

A G E N D A
RIO DELL CITY COUNCIL
REGULAR MEETING - 6:30 P.M.
TUESDAY, SEPTEMBER 18, 2012
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

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

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

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

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. CEREMONIAL

1) 2012/0918.01 – Proclamation Declaring September 17-23, 2012 as Constitution Week

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 5 minutes.

F. CONSENT CALENDAR

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

- 1) 2012/0918.02 - Approve Minutes of the September 4, 2012 Regular Meeting (**ACTION**)
- 2) 2012/0918.03 - Approve Amended "Public Presentations" Guidelines on Council Agendas (**ACTION**)
- 3) 2012/0918.04 - Declaring the Continued Existence of an Emergency for Repair of the Drainage Ditch in the Vicinity of Miller and Tyme Cts. as set Forth in Resolution No. 1172-2012 (**ACTION**)
- 4) 2012/0918.05 - Approve Contract Agreement with Adult Day Health Services for Fiscal Year 2012-2013 and Authorize the City Manager to Execute the Contract Agreement (**ACTION**)

G. SPECIAL PRESENTATIONS

- 1) 2012/0918.06 - Questions of City Attorney Regarding City Council Members Participation in the Passage of Measure "J" (**RECEIVE & FILE**)

H. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
- 2) 2012/0918.07 - Status Report on Development of 5-Year Capital Improvement Plan (**COMMENT/RECEIVE AND FILE**)

I. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- 1) 2012/0918.08 - Approve Resolution No. 1176-2012 Approving an Amendment to the Position Allocation Table for Fiscal Year 2012-2013 and Rescinding Resolution No. 1169-2012 (**ACTION**)
- 2) 2012/0918.09 - Introduction and First Reading (by title only) of Ordinance No. 296-2012 to Clarify by Amendment RDMC Sections 13.05.160 Concerning Charges for Installing Water Meters, and RDMC Section 13.10.140 Concerning Charges for Installing Sewer Services (**ACTION**)

J. REPORTS/STAFF COMMUNICATIONS

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

K. COUNCIL REPORTS/COMMUNICATIONS

- L. STUDY SESSIONS/PUBLIC HEARINGS
- M ANNOUNCEMENT OF ITEMS TO BE DISCUSSED CLOSED SESSION AS FOLLOWS:
- N. PUBLIC COMMENT REGARDING CLOSED SESSION
- O. RECESS INTO CLOSED SESSION
- P. RECONVENE INTO OPEN SESSION
- Q. ORAL ANNOUNCEMENTS
- R. ADJOURNMENT

*The next Regular meeting will be on October 2, 2012
at 6:30 PM in City Hall Council Chambers*

PROCLAMATION
Declaring September 17-23, 2012 as
Constitution Week

WHEREAS, Our Constitution stands as a testament to the tenacity of Americans throughout history to maintain their liberties and freedom and to ensure those unalienable rights to every American; and

WHEREAS, Celebrating the Constitution has been a time-honored tradition for the Daughters of the American Revolution (DAR); and

WHEREAS, In 1955, the Daughters petitioned Congress to set aside September 17-23 annually, changing the previously established *Citizenship Day* on September 17th into a week long observance; and

WHEREAS, The resolution was later adopted by the U.S. Congress and signed into Public Law #915 on August 2, 1956 by President Dwight D. Eisenhower; and

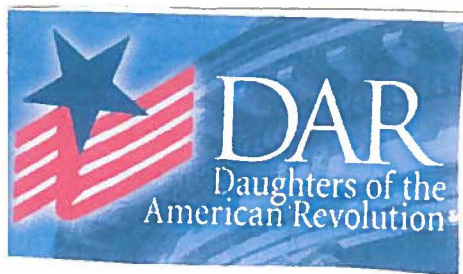
WHEREAS, The aim of the celebration are to (1) emphasize citizens' responsibilities for protecting and defending the Constitution, preserving for posterity; (2) inform the people that the Constitution is the basis for America's great heritage and the foundation of our way of life, and (3) encourage the study of the historical events which led to the framing of the Constitution in September 1787; and

WHEREAS, One of the purposes of the Daughters of the American Revolution is to perpetuate the memory and spirit of the men and women who achieved American independence by the promotion of celebration of all patriotic anniversaries.

NOW, THEREFORE the City Council of the City of Rio Dell recognizes September 17-23, 2012 as Constitution Week and encourages patriotic citizenship in the City of Rio Dell.

September 18, 2012

Julie Woodall, Mayor



Fortuna, CA
August 24, 2012

Mayor Julie Woodal
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562

Dear Mayor Woodal,

The week of September 17-23, 2012 has been declared National "CONSTITUTION WEEK."

The Eel River Valley Chapter of the Daughters of the American Revolution would like to request that you in your position as mayor, please present a proclamation declaring September 17-23 as "CONSTITUTION WEEK" in the City of Rio Dell. This will mark the 225th anniversary of the drafting of the Constitution of the United States of America.

Lola Marie Cathey, Constitution Week Chairman
Eel River Valley Chapter, NSDAR
1879 Cecil Avenue
Fortuna, CA 95540
snowdede@att.net
Flo Lane, Assistant Chairman

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

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

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

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

PUBLIC PRESENTATIONS

Ranada Laughlin, 570 Gunnerson Lane addressed the Council regarding maintenance of the tennis courts and thanked the City for the installation of the locking gate and purchase of the new windscreen. She said she and several other tennis players were looking forward to the installation of the windscreen and volunteered to assist the City with the installation if needed. She presented a petition signed by members of the community in support of recreational opportunities within the City of Rio Dell and requesting that the tennis windscreens be kept up year round. She also asked if it would be possible for the city to post a sign on the inside of the court with a phone number to call to report maintenance issues.

Nick Angeloff, 541 Second Ave. provided the Council with a brief update on the rail system and reported that the County Board of Supervisors approved seeing a resolution in support of the east rail feasibility study as well as potentially entering into an agreement with other counties to form a rail committee to help move the project forward. He also announced that the North Coast Tribal Chairman's Association also endorsed the feasibility study.

CONSENT CALENDAR

Motion was made by Leonard/Marks to approve the consent calendar including approval of minutes of the August 21, 2012 Regular Meeting; approval of Pay Request No. 6 in the amount of \$662,145.35 to Wahlund Construction/Sequoia Construction Specialties for work related to the Wastewater Treatment Plant Upgrade and Disposal Project; declaring the continued existence of an emergency for repair of the drainage ditch in the vicinity of Miller and Tyme Cts; and approval of Resolution No. 1173-2012 authorizing the execution of grant and funding agreements. Motion carried 5-0; Councilmember Thompson abstained from vote on the August 21, 2012 minutes.

SPECIAL CALL ITEMS

SEPTEMBER 4, 2012 MINUTES

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Status Report on Wastewater Treatment Plant Upgrade and Disposal Project

Finance Director Beauchaine provided an update on the project and said the City has completed the fifth month of construction. She said concrete and electrical work continue to be the focus at the treatment plant site, and the packaged Aeromod treatment plant is currently being manufactured. Grading of the disposal site is continuing and pipeline trenching for the effluent irrigation began on August 29th. She said the pipeline boring through town is scheduled to begin October 15th and once the schedule is updated, residents will be notified of upcoming construction in their neighborhoods.

In regard to the project budget, she reported that the project began with a 1.5% contingency totaling \$189,000 and with the total project change orders to date totaling \$29,960.11, there is a remaining contingency balance of \$159,039.89.

She further reported that the City received an executed funding agreement from the state and payment for the first two pay requests just totaling over \$4 million, thus resolving the City's project cash flow concerns.

She said the City received a response from Cal-Trans regarding placement of the effluent pipeline below the riverbed and the overall opinion is that the pipeline would be better protected under the river than through the bridge. A diagram showing the design of the pipeline was presented which showed the effluent pipe, a steel casing pipe and a concrete slurry surrounding both.

Councilmember Wilson commented that the diagram doesn't appear to be a drawing of the pipe going under the riverbed; Wastewater Superintendent Chicora explained the diagram is a Cal-Trans drawing that basically shows how the pipe is encased for better protection.

Wastewater Superintendent Chicora explained the pipeline will consist of a 2,000 foot continuous HDPE pipe with no seams which is tough enough to drive a tank across. He said the pipe will be thermal-welded, built on-site and basically be the same pipe as used on water distribution line. He noted that only the pipeline under the riverbed would be in casing; not the pipeline running through town.

Councilmember Marks said she would like to have an opinion regarding the pipe from a professional such as the project engineer since a change order will be involved.

Finance Director Beauchaine said staff could arrange to have the project engineer and possibly the construction manager attend the Council meeting.

City Manager Stretch stated that staff will make sure the project engineer is present when the change order is presented to the Council for approval.

Wastewater Superintendent Chicora added that the last slab pour was scheduled to be done on Thursday, completion of the whole tank structure done by October with the plant hopefully up and running by December.

Mayor Woodall questioned plant licensing requirements; Wastewater Superintendent Chicora explained the new wastewater treatment plant will be a number 3 tertiary treatment plant (based on population) which requires a Grade III Operator whereas Fortuna is a 4 and Eureka a 5.

REPORTS/STAFF COMMUNICATIONS

Staff had nothing to report at this time.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Marks asked the finance department how the audit was going; Finance Director Beauchaine said the FY 2011-2012 audit had not actually started yet due to recent staffing issues but that staff was sending information to the auditors electronically in preparation of the audit.

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

Public Employee Performance Evaluation

Pursuant to Government Code Section 54957 - Title: City Manager

PUBLIC COMMENT REGARDING CLOSED SESSION

Mayor Woodall announced the item to be discussed in closed session and asked for public comment.

There being no public comment, the Council recessed into closed session at 6:49 p.m.

RECONVENE INTO OPEN SESSION

The Council reconvened into open session at 7:55 p.m. Mayor Woodall announced there was no reportable action taken in closed session.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 7:56 p.m. to the September 18, 2012 regular meeting.

SEPTEMBER 4, 2012 MINUTES
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Julie Woodall, Mayor

Attest:

Karen Dunham, City Clerk

Rio Dell City hall
675 Wildwood Avenue
Rio Dell, CA 95562
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riodellcity.com



August 7, 2012

TO: Honorable Mayor and City Council Members

FROM: Jim Stretch, City Manager

SUBJECT: Public presentation statement on agenda

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the amended PUBLIC PRESENTATIONS guidelines printed on each Council agenda as set forth below.

BACKGROUND AND DISCUSSION

With the Council's concurrence, the City Manager asked the City Clerk to make minor changes to the PUBLIC PRESENTATIONS guidelines as found on each agenda. The changes are noted below:

"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 ~~will~~ maybe 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 emergency nature requiring immediate action. Please limit comments to a maximum of 5 minutes."

The first change is to make it clear to the public that they may make a statement to the Council on matters not on the agenda, and for which the council has jurisdiction, but it is not for the purpose of ironing out a problem or having staff, who may not be present, report on a topic. The Council may receive such statements or complaints and simply say "thank you", which is generally done, or they may refer an item to the City Manager for disposition or a report back to the Council.

The purpose of change of statement is to insure that the Council retains control of its agenda. Under the old statement, any person may address the Council on an item that requires action and the item "will" be placed on the next agenda, whether you want it there or not. The recommended change allows a majority of the Council to determine whether an item is to be placed on the agenda.

The City Manager is prepared to discuss the recommendation further if the Council wishes.

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August 21, 2012

TO: Honorable Mayor and City Council Members

FROM: Jim Stretch, City Manager

SUBJECT: Action to continue the August 21, 2012 finding of emergency by Resolution 1172-2012 for Repair of the drainage ditch in the vicinity of Miller and Tyme Courts

IT IS RECOMMENDED THAT THE CITY COUNCIL:

By at least 4/5 vote, make the finding required by California Contract Code section 22050 that the repair of the drainage ditch in the vicinity of Miller and Tyme Courts continues to present an emergency condition as set forth in City of Rio Dell Resolution 1172-2012.

BACKGROUND AND DISCUSSION

On August 21, 2012 the City Council adopted Resolution 1172-2012, declaring the need for emergency repairs on the drainage ditch in the vicinity of Miller and Tyme Courts. The Council made the required finding that the repair presented an emergency situation that would not permit a delay resulting from a competitive solicitation of bids, and that the action was necessary to respond to that emergency. The City Manager was authorized to engage contractors to complete the necessary work within the \$20,000 limit set by the Council.

DISCUSSION

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

At the last report, it was noted that there the topographical and engineering work was not completed. The topographical work is now complete, but the cost estimates from contractors who are available to do the work have not been received. Accordingly, there is no change in the emergency situation.

It is recommended that the City Council by at least 4/5 vote make the finding that the repair of the drainage ditch in the vicinity of Miller and Tyme Courts continues to present an emergency condition as set forth in City of Rio Dell Resolution 1172-2012.

675 Wildwood Avenue
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**CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
September 18, 2012**

TO: Mayor and Members of the City Council

THROUGH: Jim Stretch, City Manager 

FROM: Stephanie Beauchaine, Finance Director 

DATE: September 4, 2012

SUBJECT: **Adult Day Health Services Contract**

RECOMMENDATIONS

Authorize the City Manager to execute a continued contract agreement with Adult Day Health Services for transportation services for the fiscal year 2012-2013.

BACKGROUND AND DISCUSSION

The City of Rio Dell has contracted with Adult Day Health Services of Fortuna for many years to provide transportation services for residents of Rio Dell who are disabled and/or 55 years of age and older. The City receives Transportation Development Act (TDA) funding through the Humboldt County Association of Governments (HCOAG) for this purpose.

BUDGETARY IMPACT

The estimated cost of services provided to Rio Dell residents is \$23,197 and the requested contract amount for the upcoming year's services is \$6,500. The funding request includes no increase from the prior year. Funding for said services is provided through the cities TDA allocation and is currently included in the 2012-2013 operations budget.

ATTACHMENTS:

- (1) Contract Agreement
- (2) Rio Dell Share of Cost Plan

**CONTRACT AGREEMENT
TRANSPORTATION SERVICES FOR THE
ELDERLY AND FUNCTIONALLY DISABLED**

This agreement made and entered into and made effective as of July 1, 2012, by and between the City of Rio Dell (hereinafter referred to as "City"), and Adult Day Health Services of Fortuna, a private, non-profit organization (hereinafter referred to as "Provider"), for the period of July 01, 2012 to June 30, 2013, regarding provision of the following services:

Transportation for Adult Day Health Services Program Participants

IT IS MUTUALLY AGREED by and between City and Provider as follows:

1. Provider shall perform, in a satisfactory and proper manner, transportation services between the City of Rio Dell and Adult Day Health Care Center, to persons fifty-five (55) years of age and older and for disabled individuals.
2. City shall compensate Provider per ride, round trip, up to a total compensation of \$6,500.
3. Services will be available through the entire twelve (12) month period of contract.
4. Any changes in scope of service, including any increase or decrease in compensation which is agreed upon between the parties, shall be effective when incorporated in written amendments to the Agreement. No oral understanding or agreement shall be binding to the parties hereto.
5. Compensation shall be paid to Provider upon receipt of properly completed financial reports. Total annual compensation shall not exceed TDA funds requested and received by the City from HCAOG for this purpose.
6. Provider agrees to comply with all applicable federal, state and local laws, regulations, standards, policies, and standards of employment, included but not limited to, California Transportation Development Act rules and regulations. Provider also agrees to keep in effect all licenses, permits, notices, certificates, bonds, and insurance required for performing the service.
7. During the terms of this Agreement, Provider shall insure Provider and, as an additional primary insured, shall insure City, its officials, officers, and employees against all damages and claims for damages for bodily injury or property damage arising out of this agreement or the use of any vehicle used to provide transportation hereunder and resulting from Provider's ownership, maintenance, or use of said vehicles, in the minimum amount of \$1,000,000 combined single limit. Provider shall furnish City with properly executed certificates of insurance and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on thirty (30) day prior notice to City
8. All vehicles operated in conjunction with the Transportation Development Act funds shall be

subject to the following conditions;

Provider shall accept accountability and responsibility for operation of the vehicle(s);

Provider shall be responsible for all repair, rehabilitation, and maintenance costs for the vehicle(s);

Provider shall operated the vehicle(s) in compliance with all federal, state, and local laws and regulations, and keep in effect all licenses, permits, notices bonds and certificates. The driver of any vehicles designed to carry more than ten (10) persons, including the driver must have a Class B license. (California Administrative Code - Title 13, Subchapter 6.5)

9. Provider shall expend funds received solely for the purposes of this project
10. Termination of Suspension for Cause. Upon breach of this Agreement, City shall have the right to (1) suspend the project funded under this Agreement; or (2) terminate this Agreement, by giving written notice to Provider of such suspension or termination. City shall specify in writing the effective date thereof, at least five (5) days before the effective date of such suspension or termination.
11. Termination for Convenience. Either City or Provider may terminate this Agreement upon thirty (30) days written notice to the other party.

IN WITNESS THEREOF, City and Provider executed this Agreement this day of September, 2012.

PROVIDER:

CITY OF RIO DELL:

Program Director

Jim Stretch, City Manager

ATTEST:

Karen Dunham, City Clerk

*Rio Dell City hall
675 Wildwood Avenue
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September 18, 2012

TO: Honorable City Council

FROM: Jim Stretch, City Manager

SUBJECT: Questions of City Attorney regarding City Council Members
Participation in the passage of Measure "J"

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive and file this report

BACKGROUND AND DISCUSSION

City Attorney Russ Gans has previously responded to questions through the City Manager to City Council Members concerning their participation in the dissemination of public information related to the passage of Measure "J", a November 6, 2012 City bond measure for street improvements.

Generally speaking, it is the City Manager's understanding that activities of City Council members, as nonpaid volunteers who seek no reimbursement for any expense related to Measure "J", safely fall outside of California statutes that restrict political activities. Furthermore, it is the understanding that City staff may prepare fact sheets and factual materials on Measure "J" as long as it is unbiased and informational.

Notwithstanding these general guidelines, and with an abundance of caution, Council members continue to have questions. Therefore, the City Attorney has been requested to attend the September 18, 2012 City Council meeting to answer questions and to provide guidance as appropriate.

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September 18, 2012

TO: Honorable Mayor and City Council Members

FROM: Jim Stretch,  City Manager

SUBJECT: Second status report on development of 5 year Capital Improvement Plan

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1). Comment on the report and give direction as appropriate, or
- 2). Receive and file this report.

BACKGROUND AND DISCUSSION

This is the second status report on the drafting of a 5 year Capital Improvement Plan (CIP) for the Council's consideration. It remains a status report and not an action document because cost estimates and financing options for potential projects are still being developed and evaluated.

This report is divided into four (4) sections, generally identified by the different "funds" as found in the City budget. The sections are:

1. General Fund
2. Water Fund
3. Sewer Fund
4. Roadways Fund

Priority projects are highlighted in red and then numbered in rank order.

A. General Fund (Funds available \$1,030,000)

Estimated
\$ Costs

The general fund has an extensive list of capital needs and estimates for costs are still being developed at this time. The list below contains 14 projects in the general fund, of which most are capital projects. Regardless of whether a project is maintenance or a capital project, they both compete for the same general fund dollar.

- | | |
|--|-----------|
| 1. Contribution to Roadway Fund with success of Measure "J". | \$500,000 |
| 2. Replacement of City Hall roofing, gutters, downspouts and exhaust fans. | \$ 35,000 |

b). The water capital fund balance available for projects is estimated at zero. And, the priority capital improvements projects (in red) total \$401,195 expressed in 2009 dollars. And, the total estimated capital improvement for the system noted below total an alarming \$7,000,000. It is critical that the City begin addressing the problem without delay, which will likely mean the updating of the 2009 estimated by the City Engineer, preparation of the application in order to compete for grant funds, and then adjusting water rates to retire the new debt(the amount not covered by grant funds), including an amount to capitalize the water system assets of the City long term.

1. Water clarifier engineering/construction.	\$ 350,000
2. Standby generator for water plant.	\$ 26,195
3. Water laterals on Riverside	\$ 25,000
4. Replace 22,370' of 2" line.	\$1,677,750
5. Replace 10,304' of 4" line.	\$ 772,800
6. Replace 34,947' of 6" line.	\$2,795,760
7. Replace 9,330' of 8" line.	\$ 793,050
8. Replace 23 fire hydrants.	\$ 103,500
9. Replace 64 gate valves.	\$ 96,000
10. Replace Painter Street water tank.	\$ 180,000
11. Booster pump for Dinsmore area.	\$ 130,000

D. Sewer Fund (Zero funds available until 2015)**

The sewer fund has a set aside component in its rate structure for the future capital needs of the system. However, the fund is in a negative position until 2015 due to the repayment of upfront costs related to the current treatment plant upgrade. The capital improvement rate component in the current rate generates approximately \$167,000/yr. The priority projects total of \$948,241 are expressed in 2006 dollars.

1. Replace 8,469' of 12' line.	\$ 709,186
2. Replace and seal 190 manholes	\$ 159,000
3. Replace 1,098' of 10' line.	\$ 73,555
4. Replace pump at Painter lift station.	\$ 5,000
5. Install safety railing at treatment plant retention basins.	\$ 1,500
6. Replace 9,043' of 8" line.	\$ 643,648
7. Quantify and repair 8 sewer main problems	\$ -----
8. Replace 42,295' of 6" line.	\$2,833,324

The next report will continue this discussion in a study session setting for the purpose of the prioritization of projects by fund, strategizing funding options by fund, and the adoption of a 5 year capital improvement plan. Department heads will available at that time to answer any question that the Council or community may have.

- * Cost estimates based on 2009 values
- ** Cost estimated based on 2006 values

Cc: All department Heads

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

TO: Mayor and Members of the City Council
FROM: Jim Stretch, City Manager
DATE: September 18, 2012
SUBJECT: Amendment to Position Allocation Table

RECOMMENDATIONS

Approve Resolution 1176-2012 Approving an amendment to the Position Allocation Table for Fiscal Year 2012-2013, deleting the position "Public Works Leadman" and increasing the position of Utility Worker I or II from 4.0 to 5.0.

BACKGROUND AND DISCUSSION

On September 10, 2012 the Public Works Leadman unexpectedly resigned after 12 years of service to the City. After a discussion with the Water & Roadways Superintendent and the public works crew, a consensus developed to trade the lead position for another Utility Worker. The City Manager agreed. Accordingly, the Position Allocation Table adopted by the City Council on August 7, 2012 needs to be amended.

Attached Resolution 1176-2012 rescinds the prior Position Allocation Table Resolution No. 1169-2012 and reflects no change in the total position allocation (18.5). The Resolution indicates that the Public Works Leadman position allocation changes from 1.0 to zero and the Utility Worker I or II increases from 4.0 to 5.0.

FINANCIAL IMPACT

A Utility Worker I position at the "A" step of the salary range is paid \$12.48/hr. The Lead Position at the "E" step was "Y" rated at \$18.64 when the classification study was adopted. Therefore, the estimated annual savings to the Roadways Fund as the result of this change is \$12,812. The trade-off is that the Water & Roadways Superintendent assumes more responsibility and becomes the direct supervisor of the field crew.

It is recommended that attached Resolution 1176-2012 be adopted.

Attachment: Amended Position Allocation Table Resolution 1176-2012 for Fiscal Year 2012-2013

Cc: Water & Roadways Superintendent
Finance Director

**RESOLUTION NO. 1176-2012
CITY OF RIO DELL
RESCINDING RESOLUTION 1169-2012
&
APPROVING THE POSITION ALLOCATION TABLE
FOR FISCAL YEAR 2012-2013**

WHEREAS, the City is required to adopt an annual operating budget pursuant to City of Rio Dell Resolution 966-2007; and

WHEREAS, the City establishes a staffing plan each year that is incorporated into and funded through the annual budget; and

WHEREAS, the City Finance Department is charged with the duty of processing payroll for approved staffing positions; and

WHEREAS, the City adopted Resolution 1169-2012 approving the Position Allocation Table for 2012-2013; and

WHEREAS, the staffing plan for the year has changed and the previously adopted 2012-2013 Position Allocation Table should be rescinded and replaced; and

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby Rescind Resolution 1169-2012 and adopts the Position Allocation Table for Fiscal Year 2012-2013 as follows:

Job Title	2010- 2011 FTE	2011- 2012 FTE	2012- 2013 FTE
Accountant II	-	1.00	1.00
Administrative Assistant	1.00	-	-
Chief of Police	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
City Manager	1.00	1.00	0.50
Community Development Director		1.00	1.00

Finance Director	1.00	1.00	1.00	
Fiscal Assistant I	1.00	1.00	2.00	*
Fiscal Assistant II	1.00	1.00	-	*
Police Corporal	1.00	-	-	
Police Officer	5.00	3.00	3.00	
Police Records Technician	1.00	-	-	
Police Sergeant	1.00	1.00	1.00	
Public Works Leadman	1.00	1.00	0.00	
PW Administrative Technician	1.00	1.00	-	
Senior Fiscal Assistant	1.00	-	-	
Utility Worker I	3.00	4.00	5.00	*
Utility Worker II		-	-	*
Wastewater Superintendent	1.00	1.00	1.00	
Water & Roadways Superintendent	1.00	1.00	1.00	
Public Works Director	1.00	-	-	
Total	24.00	20.00	18.50	

* - Flexibly allocated

PASSED AND ADOPTED by the City of Rio Dell on this 18th day of September, 2012.

Ayes:

Noes:

Abstain:

Absent:

Julie Woodall, Mayor

ATTEST:

Karen Dunham, City Clerk

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675 Wildwood Avenue
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September 18, 2012

TO: Honorable Mayor and City Council Members

FROM: Jim Stretch, City Manager

SUBJECT: First reading of Ordinance No. 296-2012 to amend for clarification purposes sections of the Rio Dell municipal Code concerning charges for installation of water meters and sewer services

IT IS RECOMMENDED THAT THE CITY COUNCIL

- 1). Open the public hearing for the first reading of Ordinance 296-2012, to be read by title only, and receive the staff report, and
- 2). Receive testimony from the public, and
- 3). By motion of the Council, continue the public hearing on Ordinance 296-2012 for a second reading and adoption on October 2, 2012.

BACKGROUND AND DISCUSSION

It has come to our attention that a strict reading of Rio Dell Municipal Code (RDMC) section 13.05.160 concerning charges for installing water meters and section 13.10.140 concerning charges for installing sewer services directs that City staff must perform these services, though historically the customer's contractor has done the work. Additionally, these code sections seem to limit the charges to the consumer for the materials and devices supplied by the City for their water or sewer service.

The purpose of the recommended amendments to RDMC sections 13.05.160 and 13.10.140 is to clarify that the City may elect to have a contractor perform the installations for the City and that the cost of all materials and devices are chargeable to the consumer. The recommended amendments are highlighted below in blue.

WATER RATES AND REGULATIONS

13.05.160 Charges for installing meters.

There shall be a charge set apart from any other charge or fee for the actual costs to the City for the installation, **whether by force account or contract**, of any water meter or valve to provide water to any private property or other consumer; provided further, that such a charge shall be a minimum of \$200.00 or actual costs, whichever is higher. Meter sizes, locations and connections methods shall be at the sole discretion of the City Manager.

SEWER RATES AND REGULATIONS

13.10.140 Charges for installing sewer services.

There shall be a charge set apart from any other charge or fee for the actual costs to the City for the installation, **whether by force account or contract**, of any sewer mains or system laterals to any private property or other consumer; provided further, that such a charge shall be a minimum of \$200.00 or actual costs, whichever is higher, **and including the cost for water meters, cleanouts and concrete box**, esc,. Sizes, locations and connections methods shall be at the sole discretion of the City Manager.

Attachment: Resolution No. 296- 0212 to amend RDMC sections 13.05.160 and 13.10.140

Cc: Water/Streets Superintendent
Wastewater Superintendent
Finance Director

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
TO CLARIFY BY AMENDMENT RIO DELL MUNICIPAL CODE SECTIONS
13.05.160 CONCERNING CHARGES FOR INSTALLING WATER METERS,
AND RIO DELL MUNICIPAL CODE SECTION 13.10.140 CONCERNING
CHARGES FOR INSTALLING SEWER SERVICES**

WHEREAS, Rio Dell Municipal Code section 13.05.160 concerning the installation of water meters was adopted by Ordinance 241 in 2000 and is in need of amendment to clarify its original intent, and

WHEREAS, Rio Dell Municipal Code section 13.10.140 concerning the installation of sewer services was adopted by Ordinance 190 in 1987 and amended in 2012 by Ordinance 286-2012 and is in need of further amendment to clarify its original intent.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Rio Dell does hereby amend Rio Dell Municipal Code sections 13.05.160 and 13.10.160 for the purpose of clarification as follows:

WATER RATES AND REGULATIONS

13.05.160 Charges for installing meters.

There shall be a charge set apart from any other charge or fee for the actual costs to the City for the installation, whether by force account or contract, of any water meter, encoder receiver transmitter, concrete or fiberglass box, or valve, etc. to provide water to any private property or other consumer; provided further, that such a charge shall be a minimum of \$200.00 or actual costs, whichever is higher. Meter sizes, locations and connections methods shall be at the sole discretion of the City Manager

SEWER RATES AND REGULATIONS

13.10.140 Charges for installing sewer services.

There shall be a charge set apart from any other charge or fee for the actual costs to the City for the installation, whether by force account or contract, of any sewer mains or system laterals to any private property or other consumer; provided further, that such a charge shall be a minimum of \$200.00 or actual costs, whichever is higher, and including the cost for cleanouts and concrete or fiberglass box. Sizes, locations and connections methods shall be at the sole discretion of the City Manager.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced, passed and adopted at a regular meeting of the City Council of the City of Rio Dell on the ____ day of _____, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Julie Woodall, Mayor

ATTEST:

Karen Dunham, City Clerk

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000661	8/03/2012	[2366] EEL RIVER DISPOSAL	GARBAGE BAGS FOR JULY,2012	608.25
0000662	8/03/2012	[2502] KEMP INSPECTION SERVICE	SERVICES FOR JULY 2012	311.52
0000663	8/03/2012	[2757] US POSTMASTER	POSTAGE FOR JULY BILLS	347.16
0000664	8/13/2012	[5108] WAHLUND CONSTRUCTION INC.	PROGRESS BILLING NO. 5 WWTP	1,377,678.49
0000665	8/14/2012	[0576] 101 AUTO PARTS	SVC 073112	272.20
			EAR PLUGS, TERRY RAGS, FITTING	
			SCREW, HEX NUT, WASHER	
			DRILL BIT SET	
			SOLDERING IRON ELECTRICAL SOLDER	
			HEADLIGHT BULBS STOPLIGHT BULBS-PD	
			HYDROFLOC 55 GAL DRUM	801.16
0000666	8/14/2012	[2224] AQUA BEN CORPORATION	HEALTH INSURANCE FOR SEPTEMBER 2012	14,109.00
0000667	8/14/2012	[2247] ANTHEM BLUE CROSS	DISPATCH SERVICE FOR AUGUST 2012	1,542.00
0000668	8/14/2012	[2293] CITY OF FORTUNA	TIRE CHANGE FOR SQUAD CAR	125.00
0000669	8/14/2012	[2302] CLYDE'S TOWING, INC.	BLOOD ANALYSIS FOR JUNE 2012	35.00
0000670	8/14/2012	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE		
0000671	8/14/2012	[2410] NORTH COAST CLEANING SERVICES, INC.	SERVICES FOR JULY, 2012	376.00
0000672	8/14/2012	[2411] FORT DEARBORN LIFE INSURANCE CO.	LIFE INSURANCE FOR AUGUST,2012	235.20
0000673	8/14/2012	[2502] KEMP INSPECTION SERVICE	INSPECTION AT 1256 RIVERSIDE DRIVE	75.00
0000674	8/14/2012	[2603] PG&E	UTILITY CHARGES FOR JULY 2012	13,143.79
0000675	8/14/2012	[2672] ST. JOSEPH HOSPITAL	LAB TESTS	70.00
0000676	8/14/2012	[2674] ANIMAL HEALTH & SURGERY CENTER	SERVICES FOR ANIMALS/ANIMAL CONTROL	222.50
0000677	8/14/2012	[2742] SCOTIA TRUE VALUE HARDWARE	GLOVES-JUST RCV INVOICE	515.41
			DURACELLS BATTERIES-JUST RCVD INVOICE	
			DRILL DRIVE SET AND BITS-JUST RCVD INVOICE	
			BIKE LOCK, PADLOCK, TAG RINGS-JUST ECVD INVOI	
			GAL MURIATIC ACID-JUST RCVD INVOICE	
			TEST PLUGS-JUST RCVD INVOICE	
0000678	8/14/2012	[2779] WILDWOOD SAW	TRIMMER HEAD	587.87
			STIHL BLADES	
			POLY BLADES	
			FC 146	
0000679	8/14/2012	[3029] REDWOOD COFFEE SERVICE	COFFEE FOR PD	122.00
			COFFEE FOR CITY HALL	
0000680	8/14/2012	[3975] AT&T - 5709	PHONE CHARGES FOR JULY 2012	652.80
0000681	8/14/2012	[4382] DOCUSTATION	COPY AND MAINT CHARGES FOR JULY 2012	215.62
0000682	8/14/2012	[4393] NYLEX.NET	TROUBLESHOOT CM PC, VIRUS REMOVAL	675.00
			PLANNING PC	
			DOC STAR INSTALLATION	
0000683	8/14/2012	[4450] TERMINIX	SERVICES AT 675 WILDWOOD CITY HALL	89.00
			SERVICE AT 475 HILLTOP	
0000684	8/14/2012	[4525] SHERLOCK RECORDS MGMT	SERVICE AND STORAGE FOR JULY 2012	116.60
0000685	8/14/2012	[4540] RED EYE BODY PIERCING	SWEATSHIRTS FOR OPEN GYM PROGRAM-JUST	135.31
			RECV BI	

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000686	8/14/2012	[4629] OLKIN & JONES, DRS	PRE EMPLOYMENT TESTS FOR NEW EMPLOYEE	100.00
0000687	8/14/2012	[4908] MITCHELL BRISSO DELANEY &VRIEZE	LEGAL SERVICES FOR JULY 2012	1,803.50
			LEGAL SERVICES FOR JULY 2012	
0000688	8/14/2012	[4949] ASAP Lock & Key	COPIES OF KEYS FOR PUBLIC WORKS (5 SETS)	82.39
0000689	8/14/2012	[5101] NORTH VALLEY LABOR COMPLIANCE SERVICES	CERTIFIED PAYROLL REVIEW..LABOR COMPLIANCE	1,826.50
0000690	8/14/2012	[5127] DELTA DENTAL	DENTAL INSURANCE FOR SEPTEMBER 2012	1,909.82
0000691	8/14/2012	[5221] COMPANY NURSE	ARM RASH	150.00
0000692	8/14/2012	[5222] R.J. RICCIARDI, INC	ACCOUNTING SERVICES THROUGH 07/31/12	2,062.50
0000693	8/30/2012	[2757] US POSTMASTER	POSTAGE FOR AUGUST BILLS	337.48
0000694	8/30/2012	[1044] R. L. LEONARD	MILEAGE FOR HCOAG MTG	26.64
0000695	8/30/2012	[1576] CARLA RALSTON	MILEAGE TO COSTCO AND HORIZONS	39.41
0000696	8/30/2012	[2105] KAREN L. DUNHAM	MILEAGE FOR AUGUST 2012	47.06
0000697	8/30/2012	[2218] AMERICAN WATER WORKS ASSN	MEMBERSHIP DUES	98.00
0000698	8/30/2012	[2237] BANK OF AMERICA BUSINESS CARD	SOLANO PRESS	745.76
			TRAVELOCITY WALNUT CREEK TRIP- VVV	
			OPERATOR	
			PACIFIC MOTORSPORTS-PART FOR RHINO	
			SHELL OIL- ROADS SUPER	
			GO TO MY PC-MONTHLY BILLING	
0000699	8/30/2012	[2261] CALIFORNIA STATE DISB UNIT	PAYMENT FOR CASE#200000001045899-	373.84
0000700	8/30/2012	[2283] COASTAL BUSINESS SYSTEMS	MULTI TECH DATA FAX MODEM	160.88
0000701	8/30/2012	[2303] COAST CENTRAL CREDIT UNION	PD DUES FOR MONTH OF AUG, 2012	240.00
0000702	8/30/2012	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	BLOOD ALCOHOL ANALYSIS-JULY 2012	35.00
0000703	8/30/2012	[2342] DEPT OF CONSERVATION DIVISION OF ADMIN.	STRONG MOTION INSTRUMENTATION AND SEISMIC HAZ	40.63
0000704	8/30/2012	[2383] EUREKA OXYGEN CO.	EAR PLUG, LASER LITE	69.85
			CYLINDER RENTAL	
0000705	8/30/2012	[2385] EUREKA READYMIX	CRUSHED BASE	101.85
			BASE	
			CRUSHED BASE	
0000706	8/30/2012	[2386] EUREKA RUBBER STAMP CO.	1 Paid Stamp	32.78
0000707	8/30/2012	[2394] FEDEX	TO STATE WATER RESOURCES CONTROL BOARD	25.03
0000708	8/30/2012	[2405] FORTUNA ACE HARDWARE	PUMP SUMP AND HOSE	112.59
0000709	8/30/2012	[2411] FORT DEARBORN LIFE INSURANCE CO.	LIFE INSURANCE FOR SEPTEMBER 2012	252.00
0000710	8/30/2012	[2423] GEORGE'S GLASS	REPAIR FOR BACK GLASS KICKED OUT BY SUSPECT-	65.00
0000711	8/30/2012	[2481] ICMA	RETIREMENT FOR AUGUST,2012	10,072.60
0000712	8/30/2012	[2513] LACO ASSOCIATES CONSULTING ENGINEERS	ENGINEERING SERVICES FOR AUGUST,2012	3,422.90
			ENGINEERING SERVICES FOR JULY 2012	
0000713	8/30/2012	[2551] MIRANDA'S ANIMAL RESCUE	SERVICES FOR SEPTEMBER	1,200.00
0000714	8/30/2012	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM BACTERIA	85.00
			COLIFORM QUANTI TRAY	

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000715	8/30/2012	[2664] ROGERS MACHINERY INC	REPAIRS ON 2340 COMPRESSOR	400.57
0000716	8/30/2012	[2694] SHELL OIL CO.	FUEL FOR AUGUST-PD	3,115.50
			FUEL FOR AUGUST 2012-PW	
			FUEL FOR JULY,2012-PD	
			FUEL FOR PW-JULY 2012	
0000717	8/30/2012	[2709] STAPLES DEPT. 00-04079109	HANGING FILE FOLDERS	506.69
			VERTICAL FILE CABINET FOR CITY MANAGER	
			TONER CARTRIDGES	
0000718	8/30/2012	[2710] STARPAGE	MONTHLY SERVICE	18.05
0000719	8/30/2012	[2771] WECO INDUSTRIES	PORTABLE MAINLINE SYSTEM	53,196.00
0000720	8/30/2012	[2772] WENDT CONSTRUCTION, INC	REMOVAL OF PERK PONDS	1,329.00
0000721	8/30/2012	[3029] REDWOOD COFFEE SERVICE	COFFEE KIT	61.00
0000722	8/30/2012	[3151] SHN CONSULTING ENGINEERS	RIO DELL LABOR COMPLIANCE FOR PERIOD ENDING 0	999.45
0000723	8/30/2012	[3604] STEPHANIE N. BEAUCHAINE	MILEAGE FOR BANK RUNS	53.71
0000724	8/30/2012	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION	LOAN PAYMENT	1,706,496.28
			INTEREST 08/1-08/31/12 FOR 0762-CRD-04	
0000725	8/30/2012	[3942] PROFORCE LAW ENFORCEMENT	TSR NO HLST	952.22
			DIGITAL POWER MAG	
0000726	8/30/2012	[4035] HSBC BUSINESS SOLUTIONS	KITCHEN SUPPLIES, BINDERS	103.12
0000727	8/30/2012	[4109] ACCESS HUMBOLDT	ON BEHALF OF LFA FOR AUGUST	5,000.00
0000728	8/30/2012	[4215] ROCHA'S AUTOMOTIVE	LUBE OIL AND FILTER ON 2002 CROWN VICTORIA- 1	120.63
			LUBE OIL AND FILTER- 2007 CROWN VICTORIA 1208	
			LUBE OIL AND FILTER 2002 CROWN VICTORIA 11567	
0000729	8/30/2012	[4393] NYLEX.NET	ADD FILE TO ACCUFUND, OPEN PORT IN ROUTER- JUS	855.00
			KILL VIRUS SPEC OUT COMPUTERS AND MONITORS	
			CREATE USER ACCOUNT FOR DOCSTAR	
			CRIMESTAR UPD	
0000730	8/30/2012	[4401] MARLIN LEASING	CONTRACT LEASE - XEROX	314.04
0000731	8/30/2012	[4450] TERMINIX	WORK AT 675 WILDWOOD	89.00
			SERVICES AT 475 HILLTOP	
0000732	8/30/2012	[4491] CODE PUBLISHING, INC	RIO DELL MUNICIPAL CODE SUPPLEMENTS	2,975.85
			RIO DELL MUNICIPAL CODE SUPPLEMENTS-JUNE 2012	
0000733	8/30/2012	[4593] JUSTIN BIONDINI	REFUND OF OVERPAYMENT ON SEWER BILLING	3.23
0000734	8/30/2012	[4643] SCOTIA PRINTING	CASH RECONCILEMENT PADS	33.25
0000735	8/30/2012	[4938] BANDERA USA	18" PIPE	973.20
0000736	8/30/2012	[5132] NICOLAS VAN DEN BRANDEN	REFUND OF CUSTOMER DEPOSIT	21.38
0000737	8/30/2012	[5166] VSP-VISION SERVICE PLAN	VISION FOR AUGUST,2012	709.28
			VISION FOR SEPT 2012	
0000738	8/30/2012	[5211] SCOTT MOORE TRANSPORTATION	HAULED DIRT FOR PEDESTRIAN STREETSCAPE IMPROV	831.25
0000739	8/31/2012	[2366] EEL RIVER DISPOSAL	GARBAGE BAG PAYABLE FOR AUGUST 2012	481.40

**CITY OF RIO DELL
CHECK REGISTER****General Checking - US Bank of California**

Check	Date	Vendor	Description	Check / Payment
0000740	8/31/2012	[2502] KEMP INSPECTION SERVICE	INSPECTION SERVICES FOR AUGUST 2012	3,253.18
			Total Checks/Deposits	3,221,473.17