



AGENDA
RIO DELL CITY COUNCIL
REGULAR MEETING – 6:30 P.M
THURSDAY, JANUARY 3, 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

- 2013/0103.01 - Swearing in and Seating of Newly Elected Council Members Thompson and Wilson
- 2013/0103.02 - Election of Mayor and Mayor Pro Tempore (**ACTION**)
- 2013/0103.03 - Recognition of Officer John Beauchaine for 10 Years of Service
- 2013/0103.04 - Swearing in of Reserve Police Officer Dimitriy Gavryush

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) 2013/0103.05 - Approve Minutes of the December 4, 2012 Regular Meeting **(ACTION)**
- 2) 2013/0103.06 - Approve Resolution No. 1184-2013 Accepting the Certification of Votes for the November 6, 2012 General Election **(ACTION)**
- 3) 2013/0103.07 - Approve Resolution No. 1186-2013 Amending the Final City Budget for Emergency City Hall Repairs and Terminate the Emergency Declaration set forth in Rio Dell Resolution No. 1178-2012 **(ACTION)**
- 4) 2013/0103.08 - Approve Letter of Support to Humboldt County Board of Supervisors Regarding Proposal to Rename the Arcata-Eureka Airport to Redwood Coast Regional Airport **(ACTION)**
- 5) 2013/1103.09 - Approve Pay Request No. 10 to Wahlund Construction/Sequoia Construction Specialties in the Amount of \$782,438.82 for work related to the Wastewater Treatment Plant Upgrade and Disposal Project **(ACTION)**
- 6) 2013/0103.10 - Approve Resolution No. 1187-2013 Amending City Budget in the Amount of \$10,000 for Drainage Repairs **(ACTION)**
- 7) 2013/0103.11 - Adopt Job Specifications for City Manager; Water/Roadways Superintendent; Water/Wastewater Treatment Plant Operator I/II; and Utility Worker I/II, Set Salary Range for Water/Wastewater Treatment Plant Operator I/II, and Approve Resolution 1190-2013 Amending Position Allocation Table **(ACTION)**
- 8) 2013/0103.12 - Report on City Hall Flooring Project **(RECEIVE & FILE)**
- 9) 2013/0103.13 - Ratify Execution of Contract with Matson & Vallerga Architects, Inc. for City Hall ADA Ramp and Other Improvements **(ACTION)**

G. SPECIAL PRESENTATIONS

- 1) 2013/0103.14 - Update on Wastewater Treatment Plant and Disposal Project

H. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar

2) 2013/0103.15 - Authorize the City Manager to Execute Contract Agreement with Bartle Wells Associates to Update the Wastewater Connection Fee **(ACTION)**

3) 2013/0103.16 - Deny Extension of Water Service to APN's 205-031-033 and 205-071-003 **(ACTION)**

I. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

1) 2013/0103.17 - Approve Resolution No. 1185-2013 Amending City of Rio Dell Employee Handbook **(ACTION)**

2) 2013/0103.18 - Approve Resolution No. 1188-2013 Amending the City Budget in the Amount of \$2,579 for League of California Cities Membership Dues for 2013 **(ACTION)**

3) 2013/0103.19 - Introduce and Conduct First Reading (by title only) of Ordinance No. 299-2013 Establishing Medical Marijuana Regulations - Public Hearing **(ACTION)**

J. REPORTS/STAFF COMMUNICATIONS

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

K. COUNCIL REPORTS/COMMUNICATIONS

L. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

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 January 15, 2013
at 6:30 PM in City Hall Council Chambers*

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



**CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
JANUARY 3, 2013**

TO: Mayor and Members of the City Council
FROM: Karen Dunham, City Clerk
THROUGH: Jim Stretch, City Manager
DATE: January 3, 2013
SUBJECT: **Election of Mayor and Mayor Pro Tem**

RECOMMENDATION

1. Follow City Council Procedure To Elect a Mayor and Mayor Pro Tem.

BACKGROUND AND DISCUSSION

Resolution No.1127-2011 provides a procedure for appointments by the City Council for vacant positions on the City Council and Commissions and also establishes the procedures for selecting the Mayor and Mayor Pro Tempore. Section 36801 of the California Government Code also establishes the procedures for choosing the Mayor and Mayor Pro Tem as follows:

Section 36801 The City Council shall meet at the meeting at which the declaration of the election results for a general municipal election is made pursuant to Sections 10262 and 10263 of the Elections Code and, following the declaration of the election results and the installation of elected officials, choose one of its members as Mayor, and one of its members as Mayor Pro Tempore.

FISCAL IMPACT

No fiscal impact.

Attachments:

Resolution No. 1127-2011

RESOLUTION NO. 1127-2011
A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF RIO DELL PROVIDING A PROCEDURE FOR
APPOINTMENTS BY THE CITY COUNCIL
FOR VACANT POSITIONS ON THE CITY
COUNCIL AND COMMISSIONS

WHEREAS, the City Council is authorized under RDMC Section 2.55 to establish and by a majority vote appoint individuals to commissions, boards and committees; and

WHEREAS, City Council desires to use the same system to select the Mayor and Mayor Pro Tempore as is used to appoint individuals to commissions, boards and committees; and

WHEREAS, when vacancies occur on the City Council and Commissions, the City Council will vote to appoint replacements for the duration of the term (or for a full term when an election is planned and less candidates file than the number of seats that will become vacant); and

WHEREAS, the City Council desires that a set of procedures be in place to formally guide the voting process;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rio Dell that:

1. Upon notice of a vacancy, an application time period shall be designated whereby interested applicants may complete an application to fill the vacant seat.
2. Names of all qualified applicants shall be placed in nomination for the vacant Seat.
3. All Councilmembers shall be considered nominated for Mayor and Mayor Pro Tempore (with the exception of the newly appointed Mayor). Any Councilmember may decline nomination for Mayor or Mayor Pro-Tempore.
4. Applicants shall be given an opportunity to make a short presentation to the Council at a public meeting.
5. At a City Council meeting where the vacancy is agendized, each Councilmember will write the name of the applicant of their choice, and sign their ballot.
6. The ballots will be passed to the City Clerk to be counted and announced by name and for whom they voted.
7. If an applicant receives 3 or more votes, that candidate is chosen for the vacancy. Otherwise, there will be a runoff ballot between the top 2 applicants. Applicants receiving 2 votes will be placed in the runoff, and a separate vote shall be held for those receiving 1 vote if only 1 applicant has 2 votes (i.e. 2,1,1,1).

7. In the case of ties, a revote will be held.
8. After 3 ties, the Council will declare that the item be continued and placed on the next regular agenda.
9. At the next regular or special council meeting where the continued item is agendized, the Council shall re-vote up to 2 more times in the same manner as described above. In the event there is still a tie vote, the Council will declare a deadlock and reopen the application process.

BE IT FURTHER RESOLVED, that the procedure for establishing a system for City Council appointments to commissions, boards and committees and procedures for the selection of Mayor and Mayor Pro Tempore as described in Resolution Nos. 416, 625, 700, and 822-1-2002 are hereby repealed and replaced with the procedure described above.

PASSED AND ADOPTED by the City Council of the City of Rio Dell on this 6th day of September, 2011 by the following vote:

AYES: Woodall, Leonard, Marks, Thompson, Wilson
NOES: None
ABSENT: None
ABSTAIN: None


Julie Woodall, Mayor

Attest:

Karen Dunham, City Clerk

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: January 3rd, 2012
Subject: Swearing in of Reserve Police officer Dimitriy Gavryush

Council Action

Facilitate swearing in of Reserve Police Officer Candidate Dimitriy Gavryush

Background

Reserve officer Candidate Gavryush recently completed the department's background process successfully after completing an application to become a Reserve Police Officer for our department. I have met with Dimitriy several times and find him to be a well adjusted intelligent young man who I think will be successful with our department. We are looking forward to having him as a part of our team.

Budgetary Impact

While there is a slight impact in regards to equipment issued to Reserves Police Officers we currently have all of the necessary equipment on hand and will not be required to purchase additional equipment at this time. We will purchase one uniform for Mr. Gavryush.

Recommendation

Take action as described.

City of Rio Dell

Oath of Allegiance for Public Employees

I, Raymond Dimitriy Gavryush, do solemnly swear that I will support and defend the Constitution of the United States, the Constitution of the State of California, and the City of Rio Dell against all enemies, foreign and domestic; that I will bear truth, faith, and allegiance to the Constitution of the United States, the Constitution of the State of California, and the adopted ordinances and resolutions of the City of Rio Dell; that I take this obligation freely, without any mental reservation or purpose of evasion; that I will, well and faithfully discharge the duties upon which I am about to enter.

Signed _____ Date _____

Witnessed _____ Date _____

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



To: Honorable Rio Dell City Council

From: Graham Hill, Chief of Police *GH*

Through: Jim Stretch, City Manager

Date: January 3rd, 2012

Subject: Recognition of Officer John Beauchaine for ten years of service with the police department.

Council Action

Recognize Officer John Beauchaine for ten years of service with the Rio Dell Police Department.

Background

John was hired by Chief Patricia Medina in December of 2002 and has served the department continuously for the last ten years. He has been, and continues to be a great asset to our agency. John serves as a Field Training Officer and is responsible for administering a ten week training program for every new full time and reserve officer that is hired. John also serves as the department's property manager and has received specialized training in that capacity and is responsible for all of the department's evidence.

In addition to property management training John has received specialized training in interview and interrogation, radar operation, supervision, crisis management, and numerous other areas. Being the department's senior patrol officer John is often called upon to serve in the capacity of Acting Sergeant and has served as the Acting Chief of Police. His knowledge and experience are often called upon and would be difficult to replace. He has proven to be reliable, trustworthy, and capable.

**RIO DELL CITY COUNCIL
REGULAR MEETING
DECEMBER 4, 2012
MINUTES**

The Regular Meeting of the Rio Dell City Council was called to order at 6:00 p.m. by Mayor Pro Tem Marks.

ROLL CALL: Present: Mayor Pro Tem Marks, Councilmembers Thompson and Wilson

Absent: Mayor Woodall and Councilmember Leonard (arrived at 6:30 p.m.)

Others Present: City Manager Stretch, Finance Director Beauchaine,
Water/Roadways Superintendent Jensen, Wastewater
Superintendent Chicora, City Clerk Dunham and City Attorney Gans
(Closed Session only)

Absent: Chief of Police Hill and Community Development Director Caldwell
(excused)

**ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS
FOLLOWS:**

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: Pursuant to
Government Code Section 54956.9(a) Name of Case: Steven and Sharon Wolff v. City of Rio
Dell Humboldt Superior Court Case No. CV120162

Mayor Pro Tem Marks announced the Council would be adjourning to closed session to discuss the above matter and asked for public comment. There being no public comment, the Council adjourned to closed session at 6:00 p.m. The closed session ended at 6:25 p.m.

The Council reconvened into open session at 6:30 p.m.

ORAL ANNOUNCEMENTS

Attorney Gans announced the regular meeting was called to order at 6:00 p.m. and the Council recessed into closed session to discuss Agenda Item “D” *Existing Litigation, Steven and Sharon Wolff v. City of Rio Dell, Humboldt Superior Court Case No. CV120162*. Councilmember Leonard recused himself from closed session. During closed session action was taken by the Council to approve a release agreement with petitioners and their attorneys for fees and costs relative to the litigation. Councilmember Thompson moved to approve the release; Councilmember Wilson seconded the motion and all 3 members present voted in favor of the motion. He said a copy of the release agreement is now a public document and available for public review.

City Attorney Gans left the meeting at this time, 6:32 p.m.

PUBLIC PRESENTATIONS

None

CONSENT CALENDAR

Councilmember Marks asked that Item No. 3 *Direct City Manager to Execute Contract with R. J. Ricciardi, Inc. to Complete the A-133 Single Audit* be removed from the consent calendar for separate discussion.

Motion was made by Marks/Leonard to approve the consent calendar including approval of minutes of the November 20, 2012 regular meeting; update on Painter St. overpass water leak; authorization for Chief of Police to sign Memorandum of Understanding with Fortuna Police Department for OTS-DUI Grant; and approval of Pay Request No. 9 to Wahlund Construction/Sequoia Construction Specialties in the amount of \$854,617.26 for work related to the Wastewater Treatment Plant Upgrade and Disposal Project. Motion carried 5-0.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Direct City Manager to Execute Contract with R. J. Ricciardi, Inc. to Complete the A-133 Single Audit

Councilmember Marks commented that the auditors are proposing an additional \$6,000 to complete the A-133 Single Audit in addition to the annual audit amount of \$14,800 and said she thought this was something they always did as part of the audit process.

Finance Director Beauchaine explained that most years the City does a single audit and although the RFP alluded to that fact, the auditors were unable to include the single audit in the bid because they did not have all the numbers to base the quote until the year-end work was completed. She said she did check with the former auditor to see if the cost was reasonable and they confirmed that the \$6,000 was appropriate.

Motion was made by Marks/Leonard to direct the City Manager to execute the contract with R. J. Ricciardi, Inc. to complete the A-133 Single Audit for an amount not to exceed \$6,000. Motion carried 5-0.

Make the Finding that the Repair of the South Wall and the Ridge Beam at the North End of City, at the City of Rio Dell Police Department, Continues to Present an Emergency as set forth in Resolution No. 1178-2012

City Manager Stretch provided a staff report and stated that most of the work on the south wall has been completed including removal of the siding and the failed windows; anchoring the wall to the slab; minor electrical for outside outlets; replacement of siding, windows and trim,

sheetrock; and exterior painting. He noted that a new exterior door was ordered and would be painted and installed over the next couple of weeks. Also a decision would need to be made regarding the construction of an awning/roof over the exterior door. He said in his opinion, an awning is needed rather than just a roof cover over the door and suggested waiting to make a decision until the architect is done with the plans for the proposed City Hall improvements.

Motion was made by Wilson/Thompson to make the finding required by California Contract Code Section 22050 that the repair of the south wall of City Hall, at the Police Department, and the ridge beam at the north end of City Hall continues to present an emergency as set forth in Rio Dell Resolution No. 1178-2012. Motion carried 5-0.

Authorize Closure of City Hall on Friday, December 7, 2012 and a Portion of Monday, December 10, 2012 for the Preparation and Installation of Carpet Floor Covering Throughout the Building

City Manager Stretch provided a staff report and reviewed the tentative schedule for the preparation and installation of floor covering throughout City Hall. He said because of the logistics of the job it will be necessary to close City Hall on Friday, December 7th and a portion of Monday, December 10th to accommodate the removal of the contents of City Hall for installation of the flooring.

Councilmember Wilson asked how this will impact City staff; City Manager Stretch said staff will be very busy packing boxes and loading items into the moving truck on Friday and on Monday moving items back into City Hall.

Motion was made by Thompson/Wilson to authorize the closure of City Hall on Friday, December 7, 2012 and a portion of Monday, December 10, 2012 for the preparation and installation of carpet and floor covering throughout the building including any adjustments in the schedule necessary to get the job completed. Motion carried 5-0.

Approve Agreement Between City of Rio Dell and GHD, Inc. for 2012 Safe Routes to School Design, Permitting and Construction Assistance

Finance Director Beauchaine provided a staff report and stated the City was awarded a 2012 Safe Routes to School Grant (SRTS) in the amount of \$152,300 to improve pedestrian safety at the Eagle Prairie Elementary and Monument Middle Schools, and include a lighted crosswalk at the Center Street intersection and Davis Street sidewalks, crosswalk, bulb-outs, and other traffic calming measures. She said GHD prepared a Scope of Services in the amount of \$32,950 to begin work on the design, permitting, and construction phases. She said the recommended action is to direct the City Manager to execute the contract.

Councilmember Marks referred to Exhibit A under the *Project Location* where it referred to sidewalks on the south side of Davis St. from Second Ave. to Third Ave. and said she understood

sidewalks would be constructed on the North side of Davis St. to enable a gateway to the river and asked what the reasoning is with filling the gap in sidewalks on the South side of Davis St.

Finance Director Beauchaine stated that the Council will have the opportunity for input on the specifics of the project once the plans and specifications are completed.

Councilmember Wilson asked what the City's total cost would be for the project; Finance Director Beauchaine said the City match is \$17,400.

Motion was made by Thompson/Marks to direct the City Manager to execute a contract agreement between the City of Rio Dell and GHD, Inc. in the amount of \$32,950 for 2012 Safe Routes to School Design, Permitting, and Construction Assistance. Motion carried 5-0.

City Hall Improvement Projects, Street Repairs and Cash Reserves

City Manager Stretch provided a staff report and said at the last regular meeting the Council requested some additional information regarding what the cost is to determine the cost of improvements at City Hall, and how far \$500,000 will go if the Council chooses to use General Fund Reserves to repair the worst streets. He noted that General Fund monies can be used for any governmental purpose, but generally cities and counties do not repair their streets with general fund monies and are not usually inclined to recommend such use of those funds. Typically, streets are repaired with gas tax revenue that cannot be used for any other purpose. He reported that the City receives approximately \$85,000 per year from gas tax revenue and the current reserve balance is estimated at \$300,000 which includes Transportation Development Act (TDA), ISTEAs and TCRF funds.

He further reported that in preparation of placing Measure X on the June 5, 2012 ballot, the City contracted with Nichols Engineering to prepare a pavement analysis of the street system ranking the City streets from worst to best based on their current condition. He provided a review of the report which rated each street and the estimated construction cost to repair.

Discussion continued regarding the City's reserve policy. City Manager Stretch said in May of 2012 the Council established that the target reserve balance for each operating fund be 30% with the minimum reserve balance set at 15% to provide for cash flow requirements, economic uncertainties and financial hardships, and unforeseen disasters and unanticipated capital needs. With this in mind, he said the General Fund Reserve should not be less than \$132,000 with a target of \$264,000.

City Manager Stretch commented that drainage in the Belleview/Ogle area is a huge problem that also needs to be addressed and said it is his understanding that there was a preliminary drainage study done.

Councilmember Marks said the most negative aspect in the City is the streets. The City is fortunate to have a healthy general fund reserve balance and if a portion of that money is not used on a project, she said it will be spent on little things that have no real impact.

City Manager Stretch pointed out that the Council establishes priorities related to capital improvements.

Councilmember Wilson stated that he sees street repairs being done in phases and said perhaps the Council should budget to increase general fund reserves each year to accommodate for necessary repairs.

Mayor Woodall said she had questions regarding the possibility of forming individual assessment districts. City Manager Stretch said Local Improvement Districts (LID's) may be favored in areas where there was 2/3 voter approval of Measure J although the voter information will not show that data. He said he would follow up on voter requirements of forming LID's and report back to Council.

Councilmember Marks commented that the City should have project that are "shovel ready" in the event that Federal Funding becomes available.

REPORTS/STAFF COMMUNICATIONS

City Manager Stretch reported on recent activities and events and said the Water and Wastewater Superintendents were working around the clock dealing with storm related problems and were running the water and sewer plants manually.

Wastewater Superintendent Chicora said the flows at the WWTP registered over 2 million gallons today which backed the system up. He said normal flows are 200,000 gallons per day which leads him to believe there are storm drains tied into the system that haven't been identified.

Councilmember Wilson thanked them both for their efforts.

Finance Director Beauchaine reported on recent activities in the finance department and said the City's auditors were scheduled to be here January 8, 2013; the first meeting with Bartle Wells was held regarding the sewer rate study; she was in communication with the North Coast Regional Water Quality Control Board regarding the City's Administrative Civil Liability Report and the submission of the project proposal asking that the \$366,000 assessed in fines go toward construction costs of the Wastewater Treatment Plant Upgrade and Improvement Project. She said the matter will be before the board at their March 14, 2013 meeting and it appears it will be favorable for the City.

COUNCIL REPORTS/COMMUNICATIONS

DECEMBER 4, 2012 MINUTES
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Councilmember Thompson referred to the flyer from HWMA regarding an upcoming workshop in Rio Dell to talk about HWMA's Strategic Plan and how it fits into the regional solid waste and materials management system as well as the services they provide, and encouraged Council members to attend. He said although the Council members will not be able to provide input at this meeting, they will have that opportunity during the January 15, 2013 regular City Council meeting at such time Jill Duffy will be present to answer any questions the Council, staff or the public may have.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 7:34 p.m. to the December 18, 2012 regular meeting.

Julie Woodall, Mayor

Attest:

Karen Dunham, City Clerk

675 Wildwood Avenue
Rio Dell, CA 95562



**RIO DELL CITY COUNCIL
STAFF REPORT
JANUARY 3, 2013**

TO: Rio Dell City Council
FROM: Karen Dunham, City Clerk
THROUGH: Jim Stretch, City Manager
DATE: January 3, 2013
RE: Accepting Certification of Votes

RECOMMENDATION

Approve Resolution No. 1184-2013 Accepting the Certification of Votes for the November 6, 2012 General Election.

BUDGETARY IMPACT

None

BACKGROUND AND DISCUSSION

The Humboldt County Elections Department officially certified the votes cast in the November 6, 2012 General Election on December 4, 2012. The Resolution accepts the vote count and recognizes the election of the two candidates as Councilmembers Elect for a four year term as prescribed by law, and recognizes the failure of Measure J, ballot measure for street improvements.

Swearing in and seating of the new councilmembers will take place at this meeting followed by the selection of Mayor and Mayor Pro Tem.

ATTACHMENTS:

Resolution No. 1184-2013
Official Vote Count

RESOLUTION NO. 1184-2013

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF RIO DELL ACCEPTING THE
CERTIFICATION OF VOTES FOR THE
NOVEMBER 6, 2012 GENERAL ELECTION**

WHEREAS, the Humboldt County Election Division has officially certified the votes cast in the November 6, 2012 General Election for the City of Rio Dell for Rio Dell City Council and the Ballot Measure for Street Improvements as:

- Frank Wilson - 662 Votes
- Jack Thompson - 606 Votes
- Measure J - 595 Yes (55.61%)
- 475 No (44.39%)

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RIO DELL
DOES HERewith RESOLVE:**

1. To accept the vote count as certified by the Humboldt County Election Division (copy attached); and
2. To recognize the election of the two candidates as Councilmembers Elect for a four year term or as otherwise prescribed by law.
3. To recognize the failure of Measure J, Ballot Measure for Street Improvements having received less than 2/3 majority vote as required

PASSED AND ADOPTED this 3rd day of January, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Julie Woodall, Mayor

ATTEST:

Karen Dunham, City Clerk

**Certificate of Results of Canvass
November 6, 2012, Presidential General Election
City of Rio Dell**

STATE OF CALIFORNIA)
) SS
COUNTY OF HUMBOLDT)

I, Carolyn Crnich, Registrar of Voters of the County of Humboldt, do hereby certify that pursuant to the provisions of Section 15301 et. al., of the California Elections Code, I did canvass the return of votes cast in the November 6, 2012, Presidential General Election, and that the Statement of Votes Cast to which this Certification is attached shows the total number of votes cast and the total number of votes cast for each candidate and/or measure in each respective precinct therein and that the totals for each candidate and/or measure are true and correct.

WITNESS MY HAND AND OFFICIAL SEAL this 4th day of December, 2012.

CAROLYN CRNICH
REGISTRAR OF VOTERS

Signed: *Kelly E. Sanders*
 Kelly Sanders, Elections Manager

FINAL ELECTION RESULTS — Official
HUMBOLDT COUNTY, CALIFORNIA — PRESIDENTIAL GENERAL ELECTION — November 06, 2012

Total Number of Voters : 58,092 of 80,143 = 72.49%

Precincts Reporting 129 of 129 = 100.00%

Party	Candidate	Mail Ballots	Election	Total
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RIO DELL CITY COUNCIL, Vote For 2

N	FRANK WILSON	354 48.96%	308 50.83%	662 49.81%
N	JACK THOMPSON	334 46.20%	272 44.88%	606 45.60%
	Unresolved Write-Ins	0 0.00%	0 0.00%	0 0.00%
	Unqualified Write-Ins	35 4.84%	26 4.29%	61 4.59%
Cast Votes:		723 61.27%	606 57.39%	1,329 59.44%
Over Votes:		1 0.17%	0 0.00%	1 0.09%
Under Votes:		455 38.56%	450 42.61%	905 40.47%

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
2	2	100.00%	1,118	1,696	65.92%

TRINIDAD CITY COUNCIL, Vote For 2

N	JULIE FULKERSON	64 51.20%	80 57.14%	144 54.34%
N	MARIA BAUMAN	57 45.60%	53 37.86%	110 41.51%
	Unresolved Write-Ins	0 0.00%	0 0.00%	0 0.00%
	Unqualified Write-Ins	4 3.20%	7 5.00%	11 4.15%
Cast Votes:		125 62.50%	140 57.85%	265 59.95%
Over Votes:		0 0.00%	0 0.00%	0 0.00%
Under Votes:		75 37.50%	102 42.15%	177 40.05%

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
1	1	100.00%	221	271	81.55%

FINAL ELECTION RESULTS — Official
HUMBOLDT COUNTY, CALIFORNIA — PRESIDENTIAL GENERAL ELECTION — November 06, 2012

Total Number of Voters : 58,092 of 80,143 = 72.49%

Precincts Reporting 129 of 129 = 100.00%

Party	Candidate	Mail Ballots	Election	Total
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MEASURE J, Vote For 1

BONDS YES	332	57.74%	263	53.13%	595	55.61%
BONDS NO	243	42.26%	232	46.87%	475	44.39%

Cast Votes:	575	97.46%	495	93.75%	1,070	95.71%
Over Votes:	0	0.00%	2	0.38%	2	0.18%
Under Votes:	15	2.54%	31	5.87%	46	4.11%

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
2	2	100.00%	1,118	1,696	65.92%

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



January 3, 2013

TO: Honorable Mayor and City Council Members

FROM: Jim Stretton, City Manager

SUBJECT: Report on repairs on south wall and repair of the ridge beam on north side of City Hall; action to terminate emergency declaration and supplemental budget for repair

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Given the fact that the necessary repairs to City Hall are now complete, take an action by motion to terminate the emergency declaration set forth in Rio Dell Resolution 1178-2012, approved by the Council on October 2, 2012.
2. Adopt attached Supplemental Budget Resolution 1186-2013, amending the Final Budget an additional amount of \$2,500 for repairs unforeseen in the original \$7,500 estimate, said revenue transferred from the General Fund Reserve (00) in like amount.

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 \$7,500 limit set by the Council.

On November 20, 2012 the Council was advised that there were several issues found in the repair that were unknown when the estimate was made that would likely increase the cost over the authorization, depending on the recommendation of the structural engineer.

SOUTH WALL OF CITY HALL

The status of the project is that Julien Construction has completed all of the repairs to the south wall during the week of December 17, 2012 including:

1. Removal of the siding and the failed windows.
3. Anchoring the wall to the slab.

4. Minor electrical (not in the original estimate) for outside outlets.
5. Replacement of the siding, windows and trim.
6. Sheet rock and texture the interior.
7. Installed a new steel exterior door and frame (not in original estimate) for purpose of security and for tight weather seal.
8. Primed and painted exterior wall, trim and fascia and new door and frame.

The matter of constructing an awning/roof over the exterior door has been integrated into the larger topic to be determined by the Council as to City Hall improvements.

RIDGE BEAM ON NORTH SIDE OF CITY HALL

Repair of the ridge beam on the north side of City Hall required the services of a structural engineer (not in the original estimate). It required the custom fabrication of a steel plate and bracket and necessary hardware. The contractors work was successfully completed during the week of December 17, 2012.

COST ESTIMATE FOR REPAIRS

The original repair authorization of the City Council for both projects was set at \$7,500. That amount will likely increase to \$10,000, requiring an additional budget amendment from the General Fund Reserve.

Cc: Finance Director

RESOLUTION NO. 1186-2013

**A RESOLUTION OF THE CITY COUNCIL
OF RIO DELL AMENDING THE FINAL CITY BUDGET FOR
EMERGENCY CITY HALL REPAIRS**

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, the CIP is being developed, but will not be ready for the City Council's
consideration until after the 2012-13 winter season is upon us, and

WHEREAS, it was learned that the south wall of City Hall and the ridge beam on the
north side of City Hall were 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 took an emergency action to begin repairs on October 16,
2012, appropriating \$7,500 from the General Fund Reserve, and

WHEREAS, repairs on the both the south wall and the ridge beam were more extensive
than anticipated, increasing the cost to an estimated \$10,000.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Rio Dell hereby
adopts this Resolution to amend the City Budget by an additional amount of \$2,500 for
repair of the south wall of City Hall and the ridge beam on the north side of City Hall,
with revenues in like amount being transferred from the General Fund Reserve (00).

APPROVED this day of by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Attest:

Julie Woodall, Mayor

Karen Dunham, City Clerk

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



January 3, 2013

Humboldt County Board of Supervisors
825 Fifth Street, Room 111
Eureka, CA 95501

Supervisors,

On behalf of the City Council of the City of Rio Dell, we request that the County of Humboldt consider changing the name of the Arcata Eureka Airport (ACV) to the Redwood Coast Regional Airport (ACV) in order to connect our local airport with our most important natural assets.

Other communities have found that choosing airport names based on more recognizable features of the communities, such proximity to national parks, famous landmarks, or other notable characteristics is an effective and inexpensive way of promoting travel to their regional airports. Additional passengers using a local airport results in more flights, reduced ticket prices and additional federal and state funding for airport construction, creating more local jobs.

We request that you direct staff to draw up the plan needed to move this proposal forward.

Sincerely,

Julie Woodall
Mayor

Proposal to Rename the Arcata-Eureka Airport to Redwood Coast Regional Airport

Why Change the Name?

Boosting the number of travelers using the Arcata-Eureka airport benefits us in a number of ways. Primarily it creates a climate where additional airline competition can be sustained, lowering ticket prices and increasing convenience for local travelers and businesses. It also provides substantial local airport improvement construction jobs.

Airport names can be effective tools to encourage travel to particular destinations. While travelers may know the name of the National Park, attraction, or larger region they are interested in travelling to, they often are not familiar with the small towns near those destinations. Hard as it is for us to believe, a lot of people who would like to visit the redwoods have never heard of Arcata, Eureka, or even Humboldt County. And entities like the Convention & Visitors Bureau have been promoting our area as the "Redwood Coast" for years, so the proposed new name is a natural choice.

Here are other airports that have changed their names to attract more travelers:

Yellowstone Regional Airport (COD) *formerly* Cody Airport

Glacier Park International Airport (GPI) *formerly* Flathead County Airport

Coastal Carolina Regional Airport (EWN) *formerly* Craven County Regional Airport

Bozeman Yellowstone International Airport *formerly* Gallatin Field Airport

Cherry Capital Airport (TVC) *formerly* Traverse City Airport

Blue Grass Airport (LEX) *formerly* Lexington Airport

Fresno Yosemite International Airport (FAT) *formerly* Fresno Air Terminal

Magic Valley Regional Airport (TWF) *formerly* Joslin Field

Northwest Florida Beaches International Airport (ECP) *new airport replacing* Fannin Field

Most people would agree that the name changes are likely to attract more visitors. Estimating the financial benefit is difficult due to the dramatic decrease in regional airport activity following the economic downturn, but several of the airports above reported substantial gains in passengers.

How are Airport Names Changed?


The three letter airport codes are administered by the FAA and changing them can be a laborious process. Therefore it's recommended that we continue using ACV. Changing the name, not the code, of the airport just requires a simple act of the airport owner and operator, in this case the Humboldt County Board of Supervisors. There does not need to be a connection between the name of the airport and the airport code as seen in the examples above.

How Can You Help?

You can support the name change by writing a letter to the Humboldt County Board of Supervisors such as the sample letter attached. Letters can be sent to RREDC for consolidation into a package for presentation to the board.

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: December 28, 2012
SUBJECT: Wahlund/Sequoia Construction Pay Request #10

RECOMMENDATION

Approve Pay Request

BUDGETARY IMPACT

Pay Request #10 in the amount of \$782,438.82 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 #10 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: 12/27/2012

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

The WWTP project is now into the tenth month of progress. The contractor has completed the concrete portion of the bio-tank and backfill continues. Underground electrical conduits have been completed. Equipment pads are being completed and the electrical, plumbing and mechanical phases are on-going. The Aqua Sierra control system is installed and operational. Work is proceeding at the disposal site with the initial earth moving complete and approximately 98% of the pressure and drain systems complete. All of the Aero-Mod equipment has been delivered and installation is nearing completion. Nearly all disposal site piping and transmission line piping has been delivered and the boring process is proceeding with approximately 50% installed. The Therma-Flite sludge dryer system has been delivered and is in being installed on the new concrete pad. Underground piping and valves have been installed and the plant switchover has begun. The Blower Building masonry and roofing is complete and the electrical/mechanical systems are being installed. The generator has been installed and tested.

Progress Payment Request No. 10 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. 10, less retainer, is \$7,011,450.62.

I recommend payment to Wahlund Construction, Inc./ Sequoia Construction Specialties for Progress Pay Request No. 10 in the amount of \$782,438.82, 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. 10 was received 12/27/2012.

cc:

Craig Olson, HDR Inc.

Bret Rinehart, Wahlund Construction, Inc.

Brian Pritchard, Sequoia Construction Specialties

Progress Payment Summary

Owner: City of Rio Dell
Project Title: Rio Dell Wastewater Treatment Plant Upgrade and Disposal

Job #: 24-11
Payment #: 10
Period Ending: 31-Dec-12

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	\$ 7,380,474.34
b. Retainer, 5%	\$ 369,023.72
c. Net Contract Work to Date	\$ 7,011,450.62
d. Previous Billed	\$ 6,229,011.80 ✓
e. Balance Due This Period	\$ 782,438.82

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: 12/25/2012 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.

[Signature]
Construction Manager

Date: 12/27/12

5. Approval for Payment

City Manager

Date: _____

**WAILUND CONSTRUCTION, INC./
SEQUOIA CONSTRUCTION SPECIALTIES**

A Joint Venture
License No. 855811

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.: 10
Period Ending: 12/31/12

Item	Description of Item	Qty	Unit	Unit Cost	Total Cost	Previous		This Period		Total To Date	
						Qty	\$	Qty	\$	Qty	\$
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	4,670.89	\$ 504,456.12	1,600.00	\$ 172,800.00	6,270.89	\$ 677,256.12
Bid Item 3 Total					\$ 1,080,000.00		\$ 504,456.12		\$ 172,800.00		\$ 677,256.12
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	0%	\$ -	75%	\$ 5,118.75
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	\$ 795,000.00		\$ 755,834.58		\$ -		\$ 755,834.58
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	50%	\$ 35,000.00	10%	\$ 7,000.00	60%	\$ 42,000.00
Bid Item 6 Total				\$ 70,000.00	\$ 70,000.00		\$ 35,000.00		\$ 7,000.00		\$ 42,000.00
7	Bid Item 7										
	Storm Water Pollution Prevention Plan and Implementation per Specification Section 02271.	1	LS	\$ 10,500.00	\$ 10,500.00	60%	\$ 6,300.00	10%	\$ 1,050.00	70%	\$ 7,350.00
Bid Item 7 Total				\$ 10,500.00	\$ 10,500.00		\$ 6,300.00		\$ 1,050.00		\$ 7,350.00
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		\$ -		\$ 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	50.00%	\$ 126,000.00	5.56%	\$ 14,000.00	55.56%	\$ 140,000.00
8.2.6	Construction Schedules	1	LS	\$ 2,000.00	\$ 2,000.00	75%	\$ 1,500.00	5%	\$ 100.00	80%	\$ 1,600.00
8.2.7	Submittals	1	LS	\$ 18,000.00	\$ 18,000.00	85%	\$ 15,300.00	5%	\$ 900.00	90%	\$ 16,200.00
8.2.8	Temporary Offices, Sanitation, etc.	1	LS	\$ 54,000.00	\$ 54,000.00	50.00%	\$ 27,000.00	5.56%	\$ 3,000.00	55.56%	\$ 30,000.00
8.2.9	Project Sign	1	LS	\$ 1,500.00	\$ 1,500.00	0%	\$ -	100%	\$ 1,500.00	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	\$ 540,250.00		\$ 357,050.00		\$ 19,500.00		\$ 376,550.00
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 Re ir	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	50%	\$ 18,081.53	45%	\$ 16,273.37	95%	\$ 34,354.90

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	0%	\$ -	100%	\$ 12,600.00	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			\$ 132,556.53		\$ 28,873.37		\$ 161,429.90
8.4	Yard Piping										
8.4.1	12" Effluent Piping	1	LS	\$ 60,000.00	\$ 60,000.00	0%	\$ -	14.54%	\$ 8,726.23	14.54%	\$ 8,726.23
8.4.2	12" Influent Piping	1	LS	\$ 50,000.00	\$ 50,000.00	0%	\$ -	17.45%	\$ 8,726.22	17.45%	\$ 8,726.22
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	0%	\$ -	3.47%	\$ 1,041.40	3.47%	\$ 1,041.40
8.4.5	Misc. Underground Piping, Tie-Ins, Demo, Etc.	1	LS	\$ 10,000.00	\$ 10,000.00	60%	\$ 6,000.00	30%	\$ 3,000.00	90%	\$ 9,000.00
8.4.6	Static Mixer & Chlorine Injection Vault Piping - Material	1	LS	\$ 3,339.00	\$ 3,339.00	0%	\$ -	0%	\$ -	0%	\$ -
8.4.7	Static Mixer & Chlorine Injection Vault Piping - Labor	1	LS	\$ 1,443.75	\$ 1,443.75	0%	\$ -	0%	\$ -	0%	\$ -
Yard Piping Total				\$ 179,782.75			\$ 6,000.00		\$ 21,493.85		\$ 27,493.85
8.5	Headworks										
8.5.1	Influent Pump Installation per SP10	1	LS	\$ 6,460.65	\$ 6,460.65	0%	\$ -	50%	\$ 3,230.33	50%	\$ 3,230.33
8.5.2	Grating Support Channel and New Grating per SP10	1	LS	\$ 5,537.70	\$ 5,537.70	0%	\$ -	0%	\$ -	0%	\$ -
8.5.3	Headworks Pump Piping - Material	1	LS	\$ 20,002.50	\$ 20,002.50	11.50%	\$ 2,300.00	88.50%	\$ 17,702.50	100%	\$ 20,002.50
8.5.4	Headworks Pump Piping - Labor	1	LS	\$ 7,381.50	\$ 7,381.50	0%	\$ -	0%	\$ -	0%	\$ -
Headworks Total				\$ 39,382.35			\$ 2,300.00		\$ 20,932.83		\$ 23,232.83
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	60%	\$ 4,500.00	20%	\$ 1,500.00	80%	\$ 6,000.00
8.6.9	Aluminum Stair with Railing	1	LS	\$ 20,245.05	\$ 20,245.05	0%	\$ -	0%	\$ -	0%	\$ -
8.6.10	AeroMod Equipment Installation	1	LS	\$ 203,054.25	\$ 203,054.25	10%	\$ 20,305.43	40%	\$ 81,221.70	50%	\$ 101,527.13
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%	\$ -	0%	\$ -	0%	\$ -
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%	\$ -	0%	\$ -	0%	\$ -
8.6.13	Selector Tank Piping - Material	1	LS	\$ 819.00	\$ 819.00	0%	\$ -	100%	\$ 819.00	100%	\$ 819.00
8.6.14	Selector Tank Piping - Labor	1	LS	\$ 3,601.50	\$ 3,601.50	0%	\$ -	100%	\$ 3,601.50	100%	\$ 3,601.50
8.6.15	Conduit and Pneumatic Systems - Material	1	LS	\$ 1,312.50	\$ 1,312.50	50%	\$ 656.25	100%	\$ 1,312.50	150%	\$ 1,968.75
8.6.16	Conduit and Pneumatic Systems - Labor	1	LS	\$ 8,100.75	\$ 8,100.75	50%	\$ 4,050.38	100%	\$ 8,100.75	150%	\$ 12,151.13
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%	\$ -	0%	\$ -	0%	\$ -
8.6.26	9 Hose Racks per SP01	1	LS	\$ 7,087.50	\$ 7,087.50	0%	\$ -	0%	\$ -	0%	\$ -
Biological Treatment Total				\$ 2,206,384.90			\$ 1,916,049.25		\$ 96,555.45		\$ 2,012,604.70
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	80%	\$ 29,400.00	20%	\$ 7,350.00	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	10%	\$ 4,200.00	90%	\$ 37,800.00	100%	\$ 42,000.00
8.7.5	Doors	1	LS	\$ 7,035.00	\$ 7,035.00	25%	\$ 1,758.75	50%	\$ 3,517.50	75%	\$ 5,276.25
8.7.6	New Blowers in Blower Building	1	LS	\$ 6,460.65	\$ 6,460.65	0%	\$ -	30%	\$ 1,938.20	30%	\$ 1,938.20
8.7.7	Valves and Supports SP20 - Material Only	1	LS	\$ 2,798.25	\$ 2,798.25	0%	\$ -	100%	\$ 2,798.25	100%	\$ 2,798.25
8.7.8	Blower Piping to Mech. Coupling Outside Blower Bldg	1	LS	\$ 8,190.00	\$ 8,190.00	0%	\$ -	0%	\$ -	0%	\$ -
8.7.9	2 Bollards per SP19	1	LS	\$ 2,086.35	\$ 2,086.35	0%	\$ -	0%	\$ -	0%	\$ -
8.7.10	HVAC	1	LS	\$ 13,679.40	\$ 13,679.40	0%	\$ -	0%	\$ -	0%	\$ -
Blower Building Total				\$ 144,947.15			\$ 61,306.25		\$ 53,403.95		\$ 114,710.20
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	0%	\$ -	90%	\$ 12,757.50
8.9.2	Install Effluent Pumps & Chlorine Sample Pump	1	LS	\$ 6,460.65	\$ 6,460.65	50%	\$ 3,230.33	25%	\$ 1,615.16	75%	\$ 4,845.49
8.9.3	New HDPE Panels at existing baffle frames	1	LS	\$ 6,260.10	\$ 6,260.10	0%	\$ -	35%	\$ 2,191.04	35%	\$ 2,191.04
8.9.4	FRP Grating per X08	1	LS	\$ 6,825.00	\$ 6,825.00	0%	\$ -	50%	\$ 3,412.50	50%	\$ 3,412.50
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	0%	\$ -	100%	\$ 5,537.70	100%	\$ 5,537.70
8.9.8	Pipe Supports with U Bolts A/C05	1	LS	\$ 1,845.90	\$ 1,845.90	50%	\$ 922.95	50%	\$ 922.95	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			\$ 63,940.28		\$ 13,679.35		\$ 77,619.62
8.10	Equipment Procurement										
8.10.1	General Equipment & Mechanical Requirements	1	LS	\$ 5,000.00	\$ 5,000.00	50%	\$ 2,500.00	25%	\$ 1,250.00	75%	\$ 3,750.00
8.10.2	Submersible Non-Clog Influent Pumps	1	LS	\$ 57,697.50	\$ 57,697.50	21.32%	\$ 12,303.09	78.68%	\$ 45,394.41	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	0.00%	\$ -	94.36%	\$ 5,577.00
8.10.6	Laboratory Glassware, Apparatus and Equipment	1	LS	\$ 17,000.00	\$ 17,000.00	0%	\$ -	30.95%	\$ 5,262.02	30.95%	\$ 5,262.02
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%	\$ -	0%	\$ -	0%	\$ -
8.10.9	Chemical Metering Equipment	1	LS	\$ 19,778.86	\$ 19,778.86	0%	\$ -	0%	\$ -	0%	\$ -
Equipment Total				\$ 1,790,544.95			\$ 1,522,620.43		\$ 51,906.43		\$ 1,574,526.86
8.11	Painting										
8.11.1	Buildings and Doors	1	LS	\$ 15,382.50	\$ 15,382.50	0%	\$ -	0%	\$ -	0%	\$ -
8.11.2	Piping and Miscellaneous	1	LS	\$ 15,382.50	\$ 15,382.50	10%	\$ 1,538.25	20%	\$ 3,076.50	30%	\$ 4,614.75
Painting Total				\$ 30,765.00			\$ 1,538.25		\$ 3,076.50		\$ 4,614.75
8.12	Electrical										
8.12.1	Generator	1	LS	\$ 173,853.75	\$ 173,853.75	0%	\$ -	100%	\$ 173,853.75	100%	\$ 173,853.75
8.12.2	Light Fixtures	1	LS	\$ 24,440.85	\$ 24,440.85	50%	\$ 12,220.43	50%	\$ 12,220.43	100%	\$ 24,440.85
8.12.3	Aqua Sierra Controls	1	LS	\$ 147,383.25	\$ 147,383.25	15.69%	\$ 23,125.24	49.31%	\$ 72,673.87	65.00%	\$ 95,799.11
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	90%	\$ 128,771.37	5%	\$ 7,153.97	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	73.94%	\$ 44,543.38	5.00%	\$ 3,012.08	78.94%	\$ 47,555.46
8.12.7	Headworks, Effluent Pumps, Chlorine Electric	1	LS	\$ 11,550.00	\$ 11,550.00	25%	\$ 2,887.50	15%	\$ 1,732.50	40%	\$ 4,620.00
8.12.8	Disposal Site Electric Not Counting Panels	1	LS	\$ 6,825.00	\$ 6,825.00	50%	\$ 3,412.50	10%	\$ 682.50	60%	\$ 4,095.00
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	90%	\$ 32,963.49	10%	\$ 3,662.61	100%	\$ 36,626.10
8.12.11	Hook-Up New Motors	1	LS	\$ 10,363.50	\$ 10,363.50	25%	\$ 2,590.88	5%	\$ 518.18	30%	\$ 3,109.05
Electrical Total				\$ 840,285.60			\$ 476,436.98		\$ 275,509.88		\$ 751,946.86
Bid Item 8 Total				\$ 6,420,000.00			\$ 4,709,797.95		\$ 584,931.60		\$ 5,294,729.55
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	85%	\$ 17,000.00	10%	\$ 2,000.00	95%	\$ 19,000.00
9.2	Indirect Sludge Dryer System	1	LS	\$ 558,979.15	\$ 558,979.15	90%	\$ 503,081.24	5%	\$ 27,948.96	95%	\$ 531,030.19
9.3	Demolition	1	LS	\$ 5,250.00	\$ 5,250.00	25%	\$ 1,312.50	75%	\$ 3,937.50	100%	\$ 5,250.00
9.4	Concrete Slab	1	LS	\$ 21,000.00	\$ 21,000.00	0%	\$ -	100%	\$ 21,000.00	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	0%	\$ -	95%	\$ 3,135.00	95%	\$ 3,135.00
9.7	Gas, Water, Drain & Misc. Piping for Sludge Dryer - Material	1	LS	\$ 2,903.25	\$ 2,903.25	50%	\$ 1,451.63	30%	\$ 870.98	80%	\$ 2,322.60
9.8	Gas, Water, Drain & Misc Piping for Sludge Dryer - Labor	1	LS	\$ 4,305.00	\$ 4,305.00	25%	\$ 1,076.25	55%	\$ 2,367.75	80%	\$ 3,444.00
9.9	Sludge Dryer System Installation	1	LS	\$ 33,143.25	\$ 33,143.25	0%	\$ -	0%	\$ -	0%	\$ -

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		\$ 478,771.61		\$ 61,260.18		\$ 540,031.79
TOTAL					\$ 10,631,000.00		\$ 6,582,660.26		\$ 827,041.78		\$ 7,409,702.05

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	\$ 7,380,474.34
Work To Date Minus 5% Retention	\$ 7,011,450.62
Previous Billed Less 5% Retention	\$ 6,229,011.80
Work To Date Minus Previous Billed	\$ 782,438.82
TOTAL AMOUNT DUE	\$ 782,438.82

Change Orders

Item	Description of Item	Qty	Unit	Unit Cost	Total Cost	Previous		This Period		Total to Date	
						Qty	\$	Qty	\$	Qty	\$
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)	0%	\$ -	100%	\$ (3,421.97)	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%	\$ -	0%	\$ -	0%	\$ -
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		\$ 29,546.22		\$ (3,421.97)		\$ 26,124.25
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: \$105.00-Bid Item 2: <\$72,730.00> = <72,625.00>	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)		\$ (25,805.74)		\$ (3,421.97)		\$ (29,227.71)

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



TO: Honorable Rio Dell City Council
FROM: Jim Stretch, City Manager
DATE: January 3, 2013
SUBJECT: Supplemental budget for drainage repairs

Recommended Council Action:

1. Adopt attached supplemental budget Resolution 1187- 2013 in the amount of \$10,000 for drainage repairs not foreseen when the Final Budget was adopted, said revenue to be transferred from the General Reserve (00) in like amount, and
2. Ratify the City Manager's action to incur \$6,945 of expenditures to repair drainage issues at 6 locations in the City, mitigating the City's liability.

Background

On June 19, 2012 the City Council adopted its budget for 2012-13 with \$17,000 in the Public Works budget for street maintenance and repairs for the entire 12 month period. That amount has now been depleted.

On December 18, 2012 the Water/Roadways Superintendent provided the City Manager with a list of drainage issues that have already developed this winter (attached) and an estimate of \$6,945 to purchase the materials to address the problems at 6 locations:

- | | |
|----------------------------------|---------|
| 1. Ogle Ave & Spring St drainage | \$3,200 |
| 2. Drain box at 136 Ogle Ave | 550 |

3. Spring St drainage	3,000
4. Monument Road ditch	labor only
5. Douglas & Painter St berm	\$ 195
6. Painter St & Belleview Ave ditch	<u>labor only</u>
TOTAL	\$6,945

Funds are not available in the Streets budget and Gas Tax funds are not appropriate for these repairs since the drainage issues are not caused by the streets. It is recommended that \$10,000 be transferred from the General Fund Reserve to address these repairs and to leave a small balance in the account for the coming months. The General Fund Reserve has a balance of approximately \$1,000,000.

On December 19, 2012 the City Manager directed the Water/Roadways Superintendent to procure the materials necessary to effectuate these repairs at the earliest opportunity. The Council is asked to ratify the Manager's action.

Cc: Water/Roadways Superintendent
 Director of Finance

Attachment: December 18, 2012 maps and cost estimate
 Resolution 1187-2013 (Drainage repairs)

RESOLUTION NO. 1187-2013

**A RESOLUTION OF THE CITY COUNCIL
OF RIO DELL AMENDING THE CITY
BUDGET FOR DRAINAGE REPAIRS**

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

WHEREAS, expenditures for street maintenance and repairs for the entire fiscal year was
set at \$17,000, an amount that would normally fund requirements, and

WHEREAS, recent winter storms in various areas of the City have suffered heavy flooding
and require immediate repairs, costing more than is available in the Streets budget, and

WHEREAS, the City of Rio Dell does have a General Fund Reserve with a balance of
approximately \$1,000,000 that can be used for drainage repairs.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Rio Dell hereby
adopts this Resolution to amend the City Streets Budget in the amount of \$10,000 for
drainage repairs, with revenues in like amount being transferred from the General Fund
Reserve (00).

APPROVED this day of by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Julie Woodall, Mayor

Attest:

Karen Dunham, City Clerk

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



To: Jim Stretch /City Manager
From: Randy Jensen, Water / Roadways Sup.
Date: 12/18/12
Subject: Public Works Current Drainage Projects with Cost Estimates:

- | | |
|---|------------|
| 1. Ogle Ave and Spring St Drainage repairs (See attached) | \$3200.00 |
| a. Replace 2 Drain inlet boxes on Ogle Ave. at Spring St. | |
| b. Replace 12" Concrete Culvert with 18" Plastic Culvert | |
| 2. Repair Drain Box at 136 Ogle Ave | |
| a. Conform area around Drain Box to drain to into Drain Box | \$550.00 |
| b. Use of 3/4Base Rock and Asphalt for repairs. | |
| 3. Spring St Drainage repairs. | |
| a. Redesign drainage channel and inlets at 151 Spring St | \$3000.00 |
| b. Lower and Remove concrete cover. Replace concrete lid with Steel Grate | |
| 4. Monument Rd Maintenance | |
| a. Dig out ditch along pavement to keep debris from covering roadway. | Labor Only |
| 5. Douglas and Painter St Drain Inlet berm repairs. | |
| a. Redesign berm around Douglas St and Painter to keep water from over flowing across Painter St. | \$195.00 |
| 6. Painter St and Belleview Ave Ditch maintenance | |
| a. Excavate deposited material out of Drainage ditch to prevent blockages. | Labor Only |

\$6,945⁻

**Ogle Ave / Spring St
Drainage Repairs**

SPRING STREET

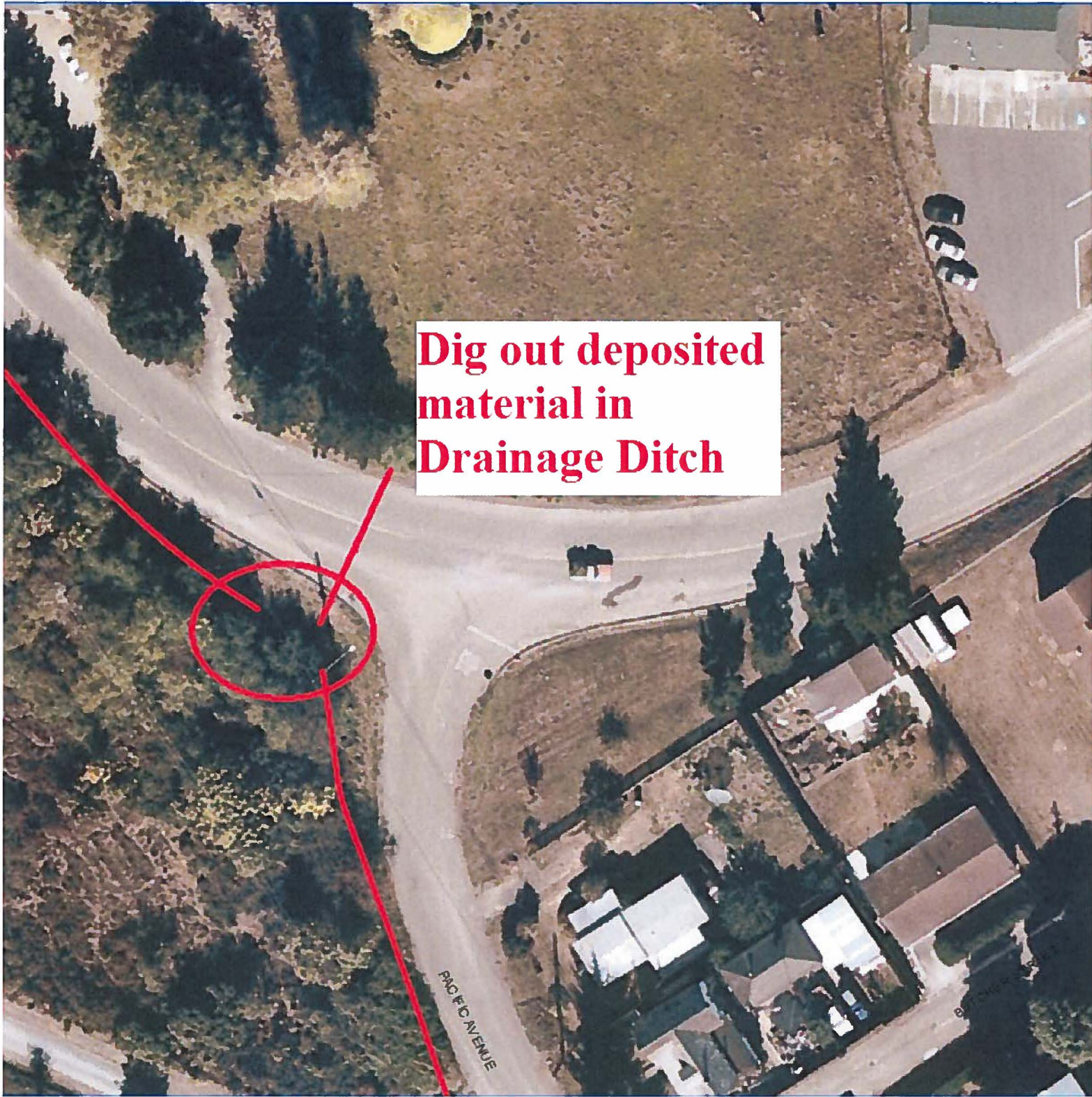
OGLE STREET



**Rebuild Berm around
Drain Inlet**



**Dig out deposited
material in
Drainage Ditch**



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



TO: Honorable Rio Dell City Council

FROM: Jim Stretch, City Manager

DATE: January 3, 2013

SUBJECT: Approval of job class descriptions for all city position; adoption of Resolution 1190-2013 to amend the Personnel Allocation Table and set new salary range

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1.) Approve the attached new job descriptions for: a) City Manager, b) Water and Roadways Superintendent, c) Wastewater Superintendent, d) Water/Wastewater Treatment Plant Operator I/II, d) Utility Worker I/II, and e) Chief or Police.
- 2.) Adopt Resolution 1190-2013, amending the Position Allocation Table to:
 - a) Add one (1) Water/Wastewater Plant Operator I/II and delete one (1) Utility Worker I/II, and
 - b) Set the salary range for the Water/Wastewater Plant Operator I at \$31,135 to \$35,042 and the II level at \$34,248 to \$38,547 for 2012-13.

Background

Attached are six (6) job descriptions have been recently reviewed for amendment, some by Cooperative Personnel Services (CPS) at the request of the City Manager and others amended by the City Manager after consultation with the employee. The minor changes are as follows:

1. *City Manager.* The present job description is a meld of the description of the City Manager and the Director of Public Works and it reads as different jobs in one description. The recommended job description was prepared with the assistance of CPS and reads as an integrated description. There are no substantive changes.
2. *Water/Roadways Superintendent Superintendent.* The job description is recommended to be amended to require a valid class “B” California Driver’s License and a Water Treatment Plant Operator Grade Certificate for which the plant is certified by the State, moving up from a grade II to a grade III.
3. *Wastewater Superintendent.* The job description is recommended to be amended to state that a valid class “B” California Driver’s License is not required, but is highly desirable, and a Wastewater Operator Grade Certificate is required for which the plant is certified by the State, going from a grade II to III.
4. *Water/Wastewater Plant Operator I/II.* The job description is recommended to be amended to clearly set forth that the “I” level is the entry level requiring with certificates for both the water and wastewater plants. The “II” level requires a “B” class driver’s license and the “II” level certificates for both the water and wastewater plants.
5. *Utility Worker I/II.* The job description for the “II” level is recommended to require a class “B” California Driver’s License within 1 year of appointment.
6. *Chief of Police.* The job Description is recommended to reflect that the position administers the City’s animal control and shelter program and the nuisance abatement program and must have knowledge of California Animal Shelter laws. The job description is also updated to require that the Chief possesses a Bachelor of Arts degree in the Administrative of Justice or a related field.

In September 2010 CPS prepared for the City a total compensation study which was used to adjust salaries to 85% of the median determined by the salary survey with comparable agencies. But, the salary range for the Water/Wastewater Plant Operator I/II positions were not set then because the position was not allocated to be filled. The

recommended salary ranges for the I and II levels have been determined by staff using the same methodology as before and are \$31,135 to \$35,042 and \$34,248 to \$38,547 respectively.

The Position Allocation Table is recommended to be amended to add (1) Water/Wastewater Plant Operator I/II position and delete (1) Utility Worker I/II position. The justification for this change is that a Utility Worker II currently has the required water and wastewater certificates issued by the California Department of Health and does work more than 50% of his time in the operation of the water and wastewater plants during peak demand periods, for on-call and for vacations and sick relief.

Attachments: -Resolution 1190-2013 amending Position Allocation Table
 -Job descriptions for all city positions

CITY MANAGER

DEFINITION

Under policy direction of the City Council, the City Manager plans, manages, oversees, and directs the City's activities and operations in accordance with the policies and procedures set forth by the City Council.

DISTINGUISHING CHARACTERISTICS

The City Manager is an at-will position reporting directly to the City Council. The City Manager's Office is responsible for the efficient administration of all City resources and operations in accordance with City Council policy. The City Manager provides overall planning, supervisory direction, and control of City programs and services. The City Manager directs two department heads (Finance and Police) and consulting attorney in implementing City policy. Public Works and Community Development (with assistance of consulting engineers, planners, and building inspectors), City Clerk, Personnel, Purchasing, Emergency Services and Public Information are direct functions of this office.

EXAMPLES OF DUTIES (Illustrative Only)

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

- Accepts full responsibility for all City activities, programs, and services which includes directing the development and implementation of goals, objectives, policies and procedures for the City as a whole and for the Public Works Department; ensures that established goals and objectives are achieved.
- Analyzes and evaluates the effectiveness of City operations, services, and programs, reports findings, and develops recommendations for enhancing the City's operations and services in collaboration with the City Council, City officials, Department Heads, and other management level City personnel.
- Advises City department and division heads regarding the full range of organizational, management, administrative, budget, and financial policies and related issues.
- Confers with City elected officials, department and division heads, and other personnel to discuss, identify, and assess their organizational, management, administrative, budget, and financial problems, work plans, and strategic plans; makes appropriate decisions or recommendations; oversees the preparation and implementation of long range plans for the City. Serves as a resource for the City Council.
- Accepts full administrative responsibility for all of the Public Works Department related activities and services, including engineering, streets, fleet, water, parks and landscape maintenance and facilities maintenance; coordinates activities with other City officials, departments, outside agencies, organizations, and the public. Confers with engineers, legal advisors, citizens, and City officials on public works projects and activities; reviews and evaluates work methods

- Confers with appropriate others to effect cooperation in matters of joint concern, to solve administrative and operational problems, and to stimulate economic, cultural, and organizational development, including lobbying other governmental agencies for services or financial grants.
- Directs, manages and participates in the preparation and administration of the City budget; prepares the Public Works Department's budget; and develops and implements the City's Capital Improvement Program and budget. Presents, justifies and defends programs, operations, and activities; monitors and approves expenditures; resolves budget issues with appropriate staff and implements adjustments as necessary.
- Negotiates contracts for services, real estate purchases and sale agreements, owner participation agreements, personnel service agreements, and other legal instruments; administers and/or oversees the management of a variety of design, construction, and maintenance contracts and contractors; ensures compliance with performance and cost agreements; evaluates the cost effectiveness of agreements.
- Directs and participates in matters pertaining to collective bargaining, personnel disciplinary issues, salary and benefit analysis and administration, labor negotiations, and grievance procedures.
- Directs, supervises, motivates, trains, and evaluates the work performance of City department and/or division heads.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, water distribution systems, buildings, traffic control devices, and other related facilities and equipment for maintenance, repair, and replacement.
- Attends and participates in professional and community meetings; stays current on issues relative to public administration, economic development, and the field of engineering and public works; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the City organization.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Advises City officials regarding cooperative efforts with government units, public-private sector partnerships, privatization efforts, consolidation of services, and related issues.

QUALIFICATIONS

Knowledge of:

- Modern public management, organization, and administrative theories, principles, and techniques at local government level
- City government finance and administration, including State and National laws affecting the operations of the City.
- Applicable municipal functions, organization, and methods, including public works, utilities, planning, budgeting and purchasing, personnel administration, municipal law, records management, recreation and leisure services, economic development, and police science.

- Social trends and problems.
- Mathematical concepts necessary to analyze budget, accounting, and legal documents.
- Principles and practices of Public Works and Engineering management
- Principles, practices, and techniques of civil engineering, including the planning, design, construction, contract management, and inspection of municipal public works projects
- Principles and practices of street maintenance, traffic control device maintenance, equipment maintenance, storm drain systems maintenance, water distribution system maintenance, sewerage collection systems construction and maintenance, facilities maintenance, capital projects, and public utilities
- Methods and techniques of supervision, training, performance evaluation, and motivation
- Standard office procedures, practices, and equipment, including a computer and applicable software

Ability to:

- Listen to and understand the personnel, fiscal and organizational needs of City department and division heads and other personnel.
- Analyze trends and problems of a City and develop long-range plans adapted to identified trends.
- Provide effective leadership and coordinate the activities of a complex municipal organization, including public works and economic development programs and activities.
- Win and retain the confidence and cooperation of legislative bodies, government officials, and representatives of the public.
- Develop and direct a sound public relations program.
- Manage, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Prepare and administer complex municipal budgets
- Prepare and present accurate, clear and concise administrative and financial reports containing findings and recommendations.
- Analyze problems and identify alternatives and sound solutions
- Analyze complex programs, documents, and financial reports, including making recommendations for options and improvements.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Operate a personal computer using standard and customized software applications appropriate to assigned tasks, including spreadsheets.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Monitor local, state and federal grant programs for potential project funding; prepare funding applications for public works and capital improvement projects; monitor grant expenditures and prepare reports as required.

- Prepare bid specifications for vehicle and equipment acquisitions/leases, and bid packages for capital facility projects and community improvements.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; and display integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience:

Bachelor’s Degree in Public Administration or a closely related field.

Seven years of progressive responsible experience in municipal administration and/or public works administration, including at least three (3) years at a management level.

Experience as a City or County Manager or Assistant City or County Manager is preferred.

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

Other Requirements:

Valid Class C California State 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 frequently up to 25 pounds and occasionally up to 100 pounds; daily stand, walk and sit; occasionally climb, stoop, kneel, crouch, reach, push, pull, crawl, and maintain balance.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily inside and occasionally outside in various types of weather.

WATER AND ROADWAYS SUPERINTENDENT

DEFINITION

Provides and performs a variety of tasks required to manage, plan, supervise and direct the operation, maintenance, modification, and improvement of the City's water collection, treatment and distribution facilities and system, as well as, the construction, maintenance and repair of the City's streets, sidewalks, drains and signs. Performs other related duties as assigned. Serves as backup to the Wastewater Superintendent in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is a mid-management, supervisory position. Working under the general supervision of the City Manager/Public Works Director, the incumbent has overall responsibility for the City's water and roadways systems, including directing, supervising and performing operations and maintenance activities for the City's water and roadways systems, assisting with the development and implementation of the section budget, special projects, goals, objectives, policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

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

- Plans, schedules, supervises and performs all operation and maintenance activities relating to water distribution and treatment, including water treatment plant and water booster station.
- Plans, assigns, and supervises a work crew engaged in a wide variety of street maintenance and limited construction activities such as street repairs, cleaning, painting and signing of streets, as well as the maintenance of storm drains, and general grounds keeping; inspects work in progress and assists crew in resolving difficult work problems.
- Establishes rules, procedures and standards of work; is responsible for the training of staff with regard to established rules, procedures and work standards; including safety training.
- Implements and enforces safety regulations and/or procedures, including procedures for new equipment or work processes; maintains Material Safety Data Sheets on all hazardous substances that staff may work with or around. Ensures that Material Safety Data Sheets are readily available to employees and that staff has read and understands the information contained in them.
- Ensures the City's compliance with United States Environmental Protection Agency (USEPA), the State of California Department of Public Health, and the State Regional Water Control Board to provide the City of Rio Dell with drinking water that meets all State and Federal primary and secondary drinking water standards and requirements.
- Prepares a variety of activity and operational reports and maintains records required by government agencies; assures compliance with reporting requirements of regulatory

agencies; and serves as the City's representative with representatives from water regulatory agencies.

- Prepares cost estimates and orders materials and equipment as needed, ensuring an adequate inventory of supplies, parts and equipment for plant and laboratory operations, as well as, roadway operations; researches type and source of equipment and prepares justifications for major purchases.
- Supervises and performs water sampling activities and chemical analysis to assure proper balance of treatment steps.
- Maintains and adjusts the water treatment record data logging system and the SCADA system for the water treatment facilities.
- Makes recommendations for improvement and construction of treatment facilities, assists in the review of plans and specifications and monitors the work of consultants and contractors.
- Attends, meetings, workshops and trainings in addition to reading professional manuals to stay abreast of new and existing regulations affecting areas of responsibility.
- Participates in interview process and makes hiring recommendations for positions within the water and roadway division of the Department of Public Works.
- Formally evaluates the work of others within the parameters of the City's evaluation guidelines.
- Prepares requisitions for the purchase of tools, equipment and other materials; maintains inventory for areas of responsibility.
- Assists the City Manager/Public Works Director in the development and administration of the annual operating budget for the water and roadways division.
- Coordinates activities with other divisions, departments and agencies.
- Responds to complaints, inquires and audit requests.
- Performs other related duties as assigned.

QUALIFICATIONS

Thorough Knowledge of:

- Principles and practices of water and wastewater collection, storage, treatment and distribution system operations.
- Operating principles of valves, pumps, motors, and a wide variety of electronic and computerized control systems.
- Federal, state, local and other regulations that apply to municipal water and wastewater operations.
- Principles and methods of bacteriological and chemical water and wastewater analysis.
- Applied chemistry and mathematics as used in the analysis of water and wastewater sampling.
- Effects and problems of industrial waste in wastewater treatment processes.
- Types and levels of maintenance and repair activities generally performed in street maintenance activities.
- Materials, methods, practices and equipment used in street maintenance activities.
- Occupational hazards and standard safety precautions necessary in water treatment, road repair, and storm drain maintenance work.
- Principles, practices, and methods of handling or responding to hazardous spills.

- Principles and practices of supervision, training, employee development, and performance management.
- The City's wastewater and water facilities and systems
- Principles of budget preparation and expenditure control.
- Principles and practices of safety program development and control.
- Principles and practices of Standard English grammar, spelling and punctuation.
- Principles of executive report preparation and presentation.
- Standard office computer software, including word-processing, spreadsheets, and data base programs.

Ability to:

- Work independently and direct staff in daily activities and emergency response situations.
- Diagnose operating problems associated with water and wastewater systems and determine appropriate and effective corrective procedures.
- Demonstrate the use and care of street maintenance repair tools and equipment.
- Prepare written correspondence, required reports, and maintain complete record keeping procedures.
- Supervise, train and evaluate employees.
- Motivate employees in an atmosphere that promotes positive morale
- Read, understand and interpret and apply a wide variety of written materials including legal requirements, regulations, safety material, and technical manuals
- Calculate complex formulas and quantities
- Communicate clearly both orally and in writing
- Establish and maintain effective working relationships with co-workers, supervisor, employees in other City departments, contractors, vendors and representatives of regulatory agencies
- Estimate equipment, materials, and labor needs to assist in budget preparation.
- Deal effectively and courteously with others.
- Respond to and prioritize multiple requests, projects, and activities
- Operate computer equipment and use standard and specialized software programs to enter and retrieve data and prepare a variety of correspondence and reports.
- Work under pressure and perform a wide variety of duties with accuracy and speed.
- Quickly learn and apply new skills and knowledge brought about by rapidly changing information and technology.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Possession of a high school diploma or GED. Supplemental college level courses in English, Biology, Chemistry, Math and elements of supervision are highly desirable.

-And-

Five (5) years of progressively responsible experience in the operation and maintenance of water treatment, collection, storage and distribution facilities and systems, as well as, the maintenance and repair of streets.

Other Requirements:

Must possess and maintain the following:

- Valid Class B or higher level California State driver's license with satisfactory driving record.
- State of California Department of Health Services, Water Treatment Operator Certificate at the Grade for which the plant is certified by the State.
- California State Water Resources Control Board, Wastewater Treatment Plant Operation - Certificate Grade II
- State of California Department of Health Services, Water Distribution Operator Certificate - Grade II
- Certificate as a Forklift Operator is required within 60 days of appointment.

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 frequently up to 25 pounds and occasionally up to 100 pounds; frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

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

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

WASTEWATER SUPERINTENDENT

DEFINITION

Provides and performs a variety of tasks required to manage, plan, supervise and direct the operation, maintenance, modification, and improvement of the City's wastewater collection, treatment and disposal facilities and system. Manages the acquisition, maintenance and repair of all City wastewater equipment. Performs other related duties as assigned. Serves as backup to the Water Superintendent in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is a mid-management, supervisory position. Working under the general supervision of the Public Works Director, the incumbent has overall responsibility for the City's wastewater system, including directing, supervising and performing operations and maintenance activities for the City's wastewater system, assisting with the development and implementation of the section budget, special projects, goals, objectives, policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

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

- Ensures the City's compliance with United States Environmental Protection Agency (USEPA), the California Environmental Protection Agency (CALEPA), the National Pollution Discharge Elimination System (NPDES) requirements and the State Regional Water Resources Control Board.
- Plans, schedules, supervises and performs all operation and maintenance activities relating to wastewater collection, treatment, and disposal, including wastewater collection systems, wastewater lift stations and wastewater treatment plant.
- Establishes rules, procedures and standards of work; is responsible for the training of staff with regard to established rules, procedures and work standards.
- Supervises and performs water sampling activities and chemical analysis to assure proper balance of treatment steps and meeting of effluent requirements.
- Maintains and adjusts the wastewater treatment record data logging system and the SCADA system for the wastewater treatment facilities.
- Trains staff on safe use of equipment; maintains Material Safety Data Sheets on all hazardous substances that the water staff may work with or around. Ensures that Material Safety Data Sheets are readily available to employees and that wastewater staff has read and understands the information contained in them.
- Prepares a variety of activity and operational reports and maintains records required by government agencies; assures compliance with reporting requirements of regulatory agencies; and serves as the City's representative with representatives from wastewater regulatory agencies.

Wastewater Superintendent

- Makes recommendations for improvement and construction of treatment facilities, assists in the review of plans and specifications and monitors the work of consultants and contractors.
- Ensures an adequate inventory of supplies, parts and equipment for plant and laboratory operations; researches type and source of equipment and prepares justifications for major purchases.
- Attends, meetings, workshops and trainings in addition to reading professional manuals to stay abreast of new and existing regulations affecting areas of responsibility.
- Participates in interview process and makes hiring recommendations for positions within the wastewater division of the Department of Public Works.
- Formally evaluates the work of others within the parameters of the City's evaluation guidelines.
- Prepares requisitions for the purchase of tools, equipment and other materials; maintains inventory for areas of responsibility.
- Assists the Public Works Director in the development and administration of the annual operating budget for the wastewater division.
- Coordinates activities with other divisions, departments and agencies.
- Responds to complaints, inquires and audit requests.
- Serves as the backup to the Water Superintendent in his/her absence.
- Performs other related duties as assigned.

QUALIFICATIONS

Thorough Knowledge of:

- Principles and practices of water and wastewater collection, storage, treatment and distribution system operations.
- Operating principles of valves, pumps, motors, and a wide variety of electronic and computerized control systems.
- Federal, state, local and other regulations that apply to municipal water and wastewater operations.
- Principles and methods of bacteriological and chemical water and wastewater analysis.
- Applied chemistry and mathematics as used in the analysis of water and wastewater sampling.
- Effects and problems of industrial waste in wastewater treatment processes.
- Principles and practices of supervision, training, and employee development.
- The City's wastewater and water facilities and systems
- Principles of budget preparation and expenditure control.
- Principles and practices of safety program development and control.
- Principles and practices of Standard English grammar, spelling and punctuation.
- Principles of executive report preparation and presentation.

Wastewater Superintendent

- Standard office computer software, including word-processing, spreadsheets, and data base programs.

Ability to:

- Work independently and direct staff in daily activities and emergency response situations.
- Diagnose operating problems associated with water and wastewater systems and determine appropriate and effective corrective procedures.
- Prepare written correspondence, required reports, and maintain complete record keeping procedures.
- Supervise, train and evaluate employees.
- Motivate employees in an atmosphere that promotes positive morale
- Read, understand and interpret and apply a wide variety of written materials including legal requirements, regulations, safety material, and technical manuals
- Calculate complex formulas and quantities
- Communicate clearly both orally and in writing
- Establish and maintain effective working relationships with co-workers, supervisor, employees in other City departments, contractors, vendors and representatives of regulatory agencies
- Use standard and specialized computer software applications.
- Estimate equipment, materials, and labor needs to assist in budget preparation.
- Deal effectively and courteously with others.
- Respond to and prioritize multiple requests, projects, and activities
- Operate computer equipment and software programs to enter and retrieve data and prepare a variety of correspondence and reports.
- Work under pressure and perform a wide variety of duties with accuracy and speed.
- Quickly learn and apply new skills and knowledge brought about by rapidly changing information and technology.

Education and Experience:

Possession of a high school diploma or GED.

-And-

Five (5) years of progressively responsible experience in the operation and maintenance of wastewater treatment, collection, and disposal facilities and systems

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

Other Requirements:

Must possess and maintain the following:

- valid Class C or higher level California State driver's license. A valid Class B California Driver's license is highly desirable

Wastewater Superintendent

- California State Water Resources Control Board, Wastewater Treatment Plant Operation Certificate at the Grade for which the plant is certified by the State
- State of California Department of Health Services, Water Treatment Operator Certificate - Grade II
- State of California Department of Health Services, Water Distribution Operator Certificate - Grade II

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 frequently up to 30 pounds and occasionally up to 100 pounds; frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

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

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

WATER/WASTEWATER TREATMENT PLANT OPERATOR I/II

DEFINITION

Participates in the operation and maintenance of the water/wastewater treatment plants. Monitors plant equipment and processes to ensure plant efficiency, and makes adjustments accordingly; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

Water/Wastewater Treatment Plant Operator I

Working under direct supervision, Water/Wastewater Treatment Plant Operator I is the entry-level in the Water/Wastewater Treatment Plant Operator series. Employees at this level receive in-service training in the less complex and more routine tasks involving the maintenance and operation of the equipment and systems of the water and wastewater treatment plants. As requisite skills and knowledge are developed, greater independence and full scope of responsibility is exercised. Some positions may be allocated at Level I due to the limited nature of the work. Otherwise, positions in this class are usually flexibly staffed and incumbents are expected to advance to the higher level of Water/Wastewater Treatment Plant Operator II after successfully completing a probationary period, demonstrative proficiency, and obtaining any additional requirements which are needed to meet the qualifications for the higher level class as determined by the department.

Water/Wastewater Treatment Plant Operator II

Working under general supervision, this is the journey level in the Water/Wastewater Treatment Plant Operator series. Employees at this level are expected to be fully qualified to perform the full range of water/wastewater treatment plant operation and maintenance duties, including that which requires additional certifications. Positions in this class are typically flexibly staffed and normally filled by advancement for the lower level of Water/Wastewater Treatment Plant Operator I, or if filled from the outside, require prior related experience.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following. For Water/Wastewater Treatment Plant Operator I, duties are performed at the trainee level.

- Monitors and adjusts plant equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reads gauges, dials and other instruments that depict and/or record data.

Water/Wastewater Treatment Plant Operator I/II

- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and corrects system problems as necessary
- Services and maintains a variety of plant equipment, including pumps, valves, motors, filters, meters, and related equipment.
- Interprets laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Performs proper usage and handling of chemicals according to industry standards.
- Performs preventive maintenance on equipment and instruments to ensure efficient operation and accurate instrument readings, including referencing related manuals to explain device functions as necessary.
- Inspects treatment plant equipment and back up generators to ensure proper operation, locate and report needed repairs.
- Maintains accurate records, including calculating the daily use of energy and chemicals, and completing required monthly reports.
- Performs daily equipment checks, including cleaning and painting plant equipment, daily programming of discharge timer, and related duties.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner. Informs supervisor regarding information and topics discussed.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs landscape maintenance around water and wastewater facilities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- Operating principles of valves, pumps, piping, bearings, motors, electrical and electronic equipment and mechanical systems for water and/or wastewater treatment technology.
- Water/wastewater sampling procedures and chemical and biological laboratory tests used in monitoring water/wastewater treatment processes and interpretation of results.
- Mathematics, biology, and water and/or wastewater treatment sciences.
- Standards and regulations related to the collection, treatment, disposal, and distribution of water and wastewater.
- Basic equipment troubleshooting principles and practices
- Principles, methods, and practices of water and/or wastewater collection, treatment, disposal and/or distribution including basic chemistry and hydraulics as applied to water/wastewater treatment.

Water/Wastewater Treatment Plant Operator I/II

- Record keeping techniques.
- Safe work procedures related to work, including the storage and handling of toxic chemicals in confined spaces
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Learn and perform a wide range of operations, repair, and maintenance activities at water and wastewater treatment facilities, water and sewer pumping facilities, disposal facilities and/or storage facilities.
- Work independently, and with full responsibility for the facilities as needed.
- Prioritize tasks and problems, with the more critical problems being handled first.
- Work quickly and efficiently.
- Operate and maintain various pumps, piping, and mechanical systems for water and/or wastewater treatment.
- Perform laboratory tests and interpret the results.
- Read, understand and apply a wide variety laws, rules mandated standards and regulations, instruction manuals, blue prints, diagrams, labels, and other technical information.
- Keep accurate records, and write reports.
- Work with dangerous chemicals in a safe and prudent manner.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Perform mathematical calculations, including percentages, proportions, and the use of analytical formulas
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience

Water/Wastewater Treatment Plant Operator I/II

Possession of high school diploma or GED

Water/Wastewater Treatment Plant Operator I

Water/Wastewater Treatment Plant Operator I/II

One (1) year of experience in the maintenance and repair of water and wastewater treatment, collection, distribution, storage, or disposal equipment/systems.

Water/Wastewater Treatment Plant Operator II

Two (2) years of experience equivalent to Water/Wastewater Treatment Plant Operator I in the City of Rio Dell

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

Other Requirements:

Water/Wastewater Treatment Plant Operator I

Must possess and maintain the following:

- Valid California Class C State Driver's license with satisfactory driving record
- Valid California Class B State Driver's license with air brake endorsement may be required
- Water and/or Wastewater Treatment Plant Operator-In-Training Certificate as issued by the California State Department of Health Services or the State Water Resources Control Board within 60 days of appointment (unless the incumbent possesses a Water and/or Wastewater Treatment Plant Operator Grade II certificate)
- Water and Wastewater Treatment Plant Operator Grade I Certificates as issued by the California State Department of Health Services or the State Water Resources Board within the second testing period following eligibility
- Satisfactory certificate as a forklift within 30 days of appointment.

Water/Wastewater Treatment Plant Operator II

Must possess and maintain the following:

- Valid California Class C State Driver's license with satisfactory driving record
- Valid California Class B State Driver's license with air brake endorsement is required
- Water and Wastewater Treatment Plant Operator Grade II Certificates as issued by the California State Department of Health Services or the State Water Resources Control Board
- Satisfactory certificate as a forklift within 30 days of appointment.

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.

Water/Wastewater Treatment Plant Operator I/II

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 frequently up to 20 pounds and occasionally up to 100 pounds; frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

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

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

UTILITY WORKER I/II

DEFINITION

Performs a wide variety of semi-skilled and skilled maintenance and repair work pertaining to the City's facilities including, buildings, grounds, streets, water and wastewater facilities and systems, and other property; participates as a crew member on various construction and maintenance projects by assisting with pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, painting, asphalt/concrete installations and repair, and other general maintenance tasks; and performs directly related work as required. Work is performed under the immediate and general supervision of the Public Works Crew Supervisor.

DISTINGUISHING CHARACTERISTICS

Utility Worker I

Working under immediate supervision, Utility Worker I is the entry-level in the Utility Worker series. Employees at this level receive in-service training in the less difficult and more routine semi-skilled and skilled tasks involving the routine maintenance and repair of City facilities, systems, buildings, grounds, and equipment. As requisite skills and knowledge are developed, greater independence and full scope of responsibility is exercised. Some positions may be permanently allocated at Level I due to the limited nature of the work. Otherwise, positions in this class are usually flexibly staffed and incumbents are expected to advance to the higher level of Utility Worker II after successfully completing a probationary period, demonstrating proficiency, and obtaining any additional requirements which are needed to meet the qualifications for the higher level class as determined by the department.

Utility Worker II

Working under general supervision, this is the journey level in the Utility Worker series. Employees at this level are expected to be fully qualified to perform the full range of utility maintenance and repair work, including that which requires a Class B commercial driver's license and/or additional required certifications specific to the functional area of assignment. Positions in this class are typically flexibly staffed and normally filled by advancement from the lower level of Utility Worker I, or if filled from the outside, require prior related experience.

EXAMPLES OF DUTIES (Illustrative Only)

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

- Assists with maintenance of water and wastewater distribution and collection systems. Repairs and maintains drainage, hydrants, water and sewer lines to ensure

proper function; disassembles, rebuilds, cleans and overhauls/replaces valves, filters, pipe fittings and other assorted equipment; maintains accurate records of work performed.

Performs general upkeep and maintenance of City buildings and property ;

- Works as a crew member on construction and maintenance projects by assisting with tasks such as cutting pavement, digging ditches, cleaning manholes and lines, repairing pipes and main lines, laying pipe and backfilling soil, and painting, installing, maintaining and patching asphalt and concrete;
- Maintains, replaces, repairs and reads water meters;
- Observes safe work methods and makes appropriate use of related safety equipment as required;
- Performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner and relays questions or comments to supervisor to take action.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- Basic principles and practices of construction, maintenance, and repair activities specific to functional area of assignment;
- The safe and proper use of basic hand tools, power tools, and other related construction equipment;
- Mechanical servicing of pumps, motors, and valves;
- Basic safety principles and practices of maintenance and repair activities;
- Related Federal, State, and local ordinances and regulations governing specified maintenance operations;
- The techniques, methods, and materials related to construction and maintenance work in the area of assignment;
- The maintenance and operation of related light to heavy duty equipment used in functional area of assignment.

Ability to:

- Work independently with minimal supervision;
- Comply with specified safety regulations and procedures;

- Operate assigned heavy equipment, including backhoe and tractors;
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Prepare and present accurate and reliable reports containing findings and recommendations;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience:

Utility Worker I

Possession of a high school diploma or GED.

Utility Worker II (in addition to Utility Worker I requirements):

One (1) year of maintenance and construction experience that included responsibilities for basic maintenance and repair of water and wastewater facilities and equipment.

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

Other Requirements:

Utility Worker I

Must possess and maintain the following:

- valid California Class C or higher level driver's license and satisfactory driving record;
- valid Grade I certificate as a Water Distribution Operator issued by the California State Department of Health Services within one (1) year of appointment.
- satisfactory certification as a forklift operator within 30 days of appointment.

Utility Worker II

Must possess and maintain the following;

- valid California Class C or higher level driver's license record and California Class B driver's license within one year of appointment to Utility Worker II,

and satisfactory driving.

- valid Grade II or higher certificate as a Water Distribution Operator issued by the California State Department of Health Services.
- satisfactory certificate as a forklift operator, or must obtain such a certificate within 30 days of appointment.

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 frequently up to 25 pounds and occasionally up to 100 pounds; to frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

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

Work is performed both inside and outside in various types of weather ,incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

**RESOLUTION NO. 1190-2013
CITY OF RIO DELL
REPEALING RESOLUTION NO 1179-2012
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			
Accountant 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	1	1	2
Fiscal Assistant II	1	1	-
Police Corporal	1	-	-
Police Officer	5	3	3
Police Records Technician	1	-	-
Police Sergeant	1	1	1

Public Works Leadman	1	1	0
PW Administrative Technician	1	1	-
Senior Fiscal Assistant	1	-	-
Utility Worker I	3	4	3
Utility Worker II		-	-
Water/Wastewater Plant Operator I			1
Water/Wastewater Plant Operator II			
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 3rd day of January 2013.

Ayes: Woodall, Leonard, Marks, Thompson and Wilson
 Noes: None
 Abstain: None
 Absent: None

Julie Woodall, Mayor

ATTEST:

Karen Dunham, City Clerk

POLICE CHIEF

DEFINITION

Directs, organizes, and manages all City law enforcement operations and Animal Control Operations; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to plan, organize, and direct the administration and operation of the City Police Department to ensure the protection of life, and the maintenance of law and order for all City residents. The work is performed under direction of the City Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all Police Department personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment, and also in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides administrative management, leadership, and motivation to all Police Department personnel to facilitate the provision of efficient and effective public safety measures, the maintenance of a positive quality of life for all City residents, and to ensure professional standards are maintained by Department personnel at all times.
- Plans, organizes, directs, and evaluates the work of Department personnel in implementing the expressed goals, policies, and directives of the City Police Department.
- Develops policies and procedures designed to increase the efficiency and effectiveness of law enforcement operations, and to address the City's public safety needs.
- Selects, trains, motivates, and evaluates Police Department personnel, including making hiring and other personnel decisions, ensuring proper training of department personnel, monitoring performance evaluations, and implementing discipline and termination procedures as necessary.
- Interprets and facilitates the implementation of departmental policies and rules as required.

Police Chief

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Advises subordinates on current problems, instructions, outline of policies, and other matters of importance affecting daily operations.
- Plans, directs, and coordinates through subordinate level managers the Department's work plan.
- Provides fiscal administration of the Police Department budget, including monitoring expenditures, approving materials, equipment and supplies, approving specifications for major expenditures, and seeking out funding sources such as grants and donations to help meet the Department's financial needs.
- Evaluates programs within the Department to appraise effectiveness, and to assess general conformance with orders, rules, and regulations.
- Develops solutions, and determines the appropriate course of action necessary to address deficiencies, and to meet the Department's changing needs.
- Develops, reviews, and discusses proposals and ideas for policies, programs, procedures, and/or operating standards.
- Analyzes and recommends approaches to current and anticipated law enforcement problems.
- Confers with the City Administration and elected officials in the planning and implementation of efficient and effective public safety measures designed to meet community policing expectations and needs.
- Enforces all local, State, and Federal laws within City jurisdiction, and in coordination with surrounding jurisdictions and law enforcement entities, including State and Federal agencies as necessary.
- Provides effective professional liaison between the Police Department and the general public to ensure the promotion of goodwill, cooperation, and open communication between the Department and the community at large.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Evaluates major incidents or situations, and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated command officers in a timely and efficient manner as required.
- Studies crime reports and adjusts personnel assignments to ensure all major incidents and trends are addressed in an appropriate manner.
- Monitors the work of all City law enforcement personnel to ensure all official Police Department business is conducted in a professional manner, and in accordance with established laws and procedures.
- Coordinates activities with other law enforcement and public service agencies, including participating in high profile or complex investigations as necessary.

Police Chief

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Reviews criminal activity data and trends, and modifies enforcement efforts and activities to meet community needs.
- Stays abreast of trends and developments affecting law enforcement management.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Administers the City's animal control and shelter program, including contract administration.
- Administers the nuisance abatement program for the City.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of the principles and practices of law enforcement programs development, administration and management techniques.
- Comprehensive knowledge of the organizational and management practices of municipal law enforcement program development and administration.
- Comprehensive knowledge of the technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Comprehensive knowledge of Federal, State, County, and City Municipal codes, laws and regulations.
- Comprehensive knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.

Police Chief

Knowledge of: Continued

- Comprehensive knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, custody of offenders, and rules relating to the seizure and preservation of rules of evidence.
- Comprehensive knowledge of offensive and defensive weapons nomenclature and theory.
- Comprehensive knowledge of appropriate self defense tactics.
- Comprehensive knowledge of effective and appropriate interviewing and interrogation techniques.
- Comprehensive knowledge of first aid and CPR procedures.
- Comprehensive knowledge of the safe and appropriate use of firearms and other related police equipment.
- Comprehensive knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Thorough knowledge of the general principles and practices of supervisory, training, and administrative principles and practices.
- Thorough knowledge of advanced principles and practices of municipal budget preparation and administration, and budget preparation methods.
- Knowledge of the humane treatment of animals and California Animal Shelter Laws as provided in California Civil, Food and Agricultural and Penal Codes.
- Comprehensive knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques.

Skill in:

- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Planning, organizing, directing, and coordinating the work of supervisory, professional, and technical personnel.
- Providing effective professional and administrative leadership and direction, supervision, and motivation to all Police Department personnel.
- Effectively interpreting and applying laws, regulations, policies, and procedures.
- Meeting required first aid standards as prescribed by the State of California, and to effectively administer appropriate first aid as necessary.
- Demonstrating skill and efficiency in firearms use.
- Effectively applying principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.

- Effectively maintaining composure under adverse conditions such as public harassment, critical injuries, and death.

Police Chief

Skill in: Continued

- Establishing and maintaining effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic, and economic backgrounds.
- Analyzing situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action.
- Presenting evidence in court in an effective and professional manner.
- Working flexible hours and shifts as assigned.
- Prioritizing work and work independently using good judgment in decision-making.
- Administering defense tactics and other defensive measures in a diplomatic and appropriate manner.
- Effectively employing a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques.
- Safely and effectively operating a patrol vehicle at high rates of speed requiring good judgment and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public.
- Effectively observing and accurately recalling names, faces, numbers, incidents, and places.
- Meeting physical requirements established by Department.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard or customized software applications appropriate to assigned tasks.
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Police Chief

Other Requirements:

- Valid Class C California State Driver's license.
- P.O.S.T. Management Certificate.

Desirable Education and Experience:

Bachelor's Degree in Administration of Justice, Sociology, Public Administration or a related field.

Seven or more years of municipal, supervisory law enforcement experience, including at least 3 years administrative supervisory experience.

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

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



January 3, 2013

TO: Honorable Mayor and City Council
FROM: Jim Stretch, City Manager
SUBJECT: Status report on City Hall floor covering

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Receive and file this report

BACKGROUND AND DISCUSSION

On October 16, 2012 the City Council received a report from the City Manager concerning the content of asbestos in the vinyl tile in City Hall. While only a small amount of the tiles needs to actually be removed, the balance of the flooring is considered "tight" and simply needs to be covered with an impervious material, such as a special glue backed carpet. The Council approved a final budget amendment in the amount of \$25,000 for the project.

Accordingly, on December 6, 2012 City Hall staff began boxing items and moving furniture and files into a rental truck and metal container. Public Works removed the hot water heaters in utility closets and laundry tub and took up the old carpet and pad where there was tile underneath. Friday afternoon the building was closed and that evening the asbestos contractor removed the floor tiles as required and the cleaning contractor stripped the floor of wax and the carpeting job began Monday morning at 6:00am. The front office was up and running by noon and the building was reopened to the public. It pretty took the entire the entire week to complete the job and reestablish the offices. In the process files were consolidated and purged and the Police Department received a major makeover.

There were some costs that were not anticipated, such as:

1. Replacement of both small water heaters and plumber cost
2. Communication contractor expense to relocate random phone lines and cables into wall receptacles
3. IT contractor expense to hook up some computers and printers after the move
4. New desk for PD Sergeant since the built-in in the front office was removed.
5. Police Department conference table returned from Council Chambers-new table for chambers. Old table with broken glass top was surplus and became sign material.
6. Minor electrical work as needed
7. Chair pads
8. Truck and steel container rented for temporary storage, moving hand tracks and storage pads
9. Eel River Disposal expense

The final costs for the project are still being received.

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



TO: Honorable Rio Dell City Council

FROM: Jim Stetch, City Manager

DATE: January 3, 2013

SUBJECT: Ratification of contract with Architect for City Hall ADA Ramp and other improvements

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Ratify the City Manager's December 14, 2012 execution of an agreement for the engagement of Matson & Vallerger Architects, Inc. for professional services related to city hall improvements, not to exceed \$5,000.

Background

On November 20, 2012 the Council received a report from the City Manager concerning required improvements at city hall related to ADA access and other associated changes. That report also included desirable improvements and is attached for background information.

The City Council requested information about the cost for estimating the project costs. However, before that can be known the improvements need to be better defined, fleshed out if you will. Accordingly, the City Manager contacted the architectural firm that was retained by the city in 2008 in the preparation of preliminary drawings for the expansion of city hall, Matson & Vallerger, Architects, Inc. with an office in Eureka, CA. Given their data base about the building and the

present floor plan, it was presumed that it would be more cost effective to retain them than start anew with another firm.

On 12-14-12 the City Manager executed a time and materials agreement with the Architect with a not to exceed limit of \$5,000. The Architect's scope at this point is to prepare for Council approval preliminary designs and cost estimates for the replacement of the city hall ADA ramp, public entries and entry doors and other desirable improvements to the structure, including:

1. Roof covering the new entry stairs
2. Relocation of ADA parking
3. Minor expansion of entry lobby
4. Carport for police department (PD) south entrance and parking
5. Employee entry and stairway from back parking lot
6. Exterior covered area for employees at rear entrance
7. Possible consolidation of business office and PD reception, freeing-up useable space.

Even though the \$5,000 contract amount is within the City Manger's authority without Council approval, the ratification is requested to make sure that staff and Council are on the same page.



3234 T Street
Eureka, CA 95503
(707) 443-1669
Fax: 443-4792

December 3, 2012

James R Stretch, City Manager
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562

Subject: City Hall Alterations
City of Rio Dell

Dear Sir:

Thank you for your continued interest in Matson & Vallerga Architects. I enjoyed meeting with you to discuss the proposed work.

This letter is intended to document our understanding of the nature and scope of the architectural services required in connection with the above referenced project. When executed, this letter will serve as the Contract between us for the provision of these services.

My understanding from our meeting on 11/28/12 is that you are anticipating alterations to your current City Hall building to potentially include the enclosed list of items.

The scope of our work at this time is specifically described as follows: Develop and review preliminary options and associated costs in order to assist the City in evaluating and establishing priorities and a definitive scope of work for the City Hall alterations project.

For the above described work, our billings to you will be per our attached current hourly rates with a not-to-exceed limit of \$5,000.00 (excluding reimbursables) without prior authorization.. We will bill you monthly. Payment is due and payable upon receipt of our invoice. Billings unpaid thirty (30) days from the date of the invoice will incur a service charge of 1-1/2% per month.

If you are in agreement with the contents of this letter and the scope of work described, please sign in the space provide below and return one copy to our office. The other copy is for your files.

Please call if you have any questions.

Sincerely,



Mark A. Gaxiola, AIA

vi

Accepted for: Matson & Vallerger Architects, Inc.

Mark A. Gaxiola, AIA
Principal


_____ Date: 12-03-12

Accepted for: City of Rio Dell

Signature: 
_____ Date: 12-14-12



JULY 1, 2012

3234 T Street

Eureka, CA 95503

(707) 443-1669

Fax: 443-4792

MATSON & VALLERGA HOURLY RATES:

Principal Architect	\$105.00/Hour
Architect/Project Manager	\$ 90.00/Hour
Designer/Intern	\$ 75.00/Hour
Administrative Assistant	\$ 60.00/Hour

Reimbursables:

Mileage	\$0.50/Mile
24x36 Photocopies	\$3.00/Each
11X17 Photocopies	\$0.25/Each
8-1/2X11 Photocopies	\$0.10/Each
Shipping	Actual Cost
Consultants	Actual Cost

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November 20, 2012

TO: Honorable Mayor and City Council Members
FROM: Jim Stretch, City Manager
SUBJECT: City Hall Improvement Projects

IT IS REQUESTED THAT THE CITY COUNCIL:

Discuss and give direction to staff on addressing the various improvements needed at City Hall.

BACKGROUND AND DISCUSSION

Due to time constraints I am unable to fully develop this topic in written form, but do not want to have a discussion with the Council about known deficiencies at City Hall before the next meeting on December 4, 2012.

On September 18, 2012 the second status report on the development of a 5 year capital Improvement Plan was prepared and presented to the Council. It remains work in progress. But in that report were several improvements to City Hall, much like the repair of the police department's south wall and the rotten ridge beam on the north side of the building. It is those maintenance items and associated improvements that I seek direction from the Council at this time.

Here are the items:

	<u>Est. \$ cost</u>
1. Replacement of City Hall roof, gutters, downspouts and exhaust fans	\$ 30,000
2. Upgrade electrical in City Hall	5,500
3. Replace 16 broken and failed windows	6,700
4. Install sprinkler system for City Hall lot and Memorial Park	?
5. Replacement of ADA ramp, front steps, 2 front doors and expand Parking lot.	?
6. City Hall external improvements	
• Entry roof over new front stairs	?
• Access stairway from back parking lot to City Hall (CH)	?
• Covered employee area in back of CH	?
• ADA back door to CH	?
• Covered parking for 2 police vehicles	?

- Backup generator for City Hall

?

NOTES ON THE ABOVE 6 TOPICS

- #1-The Council tentatively approved \$35,000 for the reroofing of City Hall, but if external improvements are to be undertaken for covered entrances, that reroofing project should wait and be done all of the same time.
- #2-The electrical upgrade will eliminate numerous extension cords and increase the electrical capacity of the building.
- #3-All 16 of the broken or failed windows defeat the insulating effect that dual pane windows provide.
- #4-The installation of sprinkler systems at both Memorial Park and the City Hall property release manpower during the summer months from moving sprinklers every few hours. There are more important jobs to do.
- #5-The current ADA ramp does not meet the ADA standards and needs to be replaced. It extends 8-1/2' out from the building and the new ramp will extend 12' out. That fact pushes the parking lot toward Wildwood Avenue. The front doors at the police department and city office entrances are not ADA and need to be replaced. Moving the front door out toward the street will also expand the public's entry space at the front counter. The front steps will also be moved out from the building. \$3,500 was discussed during budget hearing for this project, but this is no minor project and it requires both architectural design and engineering.
- #6-If there was a better access from the back parking lot to City Hall, city staff would park there and the parking spaces in the front of the building could be used exclusively by the public. There needs to be a stairway down from the parking lot and an ADA entrance created at the back of the building. A covered employee area by the back stairway would be greatly appreciated, as there really is no break area in the building for them. A carport structure at the PD would keep officers out of the weather and would shield much of the south wall and employee entrance from blowing rain. The PD parking lot needs to move south. A backup generator would allow the police department to maintain communications with dispatch during power outages and allow the public's business to continue at City Hall.

Items #5 and #6 will require architectural and engineering services. If the Council supports the improvement concepts, #1 would be folded in to that project. Staff is looking for Council's direction to engage an Architect to develop plans and specifications for the improvements.

Funding for all items above could be available in the General Fund Reserve.

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



**CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
January 3, 2012**

TO: Mayor and Members of the City Council
THROUGH: Jim Stretch, City Manager
FROM: Stephanie Beauchaine, Finance Director
DATE: January 3, 2013
SUBJECT: **Wastewater Connection Fee Update**

RECOMMENDATIONS

Authorize the City Manager to execute a contract agreement with Bartle Wells Associated to update the Wastewater Connection Fee

BACKGROUND AND DISCUSSION

The City of Rio Dell has contracted with Bartle Wells Associates to conduct a wastewater rate study. After further discussion of the City's fees it was brought to our attention that the wastewater connection fee hadn't been reviewed in 26 years.

Staff have communicated with BW who has proposed updating the fee for \$5,000. The scope of services includes review of the current fee which was last updated in January of 1987, a survey of local wastewater connection fees, evaluation of connection fee methodologies, value and capacity of system assets, and costs for current and future users, a proposal for a new fee, as well as a recommendation and methodology for future rate increases to ensure the fee's remain aligned with future costs.

Staff recommend the Council approve the scope of services to ensure the City captures all potential revenue available and due to the City by future wastewater connections.

BUDGETARY IMPACT

The estimated cost of services is \$5,000 and will be paid from wastewater reserves. The budget amendment will be included with the mid-year budget review.



December 26, 2012

Stephanie Beauchaine, Finance Director
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562

Re: Proposal for Wastewater Connection Fee Update

Bartle Wells Associates is pleased to submit this letter proposal to review and update the wastewater connection fee for the City of Rio Dell (City). We are currently conducting the City's wastewater rate study and propose to add the connection fee review to our scope of work. Through our work on the rate study, we are becoming knowledgeable about the City's customer base, growth rates, and capital funding needs which will inform our recommendations for the connection fee. To update the City's wastewater connection fee, we envision the following scope of work:

1. Review Current Connection Fee

Review the City's current wastewater connection fee resolution/ordinance as well as policies and procedures used by the City to implement the wastewater connection fee. Work with the City to identify objectives for a new or modified connection fee for the City's wastewater enterprise.

2. Conduct Survey of Local Wastewater Connection Fees

Review and summarize the wastewater connection fees of other local and comparable agencies. Summarize results in easily understandable tables and/or charts.

3. Evaluate Alternative Connection Fee Methodologies

Identify and evaluate alternative methods for calculating the connection fee (such as buy-in to existing facilities and/or a fee for expansion of facilities). Discuss advantages and disadvantages with the City's project team and determine a recommended approach.

4. Determine Current Value & Capacity of Wastewater Assets

Calculate the current value of the City's existing wastewater assets. The current value is generally calculated by adjusting the original or depreciated value of each facility or asset into current dollars using the Engineering News-Record Construction Cost Index, a widely-used measure of construction cost inflation. Also determine the capacity of new wastewater facilities such as the wastewater treatment plant upgrades and disposal project.

5. Allocate Capital Program Costs to Current & Future Users

Equitably allocate capital improvement costs and existing asset value to existing and future customers based on input from City staff and/or its consulting engineers. Some projects may entirely benefit one group while others will provide a portion of benefit to both correct existing system deficiencies and provide new capacity for growth.

6. Develop Preliminary Connection Fee Recommendations

Based on appropriate and technically sound methodology, recommend revisions to the current connection fee based on the data developed above. Review fee for compliance with Government Code Section 66000 et. seq. (AB1600).

7. Recommend a Method for Future Annual Indexing of the Connection Fee

Recommend a method to annually or periodically adjust connection fees and miscellaneous charges so they keep aligned with future costs. For example, connection fees can be adjusted annually based on the change in the Engineering News-Record's Construction Cost Index, a widely used measure of construction cost inflation.

BWA's Proposed Consulting Fee: To develop a wastewater connection fee, our consulting fee is \$5,000, including direct expenses. This fee quote assumes we will conduct the connection fee analysis concurrently with the rate study which will streamline workflow and data collection. Our charges for services will be billed in accordance with the terms outlined in BWA Billing Rate Schedule 2012 (attached) which will remain in effect for the duration of the wastewater rate and connection fee studies.

We would very much like to assist the City on this assignment and can begin work immediately. Please contact me at 510.653.3399 extension 110 or by email at ddove@bartlewells.com if you have any questions or would like any additional information.

Very truly yours,

BARTLE WELLS ASSOCIATES



Douglas R. Dove, PE, CIPFA
President

BARTLE WELLS ASSOCIATES
BILLING RATE SCHEDULE 2012

Rates Effective 1/1/2012

Professional Services

Financial Analyst I.....	\$95 per hour
Financial Analyst II.....	\$125 per hour
Senior Financial Analyst.....	\$165 per hour
Senior Consultant	\$195 per hour
Principal Consultant.....	\$225 per hour

The professional time rates include all overhead and indirect costs. Bartle Wells Associates does not charge for secretarial support services and internal computer time. Expert witness, legal testimony or other special limited assignment will be billed at one and one-half times the consultant's hourly rate.

The above rates will be in effect through December 31, 2013 at which time they will be subject to change.

Direct Expenses

Subconsultants will be billed at cost plus ten percent. Word processing and computer-assisted services related to official statement production are charged as direct expenses at \$60 per hour. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Long distance telephone and fax
- Printing and report binding
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Photocopying
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment


Fees will be billed monthly for the preceding month, and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.


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



For Meeting of: January 3, 2013

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Jim  Stretch, City Manager

Date: December 19, 2012

Subject: Extension of Water Service
APN 205-071-003 & 205-031-033

Recommendation:

That the City Council:

1. Not make application to LAFCo requesting their approval of the extension of services and subsequent annexation.

Background

The City was recently requested to extend water to two parcels located outside City boundaries. The property owner, Mr. Chisum, recently purchased three parcels up on Monument Road. One of the parcels APN 205-071-017, known as 964 Monument Road is developed with a single family residence and associated outbuildings and is currently being provided water from the City. The other two parcels are currently vacant. Please see Attachment 1. The property owner would like to have water service for the two vacant parcels.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Government Code Section 56133, authorizes a city or district to provide new or extended services by contract or agreement outside its jurisdictional boundaries if the city or district requests and receives approval from the Local Agency Formation Commission (LAFCo). LAFCo may authorize a city

or district to provide new or extended services outside its jurisdictional boundaries but within its sphere of influence in anticipation of a later change of organization (annexation), or outside its sphere of influence to respond to an existing or impending threat to the public health or safety of the residents of the affected territory, under specified circumstances. Included as Attachment 2 are LAFCo's Policies and Procedures regarding the extension of services.

The parcels are located within the City's Sphere of Influence. A copy of the City's adopted Sphere of Influence Map is included as Attachment 3. As mentioned above, LAFCo may approve the extension of services outside the City's boundaries in anticipation of the property being annexed into the City.

Section 13.05.170 and 13.05.240 of the Rio Dell Municipal Code (RDMC) addresses charges for water service installations, connections and billing rates for parcels outside City boundaries. These regulations require that those parcels outside City boundaries pay 150% of the required fees and charges.

Staff Analysis

At this point, staff does not recommend that the City make application to LAFCo requesting their approval of the extension of services and subsequent annexation for the following reasons:

1. The current residential land use designations within the City could accommodate approximately 3,150 additional parcels, resulting in a population of almost 8,000 people within the City limits.
2. Should the Dinsmore Plateau be redesignated from 5 acre minimum parcel size to 1 acre or ½ acre minimums, this would accommodate an additional 125 or 250 parcels (not including potential second units), adding another 300 or 600 potential residents.
3. There is approximately 75 acres east of Highway 101 that is designated 1 acre minimums due to the Cease and Desist Order (CDO) placed on the City as a result of the City's antiquated Waste Water Treatment Plant (WWTP). Once the WWTP project is complete, the CDO will be lifted and the area will likely be redesignated Urban

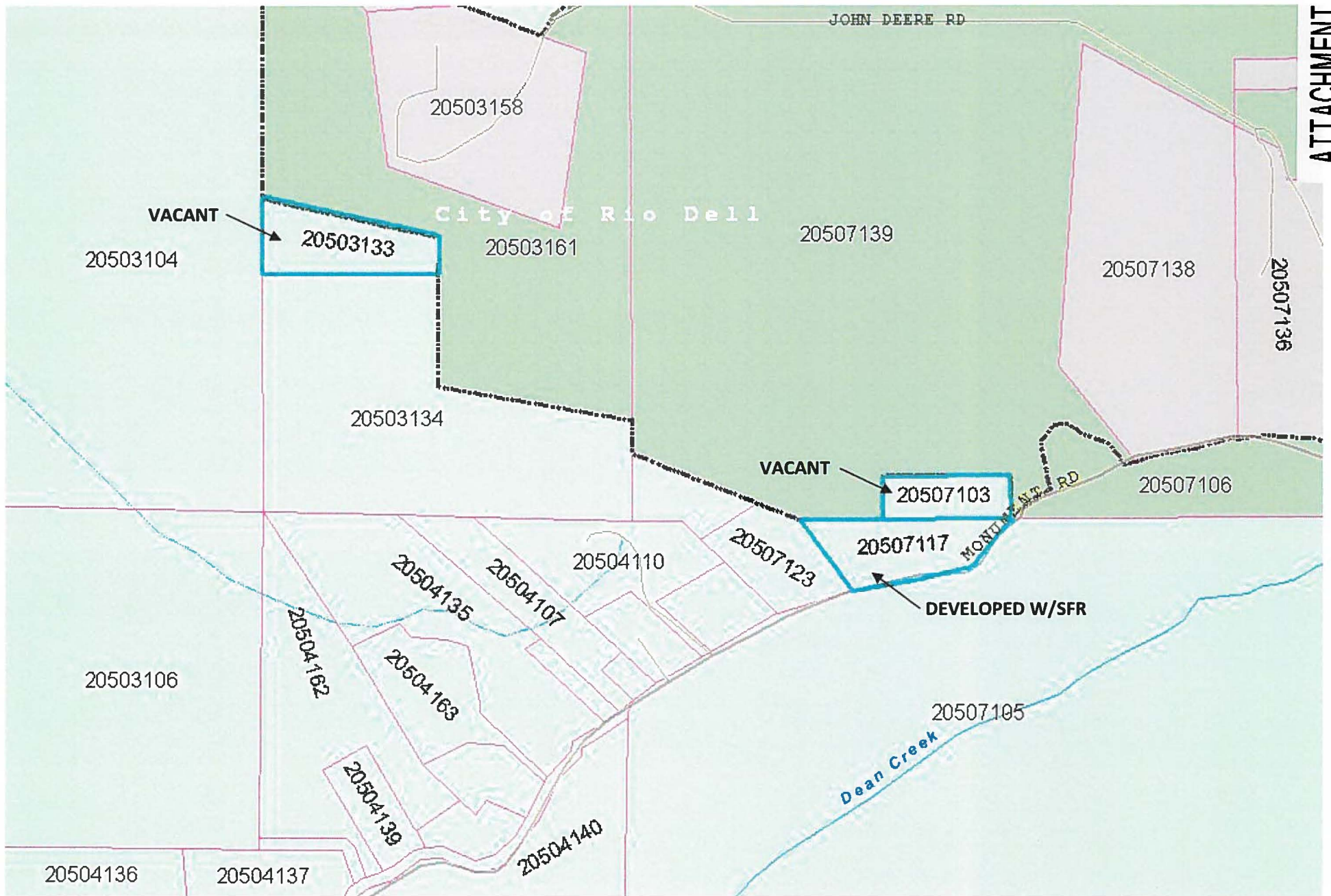
Residential. Redesignating this area could result in up to 400 additional parcels or another 1,000 residents, not including second units.

4. According to the current Municipal Service Review (MSR) for the City, there are approximately 786 available water connections. The available connections cannot accommodate the planned growth within the current City limits.
5. The City's water supply comes from an infiltration gallery located in the Eel River. The production of water is tied to the water levels in the river. In late summer months, production can barely keep with demand.
6. The County will likely recommend that the City annex that portion of Monument Road (approximately 2000 feet) to the westerly boundary of the parcel (APN 205-071-017) fronting on Monument Road. This section of the road is not in very good shape and is subject to active landslides. The City does not have the funds to maintain the road, let alone make any improvements.

Based on the above reasons, staff does not recommend extending additional water services outside City boundaries and the subsequent annexation of those lands.

Attachments

- | | |
|---------------|--|
| Attachment 1: | Map of the area. |
| Attachment 2: | LAFCo's Policies and Procedures regarding the extension of services. |
| Attachment 3: | Sphere of Influence Map |



Chisum Extension of Services Request



POLICIES AND PROCEDURES FOR CITIES AND DISTRICTS TO PROVIDE SERVICES OUTSIDE AGENCY BOUNDARIES

Adopted November 14, 2012

1.0 Authority

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 authorizes a city or district to provide new or extended services by contract or agreement outside its jurisdictional boundaries if the city or district requests and receives approval from the Commission. The Commission may authorize a city or district to provide new or extended services outside its jurisdictional boundaries but within its sphere of influence in anticipation of a later change of organization, or outside its sphere of influence to respond to an existing or impending threat to the public health or safety of the residents of the affected territory, under specified circumstances.

2.0 Purpose

To establish policy and procedural guidelines by which the Commission considers requests for the extension of services by cities and districts outside their jurisdictional boundaries pursuant to Government Code Section 56133.

3.0 Objective

To ensure the extension of services by cities and special districts outside their jurisdictional boundaries are logical and consistent with supporting orderly growth and development in Humboldt County. The Commission recognizes the importance of considering local conditions and circumstances when implementing these policies.

4.0 Definitions

The following definition of terms are provided to assist in the implementation of Government Code Section 56133 since its terminology, in some areas, is not reflective of current statutory definitions or has no statutory definition within the Cortese-Knox-Hertzberg Act:

- A. "New or extended services" shall mean the actual delivery of services or the intensification of services to a specific property. New or extended services established before January 1, 2001 are specifically exempt and are not within the purview of the Commission.

- B. "Contract or agreement" shall mean a contract, agreement, or other legal instrument, which requires or agrees to the delivery of service to property.
- C. "Written approval of the Commission" shall mean for development related contracts, the adoption of a resolution of the Commission approving the service agreement/contract at a noticed public hearing; for non-development related contracts written approval of the Commission shall mean the document signed by the Executive Officer authorizing the completion of the contract.
- D. "Anticipation of a later change of organization." The inclusion of an area to be served within the sphere of influence of the serving agency shall be sufficient to comply with this provision.
- E. "Public Agency" means the statutory definition of Public Agency is "the state or any state agency, board or commission, any city, county, city and county, special district or other political subdivision, or any agency, board or commission of the city, county, city and county, special district, or other political subdivision" (Government Code Section 56070).

The definition of public agency does not include a private or mutual water company. Any contract by a city or district to extend service to these types of service companies would require approval from the Commission prior to contract execution.

- F. "Public health and safety threat" shall mean the extension of service to alleviate an immediate health and/or safety problem. Such connections would be limited to the provision of water and/or sewer service to an existing structure, the connection to a failing mutual or private water system requiring auxiliary service, the provision of fire protection and/or paramedic services as supplemental or alternative source for service, and other similar threats related to health and safety.
- G. "Sufficient Service Capacity" shall mean the affected agency has the ability to provide the new or extended services to be provided under the agreement without adversely affecting current service levels within its jurisdictional boundaries.

5.0 Policies

5.1 Commission Approval Required for New or Extended Services

Except for the specific situations exempted by Government Code Section 56133, a city or district shall not provide new or extended services to any party or property outside its jurisdictional boundaries unless it has obtained written approval from LAFCo consistent with all the policies and procedures described herein.

5.2 Exemptions

The Executive Officer shall consult with cities and districts to determine whether extended services agreements are subject to Commission review. The following agreements shall be exempt from Commission approval:

- A. Any agreement solely involving two or more public agencies where the public service to be provided is an alternative to, or substitute for, public services already being provided by an existing public service provider and where the level of service to be provided is consistent with the level of service contemplated by the existing service provider.

- B. Any agreement for the transfer of nonpotable or nontreated water.

- C. Any agreement solely involving the provision of surplus water to agricultural lands and facilities, including, but not limited to, incidental residential structures, for projects that serve conservation purposes or that directly support agricultural industries. However, any agreement for the extension of surplus water service to a project that will support or induce development shall not be exempt from Commission approval.

- D. Any agreement for an extended service that a city or district was providing on or before January 1, 2001.

- E. Any agreement involving a local publicly owned electric utility, as defined by Section 9604 of the Public Utilities Code, providing electric services that do not involve the acquisition, construction, or installation of electric distribution facilities by the local publicly owned electric utility, outside of its jurisdictional boundaries.

5.3 Executive Officer Authority to Approve Certain Requests

The Executive Officer shall have the authority to approve or conditionally approve proposals to extend services outside jurisdictional boundaries in cases where the service extension is proposed to remedy a clear health and safety concern. In addition, the Executive Officer shall have the authority to approve or conditionally approve service extensions where the services in question will not

facilitate development (for example, an inter-agency contract for fire protection services).

5.4 Filing Requirements

The filing requirements for review of an out of agency service contract/ agreement shall consist of:

- A. Official Request from Applying Agency. A written request signed by the City Manager/District Manager requesting approval for an out of agency service agreement/contract or an adopted resolution from the city/district proposing to serve outside its boundaries must be submitted.
- B. Payment of Appropriate Filing Fees. The applying agency must submit as part of the application the appropriate filing fees as outlined in the LAFCo Fee Schedule.
- C. A completed application form including the submission of a copy of the proposed agreement/contract that has been signed by the property owner(s) and, if necessary, the agency extending service(s), and maps showing the location of the property to be served, existing agency boundaries, the location of the existing infrastructure, and the proposed location of the infrastructure to be extended.
- D. Any other information deemed appropriate by the Executive Officer in order to review the service extension request based upon its special circumstances.

5.5 Environmental Review

All matters that involve discretionary action pursuant to these regulations are subject to the applicable provisions of the California Environmental Quality Act (CEQA). If there has been no environmental determination made by the applying agency, LAFCo will serve as the Lead Agency and shall prepare the required environmental analysis. Such a determination shall be required prior to authorization of a service extension.

5.6 Annexations

Annexations to cities and districts involving territory located within the affected agency's sphere of influence is generally preferred to outside service area agreements. The Commission recognizes, however, there may be instances when outside service area agreements are appropriate given local circumstances.

5.7 Criteria for Authorizations for Outside Service Area Requests

The Commission and the Executive Officer shall limit its outside service area authorizations to public health and safety emergencies and circumstances where:

- A. Sufficient service capacity exists;
- B. Annexation would not be practicable (in determining whether an annexation is practicable, the Commission shall consider the sphere of influence determinations for the affected territory in accordance with Government Code 56425(e); and
- C. The outside service area request is determined by the Commission to be consistent with the policies adopted in and pursuant to the Cortese-Knox-Hertzberg Act.

5.8 Public Health and Safety Criteria for Water and Sewer Services

The Commission recognizes the importance of proactively addressing impending threats to public health and safety in considering requests for outside water and sewer services. Accordingly, the affected agency or landowners shall provide the Commission with documentation of the public health and safety threat, consistent with the criteria below.

- A. An existing on-site sewage disposal system may be deemed a threat to the health and safety of the public or the affected residents if it meets one or more of the following criteria, as determined by a Humboldt County Division of Environmental Health Specialist or other qualified professional:
 - (1) There is ponding or accumulation of wastewater or septic tank effluent at or above the surface of the ground.
 - (2) There is a lack of an unsaturated vertical soil separation between the bottom of a disposal field and seasonal high groundwater.
 - (3) There is a failure of the disposal field or septic tank to accept, treat, and dispose of wastewater in quantities discharged by the structure served.
 - (4) The on-site septic system is within 50 feet of a well or other water source.
 - (5) Any other condition associated with the operation or use of an on-site sewage system that could permit the exposure, either directly or indirectly, of individuals or domestic animals to inadequately treated wastewater.

B. An existing water source used for domestic purposes may be deemed a threat to the health and safety of the public or the affected residents if it meets one or more of the following criteria, as determined by a Humboldt County Division of Environmental Health Specialist or other qualified professional:

(1) The water supply is impacted by biological, chemical, or radiological constituents that cannot be adequately or reasonably treated or removed to levels deemed safe for human consumption or contact.

(2) The quantity of the water supply is constantly or periodically inadequate (less than one gallon per minute) to meet the domestic needs for which its use is intended, and additional quantities cannot adequately or reasonably be developed.

(3) Any other condition in which the continued use of an existing water supply could result in negative impacts to human health.

6.0 Application Procedures

For all development-related applications for service, the item shall be considered by the Commission at a noticed public meeting. The authority for action for nondevelopment-related agreements/contracts has been delegated to the LAFCo Executive Officer by the Commission.

6.1 Development-Related Applications

Development-related agreements/contracts associated with the development of tracts, subdivisions, a single-family dwelling unit, a commercial/industrial development on a parcel, or other types of development-related projects shall require the following review and approval by the Commission:

A. The city or district proposing to provide service(s) outside its boundaries shall submit to LAFCo an application for review and consideration. Within 30 days after receipt of an application, the Executive Officer shall determine whether the application is complete and acceptable for filing. If the request is deemed incomplete, the Executive Officer shall immediately notify the applying agency of that determination, specifying those parts of the application that are incomplete and an explanation of the manner in which the deficiencies may be made complete.

B. The Executive Officer shall provide a referral regarding the request to the Humboldt County Public Works, Planning and Building, and Environmental Health Departments and affected and nearby public agencies and utilities providing the service type that is proposed to be extended.

- C. If necessary, a meeting with the applying agency and/or the various departments may be held dependent upon the circumstances and/or issues related to the service agreement/contract. The determination of whether or not to hold the meeting shall be made by the LAFCo Executive Officer.
- D. Once these required elements have been completed, the item shall be placed on a Commission Agenda within 90 days. At a noticed public meeting, the Commission will consider the staff's presentation and presentations, if any, by interested and affected parties, and make a determination.
- E. The Commission has the authority to approve, approve with conditions, or deny the service extension request. The Commission's determination and any required findings will be set out in a resolution which specifies the area to be served, the services to be provided, and the authority of the agency to provide its services outside its boundaries.
- F. Within 30 days after the Commission disapproves or approves with conditions an outside service area agreement, the applicants may request reconsideration of the decision by filing a written request with the Executive Officer. In all other cases, the decision of the Commission on an outside service area agreement shall be final and conclusive. The request for reconsideration shall include the required reconsideration fee and shall state the reasons for the reconsideration. Reconsideration by the Commission shall be noticed and conducted pursuant to Section 56895 of the Government Code. The determinations of the Commission on reconsideration shall be final and conclusive.

6.2 Nondevelopment-Related Applications

Nondevelopment-related agreements/contracts that are related to providing service to existing residential, commercial or industrial development or those contracts between public agencies for such items as fire protection mutual aid shall include the following review and approval by the LAFCo Executive Officer:

- A. Prior to the execution of an agreement/contract for service outside their boundaries, the city/district proposing to provide the service shall submit to LAFCo a completed application, with all its component parts as previously defined, for review and consideration.
- B. The Executive Officer's administrative review shall include the following determinations:
 - (1) The proposed service extension is either nondevelopment-related and/or involves health and safety concerns as defined by Commission policy.

(2) Sufficient service capacity exists.

(3) The request is consistent with the Cortese-Knox-Hertzberg Act.

- C. The Executive Officer can approve, approve with conditions, or deny the request for service extension. Should the Executive Officer decide, for any reason, to not exercise his/her delegated authority, the Executive Officer shall refer the request to the Commission for approval.

In cases where the Executive Officer denies a proposed service extension, the proposal shall be placed on the next Commission meeting agenda for which notice can be provided. After consideration at a public meeting, the Commission may approve, conditionally approve or deny the request for service extension.

In cases where the Executive Officer approves a proposed service extension, said approval is subject to a potential review initiated by the Commission pursuant to Section 6.2 D. of this Policy. The applying agency and/or the affected property owner may, in their discretion, initiate the extension of service prior to the expiration of the time the Commission may initiate a review of the decision. However, any such extension is taken at the risk of the applying agency and/or the property owner that the Commission may ultimately reverse the approval of the Executive Officer, or place additional conditions on such approval. The approval of the Executive Officer creates no legally enforceable, vested right of the applying agency and/or the property owner.

In cases where the Executive Officer approves a proposed service extension with conditions to which the applying agency and/or property owner objects, the applying agency and/or property owner may proceed with the extension under the conditional terms and said conditional terms shall be placed on the next Commission meeting agenda for which notice can be provided. After consideration at the public meeting, the Commission may lift or modify the conditions.

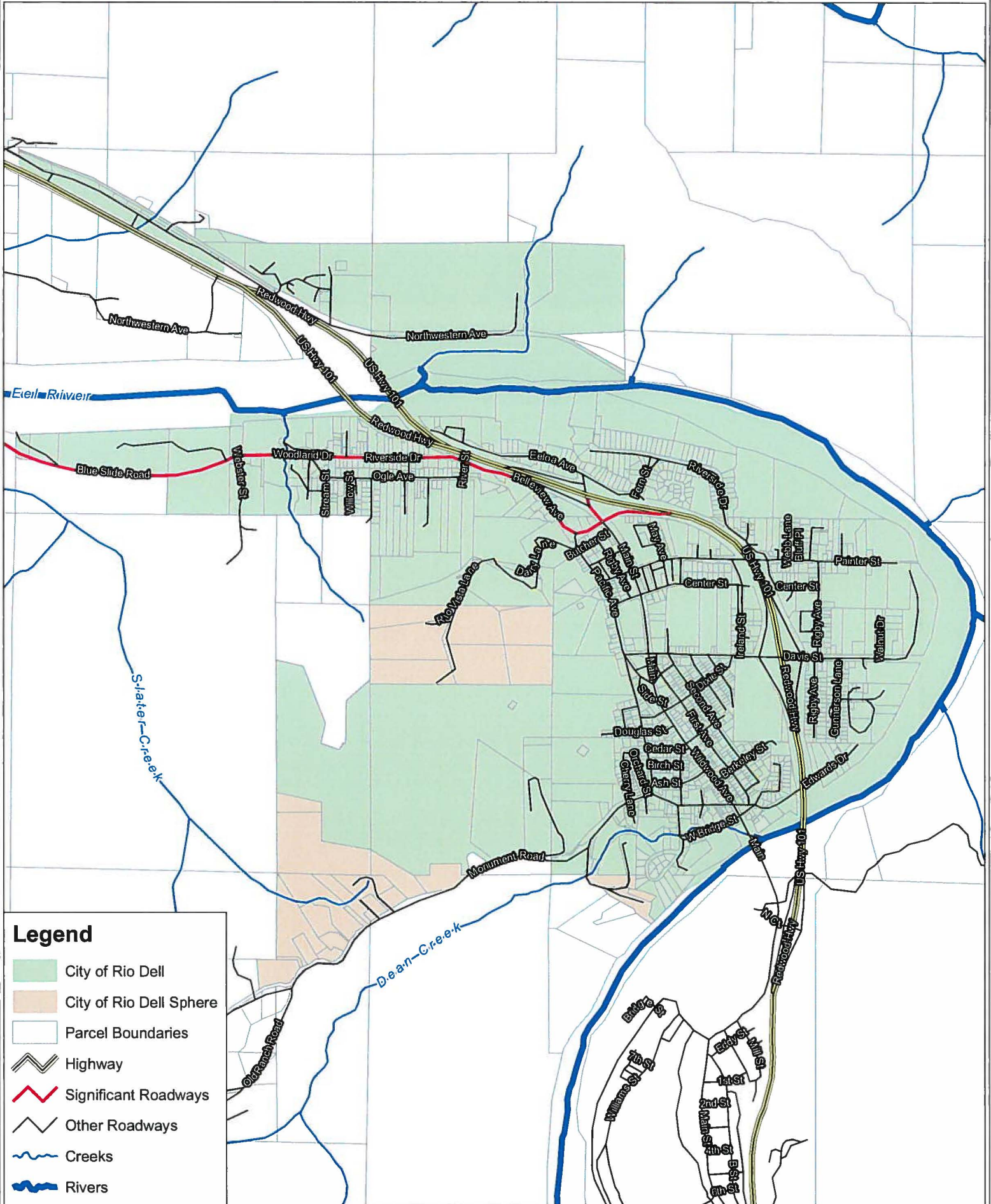
- D. The Executive Officer shall notify the Commission of his/her decision on an outside service area agreement within two business days. Within ten days after the Executive Officer's decision, any member of the Commission may request the Commission to review the decision by filing a written request with the Executive Officer. The Executive Officer shall set the request for review as an agenda item for the next meeting of the Commission for which notice can be given. After consideration of the issue, the Commission may affirm, reverse, or modify the decision of the Executive Officer.

7.0 List of Pre-Existing Services

Upon adoption of these regulations, the Executive Officer shall ask each city and district to provide a list or map of parcels to which it was providing out of agency service before January 1, 2001, as well as a list of out of agency services established after the effective date of Government Code Section 56133. The Executive Officer subsequently shall place the list of out of agency services on the agenda for the Commission at a regularly scheduled meeting for Commission review.

The Commission shall consider approving the pre-existing services retroactively at the existing level of service if the service can be substantiated by factual evidence. The Executive Officer shall maintain the list of retroactively approved pre-existing out of agency services as public information. Expansion or intensification of retroactively approved pre-existing services shall be considered a new request, subject to all the requirements of new outside service area requests.

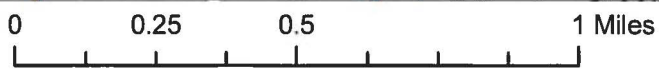
City of Rio Dell and Sphere



Legend

- City of Rio Dell
- City of Rio Dell Sphere
- Parcel Boundaries
- Highway
- Significant Roadways
- Other Roadways
- Creeks
- Rivers

Map Compiled by Planwest Partners
September 23, 2008



ATTACHMENT 3

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



TO: Honorable Rio Dell City Council
FROM: Jim Stretch, City Manager
DATE: January 3, 2013
SUBJECT: Amend City of Rio Dell Employee Handbook

Recommended Council Action:

By motion, approve Resolution 1185-2013 to amend Employee Handbook (Resolution 1165-2012) as provided in Attachment "A"

Background

As the Council is aware, the personnel rules of an agency are constantly under review and subject to amendment as situations arise. The recommended amendments to the Rio Dell Employees Handbook as set forth in the attachment will add a number of provisions that were either overlooked when the old policy was replaced by the new policy on July 10, 2012, memorialize a number of unwritten personnel practices or address issues that have developed since the new policy was adopted.

The recommended provisions are have been reviewed by Department Heads, the Employees' Association and the Police Officers Association and have been reviewed and approved by the City Attorney.

Attachment: Attachment "A" Employee Handbook amendments
Resolution 1185-2013for amendments

ATTACHMENT "A"

AMENDMENTS TO EMPLOYEE HANDBOOK

1-3-2013

1. Add "Section for ACTING PAY as follows:

An employee shall be required to perform the duties of his/her supervisor when the supervisor is absent from the position and upon specific written assignment by the City Manager. Employees so assigned shall be compensated at an additional rate of one-half the difference between his/her present rate of pay and that of the beginning rate of the supervisor, expressed at an hourly rate; provided however, that the employee shall only receive such additional compensation after the 10th consecutive work day in the assignment. The employee's entitlement to the additional rate of pay shall end immediately upon termination of the written assignment.

Employees required to have special certification or licensing beyond that required in their current position in order to assume the duties of the supervisor shall be compensated as set forth above at the beginning step of the "A" step of the supervisor's pay classification on the first day of the assignment. During such assignment the acting employee shall be compensated for overtime at straight time (new hourly rate) only and shall not be subject to the terms of any Employees' Association Memorandum of Understanding during the interim assignment.

2. Amend paragraph 1 of Section 3.31-- PROBATION PERIOD as follows:

The City of Rio Dell has a probation period for new employees, rehired employees, promoted employees, employees that are transferred from one position to another, and demoted employees, whether voluntary demotion or otherwise. During the probation period, we will evaluate your work habits and abilities to make sure

that you can perform your job satisfactorily. The probationary period also gives you time to decide if the new job meets your expectations.

Amend paragraph 2 of Section 3.31 as follows:

The probation period for all new and rehired employees shall be one (1) year after their hire date. The Department Head of a probationary employee shall file a performance report with the City Manager at the end of the third, sixth, ninth and twelfth month.

The probation period for all other appointments mentioned above is six (6) months from the date of the change in status. The Department Head of the probationary employee shall file a performance report with the City Manager at the end of 30th day and the third and sixth month during said probation period.

3. Add paragraph 3 to Section 3.31 as follows:

It shall be the duty of the appointing authority to recommend at any time during the probationary period the termination of a probationary employee if their conduct warrants termination under any criteria set forth in Section 3.36 of this Handbook (Termination, Discipline and Rules of Conduct). Regardless of qualification or performance, a probationary employee may have his/her employment terminated at any time by the City with or without cause, for any reason or no stated reason at all, and the employee shall not have the right to appeal the determination. The City Manager shall make the final decision as to whether an employee is advanced from probationary status to non-probationary employment.

Add paragraph 4 to Section 3.31 as follows:

A permanent employee who vacated his/her position to accept a probationary appointment in a position of a different class and who was terminated during the probationary period shall have the right of reinstatement to their last position prior to appointment, unless

their performance in that position was less than satisfactory at the time of moving to the probationary position.

4. Establish the last paragraph of Section 3.31 to read as separate Section 3.32 **RESIGNATION**

“Resignation means that you voluntarily terminate.....and replace you if necessary”. (No change in text)

5. Amend section 3.37 TYPES OF APPOINTMENTS AND INITIAL SALARY to add the following:

1. No change

2. Reinstatements

Any permanent employee who has resigned from the City service in good standing with at least a satisfactory performance rating may be reinstated to a position in the same or a similar class within one (1) year from the date of separation on approval of the City Manager, if an opening exists. The employee so reinstated shall receive no credit for past time served with the City for purposes of sick leave or vacation accrual.

3. Transfers

No person shall be transferred to a position for which he/she does not possess the minimum qualifications.

If the transfer involves a change from one department to another, both Department Heads must consent to the change unless the City Manager orders the transfer for purposes of economy and efficiency. Transfer shall not be used to effectuate a promotion, demotion, advancement, or reduction either directly or indirectly, each of which may be accomplished only as provided in this Handbook.

4. Promotion

Insofar as consistent with the best interests of the City, the City Manager shall determine if a vacancies in the City service is to be filled by promotion from within the City service or filled by an open-competitive

examination, in which case he/she shall arrange for an open-competitive examination and prepare an employment list based thereon.

5. Involuntary Demotion

The City Manager may demote an employee whose ability to perform the required duties falls below acceptable standards, or in connection with disciplinary action. No employee shall be demoted to a position for which he/she does not possess the minimum qualifications. Involuntary demotions shall be made in accordance with disciplinary procedures promulgated under Section 3.36 herein.

6. Voluntary Demotion

An employee may request demotion to a position in a lower class and commensurate salary. The City Manager may approve a step in the salary range above the "A" step as provided in Section 3.34. Such demotion may be permitted upon the approval of the City Manager.

7. Suspension

The City Manager or Department Head may suspend an employee for disciplinary purposes with or without pay. During the investigation phase of employee conduct that may lead to disciplinary action, such suspensions shall be with pay. Suspension without pay shall not exceed thirty (30) calendar days.

8. Probationary Appointments

Probationary appointment shall be made with the approval of the City Manager.

9. Employee Anniversary Date

Each employee shall be assigned an anniversary date consisting of the day, month and year of his initial permanent appointment to the City service.

10. Pay Rate following Promotion

An employee receiving a promotion shall be entitled to the rate of pay at the range to which the employee is being promoted. The employee shall be paid at a step in the range that awards them with a 5% increase in pay from the position from which they were promoted.

6. Amend section 5.04 COMPENSATION PLAN to add the following:

Generally speaking, the City establishes benchmarks classifications for salary administration purposes. And, within those classification may be a series of positions at the entry and journeyman levels, i.e. Utility Worker I & II. As a rule, the salary at the "A" step in the range of the II level will be 10% greater that the "A" step of the I level. And, in any range there shall be a 3% difference in the steps "A" through "E", which is to say that the step "E" of a range is 15% greater that the "A" step. Furthermore, the rule is that the salary of a supervisor of employees is at least 15% more that the salary of his/her highest paid subordinate.

Upon a promotion in a classification that has a series, noted by an entry level I designation and a journey level at II, the salary step at promotion is to a step in the new range that provides the employee with an increase in salary equal to a normal step increase. If the increase is less than a normal step increase, the salary step increase at promotion shall be at the next highest step.

RESOLUTION NO. 1185-2013

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF RIO DELL ADOPTING AMENDEMENTS TOTHE CITY
OF RIO DELL EMPLOYEE HANDBOOK

WHEREAS, the Employee Handbook is intended to help employees get acquainted with the City of Rio Dell and provide information about its employment practices; and

WHEREAS, the objective of the Handbook is to facilitate efficient and economical services to the public and to provide for a fair and equitable system of personnel management in municipal government; and

WHEREAS, the Employees Handbook was approved by the Rio Dell City Council on July 10, 2012 by Resolution 1065-2012; and

WHEREAS, employee rules in the Handbook have need for amendment from time to time to update policies and address unforeseen circumstances.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Rio Dell does hereby adopt amendments to the City of Rio Dell Handbook attached hereto as "Attachment A" to the City Council staff report of this same date.

PASSED AND ADOPTED this 3rd^h day of January 2013 by the following vote:

AYES: Mayor Woodall, Councilmembers Leonard, Marks, Thompson, Wilson
NOES: None
ABSTAIN: None
ABSENT: None

Julie Woodall, Mayor

ATTEST:

Karen Dunham, City Clerk

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



TO: Honorable Rio Dell City Council
FROM: Jim Stretch, City Manager
DATE: January 3, 2013
SUBJECT: Membership in League of California Cities

Recommended Council Action:

1. Approve becoming a member of the League of California Cities with membership dues to be budgeted at \$2,579 in the City Council's budget for calendar 2013.
2. Adopt Supplemental Budget Resolution No. 1188 in the amount of \$2,579 for League of California Cities dues for calendar year 2013, said revenue transferred from the General Fund Reserve in like amount.

Background

In prior years the City of Rio Dell was a member of the League of California Cities. Apparently as a budget cutting measure membership was dropped, knowing that the city would still get the benefit of the League's work at no cost. While true, the city does benefit from their legislative and ballot advocacy in the state capital, as well benefit from litigation undertaken in the defense of local revenues. In my view the city should share in the cost of its representation.

Attached is a "benefits flyer" from the League as well as an "investment report" indicating that Rio Dell had \$1,394,224 of local revenue in jeopardy over the last 8 years that the League fought for during the state budget battles. Also included is a dues invoice in the amount of \$2,578.40 for calendar year 2013.

RESOLUTION NO. 1188-2013

**A RESOLUTION OF THE CITY COUNCIL OF RIO
DELL, AMENDING THE CITY BUDGET TO
JOIN THE LEAGUE OF CALIFORNIA CITIES**

WHEREAS, the Rio Dell City Council adopted its 2012-2013 Budget on June 19, 2012 without funds for membership in the League of California Cities; and

WHEREAS, the League of California Cities represents the City's interest in the State Capital, protecting local control and local discretionary revenue as well as providing legislative, ballot and legal advocacy on a daily basis, and

WHEREAS, the City of Rio Dell does have a General Fund Reserve with a balance of approximately \$1,000,000 that can be used for such dues.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Rio Dell hereby adopts this Resolution to amend the City Council budget in the amount of \$2,579 for the League of California Cities dues for calendar year 2013, with revenues in like amount being transferred from the General Fund Reserve (00).

APPROVED this day of by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Julie Woodall, Mayor

Attest:

Karen Dunham, City Clerk

December 7, 2012

TO: City Managers and City Clerks in non-manager cities

FROM: Officers of the League of California Cities
Bill Bogaard, President, and Mayor of Pasadena
José Cisneros, First Vice-President, and Treasurer of San Francisco
Tony Ferrara, Second Vice-President, and Mayor of Arroyo Grande
Mike Kasperzak, Past President, and Mayor of Mountain View
Chris McKenzie, Executive Director

SUBJECT: League Dues for 2013—No Increase!
Voluntary Surcharge to Support Vital Litigation

Thank you for your City's membership in the League of California Cities. Enclosed please find your city's customized 2013 dues statement and related supporting documentation.

League Membership—A Great Investment

The value your city derives from membership in the League of California Cities makes the payment of League dues a wise investment. Please review the enclosed customized "Return on Investment" report for your city. It reflects financial benefits your city enjoys as a direct result of the League's legislative and ballot measure advocacy. A strong and effective League is central to your city's continued strength and vitality.

Benefits of Membership

The League is the leading advocate for California cities. Protecting local control remains the cornerstone of League activities as we work in concert with cities, partners, and coalition members. Please find the enclosed "Benefits of Membership in the League of California Cities," a summary of the more significant benefits cities and city officials receive from League membership.

Litigation Strategy to Defend Revenue Protections

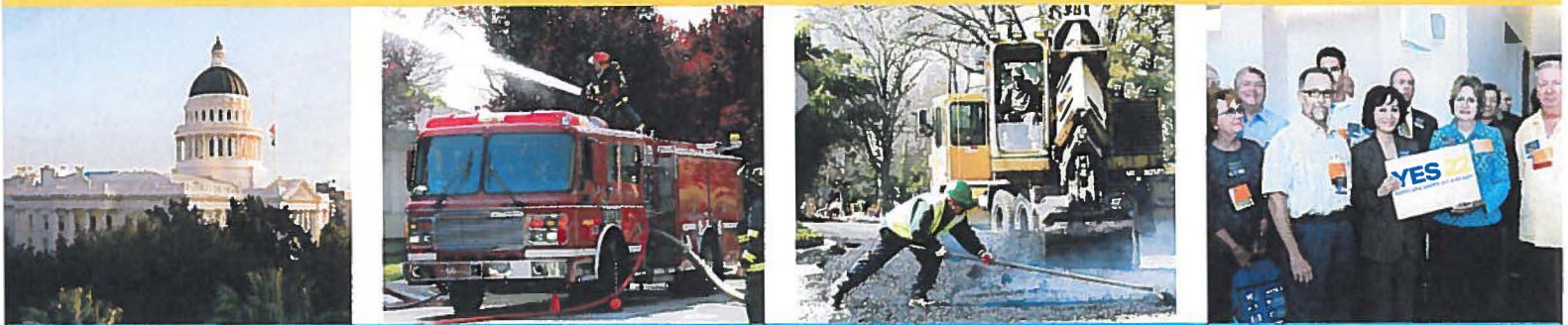
The League and city officials have invested tremendous human and financial resources over the past decade to secure meaningful constitutional protection of city revenue sources. Proposition 1A and Proposition 22 represent the will of the voters and significant victories for local control. However, it is now clear that defending and enforcing these protections will require vigilance and even litigation, possibly on a repeated basis, until the protections are generally understood and respected, especially by the Legislature and Administration.

*Our mission is to expand and protect local control for cities
through education and advocacy to enhance the quality of life for all Californians.*

Benefits of Membership in the League of California Cities



Founded in 1898, the League is the leading local control advocate for California cities. Through the League, cities collectively marshal the resources to defend and expand local control in the Legislature, at the ballot box, in the courts and through strategic outreach to inform and educate the public, policymakers and opinion leaders. League engagement has provided and protected hundreds of millions of dollars in revenue for cities in recent years and preserved local control against many threats to the land-use, employee relations and other authority of cities. All this is possible only through the collective involvement of virtually every city statewide.



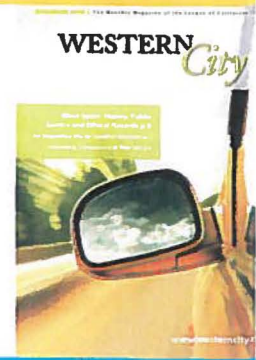
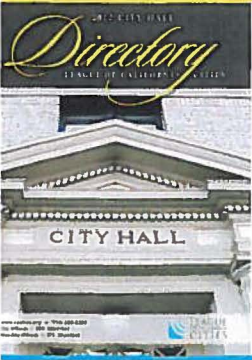
Among the many significant benefits cities receive from their League membership are:

Legislative and Ballot Measure Advocacy. A team of Sacramento-based and 16 field staff work with city officials to advocate for local control and secure fiscal resources for cities in both Sacramento and Washington, D.C. The League helped lead successful ballot measure campaigns in 2004, 2006, 2008 and 2010 that protected local tax funds and land-use authority.

Member-Driven Policies and Services. League policies and priorities are formulated and established by mayors, council members and other officials from member cities who serve on the League board of directors, policy committees, divisions, departments, caucuses and task forces.

Legal Advocacy. The League conducts an active legal advocacy program in support of California cities. Members may request amicus support in cases to which they are a party if statewide interests are at stake. During 2011 and 2012, the League participated in 94 cases on behalf of member cities in federal and state courts, in addition to 10 requests for formal review and input from the California Attorney General. The League also filed lawsuits to challenge the constitutionality under Propositions 1A and 22 of the 2011 diversion of Vehicle License Fee funds from cities and the sales and property tax clawbacks in the 2012 redevelopment budget trailer bill.

Discounted Conference/Seminar Registration. Members receive deep discounts (\$1,000) on registration fees for conferences and seminars, including the League Annual Conference & Expo, the City Managers' Conference, City Attorneys' Conference and other yearly meetings.



Leadership Opportunities. Elected city officials and staff from member cities may serve on League policy committees, the board of directors (staff representing their professional department) and as officers of the diversity caucuses. Staff may hold a leadership/officer position in their professional department, and elected officials may serve as officers of the League's 16 regional divisions.

Information. The League invests in comprehensive research on both city fiscal matters and other issues by conducting strategic surveys and substantive analyses of policy. Sponsored by the League, the League's Fiscal Consultant Michael Coleman publishes extensive data, statistics and analyses of California city and county finance, tax election results and more at the California Local Government Finance Almanac (www.CaliforniaCityFinance.com). League surveys focus on important city policies such as compensation, fiscal priorities, local services and more.

Research and Best Practices. The Institute for Local Government (www.ca-ilg.org) is the League's non-profit research and education affiliate that promotes good government at the local level with practical, impartial and easy-to-use resources for California communities.

Publications. The League's publications, such as *Open and Public IV*, *The People's Business*, *The Municipal Law Handbook* and *The Proposition 218 Implementation Guide*, are considered the definitive sources on critical aspects of city government operations. The League's annual *City Hall Directory* provides contact information for every elected city official and key city department heads.

Recognition for Innovation. Member cities may seek prestigious recognition for innovation through both the League's Helen Putnam Award program (www.HelenPutnam.org) and the Institute for Local Government's Sustainability and Climate Change Beacon Award (www.ca-ilg.org/BeaconAward).

Relevant Communications. The League's newly redesigned website (www.cacities.org) serves as a major clearinghouse of news and information related to city issues and policy. Through League listservs, city officials may exchange best practices and other information. Members receive *CA Cities Advocate*, the League's almost-daily electronic newsletter; *Western City*; the League's award-winning monthly magazine; and announcements of educational and networking opportunities; and updates on legislative developments. The League's effective use of the social media platforms Facebook and Twitter keeps the membership updated in real time on developments in the Capitol and throughout California that affect cities.



1400 K Street, Suite 400, Sacramento, CA 95814
(916) 658-8200 | www.cacities.org

 www.facebook.com/leagueofcities

 Follow @CaCities

LEAGUE OF CALIFORNIA CITIES

LEAGUE MEMBERSHIP -- A GREAT INVESTMENT

Customized Return on Investment Report
December 2012

*Michael
Coleman
1-520-758-3952*

Rio Dell	FY2005-06	FY2006-07	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	Total
Rio Dell's Dues	2,184	2,275	2,344	2,344	2,344	2,344	2,344	2,344	18,523
VLF/PropertyTax Swap ⁽¹⁾	18,627	58,492	93,832	132,426	158,479	166,109	151,275	156,567	935,808
Prop. 42 (local streets)	14,463	23,669	0	28,298	31,063	∅	∅	∅	97,492
HUTA state taking blocked <i>Gas Tax</i>					61,383	∅	∅	∅	61,383
HUTA and Prop. 42 protected by Prop. 22 ⁽²⁾ <i>Gas Tax</i>						81,908	102,470	90,227	274,604
Property Tax loan securitized / prohibited by Prop. 22 ⁽³⁾					35,497				35,497
VLF shift prohibited by Prop. 22 ⁽⁴⁾						13,399			13,399
SB89 VLF Shift (Now under litigation)							-11,759	-12,200	-23,959
Redevelopment TI protected by Prop. 22						n/a			0
Redevelopment Disolution (net of ROPS) ⁽⁵⁾							n/a	n/a	0
Total Return	33,090	82,161	93,832	160,724	286,422	261,416	241,986	234,593	1,394,224
Rate of Return	15:1	36:1	40:1	69:1	122:1	112:1	103:1	100:1	75:1

1. Net gain in revenues by virtue of the VLF/Property Tax Swap. Growth in PropTax in Lieu of VLF versus estimated growth in VLF had it remained.
2. Prop. 22 ended the Legislature's ability to borrow or delay HUTA and Prop. 42 gas tax funds.
3. Prop. 22 ended the Legislature's ability to borrow local property taxes. The FY09-10 loan was securitized. Under Prop1A('04) another borrowing could have occurred in 3 years.
4. Prop. 22 ended the Legislature's ability to shift revenue allocations from the 0.65% state Vehicle License Fee.
5. Estimated redevelopment TI net of pass through payments and ROPS returned to local agencies other than the city via property tax apportionment shares.

~ ~ ~ ~ ~

*Our mission is to expand and protect local control for cities through education and advocacy
to enhance the quality of life for all Californians.*

INVOICE



1400 K Street, Sacramento, California 95814
Phone: 916.658.8200; Fax: 916.658.8240
www.cacities.org

To: City Manager
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562

Invoice: 126577

Terms: Jan. 31, 2013

<u>Date</u>	<u>Description</u>	<u>Amount</u>
December 7, 2012	Membership dues for calendar year 2013	\$2,344.00
	Optional litigation surcharge (10%)	\$234.40
	Total Amount	\$2,578.40

City of Rio Dell
Official Population 3,344

Strategic Priorities for 2013

- Build lasting partnerships with state policy-makers and others.
- Expand community economic development tools and funding options for city services.
- Continue pension and other post-employment benefits (OPEB) reform.

Our mission is to expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

League Membership - Your Best Investment

www.cacities.org

**Please make checks payable to
LEAGUE OF CALIFORNIA CITIES
and mail to the above Sacramento address.**

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



For Meeting of: January 3, 2013

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Jim , City Manager

Date: December 21, 2012

Subject: Medical Marijuana Regulations

Recommendation:

That the City Council:

1. Receive staff's report regarding establishing Medical Marijuana Regulations (Ordinance 299-2012); and
2. Open the public hearing, receive public input and deliberate; and
3. Introduce Ordinance No. 299-2013 establishing Medical Marijuana Regulations, Section 17.30.155 of the Rio Dell Municipal Code and continue consideration of the proposed Ordinance to your meeting of January 15, 2013 for the second reading and adoption.

Summary

Staff was directed to prepare Medical Marijuana Regulations to regulate the cultivation of medical marijuana for personal use in residences and detached accessory buildings.

The purpose of the Medical Marijuana Regulations is to ensure that the cultivation of medical marijuana for personal use is conducted in a manner that is consistent with State law and which promotes the health, safety, comfort, convenience, and general welfare of the residents and businesses within the incorporated area of the City of Rio Dell.

The intent of the proposed Medical Marijuana Regulations is to balance the needs of patients and their caregivers to have access to medical marijuana; the needs of residents, businesses, and neighborhoods to be protected from public health, safety, and nuisance impacts that can accompany the residential cultivation and processing of medical marijuana for an individual

patient's use; and the need to eliminate, or at least limit to the extent possible, the harmful environmental impacts that can accompany marijuana cultivation.

It is the intent of the City that the Medical Marijuana Regulations not be construed to: allow persons to engage in conduct that endangers themselves or others, or causes a public nuisance as defined herein; allow the use or diversion of medical marijuana for non-medical purposes; or allow any activity relating to the cultivation, processing, distribution, or consumption of marijuana that is otherwise illegal under the laws of the State of California. This Code is not intended to criminalize any activity which is otherwise permitted under state law and it is not intended to authorize conduct that is otherwise prohibited by state law.

Due to the high monetary value placed upon marijuana, the County and local Cities have experienced a number of home invasion robberies, thefts, and violent crimes, including homicides, related to marijuana cultivation. To defend against theft and armed robbery, some growers of marijuana have taken to arming themselves, which creates the potential for gunfire in the residential areas where indoor cultivation of marijuana is frequently occurring.

The City has also experienced a number of residential fires from overloaded or improperly modified electrical systems used to power grow lights and exhaust fans for the cultivation of marijuana.

Widespread indoor cultivation of marijuana in the County and Cities has led to a decrease in needed rental housing stock, as rental homes are converted solely to structures to grow marijuana in, as well as excessive energy consumption to power the lights, fans, and other systems needed for a large indoor marijuana growing operation. As rental homes are converted to these grow structures, the character of the neighborhood around the grow structure deteriorates.

Marijuana that is grown indoors can lead to mold, mildew, and moisture damage to the building in which it is grown. Landlords, who thought they were renting a home for people to live in, later find that their property was turned into a structure to grow marijuana and extensively damaged by that use, requiring new flooring, walls, ceiling, electrical and plumbing work to return the home to a habitable state. Growing marijuana is susceptible to plant diseases, mold, mildew, and insect damage and may be treated with insecticides and herbicides that may harm human health when applied or when the chemical is disposed of in the trash or in the sewage disposal system.

Cultivation of marijuana may also result in private or public nuisances. Whether grown indoors or outdoors, marijuana plants, particularly as they mature, produce a distinctive odor that is often detectable far beyond property boundaries. This strong, distinctive odor can interfere with neighboring owners' use and enjoyment of their property. In addition, this odor of growing or "green" marijuana may alert malefactors to the location where marijuana is grown and thereby create the risk of burglary and robbery at that location.

Staff has reviewed the City's of Arcata's and Eureka's and the County's medical marijuana regulations. Both Eureka and Arcata have very similar regulations in terms of the allowable area, wattage and exception requests. Each jurisdiction's standards are based per residence.

Notwithstanding the exception provisions, staff's recommended Medical Marijuana Regulations pretty much mirror the other local jurisdictions regulations. Below is a summary of the recommended regulations and the County's, City's of Arcata's and Eureka's regulations:

Jurisdiction	Maximum Area	Maximum Height	Maximum Wattage	Outdoor Cultivation
City of Rio Dell	50 sq. ft.	10 ft.	1200	No
City of Eureka	50 sq. ft.	10 ft.	1200	No
City of Eureka w/Exception Request ¹	100 sq. ft.	10 ft.	2400	No
City of Arcata	50 sq. ft.	10 ft.	1200	No
City of Arcata w/Exception Request ¹	100 sq. ft.	10 ft.	2400	No
County of Humboldt	50 sq. ft.	10 ft.	1200	No

¹ Exception request based on more than one qualified patient living at the residence or physicians recommendation that the patient needs require more than 50 square feet of cultivation area.

It should be noted that the City's of Arcata and Eureka do not allow greenhouses for the cultivation of medical marijuana. Staff's recommendation includes greenhouses in the definition of *Detached Accessory Buildings*, provided they are fully enclosed, secure and lockable and have a roof supported by connecting walls extending continuously to a perimeter foundation or equivalent base to which the connecting walls are securely attached.

At their meeting on November 28th, the Planning Commission discussed the greenhouse provision and felt that the City should allow greenhouses because (1) they would prefer to see a greenhouse broken into rather than a residence; (2) greenhouses are not dependent on artificial light; and (3) bona fide low income patients cannot afford the electrical costs associated with grow lights.

The Planning Commission also discussed whether or not the City should allow exceptions to the area and wattage standards, similar to the City of Eureka and Arcata, due to a patient's needs based on a physician's recommendation. Both the City of Eureka and Arcata have not received any exception requests. Therefore, the Planning Commission chose not to recommend exception provisions to the area and wattage standards.

The recommended regulations are consistent with the adopted Humboldt County District Attorney's Prosecution Guidelines (Attachment 1). According to the Guidelines, patients or their caregivers cultivating marijuana indoors pursuant to Health and Safety Code Section 11362.5 will not be prosecuted if the cultivation:

- Is within 100 square feet cumulatively measured by the vegetative canopy; and
- Contains 99 plants or less, including starts; and
- Is using 1.5 kilowatts (1500 watts) or less of illumination by artificial growing lights of any kind.

Zone Reclassification Required Finding:

1. The proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected.

Section 65860(a) of the Government Code requires that zoning ordinances and amendments be consistent with the General Plan and any applicable specific plan. One of the primary purposes of a General Plan is protect the public the safety and welfare and to avoid nuisance impacts associated with various land uses.

There are no known General Plan Policies or Goals that would discourage or prohibit the adoption of Medical Marijuana Regulations. Therefore, the proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected.

2. the proposed amendment will not have an adverse impact on the public health, safety and welfare and has been processed in accordance with the California Environmental Quality Act (CEQA).

The primary purpose of the California Environmental Quality Act (CEQA) is to inform the decision makers and the public of potential environmental effects of a proposed project.

Based on the nature of the project, staff has determined that the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a **significant** effect on the environment. Where it can be seen with certainty that there is no possibility that the project in question may have a significant effect on the environment, the project is not subject to CEQA. Based on the nature of the proposed amendment, staff believes there is no evidence to suggest that the amendment will have a significant effect on the environment.

Financial Impact

The City is responsible for the costs associated with the proposed amendment. The cost is insignificant and will not result in additional budget expenditures or revisions.

Alternatives

The City council may choose to modify the Planning Commission's recommendation, area, wattage and exception provisions.

Attachments:

1. Humboldt County District Attorney's Prosecution Guidelines.
2. Resolution No. PC 059-2012 recommending that the City Council approve and adopt Medical Marijuana Regulations, Section 17.30.155 of the Rio Dell Municipal Code (RDMC).
3. Draft Ordinance No. 299-2013 establishing Medical Marijuana Regulations, Section 17.30.155 of the Rio Dell Municipal Code (RDMC).

HUMBOLDT COUNTY DISTRICT ATTORNEY'S
HEALTH & SAFETY CODE §§ 11357 - 11360, PROSECUTION GUIDELINES

INTRODUCTION:

Health & Safety Code §§ 11357 through 11360 provide generally that it is illegal to possess, cultivate, transport, distribute, or import marijuana in or into the state of California. *Health & Safety Code* § 11362.5 (Also known as Proposition 215 and/or the Compassionate Use Act of 1996) provides limited immunity from the prosecution of possession and cultivation of marijuana. The stated purposes of section 11362.5 are:

(i) To ensure that seriously ill Californians have the right to obtain and use marijuana for medical purposes where that medical use is deemed appropriate and has been recommended by a physician who has determined that the person's health would benefit from the use of marijuana in the treatment of cancer, anorexia, AIDS, chronic pain, spasticity, glaucoma, arthritis, migraine, or any other illness for which marijuana provides relief. (Herein medical marijuana.) (*Health & Safety Code* § 11362.5(B), Emphasis added.)

(ii) To ensure that patients and their primary caregivers who obtain and use marijuana for medical purposes upon the recommendation of a physician are not subject to criminal prosecution or sanction. (*Health & Safety Code* § 11362.5(B), Emphasis added.)

The goal and the purpose of these guidelines are:

(i) To provide for the public safety and security of the people of Humboldt County.

(ii) To fairly and consistently apply the law equally to all people of Humboldt County.

(iii) To ensure that the right of anyone with a recommendation from a physician to obtain and use marijuana for medical purposes (herein patients) is honored and respected in Humboldt County.

(iv) To ensure that patients and their primary caregivers are not subject to unnecessary criminal prosecution or sanction for legal cultivation and/or possession of marijuana.

(v) To provide guidelines regarding medical marijuana to all concerned: patients, caregivers, physicians and law enforcement agencies so that mutual rights, privileges and responsibilities may be mutually understood, honored and respected.

The Humboldt County District Attorney's Office will not prosecute patients whose use and possession of medical marijuana are within these guidelines.

GUIDELINES

GENERALLY:

It is presumed, based on various government and non-governmental sources, that a patient will use up to three (3) pounds of processed usable marijuana per year.¹ Therefore, these guidelines are intended to allow for the cultivation and use of up to three (3) pounds of marijuana per year.

Outdoor cultivation provides the opportunity for only one (1) harvest per year while indoor cultivation provides the opportunity for up to three (3) harvests per year. These guidelines distinguish between outdoor and indoor cultivation, presume three (3) indoor harvests per year and treat outdoor and indoor harvests differently, but with the goal to provide for the use and cultivation of up to three (3) pounds of dried usable marijuana for patients per year whether through outdoor or indoor cultivation.

¹ The federal Investigational New Drug (IND) program provides patients with 10 to 12 medical marijuana cigarettes per day -- from 5.6 to 7.23 pounds per year of processed usable marijuana which amounts to 8.24 grams per day, or 6.63 pounds per year.

OUTDOOR CULTIVATION:

Patients or their caregivers cultivating marijuana in an area within one hundred (100) square feet cumulatively measured by the vegetative canopy of the plants and who have ninety-nine (99) plants or less, including starts, shall be deemed within the District Attorney's prosecution guidelines and will not be prosecuted.

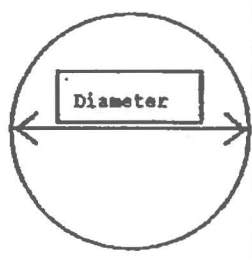
This limit applies to marijuana grown in a greenhouse, provided it is without the benefit of artificial light sources of any kind.

In measuring canopy diameter to determine compliance, the following approximate figures may be used:^{2 3}

<u>Plant Canopy Diameter</u> <u>(Width in feet)</u>	<u>Approximate</u> <u>Square feet</u>	<u>Approximate number of</u> <u>plants of equal square feet</u> <u>in 100 square feet</u>
1	1	99
2	3	33
3	7	14
4	13	7
5	20	5
6	28	3
7	38	2
8	50	2
9	64	1
10	79	1
11	95	1

² Actual Square foot per diameter: Area = diameter squared x 0.7854, e.g. Plant Diameter = 30", Area = (30 x 30) x 0.7854, Area = 900 x 0.7854, Area = 706.86 square inches, Area = 706.86 ÷ 144, (144 square inches per square foot), Area = 4.9 square feet.

³ To arrive at plants of equal size per 100 square feet divide 100 by square feet of plants, e.g., 30" plant diameter = 4.9 square feet, 100 ÷ 4.9 = 20.40 plants of 30" diameter in 100 square feet.



- Measuring Diameter

Summary:

Patients or their caregivers cultivating marijuana outdoors pursuant to *Health & Safety Code* § 11362.5, will not be prosecuted if the cultivation:

i. Is within 100 square feet cumulatively measured by vegetative canopy; and

ii. Contains 99 plants or less, including starts.

INDOOR CULTIVATION:

Patients or their caregivers cultivating marijuana in an area within one hundred (100) square feet cumulatively measured by the vegetative canopy of the plants and who ninety-nine (99) plants or less, including starts, and who are using one and one half (1.5) kilowatts (1500 watts) or less of illumination by artificial growing lights of any kind shall be deemed within the District Attorney's prosecution guidelines and will not be prosecuted.

Summary:

Patients or their caregivers cultivating marijuana indoors pursuant to *Health & Safety Code* § 11362.5, will not be prosecuted if the cultivation:

i. Is within 100 square feet cumulatively measured by vegetative canopy; and

ii. Contains 99 plants or less, including starts; and

iii. Is using 1.5 kilowatts (1500 watts) or less of illumination by artificial growing lights of any kind.

PROCESSED MARIJUANA:

Patients or their caregivers who possess three (3) pounds or less of processed useable marijuana will be deemed within the District Attorney's prosecution guidelines and will not be prosecuted.

Unharvested plants are not to be included in this weight.

The District Attorney's Office recognizes that possession of certain amounts of cannabis product such as baked goods, tinctures, concentrated cannabis, infusions, salves and other cannabis derivatives may be consistent with medicinal use. However, such possession must necessarily and will be treated on a case by case basis with deference to state laws which prohibit possession of those products.

DOCUMENTATION:

A prompt and noninvasive determination of whether cultivation and/or possession is legal or illegal can best be accomplished with the cooperation of all parties involved. Therefore, the District Attorney's Office recommends that physician recommendations and/or other supporting documentation be conspicuously posted at cultivation sites and that such documentation or a copy of the documentation be carried with the patient and caregiver at all times. Failure to post and carry such documentation may result in unnecessary legal fees and costs and/or criminal prosecution.

The District Attorney's Office recognizes that under *Health & Safety Code* § 11362.5, an individual may qualify as a patient by an oral recommendation. However, a prompt and noninvasive determination of whether cultivation and/or possession is legal or illegal is best accomplished with a written recommendation. Therefore, the District Attorney's Office recommends that patients and caregivers obtain written recommendations.⁴

4. The Humboldt County Public Health Department has a patient card program. Participation in the program is voluntary and is not required by law or these guidelines. However, obtaining a card may enable a patient and caregiver to avoid arrest, legal fees and costs and prosecution.

PHYSICIAN RECOMMENDATIONS:

The District Attorney's Office recognizes that citizens have the right to choose their physicians and that their communications with them are privileged. Therefore, the District Attorney's Office will honor the possession of a valid physician's recommendation regardless of whether that physician resides in Humboldt County. Further, disclosure of confidential physician-patient communications will not be deemed a waiver of the physician-patient privilege by the District Attorney's Office.

ENFORCEMENT OPTIONS:

The District Attorney's Office does not regulate or advise law enforcement except as is explicitly provided by law. The following are suggestions to minimize the risk of unnecessary governmental destruction of private property and intrusion.

Health & Safety Code § 11362.5 provides that a physician can recommend marijuana use for "any illness for which marijuana provides relief." Physician-patient communications are privileged. Inquiry into the patient's physician-patient communications should be avoided unless necessary to obtain medical care for the patient.

Both the United States and the California Constitutions prohibit governmental taking without due process and compensation. Therefore, if an officer or officers believe marijuana cultivation and/or possession is pursuant to *Health & Safety Code* § 11362.5, but that the cultivation and/or possession exceeds these guidelines, the officer or officers should only seize that amount in excess of the guidelines.

These guidelines nullify any existing guidelines and shall remain in effect until further clarified by statute, case law or written revision by the District Attorney's Office.

NOTICE:

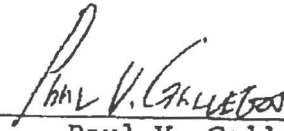
These guidelines and the policy they embody reflect the position of the Humboldt County District Attorney's Office only. Persons using or considering the use of marijuana, its possession, transportation or recommendation must be aware that the policies of other counties within may differ. More significantly, the federal government and other states

criminalize marijuana and all activities associated with its possession, cultivation, use, transportation, distribution and sale. These guidelines offer no protection against actions brought by other agencies.

Dated:

2/14/03

By:



Paul V. Gallegos
District Attorney,
Humboldt County

RESOLUTION NO. PC 059-2012

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF RIO DELL
RECOMMENDING APPROVAL OF MEDICAL MARIJUANA REGULATIONS, SECTION
17.30.155 OF THE RIO DELL MUNICIPAL CODE:**

WHEREAS one of the primary purposes of a General Plan is protect the public safety and welfare and to avoid nuisance impacts associated with various land uses; and

WHEREAS the intent of the proposed Medical Marijuana Regulations is to balance the needs of patients and their caregivers to have access to medical marijuana; the needs of residents, businesses, and neighborhoods to be protected from public health, safety, and nuisance impacts that can accompany the residential cultivation and processing of medical marijuana for an individual patient's use; and the need to eliminate, or at least limit to the extent possible, the harmful environmental impacts that can accompany marijuana cultivation; and

WHEREAS it is the intent of the City that the Medical Marijuana Regulations not be construed to: allow persons to engage in conduct that endangers themselves or others, or causes a public nuisance as defined herein; allow the use or diversion of medical marijuana for non-medical purposes; or allow any activity relating to the cultivation, processing, distribution, or consumption of marijuana that is otherwise illegal under the laws of the State of California; and

WHEREAS widespread indoor cultivation of marijuana in the County and Cities has led to a decrease in needed rental housing stock, as rental homes are converted solely to structures to grow marijuana in, as well as excessive energy consumption to power the lights, fans, and other systems needed for a large indoor marijuana growing operation. As rental homes are converted to these grow structures, the character of the neighborhood around the grow structure deteriorates; and

WHEREAS the cultivation of marijuana may also result in private or public nuisances. Whether grown indoors or outdoors, marijuana plants, particularly as they mature, produce a distinctive odor that is often detectable far beyond property boundaries; and

WHEREAS the purpose of the Medical Marijuana Regulations is to ensure that the cultivation of medical marijuana for personal use is conducted in a manner that is consistent with State law and which promotes the health, safety, comfort, convenience, and general welfare of the residents and businesses within the incorporated area of the City of Rio Dell; and

WHEREAS the City has reviewed and processed the proposed Medical Marijuana Regulations in conformance with Sections 65350 – 65362 of the California Government Code; and

WHEREAS the City has reviewed and processed the proposed Medical Marijuana Regulations in conformance with Section 17.30.010 of the City of Rio Dell Municipal Code; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the proposed Medical Marijuana Regulations are deemed to be in the public interest; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the proposed Medical Marijuana Regulations are consistent and compatible with a comprehensive view of the General Plan and any implementation programs that may be affected; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the potential impacts of the proposed Medical Marijuana Regulations has been assessed and have been determined not to be detrimental to the public health, safety, or welfare; and

WHEREAS the proposed Medical Marijuana Regulations has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA); and

WHEREAS the City has determined that the proposed Medical Marijuana Regulations are Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations.

NOW, THEREFORE BE IT RESOLVED that the Planning Commission of the City of Rio Dell recommends:

1. That the proposed Medical Marijuana Regulations are in the public interest and consistent with an overall comprehensive view of the General Plan; and
2. That based on evidence on file and presented in the staff report that the potential impacts of the proposed Medical Marijuana Regulations have been assessed and have been determined not to be detrimental to the public health, safety, or welfare; and
3. That based on the nature of the project, the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a **significant** effect on the environment; and
4. That the City Council approve and adopt the proposed Medical Marijuana Regulations.

PASSED AND ADOPTED by the Planning Commission of the City of Rio Dell at their meeting of November 28, 2012 by the following vote:

AYES: Millington, Long, Chapman, Angeloff, Johnson

NOES:

ABSENT:

ABSTAIN:



Gary Chapman, Chair Pro Tem

ATTEST:



Karen Dunham, City Clerk

ORDINANCE NO. 299 - 2013

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
ESTABLISHING MEDICAL MARIJUANA REGULATIONS, SECTION 17.030.155 OF THE RIO
DELL MUNICIPAL CODE:**

THE CITY COUNCIL OF THE CITY OF RIO DELL DOES ORDAIN AS FOLLOWS:

WHEREAS the purpose and intent of the Medical Marijuana Regulations is to regulate the cultivation of medical marijuana for personal use in a residence, detached accessory building; and

WHEREAS it is the intent of the City to balance: the needs of patients and their caregivers to have access to medical marijuana; the needs of residents, businesses, and communities to be protected from public health, safety, and nuisance impacts that can accompany the residential cultivation and processing of medical marijuana for an individual patient's use; and the need to eliminate, or at least limit to the extent possible, the harmful environmental impacts that can accompany marijuana cultivation; and

WHEREAS it is the intent of the City that the cultivation of medical marijuana for personal use be conducted in a manner that is consistent with State law and which promotes the health, safety, comfort, convenience, and general welfare of the residents and businesses within the incorporated area of the City of Rio Dell.; and

WHEREAS the City has reviewed and processed the proposed Medical Marijuana Regulations in conformance with Sections 65350 – 65362 of the California Government Code; and

WHEREAS the City has reviewed and processed the proposed Medical Marijuana Regulations in conformance with Section 17.30.010 of the City of Rio Dell Municipal Code; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the proposed Medical Marijuana Regulations are deemed to be in the public interest; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the proposed Medical Marijuana Regulations are consistent and compatible with a comprehensive view of the General Plan and any implementation programs that may be affected; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the potential impacts of the proposed Medical Marijuana Regulations has been assessed and have been determined not to be detrimental to the public health, safety, or welfare; and

WHEREAS the proposed Medical Marijuana Regulations has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA); and

WHEREAS the City has determined that the proposed Medical Marijuana Regulations is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Rio Dell:

1. Finds that the proposed Medical Marijuana Regulations are in the public interest and consistent with an overall comprehensive view of the General Plan; and
2. Finds that based on evidence on file and presented in the staff report that the potential impacts of the proposed Medical Marijuana Regulations have been assessed and have been determined not to be detrimental to the public health, safety, or welfare; and
3. Finds that based on the nature of the project, the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a *significant* effect on the environment.
4. Approves and adopts the proposed Medical Marijuana Regulations.

BE IT FURTHER RESOLVED, that the City Council of the City of Rio Dell does hereby ordain as follows:

Section 1.

Section 17.030.155 is hereby established as follows:

Section 2.

17.030.155 Medical Marijuana Regulations

(1) Authority and Title. Pursuant to the authority granted by Article XI, section 7 of the California Constitution, California Government Code Section 38773.5, and California Health and Safety Code Sections 11362.83 and 11362.768(f), the City Council does hereby enact this Code, which shall be known and may be cited as the "Medical Marijuana Regulations".

(2) Purpose and Intent. The purpose and intent of the Medical Marijuana Regulations is to regulate the cultivation of medical marijuana for personal use in a residence and detached accessory buildings.

It is the intent of the City that the cultivation of medical marijuana for personal use be conducted in a manner that is consistent with State law and which promotes the health, safety, comfort, convenience, and general welfare of the residents and businesses within the incorporated area of the City of Rio Dell.

It is the intent of the City to balance: the needs of patients and their caregivers to have access to medical marijuana; the needs of residents, businesses, and communities to be protected from public health, safety, and nuisance impacts that can accompany the residential cultivation and processing of medical marijuana for an individual patient's use; and the need to eliminate, or at least limit to the extent possible, the harmful environmental impacts that can accompany marijuana cultivation.

It is the intent of the City that the Medical Marijuana Regulations not be construed to: allow persons to engage in conduct that endangers themselves or others, or causes a public nuisance as defined herein; allow the use or diversion of medical marijuana for non-medical purposes; or allow any activity relating to the cultivation, processing, distribution, or consumption of marijuana that is otherwise illegal under the laws of the State of California. This Code is not intended to criminalize any activity which is otherwise permitted under state law and it is not intended to authorize conduct that is otherwise prohibited by state law.

(3) Findings. The City Council hereby finds and declares the following:

(a) In 1996, California voters approved Proposition 215 (codified as Health and Safety Code Section 11362.5, and entitled "The Compassionate Use Act of 1996").

(b) The intent of the Compassionate Use Act is to permit the cultivation and possession of medical marijuana for the personal use of a seriously ill patient without fear of criminal prosecution against the patient, the patient's caregiver or the physician who recommended medical marijuana for the patient. The Act further provides that "nothing in this section shall be construed to supersede legislation prohibiting persons from engaging in conduct that endangers others, or to condone the diversion of marijuana for non-medical purposes."

(c) In 2004, Senate Bill 420 (codified as Health and Safety Code sections 11362.7 et seq. and known as the "Medical Marijuana Program Act" or "MMPA") was enacted to clarify the scope of the Compassionate Use Act.

(d) The Compassionate Use Act (Section 11362.5, Health and Safety Code) expressly anticipates the enactment of local legislation. It provides: "Nothing in this section shall be construed to supersede legislation prohibiting persons from engaging in conduct that endangers others, not to condone the diversion of marijuana for nonmedical purposes."

(e) Neither the Compassionate Use Act nor the Medical Marijuana Program Act address land use or building code issues that may arise from the residential cultivation or processing of medical marijuana for personal use within the County.

(f) In February 2003, the Humboldt County District Attorney's Office issued its Prosecution Guidelines regarding the cultivation, possession and use of medical marijuana.

(g) In August 2008, the California Attorney General issued *Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use* that were intended to further clarify California laws governing medical marijuana, and provide guidelines for patients and law enforcement to ensure that medical marijuana is not diverted for non-medical purposes.

(h) The Federal Controlled Substances Act (codified as 21 U.S.C. sections 801 et seq.) is a regulatory system designed to combat recreational drug abuse by making it unlawful to manufacture, distribute, dispense, or possess any controlled substance. The Act lists marijuana as a controlled substance, classifying it as a Schedule I Drug, which is defined as a drug or other substance that has a high potential for abuse, which has no currently accepted medical

use in treatment, and has not been accepted as safe for use under medical treatment.

(i) The United States Congress has provided that states are free to regulate in the areas of controlled substances, including marijuana, provided that state law does not positively conflict with the Controlled Substances Act (see 21 U.S.C. 903). The California Attorney General, citing to California case law, has opined that neither the Compassionate Use Act nor the Medical Marijuana Program Act conflict with the Controlled Substances Act because, in adopting these laws, California did not legalize medical marijuana, but instead exercised the state's reserved powers to not punish certain marijuana offenses under state law.

(j) Due to the high monetary value placed upon marijuana, the County and local Cities have experienced a number of home invasion robberies, thefts, and violent crimes, including homicides, related to marijuana cultivation. To defend against theft and armed robbery, some growers of marijuana have taken to arming themselves, which creates the potential for gunfire in the residential areas where indoor cultivation of marijuana is frequently occurring. The City has also experienced a number of residential fires from overloaded or improperly modified electrical systems used to power grow lights and exhaust fans for the cultivation of marijuana.

(k) Widespread indoor cultivation of marijuana in the County and Cities has led to a decrease in needed rental housing stock, as rental homes are converted solely to structures to grow marijuana in, as well as excessive energy consumption to power the lights, fans, and other systems needed for a large indoor marijuana growing operation. As rental homes are converted to these grow structures, the character of the neighborhood around the grow structure deteriorates.

(l) Marijuana that is grown indoors can lead to mold, mildew, and moisture damage to the building in which it is grown. Landlords, who thought they were renting a home for people to live in, later find that their property was turned into a structure to grow marijuana and extensively damaged by that use, requiring new flooring, walls, ceiling, electrical and plumbing work to return the home to a habitable state. Growing marijuana is susceptible to plant diseases, mold, mildew, and insect damage and may be treated with insecticides and herbicides that may harm human health when applied or when the chemical is disposed of in the trash or in the sewage disposal system.

(m) Cultivation of marijuana may also result in private or public nuisances. Whether grown indoors or outdoors, marijuana plants, particularly as they mature, produce a distinctive odor that is often detectable far beyond property boundaries. This strong, distinctive odor can interfere with neighboring owners' use and enjoyment of their property. In addition, this odor of growing or "green" marijuana may alert malefactors to the location where marijuana is grown and thereby create the risk of burglary and robbery at that location.

(n) The right of qualified patients and their primary caregivers under state law to possess and cultivate marijuana for personal medical purposes does not confer upon them a right to create or maintain a nuisance. By adopting this Code, which regulates the land use aspects of indoor residential cultivation of medical marijuana for personal use, the City anticipates a significant reduction in complaints regarding medical marijuana-related odors and residential mold and

moisture issues affecting rental housing stocks, as well as a decrease in crime and fires related to the cultivation and processing of medical marijuana.

(o) The City finds that while the need for qualified patients and/or their caregivers to use and cultivate marijuana is authorized by state law, the potential land use impacts to the environment and to public health, safety and welfare as identified, necessitates that the City create regulations, such as this Code, to govern the cultivation of medical marijuana for personal use in a residence, detached accessory buildings.

(p) The City finds that the indoor cultivation of more than fifty (50) square feet of medical marijuana that is more than ten (10) feet tall per residence or detached accessory building, as defined herein, within the City will result in an unreasonable risk of crime, fire, and other nuisance-related impacts such as odors offensive to people living or working or recreating nearby, as well as resulting in the deterioration of the neighborhood character, decrease in rental housing stock, and excessive energy consumption and carbon dioxide emissions. Therefore, the indoor cultivation of more than fifty (50) square feet of medical marijuana that is more than ten (10) feet tall per residence or detached accessory building is hereby found and declared to be unlawful and a public nuisance.

(q) The City further finds that the indoor cultivation of fifty (50) square feet or less of medical marijuana that is ten (10) feet tall or less per residence or detached accessory building is subordinate, incidental, and accessory to the residential use, within the City will achieve the goals of allowing qualified patients the ability to cultivate medical marijuana in or at their residence for their personal use, while minimizing, to the extent possible, the negative impacts on the neighbors, the neighborhood, local businesses, and the community from a qualified patient's medical marijuana cultivation and processing.

(4) Applicability and Interpretation

(a) The cultivation and processing of medical marijuana for personal use in a residence or detached accessory building or outdoors within the jurisdiction of the City shall be controlled by the provisions of this Code, regardless of whether the cultivation or processing existed or occurred prior to the adoption of this Code.

(b) Nothing in this Code is intended, nor shall it be construed, to exempt any cultivation of medical marijuana for personal use, from compliance with the City of Rio Dell's zoning and land use regulations, or all applicable local and state construction, electrical, plumbing, land use, or any other building or land use standards or permitting requirements, or any other applicable provisions of the Rio Dell Municipal Code, or any other applicable state or federal laws.

(c) Nothing in this Code is intended, nor shall it be construed, to preclude a landlord from limiting or prohibiting marijuana cultivation, smoking, or other related activities by tenants.

(d) The definitions in this Code are intended to apply to the Medical Marijuana Regulations. Applicable definitions in the Rio Dell Municipal Code may also apply to this Code.

(5) Definitions

Except where the context otherwise requires, the following definitions shall govern the construction of this Code:

Cultivation of Medical Marijuana for Personal Use: cultivation and processing of medical marijuana indoors in a residence or detached accessory structure by a qualified patient, or the primary caregiver on behalf of a qualified patient, which does not exceed fifty (50) square feet or ten (10) feet in height.

Detached Accessory Building - Residential: a building which is a) incidental and subordinate to the residence or residential use, b) located on the same parcel, and c) does not share at least ten (10) feet of common wall with the residence or other accessory building. A greenhouse may be considered a Detached Accessory Building if it is a fully enclosed, secure and lockable structure that has a roof supported by connecting walls extending continuously to a perimeter foundation or equivalent base to which the connecting walls are securely attached.

Indoor(s): within a fully enclosed and secure structure that has a roof supported by connecting walls extending from the ground to the roof, and a foundation, slab, or equivalent base to which the floor is securely attached.

Medical Marijuana: marijuana, including concentrated cannabis or hashish, that has been recommended to an individual by a licensed physician for the treatment of an illness or disease pursuant to California Health & Safety 11362.5 et seq.

Outdoor(s): Not enclosed or covered by a roof, exposed to the elements.

Personal Medical Marijuana: medical marijuana that is cultivated, processed, or stored for a single qualified patient's use.

Primary Caregiver: an individual designated by the qualified patient who has consistently assumed responsibility for the housing, health, or safety of that patient pursuant to statutory and case law.

Qualified Patient: a person who has a recommendation for medical marijuana by a California-licensed physician, and who is entitled to the protections offered by California Health & Safety Code Section 11362.5, and who may or may not have an identification card issued by the State Department of Public Health identifying the individual as a person authorized to engage in the use of medical marijuana.

Residence: any structure designed or used for residential occupancy, regardless of whether it is located in a residential zone.

Residential Cultivation: the growing of fifty (50) square feet or less that is ten (10) feet or less in height of medical marijuana indoors within a residence or detached accessory structure of medical marijuana as defined herein. Such cultivation shall be for a qualified patient's personal

use and must be subordinate, incidental, and accessory to the residential use.

(6) Residential Cultivation for Personal Use

The City shall not interfere with a qualified patient's residential cultivation of medical marijuana for that patient's personal use, so long as the cultivation is in conformance with this Code and state law.

In order to eliminate the potential nuisance and health and safety impacts to the greatest extent possible, residential medical marijuana cultivation and processing for personal use shall be in conformance with the following standards:

(a) Indoor medical marijuana cultivation in a residence shall not exceed fifty (50) square feet or exceed ten (10) feet in height per residence on a parcel; and

(b) Indoor medical marijuana cultivation in detached accessory buildings shall not exceed fifty (50) square feet or exceed ten (10) feet in height per residence on a parcel; and

(c) A total of fifty (50) square feet of indoor medical marijuana cultivation for personal use, which does not exceed ten (10) feet in height, is permitted for each residence on a parcel, regardless of whether the cultivation occurs in a residence or in a detached accessory building. In no case shall a residence or a detached accessory building have a total of more than fifty (50) square feet or more than ten (10) feet in height of medical marijuana cultivation area per residence on the parcel, regardless of the number of qualified patients or primary caregivers residing at the residence or participating directly or indirectly in the cultivation; and

(d) The medical marijuana cultivation and processing area in the residence or detached accessory building shall be indoors, as defined herein, posted with a legible copy of the individual patient's medical marijuana recommendation, secured against unauthorized entry, and maintained for the exclusive use of the qualified patient; and

(e) Grow lights for medical marijuana cultivation for personal use in a residence or a detached accessory building shall not exceed 1200 watts total; and

(f) All electrical equipment used in the indoor cultivation of medical marijuana in a residence or a detached accessory building shall be plugged directly into a wall outlet or otherwise hardwired. The use of extension cords to supply power to electrical equipment used in the residential cultivation of medical marijuana is prohibited; and

(g) The use of gas products (CO₂, butane, etc.) for indoor medical marijuana cultivation or processing in a residence or a detached accessory building is prohibited; and

(h) No toxic or flammable fumigant shall be used for indoor cultivation of medical marijuana in a residence or a detached accessory building unless the requirements of Section 1703 of the California Fire Code have been met; and

(i) No odor of medical marijuana shall be detectable from the property boundaries by a person of ordinary senses. To achieve this, the medical marijuana cultivation area shall be, at a minimum, mechanically ventilated with a carbon filter or other superior method to prevent the odor of marijuana from escaping the indoor cultivation area and negatively impacting neighbors and the surrounding community. Ventilation systems shall be installed in a manner that facilitates decommissioning and a return of the cultivation area to non-cultivation residential uses; and

(j) From a public right of way, neighboring properties, or neighboring housing units, there shall be no visual or auditory evidence of medical marijuana cultivation at the residence or detached accessory building that is detectable by a person of ordinary senses; and

(k) Medical marijuana cultivation, processing, or transfers in a residence or detached accessory building are prohibited as a Home Occupation; and

(l) No sale, trading, or dispensing of medical marijuana is allowed on a parcel where residential cultivation of medical marijuana occurs; and

(m) The qualified patient shall not cultivate medical marijuana for his or her personal use in more than one residence or detached accessory building within the City jurisdiction; and

(n) The residence where medical marijuana is grown indoors for personal use shall maintain a kitchen and bathroom(s) for their intended use, and the kitchen, bathroom(s), and bedroom(s) shall not be used primarily for medical marijuana cultivation; and

(o) No effluent, including but not limited to waste products, chemical fertilizers or pesticides shall be discharged into drains, septic systems, community sewer systems, water systems or other drainage systems including those that lead to rivers and streams as a result of the cultivation of medical marijuana; and

(p) The residential cultivation of medical marijuana shall not adversely affect the health or safety of residents, neighbors, or nearby businesses by creating dust, glare, heat, noise, noxious gasses, odor, smoke, traffic, vibration, or other impacts, or be hazardous due to use or storage of materials, processes, products or wastes associated with the cultivation of medical marijuana; and

(q) The indoor residential cultivation of medical marijuana must comply with all applicable state and county laws, including fire and building codes; and

(r) A waterproof membrane or other waterproof barrier shall be installed in the cultivation area or beneath individual plants to protect the floor of the indoor cultivation area from water damage.

(7) Penalties

All of the remedies provided for in this section shall be cumulative and not exclusive for violations of this Code.

Any violation of this Code shall be, and the same hereby is declared to be, unlawful and a public nuisance and shall be subject to injunction, abatement or any other remedy available to the City under the applicable state and county laws, including the City's abatement and administrative penalty procedures.

Section 3. Severability

If any provision of the ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

Section 4. Limitation of Actions

Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

Section 5. CEQA Compliance

The City Council has determined that the adoption of this ordinance is exempt from review under the California Environmental Quality Act (CEQA), subject to Section 15061 of the CEQA Guidelines. Due to the nature of the proposed code revisions, there is no evidence that any significant impact to the environment would occur as a result of adoption of the Ordinance. Any environmental effects associated with adoption and implementation of the Ordinance.

Section 5. Effective Date

This ordinance becomes effective thirty (30) days after the date of its approval and adoption.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on January 3, 2013 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the 15th of January 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Julie Woodall, Mayor

ATTEST:

Karen Dunham, City Clerk

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000906	11/01/2012	[5235] ADVANTAGE FINANCIAL SERVICES	DOC START PAYMENT	148.01
0000907	11/01/2012	[4934] ANDERSON APPRAISAL (Redding)	APPRAISAL FOR LOUISE WOLFF(BETTS)	500.00
0000908	11/01/2012	[2224] AQUA BEN CORPORATION	HYDROFLOC 750E 55 GAL. DRUM 450	801.16
0000909	11/01/2012	[2285] CC MARKET (1)	BIRTHDAY FRIDAY CAKE 6 SV BLEACH	53.60
0000910	11/01/2012	[2290] CHIEF	SERPA HOLSTER	356.99
0000911	11/01/2012	[2301] MARK A. CLEMENTI, PH.D.	PROFESSIONAL SERVICE FOR PRE-EMPLOYMENT PSYCH	585.00
0000912	11/01/2012	[2303] COAST CENTRAL CREDIT UNION	PD DUES FOR PPE 10/19/2012	120.00
0000913	11/01/2012	[3148] COUNTY OF HUMBOLDT	COPY OF MAPS	6.30
0000914	11/01/2012	[2350] DON'S RENT- ALL, INC.	RENTED FOR 400 FT. WATER LINE TRENCH TO INSTA	122.04
0000915	11/01/2012	[2889] EEL RIVER TRANSPORTATION	HAULING SERVICES FOR VACATIONEER TRAILER HAUL	663.25
0000916	11/01/2012	[2386] EUREKA RUBBER STAMP CO.	US BANK STAMP NAME PLATE FOR "BILLY LONG"	81.35
0000917	11/01/2012	[3385] EVANS MECHANICAL	NO HEAT (WATER BUILDING) NO HEAT, FURNANCE #2 (WATER BUILDING)	262.00
0000918	11/01/2012	[2411] FORT DEARBORN LIFE INSURANCE CO.	LIFE INSURANCE FOR NOVEMBER	237.00
0000919	11/01/2012	[2423] GEORGE'S GLASS	2007 FORD CROWN VICTORIA PUT REAR RIGHT AND L	130.00
0000920	11/01/2012	[5052] GHD	ENGINEERING SERVICES FOR SEPTEMBER 2012	2,360.00
0000921	11/01/2012	[2501] HAJOCA CORPORATION	AYM CTS SS INSERT	15.87
0000922	11/01/2012	[4885] HDR ENGINEERING, INC.	SERVICES THROUGH 07/28/2012 PER CONTRACT SERVICES THROUGH AUGUST 2012 PER CONTRACT	35,730.98
0000923	11/01/2012	[2452] HORIZON BUSINESS PRODUCTS	KEYBOARD, OFFICE SUPPLIES	194.15
0000924	11/01/2012	[4035] HSBC BUSINESS SOLUTIONS	CREAMER / CUPS KITCHEN SUPPLIES	56.17
0000925	11/01/2012	[5268] HUMBOLDT LOCK AND SAFE	SERVICE SAFE	205.00
0000926	11/01/2012	[2481] ICMA	RETIREMENT FOR PPR 10/19/2012	4,710.59
0000927	11/01/2012	[5158] KURT HIRTZER INSPECTION SERVICES	PAY REQUEST #5 PER CONTRACT-JUST RECEIVED PAY REQUEST #6 PER CONTRACT	36,000.00
0000928	11/01/2012	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM QUANTI-TRAY	50.00
0000929	11/01/2012	[4629] OLKIN & JONES, DRS	MEDICAL FOR PW EMPLOYEE- JUST RECEIVED	170.00
0000930	11/01/2012	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
0000931	11/01/2012	[2633] PURCHASE POWER	POSTAGE REFILL	264.11
0000932	11/01/2012	[3029] REDWOOD COFFEE SERVICE	COFFEE FOR PD COFFEE SERVICES	183.00
0000933	11/01/2012	[2664] ROGERS MACHINERY INC	COFFEE SERVICES FOR POLICE DEPARTMENT	183.00
0000934	11/01/2012	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION	SERVICES ON AIR COMP IN SLUDGE PRESS INTEREST ONLY OCTOBER 2012	2,870.84
0000935	11/01/2012	[4643] SCOTIA PRINTING	RECEIPT BOOKS FOR FRONT OFFICE	329.26

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General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000936	11/01/2012	[4699] SIERRA CHEMICAL CO	3 SODIUM BISULFITE 25% SOLUTION CREDIT FOR INVOICE 241970	3,957.82
0000937	11/01/2012	[3137] SIX RIVERS COMMUNICATIONS	LABOR	270.00
0000938	11/01/2012	[2709] STAPLES DEPT. 00-04079109	OFFICE SUPPLIES	5.57
0000939	11/01/2012	[2710] STARPAGE	NOVEMBER SERVICES	12.95
0000940	11/01/2012	[3883] SUPERIOR INSTALLS	REPLACEMENT LFL CORNER STROBE, REPLACED STROB 3" KENWOODFACE PLATE, INSTALLED FRONT MOUNT	510.44
0000941	11/01/2012	[4818] THREE G's HAY & GRAIN	6 PALLETS MORTON SOLAR SALT, DELIVERY	1,744.62
0000942	11/01/2012	[2717] TIMES-STANDARD-CIRCULATION	AD FOR UTILITY WORKER	338.45
0000943	11/01/2012	[2750] USA BLUEBOOK	1/2 ROTATOR NOZZLE	358.10
0000944	11/01/2012	[5166] VSP-VISION SERVICE PLAN	VISION FOR NOVEMBER 2012	316.45
0000945	11/01/2012	[2366] EEL RIVER DISPOSAL	GARBAGE BAGS FOR OCTOBER 2012	471.10
0000946	11/01/2012	[2502] KEMP INSPECTION SERVICE	SERVICES FOR OCTOBER, 2012	699.00
0000947	11/06/2012	[1044] R. L. LEONARD	REIMBURSEMENT FOR MILEAGE	53.28
0000948	11/06/2012	[1950] BRIAN'S AUTO REPAIR,	RANDY'S TRUCK BRAKES	542.37
0000949	11/06/2012	[2293] CITY OF FORTUNA	POLICE DISPATCH SRVS- NOV2012	1,542.00
0000950	11/06/2012	[2410] NORTH COAST CLEANING SERVICES, INC.	SERVICES FOR OCTOBER	471.00
0000951	11/06/2012	[2485] INDUSTRIAL ELECTRIC	LABOR TO DISASSEMBLE, CHANGE BEARINGS AND SEA	379.71
0000952	11/06/2012	[2501] HAJOCA CORPORATION	AYM LEAD FREE CPLNG CTS, STRAIGHT MTR VLV AYM 74628 34X1.25 LEAD FREE SHORT, MTR CPLG 3 PVC90 ELBOW, PVC 45 ELBOW, PVC FEMALE ADPT, P 1 SXS 817-010 SCH 80 PVC 45 ELBOW, AND 1 SXFI 80 PVC CPLG (12)	1,235.19
0000953	11/06/2012	[2546] MERCER FRASER CO., INC.	ASPHALT CONCRETE	403.47
0000954	11/06/2012	[2659] RIO DELL PETTY CASH	PURCHASES FOR AUGUST 2012 PURCHASE FOR OCTOBER 2012 PURCHASES FOR SEPT	69.93
0000955	11/06/2012	[2664] ROGERS MACHINERY INC	WASTE WATER REPAIRS TO GOULDS PUMP	279.78
0000956	11/06/2012	[2742] SCOTIA TRUE VALUE HARDWARE	25 PK 2WDG ANCHOR, FLT WASHER, LOCK NUT	7.12
0000957	11/06/2012	[2795] NALLEY & ASSOCIATES	PROFESSIONAL SERVICES	772.50
0000958	11/06/2012	[3151] SHN CONSULTING ENGINEERS	PROFESSIONAL SERVICES FOR THE PERIOD ENDING S	637.64
0000959	11/06/2012	[3370] FERGUSON ENTERPRISES, INC # 3021	1 BY 20 FT PVC S80 PE PIPE	75.54
0000960	11/06/2012	[3975] AT&T - 5709	PHONE EXPENSES FOR OCTOBER 2012	658.92
0000961	11/06/2012	[4338] QUILL CORPORATION	LEGAL FOLDERS (4) SAMSUNG BLK INK (2), DESKTOP DESPENSER, COUNT	304.48
0000962	11/06/2012	[4382] DOCUSTATION	COPIES, PRINTS, FOR OCTOBER 2012	409.81

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Check	Date	Vendor	Description	Check / Payment
0000963	11/06/2012	[4393] NYLEX.NET	RESOLVE ISSUES ON DESKTOP, INSTALL HOTFIX AND INSTALLED UPDATES ON CHIEF HILL'S PC TO RESOL	495.00
0000964	11/06/2012	[4643] SCOTIA PRINTING	2 SIDED PHOTO LOG SHEET PADS	96.53
0000965	11/06/2012	[4908] MITCHELL BRISSO DELANEY &VRIEZE	LEGAL SERVICES FOR THE MONTH OF OCTOBER LEGAL SERVICES FOR THE MONTH OF OCTOBER	3,212.25
0000966	11/06/2012	[5052] GHD	REPRESENTATION AT TECHNICAL ADVISORY COMMITTE DOWNTOWN IMPROVEMENT AND STREETScape FOR OCTO DOWNTOWN IMPROVEMENT AND STREETScape FOR SEPT	3,402.75
0000967	11/06/2012	[5062] MARIAH MORSS	REFUND OF CUSTOMER DEPOSIT	21.14
0000968	11/06/2012	[5101] NORTH VALLEY LABOR COMPLIANCE SERVICES	REVIEWED CERTIFIED PAYROLL FOR WASTE WATER TR	2,650.80
0000969	11/06/2012	[5114] BEST BEST & KRIEGER LLP	LEGAL SERVICES THROUGH OCTOBER 2012	90.00
0000970	11/06/2012	[5127] DELTA DENTAL	DENTAL INSURANCE FOR DECEMBER 2012	1,584.91
0000971	11/06/2012	[5222] R.J. RICCIARDI, INC	ACCOUNTING SERVICES THROUGH 10/31/12	122.50
0000972	11/06/2012	[5269] MOBILE DIESEL REPAIR	BACK UP GENERATOR	100.00
0000973	11/13/2012	[5108] WAHLUND CONSTRUCTION INC.	PAY REQUEST #8 PER CONTRACT	495,192.54
0000974	11/15/2012	[0576] 101 AUTO PARTS	GLOVE- AL HEADLIGHT BULB BATTERY, CORE DEPOSIT LINCH PIN ANTI FREEZE QT 10W30, OIL ANTIFREEZE	854.59
0000975	11/15/2012	[1950] BRIAN'S AUTO REPAIR,	REPLACE INTAKE MANIFOLD GASKET, REPAIR INTAKE	672.87
0000976	11/15/2012	[2237] BANK OF AMERICA BUSINESS CARD	MOWER MAITENANCE- BLADES FROM SCOTTYS CUTTER DELL- TONER FOR 1110 PRINTER FROM DELL LUNCH FOR WATER CLASSES FOR RANDY & CAMERON - LUNCH FOR RANDY & CAMERON DURING WATER	1,728.24
0000977	11/15/2012	[2247] ANTHEM BLUE CROSS	HEALTH INSURANCE FOR DECEMBER,2012	11,349.00
0000978	11/15/2012	[2269] ADVANCED DISPLAY & SIGNS	EXTERIOR SIGN	71.94
0000979	11/15/2012	[2303] COAST CENTRAL CREDIT UNION	PD DUES FOR PPE 11/2/2012	120.00
0000980	11/15/2012	[2383] EUREKA OXYGEN CO.	MONTHLY RENT	16.16
0000981	11/15/2012	[2437] HACH	PHOTOCELL ASSY, REPL. KIT	812.30
0000982	11/15/2012	[2447] HILFIKER PIPE CO.	PICNIC TABLE	1,544.40
0000983	11/15/2012	[2471] HUMBOLDT WASTE MANAGEMENT AUTHORITY	AT&T RECYCLING GUIDE	330.10
0000984	11/15/2012	[2481] ICMA	RETIREMENT FOR PPE 11/2/2012	4,710.59

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Check	Date	Vendor	Description	Check / Payment
0000985	11/15/2012	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM QUANTI-TRAY	100.00
			COLIFORM BACTERIA, PICK UP CHARGE	
0000986	11/15/2012	[2570] NILSEN COMPANY	BIG IN TUF- GENERIC ROUND UP	78.36
0000987	11/15/2012	[2577] NTU TECHNOLOGIES, INC.	275 GALLON TOTE	3,505.50
0000988	11/15/2012	[2603] PG&E	UTILITIES FOR OCTOBER 2012	12,566.09
0000989	11/15/2012	[2634] PUBLIC SAFETY CENTER, INC	HEROIN TEST KITS	45.50
0000990	11/15/2012	[2672] ST. JOSEPH HOSPITAL	ACUTE EXAM, HCG SCREEN, & VENIPUNCTURE	2,743.16
0000991	11/15/2012	[2724] STATE WATER RESOURCES CONTROL BOARD	SANITARY SEWER OVERFLOW PROGRAM	9,979.00
			NPDES	
			SLUDGE PERMIT	
0000992	11/15/2012	[2742] SCOTIA TRUE VALUE HARDWARE	NICKEL PLATTED KEY	58.15
			COUPLING, PVC SLIP UNION	
			MTL NOZZLE, QUICK FIX SEED	
			SOLID SET COLLARS, CTRLS HTCH PN	
			BULDOZER PUSHBROOM	
0000993	11/15/2012	[2758] USDA RURAL DEVELOPMENT	CASE # 04-012-0941603860..CODE 92 LOAN # 03	4,000.00
0000994	11/15/2012	[2772] WENDT CONSTRUCTION, INC	PERK PONDS	2,760.00
0000995	11/15/2012	[2779] WILDWOOD SAW	EDGER BLADES	12.81
			CREDIT	
0000996	11/15/2012	[3114] 3T EQUIPMENT CO., INC.	MINI CHAIN CUTTER, AND FREIGHT CHARGES	3,262.73
0000997	11/15/2012	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
0000998	11/15/2012	[3373] VALLEY LUMBER & MILLWORK	SUPPLIES	84.98
0000999	11/15/2012	[3878] OLIN CORP - CHLOR ALKALI	SODIUM HYPOCHLORITE	700.51
0001000	11/15/2012	[4035] HSBC BUSINESS SOLUTIONS	GARBAGE BAGS	13.92
0001001	11/15/2012	[4525] SHERLOCK RECORDS MGMT	SERVICES FOR OCTOBER	96.60
0001002	11/15/2012	[4699] SIERRA CHEMICAL CO	SODIUM BISULFITE, CONTAINER DEPOSIT	1,585.94
0001003	11/15/2012	[4818] THREE G's HAY & GRAIN	SALES TAX FOR 6 PALLETS MORTON SOLAR SALT	122.13
0001004	11/15/2012	[4885] HDR ENGINEERING, INC.	ENGINEERING SERVICES FOR SEPTEMBER 2012	12,542.76
			PER C	
0001005	11/15/2012	[4937] STATE OF CALIFORNIA	SIGNALS AND LIGHTING JULY-SEPTEMBER 2012	349.76
0001006	11/15/2012	[5241] GE CAPITAL	XEROX COPIER RENTAL PAYMENT-NOVEMBER 2012	474.39
0001007	11/28/2012	[2110] GRAHAM G. HILL	POST COURSE WEEK 2-DEC 3 THRU DEC 7TH	565.15
0001008	11/28/2012	[2203] AESTHETIC DESIGN & PHOTOGRAPHY	ANNUAL WEB HOSTING	300.00
0001009	11/28/2012	[2283] COASTAL BUSINESS SYSTEMS	KYO PRINTER MAINT AGREEMENT 11/12 TO 11/13	1,059.00
			COPIER MAINT- PD- AGREEMENT-MURATEC 11/12 TO	
0001010	11/28/2012	[2303] COAST CENTRAL CREDIT UNION	PD DUES FOR PPE 11/16/2012	120.00
0001011	11/28/2012	[2356] DOWNEY BRAND LLP	SERVICES THROUGH OCTOBER 31, 2012	750.00
0001012	11/28/2012	[2394] FEDEX	SHIPPING EXPENSE	35.34
0001013	11/28/2012	[2411] FORT DEARBORN LIFE INSURANCE CO.	LIFE INSURANCE FOR DECEMBER 2012	229.50
0001014	11/28/2012	[2481] ICMA	RETIREMENT FOR PPE 11/16/2012	4,710.59
0001015	11/28/2012	[2694] SHELL OIL CO.	FUEL FOR PD OCTOBER 2012	3,114.52
			FUEL CHARGES PD NOVEMBER	
			FUEL EXPENSES FOR NOV PW	
			FUEL EXPENSES PW OCTOBER 2012	

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0001016	11/28/2012	[2709] STAPLES DEPT. 00-04079109	TONER CATRIDGES BLACK INK CATRIDGES FOR PLANNING DEPT CATRIDGES, 8 PORT GIG, AND SUPPLIES FOR WWTP	704.38
0001017	11/28/2012	[2710] STARPAGE	DECEMBER SERVICES	12.95
0001018	11/28/2012	[3151] SHN CONSULTING ENGINEERS	ENGINEERING SERVICES THROUGH OCTOBER 31, 2012	299.99
0001019	11/28/2012	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION	INTEREST ONLY FOR NOVEMBER 2012 LOAN 0762- CRD	3,744.57
0001020	11/28/2012	[4035] HSBC BUSINESS SOLUTIONS	LIQ CREAMER	8.79
0001021	11/28/2012	[4393] NYLEX.NET	TROUBLESHOOT PASSWORD ISSUES ON POILCE CHIEF INSTALLATION OF WINDOWS UPDATE FRONT OFFICE,	336.00
0001022	11/28/2012	[4450] TERMINIX	SERVICE AT 675 WILDWOOD AVENUE SERVICE AT 475 HILLTOP	89.00
0001023	11/28/2012	[4454] JOHN DEERE CREDIT	TRACTOR PAYMENT	13,582.60
0001024	11/28/2012	[4885] HDR ENGINEERING, INC.	ENGINEERING SERVICES THROUGH NOV 3, 2012	14,427.32
0001025	11/28/2012	[5158] KURT HIRTZER INSPECTION SERVICES	INVOICE NO 7 FOR NOVEMBER,2012 PER CONTRACT	18,000.00
0001026	11/28/2012	[5284] DONALD BICKNELL	REFUND ON WITNESS FEE HARRALSON, WEINER	300.00
Total Checks/Deposits				751,367.51