



RIO DELL CITY COUNCIL AGENDA
REGULAR MEETING - 6:30 P.M.
TUESDAY, SEPTEMBER 3, 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) 2019/0903.01 - Approve Minutes of the August 20, 2019 Regular Meeting
(ACTION)

- 2) 2019/0903.02 - Approve Resolution No. 1434-2019 Approving Staff Billable Rates for FY 2019-20 **(ACTION)** 10
- 3) 2019/0903.03 - Approve Resolution No. 1435-2019 Authorizing the City Manager to execute the Northwestern Avenue Waterline Certificate of Acceptance **(ACTION)** 13
- 4) 2019/0903.04 - Approve Appointment of Councilmember Johnson to the Traffic Committee **(ACTION)** 21
- G. ITEMS REMOVED FROM THE CONSENT CALENDAR
- H. REPORTS/STAFF COMMUNICATIONS
 - 1) 2019/0903.05- City Manager/Staff Update **(RECEIVE & FILE)** 24
- I. SPECIAL PRESENTATIONS/STUDY SESSIONS
 - 1) 2019/0903.06 - Presentation/Update from GHD on City Projects **(RECEIVE & FILE)** 28
 - 2) 2019/0903.07 - Presentation from Randy Weaver from EDD on Labor Market Information **(RECEIVE & FILE)** 39
- J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS
- K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS
- L. COUNCIL REPORTS/COMMUNICATIONS
- M. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, September 17, 2019 at 6:30 p.m.*

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 20, 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 Johnson, Strahan and Wilson

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

Absent: Community Development Director Caldwell and Interim Finance Director Dillingham

PUBLIC PRESENTATIONS

Rick Pelren, joined by members of the Senior Exercise Group addressed the Council regarding a more permanent venue for their exercise group. They thanked Nick Angeloff and the Rio Dell-Scotia Chamber of Commerce for allowing them to use the Chamber office but noted that the group has outgrown the space. They expressed the need for the City to have a community center for youth and other community groups and asked the Council to consider them if such time the opportunity arises to build a community center.

Councilmember Johnson suggested they contact Danco to see it would be possible to utilize their community room at their new Supportive Housing Facility.

Nick Angeloff commented on the need to get the light pole for Christmas lights replaced and noted that Kreationis is on board with it placed on their parcel. He also encouraged the City Council to negotiate a tax sharing agreement with the County related to the Terra Gen Windmill Project.

Councilmember Wilson questioned the status of the project including bids.

Nick indicated that he was trying to call in favors to possibly get the work donated or could possibly write a grant to try to secure funding. Either way, the light pole would need to be installed before Christmas.

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 1 (Minutes) for separate discussion.

Councilmember Wilson removed consent calendar item 3 (Appointment to Nuisance Advisory Committee) for separate discussion.

Motion was made by Johnson/Woodall to approve the consent calendar including approval of Resolution No. 1433-2019 approving designation of official representatives and alternate representative to the Pace JPA Board of Directors; and to receive and file the Check Register for July 2019. Motion carried 5-0.

ITEMS REMOVED FROM THE CONSENT CALENDAR

Approve Minutes of the August 6, 2019 Regular Meeting

Councilmember Strahan referred to page four of the minutes related to the discussion by Sally Hewitt from DHHS regarding the community outreach event and what actually took place.

Councilmember Johnson stated as a point of order that the consent item is only to approve the minutes as an accurate recording of what took place at the August 6, 2019 City Council meeting and that she would have opportunity to address the community outreach event during discussion of the staff update.

Councilmember Strahan clarified

Mayor Garnes asked if the minutes were correct as presented.

Motion was made by Woodall/Johnson to approve the minutes of the August 6, 2019 regular meeting as presented. Motion carried 4-1; Councilmember Strahan dissented.

Approve Appointment of Amanda Carter to Nuisance Advisory Committee

Councilmember Wilson pointed out that this item relates to the appointment of the third volunteer to serve on the Nuisance Advisory Committee and wanted to thank Amanda Carter for her service.

Motion was made by Wilson/Johnson to approve appointment of Amanda Carter to the Nuisance Advisory Committee. Motion carried 5-0.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp provided highlights of the staff report and noted that as Councilmember Strahan indicated, the City participated in the Housing Assistance Workshop at the Journey

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Church on Thursday, August 15, which went well. He noted that the Community Resource Center identified this date as a good time since it coincided with the food giveaway day. He commented that the City helped to promote the event by printing flyers, sending out an every-door-direct mailer and with radio announcements but the extra efforts may not have been successful since there was only the normal number of people that turned out for the event. He said that DHHS brought down the County's MIST team and they went out with the police department to places where there were known homeless. He thanked Councilmember Strahan for coming and handing out flyers and said later in the afternoon there was a workshop at City Hall to assist people with Section 8 enrollment. He announced there would be another workshop on September 11 at the Fire Hall.

Councilmember Strahan noted that there was a lot of confusion at the event when it first started and expressed disappointment that Sally Hewitt from DHHS was not there. She commented that the City Manager, Susie Townsend and the Chief were there which was good and asked how it went with MIST.

Chief of Police Conner reported that they identified three camps with a total of four people and found no camps upriver from the bridge. He said that were a couple of good connections and one woman were especially anxious about getting services.

City Manager Knopp then reported that he would be attending the Eel-Russian River committee meeting on the Potter Valley project in Ukiah on Friday and would bring the Council up to date on the latest developments.

Councilmember Wilson noted that regarding the two tours at Humboldt 454, he attended the second tour and found it very informative. He commented that they are doing an excellent job and their operation is very professional. He said that he would like to see their operation as a standard for other cannabis cultivators.

Councilmember Woodall asked if the police department patrolled the river bar.

Chief of Police Conner noted that the officers with the SUV's patrol fairly often and that he tries to patrol there a couple times a day. He commented that they rarely patrol on the Scotia side unless there is a call for service for such things as shots fired.

Councilmember Woodall commented that there seems to be a larger number of homeless people in town and asked why.

Chief of Police Conner noted that many of the people "couch surf" which are basically homeless but the City does not have a transient homeless problem.

Councilmember Woodall commented that last year the City abated a problem with illegal camping on someone's property and heard that it may be a problem again.

Chief Conner clarified that the City abated a camp trailer last year but that he is not aware of a problem there currently.

SPECIAL PRESENTATIONS/STUDY SESSIONS

Presentation on PG&E Safety Power Shutoffs and Preparedness

Allison Talbott, Local Government Relations Officer from PG&E introduced her colleague, Mike Weaver, Safety Specialist who was present to provide a power point presentation on PG&E's Community Wildfire Safety Program.

He began by stating that PG&E values the opportunity to collaborate with communities and share ideas and commented that PG&E must do more because of the large amount of devastating wildfires over the past couple of years. He noted that some of the things they will be doing as part of the Community Wildfire Safety Program is to monitor wildfire risks from their Wildfire Safety Operations Center; expanding their network of PG&E weather stations; installing new high-definition cameras in high fire-threat areas; increasing focus on vegetation management in high risk areas; conducting accelerated safety inspections of electric infrastructure; disabling automatic reclosing of circuit breakers and reclosers; proactively turning off electric power for safety during times of heightened fire risk; installing stronger and more resilient poles along with undergrounding; upgrading and replacing electric equipment and infrastructure and working with communities to develop new resilience zones to provide electricity to central community resources during shutoff events.

He continued with review of a map of Tier 1, 2 and 3 fire-threat areas and explained that the majority of Rio Dell is included in the area of Tier 1 which is the lowest threat level. He explained that the most likely lines to be considered for shutting off for safety will be those that pass through areas that have been designated as at Tier 2 (elevated risk) or Tier 3 (extreme risk) however; all tiers are at risk for shutoff when distribution and transmission lines pass through high fire-threat areas.

He further explained that while no single factor will drive them to shut off power, they will monitor conditions and evaluate whether to proactively turn off electric lines for safety when gusty winds, dry conditions and low humidity levels are combined with a heightened fire risk.

He said that PG&E would make every attempt to provide advance notice prior to turning off power by means of automated notifications, web sites, phone calls, mail, texts, emails, social media, local news and radio. He urged the community to contact PG&E with updated contact information.

Councilmember Johnson commented on enhanced vegetation management and said that he talked to one of the crew members near his residence today and asked when he could expect to see a crew out with chainsaws and chippers.

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Mike Weaver noted that it would hopefully be very soon as they have a large vegetation management team although he was not familiar with their schedule here.

Allison Talbott asked for Councilmember Johnson's address and said she would check with the vegetation management team to see when they would be doing work in that neighborhood.

Councilmember Strahan asked what line connects to Rio Dell and what the City's chances are to for shutoff being in a Tier 1 area.

Mike Weaver explained that there is a 60 KV tap, 1-mile to the east that connects to the Scotia substation. If that 60 KV line is de-energized because of fire conditions and can't back tie it from Eureka or Humboldt Bay generation plant, or from the 60 KV line that comes from Redding to Eureka, Rio Dell will be without power.

Councilmember Strahan asked if that means all of Humboldt County would be without power.

He explained that it would not and that Humboldt County is fed from three directions; Highway 299 from Cottonwood/Redding, Highway 36 west, and Highway 101 from the south in a 60 KV line. He noted that if two of the three transmission lines fail because of fire the hope is that Humboldt Bay generation plant could come online and bring up the generators and restore power in all the Tier 1 areas. The problem is that the system has never been tested to that degree so it is uncertain if it can be done. He said that what is more likely for Rio Dell is a public safety shutoff in the Central Valley that brings the power over. If there is a widespread power shutoff in Shasta County, it would affect every line coming this way.

Mayor Garnes questioned the possibility of an emergency test to see if Humboldt Bay would be able to produce enough power during power outages.

Mr. Weaver said that it does occur however; what has never been tried is the 60 KV and bringing up the generators and maintaining the level of power to keep Humboldt County running. The Humboldt Bay generation plant is designed to do that though. He pointed out that PG&E would never take two lines down unless they are brought down by fire because it would be too risky.

Councilmember Wilson asked the location of the power from the south.

Mr. Weaver explained that a 60 KV line begins at Petaluma and follows Highway 101 north to the Eureka substation and is fed by a number of substations all the way. He commented that every transmission line ties into Humboldt Bay generation plant.

Councilmember Wilson mentioned the co-generation plant at Scotia and questioned whether they could isolate certain sections on the 60 KV feed such as Scotia.

Mr. Weaver noted that he was not familiar with the Scotia co-gen plant but logically it could be done.

Mayor Garnes called for public comment.

Rick Pelren asked if cell phone towers were independent of PG&E.

Mr. Weaver explained that they are independent and that PG&E made sure cell phone companies are prepared for the outages and that they updated their infrastructure for longer generation times.

Councilmember Wilson questioned the capability of the proposed Terra Gen Wind Energy project.

Mr. Weaver noted that there are windmill farms near Burney, California and that they feed into the system but they are not a sustainable power source. Rather than co-generation, they provide green energy.

Nick Angeloff mentioned PG&E grant funding and asked how they would feel about funding the installation of a new light pole for the City's Christmas lights.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Authorize staff to issue a Request for Proposal Related to City Hall Backup Power

City Manager Knopp provided a staff report and explained that upgrading the service panel will allow City Hall to be connected to a mobile generator or stationary generator and also allow for the future rollout of a solar PV system on the roof of City Hall. He said that GHD did an analysis on the power loads at City Hall and determined that in addition to the service upgrade and manual transfer switch, the City's existing 125 kilowatt generator would also require modification to supply the historical peak facility load of up to 14 KW based on historical data from PG&E.

Staff's recommendation was to approve update of the service panel at City Hall including a manual transfer switch and direct staff to issue a Request for Proposal for the described work and further directing staff to return with an appropriate budget amendment and final approval of the project once bids are submitted. The alternate recommendation was to direct staff to include a stationary generator and associated facilities as an additive alternative for council consideration.

Councilmember Wilson commented that the City's existing 125 KW generator is much larger than what is needed to run City Hall and since public works crews will be busy keeping things going at the wastewater treatment plant felt it would be better to purchase a smaller stationary generator specifically sized to allow the police department and city hall to function

efficiently. He suggested staff be directed to obtain a quote on a separate generator and return to Council for approval.

Councilmember Strahan agreed and said that they had a stationary generator at the hospital and that it was not very expensive. She asked what would happen to someone on oxygen during a power shutdown.

City Manager Knopp explained that someone with medical needs that is dependent on electricity should be prepared but if they don't have an alternate power supply, they should go to the hospital or call the Fire Department for assistance.

Councilmember Wilson pointed out that the power coming over Highway 299 and Highway 36 crosses over some pretty tough terrain and that approximately 10 years ago the power was off for several days. As part of PG&E's Community Wildfire Safety Program, the power could be off for a significant amount of time so the City needs to be prepared.

Council concurred.

Mayor Garnes called for public comment.

Rick Pelren commented that a 15 KW emergency generator sounds advisable but on the other hand, the money could be used to put in solar cells and LED lights. He suggested the City consider installing rooftop solar to be used continually as an alternative so the City would not have to worry about the power outages.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Johnson reported on the August 8th tour of Green Diamond property in Del Norte County as part of the Last Chance Grade project. He reviewed Last Chance Grade location maps including access roads and cross sections of the various alignment options. He noted that the favored alignment is probably the one that takes off at alternative G and gets out at the park and transitions into either A-1 or A-2. He noted that A-1 is a tunnel and A-2 is a big bridge. The tunnel would go under the State park and the bridge would go through the State park. He commented that this may not be a representation of all of the options as the project is still in its planning stage. He noted that the estimated date of completion of the project is probably 20 years out.

Mayor Pro Tem Woodall asked what happens in the event the road fails before the project is complete.

Councilmember Johnson noted that the roadway has failed several times and has been closed briefly several times over the years and that they will continue to work on emergency

contracts for the next 20 years until such time the road is built. He said that they would likely have to cut into the hillside if that area of the road totally fails.

He commented that over the next several months Caltrans would be advertising for consultants to prepare environmental documents, do surveying and borings, noting that it is approximately a \$30 million planning contract.

Councilmember Wilson announced that he would be attending a Redwood Coast Energy Authority (RCEA) meeting on Thursday.

Councilmember Wilson then addressed future agenda items. He said that with regard to the proposed Terra Gen tax sharing agreement with the County he was originally against it but since then he has talked to members of the community and suggested the City begin dialog with the County. He said he would like to invite the County to a future Council meeting and discuss the idea of a tax sharing agreement in the event the Terra Gen project is approved.

Mayor Garnes and Councilmember Johnson agreed and suggested the City Manager also look into other cities and special districts related to tax sharing agreements.

Mayor Pro Tem Woodall was willing to look into the possibility.

Councilmember Strahan said that she was also willing to look into it but did not like the language in the letter drafted by the City Manager to the County.

Council concurred to bring the matter back on a subsequent agenda.

Councilmember Strahan reported on her attendance at HCAOG and said that they discussed allocating funding for reconfiguration of the Kenmar exit noting that it is still in the planning stages but one possibility is to construct a roundabout. She said that project along with the 12th street exit were moved to the front of the project priority list.

Mayor Garnes reported on her attendance at the last League of California Cities Redwood Empire Division meeting and said that one of the things they talked about was PG&E's planned power outages and what other communities are doing to be better prepared. She suggested the item be agenized so the Council can come up with a plan, not only for City Hall but to help people in the community be more prepared. She suggested holding community meetings at various times to reach as many people as possible.

Mayor Pro Tem Woodall reported that there are discussions going on between the Rio Dell Fire Protection District and St. Joseph's Health System for the possible construction of a community center on the Fire Department property near the bocce ball courts.

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She also announced that there would be a Nuisance Advisory Committee on Wednesday at 3:00 p.m. and that Councilmember Johnson agreed to take over as representative on the Traffic committee.

City Clerk Dunham noted that staff would bring back on the next agenda an amendment to the committee assignments for formal approval.

ADJOURNMENT

Motion was made by Johnson/Woodall to adjourn the meeting at 8:05 p.m. to the September 3, 2019 regular meeting. Motion carried 5-0.

Debra Garnes, Mayor



Attest:

Karen Dunham, City Clerk

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



**CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
September 3, 2019**

TO: Mayor and Members of the City Council
THROUGH: Kyle Knopp, City Manager 
FROM: Cheryl Dillingham, Interim Finance Director 
DATE: September 3, 2019
SUBJECT: Adopt Resolution 1434-2019 Approving Billable Rates for Staff Time for Fiscal Year 2019-20

RECOMMENDATION

It is recommended that the City Council adopt Resolution 1434-2019 Approving Staff Billable Rates for Fiscal Year 2019-20 and Rescinding Resolution 1391-2018.

BACKGROUND AND DISCUSSION

To ensure the City is recovering the cost of providing services the Finance Department annually reviews the billable rates and makes any necessary adjustments. From time to time City staff is involved in activities and projects that require billing an outside party. In these circumstances the Finance Department prepares an invoice detailing all direct and indirect costs incurred by the City. The City bills for staff time actually spent, which is calculated using the approved billable rates. An updated billable rate for each position has been calculated using the following formula:

$$\text{Total Billable Rate: Hourly Rate} + \text{Hourly Rate}(\text{Benefit Cost \%} + \text{Overhead \%})$$

Hourly Rate: Depending on position classification the hourly rate is set by various employment contract agreements and is based on job title and step.

Benefit Cost %: Benefits/Salary + Annual Leave Hours/Annual Paid Hours

Overhead %: Average Total Overhead by Department/Total Department Salary and Benefit Costs

Overhead expenses are all costs in the budget except for direct labor, direct materials, and direct expenses. Overhead includes items such as: advertising, insurance, interest, legal fees, rent, general maintenance and repairs, supplies, taxes, telephone bills, travel expenditures, and utilities.

ATTACHMENT

Resolution 1434-2019 Approving the Billable Rates for Staff Time for Fiscal Year 2019-20



**RESOLUTION NO. 1434-2019
 A RESOLUTION OF THE CITY COUNCIL
 OF THE CITY OF RIO DELL
 APPROVING STAFF BILLABLE RATES
 FOR FISCAL YEAR 2019-20
 AND RESCINDING RESOLUTION 1391-2018**

WHEREAS, the City of Rio Dell charges fees for certain services provided by City staff that specifically benefit the party receiving such services; and

WHEREAS, the City has authority to charge regulatory fees to cover the cost of regulatory programs, and user fees limited to the actual cost of providing services, and

WHEREAS, the City desires to update certain rates for service so that the rates will more accurately reflect the costs to the City in providing the applicable service; and

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby adopt the following billable rates for staff time to ensure cost recovery on various services, activities and projects as follows:

FY 2019-20				
Billable Burdened Rates Resolution No. 1434-2019				
TITLE	HOURLY RATE	AVERAGE OH COST %	BENEFITS %	HOURLY RATE CHARGE
City Clerk	29.03	31%	70%	58.35
City Manager	54.51	31%	52%	99.76
Community Development Director	41.16	31%	45%	72.45
Finance Director	34.41	31%	61%	66.08
Interim Finance Director	43.00	31%	9%	60.20
Accountant II	26.56	31%	59%	50.46
Fiscal Assistant I	14.38	31%	92%	32.08
Senior Fiscal Assistant	20.81	31%	73%	42.45
Chief of Police	41.07	31%	59%	78.03
Police Sergeant	29.16	31%	98%	66.78
Police Officer	22.13	31%	94%	49.79
Part-time Records Technician	18.29	31%	17%	27.07
Wastewater Superintendent	28.75	31%	70%	57.79
Water/Roads Superintendent	34.97	31%	71%	70.64
Wastewater Treatment Operator II	21.14	31%	88%	46.30
Operator in Training	17.47	31%	81%	37.04
Utility Worker II	15.84	31%	104%	37.22
Part-time Utility Worker	15.84	31%	24%	24.55
Public Works Leadman	17.69	31%	100%	40.86

BE IT FURTHER RESOLVED that resolution 1391-2018 approving the billable rates for staff time for fiscal year 2018-19 is rescinded.

PASSED AND ADOPTED by the City of Rio Dell on this 3rd day of September, 2019.

Ayes:
Noes:
Abstain:
Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

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



For Meeting of: September 3, 2019
 Consent Item; Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: August 28, 2019

Subject: Northwestern Avenue Waterline Certificate of Acceptance.

Recommendation:

1. Approve Resolution No. 1435-2019 authorizing the City Manager to execute the Northwestern Waterline Certificate of Acceptance.

Discussion

As the Council is aware Glenn White, Precision Manufactured Developments Inc. has installed a new waterline consisting of approximately 5,000 linear feet of a 10" C-900 water main including valves and fire hydrants within the Northwestern Avenue public right-of-way.

At the Council meeting of February 19, 2019, your Council authorized the City Manager to execute the Waterline Reimbursement Agreement and Certificate of Acceptance. The Offer of Dedication and Waterline Reimbursement Agreement was executed on August 19, 2019. Although the Council authorized the City Manager to execute the Certificate of Acceptance, staff recommends the action be documented by Resolution. Resolution No. 1435-2019 included as Attachment 1 authorizes the City Manager to execute the Certificate of Acceptance, included as Attachment 2.

As reported in February, the City Engineer was involved in the review and approval of the Plans and Specifications. In addition the City Engineer provided oversight during construction. Therefore, staff recommends that your Council authorize the City Manager to execute the Northwestern Waterline Certificate of Acceptance.

Attachment 1: Resolution No. 1435-2019 authorizing the City Manager to execute the Northwestern Waterline Certificate of Acceptance.

Attachment 2: Certificate of Acceptance Northwestern Avenue Waterline.

RESOLUTION NO. 1435 – 2019



RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
ACCEPTING THE OFFER OF DEDICATION OF THE WATERLINE INSTALLED WITHIN
NORTHWESTERN AVENUE

WHEREAS as a condition of approval of a development project, Glenn White, PMD Inc. was required to extend a waterline, including valves and fire hydrants along Northwestern Avenue to (APN) 205-111-021; and

WHEREAS said waterline was installed for the benefit of APN 205-111-021 and those parcels within the City of Rio Dell along Northwestern Avenue; and

WHEREAS the location of said waterline is depicted in the attached Exhibit A.

WHEREAS the City Engineer and Streets and Water Superintendent monitored and approved the installation of said waterline; and

WHEREAS in consideration of the dedication, the City of Rio Dell agrees to become the owner of said line and agrees to keep said line in good maintenance and repair subject the City of Rio Dell's approval and execution of the Certificate of Acceptance; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rio Dell accepts the offer of dedication and authorizes the City Manager to execute the Certificate of Acceptance.

I HEREBY CERTIFY that the forgoing Resolution was PASSED and ADOPTED at a regular meeting of the City Council of the City of Rio Dell on September 3, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Resolution No. 1435-2019 passed and adopted by the City Council of the City of Rio Dell on September 3, 2019.

Karen Dunham, City Clerk, City of Rio Dell

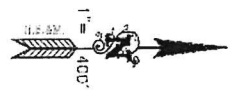
EXHIBIT A
PTN SEC 36, T2N R1W, HB&M

205-11

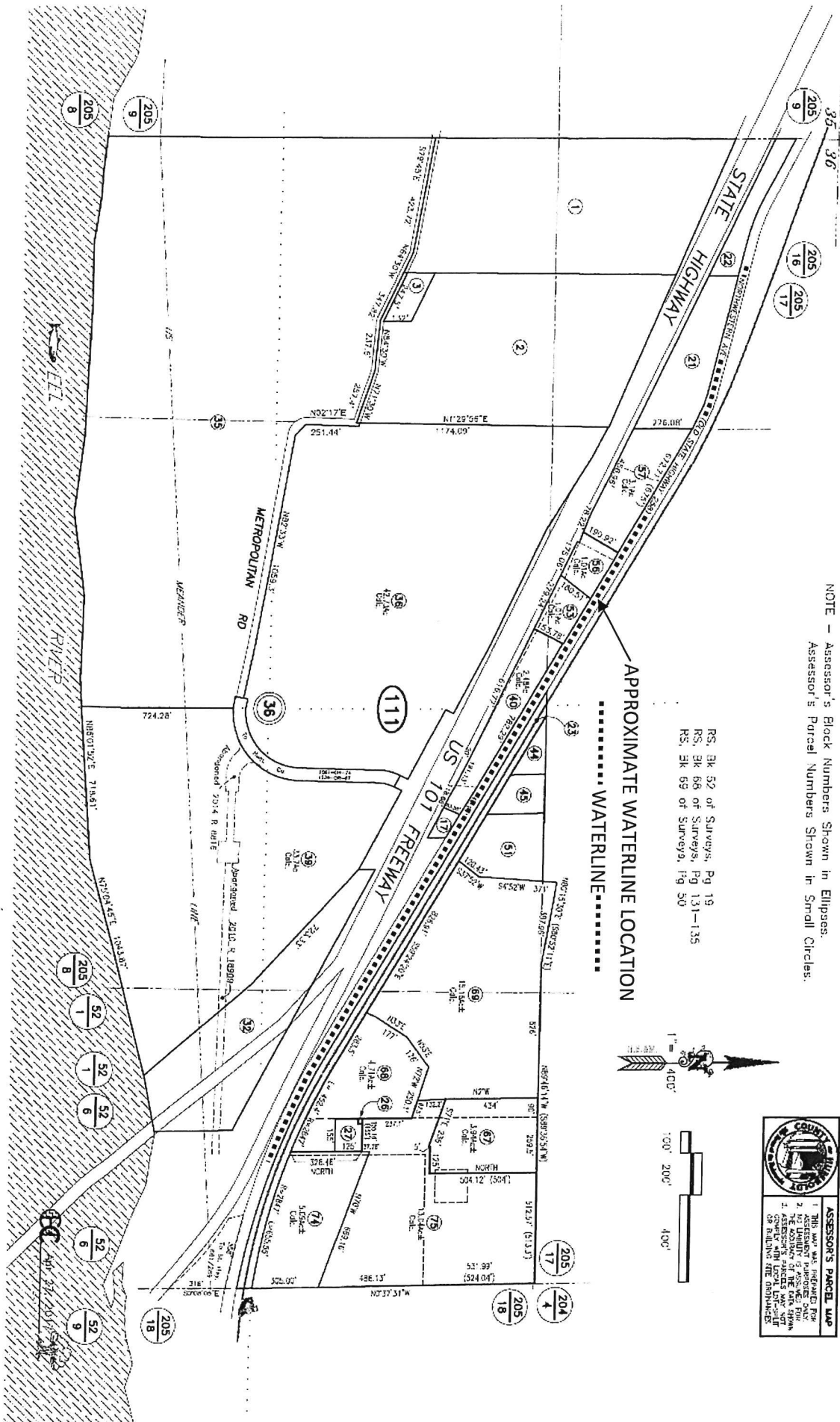
NOTE - Assessor's Block Numbers Shown in Ellipses.
 Assessor's Parcel Numbers Shown in Small Circles.

RS, BK 52 of Surveys, Pg 19
 RS, BK 66 of Surveys, Pg 131-135
 RS, BK 69 of Surveys, Pg 50

APPROXIMATE WATERLINE LOCATION
 WATERLINE.....



	ASSESSOR'S PARCEL MAP
	THIS MAP WAS PREPARED FOR: 1. ASSESSMENT PURPOSES FOR 2. THE QUANTITY & ASSIGNED VALUE FOR 3. ASSESSMENT PURPOSES AND FOR 4. SPECIAL AND LOCAL LAWS AND OR ORDINANCES THE CITY/COUNTY



Recording Requested by:
City of Rio Dell
Exempt Government Code § 27383

Return to:
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA. 95562

Certificate of Acceptance

WHEREAS as a condition of approval of a development project, Glenn White, PMD Inc. was required to extend a waterline, including valves and fire hydrants along Northwestern Avenue to (APN) 205-111-021; and

WHEREAS said waterline was installed for the benefit of APN 205-111-021 and those parcels within the City of Rio Dell along Northwestern Avenue; and

WHEREAS the location of said waterline is depicted in the attached Exhibit A; and

WHEREAS the City Engineer and Streets and Water Superintendent monitored and approved the installation of said waterline; and

WHEREAS in consideration of the dedication, the City of Rio Dell agrees to become the owner of said line and agrees to keep said line in good maintenance and repair subject the City of Rio Dell's approval and execution of the Certificate of Acceptance.

NOW, THEREFORE, BE IT RESOLVED this is to certify that the City of Rio Dell hereby accepts the Offer of Dedication dated August 19, 2019 pursuant to the authority conferred by Resolution No. 1435-2019, dated September 3, 2019.

Dated _____

Kyle C. Knopp, City Manager
City of Rio Dell

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Humboldt

On September __, 2019, before me, Joanne Farley personally appeared Kyle C. Knopp who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

EXHIBIT A

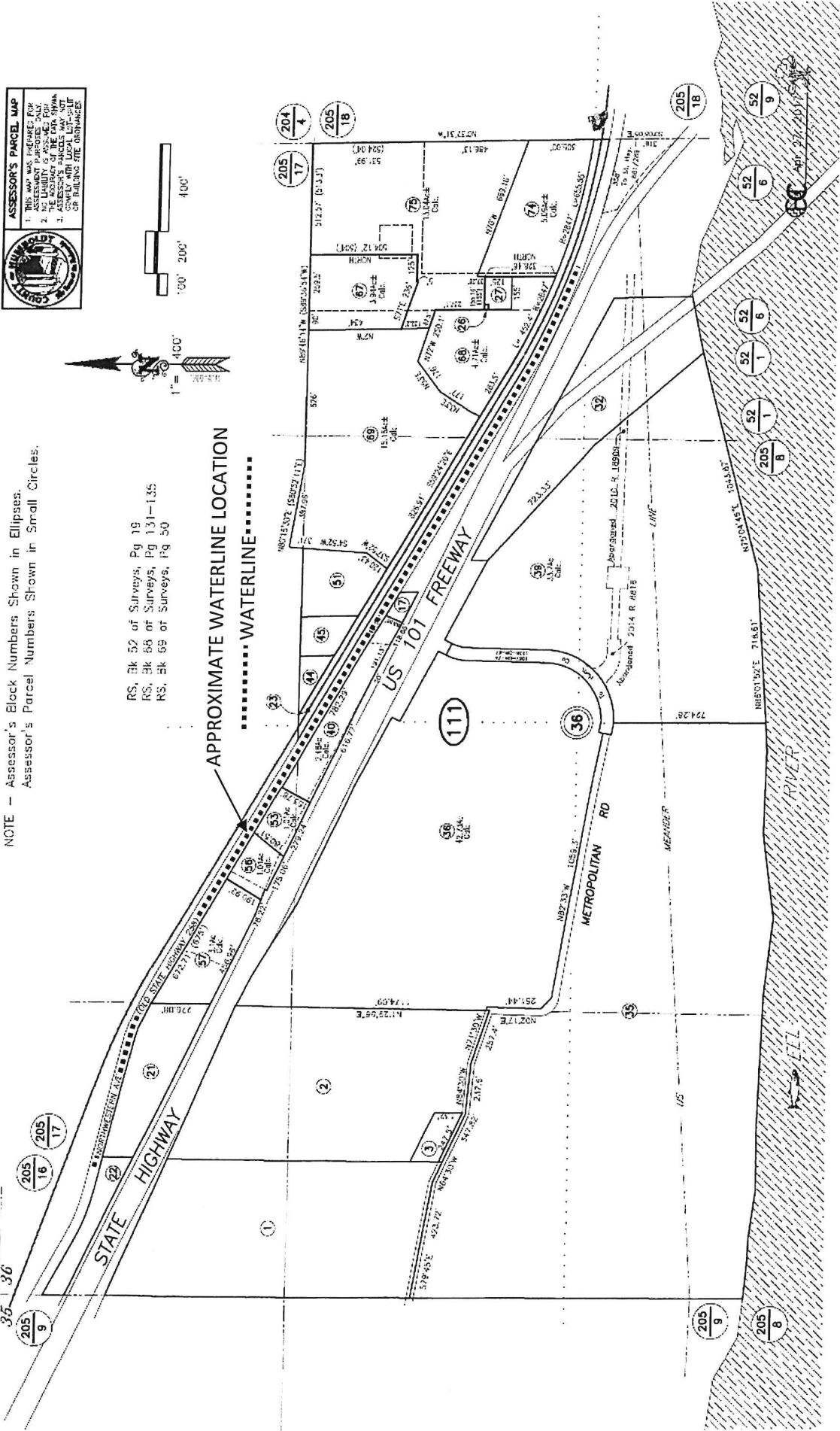
Assessor's Map Bk. 205, Pg. 11
 County of Humboldt, CA.

205-11



NOTE - Assessor's Block Numbers Shown in Ellipses.
 Assessor's Parcel Numbers Shown in Small Circles.

RS, Bk. 52 of Surveys, Pg. 19
 RS, Bk. 55 of Surveys, Pg. 131-135
 RS, Bk. 59 of Surveys, Pg. 50





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

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM: Karen Dunham, City Clerk

DATE: September 3, 2019

SUBJECT: Appointments to Boards, Committees and Commissions

RECOMMENDATION

Approve amendments to the City Council assignments to external committees, boards and commissions.

BACKGROUND AND DISCUSSION

At the August 20, 2019 regular meeting, Mayor Pro Tem Woodall announced that Councilmember Johnson had agreed to serve as representative on the Traffic Committee in her place. In addition, Councilmember Johnson has agreed to assume his previous assignment on HCAOG. The following represents the recommended amendments (in red) to the committee assignments:

- Humboldt County Association of Governments (HCAOG): **Johnson**/Woodall
- Redwood Region Economic Development Com.(RREDC): **Strahan**/Woodall
- Traffic Committee: **Johnson**/Wilson

ATTACHMENTS:

City Council Board/Committee/Commission Assignments



CITY COUNCIL BOARD/COMMITTEE/COMMISSION ASSIGNMENTS

ORGANIZATION	APPOINTEE	ALTERNATE
Humboldt County Association of Governments (HCAOG) Meets 3rd Thursday at 4:00 p.m. in Eureka	Johnson	Woodall
	Strahan	
Humboldt County Convention & Visitors Bureau Meets Quarterly for lunch (various locations)	Garnes	Strahan
Humboldt Waste Management Authority (HWMA) Meets 3rd Thursday at 5:30 p.m. in Eureka	Wilson	Johnson
Humboldt Transit Authority (HTA) Meets 3rd Wednesday at 9:00 a.m. at HTA	Woodall	Strahan
League of California Cities Redwood Empire Division (LOCC) Meets Quarterly (various locations)	Garnes	Johnson
Redwood Region Economic Development Commission (RREDC) Meets 4th Monday at 6:30 p.m. in Eureka	Strahan	Woodall
	Johnson	
Local Agency Formation Commission (LAFCo)	None	None
Redwood Coast Energy Authority (RCEA) Meets 3rd Monday at 3:00 in Eureka	Wilson	Garnes
Humboldt/Del Norte Hazardous Response Authority Meets Quarterly at 4:30 p.m. in Eureka	Strahan	Garnes



Staff Update – 2019-09-03

City Council

Mayor Garnes and Eureka Mayor Seaman took part in a joint video address advising the public about PG&E Public Safety Power Shutoffs. The video will likely be released sometime during the week of September 9th.

City Manager

Held interviews for OIT position in Wastewater.

Held third tour of Humboldt 454 with Councilmember Johnson, Supervisor Fennell and Fire Chief Wilson.

Attended the Eel Russian River Commission (ERRC) in Ukiah on Friday August 23rd. An effort is underway to relicense the Potter Valley Project through a joint process with ERRC: Humboldt, Lake, Mendocino and Sonoma Counties. There will be multiple studies through 2020 to help aide in decision-making, eventually leading to a feasibility study of regional entity that would manage the project. Future decisions will be on whether or not various agencies join the regional agency and if formed, whether the regional entity should file a formal license application with FERC to run the facility. A new broader group of stakeholders will be formed to draft and sign onto a common interest agreement between the various agencies and groups. Staff will return to the Council as needed to receive direction.

Held Nuisance Advisory Committee meeting

Held various follow up conversations regarding tax sharing agreements with the County of Humboldt.

Finalized plans moving forward on ATP project construction and strategy to implement.

City Clerk

Processed four (4) Building Permit Applications:

- 1) 1175 Eeloa Ave. – Sewer Cleanout
- 2) 510 Pacific Ave. – Re-Roof Residence
- 3) 215 Dixie St. – Re-Roof Residence
- 4) 560 Gunnerson Lane – Re-Roof Residence



Attended PACE Teleconference Meeting on Thursday, August 21, 2019.

The Board discussed health insurance options and voted to withdraw from MCSIG which would have required the group to switch coverage to Blue Shield representing an estimated 14% increase in premiums and voted to remain with Anthem with an estimated increase of 7.3%.

Attended SCORE Teleconference Meeting on Friday, August 23, 2019.

Meeting Highlights:

City must enforce requirements related to installation of sewer backflow devices.
Advised member cities to be aware of new Police standards related to body cams and use of force.
Advised member cities of a service that is available to help redact portions of Public Records Act requests.

The next Board meeting is a training and long-range planning meeting scheduled for October 3-4, 2019 at the Gaia Hotel in Anderson. There will be SCORE orientation for new members in addition to a review of SCORE coverages and programs.

Responded to questions from SCORE and provided copies of the RDMC related to requirements for water and sewer backflow devices and maintenance and repair of sidewalks.

Responded to multiple information requests from fellow City Clerk's through the City Clerk list serve.

Attended the Nuisance Advisory Committee meeting on August 21, 2019 and prepared the minutes of the meeting.

Attended the regularly scheduled Planning Commission meeting on August 27, 2019 and prepared minutes of the meeting.

Sorted through old files and organized boxes for retention in accordance with Local Government Records Retention Guidelines.

City Attorney

Human Resources, Risk & Training

Finance Department

Public Works Water

Public Works Wastewater

Public Works Streets, Buildings and Grounds

Public Works City Engineer



Public Works Capital Projects

Police Department

The Department had the following statistics for the period of August 14, 2019 to August 27, 2019. This period of time saw a slightly above average number of calls for service, a below average number of reports and an average 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	14	6	2
Beauchaine	23	0	0
Carnahan	9	3	2
Landry	15	4	1
Mitchell	14	4	3
Valk	9	0	0
Fielder	9	0	0
Totals	95 (2 unassigned)	17	8
Averages	6.8 per day	8.5 per week	4.0 per week
2018 Yearly Average	5.1 per day	10.6 per week	3.6 per week

During the period of August 14, 2019 to August 27, 2019, there were two calls for service related to animal control issues. No animals were transported to Miranda's Rescue during this reporting period.

Sergeant Beauchaine attended a three-day class for field training officers at College of the Redwoods.

On August 17, 2019, Officers Landry and Mitchell responded to a residence where a twelve-year-old boy had threatened to shoot his seventeen-year-old sister. There was some fear that the boy might have a firearm as three guns had been stolen from the house and the boy was the primary suspect. Officers Landry and Mitchell confronted the boy in the back yard. He was wrapped in a blanket and would not drop the blanket or show his hands to the officers. After a brief standoff, the boy fled into a nearby greenbelt and was not located that night.

On August 18, 2019, Officer Carnahan received information that a twelve-year-old boy may have been kidnapped. A juvenile witness was interviewed. She told Officer Carnahan and Chief Conner that she was at her mother's house with the victim when the victim's older sister and a young man came into the house, assaulted the victim, tied him up, and took him away. Chief Conner went to the victim's house to tell the family what may have happened to the victim. The victim's sister, who had been one of the alleged kidnapers, answered the door. Chief Conner asked her where the victim was and she directed his attention to a tree in the front yard. Chief Conner saw the victim with his hands and feet zip-tied together and further attached to a tree. Chief Conner demanded that the family remove the zip-ties, which they did. The victim was then taken into custody for a crime that had occurred the previous night. Meanwhile, the family members were searching the nearby greenbelt area and a shed that the victim used. They located a stolen 12-gauge shotgun that was wrapped in the same blanket that the victim had been wrapped in the night before. The victim was booked into Juvenile Hall for terrorist threats.



On August 20, 2019, Officer Landry contacted the occupants of a 2017 Toyota Sienna van that was being driven by a man known to frequent some of the drug houses in Rio Dell. The driver had already left the vehicle. One of the two remaining occupants was on probation for drug charges with a search clause. Officer Landry began to search the vehicle and immediately found drug paraphernalia. The two occupants were detained. At about this time, the driver returned to his vehicle. She detained him also and then called for Chief Conner to assist. Chief Conner searched the driver and found additional drug paraphernalia. A check of the vehicle's registration showed that the van belonged to a Toyota dealership in Folsom. The dealership was contacted and reported that the van was stolen. The license plates on the van did not register as stolen in the DMV database, but when the VIN was run, the van was confirmed to be stolen. The two occupants were cited and released and the driver was booked into jail for vehicle theft and drug charges.

Code Enforcement

During the period of August 14 to August 27, 2019, the Department opened four junk vehicle cases and did not close any. There were seven open cases at the end of the time period that this report covers.

During the period of August 14 to August 27, 2019, the Department did not open any new code enforcement cases. Seven cases were closed during the same timeframe. All of the closed cases dealt with excessive vegetation and were abated by the owners. At the end of the reporting period, there were 46 open code enforcement cases.

Community Development Department

Held Housing Element Workshop on Tuesday August 27th.


Intergovernmental

Humboldt-Rio Dell Business Park



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September 3, 2019

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager 
SUBJECT: Presentation and Discussion on City Engineering Projects

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation.

BACKGROUND AND DISCUSSION

The City's engineering firm, GHD, will provide an update on projects for the City. Of particular interest is the City's ATP project which is nearing readiness to be placed out for bid for a construction window during 2020.

Attached is the draft Powerpoint for the presentation.

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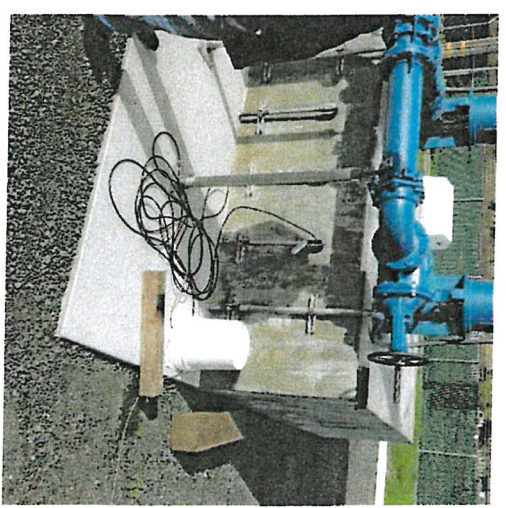
City Engineer Update

- Completed Projects
- Transportation
 - Rio Dell Safety Improvement and Community Outreach Project
- Stormwater
- Wastewater System
 - Sanitary Sewer Evaluation Study Scope
- Water System
 - Drinking Water SRF Planning Project



Metropolitan Wells Project

- Project is complete
- Emergency Generator on Site
- Projects working well and in use this past winter
- Close out of USDA, DWR, and SWRCB grants complete



Other Projects

- ATP application for sidewalk improvements, submitted 7/31/18 (unsuccessful).
- Prop 68 bike trail “ER³” submitted 11/02/18 (unsuccessful).
- Monument Road Slip out consultation. Currently County Responsibility.
- Miscellaneous support with business park, Danco, etc.
- Habitat Parcel repair – Complete.
- Miscellaneous assistance with various asphalt repair projects.



Safety and Community Outreach Project

Overview of Proposed Improvements Background

In October 2015, the City was awarded *\$1.533 M of ATP Cycle 2 funds for the project (1 of 6 Humboldt County projects totaling \$6.7 M)

PA&ED (Project Approval & Environmental Documentation)	COMPLETE	• \$80,000
PS&E (Plans, Specifications & Estimates)	95% COMPLETE	• \$140,000
Right-of-Way	COMPLETE	• \$100,000
Construction	Out to Bid Sept/Oct	• \$1,177,000
Non-Infrastructure	Oct '19 – Dec '21	• \$36,000

* No city match funds are anticipated



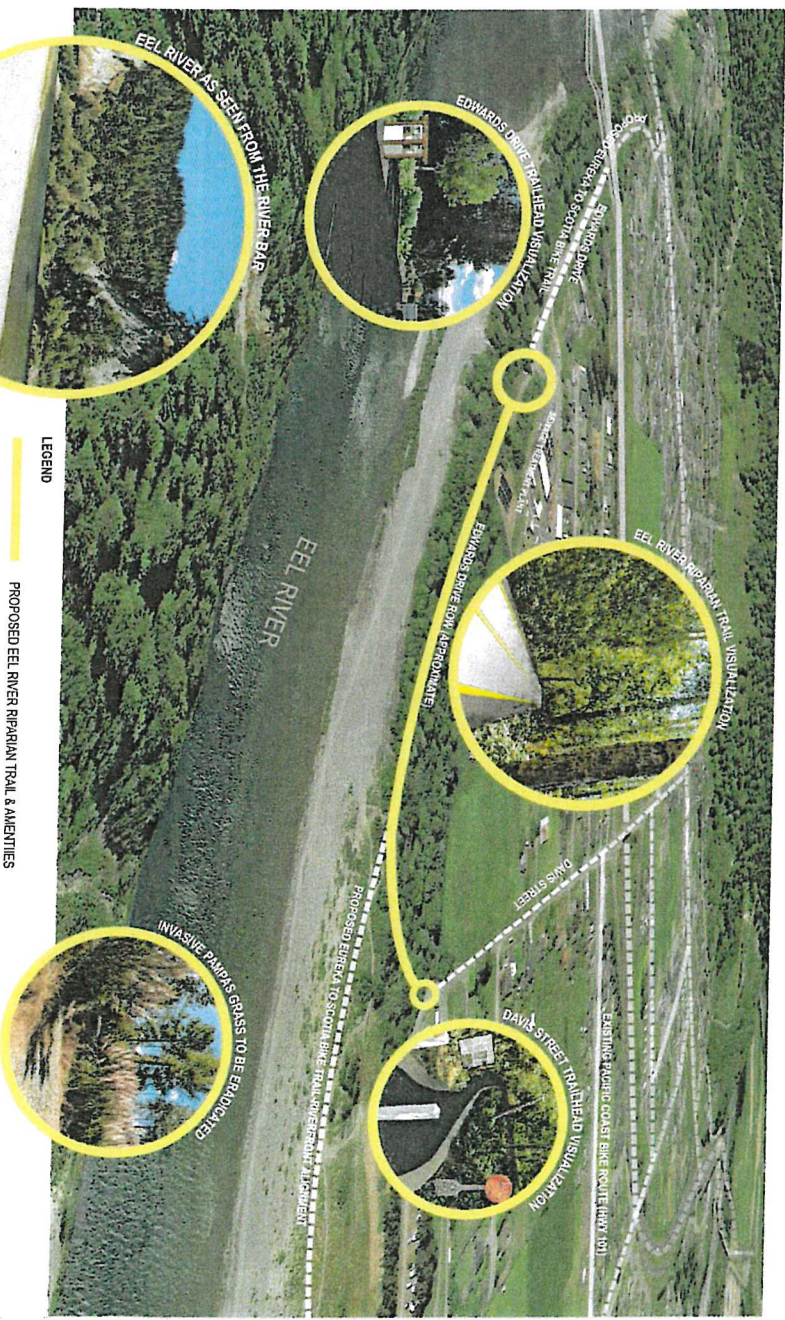
Recent Activity/ Next Steps

- **PA&ED Phase Complete**
- **PS&E Phase 95% Complete**
 - Caltrans comments on 90% design addressed, finalizing encroachment permit.
 - Division of the State Architect (DSA) approval completion in September.
- **Non-Infrastructure Phase (Education)**
 - Agreement in place for RCAA to complete this portion of the work, Oct 2019 – Dec 2021.
 - Planned activities include classroom safety education, district wide bike rodeo, walk and roll events, and a Rio Dell Bicycle and Pedestrian Route Map.
- **Begin Construction – Summer 2020**
 - Summer 2019 Funding Allocation Deadline – have 2 years to complete construction



Transportation/ Trails Grant Applications

- September 2018 Prop 68 River Parkways Application submitted to State Natural Resources Agency – Not funded
- Evaluating Options under the Recreational Trails and Greenways Grant Program
- Funded by Prop 68 due in October



EEL RIVER RIPARIAN RECREATION TRAIL



Storm Water Projects

- No active projects
- Consideration being given to submittal of a grant application under the FEMA Hazard Mitigation Grant Program could provide up to 75% funding for project implementation
 - Flood reduction project
 - Permanent Back up Generator project for City Hall/ Fire Hall in next round of NOIs
 - Radio Tower/ improved communications (possibly a joint grant)



Wastewater System Projects

- **Sanitary Sewer Evaluation Study SWRCB Grant Application**
 - The following items were added to the grant scope currently being processed by SWRCB:
 - Painter Street Sewer Line upsizing completed evaluation
 - Right of Way analysis for Painter line realignment
 - Evaluation of Disinfection By-Products
 - SWRCB state preparatory work for funding agreement has been started, with a target of a final agreement by November 1.



Drinking Water SRF Planning Project

- **Preliminary engineering report** Complete
- **Design Overview**
 - Replace leaking redwood tank with new bolted steel tank similar to the new tank installed in 2005
 - Replace high-priority water distribution system lines and valves, and install fire hydrants on new lines where minimum hydrant spacing is not met
 - Misc. water system SCADA upgrades



Drinking Water SRF Planning Project – Cont.


- **Design Status**
 - Douglas tank geotechnical field boring complete. Geotechnical recommendations forthcoming.
 - Douglas tank field reconnaissance complete.
 - Recently met with Randy to discuss water system SCADA improvements appropriate for this project.
 - 60% design of water distribution system improvements underway.





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September 3, 2019

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager 
SUBJECT: Informational Presentation from the Employment Development Department.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation from the Employment Development Department on labor market information.

BACKGROUND AND DISCUSSION

It is requested that the Council receive a presentation on labor market information from the Employment Development Department (EDD). Randy Weaver, EDD's North Coast Labor Market Consultant will give the presentation via powerpoint which will include an update on the regional economy.

The Council last received a presentation on similar economic data at the meeting of November 7, 2017 and on August 19, 2014.

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