



**AGENDA**  
RIO DELL CITY COUNCIL  
CLOSED SESSION – 6:00 P.M.  
REGULAR MEETING – 6:30 P.M.  
TUESDAY, DECEMBER 4, 2012  
CITY COUNCIL CHAMBERS  
675 WILDWOOD AVENUE, RIO DELL

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

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

**THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS**

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:
  - 1) 2012/1204.01 - CONFERENCE WITH LEGAL COUNSEL - EXISTING  
LITIGATION: Pursuant to Government Code Section 54956.9(a)  
Name of Case: Steven and Sharon Wolff v. City of Rio Dell  
Humboldt Superior Court Case No. CV120162
- E. PUBLIC COMMENT REGARDING CLOSED SESSION
- F. RECESS INTO CLOSED SESSION
- G. RECONVENE INTO OPEN SESSION
- H. ORAL ANNOUNCEMENTS
- I. PUBLIC PRESENTATIONS

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

J. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".*

- 1) 2012/1204.02 - Approve Minutes of the November 20, 2012 Regular Meeting  
(ACTION) 1
- 2) 2012/1204.03 - Update on Painter St. Overpass Water Leak (RECEIVE & FILE) 7
- 3) 2012/1204.04 - Direct City Manager to Execute Contract with R.J. Ricciardi, Inc.  
to Complete the A-133 Single Audit (ACTION) 8
- 4) 2012/1204.05 - Authorize Chief of Police to Sign Memorandum of Understanding  
with Fortuna Police Department for OTS-DUI Grant (ACTION) 15
- 5) 2012/1204.06 - Approve Pay Request No. 9 to Wahlund Construction/Sequoia  
Construction Specialties in the Amount of \$854,617.26 for work  
related to the Wastewater Treatment Plant Upgrade and Disposal  
Project (ACTION) 21

K. SPECIAL PRESENTATIONS

L. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
- 2) 2012/1204.07 - Make the Finding that the Repair of the South Wall and the Ridge  
Beam at the North End of City, at the City of Rio Dell Police  
Department, Continues to Present an Emergency as set forth in  
Resolution No. 1178-2012 (ACTION) 32
- 3) 2012/1204.08 - Authorize Closure of City Hall on Friday, December 7, 2012 and a  
Portion of Monday, December 10, 2012 for the Preparation and  
Installation of Carpet Floor Covering Throughout the Building  
(ACTION) 34

- 4) 2012/1204.09 - Approve Agreement Between City of Rio Dell and GHD, Inc. for 2012 Safe Routes to School Design, Permitting and Construction Assistance **(ACTION)** 36
- 5) 2012/1204.10 - City Hall Improvement Projects, Street Repairs and Cash Reserves **(RECEIVE & FILE)** 53

I. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

M. REPORTS/STAFF COMMUNICATIONS

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

N. COUNCIL REPORTS/COMMUNICATIONS

O. STUDY SESSIONS/PUBLIC HEARINGS

P. ADJOURNMENT

*HAPPY HOLIDAYS!*  
*The next Regular meeting will be on December 18, 2012*  
*at 6:30 PM in City Hall Council Chambers*

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
NOVEMBER 20, 2012  
MINUTES**

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

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

Others Present: City Manager Stretch, Chief of Police Hill, Finance Director Beauchaine, Water/Roadways Superintendent Jensen, Wastewater Superintendent Chicora, City Clerk Dunham and City Attorney Gans (closed session only)

Absent: Community Development Director Caldwell (excused)

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

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

Councilmember Leonard recused himself from attending the closed session portion of the meeting.

Mayor Woodall announced the Council would be adjourning to closed session to discuss the above matter and asked for public comment. There being no public comment, the Council adjourned to closed session at 6:00 p.m. The closed session ended at 6:20 p.m.

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

**ORAL ANNOUNCEMENTS**

Mayor Woodall announced there was no reportable action taken in closed session.

**PUBLIC PRESENTATIONS**

None

**CONSENT CALENDAR**

Councilmember Marks asked that Item No. 5 *Modification of Employment Agreement with City Manager James R. Stretch* be removed from the consent calendar for separate discussion.

Motion was made by Leonard/Thompson to approve the consent calendar including approval of minutes of the November 8, 2012 special meeting; approval of minutes of the November 8, 2012 regular meeting; approval of Resolution No. 1182-2012 Consenting to the Transfer of Control of the Cable Television Franchise in Connection with the Acquisition by Nespresso Acquisition Corp. of the Equity Interests of Cequel Communications Holdings, LLC, the Parent of Cebridge Acquisition L.P, DBA Suddenlink Communications subject to certain conditions; approval of the 2012 Holiday Schedule for City employees; and digital voice recorders for police personnel as a receive and file item. Motion carried 5-0.

### **SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**

#### Approve Modification of Employment Agreement with City Manager James R. Stretch

Councilmember Marks asked if the City Attorney would be reviewing the revised contract prior to execution; City Manager Stretch commented that the contract modifications were reviewed by the City Attorney. He explained that in the original contract, the benefits were predicated on a part-time position however the position reflects closer to a  $\frac{3}{4}$  time position. The benefits were modified to more accurately reflect that. Also, in all of the other management contracts, there is a clause for pay-out of unused executive leave which was omitted from his original contract, thus the same language was added to make all management contracts consistent.

Councilmember Thompson asked if there was unpaid compensation owed to the City Manager as a result of the additional hours worked he would like to see him compensated for those hours. City Manager Stretch thanked the Council for the offer but said he was not asking for any additional compensation for prior hours worked and that the effective date of the contract modification will be November 20, 2012.

Motion was made by Thompson/Marks to approve the modification of employment agreement with City Manager James R. Stretch. Motion carried 5-0.

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

City Manager Stretch provided a staff report and stated the repairs are underway but the \$7,500 limit authorized by the Council for the repairs was no longer adequate due to some necessary electrical work and replacement of the existing residential grade exterior door with a steel door and jam for increased security.

City Manager Stretch said the bigger problem is the ridge beam on the north side of City Hall which will need to be repaired after the wall repair is completed. He said a structural engineer

**NOVEMBER 20, 2012 MINUTES**  
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assessed the damage and it appears the beam is rotten through the wall by approximately 28 inches. He said the total cost of repairs is estimated at \$10,000-\$12,000.

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

Direct City Manager to Execute Contract Agreement with Bartle Wells Associates in the Amount of \$21,750 to Conduct a Wastewater Rate Study

Finance Director Beauchaine provided a staff report and said the City received four proposals in response to the Wastewater Rate Study RFP issued in August. She said the proposals were reviewed by staff and scored based on the criteria listed in the RFP. Upon completion, staff unanimously recommended that Bartle Wells be selected to complete the Wastewater Rate Study based on their extensive background and experience in the area of municipal utility rate structure and fee studies.

Mayor Woodall asked if there was any potential legal liability to the City by not selecting the lowest bid; Finance Director Beauchaine stated the City is not obligated to select the lowest bidder, but California Government Code section 4526 does require that the award of the bid must be on the basis of demonstrated competence of the services required; Bartle Wells has more than demonstrated that.

Councilmember Wilson recused himself from voting on this item due to a potential conflict of interest since he had done work for one of the firms bidding on the project.

Motion was made by Thompson/Leonard to direct the City Manager to execute the contract agreement with Bartle Wells Associates in the amount of \$21,750 to conduct a Wastewater Rate Study. Motion carried 4-0; 1 abstained.

Discuss Design Concept for Welcome Sign at Eagle Prairie Bridge and Provide Staff Direction

City Manager Stretch provided a staff report and said at the last Council meeting, there was discussion about the Wildwood Avenue Enhancement Project but very little discussion about the welcome sign. He presented a rendering of a proposed sign modeled after the existing sign at the north end of the gateway but on a much smaller scale. He asked for Council direction on whether to follow the same theme or to come up with a new theme for the sign. He said the sign in the Council Chambers was removed and taken down to the intersection of Bridge Street and Wildwood Avenue to see if the size is appropriate and said the 3' x 4' sign seems to be a good fit.

Mayor Woodall and Councilmember Wilson said they like consistency and would like to see the same sign theme carried out.

Councilmember Marks questioned the location of the sign and said a lot of people park at Mingo's and walk over to Grundman's and she wants to make sure the placement of the sign does not create a safety issue for pedestrians. City Manager Stretch said the sign will be placed in the first small island which will not affect the turning movement of vehicles or affect people crossing the street.

Consensus of the Council was to carry forward the same theme as the existing gateway sign.

Discuss and Provide Direction to Staff on Addressing Various Improvements Needed at City Hall

City Manager Stretch provided a staff report and said in addition to the repair of the south wall and north beam at City Hall there are several other maintenance issues at City Hall that need to be addressed. He presented a list of six items with cost estimates on three of the items and said he is seeking direction from the Council to engage an architect to develop plans and specifications for addressing the issues. The improvements included: 1) replacement of City Hall roof, gutters, downspouts and exhaust fans; 2) upgrade of electrical in City Hall; 3) replacement of 16 broken and failed windows; 4) installation of sprinkler system for City Hall lot and Memorial Park; 5) replacement of ADA ramp, front steps, 2 front doors and expansion of parking lot; and 6) City Hall external improvements including entry roof over new front stairs, access stairway from back parking lot to City Hall, covered employee area in back of City Hall, ADA back door to City Hall, and covered parking for 2 police vehicles.

City Manager Stretch said another item needed is a backup generator at City Hall. Also he would like to have a discussion with the Council on how to make the building friendlier; one idea is to combine the front counter at the police department with the front counter at City Hall to save space as well as staffing.

Councilmember Marks referred to the architectural drawings previously done for possible renovation of City Hall and suggested they be reviewed.

City Manager Stretch stated the costs for the proposed improvements would need to be quantified but the funds could come from General Fund Reserves.

Councilmember Marks stated that with failure of Measure J she would still like to see the funds that were to be allocated by the City set aside for street improvements.

Councilmember Wilson agreed that street improvements need to be addressed and suggested we see what can be done with the funds allocated for Measure J. He said the roof and windows also need to be addressed and that cost estimates need to be obtained for the remaining items.

Councilmember Thompson said the ADA improvements can't be ignored and asked about potential grant funding; City Manager Stretch said he was not aware of any available grant funding for ADA improvements.

Councilmember Thompson said he was concerned with the flooding in the Belleview area and said drainage is a more pressing issue than filling pot holes.

Mayor Woodall said she would like to have a complete list of cost estimates before prioritizing the list of improvements.

City Manager Stretch said another thing to evaluate is how much more the public works department would be able to accomplish with the proper tools and equipment such as a larger dump truck or a pavement cutter.

Mayor Woodall commented that the citizens voted down repairing the City's streets so perhaps the Council needs to look at other types of expenditures.

Councilmember Wilson said a majority of the citizens (approximately 55%) voted for Measure J so the City Council has the obligation to do as many street improvements as possible. He said the people who imply there is a mis-use of City funds need to get involved. He said unlike many other cities, the City of Rio Dell has a balanced budget. He said in his opinion, there is no mis-management of City funds.

It was suggested that there be a mid-year budget review before providing direction to staff on how to proceed with the proposed improvements.

#### **ORDINANCES/SPECIAL RESOLUTIONS**

##### Approve Resolution No. 1183-2012 Approving Budget Amendment #5 for Repair of Painter St. Water Leak Within U.S. Highway 101 Right-of-Way

City Manager Stretch stated this item relates to a main line water leak located along the Painter St. overpass within the Caltrans right-of-way. Since the City does not have the resources or equipment needed to do the repair, cost estimates were requested from a number of local contractors. He said the only contractor to respond was Wahlund Construction. He said the initial cost estimate was \$14,409.50 but due to traffic control requirements by Caltrans, the total estimate is now \$20,000.

Water/Roadways Superintendent Jensen explained the extent of the repair and said the line consists of AC pipe inside a corrugated sleeve and his hope is that the leak is where the pipe is not sleeved so that the repair can be done relatively quickly.

Motion was made by Thompson/Marks to approve *Resolution No. 1183-2012 Approving Budget Amendment #5 for Repair of the Painter Street Water Leak Within U.S. Highway 101 Right-of-Way* and directing the City Manager to execute an agreement for "TIME and MATERIALS" with Wahlund Construction not to exceed \$20,000. Motion carried 5-0.



**REPORTS/STAFF COMMUNICATIONS**

City Manager Stretch reported on recent activities and events and said interviews for the 2 utility worker positions were held and there was an excellent pool of applicants in which 2 applicants (both from Rio Dell) were selected pending successful pre-employment medical examinations. He also reported he would be working on updating department head goals as discussed.

Chief of Police Hill reported on recent activities in the police department and said he was out of the office for a week attending POST Executive Development Training; was still working out the details related to animal control services and said during the month of November they transported 1 dog and returned 4 dogs to their owners. He said they were able to put pictures of the animals into the system in the searchable section of the data base.

Finance Director Beauchaine reported on recent activities in the finance department and said she was working on getting financials up to date; and said with regard to the audit, their visit will be rescheduled due to a conflict with the carpeting of City Hall. She said she will inform the Council of the rescheduled date once it becomes available.

Water/Roadways Superintendent reported on recent activities in the public works department and said they were busy preparing for winter.

Wastewater Superintendent Chicora reported on the progress of the Wastewater Treatment Plant Upgrade and Disposal Project stating the contractor had completed the drilling up to CC Market and it was going well.

Councilmember Wilson asked when we will have a definitive answer on whether we will be allowed to bore under the river; Finance Director Beauchaine said she received an e-mail today from Brett Rhinhart who said he was still waiting on the geo-technical report.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 7:45 p.m. to the December 4, 2012 regular meeting.

Attest:

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Julie Woodall, Mayor


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Karen Dunham, City Clerk

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



**TO:** Mayor and Members of the City Council  
**THROUGH:**  Jim Stretch, City Manager  
**FROM:** Randy Jensen, Water and Roadways Sup.  
**DATE:** December 4, 2012  
**SUBJECT:** Painter St Overpass Water Leak UPDATE

**IT IS RECOMMENDED THAT THE COUNCIL:**

Receive and file this report

**STATUS UPDATE**

On November 20, 2012 the City Council approved the execution of an agreement with Wahlund Construction, not to exceed \$20,000, for the repair of a water leak in the area of the Painter St. overpass within the HWY 101 right-of way.

On November 27, 2012 the contractor started the repair and located the leak and removed the failed section of pipe. The parts needed to complete the repair were ordered and the site was backfilled temporarily per Caltrans specifications. The Painter St Water Main line should be back into service within a week or two depending on weather conditions.

No action is required at this time. It is recommended that the Council receive and file this report

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675 Wildwood Avenue  
Rio Dell, CA 95562



TO: Mayor and Members of the City Council

THROUGH: Jim Stretch, *J* City Manager

FROM: Stephanie Beauchaine, Finance Director *SB*

DATE: November 29, 2012

SUBJECT: Scope of Services R.J. Ricciardi, Inc to complete the A-133 Single Audit

**RECOMMENDATION**

Direct the City Manager to execute a contract in the amount of \$6,000 to complete the A-133 Single Audit

**BUDGETARY IMPACT**

The cost of services totals \$6,000 to be paid from various major operating funds 5110-03-(1). Staff are not proposing a budget amendment at this time, but we may review that need during the mid-year budget review.

**BACKGROUND AND DISCUSSION**

The City has entered into an agreement with R.J. Ricciardi to complete the City's annual audit for the year ending 2012 for the amount of \$14,800. The original executed agreement did not include the cost of performing the required A-133 Single Audit on all federally funded programs.

We have discussed the need with the City's auditor and they are proposing to complete the task for \$6,000.00. The Single Audit is required by the Single Audit Act Amendment of 1996.

R. J. RICCIARDI, INC.  
CERTIFIED PUBLIC ACCOUNTANTS

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April 25, 2012

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

Dear Stephanie:

We are pleased to confirm our understanding of the services we are to provide City of Rio Dell for the year ended June 30, 2012. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the financial statements, of City of Rio Dell as of and for the year ended June 30, 2012. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), and the statements of revenues, expenditures and changes in fund balance – budget and actual – for the general and major special revenue funds, to accompany City of Rio Dell's financial statements. As part of our engagement, we will apply certain limited procedures to City Rio Dell's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it.

Supplementary information other than RSI, such as the schedule of expenditures of federal awards, also accompanies City of Rio Dell's financial statements. We will subject supplementary information to the auditing procedures applied in our audit of the financial statements and will provide an opinion on it in relation to the financial statements. Other supplemental information will be subject to certain limited procedures but will not be audited.

### Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the audit committee, management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports.

If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of City of Rio Dell and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for federal award program compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management is responsible for the financial statements and all accompanying information as well as all representations contained therein.

You are responsible for management decisions and functions. As part of the audit, we will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services. Management is responsible for making all financial records and related information available to us, including identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements that could have a direct and material effect on each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards*, and OMB Circular A-133.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Rio Dell's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*. OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs.

Our procedures will consist of test of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Rio Dell's major programs. The purpose of those procedures will be to express an opinion on City of Rio Dell's compliance with requirements that could have a direct and material effect on each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

### **Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. Further, we understand that your employees will prepare all information we request in our Client Participation List in the format requested and send it to us 30 days prior to scheduling the audit field work. If you have insufficient personnel or time to prepare these items we can assist you in this area and we will discuss with you the additional time required and estimated fee for these services.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the government unit; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of R.J. Ricciardi, Inc. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to regulatory agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of R.J. Ricciardi, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our estimated fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our estimated fee, including expenses will be \$14,800 for the audit and \$6,000 for the single audit (total - \$20,800) for June 30, 2012. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting additional services, our services will continue to be governed by the terms of this engagement letter.

Estimated fees for future years are as follows:

2013	\$14,800 for the audit, \$6,000 for single audit
2014	\$14,800 for the audit, \$6,000 for single audit

In addition to the estimated fees noted above, we reserve the right to invoice the City of Rio Dell at our standard hourly rates time incurred providing information to successor auditors in compliance with SAS. No. 84. Our invoices and related fees for this service will be payable upon presentation.

We reserve the right to suspend or terminate our work if you have failed to fulfill your responsibilities set forth in this engagement letter, and such failure materially interferes with our work. If our work is suspended or terminated because of your failure to fulfill your responsibilities set forth in this engagement letter, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any damages (including consequential damages) incurred as a result of the suspension or termination of our work.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2010 peer review report accompanies this letter.

We appreciate the opportunity to be of service to City of Rio Dell and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*R.J. Ricciardi, Inc.*

R.J. Ricciardi, Inc.  
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the City of Rio Dell:

Officer signature: \_\_\_\_\_

Title: \_\_\_\_\_

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





David E. Vaughn CPA

(209) 957-8806. fax (209) 957-9559

4540 Gnekow Drive, Stockton, Ca. 95212-1307

## System Review Report

September 17, 2010

To the Owners,  
R.J. Ricciardi, Inc., CPAs  
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the auditing practice of R.J. Ricciardi, Inc., CPAs (the firm) in effect for the year ended May 31, 2010. My review was conducted in accordance with Standards for Performing and Reporting on Peer reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of performing and reporting with professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included an audit of an employee benefit plan and engagements performed under *Government Auditing Standards*.

In my opinion, the system of quality control for the auditing practice of R.J. Ricciardi, Inc., CPAs in effect for the year ended May 31, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency* or *fail*. R.J. Ricciardi, Inc., CPAs has received a peer review rating of *pass*.



A handwritten signature in black ink that reads 'David E. Vaughn'.

David E. Vaughn, CPA

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



To: Honorable Rio Dell City Council  
From: Graham Hill, Chief of Police   
Through: Jim  Stretch, City Manager  
Date: December 4<sup>th</sup>, 2012  
Subject: MOU with Fortuna Police Department to participate in OTS Grant for DUI enforcement.

### **Council Action**

Authorize the Chief of Police to sign an MOU between the City of Fortuna Police Department and the City of Rio Dell Police Department to participate in the **Avoid the 7 Humboldt County DUI Campaign** funded by the California Office of Traffic Safety.

### **Background**

The Fortuna Police Department applied for and received an Office of Traffic Safety Grant for enhanced DUI enforcement in Humboldt County which includes the participation of seven law enforcement agencies in the county including the Rio Dell Police Department. The memorandum of understanding essentially establishes that we will participate as staffing levels allow and the grant will cover the overtime costs of those officers that do participate, including certain benefits (Social Security). The duration of the MOU is from November 17<sup>th</sup>, 2012 through September 30<sup>th</sup>, 2013 (I received the MOU from FOPD November 29<sup>th</sup>, 2012). We will participate in planning events, enforcement, and DUI check points. This MOU is the same as the other participating agencies will be agreeing to. We will be participating in events both inside and outside of Rio Dell city limits, and will have the benefit of units from neighboring agencies working in our jurisdiction if requested. The City of Fortuna Police Department has been awarded the grant and is authorized \$62,186.45.

Driving under the influence is a serious crime with potentially devastating consequences for those that are affected by it. Numerous people die each year as a result of DUI and enhancing enforcement is one way to protect the citizens of our community. This grant provides an opportunity for the participating communities to provide extra enforcement in the form of DUI check points, saturation patrols (multiple jurisdictions patrolling for DUI offenders during specific times), extra enforcement during specific events that are often associated with alcohol use and DUI such as, St. Patrick's Day, Cinco De Mayo, Independence Day, the Super Bowl, etc.

### **Budgetary Impact**

While we are committing officers to work in joint DUI enforcement operations those hours worked will be reimbursed by the grant with the exception of some benefits. Ultimately there will be little impact on our budget. Reimbursement requests will be submitted to the City of Fortuna Police Department and grant disbursement will be made by that agency.

### **Recommendation**

We are looking forward to participating in this project with the other local agencies and recommend the City Council authorizes the Chief of Police to sign the MOU with the City of Fortuna Police Department as described.

### **Attachments:**

1. Memorandum of Understanding between the City of Fortuna Police Department and the City of Rio Dell Police Department for the Avoid the 7 Humboldt County DIO Campaign funded by the State of California Office of Traffic Safety.

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**THE CITY OF FORTUNA POLICE DEPARTMENT AND THE CITY OF RIO  
DELL POLICE DEPARTMENT**

**AVOID THE 7 HUMBOLDT COUNTY DUI CAMPAIGN**

**FUNDED BY**

**THE STATE OF CALIFORNIA OFFICE OF TRAFFIC SAFETY**

THIS MEMORANDUM OF UNDERSTANDING, entered into this 17<sup>th</sup> day of November 2012, by and between the CITY OF FORTUNA POLICE DEPARTMENT, hereinafter called "Fortuna PD" and the CITY OF RIO DELL POLICE DEPARTMENT, hereinafter called "Rio Dell PD" related to the Avoid the Humboldt - DUI Campaign hereinafter called "Avoid the 7" funded by the State Office of Traffic Safety, hereinafter called "OTS."

WHEREAS, it is necessary and desirable that the City of Rio Dell Police Department hereinafter called "Rio Dell PD" be retained for the purpose of performing professional services for the Avoid the 7 Program; the agencies participating include the Fortuna Police Department, Eureka Police Department, Arcata Police Department, Rio Dell Police Department, Rio Dell Police Department, California Highway Patrol, and The Humboldt County District Attorney's Office

WHEREAS, Rio Dell PD is one of the participating agencies in the Avoid the 7;  
NOW, THEREFORE, IT IS HERBY AGREED BY THE PARTIES HERETO  
AS FOLLOWS:

1. Services to be Performed by Fortuna PD and Rio Dell PD.

During the term of November 17, 2012 through September 30, 2013, Rio Dell PD shall provide DUI enforcement staff on an overtime basis as staffing levels allow, for the Avoid the 7 during the holiday enforcement periods of November 17, 2012 through September 30, 2013. Rio Dell PD commits to participate in all project related enforcement activities as staffing levels allow, attend project related meetings to schedule and coordinate activities, and to encourage officers to emphasize DUI enforcement during all phases of the grant. Rio Dell PD agrees to adhere to the OTS grant programmatic, financial and statistical reporting and understands that adhering to the requirements is necessary to be reimbursed for DUI enforcement activities conducted during the time periods of November 17, 2012 through September 30, 2013.

2. Payment.

- A. Maximum Amount. In full consideration of the services provided during holiday enforcement periods, the amount that Fortuna PD shall be obligated to pay for services rendered under this Memorandum of Understanding shall not exceed the dollar amounts set forth in the Avoid the 7 grant for the term of this Memorandum of Understanding. Funds are to be used solely for reimbursement of overtime, or straight time of non-overtime eligible employees, incurred by personnel such as a Sergeant, Officer, Corporal, Deputy, Community Services Officer, Reserve Officer, Traffic Technician, and Dispatcher depending on the titles used by the agency, while staffing DUI Enforcement activities in support of the Avoid the 7 during the time period of November 17, 2012 through September 30, 2013.
- B. Rate of Payment. Rio Dell PD will receive reimbursement for personnel costs through the Avoid the 7 for a total sum not to exceed the dollar amounts set forth in the Avoid the 7 grant (\$58.96 per hour) for the term of this Memorandum of Understanding. The amount Rio Dell PD will receive will be based on actual staff hours worked on DUI enforcement for the Avoid the 7 and as invoiced in accordance with Paragraph C, Invoice Requirements as stated below. Funding is solely for reimbursement of actual personnel costs incurred during DUI enforcement activities conducted during the Avoid the 7 enforcement campaign period.
- C. Invoice Requirements. Invoices shall include dates and hours worked, personnel's name, personnel's actual overtime or salary rate with allowable benefits, number of hours worked, and total dollars requested for overtime reimbursement. The only benefit costs that OTS will reimburse are OASDI (Social Security), State Worker's Compensation and Medicare. Rio Dell PD overhead costs and will not be reimbursed. Invoices shall also include the statistics required by OTS as outlined in Item 3, Statistical Reporting.
- D. Time Limit for Submitting Invoices. Rio Dell PD shall submit an invoice for services to Fortuna PD. Fortuna PD shall not be obligated to pay Rio Dell PD for the services

covered by any invoice if Rio Dell PD presents the invoice to Fortuna PD more than thirty (30) days after the date Rio Dell PD render the services, or more than thirty (30) days after this Memorandum of Understanding terminates, whichever is earlier.

3. Statistical Reporting

Rio Dell PD shall collect and report to Fortuna PD, the number of DUI Operations paid with funds from this MOU. For each operation, the following information must be collected and reported: i.e., number of vehicles passing through checkpoint, number of vehicles screened, number of field sobriety tests conducted, number of DUI arrests, number of criminal arrests, number of vehicles impounded, etc. as outlined in supporting grant documents.

4. Availability of Funds.

Payment of all services provided pursuant to this Memorandum of Understanding is contingent upon OTS funding the Avoid the 7 Grant with Fortuna PD. In the event that OTS does not fund Fortuna PD's grant, Fortuna PD shall not be liable for any payment whatsoever. Fortuna PD may terminate this Memorandum of Understanding in accordance with the provisions of Section 8 below for unavailability of OTS funds.

5. Alteration of Memorandum of Understanding.

This Memorandum of Understanding is entire and contains all of the terms and conditions agreed upon by the parties. No alteration or variation shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement shall be binding on the parties hereto.

6. Records.

- A. Access. Rio Dell PD agree to provide to Fortuna PD, to any Federal or State department having monitoring or reviewing authority, to authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant Federal, State and local statutes, rules and regulations and this Memorandum of Understanding, and to evaluate the quality, appropriateness and timeliness of services performed, for a period of at least three (3) years from the termination date of this Memorandum of

Understanding, or until audit findings are resolved, whichever is greater.

B. Retention. Fortuna PD shall maintain and preserve in its possession all records relating to this Memorandum of Understanding for a period of at least three (3) years from the termination date of this Memorandum of Understanding, or until audit findings are resolved, whichever is greater.

7. Compliance with Applicable Laws.

All services to be performed by Fortuna PD and all Rio Dell PD pursuant to this Memorandum of Understanding shall be performed in accordance with all applicable Federal, State, County and Municipal laws, ordinances and regulations.

8. Term of the Agreement.

Subject to compliance with the terms and conditions of this Memorandum of Understanding, the term of this Memorandum of Understanding shall be from November 17, 2012 through September 30, 2013. This Memorandum of Understanding may be terminated by Fortuna PD or Rio Dell PD at any time upon seven (7) days written notice to the other party.

In witness whereof, the parties have executed this Memorandum of Understanding on the day and year last written below.

CITY OF FORTUNA POLICE CHIEF

CITY OF RIO DELL POLICE CHIEF

\_\_\_\_\_  
William Dobberstein                      Date  
Chief of Police

\_\_\_\_\_  
Chief of Police                                      Date

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675 Wildwood Avenue  
Rio Dell, CA 95562



TO: Mayor and Members of the City Council  
THROUGH: Jim Stretch, City Manager *J*  
FROM: Stephanie Beauchaine, Finance Director *SB*  
DATE: November 29, 2012  
SUBJECT: Wahlund/Sequoia Construction Pay Request #9

**RECOMMENDATION**

Approve Pay Request

**BUDGETARY IMPACT**

Pay Request #8 in the amount of \$854,617.26 will be funded through the State Water Resources Control Board (SWRCB) financing agreement project number C-06-7401-110 totaling \$12,980,859.

**BACKGROUND AND DISCUSSION**

Pay Request #9 has been approved for payment by the City's Construction Manager and City Manager.



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

(707) 696-4650  
rbehrens@rbehrens.org

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

From: Richard Behrens, Construction Manager

Date: 11/28/2012

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

The WWTP project is now into the ninth month of progress. The contractor has completed the concrete portion of the bio-tank and backfill and water testing continues. Underground electrical conduits continue to be placed and concrete duct banks poured. Equipment pads are being completed and the electrical, plumbing and mechanical phases are on-going. The control system is in production and wiring has begun. Work is proceeding at the disposal site with the initial earth moving complete and approximately 98% of the pressure and drain systems complete. All of the Aero-Mod equipment has been delivered and installation has started. Nearly all disposal site piping and transmission line piping has been delivered and the boring process has begun with approximately 1400 l.f. installed. The sludge dryer system design has been approved and is in production. Underground utilities have been installed and the dryer pad is being excavated. The Blower Building masonry is complete and the roof system has started.

Progress Payment Request No. 9 is attached. This pay request is based on the bid schedule breakdown provided by the contractor, Wahlund Construction, Inc./ Sequoia Construction Specialties, and the actual quantities of work completed and materials delivered to site.

There have been two Change Order completed to date, totaling a credit amount of <\$25,391.85>. The adjusted contract amount to date is \$10,605,608.15. The total billed thru Progress Pay Request No. 9, less retainer, is \$6,229,011.83.

I recommend payment to Wahlund Construction, Inc./ Sequoia Construction Specialties for Progress Pay Request No. 9 in the amount of \$854,617.26, that also takes into account a 5% retention. Payment to the contractors is due within 20 days of receipt of each Application for Payment. Progress Payment Request No. 9 was received 11/27/2012.

cc:

Craig Olson, HDR Inc.

Bret Rinehart, Wahlund Construction, Inc.

Brian Pritchard, Sequoia Construction Specialties

**Progress Payment Summary**

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

Job #: 24-11  
Payment #: 9  
Period Ending: 30-Nov-12

**1. Analysis of Authorized Contract Amount to Date**

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

**2. Analysis of Work Performed**

a. Contract and Change Orders Performed to Date	\$ 6,556,854.56
b. Retainer, 5%	\$ 327,842.73
c. Net Contract Work to Date	\$ 6,229,011.83
d. Previous Billed	\$ 5,374,394.57
<b>e. Balance Due This Period</b>	<b>\$ 854,617.26</b>

**3. Certification of Contractor**

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

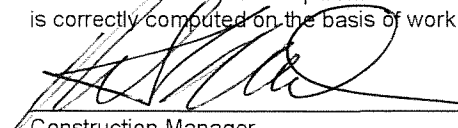
All previous progress payments received on account of the Work have been applied on account to discharge Contractor's legitimate obligations associated with prior Applications for Payment.

Wahlund Construction, Inc.,/ Sequoia Construction Specialties	<i>Ken Wahlund</i>
Contractor	Authorized Representative

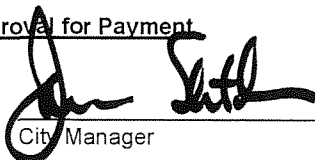
Date: 11/25/2012 Title: Joint Venture Administrator

**4. Certification of Construction Manager**

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

 Construction Manager	Date: 11/28/12
---	----------------

**5. Approval for Payment**

 City Manager	Date: 11-29-12
---	----------------

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

*A Joint Venture*

License No. 855844

Eureka Office: 707-268-0150 Fax: 707-268-0137

**Rio Dell Wastewater Treatment  
Plant Upgrade and Disposal Project**

HDR Project No. 152932

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

Pay Request No.: 9  
Period Ending: 11/30/2012

Item	Description of Item	Qty	Unit	Unit Cost	Total Cost	Previous		This Period		Total To Date	
						Qty	\$	Qty	\$	Qty	\$
<b>1</b>	<b>Bid Item 1</b>										
	Sheeting, shoring and bracing or equivalent method conforming to applicable safety order.	1	LS	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	0%	\$ -	100%	\$ 5,000.00
	<b>Bid Item 1 Total</b>				<b>\$ 5,000.00</b>		<b>\$ 5,000.00</b>		<b>\$ -</b>		<b>\$ 5,000.00</b>
<b>2</b>	<b>Bid Item 2</b>										
	Over-excavation and disposal of undesirable material and compaction of fill material under biological treatment facility as defined in Section 02200 of the specifications.	2,500	CY	\$ 35.00	\$ 87,500.00	425	\$ 14,875.00	2,075	\$ 72,625.00	2,500	\$ 87,500.00
	<b>Bid Item 2 Total</b>				<b>\$ 87,500.00</b>		<b>\$ 14,875.00</b>		<b>\$ 72,625.00</b>		<b>\$ 87,500.00</b>
<b>3</b>	<b>Bid Item 3</b>										
	14- inch recycled water pipeline from Station 1+50 (+/-) to Station 101+50 (+/-), including all appurtenances as required to complete work	10,000	LF	\$ 108.00	\$ 1,080,000.00	2,737.63	\$ 295,664.08	1,933.26	\$ 208,792.08	4,670.89	\$ 504,456.16
	<b>Bid Item 3 Total</b>				<b>\$ 1,080,000.00</b>		<b>\$ 295,664.08</b>		<b>\$ 208,792.08</b>		<b>\$ 504,456.16</b>
<b>4</b>	<b>Bid Item 4</b>										
	Recycled water pipeline from Station 101+50 (+/-) to Station 201+50 (+/-), including all work in Caltrans right-of-way	1	LS	\$ 1,500,000.00	\$ 1,500,000.00	0%	\$ -	0%	\$ -	0%	\$ -
	<b>Bid Item 4 Total</b>				<b>\$ 1,500,000.00</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>5</b>	<b>Bid Item 5</b>										
	All work at disposal site on north side of Eel River outside of Caltrans right-of-way.										
5.1	Site Clearing	1	LS	\$ 15,000.00	\$ 15,000.00	100%	\$ 15,000.00	0%	\$ -	100%	\$ 15,000.00
5.2	Earthwork	1	LS	\$ 289,475.00	\$ 289,475.00	98%	\$ 283,685.50	0%	\$ -	98%	\$ 283,685.50
5.3	Distribution and Turnout Boxes	1	LS	\$ 15,000.00	\$ 15,000.00	100%	\$ 15,000.00	0%	\$ -	100%	\$ 15,000.00
5.4	Precast Concrete Pump Station	1	LS	\$ 28,000.00	\$ 28,000.00	75%	\$ 21,000.00	20%	\$ 5,600.00	95%	\$ 26,600.00
5.5	Pump Station Base & Equipment Pad	1	LS	\$ 6,825.00	\$ 6,825.00	75%	\$ 5,118.75	0%	\$ -	75%	\$ 5,118.75
5.6	Overflow Valve Concrete Pads	1	LS	\$ 20,475.00	\$ 20,475.00	100%	\$ 20,475.00	0%	\$ -	100%	\$ 20,475.00
5.7	Hydroseeding	1	LS	\$ 54,059.25	\$ 54,059.25	0%	\$ -	100%	\$ 54,059.25	100%	\$ 54,059.25
5.8	Submersible Non-Clog Tailwater Pumps	1	LS	\$ 32,386.10	\$ 32,386.10	67.73%	\$ 21,936.15	0.00%	\$ -	67.73%	\$ 21,936.15
5.9	REW Piping	1	LS	\$ 150,000.00	\$ 150,000.00	97.81%	\$ 146,717.52	0.00%	\$ -	97.81%	\$ 146,717.52
5.10	DFD Piping	1	LS	\$ 145,000.00	\$ 145,000.00	94.63%	\$ 137,211.42	5.37%	\$ 7,788.58	100.00%	\$ 145,000.00
5.11	Tailwater Pump Piping - Material	1	LS	\$ 20,002.50	\$ 20,002.50	11.999%	\$ 2,400.00	78.00%	\$ 15,602.25	90.00%	\$ 18,002.25

5.12	Tailwater Pump Piping - Labor	1	LS	\$ 7,381.50	\$ 7,381.50	0%	\$ -	0%	\$ -	0%	\$ -
5.13	Tailwater Pump Installation per D04	1	LS	\$ 6,460.65	\$ 6,460.65	25%	\$ 1,615.16	0%	\$ -	25%	\$ 1,615.16
5.14	HDG Bar Grating 2x per 1/D03	1	LS	\$ 2,625.00	\$ 2,625.00	0%	\$ -	100%	\$ 2,625.00	100%	\$ 2,625.00
5.15	PVC Stilling Well per D04	1	LS	\$ 2,310.00	\$ 2,310.00	0%	\$ -	0%	\$ -	0%	\$ -
<b>Bid Item 5 Total</b>				<b>\$ 795,000.00</b>			<b>\$ 670,159.51</b>		<b>\$ 85,675.07</b>		<b>\$ 755,834.58</b>
<b>6</b>	<b>Bid Item 6</b>										
	All work as required per the MMRP as outlined in Specification Section 01560	1	LS	\$ 70,000.00	\$ 70,000.00	40%	\$ 28,000.00	10%	\$ 7,000.00	50%	\$ 35,000.00
<b>Bid Item 6 Total</b>				<b>\$ 70,000.00</b>			<b>\$ 28,000.00</b>		<b>\$ 7,000.00</b>		<b>\$ 35,000.00</b>
<b>7</b>	<b>Bid Item 7</b>										
	Storm Water Pollution Prevention Plan and Implementation per Specification Section 02271.	1	LS	\$ 10,500.00	\$ 10,500.00	50%	\$ 5,250.00	10%	\$ 1,050.00	60%	\$ 6,300.00
<b>Bid Item 7 Total</b>				<b>\$ 10,500.00</b>			<b>\$ 5,250.00</b>		<b>\$ 1,050.00</b>		<b>\$ 6,300.00</b>
<b>8</b>	<b>Bid Item 8</b>										
	All other work as indicated on the project plans and defined in the project specifications.										
<b>8.1</b>	<b>Bidding Requirements</b>										
8.1.1	Performance & Payment Bond	1	LS	\$ 82,000.00	\$ 82,000.00	100%	\$ 82,000.00	0%	\$ -	100%	\$ 82,000.00
8.1.2	Insurance	1	LS	\$ 88,000.00	\$ 88,000.00	100%	\$ 88,000.00	0%	\$ -	100%	\$ 88,000.00
<b>Bidding Requirements Total</b>				<b>\$ 170,000.00</b>			<b>\$ 170,000.00</b>		<b>\$ -</b>		<b>\$ 170,000.00</b>
<b>8.2</b>	<b>General Requirements</b>										
8.2.1	Mobilization	1	LS	\$ 156,250.00	\$ 156,250.00	100%	\$ 156,250.00	0%	\$ -	100%	\$ 156,250.00
8.2.2	Demobilization	1	LS	\$ 25,000.00	\$ 25,000.00	0%	\$ -	0%	\$ -	0%	\$ -
8.2.3	Plumbing Mobilization	1	LS	\$ 21,000.00	\$ 21,000.00	100%	\$ 21,000.00	0%	\$ -	100%	\$ 21,000.00
8.2.4	Field Engineering & Surveying	1	LS	\$ 10,000.00	\$ 10,000.00	90%	\$ 9,000.00	5%	\$ 500.00	95%	\$ 9,500.00
8.2.5	Administration Requirements	1	LS	\$ 252,000.00	\$ 252,000.00	44.44%	\$ 112,000.00	5.56%	\$ 14,000.00	50.00%	\$ 126,000.00
8.2.6	Construction Schedules	1	LS	\$ 2,000.00	\$ 2,000.00	65%	\$ 1,300.00	10%	\$ 200.00	75%	\$ 1,500.00
8.2.7	Submittals	1	LS	\$ 18,000.00	\$ 18,000.00	80%	\$ 14,400.00	5%	\$ 900.00	85%	\$ 15,300.00
8.2.8	Temporary Offices, Sanitation, etc.	1	LS	\$ 54,000.00	\$ 54,000.00	44.44%	\$ 24,000.00	5.56%	\$ 3,000.00	50.00%	\$ 27,000.00
8.2.9	Project Sign	1	LS	\$ 1,500.00	\$ 1,500.00	0%	\$ -	0%	\$ -	0%	\$ -
8.2.10	Construction Photographs	1	LS	\$ 500.00	\$ 500.00	100%	\$ 500.00	0%	\$ -	100%	\$ 500.00
<b>General Requirements Total</b>				<b>\$ 540,250.00</b>			<b>\$ 338,450.00</b>		<b>\$ 18,600.00</b>		<b>\$ 357,050.00</b>
<b>8.3</b>	<b>WWTP Sitework</b>										
8.3.1	Sludge Drying Bed Demolition	1	LS	\$ 45,750.00	\$ 45,750.00	100%	\$ 45,750.00	0%	\$ -	100%	\$ 45,750.00
8.3.2	Misc. Existing Tanks & Buildings Demolition	1	LS	\$ 18,459.00	\$ 18,459.00	0%	\$ -	0%	\$ -	0%	\$ -
8.3.3	Staging Area Earthwork & Grading	1	LS	\$ 25,000.00	\$ 25,000.00	100%	\$ 25,000.00	0%	\$ -	100%	\$ 25,000.00
8.3.4	Staging Area Temporary Fencing	1	LS	\$ 1,500.00	\$ 1,500.00	100%	\$ 1,500.00	0%	\$ -	100%	\$ 1,500.00
8.3.5	Hot Mix Asphalt Paving	1	LS	\$ 38,287.20	\$ 38,287.20	0%	\$ -	0%	\$ -	0%	\$ -
8.3.6	Canopy Slab @ CL2 Bldg	1	LS	\$ 5,250.00	\$ 5,250.00	0%	\$ -	100%	\$ 5,250.00	100%	\$ 5,250.00
8.3.7	Canopy Slab @ Ops Bldg	1	LS	\$ 7,350.00	\$ 7,350.00	100%	\$ 7,350.00	0%	\$ -	100%	\$ 7,350.00
8.3.8	Generator Slab	1	LS	\$ 13,125.00	\$ 13,125.00	100%	\$ 13,125.00	0%	\$ -	100%	\$ 13,125.00
8.3.9	CL2 Mixer Concrete Repair	1	LS	\$ 4,200.00	\$ 4,200.00	0%	\$ -	0%	\$ -	0%	\$ -
8.3.10	Chem Storage Slab	1	LS	\$ 4,200.00	\$ 4,200.00	0%	\$ -	0%	\$ -	0%	\$ -

8.3.11	3 Steel Canopies	1	LS	\$ 36,163.05	\$ 36,163.05	0%	\$ -	50%	\$ 18,081.53	50%	\$ 18,081.53
8.3.12	3 Bollards per C02	1	LS	\$ 2,702.70	\$ 2,702.70	0%	\$ -	0%	\$ -	0%	\$ -
8.3.13	Static Mixer & Chlorine Injection Precast Vault	1	LS	\$ 16,500.00	\$ 16,500.00	75.87%	\$ 12,518.16	24.13%	\$ 3,981.84	100%	\$ 16,500.00
8.3.14	Existing Control Room Door	1	LS	\$ 12,600.00	\$ 12,600.00	0%	\$ -	0%	\$ -	0%	\$ -
8.3.15	Existing Control Room Roof	1	LS	\$ 22,575.00	\$ 22,575.00	0%	\$ -	0%	\$ -	0%	\$ -
<b>WWTP Sitework Total</b>				<b>\$ 253,661.95</b>			<b>\$ 105,243.16</b>		<b>\$ 27,313.36</b>		<b>\$ 132,556.53</b>
<b>8.4</b>	<b>Yard Piping</b>										
8.4.1	12" Effluent Piping	1	LS	\$ 60,000.00	\$ 60,000.00	0%	\$ -	0%	\$ -	0%	\$ -
8.4.2	12" Influent Piping	1	LS	\$ 50,000.00	\$ 50,000.00	0%	\$ -	0%	\$ -	0%	\$ -
8.4.3	6" Sludge Piping	1	LS	\$ 25,000.00	\$ 25,000.00	0%	\$ -	0%	\$ -	0%	\$ -
8.4.4	8" Backwash Piping	1	LS	\$ 30,000.00	\$ 30,000.00	0%	\$ -	0%	\$ -	0%	\$ -
8.4.5	Misc. Underground Piping, Tie-Ins, Demo, Etc	1	LS	\$ 10,000.00	\$ 10,000.00	30%	\$ 3,000.00	30%	\$ 3,000.00	60%	\$ 6,000.00
8.4.6	Static Mixer & Chlorine Injection Vault Piping - Material	1	LS	\$ 3,339.00	\$ 3,339.00	0%	\$ -	0%	\$ -	0%	\$ -
8.4.7	Static Mixer & Chlorine Injection Vault Piping - Labor	1	LS	\$ 1,443.75	\$ 1,443.75	0%	\$ -	0%	\$ -	0%	\$ -
<b>Yard Piping Total</b>				<b>\$ 179,782.75</b>			<b>\$ 3,000.00</b>		<b>\$ 3,000.00</b>		<b>\$ 6,000.00</b>
<b>8.5</b>	<b>Headworks</b>										
8.5.1	Influent Pump Installation per SP10	1	LS	\$ 6,460.65	\$ 6,460.65	0%	\$ -	0%	\$ -	0%	\$ -
8.5.2	Grating Support Channel and New Grating per SP10	1	LS	\$ 5,537.70	\$ 5,537.70	0%	\$ -	0%	\$ -	0%	\$ -
8.5.3	Headworks Pump Piping - Material	1	LS	\$ 20,002.50	\$ 20,002.50	11.50%	\$ 2,300.00	0.00%	\$ -	11.50%	\$ 2,300.00
8.5.4	Headworks Pump Piping - Labor	1	LS	\$ 7,381.50	\$ 7,381.50	0%	\$ -	0%	\$ -	0%	\$ -
<b>Headworks Total</b>				<b>\$ 39,382.35</b>			<b>\$ 2,300.00</b>		<b>\$ -</b>		<b>\$ 2,300.00</b>
<b>8.6</b>	<b>Biological Treatment Facility</b>										
8.6.1	Excavation	1	LS	\$ 75,000.00	\$ 75,000.00	100%	\$ 75,000.00	0%	\$ -	100%	\$ 75,000.00
8.6.2	Subgrade & Base Rock	1	LS	\$ 25,000.00	\$ 25,000.00	100%	\$ 25,000.00	0%	\$ -	100%	\$ 25,000.00
8.6.3	Tank Slab Form & Pour	1	LS	\$ 262,500.00	\$ 262,500.00	100%	\$ 262,500.00	0%	\$ -	100%	\$ 262,500.00
8.6.4	Tank Slab Rebar	1	LS	\$ 330,750.00	\$ 330,750.00	100%	\$ 330,750.00	0%	\$ -	100%	\$ 330,750.00
8.6.5	Tank Walls Form & Pour	1	LS	\$ 682,500.00	\$ 682,500.00	90%	\$ 614,250.00	10%	\$ 68,250.00	100%	\$ 682,500.00
8.6.6	Tank Walls Rebar	1	LS	\$ 309,750.00	\$ 309,750.00	98%	\$ 303,555.00	2%	\$ 6,195.00	100%	\$ 309,750.00
8.6.7	Sloped Fills	1	LS	\$ 52,500.00	\$ 52,500.00	55%	\$ 28,875.00	45%	\$ 23,625.00	100%	\$ 52,500.00
8.6.8	Backfill	1	LS	\$ 7,500.00	\$ 7,500.00	50%	\$ 3,750.00	10%	\$ 750.00	60%	\$ 4,500.00
8.6.9	Aluminum Stair with Railing	1	LS	\$ 20,245.05	\$ 20,245.05	0%	\$ -	0%	\$ -	0%	\$ -
8.6.10	AeroMod Equipment Installation	1	LS	\$ 203,054.25	\$ 203,054.25	5%	\$ 10,152.71	5%	\$ 10,152.71	10%	\$ 20,305.43
8.6.11	Pipe Connections Bio Treatment 12"INFP, 12"EFF, 8"LPA & 4"LPA - SP01 & SP02 - Material	1	LS	\$ 28,407.75	\$ 28,407.75	0%	\$ -	0%	\$ -	0%	\$ -
8.6.12	Pipe Connections Bio Treatment 12"INFP, 12"EFF, 8"LPA & 4"LPA - SP01 & SP02 - Labor	1	LS	\$ 23,404.50	\$ 23,404.50	0%	\$ -	0%	\$ -	0%	\$ -
8.6.13	Selector Tank Piping - Material	1	LS	\$ 819.00	\$ 819.00	0%	\$ -	0%	\$ -	0%	\$ -
8.6.14	Selector Tank Piping - Labor	1	LS	\$ 3,601.50	\$ 3,601.50	0%	\$ -	0%	\$ -	0%	\$ -
8.6.15	Conduit and Pneumatic Systems - Material	1	LS	\$ 1,312.50	\$ 1,312.50	0%	\$ -	50%	\$ 656.25	50%	\$ 656.25
8.6.16	Conduit and Pneumatic Systems - Labor	1	LS	\$ 8,100.75	\$ 8,100.75	0%	\$ -	50%	\$ 4,050.38	50%	\$ 4,050.38
8.6.17	Aeration Tank Piping - Material	1	LS	\$ 8,111.25	\$ 8,111.25	100%	\$ 8,111.25	0%	\$ -	100%	\$ 8,111.25
8.6.18	Aeration Tank Piping - Labor	1	LS	\$ 20,160.00	\$ 20,160.00	25%	\$ 5,040.00	75%	\$ 15,120.00	100%	\$ 20,160.00
8.6.19	Clarifier Piping - Material	1	LS	\$ 5,785.50	\$ 5,785.50	0%	\$ -	100%	\$ 5,785.50	100%	\$ 5,785.50

8.6.20	Clarifier Piping - Labor	1	LS	\$ 7,203.00	\$ 7,203.00	0%	\$ -	100%	\$ 7,203.00	100%	\$ 7,203.00
8.6.21	Digester Tank Piping - Material	1	LS	\$ 5,323.50	\$ 5,323.50	100%	\$ 5,323.50	0%	\$ -	100%	\$ 5,323.50
8.6.22	Digester Tank Piping - Labor	1	LS	\$ 16,290.75	\$ 16,290.75	50%	\$ 8,145.38	50%	\$ 8,145.38	100%	\$ 16,290.75
8.6.23	6"SL, 2W, 12"LPA, 4"SL - Material	1	LS	\$ 58,338.00	\$ 58,338.00	100%	\$ 58,338.00	0%	\$ -	100%	\$ 58,338.00
8.6.24	6"SL, 2W, 12"LPA, 4"SL - SP01 - Labor	1	LS	\$ 34,156.50	\$ 34,156.50	80%	\$ 27,325.20	0%	\$ -	80%	\$ 27,325.20
8.6.25	7 Sch 10 Stainless LPA Crossovers per SP02	1	LS	\$ 9,483.60	\$ 9,483.60	0%	\$ -	0%	\$ -	0%	\$ -
8.6.26	9 Hose Racks per SP01	1	LS	\$ 7,087.50	\$ 7,087.50	0%	\$ -	0%	\$ -	0%	\$ -
<b>Biological Treatment Total</b>				<b>\$ 2,206,384.90</b>	<b>\$ 1,766,116.04</b>		<b>\$ 149,933.21</b>		<b>\$ 1,916,049.25</b>		
<b>8.7</b>	<b>Blower Building</b>										
8.7.1	Earthwork	1	LS	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	0%	\$ -	100%	\$ 5,000.00
8.7.2	Blower Building Concrete	1	LS	\$ 36,750.00	\$ 36,750.00	50%	\$ 18,375.00	30%	\$ 11,025.00	80%	\$ 29,400.00
8.7.3	Concrete Masonry	1	LS	\$ 20,947.50	\$ 20,947.50	0%	\$ -	100%	\$ 20,947.50	100%	\$ 20,947.50
8.7.4	Roof Structure	1	LS	\$ 42,000.00	\$ 42,000.00	0%	\$ -	10%	\$ 4,200.00	10%	\$ 4,200.00
8.7.5	Doors	1	LS	\$ 7,035.00	\$ 7,035.00	0%	\$ -	25%	\$ 1,758.75	25%	\$ 1,758.75
8.7.6	New Blowers in Blower Building	1	LS	\$ 6,460.65	\$ 6,460.65	0%	\$ -	0%	\$ -	0%	\$ -
8.7.7	Valves and Supports SP20 - Material Only	1	LS	\$ 2,798.25	\$ 2,798.25	0%	\$ -	0%	\$ -	0%	\$ -
8.7.8	Blower Piping to Mech. Coupling Outside Blower Bldg	1	LS	\$ 8,190.00	\$ 8,190.00	0%	\$ -	0%	\$ -	0%	\$ -
8.7.9	2 Bollards per SP19	1	LS	\$ 2,086.35	\$ 2,086.35	0%	\$ -	0%	\$ -	0%	\$ -
8.7.10	HVAC	1	LS	\$ 13,679.40	\$ 13,679.40	0%	\$ -	0%	\$ -	0%	\$ -
<b>Blower Building Total</b>				<b>\$ 144,947.15</b>	<b>\$ 23,375.00</b>		<b>\$ 37,931.25</b>		<b>\$ 61,306.25</b>		
<b>8.8</b>	<b>Operations Building</b>										
8.8.1	Basement Gravel Fill	1	LS	\$ 5,000.00	\$ 5,000.00	0%	\$ -	0%	\$ -	0%	\$ -
8.8.2	Concrete Infill	1	LS	\$ 15,750.00	\$ 15,750.00	0%	\$ -	0%	\$ -	0%	\$ -
8.8.3	Interior Framing	1	LS	\$ 15,750.00	\$ 15,750.00	0%	\$ -	0%	\$ -	0%	\$ -
8.8.4	Drywall	1	LS	\$ 6,300.00	\$ 6,300.00	0%	\$ -	0%	\$ -	0%	\$ -
8.8.5	Doors & Windows	1	LS	\$ 16,800.00	\$ 16,800.00	0%	\$ -	0%	\$ -	0%	\$ -
8.8.6	Roof	1	LS	\$ 4,200.00	\$ 4,200.00	0%	\$ -	0%	\$ -	0%	\$ -
8.8.7	Cabinetry	1	LS	\$ 11,550.00	\$ 11,550.00	0%	\$ -	0%	\$ -	0%	\$ -
8.8.8	Misc. Finishes	1	LS	\$ 21,000.00	\$ 21,000.00	0%	\$ -	0%	\$ -	0%	\$ -
8.8.9	Plumbing M04 - Rough In	1	LS	\$ 8,263.50	\$ 8,263.50	0%	\$ -	0%	\$ -	0%	\$ -
8.8.10	Plumbing M04 - Top-Out	1	LS	\$ 21,273.00	\$ 21,273.00	0%	\$ -	0%	\$ -	0%	\$ -
8.8.11	Plumbing M04 - Trim	1	LS	\$ 9,975.00	\$ 9,975.00	0%	\$ -	0%	\$ -	0%	\$ -
<b>Operations Building Total</b>				<b>\$ 135,861.50</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		
<b>8.9</b>	<b>Effluent Pumping Station / Chlorine Contact Basin</b>										
8.9.1	Structure Demolition	1	LS	\$ 14,175.00	\$ 14,175.00	90%	\$ 12,757.50	0%	\$ -	90%	\$ 12,757.50
8.9.2	Install Effluent Pumps & Chlorine Sample Pump	1	LS	\$ 6,460.65	\$ 6,460.65	50%	\$ 3,230.33	0%	\$ -	50%	\$ 3,230.33
8.9.3	New HDPE Panels at existing baffle frames	1	LS	\$ 6,260.10	\$ 6,260.10	0%	\$ -	0%	\$ -	0%	\$ -
8.9.4	FRP Grating per X08	1	LS	\$ 6,825.00	\$ 6,825.00	0%	\$ -	0%	\$ -	0%	\$ -
8.9.5	Weir Plate per D/SP23	1	LS	\$ 2,625.00	\$ 2,625.00	100%	\$ 2,625.00	0%	\$ -	100%	\$ 2,625.00
8.9.6	PVC Stilling Well per SP23	1	LS	\$ 2,310.00	\$ 2,310.00	100%	\$ 2,310.00	0%	\$ -	100%	\$ 2,310.00
8.9.7	Grating Support Channel and New Grating per SP23	1	LS	\$ 5,537.70	\$ 5,537.70	0%	\$ -	0%	\$ -	0%	\$ -
8.9.8	Pipe Supports with U Bolts A/C05	1	LS	\$ 1,845.90	\$ 1,845.90	0%	\$ -	50%	\$ 922.95	50%	\$ 922.95
8.9.9	Effluent Pump Piping - Material	1	LS	\$ 22,879.50	\$ 22,879.50	100%	\$ 22,879.50	0%	\$ -	100%	\$ 22,879.50

8 9 10	Effluent Pump Piping - Labor	1	LS	\$ 9,093.00	\$ 9,093.00	100%	\$ 9,093.00	0%	\$ -	100%	\$ 9,093.00
8 9 11	Effluent Pump Station 2W Piping - Material	1	LS	\$ 4,898.25	\$ 4,898.25	100%	\$ 4,898.25	0%	\$ -	100%	\$ 4,898.25
8 9 12	Effluent Pump Station 2W Piping - Labor	1	LS	\$ 5,223.75	\$ 5,223.75	100%	\$ 5,223.75	0%	\$ -	100%	\$ 5,223.75
<b>Effluent Pump Station Total</b>				<b>\$ 88,133.85</b>	<b>\$ 63,017.33</b>		<b>\$ 922.95</b>		<b>\$ 63,940.28</b>		
<b>8.10</b>	<b>Equipment Procurement</b>										
8 10.1	General Equipment & Mechanical Requirements	1	LS	\$ 5,000.00	\$ 5,000.00	50%	\$ 2,500.00	0%	\$ -	50%	\$ 2,500.00
8 10.2	Submersible Non-Clog Influent Pumps	1	LS	\$ 57,697.50	\$ 57,697.50	4.38%	\$ 2,528.02	16.94%	\$ 9,775.07	21.32%	\$ 12,303.09
8 10.3	Submersible Non-Clog Effluent Pumps	1	LS	\$ 57,697.50	\$ 57,697.50	28.78%	\$ 16,606.27	71.22%	\$ 41,091.23	100.00%	\$ 57,697.50
8 10.4	Package Biological Treatment Facility	1	LS	\$ 1,563,759.75	\$ 1,563,759.75	92.38%	\$ 1,444,542.84	0.00%	\$ -	92.38%	\$ 1,444,542.84
8 10.5	Static Mixer	1	LS	\$ 5,910.45	\$ 5,910.45	0.00%	\$ -	94.36%	\$ 5,577.00	94.36%	\$ 5,577.00
8 10.6	Laboratory Glassware, Apparatus and Equipment	1	LS	\$ 17,000.00	\$ 17,000.00	0%	\$ -	0%	\$ -	0%	\$ -
8 10.7	Sampling, Lab and Monitoring Equipment	1	LS	\$ 753.90	\$ 753.90	0%	\$ -	0%	\$ -	0%	\$ -
8 10.8	FRP Stop Gates and FRP Chemical Metering Enclosure	1	LS	\$ 62,946.99	\$ 62,946.99	0%	\$ -	0%	\$ -	0%	\$ -
8 10.9	Chemical Metering Equipment	1	LS	\$ 19,778.86	\$ 19,778.86	0%	\$ -	0%	\$ -	0%	\$ -
<b>Equipment Total</b>				<b>\$ 1,790,544.95</b>	<b>\$ 1,466,177.13</b>		<b>\$ 56,443.30</b>		<b>\$ 1,522,620.43</b>		
<b>8.11</b>	<b>Painting</b>										
8 11.1	Buildings and Doors	1	LS	\$ 15,382.50	\$ 15,382.50	0%	\$ -	0%	\$ -	0%	\$ -
8 11.2	Piping and Miscellaneous	1	LS	\$ 15,382.50	\$ 15,382.50	10%	\$ 1,538.25	0%	\$ -	10%	\$ 1,538.25
<b>Painting Total</b>				<b>\$ 30,765.00</b>	<b>\$ 1,538.25</b>		<b>\$ -</b>		<b>\$ 1,538.25</b>		
<b>8.12</b>	<b>Electrical</b>										
8 12.1	Generator	1	LS	\$ 173,853.75	\$ 173,853.75	0%	\$ -	0%	\$ -	0%	\$ -
8 12.2	Light Fixtures	1	LS	\$ 24,440.85	\$ 24,440.85	0%	\$ -	50%	\$ 12,220.43	50%	\$ 12,220.43
8 12.3	Aqua Sierra Controls	1	LS	\$ 147,383.25	\$ 147,383.25	15.69%	\$ 23,125.24	0.00%	\$ -	15.69%	\$ 23,125.24
8 12.4	Motor Control Centers, Panels, Transformers, Etc	1	LS	\$ 222,247.20	\$ 222,247.20	68.10%	\$ 151,343.57	31.90%	\$ 70,903.63	100.00%	\$ 222,247.20
8 12.5	Underground Trenching, Backfill, Pads, Conduit	1	LS	\$ 143,079.30	\$ 143,079.30	75.20%	\$ 107,598.04	14.80%	\$ 21,173.33	90.00%	\$ 128,771.37
8 12.6	Electrical Demo and New Work in Control Bldg, Electric Bldg, Blower Bldg and Operations Bldg	1	LS	\$ 60,241.65	\$ 60,241.65	30%	\$ 18,072.50	43.94%	\$ 26,470.88	73.94%	\$ 44,543.38
8 12.7	Headworks, Effluent Pumps, Chlorine Electric	1	LS	\$ 11,550.00	\$ 11,550.00	0%	\$ -	25%	\$ 2,887.50	25%	\$ 2,887.50
8 12.8	Disposal Site Electric Not Counting Panels	1	LS	\$ 6,825.00	\$ 6,825.00	0%	\$ -	50%	\$ 3,412.50	50%	\$ 3,412.50
8 12.9	Job Move-In Temp Power	1	LS	\$ 3,675.00	\$ 3,675.00	100%	\$ 3,675.00	0%	\$ -	100%	\$ 3,675.00
8 12.10	Set Main Switchboard, Service, MCC2	1	LS	\$ 36,626.10	\$ 36,626.10	35%	\$ 12,819.14	55%	\$ 20,144.36	90%	\$ 32,963.49
8 12.11	Hook-Up New Motors	1	LS	\$ 10,363.50	\$ 10,363.50	0%	\$ -	25%	\$ 2,590.88	25%	\$ 2,590.88
<b>Electrical Total</b>				<b>\$ 840,285.60</b>	<b>\$ 316,633.48</b>		<b>\$ 159,803.50</b>		<b>\$ 476,436.98</b>		
<b>Bid Item 8 Total</b>				<b>\$ 6,420,000.00</b>	<b>\$ 4,255,850.38</b>		<b>\$ 453,947.58</b>		<b>\$ 4,709,797.95</b>		
<b>9</b>	<b>Bid Item 9</b>										
	All work as required to install the Indirect Sludge Dryer System as defined in Addendum No. 3										
9.1	Administration Requirements	1	LS	\$ 20,000.00	\$ 20,000.00	75%	\$ 15,000.00	10%	\$ 2,000.00	85%	\$ 17,000.00
9.2	Indirect Sludge Dryer System	1	LS	\$ 558,979.15	\$ 558,979.15	70%	\$ 391,285.41	20%	\$ 111,795.83	90%	\$ 503,081.24
9.3	Demolition	1	LS	\$ 5,250.00	\$ 5,250.00	0%	\$ -	25%	\$ 1,312.50	25%	\$ 1,312.50
9.4	Concrete Slab	1	LS	\$ 21,000.00	\$ 21,000.00	0%	\$ -	0%	\$ -	0%	\$ -
9.5	Decrease Bio Tank Size	1	LS	\$ (45,150.00)	\$ (45,150.00)	90%	\$ (40,635.00)	10%	\$ (4,515.00)	100%	\$ (45,150.00)
9.6	Paving	1	LS	\$ 3,300.00	\$ 3,300.00	0%	\$ -	0%	\$ -	0%	\$ -



9.7	Gas, Water, Drain & Misc Piping for Sludge Dryer - Material	1	LS	\$ 2,903.25	\$ 2,903.25	0%	\$ -	50%	\$ 1,451.63	50%	\$ 1,451.63
9.8	Gas, Water, Drain & Misc Piping for Sludge Dryer - Labor	1	LS	\$ 4,305.00	\$ 4,305.00	0%	\$ -	25%	\$ 1,076.25	25%	\$ 1,076.25
9.9	Sludge Dryer System Installation	1	LS	\$ 33,143.25	\$ 33,143.25	0%	\$ -	0%	\$ -	0%	\$ -
9.10	Sludge Dryer Venting	1	LS	\$ 49,714.35	\$ 49,714.35	0%	\$ -	0%	\$ -	0%	\$ -
9.11	Doors	1	LS	\$ 9,555.00	\$ 9,555.00	0%	\$ -	0%	\$ -	0%	\$ -
<b>Bid Item 9 Total</b>				<b>\$ 663,000.00</b>			<b>\$ 365,650.41</b>		<b>\$ 113,121.21</b>		<b>\$ 478,771.61</b>
<b>TOTAL</b>				<b>\$ 10,631,000.00</b>			<b>\$ 5,640,449.37</b>		<b>\$ 942,210.93</b>		<b>\$ 6,582,660.30</b>

Original Contract Amount	\$ 10,631,000.00
Total Change Orders	\$ (25,391.85)
Total Contract + Change Orders	\$ 10,605,608.15
Contract Work + Change Orders Performed To Date	\$ 6,556,854.56
Work To Date Minus 5% Retention	\$ 6,229,011.83
Previous Billed Less 5% Retention	\$ 5,374,394.57
Work To Date Minus Previous Billed	\$ 854,617.26
<b>TOTAL AMOUNT DUE</b>	<b>\$ 854,617.26</b>

Change Orders

Item	Description of Item	Qty	Unit	Unit Cost	Total Cost	Previous		This Period		Total to Date	
						Qty	\$	Qty	\$	Qty	\$
<b>Change Order No. 1</b>											
1-1	PCO 1: Provide Flygt Non-Clog Submersible Pumps rather than listed Wilo Pumps.	1	LS	\$ (3,421.97)	\$ (3,421.97)	0%	\$ -	0%	\$ -	0%	\$ -
1-2	PCO 2: Delete 24' wide double swing access gate	1	LS	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
1-3	PCO 3: Relocation of influent sewer per drawing CO3	1	LS	\$ (9,016.87)	\$ (9,016.87)	100%	\$ (9,016.87)	0%	\$ -	100%	\$ (9,016.87)
1-4	PCO 4: Provide supply bond for Therma-Flite Indirect Sludge Dryer.	1	LS	\$ 2,838.33	\$ 2,838.33	100%	\$ 2,838.33	0%	\$ -	100%	\$ 2,838.33
1-5	PCO 5: Add two 12" 45 elbows with restraints & relocate existing 4" 1W to avoid conflict with the new 12" INFP	1	LS	\$ 2,123.58	\$ 2,123.58	0%	\$ -	0%	\$ -	0%	\$ -
1-6	PCO 6: Provide permanent gutter on west side of existing Dewatering Building	1	LS	\$ 855.00	\$ 855.00	100%	\$ 855.00	0%	\$ -	100%	\$ 855.00
1-7	PCO 7: Provide permanent DI and culvert installation for staging area drainage	1	LS	\$ 1,889.44	\$ 1,889.44	100%	\$ 1,889.44	0%	\$ -	100%	\$ 1,889.44
1-8	PCO 8: Providing permanent crushed rock gravel surface for staging area (material cost only)	1	LS	\$ 4,541.09	\$ 4,541.09	100%	\$ 4,541.09	0%	\$ -	100%	\$ 4,541.09
1-9	PCO 9: Delete misc. instruments per RFI's 5, 6, 7	1	LS	\$ (740.11)	\$ (740.11)	0%	\$ -	0%	\$ -	0%	\$ -
1-10	PCO 10: Fabricate and install new PLC SCADA and Pump Control Panel	1	LS	\$ 30,891.62	\$ 30,891.62	50.83%	\$ 15,701.08	41.23%	\$ 12,738.15	92.06%	\$ 28,439.23
<b>Change Order No. 1 Total</b>					<b>\$ 29,960.11</b>		<b>\$ 16,808.07</b>		<b>\$ 12,738.15</b>		<b>\$ 29,546.22</b>
<b>Change Order No. 2</b>											
2-1	PCO 11: MiniCAS relay for existing influent pump including shipping. Add input from MiniCAS relay for existing influent pump to SCADA.	1	LS	\$ 764.83	\$ 764.83	0%	\$ -	100%	\$ 764.83	100%	\$ 764.83
2-2	PCO 14: Disposal site changes per revised drawing D01 and Submittal 15064-3	1	LS	\$ 10,041.69	\$ 10,041.69	0%	\$ -	100%	\$ 10,041.69	100%	\$ 10,041.69
2-3	PCO 15: Change SCADA panel from single door to double door.	1	LS	\$ 2,364.80	\$ 2,364.80	0%	\$ -	100%	\$ 2,364.80	100%	\$ 2,364.80
2-4	PCO 16: Changes in earthwork at Disposal site to raise roads.	1	LS	\$ 4,101.72	\$ 4,101.72	0%	\$ -	100%	\$ 4,101.72	100%	\$ 4,101.72
2-5	PCO 17: Credit remainder of overexcavation, Bid Item 2, from contract. Overexcavation cost at Blower Building:	1	LS	\$ (72,625.00)	\$ (72,625.00)	0%	\$ -	100%	\$ (72,625.00)	100%	\$ (72,625.00)
<b>Change Order No. 2 Total</b>					<b>\$ (55,351.96)</b>		<b>\$ -</b>		<b>\$ (55,351.96)</b>		<b>\$ (55,351.96)</b>
<b>TOTAL</b>					<b>\$ (25,391.85)</b>		<b>\$ 16,808.07</b>		<b>\$ (42,613.81)</b>		<b>\$ (25,805.74)</b>

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



December 4, 2012

TO: Honorable Mayor and City Council Members

FROM: Jim Stretch, City Manager

SUBJECT: Report on declaration of emergency for reconstruction of south wall of City Hall and repair of the ridge beam on north side of City Hall

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. By 4/5 vote, make the finding required by California Contract Code Section 22050 that the repair of the south wall of City Hall, at the Police Department, and the ridge beam at the north end of City Hall continues to present an emergency as set forth in Rio Dell Resolution 1178-2012.

BACKGROUND AND DISCUSSION

On October 2, 2012 the City Council added an urgency item to the agenda concerning serious structural issues with the south wall of City Hall; the exterior wall of the Police Department (PD), and the end of the ridge beam on the north side of the building. The Council made the finding that the repairs presented an emergency that would not permit a delay resulting from a competitive solicitation of bids, due to the impending winter rain season. The City Manager was authorized to engage contractors to complete the repairs at the earliest opportunity, within the \$7,500 limit set by the Council.

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

SOUTH WALL OF CITY HALL

The status of the project is that Julien Construction completed most of the repair to the south wall last week, including:

1. Removal of the siding and the failed windows.
2. Anchoring the wall to the slab.
3. Minor electrical (not in the original estimate) for outside outlets.
4. Replacement of the siding, windows and trim.
5. Sheet rock the interior.

6. Ordered the replacement of exterior door and steel frame (not in original estimate) for purpose of security and for tight weather seal.
7. Primed and painted exterior wall, trim and fascia and textured and painted interior wall (not in original estimate).

The two outstanding items at this time to complete the repair are related to the replacement exterior door and a decision on the construction of an awning/roof over the exterior door.

#### RIDGE BEAM ON NORTH SIDE OF CITY HALL

Repair of the ridge beam on the north side of City Hall is underway and, as discussed at the last meeting, the damage there is much worse than expected, actually extending 28” into the Council chambers. A structural engineer was engaged (also not in the original estimate) and he has already developed the repair detail for the contractor. The contractor will now develop a cost estimate for that repair, which may be available for the 12-4-12 meeting.

#### COST ESTIMATE FOR REPAIRS

The original repair authorization of the City Council for both projects was set at \$7,500. That amount will likely increase to \$12,000-\$15,000; we will know shortly.

California Public Contract Code section 22050 provides that the legislative body shall review the emergency action taken at every regularly scheduled meeting to determine by at least 4/5 vote that the emergency continues.

Cc: Finance Director  
Chief Graham Hill



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

December 4, 2012

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

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the closure of City Hall on Friday, December 7, 2012, and a portion of Monday, December 10, 2012 as required for the preparation and installation of carpet floor covering throughout the building.

BACKGROUND AND DISCUSSION

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

Since that time, arranging the schedule and logistics of the job with staff and 3 different contractors has been a challenge. First, the job will take approximately one week from start to finish and the middle of the month is when the business office is least busy. So, the week of December 10, 2012 was chosen. But before the carpet goes down, everything on the floors has to be removed so that the floors can be stripped of wax, otherwise the carpet may not adhere correctly.

The least expensive approach for the City is to get the contractor on the job until it is finished, not a few days this week and a few days next week. Also, the contractor’s charge for night and weekend work is prohibitive (\$65-\$90/hr.) since it is a prevailing wage job. So, the inconvenience an 8-5 week day installation is preferable and staff is availability to move everything out of the building and then back.

Accordingly, the following tentative schedule has been developed for the flooring project:

- Thursday, December 6, 2012 City Hall staff prepares to be moved—boxing items. PW removes hot water heaters in utility closets and laundry tubs and removed old carpet in 2 rooms.
- Friday, December 7, 2012 asbestos contractor sets up and removes floor tiles as required, including total removal in kitchen and utility closets (should take 8 hours). PW and City staff empties the building into rental storage on site and in offices not involved in the project.
- Saturday, December 8, 2012 cleaning contractor strips the floor of wax (should take no more than 8 hours). PD will have the duty officer there when contractor is in their space.

- Monday, December 10, 2012 flooring contractor starts the job at 6:00AM, beginning in the public entry and business office. Staff moves furniture and files back in as flooring is installed. Carpet installation at the far end of the building begins.
- Tuesday thru Friday, December 11-14, 2012, floor contractor installs new underlayment in utility closet and kitchen and sheet vinyl is installed. Carpet flooring is then installed in the balance of City Hall with flooring crew working to the center of the building.

As rooms are completed and installers are out of the way, city staff moves furniture and files back and hooks up computers, printers and telephones.

*Friday, December 7, 2012* the asbestos removal contractor will be in the building and they have noisy equipment, plus the building will be emptied. The building should be closed.

*Monday, December 10, 2012*, the flooring contractor will begin work at 6:00AM. City Hall should be closed as no business can be conducted. When his work is done, staff will move furniture and files back so that the accounting function is operational and the business office is back on line. The balance of the building will be incrementally functional room by room.

On site storage is anticipated to be a 24' rental truck (\$40/day) that we can back up close to the City Council stairway with ramp access from the porch to the truck.

Signs will be posted on the front door announcing the change in office hours. It will be a priority to minimize closure of the business office.

Cc. Department heads

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*675 Wildwood Avenue  
Rio Dell, CA 95562*



TO: Mayor and Members of the City Council

THROUGH: Jim Stretch, City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: November 29, 2012

SUBJECT: Scope of Services with GHD to complete the Safe Routes to School Design, Permitting, and Construction Assistance

### **RECOMMENDATION**

Direct the City Manager to execute a contract in the amount of \$32,950 to complete the 2012 Safe Routes to School design, Permitting, and Construction Assistance,

### **BUDGETARY IMPACT**

The City received a Safe Routes to School (SRTS) Grant in the amount of \$152,300 with a City match of \$17,400. The cost will be funded proportionally by both.

### **BACKGROUND AND DISCUSSION**

The City was awarded a 2012 Safe Routes to School Grant (SRTS) in the amount of \$152,300 to improve pedestrian safety at the Eagle Prairie Elementary and Monument Middles Schools, and include a lighted crosswalk at the Center Street intersection and Davis Street sidewalks, crosswalks, bulbouts, and other traffic calming measures.

GHD has prepared a contract to begin work on the design, permitting, and construction phases. The project is expected to be completed by September 2013.



**Agreement Between**  
**The City of Rio Dell**  
**And**  
**GHD Inc.**  
**For**  
**2012 Safe Routes to School Design, Permitting and Construction Assistance**

This agreement is between the City of Rio Dell and GHD Inc. to provide review and processing of the subject project. This agreement is based on a prime agreement between the City of Rio Dell and GHD Inc. dated October 10, 2003. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

**INTRODUCTION**

The City of Rio Dell has been approved for a \$152,300 Caltrans Safe Routes to School Grant to improve pedestrian safety and access to Eagle Prairie Elementary School and Monument Middle School at the Wildwood Ave. and Center Street intersection and along Davis Street. Improvements at the Wildwood and Center Street intersection include a lighted crosswalk, in road warning lights, LED enhanced signs and roadway pavement markings. Pedestrian access points along Davis Street will be improved with crosswalks, bulb outs, traffic calming and new sidewalk to connect existing sidewalk to pedestrian pathways. The grant application for this project was completed and submitted by GHD Inc, see attached application.

GHD Inc. will provide design and inspection services for key elements of this project as outlined below.

**SCOPE OF SERVICES**

This scope of services is defined by the following Tasks.

**Task 1: Topographic and Right of Way Survey**

A topographic survey will be completed by Gutierrez Land Surveying of the project area including the intersection of Wildwood Ave. and Center Street and on Davis Street between Wildwood Avenue and the intersection with Dixie Street. The survey will include city Right-of-Way and the adjacent boundaries of the school property in the vicinity of the proposed improvements as needed for the completion of the design. It is anticipated that no property boundary analysis, ALTA, or other specialty surveying will be required and that no additional Right-of-Way will be required to be obtained for this project. If such needs arise, then a separate scope and budget will be prepared for any additional work required.

***The Estimated Fee for Task 1 is: \$3,450***





## **Task 2: Right-of Way Engineering**

Preliminary engineering will determine the extent, if any, of Right-of-Way required for the proposed sidewalk and what utilities will be impacted in the Right-of-Way. If such needs arise, then a separate scope and budget will be prepared for any additional work required. Currently the estimate for this work is \$6,700 and that amount is within the anticipated project budget.

***The Estimated Fee for Task 2 is: \$0***

## **Task 3: Permitting and Environmental Compliance**

This project will not include federal funds or pass through federal lands and therefore NEPA and other Federal Permitting is not required. It is also understood that since the project is a modification of existing developed areas that the project is categorically exempt from CEQA and that no other special studies or permits are required. GHD Inc. will complete a Notice of Exemption from CEQA that will be posted with the County Clerk.

***The Estimated Fee for Task 3 is: \$1,200***

## **Task 4: Design and Preparation of Bid Documents**

GHD Inc. will provide construction plans and specifications suitable for bidding the project. It is anticipated that the improvements in the plans will be based on those described by the original grant application and will include: a lighted crosswalk, in-road warning lights, LED enhanced signs, roadway pavement markings, crosswalks, bulb-outs, traffic calming and new sidewalk. Specifications will include the necessary documents for bidding the project including bid forms, general conditions and technical specifications. The plans will be submitted to the City and School District for review and comment at 30% 90% and 100% completion stages. It is anticipated that the 30% design drawings, including up to 3 concepts for traffic calming, will be presented to the City at a traffic safety committee meeting. The 90% design will be presented to the City at a review meeting as requested by the City.

***The Estimated Fee for Task 4 is: \$15,500***

## **Task 5: Bidding Assistance**

GHD will provide bid period services based on the following items:

- Print and distribute plans and specifications to contractors at cost (copies at no cost to Builder's exchange and the City)
- Answer contractor questions via telephone (2 hours assumed)
- Issue Addenda during bidding (4 hours assumed)
- Organize and conduct a pre-bid conference (4 hours assumed)
- Prepare a memorandum summarizing the pre-bid conference and addressing questions from the conference for the City to distribute (2 hours assumed)



- Review contractor bids (2 hour assumed)
- Work with the selected contractor on obtaining and verifying bonds and insurance (2 hours assumed)
- Work with the City on preparing the contract documents for counsel approval (2 hours assumed)
  - Notice of Award
  - *Contract*
  - *Notice to Proceed*

***The Estimated Fee for Task 5 is: \$3,000***

#### **Task 6: Construction Support Services**

GHD will provide overall construction inspection and management services that are based on the following items:

- Organize, conduct, and document the preconstruction conference (1 total)
- Provide shop drawing and submittal reviews (8 hours assumed)
- Provide periodic construction observation (20 work days assumed)
- Provide clarifications and responses to contractor questions (8 hours assumed)
- Review and approve progress pay requests (2 assumed)
- Prepare contract change orders (2 assumed to be completed with pay requests)
- Final project walkthrough inspection and preparation of final punchlist (8 hours assumed)
- Verification that punch list items have been completed (4 hours assumed)
- Preparation and recordation of Notice of Completion (2 hours assumed)

***The Estimated Fee for Task 6 is: \$9,800***

#### **SCHEDULE**

GHD shall complete Tasks 1-4 of the above scope of services within 65 days after receiving authorization to proceed. The schedule for the following tasks will depend on other factors such as public input, bidding requirements and the construction schedule selected by the City. GHD can prepare an updated schedule for remaining Tasks after the City selects a preferred alternative.



**COMPENSATION**

This project will be billed on a time and materials per GHD Fee Schedule in effect at the time services are performed. We will assist the City up to the budgeted amount of \$32,950 and not exceed that amount without written authorization by City. Charges will be invoiced monthly and due within 30 days. A charge at the maximum legal rate of interest will be assessed on past due accounts.

**AGREED**

City of Rio Dell

GHD Inc

\_\_\_\_\_  
Jim Stretch, City Manager, Date

\_\_\_\_\_  
Steven Allen, Regional Office Manager, Date

\_\_\_\_\_  
Rio Dell Accounting Tracking Number



## PROJECT ESTIMATING SHEET

PROJECT NAME: Rio Dell Safe Routes to School Project  
 PROJECT NUMBER:  
 Date: 9/25/12

Task	Employee→	Perry	Willor	Schillinger	Penry	Costa-Franklin	GHD Expense Costs (\$6/hr)	Gutierrez Land Surveying Fees	Totals
	Task→ Rate→	Proj. Dir. \$140	Proj. Engr. \$120	Civil Design \$116	Sr. Traffic Engr. \$190	Clerical \$65			
<b>Task 1: Topographic Survey</b>									
Topographic Survey			2					\$3,200.00	
	Task 1: Total Hours	0	2	0	0	0			2
	Task 1: Total Cost	\$0.00	\$240.00	\$0.00	\$0.00	\$0.00	\$12.00	\$3,200.00	\$3,452.00
<b>Task 2: Right-of-Way Engineering</b>									
Right-of-Way Engineering									
	Task 2: Total Hours	0	0	0	0	0			0
	Task 2: Total Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Task 3: Permitting and Environmental Compliance</b>									
Project Management		1							
Catagorical Exemption for CEQA			8						
	Task 3: Total Hours	1	8	0	0	0			9
	Task 3: Total Cost	\$140.00	\$960.00	\$0.00	\$0.00	\$0.00	\$54.00	\$0.00	\$1,154.00
<b>Task 4: Design and Preparation of Bid Documents</b>									
Project Management		2							
Prepare Construction Document Drawings - 30%			16	8	8	1			
Meet with Traffic Safety Committee		4	2.5						
Prepare Construction Document Drawings - 90%			16	4	4	1			
90% Design Review Meeting		4	2.5						
Prepare Construction Document Drawings - 100%			8	2	2	1			
Final Opinion of Probable Construction Cost		2	4						
Prepare Technical Specifications		1	10	2	2				
Prepare Front End Bidding/Contract Documents			2			1			
QA/QC		4							
	Task 4: Total Hours	17	61	16	16	4			114
	Task 4: Total Cost	\$2,380.00	\$7,320.00	\$1,840.00	\$3,040.00	\$260.00	\$684.00	\$0.00	\$15,524.00
<b>Task 5: Bidding Assistance</b>									
Project Management		2							
Advertisement & Distribute Plans & Specs			2			4			
Pre-Bid Conference		2	2						
Pre-bid Conference Memorandum			2						
Bidding Questions/RFIs			2						
Addendum		1	3						
Bid Opening / Review of Bids		1	1						
Prepare Contract Documents for Counsel approval		1	1						
	Task 5: Total Hours	7	13	0	0	4			24
	Task 5: Total Cost	\$980.00	\$1,560.00	\$0.00	\$0.00	\$260.00	\$144.00	\$0.00	\$2,944.00
<b>Task 6: Construction Administration</b>									
Project Management		1				1			
Pre-Construction Meeting		4	4						
Construction Staking Coordination			1						
Submittals			6						
Construction Observation		4	18						
RFIs			8						
Work Directives/Change Orders		1	3						
Verify Quantities			8						
Review Pay Requests			2						
Project Closeout			14			2			
	Task 6: Total Hours	10	64	0	0	3			77
	Task 6: Total Cost	\$1,400.00	\$7,680.00	\$0.00	\$0.00	\$195.00	\$462.00	\$0.00	\$9,737.00
<b>TOTAL HOURS</b>									
		35	148	16	16	11			226
<b>TOTAL FEES</b>									
		\$4,900.00	\$17,760.00	\$1,840.00	\$3,040.00	\$715.00	\$1,356.00	\$3,200.00	\$32,811.00

The fee presented above is an estimate. We welcome the opportunity to discuss the proposed scope and fee and making changes as requested to better suit the project needs.

## Exhibit A

# APPLICATION FOR STATE-LEGISLATED SAFE ROUTES TO SCHOOL (SR2S) PROGRAM CYCLE 10

## APPLICATION SUMMARY

This summary page is filled out automatically once the application is completed.

### **IMPORTANT:**

After the application is finalized, please save this PDF form using the Application ID as the file name.

---

**Application ID:** SR2S10-01-Rio Dell-1  
(Use this as the file name)

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**Caltrans District:** 01

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**Applicant (Agency):** Rio Dell

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**Application No:** 1 out of 1

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**SR2S Funds Requested:** \$152,300.00

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## Project Description

The project would reduce vehicle/ped conflicts, fill ped connectivity gaps, and improve existing ped facilities along the two primary paths of travel for students in the City. Project includes crosswalks, sidewalks, bulbouts, and a lighted crosswalk.

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## Project Location

1. Intersection – Wildwood Ave/Davis St – lighted crosswalk, in-roadway warning lights, LED enhanced signs, roadway pavement markings
  2. South side of Davis St from 2nd Ave to 3rd Ave – crosswalks, bulbouts, traffic calming, fill gap in sidewalk
-

## STATE-LEGISLATED SAFE ROUTES TO SCHOOL (SR2S) PROGRAM APPLICATION ( CYCLE 10)

Please read the Safe Routes to School Program Guidelines available on the SR2S web site and pay special attention to Application Form Instructions while preparing this application. An incomplete or altered application format will be disqualified from further review.

The agency must save the completed PDF form using the application ID as the file name. Please send the original, one color copy and a copy on CD of the application form and attachments to the DLAE by the due date of Friday, March 30, 2012 (by close of business of or postmarked no later than this date) . Refer to the DLA's web site for the DLAE in your District and the mailing address: <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>.

### I. Applicant Information

Applicant (Agency):

County:

Caltrans District:

Metropolitan Planning Organization (MPO):

Address:

City:

Zip Code:  (Enter only a 5-digit number.)

Name of Agency Contact Person (*Last, First*):

Phone Number:  Extension:

Email:

## II. School Information

\*All schools benefited by this SR2S Project are to be listed

**School No. 1** County-District-School Code (CDS)<sup>(1)</sup>  -  -

Full School Name:  School Address:

School District:  District Address:

Total Student Enrollment  Approximate number of Students living along school route proposed for improvement<sup>(2)</sup>

% of Students Eligible for the Free and Reduced Meals Program<sup>(1)</sup>:  % (Enter 0-100)

% of Students who Currently Walk or Bicycle to School:  % (Enter 0-100)

*(1) Refer to the California Department of Education website: <http://www.cde.ca.gov/ds/sh/cw/filesafdc.asp>*

*(2) School route is defined as route students would take between home and school*

**School No. 2** County-District-School Code (CDS)<sup>(1)</sup>  -  -

Full School Name:  School Address:

School District:  District Address:

Total Student Enrollment  Approximate number of Students living along school route proposed for improvement<sup>(2)</sup>

% of Students Eligible for the Free and Reduced Meals Program<sup>(1)</sup>:  % (Enter 0-100)

% of Students who Currently Walk or Bicycle to School:  % (Enter 0-100)

*(1) Refer to the California Department of Education website: <http://www.cde.ca.gov/ds/sh/cw/filesafdc.asp>*

*(2) School route is defined as route students would take between home and school*

### III. Project Information

**Project Description:** Provide a brief description of the proposed project improvements i.e. Construct new sidewalks, curb ramps, and crosswalks; install bicycle racks and lockers (limited to 250 characters).

The project would reduce vehicle/ped conflicts, fill ped connectivity gaps, and improve existing ped facilities along the two primary paths of travel for students in the City. Project includes crosswalks, sidewalks, bulbouts, and a lighted crosswalk.

**Project Location:** Provide a brief description of the general location(s) of the proposed project i.e. The intersection of First St and Second St. (limited to 250 characters).

1. Intersection – Wildwood Ave/Davis St – lighted crosswalk, in-roadway warning lights, LED enhanced signs, roadway pavement markings
2. South side of Davis St from 2nd Ave to 3rd Ave – crosswalks, bulbouts, traffic calming, fill gap in sidewalk

State Legislative Districts of project location (*separate Districts by commas when there are multiple*):

Assembly District:

Senate District:

Number of project applications being submitted by the applicant (agency):

Priority of this application:

**Note:** Priority of this application is required. The application must be ranked and prioritized with the priority number starting from 1 ("1" is the highest priority. No two applications may have the same priority number. Also enter "1" if this is the only application from your agency.)

Improvement categories included in the proposed project: (check all that apply)

- Pedestrian Facilities
- Bicycle Facilities
- Traffic Control Devices
- Traffic Calming and Speed Reduction
- Public Outreach and Education
- Other (describe below, max 100 characters)



### IV. Project Cost Estimate

Please round all costs to the nearest hundreds.

Once all costs are entered, click "Check Cost Estimate" to perform validation. Click it to check again each time when the costs have been revised.

In some cases, the review committee may recommend that a project be funded providing certain components are removed from the project scope. Will the applicant proceed with the construction of the project if its scope and cost are reduced?

	SR2S Funds	Local/Other Funds <sup>(6)</sup>	Total Cost
<b>Preliminary Engineering<sup>(2)</sup></b>			
Environmental	<input type="text" value="\$1,100"/>	<input type="text" value="\$100"/>	<input type="text" value="\$1,200"/>
PS&E	<input type="text" value="\$17,000"/>	<input type="text" value="\$2,000"/>	<input type="text" value="\$19,000"/>
<b>Right of Way</b>			
Engineering	<input type="text" value="\$1,800"/>	<input type="text" value="\$200"/>	<input type="text" value="\$2,000"/>
Appraisals, Acquisitions & Utilities	<input type="text" value="\$6,000"/>	<input type="text" value="\$700"/>	<input type="text" value="\$6,700"/>
<b>Construction Engineering &amp; Construction</b>			
Construction Engineering <sup>(3)</sup>	<input type="text" value="\$11,400"/>	<input type="text" value="\$1,400"/>	<input type="text" value="\$12,800"/>
Construction <sup>(1)</sup>	<input type="text" value="\$115,000"/>	<input type="text" value="\$13,000"/>	<input type="text" value="\$128,000"/>
<b>Public Outreach &amp; Education and Minor Construction Improvements<sup>(4)</sup></b>			
Education, enforcement, and encouragement activities	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Construction on school grounds	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
<b>Total Project Cost<sup>(5)</sup></b>	<input type="text" value="\$152,300"/>	<input type="text" value="\$17,400"/>	<input type="text" value="\$169,700"/>

- (1) For construction cost (including contingencies), provide a detailed Engineer's Estimate (use form provided on SR2S web site).
- (2) Total Cost of Preliminary Engineering may not exceed 25% of the Construction "Total Cost".
- (3) Total Cost of Construction Engineering may not exceed 15% of the Construction "Total Cost".
- (4) Total Cost of Public Outreach & Education and Minor Construction Improvements to Public School Grounds may not exceed 10% of the Construction "Total Cost".
- (5) SR2S funds may not exceed 90% of "Total Cost" or \$450,000.
- (6) Local match (10% or more) to be included by phase of work.

Congratulations! No errors have been found in the cost estimate.

## V. Project Schedule

Estimated dates of completion for the major milestones shown below assuming the project is approved for funding on July 1, 2012. Refer to the SR2S Program Delivery Requirements in the Cycle 10 SR2S Guidelines.

*Please enter durations (in month) and estimated dates of completion will be calculated.*

	Duration (Months)	Estimated Date of Completion
Target Project Approval Date:		07/01/2012
Request Allocation of SR2S Funds:	2	08/30/2012
Complete Environmental Document:	1	09/29/2012
Obtain Right of Way Clearance:	5	02/28/2013
Award Construction Contract:	3	05/30/2013
Complete Construction:	4	09/28/2013
Project Close-out:	1	10/28/2013

## VI. Evaluation Criteria

The applicant's responses to the following questions will be used to evaluate the proposed project. Rating factors (RF) and the required statute in the Streets and Highways Code [SH] have been provided for each question. Scores from applicant responses to these questions will be totaled to yield the final score.

The scoring rubrics have been posted on the SR2S web site.

### 1. **Public participation and planning process that contributed to the development and selection of this proposed project.**

Describe how the target school(s) were selected and prioritized among potential SR2S projects in the local community or region. Describe how community priorities were identified and community input was gathered to guide the development of the project included in the proposal, and what measures were taken to ensure that community priorities are reflected in the proposal. Describe how the process secured the support of relevant stakeholders, and involved a public participation process that included a public meeting involving the public, schools, parents, teachers, local agencies, the business community, key professionals and other relevant parties. Cite the stakeholder names and organizations/agencies and describe their participation. (RF 6&7) [SH 2333.5(b)(6)] (Max. Pts 20) (limited to 3,000 characters).

The target schools, which are co-located at a single site, were selected because they are the only two schools in the City (see Figures 1 and 2). The two projects presented in this application are along the primary paths of pedestrian travel for nearly 89% students in the City. By enhancing the safety of the pedestrian network at the two proposed locations, the majority of the City's children will have safer routes to school. The projects were selected through extensive community outreach coordinated by the School District Superintendent and the Parent Teacher Organization (PTO). A range of City Staff assisted in analyzing the pedestrian network and identifying projects. The staff that dedicated their time to this effort include the City Manager, City Planner, City Engineer, City Police Chief, and City Fire Chief. The Police Chief reviewed several years worth of accident reports in order to identify areas in need of safety improvements. The Police and Fire Chiefs also personally patrolled roadways around the schools each morning for several consecutive weeks to observe pedestrian patterns and facility deficiencies. The Police Chief and the District Superintendent also interviewed a crossing guard that serves each morning and afternoon at the intersection of Wildwood Avenue and Center Street (see Figures 2 and 3). The collective observations, analysis, and expertise of all these individuals was instrumental in developing the projects presented in this application.

The involvement of parents, teachers, and other community members also played a vital part in analyzing the pedestrian network and developing the projects presented in this application. A multi-step process was utilized in order to engage parents, teachers, and community members. First, in January of 2012 an announcement was made in the PTO's bulletin, which every student in the school took home to their parents. The bulletin announced a public PTO Meeting dedicated specifically to the topic of evaluating the City's pedestrian infrastructure and identifying projects to remedy deficiencies in the infrastructure. Next, notices for the meeting were posted throughout the town. Finally, the School District Superintendent emailed teachers and parents inviting them to the meeting. The open PTO Board Meeting was held on February 7th. During the meeting, a series of several large map posters were reviewed and analyzed by the City Planner and the City Engineer during an interactive presentation to the parents/PTO. Excellent progress was made in the meeting by combining the technical expertise of the City staff with the parent's/teacher's knowledge of student behaviors.

On February 21st the City Council passed a resolution in support of this grant application. Finally, a community petition garnered 82 signatures in support of the application (attached).

This project will benefit economically disadvantaged students because 31% of children in Rio Dell live below the poverty line (Census).

### 2. **Identification of current and proposed walking and bicycling routes to school.** Did the planning process develop into a school travel plan, safe routes to school plan, or school route plan? If yes, please describe briefly and attach a copy of the plan to this application. If no, please describe any future plans to develop one. (RF 5) [SH 2333.5(b)(5)] (Max Pts 5) (limited to 3,000 characters).

Through the multi-stakeholder process described above, the City staff and the PTO thoroughly analyzed the primary paths of student pedestrian flow throughout the City. It became apparent that a school route plan was needed. Prior to the public meeting described above, staff prepared a series of large map posters of the City's existing pedestrian infrastructure. Participants then drew on these map posters the typical paths that their children/students used to walk/bike to school. This exercise resulted in a school route plan map of the neighborhoods surrounding the school, a version of which is displayed in Figure 2 (attached). The process was extremely useful to all participants because the map revealed four primary "points-of-concentration" (POC) into which the vast majority of student ped/bike traffic is concentrated. Student ped/bike traffic from the northwest quadrant of the City travels in a southeasterly direction and eventually all culminates at the intersection of Wildwood Avenue and Center Street (POC#2). Student

traffic from the southern half of the City travels northward, primarily along Wildwood Avenue and along 2nd Avenue, eventually concentrating at POC#2 at an existing pedestrian footpath. Students from the eastern Quadrant of the City travel across the Davis Street bridge and access another pedestrian footpath at POC#3. Finally, students from the northeast quadrant of the City cross the Painter Street bridge and converge at POC#4.

The school route plan revealed that from a City-wide perspective, pedestrian and bicycle access to the schools is generally safe and efficient with a few evident deficiencies. The first existing deficiency is at the intersection of Wildwood Avenue and Center Street, which carries a large percent of the City's student pedestrians/bicyclists. Coincidentally, Wildwood Avenue has the highest vehicular volumes in the City. Because so many students cross the busiest road in the City at this location, a crossing guard has been assigned to the intersection in the mornings and afternoons. By developing the school route plan presented in Figure 2, it became evident that safety improvements at this intersection are required (see questions 3 and 4 below for further details regarding this intersection).

The plan also revealed the critical importance of the two existing offstreet pedestrian paths connecting Davis Street to the schools. Nearly all bike/ped students from the south half of the City (south of Davis Street) utilize one of these two footpaths in their commute to school. Therefore, from a City-wide perspective it is critical to provide a safe and uninterrupted pedestrian network along and across Davis Street.

The school district intends to further develop the school route plan map and add "Recommended Bike and Pedestrian Paths to School." The district will then include the map in next September's "Parent/Student Handbook," which every student takes home at the beginning of the school year.

**3. Existing Safety Hazards and Demonstrated Needs of the Applicant.** Describe each safety risk/hazard that has been encountered at the project location when walking or bicycling to school and the extent and severity of each. Discuss how each item was determined to be a risk/hazard. (e.g. cite data such as accident reports, community observations, surveys, reports, walk or bicycle audits.) (RF 1&4) [SH 2333.5(b)(1)] (Max. Pts 30) (limited to 3,000 characters).

The intersection of Wildwood Avenue and Center Street collects most south-bound student pedestrian traffic traveling from the north/northwest half of the City. This intersection currently has a crosswalk that is attended by a crossing guard. The crossing guard, the school district superintendent, the Police Chief, the Fire Chief, the City Engineer, several parents, and many students have all expressed concerns about the speed of vehicles approaching the crosswalk and the visibility of students in the crosswalk, especially in bad weather and dark winter mornings. The Police Chief and the Crossing Guard have both indicated that there have been several "near collisions" between vehicles and student pedestrians at this intersection. The safety hazard of this location is due to several factors. First, as Figure 2 shows, vehicular traffic traveling south-bound on Wildwood Avenue is sweeping around a long bend in the roadway, inherently shortening line-of-sight distance. Second, the existing crosswalk is offset from the intersection by nearly 50', creating unsafe conditions. Vehicles turning from Center Street onto Wildwood Avenue frequently do not see pedestrians in the roadway until the vehicles have already initiated their turning-movement. This forces vehicles into mid-lane stops that place student pedestrians into compromised conditions. These situations are notably worse in rainy and low-light conditions (i.e. early winter mornings). As is described in question 4 below, a MUTCD lighted crosswalk and associated appurtenances are warranted at this location.

The intersection of Davis Street and 2nd Avenue collects a majority of north-bound school pedestrian traffic traveling from the south/southwest half of the City. As Figure 2 demonstrates, 2nd Avenue and 3rd Avenue are the two primary north/south routes serving the large residential neighborhood south of Davis Street. Students travel north along these two roads in pursuit of an existing off-street pedestrian footpath that serves as a direct shortcut to the schools (see Figure 2). The footpath is a very safe and convenient "safe route to school." However, in order to access this footpath, students must travel along Davis Street and eventually cross Davis street. Unfortunately, several deficiencies making Davis Street a hazard. First, there is a gap in sidewalk between 2nd Avenue and 3rd Avenue, which forces students to walk in the roadway either beside or between parked cars. Second, crossing Davis Street at 2nd Avenue is hazardous. There is currently no clearly demarcated landing area (i.e. bulb out) on the south side of Davis at which students can cue and wait to cross. In addition, the entire south side of Davis Street permits on-street parking, including the segment that does not have sidewalks. Subsequently, student are forced to cross Davis from behind or between parked cars. Vehicles traveling along Davis frequently cannot see students waiting to cross Davis.

**4. Potential of the Proposal for Reducing Child Injuries and Fatalities.** Describe how the proposed project addresses each identified safety risk/hazard and how the project will improve bicycle and pedestrian safety and calm traffic. Explain why this proposed project is the best alternative for the situation. (RF 2) [SH 2333.5(b)(2)] (Max. Pts 30) (limited to 3,000 characters).

A range of alternatives was considered and developed for the two hazard locations described above. For the intersection of

Wildwood Ave and Center Street, viable alternatives were relatively limited. Re-routing students is not viable because the problem would simply be transferred to another intersection along Wildwood Avenue. Neither a pedestrian overcrossing, a roundabout, a four-way controlled signalized intersection, or a high-intensity activated crosswalk (HAWK) beacon would be warranted at this location and all these options would be cost prohibitive. Adding a pedestrian refuge island in the center of the crosswalk is not possible because such a facility would interfere with the existing left turn pocket for northbound vehicles. More aggressive traffic calming measures were considered, such as a several-hundred foot-long chicane along either side of the intersection. However, this approach would also be cost prohibitive and may not adequately address the problem. Speed humps/tables were considered and were deemed to be cost-appropriate, but Wildwood Avenue is the major truck route through town and these types of facilities are not supported by the City Council or the Fire Department, whose headquarters are one block away. The best and most cost effective solution is a relocated crosswalk with pedestrian bulbouts, in-pavement flashing lights in the crosswalk, flashing pedestrian signs, and advanced stop markings (i.e. "sharks teeth"). These proposed improvements, displayed in Figure 3, would make the intersection safer by actively alerting motorists to the presence of pedestrians. Per this design, vehicles would receive clear signals regarding when and where to stop.

Viable options are limited for the segment of Davis Street from 2nd Avenue to 3rd Avenue. The existing gap in sidewalk needs to be filled. Students also need a refuge from which to cross Davis Street and need a safe facility for crossing Davis. Several sidewalk widths were considered as well as several arrangements of pedestrian bulb outs. Ultimately, the current proposed layout was selected because it matches the existing sidewalk widths and designs found throughout Davis Street. These proposed improvements, displayed in Figures 4 through 6, would enhance safety in several ways. First, the entire length of Davis Street would have sidewalks on at least one side of the roadway, including the critical stretch between 2nd Ave and 3rd Ave. Second, the pedestrian bulb outs would provide students with a safe refuge from which to make the crossing of Davis Street. The bulb outs will position students so that they are even with the inside edge of parked cars.

The proposed solutions for these two locations are the best alternatives because they make use of the existing routes used by children. They also implement relatively low cost alternatives to establish safer crossings, reduce vehicular speeds, and to create safer and more desirable walking paths for students.

**5. Potential of the Proposal for Encouraging Increased Walking and Bicycling Among Students.** Describe how increased walking and bicycling among students will be encouraged and sustained after the project is completed. (e.g. partnership building, policy change, future funding, etc). Identify any specific education, encouragement, enforcement, and evaluation activities included in this project and attach a non-infrastructure activity worksheet, if applicable, to the application or explain any on-going efforts that support this project. (RF 3) [SH 2333.5(b)(3)] (Max. Pts 10) (limited to 3,000 characters).

According to the Rio Dell School District, approximately 55% of students in Rio Dell regularly walk or ride bicycles to school. The proposed improvements would make walking to school much safer for children living within the City. Several parents have indicated that they do not feel comfortable allowing their children to cross Wildwood Avenue at Center Street because of vehicular speeds on Wildwood Avenue and the many near-collisions that are frequently reported at the intersection. Likewise, many parents in the neighborhood south of Davis Avenue have expressed concern about their children walking in the street due to the lack of sidewalk. By addressing these concerns, parents are more likely to allow/encourage their children to walk to school.

The Rio Dell School District proposes to implement a public outreach/education program in the next school year (12/13), which is expected to increase riding/walking to school by approximately 10% for students living within 1 mile of the school. This will be done by implementing additional pre- and post -project public outreach using daily school bulletins, the school website, in-class education, parent teacher conferences, and other means.

**Education:** The Rio Dell Police Department is actively involved in public education and safety awareness education. The Rio Dell School District commonly provides student and parent education programs regarding public safety. The City Engineer has offered to utilize this project as an example of "Civil Engineering" during career day. The physical education department will continue to provide instructions regarding bicycle safety.

**Encouragement:** Rio Dell is a small and relatively impoverished community. The setting is ideal for biking/walking to school on a nearly year-round basis. Following implementation of the proposed improvements, parents will be more willing to allow their children to walk to school. Likewise, the school district, the PTO, and the City staff will continue to encourage school children to walk or ride to school by providing incentive programs such as Bike Month and Bike to School Week.

**Enforcement:** In preparation of this grant application, the Chief of Police spent a substantial amount of time patrolling the routes displayed in Figure 2 and observing student pedestrian patterns. He also reviewed accident reports going back several years. The Rio Dell Police Department is dedicated to enforcing traffic regulations to improve the safety of children's trip to school. The Police Department is now better prepared to assist with enforcement with their recent involvement in observing student pedestrian

patterns.

Evaluation: The bicycle route map (Figure 2) will be continually refined and updated to monitor school-related bike/ped patterns throughout the City. It is the City's intention that this map and/or content from this map will be reflected in the City's next General Plan Update and will stimulate City-wide planning for bikes/peds.

**6. Benefit to one or more low-income schools.** Describe how the project will benefit low-income school(s) and what portion of the project funds will be directed towards providing this benefit. (RF 7) [SH 2333.5(b)(7)] (Max. Pts 5) (limited to 3,000 characters).

According to the US Census, 31% of children in Rio Dell live below the poverty line, which is nearly triple the rate of California. In addition, 72% of students at Eagle Prairie Elementary qualify for the Free and Reduced Meals Program. Likewise, 69% of students at Monument Middle School qualify for the program. By remedying the existing deficiencies in the pedestrian network, this project will benefit economically disadvantaged students by providing them with a safer pedestrian network for biking/walking to school. One hundred percent (100%) of the funds will be utilized for the projects presented above, both of which serve both low-income schools.

**The following attachments are required:**

A. A general map showing the location of all proposed improvements and their proximity to the school and school routes.

Note: The map should clearly identify the route that students take to school.

B. A site plan for each improvement location showing existing and proposed conditions.

C. Detailed Engineer's Estimate (Use form provided on SR2S web site)

D. Applicable 'warrants' for projects with traffic control devices as required by California MUTCD (include Worksheet 4K-101 for Rapid Flashing Beacons at School Crossings)

E. Non-Infrastructure Activity Worksheet, if applicable

Photographs supplementing "A" and "B" above and letters of commitment and support from partners and advocacy groups are highly recommended.

## VII. Application Signatures

**Local Agency Official (City Engineer or Public Works Director):** The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge.

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

Name (Last, First):  Phone:

Title:  Email:

**School Official:** The undersigned affirms that the school(s) benefited by this application is not on a school closure list that has been identified by the School District.

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

Name (Last, First):  Phone:

Title:  Email:

### Person to Contact for Questions

Name (Last, First):  Phone:

Title:  Email:

### Caltrans District Traffic Operations Office Approval

If the SR2S project application proposes improvements on a freeway or state highway that affects the safety or operations of the facility, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support from the traffic operations office be provided or the signature of the traffic personnel be secured below.

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

Name (Last, First):  Phone:

Title:  Email:

### California Highway Patrol Approval

If the SR2S project application proposes improvements on a freeway, state highway, or county road having California Highway Patrol (CHP) enforcement authority, a CHP Officer must either write a letter of support or sign below to show support of the project

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

Name (Last, First):  Phone:

Title:  Email:

### Local Law Enforcement Agency Approval

If the SR2S project application proposes improvements that is outside of CHP enforcement authority, it is recommended that the local law enforcement agency write a letter of support or sign below to show support of the project.

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


Name (Last, First):  Phone:

Title:  Email:

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

December 4, 2012

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

IT IS REQUESTED THAT THE CITY COUNCIL:

Receive and file this report

BACKGROUND AND DISCUSSION

This report is a follow-up to the November 20, 2012 discussion before the Council on this topic. The Council requested some additional information; mainly what is the cost to determine the cost of improvements at City Hall, and how far will \$500,000 go if the Council chooses to tap the General Fund Reserve to repair our worst streets.

First, there are some caveats. It should be said that General Fund monies can be used for any governmental purpose, but generally cities and counties do not repair their streets with general fund monies and are not inclined to recommend it. They use the special funds derived mainly from the sale of motor vehicle fuel (gas tax) that cannot be used for any other purpose. The city receives approximately \$85,000/year from gas tax revenue and the current reserve balance is estimated at \$300,000 which includes Transportation Development Act, ISTEA and TCRF funds.

Second, the discussion the Council will be having concerns the possible allocation of Reserve Funds that have accrued over long periods of time. Their use for one-time projects is ideal since ongoing requirements related to such expenditures are usually minimal. But, once spent they are gone, unless the city has a long range budget plan to add to a reserve each fiscal year.

There is another consideration related to reserves. On May 15, 2012 the Council passed Resolution 1154-2012 establishing that the target reserve balance for each operating fund (general, streets, water and wastewater funds) is 30%. The minimum reserve balance for these funds was set at 15% in order to provide for: 1) cash flow requirements, 2) economic uncertainties and financial hardships, and 3) unforeseen disasters and unanticipated capital needs.



Using this policy as a guide, the minimum General Fund Reserve should not be less than \$132,000 and the target is \$264,000. The general reserve balance is approximately \$1,060,000 now as it has been tapped for a couple of unforeseen projects already this year. Applying the 30% target, \$ 796,000 could be considered available for allocation in the budget as the Council directs.

Similarly, the Street Fund spread is \$30,000 at a minimum and \$60,600 as the target. Accordingly, the amount available in the Street Reserve for allocation in the budget for street purposes is \$239,400.

STATUS OF CITY HALL PROJECT COST ESTIMATES

On November 28, 2012, the City Manager met with Architect Mark Gaxiola and discussed the basic project identified in the 11-20-12 staff report as item 5 and also item 6, which is the expanded project. Mr. Gaxiola is familiar with City Hall as he was retained previously to prepare drawings and evaluate major remodel and expansion options, but the project was not pursued back then at some level. He is now preparing separate estimates based on time and materials for the basic plan (#5) and the expanded proposal or some variation on that theme. Since that information was not available yet, it will be placed on the Council’s 12-18-12 agenda when a full discussion of needs and options can be weighted.

PRIORITY RANKING OF STREETS FOR REPAIRS AND ESTIMATED COST

In preparation of placing Measure X on the June 5, 2012 ballot, the City had a pavement analysis of the street system (PCI index) prepared by Nichols Engineering in August 2011. The analysis ranked City streets from worst to best based on their condition. It does not rank the streets by condition and traffic volume. The streets below are ranked by the low numbers as being in worse condition and the estimated cost of repair for a 2” AC overlay is taken from the report as follows:

<u>Street</u>	<u>Pavement Analysis</u>	<u>From-To</u>	<u>Est. Construction \$ Cost</u>	<u>Sub total</u>
• Ireland Ave	(5)	Davis to Center St	\$87,763	
• Ireland Ave	(6)	Center to Painter St	32,518	
• View St	(6)	Douglas to Kelly St	16,911	
• Rio Dell Ave	(6)	W. Center to Townsend St	31,934	
• Elm St	(7)	Pacific to Wildwood Ave	18,881	
• Spring St	(7)	Ogle to Belleview St	15,818	
• Ogle Ave	(9)	Belleview to Tolman Pl	67,904	
				\$271,130
• Rigby Ave	(9)	Davis to Center St	71,875	
• Dixie St	(12)	4 <sup>th</sup> Ave to Davis St	15,521	
• 2 <sup>nd</sup> Ave	(13)	Elko to Davis S	8,970	
• Ogle Ave	(14)	Tolman Pl to River Rd	68,535	
				\$436,031
• Butcher St	(15)	Pacific Ave to Rio Dell Ave	15,766	
• Orchard Pl	(18)	Cherry Ln to Orchard St	7,537	

- River St (18) Ogle to Belleview Ave 14,817
  - W. Painter St (18) Pacific Ave to 50' W Rio Dell 12,005
- \$486,156

The Streets Reserve has an estimated balance available of \$310,000. Should the Council wish to use ½ of the General Fund Reserve and the Streets Reserve, the following streets could be added for repair:

- Belleview Ave (19) River Rd to Spring St 53,172
  - W. Townsend St(21) Rio Dell Ave to Pacific Ave 17,840
- \$557,168
- Riverside Dr. (22) Eagle Prairie Rd to Fern St 129,199
  - Cedar St (22) Pacific Ave to Wildwood Ave 45,581
  - 2<sup>nd</sup> Ave (23) Columbus St to Elko St 79,115
- \$811,063

This status report should provide the Council with the information requested on street repairs. However, at this time we are still waiting for estimates related to City Hall repairs, so no action is requested at this time.