



AGENDA
RIO DELL CITY COUNCIL
SPECIAL MEETING
TUESDAY, JUNE 25, 2013 AT 5:00 P.M.
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE

***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.*

A. CALL TO ORDER - 5:00 p.m.

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

Members of the Public are encouraged to attend and shall have an opportunity to directly address the City Council concerning any item described in this special meeting agenda before or during consideration of that item.

D. SPECIAL MEETING MATTERS

- 1) 2013/0625.01 - Approve Resolution No. 1206-2013 Adopting the Final Budget for Fiscal Year 2013-2014 **(ACTION)**
- 2) 2013/0625.02 - Approve Change Order No. 6 for Wahlund Construction/ Sequoia Construction Specialties, Inc. in the Amount of \$26,974.43 for Work Related to the Wastewater Treatment Plant Upgrade and Disposal Project **(ACTION)**

E. ADJOURNMENT



In compliance with the American 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 the meeting.

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



**CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
June 25, 2013**

TO: Mayor and Members of the City Council

THROUGH: Jim Stretch, City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: June 20, 2013

SUBJECT: **Operations and Capital Budget for Fiscal Year 2013-2014**

RECOMMENDATION

Approve Resolution 1206-2013 adopting the City of Rio Dell 2013-2014 Fiscal Year Operating and Capital Budget.

BUDGETARY IMPACT

Approval of Resolution 1206-2013 will adopt the staffing plan funded in the budget, appropriate projected revenues totaling \$7,241,935, expenditures in the amount of \$7,467,658, and an appropriation to reserves in the amount of \$-45,722 as follows:

<u>Fund</u>		<u>Revenues</u>	<u>Expenditures</u>	<u>Transfers</u>	<u>Reserve Allocation</u>
0	General Fund	818,636	888,439	2,152	-69,803
14	Parks	6,000		256	6,000
20	Gas Tax	103,464	297,794		-193,955
24	TDA	103,238	91,096		12,142
26	ISTEA	21,000	16,877		4,123
27	Solid Waste	8,600	8,600		
39	CDBG	5,120	5,120		
40	SLESF	100,000	167,250		-67,250
43	Vehicle Abatement		255		-255
47	STIP	643,563	675,363		-31,800
50	Sewer Operations	689,208	661,068		28,140
52	Sewer Capital	3,891,090	3,736,974	415,556	154,116

Fund		Revenues	Expenditures	Transfers	Reserve Allocation
53	Sewer Assessment District	28,785	31,750		-2,965
54	Sewer Debt Service	323,184	37,500	-415,556	285,684
60	Water Operations	544,147	538,695	144,691	5,452
61	Water Capital	134,000	309,350	144,691	-175,350
74	Recycling	1,900	1,900		0
90	Downtown Plaza Development			-435	
91	Disaster Donation Trust			-146	
92	Animal Care Facility			-500	
94	Parks & Recreation Commission Fund			-256	
95	Anniversary Fund			1,071	
Total		7,421,935	7,467,658	0	-45,722

BACKGROUND AND DISCUSSION

City Staff have been working on the budget process since March. Each City Department has developed a budget proposal which has been approved by the City Manager, and reviewed by the City Council.

A few minor changes have been made since the prior meeting including the reduction of Police Equipment Expenditures \$-1,050, Elimination of the DOC Grant revenue and corresponding Expenditures (Net Zero effect on the budget; -5,000 revenue and expenditures), and the addition of a contribution to the Rio Dell/Scotia Chamber of Commerce in the amount of \$6,250. The net change to budget is an increase of appropriations in the amount of \$6,250.00

Adoption of the proposed water fund budget leaves a projected year end reserve balance of \$19,822. The Council hereby approves an exception to the City Minimum Fund Balance Policy established by Resolution No.1154-2012

At this time all recommendations, suggestions, and corrections noted have been implemented into the proposed draft, and the staff recommendation is for the City Council to approve Resolution 1206-2013 adopting the 2013-2014 Fiscal Year Operating and Capital Budget.

**RESOLUTION NO.1206-2013
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
ADOPTING THE OPERATING & CAPITAL BUDGET
FOR THE FISCAL-YEAR 2013-2014**

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

WHEREAS, the proposed budget for the Fiscal-year beginning July 1, 2013 and ending June 30, 2014, as presented by the Finance Department has been reviewed, and revised by the City manager, and the City Council; and

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby adopt the City of Rio Dell 2013-2014 Operating & Capital Budget including revenues totaling \$7,421,935 expenditures in the amount of \$7,467,658, and appropriation of reserves in the amount of \$-45,722 as follows:

<u>Fund</u>		<u>Revenues</u>	<u>Expenditures</u>	<u>Transfers</u>	<u>Reserve Allocation</u>
0	General Fund	818,636	888,439	2,152	-69,803
14	Parks	6,000		256	6,000
20	Gas Tax	103,464	297,794		-193,955
24	TDA	103,238	91,096		12,142
26	ISTEA	21,000	16,877		4,123
27	Solid Waste	8,600	8,600		
39	CDBG	5,120	5,120		
40	SLESF	100,000	167,250		-67,250
43	Vehicle Abatement		255		-255
47	STIP	643,563	675,363		-31,800
50	Sewer Operations	689,208	661,068		28,140
52	Sewer Capital	3,891,090	3,736,974	415,556	154,116
53	Sewer Assessment District	28,785	31,750		-2,965
54	Sewer Debt Service	323,184	37,500	-415,556	285,684
60	Water Operations	544,147	538,695	144,691	5,452
61	Water Capital	134,000	309,350	144,691	-175,350
74	Recycling	1,900	1,900		0
90	Downtown Plaza Development			-435	
91	Disaster Donation Trust			-146	
92	Animal Care Facility			-500	

Fund		Revenues	Expenditures	Transfers	Reserve Allocation
94	Parks & Recreation Commission Fund			-256	
95	Anniversary Fund			1,071	
Total		7,421,935	7,467,658	0	-45,722

BE IT FURTHER RESOLVED, that the staffing is adopted and funded in the 2013-2014 Operations and Capital Budget as follows:

Job Title	2010-2011 FTE	2011-2012 FTE	2012-2013 FTE	2013-2014 FTE
Accountant I/II	-	1	1	1
Administrative Assistant	1	-	-	-
Chief of Police	1	1	1	1
City Clerk	1	1	1	1
City Manager/Public Works Director	1	1	0.75	0.75
Community Development Director		1	1	1
Finance Director	1	1	1	1
Fiscal Assistant I/II	2	2	1	1
Police Corporal	1	-	-	-
Police Officer	5	3	3	3
Police Records Technician	1	-	-	-
Police Sergeant	1	1	1	1
Public Works Leadman	1	1	-	-
PW Administrative Technician	1	1	-	-
Senior Fiscal Assistant	1	-	1	1
Utility Worker I/II	3	4	3	3
Water/Wastewater Plant Operator I/II			1	1
Wastewater Superintendent	1	1	1	1
Water & Roadways Superintendent	1	1	1	1
Public Works Director	1	-	-	-
Total	24	20	17.75	17.75

BE IT FURTHER RESOLVED, as follows:

Section 1.

It is the intention of the City Council in approving and adopting an annual budget to provide financial guidance for routine operations of City business and for the purpose of providing information to the general public.

Section 2.

The adopted annual City budget will be implemented and maintained in accordance with City Budget Policy as outlined in Resolution 966-2007.

Section 3.

Adoption of the annual budget does not expressly approve expenditures of funds in excess of purchasing authority as outlined by City Resolution, Ordinance, State, or Federal law.

Section 4.

Adoption of the 2013-2014 Water Fund program includes \$175,350 of one-time capital expenditures leaving a projected year end reserve balance of \$21,760. The projected year end balance is \$-59,862.00 less than the minimum required pursuant to the City’s minimum fund balance policy. An exception to the City’s Minimum Fund Balance Policy established by Resolution No. 1154-2012 is hereby granted.

PASSED AND ADOPTED by the City of Rio Dell on this 25th day of June 2013, by the following roll call vote:

Ayes:	
Noes:	None
Abstain:	None
Absent:	None

Jack Thompson, Mayor

ATTEST:

Karen Dunham, City Clerk

CITY OF RIO DELL
 2013-14 FISCAL YEAR BUDGET
 GENERAL FUND ONE-TIME EXPENDITURES

Budget Resolution 1206-2013 for fiscal year 2013-14 indicates that \$64,803 will be drawn from the General Fund Reserve in order to balance the Fund's budget. This requirement might be a concern if the expenditures were related to on-going operations, but they are not. The General Fund portion of the budget includes \$121,210 of one-time expenditures in various budget units as follows:

1. City Council- % share of public seating replacement	\$ 360
2. City Manager-recruitment costs	24,250
3. City Manager-total compensation study	7,500
4. Planning-computer software	900
5. Finance-specialized system training	5,000
6. Police-records management scanners	2,200
7. Public Works-Belleview/Ogle engineering final design	62,000
8. Capital expenditures-% share of pool vehicle	4,800
9. Capital expenditures-% share of City Hall/Memorial Park irrigation system	3,200
10. Capital expenditures-% share of public meeting video equip.	3,600
11. Capital expenditures-% share of City Hall reroofing and broken window replacements	<u>7,400</u>
 TOTAL GENERAL FUND ONE-TIME EXPENDITURES FOR 2013-14	 \$121,210

The General Fund Reserve is projected conservatively to end the fiscal year (June 30, 2014) with a balance of \$1,119,292, assuming that revenues do not come in higher than expected and that there will be no savings on the expenditure side. It should also be noted that the capital expenditures related to the ADA work at City

Hall, including a new parking arrangement, is presently under development and that one-time cost is not included in the budget.

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: June 21, 2013

SUBJECT: Change Order #6 on the Wastewater Treatment Plant Upgrade and Disposal Project

RECOMMENDATION

Approve Change Order (CO) No. 6

BUDGETARY IMPACT

Approval of CO No. 6 will approve a project budget increase of \$26,974.43 which decreases the WWTP Project contingency balance to \$113,713.19.

BACKGROUND AND DISCUSSION

The City has completed its' fourteenth 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, Five Change Orders (CO), including Potential Change Orders (PCO's) #1-29 have been executed in the amount of \$48,312.38, which left a remaining contingency balance of \$153,485.38.

Attached is CO No. 6, including PCO's #35,40, 41-43, 47-49, 51, 52, 55-57, 59, and 69, totaling a net cost increase of \$26,974.43. Details of the proposed change orders are attached.

Approval of CO No. 6 will decrease the project contingency to \$140,687.62. If approved, 74% of the original contingency budget will remain with 30% of the project left to complete.



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 / Stephanie Beauchaine	Owner's Project No.:	
		Date of Issuance:	06/25/2013
Project Contractor:	Wahlund Construction / Sequoia Construction 475 Hilltop Drive Rio Dell, CA 95562 ATTN: Bret Rinehart	Date of Contract:	4/4/2012
		Contract Period:	615 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 35	Rebuild berm and install geotextile fabric and rock slope protection at Disposal Site Lower Zone 3. Install rock lined swale from Tailwater Pump Station to fenceline.		\$5,360.83	NA	NA
PCO 40	Fabricate and insatl SST Weir Box in CL2 Basin per O&M Industries Proposal Number 13295.		\$1,302.29	NA	NA
PCO 41	Repair of unmarked conduits damaged during trenching, per Parker Electric invoices.		\$957.12	NA	NA
PCO 42	Repair broken sewer lateral and backfill sinkhole in Eeloa Ave.		\$5,677.79	NA	NA
PCO 43	Haul off spoils from sewer line repairs and Painter St. water line repair to Wendt dumpsite.		\$4,216.57	NA	NA
PCO 47	Add washer and dryer H&C water, waste and vents at Operations Building.		\$2,936.52	NA	NA
PCO 52	Relocate transformer in Operations Building.		\$1,972.53		
	Sub-Total		\$22,423.65		
	Difference Net		See pg 3	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
\$10,679,312.65	615 Days
Net Increase (decrease) of this Change Order	Net Increase (decrease) of this Change Order
\$See Pg. 3	NA
Revised Contract Price with all approved Change Orders	Revised Contract Time with all approved Change Orders
\$See Pg. 3	615 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.

Accepted for Contractor by: Bret Rinehart Date: 6/21/13

Recommended for Approval By (HDR Engineering, Inc.): [Signature] Date: 06/21/13

Approved for Owner by: [Signature] CM Attest: [Signature] Date: 6/21/13



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 / Stephanie Beauchaine	Owner's Project No.:	
Project Contractor:	Wahlund Construction / Sequoia Construction 475 Hilltop Drive Rio Dell, CA 95562 ATTN: Bret Rinehart	Date of Issuance:	06/25/2013
		Date of Contract:	4/4/2012
		Contract Period:	615 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 55	Furnish and install new gutters and downspouts at Operations Building.		\$1,007.48	NA	NA
PCO 56	Provide and install 14 w.c. gas pressure regulator for Sludge Dryer.		\$1,007.48	NA	NA
PCO 57	Modifications to Dry Sludge Hopper.		\$2,507.02	NA	NA
PCO 59	Credit to delete replacement of roof sheathing at Operations Building.	\$1,889.00		NA	NA
PCO 69	Excavation and backfill to cap abandoned 6" sludge and 4" 2W pipelines, per Wahlund Extra Work Order #19.		\$1,987.69	NA	NA
PCO 48	Provide and install plastic laminate toilet partition in Operations Building.		\$1,930.11	NA	NA
PCO 49	Chg. Cabinets to allow for refrigerator - Op. Bldg.		No Cost		
	Sub-Total		\$6,550.78		
	Difference Net		See Pg. 3	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
\$10,679,312.65	615 Days
Net Increase (decrease) of this Change Order	Net Increase (decrease) of this Change Order
\$See Pg. 3	NA
Revised Contract Price with all approved Change Orders	Revised Contract Time with all approved Change Orders
\$See Pg. 3	615 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.

Accepted for Contractor by: Bret Rinehart Date: 6/21/13

Recommended for Approval By (HDR Engineering, Inc.): [Signature] Date: 06/21/13

Approved for Owner by: _____ Attest _____ Date _____

Approved (Other - when required): [Signature] cm Date: 6/21/13

