



RIO DELL CITY COUNCIL
REGULAR MEETING - 6:30 P.M.
TUESDAY, FEBRUARY 21, 2023
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

***WELCOME** - 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 and available on the City's website at cityofriodell.ca.gov. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

**SPECIAL PUBLIC HEALTH EMERGENCY ALTERATIONS TO MEETING FORMAT
CORONAVIRUS (COVID-19)**

Effective immediately, the City of Rio Dell will reopen City Council meetings held in City Hall Council Chambers to in-person attendance by the public. The public may also attend these meeting virtually through Zoom. The meetings will also be viewable via livestreaming through our partners at Access Humboldt via their YouTube channel or Suddenlink (Optimum) channels on Cable TV.

To maintain safety and minimize the health risks associated with COVID-19, participants may be required to complete an Attestation of Vaccination upon entering the City Council Chambers. Fully vaccinated participants will not be required to wear a mask. Unvaccinated participants must wear face coverings at all times while in the City Hall Council Chambers.

Public Comment by Email:

In balancing the health risks associated with COVID-19 and need to conduct government in an open and transparent manner, public comment on agenda items can be submitted via email at publiccomment@cityofriodell.ca.gov. Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda) **and email no later than one-hour prior to the start of the Council meeting**. Your comments will be read out loud, for up to three minutes.

Meeting can be viewed on Access Humboldt's website at <https://www.accesshumboldt.net/>. Suddenlink Channels 10, 11 & 12 or Access Humboldt's YouTube Channel at <https://www.youtube.com/user/accesshumboldt>.

Zoom Public Comment:

When the Mayor announces the agenda item that you wish to comment on, call the conference line and turn off your TV or live stream. Please call the toll-free number **1-888-475-4499**, enter meeting **ID 987 154 0944** and press star (*) 9 on your phone – this will raise your hand. You will continue to hear the meeting on the call. When it is time for public comment on the item you wish to speak on, the Clerk will unmute your phone. You will hear a prompt that will indicate your phone is unmuted. Please state your name and begin your comment. You will have 3 minutes to comment.

- 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 allowed under the Ralph M. Brown Act. 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 2/3 of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.

F. CONSENT CALENDAR

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

- 1) 2023/0221.01 - Approve Minutes of the February 7, 2023 Regular Meeting **(ACTION)** 1
- 2) 2023/0221.02 - Approve Minutes of the February 15, 2023 Special Meeting **(ACTION)** 14
- 3) 2023/0221.03 - Authorize City Manager to Execute an Amendment to the T-Mobile Lease Agreement for Cell Tower Facilities at 600 Dinsmore Ranch Rd. conditioned upon the payment of additional fees (\$450 monthly) **(ACTION)** 16
- 4) 2023/0221.04 - Approve the distribution of the City's Request for Proposal (RFP) for Auditing Services for FY 2022-23 **(ACTION)** 20
- 5) 2023/0221.05 - Approve Earthquake Disaster-Related Expenses Retroactively and Approve Additional \$45,000 in Future Work **(ACTION)** 30
- 6) 2023/0221.06 - Approve Resolution No. 1574-2023 Related to a One-Time Bonus Pay to Contracted Management Employees in

Recognition of Services Rendered During the Seismic
Emergency **(ACTION)** 43

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. REPORTS/STAFF COMMUNICATIONS

1) 2023/0221.07 - City Manager/Staff Update **(RECEIVE & FILE)** 46

I. SPECIAL PRESENTATIONS/STUDY SESSIONS

1) 2023/0221.08 - Presentation – Mid-Year Financial Report for FY 2022-23
(RECEIVE & FILE) 51

J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

1) 2023/0221.09 - Discussion on Second Avenue Street Repairs
(DISCUSSION/POSSIBLE ACTION) 56

K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

1) 2023/0221.10 - Approve Resolution No. 1573-2023 Amending the Safety
Element to include a brief discussion on the December 20,
2022 and January 1, 2023 earthquakes and to incorporate
the County Local Hazard Mitigation Plan (LHMP) by
reference and to include the Rio Dell Element of the
LHMP in the Safety Element **(DISCUSSION/POSSIBLE
ACTION)** 57

L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, March 7, 2023 at 6:30 p.m.*

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 7, 2023**

The regular meeting of the Rio Dell City Council was called to order at 5:30 p.m. by Mayor Garnes.

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

Absent: Councilmember Orr (excused)

:

Others Present: City Manager Knopp, Chief of Police Allen, Finance Director Sanborn, Community Development Director Caldwell, Water/Roadways Superintendent Jensen, Wastewater Superintendent Taylor, Senior Fiscal Assistant Maciel and City Clerk Dunham

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Conference with Labor Negotiator, Kyle Knopp, city Manager – Rio Dell Employee's Association, Rio Dell Police Officers Association and all Contract Employees
The City Council adjourned to Closed Session with the City Manager at 5:30 p.m.

ORAL ANNOUNCEMENT

The Council reconvened into open session at 6:30 p.m. Mayor Garnes announced that there was nothing to report out of closed session.

PUBLIC PRESENTATIONS

Mayor Garnes called for public comment on non-agenda items.

Estela DeLeon, 541 Second Ave. addressed the Council regarding the poor condition of the street and sidewalk on Second Avenue. She read a statement (included with these minutes at Attachment 1) which included signatures from 30 Second Avenue residents asking that the street be repaired. She suggested the City Council pursue funds from the State if other grant funds are not available to do the repairs.

Joyce McHenry, 483 Second Ave. commented that the sidewalks on Second Ave. are in deplorable condition preventing kids from playing on the sidewalk, the road is down to bare base material and people are driving recklessly, causing further damage. During heavy rain she has to wade in water up to her calf because of the poor drainage and on dry days, debris from the road gets on their homes and vehicles. She said that the road is much too dangerous on foot or by vehicle.

She invited everyone to view the coverage that would be reported by Skylar from Channel 3 News airing tomorrow night at 6:00.

FEBRUARY 7, 2023 MINUTES
Page 2

Nick Angeloff, 156 Grayland Heights attested to the condition of Second Ave. stating that he previously owned a home on that street.

He then thanked the City Council and staff for their response and recovery effort with regard to the recent earthquakes. He commented that he has been part of disaster response efforts for years in other places and the response and cohesion here, largely between the City and the Fire Department has been superb.

He reported that the Rio Dell-Scotia Chamber of Commerce was able to give out some small grants to local businesses due to a generous donation received from a good Samaritan in the Carlotta area. He said that the interesting part of that is that the businesses that had the most damage declined to accept the money. He noted that both CC Market and Root 101 said that the money would go further with other businesses. CC Market actually requested that the money be donated to the Rio Dell Fire Department for the services they provided in the recovery.

He asked if staff and the City Council had a chance to look over the material for the proposed grant application for a Community Resilience Center and said a letter of support from the City would be appreciated in moving forward with the grant application.

Councilmember Woodall asked how soon they would need the letter.

Nick responded that they would need the letter before February 21, 2023. He explained that in lieu of the recent disaster situation, there is merit in Rio Dell being a central location for disaster assistance. The Rio Dell Fire Department property is an optimum location for a Community Resilience Center.

Councilmember Wilson asked what needs to be done as a City or County to move this grant application along.

Nick said that initially a letter of support would be helpful and, in the end, a partnership including the Rio Dell Fire Department, City of Rio Dell, Chamber of Commerce and the Community Resource Center. The City would potentially provide personnel and it gives the Emergency Operations Center a place to live during a disaster. In the meantime, the Community Resource Center could continue to provide daily resources as they currently do. It would be a hardened building resistant to disaster with its own generator, solar, satellite communications and/or internet, refrigeration, and storage areas designed to handle disasters. Centralizing the disaster resources would make it much easier for the survivors to reach out and get those resources.

The grant opportunity was released just before the earthquake, requires no local match and is due by the end of February.

City Manager Knopp noted that there will need to be a special meeting scheduled prior to the next regular meeting on February 21, 2023 so the item regarding the letter of support can be placed on the special meeting agenda.

FEBRUARY 7, 2023 MINUTES
Page 3

Councilmember Wilson then asked for a consensus of the Council to place the Second Ave. street repair issue on the agenda. Consensus of the Council was to direct staff to place the item on a subsequent agenda for further discussion.

CONSENT CALENDAR

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

Councilmember Wilson removed Item 4, "*Approve Retroactive Earthquake Disaster Expenses*" from the Consent Calendar for separate discussion.

Motion was made by Woodall/Carter to approve the Consent Calendar including the following items:

- 1) Minutes of the January 17, 2023 Regular Meeting;
- 2) Minutes of the January 27, 2023 Special Meeting; and
- 3) Minutes of the January 31, 2023 Special Meeting;

Motion carried 4-0.

ITEMS REMOVED FROM THE CONSENT CALENDAR

Approve Retroactive Earthquake Disaster Expenses

Councilmember Wilson commented on the \$124,655.79 invoice for the portable toilets and showers provided to the community in the aftermath of the disaster and drew attention to the fact that there are people in the community that want to criticize the efforts that have occurred during the disaster. At the time these things happen, they all in favor of it, then the bill comes due and they complain. He thanked staff for being able to respond quickly and get showers and toilets here because there was no water for a period of time. He noted that this expense will initially come out of the City's budget with no assurance that it will be reimbursed. This was a service that was provided to people in and out of the community that came and took advantage of these facilities.

City Manager Knopp noted that there is a very good chance that the City will be reimbursed from the State for those costs. The question is whether it will be reimbursed at 100% or 75%.

Motion was made by Wilson/Woodall to approve the retroactive earthquake disaster expenses as presented. Motion carried 4-0.

REPORTS/STAFF COMMUNICATIONS

City Manager Knopp provided a brief update on the current earthquake recovery process which is the initial stages of the recovery effort. Staff is working on establishing Disaster Case Managers and in this particular disaster there is a wide variety of people impacted by

FEBRUARY 7, 2023 MINUTES
Page 4

the disaster including a wide range of housing issues; everything from chimney collapses foundations and everything in between. In addition, staff is working on identifying funding sources to help pay for Disaster Case Managers and a non-profit to deliver disaster case management services.

He reiterated that the most important thing to note is that one of the things that makes this disaster unique is that the Federal Emergency Management Agency (FEMA) is not going to be involved in this particular emergency recovery effort. As such, there is not going to be any assistance from the federal government for personal property.

What has been made available are SBA loans with the SBA Disaster Loan Outreach Center located at the Community Resource Center at 406 Wildwood Ave. until February 10, 2023. Applicants will however, have until March 6, 2023 to apply by phone or online.

The other solutions to the crisis will be mostly pre-existing loan programs through the State of California such as CDBG Owner-Occupied Rehabilitation loans and other similar programs.

City Manager Knopp extended special thanks to the County of Humboldt for being willing to take on the administration of the City's CDBG loan program and overall efforts to assist in the initial response and recovery from the disaster.

Another aspect of this disaster is the long-term recovery phase and encouraged residents to have patience with the process.

At this time, the City is dependent on non-profits coming and helping to assist those residents that don't qualify for SBA loans and those most vulnerable in the community. Staff has been working with the Crisis Network and Habitat for Humanity to try to come up with a workable framework.

The other issue is that we will also need a finance team that handles and distributes the money for their work or any of the philanthropic donations that come in. The City's responsibility in this case is to enforce the building code and make sure contractors are licensed. He noted that the process is ongoing and over the next few weeks, will have some progress in moving things forward.

The hotel voucher program through the County is still available and encouraged displaced residents to call the County at (707) 441-5000 to receive aid if necessary.

Mayor Pro Tem Carter referred to the Police Department staff update and mentioned that there seemed to be a large number of calls for service.

Chief Allen noted that the calls for service definitely increased over the past couple of weeks and said that there were multiple calls from one particular individual.

FEBRUARY 7, 2023 MINUTES
Page 5

Councilmember Woodall asked if the town hall meeting tomorrow night would be to provide an update on what was discussed at the last town hall.

City Manager noted that the town hall was postponed and said that it would be up to Senator McGuire to schedule the next meeting.

Councilmember Woodall asked for an update on today's water situation.

Water/Roadways Superintendent Jensen explained that during repair of the Birch Street line, other areas of the City were temporarily without water which was not planned. Apparently, there were a couple of the valves that were closed after the earthquake that did not get reopened. Once they realized the problem, the valves were opened and the water was restored.

SPECIAL PRESENTATIONS/STUDY SESSIONS

Presentation – Tobacco Free North Coast

Jay McCubbrey, PhD, Project Director with Tobacco-Free North Coast provided an educational presentation regarding a Tobacco Retail License Policy. The purpose of the presentation was to discuss developing a consistent regulatory framework throughout Humboldt County to enforce state and local tobacco sales laws.

He explained that the use of tobacco products remains as the leading cause of preventable death in the United States. Although adult smoking has declined, the use of electronic smoking devices (vaping) has increased among youth throughout the nation and Humboldt County. To address the youth vaping epidemic, the California Legislature adopted SB-793 which eliminated the sale of flavored tobacco products except for a few flavored tobacco products that are sold in adult-only environments. Unfortunately, SB-793 does not establish mechanisms to enforce state tobacco laws or provide resources to local governments to do so.

Tobacco Retail Licensing is a revenue-neutral way that local jurisdictions can establish to enforce federal, state and local tobacco laws. These policies are considered a public health best practice and recommended by the Centers for Disease Control and Prevention and the California Department of Public Health to decrease youth access to tobacco products.

In August 2022, the Humboldt County Department of Public Health presented an outline of a Tobacco Retail License policy to the Humboldt County Board of Supervisors for initial discussion. The Board unanimously approved moving forward with developing such a policy and requested that other jurisdictions in Humboldt County be included in the discussion to create a consistent regulatory framework throughout the County.

Mr. McCubbrey introduced Amber Weir from NorCal 4 Health, and Jay Macedo from Communities Addressing Nicotine, present to speak further on the subject.

FEBRUARY 7, 2023 MINUTES
Page 6

Amber Weir, Project Manager for NorCal 4 Health said that she worked with Del Norte County in helping them get their Tobacco Retail License policy adopted. She referred to the link provided in the packet and encouraged everyone to listen to it.

She explained that some of the options to include in a tobacco retail license policy to limit the exposure to youth include:

- Prohibiting the sale of all flavored tobacco products,
- Prohibiting the issuance of a new license to stores near schools and youth centers,
- Prohibiting the issuance of a license to stores that contain a pharmacy,
- Prohibiting a new license to stores close to other tobacco retailers,
- Capping the total number of allowable tobacco retailers,
- Prohibiting tobacco advertising and product placement in kid-friendly locations.

Jay Macedo, from Communities Addressing Nicotine continued with discussion on the enforcement aspect of tobacco licensing. He said that he has been involved with the program for about 20 years working with both tribes and cities and counties, helping to implement and enforce policies.

He noted that many cities and counties have implemented Tobacco Retail License (TRL) policies and research on these policies have shown an annual average reduction of youth tobacco sales by 26% with many communities showing 50-90% reduction.

He explained that local Tobacco Retail License fees are high enough to support and sustain local administration and enforcement with the average TRL fee in California at \$344 per year, with \$475 per year being the most common fee. The Public Health Law Center has a TLR fee calculator to assist local communities in selection a reasonable fee for the number of retailers in their jurisdiction. Currently, the City of Rio Dell has six tobacco retailers.

He further stated that he went to each of the local tobacco retailers in the City and most of them were following compliance in terms of the statewide flavor ban with the exception of a few flavored chews and cigars.

Standardized local TRL policies can help ensure education, compliance and enforcement of federal, state and local laws designed to protect youth from tobacco and establish a level playing field for local retailers.

He asked that the City Council direct staff to work with their programs to develop a policy for further consideration by the City Council.

Councilmember Wilson asked if the six local tobacco retailers in Rio Dell are required to be licensed through the state.

Jay explained that all retailers are required to apply through the state and pay an annual license fee.

Jay McCubbrey explained that the state almost never gets up to our area to enforce the regulations and there was no new revenue through the new ban for enforcement. That is one of the reasons for establishing local regulations, noting that enforcement is a challenge for small communities so everyone needs to work together to make this work. He said that perhaps there could be a revenue sharing MOU between the county and the cities that would support Humboldt County Environment Health doing a lot of the regular compliance monitoring with local enforcement, along with Public Health to do occasional compliance checks.

The council thanked them for the presentation and the materials.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

Authorize the City Manager to Execute the Memorandum of Understanding (MOU) with the County of Humboldt to Administer the City CDBG Projects and Programs

Community Development Director Caldwell provided a staff report recommending the City Council authorize the City Manager to execute a Memorandum of Understanding (MOU) with the County to administer the City CDBG projects and programs. He said that administering the CDBG programs is an onerous and challenging task and in addition, the City does not have the capacity to administer the programs.

As a result of the recent earthquakes, staff is hoping to shift gears and redirect the City's CDBG Program Income (PI) from the Sewer Line Replacement Project back to Owner-Occupied Rehabilitation loans and a new proposed Residential Rental Rehabilitation program. He indicated that the current CDBG Program Income Guidelines would likely need to be modified to incorporate the Residential Rental Rehabilitation Program. Staff reached out the County, and they graciously offered to administer the CDBG programs on the City's behalf.

Mayor Garnes called for public comment on the proposed Memorandum of Understanding (MOU). No public comment was received.

Motion was made by Carter/Woodall authorizing the City Manager to execute the Memorandum of Understanding (MOU) with the County to administer the City CDBG projects and programs. Motion carried 4-0.

ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

Approve Resolution No. 1572-2023 Authorizing Staff to make application to the Department of Housing and Community Development (HCD) to redirect use of CDBG Program Income (PI) back to the City Owner-Occupied Rehabilitation Program and establishing a Residential Rental Rehabilitation Program

Community Development Director Caldwell provided a staff report recommending approval of Resolution No. 1572-2023 authoring staff to make application to the Department of Housing and Community Development (HCD) to redirect use of CDBG Program Income

(PI) back to the City Owner-Occupied Rehabilitation Program and establishing a Residential Rental Rehabilitation Program.

Mayor Garnes opened the public hearing to receive public comment on the proposed resolution.

Sharon Wolfe commented that it is great that the County is offering to administer the program for the City. She said that the limitations of the CDBG program require that an applicant is 80% or below the median income to qualify but there are a whole lot of homeowners that will not qualify under that standard. She reiterated that there is this missing gap with certain pots of money that are coming which are targeted specifically to low and very low-income folks which is great because they certainly need the help. Unfortunately, there are a whole lot of people that won't qualify yet don't have enough money to pay for the repairs on their own.

She pointed out that SBA loans are out there as an option but they are quoting applicants 4.65% interest rather than the 2.31% that was quoted in the flyer. She said that she heard from people that they were willing to negotiate the interest rate which may or not be true. The SBA representatives are apparently pushing people to make decisions on the loans telling them that there is a huge demand for funding and the money is going fast. She pointed out that most residents don't really know what's going on and there is more information coming out at the next town hall so perhaps there will be some kind of program offered through the non-profits that offer resources to those residents that fall in that gap. These are all things residents need to know before taking on additional debt. It is very difficult to know what to do at this point other than to "hurry up and wait."

She agreed that getting the CDBG Rehabilitation program back up is good to get as many of the damaged homes fixed as possible but to keep in mind that many residents won't qualify for CDBG loans under the current guidelines.

There being no further public comment, the public hearing closed.

Motion was made by Woodall/Carter to approve Resolution No. 1572-2023 authorizing staff to make application to the Department of Housing and Community Development (HCD) to redirect use of CDBG Program Income (PI) back to the City Owner-Occupied Rehabilitation program and establishing a Residential Rental Rehabilitation program. Motion carried 4-0.

Mayor Garnes reminded everyone that the SBA Loan Center will only be in Rio Dell until February 10, 2023 but residents can reach out to them by phone or online until March 6, 2023.

COUNCIL REPORTS/COMMUNICATIONS

FEBRUARY 7, 2023 MINUTES
Page 9

Mayor Pro Tem Carter reiterated the importance of using the current disaster event to learn from it and thanked Nick Angeloff for taking the lead on the grant application for a Community Resiliency Center in Rio Dell.

She reported on her attendance at the CalCities Policy Committee meeting for the Transportation, Communication and Public Works sub-committee. She said that it was their annual priority setting session which lasted over 5 hours. One of the priorities was Disaster Preparedness, especially as it pertains to infrastructure and public works.

Councilmember Wilson reported that he would be attending a Humboldt Waste Management Authority (HWMA) meeting on Thursday and that they are still working out details related to SB 1383 (Organic Waste Recycling). He commented that if SB 1383 is going to work locally, it will likely require universal collection.

Councilmember Woodall reported on her attendance at the Humboldt Transit Authority (HTA) meeting and said they went over the financial statements for all systems which seem to be doing well. They also approved a resolution to purchase up to eleven new hydrogen fuel cell buses and engineering to expand the range of those buses.

She also reported that on February 9, 2023, at the Community Resource Center there are having a senior catered luncheon for seniors 55 and older which is a really nice way for people in the community to get together.

She then read an announcement from Caltrans, the City of Rio Dell and Recology Eel River regarding free dump vouchers that will be given out to Rio Dell residents at the Fire Hall on Wednesday from 8-12:00 as part of Clean California.

Mayor Garnes reported that she met with Linda Nellist, Coordinator of the Community Emergency Response Team (CERT). She is looking at setting up a training event here in April, not just for police and fire personnel but for community members who wish to be better prepared in the event of an emergency. It is a 3-day training and anyone participating will receive a Certificate of Completion, noting that the training will be worthwhile attending. Additional information on the details of the training will be forthcoming.

She also reported that she had a meeting with the Redwood Coast Tsunami Working Group and said they came here to show their support and offer any help the City may need.

She said that she would be participating next week in the Mayor Selection Committee regarding appointments to LAFco and said if anyone is interested in serving, to apply at the County. Two positions are currently open; one city member and one public member.

ADJOURNMENT

Motion was made by Carter/Woodall to adjourn the meeting at 7:35 p.m. to the February 21, 2023 regular meeting. Motion carried 4-0.

FEBRUARY 7, 2023 MINUTES
Page 10

Attest:

Debra Garnes, Mayor

Karen Dunham, City Clerk

JANUARY 18, 2023

TO CITY OF RIO DELL

LADIES/GENTLEMEN

WE HAVE BEEN WAITING FOR MANY YEARS TO SEE WHEN YOU WILL PAVE SECOND AVENUE BETWEEN DAVIS AND COLUMBUS.

THE POT-HOLES ON THIS STREET ARE AWFUL! THEY 'RE HARD ON OUR AUTOMOBILES AND THEY MAKE THIS AREA OF RIO DELL LOOK LIKE A SHANTY-TOWN. SOME PARTS OF THIS STREET ARE HIGHER THAN THE SIDEWALK, SO THE WATER FLOWS BACK INTO THE YARD. ALL THIS WILL LOWER PROPERTY VALUES.

ONE OF OUR NEIGHBORS IS IN A WHEELCHAIR; AND SHE ENJOYS GOING IN HER WHEELCHAIR TO THE POST OFFICE AND TO THE THE DOLLAR STORE. IT'S SHAMEFUL THAT SHE HAS TO MANEUVER ONTO THE STREET BECAUSE THE SIDEWALK IS BROKEN. SHE MIGHT FALL OVER. IT'S DANGEROUS FOR HER AND OTHER PEDESTRIANS.

IF THE CITY CANNOT GET THE GRANT MAYBE THE STATE CAN PROVIDE FUNDS.

CITIZENS OF 2ND AVENUE, RIO DELL (707) 496-8747

Mickey Barsanti 571 2nd Avenue

Quinn Hunt 583 2nd Ave

Preston Smith 549 2nd Ave

Marian Dominguez 557 2nd Ave

John Mock 520 2nd Ave

Marley Roblins 471 2nd Ave

Wm Hunt 460 2nd Ave

Antoine campos 438 2nd Ave

Dawn Burris 707-476-3513

T.G. Stinson 403 2nd Ave

Jack R 411 2nd Ave

Joyce A. McHenry 483 2nd Ave

Michelle Velsado 2nd Ave

Pamela Newman 670 2nd Ave

Paul Oke 2nd Ave

Donnie Ott 2nd Ave

Epigmenio Dominguez 431 2nd Ave

Chunichan 572 2nd Ave

Estela de la Cruz

Marlee Braxton 612 2nd Ave

Jennifer Crenshaw 572 Second Ave

Martha Eggel 126 Dixie St

Jared Eggs 126 Dixie St

Tristan Eggel 126 Dixie St

Darren Eggel 126 Dixie St

Glenn Eggel 126 Dixie St

Kimberly Roby 548 2nd Ave

Christian Allen 548 2nd Ave

Tracy Roby 548 2nd Ave

José edon Dominguez

**RIO DELL CITY COUNCIL
SPECIAL MEETING MINUTES
FEBRUARY 15, 2023**

Mayor Garnes called the Special meeting of the Rio Dell City Council to order at 4:05 p.m.

ROLL CALL: Present: Mayor Garnes (Attended Remotely), Mayor Pro Tem Carter, Councilmembers Wilson and Woodall

Absent: Councilmember Orr (excused)

Others Present: City Manager Knopp, City Clerk Dunham, and City Attorney Gans

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Closed Session- Conference with Labor Negotiator – Labor Negotiator: Kyle Knopp, City Manager – All Contract Employees

PUBLIC COMMENT REGARDING CLOSED SESSION

No members of the public were present to comment.

The Council recessed into closed session at 4:07 p.m. with City Manager Knopp and City Attorney Gans to discuss the above listed matter.

The Council reconvened into open session at 4:32 p.m.

Mayor Garnes announced that there was nothing to report out of closed session.

PUBLIC PRESENTATIONS

Mayor Garnes called for public comment on non-agenda items. No members of the public were present to comment.

SPECIAL MEETING MATTERS

Authorize the Mayor to Sign Letter of Support for a grant application through the California Department of Food and Agriculture for a Community Resilience Center

Motion was made by Carter/Woodall authorizing the Mayor to sign a letter of support for a grant application through the California Department of Food and Agriculture for a Community Resilience Center. Motion carried 4-0.

ADJOURNMENT

FEBRUARY 15, 2023 MINUTES
Page 2

Motion was made by Wilson/Carter to adjourn the meeting at 4:38 p.m. to the February 21, 2023 regular meeting.

Debra Garnes, Mayor

Attest:


Karen Dunham, City Clerk

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



For Meeting of: February 21, 2023

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: February 13, 2023

Subject: T-Mobile Lease Amendment

Recommendation:

That the City Council:

1. Authorize the City Manager to execute an amendment to the T-Mobile lease agreement for cell tower facilities at 600 Dinsmore Ranch Road conditioned upon the payment of payment of additional fees (\$450 monthly) since the date of occupation.

Background and Discussion

In July of 2021 T-Mobile made some improvements, including the installation of a back-up generator at their facilities at the cell tower site. It was discovered that the improvements extended beyond their lease area. City staff has been working with T-Mobile quite sometime in drafting an amendment to the lease agreement. The agreement calls for an additional monthly lease payment of \$450.00. The amount is based on the existing per square foot amount. T-Mobile has recently executed the agreement on their end.

Attachment 1: Lease Agreement Amendment

FIRST AMENDMENT TO GROUND LEASE

THIS FIRST AMENDMENT TO GROUND LEASE ("First Amendment") is made and entered into on the date of the last party to sign this First Amendment ("Effective Date"), by and between the City of Rio Dell, County of Humboldt, State of California ("Landlord"), and T-Mobile West LLC, a Delaware limited liability company ("Tenant") (Collectively the "Parties").

Recitals

The Parties hereto recite, declare and agree as follows:

A. Landlord and Tenant entered into a GROUND LEASE, dated June 30, 2009 ("Lease") for leased premises (the "Premises") located at 600 Dinsmore Ranch Rd, Rio Dell, California (the "Property").

B. Landlord and Tenant desire to enter into this First Amendment in order to modify and amend certain provisions of the Lease.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant covenant and agree as follows:

1. Landlord Consent. Landlord hereby grants Tenant the right and consents to Tenant's expansion of the Premises and the installation of a diesel generator as described and depicted in Exhibit "B-1", which is attached hereto and by this reference incorporated herein, which equipment shall be considered part of the "Antenna Facilities" under the Lease.

2. Rent and Costs. The Rent that Tenant pays Landlord will be increased by an additional Four Hundred and Fifty Dollars (\$450) per month as of thirty (30) days from the date of commencement of construction for the modification of the additional equipment. Thereafter, Rent shall be payable in accordance with the terms of the Lease subject to the increased rental amount recited in this First Amendment.

3. Legal Description Clarification. Exhibit A of the Lease sets forth the legal description of Landlord's parcel of real property. The Premises, which is the Tenant's leased area (22'-0" x 12'-0") and the expanded area (17'-3" x 1'-6") shown in Exhibit B-1, comprises only a portion of Landlord's parcel of real property.

4. Tenant's Notice Address. Tenant's notice addresses in the Lease are deleted in their entirety and replaced with the following:

If to Tenant:

T-Mobile USA, Inc.
12920 S.E. 38th Street
Bellevue, WA 98006
Attn.: Lease Compliance
Site No. SF40969A

5. Terms; Conflicts. The terms and conditions of the Lease are incorporated herein by this reference, and capitalized terms used in this First Amendment shall have the same meanings such terms are given in the Lease. Except as specifically set forth herein, this First Amendment shall in no way modify, alter or amend the remaining terms of the Lease, all of which are ratified by the parties and shall remain in full force and effect. To the extent there is any conflict between the terms and conditions of the Lease and this First Amendment, the terms and conditions of this First Amendment will govern and control.

SF40969A_NLG-75666_AMD|_|_|_|117640

T-Mobile Site No: SF40969A
Market: San Francisco

6. Approvals. Landlord represents and warrants to Tenant that the consent or approval of no third party, including, without limitation, a lender, is required with respect to the execution of this First Amendment, or if any such third party consent or approval is required, Landlord has obtained any and all such consents or approvals.

7. Authorization. The persons who have executed this First Amendment represent and warrant that they are duly authorized to execute this First Amendment in their individual or representative capacity as indicated.

8. Processing Fee. Tenant will pay Landlord a one-time fee in the amount of One Thousand Dollars (\$1,000.00) within thirty (30) days of the Effective Date to compensate Landlord for its review, consideration, assistance in drafting and processing this First Amendment.

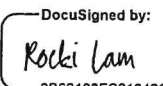
9. Signatures. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument. Signed facsimile and electronic copies of this Amendment shall legally bind the parties to the same extent as original documents.

IN WITNESS WHEREOF, the Parties have executed this First Amendment on the day and year first written above.

Landlord:
the City of Rio Dell, County of Humboldt, State
of California

Tenant:
T-Mobile West LLC, a Delaware limited
liability company

By: _____
Name: _____
Title: _____
Date: _____

By: 
Name: Rocki Lam
Title: West Region Development Sr Director
Date: 1/17/2023

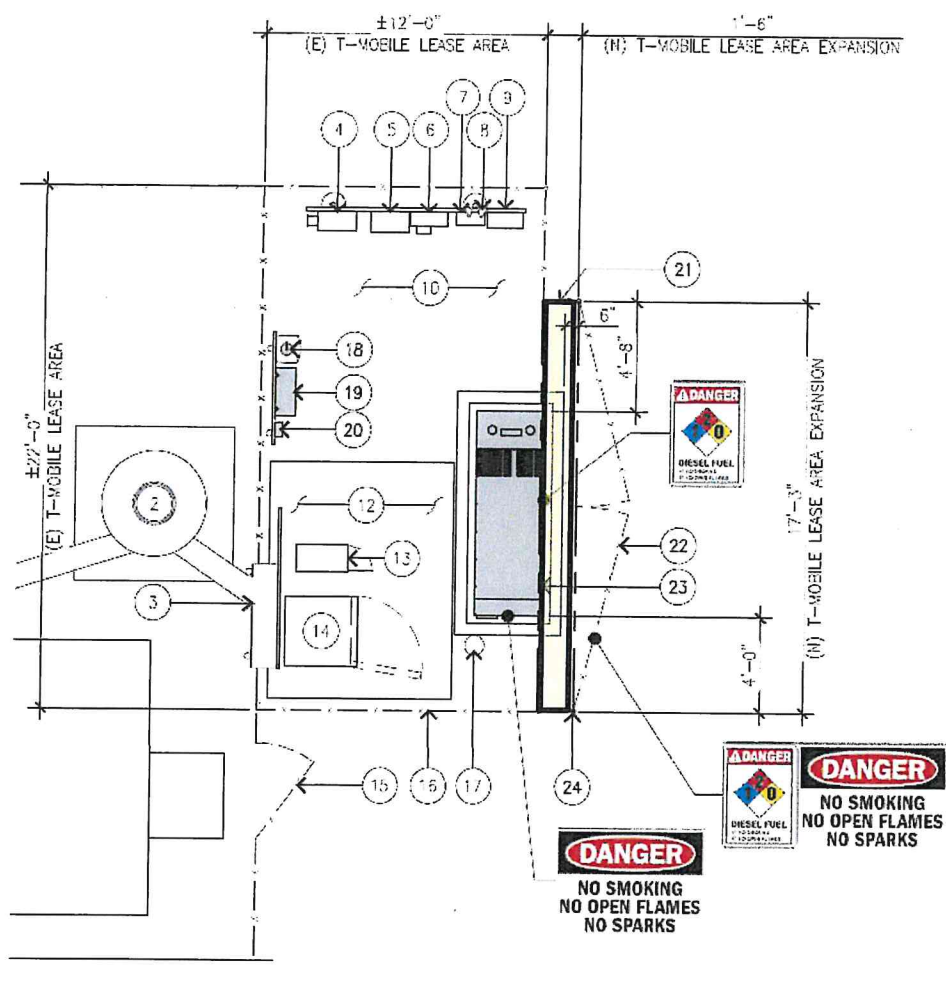
TMO
Legal

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signed by
TMO Legal
Date:
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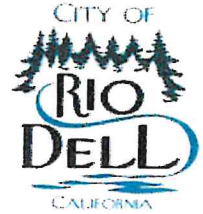


TMO Signatory Level : L06

EXHIBIT B-1



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



DATE: February 21, 2023
TO: Mayor and Members of the City Council
FROM: Travis Sanborn, Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: Request for Proposals for Auditing Services for Fiscal Year 2022-23

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the distribution of the City's Request for Proposal (RFP) for Auditing Services for Fiscal Year 2022-23.

BACKGROUND AND DISCUSSION

Each year an independent auditing firm audits and prepares financial statements for the City of Rio Dell in accordance with Generally Accepted Accounting Standards (GAAP) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that an audit be performed to obtain reasonable assurance about whether the financial statements are free from material misstatement. Per California Government Code 12410.6:

(a) An audit for any local agency, including those submitted to the Controller pursuant to subdivision (a) of Section 12410.5, shall be made by a certified public accountant or public accountant, licensed by, and in good standing with, the California Board of Accountancy.

(b) Commencing with the 2013–14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years. For purposes of calculating the six consecutive fiscal years, the local agency shall not take into account any time that a public accounting firm was employed by that local agency prior to the 2013–14 fiscal year. The Controller may waive this requirement if the Controller finds that another eligible public accounting firm is not available to perform the audit.

JJA CPA, Inc. has provided the City with auditing services for 6 consecutive years, from Fiscal Year 2016-17 through 2021/22. Per CA Govt Code 12410.6, the City of Rio Dell is required to find another eligible public accounting firm to perform future City audits.

ATTACHMENTS

Request for Proposal



REQUEST FOR PROPOSAL
FINANCIAL AUDIT SERVICES

RETURN TO:

City of Rio Dell
675 Wildwood Avenue
Rio Dell, California 95562
Attention: Travis Sanborn, Finance Director

The request for proposal process allows the City to select the vendor that best meets the needs of the City, taking into consideration qualifications, price, and service capabilities.

RFP Release Date: March 1, 2023

RFP Submittal Deadline: April 14, 2023, at 3:00 PM

Table of Contents

I.	Introduction.....	1
II.	Description of the City.....	2
III.	Scope of Services.....	2
IV.	Deliverables.....	3
V.	City's Responsibilities.....	4
VI.	Compensation.....	4
VII.	Proposal Requirements.....	4
VIII.	Evaluation Process.....	7
IX.	Terms of Engagement.....	7
X.	Submission Instructions.....	7

I. INTRODUCTION

- a. The City of Rio Dell is requesting proposals from qualified firms of certified public accountants to audit its financial statements for six years starting with the fiscal year ending 2023. These audits are to be performed in accordance with Generally Accepted Auditing Standards (GAAP), the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Governmental Auditing Standards, federal single audit requirements, and Governmental Accounting Standards Board (GASB) Pronouncements.
- b. During the evaluation process, the City of Rio Dell reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.
- c. The City of Rio Dell reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Rio Dell and the firm selected.
- d. To be considered, five (5) copies of a proposal must be received by 3:00 PM, April 14, 2023. Please send proposals to:

Travis Sanborn, Finance Director
City of Rio Dell
675 Wildwood Avenue
Rio Dell, California 9556
(707) 764-3532
sanbornt@cityofriodell.ca.gov

- e. The City of Rio Dell reserves the right to reject any or all provisions submitted and/or waive any irregularity.
- f. Questions about this Request for Proposal should be directed to Travis Sanborn at sanbornt@cityofriodell.ca.gov. Electronic versions of the prior year's City audit reports are available upon request.
- g. It is anticipated the selection of a firm will be completed by May 1, 2023.

II. DESCRIPTION OF THE CITY

- a. Rio Dell is located approximately 28 miles south of the City of Eureka in Humboldt County and was incorporated in 1965 as a general law city that operates under the council-manager form of government. The City Council consists of the Mayor who is elected by the Council to serve a two-year term and four members who are elected at large serving a staggered term of four years. The City provides a full range of municipal services including Police, Building, Planning, Water, Sewer, Streets, and Administration.
- b. The City's Fiscal Year 2022-23 Operating and Capital Budget totals \$8.9 million.
- c. The Finance Department performs general accounting, budgeting, accounts payable, accounts receivable, cash receipts, utility billing, business license, payroll, cash management, and debt administration.
- d. The City of Rio Dell uses Accufund software for all accounting functions.
- e. The auditor's principal contact with the City of Rio Dell will be the Finance Director. The contact person will coordinate the assistance to be provided by the City of Rio Dell to the auditor.

III. SCOPE OF SERVICES

- a. The auditors will perform a financial and compliance audit to determine (a) whether the combined financial statements of the City fairly present the financial position and the results of financial operations in accordance with Generally Accepted Accounting Principles, and (b) whether the City has complied with laws and regulations that may have a material effect upon the financial statements.
- b. The auditors will examine the City's internal accounting controls and accounting procedures and render written reports of their findings and recommendations to the Finance Director and the City Manager. The examination shall be made and reports rendered in accordance with generally accepted government auditing standards.
- c. In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit.
- d. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls.

- e. Irregularities and illegal acts: Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:
 - i. City Council
 - ii. City Manager
 - iii. Finance Director
- f. Prior to issuing their final reports, the auditors will meet with the Finance Director and her designees, and conduct an exit interview. All audit reports will be addressed to the City Council.
- g. Field Work: The City of Rio Dell anticipates and expects the major fieldwork for the City to begin on or near the first week of October of each year. This does not include preliminary field work which may occur in June or July.
- h. Attendance at Meetings and Hearings: As part of the work scope, and included in the contract price, is attendance by the Contractor at a minimum of one (1) public meeting to present and discuss its findings and recommendations. The contractor shall attend as many "working" meetings with staff as necessary in performing work-scope tasks.
- i. The auditors may be consulted occasionally throughout the year as an information resource. The auditors may be asked to provide guidance on the implementation of Government Accounting Standards Board (GASB) requirements and specifics of federal and state regulations as they may affect local governmental accounting. They may also be asked to assist with the implementation of new pronouncements.

IV. DELIVERABLES

- a. Audit and preparation of financial statements.
- b. If the City's federal expenditures meet the required limit, test programs for compliance with the Single Audit Act and applicable laws and regulations and issue the Single Audit Report.
- c. Perform agreed-upon auditing procedures pertaining to the City's GANN Limit (Appropriations Limit) and render a letter to the City regarding compliance.
- d. Preparation of the State Controller's Financial Transactions Report.
- e. Electronic copies of the above reports should be emailed to the City staff when completed.

V. CITY'S RESPONSIBILITIES

- a. City staff will prepare the final closing of the books and provide the Transmittal Letter, and Management's Discussion and Analysis (MD & A). The City will provide balance sheets for all funds, as well as detailed subsidiary ledgers.
- b. City staff will produce the confirmation letters that are mailed by the auditors.
- c. The City will provide the auditor with reasonable workspace, desks, and chairs. The auditors will also be furnished access to the internet, telephones, facsimile machines, and photocopying machines.

VI. COMPENSATION

- a. The City will pay the auditors for those services described in Section III (Auditor's Responsibilities) the not-to-exceed amount contained within the agreement. For additional services required after the inception of the agreement, written approval by the City is required in advance of such services being rendered, for which a fee will be paid based on the auditor's quoted hourly rates.
- b. The auditors may submit itemized bills for their services at the end of each calendar month period. The City will promptly review and issue payment accordingly.
- c. The City shall receive all final opinions and reports for the City of Rio Dell financial statements by December of each year barring any unforeseen City delays.

VII. PROPOSAL REQUIREMENTS

- a. Independence: The firm should provide an affirmative statement that it is independent of the City of Rio Dell as defined by generally accepted auditing standards. Moreover, the firm must have no conflicts of interest with regard to any other work performed for the entity being audited. It is understood that the services performed by the auditors are in the capacity of independent contractors and not as an officer, agents, or employees of the City of Rio Dell.
- b. License to Practice in California: An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in California.
- c. Firm Qualifications and Experience: The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and

nature of the staff to be so employed on a part-time basis. Please indicate whether any members of the audit team assigned to the City are reviewers in the GFOA Certificate of Achievement for Excellence in Financial Reporting program and or the CSMFO Certificate of Award program.

- d. The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement of whether that quality control review included a review of specific government engagements.
- e. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
- f. For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 10) performed in the last five years that are similar to the engagement described in this request for proposals. Reference contacts should also be included.
- g. Partner, Supervisory, and Staff Qualifications and Experience: The firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in California. The firm also should provide information on the governmental auditing experience, including the scope of audit services requested by the City, of each person, information on relevant continuing professional education for the past three (3) years, and membership in professional organizations relevant to the performance of this audit.
- h. Specific Audit Approach: The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Part I, Section III of this request for proposals.
- i. Total All-Inclusive Maximum Price: The bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. Maximum pricing should be included for all years of audits.
- j. Hourly Rate Schedule for key personnel assigned to the City's Project.
- k. Ownership of City-Related Documents: All property rights, including publication rights of all reports produced by the proposer in connection with services

performed under this agreement, shall be vested in the City of Rio Dell. The proposer selected shall not publish or release any of the results of its examinations without express written permission from the City of Rio Dell.

- l. Acceptance of Proposal Contents: After auditors are selected by the City, the contents of the submitted proposal will become a contractual obligation. The successful proposer will be required to execute a standard consultant agreement with the City. Failure of the auditors to agree to include the proposal as part of the contractual agreement may result in the cancellation of the award. The City reserves the right to reject those parts that do not meet the approval of the City.
- m. Acceptance or Rejection and Negotiation of Proposals: The City reserves the right to reject any or all proposals, to waive non-material irregularities or information in the request for proposal, and to accept or reject any item or combination of items. By requesting proposals, the City is in no way obligated to award a contract or to pay the expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to the execution of the contract(s), with no penalty to the City of Rio Dell. If the City elects to reject all proposals, it reserves the right to continue with its current services arrangement.
- n. Insurance Requirements: The Contractor shall provide proof of insurance as specified:
 - i. Commercial General Liability (CGL) with limits of no less than \$1,000,000 per occurrence
 - ii. Workers' Compensation with limits of no less than \$1,000,000 per occurrence
 - iii. Professional Liability with limits of no less than \$1,000,000 per occurrence
- o. Business License: The Contractor must have a valid City of Rio Dell business license prior to the execution of the contract. Additional information regarding the City's Business License Program can be obtained from Karen Dunham, City Clerk dunhamk@cityofriodelcity.ca.gov, or (707) 764-3532.

VIII. EVALUATION PROCESS

- a. In reviewing the proposals, a city review team will use the following criteria (not in ranked order):
 - i. Experience and qualification of staff assigned to the engagement
 - ii. References (particularly local government references) and relevant work performed for those references
 - iii. Firm's demonstrated interest in maintaining continuity of auditing staff assigned to clients over time
 - iv. Cost
- b. Proposers may be asked to make oral presentations to supplement the proposal. These presentations would be held subsequent to the receipt of the proposals and will be part of the process for determining the qualifications of the auditors. The oral presentation may result in the rejection of the proposal by the City.

IX. TERMS OF ENGAGEMENT

- a. The audit contract period shall cover six years (6) starting with the fiscal year ending June 30, 2023.

X. SUBMISSION INSTRUCTIONS

- a. To be considered, five (5) copies of a proposal must be received by 3:00 PM, April 14, 2023. Please send proposals to:

Travis Sanborn, Finance Director
City of Rio Dell
675 Wildwood Avenue
Rio Dell, California 95562
(707) 764-3532
sanbornt@cityofriodell.ca.gov

- b. The City of Rio Dell reserves the right to reject any or all provisions submitted and/or waive any irregularity.

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



DATE: February 21, 2023

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Retroactive Approval for Earthquake Disaster-Related Expenses and Approve Additional \$45,000 in Future Work

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Retroactively Approve Earthquake Disaster-Related Expenses and Approve Additional \$45,000 in Future Work

BACKGROUND AND DISCUSSION

Council approval of a budget amendment for FY 2022-23 is requested to increase appropriations to provide for additional expenses not known at the time of budget adoption. The December 20 Earthquake caused extensive damage to public and private infrastructure throughout the community of Rio Dell.

The City's sewer system sustained significant damage as documented by extensive I&I issues in the storm events that followed the earthquake disaster. A visual inspection of the sewer lines was necessary in order to locate and verify earthquake damage and qualify future work as a reimbursable expense through CalOES. It is necessary to complete an additional visual inspection at an approximate cost of \$45,000 to locate additional damage to the collection system. The costs for the visual inspection do not appear to be reimbursable expenses through CalOES, but is a necessary step to take in order to validate unseen earthquake damage and qualify future projects for CalOES reimbursement. Below are the Earthquake related expenses requesting retroactive approval:

Nor-Cal Pipeline Services: \$40,560.63

Per Resolution No. 1227-2014, adopted June 24, 2014, budget transfers over \$10,000 within the same budget and fund require the recommendation of the City Manager and approval of the City Council. The Finance Department has created an Earthquake project number to capture expenditures related to the event and will be seeking maximum reimbursement for the percentage of the total costs in coordination with CalOES at an appropriate time in the future.

ATTACHMENTS

Invoice #BE00125-01- Nor-Cal Pipeline Services

Nor-Cal Pipeline Services
983 Reserve Drive
Roseville, CA 95678
Phone: (916) 442-5400
Fax: (916) 520-6966

INVOICE



Invoice: BE00125-01
Invoice Date: 02/16/2023

Bill To: GHD 320 Goddard Way Irvine, CA 92618	Project Details: CV Rio Dell
---	--

Payment Terms		
Net 30 Days		

Ticket Number	Description	Quantity	UOM	Rate	Amount
I00010421 / HV00018434	Combo Cleaning Straight Time	8.00	HR	305.00	\$ 2,440.00
I00010421 / HV00018434	Fuel Surcharge	1.00	EA	244.00	\$ 244.00
I00010125 / HV00016017	CCTV Inspection Straight Time	8.00	HR	325.00	\$ 2,600.00
I00010125 / HV00016017	CCTV Inspection Overtime	2.00	HR	350.00	\$ 700.00
I00010125 / HV00016017	Fuel Surcharge	1.00	EA	370.00	\$ 370.00
I00010125 / HV00016017	Per Diem	1.00	EA	400.00	\$ 400.00
I00010420 / HV00018435	Combo Cleaning Straight Time	8.00	HR	305.00	\$ 2,440.00
I00010420 / HV00018435	Combo Cleaning Overtime	2.75	HR	350.00	\$ 962.50
I00010420 / HV00018435	Fuel Surcharge	1.00	EA	340.25	\$ 340.25
I00010420 / HV00018435	Per Diem	1.00	EA	400.00	\$ 400.00
I00010414 / HV00018436	Combo Cleaning Straight Time	8.00	HR	305.00	\$ 2,440.00
I00010414 / HV00018436	Combo Cleaning Overtime	2.50	HR	350.00	\$ 875.00
I00010414 / HV00018436	Fuel Surcharge	1.00	EA	331.50	\$ 331.50
I00010414 / HV00018436	Per Diem	1.00	EA	400.00	\$ 400.00
I00010411 / HV00018432	Combo Cleaning Straight Time	8.00	HR	305.00	\$ 2,440.00
I00010411 / HV00018432	Combo Cleaning Overtime	4.00	HR	350.00	\$ 1,400.00
I00010411 / HV00018432	Combo Cleaning Doubletime	0.75	HR	375.00	\$ 281.25
I00010411 / HV00018432	Fuel Surcharge	1.00	EA	412.13	\$ 412.13
I00010411 / HV00018432	Per Diem	1.00	EA	400.00	\$ 400.00
I00010099 / HV00016016	CCTV Inspection Straight Time	6.00	HR	325.00	\$ 1,950.00
I00010099 / HV00016016	Combo Cleaning Overtime	6.00	HR	350.00	\$ 2,100.00
I00010099 / HV00016016	Fuel Surcharge	1.00	EA	445.00	\$ 445.00
I00010099 / HV00016016	Per Diem	1.00	EA	400.00	\$ 400.00
I00010222 / HV00016020	CCTV Inspection Straight Time	8.00	HR	325.00	\$ 2,600.00
I00010222 / HV00016020	CCTV Inspection Overtime	0.50	HR	350.00	\$ 175.00
I00010222 / HV00016020	Fuel Surcharge	1.00	EA	277.50	\$ 277.50
I00010417 / HV00018433	Combo Cleaning Straight Time	8.00	HR	305.00	\$ 2,440.00
I00010417 / HV00018433	Combo Cleaning Overtime	2.00	HR	350.00	\$ 700.00
I00010417 / HV00018433	Fuel Surcharge	1.00	EA	314.00	\$ 314.00
I00010417 / HV00018433	Per Diem	1.00	EA	400.00	\$ 400.00
I00010156 / HV00016018	CCTV Inspection Straight Time	8.00	HR	325.00	\$ 2,600.00
I00010156 / HV00016018	CCTV Inspection Overtime	2.00	HR	350.00	\$ 700.00

I00010156 / HV00016018	Fuel Surcharge	1.00	EA	370.00	\$	370.00
I00010156 / HV00016018	Per Diem	1.00	EA	400.00	\$	400.00
I00010189 / HV00016019	CCTV Inspection Straight Time	8.00	HR	325.00	\$	2,600.00
I00010189 / HV00016019	CCTV Inspection Overtime	2.50	HR	350.00	\$	875.00
I00010189 / HV00016019	Video Package	1.00	EA	500.00	\$	500.00
I00010189 / HV00016019	Fuel Surcharge	1.00	EA	437.50	\$	437.50
I00010189 / HV00016019	Per Diem	1.00	EA	400.00	\$	400.00
TOTAL AMOUNT DUE						\$ 40,560.63



Field Ticket

Ticket Number: HV00018434
Customer: GHD
Ticket Date: Jan 27, 2023
Area: 3100
Client Rep: Kyle Knoop
ProContractor #: BE00125

Nor-Cal Pipeline Services

983 Reserve Dr,
Roseville, CA 95678
Phone: 916.442.5400 Fax: 916.520.6966

PO#:

Location: BE00125- CV Rio Dell

Equipment: Unit To Be Determined

Job Description: BE00125- CV Rio Dell

Items				
Name	Qty	Unit	Rate	Amount
Combo Cleaning Straight Time - Interdivisional Equipment	8.00	HR	\$305.00	\$2,440.00
			Sub-Total:	\$2,440.00
			Fuel Surcharge:	\$244.00
			CRRA Tax:	
			Estimated Total:	\$2684.00

Notes

Signature:

Disclaimer: This is not an invoice. For verification of time and equipment only.

**Nor-Cal Pipeline Services**

983 Reserve Dr,
Roseville, CA 95678

Phone: 916.442.5400 Fax: 916.520.6966

PO#:

Location: BE00125- CV Rio Dell

Equipment: Unit To Be Determined

Job Description: BE00125- CV Rio Dell

Field Ticket

Ticket Number: HV00016017

Customer: GHD

Ticket Date: Jan 24, 2023

Area: 3100

Client Rep: Kyle Knoop

ProContractor #: BE00125

Items				
Name	Qty	Unit	Rate	Amount
CCTV Inspection ST - 2021	8.00	HR	\$325.00	\$2,600.00
CCTV Inspection OT - 2021	2.00	HR	\$350.00	\$700.00
Per Diem - Antonio Jimenez	1.00	EA	\$400.00	\$400.00
			Sub-Total:	\$3,700.00
			Fuel Surcharge:	\$370.00
			CRRA Tax:	
			Estimated Total:	\$4070.00

Notes

Signature:

Disclaimer: This is not an invoice. For verification of time and equipment only.

**Nor-Cal Pipeline Services**

983 Reserve Dr,
Roseville, CA 95678

Phone: 916.442.5400 Fax: 916.520.6966

PO#:

Location: BE00125- CV Rio Dell

Equipment: Unit To Be Determined

Job Description: BE00125- CV Rio Dell

Field Ticket

Ticket Number: HV00018435

Customer: GHD

Ticket Date: Jan 26, 2023

Area: 3100

Client Rep: Kyle Knoop

ProContractor #: BE00125

Items				
Name	Qty	Unit	Rate	Amount
Combo Cleaning Straight Time - Interdivisional Equipment	8.00	HR	\$305.00	\$2,440.00
Combo Cleaning Overtime - Interdivisional Equipment	2.75	HR	\$350.00	\$962.50
Per Diem - Interdivisional Equipment	1.00	EA	\$400.00	\$400.00
			Sub-Total:	\$3,802.50
			Fuel Surcharge:	\$340.25
			CRRRA Tax:	
			Estimated Total:	\$4142.75

Notes

Signature:

Disclaimer: This is not an invoice. For verification of time and equipment only.

**Nor-Cal Pipeline Services**

983 Reserve Dr,
Roseville, CA 95678

Phone: 916.442.5400 Fax: 916.520.6966

PO#:

Location: BE00125- CV Rio Dell

Equipment: Unit To Be Determined

Job Description: BE00125- CV Rio Dell

Field Ticket

Ticket Number: HV00018436

Customer: GHD

Ticket Date: Jan 24, 2023

Area: 3100

Client Rep: Kyle Knoop

ProContractor #: BE00125

Items				
Name	Qty	Unit	Rate	Amount
Combo Cleaning Straight Time - Interdivisional Equipment	8.00	HR	\$305.00	\$2,440.00
Combo Cleaning Overtime - Interdivisional Equipment	2.50	HR	\$350.00	\$875.00
Per Diem - Interdivisional Equipment	1.00	EA	\$400.00	\$400.00
			Sub-Total:	\$3,715.00
			Fuel Surcharge:	\$331.50
			CRRA Tax:	
			Estimated Total:	\$4046.50

Notes

Signature:

Disclaimer: This is not an invoice. For verification of time and equipment only.

**Nor-Cal Pipeline Services**

983 Reserve Dr,
Roseville, CA 95678

Phone: 916.442.5400 Fax: 916.520.6966

PO#:

Location: BE00125- CV Rio Dell

Equipment: Unit To Be Determined

Job Description: BE00125- CV Rio Dell

Field Ticket

Ticket Number: HV00018432

Customer: GHD

Ticket Date: Jan 23, 2023

Area: 3100

Client Rep: Kyle Knoop

ProContractor #: BE00125

Items				
Name	Qty	Unit	Rate	Amount
Combo Cleaning Straight Time - Interdivisional Equipment	8.00	HR	\$305.00	\$2,440.00
Combo Cleaning Overtime - Interdivisional Equipment	4.00	HR	\$350.00	\$1,400.00
Per Diem - Interdivisional Equipment	1.00	EA	\$400.00	\$400.00
Combo Cleaning Doubletime - Interdivisional Equipment	0.75	HR	\$375.00	\$281.25
			Sub-Total:	\$4,521.25
			Fuel Surcharge:	\$412.13
			CRRA Tax:	
			Estimated Total:	\$4933.38

Notes

Signature:

Disclaimer: This is not an invoice. For verification of time and equipment only.

**Nor-Cal Pipeline Services**

983 Reserve Dr,
Roseville, CA 95678

Phone: 916.442.5400 Fax: 916.520.6966

PO#:

Location: BE00125- CV Rio Dell

Equipment: Unit To Be Determined

Job Description: BE00125- CV Rio Dell

Field Ticket

Ticket Number: HV00016016

Customer: GHD

Ticket Date: Jan 23, 2023

Area: 3100

Client Rep: Kyle Knoop

ProContractor #: BE00125

Items				
Name	Qty	Unit	Rate	Amount
CCTV Inspection ST - 2021	6.00	HR	\$325.00	\$1,950.00
Per Diem - Antonio Jimenez	1.00	EA	\$400.00	\$400.00
Combo Cleaning Overtime - 2021	6.00	HR	\$350.00	\$2,100.00
			Sub-Total:	\$4,450.00
			Fuel Surcharge:	\$445.00
			CRRA Tax:	
			Estimated Total:	\$4895.00

Notes

Signature:

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Nor-Cal Pipeline Services

983 Reserve Dr,
Roseville, CA 95678

Phone: 916.442.5400 Fax: 916.520.6966

PO#:

Location: BE00125- CV Rio Dell

Equipment: Unit To Be Determined

Job Description: BE00125- CV Rio Dell

Field Ticket

Ticket Number: HV00016020

Customer: GHD

Ticket Date: Jan 27, 2023

Area: 3100

Client Rep: Kyle Knoop

ProContractor #: BE00125

Items				
Name	Qty	Unit	Rate	Amount
CCTV Inspection ST - 2021	8.00	HR	\$325.00	\$2,600.00
CCTV Inspection OT - 2021	0.50	HR	\$350.00	\$175.00
			Sub-Total:	\$2,775.00
			Fuel Surcharge:	\$277.50
			CRRRA Tax:	
			Estimated Total:	\$3052.50

Notes

Signature:

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**Nor-Cal Pipeline Services**

983 Reserve Dr,
Roseville, CA 95678

Phone: 916.442.5400 Fax: 916.520.6966

PO#:

Location: BE00125- CV Rio Dell

Equipment: Unit To Be Determined

Job Description: BE00125- CV Rio Dell

Field Ticket

Ticket Number: HV00018433

Customer: GHD

Ticket Date: Jan 25, 2023

Area: 3100

Client Rep: Kyle Knoop

ProContractor #: BE00125

Items				
Name	Qty	Unit	Rate	Amount
Combo Cleaning Straight Time - Interdivisional Equipment	8.00	HR	\$305.00	\$2,440.00
Combo Cleaning Overtime - Interdivisional Equipment	2.00	HR	\$350.00	\$700.00
Per Diem - Interdivisional Equipment	1.00	EA	\$400.00	\$400.00
			Sub-Total:	\$3,540.00
			Fuel Surcharge:	\$314.00
			CRRA Tax:	
			Estimated Total:	\$3854.00

Notes

Signature:

Disclaimer: This is not an invoice. For verification of time and equipment only.



Nor-Cal Pipeline Services

983 Reserve Dr,
Roseville, CA 95678

Phone: 916.442.5400 Fax: 916.520.6966

PO#:

Location: BE00125- CV Rio Dell

Equipment: Unit To Be Determined

Job Description: BE00125- CV Rio Dell

Field Ticket

Ticket Number: HV00016018

Customer: GHD

Ticket Date: Jan 25, 2023

Area: 3100

Client Rep: Kyle Knoop

ProContractor #: BE00125

Items				
Name	Qty	Unit	Rate	Amount
CCTV Inspection ST - 2021	8.00	HR	\$325.00	\$2,600.00
CCTV Inspection OT - 2021	2.00	HR	\$350.00	\$700.00
Per Diem - 2021	1.00	EA	\$400.00	\$400.00
			Sub-Total:	\$3,700.00
			Fuel Surcharge:	\$370.00
			CRRA Tax:	
			Estimated Total:	\$4070.00

Notes

Signature:

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Field Ticket

Ticket Number: HV00016019
Customer: GHD
Ticket Date: Jan 26, 2023
Area: 3100
Client Rep: Kyle Knoop
ProContractor #: BE00125

Nor-Cal Pipeline Services

983 Reserve Dr,
Roseville, CA 95678
Phone: 916.442.5400 Fax: 916.520.6966

PO#:

Location: BE00125- CV Rio Dell

Equipment: Unit To Be Determined

Job Description: BE00125- CV Rio Dell

Items				
Name	Qty	Unit	Rate	Amount
CCTV Inspection ST - 2021	8.00	HR	\$325.00	\$2,600.00
CCTV Inspection OT - 2021	2.50	HR	\$350.00	\$875.00
Per Diem - 2021	1.00	EA	\$400.00	\$400.00
Video Package - 2021	1.00	EA	\$500.00	\$500.00
			Sub-Total:	\$4,375.00
			Fuel Surcharge:	\$437.50
			CRRA Tax:	
			Estimated Total:	\$4812.50

Notes

Signature:

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



February 21, 2023

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Approval of Resolution No. 1574-2023 Related to One Time Bonus Pay to Contracted Management Employees in Recognition of Services Rendered During the Seismic Emergency

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution No. 1574-2023; or,

Do not take any action.

BACKGROUND AND DISCUSSION

In the City of Rio Dell management employees are under a salaried contract with fixed terms related to compensation. Unlike all other city employees, overtime compensation is not authorized. As a result of the 12/20/22 and 1/1/23 seismic events, these employees worked significantly in excess of the standard 80-hour two week pay period. This included, holidays, weekends and evenings.

The City Council has expressed its desire to show appreciation and recognize the work of these Rio Dell Employees for their work above and beyond during a difficult time of need. The proposed bonus is 80 hours for each contract employee, either paid out over four pay periods (2 months) or convertible to 80 hours paid time off.

A subsequent agenda item will be proposed at a future date to amend the employee handbook to modernize disaster response compensation for contract employees during future declared emergencies.

///



RESOLUTION NO. 1574-2023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL AUTHORIZING DISCRETIONARY BONUS PAY TO CONTRACTED EMPLOYEES

Recitals

A. WHEREAS, the following individuals are employed by the City of Rio Dell on a contract basis: Kyle Knopp (City Manager), Greg Allen (Chief of Police), Kevin Caldwell (Community Development Director), Karen Dunham (City Clerk), Randy Jensen (Water Superintendent), Travis Sanborn (Finance Director) and Derek Taylor (Wastewater Superintendent) (collectively the "Contract Employees");

B. WHEREAS, the Contract Employees, all of whom work on a salaried basis, have provided extraordinary services to the City of Rio Dell in response to recent events and natural disasters experienced by the City; and

C. WHEREAS, the City Council would like to incentivize the Contract Employees to continue their employment with the City in the form of a retention bonus.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIO DELL:

Resolution

1. Recitals: The foregoing Recitals are true and correct and are hereby incorporated by reference.

2. One-Time Incentive Bonus: The following provision shall be inserted into the respective Employment Contracts between the City of Rio Dell and the Contract Employees, assuming each accepts, and the City Manager is directed issue compensation in accord with said provision:

"Retention Bonus Compensation. Employee shall be entitled to a one-time compensation bonus in order to recognize Employee's contributions to the City of Rio Dell and, moreover, to incentivize Employee's continued employment with the City of Rio Dell, as follows: compensation shall be paid to Employee in an amount equivalent to two-weeks (eighty (80) hours) regular compensation pursuant to Employee's contract pay scale, payable in equal sums over four (4) consecutive pay periods ("Bonus Pay"). Employee must remain employed with the City of Rio Dell during said time period to qualify for the Bonus Pay. All standard and regular tax deductions and payment withdrawals shall apply to the Bonus Pay. In the alternative to taking the Bonus Pay in the form of compensation, Employee may elect, in Employee's discretion, to add two-weeks (eighty (80) hours) of paid vacation/time off to Employee's vacation accrual. No additional compensation in the form of future bonuses (or added paid vacation) shall be paid to Employee without the express consent of and authorized action by the Rio Dell City Council, and any such future bonus compensation is entirely at the discretion of the Rio Dell City Council."

PASSED AND ADOPTED by the City Council of the City of Rio Dell, California, on February 21, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above to be a full, true and correct copy of Resolution No. 1574-2023 adopted by the City Council of the City of Rio Dell on February 21, 2023.

Karen Dunham, City Clerk



Staff Highlights – 2023-02-21

City Council

City Manager

City Clerk

Processed Twelve (12) Building Permit Applications:

160 River St. – Reinstate Gas Service
975 Webb Lane – Electric Panel Upgrade
163 Grayland Heights Dr. – PV Solar
137 Ogle Ave. – Reset Mobilehome on Foundation
409 Davis St. – Misc. Earthquake Damage Repairs
859 Rigby Ave. – Remodel and add ADU
303 Orchard Lane – Waterline
1157 Riverside Dr. – Waterline
600 Dinsmore Ranch Rd. – Cell Tower Antenna
182 Bellevue Ave. – Gas Line
87 Berkeley St. – Foundation Repair
295 Stream St. – Foundation Repair

Processed Two (2) Business License Applications:

The Stove Doctors – Non-Resident Contractor
Pancoast Construction

Processed two (2) Encroachment Permit Applications:

Plumbing 911- Roto-Rooter – Waterline Installation
PG&E – 613 Second Ave. Paving Restoration

Misc:

Submitted February Employment Report to Bureau of Labor Statistics
Responded to two (2) Public Records Requests
Prepared FPPC Form 700's for City Council, Planning Commissioners & Staff

City Attorney

Human Resources, Risk & Training

Finance Department

- Met with Cal OES rep to discuss reimbursement process for earthquake related expenditures



- Provided documentation to County OES for donations provided to City during Earthquake disaster event
- Create draft RFP for audit services for the city
- Create mid-year budget report
- Assist police department submitting Measure Z application
- Met with Caltrans to go over Damage Assessment Forms (DAF) documenting road damage due to earthquake
- Communicate updates with Clean CA reps about grant projects
- Continue closeout of ATP grant with City Engineers

Public Works Water

Public Works Wastewater

Routine Cleaning of Collection System

4th Qtr. Report submitted to the CWIQS database

Working with Larry Walker and Associates on Technical Reports for the Flood event in January

CCTV of the Collection System with NorCal Pipe for Earthquake damage investigation.

Training Andrew and Cory on Collection and Plant operations

Monthly effluent Testing

Annual Discharge Report for State Board.

Discussing Recruitment of Lead operator position.

Setting up Chloramine system for Compliance project. Working out the bugs

Meetings with CalOES for reimbursement for Earthquake related damages

Meeting with GHD for amending Grant applications for the SSES and Painter St upsizing

Aiding utilities crew with water leaks.

Scheduling Annual Acute and Chronic toxicity testing

Installing stand by Generator at Painter St lift station, scheduling electricians and CAT start up crew

Sewer lateral inspection at 306 Wildwood Ave, 160 River, 78 W. Davis

Air Quality Permits and Annual Reporting

CERS annual recertification with Freshwater environmental



Prepping for Budget season for the 23/24 fiscal year.

Installed safety lights on the Toyota and New Ram 2500

Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

The Department had the following statistics for the period of February 1 to February 14, 2023. The summation of Calls for Service may greater than the total as multiple officers can now be assigned to the same call for service. There may also be administrative calls for service that are not documented below.

Officer	Calls for Service	Reports	Arrests
Allen	16	4	0
Conner	7	1	0
Beauchaine	22	2	1
Landry	47	11	6
Burns	33	2	0
Johnson	10	0	0
Fielder	20	3	0
Clark	31	0	N/A
Totals	175	23	7
Averages	12.5 per day	11.5 per week	3.5 per week
2022 Yearly Average	14.1 per day	12.7 per week	5.7 per week

Calls for Service at 355 Center Street

Type	Date	Time	Location	Primary Unit	Case #
911U	02/03/2023	00:38:28	355 CENTER ST	6S1	
415	02/04/2023	18:01:59	355 CENTER ST	6S1	
415	02/05/2023	02:05:19	355 CENTER ST	6S1	
415	02/05/2023	02:31:12	355 CENTER ST	6S1	
UNK	02/05/2023	15:00:09	355 CENTER ST	6S2	
415	02/07/2023	08:43:43	355 CENTER ST	6R9	
MEDICAL	02/11/2023	19:44:12	355 CENTER ST	R618	
415	02/12/2023	05:02:29	355 CENTER ST	R618	

415 – Argument or general disturbance

911U – 911 disconnect – unknown cause

UNK – Unknown situation

Medical – Assist on a medical call



6S2 – Corporal Crystal Landry
R618 – Officer Russell Johnson
6S1 – Sergeant John Beauchaine

During the period of February 1 to February 14, 2023, there were eighteen calls for service related to animal control issues. Three dogs and one cat were transported to Miranda's Rescue. One of the dogs appeared to have scars from having its muzzle taped shut. Officer Fielder was able to capture a slow-moving possum that was in the front yard of a house on Center. He transported it to the riverbar and released it into the wilds.

Corporal Landry is attending a week-long training on investigating child abuse. This is another course in the Institute of Criminal Investigation (ICI) series.

CSO Mary Clark is also in training this week for PC 832 at the College of the Redwoods.

Aimee House has been hired a Police Officer Recruit and is currently attending the CR Police Academy. This is effective February 25, 2023.

On February 27, 2023 the Resource Center is sponsoring Coffee with a Cop with coffee being provided by Shotz. Chief Allen, Corporal Landry and CSO Clark will be in attendance.

On February 2, 2023, Chief Allen was dispatched to the area of the Scotia Bridge for a report of black Honda that hit a sign and tree in front of the Scotia Inn and left area towards Rio Dell. Chief Allen located the vehicle just south of Scotia with major damage to the front portion of the vehicle. The driver was still in the vehicle and participated in Field Sobriety Test conducted by CHP. He was arrested for DUI (over three times the legal limit) and Hit and Run.

On February 2, 2023 subject from the 500 block of 4th Avenue reported his vehicle being stolen. The vehicle was located the same day in Fernbridge fully engulfed. This investigation is ongoing.

On February 6, 2023, Corporal Landry responded to assist the Sheriff's Department in the pursuit of a Jaguar sedan that was failing to yield. The driver of the car had allegedly stolen property from a Fortuna business and fled when the deputy tried to pull him over. The Jaguar took the Davis Street exit, but the driver failed to negotiate the turn and vehicle became stuck in a field. The driver fled southbound on foot and although officers from multiple agencies searched for him, he was able to avoid apprehension. Corporal Landry had the vehicle towed as the other agencies involved declined to do so. It was later reported as having been stolen.

Also, on February 6, 2023, Officer Burns spoke to a man who claimed that he had been assaulted and threatened with a knife by family members. The man claimed that his wife's sister and her husband had entered his residence and then refused to leave. The man didn't want to have his alleged assailant there as he suffers from PTSD and other mental health issues and is quite volatile. An argument ensued and as the couple were preparing to leave, they stopped, the man pulled out a knife and thrust it towards the victim's belly. The man made threats to kill him before leaving. Officer Burns was able to contact the alleged suspect and his wife, who both came to the station to provide their version of the events.



They also had a video of a portion of the incident that had been taken surreptitiously. The video showed that the alleged victim was the one who was provoking the argument and it appeared that he was trying to get a rise out of the other man. This did lead to an argument. Unfortunately, the video ended before the alleged brandishing of the knife. Both the alleged suspect and his wife adamantly claimed that no weapons had been displayed. Officer Burns declined to arrest the man and instead, the report was sent to the District Attorney's Office for review, given the serious nature of the allegations.

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park

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



DATE: February 21, 2023
TO: Rio Dell City Council
FROM: Travis Sanborn, Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: Fiscal Year 2022-23 Mid-Year Financial Report

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive and file the Fiscal Year (FY) 2022-23 Mid-Year Financial Report.

BACKGROUND AND DISCUSSION

The Finance Director provides reports on the budget to keep the Rio Dell City Council and the public informed on the status of the City's finances. The attached Mid-Year Financial Report for FY 2022-23 summarizes budgeted versus actual amounts as of December 31, 2022, and describes any significant variances.

ATTACHMENTS

FY 2022-23 Mid-Year Financial Report

MID-YEAR FINANCIAL REPORT

Mid-Year FY 2022-23

This Mid-Year Financial Report provides a review of the City's financial condition for fiscal year (FY) 2022-23 as of December 31, 2022. The report describes the revenues received and expenditures incurred and explains any significant budget variances at mid-year or projected to occur at the end of the fiscal year.

SUMMARY

The FY 2022-23 adopted budget for the City of Rio Dell was \$8.95 million with estimated revenues of \$8.04 million. Total City revenues received at mid-year were \$2,729,345, exceeding total expenditures of \$2,703,539 by \$25,806. If revenues are adjusted for American Rescue Plan Act (ARPA) revenues of \$400,576, then expenditures exceeded revenues by \$374,770. This difference is primarily due to spending on capital and special projects.

Revenues: The city's major funds had received 40% of revenues as of mid-year. This compares to 40% for the same period last year. There is a slight decrease in the percentage of General Fund revenues received; 21% was collected this mid-year compared to 22% last mid-year report. The primary contributing factor was the one-time advanced Power Resiliency funds of \$295,000 last fiscal year. A year-over-year increase of \$35,648 in revenue was received due to a portion of TDA and SLESF funds received in the first half of the fiscal year.

REVENUES BY MAJOR FUND

	BUDGET	MID-YEAR ACTUAL	% RECEIVED
GENERAL FUND	1,764,617	364,076	21%
STREETS	329,201	121,113	37%
SLESF	150,000	92,682	62%
BUILDING FUND	49,350	17,807	36%
SEWER	1,365,519	697,433	51%
WATER	1,261,932	666,035	53%
TOTAL	4,920,619	1,959,146	40%

Expenditures: As of mid-year, total City-wide expenditures were \$2,703,539 million or 28% of the \$9.53 million adjusted budget. Operating expenses were 40% of the budget which is 3% less than last year. Police expenditures were 45% this year compared to 44% last year. The Recycling/Solid Waste department registered increased costs in the first half of the fiscal year due to the initial clean-up costs associated with the aftermath of the Earthquake disaster.

The following table shows budget versus actual amounts by the department and current and prior year variances by percentage at mid-year.

EXPENDITURES BY DEPT.

OPERATING	BUDGET	MID-YEAR ACTUAL	% EXPENDED	% PRIOR YEAR
Admin Car	1,600	213	13%	35%
Building	105,579	50,384	48%	39%
City Council	29,279	5,122	17%	24%
City Manager	460,925	175,078	38%	38%
Finance	416,648	168,612	40%	47%
Planning	53,527	23,405	44%	5%
Police	1,217,564	552,580	45%	44%
General Government	691,702	41,583	6%	36%
Recycling	17,343	15,204	88%	161%
Sewer	806,273	432,872	54%	44%
Water	540,133	235,843	44%	60%
Streets	262,901	147,488	56%	50%
Facilities & Grounds	167,302	72,820	44%	39%
Total Operating	4,770,776	1,921,204	40%	43%
Debt Service	438,934	219,467	50%	50%
Capital Projects	4,324,369	562,868	13%	24%
TOTAL	9,534,079	2,703,539	28%	37%

Expenditures in the city's major funds were 45% of the budget as of mid-year.

EXPENDITURES BY MAJOR FUND

	BUDGET	ACTUAL	% EXPENDED
GENERAL FUND	2,132,160	899,349	42%
STREETS	329,024	164,841	50%
SLESF	155,664	78,159	50%
BUILDING FUND	105,579	50,384	48%
SEWER	1,519,112	761,941	50%
WATER	1,209,872	475,509	39%
TOTAL	5,451,411	2,430,183	45%

MID-YEAR FINANCIAL REPORT

Mid-Year FY 2022-23

GENERAL FUND

As of December 31, 2022, General Fund revenues received were \$364,076 and expenditures were \$899,349.

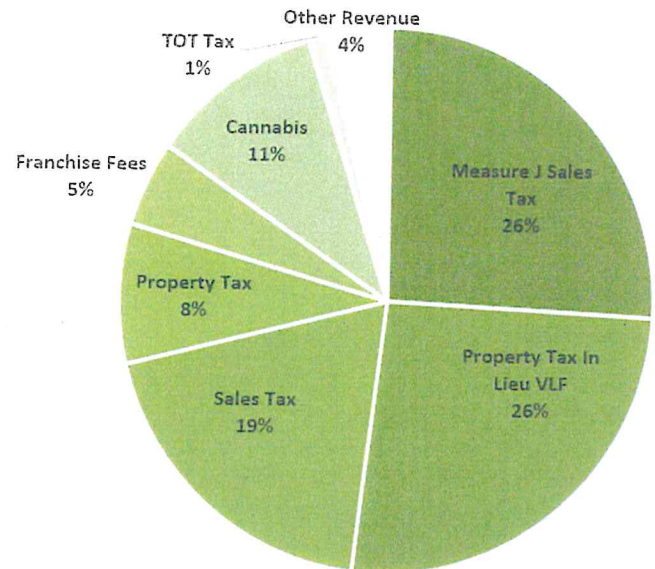
Revenues: At mid-year, 21% of budgeted revenues had been received, compared to 22% for the same period last year. Property tax and In Lieu VLF funds are typically received from the County in the second half of the fiscal year, which is the primary reason revenues are below estimates at mid-year.

55% of budgeted cannabis revenues were received at mid-year compared to 19% last year. This is due to better budget estimates as a result of the downturn in the legal cannabis industry. This downturn has resulted in delinquencies, changes to taxable calculations, and a slowing of cannabis industry growth within the Rio Dell City limits.

GENERAL FUND	BUDGET	MID-YEAR ACTUAL	%
Property Tax In Lieu VLF	456,340	-	0%
Local Sales Tax Measure J	460,000	132,009	29%
Sales Tax	340,000	85,958	25%
Property Tax	146,160	-	0%
Franchise Fees	89,000	15,362	17%
Cannabis	186,000	103,072	55%
Transient Occupancy Tax	20,000	4,615	23%
Other Revenues	67,117	23,060	34%
TOTAL	1,764,617	364,076	21%

The top three revenue sources in the General Fund are Property Tax In Lieu of Vehicle License Fees, Local Sales Tax Measure J, and Retail Sales Tax. Cannabis revenues exceeded property tax revenues for the first time in FY 2020-21 and despite the industrywide downturn, exceeded property tax revenues again last fiscal year, and are anticipated to do so again in the current fiscal year.

General Fund Revenues by Type



Expenditures: Budgeted appropriations for the General Fund for FY 2022-23 total \$2,132,160. This includes \$591,000 for capital and special projects. Total appropriations spent at mid-year were \$899,349 or 42%.

STREETS FUNDS

Revenues: Total streets revenues increased by 8% or \$24,907 for the current fiscal year. 37% of those revenues were received by mid-year compared to 23% last year. The most notable increases were in the Gas Tax and SB1 RMRA fund.

STREETS REVENUES	BUDGET	ACTUAL	% RECEIVED
020 GAS TAX	106,429	42,112	40%
021 SB1 RMRA	76,772	24,944	32%
024 TDA	120,000	54,057	45%
026 RSTP	26,000	-	0%
TOTAL	329,201	121,113	37%

MID-YEAR FINANCIAL REPORT

Mid-Year FY 2022-23

Expenditures: Actual Streets funds expenditures were 50% of adopted budgeted appropriations at mid-year, compared to 46% last year. This increase is primarily due to higher capital expenditures.

STREETS EXPENDITURES	BUDGET	MID-YEAR ACTUAL	% EXPENDED
020 GAS TAX	118,218	45,267	38%
021 SB1 RMRA	66,262	22,345	34%
024 TDA	122,041	88,016	72%
026 RSTP	22,503	9,213	41%
TOTAL	329,024	164,841	50%

ENTERPRISE FUNDS

SEWER FUNDS

Revenues: The Sewer fund's total budgeted revenues for FY 2022-23 were \$1.37 million. This amount includes all fees, charges, penalties, and new connections for sewer service. Actual revenues received at mid-year were \$697,433, or 51% of the budget. Last year at this time revenues were \$666,635. The increase in the current year is primarily due to the revised sewer and water rates. Revenues are on target to end the year as estimated.

SEWER REVENUES	BUDGET	MID-YEAR ACTUAL	% RECEIVED
050 SEWER OPERATION	944,585	463,935	49%
052 SEWER CAPITAL	118,000	56,701	48%
054 SEWER DEBT SVC.	302,934	176,797	58%
TOTAL	1,365,519	697,433	51%

Expenditures: Total Sewer expenditures at mid-year were \$761,941 which is 50% of the budgeted amount. Expenditures in the Sewer Operating fund were also at 50%. The treatment plant loan of \$6.6 million will be paid off in 2043.

SEWER EXPENDITURES	BUDGET	MID-YEAR ACTUAL	% EXPENDED
050 SEWER OPERATION	1,097,678	550,121	50%
052 SEWER CAPITAL	118,500	60,353	51%
054 SEWER DEBT SVC.	302,934	151,467	50%
TOTAL	1,519,112	761,941	50%

WATER FUNDS

Revenues: The Water fund's revenues are meeting expectations at mid-year at 53%. Actual revenues received at mid-year were \$666,035 compared to \$696,286 for last year. This decrease is due to water arrearage funding received from the State to reimburse the City for delinquent bills resulting from the water shut-off moratorium due to COVID last fiscal year.

WATER REVENUES	BUDGET	MID-YEAR ACTUAL	% RECEIVED
060 WATER OPERATION	840,492	408,770	49%
061 WATER DEBT SVC.	136,000	93,209	69%
062 WATER CAPITAL	245,000	142,841	58%
063 METRO WELLS	18,440	8,771	48%
064 DINSMORE ZONE	22,000	12,444	57%
TOTAL	1,261,932	666,035	53%

Expenditures: Total Water expenditures at mid-year were \$475,509, which is 39% of the amount budgeted. Costs in the funds appear to be running lower due to budgeted projects yet to be completed.

WATER EXPENDITURES	BUDGET	MID-YEAR ACTUAL	% EXPENDED
060 WATER OPERATION	817,974	326,048	40%
061 WATER DEBT SVC.	136,000	68,000	50%
062 WATER CAPITAL	176,500	68,605	39%
063 METRO WELLS	24,298	10,318	42%
064 DINSMORE ZONE	55,100	2,538	5%
TOTAL	1,209,872	475,509	39%

MID-YEAR FINANCIAL REPORT

Mid-Year FY 2022-23

BUDGET OUTLOOK

The mid-year review shows that predominantly, revenues are coming at budgeted levels, and expenditures are on target to stay within budget.

There are a few items that could negatively impact the budget outlook:

- The Earthquake Disaster that occurred on December 20, and the subsequent aftershock on January 1, placed extreme hardship on the City of Rio Dell. The city was without water and power for several days and many homes in the community continue to be uninhabitable due to the extensive damage. Nearly all costs for the disaster will be captured in the second half of the fiscal year, so the impacts are not shown on this mid-year report. There is a possibility that sewer and water revenues will decline due to the number of ratepayers that have been displaced and are no longer utilizing the services. City staff has been documenting all hours dedicated to the disaster via ICS 214 forms and documenting donations provided during the event. City staff has been working in tandem with the County of Humboldt OES and the State of California OES to ensure the city receives the maximum reimbursement offered for all eligible expenses to minimize the financial impacts incurred by the city.
- Cannabis revenues have been negatively impacted by a slump in cannabis pricing and activity during the last few growing seasons. Many northern California cultivators are concerned that they will not survive the current conditions. Humboldt County and some other northern California agencies have lowered or suspended their cannabis taxes, however, the State taxes remain unaltered and compose the clear majority of cannabis taxation. This market slump and its impacts appear to be particularly acute for outdoor cultivation which is not allowed in Rio Dell and for which the City receives no revenue. As has been discussed with the Council before, cannabis will remain a volatile revenue source for the City. Staff believes the City is still well positioned in the long-term with a comprehensive and well-thought-out local regulatory approach, lack of “legacy grow” regulatory and financial hurdles, municipal infrastructure, and other factors that benefit professional legal cannabis.
- State-based formulas for streets revenues are still not sufficient to cover maintenance costs and have been reduced due to impacts from the pandemic; this has been offset by significant investments from the General Fund.
- The economic outlook is hard to forecast due to uncertainties related to inflation, supply chain issues, and the ongoing impacts of the pandemic.
- Overall revenues into the city are at historic highs, however operating costs continue to grow (dispatch, labor, animal care, public safety, software, insurance).

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February 21, 2023

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion on Second Avenue Road Surface

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Discuss and provide direction to staff.

BACKGROUND AND DISCUSSION

On February 7, 2023, the Rio Dell City Council directed that an item be placed on the agenda to discuss 2nd Avenue, in particular the pavement condition between Wildwood Avenue and Columbus Street.

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