



RIO DELL CITY COUNCIL AGENDA
CLOSED SESSION – 5:30 P.M.
REGULAR MEETING - 6:30 P.M.
TUESDAY, APRIL 16, 2019
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

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



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- A. CALL TO ORDER
- B. ROLL CALL
- C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:
 - 1) 2019/0416.01 – **Conference with Labor Negotiator**
Designated Representatives: City Manager Kyle Knopp and Finance Director Brooke Kerrigan
Employee Organizations: Rio Dell Police Officers Association, Rio Dell Employees Association and all Contract Employees (Pursuant to Gov't Code Section 54957.6)
- D. PUBLIC COMMENT REGARDING CLOSED SESSION
- E. RECESS INTO CLOSED SESSION – 5:30 P.M.
- F. RECONVENE INTO OPEN SESSION – 6:30 P.M.
- G. ORAL ANNOUNCEMENTS
- H. PLEDGE OF ALLEGIANCE

I. CEREMONIAL MATTERS

J. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not 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.

K. CONSENT CALENDAR

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

- 1) 2019/0416.02 - Approve Minutes of April 2, 2019 Regular Meeting
(ACTION) 1
- 2) 2019/0416.03 - Approve termination of Local Track and Trace Program
(CalOrigin) related to Cannabis **(ACTION)** 13
- 3) 2019/0416.04 - Receive and File Check Register for March 2019
(ACTION) 15

L. ITEMS REMOVED FROM THE CONSENT CALENDAR

M. REPORTS/STAFF COMMUNICATIONS

- 1) 2019/0416.05 - City Manager/Staff Update **(RECEIVE & FILE)** 19

N. SPECIAL PRESENTATIONS/STUDY SESSIONS

- 1) 2019/0416.06 - City Council Priority Setting Session Review 23

O. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) 2019/0416.07 - Approve Planning Commission Appointment to fill
one (1) unexpired term ending December 31, 2019
(DISCUSSION/POSSIBLE ACTION) 25

2) 2019/0416.08 - Discussion of Budget Calendar for FY 2019-20 Capital
and Operating Budget (**DISCUSSION/POSSIBLE ACTION**)

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P. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

Q. COUNCIL REPORTS/COMMUNICATIONS

R. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, May 7, 2019 at 6:30 p.m.*

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
APRIL 2, 2019**

The regular meeting of the Rio Dell City Council was called to order at 5:30 p.m. by Mayor Garnes.

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

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

Absent: Community Development Director Caldwell

STUDY SESSIONS

City Council Priority Setting Session

City Manager Knopp provided a staff report and noted that the Council did a similar priority setting session last year and of the broader topical areas of priority for the Council, the areas that garnered the most were Public Works, Public Safety and City Transparency. He reviewed the specific priority projects identified in 2018, followed by the current status of those projects.

He noted that the City Council appropriated \$107,000 for street projects during the summer of 2018 but when the Council did project prioritizations, it was not in time to get in on the construction season and bids for slurry seal projects. He said that staff attempted to get the slurry sealing done later in the summer but because the bids came in too high, the work was deferred. He noted that the street appropriations were rolled over into the current budget with a similar amount proposed for the FY 2019-20 budget for street projects. He commented that tonight's agenda includes the award of a bid for asphalt repair on various streets. In addition, staff is preparing for a slurry seal project to be conducted this summer, but in the next fiscal year cycle. Other projects included River Access, Habitat Parcel, Code Enforcement, and Access Humboldt, all of which are currently being implemented.

He explained that the idea of the priority setting exercise is for the Council to discuss the priorities of the Council with each councilmember identifying their five top priorities, writing them on post-it notes and placing them on the board under the appropriate topic area.

The topic areas included:

- Personnel
- Public Safety
- Finance

- Economic Development
- City Transparency
- Public Works
- Organizational Development and Training
- Community Development Department
- Other

Mayor Garnes asked if during the prioritization of projects, if the Council would be able to avoid redundancy by reaching reach out to other streets other than identifying the same streets as before, such as Davis St.

City Manager Knopp explained that in this particular process, the idea is for the Council to give broad policy direction such as “street improvements” rather than to identify a specific street. He noted that one of the reasons for creating a prioritization list for projects is to assist staff in creating the budget to make sure the city has the financial resources to complete those projects. As things move forward, the Council would be able to get more into the details of what precisely they want to see done.

Councilmember Strahan said that it seems that staff always comes up with the list of streets they want to repair without consulting the Council and felt as a Council, they should have input.

City Manager Knopp pointed out that the Council has approved every single street project that has been done and although staff provides a recommendation to the Council, the Council has the discretion to add, delete or modify the recommendation.

Councilmember Strahan added that staff brings a recommendation to the Council after it is already decided by staff rather than asking first. She said that she realizes that staff knows what is going on with the streets but there are a lot of streets that are not bus routes or arterial streets that in horrible condition.

City Manager Knopp stated that the City Council did set priorities for bus routes and arterial streets so that is basically what staff has been building off of. He noted that staff did consult with the Council about including Ireland Ave., which is not a bus route and they approved it with no alternative suggestions.

Councilmember Strahan indicated that the Council talked about Eeloa Ave. and Dixie St. and said that she made suggestions multiple times.

City Manager Knopp commented that another priority project was to create public access to the river and although the property owner was not cooperative, staff was able to blaze a trail at the end of Davis St. to facilitate public access. He noted that staff would possibly be working with the CCC (California Conservation Corp) or High Rock to construct a set of stairs

from Davis St. to further improve public access to the river. In addition, river access at the foot of Edwards Dr. was repaired to make it easier for vehicles to access the river and submitted a grant application for bike trails but was unsuccessful. He pointed out that the city now has the framework as grants become available.

With regard to the Habitat parcel, staff indicated that it is a scheduling issue noting that the contractor is waiting for a break in the weather. The project was expected to be completed by June.

Councilmember Strahan asked who was doing the work.

City Manager Knopp noted that Kernan Construction was awarded the bid.

City Manager Knopp commented that progress in the area of Code Enforcement was lower than anticipated due to reduced staffing in the police department for the majority of the year but they were able to engage in some significant abatements as well as a significant marijuana enforcement action on Northwestern Ave.

City Manager Knopp then reported that staff implemented some audio upgrades to the council chambers but ran into some technical problems with recording the audio. He said that Access Humboldt and Sound Advice are working together to resolve the issues including the integration of a new camera system. He indicated that it is unknown whether the project will be completed by the end of the fiscal year; if not it would be carried over to the next year's budget.

He said another project that staff and the Council would need to consider over the next year or two was to look into new accounting software for the finance department.

On the subject of personnel, implementing a compensation strategy for lower paid employees to make those job classifications more competitive was a concern in light of the new minimum wage laws and at the same time, maintaining equity among all employees.

Other staff members present were asked if they had anything to add.

Wastewater Superintendent Taylor commented that he was looking forward in getting the grant signed on the Sanitary Sewer Evaluation Study (SSES). He said that mitigating some of the I & I problems in the city as well as the disinfection by products are the top two priorities as far as wastewater and the collection system is concerned. He said that there would be issues brought to the Council's attention within the next two (2) years.

City Manager Knopp noted that these are potentially costly items with regard to repairs to sections of the collection system. He said when it comes to the disinfection by-product it may be advisable to move to a UV disinfection system which is becoming more and more of

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the norm among jurisdictions. With the SSES, staff is hoping to leverage as much grant funding as possible to complete those projects.

Water/Roadways Superintendent Jensen commented that with regard to Water, staff was waiting for completion of the Capital Improvement Plan (CIP) in order to try to secure grant funding to complete some water system projects.

Chief of Police Conner said his goal is to retain the department's current staffing level. He reported that Officers Mitchell and Landry had completed their field training and were out on their own and that Officer Valk would be filling in until Officer Carnahan returns from medical leave. In addition, Charlie Fielder, a retired Caltrans Engineer completed the police academy at age 64 and would be starting with the department part-time.

Wastewater Superintendent Taylor expressed the importance of employee retention through competitive wages and said that things run much more smoothly with fewer turnovers.

City Manager Knopp continued with review of staff recommended priority projects for 2019-20. The projects included:

- Employee retention through total compensation survey and compensation strategy
- Push for attracting/processing cannabis business at HRDBP, Downtown and Dinsmore Plateau
- Implementation of energy generation at the WWTP and City Hall
- Continued progress on street repairs
- Obtaining and implementing grants for water and wastewater systems

City Manager Knopp asked for input from councilmembers on the recommended priorities.

Mayor Garnes said that one of her big priorities is Code Enforcement noting that people should be forced to take care of their property so people will want to come here. Other priorities were Grants, implementation of new Zoning Regulations, a Total Compensation Study, and Streets.

Mayor Pro Tem Woodall's priorities included a Total Compensation Study, aggressive Code Enforcement, monthly meetings of the Nuisance Committee, Sewer Rate Study, and Pro-Active Policing.

Councilmember Wilson felt that Labor Negotiations and a transition plan for police officers should be a priority to keep law enforcement here. He noted that water and sewer would always be part of the city but that it is important to keep it functioning properly. With regard to Economic Development, he would like to develop an economic stimulus program for the Town Center (TC) zone to bring in new business whether it is through an attractive theme or

some other means. He said that cannabis is already here and will take place regardless but there needs to be other business growth as well. He pointed out that everybody wants a Trader Joes for example, but it is not up to the City but up to Trader Joes to come to the City.

He commented that he would like to have a separate line item in the budget for Measure J (Sales Tax) revenue so the Council can designate how the money is used and show the citizens where the money is going whether it is for Police, Code Enforcement, Streets or something else. He expressed the need to have a plan for use of those funds, commit to it and follow through for the purpose of transparency. He said the same should apply to the Cannabis Tax. The Council should identify a goal or target and in the end make a statement to the community. He said it buys credibility, which is something many citizens do not have a feel for.

He said other priorities are the Habitat parcel and River Access.

Councilmember Richter agreed that unfinished projects need to be completed and said his priority projects include Employee Retention and Recruitment, Streets, Capital Improvements, updated Code Enforcement procedures, and a continued effort in beautifying the City. He added that out of respect for the two councilmembers that are not in support of retail cannabis activities in the Town Center, he wants to make sure that what goes on with the retail cannabis businesses is done right and said that the Council needs to be fair and upfront with regard to the RFP process. He pointed out that the City cannot over-regulate development or nobody will come and said that there needs to be limits that are reasonable.

Councilmember Strahan commented that it is not about the five people that sit on the Council but about the citizens of Rio Dell.

She said her priority projects included Streets, Sidewalks, Zoning (RHNA issues), advanced work on the City's zoning so the City controls the development of the city, not the state. Other priorities included Water Rates, Code Enforcement and Access Humboldt. She said that her top priorities are Streets, Roads and Sidewalks for our children.

Discussion ensued regarding whether to continue the priority setting session to another day or complete the exercise at the end of the meeting. The consensus of the Council was to complete it at the end of the meeting.

Mayor Garnes called for a 10-minute recess at 6:20 p.m.

The meeting reconvened at 6:30 p.m.

PUBLIC PRESENTATIONS

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Rick Pelren from the Senior Exercise Group addressed the Council and announced that Nick Angeloff enthusiastically offered to let the exercise group use the Chamber of Commerce office at no cost in exchange for some minor volunteer work.

He also mentioned that the Anodonta Bi-Valve clam or mussel, native to the Eel River is important in repairing the ecosystem of the Eel River in that it cleanses 25-50 gallons of water per day and helps to restore water quality in the Eel River.

Gordon Johnson said that he would be attending a meeting of the Last Chance Grade on April 10, 2019 and would be happy to report back to the Council at the next regular meeting.

Nick Angeloff apologized for forgetting to bring back a Little League schedule; said that Hardcar would be setting up office space at the Chamber office; two exercise groups would be utilizing space for group exercise; requested the Council include in the FY 2019-20 budget, a light pole to replace the damaged pole near Kreation's for Christmas garland; and commented that there were two Mayors that were nominated for appointment on the Coastal Commission but rejected by the Governor. He suggested the selection committee be asked to put Mayor Garnes' name in the hat stating that she would be a good fit and that the Board of Supervisors would be amenable to her appointment.

Shannon Miranda addressed the Council regarding animal control and said that things were going well. He personally thanked Chief Conner for his generous donation of a covered 6' X 12' dog kennel to house Rio Dell's dogs.

Mayor Pro Tem Woodall commented on the Kiwanis sponsored Beer Festival that took place on Saturday at Fireman's Park, and said that it was a very well organized event. She noted that the proceeds are going toward a garden at the school and said she hopes it become an annual event and draws more events like this in town.

Mayor Garnes commented that she consulted Rosenberg's Rules of Order and outlined procedures for improving the efficiency of City Council meetings as follows:

- Mayor will announce the agenda item
- Item will be referred to proponent of agenda item for a report
- Item will come back to the Council
- Mayor will call for questions for the purpose of clarification only (no debate or deliberation at this time)
- Mayor will open it up for public comment limiting comments to 3 minutes per speaker
- Close public comment and bring it back to Council
- Mayor will call for a motion and a second
- Council will deliberate and debate the item
- Mayor closes deliberation and calls for a vote

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/Richter to approve the consent calendar including approval of the minutes of the March 19, 2019 regular meeting; approval of Resolution No. 1420-2019 designating projects to be funded by Senate Bill 1 (SB1) Road Maintenance and Rehabilitation Account (RMRA); and approval of the award of bid for the 2019 Street Asphalt Street Repairs to Mercer Fraser in the amount of \$49,000, authorizing the City Manager to issue and execute Notice of Award and any change orders within a total project budget of \$75,000. Motion carried 5-0.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp provided an overview of the Staff Update as presented and announced that staff received a notice from the Bureau of Cannabis Control that the Local Equity Grant Program Notice of Funding Availability (NOFA) was cancelled and they will no longer be proceeding with the application period. Pending review and revision of the grant program guidelines, a new NOFA may be released with information on new eligibility requirements.

He also reported that a contract was signed for various asphalt work on Rigby, Center, Belleview and Ireland in preparation for slurry sealing; and said that staff was working on update of the Local Hazard Mitigation Plan which will hopefully make the City more eligible for grants.

Mayor Pro Tem Woodall said that with regard to Code Enforcement, the City's annual Spring Clean-Up Event is scheduled for May 11, 2019 and thought it would be a good idea to send notices out to properties that are in need of cleanup.

She then referred to the Community Development Department staff update and asked where the Perry Dove Subdivision was located.

City Clerk Dunham explained that the item in the report was referring to the 3+ acre parcel at 1080 Riverside Dr.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Approve Cannabis Retail Request for Proposal (RFP) Process

City Manager Knopp provided a staff report and said that at the March 19, 2019 regular meeting, the Council gave final consideration and approval to a series of legislative changes

at bolstering the cannabis industry including revisions to the current cannabis regulations related to the reformation of the City's taxation system and expansion of allowable land uses related to cannabis. He noted that the changes included the possibility of up to three (3) cannabis retail businesses in the Town Center zone through an RFP process. He explained that the recently amended regulations identify the City Council as the responsible body to evaluate and rank the proposals.

He said that staff is recommending the Council consider appointing an Ad Hoc Committee of two (2) councilmembers along with the City Manager and the Community Development Director to review and rank the submitted proposals for subsequent submittal to the City Council for consideration and approval. The three (3) highest ranked applicants would then be allowed to make application to the Planning Commission for consideration and approval of the required Conditional Use Permit (CUP). In addition, staff recommended the Council consider establishing a deadline for those selected to make application within a certain timeframe.

City Manager Knopp continued with review of the Draft RFP and commented that staff is recommending the five (5) following elements be addressed in the proposals:

- Introduction
- Experience of Personnel/Project Team
- Business Model/Plan of Operation
- Financial Capital
- Format

City Manager Knopp explained that the Council has the discretion to add or delete anything from the RFP criteria and asked for Council input. He then provided the Council with a handout outlining potential options. He reiterated staff's recommendation for the Mayor to appoint a selection committee consisting of two (2) members of the Council in addition to the city manager and the community development director to rank the responses and return them to the Council for final selection. He said the alternatives would be to refer the initial ranking to staff, who would then present the rankings to the Council, or to refer the proposals directly to the Council with no Ad-Hoc committee.

Related to the timeline, staff recommended that 30 days be provided for responses to the RFP and an additional 30 days to receive proposals for the review and approval process. It was also recommended that staff be given discretion to add up to 15 days to the timeline with possible submission to the Planning Commission on June 25, 2019.

Mayor Pro Tem Woodall noted that under the ***Business Model/Plan of Operation***, one of the statements was for the applicant to describe how the business would contribute to the community and to describe any existing ties to the community. She asked if that means that there would be priority given to local businesses.

City Manager Knopp explained that the contribution to the community could be through the school or perhaps the Chamber of Commerce. He said if the Council wanted to narrow it down, the part related to the ties to the community could be separated and given a ranking of perhaps 5% rather than 30% collectively.

Councilmember Strahan asked if there were people already interested in submitting proposals.

City Manager Knopp said that he thought there were around eight (8) companies at this time, interested in submitting proposals.

Mayor Garnes called for public comment on the cannabis RFP process.

Gordon Johnson said that he was a strong supporter of establishing an AdHoc Committee and noted that while on the City Council, he worked with a committee on the selection of City Engineer and that it works extremely well.

Nick Angeloff commented that the Draft RFP looks good and said he was glad that the Planning Commission is not involved in the ranking of proposals due to potential conflicts of interest. He said that he was somewhat confused on the proposed timeline and asked for clarification.

City Manager Knopp reviewed the proposed timeline as submitted and suggested the words "and approval" of the Planning Commission be stricken. He explained that once the RFP's are released, the applicants would have 30 days to respond to the RFP with another 30 days for the AdHoc committee and City Council to review and identify the top three (3) proposals before submittal to the Planning Commission. He said the earliest date for the Planning Commission to consider the Conditional Use Permit (CUP) would be June 25, 2019.

Nick Angeloff said as the Planning Commission Chair, he would be willing to call a special meeting of the Commission if necessary.

Jackie Wilson suggested an applicant's criminal background be considered when ranking the proposals.

City Manager Knopp indicated that a State background check is required for all cannabis operators.

Mayor Garnes called for a motion.

Motion was made by Woodall/Richter to approve the Cannabis Retail Request for Proposals (RFP's) further directing the Mayor to appoint two (2) members to an AdHoc with the City Manager and Community Development Director to rank responses and return to the Council

for approval. Further directing staff to issue said RFP as soon as possible with a timeline for responses to the RFP of 30 days and an additional 30 days for the AdHoc Committee and City Council to review and identify the top three (3) proposals prior to submittal to the Planning Commission, providing staff further discretion to extend the timeline by 15 days if needed.

Deliberation of the Council continued.

Councilmember Strahan commented that she missed the last month of City Council meetings but the Council in her absence, was able to get on top of the matter so good for them. She questioned the required distance of retail cannabis operations from schools and asked if churches or daycare centers were considered.

City Manager Knopp explained the required distance from schools was 600 feet but no distances were established for churches or daycare centers.

Mayor Garnes asked for volunteers from the Council to serve on the Cannabis AdHoc Selection Committee.

Mayor Pro Tem Woodall volunteered followed by Councilmember Richter who offered to decline if Councilmember Wilson would rather serve.

Councilmember Wilson reiterated his opinion to have individual votes on each of the cannabis related items. He commented that he has great confidence in staff and knows that the Community Development Director attempts to follow the State and County regulations. He pointed out that in most cases, once something goes to the Planning Commission, the process moves very fast due to the City's streamlined procedures. He said that he feels that any AdHoc committee should include the Community Development Director noting that he does not feel that he is the right person to serve on the committee due to a potential conflict of interest.

He added that there might be some proposals that are less than superior and expressed the importance of making sure that all the proposals selected are superior.

Mayor Garnes confirmed the appointment of Mayor Pro Tem Woodall and Councilmember Richter along with City Manager Knopp and Community Development Director Caldwell to the AdHoc Cannabis Selection Committee.

Mayor Garnes called for a vote on the motion on the floor.

Motion carried 4-1; Councilmember Strahan dissented.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Wilson stated that on the last page of the March 19, 2019 minutes, it reflects the results of a 3-1 vote on adoption of Ordinance No. 374-2019 but doesn't identify him as the councilmember casting the dissenting vote and said that he would like that reflected in the minutes if possible.

City Clerk Dunham commented that because the correction was minor and does not change the outcome of the vote, she would make the correction with Council approval.

Consensus of the Council was to make the correction as recommended.

Councilmember Strahan reported on her attendance at the Humboldt County Association of Governments (HCAOG) meeting and said that she was disappointed that the Community Development Director was not present to respond to her questions. She said that the board discussed housing in Humboldt County and already put together the booklet for 2019-2027 and Rio Dell failed to get its numbers in. She said that she had brought that to the attention of the City Manager and Community Development Director in January yet the numbers were still not submitted. She said that she would like to know the last time the numbers were submitted, posing the question to the City Manager.

City Manager Knopp said that this was the first he had heard about it and noted that staff was in the process of updating the Housing Element.

Councilmember Strahan indicated that the City got its hands slapped because the numbers were not submitted and that the report was approved for the next seven (7) years without Rio Dell's numbers. She said that she would like to see what the RHNA numbers look like now.

Councilmember Wilson reported on his attendance at the Redwood Coast Energy Authority (RCEA) meeting and noted that biomass has become a very volatile conversation again. He said representatives from 350.org were present and they have an issue with biomass and want to see 100% reduction of non-renewable clean energy by 2025. He said there is a debate going on over clean and renewable energy.

Councilmember Richter reported on his attendance at the Redwood Region Economic Development Commission (RREDC) meeting and said that most of the conversation revolved around the budget. He noted that there was a presentation by the Redwood Coast Energy Authority (RCEA) related to what is going on in the County and said that Terra Gen was only briefly mentioned.

Continuation of City Council Priority Setting Session

City Manager Knopp explained that to complete the priority setting exercise, councilmembers would need to write down their five (5) top priorities on the post-it notes provided for placement on the board under the corresponding topic area.

He noted that the exercise helps staff understand the individual priorities of the Council and assists staff with preparation of the budget.

The number of priorities under individual categories were as follows:

- Public Safety - 5
- Public Works - 4
- Finance - 1
- Personnel - 3
- Economic Development - 3
- Community Development - 3
- Transparency - 2
- Organizational Development - 0
- Other - 0

City Manager Knopp commented that staff would bring the item back and debrief on it at the next meeting.

Mayor Garnes called for public comment on the matter.

Nick Angeloff stressed the importance of diversifying the economy and not relying solely on the cannabis industry as it could fail due to regulatory compliance.

ADJOURNMENT

Motion was made by Richter/Wilson to adjourn the meeting at 7:25 p.m. to the April 16, 2019 regular meeting. Motion carried 5-0.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk



*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
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April 16, 2019

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Termination of Local Track and Trace Program Related to Cannabis

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Direct staff to terminate the local track and trace program (CalOrigin) in consultation with the City Attorney.

BACKGROUND AND DISCUSSION

The City entered into an agreement for track and trace services (CalOrigin) on November 1, 2017 between the City of Rio Dell and SICPA Security LLC. That contract is set to expire on June 30, 2019.

The City sought to implement a track and trace system to integrate with the County's system and what at the time was potentially going to be a regional system. CalOrigin was also to help cover the gap in the state's slow process of implementing the track and trace system (METRC) statewide. Track and Trace is one of the responsibilities of the state government. Rio Dell was joined by the Counties of Humboldt, Mendocino, Yolo and the cities of Eureka and Arcata in adopting the system.

To date, Rio Dell remains one of only a small handful of cannabis permitting cities that implemented a track and trace system ahead of the State system. Costs of the system were funded through fees paid by the industry. The State of California has now selected METRC as the state's track-and-trace system used to track commercial cannabis activity and movement across the distribution chain ("seed-to-sale"). In accordance with this change the County of Humboldt is transitioning the function of the county's track and trace program (CalOrigin) from data collection and tracking to Humboldt branding and marketing.

On March 12, 2019 the Humboldt County Board of Supervisors voted to terminate the County's CalOrigin track and trace program effective March 31. As of that date County cannabis

permittees are no longer required to engage in any activities covered under the scope of the local track and trace program.

Staff will continue to monitor developments between the County and SICPA Security LLC on their work towards a branding and marketing system, however at this time it is believed those efforts will be primarily based on voluntary cooperation with the industry.

With the State's implementation of METRC and the withdrawal of our local partners, staff is recommending Rio Dell also close the track and trace program.

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

eff#	Date	Vendor	Description	Amount
318	3/05/2019	[0576] 101 AUTO PARTS	BATTERY FOR FORKLIFT, 3.50 LM VAC GAUGE; LATEX DISPOSABLE GLOVES	177.95
319	3/05/2019	[3108] ACCUFUND, INC.	RE-ISSUE CHECK #7569. STOP PAYMENT WAS PUT ON THIS CHECK BECAUSE THERE WAS A PROBLEM WITH THE SIGNATURE LINE INTERFERING WITH ENCODED BANK ACCT #	600.00
320	3/05/2019	[6038] ACCURATE TERMITE & PEST SOLUTIONS	MONTHLY RODENT CONTROL @ 475 HILLTOP DR	170.00
321	3/05/2019	[5235] ADVANTAGE FINANCIAL SERVICES	DOCSTAR USER LICENSES & SYSTEM SOFTWARE	193.00
322	3/05/2019	[3975] AT&T - 5709	FAX LINE EXPENSES FOR FEBRUARY 2019	41.58
323	3/05/2019	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR MARCH 2019	2,075.00
324	3/05/2019	[5127] DELTA DENTAL	DENTAL INSURANCE FOR APRIL 2019	1,946.45
325	3/05/2019	[2405] FORTUNA ACE HARDWARE	TWO SMARTFO MAXHOSE; TWO LARGE GUN METAL NOZZELS, PVC P TRAP; POP UP COMPLETE CHROME, CLOROX CLEANUP	156.14
326	3/05/2019	[5765] GARNES, DEBRA	MILEAGE & MEALS PER DIEM TO ATTEND MEETING WITH GOVERNOR & HCD AND LOCC MEETING	474.92
327	3/05/2019	[2750] HD Supply Facility Maintenance DBA: USA BLUEBOOK	TWO MEMBRANE KIT FOR CL10 CHLORINE SENSORS SS TIPS, NALGENE HEAVY DUTY 2L 2-PACK; POLYETHYLENE TUBING; THREE DRUM PUMP PVC/HYPALON W/6' HOSE, SULLFITE REAGENT SET; TWO 02 SENSOR GAS; (OR) HACH NITRATE TNT	1,188.55
328	3/05/2019	[5932] HIGH ROCK CONSERVATION CAMP	BRUSH REMOVAL-WW TREATMENT PLANT; BLUE SLIDE RD	200.00
329	3/05/2019	[6299] JJACA. INC.	FINANCIAL STATEMENT AUDIT PLANNING, PREP & YEAR END FIELDWORK 9/24/18 THRU 9/27/18	7,450.00
330	3/05/2019	[6689] JOHN HAMNER	WASTEWATER TREATMENT EXAM MATH PREPARATION WORKSHOP FOR TWO WW OIT EMPLOYEES	180.00
331	3/05/2019	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL FOR FEBRUARY 2019	1,000.00
332	3/05/2019	[2569] NORTH COAST LABORATORIES, INC.	ACID DIGESTION; AMMONIA NITROGEN; AMMONIA SUBCONTRACT; CONDUCTIVITY; HARDNESS; ICAP METALS; NITRATE AND/OR NITRITE; THM BY EPA 624; TOTAL DISSOLVED SOLIDS; TOTAL KJELDAHL NITROGEN; TOTAL PHOSPHORUS; TURBIDITY, DRINKING WATER DIGESTION; ICP-MS METALS	622.00
333	3/05/2019	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR MARCH 15, 2019 THROUGH APRIL 15, 2019	1,150.00
334	3/05/2019	[2619] PITNEY BOWES, INC.	QUARTERLY LEASING PAYMENT 12/30/18 - 3/29/19	98.11
335	3/05/2019	[6225] PMD, INCORPORATED	RE-ISSUE STALE DATED CHECK #7052 - REFUND FOR PLAN CHECK FEES COLLECTED TWICE	3,766.96
336	3/05/2019	[5973] PRECISION INTERMEDIA	MONTHLY WEB HOSTING FEE - MARCH	30.00
337	3/05/2019	[5560] REDI-RENTS	DITCH WITCH RENTAL	759.50
338	3/05/2019	[2659] RIO DELL PETTY CASH	KEYS; BULLETIN BOARD SUPPLIES; ICE; FED EX MAILING TUBE; FUEL; CONTRACTOR BAGS	116.49
339	3/05/2019	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR FEBRUARY 2019	105.20
340	3/05/2019	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR MARCH 2019	534.58
341	3/14/2019	[5381] ALTERNATIVE BUSINESS CONCEPTS	PRINTING OF 300 NEWSLETTERS - PAPER SUPPLIED BY CITY	377.41
342	3/14/2019	[2225] AQUA SIERRA CONTROLS, INC	MONTHLY MAINTENANCE & COPIER CHARGES FOR FEBRUARY 2019	
343	3/14/2019	[2303] COAST CENTRAL CREDIT UNION	SCADA PARTS	44.66
344	3/14/2019	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	POA DUES FOR PPE 3/1/19	120.00
345	3/14/2019	[5352] JOANNE E FARLEY	FINGERPRINT APPS & FINGERPRINT FBI	154.00
346	3/14/2019	[2405] FORTUNA ACE HARDWARE	BLOOD ALCOHOL ANALYSIS FOR FEBRUARY 2019	
			MEAL PER DIEM TO ATTEND PAYROLL LAW TRAINING	14.00
			RETURN PVC P TRAP; POP UP COMPLETE CHROME	59.19
			RETURN SINK STRAINERS	
			TUB STRAINER BASKET	
			19 EA CHAIN CABLE; LAG EYEBOLTS; LINK CHAIN LAP; SNAP 2 END BOLT	

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

ef#	Date	Vendor	Description	Amount
847	3/14/2019	[4855] FRESHWATER ENVIRONMENTAL SERVICES	TECHNICAL SUPPORT	180.00
848	3/14/2019	[2458] HUMBOLDT COUNTY DIVISION OF ENVIRONMENTAL HEALTH	HAZARDOUS MATERIALS FACILITY FEE	614.19
849	3/14/2019	[2484] INDEPENDENT BUSINESS FORMS	BUSINESS LICENSE FORMS	203.20
850	3/14/2019	[2501] KEENAN SUPPLY	12 EACH WHITE, BLUE & GREEN MARKING PAINT	218.35
851	3/14/2019	[5689] MENDES SUPPLY COMPANY	TWO CASES PAPER TOWEL ROLLS; HAND SOAP LOTION; THREE CASES TOILET TISSUE	375.14
852	3/14/2019	[6100] NORTHERN CALIFORNIA GLOVE	GLOVES; SAFETY GLASSES; LIME/BLACK JACKET; LIME PANT	401.29
853	3/14/2019	[6499] OCCUPATIONAL, ENVIRONMENTAL HEALTH & DRUG SCREENING	SAUCL000 PRE-EMPLOYMENT EXAM & DRUG SCREEN PANEL SAUCL000 PRE-EMPLOYMENT DRUG SCREEN PANEL	196.50
854	3/14/2019	[5973] PRECISION INTERMEDIA	FIX MENU SYSTEM HIDING OF CHURCHES & OTHERS - REBUILD	95.00
855	3/14/2019	[6349] RECOLOGY EEL RIVER	GARBAGE BAGS FOR THE MONTH OF FEBRUARY 2019	363.83
856	3/14/2019	[3769] REDWOOD RADIOLOGY INC	CHEST EXRAY FOR NEW EMPLOYEE HIRE	33.00
857	3/14/2019	[2693] SHELTON'S AUTO LUBE	FULL OIL CHANGE SERVICE FOR 2017 FORD INTERCEPTOR	56.50
858	3/14/2019	[6377] SPAULDING, JERRY	CUSTOMER DEPOSIT REFUND	222.99
859	3/14/2019	[2319] SUDDENLINK	MONTHLY BROADBAND, INTERNET & PHONE SERVICE 3/10/19 - 4/9/19	831.78
860	3/14/2019	[6373] THATCHER COMPANY, INC.	TWO 3303# TOTE SODIUM BISULFITE 25% & CONTAINER DEPOSIT TWO CONTAINER DEPOSIT REFUND	3,260.97
861	3/14/2019	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR FEBRUARY 2019, LEGAL SERVICES FOR FEBRUARY 2019, LEGAL SERVICES FOR FEBRUARY 2019, LEGAL SERVICES FOR FEBRUARY 2019	1,614.16
862	3/14/2019	[5494] SUSAN E TOWNSEND	MEAL PER DIEM TO ATTEND PAYROLL LAW TRAINING	14.00
863	3/14/2019	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 3/1/19	6,422.31
864	3/14/2019	[6505] WALLAN-SMITH, DUSTIN	CUSTOMER DEPOSIT REFUND	105.10
865	3/14/2019	[2772] WENDT CONSTRUCTION, INC	INSTALL SEWER LATERAL TO PROPERTY LINE @ 306 CHERRY LANE, BRIDGE STREET SEWER LINE, 8.72 TONS 3" COBBLE DELIVERED	13,470.38
866	3/14/2019	[6672] WEX BANK	PD FUEL EXPENSES FOR FEBRUARY 2019, PW FUEL EXPENSES FOR FEBRUARY 2019, PD FUEL EXPENSES FOR MARCH 2019, PW FUEL EXPENSES FOR MARCH 2019	1,844.75
867	3/20/2019	[2224] AQUA BEN CORPORATION	HYDROFLOC 750L 55 GAL DRUM	861.30
868	3/20/2019	[2225] AQUA SIERRA CONTROLS, INC	DATA FLOW SERVICES FCC LICENSE	191.25
869	3/20/2019	[2237] BANK OF AMERICA BUSINESS CARD	ADOBE PRO DC MONTHLY SUBSCRIPTION, DOLLAR TREE - STORAGE BOXES; STACK/NEST BINS; ORGANIZERS; HAND SOAP; LIQUID SOAP, COSTCO - BATTERIES, PINMART - HUMBOLDT RIO DELL BUSINESS PARK PINS, FRED PRYOR - MANAGING EMOTIONS UNDER PRESSURE SEMINAR, FRED PRYOR - PAYROLL LAW SEMINAR, JOHN'S USED CARS & WRECKERS - REAR BUMPER ASSEMBLY, LODGING TO ATTEND LOCC BUSINESS MEETING, WALMART - REAR VIEW BACKUP CAR CAMERA-SCREEN MONITOR SYSTEM, AMAZON - TWO 12X18 WOOD WALL PHOTO FRAMES, SYAR INDUSTRIES, LODGING TO ATTEND 2019 CITY MANAGER'S CONFERENCE, AMAZON - FOUR 11X14 PICTURE FRAMES, USPS.COM EVERY DOOR DIRECT - NEWSLETTER MAILING, AMAZON - BINDING SUPPLIES, HARPER MOTORS - REMOVE & REPLACE POWER STEERING RACK & PINION ASSEMBLY ON 2014 FORD EXPLORER, FLOW CONTROL - WATER VALVES, LODGING TO ATTEND MEETING WITH GOVERNOR & HCD, WALGREENS - PHOTOFINISHING	11,212.18
870	3/20/2019	[6684] BELLANCA, BRANDON	CUSTOMER DEPOSIT REFUND	81.00
871	3/20/2019	[2411] DEARBORN NATIONAL LIFE INSURANCE CO	LIFE INSURANCE FOR APRIL 2019	360.00

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

ef#	Date	Vendor	Description	Amount
372	3/20/2019	[2347] DEPT OF MOTOR VEHICLES	PERMANENT TRAILER ID FOR 2014 TRAILER; LICENSE #4NH4195	10.00
373	3/20/2019	[2393] FASTENAL COMPANY	FLAT WASHERS; ZINC FINISH HEX CAP SCREWS; WORM DRIVE CLAMP SCREWS	34.70
374	3/20/2019	[2394] FEDEX	SHIPPING FOR WASTEWATER SAMPLES	394.53
375	3/20/2019	[2405] FORTUNA ACE HARDWARE	20X30 TARP; STRAINER; LAUNDRY STRAINER; ANGLE STL 1/8X1X36"	109.63
376	3/20/2019	[5052] GHD, INC	ENGINEERING SERVICES FOR DRINKING WATER INFRASTRUCTURE IMPROVEMENT FUNDING, PLANNING & DESIGN PROJECT	11,228.75
377	3/20/2019	[6486] GREEN TO GOLD ENTERPRISES LLC	HARDWARE TO REPAIR LADDER RACK; RAINMAKER METAL HOSE REPAIR COUPLINGS	17.47
378	3/20/2019	[6493] SCOTT J GUY	REIMBURSEMENT TO RE-SOLE WORK BOOTS	79.89
379	3/20/2019	[2750] HD Supply Facility Maintenance DBA: USA BLUEBOOK	DRUM PUMP PVC/HYPALON W/6' HOSE	455.02
380	3/20/2019	[5942] KEENAN & ASSOCIATES	TWO PROTECTANT COMPLIANCE IN A CAN LIGHT-HARNES & LANYARD; pH BUFFER PACKS	
381	3/20/2019	[6560] EDWARD D LEE	HEALTH INSURANCE FOR APRIL 2019	20,088.82
382	3/20/2019	[3484] NATIONAL METER & AUTOMATION, INC	MILEAGE & MEALS PER DIEM TO ATTEND WW TREATMENT EXAM MATH PREPARATION	216.24
383	3/20/2019	[6100] NORTHERN CALIFORNIA GLOVE	TWENTY FOUR ERW-1300-408 ITRON 100WP+, INTEGRAL CONNECTOR, W/ANTENNA PORT	2,470.03
384	3/20/2019	[2601] PETERSON	LIME/BLACK JOURNEYMAN RAIN JACKET	77.71
385	3/20/2019	[2603] PG&E	GENERATOR CABLES	1,303.15
386	3/20/2019	[4338] QUILL CORPORATION	UTILITY EXPENSES FOR FEBRUARY 2019	15,341.08
			LEGAL SIZE FASTENER FOLDERS; PENS; HI-LIGHTERS; FILE CLASS LTR 2 DIVIDER DBE; POST-IT FLAGS; CALCULATOR RIBBONS	197.63
887	3/20/2019	[6561] ZACHERY S RICHARDSON	MILEAGE & MEALS PER DIEM TO ATTEND WW TREATMENT EXAM MATH PREPARATION	216.24
888	3/20/2019	[2694] SHELL OIL CO.	PD FUEL EXPENSES FOR FEBRUARY 2019, PW FUEL EXPENSES FOR FEBRUARY 2019	680.35
889	3/20/2019	[2772] WENDT CONSTRUCTION, INC	TRANSPORT COLD MIX FROM HEALDSBURG	900.00
890	3/20/2019	[2779] WILDWOOD SAW	REPAIR THREE WEEDEATERS, REPAIR PUMP	193.54
891	3/20/2019	[2787] WYCKOFF'S	3" PVC PIPE, TEES, ELBOWS, BUSHING; BALL VALVE; NIPPLE; PVC PLUG THREADED, RETURN ELBOWS & TEES; 3" PVC TEES, BUSHINGS, ELBOWS, 20' - 4" SUCTION HOSE	374.37
892	3/27/2019	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 3/15/19	120.00
893	3/27/2019	[2474] HUMMEL TIRE & WHEEL, INC	TIRES FOR 2013 FORD INTERCEPTOR	702.96
894	3/27/2019	[2569] NORTH COAST LABORATORIES, INC.	ACID DIGESTION; AMMONIA NITROGEN-UN IONIZED; AMMONIA SUBCONTRACT; CONDUCTIVITY; HARDNESS; ICAP METALS; NITRATE AND/OR NITRITE; THM BY EPA 624; TOTAL DISSOLVED SOLIDS; TOTAL KIELDAHL NITROGEN; TOTAL PHOSPHATE PHOSPHORUS; TURBIDITY	541.00
895	3/27/2019	[6225] PMD, INCORPORATED	PARTIAL REIMBURSEMENT OF NORTHWESTERN AVE WATERLINE REIMBURSEMENT AGREEMENT	9,965.00
896	3/27/2019	[2709] STAPLES DEPT. 00-04079109	SIX CASES COPY PAPER	241.36
897	3/27/2019	[2754] US CELLULAR	MONTHLY SERVICE FOR SAFETY PHONE 2/8/19 - 3/7/19	56.65
898	3/27/2019	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 3/15/19	6,552.47
899	3/27/2019	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR APRIL 2019	395.38
900	3/27/2019	[2787] WYCKOFF'S	1/2 SEALTIGHT 90 CONNECTOR, GALV NIPPLES, ELBOWS, TEES, BUSHINGS, 1 1/2" PIPE; THREADING; 2" PVC SCH 80 PIPE, GALV NIPPLE & PLUG	306.33
901	3/29/2019	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF MARCH 2019	347.20
total Checks/Deposits				140,652.36

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

ch#	Date	Vendor	Description	Amount
148351	3/11/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 03/01/2019	-12,390.80
44-864	3/11/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 03/01/2019	-2,824.98
424188	3/15/2019	WITHDRAWALS	BANK ANALYSIS FEE FOR MARCH 2019	-180.10
20567	3/20/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES ADJUSTMENT FOR JANUARY 2019	-36.77
76065	3/22/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE FOR MARCH 2019	-532.40
03-296	3/25/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 03/15/2019	-2,490.69
21713	3/25/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 03/15/2019	-12,882.36
Total EFT's/Bank Withdrawals				-31,338.10
TX to PR	3/5/2019	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 03/01/2019	-33,053.05
TX to PR	3/19/2019	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 03/15/2019	-33,905.35
Total Transfer Between Accounts				-66,958.40



Staff Update – 2019-04-16

City Council

City Manager

On March 1, 2019, the Bureau of Cannabis Control (Bureau) cancelled its Local Equity Grant Program Notice of Funding Availability (NOFA). The Bureau intends to review and revise the grant program guidelines, then release a new NOFA for the grant program. The BCC has not responded to any questions from city staff.

Due to an apparent miscommunication, on April 4th the contractor began work on the Permanent Supportive Housing project prior to obtaining necessary permits from the Water Board and prior to officially obtaining their city permit. The City Manager and staff shut down the project that day. It is anticipated the appropriate paperwork will be in place this week and work will proceed.

Staff have continued our conversation with Nathan Vajdos and Terra Gen over possible impacts to the City from the project. Both sides are looking into the possibility of basing Terra-Gen's construction procurement out of Rio Dell with the city collecting additional sales tax from this placement as a possible mitigation.

The Request for Proposals (RFP) for retail cannabis in Town Center has been released and is on the City's website.

Continued work on contract execution for road work

Continued work on the Local Hazard Mitigation Plan

City Clerk

Processed seven (7) Building Permits:

- 1) 190 Redwood Ave. – Electric Service Panel Repair
- 2) 297 Ogle Ave. – Walk-in Tub
- 3) 555 Painter St. – Gas Heater
- 4) 527 First Ave. – 100 Amp Electrical Upgrade



- 5) 355 Center St. (Danco) – Grading Permit
- 6) 1125 Northwestern Ave. – Commercial Remodel
- 7) 461 Second Ave. – Sewer Cleanout

Processed one (1) Business License Application:

- 1) Brandy Berry's Treasure Trove – 105 Wildwood Ave.

Processed (1) Special Event Permit – Tour of the Unknown Coast

Responded to multiple inquiries from realtors related to zoning and sewer lateral inspections for both residential and commercial properties.

Completed four (4) quarterly building permit reports.

City Attorney

Human Resources, Risk & Training

Finance Department

Public Works Water

Public Works Wastewater

- OIT's taking Wastewater Test on Saturday April, 13
- Cathleen Goodwin State Regulator Visit Tuesday April 9: Site visit meet and greet went well.
- Working on 19/20 Capital and Operation Budget.
- Preparing for Annual Chronic Toxicity Testing the Week of the 15th.
- DKF Solution Safety training Monday April 8 : PPE, Traffic Control and safety and Confine Space.
- Sewer lateral inspection at 461 2nd Ave.
- 1st quarter testing is complete Starting PET tool and CWIQS reporting.
- Sewer Jetting mains and hot spots. Called out to clear a line off 1st Ave.
- Plant is operating well. Performing some internal test to figure out the DBP's situation.
- Plant Beautification and spring cleaning.

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 March 27, 2019 to April 9, 2019. This period of time saw an above average number of calls for service as well as number of reports and an average number of arrests.

Officer	Calls for Service	Reports	Arrests
Conner	21	7	1
Beauchaine	10	1	1
Carnahan	4850 Leave	4850 Leave	4850 Leave
Landry	42	8	2
Mitchell	28	11	3
Valk	0	0	0
Totals	101	27	7
Averages	7.2 per day	13.5 per week	3.5 per week
2018 Yearly Average	5.1 per day	10.6 per week	3.6 per week

During the period of March 27 to April 9, 2019, the Department did not open any new junk vehicle cases, nor were any cases close. There continue to be five open junk or inoperable vehicle cases.

During the period of March 27 to April 9, 2019, there were twelve calls for service related to animal control issues. Three dogs and four cats were transported to Miranda's Rescue. One of the dogs was believed to be pregnant and will have to remain at the Rescue until the puppies are weaned.

The Department purchased two new portable radios to replace some of the less reliable units. The new radios are upgradeable to the P25 digital standard when the rest of the agencies in Humboldt County switch to digital communications.

On March 31, 2019, Officer Landry was dispatched to a report of a physical fight in progress. When she arrived, she found two men and a woman present. The men were the current boyfriend and the previous boyfriend of the woman. The current boyfriend demanded that the previous boyfriend leave the house. When he refused, the current boyfriend brandished a shotgun to try and encourage him. No shots were fired and situation was defused for the night when the current, but soon to be ex-boyfriend, agreed to spend the rest of the night at a motel. Officers have conducted numerous civil standbys since that time as he collected his property from the house in question.

On April 7, 2019, Officer Landry was dispatched to a hit and run accident involving the Fire Chief's work vehicle. The truck suffered minor damage. The suspect's vehicle was located on Ogle with two intoxicated occupants inside. The driver was arrested for driving under the influence, hit and run and several other sections. The passenger was released at the scene to the father of the driver. The suspect's blood-alcohol content was 0.22%, more than two and a half times the legal limit. He was booked into the jail without incident.

On April 8, 2019, Chief Conner was dispatched to a verbal argument heard by a neighbor. When he arrived, he found the couple arguing on the front porch. The man was the ex-boyfriend of the woman and he claimed to have come to the house to retrieve some property. However, when the woman would not let him in, due in part to the presence of her new boyfriend, the man entered through a back door and a physical altercation took place in the woman's bedroom. The man then left, but returned a



short time later. A second physical altercation occurred just prior to Chief Conner's arrival when the woman allegedly pushed the man trying to get him to leave and the man pushed her back. She lost her balance and fell, suffering very minor injuries. The man was arrested and transported to jail. He was released on bail a short time later. He then allegedly waited for the new boyfriend to leave the house and followed him to a gas station. The woman heard the man's truck start (it is a diesel) and immediately followed both men. She was able to avert an altercation. An additional charge of violating a domestic violence restraining order was added to the requested charges.

Community Development Department

Continue Plan Check for DANCO's residential units, request additional information,

Meeting with Humboldt 454 to review plans and comment.

Inspection at 297 Ogle for new walk-in tub.

Inspection 527 First Avenue Service Panel. Corrections required.

Review Electrical Code on lug connections, mast support. Email to Mike Stone (NEMA).

Correspondence with Paula Mushrush regarding help with the CDBG program, use of funds.

Work with GHD on DANCO's grading and improvement plans.

Amend the Cannabis Retail RFP, prepare Public Notice.

Heater Inspection 555 Painter Street.

Complete HCD Annual Progress Report.

Review Climate Action Plan draft measures and policies.

Inspection 64 Davis Street, require corrections.

Reinspection 527 First Avenue for service panel, lugs and mast support.

Respond to multiple inquiries regarding cannabis sales.

Final Inspection 988 Pacific Avenue.

Complete input of the Local Hazard Mitigation Plan (LHMP).

Pull and review Sawmill Annexation file for maps and legal description. Email to LAFCo requesting additional information.

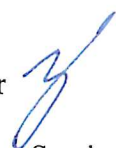
Work with the Fire Chief/Fire Marshall regarding LPG setbacks, bollards and anchors.

Intergovernmental



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

April 16, 2019

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager 
SUBJECT: City Council Priority Setting Session Review

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation and provide direction to staff.

BACKGROUND AND DISCUSSION

On April 2, 2019 the City Council and staff held a priority setting session to discuss the priorities of the City Council. The council underwent a priority setting exercise that listed individual councilmembers priorities that were subdivided by topic area. A summary is listed below in no particular order:

Personnel

- Labor negotiations
- Total compensation study & strategy (2 submissions)

Public Safety

- Improved code enforcement (4 submissions)
- Proactive policing
- Employee recruitment/retention/succession (3 submissions)

Finance

- Obtain grants

Economic Development

- Continued effort on Code Enforcement
- Business recruiter for business development
- Separate accounting for Measures J and X revenue / expenditures

City Transparency

- Implement Social Media
- Access Humboldt

Public Works

- Water and Sewer Rates Study (2)
- Street Repairs
- Implement Capital Projects
- Protect Rio Dell Roads from Terra Gen

Organizational Development & Administration

- None submitted

Community Development

- RHNA zoning issues
- Cannabis permit processing in town center (2)

Other

- None Submitted

Outcome of the 2018 Priority Setting Session

Of the broader topical areas, the areas of priority for the Council that garnered three or more councilmember priorities were **1.) Public Safety** (8 submissions), **2.) Public Works** (5 submission) and **3.) Community Development** (3 submissions).

Specific Priority Projects for the Council:

1. Specific priority projects in Public Safety include **Code Enforcement** (4+1) and **Employee Recruitment/Retention/Succession**.
2. The Specific priority project in Public Works include **General Streets/Capital** (3) and **Water/Sewer Study** (2).
3. The specific priority project for Community Development was **Cannabis Retail** (2).

Priorities		
<u>2017</u>	<u>2018</u>	<u>2019</u>
Street Work	Street Work	Code Enforcement
Habitat Parcel	River Access	PD Employees
I&I Mitigation	Habitat Parcel	Street Work
Tax Measure	Code Enforcement	Water/Sewer Study
Proposition 64	Access Humboldt	Cannabis Retail ///



*675 Wildwood Avenue
Rio Dell, CA 95562*

TO: Rio Dell City Council
THROUGH: Kyle Knopp, City Manager *3*
FROM: Karen Dunham, City Clerk
DATE: April 16, 2019
SUBJECT: Appointment of Planning Commissioner

RECOMMENDATION

Allow the applicants the opportunity to make a short introduction/presentation, then vote to appoint one (1) of the applicants to the Rio Dell Planning Commission to fill the unexpired term ending December 31, 2019, in accordance with the procedures outlined in Resolution No. 1127-2011.

BACKGROUND AND DISCUSSION

There is currently one (1) vacancy that exists on the Rio Dell Planning Commission. A Notice of Vacancy was posted on March 27, 2019 with the final date for submission of applications April 11, 2019.

The following two (2) applications were received from persons interested in serving on the Commission:

- John McManus
- Jacqui Wilson

Provided the applicants are present at the meeting, the Council will have the opportunity to hear from the applicants and ask questions. If approved, the Commissioner will be sworn in and seated at the next regular Planning Commission meeting scheduled for April 23, 2019.

ATTACHMENTS:

Applications for Planning Commission Appointment
Resolution No. 1127-2011

GENERAL INFORMATION:

Do you currently serve on a City Board or Commission? _____ Yes No

If yes, please list: _____

Please list any past or present community involvement: Former Chair
and current executive committee member
of the Humboldt ~~Homeless~~ Housing +
Homeless Coalition.
Board President of CAPE

Please explain why you are interested in the appointment and what you, as a City Planning Commissioner, would offer to the Planning Commission and the community: I have
Rio Dell and am interested in
servicing and contributing to the
City in any way I can. I have
extensive nonprofit, grant writing, and
program development experience and
feel that I would be an asset.

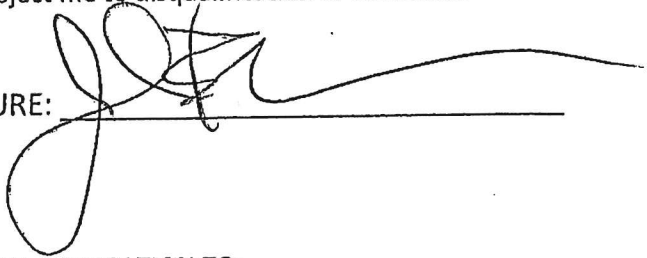
Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or entity, or have a contract with or any obligation to any person or entity, that might appear to constitute a conflict of interest for a City Planning Commissioner? For purposes of this question, "entity" specifically includes, but is not limited to, the City of Rio Dell and any entity which receives funds from the City. _____ Yes No

If yes, please explain:

CERTIFICATE OF APPLICANT:

I certify that: 1) I permanently reside within the City limits of the City of Rio Dell; and 2) all statements made in this application are true and complete. I understand that any false statement or omission of material facts will subject me to disqualification or dismissal.

DATE: 4/10/2019

SIGNATURE: 

RETURN COMPLETED APPLICATION TO:

Karen Dunham, City Clerk
675 Wildwood Avenue
Rio Dell, CA 95562
Phone: 764-3532
admin1@riodellcity.com

CITY OF RIO DELL
APR 08 2019
RECEIVED



**CITY OF RIO DELL
APPLICATION FOR
PLANNING COMMISSION APPOINTMENT**

Thank you for expressing your interest in serving the community as an appointed member of the Rio Dell Planning Commission. All applicants must permanently reside within the City of Rio Dell at the time of application. The appointed Planning Commissioner will be required to file a Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700 required by California Government Code §87200 et seq. and the City of Rio Dell Conflict of Interest Code.

This application is considered a public record pursuant to the California Public Records Act (Government Code §6520 et seq.) and may be made available to any member of the public upon request.

PERSONAL DATA:

Name: Jacqui Wilson

Address Where you Reside: 133 2nd Avenue, Rio Dell, CA 95562

Mailing Address (if different): na

Home Phone: na Cell Phone: 408-438-1363

Email Address: jacquiwilson7@gmail.com

EDUCATIONAL DATA:

High School: Los Gatos

College/University: highest Master of Public Administration,
San Francisco University

EMPLOYMENT DATA:

Current Employer/Occupation When Employed: Referrals Coordinator
Redwoods Rural Health Center
Redway, CA

GENERAL INFORMATION:

Do you currently serve on a City Board or Commission? _____ Yes No

If yes, please list: _____

Please list any past or present community involvement: Actively attend
city council meetings. I built a modular
home in Rio Dell, CA,

Please explain why you are interested in the appointment and what you, as a City Planning Commissioner, would offer to the Planning Commission and the community: _____

I am interested in the appointment as I
would like to help the community.

I can offer insight in town growth as I
have experienced it previously.

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or entity, or have a contract with or any obligation to any person or entity, that might appear to constitute a conflict of interest for a City Planning Commissioner? For purposes of this question, "entity" specifically includes, but is not limited to, the City of Rio Dell and any entity which receives funds from the City. _____ Yes No

If yes, please explain:

CERTIFICATE OF APPLICANT:

I certify that: 1) I permanently reside within the City limits of the City of Rio Dell; and 2) all statements made in this application are true and complete. I understand that any false statement or omission of material facts will subject me to disqualification or dismissal.

DATE: April 8, 2019 SIGNATURE: Jacqui Wilson

RETURN COMPLETED APPLICATION TO:

Karen Dunham, City Clerk
675 Wildwood Avenue
Rio Dell, CA 95562
Phone: 764-3532
admin1@riodellcity.com

RESOLUTION NO. 1127-2011
A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF RIO DELL PROVIDING A PROCEDURE FOR
APPOINTMENTS BY THE CITY COUNCIL
FOR VACANT POSITIONS ON THE CITY
COUNCIL AND COMMISSIONS

WHEREAS, the City Council is authorized under RDMC Section 2.55 to establish and by a majority vote appoint individuals to commissions, boards and committees; and

WHEREAS, City Council desires to use the same system to select the Mayor and Mayor Pro Tempore as is used to appoint individuals to commissions, boards and committees; and

WHEREAS, when vacancies occur on the City Council and Commissions, the City Council will vote to appoint replacements for the duration of the term (or for a full term when an election is planned and less candidates file than the number of seats that will become vacant); and

WHEREAS, the City Council desires that a set of procedures be in place to formally guide the voting process;

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

1. Upon notice of a vacancy, an application time period shall be designated whereby interested applicants may complete an application to fill the vacant seat.
2. Names of all qualified applicants shall be placed in nomination for the vacant Seat.
3. All Councilmembers shall be considered nominated for Mayor and Mayor Pro Tempore (with the exception of the newly appointed Mayor). Any Councilmember may decline nomination for Mayor or Mayor Pro-Tempore.
4. Applicants shall be given an opportunity to make a short presentation to the Council at a public meeting.
5. At a City Council meeting where the vacancy is akenized, each Councilmember will write the name of the applicant of their choice, and sign their ballot.
6. The ballots will be passed to the City Clerk to be counted and announced by name and for whom they voted.
7. If an applicant receives 3 or more votes, that candidate is chosen for the vacancy. Otherwise, there will be a runoff ballot between the top 2 applicants. Applicants receiving 2 votes will be placed in the runoff, and a separate vote shall be held for those receiving 1 vote if only 1 applicant has 2 votes (i.e. 2,1,1,1).

7. In the case of ties, a revote will be held.
8. After 3 ties, the Council will declare that the item be continued and placed on the next regular agenda.
9. At the next regular or special council meeting where the continued item is agendized, the Council shall re-vote up to 2 more times in the same manner as described above. In the event there is still a tie vote, the Council will declare a deadlock and reopen the application process.

BE IT FURTHER RESOLVED, that the procedure for establishing a system for City Council appointments to commissions, boards and committees and procedures for the selection of Mayor and Mayor Pro Tempore as described in Resolution Nos. 416, 625, 700, and 822-1-2002 are hereby repealed and replaced with the procedure described above.

PASSED AND ADOPTED by the City Council of the City of Rio Dell on this 6th day of September, 2011 by the following vote:

AYES: Woodall, Leonard, Marks, Thompson, Wilson
NOES: None
ABSENT: None
ABSTAIN: None

Julie Woodall, Mayor


Attest:

Karen Dunham, City Clerk



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

April 16, 2019

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager 
SUBJECT: Discussion and Possible Action on Budget Calendar

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff, if any.

BACKGROUND AND DISCUSSION

Staff may need to update the budget calendar. It is requested that individual councilmembers review the calendar in case your schedules have changed. This calendar was originally adopted March 19th of 2019.

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2019/20 Proposed Budget Calendar

MARCH

- **Week of March 4 – March 8**
 - Development of proposed staffing plan
- **Week of March 11 – March 19**
 - Salary costs are calculated based on the proposed staffing plan
 - Revenue forecasting is completed
 - Budget worksheets are compiled
- **3/19 Tuesday, March 19 City Council Proposed Budget Calendar on Consent Calendar**
 - Agendize budget calendar
- **3/20 Wednesday, March 20**
 - Budget Packets Distributed to Department Heads/Supervisors

APRIL

- **4/1 Monday, April 1 by 5:00 pm**
 - Department Heads/Supervisors turn in Budget Requests to Finance Director
- **4/3 Wednesday, April 3**
 - Staff budget discussions at regular staff meeting
 - Information compiled by Finance
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- **Week of April 8 - April 12**
 - City Manager meets with each Department Head
 - City Manager submits revised Departmental proposals to Finance
- **4/26 Friday, April 26**
 - Finance finishes preparing recommended budget for City Manager approval
- **Week of April 29 – May 3**
 - Final Preparations for Budget Workshop

2019/20 Proposed Budget Calendar

MAY

- **5/7 Tuesday, May 7 Budget Workshop**
 - Budget Study Session (4:00-6:00 pm)
- **5/14 Tuesday, May 14**
 - Budget Study Session (4:00-6:00 pm)
- **5/21 Tuesday, May 21 City Council Meeting**
 - City Manager presents the Recommended Operating and Capital Budget at regularly scheduled Council meeting
- **May 22 – May 31**
 - *Special budget meetings as necessary*

JUNE

- **6/4 Tuesday, June 4 City Council Meeting**
 - City Public Hearing- City Manager presents the revised Recommended Operating and Capital Budget at regularly scheduled Council meeting
- *Special meetings as necessary*
- **6/18 Tuesday, June 18 City Council Meeting**
 - Special Presentation- Finance Director Presents the Final Operating and Capital Budget for Adoption Resolution No. _____