RIO DELL CITY COUNCIL AGENDA

REGULAR MEETING - 6:30 P.M.
TUESDAY, MARCH 6, 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. PLEDGE OF ALLEGIANCE

D. CEREMONIAL MATTERS

E. PUBLIC PRESENTATIONS

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

F. CONSENT CALENDAR

The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council 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) 2018/0306.01 - Approve Minutes of the February 20, 2018 Regular Meeting **(ACTION)** 1

2) 2018/0306.02 - Approve Resolution No. 1378-2018 Amending the Operating Budget for FY 2017-18 for City Council Budget Appropriations Increase **(ACTION)** 14

3) 2018/0306.03 – Receive and File Revised FY 2018/19 Capital Budget Calendar **(ACTION)** 16

4) 2018/0306.04 - Approve Proposal from Dan McCauley for Construction of two (2) Art Pedestals **(ACTION)** 19

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. SPECIAL PRESENTATIONS/STUDY SESSIONS

I. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

1) 2018/0306.05 - Discuss and Consider Possible Revision to the General Order of the City Council Agenda **(DISCUSSION/POSSIBLE ACTION)** 22

2) 2018/0306.06 - Approve Landscaping Plan for City Hall Porch Project **(DISCUSSION/POSSIBLE ACTION)** 23

3) 2018/0306.07 - Discuss and Set Priorities for 2018 **(DISCUSSION/ POSSIBLE ACTION)** 24

J. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

K. REPORTS/STAFF COMMUNICATIONS

1) 2018/0306.08 - City Manager/Staff Update **(RECEIVE & FILE)** 30

L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

The next regular City Council meeting is scheduled for
Tuesday, March 20, 2018 *at 6:30 p.m.*

RIO DELL CITY COUNCIL
REGULAR MEETING
FEBRUARY 20, 2018
MINUTES

The regular meeting of the Rio Dell City Council was called to order at 5:00 p.m. by Mayor Wilson.

ROLL CALL:	Present:	(Closed Session) Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes, Marks, Strahan, City Attorney Gans, and City Manager Knopp
	Present:	(Regular Meeting) Mayor Wilson, Mayor Pro Tem Johnson, Councilmember Garnes, Marks and Strahan
	Others Present:	City Manager Knopp, Chief of Police Conner, Community Development Director Caldwell, Water/Roadways Superintendent Jensen and City Clerk Dunham
	Absent:	Finance Director Woodcox and Wastewater Superintendent Trainee Purvis

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS

Public Employee Performance Evaluation – Title: City Manager (Pursuant to §54957)
The Council recessed into closed session at 5:00 p.m. to discuss the above matter.

The Council reconvened into open session at 6:30 p.m.

Mayor Wilson announced there was no reportable action taken in closed session.

PUBLIC PRESENTATIONS

Nick Angeloff, Rio Dell-Scotia Chamber of Commerce President addressed the Council regarding 2018 Christmas decorations and expressed the need to take advantage of after-Christmas sales. He commented that lights are currently on sale at one-third off the normal price. He said the goal is to extend garland and add 15-lighted stars that will hang off power poles. The quote for the additional lights and decorations was estimated at $3,800. He said they will be seeking donations from businesses as well as the City and asked for Council's consideration to authorize the same $1,500 donation as last year. Council directed staff to place the item on the next agenda for Council's consideration.

CONSENT CALENDAR

Motion was made by Johnson/Garnes to approve the consent calendar as presented. Motion carried 5-0.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Approve Budget Calendar for FY 2018/19
City Manager Knopp reviewed the proposed 2018/19 Budget Calendar and noted that the calendar is similar to last year's calendar with the exception of a series of study sessions scheduled for the week of April 23-26. He said staff would also be scheduling a tour of the public works corporation yard with the Council. The purpose of the tour is to allow the water and wastewater operators to demonstrate the operations of both the water and wastewater systems so the Council has a better idea of those operations. In addition, he said that staff would like to invite the State regulators to attend a Council meeting to talk about regulatory requirements.

He returned it to the Council for questions or suggested revisions to the calendar. He pointed out that there are five (5) Tuesdays in May and it is typical for staff or Councilmembers to schedule vacations after the second meeting of the month.

Mayor Wilson felt the schedule was too aggressive with four (4) study sessions in the same week and suggested two (2) of the study sessions be moved to another non-council meeting week.

Councilmember Garnes asked if the Council needed to schedule a time to tour the treatment plant at this time.

City Manager Knopp said the date could be worked out through email correspondence since councilmembers would probably want to check their schedules first.

A majority of the council supported breaking up the study session to two (2) different weeks.

City Manager Knopp said it would potentially push the calendar back one week but it wouldn't be a problem.

The consensus of the Council was to schedule two (2) study sessions for the week of April 23rd and two (2) during the week of May 7th (excluding May 7th as Councilmember Garnes would not be available on that day).

Public Works Projects and Related Requests for Proposals (RFP's)
City Manager Knopp said the purpose of this item is to provide an initial briefing to the Council on proposed RFP's going out for projects to occur over the 2018 construction season. He continued with review of the six (6) projects identified in the staff report that included the following:

- Habitat Parcel and Sidewalk Repair
- Water Plant Backwash Realignment
- Street Striping
- Drainage Culverts
- City Hall Lobby
- Northwestern Ave. Drainage Improvements

City Manager Knopp explained that staff is not involved in the Habitat project at this time except for coordinating with contractors to bid on the project. He said once bids are received staff would supply that information to Habitat for Humanity and wait for a response as to whether they can finance the repairs. If it is determined that they don't have the resources to take on the project it becomes a public works project and is handled through an abatement warrant. He pointed out that if this happens; it is likely the City will never collect on the lien and would be out those funds. In addition, prevailing wage requirements would apply making the project more costly.

Related to the Water Plant Backwash Realignment, Water/Roadways Superintendent Jensen explained that use of the old facility to backwash and clean the filters during winter months requires directing that water into the wastewater treatment plant making it difficult to pass certain wastewater tests. This project will use existing facilities to temporarily redirect the wastewater into a settling pond thereby reducing stress on the wastewater plant. He commented that it would benefit both the water and wastewater plants and reduce maintenance.

City Manager Knopp said all of these projects are included in the 2017/18 budget with the exception of the Northwestern Ave. Drainage Improvements, and now is a good time to get input from the Council while staff is still preparing the RFP's. He pointed out that with the exception of the Habitat project, the bids will all have to be approved by the Council before they can move forward.

Mayor Wilson asked if some of the projects could potentially end up occurring during the 2018/19 budget year.

City Manager Knopp indicated that it is likely that some of the projects could be carried over into the 2019 construction season.

Councilmember Strahan commented on the Street Striping project and potential add-on for maintenance of bicycle lanes and crosswalks in reference to the Safe Routes to School ATP Project.

City Manager Knopp explained that bike lanes are included in the ATP project but these particular areas are outside the scope of that project.

Councilmember Strahan said she would like a crosswalk at Painter and Riverside as part of the striping project.

City Manager Knopp explained that it would not be possible for this particular project because of ADA requirements however; staff would be applying for additional grant funding under the Active Transportation Plan (ATP) and would be assessing sidewalks throughout the City.

Councilmember Strahan asked for clarification on the ADA requirements for crosswalks.

City Manager Knopp explained that crosswalks could not be put in without ADA sidewalks and that no new infrastructure could be built without bringing it up to code.

Community Development Director interjected that the City Council could include the crosswalk project in the budget as a priority capital project.

City Manager Knopp said with regard to Drainage Culverts, there has been a long history of drainage issues in the Belleview/Ogle area and recently the need arose to install new culvert along Spring St. and crossing Belleview Ave. He said this should alleviate some of the drainage problems in the neighborhood. In addition, the plan is to also replace the culvert at Belleview and Pacific Avenues with the idea of avoiding emergency repairs in the future.

Councilmember Strahan said she thought the Belleview/Pacific Ave. culvert project was part of the ATP project.

City Manager Knopp clarified that the culvert is not part of the ATP project.

Next was review of the City Hall Lobby project. City Manager Knopp began by distributing to Council a handout titled "Attachment B: City Hall Improvements" (attachment 1 to these minutes). He said the intent is to modify the existing counter space in the front office and provide two (2) new security teller windows, a lower ADA compliant check writing counter, and a new security camera and monitor. He said the proposed improvements would help to make the lobby more ADA compliant however; there are many issues inside City Hall that need to be addressed but are very costly.

The last identified project was Northwestern Avenue Drainage Improvements. City Manager Knopp said the project proposes to remove approximately 100 cubic yards of material. He noted that this project is not included in the current budget so staff would be coming back to Council with a requested budget adjustment along with the bid approval. He commented that the Council has the authority to reject any or all bids thus stopping the project from moving forward. He pointed out that this contribution from the City however; would show good faith to the developers. He said that the developers would be required to make additional improvements as their sites develop.

Review Application for Measure Z Funding and direct City Manager to Submit Application
City Manager Knopp provided a staff report and said in the past the City has been successful in obtaining Measure Z funding for part-time clerical support in the Police Department. For this year, staff is proposing the submission of two grants, including the continued funding for the clerical position in the Police Department as well as a joint application for funding with the Ferndale Police Department in the amount of $183,439; with $100,481 going specifically to Rio Dell. He noted the funding would go towards updating the Records Management System in the Police Department to a modernized version in line with other local law enforcement agencies.

Mayor Pro Tem Johnson asked Chief Conner's thoughts on submitting a joint application with Ferndale.

Chief Conner said that Chief Smith's opinion is that they will have a better chance of obtaining funding, as the goal is to tie local law enforcement agencies together as much as possible. He said the new software would allow the District Attorney's Office to access reports and photos almost instantaneously, which would be beneficial to everyone.

Councilmember Garnes commented that if joining with Ferndale improves the chances of getting the application approved then it's a good idea.

ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

Second Reading (by title only) and Adoption of Ordinance No. 364-2018 Amending the City's Medical Cannabis Regulations, Section 17.30.195 of the Rio Dell Municipal Code to Eliminate the Reference to Medical or Medicinal Cannabis and to Include Some New Definitions and Other Minor Changes Consistent with New State Regulations
Community Development Director Caldwell provided a staff report and said the ordinance was introduced at the February 6, 2018 meeting and is back before the Council for its second reading and adoption. He explained again that the ordinance amends the City's current commercial land use regulations to allow Adult "A" cannabis activities at the Humboldt Rio Dell Business Park. The Planning Commission and the City Council met at a study session on January 23, 2018 to discuss possible changes to the City's commercial cannabis regulations. After a lengthy discussion, staff was directed to incorporate a preamble in the Ordinance regarding the City's desire to foster medicinal cannabis research and development, to incorporate definitions of the various State licensing types, and to require that all operators/licensees hold a Medical "M" State license.

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

Councilmember Strahan questioned the CEQA exemption and asked if there are safeguards written in the ordinance that protect the water and grounds at the business park.

Community Development Director Caldwell explained that there are safeguards in State law that protects the water and grounds. When the property was annexed into the city in 2009-2010, a full Environmental Impact Report (EIR) was done and what is before the Council tonight are minor amendments that will not have an impact on the water quality or ground water at the site. He further explained that any time an application does not fall under the CEQA exemption, the City is subject to Fish & Game filing fees of $3,000.

Councilmember Strahan asked if there would be some sort of tracking and quality assurance measures followed.

Community Development Director Caldwell explained that all projects are referred to other regulatory agencies for comment such as Department of Fish & Game, State Division of Drinking Water, and Water Resources Control Board. He noted that with regard to the Wendt parcel, the law allows septic systems to be located 150 feet from a water supply. The State agencies had concerns so they had to redesign their system and now the septic system is located 250 feet away from the City's wells.

Councilmember Strahan commented that there has been a lot of discussion regarding the water supply to the business park coming across the bridge from the City's water system and asked what happens in the event of a drought and the State imposes water restrictions on the City.

Community Development Director Caldwell explained that agricultural water users are not subject to water restriction regulations for conservation purposes; it's actually the residents of the City that are required to reduce consumption.

Councilmember Strahan questioned the possibility of including provisions in the ordinance that gives residential water users priority over those agricultural uses.

Community Development Director Caldwell said water related matters are a separate issue and would have to be agenized and come back to Council later. He said another option would be to require that each operator at the business park drill their own well and use that except for fire suppression purposes.

Mayor Wilson pointed out that cannabis regulation is a big moving target but the City Council has the ability to amend any ordinance as necessary. He said the Council also has the right to protect drinking water for its citizens.

City Manager Knopp pointed out that the City only possesses Junior Water Rights so it is the State that dictates the use of water in the City. He pointed out that health and safety always comes first so in the event residents are limited to 50 gallons per day, residential use will always trump agricultural use.

Councilmember Strahan expressed the importance of sharing that information with the stakeholders.

Mayor Pro Tem Johnson thanked the Planning Commission for expeditiously and unanimously acting on the cannabis regulations and bringing a recommendation to the Council.

Motion was made by Johnson/Garnes to adopt Ordinance No. 364-2019 *Amending the City's Medical Cannabis Regulations, Section 17.30.195 of the Rio Dell Municipal Code (RDMC) to Eliminate the Reference to Medical or Medicinal Cannabis and to Include Some New Definitions and Other Minor Changes Consistent with New State Regulations.* Motion carried 4-1; Councilmember Strahan dissenting.

Second Reading (by title only) and Adoption of Ordinance No. 362-2018 Amending the Sign Regulations, Section 17.30.300, Repealing Outdoor Advertising Regulations Section 17.30.210 of the Rio Dell Municipal Code (RDMC)

Community Development Director Caldwell provided a brief staff report and said the proposed amendments to the sign regulations were presented to the Council at the February 6, 2018 meeting and the ordinance is back before the Council for its second reading and adoption.

He said provided there are no additional questions or concerns from the Council or the public, staff is recommending adoption of the ordinance as presented.

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

Motion was made by Garnes/Johnson to accept the second reading (by title only) and adopt Ordinance *No. 362-2018 Amending the Sign Regulations, Section 17.30.300, Repealing Outdoor Advertising Regulations, Section 17.30.210 of the Rio Dell Municipal Code (RDMC).* Motion carried 4-1; Councilmember Strahan dissenting.

REPORTS/STAFF COMMUNICATIONS

City Manager Knopp distributed a written City Manager Update on recent activities and events. (Attachment 2 to these minutes). He reviewed the items outlined In the report and added that staff will return to the Council on March 20th seeking Council approval for the placement of the Eagle Sculpture donated by Dennis Wendt. He said staff would also be coming back to Council at one of the March meetings with approval of a landscaping plan for the City Hall Porch Project and associated budget amendment.

Councilmember Strahan questioned the possibility of the landscaping project becoming a community activity and asked if the Garden Club is still in existence.

Mayor Pro Tem Johnson commented that the Scotia Community Services District (CSD) indicated they would like to make a presentation to the City Council and questioned the status of that presentation.

City Manager Knopp stated that they indicated that it would be after the mid-year but he had not heard anything from them so would have to follow up.

Mayor Pro Tem Johnson also volunteered to help public works staff and Mr. McCauley with construction of the art pedestals in the medians. He also reported that he would be attending the League of California Cities Division Meeting in Cloverdale on March 9th and they likely will be discussing the legislation and propositions the City Manager mentioned that could greatly impact City services. He said that as a voting delegate Rio Dell would have a voice.

Community Development Director Caldwell reported on recent activities and events and said Wendt Construction (Greenheart Industries) made application for the shell of the building and since the structure is a metal building, the plans have already been engineered. As such, there is really no need to send them out to a third party for plan checking. He said there were some changes needed to the plans for the Glen White Group so submittal of those plans would be delayed until next week. He also reported that construction on the Fockaert 4-plex was on hold; possibly until after construction of the residence on Hilda Ct. He added that he attended a CEQA Workshop at the Aquatics Center in Arcata and that there were not a lot of changes to the guidelines that affect Rio Dell.

Mayor Wilson said he would like to see the Council receive regular updates for the developments at the Humboldt Rio Dell Business Park on future agendas. In addition, he would like to see an agenda item regarding staff priorities for the year.

Chief of Police Conner reported on recent activities and events in the police department and said that since the last meeting on February 6th they received 46 calls for service, made nine reports, three arrests, and issued four traffic citations. He said the most interesting case was the report they received that Cannabis CBD products were being sold at a business on Wildwood Avenue, potentially violating the City's Commercial Marijuana Ordinance. He said an officer went to the business and contacted the owners and was told the CBD's were derived from industrial hemp. He said to determine whether that was true, a sample of the products was purchased and tested. All of the results came back negative from containing THC so there was no violation of the City's ordinance.

In terms of hiring, he announced that one (1) of the top three (3) police officer candidates was selected for the full-time position and the background check is now underway. He said the other two (2) candidates were offered positions as Level II Reserves with the backgrounds to take place after the full-time background is further along. He noted that Officer Brady has still not made a determination whether he will be staying with Rio Dell or moving on to Willits Police Department.

Water/Roadways Superintendent Jensen reported on recent activities and events in public works and said the Metropolitan Wells Project was expected to be 99.9% complete by Thursday noting they would be doing a little more testing for leaks. He commented that the department is currently short on staff due to injuries and is anxious to get back to full staff as soon as possible.

Mayor Wilson said that as he understands it, the Wendt septic system plans were revised to move the septic system further away from the City's wells.

Community Development Director Caldwell clarified that the setbacks for the septic system changed from 150 feet to 250 feet from the wells and staff is still waiting for final approval from County Environmental Health.

Mayor Wilson also asked who monitors the septic systems and if there are other sites with potential discharge.

Community Development Director Caldwell indicated the County would do unscheduled site visits on an as-needed basis.

Mayor Wilson questioned the possibility of chemicals from the extraction facilities being put down the drains and getting into the City's wastewater system and asked if there is a way to monitor our system to make sure those chemicals are not present.

Water/Roadways Superintendent Jensen clarified that those businesses would have no access to the City's wastewater plant since they will all have private sewer systems. He said the only way the chemicals could potentially get in would be through the City's wells and there was discussion about having the businesses doing their own testing to verify there were no contaminants going out of their system.

Community Development Director Caldwell commented that the Division of Drinking Water and the Health Department might want those businesses to put in monitoring wells.

Councilmember Strahan asked if the City could require monitoring wells for certain businesses.

Community Development Director Caldwell said it would be out of the City's jurisdiction and would rely on other regulatory agencies.

Mayor Pro Tem Johnson pointed out that the City put in monitoring wells as part of the Metropolitan Wells Project and continues to monitor at the site.

Councilmember Strahan asked Chief Conner about the sale of CBD products in the City and if he is in agreement with the ordinance.

Chief Conner explained that hemp is a type of cannabis plant but contains little or no THC. He said it is considered a food product and that it is possible to take CBD's out of hemp products. He noted that Fortuna has businesses that sale hemp products and they are not in violation of their ordinances.

ADJOURNMENT

Motion was made by Wilson/Johnson to adjourn the meeting at 7:47 p.m. to the March 6, 2018 regular meeting. Motion carried 5-0.

_____
Frank Wilson, Mayor

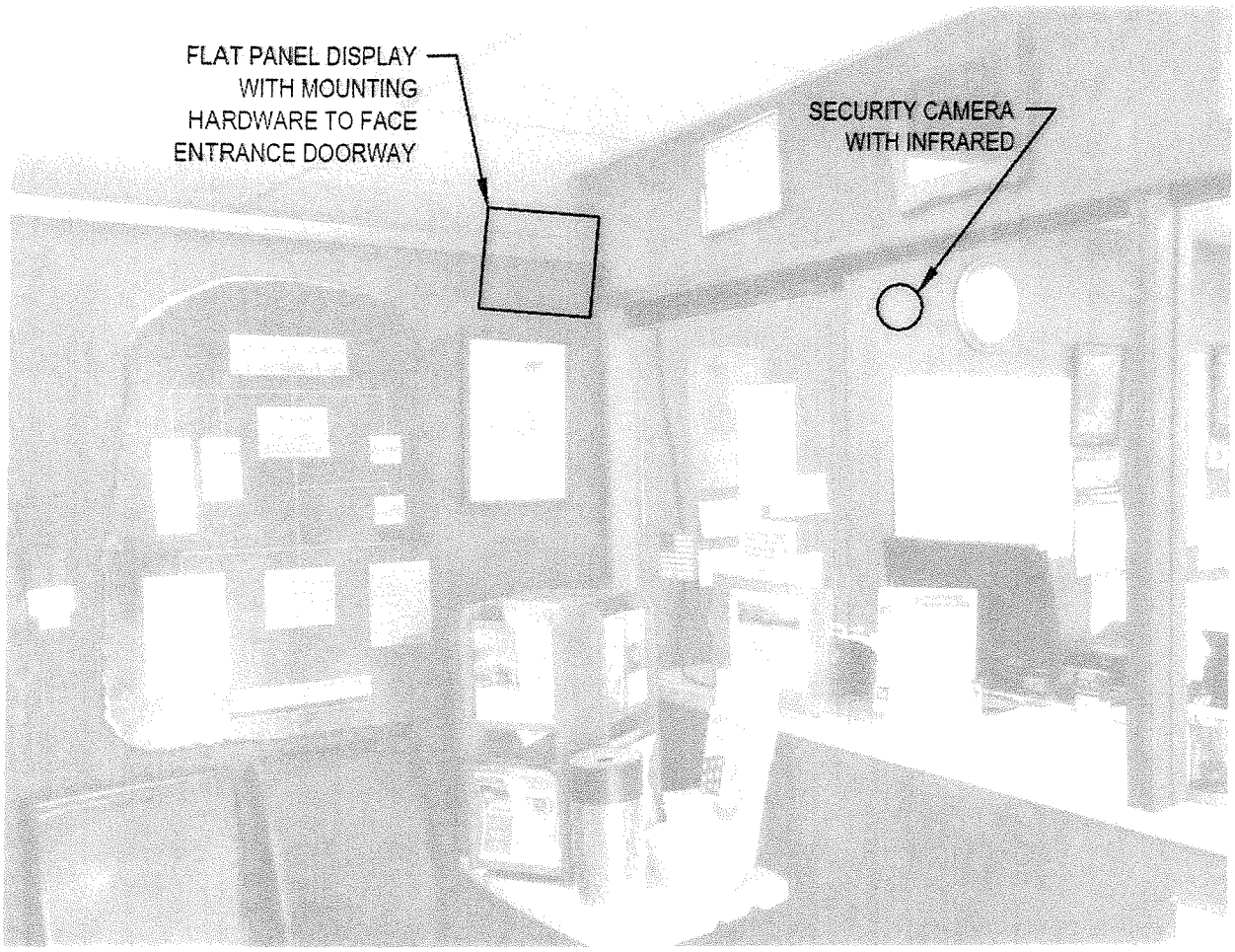
Attest:

_____
Karen Dunham, City Clerk

City of Rio Dell

ATTACHMENT B: CITY HALL IMPROVEMENTS

The writing surface shall be at least 1" thick and made from a material similar to the existing Formica laminated countertop surface and shall be mounted approximately 30" above the floor.



Task 2:
The intent of task 2 is to provide and install a new security camera (compatible with the city's existing security system) and monitor. The Lump Sum contract price for completing this task includes, but is not limited to, providing and installing all new materials incorporated into the work and modifying the existing facilities. The work will need to occur during normal business hours and shall not impact the normal, daily operations (within reason). The contractor is responsible for visiting the site and becoming familiar with the work necessary prior to performing the work. No additional compensation will be made for these items unless the city or their staff changes elements of this work.

The specific elements of this project include one (1) high definition (1080p) infrared, color security camera. The camera will need to be the same type and model that is used by the police department's security system. The exact position of the camera will be determined after Task 1 has been completed however, for the purposes of the bid, it will be located inside the teller's area approximately 40' away from the Police Department's Security room. In addition to the camera, a 12 inch, flat panel LCD monitor, with remote control will need to be installed on a swivel wall mount within the public area of the room. The monitor will receive a direct feed from the camera. There are currently no electrical outlets within the vicinity, therefore the installation of an additional outlet will be necessary.

Track & Trace: Operator training is up to date so far. Staff training will occur on Thursday. Rio Dell Track and Trace Website will be up soon.

Public Works staffing update: We have had two employees out on extended medical leave recently due to injuries off the job. Staff was able to secure temporary help to fill the gaps and will end the temporary help when all staff members are able to return to work.

The County is currently updating the Local Hazard Mitigation Plan and Rio dell is a planning partner in this effort. Staff will be going through the update process with the County and will update the Council as needed.

Pedestals – Artist Dan MaCauley estimates another month before construction on the remaining two pedestals begins.

Byron McWaters – Artist Byron McWaters is still working on the Wendt Construction Eagle Sculpture talked about last year. As we gather more information on the sculpture, staff will need to return to the Council for approval of the placement of the statue. The timeline is undetermined at this point but could be within the next couple months.

Porch Landscaping – staff is assembling some estimates for the cost to do landscaping for the porch project. An agenda item is planned for March 6.

Numerous New Pieces of State Legislation: The League of California Cities is busy monitoring the progress of several pieces of legislation and Propositions that could greatly impact City services. Significant proposals include but are not limited to: (1) Proposed repeal of SB1 Transportation Tax. (2) Proposition 68 Parks and Water Bond. (3) Tax Fairness, Transparency and Accountability Act of 2018.

Wendt Construction has submitted its Building Permit application for its project out in the Humboldt-Rio Dell Business Park.

Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
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March 6, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Approving Resolution No. 1378-2018 Amending City Council Budget by $4,500

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1378-2018

BACKGROUND AND DISCUSSION

At your regular meeting on February 20, 2018 the Chamber of Commerce made a request for a $1,500 contribution towards decorations for the December 2018 holiday season. This request is not currently budgeted and requires a budget adjustment to cover this expense. The amount will be carried over to next year's budget.

For FY 2017-2018 the City Council's combined Conference and Transportation line items were budgeted at $2,850. These line items have been primarily used to cover the Council's cost of attending functions related to the League of California Cities and other regional meetings to represent Rio Dell. Functions include the annual league meetings as well as costs associated with representing the City at regional Redwood Empire Division and committee meetings. There are additional unanticipated costs on the conference and transportation line items through the remainder of the fiscal year associated with representation at the League of California Cities. Therefore, an adjustment in the amount of $3,000 is recommended to cover these associated costs through the remainder of the fiscal year.

///

RESOLUTION NO. 1378-2018
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
AMENDING THE OPERATING BUDGET
FOR THE FISCAL-YEAR 2017-2018 FOR
COUNCIL BUDGET APPROPRIATIONS INCREASE

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

WHEREAS, the City has approved its 2017/18 fiscal year Operating and Capital Budgets and have identified additional costs that should be included to update the 2017/18 fiscal-year budget; and

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby amend the City of Rio Dell 2017/18 Operating and Capital Budget with the following amendments:

1)	$1,500	– General Fund 2018/19 Chamber Donation (5106)
2)	$3,000	– Increase Travel Line Item (5122)
	$4,500	

PASSED AND ADOPTED by the City Council of the Rio Dell on this 6th day of March 2018 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Frank Wilson, Mayor

ATTEST:

Karen Dunham, City Clerk

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

CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
March 6, 2018

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM: Brooke Woodcox, Finance Director BW

DATE: March 6, 2018

SUBJECT: Revised Budget Calendar for FY 2018/19

RECOMMENDATION

Receive and file revised FY 2018/19 Operating and Capital Budget Calendar Item

BACKGROUND AND DISCUSSION

The City's annual Operating and Capital Budget is generally adopted by June 30, prior to the beginning of the new fiscal year. The 2018/19 proposed budget calendar reflects this directive with proceedings beginning in February 2018 and completed in June 2018.

ATTACHMENTS:

- FY 2018/19 Revised Budget Calendar

FEBRUARY

- **Week of February 26 – March 2**
  - Development of proposed staffing plan

MARCH

- **Week of March 5 – March 9**
  - Salary costs are calculated based on the proposed staffing plan
  - Revenue forecasting is completed
  - Budget worksheets are compiled

- **March 12 – 31 City Council / Staff Public Works Fieldtrip**
  - Schedule a date at meeting of 3/6/18

- **March 12**
  - Budget Packets Distributed to Department Heads/Supervisors

- **March 23**
  - Department Heads/Supervisors turn in Budget Requests to Finance Director

- **March 30**
  - Budget packet compiled by Finance and presented to the City Manager

APRIL

- **Weeks of April 2 - April 16**
  - City Manager meets with each Department Head
  - City Manager submits revised Departmental proposals to Finance

- **April 20**
  - Finance finishes preparing recommended budget for City Council Budget Study Sessions

- **Week of April 23 – April 26**
  - Budget Study Sessions (4:00-6:00 pm)
    - * April 23 Monday WATER
    - * April 24 Tuesday GENERAL FUND/Police Department

MAY

- **Week of May 7 – May 11**
  - Budget Study Sessions (4:00-6:00 pm)
    * May 8 Tuesday SEWER
    * May 9 Wednes. STREETS/B&G/ Wrap-up

- **May 11**
  Budget with any revisions is agendized for May 15 Council meeting

- **May 15**
  - City Manager presents the Recommended Operating Budget at regularly scheduled Council meeting

JUNE

- **June 5**
  - City Public Hearing- City Manager presents the revised Recommended Operating and Capital Budget at regularly scheduled Council meeting

- Special meetings as necessary

- **June 19**
  - Special Presentation- Finance Director Presents the Final Operating and Capital Budget for Adoption Resolution No. _____

Rio Dell City hall
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(707) 764-3532
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March 6, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Approving Art Pedestal Cost

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the proposal, removing cement mixer costs and directing staff to issue a $520.00 check to the artist.

BACKGROUND AND DISCUSSION

The Wildwood Avenue Sculpture Exhibit Agreement was developed by the Sculpture Committee and artist and was approved and entered into by the City Council on October 4, 2017. Under the section entitled "Responsibility of the Artist" section 3 states *"The Artist agrees to assist the City in the construction and cost of 2 additional pedestals to accommodate the 2 larger sculptures in an amount not exceeding $200. The artist shall submit a proposal to the City Council for their consideration and approval, including a fixed dollar amount for the construction of the pedestals."*

The artist Proposes to construct/pour 2 bases with a 4 bolt pattern protruding so the sculptures can be securely fastened. A drawing of this proposal is attached. The location of the pedestals has been approved by the City Council at a prior meeting.

- Materials/ Tools -

Cement Mixer Rental Cost	$160.00
Cement Cost Qty 40 - 60lb bags	$600.00
"J" Bolts/Nuts Cost Qty 8	$120.00
Finishing tools and labor donated	
Total Projected Cost.	$880.00

Staff recommends eliminating the cement mixer cost and using the city-owned mixer for the project. With the cement mixer eliminated and the artist's cost share of $200.00 incorporated, the disbursement to the artist for materials and tools would be $520.00.

Funds used for this project have been donated to the City. The City has received a total of $5,250.00 towards the pedestals, including $2,000.00 from Pacific Gas & electric, $1,500.00 from the Headwaters Fund, $1,500.00 from the McClean Foundation and $250.00 from Root 101 Nursery.

The City has paid out $4,000.00 for the project, not including staff time. If the artist's proposal is approved, $730.00 in non-city funds will remain for future costs of the sculpture program.

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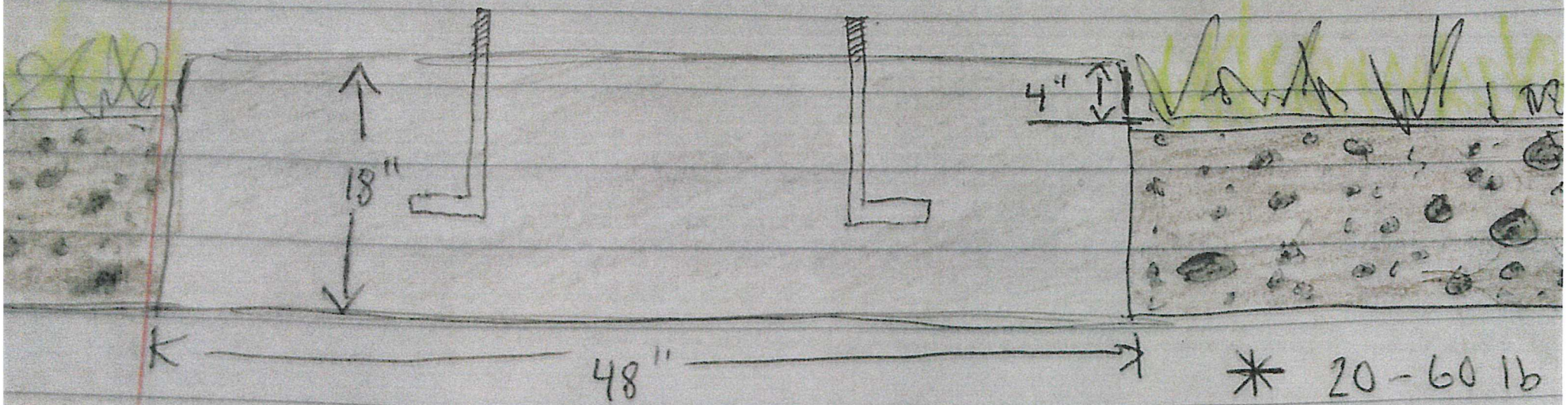
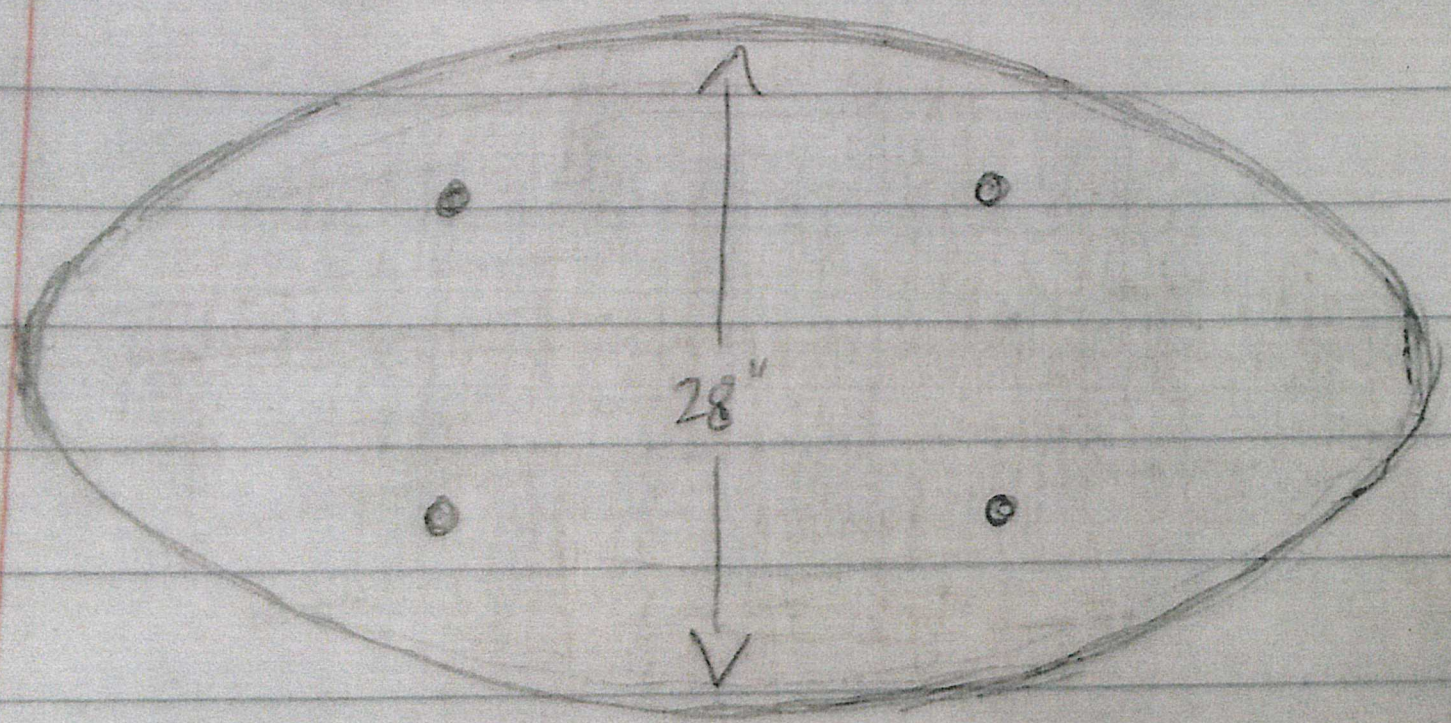


* 20-60 lb
or
* 16-80 lb

ceme

* 4 "J" b



675 Wildwood Avenue
Rio Dell, CA 95562

TO: Rio Dell City Council

FROM: Karen Dunham, City Clerk

THROUGH: Kyle Knopp, City Manager

DATE: March 6, 2018

SUBJECT: General Order of City Council Agenda

RECOMMENDATION

Discuss and consider possible revision to the general order of the City Council Agenda.

BACKGROUND AND DISCUSSION

The general order of the City Council agenda is established under the City Council Protocols and meetings will generally be conducted in accordance with the prescribed order unless otherwise specified. The City Council reserves the right to make changes to the general order of business to maximize the efficiency of the meetings.

The City Manager Update has historically occurred under *Reports/Staff Communications* at the end of the meeting. With the recent change to require regular attendance of management staff at council meetings, and expansion of the City Manager report to include updates from all departments, staff is recommending the Council discuss and consider the option of moving the agenda item closer to the beginning of the meeting after the *Consent Calendar.* This will allow staff members to be available for questions from the Council then be excused, provided they have no pending items before the Council.

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

March 6, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Regarding City Hall Landscaping

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Direct staff to move forward with landscaping plan.

BACKGROUND AND DISCUSSION

Staff is recommending moving forward with completion of the landscaping needs as a result of the ADA porch project. The costs of the landscaping are separate from the ADA project. Staff is recommending moving forward with the extension of the preexisting landscaping including finishing the drip irrigation, installing weed mattes and chips, extension of the planting of Kramer's Rote and planting of Sky Pencil Holly. Funds for the project will come from the City Manager's budget and will be completed with in-house staff resources. Estimated costs for the materials are expected to be $3,000 or less.

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March 6, 2018

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: City Council Priority Setting Session

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation and provide direction to staff.

BACKGROUND AND DISCUSSION

On February 6, 2017 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

- Staff retention
- Labor negotiations

Public Safety

- Improved code enforcement

Finance

- Budget review

Economic Development

- Eel River Sawmills Development
- Submitting a cannabis tax measure to voters (4 submissions)

City Transparency

- Brown Act & protocol review

Public Works

- Stable funding for Street maintenance
- I&I study / smoke testing (2 submissions)
- Habitat property resolution (2 submission)
- Pavement project for 2017
- Full street repairs

Organizational Development & Administration

None submitted.

Community Development

- Elder care through Meals on Wheels
- Youth activities in the summertime

Planning and Building

- Proposition 64 (3 submission)
- Revisit of 215 medical marijuana

Outcome of the 2017 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** (7 submissions), **2.) Economic Development** (5 submission) and **3.) Planning** (4 submissions related to marijuana).

Specific Priority Projects for the Council:

1. Specific priority projects in Public Works included **Street Work** (3), resolution to the **Habitat Parcel** slip-out (2), and **I&I Mitigation** (2).

2. Specific priority projects in Economic Development included a **Tax Measure** for cannabis (4) and the development of Eel River Sawmills in general.

3. And in Planning & Building the highest priority was listed as dealing with **Proposition 64** (3) and city code in general related to marijuana.

Current Priority Projects and Status

March 6, 2018

Council Identified Priorities 2017

Habitat Parcel slip-out: In process. Progress made in developing technical solution with City Engineer and contractor. Worked with neighboring parcel owners and determined there was no interest in a third party acquiring the parcel. Progress made in Habitat's understanding of the issue and acceptance of responsibility. Currently staff is facilitating bids on behalf of Habitat for their review. If habitat takes no action, staff will return to the Council with options.

Street Work: Completed. The City conducted a street surfacing project along Davis and Belleview streets at a cost of $107,000. Funds for the project were derived from the General Fund and represent some of the first major city funded street repairs in memory. The City has historically relied on state and federal grants to conduct major street repairs.

I&I Mitigation: In process. Significant progress has been made however. The City has applied for a Sanitary Sewer Evaluation Grant with the State Water Resources Control Board which will help in understanding the system and increasing the City's future ability to acquire grants. Work is expected to begin in March on the rehabilitation of six manholes with future discussion of an annual program. Staff has also worked on low cost manhole sealers to mitigate I&I during storm events. The City Engineer continues work on developing a collection system upsizing project at the end of Painter Street to reduce the risk of overflows.

Tax Measure: Completed. The City completed and submitted to the voters of Rio Dell a comprehensive tax measure related to commercial cannabis. Measure X was approved by the voters on November 7, 2017.

Proposition 64: Completed. The City has updated its ordinances in response to Proposition 64. Staff will continue to monitor this situation.

Staff has compiled a list below of recommended projects for 2018. The full list far outstrips the capacity of the organization. However, the list can be used to help identify important priorities that the Council may wish to elevate to the Council's priority list. There may be items that councilmembers wish to add to the list.

Other Staff Recommended Projects for 2018

Personnel

- Labor Negotiations
- Ongoing recruitment and retention
- Direction from the Council regarding CalPERS membership

Public Safety

- Employee recruitment and retention
- Department training & modernization
- Updated Hazard Mitigation Plan
- Updated Disaster Handbook
- Review and update of Code Enforcement tools & procedures

Finance

- Grants management
- 2018-2019 Budget
- Collection of Measure X revenues

- Preparation for water and sewer rates analysis

Economic Development

- Humboldt-Rio Dell Business Park
    - Public "Open House" or similar event
    - Problem solving development issues
    - Continued stakeholder meetings
    - Drainage and other public infrastructure issues
    - Implementation of city responsibilities under Track and Trace
- Community Development Block Grant – Strategize for next grant application.
- Continued effort on "attractive communities through code enforcement"
- City intervention on brownfields
- Continued implementation on City sculpture program
- Strategy development for community center facility or other public facility

City Transparency

- Implementation of social media
- Maintaining current transparency
- Newsletters
- Research and evaluate video options for City Council meetings

Public Works

- Compliance with NCWQCB Time Schedule Orders & regulatory compliance
- Continued progress and I&I reduction through SSES study, collection system modification and consideration of ongoing contractor repair schedule
- Completion of Proposition 1 planning grant & submission of grant for major repairs and replacements
- Resolution of Habitat Parcel slip-out
- Implementation of Capital projects: Water plant backwash, street striping, drainage culverts, City Hall lobby, Northwestern Avenue drainage.
- Development of a streets plan that identifies initial projects to be funded through Measure X revenues and provides guidelines for initial work
- Continued progress on ATP PS&E Phase
- Application for new round of ATP Grants – Sidewalk infill
- Surplus auction
- Porch landscaping
- Completion of Davis Street Trail
- Assistance with Installation/ Construction of pedestals.

Organizational Development and Training

- Priority for employee training
- Planning for staffing reorganization and recommendations
- Continued City Hall ADA improvements / capacity issues

Community Development Department

- Review of building permit fees
- Commercial cannabis permit processing
- Update of Land Use Element
- Update of Noise Element

- Update of Safety Element

Staff Recommended Priority Projects for 2018

- Regulatory Compliance
- Humboldt Rio Dell Business Park
- Resolution of Habitat Parcel slip-out
- Development of a streets plan covering initial priorities for proceeds of Measure X
- Execution of existing items on Capital Projects list

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Priority Setting Session
Rio Dell City Council
March 6, 2018

Agenda

1. **Priority Setting Overview**

2. **Review of Past Priority Setting**

   An overview of past lists and discussion on status.

3. **Review of Staff Recommended Projects**

   Review current list of policy priorities, projects and status. The List may not include all priorities.

4. **Brainstorming Session**

   Each Councilmember will be asked to describe any goals or projects or priorities that are important to them individually. The lists present may not include all concerns.

4. **Public Comment**

5. **Priority Ranking**

   Using sticky note pads, Councilmembers will individually list their top five priorities. These priorities will then be placed on a board, divided by topic area. Once completed the list will be ranked by the number of submissions. An agenda item will be held on March 20th to discuss or amend the list.

Staff Update – 2018-03-06

City Council

Staff will be sending out instructions for Councilmembers to attend mandatory ethics and harassment training.

City Manager

Executed and received final approval for $433,300 planning grant from the State Water Resources Control Board for water system improvements. The planning grant requires no city match and will assist the City in its process to apply for and obtain Proposition 1 grant dollars. This would not have been possible without the rate adjustment process undergone in 2015 and helps the city towards the goal of leveraging millions of dollars in grant funding for system improvements – thus saving ratepayers significant long-term costs.

Track & Trace: Staff training was cancelled for Thursday the 22nd and will be rescheduled to Wednesday, March 7th at 10:00am.

Responded to Public Records Act Request (PRA) concerning police investigation of potential cannabis sales at a local business in town.

City Clerk

Reviewed and approved five (5) Business Licenses:

1. Patron Kitchen – 70 Wildwood Ave.
2. Sonnie Handyman Service (Mobile)
3. Chuck's Yard Work (Mobile)
4. Ariel Card Massage – 70 C. Wildwood Ave.
5. O'Rourke Terbush Cleaning Services (Mobile)

Processed four (4) Building Permits:

1. 901 Hilda Ct.- Single-Family Residence (pending)
2. 393 Orchard Place – Re-Roof (issued)
3. 290 Willow Lane – Electrical (issued)
4. 1003 Northwestern Ave. – Metal Building (pending)

Received Claim for Damages for broken window at 313 Pacific Ave. due to PW weed whacking. Arranged for Redwood Glass to replace window.

City Attorney

Human Resources, Risk & Training

City employee Hilda Talavera has taken a job closer to home in Arcata. Recruitment has begun for a Fiscal Assistant I/II.

Public Works staffing has returned to its normal compliment after two employees suffered off-job injuries over the past couple months.

Staff and the City Council will be required to undergo mandatory training for sexual harassment & ethics training. Trainings will likely be conducted online.

Finance Department

CDBG Final Reports have been submitted along with drawdown of funds for drainage study and supplemental for ABR project

Planning grant for Rio Dell Water Infrastructure Improvement Project $433,300 executed

Hilda Talavera, Fiscal Assistant for the Finance Department last day 3/2/18; rehiring is underway

Budget process: Development of staffing plan and revenue forecasting

City-wide AB 1825 Sexual Harassment training is being planned

HCAOG allocation for TDA has increased for FY 2018/19 from $114,217 to $124,891 ($10,674)

Public Works Water

1. Work on completing punch list items at Rio Dell Wells
2. Instrument troubleshooting and repairs at Water Treatment Facility
3. Repair telemetry system from Scada system to Dinsmore tank site.
4. Compile water data and submit to GHD to pursue funding for water system.
5. Complete Water Rights Reporting to State
    a. Dean Creek
    b. Rio Dell Wells
    c. Eel River Infiltration Gallery
6. Report to county on Groundwater Use Information for SGMA Compliance
    a. Past data on Eel River Water use.
7. General Water Sampling and testing

8. Schedule and plan for new implemented water sampling for 1,2,3-TCP
9. Daily water system operations and visual inspections.
10. Order inventory of Water meters for replacements and repairs in the Field.

Public Works Wastewater

Staff was been sent down to Fairfield on February 28, 2018 to pick up one repaired Flygt pump and drop off two more pumps for repair. These are drainage pumps from the land application site for the wastewater plant.

Eagle Lift contracting will be repairing six manholes on or near pacific on March 13th to aid in the correction of I/I issues in the city.

Sanitary Sewer Overflow at the end of Painter St. was Reported by staff on January 24th. This is a long-standing issue that Staff has consulted with GHD engineering about correcting. The City Engineer is working to develop an line upsizing proposal to mitigate or eliminate this particular issue.

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. These interim standards are through the end of this permit cycle, which started in November of 2017, and extends for five years. The NCWQCB has given the City of Rio Dell WWTP a time schedule for correcting the issues. Staff are working towards all outlined projects on the time schedule. It is the opinion of staff that the overall resolution of this issue would be the addition of an ultraviolet disinfection system.

All Capital projects from Resolution No. 1368 are completed or in progress. Staff expects that all projects listed in the resolution will be completed before the end of the fiscal year.

Public Works Streets, Buildings and Grounds

1. Meetings and onsite walk through with GHD on Drainage systems repairs
2. Culvert investigation and maintenance at Spring and Belleview.
3. Preparations for installation of Sculpture pedestals
4. Landscaping planning at City hall
5. Water leak at 1110 Monument
6. Replace sewer lateral at Second St
7. Water leak on Monument at Fire Hydrant
8. Water leak on Martin
9. Replace sewer later on Rio Dell Ave alley way (Wendt Const)
10. Water leak on Belleview and Blue Slide (Wendt Const)
11. Water leak on Davis St (Wendt Const)

12. Water leak on Davis St
13. General Grounds Maintenance
14. Replace lights at City Hall Council Chambers
15. Replace Culver at Edwards and Meadow Bridge (Wendt Const)
16. Repair culvert at Painter and Wildwood (at Bus Stop)

Public Works City Engineer

ATP Grant: Work beginning on PS&E (Plans, Specifications & Estimates)

TAC Assistance: GHD Represents the City at the Technical Advisory Committee with HCAOG.

New ATP Application: Assisting staff with the development of a connectivity map for next application round.

Bid Package assistance: assistance to the CM as needed for various aspects of city's RFP issuances.

Development of concept study for pipe upsizing at painter street.

Sanitary Sewer Evaluation Study: Grant submitted and pending.

Assistance with final punch list at Metropolitan Wells.

Public Works Capital Projects

Staff is working on issuance of multiple RFP's for: Water plant backwash redirection, culvert repairs and enhancements, street striping, modifications to City Hall lobby and clearance of drainage deposits on Northwestern Avenue.

Police Department

During the period of 2/20/2018 t0 3/1/2018, there were 49 calls for service, which led to nine reports being written and one arrest.

Two applications were submitted to the Humboldt County CAO's Office for Measure Z funding. One application was for the continued funding of the clerical position in the Police Department while the other was done in conjunction with the Ferndale Police Department to pay for the initial cost of installing a modern case management system that is in use by the majority of law enforcement agencies in Humboldt County. I will be attending the Measure Z Citizen's Advisory Committee meetings on March 8 and March 15, 2018.

Community Development Department

Completed CDBG completion report for PTA Grant 13-CDBG-8971.

Completed Plan Check for 901 Hilda Court, A.F. Builders.

Amended CDBG completion report as requested by HCD.

Intergovernmental

Kevin Caldwell attended the California State Senate Joint Hearing Governance and Finance and Business, Professions and Economic Development in Ukiah on March 1st. The topic of the session was "The first 60 days of Proposition 64."

Humboldt-Rio Dell Business Park

Track & Trace: Staff training was cancelled for Thursday the 22nd and will be rescheduled.

Humboldt Brand application submitted for commercial cannabis manufacturing (volatile and non-volatile), processing, packaging, distribution and a nursery. Application incomplete, letter written requesting additional information.

Worked with Tom Lanphar with the Department of Toxics and Substance Control (DTSC) regarding Rio Dell Holdings compliance agreement and clean-up of brownfield.

Met with Glenn White regarding project and temporary units for manufacturing, processing, distribution and testing (DigiPath Labs). In addition, one unit will be used as the construction office. They are awaiting final approval of the on-site wastewater treatment system (OWTS) from the Department of Environmental Health. They hope to start setting up the temporary facilities within the next two weeks and begin construction of the foundation for building 3 (the southern building) before the end of March depending on the weather. Once the foundation is completed, they will begin on the waterline.

The US Postal Service anticipates responding to the City's request for a ZIP code Boundary adjustment at the HRDBP by the end of April 2018.