RIO DELL CITY COUNCIL AGENDA
CLOSED SESSION – 5:00 P.M.
REGULAR MEETING - 6:30 P.M.
TUESDAY, MARCH 20, 2018
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 American with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting. Assistance listening devices are now available for the hearing impaired. Please see the City Clerk for a receiver.

A. CALL TO ORDER

B. ROLL CALL

C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

1) 2018/0320.01 - **Conference with Labor Negotiator – City Manager**
Employee Organizations: Rio Dell Police Officers Association, Rio Dell Employees Association, and all Contract Employees (Pursuant to §54957.6)

2) 2018/0320.02 - **Conference with Legal Counsel - Potential Litigation**
Initiation of Litigation (Pursuant to §54956.9(c)
One (1) Potential Case – Facts and circumstances unknown to adverse party

3) 2018/0320.03 - **Public Employee Performance Evaluation**
Title: City Manager (Pursuant to §54957)

E. RECESS INTO CLOSED SESSION – 5:30 P.M.

F. RECONVENUE INTO OPEN SESSION – 6:30 P.M.

G. ORAL ANNOUNCEMENTS

H. PLEDGE OF ALLEGIANCE

I. CEREMONIAL MATTERS

J. PUBLIC PRESENTATIONS

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

K. CONSENT CALENDAR

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

1) 2018/0320.04 - Approve Minutes of the March 6, 2018 Regular Meeting **(ACTION)** 1

2) 2018/0320.05 – Approve Purchase of Water Meters in the Amount of $10,604.79 **(ACTION)** 10

3) 2018/0320.06– Approve Resolution No. 1379-2018 Approving Amendment to Position Allocation Table to Include Position of Police Corporal **(ACTION)** 12

4) 2018/0320.07 – Receive and File Check Register for February 2018 **(ACTION)** 16

L. ITEMS REMOVED FROM THE CONSENT CALENDAR

M. REPORTS/STAFF COMMUNICATIONS

1) 2018/0320.08 - City Manager/Staff Update **(RECEIVE & FILE)** 20

N. SPECIAL PRESENTATIONS/STUDY SESSIONS

O. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

1) 2018/0320.09 - Approve Placement of Eagle Sculpture **(DISCUSSION/POSSIBLE ACTION)** 25

2) 2018/0320.10 - Approve Display of the Motto "In God We Trust" in City Council Chambers **(DISCUSSION/POSSIBLE ACTION)** 28

3) 2018/0320.11 - Discuss and Set Priorities for 2018 **(DISCUSSION/POSSIBLE ACTION)** 29

P. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

1) 2018/0320.12 - Introduction/First Reading (by title only) of Ordinance No. 365-2018 Amending the City's Commercial Cannabis Regulations, Section 17.30.195 of the Rio Dell Municipal Code to Eliminate the City's Requirement for Background Checks**(DISCUSSION/POSSIBLE ACTION)** 32

Q. COUNCIL REPORTS/COMMUNICATIONS

R. ADJOURNMENT

The next regular City Council meeting is scheduled for
Tuesday, April 3, 2018 *at 6:30 p.m.*

RIO DELL CITY COUNCIL
REGULAR MEETING
MARCH 6, 2018
MINUTES

Mayor Wilson called the regular meeting of the Rio Dell City Council to order at 6:30 p.m.

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

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

Absent: Community Development Director Caldwell

PUBLIC PRESENTATIONS

Nick Angeloff, Rio Dell-Scotia Chamber of Commerce President addressed the Council and reported business of the Chamber was going well. He also thanked the City Council for approving their request for a $1,500 contribution towards 2018 Christmas decorations.

CONSENT CALENDAR

Mayor Pro Tem Johnson removed item No. 4 from the Consent Calendar for separate discussion; Mayor Wilson removed item No. 3.

Motion was made by Johnson/Garnes to approve consent calendar items 1 and 2 as presented. Motion carried 5-0.

ITEMS REMOVED FROM THE CONSENT CALENDAR

Receive and File Revised FY 2018/19 Capital Budget Calendar
Mayor Wilson questioned the need to schedule a date for the tour of the water/wastewater treatment plant as suggested at the February 20th meeting as part of the budget calendar.

City Manager Knopp said staff would follow up with the Councilmembers by email to work out an agreeable date.

Motion was made by Wilson/Johnson to receive and file the revised FY 2018/19 Capital Budget Calendar as presented. Motion carried 5-0.

Approve Proposal from Dan McCauley for Construction of two (2) Art Pedestals
Mayor Pro Tem Johnson volunteered to donate the concrete materials and help with the construction of the art pedestals. Councilmembers thanked him for his generous offer.

Motion was made by Johnson/Garnes to approve the proposal from Dan McCauley for construction of two (2) art pedestals less the contribution of materials by Mayor Pro Tem Johnson.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Discuss and Consider Possible Revision to the General Order of the City Council Agenda
City Manager Knopp provided a staff report and said staff has been trying to figure out a way to provide better communication between the City Council, City Manager and staff. He said one way to help facilitate that would be to shift the general order of the agenda and move *Reports/Staff Communications* closer to the beginning of the meeting after the *Consent Calendar* items. He noted that the City Manager Report including updates from all departments would be provided in the City Council packet with the other agenda items. He said this would allow staff members to be available for questions from the Council then be excused, provided they have no pending items before the Council.

Mayor Wilson asked what time City Hall closes and if it would allow staff enough time to get to the 6:30 council meeting.

City Manager Knopp noted that City Hall closes at 5:00 however; the finance staff and the City Clerk work until 5:30 p.m. He said it does not include the Public Works staff as their shift ends at 4:30.

Councilmembers thought the change would be a great step forward.

City Manager Knopp noted that there might be some additional verbal
updates to the Council since the written updates will be provided to the City Manager on the Wednesday before the Friday publication of the agenda creating a little lag time between submittal of the reports and the council meeting.

Mayor Wilson brought up the idea of staff getting the Council packets out sooner than Friday evening, possibly Thursday afternoon.

City Manager Knopp was to report back to Council on the feasibility of moving the publication of agenda packets up a day.

Motion was made by Johnson/Garnes to approve the revision of the general order of the City Council Agenda as proposed. Motion carried 5-0.

Approve Landscaping Plan for City Hall Porch Project
City Manager Knopp provided a staff report and said the most efficient way in moving forward with completion of the ADA Porch Project would be to complete the landscaping including replanting the preexisting Rhododendrons, adding drip irrigation, installing weed blocker and

chips, and doing additional landscaping. He estimated $3,000 for the cost of materials with the funds coming out of the City Manager budget.

Councilmember Strahan said she attempted to make contact with someone from the Triangle Garden Club but was unsuccessful. She commented that she did talk to the Superintendent of the Rio Dell School and learned that the 8th grade students are interested in a school project and would like to help with the landscaping efforts. She said that this is a great community project and mentioned the possibility of getting donations from some of the local businesses such as Root 101. She volunteered her time in coordinating the project.

Council concurred.

Motion was made by Johnson/Garnes to direct staff to move forward with completion of the landscaping at City hall as a result of the ADA porch project. Motion carried 5-0.

Discuss and Set Priorities for 2018

City Manager Knopp provided a staff report and said in 2017, the Council underwent a priority setting exercise that listed individual councilmembers priorities for the year. He said staff is recommending the same type of exercise for 2018 and provided an overview of the priority setting exercise. A list of past and current priorities and the status of each item was provided.

City Manager Knopp noted that the broader areas of priority during the 2017 priority setting session included Public Works, Economic Development, and Planning. More specifically, priority projects for Public Works included street improvements, resolution to the habitat parcel and I & I mitigation. Related to Economic Development, it was the Cannabis Tax Measure and development of the former Eel River Sawmill site. In Planning, the highest priority was Proposition 64 and the City Code in general related to marijuana.

He then reviewed the list of staff recommended projects for 2018 and pointed out that the list can be used to help the Council identify important priorities although there may be other items they wish to add to the list.

City Manager Knopp noted a correction to the priorities under the Community Development Department and said the third bullet should read, "Update of the Housing Element" rather than the Land Use Element.

City Manager Knopp asked Councilmembers to identify any additional topics they would like to see added to the list.

Mayor Wilson said he would like to see labor negotiations occur closer to the June 30, 2018 contract expiration date. He commented that he had spoken to the City Attorney and he suggested negotiations begin with a closed session. He said he would like to begin labor negotiations sooner than later and suggested a closed session be scheduled perhaps at the next regular meeting of March 20, 2018.

He also expressed the importance of video recordings of City Council meetings and suggested staff arrange for Humboldt Access to come and provide a presentation to the Council with a solid quote on what the annual cost would be to provide the service.

Councilmember Garnes provided a handout on Greenfields Outdoor Fitness (attachment 1 to these minutes) and presented the idea of establishing an active fitness program for people of all ages, including seniors with the placement of outdoor fitness equipment in public areas throughout the City. She said this type of fitness equipment is becoming popular in other areas allowing family members and friends the opportunity to exercise together on units suited to their individual needs and abilities. She said it would be a good opportunity for people to get healthy and come together as a community like the way Rio Dell used to be.

She said she talked to Nick Angeloff as President of the Chamber of Commerce and he indicated that he would be willing to solicit donations from businesses to help defray some of the costs. She noted that the cost for a cluster of seven (7) different pieces of equipment, which would allow 18 people to use at the same time, is approximately $33,000; 11 pieces would be $54,000 excluding the cost of labor to install the units.

Mayor Wilson asked about possible vandalism of the equipment.

Councilmember Garnes said this type of exercise equipment was installed in the Los Angeles area and there has been no problem with vandalism. She pointed out that the Fireman's Park does not have a problem with vandalism with regard to the playground equipment.

Councilmember Strahan questioned the possibility of incorporating the project into the proposed Skateboard Park Project.

City Manager Knopp informed the Council of a statewide Park Bond Measure coming before the voters in November. If approved, Rio Dell would be the recipient of $200,000 for qualified grant projects. He noted that this is the first time in 10 years or so that money has been allocated for parks grants. As such, this year is a good time to discuss possible parks projects such as this.

Julie Woodall addressed the Council and suggested the City consider collaborating with the Fire Department to place the exercise equipment there rather than in an open field where people would feel isolated.

Councilmember Garnes was not necessarily opposed to the idea but said at the same time; seniors do not always want to combine their activities with kid's recreational activities. She said the Davis Street Park or the Triangle Park might be locations that are more suitable.

Nick Angeloff addressed the Council and said there could be various stations across town. He commented that he sees a lot of people out walking and having them at locations along routes they walk would be convenient noting there are plenty of options to consider. He said the

Chamber would be happy to help get businesses involved and also to support grant opportunities.

Mayor Pro Tem Johnson commented that Reno, Nevada has these type of units placed along the Truckee River and the Benbow State Park had ten (10) or so workout stations years ago which he took advantage of when he worked in the area.

The consensus of the Council was to support the project.

Councilmember Strahan commented on Public Works priorities and said that first she would like to take a tour of the City and identify the worse streets and specifically identify street improvements by priority.

Mayor Wilson referred to the *Development of a Streets Plan* as identified under Public Works priorities for 2018.

City Manager Knopp explained that the plan directly ties into Measure X revenue and development of the Humboldt-Rio Dell Business Park. He said that one of things that need to occur is to look at the plans and documents that have already been created. He said the information needs to be collated into a 5-year plan to minimize costs and avoid paving a street that has to be torn up for replacement of water or sewer lines. He said the priority should not necessarily be on the worse streets but on the high traffic areas and bus routes to get the most benefit.

Councilmember Strahan questioned how current the City's maps are related to water and sewer pipes in the City and said her father (Nally Enterprises) in previous years did a lot of infrastructure projects in the city and that she may be able to locate some of the plans.

City Manager Knopp noted that a lot of the City's water and sewer distribution system predates the incorporation of the City although the City does have some data.

Water/Roadways Superintendent Jensen stated that the City has maps of infrastructure going back to 2006 and that the last GIS was updated in 2004.

City Manager Knopp pointed out that unfortunately, it will not be possible to replace all of the water and sewer distribution lines before streets are paved.

Councilmember Strahan expressed the importance of tracking all revenues and expenditures related to the Humboldt Rio Dell Business Park.

Mayor Wilson said he likes the way the budget calendar is broken up by department and asked where the Humboldt Rio Dell Business Park (HRDBP) falls under the revised calendar.

Finance Director Woodcox said it would be included under the discussion of the General Fund and Police Department on April 24th.

Mayor Wilson said that staff has indicated that the City is not contributing any money toward the development of the Park but it seems a lot of staff time is being spent aside from the Planning Department staff time. He noted that the Council needs to understand all City costs associated with the development of the park including all staff time.

Each Councilmember was then provided with a different color sticky note pad and asked to list their top five individual priorities for 2018. The priorities were placed on a board under the appropriate subject matter.

The priorities included the following items:

- Improved River Access at Edwards Dr.
- Street Repairs
- Exercise Park
- POST Certification
- Habitat Parcel
- Nuisance Abatement/Illegal Camping
- Code Enforcement
- Completion of Trail to River Bar from Painter St.
- Labor Negotiations
- Access Humboldt/Video Recordings of Meetings
- Roads and Infrastructure
- Water Capacity at Humboldt Rio Dell Business Park
- Current up-to-date Public Works Records
- Streets Plan
- Information on Water Board Violations
- Progress of Humboldt Rio Dell Business Park
- Distribution of Measure X Revenue (Public Safety and Streets)

City Manager Knopp commented that staff would collate the information into a written report and bring it back to Council on March 20th for further discussion. He identified the top three priorities as 1) Public Works, 2) Public Safety, and 3) Development of the City.

REPORTS/STAFF COMMUNICATIONS

City Manager Knopp referred to the staff update provided in the Council packet and said as suggested by the Council, staff is changing the method of reporting on current activities and events to Council. He said rather than providing a City Manager Update to the Council at the meeting going through every item, a full written staff update will be included in the Council

packet and placed on the regular agenda allowing the Council to comment or ask questions of staff on any item. He then referred to the last page of the update under Humboldt-Rio Dell Business Park and noted that regarding the temporary units for Glen White's project, the matter will be coming before the Planning Commission for approval, possibly at their next meeting on March 27th.

Mayor Wilson asked for the definition of a *"temporary unit or building."*

City Manager Knopp explained that temporary units are trailers or mobile units that can be removed and there is typically a time restriction for a maximum of six months.

Mayor Wilson stressed the importance of staff being diligent in maintaining the 6-month temporary use rule.

Mayor Pro Tem Johnson commented on the five reported water leaks and asked if that is the new normal.

Water/Roadways Superintendent Jensen said the leaks occurred over a 2-week period and that he was not sure, if they were due to the age of the lines or due to road traffic but noted that they do seem to be popping up more regularly. He said the breaks usually occur at the joint of the saddle to the main.

Councilmember Garnes asked if the zip code boundary adjustment would take the 95562 zip code across the river to the HRDBP.

City Manager Knopp explained that the City is asking for all areas within Rio Dell City limits to have the same 95562 zip code and expected to get a response from the postal service by the end of April.

Mayor Wilson asked if there has been an update from LAFco regarding the Sphere of Influence related to the City's wastewater disposal field in Metropolitan.

Mayor Pro Tem Johnson noted that the Sphere of Influence is reviewed every five years and LAFco is in the process now of completing the review.

Councilmember Strahan had questions related to the water connections to the HRDBP and asked if it is true that the same pipe would be used to pump water from the City's current system; if there is enough water to supply the park from the existing water supply; and what happened to the plan of supplying water from the Metropolitan Wells.

Water/Roadways Superintendent Jensen explained that the future water consumption at the HRDBP is unknown at this time but the city's water system has the capability of pumping 600 gallons a minute and the Metropolitan Wells 300 gallons a minute. The average current water usage of the City is 220,000 gallons/day so water supply is not a concern. He said the

Metropolitan Wells have been reclassified from an emergency water source to a secondary water source so the existing water line can be used to pump water both directions if necessary.

Councilmember Strahan asked for reassurance that residents would have priority status for water over the businesses at the HRDBP in the event of a drought.

City Manager Knopp explained that because of health and safety concerns, residential water users would have higher priority.

Councilmember Strahan said staff needs to make sure the stakeholders are aware of that.

Water/Roadways Superintendent Jensen clarified that the main reason the City is supplying water is to allow for adequate flows for fire protection. He said some of the businesses may rely on private wells to supply water for their business operations.

Mayor Wilson pointed out that there are new innovative measures with regard to the cannabis industry that require significantly less water. He said they could also be allowed to truck in water during an emergency if the Council amends the ordinance, noting that Humboldt Community Services District has an abundance of water and could provide all the water they need. He commented that the City has been pro-active regarding a plan in the event of a water shortage emergency.

City Manager Knopp explained that when the City was forced to conserve water it was because the State applied broad curtailment measures for everyone although there was no real physical water shortage in Rio Dell. He said the Governor focused on tight restrictions for residential consumers but businesses were not held to those same restrictions.

Mayor Wilson added that the State was forced to rescind some of the rules because they had to prove there was a water shortage in individual areas based on the flows in the river. Rio Dell's flows showed there was enough water so the restriction was increased to 50 gallon/day per person. He added that Rio Dell citizens voluntarily reduced consumption by 50% during the statewide drought, which is commendable.

Councilmember Strahan said when development of the Dinsmore Plateau was proposed, they were told there was not enough water to supply that development and asked what changed between then and now.

City Manager Knopp explained that the Dinsmore Plateau is served by a different system and it was a question of infrastructure and how to get the water there rather than whether there was enough water.

Chief of Police Conner reported the number of arrests was up over the last five days and said they served a search warrant on the 500 block of Wildwood Ave. and arrested three (3) people

including a 65-year-old woman on possession of ¾ oz. of methamphetamines and a moderate amount of marijuana concentrates.

COUNCIL REPORTS/COMMUNICATIONS

Mayor Pro Tem Johnson reported that he would be attending the first Quarterly League of California Cities meeting in Cloverdale on Friday.

He said with regard to staff, he contacted the Police Department regarding an incident related to a stolen Renner credit card and $3,200 in fuel charges and said ten minutes after his call, Sergeant Beauchaine was at his door with a report. He said he wanted to commend the Police Department for their quick responses to calls.

He also thanked the Finance Director for her quick response in providing him requested backup information on a tax related issue.

He added that the League of California Cities packet sent online was copied and put in his mailbox by the City Clerk before he could even ask her to do it. He said he just wanted to give staff a pat on the back for doing a good job.

Mayor Pro Tem Johnson then complimented Councilmember Marks on the "In God We Trust" sign he did for the City.

Mayor Wilson reported on his attendance at the Redwood Coast Energy Authority (RCEA) meeting and said the board approved the budget and lowered electric charges $1.00/month on the generation side. He said the common belief among customers is that the RCEA portion of the PG&E bill is in addition to the regular bill, which is not the case. He said that PG&E complicated things so customers are confused but noted that everyone on the CCE program saves between 2.7 - 3%. He said they are working on ways to prove it and relay that information on the RCEA website. He said he supports the Community Choice Energy (CCE) Program as it does benefit the rate payers.

ADJOURNMENT

Motion was made by Wilson/Johnson to adjourn the meeting at 8:10 p.m. to the March 20, 2018 regular meeting. Motion carried 5-0.

_____
Frank Wilson, Mayor

Attest:

_____
Karen Dunham, City Clerk

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

March 20, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Approve Invoice for $10,604.79 for the Purchase of Water Meters.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve payment of the invoice for $10,604.79

BACKGROUND AND DISCUSSION

Purchases over $10,000 require approval form the City Council. This purchase was budgeted for in the current year's budget. The purchase is for replacement water meters.

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Invoice

National Meter & Automation
PO BOX 17988
DENVER CO 80217-7988
(303) 339-9100 FAX (303) 649-1017

INVOICE DATE	INVOICE NUMBER
02/19/18	S1095520.001

ISSUING BRANCH:	PAGE NO.
National Meter & Automation-Ca 940 Riverside Pkwy Ste 30 WEST SACRAMENTO CA 95605 707-575-0700 Fax 707-575-3786	1

BILL TO:
City of Rio Dell
675 Wildwood Ave
RIO DELL, CA 95562

SHIP TO:
City of Rio Dell Corporate Yard
475 Hilltop Ave
RIO DELL, CA 95562

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON
3120	RJ Water 1.31.18	$DG-N	Kathy Richards

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
Dan Gilliam	BW BEST-WAY	Net Due 30 Days	02/19/18	02/19/18

DESCRIPTION	ORDER QTY	SHIP QTY	Net Prc	Ext Prc
LF35 3/4" x 7 1/2" BRZ METER BODY ONLY W/ BRZ BTM, NSF-61 LEAD FREE .117	24	24	106.000	2544.00
M35 3/4" HR-E 8-DIAL ENCODER, CF, TX, 6' LEAD, NICOR CONNECTOR .8809	24	24	67.000	1608.00
ERW-1300-402 ITRON 100W+, INTEGRAL CONNECTOR & ANTENNA PORT .7922	24	24	94.000	2256.00
M35 3/4" HR-E 8-DIAL ENCODER, CF, TX, 6' LEAD, NICOR CONNECTOR .8809	20	20	67.000	1340.00
ERW-1300-402 ITRON 100W+, INTEGRAL CONNECTOR & ANTENNA PORT .7922	20	20	94.000	1880.00
MSC-0018-001 ITRON SECURITY SEAL CLIPS 63623-024 .478	44	44	0.000	0.00
35BTX-T10 T-10 TORX BIT ONLY .6106	2	2	0.000	0.00
3/4" x 1/8" RUBBER METER WASHER .554	100	100	0.090	9.00
3/4" x 1/16" RUBBER THIN METER WASHER .552	100	100	0.070	7.00

CITY OF RIO DELL
FEB 26 2018
RECEIVED

CITY OF RIO DELL
APPROVED
MAINT & REPAIR

Please remit to: PO Box 17988
Denver, CO 80217-7988

Subtotal	9644.00
S&H CHGS	116.94
Sales Tax	843.85
Amount Due	10604.79

5135-09-060

POSTED

Invoice is due by 03/21/18.

All claims for shortage or errors must be made at once. Returns require written authorization and are subject to handling charges. Special orders are non-returnable.
Past due invoices may be subject to 1.50% late charge.

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
(707) 764-5480 (fax)
E-mail: knoppk@cityofriodell.ca.gov

City of Rio Dell
Staff Report
City Council Agenda
March 20, 2018

To: Honorable Mayor Wilson and Members of the City Council

From: Jeff Conner, Police Chief

Through: Kyle Knopp, City Manager

Date: March 13, 2018

Subject: Resolution 1379-2018 Position Allocation Table Amendment

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RECOMMENDATION

Adopt Resolution 1379-2018 approving an amendment to the Position Allocation Table to include the Position of Police Corporal for the remainder of the fiscal year (FY) 2017/18

BACKGROUND

The FY 2017/18 Operating and Capital budget was adopted with an allocation of 18.5 positions through Resolution 1333-2017. It was then modified on January 16, 2018 pursuant to Resolution 1373-2018. In order to promote an employee from Police Officer to Police Corporal, the position of Police Corporal will need to be added to the previously adopted position allocation table.

Police Officer Ray Brady, was hired September 16, 2014. He reached the top step of this position on September 16, 2015. Due to Officer Brady's proactive work ethic, investigative skills, and commitment to the citizens of the City of Rio Dell, it is recommended that he be promoted to the position of Police Corporal.

BUDGETARY IMPACT

The additional expenditures for this promotion total $1,568.78. It is expected that this amount can be recouped from salary savings due to the vacant police officer position that is unlikely to be filled until April of 2018.

Shown below is the proposed amendment to the Position Allocation Table:

Fiscal Year 2017/2018

POSITION ALLOCATION TABLE

Adopted 1/16/2018 Resolution 1373-2018

Job Title	Full Time Employees (FTEs)				
	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Accountant I	1.0	-	1.0	1.0	-
Accountant II	-	-	-	-	1.0
Chief of Police	1.0	1.0	1.0	1.0	1.0
City Clerk	1.0	1.0	1.0	1.0	1.0
City Manger/Public Work Director	0.8	1.0	1.0	1.0	1.0
Community Development Director	1.0	0.8	0.8	0.8	0.8
Finance Director	1.0	1.0	1.0	1.0	1.0
Fiscal Assistant II	1.0	1.0	1.0	1.0	1.0
Public Works Leadman	-	-	1.0	-	1.0
Police Corporal	-	-	-	-	1.0
Police Officer	3.0	3.0	3.0	3.0	2.0
Records Technician	-	-	-	-	0.7
Sergeant	1.0	1.0	1.0	1.0	1.0
Senior Fiscal Assistant	1.0	1.0	1.0	1.0	1.0
Utility Worker I	3.0	3.0	3.0	2.0	2.0
Water/Wastewater Plant Operator I	1.0	1.0	1.0	1.0	1.0
Wastewater Superintendent Trainee	-	-	-	1.0	1.0
Wastewater Superintendent	1.0	1.0	1.0	-	-
Water/Streets Superintendent	1.0	1.0	1.0	1.0	1.0
	17.8	16.8	18.8	16.8	18.5

ATTACHMENT

- Resolution 1379-2018

RESOLUTION NO. 1379-2018
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL AMENDING THE POSITION ALLOCATION TABLE FOR THE REMAINDER OF THE 2017/18 FISCAL YEAR TO INCLUDE THE ASSIGNMENT OF POLICE CORPORAL

WHEREAS, the City of Rio Dell recognizes the value of adopting an annual position allocation table that is developed along with the City's Operating and Capital budget in order to allocate salaries and benefits accordingly; and

WHEREAS, the position allocation table is essential in the budget process for purposes of transparency and to attract and retain a skilled, motivated work force, thereby increasing the level of service to the City's residents; and

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

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Rio Dell hereby amends and adopts the following Position Allocation Table to include the assignment of Police Corporal for the remainder of the 2017/18 fiscal year, and this Resolution shall be effective March 20, 2018:

Fiscal Year 2017/2018

POSITION ALLOCATION TABLE

Adopted 1/16/2018 Resolution 1373-2018

Job Title	Full Time Employees (FTEs)				
	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Accountant I	1.0	-	1.0	1.0	-
Accountant II	-	-	-	-	1.0
Chief of Police	1.0	1.0	1.0	1.0	1.0
City Clerk	1.0	1.0	1.0	1.0	1.0
City Manager/Public Works Director	0.8	1.0	1.0	1.0	1.0
Community Development Director	1.0	0.8	0.8	0.8	0.8
Finance Director	1.0	1.0	1.0	1.0	1.0
Fiscal Assistant II	1.0	1.0	1.0	1.0	1.0
Public Works Leadman	-	-	1.0	-	1.0
Police Corporal	-	-	-	-	1.0
Police Officer	3.0	3.0	3.0	3.0	2.0
Records Technician	-	-	-	-	0.7
Sergeant	1.0	1.0	1.0	1.0	1.0
Senior Fiscal Assistant	1.0	1.0	1.0	1.0	1.0
Utility Worker I	3.0	3.0	3.0	2.0	2.0
Water/Wastewater Plant Operator I	1.0	1.0	1.0	1.0	1.0
Wastewater Superintendent Trainee	-	-	-	1.0	1.0
Wastewater Superintendent	1.0	1.0	1.0	-	-
Water/Streets Superintendent	1.0	1.0	1.0	1.0	1.0
	17.8	16.8	18.8	16.8	18.5

PASSED AND ADOPTED by the City of Rio Dell on this 16th day of January, 2018 by the following roll call vote:

Ayes:
Noes:
Abstain:
Absent:

_____
Frank Wilson, Mayor

ATTEST:

_____
Karen Dunham, City Clerk

City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
6604	2/01/2018	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF JANUARY 2018	355.60
6605	2/08/2018	[0576] 101 AUTO PARTS	BLASTER FUNNEL GAUGE TORQ WRENCH TR BALL; CERULEAN 2 GRS CART FIVE O-RINGS; 4PCS HOOK PICK SETS GREASE FITTING FOUR BUTT CONNECTORS 2014 FORD EXPLORER BATTERY	573.26
6606	2/08/2018	[6117] A-1 CLEANING SERVICE, LLC	MONTHLY CLEANING SERVIC E FOR JANUARY 2018	433.00
6607	2/08/2018	[6038] ACCURATE TERMITE & PEST SOLUTIONS	BI-MONTHLY PEST CONTROL AT 675 WILDWOOD AVE MONTHLY RODENT CONTROL AT 475 HILLTOP DR	275.00
6608	2/08/2018	[5235] ADVANTAGE FINANCIAL SERVICES	DOCSTAR 3.12 SOFTWARE PACKAGE DOCSTAR USER LICENSES & SYSTEM SOFTWARE	343.08
6609	2/08/2018	[3975] AT&T - 5709	FAX LINE EXPENSES FOR JANUARY 2018	108.33
6610	2/08/2018	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR FEBRUARY 2018	2,075.00
6611	2/08/2018	[4491] CODE PUBLISHING, INC	RIO DELL MUNICIPAL CODE SUPPLEMENT UPDATE #7	1,809.90
6612	2/08/2018	[2932] DCI BUILDERS	FINAL PAYMENT REQUEST FOR ABR ADA IMPROVEMENTS AT CITY HALL	39,885.56
6613	2/08/2018	[5127] DELTA DENTAL	DENTAL INSURANCE FOR MARCH 2018	1,661.31
6614	2/08/2018	[6206] EVANS, ANNABELLE	CUSTOMER DEPOSIT REFUND	174.84
6615	2/08/2018	[2407] FORBUSCO LUMBER	3/4" BRASS COUPLER	5.71
6616	2/08/2018	[5567] HAMBELTON, DANA	CUSTOMER DEPOSIT REFUND	28.16
6617	2/08/2018	[6414] HUMBOLDT VETERINARY MEDICAL GROUP	VETERINARY SERVICES FOR FOUND DOG	136.16
6618	2/08/2018	[2522] LECAH	2018 ANNUAL DUES	100.00
6619	2/08/2018	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL FOR JANUARY 2018	1,000.00
6620	2/08/2018	[4908] MITCHELL BRISSO DELANEY & VRIEZE	LEGAL SERVICES FOR JANUARY 2018 LEGAL SERVICES FOR JANUARY 2018 LEGAL SERVICES FOR JANUARY 2018 LEGAL SERVICES FOR JANUARY 2018 LEGAL SERVICES FOR JANUARY 2018 LEGAL SERVICES FOR JANUARY 2018 LEGAL SERVICES FOR JANUARY 2018	2,866.68
6621	2/08/2018	[5838] MORSE, TAWNY	REFUND ON REMAINING DEPOSIT FOR WATER CONNECTION	920.00
6622	2/08/2018	[2569] NORTH COAST LABORATORIES, INC.	ACID DIGESTION; AMMONIA NITROGEN-UN-IONIZED; AMMONIA NITROGEN W/O DISTILLATION; HARDNESS;ICAP METALS; TOTAL DISSOLVED SOLIDS; TOTAL NITROGEN; TOTAL PHOSPHATE PHOSPHORUS; TRIHALOMETHANES; TURBIDITY	446.00

City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
6623	2/08/2018	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR FEBRUARY 15, 2018 THROUGH MARCH 15, 2018	1,140.00
6624	2/08/2018	[4629] OLKIN & JONES, DRS	PRE EMPLOYMENT TESTING FOR POLICE CHIEF	135.00
6625	2/08/2018	[6349] RECOLOGY EEL RIVER	GARBAGE BAGS FOR JANUARY 2018	354.75
6626	2/08/2018	[2659] RIO DELL PETTY CASH	POSTAGE	14.44
6627	2/08/2018	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE & BOX RETRIEVAL FOR JANUARY 2018	107.60
6628	2/08/2018	[2710] STARPAGE	PAGING SERVICE 2/1/18 - 2/28/18	12.95
6629	2/08/2018	[2719] STATE WATER RESOURCES CONTROL BD	WATER TREATMENT OPERATOR GRADE T1 EXAMINATION	50.00
6630	2/08/2018	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR FEBRUARY 2018	534.58
6631	2/08/2018	[2787] WYCKOFF'S	COUPLING MALLEABLE GALV 4"; 3X4 GN; PIPE THREAD SEALANT 18 OZ	86.05
6632	2/09/2018	[2719] STATE WATER RESOURCES CONTROL BD	WASTEWATER TREATMENT PLANT OPERATOR GRADE III EXAM	230.00
6633	2/14/2018	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR JANUARY 2018	616.71
6634	2/14/2018	[4473] ANALYTICAL TECHNOLOGY, INC	TWO PK TC12 PROPE MEMBRANE CAP; 4 OZ BOTTLE ELECTROLYTE	155.84
6635	2/14/2018	[2224] AQUA BEN CORPORATION	HYDROFLOC 851 275 GAL TOTE	2,975.40
6636	2/14/2018	[4893] BOW WOW WASTE PRODUCTS	TEN CASES 1000 SINGLE PULL BAGS	409.90
6637	2/14/2018	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 2/2/18	90.00
6638	2/14/2018	[2283] COASTAL BUSINESS SYSTEMS	DOC/G3 - DOCSTAR MAINTENANCE AGREEMENT 1/25/18 TO 1/24/19	1,647.00
6639	2/14/2018	[5944] COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL SERVICES FOR JANUARY 2018	105.00
6640	2/14/2018	[2317] COUNTY OF HUMBOLDT ELECTIONS DEPARTMENT	COSTS ASSOCIATED WITH MEASURE X	5,600.90
6641	2/14/2018	[2405] FORTUNA ACE HARDWARE	TWO GROUND FAULT KIT; 50' 12/3 WIRE TANK LEVEL EURO CHROME	137.75
6642	2/14/2018	[2414] FRANCHISE TAX BOARD	EARNINGS WITHHOLDING ORDER FOR TAXES FOR PPE 2/2/18	250.00
6643	2/14/2018	[5932] HIGH ROCK CONSERVATION CAMP	BRUSH REMOVEL - NORTHWESTERN AVE	600.00
6644	2/14/2018	[2447] HILFIKER PIPE CO.	48" MANHOLE FLAT TOP COVER; 24" CAST IRON FRAME & COVER SD; 48" MANHOLE	634.10
6645	2/14/2018	[2471] HUMBOLDT WASTE MANAGEMENT AUTHORITY	E-WASTE EVENT 2017	1,704.72
6646	2/14/2018	[6364] MUNIQUIP, LLC	ONE GRUNDFOS CHLORINE PUMP; TWO ANALOG INPUT CABLES; TWO ANALOG OUTPUT CABLES	6,962.18
6647	2/14/2018	[2570] NILSEN COMPANY	189 40# BAGS SOLAR SALT	997.87
6648	2/14/2018	[2603] PG&E	UTILITY EXPENSES FOR JANUARY 2018	16,656.70
6649	2/14/2018	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
6650	2/14/2018	[6349] RECOLOGY EEL RIVER	.32 TONS GENERAL DEBRIS	57.60
6651	2/14/2018	[3755] SEQUOIA PERSONNEL SERVICE	PUBLIC WORKS TEMPORARY HIRE	779.59
6652	2/14/2018	[2694] SHELL OIL CO.	PD FUEL EXPENSES FOR JANUARY 2018 PW FUEL EXPENSES FOR JANUARY 2018 PD FUEL EXPENSES FOR FEBRUARY 2018 PW FUEL EXPENSES FOR FEBRUARY 2018	1,840.15

City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
6653	2/14/2018	[2719] STATE WATER RESOURCES CONTROL BD	CERTIFICATION APPLICATION FOR WASTEWATER TREATMENT PLANT OPERATOR GRADE II	230.00
6654	2/14/2018	[2319] SUDDENLINK	MONTHLY BROADBAND, INTERNET & PHONE SERVICE 2/10/18 - 3/9/18	857.53
6655	2/14/2018	[3511] T & T VALVE & INSTRUMENT, INC.	TWO BRAY ON/OFF ELECTRIC ACTUATOR; ONE BRAY BUTTERFLY VALVE; FOUR SLEEVE ADAPTERS	1,821.50
6656	2/14/2018	[3682] THOMSON REUTERS-WEST	SUBSCRIPTION PRODUCT CHARGES	125.61
6657	2/14/2018	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 2/2/18	5,130.72
6658	2/14/2018	[6254] WILKINS, VANESSA	CUSTOMER DEPOSIT REFUND	100.00
6659	2/26/2018	[2237] BANK OF AMERICA BUSINESS CARD	ADOBE PRO DC MONTHLY SUBSCRIPTION STAPLES - BUDGET DOCUMENT COVERS/BINDING PIZZA FACTORY - LUNCH FOR PD HIRING PANEL UNITED - TRAVEL FARE TO CSMF0 CONFERENCE COSTCO - TAPE & HOT CUPS LEAGUE OF CA CITIES - 2018 CITY MANAGERS DEPARTMENT MEETING CANCELLATION	197.49
6660	2/26/2018	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 2/16/18	90.00
6661	2/26/2018	[2283] COASTAL BUSINESS SYSTEMS	DOCSTAR ECLIPSE PRIMARY	2,560.00
6662	2/26/2018	[2411] DEARBORN NATIONAL LIFE INSURANCE COMPANY	LIFE INSURANCE FOR MARCH 2018	300.00
6663	2/26/2018	[2394] FEDEX	POSTAGE FOR 2 DAY PACKAGE SERVICE	19.30
6664	2/26/2018	[2405] FORTUNA ACE HARDWARE	PARTS FOR CONTACT BASIN REPAIRS	35.94
6665	2/26/2018	[2414] FRANCHISE TAX BOARD	EARNINGS WITHHOLDING ORDER FOR TAXES FOR PPE 2/16/18	168.31
6666	2/26/2018	[2437] HACH	SINGLETS PH 4.01, 7.0 & 10.0; ELECTROLYTE, CLT10sc MEMBRANE REPLACEMENT KIT	395.97
6667	2/26/2018	[5942] KEENAN & ASSOCIATES	HEALTH INSURANCE FOR MARCH 2018	16,358.04
6668	2/26/2018	[6364] MUNIQUIP, LLC	ONE GRUNDFOS CHLORINE PUMP	6,690.30
6669	2/26/2018	[2570] NILSEN COMPANY	PYGMY GOAT W/RUMENSIN	15.74
6670	2/26/2018	[2569] NORTH COAST LABORATORIES, INC.	HARDNESS; TOTAL DISSOLVED SOILDS; TURBIDITY CREDIT ON INVOICE #138059	94.00
6671	2/26/2018	[2595] PALCO PHARMACY	THREE 5.27 BATTERIES TWENTY 5.27 BATTERIES	130.61
6672	2/26/2018	[4338] QUILL CORPORATION	ONE BOX LEGAL FASTENER FOLDERS ONE PACK ADDING MACHINE ROLLS	69.58
6673	2/26/2018	[6190] R.F. MACDONALD CO	SLUDGE DRYER BURNER REPAIR	2,185.52
6674	2/26/2018	[2662] RIO DELL/SCOTIA CHAMBER OF COMMERCE	2018 ANNUAL MEMBERSHIP	50.00
6675	2/26/2018	[3755] SEQUOIA PERSONNEL SERVICE	PUBLIC WORKS TEMPORARY HIRE	842.80
6676	2/26/2018	[2719] STATE WATER RESOURCES CONTROL BD	RENEWAL FEES FOR WASTEWATER TREATMENT PLANT OPERATOR CERFITICATE	150.00
6677	2/26/2018	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 2/16/18	5,128.47
6678	2/26/2018	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR MARCH 2018	319.14

City of Rio Dell
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
6679	2/26/2018	[2772] WENDT CONSTRUCTION, INC	LOCATE & REPLACE WATER SERVICE ON DAVIS STREET SAW CUT. DIG OUT COLD PATCH & INSTALL ASPHALT FOR DAVIS STREET WATER SERVICE REPLACEMENT	3,987.36
Total Checks/Deposits				**146,538.30**
165-440	2/12/2018	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 02/02/2018	(3,077.35)
934771	2/12/2018	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 02/02/2018	(10,046.26)
9424166	2/16/2018	WITHDRAWAL	BANK ANAYLSIS FEE FOR FEBRUARY 2018	(95.63)
9256456560	2/16/2018	WITHDRAWAL	PROOF CORRECTION DEBT	(5,120.42)
237082	2/22/2018	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE FOR FEBRUARY 2018.	(138.66)
103352	2/23/2018	WITHDRAWAL	DEPOSITED ITEM RETURNED	(125.00)
712-640	2/26/2018	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 02/16/2018.	(2,357.76)
1927197	2/26/2018	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 02/16/2018.	(10,177.80)
Total EFT's/Bank Withdrawals				**(31,138.88)**
TRX TO PR	2/6/2018	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 02/02/2018	(2,077.16)
TRX TO PR	2/6/2018	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 02/02/2018	(26,543.63)
TRX TO PR	2/20/2018	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 02/16/2018	(28,483.56)
Total Transfer Between Accounts				**(57,104.35)**

Staff Update – 2018-03-06

City Council

A tour of the Public Works Corporation Yard is scheduled for Thursday March 22, 2018 at 3:30pm. The Tour will begin and end at 475 Hilltop Drive.

City Manager

Worked on closeout of Metro Wells

The Council will be given a presentation and time to ask question of our regulators at the State Water Resources Control Board on the April 17, 2018 City Council Meeting.

Attended the March City Manager's Meeting

Worked with Humboldt Transit Authority on sudden and unannounced closure of Eagle Prairie Bridge for painting. The Project Manager at CalTrans is Kim Floyd (707)441-5739.

City Clerk

Business License Applications:

1. Melissa's Massage Practice – 371 Wildwood Ave.

Processed five (5) Building Permits:

1. 735 Walnut Dr. – Pellet Stove Insert
2. 1228 Riverside Dr. - Re-Roof
3. 88 Dixie St. – 200 Amp Electrical Panel
4. 155 Belleview Ave. – Siding/Misc. Repairs
5. 296 Center St. – Sewer Cleanout

Prepared Annual Statement of Economic Interest Forms 700 for City Council members and Planning Commissioners including statements for the external boards and commissions.

City Attorney

Human Resources, Risk & Training

Hazardous Materials Training is being scheduled for Public Works and the Police Department.

Finance Department

First Draft of FY 2018/19 Budget spreadsheets complete

Budget packets distributed to Department Heads

January GL reconciliations complete

Actively recruiting for Fiscal Assistant I/II

Feasibility of payment drop box discussed; benefits and costs evaluated

On-going processing of payroll, accounts payable, receipt of payments, and electronic filing

Public Works Water

1. Work on completing punch list items at Rio Dell Wells
2. Complete Programing for Wells Operation Procedures with Aqua Sierra
3. Instrument troubleshooting and repairs at Water Treatment Facility
4. Repair Scada system
5. Monthly, Weekly Water Sampling and testing
6. Completed Water sampling for 1,2,3-TCP at Treatment Facility and Wells Site.
7. Daily water system operations and visual inspections.
8. General Maintenance at Douglas Water Storage Tank Site.

Public Works Wastewater

- All sampling requirements set forth by the North Coast Water Quality Control Board have been met with the exception of Disinfection byproducts. TTHM and HAA5 have interim permit requirements that are within limits but are still being reported to the state as violations without mandatory penalties.
- Joe English, Wastewater Treatment Plant OIT, will be receiving his Grade 2, Wastewater license within the next few weeks and has also begun work on obtaining his water treatment grade 1 license.
- The March 13th project start date, for manhole I/I repair, has set has been set back due to poor weather conditions. Scheduling to be reset by the end of the week.
- Aqua Sierra continues to assist staff with both troubleshooting SCADA issues as well as wiring for the new chlorine pumps.
- Sludge dryer function has greatly improved with the repair work done by RF Macdonald and BCR.
- Telstar Performed an intensive rehab of the chlorine generator room. Including: Bulkhead replacement on tank 1 leak, several plumbing changes for better operational controls, full service of chlorine cell and replacement of cell tube with all attached fittings, troubleshooting of salt/chemical output ratio, bellows pump repair as well as much needed training for staff on proper operation and maintenance of the system. New cell will be necessary for proper operation of system and further reduction of chemical costs.
- Staff has been working to improve documentation for all plant maintenance, inventory of available parts, calibration schedules and daily lab measurements.

- Chronic and Acute water toxicity testing scheduled for April

Public Works Streets, Buildings and Grounds

- Fabricated and placed grate at Pacific Ave Culvert west end
- Cleaned and replaced grate at culvert Pacific Ave east end
- Removed and replaced wood planks on car trailer
- Re-wired trailer lights on utility truck #2
- Replaced sewer lateral 2nd Ave
- Replaced service lateral for water at meter on Martin Ave
- Fixed water leak on Monument
- Fixed water leak/ replaced service lateral on Davis St
- Cleaned up brush and planted grass at work site on Edwards
- Painted red curbs on Ash and Berkley
- Replaced gate sign on Edwards
- Poured new concrete slab at meter on 2nd
- Placed conduit line/trench for wastewater plant
- Two dump runs for trash, one for scrap metal
- Fixed small water leak at meter on Martin
- Ran generators at lift stations
- Cleaned pump house on Edwards Dr
- Excavated culvert at Spring/Belleview
- Ran camera through culvert Spring/Belleview
- Landscaping at yard
- Landscaping gateway
- Replaced tires on utility truck #1 and #3
- Patching all of Riverside, Rigby. Also Ogle and Blueslide.
- Landscaping at well site
- Sidewalk survey
- Read meters
- Shut-offs
- Clean DI's Ogle, Belleview, Davis, Wildwood, Pacific
- SSO's
- Jetting
- Cleaned offices, organized water shed

Public Works Capital Projects

Issued 5 separate Bid Requests: (1) Water System Backwash Realignment (2) Street Striping (3) Culvert Installation and Replacement (4) Northwestern Avenue Excavation and Disposal (5) City Hall Lobby Improvements

Police Department

In the period between 3/01/2018 and 03/13/2018, there were 66 calls for service generating 19 reports and ten arrests. This is a significant increase from the previous two week period where there was only one arrest.

Officer Ray Brady has accepted a promotion to the rank of Police Corporal.

On March 13, 2018, officers took a tan Mastiff into custody. A witness confirmed that this dog had just killed a cat on Meadowbridge Lane and the dog is suspected of killing several other cats. The investigation is ongoing and if the dog is reclaimed from Miranda's Rescue, it will be deemed a potentially vicious dog with ramifications to the owner if the dog is found at large again.

Community Development Department

Review Holland CDBG loan information for $40,000 pay-off and termination of Rent Limitation Agreement.

Inspections: Electrical Inspection 290 Willow Lane. Electrical and sheetrock inspection 230 Smither Court.

Received and reviewed application for Hower/Davis lot line adjustment for parcels off of Belleview Avenue. Set-up file and refer.

Complete Plan Check for Wendt/Greenheart metal building shell over at Humboldt Rio Dell Business Park.

Review title documents for Hower/Davis lot line adjustment, generate public notice list, Public Notice, mail public notices to neighbors. Email Humboldt Land Title requesting creation documents. Prepare draft staff report.

Complete Plan Check for Glenn White Building 3 (shell only) and Soils Report.

Roof inspection 1228 Riverside Drive.

Complete Staff Report and draft Ordinance for first reading of amendment to Cannabis regulations regarding background checks and disqualifying offenses.

Intergovernmental

Humboldt-Rio Dell Business Park

Worked with SICPA to publish Rio Dell's Track and Trace website at CalOrigin.org

Finance and Administration Training was conducted on Wednesday March 7th with Finance Staff, The City Manager, Police Chief and Community Development Director.

CDD CM and CA reviewed and respond to Paul Gallegos regarding the City's background check and disqualifying offenses regulations, Section 17.30.195(9)(j) of the Rio Dell Municipal Code.

CDD met with Ocean Grown principals to discuss cannabis permitting process, submittal requirements. Follow-up email with submittal requirements forms and handouts.

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

March 20, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Regarding Placement of Eagle Sculpture

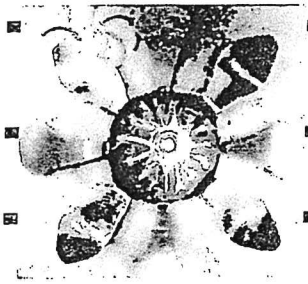
IT IS RECOMMENDED THAT THE CITY COUNCIL:

Selected a location or request additional information.

BACKGROUND AND DISCUSSION

In 2017 Artist Byran McWaters was working with Wendt Construction to gift an Eagle sculpture to the City. It was requested by Mr. Wendt that the sculpture be placed on or near the grounds of City Hall. Wendt construction would build the base at no cost to the City. The sculpture is nearing completion and the Council will need to select a location for the sculpture. The sculpture was estimated to be 5 feet tall with a wing span of 10 feet. Based upon this description of the size of the sculpture, staff cannot recommend it be placed in one of the medians. Staff have selected 3 potential locations and placed markers on the ground outside City Hall for the Council to consider as locations for the sculpture.

///



BYRAN
MCWATERS

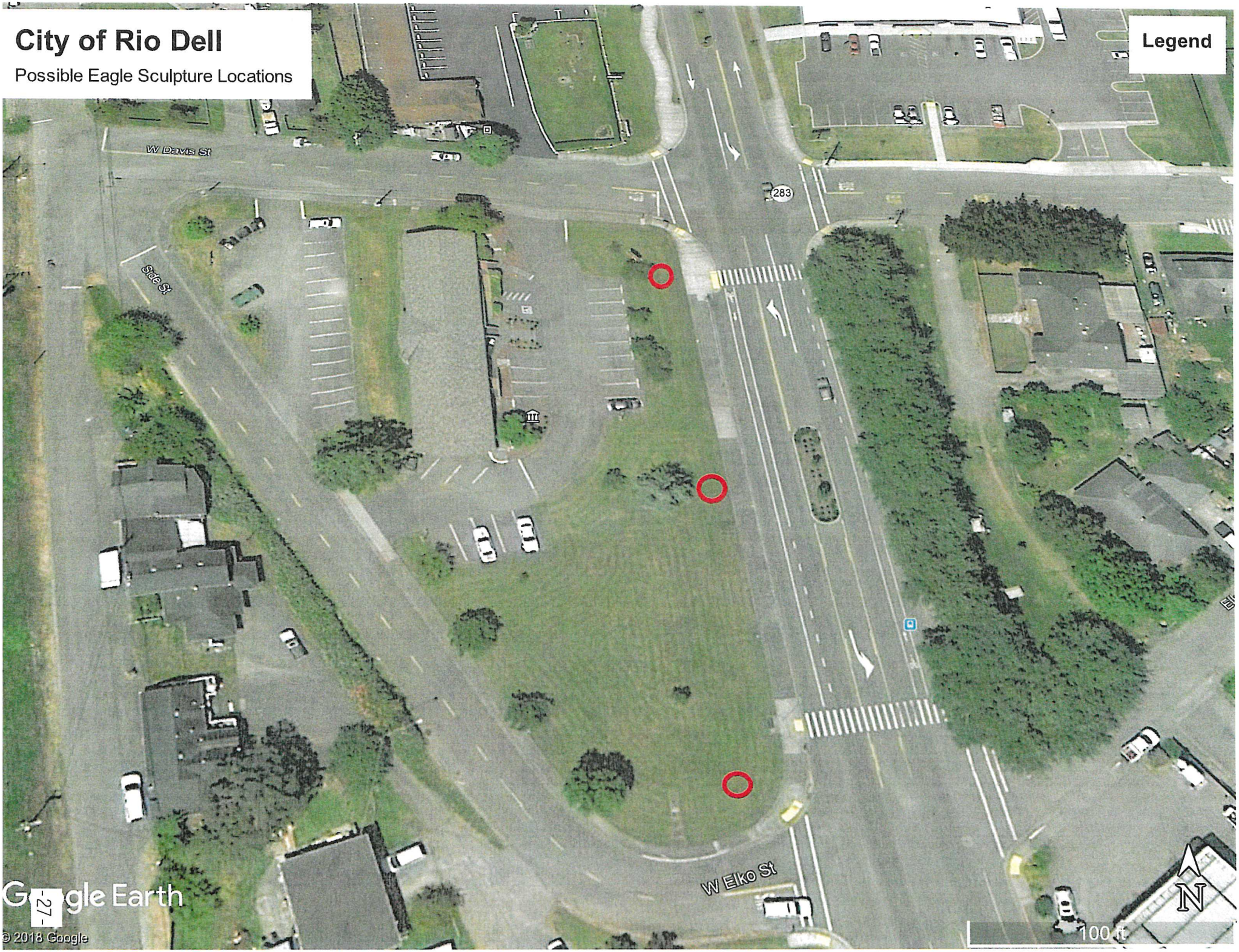
MaDMeTaLs.us

BMcWaters@gmail.com

362 6773

City of Rio Dell

Possible Eagle Sculpture Locations



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riodellcity.com

March 20, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action on the Display of the Motto "In God We Trust" in the City Council Chambers

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff: Direct staff to return with another resolution selecting a different location or direct staff to proceed with the location outlined in Resolution no. 1064-2009.

BACKGROUND AND DISCUSSION

At the September 19, 2017 City Council meeting Councilmember Gordon Johnson requested that an item appear on the agenda regarding the display of the motto "In God We Trust" in the City Council Chamber. The City Council concurred. On October 17, 2018 the City Attorney briefed the City Council and stated it would be permissible to display the motto.

This issue has come up before with the City Council passing Resolution No. 1064-2009 on November 3, 2009. The Resolution stated "*...that the national motto "In God We Trust" shall become a prominent motto for our City and that these historic and patriotic words shall become permanently displayed above the City seal in the City of Rio Dell Council Chambers.*"

The final motto has been delivered to the City Council chambers, donated by Councilmembers Johnson and Marks. Now that the final product has been delivered, staff asks that the Council confirm the placement "*...above the City seal in the City of Rio Dell Council Chambers.*"

///

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

March 20, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: City Council Priority Setting Session

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Accept the priority list and provide direction to staff.

BACKGROUND AND DISCUSSION

On March 6, 2018 the City Council and staff held a priority setting session to discuss the priorities of the City Council. The Council underwent a priority setting exercise that listed individual councilmembers priorities that were subdivided by topic area. A summary is listed below in no particular order:

Personnel

- Labor negotiations

Public Safety

- Improved code enforcement (4 submissions)
- POST certification completion

Finance

- Budget review

Economic Development

- Updates on Developments at the Humboldt-Rio Dell Business Park

City Transparency

- Access Humboldt (3 submissions)

Public Works

- Street Repairs (2 submissions)
- Development of Streets Plan
- Update water and sewer lines
- Water capacity & HRDBP consumption
- Davis Street trail to river
- River access on Edwards
- Habitat project
- NCWQCB compliance

Organizational Development & Administration

- Measure X tax revenue distribution plan

Community Development

- None submitted

Other

- Exercise park (2 submissions)

Outcome of the 2018 Priority Setting Session

Of the broader topical areas, the areas of priority for the Council that garnered three or more councilmember priorities were **1.) Public Works** (9 submissions), **2.) Public Safety** (5 submission) and **3.) City Transparency** (3 submissions).

Specific Priority Projects for the Council:

1. Specific priority projects in Public Works included **Street Work** (2), **River Access** (2 from combined Davis & Edwards submissions) and resolution to the **Habitat Parcel** (1) was on the list from last year.

2. The Specific priority project in Public Safety included **Code Enforcement** (5).

3. The specific priority project for City Transparency was **Access Humboldt** (3).

Priorities	
2017	**2018**
Street Work	Street Work
Habitat Parcel	River Access
I&I Mitigation	Habitat Parcel
Tax Measure	Code Enforcement
Proposition 64	Access Humboldt

Street Work: It is recommended that staff bring back a list of potential road repair options to the council for incorporation in the FY 2018-19 budget or possibly as an amendment for this fiscal year.

River Access: Staff will develop and implement options to complete the Davis Street trail and make repairs to the Edwards Drive river access.

Habitat Parcel: Staff will work with the Council to pursue options to repair the slip-out.

Code Enforcement: Staff will hold regular meetings of the nuisance committee to prioritize code enforcement projects, including reviewing and updating processes and software to help improve enforcement.

Access Humboldt: Staff will work with Access Humboldt to develop a proposal to video Council meetings, including equipment purchase and any required staffing. Alternatives will be explored.

The Council should consider if it is in agreement with this priority list and when the Council would like agendized updates on these items (the bi-weekly staff reports will include updates from this list).

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

For Meeting of: March 20, 2018
☐ Consent Item; ☑ Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director

Through: Kyle Knopp, City Manager

Date: March 13, 2018

Subject: Amendment to the Commercial Cannabis Land Use Regulations, Section 17.30.195(9)(j) of the Rio Dell Municipal Code.

Recommendation:

That the City Council:

1. Introduce (first reading) Ordinance No. 365-2018 amending the City's Commercial Cannabis Regulations to eliminate the City's requirement for background checks subsequent determinations of disqualifying offenses and rely on the State to make such determinations; and

2. Open the public hearing, receive public input and deliberate; and

3. Continue consideration, approval and adoption of the proposed amendment to your meeting of April 3, 2018.

Background and Discussion

The City was recently contacted by Attorney Paul Gallegos regarding the City's and the State's regulations related to disqualifying offenses for owners, operators, officers or directors. Mr. Gallegos pointed out that there are a number of differences between the City's regulations and the State's regulations. As the Council is aware the City's regulations predated the State MAUCRSA regulations.

Staff consulted with the City Attorney and the Police Chief and we all feel that it would be in the City's best interest to defer the determination of disqualifying offenses to the State. It could be

problematic and potentially litigious if the City made a disqualification determination and the State did not. As such, we are recommending that the City's current background and determination of disqualify offenses regulations, Section 17.30.195(9)(j) be eliminated and rely on the State to make the determination.

A copy of the recommended amendments is included in Attachment 1. Because the amendment is not land use issue, but rather an administrative issue, the City Attorney has advised that the minor amendment does not need to go to the Planning Commission.

Text Amendment Required Findings:

1. The proposed amendment is in the public interest.

The proposed amended regulations are in the public interest in that they are consistent with the new State regulations.

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

There are no General Plan goals, policies or discussions that are contrary to the recommended amendment. Therefore, staff believes the proposed amendment is consistent with the General Plan.

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

The primary purpose of the California Environmental Quality Act (CEQA) is to inform the decision makers and the public of potential environmental effects of a proposed project.

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

Attachments:

Attachment 1: Draft Ordinance No. 365-2018 amending the City's Commercial Cannabis Regulations to eliminate the City's requirement for background checks subsequent determinations of disqualifying offenses and rely on the State to make such determinations.

ORDINANCE NO. 365-2018

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL AMENDING THE COMMERCIAL CANNABIS REGULATIONS, SECTION 17.30.195 RIO DELL MUNICIPAL CODE TO ELIMINATE THE CITY'S REQUIREMENT FOR BACKGROUND CHECKS SUBSEQUENT DETERMINATIONS OF DISQUALIFYING OFFENSES AND RELY ON THE STATE TO MAKE SUCH DETERMINATIONS.

WHEREAS the City was recently contacted by a local Attorney regarding the City's and the State's regulations related to disqualifying offenses for owners, operators, officers or directors; and

WHEREAS it was to the City's attention that there are a number of differences between the City's regulations and the State's regulations; and

WHEREAS the City's regulations predated the State MAUCRSA regulations; and

WHEREAS staff consulted with the City Attorney and the Police Chief and we believe it would be in the City's best interest to defer the determination of disqualifying offenses to the State; and

WHEREAS It could be problematic and potentially litigious if the City made a disqualification determination and the State did not; and

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

WHEREAS the City Council finds that based on evidence on file and presented in the staff report that the proposed amendments are consistent and compatible with a comprehensive view of the General Plan and any implementation programs that may be affected; and

WHEREAS the City Council finds that based on evidence on file and presented in the staff report that the potential impacts of the proposed minor amendments have been assessed and have been determined not to be detrimental to the public health, safety, or welfare; and

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

WHEREAS the City Council has determined that the proposed amendments are Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations.

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

1. Finds that the proposed amendments are in the public interest and consistent with an overall comprehensive view of the General Plan; and

2. Finds that based on evidence on file and presented in the staff report that the potential impacts of the proposed amendments have been assessed and have been determined not to be detrimental to the public health, safety, or welfare; and

3. Finds that based on the nature of the proposed amendments, the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a ***significant*** effect on the environment; and

4. Approves and adopt Ordinance No. 365-2018 amending the City's Commercial Cannabis Regulations to eliminate the City's requirement for background checks subsequent determinations of disqualifying offenses and rely on the State to make such determinations

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

Section 1

Section 17.30.195(9)(j) of the Rio Dell Municipal Code is hereby amended as follows:

(9) Application Requirements for All CCLUO Conditional Use Permits:

(j) ~~Owner(s) or employee(s) who makes or will make operational or management decisions that directly impact the business shall consent to a background check pursuant to Section 19322(a)(1)(A) of the Business and Professions Code, including submitting to the Department of Justice fingerprint images and related information required by the Department of Justice for the purpose of obtaining information as to the existence and content of a record of State or Federal convictions and arrests, and information as to the existence and content of a record of State and Federal convictions and arrests for which the Department of Justice establishes that the person is free on bail or on his or her own recognizance, pending trial or appeal. The applicant shall be responsible for the costs associated with the required background check.~~

~~(i) No Owner or employee who makes or will make operational or management decisions that directly impact the business shall have been convicted of an offense, or is currently free on bail or on his or her own recognizance pending trial or appeal for an offense, that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made, including but not be limited to, the following:~~

~~(A) A felony conviction for the illegal possession for sale, manufacture, transportation, or cultivation of a controlled substance;~~

~~(B) A violent felony conviction, as specified in subdivision (c) of Section 667.5 of the Penal Code.~~

~~(C) A serious felony conviction, as specified in subdivision (c) of Section 1192.7 of the Penal Code.~~

~~(D) A felony conviction involving fraud, deceit, or embezzlement.~~

The applicant or any of its officers, directors, owners or licensee shall be subject to the background checks related to the qualifications, functions or duties of the business required by the Medicinal and Adult Use Cannabis Regulation and Safety Act (MAUCRSA). The City shall rely on the State in making disqualifying determinations regarding substantially related offenses pursuant to Section 26507 of the Business and Professions Code.

Section 2. Severability

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

Section 3. Limitation of Actions

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

Section 4. CEQA Compliance

The City Council has determined that the adoption of this ordinance is exempt from review under the California Environmental Quality Act (CEQA), subject to Section 15061 of the CEQA Guidelines. Due to the nature of the proposed code revisions, there is no evidence that any significant impact to the environment would occur as a result of adoption of the Ordinance.

Section 5. Effective Date

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

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on March 20, 2018 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the April 3, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 365-2018 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on April 3, 2018.

_____
Karen Dunham, City Clerk, City of Rio Dell

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

March 20, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Regarding Agenda Publication Deadline

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff.

BACKGROUND AND DISCUSSION

Every regular meeting of a legislative body of a local agency—including advisory committees, commissions, or boards, as well as standing committees of legislative bodies—must be preceded by a posted agenda that advises the public of the meeting and the matters to be transacted or discussed. The agenda must be posted at least 72 hours before the regular meeting in a location "freely accessible to members of the public." The courts have not definitively interpreted the "freely accessible" requirement. The California Attorney General has interpreted this provision to require posting in locations accessible to the public 24 hours a day during the 72-hour period, but any of the 72 hours may fall on a weekend. Posting may also be made on a touch screen electronic kiosk accessible without charge to the public 24 hours a day during the 72-hour period. However, only posting an agenda on an agency's Web site is inadequate since there is no universal access to the internet. The agenda must state the meeting time and place and must contain "a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

Current State law requires agendas for the regularly scheduled City Council and Planning Commission meetings be published no more than 72 hours prior the meeting. Typically this is between 5:00pm and 6:30pm on a Saturday. Current agenda publications have typically been out by 4:00pm on Fridays.

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