

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

## WILLITS CITY COUNCIL AGENDA

MARCH 9, 2016 ♦ 6:30 P.M. ♦ COUNCIL CHAMBERS

1. **OPENING MATTERS** – a) Call to Order; b) Pledge to Flag; c) Roll Call

2. **PUBLIC COMMUNICATIONS**

*Council welcomes participation in its meetings. Comments shall be limited to three (3) 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.*

3. **PUBLIC MATTERS**

- a. Presentation by Willits Lions Club and Boy Scout Troop 42 for Future Plans of the Scout Hut
- b. Update from Alison Glassey Regarding the Mendocino County Museum Road Show

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, as follows:*

- a. City Council Minutes:
  - February 24, 2016

5. **INFORMATIONAL REPORTS**

*Matters that do no require action by the City Council but are of public interest.*

- a. Disbursements Journal(s):
  - Warrant Nos. 28087-28093, Totaling \$92,167.06
  - Warrant Nos. 28094-28143n Totaling \$143,944.52
- b. Building Inspection Activity Report(s) February 2016
- c. Business License Activity Report(s) February 2016

6. **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.*

7. **COMMISSIONS, AGENCIES AND AUTHORITIES**

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

8. **CITY MANAGER REPORTS AND RECOMMENDATIONS**

- a. Verbal Reports – No Action

9. **DEPARTMENT RECOMMENDATIONS**

- a. Administration (*City Clerk, Finance, Human Resources, Legal*)
  - 1) Discussion and Possible Adoption of Amendments to the Mid-Year Financial Report for Fiscal Year 2015-2016
- b. Public Safety

- c. Community Development (*including Planning, Building, and Code Enforcement*)
- d. Public Works & Engineering (Including Engineering, Water and Wastewater Systems)

**10. CITY COUNCIL AND COMMITTEE REPORTS**

- a. Mendocino Council of Governments (MCOG)
- b. Local Agency Formation Commission (LAFCO)
- c. Mendocino Transit Authority (MTA)
- d. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA)
- e. League of California Cities
- f. Water & Wastewater Systems Committee
- g. Revit-ED Committee
- h. Finance Committee
- i. Ad Hoc Committees
  - Marijuana Regulation Review
  - JPA Feasibility Study for Wastewater Treatment Facility
  - Caltrans Relinquishment Project
- j. Other Committee Reports
  - Economic Development and Financing Corporation (EDFC)
  - North Coast Railroad Authority (NCRA)

**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 §54956.9 – Existing Litigation: People of the State of California and the City of Willits v. Remco Hydraulics, Inc., et al. (United States District Court – Northern District of California, Case No. C-96-6283 SI 12/22/2000)

**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 4<sup>th</sup> day of March, 2016.  
Cathy Moorhead, City Clerk*

## Scout Hut Proposal

The Willits Lions Club in conjunction with Scout Troop 42 would like to propose leasing the scout hut and a portion of property behind the building between the scout hut and the frontier day's fence line from the city of Willits.

The scout hut has served as a meeting place for Troop 42 since 1961 and is an asset to the community that needs to be taken care of. The Willits Lions Club and Troop 42 have served the Willits community for over 8 decades and will continue to do so for decades to come. Leasing the Scout hut would provide a meeting place for more than just the Scouts and lions club but any other non-profit organizations.

### Initial repairs and improvements

1. Make electrical wiring repairs to the building
2. Replace rotten boards on the roof and re-roof the hut
3. Exterior repairs (siding, trim and paint)
4. Remodel the bathroom (ADA compliant)

### Long term plans would consist of

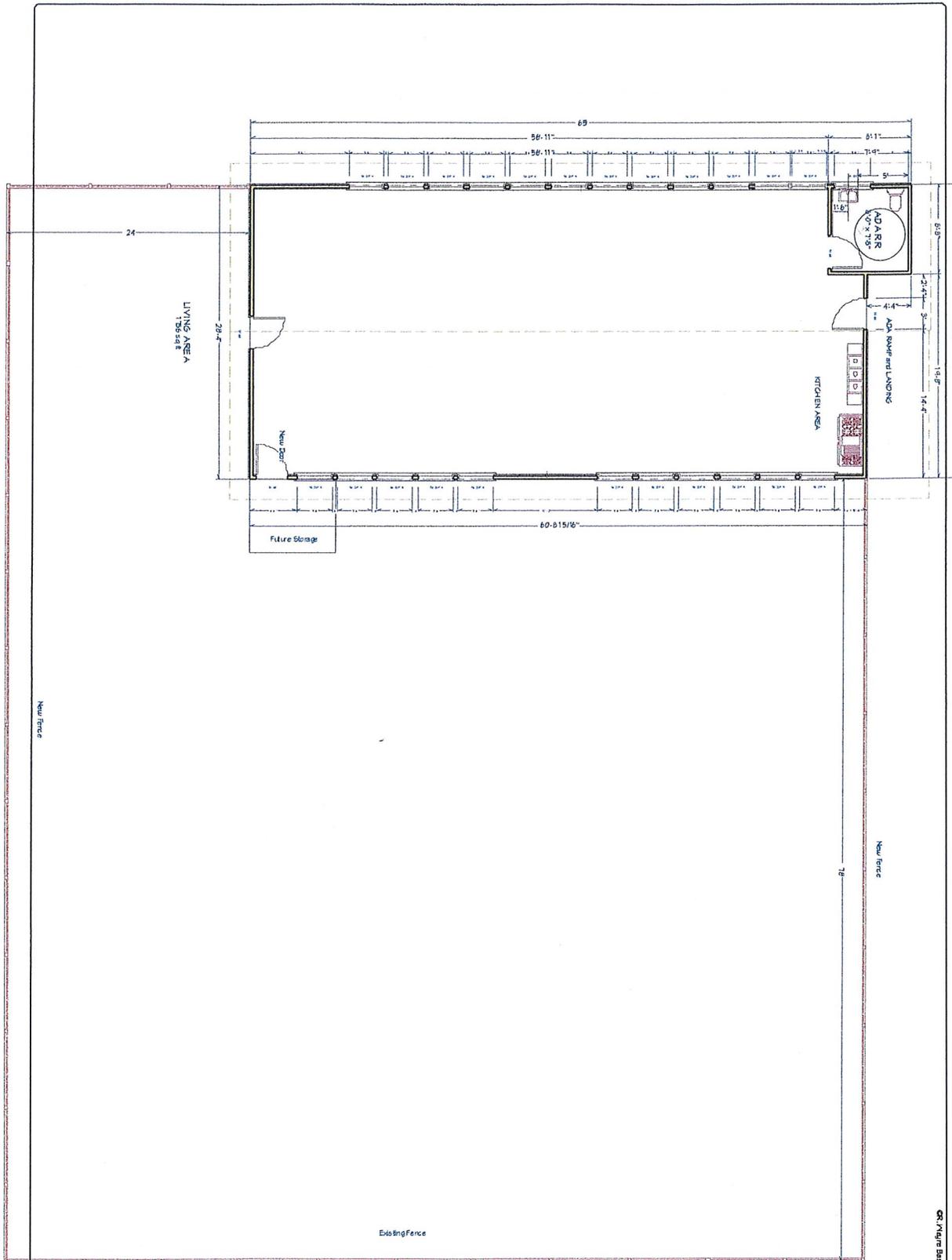
1. Remolding the interior
2. Installing a small commercial kitchen
3. Adding on the east side of the hut for walk in refrigeration and additional storage
4. Install exposed ducting heating and cooling system
5. Install a ice machine
6. Fence in the east portion of property for equipment storage

All repairs and improvements will be the responsibility of the Willits Lions Club and Troop 42

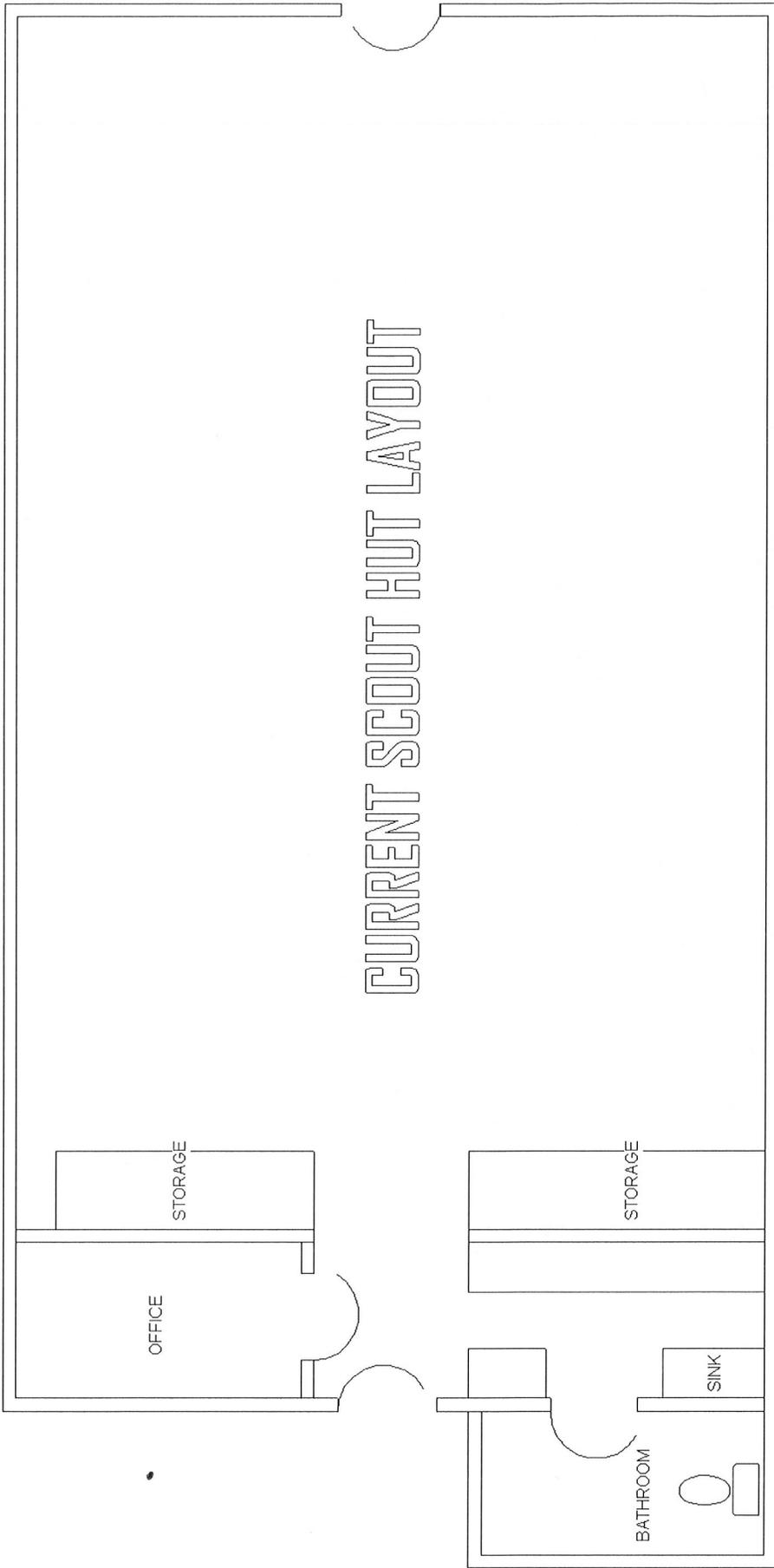
Our vision for the scout hut is to always keep it in the theme of scouting and yet develop a facility that can support the committee in the event of a disaster or any other needs the community may have.

The Willits Lions Club is a group of dedicated volunteers that serve our local community, meet humanitarian needs, encourage peace and promote international understanding. We are a hands-on organization. Our Lions motto is "We Serve". We try to balance our time and contributions between youth and children programs, seniors programs and support to service organizations. Currently we work with the American Legion, the Boy Scouts, Willits Chamber of Commerce, Willits Frontier Days, Willits Senior Center and Sober Grads.

Lions Club President  
Verd VanBezooyen



# CURRENT SCOUT HUT LAYOUT



ACCOUNTS PAYABLE SYSTEM  
02/29/2016 16:58:06

Disbursements Journal

CITY OF WILLIAMS  
GL540R-V07.24 PAGE 1

WARRANT DATE VENDOR

GENERAL CHECK FORM

PO# F 9 S ACCOUNT

CLAIM INVOICE

AMOUNT

DESCRIPTION

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F 9 S ACCOUNT
28087 02/19/16	D'ORAZIO/RENAULD	4928 TAX ALLOCATION BON	71,779.62	525763 160302	P N H	265.2650.3002.000
28088 02/19/16	STATE WATER RES CONT	468 GRADE T3 RE-EXAM R MCK	70.00	525764 160219	P N H	503.5030.2001.002
28089 02/26/16	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	350.00	525765 160226	P N H	690.237
28090 02/26/16	AFLAC	4036 125 PLAN POLICY PRE	1,131.48	525766 095172	P N H	690.246
28091 02/26/16	MASSMUTUAL RETIREMEN	4870 DEFERRED COMPENSATI	1,095.00	525767 160226	P N H	690.236
28092 02/26/16	PERS	256 EMPLOYER CONTRIBUTI	9,917.84	525768 160224	P N H	690.229
28092 02/26/16	PERS	256 EMPLOYEE CONTRIBUTI	7,185.12	525768 160224	P N H	690.230
			17,102.96	*CHECK TOTAL		
28093 02/25/16	CWEA MEMBERSHIP	4387 COLLECT SYS MAINT TEC	319.00	525762 160225	P N H	501.5011.2105.000
28093 02/25/16	CWEA MEMBERSHIP	4387 COLLECT SYS MIANT TEC	319.00	525762 160225	P N H	501.5011.2105.000
			638.00	*CHECK TOTAL		

GENERAL CHECK FORM

TOTAL

92,167.06

5a

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM						
28094	02/29/16 A W A	618 MEMBERSHIP	420.00	525697 7001143196		P N W 503.5030.2050.000
28095	02/29/16 ADAM'S TIRE & AUTO S	225 VEHICLE MAINT	23.85	525698 612423		P M W 100.1011.2044.000
28095	02/29/16 ADAM'S TIRE & AUTO S	225 VEHICLE MAINT	23.85	525698 612423		P M W 100.1015.2041.000
			47.70	*CHECK TOTAL		
28096	02/29/16 ARAMARK UNIFORM SERV	4065 MATS/RAGS/MOPS	577.86	525699 160131		P N W 100.1016.2199.000
28096	02/29/16 ARAMARK UNIFORM SERV	4065 MATS/RAGS	312.99	525699 160131		P N W 501.5013.2199.000
28096	02/29/16 ARAMARK UNIFORM SERV	4065 MATS	18.26	525699 160131		P N W 100.1040.2081.030
28096	02/29/16 ARAMARK UNIFORM SERV	4065 MATS	18.26	525699 160131		P N W 100.1042.2081.030
28096	02/29/16 ARAMARK UNIFORM SERV	4065 MAPS/RAGS	143.00	525699 160131		P N W 501.5011.2199.000
			1,070.37	*CHECK TOTAL		
28097	02/29/16 AT&T	4615 WATER DEPT	244.10	525696 160219		P N W 503.5030.2015.000
28098	02/29/16 AUTOMATED VALVE SERV	5022 EQUIP MAINT	1,889.00	525695 1534		P N W 501.5013.2041.000
28099	02/29/16 B & B INDUSTRIAL SUP	9 3MGD TANK SUPPLIES	35.56	525700 176389		P N W 503.5031.4003.002
28100	02/29/16 BROOKSIDE ELEMENTARY	4708 NED ANTI-BULLY PROGRA	200.00	525702 160218		P N W 600.626
28101	02/29/16 BUD GARMAN CONSTRUCT	4769 BASE ROCK TRANSPORT	165.00	525701 12-1432		P M W 501.5011.2101.035
28101	02/29/16 BUD GARMAN CONSTRUCT	4769 BASE ROCK TRANSPORT	165.00	525701 12-1432		P M W 503.5031.2101.035
			330.00	*CHECK TOTAL		
28102	02/29/16 CALIFORNIA ASSOCIATI	5023 2016 CACEO MEMBERSHIP	85.00	525704 160201		P N W 100.1011.2050.000
28103	02/29/16 COAST HARDWARE	31 BATTERY/GLOVES	10.36	525703 160131		P N W 100.1020.2199.000
28103	02/29/16 COAST HARDWARE	31 EQUIP MAINT	16.07	525703 160131		P N W 501.5013.2041.000
28103	02/29/16 COAST HARDWARE	31 MISC SUPPLIES	91.25	525703 160131		P N W 503.5031.2041.000
28103	02/29/16 COAST HARDWARE	31 EVIDENCE PROCESS SUPPL	15.12	525703 160131		P N W 100.1022.2101.031
			132.80	*CHECK TOTAL		
28104	02/29/16 COAST RANGE DIGITAL	4048 RECORD CITY COUNCIL M	350.00	525707 16 06		P M W 100.1001.2081.030
28105	02/29/16 COASTLAND ENGINEERIN	4145 BLG SUPPORT MEDICAL O	830.00	525706 38885		P N W 100.1015.2081.030
28106	02/29/16 CONTROL SYSTEMS WEST	5016 EQUIP MAINT	407.50	525705 4231-8176		P N W 501.5013.4003.001
28107	02/29/16 EBA ENGINEERING INC	3985 GROUNDWATER MONITORIN	100.75	525712 28761		P N W 213.2133.2081.030
28108	02/29/16 EEL RIVER FUELS	28 FUEL	635.99	525709 469888		P N W 100.125
28108	02/29/16 EEL RIVER FUELS	28 DIESEL FUEL	369.01	525710 469887		P N W 100.126
28108	02/29/16 EEL RIVER FUELS	28 FUEL	585.37	525711 470890		P N W 100.125
			1,590.37	*CHECK TOTAL		
28109	02/29/16 EHLERT/MARTIN	4003 A/P FUEL PUMP MAINT	135.00	525708 4848		P M W 500.5001.2041.000

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM						
28110	02/29/16 FISHER WIRELESS	4105 PD RADIO MAINT	1,266.30	525713 1887		P N W 100.1020.2041.000
28111	02/29/16 FRENCH/SANDY	.09553 WATER DEPOSIT REFUND	105.00	525714 10200350001		P N W 503.111
28112	02/29/16 GCS ENVIRONMENTAL	4370 EQUIP MAINT	147.48	525715 13132		P N W 201.2011.2044.000
28113	02/29/16 GROUNDWATER & ENVIRO	4939 SITE ASSESSMENT	2,375.00	525717 751999		P N W 201.2011.2081.030
28114	02/29/16 I B E W	255 EMPLOYEE CONTRIBUTION	476.45	525718 160226		P N W 690.235
28115	02/29/16 KILLION/FRED	4607 CITY HALL JANITORIAL	800.00	525719 160224		P M W 100.1016.2061.020
28115	02/29/16 KILLION/FRED	4607 PW JANITORIAL	130.00	525720 160208		P M W 100.1040.2081.030
28115	02/29/16 KILLION/FRED	4607 ENG JANITORIAL	130.00	525720 160208		P M W 100.1042.2081.030
			1,060.00	*CHECK TOTAL		
28116	02/29/16 MATHESON TRI-GAS INC	4194 3MIL TANK SUPPLIES	482.49	525724 12902310		P N W 503.5031.4003.002
28116	02/29/16 MATHESON TRI-GAS INC	4194 3MIL TANK SUPPLIES	496.88	525725 12902309		P N W 503.5031.4003.002
28116	02/29/16 MATHESON TRI-GAS INC	4194 3MIL TANK SUPPLIES	52.78	525726 12896282		P N W 503.5031.4003.002
			1,032.15	*CHECK TOTAL		
28117	02/29/16 MEAD & HUNT INC	4031 ALP UPDATE	3,772.80	525722 258634		P N W 500.5001.2081.030
28118	02/29/16 MENDOCINO CONSTRUCTI	4500 TRANSPORT COLD MIX	165.00	525723 2506		P N W 501.5011.2101.035
28118	02/29/16 MENDOCINO CONSTRUCTI	4500 TRANSPORT COLD MIX	165.00	525723 2506		P N W 503.5031.2101.035
			330.00	*CHECK TOTAL		
28119	02/29/16 MENDOCINO JANITORIAL	4255 PD JANITORIAL	1,100.00	525721 706174		P M W 100.1016.2061.020
28119	02/29/16 MENDOCINO JANITORIAL	4255 PD SHAMPOO CARPETS	300.00	525721 706174		P M W 100.1016.2061.020
			1,400.00	*CHECK TOTAL		
28120	02/29/16 NOR-CAL RECYCLED ROC	4067 DROP OFF CONCRETE	34.09	525727 11187		P N W 100.1050.2112.000
28121	02/29/16 ORATECH CONTROLS INC	5005 FLOW MTRS REMOTE MO	4,222.03	525728 21371	003752	P N W 501.5013.4003.001
28122	02/29/16 P G & E COMPANY	114 ENGINEERING	67.94	525729 160114		P N W 100.1042.2110.000
28122	02/29/16 P G & E COMPANY	114 PARKS	180.98	525729 160114		P N W 100.1050.2110.000
28122	02/29/16 P G & E COMPANY	114 SEWER	8.93	525729 160114		P N W 501.5013.2110.000
28122	02/29/16 P G & E COMPANY	114 WATER	21.46	525729 160114		P N W 503.5033.2110.000
28122	02/29/16 P G & E COMPANY	114 PUBLIC WORKS	67.93	525729 160114		P N W 100.1040.2110.000
			347.24	*CHECK TOTAL		
28123	02/29/16 PACE SUPPLY CORP	12 MISC SUPPLIES	398.34	525730 023152177		P N W 503.5031.2041.000
28123	02/29/16 PACE SUPPLY CORP	12 MISC SUPPLIES	309.82	525731 023152190		P N W 503.5031.2041.000
28123	02/29/16 PACE SUPPLY CORP	12 MISC SUPPLIES	182.99	525731 023152190		P N W 501.5011.2041.000
28123	02/29/16 PACE SUPPLY CORP	12 MISC SUPPLIES	107.40	525732 023152193		P N W 503.5031.2041.000
28123	02/29/16 PACE SUPPLY CORP	12 MISC SUPPLIES	107.40	525732 023152193		P N W 501.5011.2041.000
28123	02/29/16 PACE SUPPLY CORP	12 MISC SUPPLIES	123.14	525733 023152177-1		P N W 503.5031.2041.000
28123	02/29/16 PACE SUPPLY CORP	12 MISC SUPPLIES	42.45	525734 023156457		P N W 501.5011.2041.000

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM							
28123 02/29/16	PACE SUPPLY CORP	12 MISC SUPPLIES	251.42	525735	023157522		P N W 501.5011.2041.000
28123 02/29/16	PACE SUPPLY CORP	12 MISC SUPPLIES	219.36	525736	023159898		P N W 503.5031.2041.000
28123 02/29/16	PACE SUPPLY CORP	12 MISC SUPPLIES	736.85	525737	023172787		P N W 503.5031.2041.000
28123 02/29/16	PACE SUPPLY CORP	12 MISC SUPPLIES	249.77	525738	023172787-1		P N W 503.5031.2041.000
			2,728.94	*CHECK TOTAL			
28124 02/29/16	PENNY'S TROPHIES & G	661 STEVE ANDERSON PLAQUE	15.92	525740	1773		P M W 100.1002.2055.000
28125 02/29/16	PETTY CASH	123 DISTILLED WATER EQUIP	15.90	525747	160229		P N W 503.5031.2041.000
28125 02/29/16	PETTY CASH	123 FLASHDRIVE	30.26	525747	160229		P N W 503.5030.2055.000
28125 02/29/16	PETTY CASH	123 CITY COUNCIL MTG REFRE	60.00	525747	160229		P N W 100.1001.2199.000
			106.16	*CHECK TOTAL			
28126 02/29/16	PITNEY BOWES	4507 POSTAGE	39.68	525741	160218		P N W 100.1002.2055.000
28126 02/29/16	PITNEY BOWES	4507 POSTAGE	1,046.57	525742	160211		P N W 100.1002.2055.000
			1,086.25	*CHECK TOTAL			
28127 02/29/16	PROFLAME	96 PROPANE	1,313.98	525739	3049209672		P N W 503.5033.2110.000
28128 02/29/16	R E M I F	135 MEDICAL INS PREMIUM	71,511.00	525743	160301		P N W 690.231
28128 02/29/16	R E M I F	135 DENTAL INS PREMIUM	4,923.00	525743	160301		P N W 690.231
28128 02/29/16	R E M I F	135 VISION INS PREMIUM	858.00	525743	160301		P N W 690.231
			77,292.00	*CHECK TOTAL			
28129 02/29/16	REDWOOD TOXICOLOGY I	291 LAB SCREENING JAN 201	158.70	525744	193020161		P N W 100.1020.2061.014
28130 02/29/16	ROCKWELL SOLUTIONS	5006 EQUIP MAINT SUPPLIE	1,336.34	525745	1215		P M W 501.5013.2041.000
28130 02/29/16	ROCKWELL SOLUTIONS	5006 EQUIP MAINT SUPPLIES	235.82	525745	1215		P M W 501.5015.2101.034
			1,572.16	*CHECK TOTAL			
28131 02/29/16	STATE OF CALIFORNIA	534 WORK CREW WATER PLANT	685.44	525748	132425		P N W 503.5031.2081.030
28132 02/29/16	SYAR INDUSTRIES INC	4964 EZ STREET ASPHALT	1,225.01	525746	593749		P N W 501.5011.2101.035
28132 02/29/16	SYAR INDUSTRIES INC	4964 EZ STREET ASPHALT	1,225.00	525746	593749		P N W 503.5031.2101.035
28132 02/29/16	SYAR INDUSTRIES INC	4964 EZ STREET ASPHALT	1,225.00	525746	593749		P N W 201.2011.2101.035
			3,675.01	*CHECK TOTAL			
28133 02/29/16	TOSHIBA	4263 CITY HALL	667.22	525749	297726416		P N W 100.1002.2095.000
28133 02/29/16	TOSHIBA	4263 PLANNING	47.05	525749	297726416		P N W 100.1010.2055.000
28133 02/29/16	TOSHIBA	4263 CODE ENFORCEMENT	47.05	525749	297726416		P N W 100.1011.2055.000
28133 02/29/16	TOSHIBA	4263 BUILDING	47.05	525749	297726416		P N W 100.1015.2055.000
28133 02/29/16	TOSHIBA	4263 SA	47.05	525749	297726416		P N W 265.2650.2055.000
			855.42	*CHECK TOTAL			
28134 02/29/16	UKIAH PAPER SUPPLY I	164 BATH TISSUE	53.87	525751	452678		P N W 503.5033.2045.000
28134 02/29/16	UKIAH PAPER SUPPLY I	164 BATH TISSUE/MOP HANDL	228.11	525752	452895		P N W 100.1016.2025.000
28134 02/29/16	UKIAH PAPER SUPPLY I	164 RETURN	226.53CR	525753	452894		P N W 100.1016.2025.000
			55.45	*CHECK TOTAL			

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM							
28135 02/29/16	UNITED PARCEL SERVIC	165 SHIPPING	3.76	525754	958793096		P N W 501.5013.2041.000
28135 02/29/16	UNITED PARCEL SERVIC	165 SHIPPING	5.75	525754	958793096		P N W 100.1002.2055.000
			9.51	*CHECK TOTAL			
28136 02/29/16	US SECURITY SUPPLY	4866 KEYLESS DOOR KNOBS	2,993.79	525755	IN133760		P N W 100.1016.2025.000
28137 02/29/16	UTILITY SUPPLY OF AM	3997 GRANULAR CHLORINE	2,981.78	525750	874315		P N W 503.5031.4003.002
28138 02/29/16	VERIZON WIRELESS	4828 PUBLIC WORKS	3.42	525756	9760544855		P N W 100.1040.2015.000
28138 02/29/16	VERIZON WIRELESS	4828 CODE ENF	5.66	525756	9760544855		P N W 100.1011.2015.000
28138 02/29/16	VERIZON WIRELESS	4828 SEWER	24.01	525756	9760544855		P N W 501.5013.2015.000
28138 02/29/16	VERIZON WIRELESS	4828 EMERG WTR LINE MODEM	149.67	525756	9760544855		P N W 503.5031.4003.038
28138 02/29/16	VERIZON WIRELESS	4828 WIFI HOTSPOT	38.01	525756	9760544855		P N W 100.1040.2015.000
28138 02/29/16	VERIZON WIRELESS	4828 PD	27.75	525756	9760544855		P N W 100.1020.2015.000
			248.52	*CHECK TOTAL			
28139 02/29/16	W P O A	262 EMPLOYEE CONTRIBUTION	717.64	525757	160226		P N W 690.234
28140 02/29/16	WELLS FARGO EQUIPMEN	4677 INTEREST	114.35	525758	10996302		P N W 501.5011.3002.000
28140 02/29/16	WELLS FARGO EQUIPMEN	4677 PRINCIPAL	4,450.13	525758	10996302		P N W 501.5011.3001.000
			4,564.48	*CHECK TOTAL			
28141 02/29/16	WILLIITS CENTER FOR T	.09554 TRANSFER OP FUNDS	15,551.68	525760	160229		P N W 600.601
28141 02/29/16	WILLIITS CENTER FOR T	.09554 MISC REV FROM 2008-	2,575.00	525760	160229		P N W 600.617
			18,126.68	*CHECK TOTAL			
28142 02/29/16	WILLIITS KIDS CLUB	3981 PAYROLL DEDUCTION	20.00	525759	160226		P N W 690.248
28143 02/29/16	WILLIITS UNIFIED SCHO	457 REFUND CLEANING DEPOS	300.00	525761	160224		P N W 100.1016.7250.000
GENERAL CHECK FORM			TOTAL		143,944.52		

**CITY OF WILLITS  
BUILDING INSPECTION ACTIVITY REPORT**

5b

**FOR THE MONTH OF: February 2016**

<u>NEW CONSTRUCTION</u>	<u>LIVING UNITS</u>	<u>BLDG. PERMITS</u>	<u>VALUATION</u>
1) Single Family Dwellings	1	1	\$ 257,920.00
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			
<b>MISCELLANEOUS CONSTRUCTION</b>			
15) Reroof, Siding, Windows, Etc.		5	\$ 41,037.00
16) Heating and Air Conditioning			
17) Electric, Mechanical, Plumbing		9	\$ 24,013.00
18) Demolition			
<b>STRUCTURES OTHER THAN BUILDINGS</b>			
19) Foundations, Pools, Walls, Signs, etc.			
<b>CONVERSIONS</b>			
20) Non-Residential to Residential			
Residential to Non-Residential			
<b>ADDITIONS AND ALTERATIONS</b>			
22) Residential Buildings		3	\$ 52,037.00
23) Non-Residential Buildings			
<b>TOTALS</b>		<b>18</b>	<b>\$ 375,007.00</b>

<u>COMPARISON</u>		<u>TYPE OF PERMIT AND OTHER REVENUE</u>		
			<u>#'s</u>	<u>FEE'S</u>
Valuation This Month	\$ 375,007.00	Building	9	\$ 3,167.35
Same Month Last Year	\$ 124,960.00	Electrical	9	\$ 1,027.25
		Mechanical	1	\$ 150.00
Revenue This Month	\$ 5,992.67	Plumbing	9	\$ 474.00
Same Month Las Year	\$ 2,554.95	Grading		
		Demolition		
Permits This Month	18	Plan Check	5	\$ 541.61
Same Month Last Year	10	SMIP	15	\$ 83.75
		BSF	15	\$ 26.99
<b>TOTALS TO DATE THIS FISCAL YEAR</b>		GPM	15	\$ 521.72

Construction Valuation	\$ 5,292,000.00			
Fees Collected	\$ 61,426.93			
No. of Permits	110			
		<b>TOTALS:</b>	<b>18</b>	<b>\$ 5,992.67</b>
<b>TOTALS TO SAME DATE LAST YEAR</b>				
Construction Valuation	\$ 2,568,025.00			
Fees Collected	\$ 27,073.75			
No. of Permits	82			

Respectfully Submitted:  
  
John Sherman, Building Inspector

**CITY OF WILLITS**  
**BUILDING AND SAFETY**  
 111 E. Commercial St. Willits, Ca. 95490  
 (707) 459-7122

**DATE:** 2/29/2016

**TO:**  
 Mendocino County Assessor  
 Att: Joe  
 501 Low Gap Rd., #1020  
 Ukiah, CA. 95482

**FROM:** Building Department, City of Willits

**RE:** Permit Completion for Month of February 2016

PARCEL#	WORK DONE	ADDRESS	VALUE	DATE	PERMIT #
	<b>The following permits were issued.</b>				
005-215-15	Demo patio roof, repair deck	170 Pearl St.	11,000	2/1/16	8481
006-080-35	Kitchen remodel	494 North St.	4600	2/2/16	8482
006-133-27	Extend front porch roof	68 Franklin Ave.	5000	2/9/16	8483
005-150-74	16.47 kw PV Solar Array	69 Hillside Dr.	25000	2/11/16	8484
006-052-01	Bathroom addition to shop	309 E. Valley St.	3000	2/12/16	8485
006-080-35	Install gas service line	494 North St.	500	2/12/16	8486
007-232-07	New 1880 sq. ft. SFD	160 Haehl Creek Dr.	257920	2/17/16	8487
005-201-11	Demo fire and water damage	620 Creekside Ct. #5 & 10	8000	2/18/16	8488
005-160-31	Bathroom addition/roof repair	12 Northbrook Way	18000	2/18/16	8489
005-142-05	Replace elect. service panel	184 State St.	1800	2/22/16	8490
006-210-21	Replace site sewer	1124 Locust St.	750	2/22/16	8491
005-212-09	Whole house remodel	168 E. Mendocino Ave.	30437	2/24/16	8492
005-150-74	Replace elect. service panel	69 Hillside Dr.	1500	2/26/16	8493
006-182-14	Temp elect. service	103 Franklin Ave.	2000	2/26/16	8494
005-226-18	Display wall in front window	212 S. Main St.	6500	2/29/16	8495
	<b>COMPLETED PROJECTS</b>				
007-292-51	Overlay reroof	55 Nancy Lane	\$2500	2/20/14	8194

005-091-23	Replace windows/Tearoff reroof	92 Northbrook Way	5000	3/23/15	8338
006-021-12	Replace foundation	390 North St.	25000	8/19/15	8410
006-021-12	Replace electric service panel	390 North St.	1500	8/31/15	8415
006-021-11	Tearoff reroof	378 North St.	3000	8/24/15	8411
006-044-09	Tearoff reroof	179 E. Valley St.	3500	10/01/15	8430
005-212-19	Tearoff reroof	157 E. Van Lane	7000	10/26/15	8447
007-160-13	Overlay reroof	1501 Baechtel Rd.	10000	7/14/15	8399
005-182-01	Tearoff reroof and deck	193 W. Commercial St.	11000	8/01/14	8273
005-130-20	Overlay reroof	405 E. Commercial St.	2500	7/29/15	8404
007-210-23	Rough grading/MOB	3 Marcela Dr.	100000	5/5/15	8363
007-210/23	Const. 15600 sq. ft. office bldg.	3 Marcela Dr.	1755000	6/5/15	8377
007-210-23	Site improvements/UG utilities	3 Marcela Dr.	262000	6/5/15	8392
006-080-35	Gas service line.	494 North St.	500	2/12/16	8486
006-190-08	Replace sewage ejector pump	350 Franklin Ave.	1000	11/20/15	8458
007-232-42	Const. 2046 sq. ft. SFD	409 Grove St.	223500	5/9/14	8231
007-232-04	Const. two patio covers	130 Haehl Creek Dr.	10000	8/3/15	8405
006-052-31	Const. pre-engineered metal carport	352 S. Lenore Ave.	2000	7/8/15	8396
007-291-24	Tearoff reroof	104 Margie Dr.	3000	6/22/15	8387
005-211-12	Replace waste plumbing	77 S. Main St.	4500	12/21/15	8468
005-160-32	Replace sign	865 S. Main St.	1500	12/07/15	8465
006-046-42	Tenant Improvements	393A S. Main St.	24120	12/17/14	8311
006-046-42	Tenant Improvements	393B S. Main St.	6500	3/25/15	8341
006-046-42	Repair electric service panel	395 S. Main St.	1500	11/24/14	8305
006-046-42	Tenant Improvements	395 S. Main St.	37500	11/25/16	8306
007-091-01	Replace tower sign	1411 S. Main St.	3000	6/2/15	8378
007-130-04	Remodel Facade	1600 S. Main St.	25000	4/8/15	8352
005-215-21	Install pre-engineered metal carport	183 E. Mendocino Ave.	860	6/23/16	8388
007-200-29	Overlay reroof	1760 S. Main St.	2500	5/14/14	8226
007-200-33	Repair water damage/replace siding	1795 S. Main St.	27500	2/07/13	8038
007-180-20	Install veg. prep. Sink	1661 S. Main St.	350	6/4/15	8375
005-150-49	Bathroom remodel	39 Mill Creek Dr.	7000	10/02/15	8435
006-132-12	Replace furnace	36 South St.	4000	1/28/16	8479
006-071-09	Replace electrical service panel	61 W. San Francisco Ave.	2000	10/23/15	8445
006-100-10	7.28 kw PV solar array	860 Coast St.	28000	12/18/16	8466
005-091-34	7.5 kw PV solar array	147 Mill Creek Ct.	30000	1/12/16	8470
005-141-05	Tearoff reroof	84 State St.	3500	9/30/15	8427

Note: Some of the completed projects listed may have been previously reported as complete. They are reported here because they were still open in my files.



**John Sherman**

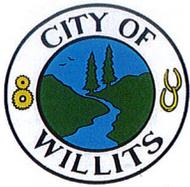
**Building Official**

**City of Willits**

**New Business License - February 2016**

<b>BL#</b>	<b>Name</b>	<b>Owner</b>	<b>Address</b>	<b>Date Issued</b>	<b>Type of Business</b>
6515	Wayne Perry Inc	Ronald Perry	8281 Commonwealth Ave, Buena Park CA	2/18/2016	Environmental Remediation Construction Consulting
6516	Printing Plus (2nd Location)	Tim & Jennifer Rammil	90 South St	2/18/2016	Retail Print Store
6517	Ceiling Experts Inc	Sergey Manchik	1340 Main Ave, Sacrame	2/18/2016	Acoustical Ceilings Contractors
6518	Plenty Sales & Marketing	Vanessa Streb	23881 Sherwood Rd.	2/18/2016	In home Sales & Marketing
6519	Keith Knife Sharpening	Keith Rosen	20 Pine St	2/18/2016	Mobile Tool Sharpening
6520	RSD Alarms	Young Pham	2023 Chicago Ave, Riverside CA	2/18/2016	Fire Alarm Contractor
6521	JPL Services	Mikel Ambers	495 Mill St	2/18/2016	Handyman Services
6522	Deadicated Tattoo	Harry Hambly	713 A S Main St	2/18/2016	Tattoo & Graphic Art
6523	Hidden Pearl Tattoo & Skate LLC	Eric Champion	383 S Main St	2/18/2016	Retail Clothing & Accessories/Tattoo Parlor
6524	City Nails	Loan Phan	1726 S Mian St #E	2/18/2016	Nail & Spa Salon
6525	Mirror, Mirror on the Wall	Judy Coughlin	10 S Main St	2/18/2016	Beauty Salon
6526	Lights of Gaia	Erin Harpster	1700 Daphne Drive	2/18/2016	Gift/Novelty Retail

5c



Item No. 9a(1)

Meeting Date: March 9, 2016

### AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Susie Holmes, Finance Director/City Treasurer

**Agenda Title:** MID-YEAR REVIEW, DISCUSSION AND POSSIBLE ADOPTION OF BUDGET AMENDMENTS TO THE FISCAL YEAR 2015-2016 BUDGET

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

**Summary of Request:** The attached report summarizes the financial position of the various City funds as of December 31, 2015 and includes budget amendments to incorporate into the 2015-2016 Budget.

Among the amendments included are the salary changes related to the recently concluded negotiations with the International Brotherhood of Electrical Workers and the Willits Police Officers Association.

The General Fund revenue is projected to see an increase of \$7,415 while the expenses are projected to come in \$20,000 under budget and budget amendments are being recommended by staff to incorporate these amounts and are detailed in the attached report.

Enterprise Funds and Capital Project budget amendments are also recommended by staff and are detailed in the attached report.

**Recommended Action:** Review and adopt the proposed budget amendments included in the Mid-Year budget review for Fiscal Year 2015-2016.

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

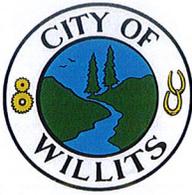
**Fiscal Impact:** All impacts are clearly stated in the attached document.

**Personnel Impact:** Minimal.

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

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

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



**MID-YEAR FINANCIAL REPORT**  
**Fiscal Year 2015-2016**

**THE GENERAL FUND**

**Revenues**

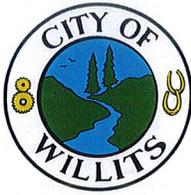
General Fund Revenues at January 31, 2015 are 42% of budget. Sales Tax, the City's largest source of General Fund revenue, is seeing a decline primarily based on gasoline sales tax, according to MuniServices, our sales tax consultant. This downturn is partially offset by increases over projections in various other fees and charges. Various budget amendments are included in Exhibit "A" attached.

General Fund Revenues	Budget	YTD	% of Total	Revised	Variance
Sales Taxes	\$1,643,458	\$506,757	31%	\$1,610,831	(\$32,627)
Property Taxes	\$933,851	\$540,673	58%	\$933,851	\$0
Room Occupancy Tax	\$310,000	\$197,136	64%	\$310,000	\$0
Licenses & Permits	\$444,730	\$175,038	39%	\$452,195	\$7,465
Fines & Forfeitures	\$3,000	\$2,530	84%	\$3,000	\$0
Charges for Service	\$39,550	\$33,995	86%	\$65,507	\$25,957
Use of Money & Property	\$20,100	\$9,624	48%	\$20,100	\$0
Intergovernmental Revenue	\$895,838	\$336,411	38%	\$895,838	\$0
Other Revenue Sources	\$212,270	\$101,319	48%	\$218,890	\$6,620
Transfers In	\$15,000	\$7,500	50%	\$15,000	\$0
<b>Total General Fund Revenues</b>	<b>\$4,517,797</b>	<b>\$1,910,982</b>	<b>42%</b>	<b>\$4,525,186</b>	<b>\$7,415</b>

**Expenses**

General Fund expenses are projected to be at or slightly below budget this fiscal year. This is primarily due to approved staff positions that remained unfilled, such as City Planner and Human Resources Analyst (the City has contracted with Regional Government Services to provide interim service, hired a part-time temporary employee and filled gaps with current staff, until the position is filled). Various budget amendments are included in Exhibit "A" attached.

General Fund Expenditures	Budget	YTD	% of Total	Revised	Variance
Police Protection & Public Safety	\$2,312,415	\$1,145,945	50%	\$2,319,762	\$7,347
City Administration	\$1,079,857	\$558,678	52%	\$1,053,222	(\$26,635)
Public Works & Engineering	\$250,903	\$126,496	50%	\$255,722	\$4,818
Planning, Building, Code Enforcement	\$574,991	\$125,757	22%	\$553,012	(\$21,979)
Parks and Recreation	\$204,511	\$86,755	42%	\$220,909	\$16,398
Interfund Transfers	\$46,495	\$12,274	26%	\$46,495	\$0
Other Expenditures	\$87,401	\$27,797	32%	\$87,401	(\$0)
<b>Total General Fund Expenditures</b>	<b>\$4,556,574</b>	<b>\$2,083,702</b>	<b>46%</b>	<b>\$4,536,523</b>	<b>(\$20,051)</b>



## MID-YEAR FINANCIAL REPORT Fiscal Year 2015-2016

### General Fund Balance

As reflected below, we will end 2015-16 on target with initial budget projections. With an additional boost from offset of beginning fund balance that is \$51,971 better than budgeted projections. Of course this estimate will be revised during the budget process and is subject to significant change with five months of operations yet to occur.

General Fund Balance	Budget	Revised	Variance
Balance 07/01/2015	\$2,430,871	\$2,482,842	\$51,971
Revenues & Transfers In	4,517,795	<b>4,525,211</b>	<b>\$7,416</b>
Expenditures & Transfers Out	4,556,574	<b>4,536,784</b>	<b>\$19,790</b>
<b>Projected Ending General Fund Balance</b>	<b>\$2,392,092</b>	<b>\$2,471,269</b>	<b>\$79,177</b>

Although we have seen an increase in other revenues and are projecting an increase we should remain cautious as many of these stem from one-time revenue streams. As the City's sales tax revenue continues to decline we should monitor this closely, being especially conservative because of the unknown ramifications from the by-pass which is definitely reduce our greatest source of sales tax on the sale of fuel. Projections indicate that we will be using \$11,564 of our reserves, \$27,000 less than budgeted. Government Finance Office Association suggests a minimum of 16% of general fund expenses in reserve; the City projections indicate 55% of annual general fund expenses in the reserve.

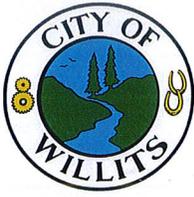
### TRANSPORTATION FUNDS

Revenues in the Gas Tax Fund are expected to be above budget at year end. There is still \$227,788 in D1 funds from MCOG that are not included in this chart, but are available for certain projects, when they are completed.

Gas Tax Revenues	Budget	YTD	%
Traffic Fines	\$6,000	\$4,435	74%
Sections 2103-2107.5	156,936	66,856	43%
Other Revenues	21,300	4,196	20%
<b>Total Revenues</b>	<b>\$184,236</b>	<b>\$75,487</b>	<b>41%</b>

Expenditures in the Gas Tax funds are summarized below, many of the variances will be included in the budget amendments in Exhibit "A" attached.

Expenditures by Type	Budget	YTD	% of Total	Revised	Variance
Traffic Safety	\$52,495	\$16,709	32%	\$52,197	<b>(\$298)</b>
Street Administration	\$102,439	\$59,555	58%	\$104,703	\$2,264
Street Maintenance	\$335,765	\$122,776	37%	\$350,880	\$15,115
Storm Drain Maintenance	\$42,325	\$35,615	84%	\$58,437	\$16,112
<b>Total Expenditures</b>	<b>\$533,024</b>	<b>\$234,656</b>	<b>44%</b>	<b>\$566,217</b>	<b>\$33,193</b>



## MID-YEAR FINANCIAL REPORT Fiscal Year 2015-2016

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### **SALES TAX TRANSPORTATION FUND**

Gas tax revenues are projected slightly above budget by \$19,520, based on the most recent report from our consultant, MuniServices. Expenses are within budget with the exception of transfers to cover projects. This variance is a result of projects expenses budgeted in 2014-15 and actual expenses occurring during 2015-16. Overall expenses will depend on projects completed before the end of the fiscal year.

### **AIRPORT ENTERPRISE FUND**

The airport revenues and expenses are projected to come in at or near budget. The primary discrepancy is wages from Public Works that were not anticipated during the budget process. The FAA grant for \$150,000 which has a City match of 10% is very close to completion.

### **SEWER ENTERPRISE FUND**

Revenues in the Sewer Fund are projected to come in above budget. At budget time the City anticipated payments from Brooktrails of \$507,098 during the fiscal year for operations and debt service. However, based on payments to date from Brooktrails (according to settlement) the projected payments exceed this amount by \$70,050. Other revenues from installations and hookups are also well over budget, primarily due to Howard Hospital and the Medical Office Buildings. Expenses are projected to be \$40,000 more than budgeted, and will be included in the budget amendments on Exhibit "A".

### **WATER ENTERPRISE FUND**

Revenues in the Water Fund are currently projected to be higher than budget by \$24,200, the majority of this amount is one-time revenue based on Howard Hospital and Medical Office Buildings new connections. Additionally, grant funds that were expected to be received in 2014-15 in the amount of \$100,385 were received in the early months of 2015-16.

Expenses in the Water Enterprise Fund are projected to be \$240,549 above budget; the detail for these variances will be included on the budget amendments in Exhibit "A" attached.

Additional discussion will be provided at the Council meeting. Questions regarding this report, or the annual budget, can be directed to the City Finance Department at (707) 459-4601.

Copies of the full budget are available upon request.



**EXHIBIT "A"**  
**CITY OF WILLITS**  
 Mid-Year Budget Review  
**GENERAL FUND**

**BUDGET AMENDMENTS 2015-2016**

General Fund Revenues	
100.1000.1300.000	Sales Tax Revenue
100.1000.2202.004	Tobacco License Revenue
100.1000.7220.000	Other Revenue
100.1003.7250.000	Other Revenue
100.1010 Revenues	
100.1011 Revenues	
100.1015 Revenues	
100.1030.6238.000	Water Aerobics
<b>Total increase in General Fund Revenue Amendments 7,415</b>	

(32,627) Based on MuniServices most recent reporting  
 1,000 Based on YTD Actual  
 120 Copy fees based on YTD Actual  
 6,500 Howard Foundation issuers fees & cc convenience fees  
 7,477 Increase in service fees based on actual ytd  
 17,500 Increase in service fees and fines based on actual ytd  
 Increase in service fees based on actual ytd which are offset by  
 6,465 expenses  
 980 Based on YTD Actual

General Fund Expenditures	
<b>Total Salaries &amp; Benefits (97,986) Reduction in Salaries &amp; Benefits</b>	
Services & Supplies	
100.1001.2015.000	Communications
100.1001.2105.000	Training & Travel
100.1001.2199.000	Other Services
100.1002.2032.000	Insurance Deductibles
100.1005.2061.013	Personnel Services
100.1005.2081.030	Contract Services
100.1005.2015.000	Training & Travel
100.1010.2081.030	Contract Services
100.1015.2044.000	Vehicle Operations
100.1015.2081.000	Contract Services
100.1016.2044.000	Vehicle Operations
100.1016.2045.000	Maintenance Building & Grounds

900 Council Member cell phone stipends  
 323 City Clerk Training  
 3,000 PEG funds  
 5,000 Actual YTD  
 (4,900) Reduction based on YTD actual  
 Reorganization/temp employees/RGS/Labor Negotiators -  
 12,500 partially offset by personnel costs  
 540 CALPELRA  
 7,500 Consultant for MCOG Consultant  
 175 Based on Actual YTD  
 6,465 Offset by revenues  
 50 Based and actual YTD  
 7,500 WAC paint

100.1020.2032.000	Insurance Deductibles	10,000
100.1040.2081.021	Animal Control Contract	3,164
100.1041.2001.003	County fees & permits	322
100.1050.2081.030	Contract Services	21,081
	Total Service and Supplies additional expenditures	73,620

Other Charges		
100.1016.3020.000	ISF Equipment Charges	25
100.1040.3020.000	ISF Equipment Charges	1,000
	Total Other Charges additional expenditures	1,025

Fixed Assets		
100.1041.4001.000	Additional Equipment Costs	3,843
	Excavator bucket	

Transfers		
100.1099.5001.000	Operating Transfers Out	(298)

	Total General Fund Expenditure Amendments	(19,796)
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	Total Reductions in General Fund Budget Amendments	(27,211)
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