



111 E. COMMERCIAL STREET
WILLITS, CALIFORNIA 95490
(707) 459-4601 TEL
(707) 459-1562 FAX

**WILLITS CITY COUNCIL
AGENDA
NOVEMBER 9, 2011 ♦ 6:00 P.M. ♦ COUNCIL CHAMBERS**

1. **OPENING MATTERS** – a) Call to Order; b) Pledge to Flag; c) Roll Call

2. **PUBLIC MATTERS**

3. **PUBLIC COMMUNICATIONS**

Council welcomes participation in its meetings. Comments shall be limited to five minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the City Council which are not on the posted agenda. Public criticism of the City Council, Commission, Boards and Agencies will not be prohibited. No action shall be taken.

4. **CONSENT CALENDAR**

Matters listed under the Consent Calendar are considered to be routine by the City Council 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 and acted upon separately by the City Council.

The following items are recommended for approval or denial, as follows:

a. Approve City Council Minutes:

- October 12, 2011
- October 26, 2011

b. Accept Disbursements Journals:

- Warrant Nos. 18812-18824, Totaling \$36,952.11
- Warrant Nos. 18825-18911, Totaling \$338,625.72

c. Accept Building Inspection Activity Reports – October 2011

d. Deny Claim Against City – Pine Cone Motel

e. Accept Completion of Construction on Redwood Avenue Storm Drain Project, Contract No. 2011-03, and Authorize City Manager to File Notice of Completion

f. Accept Completion of Construction on Sherwood Road Emergency Rehabilitation Project, Contract No. 2011-05, and Authorize City Manager to File Notice of Completion

5. **RIGHT TO APPEAL**

Persons who are dissatisfied with the decisions 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 Code of Civil Procedure which generally limits to 90 days the time within which the decisions of the City boards and agencies may be judicially challenged.

6. **COMMISSIONS, AGENCIES AND AUTHORITIES**

The City of Willits City Council meets concurrently as the City of Willits Community Development Agency and Planning Commission.

7. **OLD BUSINESS**

8. **CITY MANAGER REPORTS AND RECOMMENDATIONS**
 - a. Discussion and Possible Action to Approve Water Treatment Plant Improvements Project Budget; Adopt Resolution Authorizing City Manager to Sign Funding Agreement, Amendments and Certifications for Funding Under the Safe Drinking Water State Revolving Fund; and Authorize City Manager and City Engineer to Execute Related Documents
 - b. Discussion and Possible Action Regarding Change Orders for the Wastewater Treatment Plant Project for Sewer Plant Road Paving, Sewer Sludge Compost Handling Pavement, Digester, South Drainage Ditch and Project Completion Date
 - c. Discussion and Possible Action to Approve an Agreement Amendment with SHN Consulting Engineers for Additional Engineering Costs Related to the Willits Wastewater Treatment Plant in the Amount of \$13,463
 - d. Other Reports – Verbal/No Action

9. **DEPARTMENT RECOMMENDATIONS**
 - a. Police Chief
 - b. City Planner
 - c. City Attorney
 - d. Public Works Director
 - e. City Engineer
 - f. Finance Director/City Treasurer –
 - (1) Quarterly Financial Report, Ending September 30, 2011
 - g. City Clerk/Human Resources Director
 - (1) Discussion and Possible Action to Approve Compensation Schedule for the Positions of Building Inspector/Code Enforcement Officer and Building Technician

10. **CITY COUNCIL AND COMMITTEE REPORTS**
 - a. Mendocino Council of Governments (MCOG)
 - b. Local Agency Formation Commission (LAFCO)
 - c. Mendocino Transit Authority (MTA)
 - d. Revit-ED Committee
 - e. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA)
 - f. Economic Development and Financing Corporation (EDFC)
 - g. League of California Cities
 - h. Water Resources Committee
 - i. Sewer System Committee
 - j. Finance Committee
 - k. Caltrans Ad Hoc Committee
 - l. Other Committee Reports

11. **COUNCIL MEMBER REPORTS AND RECOMMENDATIONS**

12. **ENACTMENT OF ORDINANCES**

13. **GOOD & WELFARE**

14. **CLOSED SESSION NOTICE**
 - a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUK CVG-1056037
 - b. Conference with Legal Counsel Pursuant to Government Code §54956.9(b) – Existing Litigation: City of Willits, et al. vs. Mildred Sanchez, et al.; Case No. SCUK CVG-0798692
 - c. Pursuant to Government Code §54957 – Public Employee Performance Evaluation – City Manager

15. ADJOURNMENT

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 Willits City Hall, located at 111 East Commercial Street, Willits, California, not less than 72 hours prior to the meeting set forth on this agenda.

*Dated this 4th day of November, 2011.
Adrienne Moore, City Clerk*

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and need disability-related modifications or accommodations to participate in this meeting, please contact Adrienne Moore, City Clerk, at (707) 459-4601 or cityclerk@willitscity.com. Requests for such modifications or accommodations must be made at least two full business days prior to the meeting.

ADDITIONAL MEETING INFORMATION FOR INTERESTED PARTIES

Materials related to an item on this Agenda submitted to the Willits City Council, Planning Commission, or Community Development Agency after distribution of the agenda packet are available for public inspection at City Clerk's office at 111 E. Commercial Street, Willits, during normal business hours.

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18735	10/14/11	BOWERS/JOSH	4225 WEBSITE MAINTENANCE	350.00CR	512642	110930		P M H	100.1022.2081.030
18812	10/18/11	CAYLER/PAUL	4259 125 PLAN - FLEX ONE	639.85	512638	111018		P N H	690.246
18813	10/18/11	UNITED HEALTHCARE IN	4629 HARDEN MED INSURANCE	278.41	512639	111018		P N H	690.231
18814	10/18/11	UNITED HEALTHCARE IN	4630 M HARDEN MEDICARE RX	40.10	512640	111018		P N H	690.231
18815	10/18/11	UNITED HEALTHCARE IN	4630 J HARDEN MEDICARE RX	40.10	512641	111018		P N H	690.231
18816	10/21/11	PEAT/LESTER	4281 WATER OPERATOR III	800.00	512637	111015		P M H	503.5033.2081.030
18817	10/28/11	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	350.00	512631	111028		P N H	690.237
18818	10/28/11	AFLAC	4036 125 PLAN POLICY PRE	1,003.21	512632	587387		P N H	690.246
18819	10/28/11	HARTFORD LIFE INSURA	709 DEFERRED COMPENSATI	2,545.00	512633	111028		P N H	690.236
18820	10/28/11	MENDOCINO CHILD SUPP	1057 CHILD SUPPORT	295.00	512634	111023		P N H	690.233
18821	10/28/11	PERS	256 EMPLOYER CONTRIBUT	21,487.87	512635	111023		P N H	690.229
18821	10/28/11	PERS	256 EMPLOYEE CONTRIBUTI	7,504.03	512635	111023		P N H	690.230
				28,991.90	*CHECK TOTAL				
18822	10/28/11	ANTHEM BLUE CROSS	4640 MEDICAL INS PREMIUM	1,218.54	512636	076606163I		P N H	690.231
18823	10/27/11	BOWERS/JOSH	4239 WEBSITE MAINTENANCE	350.00	512630	110930		P M H	100.1002.2081.030
18824	10/28/11	MALLETT/FRANCES	.08873 PAYMENT OF CLAIM	750.00	512629	111028		P N H	100.1020.6001.000
GENERAL CHECK FORM									
			TOTAL	36,952.11					

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
REPORT TOTALS:				36,952.11				

RECORDS PRINTED - 000015

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18825	10/31/11	ACS	1432 MONTHLY NEW VISION	3,255.13	512535	711613		P N W	100.1003.2041.000
18826	10/31/11	AFFORDABLE PLUMBING	4155 RESTROOM REPAIR	100.77	512593	4101		P M W	100.1016.2041.000
18827	10/31/11	AFLAC	1018 125 PLAN - FLEX ONE	50.00	512625	977052ER		P N W	690.246
18828	10/31/11	ANTHEM BLUE CROSS	627 MEDICAL INSURANCE	54,123.19	512533	000317447B		P N W	690.231
18829	10/31/11	ARBITRATION AND	4479 MEDIATION SERVICES	2,033.86	512534	10327		P M W	501.5017.6001.000
18830	10/31/11	AT&T	4615 WATER	166.47	512579	111019		P N W	503.5030.2015.000
18831	10/31/11	ATT MOBILITY	4253 PUBLIC WORKS	81.57	512532	838580415X1020		P N W	100.1040.2015.000
18831	10/31/11	ATT MOBILITY	4253 REDEVELOPMENT/PLANNING	40.53	512532	838580415X1020		P N W	206.2060.2015.000
18831	10/31/11	ATT MOBILITY	4253 CODE ENFORCEMENT	33.24	512532	838580415X1020		P N W	100.1011.2015.000
18831	10/31/11	ATT MOBILITY	4253 SEWER	209.02	512532	838580415X1020		P N W	501.5013.2015.000
18831	10/31/11	ATT MOBILITY	4253 POLICE	80.93	512532	838580415X1020		P N W	100.1020.2015.000
				445.29	*CHECK TOTAL				
18832	10/31/11	B & B INDUSTRIAL SUP	9 SIGN MAKING HARDWARE	471.93	512536	136177		P N W	200.2003.2101.045
18833	10/31/11	BACON CO INC/EDWARD	859 EQUIP MAINT	634.32	512584	23323		P N W	100.1041.2041.000
18834	10/31/11	BAY AREA BARRICADE	478 WATER DEPT SUPPLIES	143.49	512581	0275710-IN		P N W	503.5031.2041.000
18835	10/31/11	BAY REPROGRAPHIC & S	4672 ENG SUPPLIES	121.60	512582	199312BO		P N W	100.1042.2041.000
18836	10/31/11	C P O A	4516 ANNUAL MEMBERSHIP	425.00	512614	4010		P N W	100.1020.2050.000
18837	10/31/11	CAINE/DENVEL	4447 CONTRACT OPERATOR	3,840.00	512594	111031		P M W	503.5033.2081.030
18838	10/31/11	CALIFORNIA REDEVELOP	513 AGENCY RENEWAL DUES	1,500.00	512538	27025		P N W	206.2060.2050.000
18838	10/31/11	CALIFORNIA REDEVELOP	513 AGENCY RENEWAL DUES	290.00	512538	27025		P N W	210.2100.2050.000
				1,790.00	*CHECK TOTAL				
18839	10/31/11	CALIFORNIA SURVEYING	410 SURVEY SUPPLIES	531.20	512539	612590		P N W	100.1042.2101.045
18840	10/31/11	CAYLER/PAUL	4259 CELL PHONE REIMBURSEM	100.00	512589	111028		P N W	100.1002.2015.000
18840	10/31/11	CAYLER/PAUL	4259 HEALTH CLUB REIMBURSEM	40.00	512589	111028		P N W	100.1002.2033.000
				140.00	*CHECK TOTAL				
18841	10/31/11	CDW-G	4018 COPIER/SCANNER	665.40	512619	1161009		P N W	651.6510.2199.000
18842	10/31/11	COAST HARDWARE	31 MISC SUPPLIES	23.75	512592	110930		P N W	100.1041.2101.045
18842	10/31/11	COAST HARDWARE	31 WATER DEPT SUPPLIES	77.32	512592	110930		P N W	503.5033.2041.000
18842	10/31/11	COAST HARDWARE	31 SEWER DEPT SUPPLIES	68.91	512592	110930		P N W	501.5011.2041.000
18842	10/31/11	COAST HARDWARE	31 MISC SUPPLIES	10.76	512592	110930		P N W	100.1020.2199.000
18842	10/31/11	COAST HARDWARE	31 MISC SUPPLIES	198.63	512592	110930		P N W	503.5031.2041.000
18842	10/31/11	COAST HARDWARE	31 MISC SUPPLIES	18.82	512592	110930		P N W	501.5013.2101.034
				398.19	*CHECK TOTAL				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
		GENERAL CHECK FORM						
18843	10/31/11	COMCAST	4575 INTERNET SERVICE	100.29	512537	111004		P N W 100.1003.2041.000
18844	10/31/11	COMMERCIAL CAPITAL C	4671 SCANNER LEASE	276.10	512578	111031		P N W 100.1042.2095.000
18845	10/31/11	COUNTY OF MENDOCINO	197 COURT STATE FEES/PARKI	25.00	512612	111024		P N W 100.1020.2081.030
18846	10/31/11	CRANE OF UKIAH	4670 MISC SUPPLIES	321.75	512540	85/213		P N W 100.1050.2101.045
18847	10/31/11	DALE/TOBEY	4546 PER DIEM	24.00	512607	111027		P N W 100.1020.2105.000
18848	10/31/11	DEEP VALLEY SECURITY	40 SERVICE CALL	65.00	512613	212979		P N W 100.1002.2055.000
18849	10/31/11	DISCOVERY OFFICE SYS	4244 MAINTENANCE AGREEMENT	350.00	512617	55E1080243		P N W 100.1020.2041.000
18850	10/31/11	EBA ENGINEERING INC	3985 2011 QUARTERLY MONI	1,273.95	512541	23050		P N W 201.2011.2081.030
18851	10/31/11	GAMBLE/BRANDI	4480 PER DIEM	40.00	512605	111027		P N W 100.1020.2105.000
18851	10/31/11	GAMBLE/BRANDI	4480 FLEX ONE - 125 PLAN	25.00	512626	111031		P N W 690.246
				65.00	*CHECK TOTAL			
18852	10/31/11	GARMAN/LETA	.08871 BL REFUND BUTTERCUPS	80.00	512599	111028		P N W 100.1000.2202.000
18853	10/31/11	GONZALEZ/GERARDO	395 PER DIEM	64.00	512606	111027		P N W 100.1020.2105.000
18854	10/31/11	GRAINGER/W.W.	173 WALL MOUNT CABINET	737.01	512615	9659793013		P N W 651.6510.2199.000
18855	10/31/11	GRIFFIN/FORREST	.08872 WATER DEPOSIT REFUND	33.00	512628	111031		P N W 503.111
18856	10/31/11	HARRIS & ASSOCIATES,	4605 RR AVE	38,667.80	512545	15103		P N W 208.2080.2101.038
18857	10/31/11	HARRIS/KAREN	4674 PER DIEM	24.00	512608	111027		P N W 100.1022.2105.000
18858	10/31/11	HARTFORD RETIREE PRE	4422 OBERDORF MED INSURANC	882.82	512544	111018		P N W 690.231
18859	10/31/11	HENCKELL/JOHAN	4540 LANDSCAPE MAINT W C	1,509.00	512546	705		P M W 201.2011.2101.038
18860	10/31/11	HOBSON/LINN	4675 LODGING - 2 NIGHTS	167.94	512610	111027		P N W 100.1020.2105.000
18861	10/31/11	HOUSE DOCTOR PAINT S	281 OTHER SPEC DEPT EXP	33.46	512542	4750		P N W 200.2003.2101.045
18861	10/31/11	HOUSE DOCTOR PAINT S	281 EQUIP MAINT & SUPPLIES	21.54	512543	4795		P N W 200.2003.2041.000
				55.00	*CHECK TOTAL			
18862	10/31/11	I B E W	255 EMPLOYEE CONTRIBUTION	424.54	512590	111028		P N W 690.235
18863	10/31/11	INTERNATIONAL CODE C	4676 '10 CA BUILDING COD	1,117.50	512624	INV0055915		P N W 100.1015.2050.000
18864	10/31/11	INTERSTATE SALES	823 TRAFFIC PAINT	586.59	512585	2259		P N W 200.2003.2101.045

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18865	10/31/11	JDS	4324 PARKING CITATION ADMI	100.00	512618	2511		P N W	100.1020.2081.030
18866	10/31/11	KILLION/FRED	4607 CLEANING SERVICE	130.00	512547	PW&ENG11/12-04		P M W	100.1040.2081.030
18866	10/31/11	KILLION/FRED	4607 CLEANING SERVICE	130.00	512547	PW&ENG11/12-04		P M W	100.1042.2081.030
18866	10/31/11	KILLION/FRED	4607 CH JANITORIAL SERVICE	800.00	512548	111024		P M W	100.1016.2061.020
				1,060.00	*CHECK TOTAL				
18867	10/31/11	LAVENDUSKEY/CAYLIE	4582 PER DIEM	24.00	512609	111027		P N W	100.1020.2105.000
18868	10/31/11	LIEBERT CASSIDY WHIT	433 LEGAL SRVICES	214.00	512549	140992		P N W	100.1005.2061.013
18869	10/31/11	MEAD & HUNT INC	4031 AP CM CRACK SEAL DE	2,250.00	512611	224711		P N W	500.5001.2101.042
18869	10/31/11	MEAD & HUNT INC	4031 CM CRACK SEAL CONST	1,932.00	512611	224711		P N W	500.5001.2101.043
				4,182.00	*CHECK TOTAL				
18870	10/31/11	MELLUISH/SIMON	4413 SEWER MAINT BOOT ALLO	200.00	512550	114267		P N W	501.5011.2010.000
18871	10/31/11	MENDOCINO CONSTRUCTI	4500 RR AVE BRIDGE	156,874.86	512552	5		P N W	208.2080.2101.038
18872	10/31/11	MENDOCINO JANITORIAL	4255 PD JANITORIAL	1,100.00	512600	782517		P M W	100.1016.2061.020
18872	10/31/11	MENDOCINO JANITORIAL	4255 SHAMPOO CARPETS PD	300.00	512600	782517		P M W	100.1016.2061.020
				1,400.00	*CHECK TOTAL				
18873	10/31/11	MENDOCINO RAILWAY	4623 RR AVE	600.00	512553	754		P N W	208.2080.2101.038
18874	10/31/11	MUNICIPAL CODE CORPO	4530 ANNUAL CODE ON INTERN	400.00	512551	210680		P N W	100.1001.2081.030
18875	10/31/11	OCE IMAGISTICS	158 COPIER USAGE	29.72	512555	17510		P M W	503.5033.2041.000
18875	10/31/11	OCE IMAGISTICS	158 EQUIP LEASE & MAINT AG	62.41	512586	095166		P M W	100.1040.2095.000
18875	10/31/11	OCE IMAGISTICS	158 EQUIP LEASE & MAINT AG	62.40	512586	095166		P M W	100.1042.2095.000
18875	10/31/11	OCE IMAGISTICS	158 COPIER MAINT	32.65	512595	96046		P M W	503.5033.2041.000
				187.18	*CHECK TOTAL				
18876	10/31/11	OUR DAILY BREAD	651 ANNUAL SUBSIDY 2 OF 4	750.00	512554	110701		P N W	100.1070.3042.000
18877	10/31/11	P G & E COMPANY	114 CITY HALL	1,418.83	512557	111031		P N W	100.1016.2110.000
18877	10/31/11	P G & E COMPANY	114 PD RADIO	8.58	512557	111031		P N W	100.1020.2110.000
18877	10/31/11	P G & E COMPANY	114 PUBLIC WORKS	352.17	512557	111031		P N W	100.1040.2110.000
18877	10/31/11	P G & E COMPANY	114 ENGINEERING	202.82	512557	111031		P N W	100.1042.2110.000
18877	10/31/11	P G & E COMPANY	114 PARKS	1,213.42	512557	111031		P N W	100.1050.2110.000
18877	10/31/11	P G & E COMPANY	114 STREET LIGHTS	4,876.78	512557	111031		P N W	201.2010.2110.000
18877	10/31/11	P G & E COMPANY	114 AIRPORT	217.06	512557	111031		P N W	500.5001.2110.000
18877	10/31/11	P G & E COMPANY	114 SEWER PLANT COLLECTION	42.52	512557	111031		P N W	501.5011.2110.000
18877	10/31/11	P G & E COMPANY	114 SEWER	17,063.94	512557	111031		P N W	501.5013.2110.000
18877	10/31/11	P G & E COMPANY	114 WATER	1,779.22	512557	111031		P N W	503.5033.2110.000
				27,175.34	*CHECK TOTAL				
18878	10/31/11	PEAT/LESTER	4281 WATER OPERATOR III	680.00	512563	111031		P M W	503.5033.2081.030

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18879	10/31/11	PETTY CASH	123 FINANACE DEPT OFFICE E	39.92	512627	111031		P N W	100.1003.2055.000
18879	10/31/11	PETTY CASH	123 OTHER EXPENSE (SHORT)	5.00	512627	111031		P N W	100.1003.2199.000
18879	10/31/11	PETTY CASH	123 PW OFFICE EXPENSE	17.00	512627	111031		P N W	100.1040.2055.000
18879	10/31/11	PETTY CASH	123 RDA POSTAGE	16.77	512627	111031		P N W	206.2060.2055.000
				78.69	*CHECK TOTAL				
18880	10/31/11	PHILLIPS/JOHN	446 MAGNOLIA TREE REMOV	1,125.00	512587	111011		P M W	202.2020.2081.030
18881	10/31/11	PITNEY BOWES	4494 POSTAGE METER INK	141.02	512561	302673		P N W	100.1002.2055.000
18882	10/31/11	PITNEY BOWES	4507 POSTAGE	1,600.00	512560	111011		P N W	100.1002.2055.000
18883	10/31/11	PMC INC	4040 HOUSING ELEMENT UPD	1,750.00	512564	34364		P N W	210.2100.2061.020
18884	10/31/11	PRIME SOLUTION INC	4419 SEWER PLANT SUPPLIES	152.77	512562	5724		P N W	501.5013.2041.000
18885	10/31/11	PRINCIPAL MUTUAL LIF	629 LIFE INSURANCE PREMIU	812.46	512556	111021		P N W	690.231
18886	10/31/11	PRINTING PLUS	127 BUSINESS CARDS SHERMAN	21.55	512558	13477		P M W	100.1011.2055.000
18886	10/31/11	PRINTING PLUS	127 BUSINESS CARDS SHERMAN	21.55	512558	13477		P M W	100.1015.2055.000
18886	10/31/11	PRINTING PLUS	127 POSTERS/POSTCARDS	150.85	512559	13516		P M W	600.601
				193.95	*CHECK TOTAL				
18887	10/31/11	R E M I F	135 DENTAL INSURANCE PR	5,286.00	512565	111001		P N W	690.231
18887	10/31/11	R E M I F	135 VISION INSURANCE PREM	795.00	512565	111001		P N W	690.231
18887	10/31/11	R E M I F	135 EAP INSURANCE PREMIUM	209.50	512565	111001		P N W	690.231
				6,290.50	*CHECK TOTAL				
18888	10/31/11	REINIER/RODGER	4583 PER DIEM	40.00	512604	111027		P N W	100.1020.2105.000
18889	10/31/11	SAN DIEGO POLICE EQU	4405 TACTICAL MASKS	754.18	512616	599446	003449	P N W	651.6510.2199.000
18890	10/31/11	SCOFIELD/MIKE	4481 PER DIEM	40.00	512601	111027		P N W	100.1022.2105.000
18891	10/31/11	SIEMENS WATER TECH C	4434 WATER DEPT SUPPLIES	1,655.04	512596	900424866		P N W	503.5033.2041.000
18891	10/31/11	SIEMENS WATER TECH C	4434 WATER DEPT SUPPLIES	491.34	512597	900424867		P N W	503.5033.2041.000
				2,146.38	*CHECK TOTAL				
18892	10/31/11	STAINBROOK/MICHAEL	4541 PER DIEM	40.00	512603	111027		P N W	100.1020.2105.000
18893	10/31/11	STATE OF CALIFORNIA	843 DUI ANALYSIS SEPT 201	175.00	512620	875667		P N W	100.1020.2061.014
18894	10/31/11	STATE WATER RES CONT	468 WASTEWATER OP RENEWAL	170.00	512577	111026		P N W	501.5013.2001.003
18895	10/31/11	TGIF REPAIRS INC	4208 PRINTER SERVICE	140.00	512621	2925		P N W	100.1003.2041.000
18895	10/31/11	TGIF REPAIRS INC	4208 PRINTER SERVICE/CLEAN	515.62	512622	2924		P N W	100.1003.2041.000
				655.62	*CHECK TOTAL				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
		GENERAL CHECK FORM						
18896	10/31/11	TONELLI/DEBRA	4542 PER DIEM	40.00	512602	111027		P N W 100.1020.2105.000
18897	10/31/11	UKIAH PAPER SUPPLY I	164 SPEC DEPT EXPENSE	155.85	512572	111020		P N W 100.1050.2101.045
18897	10/31/11	UKIAH PAPER SUPPLY I	164 SEWER PLANT SUPPLIES	40.41	512572	111020		P N W 501.5013.2055.000
				196.26	*CHECK TOTAL			
18898	10/31/11	UNITED PARCEL SERVIC	165 POSTAGE	40.00	512580	5382F9411		P N W 100.1040.2055.000
18898	10/31/11	UNITED PARCEL SERVIC	165 POSTAGE	40.00	512580	5382F9411		P N W 100.1042.2055.000
				80.00	*CHECK TOTAL			
18899	10/31/11	UTILITY SUPPLY OF AM	3997 WATER METER SUPPLIES	57.18	512574	508509		P N W 503.5031.2041.000
18900	10/31/11	W P O A	262 EMPLOYEE CONTRIBUTION	820.16	512591	111028		P N W 690.234
18901	10/31/11	WEST	4122 LEGAL SERVICES	349.35	512571	823633299		P N W 100.1004.2050.000
18902	10/31/11	WILLIAMS SCOTSMAN IN	4116 SP OFFICE RENT	282.49	512623	95980881		P N W 501.5010.2096.000
18903	10/31/11	WILLITS CHAMBER OF C	300 1ST QUARTERLY PAYME	6,021.25	512568	1		P N W 100.1070.3030.000
18904	10/31/11	WILLITS COMMUNITY SE	656 ANNUAL SUBSIDY	1,500.00	512570	110701		P N W 100.1070.3040.000
18905	10/31/11	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	40.00	512588	111028		P N W 690.248
18906	10/31/11	WILLITS NEWS	179 POLICE DISPATCH AD	283.10	512566	4168054		P N W 100.1005.2091.000
18907	10/31/11	WILLITS SENIORS INC	301 ANNUAL SUBSIDY	1,875.00	512569	110701		P N W 100.1070.3031.000
18908	10/31/11	WILLITS TIRE CENTER	183 EQUIP MAINT/SUPPLIES	110.45	512567	97617		P M W 100.1041.2041.000
18909	10/31/11	WIPF CONSTRUCTION	1032 EMERGENCY MAINT REPAI	600.00	030709	1032		P M W 503.5031.2101.038
18910	10/31/11	XEROX CORP	185 COPIER	121.85	512575	057719014		P N W 206.2060.2055.000
18911	10/31/11	YOKUM'S BODY SHOP, I	4609 VEHICLE REPAIRS	49.55	512576	5179		P N W 503.5031.2044.000
		GENERAL CHECK FORM		TOTAL	338,625.72			

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
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REPORT TOTALS:

338,625.72

RECORDS PRINTED - 000127



Item No. **4d**

Meeting Date: **November 9, 2011**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Clerk/Human Resources Director

Agenda Title: DENY CLAIM AGAINST THE CITY SUBMITTED BY PINE CONE MOTEL

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: N/A

Summary of Request: On August 26, 2011, the City received a claim from the Pine Cone Motel regarding expenses for repair of a sewer line blockage, which occurred on August 24, 2011.

The Claim has been reviewed by staff as well as REMIF (the City's risk management carrier). It has been determined that the City of Willits does not have any liability in the matter due to the fact that the blockage did not occur within the City's main line, as alleged by the Claimant. Therefore, it is recommended that the City Council deny the claim.

Recommended Action: Deny the claim against the City submitted by the Pine Cone Motel.

Alternative(s): None recommended.

Fiscal Impact: None.

Personnel Impact: None.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: ACCEPT COMPLETION OF CONSTRUCTION ON REDWOOD AVENUE STORM DRAIN PROJECT, CONTRACT NO. 2011-03, AND AUTHORIZE CITY MANAGER TO FILE NOTICE OF COMPLETION

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: N/A

Summary of Request: The City's Engineering Department has reviewed the Redwood Storm Drain Project, constructed by Mendocino Construction Services, and determined that it has been completed in conformance with the project plans and specifications. The Engineering Department recommends filing a Notice of Completion with the County Recorder's Office to start a 30-day notice for release of the 10% retention amount to the contractor.

Recommended Action: Accept the completion of construction on the Redwood Avenue Storm Drain Project, Contract No. 2011-03, and authorize the City Manager to file Notice of Completion.

Alternative(s): None recommended.

Fiscal Impact: The total cost of construction for this project is \$157,277, which includes the original contract amount of \$144,984, and contract change orders totaling \$12,293. This project was budgeted in Fund 202-2020-4003-000 for \$150,000. There are sufficient funds to cover the \$7,277 amount in excess of the funds budgeted. Altogether, the total amount of the contract came in just under the Engineer's Estimate of \$160,815.

Personnel Impact: Staff time is needed to finalize project documents and invoice payments.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RECORDING REQUESTED BY:

City of Willits

AND WHEN RECORDED MAIL TO:

City of Willits

(NAME)

111 E. Commercial Street

(STREET ADDRESS)

Willits, CA 95490

(CITY, STATE, ZIP)

**NO FEE FOR GOVT. AGENCY
GOVERNMENT CODE 27383**

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

- The undersigned is the OWNER or agent of the interest or estate stated below.
- The FULL NAME of the owner is: City of Willits
- The FULL ADDRESS of the owner is: 380 East Commercial Street
- The nature of the interest or estate is: In Fee. Fee Simple
(if other than Fee, Strike "In Fee" and insert, for example, "Purchaser Under Contract of Purchase" or Lessee")
- The FULL NAMES and ADDRESSES of all CO-OWNERS, if any, who hold any title or interest with the
aforementioned owner in the property are"

NAMES

ADDRESSES

_____	_____
_____	_____

- A work of improvement on the property hereinafter described, was completed on: 10/27/11
The work done was (describe below): Underground storm drain installation and replacement, drainage structure installation and removal, curbs, gutters, and paving
(DATE)
- The name of contractor, of any, for such work of improvement is:
Mendocino Construction Services 08/24/11
(NAME) (DATE OF CONTRACT)
- The street address of said property is: Redwood Avenue, between the intersections of Spruce Street and Easy Street.
- The property on which said work was completed is in the: Willits California
State of California. (CITY OF) (COUNTY OF)

I, the undersigned, certify, under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Signature of owner or owner's representative as identified in paragraph 2.

Paul Cayler, City Manager
(TYPED NAME)

(SIGNATURE)

(DATE)



Item No. 4f
November 9, 2011

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: ACCEPT COMPLETION OF CONSTRUCTION ON SHERWOOD ROAD EMERGENCY REHABILITATION PROJECT, CONTRACT NO. 2011-05, AND AUTHORIZE CITY MANAGER TO FILE NOTICE OF COMPLETION

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: N/A

Summary of Request: On August 24, 2011, the City Council adopted a resolution finding that emergency road conditions existed on Sherwood Road and authorized the City Manager to proceed with emergency bidding procedures for the needed rehabilitation. Staff, with assistance from Willow Basin Engineering, completed the plans and specifications and advertised the project in accordance with these procedures. On September 16, 2011, two proposals were received. Said proposals were from Granite Construction, in the amount of \$215,531, and Mendocino Construction, in the amount of \$242,911.

After a review of the proposals, staff determined that Granite Construction, the apparent low proposer, met all proposal requirements and was qualified to perform the work to the City's satisfaction; therefore, a contract was executed in an amount not to exceed \$215,531 and construction began on October 12th. During the course of work, there were some issues encountered, as follows:

1. The downdrains and elbows were rotted away and needed to be replaced.
2. Two storm drains were replaced that were originally scheduled to be repaired with slip lining. One of the culverts had a severe kink which prevented the installation of the slip lining and the other culvert was replaced because the slip lining collapsed during grouting operations. The contractor was not able to determine the cause of this failure.
3. Item 5: Subgrade Stabilization/Dig-Out, had an estimated quantity of 820 square yards; however, the actual quantity calculated after the work was completed was 1060 square yards. This is an increase of 240 square yards. The increase was paid at the bid price for that item.
4. Some items initially thought to be needed, were in fact not needed; therefore a credit was issued.

These issues resulted in a Construction Change Order in the amount of \$48,273. The total cost of construction under project, including the change order is \$263,804. The City's Engineering Department has reviewed the completed work and determined that it has been completed in conformance with the project plans and specifications. Therefore, the City Manager recommends the filing of the Notice of Completion with the County Recorder's Office.

When this project was authorized in August, the City had spoken with the County of Mendocino regarding cost sharing possibilities. The Council will be pleased to learn that the Mendocino County Board of Supervisors has agreed to participate in cost-sharing, in amount up to \$50,000. The City's construction costs after reimbursement from the County will be \$213,804. The City's portion will be funded through the City's Half Cent Sales Tax Fund 202.

Recommended Action: Accept completion of construction of the Sherwood Road Emergency Rehabilitation project, Contract No. 2011-05, and authorize City Manager to file Notice of Completion.

Alternative(s): None recommended.

Fiscal Impact: The total amount of this contract, including the Construction Change Order, is \$263,804 and the County of Mendocino will be remitting payment to the City in the amount of \$50,000. The City's portion therefore, is \$213,804 and will be funded thru the City's Half Cent Sales Tax Fund 202.

Personnel Impact: Some staff time is needed to finalize project documents and invoice payments.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RECORDING REQUESTED BY:

City of Willits

AND WHEN RECORDED MAIL TO:

City of Willits

(NAME)

111 E. Commercial Street

(STREET ADDRESS)

Willits, CA 95490

(CITY, STATE, ZIP)

**NO FEE FOR GOVT. AGENCY
GOVERNMENT CODE 27383**

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the OWNER or agent of the interest or estate stated below.

2. The FULL NAME of the owner is: City of Willits

3. The FULL ADDRESS of the owner is: 111 East Commercial Street

4. The nature of the interest or estate is: In Fee. Fee Simple

(if other than Fee, Strike "In Fee" and insert, for example, "Purchaser Under Contract of Purchase" or Lessee")

5. The FULL NAMES and ADDRESSES of all CO-OWNERS, if any, who hold any title or interest with the aforementioned owner in the property are"

NAMES

ADDRESSES

6. A work of improvement on the property hereinafter described, was completed on: November 1, 2011

(DATE)

The work done was (describe below):

The project will include: 820 square yards of subgrade stabilization, slip lining three sections of existing CMP culvert totaling 126 lineal feet, removing and replacing three side-opening drop inlets, installation of one CMP down drain, crack-sealing the road surface, and replacing existing thermoplastic pavement markings.

7. The name of contractor, of any, for such work of improvement is:

Granite Construction Company, Inc.

(NAME)

September 20, 2011

(DATE OF CONTRACT)

The project is located within the City of Willits, on the City-owned section of Sherwood Road which extends from the Caltrans right of way near the Highway 101 intersection

8. The street address of said property is: northwesterly 1500'+/- to the City Limit.

9. The property on which said work was completed is in the: Willits
(CITY OF)

Mendocino
(COUNTY OF)

I, the undersigned, certify, under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Signature of owner or owner's representative as identified in paragraph 2.

Paul Cayler, City Manager

(TYPED NAME)

(SIGNATURE)

(DATE)



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager
Joanne Cavallari, Finance Director/City Treasurer

Agenda Title: DISCUSSION AND POSSIBLE ACTION TO APPROVE WATER TREATMENT PLANT IMPROVEMENTS PROJECT BUDGET; ADOPT RESOLUTION AUTHORIZING CITY MANAGER TO SIGN FUNDING AGREEMENT, AMENDMENTS AND CERTIFICATIONS FOR FUNDING UNDER THE SAFE DRINKING WATER STATE REVOLVING FUND; AND AUTHORIZE CITY MANAGER AND CITY ENGINEER TO EXECUTE RELATED DOCUMENTS

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 20 min.

Summary of Request: Attached is the resolution provided by the California Department of Public Health (CDPH) to facilitate funding for the Water Treatment Plant Improvements Project. This document has been drafted by CDPH based on their approval of funding in the amount of \$5,779,623 consisting of loan principal of \$2,779,623 and a grant in the amount of \$3,000,000. The term of the loan is 30 years, with interest at zero (0%) percent.

Recommended Action: Approve the Water Treatment Plant Improvements Project budget and adopt Resolution authorizing the City Manager to sign Funding Agreement, Amendments and Certifications for funding under the Safe Drinking Water State Revolving Fund; authorizing the City Manager to approve claims for reimbursement; authorizing the City Engineer to execute the Budget and Expenditure Summary; authorizing the City Manager to sign the Contractor's Release Form and the City Engineer to sign the Certification of Project Completion; and dedicating revenues from the Water Enterprise Fund as the source of revenue to repay said loan.

Alternative(s): None recommended.

Fiscal Impact: Approval of this resolution will allow the City to proceed with the bidding process for the Water Treatment Plant Improvements Project.

Personnel Impact: Substantial, consistent with a project of this magnitude.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RESOLUTION NO. 2011-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS AUTHORIZING THE CITY MANAGER OF SAID CITY OF WILLITS TO SIGN FUNDING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING UNDER THE SAFE DRINKING WATER STATE REVOLVING FUND; AUTHORIZING THE CITY MANAGER TO APPROVE CLAIMS FOR REIMBURSEMENT; AUTHORIZING THE CITY ENGINEER TO EXECUTE THE BUDGET AND EXPENDITURE SUMMARY; AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACTOR'S RELEASE FORM AND THE CITY ENGINEER TO SIGN THE CERTIFICATION OF PROJECT COMPLETION; AND DEDICATING REVENUES FROM THE WATER ENTERPRISE FUND AS THE SOURCE OF REVENUE TO REPAY SAID LOAN

WHEREAS, on January 3, 2011, the City of Willits made application to the California Department of Public Health for a \$5,779,623 loan under the Safe Drinking Water State Revolving Fund; and

WHEREAS, on November 2, 2011, the California Department of Public Health issued a Notice of Application Acceptance to said City of Willits committing \$2,779,623 in loan funding (the "Loan") and \$3,000,000 in grant funding (the "Grant") from the Safe Drinking Water State Revolving Fund for The Water Treatment Plant Improvements Project / 2310004-001; and

WHEREAS, on November 9, 2011, said City Council of the City of Willits adopted a project budget totaling \$5,779,623; and

WHEREAS, on November 2, 2011, the California Department of Public Health committed funding in the amount of \$5,779,623 under the Safe Drinking Water State Revolving Fund program; and

WHEREAS, the Funding Agreement under the Safe Drinking Water State Revolving Fund will provide for a thirty (30) year repayment period at a zero (0%) percent interest rate; and

WHEREAS, prior to the California Department of Public Health issuing a Funding Agreement, said City Council of the City of Willits is required to pass a resolution formally establishing a dedicated source of revenue to repay the Loan, authorizing an officer to execute all Funding Agreements, amendments, and certifications, designating a person to approve claims for reimbursement, designating a person (registered engineer) to sign the Budget and Expenditure Summary, designating a person (registered engineer) to sign Certification of Project Completion, and designating a person to sign the Contractor's Release Form; and

WHEREAS, the City Council of the City of Willits is required to establish and maintain water rates and charges in amounts sufficient to generate and maintain annual net revenues from the Water Enterprise Fund equal to at least 1.2 times the total annual debt service payable until the Loan is repaid in full.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the City Manager is hereby authorized to incur indebtedness pursuant to the funding agreement, and sign the Safe Drinking Water State Revolving Fund program Funding Agreement and any amendments thereto. (The term "Indebtedness" as used herein means all grants, debts, obligations and liabilities, currently existing or now or hereafter made, incurred or created in connection with the Loan and the Grant); and

BE IT FURTHER RESOLVED AND ORDERED, that the City Manager is hereby authorized to approve Claims for Reimbursement under the Safe Drinking Water State Revolving Fund program; and

BE IT FURTHER RESOLVED AND ORDERED, that the City Engineer is hereby authorized to execute the Budget and Expenditure Summary for the Safe Drinking Water State Revolving Fund program; and

BE IT FURTHER RESOLVED AND ORDERED, that the City Manager is hereby authorized to sign the Contractor's Release Form for the Safe Drinking Water State Revolving Fund Program; and

BE IT FURTHER RESOLVED AND ORDERED, that the City Engineer is hereby authorized to certify that the project is complete and ready for final inspection; and

BE IT FURTHER RESOLVED AND ORDERED, that the City of Willits does hereby designate net revenues from the Water Enterprise Fund as the dedicated source of revenue to repay the Loan and pledges the Water Enterprise Fund as collateral for the Loan. This dedication and pledge shall remain in full force and effect until the loan is fully discharged, unless modification or change of such dedication and pledge is approved in writing by the California Department of Public Health. If for any reason, the source of revenues proves insufficient to satisfy the debt service of the Loan, sufficient funds shall be raised through increased water rates, user charges, or assessments or any other legal means available to meet the Loan obligation and to operate and maintain the project; and

BE IT FURTHER RESOLVED AND ORDERED, that the City of Willits shall establish water rates and charges in amounts sufficient to generate and maintain annual net revenues from the Water Enterprise Fund equal to at least 1.2 times the total annual debt service until the Loan is repaid in full; and

BE IT FURTHER RESOLVED AND ORDERED, the authority granted hereunder shall be deemed retroactive. All acts authorized hereunder and performed prior to the date of this Resolution are hereby ratified and affirmed. The California Department of Public Health is authorized to rely upon this Resolution until written notice to the contrary, executed by each of the undersigned, is received by the California Department of Public Health. The California Department of Public Health shall be entitled to act in reliance upon the matters contained herein, notwithstanding anything to the contrary contained in the formation documents of the City of Willits or in any other document.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 9th day of November, 2011, by the following vote:

AYES:
NOES:
ABSENT:

BRUCE BURTON, Mayor
City Council of the City of Willits

ATTEST:

ADRIENNE MOORE, City Clerk

Water Treatment Plant Improvements Project
Construction Budget for SRF Loan Application

	Engineer's Estimate	
Site Work	187,270.00	
Equipment	1,579,780.00	
Piping & Valves	356,293.00	
Structural	292,690.00	
Electrical	1,204,000.00	3,620,033.00
Contingency (Design)		
	543,005.00	543,005.00
Bonds, Insurance & Taxes		
	374,673.00	
Contractor Profit	249,782.00	624,455.00
Sub-total		<u>4,787,493.00</u>
Contingency (Construction)		
		239,376.00
Construction Sub-total		<u>5,026,869.00</u>
WWE Engineer Support During Construction		
		353,658.00
ZFA Structural Engineers		3,500.00
Geotechnical		3,500.00
Special Inspections		5,000.00
Sub-total		<u>5,392,527.00</u>
Administration, Legal & Permits		
		108,601.00
WWE Design (Planning)		
		<u>278,495.00</u>
Total Amount to be Funded		<u>5,779,623.00</u>



WATERWORKS
ENGINEERS

Project Number:	09-022
Title:	City of Willits Water Treatment Plant Improvements Project
Computed By:	JMZ
Date:	3/21/2011
Checked By:	SB
Date:	3/21/2011

Item	Quantity	Unit	Unit Cost	Installation Cost	Total Cost
Site Work					
1	Mobilization	1	ls	\$20,200	included \$20,200
2	Site Preparation	1	ls	\$15,400	included \$15,400
3	Clarifier Area Grading	280	cu.yd	\$20	included \$5,600
4	Clarifier Foundation Overexcavation	450	cu.yd	\$20	included \$9,000
5	Clarifier Foundation Subgrade Structural Fill	320	cu.yd	\$30	included \$9,600
6	Filter Feed Pump Station Foundation Overexcavation	110	cu.yd	\$20	included \$2,200
7	Filter Feed Pump Station Structural Fill	100	cu.yd	\$30	included \$3,000
8	CO2 Storage Tank Foundation Overexcavation	55	cu.yd	\$20	included \$1,100
9	CO2 Storage Tank Foundation Structural Fill	51	cu.yd	\$30	included \$1,530
10	Asphalt Concrete Paving	4500	sq. ft	\$15	included \$67,500
11	Gravel Road Surfacing	2200	sq. ft	\$10	included \$22,000
12	6' Chain Link Fencing	350	lf	\$30	included \$10,500
13	Existing 1,000 Gallon Septic Tank Removal	1	ls	\$4,240	included \$4,240
14	Site Restoration	1	ls	\$15,400	included \$15,400
					\$187,270
Major Equipment					
15	Solids Contact Upflow Clarifier (SCUC) w/ Stilling Well & Control Panel	1	ea.	\$400,000	\$42,400 \$442,400
16	Trident Microfloc 700 gpm Unit	1	ea.	\$325,000	\$42,400 \$367,400
17	Existing Trident Unit Filter MULTIBLOCK Retrofit	1	ls.	\$185,000	\$20,200 \$205,200
18	Existing Trident Unit Waste Gate Actuator Retrofit	2	ea.	\$5,000	\$960 \$11,920
19	Trident Microfloc Air Scour Blower	2	ea.	\$4,500	\$1,160 \$11,320
20	15 HP Filter Feed Pumps	3	ea.	\$9,000	\$2,120 \$33,360
21	7.5 HP Clarified Backwash Return Vertical Turbine Pump Replacement	1	ls	\$20,000	\$4,040 \$24,040
22	10 HP Plant Water Pump	1	ea.	\$5,000	\$1,160 \$6,160
23	210 Gallon Hydropneumatic Bladder Tank	1	ea.	\$7,500	\$2,120 \$9,620
24	12" Flash Mixer	2	ea.	\$18,500	\$2,120 \$41,240
25	12" Batwing Static Mixer	1	ea.	\$3,000	included \$3,000
26	8" Batwing Static Mixer	3	ea.	\$2,000	included \$6,000
27	Permanganate Chemical Feed Pumps	2	ea.	\$6,000	\$960 \$13,920
28	Coagulant Chemical Feed Pumps	2	ea.	\$6,000	\$960 \$13,920
29	Lime Feed Pumps and FRP Enclosure	1	ls	\$31,500	\$3,840 \$35,340
30	6,000 Gallon HDPE Lime Storage Tank	1	ea.	\$15,000	\$4,040 \$19,040
31	Lime Tank Mixer and Support Structure	1	ea.	\$25,000	\$8,080 \$33,080
32	Carbon Dioxide Storage Tank, Chemical Feed System, and Control Panel	1	ls	\$150,000	\$20,200 \$170,200
33	12" Mag Meter	2	ea.	\$6,000	\$960 \$13,920
34	8" Mag Meter	3	ea.	\$3,000	\$960 \$11,880
35	4" Mag Meter	1	ea.	\$2,000	\$960 \$2,960
36	1.5" Mag Meter	2	ea.	\$1,500	\$960 \$4,920
37	Online Turbidimeter	5	ea.	\$3,000	\$960 \$19,800
38	Turbidimeter Controller	3	ea.	\$1,500	\$960 \$7,380
39	Centrifugal Turbidity Pump	1	ea.	\$500	\$960 \$1,460
40	Peristaltic Turbidity Pump	1	ea.	\$3,000	\$960 \$3,960
41	Online pH Meter	3	ea.	\$2,000	\$960 \$8,880
42	pH Meter Controller	2	ea.	\$1,500	\$960 \$4,920
43	Streaming Current Meter	1	ea.	\$16,000	\$960 \$16,960
44	Digital Pressure Indicator/Transmitter	7	ea.	\$1,800	\$960 \$19,320
45	Level Transducers	5	ea.	\$1,800	\$960 \$13,800
46	Lagoon Splitter Box Slide Gates	2	ea.	\$750	\$480 \$2,460
					\$1,579,780

Item	Quantity	Unit	Unit Cost	Installation Cost	Total Cost
Major Piping and Valves					
47	4" PVC Pipe Buried	350 lf	\$30	included	\$10,500
48	8" Ductile Iron Pipe Exposed	100 lf	\$75	included	\$7,500
49	12" Ductile Iron Pipe Exposed	170 lf	\$100	included	\$17,000
50	12" Ductile Iron Pipe Buried	300 lf	\$120	included	\$36,000
51	1" 4-Way Solenoid Valve	3 ea.	\$500	included	\$1,500
52	1.5" Pressure Reducing Valve	2 ea.	\$1,500	included	\$3,000
53	2" Pressure Reducing Valve	1 ea.	\$2,000	included	\$2,000
54	4" Buried Plug Valve	3 ea.	\$2,000	included	\$6,000
55	4" Butterfly Valve	1 ea.	\$1,000	included	\$1,000
56	4" Check Valve	1 ea.	\$1,500	included	\$1,500
57	6" Butterfly Valve	6 ea.	\$2,000	included	\$12,000
58	6" Check Valve	3 ea.	\$2,500	included	\$7,500
59	8" Butterfly Valve	1 ea.	\$3,000	included	\$3,000
60	8" Check Valve	1 ea.	\$4,000	included	\$4,000
61	12" Butterfly Valve	8 ea.	\$4,500	included	\$36,000
62	12" Check Valve	3 ea.	\$5,500	included	\$16,500
63	4" Electrically Actuated Plug Valve	1 ea.	\$8,000	included	\$8,000
64	8" Electrically Actuated Butterfly Valves	7 ea.	\$9,000	included	\$63,000
65	12" Electrically Actuated Butterfly Valves	3 ea.	\$11,000	included	\$33,000
66	6" Electrically Actuated Air Service Butterfly Valves	3 ea.	\$3,000	included	\$9,000
67	6" Air Service Check Valves	3 ea.	\$2,000	included	\$6,000
68	4" Electrically Actuated Butterfly Valves	3 ea.	\$1,500	included	\$4,500
69	4" Air Service Check Valves	3 ea.	\$1,000	included	\$3,000
70	Interim Flow Control Valve Project for Existing Filters	1 ls	\$14,793	included	\$14,793
71	Misc. Pipe and Fittings	1 ls	\$50,000	included	\$50,000
					\$356,293
Major Structural					
72	Treatment Building Expansion	1100 sq. ft	\$90	included	\$99,000
73	Treatment Building Expansion Foundation	48 cu. yd	\$750	included	\$36,000
73	Filter Access Walkway Expansion	1 ls	\$20,000	included	\$20,000
74	Solids Contact Upflow Clarifier (SCUC) Foundation	130 cu. yd	\$750	included	\$97,500
75	Filter Feed Pump Pad	11 cu. yd	\$750	included	\$8,250
76	Filter Feed Pump Canopy	1 ls	\$7,500	\$1,440	\$8,940
77	Lime Containment Area Concrete	15 cu. yd	\$750	included	\$11,250
78	Liquid Carbon Dioxide Storage Tank Pad	5 cu. yd	\$750	included	\$3,750
79	Concrete Chemical Injection Vault	1 ea.	\$8,000	included	\$8,000
					\$292,690
Major Electrical					
80	Main Switchboard at Raw Water Pump Station	1 ls	\$1,500	included	\$1,500
81	MCC C at Raw Water Pump Station	1 ls	\$30,000	included	\$30,000
82	Main Switchboard at Backwash Pump Station	1 ls	\$2,500	included	\$2,500
83	MCC A at Backwash Pump Station	1 ls	\$25,000	included	\$25,000
84	MCC B1 at WTP	1 ls	\$30,000	included	\$30,000
85	MCC B2 at WTP	1 ls	\$75,000	included	\$75,000
86	Chemical Pump VFDs	1 ls	\$30,000	included	\$30,000
87	PLC Panel at Raw Water Pump Station	1 ls	\$45,000	included	\$45,000
88	PLC Panel at Backwash Pump Station	1 ls	\$40,000	included	\$40,000
89	PLC Panel at WTP	1 ls	\$140,000	included	\$140,000
91	SCADA System	1 ls	\$130,000	included	\$130,000
92	WTP Building Electrical	1 ls	\$300,000	included	\$300,000
93	Raw Water Emergency Power	1 ls	\$105,000	included	\$105,000
94	Integration and Programming	1 ls	\$250,000	included	\$250,000
					\$1,204,000

Project Cost Summary		
Subtotal, Site Work		\$187,270
Subtotal, Major Equipment		\$1,579,780
Subtotal, Major Piping & Valves		\$356,293
Subtotal, Major Structural		\$292,690
Subtotal, Major Electrical		\$1,204,000
Project SUBTOTAL 1		\$3,620,033
Design Contingency	15%	\$543,005
Project SUBTOTAL 2		\$4,163,038
General Conditions, Bonds, Insurance & Taxes	9%	\$374,673
Contractor Profit	6%	\$249,782
Project SUBTOTAL 3		\$4,787,494
Construction Contingency	5%	\$239,375
CONSTRUCTION BID COST OPINION		\$5,026,869
Mechanical and Electrical Engineering Support During Construction		\$353,658
Structural Engineering Support During Construction		\$3,500
Geotechnical Engineering Support During Construction		\$3,500
Special Inspections		\$5,000
TOTAL PROJECT CONSTRUCTION COST		\$5,392,527
Engineering Design Fee	5.2%	\$278,495
Administration, Legal & Permits	3%	\$108,601
TOTAL AMOUNT TO BE FUNDED		\$5,779,623



Item No. **8b**

Meeting Date: **November 9, 2011**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT AMENDMENT WITH SHN CONSULTING ENGINEERS FOR ADDITIONAL ENGINEERING COSTS RELATED TO THE WILLITS WASTEWATER TREATMENT PLANT IN THE AMOUNT OF \$13,463

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 10 min.

Summary of Request: SHN Consulting Engineers is the design engineer and engineer of record on the Willits Wastewater Treatment Plant project. SHN is under contract to perform design engineering, project management, and resident project representative services during project construction. There have been tasks performed by SHN during the project construction beyond the scope of the existing agreement. The engineering work outside of scope is, as follows: 1) Research required to substitute high-efficiency blowers; 2) Work related to "Dirty Power"; 3) Conservation easement preparation; 4) Subcontractor delisting; 5) Planting coordination; 6) Funding agency meeting; 7) Irrigation Pump Station power re-route; 8) Device Net review; and 9) Field survey of Sewer Plant Road. The total recommended agreement amendment for additional engineering services is \$13,463 (see letter from SHN, dated October 13, 2011). The letter sets forth a list of six additional items totaling \$15,484, for which City staff and SHN have not agreed upon as additional engineering work. There is also a list of three items totaling \$3,505, which City staff and SHN agree be dismissed for possible additional compensation.

Recommended Action: Approve an agreement amendment with SHN Consulting Engineers for additional engineering costs related to the Willits Wastewater Treatment Plant in the amount of \$13,463, authorizing the City Manager to execute same.

Alternative(s): Reject or modify the proposed agreement amendment.

Fiscal Impact: The proposed agreement amendment for additional engineering services is eligible for financing by the United States Department of Agriculture. This agreement amendment will increase the total engineer agreement for Willits Wastewater Treatment Plant to \$3,429,136.

Personnel Impact: None.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



Reference: 404027

October 13, 2011

Mr. Paul Cayler, City Manager
City of Willits
111 Commercial Street
Willits, CA 95490

RECEIVED
OCT 14 2011
CITY OF WILLITS

Subject: WWTP Stages 2 & 3 - Contract Amendment for Additional Engineering Costs

Dear Mr. Cayler:

SHN Consulting Engineers & Geologists, Inc. (SHN) has prepared Amendment 7 to the Agreement between SHN and the City of Willits. This Amendment incorporates additional compensation for Items A1 through A8 below which were agreed to by City and SHN in a negotiation meeting on April 15, 2011 and for compensation for additional survey work performed along Lenore and Sewer Plant Road at the City's request. This Amendment will increase the current total authorized not to exceed contract amount by \$13,463. A detail of the Billing Groups to which the additional funds will be added is provided in Attachment A to Exhibit A to the Amendment. The Amendment is attached for your review and execution.

SHN has been tracking and reporting potential extra costs since September 2010. Due to the late award of the construction contract to C. Overaa & Company (Overaa), and subsequent events, conditions, and project decisions, SHN has incurred costs due to causes beyond our reasonable control and which could not have been anticipated when our budget was prepared. This letter provides further detail with regard to the work performed. It summarizes items agreed to for additional compensation, and identifies items which remain unresolved as well as three items agreed not to be eligible for additional compensation.

Potential extra costs which SHN has tracked totaled \$28,702 over the first six months of the construction activities. SHN met with City staff members on April 15, 2011, to discuss these costs through the end of February 2011. During that meeting, we discussed many categories of cost and agreed to some as potential extras, agreed the outcome of others were yet to be determined, and dismissed some as extras.

The additional items which were agreed to as extra at that meeting totaling \$9,713.00 are as follows.

A.1 HSI Blowers \$ 2,125

During design, Neuros was identified as a manufacturer of turbo-powered high-efficiency blowers which the City reviewed and approved. In addition to efficiency, this style of blower was also determined to be quieter than other models. During the bidding, HSI blowers were submitted and approved by the Engineer as an approved equal. The low bidder included HSI blowers in his bid. City staff members were not fully comfortable with this equipment until they were able to conduct additional review. They resolved that these were acceptable and subsequently approved their use. It is estimated that the City realized savings of approximately \$45,000 through the bid process by allowing the use of HSI blowers. Additional savings were also realized when the City suggested that using one smaller blower would broaden their anticipated operating range. SHN incurred additional expense during this approval process, through coordination, meetings, and communications. We believe that additional effort on this item is complete.

A.2 Dirty Power \$ 363

The City requested help from Overaa and its subcontractor to add protection from the affects of "dirty (electrical) power" to equipment. The subcontractor requested that SHN's subconsultants

weigh in on this issue. SHN incurred additional expense during this review process, through coordination, in meetings, and communications. This item is complete.

A.3 Drafting the Conservation Easement \$ 1,680

The 404 Permit authorized by the Army Corp was still being resolved as late as the bid and contract award process. One of the requirements imposed as a condition of the permit is to establish a conservation easement over newly created mitigation wetlands. SHN has incurred the stated additional expense through February 2011 during the easement preparation process. Further work has been performed since February and work continues to complete this item. All additional charges since February related to this item will be detailed for a future amendment.

A.4 Delisting of Subcontractor \$ 180

The City requested assistance from SHN in the approval of the delisting of a financially insolvent subcontractor/supplier, Morton Reinforcing. This task had to be conducted in accordance with the California Public Contracts Code. This item is complete.

A.5 Planting Coordination \$ 2,715

Due to the late award of the contract, significant additional effort was expended in the coordination of planting efforts to beat the impending winter weather. SHN and the City worked with the contractor to strategize and implement the work through various methodologies. This required additional coordination, several meetings, and numerous communications. This item is complete.

A.6 Preparing for Meeting with Funding Agency \$ 290

SHN attended a short meeting with City staff and Council members to update them with regard to status of various items prior to their meeting with USDA.

A.7 Irrigation Pump Station Power from the North \$ 1,925

After award of the construction contract, the City reached agreement with PG&E for the rerouting of power from the north to the new Irrigation Pump Station. This change has ramifications on the design, and on the work of Overaa and their electrical subcontractor. SHN has expended additional effort in coordination, meetings and communications, design, and changes to the construction contract documents. The additional effort related to this change with PG&E is complete, however this power rerouting has necessitated other changes such as reconfiguring mitigation wetlands to preserve irrigable lands, and revising the conservation easement, which are being tracked separately for a future amendment.

A.8 Review of Device Net \$ 435

Parkson suggested that they would like to use Device Net, an updated communications and control strategy for controlling portions of their Biolac aeration system. The City required more information before they would make a decision. Overaa compensated the electrical and controls engineers for their effort to provide this assistance. SHN incurred additional expense in its efforts to provide coordination, attend several meetings, and in communications. This item has been completed.

In June, 2011, SHN was requested by the City to perform field surveying work to gather topographic data along Sewer Plant Road.

A.9 Sewer Plant Road Field Survey \$ 3,750

SHN provided a proposal by letter to the City Engineer dated July 7, 2011 which was subsequently approved and the work completed.

The sum of the above items is \$13,463, which is the amount of Amendment 7.

Six items which were agreed to be discussed further at a later date that totaled \$ 15,484 as of the end of February are as follows:

B.1 Stage 1 Operational Diagnostics \$ 3,163

SHN has performed additional efforts to determine the root cause of difficulties the City was challenged with during high influent flows. SHN's thorough review identified some operational changes that were necessary and also an unacceptable amount of headloss in the grit removal chamber. SHN and the City have continued to work together with Eutek, the manufacturer, to resolve that issue. Eutek has reviewed the site, found no red flags, confirmed that the unit was constructed and installed as to their specifications, and has yet to be able to explain the cause of the headloss. The City and SHN are still awaiting more information from Eutek.

B.2 Fish Relocation \$ 2,523

SHN secured the services of a qualified fishery biology firm, Ross Taylor Associates, to conduct a "fish relocation," to clear fingerlings from pools of water in Outlet Creek. This was necessary to allow the work to install RSP at the new discharge location to be installed within the confines of the channel. This additional service was not included in SHN's budget.

B.3 Piping Realignment \$ 689

After the contract was awarded, the City indicated the work could not be performed as outlined in the plans and specs, that is to take one of the existing basins out of service earlier than the other. In order to install the secondary influent piping to the new North aeration basin, it was necessary to reroute the 16" piping around the existing aeration basins, adding approximately 220' of additional piping and related work. SHN expended additional effort in coordination, meetings and communications, design, and changes to the construction contract documents. This item is now complete and the work is installed.

B.4 Inset Floodplain Erosion \$ 3,415

The winter of 2010-2011 brought higher than average rainfalls, and several significant periods of intense rainfall. As of February 28, 2011, total rainfall accumulation surpassed the average for the previous eight years by 11%. In addition, an unusual rain event occurred in late October 2010 delivered over 8.5" over a period of 5 days, during which time debris from upstream was flushed down Outlet Creek. Branches, vegetation, and other debris including residential building materials and shopping carts created dams against trees that had been pushed over Outlet Creek. This was done to provide shading and habitat as required by project permits. This caused localized overtopping of the creek bank which damaged sedimentation and erosion control measures. Overaa repaired the control features in the days that followed the storm.

In late December (29th and 30th), another overtopping event occurred, although this time, flow was not obstructed and overtopping occurred along the reach, as designed. Again, the contractor affected repairs to the silt fences, blankets, and such. During the first week of January, the RWQCB representative overseeing the SWPPP programs visited the site and issued a Notice of Violation. His stated concern was based on the assumption that damage apparent at the site was from the October event (rather than the December event) and that the response had been too slow.

SHN expended additional effort to assist the City and Overaa by coordinating site reviews, recommending additional measures to be put in place until the site becomes fully stabilized, to attend meetings, and to facilitate communications. As the site vegetation is reestablished and it matures, the risk of continued damage and the need for additional repairs is minimized.

B.5 Return Storm Water Flows from Influent Storage \$ 2,433

The City originally asked SHN to design modifications to allow for the return flows of wastewater diverted to influent storage ponds to be treated by the plant. After some effort, the City disagreed with proposed pricing by electrical and instrumentation designers, and directed SHN not to work further on it.

B.6 Permitting \$ 3,263

Additional effort continued to be required in coordinating, accelerating, and making notifications related to permitting, during the early part of the contract, for items such as with Fish and Game, NOAA-NMFS, SWPPP and Air Quality. Work was imperative due to the late award of construction, interagency permit conflicts, and the impending winter weather.

The following items discussed at the April 15, 2011 meeting were agreed to be dismissed from any further claim for extra. The items total \$ 3,505.50 and were as follows.

C.1 Detailed Review and Response to Initial Invoices \$ 1,185

This was a concern as the project started up but has not continued to require additional effort and the City and SHN developed a dialog.

C.2 Liner Venting \$ 73

This permitting requirement developed late, but has resulted in minimal additional work.

C.3 Earthwork Balance \$ 2,248

In the interest of cooperation, SHN agreed to absorb these additional efforts to balance the earthwork on the east side of Outlet Creek, as it would have been necessary with or without implementing summer crossings for equipment.

Work that SHN has performed which was not in our authorized budget has been tracked carefully. We have responded to requests by the City, to unforeseen conditions, and to new requirements since this project was originally scoped and designed; worked diligently in the interest of controlling and/or reducing the overall cost of the project; strived to keep the City, USDA and the Contractor informed and engaged; and worked in support of meeting or beating milestones while the Contractor has worked at an accelerated pace.

It remains our sincere hope that with the Contractor's accelerated work schedule that we will be able to complete SHN's work for less than the authorized contractual amount. At this time, current costs do not exceed the contractual authorizations. As we have discussed, we continue to track our expenditures and the project progress carefully. We look forward to meeting with you again to review additional costs for our efforts since February, including items left unresolved as of our April 15, 2011 meeting as well as new items that have arisen since then. We continue the practice of reporting those items in a letter supporting our invoices to keep you informed.

Please do not hesitate to call me, we can meet to discuss any of the information I have provided.

Respectfully Submitted,

SHN Consulting Engineers and Geologists, Inc.



Diana Steele, PE
Project Manager

cc: TMannatt

Attachment: Summary of Contract Amounts
Encl: Amendment 7



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

AGENDA TITLE: DISCUSSION AND POSSIBLE ACTION REGARDING CHANGE ORDERS FOR THE WASTEWATER TREATMENT PLANT PROJECT FOR SEWER PLANT ROAD PAVING, SEWER SLUDGE COMPOST HANDLING PAVEMENT, DIGESTER, SOUTH DRAINAGE DITCH, AND PROJECT COMPLETION DATE

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 45 min.

Summary of Request: The purpose of this item is to discuss the progress of the Willits Wastewater Treatment Plant. As the project nears completion, there are a number of potential change orders to consider. Action on these potential changes will impact the project schedule. The project's mechanical systems are on schedule to be completed by January 13, 2011. Three change orders that City staff are recommending are: 1) Sewer Plant Road paving; 2) sewer sludge compost paving; and 3) south drainage ditch. In addition, City staff is recommending the rehabilitation of the old clarifier tank into an improved digester. The additional engineering for the digester design is estimated to be \$97,000, plus an additional \$37,000 for construction inspection and support services. The construction contractor's gross construction estimate for the rehabilitated digester is \$1.113 million. The project financing through the United States Department of Agriculture (USDA) is well within the total project financing available. As of September 30, 2011, the project had \$2.53 million in contingency reserve, of which \$2.0 million is available as grants. A detailed Memorandum to the City Council is attached.

Recommended Action: Authorize City Manager to execute necessary paperwork, as follows: 1) Change Order to extend final completion from February 29, 2012 to June 30, 2012; 2) Change Order to reduce project retention from 10% to 5% at the time mechanical systems reach substantial completion; 3) Change Orders necessary for Sewer Plant Road paving, sludge compost handling area paving and north drainage ditch. *(The total of these change orders equals \$492,250. The North Drainage Ditch is not eligible for USDA financing);* and 4) authorization for SHN Consulting to proceed with the design work necessary to convert the out-of-service clarifier to an improved digester unit. *(Construction of digester is NOT authorized at this time by the City Council. Refined cost estimates based on detailed design work shall be returned to the City Council for final approval.)*

Alternative(s): Reject or modify the proposed change orders.

Fiscal Impact: The total estimated impact if all change orders and extra engineering is authorized and facilities construction could be as great as \$1,739,250.


Personnel Impact: None.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

City Council Memo

Date: 10/28/2011
To: Members of the Willits City Council
From: Paul Cayler, City Manager 
RE: **Report on Willits Wastewater Treatment Plant Phase 2 and 3 Project**

The purpose of this City Council Memorandum is to discuss the progress and development of the Willits Wastewater Treatment Plant Project. Further, this memo will make recommendations to the Willits City Council on options for additional facilities and project completion.

PROJECT STATUS AND SCHEDULE: The City of Willits is presently constructing an improved sewer treatment plant. The project designer and engineer of record is SHN Consulting Engineers (SHN). The construction contractor is C. Overaa & Company (Overaa). The project is financed through the United States Department of Agriculture (USDA). As of the writing of this memorandum, the construction is approximately 80% complete. In general, the project is proceeding well. The projected date for completion and start up for the remain "mechanical" systems is the first week in January 2012.

Many elements of the project are on-line and completed. Those elements nearly completed and operational include:

- Clarifier and Aeration Basin No. One
- Plant Electrical, Instrumentation and Controls
- Blower Building
- Solids Handling Building
- RAS/WAS Pump Station
- Construction and Planting of Enhanced Treatment Wetlands
- Paving of areas near Solids Building and North Clarifier

Project elements that are under construction or nearly operational are:

- Clarifier and Aeration Basin No. Two
- Treated Effluent Pipeline Creek Crossing
- Irrigation Pump Station

- UV Disinfection System
- Laboratory and Office Remodel

ISSUES FOR CHANGE ORDER CONSIDERATION: There are a number of issues regarding project completion sequencing and additional costs that the Willits City Council should consider:

1. **Sewer Plant Road Paving:** Sewer Plant Road is badly deteriorated by the plant construction. Sewer Plant Road rehabilitation cost from the corner of Lenore Street to the plant entrance gate was included as a bid item alternative in the original bidding of the project. Additional work on the road, such as drainage culvert replacement and road alignment, has been identified since the original project bidding. The total cost estimated to rehabilitate Sewer Plant Road is \$297,250. This estimate includes 20,160 square feet of asphalt paving, culvert replacement, geofabric installation, storm water permitting and additional overhead and insurance cost. USDA has reviewed this proposed change order and has approved it to be included in project financing.
2. **Sewer Sludge Composting Handling Pavement:** Sewer Sludge from the plant is mixed with wood chips and leaves to make compost. The compost is then spread on a pasture adjacent to the plant. The existing sewer sludge handling area surface was mostly demolished during plant construction. Therefore, this change order is to replace sewer sludge handling area with concrete pavement. The area to be paved is approximately 18,000 square feet. The estimated cost to install new sewer sludge pavement is \$180,000. The USDA has approved the sludge handling pavement to be included in project financing.
3. **Digester:** The aerobic digester is a facility near the end stage of the sewer treatment system, which converts activated sewer sludge to stabilized sludge. During project development, plant digester improvements were removed due to concerns for overall project budget. However, the existing digester is nearing the end of its service life. City staff began exploring the possibility of an improved digester based on the fact that the total project cost is coming in significantly less than available financing (See discussion of project budget and financing below). The concept is that the old clarifier tank, which is now out-of-service, will be rehabilitated to a digester. This concept has a number of advantages: 1) reusing an existing concrete tank from the old clarifier; 2) provision of digester redundancy because the old digester will still be serviceable; and 3) increasing digester capacity to meet improved aeration and clarification capacities. In order to move forward with digester improvements, the City must first contract with SHN to develop digester plans and specifications. After completion of digester plans and specification by SHN, Overaa will then complete a detailed estimate which will be included in a project change order. SHN has provided a not-to-exceed proposal to design the digester which equals \$97,000. Overaa's estimated budget for the digester is \$1.113 million. Please note that Overaa's estimate is based on approximate quantities and assumed specifications. Actual estimate cannot be refined until SHN completes design work. There will also be an estimated \$37,000 of additional expense by SHN to provide engineering support, inspection and testing services during digester construction. The USDA has approved the sludge handling pavement to be included in project financing.
4. **South Drainage Ditch:** The capacity for storm water drainage on Sewer Plant Road is limited. Therefore, the roadbed becomes saturated during the wet season, which contributes to road failure. It is recommended that an existing drainage ditch be

improved near the project's southern property boundary in order to improve site drainage. The proposed culvert is approximately 80 feet. The estimated cost to perform work is \$15,000. The USDA denied the drainage improvements for project financing because it was not included in the original project proposal, therefore if the ditch is approved by the City it will not be eligible for project financing and would have to be paid from the existing Sewer Fund.

PROJECT COMPLETION: As stated above, the mechanical systems portion of the waste water treatment plant will be substantially completed and in-service in January 2012. The only items that are not expected to be completed are the plant loop and driveway paving. These work items are recommended to be delayed until spring 2012 due to the impact of ongoing construction equipment on new pavement. It is also infeasible to pave during wet weather or when groundwater is high. An additional variable is the City's direction with Sewer Plant Road and digester change orders.

USDA concurs with City staff and SHN's recommendation that a no additional cost contract extension be granted to Overaa to extend the final completion date from February 29, 2012 to June 30, 2012. It is acknowledged that there may be little or no construction activity on the project from mid-January through early-April. The Contractor will remove much of their equipment, however they may have limited staff on hand working on punchlist items during this time. SHN will not have a full-time resident project representative on site during this time, but would be available to monitor punchlist work when it is scheduled. SHN will be working on completion of "asbuilt" drawings and operations manuals during the lull in construction, as well as possible design work such as the digester. It is expected that the project will continue in this fashion through the winter and restart in approximately April 2012. Weather permitting, Overaa will return to the site with necessary resources to perform outstanding work items and final paving. There will also be some additional insurance and bonding costs that the City will be required to pay included in the estimates/proposals for additional work.

Overaa has requested that upon Substantial Completion of the mechanical plant and other improvements that the project retention be reduced from 10% to 5%. The final notice of completion will not be issued until all paving and other change orders work are completed. Final release of all payments due would not be made until 35 days beyond the filing of the notice of completion. USDA has indicated that they agree with the above approach to the extension of the Contract with Overaa and the reduction in the retention percentage.

PROJECT COSTS AND CHANGE ORDERS TO DATE: As of the writing of this memorandum, the project has 42 change orders totaling \$884,285.26. The original construction agreement was executed for \$11,096,000. The total change order amount totals 7.97% of the original agreement. Please find a detailed change order list attached. The largest change order is Change Order No. 33 for amount equal to \$364,273. Change Order No. 33 was for additional earthfill material needed to complete backfill of Clarifier No. Two and berm construction of Aeration Basin No. Two. At this time, it appears that there may be a savings in this change order due to the favorable fair weather and the identification of greater than expected on-site native soils. This earthfill saving is not going to be completely known until clarifier backfill and aeration basin construction is completed.

TWELVE INCH WATER LINE: Under the authority granted by the City Council to approve change orders totaling less than 10 percent the original contract amount, the City Manager approved a change order to install a 12 inch pipe in the same trench that was excavated under the southern stream crossing. The pipe was installed near to a 24 inch pipe that will be used to move treated effluent to the Enhanced Treatment Wetland. Excavation for underground stream crossing is expensive and difficult to permit. Since the permit and permission were in place for the effluent pipeline trenching, City staff took advantage to install an additional 12 inch line. The vision is that this pipe maybe advantageous to develop a

water source on City owned property north of the Enhanced Wetlands Ponds. The 12 inch pipeline is capped off and presently does not extend beyond the immediate stream crossing area. However, the City is now in a good position to develop an alternative water source if need be. The 12 inch pipeline cost \$18,000 to install and is not eligible for USDA financing.

PROJECT FINANCING: Presently the project is well within the total project financing available through the USDA. There is a contingency reserve equal to \$2.53 million available to the project as of September 30, 2011. This is due to the fact that the project originally bid for a very competitive price. The USDA financing includes a combination of loans and grants. The remaining contingency reserve includes a \$2.0 million grant from the USDA. According to USDA lending regulations, the City is not eligible to spend the grant funding until loan amounts are spent. In other words, the project would need to spend approximately \$500,000 more than presently programmed in order to take advantage of the \$2.0 million grant. Please see the following table which summarizes the project costs and demonstrates available project financing.

Waste Water Treatment Plant Summary of Costs as of 09/30/2011

	Budget	Actual	Balance to Finish
Predevelopment	\$ 504,915	\$ 504,915	\$ -
Stage 1 Construction	3,883,431	3,883,431	-
Stage 2/3 Construction	12,067,922	8,378,996	3,688,926
Engineering	3,415,674	3,056,457	359,217
Environmental/Permit	642,748	57,957	584,791
Admin/Bond Counsel	234,561	114,204	120,357
Value Engineering	281,661	281,661	-
	<u>\$ 21,030,912</u>	<u>\$ 16,277,621</u>	<u>\$ 4,753,291</u>
Available Contingencies	2,530,372		2,530,372
Total	\$ 23,561,284	\$ 16,277,621	\$ 7,283,663

RECOMMENDATIONS: The following are the City Manager's recommendations on how to proceed with the completion of the Willits Waste Water Treatment Plant Project:

Authorize the City Manager to approve a Change Order to extend Final Completion from February 29, 2012 to June 30, 2012.

Authorize the City Manager to approve a Change Order to reduce project retention from 10% to 5% at the time mechanical systems reach Substantial Completion.

Authorize the City Manager to execute necessary paperwork for Change Orders necessary for Sewer Plant Road paving, Sludge Compost Handling Area paving and North Drainage Ditch. The total of these change orders equals \$492,250. The North Drainage Ditch is not eligible for USDA financing.

Authorize the City Manager to execute necessary paperwork for SHN Consulting to proceed with the design work necessary to convert the out-of-service clarifier to an improved digester unit. Construction of digester is NOT authorized at this time by the City Council. Refined cost estimates based on detailed design work shall be returned to the City Council for final approval.



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THE GENERAL FUND

The General Fund revenue sources are outlined below. Revenues are predictably low at the end of the first quarter primarily due to the 60 day year-end accrual period, and because the first installment of property taxes will not be received until December. The City Council amended its budget in September to include the \$100,000 in State funding for the COPs program, with a slight decrease in the MVLF. Sales Tax, the largest revenue source for the General Fund, is only 10% of the budget because we have only received the estimated payment for July. Franchise Fees and Property Taxes are not collected until after the end of the first quarter, and all Room Occupancy taxes collected in September were accrued as prior year receivables. Business License fees are on target at 23% of budget.

General Fund Revenues	Budget	YTD	% of Total
Sales & Use Tax	1,367,798	136,898	10%
Overhead Allocations	748,094	187,024	25%
Motor Vehicle License Fees	412,143	2,524	1%
Property Tax	209,000	0	0%
Room Occupancy Tax	372,240	0	0%
Franchise Fees	216,785	0	0%
Business Licenses	175,300	40,318	23%
State COPS	100,000	0	0%
Other Revenue Sources	368,443	34,425	9%
Total General Fund Revenues	\$3,969,803	\$366,764	9%

A more reasonable indicator of General Fund trends at this point in time is a snapshot of the year-to-date expenditures for activities such as City administration, police protection, planning and building, parks and recreation, and public works. Community Services is below 25% because the first installment payable to the Chamber of Commerce is not due until October. Parks and Recreation is high because the majority of the swim season is in July and August. Other Expenditures are low because the \$83,260 transfer to close the Kid's Club has not yet been recorded.

GF Expenditures by Department	Budget	YTD	% of Total
Police Protection & Public Safety	\$2,370,850	\$573,090	24%
City Administration	943,354	314,722	33%
Public Works & Engineering	276,352	57,590	21%
Planning, Building, Code Enforcement	264,140	47,670	18%
Parks & Recreation	134,013	79,409	59%
Community Services	42,585	6,125	14%
Other Expenditures	103,428	3,792	4%
Total General Fund Expenditures	\$4,134,721	\$1,082,448	26%



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GF Expenditures by Type	Budget	YTD	%
Salaries & Benefits	2,914,902	805,489	28%
Services and Supplies	1,044,348	250,169	24%
Other Charges	61,540	7,492	12%
Capital & Fixed Assets	0	0	0%
Debt Service	30,672	19,298	63%
Transfers	83,260	0	0%
Total General Fund Expenditures	\$4,134,721	\$1,082,448	26%

The General Fund ended the 10/11 Fiscal Year with available Working Capital of \$1,600,668, which is better than predicted. At the end of the first quarter Working Capital has decreased to \$725,058 because of the lag time between fiscal year end and the first installment of property taxes in December.

TRANSPORTATION FUNDS

The primary source of revenue for the Traffic Safety, Street Maintenance, and Storm Drain Maintenance Funds (200 and 201) is Gas Tax received from the State. Payments are received monthly, and are slightly higher than budget at this point in time, a positive trend. Other good news: MCOG has informed us that there is \$82,726 in D1 Funds available for us to claim. We hope to have this claim processed prior to mid-year.

Traffic Safety/Gas Tax Funds Revenue	Budget	YTD	%
Section 2103 - 2107.5	\$145,933	\$39,048	27%
Street Sweeping - Cal Trans	13,300	0	0%
Traffic Fines	5,000	0	0%
Transfers In	18,000	0	0%
Other Revenue	2,500	1,004	40%
Total Revenues	\$167,906	\$40,053	22%

Expenditures in the Gas Tax funds are summarized below:

Expenditures by Type	Budget	YTD	%
Traffic Safety	\$16,847	\$7,805	46%
Street Administration	81,792	27,031	33%
Street Maintenance	245,723	59,472	24%
Storm Drain Maintenance	44,855	4,631	10%
Total Expenditures	\$389,217	\$98,939	25%

Expenditures in the Traffic Safety and Street Administration Departments are above budget. Traffic Safety work is somewhat seasonal resulting in higher labor costs during the summer months. The Street Administration Department has incurred higher costs during the first quarter due to the City Manager's time spent on the Sherwood Road project and other street projects.



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RAILROAD AVENUE BRIDGE

Railroad Avenue Bridge construction is carried in a special project fund, 208. The project is about 72% complete as of September 30th. The total construction contract with MCS is \$667,015, with \$479,305 completed and \$187,710 balance to finish. \$5,442 in salaries and benefits have been paid to City staff, primarily related to construction management and inspection.

SALES TAX TRANSPORTATION FUND

The only revenue received by the end of September is the July Sales Tax estimate of \$101,462. Expenditures for the first quarter are as follows:

Sales Tax Transportation Fund Expenditures	Budget	YTD	%
Salaries and Benefits [Engineering]	\$41,218	\$14,242	35%
Services and Supplies	129,897	23,524	18%
Other Charges	31,965	8,219	26%
Capital and Fixed Assets	870,000	41,846	5%
Transfers	187,117	0	0%
Total	\$1,260,198	\$86,203	7%

Salaries are slightly above budget, primarily due to engineering costs associated with the Sherwood Road project. Transfer for the balance of the construction of Railroad Avenue Bridge will be made upon completion of the project. In the Capital and Fixed Assets category \$19,368 was spent on Wood Street; \$7,646 on Lenore, \$4,903 on Central, \$810 on Redwood Avenue, and \$8,506 on Sherwood Road. Final tally on Sherwood Road is expected to be \$210,000 net of a contribution from the County of \$50,000. This expenditure will be reported in the mid-year report.

REDEVELOPMENT AGENCY

There are no revenues received by the RDA during the first quarter of the fiscal year. The first installment of property tax from the County will be paid in December. In August the City Council adopted Ordinance 2011-02, the Redevelopment Agency continuation ordinance pursuant to AB 1X 27. This means that the RDA will continue to receive property tax increment until it sunsets in 2024. However, continuation payments will have to be paid to the State beginning in January 2012. During the Fiscal Year 2011/12 our RDA will have to pay a total of \$423,977 in two equal installments, January and May. Subsequent payments are estimated at approximately \$100,000 per year. Current year payments are not in the budget, and will only be required if the Supreme Court rules in favor of the State and upholds AB1X26 and AB1X27. That decision is expected prior to January 15, 2012.



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Redevelopment Agency Expenditures	Budget	YTD	%
Salaries and Benefits	\$109,069	\$32,555	30%
Services and Supplies	189,880	8,797	5%
Debt Service	412,311	242,199	59%
Transfers	110,000	0	0%
Other	100,732	12,668	13%
Total	\$921,991	\$295,405	32%

Debt Service is at 59% of budget because there are two payments per year, the first having a higher interest portion. The two transfers, Justice Center rent and water line extension, have not yet been recorded.

LOW & MODERATE INCOME HOUSING FUND

Two projects totaling \$275,200 are planned using Low & Moderate Income Housing funds; rehab and maintenance at Holly Heights and Redwood Meadows Senior Housing. However, the contracts had not been finalized as of September 30th and staff has requested that the loans be funded after the ruling on AB1X26 and AB1X27. \$50,000 is budgeted for the REDI Home Energy Link Program.

L & M Income Housing Fund Expenses	Budget	YTD	%
Salaries & Benefits	\$17,115	\$3,208	19%
Services and Supplies	334,950	28,897	9%
Other	22,232	5,558	25%
Total	\$374,297	\$37,663	10%

AIRPORT ENTERPRISE FUND

Airport hangar rental is at 24% of budget. Income from the sale of fuel is slightly above budget, which is predictable because of increased activity during warmer weather. There is no grant revenue at this point in time.

Airport Revenues	Budget	YTD	%
Rental of Buildings and Grounds	\$52,520	\$12,644	24%
Fuel Sales	10,300	\$3,634	35%
Other Operating Revenues	10,470	0	0%
State Grants	4,671	0	0%
Federal Grants	187,625	0	0%
Total Revenues	\$265,586	\$16,278	6%



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Salaries and benefits are below budget, as are services and supplies. Other expenses are on target. The \$6,975 expended is for the crack seal project engineering expense.

Airport Expenditures	Budget	YTD	%
Salaries and Benefits	\$30,966	\$4,817	16%
Services and Supplies	24,875	10,415	42%
Other Expenses	42,600	10,453	25%
Grant-Funded Rehab Projects	197,500	6,975	4%
Total Expenses	\$295,941	\$32,660	11%

WASTE WATER TREATMENT PLANT PROJECT

Construction of the City's new waste water treatment plant is underway and is expected to be completed in early 2012. Costs related to this project are carried in the Special Project Fund 430. This \$23 million project is the largest public works project in Willits' history. We estimate that we are about 80% complete at this point in time.

WWTP Project Costs to Date	09/30/2011
Administration	\$114,204
Predevelopment	504,915
Engineering/Permits	3,056,457
Environmental/Permits	57,957
Value Engineering	281,661
Stage 1 Construction	3,883,431
Stage 2 & 3 Construction	8,378,997
Total	\$16,277,622

We were very fortunate that the USDA allowed us to utilize \$1,000,000 in available grant money prior to starting the draw-down of the remaining loan funds. All other grant funds have been collected.

WWTP Project Funding to Date	09/30/2011
USDA Loans	\$13,301,338
USDA Grants	1,000,000
Small Communities Planning Grant	416,268
Small Communities Construction Grant	1,055,101
City Funds	504,915
Total	\$16,277,622



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SEWER ENTERPRISE FUND

Sewer User Fees are predictably low at September 30th because they are collected by the County and, like the General Fund property taxes, we receive our first installment in December. The user fees that have been collected at this point in time are from Brooktrails Township and other users outside the City limits or not on the tax roll who the fees directly to the City.

Sewer Enterprise Revenues	Budget	YTD	%
Sewer User Fees	\$2,365,411	\$63,093	3%
Septage Receiving	155,000	38,745	25%
Sewer Hook-up Fees	33,520	0	0%
Other Revenues	21,000	1,833	4%
Total Sewer Enterprise Revenues	\$2,574,931	\$103,671	4%

In the Sewer Administration department the salaries and benefits are at 15% of budget, office expenses are almost zero, and the property taxes payable to the County will not be paid until December. In the Sewer Maintenance department salaries and benefits are at 10% of budget, as are the related expenses for materials and supplies. Sewer Engineering expenditures are below budget; Sewer Operations and Other Expenses are right on target. We have not started work on the Septage Receiving station, so expenditures in that department are zero. The first semi-annual USDA loan payments are due on November 1st. Other Expenses include costs associated with the Brooktrails lawsuit.

Sewer Enterprise Expenditures by Dept	Budget	YTD	%
Administration	\$346,188	\$63,785	18%
Maintenance	445,798	44,101	10%
Operations	732,709	173,985	24%
Engineering	84,093	16,993	20%
Septage Receiving	64,869	0	0%
Debt Service (USDA)	1,154,443	2,066	0%
Other Expenses	75,000	18,722	25%
Total Expenditures	\$2,903,100	\$319,652	11%

Sewer Enterprise Expenditures by Type	Budget	YTD	%
Salaries and Benefits	\$774,478	\$156,491	20%
Services and Supplies	543,153	73,150	13%
Debt Service	1,284,791	15,095	1%
Other	225,678	56,194	25%
Contingencies	75,000	18,722	25%
Total	\$2,903,100	\$319,652	11%



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WATER ENTERPRISE FUND

Water User Charges are slightly above budget at September 30th. July, August, and September are high water usage months. Penalties charges are above budget, but we hope that our change in notification procedures will reduce the amount of penalties our customers pay. There were no revenues from hookup fees during the first quarter.

Water Enterprise Revenues	Budget	YTD	%
Water User Fees	\$2,566,839	\$808,972	32%
Penalties	79,680	23,233	29%
Other Revenues	23,350	1,679	14%
Total Revenues	\$2,669,868	\$833,884	31%

Water Administration is well below budget because our water system permits are not due until after the first quarter of the year. Most of the other expenses within this department are in line with budget. Water Maintenance is slightly above budget. This will change by mid-year because of the costs associated with the problems with the clarifiers. Debt Service in the Water Enterprise Fund is primary for bonded debt, which is payable in semi-annual payments. We have not yet made the transfers for the Railroad Avenue water line extension or watershed patrol.

Water Enterprise Expenditures	Budget	YTD	%
Administration	\$376,594	\$55,145	9%
Maintenance	343,585	97,187	28%
Operations	730,740	132,939	18%
Engineering	82,025	15,093	18%
Debt Service	573,030	274,210	48%
Transfers	35,087	0	0%
Other Expenses	15,000	0	0%
Total Expenditures	\$2,156,060	\$574,574	27%

Water Enterprise Expenditures by Type	Budget	YTD	%
Salaries and Benefits	\$625,780	\$113,027	18%
Services and Supplies	636,619	134,758	21%
Debt Service	573,030	274,210	48%
Other	270,544	52,579	19%
Contingencies & Transfers	50,087	0	0%
Total	\$2,156,060	\$574,574	27%



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WATER TREATMENT PLANT IMPROVEMENT PROJECT

City staff has been working with consultants and engineers to develop plans and specifications for upgrades to the water treatment plant, including the construction of a third clarifier. We recently received verbal confirmation from the Department of Health Services that our loan application has been approved for \$2,779,622 plus \$3,000,000 in grants. The engineer's estimate for this project is shown below. We hope to begin construction in the Spring of 2012.

Water Plant Improvement Project Engineer's Estimate	
Administration , Permits, Bonds, Taxes	\$483,274
Planning & Design	278,495
Engineering Support & Inspection During Construction	365,658
Construction	3,869,815
Contingency	782,380
Total	\$5,779,622

The improvements that will be made are critical in helping us meet our goal of supplying the community with a safe and reliable source of drinking water.



Item No. 9g(1)

Meeting Date: November 9, 2011

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Clerk/Human Resources Director

Agenda Title: DISCUSSION AND POSSIBLE ACTION TO APPROVE COMPENSATION SCHEDULE FOR THE POSITIONS OF BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER AND BUILDING TECHNICIAN

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 10 min.

Summary of Request: At the time the Final Budget for the current fiscal year was reviewed and adopted, staff had not fully formulated a reorganization plan for the Planning, Building, and Code Enforcement departments resulting from the retirement of the City's long-time Building Inspector. Therefore, the existing title of Code Enforcement Officer/Assistant Planner was retained in the final budget, with the awareness that it would be amended once a reorganization plan was finalized.

A review of current staffing, workload mandates, and budgetary considerations was undertaken. As such, staff recommends that the title of the position of Code Enforcement Officer/Assistant Planner be amended to that of Building Inspector/Code Enforcement Officer as a more accurate reflection of the duties and responsibilities of this newly consolidated position, as well as recognition of the added responsibility of supervising and directing the work of the Building Technician. With that, it is also recommended that the compensation schedule for this position be upgraded from "62-I" (\$19.04-\$23.14/hourly) to "66-H" (\$20.98-\$25.51/hourly).

With regard to the position of Building Technician, newly created in FY 2011/2012, staff recommends the compensation schedule be set at "52-J" (\$14.87-\$18.07). The net result of these two compensation schedules will be a cost-savings compared to what is currently allocated in the budget.

Recommended Action: Approve compensation schedule of "62-I" (\$19.04-\$23.14/hourly) for the Building Inspector/Code Enforcement Officer and "52-J" (\$14.87-\$18.07) for the Building Technician.

Alternative(s): None recommended.

Fiscal & Personnel Impact: As discussed in summary above.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____