



RIO DELL CITY COUNCIL AGENDA  
**CLOSED SESSION – 530 P.M.**  
**REGULAR MEETING - 6:30 P.M.**  
**TUESDAY, JULY 3, 2018**  
CITY COUNCIL CHAMBERS  
675 WILDWOOD AVENUE, RIO DELL

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



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

- A. CALL TO ORDER
- B. ROLL CALL
- C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:
  - 1) 2018/0703.01 – **Conference with Legal Counsel – Anticipated Litigation**  
Initiation and/or Exposure to Potential Litigation  
(Pursuant to Government Code §54956.9(d)(2), (d)(4)  
One (1) Potential Case: Facts and circumstances unknown to adverse party
  - 2) 2018/0703.02 - **Conference with Legal Counsel – Anticipated Litigation**  
Initiation of Potential Litigation (Pursuant to Government Code §54956.9(d)(4) – One (1) Potential Case: Facts and Circumstances unknown to adverse party
  - 3) 2018/0703.03 - **Conference with Labor Negotiator – City Manager**  
Employee Organizations: Rio Dell Employees Association, Rio Dell Police Officers Association, and all Contract Employees (Pursuant to Government Code §54957.6)

- D. PUBLIC COMMENT REGARDING CLOSED SESSION
- E. RECESS INTO CLOSED SESSION
- F. RECONVENE INTO OPEN SESSION – 6:30 P.M.
- G. ORAL ANNOUNCEMENTS
- H. PLEDGE OF ALLEGIANCE
- I. CEREMONIAL MATTERS
- J. PUBLIC PRESENTATIONS

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

K. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council embers 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) 2018/0703.04 - Approve Minutes of June 19, 2018 Regular Meeting  
**(ACTION)** 1
- 2) 2018/0703.05 - Approve Resolution No. 1395-2018 Ordering and Calling for a General Municipal Election to fill three City Council seats, requesting and consenting to consolidation with the General election to be held on November 6, 2018, Requesting the services of the Humboldt County Registrar of Voters, providing for Notice of Election, and adopting uniform policies pertaining to Candidate Statements and fees **(ACTION)** 8
- 3) 2018/0703.06 - Approve Resolution No. 1396-2018 Authorizing Finance Director to sign and submit Regional Surface

	Transportation Program (RSTP) Claim for FY 2017/18 (\$27,451) and approve budget amendment increasing RSTP Revenues and Expenditures for FY 2017/18 <b>(ACTION)</b>	14
4)	2018/0703.07 - Approve Resolution No. 1397-2018 Amending and Adopting City Master Salary Table <b>(ACTION)</b>	23
5)	2018/0703.08 - Authorize Finance Director to sign and submit the City's Annual Transportation Development Act (TDA) Claim <b>(ACTION)</b>	27
6)	2018/0703.09 - Approve Scope of Services for Phase 2 of Sanitary Sewer Manhole Rehabilitation <b>(ACTION)</b>	33
7)	2018/0703.10 - Declare 2004 O'Brian Manufacturing Sewer Jetter to be Surplus Property and further authorize staff to offer the equipment for sale via sealed bid or auction <b>(ACTION)</b>	37
8)	2018/0703.11 - Authorize staff to purchase 2012 Toyota Forklift in an amount not to exceed \$21,500 <b>(ACTION)</b>	39
L.	ITEMS REMOVED FROM THE CONSENT CALENDAR	
M.	REPORTS/STAFF COMMUNICATIONS	
	1) 2018/0703.12 - City Manager/Staff Update <b>(RECEIVE &amp; FILE)</b>	41
N.	SPECIAL PRESENTATIONS/STUDY SESSIONS	
O.	SPECIAL CALL ITEMS/COMMUNITY AFFAIRS	
P.	ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS	
Q.	COUNCIL REPORTS/COMMUNICATIONS	
R.	ADJOURNMENT	

*The next regular City Council meeting is scheduled for  
Tuesday, July 17, 2018 at 6:30 p.m.*

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
JUNE 19, 2018  
MINUTES**

Mayor Wilson called the regular meeting of the Rio Dell City Council to order at 6:00 p.m.

ROLL CALL: Present: (Closed Session): Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Marks and Strahan, City Manager Knopp and Ryan Plotz, Legal Counsel

Absent: Councilmember Garnes

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

Absent: Councilmember Garnes

Others Present: City Manager Knopp, Finance Director Kerrigan (Woodcox), Water/Roadways Superintendent Jensen, Wastewater Superintendent Trainee Purvis and City Clerk Dunham

Absent: Chief of Police Conner, Community Development Director Caldwell

**CLOSED SESSION ITEMS**

Conference with Legal Counsel – Anticipated Litigation – Initiation of Litigation (Pursuant to Paragraph (4) of Subdivision (d) of §54956.9) of the Government Code) – One Case  
The Council recessed into closed session at 6:00 p.m. with City Manager Knopp and Legal Counsel Ryan Plotz to discuss the above matter.

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

**PUBLIC PRESENTATIONS**

Will DelGrande, 267 Belleview Ave., addressed the Council regarding flooding and drainage issues in the Belleview neighborhood. He commented on the recent culvert repairs done by the City and asked if there were plans for any additional work in the future. He acknowledged the lack of funding in the City for these types of projects and suggested the repairs be broken up into smaller projects. He identified potential damage to his and his neighbor's property and offered to provide photos of the flooding.

Mayor Wilson explained that dialogue with the Council is not permitted under this portion of the agenda but with concurrence of the Council, the matter could be placed on a subsequent agenda for discussion.



**JUNE 19, 2018 MINUTES**  
**Page 2**

City Manager Knopp suggested the Council discuss the matter in closed session with legal counsel prior to any open session discussion due to previous threats of litigation. He explained that the City has done a lot of work to address the drainage issues in the Belleview area and that the real problem is funding. He said the City was able to take the first step in addressing the problem with the recent work with the current resources available.

**CONSENT CALENDAR**

Motion was made by Johnson/Marks to approve the consent calendar including approval of minutes of the June 5, 2018; authorizing the City Manager to file a Notice of Completion and approve release of funds to Wahlund Construction for the Belleview Avenue Drainage Improvement Project in the amount of \$82,000; approval of Resolution No. 1394-2018 extending employee contracts through June 30, 2019; to receive and file the Third Quarter Financial Report; and to receive and file the Check Register for May 2018. Motion carried 4-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager/Staff Update

City Manager Knopp referred to the staff update provided in the Council packet and said in terms of the City Council meetings suggested the Council consider cancelling the regularly scheduled meeting of July 3, 2018 due to the July 4<sup>th</sup> holiday. He said in looking ahead at the agenda forecast, there are only a couple of minor items that need city council action. He said as an alternative, a special meeting could be scheduled for June 28<sup>th</sup>. He suggested the Council members check their calendars and let staff know what they would like to do.

After a brief discussion, the Council concurred to continue with the regularly scheduled meeting on July 3, 2018.

City Manager Knopp also noted that three (3) new public works employees were hired with two (2) already on board and one (1) scheduled to start next week.

He reported that Water/Roadways Superintendent Jensen attended the Eel Russian River Commission meeting in Ukiah on June 8<sup>th</sup> and that and that over the coming months, the Commission will consider the expansion of its role and membership to potentially include municipalities and others. As such, staff will continue to monitor the situation and keep the Council informed. He noted that the City has a number of protections in place and having a seat at the table would require a financial commitment and possible litigious involvement.

Water/Roadways Superintendent Jensen added that there was discussion with some of the tribes to get on the commission and also there were representatives from Friends of the Eel River who had a voice at the table with their goal to protect the fish in the Eel River and get the river back to where it was.

City Manager Knopp announced that Wastewater Superintendent Trainee Purvis passed his Grade 3 Wastewater exam and deserves a round of applause.

Councilmember Strahan asked for details of the ATP Project.

City Manager Knopp explained the ATP project mentioned in the staff update is the \$1.5 million Active Transportation Plan as part of the Safe Routes to School project. He said based on the initial discussions of the project it will be difficult to fit the entire scope of the project into the existing grant budget so staff will continue to research options and return to Council with possible alternatives.

Mayor Pro Tem Johnson asked for clarification that it would be an acceptable alternative for the City to underwrite some of the items the City Council felt were necessary improvements as part of the scope of work for the ATP project.

City Manager Knopp explained that the main overrun on the project is the contingency and that staff is evaluating ways to cut certain portions of the project that aren't necessary. He added that the City Council could also authorize additional City funds to augment the project.

Councilmember Strahan asked staff what the problems were with the meter reading equipment.

Water/Roadways Superintendent Jensen explained that there were some technical issues with the hand held reader due to upgrades to the technology but staff was in the process of getting the issues resolved.

Councilmember Strahan asked about the status of the former office building at Eel River Sawmills.

City Manager Knopp responded that the police department issued warrants and they were advised that they needed to become legal with their cannabis operation. He noted that the Community Development Director has been working with the property owner to help bring them into compliance.

Mayor Wilson asked if any members of the public had any questions regarding the staff update.

**Julie Woodall commented** on the issues with the hand held equipment and asked if staff had to visually read the water meters.

Water/Roadways Superintendent Jensen commented that they only had to manually read 28 meters.

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

**JUNE 19, 2018 MINUTES**  
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Approve Annual Rate Adjustment with Recology Eel River and accept it as an Amendment to the Solid Waste and Recycling Franchise Agreement, Effective July 1, 2018

City Manager Knopp provided a staff report and said the Solid Waste Franchise Agreement with Recology Eel River provides for an annual Consumer Price Index (CPI) adjustment. He noted that this year's CPI adjustment is 2.1% resulting in an increase of \$0.17 on disposal rates per ton. He commented that a representative from Recology Eel River was present to answer questions.

Brian Solomon from Recology Eel River addressed the Council and said at last week's Board of Supervisor's meeting, the Board approved consolidation, service standardization and rate adjustments for solid waste collections for the unincorporated southern areas under one contract. He also reported that they would soon be rolling out automated residential services and picking up recycling weekly rather than bi-weekly. He noted that the rate adjustment will become effective July 1, 2018 and the new service will begin in a couple of months, once they receive the new garbage totes.

Mayor Wilson asked what the rate increase represents to the average ratepayer.

Brian commented that he didn't compare the new rates with the current rates but estimated the increase would be about \$0.56/month.

Mayor Wilson expressed concern with the contract and changes in the local recycling market.

Brian noted that the decline in the recycling commodity market has had a huge financial impact on the industry which will ultimately have an effect on the rates.

Mayor Wilson referred to a report provided to board members at the Humboldt Waste Management Authority (HWMA) meeting and noted that his understanding was that \$1 million would be split amongst the County and five other jurisdictions, which computes to \$166,000 per jurisdiction. He said based on an estimate of 1,000 garbage customers, the rate increase would be \$13.50/month. He expressed concern that substantial rate increases will lead to illegal dumping and an increase in the amount of waste going to the landfill.

Brian commented that the state is imposing new regulations for disposal of food waste but there are no permitted places for its disposal. He also noted that in San Francisco, they have reduced garbage can sizes from 32 gallon to 16-gallon cans to promote waste reduction.

Mayor Wilson called for public comment on the proposed rate increase.

**Julie Woodall** referred to the City's current budget and the recycling revenue that will end as of June 30, 2018 and asked how much revenue the City normally receives.

**JUNE 19, 2018 MINUTES**  
**Page 5**

Finance Director Kerrigan indicated that the total revenue budget for the Solid Waste Fund is \$9,000.

Motion was made by Johnson/Marks to approve the proposed rate adjustment with Recology Eel River and accept it as an amendment to the Solid Waste and Recycling Franchise Agreement, effective July 1, 2018. Motion carried 4-0.

Authorize City Manager to Execute the Summer 2018 Slurry Seal Project in an Amount not to exceed \$50,164 and further approve Letter of Commitment to the City of Eureka

City Manager Knopp provided a staff report and explained that the City allocated \$107,000 in the FY 2018/2019 budget for street work making it possible for the city to participate in this summer's slurry seal project. He said staff recently contacted the administrator of the regional slurry seal project to discuss the City's participation in the upcoming project. He added that the City received tentative approval to participate, pending the availability of the contractor to perform the work in Rio Dell. He said there is a chance the City may not be able to get in on this year's program since the City did not participate in the RFP. Because of that, other entities in this year's project will receive priority with regard to scheduling.

He commented that staff worked together and came up with proposed projects including portions of Painter St., Center St. and Rigby Ave. as well as Ireland Ave. He noted that slurry sealing streets is not the perfect solution but it does add years to the life of the road.

Councilmember Strahan agreed with the seal coating of Ireland Ave. but questioned the reason for selecting Center St. She commented that with the additional truck traffic on Rigby and Center during construction of the DANCO project, thought it might be better to slurry seal the east end of Painter St. where there is a rest home.

Mayor Pro Tem Johnson commented that any project to extend the life of a street is money well spent. He said he could come up with dozens of streets in the City that would benefit from seal coating. He said this is as good a start as any and supported staff's recommendation.

Mayor Wilson said that he would like to see more streets done.

Motion was made by Johnson/Marks to authorize the City Manager to execute the summer 2018 Slurry Seal Project in an amount not to exceed \$50,164 and further approve the letter of commitment to the City of Eureka. Motion carried 3-1; Councilmember Strahan dissenting.

Two Potential Grant Opportunities for Sidewalk Infill and Crosswalk Work

City Manager Knopp provided a staff report and said applications for the next cycle of Active Transportation Program (ATP) funds are due by the end of July. He said in the past, the Council has shown interest in more sidewalk infill projects and the ATP grants are a good source of funding to accomplish these types of projects. He said staff is also exploring the possibility of making a joint application with the County of Humboldt for the Highway Safety Improvement Program (HSIP) Cycle 9 grant period. He noted that this grant could help pay for

**JUNE 19, 2018 MINUTES**  
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additional crosswalks in the City and would be filed by the County with the City as a participant. He said that the grant is preliminary at this point but staff would like to submit the initial application then come back to the Council to further define the scope of work. He noted that the deadline for submittal of this application is the end of August and the estimated cost for the City Engineer to put the project together is \$8,000. He reviewed a map provided in the Council packet identifying priority areas for infill sidewalks and areas for new or enhanced crosswalks.

Mayor Pro Tem Johnson provided background on the grant application process and said the City applied for the grant in 2013 and scored well but unfortunately not well enough. If staff had included an education program at the school on, as an example, the proper use of crosswalks, the City would have likely received the grant. He said if the City applies for the grant again and doesn't score high enough, they would at least tell the City how to improve the score for the next funding cycle. He expressed support for the grant application.

Councilmember Strahan stated that she was a huge advocate for the grant or anything that helps to keep kids safe. She asked if the Council would have the opportunity to look at the proposed locations later.

City Manager Knopp indicated that the proposal could be modified to better meet the needs of the community.

Motion was made by Strahan/Johnson to direct staff to move forward with the grant application process as proposed. Motion carried 4-0.

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

Second Reading (by title only) and Adoption of Ordinance No. 368-2018 Amending Chapter 3.11 of the Rio Dell Municipal Code (RDMC) to Extend the One Percent (1%) Transaction and Use Tax for General Purposes for a Period of five (5) Years, with the State Board of Equalization Continuing to Administer the Tax

City Manager Knopp provided a staff report and said at the advice of the City Attorney, the ordinance is back for its second reading and adoption. He noted that no recommended changes were made to the ordinance since introduction of the ordinance at the June 5, 2018 regular meeting. He said the ordinance would become effective immediately after approval by the voters at the November 6, 2018 general election.

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

Motion was made by Johnson/Strahan to approve the second reading (by title only) and adoption of *Ordinance 368-2018 Amending Chapter 3.11 of the Rio Dell Municipal Code (RDMC) to Extend the One Percent (1%) Transactions and Use Tax for General Purposes for a Period of Five (5) Years, with the State Board of Equalization Continuing to Administer the Tax.*



Motion carried 4-0.

Second Reading (by title only) and Adoption of Ordinance No. 369-2018 Amending the City's Dog Licensing Regulations, Section 6.05.070 of the Rio Dell Municipal Code

City Manager Knopp provided a staff report and said as reported at the last meeting, the two main reasons for the licensing of dogs is 1) to ensure that each dog that resides within the city is vaccinated against rabies, and 2) to assist animal control officers in returning stray dogs to their rightful owners. He said the proposed amendments would change the expiration date of dog licenses to one year from the application date or until the expiration of the rabies vaccination certificate, whichever is less. He noted that the license might be extended up to the expiration date of the rabies vaccination certificate at a reduced cost for dogs getting a 3-year rabies vaccination.

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

Motion was made by Johnson/Strahan to approve the second reading (by title only) and adoption of *Ordinance No. 369-2018 Amending the City's Dog Licensing Regulations, Section 6.05.070 of the Rio Dell Municipal Code*. Motion carried 4-0.

**COUNCIL REPORTS/COMMUNICATIONS**

Mayor Pro Tem Johnson asked about the status of the appointments to the Mayor's Selection Committee.

Mayor Wilson stated that both Sue Long and Frank Jagger were reappointed to fill those positions.

Mayor Wilson reported on his attendance at the Redwood Coast Energy Authority (RCEA) meeting and said they approved a \$53 million budget. He said the board is pushing local projects offshore, which are 5-7 years away.

**ADJOURNMENT**

Motion was made by Johnson/Marks to adjourn the meeting at 7:46 p.m. to the July 3, 2018 regular meeting. Motion carried 4-0.

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

Attest:

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



**For Meeting of: July 3, 2018**

TO: Mayor and Members of the City Council  
FROM: Karen Dunham, City Clerk  
THROUGH: Kyle Knopp, City Manager  
DATE: July 3, 2018  
SUBJECT: November 6, 2018 General Election

**RECOMMENDATION**

Approve Resolution No. 1395-2018 Ordering and Calling for a General Municipal election to fill three City Council seats; requesting and consenting to consolidation of the Municipal Election with the General Election to be held on November 6, 2018; requesting the services of the Humboldt County Registrar of Voters; providing for Notice of Election; and adopting uniform policies pertaining to candidate statements and fees.

**BUDGETARY IMPACT**

Estimated Election Costs are \$1,300-\$1,500 (not including the cost for the ballot measure).

**BACKGROUND AND DISCUSSION**

As the Council is aware, three (3) seats on the City Council will be open this November. Pursuant to the State of California Election Code §10002, §10403, §12101, §10228 and §13307, the City Council is required to adopt resolutions that order and call for a General Election to be held in the City of Rio Dell on November 6, 2018; request the Humboldt County Board of Supervisors to approve the consolidation of the Municipal Election with the General Election; make available the services of the Registrar of Voters to conduct the Municipal Election; authorize and direct the City Clerk to publish a Notice of Election within the time and manner specified and approve and adopt the regulations for

candidate statements and fees. To simplify the process, staff has consolidated the election requirements into a single resolution.

Upon adoption of the Resolution, the City Clerk will send a certified copy to the County Board of Supervisors and Humboldt County Elections/Registrar of Voters. The deadline for submission of the Resolution requesting consolidation of the election is July 17, 2018. As noted in the Resolution, the City Clerk will also publish the Notice of Election at the appropriate time, no earlier than July 2, 2018 and no later than July 16, 2018.

**ATTACHMENTS:**

Resolution No. 1395-2018  
Notice of Election



**RESOLUTION NO. 1395-2018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL ORDERING AND CALLING A GENERAL MUNICIPAL ELECTION TO FILL THREE CITY COUNCIL SEATS; REQUESTING AND CONSENTING TO CONSOLIDATION OF THE MUNICIPAL ELECTION WITH THE GENERAL ELECTION TO BE HELD ON NOVEMBER 6, 2018; REQUESTING THE SERVICES OF THE HUMBOLDT COUNTY REGISTRAR OF VOTERS; PROVIDING FOR NOTICE OF ELECTION; AND ADOPTING UNIFORM POLICIES PERTAINING TO CANDIDATE STATEMENTS AND FEES**

**WHEREAS**, the term of three (3) members of the City of Rio Dell City Council are due to expire and the positions must be filled; and

**WHEREAS**, the City Council has ordered a Municipal Election to be held on Tuesday, November 6, 2018 to fill those offices; and

**WHEREAS**, the California Elections Code Section 10002 and 10400 provides that the local governing body may request the Humboldt County Board of Supervisors to consolidate a general municipal election with the statewide general election; and

**WHEREAS**, the California Election Code Section 10002 requires the City to reimburse the County in full for the services performed upon presentation of a bill to the City by the County Elections Official; and

**WHEREAS**, the California Election Code Section 13307 requires that before the nominating period opens the City Council must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; and may determine whether the estimate must be paid in advance; and

**WHEREAS**, California Elections Code Section 12101 requires the publication of a notice of election; and

**WHEREAS**, the City Council of the City of Rio Dell is desirous of having the County of Humboldt Elections Department/Registrar of Voters provide certain services for the conduct of the general election to include the Rio Dell City Council election to be held on November 6, 2018.



**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIO DELL, CALIFORNIA** that an election be held in accordance with the following specifications:

1. The City Council hereby calls for a general municipal election in and for the City of Rio Dell. The Election shall be held on Tuesday, November 6, 2018. The purpose of the election is to choose successors for the three (3) expired 4-year terms on the Rio Dell City Council.
2. The Rio Dell City Council hereby requests and consents to the consolidation of this election with the statewide general election to be held on November 6, 2018.
3. The City Council hereby requests the Humboldt County Board of Supervisors to authorize the County of Humboldt Elections Department to conduct the general election to include the City Council election for the City of Rio Dell on November 6, 2018, including the publishing of all election materials, the mailing of sample ballots, the hiring of election officers, and the counting of ballots with the tally turned into the City Clerk of the City of Rio Dell for announcement of the results of the election.
4. The City hereby designates the hours of the polls are to be kept open shall be from 7:00 a.m. to 8:00 p.m.
5. The City agrees to reimburse the County for the actual costs incurred in conducting the election upon receipt of a bill stating the amount due as determined by the election official.
6. The City Council has determined that upon submittal of a Candidate's Statement to be printed in the sample ballot, that the candidate is responsible for the total cost for that printing as determined by the Humboldt County Election's Department; and that all costs are due and payable upon receipt of an invoice from the Election's Department to the City of Rio Dell. The Candidate's Statement is a voluntary statement and is limited to 200 words.
7. The City Clerk is hereby authorized and directed to publish a Notice of Election at the appropriate time, no earlier than July 2, 2018 and no later than July 16, 2018.
8. Upon passage of this resolution, the City Clerk is hereby directed to send a certified copy to the County Board of Supervisors and Humboldt County Elections/Registrar of Voters.

**PASSED AND ADOPTED** this 3<sup>rd</sup> day of July 2018 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**



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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 Resolution No. 1301-2016 adopted by the City Council of the City of Rio Dell on July 5, 2016.

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Karen Dunham, CMC  
City Clerk, City of Rio Dell



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

## **NOTICE OF ELECTION RIO DELL CITY COUNCIL**

**Notice is hereby given** that a General Municipal Election will be held in the City of Rio Dell on Tuesday, **November 6, 2018** for the following offices:

**City Council Member** – There are three (3) open positions. Each position is for a four (4) year term of office.

Candidate Packets will be available in the Office of the City Clerk at Rio Dell City Hall, 675 Wildwood Avenue, Rio Dell, California, beginning **July 16, 2018 at 8:00 a.m.**

Nomination papers must be filed with the City Clerk by **August 10, 2018 at 5:00 p.m.**

Polls are open from 7:00 A.M. – 8:00 P.M. at the Monument Middle School, 95 Center Street, Rio Dell

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Karen Dunham, CMC  
Posted July 5, 2018



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

**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
July 3, 2018**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager *3*

FROM: Brooke Kerrigan, Finance Director *BK*

DATE: July 3, 2018

SUBJECT: Authorize Finance Director to sign and submit Regional Surface Transportation Program (RSTP) claim for Fiscal Year 2017/18 (\$27,451) and approve Resolution 1396-2018 for budget amendment increasing RSTP revenues and expenditures for FY 2017/18

**RECOMMENDATIONS**

Authorize Finance Director to sign and submit the City's annual Regional Surface Transportation Program claim for RSTP revenues distributed annually by Humboldt County Association of Governments (HCAOG) and approve budget amendment increasing RSTP revenues and expenditures for FY 2017/18.

**BACKGROUND AND DISCUSSION**

RSTP funds come from the federal excise tax on gasoline and are distributed each year throughout the County by HCAOG. The City of Rio Dell will receive \$27,451 in RSTP funding for the 2018/19 fiscal year. This is an increase of \$5,093 from \$22,358 the prior fiscal year. RSTP funds can be used to support various transportation projects and general streets and roads maintenance. According to HCAOG, the majority of local RSTP funds are applied towards road budgets.

The budget amendments for RSTP funding will increase revenues \$5,451 and allocates Streets Department expenditures of \$3,577 from the Gas Tax fund.

**ATTACHMENTS**

- Resolution 1396-2018
- FY 2017/18 Annual Report
- HCAOG RSTP Policy and Allocation



**RESOLUTION NO. 1396-2018  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL AMENDING THE OPERATING BUDGET  
FOR THE FISCAL-YEAR 2017-2018 FOR AN INCREASE IN RSTP FUNDING**

**WHEREAS**, the City adopted Resolution 1333-2017 establishing the City's Operating and Capital Budget for the Fiscal-Year 2017/18; and

**WHEREAS**, the City has approved and its 2017/18 fiscal year Operating and Capital Budgets and have identified additional costs that should be included to update the 2017/18 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 2017/18 Operating and Capital Budget with the following amendments:

- 1) \$5,451 – Increase RSTP revenues (026)
- 2) \$3,577 – Increase RSTP appropriations (026)
- 3) (\$3,577) – Decrease Gas Tax Appropriations (020)

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 3<sup>rd</sup> day of July 2018 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

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Frank Wilson, Mayor

ATTEST:

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Karen Dunham, City Clerk

**Humboldt County Association of Governments**

**Regional Surface Transportation Program (RSTP)  
Section 182.6(d)(1)**

**FY 2017-18**

<b>Name and Address of Claimant:</b> CITY OF RIO DELL 675 WILDWOOD AVE. RIO DELL, CA 95562	
<b>Description of Project or Purposes of Expenditures ( FY 16-17)</b> <b>Allocation Amount: \$ 22,358</b> Streets and Roads Maintenance and Repairs	<b>Est. Cost of Project</b> \$ 27,451
<b>FY 2017-18 Total Expenditures:</b> <b>Reporting of Previous RSTP Funds (FY 16-17)</b> <b>Allocation Amount: \$ 22,358</b> Streets and Roads Maintenance and Repairs	\$ 27,451
<b>Previous year carryover</b>	\$ -

**Check one to indicate use of funds:**

- Street and Road Purposes
- Public Transit - Operating
- Public Transit - Capital
- 2% Bicycle and Pedestrian Account Purposes
- Other:

RSTP funds are being carried over as described:

Estimated Project Cost:

**Statement of Compliance with Exchange Agreement**

Pursuant to the Regional Surface Transportation Program Section 182.(d)1 program, the undersigned claimant hereby acknowledges that he/she has received a copy of the Exchange Agreement dated **May 9, 2018** between HCAOG and the State Department of Transportation (Caltrans), and agency agrees to comply with the applicable required conditions contained therein.

Undersigned claimant also acknowledges that jurisdictions receiving State RSTP funds have complied with Section 1220.4(6) *A special fund for the purpose of depositing exchange funds has been established within a jurisdiction's special gas tax street improvement fund or county road fund.*

Authorized Signature \_\_\_\_\_ Date 3-Jul-18

Brooke Kerrigan, Finance Director  
Printed Name and Title \_\_\_\_\_



**Fiscal Year 2017-18**

**Regional Surface Transportation Program**

**Policy and Allocation**

Adopted June 2018



**Humboldt County Association of Governments**  
611 I Street, Suite B  
Eureka, CA 95501  
Phone: 707.444.8208  
[www.hcaog.net](http://www.hcaog.net)

## Background

The Regional Surface Transportation Program (RSTP) was established by California State Statute utilizing Surface Transportation Program Funds that are identified in Section 133 of Title 23 of the United States Code. California Streets and Highways Code Section 182.6(d) was enacted under federal transportation bills, beginning in 1991 with the Intermodal Surface Transportation Efficiency Act (ISTEA) legislation, subsequently under the Transportation Equity Act for the 21st Century (TEA-21) and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

The Federal Aid Urban (FAU) and Federal Aid Secondary (FAS) regulations implemented through Section 182.6(d) were repealed by the federal government through the passage of Moving Ahead for Progress in the 21st Century (MAP-21). However, the FAU/FAS regulations currently remain in State law.

RSTP funds originate from the federal excise tax on gasoline. The State of California distributes the funds to regional agencies and counties based on population. As a rural agency, HCAOG is allowed to participate in an exchange of these federal funds to nonfederal State Highway Account funds. Prior to an annual distribution of funds, an Exchange Agreement is executed between HCAOG and the State Department of Transportation (Caltrans). This exchange allows for greater flexibility with fewer administrative burdens. The County of Humboldt receives RSTP funds through a separate Exchange Agreement.

RSTP funds support a broad range of transportation projects. In the Humboldt region, most are used to augment city and county road budgets. Beginning with the 2007-08 RSTP cycle, HCAOG began setting aside funds for tribal governments. The County of Humboldt has agreed to administer the funds for a single project.

Exchange funds are subject to financial and compliance audits by State of California auditors.

### Eligible Projects

The exchange of funds requires agreement to projects defined under Title 23-Section 133 of the Federal Aid for Highway and in accordance with the State of California Constitution. Section 133(b) provides for the following eligible projects:

- (1) Construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements for highways (including Interstate highways) and bridges (including bridges on public roads of all functional classifications), including any such construction or reconstruction necessary to accommodate other transportation modes, and including the seismic retrofit and painting of and application of calcium magnesium acetate, sodium acetate/formate, or other environmentally acceptable, minimally corrosive anti-icing and de-icing compositions on bridges and approaches thereto and other elevated structures, mitigation of damage to wildlife, habitat, and ecosystems caused by a transportation project funded under this title.
- (2) Capital costs for transit projects eligible for assistance under chapter 53 of title 49, including vehicles and facilities, whether publicly or privately owned, that are used to provide intercity passenger service by bus.
- (3) Carpool projects, fringe and corridor parking facilities and programs, bicycle transportation and pedestrian walkways in accordance with section 217, and the modification of public sidewalks to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

- (4) Highway and transit safety infrastructure improvements and programs, hazard eliminations, projects to mitigate hazards caused by wildlife and railway-highway grade crossings.
- (5) Highway and transit research and development and technology transfer programs.
- (6) Capital and operating costs for traffic monitoring, management, and control facilities and programs, including advanced truck stop electrification systems.
- (7) Surface transportation planning programs.
- (8) Transportation enhancement activities.
- (9) Transportation control measures listed in section 108 (f)(1)(A) (other than clause (xvi)) of the Clean Air Act (42 U.S.C. 7408 (f)(1)(A)).
- (10) Development and establishment of management systems under Section 303.
- (11) In accordance with all applicable Federal law and regulations, participation in natural habitat and wetlands mitigation efforts related to projects funded under this title, which may include participation in natural habitat and wetlands mitigation banks; contributions to statewide and regional efforts to conserve, restore, enhance, and create natural habitats and wetlands; and development of statewide and regional natural habitat and wetlands conservation and mitigation plans, including any such banks, efforts, and plans authorized pursuant to the Water Resources Development Act of 1990 (including crediting provisions). Contributions to such mitigation efforts may take place concurrent with or in advance of project construction. Contributions toward these efforts may occur in advance of project construction only if such efforts are consistent with all applicable requirements of Federal law and regulations and State transportation planning processes. With respect to participation in a natural habitat or wetland mitigation effort related to a project funded under this title that has an impact that occurs within the service area of a mitigation bank, preference shall be given, to the maximum extent practicable, to the use of the mitigation bank if the bank contains sufficient available credits to offset the impact and the bank is approved in accordance with the Federal Guidance for the Establishment, Use and Operation of Mitigation Banks (60 Fed. Reg. 58605 (November 28, 1995)) or other applicable Federal law (including regulations).
- (12) Projects relating to intersections that—
  - (A) have disproportionately high accident rates;
  - (B) have high levels of congestion, as evidenced by—
    - (i) interrupted traffic flow at the intersection; and
    - (ii) a level of service rating that is not better than “F” during peak travel hours, calculated in accordance with the Highway Capacity Manual issued by the Transportation Research Board; and
  - (C) are located on a Federal-aid highway.
- (13) Infrastructure-based intelligent transportation systems capital improvements.
- (14) Environmental restoration and pollution abatement in accordance with Section 328.
- (15) Control of noxious weeds and aquatic noxious weeds and establishment of native species in accordance with section 329.

### **Agreement with Jurisdictions**

The following administrative requirements are hereby implemented to assure that the agencies receiving the RSTP funds are using the funds properly, and to assure that HCAOG is properly tracking the funds.

1. Project Lists. Each entity shall be required to submit to HCAOG a list of eligible projects on which they expect to expend the funds, prior to funds being distributed by HCAOG. The list shall include the name of all streets and roads with potential projects, the type of project (*rehabilitation, maintenance, etc.*) and the functional classification based on the “annual maintained mileage report” prepared by each agency. (Form is attached)
2. Exchange Agreement Compliance. HCAOG is required to sign an annual Exchange Agreement with the State which states that HCAOG (and project sponsors) agree to comply with required conditions. Therefore, each entity shall receive a copy of the agreement and be required to sign a statement of compliance in order to receive funds. Compliance includes a requirement that a special fund for the purpose of depositing exchange funds has been established within a jurisdiction’s special gas tax street improvement funds or county road fund. (Form is attached)
3. Annual Report. Each entity shall be required to submit an annual report before receiving new RSTP funds each annual cycle. The report shall indicate how funds were expended or explain if funds are being carried over for a larger project. (Note: The annual report should agree with the project list submitted, otherwise a written explanation will be required). (Form is attached)

### **RSTP Formula Distribution**

During a normal funding cycle, HCAOG receives instructions from the State to begin the process to exchange the RSTP funds sometime during the calendar year, resulting in an executed Exchange Agreement and receipt of funds by or near June 30 of each fiscal year. HCAOG staff then prepares a draft RSTP Program for stakeholder and public review and discussion at HCAOG Technical Advisory Committee (TAC) and Board meetings. Upon HCAOG Board approval, HCAOG notifies eligible claimants of the amount of available funding per the formula distribution. Funds are then distributed to the County and Cities upon compliance with the Agreement with Jurisdictions, as explained above.

**Humboldt County Association of Governments**

**Regional Surface Transportation Program FY 2017-18**

<b>17-18 RSTP Allocation</b>	1,262,110
<b>Balance from County Auditor</b>	<u>+115,176</u>
<b>Total Available to Region</b>	1,377,286
<b>Regional Apportionment</b>	<u>-262,188</u>
<b>Excess Fund Apportionment</b>	\$1,115,098

The **Regional Apportionment** is apportioned to the four former Federal Aid Urban (FAU) and Federal Aid Secondary (FAS) recipients (Arcata, Eureka, Fortuna, and McKinleyville) in 1990-era urbanized proportions. The amount of \$262,188 has remained constant in this formula of distribution.

Of this amount, \$100,000 is taken off of the top and allocated to Humboldt County in exchange for an annual dedication of \$200,000 of County Local Transportation Funds to transit agencies supporting capital improvements. The remaining amount (\$162,188) is then apportioned to the four FAU areas based on the following percentages set in the 1990s:

23.8% Arcata	46.6% Eureka	14.6% Fortuna	15.0% McKinleyville
<hr/>			
Regional Apportionment	262,188		
Transit Set Aside (County of Humboldt)	(100,000)		
<b>Balance</b>	<b>\$162,188</b>		
McKinleyville (County of Humboldt) (15%)	24,328		
City of Arcata (23.8%)	38,601		
City of Eureka (46.6%)	75,580		
City of Fortuna (14.6%)	23,679		
<b>Total</b>	<b>\$162,188</b>		

The **Excess Fund Apportionment** is apportioned to the County and seven cities and TAC tribal members.

The amount apportioned to the Small Agency program has been based on the population percentages of the four small cities (Blue Lake, Ferndale, Rio Dell and Trinidad) and tribal land populations for tribes that are members of the TAC (Blue Lake Rancheria, Bear River Band of the Rohnerville Rancheria, Hoopa Valley Tribe, Karuk Tribe, Trinidad Rancheria and the Yurok Tribe).

Population data for the small cities is taken from the California Department of Finance (DOF) Table E-1. The North Coast Tribal Transportation Commission provides population data annually. This year the Small Agency Program, based on population, is 9.39% of the Excess Fund (\$104,662).



Small Agency Program based on 9.39% of the Excess Fund Apportionment				
	Population Estimates*	% of Small Agency Program	% of total population **	Allocation
Blue Lake	1,280	10.0%	0.94%	10,495
Ferndale	1,367	10.7%	1.01%	11,208
Rio Dell	3,348	26.2%	2.46%	27,451
Trinidad	340	2.7%	0.25%	2,788
Tribal Areas	6,430	50.4%	4.73%	52,720
<b>Total</b>	<b>12,765</b>	<b>100.0%</b>	<b>9.39%</b>	<b>104,662</b>

\* City data from Table E-1, California Department of Finance

\*Tribal populations provided by North Coast Tribal Transportation Commission

\*\*Total population (136,002) from Table E-1

The FAU recipients and FAS recipient ratios:  
 FAU 32.8% (Arcata, Eureka, Fortuna and McKinleyville)  
 FAS 67.2% (County of Humboldt)

17-18 RSTP Allocation	\$1,262,110
Balance from County Auditor	+\$115,176
Total Available to Region	\$1,377,286
Regional Apportionment	-\$262,188
Excess Fund Apportionment	<b>\$1,115,098</b>
Small Agency Program (9.39%)	-\$104,662
FAU/FAS funds	<b>\$1,010,436</b>

FAU/FAS Funds (Remaining Excess Fund Apportionment)			
	67.2 % of FAS	32.8% of FAU	Allocation
	<b>\$679,013</b>	<b>\$331,423</b>	
County of Humboldt	100%	n/a	679,013
Arcata	n/a	23.8%	78,879
Eureka	n/a	46.6%	154,443
Fortuna	n/a	14.6%	48,388
McKinleyville	n/a	15.0%	49,713
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>\$1,010,436</b>

RSTP 17-18 Allocations	
County of Humboldt	853,055
Arcata	117,479
Blue Lake	10,495
Eureka	230,023
Ferndale	11,208
Fortuna	72,067
Rio Dell	27,451
Trinidad	2,788
Tribal Governments	52,720
<b>Total</b>	<b>\$1,377,286</b>



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

July 3, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager *3*

SUBJECT: Adoption of Resolution No. 1397-2018 Amending and Adopting City Master Salary Table

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve adoption of Resolution No. 1397-2017 amending and adopting City Master Salary Table.

BACKGROUND AND DISCUSSION

This item formally adds an Operator-in-Training position to Public Works and sets the compensation level at \$16.60 per hour.

As part of the FY 2018/19 budget the Council approved the addition of an "Operator in Training" (OIT) position in Public Works. The OIT is an entry-level position to become a plant operator; the OIT trains and spends time on the equipment and eventually takes classes and tests to achieve a higher level of certification. The position is time limited with a typical OIT spending between 12-18 months in the position. Therefore the classification is recommended to have only one pay step that is approximately 5% lower than the beginning pay for the existing Water/Wastewater Operator I pay level.

///



**RESOLUTION NO. 1397-2018  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AMENDING THE CITY MASTER SALARY TABLE**

**WHEREAS**, the City of Rio Dell recognizes the value of adopting a salary schedule that promotes the recruitment and retention of employees; and

**WHEREAS**, an pay structure with competitive salaries is essential in attracting and retaining a skilled, motivated work force, thereby increasing the level of service to the City’s residents; and

**WHEREAS**, a salary table helps provide transparency in compensation; and

**WHEREAS**, Section 36506 of the Government Code of the State of California provides that the City Council shall, by Resolution or Ordinance, fix the compensation for all appointive officers and employees.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Rio Dell hereby amends and adopts the following Master Salary Table and that All prior resolutions (Resolution No. 1318-2017, 1348-2017, 1351-2017, 1357-2017, 1372-2018) concerning compensation for City employees that are in conflict with this Resolution or the attached Master Salary Tables are hereby repealed, and this Resolution shall be effective July 3, 2018:

Peace Officers Association

JOB TITLE	Salary Range				
	A	B	C	D	E
Police Officer	43,705	45,016	46,367	47,758	49,190
Police Corporal	48,075	49,517	51,003	52,533	54,109
Sergeant	53,895	55,512	57,178	58,893	60,659

Rio Dell Employee's Association

JOB TITLE	Salary Range				
	A	B	C	D	E
Accountant I	44,622	45,961	47,340	48,760	50,223
Accountant II	49,084	50,557	52,074	53,636	55,245
Admin. Assistant	30,356	31,266	32,204	33,170	34,166
Administrative Tech.	36,848	37,954	39,093	40,266	41,474
Fiscal Assistant I	29,919	30,816	31,740	32,692	33,673
Fiscal Assistant II	33,542	34,548	35,584	36,651	37,750
Office Assistant	24,839	25,584	26,352	27,142	27,956

Rio Dell Employee's Association

JOB TITLE	Salary Range				
	A	B	C	D	E
PW Leadman	34,678	35,718	36,789	37,893	39,030
Records Tech.	34,130	35,154	36,209	37,295	38,414
Sr. Fiscal Assistant	38,457	39,611	40,799	42,023	43,284
Utility Worker I	27,400	28,222	29,069	29,941	30,839
Utility Worker II	30,154	31,059	31,991	32,951	33,939
W/WW Plant Op. I	36,334	37,424	38,547	39,703	40,895
W/WW Plant Op. II	39,968	41,167	42,402	43,674	44,984
Operator In Training (OIT)	34,528	-	-	-	-

Contract Employees

JOB TITLE	Salary Range				
	A	B	C	D	E
City Clerk	53,644	55,253	56,911	58,618	60,377
City Manager	106,875	110,081	113,384		
Chief of Police	79,540	81,926	84,384		
Finance Director	67,473	69,497	71,582		
Community Dev. Dir.	73,394	75,596	77,863	81,756	85,623
Wastewater Sup. Tr.	49,192				
Wastewater Sup. Tr.	54,717	56,359	58,050	59,791	61,585
Water/Streets Sup.	61,556	63,403	65,305	67,264	69,282

ELECTED OFFICIALS*	Salary Range				
	A	B	C	D	E
Mayor	-	-	-	-	-
Mayor Pro-tem	-	-	-	-	-
City Council Members	-	-	-	-	-
Planning Commissioner - Chair	-	-	-	-	-
Planning Commissioners	-	-	-	-	-

\*Elected officials are reimbursed for travel expenses related to official duties

**PASSED AND ADOPTED** by the City of Rio Dell on this 3<sup>rd</sup> day of July, 2018 by the following roll call vote:

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

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

ATTEST:

\_\_\_\_\_

Karen Dunham, City Clerk


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



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
July 3, 2018**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager 

FROM: Brooke Kerrigan, Finance Director 

DATE: July 3, 2018

SUBJECT: Submit Transportation Development Act (TDA) Claim

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**RECOMMENDATION**

Authorize the Finance Director to sign and submit the City's annual TDA Claim

**BUDGETARY IMPACT**

Total TDA funds of \$124,891

**BACKGROUND AND DISCUSSION**

Each year the City submits a request for approval of its annual transportation claim to HCOAG. The 2018/19 projected allocation is \$124,891 in comparison to last year's TDA claim of \$114,217. Proposed projects outlined in the City's 2018/19 financial plan includes \$44,410 to be provided to Humboldt Transit Authority for share of costs for transit services within the City, \$6,500 to be provided to the Adult Day Health Care for transportation, and \$73,981 for ongoing street repair, maintenance, and construction within the City.

**ATTACHMENTS**

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





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

**RESOLUTION 18-01**  
**RESOLUTION OF THE HUMBOLDT COUNTY ASSOCIATION OF**  
**GOVERNMENTS APPROVING THE TRANSPORTATION DEVELOPMENT ACT**  
**(TDA) LOCAL TRANSPORTATION FUND (LTF) FISCAL YEAR 2018-2019**  
**FINDINGS OF APPORTIONMENT AND ALLOCATION**

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

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

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

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

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

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

**WHEREAS**, the County Auditor issued an estimate of revenues with a total of \$4,962,070 available for local jurisdictions for FY 2018-2019.

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

1. To the Humboldt County Association of Governments for TDA administration and for planning and programming in the amount of \$285,000, per Section 99233.1 and 99233.2.
2. To the Humboldt County Auditor Controller for TDA Administration in the amount of \$4,000, per Section 99243.
3. To be reserved by the Humboldt County Auditor's Office for future reimbursements to the Cities and County for pedestrian and bicycle facilities purposes for local agencies as programmed and claimed in the amount equal to 2% of remaining incoming funds estimated to be \$101,267 per Sections 99233.3 and 99234.
4. To the Cities and County in the amounts listed below, upon review of claims filed:

	Population	% of Total Population	FY 2018-19 Estimates	FY 2016-17 Year End Balance	Total Funds Available
Arcata	18,374	13.42%	665,725	150,705	816,430
Blue Lake	1,295	0.95%	46,920	10,233	57,153
Eureka	27,120	19.80%	982,610	1,124,181	2,106,790
Ferndale	1,445	1.06%	52,355	11,042	63,397
Fortuna	11,989	8.75%	434,384	96,821	531,205
Rio Dell	3,447	2.52%	124,891	27,130	152,021
Trinidad	369	0.27%	13,370	15,229	28,599
Humboldt County	72,914	53.24%	2,641,814	647,115	3,288,930
<b>Total</b>	<b>136,953</b>	<b>100%</b>	<b>\$ 4,962,070</b>	<b>\$ 2,082,455</b>	<b>\$ 7,044,525</b>

**PASSED AND ADOPTED** by the Humboldt County Association of Governments, in the City of Eureka, County of Humboldt, State of California, this 15th day of February 2018, by the following vote:

AYES: MEMBERS: Bergel, Strehl, Fennell, Jones, Miller,  
Johnson, Donelas, Tucker

NOES: MEMBERS: None

ABSENT: MEMBERS: Hindley, Arroyo

ABSTAIN: MEMBERS: None

Attest:

  
Christie Smith, Executive Assistant

  
HCAOG Chair

### CLAIM REQUEST

Check one:

- State Transit Assistance (STA) Fund*
- Local Transportation Fund (LTF)*

**Claimant:** City of Rio Dell  
**Address:** 675 Wildwood Avenue, Rio Dell, CA 95562  
**a)** Brooke Kerrigan  
**Title:** Finance Director  
**Phone:** (707) 764-3532  
**E-mail:** [kerriganb@cityofriodell.ca.gov](mailto:kerriganb@cityofriodell.ca.gov)

The City of Rio Dell hereby requests, in accordance with the Transportation Development Act of 1971, Chapter 1400, and applicable rules and regulations, that its annual transportation claim be approved in the amount of \$ 124,891 for fiscal year 2018-19. These monies are to be drawn from the local transportation fund of the County of Humboldt for the purposes and amounts shown in the attached "Annual Project and Financial Plan."

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

Authorized representative of claimant:

By: Brooke Kerrigan  
 (print name)

Title: Finance Director

Signature: \_\_\_\_\_ Submittal date: \_\_\_\_\_

**APPROVED:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Marcella Clem  
 Executive Director, Humboldt County Association of Governments

## ANNUAL PROJECT AND FINANCIAL PLAN

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

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

a) \_\_\_\_\_ Fiscal Year: 2018-19

PROJECT (Project number, title, & brief description)	TDA - LTF \$ amount	PUC Article & Section	TDA - STA \$ amount	CCR Section	Local Fund Balance	Other	TOTAL
06-01 HTA/RTS Share of Cost	\$ 44,410	4-99260(a.)	\$ -		\$ -		\$ 44,410
06-02 HSRC Share of Cost	\$ 6,500	8-99400(c.)	\$ -		\$ -		\$ 6,500
06-03 Street Repair, Const. Maint.	\$ 73,981	8-99400(a.)	\$ -		\$ -		\$ 73,981
	\$ -		\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -		\$ -
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	\$ -		\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -		\$ -
<b>TOTAL</b>	<b>\$ 124,891</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 124,891</b>

## STATEMENT OF CONFORMANCE

**Claimant** City of Rio Dell

**Fiscal Year of Claim:** 2018-2019

*Certify all that apply.*

**STATE TRANSIT ASSISTANCE (STA) FUND - TRANSIT CLAIM  
TRANSIT OPERATOR ELIGIBILITY**

*Provide information for the  
previous two fiscal years.*

a)

	Fiscal year	Fiscal year
	_____	_____
System Operating Costs	\$ -	\$ -
System Revenues	\$ -	\$ -
System Vehicle Service Hours	\$ -	\$ -

<u>HCAOG staff use only</u>	
Subsidy per revenue vehicle hour	_____
Percent difference	_____
Regional CPI	_____

**NON-TRANSIT CLAIM**

The claimant named above hereby certifies that this annual claim for local transportation funds in the amount of \$ 73,981 conforms with the requirements of Article 8, PUC Section 99400, of the Transportation Development Act of 1971, and applicable rules and regulations.

**CERTIFIED BY CLAIMANT:**

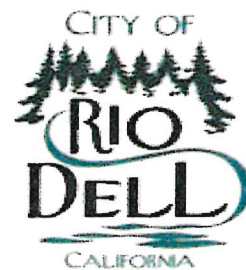
By: Brooke Kerrigan

Title: Finance Director

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

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





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

July 3, 2018

TO: Rio Dell City Council

FROM: Ethan Purvis, Wastewater Superintendent in Training

THROUGH: Kyle Knopp, City Manager

SUBJECT: Approval of Manhole Restoration Project Related to  
Wastewater Collection System Inflow and Infiltration

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the Scope of Services for Phase 2 of Sanitary Sewer Manhole Rehabilitation.

BACKGROUND AND DISCUSSION

The City's Public Works Department recently completed the first phase of a manhole restoration project that included the sealing of six manholes on Pacific Avenue. Each manhole identified for repair had a significant amount of groundwater infiltration. That project was budgeted at \$60,000. The amount invoiced after completion was \$28,148. The significant reduction of cost associated with the project was accomplished by the use of a less invasive "Void Filling" process used by Eagle Lift Inc. This lowering of costs has allowed the City's Public Works Department to purchase Rain Catch Basins, where surface Inflow from manhole lids themselves are an issue.

Inundation of water into the collections system and treatment facilities causes Sanitary Sewer Overflows. In order to show good faith compliance with the North Coast Water Quality Control Board (and time Schedule order R1-2017-0045) the City of Rio Dell is moving this agenda item forward in order to immediately address I&I where it is feasible and cost effective to do so. Additional work is being undertaken to obtain a Sanitary Sewer Evaluation Study grant, in addition the City is exploring the ability to upsize wastewater flow into the treatment plant.



The proposed "Second Phase" of this project is being targeted at 5 Manholes on Riverside, Eoloa and Wildwood Ave. The budgeted amount for this Capital project is \$35,000 with a proposal from Eagle Lift for \$34,840. Estimated completion time is 3 days.

Continued Efforts on the City's behalf to reduce groundwater infiltration to the system will bring the City into closer compliance with the State Water Resources Control Board Regulations. Projects also associated with Reduction of SSO's include Upsizing the Trunk line to the Wastewater Facility to accommodate flows and an SSES study that will be performed by GHD to further identify sources of infiltration.

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Date: 6/1/18

Name: City of Rio Dell c/o Ethan Purvis  
Address: 475 Hilltop Avenue, Rio Dell, CA95562  
Phone: 530-646-5294  
Email: purvise@cityofriodell.ca.gov

EagleLIFT, Inc. Representative: Lawrence Reed

Phone: 530-515-3190

**PROPOSAL AND CONSTRUCTION CONTRACT:**

You are entitled to a fully executed copy of this agreement, signed by both you and the Contractor, before any work is started.

**1. DESCRIPTION OF PROJECT:**

EagleLIFT (also referred herein as "Contractor") will furnish all labor, materials, equipment, supervision, and contract administration to complete in a good and workmanlike manner the following: Leak sealing of (5) manholes belonging to the City of Rio Dell Public Works Department (also referred herein as "Customer") located at;

1. 1165 Riverside
2. 1227 Riverside
3. 1261 Eaola
4. 1395 Eaola
5. Shell and Wildwood next to the Crab Pot Mfg.

(hereinafter the "Project" or "Work"), as described more fully in the scope of work prepared by Lawrence Reed based off of project information provided by Ethan Purvis, project representative from the City of Rio Dell.

Contractor's scope of work under this Contract does not include any of the following items: Repair or replacement of any flooring, hardscape or softscape, or any finish work that may be required when the lifting and leveling is completed. All utilities that may be affected by the install or lift are the responsibility of the customer. Any existing breaks in plumbing lines may result in polymer infiltration to which EagleLIFT is not responsible. Water and Sewer line inspection work starts is recommended.

**2. DESCRIPTION OF SCOPE OF WORK, MATERIALS USED AND EQUIPMENT TO BE INSTALLED:**

**Based off project information provided by Ethan Purvis, City of Rio Dell project representative, the scope of work is as follows:**

**\*Injection of the (5) man holes to leak seal and mitigate further ground water infiltration. Man holes to be cleared of excessive debris prior to injection work by contractor.**

**\*Confined space certified personnel will perform installation as well as confined space monitoring on project.**

**\*Traffic Control pricing is not included in this proposal.**

10410 Trademark Street  
Rancho Cucamonga, CA 91730  
877.752.2522 Toll-Free  
eaglelifting.com

CA 778157 AZ ROC 179618 NV55910

EagleLIFT, Inc is a participant of the Economic Recovery Fund in AZ and NV, Statutory Limit of \$500,000



**METHOD – VOID FILLING:**

- Drill a series of 5/8” holes (size of a penny) to inject and fill voids around the joints of the manholes with our high-density polymer resin.
- Inject to consolidate and underpin the surrounding areas of these pipes to fill voids. This injection process will also under-seal to help prevent further water loss.
- The 5/8” injection holes will be filled with an approved non-shrink cementitious grout.
- EagleLIFT, Inc. has no way of ascertaining the exact amount of polymer resin material required to affect the repair; however, this estimate is based on historical data. If we get to the estimate and more material is required, we will notify you of anticipated volumes.

\*Contract may change based upon on the actual conditions noted when work is started. Assumptions are normal footings with no additions to footings that require additional work. This includes caissons, additional concrete, deep footings etc.

Any additional labor outside of the original SCOPE OF WORK will be charged at a rate of \$95 per hour per man.

**3. CONTRACT PRICE:**

Owner shall pay Contractor the sum of \$34,880.00 (the Contract Price) for the Project/work to be performed under this Contract, subject to additions and deductions pursuant to change orders agreed upon in writing by the parties, and subject to ‘allowances’ as provided below.

*The Contract Price can include specific dollar amounts that are set aside for certain materials, finishes, fixtures, and other items that have not been selected or decided upon by the Owner. These allowances from the Contractor include all overhead and profit, plus all applicable sales taxes. Any contract changes/adjustments will be handled with change order(s).*

PRODUCT & SERVICE	PRICE
Inject HDPR at joints to leak seal and fill voids – 1880 lbs. @ \$15.00 / lb.	\$24,440.00
Confined Space Monitoring / Mobilization / Debris Removal	\$10,400.00
<b>TOTAL</b>	<b>\$34,840.00</b>

CUSTOMER

EAGLELIFT, INC.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
EagleLIFT, Inc. Authorized Signature

\_\_\_\_\_  
Customer Name & Title

\_\_\_\_\_  
EagleLIFT, Inc. Authorized Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

July 3, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Declaration of Surplus Property and Authorization to Sell Sewer Jetter Equipment

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Declare the “2004 O’Brien Manufacturing” Sewer Jetter to be Surplus Property and further authorize staff to offer the equipment for sale via sealed bid or auction.

BACKGROUND AND DISCUSSION

Last year the City replaced an aged sewer jetter with brand new equipment. The 2004 jetter was aging and becoming more unreliable and has been operating at a reduced and emergency capacity for the system after the pump began failing.

The new equipment was needed to help the City comply with State regulations by having access to reliable equipment. The cost of that new piece of equipment was approximately \$57,000. Several neighboring jurisdictions have made requests to purchase the 2004 jetter, and thus staff is accelerating the timeline to dispose of the equipment. Staff estimates the value of the jetter in its current state to be \$10,000 – as the equipment requires repair. Under the City’s surplus property policy section 3.40.040(1)(a) states that the disposition of property with an estimated market value of \$10,000 or more must be authorized the City Council.

The City will first offer sealed bids for the jetter to be received before the end of July. Local agencies will be advised of the offering. The minimum bid will be for \$10,000. If no sealed bids are received in the amount of \$10,000 or more, staff will then move to auction the item using an online auction company and sell the equipment to the highest bidder. The equipment is being sold as-is and will require \$6,000 - \$8,000 in repairs to return it to full function.

Proceeds from the sale will return to the Sewer Fund.





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riodellcity.com*

July 3, 2018

TO: Rio Dell City Council  
FROM: Kyle Knopp, City Manager   
SUBJECT: Approve Purchase of Forklift

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize staff to purchase 2012 Toyota Forklift in an amount not to exceed \$21,500

BACKGROUND AND DISCUSSION

The Public Works Department requires a forklift for various purposes at the Corporation Yard. The current equipment does not meet the needs of the department and the Council has budgeted \$21,500 for a replacement in the FY 18/19 budget.

Staff has secured the following quotes:

<u>Quote</u>	<u>Brand</u>	<u>Seller</u>
\$20,052	Toyota	"United Rentals"
\$19,841	Caterpillar	"Rental Guys"
\$22,844	Caterpillar	"Bobcat"
\$21,450	Caterpillar	"Bobcat"
\$20,657	Hyster Challenger	"Pape Material Handling"
\$19,570	Hyster Challenger	"Pape Material Handling"

Staff is recommending that the Council authorize the purchase of the Toyota forklift through United Rentals. The equipment will be able to be serviced by United Rentals locally helping to reduce costs and delay in maintenance of the equipment and department staff believes this piece of equipment better suites the needs of the department than the alternatives.

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**# 158529074**

BRANCH 257  
3132 JACOBS AVE  
EUREKA CA 95501-0906  
707-442-9378  
707-442-9406 FAX

**Job Site**

CITY OF RIO DEL  
YARD  
x:.@.  
RIO DELL CA 95562  
**Office: 707-764-3532 Cell: 530-646-5294**

Customer # : 271213  
Quote Date : 06/22/18  
  
UR Job Loc : YARD  
UR Job # : 4  
Customer Job ID:  
P.O. # : QUOTE EATHAN  
Ordered By : EATHAN PURVIS  
Written By : LON PRAYTOR  
Salesperson : LON PRAYTOR

CITY OF RIO DELL  
675 WILDWOOD AVE  
RIO DELL CA 95562

**This is not an invoice  
Please do not pay from this document**

Qty	Equipment #	Price	Amount
1	10075275 FORKLIFT WHSE 5000# GAS/LP Make: TOYOTA Model: 8FGU25 Serial #: 8FGU25-41591 Model Year: 12 HR OUT: 4254.918 WHEN OPERATED IN CALIFORNIA, ANY OFF-ROAD DIESEL VEHICLE MAY BE SUBJECT TO THE CALIFORNIA AIR RESOURCES BOARD IN-USE OFF-ROAD DIESEL VEHICLE REGULATION. IT THEREFORE COULD BE SUBJECT TO RETROFIT OR ACCELERATED TURNOVER REQUIREMENTS TO REDUCE EMISSIONS OF AIR POLLUTANTS. FOR MORE INFORMATION, PLEASE VISIT THE CALIFORNIA AIR RESOURCES BOARD WEBSITE AT <a href="http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm">HTTP://WWW.ARB.CA.GOV/MSPROG/ORDIESEL/ORDIESEL.HTM</a> ***** ** Used 2012 Toyota 5000lb cap *** * Warehouse Forklift Mdl 8FGU25 *** *****	18439.00	18439.00
			Sub-total: 18439.00
			Tax: 1613.41
			Estimated Total: 20052.41

Note: This proposal may be withdrawn if not accepted within 30 days.

THIS IS NOT AN EQUIPMENT SALE AGREEMENT/INVOICE. THE SALE OF EQUIPMENT AND ANY OTHER ITEMS LISTED ABOVE IS SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S EQUIPMENT SALE AGREEMENT/INVOICE, WHICH MUST BE SIGNED PRIOR TO OR UPON DELIVERY OF THE EQUIPMENT AND OTHER ITEMS.



## Staff Update – 2018-07-03

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### City Council

Please contact the CM if you are interested in a tour of the Glenn White Development at HRDBP.

### City Manager

CM Met with Byran McWaters who had been working with the late Dennis Wendt on an Eagle Sculpture. The sculpture is about 70% complete. However, it is unclear if Wendt construction would continue funding the project.

Gathered research materials for City Water rights related to Riparian Water rights.

Summer 2018 Streets Slurry Seal Cancelled. Unfortunately the contractor felt that they were completely booked for the work already on their schedule. They offered a separate bid for the city which came in at twice the unit cost of the main slurry seal contract. Staff decided to cancel the project and participate in next year's slurry seal project. Anticipated completion will be July of 2019.

Work on new ATP and HSIP grant project.

Attended two days' worth of training s in Eureka.

Coordination and ordering for landscaping project.

Groundwater workshop:

Various track and trace meetings and training.

Met with the City's outside auditor.

Attended June 21 Groundwater workshop for the Eel River Valley in Eureka. The Basin Plan process is being held up by the State. There is overwhelming evidence that water withdrawals from the basin are sustainable. It is hoped that the State will deprioritize the basin.



## **City Clerk**

Processed five (5) Building Permits:

1. 210 Willow Lane – Second Dwelling Unit
2. 165 S. Sequoia Ave. – Re-Roof Residence
3. 1264 Riverside Dr. – Gas Furnace
4. 300 Northwestern Ave. – Tenant Improvements  
(DigiPath Lab & Extraction Facility)
5. 918 Hilda Ct. – PV System

Spencer Fine from CalRecycle will be here on July 11<sup>th</sup> to do their annual site visit as required under AB 939 law. Since there are multiple aspects to a site visit review, they typically pick one or two subject areas to focus on each year. This year's focus is on commercial programs. HWMA does the reporting for Rio Dell but is not responsible for assisting with the site visit. Their plan is to meet with staff, tour the City and drop off information materials.

I have been working on putting together the final pieces of information to complete the City Council Candidate Information Packets. As indicated in the last staff report, the filing period for nomination papers opens on Monday, July 16, 2018 and runs through August 10, 2018. Nomination papers and candidate information packets will be available during regular business hours beginning July 16<sup>th</sup>.

## **City Attorney**

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

The City is hiring for: Fiscal Assistant I/II, Police Officer, OIT, and Operator I/II

By the 7/3 Council meeting, the Public Works field crew will be fully staffed.

### **Finance Department**

### **Public Works Water**

1. Work on Meter Reading system and resolve issues with Hand held reader. (Ongoing. Problems are resolved at this time. Verify after reading water meters)
2. Water Meter replacements
3. Water Meter Ert Replacement and reprogram.
4. Meter Reading
5. Meetings with GHD on Water Line Replacement Priorities and update data.
6. General Work orders for Public Works Dept.



7. Training with Utility employees.
8. Grounds Maintenance on Dinsmore Tanks

### **Public Works Wastewater**

- Meeting with GHD to discuss both the painter street sewer line adjustment as well as the issues with disinfection by products. During the meeting staff had a conference call with the State Water Resources Control Board about a funding application that was submitted in October of 2017 for the City's SSES evaluation. The result of the conversation was as follows:
  1. CRWA will be able to, with no application process, help the City with smoke testing at no cost to the City.
  2. The original application the was submitted was missing CEQA information which is needed for grant approval. Rebecca will be adding this information and re submitting the Application on the City's behalf.
  3. Disinfection by product issues and technical study will be addressed as an additional portion of the new Grant application to be submitted.
  4. Initial discussion about the overall plan for how the City will comply with all TSO requirements.
  5. Painter street line upsizing is now beginning the planning stages. There are several pieces of data that both Staff and GHD are gathering to speed this process along including marking manholes, pipe sizes and depths.
- Belt and filter changes on both blowers which identified and issue with blower 2 needing a pressure relief valve replaced. Parts have been ordered.;
- Grounds keeping, plant maintenance and regulatory compliance samples.

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

Work throughout city on Roadways Mowing, Weed eating and Tree Trimming.

Garbage cleanup throughout town.

### **Public Works City Engineer**

### **Public Works Capital Projects**

### **Police Department**

During the period of June 13, 2018 to June 27, 2018, there were seventy-five calls for service, which generated twenty-eight reports and ten arrests. During the same time period, the Department opened four new junk vehicle cases and closed five. Of the closed cases, two were the result of voluntary compliance while the City towed the remaining three vehicles.



On June 21, 2018, Officer Carnahan was completing an interview of a theft victim when he observed a vehicle being driven in a suspicious manner. When the vehicle eventually passed his location, he identified the driver from a previous contact and knew that she had a suspended license. He followed the vehicle onto the freeway while he had Dispatch confirm that the driver's license was suspended. When he had this confirmation, he pulled the car over on the Scotia offramp. A registration check showed that the license plate did not belong to the car and it was identified as a stolen car. The driver was arrested and the car was returned to its owner.

On June 20, 2018, a Rio Dell resident reported that her dogs had escaped from the back yard while she was out of town. Officer Carnahan made contact with numerous residents in the neighborhood and by viewing a series of security camera feeds, was able to follow the dogs as they moved down Painter and Rigby. The last video showed a man loading the dogs into his car and leaving. This case has consequently moved from an animal control issue of loose dogs to a theft of two highly valuable dogs.

Interviews for police officer are going to be conducted on June 28, 2018. There are three candidates. A decision will be made next week after some additional background investigation. However, it will likely take a month to complete a background investigation and another three months before the new officer can begun to patrol on their own. Recruitment will continue with the new academy class which starts next month and hopefully another testing process can be conducted in September or October.

### **Community Development Department**

Inspection 165 ½ S. Sequoia Final Foundation/footing inspection.

Inspection 116 Dixie Street, new windows.

Correspond with DANCO regarding Design Review and Impact Fees.

Memo to City Attorney regarding sewer and water connections and impact fees.

Memo to City Attorney regarding Humboldt Habitat for Humanity sidewalk repairs and Abatement Warrant.

Inspection 1041 Riverside Drive for re-roof, tear-off, deck/sheathing.

Continued correspondence with DANCO regarding project, waiver of water and sewer connection fees. No.

Meeting with PC Commissioner's Marks and Woodall regarding Humboldt Brand project.

Attend Planning Commission meeting. Prepare approval package.

Inspection 144 W. Painter for re-roof, tear-off, deck/sheathing, underlayment, shingles and flashing.

Discussions with Department of Finance regarding Census Address verification materials (LUCA). Correspondence with Census staff. Assemble information and return.



Review Insurance Services Office (ISO) Building Code Survey/questionnaire.

Continue work on Housing Element.

Inspection 1041 Riverside Drive for re-roof, underlayment, flashing, torch down material (modified bitumen membrane).

Inspection 98 Painter Street for cargo containers, gravel base, painting and screening.

### **Intergovernmental**

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

CM Coordinated with PG&E in response to developer concerns at HRDBP

Inspection White Group Building No. 3 under-slab plumbing and electrical.

Meeting with Humboldt Brand regarding application, Planning Commission meeting.

Complete Humboldt Brand's Cannabis Activity CUP Staff, Report, Conditions of Approval and Resolution.

Inspection White Group Building No. 3 foundation/footing inspection west half of the building.

Meeting with PC Commissioner's Marks and Woodall regarding Humboldt Brand project.

Meet with Humboldt Brand applicants and agent regarding meeting, recommended conditions of approval.

Inspection White Group Building No. 3 foundation/footing inspection east half of the building.

### **Council Priority Areas**

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#### **Street Work**

Staff continues to work on grants for infill of sidewalks and installations of crosswalks.

Proposed street work during July is no longer possible. The City will participate in the regional slurry seal process for next year.

#### **River Access**

New signage installed at the end of Davis Street.

#### **Habitat Parcel**





Work undertaken on next steps including development of an RFP and legal matters.

**Code Enforcement**

**Access Humboldt**