



Winters City Council Meeting
City Council Chambers
318 First Street
Tuesday, May 18, 2010
6:30 p.m.
AGENDA

Members of the City Council

*Michael Martin, Mayor
Woody Fridae, Mayor Pro Tempore
Harold Anderson
Cecilia Aguiar-Curry
Tom Stone*

*John W. Donlevy, Jr., City Manager
John Wallace, City Attorney
Nanci Mills, City Clerk*

PLEASE NOTE – The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Councilmembers. Public comments time may be limited and speakers will be asked to state their name.

Roll Call

Pledge of Allegiance

Approval of Agenda

COUNCIL/STAFF COMMENTS

PUBLIC COMMENTS

At this time, any member of the public may address the City Council on matters, which are not listed on this agenda. Citizens should reserve their comments for matter listed on this agenda at the time the item is considered by the Council. An exception is made for members of the public for whom it would create a hardship to stay until their item is heard. Those individuals may address the item after the public has spoken on issues that are not listed on the agenda. Presentations may be limited to accommodate all speakers within the time available. Public comments may also be continued to later in the meeting should the time allotted for public comment expire.

CONSENT CALENDAR

All matters listed under the consent calendar are considered routine and non-controversial, require no discussion and are expected to have unanimous Council support and may be enacted by the City Council in one motion in the form listed below. There will be no separate discussion of these items. However, before the City Council votes on the motion to adopt, members of the City Council, staff, or the public may request that specific items be removed from the Consent Calendar for separate discussion and action. Items(s) removed will be discussed later in the meeting as time permits.

- A. Minutes of the Regular Meeting of the Winters City Council Held on May 4, 2010 (pp 1-6)
- B. Resolution 2010-28, A Resolution of the City Council of the City of Winters, Approving the Adoption of a Quality Assurance Program (QAP) For Federal-Aid Transportation Projects (pp 7-29)
- C. Construction Contract for Public Safety Facility – Voice and Data Cabling (pp 30-31)

PRESENTATIONS

ARC Guitar Community Development Lease Assistance Program
Summary (pp 32)

A Proclamation of the City Council of the City of Winters
Recognizing Winters Little League for Renovation of City Park and
the Gary Molina Field (pp 33)

Promotion of Sergeant Sergio Gutierrez to Lieutenant

MADD Award to Officer Jose Ramirez

Swearing-in of Officer Justin Wilson

DISCUSSION ITEMS

- 1. Resolution 2010-32 A Resolution of the City Council of the City of Winters Approving and Authorizing the Execution of a Loan and Repayment Agreement with the Winters Community Development Agency (pp 34-43)
- 2. Budget Workshop (Under Separate Cover)

COMMUNITY DEVELOPMENT AGENCY

1. Resolution 2010-33, A Resolution of the Winters Community Development Agency Approving and Authorizing the Execution of A Loan and Repayment Agreement between with the City of Winters.
(Information included with Discussion Item #1)
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CITY MANAGER REPORT

INFORMATION ONLY

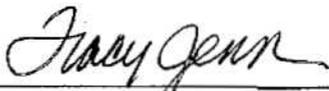
EXECUTIVE SESSION

City Manager Performance Evaluation Pursuant to Section 54957 of the Government Code

Personnel Matters Pursuant to Section 54957.6 of the Government Code - Labor Negotiations

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the May 18, 2010 regular meeting of the Winters City Council was personally delivered to each Councilmember's mail boxes in City Hall and posted on the outside public bulletin board at City Hall, 318 First Street on May 13, 2010, and made available to the public during normal business hours.



Tracy Jensen, Admin. Asst. for Nanci G. Mills, City Clerk

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General Notes: Meeting facilities are accessible to persons with disabilities. To arrange aid or services to modify or accommodate persons with disability to participate in a public meeting, contact the City Clerk.

Staff recommendations are guidelines to the City Council. On any item, the Council may take action, which varies from that recommended by staff.

The city does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable means of recordation. Such arrangements will be at the sole expense of the individual requesting the recordation.

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Winters Library – 708 Railroad Avenue

City Clerk's Office – City Hall – 318 First Street

During Council meetings – Right side as you enter the Council Chambers

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Wednesday at 10:00 a.m.

Videotapes of City Council meetings are available for review at the Winters Branch of the Yolo County Library.



Minutes of the Winters City Council Meeting
Held on May 4, 2010

Mayor Michael Martin called the meeting to order at 6:30 p.m.

Present: Council Members Cecilia Aguiar-Curry, Harold Anderson, Woody Fridae, and Mayor Michael Martin
Absent: Council Member Tom Stone
Staff: City Manager John Donlevy, Director of Financial Management Shelly Gunby, Fire Captain Art Mendoza, Environmental Services Manager Carol Scianna, City Clerk Nanci Mills, and Administrative Assistant Tracy Jensen.

Wade Cowan led the Pledge of Allegiance.

Approval of Agenda: City Manager Donlevy requested Discussion Item #6 be added to the agenda, entitled "Supplemental ERAF Payment of Loan", which will require a 4/5 vote. Motion by Council Member Fridae, second by Council Member Anderson to approve the agenda with the stated addition. Motion carried unanimously, with one absent.

COUNCIL/STAFF COMMENTS: Council Member Aguiar-Curry said 1.1 million signatures were submitted to the League of California Cities to qualify a November ballot measure to stop State raids of local government and transportation funds.

PUBLIC COMMENTS: Dave Morris from Green Works Properties thanked the City for the time and effort spent and the interest in Venture Center Winters, as well as the public for their support and encouragement. It was not feasible for them to scale down their project or be located on the backside of the site with no Grant Avenue access and wanted to clarify that they did not pull the project during the RFP process, but rather the City selected another applicant. He requested that all copies of their materials be returned to them and requested that the City maintain their confidentiality.

CONSENT CALENDAR

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, March 31, 2010
- B. Police Lieutenant Job Classification and Salary Range
- C. Resolution No. 2010-24, A Resolution of the City Council of the City of Winters Supporting the Proposed Berryessa Snow Mountain National Conservation Area

City Manager Donlevy gave an overview. Motion by Council Member Aguiar-Curry, second by Council Member Fridae to approve the consent calendar. Motion carried unanimously, with one absent.

PRESENTATIONS

Tico Zendejas from R.I.S.E. (Rural Innovations Social Economics) gave an overview of R.I.S.E. and described the summer youth activities and programs for youth ages 16-24. Council Member Aguiar-Curry asked about the cost to participate and Tico replied that the R.I.S.E. programs are free of charge and are available to any students within the specified age group based on the activity offered.

DISCUSSION ITEMS

1. **Public Hearing to Receive Input from Specific Property Owners Regarding Implementation of the 2010 Weed Abatement**

Mayor Martin opened the public hearing at 6:50 p.m. and closed the public hearing at 6:50 p.m. with no public comments regarding the implementation of the 2010 weed abatement.

2. **Resolution No. 2010-26, A Resolution of the City Council of the City of Winters Certifying the Final Sewer System Management Plan**

City Manager Donlevy gave an overview. Mayor Martin stated how important it is to have the final sewer system management plan in place. Motion by Council Member Aguiar-Curry, second by Council Member Fridae, to approve Resolution 2010-26, certifying the Final Sewer System Management Plan. Motion carried with the following vote:

AYES: Council Members Aguiar-Curry, Anderson, Fridae, and Mayor Martin

NOES: None
ABSENT: Council Member Stone
ABSTAIN: None

3. Annual Informational Report of the City of Winters Hispanic Advisory Committee to the Winters City Council and Request to Continue as an Advisory Committee to the City Manager

City Manager Donlevy gave an overview. The Hispanic Advisory Committee will continue to focus on continued monitoring of existing programs and services, host a community forum once a year to gather information and respond to the needs of the Latino community, host an information workshop once a year, and organize the annual Festival de la Comunidad. Council Member Fridae said that although the festival is supported by Council, he asked City Manager Donlevy to confirm the discontinuation of financial support by Council for the festival, which was approved by Council at a previous meeting involving budget cuts. City Manager Donlevy said the Festival will go forward based on donations and there will be no financial support by Council in 2010.

Motion by Council Member Fridae, second by Council Member Aguiar-Curry to authorize the Hispanic Advisory Committee to continue their activities in an advisory capacity to the City Manager. Motion carried unanimously, with one absent.

4. Authorize City Manager to Execute Construction Contract Agreement with Tico Construction for the Purchase of Two 10 Hp ECS House Industries Floating Brush Aerators for Secondary Ponds (one Unit per Pond) in the Amount of \$49,900

Environmental Services Manager Scianna gave an overview. Council Member Aguiar-Curry asked if training was included in the purchase and Carol confirmed it was. Motion by Council Member Fridae, second by Council Member Aguiar-Curry, authorizing the City Manager to Execute a Construction Contract Agreement with Tico Construction for the purchase of two 10hp ECS House Industries floating brush aerators for the secondary ponds in the amount of \$49,900. Motion carried unanimously, with one absent.

5. Resolution 2010-23 A Resolution of the City Council of the City of Winters Adjusting the Capital Improvement Facilities Fees and Project Monitoring Fees Effective July 1, 2010 in Accordance with Ordinance 92-06

Director of Financial Management Shelly Gunby gave a power point presentation of the proposed adjustments for the Capital Improvement Facilities Fees and Project Monitoring Fees for water, sewer, storm drainage, transportation, park, public safety (police), fire, general facility, flood, and total impact fee per building/square foot, effective July 1, 2010 in accordance with Ordinance 92-06.

Council Member Anderson asked if the fees for the proposed parks were included and is the City still planning on building them? Shelly said she reduced the price and move them out a few years, as there are still plans to build them "down the road." She added the library and pool have been removed and no fees are included for these projects as they are completed. A big impact, the Public Safety Facility, has also been removed. Council Member Fridae said it was important to accurately reflect the impact to the City and asked if the proposed fees were based on individual projects or developments. Shelly said they would only be charged for impacts of new developments. Council Member Fridae said people need to understand the difference between capital improvements and operational expenses. Shelly clarified that impact fees can only be used for capital improvements (projects), not operational expenses, and added the City is restricted by State law on what the money can be spent on. City Manager Donlevy said the proposed impact fees have been reduced by approximately 1/3. Council Member Aguiar-Curry asked if the fees are assessed when the permit is issued. Shelly said effective July 1, 2010, the fees will be assessed at the time the building permit is issued. Council Member Aguiar-Curry also asked if there would be any flexibility if the permit was pulled prior to 7/1/10? City Manager Donlevy said it wouldn't be unrealistic to offer a 50/50 deal. Council Member Aguiar-Curry asked about the signal projects reflected in the staff report. Shelly said the engineers determine which projects are to be included. Council Member Aguiar-Curry said the impact fees are high, but it's a step in the right direction.

Motion by Council Member Aguiar-Curry, second by Council Member Fridae to approve Resolution 2010-23, adjusting the Capital Improvement Facilities Fees and Project Monitoring Fees effective July 1, 2010 in accordance with Ordinance 92.06. Motion carried with the following vote:

AYES: Council Members Aguiar-Curry, Anderson, Fridae, Mayor Martin
NOES: None
ABSENT: Council Member Stone
ABSTAIN: None

6. **Urgency Resolution 2010-30, A Resolution of the City Council of the City of Winters, Approving a Supplemental ERAF Payment of Loan**

City Manager Donlevy gave an overview of this urgency item. In Sacramento Superior Court today, the case of CRA vs. Genest was decided, which ordered the shift of almost \$2 billion of local redevelopment funds to the State of California. This monumental decision may end local economic development in California. The Winters Community Development Agency is required to pay \$781,448 in Fiscal Year 2009-2010 and \$160,000 in Fiscal Year 2010-2011. In order to make the necessary payment, staff is recommending a loan agreement between the Community Development Agency and the City of Winters, as the Agency currently has a cash balance of only \$53,103.94. This will be a contractual loan and will be repaid over the next 24 months from Tax Increment received by the Community Development Agency. The amounts are as follows: Service Reserve Fund: \$457,525 and Equipment Replacement Fund: \$323,923. Council Member Fridae asked what happens to agencies that can't pay. City Manager Donlevy said they would incur a debt penalty.

Motion by Council Member Anderson, second by Council Member Aguiar-Curry to approve Resolution 2010-30, allocating the SERAF (Supplemental Education Revenue Augmentation Fund) amount required by Chapter 21, Statutes of 2009. Motion carried by a 4/5 vote, which is required, of which is reflected below:

AYES: Council Members Aguiar-Curry, Anderson, Fridae, Mayor Martin
NOES: None
ABSENT: Council Member Stone
ABSTAIN: None

COMMUNITY DEVELOPMENT AGENCY

1. None

CITY MANAGER REPORT: City Manager Donlevy reported the 2010 Youth Day was great, the weather was great, and there was a lot of parade participation. There were 19 parties throughout the City and everyone was well-behaved. There were only 2 DUI's and 1 arrest. Council Member Aguiar-Curry reminded everyone of the Caltrans Forum on Thursday at 6:30 p.m. at the Community Center, where they will bring back recommendations. Also, the Historic Photo Project will be on display at Berryessa Gap Winery, with the kick-off scheduled for Wednesday at 5:00 p.m. Council Member Aguiar-Curry asked if the City's WAVE contract could be wired into the schools? There was a unanimous vote from legislature to take the franchising authority from the cities and give it to the Public Utilities Commission (PUC), over which the City has no authority. Council Member Anderson said the School Board chose not to pursue. Council Member Anderson also asked Council members to review the article in

the League's May issue of Western City magazine about the pros and cons of medical marijuana dispensaries.

INFORMATION ONLY: None

EXECUTIVE SESSION

Personnel Matters as per Government Code Section 54957

Staff received authority on salary and benefit parameters and authorization for negotiations for the Winters Fire Department.

ADJOURNMENT

Mayor Martin adjourned the City Council meeting into Executive Session at 8:05 p.m. Executive Session was then adjourned at 8:55 p.m.

Michael Martin, MAYOR

ATTEST:

Nanci G. Mills, City Clerk



TO: Honorable Mayor and Council Members
DATE: May 18, 2010
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Nicholas J. Ponticello, City Engineer
SUBJECT: APPROVAL AND ADOPTION OF QUALITY ASSURANCE PROGRAM (QAP)
FOR FEDERAL- AID TRANSPORTATION PROJECTS

RECOMMENDATION: It is recommended that the City Council approve Resolution No. 2010-28, a Resolution of the City Council of the City of Winters, which approves the City of Winters Quality Assurance Program (QAP) – 2010 and authorizes the City Engineer to sign the document.

BACKGROUND: A Quality Assurance Program (QAP) describes sampling and testing procedures to ensure that the materials and workmanship incorporated into a construction project are in conformance with the contract specification. A QAP should be updated as needed, and at least once every five years. The City's current QAP was adopted on 6/15/99, and an update has been requested by Caltrans for the upcoming federally-funded Putah Creek Bridge North Bank Improvements and the Walnut Lane Realignment on State Highway 128.

Staff has taken a sample QAP provided by Caltrans and modified it slightly. Caltrans District 3 Local Assistance Engineers have reviewed the document and deemed it adequate. Council authorization for the City Engineer to sign the document is requested, as the QAP must be approved by a CA Registered Engineer.

ALTERNATIVES: None recommended by staff.

FISCAL IMPACT: No immediate financial or policy implications. The costs associated with implementing the QAP are funded with project-specific funds.

Attachments: Resolution
QAP

RESOLUTION NO. 2010-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS FOR THE APPROVAL AND ADOPTION OF CITY OF WINTERS QUALITY ASSURANCE PROGRAM (QAP)– 2010, FOR FEDERAL-AID TRANSPORTATION PROJECTS, AND AUTHORIZING THE CITY ENGINEER TO EXECUTE AND SIGN THE QAP

WHEREAS, the City of Colusa is responsible for the maintenance and upgrade of the City's transportation system; and

WHEREAS, the City establishes various projects to maintain and upgrade the City's transportation system; and

WHEREAS, Federal and State Share funds may be used for improvements associated with the various projects; and

WHEREAS, Caltrans requires that every local agency receiving funds for a Federal-aid transportation project must have a Quality Assurance Program (QAP) that describes sampling and testing procedures to ensure that the materials and workmanship incorporated into a construction project are in conformance with the contract specification; and

WHEREAS, the City prepared the City of Winters Quality Assurance Program (QAP) – 2010 in accordance with State requirements, which must be signed by a CA Registered Engineer.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Winters, that Council approves the adoption of the City of Winters Quality Assurance Program (QAP) – 2010, and authorizes the City Engineer to sign it on the City's behalf.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Winters at a regular meeting held on the 18th day of May, 2010 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

MICHAEL MARTIN, MAYOR

ATTEST:

NANCI MILLS, CITY CLERK

CITY OF WINTERS
QUALITY ASSURANCE PROGRAM (QAP)
2010

PURPOSE

The purpose of this Program is to provide assurance that the materials incorporated into the construction projects are in conformance with the contract specifications. This Program should be updated every five years or more frequent if there are changes of the testing frequencies or to the tests themselves. To accomplish this purpose, the following terms and definitions will be used:

DEFINITION OF TERMS

- Acceptance Testing (AT) – Sampling and testing, or inspection, to determine the degree of compliance with contract requirements.
- Independent Assurance Program (IAP) – Verification that AT is being performed correctly by qualified testers and laboratories.
- Quality Assurance Program (QAP) – A sampling and testing program that will provide assurance that the materials and workmanship incorporated into the construction project are in conformance with the contract specifications. The main elements of a QAP are the AT, and IAP.
- Source Inspection – AT of manufactured and prefabricated materials at locations other than the job site, generally at the manufactured location.

APPLICABILITY

This Program shall be used by the City of Winters for all federal-aid transportation projects off the SHS. Its use is mandatory for use on federal-aid projects and recommended for use on other city projects.

California test (CT) methods will be used to meet the QAP requirements for projects on the State Highway System (SHS). The following QAP documents are to be used: The California Department of Transportation (Caltrans) Construction Manual and The Caltrans Independent Assurance (IA) Manual.

MATERIALS LABORATORY

The City of Winters will use their own materials laboratory or a private consultant materials laboratory to perform AT on Federal-aid and other designated projects. The materials laboratory shall be under the responsible management of a California Registered Engineer with experience in sampling, inspection and testing of construction materials. The Engineer shall certify the results of all tests performed by laboratory personnel under the Engineer's supervision. The materials laboratory shall contain certified test equipment capable of performing the tests conforming to the provisions of this QAP.

The materials laboratory used shall provide documentation that the laboratory complies with the following procedures:

1. Correlation Testing Program – The materials laboratory shall be a participant in one or more of the following testing programs:
 - a. AASHTO Materials Reference Laboratory (AMRL)
 - b. Cement and Concrete Reference Laboratory (CCRL)
 - c. Caltrans' Reference Samples Program (RSP)
2. Certification of Personnel – The materials laboratory shall employ personnel who are certified by one or more of the following:
 - a. Caltrans District Materials Engineer
 - b. Nationally recognized non-Caltrans organizations such as the American Concrete Institute, Asphalt, National Institute of Certification of Engineering Technologies, etc.
 - c. Other recognized organizations approved by the State of California and/or Recognized by local governments or private associations.
3. Laboratory and Testing Equipment - The materials laboratory shall only use laboratory and testing equipment that is in good working order. All such equipment shall be calibrated at least once each year. All testing equipment must be calibrated by impartial means using devices of accuracy traceable to the National Institute of Standards and Technology. A decal shall be firmly affixed to each piece of equipment showing the date of the last calibration. All testing equipment calibration decals shall be checked as part of the IAP.

ACCEPTANCE TESTING (AT)

AT will be performed by a materials laboratory certified to perform the required tests. The tests results will be used to ensure that all materials incorporated into the project are in compliance with the contract specifications.

Testing methods will be in accordance with the CT Methods or a national recognized standard (i.e., AASHTO, ASTM, etc.) as specified in the contract specifications. Sample locations and frequencies may be in accordance with the contract specifications. If not so specified in the contract specifications, samples shall be taken at the locations and frequencies as shown in attached Appendix D, "Acceptance Sampling and Testing Frequencies".

INDEPENDENT ASSURANCE PROGRAM (IAP)

IAP shall be provided by personnel from Caltrans, the Agency's certified materials laboratory, or consultant's certified materials laboratory. IAP will be used to verify that sampling and testing procedures are being performed properly and that all testing equipment is in good condition and properly calibrated.

IAP personnel shall be certified in all required testing procedures, as part of IAP, and shall not be involved in any aspect of AT.

IAP shall be performed on every type of materials test required for the project. Proficiency tests shall be performed on Sieve Analysis, Sand Equivalent, and Cleanness Value tests. All other types of IAP shall be witness tests.

Poor correlation between acceptance tester's results and other test results may indicate probable deficiencies with the acceptance sampling and testing procedures. In cases of unresolved discrepancies, a complete review of AT shall be performed by IAP personnel, or an independent materials laboratory chosen by the Agency. IAP samples and tests are not to be used for determining compliance with contract requirements. Compliance with contract requirements is determined only by AT.

REPORTING ACCEPTANCE TESTING RESULTS

The following are time periods for reporting material test results to the Resident Engineer:

- When the aggregate is sampled at material plants, test results for Sieve Analysis, Sand Equivalent and Cleanness Value should be submitted to the Resident Engineer within 24 hours after sampling.
- When materials are sampled at the job site, test results for compaction and maximum density should be submitted to the Resident Engineer within 24 hours after sampling.
- When soils and aggregates are sampled at the job site:
 - (1) Test results for Sieve Analysis, Sand Equivalent and Cleanness Value should be submitted to the Resident Engineer within 72 hours after sampling.
 - (2) Test results for "R" Value and asphalt concrete extraction should be submitted to the Resident Engineer within 96 hours after sampling.

When sampling products such as Portland Cement Concrete (PCC), cement-treated base (CTB), hot mix asphalt (HMA), and other such materials; the time of such sampling shall be varied with respect to the time of the day insofar as possible, in order to avoid a predictable sampling routine. The reporting of AT results, if not performed by the Resident Engineer's staff, shall be done on an expedited basis such as by electronic mail, fax or telephone.

TESTING OF MANUFACTURED MATERIALS

During the Design phase of the project, the Project Engineer may submit a "Source Inspection Request" (see attached Exhibit 16-V of the LAPM) to the Agency, consultant, or Caltrans for inspection and testing of manufactured and prefabricated materials by their materials laboratory. A list of materials that can be typically accepted on the basis of certificates of compliance during construction is found in attached Appendix F "Construction Materials Accepted by a Certificate of Compliance". All certificates of compliance shall conform to the requirements of the contract specifications. For examples see attached Appendix J "Vendor's Certificate of Compliance".

Should the Agency request Caltrans to conduct the source inspection, and the request is accepted, all sampling, testing, and acceptance of manufactured and prefabricated materials will be performed by Caltrans' Office of Materials Engineering and Testing Services.

For Federal-aid projects on the National Highway System (NHS), Caltrans will assist in certifying the materials laboratory, and the acceptance samplers and testers. For Federal-aid projects off the NHS, Caltrans may be able to assist in certifying the materials laboratory, and the acceptance samplers and testers.

PROJECT CERTIFICATION

Upon completion of a Federal-aid project, a "Materials Certificate" shall be completed by the Resident Engineer. The Agency shall include a "Materials Certificate" in the Report of Expenditures submitted to the Caltrans District Director, Attention: District Local Assistance Engineer. A copy of the "Materials Certificate" shall also be included in the Agency's

construction records. The Resident Engineer in charge of the construction function for the Agency shall sign the certificate. All materials incorporated into the work which did not conform to specifications must be explained and justified on the "Materials Certification", including changes by virtue of contract change orders. See attached Appendix K "Examples of Materials Certificates/Exceptions.

RECORDS

All material records of samples and tests, material releases and certificates of compliance for the construction project shall be incorporated into the Resident Engineer's project file. If a Federal-aid project:

- The files shall be organized as described in Section 16.8 "Project Files" of the Local Assistance Procedures Manual.
- It is recommended that the complete project file be available at a single location for inspection by Caltrans and Federal Highway Administration (FHWA) personnel.
- The project files shall be available for at least three years following the date of final project voucher.
- The use of a "Log Summary," as shown in Appendix H of the QAP Manual, facilitates reviews of material sampling and testing by Caltrans and FHWA, and assists the Resident Engineer in tracking the frequency of testing.

When two or more projects are being furnished identical materials simultaneously from the same plant, it is not necessary to take separate samples or perform separate tests for each project; however, copies of the test reports are to be provided for each of the projects to complete the records.

APPROVED BY: _____
(Signature)

C49584 Exp 9/30/10
(CE# and Expiration Date)

NAME: Nicholas J. Ponticello

DATE: _____

TITLE: City Engineer



Appendix F - Construction Materials Accepted by a Certificate of Compliance *

Soil Amendment
Fiber
Mulch
Stabilizing Emulsion
Plastic Pipe
Lime
Reinforcing Steel
Structural Timber and Lumber
Treated Timber and Lumber
Timber and Lumber
Culvert and Drainage Pipe Joints
Reinforced Concrete Pipe
Corrugated Steel Pipe and Corrugated Steel Pipe Arches
Structural Metal Plate Pipe Arches and Pipe Arches
Perforated Steel Pipe
Polyvinyl Chloride Pipe and Polyethylene Tubing
Steel Entrance Tapers, Pipe Down drains, Reducers, Coupling Bands and Slip Joints
Aluminum Pipe (Entrance Tapers, Arches, Pipe Down drains, Reducers, Coupling Bands and Slip Joints)
Metal Target Plates
Electrical Conductors
Portland Cement
Minor Concrete
Waterstop

* If Caltrans Standard Specifications May 2006 is part of contract specifications.

Note: Usually these items are inspected at the site of manufacture or fabrication and reinspected after delivery to the job site.



Appendix J.1 - Example of a Vendor's Certificate of Compliance

No. 583408

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
 VENDOR'S CERTIFICATE OF COMPLIANCE
 MR-0543 (REV. 5/93) #CT-7541-6020-2

PRECAST CONCRETE PRODUCTS OR SOUNDWALL
 TO: BILL SYNDER

STATE HIGHWAY ENGINEER
RESIDENT ENGINEER - CITY OF FLATLAND

We certify that the portland cement, chemical and mineral admixtures contained in the material described below are brands stated and comply with specifications for:

CONTRACT NUMBER:	
CEMENT BRAND <u>XYZ CEMENT CO.</u>	WELL LOCATION <u>MIDLAND, CALIFORNIA</u>
TYPE <u>II MODIFIED</u>	

CHEMICAL ADMIXTURE	
1. BRAND <u>ABC ADMIXTURE</u>	MANUFACTURER <u>XYZ SUPPLIER</u>
TYPE <u>WATER REDUCER</u>	
2. BRAND	MANUFACTURER
TYPE	

CHECK BOX IF A CHEMICAL ADMIXTURE WAS NOT USED

MINERAL ADMIXTURE	
MANUFACTURER <u>POZZ. INC.</u>	CLASS <u>F</u>

CHECK BOX IF A MINERAL ADMIXTURE WAS NOT USED

DELIVERY DATE (Ready-Mix) <u>7/7/07</u>	DATES OF FABRICATION (Precast)
--	--------------------------------

LIST PRODUCTS TO WHICH CERTIFICATE APPLIES. (Show size and in. ft. of pipe, etc., delivery slip numbers for ready-mix.)

Portland Cement
Flyash
Water Reducer

MANUFACTURER OF CONCRETE PRODUCTS <u>A. & B. READY MIX</u>
By: AUTHORIZED REPRESENTATIVE SIGNATURE <u>Joe Anderson</u>

FU 93 1839 Original to file. Engr. Retain Duplicate. OSP 01 55624



Appendix J.2 - Example of a Certificate of Compliance for Portland Cement (continued)

This is to certify that the

Portland Cement

Supplied by ABC Cement Company complies with all requirements for Type II Portland Cement when tested in accordance with ASTM C - 494.

Local Agency Project No.
HP21L - 5055 - 111

Albert Howakowa
Quality Assurance Engineer
ABC Cement Company

Date: 07/07/07

Appendix D - Acceptance Sampling and Testing Frequencies

Note: It may be desirable to sample and store some materials. If warranted, testing can be performed at a later date.

Portland Cement (Hydraulic Cement)

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Cement/fly ash (Sampling only)	8-lb. sample	If possible, take a least one sample per job, even if the material is accepted based on a Certificate of Compliance.	ASTM D75, C494 CT 125 AASHTO T127, M85, M295	Standard for sampling hydraulic cement or fly ash.
Cement (Testing Only)	8-lb. sample	If the product is accepted based on a Certificate of Compliance, testing is not required. If the product is not accepted using a Certificate of Compliance, test at least once per job.	ASTM C109 CT 515 AASHTO T106	If testing appears warranted, fabricate six 2-in. mortar cubes using the Portland (or hydraulic cement). Test for compressive strength.

Portland Cement Concrete (Hydraulic Cement Concrete)

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Aggregate for Hydraulic Cement Concrete (Sampling & Testing)	50-lb. sample	Take one aggregate sample for each 1000 cu. yd. of PCC/HCC concrete. Test at least one sample per job.	ASTM D75 CT 125 AASHTO M6, T2, M80	Sample aggregate from belt or hopper (random basis).
Water (Sampling & Testing)	Take a two-quart sample using a clean plastic jug (with lining) and sealed lid. Sample at the point of use.	If the water is clean with no record of chlorides or sulfates greater than 1%, no testing is required. If the water is dirty do not use it. Test only when the chloride or sulfates are suspected to be greater than 1%.	CT 405, CT 422, CT 417 AASHTO R23	If testing appears warranted, test for chlorides and sulfates.

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Appendix D (continued)

Portland Cement Concrete (Hydraulic Cement Concrete) – Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description of Comments
Air Entraining Admixtures (Sampling & Testing)	Take a one-quart sample using a clean, lined can or plastic bottle, if liquid. If powder, take a 2.5 lb. sample.	If the product is accepted based on a Certificate of Compliance, testing is not required. Take one sample per job. Prior to sampling, check with Caltrans (METS) for acceptable brands and dosage rates.	ASTM C233 AASHTO M154, T157, C260	If testing appears warranted, test for sulfates and chlorides. Admixtures with sulfates and chlorides greater than 1% should not be used.
Water Reducers or Set Retarders (Sampling & Testing)	If liquid, take a 1-qt. sample using a clean plastic can. If powder, take a 2.5 lb. sample.	If the product is accepted based on a Certificate of Compliance, no testing is required. If not, test once per job. Prior to using this product, please check with Caltrans (METS) for acceptable brands and dosage rates.	ASTM C494 AASHTO M194	If testing appears warranted, test for sulfates and chlorides. Admixtures with sulfates and chlorides greater than 1% should not be used.
Freshly-Mixed Concrete (Sampling)	Approx. 150lb. (or 1 cu. ft.) near mixer discharge.	When tests are required, take at least one sample for each 500 to 1000 cu. yd. of PCC/HCC.	ASTM C172, C685 CT 539 AASHTO T141, M157	This describes a method to sample freshly-mixed concrete.
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge.	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C143 AASHTO T119	This test determines the slump of the freshly-mixed concrete.
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C360 CT 533	This test determines the ball penetration of the freshly-mixed concrete.
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C231 CT 504 AASHTO T152	This test determines the air content of freshly-mixed concrete (pressure method).
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C138 CT 518 AASHTO T121	This test determines the unit weight of freshly mixed concrete.

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Division of Local Assistance, Office of Procedures Development and Training
Quality Assurance Program (QAP) Manual for Use by Local Agencies Revised February 10, 2009



Appendix D (continued)

Portland Cement Concrete (Hydraulic Cement Concrete) – Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge	Fabricate at least two concrete cylinders per project. Test for compressive strength at least once for each 500 to 1,000 cu. yd. of structural concrete.	ASTM C39 CT 521 AASHTO T22	This test is used to fabricate 6" x 12" concrete cylinders. Compressive strengths are determined, when needed.
Freshly-Mixed Concrete (Testing)	Approximately 210 lb. of concrete are needed to fabricate three concrete beams.	One sample set for every 500 to 1,000 cu. yd. of concrete.	ASTM C78 CT 31 AASHTO T97 & T23	This test is used to determine the flexural strength of simple concrete beams in third-point loading

Soils and Aggregates

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Aggregate (Sampling)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D75 CT 125 AASHTO T2	This test describes the procedures to sample aggregate from the belt or hopper (random basis).
Fine Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C128 CT 208 AASHTO T84	This test determines the apparent specific gravity of fine aggregates for bituminous mixes, cement treated bases and aggregate bases.
Fine Aggregate (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C128 CT 207 AASHTO T84	This test determines the bulk specific gravity (SSD) and the absorption of material passing the No. 4 sieve.
Coarse Aggregate (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	CT 206	This test determines the cleanness of coarse aggregate.



Appendix D (continued)

Soils and Aggregates - Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Coarse Aggregate (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C127 CT 227 AASHTO T85	This test determines the specific gravity and absorption of coarse aggregate (material retained on the No. 4 sieve).
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C136 CT 202 AASHTO T27	This test determines the gradation of soils and aggregates by sieve analysis.
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D2419 CT 217 AASHTO T176	This test determines the Sand Equivalent of soils and aggregates.
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C117 AASHTO T11	This test determines the gradation for materials finer than the No. 200 sieve (by washing method).
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D3744 CT 229 AASHTO T210	This test determines the Durability Index of soils and aggregates.
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D2844 CT 301 AASHTO T190	This test determines the Resistance Value (R-) and expansion pressure of compacted materials.
Soils and Aggregates (Testing)	One random location for every 2,500 sq. ft.	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D2922 CT 231 AASHTO T238	This test determines field densities using the nuclear gage.
Soils and Aggregates (Testing)	One random location for every 2,500 sq. ft.	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D3017 CT 231 AASHTO T239	This test determines the water content using the nuclear gage.

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Appendix D (continued)

Asphalt Binder

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Asphalt Binder (Sampling)	One 0.5-gal. sample placed in a clean, sealed can.	Sample once per job at the asphalt concrete plant.	CT 125 ASTM D 979 AASHTO T 168, T48	This procedure describes the proper method to sample the asphalt binder.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Sample once per job at the asphalt concrete plant.	ASTM D92, D117 AASHTO T 48	This test determines the flash point of the asphalt binder (by Cleveland open cup).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2872 & D92 CT 346 AASHTO T240 &T48	This test determines the rolling thin-film oven test (RTFO).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2042 AASHTO T44	This test determines the solubility of asphalt material in trichloroethylene.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2171 AASHTO T202	This test determines the dynamic viscosity, (absolute viscosity of asphalt @ 140 degrees F by the Vacuum Capillary Viscometer Poises).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D5 AASHTO T49	This test determines the penetration of bituminous material @ 77 degrees F and percentage of original penetration from the residue.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D113 AASHTO T51	This test determines the ductility of asphalt @ 77 degrees F.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2170 AASHTO T201	This test determines the kinematic viscosity of asphalt @275 degrees F (Centistoke).

Appendix D (continued)

Asphalt Binder - Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2171 AASHTO T202	This test determines the dynamic viscosity. (absolute viscosity of asphalt @ 140 degrees F by the Vacuum Capillary Viscometer Poises).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D36 AASHTO T53	This test determines the softening point of asphalt.

Asphalt Emulsified

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Emulsified Asphalt (Sampling)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D140, D979 CT 125 AASHTO T 40, T168	This test describes the procedure to sample the emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 AASHTO T59	This test determines the sieve retention of emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 AASHTO T59	This test determines the weight per gallon of emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 AASHTO T59	This test determines the penetration of the emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 CT 330 AASHTO T59	This test determines the residue @ 325 degrees F evaporation of emulsified asphalt.



Appendix D (continued)

Asphalt Emulsified - Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D4402 AASHTO T201	This test determines the Brookfield viscosity.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D88 AASHTO T72	This test determines the Saybolt-Furol viscosity of emulsified asphalt @ 77 degrees F (seconds).

Hot Mix Asphalt (Asphalt Concrete) – Concrete

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Asphalt Concrete (Sampling)	Obtain one 30-lb. sample each day of production	Obtain one sample at the asphalt concrete plant for each 5,000 tons of asphalt concrete placed.	ASTM D75, D140, D979 CT 125 AASHTO T 40, T168	This test describes the procedure to sample the asphalt concrete.
Asphalt Concrete (Testing)	4" x 8" cores	Take one 4" x 8" core for every 500 ft of paved roadway.	ASTM D1188, D1560, D1561, D5361 CT 304 AASHTO T246, T247	This test determines the field density of street samples.
Asphalt Concrete (Testing)	Obtain one 30-lb. sample for each day of production	Obtain one sample for every five cores taken.	ASTM D1188, D1560, D1561, D5361 CT 304 AASHTO T246, T247	This test determines the laboratory density and relative compaction of asphalt concrete.
Asphalt Concrete (Testing)	4" x 8" cores	Obtain one sample for every five cores taken.	ASTM D2726, D1188, D5361	This test determines the specific gravity of compacted bituminous mixture dense- graded or non-absorptive.

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Appendix D (continued)

Hot Mix Asphalt (Asphalt Concrete) –Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Asphalt Concrete (Testing)	One 30-lb sample	Obtain one sample for every 1,000 tons of asphalt concrete.	ASTM D1559 AASHTO T245	This test determines the resistance to plastic flow of prepared mixes as determined by the Marshall Method.
Asphalt Concrete (Testing)	One 30-lb sample	Obtain one sample for every 1,000 tons of asphalt concrete.	ASTM C117, D2172 (use Method B) AASHTO T164	This test determines the screen analysis of aggregates recovered from asphalt materials.
Geotextile Fabric (Placed Under the Asphalt Concrete) (Testing)	One 12 ft. x 3 ft. sample	Obtain one sample per job.	ASTM D4632 AASHTO M288	This test determines the weight per sq. yd. and grab strength of geotextile fabrics.
Asphalt Concrete (Testing)	Sample any test location (random basis)	Obtain one sample for every 1,000 tons of asphalt concrete.	ASTM D2950 CT 375	This test determines the nuclear field density of in-place asphalt concrete.
Asphalt Concrete (Testing)	One 10-lb sample	Obtain one sample during every day of production.	ASTM D1560, D1561 CT 366 AASHTO T246, T247	This test determines the stability value of asphalt concrete.
Slurry Seals (Sample)	One 0.5 gal. sample in a clean, dry plastic container.	Obtain one sample per truck	ASTM D979 CT 125 AASHTO T 40, T168	This test describes the procedure for sampling the slurry seal.
Aggregate for Slurry Seals (Testing)	One 30-lb. sample.	Obtain at least one sample per project from the belt or hopper or stockpile and test for Sand Equivalent	ASTM D2419 CT 217 AASHTO T176	This test determines the Sand Equivalent of aggregates.

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Appendix D (continued)

Slurry Seals

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Aggregate for Slurry Seals (Testing)	One 30-lb. sample.	Obtain at least one sample per project from the belt, hopper, or stockpile and test for sieve analysis of fine sand.	ASTM C117 AASHTO T11	This test determines the sieve analysis of fine sand (gradation of materials finer than No. 200 sieve by wash grading).
Slurry Seals (Testing)	One 0.5 gal. sample in a clean, dry plastic container.	Test one sample per project and test for Abrasion.	ASTM D3910	This test determines the Wet Track Abrasion Test (2) (WTAT).

Steel

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Steel Strand (Testing)	Sample strand at various sizes.	This item may be accepted using a Certificate of Compliance. Sample and test at least two steel strands per job when a Certificate of Compliance is not used.	ASTM A370, A416, E328 AASHTO T244	This test determines the tensile strength of uncoated seven-wire stress-relieved strand for pre-stressed concrete.
Steel Rebar (Testing)	Sample rebar at various sizes.	This item may be accepted using a Certificate of Compliance. Sample and test at least two steel rebar per job when a Certificate of Compliance is not used.	ASTM A615, A370 AASHTO T244	This test determines the steel reinforcement bar tensile strength and bend capability.

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**Appendix K - Examples of Materials Certificates/Exceptions
 (Signed by the Resident Engineer at the Completion
 of the Project)**

Federal-aid Project No.: Project HP21L – 5055 – 111

Subject: Materials Certification

This is to certify that the results of the tests on acceptance samples indicate that the materials incorporated in the construction work and the construction operations controlled by sampling

and testing were in conformity with the approved plans and specifications.

All materials exceptions to the plans and specifications on this project are noted below.

No exceptions were found to the plans and specifications on this project.

Bill Sanders
 Resident Engineer (Print Name)

Bill Sanders
 Resident Engineer (Signature)

7/7/07
 (Date)

Note: The signed original of this certificate is placed in the Resident Engineer’s project files and one copy is mailed to the DLAE and filed under “Report of Expenditures.”

See the attachment (next page)



Appendix K (continued)

Attachments: Materials Exceptions (Acceptance Testing)

Type of Test	Description of Work	Total Tests Performed On the Project	Number of Failed Tests	Action Taken
Slump Test	Concrete Sidewalk	8	1	When the measured slump exceeded the maximum limit, the entire concrete load was rejected.
Sand Equivalent	Aggregate for Structural Concrete	10	1	The tested S.E. was 70 and the contract compliance specification was 71 minimum. However, the concrete 28-day compressive strength was 4800 psi. The concrete was considered adequate and no materials deductions were taken.
Compaction	Sub grade Material	12	1	One failed test was noted. The failed area was watered and reworked. When this was completed, a retest was performed. The retest was acceptable.
Compaction	Hot Mix Asphalt	12	1	One failed area was noted. It was reworked and retested. The second test met specifications.

Bill Sanders
 Resident Engineer (Print Name)

Bill Sanders
 Resident Engineer (Signature)

July 4, 2007
 Date



Appendix H - Example of a Log Summary Sheet

Subgrade Materials

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
5/15/07	231	1+ 00 (30' L)	99.00	93	90 or greater	Passed	N/A
5/16/07	231	1+ 50 (20' R)	100.50	94	90 or greater	Passed	N/A
5/17/07	231	2+ 25 (25' R)	101.00	96	90 or greater	Passed	N/A
5/18/07	231	1+ 50 (30' L)	101.50	95	95 or greater	Passed	N/A
5/19/07	231	2+ 50 (20' L)	102.00	92 *	95 or greater	Failed	See Note 1
5/19/07	231	2+ 50 (20' L)	102.00	95	95 or greater	Passed	N/A

CT 231 = Compaction (Nuclear Gage)

* Note 1: The Contractor used a water tank to dampen the soil surface at the failed subgrade location. Using a sheep's foot compactor, he reworked the subgrade (making at least 10 passes) from Station 2+ 00 to Station 3+ 00. After approximately 30 minutes, another compaction test was taken. This time the relative compaction was 95.

Aggregates and Base Materials

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
6/20/07	202	1+ 00 (10' R)	102.50	See data sheet	See data sheet	Passed	N/A
6/20/07	202	2+ 00 (20' L)	102.50	See data sheet	See data sheet	Passed	N/A
6/22/07	217	1+ 00 (10' R)	102.50	75	25 or greater	Passed	N/A
6/22/07	217	2+ 00 (20' L)	102.50	83	25 or greater	Passed	N/A
6/20/07	227	1+ 00 (20' R)	102.50	86	71 or greater	Passed	N/A
6/20/07	227	1+ 50 (20' L)	102.50	85	71 or greater	Passed	N/A
6/24/07	231	2+ 00 (20' R)	102.50	98	95 or greater	Passed	N/A
6/24/07	231	2+ 50 (20' L)	102.50	97	95 or greater	Passed	N/A

CT 202 = Sieve Analysis, CT 217 = Sand Equivalent, CT 227 = Cleanness Value,
CT 231 = Compaction (Nuclear Gage)



Appendix H (continued)

Hot Mix Asphalt

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
7/10/07	339	1+ 00 (10' R)	103.00	0.08 gal/ sq yd	0.05 -0.10 gal/sq yd	Passed	N/A
7/10/07	366	2+ 00 (20' L)	103.00	32	>23	Passed	N/A
7/10/07	366	1+ 00 (10' R)	103.00	41	>23	Passed	N/A
7/10/07	375	2+ 00 (20' L)	103.00	94	RC = 93 to 97	Passed	N/A
7/15/07	375	1+ 00 (20' R)	103.00	96	RC = 93 to 97	Passed	N/A
7/15/07	375	1+ 50 (20' L)	103.00	95	RC = 93 to 97	Passed	N/A

CT 339 = Distributor Spread Rate, CT 366 = Stabilometer Value
 CT 375 = In-Place Density & Relative Compaction

Portland Cement Concrete

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
9/25/07	504	10 + 50 (50' R)	102.50	6.5%	>6.0%	Passed	N/A
9/25/07	533	12 + 50 (50' R)	102.50	1.5"	<2"	Passed	N/A
9/25/07	518	11 + 50 (50' R)	102.50	151 lb/cu ft	> 145 lb/cu ft	Passed	N/A
9/25/07	521	10 + 50 (50' R)	102.50	28 day = 4200 psi	>3800 psi	Passed	N/A
9/28/07	521	11 + 50 (50' R)	102.50	28 day = 4290 psi	>3800 psi	Passed	N/A
9/30/07	521	12 + 50 (50' R)	102.50	28 day = 4160 psi	>3800 psi	Passed	N/A

CT 504 = Air Content, CT 518 = Unit Weight, CT 521 = Compressive Strength,
 CT 533 = Ball Penetration

**COVER MEMO
SOURCE INSPECTION REQUEST
FROM LOCAL AGENCY to
CALTRANS' DISTRICT LOCAL ASSISTANCE ENGINEER**

To: John Hoole
Caltrans' District Local Assistance Engineer
Caltrans, Local Assistance Office
703 B Street, P.O. Box 911
Marysville, CA 95901

Date: Apr 7, 2010

Federal Project Number: _____

Project Description: _____

Project Location: City of Colusa

Subject:

We are requesting that Caltrans provide Source Inspection (reimbursed) services for the above mentioned project. We understand we are responsible for paying this service provided for by the State. Listed below are the materials for which we are requesting Caltrans' Source Inspection (reimbursed) services.

Materials that will require source inspection:

Justification for request: (Based on the requirements in Section 16.14 under "Source Inspection")

Any questions you might have about the above materials should be directed

to: _____, at _____

Approved:

District Local Assistance Engineer

(Applicant Representative Name)

(Title)

City of Colusa
425 Webster Street,
Colusa, CA 95932

(Date)



TO: Honorable Mayor and Council Members
DATE: May 18, 2010
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Nicholas J. Ponticello, City Engineer
SUBJECT: Construction Contract for Public Safety Facility – Voice and Data Cabling

RECOMMENDATION: Staff recommends the City Council (1) award the construction contract for Public Safety Facility – Voice and Data Cabling to T & R Communications in the amount of \$57,538.18; (2) authorize the City Manager to execute the Contract on the City's behalf; and (3) authorize expenditures in the amount of \$63,292.00 for construction.

BACKGROUND: The Public Safety Facility, Project No. 05-03, was established to design and construct a facility to house both Fire and Police Departments. Dennis Dong with CH&D Architects prepared the construction documents for the project. Bobo Construction was awarded the construction contract on August 4, 2009, and the work has progressed slowly due to adverse weather conditions. The Voice-Data Cabling was not in the construction documents and has been procured separately through an Informal Bid Request. The work involves placing supports/trays and cabling to provide the voice and data systems for the building. The work will occur in conjunction with Bobo's work and must be coordinated accordingly with Bobo and the City.

The Informal Bid Request was advertised for bid, and five bids were received on May 7, 2010. The results are attached for review.

Based on the bid results, it is recommended that the contract be awarded to T & R Communications as the low responsive, responsible bidder, in the amount of \$57,538.18. The requested amount for construction expenditures \$63,292.00 includes a 10% contingency, which is typical for this type of project. The Architect's estimate was \$60,000.

ALTERNATIVES: None recommended by staff.

FISCAL IMPACT: The construction is funded with approved project funding.

Attachments: Bid Results

**CITY OF WINTERS
PSF CABLING IBR
BID OPENING - FRIDAY, May 7, 2010 at 2:00 P.M.**

<u>CONTRACTOR/CONTACT INFO</u>	<u>ADDENDA (1,2,AND3)</u>	<u>FIRM FIXED PRICE</u>	<u>QUALIFICATIONS</u>	<u>TIMELINE STATEMENT</u>	<u>LICENSE NO.</u>	<u>SIGNATURE</u>	<u>INS. CERT.</u>
Valley Communications	X	\$71,141.00	X	X	X	X	X
T&R Communications	X	\$57,538.18	X	X	X	X	X
OC Communications	X	\$84,927.19	X	X	X	X	X
Contra Costa Electric	X	\$96,348.00	X	X	X	X	X
3D Data-Com	X	\$58,898.00	X	X	X	X	X
Architect's Estimate		\$60,000					

Bids Open By: _____

Witnessed By: _____



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Council members
DATE: June 1, 2010
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Dan Maguire, Housing Programs Manager *DM*
SUBJECT: Summary report on the Lease Agreement Between the Community Development Agency and Mary Bajakian for that Certain Property at 308 Railroad Avenue and a Sublease By and Between the Community Development Agency and ARC Guitar for Same Property

RECOMMENDATION:

Staff recommends the City Council and the Community Development Agency ("CDA") receive a summary report from Al Calderone, owner of ARC Guitar on the benefits derived by the business as a result of their participation in the CDA's Lease Assistance Program.

BACKGROUND:

The City Council and the Community Development Agency adopted City Council Resolution No. 2008-42, and the CDA adopted Resolution No. 2008-43 on October 7, 2008. Those resolutions authorized the CDA to enter a Master Lease and Sublease to assist ARC Guitar to relocate and expand their business from a home based business to a business storefront in the core downtown area of Winters. The Leases provided for the CDA to contribute up to \$15,000 towards improvements necessary at the premises and in addition provided a lease subsidy to the tenant for an 18 month period. At the conclusion of the lease assistance period, Al Calderone, the owner of ARC Guitar, asked for an opportunity to speak to the City Council to summarize the positive impacts of the program on his business.

FISCAL IMPACT:

None by this action



**A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF WINTERS
RECOGNIZING WINTERS LITTLE LEAGUE FOR RENOVATION OF
CITY PARK AND THE GARY MOLINA FIELD**

WHEREAS, Winters Little League is a member of Little League Incorporated, a non-profit organization whose mission is "to promote, develop, supervise and voluntarily assist in all lawful ways, the interest of those who will participate in Little League Baseball and Softball"; and

WHEREAS, the Little League Baseball and Softball program strives to develop superior citizens rather than superior athletes through the development of citizenship, discipline, teamwork and physical well-being and the virtues of character, courage and loyalty in the youth it serves; and

WHEREAS, the adult volunteers of the Winters Little League program through their leadership and guidance serve as an example for the Winters youth in becoming superior citizens; and

WHEREAS, the comprehensive \$75,000 renovation of City Park and the Gary Molina Field is a testament of their commitment to the youth of Winters, the community and the Little League mission; and

WHEREAS, the work performed included new fencing, dugouts, backstops, dirt and grass throughout the field and was done with the volunteer efforts of many and the donation of materials and equipment;

NOW, THEREFORE, the City of Winters City Council on behalf of the Citizens of the City of Winters hereby recognizes the accomplishments of Winters Little League in the very successful renovation of City Park and the Gary Molina Field for the benefit and enjoyment of all community members.

PROCLAIMED this 18th day of May, 2010:

Mayor Michael Martin

Council Member Harold Anderson

Mayor Pro Tem Woody Fridae

Council Member Tom Stone

Council Member Cecilia Aguiar-Curry

City Manager John W. Donlevy, Jr.

ATTEST, Nanci G. Mills, City Clerk



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: May 11, 2010
THROUGH: John W. Donlevy, Jr., City Manager
FROM: John C. Wallace, City Attorney
SUBJECT: Community Development Agency Loan

BACKGROUND:

In order to balance the State budget, the Legislature and Governor enacted legislation that shifts \$2.05 billion from redevelopment agencies to local school districts. This SERAF money is to be allocated to K-12 school districts and the county office of education during fiscal years 2009-10 (\$1.7 billion) and 2010-11 (\$350 million). The State Department of Finance determined that the Winters Community Development Agency is obligated to pay \$786,448 by May 10, 2010, plus another payment estimated at \$160,000 by May 10, 2011.

If a redevelopment agency does not make its SERAF payment, then it cannot adopt or amend redevelopment plans, issue bonds, or fund more than its existing contractual obligations and 75% of the previous year's administrative and overhead costs. Further, the redevelopment agency would be required to increase its annual housing fund deposits from the current 20% to 25% of its annual tax increment revenue until the redevelopment agency no longer receives tax increment revenue. The Agency currently has insufficient tax increment funds to make the SERAF obligation, which significantly limits the Agency's ability to underwrite economic development initiatives that are expected to generate significant long term growth in General Fund revenue and carry out Redevelopment Plan goals and objectives. To comply with the legal requirements of the state legislation the SERAF payment has been made with City funds, and the City Council on May 4th approved the loan of City funds for that purpose. Confirmation of that payment, and a loan agreement for repayment, is required by law. Enclosed please find the Loan Agreement, and Resolutions authorizing execution of the document. The Loan Agreement is at the LAIF rate.

Recommendation:

Approval of the Loan Agreement, and adoption of the Resolutions authorizing execution.

FISCAL IMPACT:

Loan Agreement for \$786,448, to be paid back to City by the Agency with interest at the LAIF rate.

LOAN AND REPAYMENT AGREEMENT

THIS LOAN AND REPAYMENT AGREEMENT is entered into as of the 18th day of May, 2010, by and between the WINTERS COMMUNITY DEVELOPMENT AGENCY, a public body, corporate and politic (the "Agency"), and the CITY OF WINTERS, a municipal corporation (the "City").

Recitals

A. The Agency is a community redevelopment agency formed, organized and existing pursuant to the provisions of the Community Redevelopment Law of the State of California (Health and Safety Code Section 33000 *et seq.*; the "CRL"). Pursuant to the CRL, the Agency is vested with the responsibility for carrying out the Redevelopment Plan (the "Redevelopment Plan") for the Winters Community Development Project (the "Project"). Pursuant to the terms of the Redevelopment Plan, the Agency is authorized to finance the Project with financial or other assistance from any public or private source, including the City.

B. Under the Redevelopment Plan, the City shall aid and cooperate with the Agency in carrying out the Project and shall take actions necessary to ensure the fulfillment of the purposes of the Redevelopment Plan to prevent the recurrence or spread in the Project Area of conditions causing blight.

C. Pursuant to legislation enacted to balance the State budget, specifically CRL Sections 33690 and 33690.5, the Agency is required to make certain payments during fiscal years 2009-10 and 2010-11 to the County Supplemental Educational Revenue Augmentation Fund ("SERAF"). The SERAF payment to be made during fiscal year 2009-10 must be in the amount of \$786,448 and must be paid no later than May 10, 2010.

D. The required SERAF payment will divert resources that the Agency would otherwise use to implement and carry out the goals and objectives of the Redevelopment Plan.

E. The Agency desires to borrow funds from the City in the amount of \$786,448 to replace the resources that will be lost to the Agency when it makes the required SERAF payment, and the City desires to make a loan to the Agency for that purpose.

Agreements

NOW, THEREFORE, THE AGENCY AND THE CITY HEREBY AGREE AS FOLLOWS:

1. Loan. The City agrees to loan to the Agency the sum of SEVEN HUNDRED AND EIGHTY-SIX THOUSAND, FOUR HUNDRED AND FORTY-EIGHT DOLLARS (\$786,448) (the "Loan") to be repaid as set forth in this Agreement. The proceeds of the Loan have been disbursed to the Agency through the SERAF payment on May 10, 2010.

2. Use of Proceeds. The Agency shall expend the funds borrowed from the City pursuant to this Agreement for SERAF payment.

3. Repayment of Loan. The Agency agrees to repay the Loan to the City with interest at the LAIR rate, simple interest. Payment shall be pursuant to the attached loan repayment schedule, Exhibit A, incorporated herein by reference.

4. Security; Indebtedness of Agency. The repayment to the City of the Loan by the Agency shall be secured by "tax increment generated from the Project Area," which, for the purposes of this Agreement, shall mean property taxes paid on taxable property within the Winters Redevelopment Project area and annually allocated and paid to the Agency pursuant to Section 33670 *et seq.* of the CRL, subject to (1) any amounts required to be set-aside for low and moderate income housing purposes pursuant to CRL Section 33334.6 and (2) all existing or future bonded indebtedness incurred by the Agency relating to the implementation of the Redevelopment Plan for the Project. The City shall have a lien against such tax increment generated from the Project Area in the amount of any unpaid, past-due payments. This Agreement constitutes an indebtedness of the Agency incurred in carrying out the Project, and a pledging of tax increment generated from the Project Area to repay the indebtedness, under the provisions of Section 16 of Article XVI of the California Constitution and Sections 33670-33674 of the CRL.

5. Default. Failure by the Agency to make the above-described payments shall constitute a default under this Agreement, and the City may institute legal action to cure, correct or remedy such default, to recover damages for such default or to obtain any other remedy, including injunctive or declaratory relief, consistent with the purpose of this Agreement.

6. Non-Recourse Obligation. No officer, official, employee, agent, or representative of the Agency shall be liable for any amounts due hereunder, and no judgment or execution thereon entered in any action hereon shall be personally enforced against any such officer, official, employee, agent or representative.

7. Entire Agreement; Amendments. This Agreement, including Exhibit A, shall constitute the entire agreement of the parties with respect to the Loan described herein. This Agreement may be amended or modified only by an agreement in writing signed by the parties.

8. Termination of Agreement. This Agreement and the obligations of the Agency hereunder shall terminate upon full repayment of the Loan by the Agency to the City as provided herein.

IN WITNESS WHEREOF, the Agency and the City have caused this Agreement to be executed by their duly authorized officers all as of the day and year first hereinabove written.

**WINTERS COMMUNITY DEVELOPMENT AGENCY, a
public body, corporate and politic**

By: _____
Keith Fridae, Chairperson.

ATTEST:

Nanci G. Mills
Agency Secretary

**CITY OF WINTERS,
a municipal corporation**

By: _____
Michael Martin, Mayor

ATTEST:

Nanci G. Mills
City Clerk

Exhibit A

LOAN REPAYMENT SCHEDULE

7/1/11 390,724.00 plus interest based on LAIF (Local Agency Investment Fund) rate.

7/1/12 390,724.00 Plus interest based on LAIF rate.

WINTERS CITY COUNCIL RESOLUTION NO. 2010-32

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WINTERS APPROVING AND AUTHORIZING THE EXECUTION
OF A LOAN AND REPAYMENT AGREEMENT WITH THE
WINTERS COMMUNITY DEVELOPMENT AGENCY**

WHEREAS, By City of Winters Ordinance No. 92-08, the City Council of the City of Winters adopted the Redevelopment Plan (the "Redevelopment Plan") for the Winters Redevelopment Project (the "Project") pursuant to the Community Redevelopment Law of the State of California (Health and Safety Code Section 33000 *et seq.*; the "CRL"); and

WHEREAS, the Winters Community Development Agency (the "Agency") is vested with the responsibility for and is carrying out the Redevelopment Plan; and

WHEREAS, pursuant to legislation enacted to balance the State budget, specifically CRL Sections 33690 and 33690.5, redevelopment agencies are required to make certain payments during fiscal years 2009-10 and 2010-11 to county supplemental educational revenue augmentation funds (SERAF); and

WHEREAS, no later than May 10, 2010, the Agency is required to make a SERAF payment in the amount of \$876,448; and

WHEREAS, Agency does not have the cash resources for the payment, and the required SERAF payment will divert resources that the Agency would otherwise use to implement and carry out the goals and objectives of the Redevelopment Plan; and

WHEREAS, under the Redevelopment Plan, the Agency is authorized to finance the Project with financial or other assistance from any public or private source, including the City of Winters (the "City"); and

WHEREAS, under the Redevelopment Plan, the City shall aid and cooperate with the Agency in carrying out the Project and shall take actions necessary to ensure the fulfillment of the purposes of the Redevelopment Plan to prevent the recurrence or spread in the Project Area of conditions causing blight; and

WHEREAS, the Agency desires to borrow funds from the City in the amount of \$786,448 in order to replace the resources that will be lost to the Agency when it makes the SERAF payment on May 10, 2010; and

WHEREAS, the City desires to loan funds to the Agency in an amount of \$786,448 with interest at the rate of LAIF (Local Agency Investment Fund) on June 30 immediately prior to payment, simple interest; loan payments to be made according to the Loan Agreement between City and Agency, approved and executed with this resolution;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINTERS DOES
HEREBY RESOLVE AS FOLLOWS:**

Section 1. The City Council hereby approves and authorizes the loan of funds to the Winters Community Development Agency in the amount of \$786,448 million on the terms of the Loan Agreement attached hereto. For that purpose, the City Council hereby approves and authorizes execution of a Loan and Repayment Agreement with the Winters Community Development Agency in a form approved by the City Manager and City Attorney, consistent with the terms set forth in this resolution. The Mayor and City Clerk are hereby authorized to execute the Loan and Repayment Agreement on behalf of the City, and to execute such other documents and take such other actions as

necessary to carry out and implement the obligations of the City under the Loan and Repayment Agreement.

PASSED AND ADOPTED this 18th day of May , 2010, by the following vote:

AYES:

NOES:

ABSENT:

Michael Martin, Mayor

ATTEST:

Nanci G. Mills, City Clerk

WINTERS COMMUNITY DEVELOPMENT AGENCY RESOLUTION NO. 2010-33

**A RESOLUTION OF THE WINTERS COMMUNITY DEVELOPMENT AGENCY
APPROVING AND AUTHORIZING THE EXECUTION OF A
LOAN AND REPAYMENT AGREEMENT WITH THE CITY OF WINTERS**

WHEREAS, By City of Winters Ordinance No. 92-08, the City Council of the City of Winters adopted the Redevelopment Plan (the "Redevelopment Plan") for the Winters Redevelopment Project (the "Project") pursuant to the Community Redevelopment Law of the State of California (Health and Safety Code Section 33000 *et seq.*; the "CRL"); and

WHEREAS, the Winters Community Development Agency (the "Agency") is vested with the responsibility for and is carrying out the Redevelopment Plan; and

WHEREAS, pursuant to legislation enacted to balance the State budget, specifically CRL Sections 33690 and 33690.5, redevelopment agencies are required to make certain payments during fiscal years 2009-10 and 2010-11 to county supplemental educational revenue augmentation funds (SERAF); and

WHEREAS, no later than May 10, 2010, the Agency is required to make a SERAF payment in the amount of \$876,448; and

WHEREAS, Agency does not have the cash resources for the payment, and the required SERAF payment will divert resources that the Agency would otherwise use to implement and carry out the goals and objectives of the Redevelopment Plan; and

WHEREAS, under the Redevelopment Plan, the Agency is authorized to finance the Project with financial or other assistance from any public or private source, including the City of Winters (the "City"); and

WHEREAS, under the Redevelopment Plan, the City shall aid and cooperate with the Agency in carrying out the Project and shall take actions necessary to ensure the fulfillment of the purposes of the Redevelopment Plan to prevent the recurrence or spread in the Project Area of conditions causing blight; and

WHEREAS, the Agency desires to borrow funds from the City in the amount of \$786,448 in order to replace the resources that will be lost to the Agency when it makes the SERAF payment on May 10, 2010; and

WHEREAS, the City desires to loan funds to the Agency in an amount of \$786,448 with interest at the rate of LAIF (Local Agency Investment Fund) on June 30 immediately prior to payment, simple interest; loan payments to be made according to the Loan Agreement between City and Agency, approved and executed with this resolution;

**NOW, THEREFORE, THE WINTERS COMMUNITY DEVELOPMENT AGENCY DOES
HEREBY RESOLVE AS FOLLOWS:**

Section 1. The Agency hereby approves and authorizes the borrowing of funds from the City of Winters in the amount of \$786,448 million on the terms of the Loan Agreement attached hereto. For that purpose, the Agency hereby approves and authorizes execution of a Loan and Repayment Agreement with the City of Winters in a form approved by the Agency's Executive Director and Agency Counsel, consistent with the terms set forth in this resolution. The Agency Chairperson and Agency Secretary are hereby authorized to execute the Loan and Repayment Agreement on behalf of the Agency, and to execute such other documents and take such other actions as necessary to carry out and implement the obligations of the Agency under the Loan and Repayment Agreement.

PASSED AND ADOPTED this 18th day of May, 2010, by the following vote:

AYES:

NOES:

ABSENT:

Keith Fridae, Chairperson

ATTEST:

Nanci G. Mills, Agency Secretary