



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

**WILLITS CITY COUNCIL
AGENDA
OCTOBER 13, 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 World Polio Day on October 24, 2010
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:
 - September 22, 2010
 - October 6, 2010 (Special Meeting)
 - b. Disbursements Journals:
 - Warrant Nos. 16330-16338, Totaling \$34,275.37
 - Warrant Nos. 16339-16406, Totaling \$326,110.25
 - c. Authorization for City Manager to Execute Professional Services Agreement with EBA Engineering for Remediation Work Related to Underground Storage Tanks at the City of Willits Corporation Yard (380 East Commercial Street)
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. Verbal Update and Discussion Regarding Main Street Sidewalk Project
 - b. Verbal Update and Discussion Regarding Wood Street Project
 - 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
- (1) Discussion and Possible Appointment of a Cultural Arts Commissioner

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 §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)
- b. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Anticipated Litigation: Significant Exposure to Litigation – One Case

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 8th day of October, 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 WORLD POLIO DAY ON OCTOBER 24, 2010

WHEREAS, World Polio Day on October 24, 2010, is a positive initiative to create awareness and educate the citizens of Willits about the vital importance to eradicate Polio worldwide. Rotary brings 105 years of history to this initiative. Its members are business, professional and community leaders who provide humanitarian service, encourage high ethical standards, and help build goodwill and peace in the world. Willits Rotary Club is one of 32,000 Rotary clubs located in more than 200 countries and geographical areas, that initiate service projects to address today's challenges, including illiteracy, disease, hunger, poverty, lack of clean water, and environmental concerns; and

WHEREAS, The Bill & Melinda Gates Foundation has awarded \$355 million to Rotary International in the global effort to eradicate polio, \$200 million is a challenge grant to Rotary. This is one of the largest challenge grants ever given by the Gates Foundation and the largest received by Rotary in its 105-year history. These funds will provide critical support to polio eradication activities that is spearheaded by RI and its partners, the World Health Organization, the U.S. Centers for Disease Control and Prevention, and UNICEF. Rotary will distribute the funds through grants to WHO and UNICEF; and

WHEREAS, Polio eradication has been Rotary's top priority since 1985, with more than \$1.2 billion contributed to the effort. At the Rotary District Conference in San Diego, California in February 2009, Bill Gates praised Rotary for providing the volunteers, advocates, and donors who have helped bring about a 99 percent decline in the number of polio cases. "The world would not be where it is without Rotary, and it won't get where it needs to go without Rotary," Gates said. Rotary is now nearing the three-quarter mark - having raised \$140 million of the \$200 million challenge; and

WHEREAS, the Willits Rotary Club initiative is one more community effort to invite the citizens of Willits to support Rotary's goal. The world stands firmly on the threshold of victory thanks to the achievements of the last 25 years. A polio-free world will be Rotary's ultimate gift to children everywhere, World Polio Day, October 24th is one small step in helping Rotary achieve its goal.

NOW, THEREFORE, I, Bruce Burton, Mayor of the City of Willits, do hereby proclaim October 24, 2010 as World Polio Day.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the CITY OF WILLITS to be affixed this 13th day of October, 2010.

Bruce Burton, Mayor

ATTEST:

Adrienne Moore, City Clerk



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**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, SEPTEMBER 22, 2010**

Mayor Burton called a regular meeting of the City Council to order at 6:00 p.m., in Council Chambers. The meeting was preceded by the pledge to the flag.

Roll Call: Council Members Larry Stranske, Greg Kanne, Holly Madrigal, and Mayor Bruce Burton were present. Council Member Victor Hanson was absent.

Also present were staff Members: Paul Cayler, City Manager; Jim Lance, City Attorney; Tom Mannatt, City Engineer; and Joanne Cavallari, Finance Director/Deputy City Clerk.

3. PUBLIC COMMUNICATIONS

Mayor Burton read the public communication guidelines. Alan Jamison, retired City employee, wanted the public to realize the achievements and dedication of City staff. Jed Diamond invited the public to the 10,000 step walk event, scheduled for 10/10/10 at 10:10 a.m., also thanking the Rotary Club for donated signs and City Manager Cayler for helping him place the signs along the route. Diana Ford voiced concern about traffic on Center Valley Road, which had become the unofficial bypass.

2A. PUBLIC HEARING – DISCUSSION AND POSSIBLE ACTION REGARDING IMPLEMENTATION OF CITIZEN’S OPTION FOR PUBLIC SAFETY (C.O.P.S.) PROGRAM TO PROVIDE FRONT LINE LAW ENFORCEMENT SERVICES

Presented by: Gerry Gonzalez, Chief of Police.

Mayor Burton opened the public hearing at 6:10 p.m. Hearing no comments, Mayor Burton closed the public hearing.

Motion by Madrigal/Second by Stranske and carried (4, with Hanson absent) to approve the request of the Chief of Police; direct the Finance Director to provide required reporting and summaries of the status of allocations from the Supplemental Law Enforcement Services Fund and file a public report with the Supplemental Oversight Committee, the City Council, and the Chief of Police; and direct the Finance Director to prepare a consolidated annual report prior to September 1, 2011, of all funds expended through this program for the entirety of the immediately preceding Fiscal Year, as well as annual reports thereafter, should future appropriations by the State Legislature be made.

4. CONSENT CALENDAR

- a. City Council Minutes:
 - September 8, 2010 – **Approved**
 - September 15, 2010 (Special Meeting) – **Approved**
- b. Disbursements Journals:
 - Warrant Nos. 16240-16425, Totaling \$32,400.56 – **Approved**
 - Warrant Nos. 16246-16329, Totaling \$303,346.02 – **Approved**
- c. Amendment No. 1 to the Agreement Between the City of Willits and Paul Cayler for City Manager Services – **Approved**

- d. Amended Marine Life Protection Act Memorandum of Agreement (MOA) – **Approved**
- e. Resolution (No. 2010-28) Encouraging the Marine Life Protection Act Initiative Blue Ribbon Task Force and California Fish and Game Commission to Support and Adopt the Regional Stakeholder Group Marine Protected Area (MPA) Array Proposal (Unified MPA Array) – **Approved**

Public Comment: Dr. Jeanine Pfeiffer, U.C. Davis, explained the Marine Life Protection Act Memorandum of Agreement to the public.

Motion by Kanne/Second by Stranske and carried (4, with Hanson absent) to approve Consent Calendar items (a-e).

5. RIGHT TO APPEAL – Mayor Burton read the guidelines for appealing Council decisions.

8A. DISCUSSION AND POSSIBLE APPROVAL OF AMENDMENT NO. 4 TO THE WILLITS SOLID WASTE TRANSFER STATION AGREEMENT

Presented by: Paul Cayler, City Manager.

Mayor Burton excused himself from Chambers due to a stated conflict of interest, as he owns property adjacent to the Willits Transfer Station. Council Member Kanne was appointed by Council Members Madrigal and Stranske to chair the discussion.

MAYOR PRO TEM KANNE PRESIDING

Public Comment: Mike Sweeney, General Manager and Contract Administrator for the Mendocino Solid Waste Management Authority, spoke in favor of the amendment.

Motion by Stranske/Second by Madrigal and carried (3, with Burton and Hanson absent) to approve the proposed Amendment No. 4 to the Willits Solid Waste Transfer Station Agreement between the Cities of Willits and Fort Bragg, the County of Mendocino, and Solid Wastes of Willits, Inc.; and authorize the City Manager to execute said agreement amendment, thereby permitting the Willits Solid Waste Transfer Station to receive solid waste from all areas of Mendocino County.

MAYOR BURTON PRESIDING.

8B. OTHER CITY MANAGER REPORTS

Paul Cayler, City Manager, reported on the following:

- Negotiations with the Mendocino Transit Authority (MTA) regarding the lease at the Public Works yard;
- Painting of red curbs in various locations within the City;
- Water line repair on Hellums Lane;
- Discussion with a local business, Iron Ridge, regarding a low interest business loan; and
- Possible need for Special City Council Meeting on October 6, 2010, to discuss the Page property.

9. DEPARTMENT RECOMMENDATIONS

- a. Police Chief Gerry Gonzalez advised the public regarding handling transients and trespassing.
- b. City Planner Alan Falleri was absent.
- c. City Attorney Jim Lance is working with the Cities of Ukiah and Fort Bragg on the tax sharing agreement with the County.
- d. City Manager Paul Cayler, who is serving as the Interim Public Works Director, had no further comments.

- e. City Engineer Tom Mannatt provided an update on Commercial Street and the Waste Water Treatment Plant Projects.
- f. Finance Director Joanne Cavallari reported on a Second Quarter increase in sales tax receipts, as well as completion of the auditor's field work.
- g. City Clerk/Human Resources Director Adrienne Moore was absent.

10. CITY COUNCIL AND COMMITTEE REPORTS

No reports were presented for the Mendocino Council of Governments (MCOG), Mendocino Transit Authority (MTA), Revit-ED Committee, Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA), Economic Development and Financing Corporation (EDFC), League of California Cities, Water Resources Committee, Sewer System Committee, Finance Committee, and Caltrans Ad Hoc Committee.

- b. Local Agency Formation Commission (LAFCO) – Council Member Madrigal reported on LAFCO's review of Covelo's and Brooktrails' sphere of influence.

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

- a. Discussion and Possible Action to Adopt Resolution of the Willits City Council Recommending that MCOG Reallocate State Transportation Improvement Funds to the Railroad Avenue Corridor Project and Other Local Traffic Solutions

Presented by: Council Member Madrigal.

Public Comment: Doug Jones, Design Engineer with Caltrans, reported that Caltrans is continuing to work with the U.S. Army Corps of Engineers to obtain the required permits, and also looking for alternative sources of funding. He also stated that Caltrans was again considering the four lane alternative.

Various viewpoints were expressed by Hal Wagenet, also reading a written statement from Phil Dow, Executive Director, MCOG; John Pinches, 3rd District Supervisor; Ellen Drell; Chris Brown, Air Pollution Control Officer, County of Mendocino; Donna Kerr; Ron Ornstein; Madge Strong; Larry Desmond; Ann Vanderhort; Tom Mann; Bear Kamoroff; Pete Swanton, also reading a written statement from Mary Anne Trevey, owner of Mariposa Market; Rosalind Crowder; David Drell; Jennifer Poole; Carlin Diamond; Pam Brown; Jeff Harris; Ike Doolinger; Freddie Long; Mike Persico; Omayya Sisemore; and Dave Benke.

Council Member Stranske stated his opposition to the resolution, as did Mayor Burton.

There was no motion made, and no action taken on the agenda item.

12. ENACTMENT OF ORDINANCES

None presented.

13. GOOD & WELFARE

Council Member Madrigal announced her 8th wedding anniversary, and also invited the public to attend the Harvest Dinner at the Grange on Friday, September 24th.

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. SCUJ CVG-1056037~~

Jim Lance, City Attorney, noted that there was no need for Closed Session.

Moved by Kanne/seconded by Stranske and carried (4, with Hanson absent) to adjourn the meeting at 8:40 p.m.

BRUCE BURTON, Mayor

ATTEST:

JOANNE CAVALLARI, Deputy City Clerk



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**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, OCTOBER 6, 2010**

Vice Mayor Hanson called a special meeting of the City Council to order at 4:02 p.m. in Council Chambers.

Roll Call: Councilmembers Victor Hanson, Greg Kanne, Holly Madrigal, and Larry Stranske were present. Mayor Bruce Burton reported directly to Closed Session at 4:05 p.m.

Also present were staff members: Paul Cayler, City Manager; Jim Lance, City Attorney; Joanne Cavallari, Finance Director; and Adrienne Moore, City Clerk/Human Resources Director.

ADJOURNED TO CLOSED SESSION AT 6:01 P.M.

2. 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)

COUNCILMEMBER MADRIGAL EXCUSED FOR REMAINDER OF MEETING AT 4:59 P.M.

- b. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency v. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUk CVG-1056037

Council reconvened in open session at 5:37 p.m., with nothing to report out of Closed Session.

Moved by Kanne/seconded by Stranske and carried (4, with Madrigal absent) to adjourn the meeting at 5:38 p.m.

BRUCE BURTON, Mayor

ATTEST:

ADRIENNE MOORE, City Clerk

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
16330	09/17/10	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	3,130.00	509716	09172010		P N H 690.237
16331	09/17/10	AFLAC	4036 125 PLAN POLICY PREMI	881.02	509715	764992		P N H 690.246
16333	09/17/10	HARTFORD LIFE INSURA	709 DEFERRED COMPENSATI	1,710.00	509714	GRP#0109420		P N H 690.236
16334	09/17/10	MENDOCINO CHILD SUPP	1057 CHILD SUPPORT	295.00	509713	0000058979		P N H 690.233
16335	09/17/10	UNITED STATES TREASU	4252 PAYROLL DEDUCTION	300.00	509712	1040A		P N H 690.233
16336	09/17/10	PERS	256 EMPLOYER CONTRIBUT	19,556.06	509711	ID CODE 0876		P N H 690.229
16336	09/17/10	PERS	256 EMPLOYEE CONTRIBUTI	7,640.29	509711	ID CODE 0876		P N H 690.230
				27,196.35	*CHECK TOTAL			
16337	09/17/10	CAYLER/PAUL	4259 125 PLAN - FLEX ONE	130.00	509710	09172010		P N H 690.246
16338	09/21/10	CALPELRA EXECUTIVE O	4470 CONFERENCE REGISTRATI	633.00	509709	ANNUAL TRNG		P N H 100.1005.2105.000
GENERAL CHECK FORM								
				TOTAL	34,275.37			

ACCOUNTS PAYABLE SYSTEM
09/30/2010 15:58:46

Disbursements Journal

CITY OF WILLITS
GL540R-V07.00 PAGE 2

WARRANT DATE VENDOR

DESCRIPTION

AMOUNT

CLAIM INVOICE

PO#

F 9 S ACCOUNT

REPORT TOTALS:

34,275.37

RECORDS PRINTED - 000009

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
16339	09/30/10	ACE COPY & SHIPPING	4112 COPIES	39.93	509640	773688		P M W	430.4330.2055.000
16340	09/30/10	AFLAC	1018 125 PLAN - FLEX ONE	50.00	509639	335740ER		P N W	690.246
16341	09/30/10	ANTHEM BLUE CROSS	627 MED INS PREMIUM	59,950.44	509663	000293305B		P N W	690.231
16342	09/30/10	ATT MOBILITY	4253 ENGINEERING	105.76	509642	SEPT2010		P N W	100.1042.2015.000
16342	09/30/10	ATT MOBILITY	4253 PUBLIC WORKS	78.09	509642	SEPT2010		P N W	100.1040.2015.000
16342	09/30/10	ATT MOBILITY	4253 REDEVELOPMENT/PLANNING	49.41	509642	SEPT2010		P N W	206.2060.2015.000
16342	09/30/10	ATT MOBILITY	4253 CODE ENFORCEMENT	19.41	509642	SEPT2010		P N W	206.2060.2015.000
16342	09/30/10	ATT MOBILITY	4253 WATER	34.84	509642	SEPT2010		P N W	503.5030.2015.000
16342	09/30/10	ATT MOBILITY	4253 SEWER	183.20	509642	SEPT2010		P N W	501.5013.2015.000
16342	09/30/10	ATT MOBILITY	4253 BUILDING	30.35	509642	SEPT2010		P N W	100.1015.2015.000
16342	09/30/10	ATT MOBILITY	4253 POLICE	118.66	509642	SEPT2010		P N W	100.1020.2015.000
				619.72	*CHECK TOTAL				
16343	09/30/10	AUTO MART	750 VEHICLE MAINT230/220/	325.70	509641	10929/33/45		P M W	100.1022.2044.000
16344	09/30/10	BANK OF AMERICA	10 MUNICIPAL FINANCE INS	850.00	509644	9825		P N W	100.1003.2105.000
16344	09/30/10	BANK OF AMERICA	10 AIRPORT FUEL TEST	35.00	509644	9825		P N W	500.5001.2081.030
16344	09/30/10	BANK OF AMERICA	10 WATER PLANT INTERNET	59.99	509644	9825		P N W	503.5030.2015.000
				944.99	*CHECK TOTAL				
16345	09/30/10	BANK OF AMERICA	4395 OFFICE SUPPLIES	92.41	509652	7145		P N W	100.1040.2101.045
16346	09/30/10	BLR	4501 SAFETY TRAINER	419.83	509643	1-6899080		P N W	100.1041.2101.045
16347	09/30/10	BLUEPRINTS & COPIES	591 COPIES	913.50	509708	44844		P M W	430.4330.2055.000
16348	09/30/10	CATHERINE KILLION'S	4027 PW JANITORIAL	130.00	509646	PW&ENG10/11-3		P M W	100.1040.2081.030
16348	09/30/10	CATHERINE KILLION'S	4027 ENG JANITORIAL	130.00	509646	PW&ENG10/11-3		P M W	100.1042.2081.030
16348	09/30/10	CATHERINE KILLION'S	4027 CITY HALL JANITORIAL	800.00	509646	PW&ENG10/11-3		P M W	100.1016.2061.020
				1,060.00	*CHECK TOTAL				
16349	09/30/10	CAYLER/PAUL	4259 FLEX ONE	132.23	509649	125 PLAN		P N W	690.246
16349	09/30/10	CAYLER/PAUL	4259 CELL PHONE REIMBURSEM	100.00	509649	125 PLAN		P N W	100.1002.2015.000
				232.23	*CHECK TOTAL				
16350	09/30/10	CLARK/CHARLES A.	4502 INTERIOR DOOR	280.00	509650	09132010CC		P N W	100.1016.2025.000
16351	09/30/10	COAST HARDWARE	31 HARDWARE	30.96	509651	2150		P N W	100.1050.2101.045
16351	09/30/10	COAST HARDWARE	31 HARDWARE	43.21	509651	2150		P N W	503.5031.2041.000
16351	09/30/10	COAST HARDWARE	31 HARDWARE	26.07	509651	2150		P N W	503.5033.2041.000
16351	09/30/10	COAST HARDWARE	31 HARDWARE	189.65	509651	2150		P N W	501.5013.2041.000
16351	09/30/10	COAST HARDWARE	31 HARDWARE	7.60	509651	2150		P N W	100.1015.2055.000
16351	09/30/10	COAST HARDWARE	31 SAFETY SUPPLIES	37.57	509651	2150		P N W	100.1022.2101.033
16351	09/30/10	COAST HARDWARE	31 HARDWARE	126.16	509651	2150		P N W	405.4050.4003.000
16351	09/30/10	COAST HARDWARE	31 HARDWARE	5.86	509651	2150		P N W	100.1041.2101.045
				467.08	*CHECK TOTAL				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
16352	09/30/10	COAST RANGE DIGITAL	4048 RECORD COUNCIL MEETIN	315.00	509695	09 159		P M W	100.1001.2081.030
16353	09/30/10	COON/GARY	.08683 NAME TAGS FOR CHAIRS	256.00	509697	09282010		P N W	600.601
16354	09/30/10	COUNTY OF MENDOCINO	33 JC ELEC SVS AUGUST	1,007.94	509647	2010-8		P N W	100.1020.2110.000
16354	09/30/10	COUNTY OF MENDOCINO	33 JC WATER SVC AUGUST 20	76.41	509647	2010-8		P N W	100.1020.2110.000
16354	09/30/10	COUNTY OF MENDOCINO	33 JC GARBAGE AUGUST 2010	71.45	509647	2010-8		P N W	100.1020.2110.000
				1,155.80	*CHECK TOTAL				
16355	09/30/10	COUNTY OF MENDOCINO	197 JUSTICE FACILITY L	15,000.00	509645	09132010		P N W	100.1020.2096.000
16356	09/30/10	COUNTY OF MENDOCINO	272 AIR QUALITY PERMIT	3,652.37	509701	10-97		P N W	430.4330.2001.002
16357	09/30/10	COUNTY OF MENDOCINO	4133 MO SVC AGREE JULY	660.00	509648	20107/20108-2		P N W	100.1020.2081.030
16357	09/30/10	COUNTY OF MENDOCINO	4133 MO SVC AGREE AUGUST	660.00	509648	20107/20108-2		P N W	100.1020.2081.030
16357	09/30/10	COUNTY OF MENDOCINO	4133 HOURLY SUPPORT AUGUST	144.23	509648	20107/20108-2		P N W	100.1020.2081.030
16357	09/30/10	COUNTY OF MENDOCINO	4133 SERVICE CREDIT AUGUST	144.23CR	509648	20107/20108-2		P N W	100.1020.2081.030
				1,320.00	*CHECK TOTAL				
16358	09/30/10	DEEP VALLEY SECURITY	40 POLICE DEP ALARM SEPT	200.00	509653	190303		P N W	100.1020.2081.030
16359	09/30/10	EAA CHAPTER 1027 INC	4503 AIRPORT DAYS REIMBURS	372.45	509654	0920		P N W	500.5001.2101.045
16360	09/30/10	EBA ENGINEERING INC	3985 RIVER WATCH	779.50	509655	21899		P N W	201.2011.2081.030
16361	09/30/10	ECONOMIC DEVELOPMENT	4504 EDFC MEMBERSHIP DUE	4,000.00	509656	179		P N W	206.2060.2081.030
16362	09/30/10	FRYMAN SEPTIC TANK S	56 PORTABLE TOILET RENTA	236.63	509666	700140		P M W	503.5031.2101.035
16363	09/30/10	GRAINGER/W.W.	173 BAND SAW BLADE	45.59	509657	9333310788		P N W	100.1041.2101.045
16364	09/30/10	GROENIGER & CO INC.	4072 PLUMBING SUPPLIES	157.42	509667	4013608-02&-03		P N W	503.5031.2041.000
16364	09/30/10	GROENIGER & CO INC.	4072 PLUMBING SUPPLIES	142.36	509667	4013608-02&-03		P N W	503.5031.2041.000
				299.78	*CHECK TOTAL				
16365	09/30/10	HACH COMPANY	70 WP CHEMICALS	492.40	509700	6919767		P N W	503.5033.2101.034
16366	09/30/10	HARTFORD RETIREE PRE	4422 MED INS LEAH & DON OB	822.38	509658	50016		P N W	690.231
16367	09/30/10	HIS DESIGN	4237 SEWER SYSTEM PLAN	675.00	509671	09242010		P M W	501.5011.2081.030
16367	09/30/10	HIS DESIGN	4237 WATER SYSTEM PLAN	450.00	509671	09242010		P M W	503.5034.2081.030
				1,125.00	*CHECK TOTAL				
16368	09/30/10	I B E W	255 EMPLOYEE CONTRIBUTION	308.85	509659	SEPT 2010		P N W	690.235
16369	09/30/10	JDS	4324 PARKING CITATION ADMI	100.00	509660	1509		P N W	100.1020.2081.030
16370	09/30/10	KENS AUTO	1024 AUTO REPAIR # 139	105.00	509668	20994		P M W	201.2011.2041.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
16371	09/30/10	LAKE COUNTY ELECTRIC	4091 WCAC LIGHTING	151.64	509696	5016572		P N W	600.601
16372	09/30/10	LAYTONVILLE DISPOSAL	4006 WILLITS LANDFILL	250.00	509669	09212010		P M W	213.2133.2095.000
16373	09/30/10	LEONIDOU & ROSIN	.08682 FINAL SETTLEMENT	110,000.00	509661	WATERLINE PROJ		P N W	503.171
16374	09/30/10	LIEBERT CASSIDY WHIT	433 LEGAL SERVICE	979.00	509662	121946		P N W	100.1005.2061.010
16375	09/30/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	61.26	509707	10057		P N W	100.1041.2101.045
16375	09/30/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	30.44	509707	10057		P N W	503.5031.2041.000
16375	09/30/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	35.72	509707	10057		P N W	501.5011.2041.000
16375	09/30/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	90.13	509707	10057		P N W	501.5013.2041.000
16375	09/30/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	17.55	509707	10057		P N W	100.1022.2044.000
16375	09/30/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	25.37	509707	10057		P N W	100.1041.2041.000
16375	09/30/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	27.10	509707	10057		P N W	503.5033.2041.000
16375	09/30/10	LITTLE LAKE AUTO PAR	46 AUTO PARTS	114.47	509707	10057		P N W	201.2011.2041.000
				402.04	*CHECK TOTAL				
16376	09/30/10	MENDOCINO COUNTY FAR	52 COPPER SULFATE	2,403.19	509664	K50032		P N W	503.5033.2101.034
16377	09/30/10	MENDOCINO JANITORIAL	4255 PD JANITORIAL SEPT	1,100.00	509672	1445		P M W	100.1016.2061.020
16378	09/30/10	MINYARD SOLAR ELECTR	4505 SOLAR PROJECT - SIS	7,500.00	509665	090209-7		P N W	206.2060.2101.037
16379	09/30/10	P G & E COMPANY	114 CITY HALL	1,767.96	509679	09162010		P N W	100.1016.2110.000
16379	09/30/10	P G & E COMPANY	114 PD RADIO	8.87	509679	09162010		P N W	100.1020.2110.000
16379	09/30/10	P G & E COMPANY	114 PUBLIC WORKS	255.43	509679	09162010		P N W	100.1040.2110.000
16379	09/30/10	P G & E COMPANY	114 PARKS	1,575.91	509679	09162010		P N W	100.1050.2110.000
16379	09/30/10	P G & E COMPANY	114 STREET LIGHTS	4,792.04	509679	09162010		P N W	201.2010.2110.000
16379	09/30/10	P G & E COMPANY	114 AIRPORT	386.90	509679	09162010		P N W	500.5001.2110.000
16379	09/30/10	P G & E COMPANY	114 SP COLLECTION	46.03	509679	09162010		P N W	501.5011.2110.000
16379	09/30/10	P G & E COMPANY	114 SEWER	14,801.21	509679	09162010		P N W	501.5013.2110.000
16379	09/30/10	P G & E COMPANY	114 WATER	2,007.72	509679	09162010		P N W	503.5033.2110.000
16379	09/30/10	P G & E COMPANY	114 ENGINEERING	264.14	509679	09162010		P N W	100.1042.2110.000
16379	09/30/10	P G & E COMPANY	114 PARKS	8.87	509679	09162010		P N W	100.1050.2110.000
16379	09/30/10	P G & E COMPANY	114 SEWER	35.66	509679	09162010		P N W	501.5013.2110.000
16379	09/30/10	P G & E COMPANY	114 WATER	17.74	509679	09162010		P N W	503.5033.2110.000
				25,968.48	*CHECK TOTAL				
16380	09/30/10	PACE SUPPLY CORP	12 BOLT SET FLG	20.77	509705	03451-00		P N W	503.5031.2041.000
16380	09/30/10	PACE SUPPLY CORP	12 SEWER PLANT SUPPLIE	7,476.69	509705	03451-00		P N W	430.4332.2041.000
16380	09/30/10	PACE SUPPLY CORP	12 SP SUPPLIES	184.22	509705	03451-00		P N W	501.5011.2041.000
16380	09/30/10	PACE SUPPLY CORP	12 SP SUPPLIES	716.18	509705	03451-00		P N W	501.5013.2041.000
16380	09/30/10	PACE SUPPLY CORP	12 BALLFIELDS SUPPLIES	980.57	509705	03451-00	003398	P N W	405.4050.4003.000
				9,378.43	*CHECK TOTAL				
16381	09/30/10	PEAT/LESTER	4281 WATER OPERATOR III	1,360.00	509674	SEPT2010		P M W	503.5033.2081.030

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
16382	09/30/10	PITNEY BOWES	125 COPIER LEASE	1,520.91	509680	2844322-SP10		P N W 100.1002.2095.000
16382	09/30/10	PITNEY BOWES	125 COPIER LEASE	147.42	509680	2844322-SP10		P N W 100.1020.2095.000
				1,668.33	*CHECK TOTAL			
16383	09/30/10	PITNEY BOWES	4494 POSTAGE MACHINE SUPPL	142.33	509678	615363		P N W 100.1002.2055.000
16384	09/30/10	PITNEY BOWES	4507 POSTAGE	1,000.00	509676	20415030		P N W 100.1002.2055.000
16385	09/30/10	PLATT	4506 PW SUPPLIES	221.37	509675	8258779		P N W 100.1050.2101.045
16386	09/30/10	PMC INC	4040 HOUSING ELEMENT UPDAT	200.00	509677	32165		P N W 210.2100.2061.020
16387	09/30/10	PRINCIPAL MUTUAL LIF	629 LIFE INSURANCE PREMIU	839.86	509673	N85577-1		P N W 690.231
16388	09/30/10	R E M I F	135 DENTAL INSURANCE PR	5,726.00	509681	OCTOBER 2010		P N W 690.231
16388	09/30/10	R E M I F	135 VISION INSURANCE PREM	855.00	509681	OCTOBER 2010		P N W 690.231
16388	09/30/10	R E M I F	135 E.A.P. INSURANCE PREM	230.45	509681	OCTOBER 2010		P N W 690.231
				6,811.45	*CHECK TOTAL			
16389	09/30/10	REDWOOD WATER CONDIT	4508 SP SUPPLIES	1,032.21	509682	00016182		P N W 430.4332.2041.000
16390	09/30/10	RENTAL GUYS CHICO	4495 IGNITION SWITCH ASSEM	142.65	509683	428375		P N W 100.1050.2041.000
16391	09/30/10	S H N CONSULTING	1673 ENG & PROJECT MGMT	42,895.03	509706	72863		P N W 430.4330.2061.012
16391	09/30/10	S H N CONSULTING	1673 CALTRANS - WWTP	362.50	509706	72863		P N W 430.4330.2081.030
				43,257.53	*CHECK TOTAL			
16392	09/30/10	SHAW ENVIRONMENTAL I	4257 STORMWATER REPORT	538.52	509684	549441-R8-0050		P N W 213.2133.2081.030
16393	09/30/10	STATE OF CALIFORNIA	534 BRUSH CLEARING	110.76	509685	97980		P N W 201.2012.2101.045
16393	09/30/10	STATE OF CALIFORNIA	534 BRUSH CLEARING	3,322.80	509685	97980		P N W 503.5033.2101.038
				3,433.56	*CHECK TOTAL			
16394	09/30/10	THRIFTY SUPPLY COMPA	403 PVC	121.58	509702	2104660-01		P N W 503.5031.2041.000
16395	09/30/10	UKIAH PAPER SUPPLY I	164 CLEANING SUPPLIES	415.12	509687	880226-2		P N W 100.1016.2025.000
16395	09/30/10	UKIAH PAPER SUPPLY I	164 CLEANING SUPPLIES	163.96	509687	880226-2		P N W 100.1050.2101.045
				579.08	*CHECK TOTAL			
16396	09/30/10	UNDERGROUND SERVICE	430 UNDERGROUND SVC ALERT	47.00	509688	10090015		P N W 201.2012.2101.045
16396	09/30/10	UNDERGROUND SERVICE	430 UNDERGROUND SVC ALERT	47.00	509688	10090015		P N W 501.5011.2101.045
16396	09/30/10	UNDERGROUND SERVICE	430 UNDERGROUND SVC ALERT	47.00	509688	10090015		P N W 503.5031.2101.045
				141.00	*CHECK TOTAL			
16397	09/30/10	UNITED PARCEL SERVIC	165 PG&E APP FEE WWTP PROJ	28.37	509686	5382F9370		P N W 501.5010.2055.000
16397	09/30/10	UNITED PARCEL SERVIC	165 RAILROAD AVE BRIDGE	20.16	509686	5382F9370		P N W 208.2080.2055.000
16397	09/30/10	UNITED PARCEL SERVIC	165 OFFICE EXPENSE	40.00	509686	5382F9370		P N W 100.1040.2055.000
16397	09/30/10	UNITED PARCEL SERVIC	165 OFFICE EXPENSE	40.00	509686	5382F9370		P N W 100.1042.2055.000
				128.53	*CHECK TOTAL			

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
16398	09/30/10	UNIVERSITY ENTERPRIS	4509 WTP MANUAL	60.04	509704	579800		P N W 503.5030.2001.002
16399	09/30/10	W P O A	262 EMPLOYEE CONTRIBUTION	871.42	509689	SEPT 2010		P N W 690.234
16400	09/30/10	WECO INDUSTRIES LLC	4044 CABLE ASSY	190.97	509703	0023547-IN		P M W 501.5011.2041.000
16401	09/30/10	WESTAMERICA BANK	4161 PRINCIPAL	2,822.48	509691	526-00871		P N W 100.1098.3001.000
16401	09/30/10	WESTAMERICA BANK	4161 INTEREST	969.66	509691	526-00871		P N W 100.1098.3002.000
16401	09/30/10	WESTAMERICA BANK	4161 PRINCIPAL	3,176.10	509698	526-01054		P N W 501.5011.3001.000
16401	09/30/10	WESTAMERICA BANK	4161 INTEREST	1,134.69	509698	526-01054		P N W 501.5011.3002.000
				8,102.93	*CHECK TOTAL			
16402	09/30/10	WILLIAMS SCOTSMAN IN	4116 MOBILE OFFICE RENT	281.08	509692	95235901		P N W 501.5010.2096.000
16403	09/30/10	WILLITS CHAMBER OF C	300 SPONSOR FALL HOMETOWN	200.00	509699	100110-1		P N W 206.2060.2081.030
16404	09/30/10	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	40.00	509690	09172010		P N W 690.248
16405	09/30/10	WILLITS NEWS	179 LEGAL NOTICE	178.20	509693	09102010		P N W 206.2060.2090.000
16405	09/30/10	WILLITS NEWS	179 LEGAL NOTICE	300.00	509693	09102010		P N W 210.2100.2090.000
16405	09/30/10	WILLITS NEWS	179 LEGAL NOTICE	43.08	509693	09102010		P N W 100.1020.2055.000
				521.28	*CHECK TOTAL			
16406	09/30/10	XEROX CORP	185 XEROX LEASE & SUPPLIE	109.17	509694	050114392		P N W 206.2060.2055.000
GENERAL CHECK FORM								
			TOTAL	326,110.25				

Disbursements Journal

WARRANT DATE VENDOR

DESCRIPTION

AMOUNT

CLAIM

INVOICE

PO#

F 9 S ACCOUNT

REPORT TOTALS:

326,110.25

RECORDS PRINTED - 000133



Item No. **4c**

Meeting Date: **October 13, 2010**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: AUTHORIZATION FOR CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES AGREEMENT WITH EBA ENGINEERING FOR REMEDIATION WORK RELATED TO UNDERGROUND STORAGE TANKS AT THE CITY OF WILLITS CORPORATION YARD (380 EAST COMMERCIAL STREET)

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: N/A

Summary of Request: In 1998, the City of Willits removed a 1,000 gallon underground storage tank (UST) at the City Corporation Yard. The UST was used for the storage of gasoline. UST observations and soil sampling indicated that the UST was leaking causing contamination. EBA Engineering has been the primary consultant on the project. Follow-up groundwater investigation revealed groundwater contamination caused by petroleum hydrocarbons, including fuel oxygenates (MtBE). Numerous ground water monitoring wells have been installed and quarterly groundwater sampling has occurred since 2002. In 2006, further site investigation was conducted. In 2007, a Pilot Study Work Plan was developed and subsequently approved by the North Coast Regional Water Quality Control Board. Work to implement the Pilot Study Work Plan (at an approximate expense of \$85,000) was halted in 2008 due to the State of California stopping reimbursement from the UST Cleanup Fund for Priority Class "C" claimants. In 2009, the City was reclassified from a Priority Class "C" to a Priority Class "B" claimant. The UST Cleanup Fund has started reimbursing eligible claims. Reimbursement can be slow on the order of four to six months. EBA Engineering submitted a new proposal to phase the implementation Pilot Study Work Plan into more affordable "bite sized pieces", so that the City may conduct site research in relation to the ability to obtain State UST Cleanup Fund reimbursements. Therefore, the recommended proposal (dated September 13, 2010) from EBA Engineering equals \$20,097. The work is considerably less than contemplated in 2008, and will require subsequent tasks.

Recommended Action: Accept the EBA Engineering Proposal (dated September 13, 2010) for UST contamination research at the City Corporation Yard, in the amount of \$20,097; and, further, authorize City Manager to execute a professional service for said work.

Alternative(s): 1) Reject EBA proposal; and 2) Modify EBA proposal.

Fiscal Impact: \$20,097, which is unbudgeted and for which the City should be able to claim a portion as reimbursable under the State UST Clean Up Fund.

Personnel Impact:

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



September 13, 2010

Mr. Paul Cayler
Willits City Manager
111 East Commercial Street
Willits, California 95490

**RE: COST ESTIMATE FOR PROFESSIONAL SERVICES
CITY OF WILLITS CORPORATION YARD
380 EAST COMMERCIAL STREET, WILLITS, CALIFORNIA
EBA Proposal Number: 168-10**

Dear Mr. Cayler:

Please find enclosed a cost estimate for the implementation of a portion (Phase 1) of the recommendations including in EBA Engineering's (EBA) *Pilot Study Work Plan (Work Plan)* dated October 2007. Please refer to EBA's Work Plan for a more detailed description of the approved scope of work.

SCOPE OF WORK

This cost estimate represents a scope of work that has been modified from the recommendations that were outlined in the Work Plan. Specifically, the number of wells that will be installed was reduced from three Dual Phase Extraction (DPE) wells and three Ozone Sparge (OS) wells to one DPE well and one OS well. The installation of one monitoring well will remain unchanged. These modifications have been made in an effort to gather initial information for eventual remedial action while saving costs. Please note that although the number of wells has been reduced at this time, it may be necessary to install the additional wells at a later date, pending the results of this investigation. Please also note that if significant shallow soil petroleum hydrocarbon impacts are discovered inside the equipment shed, the scope of work may be amended and an alternative Remedial Action Plan (RAP) may be proposed (i.e., excavation). The excavation RAP would be incorporated into the technical report that is included in this cost estimate. The following tasks summarize the scope of work presented in the cost estimate.

Task 1. Ozone Sparge (OS), Dual Phase Extraction (DPE) and Monitoring Well Installation. This Task includes the installation of one DPE well, one OS well, and one monitoring well. The installation of these wells will aid in the assessment of the applicability of excavation or

DPE for the remediation of shallow soil impacts. Please note that sampling of the new monitoring well is not part of this task.

Task 2. Technical Report. Information collected from Task 1 above will be documented in a Technical Report. The Report will include conclusions and recommendations pursuant to the findings from the investigation.

COST ESTIMATE SUMMARY

Cost for the completion of the scope of work as detailed above is **\$20,097.45**. A detailed cost spreadsheet is included with this proposal.

ASSUMPTIONS

In the preparation of this cost estimate, the following assumptions were made:

- There is free and open access to the project site;
- Soil and groundwater generated during the investigation will be billed as a separate scope of work.

CONCLUSIONS

Throughout this project additional new information may become available. This new information may result in a change in the Scope of Work, which may result in a change in the cost of the project. EBA will notify the client when there is a change in the cost and will not proceed without prior approval of the changes from the client. Throughout the project, EBA will make every effort to reduce the cost of the project by negotiating with regulatory agencies to eliminate unnecessary procedures and/or analytical costs.

Should you have any questions or comments regarding this cost estimate, please contact EBA at (707) 544-0784.

Sincerely,
EBA ENGINEERING



Paul Nelson, P.G.
Project Geologist

Cost Estimate for Environmental Services - Phase 1, Well Installation and Reporting

Project Location: 380 East Commercial Street, Willits, CA

Client Name : City of Willits

EBA Proposal No.: 168-10

Date: September 2010

PHASE 1	HOURS						TOTALS LABOR		OUTSIDE CONSULTANTS		Permits, Materials & Misc. Costs	TOTAL ESTIMATED COSTS
	Senior Hydrogeologist \$125.00	Project Manager \$120.00	Env. Specialist I \$75.00	Staff Geologist \$85.00	Design Drafter \$80.00	Clerical \$45.00	Total EBA Hours	EBA Task Total	Drilling Contractor	Laboratory		
Task 1: OS/Extraction/Monitoring Well Installation	0	8	8	45	8		69	\$ 6,025.00	\$ 7,124.70	\$ 1,707.75	\$ 1,325.00	\$ 16,182.45
Task 2: Technical Report	4	8		25	3	2	42	\$ 3,915.00				\$ 3,915.00
TOTAL:	4	16	8	70	11	2	111	\$ 9,940.00	\$ 7,124.70	\$ 1,707.75	\$ 1,325.00	\$ 20,097.45



Item No. 9g(1)

Meeting Date: October 13, 2010

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Clerk

Agenda Title: APPROVAL OF APPOINTMENT TO THE WILLITS CULTURAL ARTS COMMISSION

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 5-10 min.

Summary of Request: In response to an existing vacancy on the Willits Cultural Arts Commission, the Willits Cultural Arts Commission, at their meeting on September 22, 2010, voted unanimously to recommend Gary Coon to fill the vacancy (term ending May 1, 2013). Accordingly, they are now requesting the City Council approval of said appointment.

Recommended Action: Accept the Commission's recommendation and appoint Gary Coon to the Willits Cultural Arts Commission, term ending May 1, 2013.

Alternative(s): Do not make an appointment at this time.

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 _____