



## CITY COUNCIL SPECIAL MEETING

Clearlake City Hall Council Chambers

14050 Olympic Dr, Clearlake, CA

Tuesday, September 19, 2023

Special Meeting 9:00 AM

The City Council meetings are viewable in person in the Council Chambers, via livestreaming on the City's YouTube Channel ([https://www.youtube.com/channel/UCTyifT\\_nKS-3woxEu1ilBXA](https://www.youtube.com/channel/UCTyifT_nKS-3woxEu1ilBXA)) or "Lake County PEG TV Live Stream" at <https://www.youtube.com/user/LakeCountyPegTV/featured> and the public may participate through Zoom at the link listed below. The public can submit comments and questions in writing for City Council consideration by sending them to the Administrative Services Director/City Clerk at [mswanson@clearlake.ca.us](mailto:mswanson@clearlake.ca.us). To give the City Council adequate time to review your questions and comments, please submit your written comments prior to 4:00 p.m. on the day of the meeting.

## AGENDA

**MEETING PROCEDURES:** *All items on agenda will be open for public comments before final action is taken. Citizens wishing to introduce written material into the record at the public meeting on any item are requested to provide a copy of the written material to the Administrative Services Director/City Clerk prior to the meeting date so that the material may be distributed to the City Council prior to the meeting. Speakers must restrict comments to the item as it appears on the agenda and stay within a three minutes time limit. The Mayor has the discretion of limiting the total discussion time for an item.*

### AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

If you need disability related modification, including auxiliary aids or services, to participate in this meeting, please contact Melissa Swanson, Administrative Services Director/City Clerk at the Clearlake City Hall, 14050 Olympic Drive, Clearlake, California 95422, phone (707) 994-8201, ext 106, or via email at [mswanson@clearlake.ca.us](mailto:mswanson@clearlake.ca.us) at least 72 hours prior to the meeting, to allow time to provide for special accommodations.

### AGENDA REPORTS

Staff reports for each agenda item are available for review at [www.clearlake.ca.us](http://www.clearlake.ca.us). Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection on the City's website at [www.clearlake.ca.us](http://www.clearlake.ca.us).

**Zoom Link:** <https://clearlakeca.zoom.us/j/86998167652>

Or One tap mobile:

+16694449171,,86998167652# US

+17193594580,,86998167652# US

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 444 9171 or +1 719 359 4580 or +1 720 707 2699 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000

Webinar ID: 869 9816 7652

International numbers available: <https://clearlakeca.zoom.us/j/kdZtQ38a4T>

**A. ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. BUSINESS**

1. Award of Contract for the Burns Valley Light Pole Installation Project  
Recommended Action: Move to approve the contract with Sactown Contractors in the amount of \$43,594.00 and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.
2. Authorization of an Amendment of Contract with Northwest Construction for the Old Hwy 53 Drainage Improvement Project  
Recommended Action: Move to amend the contract with Northwest Construction in the amount of \$25,500.00

**D. ADJOURNMENT**

POSTED: September 15, 2023

BY:



Melissa Swanson, Administrative Services Director/City Clerk



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Award of Contract for the Burns Valley Light Pole Installation Project

**MEETING DATE:** September 19, 2023

**SUBMITTED BY:** Adeline Leyba, Public Works Director

**PURPOSE OF REPORT:** ☐ Information only ☐ Discussion ☒ Action Item

#### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve a contract for the Burns Valley Light Pole Installation Project and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.

#### BACKGROUND/DISCUSSION:

The City solicited proposals for the Burns Valley Light Pole Installation Project. The project will consist of the installation of 14 light poles along the new roadway leading to the Public Works yard. The following bids were received:

|                            |             |
|----------------------------|-------------|
| Sactown Contractors:       | \$43,594.00 |
| Mike Brown Electric:       | \$46,710.00 |
| Coastal Mountain Electric: | \$59,250.00 |
| Paine Construction:        | \$80,000.00 |
| St. Francis Electric:      | \$89,000.00 |

#### OPTIONS:

1. Move to approve the contract with Sactown Contractors in the amount of \$43,594.00.
2. Other direction

#### FISCAL IMPACT:

☐ None ☒ 43,594.00 Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☒ Other: 240-4095-850-887

Comments:

#### STRATEGIC PLAN IMPACT:

☐ Goal #1: Make Clearlake a Visibly Cleaner City

- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☒ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☒ Goal #4: Improve the Image of Clearlake
- ☐ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

**SUGGESTED MOTIONS:**

Move to approve the contract with Sactown Contractors in the amount of \$43,594.00 and authorize the City Manager to approve up to 10% for additional unforeseen contract amendments.

☐ **Attachments:**



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Authorization of an Amendment of Contract with Northwest Construction for the Old Hwy 53 Drainage Improvement Project

**MEETING DATE:** September 19, 2023

**SUBMITTED BY:** Adeline Leyba, Public Works Director

**PURPOSE OF REPORT:** ☐ Information only ☐ Discussion ☒ Action Item

#### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve an amendment to the current contract with Northwest Construction for \$25,500.00.

#### BACKGROUND/DISCUSSION:

The City executed a contract with Northwest Construction to install drainage improvements for the Old Hwy. 53 Drainage Improvement Project. In order to maintain proper functionality, there is some additional work necessary that exceeds the initial 10% contingency budget. Staff requests approval to authorize an additional amount of \$25,500.00.

#### OPTIONS:

1. Move to amend the contract with Northwest Construction in the amount of \$25,500.00.
2. Other direction

#### FISCAL IMPACT:

☐ None ☒ \$25,500.00 Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☒ Measure V Fund ☐ Other:

Comments:

#### STRATEGIC PLAN IMPACT:

- ☐ Goal #1: Make Clearlake a Visibly Cleaner City
- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☒ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☐ Goal #4: Improve the Image of Clearlake
- ☐ Goal #5: Ensure Fiscal Sustainability of City

☐ Goal #6: Update Policies and Procedures to Current Government Standards

☐ Goal #7: Support Economic Development

*Section C, Item 2.*

**SUGGESTED MOTIONS:**

1. Move to amend the contract with Northwest Construction in the amount of \$8,000.00

☐ **Attachments:**