

Public Review Copy

**A G E N D A**  
**RIO DELL CITY COUNCIL**  
**REGULAR MEETING - 6:30 P.M.**  
**TUESDAY, JANUARY 5, 2010**  
**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. ORAL ANNOUNCEMENTS
- E. CEREMONIAL
- 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) 2010/0105.01 - Approve Minutes of the November 17, 2009 Regular Meeting (**Action**) 1
- 2) 2010/0105.02 - Approve Minutes of the December 1, 2009 Regular Meeting (**Action**) 7
- 3) 2010/0105.03 - Approve Minutes of the December 4, 2009 CDBG Public Hearing (**Action**) 14
- 4) 2010/0105.04 - Approve Minutes of the December 8, 2009 Study Session (**Action**) 15
- 5) 2010/0105.05 - Approve Check Register 18
- 6) 2010/0105.06 - Approve Amendment to Interim City Manager Agreement (**Action**) 25
- 7) 2010/0105.07 - Authorize the Interim City Manager to execute contract with Redwood Community Action Agency to complete Labor Monitoring Services on the Solids and Disinfection Management Project (**Action**) 27

- 8) 2010/0105.08 - Approve Progress Payment Request No. 1 for KG Walters Construction Co. in the amount of \$68,400 for work related to the Solids and Disinfection Management Project **(Action)** 32
- 9) 2010/0105.09 - Approve Budget Amendment for Water Fund Debt Service (\$68,000) **(Action)** 39
- 10) 2010/0105.10 - Approve Resolution No. 1069-2010 Amending The City of Rio Dell Cell Phone Policy Resolution No. 1030-2009 **(Action)** 40

G. SPECIAL PRESENTATIONS

- 1) 2010/0105.11 - Food Collaborative Business Plan (Planwest Partners) 43

H. ORDINANCES/SPECIAL RESOLUTIONS

I. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
- 2) 2010/0105.12 - Make determination as to whether the expenditure of City funds for an Employee Fitness Program has a direct and primary public purpose **(Action)** 46
- 3) 2010/0105.13 - Approve Amendment to City Council Protocols to cover City Council Member Absence **(Action)** 49
- 4) 2010/0105.14 - Approve changes as to the processing and approval of City warrants **(Action)** 51
- 5) 2010/0105.15 - Set date for goal setting study session **(Action)** 54

J. PUBLIC PRESENTATIONS

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Items requiring Council action not listed on this agenda will be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3rds of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action.*

K. REPORTS/STAFF COMMUNICATIONS

- 1) Interim City Manager

- 2) Acting Public Works Director
- 3) Chief of Police
- 4) Finance Director - Combined Balance Sheet Summary November 30, 2009  
(Receive & File)

55

L. COUNCIL REPORTS/COMMUNICATIONS

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

- 1) 2010/0105.15 - CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION.  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 of the California Government Code: 1 case.

N. PUBLIC COMMENT REGARDING CLOSED SESSION

O. RECESS INTO CLOSED SESSION

P. RECONVENE INTO OPEN SESSION

Q. ORAL ANNOUNCEMENTS

R. ADJOURNMENT

*The next Regular meeting will be on January 19, 2010  
at 6:30 PM in the City Council Chambers*

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
NOVEMBER 17, 2009  
MINUTES**

The Regular Meeting of the Rio Dell City Council was called to order at 6:30 P.M. by Mayor Pro Tem Marks.

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

Absent: Mayor Woodall and Councilmember Barsanti

Others Present: Interim City Manager Stretch, Chief of Police Hill, Acting Director of Public Works Jensen and City Clerk Dunham

Absent: Finance Director Beauchaine

**CEREMONIAL MATTERS**

Proclamation in Recognition of the Humboldt Arts Council and the 10<sup>th</sup> Anniversary of the Morris Graves Museum of Art

Mayor Pro Tem Marks read the proclamation in recognition of the Humboldt Arts Council and the 10<sup>th</sup> Anniversary of the Morris Graves Museum of Art.

Motion was made by Thompson/Dunker to approve the proclamation. Motion carried 3-0.

**CONSENT CALENDAR**

Mayor Pro Tem Marks asked that check number 27819 for Results Fit Camp be removed from the Consent Calendar for separate discussion as well as the 2009 Holiday Schedule.

Motion was made by Dunker/Thompson to approve the consent calendar including the check register including the General Check Register for check numbers 27816-27876 (except for 27819) totaling \$80,208.86 (less \$1,200) and the Payroll Check Register for check numbers 14961-14981 totaling \$22,233.94. Motion carried 3-0.

Mayor Pro Tem Marks questioned the fit camp program and asked Chief Hill to bring back to the Council, a status report of the program and if available the written approval or agreement authorizing the expenditure.

Mayor Pro Tem Marks then referred to the 2009 Holiday Schedule and noted that employees have the option to either work on December 23<sup>rd</sup> or take a vacation day yet City Hall will be closed and questioned whether being closed would take away that option; City Clerk Dunham

explained that although City Hall would be closed to the public, employees could use that time to catch up on work without the interruption of telephone calls and citizens coming in.

Motion was made by Dunker/Thompson to approve check number 27819 to Results Fit Camp in the amount of \$1,200.00 and the 2009 Holiday Schedule as presented. Motion carried 3-0.

### **ORDINANCES/SPECIAL RESOLUTIONS**

#### Introduce and Conduct first reading of Ordinance No. 264-2009 Amending Zoning Ordinance No. 252-2004 Pertaining to Street Dedication and Improvement for the Maintenance and Repair of Sidewalks

Mayor Pro Tem Marked opened the public hearing at 6:40 P.M. and asked for a report from staff.

Interim City Manager Stretch stated this proposed language is quite similar to the language we currently have in the zoning ordinance but due to recent claims received from two separate individuals who have tripped and fallen on City sidewalks, it seemed appropriate to strengthen the language. He noted the introduction and first reading of the ordinance by title only tonight would be followed by the second reading and adoption on December 1, 2009.

Councilmember Thompson questioned the process for handling claims received from the public and suggested the City consider paying the claim initially then seek out the property owner for reimbursement.

Interim City Manager Stretch stated that State law is very clear on this issue and so is the City ordinance and noted that he had a discussion with the City Clerk regarding the procedures for handling claims from citizens who have sustained injuries from falls on sidewalks and had advised her to be very specific and state that the city is not the responsible party but they do have the right to submit a claim if they so desire. This way they know up front where the responsibility lies and as far as notification to property owners, he indicated a notice could be sent out to all residents outlining the laws and their responsibilities as homeowners.

Councilmember Thompson suggested when the City receives a claim that the public works department be contacted to look at the site and immediately notify the property owner if repairs are needed; City Clerk Dunham explained the ordinance states that failure to maintain or repair a sidewalk may cause the Public Works Director to issue a "Notice to Repair" and if the situation is not corrected in 30 days, the City will make appropriate corrections and assess the property owner for all costs accrued by means the City deems feasible.

Mayor Pro Tem Marks noted there are some areas in town where PG&E or cable boxes have dropped and asked whose responsibility is it to bring them up to the level of the existing

sidewalk; Interim City Manager Stretch stated the utility companies have the responsibility to maintain their equipment installed within the City easement.

Councilmember Dunker stated that anytime someone files a claim with the City, they have the right to take the City to court but they must prove cause and if there is no obvious reason for a person to trip and fall, it would be difficult to show the City is at fault.

Alice Millington, 378 Wildwood Ave. stated that when she compared the language in the current ordinance with the proposed amended language, it seemed that the amendment went on to define maintenance and repair that is way beyond what she considers normal maintenance and said it specifically states that "maintenance and repair of sidewalk area shall include, but not be limited to, maintenance and repair of surfaces including grinding, removal and replacement of sidewalks, repair and maintenance of curb and gutters, removal and filling or replacement of parking strips, removal of weeds and/or debris, supervision and maintenance of signs, tree root pruning and installing root barriers, trimming of shrubs and/or ground cover and trimming shrubs within the area between the property line of the adjacent property and the street pavement line, including parking strips and curbs, so that the sidewalk area will remain in a condition that is not dangerous to property or to persons using the sidewalk in a reasonable manner and will be in a condition which will not interfere with the public convenience in the use of said sidewalk area." She stated that it seems that the City is not decreasing liability but inviting more law suits with approval of the proposed language. She also mentioned that she had contacted her insurance agent and asked him if someone tripped and fell on the sidewalk in front of her property what would happen and he said they would not hesitate to go to court and defend her against liability.

Sharon Wolfe, 3 Painter St. stated that Alice Millington made a good point but her concern was that this was a public hearing in which there was no information available to citizens describing the details of the proposed ordinance amendment prior to the public hearing stating that the last council packet placed on the City's web site was September 15<sup>th</sup>. She said if information could be put on the web site in a timely manner, it would be helpful to citizens and of benefit to the City.

She also said in regard to sidewalks, if the city is going to put the responsibility back on the homeowners, the City Council may be hearing about it because the city has the worst sidewalks around.

There being no further public comment, the public hearing closed at 6:52 P.M.

Motion was made by Dunker/Thompson to introduce and conduct first reading by title only of Ordinance No. 264-2009 *Amending Zoning Ordinance No. 252-2004 Pertaining to Street Dedication and Improvement for the Maintenance and Repair of Sidewalks*. Motion carried 3-0.

## **SPECIAL CALL ITEMS**

### Select Date to Conduct Study Session to Discuss Proposals for the Remaining \$110,000 Parks Bond Funding

Interim City Manager Stretch stated the City of Rio Dell received a \$220,000 allocation from the 2002 Parks Bond of which \$110,000 was allocated to the construction of bathroom facilities at the Fireman's Park and for administration of the grant on behalf of the Fire District. He suggested the Council schedule a date to have a study session to analyze the evaluate the potential proposals that have come forward for use of the remaining funds. He noted the remaining funds of \$110,000 are merely an estimate since it is unknown at this time what has been spent on plans and specifications for the project.

Mayor Pro Tem Marks suggested the Parks and Recreation Commission be invited to participate in the Study Session.

Councilmember Thompson said he would like to see a list of the proposals prior to the Study Session.

Jerry Soho, Parks and Recreation Commissioner stated that they had a meeting where the Park Bond funding was discussed and noted the Fire Department would be submitting their ideas to them at their next meeting and basically would be asking that the City allocate the remaining \$110,000 to the Fire Department to further improvements at the Fireman's Park.

A Study Session was scheduled for December 8, 2009 at 6:30 P.M. with the Parks and Recreation Commission.

## **PUBLIC PRESENTATIONS**

Al Petrovich, 1231 Eeloa Ave. addressed the Council regarding the issue of mandatory solid waste and recycling collection stating he felt mandatory collection for everyone was not warranted stating that since the recycling program began, he had reduced his waste to zero. He said taxpayers should not be penalized because of the illegal dumping by others.

Sylvia Jutila, 3665 Rohnerville Road stated because of mis-communication the proclamation supporting the Great American Smoke-Out did not make it on the agenda and spoke briefly about the annual event. She provided quit-smoking kits in attempt to encourage tobacco users to quit for at least one day in support of the American Cancer Society's Great American Smokeout on November 19<sup>th</sup>.

## **REPORTS/STAFF COMMUNICATIONS**

Interim City Manager Stretch stated that although it was only his second day on the job he had taken the liberty to review the Draft Employee Handbook and noted that he had a friend that was an expert in the area of Employee Relations who agreed to review the document and provide some direction to the City Council on a couple of issues at no cost to the City. He also reported that he had contacted the City Attorney regarding a number of issues that he was asked to work on and he indicated that he had not been working on them stating he was "waiting for the dust to settle." He said he asked him to provide a list and cost to complete those tasks by the next meeting. He then asked the Council to think about how they wished him to proceed with the City Manager recruitment process and come back with suggestions at the next meeting. Lastly, he commented on the public address system stating there seemed to be a lack of a nexus between microphone system and the camera and said he would like to bring some ideas forward for upgrade of the council chambers to be more effective. He expressed concern that prospective candidates would be seeking our web site as well as the public access channel only to find that they can't follow the meeting because of the sound. He said he would like to put together some thoughts and have a conversation at the next meeting.

Councilmember Dunker asked for a Study Session to follow up on the proposed resolution regarding the "In God we Trust" motto and also to consider an ex-parta discussion.

Chief of Police Hill reported on recent activities in the police department and stated he was attempting to get emerged back into the police chief mode stating he was trying not to overwhelm the City Manager but was available if needed.

Acting Director of Public Works Jensen reported on recent activities in the public works department stating they held a pre-construction meeting with K.G. Walters regarding the Solids and Disinfection Management project stating that Winzler & Kelly indicated they would like the contractor to be prepared to proceed in three weeks; provided a progress report on the Safe Routes to School Project and said the last work directive was signed off leaving three pending items to address; and said the Draft plans for the Wildwood Ave. Paving Project would be coming to Council by the end of the month.

Mayor Pro Tem Marks stated the Council had discussed the possibility of additional striping on Wildwood Ave. and asked if that was still being planned; Acting Director of Public Works stated additional striping was not being planned at this time but they may be coming back to the Council at the end of the project with ideas for some horizontal parking.

## **COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Thompson reported on recent meetings stated he attended an RCEA meeting where they voted to ratify a 4 year audit contract; said they would be signing a 3 year contract with PG&E for around \$3 million in regard to energy grants; said RCEA may be moving to a larger building; would be attending an HTA meeting as alternate in Mayor Woodall's absence;



and said he talked to an individual who had done an "In God We Trust" plaque and noted the City had received a donation of a piece of redwood and a redwood burl for us of the plaque for the City.

Mayor Pro Tem Marks stated she had attended a Waste Management Authority meeting and said one problem that was discussed was the disposal/recycling of used needles as well as batteries stating they were both very expensive to dispose of. She said she attended the Parks & Recreation meeting and was looking forward to the Study Session to discuss the Park Bond funding.

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

Public Employee Contract Negotiations: Interim City Manager pursuant to Government Section 54957

This item was removed from the agenda.

Anticipated Litigation – significant exposure to litigation pursuant to Government Code Section 54956.9(b): 1 potential case

Mayor Pro Tem Marks announced the Council would be adjourning to closed session to discuss *Anticipated Litigation – significant exposure to litigation pursuant to Government Section 54956.9(b): 1 potential case*, and asked for public comment.

There being no public comment, the council adjourned to closed session at 7:48 P.M.

The regular meeting reconvened at 8:15 P.M. Mayor Pro Tem Marks announced there was no reportable action taken in closed session.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:17 to the December 1, 2009 Regular Meeting.

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Melissa Marks, Mayor Pro Tem

Attest:

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Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
DECEMBER 1, 2009  
MINUTES**

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

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

Absent: Councilmember Barsanti

Others Present: Interim City Manager Stretch, Finance Director Beauchaine, Acting Director of Public Works Jensen, City Clerk Dunham, Contract Planner George Williamson, and Merritt Perry, Winzler & Kelly

Absent: Chief of Police Hill

**CONSENT CALENDAR**

Councilmember Marks asked that Item 3 (Results Fit Camp Program) be removed from the consent calendar for separate discussion under Special Call Items.

Motion was made by Marks//Thompson to approve the consent calendar including the minutes of the October 20, 2009 Regular Meeting; the check register including the General Check Register for check numbers 27877-27912 totaling \$93,853.13 and the Payroll Check Register for check numbers 14982-15004 totaling \$25,652.11; and to rescind the action taken at the November 3, 2009 Regular City Council Meeting regarding North Street Improvements. Motion carried 4-0; Mayor Woodall abstained from vote on the October 20, 2009 minutes.

**ORDINANCES/SPECIAL RESOLUTIONS**

Public Hearing/Second Reading and Approval of Ordinance No. 263 Amending Business License Ordinance No. 259-2008

Mayor Woodall opened the public hearing at 6:36 P.M. and asked for a report from staff.

Finance Director Beauchaine presented the staff report and explained the reason for the amendment was to include language in the City's current business license ordinance exempting residential care facilities for the elderly, which serves six or fewer persons, from local business taxes, local registration fees, use permit fees, or other fees to which other family dwellings of the same type in the same zone are not likewise subject to comply with the State of California Health and Safety Code. She noted the introduction and first reading of the ordinance followed by a

**DECEMBER 1, 2009 MINUTES**  
**Page 2**

public hearing was conducted at the October 20, 2009 City Council meeting and at such time no public comment was received.

There being no public comment at this time, the public hearing closed at 6:38 P.M.

Motion was made by Dunker/Marks to conduct second reading (by title only) and approve Ordinance No. 263-2009 *Amending Business License Ordinance No. 259-2009 Exempting Certain Residential Care Facilities for the Elderly, from Business Taxes, Local Registration Fees, Use Permit Fees, or Other Fees to Which Other Family Dwellings of the Same Type in the Same Zone are Not Likewise Subject.* Motion carried 4-0.

Public Hearing/Second Reading and Approval of Ordinance No. 264-2009 Amending Zoning Ordinance No. 252-2004 Pertaining to Street Dedication and Improvement for the Maintenance and Repair of Sidewalks

Mayor Woodall opened the public hearing at 6:41 P.M. and asked for a report from staff.

Interim City Manager Stretch stated the introduction and first reading of the ordinance was conducted at the November 17, 2009 City Council meeting. A public hearing was held in which public testimony was received. He then referred to the second paragraph on the second page of the ordinance and suggested the words "supervision and maintenance of signs" after "weeds and/or debris" be deleted in addition to a revision to paragraph 3 changing the words "Director of Streets and Parks" to "Director of Public Works."

There being no public comment at this time, the public hearing closed at 6:43 P.M.

Councilmember Thompson referred to page 1 of the staff report and stated for clarification that the second line under "Background and Discussion" should read "Sidewalks within City limits" not "City sidewalks."

Interim City Manager Stretch suggested a letter go out to all residents which outlines the responsibilities of the homeowner in regard to sidewalk maintenance and repair; Councilmember Thompson mentioned that a short note could perhaps be placed on the water bills.

Motion was made by Thompson/Marks to conduct second reading (by title only) and approve as amended Ordinance No. 264-2009 *Amending Zoning Ordinance No. 252-2004 Pertaining to Street Dedication and Improvement for the Maintenance and Repair of Sidewalks.* Motion carried 4-0.

Approve Resolution No. 1065-2009 Accepting an Irrevocable Offer of Right of Way Dedication APN: 205-111-021 and Vacating Interest in Real Property and Allowing a Property Merger for APN 205-111-025

George Williamson, Contract Planner explained this is a property owner initiated request in which he is proposing to dedicate a right of way between Highway 101 and Northwestern Avenue to the City, in exchange for the City releasing interest in a 40 foot wide strip of land between APN's 205-111-019 and 025. He said the right of way offered for dedication on APN 205-111-021 currently provides ingress and egress from Highway 101 to Northwestern Ave., at the northerly end of the Sawmill Annexation area and is approximately 130 feet long and at its widest point 65 feet wide, with the right of way narrowing close to Highway 101. He noted that additional width to connect Highway 101 to Northwestern Ave. would be needed when potential development occurs. The 40 foot wide strip the property owner is asking that the City vacate does not provide ingress or egress to Highway 101 and would be merged to APN 205-111-025 upon City Council approval of the offer.

George Williamson pointed out that the City does not own the 40 foot strip in question and basically it was created in anticipation of the need for additional access at some point. In communications with Cal Trans officials, it was confirmed that the City should not ever expect there to be any additional access points from Highway 101 to Northwestern Ave.

The Planner's recommendation was for the City to accept the irrevocable offer of right of way dedication in exchange for the vacation of City interests in the 40 foot wide strip as described.

It was pointed out by the engineer and Acting Director of Public Works that the right of way being offered for dedication is not a complete width right of way and that 50 or 60 feet would be ideal for industrial development. Another issue raised by staff was that it may not be the right time since this is an irrevocable offer of dedication that could be acted on 5 years down the road.

Mayor Woodall asked what if anything would prevent the City from asking the property owner (Dennis Wendt) for an additional 10 feet for right of way dedication; George noted the City could do that but that it would be rather unusual without a proposed development.

Discussion continued regarding future development entitlements; improvement and maintenance of the right of way; and potential liability to the City with acceptance of the right of way.

George Williamson said the proposed action could be revised to reflect the concern of the Council regarding securing adequate access for future long term development.

Councilmember Thompson asked for clarification on the map as presented stating it was unclear as to the access for Moore Fuel and asked about potential future annexation of lands to the City; George explained there was potential annexation of residential lands adjacent to Moore Fuel.

George agreed to research the possibility of the City acquiring additional access through an existing driveway with the annexation of the proposed lands.

Merritt Perry commented that the Council could accept an irrevocable offer of right of way dedication upon review and approval by the City Engineer and Director of Public Works.

Motion was made by Dunker/Marks to approve Resolution No. 1065-2009 *Accepting an irrevocable Offer of Dedication upon approval of the City Engineer and Director of Public Works Director: Assessor Parcel Numbers: 205-111-021 and Vacating Interest in Real Property and Allowing a Property Merger for APN 205-111-025.* Motion carried 4-0.

### **SPECIAL CALL ITEMS**

#### **Results Fit Camp Program**

Councilmember Marks referred to the staff report submitted by the Interim City Manager and the memo submitted by the Chief of Police regarding the Fit Camp Program and stated that when she requested the item be pulled for further review her intent was that it be reviewed for all participants, not just the police department. She asked if the Release of Liability Agreement was sent to SCORE for approval and if the benefit was taxable. Interim City Manager Stretch stated that the Agreement may have gone to the City Attorney for review but that it had not been forwarded to SCORE. Finance Director Beauchaine said she would need to research the code to make a determination on whether it was a taxable benefit.

Councilmember Marks also asked how many days per week participants attended Fit Camp and if this would be coming back to the Council for further consideration; Finance Director Beauchaine noted that there was the option to sign up for two days per week or three. Interim City Manager Stretch stated the agreement and Release of Liability was applicable to all participants and would need to come back to the Council for further review.

#### **Provide Direction to Interim City Manager to Request RFQ's from Qualified Law Firms for City Legal Services**

Interim City Manager Stretch stated as the Council was aware, the city has used the services of the same law firm for the past 16 years and said it is simply good business from time to time to determine whether the level of service is adequate for future needs of the City. In speaking with Attorney Martinek, he had expressed interest in participating in the process and said he would like the opportunity to update his qualifications. He noted that he put this item on the agenda because a number of the City Council members had expressed interest however, with so many things going on in the City currently, felt it may not be in the best interest of the City to proceed with this process suggesting the City Council consider waiting until Spring after the hiring of a permanent City Manager. He commented that if there were any particular issues during the interim period that the Council wished to discuss with the attorney such as responsiveness they could do so with him in closed session.

The Council concurred to hold off until Spring to request RFQ's from qualified law firms or after a new City Manager is hired.

Councilmember Marks stated she would like to schedule a closed session with the City Attorney to see if he was happy with the City as well.

John Lane, 1249 Riverside Dr. commented in 1993 he was part of the City Attorney recruitment process and said he had some good suggestions to offer the Council as a result of being the son of an attorney. He said RFQ's don't necessarily express the qualifications of the law firm and suggested a good job description be shared with any interested candidates so they know what is expected before they submit their qualifications.

City Manager Recruitment Discussion

Interim City Manager Stretch stated that he understood that his highest priority during his interim period is to assist the City Council in the recruitment and selection of a qualified City Manager at the earliest opportunity. He said that while he realizes the importance of focusing on this task, a lot of his time gets redirected to other current issues. He reviewed the list as presented in his staff report, of ideas for Council consideration regarding the recruitment process.

One idea was to consider appointment of a committee consisting of two City Council members to work with the Interim City Manager on any recruitment details that may arise between Council meetings; Councilmembers Dunker and Thompson were appointed to serve on the committee.

Other questions had to do with such things as whether the recruitment effort should be limited to Humboldt County or be statewide in scope; whether there should be a review of the salary and benefit schedule for the past City Manager as well as the City Manager ordinance to see if changes should be made; whether the City required the position to be full time and if it would make a difference if there were an Assistant City Manager; the possibility of sharing management staff with other cities; and if there were definite ideas that the Council felt must be on the table or must not be on the table.

Mayor Woodall commented that being able to offer PERS would be a key issue; Interim City Manager Stretch noted that he carefully worded the ad to point out that the City was working on the actuarial.

Councilmember Marks asked if a response had been received from PERS; City Manager Stretch said he talked with them today and would be re-sending out the agreement to get things moving along.

**PUBLIC PRESENTATIONS**

None

## REPORTS/STAFF COMMUNICATIONS

Acting Public Works Director Jensen reported on recent activities in the public works department and reported that KG Walters Construction Co. had started on mobilization for the Solids and Disinfection Management Project in anticipation of beginning construction in 2-3 weeks; they were working on the installation of new gates and fencing and additional lighting at the wastewater treatment plant for better security; and said he completed the last reimbursement request submittal to Department of Water Resources for the Infiltration Gallery Project.

Merritt Perry, Winzler & Kelly continued with an update of the Safe Routes to School Project; Wildwood Avenue Paving Project; and the pending Transportation Enhancement Grant stating that the Safe Routes to School Project was nearing completion with the project staying within budget. He also reported that the City had received approval of funding to complete the paving of Wildwood Ave. and more recently additional funding under the Transportation Enhancement Grant which he noted would be used for beautification however would not include diagonal parking.

Councilmember Marks questioned Merritt regarding striping of Wildwood Ave. and the idea of increased parking for businesses; Merritt explained he had received no directive from the prior City Manager to come up with a conceptual design and that striping was a small part of the project and that they could still work on the design if the Council desired. He said one issue to think about is the delivery and unloading noting the business owners should be involved in the discussions anytime you change the circulation pattern of the city.

Finance Director Beauchaine reported on recent activities in the finance department and said as the Brownfield's Administrator she had the opportunity to accompany Mayor Woodall to New Orleans for the Brownfield's Conference stating she attended several classes and was able to network with members of the Department of Toxic Substances Control team on the clean-up efforts for the former Eel River Sawmill site and receive the honorary check for \$350,000 for Phase I and Phase II testing for that project.

In addition, she reported she had been working on the audit and expected to have a draft to the Council in two weeks; said the auditors were scheduled to be at the January 19<sup>th</sup> meeting to give an audit presentation; said she was still working on narratives for the current budget; reported the Prop 1-A Securitization Agreement was finalized; said she would be attending a Accufund Conference on December 7<sup>th</sup> in Los Angeles; working on grants management; said the CDBG loan portfolios were completed by RCAA; received authorization to proceed with expending the \$500,000 in HOME Program funds for housing rehabilitation; and said she would be re-submitted the Master Drainage Plan to CDBG for funding stating she was rather confident the project would be approved for funding this time.

Councilmember Marks asked when the Council could expect the budget to be completed; Beauchaine stated she should have the budget to the council by the end of January or beginning of February.

**COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Thompson reported on recent meetings and stated he attended an HTA meeting and reported they were in the process of extending their route to include Garberville and said if there was anyone interested in acquiring an Historic house to contact HTA although it would have to be moved from the property.

Councilmember Marks noted that the City needs more space for seniors and asked the Finance Director if the City had money for perhaps moving the structure to Rio Dell; Beauchaine said there may be funding available through the CDBG Program but it would be a long process to get approval.

Councilmember Marks also mentioned that in the October 20<sup>th</sup> council meeting minutes, it was noted that the cell phone policy amendment would come back to Council as well as the employee retirement program.

Mayor Woodall announced the Annual Tree Lighting event would take place on December 9<sup>th</sup> at 6:00 and encouraged everyone to attend. She also asked for an update on nuisance abatement at the next meeting.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:32 to the December 15, 2009 Regular Meeting.

\_\_\_\_\_  
Julie Woodall, Mayor

Attest:

\_\_\_\_\_  
Karen Dunham, City Clerk



**RIO DELL CITY COUNCIL  
PUBLIC HEARING - CDBG  
DECEMBER 4, 2009  
MINUTES**

The Rio Dell City Council was called to order at 3:00 P.M.

ROLL CALL: Present: Mayor Woodall, Council members Dunker and Thompson.

Absent – Council members Barsanti and Marks

Others Present: Interim City Manager Stretch, Finance Director Beauchaine and Clerk Ralston.

**PUBLIC HEARING MATTERS – General Allocation PTA Grant Project Design Phase**

Finance Director Beauchaine explained there is available funding through the 2009-2010 Community Development Block Grant (CDBG) Planning Technical Assistance (PTA) General Program Allocation. Beauchaine further explained, applicants could request up to \$70,000 for project specific planning activities, up to \$35,000 for non-project specific activities, and the applications are reviewed and awarded on a first come first served basis.

Mayor Woodall opened the Public Hearing at 3:07 P.M.

**John Lane** - asked if the City has areas with regards to planning that need development and was \$75,000 the limit of available funding. Finance Director replied yes and that \$70,000 was the available limit for project specific planning.

Mayor Woodall closed the Public Hearing at 3:09 P.M.

Finance Director Beauchaine stated the public was invited to review citizen participation supporting documents that are on file at Rio Dell City Hall or submit written comments to her attention.

**ADJOURNMENT**

There being no further business to discuss the public hearing adjourned at 3:10 P.M.

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Julie Woodall, Mayor

Attest:

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Carla Ralston, Clerk

**RIO DELL CITY COUNCIL /  
PARKS AND REC COMMISSION  
JOINT STUDY SESSION  
DECEMBER 8, 2009  
MINUTES**

The Joint Study Session of the Rio Dell City Council and Parks and Rec Commission was called to order at 6:35 P.M.

ROLL CALL: Present: Mayor Woodall, Council members Dunker and Thompson.  
Parks and Rec Commissioners Present: Lane, Hill and Soho

Absent – Council members Barsanti and Marks, Commissioners Davis and Walton

Others Present: Interim City Manager Stretch, Finance Director Beauchaine and Clerk Ralston.

**STUDY SESSION MATTERS – Allocation of Parks Bond Funding**

Interim City Manager Stretch explained that the results of the study session will go to the City Council, and no decisions will be made this evening.

Finance Director Beauchaine stated that the available funds were from the 2002 Park Bond per capita program, and of the \$220,000 available \$110,000 had already been allocated to the Fire Department. Beauchaine added that engineering and administration fees were to come out of the \$110,000 and CEQUA and prevailing wage rates apply.

Finance Director Beauchaine further explained the funds must be spent on capital outlay, and maintenance is not an eligible expense. She stated the City must own the property or have a long term agreement with the owners and projects must be completed by June 30, 2011. In order to get the funds to the Fire Department the City must complete an application to the state for authority to proceed with all bid documents in place.

Finance Director Beauchaine then listed potential City projects for the remaining \$110,000: sprucing up of the Triangle Park, adding a kiosk and benches on the south lawn of City Hall for a Wi-Fi area, filling in the ditch and adding picnic tables to Memorial Park, adding landscaping and signage to Davis Street Park or developing the Davis Street water front access, which was listed in the Economic Strategic Plan.

Council member Thompson asked if the Fire Department has enough funds for their project or do they need more. Interim City Manager Stretch replied that decision was up to the City Council.

Mayor Woodall asked Fire Chief Wilson where the project was at in terms of readiness. Wilson replied that Alan Baird engineered the plans, there is a current MOU in place with the City, but because it has been over two years they will have to go back out to bid and are awaiting direction from the City Council.

Mayor Woodall asked Parks and Rec Commissioner Lane if the library still needed funds for their roof. Fire Chief Wilson stated the Library building was owner by the Fire District and they could accomplish those needed repairs themselves.

Commissioner Soho stated that developing the Davis Street water front access had a drawback of the potential for flooding. Soho added that the Davis Street Park did need addressing, and the Fire Department has two members whom are grant writers and are willing to help find funding. Soho said that the idea of a kiosk and benches for a Wi-Fi area at City Hall should be addressed to the Chamber of Commerce, as they would benefit most from it. He felt strongly that the moneys should be spent on one large project to make an impact vs. several small projects.

Council member Thompson suggested repairing or building new bathrooms at the Tennis Courts and suggested any work done for a kiosk could be done utilizing the tank wood in storage at the Corp Yard.

Council member Dunker stated that the Davis Street Park was an ideal location to develop with playground equipment, picnic tables and bathrooms, but he added if we didn't pursue the Davis Street Park he would be in support of allocating all the funds to the Fire Department.

Mayor Woodall inquired about using the \$110,000 as seed money for a larger project. Beauchaine replied that grantors like to see community involvement so that may be an option.

Commissioner Soho stated that if we decide to pursue the Davis Street Park he would like to see Soccer Leagues in town. Council member Dunker suggested getting board members from various sports leagues to start talks with the school. Interim City Manager Stretch suggested that starting master planning discussions with various organizations could be very useful.

Finance Director Beauchaine posed the question: which project is most in line with the visions of the Council.

Fire Chief Wilson stated that the Fire Department is providing the only real park in town and to put a bunch of dollars in to a bunch of little parks seems a waste to him. Wilson further explained that the Fire Department has spent \$130,000 over the last 30 years of Fire Protection dollars on park maintenance. Wilson stated the play equipment was installed in 1968 and is dangerous. Also, the ADA requires ground level toys in ratio to those above ground levels.

Finance Director Beauchaine stated that the Fire Department may not be able to perform their own work as the grant does have some restrictions.

Acting Public Works Director Jensen stated that the City has no funding source for parks so any events that generate funds should be used to help with maintenance.

Council member Thompson suggested resubmitting the bathroom plans for costs and using the remaining funds for play equipment.

Interim City Manager Stretch asked if there were any priority projects. Mayor Woodall replied it sounds as if the consensus is to give all the funds to the Fire Department for one project.

Council member Thompson supported moving forward with the Fire Departments plan of new bathrooms and play equipment.

Commissioner Hill asked what dollar amount had the Fire Department spent too date and would they be reimbursed for those monies. Beauchaine replied probably not and explained once the funds are approved then we start getting reimbursed.

Interim City Manager Stretch suggested having the City Attorney look at the potential projects and help prioritize them. Acting Public Works Director Jensen stated that the reason he supported the smaller projects was to infuse life in various areas of the City.

Interim City Manager Stretch stated we now needed to check on a couple of questions, talk to the City Engineers, and look at the Fire Departments plans and specs. Once these are done we can again move forward.

**ADJOURNMENT**

There being no further business to discuss the Study Session adjourned at 8:03 P.M.

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Julie Woodall, Mayor

Attest:

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Carla Ralston, Clerk

**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA**

TO: Honorable Mayor and Members of the City Council  
THROUGH: James Stretch, Interim City Manager  
FROM: Karen Dunham, City Clerk  
DATE: JAN 5, 2010  
SUBJECT: Approval of Check Register

**RECOMMENDATION**

The City Council to approve the General check register for check numbers 27974-28023 totaling \$173,444.67; and Payroll check register for check numbers 15031-15053 totaling \$26,532.00.

<u>Register</u>	<u>Check Numbers</u>	<u>Total</u>
General	27974-28023	173,444.67
Payroll	15031-15053	26,532.00

**\$199,976.67**

**/attachments**

# CITY OF RIO DELL CHECK REGISTER

## General Checking - US Bank of California

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check / Payment</u>
0027974	12/16/2009	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION	SOLIDS & DISINFECTION MGMT PROJECT	13,500.00
0027975	12/21/2009	[2303] COAST CENTRAL CREDIT UNION	POLICE DUES WITHHELD	420.00
0027976	12/21/2009	[2362] EMPLOYMENT DEVELOPMENT DEPARTMENT	PIT PPE 121809 SDI PPE 121809 SUI PPE 121809	1,187.06
0027977	12/21/2009	[2481] ICMA	EMPLOYEE 457 DEFERRED COMP FOR PPE 121809	3,170.85
0027978	12/21/2009	[2657] RIO DELL EMPLOYEES ASSOC	EMPLOYEE DUES WITHHELD	40.00
0027979	12/21/2009	[2752] US BANK FEDERAL TAX DEPOSIT	FICA PPE 121809 FIT PPE 121809 M/C PPE 121809	8,004.78
0027980	12/22/2009	[3355] CALIFORNIA DEPT. OF PUBLIC HEALTH	WATER DISTRIBUTION OPERATOR EXAM FOR C. YAPLE WATER DISTRIBUTION OPERATOR EXAM FOR J. SMITH	130.00
0027981	12/22/2009	[2724] STATE WATER RESOURCES CONTROL BOARD	WASTEWATER TREATMENT PLANT OPERATOR-IN-TRAINI	95.00
0027982	12/30/2009	[2205] AFLAC	EMPLOYEE AFLAC INSURANCE FOR DEC 09 EMPLOYEE AFLAC INSURANCE FOR NOV 09	1,781.68
0027983	12/30/2009	[2898] AT&T LONG DISTANCE	TELEPHONE	52.27
0027984	12/30/2009	[2237] BANK OF AMERICA BUSINESS CARD	CITY CLERK DEPT CHARGES POLICE DEPT CHARGES FINANCE DIRECTOR DEPT CHARGES	2,223.21
0027985	12/30/2009	[3355] CALIFORNIA DEPT. OF PUBLIC HEALTH	SAFE DRINKING WATER STATE REVOLVING FUND	68,000.00
0027986	12/30/2009	[2273] CALIFORNIA RURAL WATER ASSOCIATION	2010 MEMBERSHIP DUES	511.00
0027987	12/30/2009	[2285] CC MARKET (1)	MONTHLY EMPLOYEES BIRTHDAY CAKE SALT FOR CITY HALL STEPS	25.96
0027988	12/30/2009	[3148] COUNTY OF HUMBOLDT	2 MAP BOOK PAGES	6.85
0027989	12/30/2009	[2342] DEPT OF CONSERVATION DIVISION OF ADMIN.	SEISMIC FEES COLLECTED FROM BUILDING PERMITS	149.04
0027990	12/30/2009	[4382] DOCUSTATION	MAINTENANCE & COPIES FOR XEROX FROM 12/7/09	112.69
0027991	12/30/2009	[2386] EUREKA RUBBER STAMP CO.	NAME PLATE FOR FINANCE EMPLOYEE	24.14
0027992	12/30/2009	[2106] PAULINE W. EVANS	MILEAGE REIMBURSEMENT FOR NOV & DEC 09	18.42
0027993	12/30/2009	[2411] FORT DEARBORN LIFE INSURANCE CO.	EMPLOYEE LIFE INSURANCE	157.20
0027994	12/30/2009	[2434] GRUNDMAN'S (1)	REMINGTON 870 FOR POLICE	1,286.11
0027995	12/30/2009	[2452] HORIZON BUSINESS PRODUCTS	OFFICE SUPPLIES COLOR COPIES FOR CM RECRUITMENT	50.62
0027996	12/30/2009	[4035] HSBC BUSINESS SOLUTIONS	COFFEE SUPPLIES FOR TREE LIGHTING	56.83
0027997	12/30/2009	[4474] IIMC	ANNUAL MEMBERSHIP FEE THROUGH 03/31/11	150.00
0027998	12/30/2009	[2494] JOBS AVAILABLE	CITY MANAGER AD	262.50
0027999	12/30/2009	[2502] KEMP INSPECTION SERVICE	PERMIT & PLAN CHECK FEES FOR DEC '09	3,997.32
0028000	12/30/2009	[4401] MARLIN LEASING	XEROX COPIER LEASE XEROX COPIER LEASE	677.86

# CITY OF RIO DELL CHECK REGISTER

## General Checking - US Bank of California

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check / Payment</u>
0028001	12/30/2009	[2551] MIRANDA'S ANIMAL RESCUE	MONTHLY ANIMAL SERVICE FOR JAN 10	1,200.00
0028002	12/30/2009	[2795] NALLEY & ASSOCIATES	A/P LASER CHECK STOCK	89.68
0028003	12/30/2009	[2569] NORTH COAST LAB	LAB TESTING/WATER	18.00
0028004	12/30/2009	[2577] NTU TECHNOLOGIES, INC.	CHEMICALS FOR WATER PLANT	3,690.00
0028005	12/30/2009	[4393] NYLEX.NET	MOVE PC AROUND REJOIN TO DOMAIN & INSTALL MVR	270.00
0028006	12/30/2009	[2603] PG&E	ELECTRICTY	5,179.55
0028007	12/30/2009	[2619] PITNEY BOWES, INC.	QUARTERLY RENTAL FOR POSTAGE METER	158.07
0028008	12/30/2009	[2632] PLANWEST PARTNERS	PLANNING FOR NOV 09	6,136.00
0028009	12/30/2009	[4338] QUILL CORPORATION	OFFICE SUPPLIES OUTLET SURGE PROTECTOR	131.49
0028010	12/30/2009	[3029] REDWOOD COFFEE SERVICE	COFFEE	54.00
0028011	12/30/2009	[2648] REDWOOD COMMUNITY ACTION AGENCY	05-STGB-1492 PROGRAM DELIVERY 05-STBG-1492 GENERAL ADMIN 05-STBG-1492 EXPEND REHAB PROGRAM 0107	5,060.02
0028012	12/30/2009	[2689] SECURITY LIFE COMPANY OF AMERICA	EMPLOYEE DENTAL/VISION INSURANCE	1,608.51
0028013	12/30/2009	[2694] SHELL OIL CO.	GAS	2,737.71
0028014	12/30/2009	[4525] SHERLOCK RECORDS MGMT	STORAGE OF CITY RECORDS FROM 01/01/10 to 01/3	50.00
0028015	12/30/2009	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	WORKER'S COMP INSURANCE 3RD QTR	10,269.00
0028016	12/30/2009	[2709] STAPLES DEPT. 601110002031102	CREDIT FOR PCI ADAPTER & 4000 WIRELESS LASER 2 WIRELESS 4000 LASER K CHAIR MAT & GLUE STICKS TONER CARTRIDGE FOR T630 FILE CABINET FOR CM	708.15
0028017	12/30/2009	[2710] STARPAGE	PW PAGER	12.95
0028018	12/30/2009	[2267] STATE OF CALIFORNIA DEPT OF TRANSPORTATION	STREET LIGHTS	67.08
0028019	12/30/2009	[2724] STATE WATER RESOURCES CONTROL BOARD	SANITARY SEWER OVERFLOW PROGRAM FEES	1,226.00
0028020	12/30/2009	[3644] TAYLOR MADE FENCING,	INSTALLED CHAIN GATE AND FENCE AT TREATMENT P	9,490.00
0028021	12/30/2009	[4450] TERMINIX	PEST CONTROL	40.00
0028022	12/30/2009	[2772] WENDT CONSTRUCTION	EQUIPMENT RENTALS	1,102.50
0028023	12/30/2009	[2784] WINZLER & KELLY CONSULTING ENGINEERS	CONSTRUCTION PHASE SERVICES FOR RD SOLIDS & D SAFE ROUTES TO SCHOOL DESIGN, PERMITTING & CO REO AT TECHNICAL ADVISORY COMMITTEE MEETING &	18,054.57
<b>Total Checks/Deposits</b>				<b>173,444.67</b>



# Bank of America WorldPoints® Rewards for Business Company Statement

Credit Limit	\$25,000	Billing Date	12-08-09
Cash Limit	\$5,000	Days in Billing Cycle	30
Cash Advance Balance	\$0.00	Payment Due Date	01-02-10
Available Credit	\$22,777	Minimum Payment Due	\$2,223.21
New Balance			\$2,223.21

CITY OF RIO DELL  
675 WILDWOOD AVE

Company Account Number:

## COMPANY SUMMARY

CITY OF RIO DELL	Previous Balance	Payments		Credits		Purchases/Other		Cash		Finance		New Balance
		-		-	+	-	+	-	+	-	+	
Company Total	\$1,533.88	\$1,533.88		\$0.00		\$2,223.21		\$0.00		\$0.00		\$2,223.21

## BUSINESS WORLDPOINTS REWARDS SUMMARY

Beginning Balance	96,503	Monthly Bonus Points	0
Monthly Points Earned	2,222	Net Points Transferred	0
Monthly Points Redeemed	0	Points Available	98,725
Adjustments	0		

To redeem your points call 1.800.673.1044 or visit [www.bankofamerica.com](http://www.bankofamerica.com)

Customer Service  
800.673.1044, 24 hours  
[www.bankofamerica.com](http://www.bankofamerica.com)

Outside the U.S.  
509.353.6656, 24 hours

For Lost or Stolen Card:  
800.673.1044, 24 hours

Send Billing Inquiries to:  
BANK OF AMERICA  
PO BOX 15184  
WILMINGTON DE 19850-5184

Finance Charges	Total Annual Percentage Rate				0.00%
	Average Daily Balance	Daily Periodic Rate	Annual Percentage Rate	Periodic Finance Charge	
PURCHASES	\$0.00	0.04450%	16.24%	\$0.00	
CASH	\$0.00	0.06641%	24.24%	\$0.00	

Company Account Summary	
Previous Balance	\$1,533.88
Payments	- \$1,533.88
Credits	- \$0.00
Purchases/Other	+ \$2,223.21
Debits/Other Fees	
Cash Advances	+ \$0.00
Overlimit Fees	+ \$0.00
Late Payment Fees	+ \$0.00
Finance Charge	+ \$0.00
New Balance	= \$2,223.21

Please see the reverse side for information about your account.

Please return coupon with your payment.

## Business Card Payment Coupon

Check box and indicate address change on reverse.

Company Account No. \_\_\_\_\_  
 Payment Due Date 01-02-10  
 Minimum Payment Due \$2,223.21  
 New Balance \$2,223.21

Please  
Enter  
Amount  
Enclosed

\$

Make check or money order payable to:  
BUSINESS CARD  
Mail payment to address below.

CITY OF RIO DELL  
675 WILDWOOD AVE  
RIO DELL CA 95562-1544

\*\*P0010053

BUSINESS CARD  
PO BOX 15710  
WILMINGTON DE 19886-5710

433993002495623902223210222321

549990011000300249562390



If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO Box 53101, Phoenix, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

**PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT.** Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
 Posting Date: \_\_\_\_\_ Transaction Date: \_\_\_\_\_ Reference Number: \_\_\_\_\_  
 Amount: \_\_\_\_\_ Disputed Amount: \_\_\_\_\_ Merchant Name: \_\_\_\_\_

Below tell us why you think the item noted above is in error. **Check one box only.**

- 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.
- 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.
- 3. Although I did engage in a transaction with this merchant, I was billed for \_\_\_\_\_ transaction(s) totaling \$ \_\_\_\_\_ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.
- 4. I have not received the merchandise that was to be shipped to me on \_\_\_/\_\_\_/\_\_\_ (MM/DD/YY). I have asked the merchant to credit my account.
- 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on \_\_\_/\_\_\_/\_\_\_ (MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.  
 \_\_\_\_\_  
 \_\_\_\_\_
- 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$ \_\_\_\_\_. I have contacted the merchant, returned the merchandise on \_\_\_/\_\_\_/\_\_\_ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because \_\_\_\_\_  
Please supply proof of return or if unable to return merchandise please explain.  
 \_\_\_\_\_
- 8. I notified the merchant on \_\_\_/\_\_\_/\_\_\_ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: \_\_\_\_\_
- 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on \_\_\_/\_\_\_/\_\_\_ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchant's failure to provide the services.  
 \_\_\_\_\_
- 10. I was issued a credit slip that was not shown on my statement. A copy of my credit slip is enclosed. If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.
- 11. The amount of the charge was increased from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ or my sales slip was added incorrectly. Enclosed is a copy of the sales slip that shows the correct amount.
- 12. Other: Please explain  
 \_\_\_\_\_

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Home Telephone: ( ) \_\_\_\_\_ Business Telephone: ( ) \_\_\_\_\_

**PLEASE KEEP A COPY OF BOTH SIDE OF THIS STATEMENT FOR YOUR RECORDS**

**PAYMENTS**

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays), 2) received at the payment address indicated on the front of this statement, 3) paid with a check drawn in U.S. dollars on a U.S. financial institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

**SERVICE FOR THE HEARING IMPAIRED: 888.500.6267**

**CUSTOMER CORRESPONDENCE**

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 15184, WILMINGTON, DE 19850-5184, US.** This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

**CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.**

**PLEASE PRINT LEGIBLY.**

\_\_\_\_\_

Cardholder Name Change

\_\_\_\_\_

Address

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

\_\_\_\_\_

State

ZIP

\_\_\_\_\_ - \_\_\_\_\_

Home Telephone

( ) \_\_\_\_\_ - \_\_\_\_\_

Business Telephone

( ) \_\_\_\_\_ - \_\_\_\_\_

For address changes on all accounts in your program, have the authorized contact mail a request to, **BANK OF AMERICA, PO BOX 15184, WILMINGTON, DE, 19850-5184, US**



**Bank of America**  
**WorldPoints® Rewards**  
**for Business**  
**Company Statement**

Credit Limit	\$25,000	Billing Date	12-08-09
Cash Limit	\$5,000	Days in Billing Cycle	30
Cash Advance Balance	\$0.00	Payment Due Date	01-02-10
Available Credit	\$22,777	Minimum Payment Due	\$2,223.21
<b>New Balance</b>			<b>\$2,223.21</b>

CITY OF RIO DELL  
 675 WILDWOOD AVE

Company Account Number:

CARDHOLDER NEW ACTIVITY SUMMARY				
	Credits	Purchases and Other Debits	Cash Advances	Total Activity
<b>KAREN DUNHAM</b>				
Credit Limit \$5,000	\$0.00	\$980.47	\$0.00	\$980.47
<b>GRAHAM HILL</b>				
Credit Limit \$5,000	\$0.00	\$139.47	\$0.00	\$139.47
<b>STEPHANIE BEAUCHAINE</b>				
Credit Limit \$5,000	\$0.00	\$1,103.27	\$0.00	\$1,103.27

COMPANY DETAIL					
Posting Date	Sale Date	Category	Reference Number	Transactions	Amount
12-01	11-30		33406005780113031822791	CA Banking Center payment	1,533.88CR

CARDHOLDER ACTIVITY					
<b>KAREN DUNHAM</b> Credit Limit \$5,000					<b>TOTAL ACTIVITY \$980.47</b>
Posting Date	Sale Date	Category	Reference Number	Transactions	Amount
11-23	11-21		24692169325000914791144	DELL SALES & SERVICE 866-393-9460 TX	147.20
12-03	12-02		24692169336000704586040	NBF*NATL BIZ FURNITURE 800-626-6060 WI	799.07
12-04	12-02		24707809337980142586475	INNOVATIVE PLASTICS INC 714-891-8800 CA	34.20
<b>GRAHAM HILL</b> Credit Limit \$5,000					<b>TOTAL ACTIVITY \$139.47</b>
Posting Date	Sale Date	Category	Reference Number	Transactions	Amount
12-07	12-04		24164079339105108544961	STAPLES 00103762 EUREKA CA	139.47

**Bank of America**  
**WorldPoints® Rewards**  
**for Business**  
**Company Statement**

Credit Limit	\$25,000	Billing Date	12-08-09
Cash Limit	\$5,000	Days in Billing Cycle	30
Cash Advance Balance	\$0.00	Payment Due Date	01-02-10
Available Credit	\$22,777	Minimum Payment Due	\$2,223.21
New Balance			\$2,223.21

CITY OF RIO DELL  
 675 WILDWOOD AVE

Company Account Number:

**CARDHOLDER ACTIVITY**

STEPHANIE BEAUCHAINE  
 Credit Limit \$5,000

TOTAL ACTIVITY \$1,103.27

Posting Date	Sale Date	Category	Reference Number	Transactions	Amount
11-09	11-06		24717059311123114230521	CALIFORNIA SOCIETY MUNICI 916-6588200 CA	110.00
11-09	11-07		242107393111200870602173	SUNBELT SOFTWARE DISTRIB 727-562-0101 FL	100.00
11-13	11-12		24692169316000604057948	YAHOO *MAIL 866-562-7228 CA	19.99
11-13	11-10		24492809316510911127377	ALASKA AIR 0272141735812 SEATTLE WA	192.00
				NM:BEAUCHAINE/STEPHANIE TKT:0272141735812	
				MVAT: CVAT: CC:	
				OARP:ACV SVC:T DARP:LAX FR:T14UN5 DEP:120509	
				OARP:LAX SVC:T DARP:ACV FR:T14UN5 DEP:120509	
				OARP:ACV SVC:T DARP:LAX FR:T14UN5 DEP:120509	
				OARP:LAX SVC:T DARP:ACV FR:T14UN5 DEP:120709	
11-13	11-10		24492809316510911127385	ALASKA AIR 0272141735813 SEATTLE WA	15.00
				NM:BEAUCHAINE/STEPHANIE TKT:0272141735813	
				MVAT: CVAT: CC:	
				OARP:ACV SVC:T DARP:LAX FR:T/FEE1 DEP:120509	
				OARP:ACV SVC:T DARP:LAX FR:T/FEE15 DEP:120509	
11-16	11-15		24224439320101035334548	SCI VENDING 1340 BATON ROUGE LA	4.00
11-17	11-15		24492809320510911161768	ALASKA AIR 0272141933212 SEATTLE WA	40.00
				NM:BEAUCHAINE/STEPHANIE TKT:0272141933212	
				MVAT: CVAT: CC:	
				OARP:ACV SVC:K DARP:LAX FR:K/BAG4 DEP:111509	
				OARP:LAX SVC:L DARP:MSY FR:L/BAG4 DEP:111509	
				OARP:ACV SVC:K DARP:LAX FR:K/BAG40 DEP:111509	
				OARP:LAX SVC:L DARP:MSY FR:L/BAG40 DEP:111509	
11-19	11-17		24906049322041600004276	HILTON GARAGE LN 33 NEW ORLEANS LA	12.00
11-23	11-20		24412899324511661455008	Dauphine Orleans Hotel New Orleans LA	125.44
				ARR:11-15-09	
11-23	11-20		24108389324642904736234	DOLLAR RAC MSY KENNER LA	262.70
11-23	11-19		24036219325655325337635	CONTINENTAL 0052606455395 HOUSTON TX	40.00
				NM:WOODALL /FIRST CHE TKT:0052606455395 MVAT:	
				CVAT: CC:	
				OARP:SFO SVC:U DARP:IAH FR: DEP:000000	
				OARP:IAH SVC:U DARP:MSY FR: DEP:000000	
				OARP:MSY SVC:GO DARP:IAH FR: DEP:000000	
				OARP:IAH SVC:GX DARP:ACV FR: DEP:000000	
11-24	11-19		24036219327683000899990	UNITED AIR 0164510878213 CHICAGO IL	15.00
				NM:BEAUCHAINE/STEPHANIE TKT:0164510878213	
				MVAT: CVAT: CC:	
				OARP:XAA SVC:Y DARP:XAA MISCELLANEOUS CHARGE	
				FR: DEP:111909	
12-01	11-30		24692169334000271896808	CTO*GOTOMYP.COM 888-259-3826 CA	29.95
12-07	12-04		24301379338118000116472	THE ECONOMIST NEWSPAPER 1800-4566086 NY	137.19



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TO: Honorable Rio Dell City Council  
FROM: Jim Stretch, Interim City Manager  
DATE: January 5, 2010  
SUBJECT: Amendment to Interim City Manager Agreement

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Approve the attached amendment to Section 5 of the November 3, 2009 agreement with Jim Stretch, Interim City Manager, changing the allowable maximum hours worked from 24 to 32 hours per week to 48 to 64 hours bi-weekly (per pay period).
2. Authorize and direct the Mayor to sign the amendment.

**BACKGROUND AND DISCUSSION**

Only a few weeks into the interim engagement it is apparent that the current limits in the agreement for hours worked needs to be changed from a maximum number of hours worked per week to a maximum number of hours worked per pay period. The change is precipitated by the wide swing in hours worked in weeks when evening meeting are scheduled and the weeks when the City Council's meeting agenda is prepared.

The requested change will have no effect on the total of number of hours worked over a 2 week period (pay period). It would simply provide a few more days over which to control the hours worked in any particular day.

As you will recall, the current agreement establishes the hours to be worked per week from 24 to 32 hours. The proposed amendment changes the range of hours to be worked from 48 to 64 per pay period. There are no other changes requested. The amendment would have no impact on the budget.

Attachment: Amendment to page 2, section 5 of the November 3 2009 agreement with Jim Stretch, for Interim City Manager services.

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**AMENDMENT TO SECTION 5 OF  
THE NOVEMBER 3, 2009 AGREEMENT WITH  
JAMES R. STRETCH FOR INTERIM CITY MANAGER SERVICES**

Section 5 of the agreement is amended as follows:

**SECTION 5. HOURS OF WORK**

Contract employee's engagement with the City is to be less than full time with normal bi-weekly hours worked between 48 and 64 hours. There shall be no hours worked or claimed in excess of 64 hours in a week without the written approval of the Mayor or Mayor ProTem.

**IN WITNESS WHEREOF**, the **City of Rio Dell** has authorized this amendment and caused it to be signed and executed by the parties, in duplicate.

CITY OF RIO DELL

**JULIE WOODALL**

Date: \_\_\_\_\_

By: \_\_\_\_\_

Mayor, City of Rio Dell  
State of California

CONTRACT EMPLOYEE

**JAMES R. STRETCH**

Date: \_\_\_\_\_

By: \_\_\_\_\_

James R. Stretch

ATTEST: Karen Dunham  
City Clerk

By: \_\_\_\_\_

APPROVED AS TO LEGAL FORM:

David E. Martinek, City Attorney Approved  
Original Agreement as to Legal Form on  
November 3, 2009

**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
January 5, 2009**

TO: Mayor and Members of the City Council

THROUGH: ~~Jim~~ Stretch, Interim City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: December 29, 2009

SUBJECT: **Contract for Consultant Services for Labor Compliance Monitoring on the Solids and Disinfection Management Project**

**RECOMMENDATIONS**

Authorize the City Manager to execute a contract with Redwood Community Action Agency to complete Labor Monitoring Services on the Solids and Disinfection Management Project.

**BACKGROUND AND DISCUSSION**

The City of Rio Dell has entered into a Financing Agreement with the State Water Resources Control Board for grant funding in the amount of \$2.25 million for the construction of the Solids and Disinfection Management Project. The City's funding is derived from the American Recovery and Reinvestment Act which triggers both the Federal Davis Bacon Act and State of California Labor Code Section 1771 regarding Prevailing Wages. Both impose stringent labor compliance monitoring requirements.

The City has approached Redwood Community Action Agency to complete the required labor compliance monitoring as required by Section 4.16 of the City's Financing Agreement with SWRCB. We have reviewed RCAA's proposed contract for Consultant Services which includes the following scope: 1) Review Contract Package for compliance; 2) Review all labor standards documents; 3) Verification of all contractor licensing; 4) Review all certified payrolls for appropriate prevailing wages; 5) Ensure all mandatory labor compliance postings and determinations are available throughout the worksite; 6) perform required DOL/DIR interviews; 7) Maintain a complete labor compliance file.

The City has successfully contracted with RCAA for labor compliance on prior construction projects and staff recommend the execution of the proposed contract.

**BUDGETARY IMPACT**

The proposed contract with RCAA is not to exceed \$11,500.00 which is funded by the SWRCB grant for the Solids and Disinfection Management Project.

Attachments: Contract for Consultant Services RCAA

**Contract for Consultant Services**  
**Solids and Disinfection Management Project**

**This Agreement ("Agreement")** made this day by and between **Consultant, RCAA's Labor Compliance Program (hereinafter "RCAA")** and City of Rio Dell contains the following agreements:

**Now, therefore,** the parties mutually agree as follows:

1. **Services:** RCAA agrees to provide the following consulting services:  
See Attached Exhibit A - Scope of Services
2. **Compensation:** RCAA total contract cost for professional services is \$11,500.00. This is a "not-to-exceed" amount which shall include all travel time, consultation for the project (12 month time-period) plus company expenses.  
  
RCAA shall invoice City of Rio Dell on a monthly basis.
3. **Term:** The term of this Agreement shall be a NOT-TO-EXCEED AMOUNT of \$11,500.00. RCAA and City of Rio Dell shall mutually agree to the final ending date of this Contract.
4. **Termination:** The services of RCAA shall start upon the execution of the Agreement without any break in consultant services and the work required shall be undertaken and completed in an expeditious and business-like manner. Failure to do so, or violation of any of the covenants, agreements or stipulations of this Agreement by RCAA or shall give either RCAA or the right to terminate this Agreement provided RCAA or City of Rio Dell is notified in writing five days prior to the effective termination date. If so terminated, RCAA will have no further liability for services to be performed by RCAA and RCAA will only be paid for work performed to termination date and no further payments are due by City of Rio Dell to RCAA under this Agreement.
5. **Reporting:** RCAA shall periodically provide progress reports to City of Rio Dell that may also include telephone calls, letters, emails or fax transmission.
6. **Cooperation:** City of Rio Dell agrees to cooperate with RCAA in carrying out the purposes of this Agreement.
7. **Location of Service Delivery:** RCAA shall primarily operate and provide services at its own premises.
8. **Amendments:** City of Rio Dell may from time to time request changes in the Scope of Services of RCAA to be performed. Any changes in the number of hours required by RCAA to complete the services will be reflected in the invoice submitted by RCAA.
9. **Independent Contractor:** City of Rio Dell understands and agrees that services provided pursuant to this Agreement shall be provided in the capacity of an Independent Contractor and not an an employee. City of Rio Dell also understands and agrees that as an Independent Contractor,



**Contract for Consultant Services**  
**Solids and Disinfection Management Project**

no benefits, other than the above specified consultation fee, will be accrued as a result of performing this Agreement nor will City of Rio Dell pay or deduct any employment insurance, or state or federal income tax.

10. **Indemnification:** RCAA agrees to indemnify, defend and save City of Rio Dell and hold harmless from any and all claims resulting solely from the gross negligence of RCAA in performance of the this Agreement. City of Rio Dell also agrees to indemnify, defend, save and hold harmless RCAA for any loss or liability for damages sustained by or on the part of any person or entity, which was not caused, by the sole and exclusive gross negligence or illegal act of RCAA.

In Witness Whereof, RCAA and City of Rio Dell have executed this Agreement the date first above written:

\_\_\_\_\_  
RCAA by Val Martinez, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Rio Dell

\_\_\_\_\_  
Date

## EXHIBIT 1 SUMMARY OF SERVICES

The Redwood Community Action Agency will:

1. Research any specific funding source documentation requirements to assure that all appropriate labor standards information has been made available for the Contract Package.
2. Ensure that all labor standards documents are appropriately filled out, signed, submitted and filed in appropriate binder or file. Each contractor and subcontractor will have a separate labor standards file.
3. Ensure that the general and all subcontractors are appropriately CA licensed and not debarred. Ensure that all contractors are maintaining Workers Compensation insurance if required.
4. Review all general and subcontractor certified payrolls for correctness and completeness for the duration of the project, focusing primarily on assuring that all workers are receiving the appropriate prevailing wage.
5. Assure that the required labor compliance posters and correct state/federal wage determinations are available to workers on site throughout the construction process.
6. Perform on-site interviews of trades persons per DOL/DIR requirements..
7. Maintain a complete and organized file of all documents required by funding source and federal/state regulations. These include documentation of bid process, contracts, payrolls, wage determinations, and interview logs.

**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
January 5, 2009**

**TO:** Mayor and Members of the City Council

**THROUGH:** Jim Stretch, Interim City Manager

**FROM:** Randy Jensen, Acting Public Works Director and Carla Ralston, P.W. Admin.

**DATE:** December 29, 2009

**SUBJECT:** **Solids & Disinfection Management Progress Payment Request No.1 from KG Walters Co., Inc.**

**RECOMMENDATIONS**

Authorize Payment of Progress Pay request No.1 to KG Walters Co., Inc. in the amount of \$68,400.00 for work performed on the Solids and Disinfection Management Project as recommended by the City Engineer and approved by the Public Works Director.

**BACKGROUND AND DISCUSSION**

The contractor has mobilized equipment and an office to the project site and has begun the process of submitting proposed equipment for review. The pay request is based on bid schedule No.1 (attached) and the actual quantities of work completed. There have been no change orders to date.

**BUDGETARY IMPACT**

Progress Payment Request No. 1 in the amount of \$68,400.00 is fully funded by the City's State Water Resources Control Board Grant for the Solids and Disinfection Management Project.

**ATTACHMENTS:**

- (1) Memorandum from Winzler & Kelley Consulting Engineers
- (2) Progress Pay Request No.1 from KG Walters Co., Inc. and supporting documents



**MEMORANDUM**

**TO:** Rio Dell City Council  
Jim Stretch, Interim City Manager  
Stephanie Beauchaine, Finance Director  
Randy Jensen, Interim Public Works Director

**FROM:** Rebecca Crow, Project Manager *RC*

**DATE:** December 21, 2009

**RE:** **Solids and Disinfection Management Project Status Update and Progress Payment Request No. 1 from KG Walters Co., Inc.**

**JOB #:** 01061-09-018-11212

A notice to proceed for the Construction of the Solids and Disinfection Management Project was issued on November 11, 2009. Requested contract award documentation has been submitted to the State Water Resources Control Board Division of Financial Assistance. Work is just getting underway this month. The Contractor has mobilized equipment to the site, set up the mobile office, and has begun the process of formally submitting proposed equipment for review. The next piece of work anticipated to be completed is the installation of the two new manholes and associated piping. No change orders have been issued to date.

Progress Payment Request No. 1 for KG Walters Construction Co., Inc is attached to this memo. The pay request is based on the bid schedule lump sum breakdown provided by the Contractor and the actual quantities of work completed. A summary table is attached that includes my calculation for the payment due to the contractor as well as the contractor's original invoices and detailed cost breakdown.

We recommend payment to KG Walters Construction Co., Inc. for Progress Pay Request No. 1 in the amount of \$68,400.00 that also takes into account a 10% retention. Payment to the contractors is due within 30 days of the completed progress pay request. This progress pay request was submitted on December 18, 2009.

cc:

Walt Johnson, KG Walters Construction Co., Inc.  
Ben Dalton, KG Walters Construction Co., Inc.  
Carlos Diaz, Winzler & Kelly  
Merritt Perry, Winzler & Kelly

**City of Rio Dell Solids and Disinfection Management Project**  
**Engineers Calculation for Progress Pay Request #1 for KG Walters Construction Co., Inc.**  
**Pay Period: November 10, 2009 to December 18, 2009**  
**Contractor Invoice Received: 12/18/09**

**Bid Schedule I - Base Bid Items**

Item Name		Contract Amount (Lump Sum)	Quantity Complete to Date	Value Complete to Date	Amount Previously Certified for Payment	Amount Currently Due
1	General Construction of Wastewater Treatment Plant Upgrades	\$ 1,556,000.00	4.9%	\$ 68,400.00	\$ -	\$68,400.00
2	General Construction of City Financed Project Components	\$ 39,000.00		\$ -	\$ -	
3	Furnish and Install Required Sheeting, Shoring, and Bracing and Trench Safety	\$ 1,000.00		\$ -	\$ -	
Alt	Dechlorination Metering Pump Skid	\$ 46,000.00		\$ -	\$ -	
<b>CONTRACT TOTALS</b>		<b>\$ 1,642,000.00</b>	<b>-----</b>	<b>\$ 68,400.00</b>	<b>\$ -</b>	<b>\$ 68,400.00</b>

**Contract Change Orders**

Item Name		Contract Amount	Quantity Complete to Date	Value Complete to Date	Amount Previously Certified for Payment	Amount Currently Due
	No Change Orders to Date	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACT CHANGE ORDER TOTALS</b>		<b>\$0.00</b>	<b>-----</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

December 18, 2009

Rebecca Crow  
Winzler and Kelly  
633 Third Street  
Eureka, CA 95501

Re: Rio Dell Solids and Disinfection Mgmt Project

Dear Rebecca:

Attached please find our Pay Request #1 for the above referenced project.  
Please call me at the number above if you have any questions.

Thank you,

K.G. WALTERS CONSTRUCTION CO., INC.



Walt Johnson  
President

WJ:vc  
c: file

K.G. WALTERS CONSTRUCTION CO.	Pay Request #	1
Rio Dell Solids & Disinfection Mgmt Project	Date:	December 18, 2009
KGW Job #0908		
PAY REQUEST SUMMARY SHEET		
Original Contract:		\$1,642,000.00
Approved Change Orders:		\$0.00
Current Contract Amount:		\$1,642,000.00
Total Contract Work Complete to Date:		\$76,000.00
Total Change Order Work:		\$0.00
	Sub Total:	\$76,000.00
Less 10% Retention:		\$7,600.00
Less Previous Billing:		\$0.00
	Total Due this Period:	\$68,400.00
Total Billed to Date:	\$68,400.00	

REPORT DATE 18DEC09 RUN NO. 64

11:36

START DATE 09NOV09 FIN DATE 03SEP10

Pay Estimate For Rio Dell

DATA DATE 18DEC09 PAGE NO. 1

ACTIVITY ID	DESCRIPTION	BUDGET COST	PREVIOUS PERCENT COMPLETE	PERCENT THIS PERIOD	PERCENT TO DATE	PREVIOUS AMOUNT	COST THIS PERIOD	AMOUNT TO DATE
BI#1 GENERAL CONSTR. WTP UPGRADE								
000010	Mobilization	80000	0.00	0.95	0.95	0.00	76000.00	76000.00
900000	Start-Up Plant	2000	0.00	0.00	0.00	0.00	0.00	0.00
900020	Punchlist / Clean-up	5500	0.00	0.00	0.00	0.00	0.00	0.00
900030	Demobilization	7000	0.00	0.00	0.00	0.00	0.00	0.00
PR0070	Deliver Rebar	5000	0.00	0.00	0.00	0.00	0.00	0.00
PR0110	Deliver Misc. Metals	28000	0.00	0.00	0.00	0.00	0.00	0.00
PR0150	Deliver Channel Gates	20000	0.00	0.00	0.00	0.00	0.00	0.00
PR0230	Deliver Dewatering Equip	203000	0.00	0.00	0.00	0.00	0.00	0.00
PR0270	Deliver Grit Removal Equip	138000	0.00	0.00	0.00	0.00	0.00	0.00
PR0310	Deliver Air Gap Equip	37000	0.00	0.00	0.00	0.00	0.00	0.00
PR0350	Deliver Wash Press	75000	0.00	0.00	0.00	0.00	0.00	0.00
PR0390	Deliver Bar Screen	75000	0.00	0.00	0.00	0.00	0.00	0.00
PR0430	Deliver Pre Eng. Building	52000	0.00	0.00	0.00	0.00	0.00	0.00
PR0470	Deliver Piping	23000	0.00	0.00	0.00	0.00	0.00	0.00
PR0600	Deliver Electrical	0	0.00	0.00	0.00	0.00	0.00	0.00
PR0630	Complete Instrumentation	33000	0.00	0.00	0.00	0.00	0.00	0.00
PR0670	Deliver Disinfection Equip	85000	0.00	0.00	0.00	0.00	0.00	0.00
SW0020	Demo AC Around Site	4500	0.00	0.00	0.00	0.00	0.00	0.00
SW0040	Relocate Light Base	3000	0.00	0.00	0.00	0.00	0.00	0.00
SW0050	Install S.S. Manholes	20000	0.00	0.00	0.00	0.00	0.00	0.00
SW0060	Exc. & Place 12" SS	14000	0.00	0.00	0.00	0.00	0.00	0.00
SW0070	Sawcut Exist. Headworks for New 12"	4500	0.00	0.00	0.00	0.00	0.00	0.00
SW0080	Bypass Old/Activate New 12" Line	7000	0.00	0.00	0.00	0.00	0.00	0.00
SW0090	Install BW Line	5000	0.00	0.00	0.00	0.00	0.00	0.00
SW0100	Install 8" SD Lines	4000	0.00	0.00	0.00	0.00	0.00	0.00
SW0110	Install 3" PW Lines	5000	0.00	0.00	0.00	0.00	0.00	0.00
SW0125	Install Conduit Ductbank	11900	0.00	0.00	0.00	0.00	0.00	0.00
SW0140	Cut & Grade Vegetation Swale	5000	0.00	0.00	0.00	0.00	0.00	0.00
SW0150	Rough Grade Site	6000	0.00	0.00	0.00	0.00	0.00	0.00
SW0160	Fine Grade Site	6000	0.00	0.00	0.00	0.00	0.00	0.00
SW0170	Place/Compact Agg. Base	9000	0.00	0.00	0.00	0.00	0.00	0.00
SW0180	Place/Compact Agg. Concrete	15750	0.00	0.00	0.00	0.00	0.00	0.00
SW0230	Start Up Electrical	4500	0.00	0.00	0.00	0.00	0.00	0.00
HW0010	Excavate Hole For Headworks	31000	0.00	0.00	0.00	0.00	0.00	0.00
HW0020	FRP West Slab of HW Pour #1	9550	0.00	0.00	0.00	0.00	0.00	0.00
HW0030	FRP Walls @ West End of HW Pour #2	38000	0.00	0.00	0.00	0.00	0.00	0.00
HW0040	FRP Sloped Floor of HW	9000	0.00	0.00	0.00	0.00	0.00	0.00
HW0050	Backfill Bottom Level of HW	7000	0.00	0.00	0.00	0.00	0.00	0.00
HW0060	FRP Slab (Grit Level) Pour #3	13500	0.00	0.00	0.00	0.00	0.00	0.00
HW0070	FRP Channels Up to Deck Level Pour	24000	0.00	0.00	0.00	0.00	0.00	0.00
HW0080	Backfill 2nd Level of HW	9000	0.00	0.00	0.00	0.00	0.00	0.00
HW0090	FRP Walls to Finish Grade Pour #5	69000	0.00	0.00	0.00	0.00	0.00	0.00
HW0100	Cut Manway in Existing HW Wall	5000	0.00	0.00	0.00	0.00	0.00	0.00
HW0110	Plug and Patch HW Walls	8000	0.00	0.00	0.00	0.00	0.00	0.00
HW0120	Backfill HW to Finish Grade	20000	0.00	0.00	0.00	0.00	0.00	0.00
HW0130	Install Manual Bar Screens	7000	0.00	0.00	0.00	0.00	0.00	0.00
HW0140	Install Misc Metals / FRP Grating	9000	0.00	0.00	0.00	0.00	0.00	0.00
HW0150	Install Mechanical Bar Screen	14000	0.00	0.00	0.00	0.00	0.00	0.00
HW0160	Install Turbo Grit Pump	18000	0.00	0.00	0.00	0.00	0.00	0.00
HW0170	Install Channel Gates	5500	0.00	0.00	0.00	0.00	0.00	0.00
HW0180	Underslab Piping @ HW	6000	0.00	0.00	0.00	0.00	0.00	0.00
HW0190	FRP Discharge Slab	11000	0.00	0.00	0.00	0.00	0.00	0.00
HW0200	Install Wahspress & Grit Removal Eq	35000	0.00	0.00	0.00	0.00	0.00	0.00
HW0210	Construct Above Grade Piping	10000	0.00	0.00	0.00	0.00	0.00	0.00
HW0220	Run Conduits Throughout HW	7000	0.00	0.00	0.00	0.00	0.00	0.00
HW0230	Pull Wire To HW Equipment	3000	0.00	0.00	0.00	0.00	0.00	0.00
HW0240	Terminate Wire to HW Equipment	2000	0.00	0.00	0.00	0.00	0.00	0.00
HW0250	Construct Canopy over Discharge Equ	9000	0.00	0.00	0.00	0.00	0.00	0.00
HW0260	Install Handrailings around HW	5800	0.00	0.00	0.00	0.00	0.00	0.00
HW0270	Cut Exist HW Wall for Eff. Flows ou	3500	0.00	0.00	0.00	0.00	0.00	0.00
HW0280	Start-Up Headworks	1500	0.00	0.00	0.00	0.00	0.00	0.00
AG0020	FRP Air Gap Slab	9500	0.00	0.00	0.00	0.00	0.00	0.00
AG0030	Set Air Gap Skid	6500	0.00	0.00	0.00	0.00	0.00	0.00
AG0040	Connect Above Grade Pipe	5500	0.00	0.00	0.00	0.00	0.00	0.00
AG0060	Construct Canopy	11000	0.00	0.00	0.00	0.00	0.00	0.00
AG0070	Run Conduits AG	1500	0.00	0.00	0.00	0.00	0.00	0.00
AG0080	Pull Wires AG	500	0.00	0.00	0.00	0.00	0.00	0.00
AG0090	Terminate Wires AG	500	0.00	0.00	0.00	0.00	0.00	0.00
CH0010	Set Hypochlorite Generator	3500	0.00	0.00	0.00	0.00	0.00	0.00
CH0020	Set Brine Tank	1800	0.00	0.00	0.00	0.00	0.00	0.00



REPORT DATE 18DEC09 RUN NO. 64

START DATE 09NOV09 FIN DATE 03SEP10

11:36

Pay Estimate Por Rio Dell

DATA DATE 18DEC09 PAGE NO. 2

ACTIVITY ID	DESCRIPTION	BUDGET COST	PREVIOUS PERCENT COMPLETE	PERCENT THIS PERIOR	PERCENT TO DATE	PREVIOUS AMOUNT	COST THIS PERIOD	AMOUNT TO DATE
<b>BI#1 GENERAL CONSTR. WTP UPGRADE</b>								
CH0030	Set Hypochlorite Tanks	4500	0.00	0.00	0.00	0.00	0.00	0.00
CH0040	Run Below Grade Piping Hychl	3400	0.00	0.00	0.00	0.00	0.00	0.00
CH0050	Install Above Grade Piping Hychl	12000	0.00	0.00	0.00	0.00	0.00	0.00
CH0060	Set Chl Metering Skid	2500	0.00	0.00	0.00	0.00	0.00	0.00
CH0070	Install Above Grade Piping Chl Skid	11000	0.00	0.00	0.00	0.00	0.00	0.00
CH0080	Run Electrical Conduits	1000	0.00	0.00	0.00	0.00	0.00	0.00
CH0090	Pull Wires to Hypochlorite Equip	0	0.00	0.00	0.00	0.00	0.00	0.00
CH0100	Terminate Wire Hychl Equip	0	0.00	0.00	0.00	0.00	0.00	0.00
CH0180	Start-Up Chlorination Process Equip	1500	0.00	0.00	0.00	0.00	0.00	0.00
SD0010	Rough Grade Site @ Dewatering Press	4000	0.00	0.00	0.00	0.00	0.00	0.00
SD0040	Set Belt Press	8000	0.00	0.00	0.00	0.00	0.00	0.00
SD0050	Sget Cake Pump Equip.	3000	0.00	0.00	0.00	0.00	0.00	0.00
SD0060	Set Feed Pump Equip.	3000	0.00	0.00	0.00	0.00	0.00	0.00
SD0070	Set Polymer Equipment	6000	0.00	0.00	0.00	0.00	0.00	0.00
SD0080	Set Air Compressor	2000	0.00	0.00	0.00	0.00	0.00	0.00
SD0100	Connect to Existing Buried Pipe	2000	0.00	0.00	0.00	0.00	0.00	0.00
SD0110	FRP Pre-Eng Building Footings	37000	0.00	0.00	0.00	0.00	0.00	0.00
SD0120	Erect Pre-Eng. Building	18200	0.00	0.00	0.00	0.00	0.00	0.00
SD0130	Install HVAC in Pre-Eng. Building	3000	0.00	0.00	0.00	0.00	0.00	0.00
SD0140	Run Conduits to Dewatering Equip	3000	0.00	0.00	0.00	0.00	0.00	0.00
SD0150	Pull Wires to Dewatering Equip	3000	0.00	0.00	0.00	0.00	0.00	0.00
SD0160	Terminate Electrical @ Dewatering E	2100	0.00	0.00	0.00	0.00	0.00	0.00
SD0170	Start-Up Dewatering Equipment	1500	0.00	0.00	0.00	0.00	0.00	0.00
		1556000				0.00	76000.00	76000.00
<b>BI#2 GENERAL CONSTR. OWNER FINANCED COMP.</b>								
SW0120	Install Building Drains	2000	0.00	0.00	0.00	0.00	0.00	0.00
SW0130	Install 1 1/2" FW Lines	5000	0.00	0.00	0.00	0.00	0.00	0.00
SW0190	Insall 2" SD	1000	0.00	0.00	0.00	0.00	0.00	0.00
SW0200	Clear Concrete Structure	1500	0.00	0.00	0.00	0.00	0.00	0.00
SW0210	Place/Comp AB @ Dewatering Press	1500	0.00	0.00	0.00	0.00	0.00	0.00
SW0220	Place/Comp AC @ Dewatering Press	4000	0.00	0.00	0.00	0.00	0.00	0.00
SD0030	FRP Slab for Dewatering Press	12000	0.00	0.00	0.00	0.00	0.00	0.00
SD0090	Connect Above Grade Piping	12000	0.00	0.00	0.00	0.00	0.00	0.00
		39000				0.00	0.00	0.00
<b>BI#3 SHEETING, SHORING, &amp; BRACING</b>								
000030	Sheeting, Shoring, and Bracing	1000	0.00	0.00	0.00	0.00	0.00	0.00
		1000				0.00	0.00	0.00
<b>ALT#1 DECHLORINATION SKID</b>								
PR0190	Deliver Dechlorination Equip	30000	0.00	0.00	0.00	0.00	0.00	0.00
CH0110	Set Dechlorination Metering Skid	4500	0.00	0.00	0.00	0.00	0.00	0.00
CH0120	Demo & Patch Sidewalk	1500	0.00	0.00	0.00	0.00	0.00	0.00
CH0140	Instll Above Grade Piping for Dechl	5000	0.00	0.00	0.00	0.00	0.00	0.00
CH0150	Run Conduits for Dechlorination	1600	0.00	0.00	0.00	0.00	0.00	0.00
CH0160	Pull Wires to Dechlorination Equip	2000	0.00	0.00	0.00	0.00	0.00	0.00
CH0170	Terminate Wires @ Dechlorination Bq	1400	0.00	0.00	0.00	0.00	0.00	0.00
		46000				0.00	0.00	0.00
		1642000				0.00	76000.00	76000.00

**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
January 5, 2009**

TO: Mayor and Members of the City Council

THROUGH: Jim Stretch, Interim City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: December 30, 2009

SUBJECT: Capital Budget Amendment for debt service payments on the Infiltration Gallery.

**RECOMMENDATIONS**

Authorize a Capital Budget Amendment increasing debt service payments from the Water Capital Fund line item 6700-14-061-1003-0103 in the amount of \$68,000.00 to be funded by Water Capital reserves.

**BACKGROUND AND DISCUSSION**

In 2005 the City entered into a funding agreement with the California Department of Water Resources for a loan in the amount of \$2,720,000 for the construction of the Water Infiltration Gallery. The original agreement documented the City's first payment due as July 1, 2008. The first payment date was to be triggered by the expected "notice of completion" filing documented in the agreement as no later than May of 2008. During construction the City requested several timeline extensions that changed the debt service payments from 2008 to July of 2009, and again to July of 2010. However, the public works filed a notice of completion on October 31, 2009 which has triggered the City's first debt payment in the amount of \$68,000.00.

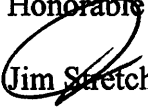
To issue the City's note payment, the Council must authorize a capital budget amendment to appropriate Water Capital Reserves for debt service use. The City's current Water Capital balance is \$67,531.81. Issuance of the first payment will create a temporary cash deficit of (\$468.19) within the fund. However a positive balance will likely resume within the coming month with sufficient reserves accumulated for the payment of the City's second installment by December of 2010.

**BUDGETARY IMPACT**

A reduction of Water Capital Reserves in the amount of \$68,000.00



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TO: Honorable Rio Dell City Council  
FROM:  Jim Stretch, Interim City Manager  
DATE: January 5, 2010  
SUBJECT: Adoption of resolution amending cell phone allowances

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

Adopt attached Resolution No. 1069-2010, amending the cellular phone service allowance for employee's use of private cell phones for City business.

**BACKGROUND AND DISCUSSION**

City Resolution 1030-2009 was adopted on January 9, 2009, establishing the policy of reimbursing city employees for their private cell phone expenses when used for city business.

On October 20, 2009 Interim City Manager Graham Hill presented recommendations to the Council to amend the policy, basically reducing the annual taxable allowance by one-half. The City Council was in agreement to approve the amendments.

Basically, the \$200 annual purchase allowance for persons who do not possess a data plan was proposed to be reduced from \$200 to \$100. For those few employees that were authorized a have a data plan, the annual purchase allowance was unchanged at \$200. The annual purchase allowance for employees that were less than full time or were routinely on-call was reduced from \$100 to \$50.

The attached resolution No. 1069-2010 reflects the changes that the Council approved on October 29, 2009 and is ready for adoption.

Cc: All department heads

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**RESOLUTION NO. 1069-2010  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AMENDING THE CITY OF RIO DELL  
CELL PHONE POLICY RESOLUTION NO 1030-2009**

**WHEREAS**, the City of Rio Dell adopted Resolution No. 1030-2009 establishing a cell phone policy; and

**WHEREAS**, the City Council reviewed the cell phone policy at a regularly scheduled meeting held on October 20, 2009 and made recommendations for amendment to the current policy.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Rio Dell does hereby amend Cell Phone Policy Resolution No. 1030-2009 as follows:

**CELLULAR PHONE SERVICE ALLOWANCES**

There are three levels of allowances based upon the following City need and usage criteria:

1. **Plan B.**

An annual taxable allowance of \$200.00 shall be issued to allow for the purchase of cellular phone equipment **for those employees who possess an authorized data plan. For those employees who do not possess a data plan, the allowance shall be \$100.00 annually.** The allowance shall commence with the approval of the Request for Cellular Phone Allowance Form, and be paid annually after the initial allowance.

1. **Plan C.**

An annual taxable allowance of \$50.00 shall be issued to allow for the purchase of cellular phone equipment. The allowance shall commence with the approval of the Request for Cellular Phone Allowance Form, and be paid annually after the initial allowance.

**PASSED AND ADOPTED** by the City of Rio Dell on this 5th day of January, 2010, by the following vote:

AYES:

NOES:  
ABSENT:  
ABSTAIN:

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Julie Woodall, Mayor

ATTEST:

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Karen Dunham, City Clerk



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TO: Honorable Rio Dell City Council  
FROM: Jim Stretch, Interim City Manager  
DATE: January 5, 2010  
SUBJECT: Presentation of Eel River Food Cooperative Business Plan

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

Receive and file this report

**BACKGROUND AND DISCUSSION**

As the Council will recall, the City received a Headwaters Grant in the amount of \$30,000 for the preparation of a business plan for an Eel River food cooperative. The City contracted with PLANWEST Partners Inc. to prepare the plan.

George Williamson of PLANWEST will make the slide presentation.

Attachment: Visual presentation summary outline

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# **Eel River Valley Food Collaborative Business Plan**

## **January 5 2010 Presentation to the Rio Dell City Council**

### **Slide Summary**


- 1. Introductory Slide – Food Collaborative Business Plan**
- 2. Overview: Description and Purpose**
- 3. Why Rio Dell – Eel River Valley Farms**
- 4. Why Rio Dell – Surrounding Agricultural Capacity**
- 5. Bullet List of 8 Scope of Work Tasks**
- 6. Business Plan Outline**
- 7. Steering Committee and Other Stakeholders to be Consulted**
- 8. Potential Products and Services**
- 9. Potential Sites**
- 10. Case Studies and Research**
- 11. Case Studies and Research**
- 12. Schedule for Completion**

## Eel River Valley Food Collaborative Business Plan

January 5, 2010

Presented to:  
Rio Dell City Council

Presented by:  
Planwest Partners



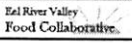
### Overview

**Description**  
The Eel River Valley Food Collaborative (ERVFC) is proposed to be a Humboldt County-product aggregation, processing and distribution center.

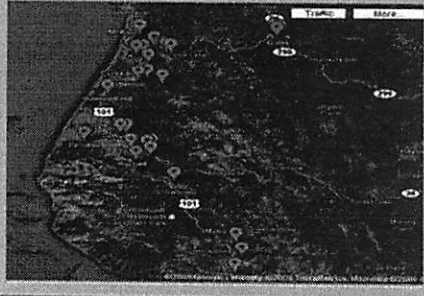
- A facility accessible to a group of local producers (produce, dairy, meat, etc)
- Product aggregation to serve larger, expanding markets intra- and extra-county
- Increase local value-added products
- Processing and packaging capabilities
- Facilitate distribution intra- and extra-county

**Purpose**

- Implement City of Rio Dell EDSP
- Capitalize on growing industry clusters- Niche Manufacturing and Specialty Agriculture, Food and Beverage
- Support local agriculture to preserve working landscapes (agriculture, grazing, etc.) and benefit the local economy




### Why Rio Dell?



#### Location

This is a sample of a figure that will be created to analyze producer/partner potential for the ERVFC.

Blue points represent current farms, but note that the majority of southern Humboldt farms are not yet represented.

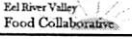


### Why Rio Dell?

#### Surrounding Capacity

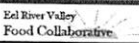
Rio Dell is situated amid acres of useful and available agriculture land.

These lands offer current capacity and future agricultural growth opportunities in the Eel River Valley.



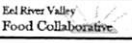
### Scope of Work

- TASK 1: Coordinate with Local communities and stakeholders
- TASK 2: Geographic Information Systems Agriculture Assessment
- TASK 3: Research and Define Agricultural Commodities
- TASK 4: Initial Facility Schematic
- TASK 5: Potential Site Screening and Ranking
- TASK 6: Preferred Site Selection and Justification
- TASK 7: Financing Plan
- TASK 8: Prepare Business and Development Plan



### Business Plan Outline

- Marketing plan**
  - market research, products description, competitive analysis, niche identification, marketing strategy, distribution channels, promotion strategy
- Operational Plan**
  - production process (techniques and costs, quality control, inventory control, and product development), location characteristics, legal environment, personnel, inventory evaluation, and supplier identification
- Management and Organizational Structure**
  - professional and advisory support identification, attorney, accountant, insurance agent, banker, consultant(s), and mentors and key advisors
- Financial plan**
  - profit and loss projection, cash-flow projection, projected balance sheet, and a break-even calculation





## Steering Committee and Other Stakeholders

### Purpose

Steering committee will report on current ag-related projects, previous work done surrounding aggregation of local food products, and future needs of stakeholders. The committee will advise for Task 3 to define the purpose of the Collaborative and will continue to advise for Task 4 (Facility Schematic)

Contact	Agency	Representation
Portia Bramble	NCGA Director	Partner organization
John LaBoyeaux	So Humboldt Farmer and Community Alliance with Family Farmers Advisory Committee member	Agriculture products specialist
Deborah Giraud	Ag Extension Agent for Humboldt County	Agriculture products specialist
Peter Krueger	Precision Intermedia	Marketing/Branding specialist
Dennis Mullins	Labor Market Information	Economic Development specialist
Len Mayer	Humboldt Creamery	Cooperative Structure

Other stakeholders entities to contact include Food for People, CAFF, Fortuna and Southern Humboldt Farmer's Markets, Dairy and Beef industries, various city council members, etc.

Rio Dell City Council Presentation 01.05.10

Eel River Valley  
Food Collaborative

## Potential Products

- Raw vegetables and fruit
- Dairy products (cheese, yogurt, ice cream)
- Meat (beef, poultry, rabbits, goat, fish, etc.)
- Grains
- Frozen foods
- Jams/Jellies
- Pickled items
- Canned goods

## Potential Services

- Cold storage
- Dry storage
- Kitchen incubator
- Community kitchens
- Individual Quick Freeze (IQF) unit
- Packaging
- Canning
- Grain grinding
- slaughter

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Eel River Valley  
Food Collaborative

## Potential Sites

**Sawmill Annexation site:** an ideal location for industrial developments directly adjacent to and accessible from Hwy 101

**Wildwood and 101 site:** underutilized community commercial parcel located near Hwy 101

**Davis and 101 site:** large community commercial parcel located near the Town Center and Hwy 101

**Mill A site in Scotia:** large facility at the former PALCO mill.



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Eel River Valley  
Food Collaborative

## Case Studies and Research

**The Grower's Collaborative:** A large-scale virtual farmer's market that sells local and seasonal produce from family farms to schools, universities, hospitals and corporate cafeterias. Purchasers order on-line, which makes it easy for customers to plan for the coming week's produce needs. The Collaborative serves growers and institutions in the Sacramento, Bay Area, Southern California, Central Valley and Central Coast.

**Grasshoppers Distribution, LLC Elizabethtown, KY:** In 2005, farmers from around Kentucky came together to design a company that would market and distribute their locally-produced meats, eggs, vegetables, fruits, and cheeses. Grasshoppers started as an economic development project to encourage cooperation among farmers, rural, and urban citizens

**Homegrown Wisconsin:** Twenty-five family farms of Wisconsin formed a cooperative in 1996 to raise vegetables, fruit and herbs for gourmet restaurants in Wisconsin and Illinois. The Cooperative has a CSA program and an order and delivery system that gets food from the farm to your table in less than a day.

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Eel River Valley  
Food Collaborative

## Case Studies and Research

### Additional Research:

- The Wedge- Food Co-op, Distribution, Farm-owners
- Northcoast Growers Association production documentation
- UC Davis Cooperative Extension reports
- Prosperity Northwest Targets of Opportunity reports
- CA Center for Rural Policy
- Crop and Livestock Report 2005- Humboldt County
- Agriculture Commission-Humboldt County
- Humboldt County Agriculture Survey 2003- Ben Moorehead
- Farm Bureau
- Economic Data (Dennis Mullins/Steve Hackett)
- CA Department of Food and Agriculture

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Eel River Valley  
Food Collaborative


## Completion Timeline

	Jan '10	Feb	Mar	Apr	May	Jun
<b>1. Coordinate with Local Communities and Stakeholders</b>	Assessment and Buy in					
<b>2. GIS Agriculture Assessment</b>	Assessment					
<b>3. Research and Define Agriculture Commodities</b>	Commodity Inventory					
<b>4. Prepare an initial schematic of facility</b>	Schematic					
<b>5. Apply schematic to the four potential sites and develop selection criteria</b>	Screening					
<b>6. Pick preferred site and provide ranking/selection matrix</b>	Selection					
<b>7. Prepare financing plan with marketing concept/branding</b>	Plan Development					
<b>8. Prepare the FIVCC Business and Development Plan</b>	Plan Development and Adoption					

Rio Dell City Council Presentation 01.05.10

Eel River Valley  
Food Collaborative



TO: Honorable Rio Dell City Council  
FROM:  Jim Stretch, Interim City Manager  
DATE: January 5, 2010  
SUBJECT: Public funds for fit camp

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Make a determination as to whether the expenditure of public funds for an exercise program (Fit Camp) for City of Rio Dell Police Officers has a direct and primary public purpose.
2. Make the determination whether the expenditure of public funds for an exercise program (Fit Camp) for the general City of Rio Dell workforce has a direct and primary public purpose.
3. If item #1 and/or #2 above is determined to be an appropriate use of public funds, approve the attached Release of Liability and Participation Agreement form for the City funded exercise and fitness program.

**BACKGROUND AND DISCUSSION**

First, in the normal course of events, the daily expenditures of a City are so clearly within its mission and purpose that a question as to whether they meet the public purpose test as set forth in the State Constitution never comes up. In 40 years of public service, I have address this topic only once and now in less than one month the issue has presented itself twice. It is highly unusual.

These issues are often unpopular and difficult for a manager to bring forward, and perhaps even more so for a Council who has engaged in good faith in a long standing practice. But, when such issues present themselves we have an obligation to address them directly, learn from them, make a decision and then move on.

In this regard, it has recently been noted that the City has funded an exercise program (Fit Camp) for 2 groups of City workers; police officers and employees in the general workforce. The programs are not part of either employee organization's Memorandum of Understanding (MOU) and such have not been "bargained for". The question is whether one or both expenditures are allowable by State of California Constitution Article XVI, section 6 which concerns gifting of public funds. It reads in part as follows:

“The Legislature shall have no power... to make any gift or authorize the making of any gift, of any money or thing of value to any individual, municipal or other corporation whatever...” The term “Legislature” includes a city council in its legislative role.

In 75 Ops.Cal.Atty.Gen.20, the Attorney General opined that “It has long been recognized that the “Gifts” prohibition of the Constitution does not apply where the expenditure... promotes a valid and substantial public purpose within the authorized mission of the public agency appropriating the funds.” The opinion further stated “Whether a particular program serves a public purpose is primarily a legislative determination that will not be disturbed by the courts so long as it has a reasonable basis”.

Exercise programs have been touted as having a positive impact on an individual’s overall health, that it reduces stress, improves fitness and productivity and has a positive effect on one’s feeling of self worth. The question is does this meet the test that the Council must make?

The fitness level of a police officer in terms of his/her job performance can be argued to be substantially different than a person working in an office. Does this meet the test?

The question is whether the Council can make the determination for each group that the expenditure of city funds for a private after hours exercise program promotes a valid and substantial public purpose within the mission of the City.

Though the cost of the programs is not really germane to the policy question, the cost is relatively minor in terms of the overall City budget. The cost is \$100/month/person and there are 3 law enforcement officers participating and 4 members of general employees.

Assuming that the Council makes a determination that the expenditures for one or both of the groups is appropriate, a Program Release of Liability and Participation Agreement should be signed by each participant. The form may require minor changes for one group or another, but it has been reviewed and approved as to legal form by the City Attorney.

Attachment: Participant Release and Agreement form

**Release of Liability And Agreement  
For Participation in City Of Rio Dell  
Exercise And Fitness Program**

I \_\_\_\_\_ am voluntarily participating in the Police Department Fitness Program, Fit Camp. By volunteering for this program I understand that I am agreeing to participate in an eight week program two or three days per week; and, I am agreeing to sign in at the beginning of each session that I attend; and I understand that I am participating in this program on my own time and will not be paid for my participation.

I, and my heirs, in consideration of my voluntary participation in the Rio Dell Police Department Fitness Program, Fit Camp as described in the attached document, hereby release the City of Rio Dell, its officers, employees and agents, and any other people officially connected with this event, from any and all liability for personal injury, damage to or loss of personal property, sickness or injury from whatever source, legal entanglements, imprisonment, death, or loss of money, which might occur while participating in this event.

Specifically, I release said persons from any liability or responsibility for my physical condition and my ability to participate in this program. I am aware of the risks of participation, which include, but are not limited to, the possibility of sprained muscles and ligaments, broken bones and fatigue, which may result in loss of income from missed work. I hereby state that I am in sufficient physical condition to accept a rigorous level of physical activity. I understand that participation in this program is strictly voluntary and I freely chose to participate and that I may withdraw at any time. I verify that I will be responsible for any losses, damage, and/or medical costs I incur as a result of my participation.

I further understand that the City of Rio Dell may choose to discontinue the funding for this program at any time and for any reason.

\_\_\_\_\_  
(Participant)

\_\_\_\_\_  
(Date)



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TO: Honorable Rio Dell City Council  
FROM: Jim Stretch, Interim City Manager  
DATE: January 5, 2010  
SUBJECT: Amend City Council Protocols to cover absences

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

Amend RIO DELL CITY PROTOCOLS (Council Meetings) by adding a new paragraph 8 to section I, entitled "City Council Member Absence", and renumber current paragraphs 8 and 9 to paragraphs 9 & 10, to read as follows:

I. COUNCIL MEETINGS

8. **City Council Member Absence**-- City Council Members are expected to attend all regular, special and emergency meetings of the Council.
  - a) When a Council Member anticipates being absent, he/she shall notify the Mayor of the reason for the absence before the meeting, and the Mayor shall so report to the Council when "Roll Call" occurs, prior to the conduct of any official business. The Council shall determine whether the reason for the absence is either with or without permission, to be recorded in the minutes. An absence that occurs without notice, or with notice but without a reason, shall be recorded as being taken without permission, unless the absent Council Member is known to be incapacitated by no fault of his/her own.
  - b) Per Government Code Section 36513 (a), if a Council Member is absent without permission from all regular City Council meetings for 60 days consecutively from the last regular meeting he or she attended, his or her office becomes vacant by operation of law and shall be filled as any other vacancy.
9. & 10. Previously numbered paragraphs 8 and 9 concerning **Attendance by the Public and Action Minutes** shall be renumbered 9 and 10 respectively.

## **BACKGROUND AND DISCUSSION**

In 2000 the Rio Dell City Council approved "Protocols" to govern the conduct of council meetings, the order of business, rules of conduct during meetings, conducting public hearings, etc. The protocols set forth a procedure to handle the absence of the Mayor and the Mayor Pro Tem, but are silent as to the absence of a member of the Council. Absences by a number of Council Members at the same meeting can affect the ability of the Council to have a quorum (3 members), i.e. the ability to conduct business at a duly noticed public meeting.

There is a relevant section in state law (Government Code section 36513) that provides that a Council Member's office becomes vacant after 60 days of unexcused absences, but neither state law nor City protocols helps us in determining whether an absence is excused or unexcused. Hence, City protocols should be amended to provide guidance on the subject.


Briefly, the recommended policy is that a member of the Council is to notify the Mayor of an absence and the reason for the absence before the date of the council meeting. When roll call is taken, the Mayor shares with the Council what the absent Member said, and the Council then determines whether the absence is excused or unexcused. That determination is noted in the minutes. No notice of an absence or a notice without a reason would be considered an unexcused absence.

As noted above in state law, if a Council Member is absent without permission from all **regular** meetings for 60 consecutive days, not including special meetings, his /her office automatically becomes vacant. The Council then decides within 30 days whether to appoint a replacement to finish out the term, hold a special election to fill out the term or leave the vacancy until the next regularly established election date.

It is recommended that the City Council Protocols be amended to add a provision concerning Council Member attendance at regular, special and emergency meetings.



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TO: Honorable Rio Dell City Council  
FROM:  Jim Stretch, Interim City Manager  
DATE: January 5, 2010  
SUBJECT: Council review of warrant process

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Receive and file this report, or
2. Direct the City Treasurer to submit at least monthly to the City Clerk a written report and accounting of all receipts, disbursements, and fund balances for the prior month. The City Clerk shall make said Treasurer's report available to any Council member or member of the public at his/her office in City Hall, and report on the Council's consent agenda a summary of the prior month expenditures by fund.

**BACKGROUND AND DISCUSSION**

As the result of a phone call from a City Manager who had a problem with getting warrants approved by the City Council, the Interim City Manager reviewed the relevant **Government Code** sections 41001-41004 (attached) that cover the legal process for paying and reporting City warrants. It was noted that the current practice of the Rio Dell City Council is somewhat different than the above cited sections; more cumbersome in some ways and resulting in holding back payments to vendors 2 or 3 weeks before payments are mailed. The Council may want to streamline the process, or not.

State law provides that the City Treasurer pays City warrants that are signed by legally designated persons. Then regularly, at least monthly, the Treasurer submits an accounting report of expenditures, receipts and fund balances to the City Clerk. The City Clerk files a copy of the report with the Council. That is the required process.

As compared to code sections mentioned above, the Treasurer reports the entire detailed warrant register to the City Clerk, which is then placed on the Council's consent agenda for the purpose of approving all warrants, except payroll, before they are paid. This step is considered unnecessary by most public agencies because of the various checks and balances that exist in other areas of state law and in local ordinances.

First, the City Council approves all of the line item appropriations, effective July 1 each year, for each budget unit. Discussion about those appropriations may be as detailed as the Council desires during the budget process. Upon adoption by the Council, department heads are authorized to spend against those appropriations for purposes approved in the budget. There are two (2) legally designated persons on staff and two (2) Council Members to sign warrants. The

City Manager is charged by Ordinance 242 with the review and approval of City-wide administration, such as "financial reporting and budget control"... At least half-way through the fiscal year, a formal review of revenues and expenditures is conducted by staff with the City Council. And last, after a fiscal year is closed, the City's independent Auditor conducts an audit of all funds and prepares a report to the Council.

Again, current practice is to hold back all warrants, except payroll, until after the Council approves the check register. So, rather than to pay vendors on a flow basis, we batch all warrants and pay every 2 or 3 weeks, depending on when meetings are scheduled. This process may create a hardship for some vendors, especially the smaller ones.

In closing, the City's present warrant approval process is lawful and does not require any change, unless there is interest in streamlining it. The amended process as set forth above in recommendation #2 would still leave in place 3 layers of review and approval for every expenditure, and in some cases 4 and 5 layers, which should be adequate to insure the proper expenditure and accounting of public funds.

Should the Council believe that the current process works fine and requires no change, the appropriate action would be to receive and file this report.

Cc: All department heads

Attachment: **Government Code** sections 41001-41007



CALIFORNIA CODES  
GOVERNMENT CODE  
SECTION 41001-41007

41001. The city treasurer shall receive and safely keep all money coming into his hands as treasurer.

41002. He shall comply with all laws governing the deposit and securing of public funds and the handling of trust funds in his possession.

41003. He shall pay out money only on warrants signed by legally designated persons.

41004. Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances. He shall file a copy with the legislative body.


41005. The city treasurer shall perform such duties relative to the collection of city taxes and license fees as are prescribed by ordinance.

41006. The city treasurer may appoint deputies for whose acts he and his bondsmen are responsible.

41007. The deputies shall hold office at the pleasure of the city treasurer and receive such compensation as is provided by the legislative body.



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TO: Honorable Rio Dell City Council  
FROM:  Jim Stretch, Interim City Manager  
DATE: January 5, 2010  
SUBJECT: Set study session date for setting long range goals

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

Set the date for a City Council long range goals study session

**BACKGROUND AND DISCUSSION**

The City Council has mentioned that it wants the opportunity to meet in a special study session for the purpose of the discussion and development of long range goals for the City. Study session date usually occur on Tuesdays between regular meeting dates.

January 5, 2010 is already taken for the special meeting of the Council on wastewater system options. The next available dates are January 12, January 26 and February 9, 2010. Please chose a mutually agreeable date and set the time of meeting (morning, afternoon or night) as well.

Thank you.

**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
January 5, 2009**

**TO:** Mayor and Members of the City Council

**THROUGH:** Jim Stretch, Interim City Manager

**FROM:** Stephanie Beauchaine, Finance Director

**DATE:** December 30, 2009

**SUBJECT:** Combined Balance Sheet Summary

**RECOMMENDATIONS**

Receive and File.

**BACKGROUND AND DISCUSSION**

Please find a copy of the City's Combined Balance Sheet as of November 30, 2009 attached for your monthly review as requested by the City Council.

**BUDGETARY IMPACT**

None

**City of Rio Dell**  
**Combined Balance Sheet - Summary**  
**November 30, 2009**

<b>Assets and Other Debits</b>	<u><b>Balance</b></u>
Cash & Cash Equivalents	796,940.52
Receivables: Assessments	220,000.00
Accounts Receivable	115,809.25
Accrued Interest	0.00
Intergovernment	0.00
Notes Receivable	1,359,967.70
Due From Other Funds	0.00
Inventory	0.00
Prepaid Items	74,814.28
Grants Receivable	561,619.60
Infrastructure, Property, Machinery & Equipment	<u>10,327,964.52</u>
<b>Total Assets</b>	<u><u><b>13,457,115.87</b></u></u>
 <b>Liabilities</b>	
Accounts Payable	(602.47)
Accrued Payroll, Taxes, & Comp	39,783.05
Deferred Revenue	1,358,767.70
Interest Payable	0.00
Deposits Payable	26,122.22
Due To Other Funds	0.00
Assessment Bonds Payable	220,000.00
Notes Payable, Net	2,720,000.00
Capital Leases Payable	87,811.55
Compensated Absences Payable	<u>23,651.84</u>
<b>Total Liabilities</b>	<u><b>4,475,533.89</b></u>
 Fund Balances-Beginning	 9,666,929.31
Excess Revenue over (under) Expense	<u>(600,241.50)</u>
<b>Total Fund Balance</b>	<u><b>9,066,687.81</b></u>
<b>Total Liabilities and Fund Balance</b>	<u><u><b>13,542,221.70</b></u></u>