



**RIO DELL CITY COUNCIL AGENDA
 REGULAR MEETING - 6:30 P.M.
 TUESDAY, AUGUST 20, 2019
 CITY COUNCIL CHAMBERS
 675 WILDWOOD AVENUE, RIO DELL**

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



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

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

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

F. CONSENT CALENDAR

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

- 1) 2019/0820.01 - Approve Minutes of the August 6, 2019 Regular Meeting
(ACTION)

2) 2019/0820.02 - Approve Resolution No. 1433-2019 Approving Designation of Official Representative and Alternate Representative to the Pace JPA Board of Directors (ACTION)	10
3) 2019/0806.03 - Approve Appointment of Amanda Carter to Nuisance Advisory Committee (ACTION)	12
4) 2019/0806.04 - Receive & File Check Register for July 2019 (ACTION)	15
G. ITEMS REMOVED FROM THE CONSENT CALENDAR	
H. REPORTS/STAFF COMMUNICATIONS	
1) 2019/0820.05- City Manager/Staff Update (RECEIVE & FILE)	19
I. SPECIAL PRESENTATIONS/STUDY SESSIONS	
1) 2019/0820.06 - Presentation on PG&E Safety Power Shutoffs and Preparedness (DISCUSSION)	23
J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS	
1) 2019/0820.07 - Authorize staff to issue a Request for Proposal Related to City Hall Backup Power (DISCUSSION/POSSIBLE ACTION)	45
K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS	
L. COUNCIL REPORTS/COMMUNICATIONS	
M. ADJOURNMENT	

*The next regular City Council meeting is scheduled for
Tuesday, September 3, 2019 at 6:30 p.m.*

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 6, 2019**

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

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

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

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

PUBLIC PRESENTATIONS

Gordon Johnson addressed the Council, noted that in the latest Insider Magazine is an excellent article about Mayor Garnes and the City, and requested the article be included in the minutes of the meeting.

Nick Angeloff reported on Chamber of Commerce activities and said that Wildwood Days went well although there were a few glitches with the parade. He noted that overall attendance was very good, that there were more cars in the Sunday car show, and that the street dance was exceedingly successful.

He also commented on the need to replace the light pole in front of Kreation and encouraged the City Council to send a letter to the County regarding a tax share agreement related to the Terra Gen Windmill Project.

CONSENT CALENDAR

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

Councilmember Strahan removed consent calendar item 2 for separate discussion.

Motion was made by Woodall/Wilson to approve the consent calendar including approval of the minutes of the July 16, 2019; to receive and accept letter of resignation from Councilmember Bryan Richter; approval on the appointment of two public members to the Nuisance Advisory Committee; and approval of Resolution No. 1432-2019 authorizing the City Manager to execute master agreements, program supplemental agreements, fund

exchange agreements and/or fund transfer agreements for federal and/or state funded transportation projects. Motion carried 4-0.

ITEMS REMOVED FROM THE CONSENT CALENDAR

Approve Resolution No. 1431-2019 Authorizing Investment of City Monies in the Local Agency Investment Fund (LAIF)

Councilmember Strahan referred to a statement in the staff report regarding the City investing in LAIF for many decades and asked what the current balance is in the account.

Interim Finance Director Dillingham reported a current balance of \$3,072,345; \$3 million of which was deposited into the account in August of 2018.

Motion was made by Strahan/Wilson to approve Resolution 1431-2019. Motion carried 4-0.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp provided highlights of the staff report and noted that the City rented an asphalt crack sealer from the County and staff was able to crack seal areas of Blue Slide Road and the upper portion of Monument Road near the slide. He also reported that staff met with the engineer from GHD to go over the power supply project for City Hall and that staff would be bringing back a draft scope, cost estimate and corresponding budget adjustment at the next meeting. He said in reviewing the old Freeway Maintenance Agreement with Caltrans, it appears the failed drainage near the freeway and Eeloa Ave. is their responsibility.

He said that he, along with the Mayor, Councilmember Woodall and the City Clerk toured Humboldt 454 where the indoor cultivation at the Humboldt Rio Dell Business Park is occurring and that the operation is very impressive and professional. Another tour was scheduled for August 14 at 4:30 p.m. with Councilmembers Strahan and Wilson and possibly the Police Chief and the Fire Chiefs.

Councilmember Wilson asked for clarification on the location of the failed drainage.

City Manager Knopp explained the area is on the south side of the intersection at Wildwood and Eeloa Ave. (1231 Eeloa Ave.).

Councilmember Strahan questioned the power supply project at City Hall.

City Manager Knopp explained the project is to get the necessary electrical work done for the generator and in consultation with the electricians, it was recommended the City consult with

an electrical engineer. He indicated that the plan is to make some adjustments to be able to add solar in the future.

Mayor Pro Tem Woodall thanked the public works crew for the excellent job in cleaning up Wildwood Ave.

Mayor Garnes said that she was excited to see the Police Chief on bicycle patrol over the weekend.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Appointment to Fill Vacated City Council Seat

City Manager Knopp provided a staff report and explained the process for filling the vacant City Council seat.

City Attorney Gans further explained that it became apparent that pursuant to Government Code Section 1750(f), resignations from the City Council shall be made in writing to the City Clerk. Councilmember Richter did not issue a letter confirming his resignation and effective date until July 31, 2019, which serves as his declared effective date of resignation. He noted that the Council must fill the vacancy by appointment within 60 days from the commencement of the vacancy, or call for a special election by that date.

Mayor Garnes asked the candidates if they had anything they would like to say.

Amanda Carter addressed the Council and began by thanking Councilmembers Wilson and Strahan for their support. She said that she was prepared to withdraw her name because she did not want to send the taxpayers into a special election. She added that Gordon Johnson is a great person and that the people elected him and supported his appointment to the City Council. She said with that said, she is not going away and would be attending meetings in the future and would like to get involved in City government.

Alonzo Bradford then withdrew his name from the running.

Motion was made by Woodall/Wilson to approve the appointment of Gordon Johnson to fill the vacated City Council seat until the next general election on November 3, 2020. Motion carried 4-0.

Swearing in and Seating of Newly Appointed Council Member

City Clerk Dunham administered the Oath of Allegiance and seated newly appointed City Councilmember Gordon Johnson.

Attorney Gans left the meeting at this time, 6:52 p.m.

Discussion on Outreach for Danco Permanent Supportive Housing Project

City Manager Knopp provided a brief staff report and introduced Sally Hewitt from the County Department of Health and Human Services (DHHS).

Ms. Hewitt reviewed the DANCO Permanent Supportive Housing in Rio Dell Flow Chart to Access Housing and pointed out that item (4) of the chart includes new information related to requirements for qualifying for housing; specifically, tenants on Section 8 are now eligible. She reviewed the steps needed to apply for housing and that those most in need would require direct assistance in completing the necessary steps to complete the application process. She noted that anyone needing help making application could contact the Rio Dell Community Resource Center for assistance.

She noted that the first community outreach event would be held at the Journey Church on August 15, 2017 from 8:30 a.m. to noon in coordination with the Community Resource Center and the monthly Brown Bag food distribution program. In addition to Community Resource Center staff and City staff, the County Mobile Intervention & Services Team (MIST) would be present to assist people through the application process. Later in the day, staff from DHHS that deal with Section 8 housing would be coming to City Hall with all the necessary forms to further assist people with the process. She explained that they would score the applications to determine who is the most vulnerable and possibly provide mental health assessments at that time. She indicated that she and her staff would like to go out into the community with the police department and access people with mental health issues.

City Manager Knopp commented that staff would be printing 1,600 post cards for distribution to the community through an every-door-direct mailing and doing radio announcements with an estimated cost of \$3,000 to assist in the community outreach efforts. He noted that those people most in need would probably not be listening to the radio or reading mailers so the community would need to help get the word out. He explained that as it gets closer to full rollout of the project, there would be regular neighborhood meetings to hear any community concerns regarding the project.

Sally Hewitt commented that in Eureka, the community got involved and played an important role in helping guide that process to fruition. They actually helped to convince property owners to sell their property. She noted that any new project where there are 50 people moving in, there is bound to be problems so the community group met with Danco and DHHS staff early on to make sure things went smoothly. Since construction of that project two years ago, the group had a couple of meetings due to minor problems caused by one or two of the tenants, commenting that they have not had many problems since. She said that it is really helpful to have neighbors helping because not every person moving in is going to have the household goods needed to set up their home. Communities can really assist by sharing and donating items, which also helps them to get to know their neighbors.

AUGUST 6, 2019 MINUTES
Page 5

Mayor Pro Tem Woodall asked if there could possibly be a tour of the facility prior to people being housed.

City Manager Knopp indicated that Danco would probably be receptive to the idea.

Sally Hewitt agreed that it would be nice for people to see the facility once it is completed.

Councilmember Strahan noted that Danco has a number of projects happening and asked who decides where people are placed.

Sally Hewitt explained that typically a person applies for the facility of their choice and added that Danco maintains a waiting list as turnover occurs.

Mayor Garnes called for public comment; no public comment was received.

Councilmember Strahan commented that she was happy to see community involvement in Eureka and would like to see the same community involvement here.

Presentation and Discussion on Community Development Block Grant (CDBG) Program

City Manager Knopp provided a staff report and said that as the Council is aware, Paula Mushrush has been contracted from the County to assist Rio Dell with the CDBG program. He noted that staff identified some priority grants for consideration including the Painter Street Wastewater Pipe Upgrade and/or a Sewer Lateral Loan or Grant Program. He explained that Community Development Block Grants are one of the main sources of grant funding for infrastructure or economic development projects but the grants are very competitive.

He introduced Paula Mushrush who was present to provide an overview of the CDBG program and options for the City in moving forward.

Paula explained that in order for the City to be eligible for CDBG grants, CDBG-funded activities must meet one of the following three national objectives:

- Benefit low and moderate income (LMI) persons;
- Aid in the prevention or elimination of slums and blight (SB); or
- Meet urgent community development needs (UN) that the unit of local government is not able to fund either on its own or through other sources.

She said that the City must reach the 50% mark for being a low-moderate area (LMA) and currently Rio Dell is at 48.8%. To reach that mark, the City needs to do an income survey. She explained that low-moderate clientele (LMC) are people who are income verified prior to services or people who are assumed low-income such as homeless, disabled, abused or 50% of seniors.

She commented that owner-occupied housing rehab loans or first-time homebuyer programs are available if the total household income does not exceed the national objective amount for low-moderate housing (LMH) which is \$36,300 for an individual or \$51,800 for a family of four. Homes under the first-time homebuyer program must sell for \$285,000 or less. For business related grants/loans, at least 51% of the jobs created must be low-moderate income persons, computed on a full-time equivalent basis.

Paula further explained that another way to meet the national objective is to declare an area of slum or blight. In order to qualify, at least 25% of the properties in the area must experience either physical deterioration, be abandoned, have a chronic high turnover or vacancy rates in commercial or industrial buildings, show significant declines in property values or have known or suspected environmental contamination.

The other way to meet the national objective is through urgent need such as in the case of a natural disaster, which poses a serious and immediate threat to the community health and welfare, the community is unable to finance the activity on its own, and other funding sources are not available.

She continued with an overview of CDBG eligible activities, which included the following:

- Acquisition of real property
- Public facilities/improvements
- Code Enforcement
- Architectural barrier removal
- Homeownership assistance: homebuyer and homeowner
- Economic development assistance to for-profit businesses
- Microenterprise assistance
- Public services
- Planning and capacity building – studies
- Program administration costs

She continued by providing examples of the above eligible activities and noted that over-the-counter grants must identify the business first and hire 51% low-income people. Micro-enterprises are a little more difficult in that the owner must be low income.

Next, she reviewed the potential uses of Program Income (PI) noting that the City could use it for such things as economic development projects, first-time home buyer assistance, housing rehabilitation projects, façade improvements in a slum or blighted area, land acquisition or possibly for loans or grants related to the sewer lateral inspection program.

Councilmember Strahan asked if the income numbers come from the census.

Paula commented that they do unless the City does its own income survey.

AUGUST 6, 2019 MINUTES
Page 7

Mayor Pro Tem Woodall asked if there are two census tracks in which Paula responded that there are actually four. She also asked when the last income survey was done and what the cost would be to do one.

City Manager Knopp explained that there are options in doing an income survey, one of which is to have staff go door-to-door but because the City doesn't have the staff to do that and because time is limited, staff is looking at some potential shortcuts and would bring back options for the Council to consider at the next meeting.

Councilmember Johnson asked if it would be possible for staff to provide the Council with maps of the four different census tracks. City Manager Knopp agreed.

Mayor Pro Tem Woodall asked how many outstanding CDBG loans the City currently has.

City Clerk Dunham estimated a dozen or more.

Interim Finance Director Dillingham noted approximately \$1 million in outstanding loans.

Mayor Garnes called for public comment on the CDBG program.

Sharon Wolff asked if funding would be available to build up a zoned cannabis area since the CDBG program is a federal funded program.

Paula Mushrush noted that that question was asked at one point and the answer was no but it has been some time ago. Her guess was that it would not be an eligible use of the money.

Sharon Wolff commented that she was thinking more in the lines of infrastructure improvements. She commented that the City of Fortuna is in the process of putting in a beautiful community (senior) center and something like that would be amazing for Rio Dell.

Paula noted that she is actually going to be meeting with Fortuna to help them get some CDBG funding for a portion of the center.

City Manager Knopp referred to the projects identified in the staff report and asked for input from the Council on those projects or any additional projects.

Councilmember Johnson stated that he supported the Painter Street Wastewater Pipe Upgrade to avoid the City having to report a Sanitary Sewer Overflow (SSO) to the State every time heavy rain occurs.

Paula Mushrush commented that it would be an excellent grant to put forward particularly if the City is getting warning violations from the State, as it strengthens the application and puts

it at the top of the list for funding.

Councilmember Wilson asked if it affects the ability for the City to get funding because the project serves both low and high-income areas of the City.

City Manager Knopp noted that for this particular project, the City would definitely need to have a citywide income survey done. He said that the pipe serves probably 55- 60% of the homes in the community and includes everything north of Davis St. including a portion of the avenues so there is a mix of income areas. He said to make it clean, a full income survey is needed to eliminate the problem of identifying which census track it flows into.

Mayor Garnes asked if a consensus of the Council was needed regarding the income survey.

City Manager Knopp explained that at this point, the CDBG program is very complex and staff wanted to keep the City Council apprised on opportunities and give them the chance to provide staff direction in terms of where things go from here. He said that it is a program that requires a bit of strategy on how the City can position itself to better compete for funding. If the Council is on board with the suggested projects, and has no alternative suggestions, staff will include these projects on the next Notice of Funding Availability (NOFA) application in January.

Approve Appointments to the External Boards, Committees, and Commissions

City Clerk Dunham provided a staff report and said that with the resignation of Councilmember Richter, there are three (3) vacancies existing on the following boards/commissions:

- Humboldt Waste Management Authority (HWMA) - Alternate
- League of California Cities Redwood Empire Division - Alternate
- Redwood Region Economic Development Commission - Appointee

Staff's recommendation was to approve the appointments to the external boards/commissions to fill the vacated positions held by former Councilmember Richter. Councilmember Johnson was appointed to fill the three vacant positions as noted.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Johnson reported that he would be representing HCAOG on Thursday with a tour of some of the Green Diamond property in Del Norte County as part of the Last Chance Grade project. He noted that there are some different options for moving the road inland so they will be taking a field trip there to explore the options.

AUGUST 6, 2019 MINUTES
Page 9

Mayor Pro Tem Woodall asked if a Nuisance Advisory Committee had been scheduled and said that she would also like to schedule a meeting of the Traffic Committee. She also announced that she would be going on a ride-along with Sergeant Beauchaine and said that the Wildwood Days Pancake Breakfast sponsored by the Kiwanis was a big success with \$2,500 raised for kids.

Lastly, she reported on the tour at Humboldt 454 and said the tour was very interesting and that she was pleased to see that they complied with the conditions imposed by the Planning Commission.

Mayor Garnes noted that the Wildwood Days parade was good and was well represented by the City. She also commented on the tour at Humboldt 454 and pointed out that they are fully licensed by the State and that the parking lot and the landscaping look great.

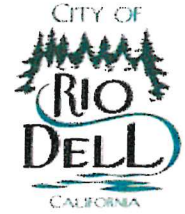
ADJOURNMENT

Motion was made by Wilson/Woodall to adjourn the meeting at 7:57 p.m. to the August 20, 2019 regular meeting. Motion carried 5-0.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk



*675 Wildwood Avenue
Rio Dell, CA 95562*

TO: Rio Dell City Council

THROUGH: Kyle Knopp, City Manager

FROM: Karen Dunham, City Clerk

DATE: August 20, 2019

SUBJECT: Designation of Representatives to the PACE JPA Board of Directors

RECOMMENDATION

Approve Resolution No. 1433-2019 approving designation of Joanne Farley, Accountant II, as the official representative, replacing former Finance Director Brooke Woodcox and Karen Dunham, City Clerk as alternate representative to the PACE JPA Board of Directors.

BUDGETARY IMPACT

None

BACKGROUND AND DISCUSSION

Participation in the Public Agency Coalition Enterprise (PACE) Medical Benefits Program requires each member entity to be part of a Joint Powers Agreement (JPA) which outlines the purpose and participation requirements to become a member of the program.

One of the requirements under the PACE JPA is that each member agency appoint a representative and alternate to the PACE JPA Board of Directors. Regular meetings are held on a quarterly basis and can be attended via internet so no travel expense is anticipated at this time. The next meeting of the board is scheduled for August 22, 2019.

Attachment:

Resolution No. 1433-2019



RESOLUTION NO. 1433-2019

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF RIO DELL APPROVING DESIGNATION OF
THE OFFICIAL REPRESENTATIVE AND
ALTERNATE REPRESENTATIVE TO THE
PACE JPA BOARD OF DIRECTORS**

WHEREAS, the CITY OF RIO DELL, is a member of the PACE JPA; and

**WHEREAS, the PACE JPA requires each member agency to have a
representative at the regularly scheduled meetings; and**

**WHEREAS, the Bylaws of the PACE JPA requires the Board of each member
agency to appoint a representative and alternate.**

**NOW, THEREFORE, BE IT RESOLVED that JOANNE FARLEY,
Accountant II, is hereby appointed as official representative and KAREN DUNHAM,
City Clerk is hereby designated as official alternate from the City of Rio Dell to attend
the PACE JPA meetings.**

PASSED AND ADOPTED this 20th day of August, 2019 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify
the above to be a full, true and correct copy of Resolution No. 1433-2019 adopted by the
City Council of the City of Rio Dell on August 20, 2019.

Karen Dunham, City Clerk



*675 Wildwood Avenue
Rio Dell, CA 95562*

TO: Rio Dell City Council
THROUGH: Kyle Knopp, City Manager
FROM: Karen Dunham, City Clerk
DATE: August 20, 2019
SUBJECT: Nuisance Advisory Committee Appointments

RECOMMENDATION

Approve appointment of Amanda Carter as a third public member on the Nuisance Advisory Committee.

BACKGROUND AND DISCUSSION

The City Council, at their meeting of June 18, 2019 adopted Ordinance No. 376-2019 amending Section 8.10 of the Rio Dell Municipal Code creating the Nuisance Advisory Committee and replacing the Nuisance Hearing Committee with a Nuisance Hearing Officer. The Committee consists of up to two (2) members of the City Council, the City Manager, the Community Development Director, the Chief of Police and at least two (2) and not more than four (4) members of the public.

At the meeting of August 6, 2019, Tim Marks and Alonzo Bradford were appointed to serve as public members on the committee. Since the committee provides for up to four (4) members of the public, two (2) vacancies currently exist on the committee.

ATTACHMENTS: Application for Committee/Board

RECEIVED
8.8.19 (RD)



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

APPLICATION FOR COMMISSION/BOARD

NAME AMANDA CRITZER DATE August 6, 2019
ADDRESS 129 Meadowbridge HOME PHONE 707 678 2597
Drive BUSINESS PHONE _____

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARD/COMMISSION:

Noisance Advisory Committee

OCCUPATION Personal Trainer / ESL Teacher

HOW LONG HAVE YOU LIVED IN RIO DELL? 10 years

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES Senior Fitness
Classes → Fortuna Healthsport & Bear River Rec.
Center. Volunteer → Hospice of Humboldt.

ADDITIONAL PERTINENT INFORMATION/REFERENCES _____

References:

Sue Strahan

Frank Wilson

EDUCATION BA-English Literature; HSU

MA-Teaching Writing; HSU

Please answer the following two questions:

1) Why are you interested in serving on this board/commission?

I really love this town & I think it is important to get more involved & help take care of it!

2) What special talents/experience/education do you possess that will be useful in this position?

Good communication - written & verbal
Good with people; enjoy working with the public ☺

Note: A Resume may be attached

Return form to the City of Rio Dell at 675 Wildwood Ave., Rio Dell, CA 95562

City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
8167	7/08/2019	[4109] ACCESS HUMBOLDT	SL FRANCHISE OVERSIGHT ON BEHALF OF LFA'S PER AGREEMENT OF JUNE 1, 2008	270.00
8168	7/08/2019	[6038] ACCURATE TERMITE & PEST SOLUTIONS	MONTHLY RODENT CONTROL @ 475 HILLTOP DR	170.00
8169	7/08/2019	[5235] ADVANTAGE FINANCIAL SERVICES	DOCSTAR USER LICENSES & SYSTEM SOFTWARE	193.00
8170	7/08/2019	[5381] ALTERNATIVE BUSINESS CONCEPTS	CREDIT FOR INCORRECT PRICE INCREASE IN OCTOBER 2018, MONTHLY MAINTENANCE & COPIER CHARGES FOR JUNE 2019	515.29
8171	7/08/2019	[3975] AT&T - 5709	FAX LINE EXPENSES FOR JUNE 2019	42.69
8172	7/08/2019	[4603] CALIF. BUILDING STANDARDS COMMISSION	PERMIT ASSESSMENT FEES FOR APRIL THROUGH JUNE 2019	21.60
8173	7/08/2019	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR JULY 2019	5,916.67
8174	7/08/2019	[2303] COAST CENTRAL CREDIT UNION	LAB TESTING FOR APRIL THROUGH JUNE 2019	
8175	7/08/2019	[4491] CODE PUBLISHING, INC	POA DUES FOR PPE 6/21/2019	120.00
8176	7/08/2019	[6461] COMCATE	RIO DELL MUNICIPAL CODE SUPPLEMENT UPDATE #8, APRIL 2019	2,663.50
8177	7/08/2019	[6687] COX, KYLE	CODE ENFORCEMENT 8/2/19 - 8/1/20	1,821.42
8178	7/08/2019	[5127] DELTA DENTAL	CUSTOMER DEPOSIT REFUND	31.47
8179	7/08/2019	[2342] DEPT OF CONSERVATION DIVISION OF ADMIN.	DENTAL INSURANCE FOR AUGUST 2019	2,453.98
8180	7/08/2019	[5568] DIVISION OF THE STATE ARCHITECT	STRONG MOTION INSTRUMENTATION & SEISMIC HAZARD MAPPING FEE FOR APRIL THROUGH JUNE 2019	45.36
8181	7/08/2019	[2356] DOWNEY BRAND LLP	DISABILITY ACCESS & EDUCATION FEES FOR APRIL THROUGH JUNE 2019	54.00
8182	7/08/2019	[2385] EUREKA READYMIX	LEGAL SERVICES FOR MAY 2019	150.00
8183	7/08/2019	[6577] EVERBRIDGE, INC.	25.35 TONS 3/4 BASE ROCK, 23.03 TONS 3/4 BASE ROCK	560.39
8184	7/08/2019	[2393] FASTENAL COMPANY	NIXLE ENGAGE	3,000.00
8185	7/08/2019	[2407] FORBUSCO LUMBER	TWO CUT OFF WHEELS	15.05
8186	7/08/2019	[6486] GREEN TO GOLD ENTERPRISES LLC	TWO 7" METAL CUTOFF BLADES; ONE 7 1/4 60T LASER BLADE, THREE QUAD MAX WHITE	78.84
8187	7/08/2019	[2750] HD Supply Facility Maintenance DBA: USA BLUEBOOK	HUDSON SPRAYER 2 GAL, STEEL MPT ADAPTER 3/4"	34.60
8188	7/08/2019	[6136] JUSTIN BARRINGTON dba JB FABRICATION	pHD STANDARD CELL SOL'N	294.89
8189	7/08/2019	[2551] MIRANDA'S ANIMAL RESCUE	FABRICATE & POWDER COAT 4 GUARDRAILS, SANDBLAST & POWDER COAT LUMBER RACK	2,794.04
8190	7/08/2019	[6774] NAPA VALLEY COLLEGE	ANIMAL CONTROL FOR JUNE 2019	1,900.00
8191	7/08/2019	[2569] NORTH COAST LABORATORIES, INC.	FIELD TRAINING OFFICER UPDATE COURSE	182.00
8192	7/08/2019	[4393] NYLEX.net. Inc.	TOTAL COLIFORM BACTERIA 3X5	180.00
8193	7/08/2019	[5973] PRECISION INTERMEDIA	LENOVO THINKCENTER; VIEWSONIC 24" LED MONITOR	2,550.21
8194	7/08/2019	[2633] PURCHASE POWER	MONTHLY MAINTENANCE FOR JULY 15 THROUGH AUGUST 15, 2019	
8195	7/08/2019	[6349] RECOLOGY EEL RIVER	MONTHLY WEB HOSTING FEE FOR JULY 2019	30.00
8196	7/08/2019	[2657] RIO DELL EMPLOYEES ASSOC	POSTAGE METER REFILL	300.19
8197	7/08/2019	[2659] RIO DELL PETTY CASH	GARBAGE BAGS FOR THE MONTH OF JUNE 2019	430.88
8198	7/08/2019	[3755] SEQUOIA PERSONNEL SERVICE	EMPLOYEE DUES FOR QUARTER ENDING 6/30/19	124.00
8199	7/08/2019	[4525] SHERLOCK RECORDS MGMT	BATTERIES; POSTAGE; DISH SOAP	26.65
8200	7/08/2019	[4570] SHRED AWARE	FISCAL ASSISTANT I/II TEMPORARY HIRE, FISCAL ASSISTANT I/II TEMPORARY HIRE STORAGE SERVICE FOR JUNE 2019	1,560.23
			SHREDDING	105.20
				70.00

City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
8201	7/08/2019	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	ANNUAL PREMIUM 7/1/19-6/30/20 FOR LIABILITY, PROPERTY, EPLI & EAP INSURANCE; QUARTERLY PREMIUM FOR WORKER'S COMPENSATION	114,114.73
8202	7/08/2019	[6590] SUN RIDGE SYSTEMS, INC.	RECORDS INFORMATION MANAGEMENT SYSTEMS SOFTWARE	1,500.00
8203	7/08/2019	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 6/21/2019	6,895.11
8204	7/08/2019	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR JULY 2019	534.58
8205	7/08/2019	[2779] WILDWOOD SAW	TWO EDGER BLADES	13.00
8206	7/08/2019	[2787] WYCKOFF'S	PVC BUSHING REDUCER; PVC NIPPLE, 1X3/4" POLY GALVY MA	3.54
8207	7/17/2019	[0576] 101 AUTO PARTS	FITTINGS; TIRE VALVE, TWO IND BELTS, ANTI FREEZE, RADIATOR CLEANER, HEATER FITTING & HOSE; THERMOSTAT; FORMAGSK, TEE; HOSE CLAMPS; HEATER HOSE; RADIATOR CLEANER, NYLOC; CAP SCREWS	177.90
8208	7/17/2019	[6252] AXON ENTERPRISE, INC.	TWO YELLOW X2 CEW, HANDLE	3,716.18
8209	7/17/2019	[2237] BANK OF AMERICA BUSINESS CARD	COSTCO - BATTERIES; BAND AIDS; CLOROX WIPES, COSTCO - BATTERIES, AMAZON - RECYCLED CHIPBOARD BINDER; 8 TAB DIVIDER INSERTS, COSTCO - TWO FUJI CAMERAS, WESTWAY ELECTRIC SUPPLY - PLUGS FOR GENERATORS, ALL-USES - 10 FUSES, CA SECRETARY OF STATE - E-FILE STATEMENT OF INFORMATION FOR C0576899, SPRINKLER SUPPLY - RAINBIRD 6-STATIONBATTERY OPERATED CONTROLLER, JOHN'S USED CARS & WRECKERS - TRANSMISSION FOR SONOMA S10 TRUCK, USPS EVERY DOOR DIRECT NEWSLETTER MAILING, AMAZON - 8 TAB DIVIDER INSERTS, AMAZON - THREE 8 PIECE WISE-GRIP GROOVELOCK PLIERS SETS, PERSONNEL CONCEPTS - 2019 CA FAMILY CARE & MEDICAL LEAVE NOTICE, NORTH AMERICAN RESCUE - COMBAT APPLICATION TOURNIQUET, HOME DEPOT - 12 PK PROFLEX E-Z TREE TRUNK PROTECTORS	4,400.52
8210	7/17/2019	[6775] BLUE LAKE RANCHERIA	POINT BLANK BODY ARMOR	1,099.00
8211	7/17/2019	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 7/5/19	120.00
8212	7/17/2019	[2283] COASTAL BUSINESS SYSTEMS	DOCSTAR ANNUAL SOFTCARE LICENSE AGREEMENT 8/1/19 TO 7/31/20	448.00
8213	7/17/2019	[5944] COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL SERVICES FOR JUNE 2019	725.50
8214	7/17/2019	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	BLOOD ALCOHOL ANALYSIS FOR JUNE 2019	35.00
8215	7/17/2019	[2405] FORTUNA ACE HARDWARE	GALV ELBOWS; GALV NIPPLE; BOLTS	134.83
8216	7/17/2019	[5052] GHD, INC	ENGINEERING SERVICES FOR DRINKING WATER INFRASTRUCTURE IMPROVEMENT FUNDING, PLANNING & DESIGN PROJECT	8,323.50
8217	7/17/2019	[6486] GREEN TO GOLD ENTERPRISES LLC	GALV NIPPLES & PVC THREADED COUPLER	5.17
8218	7/17/2019	[4922] GRUNDMAN'S SPORTING GOODS INC.	AMMUNITION	3,034.06
8219	7/17/2019	[2437] HACH	aaREAGENT SET, CHLORINE FREE CL17	222.09
8220	7/17/2019	[2228] HUMBOLDT COUNTY ASSESSOR	CITY OF RIO DELL OWNERSHIP & MAILING ADDRESSES	97.35
8221	7/17/2019	[2471] HUMBOLDT WASTE MANAGEMENT AUTHORITY	HAZARDOUS WASTE DISPOSAL	154.50
8222	7/17/2019	[5621] LINDSEY KANE	CUSTOMER DEPOSIT REFUND	14.14
8223	7/17/2019	[2521] LEAGUE OF CALIF. CITIES	2019 LOCAL STREETS & ROADS NEEDS ASSESSMENT	200.00
8224	7/17/2019	[6560] EDWARD D LEE	CLOTHING ALLOWANCE REIMBURSEMENT	300.00

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

Ref#	Date	Vendor	Description	Amount
8225	7/17/2019	[2569] NORTH COAST LABORATORIES, INC.	NITRATE AND/OR NITRITE; THM by EPA 624; TOTAL DISSOLVED SOLIDS; TOTAL NITROGEN, BOD/NFR, COLIFORM PRESENCE/ABSENSE; TOTAL COLIFORM BACTERIA 3X5 BIOCHEMICAL OXYGEN DEMAND; NON-FILTERABLE RESIDUE (TSS); THM bt EPA 624	1,135.00
8226	7/17/2019	[2603] PG&E	UTILITY EXPENSES FOR JUNE 2019	21,536.07
8227	7/17/2019	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
8228	7/17/2019	[4338] QUILL CORPORATION	LEGAL FASTENER FOLDERS; SCOTCH TAPE; LASER FILE FOLDER LABELS; INK PENS; ADDING MACHINE TAPE	181.55
8229	7/17/2019	[6783] RICHARD COWELL TACTICAL, LLC	TWO EXTERNAL ARMOR CARRIERS - MADE TO SPECS	1,034.50
8230	7/17/2019	[3755] SEQUOIA PERSONNEL SERVICE	FISCAL ASSISTANT /II TEMPORARY HIRE	657.89
8231	7/17/2019	[2672] ST. JOSEPH HOSPITAL EUREKA	VENIPUNCTURE NS 19-0000044	30.00
8232	7/17/2019	[2319] SUDDENLINK	MONTHLY BROADBAND, INTERNET & PHONE SERVICE 7/10/19 - 8/9/19	867.59
8233	7/17/2019	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR JUNE 2019, LEGAL SERVICES FOR JUNE 2019, LEGAL SERVICES FOR JUNE 2019, LEGAL SERVICES FOR JUNE 2019	2,310.00
8234	7/17/2019	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 7/5/19	6,656.76
8235	7/17/2019	[2772] WENDT CONSTRUCTION, INC	DELIVERY OF BASE ROCK	390.00
8236	7/17/2019	[6672] WEX BANK	PD FUEL EXPENSES FOR JUNE 2019, PW FUEL EXPENSES FOR JUNE 2019, PD FUEL EXPENSES FOR JULY 2019, PW FUEL EXPENSES FOR JULY 2019	2,845.08
8237	7/17/2019	[2787] WYCKOFF'S	BRASS COUPLING & BUSHING; STEEL ADAPTER	13.73
8238	7/23/2019	[6781] CALKINS, JOSHUA	CUSTOMER DEPOSIT - POSTED TO THE WRONG ACCOUNT.	300.00
8239	7/23/2019	[6772] HOFFMAN, KURT	CUSTOMER DEPOSIT - POSTED TO THE WRONG ACCOUNT.	300.00
8240	7/23/2019	[6778] LOCKHART, JOHNATHAN	CUSTOMER DEPOSIT - POSTED TO THE WRONG ACCOUNT.	300.00
8241	7/24/2019	[2269] ADVANCED DISPLAY & SIGNS	10 EA PREMIUM CAST REFLECTIVE TOP LAMINATED DECALS FOR VEHICLES	116.78
8242	7/24/2019	[4937] CALIFORNIA DEPARTMENT OF TRANSPORTATION	SIGNALS & LIGHTING BILLING APRIL 2019 THROUGH JUNE 2019	228.18
8243	7/24/2019	[6600] CALKINS, BRENDA	CUSTOMER DEPOSIT REFUND	21.50
8244	7/24/2019	[2411] DEARBORN NATIONAL LIFE INSURANCE COMPANY	LIFE INSURANCE FOR AUGUST 2019	381.10
8245	7/24/2019	[2405] FORTUNA ACE HARDWARE	2 GAL VINEGAR; 2 GAL DISTILLED WATER; 2 EA 94# BAGS PORTLAND CEMENT	56.64
8246	7/24/2019	[6486] GREEN TO GOLD ENTERPRISES LLC	MISC FITTINGS, PVC THREADED BUSHING	2.38
8247	7/24/2019	[6788] HEADWORKS INC.	1/8" PERFORATED SCREEN; 6 WEAR BARS; 1 SPIRAL BRUSH	1,538.70
8248	7/24/2019	[6410] HUMBOLDT LODGING ALLIANCE	HCTBID TOT ASSESSMENT FEE FOR APRIL THROUGH JUNE 2019	313.26
8249	7/24/2019	[5942] KEENAN & ASSOCIATES	HEALTH INSURANCE FOR AUGUST 2019	22,141.71
8250	7/24/2019	[5934] NORTH COAST JOURNAL	EMPLOYMENT ADVERTISEMENT FOR WW OIT THROUGH ONLINE PORTAL	186.00
8251	7/24/2019	[3755] SEQUOIA PERSONNEL SERVICE	EMPLOYMENT ADVERTISEMENT FOR WW OIT	
8252	7/24/2019	[2709] STAPLES DEPT. 00-04079109	FISCAL ASSISTANT /II TEMPORARY HIRE	819.66
8253	7/24/2019	[2719] STATE WATER RESOURCES CONTROL BD	BROTHER BLACK TONER CARTRIDGE; POST-IT FLAGS; STAPLES; BINDER CLIPS	96.95
8254	7/24/2019	[2754] US CELLULAR	WATER TREATMENT OPERATOR EXAMINATION GRADE T2 FOR WW OIT	65.00
8255	7/24/2019	[5166] VSP-VISION SERVICE PLAN	MONTHLY SERVICE FOR SAFETY PHONE 7/8/19 - 8/7/19	59.59
8256	7/31/2019	[2757] US POSTMASTER	VISION INSURANCE FOR AUGUST 2019	373.07
Total Checks/Deposits				240,588.02

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

Ref#	Date	Vendor	Description	Amount
Ref#	Date	Vendor	Description	Amount
711-424	7/01/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 06/21/2019	-2,309.08
3512738	7/01/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 06/21/2019	-12,687.60
470686	7/12/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE FOR LAST HALF OF JUNE 2019	-255.70
2960555	7/15/2019	ELECTRONIC FUNDS TRANSFER	EFT EFTPS PAYROLL TAXES FOR PW FINAL PAYCHECK 7/12/2019	-596.76
289-536	7/15/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PW FINAL PAYCHECK 7/12/2019	-67.53
507-904	7/15/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 07/05/2019	-2,197.16
1761185	7/15/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 07/05/2019	-12,726.46
995021	7/17/2019	WITHDRAWALS	DEPOSITED ITEM RETURNED	-120.00
396	7/18/2019	WITHDRAWALS	DEPOSITED ITEM RETURNED	-110.32
152	7/23/2019	WITHDRAWALS	DEPOSITED ITEM RETURNED	-270.00
9424193	7/23/2019	WITHDRAWALS	BANK ANALYSIS FEE FOR JULY 2019	-23.28
908-224	7/29/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 07/19/2019	-2,610.74
1458167	7/29/2019	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 07/19/2019	-14,015.82
Total EFT's/Bank Withdrawals				-47,990.45

Ref#	Date	Vendor	Description	Amount
Ref#	Date	Vendor	Description	Amount
TRX TO PR	7/9/2019	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 07/05/2019	-33,345.88
TRX TO PR	7/11/2019	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 07/12/2019. PW FINAL PAYCHECK	-2,650.78
TRX TO PR	7/23/2019	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 07/19/2019	-35,285.23
TRX TO CDBG	7/31/2019	TRANSFER FROM CHECK TO CDBG PI ACCOUNT	TRANSFER TO CDBG PI ACCOUNT YEAR END RECONCILIATION	-97,007.43
Total Transfer Between Accounts				-168,289.32



Staff Update – 2019-08-20

City Council

City Manager

Rio Dell's Electric Vehicle Charging Station will be undergoing an upgrade. The charging unit and cables will be replaced with a more modern unit that is the same size and footprint of the current system. There is no cost to the City.

Worked with staff, City Engineer and Danco on placement of sidewalks on Davis Street.

Held two tours of Humboldt 454, a cannabis cultivation company in Rio Dell.

Promoted and participated in the Housing Assistance Workshop at the Journey Church on Thursday August 15th.

Worked on City Budget document with Finance Director.

City Clerk

- Processed six (6) Building Permit Applications:
 - 1) 469 First Ave. – Replace Sewer Lateral
 - 2) 1121 Miller Ct. – Water Heater & Furnace
 - 3) 366 Dixie St. - Replace Sewer Lateral
 - 4) 285 Monument Road – Sewer Lateral/Cleanout
 - 5) 1150 Dinsmore Ranch Road – Reinstate Electrical
 - 6) 440 First Ave. – Re-Roof Residence
- Submitted monthly California Homebuilding Foundation (CHF) Report
- Submitted monthly Bureau of Labor Statistics Employment Report
- Submitted Annual LAWCX Survey for SCORE
- Sent letters to RREDC, HWMA and LOCC regarding Councilmember Johnson's appointment to boards
- Filed Form 700 to Fair Political Practices Commission (FPPC) for Councilmember Johnson
- Updated City Council Handbook for Councilmember Johnson



- Assisted City Manager with Every Door Direct Mailing - Danco

City Attorney

Human Resources, Risk & Training

Finance Department

Public Works Water

1. Weekly water sampling.
2. Water Report to State
3. Weekly Safety Trainings and exercises
4. Monthly Water Meter Reading
5. Meter Re-reads
6. Water plant monitoring components maintenance and calibrations
7. Corp Yard Clean up and Organization
8. Painter Street Water Tank Painting completed.
9. Replace failed valve at Rio Dell Wells

Public Works Wastewater

Public Works Streets, Buildings and Grounds

Preparations for Wildwood Days.

Mowed Gateway, City Hall Memorial park, Triangle park, and Davis park

2. Cleaned trash from behind City Hall
3. Streets patching
4. Roadside mowing and weed eating
5. Work on sprinkler systems on Triangle Park.
6. Cleaned gutters
7. Crack sealing on Monument Rd and BlueSlide Rd.
8. Recology Street Sweeping on Wildwood and Davis St

Public Works City Engineer

Public Works Capital Projects

Police Department

The Department had the following statistics for the period of July 31, 2019 to August 13, 2019. This period of time saw an average number of calls for service, a below average number of reports and a slightly higher number of arrests. This two week period of time was fairly quiet when compared to the average from last year given the increase in staffing.



Officer	Calls for Service	Reports	Arrests
Conner	10	1	0
Beauchaine	4	1	1
Carnahan	1	1	0
Landry	8	2	2
Mitchell	17	5	4
Valk	16	3	0
Fielder	5	2	2
Totals	67 (6 unassigned)	15	9
Averages	4.8 per day	7.5 per week	4.5 per week
2018 Yearly Average	5.1 per day	10.6 per week	3.6 per week

During the period of July 10 to July 30, 2019, there were five calls for service related to animal control issues. No animals were transported to Miranda's Rescue during this reporting period.

On August 3, 2019, Officer Landry was directed to respond to the fire station where a woman was being treated for injuries incurred when she was assaulted. The victim was uncooperative and would not give Officer Landry any details on what had happened to her. She was transported by ambulance to the hospital. Officer Landry was able to determine who the man involved in the assault was and speak with him. He denied that he had attacked the victim and claimed that he was actually the victim. Several hours later, the victim returned to the police station and was now willing to describe what had occurred. She told Officer Landry that she had been at Centerville Beach with her boyfriend and several other persons. A short argument ensued between her and her boyfriend and she elected to leave. Her boyfriend followed her to their van. A third man drove while the boyfriend assaulted the victim in the rear of the vehicle. This continued until the van reached Rio Dell. When the driver slowed for the Wildwood Days festivities, the victim was able to escape the moving vehicle without further injury and flee to the fire station. Based on this information, Officer Landry recontacted the boyfriend and took him into custody for domestic violence. He was transported to the jail.

On August 10, 2019, at about 2220 hours, Officer Landry spotted two persons acting suspiciously around a Dodge pickup. A check with Dispatch indicated that the truck's registration was expired, although the license plate had current tabs. Officer Landry contacted the man and the woman. Another check through Dispatch indicated that both persons were on probation with a search clause. The man was detained in the back of Officer Landry's patrol car while the woman was ordered to sit on the curb. Officer Landry began to search the vehicle. In a backpack in proximity to where she had seen the woman sitting, she found a loaded handgun. Another check through Dispatch found that the firearm was stolen. Officer Landry then detained the woman in handcuffs until Officers Carnahan and Mitchell arrived to assist. The search was then continued and both suspected methamphetamine and heroin were found in the truck. Additional ammunition was found in the truck's toolbox. Both persons were arrested for numerous charges including being a felon in possession of a firearm, possession of stolen property, and being in possession of a loaded firearm while possessing drugs. They were booked into the jail.

Code Enforcement



During the period of July 31 to August 13, 2019, the Department opened three junk vehicle cases and closed two cases. Of the closed cases, one was towed by the City while the other was abated by the owner. There were three open cases at the end of the time period that this report covers.

During the period of July 31 to August 13, 2019, the Department opened two new code enforcement cases. No cases were closed during the same timeframe. Both of the new cases are for excessive vegetation. At the end of the reporting period, there were 52 open code enforcement cases.

The Department issued a Notice of Violation to the owner of a property on Belleview. Neighbors had complained to the Fire Department about the hazards created by the brush as well as the dilapidated structure on the property.

Community Development Department


Intergovernmental

Humboldt-Rio Dell Business Park



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

August 20, 2019

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager 
SUBJECT: Discussion and Presentation on Pacific Gas and Electric Public Safety Power Shutoffs and Preparedness

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation

BACKGROUND AND DISCUSSION

Representatives from Pacific Gas and Electric will be present to provide a presentation and answer questions related to the Public Safety Power Shutoff program.

Update on City Preparation:

The City and community will need to be prepared for Public Safety Power Shutoffs (PSPS) lasting at least 48 hours or possibly significantly longer. It is possible a PSPS event could last for a week or more depending on weather conditions. Weather events that trigger a PSPS do not even have to occur in or near Rio Dell for a shutoff to occur. PG&E's intent is to provide 48 hours' notice of PSPS events before they occur, however, much remains unknown at this time about the likelihood of a PSPS event or its duration in Rio Dell. While it appears that communities to the south of Rio Dell are more likely to experience a PSPS event, it is advised that we proceed as though an extended PSPS event will occur either this fire season or during future fire seasons.

- Both Water and Wastewater functions in the City have backup sources of power. Last year, the City was able to acquire a mobile generator using grant funds to fill the gap in redundant power supply for water production. The City's corporation yard will be powered, including offices and equipment. The City's various pumping and lift stations all have backup generators which are regularly maintained.
- City Hall was constructed 44 years ago and never included a connection for an emergency generator. The City Engineer has made some recommendations on how to proceed with updating City Hall's service panel, which, due to the age of the building is due for replacement regardless. At the Council's direction, staff can draft and issue an RFP for work to upgrade the service panel which will allow it to be connected to a

generator and future solar PV installation. In the interim, the city possesses two smaller generators that can be used to power the server room and a few workstations to keep the most essential operations in the building moving forward. There could be significant disruption to the Finance Department, including utility billing.

The most important message that needs to be relayed to the general public is that of personal preparedness. It is vital that individual members of the community, businesses and other groups prepare themselves for PSPS events. The city has included information in community newsletters sent through Every Door Direct Mail and used the LED sign board to help promote awareness. As it should be, the bulk of preparedness notification is the responsibility of PG&E.

It is also important to note that a PSPS is not technically an emergency or disaster event. PSPS events are “planned” and therefore at this time it is not expected that any form of financial assistance will materialize for the city or members of the community who are impacted by a PSPS.

PG&E customers who medically require electricity will be at particular risk. Those who cannot stay in their homes without electricity will need to be transported to the hospital, which will likely be experiencing overcrowding issues. It is important the neighbors and family members take note of those who are in this condition and check in with them during PSPS events.

///

Attachments:

PSPS Flyer
PSPS Powerpoint

///



Community Wildfire Safety Program Public Safety Power Shutoff

Working Together To Protect Our Communities From Wildfires

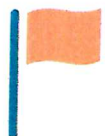
Given the continued and growing threat of extreme weather and wildfires, and as an additional precautionary measure following the 2017 and 2018 wildfires, we are expanding and enhancing our Community Wildfire Safety Program to further reduce wildfire risks and help keep our customers and the communities we serve safe. This includes expanding our Public Safety Power Shutoff program beginning with the 2019 wildfire season to include all electric lines that pass through high fire-threat areas – both distribution and transmission.

We know how much our customers rely on electric service and that there are safety risks on both sides. We will only proactively turn off lines in the interest of safety to help reduce the likelihood of an ignition when extreme fire danger conditions are forecasted. While customers in high fire-threat areas are more likely to be affected, any of PG&E's more than 5 million electric customers could have their power shut off if their community relies upon a line that passes through a high fire-threat area.

Public Safety Power Shutoff Criteria

Our Wildfire Safety Operations Center (WSOC) monitors fire danger conditions across our service area and evaluates whether to turn off electric power lines in the interest of safety.

While no single factor will drive a Public Safety Power Shutoff, some factors include:



A RED FLAG WARNING

declared by the National Weather Service



LOW HUMIDITY LEVELS

generally 20% and below



FORECASTED SUSTAINED WINDS GENERALLY ABOVE 25 MPH AND WIND GUSTS IN EXCESS OF APPROXIMATELY 45 MPH,

depending on location and site-specific conditions such as temperature, terrain and local climate



CONDITION OF DRY FUEL

on the ground and live vegetation (moisture content)



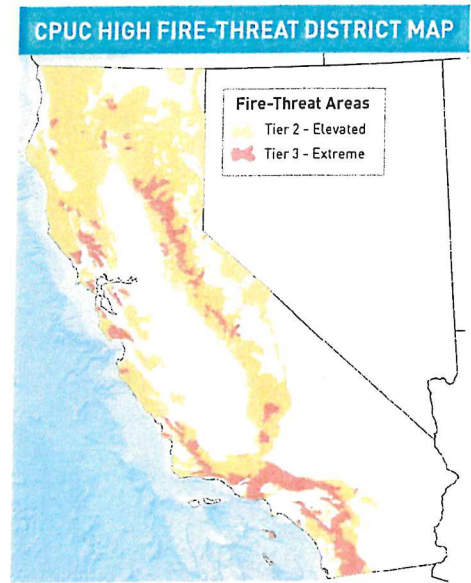
ON-THE-GROUND, REAL-TIME OBSERVATIONS

from PG&E's WSOC and field observations from PG&E crews

May 2019

Potentially Impacted Areas

- The most likely electric lines to be considered for shutting off for safety will be those that pass through areas that have been designated by the California Public Utilities Commission (CPUC) as at elevated (Tier 2) or extreme (Tier 3) risk for wildfire. This includes both distribution and transmission lines.
- The specific area and number of affected customers will depend on forecasted weather conditions and which circuits PG&E needs to turn off for public safety.
- Although a customer may not live or work in a high fire-threat area, their power may also be shut off if their community relies upon a line that passes through an area experiencing extreme fire danger conditions.
- This means that any customer who receives electric service from PG&E should be prepared for a possible public safety power outage.




Source: California Public Utilities Commission
cpuc.ca.gov/FireThreatMaps

PSPS Event Notifications

Extreme weather threats can change quickly. When possible, we will provide customers with advance notice prior to turning off the power. We will also provide updates until power is restored.

TIMING OF NOTIFICATIONS (when possible)

- **~48 HOURS** before power is turned off
- **~24 HOURS** before power is turned off
- **JUST BEFORE** power is turned off
- **DURING THE PUBLIC SAFETY OUTAGE**
- **ONCE POWER HAS BEEN RESTORED**



HOW WE'LL NOTIFY CUSTOMERS

We will attempt to reach customers through **calls, texts and emails** using the contact information we have on file. We will also use **pge.com** and **social media** channels, and we will keep **local news** and **radio outlets** informed and updated.

Working With Our Customers To Prepare

We are continuing to reach out to our customers and communities about wildfire safety and steps they can take to prepare their homes, families and businesses.

- **Update your contact info** by visiting pge.com/mywildfirealerts today to make sure we have your current contact information.
- **Identify backup charging methods** for phones and keep hard copies of emergency numbers.
- **Plan for any medical needs** like medications that need to be refrigerated or devices that require power.
- **Build or restock your emergency kit** with flashlights, fresh batteries, first aid supplies and cash.

Learn More about PG&E's Community Wildfire Safety Program.

 Call us at
1-866-743-6589

 Email wildfire_safety@pge.com

 Visit pge.com/wildfiresafety

Community Wildfire Safety Program City of Rio Dell

June 19, 2019



Together, Building
a Better California

Community Wildfire Safety Program



REAL-TIME MONITORING AND INTELLIGENCE

- Coordinating prevention and response efforts by monitoring wildfire risks in real time from our **Wildfire Safety Operations Center**
- **Expanding our network of PG&E weather stations** to enhance weather forecasting and modeling
- Supporting the **installation of new high-definition cameras** in high fire-threat areas



NEW AND ENHANCED SAFETY MEASURES

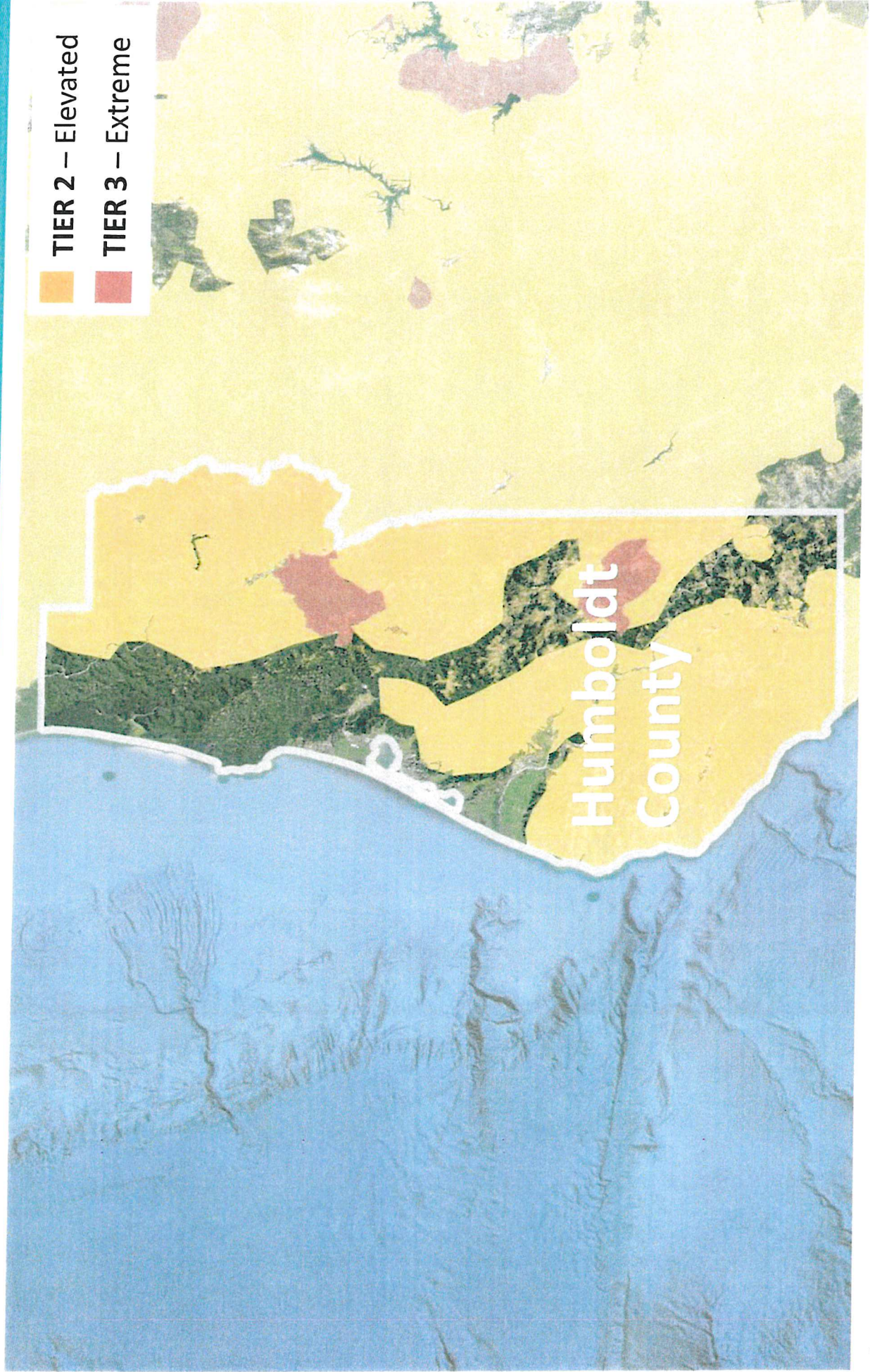
- Further enhancing vegetation management efforts to **increase focus on vegetation that poses a higher potential for wildfire risk**
- **Conducting accelerated safety inspections** of electric infrastructure in high fire-threat areas
- **Disabling automatic reclosing of circuit breakers and reclosers** in high fire-risk areas during wildfire season
- **Proactively turning off electric power for safety (Public Safety Power Shutoff)** when extreme weather and fire danger conditions are forecasted



SYSTEM HARDENING AND RESILIENCY

- Installing **stronger and more resilient poles and covered power lines**, along with **targeted undergrounding**
- **Upgrading and replacing electric equipment and infrastructure** to further reduce wildfire risks
- **Working with communities to develop new resilience zones** to provide electricity to central community resources during a Public Safety Power Shutoff event

CPUC High Fire-Threat District Map Humboldt County





Real-Time Monitoring and Intelligence

MONITORING wildfire risks in real time from our

24/7 Wildfire Safety Operations Center

and coordinating prevention and response efforts

INSTALLING

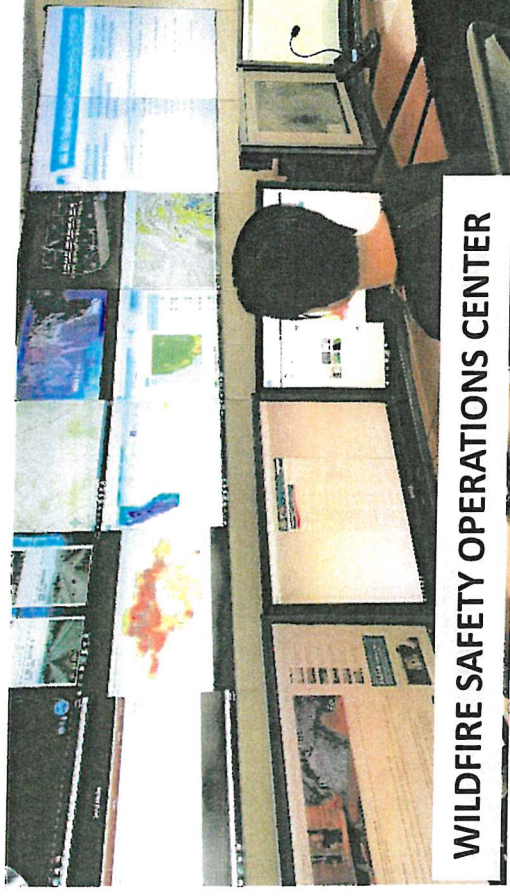
~1,300 new weather stations by 2022

Data available at mesowest.utah.edu

SUPPORTING the installation of

~600 high-definition cameras by 2022

Images available at alertwildfire.org



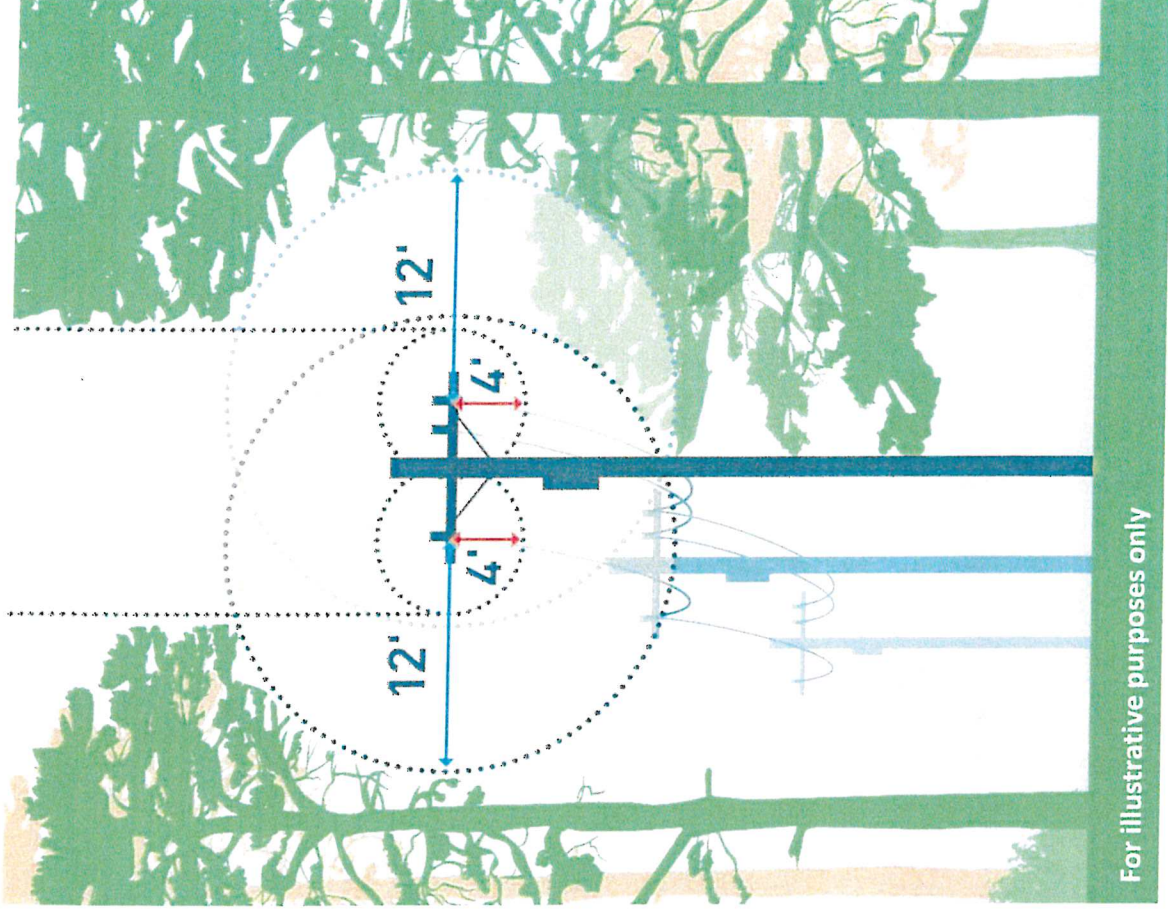
Enhanced Vegetation Management

We are expanding and enhancing our Vegetation Management program to further reduce wildfire risk

- Our enhanced vegetation management work includes the following:

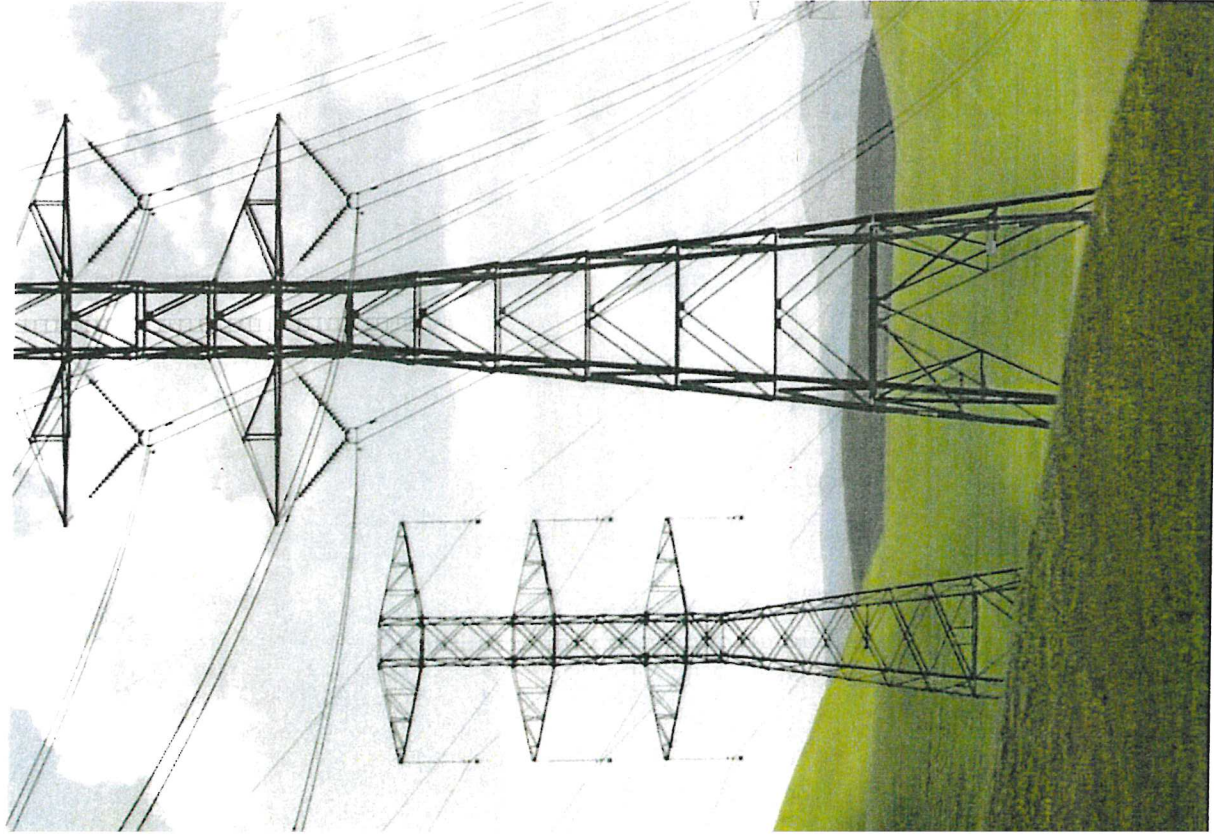
- ✓ **Meeting and exceeding state standards** for minimum clearances around the power line
- ✓ **Addressing overhanging limbs and branches** directly above and around the lines
- ✓ **Removing dead and dying trees** as well as specific tree species that have more frequently fallen into PG&E lines and caused an ignition

- We are working to complete this important safety work in **high fire-threat areas** over the next several years



For illustrative purposes only

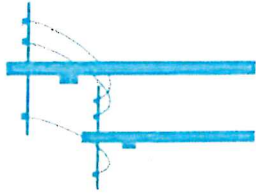
Wildfire Safety Inspections



As part of our enhanced wildfire safety efforts, implemented following the 2017 and 2018 wildfires as additional precautionary measures intended to further reduce wildfire risks, **we are conducting accelerated safety inspections of electric infrastructure in areas of higher wildfire risk (Tier 2 and Tier 3).**

- **We are conducting comprehensive inspections of electric towers and poles through visual and aerial inspections.**
- This work is being done as part of our Community Wildfire Safety Program, and is **in addition to our routine inspections and maintenance programs.**
- We are inspecting **substations and transmission and distribution lines** in high fire-threat areas.

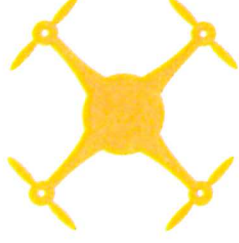
Inspections Overview



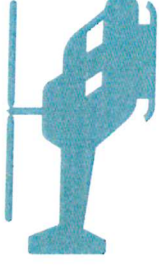
Accelerated inspections of transmission and distribution poles and towers as well as substations in high fire-threat areas



Visual inspections (ground and/or climbing) performed by crews of up to four people



Aerial inspections by drones to complement and further enhance inspections



Helicopters for inspections and to deliver crews to remote locations

We are taking action right away to address any immediate risk to public safety found during the accelerated inspections



Electric System Maintenance and Repairs

We will evaluate inspection results to determine repair needs and associated timing. If any issues are found during the accelerated inspections that pose an immediate risk to public safety, we are taking action right away to address the issue.



- When inspections determine that repairs are needed, but there is not an immediate safety risk, we will follow our preventative maintenance procedures, consistent with state guidelines for high fire-threat areas.
- Repairs will depend on what we observe in the field but could range from installing new signs or electrical components to replacing poles or towers.
- Where possible, we will bundle work to minimize customer impact, particularly if we need to de-energize the line to safely complete the repairs.



System Hardening and Resiliency

Installing stronger and more resilient poles and covered power lines across approximately 7,100 line miles of highest fire-risk areas



Replacing equipment to further reduce risk to our system and tailoring upgrades based on terrain and weather conditions using more granular analysis of fire-prone regions



Piloting new resilience zones to allow PG&E to provide electricity to central community resources serving local customers during a Public Safety Power Shutoff (PSPS) event



Additional Safety Measures

To further reduce the risk of wildfires, we are **disabling automatic reclosing of circuit breakers and reclosers** on lines in high fire-risk areas during wildfire season.

Where we have remote control capability, we **disable reclosing based on a daily decision-making process** during times of elevated risk.

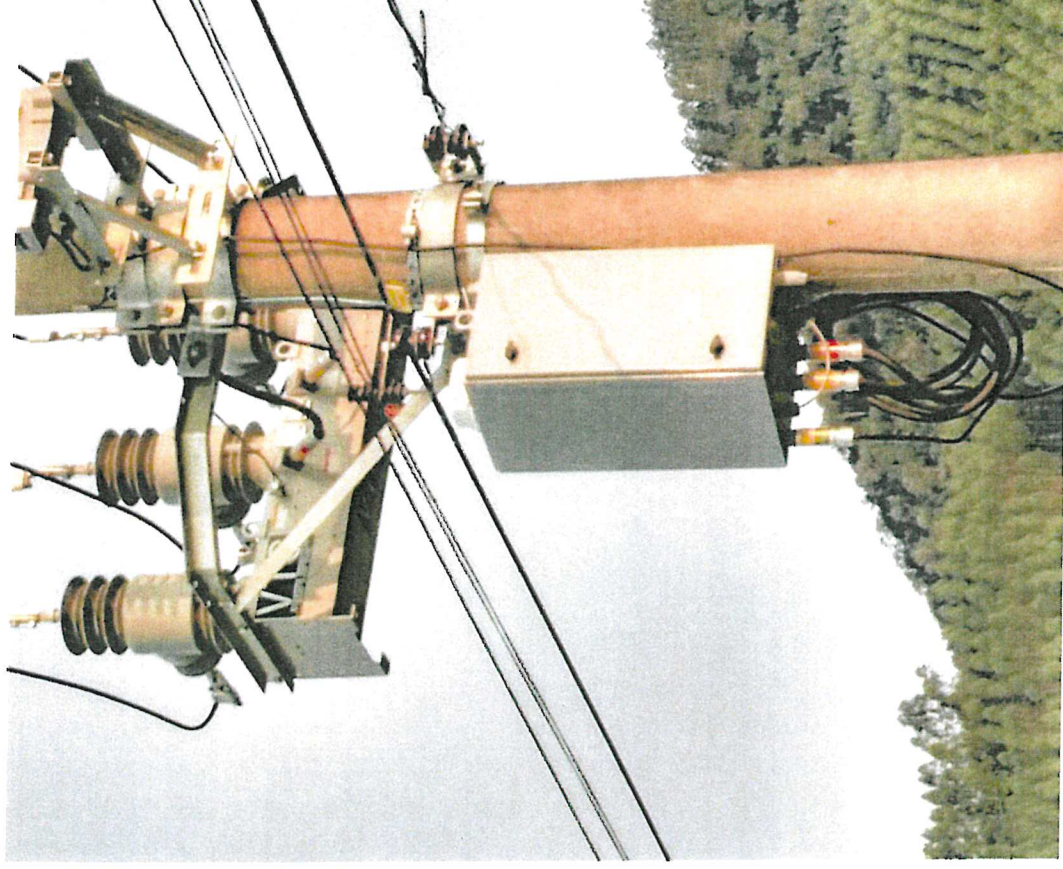
ENABLED

450 reclosing devices with remote capabilities in 2018

WORKING to enable nearly

300 additional reclosing devices with remote capabilities

in advance of the **2019 wildfire season**





Public Safety Power Shutoff (PSPS)

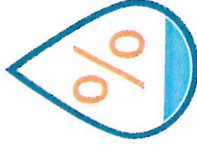
We monitor conditions across our system and evaluate whether to proactively turn off electric lines for safety when extreme weather and fire danger conditions are forecasted.

While no single factor will drive a Public Safety Power Shutoff, some factors include:



A RED FLAG WARNING

declared by the National Weather Service



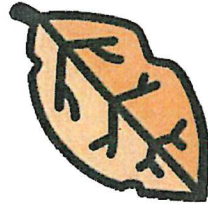
LOW HUMIDITY LEVELS

generally 20% and below



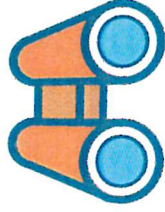
FORECASTED SUSTAINED WINDS GENERALLY ABOVE 25 MPH AND WIND GUSTS IN EXCESS OF APPROXIMATELY 45 MPH, depending on

location and site-specific conditions such as temperature, terrain and local climate



CONDITION OF DRY FUEL

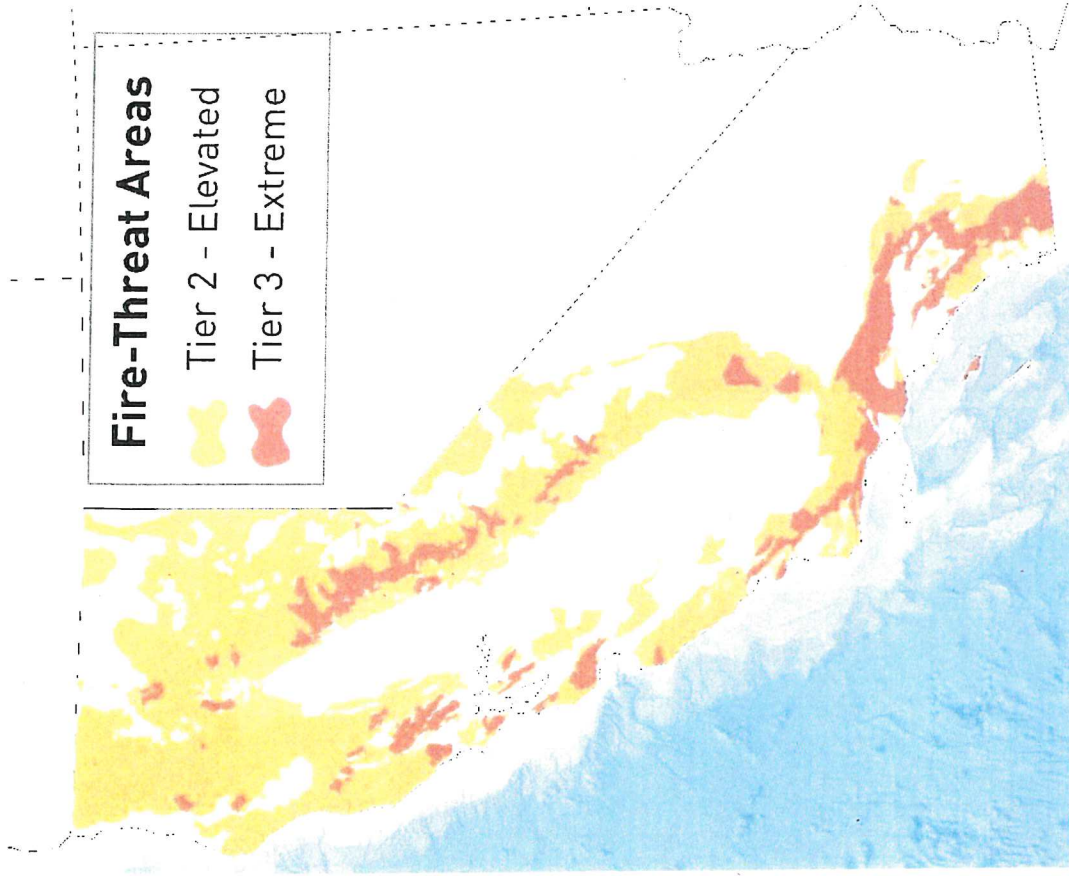
on the ground and live vegetation (moisture content)



ON-THE-GROUND, REAL-TIME OBSERVATIONS

from PG&E's Wildfire Safety Operations Center and field observations from PG&E crews

Public Safety Power Shutoff (PSPS)



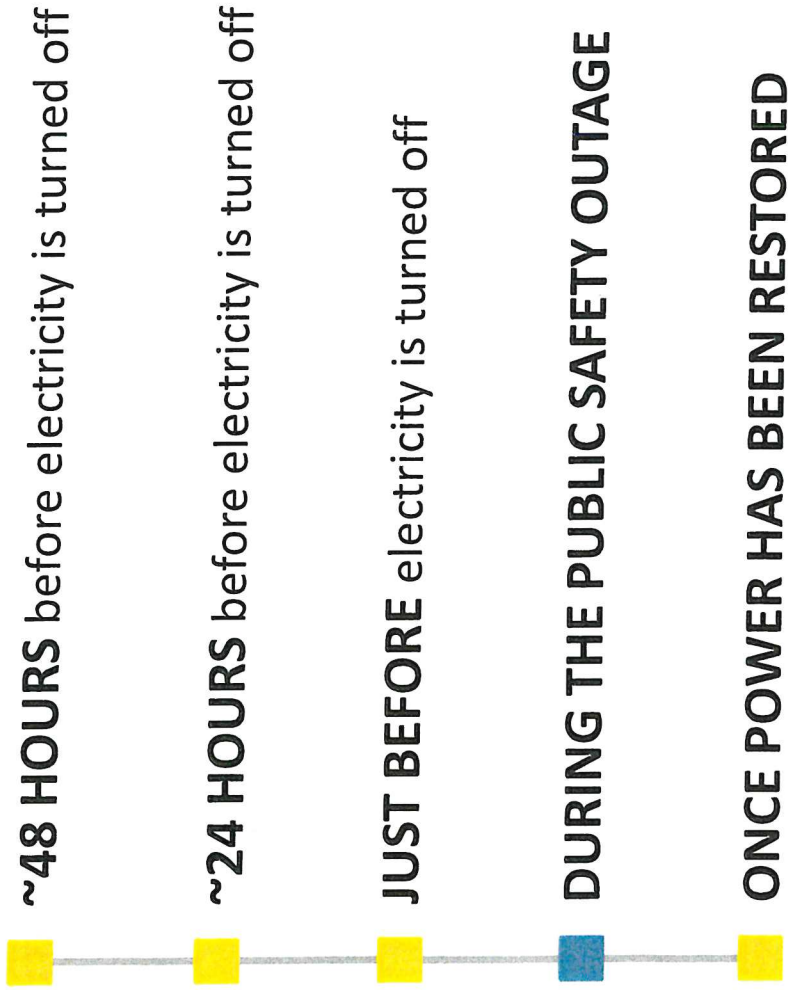
Source: California Public Utilities Commission

- Beginning with the 2019 wildfire season, we are expanding our Public Safety Power Shutoff program to include **all electric lines that pass through high fire-threat areas – both distribution and transmission.**
- The most likely electric lines to be considered for shutting off for safety will be those that pass through **areas that have been designated by the CPUC as at elevated (Tier 2) or extreme (Tier 3) risk for wildfire.**
- Because the energy system relies on power lines **working together to provide electricity, any of PG&E’s more than 5 million electric customers could have their power shut off.**

PSPS Event Notifications

Extreme weather threats can change quickly. Our goal, dependent on weather, is to provide customers with advance notice prior to turning off power. We will also provide updates until power is restored.

Timing of Notifications (when possible)



City/County/Agency Notifications

We will make every attempt to provide notice in advance of notifying customers through:

- Phone calls/emails to primary contacts
- Automated notifications to send alerts through multiple channels
- Provide customer alerts to share via channels, such as city or county website, Nixle, Nextdoor and Reverse 911

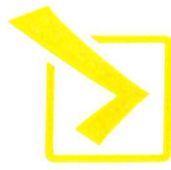
Customer Notifications

We will attempt to reach customers through calls, texts and emails. We will also use social media and keep local news and radio outlets informed and updated.



Working to Restore Power

We will only restore power when we are certain it is safe to do so. We expect to be able to visually inspect the system for damage and restore power to most of our customers within 24 to 48 hours after extreme weather has passed.



WEATHER ALL CLEAR

After the extreme weather has passed and it's safe to do so, our crews begin patrols and inspections.



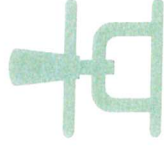
PATROL & INSPECT

Crews visually inspect our electric system to look for potential weather-related damage to the lines, poles and towers. This is done by vehicle, foot and air during daylight hours.



ISOLATE & REPAIR DAMAGE

Where damage is found, crews work to isolate the area so other parts of the system can be restored. Crews work safely and as quickly as possible to make repairs.



RESTORE POWER

Once it is safe to energize, a call is made to the PG&E Control Center to complete the energization process. Power is then restored to customers.



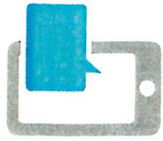
NOTIFY CUSTOMERS

Customers are notified that power has been restored.

Because extreme weather can last several hours or days, for planning purposes, we suggest customers prepare for outages that could last longer than 48 hours.



Working With Our Customers to Prepare



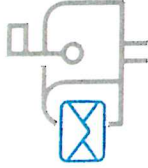
Reaching out to approximately 5 million customers and asking them to update their contact info at pge.com/mywildfirealerts



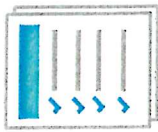
Holding answer centers and open houses (as needed) in advance of and during wildfire season



Mailing postcards to customers that do not have contact information on file



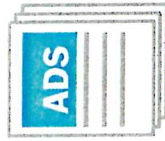
Providing tenant education kits to Master Meter customers



Conducting additional outreach to customers in high fire-threat areas through direct mail, preparedness checklist and email campaign



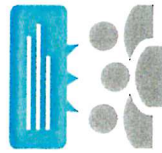
Placing calls and doing additional outreach to Medical Baseline and Medical Baseline-eligible customers in high fire-threat areas



Launching broad public safety advertising campaign



Continuing to share information through pge.com/wildfiresafety



Partnering with community leaders, first responders and public safety authorities around PSPS preparedness and coordination



Engaging with organizations for our customers who have specific needs to explore ways we can partner

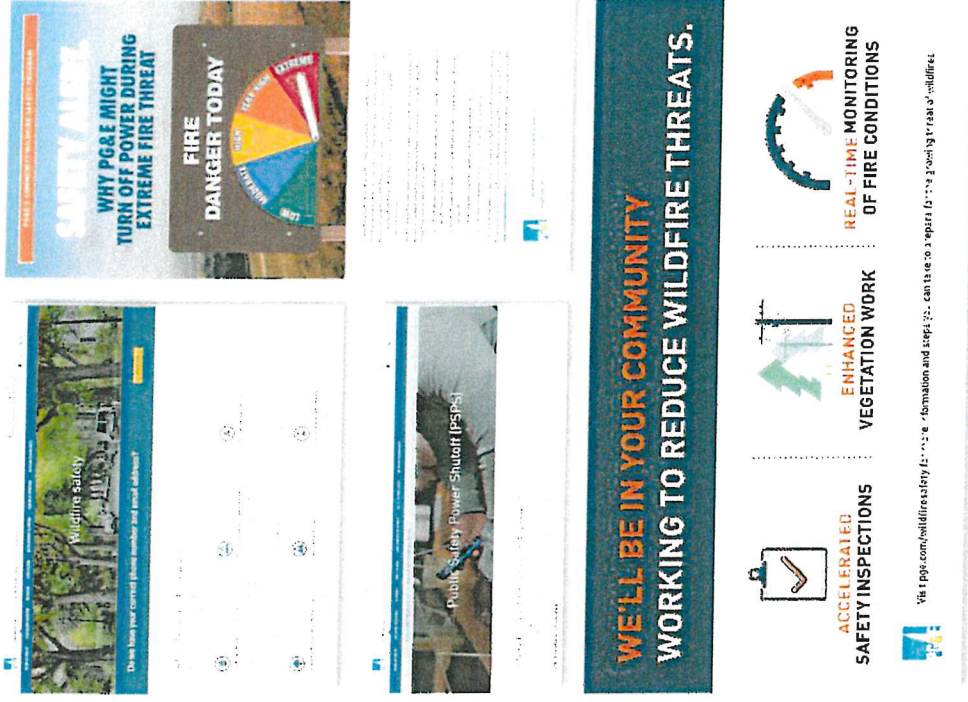
We welcome your feedback and input

For questions regarding PG&E's Community Wildfire Safety Program, please contact:

- **Alison Talbott**
 - 707-445-5632
 - Alison.Talbott@pge.com

Please direct customers with questions to:

- Call us at **1-866-743-6589**
- Email us at **wildfiresafety@pge.com**
- Visit **pge.com/wildfiresafety**



As a critical partner in emergency response, we want to notify you about a potential Public Safety Power Shutoff in your area, when possible. Please provide the best phone numbers and email addresses for your organization.



Community Wildfire Safety Program Public Safety Power Shutoff

Working Together To Protect Our Communities From Wildfires

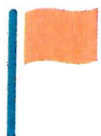
Given the continued and growing threat of extreme weather and wildfires, and as an additional precautionary measure following the 2017 and 2018 wildfires, we are expanding and enhancing our Community Wildfire Safety Program to further reduce wildfire risks and help keep our customers and the communities we serve safe. This includes expanding our Public Safety Power Shutoff program beginning with the 2019 wildfire season to include all electric lines that pass through high fire-threat areas – both distribution and transmission.

We know how much our customers rely on electric service and that there are safety risks on both sides. We will only proactively turn off lines in the interest of safety to help reduce the likelihood of an ignition when extreme fire danger conditions are forecasted. While customers in high fire-threat areas are more likely to be affected, any of PG&E's more than 5 million electric customers could have their power shut off if their community relies upon a line that passes through a high fire-threat area.

Public Safety Power Shutoff Criteria

Our Wildfire Safety Operations Center (WSOC) monitors fire danger conditions across our service area and evaluates whether to turn off electric power lines in the interest of safety.

While no single factor will drive a Public Safety Power Shutoff, some factors include:



A RED FLAG WARNING
declared by the National Weather Service



LOW HUMIDITY LEVELS
generally 20% and below



FORECASTED SUSTAINED WINDS GENERALLY ABOVE 25 MPH AND WIND GUSTS IN EXCESS OF APPROXIMATELY 45 MPH, depending on location and site-specific conditions such as temperature, terrain and local climate



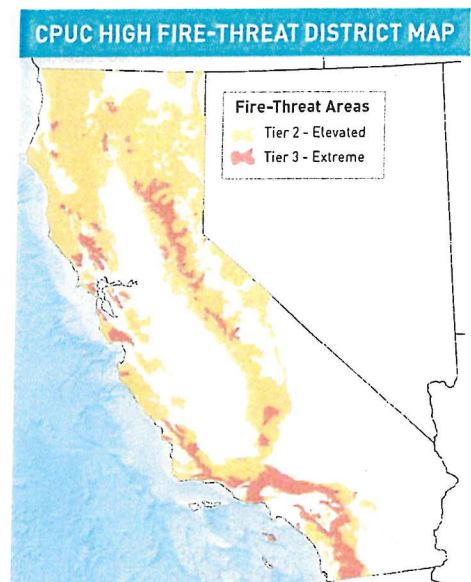
CONDITION OF DRY FUEL
on the ground and live vegetation (moisture content)



ON-THE-GROUND, REAL-TIME OBSERVATIONS
from PG&E's WSOC and field observations from PG&E crews

Potentially Impacted Areas

- The most likely electric lines to be considered for shutting off for safety will be those that pass through areas that have been designated by the California Public Utilities Commission (CPUC) as at elevated (Tier 2) or extreme (Tier 3) risk for wildfire. This includes both distribution and transmission lines.
- The specific area and number of affected customers will depend on forecasted weather conditions and which circuits PG&E needs to turn off for public safety.
- Although a customer may not live or work in a high fire-threat area, their power may also be shut off if their community relies upon a line that passes through an area experiencing extreme fire danger conditions.
- This means that any customer who receives electric service from PG&E should be prepared for a possible public safety power outage.



Source: California Public Utilities Commission
cpuc.ca.gov/FireThreatMaps

PSPS Event Notifications

Extreme weather threats can change quickly. When possible, we will provide customers with advance notice prior to turning off the power. We will also provide updates until power is restored.

TIMING OF NOTIFICATIONS (when possible)

- ~48 HOURS before power is turned off
- ~24 HOURS before power is turned off
- JUST BEFORE power is turned off
- DURING THE PUBLIC SAFETY OUTAGE
- ONCE POWER HAS BEEN RESTORED



HOW WE'LL NOTIFY CUSTOMERS

We will attempt to reach customers through **calls, texts and emails** using the contact information we have on file. We will also use **pge.com** and **social media** channels, and we will keep **local news** and **radio outlets** informed and updated.

Working With Our Customers To Prepare

We are continuing to reach out to our customers and communities about wildfire safety and steps they can take to prepare their homes, families and businesses.

- **Update your contact info** by visiting pge.com/mywildfirealerts today to make sure we have your current contact information.
- **Identify backup charging methods** for phones and keep hard copies of emergency numbers.
- **Plan for any medical needs** like medications that need to be refrigerated or devices that require power.
- **Build or restock your emergency kit** with flashlights, fresh batteries, first aid supplies and cash.

Learn More

about PG&E's Community
Wildfire Safety Program.



Call us at
1-866-743-6589



Email wildfire_safety@pge.com



Visit pge.com/wildfiresafety



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

August 20, 2019

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager *3*
SUBJECT: Discussion and Possible Action Authorizing Staff to Issue a Request for Proposal Related to City Hall Backup Power

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve City Hall Electrical Service and Manual Transfer Switch Upgrade Project, directing Staff to issue a Request for Proposal for the described work and further directing staff to return with an appropriate budget adjustment and final approval of the project once bids are returned.

Alternative: Direct staff to include a stationary generator and associated facilities as an additive alternative for council consideration.

BACKGROUND AND DISCUSSION

With Public Safety Power Shutoff (PSPS) events now possible, there is an added importance to the redundancy of City Hall power. The Rio Dell City Hall is approximately 44 years old and includes the original electrical service panel from when the building was constructed. Upon the advice of consulted electrical contractors, city staff worked with the City Engineer to evaluate and develop a plan for updating the service panel. Those recommendations and plans are attached.

Upgrading the service panel will allow City Hall to be connected to a mobile generator, stationary generator and will also allow for the future rollout of a solar PV installation on the roof of City Hall. At a minimum, it is recommended that the service panel be upgraded and replaced. If the Council wishes to go a further step, staff could also include the installation of a permanently mounted 14kw generator to power the building. Because these items are unbudgeted, staff will need to return with a budget adjustment once bids are received. An estimated cost is not available at this time.

Attachments:

City Engineer Memo
Service Panel Plans

///



Memorandum

To: Kyle Knopp
City Manager

From: Jordan King, PE

CC: Steve McHaney

Ref. No.: 8410747

Tel: 707 443 8326

August 15, 2019

Subject: City Hall Electrical Service and Manual Transfer Switch Upgrade Project

Overall Summary

GHD has assessed the feasibility of interconnecting the City's existing 125 kilowatt mobile generator to City Hall as a backup generator with additional consideration for future solar PV and stationary backup generator interconnection.

The assessment has concluded that due to a number of factors that the existing meter main service panel is incompatible with interconnection of the 125 kilowatt mobile generator and future solar PV. Furthermore, the service panel is 44 years old and nearing the end of its expected useful life.

GHD recommends replacement/relocation of the existing meter main service panel with a new meter main service panel, manual transfer switch, and electrical panelboard with adequate capacity to interconnect the 125 kilowatt mobile generator and future solar PV. This work should be completed by a licensed electrical contractor based on current electrical codes and standards and should be overseen by the City Building Official.

The overall concept single line diagram is attached, and the City can include this with the standard bidding and contract package for solicitation of bids from licensed electrical contractors to implement the project.

In addition to the service upgrade and installation of manual transfer switch, the City's existing 125 kilowatt generator (CAT XQ125) will also require modification to supply the historical peak facility load (up to 14 kW based on historical PG&E data) at the required voltage through a single connector. It is recommended that the generator supplier complete the modification to maintain generator warranty and UL listing.

Additional General Information:

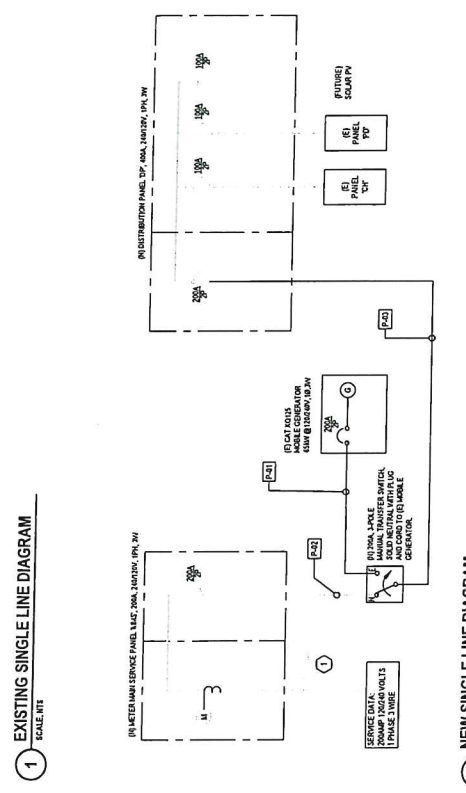
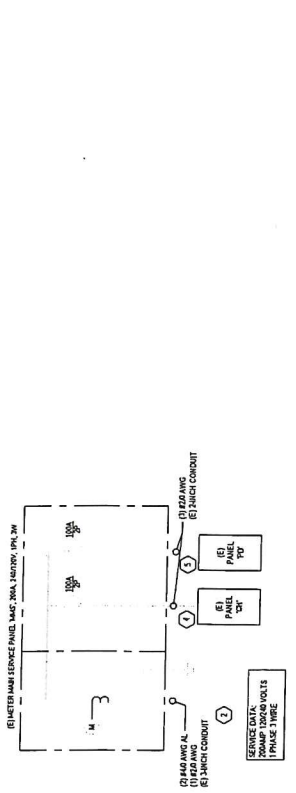
- Peak annual 15-minute electrical use at City Hall/ Police Department between 6/1/2018 and 5/31/2019 was 13.98 kilowatts based on PG&E data (approximately 58 amps).
- Future Solar PV to offset the facility's annual energy use is 20 kilowatts based on Redwood Coast Energy Authority correspondence (approximately 83 amps).
- City of Rio Dell electrical permit does not require electrical engineer's stamp. Contractor drawings and signature is sufficient for City permit/PG&E requirements.
- The 125 kilowatt generator (3) existing 120/240 volt receptacles are undersized for the load. An additional receptacle will need to be interconnected to the electrical bus with adequate capacity.
- PG&E service coordination anticipated to require 6 months.

- SHEET GENERAL NOTES**
- UNLESS SPECIFICALLY INDICATED OTHERWISE, ALL COMPONENTS INDICATED SHALL BE CONSIDERED NEW AND PROVIDED BY THE CONTRACTOR FOR COMPLETE, UNFINISHED, TESTED AND FUNCTIONING.
 - CONSTRUCTION MATERIALS AND INSTALLATION SHALL MEET ALL RECORDED CODES OF THE AUTHORITY HAVING JURISDICTION.
 - MAINTAIN AS BUILT CONDITIONS OF THE INSTALLATION DURING CONSTRUCTION AND SUBMIT FINAL CONSTRUCTION CONDITIONS TO THE OWNER FOR THEIR RECORDS.
 - COORDINATE ALL SHUTDOWNS WITH CITY A MINIMUM OF 14 DAYS IN ADVANCE.
 - UNLESS OTHERWISE NOTED, PANELS/BOARDS ARE RATED 125°C.
 - CONTRACTOR TO SUBMIT FINAL EQUIPMENT CONSENTS TO CITY FOR FINAL RECORD.
 - CONTRACTOR TO VERIFY ALL EQUIPMENT MATERIALS, SIZES AND SITE CONDITIONS PRIOR TO ANY WORK. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE CITY.
 - ALL CONDUCTORS ARE COPPER UNLESS OTHERWISE NOTED.
 - CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS AND RELATIONSHIP WITH HOSE, INCLUDING PROVIDING ALL REQUIRED INFORMATION TO THE CITY.
 - CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND RELATIONSHIP WITH HOSE, INCLUDING PROVIDING ALL REQUIRED INFORMATION TO THE CITY.
 - LOCAL REGULATION LOCATION IS BY PARKING LOT CLOSEST TO NEW SERVICE LOCATION.
 - PROVIDE ALL CONDUITS WITH NECESSARY TO COMPLETE THE SCOPE OF WORK IN COMPLIANCE WITH THE SPECIFICATIONS AND ALL APPLICABLE CODES. WORK SHALL NOT BE COMPLETED UNTIL ALL CONDUITS ARE INSTALLED AND SYSTEM FUNCTIONALITY WILL BE PROVIDED BY CONTRACTOR AT NO ADDITIONAL FEE TO CITY.
 - WHY-AN POWER AT ALL TIMES TO CITY HALL PANEL, CP AND POLICE DEPARTMENT PANEL. UNLESS OTHERWISE APPROVED BY CITY AND CONFIRMED IN WRITING.

- SHEET KEYNOTES**
- PROVIDE NEW 120V GROUND BOND ADJACENT TO NEW SERVICE PANEL LOCATION AND COORDINATE WITH CITY ELECTRICAL ENGINEER FOR ALL NECESSARY GROUNDING SYSTEM TO ENSURE IT MEETS CURRENT CODE REQUIREMENTS.
 - INTERCEPT AND EXTEND OR REPLACE UNDERGROUND SERVICE CONDUIT AND FEEDERS TO NEW METER MAIN SERVICE PANEL.
 - PROPOSED NEW METER MAIN SERVICE PANEL AND ASSOCIATED EQUIPMENT LOCATION SHALL BE VERIFIED BY THE CITY ELECTRICAL ENGINEER PRIOR TO ANY WORK. THE PANEL SHALL BE ACCEPTABLE FOR REVISIONS TO THE PROPOSED PANEL. INSTALL UNDER THE STRUCTURE AS REQUIRED TO SUPPORT EQUIPMENT.
 - INSTALL NEW CONDUIT BETWEEN EXISTING PANEL CP AND NEW DISTRIBUTION PANEL. MANAGE CONDUITS FOR ALL NECESSARY TO COMPLETE THE SCOPE OF WORK.
 - INSTALL NEW CONDUIT BETWEEN EXISTING PANEL CP AND NEW DISTRIBUTION PANEL. MANAGE CONDUITS FOR ALL NECESSARY TO COMPLETE THE SCOPE OF WORK.
 - DECOMMISSION EXISTING METER MAIN SERVICE PANEL AND REMAIN IN PLACE.
- (R) KEYNOTES EXISTING
(P) KEYNOTES NEW PROVIDED BY CONTRACTOR



3 PROPOSED NEW SERVICE LOCATION
SCALE: 1/4\"/>



CMT	DESCRIPTION	FROM	TO	CONDUIT AND CABLE SCHEDULE		REMARKS
				CONDUIT SIZE	CABLE SIZE	
P-1	120V EMERGENCY POWER FEEDER	(P) MANUAL TRANSFER SWITCH	(R) SERVICE GENERATOR	1/2\"/>		
P-2	120V NORMAL POWER FEEDER	(P) MANUAL TRANSFER SWITCH	(R) SERVICE PANEL MAIN	1/2\"/>		
P-3	120V LAMP POWER FEEDER	(P) MANUAL TRANSFER SWITCH	(R) PANEL 30\"/>			

**CITY OF RIO DELL
CITY HALL GENERATOR INTERCONNECTION PROJECT
SINGLE LINE DIAGRAM**

Client: City of Rio Dell
Project: City Hall Generator Interconnection Project
Title: Single Line Diagram
Drawing: J-1002
Design: J-1002
Check: J-1002
Date: 01/12/2023
Scale: AS SHOWN

Drawn: J-1002
Checked: J-1002
Date: 01/12/2023
Scale: AS SHOWN

Project Manager: J-1002
The document shall not be used for any other purpose without the written consent of the engineer.

CDM
CITY OF RIO DELL
CITY HALL GENERATOR INTERCONNECTION PROJECT
1110 4th Street, Rio Dell, MI 49783
Phone: 517-339-1111 Fax: 517-339-1112

Sheet 1 of 1