A G E N D A
RIO DELL CITY COUNCIL
REGULAR MEETING - 6:30 P.M.
TUESDAY, JULY 17, 2012
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

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

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. Items requiring Council action not listed on this agenda will be placed on the next regular agenda for consideration, 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 5 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) 2012/0717.01 - Approve Minutes of the July 3, 2012 Regular Meeting **(ACTION)** **1**

2) 2012/0717.02 - Approve Janitorial Services Agreement with North Coast Cleaning Services **(ACTION)** **8**

3) 2012/0717.03 - Sale of 1988 International 3-Axle Flat Bed Truck to Rio Dell Fire Protection District **(RECEIVE & FILE)** **11**

4) 2012/0717.04 - Approve Lease Agreement with Doc-Station for a New Xerox 7545 Copy Machine **(ACTION)** **15**

5) 2012/0717.05 - Approve Resolution No. 1162-2012 Rescinding Resolution No. 1120-2011 Approving Billable Rates for Staff Time for FY 2012-2013 **(ACTION)** **21**

G. SPECIAL PRESENTATIONS

H. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

1) "SPECIAL CALL ITEMS" from Consent Calendar

2) 2012/0717.06 - Preliminary Remodel Design for Kreations Auto Body **(RECEIVE & FILE)**

3) 2012/0717.07 - Designate the Community Development Director and City Manager as Authorized Representatives to Approve Property Mergers **(ACTION)** **25**

4) 2012/0717.08 - Approve Revised LACO Scope of Services Agreement **(ACTION)** **27**

5) 2012/0717.09 - Follow up of Joint Study Session Discussion on the County General Plan Update **(ACTION)** **35**

6) 2012/0717.10 - Receive and File Certification from County Elections as to the Number of Valid Signatures on Petitions for Placement of Ballot Proposition and if Valid Number of Signatures are Certified Direct Staff to Proceed with Placing New Street Improvement Bond Measure Before the Voters on November 6, 2012 **(ACTION)** **38**

I. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

1) 2012/0717.11 - Conduct Second Reading (by title only) and Approve Ordinance No. 290-2012 Approving (or denying) the Albin General Plan and Zone Reclassification **(ACTION)** **39**

2) 2012/0717.12 - Approve Resolution No. 1153-2012 Amending the 2006 CDBG Housing Rehabilitation Program Guidelines **(ACTION)** **63**

3) 2012/0717.13 - Conduct Second Reading (by title only) and Approve Ordinance No. 291-2012 Establishing Design Review Guidelines, Section 17.25.050 of the Rio Dell Municipal Code (RDMC) and Approve Resolution No. 1167-2012 Establishing Design Review Deposit/Fee **(ACTION)** **70**

4) 2012/0717.14 - Conduct Second Reading (by title only) and Approve Ordinance No. 293-2012 Calling for an Election to be Held on November 6, 2012 and Ordering the Submission of a Proposition of Incurring Bonded Debt for the Purpose of the Construction of Street Improvements **(ACTION)** **84**

J. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police
3. Finance Director
4. Community Development Director

K. COUNCIL REPORTS/COMMUNICATIONS

L. STUDY SESSIONS/PUBLIC HEARINGS

M ANNOUNCEMENT OF ITEMS TO BE DISCUSSED CLOSED SESSION AS FOLLOWS:

N. PUBLIC COMMENT REGARDING CLOSED SESSION

O. RECESS INTO CLOSED SESSION

P. RECONVENE INTO OPEN SESSION

Q. ORAL ANNOUNCEMENTS

R. ADJOURNMENT

The next Regular meeting will be on August 7, 2012
at 6:30 PM in the City Council Chambers

RIO DELL CITY COUNCIL
CLOSED SESSION
REGULAR MEETING
JULY 3, 2012
MINUTES

The Regular Meeting of the Rio Dell City Council was called to order at 6:30 p.m. by Mayor Woodall.

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

Others Present: City Manager Stretch, Chief of Police Hill, Finance Director Beauchaine, Community Development Director Caldwell, and City Clerk Dunham

PUBLIC PRESENTATIONS

Sharon Wolff referred to the $330,000 penalty imposed on the City by the State Regional Water Quality Control Board (SRWQCB) related to the Wastewater Improvement Project and asked for more information regarding the fine. City Manager Stretch explained that when there is a deficiency within a project and you fix that deficiency you can file for a waiver of the penalty stating that the City has filed for such a waiver and feels confident it will be granted.

CONSENT CALENDAR

Motion was made by Thompson/Marks to approve the consent calendar including approval of minutes of the June 19, 2012 regular meeting; approval of Resolution No. 1160-2012 Confirmation of FY 2012-2013 Tax Assessment for 1978 Sewer Assessment Bonds; approval of Resolution No. 1161-2012 adopting Gann Appropriations Limit for FY 2012-2013; and approval of Progress Pay Request No. 4 to Wahlund Construction, Sequoia Construction Specialties in the amount of $761,214.41 for work related to the Wastewater Treatment Plant Upgrade and Disposal Project. Motion carried 5-0.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

One-Way Streets and Town Center Zoning
Mayor Woodall announced this item will be continued to the July 10, 2012 Special Meeting/Joint Study Session.

Consideration of a New Street Improvement Measure for November 6, 2012 Election
City Manager Stretch provided a staff report and stated that although the Board of Supervisors has not yet certified the June 5, 2012 election results, his understanding is that the final count of all ballots cast within the City of Rio Dell on Measure X fell short of the 66.66% voter threshold by 25 votes. He said he heard a lot of comments from the community indicating that because of

the close vote, the City should make another attempt on the measure at the November 6, 2012 General Election. He said the decision is up to the Council and should the decision be to move forward, staff will need to begin immediately to prepare the necessary documents for the July 10, 2012 Special meeting. He said he was in contact with the Bond Counsel and learned that the City would not be able to proceed with the same measure unless a petition is circulated and 15% or 71 signatures are collected based on the voters of the City as shown by the votes cast for all candidates in the last gubertorial election.

Councilmember Marks asked if Council members would be allowed to circulate petitions; City Manager Stretch said he received conflicting answers to that question although felt confident at this time that Council could circulate petitions. He noted the signed petitions would need to be back to the City Council by July 17, 2012.

After further discussion, Council concurred to proceed with placing another Street Improvement Measure on the November 6, 2012 ballot.

Clarice Cole volunteered to circulate a petition if needed.

Motion was made by Wilson/Leonard to proceed with placing a Street Improvement Bond Measure similar to Measure X on the November 6, 2012 election. Motion carried 5-0.

Motion was made by Marks/Thompson to direct staff to prepare the necessary documents to begin the process for a special Council meeting on July 10, 2012. Motion carried 5-0.

Direct Staff to Proceed with an RFP for a Wastewater Rate Study

Finance Director Beauchaine stated that currently the City charges wastewater fees on a flat rate basis, and for some time has been considering switching to a consumption based fee model based on water consumption. She said staff completed a market analysis and the cost range is too wide for staff to recommend funding options and as a result has determined the best way to proceed at this time is to prepare an RFP for a wastewater rate study which will provide the needed cost estimates to proceed with funding recommendations.

Councilmember Wilson asked what the study would entail; Finance Director Beauchaine said basically it would cover the cost of the engineer to evaluate the number of customers, software capabilities, develop two models and make presentations to the Council.

City Manager Stretch explained the idea is to come up with a defensible fee model that is more equitable for minimal users.

Councilmember Wilson asked what the cost is for putting out RFP's; Finance Director Beauchaine stated staff would prepare the RFP so the cost would be minimal.

Councilmember Wilson commented that he looked at consumption base rate models from the Cities of Eureka, Arcata and Fortuna and said it seems that, provided we have the software that allows rates to be changed, it shouldn't be a problem to set up a new rate structure. He said we are not re-inventing something that hasn't already been done and would like the cost of the study defined.

Councilmember Thompson mentioned that he installed a circulated hot water system in his home which saves him approximately 7,300 gallons of cold water per year. He said he is reluctant to spend a lot of money on a study and said he would like to see a print-out of every home and the usage.

Motion was made by Leonard/Wilson to direct staff to issue an RFP for a Wastewater Rate Study. Motion carried 5-0.

Draft July 2012 Employee Handbook
City Manager Stretch stated the Employee Handbook has been a work in progress for a number of years and before the Council is the latest version which has been circulated and reviewed by the department heads and employee groups, and reviewed and approved by the City Attorney as to its legal form. He said the recommendation is to present any questions or comments regarding the draft handbook, " receive and file" it and place it on the July 10, 2012 special meeting agenda for consideration. Council concurred.

There was no public comment received regarding the draft Employee Handbook.

Status Report on State Budget and Potential Effect on Approval of M.O.U.s and Employment Agreements
City Manager Stretch stated that with approval of the Employee Handbook comes approval of the Employee M.O.U.s and various employment agreements. He said the salary adjustments in part, were conditioned on receiving COPS/SLESF funds. He said the recently passed State budget is balanced on the passage of the Governor's November 6, 2012 sales tax increase initiative and if the initiative doesn't pass, there will be further substantial cuts in State programs. At this point it is unknown if the COPS/SLESF funds are in jeopardy of being swept back by the State. He said the purpose of placing the item on the agenda was to ask for Council direction on possibly re-negotiating the employee contracts. In the meantime, he said he spoke to Senator Chesbro's legislative person and was told affirmatively that COPS/SLESF funds will not be swept in the event the Sales Tax initiative does not pass.

Councilmember Marks asked if the City could legally rescind salary increases in the event COPS/SLESF funding is later swept by the State.

Councilmember Wilson said he felt the Council should honor the M.O.U.'s in good faith as agreed; Council concurred.

Introduce and Conduct First Reading (by title only) of Ordinance No. 290-2012 and Approve Resolution No. 1157-2012 Approving (or denying) the Albin General Plan and Zone Reclassification

Community Development Director Caldwell announced the applicant called and requested the item be continued to the next regular meeting on July 17, 2012.

A public hearing was opened at 7:22 p.m. to receive public comment on the proposed matter. There being no public comment, the public hearing closed .

Approve Resolution No. 1153-2012 Amending the 2006 CDBG Housing Rehabilitation Program Guidelines

Community Development Director Caldwell provided a staff report and said at the May 15, 2012 regular meeting, the Council considered changes to the CDBG Program Guidelines and made some recommendations. He said Mayor Woodall raised the issue of whether or not the City is obligated to provided Owner-Investor loans, and likewise, Councilmember Thompson suggested that Owner-Occupied loans be given priority over Owner-Investor loans. He said staff checked with State representatives and was told the City is not obligated to provide Owner-Investor loans. Also, if the City should continue to offer Owner-Investor loans, the City may give priority to Owner-Occupied loans.

Community Development Director Caldwell directed Council to the Rent Limitation Table in the proposed Guidelines which shows the maximum rents which may be charged during the first year after rehabilitation has been completed on a rental property. The maximum monthly rent for a 1 bedroom is $670; 2 bedroom $882.00; and 3 bedroom $1265.

Discussion continued regarding composition of the CDBG Loan Advisory Committee. Community Development Director Caldwell pointed out that the committee must consist of at least 1 staff member. It was suggested that staff check with the State regarding the composition of the loan committee with the possibility of having the committee comprised of staff members and the City Council as the Loan Committee Appeal Board.

Finance Director Beauchaine said in the past the committee has been comprised of 5 City Council members and 2 staff members to make an odd number thus eliminating the chance of tie votes.

Community Development Director Caldwell said one suggestion would be to have the loan committee comprised of himself, the City Manager and the Finance Director.

Mayor Woodall reiterated that she would like Owner-Occupied loans a priority over Owner-Investor loans stating there were problems in the past with owner-investors not maintaining their properties and some problems with payment of the loans.

Councilmember Marks said she didn't have a problem with Owner-Investor loans because the idea of the loan program is to address life-safety issues.

Finance Director Beauchaine pointed out that in the past the City did not have a Community Development Department to follow up with compliance issues and now that we do, Community Development Director Caldwell can handle portfolio concerns.

Councilmembers Thompson and Wilson agreed that Owner-Occupied loans should be a priority over Owner-Investor loans.

Staff was directed to check on the status of the terms of the loan agreements relating to requirements for maintenance and upkeep of the properties and whether Owner-Occupied loans can be given priority over Owner-Investor loans.

Council concurred to have staff follow up with the State regarding the questions raised and bring the item back to the Council at the July 17, 2012 regular meeting.

ORDINANCES/SPECIAL RESOLUTIONS

Introduce and Conduct First Reading (by title only) of Ordinance No. 291-2012 Establishing Design Review Guidelines, Section 17.25.050 of the Rio Dell Municipal Code
Community Development Director Caldwell provided a staff report and said staff was directed to prepare a draft ordinance establishing Design Review Guidelines in an attempt to enhance and preserve the City's scenic qualities, promote quality designs, landscaping and to protect and maintain property values in the City. He said instead of recommending strict and rigid development standards, staff is recommending basic guiding principles and design concepts. He said the Planning Commission supported this type of approach and recommended approval of the proposed Design Review ordinance as submitted.

He further stated the proposed regulations will apply to all lands within the City and will be required for major subdivisions; multi-family residential developments; commercial developments; industrial developments; and public/quasi-public developments such as public facilities.

During discussion of the proposed Guidelines by the Planning Commission, it was also suggested a Joint Study Session be held with the Council regarding identifying historic structures in the downtown area and possibly establishing specific Design Review Guidelines for those structures.

A Joint Study Session was scheduled for July 10, 2012.

Community Development Director Caldwell commented that he was recently contacted by a major retailer and had forwarded to them a copy of the draft Design Review Guidelines and they were impressed and said they would have no problem working with them.

A public hearing was opened at 7:50 p.m. to receive public input on the proposed ordinance.

There being no public comment, the public hearing closed.

Motion was made by Thompson/Leonard to introduce and conduct first reading (by title only) of Ordinance No. 291-2012 Establishing Design Review Regulations, Section 17.25.050 of the Rio Dell Municipal Code. Motion carried 5-0.

Conduct Second Reading (by title only) and Approve Ordinance No. 292-2012 Approving Eel River Industrial Park General Plan Amendment and Zone Reclassification
Community Development Director Caldwell provided a brief staff report and said the ordinance is before the Council for its second reading and adoption.

A public hearing was opened at 7:55 p.m. to receive public input on the proposed ordinance.

There being no public comment, the public hearing closed.

Motion was made by Thompson/Leonard to conduct second reading (by title only) and approve Ordinance No. 292-2012 *Approving Eel River Industrial Park General Plan Amendment and Zone Reclassification.* Motion carried 5-0.

REPORTS/STAFF COMMUNICATIONS

City Manager Stretch reported on recent activities and announced the City was awarded a Safe Routes to School Grant from the Department of Transportation in the amount of $152,300.

Chief of Police Hill reported on recent activities in the police department and stated he had been on vacation for the past two weeks and that his department would be assisting Fortuna Police Department on July 18th during their department meeting and also on July 20th for a Rodeo Week Event.

Finance Director Beauchaine reported on recent activities in the finance department and said she had completed the waiver request on the Civil Liability Complaint that was received related to the Wastewater Upgrade and Disposal Project.

Community Development Director Caldwell reported on recent activities in the planning department and stated the June 27th regular meeting of the Planning Commission was cancelled due to the lack of a quorum and as a result, the Teasley Minor Subdivision matter was continued

to the next meeting on July 25th along with a proposed Lot Line Adjustment at 541 Wildwood Ave., Parkland Dedication Fees, and the Parking Ordinance.

Councilmember Marks asked if the Downtown Design project was time sensitive; City Manager Stretch stated that it is in that the project needs to get underway before the rainy season.

Community Development Director Caldwell commented that he was trying to get a cost breakdown per median to see where costs could be cut and said Miller Farms Nursery called today and he directed them to the engineer.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:00 p.m. to the July 10, 2012 special meeting. .

_____
Julie Woodall, Mayor

Attest:

_____
Karen Dunham, City Clerk

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

January 6, 2010

TO: Honorable Rio Dell Mayor and City Council

FROM: Jim Stretch, City Manager

DATE: July 17, 2012

SUBJECT: Janitorial Services Agreement with North Coast Cleaning Services

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the attached agreement with North Coast Cleaning Services, Inc. for janitorial services at City Hall, effective August 1, 2012.

BACKGROUND AND DISCUSSION

Since 1993 the City has had a contractual arrangement with North Coast Cleaning Services, Inc for janitorial services at City Hall. The present cleaning schedule provides for services once/week for 2 hours, and the annual cleaning of windows and striping and waxing the floors. The building requires more than 2 hours/week to dust and keep it clean. Accordingly, the City Council was requested and did approve in the 2012-2013 budget monies for the additional hour/week.

Since the old agreement is rather informal, a new agreement is before the City Council for approval, effective August 1, 2012.

The agreement has been approved as to legal form by the City Attorney.

FINANCIAL IMPACT

The cost for services under the agreement is $471/month and included in the budget.

It is recommended that the City Council approve the new agreement, effective August 1, 2012.

MAINTENANCE SERVICE AGREEMENT

THIS AGREEMENT entered into on 7/11/12 between **City of Rio Dell.** whose address is **675 Wildwood Blvd, Rio Dell, CA. 95562** hereinafter referred to as "**Company**", and **North Coast Cleaning Services, Inc.** whose address is **P.O. Box 177, Eureka, CA. 95502** hereinafter referred to as "**Contractor**", for services to be provided at **675 Wildwood Blvd, Rio Dell, CA. 95562.** Contractor shall, in accordance with the conditions and specifications set forth in this Agreement, furnish to Company building maintenance, supplies and services as specified in the attached Detailed Contract Work Schedule which is made a part hereof and by reference incorporated herein, for a period of twelve (12) months beginning August 1st, 2012 in consideration of the above, Company agrees to pay to Contractor **$471.00** per month for services as outlined in the attached Detailed Contract Work Schedule, together with any other costs incurred for additional services as specified in the Cost Schedule hereto attached and by reference incorporated herein. Said sum shall be due and payable by the tenth day of each month, beginning September 1, 2012 and on the tenth day of each month thereafter.

IT IS MUTUALLY AGREED:

1. All work shall be performed by Contractor in a good and workmanlike manner, and Contractor shall provide regular inspections by the Contractor's supervisory personnel of all premises on which services are provided.
2. Company shall have no right to direct or instruct persons employed or hired by Contractor in the performance of services herein enumerated.
3. All supplies, equipment and property brought on to the premises by Contractor shall remain the property of Contractor and shall not be subject to any lien or encumbrance resulting from any action of or against Company. Contractor may remove such property during Company's normal business hours at Contractor's convenience.
4. Contractor shall carry worker's compensation insurance as required by state statute. Contractor shall carry liability insurance for personal and property damage in the amount specified in the Certificate of Insurance specimen hereto attached and by reference incorporated herein.
5. Company shall pay a service charge on any past due amounts, to be calculated at the rate of 18% per annum. Company shall pay any costs, including reasonable attorney's fees to enforce the provisions of this Agreement.
6. Company agrees to indemnify and hold Contractor harmless from any personal and/or property damage claims in excess of the amounts specified in the Certificate of Insurance hereto attached and by reference incorporated herein.
7. Either party shall have the privilege, with or without cause, to terminate this Agreement at any time upon 30 days written notice to the other party as hereinafter specified.
8. In case of default by the Company of any of its agreements contained herein, Contractor shall have the right, at its option, to declare this contract null and void. Contractor may declare immediately due and payable all amounts due hereunder, including monthly payments for services not yet rendered.
9. In the event that Contractor continues to provide services on this contract beyond the initial term of this agreement, it is agreed that this contract will continue in effect until 30 days after written notice of termination is given by either party.
10. Notice to the parties, as herein required, shall be given in writing, by certified mail, at the above listed addresses.
11. Modifications to this agreement may be made by mutual consent of the parties, which consent must be in writing and signed by both parties.
12. Company may, at its option, request Contractor to perform additional services beyond those listed on the attached Detailed Contract Work Schedule and Cost Schedule. However, Company agrees that any additional work will be performed at a price mutually agreed upon by the parties as of the time of performance. Such additional services shall be performed in accordance with the terms of this agreement.
13. Company may not assign its right under this agreement without prior written consent of Contractor.
14. No services shall be performed by Contractor, its employees or subcontractors which, in Contractor's sole opinion, pose a safety hazard.
15. During the course of this Agreement or the event of its termination for any cause, Company shall not solicit employment of any employees or subcontractors of Contractor for a period of twelve months.
16. This agreement shall be governed by the laws of the State of California.
17. Contractor shall, to the fullest extent permitted by law, indemnify, defend and hold harmless Company from and against any and all claims, damages, expenses, costs and liabilities, of every type and nature, including, without limitation, claims for personal injury or property damage, arising out of or related to Contractor's performance of the work under this Agreement, or the performance by Contractor's employees, agents, subcontractors and/or representatives.

COMPANY:

By_____
Authorized Signature

CONTRACTOR:

By_____
Authorized Signature

CITY OF RIO DELL 675 Wildwood Ave.
CLEANING CHECKLIST
Clean on Monday, start by 3 PM.

( ) Empty trash cans, replace liners if necessary.

( ) Clean/sanitize and stock restrooms.

( ) Clean and stock break area and counter.

( ) Dust high to low all office areas.

( ) Wipe desks, phones, horizontal surfaces, tops of partitions.

( ) Spot doors and front door glass.

( ) Sweep front entry and knock down cobwebs around front entry.

( ) Vacuum all carpets and floor mats.

( ) Dust mop floors.

( ) Mop floors.

( ) Return all cleaning products and equipment to janitors room.

( ) Turn off lights.

( ) Lock door.

Periodicals
Once per year- December
Scrub and buff all tile floors.
Clean all windows in/out.

Client provides all Paper products.
NCCS Inc. provides all cleaning supplies and trash bags.

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

July 17, 2012

TO: Honorable Mayor and City Council Members

FROM: Jim Stretch, City Manager

SUBJECT: Report on disposal of surplus property (Truck)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive and file this report.

BACKGROUND AND DISCUSSION

In 2009 the City acquired a 1988 diesel International 2 ½ ton stake truck from US Military Surplus, at no cost, for use by the Rio Dell Police Department. The truck has had very little use since then and recently received improvements in the amount of $1,000 to make it street legal. The department has now determined that the vehicle is surplus for their use and after a survey it has been determined that no other City department has need for it. It is surplus to our needs.

The Rio Dell Fire Protection District would like to purchase the truck for conversion to a water tank platform. They have agreed to purchase it and reimburse the City for its cost--$1,000.

The Rio Dell Municipal Code Chapter 3.40 sets forth the policy on the disposal of surplus property, authorizing the City Manager to surplus property if the market value is less than $10,000. An internet search of similar vehicles for sale at various ages and specifications yielded prices ranging from $3,995 to $9,900. However, nothing is quite like the military specification.

Though the City believes that the truck is in good condition and should be serviceable for the fire district for many years, it is understood that the sale is basically 'as is-where is" and there are no warranties either expressed or implied.

The City Manager has determined that the vehicle is no longer needed by the City and that the RDFPD is a public agency that can put it to good public use. Accordingly, the vehicle was declared surplus and will be transferred when the proceeds are received

The Finance Department receives a copy of this report in order to make adjustments to the City inventory/assets list and the City Clerk receives a copy and is responsible for the transfer of ownership and title.

The City Code directs that the City Manager report such actions on the Council's agenda for receive and file.

Cc: Finance Director
City Clerk
Chief of Police

Attachments: California Vehicle Registration
The United State Government 2009 Certificate to Obtain Title to a Vehicle

REGISTRATION CARD VALID FROM: 00/00/0000 TO: 12/31/2099

MAKE	YR MODEL	YR 1ST SOLD	VLF CLASS	*YR	TYPE VEH	TYPE LIC	LICENSE NUMBER
INTL	1988	0000	QB	2009	31Y	33	1234763

VEHICLE ID NUMBER
1HTLLDCR9JH549515

BODY TYPE MODEL	MP	MO	AX	WC	UNLADEN/G/CGW
TM	D	QP	3	V	19400

TYPE VEHICLE USE	DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC
COMMERCIAL	03/18/09	12	03/18/09	5

PERM EXEMPT

AMOUNT PAID
$NFEE

REGISTERED OWNER
RIO DELL POLICE DEPT
675 WILDWOOD AVE

RIO DELL
CA 95562

AMOUNT DUE
$ NONE

AMOUNT RECVD
CASH :
CHCK :
CRDT :

LIENHOLDER

C00 526 26 0000000 0005 CS C00 031809 33 1234763 515

The United States Government

Certificate to Obtain Title to a Vehicle

(Must Be Machine Prepared. See Instructions on reverse.) ☐ Duplicate If Checked

The undersigned **Department** or **Agency** of the **United States Government** certifies that the vehicle described herein, the property of the **United States Government**, has been transferred this _____ day of _____ 20 ____, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the **United States Government.**

Vehicle Identification No.	Certificate No.
1HTLLDCR9JH549515	C199069

Year	Make of Vehicle	Series or Model	Body Style
1988	International		Stake Truck

Fuel	No. of Cylinders	Weight (Shipping)	GVWR	Purchase Price
Diesel	8	19400	46000	0.00

Transferor (Accountable office, i.e., department or agency, subunit and address, ZIP Code)	Transferee (Name of dealer, individual, etc. and address including ZIP Code)
Defense Utilization & Marketing Office PO Box 110195 MCLB Barstow, CA. 92311-5037 REQ.# H9DEB183669576 DTID R5564482917009	Rio Dell Police Department 675 Wildwood Avenue Rio Dell, CA. 95562

Odometer Disclosure Statement	Date of Statement

Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.

I, Debra A. Baken **state that**
Transferor's Name (Seller)

the odometer now reads 39860 **miles and to the**
Odometer Reading (No Tenths)

best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.

☐ **(1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.**

☐ **(2) I hereby certify that the odometer reading is not the actual mileage:**
WARNING - ODOMETER DISCREPANCY.

Transferor's Signature (Seller)	Printed Name (Not Typed) and Title	Date
X	Debra A. Baken Site Leader	
Transferee's Signature (Buyer)	**Printed Name (Not Typed) and Title**	**Date**
X		

C199069

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE

STANDARD FORM 97 (Rev. 3-99)
Prescribed by GSA FPMR (41 CFR) 101-45.303-3
Previous Edition Not Useable NSN 7540-00-634-4047
97-109

ANY ALTERATIONS OR ERASURE VOIDS THIS CERTIFICATE

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

To: Honorable City Council

Through: Jim Stretch, City Manager

From: Karen Dunham, City Clerk and Carla Ralston, Public Works Admin.

Date: June 19, 2012

Subject: Lease of New Copy Machine

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve either the 36 or 48 month lease for a new Xerox 7545 Copy Machine from Docu Station, conditioned on the City Attorney's approval of the agreement as to legal form.

BACKGROUND AND DISCUSSION

Our current copy machine's lease agreement ends September 5, 2012. It increasingly needs servicing due to its age and the heavy volume of copying. This combined with the fact that we are exceeding our monthly maintenance agreement, due to the volume of copies allowed and the slow speed in which it copies, makes apparent that we need to replace the unit.

Staff obtained quotes for four different comparable machines, and after careful consideration of many factors such as copier speed, functions, vendor maintenance response time, and special incentives, we think the 7545 Xerox Color Copier from Docu Station best fits the City's needs, and fits within the City's budget.

Outlined below are some of the factors that placed the Xerox from Docu Station above the other venders. Docu Station charges a $20.00 monthly maintenance fee and bills only for the actual number of copies made per month. The quoted maintenance fees from the other vendors were based on last year's usage and the city would be bound to that fee even if we went under the number of copies it included, but we would be billed additionally for any overages. In addition, Xerox has single click pricing, which means each copy is considered one click regardless of the size of the copy vs. the other vendors whom charge two clicks per 11x17 and 8 ½ x 14 copies. Last, it is the City's responsibility to package and ship our current copier back to the leasing company at an estimated cost of $500.00. Xerox has offered to pay the fee and facilitate the return as well.

Recently, staff had an opportunity to use a loaner Xerox 7545 copier for a week and immediately noticed the increased output speed from our current copier of 35 pages per minute black and white and 10 pages per minute color to 45 pages per minute black and white and 45 pages per minute color. This alone decreased staff time in making council packets by 2/3's. Additionally, the color copies were vibrant and clear. Lastly, as we already have a Xerox copier, so upgrading to a newer Xerox will be an easier transition for staff in terms of learning all of its features and functions.

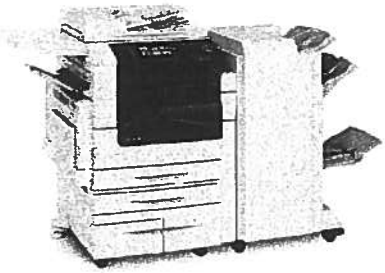
BUDGETARY IMPACT

This is an existing budgeted item paid from the General Government Budget spread. (00,020,024,050,060) Lease of the new copier will increase the monthly lease payment by only $17,85. charge. The current lease and monthly base maintenance fee for the existing copier is $364.81. With the selection of a 48 month lease agreement on the Xerox, the total monthly fee would be $382.66. We are presently awaiting cost information from the vendor for a 35 month lease.

ATTACHMENTS

- Quote from Docu- Station ----------Xerox Copiers
- Quote from Ray Morgan Company —-------- Cannon Copiers
- Quote from Coastal Business Systems —---- Sharp Copiers
- Quote from Coastal Business Systems ------Konika-Minolta Copiers

xerox



City of Rio Dell
Date: Tuesday, March 20, 2012

DocuStation
YOUR DOCUMENT SPECIALISTS

There Is A Difference... And Xerox Proves It.

	48 Month FMV Lease WorkCentre 7545
Base Monthly Lease Payment:	$362.66
Monthly Maintenance Plan Cost:	$20.00
Black Impression Cost for Service and Supplies:	$0.0129 per impression
Color Impression Cost for Service and Supplies:	$0.0990 per impression
Former Lease Buyout:	$3,586.82

- *Includes all parts, service, and all consumables except paper and staples.
- Total Satisfaction Guarantee—for three years.
- Includes standard delivery.
- Delivery, training and Network setup included..

Product: WorkCentre 7545

- *45 pages per minute black and white and color copier/printer/scanner*
- *LX Finisher*
- *Hi Capacity Tandem Trays*
- *Optional: 3-hole hole punch, Booklet Maker*
- *Fax with LAN Fax*
- *Scan to Email*
- Scan to USB

Contact your Account Manager:
Syman Scarpellino
707.362.8015
syman@docustation.net

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Pricing valid for 30 days. Taxes may apply.
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XEROX. | Authorized Dealer

Ray Morgan Company

Canon
FACTORY AUTHORIZED

Proposed Solution (45 ppm)

Canon imageRUNNER Advance c5045

Lease Payment (60 months):	$270.19/month
Lease Payment (48 months):	$321.10/month
Lease Payment (36 months):	$390.67/month

Maintenance

Maintenance includes:

- All toner
- All parts and labor
- All supplies (less paper and staples)
- Unlimited emergency service calls
- Annual preventative maintenance

Maintenance Costs

Color images billed @ $.074 per image
Black images billed @ $.0105 per image

Based on current average monthly volumes, monthly maintenance cost would be:

$232.00 per month
Includes 8,000 black and 2,000 color images

COASTAL BUSINESS SYSTEMS

Imagine the Possibilities.

Branches
Chico
Redding

City of Rio Dell
May 8, 2012

System Includes:
Sharp MX- 4110N – **41 ppm Full Color** Printer/Copier/Fax/Scanner
PS, PCL & XPS Controller
3 GB Standard Memory
160 GB HDD
Paperless Faxing
Scan-to-USB/Print-from-USB
Scan-To-Folder, Scan-To-Email, Scan-To-Hard Drive, Scan-To-FTP
Automatic Duplex Unit
100-Sheet Reversing Automatic Document Feeder, scanning up to 50 opm
Four Drawers Holding 2,000 Sheets (up to 110lb. Index)
100-Sheet Multi-purpose Bypass Tray (up to 140 lb. Index stock)
Set- Up, Delivery, and Training
Network Installation (A $295.00 Value)
90-Day All Parts & Labor Warranty

Coastal Business Systems, Inc. offers very competitive Lease rates and local service. Additional leasing options are available upon request.

Lease/Purchase Option:	60 Months	90-Day Deferred, 60 Months
FMV 319.19 @ 48 mo	$ 255.35 mo. + tax *	$ 262.97 mo. + tax *
Inner Finisher	$ 30.27 mo. + tax	$ 31.17 mo. + tax
External Finisher	$ 54.05 mo. + tax	$ 55.66 mo. + tax
Estimated Xerox Buy-Out	$ 30.15 mo. + tax	$ 31.05 mo. + tax

No Security Deposit is required. A purchase option is available at lease-end, or the equipment may be returned to the leasing company. A one-time documentation fee is applicable.

City of Rio Dell Maintenance Agreement:

A Maintenance Agreement covering all parts, labor, service calls and supplies** (excludes paper & staples) is based on 6,195 pages per month for black & white @ $.011 per page and 2,907 pages per month for color @ $.079 per page; a total of $297.79 per month. **Should City of Rio Dell opt to upgrade now or for the 90-Day Deferred payment, Coastal Business Systems will remove and store the current Xerox machine, at NO CHARGE until September 1, 2012 when it will be shipped back to Marlin Leasing. City of Rio Dell will be responsible for return shipping costs of the Xerox machine to the leasing company.**
Toner cartridges are recyclable.

Pricing Valid While Supply Lasts

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COASTAL BUSINESS SYSTEMS

Imagine the Possibilities.

Branches
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City of Rio Dell
May 8, 2012

System Includes:
Konica-Minolta Bizhub C452 – 45 ppm **Full Color** Printer/Copier/Fax/Scanner
PS, PCL & XPS Controller
2 GB Standard Memory
250 GB HDD
Paperless Faxing
Scan-to-USB/Print-from-USB
Scan-To-Folder, Scan-To-Email, Scan-To-Hard Drive, Scan-To-FTP
Automatic Duplex Unit
100-Sheet Reversing Automatic Document Feeder, scanning up to 78 opm
Three Drawers Holding 3,500 Sheets (up to 24lb. Bond)
150-Sheet Multi-purpose Bypass Tray (up to 100 lb. cover stock)
Set- Up, Delivery, and Training
Network Installation (A $295.00 Value)
90-Day All Parts & Labor Warranty

Coastal Business Systems, Inc. offers very competitive Lease rates and local service. Additional leasing options are available upon request.

Lease/Purchase Option:	60 Months	90-Day Deferred, 60 Months
FMV	$ 314.02 mo. + tax	$ 323.40 mo. + tax
External Finisher	$ 30.55 mo. + tax	$ 31.46 mo. + tax
Estimated Xerox Buy-Out	$ 30.15 mo. + tax	$ 31.05 mo. + tax

No Security Deposit is required. A purchase option is available at lease-end, or the equipment may be returned to the leasing company. A one-time documentation fee is applicable.

City of Rio Dell Maintenance Agreement:

A Maintenance Agreement covering all parts, labor, service calls and supplies** (excludes paper & staples) is based on 6,195 pages per month for black & white @ $.0099 per page and 2,907 pages per month for color @ $.075 per page; a total of $279.35 per month. **Should City of Rio Dell opt to upgrade now or for the 90-Day Deferred payment, Coastal Business Systems will remove and store the current Xerox machine, at NO CHARGE until September 1, 2012 when it will be shipped back to Marlin Leasing. City of Rio Dell will be responsible for return shipping costs of the Xerox machine to the leasing company.**
**Toner cartridges are recyclable.

Pricing Valid for 30 Days

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CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
July 17, 2012

TO: Mayor and Members of the City Council

THROUGH: Jim Stretch, City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: July 12, 2012

SUBJECT: Billable Rates

RECOMMENDATIONS
Approve Resolution 1162 -2012 Approving the Billable Rate for staff time for the fiscal year 2012-2013and Rescinding Resolution 1120-2011.

BACKGROUND AND DISCUSSION
From time to time the City is involved in various activities and projects that require cost recovery for staff time spent on behalf of a customer. In these circumstances the City prepares an invoice detailing all direct and indirect costs incurred by the City. Often times the primary charge is for staff time, which requires the City to develop a rate that includes the cost of the employee's salary, benefits, supplies, and overhead which is what we call the "billable rate".

We have developed the billable rate for each employee for the fiscal year of 2012-2013by utilizing the following formula: Hourly Rate + City Average Benefit Cost+ Indirect Expenses= Billable Rate.

The hourly rate is set by various employee contract agreements, and the average cost of benefits was figured by dividing the total cost of City benefits by total employee labor hours. Indirect expenses for each department have been determined by subtracting all departmental labor costs from the total departmental budget and dividing the remaining indirect expenses by the total department's labor hours.

The result of the formula is a billable rate that allows the City to recover all costs associated with staff time. This formula has been reviewed and approved by City Management.

Attachment: Billable Rates

RESOLUTION NO. 1162-2012
CITY OF RIO DELL
APPROVING THE BILLABLE RATE FOR STAFF TIME
FOR FISCAL YEAR 2012-2013
AND RESCINDING RESOLUTION 1120-2011

WHEREAS, the California Constitution Article XI, 7 grants Cities the authority to enforce all local ordinances and regulations not in conflict with general laws; and

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

WHEREAS, the City from time to time must recover the cost of labor and operating expenses; and

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

City Clerk	27.36	48%	18.38	59.00
City Manager	50.23	48%	18.38	93.00
Accountant II	23.93	48%	15.02	50.50
Finance Director	33.41	48%	15.02	64.50
Fiscal Assistant I	14.13	48%	15.02	36.00
Fiscal Assistant II	16.851	48%	15.02	40.00
Chief of Police	39.39	48%	12.38	71.00
Police Officer	21.97	48%	12.38	45.00
Police Officer	21.97	48%	12.38	45.00
Police Officer	20.65	48%	12.38	43.00
Police Sergeant	27.13	48%	12.38	53.00
Administrative Technician	18.509	48%	34.18	62.00
Utility Lead	18.64	48%	34.18	62.00
Utility Worker	13.81	48%	34.18	55.00
Utility Worker	13.35	48%	34.18	54.00
Utility Worker	13.35	48%	34.18	54.00
Wastewater Operator	25.37	48%	34.18	72.00
Water Operator	28.54	48%	34.18	76.00
Community Development Director	35.29	48%	14.84	67.00

PASSED AND ADOPTED by the City of Rio Dell on this 17th day of July, 2012.

Prepared by: Stephanie Beauchaine, Finance Director

Ayes:
Noes: None
Abstain: None
Absent: None

Julie Woodall, Mayor

ATTEST:

Karen Dunham, City Clerk

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

For Meeting of: July 17, 2012

To: City Council

From: Kevin Caldwell, Community Development Director

Through: Jim Stretch, City Manager

Date: July 13, 2012

Subject: Parcel Merger's Authorized Representative

Recommendation:

That the City Council:

1. Receive staff's report regarding designating the City Manager and/or the Community Development Director as an authorized representative to process and approve parcel merger;

2. Designate the City Manager and/or the Community Development Director as an authorized representative in the review and approval of parcel mergers.

Summary

It was recently brought to staff's attention that the Parcel Merger provisions of the City's Subdivision Ordinance refer to the City Engineer or authorized representative. In order to expedite and streamline potential parcel mergers, staff is recommending that the City Council designate the City manager and/or the Community Development Director as "authorized representatives".

Attachment:

1. Parcel merger Provisions, Chapter 16.45 of the Rio Dell Municipal Code (RDMC).

Rio Dell Municipal Code
Chapter 16.45
PARCEL MERGERS

Sections:

16.45.010 Mergers not required.
16.45.020 Mergers required.
16.45.030 Notice of merger.
16.45.040 Request by property owner.

16.45.010 Mergers not required.
Two or more contiguous parcels or units of land which have been subdivided under the provisions of applicable City ordinances or the State Subdivision Map Act shall not merge by virtue of the fact that such further proceedings under this title shall be required for the purpose of sale, lease or financing, except as provided by this chapter. [Ord. 176 § 1, 1983; Ord. 165 § 1, 1982; Ord. 60 § 1.1301, 1968.]

16.45.020 Mergers required.
If any one of two or more contiguous parcels or units held by the same owner does not conform to existing zoning regulations so as not to permit its development, and at least one parcel or unit has not been developed with a building for which a building permit is required, then such parcels shall be considered as merged for the purpose of this title. [Ord. 176 § 1, 1983; Ord. 165 § 1, 1982; Ord. 60 § 1.1302, 1968.]

16.45.030 Notice of merger.
Whenever the City Engineer or an authorized representative has knowledge that real property has merged pursuant to this chapter, they shall cause to be filed with the County Recorder a notice of merger. At least 30 days prior to recording of notice, the owner of the parcels or units shall be advised in writing of the intention to record such notice.

The notification to the owner shall specify a time, date and place at which the owner may present evidence as to why the notice of merger should not be recorded.
The notice of merger to be recorded shall specify the names of the record owners and describing the property to be merged. [Ord. 176 § 1, 1983; Ord. 165 § 1, 1982; Ord. 60 § 1.1303, 1968.]

16.45.040 Request by property owner.
Upon request of the legal owner of contiguous parcels, the City Engineer or authorized representative may approve the merger of the property. Such request shall be in writing and shall be accompanied by such data and documents as required by the City Engineer's office. Upon approval, a notice of merger shall be filed with the County Recorder. The form and content of the notice shall be as required by the City Engineer.

In approving such merger, the City may impose reasonable conditions. The reasonableness of such conditions may be appealed within 15 days of written notice of the conditions to the City Council in accordance with RDMC 16.10.090(1).

A fee to be charged at actual cost shall be charged to the applicant for processing such merger. A deposit may be required to be applied toward this fee. [Ord. 176 § 1, 1983; Ord. 165 § 1, 1982; Ord. 60 § 1.1304, 1968.]

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

CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
July 17, 2012

TO: Mayor and Members of the City Council

THROUGH: Jim Stretch, City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: July 12, 2012

SUBJECT: Revised Laco Scope of Services

RECOMMENDATIONS
Approve Revised Scope of Services for LACO Associates testing on the Wastewater Facility and Effluent Disposal Project and direct the City Manager to execute the contract.

BUDGETARY IMPACT
The additional costs totaling $24,312.30 will be funded by the State Water Resources Control Board Loan.

BACKGROUND AND DISCUSSION
The City Council approved a scope of services with LACO Associates to provide testing services on the Wastewater Facility and Effluent Disposal project. The original proposal submitted by LACO totaled $41,030 and was based on an estimated construction schedule prior to the commencement of construction.

LACO has received the contractor's actual construction schedule and revised their scope of services to reflect the actual amount of work required for testing activities proposed at this time. The revised scope of services totals $65,342.30 and has been reviewed and approved by the Project Engineer and Construction Manager.

The current construction schedule is the basis for the current testing scope. In the event the construction activities change it may be necessary to revise the LACO contract again. Details of the additional services required are outlined in the attached scope of services. All proposed testing activities are necessary for the completion of the project.

Attachment: LACO Associates Revised Scope of Services

SCOPE OF SERVICES

LACO Associates is pleased to submit this revised scope and fee estimate for specialty testing and inspection services. Based upon our review of the Project Plans and Specifications and the current Construction Schedule, services provided will generally consist of geotechnical soil subgrade inspections, soil and concrete laboratory testing, soil compaction testing, field concrete sampling and testing, structural steel bolting and welding, and asphalt inspection on an as needed basis. The general Scope of Services will be provided on a time and materials basis. The actual cost of services will be determined by the contractor's construction schedule and construction techniques.

Laboratory and Field Testing Summary

- **Lab testing of Soil Backfill Materials** – After communication with the Contractor we have anticipated the utilization of both native materials and imported material and have budgeted an increase for maximum density curves for up to six structural backfill soil types. We have assumed that the contractor's submittals will include lab tests verifying suitability of proposed materials.
  Original estimated fee of $810
  Current Services Rendered YTD $150
  Revised Remaining Fee Estimate $1220

- **Compaction Testing of Force Main Bore Pits** - We have a revised assumption of 35 site visits averaging three hours each to perform testing at two different elevations during backfill at a majority of the bore pits. Our original estimate was based upon testing trench backfill. There is a potential for a reduction in the number of site visits based upon Contractor performance and Contractor's QC testing results. Each site visit is inclusive of portal to portal labor, vehicle charge, and equipment rental. We have anticipated site work will be completed on an intermittent basis over the course of the project.
  Original Estimated fee of $9,970
  Revised Fee Estimate $14,710

- **Compaction Testing of Biotank Slab Backfill** - We originally assumed two site visits, averaging four hours each. There will be an additional site visit for testing backfill south of the Biotank expansion joint. Each site visit is inclusive of portal to portal labor, vehicle charge, and equipment rental.
  Original Estimated fee of $980
  Current Services Rendered YTD $544.50
  Revised Remaining Fee Estimate $420

- **Compaction Testing of Existing Building Slab Infill** - We have assumed two site visits, of eight hours each. Each site visit is inclusive of portal to portal labor, vehicle charge, and equipment rental. We have anticipated site work will be completed intermittently over the course of the project.
  Estimated fee of $1,900

- **Concrete Cylinder Lab Testing for Compressive Strength** - We originally assumed 33 sets of concrete cylinders would be required to meet the project requirement of one set per 50 yards of structural concrete or fraction thereof. Our revised estimate is based upon the Contractors construction schedule and assumes 58 sets of sample cylinders with 14 sets cast to date. This estimate has the potential to be reduced by approximately 10 sets (*$1877*) if the Contractor bores under the Eel River in lieu of placing the force main inside of the southbound Highway 101 Bridge. Compressive strength testing of each set is inclusive of lab testing, engineer review of results, and distribution of results to the owner, design team, and the contractor
  Original Estimated fee of $6,195
  Current Services Rendered YTD $966
  Revised Remaining Fee Estimate $8260

- **Concrete Field Sampling and Testing of Biotank Slab** - We originally assumed two site visits of eight hours each for the biotank slab pours. Contractor sequencing of slab pours has increased the estimated number of slab pours from two to five. We anticipate two more site visits of five hours each to complete the slab. Each site visit is inclusive of portal to portal labor, vehicle charge, and equipment rental. Sample pickup of concrete cylinders from each pour has been included.
  Original Estimated fee of $1,775
  Current Services Rendered YTD $2909
  Revised Remaining Fee Estimate $1310

- **Concrete Field Sampling and Testing of Biotank Walls** - We originally assumed eight site visits averaging five hours each for the tank wall pours. Contractor sequencing of wall pours has increased the estimated number of remaining wall pours to 17 averaging 5 1/2 hours each. Each site visit is inclusive of portal to portal labor, vehicle charge, and equipment rental. Sample pickup of concrete cylinders from each pour has been included.
  Original Estimated fee of $4,795
  Current Services Rendered YTD $663
  Revised Remaining Fee Estimate $11,275

- **Concrete Field Sampling and Testing of Bridge Pipe Pedestals** – The Contractor is currently in the process of obtaining a permit to bore underneath the Eel River for placement of the force main. If the permit is obtained sampling and testing of concrete will not be necessary and will result in a unknown fee for testing of bore pit backfill instead. If the Contractor is required to install the force main as originally designed we anticipate ten site visits averaging three hours each for the bridge pipe pedestal pours. Each site visit is inclusive of portal to portal labor, vehicle charge, and equipment rental. Sample pickup of concrete cylinders from each pour has been included.
  Estimated fee of $4,510

- **Concrete Field Sampling and Testing of Miscellaneous Structures** - We anticipate three site visits of averaging four hours each for miscellaneous structures. Each site visit is inclusive of portal to portal labor, vehicle charge, and equipment rental. Sample pickup of concrete cylinders from each pour has been included.
  Estimated fee of $1,540

- **Grout Field Sampling of Existing Operations Building Wall Infill** - We anticipate two site visits of three hours for sampling of grout during masonry infill of existing operation building. Each site visit is inclusive of portal to portal labor, vehicle charge, and equipment rental. Sample pickup of grout samples from each pour has been included.
  Estimated fee of $900

- **Structural Steel Bolting and Welding** - We anticipate three site visits of averaging two hours each, one for each canopy structure. Each site visit is inclusive of portal to portal labor, vehicle charge, and equipment rental.
  Estimated fee of $845

- **Asphalt Testing** - We anticipate bore holes and trenches in the roadway will have aggregate base backfilled on top and testing would have already been performed prior to the asphalt repair work that may need sampling and or testing. We have allotted a small budget if needed. We have assumed that the contractor will submit a mix design complete with lab results verifying mix meets project requirements. We will provide two site visits of four hours each to monitor temperature of mix and roller patterns. The project inspector may elect to perform these duties.
  Estimated fee of $1,060

Geotechnical Subgrade Inspections – Subgrade inspections were not contained in our original Cost Estimate but were performed for the City in a separate contract. Remaining subgrade inspections have been added to this Scope in order to accurately reflect the total cost of completing the requested testing and inspection tasks per Project Plans and Specifications. The Biotank slab backfill south of the slab expansion joint under the existing equipment ramp and due east of the ramp where backfill material was stockpiled during backfilling operations has been used as a staging area during construction and will require additional subgrade inspections after removal of the equipment ramp and construction supplies. We anticipate two site visits of two hours each including documentation of existing site conditions. Each site visit is inclusive of portal to portal labor, vehicle charge, equipment rental, and documentation of site conditions.
Current Services Rendered YTD $1573.75
Estimated Fee to complete Subgrade Inspection of $840

- **Engineering Oversight, Administrative Processing, Project Management, and Team Meetings/Communications** – Due to the increased number of testing and sampling events based upon the Contractor's current construction schedule this budget item will need to be increased accordingly. We will be in communication with the construction manager, geotechnical engineer, resident engineer, and city staff as needed and requested during the project to ensure quality assurance requirements are met. We understand there will be team meetings at critical junctures of the project and we wish to participate in those meetings. Other project management tasks include certified payroll compliance, invoicing, budget monitoring, status reporting, resource scheduling, and internal LACO quality review procedures.
Original Estimated fee of $6,095
Current Services Rendered YTD $2036.05
Revised Fee Estimate $7725

Original estimated fee to provide the materials testing services listed in the Summary was: **$41,030**
Cost of services rendered year to date are: **$8,842.30**
Revised estimated fee to provide the remaining materials testing services listed in the Summary is: **$56,500**
Total of services rendered year to date and revised estimated fee to provide the remaining materials testing services listed in the Summery is: **$65,342.30**
This revised estimate is intended as a replacement for the original estimate contained on pages 6 through 8 of Laco Associates proposal dated March 30, 2011.

Assumptions

- The actual sequencing of work by the contractor has the potential to significantly change the final cost of the services LACO will provide for this project. Costs could be reduced or increased depending on contractor performance.
- Each site visit represents a typical site visit, portal to portal, inclusive of labor, vehicle charges, and equipment charges.
- LACO will rely on the project inspector and resident engineer to coordinate the total number of site visits needed to meet the quality assurance and testing requirements of the project.
- LACO assumes submittals for imported backfill will include the proper documentation certifying that the materials meet the project requirements.
- Material testing performed by LACO in no way relieves the Contractor of their obligation to perform the work in accordance with the requirements of the Contract Documents.
- Prevailing wage rates for onsite time for LACO staff has been assumed. We will submit weekly certified payroll to the designated compliance person.
- LACO requests that the Contractor or Owner's representative assist in providing safe access during onsite visits to facilitate required field testing and sampling.

- Access to contract documents including project plans, specifications and any changes to the documents during construction, erosion and sediment control requirements, environmental protection measures, and other pertinent construction documents, will be provided by City.

REVISED ESTIMATED COST OF T & I SERVICES FOR RIO DELL WASTEWATER FACILITY						
ITEM	DESCRIPTION OF SERVICES	INDIVIDUAL SERVICES	UNITS	RATE		COST
2		Testing Technician (1 hr mob & travel)	1.00	74.00	$74.00	
	Concrete Testing or Observation (LABOR)	PW Testing Technician (4 hrs onsite)	4.00	85.00	$340.00	
		Sample Pickup	1.00	100.00	$100.00	
	Biotank slab	Vehicle Charge (daily)	1.00	65.00	$65.00	
	2 pours remaining at south end of tank	Engineer Review (hourly)	0.25	125.00	$31.25	
		Project Management & Reporting(hourly)	0.50	86.00	$43.00	
		Subtotal per site visit			**$653.25**	
		Labor total for	**2.00**	**4 hour site visits**		**$1,306.50**
		Testing Technician (1 hr mob & travel)	1.00	74.00	$74.00	
	Concrete Testing or Observation (LABOR)	PW Testing Technician (4.5 hrs onsite)	4.50	85.00	$382.50	
		Sample Pickup	1.00	100.00	$100.00	
	Biotank walls	Vehicle Charge (daily)	0.50	65.00	$32.50	
	17 pours remaining per contractor's sched.	Engineer Review (hourly)	0.25	125.00	$31 25	
		Project Management & Reporting(hourly)	0.50	86.00	$43.00	
		Subtotal per site visit			**$663.25**	
		Labor total for	**17.00**	**5.5 hour site visits**		**$11,275.25**
		Testing Technician (1 hr mob & travel)	1.00	74.00	$74.00	
	Concrete Testing or Observation (LABOR)	PW Testing Technician (2 hrs onsite)	2.00	85.00	$170.00	
		Sample Pickup	1.00	100.00	$100.00	
	Bridge pedestals	Vehicle Charge (daily)	0.50	65.00	$32.50	
		Engineer Review (hourly)	0.25	125.00	$31.25	
		Project Management & Reporting(hourly)	0.50	86.00	$43.00	
		Subtotal per site visit			**$450.75**	
		Labor total for	**10.00**	**3 hour site visits**		**$4,507.50**
		Testing Technician (1 hr mob & travel)	1.00	74.00	$74 00	
	Concrete Testing or Observation (LABOR)	PW Testing Technician (3 hrs onsite)	3.00	85 00	$255.00	
		Sample Pickup	1.00	100.00	$100.00	
	Misc structures	Vehicle Charge (daily)	0.50	65.00	$32.50	
		Engineer Review (hourly)	0.25	125.00	$31.25	
		Project Management & Reporting(hourly)	0.25	86 00	$21.50	
		Subtotal per site visit			**$514.25**	
		Labor total for	**3.00**	**4 hour site visits**		**$1,542.75**
		Testing Technician (1 hr mob & travel)	1.00	74.00	$74.00	
	Grout Testing or Observation (LABOR)	PW Testing Technician (2 hrs onsite)	2.00	85.00	$170.00	
		Sample Pickup	1.00	100.00	$100.00	
	Operation building wall infill	Vehicle Charge (daily)	0.50	65.00	$32.50	
		Engineer Review (hourly)	0.25	125.00	$31.25	
		Project Management & Reporting(hourly)	0.50	86.00	$43.00	
		Subtotal per site visit			**$450.75**	
		Labor total for	**2.00**	**3 hour site visits**		**$901.50**

REVISED ESTIMATED COST OF T & I SERVICES FOR RIO DELL WASTEWATER FACILITY

ITEM	DESCRIPTION OF SERVICES	INDIVIDUAL SERVICES	UNITS	RATE		COST
3		CWI Inspector (1 hr mob & travel)	1.00	74.00	$74.00	
	Welding Testing or Observation (field)	CWI Inspector (1 hrs onsite)	1.00	98.00	$98.00	
		Testing Equipment	0.25	50.00	$12.50	
		Vehicle Charge (daily)	0.50	65.00	$32.50	
	1 site visit per canopy	Engineer Review (hourly)		125.00	$0.00	
		Administrative (hourly)		60.00	$0.00	
		Project Management & Reporting(hourly)	0.75	86.00	$64.50	
		Subtotal per site visit			$281.50	
		Lab total for	**3.00**	**2 hour site visits**		**$844.50**
4		Testing Technician (1 hr mob & travel)	1.00	74.00	$74.00	
	Asphalt Testing or Observation (LABOR)	PW Testing Technician (3 hrs onsite)	3.00	91.00	$273.00	
		Nuke Gauge (daily)	0.50	85.00	$42.50	
	Patchwork if needed	Vehicle Charge (daily)	1.00	65.00	$65.00	
		Engineer Review (hourly)	0.25	125.00	$31.25	
		Project Management (hourly)	0.50	86.00	$43.00	
		Subtotal per site visit			$528.75	
		Labor total for	**2.00**	**4 hour site visits**		**$1,057.50**
5		Clerical (hourly)	0.25	60.00	$15.00	
	Project Management & Administrative	Engineer Review (hourly)	0.25	125.00	$31.25	
		Project Management & Reporting(hourly)	0.25	86.00	$21.50	
		Subtotal			$67.75	
		Project total for	**114.00**	**days of testing activity**		**$7,723.50**
6		Professional Geologist (1 hr mobe & travel)	1.00	115.00	$115.00	
	Geologist subgrade inspections	Professional Geologist (1 hr onsite)	1.00	115.00	$115.00	
		Vehicle Charge (daily)	0.50	65.00	$32.50	
		Project Management & Reporting(hourly)	1.00	115.00	$115.00	
		Principal Oversite	0.25	165.00	$41.25	
		Subtotal per site visit			$418.75	
		Labor total for	**2.00**	**2 hour site visits**		**$837.50**
		TOTAL				$56,503.50
		No Contingency				
	July 2, 2012	**TOTAL with NO contingency**				**$56,503.50**

EACH SITE VISIT ESTIMATE REPRESENTS A TYPICAL 4-8 HOUR PORTAL TO PORTAL SITE VISIT INCLUSIVE OF LABOR, VEHICLE CHARGES, AND EQUIPMENT CHARGES.

NOTE: The final cost may be subject to change due to contractor scheduling, construction techniques, weather delays, supplemental testing, number of retests, etc. The wage rates may vary depending upon staff availability at the time of the request. Material testing and special inspections performed by LACO in no way relieves the Contractor of their obligation to perform work in accordance with the requirements of the Contract Documents. Services beyond those listed above will be preapproved by client prior to performing additional work. Equipment rental not shown above will be billed per standard rate sheet.

(1) The rate for each visit will be adjusted to reflect portal to portal time for the technician or inspector. Technician or inspector time in excess of 8 hours per day shall be invoiced at 1.3 times the stated rate.

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

For Meeting of: July 17, 2012

To: City Council

From: Kevin Caldwell, Community Development Director

Through: Jim Stretch, City Manager

Date: July 13, 2012

Subject: County General Plan Update

Recommendation:

That the City Council:

1. Receive staff's report regarding the County General Plan Update and recommended Land Use designations adjacent to or near the City;

2. Direct staff to prepare a letter to the County for the Mayor's signature identifying any concerns or issues from the City.

Summary

The City Council recently received a presentation from John Miller of the County Community Development Department regarding the General Plan Update and the recommended Land Use designations for properties adjacent to or near the City. It was staff's intent to discuss in greater detail the recommended designations at the recent Joint Study Session of July 10, 2012. Due to time constraints, the discussion was cut short.

The County is recommending that APN 205-031-047, currently designated Timberland (T) and zoned Timberland Production Zone (TPZ) be redesignated Urban Reserve, Rural Residential 5 – 20 acre minimum. The parcel is currently owned by Green Diamond Resource Company and is located above and adjacent to the Dinsmore Plateau. The Urban Reserve designation is applied to lands that are expected to be annexed to a City. The parcel is not within the City's current Sphere of Influence. In addition, the Dinsmore Plateau area has access issues

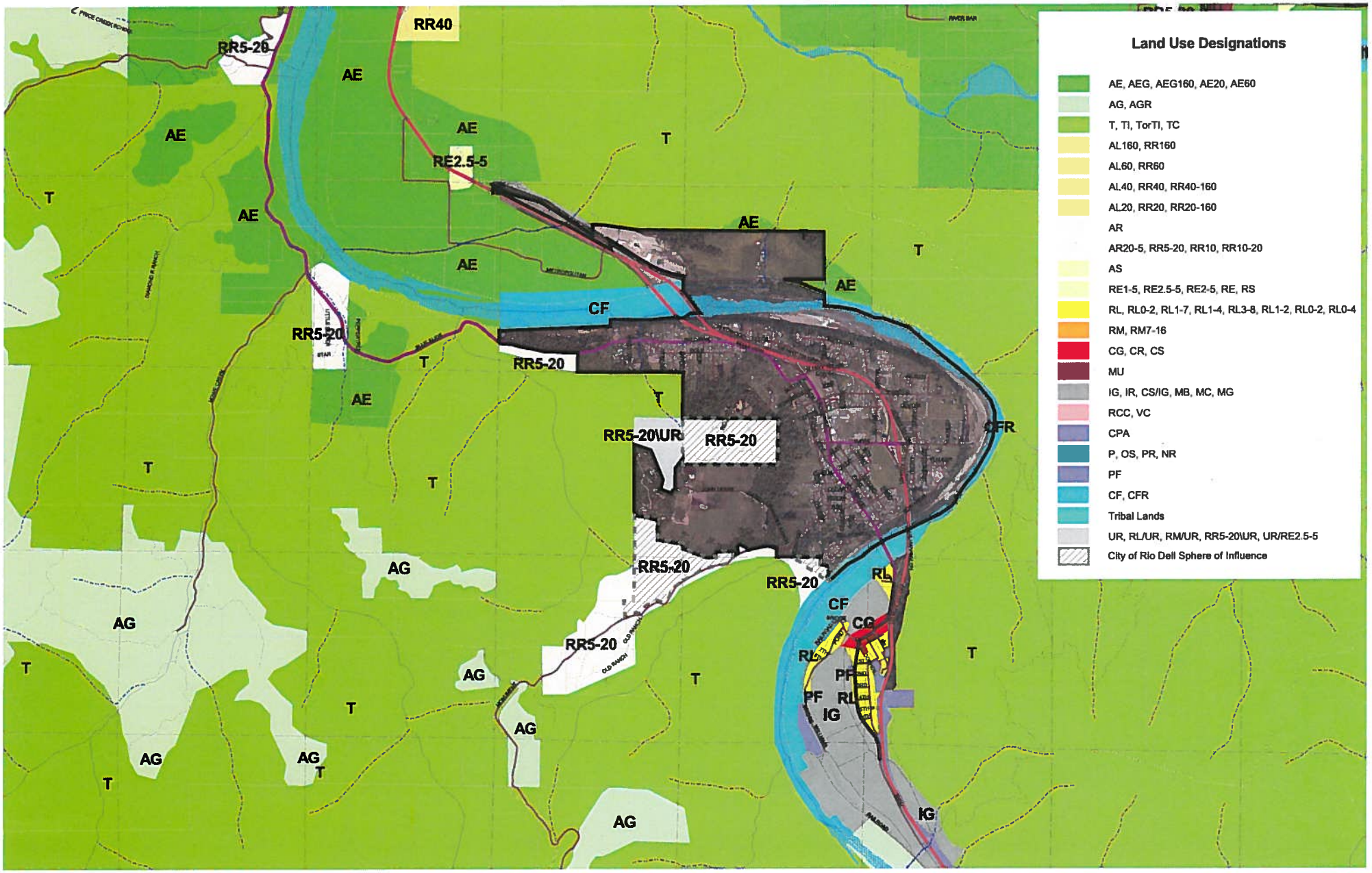
associated with the dead end road. Furthermore, under the current land use designations within the City, the City could accommodate approximately 900 additional parcels. Based on this information, it may be premature to designate the parcel as Urban Reserve.

The City may also want to consider requesting that the former Mozzetti parcel west of Highway 101, which will accommodate the City's wastewater disposal field, be designated Public Facility.

In addition, based on the recommended designations in the Monument Road and the Blue Slide Road areas, it appears that the General Plan could facilitate additional development impacting the City's roads. Staff recommends that the City officially request that the County refer all projects affecting Monument Road and Blue Slide Road to the City for review and identification of appropriate mitigation measures.

Attachment:

1. Recommended County Land Use Designations adjacent or next to the City.



ATTACHMENT 1

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

July17, 2012

TO: Honorable City Council

FROM: Jim Stretch, City Manager

SUBJECT: Voter petition results for November 6, 2012 election

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1) Receive and file the certification from County Elections as to the number of valid signatures on petitions submitted for the placement of a ballot proposition, similar to the June 5, 2012 Measure X, on the November 6, 2012 general election ballot, as per Government Code section 43616, and
2) If County Elections certifies that at least 71signatures on the petition are valid, give staff direction to proceed with placing the new street improvement GO bond measure proposition before the voters on November 6, 2012.

BACKGROUND AND DISCUSSION

Government Code section 43616 provides as follows:

"43616. If any proposition is defeated by the electors, the legislative body shall not call another election on a substantially similar proposition to be held within six months after the prior election. If a petition requesting submission of such a proposition, signed by 15 percent of the city electors as shown by the votes cast for all candidates for governor at the last election, is filed with the legislative body, it may hold an election before the expiration of six months."

On July 3, 2012, after receiving much encouragement from constituents, the Rio Dell City Council directed staff to work with legal counsel to prepare a petition for circulation to City voters to qualify a measure similar to Measure X on the November 6, 2912 ballot. As you know, the June 5, 2012 measure concerned the construction of street improvements with GO bonds, financed by property assessments for 15 years, fell short 25 votes from reaching the 66.6666% threshold.

A number of petitions have been in circulation in the City. Those that are received by the City Clerk through the morning of 7-17-12 are to be transported to the Humboldt County Election Office in Eureka where they will be processed. The Election Office will then certify the number of valid signatures on the petitions for submission to the City Council at the July 17, 2012 meeting.