



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

**WILLITS CITY COUNCIL
AGENDA
SPECIAL MEETING
THURSDAY, JULY 14, 2011 ♦ 4:30 P.M. ♦ COUNCIL CHAMBERS**

1. **OPENING MATTERS** – a) Call to Order; b) Roll Call
2. **CLOSED SESSION NOTICE**
 - a. Conference with Labor Negotiators Pursuant to Government Code §54957.6 – Agency Negotiators: Paul Cayler and Adrienne Moore; Employee Organization(s): All
3. **DISCUSSION AND POSSIBLE TO ADOPT A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WILLITS AND THE WILLITS POLICE OFFICERS ASSOCIATION (WPOA) FOR THE TERM OF JULY 1, 2011 – JUNE 30, 2012**
(Pending Closed Session Report Out)
4. **DISCUSSION AND POSSIBLE TO ADOPT A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WILLITS AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL UNION 1245 (IBEW) FOR THE TERM OF JULY 1, 2011 – JUNE 30, 2012**
(Pending Closed Session Report Out)
5. **DISCUSSION AND POSSIBLE TO ADOPT A RESOLUTION APPROVING AND AUTHORIZING ADJUSTMENT TO SALARIES AND BENEFITS FOR UNREPRESENTED EMPLOYEES FOR FISCAL YEAR 2011/2012**
(Pending Closed Session Report Out)
6. **DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH JOSH SMITH TO INSTALL CURB AND GUTTER AT WEST COMMERCIAL AND SOUTH LENORE**
7. **DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH UKIAH CONSTRUCTION FOR INSTALLATION OF VALLEY GUTTER ON WOOD STREET**
8. **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 24 hours prior to the meeting set forth on this agenda.

*Dated this 13th day of July, 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 at (707) 459-7120 or Fax (707) 459-1562. 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.

RESOLUTION 2011-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF WILLITS AND THE WILLITS POLICE OFFICERS ASSOCIATION (WPOA) FOR THE TERM OF JULY 1, 2011 – JUNE 30, 2012

WHEREAS, duly authorized representatives of the City of Willits and duly authorized representatives of the Willits Police Officers Association have met and conferred pursuant to the provisions of the Meyers-Milias-Brown Act and have agreed to the matters set forth in the Memorandum of Understanding attached hereto, subject to the approval of said Memorandum of Understanding by the City Council of the City of Willits; and

WHEREAS, the Willits City Council has reviewed the Memorandum of Understanding and approves of the terms and conditions contained therein.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willits approves the Memorandum of Understanding attached hereto, and the City Manager and City Clerk are hereby authorized and directed to execute said Memorandum of Understanding between the City of Willits and the Willits Police Officers Association for the term of July 1, 2011 – June 30, 2012.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a special meeting of the City Council of the City of Willits, held on the 14th day of July, 2011, by the following vote:

AYES:
NOES:
ABSENT:

BRUCE BURTON, Mayor
City Council of the City of Willits

ATTEST:

ADRIENNE MOORE
City Clerk

RESOLUTION NO. 2011-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF WILLITS AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW) LOCAL UNION 1245 FOR THE TERM OF JULY 1, 2011 – JUNE 30, 2012

WHEREAS, duly authorized representatives of the City of Willits and duly authorized representatives of the International Brotherhood of Electrical Workers Local Union 1245 have met and conferred pursuant to the provisions of the Meyers-Milias-Brown Act and have agreed to the matters set forth in the Memorandum of Understanding attached hereto, subject to the approval of said Memorandum of Understanding by the City Council of the City of Willits; and

WHEREAS, the Willits City Council has reviewed the Memorandum of Understanding and approves of the terms and conditions contained therein.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willits approves the Memorandum of Understanding attached hereto, and the City Manager and City Clerk are hereby authorized and directed to execute said Memorandum of Understanding between the City of Willits and the International Brotherhood of Electrical Workers Local Union 1245 for the term of July 1, 2011 – June 30, 2012.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a special meeting of the City Council of the City of Willits, held on the 14th day of July, 2011, by the following vote:

AYES:
NOES:
ABSENT:

BRUCE BURTON, Mayor
City Council of the City of Willits

ATTEST:

ADRIENNE MOORE
City Clerk

RESOLUTION NO. 2011-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS APPROVING AND AUTHORIZING ADJUSTMENT TO SALARIES AND BENEFITS FOR UNREPRESENTED EMPLOYEES FOR FISCAL YEAR 2011/2012

WHEREAS, the City Council does hereby desire to adjust the salaries and benefits of unrepresented employees of the City of Willits.

NOW, THEREFORE, BE IT RESOLVED that the City hereby authorizes the July 1, 2011 salary adjustment of three percent (3%) referenced in Resolution No. 2010-17 shall be deferred and become effective at the beginning of the first payroll following July 1, 2012, at which time such increase shall be reflected in the City's standardized salary schedules, levels and steps contained therein.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a special meeting of the City Council of the City of Willits, held on the 14th day of July, 2011, by the following vote:

AYES:
NOES:
ABSENT:

BRUCE BURTON, Mayor
City Council of the City of Willits

ATTEST:

ADRIENNE MOORE
City Clerk



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH JOSH SMITH TO INSTALL CURB AND GUTTER AT WEST COMMERCIAL AND SOUTH LENORE

Type: Presentation Consent Special Meeting Public Hearing Urgent Time: 10 min.

Summary of Request: The Dorn Townhome project was scheduled to begin construction in May 2011. The project has been through a City review and approval process. There were significant delays approving the Dorn Subdivision application associated with the resolution of flooding issues in the project area; however, the off-site subdivision improvements are now ready to construct. Curbs and gutters along Commercial Street have continued to deteriorate to the point that they need to be replaced. City staff recommends the installation of new curb and gutter along the project site at W. Commercial and South Lenore. This curb and gutter work was to be performed in coordination with site development improvements. At the City Council Meeting of April 13, 2011, the City Council authorized an agreement with Mr. Dorn for the installation of new curb and gutter for an estimated cost of \$10,200. Subsequent to City Council action, Mr. Dorn was not able to provide for the City's insurance requirement of \$2.0 million general liability insurance coverage for either the new curb and gutter work or the subdivision improvements. Due to Mr. Dorn's lack of proper insurance, the City and Mr. Dorn did not execute a final contract. Also, the City determined that the project could not be completed in time for the July 4th Frontier Days Rodeo. A project under construction in the area of Recreation Grove during the July 4th celebration was determined by City staff to be unacceptable. Therefore, the project was postponed until after July 4th. Mr. Dorn made an agreement with Josh Smith Concrete to perform the subdivision improvements, because Mr. Smith has the required insurance coverage. Mr. Smith is willing to do the new curb and gutter work for the not exceed amount of \$11,790. City staff is recommending that the previously approved new curb and gutter work that was to be performed by Mr. Dorn now be performed by Mr. Smith for a small increase in construction cost.

Recommended Action: Approve the agreement with Josh Smith to install new curb and gutter on East Commercial Street, per the attached Exhibit "A", in an amount not to exceed \$11,790.

Alternative(s): Authorize City forces to perform the work per Exhibit "A."

Fiscal Impact: If approved, the cost of the project will be \$11,790. Originally, this project was supposed to be funded with Proposition 1B monies; however, this opportunity was lost due to the project delay. Therefore, the City Manager recommends that the project be funded by Half Cent Sales Tax funds from Fund 202.

Personnel Impact: Minimal staff time will be required for inspection.

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: DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH UKIAH CONSTRUCTION FOR INSTALLATION OF VALLEY GUTTER ON WOOD STREET

Type: Presentation Consent Special Meeting Public Hearing Urgent Time: 10 min.

Summary of Request: Wood Street between North Main Street and Humboldt Street has a strip of City right of way with parking on private property on either side. The north side is Savings Bank of Mendocino (Savings Bank) and south side is Al's Redwood Room. The Savings Bank desires to improve the paving on their property. The Savings Bank's project manager is Ukiah Construction. The City has the objective of making private work at the Savings Bank conform well to future work to improve drainage systems and paving in the City right of way. Savings Bank wants to proceed quickly with their work so that it is completed this construction season. City staff explored a number of options for contracting all of the work (paving and drainage) with Ukiah Construction as a sole select; however, this was determined not to be possible due to State Public Contracts Law. Also, the City is not fully prepared to administer a drainage and pavement due to existing work load on other projects. Therefore, City staff is recommending that a valley gutter be installed the entire length of the property line between the City right of way and the Savings Bank private property as sole select with Ukiah Construction for a total cost of \$19,368. The recommended valley gutter will be completely in the City right of way. This has the advantage of a durable project boundary that private property and right of way may construct in order that both projects may appear seamless. The City Engineer has reviewed the project estimate and finds the quantity prices consistent with costs recently received by the City.

Recommended Action: Approve the agreement with Ukiah Construction to install valley gutter on Wood Street, in an amount not to exceed \$19,368, using Fund 202 (Half Cent Sales Tax).

Alternative(s): Authorize the City forces or select another private contractor to perform work. This is not recommended due to delays that it will cause to the Savings Bank project, and that the City is not prepared to proceed with drainage and paving in the City right of way.

Fiscal Impact: The City Manager recommends that the project be funded by Half Cent Sales Tax funds from Fund 202, for which there are sufficient budgeted funds.

Personnel Impact: Minimal staff time will be required for inspection.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____