



AGENDA
RIO DELL CITY COUNCIL
REGULAR MEETING – 6:30 P.M
TUESDAY, FEBRUARY 19, 2013
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

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

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THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS

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

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

- F. CONSENT CALENDAR

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

1) 2013/0219.01 - Approve Minutes of the February 5, 2013 Regular Meeting (ACTION)	1
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I. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS	
J. REPORTS/STAFF COMMUNICATIONS	
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2. Chief of Police	
3. Finance Director - Check Register for January, 2013 (RECEIVE & FILE)	28
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K. COUNCIL REPORTS/COMMUNICATIONS	
L. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS: No Closed Session Items Scheduled	
M. PUBLIC COMMENT REGARDING CLOSED SESSION	
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O. RECONVENE INTO OPEN SESSION	
P. ORAL ANNOUNCEMENTS	
Q. ADJOURNMENT	

*The next Regular meeting will be on March 5, 2013
at 6:30 PM in City Hall Council Chambers*

**RIO DELL CITY COUNCIL
REGULAR MEETING
FEBRUARY 5, 2013
MINUTES**

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

ROLL CALL: Present: Mayor Thompson, Councilmembers Marks, Wilson and Woodall

Absent: Councilmember Leonard (excused)

Others Present: City Manager Stretch, Finance Director Beauchaine, Wastewater Superintendent Chicora, Water/Roadways Superintendent Jensen, Community Development Director Caldwell and City Clerk Dunham

Absent: Chief of Police Hill (excused)

CEREMONIAL MATTERS

Recognition for Outstanding Public Service

Mayor Thompson presented Councilmember Woodall with a plaque in appreciation for her outstanding leadership as Mayor over the past 4 years. He stated that her commitment to serve on the City Council for the past 15 years has been a tremendous asset to the City.

PUBLIC PRESENTATIONS

None

CONSENT CALENDAR

Councilmember Wilson asked that Item No. 2; *Change Order No. 3 on the Wastewater Treatment Plant Upgrade and Disposal Project* be removed from the consent calendar and placed under Special Call Items for separate discussion.

Motion was made by Marks/Woodall to approve the consent calendar including approval of minutes of the January 15, 2013 regular meeting; approval of Pay Request No. 11 to Wahlund Construction/Sequoia Construction Specialties in the amount of \$661,565.83 for work related to the Wastewater Treatment Plant Upgrade and Disposal Project; approval of Resolution No. 1193-2013 terminating the emergency declaration Resolution No. 1178-2012 for City Hall repairs and approving a correction in Resolution No. 1186-2013 to add an additional \$4,500 to the original \$4,500 for City Hall repairs, not \$2,500; and to receive and file a report on the credit card policy. Motion carried 4-0.

SPECIAL PRESENTATIONS

Status Report on City Streets and Drainage Projects – City Engineer

Merritt Perry, GHD Engineering, provided a status report on City streets and drainage projects. He began with an update of the Regional Transportation Plan (RTP) and explained this is a 5-year plan, which is really a 20-year regional plan that is put together by Humboldt County Association of Governments (HCAOG). He said in order for the City to get State funding for projects, the City must have proposed projects included in the RTP. He said since many of the previous projects are now complete, he worked with Water/Roadways Superintendent Jensen and Community Development Director Caldwell to develop projects for the 20-year regional plan. He said once the proposed projects are included in the regional plan, he will come back to the City with those projects for inclusion in the City's Capital Improvement Plan (CIP).

Next was a report on the Belleview/Ogle Drainage and Roadway Reconstruction. He said the City Manager asked him take a look at the next steps needed for completion of the project which he said includes compiling past work; identifying funding opportunities; the development of candidate projects; study sessions/public meetings; preparation of implementation road map; and finally the submittal of a grant application and/or loan applications. He said he will be coming back to the Council with a scope for review and approval. He pointed out that the streets in the Belleview area can't be reconstructed without putting in drainage so it is critical that the City secure funding for this project.

Mayor Thompson mentioned Property Tax Assessments and asked if the City receives a portion of property tax revenue for street improvements; City Manager Stretch explained that the percentage of property taxes the City receives from the County is very small; none of which is designated for streets. He said when the City incorporated in 1965, it would have had to be negotiated at that time, however it was not.

Mr. Perry then provided a general project description and status update on the Safe Routes to School Project. He said the proposed project will include installation of sidewalks on Davis St. between Second and Third Ave. so there is a connector on the south side of Davis St. He said the survey has been completed with the design anticipated to be completed in April. By the end of April he will be submitting the draft plans to the City and asking for Council approval to advertise for bids on the project.

Mayor Thompson noted that it is the desire of the Council to be included in the design phase early on in the project.

Mr. Perry offered to come back to the Council with a project presentation when the project is at 30% of the design phase. Council concurred.

The last project to report on was the Wildwood Avenue TE Project. He said the State funding request was submitted in January to the California Transportation Commission (CTC) for review at their March 5, 2013 meeting; expected to submit for Federal funding by the end of February; with plans and specifications to be finalized by the end of March. He said the project could go out to bid as early as April.

Ayala Talpia asked if the plans included statuary on each median; Mr. Perry indicated there were 2 included in the plans at this time.

Councilmember Marks commented that the County of Humboldt has a shale pit off Monument Road and they have dump trucks frequently traveling up and down the road and asked if they are responsible for any road maintenance; Mr. Perry said they are not responsible and typically mitigation measures are negotiated at the time a new project is being proposed that impacts the City's roads.

Deborah Bare asked if plans are still underway for one-way streets on the avenues; City Manager Stretch said a meeting of the Traffic Committee was held earlier in the day where that subject was discussed and the matter will be coming back to the Council for discussion in the near future.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Approve Change Order No. 3 on the Wastewater Treatment Plant Upgrade and Disposal Project
Councilmember Wilson referred to the \$36,000 charge on the change order for replacement of a broken sewer line and asked for an explanation; Wastewater Superintendent Chicora explained that it was determined that the break was a pre-existing condition and that the mud basically found the hole in the pipe. He said the line was approximately 12 feet deep so the repair required extensive excavation and a lot of man hours.

Councilmember Wilson asked if staff anticipated running into this same type of thing in other areas; Wastewater Superintendent Chicora said he would not be surprised and would be running the camera through the lines to identify other breaks.

City Manager Stretch said the sewer camera has identified lines that staff thought were broken but were actually just plugged with grease stating the camera has been a very useful tool.

Finance Director Beauchaine commented that the \$36,000 charge was actually negotiated down from \$50,000.

Motion was made by Woodall/Wilson to approve Change Order No. 3 on the Wastewater Treatment Plant Upgrade and Disposal Project. Motion carried 4-0.

Conduct Public Hearing on Unmet Transit Needs and Direct Staff to Send Letter to Humboldt County Association of Governments Relaying Comments Made During the Public Hearing
City Manager Stretch provided a staff report and said annually the City conducts a public hearing to receive comments from the community regarding any unmet transit needs. The comments are then sent to HCAOG for inclusion in the Unmet Needs Report of Findings.

A public hearing was opened at 6:57 p.m. to receive input on any unmet transit needs in the community.

Ayala Talpai, 25 Belleview Ave. stated the Eagle Prairie Arts District would like to see a trail and sidewalks from Belleview Ave. to Ferndale.

Nick Angeloff, 156 Grayland Heights stated he would like to see a potential rail with trails along the Scotia Bluff's; and connection to the National Rail System.

Community Development Director Caldwell expressed the need for bus shelters on Davis Street at the North at South Highway 101 off-ramps; and suggested HCAOG facilitate a park-and-ride at the Davis Street off-ramps.

Councilmember Marks expressed the need for an improved dial-a-ride program for seniors.

There being no further comments, the public hearing closed at 7:02 p.m.

Motion was made by Woodall/Marks to direct staff to send a letter to Humboldt County Association of Governments (HCAOG) relaying the comments made during the public hearing regarding unmet transit needs. Motion carried 4-0.

Set Date for Departmental Work Plan Study Session

City Manager Stretch said at the direction of the Council, he asked each of the Departmental Managers to prepare a status report on their FY 2011-2012 work plan and also prepare a new work plan for FY 2012-2013. He suggested the Council establish a date for a study session to review the material and approve the work plans for the current year.

Motion was made by Wilson/Woodall to schedule the study session for February 12, 2013 at 6:30 p.m. Motion carried 3-0; 1 abstain (Councilmember Marks).

Councilmember Marks commented that she felt the City Manager should make sure the goals of the departmental managers are also his goals.

Approve Minor Finance Department Restructuring and Approve Resolution No. 1192-2013 Repealing Resolution No. 1190-2013 Approving the Position Allocation Table for FY 2012-2013

City Manager Stretch provided a staff report and said as the Council is aware, the vacant Senior Fiscal Assistant position was filled last fiscal year at the Fiscal Assistant I level with the internal transfer of the Administrative Technician position that was subject to staff downsizing. As a result, the front office has functioned with (2) Fiscal Assistant I/II positions since May 2012 which has not produced the intended result. He said the physical layout of the office makes it difficult for the Finance Director or Accountant II to supervise the staff in the front office and it is staff's opinion that a position requiring a higher level of knowledge and skill would work better for the organization.

City Manager Stretch pointed out the job descriptions as presented for the Fiscal Assistant I/II position and the proposed Senior Fiscal Assistant are substantially different. He recommended that (1) Senior Fiscal Assistant position be reestablished and (1) Fiscal Assistant position be eliminated, effective on the date that the Senior Fiscal Assistant position is filled. He said the position will be filled by open recruitment and the current Fiscal Assistant I/II employees may test and compete for the new position if they so choose.

Councilmember Woodall asked when the recruitment would begin; City Manager Stretch stated the recruitment would begin right away.

Councilmember Marks asked if the test would be the same type test provided with the recruitment of the Accountant II position; City Manager Stretch said it will be the same type of validated test.

Motion was made by Marks/Wilson to approve the Finance Department restructuring and approve Resolution No. 1192-2013 approving the Position Allocation Table for FY 2012-2013. Motion carried 4-0.

Review Draft Housing Code and Consider Scheduling a Study Session for Further Review and Discussion

City Manager Stretch stated this subject was approached previously but put on hold due to more important items that needed to be addressed.

Community Development Director Caldwell explained that under the Housing Code every owner of rental property will be required to register with the City and have annual inspections of any rental property. He said there will be a fee associated with the inspection and there will be a certified inspector who will go out with an exterior and interior check list of items to inspect.

Community Development Director Caldwell said he met with the Humboldt Association of Realtors Government Review Committee (GRC) and discussed the City's intent in developing a Housing Code, including the Rental Housing Inspection Program and his comments were not well received. He said they expressed concern about associated costs thus affecting the rental rates and the affordability of housing in general in the City. They also felt there may be privacy

issues and pointed out that there are existing provisions in the Health and Safety Code regarding substandard housing that gives the City the tools to address most or all of the concerns the City may have. They also felt that home owners should be subject to the same inspections.

He said the City Manager recommended the document be distributed to the Council and a Study Session be scheduled for further review and discussion.

Councilmember Wilson said he would like to hold a Study Session to get a better understanding of the draft document and determine if it is worthwhile. He said with adoption of the Marijuana Ordinance there is a lot of opportunity where this could be a good.

Councilmember Woodall stated she has supported the adoption of a Rental Housing Inspection since here inception on the City Council and said she was in support of a Study Session. She asked staff what percentage of residences in the City are rentals; Community Development Caldwell stated approximately 50% are rentals.

Councilmember Marks asked who is going to implement the program and how will it impact our current staff; Community Development Director Caldwell stated that issue would have to be addressed. He said originally the idea was to have him do the inspections and said the person or persons doing the inspections must be trained and certified. He noted that in regard to revenue it must be revenue neutral as the City cannot make money on the inspections.

Mayor Thompson referred to the appeal process, penalties and the provision to waive fees on the basis of financial hardship and asked for clarification; City Manager Stretch stated the draft Housing Code will be discussed in detail at the study session.

A study session was scheduled for February 26, 2013 at 5:30 p.m.

ORDINANCES/SPECIAL RESOLUTIONS

Approve Resolution No. 1194-2013 Amending Employee Memorandums of Understanding to Correct Technical Errors

City Manager Stretch provided a staff report and said the employee MOU's were approved by the Council on July 10, 2012 however, since that time several inadvertent errors have been found in regard to the salary schedule and range steps. He said when the documents were presented to the Council for approval; the wrong salary schedule was included in the council packet. He said the Finance Department did however; enter the correct salaries in the system so the MOU's merely needed to reflect a 3% raise rather than 4% as stated.

In regard to the salary range steps, the schedules for steps A through D were calculated incorrectly. City Manager Stretch said the errors only affected a few employees and the adjustments range from \$00.01 to \$00.06 per hour, resulting in employees being underpaid over the past 7 months between \$12.00 and \$72.00.

Another needed correction had to do with a typo in the Employee MOU under Deferred Compensation Contribution, Article 11 which states that the employer's contribution is 12% rather than 10% as it should read.

Lastly, the spread on the salary schedule for the Sergeant to Corporal is at 12.29% rather than 10% as it was intended. City Manager Stretch said the error amounts to \$00.55 per hour or \$1.144 annually. He said it is not suggested that the employee be required to repay the overpayment, but it is recommended that the employee be "Y" rated and that the pay adjustment in the second year of the contract be at the correct level as provided in the corrected MOU. He said the employee groups are in agreement with the corrections.

Councilmember Marks asked for an explanation of a "Y" rated employee; City Manager Stretch explained that the salary is frozen until the salary catches up with where it should be.

Motion was made by Woodall/Wilson to approve Resolution No. 1194-2013 *Amending the Rio Dell Employees' Association and Rio Dell Peace Officers Association Memorandums of Understanding for 2012-2014*. Motion carried 4-0.

Introduce and Conduct First Reading (by title only) of Ordinance No. 300-2013 Amending the Sign Regulations, Section 17.30.260(e) of the Rio Dell Municipal Code, to Correct an Error to Allow Appurtenant Signs in all Commercial Zones, Including the Town Center and Industrial Commercial Zones

Community Development Director Caldwell provided a staff report and said he was contacted by a property owner regarding placing a sign in the Town Center Zone. Upon review of the current sign regulations he discovered an error under Section 17.30.260 of the Rio Dell Municipal Code. He said when the City adopted zoning regulations in 2004; the majority of the regulations were carried over from the previous Zoning Ordinance 59. Upon review of the code he discovered that appurtenant signs are restricted to the Community Commercial (CC) zone. He said he feels there was an error in carrying over the previous regulations into the current regulations to allow appurtenant signs in all commercial zones, including the Town Center and Industrial Commercial zone.

Community Development Director Caldwell said another issue is that the regulations do not reference whether or not illuminated signs are allowed. He said staff believes that the intent is that illuminated signs are allowed.

Mayor Thompson opened a public hearing to allow public comment on the proposed ordinance. There being no public comment, the public hearing closed.

Councilmember Woodall said when you refer to "illuminated" you think of a neon sign and asked if you shine a light on a sign if it is considered illuminated; Community Development Director Caldwell said that it is.

Councilmember Woodall then asked if a banner is considered a sign; Community Development Caldwell said he was uncertain so he would look into it and report back to Council at the next meeting.

Mayor Thompson stated when the Town Center zone was developed, it was recognized that it also included residential uses and as he recalls, it was not an accident that signs were left out. He said the idea of the Town Center was to get redevelopment funds and because of the mixed use residents didn't want illuminated signs shining into their homes. Also, the intent was to keep the Town Center tourist friendly.

Mayor Thompson said after the 2004 Zoning regulations were adopted, an advertising firm came to the City with a request to install a large sign at the end of Eeloa Ave. When the application was denied, they sued the City. He said the question is whether signs can be placed in certain areas. He said he wants to make sure we will not be allowing for large off-site signs, commenting that 300 sq. ft. is large.

Community Development Director Caldwell commented that signs, appurtenant to any permitted use cannot exceed three sq. ft. per front foot of the site and since the average lot width in the Town Center is 50 feet the maximum size of the sign would be 150 sq. ft.

Discussion continued regarding signs hung perpendicular to the building; Community Development Director Caldwell said there are regulations against it and that in the Design Review Guidelines, signs cannot extend beyond the property line without securing an encroachment permit.

Motion was made by Wilson/Woodall to introduce and conduct first reading (by title only) of Ordinance No. 300-2013 *Amending the Sign Regulation, Section 17.30.260 of the Rio Dell Municipal Code*. Motion carried 4-0.

REPORTS/STAFF COMMUNICATIONS

City Manager Stretch reported on recent activities and said he had a good meeting with the architect regarding improvements to City Hall and said once they develop costs he will be bringing it back to the Council; and announced the Chief of Police was not in attendance as he went home ill.

Councilmember Woodall asked about the status of the Monthly Police Report; City Manager Stretch said the report was done, but not included in the Council packet.

Finance Director Beauchaine said she had nothing to report at this time.

Councilmember Marks asked for an update on the audit; Finance Director Beauchaine stated the audit was not done and that there was a list of pending items to reconcile. She said she would be submitting an adjusted budget review hopefully at the next regular meeting, followed by a draft budget after that.

Councilmember Wilson referred to a copy of a letter sent to Wahlund Construction addressing concerns regarding the wastewater project; particularly traffic control and asked if the City had received a response. Finance Director Beauchaine stated that Mr. Wahlund came into the City and apologized and said originally he did not plan on doing the boring so he was stretched a little thin due to commitments to other projects. He said they are done with the boring so there won't be any further problems. Finance Director Beauchaine said she made the City's expectations very clear so in the event they don't comply in the future, a cease and desist order will be issued.

Community Development Director Caldwell reported on recent activities in the Community Development Department and said he attended a LID Storm Water Development Workshop on the 23rd of January where they addressed ways to reduce storm water runoff. He said the new way of thinking is that you don't have to build curb and gutters and that retention basins and bio-swales are actually more effective. He also reported that he was recently approached by a local Church regarding placement of a sign on the church roof and stated the sign ordinance will have to be amended in order to approve their request.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Marks reminded Council to save their copy of the Housing Code for the upcoming study session to avoid staff copying it again; suggested the Council revisit the Marijuana Ordinance after one year to see how it is working in conjunction with the Housing Code; and said in regard to the report on the credit card policy, there was a misunderstanding in what she wanted stating that her inquiry was in regard to the use of debit/credit cards at the front counter for citizens.

Councilmember Wilson reported he attended his first meeting as a new member to Redwood Region Economic Development Corporation (RREDC), and said it is a very interesting organization. He said they came out with a program called "Prosperity 2012" that finds ways to create new jobs in the community. He said good things are also happening with the Redwood Coast Energy Authority (RCEA) and said the Humboldt Bay Harbor Commission is interested in purchasing the former L.P. Pulp Mill and there is an energy company that is at the cutting edge in regard to energy production and they are encouraging agencies in the County with the same goals to come forward.

Mayor Thompson reported on his attendance at his first Humboldt Association of Governments (HCAOG) meeting and said it was a very interesting experience stating the key part of the meeting had to do with the County Department of Health and Human Services.

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Wastewater Superintendent Chicora announced that Aeromod postponed their arrival to start up the treatment plant by one week so if anyone is interested in coming down to the wastewater treatment plant to see the progress of the project they should do so before the 12th. He said Thermo Flight is also scheduled to be here in two weeks to start up the sludge dryer.

Councilmembers Wilson and Woodall scheduled a tour of the plant at 4:00 on Wednesday.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:00 p.m. to the February 12, 2013 study session.

Attest:

Jack Thompson, Mayor

Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL
STUDY SESSION
FEBRUARY 12, 2013
MINUTES**

A Study Session of the Rio Dell City Council was called to order at 6:30 p.m. by Mayor Thompson.

ROLL CALL: Present: Mayor Thompson, Councilmembers Marks, Wilson and Woodall

Absent: Councilmember Leonard (excused)

Others Present: City Manager Stretch, Chief of Police Hill, Finance Director Beauchaine, Water/Roadways Superintendent Jensen, Wastewater Superintendent Chicora and City Clerk Dunham

STUDY SESSION MATTERS

Discuss Departmental Work Plans for FY 2012-2013

Mayor Thompson announced the purpose of the study session is to review and discuss the Departmental Work Plans for FY 2012-2013.

Beginning with the Public Works Department, Water/Roadways Superintendent Jensen reviewed the goals for the Water Department. He said one of his top priorities is the replacement of water service laterals on Riverside Dr. with a cost estimate of \$30,000-\$40,000. He said probably his number one priority, although he failed to get it on the list, is the Belleview/Ogle drainage improvements. Another priority is street repairs from Riverside Dr. to Fern St. to Eeloa Ave.

Councilmember Wilson stated that it seems that a lot of the public works projects are contingent on the Capital Improvement Program (CIP) Budget.

Councilmember Marks commented that the replacement of water service laterals on Riverside has been budgeted since around 2006 and asked why it hasn't been done. Water/Roadways Superintendent Jensen said the public works staff has shrunk by 2 people since that time; and that he did have contractors look at the project to provide quotes but they didn't respond.

Finance Director Beauchaine noted that as she recalls, the first time the project was budgeted was 2 years ago and that the current CIP budget has not yet been developed for this fiscal year.

City Manager Stretch stated one additional item that needs to be included on the list of priorities is the purchase of a water plant clarifier at a cost of \$250,000-\$400,000.

Mayor Thompson asked how the purchase would be funded and asked if proceeds from the possible sale of the Monument Springs could be used.

City Manager Stretch referred to Item 23 on the City Manager's list which is to inventory and prepare a recommendation for the sale of surplus city properties. He said in addition to the Monument Springs other property for consideration is the well site at the industrial park and the Belleview parcel. He noted that Item 23 dovetails with purchase of the water clarifier.

Mayor Thompson asked if the City's strip of land on the corner of Belleview and Pacific could possibly be rezoned and sold.

Next was review of the Wastewater Department goals. Wastewater Superintendent Chicora said his first priority is completion of the Wastewater Treatment Plant and Improvement Project scheduled to be completed by September. He said other priorities include sewer line maintenance with use of the camera system to identify problem areas, and staff training on pump repairs.

Chief of Police Hill then identified his top five priorities which include update of the Nuisance Abatement Ordinance and Drug House Abatement Ordinance; completion of POST ICI Core Course for investigations for the entire department; development of a sustainable fleet replacement program for the Police Department to reduce vehicle maintenance costs; update of the current Police Department fee structure; and to thoroughly review the Emergency Operations Plan and determine if it meets federal and state requirements, the community needs, and staff needs.

Finance Director Beauchaine stated a Master Fee Resolution is needed for all departments and typically a consultant is initially hired to assess and develop fees which is then reviewed each year by staff and Council and adjusted accordingly. She provided an estimated cost of \$50,000 for a consultant to do the initial review.

City Manager Stretch said he has done several master fee schedules and could do the same for the City however he would have little time to do anything else as it would be very time consuming.

Councilmember Wilson asked if there would be a cost to get quotes from consultants; Finance Director Beauchaine said it would simply involve sending out Requests for Proposals (RFP's).

Councilmember Wilson said he would like the Council to direct staff to proceed with development of an RFP for a Master Fee Schedule. Council concurred.

City Manager Stretch said it would be a great policy item staff could build on.

Councilmember Marks asked about a possible pro-active approach to the licensing of dogs; City Manager Stretch stated the idea is to initiate a summer volunteer program, possibly with students going door to door where there are unlicensed dogs visible.

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Chief of Police Hill said his idea is to go door to door himself as a good public relations approach.

Chief of Police stated there are several other items on his list that he did not cover and asked for Council questions. There were no further questions raised.

Next, was review of the City Clerk's Department. City Clerk Dunham said the number one priority on her list at this point in time is to work with the building inspector to get building permit inspections up to date so files can be closed out. The next priority is to set up a new central filing system, process records for destruction and explore the possibility of a paperless system, possibly DocStar. Another noted priority is to set up a new filing system for Business Licenses and incorporate copies into Assessor Parcel Files. She reported that she was currently working with the City Attorney on the dissolution of the Municipal Water Corporation and the Rio Dell Economic Development Corporation and expected it to be finalized soon.

Chief of Police Hill explained how DocStar is set up and said it is working great in the Police Department.

Finance Director cautioned staff about going paperless and said she previously worked in an office during the time they went paperless and said the transition is very difficult. She said before anything is entered into the system, a policy needs to be developed on how documents are titled and entered.

Moving on to the Finance Department, Finance Director Beauchaine identified priorities of the Finance Department as: implementing the 3rd restructuring of the finance department to allow for increased productivity; completion of the Civil Liability Compliance Project; completion of the Wastewater Rate Study; acquire missing keys for offices, desks and file cabinets in duplicate; update of Finance Department Policy and Procedures Manual; improvement of budget document and evaluate purchase of Accufund Budgeting System; implement integrated Accufund Loan Tracker; evaluate use of credit/debit card at front counter; develop RFP for Master Fee Schedule; and to explore potential funding sources for various projects.

Mayor Thompson asked how long it will take for restructuring of the finance department; Finance Director Beauchaine said she will be putting together a time line and sharing it with the City Manager. She said she would expect it to take 6 months to get the new person up to full speed.

Councilmember Wilson asked if filling the Senior Fiscal position will take pressure off of the Finance Director; City Manager Stretch said it will but there is training involved. He said the idea is to recruit someone with the skill set of Senior Fiscal capabilities.

City Manager Stretch announced the Community Development Director was attending a CDBG workshop looking for funding opportunities for drainage and other purposes. He provided a review of the goals and priorities for the Community Development Department and said more and more needed zoning text amendments are being identified by staff which need to be addressed. He noted there are a lot of definitions in the zoning code but the definitions are not inclusive enough. He indicated that one of the more important issues in the Community Development Department is to take a look at the businesses that are out of compliance and do what is necessary to bring them into compliance. He said zoning text amendments should be a priority.

Councilmember Marks commented that the crab pot business on Wildwood Ave. is not in compliance with the current zoning. City Manager Stretch pointed out that the business license was approved by a former City Manager and the City can't really punish someone for something that was a mistake made by City staff.

City Manager Stretch said the Rental Inspection Program is moving along; more training will be occurring in regard to the CDBG Program; and in regard to the development of impact fees, he asked a consultant to develop costs to implement the various fees due to the time involved for staff to do the research.

City Manager Stretch then moved on to the City Manager Work Tasks. He stated that he has a number of priorities beginning with amendments to the Employee Handbook. He said as time permits he will be reviewing the credit card policy and processes; the City travel and reimbursement policy; the Mayoral rotation policy; and a policy for Councilmember travel expenditures for distant meetings. He noted he would be reviewing and preparing a recommendation on the acquisition of the AccuFund budget planning module sooner than later since the money has already been allocated.

Mayor Thompson asked if more staff training is needed on AccuFund or if a new accounting system would be more prudent; Finance Director Beauchaine said AccuFund serves the City well and that she is very happy with the performance.

Councilmember Marks commented on the use of Excel to input information for the budget. Finance Director Beauchaine said with the AccuFund budget module she will still have to input the information. She explained how the budget module works and explained that it does not perform calculations. She said she prepared 26 budgets last year and does not believe the budget module will accomplish what the Council thinks it will.

City Manager Stretch said the Council has appropriated funds for the purchase of the budget module but he wants to personally discuss the program with AccuFund staff so he can accurately assess the situation. He said the budget needs to be prepared in a different format.

Finance Director Beauchaine said the problem is that her time is allocated to other projects and there is not enough time to devote to the budget and make it a priority.

Councilmember Wilson stated that the budget preparation should be a priority and perhaps after restructuring of the finance department some of the projects can be shifted so the budget can become a priority.

Finance Director Beauchaine said the goal is to train the Accountant II on budget procedures. She said she has not been able to do that because she is doing Payroll and Accounts Payable that is no longer being done by the front office staff.

Councilmember Wilson reiterated that the budget should be a number one priority and the Council needs to know what is coming in and what is going out in order to make informed decisions.

Finance Director Beauchaine said she understands that the budget format is what the Council would like to see changed. She assured the Council that the data presented is sound.

Mayor Thompson referred to Item No. 15 on the City Manager Task List regarding review of the Humboldt Waste Management Authority (HWMA) JPA Agreement and said they are in the process of going through the strategic planning process and he has concerns about potential liability to the City. He said there are a number of projects on the horizon, any of which could fail. He asked for approval to enter into discussions with the City Manager and the City Attorney and authorize the City Attorney to write a letter to the HWMA Board stating the City's position that the City wants the ability to opt out of the food digester project and have no liability. He said there is not equal benefit among the smaller cities and the larger cities in the JPA and questioned whether the City should pull out of the JPA.

Councilmember Marks suggested the item be placed on the next regular agenda for further discussion. City Manager Stretch commented that he is not sure putting the matter on the agenda will get the City Council where they want to go. He agreed to spend more time exploring the possibility of pulling out of the JPA.

Councilmember Wilson commented that overall everyone has a lot of things that need to be accomplished and what he would like to see is a uniform way of looking at the work plans so they are listed according to priority with the status noted on each of the tasks. He said it is not possible to do everything that needs to be done and suggested staff start with the number one priority and do it well, then move on to the next task. He suggested staff be realistic with what needs to be accomplished. He said he recognizes everyone has a lot to do and appreciates the effort.

FEBRUARY 12, 2013 MINUTES
Page 6

City Manager Stretch suggested the format of the work plans be expanded to include an estimate of the time it takes for routine duties including interruptions; and what time it leaves for creativity.

Mayor Thompson suggested the Council review the work plans in 6 months and re-prioritize as needed.

Councilmember Woodall stated reviewing the work plans makes the Council realize just how much all the departments are doing.

City Manager Stretch pointed out that the goals change every day but hopefully the City Council has a better idea of what staff does. He said the employees work for the City Council and the community and we all need to be on the same page as far as priorities.

Mayor Thompson said he also appreciates the work staff is doing and the work plans establish a good foundation.

Consensus of the Council is that the work plans come back to the Council for review in 6 months.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:355 p.m. to the February 19, 2013 regular meeting.

Jack Thompson, Mayor

ATTEST:

Karen Dunham, City Clerk

675 Wildwood Avenue
Rio Dell, CA 95562



TO: Mayor and Members of the City Council
THROUGH: Jim Stretch, City Manager
FROM: Stephanie Beauchaine, Finance Director *SB*
DATE: February 19, 2013
SUBJECT: California State Lands Commission Reimbursement Agreement

RECOMMENDATION

Direct the City Manager to execute the California State Lands Commission Reimbursement Agreement

BUDGETARY IMPACT

None.

BACKGROUND AND DISCUSSION

The City applied for a permit with the State Lands Commission to construct the wastewater effluent pipeline which will be partially located on State lands. The application cost is approximately \$7,475.00 and has been paid by the City's WWTP General Contractor, Wahlund Construction.

In addition, the State Lands Commission requires applicants to execute a reimbursement agreement for all staff costs incurred by the commission to evaluate the City's application. All costs will be paid by the contractor; however the City must execute the agreement.



January 29, 2013

Contact Phone: (916) 574-1954

Contact FAX: (916) 574-1875

Email: Swandek@slc.ca.gov

File No. R 17312
Work Order No: W 26651

City of Rio Dell
c/o Jim Stretch
675 Wildwood Avenue
Rio Dell, CA 95562

Subject: Reimbursement Agreement for Staff Costs

The enclosed agreement is to assure that the California State Lands Commission (CSLC) recovers the total cost to your application for a General Lease – Public Agency Use, Humboldt County.

Please sign both copies of the agreement and return them to our office for further processing. A fully executed agreement will then be returned to you.

A check for \$7,500.00 was received by our Accounting office on 01/07/13. \$25.00 has been applied to the non-refundable filing fee and \$7,475.00 has been applied to the estimated cost.

If you have any questions, please contact me or Reid Boggiano, CSLC Project Officer, at (916) 574-0450. Thank you.

Sincerely,

Teresa Krzywoszija

Teresa Krzywoszija
Reimbursement Administrator

Enclosures

**CALIFORNIA STATE LANDS COMMISSION
APPLICATION PROCESSING REIMBURSEMENT AGREEMENT
Agreement 17312**

1. **PARTIES.** This Agreement is between City of Rio Dell (hereinafter 'Applicant'), whose mailing address is 675 Wildwood Avenue, Rio Dell, CA 95562, whose Project Manager is Jim Stretch, and the California State Lands Commission (hereinafter 'State') whose Project Officer is Reid Boggiano.

2. **AGREEMENT:** Applicant agrees to reimburse the State for services (hereinafter 'the Services') reasonably necessary to process the application submitted by Applicant, identified in the State's records as 26651 (hereinafter 'Application'), for consideration by the California State Lands Commission of project described as Lease: General - Public Agency Use, within Humboldt County(ies). The estimated cost will be \$7,475. Applicant agrees to submit a deposit in the amount of the estimated total cost of the Agreement.

Note: If the total deposit has previously been submitted, no further deposit is necessary at this time.

The State will advise Applicant if actual costs exceed the above estimate by ten percent (10%) or more. Costs in excess of the initial deposit shall be invoiced and mailed to Applicant. Applicant shall notify State within fifteen (15) days of being advised of any estimated cost increase if the Applicant wishes to dispute the costs or terminate the project in accordance with Section 4 of this Agreement. No response shall be deemed agreement to pay the revised estimated costs. No Commission action shall be taken on the application until all amounts due have been paid.

Additional payments shall be mailed to the California State Lands Commission, 100 Howe Avenue, Suite 100 South, Sacramento, CA 95825, within 30 days of receipt of invoice. Should the advance deposits exceed actual costs, a refund will be mailed to the Applicant within sixty days of completion of the transaction, or earlier termination as provided in Section 4 below.

Applicant agrees to indemnify, defend and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting from Applicant's performance under this Agreement.

Applicant understands that by entering into this Agreement, the State is not representing that the Application will be approved by the California State Lands Commission or other state, local or federal permitting agencies.

3. **TERM.** This Agreement shall be effective from 01/01/2013 and shall continue in full force and effect through 12/31/2015, unless terminated earlier pursuant to the provisions contained herein.

4. **TERMINATION.** Either party may elect to terminate this Agreement at any time upon ten (10) days written notice to the other party. Applicant agrees that in the event of termination of this Agreement by either party, it shall reimburse the State upon its written request one hundred percent (100%) of all costs incurred by the State for the performance of its obligations as described in this Agreement through the termination date.

5. **APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of California.

STATE OF CALIFORNIA

BY: _____
Denise Cook
Fiscal Officer

BY: _____
Name **(date)**

Address

STAFF COUNSEL REVIEW _____

CALIFORNIA STATE LANDS COMMISSION
APPLICATION PROCESSING REIMBURSEMENT AGREEMENT
Agreement 17312

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5. **APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of California.

STATE OF CALIFORNIA

BY: _____

Denise Cook
Fiscal Officer

BY: _____

Name _____ **(date)**



Address

STAFF COUNSEL REVIEW _____

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



For Meeting of: February 19, 2013

To: City Council
From: Kevin Caldwell, Community Development Director 
Through: Jim Stretch, City Manager 
Date: February 15, 2013
Subject: Sign Regulations

Recommendation:

That the City Council:

1. Continue consideration of the sign amendment until the meeting of March 19, 2013.

Background and Discussion

Staff recently discovered what was believed to be an error in the existing sign regulations, Section 17.30.260 of the Rio Dell Municipal Code (RDMC). The current regulations restrict appurtenant signs to the Community Commercial (CC) zone. The applicable provision is identified below:

17.30.260 Signs and nameplates.

*(e) Signs, appurtenant to any permitted use and not to exceed three square feet per front foot of the site on which it is displayed; provided, that any site shall be permitted at least 50 square feet, but in no case more than 300 square feet, and divided into not more than six single- or double-faced signs, shall be permitted in any **CC zone (emphasis added)**.*

As presented in the Staff Report for your February 5th meeting, staff believed that there was an error in carrying over the previous regulations into the current regulations. Section 6.18(e) of the original sign regulations are provided below:

6.18 Signs and nameplates.

(e) Signs, appurtenant to any permitted use and not to exceed three square feet per front foot of the site on which it is displayed; provided, that any site shall be permitted at least 50 square feet, but in no case more than 300 square feet, and divided into not more than six single- or double-faced signs, shall be permitted in any C or M-L zone (emphasis added).

Mayor Thompson questioned if in fact it was an error or if the restriction to the Community Commercial was intentional. As such staff has pulled the minutes from June (Attachment 1) and July of 2004 (Attachment 2) when Sign Guidelines were discussed. As Mayor Thompson suggested, there was discussion about restricting illuminated signs in the downtown area. In addition there was discussion regarding various sign types, including wall signs, projecting signs, applied dimensional letters, glass store front signs, pole signs, monument signs and banners. Apparently Draft Sign Guidelines were presented, but staff has not been able to locate a copy of the Draft Guidelines. Staff is attempting to locate a copy of the Draft Sign Guidelines and determine if any part of the suggested Guidelines were ever adopted.

Based on the new information, staff recommends that we continue consideration of amending the sign regulations until the meeting of March 19, 2013.

Attachments:

1. Minutes of the June 8th, 2004 Study Session.
2. Minutes of the July 13th, 2004 Study Session.

**RIO DELL CITY COUNCIL
STUDY SESSION
JUNE 8, 2004
MINUTES**

A Joint Study Session of the Rio Dell City Council and the Rio Dell Planning Commission was called to order at 5:30 P.M. by Mayor Parrish.

ROLL CALL: Present: Mayor Parrish, Councilmembers Dunker, Thompson, and Woodall; Planning Commissioners Withrow, Millington and Hill

Absent: Councilmember Leonard, Planning Commissioners O'Donald and Plum

Others Present: City Manager Naffah, Alex Stillman, and Clerk Dunham

STUDY SESSION MATTERS

Downtown Commercial Guidelines with Alex Stillman Group

City Manager Naffah stated the purpose of Study Session was to discuss Downtown Commercial Guidelines with Alex Stillman.

Alex Stillman and her associate began with review of the revised draft of the Rio Dell Design Guidelines. She said the City would first need to decide who in the City is going to look at the design proposals and to decide if they fit with the City's new guidelines. It was suggested a design review board be established consisting of people who are experienced in these matters rather than to rely on City staff.

Alex and her associate took a look at the downtown before the meeting and selected nine (9) buildings for rehabilitation which included: 1) Crosbie Chiropractic; 2) Al's Diner; 3) Stephen's Candlerly /Kemp Inspection Services; 4) C.S.S. New and Used; 5) Bianchi Building; 6) Rio Dell Second Hand; 7) The Dollar Store; 8) Rio Dell Post Office; and (9) Figueiredo's Video. The following suggestions were presented:

Crosbie Chiropractic - Eliminate grids in the windows, square up the window and door trim, replace the solid doors with glass, and to fill in the space between the trim and windows with wider trim.

Al's Diner - Paint the parapet or replace with a cloth awning to create a softer look, fence the outside area for outdoor dining including landscaping and potted plants.

Stephen's Candlerly/Kemp Inspection Services - Add two new parapets, awnings and paint each business a different color for separation.

C.S.S New & Used - Repaint with better color scheme and install protruding planter boxes below the window 8 to 10 inches deep planted with rosemary.

Bianchi Building – Restore parapet to its original design, paint, and install new awnings.

Rio Dell Second Hand - Paint building with the attached log cabin structure a different color to differentiate between the business and residence.

The Dollar Store - Move the sign facing South down to eye level, move the sign facing the street on the back of the building, and paint the entrance green to match the sign to give a more pedestrian friendly feeling.

Rio Dell Post Office – This building would benefit with a bulk head, new parapet, new paint (white with blue trim and red accents), squared off trim and replace window in attached building with a smaller window (3' X 1.6').

Figueredo's Video – Replace siding, put horizontal band along the top to raise the façade and paint.

Appreciation was given to Grundman's Sporting Goods for the good choice with color and design of their building.

Other general recommendations included 10-12 foot sidewalks with street trees; tile bulk heads (kick plates) to create cohesion; creation of a pattern for trees that work together; hardy plank siding; changing paint colors every two-three years; the use of hedges or trellises in particular areas; and constructing new buildings from the edge of the street so they become compatible with existing structures.

Discussion continued regarding parking for existing businesses; Joyce commented that even though the downtown is perceived as not having enough parking, it isn't necessarily so. A parking survey was suggested to see where additional parking may be needed.

Councilmember Thompson said he would like to see sidewalks become more attractive and suggested brick accents or bulb outs; Joyce stated that ADA (American Disabilities Act) would need to be considered and cautioned the City to be careful do to liability issues. She pointed out that brick would be too expensive although we might want to consider colored sidewalks as an alternative.

City Manager Naffah stated that one way to break up the sidewalk would be to put in benches, trees or planters.

**RIO DELL CITY COUNCIL
STUDY SESSION
JULY 13, 2004
MINUTES**

A Joint Study Session of the Rio Dell City Council and the Rio Dell Planning Commission was called to order at 5:30 P.M. by Mayor Parrish.

ROLL CALL: Present: Mayor Parrish, Councilmembers Dunker, Leonard, and Thompson; Planning Commissioner Millington

Absent: Councilmember Woodall, Planning Commissioners O'Donald, Hill, Plum, and Withrow

Others Present: City Manager Naffah, Alex Stillman, and Clerk Dunham

STUDY SESSION MATTERS

Downtown Commercial Guidelines with Alex Stillman Group

City Manager Naffah stated the purpose of Study Session was to continue discussions on the Downtown Commercial Guidelines with Alex Stillman.

Alex Stillman began with review of the revised draft of the Rio Dell Design Guidelines and suggested changes/corrections from the last study session.

Base Design Standards included: 1) Elevation Design; 2) Roof Forms; 3) Design Entrances for Safety, Convenience and Comfort; 4) Quality of Materials; 5) Screening of Mounted Equipment; 6) Outdoor Seating; 7) Loading Areas, Solid Waste Facilities and Similar Improvements out of Public View; 8) Landscaping; and 9) Lighting.

It was suggested that building height not exceed three stories or forty-five feet. Alex cautioned that State Code requires an elevator be installed in residential buildings with more than two floors or when there are more than two apartments on a second floor. Alex also stated that if offices exist on a second floor, arrangements would need to be made for secondary meeting sites to accommodate handicapped clients.

It was determined that loading doors, docks, utilities, disposal/recycling areas should be located at the rear of the building and enclosed.

Commissioner Millington asked if the Guidelines addressed property maintenance issues; Alex suggested the community get involved by making a friendly phone call encouraging them to paint and clean up their property as needed.

JULY 13, 2004 MINUTES

Page 2

Tables and chairs were suggested in the downtown area provided sidewalk widths are adequate.

Discussion continued regarding environmental clean-up of properties with underground storage tanks; City Manager Naffah explained that funds were available for City owned properties, but not for individual property owners.

Sign Guidelines were then discussed. It was suggested wording be changed under Step 1 to read "Talk to the *Planning Department*" rather than Building Inspector or Town Planner.

The various sign types were discussed such as wall signs; projecting signs, applied dimensional letters, applied letters on glass storefront or display windows, illuminated signs, pole signs, monument signs, and banners.

Illuminated signs for gas stations and businesses on the main thoroughfare were suggested but not in the downtown area where a mixed use of commercial and residential units exist.

Alex felt that pole signs for tourist related businesses should be allowed such as motels and gas stations but discouraged against the use of any billboards. She suggested the wording "*no billboards*" be added to the language.

Mayor Parrish expressed concern about non-conformance of existing signs; Alex said that letters could be sent to inform businesses that new guidelines were established and recommend they bring their sign(s) into compliance when changed.

Commissioner Millington felt that the color of a building should fit the type of business and suggested business owners be given options. Alex commented that you could only suggest color options with new construction or renovation and not on existing buildings.

The consensus of the councilmembers and commissioners present was that the "Guidelines" be just that and not rules to allow a certain amount of control and still allow flexibility.

Councilmember Dunker suggested a booth be set up during Wildwood Days to conduct surveys on what the citizens would like to see in the downtown.

City Manager Naffah pointed out that guidelines all relate to image and now is the perfect time to set some direction.

A contest was suggested to get citizens involved which involved coming up with a name for Rio Dell's Downtown Enhancement Application and possibly a slogan for bumper stickers.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:15 P.M. to the July 14, 2004 Special Meeting.

ATTEST:

Jay Parrish, Mayor

Karen Dunham, Clerk

CITY OF RIO DELLA CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0001142	1/15/2013	[0576] 101 AUTO PARTS	SVC CHARGE	132.85
			MATERIAL ASSORTMENT	
			WIPER BLADES FOR 1994 FORD TRUCK	
			BULBS	
			OIL FILTER FOR JEEP LIBERTY, 10W30	112.56
0001204	1/23/2013	[3114] 3T EQUIPMENT CO., INC.	MINI CHAIN CUTTER CHAIN RETAINER SCREW	412.78
0001165	1/15/2013	[3098] 707 AUTOMOTIVE	UNIT #2 FUEL PUMP	270.00
0001209	1/23/2013	[4109] ACCESS HUMBOLDT	ON BELHALF OF LFA PER AGREEMENT /FRANCHISE	
			OV	
			PAYMENT ON DOC STAR	323.91
0001138	1/03/2013	[5235] ADVANTAGE FINANCIAL SERVICES	DIAPHRAGM PUMP	305.42
0001170	1/15/2013	[4473] ANALYTICAL TECHNOLOGY, INC	HEALTH INSURANCE FOR FEBRUARY,2013	14,551.00
0001143	1/15/2013	[2247] ANTHEM BLUE CROSS	PHONE EXPENSES FOR DECEMBER 2012	661.67
0001167	1/15/2013	[3975] AT&T -5709	GO TO MY PC	4,348.84
0001187	1/23/2013	[2237] BANK OF AMERICA BUSINESS CARD	RENEWAL OF DOMAIN NAME FOR 5 YEARS	
			EBAY-OFFICE DESK	
			U-HAUL RENTAL	
			MARRIOTT HOTEL FOR TRAINING	
			EBAY-CONFERENCE TABLE	
0001215	1/23/2013	[5308] BARTLE WELLS ASSOCIATES	PROFESSIONAL CONSULTING SERVICES FOR	4,075.00
			DECEMBER	
0001182	1/15/2013	[5303] BROESE'S UNIFORMS	HIRING COSTST	125.17
0001174	1/15/2013	[4892] KEVIN CALDWELL	REIMBURSEMENT FOR MAILING LABELS FOR CDBG	75.00
			OWN	
0001185	1/17/2013	[4892] KEVIN CALDWELL	REIMBURSEMENT FOR CDBG DATA EXPENSE, AND	196.65
			OFFI	
0001172	1/15/2013	[4603] CALIF. BUILDING STANDARDS COMMISSION	PERMIT ASSESSMENT FEES OCTOBER-DECEMBER	11.70
			2012	
0001124	1/03/2013	[3355] CALIFORNIA DEPT. OF PUBLIC HEALTH	GRADE 2 RENEWAL FOR CAMERON YAPLE	60.00
0001144	1/15/2013	[2273] CALIFORNIA RURAL WATER ASSOCIATION	MEMBERSHIP DUES 2/2013 TO 2/2014	620.00
0001145	1/15/2013	[2277] CAMPTON ELECTRIC SUPPLY	LG LIGHT BULBS FOR WATER PLANT	65.37
0001166	1/15/2013	[3605] CDWG GOVERNMENT, INC.	WIRELESS ROUTER FOR W.W.	200.71
0001118	1/03/2013	[2293] CITY OF FORTUNA	HIRING COSTS FOR DMITRIY GAVRYUSH	66.00
0001146	1/15/2013	[2293] CITY OF FORTUNA	B.O.D, TSS/MLSS, COLIFORM PA, COLIFORM 3X5	3,262.00
			POLICE DISPATCH SERVICE FOR JANUARY 2013	
0001188	1/23/2013	[2294] CITY OF RIO DELLA	CHANGE FOR CASH DRAWER #4	250.00
0001147	1/15/2013	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 12/28/12	120.00
0001189	1/23/2013	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 01/11/2013	120.00
0001190	1/23/2013	[2313] COSTCO	MEMBERSHIP DUES FOR 2013	330.00
0001133	1/03/2013	[4773] CPS HUMAN RESOURCE SERVICES	JOB DESCRIPTION..	720.00
0001178	1/15/2013	[5127] DELTA DENTAL	DENTAL INSURANCE FOR FEBRUARY 2013	1,844.13

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0001148	1/15/2013	[2342]	DEPT OF CONSERVATION DIVISION OF ADMIN. HAZ BUILDING PERMIT FEES OCTOBER-DECEMBER 2012	51.19
0001129	1/03/2013	[4382]	DOCUSTATION	200.80
0001168	1/15/2013	[4382]	DOCUSTATION	4.74
0001134	1/03/2013	[4801]	ECS REFINING	182.91
0001119	1/03/2013	[2366]	EEL RIVER DISPOSAL	775.25
0001191	1/23/2013	[2383]	EUREKA OXYGEN CO.	16.16
0001149	1/15/2013	[2385]	EUREKA READYMIX	613.16
0001139	1/03/2013	[5272]	LARISSA FERGUSON	86.24
0001181	1/15/2013	[5301]	FLOORTEC NORTH COAST	17,302.49
0001205	1/23/2013	[3179]	FORD MOTOR CREDIT CO - MUNICIPAL	1,538.40
0001120	1/03/2013	[2411]	FORD DEARBORN LIFE INSURANCE CO.	267.00
0001151	1/15/2013	[2405]	FORTUNA ACE HARDWARE	82.82
0001152	1/15/2013	[2408]	FORTUNA GLASS & PAINT INC	35.07
0001180	1/15/2013	[5241]	GE CAPITAL	474.39
0001176	1/15/2013	[5052]	GHD	544.00
0001156	1/15/2013	[2501]	HAJOCA CORPORATION	554.65
0001136	1/03/2013	[4885]	HDR ENGINEERING, INC.	7,829.16
0001154	1/15/2013	[2452]	HORIZON BUSINESS PRODUCTS	53.09
0001125	1/03/2013	[4035]	HSBC BUSINESS SOLUTIONS	167.48
0001208	1/23/2013	[4035]	HSBC BUSINESS SOLUTIONS	33.45
0001155	1/15/2013	[2474]	HUMMEL TIRE & WHEEL, INC	572.26
0001192	1/23/2013	[2481]	ICMA	4,940.51
0001131	1/03/2013	[4474]	IIMC	145.00
0001121	1/03/2013	[2502]	KEMP INSPECTION SERVICE	512.65
0001137	1/03/2013	[5158]	KURT HIRTZER INSPECTION SERVICES	18,000.00
0001193	1/23/2013	[2513]	LACO ASSOCIATES CONSULTING ENGINEERS	390.50
0001157	1/15/2013	[2519]	LC ACTION POLICE SUPPLY	311.94
0001194	1/23/2013	[2522]	LECAH	50.00
0001128	1/03/2013	[4191]	ERIN LESTER	44.51
0001158	1/15/2013	[2546]	MERCER FRASER CO., INC.	381.47
0001195	1/23/2013	[2546]	MERCER FRASER CO., INC.	872.25
			HAZ BUILDING PERMIT FEES OCTOBER-DECEMBER 2012	
			COPIES, PRINTS, FOR DECEMBER 2012	
			OPENING BALANCE	
			REJECTIONS BY .CAL-RECYCLE - just received i	
			GARBAGE BAGS FOR DECEMBER 2012	
			HAZ/MAT CHARGE	
			SACK SLURRY (2)	
			REFUND ON CUSTOMER DEPOSIT	
			FURNISH AND INSTALL OF NEW CARPET, INSTALL	
			RU	
			PAYMENT ON FORD F250	
			LIFE INSURANCE FOR JANUARY 2012	
			OIL WOOD TREAT	
			PAINT	
			XEROX COPIER RENTAL PAYMENT-JANUARY 2013	
			DOWNTOWN IMPROVEMENT ANDTRANSPORTATION	
			PROJEC	
			DOWNTOWN IMPROVEMENT AND STREETSCAPE	
			DOWNTOWN IMPROVEMENT AND STREETSCAPE	
			SUBMERSIBLE CENTRAIFUGAL PUMP, DISCHARGE	
			HOSE	
			WATER METER COUPLINGS	
			ENGINEERING SERVICES THROUGH DECEMBER 1, 2012	
			CALENDAR	
			CHAIR MATS FOR CARPET (4)	
			CUPS, LIQUID CREAMER	
			TIRES FOR VEHICLE #1	
			RETIREMENT FOR PPE 01/11/2013	
			ANNUAL MEMBERSHIP FEE THROUGH 03/31/14	
			FOR SERVICES 12/31/12	
			PAY REQUEST #8 PER CONTRACT	
			SERVICES FOR DECEMBER 2012	
			SUPER SOCK BEAN BAG (50) JUST RECEIVED	
			2013 ANNUAL DUES	
			Refund on Customer Deposit # 3405	
			ASPHALT CONCRETE	
			ASPHALT CONCRETE	

CITY OF RIO DELLA CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0001175	1/15/2013	[4908] MITCHELL BRISSO DELANEY & VRIEZE	PROFESSIONAL SERVICES FOR DECEMBER	3,714.64
0001212	1/23/2013	[4908] MITCHELL BRISSO DELANEY & VRIEZE	PROFESSIONAL SERVICES FOR DECEMBER	435.00
0001202	1/23/2013	[2795] NALLEY & ASSOCIATES	PROFESSIONAL SERVICES FOR DECEMBER	252.00
0001126	1/03/2013	[4138] NELCO	PROFESSIONAL SERVICES FOR NOVEMBER	273.17
0001153	1/15/2013	[2410] NORTH COAST CLEANING SERVICES, INC.	FORMS	362.00
0001159	1/15/2013	[2569] NORTH COAST LABORATORIES, INC.	SERVICES FOR DECEMBER	50.00
0001196	1/23/2013	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM QUANTI TRAY, PICK UP CHARGE	130.00
0001177	1/15/2013	[5101] NORTH VALLEY LABOR COMPLIANCE SERVICES	BIOCHEMICAL OXYGEN, NON-FILTERABLE RESIDUE LABORCOMPLIANCE SERVICE FOR DECEMBER 2012	1,825.00
0001130	1/03/2013	[4393] NYLEX.NET	RE-INSTALL PC'S AND COMPUTER MOVE.	336.00
0001169	1/15/2013	[4393] NYLEX.NET	SET UP RAPID MIRROR FOR AUDIO STORAGE AND CO	288.00
0001132	1/03/2013	[4629] OLKIN & JONES, DR	PRE EMPLOYMENT TESTS FOR NEW EMPLOYEE	145.00
0001173	1/15/2013	[4629] OLKIN & JONES, DR	PRE EMPLOYMENT TESTS FOR NEW EMPLOYEE..	118.00
0001183	1/17/2013	[2603] PG&E	DECEMBER UTILITY EXPENSE	12,110.69
0001206	1/23/2013	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
0001179	1/15/2013	[5222] R. J. RICCIARDI, INC	ACCOUNTING SERVICES THROUGH 12/31/12	1,095.00
0001203	1/23/2013	[3029] REDWOOD COFFEE SERVICE	COFFEE SERVICES	61.00
0001160	1/15/2013	[2657] RIO DELL EMPLOYEES ASSOC	DUES FOR QTR ENDING 12/31/2012	76.00
0001161	1/15/2013	[2659] RIO DELL PETTY CASH	PURCHASE FOR DECEMBER	20.95
0001163	1/15/2013	[2742] SCOTIA TRUE VALUE HARDWARE	CONCRETE MIX	300.09
			BROOM & PUSHBROOM	
			GAR/TOOL ORGANIZER, DECK SCREWS, DRIVER BIT,	
			40Z AERO BELT DRESSING	
			MPT PLUG	
0001199	1/23/2013	[2742] SCOTIA TRUE VALUE HARDWARE	40W SW BULB FOR FRONT PORCH CITY HALL	19.39
0001198	1/23/2013	[2694] SHELL OIL CO.	FUEL EXPENSES FOR DEC PW	2,504.20
			FUEL EXPENSES FOR JAN PW	
			FUEL EXPENSES FOR JAN PD	
			FUEL EXPENSES FOR DEC PD	
0001171	1/15/2013	[4525] SHERLOCK RECORDS MGMT	FUEL CHARGES FOR W.W. SUPERVISOR TRAINING	110.80
0001211	1/23/2013	[4699] SIERRA CHEMICAL CO	SERVICES FOR DECEMBER	
			SODIUM BISULFITE SOLUTION, CONTAINER DEPOSIT	1,832.03
			CONTAINER DEPOSIT RETURN	
0001197	1/23/2013	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	QUARTERLY PREMIUM FOR WORKERS COMPENSATION IN	12,896.00

CITY OF RIO DELLA CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0001140	1/03/2013	[5294] DANIEL SMITH	REIMBURSEMENT FOR CLOTHING	235.93
0001135	1/03/2013	[4807] FAITH SMITH	Refund on Customer Deposit	66.50
0001162	1/15/2013	[2672] ST. JOSEPH HOSPITAL	LAB TEST	2,003.96
0001122	1/03/2013	[2709] STAPLES DEPT. 00-04079109	SCHEDULED EXAM OFFICE SUPPLIES MONITOR FOR CITY CLERK OFFICE SUPPLIES	202.44
0001123	1/03/2013	[2710] STARPAGE	JANUARY SERVICES	12.95
0001216	1/29/2013	[2251] STATE BOARD OF EQUALIZATION	SALES TAX PAYABLE FOR 01/01/12-12/31/2012	1,619.00
0001213	1/23/2013	[4937] STATE OF CALIFORNIA	SIGNALS AND LIGHTING OCTOBER-DECEMBER 2012	371.04
0001127	1/03/2013	[4152] STOKES & ASSOCIATES, DBA	HIRINGCOSTS/BACKGROUND CHECK -DMITRIY GAVRYUS	980.55
0001207	1/23/2013	[3883] SUPERIOR INSTALLS	REPLACED GUN LOCK AND TIMER	245.00
0001210	1/23/2013	[4450] TERMINIX	SERVICE AT 675 WILDWOOD AVE. SERVICE AT 475 HILLTOP	89.00
0001164	1/15/2013	[2759] US POSTAL SERVICE CMRS-PBP	PURCHASE OF FOREVER STAMPS REQUIRED FOR CDBG	495.00
0001117	1/03/2013	[2757] US POSTMASTER	POSTAGE FOR DECEMBER BILLS	337.24
0001217	1/31/2013	[2757] US POSTMASTER	POSTAGE FOR JANUARY BILLS	345.16
0001214	1/23/2013	[5297] VERSATILE INFORMATION PRODUCTS, INC.	DIGITAL AUDIO RECORDER KITS (4)	329.49
0001186	1/17/2013	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR JANUARY,2013	316.45
0001141	1/09/2013	[5108] WAHLUND CONSTRUCTION INC.	PAY REQUEST#10 PER CONTRACT	782,438.82
0001200	1/23/2013	[2772] WENDT CONSTRUCTION, INC	VACTOR MAINTENANCE	980.00
0001201	1/23/2013	[2779] WILDWOOD SAW	WEED EATER REPAIR	238.45
Total Checks/Deposits				920,956.24