



RIO DELL CITY COUNCIL AGENDA  
REGULAR MEETING - 6:30 P.M.  
TUESDAY, MARCH 17, 2020  
CITY COUNCIL CHAMBERS  
675 WILDWOOD AVENUE, RIO DELL

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



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

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

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

F. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the 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) 2020/0317.01 - Approve Minutes of the March 3, 2020 Regular Meeting **(ACTION)**

- 2) 2020/0317.02 - Approve Resolution No. 1447-2020 Adopting a List of Projects for FY 2020-21 Funded Under SB-1 – The Road Repair and Accessibility Act of 2017 **(ACTION)** 9
- 3) 2020/0317.03- Approve Resolution No. 1448-2020 Updating the Continuity of Government Plan for the City of Rio Dell **(ACTION)** 12
- 4) 2020/0317.04 - Receive and File Check Register for February 2020 **(ACTION)** 15
- G. ITEMS REMOVED FROM THE CONSENT CALENDAR
- H. REPORTS/STAFF COMMUNICATIONS
- 1) 2020/0317.05 - City Manager Staff Update **(RECEIVE & FILE)** 18
- I. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS
- 1) 2020/0317.06 – Approval of Comparator Agencies Related to Total Compensation Study **(DISCUSSION/POSSIBLE ACTION)** 22
- 2) 2020/0317.07 - Discussion on COVID-19 and Related Disaster Declarations **(DISCUSSION/POSSIBLE ACTION)** 27
- J. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS
- 1) 2020/0317.08 - Second Reading (by title only) and Adoption of Ordinance No. 379-2020 repealing Section 17.30.290, Second Dwelling Units, Section 17.30.190, Medical Marijuana Regulations, establishing Section 17.30.020 Accessory Dwelling Units, and renumbering Chapter 17.30 General Provisions and Exceptions of the Rio Dell Municipal Code (RDMC) **(DISCUSSION/POSSIBLE ACTION)** 41
- K. COUNCIL REPORTS/COMMUNICATIONS
- L. ADJOURNMENT

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

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
MARCH 3, 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 Strahan and Wilson

                          Absent:     Councilmember Johnson (excused)

                          Others Present:   City Manager Knopp, Chief of Police Conner, Finance Director Dillingham, Wastewater Superintendent Taylor, and City Clerk Dunham

                          Absent:     Community Development Director Caldwell and Water/Roadways Superintendent Jensen

**PUBLIC PRESENTATIONS**

There was no public comment received.

**CONSENT CALENDAR**

Mayor Garnes asked if any councilmember, staff or member of the public, would like to remove any item from the consent calendar for separate discussion. No items were removed.

Motion was made by Woodall/Strahan to approve the consent calendar including approval of minutes of the February 18, 2020 Regular meeting, approval of Resolution No. 1442-2020 adopting a policy governing the discontinuance of residential water service for nonpayment; and to receive and file the FY 2020-2021 Budget Calendar. Motion carried 4-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager/Staff Update

City Manager Knopp provided highlights of the staff report and additional information on upcoming activities and events. He announced the date for the upcoming Bike Rodeo on April 28 from 12:30-3:00 p.m. at the Monument Middle School. Any volunteers interested in helping should contact the City Manager.

In addition, the US Census Bureau would be utilizing the City Hall Council Chambers during the next two months to conduct up to 15 training sessions for census workers. Portable ADA compliant toilets would be placed in the parking lot to help facilitate those trainings.

Mayor Garnes asked if they would be training census workers just for Rio Dell.

City Manager Knopp indicated that the trainings would be for regional census workers, not just for Rio Dell.

He provided a brief update on the Coronavirus (COVID-19) and commented that the best place to access information is through the Humboldt County Public Health Department or the Centers for Disease Control (CDC).

Mayor Garnes noted that the League of California Cities (LOCC) held a teleconference on the issue last week and they advised cities to first go to County Public Health for information and if they do not have the answers, and then contact the State. They indicated that frequent hand washing is still the best preventative measure from contracting the virus and that much of the information online is exaggerated.

City Manager Knopp added that Purell hand sanitizing stations were placed at City Hall and the Water/Wastewater Treatment Plant for employees and the public. A staff briefing on the virus was conducted at the treatment plant early today.

City Manager Knopp noted that related to the Water Capital Improvement Program (CIP), staff was close to submittal of a grant application for replacement of lines.

Councilmember Strahan asked what lines would be replaced.

City Manager Knopp indicated that various lines throughout the City would be replaced with the exception of the Dinsmore Plateau area.

Councilmember Strahan asked for the status of the water main realignment from the North 101 Bridge.

City Manager Knopp explained that the City's water line runs through the Caltrans Bridge that connects to the Humboldt Rio Dell Business Park and to the City's secondary water source. Caltrans is discussing the idea of eliminating the two bridges and constructing one bridge for both northbound and southbound traffic. If the City could obtain a grant for realignment of the water line, it would be advantageous to do directional drilling and place the line in the river.

Councilmember asked if the LED sign in the median was broken. City Manager Knopp explained that it was not broken and that staff had just forgotten to advertise tonight's meeting on the sign.

Councilmember Strahan asked for the date of the League of California Cities meeting. Mayor Garnes noted that the meeting was scheduled for March 20, 2020 with the Legislative Committee Meeting to take place at City Hall, the General Membership Business Meeting at the River Bluff Cottages, followed by a reception and dinner at the Benbow Inn.

Councilmember Wilson asked for clarification that the Police Department was currently down one officer. Chief Conner noted that with Officer Carnahan leaving to go to the Sheriff's Department, the department was down one officer.

Mayor Garnes called for public comment regarding the Staff Update.

A resident from Elm Street addressed the Council regarding the U-Haul trucks at Brian's Automotive obstructing the view of vehicles turning onto Wildwood Ave. and noted that he almost hit a kid.

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

#### Receive and File FY 2019-2020 Mid-Year Financial Report

City Manager Knopp began by thanking Interim Finance Director Dillingham for putting together the Mid-Year Financial Report. He provided information on her professional background and commented that she has an unmatched history of experience in finance and that the City is blessed to have her on board. He referred to a supplemental handout provided to Councilmembers that was inadvertently omitted from the packet (Consolidated Balance Sheet), and turned the discussion over to Finance Director Dillingham.

Finance Director Dillingham commented that she does enjoy the "warm hearted" community of Rio Dell and is glad to be able to have a better understanding of what is going on, noting that the financial picture of the City is quite strong.

She pointed out that the actual fund balance is \$6.5 million and the total adopted budget is only \$4.4 million, which is amazing. Total City revenues received at mid-year were \$1,802,624, which exceeded total expenditures of \$1,559,036 by \$243,588. At mid-year, only 21% of budgeted General Fund revenues were received primarily due to Property tax revenue and Vehicle In-Lieu funds not received until February. She noted that revenues are anticipated to be at, or above, budgeted amounts by year-end.

In the Enterprise Funds, 54% of actual sewer revenues were received at mid-year, with sewer operating expenditures at 42%. Actual Water revenues at mid-year were 55%, with total water expenditures at 40%.

In summarizing the budget outlook, she pointed out that the actual beginning fund balances at the beginning of the 2019-20 fiscal year were more than anticipated for most funds with the estimate at \$5.1 million and the actual at \$6.5 million. The mid-year review shows that predominantly revenues are coming in at budgeted levels or slightly higher and expenditures are on target.

Items that could negatively impact the budget outlook were identified as:

- Potential costs in the Sewer funds to comply with State mandated Water Quality regulations.
- Streets revenues not sufficient to cover maintenance costs.
- Pending salary survey study.
- Likely Economic downturn.
- Overall revenues into the city are at historic highs; however, operating costs continue to grow (dispatch, animal care, and public safety software).

City Manager Knopp commented that one of the best avenues for the City Council to take would be to invest in long-term risks to the city such as street improvements. He said that there are many Capital needs in this community, particularly in streets. He noted that the city has a little more freedom to make investments in this area and encouraged the Council to look at potential street projects in the next budget. The overall financial position of the City is improving however; some of the service delivery issues are questionable. Not just in terms of streets but in personnel retention. He explained that it is big especially in a city where there is not necessarily a lot of depth in the departments and one person wears several hats. For example, when someone leaves in the police department, they lose one-sixth of their work force, they are losing someone that has accumulated a lot of local knowledge, and a new individual has to be trained to learn that. This is very difficult to do and time intensive, so those are some of the service delivery questions that need to be addressed.

For the time being, Measure J is in a solid position and cannabis revenues have the potential to significantly exceed budgeted levels. Overall, the financial position of the City is improving but there are areas that need investment to secure a sustainable future for the City.

Councilmember Strahan referred to the chart, *Revenues by Fund* with total budgeted revenues of \$4,090,498, compared to *Expenditures by Department* with the budgeted total of \$4,430,820, and asked if this does not include cash on hand.

Finance Director Dillingham explained that the \$4,090,498 is budgeted revenue and what the City expects to receive. The \$4,430,820 is the budgeted amount expected to be spent for the year. The difference between those two numbers comes from the reserves.

Councilmember Strahan commented that the funds are still going in the wrong direction.

Finance Director Dillingham pointed out that the difference between the actual revenues and anticipated expenditures are all on one-time capital improvements.

#### Appointment of AdHoc Committee Member for Proposed Utility Rate Studies

City Manager Knopp provided a staff report and said that at the last meeting, Councilmember Wilson and Mayor Pro Tem Woodall were appointed to an AdHoc committee related to the development of a Request for Proposal (RFP) for utility rate studies. Mayor Pro Tem Woodall resigned from the committee so the Mayor should make a recommendation on the

appointment of a replacement. Councilmember Johnson had indicated that he would be willing to serve on the committee.

Councilmember Strahan asked if she could be considered for appointment.

Mayor Garnes stated that Councilmember Johnson expressed interest in serving and suggested he be appointed to the committee since he is present more consistently and because of his engineering background.

Motion was made by Woodall/Garnes to approve the appointment of Councilmember Johnson to an AdHoc committee, replacing Mayor Pro Tem Woodall, for development of an RFP related to utility rate studies. Motion carried 3-1; Councilmember Strahan dissented.

Discussion on Untethered and/or Unattended Dogs

Mayor Garnes said that she requested this discussion be agenized due to concerns over the number of loose dogs in the city. She indicated that she personally has to go to Fortuna or Scotia to walk her dog. As a City Council, they need to review current ordinances and make sure there is enough teeth in the ordinances to enforce the regulations. She pointed out that until recently, the City had a fully staffed police force as well as Measure Z funds to help pay for enforcement. People have had their dogs attacked by other dogs and aggressive dogs have come after people walking as well.

She suggested the Council review the ordinance and come up with recommendations to get control of the situation. She said that it is unnecessary for dogs or people to be mauled and that she would like the Council to make this matter a priority.

Mayor Pro Tem Woodall asked if the City had regulations that address dogs running at large.

Chief Conner explained that the Ordinance does include leash laws for dogs.

Mayor Garnes suggested imposing fines or some other means to avoid having to leave the city to walk dogs.

Councilmember Wilson asked if there were people attacked by dogs.

Mayor Garnes referred to an incident involving a boxer and said that the police responded but if the person had not had something to swing at the dog to keep it from attacking. It could have been serious.

Councilmember Wilson agreed that there are a number of dogs running the streets but short of having a designated dog catcher, was not sure what could be done. He pointed out that the police officers have other things to do besides chasing dogs.

Mayor Pro Tem Woodall commented that the post office does not want to deliver mail in the Riverside Dr. neighborhood because of some aggressive dogs.

Councilmember Strahan suggested the matter be referred to the Nuisance Advisory Committee. Council concurred.

Update on Monument Road Slip-Out

City Manager Knopp reported that staff met with County staff on February 26 to discuss the slip-out that resulted from the February 2017 winter storms, which were declared both a state and federal disaster. The damaged area is half in the City and half in the County. In April of 2017, City and County staff met with FEMA representatives and it was agreed that the County be the lead agency on the project.

He commented that the final robust design is what is being proposed at around \$3 million. FEMA will pay 75% of the total cost and the State will pay 75% of the remaining 25%. Under this scenario, the city would be responsible for a 6.25% share of the total repair costs, putting Rio Dell's 50% local cost share at roughly \$100,000. He said that the repair is currently scheduled to be constructed over the 2021 construction season and that staff will invite the County and the engineers to present the plans to the Council once they have the 60% design complete. A more accurate cost estimate could be provided at that time.

Councilmember Strahan asked if the City would have to budget for the \$100,000.

City Manager indicated that after they get closer to the final design and narrow down the actual costs, the funding plan would be discussed.

**ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

Introduction and First Reading (by title only) of Ordinance No. 379-2020 Repealing Section 17.30.290 Second Dwelling Units, 17.30.190 Medical Marijuana Regulations, establishing Section 17.30.020 Accessory Dwelling Units, and renumbering Chapter 17.30 General Provisions of the Rio Dell Municipal Code

City Manager Knopp provided a staff report and explained that this is a housekeeping item to comply with state mandates. The recommendation is to introduce and conduct the first reading of the ordinance (by title only) and return at the next meeting for its second reading and adoption.

Councilmember Wilson commented that he attended the Planning Commission meeting on February 25 when the Commission reviewed the ordinance that it seems straight forward.

Councilmember Strahan asked if these mandates are for all communities, even rural communities.



City Manager Knopp responded that he believed the mandates apply to all jurisdictions in the State.

A public hearing was opened to receive public comment on the proposed ordinance. There being no public comment, the public hearing closed.

Motion was made by Woodall/Wilson to approve the introduction and first reading (by title only) of Ordinance No. 379-2020 *Repealing Section 17.30.290 Second Dwelling Units, 17.30.190 Medical Marijuana Regulations, establishing Section 17.30.020 Accessory Dwelling Units, and renumbering Chapter 17.30 General Provisions of the Rio Dell Municipal Code*, and to continue consideration, approval and adoption of the proposed Ordinance to the meeting of March 17, 2020 or next regularly scheduled Council meeting. Motion carried 3-1; Councilmember Strahan dissented.

#### **COUNCIL REPORTS/COMMUNICATIONS**

Mayor Pro Tem Woodall reported that she attended the Open House for the Gene Lucas Community Center in Fortuna over the weekend and that they have a wonderful senior center and many activities for people of all ages. She said that membership is available but you do not have to be a member to use the facility. It's a very nice community center that our citizens can also use.

She also reported that she would be attending a Humboldt Transit Authority (HTA) meeting on Wednesday and a Chamber of Commerce meeting on Friday.

Councilmember Wilson reported on his attendance at the Redwood Coast Energy Authority (RCEA) meeting but had nothing new to report.

Councilmember Strahan said she attended the Humboldt County Association of Governments (HCAOG) meeting and had nothing new to report.

Mayor Garnes reported that she attended the meeting on what comes next after Terra- Gen and said it is a group of people that were involved in the project and they are getting together to try to figure out what they can do to preemptively look at ways to deal with climate change.

She also reported that Rick Pelren and the Senior Exercise Group have been utilizing the River Bluff Cottage community room for their exercise classes. They are enjoying the space and hope to see more people join the group.

Councilmember Strahan asked about the fundraiser for furniture for the residents at the River Bluff Cottages.

City Manager Knopp noted that Danco did provide basic household furnishings and some very nice furniture and that the Chamber of Commerce is organizing the fundraiser.

**ADJOURNMENT**

Motion was made by Wilson/Garnes to adjourn the meeting at 7:30 p.m. to the March 17, 2020 regular meeting. Motion carried 4-0.

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

Attest:

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

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



April 7, 2020

TO: Rio Dell City Council

FROM: Cheryl Dillingham, Interim Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Approval of Resolution No. 1447-2020 Adopting a List of Projects for Fiscal Year 2020-21 Funded by SB1 – The Road Repair and Accountability Act of 2017

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IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution 1447-2020 Adopting a List of Projects for Fiscal Year (FY) 2020-21 Funded by SB1 – The Road Repair and Accountability Act of 2017.

BACKGROUND AND DISCUSSION

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, was signed into law by the Governor in April 2017 to address deferred maintenance on the state highway system and local street and road systems. The bill provides that funds shall be used for projects that include the following:

- Road Maintenance and Rehabilitation
- Safety Improvements
- Increasing access and mobility options on streets and trails

The City's Streets funds reserves have been declining for a number of years. Gas Tax revenues have been decreasing due to new technologies and better fuel efficiencies. Funding scarcity is furthered by the fact that State sources of funds for road rehabilitation have been diminishing and becoming more competitive. SB 1 funds add much needed revenues back to the City for street purposes.

This is the fourth year in which funding will be received and the City must annually adopt a project list by resolution in order to remain eligible for SB 1 funding. Each proposed project must include a project title, description, location, schedule and useful life. This step is also meant to allow for full transparency and accountability to ensure the public has full access to information on how their tax dollars are being invested. The guidelines require the list be submitted to the California Transportation Commission by May 1 of each year. The amount estimated from SB1 funds for FY 2020-21 for the City of Rio Dell is \$63,611.

ATTACHMENTS

Resolution 1447-2020



**RESOLUTION NO. 1447-2020**  
**ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2020-21 FUNDED BY**  
**SB 1 – THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of Rio Dell are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City of Rio Dell must adopt by resolution a list of all projects proposed to receive Fiscal Year (FY) 2020-21 funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project’s completion, and the estimated useful life of the improvement; and

**WHEREAS**, Rio Dell will receive and estimated \$63,611 in RMRA funding in FY 2020-21 from SB 1; and

**WHEREAS**, this is the fourth year in which Rio Dell is receiving SB 1 funding and will enable Rio Dell to continue essential road maintenance and rehabilitation projects that would not have otherwise been possible without SB 1 ; and

**WHEREAS**, Rio Dell has undergone a robust public process to ensure public input into our community’s transportation priorities/the project list; and

**WHEREAS**, Rio Dell’s development of the SB 1 project list was undertaken to ensure revenues are being used on the most high-priority and cost-effective maintenance needs that also meet the communities priorities for transportation investment; and

**WHEREAS**, the funding from SB 1 will help Rio Dell maintain and rehabilitate City streets and roads throughout Rio Dell this year and similar activities into the future; and

**WHEREAS**, the 2018 California Statewide Local Streets and Roads Needs Assessment found that Humboldt County’s streets and roads are in “at-risk” condition and this revenue will help the City of Rio Dell increase the overall quality of our road system and over the next decade assist our streets and roads with additional maintenance and repairs; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety will have significant positive co-benefits statewide.

**NOW, THEREFORE IT BE RESOLVED**, that the foregoing recitals are true and correct and the City of Rio Dell City Council does hereby adopt Resolution 1447-2020 approving SB1 projects that will be funded with FY 2020-21 RMRA revenues, as follows:

- 1) **Project Title:** Rio Dell General Road Maintenance and Repairs FY 2020-21  
**Project Description:** Road maintenance and rehabilitation, including procurement of road maintenance and rehab materials, Public Works equipment, Public Works staffing, and repair and servicing of Public Works equipment.  
**Project Location:** Portions of Eeloa to Riverside, including Fern Street, Northwestern Ave., Ogle and Belleview Ave., Wildwood Ave., Davis Street, Painter Street, First, Second, Third, and Fourth Avenues including side streets of Elko, Dixie, and Columbus
- 2) **Estimated Useful Life:** One to five years.
- 3) **Estimated schedule:** Start on July 1, 2020 and completion will be June 30, 2021

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 7<sup>th</sup> day of April, 2020 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

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Debra Garnes, Mayor

ATTEST:

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Karen Dunham, City Clerk



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

March 17, 2020

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Approval of Resolution No. 1448-2020 Updating the Continuity of Government Plan for the City of Rio Dell.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1448-2020

BACKGROUND AND DISCUSSION

The City was advised by the County Office of Emergency Services to review our Continuity of Government plan and update it if needed. The current plan lists positions that have been eliminated over the years and includes only two alternates, as opposed to the recommended three alternates. Therefore, staff met to discuss and recommend the attached Resolution No 1448-2020.

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**RESOLUTION NO. 1448-2020**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
UPDATING THE CONTINUITY OF GOVERNMENT PLAN**

WHEREAS, a major disaster could result in the death or injury of key government officials, the partial or complete destruction of established sets of government, and the destruction of public and private records essential to the continued operations of government; and,

WHEREAS, the City of Rio Dell is responsible for providing continuity of government and effective leadership, authority and direction of emergency operations and management of recovery operations; and,

WHEREAS, the California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

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

Successor to the Rio Dell Director of Emergency Services:

- 1<sup>st</sup> Alternate: Chief of Police
- 2<sup>nd</sup> Alternate: Community Development Director
- 3<sup>rd</sup> Alternate: Water / Streets Superintendent

Successor to the Rio Dell City Manager:

- 1<sup>st</sup> Alternate: Finance Director
- 2<sup>nd</sup> Alternate: City Clerk
- 3<sup>rd</sup> Alternate: Chief of Police

**PASSED AND ADOPTED** by the City Council of the City of Rio Dell, State of California, on March 17, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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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. 1448-2020 approved and adopted by the City Council of the City of Rio Dell on March 17, 2020.

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Karen Dunham, City Clerk



City of Rio Dell  
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
8750	2/04/2020	[0576] 101 AUTO PARTS	BOLT CUTTER, 24 QT DRAIN PAN; SUPER CLEAN DEGREASER; D EAR, 1/16 ALUM SLEEVE & STOP, PX BLACK RTV SILICONE; OD ELECTRONIC CLEANER, TWO SUPER HC IND V-BELTS, FOUR SUPER HC IND V-BELTS, FOUR SUPER WD40 120Z SPRAY	516.31
8751	2/04/2020	[6038] ACCURATE TERMITE & PEST SOLUTIONS	BI-MONTHLY PEST CONTROL @ 675 WILDWOOD AVE, RODENT CONTROL @ 475 HILLTOP DR	
8752	2/04/2020	[3975] AT&T - 5709	FAX LINE EXPENSES FOR JANUARY 2020	275.00
8753	2/04/2020	[2283] COASTAL BUSINESS SYSTEMS	DOCSTAR MAINTENANCE AGREEMENT 1/25/20 - 1/24/	52.07
8754	2/04/2020	[6396] JEFF N CONNER	REIMBURSEMENT FOR ARCATA-EUREKA AIRPORT PARKI	1,762.00
8755	2/04/2020	[5127] DELTA DENTAL	DENTAL INSURANCE FOR MARCH 2020	36.00
8756	2/04/2020	[2393] FASTENAL COMPANY	SAW BLADES	1,965.83
8757	2/04/2020	[6531] FINCH, NATE	CUSTOMER DEPOSIT REFUND	34.91
8758	2/04/2020	[5052] GHD, INC	ENGINEERING SERVICES FOR STREET SAFETY IMPROV	86.04
8759	2/04/2020	[2437] HACH	DESICCANT, REFILL 1.5LB KIT; ASSEMBLY, LIQUI	6,226.11
8760	2/04/2020	[2750] HD Supply Facility Maintenance DBA: USA BLUEBOOK	CAST IRON VALVE WHEEL WRENCH 30", KPSI SERIES 320 SUBMERSIBLE TRANSMITTER; KPSI	225.09
8761	2/04/2020	[2475] HUMBOLDT TOWING, INC.	EVIDENCE STORAGE; EVIDENCE STORAGE	1,801.23
8762	2/04/2020	[2501] KEENAN SUPPLY	3 EA AVM SWIVEL BRASS ANGLE METER BALL VALVES	1,337.50
8763	2/04/2020	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL FOR JANUARY 2020	1,774.23
8764	2/04/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	1,900.00
8765	2/04/2020	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM PRESENCE/ABSENCE; TOTAL COLIFORM BAC, ACID DIGESTION; AMMONIA NITROGEN UN-IONIZED; BOD/NFR	48.10
8766	2/04/2020	[4393] NYLEX.net, Inc.	MONTHLY MAINTENANCE FOR FEBRUARY 15 THROUGH M	940.00
8767	2/04/2020	[6806] PINTERMEDIA LLC	MONTHLY WEB HOSTING FEE FOR FEBRUARY	1,250.00
8768	2/04/2020	[6349] RECOLOGY EEL RIVER	GARBAGE BAGS FOR JANUARY 2020	30.00
8769	2/04/2020	[2659] RIO DELL PETTY CASH	LAUNDRY DETERGENT; POSTAGE	261.30
8770	2/04/2020	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR JANUARY 2020, ACCESSION F	32.48
8771	2/04/2020	[3829] TELSTAR INSTRUMENTS, INC	CHLORINE GENERATOR REPAIRS	120.20
8772	2/04/2020	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR FEBRUARY 2020	5,430.00
8773	2/04/2020	[2772] WENDT CONSTRUCTION, INC	INSTALL RISER & TRAFFIC LID @ RIVERSIDE DRIVE	534.58
8774	2/04/2020	[2787] WYCKOFF'S	TWO HOLE SAWS & BLADES	9,760.00
8775	2/12/2020	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR JANU	108.48
8776	2/12/2020	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR FEBRUARY 2020	435.84
8777	2/12/2020	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 1/30/20	3,941.67
8778	2/12/2020	[2304] COLLEGE OF THE REDWOODS	FIRST AID/CPR & PERISHABLE SKILLS TRAINING	120.00
8779	2/12/2020	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	FINGERPRINT APPS; FINGERPRINT -FBI, BLOOD ALCOHOL ANALYSIS FOR JANUARY 2020	103.00
8780	2/12/2020	[6904] EDGE ANALYTICAL, INC.	SALMONELLA ENUMERATION ANALYSIS	154.00
8781	2/12/2020	[6901] ERIC WICKERSHAM	PD CASE #19-0000300; TO REIMBURSE CASH SEIZED	184.24
8782	2/12/2020	[6902] FISCH DRILLING	TWO VALVE & DIAPHRAGM REBUILD KITS	37,097.00
8783	2/12/2020	[2405] FORTUNA ACE HARDWARE	PACKAGE TAPE; SHARPLE; FLUSH LEVER, 55 GAL CONTRACTOR TRASH BAGS; CARWASH; SOFTSO	1,371.10
8784	2/12/2020	[4855] FRESHWATER ENVIRONMENTAL SERVICES	PROFESSIONAL SERVICES FOR 2019 CROSS CONNECTI	97.69
8785	2/12/2020	[5052] GHD, INC	ENGINEERING SERVICES FOR DEVELOPMENT OF A SAN	2,347.50
8786	2/12/2020	[2452] HORIZON BUSINESS PRODUCTS	UPS SHIPPING	10,514.75
				13.23

8787	2/12/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	48.10
8788	2/12/2020	[6903] NORCAL AUTOBODY INC.	TAILGATE REPAIRS TO 2019 FORD F-150 XL	2,010.34
8789	2/12/2020	[2603] PG&E	UTILITY EXPENSES FOR JANUARY 2020	15,074.18
8790	2/12/2020	[6806] PINTERMEDIA LLC	PROGRAMMING FOR ADA COMPLIANCE, ADA COMPLIANCE WORK-ADD WIDGET & ACCESSIBLIT	590.00
8791	2/12/2020	[2693] SHELTON'S AUTO LUBE	FULL OIL CHANGE & WIPER BLADES FOR 2017 FORD	85.00
8792	2/12/2020	[6825] SUDDENLINK	PD INTERNET SERVICES 2/12/20-2/29/20	900.00
8793	2/12/2020	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR JANUARY 2020, LEGAL SERVICES FOR JANUARY 2020, LEGAL SERVICES FOR JANUARY 2020, LEGAL SERVICES FOR JANUARY 2020	1,326.50
8794	2/12/2020	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 1/31/20	6,266.85
8795	2/12/2020	[6672] WEX BANK	PD FUEL EXPENSES FOR JANUARY 2020, PW FUEL EXPENSES FOR FEBRUARY 2020, ADMIN CAR FUEL EXPENSES FOR JANUARY 2020, ADMIN CAR FUEL EXPENSES FOR FEBRUARY 2020, PD FUEL EXPENSES FOR FEBRUARY 2020	2,183.75
8796	2/12/2020	[2787] WYCKOFF'S	THREE STEEL INSERT ADAPTERS	17.90
8797	2/19/2020	[5750] AERO-MOD	REPAIRS TO BIO-SOLIDS BELT PRESS	522.13
8798	2/19/2020	[2237] BANK OF AMERICA BUSINESS CARD	DOLLAR GENERAL - ICE FOR SHIPPING, DOLLAR GENERAL - HYDROGEN PEROXIDE, ADOBE PRO DC MONTHLY SUBSCRIPTION, LODGING - CASE #19-0000387, GAS DEPOT - FUEL/CASE #19-0000387, SIMONSON - FUEL/CASE #19-0000387, WEAVERVILLE GAS - FUEL/CASE #190000387, PLATT - ELECTRICAL PARTS; AUTO STRIP/CUTTER; ADOBE PRO - 1 YEAR SUBSCRIPTION, U-SAVE AUTO RENTAL - CASE #19-0000387, FED EX - SHIPPING FOR DRYER REPAIR, LODGING - CASE #19-0000387, WALGREENS - INTERNET PHOTO, COSTCO - TEN 12X18 PRINTS COSTCO - THREE 5X7 PRINTS, AMAZON - T-POWER 24V 6 6FT CABLE, LODGING - CASE #19-0000387, AMAZON - THREE 5X7 SOLID WOOD PICTURE FRAMES, LODGING - CASE #19-0000387, OWPSACSTATE - OPERATION OF WWTP MANUAL, COSTCO - 10 PK HEAVY DUTY BANKERS BOX; 1 GAL, COSTCO - DELL XPS TOWER, GAS DEPOT - FUEL/CASE #19-0000387, AMAZON - EIGHT 9X18 WOOD COLLAGE FRAMES W/MAT, UNITED - AIRFARE/CASE #19-0000387, UNITED - AIRFARE/CASE #19-0000387, UNITED - AIRFARE/CASE #19-0000387	7,280.96
8799	2/19/2020	[2102] JOHN D BEAUCHAINE	REIMBURSEMENT FOR TRAVEL & MEALS PER DIEM	187.59
8800	2/19/2020	[2277] CAMPION ELECTRIC SUPPLY	16 OLD WORK ZIPBOX; 20A 250V 6-20R SGL RCPT;	42.21
8801	2/19/2020	[2411] DEARBORN LIFE INSURANCE COMPANY	LIFE INSURANCE FOR MARCH 2020	330.00
8802	2/19/2020	[2405] FORTUNA ACE HARDWARE	3 WIRE 15A PVC GROUND CONNECTOR; 15A PVC GROU	12.13
8803	2/19/2020	[2750] HD Supply Facility Maintenance DBA: USA BLUEBOOK	PH 4.00 BUFFER RED 4 LITERS NIST; PH 10.00 BU	227.55
8804	2/19/2020	[2501] KEENAN SUPPLY	6 EA MAINLINE ML 10485 4 TWIST-TITE MECH TEST	346.17
8805	2/19/2020	[2521] LEAGUE OF CALIF. CITIES	GHD SPONSORSHIP-MEETING & DINNER	1,500.00
8806	2/19/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	48.10
8807	2/19/2020	[6806] PINTERMEDIA LLC	PROGRAMMING ADA WORK	190.00
8808	2/19/2020	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
8809	2/19/2020	[6870] PUBLIC AGENCY COALITION ENTERPRISE	HEALTH INSURANCE FOR MARCH 2020	19,156.79
8810	2/19/2020	[6590] SUN RIDGE SYSTEMS, INC.	RIMS RECORDS MANAGEMENT SOFTWARE	57,267.75
8811	2/19/2020	[3917] VERIZON WIRELESS	CASE #19-0000387	140.00
8812	2/19/2020	[5712] KILOE YOUNG	CUSTOMER DEPOSIT REFUND	179.47
8813	2/26/2020	[4383] BEDLINERS PLUS	SPRAY FORD F-150 TAILGATE	631.41
8814	2/26/2020	[6781] CALKINS, JOSHUA	CUSTOMER DEPOSIT REFUND	300.00
8815	2/26/2020	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 2/14/20	120.00
8816	2/26/2020	[6396] JEFF N CONNER	MEALS PER DIEM 12/16-12/20/19 - ICI OFFICER 1, MEALS PER DIEM 1/23/20 - PRI RECORDS CLASS, MEALS PER DIEM 1/27-1/30/20; CASE #19-0000387	468.00

Ref#	Date	Vendor	Description	Amount
8817	2/26/2020	[2394] FEDEX	SHIPPING FOR WASTEWATER SAMPLES	398.63
8818	2/26/2020	[2437] HACH	aa REAGENT SET, CHLORINE FREE CL17	231.67
8819	2/26/2020	[6909] HUMBOLDT FENCE CO	CHAIN LINK FENCING TO BLOCK ACCESS UNDER BRID	3,478.19
8820	2/26/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	48.10
8821	2/26/2020	[2569] NORTH COAST LABORATORIES, INC.	ACID DIGESTION; AMMONIA NITROGEN UN-IONIZED;	652.00
8822	2/26/2020	[2709] STAPLES DEPT. 00-04079109	SIX CASES COPY PAPER	264.20
8823	2/26/2020	[6373] THATCHER COMPANY, INC.	CONTAINER DEPOSIT REFUND PLUS CHARGE FOR WASH, TWO 3303# TOTE SODIUM BISULFITE	2,465.97
8824	2/26/2020	[2754] US CELLULAR	25% & CONTAIN	60.16
8825	2/26/2020	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	MONTHLY SERVICE FOR SAFETY PHONE 2/8/20 - 3/7	6,333.25
8826	2/26/2020	[5166] VSP-VISION SERVICE PLAN	RETIREMENT FOR PPE 2/14/20	320.50
8827	2/28/2020	[2757] US POSTMASTER	VISION INSURANCE FOR MARCH 2020	361.67
Total Checks/Deposits				225,354.70

Ref#	Date	Vendor	Description	Amount
749-472	2/10/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 01/31/2020	-3,308.95
572745	2/10/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 01/31/2020	-12,069.08
347908	2/12/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE FOR FEBRUARY 2020	-474.36
9424204	2/14/2020	WITHDRAWALS	BANK ANALYSIS FEE FOR FEBRUARY 2020	-2,594.19
495-776	2/24/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 02/14/2020	-11,924.64
2761032	2/24/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 02/14/2020	-30,630.41
Total EFT's/Bank Withdrawals				-62,352.83

Ref#	Date	Vendor	Description	Amount
TRX TO PR	2/4/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 01/31/2020	-31,307.16
TRX TO PR	2/18/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 02/14/2020	-31,045.67
Total Transfer Between Accounts				-62,352.83



## **Staff Update – 2018-03-06**

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### **City Council**

#### **City Manager**

Coordination with Us Census for training in Rio Dell.

Interface with Office of Emergency services regarding concerns over WWTP workers and COVID-19.

Discussion between State representatives and Scotia CSD over options to integrate services.

Issued bid for maintenance paving.

Attended various calls on COVID-19.

Attended Eel River Valley Groundwater Working Group meeting.

Met with local group interested in coordinating volunteers for streetscape maintenance on Wildwood Avenue.

Work on updating city job descriptions.

#### **City Clerk**

Processed four (4) Building Permits

116 Wildwood Ave. – Water Heater

256 Willow Lane – Re-Roof Residence

45 Belleview Ave. – Siding and Windows

925 Martin Dr. – Tankless Water heater

Responded to multiple inquiries from City Clerk Listserv

Responded to Public Records Request

Participated in telephone conference with Koff & Associates related to Total Compensation Study

Submitted Annual Form 700's Amendment Schedule to Fair Political Practices Commission (FPPC)



**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 February 26, 2020 to March 10, 2020. This period of time saw an above average number of calls for service, an average number of reports, and a higher than 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	29	1	1
Beauchaine	25	4	4
Landry	55	10	6
Mitchell	46	3	2
Valk	26	1	1
Fielder	19	2	0
Totals	180	21	14
Averages	12.9 per day	10.5 per week	7.0 per week
2019 Yearly Average	6.4 per day	10.3 per week	4.6 per week

During the period February 26, 2020, to March 10, 2020, there were nine calls for service related to animal control issues. Two dogs and a cat were transported to Miranda's Rescue during this reporting period. Officer Mitchell detained an opossum with a catch pole, placed the wild animal into a cage, and then transported the beast to the outskirts of town where it was released. Officer Fielder was dispatched to a report of a bull running down Monument. Officer Fielder was able to locate the animal's owner and the two men herded the bull back into its pasture.

Officer Mitchell attended perishable skills training at College of the Redwoods. This includes modules on first aid and CPR; emergency vehicle operation; weaponless defense; use of force; and a legal update.



Officer Landry attended training on detecting drivers under the influence of marijuana.

On March 7, 2020, Sergeant Beauchaine was called out at 0430 hours for a domestic violence issue. A man hoped to catch his ex-girlfriend with another man. The man demanded entry and was eventually let in. However, he followed his ex-girlfriend into the bathroom and a struggle ensued. The woman's brother and his friend "escorted" the man out where he met Sergeant Beauchaine. He was arrested and transported to jail without further incident.

On March 10, the Department arrested a man for sex trafficking, conspiracy to commit rape, domestic violence and other charges. He was booked into the Humboldt County Jail without incident.

### **Code Enforcement**

During the period of February 26, 2020, through March 10, 2020, the Department opened three new junk vehicle case and closed one. The offending truck was moved to a location outside of the City limits. There were four open cases at the end of the time period that this report covers.

During the period of February 26, 2020, to March 10, 2020, the Department opened two new cases and did not close any. The new cases dealt with excessive vegetation and general blight. There are 56 open cases at the end of this reporting period.

### **Community Development Department**

Meeting with Rio Dell Holdings and potential buyer of parcel on permitting process, site constrains, waterline buy-in.

Meeting with James Cortazar & Brian Shields regarding cannabis application process, text amendment process.

Wood Stove Inspection 483 Second Avenue.

Rough Plumbing Inspection Adams Fourplex @ Berkeley and 1<sup>st</sup>.

Roof Permit Inspection 590 Gunnerson Lane – 2X.

Water heater Inspections and Certificate of Occupancy 116 Wildwood Avenue.

Rough Electrical and Framing Inspection Adams Fourplex @ Berkeley and 1<sup>st</sup>.

Roof Permit Inspection 256 Willow Lane– 2X.

Plan Check Carport/Pergola and front porch 470 Painter Street.

Set-up and refer Timmerman CUP for accessory building on vacant residential parcel.



Continue work on Housing Element.

Fire Sprinkler Inspection Adams Fourplex @ Berkeley and 1<sup>st</sup>

Attend CAP meeting in Fortuna.

Review and comment on revisions to Rio Dell Holdings CUP and Subdivision.

Prepare Staff Report for approval of ADU Ordinance.

Review and revise job descriptions.

Meet with Mayor and Fountain Wind folks.

Prepare PC Public Notice

Prepare Timmerman Notices and Staff Report.

### **Intergovernmental**

#### **Humboldt-Rio Dell Business Park**



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

March 17, 2020

TO: Rio Dell City Council  
FROM: Kyle Knopp, City Manager  
SUBJECT: Approval of Proposed List of Comparator Agencies Related to the Total Compensation Study.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the list, or provide further direction.

BACKGROUND AND DISCUSSION

On January 7, 2020 the City Council approved moving forward with a Total Compensation Study, 4-0 with Councilmember Strahan absent.

In order to proceed with the work, the City will need to agree to a defined set of comparator agencies. Koff & Associates has developed the attached recommendation and described their selection process in the attached memoranda.

Prior comparators from the 2010 study were the cities of Arcata, Blue Lake, Crescent City, Eureka, Ferndale, Fort Bragg, Fortuna, Willits and the MCSD.

Proposed comparators are the cities of Corning, Mt. Shasta, Willits, Colusa, Crescent City, Orland, Gridley, Weed, Red Bluff, Fortuna, Alturas and Yreka.

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To: Joanne Farley, Accountant II  
From: Katie Kaneko, Project Director  
Subject: Comparator Agency Analysis for the Total Compensation Study  
Date: 3/11/20

Koff & Associates (K&A) evaluated several comparative indicators related to the City of Rio Dell's demographics, financials, and scope of services to develop a list of potential agencies for the compensation study. The methodology and specific criteria used in the analysis follows.

1. **Organizational type and structure:** K&A generally recommends that agencies of a similar size and structure providing similar services to that of the City be used as comparators.

Note: Because technical job classifications perform similar work across agencies, organizational size is not critical. The difference in size of an organization becomes more important when comparing management classes. Factors such as management of a large staff, consequence of error, the political nature of the job and its visibility all increase with organizational size. When it is difficult to find agencies that are similar in size, a good balance of smaller and larger agencies is used instead.

2. **Staff, and operational budgets, and scope of services and population:** Staff and operational budget size determine the amount of resources available for the agencies to provide services, and population size accounts for the ratio of resources to constituents served. Organizations providing the same services are ideal for comparison; therefore, most comparator agencies included provide similar services to Rio Dell. Specifically, K&A focused on whether agencies provide the following:
  - Police, Water, Wastewater
3. **Geographic location and Labor market:** Today's labor market reality is that many agencies are in competition for the same pool of qualified employees because large portions of the workforce don't live in the communities they serve, are accustomed to lengthy commutes, and are more likely to consider changing jobs in a larger geographic area than in the past. Therefore, the geographic labor market area where the City may be recruiting from or losing employees to, is taken into consideration when selecting comparator organizations.

The comparator agency analysis includes specific data for each proposed agency:

1. Geographic Proximity
2. Population Served
3. Full-Time Equivalent (FTE)
4. Agency Financials (Expenditures)
5. Cost of Living
6. Services provided

Each potential comparator is ranked based on the overall similarity to the City.

The top ranked cities are those cities that were identified as being the most similar in profile to Rio Dell based on the six factors analyzed above. This analysis is intended to assist the City in choosing the comparator group. However, the City should reflect on other factors that apply to their labor market that could potentially override these quantitative considerations. Other factors that are often considered are recruitment, retention, and/or alignment of operations. For example, are there cities that don't rank as well but are consistently recruiting your employees?

Once the comparator agencies are approved, K&A can begin the data collection for the compensation study.

**City of Rio Dell**  
**Benefit Data Information Collected for the Total Compensation Study**  
**March 2020**

Benefit data elements for a total compensation study normally include at least the following (which are generally available to all staff in a specific job classification):

**Monthly Salary** – The top of the normal, published salary range. All figures are presented on a monthly basis.

**Employee Retirement** – This includes two figures: the amount of the employee’s State (PERS) or other public retirement contribution that is contributed by the agency and the amount of the agency’s Social Security contribution (and/or any other retirement plan, such as PARS, 1937 Act, 457, or 401k). We will also identify the average amount of dollars that each agency spends to fund enhanced PERS benefits.

**Insurance** – This is the maximum amount paid for employees plus dependents for a cafeteria or flexible benefit plan and/or health, dental, and vision.

**Leave** – Other than sick leave, which is usage-based, the amount of days off for which the agency is obligated. All days will be translated into direct salary costs.

**Holidays** – The number of holidays (including floating) available to the employee on an annual basis.

**Vacation** – The number of vacation days available to all employees after five years of employment. Add policy of increased vacation allowance by years of service.

**Administrative/Personal Leave** – Administrative leave is normally the number of days available to management staff to compensate for the lack of payment for overtime. Personal leave may be available to other groups of employees to augment vacation or other time off.

**Automobile** – This category includes either the provision of an auto allowance or the provision of an unmarked auto for personal use. If a classification is provided with a car, we factor a \$450/month value into total compensation.

**Deferred Compensation** – This is any deferred compensation provided to all members of a classification with or without the requirement for an employee to provide a matching or minimum contribution.

**Other** – Any other benefits that are automatic to all employees in a classification.

**Longevity Policy**

**Uniform Allowance**

**Cell Phone Allowance**

City of Rio Dell  
Proposed List of Comparators  
Total Compensation Study

Ranking	Comparator Agency Client Name	Overall Criteria Comparison Score Rank
1	City of Corning	40
2	City of Mt Shasta	43
3	City of Willits	43
4	City of Colusa	44
5	City of Crescent City	44
6	City of Orland	50
7	City of Gridley	51
8	City of Weed	52
9	City of Red Bluff	55
10	City of Fortuna	55
11	City of Alturas	59
12	City of Yuba	61
	City of Anderson	67
	City of Fort Bragg	68
	City of Shasta Lake	78
	City of Lone	80
	City of Arcata	81
	City of Ukiah	89
	City of Redding	90
	City of Susanville	91
	City of Grass Valley	96

**Top Ranked Comparator Agencies**

Legend: A lower Overall Comparison Score indicates that the comparator agency is more similar to the City of Rio Dell  
Column A: Ranking based upon comparison score.

Column B: Agency Name

Column C: The Overall Criteria Comparison Score is equal to the sum of ranking for each criteria.

The Overall Comparison Score is comprised of the following criteria:

- 1- Geographic Proximity Comparison
- 2- Population Comparison
- 3- Full Time Equivalents Comparison
- 4- Expenditure Comparison
- 5- Cost of Living Average Comparison
- 6- Comparable Services Comparison



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March 17, 2020

TO: Rio Dell City Council  
FROM: Kyle Knopp, City Manager  
SUBJECT: Discussion COVID-19 and Related Disaster Declarations

IT IS RECOMMENDED THAT THE CITY COUNCIL:

No action required.

BACKGROUND AND DISCUSSION

On March 4, 2020 Governor Gavin Newsom issued a Proclamation of a state of emergency related to the COVID-19 virus. On March 11, 2020 Humboldt County Public Health Officer Teresa Frankovich, MD, declared a local health emergency – this declaration includes the City of Rio Dell. It is anticipated that the Board of Supervisors will ratify that decision at today’s Board of Supervisors meeting. Additionally, the President of the United States has also declared a state of emergency.

During this type of emergency (a public health threat) the city does not play a direct role in the response unless requested. However, the city will continue to help distribute information to the public provided by the Department of Public Health and continue to be a conduit for information to reach the Office of Emergency Services.

Some actions the city has recently taken:

- Installation of hand sanitizer stations
- Enhanced cleaning
- Restrictions of access to WWTP
- Researched at-home work stations
- Updated continuity of government plan
- Updated Council Chambers for social distancing
- Cancelled League of California Cities meeting
- Research into teleconferences for future meetings
- Attended White House conference call
- Attended County Department of Public Health conference call

Attachments:

State Proclamation

DHHS News Release

Declaration of Local Health Emergency

Ratification of Declaration of Local Health Emergency

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EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA

PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19), was first identified in Wuhan City, Hubei Province, China, and has spread outside of China, impacting more than 75 countries, including the United States; and

WHEREAS the State of California has been working in close collaboration with the national Centers for Disease Control and Prevention (CDC), with the United States Health and Human Services Agency, and with local health departments since December 2019 to monitor and plan for the potential spread of COVID-19 to the United States; and

WHEREAS on January 23, 2020, the CDC activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country; and

WHEREAS on January 24, 2020, the California Department of Public Health activated its Medical and Health Coordination Center and on March 2, 2020, the Office of Emergency Services activated the State Operations Center to support and guide state and local actions to preserve public health; and

WHEREAS the California Department of Public Health has been in regular communication with hospitals, clinics and other health providers and has provided guidance to health facilities and providers regarding COVID-19; and

WHEREAS as of March 4, 2020, across the globe, there are more than 94,000 confirmed cases of COVID-19, tragically resulting in more than 3,000 deaths worldwide; and

WHEREAS as of March 4, 2020, there are 129 confirmed cases of COVID-19 in the United States, including 53 in California, and more than 9,400 Californians across 49 counties are in home monitoring based on possible travel-based exposure to the virus, and officials expect the number of cases in California, the United States, and worldwide to increase; and

WHEREAS for more than a decade California has had a robust pandemic influenza plan, supported local governments in the development of local plans, and required that state and local plans be regularly updated and exercised; and

WHEREAS California has a strong federal, state and local public health and health care delivery system that has effectively responded to prior events including the H1N1 influenza virus in 2009, and most recently Ebola; and

WHEREAS experts anticipate that while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions; and

WHEREAS it is imperative to prepare for and respond to suspected or confirmed COVID-19 cases in California, to implement measures to mitigate the spread of COVID-19, and to prepare to respond to an increasing number of individuals requiring medical care and hospitalization; and

WHEREAS if COVID-19 spreads in California at a rate comparable to the rate of spread in other countries, the number of persons requiring medical care may exceed locally available resources, and controlling outbreaks minimizes the risk to the public, maintains the health and safety of the people of California, and limits the spread of infection in our communities and within the healthcare delivery system; and

WHEREAS personal protective equipment (PPE) is not necessary for use by the general population but appropriate PPE is one of the most effective ways to preserve and protect California's healthcare workforce at this critical time and to prevent the spread of COVID-19 broadly; and

WHEREAS state and local health departments must use all available preventative measures to combat the spread of COVID-19, which will require access to services, personnel, equipment, facilities, and other resources, potentially including resources beyond those currently available, to prepare for and respond to any potential cases and the spread of the virus; and

WHEREAS I find that conditions of Government Code section 8558(b), relating to the declaration of a State of Emergency, have been met; and

WHEREAS I find that the conditions caused by COVID-19 are likely to require the combined forces of a mutual aid region or regions to appropriately respond; and

WHEREAS under the provisions of Government Code section 8625(c), I find that local authority is inadequate to cope with the threat posed by COVID-19; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, HEREBY PROCLAIM A STATE OF EMERGENCY to exist in California.



IT IS HEREBY ORDERED THAT:

1. In preparing for and responding to COVID-19, all agencies of the state government use and employ state personnel, equipment, and facilities or perform any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan, as well as the California Department of Public Health and the Emergency Medical Services Authority. Also, all residents are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. As necessary to assist local governments and for the protection of public health, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services needed to assist in preparing for, containing, responding to, mitigating the effects of, and recovering from the spread of COVID-19. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of COVID-19.
3. Any out-of-state personnel, including, but not limited to, medical personnel, entering California to assist in preparing for, responding to, mitigating the effects of, and recovering from COVID-19 shall be permitted to provide services in the same manner as prescribed in Government Code section 179.5, with respect to licensing and certification. Permission for any such individual rendering service is subject to the approval of the Director of the Emergency Medical Services Authority for medical personnel and the Director of the Office of Emergency Services for non-medical personnel and shall be in effect for a period of time not to exceed the duration of this emergency.
4. The time limitation set forth in Penal Code section 396, subdivision (b), prohibiting price gouging in time of emergency is hereby waived as it relates to emergency supplies and medical supplies. These price gouging protections shall be in effect through September 4, 2020.
5. Any state-owned properties that the Office of Emergency Services determines are suitable for use to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services for this purpose, notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.
6. Any fairgrounds that the Office of Emergency Services determines are suitable to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services pursuant to the Emergency Services Act, Government Code section 8589. The Office of Emergency Services shall notify the fairgrounds of the intended use and can immediately use the fairgrounds without the fairground board of directors' approval, and

notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.

7. The 30-day time period in Health and Safety Code section 101080, within which a local governing authority must renew a local health emergency, is hereby waived for the duration of this statewide emergency. Any such local health emergency will remain in effect until each local governing authority terminates its respective local health emergency.
8. The 60-day time period in Government Code section 8630, within which local government authorities must renew a local emergency, is hereby waived for the duration of this statewide emergency. Any local emergency proclaimed will remain in effect until each local governing authority terminates its respective local emergency.
9. The Office of Emergency Services shall provide assistance to local governments that have demonstrated extraordinary or disproportionate impacts from COVID-19, if appropriate and necessary, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
10. To ensure hospitals and other health facilities are able to adequately treat patients legally isolated as a result of COVID-19, the Director of the California Department of Public Health may waive any of the licensing requirements of Chapter 2 of Division 2 of the Health and Safety Code and accompanying regulations with respect to any hospital or health facility identified in Health and Safety Code section 1250. Any waiver shall include alternative measures that, under the circumstances, will allow the facilities to treat legally isolated patients while protecting public health and safety. Any facilities being granted a waiver shall be established and operated in accordance with the facility's required disaster and mass casualty plan. Any waivers granted pursuant to this paragraph shall be posted on the Department's website.
11. To support consistent practices across California, state departments, in coordination with the Office of Emergency Services, shall provide updated and specific guidance relating to preventing and mitigating COVID-19 to schools, employers, employees, first responders and community care facilities by no later than March 10, 2020.
12. To promptly respond for the protection of public health, state entities are, notwithstanding any other state or local law, authorized to share relevant medical information, limited to the patient's underlying health conditions, age, current condition, date of exposure, and possible contact tracing, as necessary to address the effect of the COVID-19 outbreak with state, local, federal, and nongovernmental partners, with such information to be used for the limited purposes of monitoring, investigation and control, and treatment and coordination of care. The


notification requirement of Civil Code section 1798.24, subdivision (i), is suspended.

13. Notwithstanding Health and Safety Code sections 1797.52 and 1797.218, during the course of this emergency, any EMT-P licensees shall have the authority to transport patients to medical facilities other than acute care hospitals when approved by the California EMS Authority. In order to carry out this order, to the extent that the provisions of Health and Safety Code sections 1797.52 and 1797.218 may prohibit EMT-P licensees from transporting patients to facilities other than acute care hospitals, those statutes are hereby suspended until the termination of this State of Emergency.

14. The Department of Social Services may, to the extent the Department deems necessary to respond to the threat of COVID-19, waive any provisions of the Health and Safety Code or Welfare and Institutions Code, and accompanying regulations, interim licensing standards, or other written policies or procedures with respect to the use, licensing, or approval of facilities or homes within the Department's jurisdiction set forth in the California Community Care Facilities Act (Health and Safety Code section 1500 et seq.), the California Child Day Care Facilities Act (Health and Safety Code section 1596.70 et seq.), and the California Residential Care Facilities for the Elderly Act (Health and Safety Code section 1569 et seq.). Any waivers granted pursuant to this paragraph shall be posted on the Department's website.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 4th day of March 2020.



\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

ATTEST:

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State



Connie Beck, Director  
Social Services | Public Health | Mental Health

## news release

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March 11, 2020

### Public Health Officials Declare Emergency, Announce Local Testing Capabilities

Humboldt County Health Officer Teresa Frankovich, MD, has declared a Local Health Emergency in response to the coronavirus disease 2019 (COVID-19) outbreak in California and beyond.

This action is expected to free up additional resources within the county and increase coordination between local, state and federal authorities working to respond to the outbreak.

Frankovich called the emergency declaration "a timely and important step that will enhance our ability to increase preparedness activities and respond appropriately to any additional COVID-19 cases within the community." She noted that while this is an important administrative step to take in light of the rapidly evolving situation throughout the world, it does not reflect a significant change in our own community.

"We currently have no confirmed cases of COVID-19 in Humboldt County, but we know that is likely to change soon based on what is happening across the state," Frankovich said. "More cases will mean increased demands not just on Public Health but also on our hospitals, clinics, EMS and other agencies and providers that are such a critical part of every community's response."

The emergency declaration will also support the Humboldt County Public Health Laboratory which is now able to begin on-site COVID-19 testing locally.

Although testing capacity at public health labs remains limited at this time, Public Health Lab Manager Jeremy Corrigan said, "It is our understanding that some commercial labs are beginning to offer testing as well, which would increase testing availability for our community."

Frankovich said providers will be able to make decisions with their patients about testing and route specimens through local public health or commercial labs,

depending on the clinical situation, local lab capacity and provider preference. Local health care providers are being made aware of these options today.

Humboldt County Department of Health & Human Services Public Health Director Michele Stephens said the declaration is expected to "open up resources to assist with in-the-moment needs, like staffing and equipment, as well as taking the first step toward potentially recouping costs once the emergency is resolved."

Per Humboldt County Code 2210-8, the County Health Officer can declare a local health emergency for up to seven days before Board of Supervisors' authorization is required. The Board of Supervisors must then review and reauthorize the declaration at least every 14 days until the emergency is terminated. The Board is expected to take up the declaration at its March 17 meeting.

Currently, Humboldt County has no known cases of COVID-19. The individual who was previously confirmed to have contracted the virus has recovered and was released from isolation on Feb. 28, after meeting all conditions for clearance required by the Centers for Disease Control and Prevention (CDC). A close contact of the individual was released from isolation March 2.

For current information about COVID-19, visit [CDC.gov](https://www.cdc.gov) or [CDPH.ca.gov](https://www.cdph.ca.gov). Local information is available 24 hours a day at [humboldt.gov/HumboldtHealthAlert](https://humboldt.gov/HumboldtHealthAlert), or during business hours by emailing [covidinfo@co.humboldt.ca.us](mailto:covidinfo@co.humboldt.ca.us) or calling 707-445-6200.

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Follow us on Twitter: [@HumCoDHHS](https://twitter.com/HumCoDHHS),  
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Humboldt Health Alert: [humboldt.gov/HumboldtHealthAlert](https://humboldt.gov/HumboldtHealthAlert)



Teresa Frankovich, MD, MPH  
Humboldt County Health Officer  
529 I Street, Eureka, CA 95501

phone: (707) 445-6200 | fax: (707) 445-6097

## DECLARATION OF A LOCAL HEALTH EMERGENCY

**WHEREAS**, Humboldt County Code section 2210-8 empowers the County Health Officer to declare a Local Health Emergency for a period up to seven (7) days in the county or any area thereof, including but not limited to an imminent and proximate public health threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent; and

**WHEREAS**, upon ratification by the Board of Supervisors, the Local Health Emergency may be extended beyond seven (7) days and the Board of Supervisors shall review the declaration at least every 14 days until the Local Health Emergency is terminated; and

**WHEREAS**, a novel coronavirus, COVID-19, causes infectious disease and was first detected in Wuhan City, Hubei Province, China in December 2019, and symptoms of COVID-19 include fever, cough and shortness of breath and outcomes have ranged from mild to severe illness, and in some cases death; and

**WHEREAS**, on January 31, 2020, U.S. Department of Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation's health care community in responding to COVID-19; and

**WHEREAS**, the Centers for Disease Control and Prevention has determined that the virus presents a serious public health threat; and

**WHEREAS**, Humboldt County had its first confirmed case of COVID-19 on February 20, 2020, and the potential of more COVID-19 cases in Humboldt County is an imminent threat; and

**WHEREAS**, the declaration does not reflect any dramatic change in the health of our community, and this step is being taken to help ensure adequate capacity to address the community transmission phase of COVID-19; and

**WHEREAS**, when we begin seeing increasing numbers of cases it will undoubtedly be accompanied by increased demands on local public health as well as our community partners who are part of the response such as hospitals, clinics, emergency medical services (EMS), law enforcement and other agencies; and

**WHEREAS**, it is important to declare a Local Health Emergency because it opens up resources local governments can access to assist with in-the-moment needs, like

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Public Health  
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fax: (707) 445-6097

Social Services  
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fax: (707) 441-2096

staffing and equipment resources, as well as recouping associated costs once the emergency is resolved.

**NOW, THEREFORE, IT IS HEREBY DECLARED AND ORDERED** that said Local Health Emergency shall be deemed to exist throughout said county as prescribed by state law, ordinances, and resolutions of this county, and by the County of Humboldt Emergency Operations Plan, as approved by the Board of Supervisors on 7 April 2015, until its termination as proclaimed by the Board of Supervisors of the County of Humboldt, State of California.

Dated: March 11, 2020

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
**Certified copy of portion of proceeding, Meeting on March 17, 2020**

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TO RATIFY COUNTY HEALTH OFFICER'S DECLARATION OF LOCAL HEALTH EMERGENCY**

**WHEREAS**, on March 11, 2020, Humboldt County Health Officer declared a Local Health Emergency pursuant to Humboldt County Code section 2210-8 for a up to seven (7) days in the county or any area thereof, including but not limited to an imminent and proximate public health threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent; and

**WHEREAS**, a novel coronavirus, COVID-19, causes infectious disease and was first detected in Wuhan City, Hubei Province, China in December 2019, and symptoms of COVID-19 include fever, cough and shortness of breath and outcomes have ranged from mild to severe illness, and in some cases death; and

**WHEREAS**, on January 31, 2020, U.S. Department of Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation's health care community in responding to COVID-19; and

**WHEREAS**, the Centers for Disease Control and Prevention has determined that the virus presents a serious public health threat; and

**WHEREAS**, Humboldt County had its first confirmed case of COVID-19 on February 20, 2020, and the potential of more COVID-19 cases in Humboldt County is an imminent threat; and

**WHEREAS**, the declaration does not reflect any dramatic change in the health of our community, and this step is being taken to help ensure adequate capacity to address the community transmission phase of COVID-19; and

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist in California; and

**WHEREAS**, Governor Newsom ordered that the time period in Health and Safety Code section 101080 within which a local governing authority must renew a local health emergency is waived for the duration of this statewide emergency; and

**WHEREAS**, Governor Newsom ordered that any such local health emergency will remain in effect until each local governing authority terminates its respective local health emergency; and

**WHEREAS**, when we begin seeing increasing numbers of cases it will undoubtedly be accompanied by increased demands on local public health as well as our community partners who are part of the response such as hospitals, clinics, emergency medical services (EMS), law enforcement and other agencies; and



**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
**Certified copy of portion of proceeding, Meeting on March 17, 2020**

RESOLUTION NO. \_\_\_\_\_

**WHEREAS**, it is important to declare a Local Health Emergency because it opens up resources local governments can access to assist with in-the-moment needs, like staffing and equipment resources, as well as recouping associated costs once the emergency is resolved.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. That the Board of Supervisors of the County of Humboldt find the aforesaid conditions warrant and necessitate the declaration of a Local Health Emergency and that a Local Health Emergency does exist throughout Humboldt County.
2. That the Board of Supervisors of the County of Humboldt ratifies the County Health Officer’s March 11, 2020 Local Health Emergency Declaration.
3. That the Local Health Emergency Declaration shall remain in effect until the Board of Supervisors of the County of Humboldt terminates the local health emergency.

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ESTELLE FENNEL  
CHAIR, BOARD OF SUPERVISORS  
COUNTY OF HUMBOLDT

Adopted on motion by \_\_\_\_\_, seconded by \_\_\_\_\_ and the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

STATE OF CALIFORNIA            )  
  )  
County of Humboldt            )

I \_\_\_\_\_, Clerk of the Board of Supervisors, County of Humboldt, State of California, certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
**Certified copy of portion of proceeding, Meeting on March 17, 2020**

RESOLUTION NO. \_\_\_\_\_

IN WITNESS WHEREOF, I have hereunto set my  
hand and affixed the seal of said Board of  
Supervisors

KATHY HAYES

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Clerk of the Board of Supervisors of the County of  
Humboldt, State of California


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



**For Meeting of:** March 17, 2020

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: March 10, 2020

Subject: Ordinance No. 379-2020 repealing Section 17.30.290, Second dwelling units, Section 17.30.190, medical marijuana regulations, establishing Section 17.30.020 Accessory Dwelling Units, and renumbering Chapter 17.30 General Provisions and Exceptions of the Rio Dell Municipal Code (RDMC).

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**Recommendation:**

That the City Council:

1. Receive a brief summary of the recommended amendments; and
2. Open the public hearing, receive public input and deliberate; and
3. Approve and adopt Ordinance No. 379-2020 repealing Section 17.30.290, Second dwelling units, Section 17.30.190, medical marijuana regulations, establishing Section 17.30.020 Accessory Dwelling Units, and renumbering Chapter 17.30 General Provisions and Exceptions of the Rio Dell Municipal Code (RDMC).

## **Discussion**

Staff introduce Ordinance No. 379-2020 at your meeting of March 3, 2020 which repeals Section 17.30.290, Second dwelling units, Section 17.30.190, medical marijuana regulations, establishing Section 17.30.020 Accessory Dwelling Units, and renumbering Chapter 17.30 General Provisions and Exceptions of the Rio Dell Municipal Code (RDMC).

As discussed at the meeting of March 3<sup>rd</sup>, Governor Newsom signed five bills of legislation into law to further relax restrictions on the development of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) in California.

In response to the State legislation, staff is recommending repealing the City's existing Second Dwelling Unit regulations and establishing Accessory Dwelling Unit and Junior Accessory Dwelling Unit regulations consistent with the State's regulations. The recommended changes are included in Ordinance 379-2020, Attachment 1.

Staff is also recommending that the Medical Marijuana Regulations be repealed as well. The Medical Marijuana Regulations were established prior to the City Commercial Cannabis Land Use Ordinance which incorporated both medical and adult use State regulations. The Commercial Cannabis Land Use Ordinance addresses both medical and adult cannabis regulations within the City.

In addition, because of the changes, the City is obligated to renumber the sections in Chapter 17.30 General Provisions and Exceptions of the Rio Dell Municipal Code (RDMC).

## **Attachments**

Attachment 1: Ordinance No. 379-2020 repealing Section 17.30.290, Second dwelling units, Section 17.30.190, Medical Marijuana regulations, establishing Section 17.30.020 Accessory Dwelling Units, and renumbering Chapter 17.30 General Provisions and Exceptions of the Rio Dell Municipal Code (RDMC).

**ORDINANCE NO. 379-2020**



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL REPEALING SECTION 17.30.290, SECOND DWELLING UNITS, SECTION 17.30.190, MEDICAL MARIJUANA REGULATIONS, ESTABLISHING SECTION 17.30.020 ACCESSORY AND JUNIOR ACCESSORY DWELLING UNITS, AND RENUMBERING CHAPTER 17.30 GENERAL PROVISIONS AND EXCEPTIONS OF THE RIO DELL MUNICIPAL CODE**

**WHEREAS**, In October of 2019, Governor Newsom signed five bills of legislation into law to further relax restrictions on the development of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) in California; and

**WHEREAS**, The most significant pieces of legislation include Assembly Bills 68 and 881 as well as Senate Bill 13 changed the minimum/maximum sizes for Accessory Dwelling Units, owner occupancy requirements, applicable impact fees, setbacks, height limitations, and more; and

**WHEREAS**, Accessory Dwelling Units are also known as second dwelling units, in-law units, granny flats, and/or mother-in-law quarters; and

**WHEREAS**, ADUs are defined as complete independent dwelling units that have permanent provisions for living, sleeping, eating, cooking, and sanitation located on the same property as a single-family home; and

**WHEREAS**, ADUs may either be attached or detached from the primary home and/or include a conversion of existing legal space on the property; and

**WHEREAS**, ADUs/JADUs provide housing opportunities in a flexible manner to address the unmet demand for affordable housing for the Hayward community, including but not limited to, students, young professionals, small families, disabled individuals, senior citizens, etc. while

also assisting homeowners to offset the cost of homeownership and maintenance by renting out ADUs as an additional source of income; and

**WHEREAS**, the existing Second Dwelling Unit regulations will be replaced with the new Accessory Dwelling Unit regulations; and

**WHEREAS**, the Medical Marijuana regulations were replaced with the Commercial Cannabis regulations and therefore need to be repealed; and

**WHEREAS**, the recommended changes necessitate the renumbering of Chapter 17.30, General Provisions and Exceptions of the Rio Dell Municipal Code.

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

**SECTION 1.**

**PURPOSE OF THE ZONING REGULATION AMENDMENTS**

The Rio Dell Municipal Code is hereby amended to be consistent with California Government Code Section 68582.2 with respect to Accessory Dwelling Units. The ordinance also repeals Section 17.30.290, Second Dwelling Units, Section 17.30.190, Medical Marijuana Regulations, establishes Section 17.30.020, Accessory Dwelling Units and renumbers Chapter 17.30, General Provisions and Exceptions, to accommodate the text amendments.

**SECTION 2.**

Section 17.30.290, Second Dwelling Units is hereby repealed.

**SECTION 3.**

Section 17.30.190, Medical Marijuana regulations is hereby repealed.

**SECTION 4.**

Chapter 17.30 is hereby renumbered as follows:

**Chapter 17.30**  
**GENERAL PROVISIONS AND EXCEPTIONS**

Existing		Changes	
Section	Provision	Section	Provision
<del>17.30.010</del>	<del>Applicability</del>	17.30.010	Applicability
<del>17.30.020</del>	<del>Accessory uses and buildings.</del>	17.30.020	Accessory dwelling units
<del>17.30.030</del>	<del>Adult entertainment.</del>	17.30.030	Accessory uses and buildings.
<del>17.30.040</del>	<del>Airports.</del>	17.30.040	Adult entertainment.
<del>17.30.050</del>	<del>Animals and animal shelters.</del>	17.30.050	Airports.
<del>17.30.060</del>	<del>Assemblages of persons and vehicles.</del>	17.30.060	Animals and animal shelters.
<del>17.30.070</del>	<del>Camping.</del>	17.30.070	Assemblages of persons and vehicles.
<del>17.30.080</del>	<del>Cottage industry.</del>	17.30.080	Camping.
<del>17.30.090</del>	<del>Density bonus.</del>	17.30.090	Commercial cannabis land use regulations.
<del>17.30.100</del>	<del>Emergency shelter/transitional housing regulations</del>	17.30.100	Cottage industry.
<del>17.30.110</del>	<del>Environmentally sensitive habitat areas (ESHAs)</del>	17.30.110	Density bonus.
<del>17.30.120</del>	<del>Fences, walls and screening.</del>	17.30.120	Emergency shelter/transitional housing regulations
<del>17.30.130</del>	<del>Flag lots.</del>	17.30.130	Environmentally sensitive habitat areas (ESHAs)
<del>17.30.140</del>	<del>Flood zone regulations.</del>	17.30.140	Fences, walls and screening.
<del>17.30.150</del>	<del>Home occupation businesses and address of convenience.</del>	17.30.150	Flag lots.
<del>17.30.160</del>	<del>Lot size modifications.</del>	17.30.160	Flood zone regulations.
<del>17.30.170</del>	<del>Manufactured/mobile homes on individual lots.</del>	17.30.170	Home occupation businesses and address of convenience.
<del>17.30.180</del>	<del>Manufactured/mobile home park development standards.</del>	17.30.180	Lot size modifications.
<del>17.30.190</del>	<del>Medical marijuana regulations.</del>	17.30.190	Manufactured/mobile homes on individual lots.
<del>17.30.195</del>	<del>Commercial cannabis land use regulations.</del>	17.30.200	Manufactured/mobile home park development standards.
<del>17.30.200</del>	<del>Nonconforming uses.</del>	17.30.210	Nonconforming uses.
<del>17.30.210</del>	<del>Repealed.</del>	17.30.220	Parking regulations.
<del>17.30.220</del>	<del>Parking regulations.</del>	17.30.230	Parkland dedication.

<del>17.30.230</del>	<del>Parkland dedication.</del>	17.30.240	Personal cannabis cultivation regulations.
17.30.240	Personal cannabis cultivation	17.30.250	Public uses.
<del>17.30.250</del>	<del>Public uses.</del>	17.30.260	Public utility buildings and uses.
<del>17.30.260</del>	<del>Public utility buildings and uses.</del>	17.30.270	Quasi-public uses.
<del>17.30.270</del>	<del>Quasi-public uses.</del>	17.30.280	Recreational vehicle park development standards.
17.30.280	Recreational vehicle park development standards.	17.30.290	Removal of natural materials.
<del>17.30.290</del>	<del>Removal of natural materials.</del>	17.30.300	Second dwelling units.
<del>17.30.300</del>	<del>Second dwelling units.</del>	17.30.310	Signs and nameplates.
<del>17.30.310</del>	<del>Signs and nameplates.</del>	17.30.320	Street dedication and improvement.
17.30.320	Street dedication and improvement.	17.30.330	Swimming pools.
<del>17.30.330</del>	<del>Swimming pools.</del>	17.30.340	Tract offices.
<del>17.30.340</del>	<del>Tract offices.</del>	17.30.350	Vacation dwelling units.
<del>17.30.350</del>	<del>Vacation dwelling units.</del>		Yards.
17.30.360	Yards.		

**SECTION 5.**

Section 17.30.020, Accessory Dwelling Units, of the Rio Dell Municipal Code is hereby established as follows

**17.30.020 ACCESSORY DWELLING UNITS**

**(1) PURPOSE**

The purpose of these regulations is to be consistent with California Government Code Section 68582.2 with respect to Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs).

Accessory dwelling units may be principally permitted in any zone that allows single family or multifamily dwelling residential use and includes a proposed or existing dwelling, if the General Provisions in Section 17.30.020(2) are met, and the ADU and/or JADU meets the Development Regulations and Standards of Section 17.30.030(3).

ADUs and/or JADUs may be excluded or may require a Conditional Use Permit in certain designated areas (ADU Conditional Use Permit Area) as described in Section 17.30.020(4) based



on adequacy of water and sewer services, drainage and the impact of accessory dwelling units on traffic flow and public safety. Outside the ADU and/or JADU Conditional Use Permit Area, an ADU and/or JADU that cannot meet all the criteria in Sections 17.30.020(3) and 17.30.020(4) may still be permitted with a Conditional Use Permit under certain circumstances.

The City shall act on the building permit application for an accessory dwelling unit within 20 days from the date the completed application is received if there is an existing single-family or multifamily dwelling on the lot.

No certificate of occupancy will be issued for an accessory dwelling unit constructed concurrently with a primary dwelling, before a certificate of occupancy is issued for the primary dwelling.

**(2) GENERAL PROVISIONS THAT APPLY TO ALL ADUS.** The following provisions apply to all ADUs.

(a) One ADU and one JADU per lot.

One ADUs is permitted per lot developed or proposed to be developed with a single-family or multifamily dwelling.

(b) Ownership.

An ADU and/or JADU shall not be sold separately from the principal dwelling.

(c) Renting Permitted.

The ADU and/or JADU may, but need not be, rented.

(d) Short-term Lodging Prohibited.

The ADU and/or JADU shall not be rented for periods of 30 days or less.

(e) Building Type.

The ADU and/or JADU may be within, attached to, or detached from, the existing or proposed principal residence and may be over a garage. An ADU may also be a manufactured home as defined in Section 18007 of the Health and Safety Code subject to the development standards in Section 17.30.190.

(f) Sewer and Water Service.

All new ADUs and/or JADU within 300 feet of existing wastewater facilities shall connect to City's public wastewater systems. Parcels greater than 300 feet from existing wastewater facilities shall comply with all applicable County Health Department requirements for sewage disposal. All new ADU's shall connect to the City's public water system.

(g) Existing Single-Family Residence

Where one single-family dwelling unit exists on a lot, a larger home may be constructed as the principal dwelling unit, and the existing unit treated as the ADU, provided all other development regulations and standards can be met for both units.

(h) ADU and JADU Configurations within Residential and Mixed Use Zones

For purposes of this Section, a junior accessory dwelling unit is an attached unit as defined in Govt. Code Section 65852.22. A building permit shall be ministerially approved for creation of any of the following, within a residential or mixed use zone:

(i) ADU or JADU within Existing Single Family Structure

(ii) One accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:

(III) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

(IV) The space has separate exterior access from the proposed or existing single-family dwelling.

(V) The side and rear setbacks are sufficient for fire and safety as established either by the local fire authority, for fire response.

(VI) The junior accessory dwelling unit complies with the requirements of Section 65852.22.

(i) New Detached ADU

One detached, new construction, accessory dwelling unit with minimum **four-foot side and rear yard setbacks** for a lot with a proposed or existing single-family dwelling. The detached accessory dwelling unit may be combined with an accessory dwelling unit or a junior accessory dwelling unit within an existing single family structure or accessory structure as described in subsection 17.30.020(2)(h) if:

(i) The attached ADU or JADU contains no more than 500 square feet of floor space; and

(ii) The detached ADU contains no more than 800 square feet of floor space, and its height is no more than 16 feet. See Section 17.30.020(3)(b), Total Floor Area for detached ADUs that exceed 800 square feet.

(j) ADUs in Existing Multifamily Structures

Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. At least one accessory dwelling unit is allowed within an existing multifamily dwelling, and up to 25 percent of the existing multifamily dwelling units may be allowed.

(k) Detached ADUs with Existing Multifamily Structures

Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling, subject to a **height limit of 16 feet and four foot rear yard and side setbacks.**

**(3) DEVELOPMENT REGULATIONS, STANDARDS, AND APPLICABLE CODES.**

The following development regulations and standards shall apply to all ADUs:

(a) Utilities.

Utilities may be shared in common with or separate from the main dwelling unit, whichever method may afford compliance with the applicable requirements of the Municipal Code, including the currently effective versions of the California Building Codes, except that:

(i) Connection and Capacity Fees

An accessory dwelling unit shall not be considered to be a new residential use for the purposes of calculating connection fees or capacity charges for utilities, except for water and sewer services as set forth in Section 17.30.020(3)(a)(iv) unless the accessory dwelling unit was constructed with a new single-family dwelling.

(ii) Impact Fees.

The City shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 square feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit. For purposes of this paragraph, "impact fee" has the same meaning as the term "fee" as defined in subdivision (b) of Govt. Code Section 66000, except that it also includes fees specified in Section 66477. "Impact fee" does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation.

(iii) No New Connections in Existing Structures

No new or separate utility connection is shall be required between the ADU and the utility, and no related connection fee or capacity charge shall be imposed if the ADU is contained within the existing space of a single family residence or accessory structure and meets conditions in Section 17.30.020(2)(h) unless the accessory dwelling unit was constructed with a new single family dwelling.

(iv) New Detached Units.

For an accessory dwelling unit that is not contained within the existing space of a single family residence or existing accessory structure or does not meet conditions in Section 17.30.020(2)(h) will require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section Govt. Code Section 66013, the connection may be subject to a connection fee or capacity charge that is proportionate to the burden of the proposed accessory dwelling unit upon the water or sewer system, based upon either size or the number of plumbing fixtures, its size in square feet or its drainage fixture unit (DFU) values, as defined in the California Plumbing Code which is based on the International Association of Plumbing and Mechanical Officials. This fee or charge shall not exceed the reasonable cost of providing this service.

(b) Total Floor Area.

Accessory dwelling units shall be subject to the following floor area requirements:

(i) Parcels That Cannot Be Subdivided. The size of the second dwelling unit shall not exceed 50 percent of the size of the primary dwelling unit up to a maximum of 1,200 square feet, except for second dwelling units located within the suburban and rural zones where the second dwelling unit shall not exceed 50 percent of the primary dwelling unit.

(ii) Parcels That Can Be Subdivided. The size of the second dwelling unit shall not be restricted, provided the applicant submits a development plan demonstrating that the parcel could be subdivided and both residences can be sited on separate parcels and meet setback and lot coverage requirements of the zone.

(c) Sprinklers

Accessory dwelling units are not required to provide fire sprinklers if they are not required for the primary residence.

(d) Setbacks

No setback shall be required for an ADU or a portion of an ADU, converted from an existing living area or accessory structure, or a structure constructed in the same location and to the same setbacks as an existing structure. A setback of no more than four feet from the side and rear lot lines shall be required for a new ADU.

(e) Parking

Each ADU requires one (1) parking space. These spaces may be provided in tandem on a driveway. Off street parking shall be permitted in setback areas or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

(i) Exceptions to Parking Standards. Parking standards for an ADU shall not apply if the ADU is (1) located within one-half mile walking distance of public transit; (2) located within an architecturally and historically significant district; (3) part of the proposed or existing primary residence or an existing accessory structure; or (4) when on-street parking permits are required but not offered to the occupant of the ADU; or (5) when there is a car share vehicle located within one block of the accessory dwelling unit.

(ii) Avenues Neighborhood. Because of the existing on street parking problems and narrow roads affecting traffic flow and/or public safety conditions in the Avenue Neighborhood, there are no exceptions to the parking standards in Section 17.30.220.

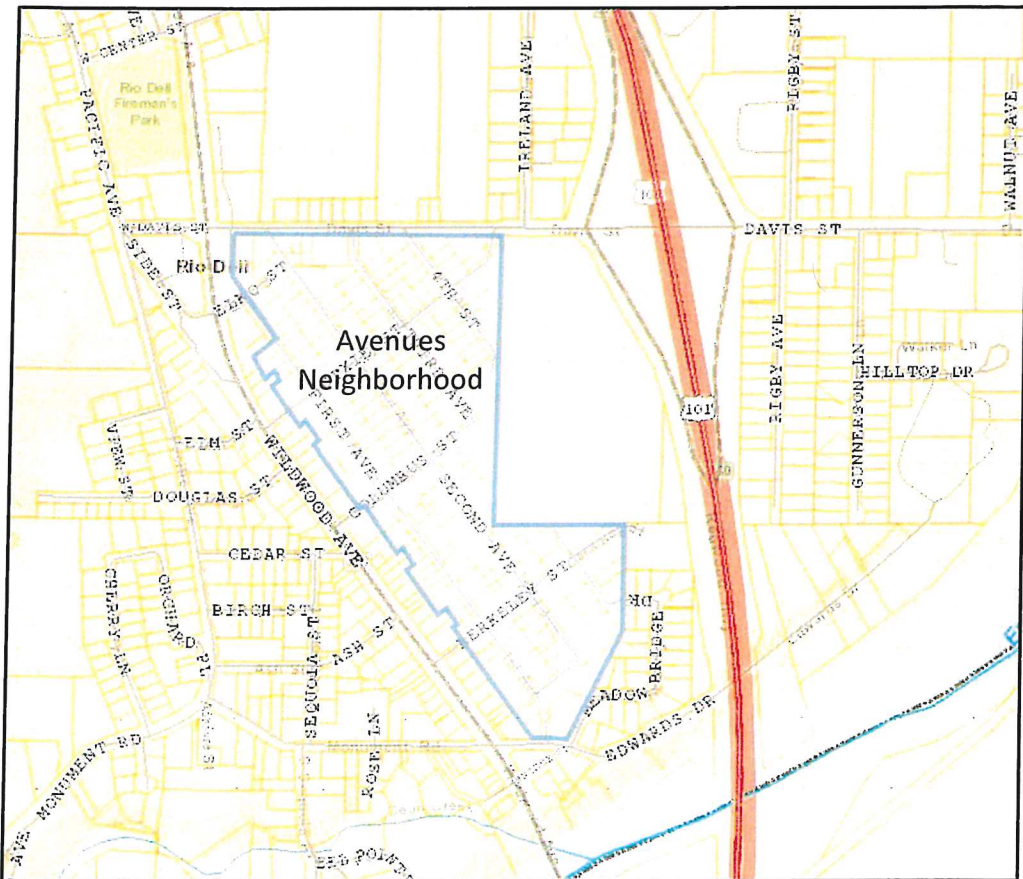


Figure 1  
Avenues Neighborhood

**(4) ADU CONDITIONAL USE PERMIT AREAS.**

Parcels located on the Dinsmore Plateau, including the Rio Vista neighborhood are subject to development constraints, including dead-end roads, adequate road widths and lack of fire hydrants. Because of these public safety conditions, an ADU may be allowed on the Dinsmore Plateau and in the Rio Vista neighborhood with a Conditional Use Permit provided the concerns of the Fire District are satisfied. An ADU may be allowed in the Belleview/Ogle neighborhood provided there is no net increase in stormwater. These areas are identified in Figure 2.

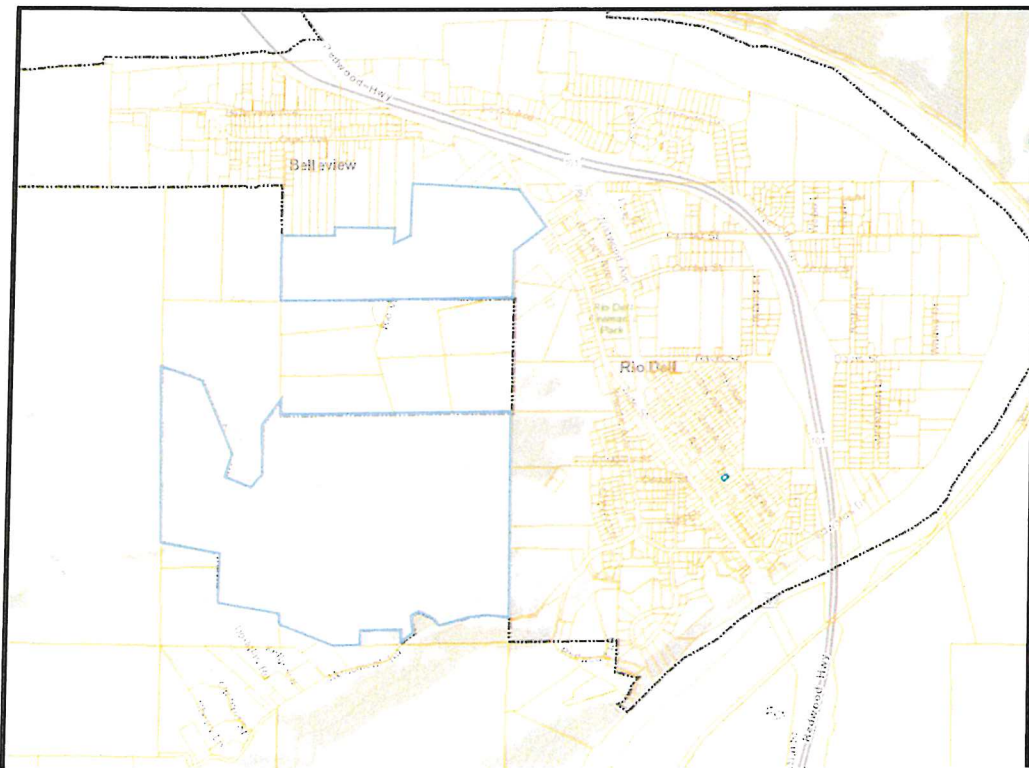


Figure 2  
Dinsmore Plateau and Rio Vista neighborhood.

**SECTION 6. DEFINITIONS**

Chapter 17.10, Definitions, of the Rio Dell Municipal Code is hereby amended as follows:

“Accessory Dwelling Unit” means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons, that includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same lot where a single family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes a manufactured home, as defined in Section 18007 of the Health and Safety Code.

**SECTION 7. LIMITATION OF ACTIONS**

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

**SECTION 8. CEQA COMPLIANCE**

The City Council has determined that the adoption of this ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15303, New Construction or Conversion of Small Structures and Section 15061(b)(3) of the CEQA Guidelines.

**SECTION 9. EFFECTIVE DATE**

This ordinance becomes effective thirty (30) days after the date of its adoption.

I hereby certify that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on March 3, 2020 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell on March 17, 2020 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

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Debra Garnes, Mayor

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and forgoing to be a full, true and correct copy of Ordinance No. 379-2020 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell on March 17, 2020.

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Karen Dunham, City Clerk, City of Rio Dell