



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

**WILLITS CITY COUNCIL  
AGENDA  
AUGUST 11, 2010 ♦ 6:00 P.M. ♦ COUNCIL CHAMBERS**

1. **OPENING MATTERS** – a) Call to Order; b) Pledge to Flag; c) Roll Call
2. **PUBLIC MATTERS**
  - a. Presentation of Proclamation Recognizing the 90<sup>th</sup> Anniversary of the 19<sup>th</sup> Amendment Granting Women the Right to Vote
  - b. Discussion and Possible Approval of Marine Life Protection Act Memorandum of Agreement
3. **PUBLIC COMMUNICATIONS**

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

*Matters listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember and acted upon separately by the City Council.*

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

  - a. Approval of City Council Minutes:
    - June 23, 2010 (Special Meeting)
    - July 14, 2010
    - July 19, 2010 (Special Meeting)
    - July 22, 2010 (Special Meeting)
    - August 4, 2010 (Special Meeting)
  - b. Approval of Disbursements Journals, Including the Following:
    - Warrant Nos. 15960-16027 (Dated July 30, 2010), Totaling \$322,806.20
    - Warrant Nos. 15941-15959 (Dated August 5, 2010), Totaling \$96,554.95
  - c. Approval of Building Inspection Activity Reports – June 2010 and July 2010
  - d. Adoption of Amended Fiscal Year 2010/11 City of Willits Final Budget
  - e. Denial of Claim Against the City from Scott Anderson
5. **RIGHT TO APPEAL**

*Persons who are dissatisfied with the decisions of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the Code of Civil Procedure which generally limits to 90 days the time within which the decisions of the City boards and agencies may be judicially challenged.*
6. **COMMISSIONS, AGENCIES AND AUTHORITIES**

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

7. **OLD BUSINESS**

8. **CITY MANAGER REPORTS AND RECOMMENDATIONS**

- a. Other Reports – Verbal/No Action

9. **DEPARTMENT RECOMMENDATIONS**

- a. Police Chief  
b. City Planner  
    (1) Discussion and Possible Adoption of Resolution in Support of an Application for a Sustainable Communities Planning Grant and Incentive Program  
    (2) Report on the Status of the Haehl Creek Trail Grant Project  
    (3) Discussion and Possible Adoption of Resolution Establishing an Agreement for Water Service Outside City Limits  
c. City Attorney  
d. Public Works Director  
e. City Engineer  
f. Finance Director  
g. City Clerk/Human Resources Director  
    (1) Discussion and Possible Action Regarding Appointments to the Willits Airport Commission as Recommended by the Commission  
    (2) Discussion and Possible Action Regarding Appointment to the Mendocino County Museum Board of Advisors

10. **CITY COUNCIL AND COMMITTEE REPORTS**

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

11. **COUNCIL MEMBER REPORTS AND RECOMMENDATIONS**

12. **ENACTMENT OF ORDINANCES**

13. **GOOD & WELFARE**

14. **CLOSED SESSION NOTICE**

- a. Conference with Legal Counsel Pursuant to Government Code Section 54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUK CVG-1056037  
b. Conference with Legal Counsel Pursuant to Government Code Section 54956.9(b) – Existing Litigation: California Trenchless, Inc., a California Corporation, vs. City of Willits, a Public Entity, and DOES 1 through 50, Inclusive; Case No. SCUK CVG-090054892

15. **ADJOURNMENT**

*I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Willits City Hall, located at 111 East Commercial Street, Willits, California, not less than 72 hours prior to the meeting set forth on this agenda.*

*Dated this 6<sup>th</sup> day of August, 2010  
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.*

# PROCLAMATION

## A PROCLAMATION OF THE WILLITS CITY COUNCIL RECOGNIZING THE 90<sup>TH</sup> ANNIVERSARY OF THE 19<sup>TH</sup> AMENDMENT GRANTING WOMEN THE RIGHT TO VOTE

WHEREAS, on August 26, 1920, the 19<sup>th</sup> Amendment to the United States Constitution was passed, granting women the right to vote; therefore, this year marks the 90<sup>th</sup> Anniversary; and

WHEREAS, women suffragists including Alice Paul, who fought for and won the right of women to vote, should be respected and honored for their momentous struggle and victory; and

WHEREAS, part of the mission of American Association of University Women (AAUW), the League of Women Voters, and the National Women's Political Caucus (NWPC), is to promote equality for all women and getting the right to vote has been instrumental in advancing women's rights; and

WHEREAS, since the founding of these organizations, they have encouraged women to take advantage of their right to vote to make their voices heard; and

WHEREAS, The American Association of University Women, the League of Women Voters, and the National Women's Political Caucus urge all citizens of Mendocino County, all civic and fraternal groups, all educational associations, all news media, and other community organizations to join this salute to women gaining the right to vote, and to encourage and promote the celebration of the achievements of all women as they contribute daily to our economic, civic, and cultural purposes.

NOW, THEREFORE, I, Bruce Burton, Mayor of the City of Willits, do hereby recognize the 90<sup>th</sup> Anniversary of the 19<sup>th</sup> Amendment, and urge all residents to participate in scheduled events.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the CITY OF WILLITS to be affixed this 11<sup>th</sup> day of August, 2010.

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Bruce Burton, Mayor

ATTEST:

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Adrienne Moore, City Clerk



Item No. 2b

Meeting Date: August 11, 2010

## AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Paul Cayler, City Manager

**Agenda Title:** PRESENTATION, DISCUSSION AND POSSIBLE ACTION REGARDING MARINE LIFE PROTECTION ACT MEMORANDUM OF AGREEMENT (MOA)

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

**Summary of Request:** The following information has been provided by Dr. Jeanine Pfeiffer, of UC Davis, working with Jere Melo of the Fort Bragg City Council:

The Marine Life Protection Act Initiative (MLPAI) process determines our County's constituents' and visitors' future ocean access and use. Marine protected areas set up by the MLPAI process (concluding in October 2010) determine where people can fish or harvest marine resources for commercial, recreational, subsistence, cultural, or ceremonial reasons. A historical decision is being made for our region, and most of our constituents remain unaware, uninformed, and uninvolved in the process.

Our County and Cities are particularly economically vulnerable to losing access to coastal and marine resources, especially for residents who depend on fishing or harvesting for their livelihoods or household welfare, for any businesses related to commercial or sport fishing, and for any "gateway/enroute" or tourism-related businesses along Routes 1, 101 and 128, including restaurants, shops, gas stations, wineries, hotels, motels, marinas, campgrounds, etc.

Decisions made by MLPAI will impact our local governance, including tax revenues from impacted businesses, the future provision of harbor services and businesses (that would be lost if our harbors continue to decline); increasing the need for welfare services for residents who derive part of their subsistence from fishing and harvesting; increasing the number of citizens subject to fines and arrest; and challenging the sovereignty of our tribes and tribal communities.

Recent closures in the southern portion of Mendocino County by the MLPAI process resulted in the Kashia Pomo losing access to ancestral ceremonial areas at Stewart's Point, restricted and prohibited access for commercial and sport fishing in 20 square miles below Pt. Arena, and an effort shift by commercial and recreational fishermen and seaweed harvesters into the northern portion of our County.

The MLPAI process, which ostensibly is based on public participation, in actuality has so many barriers to effective public input (insufficient time for public comment and stakeholder deliberation, inadequate meeting agenda notice, unavailability of meeting materials, etc.) that our residents feel frustrated, thwarted, and shut out. Governing bodies in Mendocino County (the County Board of Supervisors, Ft. Bragg and Pt. Arena City Councils) have passed resolutions and sent a series of letters of concern to the MLPAI and the Secretary of the California Natural Resources Agency regarding inadequate public participation.

To develop a unified response to confront this externally-imposed process, a North Coast Local Agency Coastal Coordination Committee has been formed. Mendocino, Humboldt and Del Norte Counties, six City Councils, six Tribes and Tribal Communities and four Harbor Districts have signed a Memorandum of Agreement (MOA) attached, to send representatives to this Coordination Committee.

We recommend that Ukiah and Willits Cities also sign on to this MOA, as an effective and time-efficient way to stay looped into the MLPAI information process and protect local constituent and governance concerns.

We also recommend all City Councils schedule updated monthly reports on the MLPAI process for August, September, and early October 2010, as the final decisions will be made at the end of October 2010.

As the County's "rapid response team," Jim Martin and I are here to assist you with any questions, concerns, meeting materials, or additional documentation. We are in constant contact with Ft. Bragg and Pt. Arena City Councils, with coordinators in Humboldt and Del Norte Counties, and with Assembly Chesbro and Congressman Thompson staff.

**Recommended Action:** Approval of the Marine Life Protection Act Memorandum of Agreement (MOA).

**Alternative(s):** Do not approve the MOA and direct staff as to any further steps, as necessary.

**Fiscal Impact:** It appears that the City can participate in the MOA without incurring direct financial cost at this time.

**Personnel Impact:** N/A

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

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_

**Marine Life Protection Act Initiative (MLPAI)  
Process: Update for August 2010**

Goals of the County's Outreach Team



1. Translate a very complex process into something everyone can understand and participate in.
2. Build individual and institutional capacity and community networks to strengthen our collective ability to respond to future challenges.
3. Provide technical expertise and serve as “process watchdogs” to support effective constituent participation; especially for residents with limited time, internet access, or advanced scientific backgrounds.

**Marine Life Protection Act Initiative (MLPAI)  
Process: Update for August 2010**

Goals of the County's Outreach Team



4. Provide regular updates to community leaders, local governing bodies, State and National representatives and the media.
5. Hold monthly meetings for constituents to meet with Regional Stakeholder Group members, discuss array options, voice concerns and agree to solutions.
6. Help our communities plan ahead: what will happen after the marine protected areas are designated in our region? How can we participate in the monitoring and evaluation programs?

**Marine Life Protection Act Initiative (MLPAI)**  
**Process: Update for August 2010**



What most constituents want:

1. An open, accessible, transparent, and comprehensible process.
2. Recognition of local and traditional knowledge and expertise and the unique conditions of the Northern California coast and its communities.
3. Support for locally sustainable fisheries.
4. Continued access for sustainable recreational, cultural, and subsistence uses; protection of tribe and tribal community's traditional rights.

**Marine Life Protection Act Initiative (MLPAI)**  
**Process: Update for August 2010**



What most constituents want:

5. Marine protected areas that maximize positive ecological benefits and minimize negative socio-economic and cultural impacts.
6. Comprehensive ocean protection from off-shore oil drilling and other industrial developments (e.g., wave energy), pollution, and excessive harvesting.
7. A recognition that current fisheries management policies are stringent and effective.
8. Increased citizen participation in monitoring and evaluation of marine protected areas established through this process.

**Marine Life Protection Act Initiative (MLPAI)**  
**Process: Update for August 2010**



Where we are in the process:

**ROUND 1**

Nov. '09 –  
Jan. '10

- a. Mendocino Ocean Community Alliance (MOCA) spent 100s of meeting hours vetting potential marine protected areas (MPA) with >120 locals;
- b. MOCA representatives coordinated with regional reps in Tri-County Working Group to develop consensus proposal (“external array”).
- c. MOCA External Array (“**B**”) submitted using MarineMap to MLPA I-Team on Feb. 1, 2010.  
(Five other arrays submitted from Mendocino County; three build from the MOCA array; two others are submitted by individuals/small groups.)

**Marine Life Protection Act Initiative (MLPAI)**  
**Process: Update for August 2010**



Where we are in the process:

**ROUND 2**

Feb. '10 –  
July '10

- a. 31 Regional Stakeholder Group (RSG) members began with 8 external arrays (4 virtually identical) evaluated by SAT;
- b. RSG met formally six times as unified and separate groups; vetted many more ideas (mostly offline);
- c. Continued struggle over tribal concerns and inefficient use of meeting time resulted in lack of significant progress.

**Marine Life Protection Act Initiative (MLPAI)**  
**Process: Update for August 2010**



Where we are in the process:

**ROUND 3**

Aug. '10 –  
Oct. '10

- a. RSG members submit array(s) for evaluation to the Science Advisory Team (SAT):
- b. SAT provides bioeconomic models and evaluation to the Blue Ribbon Task Force (BRTF);
- c. BRTF comes up with Integrated Preferred Array as recommendation to Dept. of Fish & Game.

**Marine Life Protection Act Initiative (MLPAI)**  
**Process: Update for August 2010**



**What we want to avoid:**

Lessons from the southern portion of Mendocino County (the North Central Coast MLPA Region)

- a. An embittered and disempowered constituency.
- b. Twenty square miles of marine protected areas (MPAs) around Pt. Arena; no safe harbor zone within ten miles of the port.
- c. Loss of 30-40% of gathering areas for local artisinal seaweed harvesters.
- d. Greatly increased concentration of commercial and recreational effort (especially for abalone) in remaining open areas.
- e. State Marine Reserve at Stewart's Point that deprived the Kashaya Pomo of their ancestral gathering and use rights; after an emotional and difficult process this MPA was altered to include a 1000 ft by 4-mile State Marine Conservation Area "ribbon" allowing extraction for all public users.

How local governing bodies can be involved:



**AUGUST**

- Receive updates from the County's MLPA Program Outreach Team
- Sign the Regional Coast MOA**
- Participate in the August 12<sup>th</sup> Teleconference
- Attend the August 30-31 RSG meeting in Eureka
- Pass a resolution supporting a community-based consensus array

**SEPTEMBER**

- Participate in the September Regional Coast MOA meeting**
- Program update from the Outreach Team at City Council meetings
- Send letter(s) to the California Natural Resources Agency

**OCTOBER**

- Attend the October 15-16 SAT and the October 25-27 BRTF meetings in Eureka and provide comment**
- Participate in the October Regional Coast MOA meeting(s)
- Program update from the Outreach Team at City Council meetings

***NORTH COAST LOCAL AGENCY  
COASTAL COORDINATION COMMITTEE  
MEMORANDUM OF AGREEMENT***

This Memorandum of Agreement is entered into by and between the Humboldt Bay Harbor, Recreation and Conservation District; County of Humboldt; County of Del Norte; County of Mendocino; City of Eureka; City of Arcata; City of Trinidad; City of Crescent City; City of Fort Bragg; Yurok Tribe; Wiyot Tribe, Table Bluff Rancheria; Trinidad Rancheria; Smith River Rancheria (Tolowa Dee-ni'); Elk Valley Rancheria; Shelter Cove Resort Improvement District No. 1; Crescent City Harbor District and Noyo Harbor District; hereinafter collectively referred to as "North Coast Local Agencies".

**WHEREAS**, the North Coast Local Agencies are presently the most active public entities concerned with regional coastal issues along the Mendocino, Humboldt and Del Norte County coastline; and

**WHEREAS**, upcoming regional coastal planning issues facing the North Coast Local Agencies include, but are not limited to, the State of California's Marine Life Protection Act Initiative and its proposed design and impacts to fisheries and the fishing communities on the north coast; regional coastal sediment management; ocean energy; marine highway; and coordination of ocean observing systems; and

**WHEREAS**, the North Coast Local Agencies each have plans and development strategies for their jurisdiction along the Del Norte, Humboldt and Mendocino County coastlines; and

**WHEREAS**, the North Coast Local Agencies have powers, duties, and experience to contribute to regional coastal issues within the Del Norte, Humboldt and Mendocino County coastlines; and

**WHEREAS**, the North Coast Local Agencies all desire to coordinate efforts to achieve the highest degree of success in regional scientific research; planning; resource management; commercial, recreational and subsistence fisheries; and economic development.

**NOW, THEREFORE**, the parties do agree as follows:

1. To support the creation of the "North Coast Local Agency Coastal Coordination Committee" hereinafter referred to as "North Coast Committee."
2. To designate two people to represent their agency on the North Coast Committee. Agency representatives are to be appointed by the Agency, and can include agency Board or Council members, agency staff, technical consultants or members of the public. Each member agency shall have the ability to place any terms or conditions on their appointment process and each member agency shall have the ability to extend or replace their representatives at any time.
3. That the purpose of the North Coast Committee is to coordinate local public agency responses to upcoming regional coastal issues affecting the coastline of Mendocino, Humboldt and Del Norte Counties. Neither the North Coast Committee, nor a local agency's representatives to the committee, shall have the power or authority to create any legal obligation on the part of a member agency.
4. That upcoming regional planning issues include, but are not limited to the State of California's Marine Life Protection Act Initiative (MLPA) and its proposed design and impacts to fisheries and the fishing communities on the north coast; regional coastal sediment management; coordination of ocean observing systems; ocean energy; marine highway and other regional issues that are deemed of interest by the North Coast Committee.
5. That by virtue of being on the North Coast Committee, the members of the North Coast Committee are also members of the North Coast Local Interest Marine Protected Area Work Group.
6. North Coast Committee member agencies will cover their own expense to participate on the North Coast Committee.
7. The term of this agreement is three (3) years. This agreement may be extended for up to three (3) additional years by mutual agreement of the North Coast Committee. Any member agency may have the option to withdraw at any time.

**NORTH COAST LOCAL AGENCY**  
**COASTAL COORDINATION COMMITTEE**  
**AGENCY REPRESENTATIVE CONTACT INFORMATION**

**AGENCY:** \_\_\_\_\_

**AGENCY CONTACT**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone – Office:** \_\_\_\_\_

**Cel:** \_\_\_\_\_

**AGENCY REPRESENTATIVE #1**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone – Office:** \_\_\_\_\_

**Cel:** \_\_\_\_\_

**AGENCY REPRESENTATIVE #2**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone – Office:** \_\_\_\_\_

**Cel:** \_\_\_\_\_

**PLEASE FILL IN ALL THE ABOVE INFORMATION FOR YOUR AGENCY AND RETURN TO  
DAVID HULL AT [dhull@portofhumboldt.org](mailto:dhull@portofhumboldt.org)**

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
15960	07/30/10	A C CORE DRILLING,	270 SEWER JOB ON MAPLE	200.00	509265	4815		P M W	501.5011.2081.030
15961	07/30/10	ADAM'S TIRE & AUTO S	225 VEHICLE MAINTENANCE #	136.50	509243	608283		P M W	100.1022.2044.000
15962	07/30/10	ARCHER/MARY	4426 COSTCO	211.56	509244	POOL SUPPLIES		P N W	100.1030.2101.045
15962	07/30/10	ARCHER/MARY	4426 SAFEWAY	6.49	509244	POOL SUPPLIES		P N W	100.1030.2041.000
15962	07/30/10	ARCHER/MARY	4426 COAST HARDWARE	6.99	509244	POOL SUPPLIES		P N W	100.1030.2041.000
15962	07/30/10	ARCHER/MARY	4426 SAFEWAY	4.01	509244	POOL SUPPLIES		P N W	100.1030.2041.000
				229.05	*CHECK TOTAL				
15963	07/30/10	AT & T LONG DISTANCE	4246 PD LONG DISTANCE	0.08	509245	807358125		P N W	100.1020.2015.000
15964	07/30/10	AT&T	4123 POLICE	838.92	509246	PHONE7/3/2010		P N W	100.1020.2015.000
15964	07/30/10	AT&T	4123 PUBLIC WORKS	273.20	509246	PHONE7/3/2010		P N W	100.1040.2015.000
15964	07/30/10	AT&T	4123 POOL	16.30	509246	PHONE7/3/2010		P N W	100.1030.2015.000
15964	07/30/10	AT&T	4123 SEWER PLANT	95.19	509246	PHONE7/3/2010		P N W	501.5013.2015.000
15964	07/30/10	AT&T	4123 WATER PLANT	66.30	509246	PHONE7/3/2010		P N W	503.5030.2015.000
15964	07/30/10	AT&T	4123 AIRPORT	15.78	509246	PHONE7/3/2010		P N W	500.5001.2110.000
15964	07/30/10	AT&T	4123 WCAC	30.39	509246	PHONE7/3/2010		P N W	600.601
15964	07/30/10	AT&T	4123 4601 40%	336.32	509246	PHONE7/3/2010		P N W	100.1002.2015.000
15964	07/30/10	AT&T	4123 24%	201.79	509246	PHONE7/3/2010		P N W	206.2060.2015.000
15964	07/30/10	AT&T	4123 12%	100.90	509246	PHONE7/3/2010		P N W	210.2100.2015.000
15964	07/30/10	AT&T	4123 12%	100.90	509246	PHONE7/3/2010		P N W	100.1015.2015.000
15964	07/30/10	AT&T	4123 12%	100.90	509246	PHONE7/3/2010		P N W	100.1010.2015.000
15964	07/30/10	AT&T	4123 PLANNING 9341 1/3	10.53	509246	PHONE7/3/2010		P N W	206.2060.2015.000
15964	07/30/10	AT&T	4123 1/3	10.53	509246	PHONE7/3/2010		P N W	100.1010.2015.000
15964	07/30/10	AT&T	4123 1/3	10.53	509246	PHONE7/3/2010		P N W	210.2100.2015.000
				2,208.48	*CHECK TOTAL				
15965	07/30/10	ATLANTIC COAST POLYM	4351 SP CHEMICALS	2,844.00	509251	16968		P N W	501.5013.2101.034
15966	07/30/10	ATT MOBILITY	4253 ENGINEERING	108.14	509247	CELL PHONE JUL		P N W	100.1042.2015.000
15966	07/30/10	ATT MOBILITY	4253 PUBLIC WORKS	77.67	509247	CELL PHONE JUL		P N W	100.1040.2015.000
15966	07/30/10	ATT MOBILITY	4253 REDEVELOP/PLANNING	70.54	509247	CELL PHONE JUL		P N W	206.2060.2015.000
15966	07/30/10	ATT MOBILITY	4253 CODE ENFORCEMENT	17.36	509247	CELL PHONE JUL		P N W	206.2060.2015.000
15966	07/30/10	ATT MOBILITY	4253 WATER	31.72	509247	CELL PHONE JUL		P N W	503.5030.2015.000
15966	07/30/10	ATT MOBILITY	4253 SEWER	125.67	509247	CELL PHONE JUL		P N W	501.5013.2015.000
15966	07/30/10	ATT MOBILITY	4253 BUILDING	32.15	509247	CELL PHONE JUL		P N W	100.1015.2015.000
15966	07/30/10	ATT MOBILITY	4253 POLICE	116.72	509247	CELL PHONE JUL		P N W	100.1020.2015.000
				579.97	*CHECK TOTAL				
15967	07/30/10	AUTO MART	750 VEHICLE REPAIR	324.38	509248	10690		P M W	503.5031.2041.000
15968	07/30/10	BANK OF AMERICA	10 CONFERENCE LODGING	313.55	509249	9825		P N W	206.2060.2105.000
15968	07/30/10	BANK OF AMERICA	10 AP FUEL TEST	15.19	509249	9825		P N W	500.5001.2041.000
15968	07/30/10	BANK OF AMERICA	10 GAS MASK SUPPLIES	455.70	509249	9825		P N W	651.6510.2199.000
15968	07/30/10	BANK OF AMERICA	10 WATER INTERNET	59.99	509249	9825		P N W	503.5030.2015.000
				844.43	*CHECK TOTAL				

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
15969	07/30/10	BOWERS/JOSH	4239 WEBSITE MAINTENANCE	1,050.00	509281	AP/MAY/JUN2010		P M W	100.1002.2081.030
15970	07/30/10	CAINE/DENVEL	4447 CONTRACT OPERATOR	2,712.00	509250	JULY2010		P M W	503.5033.2081.030
15971	07/30/10	CATHERINE KILLION'S	4027 CITY HALL JANITORIAL	800.00	509266	JULY 2010		P M W	100.1016.2061.020
15971	07/30/10	CATHERINE KILLION'S	4027 PW JANITORIAL	130.00	509266	JULY 2010		P M W	100.1040.2081.030
15971	07/30/10	CATHERINE KILLION'S	4027 ENG JANITORIAL	130.00	509266	JULY 2010		P M W	100.1042.2081.030
				1,060.00	*CHECK TOTAL				
15972	07/30/10	CAYLER/PAUL	4259 CELL PHONE REIMBURSEM	100.00	509252	JULY 2010		P N W	100.1002.2015.000
15973	07/30/10	COUNTY OF MENDOCINO	33 SERVICES FOR JUNE 201	660.00	509253	20106-2		P N W	100.1020.2081.030
15974	07/30/10	COUNTY OF MENDOCINO	197 COURT/STATE FEES PARKI	66.50	509254	JUNE 2010		P N W	100.1023.2081.030
15975	07/30/10	COUNTY OF MENDOCINO	272 # 3601.5.24.02.52	325.55	509274	PERMIT RENEWAL		P N W	503.5030.2001.003
15975	07/30/10	COUNTY OF MENDOCINO	272 3602.5.24.07.107&07.1	612.20	509274	PERMIT RENEWAL		P N W	501.5010.2001.003
15975	07/30/10	COUNTY OF MENDOCINO	272 4143.5.41.98.42	119.63	509274	PERMIT RENEWAL		P N W	100.1041.2001.003
				1,057.38	*CHECK TOTAL				
15976	07/30/10	DAVID RODRIGUE'S	4466 VEHICLE REPAIR PARTS	393.88	509267	605479		P N W	100.1050.2101.045
15977	07/30/10	DEEP VALLEY SECURITY	40 PW & ENG OFFICE SECURI	16.48	509255	1087448		P N W	100.1040.2081.030
15977	07/30/10	DEEP VALLEY SECURITY	40 PW & ENG OFFICE SECURI	49.42	509255	1087448		P N W	100.1042.2081.030
15977	07/30/10	DEEP VALLEY SECURITY	40 PW SHOP SECURITY	22.00	509255	1087448		P N W	100.1041.2081.030
				87.90	*CHECK TOTAL				
15978	07/30/10	DEPARTMENT OF PUBLI	4391 WTR SYS ENFORCEMENT FE	37.20	509256	1070358		P N W	503.5030.2199.000
15979	07/30/10	DLT SOLUTIONS INC	4264 AUTO CAD RENEWAL	3,946.59	509257	3419587A		P N W	100.1042.2055.000
15980	07/30/10	FRYMAN SEPTIC TANK S	56 BALLFIELDS JUNE 67898	206.63	509258	JUNE - JULY		P M W	100.1050.2101.045
15980	07/30/10	FRYMAN SEPTIC TANK S	56 BALLFIELDS/SKATEPARK	244.69	509258	JUNE - JULY		P M W	100.1050.2101.045
15980	07/30/10	FRYMAN SEPTIC TANK S	56 RENTAL JUNE 394454	103.31	509258	JUNE - JULY		P M W	100.1050.2101.045
15980	07/30/10	FRYMAN SEPTIC TANK S	56 BALLFIELDS/SKATEPARK	244.69	509258	JUNE - JULY		P M W	100.1050.2101.045
15980	07/30/10	FRYMAN SEPTIC TANK S	56 BALLFIELDS JULY 39448	256.63	509258	JUNE - JULY		P M W	100.1050.2101.045
15980	07/30/10	FRYMAN SEPTIC TANK S	56 RENTAL JULY 394495	103.31	509258	JUNE - JULY		P M W	201.2012.2101.045
				1,159.26	*CHECK TOTAL				
15981	07/30/10	GRAINGER/W.W.	173 FAN	272.49	509259	ACCT#833150337		P N W	503.5031.2041.000
15981	07/30/10	GRAINGER/W.W.	173 AIR FILTER	242.33	509259	ACCT#833150337		P N W	100.1016.2025.000
				514.82	*CHECK TOTAL				
15982	07/30/10	GRANITE CONSTRUCTION	4024 DURAPATCH	564.96	509260	125330	003383	P N W	207.2070.4003.000
15982	07/30/10	GRANITE CONSTRUCTION	4024 DURAPATCH	2,658.62	509260	125330	003383	P N W	201.2011.2101.035
15982	07/30/10	GRANITE CONSTRUCTION	4024 DURAPATCH	99.70	509260	125330	003383	P N W	503.5031.2101.035
				3,323.28	*CHECK TOTAL				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
15983	07/30/10	HACH COMPANY	70 LAMP REPLACEMENT ASSY	207.68	509261	6809942		P N W	503.5033.2041.000
15984	07/30/10	HDS WHITE CAP CONST	4399 REPAIR MORTAR	450.52	509262	26086008		P N W	501.5011.2101.045
15985	07/30/10	HELMS PETROLEUM PROD	4319 SEWER PLANT FUEL	618.77	509263	81677		P N W	501.5013.2044.000
15986	07/30/10	HIS DESIGN	4237 SEWER SYSTEM PLAN	90.00	509264	JULY INVOICES		P M W	501.5011.2081.030
15986	07/30/10	HIS DESIGN	4237 SEWER SYSTEM PLAN	675.00	509264	JULY INVOICES		P M W	501.5011.2081.030
				765.00	*CHECK TOTAL				
15987	07/30/10	HOWE/SHERI	4371 MAY RECEPTION	81.10	509268	FOOD/BEV FOR		P N W	600.601
15987	07/30/10	HOWE/SHERI	4371 JUNE RECEPTION	125.73	509268	FOOD/BEV FOR		P N W	600.601
15987	07/30/10	HOWE/SHERI	4371 JULY RECEPTION	11.16	509268	FOOD/BEV FOR		P N W	600.601
15987	07/30/10	HOWE/SHERI	4371 JULY RECEPTION	41.34	509268	FOOD/BEV FOR		P N W	600.601
15987	07/30/10	HOWE/SHERI	4371 JULY RECEPTION	36.33	509268	FOOD/BEV FOR		P N W	600.601
15987	07/30/10	HOWE/SHERI	4371 JULY RECEPTION	26.02	509268	FOOD/BEV FOR		P N W	600.601
				321.68	*CHECK TOTAL				
15988	07/30/10	I B E W	255 EMPLOYEE CONTRIBUTION	308.85	509269	JULY 2010		P N W	690.235
15989	07/30/10	JDS	4324 PARKING CITATION ADMI	100.00	509270	1349		P N W	100.1023.2081.030
15990	07/30/10	LANCE/JAMES H.	4054 LEGAL SERVICES REMC	1,320.00	509282	2740		P M W	100.1004.2081.030
15991	07/30/10	LINCOLN EQUIP INC	4106 BACKFLOW VALVE	215.35	509271	SI144061		P N W	100.1030.2041.000
15992	07/30/10	LNS WELDING	4200 LAWN MOWER REPAIR	175.00	509272	8647		P M W	100.1050.2041.000
15993	07/30/10	MENDOCINO JANITORIAL	4255 PD JANITORIAL	1,100.00	509273	1443		P M W	100.1016.2061.020
15994	07/30/10	MOTION INDUSTRIES IN	705 REPAIR KIT	138.91	509275	CA23-459523		P N W	501.5011.2041.000
15995	07/30/10	NATIONAL METER & AUT	4196 METER PARTS	709.79	509276	S1027533.001		P N W	503.5031.2041.000
15996	07/30/10	NORCAL INC	4067 SLURRY	429.29	509277	3388		P N W	503.5031.2101.035
15997	07/30/10	NORTHERN AGGREGATES	326 3/4" CL II BAS	798.55	509278	36340		P N W	501.5011.2101.035
15997	07/30/10	NORTHERN AGGREGATES	326 3/4" CL II BAS	2,435.58	509278	36340		P N W	201.2011.2101.035
15997	07/30/10	NORTHERN AGGREGATES	326 3/4" CL II BAS	758.63	509278	36340		P N W	503.5031.2101.035
				3,992.76	*CHECK TOTAL				
15998	07/30/10	OCE IMAGISTICS	158 COPIER MAINT ENG	21.35	509279	781081		P M W	100.1042.2041.000
15998	07/30/10	OCE IMAGISTICS	158 COPIER MAINT PW	21.34	509279	781081		P M W	100.1040.2041.000
				42.69	*CHECK TOTAL				
15999	07/30/10	P G & E COMPANY	114 CITY HALL	1,598.10	509280	JULY 2010		P N W	100.1016.2110.000
15999	07/30/10	P G & E COMPANY	114 PD RADIO	8.87	509280	JULY 2010		P N W	100.1020.2110.000
15999	07/30/10	P G & E COMPANY	114 PW	193.44	509280	JULY 2010		P N W	100.1040.2110.000
15999	07/30/10	P G & E COMPANY	114 PARKS	619.07	509280	JULY 2010		P N W	100.1050.2110.000
15999	07/30/10	P G & E COMPANY	114 STREET LIGHTS	8,594.62	509280	JULY 2010		P N W	201.2010.2110.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
15999	07/30/10	P G & E COMPANY	114 AIRPORT	413.56	509280	JULY 2010		P N W	500.5001.2110.000
15999	07/30/10	P G & E COMPANY	114 SP COLLECTION	49.68	509280	JULY 2010		P N W	501.5011.2110.000
15999	07/30/10	P G & E COMPANY	114 SEWER	16,808.82	509280	JULY 2010		P N W	501.5013.2110.000
15999	07/30/10	P G & E COMPANY	114 WATER	1,821.77	509280	JULY 2010		P N W	503.5033.2110.000
15999	07/30/10	P G & E COMPANY	114 ENGINEERING	260.66	509280	JULY 2010		P N W	100.1042.2110.000
15999	07/30/10	P G & E COMPANY	114 TENNIS COURT LIGHTS	17.64	509280	JULY 2010		P N W	100.1050.2110.000
15999	07/30/10	P G & E COMPANY	114 SEWER OPERATIONS	8.39	509280	JULY 2010		P N W	501.5013.2110.000
15999	07/30/10	P G & E COMPANY	114 WATER PUMP	18.34	509280	JULY 2010		P N W	503.5033.2110.000
				30,412.96	*CHECK TOTAL				
16000	07/30/10	PACE SUPPLY CORP	12 GRINDER PUMP	1,483.50	509283	PACEJULY2010	003380	P N W	100.1050.2101.045
16000	07/30/10	PACE SUPPLY CORP	12 ZINK HARDWARE	38.76	509283	PACEJULY2010		P N W	501.5011.2101.045
16000	07/30/10	PACE SUPPLY CORP	12 GASKET	24.08	509283	PACEJULY2010		P N W	501.5011.2041.000
16000	07/30/10	PACE SUPPLY CORP	12 RING RISER	1,117.37	509283	PACEJULY2010		P N W	501.5011.2101.045
				2,663.71	*CHECK TOTAL				
16001	07/30/10	PACIFIC INTERNET INC	1442 INTERNET SERVICE	960.00	509284	7069		P N W	100.1002.2015.000
16002	07/30/10	PEAT/LESTER	4281 WATER OPERATOR III	2,040.00	509285	JULY2010		P M W	503.5033.2081.030
16003	07/30/10	PERPETUAL ENERGY SYS	4254 SOLAR ENERGY WP	35,389.62	509286	MAY/JUNE2010		P N W	503.5033.2110.000
16004	07/30/10	PITNEY BOWES	4414 POSTAGE	1,000.00	509287	20415030		P N W	100.1002.2055.000
16005	07/30/10	PMC INC	4040 UPDATE TO HOUSING E	1,980.00	509288	31804		P N W	100.1010.2061.020
16006	07/30/10	REDWOOD TOXICOLOGY I	291 DRUG TESTS	68.00	509289	001930		P N W	100.1020.2061.014
16007	07/30/10	ROUND TREE GLASS	138 REPLACE GLASS	218.08	509290	48024		P N W	100.1022.2044.000
16008	07/30/10	SCOTTS TANKS	4275 PVC HOSE	24.49	509291	25191		P M W	100.1050.2101.045
16009	07/30/10	SHAW ENVIRONMENTAL I	4257 STORMWATER REPORT	681.00	509292	00501		P N W	213.2133.2081.030
16010	07/30/10	SIERRA FOOTHILL LAB	782 SP TESTS	3,125.00	509293	085652		P N W	501.5013.2061.015
16011	07/30/10	STAPLES BUSINESS ADV	4444 COPY PAPER	347.89	509294	8015959153		P N W	100.1002.2055.000
16012	07/30/10	STATE DEPT OF CONSER	275 APR-JUNE 2010 QUARTER	74.89	509295	SMIP TAX		P N W	600.607
16013	07/30/10	STATE OF CALIFORNIA	843 DUI ANALYSIS	350.00	509296	797537/799077		P N W	100.1020.2061.014
16013	07/30/10	STATE OF CALIFORNIA	843 LIVESCAN POOL EMPLOYE	288.00	509296	797537/799077		P N W	100.1005.2061.013
				638.00	*CHECK TOTAL				
16014	07/30/10	THOMSON WEST	4124 SUBSCRIPTION PRODUCT	178.35	509297	820990644		P N W	100.1004.2050.000
16015	07/30/10	UNDERGROUND SERVICE	430 ANNUAL MEMBERSHIP	100.00	509298	10070333		P N W	201.2012.2101.045
16015	07/30/10	UNDERGROUND SERVICE	430 ANNUAL MEMBERSHIP	100.00	509298	10070333		P N W	501.5011.2101.045
16015	07/30/10	UNDERGROUND SERVICE	430 ANNUAL MEMBERSHIP	100.00	509298	10070333		P N W	503.5031.2101.045
				300.00	*CHECK TOTAL				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
16016	07/30/10	UNITED PARCEL SERVIC	165 PUBLIC WORKS	40.00	509299	5382F9280		P N W	100.1040.2055.000
16016	07/30/10	UNITED PARCEL SERVIC	165 ENGINEERING	40.00	509299	5382F9280		P N W	100.1042.2055.000
16016	07/30/10	UNITED PARCEL SERVIC	165 WATER	5.27	509299	5382F9280		P N W	503.5030.2055.000
				85.27	*CHECK TOTAL				
16017	07/30/10	US BANK CORPORATE TR	4043 WATER SYS IMPROVE	140,000.00	509300	109314		P N W	503.5038.3001.000
16017	07/30/10	US BANK CORPORATE TR	4043 WATER SYS IMPROVEM	29,362.90	509300	109314		P N W	503.5038.3002.000
				169,362.90	*CHECK TOTAL				
16018	07/30/10	USA BLUEBOOK INC	3997 VERSACHART PEN CARTRI	243.56	509301	185231		P N W	503.5033.2041.000
16019	07/30/10	W P O A	262 EMPLOYEE CONTRIBUTION	871.42	509302	JULY 2010		P N W	690.234
16020	07/30/10	WATER WORKS ENGINEER	4285 WTP EXPANSION	31,637.41	509303	1365		P M W	503.5034.2061.012
16021	07/30/10	WATERS CONSTRUCTION	175 PUMP POOL 107 WOOD ST	250.00	509304	COWTM#1		P N W	100.1011.3020.000
16022	07/30/10	WESTAMERICA BANK	4161 PRINCIPAL	3,148.87	509305	526-01054		P N W	501.5011.3001.000
16022	07/30/10	WESTAMERICA BANK	4161 INTEREST	1,161.92	509305	526-01054		P N W	501.5011.3002.000
				4,310.79	*CHECK TOTAL				
16023	07/30/10	WILLIAMS SCOTSMAN IN	4116 SEWER PLANT OFFICE RE	274.25	509306	95114364		P N W	501.5010.2096.000
16024	07/30/10	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	40.00	509307	JULY 2010		P N W	690.248
16025	07/30/10	WILLITS NEWS	179 LEGAL NOTICE	266.46	509308	3537936		P N W	500.5001.2091.000
16026	07/30/10	WILLITS ONLINE LLC	4108 INTERNET SERVICE	189.00	509310	362177		P M W	100.1002.2015.000
16026	07/30/10	WILLITS ONLINE LLC	4108 INTERNET SERVICE	234.00	509310	362177		P M W	501.5010.2055.000
				423.00	*CHECK TOTAL				
16027	07/30/10	WILLITS POWER	1245 FUEL CAP	8.69	509309	1113		P M W	100.1041.2101.045
16027	07/30/10	WILLITS POWER	1245 HOSE	54.36	509309	1113		P M W	100.1041.2041.000
16027	07/30/10	WILLITS POWER	1245 ENGINE FOR PUSH MOWER	444.11	509309	1113		P M W	100.1041.2041.000
				507.16	*CHECK TOTAL				
GENERAL CHECK FORM			TOTAL	322,806.20					

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
REPORT TOTALS:				322,806.20				

RECORDS PRINTED - 000143

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
15940	07/15/10	CATHERINE KILLION'S	4027 JANITORIAL CITY HALL	0.01	509311	73		P M H	100.1016.2061.020
15940	07/15/10	CATHERINE KILLION'S	4027 JANITORIAL CITY HALL	0.01	CR 509312	73		P M H	100.1016.2061.020
				0.00	*CHECK TOTAL				
15941	07/15/10	CATHERINE KILLION'S	4027 JANITORIAL CITY HALL	800.00	509324	73		P M H	100.1016.2061.020
15942	07/16/10	WILSON/BILL	4363 CAL RURAL WATER ASSOC	500.00	509323	CLASS&MILEAGE		P N H	503.5033.2105.000
15943	07/19/10	COUNTY OF MENDOCINO	390 HAP A & B SERIES	53.00	509322	TOM BOND		P N H	100.1005.2061.013
15944	07/20/10	STATE OF CALIFORNIA	765 SALES AND USE TAX	7.00	509320	SUJH027300238		P N H	200.2003.2101.045
15944	07/20/10	STATE OF CALIFORNIA	765 SALES AND USE TAX	198.00	509320	SUJH027300238		P N H	501.5013.2101.034
15944	07/20/10	STATE OF CALIFORNIA	765 SALES AND USE TAX	25.00	509320	SUJH027300238		P N H	501.5013.2041.000
15944	07/20/10	STATE OF CALIFORNIA	765 SALES AND USE TAX	16.00	509320	SUJH027300238		P N H	503.5031.2041.000
15944	07/20/10	STATE OF CALIFORNIA	765 SALES AND USE TAX	144.00	509320	SUJH027300238		P N H	651.6510.2199.000
				390.00	*CHECK TOTAL				
15945	07/22/10	JOLLIFF/ERIN	.08649 WATER DEPOSIT REFUND	31.10	509319	10302530005		P N H	503.111
15946	07/22/10	HOOD/PAMELA	.08648 WATER DEPOSIT REFUND	46.50	509318	10302250004		P N H	503.111
15947	07/22/10	METZDORF/GREG	.08647 WATER DEPOSIT REFUND	33.60	509317	10302050007		P N H	503.111
15948	07/22/10	FRENTES/CHELSEI	.08646 WATER DEPOSIT REFUND	29.60	509316	10104190007		P N H	503.111
15949	07/22/10	BROWN/HARRY OR LILLI	.08645 REFUND WATER	24.00	509315	10103260007		P N H	503.111
15950	07/23/10	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	3,130.00	509325	07232010		P N H	690.237
15951	07/23/10	AFLAC	4036 125 PLAN POLICY PREMI	881.02	509326	108748		P N H	690.246
15952	07/23/10	HARTFORD LIFE INSURA	709 DEFERRED COMPENSATI	2,010.00	509327	GRP 0109420		P N H	690.236
15953	07/23/10	MENDOCINO CHILD SUPP	1057 CHILD SUPPORT	295.00	509328	07232010		P N H	690.233
15954	07/23/10	FRANCHISE TAX BOARD	695 PAYROLL DEDUCTION FOR	428.41	509329	07232010		P N H	690.233
15955	07/23/10	UNITED STATES TREASU	4252 PAYROLL DEDUCTION FOR	300.00	509330	07232010		P N H	690.233
15956	07/23/10	ANTHEM BLUE CROSS	627 MEDICAL INS PREMIU	61,222.98	509331	000288523B		P N H	690.231
15957	07/23/10	PERS	256 EMPLOYER CONTRIBUT	18,786.40	509332	07232010		P N H	690.229
15957	07/23/10	PERS	256 EMPLOYEE CONTRIBUTI	7,479.75	509332	07232010		P N H	690.230
				26,266.15	*CHECK TOTAL				
15958	07/26/10	FRANCHISE TAX BOARD	695 PFC BUSINESS TAX FY08/	25.00	509314	07262010		P N H	100.1002.2001.002
15959	07/30/10	PETTY CASH	123 OFFICE SUPPLIES	28.36	509313	07302010		P N H	100.1002.2055.000
15959	07/30/10	PETTY CASH	123 SHORT	21.21	509313	07302010		P N H	100.1003.2199.000
15959	07/30/10	PETTY CASH	123 KEYS	13.38	509313	07302010		P N H	100.1050.2045.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
		GENERAL CHECK FORM						
15959	07/30/10	PETTY CASH	123 WATER TESTING SUPPLIES	25.64	509313	07302010		P N H 503.5033.2061.015
				88.59	*CHECK TOTAL			
		GENERAL CHECK FORM	TOTAL	96,554.95				

Disbursements Journal

WARRANT DATE VENDOR

DESCRIPTION

AMOUNT

CLAIM

INVOICE

PO#

F 9 S ACCOUNT

REPORT TOTALS:

96,554.95

RECORDS PRINTED - 000029

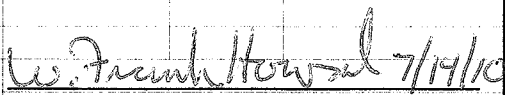
**CITY OF WILLITS  
BUILDING INSPECTION ACTIVITY REPORT**

4201

**FOR THE MONTH OF: June 2010**

<u>NEW CONSTRUCTION</u>	<u>LIVING UNITS</u>	<u>BLDG. PERMITS</u>	<u>VALUATION</u>
1) Single Family Dwellings			
2) Two Family Dwelling			
3) Three and Four Family Dwelling			
4) Five or More Family Dwelling			
5) Moved Dwellings and Modular Units			
6) Hotels and Motels			
7) Amusement and Recreation Buildings			
8) Churches and Religious Buildings			
9) Industrial Buildings			
10) Private Garages and Carports			
11) Service Station and Repair Garages			
12) Office, Bank and Professional Buildings			
13) Stores and Similar Buildings			
14) Warehouse and Agriculture Buildings			
<u>MISCELLANEOUS CONSTRUCTION</u>			
15) Reroof, Siding, Windows, Etc.		1	\$ 5,000.00
16) Heating and Air Conditioning			
17) Electric, Mechanical, Plumbing		1	\$ 10,000.00
18) Demolition			
<u>STRUCTURES OTHER THAN BUILDINGS</u>			
19) Foundations, Pools, Walls, Signs, etc.		1	\$ 20,000.00
<u>CONVERSIONS</u>			
20) Non-Residential to Residential			
21) Residential to Non-Residential			
<u>ADDITIONS AND ALTERATIONS</u>			
22) Residential Buildings		1	\$ 14,000.00
23) Non-Residential Buildings			
<b>TOTALS</b>		<b>4</b>	<b>\$ 49,000.00</b>

<u>COMPARISON</u>		<u>TYPE OF PERMIT AND OTHER REVENUE</u>		
			<u>#'s</u>	<u>FEE'S</u>
Valuation This Month	\$ 49,000.00	Building	3	\$ 826.75
Same Month Last Year	\$ 650,000.00	Electrical	1	\$ 209.25
Revenue This Month	\$ 1,036.00	Mechanical		
Same Month Las Year	\$ 7,159.69	Plumbing		
Permits This Month	4	Grading		
Same Month Last Year	6	Demolition		
		Plan Check		
		Late Fee		
		Bldg. Survey		
		Sewer Insp.		
<b>TOTALS TO DATE THIS FISCAL YEAR</b>		<b>TOTALS:</b>	<b>4</b>	<b>\$ 1,036.00</b>
Construction Valuation	\$ 1,274,600.00			
Fees Collected	\$ 24,539.44			
No. of Permits	87			
<b>TOTALS TO SAME DATE LAST YEAR</b>				
Construction Valuation	\$ 3,478,000.00			
Fees Collected	\$ 38,706.63			
No. of Permits	91			

Respectfully Submitted:  
  
 W. Frank Howard, Building Insp. / Date

**CITY OF WILLITS  
BUILDING INSPECTION ACTIVITY REPORT**

**FOR THE MONTH OF: July 2010**

**NEW CONSTRUCTION**

**LIVING UNITS**

**BLDG. PERMITS**

**VALUATION**

- 1) Single Family Dwellings
- 2) Two Family Dwelling
- 3) Three and Four Family Dwelling
- 4) Five or More Family Dwelling
- 5) Moved Dwellings and Modular Units
- 6) Hotels and Motels
- 7) Amusement and Recreation Buildings
- 8) Churches and Religious Buildings
- 9) Industrial Buildings
- 10) Private Garages and Carports
- 11) Service Station and Repair Garages
- 12) Office, Bank and Professional Buildings
- 13) Stores and Similar Buildings
- 14) Warehouse and Agriculture Buildings

**MISCELLANEOUS CONSTRUCTION**

15) Reroof, Siding, Windows, Etc.		3	\$	15,000.00
16) Heating and Air Conditioning				
17) Electric, Mechanical, Plumbing		3	\$	14,500.00
18) Demolition				

**STRUCTURES OTHER THAN BUILDINGS**

- 19) Foundations, Pools, Walls, Signs, etc.

**CONVERSIONS**

- 20) Non-Residential to Residential
- 21) Residential to Non-Residential

**ADDITIONS AND ALTERATIONS**

22) Residential Buildings		1	\$	20,000.00
23) Non-Residential Buildings				

**TOTALS** **7** **\$** **49,500.00**

<u>COMPARISON</u>		<u>TYPE OF PERMIT AND OTHER REVENUE</u>			
			<u>#'s</u>	<u>FEE'S</u>	
Valuation This Month	\$ 49,000.00	Building	4	\$	532.25
Same Month Last Year	\$ 94,400.00	Electrical	2	\$	219.25
		Mechanical	1	\$	26.50
Revenue This Month	\$ 778.00	Plumbing			
Same Month Las Year	\$ 1,692.25	Grading			
		Demolition			
Permits This Month	7	Plan Check			
Same Month Last Year	12	Late Fee			
		Bldg. Survey			
		Sewer Insp.			
<b>TOTALS TO DATE THIS FISCAL YEAR</b>		<b>TOTALS:</b>	<b>7</b>	<b>\$</b>	<b>778.00</b>
Construction Valuation	\$ 49,500.00				
Fees Collected	\$ 778.00				
No. of Permits	7				
<b>TOTALS TO SAME DATE LAST YEAR</b>					
Construction Valuation	\$ 94,400.00				
Fees Collected	\$ 1,692.25				
No. of Permits	12				

Respectfully Submitted:  
*W. Frank Howard 8/5/10*  
W. Frank Howard, Building Insp. / Date



Item No. 4d

Meeting Date: August 11, 2010

### AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Joanne Cavallari, Finance Director

**Agenda Title:** ADOPTION OF AMENDED FISCAL YEAR 2010/2011 CITY OF WILLITS FINAL BUDGET

**Type:**  Presentation  Consent  Regular Agenda  Public Hearing  Urgent Time: n/a

**Summary of Request:** At the meeting of June 23, 2010, the City Council adopted the final budget for the 2010/2011 Fiscal Year, with the understanding that it may have to be amended after negotiations with the employees were completed. The City reached agreements with the employees in late July, and the salary and benefit line items have been adjusted accordingly.

The June 23<sup>rd</sup> budget was based on all employees taking a 5% pay cut, all employees paying a greater share of the cost of health insurance, and all employees paying half the cost of the member's contribution to the Public Employees Retirement System (PERS). The amended budget is based on no pay cuts, health insurance contributions at the same level as Fiscal Year 2009/2010, and all employees paying the full share of the member contribution to PERS.

With the amended budget, the Fund Balance in the General Fund at June 30, 2011 should be approximately \$1,270,000, compared to the June 23<sup>rd</sup> budget of \$1,261,000. There is still a General Fund deficit of \$262,000, \$120,000 of which is due to the closing of the Ball Fields Special Project Fund.

There were no other material changes to the budget that was adopted on June 23, 2010.

**Recommended Action:** Adopt the Fiscal Year 2010/2011 Budget as amended.

**Alternative(s):** None Recommended.

**Fiscal Impact:** As set forth in the budget document.

**Personnel Impact:** Personnel impact will depend on direction from Council.

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

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_

CITY OF WILLITS  
FINAL BUDGET  
For Fiscal Year 2010-2011

Summary of Fund Balances

Fund #	Fund Name	Estimated Fund Bal. 7/1/2010	2010-2011		Net Revenue (Cost)	Estimated Fund Bal. 6/30/2011
			Estimated Revenue	Appropriations		
100	General	\$1,532,697	\$3,989,534	\$4,252,066	(\$262,532)	\$1,270,165
200	Traffic Safety	(89,380)	5,000	31,341	(26,341)	(115,721)
201	Gas Tax	(115,418)	301,517	340,549	(39,032)	(154,450)
202	Sales Tax Transport	2,396,349	684,052	1,338,026	(653,974)	1,742,375
203	Prop 1B Transp Bonds	371,202	1,000	372,202	(371,202)	0
206	RDA	386,152	917,274	1,027,665	(110,391)	275,760
207	W. Commercial Street	(3,905)	529,396	525,491	3,905	0
208	Regional Trans. Improve	(3,768)	989,388	985,620	3,768	0
210	RDA Low Mod Hsng.	395,326	213,673	442,239	(228,566)	166,760
212	Landfill Remediation	33,675	1,500	0	1,500	35,175
213	Landfill Post Closure	(1,012,813)	1,000	62,323	(61,323)	(1,074,136)
300	Debt Service	18,236	14,500	10,500	4,000	22,236
405	Ball Field Project	(242,087)	242,087	0	242,087	0
406	Willits Kids Club Project	(300,812)	192,967	0	192,967	(107,845)
428	WWTP EPA Grant	271,452	0	0	0	271,452
429	Small Communities WW	(727,487)	211,020	32,581	178,439	(549,048)
430	WWTP Construction	(32,381)	6,724,526	6,692,145	32,381	0
500	Airport	27,851	113,880	122,269	(8,389)	19,462
501	Sewer Enterprise	1,451,204	2,418,005	2,790,233	(372,228)	1,078,976
503	Water Enterprise	44,490	2,472,600	2,500,452	(27,852)	16,638
651	Narcotics Forfeiture State	177,793	1,500	4,500	(3,000)	174,793
652	Revolving Loan Business	115,874	500	3,119	(2,619)	113,254
653	Revolving Loan Housing	343,484	1,320	3,119	(1,799)	341,685
655	DNA Cost Reimbursmnt	15,161	0	0	0	15,161
	Totals	\$5,052,896	\$20,026,239	\$21,536,441	(\$1,510,202)	\$3,542,693

CITY OF WILLITS  
FINAL BUDGET  
For Fiscal Year 2010-2011  
General Fund Summary - Fund 100

Dept. #	Department	2009-10			2010-11		
		Estimated Revenue	Estimated Expend	Net City (Cost) Rev	Estimated Revenue	Estimated Approp	Net City (Cost) Rev
1000	Non Departmental Revenue	\$3,530,948	\$0	\$3,530,948	\$3,472,341	\$0	\$3,472,341
1001	City Council	0	61,588	(61,588)	0	64,590	(64,590)
1002	Administration	79,935	358,268	(278,333)	105,000	388,165	(283,165)
1003	Finance	2,367	332,513	(330,146)	2,100	362,932	(360,832)
1004	Legal	25,000	143,100	(118,100)	25,000	137,500	(112,500)
1005	Human Resources	0	56,860	(56,860)	0	53,600	(53,600)
1006	Elections	25	4,700	(4,675)	25	12,256	(12,231)
1010	Planning	6,618	70,022	(63,404)	3,650	70,539	(66,889)
1011	Code Enforcement	25,141	71,829	(46,687)	1,000	39,761	(38,761)
1015	Building & Safety	26,680	53,708	(27,028)	34,000	44,869	(10,869)
1016	Building Maintenance	0	97,454	(97,454)	0	87,411	(87,411)
1020	Police Administration	43,100	378,976	(335,876)	62,355	450,985	(388,630)
1021	Dispatch	0	335,820	(335,820)	0	316,309	(316,309)
1022	Field Operations	63,240	1,458,039	(1,394,799)	57,827	1,395,113	(1,337,286)
1023	COP's Grant Officer & CSO/CO	105,650	105,650	0	100,000	100,000	(0)
1024	School Resources Officer Grant	57,699	58,844	(1,145)	55,971	50,565	5,406
1025	Emergency Services	0	7,632	(7,632)	0	9,187	(9,187)
1030	Swimming Pool	26,850	57,459	(30,609)	43,365	54,206	(10,841)
1040	Public Works Administration	12,856	200,063	(187,207)	12,000	142,712	(130,712)
1041	Public Works Operations	16,732	49,648	(32,916)	12,500	48,949	(36,449)
1042	Engineering	400	103,873	(103,473)	400	87,934	(87,534)
1045	Page Landfill	0	5,126	(5,126)	0	1,324	(1,324)
1050	Park Maintenance	2,426	125,635	(123,209)	2,000	151,303	(149,303)
1070	Community Services	0	41,600	(41,600)	0	41,600	(41,600)
1097	Contingencies	0	0	0	0	5,000	(5,000)
1098	Debt Service	0	15,170	(15,170)	0	15,168	(15,168)
1099	Interfund Transfers	0	13,176	(13,176)	0	120,087	(120,087)
	Totals	\$4,025,669	\$4,206,754	(\$181,086)	\$3,989,534	\$4,252,066	(\$262,532)

Estimated General Fund Balance 07/01/2010

1,532,697

Budgeted Net Revenues 10/11

(\$262,532)

Estimated Fund Balance 06/30/2011

1,270,165

General Fund (w/o Police & PW/Eng) - 2010/2011 Personnel Budget													
10/11 FY													
		City Council	Gen Admin	Finance	HR	Elections	Planning	Code Enf	BldgSafety	BldgMaint	Emerg Svc	Pool	Total
100		1001	1002	1003	1005	1006	1010	1011	1015	1016	1025	1030	
1001	Regular	-	55,319	135,126	18,708	2,953	38,635	22,906	25,936	10,071	1,896	1,379	312,929
1002	Part-Time	-	3,016	12,584	-	-	-	-	-	-	-	32,091	47,691
1003	Overtime	-	-	-	-	-	-	-	-	-	-	-	-
1004	Comp Time Paid	-	-	-	-	-	-	-	-	-	-	-	-
1005	Buyouts	-	4,400	-	-	-	-	-	-	-	-	-	4,400
1007	Longevity	-	-	-	-	-	-	-	1,500	-	-	-	1,500
1011	FICA	-	3,890	9,158	1,160	183	2,395	1,420	1,701	624	118	2,075	22,724
1012	Medicare	-	910	2,142	271	43	560	332	398	146	27	485	5,314
1013	Health Ins	52,760	21,212	75,082	4,584	724	8,977	6,966	6,320	3,547	361	786	181,319
1014	Retirement	-	6,468	21,148	3,720	587	6,663	4,501	4,154	2,049	363	264	49,917
1015	SUI	-	316	1,234	110	17	211	162	146	79	6	1,443	3,724
1016	W/C - 6.4%	-	4,015	9,453	1,197	189	2,473	1,466	1,756	645	131	2,142	23,467
1017	Vehicle Allowance	-	3,600	-	-	-	-	-	-	-	-	-	3,600
	Total Salary & Benefits	52,760	103,146	265,927	29,750	4,696	59,914	37,753	41,911	17,161	2,902	40,665	656,585
		-	-	-	-	-	-	-	-	-	-	-	-
	FTE												FTE Total
	Council Members	5.00											5.00
	Treasurer (thru 11/30/10)	0.42											0.42
	City Manager		0.05								0.02		0.07
	HR Director/City Clerk		0.50		0.35	0.05							0.90
	Finance Director			0.40									0.40
	Senior Accountant			0.87									0.87
	Office Asst III/Cust Rel Coord			1.00									1.00
	Office Asst III/Cust Rel Coord			0.25			0.05	0.05	0.05	0.05			0.45
	Office Assistant (Temp PT)			1040 hrs									-
	Student Office Asst (Part-Time)		377 hrs	273 hrs									-
	Community Dev Director						0.25	0.10	0.05				0.40
	Code Enforce/Asst Planner						0.25	0.25					0.50
	Building Inspector						0.10	0.10	0.35	0.20			0.75
	PW Maintenance worker											0.04	0.04
	Pool Manager (Part-Time)											528 hrs	-
	Lifeguards (Part-Time)											2,688 hrs	-
	Total FTE	5.42	0.55	2.52	0.35	0.05	0.65	0.50	0.45	0.25	0.02	0.04	10.80

<b>Police Department - 2010/2011 Personnel Budget</b>							
10/11 FY							
<b>100</b>		<b>1020</b>	<b>1021</b>	<b>1022</b>	<b>1023</b>	<b>1024</b>	<b>Total</b>
<b>1001</b>	Regular	141,134	152,333	612,197	44,689	26,254	976,607
<b>1002</b>	Part-Time	-	6,578	29,484	-	-	36,062
<b>1003</b>	Overtime	-	21,330	113,786	9,970	2,500	147,586
<b>1004</b>	Comp Time Paid	-	7,000	14,000	500	-	21,500
<b>1005</b>	Buyouts	8,574	4,464	7,221	1,227	-	21,486
<b>1007</b>	Longevity	2,250	4,500	4,500	-	-	11,250
<b>1011</b>	FICA	9,421	12,165	51,707	3,496	1,783	78,572
<b>1012</b>	Medicare	2,204	2,845	12,093	818	417	18,377
<b>1013</b>	Health Ins	26,430	61,912	181,001	19,417	9,153	297,913
<b>1014</b>	Retirement	39,513	27,709	209,175	7,626	8,467	292,490
<b>1015</b>	SUI	644	1,591	3,874	322	151	6,582
<b>1016</b>	W/C - 6.4%	9,725	12,557	49,996	3,609	1,840	77,727
<b>Total Salary &amp; Benefits</b>		<b>239,895</b>	<b>314,984</b>	<b>1,289,034</b>	<b>91,674</b>	<b>50,565</b>	<b>1,986,152</b>
		-	-		-		-
<b>FTE</b>							<b>FTE Total</b>
	Chief of Police	1.00					1.00
	Admin Supervisor	1.00					1.00
	Dispatcher/Clerk		4.00				4.00
	PT Dispatchers-Hourly		299 hrs				-
	Sergeants			4.00			4.00
	Police Officers			6.00			6.00
	Investigator (PT)			962 hrs			-
	Reserve Officer-Hourly			130 hrs			-
	CSO II				1.00		1.00
	School Resource Officer			0.53		0.47	1.00
<b>Total FTE</b>		<b>2.00</b>	<b>4.00</b>	<b>10.53</b>	<b>1.00</b>	<b>0.47</b>	<b>18.00</b>
							-









Water Department - 2010/2011 Personnel Budget						
10/11 FY						
503		5030	5031	5033	5034	Total
1001	Regular	56,280	89,551	138,771	37,389	321,991
1002	Part-Time	-	-	-	1,560	1,560
1003	Overtime(Standby)	-	-	16,087	-	16,087
1004	Comp Time Paid	-	-	-	-	-
1005	Buyouts	-	-	10,548	-	10,548
1007	Longevity	-	-	4,500	-	4,500
1011	FICA	3,489	5,552	10,534	2,415	21,990
1012	Medicare	816	1,298	2,464	565	5,143
1013	Health Ins	20,032	29,402	41,681	7,099	98,214
1014	Retirement	10,821	16,916	22,624	7,271	57,632
1015	SUI	348	709	820	289	2,166
1016	W/C - 6.4%	3,602	5,731	10,874	2,493	22,700
	Total Salary & Benefits	95,388	149,159	258,903	59,081	562,531
						-
	FTE					FTE Total
	City Manager	0.23				0.23
	Finance Director	0.10				0.10
	Office Asst III/Cust Rel Coord	0.50				0.50
	Water Conservation Officer	-				-
	City Engineer				0.20	0.20
	Engineering Technical Writer				0.10	0.10
	Engineering Tech II				0.40	0.40
	Eng Tech III (Part-Time)				52 hrs	-
	Public Works Director		-			-
	Administrative Assistant	0.25				0.25
	Maintenance Lead worker		0.25			0.25
	Maintenance worker		0.20			0.20
	Maintenance worker		0.05			0.05
	Maintenance worker		0.20			0.20
	Sewer/Interim Water Plant Supervisor			0.05		0.05
	Lead Water Operator		0.25	0.75		1.00
	Water Operator I		0.60	0.40		1.00
	Water Operator II		0.40	0.60		1.00
	Water Operator III		0.25	0.75		1.00
	Total FTE	1.08	2.20	2.55	0.70	6.53



Item No. **4e**

Meeting Date: **August 11, 2010**

## AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Adrienne Moore, City Clerk/Human Resources Director

**Agenda Title:** DENIAL OF CLAIM AGAINST THE CITY SUBMITTED BY SCOTT ANDERSON DUE TO UNTIMELY FILING

**Type:**  Presentation  Consent  Regular Agenda  Public Hearing  Urgent Time: n/a

**Summary of Request:** On July 7, 2006 Scott Anderson paid \$40,250 for five water connections and five sewer connections at 143 Franklin Street. In April of 2007, it was brought to the City's attention that one water connection already existed at the location, so Mr. Anderson was refunded one water connection fee of \$4,025 less a past due balance he owed to the City in the amount of \$949.35 for unpaid water bills and business license fees at other locations. The total refund was \$3,075.65.

In May of 2010, the property on Franklin Street was sold at auction by the County of Mendocino for unpaid property taxes. Prior to the tax sale, the City was contacted by an interested party asking that we verify the number of connections that were available and paid for, and that we verify that sewer charges were not placed on the annual tax bill until the units were actually hooked up to the water and sewer systems.

After the tax sale, on June 8, 2010, Mr. Anderson wrote a letter to Alan Falleri requesting a full refund for the water and sewer connection fees paid in 2006. His request was denied for two reasons:

1) Section 14.16.090 of the City's water ordinance states:

*"An applicant may request in writing to the city manager withdrawal of this application anytime within one hundred days from the date of the application. All fees and charges paid by the applicant shall be refundable, less actual costs and expenses, including labor incurred by the city in processing the application."*

2) Mr. Anderson no longer owned the property at the time he requested the refund.

On July 20, 2010, Mr. Anderson filed a formal claim with the City alleging the City owes him \$32,000 plus interest for monies he deposited with the City in 2006. The claim was submitted to REMIF, who rejected it because our coverage does not provide defense or indemnification for claims requesting a refund of taxes, fees or assessments. They suggested that we refer the claim to the City Attorney. Staff is recommending that the Council deny the claim.

**Recommended Action:** Deny claim against the City submitted by Scott Anderson due to untimely filing.

**Alternative(s):** None recommended.

**Fiscal Impact:** None.

**Personnel Impact:** None.

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

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_



Item No. 9b(1)

Meeting Date: August 11, 2010

### AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Alan Falleri, Community Development Director

**Agenda Title:** DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION IN SUPPORT OF AN APPLICATION FOR A SUSTAINABLE COMMUNITIES PLANNING GRANT AND INCENTIVE PROGRAM

**Type:**  Presentation  Consent  Regular Agenda  Public Hearing  Urgent Time: 5 min.

**Summary of Request:** The Mendocino County Health and Human Services Agency is coordinating a collaborative proposal for \$623,886 of Proposition 84 funds to be shared between County Building & Planning, Water Agency, Community Health Services, and the cities of Ukiah, Willits, and Fort Bragg. If awarded, each jurisdiction will complete a plan that will fulfill State Strategic Growth Council's goal of reducing greenhouse gas emissions in addition to achieving other objectives such as improving air and water quality, promoting public health and equity, increasing housing affordability, increasing infill and compact development, revitalizing urban and community centers, protecting natural resources and agricultural lands, reducing automobile usage and fuel consumption, promoting water conservation, promoting energy efficiency and conservation, and strengthening the economy. The County Building & Planning Department and Water Agency will collaborate to write the Land Use Plan to implement the Mendocino County General Plan. The cities will write Climate Action Plans and Sustainability Elements for their General Plans along with implementing ordinances. The City of Willits proposal is for \$96,000 in grant funding with a \$20,000 cash City match. Community Health will assure that all plans meet the state's objective of promoting public health. The term of this planning grant is three years, starting approximately January 2011. Application due August 31, 2010.

**Recommended Action:** Adopt resolution in support of grant application.

**Alternative(s):** Do not adopt resolution supporting grant application.

**Fiscal Impact:** \$20,000 in City funds will be used as cash matching funds for the \$96,000 in grant funding. \$28,000 is currently devoted to these tasks in the FY 2010/2011 Budget line items 100-1010-2081-030 (\$5,000), 100-1010-2091-030 (\$3,000), 206-2060-2061-020 (\$20,000).

**Personnel Impact:** The Community Development Director has been involved in the process of writing the grant proposal and would be involved in overseeing the work of consultants who would be hired to draft the General Plan policies and implementing ordinances. Because this work has been identified within Budget program goals for several years, and because State Law is mandating that local jurisdictions address these issues, this is work that would be considered to routinely fall within the responsibilities of the Community Development Department and would need to be completed with or without assistance from grant funding.

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

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_

**RESOLUTION NO. 2010-\_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE SUSTAINABLE COMMUNITIES PLANNING GRANT AND INCENTIVES PROGRAM UNDER THE SAFE DRINKING WATER, WATER QUALITY AND SUPPLY, FLOOD CONTROL, RIVER AND COASTAL PROTECTION BOND ACT OF 2006 (PROPOSITION 84)**

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the Strategic Growth Council has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the Strategic Growth Council require a resolution certifying the approval of application(s) by the Applicants governing board before submission of said application(s) to the State; and

WHEREAS, the applicant, if selected, will enter into an agreement with the State of California to carry out the development of the proposal.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willits that the Willits City Council hereby approves the following:

1. Approves the filing of an application for the Sustainable Communities Planning Grant and Incentive Program in order to become a sustainable community; and
2. Certifies that applicant understands the assurances and certification in the application; and
3. Certifies that applicant will have sufficient funds to develop the Proposal or will secure the resources to do so; and
4. Certifies that the Proposal will comply with any applicable laws and regulations; and
5. Appoints the City Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

The above and foregoing Resolution was introduced by Councilmember seconded by Councilmember \_\_\_\_\_, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 11<sup>th</sup> day of August, 2010, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
BRUCE BURTON, Mayor  
City Council of the City of Willits

ATTEST:

\_\_\_\_\_  
ADRIENNE MOORE  
City Clerk

453

CITY OF WILLITS  
111 E. COMMERCIAL ST.  
WILLITS, CA 95490

COMMUNITY DEVELOPMENT DEPARTMENT  
INTER-OFFICE MEMORANDUM

TO: CITY COUNCIL  
FROM: *Alan* ALAN FALLERI, COMMUNITY DEVELOPMENT DIRECTOR  
SUBJECT: HAEHL CREEK TRAIL GRANT  
DATE: 08/11/10

The purpose of this memorandum is to update the Council on the status of the Haehl Creek Trail Grant project. It is my sad conclusion that, given the structure of the grant, City Budget and Staffing limitations, and the amount of time left to complete the work, that we cannot complete the trail project at this time. I am including the text of a letter I recently wrote Linda Smith, to our Program Manager with the California Resources Agency, which provides some background information and an explanation for this conclusion.

I have been waiting for the City Council to finalize our Budget for FY 2010/2011 before sending you a response because so much depended on whether or not the Council allocated funding or staff positions to this project. Unfortunately I do not have good news to report. Unless we would be able to significantly re-structure the grant (which you have indicated is not likely, except for an extension of time), I do not see how the City can complete the project per the grant agreement. I would like to provide the following explanation.

1. On December 17, 2008, the City Council had given authorization to contract with an architectural design firm, Rosenthal, Schlosser, Newberger, to draw the plans for the trail and with Erica Fielder Studio to prepare interpretive panels for the trail.
2. In an e-mail message dated December 19, 2008, you advised that, effective December 17, 2008, the Pooled Money Investment Board had "frozen" funds for projects funded from Resource Agency bonds, which stopped work on our project (we did not execute the contracts to begin the work).
3. On June 4, 2009, I received a phone call from you advising that the grant funds for our project were still there but you had not received authorization to release any funds. You were expecting such authorization but advised, "They have been saying that for a couple of weeks now and I wouldn't hold your breath."

4. In an e-mail message dated June 23, 2009 you advised that projects stopped because of the freeze could be restarted, however, you cautioned, "Please keep in mind that due to the State's ongoing fiscal situation, your entity should be willing to assume the risk of a prolonged reimbursement process." Because the City had been involved in several projects where City funds were expended up front without reimbursement which hurt our general fund and one excruciating process in particular where actual construction of our Kid's Club had to be halted in mid process because of the grant freeze, crews laid off, etc., the City Manager was reluctant to allow the project to re-start at that time. He requested that the project not move forward until more positive word on reimbursement was forthcoming.
5. On October 6<sup>th</sup>, in an e-mail message, you advised that, "I have grant funds available now for reimbursement and am able to authorize payments as they come in. We are hopeful that the next bond sale (October-November 2009) will give us more funds to work with next year." Although your message was more positive, it still did not give much comfort to management staff who were looking at serious budget cuts and trying to keep the general fund intact and not wanting to spend funds that may not get reimbursed.
6. I continued to work with City management and with our Grant Steering Committee in late 2009 and early 2010 to see if we could get the project re-started, but no one seemed to have much confidence in the State funding picture.
7. On March 3, 2010, I convened a meeting of the Steering Committee to discuss strategies for completing the project, however budget cutbacks and decreases in City staff levels presented additional challenges in providing the in-kind match. At that time I investigated the possibility of contracting with Dave Madrigal, recently retired Public Works Director, to provide contract oversight and administration and I checked with our contractors at Rosenthal, Schlosser, Newberger, and with Erica Fielder Studio to get updated quotes for the work they would be doing.
8. In a letter to you dated April 5, 2010, I advised you of some ideas we had for making some changes in the project, however, also at that time, the City was in the midst of preparing our FY 2010/2011 budget and our ability to commit staff resources to the project was in serious doubt because the Public Works and Engineering departments who were to contribute in-kind services in the form of preparing construction plans and specifications and project management had suffered serious staff reductions and it appeared unlikely that funding would be found to fill those positions.
9. The City Council adopted the FY 2010/2011 budget on June 23, 2010 but it was predicated on certain assumptions regarding negotiations with the employee bargaining units. Those negotiations are nearing completion and it is now certain that no funding will be provided for this project or for filling staff positions that are needed to provide our in-kind match.

That long-winded explanation is meant to help you understand why the City sadly and reluctantly must advise you that, under the existing terms of the grant agreement, we do not see any way we can fulfill the terms of the agreement and construct the Haehl Creek Trail at this time.

I would be happy to discuss this situation with you further or work with you in any way that you think would be constructive in continuing to move the project forward and will await any advice you can offer.

I regret that I must pass this news on to the Council because I believe this is a project that the community would have been proud of and would have provided a good example for future trail development in the City. I have yet to receive a response from Linda Smith but, short of them allowing us to significantly restructure the grant (our in-kind contribution) and an additional extension for completing the work, which in previous phone conversations with Ms. Smith does not seem likely, I do not believe we can complete the project. I would not recommend starting any work unless and until we had received a modified grant agreement with the Resources Agency.

I will keep the Council informed regarding the progress of my conversations with the Resources Agency and seek formal direction from the Council before committing to any action to proceed with or cancel this project. I would welcome any comments Council members may wish to offer.



Item No. 9b(3)

Meeting Date: August 11, 2010

### AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members  
**From:** Alan Falleri, Community Development Director  
Quinton Roland, City of Willits Water Conservation Specialist

**Agenda Title:** DISCUSSION AND POSSIBLE ADOPTION OF RESOLUTION ESTABLISHING AGREEMENT FOR WATER SERVICE OUTSIDE CITY LIMITS

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

**Summary of Request:** At several meetings from May to July 2010, the Water Task Force considered ways that the City of Willits could ensure that new customers using existing connections outside City limits would be subject to the same water service ordinances, standards, rules and regulations that apply to customers within City limits.

After evaluating a broad spectrum of potential agreement terms including examples from other water districts, the Water Task Force drafted the Agreement for Water Services Outside City Limits. This Agreement is consistent with Title 14.80.010 of the City of Willits Water Service Ordinance pertaining to providing water services outside city limits.

**Recommended Action:** Adopt the Resolution of the City Council of the City of Willits Establishing Agreement for Water Service Outside City Limits.

**Alternative(s):** None Recommended.

**Fiscal Impact:** The Agreement will allow the City to impose revised rate schedules on out of City water customers that will help to generate revenues for the Water Enterprise Fund.

**Personnel Impact:** The Water Conservation Officer will be involved in educating out of City customers about the agreement and negotiating with them to obtain their signatures on the agreement.

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

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_

**RESOLUTION 2010-**

**RESOLUTION OF THE WILLITS CITY COUNCIL ESTABLISHING AN AGREEMENT FOR WATER SERVICE OUTSIDE CITY LIMITS**

WHEREAS, the City of Willits intends to continue providing water services to customers with existing legal connections outside City limits who agree to be subject to the same water service ordinances, standards, rules and regulations that apply to customers within City limits; and

WHEREAS, at several meetings from May to July 2010, the Water Task Force drafted the Agreement for Water Services Outside City Limits after evaluating a broad spectrum of potential agreement terms including examples from other water districts; and

WHEREAS, the Agreement as drafted is consistent with Title 14.80.010 of the City of Willits Water Service Ordinance pertaining to providing water services outside city limits.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Willits hereby approves the Agreement for Water Service Outside City Limits.

The above and foregoing Resolution was introduced by Councilmember seconded by Councilmember , and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 11<sup>th</sup> day of August, 2010, by the following vote:

AYES:  
NOES:  
ABSENT:

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BRUCE BURTON, Mayor  
City Council of the City of Willits

ATTEST:

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ADRIENNE MOORE  
City Clerk

## **AGREEMENT FOR WATER SERVICE OUTSIDE CITY LIMITS**

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by and between \_\_\_\_\_, hereinafter called the CUSTOMER, and the City of Willits, hereinafter called the CITY.

The City intends to continue providing water services to customers with existing connections outside City limits who agree to be subject to the same water service ordinances, standards, rules and regulations that apply to customers within City limits.

- 1 - The CUSTOMER agrees that this agreement shall terminate upon the failure of CUSTOMER to comply with any provision hereof, any water conservation measure adopted by City Council, or any applicable provision of City codes, ordinances, standards, rules or regulations.
- 2 - The CUSTOMER agrees to pay all charges, deposits, and rates for water services applicable under the CITY'S current ordinances and rate schedules, or as may be revised by City Council resolution.
- 3 - The CUSTOMER agrees that any water services extended under this agreement shall be used only by the CUSTOMER, and not for any other residential, commercial or institutional use unless written permission is granted by the CITY.
- 4 - The CUSTOMER agrees that written permission must be granted by the City before expanding water use for significant property improvements including – but not limited to – structural additions and additional units.
- 5 - This document contains the entire agreement between the parties and any and all existing statements or agreements, whether oral or written between the parties hereto, covering the same subject matter, are hereby cancelled and superseded by this agreement, and such prior statement(s) or agreement(s) shall have no further effect.

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**Customer Signature**

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**City Manager Signature**

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**Customer Name Printed**

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**City Manager Name Printed**

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**Customer Connection Address**

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**City of Willits  
111 E. Commercial St., Willits, CA**

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**Date Signed**

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**Date Signed**



Item No. 9g(1)

Meeting Date: August 11, 2010

### AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Adrienne Moore, City Clerk/Human Resources Director

**Agenda Title:** DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENTS TO WILLITS AIRPORT COMMISSION AS RECOMMENDED BY THE COMMISSION

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

**Summary of Request:** In response to two vacancies on the Willits Airport Commission created by the term expirations of Richard Johnson and Harold Weston, Staff duly noticed the vacancies in the local newspaper and posted same at City Hall.

Applications were received from Ronald Hunt and Michael Madsen. As well, Susan Davis requested her previously submitted application be considered again.

At their regular meeting on July 26, 2010, the Commission interviewed Mr. Hunt and Mr. Madsen; Ms. Davis was not present. The Commission voted (4, with Commissioner Galten absent) to recommend the appointment of Michael Madsen to a four-year term, ending May 1, 2014. They also voted (3/1, with Commissioner Mike Smith dissenting and Commissioner Galten absent) to recommend the appointment of Ronald Hunt to a four-year term, ending May 1, 2014.

*Attached for the Council's review are applications from the applicants.*

**Recommended Action:** Accept the Commission's recommendation and appoint Mike Madsen and Ron Hunt to the Willits Airport Commission to fill four-year terms, ending May 1, 2014.

**Alternative(s):** Do not make an appointment at this time; provide further direction to the Commission.

**Fiscal Impact:** None.

**Personnel Impact:** None.

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

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_

CITY OF WILLITS  
111 EAST COMMERCIAL STREET  
WILLITS, CALIFORNIA 95490

APPLICATION FOR COMMITTEES/COMMISSIONS

COMMITTEE/COMMISSION: AIRPORT

NAME: MICHAEL T. MADSEN

ADDRESS: 27131 MAIZE PLACE

OCCUPATION: HEAVY EQUIPMENT OPERATOR

TELEPHONE: (707) 354-1825

REMARKS: I wish to help our community by  
providing many options to help ~~the~~  
better the community I live in.

SIGNATURE: 

DATE: 07-22-2010

CITY OF WILLITS  
111 EAST COMMERCIAL STREET  
WILLITS, CALIFORNIA 95490

APPLICATION FOR COMMITTEES/COMMISSIONS

COMMITTEE/COMMISSION: AIRPORT COMMISSION

NAME: Ronald V. Hunt  
ADDRESS: 5650 High Point Road, Willits, CA 95490  
OCCUPATION: Semi-Retired  
TELEPHONE: (707) 459-0190  
REMARKS:

Airport Philosophy

An airport is often a key factor in the growth of rural towns and communities. The airport must serve the needs of local pilots and businessmen but also those who see the airport as a critical transportation element in expanding their business into rural areas where manufacturing costs are lower.

Naturally airport facilities and services must be balanced with the funds and direct and indirect jobs generated by the airport so as not to impose an undo burden on the general funds of the supporting entity.

Pilot Qualifications

An active pilot for over 50 years and aircraft owner (currently a Turbo Twin Engine) with the following qualifications:

Commercial Pilot  
Single and multi engine ratings  
Instrument Rated

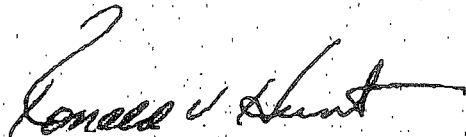
Business Experience

I have owned small businesses for 27 years and understand cost benefit analysis. Airports are like any business if you structure it properly it will grow and prosper.

Education

Bachelor of Science  
MBA and Ph.D.

SIGNATURE:



DATE:

7-9-10

CITY OF WILLITS  
111 EAST COMMERCIAL STREET  
WILLITS, CALIFORNIA 95490

RECEIVED  
NOV 24 2009  
CITY OF WILLITS

APPLICATION FOR COMMITTEES/COMMISSIONS

COMMITTEE/COMMISSION: AIRPORT COMMISSION

NAME: SUSAN J. DAVIS

ADDRESS: WILLITS AIRPORT 1320 POPPY DRIVE WILLITS

OCCUPATION: HOUSEWIFE

TELEPHONE: 707 972 6155

REMARKS: I AM A PILOT WITH THREE  
AIRCRAFT BASED AT WILLITS  
AIRPORT SO I HAVE A GREAT  
DEAL OF INTEREST IN THE  
WILLITS AIRPORT

SIGNATURE: Susan J Davis

DATE: November 24, 2009



Item No. 9g(2)

Meeting Date: August 11, 2010

### AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Adrienne Moore, City Clerk/Human Resources Director

**Agenda Title:** DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT TO THE MENDOCINO COUNTY MUSEUM BOARD OF ADVISORS

**Type:**  Presentation  Consent  Regular Agenda  Public Hearing  Urgent Time: 5 min.

**Summary of Request:** The Mendocino County Museum Board of Advisors is seeking a City of Willits representative to serve on the Board. They have previously sought a Councilmember, however, none were forthcoming. In lieu of a Councilmember, they would like to have a City staff member serve on the Board.

Although the Community Development Director was approached, he is not able to make the necessary commitment of time to serve at this time. The City Clerk has expressed an interest and willingness to serve on this Board if no Councilmembers are available to do so. As well, there may be other individuals the Council may wish to consider for this appointment.

The Council is requested to consider and recommend an appointee to represent the City of Willits on the Mendocino County Museum Board of Advisors. The recommendation will be forwarded to the Mendocino County Board of Supervisors, who are the appointing authority, for their approval.

**Recommended Action:** Recommend \_\_\_\_\_ to serve as the City of Willits' representative on the Mendocino County Museum Board of Advisors, and forward said recommendation to the Mendocino County Board of Supervisors for approval of the recommended appointment.

**Alternative(s):** None recommended.

**Fiscal Impact:** None.

**Personnel Impact:** None.

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

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_