



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**REGULAR MEETING - 6:30 P.M.**  
**TUESDAY, APRIL 18, 2017**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE**

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

*In compliance with the American with Disabilities Act, 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.*

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

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

- F. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".*

- 1) 2017/0418.01 - Approve Minutes of the March 28, 2017 Joint Study Session **(ACTION)** 1
- 2) 2017/0418.02 - Approve Minutes of the April 4, 2017 Regular Meeting **(ACTION)** 8
- 3) 2017/0418.03 - Approve Selection of JJA CPA, Inc. for Auditing Services for Fiscal Years 2016/17 thru 2020/21 **(ACTION)** 21
- 4) 2017/0418.04 - Approve Pay Request No. 3 in the amount of \$27,274.37 to Wahlund Construction for work related to the Metropolitan Wells Project **(ACTION)** 23
- 5) 2017/0418.05 - Adopt Resolution No. 1332-2017 Including Rio Dell in The Humboldt County Tourism Business Improvement District (HCTBID) **(ACTION)** 32
- 6) 2017/0418.06 - Continue second reading and adoption of Ordinance 356-2017 Water Rates and Regulations requiring that all new residential dwellings, commercial and industrial buildings within the City connect to the City's water system and establishing fees and charges by Resolution to the meeting of May 2, 2017 **(ACTION)** 40
- 7) 2017/0418.07 - Check Register for March 2017 **(RECEIVE & FILE)** 41

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. SPECIAL PRESENTATIONS/STUDY SESSIONS

I. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) 2017/0418.08 - Authorize the City Manager to pursue a Memorandum of Understanding (MOU) with the County of Humboldt designating the City of Rio Dell as the Lead Agency for repair of the 2017 Winter Storm Damage on Monument Road **(DISCUSSION/POSSIBLE ACTION)** 45
- 2) 2017/0418.09 - Budget Workshop – FY 2017/18 Proposed Operating and Capital Budget **(DISCUSSION/POSSIBLE ACTION)** 47

- 3) 2017/0418.10 - Short Presentation on Draft Cannabis Enforcement and Needs Assessment Report **(DISCUSSION/POSSIBLE ACTION)** 78
- 4) 2017/0418.11 - Short Presentation from Bryan McWaters (MadMetals) regarding a conceptual sculpture of an Eagle and Fish and appoint an Alternate City Councilmember to the Sculpture Committee **(DISCUSSION/POSSIBLE ACTION)** 82

J. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- 1) 2017/0418.12 - Resolution No. 1331-2017 Amending Project Budget for 2017 Slurry Seal Project to include an additional \$7,200 General Fund Subsidy for Sealing of Lower Monument Rd. **(DISCUSSION/POSSIBLE ACTION)** 85
- 2) 2017/0418.13 - Second reading (by title only) and adoption of Ordinance No. 355-2017 Amending Section 17.30.020 "Accessory Uses and Buildings" of the Rio Dell Municipal Code (RCMC) to include Cargo/Shipping Containers used as Accessory Structures **(DISCUSSION/POSSIBLE ACTION)** 88

K. REPORTS/STAFF COMMUNICATIONS

L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

*The next regular City Council meeting is scheduled for  
Tuesday, May 2, 2017 at 6:30 p.m.*

**RIO DELL CITY COUNCIL  
RIO DELL PLANNING COMMISSION  
JOINT STUDY SESSION  
MARCH 28, 2017  
MINUTES**

A Joint Study Session of the Rio Dell City Council and Rio Dell Planning Commission was called to order at 5:30 p.m. Mayor Wilson.

**ROLL CALL:** Present: Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes, Marks and Strahan, Planning Commissioners Angeloff, Kemp, Marks, Strahan and Woodall

Others Present: City Manager Knopp, Community Development Director Caldwell, Finance Director Woodcox, City Clerk Dunham and City Attorney Gans

**CEREMONIAL MATTERS**

Swearing in of Bryan Richter as Planning Commission Alternate

City Clerk Dunham administered the Oath of Allegiance to newly appointed Planning Commission Alternate Bryan Richter to the three year term ending December 31, 2019.

**PUBLIC PRESENTATIONS**

None

**STUDY SESSION MATTERS**

Overview of the Ralph M. Brown Act

City Attorney Gans began by stating that City Manager Knopp requested that he provide both the City Council and Planning Commission a brief overview of the Brown Act, which should meet the requirements of Ethics training for all elected officials under AB1234.

He provided a power point presentation including a general overview of the Brown Act including:

- Purpose
- General Principles
- Definition of a Meeting
- Exceptions to Meeting Definition
- Types of Meetings
- Agenda Requirements
- Closed Sessions
- Rights of Public at Meetings
- Serial Meetings

Key topics of discussion included potential violations of the Brown Act.

City Attorney Gans explained that a "serial meeting" is a series of communication through direct communication, writings, personal intermediaries, e-mail or other technological devices to develop a "collective concurrence" as a proposed action of decision. He said typical violations of serial meeting requirements are usually done through what is referred to as the "daisy-chain" method or the "hub-and-spoke" method.

He explained the "daisy-chain" method involves Member A contacting Member B, Member B contacting Member C, Member C contacting Member D and so forth until a quorum has discussed, deliberated or taken action on an item within the legislative body's subject matter jurisdiction.

He said the "hub-and-spoke" method is when one person as a "hub" such as a staff member or city councilmember or member of the public, and communicates with members of the legislative body who are the "spokes" one by one to discuss business of a specific nature that is within the local agency's subject matter jurisdiction.

He stated for clarification that councilmembers may communicate with members of the public or staff about City business but may not discuss with members of the public or staff the positions of other city councilmembers on the issue being discussed. He said it is the councilmembers' duty to halt the conversation if the person they are communicating with attempts to discuss other city councilmembers' positions on the subject. He also warned officials to be very careful about using the "reply all" button in e-mails.

Planning Commissioner Woodall questioned the "hub-and-spoke" provision with regard to ex-parte communications when the legislative body is reviewing matters of a quasi-judicial capacity.

City Attorney Gans explained an ex parte communication is a communication made with a councilmember outside the Council chambers with any person except the city attorney concerning a quasi-judicial proceeding to be heard by the City Council. When that occurs, the councilmember must state for the record the nature of that communication indicating whom the ex parte communication was with and provide a brief statement as to the substance of the communication. He noted that most jurisdictions do report on these communications but it is not necessarily the law in many cases although a good idea. He also noted that the City Council doesn't often sit in quasi-judicial proceedings.

Councilmember Garnes posed the scenario of a councilmember talking to another councilmember about one subject then switching to another sub-category and asked if

that councilmember could then talk to a second councilmember about the sub-category.

City Attorney Gans explained the real issue is when a third councilmember is brought into the conversation creating a quorum of the legislative body and the members come to a collective decision on any matter within the jurisdiction of that legislative body.

City Manager Knopp announced that there will also be a training opportunity taking place on May 5, 2017 in the Humboldt County Board of Supervisors chambers and asked members to respond to him by email of their intent to attend or not attend so they can get an idea of how many people will be participating.

City Attorney Gans left the meeting at this time.

#### Review and Discussion of Proposition 64 Adult Use Marijuana Act (AUMA)

Community Development Director Caldwell provided a staff report and said staff presented an overview of Proposition 64, the Adult Use Marijuana Act (AUMA) to the City Council at their March 7<sup>th</sup> meeting. After discussion, the Council directed staff to schedule a joint study session with the Planning Commission to further discuss the matter.

He provided a brief review of Proposition 64 with regard to personal cultivation and the City's current personal medical cultivation regulations. He explained that the AUMA legalizes the use of recreational marijuana and creates State regulatory and licensing for commercial cultivation, testing, manufacturing and distribution of non-medical marijuana and expects to begin issuing commercial licenses January 1, 2018.

Community Development Director provided a handout on some of the local implications of Proposition 64 and a draft ordinance.

He explained that AUMA allows persons 21 years of age or older to cultivate and possess six (6) plants but local governments can reasonably regulate but not prohibit indoor cultivation.

Staff suggested cultivation be restricted entirely to indoor in attached/detached garages or accessory buildings not exceeding 150 square feet to help minimize the impacts of cultivation in neighborhoods.

Community Development Director Caldwell also noted that electrical wattage is also a concern and said 6 plants may need more than 1200 watts of electricity.

Mayor Wilson asked if the Council has the latitude to restrict both square footage and wattage.

Community Development Director Caldwell noted that the City Council does have that discretion and that the draft ordinance limits the interior height of the indoor cultivation area to ten (10) feet or less.

He pointed out that the City's existing regulations for medical marijuana are not consistent with recently adopted MMRSA regulations since the City restricts medical grows to 50 sq. ft. and MMRSA allows 100 sq. ft. As such, the City is obligated to update the medical regulations to be consistent with MMRSA.

Discussion continued regarding the building permit and inspection process.

Community Development Director Caldwell said one suggestion would be to offer free electrical inspections for indoor grows and the idea behind that is to avoid overloading the circuit and creating hazards.

Commissioner Woodall asked if there are others that get free electrical inspections; the response was that they do not.

Councilmember Strahan asked if Proposition 64 restricts the size of plants.

Community Development Director Caldwell stated that cultivation is restricted to 6 plants but there is no size restriction of how large the plants are.

He explained under MMRSA (Medical Marijuana Regulations Safety Act) cultivation is limited to square footage and under Proposition 64 (AUMA) it is limited to the number of plants per residence.

He also noted that under MMRSA, there can be up to five medical cards per residence.

Commissioner Kemp said it is important to watch the electrical amps were grows exist.

Mayor Wilson commented that if a resident comes in and asks for advice on the electrical requirements for indoor grows, he thinks it is reasonable for the city to initially inspect the electrical for free but if an upgrade is needed, then they should be required to obtain the proper building permits.

Community Development Director Caldwell agreed.

The discussion moved on to the manufacturing of oil, concentrates, and edibles and whether to allow or prohibit those activities.

Community Development Director Caldwell stated that clearly volatile extractions are not allowed and the City Council may also want to disallow non-volatile extractions and said some people do make oils in their homes through various processes a water and ice process then turn it into cannabis butter by cooking it on the stove. He said the Council may also want to consider whether to include provisions in the ordinance to either allow or disallow making edibles.

Commissioner Marks asked if there is any way to combine the two ordinances together.

Community Development Director Caldwell noted they probably could be combined but the medical regulations under MMRSA allows 100 sq. ft. of cultivation and multiple card holders in the same residence as opposed to the 6 plant limitation under AUMA. He pointed out that the performance standards are however; virtually the same for the most part.

He urged the councilmembers and commissioners to review the draft ordinance as presented over the next couple of weeks and provide staff feedback on any suggested comments or recommendations and said hopefully staff can get the ordinance back to the Planning Commission at their meeting of April 25, 2017.

Mayor Wilson commented that Colorado is currently working on legislation to move recreational marijuana regulations over to match the regulations for medical marijuana in the event the Federal Government cracks down. He said if the City has an ordinance for medical cultivation under MMRSA he believes it should include a section for recreational use so when laws change, that particular section can be amended without affecting the entire ordinance.

Commissioner Marks stated that it was her understanding that local government is not mandated to allow medical marijuana for personal use and referred to the recent discussions in the City of Fortuna.

Mayor Wilson explained that local governments can either adopt their own regulations or be grandfathered in by the State's regulations.

Community Development Director Caldwell pointed out that if someone gets caught growing more than the 6 plants as allowed, it is now considered a misdemeanor subject to a citation and a \$250.00 fine unless there are environmental violations so the State has basically de-criminalized it at this point.



He also commented that if a physician determines that a patient needs more than 100 sq. ft. of medical marijuana and more like 1,000 sq. ft. the City would have to allow it.

Mayor Wilson reviewed Section 17.030.075(2) *Purpose and Intent* in the draft ordinance that basically says the purpose and intent of the Cannabis Cultivation Regulations is to regulate the cultivation of cannabis for personal use in a residence and detached accessory buildings with no outdoor cultivation and to ban the production of commercial production and sale of non-medical cannabis and cannabis products. He expressed concern that if these regulations are adopted there needs to be provisions for enforcement and fines with the ability to enforce those provisions.

Community Development Director Caldwell said outdoor cultivation is a violation of the Land Use Ordinance and as the Council is aware, the fine was recently increased from \$500/day to \$1,000/day for violations. He noted that if the fine is not paid, the City can place a lien on the property and the process to levy fines and place a lien on the property involves the City Attorney and his fees but when a property sells, the City would recover those costs.

Mayor Wilson said the big concern of the public members that don't want to be part of this, is that why should they have to breathe the air and smell it in their neighborhoods. He said whether it requires hiring another officer or something else, the regulations need to be enforced to protect the health, safety and comfort of all residents in the city.

Community Development Director Caldwell stated that is why staff suggested to restrict personal cultivation to indoor or attached accessory buildings because odors can be controlled much better than in greenhouses and greenhouses are really not that secure.

Mayor Wilson pointed out that the consensus is that cultivation for personal use not be allowed in the dwelling portion of a residence.

Councilmember Strahan asked if places with prior violations could be subject to periodic inspections.

Community Development Director Caldwell said if a permit process is adopted, it could allow the ability to require periodic inspections but it is really a legal question for the City Attorney. He said even if there is a complaint received by a neighbor regarding smell, a search warrant may be required to enter a premises to inspect.

He asked the councilmembers and planning commissioners to take a look at the ordinance and provide staff input so it can hopefully go to the Planning Commission at their next meeting and to the Council at their May 2, 2017 meeting for its in first reading and introduction.

**ADJOURNMENT**

Motion was made by Johnson/Garnes to adjourn the meeting at 6:27 p.m. Motion carried 5-0.

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Frank Wilson, Mayor

Attest:

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Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
APRIL 4, 2017  
MINUTES**

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

ROLL CALL:           Present:       (Closed Session) Mayor Wilson, Councilmembers Garnes and Marks, City Manager Knopp, Water/Roadways Superintendent Jensen and City Attorney Gans

                          Absent:       Councilmember Strahan (excused) Mayor Pro Tem Johnson (recused himself)

                          Present:       (Regular Meeting) Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes and Marks

                          Absent:       Councilmember Strahan (excused)

          Others Present:   City Manager Knopp, Community Development Director Caldwell, Finance Director Woodcox, Water/Roadways Superintendent Jensen and City Attorney Gans

                          Absent:       Chief of Police Hill, Wastewater Superintendent Trainee Yaple (excused)

**CLOSED SESSION**

The Council recessed into closed session at 5:30 p.m. to discuss two (2) closed session items as ajenized.

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

Motion was made by Wilson/Garnes to place an unlisted item to the agenda titled "Authorization of Designation of Applicant's Agent Resolution" pursuant to Government Code Section 54954.2(b)(2) because the need to take action arose subsequent to the agenda having been posted.

Resolution No. 1330-2017 Designation of Applicant's Agent Resolution

City Manager Knopp provided a brief staff report and explained that this resolution and form is required to be filed with the California Governor's Office of Emergency Services (OES) designating persons authorized to provide information and execute documents for the purpose of obtaining federal financial assistance related to the winter storm event resulting in the damage to Monument Road.

Mayor Wilson called for public comment on the proposed resolution; no public comment was received.

Motion was made by Wilson/Garnes to approve Resolution No. 1330-2017 Designation of Applicant's Agent Resolution. Motion carried 4-0.

## **PUBLIC PRESENTATIONS**

None

## **CONSENT CALENDAR**

Motion was made by Johnson/Garnes to approve the consent calendar including approval of minutes of the March 21, 2017 regular meeting; approval of bid for the 2017 Streets Resurfacing Project and authorizing the City Manager to execute contract; and approval of Change Order No. 1 and Change Order No. 2 for the Metropolitan Wells Project and authorizing the City Manager to execute. Motion carried 4-0.

## **SPECIAL PRESENTATIONS/STUDY SESSIONS**

### Presentation – General Financial and Economic Information for Development and Periodization of the City's 2017/18 FY Budget Cycle

Finance Director Woodcox provided a power point presentation on the financial health of the City including a look at each of the City's funds from 2014 forward and a summary of solutions that have made it possible to build a more positive outlook for the 2017/2018 budget cycle.

She noted that beginning with the 2014-2015 budget cycle, the General Fund showed a deficit of \$146,000. She said to help mitigate that deficit, one (1) position in the Finance department was suspended, Measure U was put before the voters and approved, and Employee Health Insurance Benefits were decreased.

With the next budget cycle (2015-2016) there were notable budget deficit mitigating factors including \$56,000 more than anticipated in Measure U revenue, \$46,000 more than anticipated in SLESF funding, and utilization of finance staff to fill the staff position in the Police department funded by Measure Z and reinstating the suspended position in the Finance department.

She said the 2016-2017 budget cycle began with a \$173,000 budgetary savings mainly because of Capital projects that didn't take place and said with a General Fund balance of \$1,181,000, it allowed for a \$100,000 Streets subsidy. She noted that the continuation of Measure U revenue and Measure Z grant funding also contributed to mitigation of the budget deficit.

Finance Director Woodcox pointed out that another contributing factor is that the City's 457 Retirement Plan isn't incurring large pension liabilities that are attributing to serious deficits in Cities with CalPERS throughout the State. Said noted that part of the problem with the CalPERS system is that people are retiring earlier, employees are negotiating multi-year pay raises and there is a shortfall between retirement benefits promised and the current funding available to meet those obligations.

Next was an overview of employee health insurance costs from 2011-2017.

Finance Director Woodcox reported a savings in health insurance costs of approximately \$120,000 and said if the plan was not changed; the premiums would be at almost \$300,000/yr. as opposed to \$180,000/yr.

In reviewing the General Fund Diagnostic Tool, the overall financial health indicators looked good. Staff pointed out that for a City of this size with over a million dollar fund balance, indicates a positive financial outlook.

Finance Director Woodcox continued with an overview of the Enterprise Funds. She noted that the \$12 million wastewater treatment plant was funded with \$6 million in grants and \$6 million in loans. She also pointed out that with the new wastewater rate structure; approximately 70% of the customers actually saw a savings in their bill. Overall, the wastewater fund showed a very positive outlook.

In the water fund, it was reported that the new rates bring in a plan for future funding, meets the State Water Resources Control Board (SWRCB) grant requirements, funds operating and maintenance costs, provides a revenue source for major infrastructure repair and replacement, and is building a working capital balance.

Councilmember Garnes commented that a citizen brought up the fact that enterprise funds can't make a profit.

Finance Director Woodcox clarified that when the water rate study was done, there were millions of dollars in infrastructure needs identified so the water fund is definitely not making a profit.

In closing, she presented before and after pictures of Wildwood Ave. to show the improvements over the past few years.

Mayor Pro Tem Johnson stated for clarification that when the Council took action on the water rates in 2014-15, it was anticipated revenue would build to the extent the fund would be able to pay for 10% of improvements needed in the water system with the other 90% coming from grants.

Mayor Wilson called for public comment on the presentation.

**Sharon Wolff** asked when Measure U was scheduled to expire.

Finance Director Woodcox noted the expiration date is scheduled for December 2019.

Water/Roadways Superintendent Jensen left the meeting at this time, 6:55 p.m.

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

### Amendment to Committee Assignments for 2017

City Manager Knopp provided a brief staff report and said Mayor Wilson is proposing adjustments to the committee assignments for 2017 which involves switching positions between himself and Councilmember Marks on the Redwood Coast Energy Authority (RCEA) making him the representative and Councilmember Marks as alternate.

Mayor Wilson said that one of the reasons for the requested change is that he feels he has a good background on the Community Choice Aggregation (CCA) Program which has been a primary topic of discussion with the RCEA board.

Motion was made by Johnson/Garnes to amend the City Council Committee Assignments for 2017 as recommended. Motion carried 4-0.

## **ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

Approve Resolution No. 1329-2017 submitting to the Voters Proposed Ordinance No. 354-2017 adding Section 5.40 to the Rio Dell Municipal Code (RDMC) Creating a "Cannabis" Business Tax for Certain Commercial Cannabis Activity and Requesting the Board of Supervisors of Humboldt County to Consolidate said Election with the Statewide General Election and directing the City Clerk to take any and all actions necessary under law to prepare for and conduct the election

City Manager Knopp provided a staff report and said the Council has been working on this issue for the biggest part of the year and had expressed interest in creating a competitive tax with flexibility and with some minor amendments to the proposed tax schedule he believes that has been accomplished.

He referred to the table included in the Council packet related to cannabis taxes for State, County and the City by activity type and a proposed tax schedule under Option 4A with a gross receipts tax applied to all cannabis activities with the ability to substitute it with a square footage tax on cultivation.

He said initially the cultivation tax would be set at \$2.00 a square foot for cultivation with 2% of gross receipts applied to retail nurseries and stand-alone processors. He noted the 2% of gross receipts tax would also apply to distribution, transportation, laboratory testing, and sales by special excise. He said the City Attorney recommended the square footage tax only apply to

cultivation and noted that the gross receipts tax for other activities would be much easier to monitor. Also, the gross receipts tax can only be adjusted (up or down) once a year.

City Manager Knopp stated that staff's recommendation is that the Council adopts the resolution submitting to the voters the proposed cannabis taxation ordinance and said the tax is ultimately up to the voters.

Mayor Wilson referred to the maximum cultivation area of 22,000 square feet and asked for clarification that no matter how many stories a building has, that cultivation area would still be limited to the 22,000 square feet.

Community Development Director Caldwell said he was correct as the square footage is based on the total canopy area.

City Manager Knopp explained that based on staff's conversations with developers, it is anticipated there will be 130,000 square feet of taxable cultivation area and potentially 3 million grams of manufacturing each year. He said based on these assumptions, tax revenue is estimated at \$980,000 annually. He said although these are estimates subject to change, under State law the City is required to add an estimate of annual revenue on the ballot as contained in the resolution.

Mayor Wilson pointed out that when staff is talking about the tax rate possibly going up after the first year from \$2.00 to \$3.00 a square foot, it actually won't take place until 2019 since there will essentially be no tax in 2017.

Mayor Wilson called for public comment on the proposed resolution.

**Tim Roscoe** addressed the Council and said while he can appreciate the City wanting to generate revenue, cautioned the Council to not set the tax so high as to run out potential developers.

Mayor Wilson asked if there were any stakeholders present; there were no show of hands.

Community Development Director Caldwell commented that he was contacted by Glenn White regarding the proposed changes to the resolution and since he was in agreement with the proposed changes didn't feel the need to attend.

Mayor asked if all of the stakeholders were contacted regarding the meeting.

Community Development Director Caldwell stated that they had all been notified by mail and that he received no comments or concerns from anyone.

Councilmember Garnes referred to the first page of the staff report under "Subject" and said it states in part that a "Cannabis" Business Tax of up to \$5.00 per square foot of space utilized for certain commercial cannabis cultivation activity "and" a tax rate of up to 10% of gross receipts....." and suggested the word "and" be changed to "or" so there is no confusion.

City Manager Knopp clarified that the language in the staff report is legacy language and doesn't have any impact on the resolution.

Motion was made by Johnson/Garnes to adopt Resolution No. 1329-2017 submitting to the voters the proposed Cannabis Taxation Ordinance No. 354-2017, further requesting of the Board of Supervisors the consolidation of said election with the General Election and further directing the City Clerk to take any and all actions necessary under law to prepare for and conduct the election and under the subject matter of the staff report to change the word "and" to "or" as recommended. Motion carried 4-0.

City Attorney Gans left the meeting at this time, 7:12 p.m.

Reintroduction of Ordinance No. 355-2017 Amending Section 17.30.020 "Accessory Uses and Buildings" of the Rio Dell Municipal Code (RDMC) to include Cargo/Shipping Containers used as Accessory Structures

Community Development Director Caldwell provided a staff report and said as the Council is aware, the Planning Commission's recommendations to prohibit cargo containers in all residential zones, including existing containers was presented to the Council for consideration at their March 7, 2017 meeting. He said based on public testimony received at that meeting, the Council directed staff to take the ordinance back to the Planning Commission to reconsider existing cargo containers in residential zones as legal non-conforming structures, provided they conform with the recommended development standards.

He said the Planning Commission reconsidered the matter at their meeting on March 28, 2017 and voted 4-1 (Commissioner Strahan dissenting) to allow and recognize existing cargo containers on lots greater than 10,000 square feet to be considered legal non-conforming uses subject to performance standards.

Community Development Director Caldwell provided Council with supplemental information to address some typographical errors identified by Councilmember Garnes. He said that staff corrected those errors and the ordinance is now numerically correct. He said another issue she brought to staff's attention was the language regarding screening which he noted was a valid concern. He explained the original language said that the container must be placed on the rear half of the parcel and screened from public view which could mean many things to a lot of people. As such, language was added to say the cargo container shall be screened with vegetation or fencing to clarify the intent.

Staff continued with review of the performance standards and noted that one thing missing



from the list is that cargo containers cannot be stacked and have to be placed directly on the ground.

Community Development Director Caldwell commented that the Planning Commission also talked about exception provisions related to the number and/or location that would allow people to apply for a Conditional Use Permit (CUP) which requires notification to neighboring properties within 300 feet so if they have concerns regarding the application they would have the opportunity to address their concerns with the Planning Commission.

Mayor Wilson asked for the definition of an all-weather surface.

Community Development Director Caldwell commented that it is basically crushed rock, asphalt or concrete.

Councilmember Garnes suggested a minor modification to the language to change e.g. to i.e. related to screening with vegetation or fencing.

Council concurred.

Councilmember Marks asked if existing cargo containers will be allowed to remain on a parcel when the property changes hands.

Community Development Director Caldwell said the use stays with the property rather than the property owner as with almost every land use entitlement.

Councilmember Marks asked if people with an existing container will be allowed to add a second container on the same parcel.

Staff explained that they would need to make application to the Planning Commission to add a second container.

Mayor Wilson asked if people would be allowed to replace existing containers.

Community Development Director Caldwell said as a legal non-conforming use they would be able to replace an existing container but if the use lapsed for one year they would lose that status.

Mayor Wilson opened a public hearing to receive public input on the proposed ordinance. There being no public comment, the public hearing closed.

Motion was made by Johnson/Garnes reintroduce and conduct first reading (by title only) of Ordinance No. 355-2017 amending Section 17.30.020 Accessory Uses and Buildings of the Rio Dell Municipal Code (RDMC) to (1) prohibit new cargo/shipping containers in residential

zones and the Town Center zone, (2) establish development standards for cargo/shipping containers in other zones and to (3) allow for exceptions by the Planning Commission when certain findings can be made and continue consideration, approval and adoption of the proposed Ordinance to the meeting of April 18, 2017. Motion carried 3-1; Councilmember Marks dissented.

Introduction and first reading (by title only) of Ordinance No. 356-2017 Amending Chapter 13.05 Water Rates and Regulations to require that all Residential Dwellings, Commercial and Industrial buildings within the City be required to connect to the City's Water System and have fees and charges established by Resolution

Community Development Director Caldwell provided a staff report and said originally the intent of the amendment was to address the water connections at the Humboldt-Rio Dell Business Park when staff realized that there is no language in the City's Code that requires that all residential dwellings, commercial and industrial buildings within the City connect to the City's water system.

He provided a supplemental staff report and said it was brought to staff's attention that the originally recommended language regarding connecting to the water system could be inferred to require "existing" residential dwellings to connect to the City's water system. As such, staff revised the draft Ordinance to require that all "new" residential dwellings, commercial and industrial buildings within the City to connect to the City's water system.

He said staff also discovered that there are a number of fees identified in Chapter 13.05 that are outdated and as such, were removed. He said a resolution identifying those fees will be brought back to the Council at the April 18, 2017 regular meeting for approval.

Mayor Pro Tem Johnson stated that he talked with staff regarding the length of time since adoption of some of these fees and asked staff to review some of their observations.

Community Development Director Caldwell noted that a lot of the fees date back to the year 2000 so it's been 17 years since the fees were really looked at which means it is obviously time to take a closer look at them.

He also pointed out that with the recent update of the zoning regulations related to fines and penalties to make them consistent with the nuisance provisions, staff is recommending the fines and penalties in the water regulations also be consistent increasing fines and penalties from \$500/day to \$1,000/day. He indicated that these fees will remain in the ordinance rather than be adopted by resolution.

Mayor Wilson commented that the City's ordinances can be reviewed through Code Publishing but asked where resolutions can be reviewed as they relate to ordinances.

City Clerk Dunham stated that all resolutions will eventually be available on the City's website for review.

Councilmember Garnes asked for clarification that if someone buys property in a rural area of the City they can have a private well but with this amendment they will be required to connect to the City's water system.

Community Development Director Caldwell explained that anybody in the City can have a private well on their property the way the ordinance is written now. He said for example, if the City Council decided to increase water rates and they were extremely high, and given the high water table here, they could drill their own wells which would create a financial crisis for the City's water system. He said with the proposed amendment to the ordinance, all new residential dwellings would have to connect to the city's water system.

Mayor Wilson opened the public hearing to receive public input on the proposed ordinance.

**Julie Woodall** asked how many people at the former Eel River Sawmill site are served by private wells.

**Dennis Wendt** indicated that there are currently four or five wells; two of which are commercial type wells. He stated that he is now working on a water system for Glenn White to continue a line from the City's main approximately 4,700 feet to Moore Fuel which entails 10 parcels.

**Julie Woodall** asked if the existing wells will be grandfathered in.

Staff explained that they would not be because there are no structures on site yet and that they actually need the water for fire flows.

Councilmember Garnes asked if there is a way to separate residential users from commercial and industrial users and said her problem is that there are residents who have their water turned off and still have to pay the minimum charge so if someone comes in and puts in a private well the City will then force them to also connect to the City's water system regardless if they want or need the water.

Mayor Pro Tem Johnson commented that as Dennis Wendt pointed out, they will be extending the City's main of almost a mile and within that mile there will be 10 fire hydrants. He said that is where the protection of all of those properties is; by putting in multi-million dollar facilities some of which are going to have some form of overhead sprinkler systems.

**Dennis Wendt** said they are also putting in 10 tees with six (6) inch valves for stubbing to each one of the parcels and each of those 10 parcels will pay one-tenth of the cost and then

be responsible for running the line to their property which will make it fair for everyone involved. He indicated that staff will be bringing back to the Council a payback agreement for review.

Councilmember Garnes commented that she is good with the requirement that all new commercial and industrial customers connect to the City's water system but not with that requirement for residential customers.

**Dennis Wendt** commented that it is possibly State law that dictates if a parcel is located within so many feet from a City main that they be required to connect.

Community Development Director Caldwell stated that he has a call into the State Division of Drinking Water for clarification but that he also is under that impression.

Mayor Pro Tem Johnson asked if the City has a rate established for six (6) inch meters.

Finance Director Woodcox explained the rates are based on a volumetric rate rather than by meter size.

Mayor Pro Tem Johnson said as he recalls, there is a different rate for installing larger meters.

City Clerk Dunham stated that the connection fees are based on actual costs so any additional cost for a larger meter would be charged to the customer.

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

Motion was made by Johnson/Marks to introduce and conduct first reading (by title only) of Ordinance No. 356-2017 amending Chapter 13.05 of the Rio Dell Municipal Code (RDMC) Water Rates and Regulations to require that all new residential dwellings, commercial and industrial building within the City be required to connect to the City's water system and have fees and charges established by Resolution. Motion carried 4-0.

## **REPORTS/STAFF COMMUNICATIONS**

City Manager Knopp provided a written City Manager update of recent activities and events. (Attachment 1 to these minutes).

Councilmember Garnes commented on the City Hall porch replacement project and possible difficulty in working with HCD to get approval to sole source the project.

Community Development Director Caldwell stated that it is not that uncommon with rural areas and said staff had to go through the same process with the design portion of the project and it was approved. He indicated that it is a busy season for many of these contractors and the City

**APRIL 4, 2017 MINUTES**  
**Page 11**

is trying to spend down the CDBG Program Income before September so basically there is a compact work schedule and under 60 days once the bid is awarded for the contractor to complete the work. He said that may have had an influence on the bids.

Finance Director Woodcox reported on recent activities and events in the finance department and said the auditor from the State Controller's Office is here to audit the Gas Tax Funds for 2015-2016. She said provided everything is good with that year, he won't go back to 2005 but he could as 2004 was the last year audited.

She also pointed out that pages 28-35 of the Council packet includes her report on the City's funds and said if anyone has any questions before it gets into the budget process to please send her or the City Manager an email so staff can answer those questions more in depth.

She also reported that the new police vehicle was ordered but there is still no word from USDA regarding the additional \$20,000 grant funding for the second vehicle.

Mayor Pro Tem asked for the delivery date of the vehicle.

Finance Director Woodcox said the estimated delivery time is 6 weeks then the vehicle will need to be outfitted.

Community Development Director Caldwell reported on recent activities in the community development department and said he recently distributed some information regarding proposed dispensary language and requested feedback from the Council via email so staff can take it back to the Planning Commission; also on the suggestions provided regarding Proposition 64.

He also reported that he is attempting to put together a Sculpture Committee meeting but has not heard back from a couple of the members so hopefully they will have a quorum.

He then reported that the City has three (3) CDBG Housing Rehabilitation loans where the original loan applicants have passed away so the heirs will need to reapply and qualify and transfer the loans in their names. He said one person is not going to be able to do that so the City will be forced to initiate a foreclosure proceeding which is unfortunate.

He also noted that staff received one (1) building permit application for the Humboldt-Rio Dell Business Park for design review and as promised he provided a copy of the elevations and referral package in Council's mailboxes. He said it doesn't include the Cannabis Activity Permit as the tenant in this case will be making application for that.

Other than that, he said staff has been busy with Building Permits and inspections stating there have been a number of solar permit applications filed over the last month or so which is good.

## OTHER COUNCIL REPORTS

Mayor Pro Tem Johnson reported that the last time he was at HCAOG, the Humboldt Transit Authority (HTA) representative passed out transit tokens for bus passes to be used with people with smart phones and by downloading the link they will receive 50% off their first bus pass. He provided the tokens to the City Clerk for distribution to smart phone users interested in utilizing the app.

Mayor Wilson reported on his attendance at the last RREDC meeting and said the main topic of discussion was housing and referred to an article on housing in Rio Dell in the Lost Coast Outpost that everyone might want to review. He said it painted a pretty dim picture for the City.

He also commented that he just had a 6500 KW solar system installed at his home through the PACE Program and said there is definitely a lot to know before installing solar and pointed out that a resident needs to have a significant electric bill to make it worth the investment. He suggested that anyone considering installing solar to contract with local vendors and not telemarketers.

He then stated that there are 17 bills introduced into Congress related to Cannabis and the Federal government is looking at imposing a 10% cannabis tax for the first two (2) years of operations.

Mayor Pro Tem Johnson said related to the subject of solar, approximately a year and a half ago the City Council received a presentation on solar similar to what Bear River Casino installed and he would like to get some feedback from them on how their system is working for possible future solar at the wastewater treatment plant.

## ADJOURNMENT

Motion was made by Johnson/Garnes to adjourn the meeting at 7:46 p.m. to the April 18, 2017 regular meeting. Motion carried 4-0.

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Frank Wilson, Mayor

Attest:

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Karen Dunham, City Clerk

Staff will be meeting with contractor Parker & Son Inc. on Friday to go over pavement projects in the City. Work could start as early as next week, depending on weather.

Old Ranch Road project is wrapping up. There will be final painting/markings and some site reseeding taking place by the end of the week.

The City has taken delivery of its new Vactor Trailer. Staff will be adding markings and training for its use.

Staff will be meeting with representatives from Danco tomorrow to discuss options to revive the Senior Cottages project in Rio Dell.

The CM submitted a grant application to PG&E for the sculpture committee.

Staff has been drafting an inspection & abatement warrant for a property on Berkeley Street. It is anticipated that staff will return to the Council on 4/18 to request budgetary authority to move forward with abatement.

Staff is working with CalOES to seek disaster funding for Monument Road.

Only one company attended the mandatory pre-bid conference for the porch replacement project. In order to proceed with the project, the City will need to receive approval from HCD to sole source. Current costs for the project are estimated at \$250,000 and the available program income is \$160,000 – however additional program income dollars are likely to come to the City in the near future.

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675 Wildwood Avenue  
Rio Dell, CA 95562  
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E-mail: [cm@riodellcity.com](mailto:cm@riodellcity.com)



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
April 18, 2017**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager *[Signature]*

FROM: Brooke Woodcox, Finance Director *[Signature]*

DATE: April 18, 2017

SUBJECT: Auditor selection for fiscal years ending June 30, 2017  
through June 30, 2021

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**RECOMMENDATION**

1. Approve the recommended selection of JJA CPA, Inc. for auditing services for fiscal years 2016/17 thru 2020/21

**BACKGROUND AND DISCUSS**

On February 21, 2017 at a regularly scheduled Council meeting Council approved the distribution of Request for Proposals (RFP) for Auditing Services beginning with the 2016/17 fiscal year. The RFP process regarding the City's financial affairs sets the framework of due diligence on the part of the City Council, as well as City Staff.

**BUDGETARY IMPACT**

Staff's recommendation shows the budget line item for accounting services (5110) for the 2017/18 fiscal year will be decreased \$575 (from \$26,500 to \$25,925).

Two auditing firms replied to the RFP. Firm names, references, and costs are listed on the following page:



NAME and LOCATION	CLIENTS	YEAR 1 COST
JJA CPA, Inc. Dublin, CA	Cities of Ferndale, Arcata, Lakeport, Fort Bragg, other local governments, and various water districts	\$25,925
Turner, Warren, Hwang & Conrad AC Burbank, CA	Several credit unions and Cities of Los Angeles and Coachella	\$30,000

Copies of proposals are available upon request.

For informational purposes the City's accounting system shows an annual average of \$34,615 in auditing and accounting costs from 2010-2016

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**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
April 18, 2017**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager *[Signature]*

FROM: Brooke Woodcox, Finance Director *[Signature]*

DATE: April 18, 2017

SUBJECT: Metropolitan Well Project Pay Request #3

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**Recommendation**

Approve Pay Request

**Budgetary Impact**

Pay Request #3 in the amount of \$27,274.37 will be funded through the State Water Resources Control Board (SWRCB) financing agreement project number 1210012-007C, agreement number D16-02014, totaling \$665,876.

**Background and discussion**

Pay Request #3 has been approved for payment by the City's Engineering Firm (GHD) and the City Manager.



April 13, 2017

Kyle Knopp  
City Manager  
City of Rio Dell  
675 Wildwood Ave  
Rio Dell, CA 95562  
(707) 764-3532

RE: Metropolitan Wells Redevelopment Project  
Progress Payment Request No. 3 for Wahlund Construction

Dear Kyle,

To date, construction of the Metropolitan Wells Redevelopment Project is generally on schedule. However, delays in the manufacturing of the filter system combined with the continued wet weather has hindered progress, and it is likely that a contract extension on the order of four weeks will be required.

During the pay request period of March 1, 2017 through March 31, 2017, the following items were completed: additional mobilization of Contractor equipment, construction staking, installation of erosion and sediment control measures, demolition of all remaining items that were to be demolished, and initial construction of the gravel driveway and other site improvements. Due to wet weather conditions, crushed concrete stabilization material was installed under the gravel material, in addition to geotextile fabric that was required per the contract documents. The Contractor is also requesting reimbursement for some electrical equipment on hand. The purchase of this equipment by the Contractor has been documented and confirmed.

#### Summary of Change Orders

To date no change orders have been executed for the project. There are two potential change orders in progress:

No.	Change	Cost	Need	Status
1	Adding six inches of class 2 aggregate base underneath slab. Add additional aggregate base underneath new driveway. Add additional working days.	\$6,267.59	An additional six inches of class 2 aggregate base will be added underneath the new building slab to provide additional support under the new footings and slab. Some additional aggregate base will also be required underneath the new driveway to match driveway elevations with the new building elevations.	Change Order in the process of being signed.
2	Replacing existing ACP pipe with PVC pipe, and adding joint restraints. Add additional working days.	\$6,118.02	Replacing the existing ACP at the site will allow for easier connections, prevent damage from the site construction activities in the vicinity of the existing pipe, and reduce potential future risk of damage due to issues with the ACP. This existing pipe is proposed to be replaced with new PVC pipe with joint restraints.	Change Order in the process of being signed.
<b>TOTAL</b>		<b>\$12,385.61</b>		



As shown in the Table, the project change order cost is currently estimated at \$12,385.61. The construction project originally included a \$106,311.13 change order budget of which \$93,925.52 remains. Change orders Nos. 1 and 2 have been approved by the City.

GHD has reviewed and concurred with the costs provided by the Contractor for both of these change orders. The State Water Resources Control Board and City have also provided written approval of these change orders. Once USDA approves these change orders, they will be fully executed, and the Contractor will be able to move forward with the change order work.

As discussed above, a time extension will also be required for the project. There will be no additional construction cost associated with this extension, which will be on the order of 15 or 20 working days and will not have a significant effect on the timing of project completion.

#### Pay Recommendation

Wahlund Construction's Pay Request No. 3 is attached to this memo. A summary table is included with the Contractor's submittal which shows the total contract price, approved change orders (none to date), the value of work completed to date, the amount of previous payment requested, and the current payment due which includes subtraction of the required 5% retention. The pay request is based on the bid schedule lump sum breakdown provided by the Contractor and the actual quantities of work completed, as shown on the last pages of the submitted pay request. The accuracy of the percent complete on each item was reviewed by GHD construction management staff.

We recommend payment to Wahlund Construction for Pay Request No. 3 in the amount of \$27,274.37. Payment to the Contractor is due within 30 calendar days of this recommendation for payment (due by May 13, 2017). Please don't hesitate to contact me if you have any questions regarding the project progress or this pay request.

Sincerely,  
GHD Inc.

A handwritten signature in cursive script, appearing to read 'Rebecca Crow', is written in dark ink.

Rebecca Crow, PE  
Project Manager  
707-267-2244

ATTACHMENTS  
Wahlund Construction Pay Request No. 3

CC:  
Brooke Woodcox, Rio Dell Finance Director, 675 Wildwood Avenue Rio Dell, CA 95562  
Quinn Donovan, USDA Area Specialist 777 Sonoma Avenue, E Street Annex, Santa Rosa, CA 95404;  
Kevin Warring, Water Resources Control Engineer, SWRCB

Contractor's Application for Payment No. 3

ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE		Application Period: 3/1/2017 - 3/31/2017	Application Date: 3/1/2017
To (Owner): City of Rio Dell	From (Contractor): Bret Rinehart, Washland Construction	Via (Engineer): Steve McHorney, PE	
Project: Metropolitan Wells Redevelopment Project	Contract: Metropolitan Wells Redevelopment Project		
Owner's Contract No.: #0190	Contractor's Project No.: 43-16	Engineer's Project No.: 111-40078	

Application For Payment  
Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

- |    |   |    |              |
|----|---|----|--------------|
| 1. | ORIGINAL CONTRACT PRICE   | \$ | 1,362,900.00 |
| 2. | Net change by Change Orders   | \$ | -            |
| 3. | Current Contract Price (Line 1 + 2)   | \$ | 1,362,900.00 |
| 4. | TOTAL COMPLETED AND STORED TO DATE<br>(Column F total on Progress Estimates)                  | \$ | 221,266.74   |
| 5. | RETAINAGE:  |    |              |
| a. | 5% X 221,266.74 Work Completed  | \$ | 11,113.34    |
| b. | X Stored Material   | \$ | -            |
| c. | Total Retainage (Line 5.a + Line 5.b.)  | \$ | 11,113.34    |
| 6. | AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c.)  | \$ | 211,153.40   |
| 7. | LESS PREVIOUS PAYMENTS (Line 6 from prior Application)  | \$ | 183,879.01   |
| 8. | AMOUNT DUE THIS APPLICATION   | \$ | 27,274.37    |
| 9. | BALANCE TO FINISH, PLUS RETAINAGE<br>(Column G total on Progress Estimates + Line 5.c. above) | \$ | 1,091,746.60 |

### Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Lien, security interest, or encumbrance); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of: \$ 27,274.57  
(Line 3 or other - attach explanation of the other amount)

is recommended by: [Signature] 4/10/17  
(Signature) (Date)

Payment of: \$ 27,274.57  
(Line 3 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_  
(Owner) (Date)

Contractor Signature

By: Theron White Date: 4/10/17

# Progress Estimate - Unit Price Work

# Contractor's Application

For (Contract): City of Rio Dell Metropolitan Wells Redevelopment Project								Application Number: 3					
Application Period: 3/1/2017 - 3/31/2017								Application Date: 3/31/2017					
Bid Item No.	Item Description	Contract Information				Estimated Quantity Installed this Period	Value of Work Installed this Period	Materials Presently Stored	Quantity Previous Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining%	Value of Work Remaining (\$)
		Item Quantity	Units	Unit Price (\$)	Total Value of Item (\$)								
1	<b>Mobilization/Demobilization</b>			\$ 52,000.00									
	Bonds and Insurance	1	LS	\$ 15,000.00	\$ 15,000.00		\$ -		100%	100%	\$ 15,000.00		\$ -
	Preconstruction Administration	1	LS	\$ 15,000.00	\$ 15,000.00		\$ -		100%	100%	\$ 15,000.00		\$ -
	Temporary Facilities	1	LS	\$ 10,000.00	\$ 10,000.00	25%	\$ 2,500.00		25%	50%	\$ 5,000.00	50.0%	\$ 5,000.00
	Equipment Mobilization	1	LS	\$ 7,000.00	\$ 7,000.00	25%	\$ 1,750.00		50%	75%	\$ 5,250.00	25.0%	\$ 1,750.00
	Demobilization	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -				\$ -	100.0%	\$ 5,000.00
2	<b>Construction Staking</b>			\$ 5,000.00									
	Boundary Staking	1	LS	\$ 4,000.00	\$ 4,000.00		\$ -		100%	100%	\$ 4,000.00		\$ -
	Construction Staking	1	LS	\$ 1,000.00	\$ 1,000.00	25%	\$ 250.00			25%	\$ 250.00	75.0%	\$ 750.00
3	<b>Shoring and Trench Safety</b>			\$ 1,000.00			\$ -				\$ -	100.0%	\$ 1,000.00
4	<b>Erosion and Sediment Control</b>			\$ 2,000.00		25%	\$ 500.00			25%	\$ 500.00	75.0%	\$ 1,500.00
5	<b>Demolition/Removal/Disposal</b>			\$ 12,000.00									
	Concrete Demolition	1	LS	\$ 4,000.00	\$ 4,000.00	25%	\$ 1,000.00		75%	100%	\$ 4,000.00		\$ -
	Mechanical / Piping Demolition	1	LS	\$ 4,000.00	\$ 4,000.00	25%	\$ 1,000.00		75%	100%	\$ 4,000.00		\$ -
	Hazardous Materials	1	LS	\$ 3,000.00	\$ 3,000.00	50%	\$ 1,500.00		50%	100%	\$ 1,000.00		\$ -
	Disposal Fees	1	LS	\$ 1,000.00	\$ 1,000.00	50%	\$ 500.00		50%	100%	\$ 1,000.00		\$ -
6	<b>Clearing/Grubbing, Site Grading, and Percolation Pond Construction</b>			\$ 22,000.00									
	Clearing and Grubbing	1	LS	\$ 4,000.00	\$ 4,000.00	50%	\$ 2,000.00			50%	\$ 2,000.00	50.0%	\$ 2,000.00
	Site Grading	1	LS	\$ 6,000.00	\$ 6,000.00		\$ -				\$ -	100.0%	\$ 6,000.00
	Percolation Pond Construction	1	LS	\$ 12,000.00	\$ 12,000.00		\$ -				\$ -	100.0%	\$ 12,000.00
7	<b>Destruction of Existing Wells</b>			\$ 5,700.00									
	Well Destruction Permitting	1	LS	\$ 1,500.00	\$ 1,500.00		\$ -				\$ -	100.0%	\$ 1,500.00
	Well Destruction	1	LS	\$ 4,200.00	\$ 4,200.00		\$ -				\$ -	100.0%	\$ 4,200.00
8	<b>Well #1 Equipment, Piping, and Appurtenances</b>			\$ 20,000.00									
	Well #1 Pump	1	LS	\$ 7,500.00	\$ 7,500.00		\$ -				\$ -	100.0%	\$ 7,500.00
	Well #1 Piping and Appurtenances	1	LS	\$ 8,000.00	\$ 8,000.00		\$ -				\$ -	100.0%	\$ 8,000.00
	Installation	1	LS	\$ 4,500.00	\$ 4,500.00		\$ -				\$ -	100.0%	\$ 4,500.00
9	<b>Well #3 Equipment, Piping, and Appurtenances</b>			\$ 17,500.00									
	Well #3 Pump	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -				\$ -	100.0%	\$ 5,000.00
	Well #3 Piping and Appurtenances	1	LS	\$ 8,000.00	\$ 8,000.00		\$ -				\$ -	100.0%	\$ 8,000.00
	Installation	1	LS	\$ 4,500.00	\$ 4,500.00		\$ -				\$ -	100.0%	\$ 4,500.00
10	<b>Chlorination Equipment and Eye Wash Station</b>			\$ 17,000.00									
	Chlorination Equipment	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -				\$ -	100.0%	\$ 5,000.00
	Eye Wash Station	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -				\$ -	100.0%	\$ 5,000.00
	Installation	1	LS	\$ 2,000.00	\$ 2,000.00		\$ -				\$ -	100.0%	\$ 2,000.00
	Drainage Sump	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -				\$ -	100.0%	\$ 5,000.00
11	<b>Slabs and Fiberglass Housings for Well and Chlorination Equipment</b>			\$ 50,000.00									
	Concrete Slabs for Wells	1	LS	\$ 2,500.00	\$ 2,500.00		\$ -				\$ -	100.0%	\$ 2,500.00
	Concrete Slab for Chlorination Equipment	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -				\$ -	100.0%	\$ 5,000.00
	Fiberglass Housing for Wells	1	LS	\$ 15,000.00	\$ 15,000.00		\$ -				\$ -	100.0%	\$ 15,000.00
	Fiberglass Housing for Chlorination Equipment	1	LS	\$ 20,000.00	\$ 20,000.00		\$ -				\$ -	100.0%	\$ 20,000.00
	Installation	1	LS	\$ 7,500.00	\$ 7,500.00		\$ -				\$ -	100.0%	\$ 7,500.00
12	<b>Perimeter Fencing and Gate</b>			\$ 15,000.00			\$ -				\$ -	100.0%	\$ 15,000.00
13	<b>Electrical and Controls System</b>			\$ 250,000.00									
	Electrical Mobilization	1	LS	\$ 7,000.00	\$ 7,000.00		\$ -		50%	50%	\$ 3,500.00	50.0%	\$ 3,500.00
	Power Panel - Material	1	LS	\$ 26,500.00	\$ 26,500.00	24%	\$ 6,341.67	\$ 6,341.67		24%	\$ 6,341.67	76.1%	\$ 20,158.33
	Power Panel - Labor	1	LS	\$ 15,500.00	\$ 15,500.00		\$ -				\$ -	100.0%	\$ 15,500.00

# Progress Estimate - Unit Price Work

# Contractor's Application

For (Contract): City of Rio Dell Metropolitan Wells Redevelopment Project							Application Number: 3						
Application Period: 3/1/2017 - 3/31/2017							Application Date: 3/31/2017						
Bid Item No.	Item Description	Contract Information				Estimated Quantity Installed this Period	Value of Work Installed this Period	Materials Presently Stored	Quantity Previous Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining%	Value of Work Remaining (\$)
		Item Quantity	Units	Unit Price (\$)	Total Value of Item (\$)								
	Light Fixtures - Materials	1	LS	\$ 2,500.00	\$ 2,500.00		\$ -				\$ -	100.0%	\$ 2,500.00
	Light Fixtures - Labor	1	LS	\$ 2,500.00	\$ 2,500.00		\$ -				\$ -	100.0%	\$ 2,500.00
	Instrumentation & Controls - Materials	1	LS	\$ 103,000.00	\$ 103,000.00		\$ -				\$ -	100.0%	\$ 103,000.00
	Instrumentation & Controls - Labor	1	LS	\$ 35,500.00	\$ 35,500.00		\$ -				\$ -	100.0%	\$ 35,500.00
	Trenching and Backfill and Conduits - Materials	1	LS	\$ 26,500.00	\$ 26,500.00	2.0%	\$ 518.20	\$ 518.20		2%	\$ 518.20	98.0%	\$ 25,981.80
	Trenching and Backfill and Conduits - Labor	1	LS	\$ 31,000.00	\$ 31,000.00		\$ -				\$ -	100.0%	\$ 31,000.00
14	Single Vessel Greensand Filter Packaged Water Treatment System at 300 gpm			\$ 310,000.00									
	Equipment Submittals	1	LS	\$ 31,012.41	\$ 31,012.41		\$ -		100%	100%	\$ 31,012.41		\$ -
	Equipment Fabrication	1	LS	\$ 72,362.30	\$ 72,362.30		\$ -		100%	100%	\$ 72,362.30		\$ -
	Equipment Delivered	1	LS	\$ 103,374.71	\$ 103,374.71		\$ -				\$ -	100.0%	\$ 103,374.71
	Freight	1	LS	\$ 9,317.46	\$ 9,317.46		\$ -				\$ -	100.0%	\$ 9,317.46
	Installation	1	LS	\$ 80,240.29	\$ 80,240.29		\$ -				\$ -	100.0%	\$ 80,240.29
	Startup	1	LS	\$ 13,692.83	\$ 13,692.83		\$ -				\$ -	100.0%	\$ 13,692.83
15	CMU Treatment and Controls Building			\$ 170,000.00									
	Excavation and Subgrade Prep	1	LS	\$ 25,000.00	\$ 25,000.00		\$ -				\$ -	100.0%	\$ 25,000.00
	Concrete Foundation	1	LS	\$ 50,000.00	\$ 50,000.00		\$ -				\$ -	100.0%	\$ 50,000.00
	CMU	1	LS	\$ 45,000.00	\$ 45,000.00		\$ -				\$ -	100.0%	\$ 45,000.00
	Loose and Vents	1	LS	\$ 4,000.00	\$ 4,000.00		\$ -				\$ -	100.0%	\$ 4,000.00
	Roof Structure	1	LS	\$ 30,000.00	\$ 30,000.00		\$ -				\$ -	100.0%	\$ 30,000.00
	Doors	1	LS	\$ 10,000.00	\$ 10,000.00		\$ -				\$ -	100.0%	\$ 10,000.00
	Painting	1	LS	\$ 6,000.00	\$ 6,000.00		\$ -				\$ -	100.0%	\$ 6,000.00
16	Clear Well Booster Pumps and Motors	2	EA	\$ 43,000.00									
	Clear Well Booster Pumps and Motors	2	EA	\$ 36,000.00	\$ 72,000.00		\$ -				\$ -	100.0%	\$ 72,000.00
	Installation	2	EA	\$ 4,000.00	\$ 8,000.00		\$ -				\$ -	100.0%	\$ 8,000.00
	Painting	2	EA	\$ 3,000.00	\$ 6,000.00		\$ -				\$ -	100.0%	\$ 6,000.00
17	Site Piping, Valves, and Appurtenances			\$ 15,000.00									
	Raw Water Piping	1	LS	\$ 7,000.00	\$ 7,000.00		\$ -				\$ -	100.0%	\$ 7,000.00
	Potable Water Piping	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -				\$ -	100.0%	\$ 5,000.00
	Backwash Piping	1	LS	\$ 3,000.00	\$ 3,000.00		\$ -				\$ -	100.0%	\$ 3,000.00
18	Site Gravel	1	LS	\$ 11,000.00	\$ 11,000.00		\$ -				\$ -	100.0%	\$ 11,000.00
19	Gravel Driveway	1	LS	\$ 13,000.00	\$ 13,000.00	50%	\$ 6,500.00			50%	\$ 6,500.00	50.0%	\$ 6,500.00
20	Clear Well Cleaning, Disinfection, and Recoating			\$ 5,000.00									
	Clear Well Cleaning	1	LS	\$ 3,000.00	\$ 3,000.00		\$ -				\$ -	100.0%	\$ 3,000.00
	Clear Well Disinfection	1	LS	\$ 1,000.00	\$ 1,000.00		\$ -				\$ -	100.0%	\$ 1,000.00
	Clear Well Recoating	1	LS	\$ 1,000.00	\$ 1,000.00		\$ -				\$ -	100.0%	\$ 1,000.00
A-1	Paved Driveway	1	LS	\$ 11,000.00	\$ 11,000.00		\$ -				\$ -	100.0%	\$ 11,000.00
A-3	Double Vessel Greensand Filter Packaged Water Treatment System at 300 gpm each vessel (difference in cost from Base Bid Item 14)			\$ 116,000.00									
	Equipment Submittals	1	LS	\$ 11,604.65	\$ 11,604.65		\$ -		100%	100%	\$ 11,604.65		\$ -
	Equipment Fabrication	1	LS	\$ 27,077.51	\$ 27,077.51		\$ -		100%	100%	\$ 27,077.51		\$ -
	Equipment Delivered	1	LS	\$ 38,682.15	\$ 38,682.15		\$ -				\$ -	100.0%	\$ 38,682.15
	Freight	1	LS	\$ 3,486.54	\$ 3,486.54		\$ -				\$ -	100.0%	\$ 3,486.54
	Installation	1	LS	\$ 30,025.38	\$ 30,025.38		\$ -				\$ -	100.0%	\$ 30,025.38
	Startup	1	LS	\$ 5,123.77	\$ 5,123.77		\$ -				\$ -	100.0%	\$ 5,123.77
A-4	Serpentine Chlorine Contact Pipe			\$ 88,000.00									
	Piping	1	LS	\$ 29,000.00	\$ 29,000.00		\$ -				\$ -	100.0%	\$ 29,000.00
	Installation	1	LS	\$ 59,000.00	\$ 59,000.00		\$ -				\$ -	100.0%	\$ 59,000.00

Progress Estimate - Unit Price Work

Contractor's Application

For Contract: City of Rio Dell Metropolitan Wells Redevelopment Project		Application Number: 3											
Application Period: 3/1/2017 - 3/31/2017		Application Date: 3/31/2017											
Bid Item No.	Item Description	Contract Information				Value of Work Installed this Period	Estimated Quantity Installed this Period	Materials Presently Stored	Quantity Previous Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining %	Value of Work Remaining (\$)
		Item Quantity	Units	Unit Price (\$)	Total Value of Item (\$)								
A-5	Woven Geotextile Fabric Under Site Gravel and Driveway	1	LS	\$ 8,700.00	\$ 8,700.00	\$ 4,350.00	50%			50%	\$ 4,350.00	50.0%	\$ 4,350.00
Totals					\$ 1,302,900.00	\$ 26,769.87		\$6,859.87		17.1%	\$ 222,667.24	82.9%	\$ 1,080,232.76



**STATE OF CALIFORNIA  
STATE WATER RESOURCES CONTROL BOARD  
REQUEST FOR DISBURSEMENT**

<b>DISBURSEMENT REQUESTED FOR:</b> <input type="checkbox"/> AGRICULTURAL DRAINAGE PROGRAM <input type="checkbox"/> CLEAN WATER STATE REVOLVING FUND PROGRAM <input checked="" type="checkbox"/> DRINKING WATER STATE REVOLVING FUND PROGRAM <input type="checkbox"/> SMALL COMMUNITY GROUNDWATER PROGRAM <input type="checkbox"/> SMALL COMMUNITY WASTEWATER PROGRAM <input type="checkbox"/> SEAWATER INTRUSION CONTROL PROGRAM <input type="checkbox"/> WATER RECYCLING FUNDING PROGRAM <input type="checkbox"/> LEGAL ENTITY FORMATION ASSISTANCE (LEFA) PROGRAM <input type="checkbox"/> PROP 50 DW FUND <input type="checkbox"/> PROP 84 DW FUND <input type="checkbox"/> PROP 1 DW FUND <input type="checkbox"/> IPROP 1 GW FUND	<table border="0"> <tr> <td style="width: 50%;">(1) DATE:</td> <td>04/13/17</td> </tr> <tr> <td>(2) DISBURSEMENT REQUEST NO.</td> <td>3</td> </tr> <tr> <td>(3) PROJECT NO.</td> <td>1210012-007C</td> </tr> <tr> <td>(4) AGREEMENT NO.</td> <td>D16-02014</td> </tr> <tr> <td>(5) FISCAL PO NO.</td> <td></td> </tr> <tr> <td>(6) PCA CODE(S)</td> <td>55704</td> </tr> <tr> <td>(7) FISCAL SUB TASK NO.</td> <td></td> </tr> </table>	(1) DATE:	04/13/17	(2) DISBURSEMENT REQUEST NO.	3	(3) PROJECT NO.	1210012-007C	(4) AGREEMENT NO.	D16-02014	(5) FISCAL PO NO.		(6) PCA CODE(S)	55704	(7) FISCAL SUB TASK NO.	
(1) DATE:	04/13/17														
(2) DISBURSEMENT REQUEST NO.	3														
(3) PROJECT NO.	1210012-007C														
(4) AGREEMENT NO.	D16-02014														
(5) FISCAL PO NO.															
(6) PCA CODE(S)	55704														
(7) FISCAL SUB TASK NO.															

AGREEMENT/GRANT RECIPIENT:	City of Rio Dell
STREET/P. O. BOX:	675 Wildwood Avenue
CITY AND ZIP CODE:	Rio Dell, CA 95562
AUTHORIZED REPRESENTATIVE:	Kyle Knopp
	TITLE: City Manager

DESCRIPTION	AGREEMENT/ GRANT AMOUNT	(3) AMOUNT CLAIMED FOR PAYMENT TO DATE	(4) AMOUNT CLAIMED FOR PAYMENT THIS PERIOD	STATE USE ONLY		
				AMOUNT APPROVED FOR PAYMENT TO DATE	AMOUNT PREVIOUSLY PAID	APPROVED PAYMENT THIS REQUEST
Construction	\$665,876	\$211,153.40	\$27,274.37			
<b>TOTAL</b>	<b>\$665,876</b>	<b>\$211,153.40</b>	<b>\$27,274.37</b>			

**COMMENTS:**

---

**RECIPIENT CERTIFICATION**

I certify that the costs shown under Costs Incurred to Date have been incurred and that these costs have been paid or will be paid within 30 days of receipt of the funds requested hereby. If such costs have not been paid within 30 days, funds received under this request will be returned to the State Water Resources Control Board (SWRCB). I certify that all prior funds received from this Finance Agreement/Grant have been disbursed within 30 days of receipt or have been returned to the SWRCB.

I certify that all amounts on this invoice are for costs incurred for the Project and represent only costs directly related to the Project Finance Agreement/Grant and within the approved scope of work. I also certify that overhead or indirect costs rates or surcharges (to account for a reasonable portion of the administrative costs of day-to-day operations such as rent, telephone, fax, copying, computer-related expenses, postage, electricity, human resources) do not exceed 25%. **Note:** If entity chooses to add a surcharge, this surcharge must be supportable and documented by direct costs related to the Project. These records can be requested at any time for auditing purposes to ensure costs are justified and directly related to the Project.

(6) Signature of the Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

**STATE USE ONLY: APPROVAL FOR PAYMENT**

☐ All Quarterly Reports have been submitted to date.

☐ Draft deliverables submitted for disbursement >70% of total financing amount (Grants only).

☐ Final deliverables submitted for disbursement >90% of total financing amount (Grants only).

**Water Code 5103 Compliant**      ☐ Yes, ☐ No, ☐ N/A

Project Manager Signature _____	Project Manager Title _____	Date _____
Reviewer Signature _____	Payments Analyst Title _____	Date _____
Approval Signature _____	LGA Chief Title _____	Date _____

**STATE OF CALIFORNIA  
STATE WATER RESOURCES CONTROL BOARD  
CONSTRUCTION CONTRACTOR SPREADSHEET**

**CONTRACTOR:**

Wahlund Construction, Inc.

**MAIL TO:**

State Water Resource Control Board  
Division of Financial Assistance  
Attn: Disbursement Unit  
P.O. BOX 944212  
Sacramento, CA 94244-2120

**PROJECT NUMBER :** 1210012-002C  
**AGREEMENT NUMBER :** D16-02014

**RECIPIENT AGENCY :** City of Rio Dell

**AGENCY ADDRESS :** 675 Wildwood Avenue, Rio Dell, CA 95562

**DISBURSEMENT REQUEST NUMBER:** 3

**DATE:** 14-Apr-17

**AUTHORIZED REPRESENTATIVE:** Kyle Knopp  
City Manager

Eligible Percentage: 100%  
\* If eligible percentage applies, include % in Formula in Columns J.

(A) ITEM NO.	(B) ITEM DESCRIPTION	(C) AS-BID CONTRACT QUANTITY	(D) UNIT DESCRIPTION (TON, C.Y., L.S., ETC)	(E) AS-BID UNIT PRICE OR LUMP SUM	(F) AS-BID CONTRACT DOLLARS (C x E)	(G) TOTAL WORK COMPLETED TO DATE (%)	(H) ENTER TOTAL COSTS INCURRED TO DATE	(I) ELIGIBLE PERCENT	(J)* TOTAL ELIGIBLE CONTRACT DOLLARS (F x I)	(K) TOTAL ELIGIBLE COSTS INCURRED TO DATE (G x J)	(L) AMOUNT PREVIOUSLY PAID	(M) PAYMENT THIS REQUEST (K - L)
<b>CONTRACT BID ITEMS</b>												
1	Mobilization/Demobilization	1	L.S.	\$ 52,000	\$ 52,000	77.40%	\$ 40,250.00	100.00%	\$ 52,000	\$ 40,250.00	\$ 36,000.00	\$ 4,250.00
2	Construction Staking	1	L.S.	\$ 5,000	\$ 5,000	85.00%	\$ 4,250.00	100.00%	\$ 5,000	\$ 4,250.00	\$ 4,000.00	\$ 250.00
3	Shoring and Trench Safety	1	L.S.	\$ 1,000	\$ 1,000	0.00%	\$ -	100.00%	\$ 1,000	\$ -	\$ -	\$ -
4	Erosion and Sediment Control	1	L.S.	\$ 2,000	\$ 2,000	25.00%	\$ 500.00	100.00%	\$ 2,000	\$ 500.00	\$ -	\$ 500.00
5	Demolition/Removal/Disposal	1	L.S.	\$ 12,000	\$ 12,000	100.00%	\$ 12,000.00	100.00%	\$ 12,000	\$ 12,000.00	\$ 8,000.00	\$ 4,000.00
6	Clearing/Grubbing, Site Grading, and Percolation Pond Construction	1	L.S.	\$ 22,000	\$ 22,000	9.09%	\$ 2,000.00	100.00%	\$ 22,000	\$ 2,000.00	\$ -	\$ 2,000.00
7	Destruction of Existing Walls	1	L.S.	\$ 5,700	\$ 5,700	0.00%	\$ -	100.00%	\$ 5,700	\$ -	\$ -	\$ -
8	Well #1 Equipment, Piping, and Appurtenances	1	L.S.	\$ 20,000	\$ 20,000	0.00%	\$ -	100.00%	\$ 20,000	\$ -	\$ -	\$ -
9	Well #3 Equipment, Piping, and Appurtenances	1	L.S.	\$ 17,500	\$ 17,500	0.00%	\$ -	100.00%	\$ 17,500	\$ -	\$ -	\$ -
10	Chlorination Equipment and Eye Wash Station	1	L.S.	\$ 17,000	\$ 17,000	0.00%	\$ -	100.00%	\$ 17,000	\$ -	\$ -	\$ -
11	Slabs and Fiberglass Housing for Wells and Chlorination Equipment	1	L.S.	\$ 50,000	\$ 50,000	0.00%	\$ -	100.00%	\$ 50,000	\$ -	\$ -	\$ -
12	Perimeter Fencing and Gate	1	L.S.	\$ 15,000	\$ 15,000	0.00%	\$ -	100.00%	\$ 15,000	\$ -	\$ -	\$ -
13	Electrical and Controls System	1	L.S.	\$ 250,000	\$ 250,000	4.14%	\$ 10,359.87	100.00%	\$ 250,000	\$ 10,359.87	\$ 3,500.00	\$ 6,859.87
14	Single Vessel Greensand Filter Packaged Water Treatment System at 300 gpm	1	L.S.	\$ 310,000	\$ 310,000	33.35%	\$ 103,374.71	100.00%	\$ 310,000	\$ 103,374.71	\$ 103,374.71	\$ -
15	CMU Treatment and Controls Building	1	L.S.	\$ 170,000	\$ 170,000	0.00%	\$ -	100.00%	\$ 170,000	\$ -	\$ -	\$ -
16	Clear Well Booster Pumps and Motors	2	EACH	\$ 43,000	\$ 86,000	0.00%	\$ -	100.00%	\$ 86,000	\$ -	\$ -	\$ -
17	Site Piping, Valves, and Appurtenances	1	L.S.	\$ 15,000	\$ 15,000	0.00%	\$ -	100.00%	\$ 15,000	\$ -	\$ -	\$ -
18	Site Gravel	1	L.S.	\$ 11,000	\$ 11,000	0.00%	\$ -	100.00%	\$ 11,000	\$ -	\$ -	\$ -
19	Gravel Driveway	1	L.S.	\$ 13,000	\$ 13,000	50.00%	\$ 6,500.00	100.00%	\$ 13,000	\$ 6,500.00	\$ -	\$ 6,500.00
20	Clear Well Cleaning, Disinfection, and Recooling	1	L.S.	\$ 5,000	\$ 5,000	0.00%	\$ -	100.00%	\$ 5,000	\$ -	\$ -	\$ -
A-1	Paved Driveway	1	L.S.	\$ 11,000	\$ 11,000	0.00%	\$ -	100.00%	\$ 11,000	\$ -	\$ -	\$ -
A-2 or A-3	Double Vessel Greensand Filter Packaged Water Treatment System at 200 or 300 gpm each vessel (difference in cost)	1	L.S.	\$ 116,000	\$ 116,000	33.35%	\$ 38,682.16	100.00%	\$ 116,000	\$ 38,682.16	\$ 38,682.16	\$ -
A-4	Serpentine Chlorine Contact Pipe	1	L.S.	\$ 88,000	\$ 88,000	0.00%	\$ -	100.00%	\$ 88,000	\$ -	\$ -	\$ -
A-5	Woven Geotextile Fabric Under Site Gravel and Driveway	1	L.S.	\$ 8,700	\$ 8,700	50.00%	\$ 4,350.00	100.00%	\$ 8,700	\$ 4,350.00	\$ -	\$ 4,350.00
<b>SUBTOTAL CONTRACT ITEM DATA</b>		XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	\$ 222,266.740	XXXXXXXXXX	\$ 1,302,900	\$ 222,266.74	\$ 183,556.87	\$ 28,709.87
<b>POSITIVE CHANGE ORDERS*</b>		XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	\$ -	100.00%	\$ -	\$ -	\$ -	\$ -
<b>NEGATIVE CHANGE ORDERS*</b>		XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	\$ -	100.00%	\$ -	\$ -	\$ -	\$ -
<b>LESS RETENTION</b>		XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	\$ (11,113.34)	100.00%	\$ (11,113.34)	\$ (11,113.34)	\$ (9,677.84)	\$ (1,435.50)
<b>HELD AT AGENCY'S REQUEST**</b>		XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	\$ -	XXXXXXXXXX	\$ (637.024)	\$ -	\$ -	\$ -
<b>CONTRACT TOTALS</b>		XXXXXXXX	XXXXXXXX	XXXXXXXXXX	\$ 1,302,900	XXXXXXXXXX	\$ 211,153.40	XXXXXXXXXX	\$ 865,876	\$ 211,153.40	\$ 183,879.03	\$ 27,274.37

FORM No. 259 (REV 7/7/16)

NOTE: Eligibility for retention is based on overall project eligibility (Column J/Column F).

\* Positive and Negative Change Orders are based on approval, see Form 260 and CO approval Form. The change orders are listed in column H but never carry to column K since it reflects on the Form 260.

\*\* Construction costs will be funded by multiple other funding sources. The City of Rio Dell will reduce their payment requests by the amount to be paid from other sources.

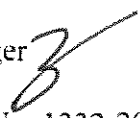
REMARKS:

*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodelcity.com*



April 18, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Adoption of Resolution No. 1332-2017 Including Rio Dell in the Humboldt County Tourism Business Improvement District (HCTBID)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Adopt Resolution No. 1332-2017

Alternative: Take no action and not participate in the HCTBID.

BACKGROUND AND DISCUSSION

On October 4, 2017 Mr. Tony Smithers from the Humboldt County Convention & Visitors Bureau provided a brief presentation on HCTBID and Rio Dell's potential participation in the District.

85% of Rio Dell's Transient Occupancy Tax is paid for by one business: the Humboldt Gables Motel. The owner of the motel has requested to participate in the HCTBID.

California State law, under Streets and Highways Code Sections 36620 et seq., provides that local jurisdictions may establish business improvement districts for the purpose of levying assessments to support activities that enhance the affected businesses. One such type of business improvement district is a tourism business improvement district, which levies assessments on lodging businesses that are used to promote tourism in the area and thereby attract additional guests to the lodging businesses. The assessments are customarily passed along to overnight guests and collected on the guests' bills in a manner similar to the transient occupancy tax.

On May 22, 2012 the Board of Supervisors adopted the Resolution (12-38) establishing the Humboldt County Tourism Business Improvement District ("District") for a five year term. The resolution became effective July 1, 2012 and will expire June 30, 2017. Rio Dell was the only jurisdiction in the County that did not participate in the first five-year term. The proposed renewal of the District will be for a 10 year term, beginning July 1, 2017 and ending June 30, 2027. The District is proposed to include all lodging businesses located within the boundaries of the County of Humboldt, including the cities of Arcata, Eureka, Ferndale, Fortuna, Rio Dell and

Trinidad and provides a continued revenue source devoted to marketing Humboldt County as a tourist, meeting and event destination.

The District is administered by the Humboldt Lodging Alliance (the "Alliance"). In January, lodging businesses responded to a petition by the Alliance with a majority of those who will pay more than 50 percent of the assessment favoring renewal of the District for a ten year term. If renewed, the proposed assessment rate would be 2% of gross revenue for short-term room rental and the District would generate approximately \$1,136,000 on an annual basis for promotion of travel and tourism specific to Humboldt County. Rio Dell's contribution towards this amount is approximately \$2,300. Once per year beginning on the anniversary of district formation there is a 30-day period in which business owners paying more than 50 percent of the assessment may protest and begin proceedings to terminate the district.

The City has submitted signed written petitions requesting participation the District to the Treasurer-Tax Collector who has tallied the petitions and verified the petitions meet the threshold necessary to allow for the Board to declare its intent to form the District. The County is required under Streets and Highways Code Section 36620.5 to seek the consent of the cities of Arcata, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad.

Once the cities have expressed their consent, the Board of Supervisors will be required to hold two public sessions. The first is a public meeting under Government Code Section 54954.6(c) to allow for public comment regarding the establishment of the District and the assessments. The second, to be held a minimum of seven days after the first, is a public hearing for the purpose of renewing the District and the assessments.

The proposed resolution of intent sets a date for the first public meeting on April 18, 2017 and the public hearing for the final approval of the District on May 16, 2017.

The county and cities will be responsible for collecting the assessment on a monthly or quarterly basis from each lodging business in their respective jurisdictions located in the District boundaries. The county and cities shall forward the assessments to Humboldt Lodging Alliance, which will have the responsibility of managing District programs as provided in the Management District Plan. The county and cities shall be paid a fee equal to one percent (1%) of the amount of assessment collected, within their respective jurisdictions, to cover their costs of collection and administration.

A copy of the Management District Plan is available with the City Manager.

Attachments:

- Resolution No. 1332-2017
- Correspondence from Humboldt County Convention & Visitors Bureau
- City submittal to the Humboldt County Treasurer-Tax Collector
- Petition of the Humboldt Gables Motel

///

**RESOLUTION NO. 1332-2017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
GRANTING CONSENT TO THE COUNTY OF HUMBOLDT TO FORM THE  
HUMBOLDT COUNTY TOURISM BUSINESS IMPROVEMENT DISTRICT**

**WHEREAS**, THE County of Humboldt is initiating renewal of the Humboldt County Tourism Business District ("District") pursuant to the Property and Business Improvement Law of 1994, Streets and Highways Code § 36600 et seq., to promote tourism to lodging businesses in Humboldt County; and

**WHEREAS**, the Board of Supervisors of the County of Humboldt has requested consent to form the District by including the territory within the City of Rio Dell with the adoption of Humboldt County Board of Supervisors Resolution No. 17-26, dated March 21, 2017,

**NOW, THEREFORE, BE IT RESOLVED THAT:**

Section 1: The above recitals are true and correct.

Section 2: The City Council consents to the County of Humboldt forming the District, which shall include the City of Rio Dell.

Section 3: The City Council grants to the County of Humboldt jurisdiction for all purposes in the creation, operation and administration of the proposed District, including the authority to levy the assessments within the City of Rio Dell contemplated by the Management District Plan; provided however that, if the District is established, the City of Rio Dell shall collect and remit the assessment of the District in accordance with the Management District Plan for all lodgings located in the City of Rio Dell.

Section 4: The City Clerk is hereby directed to transmit a certified copy of this Resolution to the Clerk of the Board of Supervisors of the County of Humboldt.

Section 5: This Resolution shall be effective 30 days after its adoption.

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 18<sup>th</sup> day of April 2017, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Frank Wilson, Mayor

ATTEST:

---

Karen Dunham, City Clerk



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

September 19, 2016

Dear Mr. Knopp:

The Humboldt Lodging Alliance would like to invite the City of Rio Dell to join in the Humboldt County Tourism Business Improvement District (HCTBID).

When the HCTBID was formed in 2012, the City of Rio Dell opted not to participate in the collection of a two percent assessment for all overnight stays (of under 30 days) in your city's lodging properties. As far as we are aware, this assessment would apply to the Humboldt Gables Motel, River's Edge RV Park and any vacation rentals or AirBnb rentals within city limits that are registered and paying transient occupancy taxes, both currently and in the future.

In the past four-plus years, over \$4 million in assessments have been collected in Humboldt County and dedicated to destination marketing and supporting local events, attractions and visitor services. In that time we have accomplished a lot and seen very strong growth of transient occupancy tax and HCTBID assessment collections. With the strong support of the lodging industry, the Humboldt Lodging Alliance is working to renew the special district for another five years. The HLA board has proposed changing the district to allocate 65 percent of assessment revenues back to the jurisdictions in which they are collected in the form of grants for projects that will help to increase overnight stays. The remaining funds will continue to pay for a professional countywide marketing campaign.

Now is the time to determine whether Rio Dell will join this winning partnership. With the agreement of you and your lodging operators, we will add Rio Dell to the County Resolution of Intent and will subsequently ask the Rio Dell City Council to adopt a Resolution of Consent granting the County of Humboldt the lead jurisdiction over the Tourism Business Improvement District in Rio Dell. Assuming the district renewal passes by vote of the affected lodging operators, the new district will go into effect on July 1, 2017. After that date your lodging operators would begin collecting the two percent assessment from their guests and submitting it to the City along with the transient occupancy tax. The City would then transmit the funds to the Humboldt Lodging Alliance, less one percent of assessments collected for your administrative costs.

We would love to "fill the gap" by having Rio Dell, the only city with a bed tax that is not part of the Humboldt County Tourism Business Improvement District, join our successful partnership. If you have any questions feel free to contact me at [tony@redwoods.info](mailto:tony@redwoods.info) or 707-443-5097.

Thank you!

Tony Smithers  
Administrator  
Humboldt Lodging Alliance



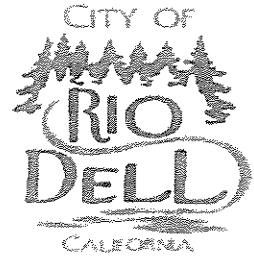
Tony Smithers  
Executive Director

Humboldt County  
Convention & Visitors Bureau

707-443-5097  
800-346-3482  
[tony@redwoods.info](mailto:tony@redwoods.info)  
[www.redwoods.info](http://www.redwoods.info)

---

*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



February 28, 2017

Mr. John Bartholomew  
825 5th St.  
Room 125  
Eureka, CA 95501

**RE: Bed Tax Calculation for Humboldt Gables Motel in Rio Dell**


Dear Mr. Bartholomew,

It is our understanding that the Humboldt Gables Motel in Rio Dell is interested in participating in the Humboldt County Tourism Business Improvement District (HCTBID). The legal threshold for approval of the assessment is 51 percent of the dollar amount of our Transient Occupancy Tax.

The Humboldt Gables Motel generates 85% of all Transient Occupancy Taxes in the City of Rio Dell. Therefore, we believe that the threshold has been met for the initiation of the HCTBID assessment here in Rio Dell. Attached to this letter you will find the City's calculation for the collection of Transient Occupancy Taxes for the Humboldt Gables Motel. In addition, you will find attached the petition of the Humboldt Gables Motel to join the HCTBID.

Please contact my Finance Director, Ms. Brooke Woodcox ([woodcox.b@cityofriodell.ca.gov](mailto:woodcox.b@cityofriodell.ca.gov)) if you need additional information.

Sincerely,

  
Kyle Knopp, City Manager  
City of Rio Dell



HUMBOLDT GABLES TOT COLLECTED

	<u>Taxable Rents</u>	8% TOT	<u>2017</u>	% of Occupancy
Quarter 1	9,410.00		752.80	11%
Quarter 2	28,335.00		2,266.80	38%
Quarter 3	59,295.00		4,743.00	55%
Quarter 4	<u>19,685.00</u>		<u>1,574.80</u>	<u>22%</u>
	116,725.00		9,337.40	32% Average
TOTAL CITY COLLECTION OF TOT			<u>11,001.47</u>	
HUMBOLDT GABLES % OF TOTAL COLLECTIONS			<u><u>85%</u></u>	

**PETITION TO THE COUNTY OF HUMBOLDT  
TO RENEW THE HUMBOLDT COUNTY TOURISM BUSINESS IMPROVEMENT  
DISTRICT**

We petition you to initiate proceedings to renew the Humboldt County Tourism Business Improvement District (HCTBID) in accordance with the Property and Business Improvement District Law of 1994, Streets and Highways Code section 36600 et seq., for the purpose of providing services as described in the summary of the Management District Plan attached hereto as Exhibit A.

Lodging EstablishmentBusiness Owner

Humboldt Gables Motel      David M Thompson

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

David M Thompson

Owner Representative/Owner Name (printed)

owner

Title



Owner/Representative Signature

02-16-17

Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

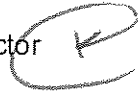
Tony Smithers  
Humboldt Lodging Alliance  
322 1<sup>st</sup> Street  
Eureka, CA 95501  
(707) 443-5097


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



For Meeting of: April 18, 2017

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: April 14, 2017

Subject: Continue Approval and Adoption of Ordinance No. 356-2017 amending Chapter 13.05 Water Rates and Regulations to require that all new residential dwellings, commercial and industrial buildings within the City be required to connect to the City's water system and have fees and charges established by Resolution.

#### Recommendation:

That the City Council:

1. Continue the second reading, approval and adoption of Ordinance No. 356-2017 amending Chapter 13.05 Water Rates and Regulations to require that all new residential dwellings, commercial and industrial buildings within the City be required to connect to the City's water system and have fees and charges established by Resolution to your meeting of May 2, 2017

#### Discussion

Although it was staff's intent to have your Council approve and adopt Ordinance No. 356-2017 at this meeting, staff discovered a number of other, fairly minor amendments that need to be made to Chapter 13.05 Water Rates and Regulations. As such, staff is recommending that the second reading, approval and adoption of Ordinance No. 356-2017 amending Chapter 13.05 Water Rates and Regulations be continued to your meeting of May 2, 2017.

## CITY OF RIO DELL CHECK REGISTER

### General Checking-US Bank of California

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check/Payment</u>
5556	3/01/2017	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF	356.81
5557	3/01/2017	[6117] A-1 CLEANING SERVICE, LLC	MONTHLY CLEANING SERVICE FOR FEBRUARY 2017	1,194.60
5558	3/01/2017	[3108] ACCUFUND, INC.	ANNUAL SOFTWARE SUPPORT 4/1/17 - 3/31/18	6,327.50
5559	3/01/2017	[6038] ACCURATE TERMITE & PEST SOLUTIONS	MONTHLY RODENT CONTROL @ 475 HILLTOP DR	140.00
5560	3/01/2017	[5235] ADVANTAGE FINANCIAL SERVICES	DOCSTAR 3.12 SOFTWARE PACKAGE	343.08
5561	3/01/2017	[2224] AQUA BEN CORPORATION	HYDROFLOC 750L 55 GAL DRUM	1,624.73
5562	3/01/2017	[2102] JOHN D BEAUCHAINE	MEALS PER DIEM TO ATTEND PERISHABLE SKILLS TR	140.00
5563	3/01/2017	[6053] CALKINS, WILLIAM	CUSTOMER DEPOSIT REFUND	183.74
5564	3/01/2017	[2285] CC MARKET (1)	SCOTCH PACKAGE TAPE; 20# CRUSHED ICE TO SHIP	18.44
5565	3/01/2017	[2283] COASTAL BUSINESS SYSTEMS	DOCSTAR LABOR	97.50
5566	3/01/2017	[2366] EEL RIVER DISPOSAL INC	GARBAGE BAGS FOR FEBRUARY 2017	313.75
5567	3/01/2017	[2386] EUREKA RUBBER STAMP CO.	ONE 1X2 GOLD/BLACK NAME PLATE; ONE 2X10 WALNU	23.43
5568	3/01/2017	[5052] GHD, INC	ENGINEERING SERVICES FOR 2017 PAVING PROJECT	19,849.21
5569	3/01/2017	[3484] NATIONAL METER & AUTOMATION, INC	23 - M35 3/4" RTR W/ILC, CF, TX, 5' .215	1,916.64
5570	3/01/2017	[2570] NILSEN COMPANY	378 40# BAGS SOLAR SALT	1,914.29
5571	3/01/2017	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR MARCH 15 THROUGH	1,120.00
5572	3/01/2017	[2603] PG&E	WILDWOOD & CENTER ST 2013 3 YEAR AVERAGE USA	124.85
5573	3/01/2017	[2659] RIO DELL PETTY CASH	POSTAGE TO RETURN TONER; POSTAGE DUE; MOUSE;	48.57
5574	3/01/2017	[4215] ROCHA'S AUTOMOTIVE	2007 FROD CROWN VICTORIA REPAIRS; REPLACE FRO	1,289.07
5575	3/01/2017	[3115] SECRETARY OF STATE	NOTARY TRAINING WORKSHOP	40.00
5576	3/01/2017	[2709] STAPLES DEPT. 00-04079109	27" DELL MONITOR	163.11
5577	3/01/2017	[2319] SUDDENLINK COMMUNICATIONS	MONTHLY BROADBAND SERVICE 3/1/17 - 3/31/17	258.64
5578	3/09/2017	[0576] 101 AUTO PARTS	HALOGEN BULB	310.07
5579	3/09/2017	[3975] AT&T - 5709	PHONE EXPENSES FOR FEBRUARY 2017	482.62
5580	3/09/2017	[6063] BAILLIE, ROBERT	CUSTOMER DEPOSIT REFUND	150.30
5581	3/09/2017	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR MARCH 2017	2,075.00
5582	3/09/2017	[2302] CLYDE'S TOWING, INC.	VEHICLE ABATEMENT TOWING	450.00
5583	3/09/2017	[3461] CRIMESTAR CORPORATION	RECORDS MANAGEMENT SYSTEM ANNUAL SUPPORT	900.00
5584	3/09/2017	[4181] CSMFO	2017 CSMFO MEMBERSHIP RENEWAL FOR	110.00

**CITY OF RIO DELL  
CHECK REGISTER**

**General Checking-US Bank of California**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check/Payment</u>
5585	3/09/2017	[5127] DELTA DENTAL	DENTAL INSURANCE FOR APRIL 2017	1,986.44
5586	3/09/2017	[2394] FEDEX	SHIPPING CHARGES FOR WASTEWATER SAMPLES	846.10
5587	3/09/2017	[2437] HACH	aaREAGENT SET, CHLORINE TOTAL CL-17	463.13
5588	3/09/2017	[2458] HUMBOLDT COUNTY DIVISION OF	HAZARDOUS MATERIALS FACILITY FEE	716.74
5589	3/09/2017	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL FOR FEBRUARY 2017	1,000.00
5590	3/09/2017	[4908] MITCHELL BRISSO DELANEY & VRIEZE	LEGAL SERVICES FOR FEBRUARY 2017	3,057.64
5591	3/09/2017	[5889] MOUNIVONG, LESLI	CUSTOMER DEPOSIT REFUND	186.14
5592	3/09/2017	[2570] NILSEN COMPANY	378 40# BAGS SOLAR SALT	1,914.29
5593	3/09/2017	[2569] NORTH COAST LABORATORIES, INC.	BIOCHEMICAL OXYGEN DEMAND; HALOACETIC ACIDS;	730.00
5594	3/09/2017	[5101] NORTH VALLEY LABOR COMPLIANCE	PREPARE WAGE PACKET; CONTACT CONTRACTOR &	250.50
5595	3/09/2017	[6100] NORTHERN CALIFORNIA GLOVE	9 BOXES NITRILE ORG 8MIL GLOVES; 5 NITRILE OR	195.35
5596	3/09/2017	[2619] PITNEY BOWES, INC.	QUARTELRY LEASING PAYMENT FOR 12/20/16 - 3/29	168.35
5597	3/09/2017	[5973] PRECISION INTERMEDIA	WEBSITE TRAINING	95.00
5598	3/09/2017	[5222] R.J. RICCIARDI, INC	PROFESSIONAL SERVICES FOR THE PERIOD ENDING 2	10,844.16
5599	3/09/2017	[5560] REDI-RENTS	DITCH WITCH 500 GAL VAC TRAILER RENTAL	540.00
5600	3/09/2017	[2742] SCOTIA TRUE VALUE HARDWARE	TWO GAL MURIATIC ACID; BAG OF RAGS; 14OZ FLEX	117.50
5601	3/09/2017	[5380] SCOTT MOORE TRUCKING DBA SPRING	TRUCKING FOR ONE LOAD COLD PATCH, ONE LOAD BA	180.00
5602	3/09/2017	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE & BOX RETRIEVAL FOR FEBRUARY	123.00
5603	3/09/2017	[5315] SMITH & LOVELESS INC.	VALVE PINCH 4 FLGD 1/4 FEM NPT AIR INLET; SWI	3,311.33
5604	3/09/2017	[2710] STARPAGE	PAGING SERVICE FOR MARCH 2017	12.95
5605	3/09/2017	[2319] SUDDENLINK COMMUNICATIONS	INTERNET SERVICE 3/10/17 - 4/9/17	134.95
5606	3/09/2017	[2730] THRIFTY SUPPLY CO.	4 - 1" PVC 80 TXT UNIONS; 4 - 1" PVC 80 SXS U	118.47
5607	3/09/2017	[6037] WELLS FARGO VENDOR FIN SERV	XEROX COPIER PAYMENT FOR MARCH 2017	481.02
5608	3/09/2017	[2787] WYCKOFF'S	2" SCH 80 FEMALE ADAPTER; 2" PVC SCH 80 90	13.90
5609	3/15/2017	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPY CHARGES FOR	606.69
5610	3/15/2017	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 3/3/17	120.00
5611	3/15/2017	[2340] DEPARTMENT OF JUSTICE ACCOUNTING	BLOOD ALCOHOL ANALYSIS FOR FEBRUARY 2017	35.00
5612	3/15/2017	[6163] DEVELOP POINT EDUCATION	NOTARY TRAINING PACKAGE	275.00
5613	3/15/2017	[2393] FASTENAL COMPANY	2 PC HAMRIMPCT COMBO KIT; ANGLE GRINDER; WHEE	1,136.79

## CITY OF RIO DELL CHECK REGISTER

### General Checking-US Bank of California

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check/Payment</u>
5614	3/15/2017	[2471] HUMBOLDT WASTE MANAGEMENT	E-WASTE REVENUE LOSS AS PER CONTRACT	772.76
5615	3/15/2017	[2501] KEENAN SUPPLY	CLOW SPOOL FOR #400 CHECK ASSEMBLY - HYDRANT	315.84
5616	3/15/2017	[2570] NILSEN COMPANY	PYGMY GOAT W/RUMENSIN FEED	15.74
5617	3/15/2017	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM PRESENCE/ABSENCE; COLIFORM QUANTI-TR	115.00
5618	3/15/2017	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
5619	3/15/2017	[2694] SHELL OIL CO.	PD FUEL EXPENSES FOR FEBRUARY 2017	1,916.43
5620	3/15/2017	[4570] SHRED AWARE	SHREDDING	70.00
5621	3/15/2017	[2481] VANTAGEPOINT TRANSFER AGENTS-	RETIREMENT FOR PPE 3/3/17	5,206.68
5622	3/22/2017	[2225] AQUA SIERRA CONTROLS, INC	LABOR TO REPAIR TCU001	1,101.85
5623	3/22/2017	[2237] BANK OF AMERICA BUSINESS CARD	PIERSON - RUBBER SHEET GASKET ASST; SCH80 PVC	2,537.05
5624	3/22/2017	[2285] CC MARKET (1)	FOUR 24 OZ DISTILLED WATER	53.58
5625	3/22/2017	[2411] DEARBORN NATIONAL LIFE INSURANCE	LIFE INSURANCE FOR APRIL 2017	344.00
5626	3/22/2017	[2356] DOWNEY BRAND LLP	LEGAL SERVICES FOR FEBRUARY 2017	1,650.00
5627	3/22/2017	[2889] EEL RIVER TRANSPORTATION & SALVAGE	TRAILER DISPOSAL, DEMOLITION & HAULING	644.15
5628	3/22/2017	[5352] JOANNE E FARLEY	MILEAGE REIMBURSEMENT	80.55
5629	3/22/2017	[2750] HD Supply Facility Maintenance DBA: USA	TWO DRIERITE INDICATING DESSICANT; WIDE MOUTH	93.19
5630	3/22/2017	[5942] KEENAN & ASSOCIATES	HEALTH INSURANCE FOR APIRL 2017	16,568.12
5631	3/22/2017	[2521] LEAGUE OF CALIF. CITIES	2017 LOCAL STREETS & ROADS NEEDS ASSESSMENT	150.00
5632	3/22/2017	[2569] NORTH COAST LABORATORIES, INC.	BIOCHEMICAL OXYGEN DEMAND; NON-FILTERABLE RES	435.00
5633	3/22/2017	[4629] OLKIN & JONES, DRS	PRE-EMPLOYMENT DRUG TESTING FOR	135.00
5634	3/22/2017	[5053] PACIFIC ECORISK	TOXICITY TESTING SERVICES	2,060.14
5635	3/22/2017	[2603] PG&E	UTILITY EXPENSES FOR FEBRUARY 2017	16,883.38
5636	3/22/2017	[4338] QUILL CORPORATION	POST- IT FLAGS; ULTRA FINE-POINT MARKERS; SCO	116.94
5637	3/22/2017	[2742] SCOTIA TRUE VALUE HARDWARE	GE 2PK 1055W LED BULB; 71/2" WHITE CEILING FI	38.87
5638	3/22/2017	[4699] SIERRA CHEMICAL CO	CONTAINER DEPOSIT REFUNDS	2,258.66
5639	3/22/2017	[5315] SMITH & LOVELESS INC.	DOME & SOLENOID VALVE ASSEMBLY	432.10
5640	3/22/2017	[5647] WHITCHURCH ENGINEERING, INC.	ENGINEERING SERVICES FOR ARCHITECTURAL BARRIE	9,846.10
5641	3/23/2017	[5108] WAHLUND CONSTRUCTION INC.	PAY REQUEST NO 2 FOR METROPOLITAN WELLS REDEV	111,092.82
5642	3/29/2017	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF	362.03

# CITY OF RIO DELL CHECK REGISTER

## General Checking-US Bank of California

Check	Date	Vendor	Description	Check/Payment
5643	3/30/2017	[3975] AT&T - 5709	INTERNET SERVICE 2/16/17-3/15/17	75.88
5644	3/30/2017	[5330] CAPITAL ONE COMMERCIAL	COSTCO - PENCIL SHARPENER	20.56
5645	3/30/2017	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 3/17/17	120.00
5646	3/30/2017	[3883] DARRYL J SELBY DBA SUPERIOR INSTALLS	REPLACE PRIORITY START AND BATTERY	245.55
5647	3/30/2017	[2228] HUMBOLDT COUNTY ASSESSOR	ASSESSOR PARCEL MAP UPDATES; MAP(S) 52-10	7.40
5648	3/30/2017	[2457] HUMBOLDT COUNTY CLERK-RECORDER	CEQA RECORDING FEES FOR ATP PROJECT	50.00
5649	3/30/2017	[2521] LEAGUE OF CALIF. CITIES	DIVISION MEETING 3/3/17	37.00
5650	3/30/2017	[5734] LEWIS REDWOOD PRODUCTS	SINGLE FACED SANDBLASTED REDWOOD SIGN	91.80
5651	3/30/2017	[3484] NATIONAL METER & AUTOMATION, INC	M35 3/4" RTR W/ILC, CF, TX, 5' .215	95.85
5652	3/30/2017	[2569] NORTH COAST LABORATORIES, INC.	TOTAL COLIFORM BACTERIA 3X5	450.00
5653	3/30/2017	[2682] SMALL CITIES ORGANIZED RISK EFFORT	QUARTERLY PREMIUM FOR WORKER'S COMPENSATION	46,426.50
5654	3/30/2017	[2319] SUDDENLINK COMMUNICATIONS	MONTHLY BROADBAND SERVICE 4/1/17 - 4/30/17	259.00
5655	3/30/2017	[6173] VACMASTERS	50% DEPOSIT ON SPOIL VAC MODEL #SPV800DT4/W 8	22,304.00
5656	3/30/2017	[2481] VANTAGEPOINT TRANSFER AGENTS-	RETIREMENT FOR PPE 3/17/17	5,267.74
5657	3/30/2017	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR APRIL 2017	341.16
Total Checks/Deposits				323,114.81
776-576	3/13/2017	03/13/2017 ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 03/03/2017	(1767.27)
5691835	3/13/2017	03/13/2017 ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 03/03/2017	(10789.92)
9424153	3/15/2017	03/14/2017 WITHDRAWALS	BANK ANALYSIS FEE FOR MARCH 2017	(111.93)
JE#3850	3/21/2017	03/21/2017 WITHDRAWALS	DEPOSITED ITEM RETURNED	(15.00)
126-656	3/27/2017	03/27/2017 ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 03/17/2017	(1768.91)
5777336	3/27/2017	03/27/2017 ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 03/17/2017	(10976.76)
	3/28/2017	03/28/2017 WITHDRAWALS	EFT FOR AFLAC FOR MARCH 2017	(290.70)
Total EFT's/Bank Withdrawals				(25720.49)
TRX TO	3/8/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT TRANSFER TO PAYROLL ACCOUNT FOR PPE 03/03/2017		(27563.83)
TRX TO	3/21/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT TRANSFER TO PAYROLL ACCOUNT FOR PPE 03/17/2017		(27874.01)
Total Transfer Between Accounts				(55437.84)

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*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



April 18, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

A handwritten signature in dark ink, appearing to be "K. Knopp", written over the name "Kyle Knopp" in the "FROM:" line.

SUBJECT: Discussion and Possible Action Related to 2017 Winter Storm Damage to Monument Road and Designation of the City of Rio Dell as the Lead Agency for Repair of the Damage

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to pursue a Memorandum of Understanding with the County of Humboldt Designating the City of Rio Dell as the Lead Agency for repair of the 2017 Winter Storm damage on Monument Road.

Alternative: Direct the City Manager to halt all work on this project and inform the County of Humboldt.

BACKGROUND AND DISCUSSION

During the winter storm events of 2017, a slip out developed on Monument Road along the boundary of the City of Rio Dell and unincorporated County. The storm events have been declared federal and state disasters. The damage is estimated to span 210 feet in total, of which approximately 160 feet are within the responsibility of the City. On April 6, 2017 City and County staff met with representatives of FEMA at Rio Dell City Hall to conduct a kickoff meeting. It was advised that one agency take the lead on this issue.

Initial estimates for the cost of repairing this roadway are around \$1,000,000 and under the current FEMA cost sharing system, the County and the City would be required to cover 6.25% of the costs. The lead agency would be able to bill for its administrative time on the project (Public Works & Finance) up to 4.89% of the total project cost. Theoretically, the reimbursement would help the City to cover the costs for this incident and minimize its impact on the Streets Fund.

If the City were to ask for the County to be the lead agency on the project, we would likely get no reimbursement for staff time, although little/no time would be required. However, the County is likely to ask for a 50/50 cost share for the project, initially estimated at \$31,250. The County has nearly 300 other storm damage sites spread throughout the unincorporated county.



The repair project would be led by the City's contracted engineering firm, GHD Inc. GHD is working on a proposed solution to the slip out which will eventually be presented to CalOES and FEMA for approval.

The City's Engineer, Mr. Steve McHaney from GHD will be available for questions.

///

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



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
April 18, 2017**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager *[Signature]*

FROM: Brooke Woodcox, Finance Director *[Signature]*

DATE: April 18, 2017

SUBJECT: Budget Workshop – Fiscal Year 2017/18 Proposed Operating and Capital Budget

---

**RECOMMENDATION**

1. Review staff report and attached information
2. Receive staff's presentation on the FY 2017/18 proposed budget
3. Discuss and deliberate information
4. Open discussion for public comment
5. Provide staff direction in preparation of FY 2017/18 Budget

**BACKGROUND AND DISCUSSION**

The budget workshop packet contains summarized information on the proposed FY 2017/18 Operating and Capital Budget. Also included for informational purposes are departmental line-by-line budget worksheets. These items are meant to assist in providing direction for the City's activities for the coming fiscal year.

A total of 18.5 positions are included in the proposed budget. One position in Public Works (Leadman) has been added and the Measure Z position (Records Technician) is included where previously the position had been added as a budget amendment. A position allocation table is attached, and is an integral part of the budget process.

The budget consists of two parts that make up the City's expenditures. Appropriations for operating costs are for administration and operations, while capital projects appropriations are for additional activities that the City is authorized to undertake in the coming year.

Total expenditures for Council's consideration in the FY 2017/18 proposed Operating and Capital Budget are \$4,119,688 (operating expenditures \$2,781,388; debt service and pass-thru amounts \$550,300; and capital projects \$788,000). Revenues are \$3,673,014 for a draw on reserves of \$470,080. Fund balances remain healthy, with the exception of the Gas Tax Fund. A summary on fund information is attached.

Proposed *operating expenditures* show an increase of \$86,368 in comparison to FY 2016/17. Despite this increase, *the budget for operating costs* is balanced against revenues with the exception of a General Fund subsidy for the Building Fund (\$8,621) and the Streets Funds draw on reserves (\$61,767 not including capital projects). The largest variance is seen in full-time salaries (11%). Additional explanations to significant variances are provided in the following pages.

The proposed capital projects list totals \$788,000. Fund allocations are as follows: \$200,000 General Fund; \$189,500 Water Fund; \$164,250 Sewer Fund; \$74,250 Streets Fund; and \$160,000 CDBG Fund. A full list of proposed capital projects is included.

Additional expenditure items for Council's consideration are additional funding for streets (\$60,000), a code enforcement position (\$45,000), economic development consulting (\$15,000), accounting software technical assistance (\$4,500), and public works vehicle maintenance and repairs increase (\$10,000).

The proposed budget as presented does not include revenues related to medical marijuana; however staff has estimated \$88,000 in planning fees may be collected and tax revenues may be realized in 2017/18, as well. The absence of these revenues in the budget process is in accordance with generally accepted accounting principles (GAAP) "Conservatism Principle," where revenues and assets are not recognized until they are assured of being received. The proposed revenue estimates are based on historical receipts rather than including items that may materialize as a result of medical marijuana. Facts may become available that reflect a higher degree of certainty as the budget process progresses, as well as budget amendments can be made during the fiscal year as circumstances become known.

## **BUDGETARY IMPACT**

The 2017/18 Operating and Capital Budget for the City of Rio Dell shows estimated revenues of \$3,673,014 and appropriations of \$4,119,688 for City-Wide appropriations to and from reserves in the amount of -\$446,675.

## **ATTACHMENTS**

Position Allocation Table  
Salary Schedule  
City-wide revenues  
Budget Comparison by Department (chart)  
Operating Expenditures by line item  
Explanations of significant variances  
Proposed Capital Projects List  
Fund Summary  
Budget Worksheets by Department

City of Rio Dell Position Allocation Table  
Fiscal Year 2017/18



RIO DELL EMPLOYEES ASSOCIATION

JOB TITLE	FULL-TIME EMPLOYEES (FTEs)				
	2013/14	2014/15	2015/16	2016/17	2017/18
Accountant I	1	-	1	1	1
Accountant II	-	-	-	-	-
Administrative Assistant	-	-	-	-	-
Administrative Technician	-	-	-	-	-
Fiscal Assistant I	-	-	-	-	-
Fiscal Assistant II	1	1	1	1	1
Office Assistant	-	-	-	-	-
<b>Public Works Leadman</b>	-	-	-	-	1
Records Technician	-	-	-	-	-
Senior Fiscal Assistant	1	1	1	1	1
Utility Worker I	3	3	3	2	2
Utility Worker II	-	-	-	-	-
Water/Wastewater Plant Op. I	1	1	1	1	1
Water/Wastewater Plant Op. II	-	-	-	-	-
	7.00	6.00	7.00	6.00	7.00

RIO DELL POLICE OFFICER'S ASSOCIATION

JOB TITLE	FULL-TIME EMPLOYEES (FTEs)				
	2013/14	2014/15	2015/16	2016/17	2017/18
Police Corporal	-	-	-	-	-
Police Officer	3	3	3	3	3
<b>Records Technician</b>	-	-	-	-	0.7
Sergeant	1	1	1	1	1
	4.00	4.00	4.00	4.00	4.70

CONTRACT EMPLOYEES

JOB TITLE	FULL-TIME EMPLOYEES (FTEs)				
	2013/14	2014/15	2015/16	2016/17	2017/18
Chief of Police	1	1	1	1	1
City Clerk	1	1	1	1	1
City Manager/Public Works Dir.	0.75	1	1	1	1
Community Development Dir.	1	0.80	0.80	0.80	0.80
Finance Director	1	1	1	1	1
Wastewater Supt. Trainee	-	-	-	1	1
Wastewater Superintendent	1	1	1	-	-
Water/Streets Superintendent	1	1	1	1	1
	6.75	6.80	6.80	6.80	6.80

TOTAL BUDGETED POSITIONS	17.75	16.80	17.80	16.80	18.50
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City of Rio Dell Salary Schedule  
Fiscal Year 2017/18



RIO DELL EMPLOYEES ASSOCIATION

JOB TITLE	SALARY RANGE				
	A	B	C	D	E
Accountant I	43,323	44,622	45,961	47,340	48,760
Accountant II	47,655	49,084	50,557	52,074	53,636
Administrative Assistant	29,472	30,356	31,266	32,204	33,170
Administrative Technician	35,755	36,848	37,954	39,092	40,265
Fiscal Assistant I	29,047	29,919	30,816	31,741	32,693
Fiscal Assistant II	32,565	33,542	34,548	35,584	36,652
Office Assistant	24,115	24,839	25,584	26,352	27,142
Public Works Leadman	33,668	34,678	35,718	36,789	37,893
Records Technician	33,146	34,140	35,164	36,219	37,306
Senior Fiscal Assistant	37,337	38,457	39,611	40,799	42,023
Utility Worker I	26,602	27,400	28,222	29,069	29,941
Utility Worker II	29,276	30,154	31,059	31,991	32,951
Water/Wastewater Plant Op. I	35,276	36,334	37,424	38,547	39,703
Water/Wastewater Plant Op. II	38,804	39,968	41,167	42,402	43,674

RIO DELL POLICE OFFICER'S ASSOCIATION

JOB TITLE	SALARY RANGE				
	A	B	C	D	E
Police Corporal	46,005	47,385	48,807	50,271	51,779
Police Officer	41,823	43,078	44,370	45,701	47,072
Records Technician	32,660	33,640	34,649	35,688	36,759
Sergeant	50,606	52,124	53,688	55,298	56,957

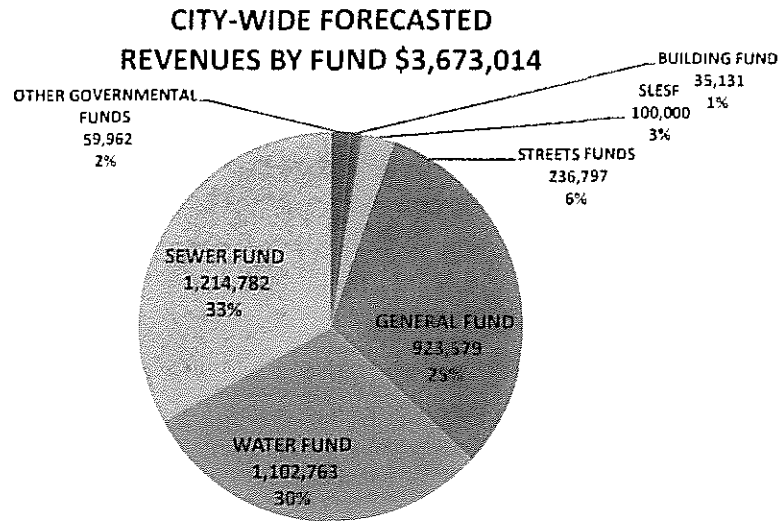
CONTRACT EMPLOYEES

JOB TITLE	SALARY RANGE				
	A	B	C	D	E
Chief of Police	79,540	81,926	84,384		
City Clerk	52,081	53,644	55,253	56,911	58,618
City Manager	106,875	110,081	113,384		
Community Development Dir.	73,394	75,595	77,863	80,199	
Finance Director	67,473	69,497	71,582		
Wastewater Supt. Trainee	46,384				
Wastewater Superintendent	49,743	51,235	52,772	54,356	55,986
Water/Streets Superintendent	55,960	57,639	59,368	61,149	62,983

City of Rio Delo  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

REVENUE DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Est
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REVENUE



REVENUE DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Est
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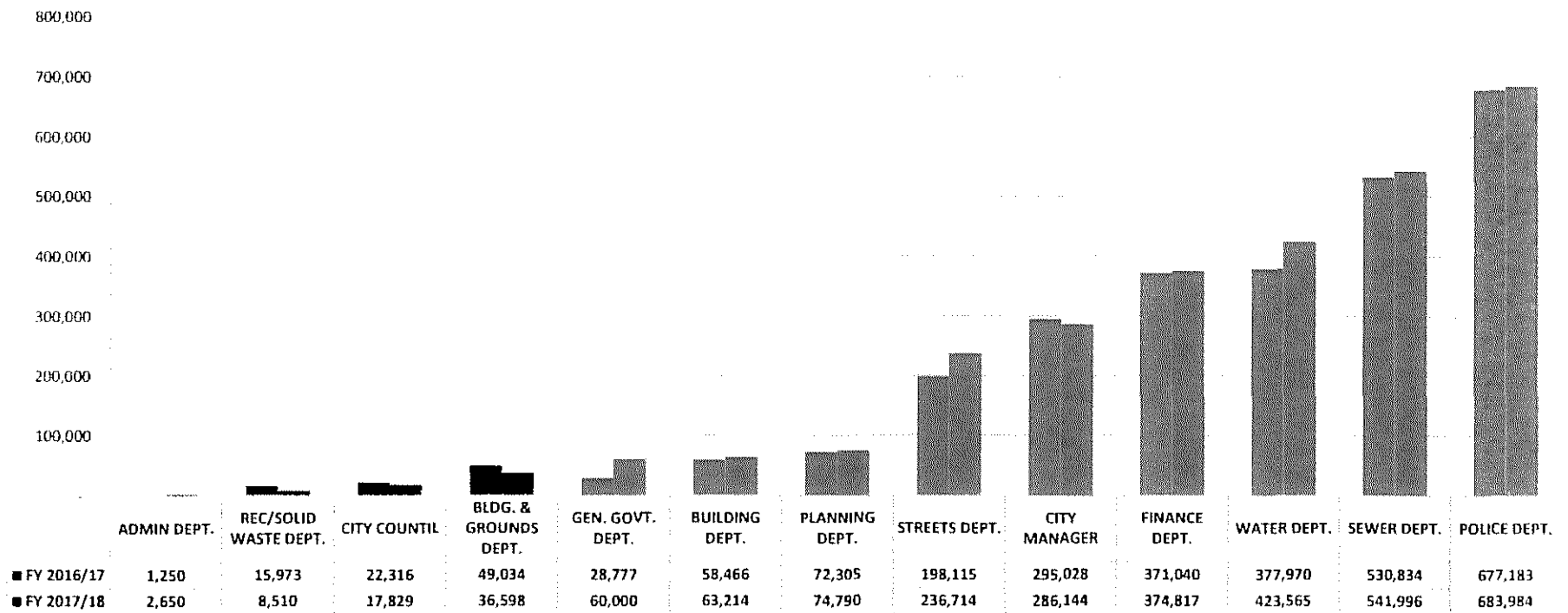
  

REVENUE								
4010 Tax - Property Current Secured	101,807	103,921	104,569	103,500	53,623	102,000	107,246	
4011 Tax - Property Current Unsecur	3,890	3,600	3,792	3,600	3,713	3,600	7,426	
4013 Tax - Property Prior Unsecured	116	-	49	-	23	100	46	
4025 Tax - Supplemental Roll	622	2,200	969	2,200	899	2,200	1,798	
4026 Tax - Home Owner's Property	1,454	1,600	1,418	1,400	671	1,400	1,342	
4027 Tax - Prior Years - Supplemental	709	-	131	-	86	-	172	
4030 Tax - Transient Occupancy Tax	10,793	11,000	13,304	11,000	6,576	10,500	13,152	
4035 Tax - Timber Yield	14	12	15	14	13	10	26	
4040 Tax - Retail Sales	93,210	129,500	114,715	117,000	69,998	100,500	104,997	
4041 Tax - In Lieu Retail Sales - County	29,148	43,510	22,509	29,100	-	16,000	19,000	
4042 Tax - Measure U Sales Tax	44,477	-	216,054	103,946	115,445	170,000	173,168	
4045 Tax - (HCAOG) Transportation - TDA	114,888	108,609	108,945	108,945	78,365	111,600	114,217	
4048 Tax - Gasoline (Highway Users Tax)	103,581	90,010	80,540	76,820	43,246	74,339	100,580	
4050 Tax - Documentary Real Property	3,503	2,300	5,398	4,000	4,525	2,800	2,365	
4056 Tax - Public Safety - 5% sales	3,445	3,300	3,362	3,100	1,704	3,300	2,460	
4110 Fees - Franchise - Electric	26,682	28,000	28,869	26,200	-	27,000	28,869	
4115 Fees - Franchise - Gas	5,720	6,300	6,020	5,600	-	6,000	6,020	
4120 Fees - Franchise - Garbage	15,568	15,275	15,916	15,000	8,635	15,000	16,778	
4125 Fees - Franchise - Cable TV	34,590	33,000	34,617	33,000	18,344	33,600	36,144	
4150 Fees - Business License	8,724	8,000	8,596	9,500	4,855	9,000	10,694	
4151 Fees - Business License CASP SB1186	180	200	200	250	119	180	285	
4152 Fees - Memorial Park	-	-	-	-	90	-	-	
4162 Fees - Motor Vehicle License (VLF)	6,795	7,600	9,313	7,100	4,949	7,100	4,309	
4163 Fees - In Lieu VLF - County	342,092	340,094	348,796	342,000	178,097	342,000	356,194	
4170 Fees - Animal License	1,281	1,000	1,706	1,800	990	1,350	1,657	
4173 Fees - Animal Control/Relinq	1,278	1,200	928	1,200	300	1,200	928	
4178 Fees - Booking	741	500	429	200	-	500	350	
4180 Fees - Notary	220	-	40	100	(75)	-	75	
4183 Fees - Special Police Services	3,125	1,500	2,449	1,500	2,685	1,900	2,100	
4185 Fees - Street & Sidewalks	-	500	-	-	-	-	-	
4186 Fees - Weed & Lot	-	300	-	300	-	-	-	
4190 Fees - Integrated Waste Management	9,199	8,500	10,692	9,500	716	9,000	9,000	
4195 Fees - Customer fax and copy	38	25	47	25	80	25	35	
4199 Sewer Lien Fees	-	-	-	-	90	-	-	
4310 Interest Income	1,422	100	1,325	100	805	-	800	

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

REVENUE DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Est.
REVENUE								
4320 Rental Income - U.S. Cellular	6,571	6,370	6,605	6,370	3,883	6,500	6,657	
4321 Rental Income - T. Mobile	11,983	11,681	13,557	13,000	9,362	11,800	14,212	
4410 Building Plan - Constr Permits	14,123	30,000	15,783	18,000	9,291	13,885	14,500	
4420 Planning - Zoning Fees	4,233	8,000	2,383	2,500	1,296	2,500	2,500	88,000
4430 Planning - Subdivision Fee	-	1,500	-	1,500	-	1,500	-	
4435 Planning - Home Occupation Permit Fee	440	500	160	300	240	200	200	
4440 Building Plan - Plan Check Fee	5,324	19,800	4,335	6,000	1,671	3,950	4,100	
4445 Building - Administrative Fees	14,854	150	16,199	8,000	8,352	14,000	15,500	
4455 Planning - Other	138	-	-	50	-	-	-	
4456 Planning - Parks & Recreation Developm	3,000	-	3,000	-	1,500	-	1,500	
4460 Building Plan - Seismic Fees	112	125	139	75	75	125	75	
4462 Building Standards- SB1473	63	-	56	60	45	66	56	
4463 Building - Continuing Education	201	-	139	125	71	110	100	
4464 Building - Technology Fee	453	-	314	340	163	340	300	
4465 Encroachment Permits	500	250	500	500	500	425	500	
4480 Insurance Premium Reimbursement	-	-	8,073	-	749	-	650	
4570 Sewer - Assmt Dist #1 Current	2,962	28,785	28,264	30,950	15,736	32,000	28,500	
4571 Sewer - Assmt Dist #1 - Prior	939	-	1,424	-	1,786	-	-	
4516 Sewer - Debt Service	348,356	325,900	302,922	310,000	110,629	310,000	303,000	
4540 Sewer - Replacement Reserve	180,188	255,571	283,015	170,000	105,063	98,344	71,930	
4615 Water - Debt Service	172,949	140,724	161,413	140,000	85,439	152,371	136,700	
4616 Water - Debt Service Restricted	-	-	13,600	-	20,083	-	27,500	
4650 Water - Capital					114,079	193,510	172,584	
4510 Sewer - Service	673,082	602,614	615,190	555,000	576,220	758,656	803,327	
4520 Sewer - Connection	10,440	-	20,880	5,220	5,220	5,220	-	
4630 Late Fee - Sewer	20,555	19,000	20,790	20,000	15,382	20,600	5,000	
4630 Late Fee - Water	20,555	19,000	20,790	20,000	15,382	20,600	25,000	
4635 Delinquent Fees - Sewer	8,780	5,933	5,190	6,000	2,485	3,090	2,500	
4635 Delinquent Fees - Water	8,780	5,933	5,190	6,000	2,485	3,090	10,000	
4640 Water - Damage Replacement	-	1,000	-	11,000	-	-	-	
4651 Water Capital Infiltration Gallery	-	-	100,000	-	-	-	-	
4653 Water - Metro Wells	-	-	6,980	6,980	8,048	11,697	14,795	
4654 Water - Dinsmore Zone	-	-	7,200	7,200	11,357	17,466	22,744	
4610 Water - Service	426,809	501,967	593,821	450,000	441,673	667,805	684,720	
4620 Water - Connection	5,400	5,410	11,384	2,700	3,569	2,700	5,400	
4712 Grant Restricted - RSTP HCAOG	22,572	21,000	23,117	21,000	-	22,000	22,000	
4725 GEN. FUND FROM CDBG PRINCIPAL INC	-	-	11,187	28,800	4,822	12,000	3,174	
4727 Late Fees - GEN. FUND FROM CDBG PI	-	-	1	-	-	-	-	
4728 GEN. FUND INCOME FROM CDBG MISC	32	-	-	-	-	-	-	
4740 Grant Restr - Police Grant SLESF	100,000	100,000	143,942	55,703	40,508	100,000	100,000	
4744 Grant Rest - Police Realignment Grant	14,817	-	9,884	7,000	-	5,500	4,800	
4746 Grant Restrictd - Recycling	-	-	5,000	5,000	5,000	5,000	5,000	
4747 Grant - Measure Z	-	-	34,515	34,516	7,332	35,569	34,101	
4763 Grant Rest - Prop. 84 - DWR	192,206	-	76,121	81,452	3,949	591,794	-	
4764 Grant Rest - SDWSRF						665,856		
4765 Grant Rest. - USDA ECWAG	-	-	-	-	-	373,200	-	
4802 Donations- Bicycle Helmets	500	-	600	-	-	-	-	
4803 Donations- Misc	50	-	20	-	-	-	-	
4900 Interfund Revenue	4,444	-	2,981	4,000	1,078	2,800	2,387	
4920 Misc - Special Public Works	3,818	-	142	3,800	1,746	-	1,745	
4936 Bad Debt Recovery	3,385	2,000	1,614	2,859	2,099	3,000	2,100	
4941 Misc - Post Training & Special Project Re	-	3,000	-	-	-	-	-	
4950 Misc	520	500	495	400	255	-	325	
4963 Anniversary Income	850	-	-	500	-	-	-	
4990 Misc - Other	1,142	-	1,619	-	171	-	100	
4995 Donations	-	-	116	-	750	-	500	
<b>TOTAL REVENUE</b>	<b>3,255,437</b>	<b>3,068,369</b>	<b>3,726,363</b>	<b>3,060,900</b>	<b>2,239,110</b>	<b>5,221,473</b>	<b>3,673,014</b>	

**City of Rio Dell**  
**BUDGET COMPARISON BY DEPARTMENT**  
**FY 2016/17 BUDGET COMPARED TO FY 2017/18 PROPOSED BUDGET**





City of Rio Dell - Operating Expenditures  
FY 2017/18 PROPOSED BUDGET COMPARED TO FY 2016/17 BUDGET  
Presented by Line Item

CITY-WIDE OPERATING COSTS		2017/18 PROPOSED BUDGET	2016-17 BUDGET WITH AMEND.	INCREASE (DECREASE)
SALARIES AND BENEFITS	5000 Full Time Salaries	1,052,543	952,546	99,997
	5026 Part Time Temporary Salaries	24,621	32,656	(8,035)
	5030 Overtime Salaries	23,405	28,626	(5,221)
	5035 Benefit - ICMA City 457	141,362	129,119	12,243
	5040 Benefit - Health Insurance	199,864	175,721	24,143
	5041 Health Savings	-	4,801	(4,801)
	5042 Benefit - Life Insurance	3,864	2,943	921
	5044 Benefit - Dental/Vision Insur	28,317	26,497	1,820
	5045 Worker Compensation Insurance	85,736	83,152	2,584
	5050 FICA	84,193	72,960	11,233
	5055 Unemployment Insurance	9,045	7,278	1,767
	5060 Clothing Allowance	6,750	5,948	802
OPERATING SUPPLIES	5080 Hiring Costs	3,000	3,000	-
	5101 Office Supplies	8,681	8,327	354
	5102 Operating Supplies	11,005	16,402	(5,397)
	5103 Postage	12,622	9,616	3,006
	5104 Printing - Forms	14,534	15,239	(705)
	5105 Advertising	1,648	1,138	510
	5106 Promotional	702	1,132	(430)
	5107 Memorial Park Expense	1,100	1,100	-
	5108 Streets	21,000	21,000	-
	5109 Chemicals	59,055	53,000	6,055
	5110 Accounting	32,000	26,500	5,500
	5112 Legal	47,250	35,163	12,087
	5115 Contract/Professional Services	107,665	173,394	(65,729)
	5116 Bank Fees	1,200	2,200	(1,000)
	5117 Animal Control	12,000	12,000	-
	5119 Safety Supplies & Equipment	5,699	4,504	1,195
	5120 Cell Phones	10,894	10,519	375
	5121 Telephone - Pager	11,140	11,502	(362)
	5122 Training - Conference	19,410	22,246	(2,836)
	5123 Auto/Transportation - Public Works	1,100	900	200
	5123 Automobile - Transportation	11,719	10,695	1,024
	5125 Publications - Books	1,614	1,569	45
	5126 Dues & Memberships	10,547	9,282	1,265
	5127 License	1,160	1,360	(200)
	5128 Employee Relations	510	510	-
	5130 Rents - Leases	12,577	13,701	(1,124)
	5131 Records Maintenance	2,314	1,862	452
	5135 Maintenance - Repair	106,850	90,432	16,418
	5136 Parks Maintenance - Repair	2,023	2,023	-
	5138 Office Equipment	7,805	15,896	(8,091)
	5138 Office Equipment - P.W.	1,950	2,430	(480)
	5139 Equipment	18,025	18,025	-
	5141 General Liability Insurance	60,512	58,481	2,031
	5143 Property Insurance	9,906	11,551	(1,645)
	5144 Employee Practice Liab Insurance	3,917	10,247	(6,330)
	5150 Electricity	192,799	188,329	4,470

City of Rio Dell - Operating Expenditures  
FY 2017/18 PROPOSED BUDGET COMPARED TO FY 2016/17 BUDGET  
Presented by Line Item

CITY-WIDE OPERATING COSTS		2017/18 PROPOSED BUDGET	2016-17 BUDGET WITH AMEND.	INCREASE (DECREASE)
OPERATING SUPPLIES	5151 Natural Gas	22,987	24,131	(1,144)
	5152 Water	29,822	36,349	(6,527)
	5153 Sewer	44,665	28,135	16,530
	5154 Garbage	750	750	-
	5160 Elections	2,000	-	2,000
	5162 Medical	3,650	3,780	(130)
	5163 Property Tax Admin Fees	2,800	3,000	(200)
	5164 Regulatory Fees	18,910	33,840	(14,930)
	5165 Property Tax Assessment	2,443	2,242	201
	5166 LAFCO Fees	1,850	1,500	350
	5167 Seismic Fees	165	200	(35)
	5171 Computer Software	2,525	2,525	-
	5173 Computer Maintenance - Support	31,581	30,317	1,264
	5174 Web Design Services	3,840	2,635	1,205
	5192 Code Enforcement	500	1,000	(500)
	5193 Nuisance Abatement-Vehicle	1,750	1,250	500
	5212 Gas & Oil	28,742	28,052	690
	5213 Vehicle Repair	12,000	10,750	1,250
	5215 Public Works - Small Tools	3,055	5,763	(2,708)
	5217 License	40	40	-
	5225 Public Works - Lab Testing	22,300	22,500	(200)
	5227 Public Works - Equip. Repair	20,611	31,698	(11,087)
	5229 Public Works - Equip. Rental	2,250	1,750	500
	5308 Dispatch Service Due	24,900	24,900	-
	5430 Fines/Penalties	1,000	1,000	-
	5514 Engineering	8,500	8,504	(4)
	5520 Improvements	1,220	1,220	-
	5900 RFD and Library Water/Sewer	5,900	4,667	1,233
<b>TOTAL BUDGET AMOUNTS</b>		<b>2,786,388</b>	<b>2,700,020</b>	<b>86,368</b>

SIGNIFICANT BUDGET VARIANCES  
PROPOSED BUDGET FOR FY 2017/18 COMPARED TO 2016/17 BUDGET

5000 – 5055 Salaries and benefits items

- Increase in expenditures as proposed for personnel costs have increased \$136,651
- A Public Works Leadman position has been added to Public Works Budget
- Police Department contractual language allows for PD personnel to be paid for all holidays (130 hours per officer). This amount wasn't included in the prior year's budget, but is included in this year's budget.
- Contractual changes in FY 2016/17 contribute to the increase
- Health insurance increase is due to various employee changes (family versus single, number of employees receiving health benefits, etc.). Insurance costs increase slightly in January 2019.
- Employer's share of taxes increase along with wages

5110 Accounting

- Accounting costs have been increased (\$5,500). Additional amounts may not be necessary since a new auditing firm will be performing the City's FY 2016/17 audit.

5112 Legal Costs

- Increased \$12,087. Staff anticipates additional legal assistance during the election process and implementation of the medical marijuana industry and taxation process; FY 2016/17 shows legal costs have exceeded appropriations at 3/31/17

5115 Contract/Professional Services

- Reduced \$65,729. The City Manager and Sewer budget items were reduced approximately \$15,000 each for this item since this cost decreased in the prior fiscal year. The water budget was reduced \$25,000 since the item had been carried over from the water rate study amount.

5135 Maintenance and Repairs

- Increased in the water operations fund from \$53,000 to \$67,920, (amount from the water rate study for general operating maintenance and repairs)

5138 Office Equipment

- Decreased \$8,000. This amount was appropriated in FY 2016/17 for computer replacement

5164 Regulatory Fees

- Decreased \$14,930 due to reduction in water related regulatory fees from the State Water Resources Control Board

5227 Equipment Repair

- Reduced \$11,087 in sewer dept. budget based on new machinery and equipment purchases in FY 2016/17

FY 2017/18  
PROPOSED CAPITAL/SPECIAL PROJECTS

GENERAL FUND (000)	AMOUNT	DESCRIPTION
Bellevue/Ogle (carry-over 15/16)	45,000	Bellevue/Ogle street repairs
Lawn Mower	20,000	Replacement for City Lawn Mower
City Hall Repairs and Improvements		
CDBG ABR ADA Improvements	90,000	GF Subsidy for City Hall ADA improvements
Council Chambers	15,000	Acoustics, misc. improvements
Reception Area	20,000	Security, misc. improvements
Broken Windows	10,000	Repairs and maintenance
GEN FUND PROJECTS	200,000	

WATER FUND (062)	AMOUNT	DESCRIPTION
Water Plant Effluent Redirection	150,000	Project to lower silt emission into WWTP
"Hawk" Calibration	15,000	Contractor to calibrate instrumentation
Four Ft. Roller & Trailer (.25)	8,250	Equipment for small paving projects.
Utility Truck (0.40)	14,000	Replacement for aged Jeep and GMC Utility
Forklift (0.15)	2,250	Replacement for aged forklift
WATER FUND PROJECTS	189,500	

SEWER FUND (062)	AMOUNT	DESCRIPTION
Contact Basic Covers	30,000	Project for compliance with SWRCB
Sewer Machine Replacement	35,000	Replacement of aged Sewer Machine
Sewer Push Camera	5,000	Replacement of aged Camera
Four Ft. Roller & Trailer (.25)	8,250	Equipment for small paving projects.
Utility Truck (0.40)	14,000	Replacement for aged Jeep and GMC Utility
I & I Reduction	60,000	Manhole repair project
Forklift (0.80)	12,000	Replacement for aged forklift
SEWER FUND PROJECTS	164,250	

STREETS FUNDS (020, 024)	AMOUNT	DESCRIPTION
Four Ft. Roller & Trailer (.50)	16,500	Equipment for small paving projects.
Utility Truck (0.20)	7,000	Replacement for aged Jeep and GMC Utility
Street Striping	20,000	Safety work
Drainage replacements	30,000	Repair of various drains in town.
Forklift (0.05)	750	Replacement for aged forklift
STREETS FUNDS PROJECTS	74,250	

CDBG FUND (037)	AMOUNT	DESCRIPTION
CDBG ABR ADA Improvements	160,000	City Hall ABR ADA (plus GF \$90k Subsidy)
CDBG FUND PROJECT	160,000	

788,000

POTENTIAL/FUTURE ADDITIONS	AMOUNT	DESCRIPTION
Street Sweeper	0	Estimated cost range \$80,000 to \$150,000
Bobcat w/ Attachments	0	Estimated Cost Range of \$65,000 to \$115,000
ADDITIONS	0	

SUMMARY BY FUND  
**FY 2017/18 PROPOSED OPERATING AND CAPITAL BUDGET**  
City of Rio Dell

FUND NAME	Est. Beg. Fund Balance	REVENUES	EXPEND	Change in Reserves	TRANSFERS	Est. End Fund Balance
		Projected Totals	Projected Totals		Projected Totals	
005 Admin Fund	8,979	3,887	2,650	1,237		10,216
008 Building Fund	19,462	35,131	63,214	(28,083)	(8,621)	(8,621)
037 CDBG Fund	559	-	-	-		559
039 CDBG RRLF Fund	152,277	3,174	164,850	(161,676)	-	(9,399)
000 General Fund	1,129,263	923,579	1,037,336	(113,756)	8,621	1,015,507
044 Measure Z Fund	-	34,101	34,101	(0)		(0)
074 Recycling Fund	14,455	5,000	5,000	-		14,455
015 Parks Fund	13,610	-	-	-		13,610
046 Realignment Grant Fund	14,911	4,800	-	4,800		19,711
040 SLESF Fund	45,936	100,000	90,740	9,260		55,196
043 Vehicle Abatement Fund	2,605	-	-	-		2,605
053 Sewer Assmt District Fund	35,245	28,500	30,500	(2,000)		33,245
052 Sewer Capital Fund	62,792	71,930	164,250	(92,320)	(500,000)	470,472
054 Sewer Debt Svc Fund	553,907	303,000	303,000	-	500,000	53,907
054 Sewer Restricted Reserve	302,822	-	-	-		302,822
050 Sewer Operations Fund	304,532	811,352	803,327	8,025		312,557
027 Solid Waste Fund	39,665	9,000	3,510	5,490		45,155
093 Spay & Neuter Fund	2,868	-	-	-		2,868
020 Gas Tax Fund (HUTA)	151,770	100,580	229,842	(129,262)		22,508
024 TDA Fund	27,968	114,217	119,301	(5,084)		22,884
026 RSTP Fund	2,018	22,000	23,671	(1,671)		347
062 Water Capital Fund	572,631	176,904	189,500	(12,596)		560,035
063 Water Metro Wells Fund	18,536	14,795	3,400	11,395		29,931
064 Water Dinsmore Zone	8,902	22,744	3,400	19,344		28,246
061 Water Restricted Reserve	13,600	27,500	27,200	300		13,900
061 Water Debt Svc Fund	97,971	136,700	136,000	700		98,671
060 Water Operations Fund	183,855	724,120	684,896	39,224		223,079
TOTAL FY 2018/17	3,781,138	3,673,014	4,119,688	(446,675)	-	3,334,463

City of Rio Dell  
BUDGET WORKSHEET

For the fiscal years 2015 through 2017

CITY MANAGER DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
EXPENDITURES								
SALARIES AND BENEFITS	191,211	252,740	203,288	207,787	127,854	203,150	199,078	
OPERATING SUPPLIES								
5101 Office Supplies	1,257	1,500	747	1,500	563	1,500	1,500	
5102 Operating Supplies	380	350	336	350	114	348	348	
5103 Postage	294	250	525	250	360	252	547	
5104 Printing - Forms	4,011	3,000	4,305	4,000	2,764	4,000	4,350	
5105 Advertising	-	-	-	-	152	-	210	
5106 Promotional	85	-	-	-	231	-	200	
5112 Legal	6,271	15,000	23,707	15,000	19,941	15,000	28,700	
5115 Contract/Professional Services	4,804	29,240	2,226	23,000	3,771	33,300	18,250	
5120 Cell Phones	1,492	2,000	1,409	1,560	966	1,400	1,500	
5121 Telephone - Pager	247	-	237	200	93	360	360	
5122 Training - Conference	1,686	2,000	1,260	3,000	241	3,000	3,000	
5123 Automobile - Transportation	4,645	4,200	4,916	4,200	3,144	4,645	4,645	
5125 Publications - Books	52	50	24	50	16	52	87	
5126 Dues & Memberships	467	1,100	3,871	1,100	3,683	1,100	3,850	
5128 Employee Relations	-	100	-	100	-	100	100	
5130 Rents - Leases	1,810	3,000	1,603	2,100	796	2,100	1,925	
5131 Records Maintenance	76	100	82	110	94	112	128	
5135 Maintenance - Repair	1,083	450	955	700	515	700	700	
5138 Office Equipment	419	500	34	500	1,006	3,496	1,405	
5139 Equipment	-	500	1,911	500	37	500	500	
5141 General Liability Insurance	8,054	4,312	6,149	8,538	3,456	8,538	3,510	
5143 Property Insurance	1,577	957	1,649	1,672	565	1,672	574	
5144 Emp Practice Liab Insurance	121	318	1,248	762	276	1,400	225	
5150 Electricity	1,375	586	1,421	1,430	480	1,475	795	
5151 Natural Gas	111	63	77	137	43	140	140	
5152 Water	59	38	137	50	138	225	225	
5153 Sewer	99	73	69	100	71	103	103	
5160 Elections	1,003	-	-	-	-	-	2,000	
5161 Sales Tax Admin Fees	7,290	-	-	-	-	-	-	
5166 LAFCO Fees	1,429	-	1,695	1,500	1,083	1,500	1,850	
5171 Computer Software	1	500	1	500	31	500	500	
5173 Computer Maintenance - Support	2,161	1,769	2,760	2,379	1,600	2,740	2,743	
5174 Web Design Services	521	30	47	300	77	400	875	
5212 Gas & Oil	-	-	-	-	21	-	-	
5514 Engineering	-	1,000	885	1,000	457	1,000	1,000	
5520 Improvements	-	-	-	220	-	220	220	
TOTAL OPERATING SUPPLIES	52,880	72,986	64,286	76,808	46,785	91,878	87,065	-
TOTAL CITY MANAGER DEPT.	244,091	325,726	267,574	284,595	174,639	295,028	286,144	-

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

BUILDING DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
EXPENDITURES								
SALARIES AND BENEFITS	57,858	60,445	34,084	32,776	27,757	44,800	49,935	
OPERATING SUPPLIES								
5101 Office Supplies	542	150	169	400	157	347	347	
5102 Operating Supplies	74	633	24	200	16	200	95	
5103 Postage	45	40	20	40	41	40	75	
5104 Printing - Forms	124	100	124	140	54	140	136	
5106 Promotional	26	-	-	-	-	-	30	
5112 Legal	37	700	-	500	-	500	500	
5115 Contract/Professional Services	5,703	5,000	466	2,000	152	2,000	2,000	
5120 Cell Phones	210	300	155	240	290	210	475	
5121 Telephone - Pager	51	-	17	40	14	70	55	
5122 Training - Conference	2,990	3,000	612	3,000	180	3,000	3,000	
5123 Automobile - Transportation	1,223	1,000	310	1,000	3	1,000	1,000	
5125 Publications - Books	704	500	2	500	2	500	500	
5126 Dues & Memberships	283	250	280	250	-	250	295	
5128 Employee Relations	-	25	-	25	-	25	25	
5130 Rents - Leases	666	150	458	700	290	630	585	
5131 Records Maintenance	128	60	164	115	130	115	187	
5135 Maintenance - Repair	308	400	148	500	101	400	400	
5138 Office Equipment	-	500	2	500	24	1,200	500	
5139 Equipment	-	-	-	-	6	-	-	
5141 General Liability Insurance	1,876	710	470	1,989	522	989	1,454	
5143 Property Insurance	367	-	123	389	85	239	238	
5144 Employee Practice Liab Insurance	28	-	189	178	42	285	93	
5150 Electricity	320	125	100	341	73	351	185	
5151 Natural Gas	26	50	5	25	7	26	25	
5152 Water	49	33	114	40	115	107	205	
5153 Sewer	82	61	57	80	59	82	105	
5164 Regulatory Fees	168	250	112	250	69	250	220	
5167 Seismic Fees	176	200	132	200	63	200	165	
5171 Computer Software	-	100	-	100	-	100	100	
5173 Computer Maintenance - Support	118	200	78	140	43	210	84	
5174 Web Design Services	26	200	3	200	12	200	200	
TOTAL OPERATING SUPPLIES	16,350	14,737	4,334	14,082	2,550	13,666	13,279	-
TOTAL BUILDING DEPT.	74,208	75,182	38,418	46,858	30,307	58,466	63,214	
Building Fund 100% (\$63,214)								



City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

GENERAL GOVERNMENT DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
EXPENDITURES								
SALARIES AND BENEFITS	-	-	40,850	41,490	16,277	26,276	27,176	
OPERATING SUPPLIES								
5101 Office Supplies	-	-	90	-	7	106	-	
5102 Operating Supplies	-	-	79	-	8	89	42	
5103 Postage	-	-	10	-	71	-	-	
5104 Printing - Forms	-	-	53	-	16	40	40	
5115 Contract/Professional Services	-	-	51	-	24	10	100	60,000
5120 Cell Phones	-	-	408	-	290	344	222	
5121 Telephone - Pager	-	-	56	-	4	90	65	
5125 Publications - Books	-	-	6	-	1	-	10	
5130 Rents - Leases	-	-	198	-	32	205	80	
5131 Records Maintenance	-	-	-	-	1	-	-	
5135 Maintenance - Repair	-	-	181	-	8	200	50	
5138 Office Equipment	-	-	8	-	-	400	100	
5139 Equipment	-	-	-	-	2	-	-	
5141 General Liability Insurance	-	-	1,369	-	161	1,600	603	
5143 Property Insurance	-	-	374	-	26	401	99	
5144 Emp Practice Liab Insurance	-	-	146	-	13	158	39	
5150 Electricity	-	-	336	-	22	346	55	
5151 Natural Gas	-	-	18	-	2	22	17	
5171 Computer Software	-	-	-	-	-	-	-	
5173 Computer Maintenance - Support	-	-	223	3,500	23	179	40	
5174 Web Design Services	-	-	11	-	4	40	40	
TOTAL OPERATING SUPPLIES	-	-	3,617	3,500	715	4,230	1,601	60,000
TOTAL GENERAL GOVT. DEPT.	-	-	44,467	44,990	16,992	30,506	28,777	60,000
CDBG Fund 5% \$4,850; General Fund 75% (\$23,927)								

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

PLANNING DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
EXPENDITURES								
SALARIES AND BENEFITS	89,443	95,503	50,100	49,343	33,197	54,533	58,994	
OPERATING SUPPLIES								
5101 Office Supplies	615	350	206	350	298	297	485	
5102 Operating Supplies	76	150	56	150	18	150	150	
5103 Postage	258	300	420	300	232	300	395	
5104 Printing - Forms	1,362	1,250	2,175	1,670	1,212	1,631	2,200	
5106 Promotional	27	-	43	-	-	-	50	
5112 Legal	418	1,000	-	1,000	528	1,000	1,200	
5115 Contract/Professional Services	-	300	37	300	2,417	2,715	300	
5120 Cell Phones	610	975	352	900	386	490	875	
5121 Telephone - Pager	52	-	39	75	15	43	120	
5122 Training - Conference	60	750	208	750	-	750	750	
5123 Automobile - Transportation	9	1,250	37	1,250	-	1,250	1,250	
5125 Publications - Books	31	100	4	100	1,222	100	100	
5126 Dues & Memberships	228	350	465	350	-	350	350	
5128 Employee Relations	-	25	-	25	-	25	25	
5130 Rents - Leases	593	800	526	800	299	595	595	
5131 Records Maintenance	66	100	82	100	68	100	105	
5135 Maintenance - Repair	267	400	221	400	103	300	300	
5138 Office Equipment	-	500	6	500	28	1,400	500	
5139 Equipment	-	-	-	-	6	-	-	
5141 General Liability Insurance	1,931	3,548	1,018	2,047	563	1,447	1,454	
5143 Property Insurance	378	787	273	401	92	251	238	
5144 Employee Practice Liab Insurance	29	261	252	183	45	348	93	
5150 Electricity	330	600	235	343	78	353	300	
5151 Natural Gas	27	100	13	33	7	34	34	
5152 Water	25	16	57	30	58	66	97	
5153 Sewer	41	30	29	50	30	52	87	
5164 Regulatory Fees	-	2,000	-	2,000	-	2,000	2,000	
5166 Regulatory Fees	-	1,700	-	-	-	-	-	
5171 Computer Software	-	200	-	200	-	200	200	
5173 Computer Maintenance - Support	955	875	1,012	1,050	696	1,125	1,193	
5174 Web Design Services	27	400	8	400	12	400	350	
5512 Planning	13	-	-	-	-	-	-	
TOTAL OPERATING SUPPLIES	8,428	19,117	7,774	15,757	8,413	17,772	15,796	
TOTAL PLANNING DEPT.	97,871	114,620	57,874	65,100	41,610	72,305	74,790	-
General Fund 100% (\$74,790)								

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

FINANCE DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
EXPENDITURES								
SALARIES AND BENEFITS	266,211	259,714	255,004	266,506	184,692	277,954	290,340	
OPERATING SUPPLIES								
5101 Office Supplies	3,494	3,610	3,681	3,610	1,568	3,612	3,612	
5102 Operating Supplies	331	800	334	800	175	800	500	
5103 Postage	2,868	6,974	3,973	4,050	1,216	4,052	3,500	
5104 Printing - Forms	3,232	3,301	3,230	3,301	1,715	3,300	3,301	
5106 Promotional	80	-	34	-	-	-	50	
5110 Accounting	34,936	28,800	32,069	30,000	15,523	26,500	32,000	
5112 Legal	784	400	-	400	44	400	400	
5115 Contract/Professional Services	-	400	220	750	14	752	750	
5116 Bank Fees	1,893	2,092	1,294	2,200	282	2,200	1,200	
5120 Cell Phones	1,399	2,238	1,409	2,000	966	1,400	1,450	
5121 Telephone - Pager	215	-	235	200	95	800	285	
5122 Training - Conference	2,786	4,501	2,741	4,501	2,837	4,496	2,900	
5123 Automobile - Transportation	915	1,301	822	1,301	32	1,300	3,209	
5125 Publications - Books	24	94	24	94	17	95	95	
5126 Dues & Memberships	122	125	220	125	110	125	125	
5130 Rents - Leases	1,702	3,101	1,482	2,500	726	2,500	1,750	
5131 Records Maintenance	659	525	882	600	677	1,000	1,000	
5135 Maintenance - Repair	1,088	1,951	1,137	1,951	329	1,952	1,600	
5138 Office Equipment	41	3,200	4,679	8,200	2,022	5,200	3,200	
5139 Equipment	-	-	-	-	38	-	-	
5141 General Liability Insurance	7,999	11,408	6,120	8,480	3,536	8,480	2,127	
5143 Property Insurance	1,566	2,531	1,640	1,660	578	1,660	348	
5144 Emp Practice Liab Insurance	120	841	1,241	756	282	1,600	136	
5150 Electricity	1,366	1,572	1,411	1,421	491	1,463	1,400	
5151 Natural Gas	110	170	77	137	44	140	140	
5152 Water	133	87	309	110	312	365	585	
5153 Sewer	223	165	155	216	160	222	280	
5163 Property Tax Admin Fees	2,744	3,000	2,610	3,000	1,380	3,000	2,800	
5171 Computer Software	1	170	151	200	205	200	200	
5173 Computer Maintenance - Support	14,497	15,023	12,491	14,500	8,857	15,220	15,183	4,500
5174 Web Design Services	110	146	46	150	78	252	350	
TOTAL OPERATING SUPPLIES	85,438	98,526	84,717	97,213	44,309	93,086	84,477	4,500
TOTAL FINANCE DEPT.	351,649	358,240	339,721	363,719	229,001	371,040	374,817	4,500

General Fund 20% (\$74,963); Gas Tax Fund 0.07% (2,624); TDA Fund 0.03% (\$1,124); Sewer Fund 39.5% (\$148,053); Water Fund 39.5% (\$148,053)

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

BUILDINGS AND GROUNDS DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
EXPENDITURES								
SALARIES AND BENEFITS	54,028	56,042	49,381	55,336	20,057	32,999	21,306	
OPERATING SUPPLIES								
5069 Accrued Payroll Taxes Expense	-	-	44	-	(44)	-	-	
5101 Office Supplies	119	-	117	-	20	108	-	
5102 Operating Supplies	280	151	364	365	36	365	-	
5103 Postage	20	-	13	16	-	17	17	
5104 Printing - Forms	60	-	68	68	10	68	40	
5106 Promotional	21	-	-	32	15	32	32	
5107 Memorial Park Expense	503	1,300	-	1,101	-	1,100	1,100	
5109 Chemicals	175	-	16	-	154	-	80	
5112 Legal	29	-	-	-	-	-	100	
5115 Contract/Professional Services	-	-	66	-	2	-	-	
5119 Safety Supplies & Equipment	48	151	79	153	-	155	155	
5120 Cell Phones	889	-	352	1,100	98	1,100	197	
5121 Telephone - Pager	67	-	73	122	16	122	47	
5122 Training - Conference	5	-	-	-	-	-	10	
5123 Automobile - Transportation	12	-	-	-	-	-	15	
5125 Publications - Books	7	-	7	11	3	12	12	
5126 Dues & Memberships	4	-	-	6	-	5	-	
5130 Rents - Leases	386	-	316	423	79	423	157	
5131 Records Maintenance	4	-	-	6	5	5	18	
5135 Maintenance - Repair	2,366	-	1,324	1,557	914	1,557	1,557	
5136 Parks Maintenance - Repair	1,416	4,251	-	2,024	27	2,023	2,023	
5138 Office Equipment	-	-	11	-	-	-	-	
5139 Equipment	250	800	-	799	7	800	800	
5141 General Liability Insurance	2,483	-	1,836	2,632	603	2,632	3,581	
5143 Property Insurance	486	-	497	514	99	515	586	
5144 Employee Practice Liability Insurance	37	-	381	234	48	455	229	
5150 Electricity	979	-	1,150	937	295	965	1,110	
5151 Natural Gas	34	-	24	42	8	43	40	
5152 Water	1,634	1,728	-	501	-	1,072	1,072	
5171 Computer Software	-	-	-	-	-	-	-	
5173 Computer Maintenance - Support	138	-	301	153	40	183	69	
5174 Web Design Services	34	-	14	21	13	295	295	
5212 Gas & Oil	468	1,500	10	500	-	500	500	
5215 Public Works - Small Tools	756	1,000	298	184	-	183	150	
5227 Public Works - Equip. Repair	552	851	453	799	1,553	800	800	
5229 Public Works - Equip. Rental	234	751	-	500	-	500	500	
TOTAL OPERATING SUPPLIES	14,496	12,483	7,814	14,800	4,001	16,035	15,292	-
TOTAL BLDG AND GROUNDS DEPT.	68,524	68,525	57,195	70,136	24,058	49,034	36,598	-
General Fund 30% (\$10,979); Gas Tax Fund 5% (\$1,830); TDA Fund 5% (\$1,830); Sewer Fund 30% (\$10,979); Water Fund 30% (\$10,970)								

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

SEWER	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	Proposed	Requests
Expenditures								
SALARIES AND BENEFITS	156,968	145,411	163,748	147,193	89,235	160,306	187,217	
OPERATING SUPPLIES								
5069 Accrued Payroll Taxes Expense	-	-	62	-	(62)	-	-	
5080 Hiring Costs	-	-	-	-	67	-	-	
5081 Compensated Absences Payable	(1,937)	-	(2,052)	-	-	-	-	
5101 Office Supplies	611	500	767	500	481	500	525	
5102 Operating Supplies	2,514	2,000	2,066	2,000	2,229	2,000	3,300	
5103 Postage	2,521	1,700	2,704	2,400	3,668	2,400	3,700	
5104 Printing - Forms	584	125	276	465	601	465	1,900	
5105 Advertising	-	700	465	200	493	200	500	
5106 Promotional	91	-	9	-	-	-	90	
5107 Memorial Park Expense	(135)	-	-	-	-	-	-	
5108 Streets	24	1,000	-	1,000	-	1,000	1,000	20,000
5109 Chemicals	23,439	29,000	22,001	30,000	26,379	30,000	32,675	
5112 Legal	1,348	500	65	500	252	500	500	
5115 Contract/Professional Services	3,360	5,000	7,620	2,000	1,352	29,003	13,500	
5119 Safety Supplies & Equipment	58	1,000	322	1,000	1,419	1,400	2,150	
5120 Cell Phones	1,577	3,500	1,777	-	1,046	1,415	1,415	
5121 Telephone - Pager	903	-	1,219	2,440	1,541	1,025	2,000	
5122 Training - Conference	1,639	1,350	45	1,350	-	1,350	1,350	
5123 Auto/Transportation - Public Works	1,090	500	-	500	-	500	500	
5125 Publications - Books	26	200	152	200	179	200	200	
5126 Dues & Memberships	301	1,000	279	1,000	79	1,000	375	
5127 License	710	100	-	260	1,158	1,000	800	
5128 Employee Relations	-	50	-	50	-	50	50	
5130 Rents - Leases	1,867	1,300	1,382	1,968	1,488	1,968	2,105	
5131 Records Maintenance	31	150	29	40	149	40	196	
5135 Maintenance - Repair	15,443	15,000	9,159	20,000	8,702	20,000	20,000	
5136 Parks Maintenance-Repair	(431)	-	-	-	-	-	-	
5138 Office Equipment - P.W.	319	1,200	1,345	800	261	800	800	
5139 Equipment	6,407	4,500	4,266	4,500	5,330	4,500	4,500	
5141 General Liability Insurance	8,827	9,389	7,875	9,329	12,658	9,329	17,817	
5143 Property Insurance	1,728	2,083	2,022	1,827	2,071	1,827	2,915	
5144 Employee Practice Liab Insurance	132	692	1,452	832	1,010	1,680	1,141	
5150 Electricity	125,877	108,327	120,455	133,431	81,640	133,431	137,434	
5151 Natural Gas	17,078	20,000	18,568	22,566	11,586	23,243	22,000	
5152 Water	21,893	33,600	32,826	28,500	12,214	29,355	19,560	
5153 Sewer	169	-	-	50	-	-	-	
5154 Garbage	-	1,000	17	-	-	-	-	

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

SEWER	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
Expenditures								
5162 Medical	40	250	29	250	341	250	490	
5164 Regulatory Fees	7,863	15,000	8,395	15,000	8,079	15,000	8,600	
5165 Property Tax Assessment	6,115	-	2,242	-	2,372	2,242	2,443	
5171 Computer Software	99	500	2,057	500	3	500	500	
5173 Computer Maintenance - Support	740	500	1,429	920	1,870	1,290	2,805	
5174 Web Design Services	122	65	51	75	280	175	375	
5212 Gas & Oil	3,195	2,500	3,716	3,002	2,836	3,002	4,017	
5213 Vehicle Repair	2,117	3,000	3,639	2,500	955	2,500	2,500	
5215 Public Works - Small Tools	987	2,646	1,450	2,300	478	2,300	1,250	
5225 Public Works - Lab Testing	12,325	12,500	13,034	12,500	23,699	12,500	16,800	
5227 Public Works - Equip. Repair	6,976	2,750	8,868	2,750	30,658	26,588	15,501	
5229 Public Works - Equip. Rental	(23)	1,000	-	1,000	-	1,000	1,500	3,500
5430 Fines/Penalties	-	2,000	-	2,000	-	1,000	1,000	
5514 Engineering	-	1,000	126	1,000	42	1,000	1,000	
5520 Improvements	-	1,000	-	1,000	-	1,000	1,000	
TOTAL OPERATING SUPPLIES	278,620	290,177	282,209	314,505	249,604	370,528	354,779	23,500
TOTAL SEWER DEPT.	435,588	435,588	445,957	461,698	338,839	530,834	541,996	23,500
Sewer Fund 100% (\$541,996)								

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

STREETS	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
Expenditures								
SALARIES AND BENEFITS	127,344	134,605	86,581	102,820	32,306	66,826	102,414	
OPERATING SUPPLIES								
5069 Accrued Payroll Taxes Expense	-	-	85	-	(85)	-	-	
5101 Office Supplies	239	90	381	300	115	300	300	
5102 Operating Supplies	724	930	1,350	1,050	225	1,200	1,200	
5103 Postage	24	26	15	20	-	20	20	
5104 Printing - Forms	124	28	74	160	52	160	160	
5105 Advertising	-	188	35	-	50	188	188	
5106 Promotional	29	-	-	-	-	-	-	
5108 Streets	5,161	14,025	18,261	18,000	11,666	18,000	18,000	20,000
5109 Chemicals	65	-	87	-	165	-	-	
5112 Legal	36	1,373	225	1,200	421	1,200	850	
5115 Contract/Professional Services	47,260	47,276	49,013	47,479	32,256	48,365	48,365	
5119 Safety Supplies & Equipment	59	173	245	175	317	805	805	
5120 Cell Phones	1,020	1,068	914	688	174	-	-	
5121 Telephone - Pager	1,267	-	1,048	1,662	381	2,350	1,700	
5122 Training - Conference	196	-	85	250	-	250	250	
5123 Auto/Transportation - Public Works	15	151	2	150	42	150	150	
5125 Publications - Books	9	10	9	10	15	10	10	
5126 Dues & Memberships	58	155	49	100	19	100	100	
5127 License	-	10	-	10	-	10	10	
5130 Rents - Leases	682	493	732	710	415	780	780	
5131 Records Maintenance	30	46	29	40	37	40	80	
5135 Maintenance - Repair	1,944	1,934	2,406	6,300	1,147	6,300	6,300	
5136 Parks Maintenance-Repair	10	-	-	-	-	-	-	
5138 Office Equipment - P.W.	91	39	281	130	64	130	130	
5139 Equipment	137	1,476	284	1,200	44	1,200	1,200	
5141 General Liability Insurance	3,034	2,347	2,551	3,255	3,134	3,255	6,241	
5143 Property Insurance	594	739	666	637	513	637	1,021	
5144 Employee Practice Liability Insurance	45	173	488	290	250	685	400	
5148 Office Equipment	-	33	-	-	-	-	-	
5150 Electricity	24,555	25,000	24,668	25,889	14,494	26,666	24,500	
5151 Natural Gas	42	38	29	122	39	126	126	
5152 Water	3,341	3,881	2,328	4,100	4,025	4,223	7,200	
5154 Garbage	-	64	17	-	-	-	-	
5162 Medical	66	30	29	30	16	30	60	
5164 Regulatory Fees	7	90	69	90	159	90	90	
5171 Computer Software	-	75	48	75	1	75	75	
5173 Computer Maintenance - Support	151	79	347	165	155	415	415	

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

STREETS	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
Expenditures								
5174 Web Design Services	42	18	18	40	69	75	125	
5212 Gas & Oil	4,542	1,508	3,422	4,350	667	4,350	4,350	
5213 Vehicle Repair	1,211	1,861	2,425	1,800	202	1,800	1,800	
5215 Public Works - Small Tools	531	781	1,700	780	82	780	780	
5217 License	-	10	-	10	-	10	10	
5227 Public Works - Equip. Repair	715	718	1,691	700	1,842	1,510	1,510	3,500
5229 Public Works - Equip. Rental	154	-	-	-	-	-	-	
5514 Engineering	3,411	23,000	3,124	5,004	1,088	5,004	5,000	
TOTAL OPERATING SUPPLIES	101,621	129,936	119,230	126,971	74,256	131,289	134,300	23,500
TOTAL STREETS DEPT.	228,965	264,541	205,811	229,791	106,562	198,115	236,714	23,500
Gas Tax Fund 62% (\$146,403); TDA Fund 28% (\$86,740); RSTP Fund 10% (\$23,571)								



City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

WATER	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
Expenditures								
SALARIES AND BENEFITS	68,130	83,859	96,486	110,547	70,484	114,053	168,718	
OPERATING SUPPLIES								
5069 Accrued Payroll Taxes Expense	-	-	176	-	(176)	-	-	
5081 Compensated Absences Payable	(1,672)	-	(542)	-	-	-	-	
5101 Office Supplies	636	-	1,178	300	368	300	600	
5102 Operating Supplies	1,066	4,000	1,973	4,000	890	9,000	3,100	
5103 Postage	2,827	1,800	2,376	1,800	1,261	1,800	3,700	
5104 Printing - Forms	2,687	200	372	3,600	737	3,600	1,900	
5105 Advertising	-	450	46	450	451	450	450	
5106 Promotional	78	-	-	-	-	-	-	
5107 Memorial Park Expense	(135)	-	-	-	-	-	-	
5108 Streets	1,539	1,300	-	2,000	-	2,000	2,000	20,000
5109 Chemicals	15,116	23,000	24,726	23,000	13,503	23,000	26,300	
5112 Legal	12,689	20,000	7,688	10,000	5,598	10,000	10,000	
5115 Contract/Professional Services	10,433	65,000	1,769	40,000	41	40,000	15,000	
5119 Safety Supplies & Equipment	63	505	249	505	1,031	905	1,350	
5120 Cell Phones	831	3,184	893	-	1,114	1,050	1,650	
5121 Telephone - Pager	1,802	-	1,532	3,184	1,229	2,134	2,000	
5122 Training - Conference	1,664	2,000	2,390	2,000	-	2,000	2,000	
5123 Auto/Transportation - Public Works	862	250	645	250	2	250	450	
5125 Publications - Books	26	100	26	100	275	100	100	
5126 Dues & Memberships	856	1,800	853	1,800	63	1,800	900	
5127 License	700	-	310	350	60	350	350	
5128 Employee Relations	-	60	-	60	-	60	60	
5130 Rents - Leases	1,790	1,000	1,376	2,000	1,230	2,000	1,700	
5131 Records Maintenance	45	-	38	50	119	50	200	
5135 Maintenance - Repair	17,069	40,000	36,186	53,000	18,551	53,000	67,920	
5136 Parks Maintenance-Repair	(431)	-	-	-	-	-	-	
5138 Office Equipment - P.W.	1,449	1,500	1,020	1,500	396	1,500	1,020	
5139 Equipment	2,500	4,000	7,091	4,000	8,007	4,000	4,000	
5141 General Liability Insurance	8,606	7,642	7,389	9,112	10,086	9,112	10,584	
5143 Property Insurance	1,685	1,695	1,917	1,784	1,650	1,784	1,731	
5144 Employee Practice Liab Insurance	129	563	1,394	813	805	1,531	678	
5150 Electricity	19,733	54,000	19,079	20,147	12,530	20,751	20,751	
5151 Natural Gas	118	150	83	140	126	144	265	
5152 Water	277	-	192	380	434	391	-	
5153 Sewer	22,297	43,500	29,917	26,500	31,051	27,295	43,700	
5154 Garbage	-	100	22	100	-	100	100	
5162 Medical	82	300	38	300	128	300	300	

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

WATER	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
Expenditures								
5164 Regulatory Fees	5,402	8,000	6,789	16,500	2,607	16,500	8,000	
5171 Computer Software	1	450	125	450	2	450	450	
5173 Computer Maintenance - Support	449	1,000	1,708	500	1,282	750	1,923	
5174 Web Design Services	119	55	50	80	223	180	460	
5212 Gas & Oil	5,841	5,000	4,711	6,000	2,168	6,000	6,000	
5213 Vehicle Repair	1,694	2,200	3,233	2,200	658	2,200	2,200	3,500
5215 Public Works - Small Tools	615	2,500	1,408	2,500	271	2,500	875	
5217 License	-	30	-	30	-	30	30	
5225 Public Works - Lab Testing	3,389	3,500	4,542	10,000	2,771	10,000	5,500	
5227 Public Works - Equip. Repair	727	2,800	813	2,800	886	2,800	2,800	
5229 Public Works - Equip. Rental	375	-	-	250	-	250	250	
5514 Engineering	-	1,500	2,103	1,500	802	1,500	1,500	
6000 Fixed Asset - Equipment	7,078	-	-	-	-	-	-	
TOTAL OPERATING SUPPLIES	153,107	305,134	177,884	256,035	123,230	263,917	254,847	23,500
TOTAL WATER DEPT.	221,237	388,993	274,370	366,582	193,714	377,970	423,565	23,500
Water Fund 100% (\$423,565)								

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

METROPOLITAN WELLS	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
EXPENDITURES								
5135 Maintenance - Repair	-	-	-	-	-	-	1,000	-
5150 Electricity	-	-	118	-	141	-	2,400	-
5227 Public Works - Equip. Repair	-	-	-	-	-	-	-	-
Total Expenditures	-	-	118	-	141	-	3,400	-

City of Rio Del  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

POLICE DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
EXPENDITURES								
SALARY AND BENEFITS	517,599	497,692	543,679	547,991	352,991	541,549	555,183	
OPERATING SUPPLIES								
5101 Office Supplies	457	1,000	1,433	1,000	705	1,200	1,200	
5102 Operating Supplies	1,306	2,500	1,586	2,500	2,421	2,200	2,200	
5103 Postage	584	665	550	600	204	600	600	
5104 Printing - Forms	860	463	408	1,000	91	1,000	480	
5105 Advertising	-	50	401	50	-	300	300	
5106 Promotional	115	50	658	50	-	50	50	
5112 Legal	1,386	1,000	4,925	1,000	44	1,000	1,000	
5115 Contract/Professional Services	1,546	3,000	6,997	3,000	3,849	3,650	3,650	
5117 Animal Control	6,533	6,500	10,800	6,500	8,068	12,000	12,000	
5119 Safety Supplies & Equipment	1,266	1,239	272	1,239	-	1,239	1,239	
5120 Cell Phones	3,025	7,000	3,295	3,448	2,365	3,110	3,110	
5121 Telephone - Pager	4,749	-	4,596	4,572	2,794	4,500	4,500	
5122 Training - Conference	1,184	-	3,942	4,730	460	4,400	4,400	
5123 Automobile - Transportation	749	500	430	864	215	500	500	
5125 Publications - Books	36	500	172	500	139	500	500	
5126 Dues & Memberships	1,659	1,800	390	1,875	331	1,800	1,800	
5128 Employee Relations	-	250	-	250	-	250	250	
5130 Rents - Leases	2,009	2,500	2,924	2,500	2,218	2,500	2,900	
5131 Records Maintenance	370	350	456	500	179	400	400	
5135 Maintenance - Repair	4,231	5,523	1,257	5,523	592	5,523	5,523	
5138 Office Equipment	2,575	2,100	193	2,100	2,493	4,200	2,100	
5139 Equipment	16,003	13,658	1,642	7,025	2,217	7,025	7,025	
5141 General Liability Insurance	12,137	14,301	9,257	12,865	5,144	12,865	12,265	
5143 Property Insurance	2,376	3,172	2,483	2,519	841	2,519	2,013	
5144 Employee Practice Liab Insurance	182	1,106	1,880	1,147	410	2,050	827	
5150 Electricity	2,317	2,000	2,390	2,412	843	2,484	1,425	
5151 Natural Gas	167	200	117	207	64	213	200	
5152 Water	226	147	523	180	529	545	878	
5153 Sewer	377	274	263	370	271	381	390	
5154 Garbage	-	200	-	-	-	-	-	
5162 Medical	3,096	3,000	2,394	3,000	280	3,200	2,800	
5171 Computer Software	389	500	2	500	1	500	500	
5173 Computer Maintenance - Support	7,355	7,950	7,422	6,500	4,601	7,580	6,901	
5174 Web Design Services	167	100	70	200	114	500	500	
5192 Code Enforcement	445	1,000	-	1,000	-	1,000	500	
5193 Nuisance Abatement-Vehicle	150	1,250	1,000	1,250	2,919	1,250	1,750	
5212 Gas & Oil	13,452	13,000	13,333	13,400	8,594	13,700	13,225	
5213 Vehicle Repair	9,189	2,500	5,229	4,000	4,034	4,000	4,000	
5308 Dispatch Service Due	18,504	18,500	24,900	24,900	16,600	24,900	24,900	
TOTAL OPERATING SUPPLIES	121,172	119,848	118,590	125,276	74,630	135,634	128,801	-
TOTAL POLICE DEPT.	638,771	617,540	662,269	673,267	427,621	677,183	683,984	-

General Fund 82% (\$559,143); SLESF Fund 13% (\$90,740); Measure Z 5% (\$34,101)

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

	6/30/2015	6/30/2015	6/30/2016	6/30/2016	2/28/2017	6/30/2017	/ /	/ /
ADMIN CAR DEPT	Actual	Budget	Actual	Budget	Y-T-D Actual	Budget	Proposed	Requests
EXPENDITURES								
5135 Maintenance - Repair	-	-	-	-	830	-	1,000	
5150 Electricity	-	-	837	837	1,401	-	2,400	
5227 Public Works - Equip. Repair	-	-	426	426	-	-	-	
Total Expenditures	-	-	1,263	1,263	2,231	-	3,400	-
Dinsmore Zone Fund 100% (\$3,400)								

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

	6/30/2015	6/30/2015	6/30/2016	6/30/2016	2/28/2017 Y-T-D	6/30/2017	//	//
ADMIN CAR DEPT	Actual	Budget	Actual	Budget	Actual	Budget	Proposed	Requests
EXPENDITURES								
5135 Maintenance - Repair	125	-	32	500	17	500	500	
5212 Gas & Oil	374	-	403	700	135	500	650	
5213 Vehicle Repair	66	-	44	-	-	250	1,500	
Total Expenditures	565	-	479	1,200	152	1,250	2,650	
Admin Fund 100% (\$2,650)								

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

CITY COUNCIL DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
EXPENDITURES								
5101 Office Supplies	12	-	21	-	72	40	95	
5102 Operating Supplies	20	-	-	-	15	-	20	
5103 Postage	120	-	3	111	11	112	45	
5104 Printing - Forms	584	-	218	837	11	835	27	
5106 Promotional	119	850	844	200	22	1,050	200	
5112 Legal	1,769	502	3,257	502	5,432	5,563	4,000	
5115 Contract/Professional Services	-	-	-	-	2,460	1,599	750	2,500
5122 Training - Conference	1,786	2,000	1,215	3,000	-	3,000	1,750	
5123 Automobile - Transportation	1,661	1,502	1,637	2,000	591	2,000	1,100	
5125 Publications-Books	98	-	-	-	-	-	-	
5126 Dues & Memberships	2,344	2,751	-	2,751	-	2,752	2,752	
5135 Maintenance - Repair	-	502	-	-	-	-	-	
5139 Equipment	-	-	1,136	-	-	-	-	
5141 General Liability Insurance	-	710	-	-	-	-	642	
5143 Property Insurance	-	157	-	-	-	-	99	
5173 Computer Maintenance - Support	-	-	-	-	-	600	200	
5174 Web Design Services	60	-	-	98	-	98	250	
5900 RFD and Library Water/Sewer	4,252	3,388	5,719	6,793	3,001	4,667	5,900	
<b>Total Expenditures</b>	<b>12,825</b>	<b>12,362</b>	<b>14,050</b>	<b>16,292</b>	<b>11,615</b>	<b>22,316</b>	<b>17,829</b>	<b>2,500</b>

General Fund 15% plus \$5,900 (\$7,689); Gas Tax Fund 0.7% (\$84); TDA Fund 0.3% (\$36); Sewer Fund 42% (\$5,010); Water Fund 42% (\$5,010)

City of Rio Dell  
BUDGET WORKSHEET  
For the fiscal years 2015 through 2017

RECYCLING, SOLID WASTE DEPT	6/30/2015 Actual	6/30/2015 Budget	6/30/2016 Actual	6/30/2016 Budget	2/28/2017 Y-T-D Actual	6/30/2017 Budget	// Proposed	// Requests
EXPENDITURES								
5000 Full Time Salaries	2,055	2,055	2,181	2,055	-	2,180	1,799	
5035 Benefit - ICMA City 457	288	288	264	247	-	249	238	
5040 Benefit - Health Insurance	-	535	86	114	-	138	112	
5042 Benefit - Life Insurance	-	6	-	4	-	4	3	
5044 Benefit- Dental/Vision Ins	-	33	43	43	-	19	15	
5045 Workers Compensation Insurance	25	20	20	23	-	32	27	
5050 Fica	188	157	175	157	-	171	138	
5055 Unemployment Insurance	-	21	-	127	-	8	7	
5101 Office Supplies	17	17	11	17	14	17	17	
5102 Operating Supplies	9	50	9	50	10	50	50	
5103 Postage	34	-	1	23	-	23	23	
5104 Printing - Forms	55	-	10	-	11	-	-	
5105 Advertising	-	50	318	-	-	-	-	
5106 Promotional	2	-	-	-	-	-	-	
5112 Legal	1,763	-	-	-	844	-	-	
5115 Contract Professional Services	12,000	5,000	7,007	7,000	1	12,000	5,000	
5121 Telephone - Pager	6	-	6	-	9	8	8	
5122 Training - Conference	-	-	-	-	-	-	-	
5123 Automobile - Transportation	1	-	-	-	-	-	-	
5125 Publications - Books	1	-	1	-	2	-	-	
5126 Dues & Memberships	-	-	-	-	-	-	-	
5130 Rents & Leases	60	110	34	-	34	-	-	
5131 Records Maintenance	-	-	-	-	3	-	-	
5135 Maintenance - Repair	236	56	21	-	16	-	-	
5138 Office Equipment	-	-	1	-	-	-	-	
5139 Equipment	-	-	-	-	3	-	-	
5141 General Liability Insurance	221	-	198	234	322	234	234	
5143 Property Insurance	43	-	51	46	53	46	46	
5144 Emp Practice Liab Insurance	3	-	37	21	26	55	55	
5150 Electricity	38	-	39	39	45	44	44	
5151 Electricity	3	-	2	4	4	-	-	
5154 Garbage	1,095	1,102	2,205	650	88	650	650	
5171 Computer Software	-	-	-	-	-	-	-	
5173 Computer Maintenance - Support	19	-	35	-	26	25	25	
5174 Web Design Services	3	-	1	-	7	20	20	
Total Expenditures	18,165	9,500	12,756	10,854	1,518	15,973	8,510	-
Solid Waste Fund \$3,510; Recycling Fund \$5,000								

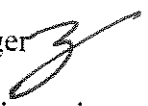


*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellecity.com*



April 18, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Short Presentation and Discussion on Draft Cannabis Enforcement and Needs Assessment Report

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff.

BACKGROUND AND DISCUSSION

Staff is presenting the initial outline of a draft Cannabis Enforcement and Needs Assessment Report. The report, when completed, is designed to help outline processes to accomplish the efficient and effective administration of ordinances, regulations and other requirements of changes associated with cannabis policy at the local, state and federal level. The report will identify needs and recommendations to help staff accomplish the enforcement of cannabis policy in the City of Rio Dell. Staff is currently working on this report and anticipates scheduling a special workshop in the future to cover the report's findings.

Discussion on this item is intended to be short. It is recommended that councilmembers review the outline and make suggestions for areas to include or emphasize in the report, if any. Detailed discussion about aspects of cannabis enforcement and City resources would be covered at a future workshop.

///

# Cannabis Enforcement Plan and Needs Assessment

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4/12/2017

Goal Statement: *The City of Rio Dell seeks to encourage opportunities in economic development that create jobs and revenue that enhance the quality of life for our citizens and increase the level of services provided to the community. This opportunity can only be realized through enforcement of State, Federal and local laws, codes and regulations.*

## Summary of City Enforcement Responsibilities

17.30.190 Medical Marijuana Regulations

Commercial Medical Marijuana Land Use Ordinance

Recreational Marijuana Regulations (forthcoming)

Tax Ordinance (to be approved by voters on November 7, 2017)

Track and Trace Requirements

Background Checks

## City Relationship and Responsibilities with County, State and Federal Governments

Humboldt County

County Agriculture

County Environmental Health

Track and Trace

State Regulatory Agencies

Department of Consumer Affairs – Bureau of Medical Cannabis Regulation

California Department of Food and Agriculture

California Department of Public Health

Department of Pesticide Regulation

California Board of Equalization

Federal Government

US Department of Justice – Cole Memo

Needs Assessment:

## Revenue Collection

Assessment and Collection of Cultivation Taxes

Assessment and Collection of Gross Receipts Taxes

Process for Taxpayers to Make Payments

Process for Delinquent or Noncompliant Taxpayers

Track and Trace

Software and Records

Needs Assessment:

## Code Enforcement

Inspections

Complaint Process and Tracking

Complaints Regarding Permitted Commercial Operations

Complaints Regarding Unpermitted Commercial Operations

Complaints Regarding Non-Commercial Medical

Complaints Regarding Non-Commercial Recreational

Enforceability of Codes

## Menu of Code Enforcement Options

Inspections

Warning Letters

Citations

Administrative Civil Liabilities

Abatement

Referral to Law Enforcement

Referral to District Attorney

Administrative Hearing Process

Responsibility for Code Enforcement

Needs Assessment:

## Law Enforcement

How Marijuana Becomes a Law Enforcement Issue

List of Crimes Associated with Marijuana and Local Law Enforcement

Where Marijuana is Not a Law Enforcement Issue

Needs Assessment:

## City Permitting

Permit Applications

Needs assessment:


---


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



For Meeting of: April 18, 2017

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: April 10, 2017

Subject: Sculpture Committee: (1) Presentation from Byran McWaters regarding his conceptual design for a sculpture commissioned by Dennis Wendt; (2) Appointment of an Alternate City Council member to the Sculpture Committee.

---

**Recommendation:**

That the City Council:

1. Receive a brief presentation from Byran McWaters (MadMetals) regarding a conceptual sculpture of an Eagle and Fish; and
2. Open the public hearing, receive public input and deliberate; and
3. Provide any recommendations, suggestions; and
4. Appoint an Alternate City Council member to the Sculpture Committee; and

**Discussion**

As the Council is aware, the City had two pedestals constructed as part of the median project. The original intent was to utilize the pedestals on a rotating basis to allow local artists to display their work. Unfortunately, it has been difficult for the City to attract artists who are interested in display their work.

The Sculpture Committee met on April 6, 2017 to hear a presentation from Bryan McWaters and Dennis Wendt regarding the commissioning of a sculpture being financed by Mr. Wendt. The concept includes an eagle, fish (salmon/steelhead) and a representation of the bluffs. Included as Attachment 1 is a conceptual sketch of an eagle with a fish on a stump.

Although the Committee is responsible for reviewing and approving sculptures, Mr. Wendt would like to place the sculpture either on City Hall property or the median directly in front of City Hall for security reasons. As such, staff thought the concept and the location should be presented to the Council.

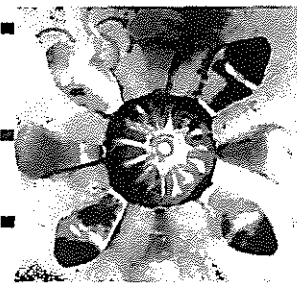
Mayor Wilson, the Council member on the Sculpture Committee was not able to attend the meeting on April 6<sup>th</sup>. This is when we discovered that we have not appointed an alternate City Council member as required. Below is a copy of Section 2.55.050 of the Rio Dell Municipal Code (RDMC) regarding the Wildwood Avenue Sculpture Committee. As such, staff recommends that the Council appoint an alternate City Council member.

#### **2.55.050 Wildwood Avenue Sculpture Committee.**

The Wildwood Avenue Sculpture Committee is responsible for reviewing and approving applications for the placement of sculptures along the Wildwood Avenue corridor. The Committee shall consist of the Community Development Director, one member of the City Council and ***one alternate City Council member***, one member from the Rio Dell-Scotia Chamber of Commerce, one member from the Eagle Prairie Arts District (EPAD) and one public member residing within the City limits. The alternate City Council member shall only participate when the regular City Council member is unable to serve due to scheduling concerns or a conflict of interest. The Committee meets on call. The Committee shall submit reports on their activities through the City Manager to the Council at suitable intervals. [Ord. 333 § 1, 2015.]

#### **Attachments**

Attachment 1: Conceptual Sketch by Byran McWaters.



BYRAN  
MCWATERS

MaDMeTaLs.us

BMcWaters@gmail.com

352.6773

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675 Wildwood Avenue  
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April 18, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Discussion and Possible Action to Approve Resolution No. 1331-2017 Amending the Project Budget for the 2017 Slurry Seal Project to Include an Additional \$7,200 General Fund Subsidy for Sealing of Lower Monument Road

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution no. 1331-2017; or,

Take no action.

BACKGROUND AND DISCUSSION

The City has been invited to add any extra work for slurry sealing in preparation for a preconstruction meeting on April 24<sup>th</sup>. The 2017 Asphalt Repair project included crack sealing of the lower portion of Monument Road, between Sequoia and Wildwood. In light of recent rains, it is recommended that this contractor focus crack sealing on the upper portion of Monument Road, above Pacific Avenue.

The bid prices received for the 2017 Slurry Seal project are lowest Humboldt County has seen since these joint projects began. It is advisable to add on to the slurry seal project at the lower portion of Monument Road between Sequoia and Wildwood. No preparation work is required unlike Davis Street and this section of Monument Road is a main arterial for the City of Rio Dell. The addition of this section of roadway is estimated to cost \$7,200 including a 10% contingency.

The total project budget (asphalt & slurry seal) is currently \$100,000. This resolution would amend that amount to reflect a total General Fund allocation of \$107,200 and the addition of lower Monument Road to the slurry seal project:

\$39,180	Micro-sealing
\$55,977	2017 Asphalt repair and crack sealing
\$12,043	Contingency
\$107,200	Total 2017 Pavement Repair

\*See the attached map for reference. ///





**RESOLUTION NO. 1331-2017  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
BUDGET AMENDMENT FOR GENERAL FUND  
SUBSIDY FOR STREETS REPAIRS AND MAINTENANCE**

**WHEREAS**, the City adopted Resolution 1288-2016 establishing the City's Operating and Capital Budget for the Fiscal-Year 2016/17; and

**WHEREAS**, the City has approved and adopted its 2016/17 fiscal year Operating and Capital Budget and identified an additional transfer that should be included to update the 2016/17 fiscal-year budget; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby amend the City of Rio Dell 2016/17 Operating and Capital Budget with the following transaction:

Transfer an additional amount of \$7,200 from the General Fund amending the Capital Project budget to go towards streets repairs and maintenance.

<u>FUND</u>	<u>AMOUNT</u>
000    General Fund Reserves	\$ 7,200

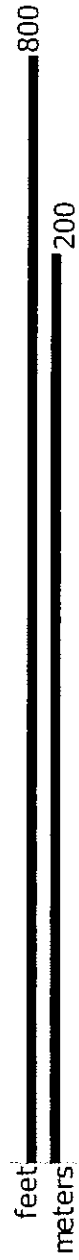
**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 18<sup>th</sup> day of April, 2017 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

\_\_\_\_\_  
Frank Wilson, Mayor

ATTEST:

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




Google Earth


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



For Meeting of: April 18, 2017

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: April 5, 2017

Subject: Approval and Adoption of Ordinance No. 355-2017 amending Section 17.30.020 *Accessory Uses and Buildings* of the Rio Dell Municipal Code (RDMC) to (1) prohibit new cargo/shipping containers in residential zones and the Town Center zone; (2) establish developments standards for cargo/shipping containers in other zones and to (3) allow for exceptions by the Planning Commission when certain findings can be made.

---

**Recommendation:**

That the City Council:

1. Receive staff's report regarding amending Section 17.30.020 *Accessory Uses and Buildings* of the Rio Dell Municipal Code (RDMC) to address cargo/shipping containers; and
2. Open the public hearing, receive public input and deliberate; and
3. Find that the proposed text amendment is consistent and compatible with the General Plan and any implementation programs that may be affected; and
4. Find that the proposed amendments have been processed in accordance with the California Environmental Quality Act (CEQA); and
5. Adopt Ordinance No. 355-2017 amending Section 17.30.020 *Accessory Uses and Buildings* of the Rio Dell Municipal Code (RDMC) to (1) prohibit new cargo/shipping containers in residential zones and the Town Center zone; (2) establish developments standards for cargo/shipping containers in other zones and to (3) allow for exceptions by the Planning Commission when certain findings can be made.

6. Direct the City Clerk, within 15 days after adoption of the Ordinance, to post an adoption summary of the Ordinance with the names of those City Council members voting for or against, or otherwise voting in at least three (3) public places and to post in the office of the City Clerk a certified copy of the full text of the adopted Ordinance pursuant to Section 36933(a) of the California Government Code.

## Discussion

At your meeting of April 4, 2017 the Council considered and approved the Planning Commission's recommendations regarding the use of cargo containers in certain zones throughout the City. New cargo containers in residential zones are not allowed unless an exception is approved by the Planning Commission. As was discussed at the April 4<sup>th</sup> meeting, the exception is through a Conditional Use Permit process which requires that neighbors within 300 feet of the project site be notified of the application and the date of the public hearing. This allows neighbors who may have a concern, to express their concerns to the Planning Commission.

The Council also followed the recommendation of the Planning Commission to allow existing cargo containers on lots larger than 10,000 to remain subject to certain requirements including a building permit, location standards and limiting the number of containers to no more than two.

The Council also directed staff to amend the screening provisions to require vegetation and/or fencing. See below.

*(vi) Unit(s) must be placed on the rear half of the parcel and screened (i.e. vegetation, fencing) from public view.*

The Ordinance has been amended accordingly.

## Procedural Requirements

Pursuant to Section 17.35.010 of the City of Rio Dell Municipal Code, the following City procedures are required to amend the Ordinance:

- An amendment may be initiated by one or more owners of property affected by the proposed amendment, as set out in Section 17.35.010(3), or by action of the Planning Commission, or the City Council.
- The application of one or more property owners for the initiation of an amendment shall be filed in the office of the City Clerk on a form provided, accompanied by a filing fee.
- Subject only to the rules regarding the placing of matters on the Planning Commission agenda, the matter shall be set for a public hearing.

- Notice of hearing time and place shall be published once in a newspaper of general circulation at least ten calendar days before the hearing or by posting in at least three public places.
- At the public hearing, the Planning Commission shall hear any person affected by the proposed amendment. The hearing may be continued from time to time.
- Within 40 days of the conclusion of the hearing, the Planning Commission shall submit to the City Council a written report of recommendations and reasons therefore.
- Subject only to the rules regarding the placing of matters on its agenda, the City Council, at its next regular meeting following the receipt of such report, shall cause the matter to be set for a public hearing. Notice of the time and place of the hearing shall be given as provided in Section 17.35.010(5), hereof.
- At the public hearing, the City Council shall hear any person affected by the proposed amendment. The hearing may be continued to a specified future date, but shall be concluded within 60 days of the commencement thereof.
- The City Council shall not make any change in the proposed amendment until the proposed change has been referred to the Planning Commission for a report, and the Planning Commission report has been filed with the City Council.

### **Zone Reclassification Required Findings**

#### **1. The proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected.**

There are no policies in the General Plan which preclude or discourage the recommended minor text amendments. As such, the proposed amendments are consistent and compatible with the General Plan.

#### **2. The proposed amendments have been processed in accordance with the California Environmental Quality Act (CEQA).**

Based on the nature of the project, staff has determined that the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a **significant** effect on the environment. Where it can be seen with certainty that there is no possibility that the project in question may have a significant effect on the environment, the project is not subject to CEQA. Based on the nature of the proposed minor text amendments, staff believes there is no evidence to suggest that the minor amendments will have a **significant** effect on the environment.

## Attachments

Attachment 1: Ordinance No. 355-2017 amending Section 17.30.020 Accessory Uses and Buildings of the Rio Dell Municipal Code (RDMC) to (1) prohibit new cargo/shipping containers in residential zones and the Town Center zone; (2) establish developments standards for cargo/shipping containers in other zones and to (3) allow for exceptions by the Planning Commission when certain findings can be made.

**ORDINANCE NO. 355-2017**



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL AMENDING SECTION 17.30.020 ACCESSORY USES AND BUILDINGS OF THE RIO DELL MUNICIPAL CODE (RDMC) TO (1) PROHIBIT NEW CARGO/SHIPPING CONTAINERS IN RESIDENTIAL ZONES AND THE TOWN CENTER ZONE; (2) ESTABLISH DEVELOPMENTS STANDARDS FOR CARGO/SHIPPING CONTAINERS IN OTHER ZONES AND TO (3) ALLOW FOR EXCEPTIONS BY THE PLANNING COMMISSION WHEN CERTAIN FINDINGS CAN BE MADE.**

**THE CITY COUNCIL OF THE CITY OF RIO DELL ORDAINS AS FOLLOWS:**

**WHEREAS** staff has been contacted a number of times the past few years from those who would like to place and utilize cargo/shipping containers on their parcels and those who have expressed concern regarding the visual appearance of cargo containers; and

**WHEREAS** the City does not currently have any regulations regarding the use of cargo/shipping containers used as accessory structures; and

**WHEREAS** shipping containers are an increasingly common sight in the City and throughout the nation; and

**WHEREAS** in response many jurisdictions have enacted regulations regarding the placement and use of cargo/shipping containers the past few years to protect the character of neighborhoods and communities, reduce the potential for health and safety hazards, maintain and protect the visual qualities and property values of an area; and

**WHEREAS** the Planning Commission recommends allowing cargo/shipping containers in certain zones subject to specific development standards intended to protect the character of neighborhoods and maintain and protect the visual qualities and property values of an area; and

**WHEREAS** the City has reviewed and processed the proposed amendment in conformance with Sections 65350 – 65362 of the California Government Code; and

**WHEREAS** the City has reviewed and processed the proposed amendment in conformance with Section 17.35.010 of the City of Rio Dell Municipal Code; and

**WHEREAS** the City finds that based on evidence on file and presented in the staff report that the proposed amendments is consistent and compatible with the General Plan and any implementation programs that may be affected; and

**WHEREAS** the proposed amendments have been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA); and

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

**Section 1.** Chapter 17.10, Definitions of the RDMC is amended to include the following definition of “Cargo/Shipping Container”:

Cargo/Shipping Container means a container made of steel or similar material which is designed for securing and protecting items for transport or storage. Cargo/Shipping containers include, but are not limited to, containers commonly used as shipping containers on ships and railroads, and/or tractor trailers, PODS (Portable On Demand Storage) and other similar units.

**Section 2.** Section 17.30.020(2) of the Rio Dell Municipal Code is amended to read in as follows:

#### **17.30.020 Accessory Uses and Buildings**

(1) A use legally permitted in the zone that is accessory to and subordinate to the principal use of the site and serves a purpose which does not change the character of the principal use. Accessory uses, as defined herein, shall be permitted as appurtenant to any permitted use, without the necessity of securing a use permit, unless particularly provided in this chapter; provided, that no accessory use shall be conducted on any property in any urban residential, suburban residential or suburban zone unless and until the main building is erected and occupied, or until a use permit is secured. [Ord. 252 § 6.02, 2004.]

(2) Detached accessory buildings in suburban residential, urban residential, residential multifamily and suburban zones shall conform to the following development standards. See “Building Height” definition, Section 17.10.010.

(a) Maximum Building Height

(i) Fifteen feet (15') on lots 20,000 square feet or less.



(ii) Twenty feet (20') on lots larger than 20,000 square feet.

(b) Maximum Gross Floor Area

(i) 1,000 square feet on lots 20,000 square feet or less.

(ii) 1,500 square feet on lots larger than 20,000 square feet.

(3) Exceptions. The Planning Commission may modify by use permit, the height and floor area requirements of this part, upon a showing of good cause. For any such modification, the Planning Commission shall be required to make the following findings:

(a) The proposed modification will not adversely affect the health, peace, comfort, or welfare of persons residing or working in the surrounding area;

(b) The proposed modification will not be materially detrimental to the use, enjoyment, or valuation of property of other persons located in the vicinity of the site; and

(c) The proposed modification will not jeopardize, endanger, or otherwise constitute a menace to the public health, safety, or general welfare.

(d) In issuing a use permit, the Planning Commission may require such changes or alterations to the building as it may deem necessary to satisfy the findings specified in this part. Such changes or alterations may include, but shall not be limited to the following:

- Building height
- Building area
- Setback from property line
- Screening or landscaping

(4) Detached accessory buildings may not be located within five feet of any main building, nor within five feet of a side line, nor as to encroach on any easement. Minimum yards: side, five feet, shall have the street side yard of 20 feet; rear, 10 feet.

(5) Detached accessory buildings used as second dwelling units shall not be located within 10 feet of lot lines or within five feet of an alley. The second dwelling unit shall be subject to the minimum yard requirements of the zoning district in which it is located.

(5) Accessory buildings attached to main buildings shall be structurally a part thereof and shall comply with main building yard requirements except as follows:

(a) A passive solar addition to a main building, as defined herein, may be permitted in the required front, rear, or side yard, except street side yard; provided, that no such addition shall reduce the distance between the main building and the front or rear property line to less than 15 feet, nor less than five feet from a side property line, and that no such addition shall occupy

more than five percent of the area of the front or rear yard, nor more than 10 percent of the side yard area. [Amended during 2010 codification; Ord. 252 § 6.21.5, 2004.]

(6) Cargo/Shipping Containers used as accessory structures in Suburban Residential, Urban Residential, Residential Multifamily, Suburban, Rural and Town Center zones are prohibited.

(a) Existing Cargo/Shipping Containers in Suburban Residential, Urban Residential, Residential Multifamily, Suburban, Rural zones on parcels 10,000 square feet or larger shall be considered legal non-conforming uses and/or structures and comply with the following provisions:

(i) A Building Permit is required, electrical service is prohibited;

(ii) Parcel must be developed with the primary use;

(iii) No more than two (2) containers per parcel;

(iv) Containers shall be no more than 8' x 20';

(v) Container must be placed on a gravel, decomposed granite or other all-weather surface as approved by the Director of Public Works;

(vi) Unit(s) must be placed on the rear half of the parcel and screened (i.e. vegetation, fencing) from public view;

(vii) Must not exceed allowable lot coverage;

(viii) Must comply with the setback requirements of the zone;

(ix) May not be placed within any easements;

(x) Must be painted a solid neutral color (i.e. beige, taupe and browns) or a color(s) to match the residence;

(xi) Containers cannot be stacked;

(xii) No signage is allowed on the container;

(b) Existing Cargo/Shipping Containers that do not comply with the above provisions shall not be considered a legal non-conforming use and/or structure and shall be relocated, removed and/or modified to comply with the provisions of this section within 180 days after adoption of the implementing ordinance.

(7) Cargo/Shipping Containers used as accessory structures in Natural Resource zones shall conform with the following development standards:

(a) A Building Permit is required, electrical service is prohibited;

(b) Parcel must be developed with the primary use;

(b) No more than one (1) container per parcel;

(c) Container shall be no more than 8' x 20';

(d) Container must be placed on a gravel, decomposed granite or other all-weather surface as approved by the Director of Public Works;

(e) Unit(s) must be placed on the rear half of the parcel and screened (i.e. vegetation, fencing) from public view;

(f) Must not exceed allowable lot coverage;

(g) Must comply with the setback requirements of the zone;

(h) May not be placed within any easements;

(i) Must be painted a solid neutral color (i.e. beige, taupe and browns) or a color(s) to match the residence;

(j) No signage is allowed on the container;

(k) Containers cannot be stacked;

(l) Existing Cargo/Shipping Containers shall not be considered a legal non-conforming use and/or structure and shall be relocated, removed and/or modified to comply with the provisions of this section within 180 days after adoption of the implementing ordinance.

(8) Cargo/Shipping Containers used as accessory structures in Community Commercial and Neighborhood Center zones shall conform to the following development standards:

(a) The allowable number of containers on a parcel shall be based on the size of the parcel as follows:

<u>Parcel Size</u>	<u>Number of Containers</u>
<u>10,000 square feet or less</u>	<u>1</u>
<u>10,001 to 20,000 square feet</u>	<u>2</u>
<u>20,000 to 1 acre</u>	<u>3</u>
<u>Parcels larger than 1 acre</u>	<u>4</u>

- (b) A Building Permit is required, electrical service is prohibited;
  - (c) Parcel must be developed with the primary use;
  - (d) Unit(s) must be placed on the rear half of the parcel and screened (i.e. vegetation, fencing) from public view;
  - (e) Container must be placed on a gravel, decomposed granite or other all-weather surface as approved by the Director of Public Works;
  - (f) Must not exceed allowable lot coverage;
  - (g) Must comply with the setback requirements of the zone;
  - (h) May not be placed within any easements;
  - (i) Must be painted a solid neutral color (i.e. beige, taupe and browns) or a color(s) to match the primary building;
  - (j) Containers cannot be stacked;
  - (k) Existing Cargo/Shipping Containers shall not be considered a legal non-conforming use and/or structure and shall be relocated, removed and/or modified to comply with the provisions of this section within 180 days after adoption of the implementing ordinance.
- (9) Cargo/Shipping Containers used as accessory structures in the Industrial Commercial zone shall conform to the following development standards:
- (a) Parcel must be developed with the primary use;
  - (b) A Building Permit is required, electrical service is prohibited;
  - (c) Must not exceed allowable lot coverage;
  - (d) Must comply with the setback requirements of the zone;
  - (e) May not be placed within any easements;
  - (f) Container must be placed on a gravel, decomposed granite or other all-weather surface as approved by the Director of Public Works;
  - (g) Must be painted a solid neutral color (i.e. beige, taupe and browns) or a color(s) to match the primary building;

(h) No signage is allowed on the container;

(i) Containers cannot be stacked;

(j) Existing Cargo/Shipping Containers shall not be considered a legal non-conforming use and/or structure and shall be relocated, removed and/or modified to comply with the provisions of this section within 180 days after adoption of the implementing ordinance.

(10) Exceptions. The Planning Commission may modify by use permit, the number and/or location, including zoning designations, requirements of this part, upon a showing of good cause. For any such modification, the Planning Commission shall be required to make the following findings:

(a) The proposed location and/or modification will not adversely affect the-health, peace, comfort, or welfare of persons residing or working in the surrounding area;

(b) The proposed location and/or modification will not be materially detrimental to the use, enjoyment, or valuation of property of other persons located in the vicinity of the site; and

(c) The proposed location and/or modification will not jeopardize, endanger, or otherwise constitute a menace to the public health, safety, or general welfare.

(d) In issuing a use permit, the Planning Commission may require such changes or alterations as it may deem necessary to satisfy the findings specified in this part. Such changes or alterations may include, but shall not be limited to the following:

- Location
- Screening
- Setback from property line

### **Section 3. Severability**

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

### **Section 4. Limitation of Actions**

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

### **Section 5. Effective Date**

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

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on March 7, 2017 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the April 18, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 355-2017 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the April 18, 2017.

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Karen Dunham, City Clerk, City of Rio Dell