AGENDA

RIO DELL CITY COUNCIL
REGULAR MEETING – 6:30 P.M
TUESDAY, FEBRUARY 5, 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.*

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 MATTERS

1) 2013/0205.01 – Recognition for Outstanding Public Service

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) 2013/0205.02 - Approve Minutes of the January 15, 2013 Regular Meeting **(ACTION)** 1

2) 2013/0205.03 - Approve Change Order No. 3 on the Wastewater Treatment Plant Upgrade and Disposal Project **(ACTION)** 8

3) 2013/0205.04- Approve 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 **(ACTION)** 12

4) 2013/0205.05 - Approve Resolution No. 1193-2013 Terminating the Emergency Declaration Resolution No. 1078-2012 for City Hall Repairs and Approve Correction in Resolution No. 1186-2013 to add an Additional $4,500 to the Original $7,500 for City Hall Repairs, not 2,500. **(ACTION)** 23

5) 2013/0205.06 - Report on Credit Card Policy **(RECEIVE & FILE)** 26

G. SPECIAL PRESENTATIONS

1) 2013/0205.08 - Status Report on City Streets and Drainage Projects – City Engineer

H. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

1) "SPECIAL CALL ITEMS" from Consent Calendar

2) 2013/0205.09 - 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 **(ACTION)** 31

3) 2013/0205.10 - Set Date for Departmental Work Plan Study Session **(ACTION)** **33**

4) 2013/0205.11 - 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 **(ACTION)** 54

5) 2013/0205.12 - Review Draft Housing Code and Consider Scheduling a Study Session for Further Review and Discussion **(ACTION)** 65

I. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

1) 2013/0205.13 - Approve Resolution No. 1194-2013 Amending Employee Memorandums of Understanding to Correct Technical Errors **(ACTION)** 99

2) 2013/0205.14 - 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 **(ACTION)** 126

J. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police
3. Finance Director – Check Register for December, 2012 **(RECEIVE & FILE)**
4. Community Development Director

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

N. RECESS INTO CLOSED SESSION

O. RECONVENE INTO OPEN SESSION

P. ORAL ANNOUNCEMENTS

Q. ADJOURNMENT

The next Regular meeting will be on February 19, 2013
at 6:30 PM in City Hall Council Chambers

RIO DELL CITY COUNCIL
REGULAR MEETING
JANUARY 15, 2013
MINUTES

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

Mayor Thompson extended a special thanks to Councilmember Woodall for the last 4 years serving as Mayor and said she has done a wonderful job leading the Council and it has been her heart's desire over the past several years to help the City in any way possible and thanked her for her dedication.

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

Absent: Councilmember Leonard (excused)

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

Absent: Water/Roadways superintendent Jensen (excused)

PUBLIC PRESENTATIONS

Suzy Edwards addressed the Council regarding the health and safety of our children and encouraged the Council to keep our streets safe.

Nick Angeloff provided the Council with a brief update on the rail corridor project and said the Committee will be holding their second meeting on Friday in Weaverville and will be addressing several issues including Tribal membership on the Board.

He also spoke on behalf of the Eagle Prairie Arts District and reported on their application of a small grant through the Humboldt Area Foundation.

CONSENT CALENDAR

Councilmember Marks asked that the Minutes from the January 3, 2013 regular meeting be pulled for separate discussion.

Motion was made by Woodall/Marks to approve the consent calendar including approval of minutes of the January 8, 2013 special meeting; approval of the re-appointment of Gordon Johnson, Nick Angeloff and Billie Joe Long to the Rio Dell Planning Commission for three year terms ending December 31, 2015; and 2012 Building and Planning Activity Report. Motion carried 4-0.

Approve Minutes of the January 3, 2013 Regular Meeting
Councilmember Marks referred to page 6 of the minutes and said she thought it was the consensus of the Council that guidelines be established for attendance at conferences or workshops; and pointed out a typo on page 8, paragraph 5 where it should say "feel" rather than fell.

It was agreed that the City Manager come back to the Council at a later time with proposed travel guidelines.

Motion was made by Marks/Woodall to approve the January 3, 2013 regular meeting minutes as corrected. Motion carried 4-0.

SPECIAL PRESENTATIONS

Introduction of the new Executive Director of Humboldt Waste Management Authority, Jill Duffy
Jill Duffy, Executive Director of Humboldt Waste Management Authority (HWMA) provided a power point presentation on HWMA which included history of the organization; an overview of the Hawthorne St. Transfer Station; plans for closure of the Cummings Road landfill; the Mad River Compost Facility; a Budget summary; and current programs and services available to member agencies.

City Manager Stretch commented that there currently is no green waste pick up in Rio Dell and asked if there were, if there would be a charge by HWMA for Eel River Disposal to disposal of it; Jill commented that HWMA will be looking at the possibility of a grant with Eel River Disposal.

Nick Angeloff asked if HWMA was meeting their contractual tonnage requirements and if transportation costs versus tipping fees has been broken out; Jill said they were meeting the tonnage and that she could provide the transportation costs and tipping fees if Mr. Angeloff would like the information.

Billie Joe Long asked about the term of the contracts to Anderson and Dry Creek landfills; Jill said the Anderson Landfill contract was good until 2014 and there was not currently a contract with Dry Creek Landfill.

Community Development Director Caldwell asked what the long-term plans are for the Cummings Landfill; Jill stated that there are no current plans for reuse of the site and the primary goal is to complete the approval for closure of the landfill through the Water Resources Control Board.

Councilmember Marks stated that one thing that she felt was lacking when she was on the HWMA Board was that HWMA staff was supposed to meet with the City Manager's at least

once a month to keep them up to date on what was going on which didn't happen, and also often times the Board discussed things in closed session so she could not bring the information back to the City to discuss. As a result she felt she was asked to vote on things without being well informed.

Dan LoMigilio asked if there have been any discussions regarding opening a local landfill to save on trucking costs; Jill said there have been no discussions at this time.

Mayor Thompson called for a 5 minute recess at 7:35 p.m.

The meeting reconvened at 7:40 p.m.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Ratify the Mayor's Appointments and Alternates to the External Advisory Boards/Committees/Commissions
City Manager Stretch stated that he had the opportunity to talk with Councilmember Leonard in the hospital and he asked that he only be considered for day time meetings.

Mayor Thompson announced some recommended changes to the proposed list of appointments.

Motion was made by Marks/Wilson to ratify the Mayor's appointments and alternates to the external organizations and internal advisory bodies as follows:

CITY COUNCIL BOARD/COMMIITTEE/COMMISSION ASSIGNMENTS

	Appointee	Alternate
Humboldt County Association of Governments (HCAOG)	Thompson	Leonard
Humboldt County Convention & Visitors Bureau Meets Quarterly for lunch (various locations)	Leonard	Marks
Humboldt County Waste Management Authority (HCWMA)	Thompson	Wilson
Humboldt Transit Authority (HTA)	Woodall	Leonard
League of California Cities (Redwood Empire Division) (LOCC)	Woodall	Marks
Redwood Region Economic Development Commission (RREDC)	Wilson	Marks

Redwood Coast Energy Authority	Wilson	Marks
Humboldt/Del Norte Hazardous Response Authority	Woodall	Marks
Internal Committees		
Traffic Committee	Marks	Wilson

Motion carried 4-0

ORDINANCES/SPECIAL RESOLUTIONS

Approve Resolution No. 1191-2013 Approving by Ratification the City Manager's Signature on the CalTrans State Transportation Commission Funding Request for the Wildwood Avenue Project and Right-of-Way Certification, and Application to the California Land Commission for a Lease to Drill Horizontally under the Eel River for the Wastewater Pipe to the Irrigation Site, and Direct City Manager to work with the City Attorney to Draft Amendments to the RDMC to Delegate the City Manager Signing Authority

City Manager Stretch provided a staff report and said there have been two recent documents that he signed upon approval by the City Council for the submittal of applications however the Council motion did not specifically direct the City Manager to sign. Both agencies involved, later requested evidence from the City that the City Manager had the authority the sign the applications. He said in review of the Rio Dell Municipal Code, it does not appear that the City Manager is given specific authority to execute such documents. The Resolution approves by ratification the City Manager signing of documents on projects previously approved by the City Council. He also recommended that he City Manager work with the City Attorney to draft an amendment to the City Manager's authority as set forth in the Rio Dell Municipal Code to authorize the signing of documents for the City under certain circumstances.

Motion was made by Wilson/Marks to approve Resolution No. 1191-2013 Approving by Ratification the City Manager's Signature on the CalTrans State Transportation Commission Funding Request for the Wildwood Avenue Project and Right-of-Way Certification, and Application to the California Land Commission for a Lease to Drill Horizontally under the Eel River for the Wastewater Pipe to the Irrigation Site, and Direct City Manager to work with the City Attorney to Draft Amendments to the RDMC to Delegate the City Manager Signing Authority. Motion carried 4-0.

Conduct Second Reading (by title only) and Approve Ordinance No. 299-2013 Establishing Medical Marijuana Regulations

Community Development Director Caldwell provided a staff report and said at the meeting of January 3, 2013, the Council introduced the ordinance establishing medical marijuana regulations. A public hearing was held and continued to this meeting.

Councilmember Wilson said after the last meeting, he did more research and said it appears that the way the laws are set up in California, there is not a lot the City can do to prevent the cultivation of medical marijuana. What the proposed ordinance does is forces it to be grown indoors thus reducing odor. He said the Supreme Court limits what the City can do. He said his personal conviction is that the main reason most people grow marijuana is for the money; not for medical reasons. He said he would like to see the greenhouse provision removed from the ordinance to detract potential thefts.

Mayor Thompson said he agreed with Councilmember Wilson and expressed concern not only with growing in greenhouses but with detached accessory buildings stating he would like to see both of those provisions removed from the ordinance.

Community Development Director Caldwell pointed out that the County is the only other jurisdiction that allows greenhouses; the Cities of Arcata and Eureka do not. He said the subject of greenhouses was discussed by the Planning Commission and it was pointed out that greenhouses are not dependent on artificial lights; legitimate medical marijuana patients probably can't afford the cost of electricity to grow indoors; and they would rather see a greenhouse broken into than a house.

Councilmember Wilson said he didn't really have a problem with grows in garages.

Councilmember Marks said she agreed with Mayor Thompson but questioned the safety issue and potential danger to children by forcing grows into homes.

Councilmember Wilson said the majority of marijuana grows are not for legitimate purposes and the problem is that the structures containing grows do not get to be inspected due to HIPPA unless there is an odor complaint. Basically, if someone is "flying under the radar" they can do whatever they want.

Councilmember Wilson commented that if someone has a legitimate medical need to grow marijuana, they should be wise enough to keep it away from children.

Chief of Police Hill commented that those people who are growing in areas larger than 50 sq. ft. won't be in compliance with the ordinance and the ordinance is a tool to force compliance. He said greenhouses are one way to reduce the chance of fire due to improper wiring in homes but if a person is following the provisions of the ordinance, the changes are less anyway.

A public hearing was opened to receive public input on the proposed ordinance.

Alice Millington stated she doesn't think marijuana cultivation belongs in homes period. She said the average size home in Rio Dell is small anyway and to take away a bedroom for a grow room is not a good idea. She said she would like to see marijuana grown in outdoor areas only.

Deborah Bare commented that greenhouses must be secured with a lock but if someone is going to steal, a lock is not going to keep them out. She said she would rather see a greenhouse broken into than a home.

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

Councilmember Marks asked if the ordinance can be brought back for amendment at a later time if the Council desires; Community Development Caldwell said that it can be amended at any time.

Motion was made by Marks/Woodall to conduct second reading (by title only) and adopt *Ordinance No. 299-2013 Establishing Medical Marijuana Regulations, Section 17.30.155 of the Rio Dell Municipal Code.* Motion carried 4-0.

REPORTS/STAFF COMMUNICATIONS

City Manager Stretch reported on recent activities and said he would be meeting with an architect tomorrow to discuss proposed City Hall improvements; had been in discussions with HCAOG regarding additional funding to work on the Nichols Engineering street report in order to better prioritize street repairs; said he has been doing work on drainage studies and met with the engineer to go over what has been done to date. He said they will be taking a look at the drainage repairs proposed by Water/Roadways Superintendent Jensen then look at the bigger picture in regard to drainage. He also reported he had met with the distributor of CAT generators to size up the City's needs in regard to a backup generator. Lastly, he said was working on a number of amendments to the Employee Handbook that will be coming before the Council for consideration.

Mayor Thompson said he would like to see better weather protection over the new generator at the wastewater treatment plant; City Manager Stretch said he spoke to the CAT salesman and learned that these generators are made to be totally exposed to the weather although there is a way to partially shield the generator against storms that can be done inexpensively. He said because of exhaust issues, the generator should not be placed within an enclosed building.

Chief of Police Hill reported on recent activities in the police department and said since November 1, 2012, a total of 5 animals have been transported to the City of Fortuna which is a significant reduction in cost by the City.

Finance Director Beauchaine reported on recent activities in the finance department and said the City's auditors were here for a sight visit last week and was able to complete their work a day early with no addressing entries to report. She said in regard to the condition of the City's streets as a result of the wastewater project, the damages were being surveyed by the engineer and mapping was being done with the contractor. Once the bad weather is over in the Spring, the contractor will be coming back and squaring up the affected areas and doing the necessary repairs.

Community Development Director Caldwell reported on recent activities in the Community Development Department and said on the next planning commission agenda will be the selection of Chair and Vice-Chair; review of the Annual Planning and Building Activity Report; an amendment to the Sign Regulations; and introduction of the Circulation Element. He also reported he would be sending out the CDBG Income Survey Report and that he had sent out CDBG insurance compliance letters.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Marks asked for a consensus of the Council regarding the rotation of Mayor and Mayor Pro Tem. It was agreed that the matter be reviewed before the next election.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:48 p.m. to the February 5, 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

DATE: February 5, 2013

SUBJECT: Change Order #3 on the Wastewater Treatment Plant Upgrade and Disposal Project

RECOMMENDATION

Approve Change Order (CO) No. 3

BUDGETARY IMPACT

Approval of CO No. 3 will approve a project budget increase of $60,906.74 which decreases the WWTP Project contingency balance to $153,482.08.

BACKGROUND AND DISCUSSION

The City has completed its' eleventh month of construction for the Wastewater Treatment Plant and Disposal Project (WWTP). The project began with a 1.5% contingency totaling $189,000. To date two Change Orders (CO) including Potential Change Orders (PCO's) #1-17 have been executed in the amount of $-25,391.82, which left a remaining contingency balance of $214,391.82.

Attached is CO No. 3 including PCO's #18-23 totaling a net cost increase of $60,906.74. Included are changes to the electrical system moving it out of a low lying area totaling $5,169.94 (approved by staff), the installation of a ceiling mounted blower to increase cooling of equipment $3,472.08 (approved by staff), revised light fixtures $0.00 no cost (approved by staff), Repair a of broken sewer line $36,878.38 (emergency approval), installation of additional framing for structural reinforcement of the contact basin $11,471.58 (emergency approval), and a gas meter pad and ballard as required by PG&E $3,914.76 (approved by staff) .

Approval of CO No. 3 will decrease the project contingency to $153,485.08. If approved 80% of the original contingency budget will remain with 38% of the project left to complete.

CO No. 3 has been approved by the Construction Manager, City Manager, and Finance Director.

HDR

Change Order No. 03

Project Name:	Rio Dell WWTP Upgrade	HDR Project No.	453770-182149
Project Owner:	City of Rio Dell 675 Wildwood Avenue Rio Dell, CA 95562 ATTN: Jim Stretch	Owner's Project No.:	
		Date of Issuance:	01/21/2013
Project Contractor:	Wahlund Construction / Sequoia Construction 475 Hilltop Drive Rio Dell, CA 95562 ATTN: Bret Rinehart	Date of Contract:	4/4/2012
		Contract Period:	550 days

It is agreed to modify the Contract referred to above as follows:

Item No.	Item and Description of Changes	Contract Price		Contract Time	
		Decrease	Increase	Decrease	Increase
PCO 18	MCC Re-location at Disposal Site		$5,169.94	NA	NA
PCO 19 Rev 1	Furnish and Install ceiling mounted exhuast fan and ducting with thermostatic control in Blower Building		$3,472.08	NA	NA
PCO 20 Rev 1	Furnish and Install 8 Revised Light Fixtures at Bio Tank		No Cost	NA	NA
PCO 21	Transmission Line Boring Extra Work 12/03/12 - 12/10/12		$36,878.38	NA	NA
PCO 22	Furnish and Install PT Framing at Contact Basin		$11,471.58	NA	NA
PCO 23	Gas Meter Pad and Bollards, as required by PG&E		$3,914.76	NA	NA
	Sub-Total		$60,906.74		
	Difference Net		$60,906.74	NA	NA

Summary: It is agreed to modify the Contract referred to above as follows:

Contract Price prior to this Change Order	Contract Time prior to this Change Order
$10,605,608.15	550 Days
Net Increase (decrease) of this Change Order	Net Increase (decrease) of this Change Order
$60,906.74	NA
Revised Contract Price with all approved Change Orders	Revised Contract Time with all approved Change Orders
$10,666,514.89	550 Days

The changes included in this Change Order are to be accomplished in accordance with the terms, stipulations and conditions of the original Contract as though included therein.

Bret Rinehart — Accepted for Contractor by: — Date: 1/30/13

Recommended for Approval By (HDR Engineering, Inc.) — Date: 01/30/13

Approved for Owner by: — Attest: — Date:

CM — Approved: (Other - when required) — Date: 01/30/13

Distribution: ☐ Owner ☐ Contractor ☐ Office ☐ Field ☐ Other

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City of Rio Dell
WWTP Project
CO/PCO Log

Change Order (CO)	Potential Change Order (PCO)	PCO Cost	Subtotal	CO Cost	Construction Contingency Fund	Approved	Executed	Description
					$ 189,000.00			
	1	$ (3,421.94)	$ (3,421.94)			Staff		Provide Flygt Pumps as opposed to Wilo. Low bidder (Wilo) did not meet spec.
	2	$ -	$ (3,421.94)			Staff		No cost trade for permanent fencing at the staging area.
	3	$ (9,016.87)	$ (12,438.81)			Staff		Credit for the relocation of a sewer pipe due to a shorter tank and smaller digester.
	4	$ 2,838.33	$ (9,600.48)			Staff		Purchase of supply bond to secure the manufacturig of the Aeromod System.
	5	$ 2,123.58	$ (7,476.90)			Staff		Influent piping design change. Planned pathway blocked. Reconfigurred after potholing.
	6	$ 855.00	$ (6,621.90)			Staff		Added permanent gutters to the dewatering site to eliminate erosion.
	7	$ 1,889.44	$ (4,732.46)			Staff		Permanent drainage inlet for staging area.
	8	$ 4,541.09	$ (191.37)			Staff		Crushed rock added to staging area to allow for dust control.
	9	$ (740.11)	$ (931.48)			Staff		Credit deleting unnecessary instraments.
	10	$ 30,891.62	$ 29,960.14			Council		Fabricate SCADA Control Panel.
1				$ 29,960.14	$ 159,039.86		Staff	
	11	$ 764.83	$ 764.83				Staff	Modify existing pumps to allow for relay to SCADA
	12		$ 764.83					Rejected-$10,023.73 Move control of 3rd influent pump
	13		$ 764.83					Rejected- $3.523.07 Change to LED light fixtures
	14	$ 10,041.69	$ 10,806.52					Augment design of overflow valves in the effluent disposal field. Changed to below grade to protect during field mowings, etc.
	15	$ 2,364.80	$ 13,171.32				Staff	Change SCADA panel from single to double door
	16	$ 4,101.72	$ 17,273.04				Staff	Change road grade to improve longevity
	17	$ (72,625.00)	$ (55,351.96)				Council	Credit of overexcavation at the blower building. Unnecessary.
2				$ (55,351.96)	$ 214,391.82		Staff	
	18	$ 5,169.94	$ 5,169.94				Staff	Disposal Site Electrical Changes- Move electrical out of low lying area
	19	$ 3,472.08	$ 8,642.02				Staff	Install Ceiling Mounted Blower- Additional Cooling
	20	$ -	$ 8,642.02				Staff	Furnish and Install revised light fixtures- No Cost
	21	$ 36,878.38	$ 45,520.40				Council	Replce broken sewer line
	22	$ 11,471.58	$ 56,991.98				Staff	Install PT Framing at Contact Basin- Additional structural reinforcement
	23	$ 3,914.76	$ 60,906.74				Staff	Gas Meter Pad and Ballard required by PG&E
3				$ 60,906.74	$ 153,485.08			

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

DATE: February 5, 2013

SUBJECT: Wahlund/Sequoia Construction Pay Request #11

RECOMMENDATION

Approve Pay Request

BUDGETARY IMPACT

Pay Request #11 in the amount of $661,565.83 will be funded through the State Water Resources Control Board (SWRCB) financing agreement project number C-06-7401-110 totaling $12,980,859.

BACKGROUND AND DISCUSSION

Pay Request #11 has been approved for payment by the City's Construction Manager and City Manager.

BEHRENS CONSTRUCTION AND INSPECTION SERVICES
170 South Bank Chetco River Road
Brookings, OR 97415-8288

(707) 696-4650
rbehrens@rbehrens.org

To: Rio Dell City Council
Jim Stretch, City Manager
Stephanie Beauchaine, Finance Director
Rick Chicora, Wastewater Superintendent

From: Richard Behrens, Construction Manager

Date: 01/30/2013

Project Name: **Wastewater Treatment Plant Upgrade and Disposal Project**

The WWTP project is now into the eleventh month of progress. The contractor has completed all phases of the bio-tank and backfill continues. Work on the Chlorine Contact Basin and Effluent Pumping Station is expected to be completed by the middle of February. The Aqua Sierra control system is installed and operational. Work is proceeding at the disposal site at the Tailwater Pumping Station, readying the site for summer use. All of the Aero-Mod equipment has been installed with dry inspection slated to start 2/5, to be followed by start-up of the system. The transmission line is nearly complete from the river crossing to the treatment plant, to be followed by clean up and pavement patching. The Therma-Flite sludge dryer system is scheduled to be completed by 2/8, followed by inspection and start-up the following week. Underground piping and valves have been installed and the plant switchover is scheduled to start in February. The Blower Building and electrical/mechanical systems are nearly complete with cut-over of existing electrical due to start approx. 2/18.

Progress Payment Request No. 11 is attached. This pay request is based on the bid schedule breakdown provided by the contractor, Wahlund Construction, Inc.,/ Sequoia Construction Specialties, and the actual quantities of work completed and materials delivered to site.

There have been two Change Order completed to date, totaling a credit amount of <$25,391.85>. The adjusted contract amount to date is $10,605,608.15. The total billed thru Progress Pay Request No. 11, less retainer, is $7,673,016.45.

I recommend payment to Wahlund Construction, Inc.,/ Sequoia Construction Specialties for Progress Pay Request No. 11 in the amount of $661,565.83, that also takes into account a 5% retention. Payment to the contractors is due within 20 days of receipt of each Application for Payment. Progress Payment Request No. 11 was received 01/29/2013.

cc:
Craig Olson, HDR Inc.
Bret Rinehart, Wahlund Construction, Inc.
Brian Pritchard, Sequoia Construction Specialties

Progress Payment Summary

Owner:	**City of Rio Dell**	**Job #:**	**24-11**
Project Title:	**Rio Dell Wastewater Treatment Plant Upgrade and Disposal**	**Payment #:**	**11**
		Period Ending:	**31-Jan-13**

1. Analysis of Authorized Contract Amount to Date

a. Authorized Contract Work Amount	$ 10,631,000.00
b. Total Change Orders Work Amount	$ (25,391.85)
c. Adjusted Contract Amount to Date	**$ 10,605,608.15**

2. Analysis of Work Performed

a. Contract and Change Orders Performed to Date	$ 8,076,859.42
b. Retainer, 5%	$ 403,842.97
c. Net Contract Work to Date	$ 7,673,016.45
d. Previous Billed	$ 7,011,450.62
e. Balance Due This Period	**$ 661,565.83**

3. Certification of Contractor

According to the best of my knowledge and belief, I certify that all items and amounts shown on the Schedule of Values are correct; that all work has been performed and/or material supplied in full accordance with the requirements of the referenced Contract, and/or duly authorized deviations, substitutions, alterations, and/or additions.

All previous progress payments received on account of the Work have been applied on account to discharge Contractor's legitimate obligations associated with prior Applications for Payment.

Wahlund Construction, Inc.,/
Sequoia Construction Specialties
Contractor

Ken Wahlund
Authorized Representative

Date: 1/25/2013 Title: Joint Venture Administrator

4. Certification of Construction Manager

I certify that I have checked and verified the above and foregoing Schedule of Values; that to the best of my knowledge and belief it is a true and correct statement of work performed and/or material supplied by the Contractor; that all work and/or material included in this Progress Payment Summary has been inspected by me and/or my duly authorized representative or assistants and that it has been performed and/or supplied in full accordance with the requirements of the referenced contract; and that the payment due to the Contractor is correctly computed on the basis of work performed and/or material supplied to date.

Construction Manager

Date: 1/30/2013

5. Approval for Payment

City Manager

Date: _____

WAHLUND CONSTRUCTION, INC./
SEQUOIA CONSTRUCTION SPECIALTIES
A Joint Venture
License No. 855844
Eureka Office: 707-268-0150 Fax: 707-268-0137

Rio Dell Wastewater Treatment Plant Upgrade and Disposal Project

HDR Project No. 152932

To: City of Rio Dell
675 Wildwood Avenue
Rio Dell, California 95562

Pay Request No.: 11
Period Ending: 01/31/13

Item	Description of Item	Qty	Unit	Unit Cost	Total Cost	Previous Qty	Previous $	This Period Qty	This Period $	Total To Date Qty	Total To Date $
1	**Bid Item 1**										
	Sheeting, shoring and bracing or equivalent method conforming to applicable safety order.	1	LS	$ 5,000.00	$ 5,000.00	100%	$ 5,000.00	0%	$ -	100%	$ 5,000.00
				Bid Item 1 Total	**$ 5,000.00**		**$ 5,000.00**		**$ -**		**$ 5,000.00**
2	**Bid Item 2**										
	Over-excavation and disposal of undesirable material and compaction of fill material under biological treatment facility as defined in Section 02200 of the specifications.	2,500	CY	$ 35.00	$ 87,500.00	2,500	$ 87,500.00	0	$ -	2,500	$ 87,500.00
				Bid Item 2 Total	**$ 87,500.00**		**$ 87,500.00**		**$ -**		**$ 87,500.00**
3	**Bid Item 3**										
	14- inch recycled water pipeline from Station 1+50 (+/-) to Station 101+50 (+/-), including all appurtenances as required to complete work.	10,000	LF	$ 108.00	$ 1,080,000.00	6,270.89	$ 677,256.12	2,400.00	$ 259,200.00	8,670.89	$ 936,456.12
				Bid Item 3 Total	**$ 1,080,000.00**		**$ 677,256.12**		**$ 259,200.00**		**$ 936,456.12**
4	**Bid Item 4**										
	Recycled water pipeline from Station 101+50 (+/-) to Station 201+50 (+/-), including all work in Caltrans right-of-way.	1	LS	$ 1,500,000.00	$ 1,500,000.00	0%	$ -	0%	$ -	0%	$ -
				Bid Item 4 Total	**$ 1,500,000.00**		**$ -**		**$ -**		**$ -**
5	**Bid Item 5**										
	All work at disposal site on north side of Eel River outside of Caltrans right-of-way.										
5.1	Site Clearing	1	LS	$ 15,000.00	$ 15,000.00	100%	$ 15,000.00	0%	$ -	100%	$ 15,000.00
5.2	Earthwork	1	LS	$ 289,475.00	$ 289,475.00	98%	$ 283,685.50	0%	$ -	98%	$ 283,685.50
5.3	Distribution and Turnout Boxes	1	LS	$ 15,000.00	$ 15,000.00	100%	$ 15,000.00	0%	$ -	100%	$ 15,000.00
5.4	Precast Concrete Pump Station	1	LS	$ 28,000.00	$ 28,000.00	95%	$ 26,600.00	0%	$ -	95%	$ 26,600.00
5.5	Pump Station Base & Equipment Pad	1	LS	$ 6,825.00	$ 6,825.00	75%	$ 5,118.75	25%	$ 1,706.25	100%	$ 6,825.00
5.6	Overflow Valve Concrete Pads	1	LS	$ 20,475.00	$ 20,475.00	100%	$ 20,475.00	0%	$ -	100%	$ 20,475.00
5.7	Hydroseeding	1	LS	$ 54,059.25	$ 54,059.25	100%	$ 54,059.25	0%	$ -	100%	$ 54,059.25
5.8	Submersible Non-Clog Tailwater Pumps	1	LS	$ 32,386.10	$ 32,386.10	67.73%	$ 21,936.15	0.00%	$ -	67.73%	$ 21,936.15
5.9	REW Piping	1	LS	$ 150,000.00	$ 150,000.00	97.81%	$ 146,717.52	0.00%	$ -	97.81%	$ 146,717.52
5.10	DFD Piping	1	LS	$ 145,000.00	$ 145,000.00	100%	$ 145,000.00	0%	$ -	100%	$ 145,000.00
5.11	Tailwater Pump Piping - Material	1	LS	$ 20,002.50	$ 20,002.50	90%	$ 18,002.25	0%	$ -	90%	$ 18,002.25

5.12	Tailwater Pump Piping - Labor	1	LS	$ 7,381.50	$ 7,381.50	0%	$ -	0%	$ -	0%	$ -
5.13	Tailwater Pump Installation per D04	1	LS	$ 6,460.65	$ 6,460.65	25%	$ 1,615.16	0%	$ -	25%	$ 1,615.16
5.14	HDG Bar Grating 2x per 1/D03	1	LS	$ 2,625.00	$ 2,625.00	100%	$ 2,625.00	0%	$ -	100%	$ 2,625.00
5.15	PVC Stilling Well per D04	1	LS	$ 2,310.00	$ 2,310.00	0%	$ -	0%	$ -	0%	$ -
				Bid Item 5 Total	**$ 795,000.00**		**$ 755,834.58**		**$ 1,706.25**		**$ 757,540.83**
6	**Bid Item 6**										
	All work as required per the MMRP as outlined in Specification Section 01560.	1	LS	$ 70,000.00	$ 70,000.00	60%	$ 42,000.00	10%	$ 7,000.00	70%	$ 49,000.00
				Bid Item 6 Total	**$ 70,000.00**		**$ 42,000.00**		**$ 7,000.00**		**$ 49,000.00**
7	**Bid Item 7**										
	Storm Water Pollution Prevention Plan and Implementation per Specification Section 02271.	1	LS	$ 10,500.00	$ 10,500.00	70%	$ 7,350.00	10%	$ 1,050.00	80%	$ 8,400.00
				Bid Item 7 Total	**$ 10,500.00**		**$ 7,350.00**		**$ 1,050.00**		**$ 8,400.00**
8	**Bid Item 8**										
	All other work as indicated on the project plans and defined in the project specifications.										
8.1	**Bidding Requirements**										
8.1.1	Performance & Payment Bond	1	LS	$ 82,000.00	$ 82,000.00	100%	$ 82,000.00	0%	$ -	100%	$ 82,000.00
8.1.2	Insurance	1	LS	$ 88,000.00	$ 88,000.00	100%	$ 88,000.00	0%	$ -	100%	$ 88,000.00
				Bidding Requirements Total	**$ 170,000.00**		**$ 170,000.00**		**$ -**		**$ 170,000.00**
8.2	**General Requirements**										
8.2.1	Mobilization	1	LS	$ 156,250.00	$ 156,250.00	100%	$ 156,250.00	0%	$ -	100%	$ 156,250.00
8.2.2	Demobilization	1	LS	$ 25,000.00	$ 25,000.00	0%	$ -	0%	$ -	0%	$ -
8.2.3	Plumbing Mobilization	1	LS	$ 21,000.00	$ 21,000.00	100%	$ 21,000.00	0%	$ -	100%	$ 21,000.00
8.2.4	Field Engineering & Surveying	1	LS	$ 10,000.00	$ 10,000.00	95%	$ 9,500.00	0%	$ -	95%	$ 9,500.00
8.2.5	Administration Requirements	1	LS	$ 252,000.00	$ 252,000.00	55.56%	$ 140,000.00	5.56%	$ 14,000.00	61.11%	$ 154,000.00
8.2.6	Construction Schedules	1	LS	$ 2,000.00	$ 2,000.00	80%	$ 1,600.00	5%	$ 100.00	85%	$ 1,700.00
8.2.7	Submittals	1	LS	$ 18,000.00	$ 18,000.00	90%	$ 16,200.00	2%	$ 360.00	92%	$ 16,560.00
8.2.8	Temporary Offices, Sanitation, etc.	1	LS	$ 54,000.00	$ 54,000.00	55.56%	$ 30,000.00	5.56%	$ 3,000.00	61.11%	$ 33,000.00
8.2.9	Project Sign	1	LS	$ 1,500.00	$ 1,500.00	100%	$ 1,500.00	0%	$ -	100%	$ 1,500.00
8.2.10	Construction Photographs	1	LS	$ 500.00	$ 500.00	100%	$ 500.00	0%	$ -	100%	$ 500.00
				General Requirements Total	**$ 540,250.00**		**$ 376,550.00**		**$ 17,460.00**		**$ 394,010.00**
8.3	**WWTP Sitework**										
8.3.1	Sludge Drying Bed Demolition	1	LS	$ 45,750.00	$ 45,750.00	100%	$ 45,750.00	0%	$ -	100%	$ 45,750.00
8.3.2	Misc. Existing Tanks & Buildings Demolition	1	LS	$ 18,459.00	$ 18,459.00	0%	$ -	0%	$ -	0%	$ -
8.3.3	Staging Area Earthwork & Grading	1	LS	$ 25,000.00	$ 25,000.00	100%	$ 25,000.00	0%	$ -	100%	$ 25,000.00
8.3.4	Staging Area Temporary Fencing	1	LS	$ 1,500.00	$ 1,500.00	100%	$ 1,500.00	0%	$ -	100%	$ 1,500.00
8.3.5	Hot Mix Asphalt Paving	1	LS	$ 38,287.20	$ 38,287.20	0%	$ -	0%	$ -	0%	$ -
8.3.6	Canopy Slab @ CL2 Bldg	1	LS	$ 5,250.00	$ 5,250.00	100%	$ 5,250.00	0%	$ -	100%	$ 5,250.00
8.3.7	Canopy Slab @ Ops Bldg	1	LS	$ 7,350.00	$ 7,350.00	100%	$ 7,350.00	0%	$ -	100%	$ 7,350.00
8.3.8	Generator Slab	1	LS	$ 13,125.00	$ 13,125.00	100%	$ 13,125.00	0%	$ -	100%	$ 13,125.00
8.3.9	CL2 Mixer Concrete Repair	1	LS	$ 4,200.00	$ 4,200.00	0%	$ -	0%	$ -	0%	$ -
8.3.10	Chem Storage Slab	1	LS	$ 4,200.00	$ 4,200.00	0%	$ -	0%	$ -	0%	$ -
8.3.11	3 Steel Canopies	1	LS	$ 36,163.05	$ 36,163.05	95%	$ 34,354.90	5%	$ 1,808.15	100%	$ 36,163.05

8.3.12	3 Bollards per C02	1	LS	$ 2,702.70	$ 2,702.70	0%	$ -	0%	$ -	0%	$ -
8.3.13	Static Mixer & Chlorine Injection Precast Vault	1	LS	$ 16,500.00	$ 16,500.00	100%	$ 16,500.00	0%	$ -	100%	$ 16,500.00
8.3.14	Existing Control Room Door	1	LS	$ 12,600.00	$ 12,600.00	100%	$ 12,600.00	0%	$ -	100%	$ 12,600.00
8.3.15	Existing Control Room Roof	1	LS	$ 22,575.00	$ 22,575.00	0%	$ -	0%	$ -	0%	$ -
				WWTP Sitework Total	**$ 253,661.95**		**$ 161,429.90**		**$ 1,808.15**		**$ 163,238.05**
8..4	**Yard Piping**										
8.4.1	12" Effluent Piping	1	LS	$ 60,000.00	$ 60,000.00	14.54%	$ 8,726.23	70.46%	$ 42,273.77	85.00%	$ 51,000.00
8.4.2	12" Influent Piping	1	LS	$ 50,000.00	$ 50,000.00	17.45%	$ 8,726.22	67.55%	$ 33,773.78	85.00%	$ 42,500.00
8.4.3	6" Sludge Piping	1	LS	$ 25,000.00	$ 25,000.00	0%	$ -	0%	$ -	0%	$ -
8.4.4	8" Backwash Piping	1	LS	$ 30,000.00	$ 30,000.00	3.47%	$ 1,041.40	0.00%	$ -	3.47%	$ 1,041.40
8.4.5	Misc. Underground Piping, Tie-Ins, Demo, Etc.	1	LS	$ 10,000.00	$ 10,000.00	90%	$ 9,000.00	0%	$ -	90%	$ 9,000.00
8.4.6	Static Mixer & Chlorine Injection Vault Piping - Material	1	LS	$ 3,339.00	$ 3,339.00	0%	$ -	100%	$ 3,339.00	100%	$ 3,339.00
8.4.7	Static Mixer & Chlorine Injection Vault Piping - Labor	1	LS	$ 1,443.75	$ 1,443.75	0%	$ -	100%	$ 1,443.75	100%	$ 1,443.75
				Yard Piping Total	**$ 179,782.75**		**$ 27,493.85**		**$ 80,830.30**		**$ 108,324.15**
8.5	**Headworks**										
8.5.1	Influent Pump Installation per SP10	1	LS	$ 6,460.65	$ 6,460.65	50%	$ 3,230.33	50%	$ 3,230.33	100%	$ 6,460.65
8.5.2	Grating Support Channel and New Grating per SP10	1	LS	$ 5,537.70	$ 5,537.70	0%	$ -	100%	$ 5,537.70	100%	$ 5,537.70
8.5.3	Headworks Pump Piping - Material	1	LS	$ 20,002.50	$ 20,002.50	100%	$ 20,002.50	0%	$ -	100%	$ 20,002.50
8.5.4	Headworks Pump Piping - Labor	1	LS	$ 7,381.50	$ 7,381.50	0%	$ -	100%	$ 7,381.50	100%	$ 7,381.50
				Headworks Total	**$ 39,382.35**		**$ 23,232.83**		**$ 16,149.53**		**$ 39,382.35**
8.6	**Biological Treatment Facility**										
8.6.1	Excavation	1	LS	$ 75,000.00	$ 75,000.00	100%	$ 75,000.00	0%	$ -	100%	$ 75,000.00
8.6.2	Subgrade & Base Rock	1	LS	$ 25,000.00	$ 25,000.00	100%	$ 25,000.00	0%	$ -	100%	$ 25,000.00
8.6.3	Tank Slab Form & Pour	1	LS	$ 262,500.00	$ 262,500.00	100%	$ 262,500.00	0%	$ -	100%	$ 262,500.00
8.6.4	Tank Slab Rebar	1	LS	$ 330,750.00	$ 330,750.00	100%	$ 330,750.00	0%	$ -	100%	$ 330,750.00
8.6.5	Tank Walls Form & Pour	1	LS	$ 682,500.00	$ 682,500.00	100%	$ 682,500.00	0%	$ -	100%	$ 682,500.00
8.6.6	Tank Walls Rebar	1	LS	$ 309,750.00	$ 309,750.00	100%	$ 309,750.00	0%	$ -	100%	$ 309,750.00
8.6.7	Sloped Fills	1	LS	$ 52,500.00	$ 52,500.00	100%	$ 52,500.00	0%	$ -	100%	$ 52,500.00
8.6.8	Backfill	1	LS	$ 7,500.00	$ 7,500.00	80%	$ 6,000.00	10%	$ 750.00	90%	$ 6,750.00
8.6.9	Aluminum Stair with Railing	1	LS	$ 20,245.05	$ 20,245.05	0%	$ -	100%	$ 20,245.05	100%	$ 20,245.05
8.6.10	AeroMod Equipment Installation	1	LS	$ 203,054.25	$ 203,054.25	50%	$ 101,527.13	45%	$ 91,374.41	95%	$ 192,901.54
8.6.11	Pipe Connections Bio Treatment 12"INFP, 12"EFF, 8"LPA & 4"LPA - SP01 & SP02 - Material	1	LS	$ 28,407.75	$ 28,407.75	0%	$ -	95%	$ 26,987.36	95%	$ 26,987.36
8.6.12	Pipe Connections Bio Treatment 12"INFP, 12"EFF, 8"LPA & 4"LPA - SP01 & SP02 - Labor	1	LS	$ 23,404.50	$ 23,404.50	0%	$ -	95%	$ 22,234.28	95%	$ 22,234.28
8.6.13	Selector Tank Piping - Material	1	LS	$ 819.00	$ 819.00	100%	$ 819.00	0%	$ -	100%	$ 819.00
8.6.14	Selector Tank Piping - Labor	1	LS	$ 3,601.50	$ 3,601.50	100%	$ 3,601.50	0%	$ -	100%	$ 3,601.50
8.6.15	Conduit and Pneumatic Systems - Material	1	LS	$ 1,312.50	$ 1,312.50	100%	$ 1,312.50	0%	$ -	100%	$ 1,312.50
8.6.16	Conduit and Pneumatic Systems - Labor	1	LS	$ 8,100.75	$ 8,100.75	100%	$ 8,100.75	0%	$ -	100%	$ 8,100.75
8.6.17	Aeration Tank Piping - Material	1	LS	$ 8,111.25	$ 8,111.25	100%	$ 8,111.25	0%	$ -	100%	$ 8,111.25
8.6.18	Aeration Tank Piping - Labor	1	LS	$ 20,160.00	$ 20,160.00	100%	$ 20,160.00	0%	$ -	100%	$ 20,160.00
8.6.19	Clarifier Piping - Material	1	LS	$ 5,785.50	$ 5,785.50	100%	$ 5,785.50	0%	$ -	100%	$ 5,785.50
8.6.20	Clarifier Piping - Labor	1	LS	$ 7,203.00	$ 7,203.00	100%	$ 7,203.00	0%	$ -	100%	$ 7,203.00
8.6.21	Digester Tank Piping - Material	1	LS	$ 5,323.50	$ 5,323.50	100%	$ 5,323.50	0%	$ -	100%	$ 5,323.50

8.6.22	Digester Tank Piping - Labor	1	LS	$ 16,290.75	$ 16,290.75	100%	$ 16,290.75	0%	$ -	100%	$ 16,290.75
8.6.23	6"SL, 2W, 12"LPA, 4"SL - SP01 - Material	1	LS	$ 58,338.00	$ 58,338.00	100%	$ 58,338.00	0%	$ -	100%	$ 58,338.00
8.6.24	6"SL, 2W, 12"LPA, 4"SL - SP01 - Labor	1	LS	$ 34,156.50	$ 34,156.50	80%	$ 27,325.20	0%	$ -	80%	$ 27,325.20
8.6.25	7 Sch 10 Stainless LPA Crossovers per SP02	1	LS	$ 9,483.60	$ 9,483.60	0%	$ -	100%	$ 9,483.60	100%	$ 9,483.60
8.6.26	9 Hose Racks per SP01	1	LS	$ 7,087.50	$ 7,087.50	0%	$ -	75%	$ 5,315.63	75%	$ 5,315.63
				Biological Treatment Total	**$ 2,206,384.90**		**$ 2,007,898.08**		**$ 176,390.33**		**$ 2,184,288.40**
8.7	**Blower Building**										
8.7.1	Earthwork	1	LS	$ 5,000.00	$ 5,000.00	100%	$ 5,000.00	0%	$ -	100%	$ 5,000.00
8.7.2	Blower Building Concrete	1	LS	$ 36,750.00	$ 36,750.00	100%	$ 36,750.00	0%	$ -	100%	$ 36,750.00
8.7.3	Concrete Masonry	1	LS	$ 20,947.50	$ 20,947.50	100%	$ 20,947.50	0%	$ -	100%	$ 20,947.50
8.7.4	Roof Structure	1	LS	$ 42,000.00	$ 42,000.00	100%	$ 42,000.00	0%	$ -	100%	$ 42,000.00
8.7.5	Doors	1	LS	$ 7,035.00	$ 7,035.00	75%	$ 5,276.25	25%	$ 1,758.75	100%	$ 7,035.00
8.7.6	New Blowers in Blower Building	1	LS	$ 6,460.65	$ 6,460.65	30%	$ 1,938.20	70%	$ 4,522.46	100%	$ 6,460.65
8.7.7	Valves and Supports SP20 - Material Only	1	LS	$ 2,798.25	$ 2,798.25	100%	$ 2,798.25	0%	$ -	100%	$ 2,798.25
8.7.8	Blower Piping to Mech. Coupling Outside Blower Bldg	1	LS	$ 8,190.00	$ 8,190.00	0%	$ -	50%	$ 4,095.00	50%	$ 4,095.00
8.7.9	2 Bollards per SP19	1	LS	$ 2,086.35	$ 2,086.35	0%	$ -	100%	$ 2,086.35	100%	$ 2,086.35
8.7.10	HVAC	1	LS	$ 13,679.40	$ 13,679.40	0%	$ -	0%	$ -	0%	$ -
				Blower Building Total	**$ 144,947.15**		**$ 114,710.20**		**$ 12,462.56**		**$ 127,172.75**
8.8	**Operations Building**										
8.8.1	Basement Gravel Fill	1	LS	$ 5,000.00	$ 5,000.00	0%	$ -	0%	$ -	0%	$ -
8.8.2	Concrete Infill	1	LS	$ 15,750.00	$ 15,750.00	0%	$ -	0%	$ -	0%	$ -
8.8.3	Interior Framing	1	LS	$ 15,750.00	$ 15,750.00	0%	$ -	0%	$ -	0%	$ -
8.8.4	Drywall	1	LS	$ 6,300.00	$ 6,300.00	0%	$ -	0%	$ -	0%	$ -
8.8.5	Doors & Windows	1	LS	$ 16,800.00	$ 16,800.00	0%	$ -	0%	$ -	0%	$ -
8.8.6	Roof	1	LS	$ 4,200.00	$ 4,200.00	0%	$ -	0%	$ -	0%	$ -
8.8.7	Cabinetry	1	LS	$ 11,550.00	$ 11,550.00	0%	$ -	0%	$ -	0%	$ -
8.8.8	Misc. Finishes	1	LS	$ 21,000.00	$ 21,000.00	0%	$ -	0%	$ -	0%	$ -
8.8.9	Plumbing M04 - Rough In	1	LS	$ 8,263.50	$ 8,263.50	0%	$ -	0%	$ -	0%	$ -
8.8.10	Plumbing M04 - Top-Out	1	LS	$ 21,273.00	$ 21,273.00	0%	$ -	0%	$ -	0%	$ -
8.8.11	Plumbing M04 - Trim	1	LS	$ 9,975.00	$ 9,975.00	0%	$ -	0%	$ -	0%	$ -
				Operations Building Total	**$ 135,861.50**		**$ -**		**$ -**		**$ -**
8.9	**Effluent Pumping Station / Chlorine Contact Basin**										
8.9.1	Structure Demolition	1	LS	$ 14,175.00	$ 14,175.00	90%	$ 12,757.50	5%	$ 708.75	95%	$ 13,466.25
8.9.2	Install Effluent Pumps & Chlorine Sample Pump	1	LS	$ 6,460.65	$ 6,460.65	75%	$ 4,845.49	0%	$ -	75%	$ 4,845.49
8.9.3	New HDPE Panels at existing baffle frames	1	LS	$ 6,260.10	$ 6,260.10	35%	$ 2,191.04	0%	$ -	35%	$ 2,191.04
8.9.4	FRP Grating per X08	1	LS	$ 6,825.00	$ 6,825.00	50%	$ 3,412.50	40%	$ 2,730.00	90%	$ 6,142.50
8.9.5	Weir Plate per D/SP23	1	LS	$ 2,625.00	$ 2,625.00	100%	$ 2,625.00	0%	$ -	100%	$ 2,625.00
8.9.6	PVC Stilling Well per SP23	1	LS	$ 2,310.00	$ 2,310.00	100%	$ 2,310.00	0%	$ -	100%	$ 2,310.00
8.9.7	Grating Support Channel and New Grating per SP23	1	LS	$ 5,537.70	$ 5,537.70	100%	$ 5,537.70	0%	$ -	100%	$ 5,537.70
8.9.8	Pipe Supports with U Bolts A/C05	1	LS	$ 1,845.90	$ 1,845.90	100%	$ 1,845.90	0%	$ -	100%	$ 1,845.90
8.9.9	Effluent Pump Piping - Material	1	LS	$ 22,879.50	$ 22,879.50	100%	$ 22,879.50	0%	$ -	100%	$ 22,879.50
8.9.10	Effluent Pump Piping - Labor	1	LS	$ 9,093.00	$ 9,093.00	100%	$ 9,093.00	0%	$ -	100%	$ 9,093.00
8.9.11	Effluent Pump Station 2W Piping - Material	1	LS	$ 4,898.25	$ 4,898.25	100%	$ 4,898.25	0%	$ -	100%	$ 4,898.25

8.9.12	Effluent Pump Station 2W Piping - Labor	1	LS	$ 5,223.75	$ 5,223.75	100%	$ 5,223.75	0%	$ -	100%	$ 5,223.75
				Effluent Pump Station Total	$ 88,133.85		$ 77,619.62		$ 3,438.75		$ 81,058.37
8.10	Equipment Procurement										
8.10.1	General Equipment & Mechanical Requirements	1	LS	$ 5,000.00	$ 5,000.00	75%	$ 3,750.00	5%	$ 250.00	80%	$ 4,000.00
8.10.2	Submersible Non-Clog Influent Pumps	1	LS	$ 57,697.50	$ 57,697.50	100%	$ 57,697.50	0%	$ -	100%	$ 57,697.50
8.10.3	Submersible Non-Clog Effluent Pumps	1	LS	$ 57,697.50	$ 57,697.50	100%	$ 57,697.50	0%	$ -	100%	$ 57,697.50
8.10.4	Package Biological Treatment Facility	1	LS	$ 1,563,759.75	$ 1,563,759.75	92.38%	$ 1,444,542.84	0.00%	$ -	92.38%	$ 1,444,542.84
8.10.5	Static Mixer	1	LS	$ 5,910.45	$ 5,910.45	94.36%	$ 5,577.00	5.64%	$ 333.45	100.00%	$ 5,910.45
8.10.6	Laboratory Glassware, Apparatus and Equipment	1	LS	$ 17,000.00	$ 17,000.00	30.95%	$ 5,262.02	69.05%	$ 11,737.98	100.00%	$ 17,000.00
8.10.7	Sampling, Lab and Monitoring Equipment	1	LS	$ 753.90	$ 753.90	0%	$ -	0%	$ -	0%	$ -
8.10.8	FRP Stop Gates and FRP Chemical Metering Enclosure	1	LS	$ 62,946.99	$ 62,946.99	0%	$ -	70.61%	$ 44,448.00	70.61%	$ 44,448.00
8.10.9	Chemical Metering Equipment	1	LS	$ 19,778.86	$ 19,778.86	0%	$ -	0%	$ -	0%	$ -
				Equipment Total	$ 1,790,544.95		$ 1,574,526.86		$ 56,769.43		$ 1,631,296.29
8.11	Painting										
8.11.1	Buildings and Doors	1	LS	$ 15,382.50	$ 15,382.50	0%	$ -	25%	$ 3,845.63	25%	$ 3,845.63
8.11.2	Piping and Miscellaneous	1	LS	$ 15,382.50	$ 15,382.50	30%	$ 4,614.75	0%	$ -	30%	$ 4,614.75
				Painting Total	$ 30,765.00		$ 4,614.75		$ 3,845.63		$ 8,460.38
8.12	Electrical										
8.12.1	Generator	1	LS	$ 173,853.75	$ 173,853.75	100%	$ 173,853.75	0%	$ -	100%	$ 173,853.75
8.12.2	Light Fixtures	1	LS	$ 24,440.85	$ 24,440.85	100%	$ 24,440.85	0%	$ -	100%	$ 24,440.85
8.12.3	Aqua Sierra Controls	1	LS	$ 147,383.25	$ 147,383.25	65%	$ 95,799.11	15%	$ 22,107.49	80.00%	$ 117,906.60
8.12.4	Motor Control Centers, Panels, Transformers, Etc.	1	LS	$ 222,247.20	$ 222,247.20	100%	$ 222,247.20	0%	$ -	100%	$ 222,247.20
8.12.5	Underground Trenching, Backfill, Pads, Conduit	1	LS	$ 143,079.30	$ 143,079.30	95%	$ 135,925.34	0%	$ -	95%	$ 135,925.34
8.12.6	Electrical Demo and New Work in Control Bldg, Electric Bldg, Blower Bldg and Operations Bldg	1	LS	$ 60,241.65	$ 60,241.65	78.94%	$ 47,555.46	0.00%	$ -	78.94%	$ 47,555.46
8.12.7	Headworks, Effluent Pumps, Chlorine Electric	1	LS	$ 11,550.00	$ 11,550.00	40%	$ 4,620.00	20%	$ 2,310.00	60%	$ 6,930.00
8.12.8	Disposal Site Electric Not Counting Panels	1	LS	$ 6,825.00	$ 6,825.00	60%	$ 4,095.00	15%	$ 1,023.75	75%	$ 5,118.75
8.12.9	Job Move-In Temp Power	1	LS	$ 3,675.00	$ 3,675.00	100%	$ 3,675.00	0%	$ -	100%	$ 3,675.00
8.12.10	Set Main Switchboard, Service, MCC2	1	LS	$ 36,626.10	$ 36,626.10	100%	$ 36,626.10	0%	$ -	100%	$ 36,626.10
8.12.11	Hook-Up New Motors	1	LS	$ 10,363.50	$ 10,363.50	30%	$ 3,109.05	40%	$ 4,145.40	70%	$ 7,254.45
				Electrical Total	$ 840,285.60		$ 751,946.86		$ 29,586.64		$ 781,533.49
				Bid Item 8 Total	$ 6,420,000.00		$ 5,290,022.93		$ 398,741.30		$ 5,688,764.23
9	Bid Item 9										
	All work as required to install the Indirect Sludge Dryer System as defined in Addendum No. 3.										
9.1	Administration Requirements	1	LS	$ 20,000.00	$ 20,000.00	95%	$ 19,000.00	0%	$ -	95%	$ 19,000.00
9.2	Indirect Sludge Dryer System	1	LS	$ 558,979.15	$ 558,979.15	95%	$ 531,030.19	0%	$ -	95%	$ 531,030.19
9.3	Demolition	1	LS	$ 5,250.00	$ 5,250.00	100%	$ 5,250.00	0%	$ -	100%	$ 5,250.00
9.4	Concrete Slab	1	LS	$ 21,000.00	$ 21,000.00	100%	$ 21,000.00	0%	$ -	100%	$ 21,000.00
9.5	Decrease Bio Tank Size	1	LS	$ (45,150.00)	$ (45,150.00)	100%	$ (45,150.00)	0%	$ -	100%	$ (45,150.00)
9.6	Paving	1	LS	$ 3,300.00	$ 3,300.00	95%	$ 3,135.00	0%	$ -	95%	$ 3,135.00
9.7	Gas, Water, Drain & Misc. Piping for Sludge Dryer - Material	1	LS	$ 2,903.25	$ 2,903.25	80%	$ 2,322.60	20%	$ 580.65	100%	$ 2,903.25
9.8	Gas, Water, Drain & Misc Piping for Sludge Dryer - Labor	1	LS	$ 4,305.00	$ 4,305.00	80%	$ 3,444.00	20%	$ 861.00	100%	$ 4,305.00
9.9	Sludge Dryer System Installation	1	LS	$ 33,143.25	$ 33,143.25	0%	$ -	90%	$ 29,828.93	90%	$ 29,828.93

9.10	Sludge Dryer Venting	1	LS	$ 49,714.35	$ 49,714.35	0%	$ -	0%	$ -	0%	$ -
9.11	Doors	1	LS	$ 9,555.00	$ 9,555.00	0%	$ -	0%	$ -	0%	$ -
				Bid Item 9 Total	**$ 663,000.00**		**$ 540,031.79**		**$ 31,270.58**		**$ 571,302.37**
	TOTAL				**$ 10,631,000.00**		**$ 7,404,995.42**		**$ 698,968.13**		**$ 8,103,963.55**

Original Contract Amount	$	10,631,000.00
Total Change Orders	$	(25,391.85)
Total Contract + Change Orders	$	10,605,608.15
Contract Work + Change Orders Performed To Date	$	8,076,859.42
Work To Date Minus 5% Retention	$	7,673,016.45
Previous Billed Less 5% Retention	$	7,011,450.62
Work To Date Minus Previous Billed	$	661,565.83
TOTAL AMOUNT DUE	**$**	**661,565.83**

Change Orders

Item	Description of Item	Qty	Unit	Unit Cost	Total Cost	Previous Qty	Previous $	This Period Qty	This Period $	Total to Date Qty	Total to Date $
	Change Order No. 1										
1-1	PCO 1: Provide Flygt Non-Clog Submersible Pumps rather than listed Wilo Pumps.	1	LS	$ (3,421.97)	$ (3,421.97)	100%	$ (3,421.97)	0%	$ -	100%	$ (3,421.97)
1-2	PCO 2: Delete 24' wide double swing access gate	1	LS	$ -	$ -	0%	$ -	0%	$ -	0%	$ -
1-3	PCO 3: Relocation of influent sewer per drawing CO3	1	LS	$ (9,016.87)	$ (9,016.87)	100%	$ (9,016.87)	0%	$ -	100%	$ (9,016.87)
1-4	PCO 4: Provide supply bond for Therma-Flite Indirect Sludge Dryer.	1	LS	$ 2,838.33	$ 2,838.33	100%	$ 2,838.33	0%	$ -	100%	$ 2,838.33
1-5	PCO 5: Add two 12" 45 elbows with restraints & relocate existing 4" 1W to avoid conflict with the new 12" INFP	1	LS	$ 2,123.58	$ 2,123.58	0%	$ -	100%	$ 2,123.58	100%	$ 2,123.58
1-6	PCO 6: Provide permanent gutter on west side of existing Dewatering Building	1	LS	$ 855.00	$ 855.00	100%	$ 855.00	0%	$ -	100%	$ 855.00
1-7	PCO 7: Provide permanent DI and culvert installation for staging area drainage	1	LS	$ 1,889.44	$ 1,889.44	100%	$ 1,889.44	0%	$ -	100%	$ 1,889.44
1-8	PCO 8: Providing permanent crushed rock gravel surface for staging area (material cost only)	1	LS	$ 4,541.09	$ 4,541.09	100%	$ 4,541.09	0%	$ -	100%	$ 4,541.09
1-9	PCO 9: Delete misc. instruments per RFI's 5, 6, 7	1	LS	$ (740.11)	$ (740.11)	0%	$ -	0%	$ -	0%	$ -
1-10	PCO 10: Fabricate and install new PLC SCADA and Pump Control Panel	1	LS	$ 30,891.62	$ 30,891.62	92.06%	$ 28,439.23	0.00%	$ -	92.06%	$ 28,439.23
	Change Order No. 1 Total				**$ 29,960.11**		**$ 26,124.25**		**$ 2,123.58**		**$ 28,247.83**
	Change Order No. 2										
2-1	PCO 11: MiniCAS relay for existing influent pump including shipping. Add input from MiniCAS relay for existing influent pump to SCADA.	1	LS	$ 764.83	$ 764.83	100%	$ 764.83	0%	$ -	100%	$ 764.83
2-2	PCO 14: Disposal site changes per revised drawing D01 and Submittal 15064-3	1	LS	$ 10,041.69	$ 10,041.69	100%	$ 10,041.69	0%	$ -	100%	$ 10,041.69
2-3	PCO 15: Change SCADA panel from single door to double door.	1	LS	$ 2,364.80	$ 2,364.80	100%	$ 2,364.80	0%	$ -	100%	$ 2,364.80
2-4	PCO 16: Changes in earthwork at Disposal site to raise roads.	1	LS	$ 4,101.72	$ 4,101.72	100%	$ 4,101.72	0%	$ -	100%	$ 4,101.72
2-5	PCO 17: Credit remainder of overexcavation, Bid Item 2, from contract. Overexcavation cost at Blower Building:	1	LS	$ (72,625.00)	$ (72,625.00)	100%	$ (72,625.00)	0%	$ -	100%	$ (72,625.00)
	Change Order No. 2 Total				**$ (55,351.96)**		**$ (55,351.96)**		**$ -**		**$ (55,351.96)**
	TOTAL				**$ (25,391.85)**		**$ (29,227.71)**		**$ 2,123.58**		**$ (27,104.13)**

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

February 5, 2013

TO: Honorable Mayor and City Council Members

FROM: Jim Streeter, City Manager

SUBJECT: Final accounting of repairs on south wall and repair of the ridge beam on north side of City Hall and floor covering, and termination of emergency declaration

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt attached Supplemental Budget Resolution 1193-2013, terminating the Emergency Declaration Resolution 1078-2012 for City Hall repairs, and
2. Approve a correction in Resolution 1186-2013 to add an additional $4, 500 to the original $7,500 for City Hall repairs (south wall and north end ridge beam), not $2,500.

BACKGROUND AND DISCUSSION

On October 2, 2012 the City Council added an urgency item to the agenda concerning serious structural issues with the south wall of City Hall; the exterior wall of the Police Department (PD), and the end of the ridge beam on the north side of the building. The Council made the finding that the repairs presented an emergency that would not permit a delay resulting from a competitive solicitation of bids, due to the impending winter rain season.

The City Manager was authorized to engage contractors to complete the repairs at the earliest opportunity, within the $10,000 limit set by the Council. On January 3, 2013 the emergency declaration was terminated by the Council by minute order, but is more appropriated terminated by Resolution. The project is now completed and the final bills have been received totaling $10,538.09. Not included in the original estimate was $2,635 to replace and install a metal door, frame and hardware into the police department.

On October 16, 2012 the City Council authorized the City Manager to engage a contractor to remove several areas of asbestos floor tiles in City Hall and to carpet the entire floor tile area with impervious glue backed carpet. The amount of $25,000 was approved for the project. The project is now completed and the final bills for the project have been received totaling $25,998.93. Not included in the original was approximately $3,700 related to moving of cabling, plumbing, some electrical, reinstalling computers and electronics and storage facilities when the building was emptied.

The accounting for the 2 projects was placed in one account, so $35,000 was available. The total cost should have exceeded that appropriation by $1,528. Actually, by error $37,000 was approved and appropriated by Resolution to the account, thus the account has a balance of $472.98.

Inasmuch as the emergency declaration for the City Hall work was set by Resolution, it requires a Resolution to terminate it.

RESOLUTION NO. 1193-2013

A RESOLUTION OF THE CITY COUNCIL OF RIO DELL TERMINATING THE EMERGENCY REPAIR DECLARATION SET FORTH IN RESOLUTION 1178-2012,

WHEREAS, the Rio Dell City Council adopted its 2012-2013 Budget on June 19, 2012; and

WHEREAS, there were no monies included in the budget at that time for building repairs, the thought being that a Capital Improvement Plan (CIP) would be developed and the necessary budget adjustments would be made at that time, and

WHEREAS, it was learned that the south wall of City Hall and the ridge beam on the north side of City Hall are unsound; an emergency requiring immediate repair in the opinion of a Building Contractor, the Chief of Police and the City Manager, and

WHEREAS, the City Council declared an emergency for the repairs and appropriated funds for the repair on October 2, 2012, and

WHEREAS, the project and repairs are now complete and the final billings have been received.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Rio Dell does hereby declare that the emergency declaration set forth in Resolution 1178-2012 has been addressed and is terminated.

APPROVED this day of by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____

Attest:

Julie Woodall, Mayor

_____

Karen Dunham, City Clerk

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

February 5, 2013

TO: Honorable Mayor and City Council

FROM: Jim Stretch, City Manager

SUBJECT: Report on City Credit Card Policy

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive and file this report.

BACKGROUND AND DISCUSSION

At a recent City Council meeting the City Manager was asked to review and report on the City's credit card policy. That policy was established in 2008 by Resolution 1013-2008 (attached).

A review of the credit card policy by the Manager yields no apparent weaknesses. It restricts the issuance of City credit cards to department only and clearly sets forth their restricted use. Furthermore, the policy established tight internal controls and requirements for timely receipts and payments. Unless the Council has questions or a particular issue in mind, it is recommended that the credit card policy established by Resolution 1013-2008 remain, and that this report be received and filed.

Cc. All Department Heads

RESOLUTION NO. 1013-2008
A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF RIO DELL
ESTABLISHING A CREDIT CARD POLICY

WHEREAS, The City has authorized the distribution of City credit cards to employees for the purpose of making supply purchases, securing reservations, paying travel expenses, and doing City business in the most efficient and cost effective manner possible; and

WHEREAS, The City would like to establish and maintain internal controls and to designate the many responsibilities of being a City credit card holder; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby adopt as follows:

1. **Purpose of City Credit Card:** A City credit card shall be issued to employees for the purpose of making supply purchases, securing reservations, paying travel expenses, placing phone orders, and doing City business in the most efficient and cost effective manner possible. Use of the City credit card is not intended to replace effective procurement planning which enables volume discounts.

2. **Acknowledgement and Receipt of Credit Card**: When a City credit card is issued, the Finance Department shall ask the employee to sign a form acknowledging his/her understanding of the policies and procedures for the use of the City credit card and acknowledging the receipt of the credit card.

3. **Cardholder and Approving Official:** The City Approving Official is the Finance Director through the City Manager. The Cardholder is the employee whose name is on the City credit card. City credit cards will be provided to the following staff at their request:

   A. City Manager
   B. Chief of Police
   C. Public Works Director
   D. Finance Director
   E. City Clerk

   If the holder of a credit card authorizes its use by a staff person, the holder of the card will be responsible for the appropriateness of the charges.

   The Approving Official is responsible for maintaining credit card control procedures, and verifies that purchases comply with City policies. The Finance Department will collect all receipts from the cardholders ensuring proper documentation, prior to payment authorization.

4. **Restricted Use of City Credit Card:** The following restrictions are placed on all City credit cards:

   A. Credit cards are issued to City employees for the sole purpose of conducting official business of the City. Improper use of a City credit card will be treated as misuse of public funds and will subject the Cardholder to disciplinary action up to and including termination and prosecution.
   B. Cardholders must ensure that sufficient funds are available prior to making purchases. The Finance Department can assist the Cardholder with the budget review.
   C. Purchases cannot exceed the single transaction limit or the 30-day limit established for the City credit card. Purchases must not be split to circumvent purchasing policies.
   D. Credit cards will not be utilized at a business which poses an open invoice with the City.
   E. Personal charges, entertainment, and gifts are prohibited even if the intent is to reimburse the City.
   F. No cash advances.

5. **Safekeeping of City Credit Card:** The Cardholder is responsible for the security of the City credit card. If the City credit card is used infrequently, the Finance Department shall store the credit card while it is not in use. The Finance Department shall maintain a sign in/out sheet for stored credit cards.

6. **Credit Card Purchase and Statement Procedure:** Cardholders shall complete the following steps with each purchase:

   A. Require the vendor to provide the following information on the sales draft:
   B. Imprint of City credit card.
   C. Imprint of vendor name and identification.
   D. Date of purchase.
   E. Amount of sales tax and amount of total purchased.
   F. Brief but specific description of items being purchased. For any meal charges, the names of the persons for whom the meals were purchased will be listed on the receipt, or provided as an attachment.
   G. Retain the sales draft with accompanying receipt/invoice
   H. For mail orders, maintain a copy of the order form.

Cardholders shall complete the following steps upon receipt of the credit card statement, which is sent to the Cardholder in care of City Hall at the end of the billing cycle:

   I. Balance all sales drafts, logs and order forms to the statement, which will show all transactions made during the billing cycle. All items must be accounted for on the statement with a supporting sales draft,

receipt/invoice, etc. If the Cardholder had no purchases during the billing cycle, no statement will be generated.

J. Indicate the account number to be charged for each item by writing it on the statement.

K. Within three (3) days of receipt of the credit card statement, submit the balanced statement with attached sales draft, receipts/invoices, logs and order forms to the Finance Department for approval and payment processing.

7. **Billing Errors and Returned Items:** If a purchased item is billed incorrectly, the Cardholders are responsible for contacting the vendor and/or the issuer. The Cardholder shall notify the Finance Department of "questioned items", and provide a brief written explanation. Questioned items will be considered in dispute and will not be paid until resolved.

8. **Replacement of Worn Out/Defective Card:** If a City credit card needs to be replaced, the Cardholder shall notify the issuer of the need for replacement. They will also notify the Finance Department who will record the new card numbers.

9. **Lost or Stolen Credit Card:** Should a Cardholder lose or have his/her City credit card stolen, it is his/her responsibility to contact the bank immediately at 800-673-1044 to cancel the card and order a new one. Within one (1) working day, the Cardholder shall also notify the Finance Department.

10. **Cardholder Changes:** Changes to a Cardholder's name or address shall be reported immediately to the Finance Department. Upon leaving the City or transferring to another City department, the Cardholder shall return the City credit card to the Finance Department who will cancel the card immediately.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that all cardholders will complete the following authorization form:

The above named employee (Cardholder) of the City of Rio Dell has been issued a City credit card. The Cardholder has been provided with a copy of the City's credit card policy, and hereby agrees to comply with all terms and conditions set forth therein, including but not limited to:

1. **Official Use Only:** City credit cards are for official City use only. Charging personal expenses on City cards is a misuse of City funds and a serious breach of the City's ethics policy. Doing so – even if the intent is to reimburse the City later – will result in disciplinary action, up to and including termination.

2. **Timely, Accurate and Supported Payments:** Credit card payments will be processed on a timely basis, and adequate supporting documentation (such as vendor order forms, receipts, invoices and credit card receipts) will be retained and provided to the Finance Department within three (3) days of the request.

3. **Disputed Charges:** You must notify immediately the vendor and issuing bank of any disputed charges.

4. **Lost or Stolen Cards**: You must notify the issuing bank at 800-673-1044 and the Department of Finance immediately within one (1) working day of a lost or stolen card. Failure to do so could make the Cardholder responsible for any fraudulent use of the card.

5. **Surrender upon Request or Separation:** The credit card will be immediately surrendered upon retirement, termination or upon request of the department head, or City Manager. Use of the credit card for any purpose after its surrender is prohibited.

6. **Credit Card Limit:** The credit limit of this card is $5,000.

7. **Other Restrictions:** _____

Date: Signature: _____

PASSED AND ADOPTED by the City of Rio Dell on this 19th day of August 2008, by the following vote:

AYES: Mayor Leonard, Council Members Dunker, Woodall, Marks, and Barsanti
NOES: None
ABSENT: None
ABSTAIN: None

R.L. Leonard, Mayor

ATTEST:

Karen Dunham, City Clerk

675 Wildwood Avenue
Rio Dell, CA 95562

TO: Mayor and Members of the City Council

FROM: Jim Stretch, City Manager

THROUGH: Karen Dunham, City Clerk

DATE: February 5, 2013

SUBJECT: **Unmet Transit Needs Public Hearing**

RECOMMENDATION

Open public hearing and receive input on any unmet transit needs in the community. Close the public hearing and make a motion 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.

BACKGROUND AND DISCUSSION

Each spring the Humboldt County Association of Governments (HCOAG), as the Regional Transportation Planning Agency (RTPA) conducts a citizen participation process to assess unmet transit needs within Humboldt County. This annual "unmet transit needs" process helps HCOAG properly apply funds provided by the Transportation Development Act. HCOAG will hold a public hearing for community members to express any unmet needs they have for specific public transit and paratransit service.

In addition to the County unmet transit needs hearing, HCOAG recommends each entity conduct a separate hearing to receive comments specific to their jurisdiction. Any public comments made at the local meeting will be sent to HCOAG and included in the Unmet Needs Report of Findings.

NOTICE OF PUBLIC HEARING

Notice is herby given that the Rio Dell City Council will hold a Public Hearing on **Tuesday, February 5, 2013 at 6:30 p.m.** or soon thereafter, in the City Hall Council Chambers at Rio Dell City Hall, 675 Wildwood Avenue, Rio Dell, California.

THE PURPOSE OF THE PUBLIC HEARING WILL BE TO DISUCSS:

1) UNMET TRANSIT NEEDS

The Public Hearing will give citizens the opportunity to make their comments known. If you are unable to attend the Public Hearing, you may direct your written comments to the City Clerk, City of Rio Dell, 675 Wildwood Avenue, Rio Dell, CA 95562 or you may call City Hall staff at (707) 764-3532.

All members of the community are encouraged to attend.

Karen Dunham

Karen Dunham, City Clerk
Posted 1-24-13

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

February 5, 2013

TO: Honorable Mayor and City Council

FROM: Jim Stretch, City Manager

SUBJECT: Set date for departmental work plan study session

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Set the time and date for a study session on the 2012-13 departmental work plan study session (February 12, 2013 at 6:30PM, or earlier is available).

BACKGROUND AND DISCUSSION

At the Council's direction, the City Manager has had each departmental manager prepare a status report on their 2011-2012 work plan and also prepare a new work plan for fiscal year 2012-13. Reports for the water and wastewater functions were not in the packets last year.

The reports are attached and ready for discussion. The City Council is requested to set a time and date for a study session to go through the material and approve the Departmental Work plan for 2012-13.The date of February 12, 2013 has been suggested at 6:30PM, though it could start earlier if the Council wishes. If that date does not work, the next available date when all department heads can attend is March 12, 2013.

Cc. All Department Heads

CITY MANAGER WORK TASKS 2012-12

(Prepared by City Manager Ron Henrickson)

1. Find a replacement (completed)
2. Resolve Plaza Project (completed)
3. Resolve Wastewater Bid issue and construct project * (completed)
4. Street Improvement Program on ballot & conduct public inf. campaign (completed twice)
5. Complete union/contract negotiations and execute new contracts (completed)
6. Finalize design for Wildwood Avenue and construct project * (completed)
7. Finalize budget for 2012-13 (completed)
8. Resolve river access issue/ Rivers Edge RV (in process)
9. Complete First Avenue conversion (in process)
10. Address Caltrans ADA on City sidewalks and accessibility (completed)
11. Revise fee for water shut off (completed)

12. Complete sewer/water consumption model study (in process)
13. Follow up with Shell Wind Energy project (abandoned by Shell)
14. Design program for existing CDBG funds (in process)
15. Move forward on Housing Maintenance Program (in process)

(Note that it is the intent to have items 1-11 completed, except construction * before my departure)

675 Wildwood Avenue

Rio Dell, CA 95562

To: Ron Henrickson, City Manager

From: Karen Dunham, City Clerk

Date: December 28, 2011

Subject: Goals and Priorities - 2012

1. Update Employee Handbook (completed)
2. Complete requirements to obtain Certified Municipal Clerk (CMC) designation (completed)
3. Set up new Central Filing System (in process)
4. Process Records for Destruction (partially done)
5. Update Candidate Election Packet (completed)
6. Work with Community Development Director to streamline the Building Permit process (completed)
7. Revise Building Permit Application (in process)
8. Work on update of the City's web site (provided list to Carla who is working with Matt Knowles on update)
9. Prepare and implement a City Clerk's Procedures Manual (pending)
10. Complete Dissolution of Municipal Water Corporation (City Attorney)
11. Assist City Manager with other tasks/projects as needed

2012 Goals and Priorities
Community Development Department
Status January 2013

ADVANCE PLANNING	
Wildwood Enhancement Support	**ACTIVE**
Town Center Designation/Use Types	**COMPLETED**
Second Unit Regulations	**COMPLETED**
Home Occupation Regulations	**COMPLETED**
Design Review Regulations	**COMPLETED**
Lot Size Modification Regulations	**COMPLETED**
Election/Political Sign Regulations	**COMPLETED**
Parking Regulations	**COMPLETED**
Fence Regulations	**COMPLETED**
Parkland Dedication	**COMPLETED**
Setback Averaging Regulations	**COMPLETED**
Environmentally Sensitive Regulations	
Cargo Container Regulations	
Circulation Element	**DRAFT COMPLETED @ PC**
Noise Element	**COMPLETED**
Edwards GPA/ZR	**COMPLETED**
Eel River Sawmill GPA/ZR	**COMPLETED**
CURRENT PLANNING	
Zoning Amendments per City Council and Planning Commission	**ACTIVE**
Dinsmore Plateau Subdivision	**Applicant to amend application**
Broussard Amendments	**COMPLETED**
Albin Amendments	**ON HOLD PER APPLICANT**
Albin Minor Subdivision	**Improvement Plans, Improvements, Map Recordation**
Smither Subdivision	**Improvement Plans, Improvements, Map Recordation**
Use Permits, Lot Line Adjustments, Subdivisions, Information Requests, Complaints, Public Information	**COMPLETED** **Close LLA, Smither LLA, Teasley Subdivision, Keller Variance. Applicants need to complete Conditions of Approval**
Verizon Wireless Application	**COMPLETED/WITHDRAWN**
RENTAL HOUSING PROGRAM	
Rental Housing Inspection Program	**DRAFT ORDINANCE COMPLETED**
Rental Housing Business Licenses	**DRAFT ORDINANCE COMPLETED**

CDBG PROGRAM	
Create Forms/Documents	**COMPLETED**
Amend OOR Interest Rate Guidelines	**COMPLETED**
Manage Owner Occupied Rehabilitation Program	**ACTIVE**
Monitor CDBG & HOME grant programs	**ACTIVE**
Building	
Continue to streamline process	**ACTIVE**
Review permit applications	**ACTIVE**
Monitor code changes	**ACTIVE**
Join California Association of Building Officials (CALBO) $215.00	
Evaluate attending CALBO plan check and inspection classes.	
Evaluate assuming plan check and inspection responsibilities	
HCOAG	
Represent Rio Dell in Regional Blueprint Planning Project	**ACTIVE**
Represent Rio Dell in Regional Housing Needs Allocation (RHNA) process.	**ACTIVE**
Represent Rio Dell in Regional Transportation Demand Model	**ACTIVE**
OTHER	
Duties as assigned by the City, Manager, City Council and Planning Commission	**ACTIVE**
Safe Routes to School Program	**COMPLETED/ACTIVE**

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

To: Honorable Rio Dell City Council

From: Graham Hill, Chief of Police

Through: Jim Stretch, City Manager

Date: February 5th, 2013

Subject: 2012/2013 Goals

Summary of 2012 Goals and their status:

1. Crossing Guard- Completed
2. Department Training- We completed all of our training goals for 2012.
    a. Squad/Department Training- Completed
    b. Sergeant to ICI Core Course- Completed
    c. Chief to Executive Development Course- Completed
    d. First Responder Training- Completed
    e. H&S 11550 (Drug/Drug User Identification)- Completed
3. Individual Response Survey-On going
4. Animal Control Ordinance- Completed
5. Open Gym Basketball- Completed
6. Traffic Committee Meetings- Not Completed
7. NIMS Compliance- Partially Complete
8. Generator Installation- Not Completed
9. Fleet Program- Postponed
10. Community Survey- Postponed
11. Fee Study- Partially Complete
12. Review Emergency Operations Plan- In Progress
13. Paperless Records- Completed
14. Proposition 215 Enforcement/Compliance strategy- In Progress
15. City-Wide Emergency Operations Training- Not Completed
16. Develop 3 year strategic plan- Postponed
17. Reserve Officer Program Goals- Completed
18. Volunteer Program- Completed

Attachment 1: 2013 Goals

2012 Work Plan- Finance Department

1. Solicit and contract with a new auditing firm – Complete
2. Implement Integrated Accufund Loan Tracker- On Hold See #15
3. Train and improve the ITRON and Accufund U/B System- Complete
4. Purchase and Implement Accufund Budgeting System- On Hold Re-evaluating recommendation
5. Complete the 2012-2013 Budget- Complete Capital- In Progress
6. ~~Improve the annual document and apply and receive the excellence in budgeting Award- In Progress (Will include input from new administration during upcoming budget cycle)~~ Was Meant for FY 2012-2013 not Calendar Year 2012
7. Complete Financing (Bridge and Permanent Financing)Package for WWTP- Complete and Begin Financial & Construction Mgmt- In Progress
8. Financial Management of the Wildwood TE Project- In Progress
9. Close the FERSM Brownfield's Project- Complete
10. Assist in the completion of the CORD Employee Handbook- Complete
11. Hire/Cross train a replacement for Kathy who plans to retire in the Spring- In Progress/ delayed due to special circumstances see task #15
12. ~~Complete the 2011-2012 Audit Due March 31, 2013~~ Was Meant for FY 2012-2013 not Calendar Year 2012
13. Improve Finance Department Policy and Procedure Manual- In Progress
14. Continued CHRP Grants Mgmt- In Progress
15. Restructure the Finance Department to allow for increased productivity and cross-training- In Progress
16. Complete A/R, A/P, C/R, U/B, Misc. Billing, GL Reconciliations On Going- In Progress
17. Complete Quarterly Reporting On Going- In Progress
18. Complete Calendar Year End Reporting- Complete
19. Fiscal Year End Reconciliations 2012- Complete
20. Represent the City as the SCORE Board Representative On Going- In Progress
21. Represent SCORE as the alternate Board Representative on ERMA On Going- In Progress
22. Continue Service as the CSMFO Northwest Counties Chapter Chair On Going- In Progress
23. Improve Accounting Practices and implement Full Modified Accrual System all 12 months vs. Year End- Complete
24. Solicit and Contract for Wastewater Rate Study- Complete
25. Complete and Submit the ACL Compliance Project Proposal- Complete
26. Audit Disposal Franchise Agreement Calculations and revise language- In Progress
27. Implement Internal Audit Including A/R, A/P (Year End), and Cash Entries (Weekly)- Completed

28. Update P/R Procedures and Checklist- Complete will be revised again post reorganization
29. Update A/P Procedures and Checklist- Complete will be revised again post reorganization
30. Implement ACH Authorization- Complete
31. Notary Public Training and Certification- Complete

2013 Work Plan- Finance Department

1. Implement Integrated Accufund Loan Tracker- On Hold See #15
2. Purchase and Implement Accufund Budgeting System- On Hold Re-evaluating recommendation
3. Complete the 2012-2013 Capital Budget- In Progress
4. Complete the 2013-2014 Operations and Capital Budget
5. Improve the annual document and apply and receive the excellence in budgeting Award- (Will include input from new administration during upcoming budget cycle)
6. WWTP Financial (Bridge & Permanent Financing) & Construction Mgmt- In Progress
7. Financial Management of the Wildwood TE Project- In Progress
8. Complete the 2011-2012 Audit Due March 31, 2013- In Progress
9. Improve Finance Department Policy and Procedure Manual On Going- In Progress
10. Continued CHRP Grants Mgmt- In Progress
11. Restructure the Finance Department to allow for increased productivity and cross-training
12. Complete A/R, A/P, C/R, U/B, Misc. Billing, GL Reconciliations On Going- In Progress
13. Complete Quarterly Reporting On Going- In Progress
14. Complete Calendar Year End Reporting 2013
15. Fiscal Year End Reconciliations 2013
16. Represent the City as the SCORE Board Representative On Going- In Progress
17. Represent SCORE as the alternate Board Representative on ERMA On Going- In Progress
18. Continue Service as the CSMFO Northwest Counties Chapter Chair On Going- In Progress
19. Complete Wastewater Rate Study- In Progress
20. Implement the ACL Compliance Project
21. Audit Disposal Franchise Agreement Calculations and revise language- In Progress
22. Update P/R Procedures and Checklist- Post reorganization
23. Update A/P Procedures and Checklist- Post reorganization
24. Reorganize front office work assignments- Post reorganization
25. Organize and acquire a new key system to ensure all necessary keys are accessible and in duplicate (Office, file cabinets, desks, etc.)

Public Works Department

Department Description

The Public Works Department is responsible for the maintenance of all city infrastructures including the water system, sewer system, streets and related signage, and grounds maintenance and landscaping.

The Public Works Department consists of a staff of 7 employees, including the City Manager/Public Works Director, Water and Roadways Superintendent, Wastewater Superintendent, Two Utility II Workers, Two Utility I workers.

2010-2012 Fiscal Year Achievements:

- Repaired Drainage Inlet Boxes throughout town
- Replaced Drain line on Spring St.
- Cleaned drainage ditches throughout town
- Repaired/replaced sewer laterals throughout town
- Repaired/replaced water service laterals throughout town
- Repaired wastewater components
  - RBC (Temp Fix)
- S. Sequoia Sinkhole repair.
- Painted Stop Bars and Crosswalks
- Completed City Hall Building maintenance
  - Replace steps to Council Chambers
  - Repair Building deficiencies
- Replace one Fire Hydrant.
- Triangle Park Sprinkler system upgrade
- Held weekly Safety Meetings
- Completed re-vegetation program at Infiltration Gallery (ongoing yearly inspections)
- Sewer line maintenance throughout town.
- Grounds Maintenance.
- Install culvert and Fill in Roadway for Grass at Memorial Park.
- Complete Wildwood Avenue
- Rehabilitation and Overlay Project2.

2010-2012 Fiscal Year Achievements, cont.

- Repair / Pave Streets.
  1. Rigby and Painter
  2. Chase and Painter
  3. W. Painter

Goals for 2012-2013 Fiscal Year:

- Water service Laterals on Riverside Dr.
- Water Service at Riverside Triangle Park
- Increase safety equipment supply
- Safe Route To Schools grant project
- Repair Storm drain on West Painter St.
- Irrigation system at City Hall
- Complete Landscaping at City Hall
- Wildwood Ave Landscape Project
- Work with City Engineer to further refine Nichols Engineering street condition study
- Repair Streets.
  1. 300 & 400 block of Second Ave
  2. Ogle Ave.
  3. Elm St.
  4. W. Center
  5. Fern St (At WWTP Pump Station)
- Security At Corp Yard.
  1. Camera
  2. Rollup doors on Shop Building
- Address drainage issues at Eel River Sawmill Site.
- Repair Drainage Inlet Boxes throughout town
- Clean drainage ditches throughout town
- Repair/replace sewer laterals throughout town
- Repair/replace water service laterals throughout town
- Completely Fix Itron / Accufund Issues.
- Possible purchase and installation of Water Plant Clarifier
- Inventory Sidewalk issues and develop plant to address them.

City of Rio Dell
Public Works Dept.

Memo

To: Ron Henrickson, City Manager

From: Rick Chicora, Wastewater Superintendent

Date: 2/2/12

Re: Wastewater Department Goals 2012

- Start construction on the new wastewater treatment plant. (Started March 2012-Complete in September 2013.
- Start using the pipe patch repair kit to fix bad spots in the collection system. (Have patched 3 spots and cleaned quite a few of our trouble spots that were blocked due to grease and roots.)
- Purchase a camera system to inspect our collection and drainage system. (Purchased system in June, received it in September)
- Go through training to be able to repair our lift station pumps. This would save us from contracting it out. (Pushed back to 2013)
- Purchase a couple of portable flow meters to start monitoring where the infiltration is coming into the collection system. (Pushed back to 2013)

CITY MANAGER WORK TASKS

2012-13

1. Assist Department Heads accomplish their goals for 2012-13
2. Prepare Street Improvement Measure J for June 5, 2012 ballot. (completed)
3. Prepare Employee Handbook for adoption (completed)
4. Finish Employment Agreements with Department Heads (completed)
5. Negotiate new janitorial agreement (complete)
6. Negotiate new lease agreement for copy machine with Xerox and local vendor(completed)
7. Represent City in negotiation of SuddenLink cable transfer agreement (completed)
8. Develop Capital Improvement Plan (CIP) for Council approval (in process)
9. Facilitate Wildwood Avenue Enhancement project (on going)
10. Amend Ordinance for installation of water meters and services (completed)
11. Handle emergencies, i.e. city hall repairs, asbestos removal and flooring, Miller/Tyme Court & residential flooding (as required)
12. Review and amend job descriptions for 5 positions, and recommend salary (completed)
13. Work with Architect on City Hall improvements (in process)
14. Review and recommend further amendments to Employee Handbook (underway)
15. Review Humboldt Waste Management Authority JPA agreement and prepare recommendation as appropriate (just begun)
16. Review City credit card policy and processes (completed)
17. Review City travel and reimbursement policy (material assembled)
18. Research and report on annual Mayoral rotation policy
19. Develop recommended policy for Council Member travel and expenditures for distant meetings
20. Review and prepare recommendation on the acquisition of budget planning module
21. Update City Hazard Mitigation Plan with countywide task force (underway)
22. Facilitate completion of City preliminary drainage plans for shovel ready grant programs in process)
23. Inventory and prepare recommendation for the sale of surplus city properties
24. Build a new and better budget process/document for 2013-14
25. Prepare new business license ordinance and administrative fees (underway)
26. Facilitate a river access plan off of Davis Avenue (in process)

675 Wildwood Avenue
Rio Dell, CA 95562

To: Jim Stretch, City Manager

From: Karen Dunham, City Clerk

Date: December 20, 2012

Subject: Goals and Priorities - 2013

1. Set up new Central Filing System
2. Complete Process for Destruction of Records
3. Revise Building Permit Application
4. Work on update of City's web site
5. Prepare and implement a City Clerk's Procedures Manual
6. Complete Dissolution of Municipal Water Corporation and Rio Dell Economic Development Corp. (working with City Attorney)
7. Work with Building Inspector on Building Permit Inspections to close out files
8. Streamline process for FPPC Form 700 filing (switch to electronic Filing if feasible)
9. Set up new system for indexing and cross-indexing Resolutions
10. Set up new filing system for Business Licenses and incorporate copies into Assessor Parcel Files
11. Assist City Manager with other tasks/projects as needed

2013 Goals and Priorities
Community Development Department
January 2013

ADVANCE PLANNING	
Circulation Element	DRAFT COMPLETED @ PC. PC REVIEW CONTINUED TO 02/27/2013
Open Space Element (1972)	
Safety Element (1975)	
Zoning/Text Amendments per City Council and Planning Commission	
Zoning/Text Amendments as identified by staff.	
Low Impact Development (LID) Stormwater Regulations	
Environmentally Sensitive Regulations	
Cargo Container Regulations	
Sign Amendment	PC Approved: 01/23/2013. Council first reading: 02/05/2013; Council second reading and Adoption: 02/19/2013.
Land Use Matrix	
Industrial Commercial Use Types	Review existing allowed uses and potential new use types.
Impact Fees & Local Improvement Districts (LID's): • Water • Sewer • Drainage • Streets • Lighting	Need to attend Workshop and work with City Engineer, Public Works.
CURRENT PLANNING	
Dinsmore Plateau Subdivision	Applicant to amend application
Albin Amendments	ON HOLD PER APPLICANT
Albin Minor Subdivision	Improvement Plans, Improvements, Map Recordation
Smither Subdivision	Improvement Plans, Improvements, Map Recordation
Teasley Subdivision	Improvement Plans, Improvements, Map Recordation
Close Lot Line adjustment	Completion of Conditions of Approval.
Smither Lot Line adjustment	Completion of Conditions of Approval.
Use Permits, Lot Line Adjustments, Subdivisions, Information Requests, Public Information	
Code Enforcement	
Business Licenses	

RENTAL HOUSING PROGRAM	
Rental Housing Inspection Program	DRAFT ORDINANCE COMPLETED
Rental Housing Business Licenses	DRAFT ORDINANCE COMPLETED
CDBG PROGRAM	
Manage Owner Occupied Rehabilitation Program	
Monitor CDBG & HOME grant programs	
Attend CDBG Workshops	
Building	
Continue to streamline process	
Review permit applications	
Monitor Code changes	OPTIONAL
Join California Association of Building Officials (CALBO) $215.00	OPTIONAL
Evaluate attending CALBO plan check and inspection classes.	OPTIONAL
Evaluate assuming plan check and inspection responsibilities	OPTIONAL
HCOAG	
Represent Rio Dell in Regional Blueprint Planning Project	
Represent Rio Dell in Regional Housing Needs Allocation (RHNA) process.	
OTHER	
Duties as assigned by the City, Manager, City Council and Planning Commission	
Wildwood Avenue Enhancement Project	

Police Department/Chief Goals and Objectives 2013

1. Department Leadership Program

   Because of our department size and make-up officers are often faced with making supervisory level decisions in the field. While officers have historically made good decisions in the field we are going to develop a department leadership program that will enhance an officers understanding of the decision making process, introduce them to other areas of the city that influence the decision making process. This will increase our level of service in the field as well as prepare officers to fill supervisory roles if they are called upon to do so.

2. Department Training/Squad Meeting

   Maintain quarterly (minimally) department meetings/training to facilitate communication between members of the department, improve department level training, and improve moral.

3. Training Goal #1 - ICI Core Course

   We will have the entire department attend and complete the POST ICI Core course for investigations prior to the end of the 2012-2013 fiscal year. Because we are a "generalist" agency (which means we handle all types of investigations regardless of what the crime is, and we do not rely upon a designated investigations unit), we need to be trained appropriately. The ICI Core course provides the foundation for investigators to conduct complete investigations, and having the entire department trained in this manner will allow us to accomplish that goal.

4. Nuisance Abatement Ordinance

   Work with Russ Gans to update the Nuisance Abatement Ordinance and the Drug House Abatement Ordinance. This will allow us to more efficiently and effectively deal with nuisances in the community.

5. Traffic Committee Meetings

   Hold quarterly Traffic Committee meeting that address community traffic safety concerns or project related concerns and develop viable recommendations to make to the appropriate entities concerning those issues.

6. Fleet Program

   Research, develop and propose a sustainable fleet replacement program that will be viable for the Police Department (and possibly city-wide), to reduce vehicle maintenance costs. This project was put on hold and I would like to revisit it in 2013 in preparation for the 2013-2014 fiscal year.

7. Community Survey

   Re-issue the 2009 Community Survey document to the entire community for the purpose of measuring our performance since the survey was last issued, taking into account changes in the department make-up as well as the department's enforcement strategies.

8. Fee Study

   Study the current fee structure of the police department and make adjustments as necessary to adequately recoup costs associated with department activities. While we did adjust some fees in 2012, there are additional fees that need to be studies and adjusted appropriately.

9. Training Goal #2 – Firearms Instructor

   We currently use Reserve Officer Conner as our department's firearms instructor. I will be attending this training during the next fiscal year, so that we are able to accommodate schedule conflicts and new hire training more efficiently, as well as accomplish quarterly training more efficiently with two instructors.

10. Review Emergency Operations Plan

    Thoroughly review the City of Rio Dell Emergency Operations Plan and determine if it meets federal and State requirements, the community's needs, staffs needs, and address areas as needed to bring it into compliance. Some of this project was completed in 2012, however there is still a lot of work to be done and I would like to continue it in 2013.

11. Implement Survey Results

    Review and analyze the results from the survey issued and address any issues that come up accordingly, creating new "shift expectations" for the department.

12. City-Wide Emergency Operations Training

    Using the review of the Emergency Operations Plan, and review of performance in prior city-wide emergencies; create a city-wide training, that includes the City Council and all departments, that clearly defines everyone's role in the case of this type of event. Include the fire department and school as necessary in order to avoid conflict during the course of an actual emergency.

13. Training Goal #3- Active Shooter Scenario Training

    Hold a department wide training to respond to an active shooter event within our jurisdiction. The training will include response, and discussion to improve our level of preparedness should such an event occur.

14. Identify/Purge Surplus Property

    Officers have noted old out-dated equipment that is no longer used and taking up space and it will be a goal this year to identify that property and dispose of it accordingly in order to create space within the department.

15. Develop 3 Year Strategic Plan

    Utilizing the survey results and other available information it is my intent to create a strategic plan for the department that will keep us viable, explain the department's role in the city, and assist in the decision making process for city officials in regards to the police department.

16. Use of Volunteers

We have had sporadic use of volunteers during 2012, but despite the issues that interfered with their use a lot of work was accomplished. We intend on increasing our efforts in this area so we can spend more time in the field and less time in the office.

Public Works Department

Department Description

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  - Replace steps to Council Chambers
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- Sewer line maintenance throughout town.
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- Complete Wildwood Avenue
- Rehabilitation and Overlay Project2.

2010-2012 Fiscal Year Achievements, cont.

- Repair / Pave Streets.
  1. Rigby and Painter
  2. Chase and Painter
  3. W. Painter

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  2. Ogle Ave.
  3. Elm St.
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  5. Fern St (At WWTP Pump Station)
- Security At Corp Yard.
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  2. Rollup doors on Shop Building
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- Repair/replace water service laterals throughout town
- Completely Fix Itron / Accufund Issues.
- Possible purchase and installation of Water Plant Clarifier
- Inventory Sidewalk issues and develop plant to address them.

City of Rio Dell
Public Works Dept.

Memo

To: Jim Stretch, City Manager

From: Rick Chicora, Wastewater Superintendent

Date: 1/22/12

Re: Wastewater Department Goals 2013

- Complete WWTP and Disposal Project. Projected finish date is September 2013.
- Camera and repair more of collection system.
- Go through training to be able to repair our lift station pumps. This would save us from contracting it out.
- Purchase a couple of portable flow meters to start monitoring where the infiltration is coming into the collection system.

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

February 5, 2013

TO: Honorable Mayor and City Council

FROM: Jim Stretch, City Manager

SUBJECT: Minor Finance Department restructuring

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the Finance Department restructuring, with a change in the personnel allocation by deleting (1.0) Fiscal Assistant I/II and adding (1.0) Senior Fiscal Assistant, effective when the Senior Assistant position is filled.
2. Approve an amendment on the attached Personnel Allocation Table by Resolution 1192-2013 to reduce the Fiscal Assistant allocation when the Senior Fiscal Assistant position is recruited and filled from (2.0) to (1.0), and allocate (1.0) Senior Fiscal Assistant

BACKGROUND AND DISCUSSION

Upon the recommendation of the City Manager last fiscal year, the City Council approved the filling of a vacant Senior Fiscal Assistant at the Fiscal Assistant I level by way of an internal transfer of the Administrative Technician position that was subject to staff downsizing. Thus, since May 2012 the front business office has functioned with (2) Fiscal Assistant I/II positions, supervised by the Director of Finance or the Accountant II physically located in adjacent offices.

The elimination of a lead person in the front office has not produced the intended result, which was to shift the supervisory responsibility to the professional staff in the department with no loss of productivity, and to reduce cost. We now know that the physical layout of the office has much to do about the need for a supervisory position in the front office, and that a Senior Fiscal Assistant position should provide a different skill set resulting in better productivity. It is recommended that the City return to the prior staffing arrangement for the front office/public counter area.

The recommendation should not be construed as a poor reflection on the existing staff in any way. Rather, it is recognition that the prior organization structure was the right one for the physical layout and limited staff, and a position requiring a higher level of knowledge and skill should work better for the organization. The recommendation of the City Manager is purely meant to be a business decision.

The job descriptions for the current allocated Fiscal Assistant I/II and the proposed Senior Fiscal Assistant are attached for the purpose of allowing a comparison of the distinguishing characteristics and example of duties between the positions. The Senior Fiscal Assistant is distinguished from the I/II positions in that the position is required to have knowledge of bookkeeping and governmental accounting principles, assign, direct and review the work of Fiscal Assistant I/II's, and perform the more difficult, technical, complex and specialized fiscal support duties.

Accordingly, it is recommended that (1.0) Senior Fiscal Assistant position be reestablished and (1.0) Fiscal Assistant position be deleted, effective on the date that the Senior Fiscal Assistant position is filled.

The Senior Fiscal Assistant position will be filled by open recruitment and the current Fiscal Assistant I/II employees may test and compete for the position if they choose. Basically, the filling of the Senior Fiscal Assistant occurs simultaneously with the layoff of the Fiscal Assistant I. The recommended change does not result in a change in the overall number of positions allocated to the department.

The fiscal impact of this recommendation will reduce the annual cost of salaries and benefits for the Finance department by approximately $3,000 due to a "Y" rated situation, though the savings are not the main purpose of the recommendation.

Cc. Director of Finance & Department Heads

RESOLUTION NO. 1192-2013
CITY OF RIO DELL
REPEALING RESOLUTION NO 1190-2012
AND
APPROVING THE POSITION ALLOCATION TABLE
FOR FISCAL YEAR 2012-2013

WHEREAS, the City is required to adopt an annual operating budget pursuant to City of Rio Dell Resolution 966-2007; and

WHEREAS, the City establishes a staffing plan each year that is incorporated into and funded through the annual budget; and

WHEREAS, the City Finance Department is charged with the duty of processing payroll for approved staffing positions; and

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby adopt the Position Allocation Table for Fiscal Year 2012-2013 as follows:

Job Title	2010-2011 FTE	2011-2012 FTE	2012-2013 FTE
Accountant I/II	-	1	1
Administrative Assistant	1	-	-
Chief of Police	1	1	1
City Clerk	1	1	1
City Manager/Public Works Director	1	1	0.75
Community Development Director		1	1
Finance Director	1	1	1
Fiscal Assistant I/II	2	2	1
Police Corporal	1	-	-
Police Officer	5	3	3
Police Records Technician	1	-	-
Police Sergeant	1	1	1
Public Works Leadman	1	1	-
PW Administrative Technician	1	1	-
Senior Fiscal Assistant	1	-	1

Job Title	2010-2011 FTE	2011-2012 FTE	2012-2013 FTE
Utility Worker I/II	3	4	3
Water/Wastewater Plant Operator I/II			1
Wastewater Superintendent	1	1	1
Water & Roadways Superintendent	1	1	1
Public Works Director	1	-	-
Total	24	20	17.75

PASSED AND ADOPTED by the City of Rio Dell on this 5th day of February 2013.

Ayes:
Noes: None
Abstain: None
Absent:

_____

ATTEST:

_____
Karen Dunham, City Clerk

SENIOR FISCAL ASSISTANT

DEFINITION

Performs advanced, difficult or specialized fiscal, financial, statistical and accounting office support to the City office, and/or serves as a lead worker by assigning, directing and reviewing the work of fiscal and/or general office staff; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey/lead level class in the fiscal support series. Incumbents in this class work under direction. They may serve as the working lead level in the fiscal support series, with responsibility for providing direction to a group of fiscal and/or general office assistants performing responsible fiscal support work. Concurrently or alternatively, they may function as fiscal specialists with responsibility for performing the more difficult, technical, complex and specialized fiscal support duties.

This class is distinguished from Fiscal Assistant I/II in that the latter represents the entry and journey levels of the series, respectively, where incumbents learn and then perform the full range of duties typically assigned to the series.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Provides lead direction, training and work review to fiscal and/or general office support staff; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work; provides input into selection decisions, performance evaluations and disciplinary matters;
- Performs the more difficult or complex accounting or financial office support work and assists with special projects as assigned;
- Reviews and reconciles varied reports, journals, budget, payroll or related fiscal or statistical data;
- Reviews or prepares payroll and complex time reports; calculates differentials, premiums and shift pay rates; reviews or prepares personnel transactions, benefits processing and related reports; provides benefits and payroll information to employees;
- Audits and verifies information, including source data as well as manual and computer-produced reports;
- Maintains various subsidiary ledgers; audits, generates, and reconciles general ledger entries;
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports;

- Provides information to the public or to City staff that requires the use of judgment and the interpretation of policies, rules or procedures;
- Performs a variety of general office support work such as correspondence, reports, forms, and specialized documents; proofreads and checks materials for accuracy, completeness and compliance with departmental policies and regulations;
- Enters and retrieves data from an on-line or personal computer system and uses such technology to produce reports; operates standard office equipment;
- May perform other duties pertaining to accounts payable, accounts receivable, utility billing, and customer services as needed;
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- Basic supervisory principles and practices;
- Office administrative practices and procedures, including filing and the operation of standard office equipment;
- Fiscal document processing and record keeping;
- Bookkeeping and basic governmental accounting principles and practices.
- Basic auditing principles and practices;
- Basic business data processing principles and the use of personal or on-line computer equipment;
- Business arithmetic;
- Policies and procedures related to the department or functional area to which assigned;
- Correct English usage and the standard format for typed materials.

Ability to:

- Plan, assign, direct and review the work of others;
- Train others in work procedures;
- Resolve varied office administrative problems;
- Prepare, maintain and reconcile various fiscal, accounting, payroll, personnel, statistical and numerical records;
- Perform detailed fiscal office support work accurately;
- Organize, prioritize and coordinate work activities;
- Operate standard office equipment, including a calculator and computer terminal;
- Make accurate arithmetic calculations;
- Use initiative and sound independent judgment within established guidelines;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Type with sufficient skill to complete forms and enter information into a computer system.

Education and Experience:

Possession of a high school diploma or GED.

-And-

One (1) year of financial clerical experience at a level equivalent to the City's class of Fiscal Assistant II.

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

Depending on assignment, specified positions may require possession of a valid Class C or higher California driver's license.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.
Vision: frequently see items between 12 inches and 20 feet away: frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.
Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.
Strength and Mobility: carry, push, pull, reach items that are up to 25 pounds; to occasionally kneel and reach; to frequently stand, walk and sit.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment involving continuous contact with staff and public.

City of Rio Dell

Fiscal Assistant I – II
June 2010

FISCAL ASSISTANT I/II

DEFINITION

Under general supervision, in either a centralized fiscal or departmental setting, provides a variety of routine to difficult fiscal support to various City offices; may also perform general office support duties, including typing, word processing and filing; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Fiscal Assistant I is the entry level class of this fiscal office support series. Initially under close supervision, incumbents learn fiscal office and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Fiscal Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Fiscal Assistant II is the journey level class of this series, fully competent to perform a variety of responsible fiscal, accounting and financial recordkeeping support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from Senior Fiscal Assistant in that the latter either assigns, directs and reviews the work of a small fiscal support staff or performs the most difficult, technical, complex or specialized fiscal support duties.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following. For Fiscal Assistant I, duties are performed at the trainee level.

- Performs utility billing, prints and mails water bills, opens and closes accounts
- Receives, receipts and posts payments for utility services, fines, fees, and other monies due to the City received by walk in customers or through the mail.
- Matches invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with City policies and procedures.
- Inputs information into a computer system or manually prepares forms to produce payments; reconciles and prepares payment requests for non-purchase order expenditures such as utility and contract payments.
- Provides information to vendors regarding invoices and purchase orders.

- Responds to customer inquiries by telephone or in person, explains utility rates and city procedures or ordinances.
- Retrieves information from a computer system and approves payment plans for customers that are behind on their utility bill payments.
- Maintains accounting and financial and statistical records and prepares periodic or special reports.
- Prepares, reviews and processes time reports; calculates complex differential, premium and shift pay rates; processes personnel action, employee benefits and changes; provides benefits and payroll information to employees.
- Processes centralized or departmental payroll records and documentation; may assist in processing payments to various insurance carriers, deferred compensation and other employee deductions.
- May assist with departmental payroll recordkeeping, cost accounting, budget preparation by posting information, typing materials or totaling figures.
- Performs a variety of general office support duties such as typing, proofreading, filing, opening and distributing mail, answering the telephone and preparing periodic and special reports.

QUALIFICATIONS

Knowledge of:

- Policies and procedures related to the department or functional area to which assigned.
- Fiscal document processing and record keeping
- Basic business data processing principles and the use of personal or on-line computers.
- Office practices and procedures, including filing and the operation of standard office equipment.
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- Correct English usage, spelling, grammar and punctuation.
- Standard office software, including word processing, spreadsheets, and databases

Ability to:

- Prepare, maintain and reconcile various fiscal, accounting, payroll, personnel, statistical and numerical records.
- Perform detailed fiscal office support work quickly and accurately.
- Operate standard office equipment, including a calculator and computer terminal.
- Prioritize work, coordinate several activities and meet critical deadlines.
- Use initiative and sound independent judgment within established guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work and deal tactfully and courteously with the public

- Read and interpret various City procedure and ordinances
- Communicate effectively orally and in writing.
- Effectively establish priorities in organizing work and meeting deadlines.
- Understand and carry out oral and written directions.
- Type with sufficient skill to complete forms and enter information into a computer system.

Education and Experience:

Fiscal Assistant I:

Possession of high school diploma or equivalent

One (1) year of office support experience or equivalent education above the high school level to demonstrate possession of basic fiscal knowledge and skills.

Fiscal Assistant II:

In addition to the above, one year of fiscal, bookkeeping, accounting or financial clerical experience at a level equivalent to the City's class of Fiscal Assistant I.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

Other Requirements:

Some positions may require the possession of a valid California driver's license.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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