



LAST ORDINANCE NO. 14-xx
LAST RESOLUTION CITY COUNCIL NO. 14-xx
LAST RESOLUTION FINANCING AUTHORITY NO. 14-xx
LAST RESOLUTION OF THE HOUSING AUTHORITY NO. 14-xx
LAST RESOLUTION OF THE SUCCESSOR REDEVELOPMENT AGENCY NO. 14-xx

CITY OF RIDGECREST

CITY COUNCIL REDEVELOPMENT SUCCESSOR AGENCY HOUSING AUTHORITY FINANCING AUTHORITY

AGENDA

Regular Council

Wednesday January 15, 2014

CITY COUNCIL CHAMBERS CITY HALL
100 West California Avenue, Ridgecrest, CA 93555

Closed Session – 5:30 p.m.

Regular Session – 6:00 p.m.

This meeting room is wheelchair accessible. Accommodations and access to City meetings for people with other handicaps may be requested of the City Clerk (499-5002) five working days in advance of the meeting.

In compliance with SB 343. City Council Agenda and corresponding writings of open session items are available for public inspection at the following locations:

1. City of Ridgecrest City Hall, 100 W. California Ave., Ridgecrest, CA 93555
2. Kern County Library – Ridgecrest Branch, 131 E. Las Flores Avenue, Ridgecrest, CA 93555
3. City of Ridgecrest official website at <http://ci.ridgecrest.ca.us>

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENT – CLOSED SESSION

CLOSED SESSION

AGENDA - CITY COUNCIL - REGULAR

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REGULAR SESSION – 6:00 p.m.

- Pledge Of Allegiance
- Invocation

CITY ATTORNEY REPORT

- Closed Session
- Other

PUBLIC COMMENT

PRESENTATIONS

1. City of Ridgecrest Employee of the Year 2013 Clark

CONSENT CALENDAR

2. Approve A Resolution Scheduling The Date Of The Annual Unmet Needs Public Hearing And Authorizing The City Clerk To Advertise The Hearing Speer
3. Adopt A Resolution To Award A Construction Contract For The Installation Of A Traffic Signal And Intersection Improvements At The Intersection Of China Lake Boulevard And Upjohn Avenue And Authorize The City Manager To Execute The Agreement Speer
4. Adopt A Resolution To Approve A Professional Services Agreement With Willdan Engineering Inc. For The Preparation And Provision Of Utility Coordination, Plans, Specifications And Engineering For The Rehabilitation Of Sunland Avenue From East Ridgecrest Boulevard To Upjohn Avenue And Authorize The City Manager, Dennis Speer, To Execute The Agreement Speer
5. Adopt A Resolution To Amend the Professional Services Agreement with The Engineer of Record, Mark Thomas & Company, Inc., for Final Design Wrap-up, Public Presentation, Bidding Assistance, and Construction Support of the West Ridgecrest Boulevard Project and Authorize the City Manager to Execute The Agreement Speer
6. Adopt A Resolution Accepting A Temporary Construction Easement and Right of Way Dedication From Sierra Sands Unified School District for Sidewalk and A School Bus Stop At James Monroe Middle School And Authorizing The Mayor To Sign The Certificate Of Acceptance and Authorizing the City Clerk to Record the Documents Speer

AGENDA - CITY COUNCIL - REGULAR

January 15, 2014

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7. Adopt A Resolution Of The City Council Of The City Of Ridgecrest Authorizing The Director Of Public Works Or The City Engineer To Execute Right-Of-Way Certifications For Federally Funded Transportation Projects With The California Department Of Transportation Speer

8. Adopt A Resolution Of The Ridgecrest City Council Authorizing The Application For And Acceptance Of The East Kern Air Pollution Control District - Department Of Motor Vehicle Emission Reduction Program Grant. Strand

9. Approve A Resolution Amending The City Of Ridgecrest Classification Plan And Adopting The Payroll Technician I/II Job Specifications McQuiston

10. Approve A Resolution Authorizing Budget Adjustment #14-01 – General Fund McQuiston

11. Approval Of Budget Adjustment #14-02 - Adjustments To The FY2013-2014 Measure L Carryover Budget McQuiston

DISCUSSION AND OTHER ACTION ITEMS

COMMITTEE REPORTS

Activate Community Talents And Interventions For Optimal Neighborhoods Task Force (ACTION)

Members: Jim Sanders, Dan Clark
Meetings: 3rd Tuesday of the Month at 4:00 P.M., Kerr-McGee Center
Next Meeting: To Be Announced

Veterans Advisory Committee

Members: Dan Clark
Meetings: 1st and 3rd Tuesday of the Month At 6:30 p.m., Kerr-McGee Center
Next Meeting: To Be Announced

Ridgecrest Area Convention And Visitors Bureau (RACVB)

Members: Chip Holloway
Meetings: 1st Wednesday Of The Month, 8:00 A.M.
Next Meeting: Date and Location To Be Announced

OTHER COMMITTEES, BOARDS, OR COMMISSIONS

CITY MANAGER REPORT

MAYOR AND COUNCIL COMMENTS

ADJOURNMENT

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Presentation Of the City of Ridgecrest Employee of the Year

PRESENTED BY:

Dan Clark - Mayor

SUMMARY:

Employees recently implemented an Employee of the Month awards program which also included an Employee of the Year. This program gives the Council the opportunity to publicly recognize and extend their appreciation to employees and volunteers for exceptional service.

The employee nominated for the Employee of the Year is Frances Lewis.

FISCAL IMPACT:

No Fiscal Impact

Reviewed by Finance Director

ACTION REQUESTED:

Presentation of a Certificate from Council to the City of Ridgecrest Employee of the Year.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Present a recognition certificate to the Employee of the Year

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Approve A Resolution Of The City Of Ridgecrest City Council Scheduling The Date Of The Annual Unmet Transit Needs Public Hearing And Authorizing The City Clerk To Advertise The Hearing.

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

The Transportation Development Act of 1971 (TDA), as amended provides for the disbursement of funds from the Local Transportation Fund for various eligible transportation uses. The funds are distributed by the Kern Council of Governments (KCOG), in its capacity as the Regional Transportation Planning Agency. An eligible claimant wishing to receive TDA funding through KCOG must conduct an annual review of the transit needs of the individuals and groups in the community. This year's submittal of the Public Hearing documentation is due to Kern Council of Government by the end of April 2014. Subsequently, a public hearing must be held before the end of April 2014.

Since the public hearing must be duly noticed for thirty days prior to the public hearing date, staff is requesting that the hearing be scheduled for the Council Meeting of March 5, 2014 at 6:00 p.m.

FISCAL IMPACT: None

Reviewed by Finance Director

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Approve the Resolution 14 - Xx that sets the public hearing for Unmet Transit Needs; approve the Notice of Public Hearing; and direct the City Clerk to publish the notice.

Submitted by: Dennis Speer
(Rev. 02/13/12)

Action Date: January 15, 2014

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RESOLUTION NO. 14-Xx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF RIDGECREST SETTING THE PUBLIC HEARING FOR
UNMET TRANSIT NEEDS FINDINGS**

WHEREAS, the City of Ridgecrest receives Transportation Development Act funds for various transportation uses; and

WHEREAS, a public hearing must be held to determine if there are any “Unmet Needs that are Reasonable to Meet” in the public transportation system; and

WHEREAS, a Notice of Public Hearing must be published thirty days prior to the hearing date; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest does hereby set the public hearing for unmet transit needs for March 5, 2014 at 6:00 pm, approves the Notice of Public Hearing, and directs the City Clerk to publish the notice.

ADOPTED, AND APPROVED, this 15th day of January, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Daniel O. Clark, Mayor

ATTEST:

Rachel Ford, City Clerk

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January 15, 2014

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT A PUBLIC HEARING WILL BE HELD BEFORE THE CITY OF RIDGECREST CITY COUNCIL IN THE COUNCIL CHAMBERS OF CITY HALL, 100 W. CALIFORNIA AVENUE, RIDGECREST, CALIFORNIA ON WEDNESDAY, MARCH 5, 2014, AT 6:00 P.M. OR AS SOON THEREAFTER AS THE MATTERS MAY BE HEARD.

UNDER CONSIDERATION WILL BE a public hearing to receive comments related to unmet and reasonable transit needs in the City of Ridgecrest and the surrounding county areas services by the Ridgecrest Transit System.

Kern COG is required to define "unmet needs" and "reasonable to meet," and has defined them by resolution 90-04.

Unmet needs:

An unmet need exists if an individual or any age or physical condition is unable to transport him or herself due to deficiencies in the existing transportation system. Excluded are (1) those request for minor operational improvements, and (2) those improvements funded and scheduled for implementation in the following fiscal year.

Reasonable to meet:

- A. Operational feasibility. The requested improvement must be safe to operate and there must be adequate roadways for transit vehicles.
- B. Duplication of Service. The proposed services shall not duplicate other transit services.
- C. Timing. The proposed service shall be in response to an existing, rather than a future need.
- D. Service must meet the legally required farebox ratio (PUC Sections 99288.2, 99288.5 and CAC Sections 8833.2, 8833.5 with fares of similar service.

All interested persons are invited to attend and present testimony.

CITY OF RIDGECREST

Rachel J. Ford, CMC, City Clerk

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Adopt A Resolution To Award A Construction Contract For The Installation Of A Traffic Signal And Intersection Improvements At The Intersection Of China Lake Boulevard And Upjohn Avenue And Authorize The City Manager To Execute The Agreement

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

On Wednesday December 18, 2013, bids were received and opened for the China Lake Blvd and Upjohn Avenue Traffic Signal and Intersection Improvement Project. Three bid were received, as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Loop Electric Inc.	\$299,500.00
DBX, Inc.	\$307,371.00
AC Electric Company	\$310,045.00

The total funds allocated from HSIP (Highway Safety improvement Program) for the project is \$402,200.00. The funds allocated for this project are as follows:

Engineering	\$35,000.00
Utilities/Right of Way/Contingencies	\$51,500.00
Construction Contract	\$280,700.00
Construction Engineering	\$35,000.00
Total HSIP Funds	<u>\$402,200.00</u>
Local Funds Required (10% Match)	\$ 40,200.00

In the City of Ridgecrest Notice to Bidders Special Provisions, it states that the selection of bidder shall be based on the lowest responsible bid. Therefore, staff recommends that the City award the contract for the installation of a traffic signal at the intersection of China Lake Boulevard and Upjohn Avenue to the lowest and responsible bidder Loop Electric Inc. A purchase order in the amount of \$329,450.00 will need to be issued. The additional amount of \$29,950.00, ten percent (10%) of the purchase order, is being requested for any contingencies.

This project receives its funding from the Federal Highway Safety Improvement Program. Funding for the execution of the contract shall come from account 018-4760-430-4601 TS1201. The local match was authorized by Resolution No 11-49 for use of TAB funds on July 6, 2011.

FISCAL IMPACT: .

Reviewed by Finance Director

ACTION REQUESTED:

Adopt A Resolution To Award A Construction Contract For The Installation Of A Traffic Signal At The Intersection Of China Lake Boulevard And Upjohn Avenue And Authorizes The City Manager To Execute The Agreement.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:



Engineering • Surveying • Planning • Landscape Architecture

SUBJECT BID SUMMARY	BY Rob K.	DATE 18-Dec-13	JOB NO. VV.130207.1100	SHEET 1 OF 1
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Project Information:

Project: China Lake Blvd. and Upjohn Avenue - Traffic Signal Improvements
 Location: Ridgecrest, CA
 Job Number: VV.130207.1100

Item No.	Description	Quantity	Unit	Engineer's Estimate		Loop Electric Inc.		DBX Inc.		AC Electric Company	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Construct 8" Curb and Gutter	95	L.F.	\$ 35.00	\$ 3,325.00	\$ 40.00	\$ 3,800.00	\$ 25.00	\$ 2,375.00	\$ 60.00	\$ 5,700.00
2	Construct 8" Curb Only	70	L.F.	\$ 30.00	\$ 2,100.00	\$ 36.00	\$ 2,520.00	\$ 21.00	\$ 1,470.00	\$ 56.00	\$ 3,920.00
3	Construct 6"/Variable Curb Only	130	L.F.	\$ 20.00	\$ 2,600.00	\$ 15.00	\$ 1,950.00	\$ 22.00	\$ 2,860.00	\$ 32.00	\$ 4,160.00
4	Construct Concrete Sidewalk	890	S.F.	\$ 6.00	\$ 5,340.00	\$ 6.00	\$ 5,340.00	\$ 5.00	\$ 4,450.00	\$ 6.00	\$ 5,340.00
5	Construct Curb Ramp	4	EA.	\$ 1,000.00	\$ 4,000.00	\$1,615.00	\$ 6,460.00	\$ 3,500.00	\$ 14,000.00	\$ 1,350.00	\$ 5,400.00
6	Remove Concrete Curb/Curb and Gutter	165	L.F.	\$ 5.00	\$ 825.00	\$ 8.00	\$ 1,320.00	\$ 11.00	\$ 1,815.00	\$ 25.00	\$ 4,125.00
7	Remove Concrete Sidewalk	890	S.F.	\$ 2.00	\$ 1,780.00	\$ 2.00	\$ 1,780.00	\$ 2.00	\$ 1,780.00	\$ 4.00	\$ 3,560.00
8	Remove Concrete Median	80	S.F.	\$ 4.00	\$ 320.00	\$ 6.00	\$ 480.00	\$ 30.00	\$ 2,400.00	\$ 15.00	\$ 1,200.00
9	Construct New Median Nose/Pave 4"AC on 8" AB	80	S.F.	\$ 20.00	\$ 1,600.00	\$ 45.00	\$ 3,600.00	\$ 80.00	\$ 6,400.00	\$ 40.00	\$ 3,200.00
10	Striping, Markings, and Signage	1	L.S.	N/A	\$ 15,000.00		\$ 31,000.00		\$ 31,000.00		\$ 28,200.00
11	Traffic Signal and Lighting	1	L.S.	N/A	\$ 200,000.00		\$ 238,000.00		\$ 232,271.00		\$ 239,000.00
12	Traffic Control / Construction Area Signs	1	L.S.	N/A	\$ 10,000.00		\$ 2,500.00		\$ 4,200.00		\$ 4,400.00
13	Landscaping / Irrigation Modification	1	L.S.	N/A	\$ 2,000.00		\$ 500.00		\$ 1,500.00		\$ 1,400.00
14	Remove Street Light	1	EA.	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 850.00	\$ 850.00	\$ 440.00	\$ 440.00
TOTAL IMPROVEMENTS					\$ 249,390.00		\$ 299,500.00		\$ 307,371.00		\$ 310,045.00

RESOLUTION NO. 14-Xx

**A RESOLUTION TO AWARD A CONSTRUCTION CONTRACT FOR THE
INSTALLATION OF A TRAFFIC SIGNAL AND INTERSECTION
IMPROVEMENTS AT THE INTERSECTION OF CHINA LAKE BOULEVARD
AND UPJOHN AVENUE AND AUTHORIZE THE CITY MANAGER TO
EXECUTE THE AGREEMENT**

WHEREAS, on Wednesday December 18, 2013 bids were opened for the China Lake Boulevard and Upjohn Avenue Traffic Signal and Intersection Improvement Project, and

WHEREAS, a total of three bids were received and the result of the lowest bidder is as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Loop Electric Inc.	\$299,500.00
DBX, Inc.	\$307,371.00
AC Electric Company	\$310,045.00

WHEREAS, the bids were reviewed by the Resident Engineer/Consultant & Robert Kilpatrick with Hall & Foreman Inc., for a determination of the lowest responsible and responsive bidder; and

WHEREAS, it was determined that Loop Electric Inc. was the low bidder with \$299,500.00; and

WHEREAS, a purchase order will be issued to Loop Electric in a total amount of \$329,450.00 for the installation of a Traffic Signal at the intersection of China Lake Boulevard and Upjohn Avenue, and

WHEREAS, the additional amount of \$29,950.00 ten percent (10%) of the purchase order is being requested for any contingencies; and

WHEREAS, the project is funded under Highway Safety Improvement Program; and

WHEREAS, the funding for the execution of the contract shall come from account 018-4760-430-4601 TS1201.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest hereby:

1. Authorizes award of the contract for the traffic signal project described herein to the lowest responsible and responsive contractor, Loop Electric Inc., from the bid received as determined by the Resident Engineer/Consultant, and
2. Authorizes the Finance Director to amend the budget to reflect all appropriate capital, revenue and transfer accounts and
3. Authorizes the City Manager to execute the agreement.

APPROVED AND ADOPTED this 15th day of January 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Daniel O. Clark, Mayor

Rachel Ford
City Clerk

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Adopt A Resolution To Approve A Professional Services Agreement With Willdan Engineering Inc. For The Preparation And Provision Of Utility Coordination, Plans, Specifications And Engineering For The Rehabilitation Of Sunland Avenue From East Ridgecrest Boulevard To Upjohn Avenue And Authorize The City Manager, Dennis Speer, To Execute The Agreement

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

In 2010 the City of Ridgecrest, with Proposition 1B funds and Regional Surface Transportation Project Funds; designed portions of Sunland Avenue from East Ridgecrest Boulevard to Church Avenue and Church Avenue to Wilson Avenue. Although the construction was to occur in two separate construction contracts, the plans were coordinated between two design firms who handled each project, Quad Knopf and Willdan Engineering Inc., such that the same construction methods were to be used. However, due to delay of funding sources, both projects have been on hold for over two years.

At this time, staff would like to combine the Quad Knopf and the Willdan Engineering Inc. plan sets into one construction bid set and add the street segment from Wilson Avenue to Upjohn Avenue into the scope of work. In 2014 the City will have funds from the Congestion Mitigation Air Quality Program that will pave Sunland Avenue from Upjohn Avenue through to Bowman Avenue. This would complete the full length of Sunland Avenue from East Ridgecrest Boulevard to Bowman Avenue and provide a major arterial in our community. This would be a shelf ready project for available funding.

The City received a proposal from the engineering firm Willdan Engineering to complete the plan sets and specification, utility coordination, and bidding assistance. Their fee proposal is \$13,750.00 and will be funded through the 001-4720-410-2106- PWENGR. Staff recommends that the City enter into a professional services agreement with Willdan Engineering for the preparation and provision utility coordination, plans, specifications and engineering for the rehabilitation for this arterial street project.

FISCAL IMPACT:

\$13,750.00. The fee for this service is budgeted 001-4720-410-2106 PWENGR
Reviewed by Finance Director

ACTION REQUESTED:

Adopt A Resolution That Approves A Professional Services Agreement With Willdan Engineering Inc. For The Preparation And Provision Of Utility Coordination, Plans, Specifications And Engineering For The Rehabilitation Of Sunland Avenue From East Ridgecrest Boulevard To Upjohn Avenue And Authorize The City Manager, Dennis Speer, To Execute The Agreement

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:

Submitted by: Dennis Speer
(Rev. 02/13/12)

Action Date: January 15, 2014

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RESOLUTION NO. 14-Xx

A RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN ENGINEERING INC. FOR THE PREPARATION AND PROVISION OF UTILITY COORDINATION, PLANS, SPECIFICATIONS AND ENGINEERING FOR THE REHABILITATION OF SUNLAND AVENUE FROM EAST RIDGECREST BOULEVARD TO UPJOHN AVENUE AND AUTHORIZE THE CITY MANAGER, DENNIS SPEER, TO EXECUTE THE AGREEMENT

WHEREAS, In 2010 the City of Ridgecrest, with Proposition 1B funds and Regional Transportation Funds; designed portions of Sunland Avenue from East Ridgecrest Boulevard to Church Avenue and Church Avenue to Wilson Avenue; and

WHEREAS, the plans were coordinated between the two design firms who handled each project, Quad Knopf and Willdan Engineering; and

WHEREAS, staff would like to combine the Quad Knopf and the Willdan Engineering Inc. plan sets into one construction bid set and also add the street segment from Wilson Avenue to Upjohn Avenue into the scope of work; and

WHEREAS, in 2014 the City will have funds from the Congestion Mitigation Air Quality Program that will pave Sunland Avenue from Upjohn Avenue through to Bowman Avenue; and

WHEREAS, paving would complete the full length of the street of Sunland Avenue from East Ridgecrest Boulevard to Bowman Avenue and provide a major arterial in our community; and

WHEREAS, The City received a proposal from the engineering firm Willdan Engineering Inc. to complete the plan sets and specification, utility coordination, and bidding assistance; and

WHEREAS, Their fee proposal is \$13,750.00 and will be funded through the 001-4720-410-2106-PWENGR.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest Approves A Professional Services Agreement With Willdan Engineering Inc. For The Preparation And Provision Of Utility Coordination, Plans, Specifications And Engineering For The Rehabilitation Of Sunland Avenue From East Ridgecrest Boulevard To Upjohn Avenue And Authorizes The City Manager, Dennis Speer, To Execute The Agreement.

APPROVED AND ADOPTED THIS 15th DAY OF January 2014 by the following vote:

AYES:
NOES:
ABSENT
ABSTAIN:

Daniel O. Clark, Mayor

ATTEST:

Rachel Ford, City Clerk

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Adopt A Resolution To Amend the Professional Services Agreement with The Engineer of Record, Mark Thomas & Company, Inc., for Final Design Wrap-up, Public Presentation, Bidding Assistance, and Construction Support of the West Ridgecrest Boulevard Project and Authorize the City Manager to Execute The Agreement

PRESENTED BY:

Dennis Speer, Public Work Director

SUMMARY:

The City of Ridgecrest is proposing to widen, reconstruct and signalize Ridgecrest Boulevard from Mahan Street to China Lake Boulevard using 2012 State Transportation Improvement Program funds administered by the State of California Department of Transportation (CALTRANS). The City has been working with the engineering firm Mark Thomas & Co for the design of the West Ridgecrest Boulevard Project for the last three years.

The City needs to finalize the plans for bidding and construction. As with any project, placing the work on hold for a significant period of time while right-of-way, environmental and encroachment documents are prepared, results in additional submittals involving time and effort in order to finalize the project. In addition, Mark Thomas & Co team would like to present the project to the public before construction begins. They will also be providing Bidding Assistance and Construction Support as the engineer of record for the Project.

Staff recommends that the City amend the professional services agreement with the engineer of record, Mark Thomas & Company, Inc. for the Final Design Wrap-up, Public Presentation, Bidding Assistance, and Construction Support for this major arterial street project.

FISCAL IMPACT: \$114,397. The fee for this service is budgeted in the Public Works Budget Project 018-4760-410-2106 ST 0101.

Reviewed by Finance Director

ACTION REQUESTED:

Adopt the Resolution To Amend the Professional Service Agreement with the Engineer of Record, Mark Thomas & Company, Inc., for the preparation of Final Design Wrap-up, Public Presentation, Bidding Assistance, and Construction Support of the West Ridgecrest Boulevard Project and Authorize the City Manager to Execute This Agreement.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:

Submitted by: Loren Culp
(Rev. 02/13/12)

Action Date: January 15, 2014

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RESOLUTION NO. 14-Xx

A RESOLUTION TO AMEND THE PROFESSIONAL SERVICES AGREEMENT WITH THE ENGINEER OF RECORD, MARK THOMAS & COMPANY, INC., FOR FINAL DESIGN WRAP-UP, PUBLIC PRESENTATION, BIDDING ASSISTANCE, AND CONSTRUCTION SUPPORT OF THE WEST RIDGECREST BOULEVARD PROJECT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THIS AGREEMENT

WHEREAS, the City of Ridgecrest is proposing to widen, reconstruct and signalize Ridgecrest Boulevard from Mahan Street to China Lake Boulevard using Regional Transportation Improvement (RTIP) funds; and

WHEREAS, The City has been working with the engineering firm Mark Thomas & Company, Inc. for the design of the West Ridgecrest Boulevard Project for the last three years; and

WHEREAS, The City needs to finalize the plans for bidding and construction; and

WHEREAS, placing the work on hold for a significant period of time while right-of-way, environmental and encroachment documents are prepared, results in additional submittals involving time and effort in order to finalize the project; and

WHEREAS, The Mark Thomas & Company, Inc. team would like to present the project to the public before construction begins; and

WHEREAS, They will also be providing Bidding Assistance and Construction Support for the Project as the engineer of record; and

WHEREAS, the proposed fee of \$114,397.00 is within the budget for these services and being expended from account number 018-4760-430-2106 ST0101;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest Hereby Approves To Amend The Professional Services Agreement With The Engineer of Record, Mark Thomas & Company, Inc., For Final Design Wrap-Up, Public Presentation, Bidding Assistance, And Construction Support Of The West Ridgecrest Boulevard Project And Authorizes The City Manager To Execute This Agreement

APPROVED AND ADOPTED THIS 15th DAY OF January 2014 by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Daniel O. Clark, Mayor

Rachel Ford, City Clerk

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MARK THOMAS & COMPANY

Providing Engineering, Surveying & Planning Services

December 18, 2013

Mr. Loren Culp
City of Ridgecrest
Public Works Department
100 West California Avenue
Ridgecrest, CA 93555

OFFICES

Cupertino
Fresno
Irvine
Oakland
Sacramento
Salinas
San Mateo
San Jose
Walnut Creek

RE: PROPOSAL FOR DESIGN WRAP-UP, BIDDING ASSISTANCE, AND CONSTRUCTION SUPPORT SERVICES FOR W. RIDGECREST BLVD

Dear Mr. Culp:

Mark Thomas & Company, Inc. (MTCO) is pleased to that the City has been able to secure construction funds for the project. It is anticipated that the City will advertise for bidding in January 2014 and begin construction in April 2014.

As discussed, the City would like to finalize the plans for Bidding and Construction. As with any project, placing the work on hold for a significant period of time and then restarting it results in additional submittals and labor in order to finalize the project. Each submittal requires effort to revise the plans, specifications and estimates to address comments and/or base map updates, prepare written responses to comments, coordinate with project team, and coordinate with others including Caltrans and utility companies.

The existing scope of work includes four PS&E submittals (60%, 95%, 100%, and Bid); to date we have completed five (5) submittals. We plan on two (2) more submittals; one this week to address City's final comments and the Bid Package. This would bring the total submittals to seven (7).

We are requesting additional budget finalize the plans for the City. In addition, as requested, the City would like the MTCO team present the project to the public before construction begins and to provide Bidding Assistance and Construction Support for the project.

The following is the proposed scope for Design Wrap-up, Public Outreach, Bidding Assistance, and Construction support.

SCOPE OF WORK:

A. Design Wrap-up

1.0 Utility Coordination

MTCO will finalize coordination of utility relocations for the project. Utility company prepared utility relocation plans will be reviewed to ensure that planned relocations accommodate the project improvements.

2.0 Revise and Submit Final Plans

Based on comments received to date, the MTCO team will revise the plans for approval. This submittal represents completed Bid Set, ready for bidding. Major design features have been reviewed at least twice at this stage. The plan package is to a point where the City project manager

can verify that the previous comments were incorporated and no internal City/Caltrans circulation is required. MTCO will incorporate all of the City/Caltrans comments from the "Shelf-Ready" submittal and submit responses in writing. When the plans are updated "Final Plans" will be submitted for the City/Caltrans project managers review.

Quality Control reviews will be performed before submittals to the City and Caltrans.

3.0 Submit Bid Documents

After reconciling any conflicting comments, MTCO will make the requested changes to the project plans based on the "Shelf-Ready" review comments. A comment resolution table will be prepared that documents all the comments received and responses given. A signed and sealed Bid Package will be submitted to the City for bidding.

4.0 Public Meeting

MTCO will assist the City in scheduling a public meeting for the project. The meeting is intended to notify the community of the project improvements, duration, available access, etc. during construction. MTCO will prepare engineering exhibits to aid the community understand the project elements. Notifications will be the responsibility of the City. MTCO will work closely with the City in informing the public of the meeting.

B. Bidding Assistance

Advertising and Bidding procedures will be the responsibility of the City. Reproductions for bid documents are not included in this contract. MTCO has made arrangements with a reproduction company to provide Bid Documents to prospective bidders. MTCO will provide the approved Bid Documents, on behalf of the City, to the reproduction company.

MTCO will attend a pre-bid meeting to be schedule by the City in the City of Ridgecrest. MTCO will be available to answer questions, if needed, during the bidding process.

During the advertisement period, MTCO will be available to assist the City with any bidder related questions, prepare any needed addenda and provide any interpretation of the contract documents.

MTCO has included a fee for this task; however, the level of work effort will depend on the contractor and the RE for the projects.

C. Construction Support

This task assumes that the City will hire a Construction Management firm with qualifications that include past experience building major arterial projects. The construction management firm will be responsible for managing the project through construction including overseeing the Contractor and day-to-day construction activities. This task also assumes that the Construction Management firm will assign a Resident Engineer (RE) that is a licensed Civil Engineer in the State of California and that engineer also has past experience building major arterial projects.

MTCO will provide as-needed engineering services to the City in support of the construction of the W. Ridgecrest Reconstruction Project. MTCO has included a fee for this task; however, the level of work effort will depend on the contractor and the RE for the project.

All construction support services to be provided may include the following:

1.0 Pre-Construction Meeting and Field Meetings

MTCO will attend a pre-construction meeting and field meetings as requested by the City.

2.0 Respond to Requests for Information (RFI's)

MTCO will provide response to contractor's requests for information (RFI's) in regard to the plans and specifications that are forwarded to MTCO by the City. This task includes conferring with the City's Project Manager and/or Resident Engineer regarding RFI's and other general field questions or plan clarifications as appropriate.

3.0 Shop Drawing Review

MTCO will review shop drawings for conformance with the plans and specifications and make recommendations for acceptance, denial, or resubmittal. Shop drawing submittal reviews will be completed within two weeks of receipt by MTCO unless a longer time period has been specified in the Special Provisions.

4.0 Construction Revisions and Change Orders

MTCO will provide engineering services for revisions to construction documents resulting from changed field conditions or other design changes initiated during construction of the Project. Subsequent Change Order documentation and processing will be prepared by the City's Project Manager and/or Resident Engineer and is not included in this scope of work.

5.0 Record Drawings

Following the completion and acceptance of the project, MTCO will furnish the City a complete set of full-size reproducible drawings showing as-built conditions. MTCO will use RE provided as-built corrections to make a set of Record drawings for the City.

Revisions will be based solely on as-built information provided to MTCO by the City and on any authorized design changes undertaken by MTCO through the course of the project.

FEE:

The proposed scope shall be provided on a Time and Materials basis not to exceed \$114,397. The major tasks and fee are as follows:

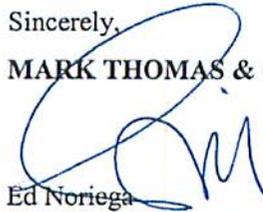
Design Wrap-Up	\$ 56,902
Bidding Stage	\$ 3,666
Construction Support	\$ 36,078
Travel Time	\$ 12,420
Reimbursable	\$ 5,331
Total Fee	\$114,397

For a breakdown of the fee proposal, please attached Exhibit B.

If you have any questions or would like to discuss the level of effort, please contact me at (559) 447-1938. Thank you for the opportunity to continue working with you.

Sincerely,

MARK THOMAS & COMPANY, INC.

A handwritten signature in blue ink, appearing to read 'Ed Noriega', written over the company name.

Ed Noriega
Division Manager - Fresno

EXHIBIT B

Design Wrap-Up for City of Ridgecrest - W. Ridgecrest Blvd Reconstruction																
PROJECT TASK	Mark Thomas & Company Inc.						Mark Thomas & Company Inc.					MTCO Subtotal	Fehr & Peers	DL 252	5% Subconsultant Markup	TOTAL
	Ed Morris Engineering Manager	Greg Gross Project Engineer	Kevin Smith Design Engineer	Kiana Nagere Engineering Tech	Cynthia Campbell Admin	SUBTOTAL	Engineering Manager	Project Engineer	Design Engineer	Engineering/Survey/CA 3D Technician	Admin					
						\$ 210.00	\$ 138.00	\$ 99.00	\$ 60.00	\$ 62.00						
A. DESIGN WRAP-UP																
1.0 Utility Coordination	10	20	40			70	2,100	2,760	3,960			\$8,820.00	\$3,000.00		\$150.00	\$11,970.00
2.0 Revise and Submit Final Plans	20	70	80	40	8	218	4,200	9,660	7,920	2,400	496	\$24,676.00	\$8,000.00		\$400.00	\$33,076.00
3.0 Submit Bid Documents	2	10	10	10	8	40	420	1,380	990	600	496	\$3,886.00	\$2,185.00		\$109.25	\$6,180.25
4.0 Public Meeting	8	8	8			24	1,680	1,104	792			\$3,576.00		\$2,000.00	\$100.00	\$5,676.00
Subtotal Task A	40	108	138	50	16	352	8,400	14,904	13,662	3,000	992	\$40,958.00	\$13,185.00	\$2,000.00	\$759.25	\$56,902.00
B. BIDDING STAGE																
1.0 Pre-bid meeting	1	1				2	210	138				\$348.00				\$348.00
2.0 Prepare Addenda		10	10			20		1,380	990			\$2,370.00				\$2,370.00
3.0 Bidding Assistance		4	4			8		552	396			\$948.00				\$948.00
Subtotal Task B	1	15	14			30	210	2,070	1,386			\$ 3,666.00	\$ -	\$ -	\$ -	\$3,666.00
C. CONSTRUCTION STAGE																
1.0 Preconstruction Meeting		2	2			4		276	198			\$474.00				\$474.00
2.0 Site Visits (up to 5)		10	10			20		1,380	990			\$2,370.00				\$2,370.00
3.0 On-going Consultation		40	60			100		5,520	5,940			\$11,460.00	\$2,000.00	\$3,000.00	\$250.00	\$16,710.00
4.0 Review Submittals and Shop Drawings		40	60			100		5,520	5,940			\$11,460.00				\$11,460.00
5.0 Prepare Record Drawings		8	40			48		1,104	3,960			\$5,064.00				\$5,064.00
Subtotal Task C		100	172			272		13,800	17,028			\$ 30,828.00	\$ 2,000.00	\$ 3,000.00	\$ 250.00	\$ 36,078.00
Travel Time	8	40	40			88	1,680	5,520	3,960			\$11,160.00		\$1,200.00	\$60.00	\$12,420.00
Reimbursable (5%)												\$ 4,331.00	500	500		\$5,331.00
CONTRACT SERVICES TOTAL												\$90,943.00	\$15,685.00	\$6,700.00	\$1,069.00	\$114,397.00

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Adopt A Resolution Accepting A Temporary Construction Easement and Right of Way Dedication From Sierra Sands Unified School District for Sidewalk and A School Bus Stop At James Monroe Middle School And Authorizing The Mayor To Sign The Certificate Of Acceptance and Authorizing the City Clerk to Record the Documents

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

The City of Ridgecrest required additional Right Of Way in order to construct a new onsite sidewalk and a new pull through bus stop for the Federal Safe Routes to School Cycle 3 Project at James Monroe Middle School. The Sierra Sands Unified School District agreed to provide the additional right of way. Attached are the Grant of Temporary Construction Easement and Right of Way Dedication, Legal Descriptions, Plat Maps And Certificate Of Acceptance.

FISCAL IMPACT: None

Reviewed by Finance Director

ACTIONS REQUESTED:

1. Accept the Grant of Temporary Construction Easement and Right of Way Dedication for APN 478-01-08-000
2. Authorize the Mayor, Dan Clark, to execute the Certificate of Acceptance
3. Authorize the City Clerk to record the documents

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:

Submitted by: Loren Culp
(Rev. 02/13/12)

Action Date: January 15, 2014

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RESOLUTION NO. 14-Xx

A RESOLUTION ACCEPTING A TEMPORARY CONSTRUCTION EASEMENT AND RIGHT OF WAY DEDICATION FROM SIERRA SANDS UNIFIED SCHOOL DISTRICT FOR SIDEWALK AND A SCHOOL BUS STOP AT JAMES MONROE MIDDLE SCHOOL AND AUTHORIZING THE MAYOR TO SIGN THE CERTIFICATE OF ACCEPTANCE AND AUTHORIZING THE CITY CLERK TO RECORD THE DOCUMENTS

WHEREAS, the City of Ridgecrest needs to construct new onsite sidewalk and drive through bus stop improvements along South Warner Street at the James Monroe Middle School property, and

WHEREAS, the owner of the above property, Sierra Sands Unified School District hereby grants to the City of Ridgecrest, permanent street right of way for the bus pull through and temporary construction easement for onsite sidewalk on, over and across the described property, and

WHEREAS, the above described grants allows the City of Ridgecrest and it's contractor the right to go on the property and to perform all acts necessary for the construction of improvements and the ownership of the bus pull through improvements, and

WHEREAS, the described dedications are to be kept open and clear from buildings, and structures of any kind.

NOW, THEREFORE, BE IT RESOLVED, that the City Council Of The City Of Ridgecrest Does Hereby Accept The Temporary Construction Easement And Right Of Way Dedication From Sierra Sands Unified School District For Sidewalk And A School Bus Stop At James Monroe Middle School And Authorizes The Mayor To Sign The Certificate Of Acceptance And Authorizes The City Clerk To Record The Documents.

APPROVED AND ADOPTED this 15th day of January 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Daniel O. Clark, Mayor

ATTEST:

Rachel Ford, City Clerk

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CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed to the City of Ridgecrest, by the within attached instrument, the provisions of which are incorporated by this reference as though fully set forth in this Certification, is hereby accepted by the undersigned officer(s) on behalf of the City, and the Grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

By: _____
Daniel O. Clark, Mayor, City of Ridgecrest

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RESOLUTION OF THE GOVERNING BOARD OF
Sierra Sands Unified School DISTRICT

In re:) RESOLUTION NO. #10 1314
)
INTENTION TO DEDICATE)
REAL PROPERTY)
_____)

RECITALS

A. The Sierra Sands Unified School District owns the real property described in Exhibit A to this Resolution.

B. The City of Ridgecrest requires said property for the following purposes: to complete the Safe Routes to School project associated with work to be performed at the Monroe Middle School campus

C. Pursuant to Education Code Section 17556/81310, this Board may dedicate to the City of Ridgecrest property needed for the Safe Routes to School project, at the Monroe Middle School campus.

RESOLVED

1. The above recitals are true.

2. This Board declares its intention to dedicate (or convey) said property to the City of Ridgecrest for the purposes set forth in the Recitals to this Resolution upon the following terms:

3. This Board will hold a public hearing on its intention to dedicate (or convey) on December 19, 2013, at 7:00 p.m. to be held at Ridgecrest City Council Chambers, 100 W. California Avenue

4. The Superintendent is directed to cause to be given of the adoption of this Resolution and of the time and place for a public hearing by:

A. Posting this Resolution in three public places in the District not less than ten (10) days before the public hearing; and

B. Publishing a notice of the Resolution in the Daily Independent, not less than five (5) days before the public hearing.

The Resolution set forth above was adopted by the following vote:

AYES: 6

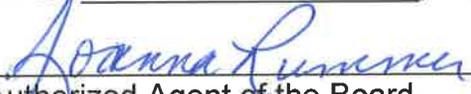
NOES: 0

ABSENT: 0

GOVERNING BOARD OF THE
Sierra Sands Unified School DISTRICT

By 
President

I certify that the Resolution is a full and correct excerpt from the Journal of the Board of Trustees of the Sierra Sands Unified School District pertaining to the adoption of the Resolution at a meeting held on November 21, 2013.


Authorized Agent of the Board
of Trustees of the _____
Sierra Sands Unified School District

NOTICE OF INTENTION TO DEDICATE REAL PROPERTY

On November 21, 2013, the Governing Board of the Sierra Sands Unified School District adopted a Resolution declaring its intention to dedicate (or convey) certain property to the City of Ridgecrest for the following purpose: to complete the Safe Routes to School project associated with work to be performed at the Monroe Middle School campus.

A public hearing will be held on December 19, 2013, at 7:00 p.m. at Ridgecrest City Hall Chambers, 100 W. California upon the question of making the dedication or conveyance.

[Publish once, at least five days before the hearing]

ZMS CHECK
APPROVED
AS IS
10-15-2013

EXHIBIT "A"
JAMES MONROE MIDDLE SCHOOL
TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION

A portion of land of that certain parcel in Resolution of Acceptance Deed recorded in Book 2427 at Page 27 of Official Records, in the Office of the County Recorder, County of Kern; located in Section 4, Township 26 South, Range 40 East, Mt. Diablo Baseline and Meridian, County of Kern, State of California, more particularly described as follows:

Commencing at the centerline intersection of South Warner Street and West Church Avenue, said point being N 89°52'46" E, 1328.33 feet distant from the Center North 1/16th corner of said Section 4, as shown on that certain Record of Survey filed July 12th, 1988 in Book 15 of Records of Survey at Page 15, in said Office of the County Recorder; thence along the centerline of South Warner Street N 00°54'00" E, 257.39 feet; thence leaving said centerline N 89°06'00" W, 30.00 feet to the westerly Right of Way of South Warner Street to the TRUE POINT OF BEGINNING;

Thence leaving said westerly Right of Way N 89°05'13" W, 21.00 feet, thence N 00°54'47" E, 37.00 feet; thence N 89°05'13" W, 329.84 feet; N 00°54'47" E, 39.60 feet; thence S 89°05'13" E, 329.81 feet; thence N 00°54'47" E, 73.69 feet; S 89°05'13" E, 21.00 feet to said westerly Right of Way of South Warner Street; thence along said Right of Way S 00°54'00" W, 150.30 feet to the TRUE POINT OF BEGINNING.

Containing 16,218 square feet, more or less.

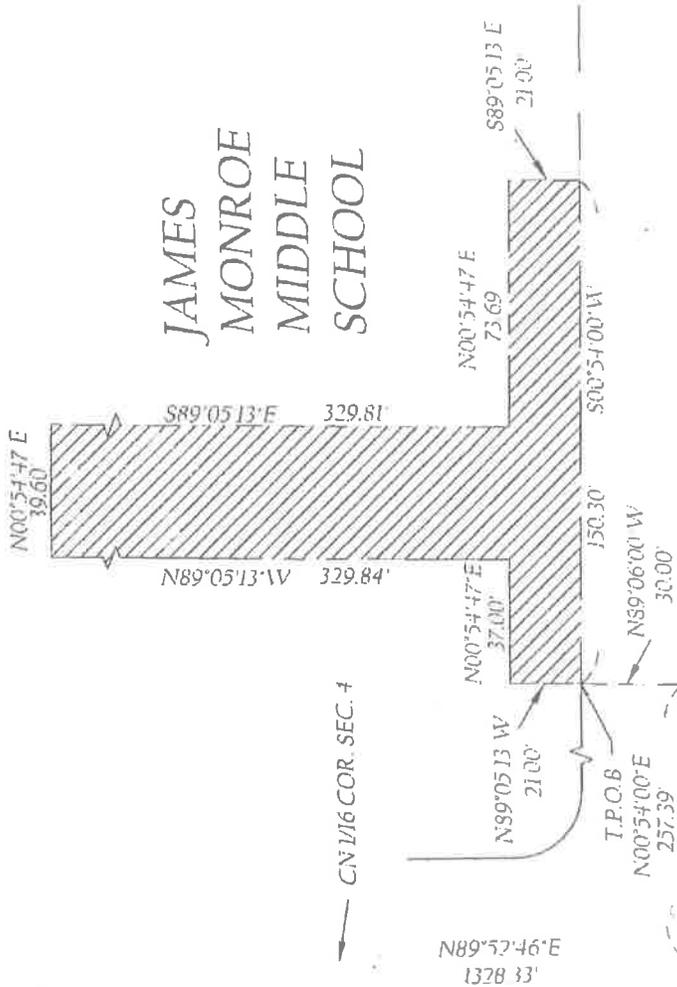
The above described easement is more particularly delineated on Exhibit "B", attached hereto and made part hereof.

Legal Description Prepared By:


Guy Bien, L.S. 7724
Lic. Expires 12/31/13



JAMES
MONROE
MIDDLE
SCHOOL



S. WARNER ST.

W. CHURCH AVE.

NOTE
EASEMENT AREA IS 16,218± SQUARE FEET, 0.37 ACRES



EXHIBIT "B"

JAMES MONROE MIDDLE SCHOOL

TEMP CONSTRUCTION EASEMENT

 Eastern Sierra Land Surveys, Inc.	10 Shuman St. Corcoran, CA 93348 (530) 835-4444	7/10/13	B.1.12
			12B

EXHIBIT "A"
JAMES MONROE MIDDLE SCHOOL
RIGHT OF WAY
DEDICATION

LEGAL DESCRIPTION

A portion of land of that certain parcel in Resolution of Acceptance Deed recorded in Book 2427 at Page 27 of Official Records, in the Office of the County Recorder, County of Kern; located in Section 4, Township 26 South, Range 40 East, Mt. Diablo Baseline and Meridian, County of Kern, State of California, more particularly described as follows:

Commencing at the centerline intersection of South Warner Street and West Church Avenue, said point being N 89°52'46" E, 1328.33 feet distant from the Center North 1/16th corner of said Section 4, as shown on that certain Record of Survey filed July 12th, 1988 in Book 15 of Records of Survey at Page 15, in said Office of the County Recorder; thence along the centerline of South Warner Street N 00°54'00" E, 273.81 feet; thence leaving said centerline N 89°06'00" W, 30.00 feet to the westerly Right of Way of South Warner Street to the TRUE POINT OF BEGINNING;

Thence leaving said westerly Right of Way N 14°33'57" W, 30.00 feet, thence parallel to the centerline of South Warner Street N 00°54'00" E, 60.00 feet; thence N 16°21'57" E, 30.00 feet to said westerly Right of Way South Warner Street; thence along said Right of Way S 00°54'00" W, 117.83 feet to the TRUE POINT OF BEGINNING.

Containing 711 square feet, more or less.

The above described Right of Way dedication is more particularly delineated on Exhibit "B", attached hereto and made part hereof.

Legal Description Prepared By:


Guy Bien, L.S. 7724
Lic. Expires 12/31/13

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Adopt A Resolution Of The City Council Of The City Of Ridgecrest Authorizing The Director Of Public Works Or The City Engineer To Execute Right-Of-Way Certifications For Federally Funded Transportation Projects With The California Department Of Transportation

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

The City of Ridgecrest has historically received Federal funds to improve streets within the City and those funds are administered and managed through the California Department of Transportation (Caltrans). As specified in Chapter 13 of the Local Assistance Procedures manual, it is the local agency's responsibility to prepare the Right of Way Certification even if no right-of-way is required for a project.

Caltrans now requires that an authorized official certify right-of-way requirements when receiving federal funds. A "Right-A-Way Certification" or a "No Right-A-Way Certification" must be endorsed by an authorized official or designated alternate from the local agency and forwarded to Caltrans for acceptance. In accordance with the Local Assistance Procedures Manual, a Local Public Agency "may adopt a resolution giving (a responsible agency official) blanket authority to execute Right-A-Way Certifications." This procedure is intended to streamline the process and avoid the necessity to have the execution of each individual certification for every project authorized by an agency resolution.

The right-of-way certification is a written statement summarizing the status of all right-of-way related matters pertaining to proposed construction project. The purpose of the right-of-way certification is to document that the construction project is ready for construction.

FISCAL IMPACT: None

Reviewed by Finance Director

ACTION REQUESTED: Adopt the Resolution Of The City Council Of The City Of Ridgecrest Authorizing The Director Of Public Works Or The City Engineer To Execute Right-Of-Way Certifications For Federally Funded Transportation Projects With The California Department Of Transportation

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:

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RESOLUTION NO. 14-Xx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIDGECREST
AUTHORIZING THE DIRECTOR OF PUBLIC WORKS OR THE CITY
ENGINEER TO EXECUTE RIGHT-OF-WAY CERTIFICATIONS FOR
FEDERALLY FUNDED TRANSPORTATION PROJECTS WITH THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, The City of Ridgecrest is eligible to receive Federal Funding for Transportation Projects administered by the California Department of Transportation (Caltrans); and

WHEREAS, Caltrans requires right-of-way certifications, regardless of the need for right-of-way acquisition, to be approved prior to encumbering federal funds; and

WHEREAS, the right-of-way certification must be executed by resolution of the City Council or by an authorized official of the City of Ridgecrest.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Ridgecrest Authorizes the Director of Public Works Or The City Engineer To Execute Right-Of-Way Certifications For Federally Funded Transportation Projects With The California Department Of Transportation.

APPROVED AND ADOPTED this 15th day of January 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Daniel O. Clark, Mayor

ATTEST:

Rachel Ford, City Clerk

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Adopt A Resolution Of The Ridgecrest City Council Authorizing The Application For And Acceptance Of The East Kern Air Pollution Control District - Department Of Motor Vehicle Emission Reduction Program Grant.

PRESENTED BY:

Ron Strand, Chief of Police

SUMMARY:

The East Kern Air Pollution Control District is offering grant funding through a Department of Motor Vehicle Emission Reduction Grant for the purchase of newer energy efficient, low emission vehicles to replace older gas fueled vehicles.

The City is requesting to seek a grant to replace two older Ford pickups, manufactured in 1987 and 1991, with two new Toyota Prius V Hybrid vehicles -- one for PACT (Police and Community Together) and the other for the City Administrative Department.

As a component of the grant, the City will be required to remove from service and demolish the two Ford pickups.

The cost of each Toyota is approximately \$29,835.73 with a grant match of \$11,934.29. If awarded, the vehicles will be budgeted for purchase in FY15.

FISCAL IMPACT:

No Fiscal Impact for FY14 – vehicles will be budgeted in FY15.

**FY15 Budget Amount: Total purchase amount = \$59,671.46
Grant Revenue - \$35,802.88
Required Match - \$23,868.58**

Reviewed by Administrative Services Director

ACTION REQUESTED:

Approval of Resolution

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:

Submitted by: RON STRAND
(Rev. 2-14-07)

Action Date: January 15, 2014

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RESOLUTION NO. 14-Xx

A RESOLUTION OF THE RIDGECREST CITY COUNCIL AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF THE EAST KERN AIR POLLUTION CONTROL DISTRICT - DEPARTMENT OF MOTOR VEHICLE EMISSION REDUCTION PROGRAM GRANT.

WHEREAS, the City of Ridgecrest desires to reduce air pollutants by replacing older vehicles with newer energy efficient, low emission vehicles through a Department of Motor Vehicle Emission Reduction Grant ; and,

WHEREAS, the City's proposed grant request is for the purchase of two Toyota Prius V Hybrid vehicles in the amount of \$59,671.46 (\$29,835.73 each) with a grant match from the City in the amount of \$23,868.58 (\$11,934.29 each), and;

WHEREAS, as a component of the grant the City will be required to remove from service and demolish two existing gas fueled Ford pickups, manufactured in 1987 and 1991, and;

WHEREAS, if the grant is awarded the vehicles will be budgeted for purchase in FY15.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest authorizes the City Manager, or his designee, to apply for this grant with the East Kern Air Pollution Control District, Department of Motor Vehicle Emission Reduction Program, and to approve, sign and execute any and all documents relating to the grant award, including amendments, and;

BE IT FURTHER RESOLVED, that this resolution shall remain in full force and effect until a resolution of the City Council is adopted amending or rescinding this resolution,

APPROVED AND ADOPTED THIS 15th day of January, 2014, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Dan Clark, Mayor

ATTEST:

Rachel Ford, City Clerk

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Approve A Resolution Amending The City Of Ridgecrest Classification Plan And Adopting The Payroll Technician I/II Job Specifications

PRESENTED BY:

Rachelle McQuiston, Director of Finance

SUMMARY:

This resolution formally amends the City's Classification Plan and adopts the job specifications for the position of Payroll Technician I/II into the City of Ridgecrest Classification Plan.

The City's Classification Plan was formally approved and adopted by Resolution No. 01-94 on September 19, 2001.

Currently the essential functions of this specification are being performed by the Accountant and the specification is incomplete. This resolution will add the classification necessary to cover all essential functions of a position which is designed to maintain City's compliance. Job specific tasks and special certifications required for this classification are outlined in the specification.

Payroll Technician I/II is a classification within the Finance Department. This position currently reports to the Assistant Finance Director.

FISCAL IMPACT: None

Reviewed by Director of Finance

ACTION REQUESTED:

Approve the resolution amending the City of Ridgecrest classification plan and adopt the payroll technician I/II job specifications.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Approve Resolution

Submitted by: Karen Guidangen
(Rev. 2-14-07)

Action Date: January 15, 2014

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RESOLUTION NO. 14-XX

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL
APPROVING AND AMENDING THE CITY OF RIDGECREST
CLASSIFICATION PLAN AND ADOPTING THE JOB
SPECIFICATIONS OF PAYROLL TECHNICIAN I/II INTO THE
CITY OF RIDGECREST CLASSIFICATION PLAN**

WHEREAS, the City of Ridgecrest has formally adopted a Classification Plan with job specifications which are compliant with the Americans with Disabilities Act (ADA), by Resolution No. 01-94 on September 19, 2001; and

WHEREAS, new or revised job specifications must be submitted for adoption by City Council into the Classification Plan; and

WHEREAS, adopting new or revised job specification into the Classification Plan does not create new budgeted positions or adjust salaries.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Ridgecrest does hereby approve amendments to the City of Ridgecrest Classification Plan, a copy of said amendments being attached hereto, as "Attachment A" and by this reference made a part hereof.

APPROVED AND ADOPTED this 15th day of January 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Daniel O Clark, Mayor

ATTEST

Rachel Ford
City Clerk

**PAYROLL TECHNICIAN I
PAYROLL TECHNICIAN II**

DEFINITION

To perform a variety of complex and specialized accounting duties related to processing City- wide payroll; to function as a liaison between the Finance/Payroll Department, and other City departments and employees by answering questions and solving complicated and/or sensitive payroll problems; and to perform a variety of technical tasks relative to payroll.

CLASS CHARACTERISTICS

Payroll Technician I - This is the entry-level class in the Payroll Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Payroll Technician I is distinguished from the Level II by the performance of less than the full range of duties assigned to the Level II. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Payroll Technician II – This is the journey level class in the Payroll Technician series and is distinguished from the Level I by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Level I.

SUPERVISION RECEIVED AND EXERCISED

Payroll Technician I

The Payroll Technician I receives immediate supervision from assigned management or supervisory staff.

Payroll Technician II

The Payroll Technician II receives general supervision from assigned management or supervisory staff. This position may exercise technical and functional supervision over lower level staff appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform specialized and detailed work in the review and processing of City-wide payroll and related materials; ensure the integrity of data and information related to payroll.

Analyze and reconcile a variety of payroll records; prepare, process, and maintain payroll records, and transactions, including Workers' Compensation, State Disability Insurance, and Employment Development Department.

Reconcile and transfer payroll taxes, ICMA files, quarterly taxes, and PERS retirement contributions.

Audit and process timecards; prepare and submit payroll accounting information for data processing; check payroll batches for errors and reconcile differences.

EXAMPLES OF ESSENTIAL DUTIES CONT:

Audit and calculate adjustments for retroactive pay, benefit changes, pay raises and promotions; review all personnel transactions.

Answer questions and provide information to employees, departments and timekeepers about payroll and personnel procedures; interpret and explain payroll rules and regulations.

Balance payroll system controls; balance and post payroll transactions to payroll ledgers and reconcile to the accounting system; and balance various other financial transactions with source documents and controls.

Prepare, compile, tabulate and maintain payroll data and complex documents; assist with preparing technical financial, statistical and operational reports, statements and records.

Prepare payroll retention records for storage.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service

Perform related work as required to ensure the safety of staff and the public.

QUALIFICATIONS GUIDELINES**Education and/or Experience**

Incumbent may possess any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for acceptable job performance. A typical way to obtain the required knowledge and abilities would be:

Payroll Technician I

Graduation from high school or GED equivalent preferably some college or university credits in accounting, finance or related field and two years of responsible experience performing clerical accounting duties, preferably involving payroll.

Payroll Technician II

An Associate's degree from an accredited college or university in accounting, finance or related field and two years of responsible experience performing duties comparable to that of a Payroll Technician I.

Knowledge, Skills and Abilities

The incumbent must have proficient knowledge in the following areas:

Payroll Technician I

Knowledge of:

Practices, methods, and terminology used in payroll and timekeeping

Principles and practices of routine analytical research

Modern office practices and procedures, computer equipment and software applications related to financial accounting

Ability to:

Perform difficult and responsible technical work involving payroll and timekeeping.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze, reports and special projects; research, identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at a desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn to process and reconcile complex payroll documents.

Prepare, process, review, and check submitted payroll and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.

Research and compile technical and financial information.

Operate a personal computer for data entry, inquiry, and report generation.

Maintain confidentiality of a wide range of sensitive information.

Make accurate mathematical calculations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relations with those contacted during the course of work.

Payroll Technician II

In addition to the qualifications for the Payroll Technician I:

Knowledge of:

Pertinent local, State and Federal laws, ordinances, rules and regulations related to payroll, wage and garnishment laws.

Governmental accounting and payroll practices, especially as applied to municipal organizations.

Ability to:

Independently perform difficult and responsible technical work related to payroll and related statistical record keeping.

Respond to and assist in resolving difficult and/or sensitive inquiries related to payroll processes.

PHYSICAL PROFILE: I, 4, 7, 12

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Approve A Resolution Authorizing Budget Adjustment #14-01 – General Fund

PRESENTED BY:

Rachelle McQuiston, Finance Director/Agency Treasurer

BACKGROUND:

On June 19, 2013, the City Council approved a lean proposed budget for FY2013-2014, with \$600,000 set aside for contingencies to use for identified future costs and for unanticipated costs. On December 4, 2013, \$499,268 of the Reserve was released in a previous budget adjustment. The following adjustments have been identified due to increased costs required for maintenance and upkeep of the Parks, mandated publishing costs, lobbyist charges for efforts with the State to release TAB funds to the City of Ridgecrest and an adjustment to the self-insurance payment schedule.

- Parks and Recreation maintenance and upkeep (\$41,500)
- City Clerk Advertising/Reproduction costs (\$5,000)
- Legal – Lobbyists charges to advocate for the City in regards to releasing TAB funding (\$4,000).
- Self-Insurance – move budgeted annual payments to end of the fiscal year instead of the beginning of the following fiscal year to avoid late charges (\$277,500)

Therefore, the Finance Director requests that the Council approve the release of General Fund Contingency of \$50,500 and the release of Self Insurance Reserve of \$277,500 and increase appropriations to:

001-4630-463.32-04	\$ 41,500
001-4130-413.29-05	\$ 5,000
001-4140-414.21-09	\$ 4,000
110-6195-619.24-01	\$277,500

This action leaves Contingencies with a balance of \$232. Further budget adjustments will either require an offsetting reduction in the current budget or require a reduction from future year reserves.

FISCAL IMPACT: \$328,000

Reviewed by Finance Director

ACTION REQUESTED:

Approve Budget Adjustment #14-01 To The FY2013-2014 Budget And Corresponding Resolution

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested

Submitted by: Rachelle McQuiston, Finance Director

Action Date: January 15, 2014

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RESOLUTION NO. 14-Xx

A RESOLUTION OF THE RIDGECREST CITY COUNCIL APPROVING BUDGET AMENDMENT #14-01 INCREASING APPROPRIATIONS AND ESTIMATED REVENUES IN THE ANNUAL BUDGET

WHEREAS, the City Council of the City of Ridgecrest has duly adopted its annual budget per resolution;

WHEREAS, resolution 13-40 spells out the circumstances whereby total fund appropriations may be and can be increased; and

WHEREAS, certain increases in annual appropriations and estimated revenues to the budget require City Council Resolution prior to implementation; and

WHEREAS, due to increased costs in Parks maintenance and upkeep, and increased costs in mandatory advertising/publishing costs; and

WHEREAS, lobbyist costs for TAB fund release was not budgeted; and

WHEREAS, there is a short timeline to pay annual insurance invoices and the possibility of late payment fees;

WHEREAS, the City has set aside a Contingency and Reserves for unanticipated costs;

NOW, THEREFORE, BE IT RESOLVED, the adjustment of reducing General Fund Contingency of \$50,500 and Self-Insurance Reserve of \$277,500 and increasing Parks maintenance appropriation by \$41,500; City Clerk advertising/reproduction appropriation by \$5,000; increasing legal professional services by \$4,000 and increase Insurance Claim payments by \$277,500 are herein approved.

APPROVED AND ADOPTED, this 15th day of January 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Daniel O. Clark, Mayor

ATTEST:

Rachel J. Ford, CMC, City Clerk

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CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM

SUBJECT:

Approval Of Budget Adjustment #14-02 - Adjustments To The FY2013-2014 Measure L Carryover Budget

PRESENTED BY:

Rachelle McQuiston, Finance Director/Agency Treasurer

BACKGROUND:

Measure L, local option sales tax, was approved by voters on June 5, 2012, and went into effect October 1, 2012 to be used for Public Safety and Road improvements. The FY2012/2013 estimated revenue was \$1,135,000 for the nine month period. Actual receipts for FY2012/2013 were \$1,499,559.73; \$364,559.73 more than estimated, which was carried over to FY2013/2014. Of that amount, \$76,557 was allocated to the Police department; the remaining \$288,002.73 was allocated to Streets. After discussions with the City Manager and Chief of Police, the following budget adjustments are requested:

- Four months of a Code Enforcement Officer for Public Safety (\$30,000).
- Four months of an Engineer for road improvements (\$65,000).
- Professional Engineering, Survey and Architectural Services (\$88,026)

Therefore, the Finance Director requests that the Council approve the release of Measure L Reserves in the amount of \$183,026 and increase appropriations to:

001-4210-421.11-01	\$30,000
001-4720-410.11-01	\$65,000
001-4720-410.21-06	\$88,026

The Carryover remainder of \$181,533.73 will be held in a Measure 'L' reserve.

FISCAL IMPACT: \$183,026

Reviewed by Finance Director

ACTION REQUESTED:

Approval of the attached resolution

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:

Submitted by: Rachelle McQuiston, Finance Director

Action Date: January 15, 2014

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RESOLUTION NO. 14-Xx

A RESOLUTION OF THE RIDGECREST CITY COUNCIL APPROVING BUDGET AMENDMENT #14-02 INCREASING APPROPRIATIONS AND ESTIMATED REVENUES IN THE ANNUAL BUDGET IN REGARDS TO MEASURE L

WHEREAS, the City Council of the City of Ridgecrest has duly adopted its annual budget per resolution;

WHEREAS, resolution 13-40 spells out the circumstances whereby total fund appropriations may be and can be increased; and

WHEREAS, certain increases in annual appropriations and estimated revenues to the budget require City Council Resolution prior to implementation; and

WHEREAS, Measure L, a local option sales tax, was approved by voters on June 5, 2012; and

WHEREAS, Measure L revenue was intended for Public Safety and Road Improvements; and

WHEREAS, the FY12/13 revenue above budget of \$364,559.73 was carried over to FY13/14; and

WHEREAS, Public Safety requires funds to hire a full-time code enforcement officer in order to remove blighted areas and enforce building code violations; and

WHEREAS, Public Works requires funds to employ an Engineer to complete engineering tasks and hire a professional firm to complete environmental reports and cultural studies needed to prepare for upcoming Road Improvements.

NOW, THEREFORE, BE IT RESOLVED, the adjustment of reducing Measure L carry-over by \$183,026 and increasing Public Safety Salaries appropriation by \$30,000; increasing Public Works – Engineering Salaries appropriation by \$65,000 and Public Works – Engineering professional services by \$88,026 are herein approved.

APPROVED AND ADOPTED, this 15th day of January 2014 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Daniel O. Clark, Mayor

ATTEST:

Rachel J. Ford, CMC, City Clerk

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