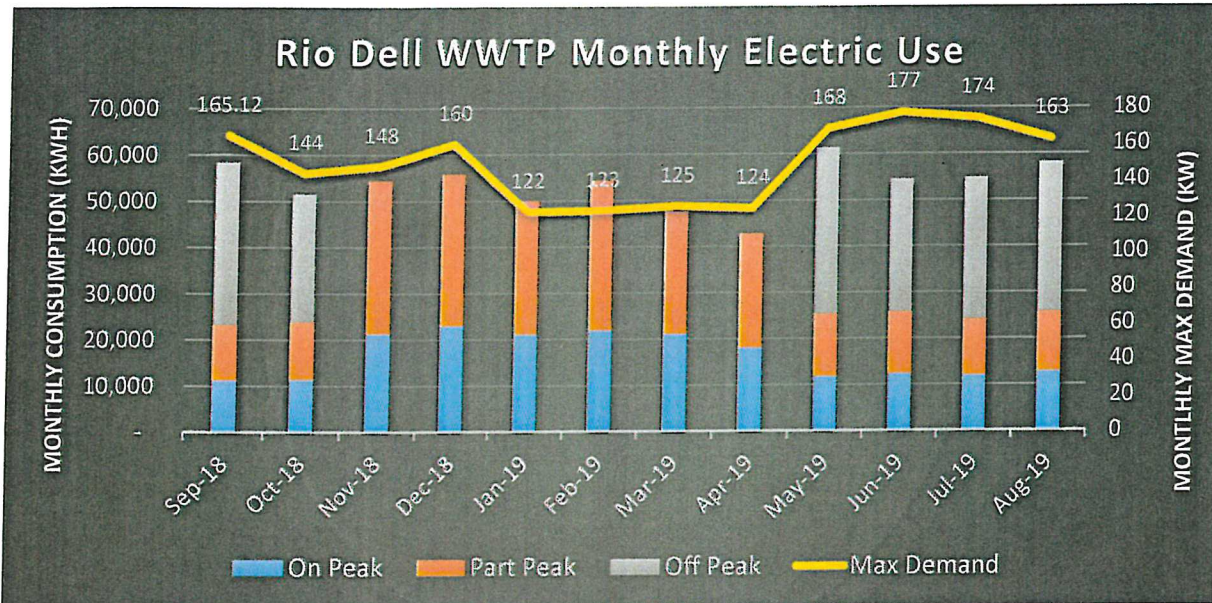


Figure 4 Electric consumption in kWh by time-of-use period and maximum demand at Rio Dell's WWTP

The E-19-S rate incorporates demand charges, based on the peak electric demand, and these charges make up a large portion of the WWTP electric charges. Figure 5 below shows a summary of the WWTP's annual electric charges for kWh and peak demand by time-of-use period.

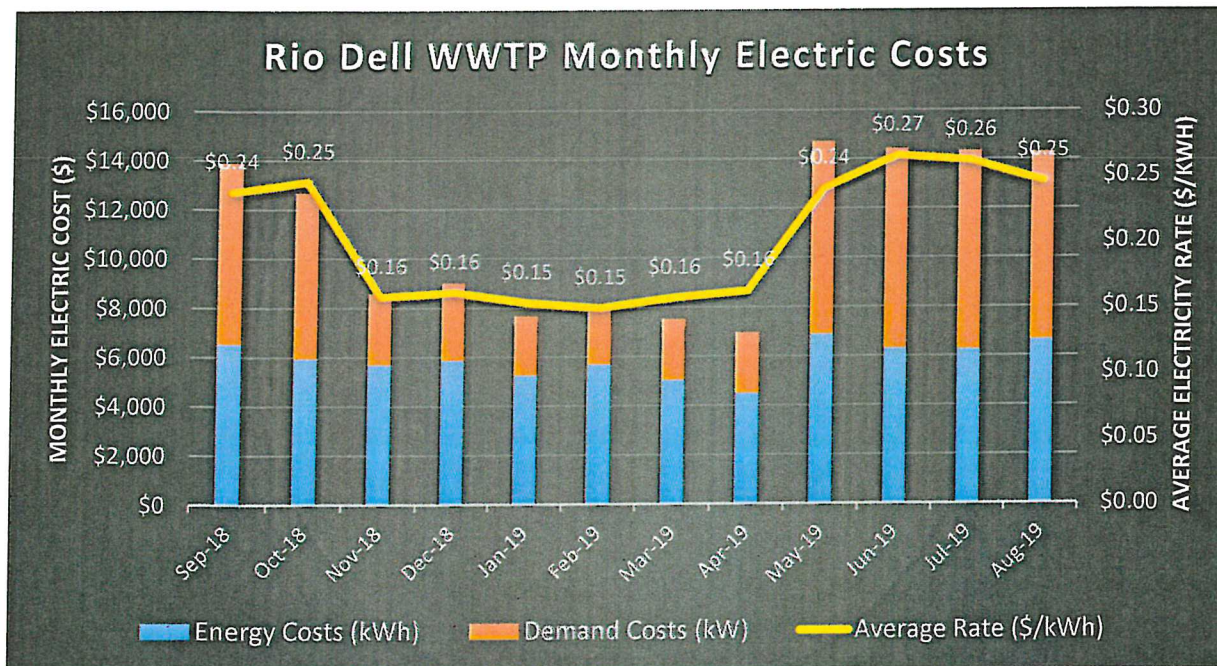


Figure 5 Demand charges and kWh charges by time-of-use period at Rio Dell's WWTP.

5.1 Energy Efficiency Opportunities - WWTP Operations

The City of Rio Dell and RCEA completed a detailed process to assess energy efficiency opportunities at the WWTP through PG&E’s Water Infrastructure System Efficiency (WISE) program in May of 2019. The City had recently made several efficiency upgrades at the WWTP including upgrades to their blower motors and the addition of dissolved oxygen sensors on their second stage aeration process. The WISE assessment process did not reveal any additional efficiency measures for the WWTP operations.

5.2 Energy Efficiency Opportunities - WWTP Lighting

The City of Rio Dell could see energy and financial savings from upgrading the existing interior T-8 linear fluorescents to linear LED lighting and upgrading the existing exterior pole and wall mounted lighting to new LED fixtures. RCEA estimates that such an LED lighting upgrade could save roughly 2% of the energy use at the WWTP that would result in an estimated \$2,400 in annual avoided energy costs. Table 6 below shows a summary of the potential LED lighting upgrade at Rio Dell’s WWTP.

Table 6 Estimated costs and potential savings from an LED lighting upgrade at Rio Dell’s WWTP.

Energy Conservation Measure	Estimated Project Cost (\$)	Estimated Rebate (\$)	Net Cost (\$)	Annual Energy Savings (kWh)	Annual Avoided Costs (\$)	Annual Bill Offset (%)	Simple Payback
Interior T8 fluorescents to LEDs	\$810	\$203	\$608	2,067	\$364	0.3%	1.7
Exterior lighting fixtures to LEDs	\$13,000	\$2,600	\$10,400	11,578	\$2,039	1.6%	5.1
Totals	\$13,810	\$2,803	\$11,008	13,646	\$2,403	2%	4.6

5.3 Solar Photovoltaic (PV) Site Analysis

RCEA performed a solar site analysis at Rio Dell’s WTP on September 7, 2018. The WWTP is located at 475 Hilltop Drive. It occupies all or part of four parcels; Figure 6 below shows the extent of the four parcels that house Rio Dell’s WWTP.

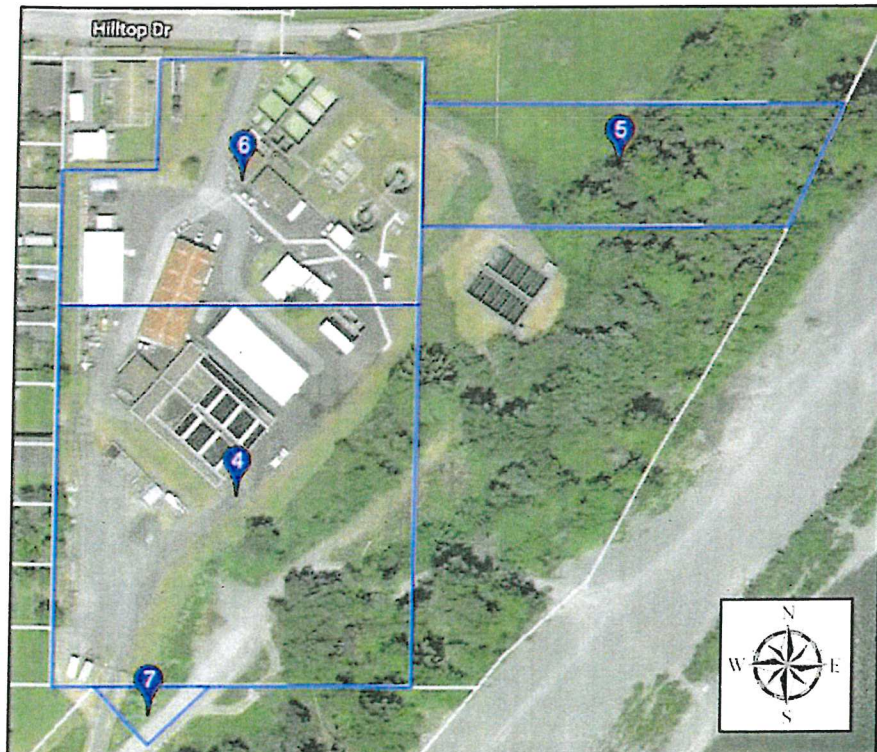


Figure 6 Parcel boundaries at Rio Dell Wastewater Treatment Plant.

RCEA identified several potential locations where solar photovoltaic (PV) arrays could be installed at Rio Dell's WWTP:

- Roof-mounted solar PV arrays could be installed on two (2) buildings at the WWTP:
 - The Maintenance/Service Building roof
 - The Water Treatment Building roof
- Carport-mounted solar PV arrays could be installed at three (3) locations at the WWTP site:
 - Above the current treatment facility,
 - Above the old treatment facility,
 - At the open space to the east of the old treatment facility.

Roof-mounted solar arrays are the lowest cost option for installing at the WWTP because the structures already exist. In RCEA's experience with public works solar projects, the average installed price of a roof mounted solar PV system, including all labor, materials, engineering, permitting and design has been about \$3.50/DC watt. Carport-mounted solar arrays typically cost more than roof-mounted arrays due to the costs of the mounting structure, RCEA estimates that the installed cost for a carport-mounted array would be about \$4.50/DC watt. Installing solar panels above the current treatment facility could deliver added benefits of lowering the water temperature of the treatment facility and discouraging algae growth. The largest area for installing a solar array would be the open space to the east of the old treatment area. All three spaces could be utilized by installing on prefabricated carport structures. Figure 7 below shows the potential area for installation of solar PV arrays outlined in blue, Figure 8 shows examples of commercially available solar carport structures.

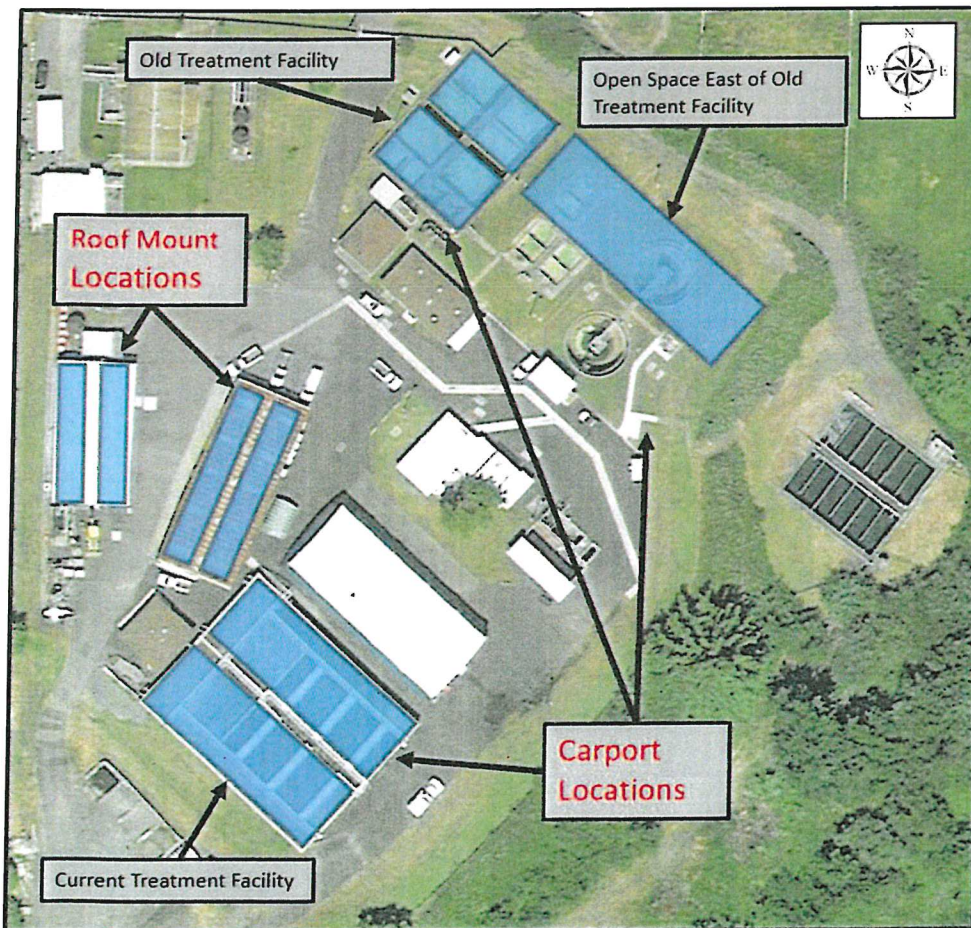


Figure 7 Potential installation areas for solar PV carport installation at Rio Dell's WWTP.

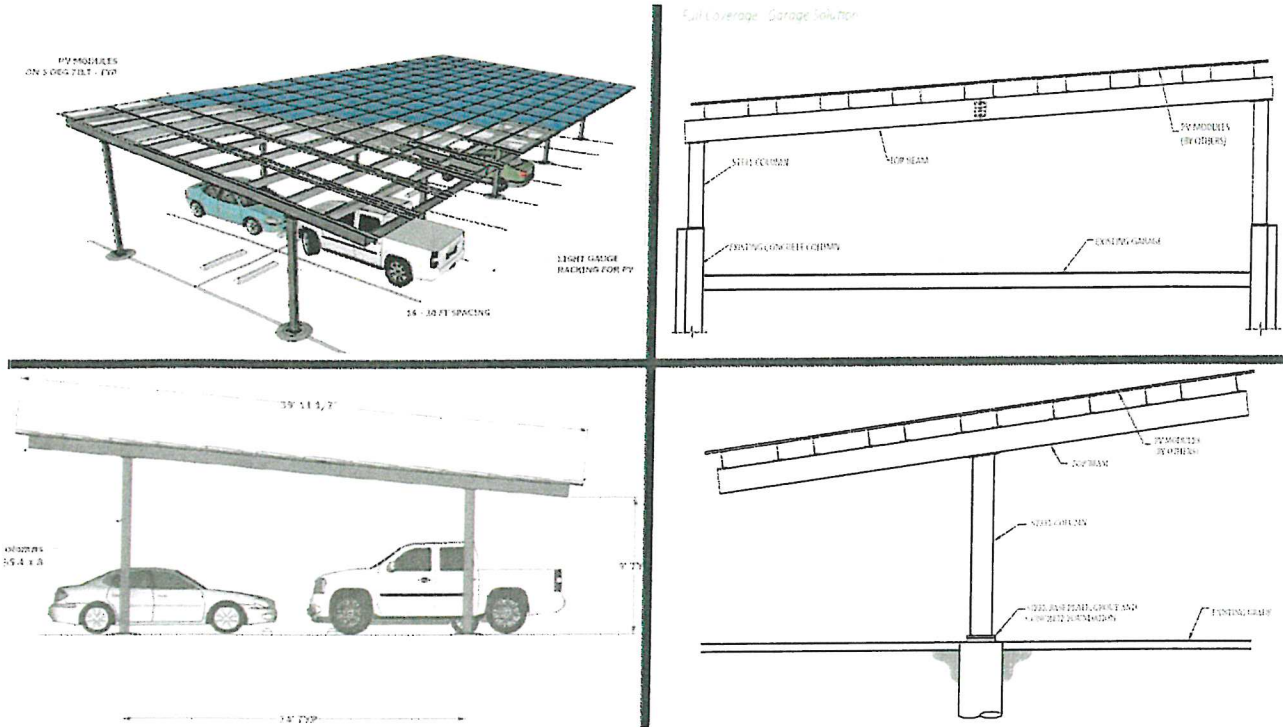


Figure 8 Examples of carport structures for mounting solar panels that could be used at Rio Dells WWTP.

Table 7 below shows details of potential roof-mounted and carport-mounted installation options including locations, PV system size in DC watts, estimated system cost, annual energy production, annual avoided energy costs, percentage of bill offset, and simple payback.

Table 7 Summary of solar PV array options at Rio Dell's WWTP.

Energy Measure	PV System Size (kW DC)	System Cost/ DC watt (\$)	Estimated System Cost	Annual Energy Production (kWh AC)	Annual Avoided Costs (\$)	Annual Bill Offset (%)	Simple Payback
Roof-Mounted Array on Maintenance Building	40	\$3.50	\$140,000	46,681	\$8,957	7%	15.6
Roof-Mounted Array on Water Treatment Building	24	\$3.50	\$84,000	28,009	\$5,374	4%	15.6
Carport-Mounted Array on New Treatment Works	104	\$4.50	\$468,000	137,543	\$25,954	20%	18.0
Carport-Mounted Array on Open Space	128	\$4.50	\$576,000	169,284	\$31,943	25%	18.0
Carport-Mounted Array on Old Treatment Works	46	\$4.50	\$207,000	60,942	\$11,500	9%	18.0
Totals	342	\$4.30	\$1,475,000	442,460	\$83,728	66%	17.6

5.4 Solar Photovoltaic (PV) System Size

If the available areas listed above were utilized, RCEA estimates that Rio Dell's WWTP could host a 342 kW DC PV installation that would offset approximately 70% of the WWTP's electric consumption and 66% of the

WWTP's electric bills under the E-19-R rate. The difference between kWh offset and bill offset in this case is due to the high rate of demand charges included in the E-19 rate, solar PV systems do not reduce demand charges as predictably as kWh charges because of the potential for intermittent output from the solar array. The assumptions and inputs used in RCEA's solar PV system sizing calculations can be found in **Appendix B** of this document. Figure 9 below shows the estimated electric usage and solar production under the above assumptions.

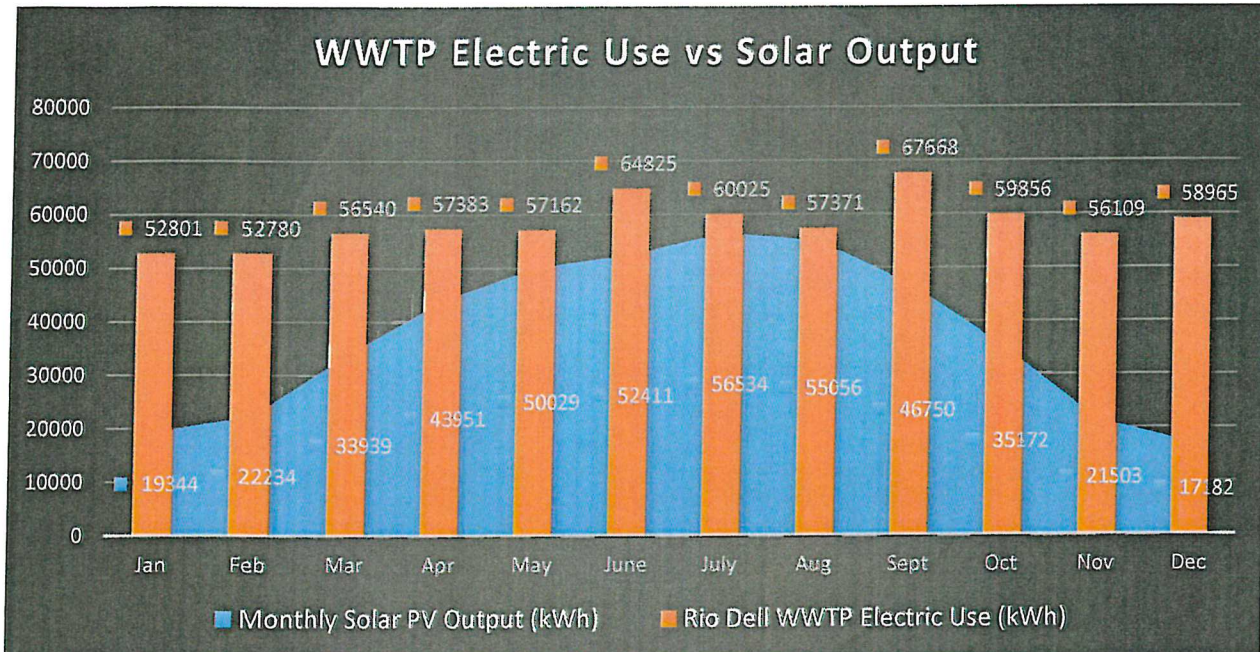


Figure 9 Estimated electric use and solar production at Rio Dell WWTP with a 342 kW DC solar installation.

5.5 Solar Photovoltaic (PV) System Cost

In RCEA's recent history with solar PV installations for public schools, the average installed price of a PV system, including all labor, materials, engineering, permitting and design for roof-mounted systems has been about \$3.50/DC watt. However, the cost of a carport system would likely be higher than a roof mounted system on an existing building due to the added costs of constructing the carport. RCEA modeled higher installation costs for carport systems at \$4.50/watt DC. By combining roof-mounted and carport-mounted arrays at the WWTP the average cost of the 342 kW DC solar installation would be \$4.30/watt which would yield a total system cost of approximately \$1,475,000. Table 8 below shows a break-down of the estimated costs for the proposed PV system.

Table 8 Estimated costs for a 342 kW DC solar PV installation at Rio Dell's WWTP.

PV System Cost Estimate	
PV Modules	\$ 368,750
Inverters	\$ 191,750
Electrical/Structural Balance of Systems	\$ 221,250
Labor	\$ 295,000
Engineering and Design	\$ 147,500
Permitting and Interconnection	\$ 44,250
Overhead and Profit	\$ 206,500
Total Cost	\$ 1,475,000

5.6 Utility Rate Analysis

Rio Dell’s WWTP is currently on an E-19-S rate which has relatively high demand charges and lower kWh charges. However, the WWTP would be eligible to switch to E-19-R, which is reserved for customers with an on-site solar array that offsets at least 15% of electric load, which would require an estimated 85 kW DC solar PV installation. Based on RCEA’s analysis of the previous 12-month usage history, switching to an E-19-R rate would provide savings of about \$2,300 or roughly 1.7% of the annual electric bill.

Table 9 below shows a summary of the estimated savings from switching to an E-19-R rate at Rio Dell’s WWTP.

Table 9 Estimate of savings from switching to an E-19-R rate at Rio Dell’s WWTP.

Rate	2018-2019 Consumption (kWh)	Total Charges (\$)	Amount Saved on E-19-R (\$)	Percent Saved (%)
E-19-S	651,772	\$132,362	\$0	0
E-19-R	651,772	\$130,063	\$2,299	1.7%

6 Findings

RCEA performed a financial analysis for the WWTP solar installation. The assumptions that were used in RCEA’s economic modeling can be found in **Appendix C** of this document. Based on the analysis of the potential project options outlined above, RCEA finds that solar PV installations at City Hall and the Wastewater Treatment Plant are possible and could meet the requirements of the CEC’s 1% interest loan program for eligible renewable energy projects. Projects with a simple payback period of less than 17 years are eligible for the 1% interest loan. Rio Dell could see significant economic benefits from enacting the solar PV installations analyzed in this report. The City Hall project provides the best economic payback of the two solar projects largely due to the A-6 electric rate which provides a high rate of compensation for the kWh produced by a solar PV installation. A 342 kW DC solar installation at the city’s WWTP would require an initial investment of about \$1,475,000. Such a system would produce roughly \$83,000 in annual energy savings and would offset over half of the electricity consumption and costs from the site. The system would have a simple payback period of about 17.6 years. By itself, this project would not be eligible for loan funding under the CEC’s 1% interest loan program known as the Energy Conservation Assistance Act (ECAA). The City of Rio Dell should consider enacting lighting efficiency upgrades at the WWTP and changing the WWTP electric account to a more favorable electric rate, such as the E-19-R time-of-use rate analyzed in this report, if a solar PV installation is pursued at the WWTP.

RCEA recommends that the City of Rio Dell combine the potential lighting project at the WWTP, the E-19-S to E-19-R rate change, and the potential solar project at City Hall, into a combined project that could qualify for CEC funding. Table 10 below shows the results of RCEA’s economic analysis of a 22.4 kW DC solar array at City Hall, an LED lighting upgrade at the WWTP, a 342 kW DC solar PV array at Rio Dell’s WWTP operated on the E-19-R rate, and the savings from the E-19-S to E-19-R utility rate.

Table 10 Summary of energy conservation measures for the City of Rio Dell's City Hall and WWTP.

Energy Conservation Measure	PV System Size (kW DC)	Estimated Project Cost (\$)	Estimated Rebate (\$)	Net Cost (\$)	Annual Energy Savings (kWh)	Annual Avoided Costs (\$)	Annual Bill Offset (%)	Simple Payback
Roof-Mounted Solar Array on City Hall	22.4	\$78,400	\$0	\$78,400	25,108	\$8,188	100%	9.6
Interior and Exterior Lighting Upgrades to LEDs	-	\$13,810	\$2,803	\$11,008	13,646	\$2,403	2%	4.6
Roof-Mounted and Carport-Mounted Solar Arrays at the WWTP	342	\$1,475,000	\$0	\$1,475,000	442,460	\$83,728	66%	17.6
Rate Change from E-19S to E-19R	-	\$0	\$0	\$0	-	\$2,299	2%	-
Totals	364.4	\$1,567,210	\$2,803	\$1,564,408	481,214	\$96,619	71%	16.2

6.1 Next Steps

If the City of Rio Dell resolves to move forward with a solar PV project, RCEA will be able to investigate the project's eligibility for, and prepare the technical documents required of, the CEC loan 1% interest loan program. The next steps for Rio Dell to pursue if a project is to move forward are:

- Secure City approval
- Begin planning and basic design
- Prepare CEC 1% loan application with RCEA assistance

Appendix A A-6, E-19-S and E-19-R utility rates used for feasibility study

Table 11 RCEA's and PG&E's A-6 time-of-use electric rate schedule.

A-6 Time of Use Electric Rates						
Season	PG&E Delivery Rate	RCEA Generation Rate	Total A-6 TOU Rates	Months	Days	Time
Summer Peak	\$0.19953	\$0.3836600	\$0.583190	May-Oct	Mon-Fri	12pm-6pm
Summer Part-Peak	\$0.14229	\$0.1464700	\$0.288760	May-Oct	Mon-Fri	8:30am-12:00pm AND 6:00pm-9:30pm
Summer Off-Peak	\$0.12899	\$0.0887600	\$0.217750	May-Oct	Mon-Fri Sat- Sun	9:30pm-8:30am All Day
Winter Part-Peak	\$0.11858	\$0.1139800	\$0.232560	Nov-Apr	Mon-Fri	8:30am-9:30pm
Winter Off-Peak	\$0.11784	\$0.0966500	\$0.214490	Nov-Apr	Mon-Fri Sat- Sun	9:30pm-8:30am All Day

Table 12 RCEA's and PG&E's E-19-S electric rate schedule.

E-19 S Electric Rates							Demand Charges		
Season	PG&E Delivery Rate	RCEA Generation Rate	Total E-19-R Rates	Months	Days	Time	Gen	Dist	Total
Summer Peak	\$0.02241	\$0.14608	\$0.16849	May-Oct	Mon-Fri	12pm-6pm	14.7015	6.78	21.4815
Summer Part-Peak	\$0.02241	\$0.09895	\$0.12136	May-Oct	Mon-Fri	8:30am-12:00pm AND 6:00pm-9:30pm	3.6333	2.32	5.9533
Summer Off-Peak	\$0.02241	\$0.06773	\$0.09014	May-Oct	Mon-Fri Sat-Sun	9:30pm-8:30am All Day	0	19.59	19.59
Winter Part-Peak	\$0.02241	\$0.09249	\$0.11490	Nov-Apr	Mon-Fri	8:30am-9:30pm	0	0.14	0.14
Winter Off-Peak	\$0.02241	\$0.07548	\$0.09789	Nov-Apr	Mon-Fri Sat-Sun	9:30pm-8:30am All Day	0	19.59	19.59

Table 13 RCEA's and PG&E's E-19-R electric rate schedule.

E-19 R Electric Rates							Demand Charges		
Season	PG&E Delivery Rate	RCEA Generation Rate	Total E-19-R Rates	Months	Days	Time	Gen	Dist	Total
Summer Peak	\$0.07744	\$0.30493	\$0.38237	May-Oct	Mon-Fri	12pm-6pm	0	1.69	1.69
Summer Part-Peak	\$0.04069	\$0.13877	\$0.17946	May-Oct	Mon-Fri	8:30am-12:00pm AND 6:00pm-9:30pm	0	0.58	0.58
Summer Off-Peak	\$0.02356	\$0.07203	\$0.09559	May-Oct	Mon-Fri Sat-Sun	9:30pm-8:30am All Day	0	19.59	19.59
Winter Part-Peak	\$0.02410	\$0.09596	\$0.12006	Nov-Apr	Mon-Fri	8:30am-9:30pm	0	0.03	0.03
Winter Off-Peak	\$0.02356	\$0.07952	\$0.10308	Nov-Apr	Mon-Fri Sat-Sun	9:30pm-8:30am All Day	0	19.59	19.59

Appendix B Assumptions and inputs used in RCEA's solar PV system sizing.

Table 14 Assumptions and inputs for PV system analysis for the City of Rio Dell.

City Hall PV System Sizing Inputs	
Array Orientation (Degrees)	190
Array Tilt (Degrees)	18.5
Average Daily Insolation (kWh/m ² /day)	4.51
Inverter Efficiency (%)	97%
De-rate Factor (Soiling, Wire Loss, Mismatch) (%)	10%
Shading (%)	2%
Average Operating Cell Temperature (°C)	40
Temperature Coefficient of Power (Wp/°C)	-0.0037
Module DC Rating (Watts)	320
Manufacturer Power Guarantee (%)	98%

Table 15 Assumptions and inputs for PV system analysis at Rio Dell's Wastewater Treatment Plant.

PV System Sizing Inputs	
Array Orientation (Degrees)	220
Array Tilt (Degrees)	20
Average Daily Insolation (kWh/m ² /day)	4.44
Inverter Efficiency (%)	98%
De-rate Factor (Shading, Soiling, Wire Loss, Mismatch) (%)	10%
Shading	1%
Average Operating Cell Temperature (°C)	40
Temperature Coefficient of Power (/°C)	-0.0037
Module DC Rating (Watts)	320
Manufacturer Power Guarantee (%)	98%

Appendix C Assumptions and inputs used in RCEA's financial analysis.

Table 16 Assumptions and inputs for financial analysis of solar PV installation at City Hall.

Financial Analysis Assumptions for City Hall Option	
Inflation rate	2%
Discount rate	5%
Electricity escalation rate	3%
Added maintenance	0.30%
Annual PV production degradation rate	0.50%
Percentage of electricity cost not due to peak demand	85%
Cost to replace inverter at year 15	\$0.30/watt
System price	\$3.50/watt

Table 17 Assumptions and inputs for financial analysis of solar PV installation at the WWTP.

Financial Analysis Assumptions for WWTP Option	
Inflation rate	2%
Discount rate	5%
Electricity escalation rate	3%
Added maintenance	0.30%
Annual PV production degradation rate	0.50%
Percentage of electricity cost not due to peak demand	85%
Cost to replace inverter at year 15	\$0.30/watt
System price	\$4.31/watt



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

February 18, 2020

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Approve Resolution No. 1445-2020 Amending the FY 2019-2020 Budget Related to Streets

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1445-2020

Or, take no action.

BACKGROUND AND DISCUSSION

The attached resolution amends the FY 2019-20 adopted budget to move appropriations related to Streets Capital Projects.

The City's budget included \$50,000 in Capital Projects for planning street projects. It is recommended that these funds be transferred so they can be used for street maintenance. At this time it does not appear that additional planning is required and the funds could instead be expended for restoration and maintenance of street surfaces around town.

A separate agenda item during this meeting proposes a use for these funds.

At the time of budget development additional Transportation Development Act (TDA) funds were identified and \$43,232 was included in the Capital Projects budget for streets projects. Since that time staff has determined that there are funds available in the City's Road Maintenance Rehabilitation Account (RMRA) that should be used for streets projects. The California Transportation Commission has project reporting requirements for RMRA funds and including these funds in the Capital Projects budget would facilitate reporting compliance. Staff is requesting that the TDA funds be transferred to the Streets operating budget and that RMRA funds be moved from Streets operations to Capital Projects. The proposed appropriation transfer has no net impact on funding for Streets Capital Projects.

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**RESOLUTION NO. 1445-2020
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
AMENDING THE FISCAL YEAR 2019-20 BUDGET**

WHEREAS, the City adopted Resolution 1445-2019 establishing the City’s Operating and Capital Budget for Fiscal Year (FY) 2019-20 and any adjustment that increases appropriations in a fund or transfers more than \$10,000 within the same fund must be approved by the City Council; and

WHEREAS, based on current needs funding budgeted for Street Planning in the FY 2019-20 adopted Capital Budget is being requested to be transferred so it can be used for Street Maintenance; and

WHEREAS, based on available funding appropriations in the Road Maintenance Rehabilitation Account (RMRA) fund are being requested to be moved to Capital Projects and appropriations in the Transportation Development Act (TDA) fund are being requested to be moved from Capital Projects to Streets for general maintenance purposes.

NOW THEREFORE BE IT RESOLVED that the City of Rio Dell City Council does hereby amend the City of Rio Dell FY 2019-20 Budget as follows:

Transfer From:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
6500 14 000 9043	Capital Project Street Planning	\$ 50,000.00
6500 14 024 9014	Capital Project TDA Streets	\$ 43,232.00
5000 18 021 0000	RMRA Streets Salaries	\$ 13,800.00
5040 18 021 0000	RMRA Streets Hlth Insurance	\$ 5,000.00
5045 18 021 0000	RMRA Streets Workers Comp	\$ 2,000.00
5108 18 021 0000	RMRA Streets Street Maint	\$ 15,600.00
5150 18 021 0000	RMRA Streets Electricity	<u>\$ 6,832.00</u>
	TOTAL	\$ 136,464.00

Transfer To:

6500 14 000 9014	Capitl Project Street Maintenance	\$ 50,000.00
5000 18 024 0000	TDA Streets Salaries	\$ 13,800.00
5040 18 024 0000	TDA Streets Hlth Insurance	\$ 5,000.00
5045 18 024 0000	TDA Streets Workers Comp	\$ 2,000.00
5108 18 024 0000	TDA Streets Street Maint	\$ 15,600.00
5150 18 024 0000	TDA Streets Electricity	\$ 6,832.00
6500 14 021 9014	Capital Project RMRA Streets	<u>\$ 43,232.00</u>
	TOTAL	\$ 136,464.00

PASSED AND ADOPTED by the City Council of the Rio Dell on this 18th day of February, 2020 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
8662	1/06/2020	[4109] ACCESS HUMBOLDT	SL FRANCHISE OVERSIGHT ON BEHALF OF LEA'S PER	270.00
8663	1/06/2020	[6038] ACCURATE TERMITE & PEST SOLUTIONS	RODENT CONTROL @ 475 HILLTOP DR	170.00
8664	1/06/2020	[2224] AQUA BEN CORPORATION	HYDROFLOC 851 275 GAL TOTE	2,975.40
8665	1/06/2020	[3975] AT&T - 5709	FAX LINE EXPENSES FOR DECEMBER 2019	53.30
8666	1/06/2020	[4892] KEVIN T CALDWELL	MILEAGE REIMBURSEMENT TO ATTEND CALBO WORKSHO	275.50
8667	1/06/2020	[4603] CALIF. BUILDING STANDARDS COMMISSION	PERMIT ASSESSMENT FEES FOR OCT THROUGH DEC 20	32.40
8668	1/06/2020	[2296] CITY CLERK'S ASSOCIATION OF CALIFORNIA	MEMBERSHIP RENEWAL JANUARY 01, 2020 THROUGH J	45.00
8669	1/06/2020	[2293] CITY OF FORTUNA	LIVE SCAN FOR PRE-EMPLOYMENT	35.00
8670	1/06/2020	[5127] DELTA DENTAL	DENTAL INSURANCE FOR FEBRUARY 2020	1,965.83
8671	1/06/2020	[2342] DEPT OF CONSERVATION DIVISION OF ADMIN.	STRONG MOTION INSTRUMENTATION & SEISMIC HAZAR	86.39
8672	1/06/2020	[5568] DIVISION OF THE STATE ARCHITECT	DISABILITY ACCESS & EDUCATION FEES FOR OCT TH	5.20
8673	1/06/2020	[6555] FERREIRA, ANNA CAROLINA	CUSTOMER DEPOSIT REFUND	300.00
8674	1/06/2020	[2405] FORTUNA ACE HARDWARE	LAMPHOLDER PLASTIC STAKE; 20W LED BULB; EXTRA	56.04
8675	1/06/2020	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL FOR DECEMBER 2019	1,900.00
8676	1/06/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDRY UTILITY WORKERS SHIRTS	69.59
8677	1/06/2020	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR JANUARY 15 THROUGH FE SET UP TWO 25' NETWORK CABLES	2,409.35
8678	1/06/2020	[6806] PINTERMEDIA LLC	PD CONNECTION TO FORTUNA PD RIMS SERVER	
8679	1/06/2020	[3343] PITNEY BOWES RESERVE ACCOUNT	MONTHLY WEB HOSTING FEE FOR JANUARY 2020	30.00
8680	1/06/2020	[6349] RECOLOGY EEL RIVER	POSTAGE PURCHASE FOR RESERVE	400.00
8681	1/06/2020	[2657] RIO DELL EMPLOYEES ASSOC	GARBAGE BAGS FOR DECEMBER 2019	206.25
8682	1/06/2020	[2659] RIO DELL PETTY CASH	EMPLOYEE DUES FOR QUARTER ENDING 12/31/19	102.00
8683	1/06/2020	[2662] RIO DELL/SCOTIA CHAMBER OF COMMERCE	GLUE STICKS; LARGE FLAT RATE SHIPPING BOX	21.04
8684	1/06/2020	[4525] SHERLOCK RECORDS MGMT	2020 ANNUAL MEMBERSHIP DUES	50.00
8685	1/06/2020	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	STORAGE SERVICE FOR DECEMBER 2019; BOX REFLI	122.40
8687	1/06/2020	[4908] THE MITCHELL LAW FIRM, LLP	QUARTERLY PREMIUM FOR WORKER'S COMPENSATION I	23,427.02
8688	1/06/2020	[6037] WELLS FARGO VENDOR FIN SERV	LEGAL SERVICES FOR DECEMBER 2019, LEGAL SERVICES FOR DECEMBER 2019, LEGAL SERVICES FOR DECEMBER 2019	606.00
8689	1/06/2020	[2714] SWRCB Accounting Office	KYOCERA COPIER PAYMENT FOR JANUARY 2020	656.11
8690	1/06/2020		COMMUNITY WATER SYSTEM FEES FOR 7/1/19 - 6/30	7,497.05

City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
8690	1/14/2020	[0576] 101 AUTO PARTS	2 EA BLASTERS, CIRCUIT BREAKER, FITTING, TWO D EARTH FLOOR DRY, 9 EA 2017 FORD INTERCEPTOR LICENSE PLATE BULB	61.00
8691	1/14/2020	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR DECE	227.61
8692	1/14/2020	[2237] BANK OF AMERICA BUSINESS CARD	WINZIP - SOFTWARE FOR ACCUFUND SERVER, COSTCO - HOT CUPS & PLASTIC PLATES, COSTCO - LG COMPUTER MONITOR, ADOBE PRO DC MONTHLY SUBSCRIPTION, WALGREENS - 8X10 PRINTS, AMAZON - DYMO LABEL PRINTER & SHIPPING LABELS, OWPSACSTATE - SMALL, WATER SYSTEM OP & MAINT E, AMAZON - INK CARTRIDGES, LODGING TO ATTEND LEAGUE OF CALIFORNIA CITIES, FEDEX - OVERNIGHT SHIPPING, COSTCO - BATTERIES, PRECISION ROLLER - LEXMARK BLACK TONER CARTRI	1,182.00
8693	1/14/2020	[2293] CITY OF FORTUNA	LIVE SCAN FOR PRE-EMPLOYMENT, POLICE DISPATCH SERVICES FOR JANUARY 2020; LA	5,561.67
8694	1/14/2020	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 1/3/2020	150.00
8695	1/14/2020	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	FINGERPRINT APPS; FINGERPRINT - FBI	49.00
8696	1/14/2020	[5420] EEL RIVER SCRAP & SALVAGE	TIRES-IN 18 EA	100.00
8697	1/14/2020	[5765] GARNES, DEBRA	MILEAGE & MEALS PER DIEM TO ATTEND LOCC POLIC	416.60
8698	1/14/2020	[5052] GHD, INC	ENGINEERING SERVICES FOR STREETS SAFETY IMPRO	5,002.94
8699	1/14/2020	[6884] GR SUNDBERG, INC.	COMPLETION OF 2019 BELLEVUE ASPHALT STREET R	42,768.00
8700	1/14/2020	[6486] GREEN TO GOLD ENTERPRISES LLC	GOOF OFF PROFESSIONAL STRENGTH ADHESIVE REMOVAL, MISC FASTENERS FOR STREET SIGNS, MISC BOLTS	20.47
8701	1/14/2020	[2750] HD Supply Facility Maintenance DBA: USA BLUEBOOK	INTELLICAL ph ELECTRODE	349.77
8702	1/14/2020	[6410] HUMBOLDT LODGING ALLIANCE	HCTBID TOT ASSESSMENT FEE FOR OCTOBER THROUGH	1,276.51
8703	1/14/2020	[4474] IIMC	ANNUAL MEMBERSHIP THROUGH 3/31/2021	170.00
8704	1/14/2020	[2501] KEENAN SUPPLY	10 EA AYM BRASS METER COUPLINGS	127.89
8705	1/14/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	36.01
8706	1/14/2020	[2603] PG&E	UTILITY EXPENSES FOR DECEMBER 2019	14,274.26
8707	1/14/2020	[4338] QUILL CORPORATION	3 PK SCISSORS; 4 PK DAB N SEAL; SCOTCH TAPE;	108.42
8708	1/14/2020	[2719] STATE WATER RESOURCES CONTROL BD	GRADE D2 DRINKING WATER DISTRIBUTION OPERATOR	60.00
8709	1/14/2020	[6825] SUDDENLINK	PD INTERNET SERVICES 1/1/20-1/31/20	900.00
8710	1/14/2020	[4008] TRINITY DIESEL, INC.	VACMASTER TRAILER REPAIRS	1,112.98
8711	1/14/2020	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 1/3/2020	6,499.37
8712	1/14/2020	[6672] WEX BANK	PD FUEL EXPENSES FOR DECEMBER 2019, PW FUEL EXPENSES FOR DECEMBER 2019, PD FUEL EXPENSES FOR JANUARY 2020, PW FUEL EXPENSES FOR JANUARY 2020	2,087.96
87	1/14/2020	[2787] WYCKOFF'S	TWO PUSH & CLICK RAKE LEAF NETS	35.13

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

Ref#	Date	Vendor	Description	Amount
8714	1/22/2020	[2224] AQUA BEN CORPORATION	HYDROFLOC 750L 55 GAL DRUM	1,722.60
8715	1/22/2020	[4937] CALIFORNIA DEPARTMENT OF TRANSPORTATION	SIGNALS & LIGHTING BILLING OCTOBER 2019 THROU	175.46
8716	1/22/2020	[2411] DEARBORN NATIONAL LIFE INSURANCE COMPANY	LIFE INSURANCE FOR FEBRUARY 2020	330.00
8717	1/22/2020	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	BLOOD ALCOHOL ANALYSIS FOR DECEMBER 2019	70.00
8718	1/22/2020	[5052] GHD, INC	ENGINEERING SERVICES FOR WASTEWATER SYSTEM; G	249.00
8719	1/22/2020	[6514] INTERWEST CONSULTING GROUP	PLAN REVIEW FOR 162 GRAYLAND HEIGHTS	1,352.53
8720	1/22/2020	[6765] LAHEY, GERALD	CUSTOMER DEPOSIT REFUND	44.37
8721	1/22/2020	[5689] MENDES SUPPLY COMPANY	THREE CASES PAPER TOWELS	203.89
8722	1/22/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	36.01
8723	1/22/2020	[2569] NORTH COAST LABORATORIES, INC.	ACID DIGESTION; AMMONIA NITROGEN; CONDUCTIVIT	652.00
8724	1/22/2020	[6499] OCCUPATIONAL, ENVIRONMENTAL HEALTH & DRUG SCREENING	MILCA003 PRE-EMPLOYMENT EXAM & DRUG SCREEN PA	151.50
8725	1/22/2020	[6870] PUBLIC AGENCY COALITION ENTERPRISE	HEALTH INSURANCE FOR FEBRUARY 2020	20,753.19
8726	1/22/2020	[2663] ROBERTS WATER TECHNOLOGIES, INC	FILTER LEVEL CONTROLLERS	29,660.48
8727	1/22/2020	[4215] ROCHA'S AUTOMOTIVE, INC.	2004 FORD F450 SUPER DUTY TRUCK REPAIRS-DIAGN	2,867.66
8728	1/22/2020	[6891] SUNBELT RENTALS, INC.	DITCHWITCH RENTAL	509.30
8729	1/22/2020	[3682] THOMSON REUTERS-WEST	THREE CA PENAL CODE BOOKS - 2020	148.44
8730	1/22/2020	[6173] VACMASTERS	HIPRESS CLUTCH, ELECTRO-MAGNETIC HIGH PRESSUR	1,050.60
8731	1/22/2020	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR FEBRUARY 2020	365.12
8732	1/22/2020	[2787] WYCKOFF'S	PVC COUPLING & BUSHING, 20 EA TUBING; 1/4" COMP BV	15.75
8733	1/29/2020	[2224] AQUA BEN CORPORATION	HYDROFLOC 851 275 GAL TOTE	2,975.40
8734	1/29/2020	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 1/24/20	150.00
8735	1/29/2020	[2405] FORTUNA ACE HARDWARE	TWO EXTENSION CORDS; TWO BLU CAT-5 50' ENHANCE, BOLTS, 14 PC COBALT DRILL BIT	218.27
8736	1/29/2020	[6893] GETIERREZ, BRANDON GUSTAVO	ROBBERY RECOVERY #18-0000460	2,800.00
8737	1/29/2020	[5052] GHD, INC	ENGINEERING SERVICES FOR 2020 ATP GRANT WORKS	196.50
8738	1/29/2020	[2447] HILFIKER PIPE CO.	SIX EA GRADE RINGS; 24" CAST IRON FRAME & COV	421.13
8739	1/29/2020	[2474] HUMMEL TIRE & WHEEL, INC	FOUR NEW TIRES FOR 2013 FORD INTERCEPTOR LICE	708.96
8740	1/29/2020	[2521] LEAGUE OF CALIF. CITIES	MEMBERSHIP DUES FOR CALENDAR YEAR 2020	50.00
8741	1/29/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	81.10

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

Ref#	Date	Vendor	Description	Amount
8742	1/29/2020	[2569] NORTH COAST LABORATORIES, INC.	HALOACETIC ACIDS, BOD/NFR, COLIFORM PRESENCE/ABSENCE; COLIFORM QUANTI-TR	640.00
8743	1/29/2020	[6100] NORTHERN CALIFORNIA GLOVE	NITRILE BLACK PF EXAM GLOVES GLOVES; HANDWARMERS; TWO RAIN COATS	596.23
8744	1/29/2020	[4338] QUILL CORPORATION	HP LASER JET PRO PRINTER	184.86
8745	1/29/2020	[2709] STAPLES DEPT. 00-04079109	TWO BOXES CUSTOM ENVELOPES	140.53
8746	1/29/2020	[2319] SUDDENLINK COMMUNICATIONS	PUBLIC WORKS INTERNET & CITY HALL/PD/ PW PHON	523.99
8747	1/29/2020	[2754] US CELLULAR	MONTHLY SERVICE FOR SAFETY PHONE 1/8/20 - 2/7	60.16
8748	1/29/2020	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 1/17/20	6,678.67
8749	1/29/2020	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF	357.28
Total Checks/Deposits				203,485.44

Ref#	Date	Vendor	Description	Amount
5096	1/08/2020	WITHDRAWALS	DEPOSITED ITEM RETURNED	-120.00
927516	1/13/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE FOR DECEMBER 2019	-474.36
718-784	1/13/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 01/3/2020	-4,414.41
2044352	1/13/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 01/03/2020	-13,199.08
280-640	1/16/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL ACCT FOR P.D. FINAL PAYCHECK	-505.46
590435	1/16/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR P.D. FINAL PAYCHECK	-1,386.64
9424202	1/21/2020	WITHDRAWALS	BANK ANALYSIS FEE FOR JANUARY 2020	-240.95
995024	1/21/2020	WITHDRAWALS	DEPOSITED ITEM RETURNED	-135.21
995337	1/23/2020	WITHDRAWALS	DEPOSITED ITEM RETURNED	-350.00
962-816	1/27/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 01/17/2020	-3,576.46
480322	1/27/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 01/17/2020	-11,431.08
457-575	1/30/2020	ELECTRONIC FUNDS TRANSFER	EFT CDTFA SALES ANNUAL SALES & USE TAX PAYABLE FOR 2019.	-606.00
Total EFT's/Bank Withdrawals				-36,439.65

Ref#	Date	Vendor	Description	Amount
TRX TO PR	1/7/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 01/03/2020	-33,024.88
TRX TO PR	1/15/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR P.D. FINAL PAYCHECK	-2,664.68
TRX TO PR	1/21/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 01/17/2020	-30,053.37
To Transfer Between Accounts				-65,742.93



Staff Update – 2020-02-18

City Council

City Manager

Met with Nylex and staff over cyber security of City assets.

Assistance with setting up March 2020 League of California Cities meeting.

Worked on water system grant plan.

Work on City's Local Road Safety Plan process with City Engineer and County Public Works.

Discussion with Scotia CSD over future plans for Scotia CSD wastewater treatment.

Will be meeting with County officials over Monument Road slip-out.

Attended 2020 City Managers conference.

City Clerk

Processed six (6) Building Permits

469 First Ave.– Sunroom Addition

130, 204, 206, 208, 212 Ash St. – Sewer Lateral Repairs

136 Ogle Ave. – Wood Stove

149 Meadowbridge Lane – Re-Roof Residence

153 Meadowbridge Lane – Tankless Water Heater

720 Dinsmore Ranch Road – Backflow Device

Misc.

Submitted Monthly Bureau of Labor Statistics Report

Submitted CHF-CIRB Monthly Building Permit Activity Report

Processed application for residential well permit

Submitted completed Form 700's to external boards and commissions

City Attorney

Human Resources, Risk & Training

Finance Department



Public Works Water

Public Works Wastewater

Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

The Department had the following statistics for the period of January 15, 2020 to February 11, 2020. This period of time saw an above average number of calls for service, a lower than average number of reports, and an average number of arrests compared to last year. The homicide investigation continues to consume a significant portion of Chief Conner's time during this reporting period. The summation of Calls for Service is greater than the total as multiple officers can now be assigned to the same call for service.

Officer	Calls for Service	Reports	Arrests
Conner	34	3	0
Beauchaine	76	5	1
Landry	106	15	11
Mitchell	90	9	7
Valk	32	2	2
Fielder	0	0	0
Totals	306 (4 unassigned)	34	21
Averages	10.9 per day	8.5 per week	5.3 per week
2019 Yearly Average	6.4 per day	10.3 per week	4.6 per week

During the period January 15, 2020, to February 11, 2020, there were twenty-three calls for service related to animal control issues. One dog, four puppies, and two cats were transported to Miranda's Rescue during this reporting period.

On January 26, 2020, the suspect in the Monument drive-by shooting was arrested in New Rockford, North Dakota. On January 28, 2020, his girlfriend, Alma Ahumada-Mendoza was arrested in Fargo, North Dakota. Chief Conner flew to North Dakota and interviewed both suspects. Sergeant Beauchaine flew to Fargo and brought Ahumada-Mendoza back to Humboldt County for prosecution. The Sheriff's Department transported Coleman back to Eureka.

On February 11, 2020, Officer Valk was advised that a group of juveniles may have just broken the window of a car parked in the lot of the Dollar General. She was able to learn the identity of one of the possible suspects and went to her home. The young woman exited her house and refused to obey Officer Valk's requests to stop and speak with her. A struggle ensued. Officer Valk was able to get the young woman into handcuffs, and eventually into her vehicle. The teenager appeared to be highly



intoxicated and claimed to have taken an excessive amount of medication. Consequently, she was transported to Redwood Memorial Hospital. Another struggle ensued at the hospital before she was eventually transported to Juvenile Hall. She was charged with vehicular burglary, vandalism, resisting arrest and a violation of probation.

Code Enforcement

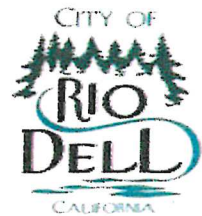
During the period January 15, 2020, through February 11, 2020, the Department opened one new junk vehicle case and closed five. There is one open case at the end of the time period that this report covers.

During the period of January 15, 2020, to February 11, 2020, the Department opened two new cases and closed two cases. The new cases dealt with a container placed on a property without permits and animal keeping. The closed cases dealt with dogs running loose and marijuana regulations. There remain 53 open cases at the end of this reporting period.

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park



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

DATE: February 18, 2020

TO: Mayor and Members of the City Council

FROM: Cheryl Dillingham, Interim Finance Director *CD*

THROUGH: Kyle Knopp, City Manager *3*

SUBJECT: Discussion on Draft Policy Governing Discontinuation of Residential Water Service for Nonpayment

IT IS RECOMMENDED THAT THE CITY COUNCIL:

That the City Council receives an update on the development of a Draft Policy Governing Discontinuation of Residential Water Service for Nonpayment required for implementation of Senate Bill (SB) 998 and provides direction to staff, if any.

BACKGROUND AND DISCUSSION

SB 998, also known as the Water Shutoff Protection Act, requires that the City have a written policy on discontinuation of water service, prohibits discontinuance until accounts are at least 60 days delinquent, requires 7 business days' notice before discontinuance and prohibits discontinuance when doing so would pose a serious threat to the health and safety of a resident if the customer demonstrates an inability to pay and is willing to make payments via alternative methods. The City Attorney provided a template for the required policy and staff has reviewed the policy and made suggested changes in **red**. The attached draft is for your preliminary review and is being concurrently reviewed by the City Attorney. Once the policy is finalized it will need to be adopted by resolution. The City is required to comply with SB 998 by April 1, 2020.

ATTACHMENTS

Draft Policy Governing the Discontinuation of Residential Water Service for Nonpayment

DRAFT Policy Governing the ~~Disconnection~~-Discontinuation of Residential Water Service for Nonpayment ~~of Water Rates and Charges~~

In accordance with California law, this policy is also available Spanish, Chinese, Tagalog, Vietnamese, and Korean. Please contact the City/~~District~~ to obtain a copy in a desired language.

I. Scope and Purpose.

Under existing law, ~~District~~/the City reserves the right to discontinue (shut-off) water service to residential and commercial properties in the event of nonpayment for water service. The purpose of this Policy is to (i) provide regulations for the manner in which residential water service may be disconnected in the event of nonpayment; (ii) to provide adequate safeguards to ensure residential customers and occupants are provided adequate notice and a fair opportunity to contest the water bill before water service is disconnected; and (iii) to provide potential alternative payment arrangements for residential customers who qualify.

This Policy does not apply or otherwise affect the City's/~~District's~~ ability to discontinue water service to nonresidential customers or to discontinue water service to residential customers for reasons other than nonpayment of rates and charges.

The City/~~District~~ reserves the right to amend this Policy by resolution at a properly noticed meeting. Other than as may be required by the Ralph M. Brown Act, no further notice, including but not limited to individual written notice to customers, is required to amend this Policy.

This Policy is intended to be consistent with California law governing the disconnection of residential water service. To the extent there is any inconsistency between this Policy and California law, California law will control.

II. Discontinuation of Water Service to Residential Units.

The District reserves the right to discontinue water service to residential units, including, but not limited to, single-family dwellings, multi-unit residential structures, and mobile home parks, in the event a ~~water-utility~~ bill remains unpaid for a period of sixty (60) calendar days after it becomes delinquent. A ~~water-utility~~ bill becomes delinquent if it is not paid, in full, within ~~_____~~26 days of the date printed on the water bill.

Before water service is actually discontinued, the City/~~District~~ will attempt to contact customers and occupants by phone at least seven (7) calendar days before the date water service is discontinued or by mail at least ten (10) calendar days before the date

water service is discontinued to provide notice of the intended date water service will be discontinued, among other important information. If the mailing is returned as undeliverable, the City/District will make a good faith effort to post the notice in a conspicuous place on the property where service is provided. It is the customer's obligation to ensure the City/District has a current mailing address on file.

The written notice will provide customers and, if applicable, occupants with the following information (among other information):

- The amount of the delinquency;
- The date by which payment or other arrangement for payment is required to avoid discontinuation of service;
- The date service will be discontinued if payment or other arrangement for payment is not in place;
- A description of the process to apply for an extension of time to pay the delinquent charges;
- A description of the procedure to petition for bill review and appeal;
- A description of the procedure by which the customer may request deferment in the delinquent payment or an alternative payment schedule;
- Information on how to restore water service after discontinuation; and
- For certain tenant occupied units in which the landlord is the customer, the tenants' have the option to avoid service disconnection by becoming a direct customer of the City/District.

III. Right to Appeal the Delinquent Water Bill.

Residential customers who dispute their water bill have the right to appeal (contest) the amount due. An appeal must be submitted in writing and received by the City/District no later than the fourth (4th) day before the date described in the notice as the intended discontinuation date, unless the fourth day falls on a weekend or federal holiday, in which case the written notice of appeal must be received on the next business day following the weekend or holiday.

To be valid, a notice of appeal must, at minimum, provide the following information: (i) name of customer, (ii) phone number, (iii) address where notices can be mailed, (iv) the particular water bill(s) appealed, (v) a brief statement of the ground for the appeal. The City's Water Bill Claim Adjustment Policy adopted by resolution 1409-2018 provides the guidelines for all adjustments due to an undetected water line break or leak.

~~The City/District will contact you at the phone number provided on the notice of appeal to provide notice of the date, time, and location for the appeal hearing. The~~

~~hearing will normally take place within three to five business days, subject to the City Manager's/General Manager's availability, following receipt of the notice of appeal. Customers may request one continuance for a period not to exceed three business days upon a showing of good cause.~~

~~The City Manager/General Manager will hear the appeal and render a final decision at the conclusion of the hearing in writing. At the hearing, customers have the right, but not the obligation, to present documents, call witnesses, and have counsel. For purposes of the appeal, the water bill is presumed valid and the burden of proof rests with the customer to demonstrate otherwise. Except as may be expressly provided by law, the decision of the City Manager/General Manager shall be final and there shall be no right to appeal to the City Council.~~

If

Water service will not be discontinued while the appeal is pending. In the event the appeal is denied, water service may be discontinued, without further written notice, no sooner than three days after the hearing if payment is not made in full.

IV. Alternative Payment Arrangements for Qualifying Customers.

Under certain qualifying conditions, customers who are facing a residential water service disconnection may be eligible to participate in alternative payment arrangements. Any and all alternative payment arrangements must be requested by the customer prior to the scheduled date of service disconnection.

The City Manager or designee will consider all circumstances surrounding the request and make a determination as to whether the payment arrangement is warranted.

Customers who are able to demonstrate each of the following are eligible to participate in an alternative payment arrangement:

First requirement: the customer, or a tenant of the customer, must submit to the City/~~District~~ a certification of a primary care provider that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where service is provided. For purposes of this requirement, a "primary care provider" means either of the following: (i) any internist, general practitioner, obstetrician-gynecologist, pediatrician, family practice physician, nonphysician medical practitioner, or any primary care clinic, rural health clinic, community clinic or hospital outpatient clinic currently enrolled in the Medi-Cal program, which agrees to provide case management to Medi-Cal beneficiaries.

Second requirement: the customer demonstrates to the satisfaction of the City/~~Distriet~~ a financial inability to pay for water service within the normal billing cycle. A customer is deemed financially unable to pay if any member of the household is a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Woman, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

Third requirement: the customer agrees in writing on a form provided by the City/~~Distriet~~ to comply with the alternative payment arrangement proposed by the City/~~Distriet~~.

~~-- How to request an alternative payment plan?~~

If a customer believes he or she qualifies to participate in an alternative payment plan, the customer must contact the City/~~Distriet~~ as soon as possible at the phone number below, but in no event after the time to appeal the water bill has expired, to inform the City/~~Distriet~~ that the customer intends to submit information to establish eligibility to participate in an alternative payment arrangement. After such notice is provided, the customer must submit documentation demonstrating he or she meets the first two requirements described above no later than ~~five (5) calendar days after~~ the date set for the intended service disconnection.

It is the customer's obligation to ensure the timely submission of complete and satisfactory documentation demonstrating eligibility. If the information is not submitted in a timely manner or if the information is incomplete, the City/~~Distriet~~ will provide notice of a new intended disconnection date no earlier than five (5) calendar days after mailing. In such a circumstance, the only way to avoid the disconnection of service is the payment, in full, of all delinquent charges.

~~--What alternative payment options are available?~~

At its election, City/~~Distriet~~ may offer ~~you one of three~~ the following alternative payment plans for the delinquent amount. *Customers who are approved for an alternative payment plan for a delinquent amount must still keep current with ongoing water service billing or water service ~~may~~ will be disconnected.*

Temporary deferral of payment. For delinquencies less than \$~~_____~~ 250 _____, the City/~~Distriet~~ may offer customers the opportunity to temporarily defer payment of the delinquent amount to a certain date in the future, not more than 14 days. The deferment applies only to the delinquent amount and customers must still pay, when due, all current charges for water service.

Amortization of unpaid amount. The City/~~District~~ may offer customers the opportunity to amortize the delinquent amount over a period not to exceed ~~twelve~~ six (126) months at the City's/~~District's~~ election. Amortization plans must be in writing and signed by the account owner.

Only one active alternative payment agreement may exist on an account at any given time. An account owner will not be eligible to participate in any alternative payment agreement if he or she has failed to comply with the terms of a prior alternative payment arrangement within the previous twelve (12) month period.

V. Contacting the City/District and Additional Information.

[INSERT CONTACT INFORMATION]

For more information, please visit the City's/~~District's~~ website at _____

VI. Returned Payments

When a payment of any kind is not honored by a customer's bank (returned payment), the water account shall be considered unpaid and subject to possible disconnection. The City will make a reasonable, good faith effort to notify the customer by phone or mail of the returned payment.

- a) If the account is delinquent, water service will be discontinued (shut-off) if the amount of the returned payment and the returned payment charge (if applicable) are not paid on or before the date specified in the Service Discontinuation Notice(s). Only payment in the form of cash, credit card or cashier's check will be accepted to pay for the returned payment and returned payment fee (if applicable).
- b) If it is determined that a payment was made on the disconnection deadline date in order to avoid service interruption and/or a reconnection fee, and that payment is subsequently returned by the bank, a seven (7) day Final Notice of Discontinuance of Service will be issued, advising the customer that payment for the returned payment and the returned payment charge (if applicable), must be made by the date specified on the Final Notice to avoid water service

discontinuation and the reconnection fee. Payment must be made by cash, credit card or cashier's check only.

c) In the event a customer's check is returned by the bank unpaid three (3) times within a twelve (12) month timeframe, a letter will be mailed to the customer notifying them that only cash, credit card or cashier's check will be accepted as payment for a period of twelve (12) months from the most recent returned payment.

a) Returned Checks & Payments for Previously Discontinued Water Service

1 .In the event an account owner (customer) tenders a non-negotiable payment to restore retail water service previously disconnected for non-payment and, in good faith, the City restores retail water service to the location; the City will consider the delinquent account unpaid and may promptly discontinue water service without providing additional notice.

2.Any account owner issuing a non-negotiable payment to restore retail water service discontinued for non-payment will be required to pay cash credit card or cashier's check to restore any future water service discontinuations for a period of 12 months from the date of the returned payment.



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

February 18, 2020

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager *3*
SUBJECT: Appointment of Ad Hoc Committee Related Development of a Request for Proposal Related to Utility Rate Studies

IT IS RECOMMENDED THAT THE CITY COUNCIL:

The Mayor should make a recommendation as to the appointment and moved for approval of the Council. Appoint two members of the City Council to work with staff on development of an RFP for utility rate studies and return to the full Council for authorization to issue the RFP within six months.

BACKGROUND AND DISCUSSION

Staff is recommending the formation of an Ad Hoc committee related to the development of an RFP for the proposed utility rate study. The group will help prepare the RFP, its scope and present it to the City Council for approval and eventual issuance.

Completion of this work is anticipated to take 2-6 months.

2.10.210 Commissions/Committees.

(1) Ad Hoc Committees. Ad hoc committees are formed on an as-needed basis with a clearly defined purpose and term. Ad hoc committees will consist of two Council members recommended by the Mayor and concurred with motion by the full Council.

///



*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
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February 18, 2020

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager *3*
SUBJECT: Authorize Staff to Develop and Issue Bid for Maintenance Paving

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize staff to issue a bid for the proposed project and return to the Council.

BACKGROUND AND DISCUSSION

The FY 2019-2020 budget included an appropriate to conduct engineering work to prepare street projects on Eeloa/Fern/Riverside and 2nd Avenue. In discussions with the City Engineer and various contractors staff believes that moving forward with a maintenance paving project would produce the desired outcome in a quicker manner. This agenda item also included a budget adjustment that, if approved, would provide \$50,000 towards this project. The bid will be broken into three or four sections, allowing the council to approve the completion of the full scope, or one that is within the \$50,000 available.

Because of the ATP project and related work on Wildwood Avenue, there is potential for a contractor to be able to bid lower on the contract than they might otherwise, due to lower mobilization costs. Therefore, it is recommended that the project be given priority from the terminus of the ATP project (west side of Eeloa) and radiate outwards to Riverside.

If approved, staff will move forward to issuing the bid and return to the Council with the results.

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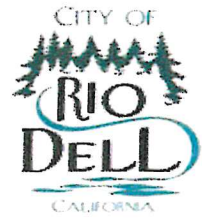
Maintenance Paving

Total approximate RFP Scope, to be broken into 3-4 sections.

Legend

Feature 1







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

DATE: February 18, 2020

TO: Mayor and Members of the City Council

FROM: Cheryl Dillingham, Interim Finance Director 

THROUGH: Kyle Knopp, City Manager 

SUBJECT: Adoption of Ordinance 380-2020 Amending Chapters 13.05 and 13.10 of the Rio Dell Municipal Code

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Open the public hearing, receive public input and deliberate; and
2. Approve and adopt Ordinance No. 380-2020 which amends Chapter 13.05 Water Rates and Regulations and Chapter 13.10 Sewer Rates and Regulations of the Rio Dell Municipal Code to allow compliance with Senate Bill (SB) 998.

BACKGROUND AND DISCUSSION

The City of Rio Dell provides water service to approximately 1,400 accounts. Customer account policies are currently in the Rio Dell Municipal Code (RDMC), including the process by which a customer's water service will be shut off for nonpayment.

SB 998, also known as the Water Shutoff Protection Act, was approved by the Governor in September 2018 and declares that all Californians have the right to safe, accessible and affordable water. Among other things, the law requires the City to adopt by resolution a formal residential water discontinuance policy that includes all procedural safeguards included in SB 998. Public entities with less than 3,000 customers must implement SB 998 by April 1, 2020. The first step to comply with SB 998 is adoption of an ordinance to remove all contrary shut off language currently found in the City's municipal code.

The recommended amendments to RDMC Chapters 13.05 and 13.10 remove conflicting shut off provisions and require discontinuance of residential water service for nonpayment to be in accordance with a policy adopted by Council resolution. Additional minor changes have also been included in the ordinance to remove or correct existing duplicative language. The effective date of Ordinance 380-2020 is April 1, 2020. A resolution adopting the new policy will need to be approved in March.

ATTACHMENTS

Attachment 1 – Ordinance No. 380-2020 regarding amending Chapter 13.05 Water Rates and Regulations and Chapter 13.10 Sewer Rates and Regulations of the Rio Dell Municipal Code to allow compliance with SB 998

Attachment 2 – Section 13.05.290 of the Rio Dell Municipal Code

ORDINANCE NO. 380-2020



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AMENDING CHAPTER 13.05 WATER RATES AD REGULATIONS
AND CHAPTER 13.10 SEWER RATES AND REGULATIONS
OF THE RIO DELL MUNICIPAL CODE TO
TO ALLOW COMPLIANCE WITH SENATE BILL 998**

WHEREAS, Senate Bill (SB) 998 was signed by the Governor on September 28, 2018; and

WHEREAS, SB 998 applies to urban and community water systems, defined as public water systems the supply water to more than 200 service connections; and

WHEREAS, SB 998 requires urban and community water systems to have a written policy on discontinuation of residential water service for nonpayment and requires that policy to include certain components such as not discontinuing residential water service until a bill is 60 days delinquent and to provide the customer 7 business days' notice prior to the discontinuation of residential water service; and

WHEREAS, the Rio Dell Municipal Code (RDMC) must be amended to remove contrary provisions and to provide for the adoption by resolution of a policy in compliance with SB 998.

NOW THEREFORE BE IT RESOLVED that the City of Rio Dell City Council does hereby ordain as follows:

Section 1. Code Amendments

The City Council makes the following amendments to the RDMC, Chapters 13.05 Water Rates and Regulations and 13.10 Sewer Rates and Regulations. Deletions are shown in ~~strikeout~~ and additions are shown in ***bold italics***.

13.05 Water Rates and Regulations

~~**13.05.090 Shutting off water for repairs – Delinquent accounts.**~~

~~The City reserves the right to shut off the water supply to any premises at any time without notice, for the purpose of making repairs, extensions or other necessary purposes, or for any~~

~~violation of this chapter, or any overdue payment, or delinquency of payment of any City utility service.~~

13.05.120 Turning water off or on for repairs or in an emergency.

The City shall have the right in an emergency, for the purpose of making repairs, extensions or other necessary purposes to turn the water off or on without notice, but it shall be the duty of the Water Department to make a reasonable effort to notify all consumers that the water is to be turned off or on.

13.05.260 Billing.

(1) All water billing shall be monthly based on meter reading which will commence approximately three weekdays prior to the end of each month, with billings scheduled for posting and delivery on the first day of each month. Utility bills are due and payable upon receipt. ~~no later than the twenty-sixth of each month at Rio Dell City Hall.~~

The City may read water meters on a bimonthly basis. If a bimonthly meter reading schedule is established, monthly bills shall be calculated as set forth by resolution duly adopted by the City Council of the City of Rio Dell.

Utility bills not having been paid by the twenty-sixth of the month shall be considered delinquent and no further notice is required other than the said next following billing reflecting two months of service are outstanding.

~~Should payment in full not be received within 10 calendar days from the said second billing, then shut-off notices shall be sent to the water customer and the water service discontinued until payment of all outstanding billings is made in full; provided further, that no such shut-off will occur on a Friday, weekend, or City holiday unless specifically directed by the Director of Public Works.~~

(2) Water service billing shall be assessed against the person or persons who reside in or otherwise occupy the premises being served and are identified as the same having completed an application for water service as a non-owner resident of the premises, and after submitting a deposit as established by resolution of the City Council against any water charges sustained during the said non-owner's occupancy or control of the said premises, whereupon the said depositor shall receive a numbered receipt which shall be required to be presented at demand of all or any part of any refundable balance of said deposit remaining after any and all current water service charges have been deducted; provided, however, that the person or persons who reside in or otherwise occupy the premises shall be liable for any and all unpaid water service charges not paid by the said non-owners or remaining after full deposit amounts have been applied to any outstanding water service billings.

(3) Should any particular monthly meter reading not be possible, due to malfunctioning equipment, temporary inaccessibility or other reason that prohibits meter reading, each such account shall be billed for the total minimum rate until such time as the problem is resolved

and monthly meter reading can be resumed. The City may remove any obstruction that prohibits meter reading at the sole expense of the consumer.

(4) City water users on meters outside the City limits shall pay for service as contained in RDMC 13.05.240 and all other requirements of this chapter shall be enforceable as a condition of service thereto.

(5) Any water service situation not specifically covered in any section of this chapter will be reviewed and handled on a case-by-case basis as determined by the Public Works Director, with resultant fees, if involved, established on an equitable basis with those rates herein established.

(6) Failure to receive a bill does not relieve the consumer of liability for payment of any amounts due by this chapter.

13.05.280 Discontinuance of service for non-payment.

(1) In the event that any non-residential consumer ~~shall be~~ delinquent in the payment of his ~~their~~ water bill, ~~and in accordance with the provisions of RDMC 13.05.250(1),~~ and payment in full is not received within 10 calendar days from the said second billing, then shut-off notices shall be sent and the Department shall have the right forthwith and without further notice to discontinue water service to the premises of such delinquent consumer.

(2) Residential water service may only be discontinued for nonpayment in accordance with the policy on discontinuation of residential service for nonpayment adopted by formal resolution of the City Council, as the same may be amended from time to time.

(3) The City may remove any obstruction that prohibits access to the meter for discontinuance of water service at the sole expense of the consumer.

13.05.300 Procedure for restoring service after delinquency.

If water service is cut off or discontinued for failure to pay delinquent bills, or for any reason, such service may again be established only in the event the consumer or the owner of the premises served pays all outstanding delinquent bills, penalties and charges as may be required by this chapter or City policy.

13.05.315 Payment extension.

Every request that is made by a residential consumer for an extension of payment period of such bill asserted to be beyond the means of the customer to pay in full during the normal period for payment shall be reviewed by the City Manager or the City Manager's designee. The review shall include consideration of whether the consumer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time, not to exceed six months.

Granting of a payment extension ~~is discretionary and discontinuation of services for failure to pay shall be in accordance with the policy referenced in RDMC 13.05.280(2).~~

~~The City Manager is authorized to discontinue service to a residential consumer with an amortization agreement if the consumer fails to keep the account current as charges accrue in each subsequent billing period.~~

13.10 Sewer Rates and Regulations

~~13.10.080 Shutting off water.~~

~~The City reserves the right to shut off the water supply to any premises at any time, for the purpose of making sewer line repairs, extensions or other necessary purposes or for any infraction of this chapter or any overdue payment or delinquency of payment of any City utility service billing.~~

13.10.100 Turning water off or on for repairs or in an emergency – Rendering sewer service inoperable.

The City shall have the right in an emergency, for the purpose of making sewer line repairs, extensions or other necessary purposes to turn the water off or on without notice, but it shall be the duty of the Water Department to make a reasonable effort to notify all consumers that the water is to be turned off or on.

~~13.10.160 Reconnection fees.~~

~~There shall be herewith established a reconnection fee for use when abandoned services are requested to be reactivated, or when a service has been disconnected because of failure to pay City utility bills, and are delinquent or for other reasons such as vandalism of City owned property, system piping, etc. (refer to RDMC 13.10.250). The reconnection fee shall be \$200.00 plus the actual costs involved in the reconnection as will be billed by the City Manager or designee (refer to definition of "cost" in RDMC 13.10.010 and provisions of RDMC 13.10.250).~~

13.10.230 Rates, charges and billings.

(1) Rates, charges and billings are established by resolution. All sewer billing shall be monthly to coincide with water billing, scheduled for posting and delivery on the first day of each month following water meter readings. Utility bills are due and payable from the first day of each month at the Rio Dell City Hall.

Utility bills not having been paid ~~before the next following billing~~ by the twenty-sixth of the month shall be considered to be delinquent and no further notice will be provided other than on the said next following billing reflecting that two months of service are outstanding.

~~Should water payment in full not be received within 10 calendar days from the said second billing, then shut-off notices shall be issued and the water service discontinued until payment of all outstanding billings is made in full (refer to RDMC 13.10.250); provided further, that no such shut-off will occur on a Friday unless specifically directed by the City Manager or designee.~~

(2) Sewer service billing shall be assessed against the person or persons who reside in or otherwise occupy the premises being served and identified as the person or persons having

completed an application for sanitary sewer service as a nonowner resident of the premises, and after having deposited \$200.00 as surety against any sewer service charges sustained during the said nonowner occupancy or control of the said premises, whereupon the depositor shall receive a numbered receipt which shall be required to be presented at demand of all or any part of a refund of any balance of deposit remaining after any and all current sanitary sewer service charges are satisfied.

However, and notwithstanding the above, owners of real property rented, leased, occupied or in any manner controlled by nonowners shall be liable for any unpaid sewer service not paid by the said nonowners, with such unpaid amounts due and payable prior to any continued use of any said premises, and the water to such premises shall therefor also be discontinued in order to cause the sewer service to become inoperable pending settlement of outstanding utility bills. A list of delinquent accounts will be forwarded to the Humboldt County Auditor to be added to other taxes imposed on the delinquent parcel and collected in the same manner and to the same extent as such other taxes.

(3) In any case where customers are served by the Rio Dell sewer system, the customer shall pay rates as established by resolution.

~~(4) All sewer billing is due and payable at the Rio Dell City Hall and payments not made before the next following billing shall be deemed to be delinquent and 10 calendar days thereafter, without benefit of further notice, delinquent services will be discontinued (refer to subsection (2) of this section).~~

(54) Any consumer required to pay for sewer services in accordance with this section who commences service on or after the sixteenth ~~of any month~~ day from the last monthly meter reading shall pay a rate for that month of only 50 percent of the required rate for the full month.

Any consumer required to pay for sewer service in accordance with this section who discontinues service on or before the fifteenth day ~~of any month~~ from the last meter reading shall pay a rate for that month of only 50 percent of the required rate for the full month.

13.10.240 Discontinuance of service for nonpayment for water customers.

~~(1) In the event that any **non-residential** customer ~~shall be~~ delinquent in the payment of ~~his~~ their sewer bill, the Department shall have the right forthwith and without further notice to discontinue water service to the premises of such delinquent customer, ~~and water shall not again be supplied to him or to the premises until all delinquent City utility bills and charges for reconnection have been paid.~~~~

(2) Residential water service may only be discontinued for nonpayment in accordance with the policy on discontinuation of residential water service for nonpayment adopted by formal resolution of the City Council, as the same may be amended from time to time.

13.10.250 Procedure for restoring service after delinquency.

If water service is cut off or discontinued for failure to pay delinquent City utility bills, such service may again be established only in the event the customer or the owner of the premises served pays all ~~delinquent~~ **outstanding** bills, **penalties** and charges as may be required by this chapter, **RDMC 13.05.290 or City policy.**

Section 2. Severability

If any provision of the ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

Section 3. Limitations of Actions

Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

Section 4. Effective Date

This ordinance becomes effective April 1, 2020.

I HEREBY CERTIFY that the foregoing Ordinance was duly introduced at a regular meeting of the City Council of the City Rio Dell on February 4, 2020 and furthermore the foregoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on February 18, 2020 by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

Debra Garnes, Mayor

ATTEST:

I Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance 380-2020 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on February 18, 2020.

Karen Dunham, City Clerk, City of Rio Dell

ATTACHMENT No. 2

Rio Dell Municipal Code

13.05.290 Reconnection fees.

There shall be herewith established a connection fee for use when service is disconnected because of failure to pay City utility bills, payments are delinquent, or for other reasons including but not limited to vandalism of City-owned property, meters, or system piping, and when abandoned services are requested to be reactivated. The delinquency reconnection fee shall be established by resolution by the City Council, plus actual costs involved in the reconnection. Reconnections requested between 4:00 p.m. and 8:00 a.m. on weekdays, any time on weekends or holidays, shall be assessed an additional fee as established by resolution of the City Council.