



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**REGULAR MEETING - 6:30 P.M.**  
**TUESDAY, SEPTEMBER 19, 2017**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE**

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

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

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. CEREMONIAL MATTERS**

- 1) 2017/0919.01 - Proclamation Declaring the Week of September 17-23  
as Constitution Week

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**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 embers 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) 2017/0919-02 - Approve Minutes of the September 5, 2017 Regular Meeting  
**(ACTION)** 3
- 2) 2017/0919.03 – Approve Pay Request No. 7 for the Metropolitan Wells  
Project in the Amount of \$329,717.16 **(ACTION)** 17
- 3) 2017/0919.04 - Approve Resolution No. 1357-2017 Adopting an Amended  
City Master Salary Table **(ACTION)** 24
- 4) 2017/0919.05 - Approve Resolution No. 1358-2017 Year End Transfer  
and Amending the Operating Budget for FY 2016-2017  
**(ACTION)** 28
- 5) 2017/0919.06 - Receive & File Check Register for August 2017 **(ACTION)** 32

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. SPECIAL PRESENTATIONS/STUDY SESSIONS

I. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) 2017/0919.07 - Discussion on Recruitment for Police Chief  
**(DISCUSSION/POSSIBLE ACTION)** 35

J. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- 1) 2017/0919.08- Approve Resolution No. 1359-2017 Authorizing the City  
Manager to execute Change Orders as necessary and file  
Notice of Completion for the Metropolitan Wells Project  
**(DISCUSSION/POSSIBLE ACTION)** 36
- 2) 2017/0919.09 - Approve Resolution No. 1360-2017 Approving a Scope of  
work with City Engineer GHD Inc. for Plans Specifications and  
Estimates and Other Services Related to the Active  
Transportation Program (ATP) Grant with further  
Authorization the City Manager to execute  
**(DISCUSSION/POSSIBLE ACTION)** 38

K. REPORTS/STAFF COMMUNICATIONS

L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

*The next regular City Council meeting is scheduled for  
Tuesday, October 3, 2017 at 6:30 p.m.*

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*675 Wildwood Avenue  
Rio Dell, CA 95562*



## **STAFF REPORT**

**TO:** Mayor and Members of the City Council  
**THROUGH:** Kyle Knopp, City Manager  
**FROM:** Karen Dunham, City Clerk  
**DATE:** September 19, 2017  
**SUBJECT:** Proclamation Declaring September 17-23 as Constitution Week

### **RECOMMENDATION**

Read and present the Proclamation declaring September 17-23 as Constitution week.

### **BACKGROUND AND DISCUSSION**

Jean Giannini, Constitution Committee Chairperson from the Daughters of the American Revolution organization requested the proclamation be placed on the agenda and she or another committee member will be present to accept it.

**ATTACHMENTS:** Proclamation

**PROCLAMATION**  
**Declaring September 17-23, 2017 as**  
**Constitution Week**

**WHEREAS**, The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

**WHEREAS**, September 17, 2017, marks the two hundred thirtieth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS**, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

**WHEREAS**, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

**NOW, THEREFORE I**, Frank Wilson by virtue of the authority vested in me as Mayor of the City of Rio Dell, State of California on behalf of the Rio Dell City Council do hereby proclaim the week of September 17 through 23 as

**CONSTITUTION WEEK**

And ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Rio Dell to be affixed this 19<sup>th</sup> day of September of the year of our Lord two thousand seventeen.

Attest:

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**Karen Dunham**  
City Clerk, City of Rio Dell

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**Frank Wilson**  
Mayor, City of Rio Dell

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
SEPTEMBER 5, 2017  
MINUTES**

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

ROLL CALL: Present: Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Games, Marks and Strahan

Others Present: City Manager Knopp, Finance Director Woodcox, Interim Chief of Police Beauchaine, City Clerk Dunham and City Attorney Gans

Absent: Community Development Director Caldwell and Water/Roadways Superintendent Jensen

**PUBLIC PRESENTATIONS**

Nick Angeloff provided an update on Chamber of Commerce activities and presented the first painted version of an Elf as one of the twelve holiday cutouts that will be constructed and displayed in the median during the Christmas season.

**CONSENT CALENDAR**

Consent Calendar Items 2, 3, 5, 6, 7 9, 10, and 11 were removed for separate discussion.

Motion was made by Johnson/Garnes to approve the remaining consent calendar items 1, 4 and 8 including Approval of Minutes of the August 15, 2017 Regular Meeting; Approval of Resolution No. 1353-2017 Establishing a Live Scan Criminal History Policy; and to Receive and File the City's Audited Financial Statements for FY 2015-2016.

Motion carried 5-0.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

Approve Resolution No. 1354-2017 Adopting Notice of Exemption for the Realignment and Preservation of the Historic River Access at the foot of Davis St.

City Manager Knopp provided supplemental information as part of the record including a revised Notice of Exemption for Davis Street River Access Preservation, a memo from the City Engineer (GHD) in support of the proposed CEQA exemption, a map and photos of the project site, petitions and letters from citizens in support of public access, as well as various emails between staff and various regulatory agencies.

Mayor Pro Tem Johnson referred to the Draft Notice of Exemption provided in the packet with regard to the reasons for exempting the project and asked if the wish of the Council is to

permanently close access through private property as noted.

City Manager Knopp clarified that this particular language was deleted in the final document.

Mayor Wilson called for public comment.

**Ranada Laughlin**, 570 Gunnerson Lane expressed her thanks and appreciation to the City Council for their efforts to restore historical trail access to the Eel River on behalf of this generation as well as the next.

She added that commitment to this undertaking demonstrates vision and responsible stewardship on the part of the City Council and asked what the next steps are in the process.

City Manager Knopp explained that staff will issue the Notice of Exemption and there is a period of 30 days where it can be challenged. He said assuming the period of time passes with no challenge, the project can proceed with construction of the trail which is relatively minor in nature and probably can be done in 1-2 days.

Ranada informed the Council that there are volunteers available to help with the project.

City Manager Knopp noted that staff will be seeking assistance from volunteers especially at the trail opening where the steep slope is but the trail itself will be relatively easy.

Motion was made by Johnson/Garnes to approve Resolution No. 1354-2017 *Authorizing and Approving a Notice of Exemption to the California Environmental Quality Act (CEQA) for the Davis Street River Access Preservation Trail*. Motion carried 5-0.

Authorize the Finance Director to Sign and Submit the City's Annual Transportation Development Act (TDA) Claim

Councilmember Strahan questioned the breakdown of the revenue; primarily the \$65,015 designated for ongoing street repairs, whether that revenue goes straight into the General Fund, and if it is earmarked for a specific project.

Finance Director Woodcox explained the funds go into the TDA Streets Fund which is independently audited each year by a local auditing firm and that these amounts are actually determined by HCAOG (Humboldt County Association of Governments). She noted that streets funds are allocated for salaries and benefits, as well as operating services and supplies.

Councilmember Strahan requested a breakdown of all streets expenditures for the prior year.

Motion was made by Johnson/Garnes authorizing the Finance Director to sign and submit the City's Annual Transportation Development Act (TDA) claim. Motion carried 4-1; Councilmember Strahan dissenting.

Authorize the City Manager to Execute a Continued Contract Agreement with Adult Day Health & Alzheimer Services for Transportation Services for the FY 2017/18

Councilmember Strahan questioned the \$6,500 expenditure for Adult Day Health Services and asked if there is a record on the number of patients they provide rides to each year.

Finance Director Woodcox explained that the \$6,500 is an annual fixed amount and that the actual invoicing is usually higher than that. She noted that staff can provide the data on the number of riders.

Motion was made by Strahan/Johnson to authorize the City Manager to execute a continued contract agreement with Adult Day Health and Alzheimer Service for transportation services for the FY 2017/2018. Motion carried 5-0.

Approve Resolution No.1355-2017 Adopting an Amended City Master Salary Table and Approving Rio Dell Employees' Association Memorandum of Understanding (MOU)

Councilmember Garnes said she requested this item be removed from the consent calendar as she is not prepared to vote for adoption of the Employees' Association MOU until her concerns regarding the Employee Handbook are addressed.

Approve Resolution No. 1356-2017 Adopting the Rio Dell Employee Handbook

Councilmember Garnes expressed concern with the draft Employee Handbook, primarily with removal of the grievance procedure and basically burying it under the Whistleblower Policy. She said she feels it is reprehensible for an employer to remove a grievance procedure from an employee handbook and noted that whistleblower complaints and grievances are two entirely different things.

City Attorney Gans said as the Council may recall, the current employee handbook predates their contract with the City so they were not involved in review of the formerly adopted handbook. He said in reviewing the former handbook they discovered some fundamental issues of concern; in particular the grievance procedure which essentially gives every employee a method for appeal to the City Council. He said there are two primary concerns with that; one of which is that it violates the City Council/City Manager form of government. The other concern is that the City Manager ordinance defers all disciplinary employment matters to the City Manager with the exception of the City Attorney and the City Engineer noting that those two positions as well as the City Manager are hired and fired by the City Council. As such, the current grievance procedure violates the City Manager ordinance and creates some administrative difficulty not only for the City Manager but the City Council as a whole. He added that the five members of the City Council aren't typically in a position to make personnel determinations which is one of the reasons for adopting the City Council/ City Manager form of government.

He said another concern is potential violation of the Brown Act. A grievance protocol where there is an open appeal process creates complications in terms of what an employees' rights are related to any kind of disciplinary action contemplated by the council as a whole which



creates Brown Act concerns. He commented that the closed session language in the former grievance policy was potentially not Brown Act compliant based on a number of scenarios.

He went on to explain that there are a number of other references related to some of the other concerns; among them the harassment policy. In the new policy, if an issue relates to the City Manager an employee can direct a complaint to the Mayor or potentially other councilmembers if necessary. Also, references were added regarding pregnancy termination as well as other provisions regarding general complaints related to the Equal Employment Opportunities Commission (EEOC) and employee rights.

City Attorney Gans explained the grievance policy was changed so all employment determinations are vested in the City Manager with the exceptions as noted.

Councilmember Garnes clarified that she is not suggesting that all grievances be heard by the Council but that there needs to be a grievance policy because the stigma attached to a "whistleblower" is entirely different than that of an employee filing a grievance. She added that the purpose of a whistleblower policy is to provide employees with a mechanism of reporting improper governmental actions.

She said if an employee has an issue with a supervisor they shouldn't be labeled as a whistleblower. She said she feels that it is underhanded to make the procedure difficult where it discourages an employee from bringing forward a grievance. She commented that there is nothing wrong with having a grievance policy unless someone is worried the grievance is going to reveal something they don't want anyone to know.

City Attorney Gans directed the Council to Section 2.05 "*Harassment Policy*" under the proposed handbook which he said focuses on protecting employees against any kind of harassment or hostile or intolerable working environment and provides a protocol for reporting such acts.

Councilmember Garnes questioned why that language can't be under the title of "Grievances."

City Attorney Gans said their principal concern was violation of the City Council/City Manager form of government.

Mayor Wilson commented that he also has an issue with removal of the grievance procedure and referred to Section 3.20 "*Lines of Authority*" which defines the lines of authority within the administrative organization as the City Council, City Manager, and Department Head.

He then pointed to Section 3.36(b) "*Involuntary Termination*" which says that an employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of the City's rules of conduct but notwithstanding this list of rules, the City reserves the right to discharge or demote any employee "with or without cause" and "with or without prior notice."

He pointed out that on one hand we talk about employees being the City's most valuable asset yet there may be a case where employees simply don't get along and a supervisor or city manager can walk in one day and say "you're done" for no reason and this could relate to a 25-year employee. He said in his opinion that is not how the City should operate and that policies or ordinances should be changed to prevent that from happening.

City Attorney Gans explained that it would require a subtenant change in the nature of the employment of the employee and conversion of the "at-will" status of the employee whereby ultimately the City Manager is vested with the discretion to terminate or promote employees of the City under the City Council/City Manager form of government.

Mayor Wilson stated that the "at-will" policy should put a streak of fear in employees knowing that if they do or say something the City Manager doesn't like they can be immediately fired. He said if that is how the City's policy really works then all the language in the handbook about employee rights and fair working conditions is a waste of time and might as well be taken out.

City Attorney Gans stated for clarification that from an employers' perspective, if an employee engages in some sort of conduct that is severe and is damaging or threatening to the City or employees, the City Manager needs to have the authority to immediately discharge that employee.

Mayor Wilson noted that the handbook outlines the grounds for termination and to have a policy that allows an employee to be fired simply because he/she disagrees with a supervisor is not the kind of atmosphere he wants to foster. He said the normal process would be to have documented cause for termination including a verbal warning followed by a written warning if the problem is not corrected.

Mayor Pro Tem Johnson suggested the words "without cause" be deleted from the document so that an employee may only be terminated with cause and with prior notice.

City Attorney Gans said if that is the direction of the Council; he will revise the handbook and return it to the Council for consideration. He made it clear that it is a major departure from the standard "at-will" employment and a liability exposure to the City. If procedural processes are created that must be followed in order to discharge an employee then it creates exposure to the City in the event those exact procedures are not followed. He said it is not something he would recommend lightly to any employer; especially a municipal employer. He said he would incorporate those provisions in the handbook and create a step-phased disciplinary process prior to termination of an employee if that is the wish of the Council.

Mayor Wilson asked for a consensus of the Council.

Councilmember Strahan asked for confirmation that there are no processes in the draft handbook for an employee to file a grievance.

City Attorney Gans explained that the handbook contemplates a semi-interactive process in engaging an employee and not immediately discharging him/her without cause but gives the City Manager the discretion to do so in the event the determination is made that it is necessary.

Councilmember Strahan asked if in the event that happened if the employee could appeal the decision to the City Council.

City Attorney Gans said as contemplated there is no right of appeal by an at-will employee. By adopting a council-manager form of government, the City Council has vested that authority with the City Manager.

Councilmember Strahan asked when the council-manager form of government was adopted.

City Clerk Dunham responded that it was adopted in 1983 along with hiring of the City's first City Manager.

City Attorney Gans stated for clarification that under the council-manager form of government, the City Council acts as the legislative body in establishing policy and law and the City Manager handles the day-to-day management of the city. He further explained that it was adopted by the legislature with the premise that a five member city council can't govern every aspect of a public entity including making determinations on hiring and firing of employees.

Mayor Wilson stated that he looked at the appeal processes for other small cities and also read through the City's ordinances and there are certain things he believes should be vested in the City Council and not solely the City Manager.

Councilmember Strahan asked for clarification that the reason the City can't establish protocols for employee grievances is because of the council-manager form of government.

City Attorney Gans clarified that protocols could potentially be established but it may require revisions to the City Manager ordinance.

Mayor Wilson had questions regarding the process for selection of a police chief.

City Attorney Gans said the item would need to be placed on the next agenda for discussion.

Councilmember Garnes expressed concern that if a public works employee has a problem he/she reports to the public works director who also happens to be the city manager. She commented that she wants to make sure employees are protected and they have all the necessary tools available to them so that they can come to work and feel safe.

City Attorney Gans warned the council to be careful with regard to deleting the "at-will" clause and to say that an employee can only be terminated "with cause" is Pandora's Box in employment litigation as to what exactly is "just cause".

He said if it is the council's direction to modify the general employment nature or create some structure which will give a more thorough grievance policy he will do everything he can to implement that but the council is getting into an area where they need to be careful because they will be exposing the city to liability to the extent that it will become an implied term of every employee's employment with the city.

Councilmember Strahan was not sure how the council could deviate from "at-will" employment and expressed concern about all references to grievances being deleted in the draft handbook.

City Attorney Gans noted that there were other protections created under the area of discrimination and with regard to harassment there is a protocol that enables the claim to get investigated by the appropriate personnel. He noted that any harassment or forms of unlawful discrimination are critical matters and the city must protect and guard against it and if they condone that type of behavior it becomes serious liability to the city. He said those protections are included in the revised handbook however; the general employment determination that an employee is not doing their job is a discretionary issue.

He said one thing he could do is propose some alternative grievance procedures that are still consistent with "at-will" employment.

Mayor Wilson pointed out that as a boss, there is a lot that he/she doesn't know about employees and that they could have some kind of personal trauma going on at home which is the reason for giving an employee a verbal warning. He said verbal warnings encourage a work place where an employee knows they could be fired if they are doing something they shouldn't be doing.

City Attorney Gans noted that one of the greatest protections of the city council is that they have the authority to not only hire but to fire the city manager so if there are rash determinations, the council can temper that in telling the city manager to not make rash decisions with respect to employees.

With that said, he reiterated that if the council wants to build in some protections in the handbook he can return with some concepts for the council to consider.

Discussion continued regarding having the ability to terminate an employee "with cause" or "without cause."

City Attorney Gans said the danger is that are no factual scenarios of what exactly is "just cause" and for this reason, often times terminations end up in court.

Mayor Wilson asked for a consensus of the council with respect to the city attorney bringing back alternative grievance procedures that are consistent with "at-will" employment.

The consensus was 4-1 with Councilmember Marks preferring to listen to the advice of the attorney. He said he was satisfied with the revised handbook language as proposed.

Councilmember Garnes reiterated that the grievance procedure should be spelled out under one section of the handbook so it's easy to find.

Councilmember Strahan asked if the employees had a chance to review the revised handbook and if so if they had any concerns regarding the grievance procedure or lack thereof.

City Manager Knopp said that he met with members of the Rio Dell Employees' Association and they made some minor edit requests but mainly met to clarify the council's position on holiday pay. He said there was a general misunderstanding regarding the grievance procedure and reasons for the change were explained. He noted that they also signed their contract and approval of the contract is not contingent on adoption of the handbook.

City Attorney Gans reviewed three options for the council's consideration to:

- 1) Reject all changes;
- 2) Adopt the revised handbook with all changes and instruct further amendments to it; or
- 3) Not make a determination and instruct staff to come back with a new draft handbook with a revised grievance procedure.

Motion was made by Johnson/Garnes to adopt the revised handbook as presented and instruct the City Attorney to come back within a month with a revised grievance procedure consistent with "at-will" employment.

Mayor Wilson called for public comment on the motion.

**Julie Woodall** expressed support for keeping the "at-will" language in the handbook and said she was on the city council for years and saw a lot of city managers come and go as well as issues with certain employees yet never saw any abuse with regard to terminating an employee without cause. She said the "at-will" provision is a valuable tool for an employer to have.

**Nick Angeloff** said that it sounds like the appropriate employee protections are contained within the handbook but perhaps everything should be consolidated under one heading. He agreed that having the ability to terminate an employee without cause is a valuable tool and said that there are employees that are good at coming up to the line without crossing it. He noted that there is the danger however; of having an unscrupulous city manager and who for some unknown reason decides to simply terminate a long-term employee. He suggested perhaps allowing an employee the opportunity to appeal to the city council upon request.

**Bryan Richter** said as an employer for the past 17 years having the "at-will" clause is a godsend. particularly for that employee who goes up to the line everyday but never goes over and beyond. He said having the ability to terminate an employee is a necessity for the good will of the rest of the employees.

Motion then carried 5-0.

Attorney Gans was excused and left the meeting at this time, 7:30 p.m.

Motion was made by Johnson/Garnes to approve Resolution No. 1355-2017 *Adopting an Amended City Master Salary Table* and approving the Rio Dell Employees' Association Memorandum of Understanding (MOU). Motion carried 5-0.

Approve Appointment of Jim Brickley as the Eagle Prairie Arts District (EPAD) Member to the Wildwood Avenue Sculpture Committee

Councilmember Strahan questioned the process for advertising the vacancy on the sculpture committee.

Mayor Wilson commented that Community Development Director Caldwell as the appointed staff person on the committee was not present to respond and noted that there has been a problem in the past getting people to serve on the committee and at one point the council discussed disbanding the committee all together. He then reviewed the composition of the committee.

Nick Angeloff explained that Jim Brickley is the Eagle Prairie Arts District's (EPAD's) chosen appointee to the sculpture committee so as he understands the guidelines of the committee, the council basically just needs to confirm the appointment.

Motion was made by Strahan/Johnson to approve the appointment of Jim Brickley as the Eagle Prairie Arts District (EPAD) member to the Wildwood Avenue Sculpture Committee. Motion carried 5-0.

Authorize Finance Director to Sign and Submit Regional Transportation Program (RSTP) Claim for FY 2016-2017 in the Amount of \$22,358

Councilmember Strahan questioned the use of these funds.

Finance Director Woodcox explained RSTP funds come from the excise tax on gas and are distributed each year throughout the county by HCAOG. She said the funds are used to support various transportation projects and general streets and roads maintenance as well as salaries and benefits.

She added that streets funding is very restrictive and that the city just had a Gas Tax Audit conducted after 10 years and because the city did so well, the auditors only went back a couple of years rather than the full 10 years.

Motion was made by Strahan/Johnson to authorize the finance director to sign and submit the Regional Transportation Program (RSTP) Claim for FY 2017-2018 in the amount of \$22,358. Motion carried 5-0.

Approve Change Order No. 4 for the Metropolitan Wells Project in the Amount of \$6,185.01  
Councilmember Strahan questioned the reason for the change orders and the funding source.

City Manager Knopp reviewed each of the four change orders and said this particular change order includes additional sandblasting of the clear well to remove manganese deposits that were not fully removed by pressure washing. In addition, it includes a minor reconfiguration of the chlorine piping infrastructure to make the use of the equipment easier for operators.

City Manager Knopp explained the project is being funded primarily by grants (approximately 95%) with only \$57,000 coming from city funds. He said there is approximately \$112,000 remaining in contingency and authorization is needed from the funding agency before it can be spent. He anticipated staff coming back to council with a change order for a generator and other items possibly at the next meeting. He added that this is a complex project in that staff is working with three separate funding agencies.

Motion was made by Strahan/Johnson to approve Change Order No. 4 for the Metropolitan Wells Project in the amount of \$6,185.01. Motion carried 5-0.

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

### Update on City Hall Architectural Barrier Removal (ADA) Porch Project

City Manager Knopp provided a brief update on the project and said construction of the project was anticipated to begin in about a week. He noted that one of the outstanding items is the transplanting of the Rhododendron bushes in front of City Hall. He commented that staff made several attempts to locate a landscape contractor to transplant the Rhododendrons but was unsuccessful.

As an alternative, staff is suggesting that the city crew remove the bushes and take them to the public works corporation yard where they can be monitored and watered properly until a more permanent location is determined and asked for input from the council. He pointed out that there is no guarantee the plants will survive the transplant due to their maturity.

He also noted that ADA inspectors were sited at the library today so the timing of this project couldn't be better.

He said overall this is a good project however; the lighting and landscaping is not covered under the scope of the project.

Mayor Wilson asked if the idea is to leave the Rhododendrons at the corporation yard permanently.

City Manager Knopp said there was no definite plan at this point in time.

Update on Wildwood Avenue Sculpture Exhibit and Project

City Manager Knopp provided a brief update on the Wildwood Avenue Sculpture Exhibit Project and reported that as expected, the City received the \$2,000 grant from PG&E as well as a verbal commitment from Harry Smith from Root 101 for another \$1,000 for a total of \$3,000 toward the \$4,000 fee proposed by Mr. McCauley for construction and placement of four (4) sculptures. He said with the two (2) grant applications submitted by the Rio Dell Chamber of Commerce for \$1,500 each it brings the total funding amount to \$6,000 which leaves money for construction of the two (2) additional pedestals.

He noted that staff will be working with the artist to get the sculptures in place along the median and is looking forward to making the project a reality.

**Nick Angeloff** provided an update on the grant funding from the McLean Foundation and the Headwaters Fund and noted that each of the agencies will need to be invoiced \$1,000 for the sculpture and \$500 for the pedestals and then they will each process a check for \$1,500.

The Council expressed thanks to the Chamber and to Harry Smith for their generous contributions.

Discussion on Wildwood Ave. Median Trees

City Manager Knopp provided a brief staff report regarding the replacement of the five (5) trees that were cut down with removal of the median in front of Root 101 and asked for direction from the council.

Councilmember Garnes said she would like the new trees to be planted on City property; preferable at City Hall.

Mayor Wilson agreed.

City Manager Knopp said as it stands the replacement trees will be Flowering Cherry trees as recommended by the landscape architect unless there is other direction from the council.

Motion was made by Garnes/Johnson to direct staff to work with the owner of Root 101 to initiate the planting of five (5) mature Flowering Cherry trees on City Hall grounds.

Mayor Wilson called for public comment on the motion.

City Manager asked for the definition of a "mature" tree.



**Harry Smith**, owner of Root 101 said that he had talked to Shane Wilson, Rio Dell Fire Chief and he suggested that one of the trees (Weeping Willow) be planted at Fireman's Park to replace one that died.

The motion was amended to direct staff to work with the owner of Root101 to initiate the planting of four (4) mature Flowering Cherry trees (minimum of 5 feet tall) on City Hall grounds and one (1) Weeping Willow tree to be planted at Fireman's Park. Motion carried 5-0.

## **ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

### Second Reading (by title only) and Adoption of Ordinance No. 361-2017 Prohibiting Recreational Cannabis Sales, Chapter 5.40 of the Rio Dell Municipal Code (RDMC)

City Manager Knopp provided a staff report and said as reported at the August 15, 2017 meeting, beginning January 1, 2018, AUMA makes it legal to sell and distribute cannabis through a regulated business unless local jurisdictions adopt regulations to prohibit the sale and distribution of recreational cannabis. He said the draft ordinance was introduced at the last meeting and prohibits the sale of recreational cannabis within the City but does not prohibit the delivery of recreational cannabis to the residents of the City. At this time, the ordinance is before the council for its second reading and adoption.

Mayor Wilson opened a public hearing to receive public comment on the proposed ordinance. There being no public comment the public hearing closed.

Motion was made by Johnson/Strahan to conduct the second reading (by title only) and to adopt **Ordinance 361-2017 Prohibiting Recreational Cannabis Sales, Chapter 5.40 of the Rio Dell Municipal Code (RDMC)**. Motion carried 5 -0.

## **REPORTS/STAFF COMMUNICATIONS**

City Manager Knopp distributed a written City Manager Update of recent activities and events (Attachment 1 to these minutes) and announced the September 13<sup>th</sup> date for the Open House on the Safe Routes to School project; on the annual E-Waste Event scheduled for September 16<sup>th</sup> at City Hall; provided a brief update on the Metropolitan Wells Project; announced the hiring of two new public works employees including a Wastewater Superintendent Trainee and a Utility Lead; announced an upcoming vacant Public Works Utility Worker position; said staff is working with PG&E to access public street lighting at the Humboldt Rio Dell Business Park (HRDBP); and on a letter received from Paul Gallegos on behalf of one of the developers at the HRDBP and related infrastructure improvements.

He also reported that staff is reviewing a Park Bond Grant with potential guaranteed funding for small cities however; there are some limitations with regard to qualifying. He said he will be bringing back to the Council for approval, a letter of recommendation to Senator McGuire regarding some requested changes to the grant program.

Councilmember Garnes asked if the State has ever come back with any façade grants.

City Manager Knopp said when the Council talked about façade grants in the past they were through the CDBG Program which is largely federally funded and the porch project is actually a necessary step for the City to potentially access additional CDBG funding.

Mayor Wilson asked if staff will be returning to the Council with a recommendation with regard to the Paul Gallegos letter.

City Manager Knopp said the intention is to have something on an upcoming agenda whether it is an informational item or recommended action on the matter.

Mayor Wilson reiterated that he would like to have discussion on the recruitment of the police chief agenzized for further discussion.

City Manager Knopp apologized for not including it on this agenda and advised the Mayor that it would be on the September 19<sup>th</sup> agenda.

Mayor Wilson also stated that he received an email and a telephone call regarding a body cam that was loaned to the police department and not returned.

Interim Chief of Police Beauchaine indicated that he had sent an email requesting an address to send the camera back to but had not yet received a response.

Finance Director Woodcox said that she had nothing to report at this time.

Interim Chief of Police Beauchaine reported on recent activities in the police department and said the department was pretty busy during the month of August and received 322 calls for service, taken 80 reports and made 40 arrests. He noted that they also located 20 illegal outdoor marijuana grows in town and convinced nine of the residents to cut them down. In addition, they went door-to-door to some of the properties on Wildwood Avenue and asked people to clean up their yards, and transported 7 cats and 5 dogs to Miranda's Rescue.

Councilmember Strahan asked what happens to money that is seized during drug arrests.

Interim Chief of Police Beauchaine explained that asset forfeitures are handled through the District Attorney's office in Humboldt County and the County Drug Task Force will come down and take those funds which are where the City gets all the help with drug enforcement.

## **COUNCIL REPORTS/COMMUNICATIONS**

Mayor Pro Tem Johnson reported on the quarterly League of California Cities meeting held in Fortuna on August 18<sup>th</sup> and said there was a presentation by Fortuna City Manager Mark Wheatley and others regarding the effective use of drones in Fortuna. He reported that there

was a bomb scare at Fortuna High School and they flew a drone over the buildings and in minutes were able to see they were clean. He said they also use a drone to fly over their water storage area. He said they also discussed ordinances governing the use of drones and if the City is interested in adopting an ordinance there are ordinances already created that can be used as a draft.

He also reported that he took the opportunity at the meeting to talk to regional leaders on the process they use to select a police chief and got some extremely good advice which he will be sharing with the mayor and the city manager.

He then announced that both he and Councilmember Garnes will be attending the Annual Statewide League of California Cities Conference in Sacramento the following week.

Councilmember Garnes reported on recent Ex Parte communications and said that she sat down with Glen White and Paul Gallegos and had a conversation to try and stay engaged in the development at the Humboldt Rio Dell Business Park; primarily where they are in the process, what they are hoping for and if there is anything the City can do to perhaps be more responsive in the process. She said that they did indicate that they would be submitting a proposal to the City but that she did not make any deals on behalf of the city. She commented that she had not even read the letter the city received from Paul Gallegos.

Mayor Wilson reported on his attendance at the last Redwood Coast Energy Authority (RCEA) meeting and said with regard to the Community Choice Program there is a very close margin with rates and based on average usage for this region there is a savings of approximately \$1.50 a month per customer. He said the tricky part about comparing rates is that their billing cycle is not on the same cycle as PG&E's.

He also reported that he ran a booth at the Humboldt County Fair regarding the Eureka-Arcata Corridor Safety Improvement Project and was able to talk to a lot of people about the project. He said one of the upcoming topics of discussion at the TAC meeting will be the estimated \$25 million shortfall for construction of the project which is questionable.

## ADJOURNMENT

Motion was made by Johnson/Garnes to adjourn the meeting at 8:23 p.m. to the September 19, 2017 regular meeting. Motion carried 5-0.

Attest:

\_\_\_\_\_  
Frank Wilson, Mayor

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



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675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
(707) 764-5480 (fax)  
E-mail: [knoppk@cityofriodell.ca.gov](mailto:knoppk@cityofriodell.ca.gov)

CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
September 19, 2017

TO: Mayor and Members of the City Council  
THROUGH: Kyle Knopp, City Manager *[Signature]*  
FROM: Brooke Woodcox, Finance Director *[Signature]*  
DATE: September 19, 2017  
SUBJECT: Metropolitan Well Project Pay Request #7

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**Recommendation**

Approve Pay Request #7

**Budgetary Impact**

Pay Request #7 in the amount of \$329,717.16 will be funded through the State Water Resources Control Board Drinking Water State Revolving Fund (DWSRF) Agreement Number D16-02014, Project Number 1210012-007C. The total amount of DWSRF funding is \$665,876. Pay request #7 expends total grant funds of \$653,337.11.

The total budget for the Metropolitan Well Project is \$1,879,076. Expenditures to date at August 31, 2017 (including pay request #7) are \$1,438,452.49 (77%).

**Background and discussion**

Pay Request #7 has been approved for payment by the City's Engineering Firm (GHD) and the City Manager.



September 11, 2017

Kyle Knopp  
City Manager  
City of Rio Dell  
675 Wildwood Ave  
Rio Dell, CA 95562  
(707) 764-3532

RE: Metropolitan Wells Redevelopment Project  
Progress Payment Request No. 7 for Wahlund Construction

Dear Kyle,

Construction of the Metropolitan Wells Redevelopment Project has continued to advance, with significant project progress being made during the pay request period of July 1 through the end of August.

Based on our recent construction site meeting with Bret, new startup activities will commence the week of September 11<sup>th</sup> with the controls integrator on site and with the week of September 18<sup>th</sup> with the filter supplier also on site. The Contractor has scheduled to complete all of their work by the end of September.

To date, there have been three fully execute contract change orders. The attached pay request from the contractor includes CO# 01(raise building) and 02 (additional pipe replacement). There was no change in contract cost for approved CO# 03 (time extension). Change Order # 04 (sand blasting the wet well and raising piping) was deemed eligible by the funders and is being circulated now for final signatures and will be included in a subsequent pay request.

Summary of Change Orders

Three change orders have been fully executed for this project to date, with a fourth and fifth pending circulation and approvals.

No.	Change	Cost	Need	Status
1	Adding six inches of class 2 aggregate base underneath slab. Add additional aggregate base underneath new driveway.	\$6,267.59	An additional six inches of class 2 aggregate base will be added underneath the new building slab to provide additional support under the new footings and slab. Some additional aggregate base will also be required underneath the new driveway to match driveway elevations with the new building elevations.	Executed – Work Started
2	Replacing existing asbestos cement pipe with PVC pipe with joint restraints.	\$6,118.02	Replacing the existing ACP at the site will allow for easier connections, prevent damage from the site construction activities in the vicinity of the existing pipe, and reduce potential future risk of damage due to issues with the ACP. This existing pipe will be replaced with new PVC pipe with joint restraints.	Executed – Work Pending
3	Contract Extension	\$0	The wet weather in the winter and early springtime significantly hindered construction progress. The heavy rains had deleterious	Executed



			effects on the workability of the soil, and it likely would not have been possible to achieve adequate compaction of material during this time. Because of this, there was a construction hiatus that spanned months, and a contract extension was required.	
4	Sandblast Clear Well	\$6,185.01	The Xypex product that will be used to coat the interior of the clear well requires a clean, bare concrete surface to adhere properly. Because pressure washing the clear well specified did not remove all of the residue on the interior, the clear well needs to be sandblasted. In addition, City Staff requested pipes in the chlorine enclosure be raised for easier access.	Pending
<b>TOTAL</b>		<b>\$18,570.62</b>		

As shown in the table, the total cost for all change orders is currently \$20,192.45. The construction project currently includes approximately \$100,000 in contingency, of which approximately \$80,000 remains. Some contingency funds have also been used to cover administrative costs incurred by the City, which does not offset the \$100,000 contingency for construction.

Pay Recommendation

Wahlund Construction's Pay Request No. 7 is attached to this memo. A summary table is included with the Contractor's submittal which shows the total contract price, approved change orders, the value of work completed to date, the amount of previous payment requested, and the current payment due (which includes subtraction of the required 5% retention). The pay request is based on the bid schedule lump sum breakdown provided by the Contractor and the actual quantities of work completed. GHD construction management staff reviewed the accuracy of the percentage of completion estimates for each item and they are reasonable.

We recommend payment to Wahlund Construction for Pay Request No. 7 in an amount of \$329,717.16. Payment to the Contractor is due within 30 calendar days of this recommendation for payment (due by September 19, 2017). Please contact me if you have any questions regarding the pay request.

Sincerely,  
GHD Inc.

Steve McHaney, PE

ATTACHMENTS  
Wahlund Construction Pay Request No. 7

CC:  
Brooke Woodcox, Rio Dell Finance Director, 675 Wildwood Avenue Rio Dell, CA 95562  
Quinn Donovan, USDA Area Specialist 777 Sonoma Avenue, E Street Annex, Santa Rosa, CA 95404;  
Kevin Warring, Water Resources Control Engineer, SWRCB

Contractor's Application for Payment No. 7

Application Period		Application Date	
8/1/2017 - 8/31/2017		8/31/2017	
To (Owner)	City of Ada Del	From (Contractor)	Ryan Wahlund, Wahlund Construction
Via (Engineer)		Steve McHane, PE	
Project	Metropolitan Wells Redevelopment Project	Contract	Metropolitan Wells Redevelopment Project
Owner's Contract No	#0190	Contractor's Project No	43-16
		Engineer's Project No	11140378

Application For Payment  
Change Order Summary

Approved Change Orders				
Number	Additions	Deductions		
1	\$6,267.39		1. ORIGINAL CONTRACT PRICE	\$ 1,301,900.00
2	\$6,118.02		2. Net change by Change Orders	\$ 12,385.61
3			3. Current Contract Price (Line 1 + 2)	\$ 1,314,285.61
			4. TOTAL COMPLETED AND STORED TO DATE	
			(Column F total on Progress Estimates)	\$ 1,080,543.38
			5. RETAINAGE:	
			a. 5% X 1,080,543.38 Work Completed	\$ 54,027.17
			b. X Stored Material	\$
			c. Total Retainage (Line 5.a + Line 5.b)	\$ 54,027.17
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	\$ 1,026,516.21
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$ 696,819.95
			8. AMOUNT DUE THIS APPLICATION	\$ 329,717.16
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G total on Progress Estimates + Line 5.c above)	\$ 188,748.50
TOTALS	\$12,385.61			
NET CHANGE BY CHANGE ORDERS		\$12,385.61		

**Contractor's Certification**  
 The undersigned Contractor certifies, to the best of its knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment here and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances), and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: Bud Link      Date: 9/8/17

Payment of \$ 329,717.16  
 (Line 8 or other - attach explanation of the other amount)

is recommended by [Signature] 9/6/17  
 (Engineer) (Date)

Payment of \$ 329,717.16  
 (Line 8 or other - attach explanation of the other amount)

is approved by \_\_\_\_\_  
 (Owner) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract)		City of Red Bell Metropolitan Wells Redevelopment Project		Application Number		7		Application Date		8/11/2017		
Item No	Item Description	Item Quantity	Unit Price (\$)	Total Value of Item (\$)	Estimated Quantity Installed this Period	Value of Work Installed this Period	Materials Presently Stored	Quantities Previously Verified	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining%	Value of Work Remaining (\$)
1	Biofiltration/Denitrification	1	\$ 51,000.00	\$ 51,000.00								
	Tools and Insurance	1	\$ 15,000.00	\$ 15,000.00				100%	100%	\$ 15,000.00		\$ -
	Procurement Administration	1	\$ 15,000.00	\$ 15,000.00				100%	100%	\$ 15,000.00		\$ -
	Temporary Facilities	1	\$ 10,000.00	\$ 10,000.00	10%	\$ 1,000.00		50%	50%	\$ 9,000.00	100%	\$ 1,000.00
	Equipment Mobilization	1	\$ 7,000.00	\$ 7,000.00	10%	\$ 700.00		50%	50%	\$ 6,300.00	100%	\$ 700.00
	Denitrification	1	\$ 5,000.00	\$ 5,000.00							100%	\$ 5,000.00
2	Construction Staking	1	\$ 5,000.00	\$ 5,000.00								
	Isolated Staking	1	\$ 4,000.00	\$ 4,000.00				100%	100%	\$ 4,000.00		\$ -
	Construction Staking	1	\$ 1,000.00	\$ 1,000.00	10%	\$ 100.00		50%	50%	\$ 900.00	100%	\$ 100.00
3	Shoring and Trench Safety	1	\$ 1,000.00	\$ 1,000.00	50%	\$ 500.00		50%	50%	\$ 1,000.00		\$ -
4	Erosion and Sediment Control	1	\$ 2,000.00	\$ 2,000.00								
	Drainage/Silt/erosion control	1	\$ 2,000.00	\$ 2,000.00				100%	100%	\$ 2,000.00		\$ -
5	Concrete Demolition	1	\$ 4,000.00	\$ 4,000.00								
	Mechanical/Piping Demolition	1	\$ 4,000.00	\$ 4,000.00				100%	100%	\$ 4,000.00		\$ -
	Hazardous Materials	1	\$ 3,000.00	\$ 3,000.00				100%	100%	\$ 3,000.00		\$ -
	Disposal Fees	1	\$ 1,000.00	\$ 1,000.00				100%	100%	\$ 1,000.00		\$ -
6	Clearing/Grubbing, Site Grading, and Precast/Paved Construction	1	\$ 22,000.00	\$ 22,000.00								
	Clearing and Grubbing	1	\$ 4,000.00	\$ 4,000.00	25%	\$ 1,000.00		75%	100%	\$ 4,000.00		\$ -
	Site Grading	1	\$ 6,000.00	\$ 6,000.00	40%	\$ 2,400.00		50%	90%	\$ 5,400.00	100%	\$ 600.00
	Precast/Paved Construction	1	\$ 12,000.00	\$ 12,000.00	15%	\$ 1,800.00		15%	90%	\$ 10,800.00	100%	\$ 1,200.00
7	Development of Existing Wells	1	\$ 5,700.00	\$ 5,700.00								
	Well Destruction/Abandoning	1	\$ 1,500.00	\$ 1,500.00								
	Well Destruction	1	\$ 2,000.00	\$ 2,000.00				100%	100%	\$ 2,000.00		\$ -
	Well #1 Equipment, Piping, and Appurtenances	1	\$ 2,200.00	\$ 2,200.00								
8	Well #1 Pump	1	\$ 7,500.00	\$ 7,500.00								
	Well #1 Piping and Appurtenances	1	\$ 8,000.00	\$ 8,000.00	50%	\$ 4,000.00			50%	\$ 4,000.00	100%	\$ 4,000.00
	Installation	1	\$ 4,500.00	\$ 4,500.00	50%	\$ 2,250.00			50%	\$ 2,250.00	500%	\$ 2,250.00
9	Well #3 Equipment, Piping, and Appurtenances	1	\$ 17,500.00	\$ 17,500.00								
	Well #3 Pump	1	\$ 5,000.00	\$ 5,000.00								
	Well #3 Piping and Appurtenances	1	\$ 8,000.00	\$ 8,000.00	50%	\$ 4,000.00			50%	\$ 4,000.00	100%	\$ 4,000.00
	Installation	1	\$ 4,500.00	\$ 4,500.00	50%	\$ 2,250.00			50%	\$ 2,250.00	500%	\$ 2,250.00
10	Chlorination Equipment and Eye Wash Station	1	\$ 5,000.00	\$ 5,000.00								
	Chlorination Equipment	1	\$ 5,000.00	\$ 5,000.00	25%	\$ 1,250.00			25%	\$ 1,250.00	750%	\$ 3,750.00
	Eye Wash Station	1	\$ 2,000.00	\$ 2,000.00	25%	\$ 500.00			25%	\$ 500.00	750%	\$ 1,500.00
	Installation	1	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00			100%	\$ 5,000.00	500%	\$ -
11	Blow and Purge/Blanketing for Well and Chlorination Equipment	1	\$ 50,000.00	\$ 50,000.00								
	Concrete Slab for Wells	1	\$ 2,500.00	\$ 2,500.00								
	Concrete Slab for Chlorination Equipment	1	\$ 5,000.00	\$ 5,000.00								
	Electrical Housing for Wells	1	\$ 15,000.00	\$ 15,000.00								
	Electrical Housing for Chlorination Equipment	1	\$ 20,000.00	\$ 20,000.00								
	Installation	1	\$ 7,500.00	\$ 7,500.00								
12	Perimeter Fencing and Gate	1	\$ 15,000.00	\$ 15,000.00								
	Electrical and Controls System	1	\$ 250,000.00	\$ 250,000.00								
13	Electrical Mobilization	1	\$ 7,000.00	\$ 7,000.00								
	Power Panel - Material	1	\$ 26,500.00	\$ 26,500.00	100%	\$ 26,500.00		50%	50%	\$ 13,250.00	500%	\$ 13,250.00
	Power Panel - Labor	1	\$ 15,500.00	\$ 15,500.00	100%	\$ 15,500.00		100%	100%	\$ 15,500.00		\$ -
	Light Fixtures - Materials	1	\$ 2,500.00	\$ 2,500.00	100%	\$ 2,500.00		100%	100%	\$ 2,500.00		\$ -
	Light Fixtures - Labor	1	\$ 2,500.00	\$ 2,500.00							100%	\$ 2,500.00



Contractor's Application

Progress Estimate - Unit Price Work

For Contract		City of Raleigh Metropolitan Water Re-development Project		Application Number	7	Application Date	01/12/2017						
Application Year		01/2017 - 01/2017											
Bid Item No.	Item	Contract Information			Estimated Quantity Installed this Period	Value of Work Included this Period	Materials Presently Stored	Quantity Previous Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining	Value of Work Remaining (\$)	
		Item Quantity	Unit Price (\$)	Total Value of Items (\$)									
14	Instrumentation & Controls - Materials	1	L.S.	\$ 103,000.00	\$ 103,000.00	34.79%	\$ 25,336.34	62.20%	87.05%	\$ 89,663.66	13.0%	\$ 13,336.34	
	Instrumentation & Controls - Labor	1	L.S.	\$ 15,500.00	\$ 15,500.00	48.05%	\$ -	51.96%	100.00%	\$ -	100.00%	\$ -	
	Trimming and Backfill and Gravel - Materials	1	L.S.	\$ 26,500.00	\$ 26,500.00	50%	\$ 12,711.80	50%	100.00%	\$ -	\$ 11,000.00	100.00%	\$ -
	Trimming and Backfill and Gravel - Labor	1	L.S.	\$ 11,000.00	\$ 11,000.00	50%	\$ 15,500.00	50%	100.00%	\$ -	\$ -	100.00%	\$ -
	Single Vessel Green sand Filter Packaged Water Treatment System at J06 gpm	1	L.S.	\$ 310,000.00	\$ -	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -
	Equipment Submittals	1	L.S.	\$ 11,012.41	\$ 11,012.41	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -
	Equipment Fabrication	1	L.S.	\$ 72,162.30	\$ 72,162.30	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -
	Equipment Delivered	1	L.S.	\$ 103,174.71	\$ 103,174.71	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -
	Freight	1	L.S.	\$ 9,317.46	\$ 9,317.46	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -
	Installation	1	L.S.	\$ 80,240.29	\$ 80,240.29	90%	\$ 72,216.26	90%	90%	90%	\$ 72,216.26	10.0%	\$ 8,024.03
	Startup	1	L.S.	\$ 13,692.83	\$ 13,692.83	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -
	CMU Treatment and Control Building	1	L.S.	\$ 170,000.00	\$ -	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -
	Excavation and Subgrade Prep	1	L.S.	\$ 25,000.00	\$ 25,000.00	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -
	Concrete Foundation	1	L.S.	\$ 50,000.00	\$ 50,000.00	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -
CMU	1	L.S.	\$ 45,000.00	\$ 45,000.00	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -	
Doors and Vents	1	L.S.	\$ 4,000.00	\$ 4,000.00	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -	
Roof Structure	1	L.S.	\$ 30,000.00	\$ 30,000.00	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -	
Painting	1	L.S.	\$ 10,000.00	\$ 10,000.00	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -	
Clear Well Booster Pumps and Motors	2	EA	\$ 43,000.00	\$ 86,000.00	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -	
Clear Well Booster Pumps and Motors	2	EA	\$ 36,000.00	\$ 72,000.00	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -	
Installation	2	EA	\$ 4,000.00	\$ 8,000.00	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -	
Painting	2	EA	\$ 3,000.00	\$ 6,000.00	0%	\$ -	0%	0%	0%	\$ -	0%	\$ -	
17	Site Piping, Valves, and Appurtenances	1	L.S.	\$ 15,000.00	\$ -	0%	\$ -	0%	0%	\$ -	0%	\$ -	
	Raw Water Piping	1	L.S.	\$ 7,000.00	\$ 7,000.00	40%	\$ 2,800.00	50%	90%	\$ 6,300.00	10.0%	\$ 700.00	
	Inside Water Piping	1	L.S.	\$ 5,000.00	\$ 5,000.00	40%	\$ 2,000.00	50%	90%	\$ 4,500.00	10.0%	\$ 500.00	
	Backwash Piping	1	L.S.	\$ 3,000.00	\$ 3,000.00	0%	\$ -	0%	0%	\$ -	\$ -	0%	\$ -
	Site Gravel	1	L.S.	\$ 11,000.00	\$ 11,000.00	99%	\$ 9,900.00	90%	90%	\$ 9,900.00	10.0%	\$ 1,100.00	
	Clear Well Driveway	1	L.S.	\$ 13,000.00	\$ 13,000.00	15%	\$ 1,950.00	75%	75%	\$ 11,200.00	10.0%	\$ 1,800.00	
	Clear Well Cleaning, Disinfection, and Resealing	1	L.S.	\$ 5,000.00	\$ -	0%	\$ -	0%	0%	\$ -	\$ -	0%	\$ -
	Clear Well Cleaning	1	L.S.	\$ 3,000.00	\$ 3,000.00	50%	\$ 1,500.00	50%	50%	\$ 1,500.00	50%	\$ 1,500.00	
	Clear Well Disinfection	1	L.S.	\$ 1,000.00	\$ 1,000.00	100%	\$ 1,000.00	100%	100%	\$ 1,000.00	100%	\$ -	
	Clear Well Resealing	1	L.S.	\$ 1,000.00	\$ 1,000.00	100%	\$ 1,000.00	100%	100%	\$ 1,000.00	100%	\$ -	
A-1	Painted Driveway	1	L.S.	\$ 11,000.00	\$ 11,000.00	0%	\$ -	0%	0%	\$ -	0%	\$ -	
	Double Vessel Green sand Filter Packaged Water Treatment System at J06 gpm each vessel (difference in cost from Base Bid Item 14)	1	L.S.	\$ 116,000.00	\$ -	0%	\$ -	0%	0%	\$ -	0%	\$ -	
A-3	Equipment Submittals	1	L.S.	\$ 11,000.65	\$ 11,000.65	0%	\$ -	0%	0%	\$ -	0%	\$ -	
	Equipment Fabrication	1	L.S.	\$ 27,077.51	\$ 27,077.51	0%	\$ -	0%	0%	\$ -	0%	\$ -	
	Equipment Delivered	1	L.S.	\$ 30,682.15	\$ 30,682.15	0%	\$ -	0%	0%	\$ -	0%	\$ -	
	Freight	1	L.S.	\$ 3,486.54	\$ 3,486.54	0%	\$ -	0%	0%	\$ -	0%	\$ -	
	Installation	1	L.S.	\$ 10,025.18	\$ 10,025.18	90%	\$ 27,022.84	90%	90%	\$ 27,022.84	10.0%	\$ 3,002.34	
A-4	Startup	1	L.S.	\$ 5,121.77	\$ 5,121.77	0%	\$ -	0%	0%	\$ -	0%	\$ -	
	Separate Chlorine Contact Pipe	1	L.S.	\$ 82,000.00	\$ -	0%	\$ -	0%	0%	\$ -	0%	\$ -	
A-5	Painting	1	L.S.	\$ 29,000.00	\$ 29,000.00	0%	\$ -	0%	0%	\$ -	0%	\$ -	
	Insulation	1	L.S.	\$ 59,000.00	\$ 59,000.00	0%	\$ -	0%	0%	\$ -	0%	\$ -	
CCO No. 1	Woven Geotextile Fabric Under Site Gravel and Driveway	1	L.S.	\$ 7,900.00	\$ 7,900.00	0%	\$ -	0%	0%	\$ -	0%	\$ -	
	Add additional 6" of aggregate base underneath the slab of the CMU Treatment & Control building & driveway	1	L.S.	\$ 6,267.59	\$ 6,267.59	40%	\$ 2,507.04	50%	90%	\$ 5,640.55	10.0%	\$ 626.76	

**Progress Estimate - Unit Price Work**

**Contractor's Application**

For Contract		City of Rasheed Metropolitan Water Re-development Project		Application Number 7		Application Date		03/2017			
Application Period		01/2017 - 01/2017		Item		Contract Information		Materials Presently Stored			
Item No.	Description	Item Quantity	Unit Price (\$)	Unit Price (\$)	Total Value of Item (\$)	Estimated Quantity Installed this Period	Value of Work Installed this Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining %	Value of Work Remaining (\$)
CCD No. 2	Replace the length of existing pipe from the (in-lot location (Krymste 2B on Drawing C102) to the western property line with new 6-inch CPVC pipe with bell restraints.	1	LS \$ 6,118.02	\$ 6,118.02	\$ 6,118.02	90%	\$ 5,506.22	90%	\$ 5,506.22	100%	\$ 611.80
<b>Totals</b>					\$ 1,315,206.61		\$ 373,576.78	87.5%	\$ 1,000,565.48	17.8%	\$ 244,208.23

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



September 19, 2017

TO: Rio Dell City Council

THROUGH: Kyle Knopp, City Manager *zk*

FROM: Brooke Woodcox, Finance Director *BW*

SUBJECT: Adoption of Resolution No. 1357-2017 Amending and Adopting City Master Salary Table

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

Approve adoption of Resolution No. 1357-2017 amending and adopting City Master Salary Table.

**BACKGROUND AND DISCUSSION**

Summary of minor changes:

- Accountant I amendment due to incorrect typing entry
- Administrative Technician amendment due to incorrect typing entry

Attached:

Salary Table with Highlighted Amendments  
Resolution 1357-2017 with proposed salary table

Peace Officers Association					
JOB TITLE	Salary Range				
	A	B	C	D	E
Police Officer	43,078	44,370	45,701	47,072	49,190
Police Corporal	47,385	48,807	50,271	51,779	54,109
Sergeant	52,124	53,688	55,298	56,957	60,659

Rio Dell Employee's Association					
JOB TITLE	Salary Range				
	A	B	C	D	E
Accountant I	44,622	45,961	47,340	48,760	<del>50,233</del>
<i>Correction</i>					<b>50,223</b>
Accountant II	49,084	50,557	52,074	53,636	55,245
Administrative Assistant	30,356	31,266	32,204	33,170	34,166
Administrative Technician	36,848	37,954	39,092	40,265	<del>41,437</del>
<i>Correction</i>					<b>41,473</b>
Fiscal Assistant I	29,919	30,816	31,741	32,693	33,674
Fiscal Assistant II	33,542	34,548	35,584	36,652	37,751
Office Assistant	24,839	25,584	26,352	27,142	27,956
Public Works Leadman	34,678	35,718	36,789	37,893	39,030
Records Technician	34,140	35,164	36,219	37,306	38,425
Senior Fiscal Assistant	38,457	39,611	40,799	42,023	43,284
Utility Worker I	27,400	28,222	29,069	29,941	30,839
Utility Worker II	30,154	31,059	31,991	32,951	33,939
Water/Wastewater Plant Operator I	36,334	37,424	38,547	39,703	40,895
Water/Wastewater Plant Operator II	39,968	41,167	42,402	43,674	44,984

Contract Employees					
JOB TITLE	Salary Range				
	A	B	C	D	E
City Clerk	53,644	55,253	56,911	58,618	60,377
City Manager	110,081	113,384			
Chief of Police	81,926	84,384			
Finance Director	69,497	71,582			
Community Development Director	75,595	77,863	81,756	85,623	85,623
Wastewater Superintendent Trainee	49,192				
Wastewater Superintendent	54,717	56,359	58,050	59,791	61,585
Water/Streets Superintendent	61,556	63,403	65,305	67,264	69,282

**RESOLUTION NO. 1357-2017  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AMENDING AND ADOPTING CITY MASTER SALARY TABLE**

**WHEREAS**, the City of Rio Dell recognizes the value of adopting a salary schedule that promotes the recruitment and retention of employees; and

**WHEREAS**, an pay structure with competitive salaries is essential in attracting and retaining a skilled, motivated work force, thereby increasing the level of service to the City's residents; and

**WHEREAS**, a salary table helps provide transparency in compensation; and

**WHEREAS**, Section 36506 of the Government Code of the State of California provides that the City Council shall, by Resolution or Ordinance, fix the compensation for all appointive officers and employees.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Rio Dell hereby amends and adopts the following Master Salary Table and that All prior resolutions (Resolution No. 1318-2017, 1348-2017, 1351-2017) concerning compensation for City employees that are in conflict with this Resolution or the attached Master Salary Tables are hereby repealed, and this Resolution shall be effective September 19, 2017:

**Peace Officers Association**

JOB TITLE	Salary Range				
	A	B	C	D	E
Police Officer	43,078	44,370	45,701	47,072	49,190
Police Corporal	47,385	48,807	50,271	51,779	54,109
Sergeant	52,124	53,688	55,298	56,957	60,659

**Rio Dell Employee's Association**

JOB TITLE	Salary Range				
	A	B	C	D	E
Accountant I	44,622	45,961	47,340	48,760	50,223
Accountant II	49,084	50,557	52,074	53,636	55,245
Administrative Assistant	30,356	31,266	32,204	33,170	34,166
Administrative Technician	36,848	37,954	39,092	40,265	41,473
Fiscal Assistant I	29,919	30,816	31,741	32,693	33,674
Fiscal Assistant II	33,542	34,548	35,584	36,652	37,751

Rio Dell Employee's Association					
JOB TITLE	Salary Range				
	A	B	C	D	E
Office Assistant	24,839	25,584	26,352	27,142	27,956
Public Works Leadman	34,678	35,718	36,789	37,893	39,030
Records Technician	34,140	35,164	36,219	37,306	38,425
Senior Fiscal Assistant	38,457	39,611	40,799	42,023	43,284
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Water/Wastewater Plant Operator II	39,968	41,167	42,402	43,674	44,984

Contract Employees					
JOB TITLE	Salary Range				
	A	B	C	D	E
City Clerk	53,644	55,253	56,911	58,618	60,377
City Manager	110,081	113,384			
Chief of Police	81,926	84,384			
Finance Director	69,497	71,582			
Community Development Director	75,595	77,863	81,756	85,623	85,623
Wastewater Superintendent Trainee	49,192				
Wastewater Superintendent	54,717	56,359	58,050	59,791	61,585
Water/Streets Superintendent	61,556	63,403	65,305	67,264	69,282

**PASSED AND ADOPTED** by the City of Rio Dell on this 19<sup>th</sup> day of September by the following roll call vote:

Ayes:  
 Noes:  
 Abstain:  
 Absent:

\_\_\_\_\_  
 Frank Wilson, Mayor

ATTEST:

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



675 Wildwood Avenue  
 Rio Dell, CA 95562  
 (707) 764-3532  
 (707) 764-5480 (fax)  
 E-mail: kknopp@cityofriodell.ca.gov

**CITY OF RIO DELL  
 STAFF REPORT  
 CITY COUNCIL AGENDA  
 September 19, 2017**

TO: Mayor and Members of the City Council  
 THROUGH: Kyle Knopp, City Manager *[Signature]*  
 FROM: Brooke Woodcox, Finance Director *[Signature]*  
 DATE: September 19, 2017  
 SUBJECT: Resolution 1358-2017 Year end transfer and amending the operating budget for the fiscal year 2016-2017

**RECOMMENDATION**

Adopt Resolution 1358—2017 amending the FY 2016/17 budget

- INCREASE APPROPRIATIONS
  - General Fund (000) \$18,847
  - Parks & Rec Fund (015) \$ 1,966
  - Measure Z (044) \$ 4,464
  - Sewer Operations (050) \$42,218
  - TOTAL \$67,495
  
- BUDGET TRANSFERS BETWEEN FUNDS Increase/(Decrease)
  - RSTP Fund (026) \$ 1,545
  - Gas Tax Fund (020) \$ (1,545)
  - Water Dinsmore Fund (064) \$ 2,969
  - Water Operations Fund (060) \$ (3,119)
  - Water Metro Wells Fund (063) \$ 150
  - TOTAL \$ --

- BUDGET LINE ITEM TRANSFERS
  - Solid Waste Fund (027) \$ 3,469
  - Solid Waste Fund (027) \$ (3,469)
  - Water Operations Fund (060) \$ 19,282
  - Water Operations Fund (060) \$(19,282)

TOTAL \$ --

**BACKGROUND AND DISCUSSION**

**Budget amendments:** The budget amendment process is a formal procedure seeking Council approval to either increase or decrease spending limits. The budget document itself is a living document that from time to time requires adjustments for the efficiency of City operations. Budget amendments do not affect ending fund balances.

A full report on the 2016-2017 fiscal year will be presented to Council in the near future. The items presented here are the final adjustments before the compilation of the final audited financial information.

The FY 2016/17 Operating and Capital Budget was adopted with appropriations of \$4,744,062 and revenues of \$4,520,048. The items presented for Council’s approval are as follows:

ACCOUNT	AMOUNT Increase (Decrease)	DESCRIPTION
1 5000 07 000 Full Time Salaries	18,847	Additional expenditure for Employee Retirement
2 5135 09 015 Maintenance - Repair	1,966	Additional expenditure for picnic bench replacement and removal of tree
3 5000 09 026 Full Time Salaries	1,545	To expend 2016-2017 RSTP Funds
5000 09 020 Full Time Salaries	(1,545)	OFFSET
5115 04 027 Contract Professional Services	(3,469)	OFFSET
5112 04 027 Legal	1,091	HWMA Contract - legal counsel
4 5154 04 027 Garbage	2,378	City-wide clean up day 5/13/17
5 5193 07 044 Nuisance Abatement	4,464	Measure Z reimburseable expenditures
6 5227 09 050 Public Works - Equip. Repai	20,278	Sewer equipment repairs
7 5225 09 050 Public Works - Lab Testing	21,940	Sewer plant lab testing including 5 year certification testing
5153 09 060 Sewer	19,282	Sewer charges to Water Department were higher than budgeted
5135 09 060 Maintenance - Repair	(20,138)	OFFSET
8 5135 09 064 Maintenance - Repair	856	Dinsmore Zone Maintenance & Repairs
5150 09 060 Electricity	(2,263)	OFFSET
5150 09 063 Electricity	150	Metropolitan Wells Electricity Costs
9 5150 09 064 Electricity	2,113	Dinsmore Zone Electricity Costs

**ATTACHMENTS**

Resolution 1358-2017





**RESOLUTION NO. 1358-2017  
A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL FOR A TRANSFER OF  
BUDGET AMOUNTS AMENDING  
THE OPERATING BUDGET  
FOR THE FISCAL-YEAR 2016-2017**

**WHEREAS**, the City adopted Resolution 1288-2016 establishing the City’s Operating and Capital Budget for the Fiscal-Year 2016/17; and

**WHEREAS**, the City has approved and adopted its 2016/17 fiscal year Operating and Capital Budget and identified additional transfers that should be included to update the 2016/17 fiscal-year budget; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Rio Dell City Council does hereby amend the City of Rio Dell 2016/17 Operating and Capital Budget with the following transactions:

- **INCREASE APPROPRIATIONS**

○	General Fund (000)	\$18,847
○	Parks & Rec Fund (015)	\$ 1,966
○	Measure Z (044)	\$ 4,464
○	<u>Sewer Operations (050)</u>	<u>\$42,218</u>
	<b>TOTAL</b>	<b>\$67,495</b>
  
- **BUDGET TRANSFERS BETWEEN FUNDS Increase/(Decrease)**

○	RSTP Fund (026)	\$ 1,545
○	<u>Gas Tax Fund (020)</u>	<u>\$ (1,545)</u>
○	Water Dinsmore Fund (064)	\$ 2,969
○	Water Operations Fund (060)	\$ (3,119)
○	<u>Water Metro Wells Fund (063)</u>	<u>\$ 150</u>
	<b>TOTAL</b>	<b>\$ --</b>
  
- **BUDGET LINE ITEM TRANSFERS**

○	Solid Waste Fund (027)	\$ 3,469
○	Solid Waste Fund (027)	\$ (3,469)
○	Water Operations Fund (060)	\$ 19,282
○	<u>Water Operations Fund (060)</u>	<u>\$(19,282)</u>
	<b>TOTAL</b>	<b>\$ --</b>

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 19<sup>th</sup> Day of September by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

\_\_\_\_\_  
Frank Wilson, Mayor

ATTEST:

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

City of Rio Dell  
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
6027	8/01/2017	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF JULY 2017	360.44
6028	8/03/2017	[6117] A-1 CLEANING SERVICE, LLC	MONTHLY CLEANING SERVICE FOR JULY 2017	433.00
6029	8/03/2017	[5235] ADVANTAGE FINANCIAL SERVICES	DOCSTAR 3.12 SOFTWARE PACKAGE	343.08
6030	8/03/2017	[6251] ALEJANDRA VALDOVINOS	CUSTOMER DEPOSIT REFUND	131.02
6031	8/03/2017	[3975] AT&T - 5709	PHONE EXPENSES FOR JULY 2017	427.31
6032	8/03/2017	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 7/21/17	120.00
6033	8/03/2017	[2304] COLLEGE OF THE REDWOODS	USE & MAINTENANCE OF FIREARMS RANGE 7/1/17 THRU 6/30/18	100.00
6034	8/03/2017	[5127] DELTA DENTAL	DENTAL INSURANCE FOR SEPTEMBER 2017	2,102.40
6035	8/03/2017	[2366] EEL RIVER DISPOSAL INC	GARBAGE BAGS FOR JULY 2017	407.55
6036	8/03/2017	[2889] EEL RIVER TRANSPORTATION & SALVAGE	TRAILER DEMOLITION & DISPOSAL	1,056.55
6037	8/03/2017	[2385] EUREKA READYMIX	10.24 TONS SAND	281.51
6038	8/03/2017	[2407] FORBUSCO LUMBER	20 LW FENCE POSTS; GLO-ORANGE TAPE	87.35
6039	8/03/2017	[4855] FRESHWATER ENVIRONMENTAL SERVICES	AIR PERMIT PREPARATION	2,745.00
6040	8/03/2017	[2423] GEORGE'S GLASS, INC	REPLACE BACKGLASS ON 2003 FORD F-350 TRUCK	260.00
6041	8/03/2017	[5052] GHD, INC	ENGINEERING SERVICES FOR METROPOLITAN WELLS REDEVELOPMENT PROJECT - CONSTRUCTION PHASE	29,613.17
6042	8/03/2017	[2437] HACH	aaREAGENT SET, CHLORINE FREE CL17	2,637.86
6043	8/03/2017	[4099] HARPER MOTORS	REPLACE HEADLAMP ON 2008 FORD F-250 TRUCK	725.17
6044	8/03/2017	[6104] GINA LODES	CUSTOMER DEPOSIT REFUND	300.00
6045	8/03/2017	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL FOR JULY 2017	1,000.00
6046	8/03/2017	[2569] NORTH COAST LABORATORIES, INC.	AMMONIA NITROGEN W/O DISTILLATION; NITRATE/NITRITE; TOTAL NITROGEN; TOTAL PHOSPHATE PHOSPHORUS COLIFORM QUANTI-TRAY	245.00
6047	8/03/2017	[6100] NORTHERN CALIFORNIA GLOVE	GLOVES & EARPLUGS	665.41
6048	8/03/2017	[4393] NYLEX.net. inc.	MONTHLY MAINTENANCE FOR AUGUST 15, 2017 THROUGH SEPTEMBER 15, 2017	1,140.00
6049	8/03/2017	[5973] PRECISION INTERMEDIA	MONTHLY WEB HOSTING FEE FOR AUGUST 2017	30.00
6050	8/03/2017	[4338] QUILL CORPORATION	1 BOX EPSON CASH REGISTER RIBBONS; 1 PACK SMALL POST-IT FLAGS; ; 1 PACK ADDING MACHINE ROLLS; 6 BROTHER LABEL MAKER TAPES; HP DUAL PACK TONER CARTRIDGES	262.74
6051	8/03/2017	[2664] ROGERS MACHINERY INC	PARTIAL WARRANTY CREDIT ON PUMP PURCHASED APRIL 2016; INVOICE #1033320	5,103.26
6052	8/03/2017	[2742] SCOTIA TRUE VALUE HARDWARE	3/4 xCLOSE GALV NIPPLE; 3/4" BRS 90 DEG ELBOW; 2/4XCLOSE BRS STD NIPPLE	247.68
6053	8/03/2017	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE & BOX RETRIEVAL FOR JULY 2017	96.20
6054	8/03/2017	[2690] SHERWIN -WILLIAMS CO.	TEN 5 GAL PROMAR SOLVENT VOC COM	193.02
6055	8/03/2017	[2710] STAPAGE	PAGING SERVICE 8/1/17 - 8/31/17	12.95
6056	8/03/2017	[2319] SUDDENLINK	MONTHLY BROADBAND SERVICE 8/1/17-8/31/17	262.50
6057	8/03/2017	[2641] THE RADAR SHOP	ON SITE RADAR RE-CERTIFICATIONS WITH CERTIFICATES OF ACCURACY; CERTIFICATE OF ACCURACY FOR TUNING	138.00
6058	8/03/2017	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 7/21/17	5,128.33
6059	8/03/2017	[5108] WAHLUND CONSTRUCTION INC.	PAY REQUEST #5 FOR METROPOLITAN WELLS REDEVELOPMENT PROJECT	215,049.63
6060	8/03/2017	[2779] WILDWOOD SAW	REPAIRS TO TWO STIHL FS110 & ONE STIHL FS130 WEEDEATERS	505.59
6061	8/03/2017	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 7/27/17	4,852.06
6062	8/10/2017	[0576] 101 AUTO PARTS	TWO FUSES	73.71
6063	8/10/2017	[6038] ACCURATE TERMITE & PEST SOLUTIONS	MONTHLY RODENT CONTROL @ 475 HILLTOP DR	325.00
	8/10/2017	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPY CHARGES FOR JUNE 2017	1,956.63

City of Rio Dell  
Check Listing for City Council Meeting

Ref#	Date	Vendor	Description	Amount
6065	8/10/2017	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR AUGUST 2017	2,075.00
6066	8/10/2017	[2302] CLYDE'S TOWING, INC.	VEHICLE ABATEMENT TOWING & DISPOSAL	525.00
6067	8/10/2017	[2405] FORTUNA ACE HARDWARE	60 EA CHAIN CABLE	103.51
6068	8/10/2017	[5957] HAZARDOUS MATERIALS RESPONSE	MEMBER AGENCY ANNUAL CONTRIBUTIONS FOR FY 2017-2018	1,322.00
6069	8/10/2017	[2465] HUMBOLDT TRANSIT AUTHORITY	TDA MEMBER ASSESSMENT RTS - FY 2017-2018	42,702.00
6070	8/10/2017	[2501] KEENAN SUPPLY	140' PVC BOE PLASTIC PIPE; 10 EA SXS SCH 40 PVC COUPLINGS; 4 EA SXS SCH 40 PVC 90 ELBOWS; 2 EA SXS SCH 80 PVC 90 ELBOWS	1,184.45
6071	8/10/2017	[4908] MITCHELL BRISSO DELANEY & VRIEZE	LEGAL SERVICES FOR JULY 2017	5,557.14
6072	8/10/2017	[2570] NILSEN COMPANY	315 40# BAGS SOLAR SALT	1,595.24
6073	8/10/2017	[2569] NORTH COAST LABORATORIES, INC.	TOTAL + FECAL COLIFORM 3X5	150.00
6074	8/10/2017	[4338] QUILL CORPORATION	ONE BOX LASER LABELS; ONE BOX #10 ENVELOPES	50.00
6075	8/10/2017	[2659] RIO DELL PETTY CASH	DISH SOAP; ENVELOPES FOR DROP BOX; POSTAGE; SHIPPING	55.49
6076	8/10/2017	[4570] SHRED AWARE	SHREDDING	70.00
6077	8/10/2017	[2319] SUDDENLINK	INTERNET SERVICE 8/10/17 - 9/9/17	134.95
6078	8/10/2017	[6037] WELLS FARGO VENDOR FIN SERV	XEROX COPIER PAYMENT FOR AUGUST 2017	481.02
6079	8/16/2017	[2224] AQUA BEN CORPORATION	HYDROFLOC 750L 88 GAL DRUM	1,624.73
6080	8/16/2017	[2237] BANK OF AMERICA BUSINESS CARD	MICHAELS - TWO PICTURE FRAMES FOR PROCLAMATIONS	862.16
6081	8/16/2017	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 8/4/17	120.00
6082	8/16/2017	[2340] DEPARTMENT OF JUSTICE ACCOUNTING	BLOOD ALCOHOL ANALYSIS FOR JULY 2017	35.00
6083	8/16/2017	[6165] JOSEPH R ENGLISH	MILEAGE & MELAS PER DIEM TO ATTEND CA RURAL CERTIFICATION REVIEW	428.27
6084	8/16/2017	[2405] FORTUNA ACE HARDWARE	TRASH BAGS; DISTILLED WATER; TWO BROOM/DUSTPAN SETS; JET BRUSH WASHER; PAINTER ROLLER FRAMES & COVERS; FOUR BRASS SHUT OFF HOSES; CAR AMORALL CLEANER; CARWASH; FEED & FEED; AUTO WHEEL DETAIL BRUSH	276.59
6085	8/16/2017	[5052] GHD, INC	ENGINEERING FOR ATP PROJECT COORDINATOR & OUTREACH AND DESIGN DEVELOPMENT	2,174.25
6086	8/16/2017	[5942] KEENAN & ASSOCIATES	HEALTH INSURANCE FOR SEPTEMBER 2017	15,007.35
6087	8/16/2017	[2569] NORTH COAST LABORATORIES, INC.	NITRATE AND/OR NITRITE; TOTAL DISSOLVED SOLIDS	165.00
6088	8/16/2017	[2603] PG&E	UTILITY EXPENSES FOR JULY 2017	23,365.33
6089	8/16/2017	[6292] ETHAN S PURVIS	REIMBURSEMENT FOR PRE-EMPLOYMENT DRUG TESTING FOR WW SUPERINTENDENT TRAINEE	116.75
6090	8/16/2017	[4493] REDWOOD GLASS & WINDOWS	INSTALL TWO PIECES BRONZE TEMPERED GLASS @ 406 WILDWOOD AVE	1,151.50
6091	8/16/2017	[2694] SHELL OIL CO.	PW FUEL EXPENSES FOR JULY 2017	2,202.20
6092	8/16/2017	[5506] SOUND ADVICE	SITE WALK THRU , SYSTEM EVALUATION AND DESIGN FEE	3,250.00
6093	8/16/2017	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 8/4/17	4,692.41
6094	8/16/2017	[5108] WAHLUND CONSTRUCTION INC.	PAY REQUEST #6 FOR METROPOLITAN WELLS REDEVELOPMENT PROJECT	234,470.32
6095	8/30/2017	[5750] AERO-MOD	UPGRADE ASSEMBLY FROM IR TO PG DRYER SYSTEM	855.16
6096	8/30/2017	[3975] AT&T - 5709	INTERNET SERVICE 7/16/17 - 8/15/17	75.96
6097	8/30/2017	[5330] CAPITAL ONE COMMERCIAL	SIX CASES COPY PAPER	208.73
6098	8/30/2017	[2293] CITY OF FORTUNA	PRE-EMPLOYMENT FINGERPRINTING FOR UTILITY LEAD WORKER; FINGERPRINTING FOR CUSTODIAN OF RECORDS	111.00
6099	8/30/2017	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 8/18/17	120.00
6100	8/30/2017	[2411] DEARBORN NATIONAL LIFE INSURANCE	LIFE INSURANCE FOR SEPTEMBER 2017	312.00
6101	8/30/2017	[5605] EACRET, PAUL	CUSTOMER DEPOSIT REFUND	220.59
6102	8/30/2017	[2393] FASTENAL COMPANY	100 - 15"X19" REFORM+MWT PADS; 12 - 3"X4' GEN SOCK 1 GAL	354.92

**City of Rio Dell  
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
6103	8/30/2017	[2394] FEDEX	SHIPPING CHARGES TO SEND SCADA SERVICE #1 FOR UPGRADE; OVERNIGHT SERVICE FOR NOTARY CERTIFICATE	44.24
6104	8/30/2017	[2471] HUMBOLDT WASTE MANAGEMENT	CCPP FUNDS FY 2016/2017	5,000.00
6105	8/30/2017	[6299] JIACPA, INC.	FINANCIAL STATEMENT AUDIT PLANNING, PREPARATION & INTERIM FIELDWORK PERFORMED 8/14/17 THRU 8/17/17 FOR FYE 6/30/17	10,600.00
6106	8/30/2017	[2501] KEENAN SUPPLY	THREE DIXON HA1576 BRASS HYDRANT ADAPTERS; 315 FT STD GALV IMP T&C ERW PIPE; 4 TXT 858-040 SCHEDULE 80 PVC VITON UNION	996.16
6107	8/30/2017	[6088] LAWRENCE, TRAE	CUSTOMER DEPOSIT REFUND	60.08
6108	8/30/2017	[5934] NORTH COAST JOURNAL	EMPLOYMENT ADVERTISEMENT FOR CHIEF OF POLICE	188.00
6109	8/30/2017	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM QUANTI-TRAY	60.00
6110	8/30/2017	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
6111	8/30/2017	[5973] PRECISION INTERMEDIA	MONTHLY WEB HOSTING FEE FOR SEPTEMBER 2017	30.00
6112	8/30/2017	[4338] QUILL CORPORATION	THREE USB DRIVES; CASIO COLOR PRINTING CALCULATOR; FIVE SETS INSERTABLE 8 TAB DIVIDERS	76.02
6113	8/30/2017	[2709] STAPLES DEPT. 00-04079109	HP BLACK & TRICOLOR INK CARTRIDGE MULTIPACK	61.43
6114	8/30/2017	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 8/18/17	4,593.12
6115	8/30/2017	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR SEPTEMBER 2017	319.14
6116	8/30/2017	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF AUGUST 2017	366.52
<b>Total Checks/Deposits</b>				<b>650,419.85</b>

566071	8/11/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC FOR AUGUST 2017	(290.70)
5017290	8/14/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 08/04/2017	(10,214.40)
444-992	8/14/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 08/04/2017	(1,607.38)
9424158	8/15/2017	ELECTRONIC FUNDS TRANSFER	BANK ANALYSIS FEE FOR AUGUST 2017	(67.94)
1000101054	8/22/2017	WITHDRAWAL	DEPOSITED ITEM RETURNED	(175.00)
1000103062	8/22/2017	WITHDRAWAL	DEPOSITED ITEM RETURNED	(213.26)
1979675	8/28/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 08/18/2017	(10,104.26)
058-112	8/28/2017	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 08/18/2017	(1,574.71)
<b>Total EFT's/Bank Withdrawals</b>				<b>(24,247.65)</b>

TRX TO PR	8/8/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 08/04/2017	(24,634.76)
TRX TO PR	8/22/2017	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 08/22/2017	(24,601.45)
<b>Total Transfer Between Accounts</b>				<b>(49,236.21)</b>



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

September 19, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Discussion and Possible Action on Recruitment for Chief of Police

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff.

BACKGROUND AND DISCUSSION

The Mayor has requested that this item be agendaized.

RDMC 2.25.050 Appointment of Chief:

The City Manager shall appoint a Chief of Police after coordination and confirmation of the Council to serve in compliance with existing law, ordinance, resolution, City personnel rules and a services contract or memorandum of understanding. [Ord. 213A § 2.60.002, 1992.]

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

September 19, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Adoption of Resolution No. 1359-2017 Authorizing the City Manager to execute Change Orders as Necessary and File a Notice of Completion for the Metropolitan Wells Project.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve adoption of Resolution No. 1359-2017 authorizing the City Manager to execute change orders as necessary and file a Notice of Completion for the Metropolitan Wells Project.

BACKGROUND AND DISCUSSION

Construction work on the Metropolitan Wells Project will need to conclude by October 3, 2017. Staff will need additional flexibility to order to execute on remaining change orders and coordinate with the three separate funding agencies for the project in addition to suppliers and contractors.

Change orders currently being worked on include an emergency generator, additional exterior lighting, additional asphalt paving and electrical heaters for the exterior motors. These three items come at the request of City staff.

Please refer to the attached recommendation from the City's Engineer.

///



## Memorandum

September 13, 2017

To	Kyle Knopp		
Copy to	Nathan Stevens (GHD)		
From	Steve McHaney (GHD)	Tel	(707) 443-8326
Subject	Metropolitan Wells - Project Completion Strategy	Job no.	111/40078/20

The Metropolitan Wells Project will be completed over the next several weeks. Based on funding requirements, all construction work needs to be completed by October 3rd. There are several items we will need to coordinate with the City on during the final weeks of work to meet this deadline.

There is currently approximately \$80,000 remaining in the construction contingency that may be spent on eligible project related items. Eligible items include additional related work on the project site to address how actual site conditions encountered during construction vary from assumptions made during planning, additional functional enhancements to the project related to the overall scope and design intent, and additional water system support equipment. We are anticipating several additional eligible changes such as additional site lighting, some additional wiring to add features to the pumps, and potentially other minor enhancement items or as needed to address site specific conditions, which would be paid for through the contingency. Furthermore, when all such functional items are addressed, then remaining funds could be used for additional support equipment such as a portable generator that would allow City staff to operate the facility during power outages.

We are in the process of receiving quotes from the contractor for additional work items and verifying eligibility through the funders. We will then prepare the change order paperwork for the additional City desired work. Following final completion of all project work, then the Notice of Completion would be recorded and final payments may be made to the Contractor.

Given the short timing associated with the final expenditure of funds, we recommend the Council authorize the City Manager to execute change orders as necessary within the remaining project contingency. It is also recommended that the City Council authorize the City Manager to record the Notice of Completion once all work is complete and GHD and City Staff are satisfied with the work. Following final completion, a final project pay request will be brought before the Council for approval and payment. The retainage would be released by the City 35 days after the recording of the Notice of Completions

We will continue to work closely with City staff during these final weeks of work. Please feel free to contact me if you have any questions.





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

September 19, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Approval of Preliminary Design and Resolution No. 1360-2017 Approving a Scope of Services with City Engineer GHD Inc. for Plans Specifications & Estimates and Other Services Related to the Active Transportation Program Grant with Further Authorization for the City Manager to Execute.

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

Approve the preliminary design with minor modifications *and* Approve Resolution No. 1360-2017

**Alternatives:**

Provide additional direction on modifications to the preliminary design and/or hold another meeting on the preliminary design.

Not adopting Resolution No. 1360-2017 and the Scope of Services with GHD before October 1<sup>st</sup> will likely result in the city falling under new California Transportation Commission administrative procedures for the project, leading to unnecessary commitments of City staff time in order to meet these new requirements. This is not advised.

**BACKGROUND AND DISCUSSION**

**First**, the City Council will receive a presentation from city engineering firm GHD on the Active Transportation Program (ATP) grant. This is an opportunity for the Council and members of the public to make any other requested modifications to the preliminary design that were not captured through the public meeting process.

An open house was held on June 8, 2017. Staff and GHD also held a meeting with the Mayor on July 20<sup>th</sup>. It was requested that staff schedule a second open house in coordination with the School District. A second open house was held on September 13, 2017 at the Rio Dell Elementary School.

The open houses have presented some comments and potential changes that may be within the scope of the grant and are listed in the attached powerpoint.

**Second**, work is ready to begin on the next phase of the project for Plans, Specifications & Estimates (PS&E), Construction Engineering and other services which can be authorized through the attached Resolution. Resolution No. 1360-2017 does not “lock in” a final design, but allows the City to begin the next steps to complete the project. Changes to the preliminary design can and will be made after this point in time.

### **What is the grant?**

The Active Transportation Program consolidates various transportation programs - including the federal “Transportation Alternatives Program,” state “Bicycle Transportation Account,” and federal and state “Safe Routes to School” programs into a single program. This grant is not strictly a “Safe Routes to School Grant.” The Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. This is a competitive grant, where local projects are scored against a series of statewide priorities and criteria established in Sacramento.

### **What is the history with the grant?**

- In May of 2014 the City made application for the Active Transportation Program’s (ATP) Cycle 1 round of funding. The ATP grant is competitive and the City did not score high enough to be awarded during Cycle 1.
- In early 2015, the City made amendments to the original Cycle 1 ATP application to include a public education component and modifications to the off-ramp of US 101. The City then made application for ATP funds through the Cycle 2 application.
- These modifications helped the City of Rio Dell score higher in the competitive grant application process, and thus the City received word of the Cycle 2 award in December of 2015.
- Since the notice of award, the City is on a timeline determined by the State of California to move the project forward to eventual construction and completion.

### **What are the financial considerations?**

The grant is in the amount of \$1,533,000.00 and requires no city match. However, the grant also does not cover the cost for overruns, nor the cost of work performed outside of the scope of the grant agreement. As always, when the State or Federal governments provide funds to localities, they want the locality to perform the work that the grant was intended for. Local priorities take a back seat to statewide or national priorities when statewide or national dollars are funding the project.

Any and all changes that impact the scope of the grant agreement must come with CalTrans approval. Work done outside of the scope becomes a City responsibility.

### **What about Sidewalks?**

As currently proposed, the project includes many additions and improvements to sidewalk infrastructure, including updating many of the sidewalks within the scope of the project to current ADA standards. The city can ask for inclusion of additional sidewalk infrastructure;

however it is up to Caltrans to approve such a modification. The amount awarded (\$1,533,000) will not change however. Therefore, additions to the project, if approved, may make it more likely that City funds would need to be expended, or that portions of the project be removed at a future point in time because they cannot be covered by the available financing.

Under section 6.18.5 of the Rio Dell Municipal Code, sidewalks are the responsibility of the adjacent property owner, including for purposes of maintenance and repair. The ATP program offers a unique opportunity for property owners to have work done on their sidewalk without cost to the property owner or City.

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**RESOLUTION NO. 1360-2016**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
APPROVING THE SCOPE OF SERVICES WITH GHD INC.  
FOR PLANS, SPECIFICATIONS & ESTIMATE (PS&E), UTILITY AND RIGHT OF  
WAY ENGINEERING, NON-INFREASTRUCTURE COMPONENT &  
CONSTRUCTION ENGINEERING SERVICES FOR THE  
ACTIVE TRANSPORTATION PROGRAM GRANT**

**WHEREAS**, the City of Rio Dell is eligible to receive funding for the ATP transportation project, through the California Department of Transportation; and

**WHEREAS**, the City needs to begin work on the next phases of the project including Plans, Specifications & Estimate (PS&E), Utility and Right of Way Engineering, the Non-Infrastructure Component and Construction Engineering Services; and

**WHEREAS**, GHD Inc. serves as the City's engineering firm; and

**WHEREAS**, the City wishes to authorize the City Manager to execute the scope of services listed as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** that said Scope of Services is hereby approved, including:

- Task 1 – Plans, Specifications & Estimate (PS&E)
- Task 2 – Utility and Right of Way Engineering
- Task 3 – Non-Infrastructure (NI) Component
- Task 4 – Construction Engineering

**BE IT FURTHER RESOLVED** that the City Manager is authorized to execute the Scope of Services.

**PASSED AND ADOPTED** by the City Council of the Rio Dell on this 19<sup>th</sup> day of September, 2017, by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

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Frank Wilson, Mayor

ATTEST:

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Karen Dunham, City Clerk



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

May 5, 2015

RE: Support for City of Rio Dell – K-8 Schools SRTS Safety Improvement and Community Outreach Project

Dear Application Review Committee:

The City of Rio Dell wishes to express our support for the K-8 Schools SRTS Safety Improvement and Community Outreach Project, and is hopeful that this project will be funded through an Active Transportation Program (ATP) grant. Our City applied for ATP funds under the first funding cycle and we were encouraged to hear that our project was in alignment with the priorities of the ATP and that our City ranked well in their standing.

The City Council recognizes that transportation infrastructure extends beyond vehicle related facilities to include our sidewalks, trails and bicycle lanes. These non-motorized facilities should link every major neighborhood in a safe manner that encourages citizen use as part of an active lifestyle.

We believe the project before you will help correct the automobile-centric design of the Highway 101 overpass that is not only confusing for drivers but also limits the walkability of our city. This bypass was built over 40 years ago when safety was not as much of a priority as it is today. Our Police Department has identified the intersection of the Highway 101 on/off ramps with Wildwood Avenue and the intersection of Scenic Way and Eeloa Avenue as two of the most dangerous intersection in town. Our police department is in full support of this project and the remedy it will bring to this issue. Surrounding streets will also be improved to increase safety for non-motorized travel as our citizens walk or bike in order to attend school, shop for groceries or enjoy the river. We are also proud to include an educational component in this project that is directed towards school age children that will help them understand the importance of safety while on city streets and roads.

The City Council believes this application to be well rounded and beneficial to virtually all of the residents of Rio Dell or anyone who would use this infrastructure. We wish to express our support for this ATP project and ask that you support it as well.

Sincerely,

  
Frank Wilson  
Mayor - City of Rio Dell

## City of Rio Dell

Safe Routes to School (SRTS) Safety and Community Outreach Project



City Council Meeting

September 19, 2017

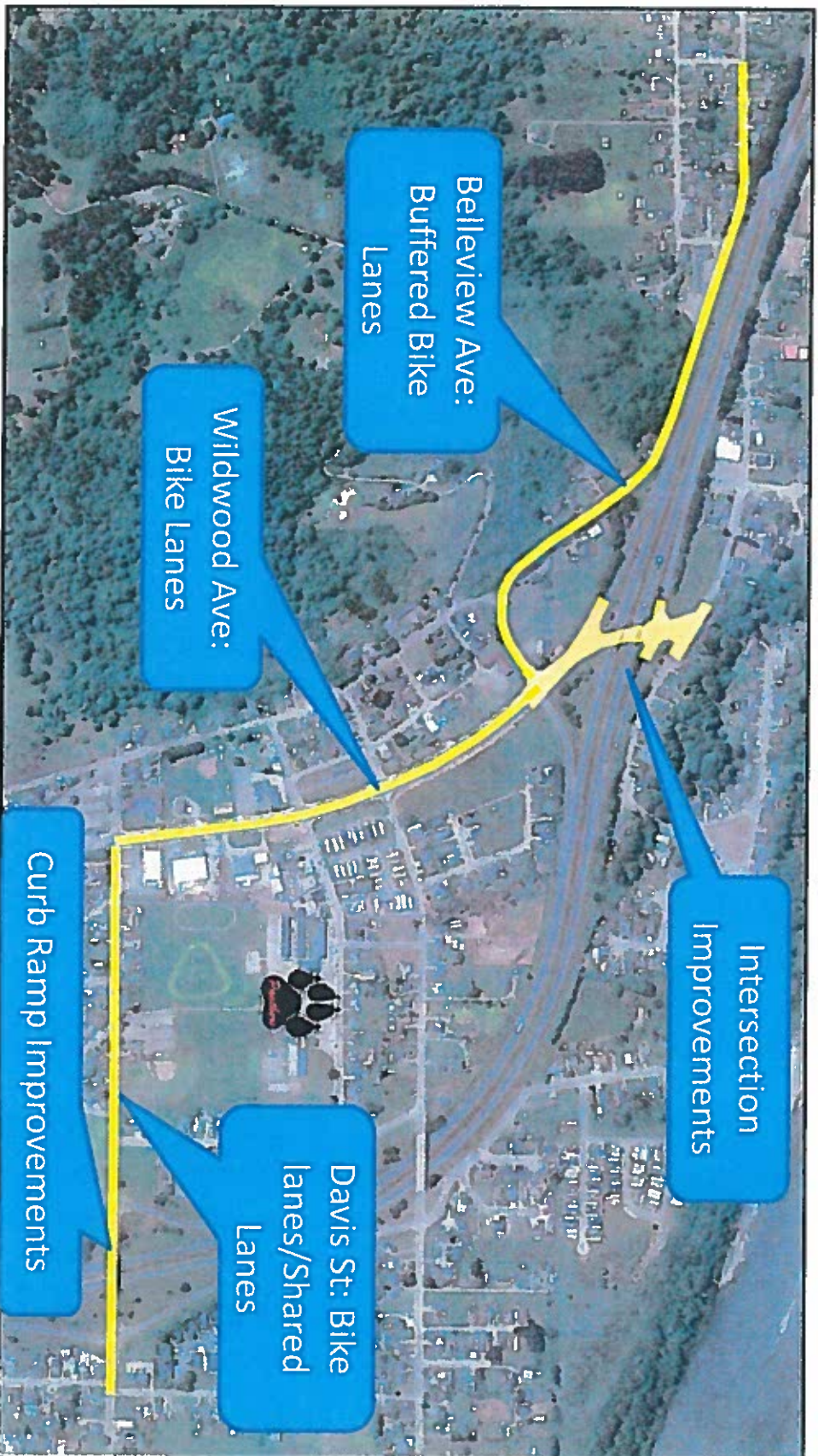


# Presentation Overview

- Need
- Background/History
- Programming
- Progress to Date
- Next Steps



# Overview of Proposed Improvements



City of Rio Dell SRTS Safety and Community Outreach Project



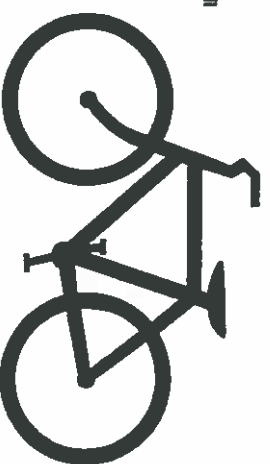
## Need

- 4 out of 5 of the roadways are listed as “Top Priority Regional Complete Streets” in the **2014 Regional Transportation Plan (RTP) Update**
- 3 of the proposed improvement locations are listed in the **Humboldt Regional Bicycle Plan – 2012 Update**
- Of the 310 Students enrolled, **33% walk or ride bikes to school** (30% walk/3% ride), however; **92%** live within walking or biking distance
- The Police Chief identified the 101 off ramp and Scenic Ave as **“one of the most dangerous intersections in town” and that the sweeping intersections lead to failures to stop.**



## ATP Grant Background

- In 2013, Governor Brown signed legislation creating the Active Transportation Program (ATP)
- The ATP consolidated existing Federal and State programs (TAP, BTA, & SR2S) into a single program focused on “Active Transportation”



City of Rio Dell SRTS Safety and Community Outreach Project

# History

**2014 ATP Cycle 1 Application - \$741,000 (Not Awarded)**

**2015 ATP Cycle 2 Application - \$1,533,000 (Awarded)**

Additions include:

- Non Infrastructure Component
- 101 SB off ramp and Belleview Ave Intersection Improvements
- Asphalt overlays (rather than just striping)
- School Survey Information
- More supporting documentation



# Letters of Support

## Locally (Rio Dell):

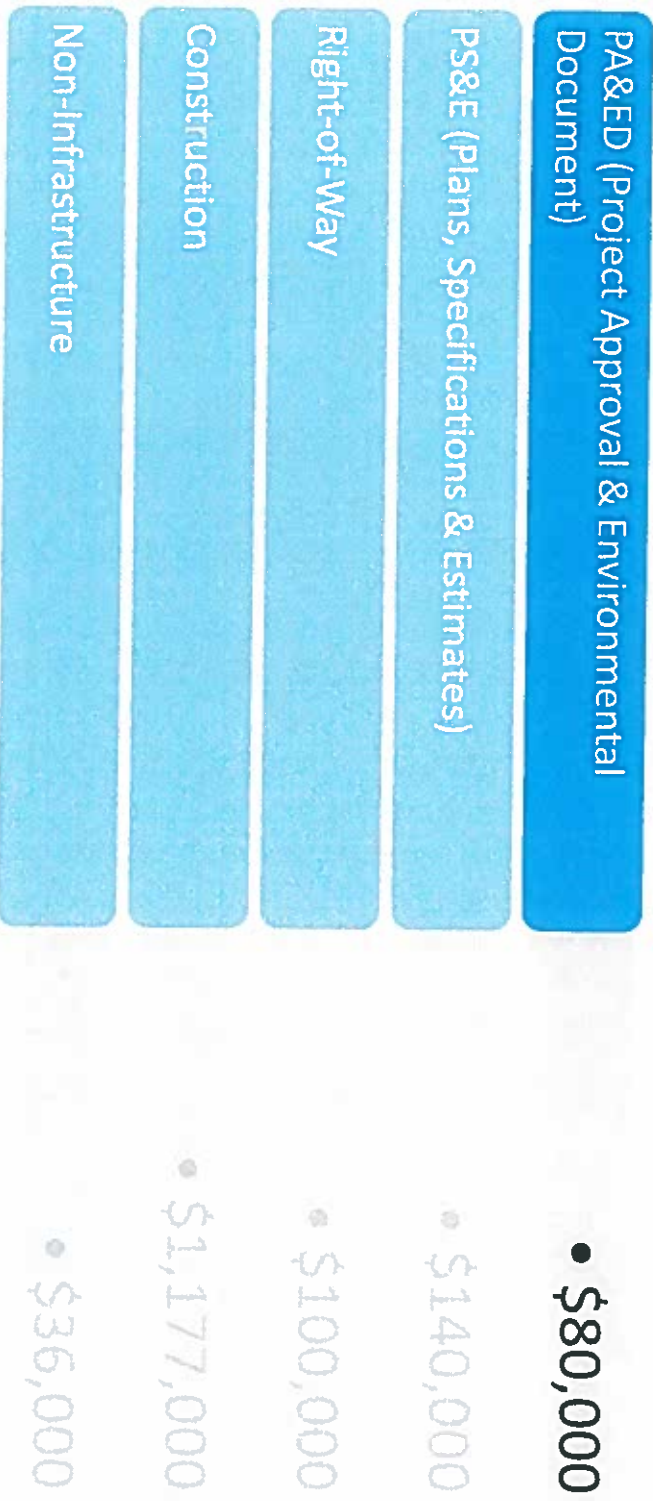
- Mayor
- Chamber of Commerce
- Chief of Police
- Fire Department
- School District (Board & Staff Members)
- Teachers Association
- Parent Teachers Association
- Parents
- Students

## Regionally:

- Caltrans Office of Traffic Safety
- HCAOG
- Department of Health and Human Services



# Programming

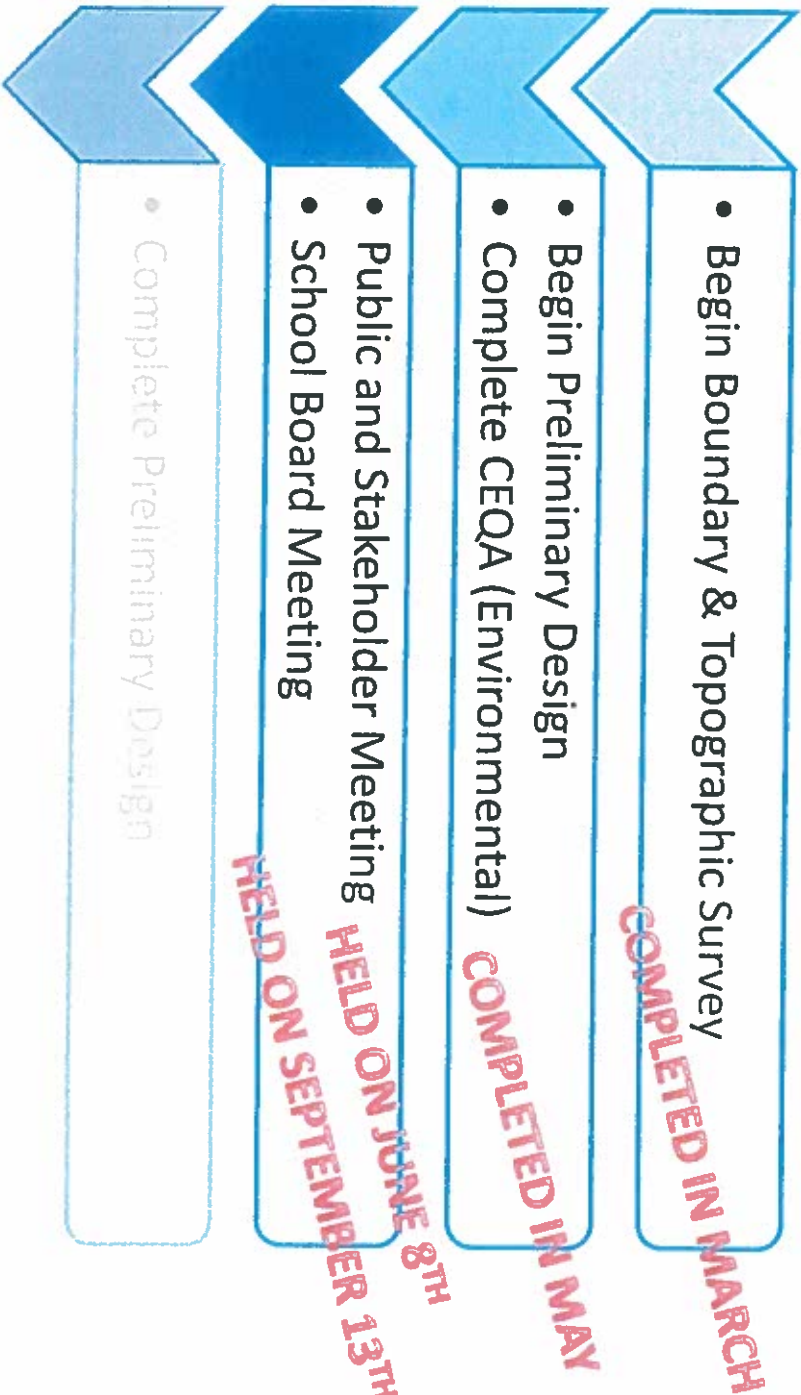


\* No city match funds



# Progress to date

- **PA&ED Phase**



## Public Meeting Notes/Comments

- Extend sidewalks on Eloa Ave. towards the CC Market
- Improve Streetscape along Belleview Ave. adjacent to HWY 101
- Keep the Eloa Ave. and Scenic Way Intersection open and not so restrictive
- Eliminate the pedestrian refuge island at Belleview Ave. and Wildwood Ave.
- The school educational component should encourage students to use the multi-use path along Wildwood Ave. rather than the bike lanes
- Sidewalks are needed more than bike lanes



## Potential Changes Within the Scope of the Grant

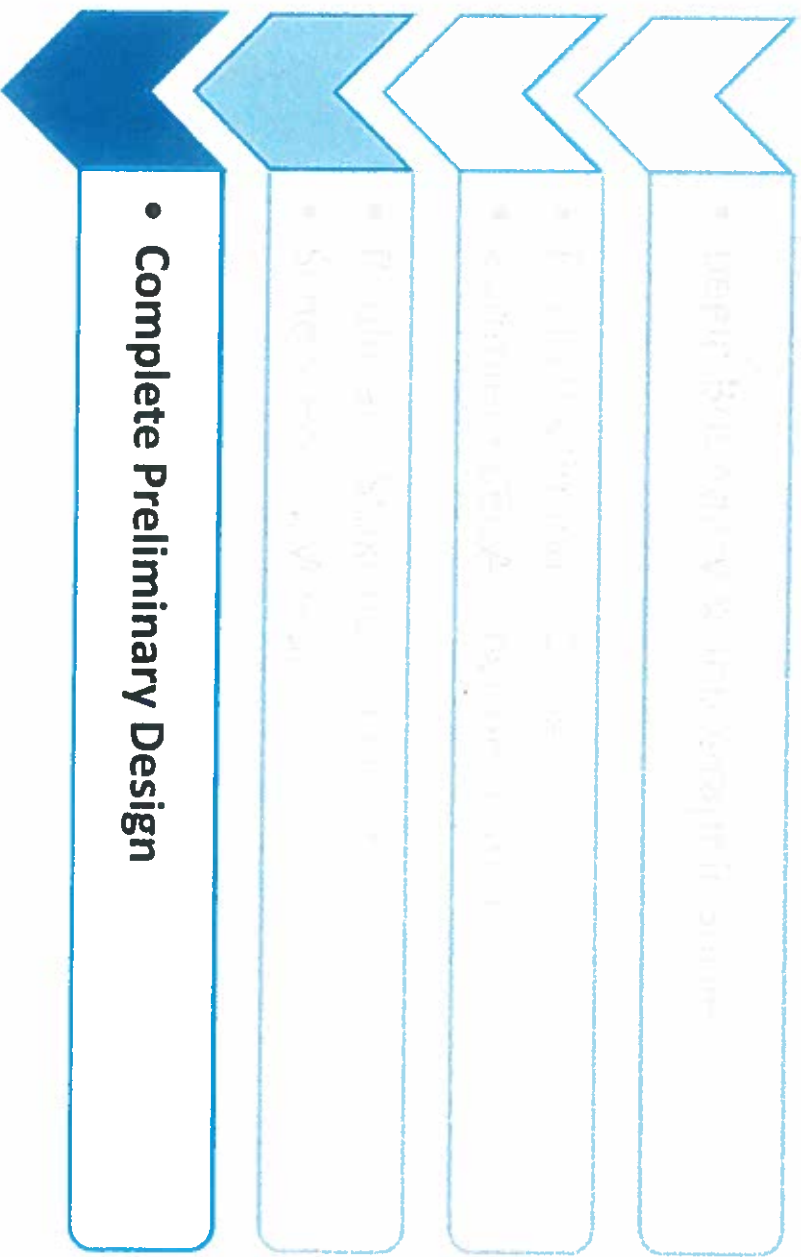
- Extend sidewalks on Eloa Ave. towards the CC Market
- Keep the Eloa Ave. and Scenic Way Intersection open and not so restrictive
- The school educational component should encourage students to use the multi-use path along Wildwood Ave. rather than the bike lanes



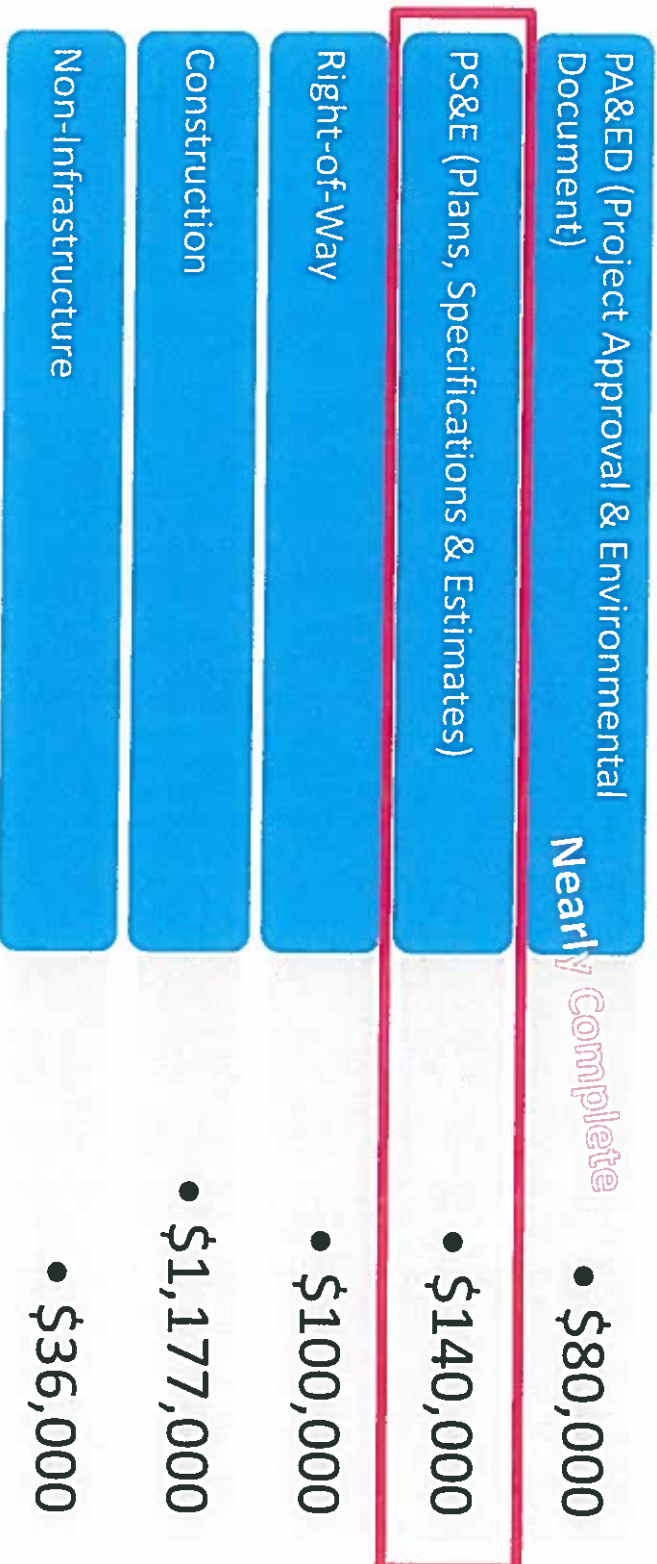


# Progress to date

- **PA&ED Phase**



# Programming – Next Steps

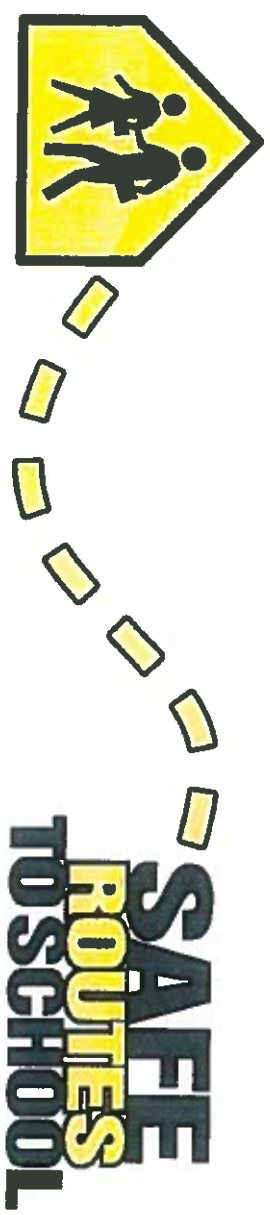


\* No city match funds



## Next Steps

- **Begin PS&E Phase** (October 2017 Funding Allocation Deadline)
- **Begin Construction** (April 2019 Funding Allocation Deadline)



## Recommendation

- **Provide direction for staff to move forward with finalizing the preliminary design as presented at the Public Workshop and School Board Meetings (with minor revisions only).**





City of Rio Dell SRTS Safety and Community Outreach Project



## EXHIBIT A

### Scope of Services For Plans, Specifications & Estimate (PS&E), Utility and Right of Way Engineering, Non-Infrastructure Component & Construction Engineering Services

#### SRTS Safety Improvement and Community Outreach Project

September 19, 2017

Based on our understanding of the project, GHD has developed the following scope of services for the project, which will include:

- Task 1 – Plans, Specifications & Estimate (PS&E)
- Task 2 – Utility and Right of Way Engineering
- Task 3 – Non-Infrastructure (NI) Component
- Task 4 – Construction Engineering

#### Task 1 – Plans, Specifications & Estimate (PS&E)

The primary objective of the PS&E phase is to develop a set of plans and specifications suitable for bidding and construction. The final design will be based on the conceptual designs which were developed by GHD and were presented at the public and stakeholder meeting held on June 8<sup>th</sup>, 2017 and the School Board Meeting held on September 13, 2017.

GHD's understanding is that the City is interested in incorporating the following improvements:

- **Belleview Ave:** 12' travel lanes with a 3' striped buffer and a 5' minimum bike lane;
- **Wildwood Avenue:** 12' travel lanes with a 5' minimum bike lane;
- **Davis Street (from Wildwood Avenue to Ireland Street):** 20' shared travel lanes with 8' parallel parking;
- **Davis Street (from Ireland Street to Rigby Avenue):** 12' travel lanes with a 5' minimum bike lane. Additional pedestrian safety improvements include curb ramps and crosswalks at Ireland Street, the off-ramp from Southbound Hwy 101 and the on-ramp to northbound Hwy 101;
- **Intersection of Scenic Way with Eeola Avenue:** Reconfiguration of the intersection to provide better visibility and circulation, as well as bike lanes, sidewalks, curb ramps, crosswalks and other bicycle and pedestrian safety improvements; and
- **Intersection of Wildwood Avenue with Belleview Avenue:** Reconfiguration of the intersection to provide better visibility, circulation and minor drainage improvements, as well as bike lanes, sidewalks, curb ramps, crosswalks and other bicycle and pedestrian safety improvements.

The final design features will conform to City's requirements and other applicable standards while within the City's right-of-way and conform to the Caltrans standards for the improvements within the State's right



of way. The regulatory, advisory and directional signs and striping will be designed in accordance with the California MUTCD, NACTO guidelines and other appropriate sources.

#### Project Management

The PS&E phase will require regular communication and close coordination with team members, the City, Caltrans, the local Schools and other project stakeholders. This task also includes reviewing the project status on a regular basis, providing progress updates to the City, managing project budgets and schedules, assisting the City in coordinating with the various agencies involved, and coordinating and performing quality control and quality assurance reviews.

#### Plans, Specifications and Estimates

GHD will work with the City to further develop the project in accordance with the scope, Local Assistance guidelines and available funding. The plans, specifications and estimates will be prepared based on the standards of practice in the industry.

The design documents will include road, drainage and non-motorized facilities. The Construction plans, specifications and estimate will make up the design set and will be submitted to the City for review at 60%, 90% and 100% completion stages. The City will have the opportunity to comment on the 60% and 90% design sets, and the 100% will be ready to issue for construction.

#### *Construction Plans*

The Construction Plans will be developed on 22" x 34" sheets that allow scaled reduction to 11" x 17" sheets. The project will be designed using English Standard units in AutoCAD at an appropriate scale utilizing AutoCAD standards, including project folder structures, layer names, line styles and font resources, color tables, etc. All plans will be stamped and signed by a professional engineer and will be used as part of the construction documents. Construction plans are expected to include:

- Title Sheet
- General Notes, Symbols and Abbreviation Sheet
- Improvement Plans
- Typical Cross Sections
- Construction details
- Signage and Striping Plans
- Drainage Plans
- Construction Area Signs Plan
- Survey Control Plan, and
- other sheets we deem necessary to convey the design intent

#### *Technical Specifications*

GHD will prepare technical specifications consisting of Special Provisions to amend and supplement the State of California Department of Transportation Standard Specifications (2015). Technical Specifications for this project will include information specific to the project and work items, such as order of work, testing and quality control, asphalt concrete, roadside signs, thermoplastic paving markings, etc. There will be at least one section for each item of work included in the project. To the extent possible, references will be made to the 2015 Caltrans Standard Specifications.

#### *Construction Estimates*

The engineer's opinion of probable construction costs will be prepared using standard engineering estimate procedures for each design submittal. The opinion of cost will include the anticipated cost for the items of work included with the project based on bid results from previous projects or published unit costs available from Caltrans. Actual construction costs will vary and the low bidder may be



higher than the Opinion of Probably Construction Cost due to availability of labor, equipment, materials, market conditions, or other factors.

***Bidding Package***

GHD will assist the City in developing the bidding package including: advertisement for bid, bid schedule, bidding requirements, contract forms, special contract requirements, general conditions, and state requirements (EEO Certification, Non-Lobbying Certification, prevailing wage, etc.), technical specifications, and construction plans. Given that there is a fixed budget, the project may be structured with a base bid and additive bid alternates.

**DSA Access Compliance Review**

GHD will submit the 100% plans and technical specifications to the California Division of the State Architect (DSA) for an Access Compliance review. GHD will prepare and submit form DSA-1 (Application for Approval of Plans and Specifications), form DSA-95 (Intake Project Review Box Request) and will request an electronic review. The City will be responsible for paying the associated review fee which will be based on the projects estimated construction cost. GHD will make minor modifications or clarifications to the design to incorporate applicable comments received by DSA. The revised plans and specifications will be compiled into the final bidding package.

**Caltrans Encroachment Permit Application**

The project will require an encroachment permit from Caltrans for improvements constructed within the State right of way. GHD will prepare an encroachment permit application for the City to submit to Caltrans. GHD will also print and distribute preliminary plans to Caltrans to support the application, address questions, and provide supporting information.

**Non-Infrastructure (NI) Component**

GHD will be teaming with Redwood Community Action Agency (RCAA) for the Non-Infrastructure component portion of this project. Our team will prepare and submit a NI working plan (LAPG, Exhibit 22-R) to the Division of Local Assistance (DLA) for approval prior to requesting allocation for NI activities. The NI component of this project includes Pedestrian and Bicycle Safety Education and Eagle Prairie Elementary School, Walk and Roll Events, Bike Rodeo Event, and the preparation of a Rio Dell Bicycle and Pedestrian Route Map.

**Construction Allocation Request**

When the PS&E package is near completion, GHD will assist the City in preparing the construction allocation request for the California Transportation Commission (CTC). Once the construction funds have been allocated by the CTC, reimbursable construction and construction engineering work can begin. The project must be awarded within 6 months of construction allocation.

The Construction allocation submittal will each include the following required forms:

- Exhibit 22-N - Allocation Checklist
- Exhibit 22-O - Allocation Request
- Exhibit 22-C - State Only Finance Letter

***Task 1 Deliverables:***      ***60% PS&E Submittal: Plans, Specifications, and Estimates***  
   ***90% PS&E Submittal: Plans, Specifications, and Estimates***  
   ***100% PS&E Submittal: Plans, Specifications, and Estimates***  
   ***Final Bidding Package***  
   ***Construction Allocation Request Submittals***





*GHD will provide one (1) electronic PDF and up to ten (10) hard copies for each of the above documents. In addition, final plans will be provided as AutoCAD Civil 3D files.*

*Other forms and documents related to Task 1, as required by local assistance procedures manual will be provided as one (1) electronic PDF and one (1) hard copy (if requested).*

## **Task 2 – Utility and Right of Way Engineering**

Although no additional right of way is anticipated for this project, the City must certify that work is completed in areas within existing right of ways. Using the topographic survey developed and information provided by the City, GHD will determine the location of City right of way relative to the proposed project improvements. Items such as fences, landscaping, and other personal belongings which are found to be located within the City right of way may need to be relocated by the owner, or the City may need to issue an encroachment permit. In addition, driveway and sidewalk grade conforms will likely extend outside the City's right of way. To the extent practical, the project will be configured to avoid the need for temporary or permanent right of way. Where additional right of way is unavoidable, the right of way will need to be acquired consistent with the guidelines for right of way acquisition in the Local Assistance Procedures Manual. In this situation, GHD will assist the City by preparing a list of adjacent property owners, addresses and APN's. GHD will also prepare Permit's to Enter and Construct, and after City review and approval, GHD will coordinate with the property owners to obtain their permission to enter their property and construct improvements for the benefit of the public. Because the project will be utilizing State Only Funding (no federal participation), a formal Right of way Certification will not be required or prepared.

GHD will utilize the topographic survey developed and utility information provided by the City to determine the approximate location of existing utilities within the project area. If existing utilities are found to conflict with planned improvements, GHD will contact the affected utility owner(s) to discuss any adjustments or relocations necessary as part of the project. GHD will also assist the City in preparing the relocation documentation to verify ownership, financial responsibility and relocation in accordance with the proposed construction schedule. Once completed, the documents (Notice to Owner, Utility Agreements, maps, etc.) will be provided to the City.

*Task 2 Deliverables: All deliverables listed in the above task will be provided as electronic PDFs unless otherwise requested by the City.*

## **Task 3 – Non-Infrastructure (NI) Component**

GHD will be teaming with Redwood Community Action Agency (RCAA) for the Non-Infrastructure component portion of this project. Our team will prepare and submit a NI working plan (LAPG, Exhibit 22-R) to the Division of Local Assistance (DLA) for approval prior to requesting allocation for NI activities. The NI component of this project includes Pedestrian and Bicycle Safety Education and Eagle Prairie Elementary School, Walk and Roll Events, Bike Rodeo Event, and the preparation of a Rio Dell Bicycle and Pedestrian Route Map.

*Task 3 Deliverables:*

- In-classroom and in the field safety and educational lessons*
- Event planning, outreach, attendance and Incentives*
- (1) Hard copy Rio Dell Bicycle and Pedestrian Route Map*



#### **Task 4 – Construction Engineering**

GHD will provide construction engineering services throughout the construction of the project. Services to be provided would include:

- Bidding Assistance
- Pre-Construction Assistance
- Construction Management
- On-Site Construction Observation
- Project Closeout

##### Bidding Assistance

Bidding assistance by GHD will include the following:

- Print and distribute plans and specifications to contractors at cost (no cost to builders exchange or City)
- Respond to contractor questions
- Issue Addenda during bidding
- Organize and conduct a pre-bid meeting/conference
- Summarize the pre-bid conference and addressing questions from the conference for distribution to bidders
- Organize and conduct a public bid opening
- Prepare a bid summary and review contractor bids
- Work with selected contractor on obtaining and verifying bonds and insurance
- Work with City with preparing the contract documents for approval
  - Notice of Award
  - Contract/Agreement
  - Notice to Proceed

##### Pre-Construction Assistance

Following the award of the project, but prior to the start of construction, GHD will provide the following pre-construction services:

- Review contractor's initial construction schedule for adherence to project requirements and ease of monitoring progress.
- Review contractor's preliminary traffic control plan.
- Review public noticing requirements and schedule with contractor.
- Review cost of lump sum items breakdowns provided by Contractor.
- Prepare and distribute the pre-construction meeting agenda, conduct meeting, compile meeting minutes and a task list, and distribute to the project team.
- Summarize work and expectations of the City at pre-construction meeting including: contract requirements and coordination required for the completion of the work, roles and responsibilities, schedule of work, submittals, work hours, notifications, safety, coordination with utilities, materials testing, labor compliance, equal employment opportunity and disadvantaged business enterprise requirements.
- GHD will prepare Exhibit 22-A (Award Information for ATP Projects) for submittal to the Caltrans District Local Assistance Engineer. Because the project utilizes State Only Funded, it is our understanding that Caltrans does not require any other award documentation.



### Construction Management

GHD's Resident Engineer will coordinate communication between the Contractor, City, Caltrans, utility companies and other parties throughout the course of the project's construction. Many of the items below will involve the input and feedback of the City and others.

- Coordinate Materials Testing and Contract Administration requirements through the course of the project;
- Record working days, non-working days, weather related days, and issue weekly statement of working days;
- Review Contractor monthly payment requests, review differences in payment quantities with contractor, and prepare and submit recommendations of payment requests to City;
- Maintain project records and files as needed for general compliance with Caltrans requirements;
- Attend project meetings and prepare agenda, and document meeting minutes;
- Coordinate and manage Submittal and Shop Drawing reviews and maintain tracking logs;
- At the request of the City, participate in preparation of public information bulletins and updates during construction (web site, emails, etc.);
- Review and respond to Contractor submittals, based upon the plans and specifications;
- Monitor the Contractor's construction schedule and progress for adherence to project schedule, coordinate with the Contractor on planned activities, notify Contractor, City and Caltrans of any schedule issues identified, review schedule revisions and negotiate time extensions if necessary;
- Coordinate with the Contractor so Contractor can provide City staff with notice for construction activities which may affect or require City resources or coordination.
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs) – include technical / engineering assistance and review, maintain logs, prepare and transmit responses and coordinate with other parties to develop responses.
- Submit copy of CCO memorandum and CCOs to the City and Caltrans.
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes.

### On-site Construction Observation

GHD will provide the following onsite construction observation services:

- Provide regular part-time on-site construction observation to review Contractor general conformance with the project plans and specifications.
- Prepare observation reports including digital photo logs of progress.
- Maintain a set of red line plans depicting changes noted by the construction observer.
- Review traffic control and Contractor daily activities.
- Review Contractor's erosion and sediment control BMPs.
- Perform on-site employee interviews to review job classifications and wages paid (form CEM 2504 or similar).
- Collect and maintain material tags and testing tags/reports.
- Review Certificates of Compliance.
- Reject or Recommend deductions for materials not meeting the project requirements.

### Project Closeout

Final documentation by GHD will include the following items:

- Final project summary letter
- Project photo log



- Submittals
- Inspection and observation reports
- Materials testing and inspection records and final reports
- Employee interview records
- Meeting records
- Exhibit 17-M – Final Project Expenditure Report

Following final acceptance of the project by the City and Caltrans, GHD will prepare a Notice of Completion for approval by City and submittal to Humboldt County for Recording.

GHD will also prepare and transmit Record Drawings to the City (in electronic pdf format only), incorporating any noted changes, change orders or other changes deemed necessary by the Engineer.

*Task 4 Deliverables: All deliverables listed in the above task will be provided as electronic PDFs unless otherwise requested by the City.*

#### **GENERAL EXCLUSIONS AND ASSUMPTIONS**

This scope of services is based on the tasks described above which are anticipated for the project. The City may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project.

This proposal is based on the following assumptions:

- This scope does not include anything not specifically described above.
- The project design will be based on the conceptual drawings that were included in the successful grant application.
- The scope does not include any geotechnical investigations, pavement or material testing, construction staking.
- The projects estimated area of ground disturbance is less than 1-acre therefore a stormwater pollution prevention plan (SWPPP) is not required for the project.
- The scope of services does not include any applications, permits, or related fees (i.e. utility, agency, regulatory, encroachment). The City shall be responsible for preparing and securing any necessary permits and for paying all deposits and fees required for the project.
- The scope of services does not include any design changes following the completion of the 100% design submittal, with the exception of clarifications required by the DSA (as part of the Access Compliance review).
- The City will complete their review of the plans and prepare any comments they have in a timely manner and will deliver one set of rectified comments to GHD following each review.
- The City will be responsible for overall grant management and submittal of Caltrans Reimbursement Requests to the District Local Assistance Engineer. GHD will provide support for project progress reporting.
- The scope of services does not include any design exceptions as none are anticipated for this project.



**PROPOSED WORK SCHEDULE AND MILESTONES**

Major Milestones	Tentative Date
Submit PS&E Allocation Request to Caltrans	October 6, 2017
PS&E Funds Allocated by CTC	December 7, 2017
Start Design	January 2, 2018
Complete 60% Design	February 16, 2018
City Completes Review of 60% Design	March 2, 2018
Complete 90% Design	April 20, 2018
City Completes Review of 90% Design	May 4, 2018
Complete 100% Design	June 8, 2018
Construction Allocation Request Submitted to Caltrans	June 15, 2018
Construction Funds Allocated by CTC <i>*Must award project within 6 months</i>	August 16, 2018
Advertise Project for Bid	November 24, 2018
Award Project at Council Meeting	January 15, 2019
Start Construction	April 15, 2019
Construction Complete	September 1, 2019

The exact dates for the timeline will depend on the turnaround time on reviews by the City, Caltrans, and other agencies. Because of the involvement (reviews) of third party agencies, we cannot guarantee that the work will be completed per the above schedule. As we move through the design process, we will work with the City and revise the schedule as necessary.

**COMPENSATION**

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of:

- \$120,000 for Task 1 – Plans, Specifications & Estimate (PS&E)**
- \$25,000 for Task 2 – Utility and Right of Way Engineering**
- \$36,000 for Task 3 – Non-Infrastructure (NI) Component**
- \$125,000 for Task 4 – Construction Engineering**

(without written authorization). The level of effort to complete the services above may be different than identified in the task budget above and will depend on the involvement and requests by the City, the Caltrans and other agencies. GHD reserves the right to move budget between phases.

**AGREED**

City of Rio Dell

GHD

Kyle Knopp, City Manager

Date

Steve McHaney, Associate

Date