

**MINUTES
LA PUENTE CITY COUNCIL
SPECIAL MEETING OF
OCTOBER 19, 2011**

Per *Robert's Rules of Order Newly Revised 10th Edition*, minutes are a record of the actions taken by the body. These minutes do not include a summary of the discussion but only reflect the action taken by the body. A complete audio recording of this meeting is available on the City's website www.lapueente.org

A Special Meeting of the City Council of the City of La Puente was held in the Council Chambers of City Hall, 15900 East Main Street, La Puente, California, on October 19, 2011, at 2:15 p.m.

CALL TO ORDER

Mayor Solis called the meeting to order at 2:15 p.m.

ROLL CALL

Members present: House, Mendoza, Holloway, Argudo, Solis

Members absent: None

Staff Members present: City Manager Plumlee, Interim City Attorney Casso, and Acting Deputy City Clerk Garcia

PLEDGE OF ALLEGIANCE

Council Member House led the Pledge of Allegiance

PRESENTATIONS

ORAL COMMUNICATIONS - None

A. DISCUSSION AND DIRECTION REGARDING AN AMENDMENT TO THE AGREEMENT WITH WILL DAN ENGINEERING FOR BUILDING AND SAFETY SERVICES

City Manager Plumlee stated this item was presented to the City Council as a result of a meeting of the Ad Hoc Building and Safety Services Committee.

Mayor Pro Tem Argudo reported that during a recent meeting the Committee expressed concern that expenditures for the hourly rate for Building and Safety services was more than was required, and the Committee requested a special meeting of the City Council to discuss the matter.

Council Member Holloway concurred, and stated that hourly agreements cost the City more than standard agreements. The Committee expressed a desire to explore short-term solutions until the Building and Safety firms bidding process is completed.

Mayor Solis questioned why the current agreement did not reflect the correct rate. City Manager Plumlee responded that the hourly rate was initially intended to be temporary until the Requests for Proposals (RFP) could be distributed and proposals submitted. Proposals were received in March 2011, and the agreement status has not changed since that time. Council Member Holloway stated that the project was put on hold around March 2011 due to the City's reorganization.

Mayor Solis expressed concern that the rates for current services are higher than the previous rate, and it is the City Council's desire to lower the rates for Building and Safety services.

Council Member Holloway concurred, and stated that when Willdan Engineering completed the work begun by their predecessor, a new agreement reflecting rates based on a percentage basis should have been put in place.

Interim City Attorney Jaime Casso stated that an agreement for federally funded and non-federally funded projects was signed on August 31, 2009. That agreement set forth both Engineering and Building and Safety services with AAE and Willdan Engineering, and included a rate structure based upon a percentage. A letter of agreement with Willdan Engineering for interim Building and Safety services entered into in September 28, 2010, set forth an hourly rate.

Mayor Solis questioned if it could be determined if the City had overpaid or underpaid Willdan Engineering for its services. City Attorney Casso stated that an analysis of services and invoices could be accomplished and the findings brought back to the City Council for evaluation.

Council Member Mendoza questioned if the contract could be amended at this time. City Manager Plumlee responded that Willdan Engineering is interested in continuing to provide services to the City and is willing to consider any reasonable amendment to the contract. He further stated Willdan is also agreeable to an analysis of services provided, and will work with the City Manager to accomplish the analysis and comparison of fees.

Mayor Pro Tem Argudo stated that all Willdan employees representing the City should hold the proper certifications, and requested a review to make that determination.

The City Council reviewed the audio portion of the previous meeting of September 28, 2010, Item E-3, Termination of Contract with Gateway Science and Engineering, Hiring of Willdan Engineering for Interim Building and Safety Services, and Solicitation of Proposals for Building and Safety Services.

Council Member Holloway stated that the audio confirmed that the intent for interim Building and Safety services was for a three-month period.

Following discussion Mayor Pro Tem Argudo moved to 1) adopt the compensation schedule to the agreement set forth from this point forward, in a form approved by legal counsel; 2) direct staff to prepare an analysis beginning with the first day of the interim services provided by Willdan Engineering to determine if there is a cost savings to the City, and present those findings to the ad hoc committee for presentation at a future City Council meeting; 3) ensure that AB717 is being followed in regard to minimum requirements for staff certification; and 4) present the revised agreement to Willdan Engineering and request their confirmation of the revisions by October 20, 2011; seconded by Council Member Mendoza. The motion unanimously carried by the following roll call vote: AYES: House, Mendoza, Holloway, Argudo, and Solis. NOES: None.

AD HOC COMMITTEE REPORTS

Council Member Holloway questioned if the Building and Safety services ad hoc committee could discuss the Building and Safety services process, and if the City Council could give direction to the committee. Interim City Attorney Casso concurred that the process could be discussed and the City Council could give direction, however, no vote could be taken since the item was not on the agenda.

Mayor Pro Tem Argudo stated that the committee is close to finalizing the Request for Proposals (RFP), and questioned if the City Council desired to allow the committee to continue the process and bring forth its recommendation to the City Council.

Council Member Holloway stated that the committee has reviewed and revised the RFP, made recommendations regarding the bidding process and continues to move forward. He questioned if the City Council desires the committee to handle the interviewing of all bidders and pare down the number for interview by the City Council, or if the Council wishes to conduct all interviews.

Mayor Solis agreed that the committee should conduct the interview process, but stated he wished to review all applications.

Council Member Holloway confirmed that the committee would conduct the initial interviews, pare the list down to the top bidders, and provide the City Council with copies of all bid packages for their review and recommendations. The City Council concurred.

Mayor Pro Tem Argudo reported that the recently formed Organizational ad hoc committee has not yet met but does plan to meet in the future.

ORAL COMMENTS FROM COUNCIL

Mayor Solis commented on the upcoming Main Street Run.

ORAL COMMENTS FROM STAFF - None.

ADJOURNMENT

There being no further business to come before the City Council, Mayor Solis adjourned the meeting at 4:15 p.m.

Approved this 11th day of January 2012



Adrian Garcia
Acting Deputy City Clerk



John M. Solis
Mayor