



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

WILLITS CITY COUNCIL AGENDA

OCTOBER 26, 2011 ♦ 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 Regarding Brooktrails Second Access by Mendocino County Department of Transportation Director Howard Dashiell
3. **PUBLIC COMMUNICATIONS**

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

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

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

 - a. Approve City Council Minutes of October 12, 2011
 - b. Accept Disbursements Journals:
 - Warrant Nos. 18721-18726, Totaling \$1,504.93
 - Warrant Nos. 18727-18811, Totaling \$828,299.43
 - c. Approve Appointment to the Library Advisory Board
 - d. Approve Purchase of Microfloc Retainer Media Grating and Neoprene Gasket Material from Siemens Industry, Inc.
 - e. Approve Purchase of Clarifier Media from Siemens Industry, Inc.
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 & 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 & RECOMMENDATIONS**
 - a. Sherwood Road Emergency Repair Progress Report
 - b. 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 Committee
- g. City Clerk/Human Resources Director
 - (1) Discussion and Possible Action to Approve the Retention of Temporary Administrative Intern for the Purpose of Working on Zoning Code Revisions

10. CITY COUNCIL & 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 & 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: 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
- b. 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 21st day of October, 2011.
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, City Clerk, at (707) 459-4601 or cityclerk@willitscity.com. 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.



Item No. 2a

Meeting Date: October 26, 2011

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: PRESENTATION REGARDING THE BROOKTRAILS SECOND ACCESS STUDY BY MENDOCINO COUNTY DEPARTMENT OF TRANSPORTATION DIRECTOR HOWARD DASHIELL

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 30 min.

Summary of Request: On January 26, 2011, the Willits City Council received a presentation from the Mendocino County Department of Transportation regarding the Brooktrails Second Access Study. The Study is now nearing completion. Mendocino County Transportation Director Howard Dashiell will make a presentation to the Willits City Council for discussion of the second access study's conclusions and recommendations.

Recommended Action: Presentation only – no action required.

Alternative(s): Not applicable.

Fiscal Impact: Not applicable.

Personnel Impact: Not applicable.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18486	08/31/11	DENBESTE LANDSCAPE S	4647 PLAY PAD	4,702.69CR	512526	210545		P N H	100.1050.2101.045
18486	08/31/11	DENBESTE LANDSCAPE S	4647 PLAY PAD	1,567.56CR	512526	210545		P N H	100.1041.2101.045
				6,270.25CR	*CHECK TOTAL				
18721	10/03/11	GLOBE/MIKE	4341 125 PLAN - FLEX ONE	295.00	512531	111003		P N H	690.246
18722	10/04/11	VALLEY FORGE WELDING	4668 WATER PLANT REPAIR	892.50	512530	9396		P N H	503.5033.2041.000
18723	10/04/11	WELLS FARGO FINANCIA	4249 PRINCIPAL	1,316.22	512527	7844293984		P N H	501.5013.3001.000
18723	10/04/11	WELLS FARGO FINANCIA	4249 INTEREST	152.64	512527	7844293984		P N H	501.5013.3002.000
18723	10/04/11	WELLS FARGO FINANCIA	4249 TAX	113.83	512527	7844293984		P N H	501.5013.3010.000
				1,582.69	*CHECK TOTAL				
18724	10/04/11	WESTAMERICA BANK	4161 PRINCIPAL	3,347.75	512528	526-01054		P N H	501.5011.3001.000
18724	10/04/11	WESTAMERICA BANK	4161 INTEREST	963.04	512528	526-01054		P N H	501.5011.3002.000
				4,310.79	*CHECK TOTAL				
18725	10/12/11	COMMERCIAL CAPITAL C .08870	LEASE PAYMENT	267.10	512529	110245		P N H	100.1042.2095.000
18725	10/12/11	COMMERCIAL CAPITAL C .08870	DOCUMENTATION FEE	75.00	512529	110245		P N H	100.1042.2095.000
				342.10	*CHECK TOTAL				
18726	10/14/11	ADAMS/MARK	4619 LODGING	352.10	512525	111005		P N H	651.6510.2199.000
GENERAL CHECK FORM			TOTAL	1,504.93					

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
REPORT TOTALS:				1,504.93				

RECORDS PRINTED - 000012

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18727	10/14/11	ADAMS/MARK	4619 CNOA TRNG PER DIEM	140.00	512412	111005		P N W	651.6510.2199.000
18728	10/14/11	AFFORDABLE PLUMBING	4155 RESTROOM REPAIR	112.63	512413	4067		P M W	100.1016.2041.000
18729	10/14/11	AFLAC	4036 125 PLAN POLICY PRE	1,003.21	512506	350468		P N W	690.246
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	60.00	512414	1090596		P N W	503.5033.2061.015
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	60.00	512415	1090915		P N W	503.5033.2061.015
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	165.00	512416	1091049		P N W	503.5033.2061.015
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	45.00	512417	1091263		P N W	503.5033.2061.015
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	90.00	512418	1091311		P N W	503.5033.2061.015
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	60.00	512419	1091320		P N W	503.5033.2061.015
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	45.00	512420	1091629		P N W	503.5033.2061.015
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	150.00	512421	1091630		P N W	503.5033.2061.015
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	50.00	512422	1091634		P N W	503.5033.2061.015
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	60.00	512423	1091650		P N W	503.5033.2061.015
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	165.00	512424	1091675		P N W	503.5033.2061.015
18730	10/14/11	ALPHA ANALYTICAL LAB	7 WATER PLANT TESTING	90.00	512425	1091760		P N W	503.5033.2061.015
				1,040.00	*CHECK TOTAL				
18731	10/14/11	AMAZING GRACE ASSEMB	.08863 WATER DEPOSIT REFUND	38.38	512516	10302780002		P N W	503.111
18732	10/14/11	ARAMARK UNIFORM SERV	4065 MATS/RAGS/MOPS	321.95	512411	110930		P N W	100.1016.2199.000
18732	10/14/11	ARAMARK UNIFORM SERV	4065 MATS/RAGS	296.36	512411	110930		P N W	501.5013.2199.000
18732	10/14/11	ARAMARK UNIFORM SERV	4065 MATS	5.94	512411	110930		P N W	100.1040.2081.030
18732	10/14/11	ARAMARK UNIFORM SERV	4065 OTHER CONTRACTS	11.88	512411	110930		P N W	100.1042.2081.030
				636.13	*CHECK TOTAL				
18733	10/14/11	AT&T	4123 POLICE	835.27	512410	111015		P N W	100.1020.2015.000
18733	10/14/11	AT&T	4123 PUBLIC WORKS	130.16	512410	111015		P N W	100.1040.2015.000
18733	10/14/11	AT&T	4123 ENGINEERING	123.38	512410	111015		P N W	100.1042.2015.000
18733	10/14/11	AT&T	4123 POOL	14.44	512410	111015		P N W	100.1030.2015.000
18733	10/14/11	AT&T	4123 SEWER PLANT	93.61	512410	111015		P N W	501.5013.2015.000
18733	10/14/11	AT&T	4123 WATER PLANT	66.13	512410	111015		P N W	503.5030.2015.000
18733	10/14/11	AT&T	4123 AIRPORT	31.06	512410	111015		P N W	500.5001.2110.000
18733	10/14/11	AT&T	4123 WCAC	30.49	512410	111015		P N W	600.601
18733	10/14/11	AT&T	4123 4601-2-3 40%	296.86	512410	111015		P N W	100.1002.2015.000
18733	10/14/11	AT&T	4123 24%	178.12	512410	111015		P N W	206.2060.2015.000
18733	10/14/11	AT&T	4123 12%	89.06	512410	111015		P N W	210.2100.2015.000
18733	10/14/11	AT&T	4123 12%	89.06	512410	111015		P N W	100.1015.2015.000
18733	10/14/11	AT&T	4123 12%	89.06	512410	111015		P N W	100.1010.2015.000
18733	10/14/11	AT&T	4123 PLANNING 9341 1/3	10.42	512410	111015		P N W	206.2060.2015.000
18733	10/14/11	AT&T	4123 1/3	10.41	512410	111015		P N W	100.1010.2015.000
18733	10/14/11	AT&T	4123 1/3	10.41	512410	111015		P N W	210.2100.2015.000
				2,097.94	*CHECK TOTAL				
18734	10/14/11	BACON CO INC/EDWARD	859 VEHICLE MAINT UNIT 14	133.69	512427	23275		P N W	100.1041.2041.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18735	10/14/11	BOWERS/JOSH	4225 WEBSITE MAINTENANCE	350.00	512437	110930		P M W	100.1002.2081.030
18736	10/14/11	BROOKTRAILS TOWNSHIP	491 AP WATER/SEWER	97.13	512426	CIT0001		P N W	500.5001.2111.000
18737	10/14/11	BURTNESS/BRANDI	4376 LANDFILL TESTING MILEA	15.30	512487	111012		P N W	213.2133.2061.015
18738	10/14/11	C. OVERAA & CO.	4515 USDA-WWTP CONSTRU	604,926.00	512523	BILLING12-SEPT		P N W	430.4330.4003.000
18739	10/14/11	CALIFORNIA BUILDING	4318 BUILDING STANDARDS FEE	26.10	512429	111001		P N W	600.605
18740	10/14/11	CALIFORNIA REDEVELOP	513 LEGAL DEFENSE FUND	400.00	512431	589		P N W	206.2060.2050.000
18741	10/14/11	CALIFORNIA SURVEYING	410 ENGINEERING SUPPLIES	59.06	512432	612208		P N W	100.1042.2101.045
18741	10/14/11	CALIFORNIA SURVEYING	410 SURVEY EQUIPMENT	485.35	512433	611235		P N W	100.1042.2101.045
				544.41	*CHECK TOTAL				
18742	10/14/11	CDW-G	4018 PD SCANNER	881.97	512501	ZXG6004		P N W	651.6510.2199.000
18743	10/14/11	CLEARLY MENDOCINO WA	4221 WATER SEPTEMBER 2011	62.00	512434	110930		P M W	100.1020.2199.000
18744	10/14/11	COAST RANGE DIGITAL	4048 VIDEO COUNCIL MEETING	300.00	512438	11 135		P M W	100.1001.2081.030
18745	10/14/11	COUNTY OF MENDOCINO	197 JUSTICE FACILITY S	15,000.00	512430	110929		P N W	100.1020.2096.000
18746	10/14/11	COUNTY OF MENDOCINO	4133 MO SVC AGREE SEPTEMBE	660.00	512500	20119-2		P N W	100.1020.2081.030
18746	10/14/11	COUNTY OF MENDOCINO	4133 HOURLY SUPPORT SEPTEM	626.64	512500	20119-2		P N W	100.1020.2081.030
18746	10/14/11	COUNTY OF MENDOCINO	4133 SERVICE CREDIT SEPTEM	250.00CR	512500	20119-2		P N W	100.1020.2081.030
				1,036.64	*CHECK TOTAL				
18747	10/14/11	CREDIT BUREAU OF UKI	34 COLLECTION SERVICES	56.53	512499	283700000174		P N W	503.0503.6605.000
18748	10/14/11	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	520.77	512436	110930		P N W	100.1002.2055.000
18748	10/14/11	CURRY'S DISCOUNT INC	4198 MOP BUCKET/KEY CABINE	128.30	512436	110930		P N W	100.1016.2025.000
18748	10/14/11	CURRY'S DISCOUNT INC	4198 WATER PLANT TONER	185.54	512436	110930		P N W	503.5033.2055.000
18748	10/14/11	CURRY'S DISCOUNT INC	4198 PLANNING SUPPLIES	7.66	512436	110930		P N W	206.2060.2055.000
18748	10/14/11	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	157.48	512436	110930		P N W	100.1040.2055.000
18748	10/14/11	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	157.47	512436	110930		P N W	100.1042.2055.000
18748	10/14/11	CURRY'S DISCOUNT INC	4198 PD OFFICE SUPPLIES	447.21	512436	110930		P N W	100.1020.2055.000
				1,604.43	*CHECK TOTAL				
18749	10/14/11	DALE/TOBEY	4546 LUNCH PER DIEM	24.00	512439	111005		P N W	100.1020.2105.000
18749	10/14/11	DALE/TOBEY	4546 MILEAGE	64.26	512439	111005		P N W	100.1022.2105.000
				88.26	*CHECK TOTAL				
18750	10/14/11	DE LAGE LANDEN PUBLI	4183 EQUIP LEASE	85.57	512440	10800989		P N W	100.1040.2095.000
18750	10/14/11	DE LAGE LANDEN PUBLI	4183 EQUIP LEASE	85.57	512440	10800989		P N W	100.1042.2095.000
				171.14	*CHECK TOTAL				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
18751	10/14/11	DEEP VALLEY SECURITY	40 POLICE ALARM SYSTEM	200.00	512441	210309		P N W 100.1020.2081.030
18751	10/14/11	DEEP VALLEY SECURITY	40 DEEP VALLEY	16.48	512442	210545		P N W 100.1040.2081.030
18751	10/14/11	DEEP VALLEY SECURITY	40 DEEP VALLEY	49.42	512442	210545		P N W 100.1042.2081.030
18751	10/14/11	DEEP VALLEY SECURITY	40 DEEP VALLEY	22.00	512442	210545		P N W 100.1041.2081.030
				287.90	*CHECK TOTAL			
18752	10/14/11	DEFAZIO/COREY	.08862 WATER DEPOSIT REFUND	23.87	512515	10301600007		P N W 503.111
18753	10/14/11	DEPARTMENT OF PUBLI	4391 WATER SYS FEES 2310	5,166.00	512435	1160276		P N W 503.5030.2001.002
18754	10/14/11	DOUGLAS/LAURA	.08858 WATER OVERPAYMENT REFU	55.89	512511	10204480003		P N W 503.0503.6600.000
18755	10/14/11	EEL RIVER FUELS	28 FUEL	5,200.32	512443	110930		P N W 100.125
18756	10/14/11	FISHER WIRELESS	4105 PD RADIO MAINT NOV	1,266.30	512444	741		P N W 100.1020.2041.000
18757	10/14/11	GAMBLE/BRANDI	4480 LUNCH PER DIEM	12.00	512445	111011		P N W 100.1020.2105.000
18758	10/14/11	GAMETIME	4667 EQUIP MAINT & SUPPLIE	183.47	512446	801866		P N W 100.1050.2041.000
18759	10/14/11	HARTFORD LIFE INSURA	709 DEFERRED COMPENSATI	2,545.00	512507	111014		P N W 690.236
18760	10/14/11	HERNANDEZ DE ALVAREZ	4669 WATER NOTICE TRANSLATI	30.00	512448	101		P M W 503.5030.2199.000
18761	10/14/11	HERNANDEZ/ROGELIO	.08859 WATER OVERPAYMENT REFU	48.32	512512	10301670001		P N W 503.0503.6600.000
18762	10/14/11	HOBSON/LINN	.08857 PER DIEM	100.00	512447	111011		P N W 100.1020.2105.000
18763	10/14/11	HOLLIFIELD CONSTRUCT	568 FENCE	508.50	512449	2011-24		P M W 201.2011.2101.045
18764	10/14/11	INTERCOUNTY MECHANIC	4323 OLD SHOP HEATER	644.18	512450	2383		P N W 100.1041.2101.045
18764	10/14/11	INTERCOUNTY MECHANIC	4323 CITY HALL AIR CONDITI	520.66	512451	2511		P N W 100.1016.2041.000
				1,164.84	*CHECK TOTAL			
18765	10/14/11	KILLION/FRED	4607 CITY HALL JANITORIAL	800.00	512452	111015		P M W 100.1016.2061.020
18766	10/14/11	LANCE/JAMES H.	4054 LEGAL SERVICES	7,710.00	512453	2846		P M W 100.1004.2081.030
18766	10/14/11	LANCE/JAMES H.	4054 BROOKTRAILS LEGAL S	2,000.00	512454	2847		P M W 501.5017.6001.000
				9,710.00	*CHECK TOTAL			
18767	10/14/11	LAYTONVILLE DISPOSAL	4006 LANDFILL	500.00	512455	110930		P M W 213.2133.2095.000
18768	10/14/11	LITTLE LAKE AUTO PAR	46 SEWER PLANT SUPPLIES	178.61	512456	69845		P N W 501.5013.2041.000
18768	10/14/11	LITTLE LAKE AUTO PAR	46 EQUIP MAINT & SUPPLIES	77.71	512457	72407		P N W 201.2011.2041.000
18768	10/14/11	LITTLE LAKE AUTO PAR	46 EQUIP MAINT & SUPPLIES	1.92	512458	72689		P N W 100.1041.2041.000
18768	10/14/11	LITTLE LAKE AUTO PAR	46 EQUIP MAINT & SUPPLIES	25.64	512459	72741		P N W 100.1041.2041.000
				283.88	*CHECK TOTAL			

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18769	10/14/11	LORRAINE/JESSICA	.08864 WATER DEPOSIT REFUND	39.83	512517	10105460004		P N W	503.111
18770	10/14/11	MATHESON TRI-GAS INC	4194 RENT & LEASE EQUIP	233.10	512462	3230710		P N W	100.1041.2095.000
18771	10/14/11	MENDO MILL & LUMBER	284 HARDWARE	1,300.53	512504	110930		P N W	600.601
18772	10/14/11	MENDO MILL & LUMBER	101 HARDWARE	12.53	512464	110930		P N W	100.1002.2055.000
18772	10/14/11	MENDO MILL & LUMBER	101 EQUIP MAINT	150.73	512464	110930		P N W	100.1016.2041.000
18772	10/14/11	MENDO MILL & LUMBER	101 TOOLS/PARTS	120.24	512464	110930		P N W	100.1041.2101.045
18772	10/14/11	MENDO MILL & LUMBER	101 SURVEY SUPPLIES	7.80	512464	110930		P N W	100.1042.2041.000
18772	10/14/11	MENDO MILL & LUMBER	101 MISC TOOLS & SUPPLIES	33.46	512464	110930		P N W	100.1050.2101.045
18772	10/14/11	MENDO MILL & LUMBER	101 MISC REPAIRS	54.60	512464	110930		P N W	200.2003.2041.000
18772	10/14/11	MENDO MILL & LUMBER	101 SPEC DEPT EXP	100.56	512464	110930		P N W	200.2003.2101.045
18772	10/14/11	MENDO MILL & LUMBER	101 MISC TOOLS/SUPPLIES	8.25	512464	110930		P N W	201.2011.2101.045
18772	10/14/11	MENDO MILL & LUMBER	101 RR AVE	21.62	512464	110930		P N W	500.5001.2045.000
18772	10/14/11	MENDO MILL & LUMBER	101 HARDWARE	41.53	512464	110930		P N W	501.5011.2041.000
18772	10/14/11	MENDO MILL & LUMBER	101 SEWER PLANT SUPPLIE	1,547.38	512464	110930		P N W	501.5013.2041.000
18772	10/14/11	MENDO MILL & LUMBER	101 EQUIP MAINT/SUPPLIES	97.64	512464	110930		P N W	503.5031.2041.000
18772	10/14/11	MENDO MILL & LUMBER	101 HARDWARE	21.22	512464	110930		P N W	503.5033.2041.000
				2,217.56	*CHECK TOTAL				
18773	10/14/11	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	350.00	512508	111014		P N W	690.237
18774	10/14/11	MENDOCINO CHILD SUPP	1057 CHILD SUPPORT	295.00	512510	111014		P N W	690.233
18775	10/14/11	MENDOCINO COUNTY FAR	52 WATER PLANT CHEMICA	5,739.37	512463	366135		P N W	503.5033.2101.034
18776	10/14/11	MENDOCINO TOOLS & MA	4487 MISC TOOLS & SUPPLIES	200.00	512460	1586		P N W	100.1041.2041.000
18777	10/14/11	MOTION INDUSTRIES IN	705 DECK MOWER	544.50	512461	CA23-468145		P N W	100.1041.2041.000
18778	10/14/11	NATIONAL METER & AUT	4196 WATER PLANT SUPPLIES	192.33	512465	S1034027.001		P N W	503.5033.2041.000
18778	10/14/11	NATIONAL METER & AUT	4196 WATER METERS	40,190.75	512466	S1034419.001		P N W	503.5031.2041.000
				40,383.08	*CHECK TOTAL				
18779	10/14/11	NIETO/GERARDO	.08866 WATER DEPOSIT REFUND	46.13	512519	10202700002		P N W	503.111
18780	10/14/11	OLIVER/KAREN	.08868 WATER DEPOSIT REFUND	1.21	512521	10402801504		P N W	503.111
18781	10/14/11	PERPETUAL ENERGY SYS	4254 SOLAR ENERGY WATER	15,824.93	512467	WIL-1109		P N W	503.5033.2110.000
18782	10/14/11	PERS	256 EMPLOYER CONTRIBUT	21,298.89	512509	111014		P N W	690.229
18782	10/14/11	PERS	256 EMPLOYEE CONTRIBUTI	7,422.43	512509	111014		P N W	690.230
				28,721.32	*CHECK TOTAL				
18783	10/14/11	QT TECHNOLOGIES	4561 GAS PUMP RECEIPT ROLL	69.69	512468	41547		P N W	500.5001.2041.000
18783	10/14/11	QT TECHNOLOGIES	4561 GAS PUMP RECIEPT ROLL	57.06	512469	41547A		P N W	500.5001.2041.000
				126.75	*CHECK TOTAL				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
18784	10/14/11	R E M I F	135 2ND QTR WC PREMIUM	42,524.00	512473	111001		P N W 690.228
18785	10/14/11	R J RICCIARDI INC	4153 AUDIT SERVICES	12,087.60	512472	7191		P N W 100.1003.2081.030
18786	10/14/11	RESERVE ACCOUNT	4129 POSTAGE	2,000.00	512471	111015		P N W 100.1002.2055.000
18787	10/14/11	ROUND TREE GLASS	138 WCAC MIRRORS	1,119.75	512470	52127		P N W 600.601
18788	10/14/11	SCOFIELD/MIKE	4481 LUNCH PER DIEM 3 DAYS	36.00	512479	111005		P N W 100.1022.2105.000
18789	10/14/11	SHAW ENVIRONMENTAL I	4257 LANDFILL/GROUNDWATE	1,170.75	512481	632237-R8-0050		P N W 213.2133.2081.030
18790	10/14/11	SHERMAN/JOHN	4291 PRINTER CARTRIDGE	21.54	512477	1235728		P N W 100.1011.2055.000
18791	10/14/11	SIERRA CHEMICAL CO.	4330 CHLORINE	1,574.25	512480	111003		P N W 501.5013.2101.034
18791	10/14/11	SIERRA CHEMICAL CO.	4330 CONTAINER DEPOSIT R	1,000.00CR	512480	111003		P N W 501.5013.2101.034
				574.25	*CHECK TOTAL			
18792	10/14/11	SOLID WASTE OF WILLI	330 BIN SERVICE WCAC	98.97	512476	82		P N W 600.601
18793	10/14/11	SOUTHWICK/LYNDA	.08869 WATER DEPOSIT REFUND	10.52	512522	10402422501		P N W 503.111
18794	10/14/11	STANSBERRY/PATRICIA	.08867 WATER DEPOSIT REFUND	48.85	512520	10303150004		P N W 503.111
18795	10/14/11	STATE BOARD OF EQUAL	4317 USE TAX	2.00	512475	00009357615		P N W 100.1020.2055.000
18795	10/14/11	STATE BOARD OF EQUAL	4317 USE TAX	10.00	512475	00009357615		P N W 500.5001.2081.030
18795	10/14/11	STATE BOARD OF EQUAL	4317 USE TAX	10.00	512475	00009357615		P N W 501.5011.2101.033
18795	10/14/11	STATE BOARD OF EQUAL	4317 USE TAX	44.00	512475	00009357615		P N W 651.6510.2199.000
				66.00	*CHECK TOTAL			
18796	10/14/11	STATE DEPT OF CONSER	275 SMIP FEE	53.85	512474	111001		P N W 600.607
18797	10/14/11	STATE OF CALIFORNIA	843 DUI ANALYSIS AUG 2011	140.00	512478	870238		P N W 100.1020.2061.014
18797	10/14/11	STATE OF CALIFORNIA	843 LIVESCAN/OTHER AGENCY	102.00	512524	871613		P N W 600.622
				242.00	*CHECK TOTAL			
18798	10/14/11	TOSHIBA BUSINESS SOL	4242 COPIER USAGE	185.53	512482	8619321		P N W 100.1002.2095.000
18799	10/14/11	TYRRELL/KEVIN	.08865 WATER DEPOSIT REFUND	69.86	512518	10400903003		P N W 503.111
18800	10/14/11	U.V.A.H. INC	1435 WCAC JANITORIAL	90.00	512503	IN10593		P N W 600.601
18801	10/14/11	US BANK	4512 ANNUAL ADMIN FEE	1,837.50	512483	2954003		P N W 206.2060.2061.020
18802	10/14/11	VAN HOY/KIMBERLY	.08860 WATER DEPOSIT REFUND	47.39	512513	10200320005		P N W 503.111
18803	10/14/11	WATERS CONSTRUCTION	175 SEWER PLANT TRUCKING	990.00	512484	COWTM#4		P N W 501.5013.2045.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
18804	10/14/11	WESTGATE PETROLEUM I	4045 DIESEL FUEL	196.68	512485	590686		P N W 501.5013.2044.000
18804	10/14/11	WESTGATE PETROLEUM I	4045 DIESEL FUEL	380.73	512486	513712		P N W 501.5013.2044.000
				577.41	*CHECK TOTAL			
18805	10/14/11	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	40.00	512505	111014		P N W 690.248
18806	10/14/11	WILLITS NEWS	179 ORDINANCE ADVERTISEMEN	88.54	512490	4149021		P N W 100.1002.2090.000
18806	10/14/11	WILLITS NEWS	179 C.O.P.S. ADVERTISEMENT	39.89	512491	4154794		P N W 100.1002.2090.000
18806	10/14/11	WILLITS NEWS	179 ORDINANCE ADVERTISEME	185.64	512492	4166670		P N W 100.1002.2090.000
				314.07	*CHECK TOTAL			
18807	10/14/11	WILLITS POWER	1245 EQUIP MAINT & SUPPLIE	147.57	512495	153012		P M W 100.1050.2041.000
18807	10/14/11	WILLITS POWER	1245 EQUIP MAINT & SUPPLY	430.99	512496	153545		P M W 100.1050.2041.000
18807	10/14/11	WILLITS POWER	1245 EQUIP MAINT	70.25	512497	153550		P M W 100.1041.2041.000
				648.81	*CHECK TOTAL			
18808	10/14/11	WILLITS RENTAL CENTE	4100 POWER TILE STRIPPER	29.40	512498	1101014		P N W 501.5013.2041.000
18809	10/14/11	WILLITS UNIFIED SCHO	457 POSTAGE	455.84	512488	12-003		P N W 503.5030.2055.000
18809	10/14/11	WILLITS UNIFIED SCHO	457 2010/11 SWIMMING PO	1,855.64	512489	11-037		P N W 100.1030.2041.000
18809	10/14/11	WILLITS UNIFIED SCHO	457 2010/11 SWIMMING PO	3,493.08	512489	11-037		P N W 100.1030.2110.000
				5,804.56	*CHECK TOTAL			
18810	10/14/11	WINZLER & KELLY CONS	590 RR AVE	1,336.00	512493	60831		P N W 208.2080.2101.038
18810	10/14/11	WINZLER & KELLY CONS	590 RR AVE	1,559.75	512494	60830		P N W 208.2080.2101.038
				2,895.75	*CHECK TOTAL			
18811	10/14/11	WOOD/RONALD	.08861 WATER DEPOSIT REFUND	43.58	512514	10402760005		P N W 503.111
GENERAL CHECK FORM								
			TOTAL	828,299.43				

Disbursements Journal

WARRANT DATE VENDOR

DESCRIPTION

AMOUNT

CLAIM

INVOICE

PO#

F 9 S ACCOUNT

REPORT TOTALS:

828,299.43

RECORDS PRINTED - 000161



Item No. **4c**

Meeting Date: **October 26, 2011**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Clerk/Human Resources Director

Agenda Title: DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF KRISTEN FRASER AS THE CITY OF WILLITS' REPRESENTATIVE ON THE MENDOCINO COUNTY LIBRARY ADVISORY BOARD

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

Summary of Request: The Mendocino County Library Advisory Board is seeking a City of Willits representative to serve on the Board, due to the recent resignation of Barbarie Gonzalez, who has served as the City's representative since 2002.

The Library Advisory Board (LAB), which consists of a representative appointed by each City Council as well as a representative appointed by each of the five County Supervisors, makes recommendations regarding all of the branch libraries to the Library Director as well as the Board of Supervisors.

The City Council is requested to consider and recommend Kristen Fraser to represent the City of Willits on the LAB. Ms. Fraser has already received a recommendation from Marc Komer, 3rd District representative. Upon City Council approval, the recommendation will be forwarded to the Mendocino County Board of Supervisors, who are the appointing authority, for their approval.

Recommended Action: Recommend Kristen Fraser to serve as the City of Willits' representative on the Mendocino County Library Advisory Board, forwarding same to the Mendocino County Board of Supervisors for approval of the recommended appointment.

Alternative(s): None recommended.

Fiscal Impact: None.

Personnel Impact: None.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

Marc Komer, Library Advisory Boardmember
17400 Shafer Ranch Rd.
Willits, CA 95490

Kristine Lawler
Deputy Clerk of the Board
501 Low Gap Road, Room 1010
Ukiah, CA 95482

Re: Recommendation for Appointment of Kristin Fraser to the LAB

Dear Ms. Lawler:

I am writing to recommend Kristin Fraser as the City of Willits representative to the Mendocino County Library Advisory Board. Ms. Fraser has shown intense interest in the health and vitality of the Willits Library, which I believe stems for her personal involvement as a mother of young readers.

Ms. Fraser has devoted years of community service in Willits, including two years on the Brookside Elementary School Site Council, boardmember for the Willits Kids Club, five years as treasurer for the Willits Playgroup and secretary for the Brookside Elementary Parent Teacher Organization. In addition, she is a volunteer in her daughter's classroom at Brookside Elementary.

In her professional career, Ms. Fraser has six years experience as a Payment Analyst for PRC Clinical, Inc., managing the site payments for clinical trials. Her responsibilities include contract and budget analysis, designing the tracking database and processes, and communicating with sponsors and clinical sites.

Ms. Fraser holds a B.S. Degree in Business Administration and Multiple Subject Teaching Credential. She also has teaching experience in adult computer instruction and elementary education.

It is my opinion that Ms. Fraser will bring focused attention to the fiscal health and management of our county library system. I urge you to approve her application as soon as possible so that she may assume her duties on the Library Advisory Board.

Sincerely,



Marc Komer

Cc: Denice Brown
City of Willits



Item No. 4d

Meeting Date: October 26, 2011

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: APPROVE PURCHASE OF MICROFLOC RETAINER MEDIA GRATING AND NEOPRENE GASKET MATERIAL FROM SIEMENS INDUSTRY, INC.

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

Summary of Request: This purchase is for replacement parts for the Trident Microfloc water treatment systems at the Willits Water Treatment Plant. The replacement parts are for the two clarifier units that recently experienced mechanical problems. Per Willits Municipal Code §3.08.030, purchases between \$10,001 and \$25,000 require written quotations. This purchase is exempted from the purchasing requirements of the Municipal Code, per §3.08.050, because this is an emergency purchase needing the most expedient source of supply. Total purchase price for two clarifier screens with delivery equals \$16,992 (see attached quotation).

Recommended Action: Approve purchase of Microfloc retainer media grating and neoprene gasket material from Siemens Industry, Inc.

Alternative(s): None.

Fiscal Impact: \$16,992 from Water Plant Operations Fund 5033-2041-000.

Personnel Impact: Not applicable.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

QUOTATION

MICROFLOC PRODUCTS

TO: Denny Caine Willits WTP Willits, CA Phone: 707-459-4890 Fax: 707-459-7104	Quotation Number: Willits, CA092911
	Date of Quote: September 29, 2011
	Customer Reference:
	Application Reference: TR420A -S / P6268
	Customer Purchase Order No.:

ITEM	DESCRIPTION	QTY	PRICE \$USD	TOTAL \$USD
1	P6268-25A - RETAINER MEDIA A TR-420A 35-7/8" WIDE X 103-3/4" LONG USING ALUMINUM GRATING PER BILL OF MATERIALS ON FILE P6268	4	\$ 2,600.00	\$ 10,400.00
2	P6258-25B - RETAINER MEDIA B TR-420A 32-5/16" WIDE X 103-3/4" LONG USING ALUMINUM GRATING PER BILL OF MATERIALS ON FILE P6268	2	\$ 2,300.00	\$ 4,600.00
3	72426 - GASKET 0.5THKx1.0W NEOPRENE NEW P/N W2T509995 / GOES BETWEEN SCREE COST PER INCH	480	\$ 0.95	\$ 456.00
4	72252 - GASKET 0.25THKx1.5W NEOPRENE NEW P/N W2T79638 / GOES UNDER SCREEN COST PER INCH QUANTITY FOR FOR TWO UNITS FREIGHT INCLUDED IN COST LEAD TIME 4-5 WEEKS AFTER PURCHASE ORDER IS RECEIVED	1,920	\$ 0.80	\$ 1,536.00
TOTAL ORDER VALUE				\$ 16,992.00

DELIVERY: 4 to 6 weeks after receipt of order.	NOTE: Please allow for transportation time
TERMS: 100% due after 30 days after receipt of invoice.	QUOTATION IS VALID FOR: 30 Days
FOB: Factory	
Your Sales Rep is: MISCO	Prepared by: Joe Monette Aftermarket Account Representative

NOTE: Any order resulting from this proposal is subject to the Terms and Conditions attached, and any attachments hereto and our cover letter. Purchaser's acceptance of this offer is expressly limited to such Terms and Conditions without change or addition.

PROPOSAL AND ORDER FORM

To (Purchaser): Willits WTP
Willits, CA
Attn.: Denny Caine

Reference: Willits WTP
Willits, CA
Proposal Date: September 29, 2011

Siemens Industry, Inc. proposes to furnish materials, equipment and/or technical service in accordance with Quotation Number Willits, CA092911. Materials, equipment and/or technical service not shown below or on attachments to this proposal are EXCLUDED:

1 Lot of Miscellaneous Microfloc Replacement Parts

Total Price:
(Not including duty taxes or use taxes)

This price is firm for 30 Days after quotation date. Prices are subject to 1.5% per month escalation if shipments are delayed by purchaser.

Payment Terms: 100% due after 30 days after receipt of invoice.

Other (specify):

Freight: F.O.B. Factory.

Shipment(s) Via: ** Select **

Delivery: 4 to 6 weeks after receipt of order.

NOTE: Any order resulting from this proposal is subject to the terms and conditions attached. Purchaser's acceptance of this offer is expressly limited to such terms and conditions without change or addition.

PURCHASER:

Name: Willits WTP

Address: 111 EAST COMMERCIAL ST.

Willits, CA

Accepted By: *Denny Caine*
(Signature)

Title: WATER CONSULTANT Date: 8/29/2011

PRESENTED BY:

Joe Monette
Afternoon Representative
Joe Monette
(Signature)

Approved by Siemens Industry, Inc.:

By: _____

Date: _____

Siemens Industry, Inc.
Standard Terms of Sale



Item No. **4e**

Meeting Date: **October 26, 2011**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: APPROVE PURCHASE OF CLARIFIER MEDIA FROM SIEMENS INDUSTRY, INC.

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

Summary of Request: This purchase is for replacement parts for the Trident Microfloc water treatment systems at the Willits Water Treatment Plant. The replacement parts are for two clarifier units that recently experienced mechanical problems. Specifically, this purchase is for 300 cubic feet of plastic media that floats in the Microfloc clarifier units. The City of Ukiah Water Department provided the City with clarifier media during the recent treatment plant mechanical problems. Fifty-four cubic feet of the media will be used to reimburse the City of Ukiah Water Department. Total purchase price with delivery equals \$28,800 (*see attached quotation*).

Willits Municipal Code, Chapter 3.08, states that a competitive bidding procedure is needed for purchases greater than \$25,000. In this case, the clarifier media is needed because of an emergency. Therefore, per §3.08.040(E), an exception to the competitive bidding process may be made for "Emergency conditions which require that an order be placed with the most expedient source of supply."

Recommended Action: Approve purchase of clarifier media based on emergency conditions, which require purchase from an expedient source of supply, per Willits Municipal Code §3.08.040(E).

Alternative(s): None.

Fiscal Impact: \$28,800 from Water Plant Operations Fund 5033-2041-000.

Personnel Impact: Not applicable.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

QUOTATION

MICROFLOC PRODUCTS

TO: Denny Caine Willits WTP Willits, CA Phone: 707-459-4990 Fax: 707-459-7104	Quotation Number: Willits, CA100311
	Date of Quote: October 3, 2011
	Customer Reference: Media Quote
	Application Reference: TR420A -S / P6268
	Customer Purchase Order No.:

ITEM	DESCRIPTION	QTY	PRICE \$USD	TOTAL \$USD
1	72270 - MEDIA A/C HDPE 50%/50% C/F NEW P/N W2T79641/ PER CUBIC FEET	300	\$ 96.00	\$ 28,800.00
THE QUANTITIES SHOWN ABOVE ARE FOR (1) UNIT ONLY PER BOM ON FILE FREIGHT INCLUDED IN COST DELIVERY 2-3 WEEKS AFTER PURCHASE ORDER IS RECEIVED				
TOTAL ORDER VALUE				\$ 28,800.00

DELIVERY: 1 to 3 weeks after receipt of order.	NOTE: Please allow for transportation time
TERMS: 100% due after 30 days after receipt of invoice.	QUOTATION IS VALID FOR: 30 Days
FOB: Factory	
Your Sales Rep is: MISCO	Prepared by: Joe Monette
	Aftermarket Account Representative

NOTE: Any order resulting from this proposal is subject to the Terms and Conditions attached, and any attachments hereto and our cover letter. Purchaser's acceptance of this offer is expressly limited to such Terms and Conditions without change or addition.

PROPOSAL AND ORDER FORM

To (Purchaser): Willits WTP
Willits, CA
Attn: Denny Caine

Reference: Willits WTP
Willits, CA
Proposal Date: October 3, 2011

Siemens Industry, Inc. proposes to furnish materials, equipment and/or technical service in accordance with Quotation Number Willits, CA100311. Materials, equipment and/or technical service not shown below or on attachments to this proposal are EXCLUDED:

1 Lot of Miscellaneous Microfloc Replacement Parts

Total Price: \$28,800.00
(Not including duty taxes or use taxes)

This price is firm for 30 Days after quotation date. Prices are subject to 1.5% per month escalation if shipments are delayed by purchaser.

Payment Terms: 100% due after 30 days after receipt of invoice.

Other (specify):

Freight: F.O.B. Factory.

Shipment(s) Via: Truck

Delivery: 1 to 3 weeks after receipt of order.

NOTE: Any order resulting from this proposal is subject to the terms and conditions attached. Purchaser's acceptance of this offer is expressly limited to such terms and conditions without change or addition.

PURCHASER:

PRESENTED BY:

Name: Willits WTP

Address: 111 EAST COMMERCIAL ST.

WILLITS CA. 95490

Willits, CA

Accepted By: *Denny Caine*
(Signature)

Title: WATER CONSULTANT Date: 10/3/2011

Joe Monette
Aftermarket Initiative
Joe Monette
(Signature)

Approved by Siemens Industry, Inc.:

By: _____

Date: _____



Item No. 9g(1)

Meeting Date: October 26, 2011

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members
From: Adrienne Moore, City Clerk/Human Resources Director
Alan Falleri, Community Development Director

Agenda Title: DISCUSSION AND POSSIBLE ACTION TO APPROVE THE RETENTION OF TEMPORARY ADMINISTRATIVE INTERN FOR AN ADDITIONAL 736 HOURS TO WORK ON SUBDIVISION AND ZONING CODE REVISIONS AND OTHER PROJECTS AS DEEMED NECESSARY

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

Summary of Request: The Final Budget for Fiscal Year 2011/12 included 500 hours for a temporary Administrative Intern position, assigned to work on the City's records management system. The project included updating the City's records management and retention guidelines, purging old records as applicable, updating and implementing records management system improvements, and digitizing records for electronic searchability. The objectives of the project have been met and this assignment, barring ongoing maintenance, is now concluded. Due to the intern's high productivity and efficiency, he has been able to concurrently assist with several projects in the Planning Department, including the RDA continuation ordinance, the FEMA ordinance, inventory of parcels and land use in the downtown business district (related to upcoming updates to the Housing Element), and file management.

Also incorporated into the current year budget was a Building Technician position, funded from the General Fund and Airport Fund. As this position has yet to be filled, there is a savings of \$12,893 in the General Fund for the first quarter ending September 30, 2011. As such, staff would like to allocate that savings to the retention of the temporary Administrative Intern for the purpose of assigning other critical projects. At the present salary rate, the \$12,893 savings would cover approximately 736 additional hours, including payroll taxes. (See attached budget worksheet.)

Staff is proposing that the intern would assist the Planning Department with preparing State mandated revisions to the City's subdivision and zoning ordinances. The subdivision ordinance has not been updated since 1976 and, except for the addition of marijuana cultivation restrictions in 2008 and recently adopted amendments to the floodway and floodplain sections, the last zoning ordinance update was in 1986. In addition, he would assist with Housing Element updates, a map filing project, and other file management improvements. The intern would work with the Community Development Director and the Building Inspector/Code Enforcement Officer.

Recommended Action: Approve the retention of temporary administrative intern for an additional 736 hours to work on subdivision and zoning code revisions, and other projects as necessary, and amend Fiscal Year 2011/12 Budget as recommended.

Alternative(s): None recommended.

Fiscal Impact: None, all adjustments are currently budgeted within the General Fund. The budget amendment would reallocate \$12,893 to the Planning Department, Fund 100.1010.

Personnel Impact: The Intern will provide much needed assistance to the Planning Department.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

Proposed Budget Amendment to Retain Temporary Administrative Intern

INCREASE

Planning Department

Part-time Employees	100.1010.1003.000	\$ 11,038.00
FICA	100.1010.1011.000	684.00
Medicare	100.1010.1012.000	160.00
Unemployment	100.1010.1015.000	336.00
Worker's Comp	100.1010.1016.000	675.00
		<u>\$ 12,893.00</u>

DECREASE

Code Enforcement

Regular Employees	100.1011.1001.000	\$ (478.00)
FICA	100.1011.1011.000	(30.00)
Medicare	100.1011.1012.000	(7.00)
Health Insurance	100.1011.1013.000	(353.00)
Retirement	100.1011.1014.000	(90.00)
Worker's Comp	100.1011.1016.000	(29.00)

Building Safety

Regular Employees	100.1015.1001.000	(478.00)
FICA	100.1015.1011.000	(30.00)
Medicare	100.1015.1012.000	(7.00)
Health Insurance	100.1015.1013.000	(353.00)
Retirement	100.1015.1014.000	(90.00)
Worker's Comp	100.1015.1016.000	(29.00)

Building Maintenance

Regular Employees	100.1016.1001.000	(6,873.00)
FICA	100.1016.1011.000	(426.00)
Medicare	100.1016.1012.000	(100.00)
Health Insurance	100.1016.1013.000	(1,816.00)
Retirement	100.1016.1014.000	(1,292.00)
Worker's Comp	100.1016.1016.000	(412.00)
		<u>\$ (12,893.00)</u>