



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

**WILLITS CITY COUNCIL
AGENDA
MAY 26, 2010 ♦ 6:00 P.M. ♦ COUNCIL CHAMBERS**

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

2. **PUBLIC MATTERS**

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:

- a. City Council Minutes of April 28, 2010 and May 12, 2010
- b. Disbursements Journal (Dated May 17, 2010), Including Warrant Nos. 15470-15563, Totaling \$563,363.69
- c. Building Inspection Activity Reports – April 2010

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. Discussion and Possible Approval of Loan from the Low and Moderate Income Housing Fund to the Redevelopment Agency Fund to Pay State Mandated SERAF Shift
- b. Report and Possible Direction on Staffing Challenges at the Willits Swimming Pool
- c. Other Reports – Verbal/No Action

9. **DEPARTMENT RECOMMENDATIONS**

- a. Police Chief
- b. City Planner
- c. City Attorney

- d. Public Works Director
- e. City Engineer
- f. Finance Director
- g. City Clerk/Human Resources Director

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(b) – Existing Litigation: City of Willits, et al. vs. Mildred Sanchez, et al.; Case No. SCUUK CVG-0798692
- 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. SCUUK CVG-090054892
- c. Conference with Legal Counsel Pursuant to Government Code Section 54956.9(b) – 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. SCUUK CVG-1056037

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 21st day of May, 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.

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
15470	05/04/10	WESTAMERICA BANK	4161 PRINCIPAL	3,107.80	508758	52600003098312		P N H	501.5011.3001.000
15470	05/04/10	WESTAMERICA BANK	4161 INTEREST	1,202.99	508758	52600003098312		P N H	501.5011.3002.000
				4,310.79	*CHECK TOTAL				
15471	05/04/10	WELLS FARGO FINANCIA	4249 PRINCIPAL	1,209.22	508757	7844201287		P N H	501.5013.3001.000
15471	05/04/10	WELLS FARGO FINANCIA	4249 INTEREST	259.64	508757	7844201287		P N H	501.5013.3002.000
15471	05/04/10	WELLS FARGO FINANCIA	4249 TAX	128.52	508757	7844201287		P N H	501.5013.3010.000
				1,597.38	*CHECK TOTAL				
15472	05/07/10	COUNTY OF MENDOCINO	197 SARAF PAYMENT FY	373,632.00	508756	091113		P N H	206.2060.6001.000
15473	05/10/10	AQUATIC COMMERCIAL C	4408 AFO CLASS	715.00	508752	05102010		P N H	100.1030.2101.045
15474	05/10/10	CALIFORNIA NARCOTIC	767 TUITION	90.00	508753	05102010		P N H	651.6510.2199.000
15475	05/10/10	FAHY/WILLIAM	4409 PER DIEM	40.00	508754	05102010		P N H	651.6510.2199.000
15476	05/10/10	ANDRADE/JEFFERY	4333 PER DIEM	40.00	508755	05102010		P N H	651.6510.2199.000
15477	05/10/10	AFLAC	4266 125 PLAN	867.98	508759	05102010		P N H	690.246
15478	05/14/10	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	2,980.00	508760	05142010		P N H	690.237
15479	05/14/10	AFLAC	4036 125 PLAN	883.64	508761	046100		P N H	690.246
15480	05/14/10	HARTFORD LIFE INSURA	709 DEF COMP	1,810.00	508762	0109420		P N H	690.236
15481	05/14/10	MENDOCINO CHILD SUPP	1057 CHILD SUPPORT	295.00	508763	05142010		P N H	690.233
15482	05/14/10	CONTRA COSTA CHILD S	4267 CHILD SUPPORT	194.50	508764	05142010		P N H	690.233
15483	05/14/10	FRANCHISE TAX BOARD	695 PAYROLL DEDUCTION	428.41	508765	05142010		P N H	690.233
15484	05/14/10	FRANCHISE TAX BOARD	695 PAYROLL DEDUCTION	377.40	508766	05142010		P N H	690.233
15485	05/14/10	UNITED STATES TREASU	4252 PAYROLL DEDUCTION	300.00	508767	05142010		P N H	690.233
15486	05/14/10	PERS	256 EMPLOYER CONTRIBUT	19,991.51	508768	05092010		P N H	690.229
15486	05/14/10	PERS	256 EMPLOYEE CONTRIBUTI	7,430.14	508768	05092010		P N H	690.230
				27,421.65	*CHECK TOTAL				
15488	05/17/10	ACE COPY & SHIPPING	4112 BOXES	28.28	508678	APRIL 2010		P M W	430.4330.2055.001
15488	05/17/10	ACE COPY & SHIPPING	4112 BOXES	28.28	508678	APRIL 2010		P M W	430.4330.2055.001
15488	05/17/10	ACE COPY & SHIPPING	4112 COPIES	42.99	508678	APRIL 2010		P M W	503.5030.2055.000
15488	05/17/10	ACE COPY & SHIPPING	4112 COPIES	7.79	508678	APRIL 2010		P M W	100.1042.2055.000
15488	05/17/10	ACE COPY & SHIPPING	4112 COPIES	7.78	508678	APRIL 2010		P M W	430.4330.2055.001
				115.12	*CHECK TOTAL				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
15489	05/17/10	ACS	1432 NEW VISION	966.36	508679	527948		P N W	100.1003.2041.000
15489	05/17/10	ACS	1432 NEW VISION	322.12	508679	527948		P N W	206.2060.2041.000
15489	05/17/10	ACS	1432 NEW VISION	966.35	508679	527948		P N W	501.5010.2041.000
15489	05/17/10	ACS	1432 NEW VISION	966.35	508679	527948		P N W	503.5030.2041.000
				3,221.18	*CHECK TOTAL				
15490	05/17/10	ALPHA ANALYTICAL LAB	7 WATER TESTS	1,030.00	508680	APRIL 2010		P N W	503.5033.2061.015
15491	05/17/10	ARAMARK UNIFORM SERV	4065 MATS	127.47	508681	1113		P N W	501.5013.2199.000
15491	05/17/10	ARAMARK UNIFORM SERV	4065 MATS/ MOPS/RAGS	355.00	508681	1113		P N W	100.1016.2199.000
15491	05/17/10	ARAMARK UNIFORM SERV	4065 MATS	76.79	508681	1113		P N W	501.5013.2041.000
15491	05/17/10	ARAMARK UNIFORM SERV	4065 MAT	8.25	508681	1113		P N W	100.1042.2081.030
15491	05/17/10	ARAMARK UNIFORM SERV	4065 MAT	8.25	508681	1113		P N W	100.1040.2081.030
				575.76	*CHECK TOTAL				
15492	05/17/10	AUTO MART	750 VEHICLE MAINTENANCE	24 98.37	508682	10322		P M W	100.1022.2044.000
15493	05/17/10	BLUEPRINTS & COPIES	591 WWTP COPIES	4,438.30	508683	44018-44166		P M W	430.4330.2055.001
15494	05/17/10	BROOKTRAILS TOWNSHIP	491 AP WATER/SEWER	92.13	508684	491		P N W	500.5001.2111.000
15495	05/17/10	CA DEPARTMENT OF PUB	4367 GRD 2 WTR DIST OPER CE	80.00	508685	4302010		P N W	503.5031.2101.045
15496	05/17/10	CALIFORNIA NARCOTIC	767 ANNUAL DUES - ANDRADE	75.00	508686	05112010		P N W	100.1020.2050.000
15497	05/17/10	CATHERINE KILLION'S	4027 CITY HALL JANITORIAL	800.00	508687	69		P M W	100.1016.2061.020
15498	05/17/10	CLEARLY MENDOCINO WA	4221 WATER APRIL 2010	56.00	508688	4302010		P M W	100.1020.2199.000
15499	05/17/10	COAST HARDWARE	31 HARDWARE	9.75	508689	1113		P N W	201.2011.2101.045
15499	05/17/10	COAST HARDWARE	31 HARDWARE	3,264.00	508689	1113		P N W	500.5001.2045.000
15499	05/17/10	COAST HARDWARE	31 HARDWARE	20.64	508689	1113		P N W	100.1050.2101.045
15499	05/17/10	COAST HARDWARE	31 HARDWARE	3.58	508689	1113		P N W	100.1015.2041.000
15499	05/17/10	COAST HARDWARE	31 HARDWARE	26.73	508689	1113		P N W	100.1022.2101.032
				3,324.70	*CHECK TOTAL				
15500	05/17/10	COAST RANGE DIGITAL	4048 VIDEO COUNCIL MEETING	300.00	508690	09 152		P M W	100.1001.2081.030
15501	05/17/10	COMPUTER WORKS OF UK	4230 COMPUTER SUPPORT	360.17	508691	2121		P M W	100.1003.2041.000
15502	05/17/10	COUNTY OF MENDOCINO	4133 MO SVC AGREE APRIL 20	660.00	508719	20104-2		P N W	100.1020.2081.030
15502	05/17/10	COUNTY OF MENDOCINO	4133 HOURLY SUPPORT APRIL2	903.30	508719	20104-2		P N W	100.1020.2081.030
15502	05/17/10	COUNTY OF MENDOCINO	4133 SERVICE CREDIT APRIL2	250.00CR	508719	20104-2		P N W	100.1020.2081.030
				1,313.30	*CHECK TOTAL				
15503	05/17/10	COUNTY OF MENDOCINO	4394 6 MAP PRINTS	15.00	508697	10090		P N W	100.1042.2055.000
15504	05/17/10	COX CASTLE NICHOLSON	4176 LEGAL/ SANCHEZ	25,022.06	508693	338714		P M W	206.2060.2061.020

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
15505	05/17/10	CTI VALUELINE	4377 CANAN MAINT CART	122.89	508692	424191		P N W 100.1042.2041.000
15506	05/17/10	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	602.95	508694	APRIL 2010		P N W 100.1002.2055.000
15506	05/17/10	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	28.47	508694	APRIL 2010		P N W 100.1010.2055.000
15506	05/17/10	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	32.97	508694	APRIL 2010		P N W 430.4330.2055.000
15506	05/17/10	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	268.12	508694	APRIL 2010		P N W 100.1040.2055.000
15506	05/17/10	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	557.33	508694	APRIL 2010		P N W 100.1042.2055.000
15506	05/17/10	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	10.68	508694	APRIL 2010		P N W 501.5010.2055.000
15506	05/17/10	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	480.19	508694	APRIL 2010		P N W 100.1022.2101.031
				1,980.71	*CHECK TOTAL			
15507	05/17/10	DEEP VALLEY SECURITY	40 PD ALARM SYS MAY 2010	200.00	508695	184083/185272		P N W 100.1020.2081.030
15507	05/17/10	DEEP VALLEY SECURITY	40 WP ALARM REPAIRS	166.19	508695	184083/185272		P N W 503.5033.2041.000
15507	05/17/10	DEEP VALLEY SECURITY	40 WP MONITORING MAY 2010	87.90	508695	184083/185272		P N W 503.5033.2041.000
				454.09	*CHECK TOTAL			
15508	05/17/10	DEPARTMENT OF TRANSP	581 STREET LITES	95.86	508696	187812		P N W 200.2003.2081.023
15509	05/17/10	DILL/CARMEN	.08618 WATER DEPOSIT REFUND	7.12	508698	10204724003		P N W 503.111
15510	05/17/10	EBA ENGINEERING INC	3985 2010 MONITORING	2,048.90	508699	21450		P N W 201.2011.2081.030
15511	05/17/10	EEL RIVER FUELS	28 FUEL	5,174.24	508700	65600		P N W 100.125
15512	05/17/10	FISHER WIRELESS	4105 PD RADIO MAINT JUN	1,266.30	508701	264		P N W 100.1020.2041.000
15513	05/17/10	FRYMAN SEPTIC TANK S	56 PORTA POTTY BALL FIEL	375.00	508702	595153		P M W 100.1050.2101.045
15514	05/17/10	GRAINGER/W.W.	173 PUMP SHAFT SEAL	17.52	508771	9244092905		P N W 501.5013.2041.000
15515	05/17/10	GRANITE CONSTRUCTION	4024 DURAPATCH COLD MIX	1,482.21	508704	88123927		P N W 201.2011.2101.035
15515	05/17/10	GRANITE CONSTRUCTION	4024 DURAPATCH COLD MIX	370.55	508704	88123927		P N W 503.5031.2101.035
				1,852.76	*CHECK TOTAL			
15516	05/17/10	GROENIGER & CO INC.	4072 WATER PLANT SUPPLIES	39.06	508705	4011628-01		P N W 503.5031.2041.000
15517	05/17/10	HACH COMPANY	70 WATER PLANT CHEMICALS	29.47	508706	6712189		P N W 503.5033.2061.015
15518	05/17/10	HIS DESIGN	4237 SEWER SYSTEM PLAN	1,125.00	508707	MAY 2010		P M W 501.5011.2081.030
15518	05/17/10	HIS DESIGN	4237 WATER SYSTEM PLAN	360.00	508707	MAY 2010		P M W 503.5034.2081.030
15518	05/17/10	HIS DESIGN	4237 WASTE TREATMENT PLANT	180.00	508707	MAY 2010		P M W 430.4330.2081.030
				1,665.00	*CHECK TOTAL			
15519	05/17/10	HOUSE DOCTOR PAINT S	281 PAINT SUPPLIES	101.08	508708	3861		P N W 600.601
15520	05/17/10	INTERSTATE SALES	823 ENNIS RED WATERBASE	672.70	508709	616		P N W 200.2003.2101.045
15521	05/17/10	LAB SAFETY SUPPLY IN	375 DISPOSABLE GLOVES	77.03	508710	1015394095		P N W 201.2011.2101.045

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
15522	05/17/10	LANCE/JAMES H.	4054 LEGAL SERVICES	8,970.00	508711	2731/2733/2727		P M W	100.1004.2081.030
15522	05/17/10	LANCE/JAMES H.	4054 CAL TRENCHLESS LEGA	1,180.00	508711	2731/2733/2727		P M W	100.1004.2081.030
15522	05/17/10	LANCE/JAMES H.	4054 COST ADVANCE	580.00	508711	2731/2733/2727		P M W	100.1004.2081.030
				10,730.00	*CHECK TOTAL				
15523	05/17/10	LES SCHWAB TIRES INC	4015 TIRE SERVICE	79.00	508713	229298		P N W	100.1022.2044.000
15524	05/17/10	LNS WELDING	4200 CONCESSION STAND SUPP	159.04	508715	8627		P M W	405.4050.4003.000
15525	05/17/10	MATTHEW BENDER & CO.	205 CA DEER 04/10 4 RVS	419.71	508714	1041669001		P N W	100.1006.2050.000
15526	05/17/10	MCMASTER-CARR SUPPLY	4403 SHAFT SEAL	23.30	508712	54523825		P N W	501.5013.2041.000
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	11.16	508721	221090		P N W	100.1016.2025.000
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	4.69	508721	221090		P N W	100.1016.2025.000
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	8.46	508721	221090		P N W	100.1042.2041.000
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	9.48	508721	221090		P N W	100.1042.2055.000
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	288.16	508721	221090		P N W	100.1050.2101.045
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	12.69	508721	221090		P N W	200.2003.2101.045
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	84.61	508721	221090		P N W	201.2011.2101.035
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	27.37	508721	221090		P N W	201.2011.2101.045
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	5,271.10	508721	221090		P N W	405.4050.4003.000
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	12.64	508721	221090		P N W	430.4330.2055.000
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	99.44	508721	221090		P N W	500.5001.2045.000
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	79.01	508721	221090		P N W	501.5011.2041.000
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	72.84	508721	221090		P N W	501.5013.2041.000
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	129.40	508721	221090		P N W	503.5031.2041.000
15527	05/17/10	MENDO MILL & LUMBER	101 HARDWARE	57.34	508721	221090		P N W	503.5033.2041.000
				6,168.39	*CHECK TOTAL				
15528	05/17/10	MENDO TRUCK	4404 SPRAY TRUCK BEDLINER	400.00	508720	7916		P N W	201.2011.2041.000
15529	05/17/10	MOORE/ADRIENNE	4325 PARMA CONF INTERNET	29.85	508716	05142010		P N W	100.1002.2105.000
15529	05/17/10	MOORE/ADRIENNE	4325 OFFICE SUPPLIES	14.14	508716	05142010		P N W	100.1005.2055.000
15529	05/17/10	MOORE/ADRIENNE	4325 LABEL PRINTING SYSTEM	60.65	508716	05142010		P N W	100.1002.2055.000
15529	05/17/10	MOORE/ADRIENNE	4325 BUDGET MTG SUPPLIES	11.46	508716	05142010		P N W	100.1002.2055.000
				116.10	*CHECK TOTAL				
15530	05/17/10	MOTION INDUSTRIES IN	705 SEWER PLANT SUPPLIES	10.76	508717	CA23-458058		P N W	501.5013.2041.000
15531	05/17/10	MUNISERVICES	1441 TAX REPORTING SERVICE	500.00	508718	22133		P N W	100.1003.2081.030
15532	05/17/10	P G & E COMPANY	114 CITY HALL	1,605.23	508722	0876761724-7		P N W	100.1016.2110.000
15532	05/17/10	P G & E COMPANY	114 PD RADIO	9.17	508722	0876761724-7		P N W	100.1020.2110.000
15532	05/17/10	P G & E COMPANY	114 PW	294.73	508722	0876761724-7		P N W	100.1040.2110.000
15532	05/17/10	P G & E COMPANY	114 PARKS	775.79	508722	0876761724-7		P N W	100.1050.2110.000
15532	05/17/10	P G & E COMPANY	114 STREET LIGHTS	5,097.54	508722	0876761724-7		P N W	201.2010.2110.000
15532	05/17/10	P G & E COMPANY	114 AIRPORT	322.89	508722	0876761724-7		P N W	500.5001.2110.000
15532	05/17/10	P G & E COMPANY	114 SP COLLECTION	38.62	508722	0876761724-7		P N W	501.5011.2110.000
15532	05/17/10	P G & E COMPANY	114 SEWER	10,357.73	508722	0876761724-7		P N W	501.5013.2110.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
15532	05/17/10	P G & E COMPANY	114 WATER	1,261.03	508722	0876761724-7		P N W	503.5033.2110.000
				19,762.73	*CHECK TOTAL				
15533	05/17/10	PACE SUPPLY CORP	12 MONUMENT FRAME/COVER	258.98	508723	02887232		P N W	100.1042.2101.045
15534	05/17/10	PEAT/LESTER	4281 WATER OPERATOR III	1,700.00	508724	APRIL/MAY 2010		P M W	503.5033.2081.030
15535	05/17/10	PETTY CASH	123 NEWSPAPER	16.00	508725	05142010		P N W	100.1002.2055.000
15535	05/17/10	PETTY CASH	123 GAS	27.18	508725	05142010		P N W	405.4050.4003.000
15535	05/17/10	PETTY CASH	123 KEY TAG	5.33	508725	05142010		P N W	600.611
15535	05/17/10	PETTY CASH	123 OFFICE SUPPLIES	14.08	508725	05142010		P N W	100.1002.2055.000
15535	05/17/10	PETTY CASH	123 TILL SHORT	25.29	508725	05142010		P N W	100.1002.2055.000
				87.88	*CHECK TOTAL				
15536	05/17/10	PRESS DEMOCRAT INC	210 WTR TRMT PLNT PROJE	1,898.40	508726	10663962		P N W	430.4330.2055.000
15537	05/17/10	PRINTING PLUS	127 WWTREATMENT REPORT	1,534.79	508727	05032010		P M W	430.4330.2055.001
15538	05/17/10	REDWOOD TOXICOLOGY I	291 LAB SCREENING APRIL 2	108.75	508728	193020104		P N W	100.1020.2061.014
15539	05/17/10	REESE & ASSOCIATES I	.08619 BUS LIC REFUND	20.00	508731	3		P N W	100.1003.6650.000
15540	05/17/10	RENEWABLE ENERGY DEV	4175 HELP PROGRAM 2009/	11,520.00	508729	2010033110		P N W	210.2100.2101.045
15541	05/17/10	RESERVE ACCOUNT	4129 POSTAGE BY PHONE	2,000.00	508730	20415030		P N W	100.1002.2055.000
15542	05/17/10	SAN DIEGO POLICE EQU	4405 AMMUNITION	217.31	508736	592713		P N W	100.1022.2101.032
15543	05/17/10	SHERMAN/JOHN	4291 MEAD & HUND CONF	83.50	508737	05142010		P N W	500.5001.2105.000
15543	05/17/10	SHERMAN/JOHN	4291 PLUG STIP FUEL PUMP	9.75	508737	05142010		P N W	500.5001.2041.000
15543	05/17/10	SHERMAN/JOHN	4291 PHONE MODEM FUEL PUMP	54.38	508737	05142010		P N W	500.5001.2041.000
15543	05/17/10	SHERMAN/JOHN	4291 COMPUTER PATCH CORD	10.86	508737	05142010		P N W	500.5001.2045.000
				158.49	*CHECK TOTAL				
15544	05/17/10	SIRCHIE FINGER PRINT	762 CRIME SCENE SUPPLIES	482.29	508733	0548089-IN		P N W	100.1022.2101.031
15545	05/17/10	SOLID WASTE OF WILLI	330 BIN SERVICE	98.97	508734	1990		P N W	600.601
15546	05/17/10	SPARETIME SUPPLY INC	124 OFFICE SUPPLIES	69.82	508735	19739		P N W	100.1016.2025.000
15547	05/17/10	STATE OF CALIFORNIA	191 DAM PERMIT	16,884.00	508732	1800042088		P N W	503.5030.2001.002
15548	05/17/10	THOMSON WEST	4124 INFORMATION CHARGES	384.15	508740	820530050		P N W	100.1004.2050.000
15549	05/17/10	TOSHIBA	4242 COPIER	154.09	508739	7454509		P N W	100.1002.2095.000
15550	05/17/10	TOSHIBA	4263 COPIER	299.16	508770	149625998		P N W	100.1002.2095.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
15551	05/17/10	TRINCADO/ANDREA	4406 WTR DIST CERT	80.00	508738	05142010		P N W	503.5030.2001.002
15551	05/17/10	TRINCADO/ANDREA	4406 MILEAGE	50.00	508738	05142010		P N W	501.5011.2105.000
15551	05/17/10	TRINCADO/ANDREA	4406 PER DIEM	29.80	508738	05142010		P N W	501.5011.2105.000
15551	05/17/10	TRINCADO/ANDREA	4406 FLASHDRIVE	21.74	508738	05142010		P N W	501.5010.2055.000
				181.54	*CHECK TOTAL				
15552	05/17/10	UKIAH DAILY JOURNAL	162 JOURNAL SUBSCRIPTION	147.46	508743	2541		P M W	100.1002.2050.000
15553	05/17/10	UNDERGROUND SERVICE	430 UNDERGROUND SERVICE AL	44.00	508744	10040020		P N W	201.2012.2101.045
15553	05/17/10	UNDERGROUND SERVICE	430 UNDERGROUND SVC ALERT	44.00	508744	10040020		P N W	501.5011.2101.045
15553	05/17/10	UNDERGROUND SERVICE	430 UNDERGROUND SVC ALERT	44.00	508744	10040020		P N W	503.5031.2101.045
				132.00	*CHECK TOTAL				
15554	05/17/10	USA BLUEBOOK INC	3997 WATER PLANT SUPPLIES	183.70	508742	147023/140208		P N W	503.5033.2041.000
15555	05/17/10	WHITLOCK & WEINBERGE	4271 TRAFFIC EVALUATIONS	3,800.00	508745	12029		P N W	200.2003.2081.030
15556	05/17/10	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	40.00	508747	05142010		P N W	690.248
15557	05/17/10	WILLITS REDWOOD COMP	4407 REDWOOD	52.20	508748	18939		P N W	600.601
15558	05/17/10	WILLITS RENTAL CENTE	4100 AUTO REPAIR/PARTS	92.89	508769	360707/360711		P N W	100.1042.2041.000
15558	05/17/10	WILLITS RENTAL CENTE	4100 AUTO REPAIR/PARTS	170.57	508769	360707/360711		P N W	201.2011.2041.000
				263.46	*CHECK TOTAL				
15559	05/17/10	WILLITS TIRE CENTER	183 AUTO TIRE REPAIRS	1,058.76	508749	05142010	003370	P M W	100.1041.2041.000
15559	05/17/10	WILLITS TIRE CENTER	183 AUTO TIRE REPAIR	199.16	508749	05142010		P M W	100.1050.2041.000
				1,257.92	*CHECK TOTAL				
15560	05/17/10	WINZLER & KELLY CONS	590 QUALITY ASSURANCE PRO	453.75	508746	51446		P N W	202.2020.2081.030
15561	05/17/10	XEROX CORP	185 XEROX LEASE	109.17	508750	047742683		P N W	206.2060.2055.000
15562	05/17/10	YES CAMP	.08620 DONATION	1,000.00	508751	05072010		P N W	600.626
15563	05/17/10	3T EQUIPMENT COMPANY	4402 PIPEPATCH KITS	6,615.81	508677	53159	003360	P N W	501.5011.2061.020
GENERAL CHECK FORM			TOTAL	563,363.69					

Disbursements Journal

WARRANT DATE VENDOR

DESCRIPTION

AMOUNT

CLAIM

INVOICE

PO#

F 9 S ACCOUNT

REPORT TOTALS:

563,363.69

RECORDS PRINTED - 000166

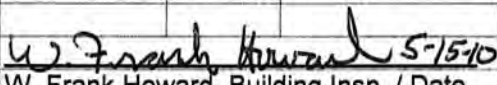
**CITY OF WILLITS
BUILDING INSPECTION ACTIVITY REPORT**

FOR THE MONTH OF: April 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		1	\$ 10,000.00
11) Service Station and Repair Garages			
12) Office, Bank and Professional Buildings			
13) Stores and Similar Buildings			
14) Warehouse and Agriculture Buildings		1	\$ 156,000.00
<u>MISCELLANEOUS CONSTRUCTION</u>			
15) Reroof, Siding, Windows, Etc.		2	\$ 10,500.00
16) Heating and Air Conditioning		2	\$ 4,500.00
17) Electric, Mechanical, Plumbing		4	\$ 9,200.00
18) Demolition			
<u>STRUCTURES OTHER THAN BUILDINGS</u>			
19) Foundations, Pools, Walls, Signs, etc.			
<u>CONVERSIONS</u>			
20) Non-Residential to Residential			
21) Residential to Non-Residential			
<u>ADDITIONS AND ALTERATIONS</u>			
22) Residential Buildings		3	\$ 44,500.00
23) Non-Residential Buildings			
TOTALS		13	\$ 234,700.00

<u>COMPARISON</u>	<u>TYPE OF PERMIT AND OTHER REVENUE</u>	<u>#'s</u>	<u>FEE'S</u>
Valuation This Month	Building	7	\$ 5,206.50
Same Month Last Year	Electrical	3	\$ 212.00
	Mechanical	2	\$ 158.00
Revenue This Month	Plumbing	1	\$ 104.00
Same Month Las Year	Grading		
	Demolition		
Permits This Month	Plan Check		
Same Month Last Year	Late Fee		
	Bldg. Survey		
	Sewer Insp.		
TOTALS TO DATE THIS FISCAL YEAR			
Construction Valuation			\$ 1,048,800.00
Fees Collected			\$ 20,230.02
No. of Permits		76	
	TOTALS:	13	\$ 5,680.50
TOTALS TO SAME DATE LAST YEAR			
Construction Valuation			\$ 2,796,800.00
Fees Collected			\$ 30,424.04
No. of Permits		79	

Respectfully Submitted:


 W. Frank Howard, Building Insp. / Date 5-15-10



Item No. **8a**

Meeting Date: **May 26, 2010**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Joanne Cavallari, Finance Director

Agenda Title: DISCUSSION AND POSSIBLE APPROVAL OF LOAN FROM THE LOW AND MODERATE INCOME HOUSING FUND TO THE REDEVELOPMENT AGENCY FUND TO PAY STATE MANDATED SERAF SHIFT

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

On May 4, 2010, the Sacramento Superior Court upheld the state budget bill passed in July 2009 as part of the 2009-10 state budget that requires redevelopment agencies statewide to transfer \$2.05 billion in local redevelopment funds to their County's Supplemental Educational Revenue Augmentation Fund ("SERAF") over the next two years. The judge also denied a request by the California Redevelopment Association (CRA) for a stay on the transfer of funds to SERAF pending appeal by the CRA. The City of Willits Redevelopment Agency remitted payment to the County of Mendocino Auditor-Controller in the amount of \$373,632 on May 10, 2010, as required. However, this amount exceeded the available unrestricted cash in the RDA Fund.

The State Department of Finance determined that if insufficient monies are available to fund the SERAF obligation, an agency may borrow from its Low and Moderate Income Housing Fund, provided that all monies are repaid by June 30, 2015. The attached amortization schedule provides a repayment plan which meets this requirement, and includes interest at the current LAIF rate of .55%.

Recommended Action: By minute order, approve a loan from the Low and Moderate Income Housing Fund 210, to the Redevelopment Agency Fund 206 in the amount of \$373,632, with repayment by June 30, 2015, as per the attached amortization schedule.

Alternative(s): None recommended

Fiscal Impact: Cash in the Low and Moderate Income Housing Fund will be reduced from approximately \$725,000 to \$365,000. Without the loan, the RDA would end the 09/10 Fiscal Year with a deficit fund balance of approximately \$200,000.

Personnel Impact: Minimal.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

Payment Schedule
 Low & Moderate Income Housing Fund 210
 Loan to Redevelopment Agency Fund 206

Loan Amount	Interest	Payment
\$373,632.00	0.55%	\$75,963.89

Date	Payment	Interest	Principal	Balance
May 2011	1	\$2,054.98	\$73,908.92	\$299,723.08
May 2012	2	1,648.48	74,315.42	225,407.66
May 2013	3	1,239.74	74,724.15	150,683.51
May 2014	4	828.76	75,135.13	75,548.38
May 2015	5	415.52	75,548.38	0.00



November 13, 2009

TO ALL COUNTY AUDITORS, REDEVELOPMENT AGENCIES, AND THEIR LEGISLATIVE BODIES:

Chapter 21, Statutes of 2009, requires redevelopment agencies to shift \$1.7 billion in property tax revenues to K-12 schools during the 2009-10 fiscal year via the Supplemental Educational Revenue Augmentation Funds (SERAF) that the Chapter created in each county. The Director of Finance is required to determine the amount each redevelopment agency shall transfer to the SERAF, and is further required to notify each redevelopment agency and legislative body of those amounts.

In accordance with the above requirements, the attached document provides the amount determined for your redevelopment agency.

Each redevelopment agency must allocate the specified amount to the county auditor-controller for deposit into the SERAF on or before May 10, 2010. By March 1, 2010 the legislative body shall either report to the county auditor-controller how the redevelopment agency intends to fund its SERAF obligation, or report that the legislative body intends to fund the SERAF obligation on behalf of the redevelopment agency pursuant to Section 33692 of the Health and Safety Code (HSC).

If a redevelopment agency determines that it will not be able to allocate to the SERAF the full amount required, it may enter into an agreement with its legislative body by February 15, 2010, for the legislative body to fund either the full SERAF obligation, or a portion thereof. Alternatively, pursuant to HSC Section 33690 (c), a redevelopment agency that makes a finding that insufficient monies are available to fund its SERAF obligation may borrow from monies contained in its Low and Moderate Income Housing Fund. Redevelopment agencies also may borrow from the amount otherwise required to be remitted in 2009-10 to its Low and Moderate Income Housing Fund. All borrowed funds must be fully repaid by June 30, 2015.

If you have any questions regarding this matter, please contact Chris Hill, Principal Program Budget Analyst, at (916) 322-2263.

MICHAEL C. GENEST
Director
By:


ANA MATOSANTOS
Chief Deputy Director

Attachment

**2009-10 Redevelopment Agency SERAF Shift
Health and Safety Code Section 33690**

	<p align="center">2006-07 Tax Increment Net of Pass- Throughs</p> <p align="right">867,953</p>	<p align="center">2006-07 Gross Tax Increment</p> <p align="right">988,785</p>	<p align="center">850,000,000 on Net Tax Increment Based on Net Factor</p> <p align="right">(0.2261168310)</p> <p align="right">196,259</p>	<p align="center">850,000,000 on Net Tax Increment Based on Gross Factor</p> <p align="right">(0.1793855082)</p> <p align="right">177,374</p>	<p align="right">Total SERAF</p> <p align="right">373,632</p>	
<p>Redevelopment Agency Name</p>	<p>Willits Community Development Agency</p>					



CITY OF WILLITS

CITY HALL – 111 East Commercial Street, (707) 459-4601 • Fax (707) 459-1562
POLICE DEPARTMENT – 125 E. Commercial St., (707) 459-6122 • Fax (707) 459-0405
Willits, CA 95490

May 10, 2010

Meredith Ford
Auditor-Controller
County of Mendocino
501 Low Gap Road, Room 1080
Ukiah, CA 95482

Re: Fiscal Year 2009-10 SERAF Payment; Health and Safety Code Section 33690

Dear Meredith:

Enclosed please find our check #15472, paid from the Redevelopment Agency Fund of the City of Willits, in the amount of \$373,632.00, which is the amount determined by the Director of the Department of Finance of the State of California that must be remitted to the County Auditor for the County of Mendocino for deposit in the County's Supplemental Educational Revenue Augmentation Fund ("SERAF") pursuant to Health and Safety Code section 33690 for fiscal year 2009-10.

As you may know, an action was before Sacramento Superior Court challenging the constitutionality of SERAF transfers pursuant to Health and Safety Code sections 33690 and 33690.5. (*California Redevelopment Association et al v. Genest et al ("Genest")*, Case No. 34-2009-80000359-CU-WM-GDS.) As the County Auditor for Mendocino County, you were a defendant in *Genest*. That action alleged, among other things, that the duties of county auditors under Health and Safety Code sections 33690(a) and 33690.5(a) to deposit funds received from redevelopment agencies in County Supplemental Educational Revenue Augmentation Funds are inconsistent with various state and federal constitutional provisions and are therefore unlawful and unenforceable. On May 4, 2010, the Sacramento Superior Court issued a decision on *Genest*, denying the petition as well as rejecting the California Redevelopment Association's request for a stay of the SERAF transfers required by Health and Safety Code section 33690. The California Redevelopment Association, along with the other plaintiffs in the *Genest* litigation, are appealing the Sacramento Superior Court decision. As such, the payment transmitted herewith is made under protest and without prejudice to the Agency's right to recover such amount and interest thereon in the event that the *Genest* litigation (or any other litigation) ultimately determines that Health and Safety Code section 33690 is unconstitutional.

Sincerely,

Joanne Cavallari,
Finance Director



CITY OF WILLITS
 111 EAST COMMERCIAL STREET
 WILLITS, CALIFORNIA 95490

NO. **015472**

BANK OF WILLITS
 WILLITS, CA 95490

DATE
 5/7/2010

CHECK NO.
 15472

AMOUNT
 \$373,632.00

Three hundred seventy three thousand six hundred thirty two and 00/100 dollars

PAY TO THE ORDER OF County of Mendocino, Auditor Controller
 501 Low Gap Road
 Ukiah, CA 95482

COPY

VOID IF NOT CASHED WITHIN 90 DAYS

⑈015472⑈ ⑆121106906⑆ 01005553⑈01

VENDOR: 197 5/7/2010

FUND & ACCOUNT	INVOICE	DESCRIPTION	AMOUNT
206.2060.6001-000	091113	SERAF Payment Fiscal Year 09/10	\$373,632.00



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: Report and Possible Direction on Staffing Challenges at the Willits Swimming Pool

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 15 min.

Summary of Request: The City of Willits is encountering significant challenges with the recruitment of swimming pool employees for the upcoming summer season. Typically, the City hires one part-time Pool Manager, one part-time Assistant Pool Manager, and approximately 10 part-time Lifeguards. The positions have been advertised in several local newspapers and the City website, with recruitment efforts still underway. To date, two qualified applications were received for the Pool Manager, although the incumbent applicant has accepted other employment and will only be available for a short time, and one application for the Assistant Pool Manager and three applications for Lifeguards were received. This reflects a total number of applicants that is much less than the minimum staffing needed to safely operate the pool program.

The purpose of this agenda item is to inform the City Council, and community at large, that a significant staffing challenge exists. The summer swim program is scheduled to begin on June 7, 2010. The swimming pool poses a high risk if not properly supervised and managed. For the Council's information, the Pool Manager pay rate is \$15.00/hour, the Assistant Pool Manager pay rate is \$12.00/hour, and Lifeguard pay rate ranges between \$8.00 to \$8.50/hour. Applicants must possess Water Safety Instructor certificates, Lifeguard training, and CPR and First Aid for the Professional. Swimming pool positions in the past have been typically filled by college-aged young adults and older high school students.

Recommended Action: The City Manager cannot recommend opening the pool for the summer program without a cadre of trained and committed part-time employees due to the high risk posed by swimming pool operations. Hopefully, this agenda item will draw community interest in this important program, and some interested qualified individuals will apply for the available positions. Unless there is a change in present recruitment, the swimming pool will not open for the summer.

Alternative(s): As of the writing of this report, there are no known alternatives.

Fiscal Impact: The projected actual net cost to operate the City's summer swimming pool program in FY 2009/2010 equals \$33,028. The Draft FY 2010/2011 Budget projects a Net Cost of \$19,783. This reduction in net cost is achieved through an approximately 30% increase in admission and swimming lesson fees.

Personnel Impact: Approximately 12 part time positions are budgeted for swimming pool operations. In addition, the pool must be maintained by City employees equaling 0.04 full time equivalents. Total salary cost is budgeted at approximately \$40,000 in the Draft Fiscal Year 2010/2011 Budget.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

City of Willits

MEMORANDUM

Date: May 21, 2010
To: Honorable Mayor and City Council
From: Paul Cayler, City Manager
Subject: Administrative Progress Report

The following developments may be of interest to you and the community-at-large. Please contact me at (707) 459-4601, if you have any questions.

SEWER PLANT BIDDING AND WASTE DISCHARGE REQUIREMENTS

The Engineering and Public Work Department office staff have been absolutely consumed the past few weeks responding to bidders on the Sewer Plant Improvement Project. Brandi Burtness, Administrative Assistant, deserves special recognition for her dedication to this project. I need to also mention the contribution of SHN Consulting Engineers. As of the writing of this report, I think that the last addendum has been issued. We did push forward the bid opening date three days in order for the bidders to have one final weekend to consider their bids. The bid opening is scheduled for Monday, May 24, 2010, at 1:00pm in the Willits City Council Chambers. Much effort has been put out the last 18 months to get the project to this point, and I am excited and nervous about the outcome.

The other sewer related matter that has been a focus of intense effort is the review and comment on the new permit document for the sewer treatment plant. The new Waste Discharge Requirements (WDR's) are lengthy and detailed. Andrea Trincado, Engineering Technical Writer, deserves special recognition for her work on this project. At this time, it looks like the public hearing on the new WDR's will be before the North Coast Regional Water Quality Control Board at their meeting of June 10, 2010.

GANG ASSAULT CASE

I received notification from the Willits Police Department that the suspect in the recent gang assault case plead guilty to all charges this week. The suspect is a juvenile so the name will not be released. I am very proud of the Police Department for solving this crime. Police Office Mike Globe deserves special recognition for his work on this case. I also want to thank the Mendocino County District Attorney's Office for their assistance in this case. In addition, the suspect is scheduled to be sentenced at the end of June 2010. Interested community members may send comment letters on this crime to the District Attorney.

BUDGET

The City Council held a budget workshop last night. It was a long session. We started at 4:00pm and did not adjourn until 9:00pm. The Council covered a lot of ground. The public participation was very good. For me, it is very important that the community understand the scope of the fiscal challenge and difficult choices that the City Council is confronting. The General Fund is where the most difficult decisions are being made. The City Council will decide on the final budget next month. The biggest budget variable is the outcome of collective bargaining with represented employee groups.

FEW RANDOM THOUGHTS

The new City Council email address is working well. It is a good way for City Hall to keep up on what Willits' citizens are interested. The practice is to print out the emails and route the emails to the Council Members in a reading file.

This is not a big issue, however the Community Center has a new drinking fountain. The old fountain just gave up last month. The new fountain is new and clean.

I am happy to see the Farmers Market back in Snider Park on Thursday afternoon. I enjoy shopping at the market after work.

Please remember that City Hall will be closed on Monday, May 31, 2010, to celebrate the Memorial Day holiday.