



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**REGULAR MEETING – 6:30 P.M**  
**TUESDAY, MARCH 5, 2013**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE, RIO DELL**

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

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

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

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CEREMONIAL MATTERS
- E. PUBLIC PRESENTATIONS

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

**F. CONSENT CALENDAR**

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

- 1) 2013/0305.01 - Approve Minutes of the February 19, 2013 Regular Meeting **(ACTION)**
- 2) 2013/0305.02 - Approve Minutes of the February 26, 2013 Study Session **(ACTION)**
- 3) 2013/0305.03- Approve Pay Request No. 12 to Wahlund Construction/Sequoia Construction Specialties in the amount of \$386,106.83 for work related to the Wastewater Treatment Plant Upgrade and Disposal Project **(ACTION)**
- 4) 2013/0305.04 - Approve Resolution No. 1195-2013 Amending the Credit Card Policy Resolution No. 1013-2008 **(ACTION)**

G. SPECIAL PRESENTATIONS

H. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
- 2) 2013/0305.05 - Accept resignation from Richard "Bud" Leonard from the Rio Dell City Council and direct the City Clerk to post a Notice of Vacancy to solicit applications from those persons interested in serving for the remainder of the term ending 2014 **(ACTION)**
- 3) 2013/0305.06 - Adopt a support position for Assembly Bill 1080 (Alejo) and communicate support to Assembly member Alejo's office, the City's legislative representatives and the League of California Cities **(ACTION)**

I. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

J. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police - Monthly Police Report **(RECEIVE & FILE)**
3. Finance Director
4. Community Development Director

K. COUNCIL REPORTS/COMMUNICATIONS

L. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS: **No Closed Session Items Scheduled**

M. PUBLIC COMMENT REGARDING CLOSED SESSION

N. RECESS INTO CLOSED SESSION

O. RECONVENE INTO OPEN SESSION

P. ORAL ANNOUNCEMENTS

Q. ADJOURNMENT

*The next meeting (Study Session) will be on March 12, 2013  
at 4:00 PM in City Hall Council Chambers*

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
FEBRUARY 19, 2013  
MINUTES**

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

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

Absent: Councilmember Leonard (excused)

Others Present: City Manager Stretch, Chief of Police Hill, Wastewater Superintendent Chicora and City Clerk Dunham

Absent: Finance Director Beauchaine, Water/Roadways Superintendent Jensen and Community Development Director Caldwell (excused)

**PUBLIC PRESENTATIONS**

Nick Angeloff, 156 Grayland Heights Dr. spoke on behalf of the Eagle Prairie Arts District and said as part of a business incubator program they leased the building at 406 Wildwood Ave. (former Larks Drugs) and divided it into four businesses; one of which is the Chamber of Commerce office. He said they applied for a Headwaters Grant to stimulate the process and explained if one of the four businesses is successful, that business will take over that building then the incubator or business stimulator as referred to in the grant application, will move on to the next building until hopefully every vacant building in the downtown area is occupied with a business.

Mr. Angeloff then provided a brief update on the east-west rail and said an adhoc committee was formed by Humboldt County, Trinity County, Tehama County, upstate California, the City of Eureka, and the Northern California Tribal Chairman's Association. He said they had a meeting which went extremely well and a lot of support was received. He said there are currently grant opportunities through the MAP21 Program which is a transportation planning grant for Federal Highways. The goal and mandate of the grant program is to establish regional projects of national priority such as the expansion of freight capacity for import and export which falls right into the east-west rail project with a deep water port. He said he is here addressing the Council on behalf of the East-West Rail advocates asking that the name of the east-west rail and reference of connecting our deep water port with the east-west rail be forwarded to HCAOG for inclusion in Regional Transportation Plan.

Richard Newman, 630 Second Ave., thanked the City Council for their service to the community and Julie Woodall for serving as Mayor over the past 4 years.

## **CONSENT CALENDAR**

Mayor Thompson asked that Item No. 1: *Approval of Minutes of the February 5, 2013 Regular Meeting* be removed from the consent calendar and placed under Special Call Items for separate discussion.

Motion was made by Marks/Woodall to approve the consent calendar including approval of minutes of the February 12, 2013 study session; and directing the City Manager to execute the California State Lands Commission Reimbursement Agreement. Motion carried 4-0.

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

### Approve Minutes of the February 5, 2013 Regular Meeting

Mayor Thompson referred to page 6, paragraph 4 of the minutes which should read “since her” rather than “since here.”

Motion was made by Wilson/Woodall to approve the minutes of the February 5, 2013 regular meeting as corrected. Motion carried 4-0.

### Continue Consideration of the Sign Amendment to the March 19, 2013 Regular Meeting

City Manager Stretch said staff is recommending that this item be continued to the March 19, 2013 regular meeting to allow staff a chance to locate a copy of the Draft Design Guidelines that were presented to the Council in 2004.

Councilmember Marks asked if it is determined that the Draft Design Guidelines were never adopted, is the purpose for the research just to establish the background.

City Manager Stretch said staff wants to verify whether or not the guidelines were adopted to determine the intent of the Council in regard to signs in the downtown.

Motion was made by Woodall/Marks to continue consideration of the sign amendment until the meeting of March 19, 2013. Motion carried 4-0.

## **REPORTS/STAFF COMMUNICATIONS**

City Manager Stretch reported on recent activities and said he received a letter from PG&E with an update on the City’s work credit balance for underground utility conversion projects pursuant to Rule 20A. He reported the adjusted balance as of January 28, 2013 is \$367,892. He said this amount equates to 1295 feet of undergrounding that can be done in the City.

He also reported that he and staff will be meeting with the architect on February 27<sup>th</sup> regarding proposed City Hall improvements and will be bringing proposals to Council for consideration.

Chief of Police Hill reported on recent activities in the police department and said a meeting of the Traffic Committee took place earlier in the day and the concept of one-way streets in the avenues was discussed. Since a couple of key people were not in attendance, no recommendations were made

Also, as discussed at the last study session, one of the goals of the police department is to complete another community survey. He said he talked to COPS and learned that in order to obtain COPS grant funding, the survey must be conducted and that the COPS program will pay for the survey.

Wastewater Superintendent Chicora reported the wastewater treatment plant is up and running and producing new good quality water. He said that Aeromod invited him and Cameron Yapple to visit their site in Kansas in April to receive training on the operation of the new treatment plant at their expense. He commented that the new wastewater treatment plant is amazing.

Mayor Thompson thanked Wastewater Superintendent Chicora for a job well done stating that he visited the wastewater treatment plant weekly to keep up on the progress of the project and Mr. Chicora was always very helpful in answering his questions.

### **COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Marks stated that she and Councilmember Wilson attended the Traffic Committee meeting and the option of a one-way street on First Ave. is still open for debate and needs to have further input by the Fire Department. She said Andrew Gonzales (fireman) suggested they get in the fire truck and drive down First Ave. before making a final recommendation.

Councilmember Wilson commented that the concern is whether the fire trucks have enough room to get down First Ave. in the event of a fire.

### **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 6:52 p.m. to the February 26, 2013 study session.

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Jack Thompson, Mayor

Attest:

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Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL  
STUDY SESSION  
FEBRUARY 26, 2013  
MINUTES**

A Study Session of the Rio Dell City Council was called to order at 5:30 p.m. by Mayor Thompson.

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

Absent: Councilmember Leonard (excused)

Others Present: City Manager Stretch, Community Development Director Caldwell and City Clerk Dunham

**PUBLIC PRESENTATIONS**

None

**STUDY SESSION MATTERS**

Discussion of Draft Rio Dell Housing Code

Mayor Thompson announced the purpose of the study session is to review and discuss the Draft Rio Dell Housing Code.

Councilmember Marks expressed concern about a potential conflict of interest in regard to discussion of this item because of her ownership of rental properties and asked for Council guidance.

Mayor Thompson stated the matter is merely up for discussion at this time and since no action will be taken, he didn't see a problem with Councilmember Marks participating in the discussion. At such time the matter does come before the Council for action, he said she may want to recuse herself from voting to avoid a potential conflict of interest. Councilmember Wilson said he did not have a problem with Councilmember Marks participating in the discussions at this time.

Community Development Director Caldwell provided a staff report and said in April of 2011, he was directed to prepare a Draft Housing Code for Council review. He said due to more pressing issues, the item was put on hold until now.

He proceeded with a power point presentation and reported that based on 2010 census information, there are 1442 housing units in the City, 593 or 43.4% of which are renter occupied.

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Community Development Director Caldwell said one reason for establishing a Rental Housing Inspection Program is to maintain, improve and enhance housing conditions in the City. Also, substandard housing contributes to neighborhood blight, affects the perception of the City and economic values of neighboring properties, and is a nuisance that threatens the public's health, safety and welfare of the citizens.

He said the idea is to require inspections of rental properties prior to occupancy of new tenants or on an annual or semi-annual basis although some jurisdictions only require that inspections be conducted every 4 years. Inspections must be done by a certified inspector which can be a City staff person, contract inspector or property owner or property manager provided they possess a Certificate of Completion to do so. Problem properties who have received a notice for corrections must be inspected by the City twice a year and once a problem property passes two consecutive inspections it will be removed from the Problem Properties List.

Community Development Director Caldwell said properties exempt from inspection include housing units five years old or less and properties under the Section 8 Housing Program. He recommended that property owners be required to provide tenants with a copy of the Residents Rights Form approved by the City.

He noted the fees will be based on actual costs to implement and maintain the program at an estimated annual cost of \$65.00 - \$100.00 per housing unit.

Community Development Director Caldwell said one concern among citizens has to do with privacy issues. He said in June of 2011 he spoke with the Humboldt Association of Realtors Government Review Committee and discussed the City's intent in developing a Housing Code/Rental Inspection Program and his comments were not well received. He said they also felt there may be privacy issues associated with the program and that there are existing provisions in the California Health and Safety Code regarding substandard housing that gives the City the tools to address most or all of the concerns the City may have. He noted the City only receives approximately 10-15 housing complaints per year which equates to less than 2%, and some of those are related to owner-occupied units.

Mayor Thompson stated that in researching information online he read where often times tenants are reluctant to file a complaint for fear of retribution by the landlord; Community Development Director Caldwell explained it is illegal for tenants to face retaliation by a landlord for exercising their legal rights such as requesting repairs.

Community Development Director Caldwell then provided a list of California County's and City's with Rental Inspection Programs and associated fees; and a list of California City's with less than 10,000 populations; none of which have an existing Rental Inspection Program. He said he contacted the City of Richmond and Contra Costa County and learned that they both implemented a rental inspection program primarily because of having old apartment complexes that were in disrepair.



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Mayor Thompson said he would like to see the ratio between owner and renter occupied units for the larger cities. Community Development Director Caldwell said the split is typically 50/50.

Councilmember Wilson asked if it was true that the fees cannot exceed actual costs; City Manager Stretch said the fees cannot exceed actual costs although the fees can be less as cities can subsidize these types of programs.

Councilmember Woodall asked what the first step will be once the program is adopted; Community Development Director Caldwell said the first step will be to send out letters to all owners of rental properties advising them they need to come in and register for the inspection program; then initial inspections will be done on all properties based on the exterior and interior checklist provided by the City. He commented that most of the information on the checklist is duplicated from the Health and Safety Code.

Councilmember Wilson asked who will be responsible for performing the inspections and how much time it will take for each inspection; Community Development Director Caldwell said the City's building inspector, Arnie Kemp will also need to get certified. He said there is an online course available for anyone interested in getting certified for a fee of \$29.00. He estimated it will take from 30-45 minutes for each inspection, including travel time.

Councilmember Wilson expressed concern about the impact the program will have on staff, primarily the Community Development Director and said there are only so many hours available for staff to accomplish the tasks they have now.

City Manager Stretch stated if it is determined that this program is a priority; it will be moved to the top of the task list for the Community Development Director, moving something else below that. He said another option will be to contract out for inspections or have them done by the City's contract building inspector.

Councilmember Woodall said she didn't realize there will be an annual inspection of the properties with no problems identified during the initial inspection; Community Development Director Caldwell said the draft program was set up that way but can be amended as determined by Council.

Councilmember Marks was asked to relay her thoughts about the proposed program from a landlord's perspective; she commented that she wants to see rental units with proper heating and plumbing but feels the program must be sustainable, stating that once the program is initiated, it has to continue.

City Manager Stretch commented that if the program is that fragile, it must be sustainable so the Council should make sure the program is viable before moving forward.

Councilmember Wilson asked if property owners and property managers are allowed to become certified and do their own inspections, what is to prevent them from falsifying the inspection results; Community Development Director Caldwell said there is a provision that says the tenant must also sign off on the inspection and if the inspector is found to falsify a document, he/she will not be allowed to continue to self-inspect.

Discussion continued regarding the actual number of properties that are not maintained properly; Community Development Director Caldwell said probably less than 3% of the rental properties are a problem.

Mayor Thompson said part of the problem is with out-of-the-area property owners. He then referred to Item V. of the Draft Housing Code in regard to penalties and asked why the maximum penalty is \$500.00; Community Development Director Caldwell said these regulations have already been established by the City but that the City Attorney was looking into the fines and penalties.

Mayor Thompson then referred to the provision that says the appeal fee may be waived on the basis of financial hardship and said he can't see how a property owners can claim hardship if they are receiving rental income.

Councilmember Woodall said she would like to see some method for rewarding those property owners who maintain their rental properties.

Discussion continued regarding the composition of the appeals board. City Manager Stretch said it would be a good idea to have a diverse group of members on the board with perhaps a property manager, resident, planning commissioner, realtor, landlord and city council member. He said the City Council most likely does not want to hear all of the appeals.

Councilmember Wilson stated the problem seems to be with the estimated 3% of landlords that don't maintain their properties and essentially the other 97% who do maintain their properties are being penalized. He said renters do have rights and need be educated on what those rights are; he said he would rather see that kind of approach used. He said he is not opposed to having a Rental Inspection Program but is opposed to the minority setting the tone for the majority.

Community Development Director Caldwell suggested staff go out, perhaps with the City Council members and identify the problem properties. He said if it turns out there are only 47 out of 600 properties that are a problem, perhaps a different approach should be considered.

Councilmember Wilson asked what would happen if upon conducting an inspection, an illegal marijuana grow is revealed; City Manager Stretch said the draft Housing Code addresses illegal activity so if that were to happen it would most likely be reported.

Councilmember Wilson expressed concern about infringing on people's privacy and said he would like to see a reasonable approach that makes sense for everyone. He said he was approached by a landlord who is very much against having a rental inspection program in the City.

City Manager Stretch said one approach would be to do an initial inspection on all rental units the first year and develop a graduated fee schedule for the problem properties. Those properties who pass the initial inspection can then go 3 or 4 years between inspections.

Discussion continued regarding the process for tracking inspections; the impact the program will have on staff; and the process for inspections.

Sharon Wolff asked if there are any other cities in Humboldt County that currently have rental inspection programs; and if property owners become certified, will they be able to inspect other properties or just their own. Community Development Caldwell said there are no other cities in Humboldt County with this type of program and said that anyone certified can inspect any property. She said she talked to residents who feel like this is a police action and expressed concern about tenant privacy rights being violated. She commented that she likes the idea of identifying the worst properties and determining how many of those are rentals to see how big of a problem this really is. She said if it is determined that there are an insufficient number of problem properties to justify the program; the City can enforce the provisions already in place.

She went on to say that in the event a tenant refuses entry into their home, a warrant would need to be obtained since the landlord cannot grant permission to inspect on behalf of the tenant. She said housing in the City has deteriorated and in doing inspections, using the current City building inspector may not be a good idea.

City Manager Stretch said in order to develop a fact base, he would suggest driving every street and identifying every dilapidated house, then determine which of those units are rentals.

Tim Marks addressed the Council and said he read the draft Housing Code which he thought was well written and agrees with Councilmember Wilson's comments. He said as a landlord his concern is that an inspector can find a violation with any structure if they look hard enough and asked if the intent is to be "nit-picky" or to address life-safety issues. Community Development Director Caldwell said the items inspected will be in accordance with the interior and exterior checklist adopted with the Housing Code and is basically to address life-safety violations.

Mr. Marks suggested a sub-committee be established to review the code and stated it would be a bad idea to adopt it as it is because once it is adopted it is unlikely it will be rescinded.

City Manager Stretch stated there will be another study session for review and discussion of the revised draft, and then if it is the desire of the Council, it can go before a sub-committee

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followed by further review and adoption by the City Council. He pointed out that the program is not intended to be intrusive or to violate anyone's privacy rights.

The consensus was that staff makes the noted revisions to the draft document, bring it back to the Council for another study session sometime in April; appoint a sub-committee to review and comment; then bring the final draft to the Council at a subsequent meeting for consideration.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 7:16 p.m. to the March 5, 2013 regular meeting.

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Jack Thompson, Mayor

ATTEST:

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Karen Dunham, City Clerk

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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 *SB*

DATE: March 5, 2013

SUBJECT: Wahlund/Sequoia Construction Pay Request #12  
**RECOMMENDATION**

Approve Pay Request

**BUDGETARY IMPACT**

Pay Request #12 in the amount of \$386,106.83 will be funded through the State Water Resources Control Board (SWRCB) financing agreement project number C-06-7401-110 totaling \$12,980,859.

**BACKGROUND AND DISCUSSION**

Pay Request #12 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: 02/27/2013

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

The WWTP project is now into the twelfth month of progress. The contractor has completed all phases of the bio-tank and backfill continues. Work on the Chlorine Contact Basin and Effluent Pumping Station is nearing completion. The Aqua Sierra control system is installed and operational. Work is proceeding at the disposal site at the Tailwater Pumping Station, readying the site for summer use. All of the Aero-Mod equipment has been installed, the tanks have been filled and the system is operational. The transmission line is complete from the river crossing to the treatment plant and pavement patching will commence the week of 3/3. The Therma-Flite sludge dryer system is nearing completion, followed by inspection and start-up. Underground piping and valves have been installed and the plant switchover is complete and in operation. The Blower Building is complete and electrical/mechanical systems are nearly complete and cut-over of existing electrical systems has begun. The under-river transmission line application has been submitted. CalTrans response to the application is expected within 60 days, followed by review by the State Lands Commission. Wahlund will provide, at no cost, the leaching pond until the under river line has been approved and installed.

Progress Payment Request No. 12 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 three Change Orders completed to date, totaling an amount of \$35,514.89. The adjusted contract amount to date is \$10,666,514.89. The total billed (net amount) thru Progress Pay Request No. 12, less retainer, is \$8,060,738.30.

I recommend payment to Wahlund Construction, Inc./ Sequoia Construction Specialties for Progress Pay Request No. 11 in the amount of \$386,106.83, that also takes into account a 5% retention. Payment to the contractors is due within 20 days of receipt of each Application for Payment. Progress Payment Request No. 12 was received (approved) 02/27/2013.

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 #: 12  
Period Ending: 28-Feb-13

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

a. Authorized Contract Work Amount	\$ 10,631,000.00
b. Total Change Orders Work Amount	\$ 35,514.89
<b>c. Adjusted Contract Amount to Date</b>	<b>\$ 10,666,514.89</b>

**2. Analysis of Work Performed**

a. Contract and Change Orders Performed to Date	\$ 8,484,987.68
b. Retainer, 5%	\$ 424,249.38
c. Net Contract Work to Date	\$ 8,060,738.30
d. Previous Billed	\$ 7,674,631.47
<b>e. Balance Due This Period</b>	<b>\$ 386,106.83</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  
Contractor

*Ken Wahlund*  
Authorized Representative

Date: 2/25/2013 Title: Joint Venture Administrator

**4. Certification of Construction Manager**

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

*[Signature]*  
Construction Manager

Date: 2/27/2013

**5. Approval for Payment**

*[Signature]*  
City Manager

Date: 2-28-2013



**WAILUND 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.: 12  
Period Ending: 02/28/13

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>\$ -</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	2,500	\$ 87,500.00	0	\$ -	2,500	\$ 87,500.00
					<b>Bid Item 2 Total</b>		<b>\$ 87,500.00</b>		<b>\$ -</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	8,670.89	\$ 936,456.12	900.00	\$ 97,200.00	9,570.89	\$ 1,033,656.12
					<b>Bid Item 3 Total</b>		<b>\$ 936,456.12</b>		<b>\$ 97,200.00</b>		<b>\$ 1,033,656.12</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>\$ -</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	95%	\$ 26,600.00	5%	\$ 1,400.00	100%	\$ 28,000.00
5.5	Pump Station Base & Equipment Pad	1	LS	\$ 6,825.00	\$ 6,825.00	100%	\$ 6,825.00	0%	\$ -	100%	\$ 6,825.00
5.6	Overflow Valve Concrete Pads	1	LS	\$ 20,475.00	\$ 20,475.00	100%	\$ 20,475.00	0%	\$ -	100%	\$ 20,475.00
5.7	Hydroseeding	1	LS	\$ 54,059.25	\$ 54,059.25	100%	\$ 54,059.25	0%	\$ -	100%	\$ 54,059.25
5.8	Submersible Non-Clog Tailwater Pumps	1	LS	\$ 32,386.10	\$ 32,386.10	67.73%	\$ 21,936.15	0.00%	\$ -	67.73%	\$ 21,936.15
5.9	REW Piping	1	LS	\$ 150,000.00	\$ 150,000.00	97.81%	\$ 146,717.52	0.00%	\$ -	97.81%	\$ 146,717.52
5.10	DFD Piping	1	LS	\$ 145,000.00	\$ 145,000.00	100%	\$ 145,000.00	0%	\$ -	100%	\$ 145,000.00
5.11	Tailwater Pump Piping - Material	1	LS	\$ 20,002.50	\$ 20,002.50	90%	\$ 18,002.25	10%	\$ 2,000.25	100%	\$ 20,002.50

5.12	Tailwater Pump Piping - Labor	1	LS	\$ 7,381.50	\$ 7,381.50	0%	\$ -	100%	\$ 7,381.50	100%	\$ 7,381.50
5.13	Tailwater Pump Installation per D04	1	LS	\$ 6,460.65	\$ 6,460.65	25%	\$ 1,615.16	0%	\$ -	25%	\$ 1,615.16
5.14	HDG Bar Grating 2x per 1/D03	1	LS	\$ 2,625.00	\$ 2,625.00	100%	\$ 2,625.00	0%	\$ -	100%	\$ 2,625.00
5.15	PVC Stilling Well per D04	1	LS	\$ 2,310.00	\$ 2,310.00	0%	\$ -	100%	\$ 2,310.00	100%	\$ 2,310.00
<b>Bid Item 5 Total</b>				<b>\$ 795,000.00</b>			<b>\$ 757,540.83</b>		<b>\$ 13,091.75</b>		<b>\$ 770,632.58</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	70%	\$ 49,000.00	10%	\$ 7,000.00	80%	\$ 56,000.00
<b>Bid Item 6 Total</b>				<b>\$ 70,000.00</b>			<b>\$ 49,000.00</b>		<b>\$ 7,000.00</b>		<b>\$ 56,000.00</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	80%	\$ 8,400.00	5%	\$ 525.00	85%	\$ 8,925.00
<b>Bid Item 7 Total</b>				<b>\$ 10,500.00</b>			<b>\$ 8,400.00</b>		<b>\$ 525.00</b>		<b>\$ 8,925.00</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	95%	\$ 9,500.00	0%	\$ -	95%	\$ 9,500.00
8.2.5	Administration Requirements	1	LS	\$ 252,000.00	\$ 252,000.00	61.11%	\$ 154,000.00	5.56%	\$ 14,000.00	66.67%	\$ 168,000.00
8.2.6	Construction Schedules	1	LS	\$ 2,000.00	\$ 2,000.00	85%	\$ 1,700.00	5%	\$ 100.00	90%	\$ 1,800.00
8.2.7	Submittals	1	LS	\$ 18,000.00	\$ 18,000.00	92%	\$ 16,560.00	3%	\$ 540.00	95%	\$ 17,100.00
8.2.8	Temporary Offices, Sanitation, etc.	1	LS	\$ 54,000.00	\$ 54,000.00	61.11%	\$ 33,000.00	5.56%	\$ 3,000.00	66.67%	\$ 36,000.00
8.2.9	Project Sign	1	LS	\$ 1,500.00	\$ 1,500.00	100%	\$ 1,500.00	0%	\$ -	100%	\$ 1,500.00
8.2.10	Construction Photographs	1	LS	\$ 500.00	\$ 500.00	100%	\$ 500.00	0%	\$ -	100%	\$ 500.00
<b>General Requirements Total</b>				<b>\$ 540,250.00</b>			<b>\$ 394,010.00</b>		<b>\$ 17,640.00</b>		<b>\$ 411,650.00</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	100%	\$ 5,250.00	0%	\$ -	100%	\$ 5,250.00
8.3.7	Canopy Slab @ Ops Bldg	1	LS	\$ 7,350.00	\$ 7,350.00	100%	\$ 7,350.00	0%	\$ -	100%	\$ 7,350.00
8.3.8	Generator Slab	1	LS	\$ 13,125.00	\$ 13,125.00	100%	\$ 13,125.00	0%	\$ -	100%	\$ 13,125.00
8.3.9	CL2 Mixer Concrete Repair	1	LS	\$ 4,200.00	\$ 4,200.00	0%	\$ -	0%	\$ -	0%	\$ -
8.3.10	Chem Storage Slab	1	LS	\$ 4,200.00	\$ 4,200.00	0%	\$ -	0%	\$ -	0%	\$ -
8.3.11	3 Steel Canopies	1	LS	\$ 36,163.05	\$ 36,163.05	100%	\$ 36,163.05	0%	\$ -	100%	\$ 36,163.05

8.3.12	3 Bollards per C02	1	LS	\$ 2,702.70	\$ 2,702.70	0%	\$ -	100%	\$ 2,702.70	100%	\$ 2,702.70
8.3.13	Static Mixer & Chlorine Injection Precast Vault	1	LS	\$ 16,500.00	\$ 16,500.00	100%	\$ 16,500.00	0%	\$ -	100%	\$ 16,500.00
8.3.14	Existing Control Room Door	1	LS	\$ 12,600.00	\$ 12,600.00	100%	\$ 12,600.00	0%	\$ -	100%	\$ 12,600.00
8.3.15	Existing Control Room Roof	1	LS	\$ 22,575.00	\$ 22,575.00	0%	\$ -	0%	\$ -	0%	\$ -
				<b>WWTP Sitework Total</b>	<b>\$ 253,661.95</b>		<b>\$ 163,238.05</b>		<b>\$ 2,702.70</b>		<b>\$ 165,940.75</b>
<b>8.4</b>	<b>Yard Piping</b>										
8.4.1	12" Effluent Piping	1	LS	\$ 60,000.00	\$ 60,000.00	85%	\$ 51,000.00	15%	\$ 9,000.00	100%	\$ 60,000.00
8.4.2	12" Influent Piping	1	LS	\$ 50,000.00	\$ 50,000.00	85%	\$ 42,500.00	15%	\$ 7,500.00	100%	\$ 50,000.00
8.4.3	6" Sludge Piping	1	LS	\$ 25,000.00	\$ 25,000.00	0%	\$ -	0%	\$ -	0%	\$ -
8.4.4	8" Backwash Piping	1	LS	\$ 30,000.00	\$ 30,000.00	3.47%	\$ 1,041.40	0.00%	\$ -	3.47%	\$ 1,041.40
8.4.5	Misc. Underground Piping, Tie-Ins, Demo, Etc.	1	LS	\$ 10,000.00	\$ 10,000.00	90%	\$ 9,000.00	10%	\$ 1,000.00	100%	\$ 10,000.00
8.4.6	Static Mixer & Chlorine Injection Vault Piping - Material	1	LS	\$ 3,339.00	\$ 3,339.00	100%	\$ 3,339.00	0%	\$ -	100%	\$ 3,339.00
8.4.7	Static Mixer & Chlorine Injection Vault Piping - Labor	1	LS	\$ 1,443.75	\$ 1,443.75	100%	\$ 1,443.75	0%	\$ -	100%	\$ 1,443.75
				<b>Yard Piping Total</b>	<b>\$ 179,782.75</b>		<b>\$ 108,324.15</b>		<b>\$ 17,500.00</b>		<b>\$ 125,824.15</b>
<b>8.5</b>	<b>Headworks</b>										
8.5.1	Influent Pump Installation per SP10	1	LS	\$ 6,460.65	\$ 6,460.65	100%	\$ 6,460.65	0%	\$ -	100%	\$ 6,460.65
8.5.2	Grating Support Channel and New Grating per SP10	1	LS	\$ 5,537.70	\$ 5,537.70	100%	\$ 5,537.70	0%	\$ -	100%	\$ 5,537.70
8.5.3	Headworks Pump Piping - Material	1	LS	\$ 20,002.50	\$ 20,002.50	100%	\$ 20,002.50	0%	\$ -	100%	\$ 20,002.50
8.5.4	Headworks Pump Piping - Labor	1	LS	\$ 7,381.50	\$ 7,381.50	100%	\$ 7,381.50	0%	\$ -	100%	\$ 7,381.50
				<b>Headworks Total</b>	<b>\$ 39,382.35</b>		<b>\$ 39,382.35</b>		<b>\$ -</b>		<b>\$ 39,382.35</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	100%	\$ 682,500.00	0%	\$ -	100%	\$ 682,500.00
8.6.6	Tank Walls Rebar	1	LS	\$ 309,750.00	\$ 309,750.00	100%	\$ 309,750.00	0%	\$ -	100%	\$ 309,750.00
8.6.7	Sloped Fills	1	LS	\$ 52,500.00	\$ 52,500.00	100%	\$ 52,500.00	0%	\$ -	100%	\$ 52,500.00
8.6.8	Backfill	1	LS	\$ 7,500.00	\$ 7,500.00	90%	\$ 6,750.00	5%	\$ 375.00	95%	\$ 7,125.00
8.6.9	Aluminum Stair with Railing	1	LS	\$ 20,245.05	\$ 20,245.05	100%	\$ 20,245.05	0%	\$ -	100%	\$ 20,245.05
8.6.10	AeroMod Equipment Installation	1	LS	\$ 203,054.25	\$ 203,054.25	95%	\$ 192,901.54	5%	\$ 10,152.71	100%	\$ 203,054.25
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	95%	\$ 26,987.36	5%	\$ 1,420.39	100%	\$ 28,407.75
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	95%	\$ 22,234.28	5%	\$ 1,170.23	100%	\$ 23,404.50
8.6.13	Selector Tank Piping - Material	1	LS	\$ 819.00	\$ 819.00	100%	\$ 819.00	0%	\$ -	100%	\$ 819.00
8.6.14	Selector Tank Piping - Labor	1	LS	\$ 3,601.50	\$ 3,601.50	100%	\$ 3,601.50	0%	\$ -	100%	\$ 3,601.50
8.6.15	Conduit and Pneumatic Systems - Material	1	LS	\$ 1,312.50	\$ 1,312.50	100%	\$ 1,312.50	0%	\$ -	100%	\$ 1,312.50
8.6.16	Conduit and Pneumatic Systems - Labor	1	LS	\$ 8,100.75	\$ 8,100.75	100%	\$ 8,100.75	0%	\$ -	100%	\$ 8,100.75
8.6.17	Aeration Tank Piping - Material	1	LS	\$ 8,111.25	\$ 8,111.25	100%	\$ 8,111.25	0%	\$ -	100%	\$ 8,111.25
8.6.18	Aeration Tank Piping - Labor	1	LS	\$ 20,160.00	\$ 20,160.00	100%	\$ 20,160.00	0%	\$ -	100%	\$ 20,160.00
8.6.19	Clarifier Piping - Material	1	LS	\$ 5,785.50	\$ 5,785.50	100%	\$ 5,785.50	0%	\$ -	100%	\$ 5,785.50
8.6.20	Clarifier Piping - Labor	1	LS	\$ 7,203.00	\$ 7,203.00	100%	\$ 7,203.00	0%	\$ -	100%	\$ 7,203.00
8.6.21	Digester Tank Piping - Material	1	LS	\$ 5,323.50	\$ 5,323.50	100%	\$ 5,323.50	0%	\$ -	100%	\$ 5,323.50

8.6.22	Digester Tank Piping - Labor	1	LS	\$ 16,290.75	\$ 16,290.75	100%	\$ 16,290.75	0%	\$ -	100%	\$ 16,290.75
8.6.23	6"SL, 2W, 12"LPA, 4"SL - SP01 - Material	1	LS	\$ 58,338.00	\$ 58,338.00	100%	\$ 58,338.00	0%	\$ -	100%	\$ 58,338.00
8.6.24	6"SL, 2W, 12"LPA, 4"SL - SP01 - Labor	1	LS	\$ 34,156.50	\$ 34,156.50	80%	\$ 27,325.20	20%	\$ 6,831.30	100%	\$ 34,156.50
8.6.25	7 Sch 10 Stainless LPA Crossovers per SP02	1	LS	\$ 9,483.60	\$ 9,483.60	100%	\$ 9,483.60	0%	\$ -	100%	\$ 9,483.60
8.6.26	9 Hose Racks per SP01	1	LS	\$ 7,087.50	\$ 7,087.50	75%	\$ 5,315.63	25%	\$ 1,771.88	100%	\$ 7,087.50
<b>Biological Treatment Total</b>				<b>\$ 2,206,384.90</b>			<b>\$ 2,184,288.40</b>		<b>\$ 21,721.50</b>		<b>\$ 2,206,009.90</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	100%	\$ 36,750.00	0%	\$ -	100%	\$ 36,750.00
8.7.3	Concrete Masonry	1	LS	\$ 20,947.50	\$ 20,947.50	100%	\$ 20,947.50	0%	\$ -	100%	\$ 20,947.50
8.7.4	Roof Structure	1	LS	\$ 42,000.00	\$ 42,000.00	100%	\$ 42,000.00	0%	\$ -	100%	\$ 42,000.00
8.7.5	Doors	1	LS	\$ 7,035.00	\$ 7,035.00	100%	\$ 7,035.00	0%	\$ -	100%	\$ 7,035.00
8.7.6	New Blowers in Blower Building	1	LS	\$ 6,460.65	\$ 6,460.65	100%	\$ 6,460.65	0%	\$ -	100%	\$ 6,460.65
8.7.7	Valves and Supports SP20 - Material Only	1	LS	\$ 2,798.25	\$ 2,798.25	100%	\$ 2,798.25	0%	\$ -	100%	\$ 2,798.25
8.7.8	Blower Piping to Mech. Coupling Outside Blower Bldg	1	LS	\$ 8,190.00	\$ 8,190.00	50%	\$ 4,095.00	45%	\$ 3,685.50	95%	\$ 7,780.50
8.7.9	2 Bollards per SP19	1	LS	\$ 2,086.35	\$ 2,086.35	100%	\$ 2,086.35	0%	\$ -	100%	\$ 2,086.35
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>\$ 127,172.75</b>		<b>\$ 3,685.50</b>		<b>\$ 130,858.25</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	95%	\$ 13,466.25	5%	\$ 708.75	100%	\$ 14,175.00
8.9.2	Install Effluent Pumps & Chlorine Sample Pump	1	LS	\$ 6,460.65	\$ 6,460.65	75%	\$ 4,845.49	0%	\$ -	75%	\$ 4,845.49
8.9.3	New HDPE Panels at existing baffle frames	1	LS	\$ 6,260.10	\$ 6,260.10	35%	\$ 2,191.04	20%	\$ 1,252.02	55%	\$ 3,443.06
8.9.4	FRP Grating per X08	1	LS	\$ 6,825.00	\$ 6,825.00	90%	\$ 6,142.50	0%	\$ -	90%	\$ 6,142.50
8.9.5	Weir Plate per D/SP23	1	LS	\$ 2,625.00	\$ 2,625.00	100%	\$ 2,625.00	0%	\$ -	100%	\$ 2,625.00
8.9.6	PVC Stilling Well per SP23	1	LS	\$ 2,310.00	\$ 2,310.00	100%	\$ 2,310.00	0%	\$ -	100%	\$ 2,310.00
8.9.7	Grating Support Channel and New Grating per SP23	1	LS	\$ 5,537.70	\$ 5,537.70	100%	\$ 5,537.70	0%	\$ -	100%	\$ 5,537.70
8.9.8	Pipe Supports with U Bolts A/C05	1	LS	\$ 1,845.90	\$ 1,845.90	100%	\$ 1,845.90	0%	\$ -	100%	\$ 1,845.90
8.9.9	Effluent Pump Piping - Material	1	LS	\$ 22,879.50	\$ 22,879.50	100%	\$ 22,879.50	0%	\$ -	100%	\$ 22,879.50
8.9.10	Effluent Pump Piping - Labor	1	LS	\$ 9,093.00	\$ 9,093.00	100%	\$ 9,093.00	0%	\$ -	100%	\$ 9,093.00
8.9.11	Effluent Pump Station 2W Piping - Material	1	LS	\$ 4,898.25	\$ 4,898.25	100%	\$ 4,898.25	0%	\$ -	100%	\$ 4,898.25

8.9.12	Effluent Pump Station 2W Piping - Labor	1	LS	\$ 5,223.75	\$ 5,223.75	100%	\$ 5,223.75	0%	\$ -	100%	\$ 5,223.75
				<b>Effluent Pump Station Total</b>	<b>\$ 88,133.85</b>		<b>\$ 81,058.37</b>		<b>\$ 1,960.77</b>		<b>\$ 83,019.14</b>
<b>8.10</b>	<b>Equipment Procurement</b>										
8.10.1	General Equipment & Mechanical Requirements	1	LS	\$ 5,000.00	\$ 5,000.00	80%	\$ 4,000.00	10%	\$ 500.00	90%	\$ 4,500.00
8.10.2	Submersible Non-Clog Influent Pumps	1	LS	\$ 57,697.50	\$ 57,697.50	100%	\$ 57,697.50	0%	\$ -	100%	\$ 57,697.50
8.10.3	Submersible Non-Clog Effluent Pumps	1	LS	\$ 57,697.50	\$ 57,697.50	100%	\$ 57,697.50	0%	\$ -	100%	\$ 57,697.50
8.10.4	Package Biological Treatment Facility	1	LS	\$ 1,563,759.75	\$ 1,563,759.75	92.38%	\$ 1,444,542.84	7.62%	\$ 119,216.91	100.00%	\$ 1,563,759.75
8.10.5	Static Mixer	1	LS	\$ 5,910.45	\$ 5,910.45	100%	\$ 5,910.45	0%	\$ -	100%	\$ 5,910.45
8.10.6	Laboratory Glassware, Apparatus and Equipment	1	LS	\$ 17,000.00	\$ 17,000.00	100%	\$ 17,000.00	0%	\$ -	100%	\$ 17,000.00
8.10.7	Sampling, Lab and Monitoring Equipment	1	LS	\$ 753.90	\$ 753.90	0%	\$ -	0%	\$ -	0%	\$ -
8.10.8	FRP Stop Gates and FRP Chemical Metering Enclosure	1	LS	\$ 62,946.99	\$ 62,946.99	70.61%	\$ 44,448.00	15.00%	\$ 9,442.05	85.61%	\$ 53,890.05
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>\$ 1,631,296.29</b>		<b>\$ 129,158.96</b>		<b>\$ 1,760,455.25</b>
<b>8.11</b>	<b>Painting</b>										
8.11.1	Buildings and Doors	1	LS	\$ 15,382.50	\$ 15,382.50	25%	\$ 3,845.63	25%	\$ 3,845.63	50%	\$ 7,691.25
8.11.2	Piping and Miscellaneous	1	LS	\$ 15,382.50	\$ 15,382.50	30%	\$ 4,614.75	0%	\$ -	30%	\$ 4,614.75
				<b>Painting Total</b>	<b>\$ 30,765.00</b>		<b>\$ 8,460.38</b>		<b>\$ 3,845.63</b>		<b>\$ 12,306.00</b>
<b>8.12</b>	<b>Electrical</b>										
8.12.1	Generator	1	LS	\$ 173,853.75	\$ 173,853.75	100%	\$ 173,853.75	0%	\$ -	100%	\$ 173,853.75
8.12.2	Light Fixtures	1	LS	\$ 24,440.85	\$ 24,440.85	100%	\$ 24,440.85	0%	\$ -	100%	\$ 24,440.85
8.12.3	Aqua Sierra Controls	1	LS	\$ 147,383.25	\$ 147,383.25	80%	\$ 117,906.60	5%	\$ 7,369.16	85%	\$ 125,275.76
8.12.4	Motor Control Centers, Panels, Transformers, Etc.	1	LS	\$ 222,247.20	\$ 222,247.20	100%	\$ 222,247.20	0%	\$ -	100%	\$ 222,247.20
8.12.5	Underground Trenching, Backfill, Pads, Conduit	1	LS	\$ 143,079.30	\$ 143,079.30	95%	\$ 135,925.34	3%	\$ 4,292.38	98%	\$ 140,217.71
8.12.6	Electrical Demo and New Work in Control Bldg, Electric Bldg, Blower Bldg and Operations Bldg	1	LS	\$ 60,241.65	\$ 60,241.65	78.94%	\$ 47,555.46	5.00%	\$ 3,012.08	83.94%	\$ 50,567.54
8.12.7	Headworks, Effluent Pumps, Chlorine Electric	1	LS	\$ 11,550.00	\$ 11,550.00	60%	\$ 6,930.00	25%	\$ 2,887.50	85%	\$ 9,817.50
8.12.8	Disposal Site Electric Not Counting Panels	1	LS	\$ 6,825.00	\$ 6,825.00	75%	\$ 5,118.75	0%	\$ -	75%	\$ 5,118.75
8.12.9	Job Move-In Temp Power	1	LS	\$ 3,675.00	\$ 3,675.00	100%	\$ 3,675.00	0%	\$ -	100%	\$ 3,675.00
8.12.10	Set Main Switchboard, Service, MCC2	1	LS	\$ 36,626.10	\$ 36,626.10	100%	\$ 36,626.10	0%	\$ -	100%	\$ 36,626.10
8.12.11	Hook-Up New Motors	1	LS	\$ 10,363.50	\$ 10,363.50	70%	\$ 7,254.45	20%	\$ 2,072.70	90%	\$ 9,327.15
				<b>Electrical Total</b>	<b>\$ 840,285.60</b>		<b>\$ 781,533.49</b>		<b>\$ 19,633.82</b>		<b>\$ 801,167.32</b>
				<b>Bid Item 8 Total</b>	<b>\$ 6,420,000.00</b>		<b>\$ 5,688,764.23</b>		<b>\$ 217,848.88</b>		<b>\$ 5,906,613.11</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	95%	\$ 19,000.00	0%	\$ -	95%	\$ 19,000.00
9.2	Indirect Sludge Dryer System	1	LS	\$ 558,979.15	\$ 558,979.15	95%	\$ 531,030.19	0%	\$ -	95%	\$ 531,030.19
9.3	Demolition	1	LS	\$ 5,250.00	\$ 5,250.00	100%	\$ 5,250.00	0%	\$ -	100%	\$ 5,250.00
9.4	Concrete Slab	1	LS	\$ 21,000.00	\$ 21,000.00	100%	\$ 21,000.00	0%	\$ -	100%	\$ 21,000.00
9.5	Decrease Bio Tank Size	1	LS	\$ (45,150.00)	\$ (45,150.00)	100%	\$ (45,150.00)	0%	\$ -	100%	\$ (45,150.00)
9.6	Paving	1	LS	\$ 3,300.00	\$ 3,300.00	95%	\$ 3,135.00	0%	\$ -	95%	\$ 3,135.00
9.7	Gas, Water, Drain & Misc. Piping for Sludge Dryer - Material	1	LS	\$ 2,903.25	\$ 2,903.25	100%	\$ 2,903.25	0%	\$ -	100%	\$ 2,903.25
9.8	Gas, Water, Drain & Misc Piping for Sludge Dryer - Labor	1	LS	\$ 4,305.00	\$ 4,305.00	100%	\$ 4,305.00	0%	\$ -	100%	\$ 4,305.00
9.9	Sludge Dryer System Installation	1	LS	\$ 33,143.25	\$ 33,143.25	90%	\$ 29,828.93	0%	\$ -	90%	\$ 29,828.93

9.10	Sludge Dryer Venting	1	LS	\$ 49,714.35	\$ 49,714.35	0%	\$ -	25%	\$ 12,428.59	25%	\$ 12,428.59
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>\$ 571,302.37</b>		<b>\$ 12,428.59</b>		<b>\$ 583,730.96</b>
				<b>TOTAL</b>	<b>\$ 10,631,000.00</b>		<b>\$ 8,103,963.55</b>		<b>\$ 348,094.21</b>		<b>\$ 8,452,057.76</b>

Original Contract Amount	\$ 10,631,000.00
Total Change Orders	\$ 35,514.89
Total Contract + Change Orders	\$ 10,666,514.89
Contract Work + Change Orders Performed To Date	\$ 8,484,987.68
Work To Date Minus 5% Retention	\$ 8,060,738.30
Previous Billed Less 5% Retention	\$ 7,674,631.47
Work To Date Minus Previous Billed	\$ 386,106.83
<b>TOTAL AMOUNT DUE</b>	<b>\$ 386,106.83</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)	100%	\$ (3,421.97)	0%	\$ -	100%	\$ (3,421.97)
1-2	PCO 2: Delete 24' wide double swing access gate	1	LS	\$ -	\$ -	0%	\$ -	100%	\$ -	100%	\$ -
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	100%	\$ 2,123.58	0%	\$ -	100%	\$ 2,123.58
1-6	PCO 6: Provide permanent gutter on west side of existing Dewatering Building	1	LS	\$ 855.00	\$ 855.00	100%	\$ 855.00	0%	\$ -	100%	\$ 855.00
1-7	PCO 7: Provide permanent DI and culvert installation for staging area drainage	1	LS	\$ 1,889.44	\$ 1,889.44	100%	\$ 1,889.44	0%	\$ -	100%	\$ 1,889.44
1-8	PCO 8: Providing permanent crushed rock gravel surface for staging area (material cost only)	1	LS	\$ 4,541.09	\$ 4,541.09	100%	\$ 4,541.09	0%	\$ -	100%	\$ 4,541.09
1-9	PCO 9: Delete misc. instruments per RFI's 5, 6, 7	1	LS	\$ (740.11)	\$ (740.11)	0%	\$ -	100%	\$ (740.11)	100%	\$ (740.11)
1-10	PCO 10: Fabricate and install new PLC SCADA and Pump Control Panel	1	LS	\$ 30,891.62	\$ 30,891.62	92.06%	\$ 28,439.23	7.94%	\$ 2,452.39	100.00%	\$ 30,891.62
<b>Change Order No. 1 Total</b>					<b>\$ 29,960.11</b>		<b>\$ 28,247.83</b>		<b>\$ 1,712.28</b>		<b>\$ 29,960.11</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	100%	\$ 764.83	0%	\$ -	100%	\$ 764.83
2-2	PCO 14: Disposal site changes per revised drawing D01 and Submittal 15064-3	1	LS	\$ 10,041.69	\$ 10,041.69	100%	\$ 10,041.69	0%	\$ -	100%	\$ 10,041.69
2-3	PCO 15: Change SCADA panel from single door to double door.	1	LS	\$ 2,364.80	\$ 2,364.80	100%	\$ 2,364.80	0%	\$ -	100%	\$ 2,364.80
2-4	PCO 16: Changes in earthwork at Disposal site to raise roads.	1	LS	\$ 4,101.72	\$ 4,101.72	100%	\$ 4,101.72	0%	\$ -	100%	\$ 4,101.72
2-5	PCO 17: Credit remainder of overexcavation, Bid Item 2, from contract. Overexcavation cost at Blower Building:	1	LS	\$ (72,625.00)	\$ (72,625.00)	100%	\$ (72,625.00)	0%	\$ -	100%	\$ (72,625.00)
<b>Change Order No. 2 Total</b>					<b>\$ (55,351.96)</b>		<b>\$ (55,351.96)</b>		<b>\$ -</b>		<b>\$ (55,351.96)</b>
<b>Change Order No. 3</b>											
3-1	PCO 18: MCC Re-location at Disposal Site	1	LS	\$ 5,169.94	\$ 5,169.94	0%	\$ -	50%	\$ 2,584.97	50%	\$ 2,584.97
3-2	PCO 19 rev 1: Furnish & install ceiling mounted fan & ducting with thermostatic control in Blower Bldg.	1	LS	\$ 3,472.08	\$ 3,472.08	0%	\$ -	100%	\$ 3,472.08	100%	\$ 3,472.08
3-3	PCO 20 rev 1: Furnish & install 8 Revised Light Fixtures at Bio Tank	1	LS	\$ -	\$ -	0%	\$ -	100%	\$ -	100%	\$ -
3-4	PCO 21: Transmission line boring extra work 12/3/2012 - 12/10/2012	1	LS	\$ 36,878.38	\$ 36,878.38	0%	\$ -	100%	\$ 36,878.38	100%	\$ 36,878.38
3-5	PCO 22: Furnish & install PT Framing at Contact Basin	1	LS	\$ 11,471.58	\$ 11,471.58	0%	\$ -	100%	\$ 11,471.58	100%	\$ 11,471.58
3-6	PCO 23: Gas Meter Pad & Bollards, as required by PG&E	1	LS	\$ 3,914.76	\$ 3,914.76	0%	\$ -	100%	\$ 3,914.76	100%	\$ 3,914.76
<b>Change Order No. 3 Total</b>					<b>\$ 60,906.74</b>		<b>\$ -</b>		<b>\$ 58,321.77</b>		<b>\$ 58,321.77</b>
<b>TOTAL</b>					<b>\$ 35,514.89</b>		<b>\$ (27,104.13)</b>		<b>\$ 60,034.05</b>		<b>\$ 32,929.92</b>



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

March 5, 2013

TO: Honorable Mayor and City Council  
FROM: Jim Stretch, City Manager  
SUBJECT: Amend credit card policy

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve attached Resolution 1195-2013 amending the Credit Card Policy and repealing old Credit Card Policy Resolution 1013-2008

BACKGROUND AND DISCUSSION

The City's credit card policy has been recently reviewed as set forth in Resolution 1013-2008 and found to technically meet the needs of the City. However, due to the organizational change whereby the City Manager assumed the duties of the Public Works Director, the policy needs revision to add the Wastewater Superintendent and the Water and Roadways Superintendent to the list of permissive card holders. Also, the Community Development Director should be eligible for a card.

Though the Superintendents report to the City Manager who is also the Public Works Director and as such is a holder of a card, he is often not at the office or on duty when something breaks at night or on the weekend. Also, both Superintendents hold special certificates that require continuing education and those sessions are always held at conference centers in other parts of the state. Accordingly, it is recommended that the credit card policy be amended to include the Superintendents if they request a card.

Specifically, Section 3 of the policy is recommended for amendment to provide the following staff with a City credit card for the restricted use set forth in the policy:

- |    |                                   |    |                                |
|----|-----------------------------------|----|--------------------------------|
| A. | City Manager                      | F. | Wastewater Superintendent      |
| B. | Chief of Police                   | G. | Community Development Director |
| -  | <del>Public Works Director</del>  |    |                                |
| C. | Finance Director                  |    |                                |
| D. | City Clerk                        |    |                                |
| E. | Water and Roadways Superintendent |    |                                |

There are no other recommended changes to the policy and old Resolution 1013-2008 should be repealed.

Cc. Finance Director  
Water and Roadways Superintendent  
Wastewater Superintendent  
Attachment: Resolution 1195-2013



**RESOLUTION NO. 1195-2013**  
**A RESOLUTION OF THE CITY COUNCIL OF**  
**THE CITY OF RIO DELL**  
**ESTABLISHING A CREDIT CARD POLICY**

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

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

**WHEREAS;** a recent reorganizational change necessitates an amendment to the existing policy to add allowable credit card holders.

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

1. **Purpose of City Credit Card:** A City credit card shall be issued to employees for the purpose of making supply purchases, securing reservations, paying travel expenses, placing phone orders, and doing City business in the most efficient and cost effective manner possible. Use of the City credit card is not intended to replace effective procurement planning which enables volume discounts.
2. **Acknowledgement and Receipt of Credit Card:** When a City credit card is issued, the Finance Department shall ask the employee to sign a form acknowledging his/her understanding of the policies and procedures for the use of the City credit card and acknowledging the receipt of the credit card.
3. **Cardholder and Approving Official:** The City Approving Official is the Finance Director through the City Manager. The Cardholder is the employee whose name is on the City credit card. City credit cards will be provided to the following staff at their request:
  - A. City Manager
  - B. Chief of Police
  - C. Finance Director
  - D. City Clerk
  - E. Water and Roadways Superintendent

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

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

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

- A. Credit cards are issued to City employees for the sole purpose of conducting official business of the City. Improper use of a City credit card will be treated as misuse of public funds and will subject the Cardholder to disciplinary action up to and including termination and prosecution.
  - B. Cardholders must ensure that sufficient funds are available prior to making purchases. The Finance Department can assist the Cardholder with the budget review.
  - C. Purchases cannot exceed the single transaction limit or the 30-day limit established for the City credit card. Purchases must not be split to circumvent purchasing policies.
  - D. Credit cards will not be utilized at a business which poses an open invoice with the City.
  - E. Personal charges, entertainment, and gifts are prohibited even if the intent is to reimburse the City.
  - F. No cash advances.
5. **Safekeeping of City Credit Card:** The Cardholder is responsible for the security of the City credit card. If the City credit card is used infrequently, the Finance Department shall store the credit card while it is not in use. The Finance Department shall maintain a sign in/out sheet for stored credit cards.
6. **Credit Card Purchase and Statement Procedure:** Cardholders shall complete the following steps with each purchase:
- A. Require the vendor to provide the following information on the sales draft:
  - B. Imprint of City credit card.
  - C. Imprint of vendor name and identification.
  - D. Date of purchase.
  - E. Amount of sales tax and amount of total purchased.
  - F. Brief but specific description of items being purchased. For any meal charges, the names of the persons for whom the meals were purchased will be listed on the receipt, or provided as an attachment.
  - G. Retain the sales draft with accompanying receipt/invoice
  - H. For mail orders, maintain a copy of the order form.

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

- I. Balance all sales drafts, logs and order forms to the statement, which will show all transactions made during the billing cycle. All items must be accounted for on the statement with a supporting sales draft, receipt/invoice, etc. If the Cardholder had no purchases during the billing cycle, no statement will be generated.
- J. Indicate the account number to be charged for each item by writing it on the statement.
- K. Within three (3) days of receipt of the credit card statement, submit the balanced statement with attached sales draft, receipts/invoices, logs and order forms to the Finance Department for approval and payment processing.

7. **Billing Errors and Returned Items:** If a purchased item is billed incorrectly, the Cardholders are responsible for contacting the vendor and/or the issuer. The Cardholder shall notify the Finance Department of “questioned items”, and provide a brief written explanation. Questioned items will be considered in dispute and will not be paid until resolved.
8. **Replacement of Worn Out/Defective Card:** If a City credit card needs to be replaced, the Cardholder shall notify the issuer of the need for replacement. They will also notify the Finance Department who will record the new card numbers.
9. **Lost or Stolen Credit Card:** Should a Cardholder lose or have his/her City credit card stolen, it is his/her responsibility to contact the bank immediately at 800-673-1044 to cancel the card and order a new one. Within one (1) working day, the Cardholder shall also notify the Finance Department.
10. **Cardholder Changes:** Changes to a Cardholder’s name or address shall be reported immediately to the Finance Department. Upon leaving the City or transferring to another City department, the Cardholder shall return the City credit card to the Finance Department who will cancel the card immediately.

**PASSED AND ADOPTED** by the City of Rio Dell on this 5th day of March 2013, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Jack Thompson, Mayor

ATTEST:

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

**CITY OF RIO DELL EMPLOYEE  
CREDIT CARD USE AGREEMENT**

**NAME OF CREDIT CARD HOLDER** \_\_\_\_\_  
print

**DATE** \_\_\_\_\_

All cardholders must read and complete the following authorization form:

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

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

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

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

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

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

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

7. **Other Restrictions:** \_\_\_\_\_

\_\_\_\_\_  
Credit card holder signature



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

TO: Mayor and Members of the City Council

FROM: Karen Dunham, City Clerk

THROUGH: Jim Stretch, City Manager

DATE: March 5, 2013

SUBJECT: Notice of Vacancy on the City Council

**RECOMMENDATION**

Accept the resignation from Richard "Bud" Leonard from the Rio Dell City Council effective March 5, 2013, direct the City Clerk to post a Notice of Vacancy to solicit applications from those persons interested in serving for the remainder of the term ending 2014, and set the date of March 21, 2013 as the deadline for applications and March 26, 2013 as the date for interviews and appointment.

**BUDGETARY IMPACT**

None

**BACKGROUND AND DISCUSSION**

There is currently one (1) vacancy on the Rio Dell City Council as the result of the resignation of Councilmember Leonard effective March 5, 2013. Under the California Elections Code, the City Council shall either fill the vacancy by appointment within 60 days from the commencement of the vacancy; or call a special election to fill the vacancy. Provided the City Council wants to proceed with filling the vacancy by appointment, staff is recommending the deadline for applications be set for March 21, 2013 with interviews and appointment to be made at a special meeting on March 26, 2013 or the next regular meeting scheduled for April 2, 2013.

**ATTACHMENTS:**

Letter of Resignation

February 21, 2013

Mayor and Council Members  
675 Wildwood Avenue  
Rio Dell, CA 95562

Dear Mayor Thompson and City Council Members:

It has been my great pleasure to serve the community of Rio Dell for approximately 14 years; as Planning Commissioner, City Council Member and Mayor. As you know, I have missed the last 6 Council meetings due to being in rehabilitation after a surgery, but I am doing well and gaining back my strength. My thoughts constantly turn to the community where my heart is.

I recently relocated to Capitola, CA to be closer to my family and to complete my therapy. It is a very nice facility within just a few miles from where I grew-up. My period of mending may take a few more weeks or even another month or 6 weeks, and therein lays my quandary. I want to continue to serve, but my situation is not fair to others in the meantime. Though I plan to come back home and believe that I can still contribute as a community leader, I have concluded that it is not in the best interest of the residents of Rio Dell or the City Council to have my seat vacant that long.

Accordingly, it is with great regret that I tender my resignation from the Rio Dell City Council, effective on March 5, 2013. I will miss being involved in the policy direction of Rio Dell, as I have been for so many years, and I will miss your fellowship. I completely trust your judgment in appointing a new Council Member to replace me and look forward to seeing you all soon.

Your friend and colleague,

---


Bud Leonard, Retired

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



March 5, 2013

TO: Honorable Mayor and City Council  
FROM:  Jim Stretch, City Manager  
SUBJECT: Support of AB 1080 (Community revitalization Investment Authority)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Adopt a support position for Assembly Bill 1080 (Alejo) and communicate that support to Assembly Member Alejo's office, the City's legislative representatives and the League of California Cities.

BACKGROUND AND DISCUSSION

**ASSEMBLY BILL 1080: Community Revitalization Investment Authority Summary**

AB 1080 allows certain "disadvantaged" areas of California to create a new entity called a Community Revitalization Investment Authority (CRIA). A CRIA would invest property tax increment of consenting local agencies (other than schools) and other available funding to improve conditions leading to increased employment opportunities, to reduce high crime rates, to repair deteriorating and inadequate infrastructure, to clean up brownfields and to promote affordable housing.

**Background**

Redevelopment was a multi-purpose tool that focused over \$6 billion per year toward repairing and redeveloping urban cores, and building affordable housing, especially those areas most economically and physically disadvantaged. Since the dissolution of redevelopment agencies, communities across California are seeking an economic development tool to use.

Multiple legislative measures were introduced in 2012 after the dissolution of redevelopment agencies in an effort to provide local governments options for sustainable community economic development. Four measures were approved by the Legislature. However, all four were vetoed by Governor Brown at the end of legislative session.

While the dissolution of former redevelopment agencies continues, the pervasive question is "what economic development tool can local governments use?" It is unrealistic to expect a single solution could work successfully in all California cities. This proposal provides a viable option targeting the state's disadvantaged poorer areas and neighborhoods.

## **Details of the Proposal**

- **Creation of CRIA.** A CRIA is a public entity created by a city; a county; or by agreement between a city, county and/or special district through a JPA. The governing board is comprised of three locally-elected officials and two public members. The CRIA operates within a Community Revitalization Investment Area characterized by an annual median household income that is less than 80% of the statewide annual median plus other conditions relating to unemployment, crime rates, deteriorated infrastructure and deteriorated commercial or residential structures. The Area may qualify for funding as a "disadvantaged community" as determined by CalEPA and a "disadvantaged community" as defined in SB 244 (Wolk).
- **Powers:** The agency has limited powers as specifically listed in the legislation including rehabilitating and upgrading inadequate infrastructure; providing funding for affordable housing; Polanco Act powers; providing for seismic retrofits; acquiring property; and issuing bonds.
- **Plan Adoption.** An Authority must adopt a Community Revitalization and Investment Plan that in addition to other information identifies its goals and objectives; describes programs for repair, upgrading or construction of infrastructure; for providing affordable housing; for facilitating the economic revitalization of the Area. Property owners and other interested parties will be full participants in the development of the Plan. The CRIA must hold two public hearings at least 30 days apart before adopting the Plan.
- **Financing & Affordable Housing.** A CRIA may use tax-increment financing based upon the property tax increment of local jurisdictions (other than schools) only with the consent of the local jurisdictions. Consistent with former Redevelopment Law, 20% of funds must be set aside for the development of affordable housing. An agency, or areas covered by an agency, may also benefit via Cap and Trade funds allocated to disadvantaged communities, or federal New Market's Tax Credits.
- **Reporting and Accountability Requirements.** The legislation requires an agency to hold an annual public hearing to assess progress in Plan implementation and to consider necessary modifications. To ensure the agency remains accountable and committed to serving the community in the most effective way, property owners within the Plan Area are provided the opportunity to vote to terminate further activity of the Authority.

AB 1080 was introduced on February 22, 2013 and has not yet been set for hearing. If passed as drafted and signed by the Governor, it would provide the City with a potentially useful tool to address the repair deteriorating and inadequate infrastructure, promote affordable housing and to clean up brownfields.

It is recommended that the Council take a position of "support" on the Bill and communicate that support to the Assembly Member's Alejo office, the City legislative representatives, the League of California Cities and neighboring cities.




Cc: Assembly Member Alejo (author)  
Assembly Member Chesbro  
Senator Evans  
League of California Cities  
Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna and Trinidad

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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: March 5, 2013  
Subject: Monthly Police Report (for January and February, 2013)

#### **Council Action**

- Receive and File

#### **Summary**

This is a general summary of activity concerning Personnel, Training, Nuisance Abatement, Animal Control, and Incident/Arrest data.

#### **Personnel**

Reserve Officer Brady is very close to completing the Field Training Program and upon completion will be working as a solo officer. Reserve Officer Gavryush is still in the Field Training Program and appears to be doing well.

#### **Training**

Officer Harralson has completed the ICI Core investigator Course this past January and Officer Beauchaine is scheduled to attend the course this month. Officer Lungi has completed the 32 hour Critical Incident Response training locally and will be attending the ICI Core Course in early June.

#### **Nuisance Abatement**

We are working with Russ Gans to update our Nuisance Abatement Ordinance and those efforts have been somewhat informal until that project is completed. We have had good success with voluntary compliance, however there are several locations we will be addressing in the near future.

#### **Animal Control**

We have transported a total of eight animals to Fortuna's shelter and have been working well under our current arrangement. I am still working with the City of Fortuna to develop a contract for ongoing services.

### **Statistics**

All of our calls are documented as Calls for Service and if the call is determined to be criminal or otherwise warrants additional documentation it is documented more thoroughly as an Incident. If, as a result of the investigation associated with the Incident an arrest is made that information is documented in the Arrest Module. I have attached information regarding Incidents and Arrests, but elected to exclude calls for service as the information is somewhat cumbersome. IT should be noted that when viewing the arrest information our system only produces the "primary" offense in the statistical report. In many cases one person can be charged with multiple crimes.

### **Attachments**

- Incident Offense Total Month to Month Comparison
- Arrest Total by Violation

**CITY OF RIO DELL  
POLICE DEPARTMENT**

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**Incident Offense Totals Month to Month Comparison**

01/01/2013 to 03/01/2013

Offense Code	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
B/W - M - RDPD Bench Warrant - Misdemeanor		1											1
CVC 12500 - No Drivers License	1	1											2
CVC 14601 - Driving w/ Suspended or Revoked	2	4											6
CVC 16028(a) - No Vehicle Insurance	1												1
CVC 22450 - Stop Sign Violation	1												1
CVC 23152(a) - DUI - Impaired Alcohol or Drugs		2											2
CVC 23222(a) - Open Container While Driving		1											1
CVC 24252(a) - Must Maintain Required Lighting		1											1
CVC 4000(a) - Vehicle on Highway, Unregistered	1												1
CVC 4462.5 - Display False Reg. Tabs		1											1
H&S 11364(a) - Possession of Drug		1											1
H&S 11377 - Possession of Controlled		1											1
H&S 11379 - Transportation of a Controlled		1											1
O/W - F - Outside Agency Arrest/Bench Warrant		3											3
O/W - I - Outside Agency Arrest/Bench Warrant -		1											1
O/W - M - Outside Agency Arrest/Bench Bench	5	4											9
PC 11418.5 - Threats To Use WMD	1												1
PC 1203.2 - Misdemeanor Violation of Probation	3	1											4
PC 136.1 - Dissuading or Preventing Witness or		1											1
PC 13700 - Domestic Violence Incident		1											1
PC 148(a)(1) - Resist , delay, obstruct officer	1	2											3
PC 148.9(a) - False ID to Police Officer		1											1

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**Incident Offense Totals Month to Month Comparison**

01/01/2013 to 03/01/2013

Offense Code	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
PC 166(a)(4) - Disobey Court Order	1	1											2
PC 240 - Assault		1											1
PC 242 - Battery		2											2
PC 243(b) - Battery; Police Officer	1												1
PC 243(d) - Battery; Serious Bodily Injurt	1												1
PC 243(e)(1) - Battery on a Cohabitant	2												2
PC 245(a)(1) - Assault with Deadly Weapon or	2	1											3
PC 273a(b) - Cruelty to Child; other than great	2												2
PC 3056 - Legal Custody of Parolees	1												1
PC 415(1) - Fighting in a Public place		1											1
PC 459 - Burglary	1	4											5
PC 484e - Unauthorized Access Cards		1											1
PC 487 - Grand Theft		1											1
PC 488 - Petty Theft	3	1											4
PC 594 - Vandalism	4	2											6
PC 647(f) - Public Intoxication	2	3											5
PC 653x - Misuse of 911 Emergency Line	1												1
PC 666 - Petty Theft with a Prior Theft Conviction		1											1
PC 69 - Resisting Executive Officer	1												1
W&I 5150 - Mental Disorder		2											2



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**Arrest Totals By Violation**

01/01/2013 TO 03/01/2013

<b>Violation</b>		<b>Total</b>
B/W - M	RDPD Bench Warrant - Misdemeanor	1
CVC 12500	No Drivers License	2
CVC 14601	Driving w/ Suspended or Revoked	5
CVC 23152(a)	DUI - Impaired Alcohol or Drugs	1
CVC 4462.5	Display False Reg. Tabs	1
H&S 11377	Possession of Controlled Substance	1
H&S 11379	Transportation of a Controlled	1
O/W - F	Outside Agency Arrest/Bench Warrant -	2
O/W - I	Outside Agency Arrest/Bench Warrant -	1
O/W - M	Outside Agency Arrest/Bench Bench	9
PC 11418.5	Threats To Use WMD	1
PC 148(a)(1)	Resist , delay, obstruct officer	2
PC 148.9(a)	False ID to Police Officer	1
PC 242	Battery	1
PC 243(e)(1)	Battery on a Cohabitant	2
PC 245(a)(1)	Assault with Deadly Weapon or	3
PC 459	Burglary	1
PC 484e	Unauthorized Access Cards	1
PC 647(f)	Public Intoxication	3
PC 653x	Misuse of 911 Emergency Line	1
<b>Grand Total</b>		<b>40</b>