

**CITY OF UKIAH
CITY COUNCIL AGENDA
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
April 1, 2015
6:00 p.m.**

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**
- 4. PETITIONS AND COMMUNICATIONS**
- 5. APPROVAL OF MINUTES**

- a. Minutes of March 17, 2015, a Special Meeting.
- b. Minutes of March 18, 2015, a Regular Meeting.
- c. Minutes of March 23, 2015, a Special Meeting.

6. RIGHT TO APPEAL DECISION

Persons who are dissatisfied with a decision of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the California Code of Civil Procedure, which generally limits to ninety days (90) the time within which the decision of the City Boards and Agencies may be judicially challenged.

7. CONSENT CALENDAR

The following items listed are considered routine and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember or a citizen in which event the item will be considered at the completion of all other items on the agenda. The motion by the City Council on the Consent Calendar will approve and make findings in accordance with Administrative Staff and/or Planning Commission recommendations.

- a. Report Regarding the Purchase of Graphic Design Services, and Approve the Purchase of Printing Services, for the *Activities and Recreation Guide*.
- b. Cal Fire Desires to Extend the Current Lease Agreement to Continue its Occupancy at the Ukiah Airport.
- c. Approval of Resolution Regarding Open Market Procurements Pursuant to Ukiah City Code Section 1522 Adding the Purchase of Supplies and Services Used for Catering Events and Private Party Activities, Which are Fully Reimbursed by Clients/Customers Utilizing City Event Services (E.G. Conference Center), to the List of Items not Requiring City Council Reporting or Awarding.
- d. Approve Plans and Specifications for Specification Number 14-04 for the North State Sewer Main Replacement Project and Direct Staff to Advertise for Bids.

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The City Council welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Council when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

9. COUNCIL REPORTS

10. CITY MANAGER/CITY CLERK REPORTS

11. PUBLIC HEARINGS (6:15 PM)

12. UNFINISHED BUSINESS

- a. Approval of Amendment to Professional Services Agreement with GHD, Inc. in an Amount not to Exceed \$27,120 for Construction Management and Inspection Services for the Northwestern Pacific Rail Trail Project Phase 1, Specification No. 14-01.
- b. Approve the Job Description Changes for the Deputy Director of Public Works- Streets/Engineering, Public Works Water, Sewer and Streets Maintenance Supervisor, and the Senior Equipment Mechanic/Corporation Yard Supervisor.

13. NEW BUSINESS

- a. Oral Presentation: 24-Hour Outage Hotline.

14. CLOSED SESSION – Closed Session may be held at any time during the meeting

15. ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Dated this 27th day of March, 2015.
Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Special Meeting
CIVIC CENTER CONFERENCE ROOM 4
300 Seminary Avenue
Ukiah, CA 95482
March 17, 2015
3:00 p.m.**

1. ROLL CALL

Ukiah City Council met for a Special Meeting on March 17, 2015, which was legally noticed on March 12, 2015. Vice Mayor Scalmanini called the meeting to order at 3:23 p.m. Roll was taken with the following **Councilmembers Present:** Maureen Mulheren, Kevin Doble, Jim O. Brown, Stephen Scalmanini, and Mayor Douglas F. Crane (*arriving at 3:32 p.m.*) **Also Present:** Pat Thompson.

Vice Mayor Scalmanini presiding until Mayor Crane's arrival.

2. PUBLIC COMMENT

CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 3:24 P.M.

3. CLOSED SESSION

PUBLIC EMPLOYEE APPOINTMENT
Title: (City Manager)

No reportable action was taken on the Closed Session item.

4. ADJOURNMENT

There being no further business, the meeting adjourned at 5:00 p.m.

Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
March 18, 2015
6:00 p.m.**

1. ROLL CALL

Ukiah City Council met at a Regular Meeting on March 18, 2015, having been legally noticed on March 13, 2015. Mayor Crane called the meeting to order at 6:01 p.m. Roll was taken with the following **Councilmembers Present:** Maureen Mulheren, Kevin Doble, Jim O. Brown, and Vice Mayor Scalmanini. **Absent:** Mayor Crane was absent by prearrangement. **Staff Present:** Jane Chambers, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

Vice Mayor Scalmanini Presiding.

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- a. Minutes of March 3, 2015, a Special Meeting.
- b. Minutes of March 4, 2015, a Regular Meeting.
- c. Minutes of March 10, 2015, a Special Meeting.
- d. Minutes of March 11, 2015, a Special Meeting.

Motion/Second: Mulheren/Doble to approve the minutes of March 3, 2015, a Special Meeting; March 4, 2015, a Regular Meeting; March 10, 2015, a Special Meeting; and March 11, 2015, a Special Meeting as submitted. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: Crane. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Report of Disbursements for the Month of February.

Motion/Second: Doble/Brown to approve Consent Calendar Item 7a, as submitted. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: Crane. ABSTAIN: None.

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

9. COUNCIL REPORTS

Presenters: Councilmembers Mulheren and Brown, Vice Mayor Scalmanini.

Staff Comment: Sage Sangiacomo, Assistant City Manager.

10. CITY MANAGER/CITY CLERK REPORTS

11. PUBLIC HEARINGS**13. NEW BUSINESS**

- a. **Discussion and Possible Adoption of a Resolution to Approve the Ukiah Valley Medical Center Permanent Heliport Relocation Mitigated Negative Declaration and to Approve the Permanent Heliport Relocation – Planning and Community Development.**

Presenters: Charlie Stump, Planning and Community Development Director and Kevin Thompson, Principal Planner.

Motion/Second: Doble/Brown to adopt a Resolution (2015-09) approving the Mitigated Negative Declaration and the Relocation of the Permanent Heliport for the Ukiah Valley Medical Center. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: Crane. ABSTAIN: None.

- b. **Receive Quarterly Report Regarding Ukiah Valley Fire District/Ukiah Fire Department Operations – Administration.**

Presenter: Chief John Bartlett, Fire Chief.

Presentation was received.

- c. **Appointment of Fire Discussion Ad/Hoc Committee Members – Administration.**

Presenter: Jane Chambers, City Manager.

Public Comment: Tom Fletcher.

Motion/Second: Mulheren/Scalmanini to appoint Councilmembers Brown and Doble to the Fire Discussion Ad Hoc Committee. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: Crane. ABSTAIN: None.

12. UNFINISHED BUSINESS

- a. **Award Professional Consulting Services Agreement to Jane Valerius Environmental Consulting in the Amount of \$18,950 for Preparation of Special Status Plant Survey Report for Ukiah Landfill Closure CEQA Update – Public Works.**

Presenter: Rick Seanor, Deputy Public Works Director.

Motion/Second: Doble/Brown to award professional consulting services agreement (COU No. 1415-176) to Jane Valerius Environmental Consulting in the amount of \$18,950 for preparation of special status plant survey report for Ukiah Landfill Closure CEQA update. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: Crane. ABSTAIN: None.

- b. **Award Professional Consulting Services Agreement to Wildlife Research Associates in the Amount of \$13,295 for Preparation of Special Status Wildlife Survey Report and Wetland Delineation for Ukiah Landfill Closure CEQA Update – Public Works**

Presenter: Rick Seanor, Deputy Public Works Director.

Motion/Second: Doble/Brown to award professional consulting services agreement (COU No. 1415-177) to Wildlife Research Associates in the amount of \$13,295 for preparation of special status wildlife survey report and wetland delineation for Ukiah Landfill Closure CEQA update. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: Crane. ABSTAIN: None.

13. NEW BUSINESS - Continued

d. Receive Budget Hearing Schedule for FY 2015-2016 Budget Process – Finance.

Presenters: Jane Chambers, City Manager.

Budget Hearing Schedule for FY 2015-2016 was received.

Council Consensus directs staff to schedule an additional budget hearing date of Monday, May 18, 2015, between 3:00 – 7:00 p.m.

THE CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 7:04 P.M.

14. CLOSED SESSION - Continued

- a. Conference with Real Property Negotiators (\$54956.8)**
Property: APN 003-230-03-00
Negotiator: Jane Chambers, City Manager
Negotiating Parties: City of Ukiah and Mark & Jann Lanz
Under Negotiation: Price & Terms

No action was taken on Closed Session Items.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 7:23 p.m.

Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Special Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
March 23, 2015
3:00 p.m.**

1. ROLL CALL

Ukiah City Council met for a Special Meeting on March 23, 2015, which was legally noticed on March 19, 2015. Vice Mayor Scalmanini called the meeting to order at 3:03 p.m. Roll was taken with the following **Councilmembers Present:** Maureen Mulheren, Kevin Doble, Jim O. Brown, and Stephen Scalmanini. **Absent:** Mayor Douglas F. Crane by prearrangement. **Also Present:** David Rapport, City Attorney.

Vice Mayor Scalmanini Presiding.

2. PUBLIC COMMENT

CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 3:04 P.M.

3. CLOSED SESSION

PUBLIC EMPLOYEE APPOINTMENT
Title: (City Manager)

CITY COUNCIL RECONVENED IN OPEN SESSION AT 3:23 P.M.

Council Consensus (*Mayor Crane absent*) as reported by Councilmember Doble, to instruct the City Manager, using her purchasing authority, to retain Ralph Anderson & Associates to assist the City Council in evaluating in-house candidates for the position of City Manager.

4. ADJOURNMENT

There being no further business, the meeting adjourned at 3:27 p.m.

Kristine Lawler, City Clerk



ITEM NO.: 7a
MEETING DATE: April 1, 2015

AGENDA SUMMARY REPORT

SUBJECT: REPORT REGARDING THE PURCHASE OF GRAPHIC DESIGN SERVICES, AND APPROVE THE PURCHASE OF PRINTING SERVICES, FOR THE *ACTIVITIES AND RECREATION GUIDE*.

Background: The Recreation Department publishes an *Activities & Recreation Guide* three times per year: winter/spring, summer, and fall. 18,000 copies are run for each issue. The production of this publication requires the services of a graphic design company, and a printing company. In January of this year, proposals and bids were sought for both of these services, to cover for the next two years, or six issues, starting with the summer 2015 issue. The cost of the graphic design work and printing is offset by revenue from ad. sales.

Graphic Design Services

A Request for Proposals (RFP) was issued to thirty-seven companies for graphic design. Proposals were received from five. They were evaluated based on quality and creativity of the samples of work provided, level of experience and training, resources of the company, responsiveness to the RFP, and price. As a result of the evaluation, Bob Krofchik of No. 9 Design was awarded a contract in the amount not to exceed \$12,000.

Print Services

A Request for Bid (RFB) was issued to twenty-eight companies for printing services. Bids were received from five. The following is a recap of the bid results:

Company Name	Pricing Per Issue: 44 pages	Pricing per issue: 52 pages
Wesco Graphics	\$4,734.15	\$5,164.18
Beckman Printing	\$19,250.00	\$19,250.00
The Goode Company	\$10,305.00	\$11,024.00
Office Depot	\$18,755.88	\$21,582.99
Clearwater Graphics	\$7,855.00	\$9,167.00

Discussion: Staff is requesting Council's approval to issue a two-year agreement for printing services to Wesco Graphics.

☒ Budgeted FY 14/15 ☐ New Appropriation ☐ Not Applicable ☐ Budget Amendment Required

<u>Amount Budgeted</u>	<u>Source of Funds (title and #)</u>	<u>Account Number</u>	<u>Addtl. Appropriation Requested</u>
\$30,500.00	Recreation, Class Guide	10022850.54100	N/A

Recommended Action(s):

Receive report regarding the purchase of graphic design services from No. 9 Design in the amount not-to-exceed \$12,000, and approve issuing an agreement to Wesco Graphics for the *Activities & Recreation Guide* printing.

Alternative Council Option(s): Do not approve, and provide alternate direction to Staff.

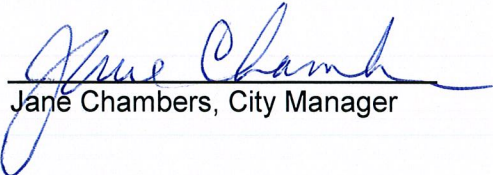
Citizens advised: N/A

Requested by: Sage Sangiacomo, Assistant City Manager

Prepared by: Mary Horger, Purchasing Supervisor and Dustin Malanga, Recreation Coordinator

Coordinated with: Jane Chamber, City Manager

Attachments: N/A

Approved: 
Jane Chambers, City Manager



ITEM NO.: 7b

MEETING DATE: April 1, 2015

AGENDA SUMMARY REPORT**SUBJECT: EXTENSION OF CURRENT LEASE AGREEMENT WITH CAL FIRE TO CONTINUE ITS OCCUPANCY AT THE UKIAH AIRPORT**

Summary: California state representatives overseeing the Cal Fire lease at Ukiah Municipal Airport required extension of the lease agreement prior to the expiration date of March 31, 2015. The extension period is two years, through March 31, 2017. The City Manager signed the extension agreement to comply with the State's request, and staff is reporting that action to the City Council. A lease agreement with Cal Fire has been in effect at the Airport since 1975, with the State operating seasonal aerial firefighting from the Airport.

Background: Under lease dated April 1, 1975, as amended April 22, 1986, August 21, 1991, February 13, 2001, February 27, 2001, January 3, 2006, February 23, 2011, March 9, 2012, and June 27, 2013, the State of California hires certain premises located at the Ukiah Airport, at 1475 South State Street, in the City of Ukiah, County of Mendocino, California, for a term ending March 31, 2015, at a quarterly rental of \$1,980.00.

Effective April 1, 2015, the State desires to continue its occupancy of said premises for an additional period ending March 31, 2017, at the continued rental of ONE THOUSAND NINE HUNDRED AND EIGHTY DOLLARS AND NO/100 (\$1,980.00) per quarter and upon all of the same terms and conditions set forth in said lease, including the State's continued right to terminate this lease at any time during the term hereof by providing written notice to the Lessor at least ninety (90) days prior to the effective date of termination.

FISCAL IMPACT:			
Budgeted Amount in 14-15 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required
			Yes No X

RECOMMENDED ACTION(S): Receive Report**ALTERNATIVES:**

Citizens advised: None
Requested by: Greg Owen, Airport Manager
Prepared by: Greg Owen, Airport Manager
Coordinated with: Jane Chambers, City Manager
Presenters: None
Attachments:

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____**RECORDS APPROVED:** ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Approved: 
Jane Chambers, City Manager



ITEM NO.: 7c

MEETING DATE: April 1, 2015

AGENDA SUMMARY REPORT

SUBJECT: APPROVAL OF RESOLUTION REGARDING OPEN MARKET PROCUREMENTS PURSUANT TO UKIAH CITY CODE SECTION 1522 ADDING THE PURCHASE OF SUPPLIES AND SERVICES USED FOR CATERING EVENTS AND PRIVATE PARTY ACTIVITIES, WHICH ARE FULLY REIMBURSED BY CLIENTS/CUSTOMERS UTILIZING CITY EVENT SERVICES (e.g. CONFERENCE CENTER), TO THE LIST OF ITEMS NOT REQUIRING CITY COUNCIL REPORTING OR AWARDING.

Summary & Background: In December of 2011, the City Council adopted a resolution approving modifications to the dollar limits for open market procurements. Subsequently, there were minor modifications made to this resolution in March of 2012. The effects of the resolution were summarized a year later and presented to Council in March of 2013. The end result of the modifications increased awarding and reporting limits to acceptable thresholds as not to burden Council and staff time with processing Agenda Summary Reports for an increasing quantity of routine and/or low limit purchases for which budget allocations had already been approved. Council requested that staff continue to bring recommended modifications forward as the need arises to ensure the City procurement process remained current and efficient. Not contemplated or included in the original Resolution were supplies and services used and reimbursed for private events at the Ukiah Valley Conference Center (UVCC). Current purchasing and reporting limits are summarized in Attachment #1.

Discussion: The Ukiah Valley Conference Center caters many large events each year. As catering and related service costs have risen over the years, the reimbursed/billed expenses for many private events are reaching the current procurement thresholds. Given these costs are directly reimbursed and paid for by the customer/client, staff is requesting Council approve adding a corresponding classification to exempt these costs from the formal staff report process for reporting and/or awarding. Specifically, staff is recommending amending the resolution to exempt the "purchases of supplies and services used for

Continued on Page 2

RECOMMENDED ACTION(S): Approve the Resolution regarding open market procurements pursuant to Ukiah City Code Section 1522 adding the purchase of supplies and services used for catering events and private party activities, which are fully reimbursed by clients/customers utilizing City event services (e.g. Conference Center), to the list of items not requiring City Council reporting or awarding (Attachment #2).

ALTERNATIVES: Do not approve resolution and provide alternate direction to staff.

Citizens advised: N/A
Requested by: Kerry Randall, Facilities Administrator
Prepared by: Kerry Randall, Facilities Administrator and Maya Simerson, Project Analyst and Mary Horger, Purchasing Supervisor
Coordinated with: Karen Scalabrini, Finance Director, Sage Sangiacomo, Assistant City Manager, and David Rapport, City Attorney
Presenters: Sage Sangiacomo, Assistant City Manager
Attachments: #1 Purchasing & Reporting Limits Summary
#2 Recommended Resolution

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Approved: 
Jane Chambers, City Manager

catering events and private party activities, which are fully reimbursed by clients/customers utilizing City event services (e.g. Conference Center).” The modification will avoid singling out clients/customers and their related business/personal expenses. Council and the public will continue to be able to review all service purchases from vendors (e.g. caters, linen vendors, etc.) through the Accounts Payable monthly disbursement report submitted as part of the Council Agenda Packet. The recommended resolution is included as Attached #2 for review.

FISCAL IMPACT:			
Budgeted Amount in 14-15 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required
N/A	N/A	N/A	Yes ☐ No ☒

CITY COUNCIL REPORTING AND AWARDING DOLLAR THRESHOLDS

(Per Ukiah Municipal Code Section 1522 and Resolution 2012-13)

Council Reporting Limit:

>\$10,000 to \$20,000: Personal Services & Maintenance Contracts

>\$20,000 to \$30,000: Public Construction Contracts

Materials and Equipment Contracts

Council Award:

>\$20,000 Personal Services & Maintenance Contracts

>\$30,000 Public Construction Contracts
 Materials and Equipment Contracts

The following items DO NOT require City Council reporting *or* awarding:

Electric Utility purchases of:

- Conductor cable
- Power poles
- Transformers
- Vaults
- Switchgear
- Miscellaneous routine inventory replacement items.

Water and Sewer Utility purchases of:

- Chemicals for water and wastewater treatment
- Miscellaneous routine inventory replacement items

Other:

- Fuel
- Software Maintenance Contracts

RESOLUTION NO. 2015-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING THE DOLLAR LIMITS FOR OPEN MARKET PROCUREMENTS PURSUANT TO UKIAH CITY CODE SECTION 1522.

WHEREAS,

1. Ukiah City Code ("UCC") Section 1522 specifies when contracts for supplies and equipment, maintenance, and personal services may be awarded without additional notice to the City Council, when the contract may be awarded without prior City Council approval, but must be reported to the City Council at its next regular meeting after the purchase has been made, and when the award of the contract requires prior City Council approval; and
2. The above-described treatment of these purchases depends on the dollar amount of the purchase; and
3. Subsection D.1 in UCC Section 1522 authorizes the City Council to revise the dollar limits specified for contracts for supplies and equipment, maintenance, and personal services by resolution without amending the City Code; and
4. Open market purchases authorized by Section 1522 may be used only if the purchase is included within an approved fund account and an unencumbered appropriation exists in the fund against which the purchase may be charged; and
5. This resolution amends and replaces Resolution No. 2012-13, adopted on March 7, 2012.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The dollar limits in UCC Section 1522.B.1, governing Supply and Equipment Contracts, except as provided in paragraph 5, below, C.2.a, are changed from \$10,000 to \$30,000 and from \$5,000 to \$20,000, respectively.
2. The dollar limits in UCC Section 1522.C.2.a, governing Maintenance Contracts, and C.3.a. governing Personal Service Contracts, are changed from \$10,000 to \$20,000 and from \$5,000 to \$10,000, respectively.
3. The dollar limit in UCC section 1522.B.2, governing Supply and Equipment Contracts, except as provided in paragraph 5, below, are changed from \$10,000 to \$30,000.
4. The dollar limit in UCC Section 1522.C.2.b, governing Maintenance Contracts and C.3.b, governing Personal Service Contracts, are increased from \$10,000 to \$20,000.

5. The dollar limits in UCC Section 1522.B.1, governing Supply and Equipment Contracts, are eliminated for the following purchases of consumables:
- a. Electric utility purchases of:
 - i. Conductor cable;
 - ii. Power poles;
 - iii. Transformers;
 - iv. Vaults;
 - v. Switchgear
 - vi. Miscellaneous routine inventory replacement items.
 - b. Water and sewer utility purchases of:
 - i. Chemicals for water and wastewater treatment; and
 - ii. Miscellaneous routine inventory replacement items.
 - c. Fuel
 - d. Software Maintenance Contracts
 - e. Purchases of supplies and services used for catering events and private party activities, which are fully reimbursed by clients/customers utilizing City event services (e.g. Conference Center).
6. This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 1st day of April, 2015, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Steve Scalmanini, Vice Mayor

ATTEST:

Kristine Lawler, City Clerk



ITEM NO.: 7d
MEETING DATE: April 1, 2015

AGENDA SUMMARY REPORT

SUBJECT: APPROVE PLANS AND SPECIFICATIONS FOR SPECIFICATION NUMBER 14-04 FOR THE NORTH STATE SEWER MAIN REPLACEMENT PROJECT AND DIRECT STAFF TO ADVERTISE FOR BIDS

Summary and Background: Per section 22039 of the Public Contract Code, staff is requesting Council's approval of plans and specifications for specification number 14-04 for the North State Sewer Main Replacement Project. The engineer's estimate is \$280,900 for construction for the project.

Discussion: Project funding for this project is available from the City Sewer Capital Fund. The project consists of abandoning two sewer mains and installing one new main down the center of State Street beginning at Low Gap Road and ending north at Garrett Drive. All of the laterals serving the properties will be connected to the new main.

This project is a priority as portions of the main are unable to be cleaned and Sanitary Sewer Overflows (SSO's) have occurred in the past.

Fiscal Impact:

☒ Budgeted FY 14/15 ☐ New Appropriation ☐ Not Applicable ☐ Budget Amendment Required

<u>Amount Budgeted</u>	<u>Source of Funds (title and #)</u>	<u>Account Number</u>	<u>Addit. Appropriation Requested</u>
\$811,003	City Sewer Capital Fund	84424422.80230	

Recommended Action(s): Approve plans and specifications for specification number 14-04 for the North State Sewer Main Replacement Project and direct staff to advertise for bids

Alternative Council Option(s): N/A

Citizens advised:

Requested by: Tim Eriksen, Director of Public Works/City Engineer
Prepared by: Jarod Thiele, Public Works Project Analyst
Coordinated with: Dan Hunt, Water/Sewer Maintenance Supervisor and Don Brown, Water/Sewer Maintenance Lead Worker
Attachments: 1-Cover Sheet- specifications
2-Cover sheet- Plans

Approved: _____

Jane Chambers, City Manager

CITY OF UKIAH
MENDOCINO COUNTY, CALIFORNIA

SPECIAL PROVISIONS
FOR
NORTH STATE STREET SEWER MAIN
IMPROVEMENT PROJECT
SPECIFICATION NO. 14-04

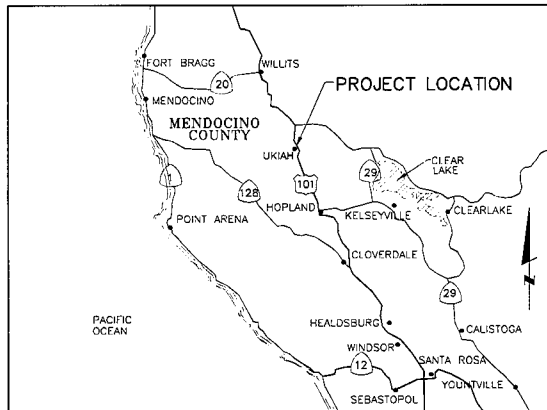
CITY OF UKIAH
DEPARTMENT OF PUBLIC WORKS
300 Seminary Avenue
Ukiah, California 95482-5400

Bids Open: **Day, Month, Year**
 2:00 p.m.
 Office of City Clerk

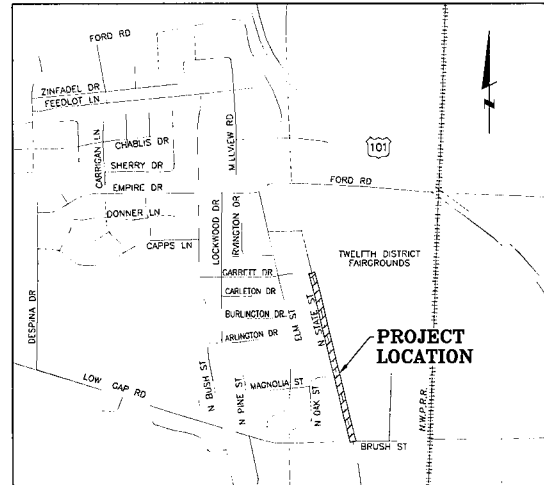
CITY OF UKIAH
IMPROVEMENT PLANS FOR

Attachment 2

NORTH STATE STREET SEWER MAIN REPLACEMENT SPECIFICATION NO. 14-04



VICINITY MAP



LOCATION MAP

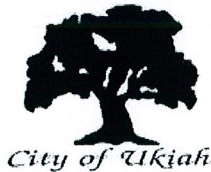
INDEX TO SHEETS

SHEET NO.	TITLE
1	COVER SHEET
2	LEGEND, ABBREVIATIONS AND GENERAL NOTES
3	DETAILS
4	PLAN AND PROFILE - STA 10+00 TO STA 15+00
5	PLAN AND PROFILE - STA 15+00 TO STA 20+00
6	PLAN AND PROFILE - STA 20+00 TO STA 25+00
7	PLAN AND PROFILE - STA 25+00 TO STA 30+00



No.	Date	Revision	By	CITY OF UKIAH		Date: OCTOBER 2014	Scale: 1" = 20'
				NORTH STATE STREET SEWER MAIN IMPROVEMENT PROJECT		APPROVED: TIMOTHY E. ERIKSEN, P.E.	
				COVER SHEET		By: _____ Date: _____	
						DWN: <u>W</u>	Sheet <u>1</u> of <u>7</u>
						CHK: <u>W</u>	Spec Number: <u>14-04</u>

NORTH STATE STREET SEWER MAIN IMPROVEMENT PROJECT



ITEM NO.: 12a
MEETING DATE: April 1, 2015

AGENDA SUMMARY REPORT

SUBJECT: APPROVAL OF AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH GHD, INC. IN AN AMOUNT NOT TO EXCEED \$27,120 FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE NORTHWESTERN PACIFIC RAIL TRAIL PROJECT PHASE 1, SPECIFICATION NO. 14-01

Summary: Staff is requesting approval of an amendment to a professional services agreement with GHD in the amount of \$27,120, for construction and inspection services for the NWP Rail Trail Project Phase 1 to address the extended project schedule and additional scope of work, and complete the project.

Background & Discussion: On August 20, 2014 the Ukiah City Council awarded a professional services agreement to GHD for construction management and inspection services for the Northwestern Pacific (NWP) Rail Trail Project Phase 1. The original project completion was scheduled for the end of December 2014. Due to unanticipated delays, additional time is required to complete the project, including added costs for project management beyond the original scope of work. Additional scope of work includes: extra permit processing with the California Public Utility Commission to obtain final project approval and plan modifications; Perkins Street revisions including electric transformer relocation and sidewalk modifications; and additional inspection time due to an extended project schedule. Other factors contributing to delay of project completion include delays due to weather, and extra time required for delivery of trail lighting fixtures. (See Attachment 1 - GHD letter dated March 25, 2015.) Staff has determined that this work is necessary for completion of the project and requests approval of this amendment to GHD's contract. Construction work is now scheduled to be completed by the end of April.

Fiscal Impact:

☒ Budgeted FY 14/15	☐ New Appropriation	☐ Not Applicable	☐ Budget Amendment Required
<u>Amount Budgeted</u>	<u>Source of Funds (title and #)</u>	<u>Account Number</u>	<u>Additional Appropriation Requested</u>
\$1,184,000	Special Revenue	25024210.80230	\$27,120.00

Recommended Action(s): Approve an amendment for the professional services agreement to GHD in an amount not to exceed \$27,120 for construction management and inspection services for the Northwestern Pacific Rail Trail Project Phase 1.

Alternative Council Option(s): 1. Provide staff with other direction.

Citizen Advised:	None.
Requested by:	Tim Eriksen, Director of Public Works / City Engineer
Prepared by:	Ben Kageyama, Senior Civil Engineer
Coordinated with:	Jane Chambers, City Manager
Attachments:	1. GHD letter dated March 25, 2015

APPROVED: 
Jane Chambers, Executive Director



ATTACHMENT 1

March 25, 2015

Mr. Ben Kageyama, PE
Senior Civil Engineer
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482-5400

**RE: CONSTRUCTION MANAGEMENT AND ON-SITE OBSERVATION SERVICES, AMENDMENT #1
NORTHWESTERN PACIFIC RAIL TRAIL PHASE 1, SPECIFICATION NO. 14-01**

Dear Mr Kageyama:

Attached is our spreadsheet estimating the number of hours to complete the Construction Management and On-site Observation for the Northwestern Pacific Rail Trail Project.

The project schedule and completion date was extended due to additional time to satisfy CPUC requirements and obtain CPUC approval, delayed delivery of trail light fixtures, Perkins Street revisions, and delays due to weather. Gregg Simpson Trucking is anticipating 3 weeks to complete the remaining work in their construction contract. Our estimate includes an additional week for punch list and close out. The following items need to be completed by the contractor:

1. Procurement and installation of the signs.
2. Bench and garbage can installation.
3. Light Pole and fixture installation, fixtures were shipped March 16th and are in GST's yard.
4. Striping.
5. Installation of fence at Gobbi. This is the fence the contractor removed adjacent to the building on the west side of the tracks.
6. Changes to the work to accommodate emergency service and maintenance vehicles.
7. Changes to Clara and Gobbi per CPUC. This includes sidewalk and additional detector strips on the west side of the tracks.
8. Repair of the drainage between Gobbi and Clay.
9. Perkins Street widening and pedestrian crossing.

Summary of the items that we have estimated time:

1. Progress Pay Request: 2 pay requests to process. 2 hours each pay request to process.
2. Construction Change Order's: 16 hours for CADD to make the changes in the sheets for the Perkins Street revisions, transformer relocation, and the changes due to CPUC; 8 hours for an engineer to make the changes to the drawings, check, and distribute; 32 hours to evaluate the change orders and process.
3. Inspection: anticipate 5 hours per day due to the work on Perkins and closing out the project.
4. Project Closeout: we have reduced the amount of hours to close out the project.



The estimated fee for the Amendment is \$27,120. Please see the attached Fee Estimate for breakdown of the estimated budget.

Please feel free to call the undersigned if there are any questions or comments.

Respectively Submitted,

GHD Inc.

A handwritten signature in blue ink that reads "Jim Winter". The signature is written in a cursive, flowing style.

Jim Winter, PE
Construction Manager

Attachments:

1. Fee Estimate



ATTACHMENT

PROJECT ESTIMATING SHEET

PROJECT NAME: Construction Management - NWP Rail Trail Phase 1 Amendment PROJECT # _____ CONST. MANAGER Matt Kennedy
 PREPARED BY: Jim Winter Date 3/3/2015 ON-SITE OBSER. Eric Leitz
 PRINCIPAL IN CHARGE Matt Kennedy

LABOR COSTS										FEE COMPUTATION		
LABOR CATEGORY> RATE>	PRINCIPAL IN CHARGE \$185 /HR	CONST. MANAGER \$195 /HR	ON-SITE OBSER. \$130 /HR	Non-PW Office \$115 /HR	CADD \$115 /HR	Proj Engr \$135 /HR	Project Coord \$130 /HR	Admin / WP \$95 /HR	TOTAL HOURS LABOR \$	SUB	OTHER DIRECT COSTS*	TOTAL FEE
Task 2: Construction Phase - Construction Management												
2.1 Progress pay requests & certified payroll	\$ -	\$ 780 ⁴	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 780 ⁴		\$ 24	\$ 804
2.2 Project files	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
2.3 Progress meetings	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
2.4 Schedule Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
2.5 Submittals	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
2.6 RFIs / CCO's	\$ -	\$ 6,240 ³²	\$ -		\$ 1,840 ¹⁶	\$ 1,080 ⁸	\$ -	\$ -	\$ 9,160 ⁵⁶		\$ 336	\$ 9,496
2.7 Oversight	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Subtotal Hours		\$ 36 ³⁶			\$ 16 ¹⁶	\$ 8 ⁸			\$ 60 ⁶⁰			
Subtotal \$	\$ -	\$ 7,020	\$ -	\$ -	\$ 1,840	\$ 1,080	\$ -	\$ -	\$ 9,940	\$ -	\$ 360	\$ 10,300
Task 3: Daily Inspection												
3.1 Daily inspection	\$ -	\$ -	\$ 13,000 ¹⁰⁰	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000 ¹⁰⁰		\$ 864	\$ 13,864
3.2 SWPPP Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Subtotal Hours			\$ 100 ¹⁰⁰						\$ 100 ¹⁰⁰			
Subtotal \$	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ 13,864
Task 4: Project Closeout												
4.1 Final documentation	\$ -	\$ 390 ²	\$ -	\$ 460 ⁴	\$ -	\$ -	\$ -	\$ -	\$ 850 ⁶		\$ 36	\$ 886
4.2 Record Dwgs	\$ -	\$ -	\$ -	\$ 460 ⁴	\$ 460 ⁴	\$ 540 ⁴	\$ 130 ¹	\$ -	\$ 1,590 ¹³		\$ 78	\$ 1,668
4.3 Notice of Completion/Retention	\$ -	\$ 390 ²	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 390 ²		\$ 12	\$ 402
Subtotal Hours		\$ 4 ⁴		\$ 8 ⁸	\$ 4 ⁴	\$ 4 ⁴	\$ 1 ¹		\$ 21 ²¹			
Subtotal \$	\$ -	\$ 780	\$ -	\$ 920	\$ 460	\$ 540	\$ 130	\$ -	\$ 2,830	\$ -	\$ 126	\$ 2,956
Base Bid												
TOTAL Hours		40	100	8	20	12	1		181			
TOTAL \$		\$7,800	\$13,000	\$920	\$2,300	\$1,620	\$130		\$25,770		\$486	\$27,120

* OTHER DIRECT COSTS Include: Telephone, Mileage, Printing, Photo-copies and other misc. direct expenses.



ITEM NO.: 12b
MEETING DATE: April 1, 2015

AGENDA SUMMARY REPORT

SUBJECT: APPROVE THE JOB DESCRIPTION CHANGES FOR THE DEPUTY DIRECTOR OF PUBLIC WORKS-STREETS/ENGINEERING, PUBLIC WORKS WATER, SEWER AND STREETS MAINTENANCE SUPERVISOR, AND THE SENIOR EQUIPMENT MECHANIC/CORPORATION YARD SUPERVISOR.

Summary: On March 4, 2015 the City Council was presented with the reorganization of the Public Works Department. This reorganization was precipitated by the elimination of the position of the Public Works Supervisor. As shown the duties that were the responsibility of the Public Works Supervisor have been absorbed by other active positions in the current organization chart as highlighted on Attachment 1, and are highlighted for emphasis. The three positions that are highlighted are the Public Works Deputy Director-Streets/Engineering, Supervisor of the Water/Sewer Operations, and the Lead Equipment Mechanic.

There are four key duties that need attention with the elimination of this position. They are:

- 1) Supervision of streets and all right of way improvements such as sidewalks, signs, street trees, etc.;
- 2) the responsibility and management of the corporation yard;
- 3) the responsibility and management of the Storm Drain system;
- 4) The management of the Landfill compliance and maintenance activities.

The Public Works Director has assigned these tasks to the three positions above however there has been no additional compensation associated with these tasks and there has been no change to the job descriptions. The net result to the City of Ukiah is a personnel savings \$3,026.58 per month. This is shown in attachment 2 as well as the change to each individual fund.

Public Works Deputy Director- Streets/Engineering

Attachment 3 shows the proposed job description for this position. Also on February 18, 2015 the City Council approved the new Deputy Director of Water and Sewer position. It is equitable, based on the job requirements and the organizational chart that these positions be compensated at a similar rate. The Director is recommending that this position be reclassified from grade 2587 on the management scale to position 2571

Recommended Action(s): 1) Approve the job descriptions changes for the Deputy Director of Public Works-Engineering/Streets. 2) Approve the job descriptions changes for the Public Works Water, Sewer and Street Maintenance Supervisor 3) Approve the job descriptions changes for the Senior Equipment Mechanic and Corporation Yard Supervisor 4) Approve the inclusion of these positions in the 2014/2015 budget

Alternative Council Option(s): Provide alternate direction

Citizens advised:

Requested by: Tim Eriksen, Director of Public Works/City Engineer

Prepared by: Tim Eriksen, Director of Public Works/City Engineer

Coordinated with: Jane Chamber, City Manager

Attachments: 1. Org Chart 2. Personnel Changes 3. Job Description-Deputy Public Works 4. Job Description-Public Works Water, Sewer and Street Maintenance Supervisor 5. Job Description-Senior Equipment Mechanic and Corporation Yard Supervisor

Approved: _____


Jane Chambers, City Manager

Public Works Water, Sewer and Street Maintenance Supervisor

Attachment 4 shows the proposed job description for this position and the title change that is proposed. The Director is recommending that this position be reclassified from grade 2597 on the management scale to position 2594

Senior Equipment Mechanic and Corporation Yard Supervisor

Attachment 5 shows the proposed job description for this position and the title change that is proposed. The Director is recommending that this position be reclassified from Grade 6142 on the miscellaneous unit scale to Grade 6144

The incorporations of these tasks into the existing organization chart and the elimination of the Public Works Supervisor is a savings to the City of \$3,026.58 per month. These changes are currently included in the calculations for the proposed budget for 2015/2016. However, as stated before the employees in these positions have been performing this additional task since the beginning of 2015.

The management structure being organized through the changes to the job description provides for adequate management oversight and leadership of a combined public works, water, and wastewater department.

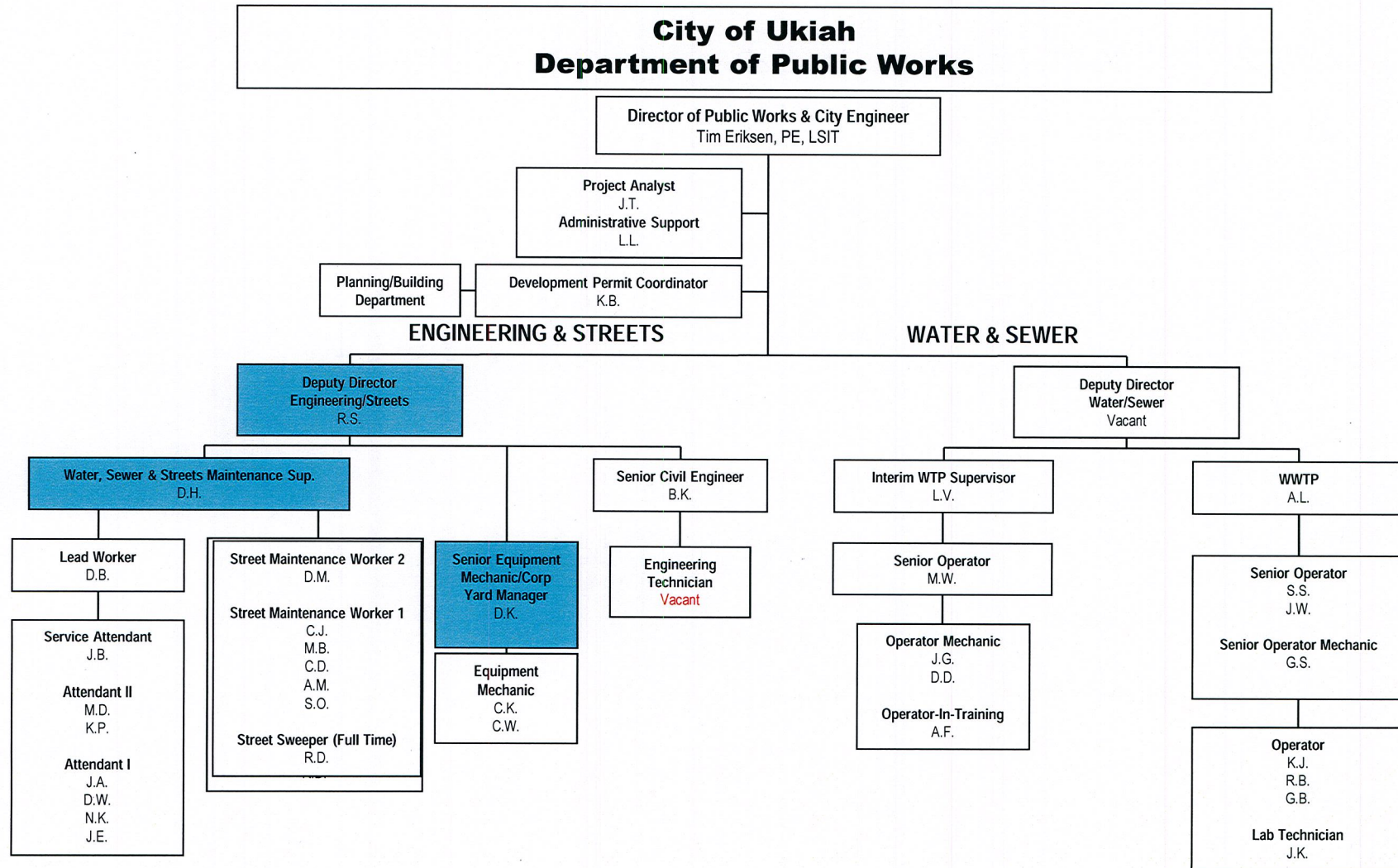
Fiscal Impact:

☐ Budgeted FY 14/15 ☐ New Appropriation ☒ Not Applicable ☐ Budget Amendment Required

<u>Amount Budgeted</u>	<u>Source of Funds (title and #)</u>	<u>Account Number</u>	<u>Addit. Appropriation Requested</u>
\$0			

Public Works Organization

Attachment 1



Mission Statement

The Department of Public Works is dedicated to delivering services to the people of the City of Ukiah, and the Ukiah Valley community in a safe and efficient manner. We will be responsible for our particular duties and in this effort we will continue to strive to protect our citizens, our guests, the environment and each employee. We will accomplish these duties utilizing our teamwork and relying on our expertise.

Position	Grade	monthly salary @ step 4	Streets		Coporation Yard		Landfill		Garage		Water		Sewer		Engineering		Total	Total Difference
			Percent	Dollars	Percent	Dollars	Percent	Dollars	Percent	Dollars	Percent	Dollars	Percent	Dollars	Percent	Dollars		
Public Works Supervisor (Position to be eliminated)	2682	\$6,005.18	75%	\$4,503.89	5%	\$ 300.26	10%	\$ 600.52	10%	\$600.52	10%	\$600.52	10%	\$450.39	10%		\$6,005.18	\$6,005.18
Lead Equipment Mechanic- Current	6142	\$5,075.99							100%	\$5,075.99							\$5,075.99	
Senior Equipment Manager/Corp Yard Supervisor- Proposed	6144	\$5,332.97			15%	\$799.95			85%	\$4,533.02							\$5,332.97	
Supervisor Water/Sewer- Current	2597	\$7,459.21	0%	\$0.00							50%	\$3,729.61	50%	\$3,729.61			\$7,459.21	
Supervisor Water/Sewer and Streets- Proposed	2594	\$8,980.13	20%	\$1,796.03							40%	\$3,592.05	40%	\$3,592.05			\$8,980.13	
\$\$ Change				-\$1,796.03		\$0.00		\$0.00		\$0.00		-\$137.55		-\$137.55		\$0.00	\$1,520.92	\$1,520.92
Public Works Deputy Director	2587	\$8,799.40	10%	\$879.94	10%	\$879.94	20%	\$1,759.88	10%	\$879.94	20%	\$1,759.88	20%	\$1,759.88	10%	\$879.94	\$8,799.40	
Public Works Deputy Director Engineering/Streets	2571	\$10,000.10	10%	\$1,000.01	10%	\$1,000.01	20%	\$2,000.02	10%	\$1,000.01	20%	\$2,000.02	20%	\$2,000.02	10%	\$1,000.01	\$10,000.10	
Total savings and difference per fund																		
(Negative number represents an increase)				\$6,179.84		\$180.19		\$360.38		\$480.45		\$497.93		\$347.80		-\$120.07		\$3,026.58



JOB DESCRIPTION

PUBLIC WORKS DEPUTY DIRECTOR- Streets and Engineering

(Exempt, Management Position)

DEFINITION

Under the administrative direction of the Director of Public Works/City Engineer, to assist in the planning, directing, managing, and coordinating of various Public Works facilities, field service programs, and activities; to provide highly responsible technical and staff assistance; to assist in the planning and designing of municipal construction and capital improvement projects and supervising their inspection; and to do related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E) Essential Duty; (M) Major Portion of Time**

- Perform complex professional field and office engineering work in connection with the location, design, construction, and maintenance of Public Works projects. (E-M)
- ~~Prepare comprehensive written reports and statistical support data relating to public works projects and work programs. (E, M)~~
- Participate in the development and implementation of goals, objectives, policies, and priorities for the maintenance and expansion of the City's public streets, water utility, wastewater utility and storm drain utility. (E-M)
- Assist in the planning, directing, supervising, and coordinating of professional engineering work in traffic engineering projects and the design and construction of streets, sidewalks, storm drainage facilities, water and wastewater system infrastructure, park or recreation facilities, and other public works. (E-M)
- Supervise and conduct field inspections of municipal contract construction and repair work (street improvements, sidewalk, curb, gutter, storm drain, water, and sewer) and provide direction as needed. (E-M)
- Assist in the closure activities and post-closure maintenance requirements for the City's landfill facility; (E, M)
- Assist in the coordination of the City's compliance with federal, state, and county solid waste regulations. (E)
- Assist in the supervision and coordination of the garbage/recycling franchise with contractor. (E)
- Perform detailed analysis and prepare a variety of required governmental reports and statistical tabulations. (E)
- Supervise engineering staff in the preparation of plans, project specifications, public works inspections, legal descriptions, surveys, and other engineering work performed by staff members. (E-M)
- Assist in the supervision of plan checks for adherence to codes and acceptable engineering standards, make various recommendations for improvements. (E)
- Assist in the coordination of engineering activities and field service programs with other City departments and divisions and with outside agencies.
- Work with developers and private engineering firms to coordinate the construction of new subdivisions and improvements. (E)
- Direct, through the Supervisors, work crews engaged in street, water line, sewer line, and storm drain repairs, and construction activities, including patching streets, repairing curbs and gutters, painting

street markings, installation of traffic signs; maintaining the landfill; repairing and maintaining automotive and other equipment. (E-M)

- Participate in the preparation and administration of all Public Works departmental budgets. (E)
- Assist in implementing City's storm water management plan
- Assist in implementing Phase 1 storm water permit implementation guidelines
- Assist in the direction of the City's fleet management program, including vehicle replacement and maintenance scheduling. (E)
- Represent the City in the community and at professional meetings as required. (E)
- Work with the public to answer questions and provide technical information.
- Select, supervise, train, and evaluate staff. (E)
- Make decisions on problems of design, materials, and processes proposed in connection with new construction or major repairs. (E)
- Select, supervise, train, and evaluate staff. (E)
- Serve as the Director of Public Works/City Engineer in his/her absence. (E)
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to public works facilities.
- Accepted methods of constructing, maintaining, and repairing streets, curbs, gutters, storm drains, water lines, and sewer lines.
- Recordkeeping and reporting procedures.
- Municipal storm water regulations, low impact development guidelines, and best management practices for storm water projects.
- Principles and practices of organization, administration, budget, facility, and personnel management.
- Fleet maintenance operations.
- Solid waste disposal site closure regulations and post-closure maintenance requirements.
- Technical, legal, and financial issues involved in the conduct of a municipal public works program.
- Applicable Federal and State regulations.

Ability to:

- Assist in the supervision of a City-wide program of public works activities.
- Read and interpret construction plans and specifications.
- Perform technical engineering work of a complex nature.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Supervise, train, and evaluate staff.
- Prepare comprehensive and complex technical reports.
- Establish cooperative and effective working relations with subordinates, public groups and organizations, City officials, and other governmental agencies.
- Lift 20 pounds.
- Traverse uneven or steep ground.
- Work in extreme weather conditions.

Experience:

Four years of progressively responsible professional work experience in the field of civil engineering, with at least two year experience of public works management in a municipal or county government.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering.

Necessary Special Requirements:

- Possession of a valid certificate of registration as a Civil Engineer issued by the State Board of Registration for Civil and Professional Engineers is required.
- Possession of a valid certificate of registration as a Land Surveyor is desirable.
- Possession of a valid Class C California Driver's License is required.

S:\Human Resources\Human Resources\COU JOB DES Files\PUBLICWORKS&ENGINEERING\DeputyPublicWorksDirector_JobDes.doc

Attachment #4



JOB DESCRIPTION

WATER & SEWER SUPERVISOR

PUBLIC WORKS WATER, SEWER AND STREET MAINTENANCE SUPERVISOR (Exempt, Management Position)

Proposed Salary Range: Grade 2594 (\$7,387.10 to \$8,980.13)

DEFINITION PUBLIC WORKS WATER AND SEWER DIVISION:

Under general supervision, direct, coordinate and supervise the staff, operations and maintenance activities of staff in the Water and Sewer Maintenance Department; functional areas of responsibility include the installation, maintenance, repair, expansion, and relocation of water distribution and sewer facilities; ensure compliance with operational requirements in area of responsibility and evaluate and determine manpower, materials and equipment required for projects. This position may be required to act as the duly authorized representative to the legally responsible official (LRO) for Sanitation Sewer Overflows (SSO).

DEFINITION PUBLIC WORKS STREET DIVISION:

Under general supervision, to supervise and inspect the work of street maintenance employees and contractors; to maintain a variety of records concerning employees, contractors, equipment, and supplies; and to do related work as assigned.

SUPERVISION RECEIVED AND EXERCISED:

This classification works independently and receives oversight supervision from the Superintendent Director and Deputy Director of Public Works. This classification is expected to provide supervision to the entire Water & Sewer and Street Maintenance Worker-Crew including involvement in assessment, training, safety, and hiring decision-making.

EXAMPLES OF DUTIES FOR WATER AND SEWER DIVISION:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)
(E=Essential Duty; M=Major Portion of Time)

- Recommend and assist in the implementation of Water and Sewer Field Operations goals and objectives; establish schedules and methods for infrastructure operations; implement policies and procedures. (M)
- Directs and coordinates staff operations and maintenance activities of Water and Sewer Maintenance crew; functional areas of responsibility include the installation, maintenance, operation, repair, expansion, and relocation of water distribution and sewer facilities.
- Plan, prioritize, assign, supervise and review the work of assigned staff in water and sewer maintenance operations. (M)
- Monitors and evaluate operations and activities of the water & sewer distribution operations; recommends improvements and modifications and prepares various reports on operations and activities. (M)
- Participate in budget preparation and administration; prepare cost estimates for budget items; monitor and control expenditures. (M)
- Assist in preparation and implementation of capital improvement programs to ensure the Water Distribution System and Sewer Collection System will maintain long term and stable operations and compliance with all federal and state regulations. (E)
- Prepare contract documents, requests for proposals and other related procurement documents to obtain needed supplies, equipment and services and administer contracts. (E)

- Participate in the selection of staff; provide or coordinate staff training to ensure safe and efficient performance; work with employees to correct deficiencies; implement discipline procedures. (E)
- Research and prepare a wide variety of reports; maintain files and records on plant operations. (M)
- Work with State Water Resource Control Board staff to ensure that the sewer collection system meets all Federal and State requirements. (E)
- Respond effectively to public inquiries.
- Responds to emergency situations at the plant. (E)
- Perform related duties as assigned. (E)

EXAMPLES OF DUTIES for Public Works Street Division:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (E)

Essential Duty; (M) Major Portion of Time

- Plan and implement street and road construction, maintenance, or repair activities. (E,M)
- Arrange, assign, and supervise daily work assignments. (E,M)
- Supervise the use of construction equipment in street maintenance and repair activities. (E)
- Manage the application of traffic markings on the City streets, and the installation of traffic sign and traffic control devices. (E)
- Respond to public inquiries pertaining to street maintenance and other public works operations. (E)
- Recommend work methods and techniques, and ensure proper care and use of tools and equipment. (E)
- Coordinate manpower resources and manage vacation requests to assure that work can be carried out efficiently. (E,M)
- Monitor closed solid waste disposal site, right-of-ways, and creeks, drainage structures and easement areas for signs of flooding, erosion, or other problems, and implement corrective measures as needed. (E,M)
- Monitor and manage closed solid waste disposal site equipment and systems. (E)
- Participate as a voting member of the Traffic Engineering Committee and facilitate approved changes as appropriate. (E)
- Manage several components of the City's Storm water Management Plan including implementation of storm drain inlet cleaning program, key contact for identifying illicit discharges, and assuring effective street sweeping program. (E,M)
- Manage street tree maintenance operations. (E)
- Provide oversight to garage operations including budget, cost monitoring and internal billing. (E)
- Communicate on an ongoing basis with supervisors and other personnel to assure a clear understanding of project status and departmental issues, and to strategize to achieve common objectives, and to provide for continuous improvement. (E,M)
- Informally benchmark and network with other agencies for best practices and to advance cooperative relationships. (E)
- Perform as Public Works (Alternate) in SEMS organizational structure when Emergency Operations Center is activated or at a Field Operations Center when activated for a localized emergency. (E)
- Assure that requests for emergency response are handled as efficiently as possible. (E)
- Supervise, provide necessary and beneficial training opportunities, and evaluate assigned staff. (E)
- Participate in the requisition and purchase of equipment, parts, and materials for the day-to-day Public Works and Vehicle Maintenance operations. (E)
- Assist in the preparation of annual budget and capital improvement programs, including estimating personnel, equipment, and materials required for specific public works projects and garage operations. (E)
- Assist in analysis of tasks for efficient use of force-account or contractor resources. (E)
- Coordinate with other departments to provide efficient options for completing projects. Track costs and use of resources as necessary to assure that normal department work activities are not impacted. (E)
- Prepare a variety of reports related to the above listed operations. (E)
- Other duties as assigned. (E)

QUALIFICATION REQUIREMENTS PUBLIC WORKS WATER AND SEWER DIVISION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, disciplines, and the training of staff in work procedures.
- Principles and practices of utilities operations program development and administration.
- Principles, practices, equipment, tools and materials of water distribution system and sewer collection system operation, maintenance and repair.
- Sewer lift station operation, maintenance, and repair.
- City codes, specifications, and standards for AWWA, California Department of Health requirements of municipal water distribution systems, the California State Water Resources Control Board requirements for sewer collection systems and sanitary sewer overflow response and reporting requirements, including all the requirements of Sewer System Management Plan.
- Basic principles and practices of budget and Capital Improvement Program development, administration and accountability.
- Methods of estimating time, materials and equipment needed to perform assigned work.
- Basic construction and repair methods, including carpentry, pipe fitting, painting and cement work.
- Cal-OSHA safety principles, practices, and procedures of water distribution systems and sewer collection systems, including equipment and hazardous materials.
- Modern office practices, methods and computer equipment, and various software such as spreadsheets, word processing, and maintenance management programs.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

ABILITY TO:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Organize, implement and direct utilities operations.
- Analyze, interpret, apply and enforce Federal, State and local policies, procedures, laws and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports, correspondence, procedures and other written materials.
- Maintain accurate records and files of work performed.
- Develop and recommend systems and procedures related to assigned operations.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.

- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS PUBLIC WORKS STREET DIVISION:

Knowledge of:

- Use and operation of a variety of light and heavy power-driven equipment.
- Tools, methods, and materials used in street maintenance and construction.
- Principles of supervision, training, and performance evaluation.
- Recordkeeping and reporting procedures.
- Safe work practices.
- Use and operation of computer and basic PC office applications is desirable.

Ability to:

- Effectively assign, supervise, train, and evaluate subordinate employees in the performance of Public Works maintenance activities.
- Perform a variety of skilled tasks in general construction and maintenance activities.
- Skillfully and safely operate a variety of mechanical equipment.
- Make minor repairs and adjustments to light power-driven equipment.
- Understand and follow oral and written directions.
- Maintain proper records and make accurate reports.
- Read and interpret construction plans and specifications.
- Make estimates of material and labor needs.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Identify and solve problems.
- Perform heavy manual labor and lift up to 75 pounds.
- Work outside in extreme weather conditions.
- Climb and perform work at levels of up to 15 feet in height.

MINIMUM QUALIFICATIONS

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education & Experience:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in water and sewer operations or related field, and five (5) years of increasingly responsible experience in the operation of water and sewer facilities, including two (2) years lead or supervisory experience. Four years of increasingly responsible experience in public works maintenance, street maintenance is preferred.

Necessary Special Requirements:

- Possession of a valid California Class-C required or a California Class-A Driver's License is preferred.
- Grade III Water Distribution Certificate issued by the California State Department of Health Services.
- Grade III California Water Environment Association (CWEA), waste water collection system maintenance.
- Other certification(s) specific to functional area of assignment may be required.

JOB DESCRIPTION

Attachment
#5



LEAD SENIOR EQUIPMENT MECHANIC AND CORPORATION YARD SUPERVISOR

DEFINITION

Under general supervision of the Public Works Supervisor, to make minor and major mechanical repairs to gasoline and diesel driven automotive and heavy construction equipment and other related equipment; to schedule, assign and oversee work of all garage personnel; and to perform related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to or all encompassing of the duties to be performed under this job title.) (E=Essential Duty; M=Major Portion of Time)

- Oversee the daily operations of the Garage facility and Corporation Yard. (E-M)
- Schedule, assign and oversee the work of all garage personnel. (E-M)
- Inspect, diagnose, and locate mechanical and electronic difficulties on City automobiles, trucks, and a variety of maintenance and construction equipment. (E-M)
- Determine extent of necessary repairs. (E)
- Repair and make adjustments to engines, transmissions, differentials, and clutches. (E-M)
- Tune up engines, replacing ignition parts and cleaning and/or adjusting carburetors and fuel injection systems. (E-M)
- Replace or repair faulty parts, including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment. (E-M)
- Prepare and replace such components as alternators, magnetos, distributors, relays, lights, switches, and related electronic components. (E-M)
- Overhaul, repair, and adjust hydraulic pumps, valves, and related components. (E)
- Fabricate and modify parts.
- Perform electric and acetylene welding and cutting. (E)
- Assist in the supervision, training and evaluation of all garage personnel to ensure that work is completed in accordance with accepted standards and safe work practices. (E-M)
- Maintain Shop-Garage and Corporation Yard stock, supplies and other materials, as needed. (E)
- Maintain work, time, and materials records. (E)
- Prepare reports and estimates upon request.
- Participate in budget preparation and administration.
- Assist in the preparation of equipment specifications. (E)
- Requisition maintenance tools, parts, and equipment as required. (E)
- Oversee and coordinate maintenance and repairs of Corporation Yard buildings & facilities. (E)
- Coordinate and assign Corporation Yard storage areas for vehicles, equipment, and materials. (E)
- Maintain and coordinate regularly scheduled operation of emergency backup generators. (E)
- Assist in implementation of garage and corporation yard policies and procedures. (M)
- Conduct regularly scheduled safety meetings with garage employees. (E)
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of supervision, training and performance evaluations.
- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of automotive and related power-driven equipment.
- Operating principles of gasoline and diesel engines and of mechanical repair of vehicles and equipment.
- Tools and equipment used by a municipal government.
- Safe work practices and occupational hazards related to this work.
- Record keeping and reporting procedures.
- CARB and MCAQMD diesel emissions regulations and reporting.

Ability to:

- Supervise, train and evaluate other personnel.
- Inspect automotive and related power-driven equipment to locate difficulties and estimate cost and time of repairs.
- Perform minor and major mechanical repair on City-owned mechanical equipment.
- Use a variety of tools and equipment with skill, including computerized diagnostic equipment.
- Maintain a variety of shop and repair records.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Read, comprehend, and be able to work from parts and repair manuals.
- Successfully pass training courses and obtain licenses or certificates pertaining to the automotive repair industry that are mandated by law.
- Perform heavy manual labor and lift up to 50 pounds.
- Work in confined areas and underneath vehicles.
- Perform the physical duties associated with vehicle mechanical work which requires manual dexterity.
- Implement policies and procedures for the garage and for the corporation yard.

Experience:

Five -years of journey level experience in the repair of automotive and light and heavy power-driven equipment. Supervisory experience preferred.

Education:

Equivalent to graduation from high school.

Necessary Special Requirement:

- Must have a valid Class B California Driver's License. (This position is subject to the United States Department of Transportation and Federal Highway Administration regulations relating to controlled substance and alcohol use and testing.)
- Employee to furnish small tools and lockable cabinet or box. City will replace worn, broken, or lost tools on an annual basis. Specialty and heavy equipment tools will be furnished by the City.

S:\Human Resources\Human Resources\COU JOB DES Files\POLICE\EquipMech&SREquipMech_JobDes.doc