



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

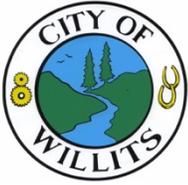
**WILLITS CITY COUNCIL
AGENDA
OCTOBER 12, 2016 ♦ 6:30 P.M. ♦ COUNCIL CHAMBERS**

1. **OPENING MATTERS** – a) Call to Order; b) Pledge to Flag; c) Roll Call
2. **PUBLIC COMMUNICATIONS**
Council welcomes participation in its meetings. Comments shall be limited to three (3) minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the City Council which are not on the posted agenda. Public criticism of the City Council, Commission, Boards and Agencies will not be prohibited. No action shall be taken.
3. **PUBLIC MATTERS**
 - a. Presentation of Proclamation Recognizing “Support Your Local Chamber of Commerce Day” on October 19, 2016
 - b. **NOTICED PUBLIC HEARING** – Discussion and Possible Adoption of Resolution Amending Changes in Certain Fees and Charges, Retroactive to September 1, 2016
4. **CONSENT CALENDAR**
Matters listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember and acted upon separately by the City Council.
The following items are recommended for approval, as follows:
 - a. City Council Minutes:
 - September 14, 2016
 - September 26, 2016 – Special
 - b. Disbursements Journal(s):
 - Warrant Nos. 28753-29086, Totaling \$19,663.80
 - Warrant Nos. 29248-29329, Totaling \$480,967.66
 - c. Authorize City Manager to Finalize and Execute an Early Resignation/Retirement Waiver and Release Agreement for Tobey Dale
 - d. Approve Professional Services Contract with Bartle Wells Associates to Conduct Rate and Capacity Fee Studies for Water and Wastewater, in an Amount Not to Exceed \$45,300
 - e. Adopt Resolution to Obtain a Permit from Caltrans for the Willits Chamber of Commerce to hold the “Supper on the Bypass” Event on Saturday, October 29, 2016
5. **INFORMATIONAL REPORTS**
Matters that do not require action by the City Council but are of public interest.
 - a. Building Inspection Activity Report(s) – September 2016
 - b. Business License Activity Report(s) – September 2016
 - c. Written Update from Caltrans Regarding the Willits Bypass Project – September 2016
6. **RIGHT TO APPEAL**
Persons who are dissatisfied with the decisions of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the Code of Civil Procedure, which generally limits to 90 days the time within which the decisions of the City boards and agencies may be judicially challenged.

7. **COMMISSIONS, AGENCIES AND AUTHORITIES**
The Willits City Council meets concurrently as the City of Willits Planning Commission and City of Willits Successor Agency.
8. **CITY MANAGER REPORTS AND RECOMMENDATIONS**
 - a. Verbal Reports – No Action
9. **DEPARTMENT RECOMMENDATIONS**
 - a. Administration (*City Clerk, Finance, Human Resources, and Legal*)
 - b. Public Safety
 - c. Community Development (*including Planning, Building, and Code Enforcement*)
 - d. Public Works & Engineering (*including Engineering, Water and Wastewater Systems*)
10. **CITY COUNCIL AND COMMITTEE REPORTS**
 - a. Mendocino Council of Governments (MCOG)
 - b. Local Agency Formation Commission (LAFCO)
 - c. Mendocino Transit Authority (MTA)
 - d. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA)
 - e. League of California Cities
 - f. Water & Wastewater Systems Committee
 - g. Revit-ED Committee
 - h. Finance Committee
 - i. Ad Hoc Committees
 - j. Other Committee Reports
 - Economic Development and Financing Corporation (EDFC)
 - North Coast Railroad Authority (NCRA)
11. **COUNCIL MEMBER REPORTS AND RECOMMENDATIONS**
12. **ENACTMENT OF ORDINANCES**
 - a. Discussion and Possible Adoption of Ordinance Authorizing the Implementation of a Community Choice Aggregation Program by Participating with the Sonoma Clean Power Authority (*Introduced at the City Council special meeting of September 26, 2016*)
13. **GOOD & WELFARE**
14. **CLOSED SESSION NOTICE**
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 6th day of October, 2016.
Cathy Moorhead, City Clerk*



Item No. **3b**

Meeting Date: **October 12, 2016**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Susie Holmes, Finance Director, and Scott Herman, Utilities Superintendent

Agenda Title: NOTICED PUBLIC HEARING TO CONDUCT REVIEW OF CERTAIN RATES AND CHARGES FOR SEPTAGE RECEIVING AND TRUCK FILL STATION AND ADOPT A RESOLUTION APPROVING CHANGES IN SAID CITY FEES AND CHARGES, RETROACTIVE TO SEPTEMBER 1, 2016

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

Summary of Request: Each year as a part of the budget process, the City's rates and fees are reviewed by department heads and proposed changes are provided to the City Council for approval. This year Council approved certain changes on May 25, 2016 that included changes to the Septage Receiving Station and the Truck Water Fill Station.

Staff is now proposing the following changes as summarized below:

- Sewer Fund, Sewer Special Fees – Establishment of a \$75.00 Reprogram Charge for Non-Payment, consistent with other departments.
- Water Fund – Truck Fill Station Charges – Reduce the per load access fee from \$30 to \$15 and reduce the per gallon fee from \$0.015 to \$0.012, staff believes that these rates are more competitive, while our rates would still be higher than surrounding cities, staff believes the increase would come from local customers who would spend more traveling to said cities and speaking with customers the likelihood of greater sales would be substantial at these rates.

On the attached fee schedule, * denotes a fee change or new fee.

Recommended Action: 1) Conduct a public hearing and take testimony regarding fees and charges; and 2) Adopt a resolution approving City fees and charges, effective September 1, 2016.

Alternative(s): Following a public hearing and discussion, adopt a resolution approving changes in certain fees and charges alternative to those recommended by City Staff.

Fiscal Impact: All recommended changes are in accordance with staff's analysis of the need to keep pace with costs of providing necessary services, in accordance with law.

Personnel Impact: Minimal.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RESOLUTION NO. 2016-

RESOLUTION OF THE OF THE CITY COUNCIL OF THE CITY OF WILLITS APPROVING CITY FEES AND CHARGES EFFECTIVE SEPTEMBER 1, 2016

WHEREAS, the City Council for the City of Willits ("City") hereby finds as follows:

1. Notice of the time and place of this meeting to consider the adoption of this resolution to increase City fees was given as required by Government Code Section 6062(a).
2. This Public Hearing is being held to meet the public hearing requirements of Government Code Section 66018(a).
3. The amount of the fee and service charges set forth in the attached Exhibit A do not exceed the estimated amount required to provide the service for which the fee or service charge is being levied.
4. Unless the recommended increased fee or service charge is approved, the City will not have sufficient funds to provide the service for which the fee or service charge is being levied.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willits that based upon the information provided to the City Council at the public hearing held on the adoption of this Resolution and upon the above findings of fact, the City Council hereby approves and adopts the attached Fee Schedule, a copy of which is hereby incorporated by reference and attached hereto as Exhibit "A" to be effective September 1, 2016.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 12th day of October, 2016, by the following vote:

AYES:
NOES:
ABSENT:

BRUCE BURTON, Mayor
City Council of the City of Willits

ATTEST:

CATHY MOORHEAD, City Clerk

CITY OF WILLITS
RATES AND FEES SCHEDULE
FISCAL YEAR 2016/17

SEWER FUND	FY 16/17
Sewer Connection Fees/per EDU (Equivalent Domestic Unit)	\$ 7,840.00
Note: LAFCO regulations restrict the provision of City services outside of the City limits. Services may be provided only in special circumstances which do not conflict with those regulations.	
Lateral Sewer Installation Charges	
Deposit (Applied to cost determined by time and materials)	\$ 1,000.00
Inspection Fee	\$ 25.00
Sewer Special Fees	
Inspection/testing fee	\$ 25.00
Septage disposal	per load \$ 40.00
Additional charge	per gallon \$ 0.185
Septage disposal - trucks of 500 gallons or less	per load \$ 20.00
Additional charge	per gallon \$ 0.185
Reprogram Charge for Non-payment	\$ 75.00 *
Leachate	per load \$ 30.00
Additional charge	per gallon \$ 0.04
Industrial	per load \$ 30.00
Additional charge	per gallon \$ 0.04
Construction Stormwater	per load \$ 30.00
Additional charge	per gallon \$ 0.008
Groundwater cleanup/per 100 cubic feet (1 unit)	\$ 7.50
Fats, Oils, & Grease Discharge Permit	per year \$ 60.00
Wastewater Discharge Permit	per year
One Time or 1- Year Permit	\$ 400.00
Ongoing or 5-Year Permit	\$ 500.00
Preparation of Mainline Extension and/or Reimbursement Agreement	
by City Attorney	per hour \$ 200.00
Annual Sewer Charges - Residential	
Within the City of Willits and Meadowbrook Manor	per EDU \$ 739.00
Annual Sewer Charges - Commercial and Industrial	
Annual Wastewater Flow	
Non-residential customers shall be billed based on wastewater flow. Wastewater flow for each fiscal year is defined to be total water use for the previous December through March ("winter water use") annualized and reduced by 10 percent to account for water which does not enter the wastewater system.	
Minimum Charge	
The minimum annual charge for each commercial/industrial wastewater account is the rate for a single EDU	
Miscellaneous Fees	
Returned Check Charge/plus bank fee	\$ 25.00
Late fee on direct billed Sewer charge/per month/after 30 days	10%
Credit Card Convenience Fee	
Up to \$50	per transaction \$ 1.50
\$51 - \$100	per transaction \$ 3.00
\$101 - \$150	per transaction \$ 4.50
\$151 - \$200	per transaction \$ 6.00
> \$200	per transaction 3%

CITY OF WILLITS
RATES AND FEES SCHEDULE
FISCAL YEAR 2016/17

WATER FUND	FY 16/17
Monthly Meter Maintenance Fee	\$ 10.00
For meters that have been installed at the customer's request, and not yet activated; and for meters that have been de-activated at the customer's request.	
All past due charges must be paid in full before re-activation of service	
No water service can be obtained until a building permit has been issued by the City	
Temporary Construction Meter (installed at fire hydrant)	
Installation fee - Plus time & materials for meter installation	\$ 150.00
Deposit (refundable)	\$ 1,000.00
Residential - 5/8" meter/per month	\$ 26.46
Plus water usage at Non-residential Quantity Charge/per hcf	\$ 7.20
All services to be installed by City staff or City's agent	
Maximum six months service	
Miscellaneous Fees	
Returned Check Charge/plus bank fee	\$ 25.00
Late Charge on Water Payment/after 30 days	10%
Credit Card Convenience Fees	
Up to \$50	per transaction \$ 1.50
\$51 - \$100	per transaction \$ 3.00
\$101 - \$150	per transaction \$ 4.50
\$151 - \$200	per transaction \$ 6.00
> \$200	per transaction 3%
Expiration of Application	\$ 25.00
Re-connection Fee	\$ 40.00
Emergency After-Hours Call Out	\$ 200.00
Holidays, weekends, and after 4:00 p.m. on weekdays	
Meter Test Deposit	\$ 75.00
Unauthorized Use of Fire Hydrant	\$ 500.00
Plus \$2.00 per 100 gallons used	
Reinstallation Fee for Meter Removed	\$ 100.00
Requires payment of new Water Service Deposit	
Reconnection of Meter off for over 1 year	\$ 100.00
Intentional Damage to City Locks (plus cost of parts and labor)	\$ 150.00
Misdemeanor - Maximum Fine	\$ 300.00
Downsize Meter Charge (plus time & materials)	\$ 100.00
Truck Fill Station Charges	
Permit Fee	per year \$ 200.00
Access Fee	per load \$ 15.00 *
Additional fee	per gallon \$ 0.012 *
Pin Number Change Fee	\$ 100.00
Key Deposit	\$ 100.00
Reprogram Charge for Non-payment	\$ 75.00
Water Service Connection Fees	
Capital Improvement Fees	
Single Family Residential - Inside City Limits	per EDU \$ 3,025.00
Plus the actual cost of parts and labor	
Single Family Residential - *Outside City Limits	per EDU \$ 6,025.00
Plus the actual cost of parts and labor	
Each Motel Room, Hotel Room, Campground Space, Laundry Room,	
Motel Room, Hotel Room, Campground Space, Laundry Room, Rec. Room Each	\$ 3,025.00
Commercial Units:	
5/8" Meter	\$ 3,025.00
1" Meter	\$ 4,525.00
1 1/2" Meter	\$ 6,025.00
2" Meter	\$ 8,025.00
3" Meter	\$ 12,025.00
4" Meter	\$ 20,025.00
6" Meter	\$ 28,025.00
*Note:	LAFCO regulations restrict the provision of City services outside of the City limits.
Services may be provided only in special circumstances which do not conflict with those regulations.	



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**WILLITS CITY COUNCIL
MINUTES
MONDAY, SEPTEMBER 26, 2016**

Mayor Burton called a special meeting of the City Council to order at 5:32 p.m., in Council Chambers. The meeting was preceded by the pledge to the flag.

Roll Call: Councilmembers Larry Stranske, Madge Strong, Holly Madrigal, Ron Orenstein, and Mayor Bruce Burton were present.

Also present were staff members: Adrienne Moore, City Manager; Jim Lance, City Attorney; Gerry Gonzalez, Police Chief; Susie Holmes, Finance Director; Dusty Duley, City Planner; John Sherman, Building Official; Karen Stevenson, Human Resources Analyst; and Cathy Moorhead, City Clerk.

OFF AGENDA ITEMS – URGENT – PRESENTED BY COUNCILMEMBER STRONG

(Amendment to the agenda requires a 4/5th vote of the City Council)

Moved by Stranske/Seconded by Strong and carried (4/1, with Burton dissenting) to add the following item to the agenda:

7. DISCUSSION AND POSSIBLE ADOPTION OF A RESOLUTION REQUESTING ADDITIONAL SIGNAGE NORTH AND SOUTH OF WILLITS ALERTING TRAVELERS TO SERVICES AND ATTRACTIONS WITHIN THE CITY OF WILLITS

Moved by Madrigal/Seconded by Strong and carried unanimously to add the following item to the agenda:

8. RESOLUTION OF THE WILLITS CITY COUNCIL REQUESTING THAT THE SONOMA CLEAN POWER AUTHORITY ACT AS COMMUNITY CHOICE AGGREGATOR ON BEHALF OF THE CITY AND IMPLEMENT THE SONOMA CLEAN POWER COMMUNITY CHOICE AGGREGATION PROGRAM WITHIN THE CITY OF WILLITS

Moved by Madrigal/Seconded by Strong and carried unanimously to add the following item following item to the agenda:

9. DISCUSSION AND POSSIBLE INTRODUCTION BY TITLE ONLY AND WAIVING READING OF ORDINANCE AUTHORIZING THE IMPLEMENTATION OF A COMMUNITY CHOICE AGGREGATION PROGRAM WITHIN THE CITY OF WILLITS BY PARTICIPATING WITH THE SONOMA CLEAN POWER AUTHORITY

2. DISCUSSION AND POSSIBLE ACTION TO DENY CLAIM RECEIVED FROM DEBBIE MADISON

Public Comment: None presented.

Moved by Stranske/Seconded by Strong and carried unanimously to Deny Claim Submitted by Debbie Madison, Directing the City Clerk to Transmit Notification of Denial to the Claimant.

3. DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION AUTHORIZING THE TOW AND REMOVAL OF VEHICLES FOUND TO BE IN VIOLATION OF EMERGENCY TEMPORARY NO PARKING SIGNS POSTED IN ACCORDANCE WITH THE WILLITS MUNICIPAL CODE SECTION 10.32.070

Public Comment: None presented.

Moved by Madrigal/Seconded by Stranske and carried unanimously to adopt a Resolution (No. 2016-17) authorizing the Chief of Police to cause the placement of Emergency-Temporary No Parking Signs during Planned and Unplanned Special Events or Emergencies 24 Hours in Advance of the Event. Also, the following bold wording was added to this Resolution:

*Authorize the towing and removing of vehicles that are parked or left standing in violation of the emergency parking signs posted by the Chief of Police after signs have been erected for no fewer than 24 hours prior to any event, gathering or public assemblage likely to result in emergency traffic congestion. The date and **time(s)** of the event shall be noted on the signs posted in advance of the event. **Also notice shall be given that vehicles towed and removed under this ordinance shall be done so at the owner's expense.***

4. DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION AUTHORIZING THE INSTALLATION OF A FIRE LANE AND TOW AWAY ZONE ON THE CITY PROPERTY ACCESS LANE BETWEEN THE RODEO GROUNDS ON EAST COMMERCIAL STREET AND CENTER VALLEY ROAD

Public Comment: None presented.

Moved by Orenstein/Seconded by Burton and carried (4/1, with Madrigal dissenting) to adopt Resolution (No. 2016-18) authorizing the Installation of a Fire Lane and Tow Away Zone on the City Property Access Lane Between the Rodeo Grounds on East Commercial Street and Center Valley Road.

5. DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION ACCEPTING THE CONSTRUCTION COMPLETION OF THE MAIN STREET WATER LINE REPLACEMENT PROJECT, PHASE III, CONTRACT No. 2016-01 AND AUTHORIZING THE FILING OF THE NOTICE OF COMPLETION

Public Comment: None presented.

Moved by Madrigal/Seconded by Strong and carried unanimously to adopt Resolution (No. 2016-19) accepting the Main Street Water Line Replacement Project, Phase III, Contract No. 2016-01, as Complete and Authorize the City Manager to File a Notice of Completion.

6. DISCUSSION AND POSSIBLE ACTION/DIRECTION TO ESTABLISH A STRUCTURED PROCESS TO ALLOW ALL COUNCIL MEMBERS AND THE PUBLIC TO PROVIDE INPUT REGARDING MARIJUANA CULTIVATION WITHIN THE CITY OF WILLITS, IN LIEU OF AN AD HOC COMMITTEE REPORT

After a lengthily discussion by the City Council 4 of the 5 councilmembers chose to provide a different mechanism for forwarding this subject matter.

Public Comment: Tim Blake, Wayne Bashore, and Charlie (last name unknown) expressed reasons why the City needs to move forward with this matter. Bill Barksdale commented on the

amount of time that was spent this evening on whether or not to create an Ad Hoc committee. Kevin Shi, of SWS Consulting commented on how he has recently purchased the old AM&D building on East Hill Rd for a large indoor cannabis grow operation, and how he plans to contribute a large some of money to the city if given the chance. Mr. Shi is in hopes that the city will move forward with this matter

Moved by Strong/Seconded by Orenstein and carried (4/1, with Burton dissenting) to delegate Councilmembers Madrigal and Orenstein to assist City Staff with Proposals for a Structured Ordinance regarding Cannabis and bring back to the October 26th council meeting.

7. DISCUSSION AND POSSIBLE ADOPTION OF A RESOLUTION REQUESTING ADDITIONAL SIGNAGE NORTH AND SOUTH OF WILLITS ALERTING TRAVELERS TO SERVICES AND ATTRACTIONS WITHIN THE CITY OF WILLITS

Public Comment: Bill Barksdale commented on the sign information and placement.

Moved by Strong/Seconded by Stranske and carried unanimously to adopt Resolution (No. 2016-20) requesting additional Signage North and South of Willits Alerting Travelers to Services and Attractions within the City of Willits. Also, the following changes were made to the Resolution:

1st – WHEREAS, line two, after the word shops, “hospital” was added and “County Museum” was removed.

2nd – NOW, THEREFORE, BE IT RESOLVED, line four, after the word lodging, “hospital” was added and “County Museum” was removed.

8. RESOLUTION OF THE WILLITS CITY COUNCIL REQUESTING THAT THE SONOMA CLEAN POWER AUTHORITY ACT AS COMMUNITY CHOICE AGGREGATOR ON BEHALF OF THE CITY AND IMPLEMENT THE SONOMA CLEAN POWER COMMUNITY CHOICE AGGREGATION PROGRAM WITHIN THE CITY OF WILLITS

Public Comment: None presented.

Moved by Madrigal/Seconded by Stranske and carried (4/1, with Burton dissenting) to adopt Resolution (No. 2016-21) Requesting that the Sonoma Clean Power Authority act as Community Choice Aggregator on Behalf of the City of Willits and Implement the Sonoma Clean Power Community Choice Aggregation Program within the City of Willits.

9. DISCUSSION AND POSSIBLE INTRODUCTION BY TITLE ONLY AND WAIVING READING OF ORDINANCE AUTHORIZING THE IMPLEMENTATION OF A COMMUNITY CHOICE AGGREGATION PROGRAM WITHIN THE CITY OF WILLITS BY PARTICIPATING WITH THE SONOMA CLEAN POWER AUTHORITY

Public Comment: None presented.

Moved by Madrigal/Seconded by Stranske and carried (4/1, with Burton dissenting) to Introduce by Title only, and Waive Reading of Ordinance Authorizing the Implementation of a Community Choice Aggregation Program within the City of Willits by Participating with the Sonoma Clean Power Authority.

10. CLOSED SESSION NOTICE

Mayor Burton adjourned the meeting at 7:30 p.m.

BRUCE BURTON, Mayor

ATTEST:

CATHY MOORHEAD, City Clerk

COUNCIL MEETING RECORDINGS: City Council meetings are video recorded and broadcast live on the 2nd and 4th Wednesday of each month on Public Access Channel 3 and rebroadcast on Saturday and Sunday at 5:00 p.m. on Government Channel 64. DVD's are available for check-out or may be purchased (with advance notice) for \$15.00 at City Hall.

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28701	06/15/16	WYATT IRRIGATION SUP	729 MISC PARKS SUPPLIES	135.86CR	527461	21607300		P N H 100.1050.2101.045
28753	09/23/16	AFLAC	4036 125 PLAN - POLICY P	1,195.27	527457	071211		P N H 690.246
28754	09/23/16	MASSMUTUAL RETIREMEN	4870 DEFERED COMPENSATIO	1,158.42	527458	160923		P N H 690.236
28755	09/23/16	MENDOCINO CHILD SUPP	1057 PAYROLL DEDUCT CHILD	207.69	527459	160923		P N H 690.233
28756	09/23/16	PERS	256 EMPLOYER CONTRIBUT	10,539.80	527460	160923		P N H 690.229
28756	09/23/16	PERS	256 EMPLOYEE CONTRIBUTI	7,117.06	527460	160923		P N H 690.230
28756	09/23/16	PERS	256 ADMINISTRATION FEES	650.00	527460	160923		P N H 100.1003.2081.030
				18,306.86	*CHECK TOTAL			
29086	08/31/16	CALIFORNIA SURVEYING	410 ENG EQUIP MAINT	271.84CR	527462	59815		P N H 100.1042.2101.045
29086	08/31/16	CALIFORNIA SURVEYING	410 ENG EQUIP MAINT	796.74CR	527463	59824		P N H 100.1042.2101.045
				1,068.58CR	*CHECK TOTAL			
GENERAL CHECK FORM			TOTAL	19,663.80				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
29248	09/30/16	ADAM'S TIRE & AUTO S	225 TIRE UNIT 168	100.00	527351	160907		P M W 201.2011.2041.000
29249	09/30/16	AIRMEDCARE	4972 MEMBERSHIP	43.00	527350	6040-09192016		P N W 690.250
29250	09/30/16	ALTERNATIVE POWER SO	4821 CHAIN SAW REPAIR	159.93	527374	198		P M W 100.1041.2041.000
29251	09/30/16	ARAMARK UNIFORM SERV	4065 MATS/RAGS/MOPS	1,330.00	527352	160831		P N W 100.1016.2199.000
29251	09/30/16	ARAMARK UNIFORM SERV	4065 MATS/RAGS	702.06	527352	160831		P N W 501.5013.2199.000
29251	09/30/16	ARAMARK UNIFORM SERV	4065 MATS	18.94	527352	160831		P N W 100.1042.2081.030
29251	09/30/16	ARAMARK UNIFORM SERV	4065 MATS	18.94	527352	160831		P N W 100.1040.2081.030
				2,069.94	*CHECK TOTAL			
29252	09/30/16	ASCENT AVIATION GROU	4747 AVIATION FUEL	16,495.28	527349	387981		P N W 500.125
29253	09/30/16	AUTO MART AUTO REPAI	4791 OIL CHANGE	54.50	527347	20571		P M W 503.5031.2044.000
29253	09/30/16	AUTO MART AUTO REPAI	4791 OIL CHANGE	64.72	527348	20570		P M W 503.5031.2044.000
29253	09/30/16	AUTO MART AUTO REPAI	4791 VEHICLE MAINT UNIT 15	120.37	527373	20500		P M W 100.1041.2041.000
29253	09/30/16	AUTO MART AUTO REPAI	4791 VEHICLE MAINT UNIT 25	199.24	527377	20754		P M W 100.1022.2044.000
29253	09/30/16	AUTO MART AUTO REPAI	4791 VEHICLE MAINT UNIT 1,	522.24	527378	20359		P M W 100.1022.2044.000
29253	09/30/16	AUTO MART AUTO REPAI	4791 VEHICLE MAINT UNIT 246	50.01	527379	20419		P M W 100.1022.2044.000
29253	09/30/16	AUTO MART AUTO REPAI	4791 VEHICLE MAINT UNIT 249	78.38	527380	20791		P M W 100.1022.2044.000
29253	09/30/16	AUTO MART AUTO REPAI	4791 VEHICLE MAINT UNIT 24	299.47	527383	20548		P M W 100.1022.2044.000
				2,388.93	*CHECK TOTAL			
29254	09/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	41.85	527376	160918		P N W 100.1016.2025.000
29254	09/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	49.99	527376	160918		P N W 503.5033.2055.000
29254	09/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	351.39	527376	160918		P N W 501.5013.2041.000
29254	09/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	544.69	527376	160918		P N W 501.5013.2105.000
29254	09/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	47.10	527376	160918		P N W 100.1042.2101.045
29254	09/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	243.95	527376	160918		P N W 100.1005.2105.000
29254	09/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	10.68	527376	160918		P N W 100.1016.2025.000
29254	09/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	20.00	527376	160918		P N W 100.1002.2001.002
29254	09/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	14.99	527376	160918		P N W 100.1005.2055.000
29254	09/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	24.99	527376	160918		P N W 100.1020.2081.030
29254	09/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	618.83	527376	160918		P N W 100.1022.2101.032
				1,968.46	*CHECK TOTAL			
29255	09/30/16	BOY SCOUT TROOP 212	4744 SCOUT LDRSHP/ANTI-G	2,000.00	527354	160928		P N W 600.626
29256	09/30/16	BROOKSIDE SCHOOL	4743 FOSTER GRAND PARENT	1,000.00	527353	160928		P N W 600.626
29257	09/30/16	BUD GARMAN CONSTRUCT	4769 ROCK DELIVERY	220.00	527375	12-1617		P M W 501.5011.2101.035
29257	09/30/16	BUD GARMAN CONSTRUCT	4769 ROCK DELIVERY	220.00	527375	12-1617		P M W 503.5031.2101.035
				440.00	*CHECK TOTAL			
29258	09/30/16	CALIFORNIA CITY CLER	5071 REGION #1 MEETING	40.00	527357	160927		P N W 100.1001.2105.000
29259	09/30/16	CALIFORNIA SURVEYING	410 BOND	200.70	527360	63404/1		P N W 100.1042.2041.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
29260	09/30/16	CANON SOLUTIONS AMER	4988 COPIER MAINT	47.15	527355	4020068894		P N W 503.5033.2055.000
29261	09/30/16	CARTER/NAOMI	5074 PER DIEM	20.00	527358	160923		P N W 100.1020.2105.000
29262	09/30/16	CED-SANTA ROSA	5043 SEWER PLANT SUPPLIES	198.45	527359	8821-497184		P N W 501.5013.2041.000
29263	09/30/16	CERATTO/MICHAEL	4787 CITY HALL JANITORIAL	800.00	527447	160930		P M W 100.1016.2061.020
29263	09/30/16	CERATTO/MICHAEL	4787 PUBLIC WORKS JANITORI	130.00	527448	160930		P M W 100.1040.2081.030
29263	09/30/16	CERATTO/MICHAEL	4787 ENGINEERING JANITORIA	130.00	527448	160930		P M W 100.1042.2081.030
				1,060.00	*CHECK TOTAL			
29264	09/30/16	CHEVRON USA, INC.	27 PD FUEL	218.48	527454	48471024		P N W 100.1022.2044.000
29265	09/30/16	CLEARLAKE LAVA INC	4151 RED SAND	210.70	527381	90284		P N W 501.5011.2101.035
29265	09/30/16	CLEARLAKE LAVA INC	4151 RED SAND	210.70	527381	90284		P N W 503.5031.2101.035
				421.40	*CHECK TOTAL			
29266	09/30/16	CLEARLY MENDOCINO WA	4221 WATER	96.00	527456	160930		P M W 100.1020.2199.000
29267	09/30/16	COAST RANGE DIGITAL	4048 VIDEO COUNCIL MEETING	350.00	527382	16 35		P M W 100.1001.2081.030
29268	09/30/16	COLLEGE OF THE REDWO	5007 PERISHABLE SKILLS TRA	392.00	527455	160922		P N W 100.1020.2106.000
29269	09/30/16	COUNTY OF MENDOCINO	197 PARKING CITATION	12.50	527356	160812		P N W 100.1020.2081.030
29270	09/30/16	D'ORAZIO/RENAULD	4928 PER DIEM 3 DAYS OCT 3	120.00	527361	160922		P N W 100.1020.2106.000
29270	09/30/16	D'ORAZIO/RENAULD	4928 LODGING OCT 3-5,2016	604.80	527362	160922		P N W 100.1020.2106.000
				724.80	*CHECK TOTAL			
29271	09/30/16	DASH MEDICAL GLOVES	4863 DISPOSABLE WIPES	220.32	527363	1006052		P N W 100.1022.2101.033
29272	09/30/16	EEL RIVER FUELS	28 REG FUEL	1,366.37	527364	519448		P N W 100.125
29272	09/30/16	EEL RIVER FUELS	28 DIESEL FUEL	200.01	527365	519450		P N W 100.126
				1,566.38	*CHECK TOTAL			
29273	09/30/16	ELENNISS/JERRY T	4200 BLOWERS	3,570.00	527366	160912		P M W 501.5013.4003.003
29274	09/30/16	GARTON TRACTOR INC	4935 TRACTOR RENTAL	3,189.69	527367	RU00511		P N W 501.5013.2095.000
29275	09/30/16	HEIKEN/ERIK	4342 PER DIEM 3 DAYS OCT 3	120.00	527368	160922		P N W 100.1020.2106.000
29276	09/30/16	I B E W	255 EMPLOYEE CONTRIBUTION	529.57	527369	160923		P N W 690.235
29277	09/30/16	LACO ASSOCIATES	4624 MAIN ST WTR LINE	492.50	527370	38048		P M W 503.5031.4003.003
29277	09/30/16	LACO ASSOCIATES	4624 MAIN ST WTR LINE	3,324.50	527371	38076		P M W 503.5031.4003.003
				3,817.00	*CHECK TOTAL			
29278	09/30/16	LEEF/KEVIN	4809 PER DIEM 3 DAYS OCT 6	120.00	527372	160922		P N W 100.1020.2106.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
29279	09/30/16	LEHR AUTO	4819 VEHICLE MAINT	3,978.69	527391	128171		P N W 651.6510.2199.000
29280	09/30/16	LOCAL GOVERNMENT COM	5047 MAIN ST CORRIDOR E	52,066.44	527424	654-03		P M W 100.1010.2081.030
29281	09/30/16	MCKENZIE/ROBERT	5048 BOOT ALLOWANCE	95.15	527384	405614		P N W 503.5031.2010.000
29281	09/30/16	MCKENZIE/ROBERT	5048 BOOT ALLOWANCE	95.14	527384	405614		P N W 503.5033.2010.000
				190.29	*CHECK TOTAL			
29282	09/30/16	MEAD & HUNT INC	4031 ALP UPDATE	1,658.35	527425	263874		P N W 500.5001.2081.030
29282	09/30/16	MEAD & HUNT INC	4031 APMP	662.00	527426	263828		P N W 500.5001.2081.030
				2,320.35	*CHECK TOTAL			
29283	09/30/16	MENDOCINO JANITORIAL	4255 PD JANITORIAL SERVI	1,100.00	527389	706189		P M W 100.1016.2061.020
29284	09/30/16	MOTION INDUSTRIES IN	705 KEYED SHAFT	88.67	527390	CA23-500612		P N W 501.5013.2041.000
29285	09/30/16	MUNICIPAL MAINTENANC	4305 COUPLER	31.99	527385	112311-IN		P N W 501.5011.2041.000
29285	09/30/16	MUNICIPAL MAINTENANC	4305 REPAIR KIT	86.55	527386	112809-IN		P N W 501.5013.2041.000
29285	09/30/16	MUNICIPAL MAINTENANC	4305 REPAIR KIT	86.55	527386	112809-IN		P N W 501.5011.2041.000
29285	09/30/16	MUNICIPAL MAINTENANC	4305 VAC TRUCK RENTAL	1,781.34	527387	112868-IN		P N W 501.5011.2041.000
29285	09/30/16	MUNICIPAL MAINTENANC	4305 VAC TRUCK RENTAL	1,781.34	527387	112868-IN		P N W 501.5013.2041.000
29285	09/30/16	MUNICIPAL MAINTENANC	4305 VAN TRUCK RENTAL	1,781.34	527387	112868-IN		P N W 503.5031.2041.000
29285	09/30/16	MUNICIPAL MAINTENANC	4305 VAC TRUCK RENTAL	1,781.33	527387	112868-IN		P N W 503.5033.2041.000
29285	09/30/16	MUNICIPAL MAINTENANC	4305 VAC TRUCK REPAIR	4,486.66	527388	112894-IN		P N W 501.5011.2041.000
29285	09/30/16	MUNICIPAL MAINTENANC	4305 VAC TRUCK REPAIR	4,486.66	527388	112894-IN		P N W 501.5013.2041.000
29285	09/30/16	MUNICIPAL MAINTENANC	4305 VAC TRUCK REPAIR	4,486.66	527388	112894-IN		P N W 503.5031.2041.000
29285	09/30/16	MUNICIPAL MAINTENANC	4305 VAC TRUCK REPAIR	4,486.66	527388	112894-IN		P N W 503.5033.2041.000
				25,277.08	*CHECK TOTAL			
29286	09/30/16	NATIONAL METER & AUT	4196 WATER METER/SUPPLI	16,136.58	527393	S1073501.003		P N W 503.5031.2041.000
29286	09/30/16	NATIONAL METER & AUT	4196 WATER METER	6,543.73	527394	S1073504.001		P N W 503.5031.2041.000
				22,680.31	*CHECK TOTAL			
29287	09/30/16	NFP-NATIONAL ACCOUNT	5059 LIFE INSURANCE	417.40	527395	160928		P N W 690.231
29288	09/30/16	NOR-CAL RECYCLED ROC	4067 CONCRETE	759.58	527392	12168		P N W 201.2012.2101.045
29289	09/30/16	NORTH COAST OPPORTUN	4590 CERT CONTRIBUTION	500.00	527396	160919		P N W 651.6510.2199.000
29290	09/30/16	NORTHERN AGGREGATES	326 COBBLES	242.31	527398	50928		P N W 201.2012.2101.045
29291	09/30/16	NUESTRA ALIANZA DE W	4442 ANTI GANG/DRUG PROG	7,000.00	527397	160928		P N W 600.626
29292	09/30/16	OPTIC FUEL CLEAN OF	4373 CLEAN FUEL TANK	1,543.00	527399	16CA6265		P N W 500.5001.2041.000
29293	09/30/16	P G & E COMPANY	114 EMERG WTR LINE	148.91	527406	160913		P N W 503.5031.4003.038
29293	09/30/16	P G & E COMPANY	114 ENGINEERING	101.95	527406	160913		P N W 100.1042.2110.000
29293	09/30/16	P G & E COMPANY	114 PARKS	107.36	527406	160913		P N W 100.1050.2110.000
29293	09/30/16	P G & E COMPANY	114 SEWER	8.12	527406	160913		P N W 501.5013.2110.000
29293	09/30/16	P G & E COMPANY	114 WATER	21.85	527406	160913		P N W 503.5033.2110.000

Disbursements Journal

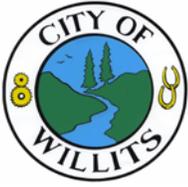
WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
29293	09/30/16	P G & E COMPANY	114 PUBLIC WORKS	101.95	527406	160913		P N W 100.1040.2110.000
				490.14	*CHECK TOTAL			
29294	09/30/16	PACIFIC TELEMANAGEMENT	4767 AIRPORT PAY PHONE	50.00	527407	870734		P M W 500.5001.2110.000
29295	09/30/16	PAXXO (USA) INC.	4855 MAXI CASSETTE	683.74	527403	F16-191		P N W 501.5013.2041.000
29296	09/30/16	PITNEY BOWES	125 POSTAGE METER LEASE	474.53	527405	3100436973		P N W 100.1002.2095.000
29297	09/30/16	PITNEY BOWES	4494 PD POSTAGE METER RENT	126.51	527408	1001797143		P N W 100.1020.2095.000
29298	09/30/16	PLATT	4506 CLAMP/STRAP/BIT	123.80	527400	J833777		P N W 501.5015.4003.000
29298	09/30/16	PLATT	4506 BIT	118.05	527401	J486142		P N W 503.5031.2041.000
29298	09/30/16	PLATT	4506 CREDIT RETURN	23.68CR	527402	J42551		P N W 501.5011.2041.000
				218.17	*CHECK TOTAL			
29299	09/30/16	PRIME SOLUTION INC	4419 WEG MOTOR/REDUCER	2,223.15	527404	SH6357		P N W 501.5013.2041.000
29300	09/30/16	R E M I F	135 EAP INS PREMIUM	127.84	527416	160922		P N W 690.231
29300	09/30/16	R E M I F	135 LIABILITY DEDUCTIBL	4,392.17	527418	160920		P N W 100.1002.2032.000
29300	09/30/16	R E M I F	135 MEDICAL INS PREMIU	61,123.00	527449	161001		P N W 690.231
29300	09/30/16	R E M I F	135 DENTAL INS PREMIUM	4,882.00	527449	161001		P N W 690.231
29300	09/30/16	R E M I F	135 VISION INS PREMIUM	891.80	527449	161001		P N W 690.231
				71,416.81	*CHECK TOTAL			
29301	09/30/16	RAMMING/TIM	127 FOG POSTERS LAMINATING	97.31	527409	6212		P M W 501.5010.2091.000
29301	09/30/16	RAMMING/TIM	127 A/P CHECKS	883.92	527410	6208		P M W 100.1002.2055.000
29301	09/30/16	RAMMING/TIM	127 BUSINESS CARDS	31.36	527411	6357		P M W 100.1002.2091.000
29301	09/30/16	RAMMING/TIM	127 BUSINESS CARDS	31.36	527411	6357		P M W 100.1001.2199.000
29301	09/30/16	RAMMING/TIM	127 BUSINESS CARDS	31.36	527411	6357		P M W 100.1016.2055.000
29301	09/30/16	RAMMING/TIM	127 BUSINESS CARDS	31.36	527411	6357		P M W 100.1040.2055.000
29301	09/30/16	RAMMING/TIM	127 BUSINESS CARDS	31.36	527411	6357		P M W 503.5030.2091.000
29301	09/30/16	RAMMING/TIM	127 BUSINESS CARDS	31.36	527411	6357		P M W 100.1042.2055.000
29301	09/30/16	RAMMING/TIM	127 BUSINESS CARDS	31.35	527411	6357		P M W 100.1005.2055.000
29301	09/30/16	RAMMING/TIM	127 BUSINESS CARDS	31.35	527411	6357		P M W 100.1040.2055.000
29301	09/30/16	RAMMING/TIM	127 BUSINESS CARDS	31.35	527411	6357		P M W 100.1010.2091.000
29301	09/30/16	RAMMING/TIM	127 BUSINESS CARDS	31.35	527411	6357		P M W 100.1003.2055.000
29301	09/30/16	RAMMING/TIM	127 ENVELOPES	54.06	527412	6183		P M W 100.1002.2055.000
29301	09/30/16	RAMMING/TIM	127 WATER BILLS	626.04	527413	6421		P M W 503.5030.2055.000
				1,974.89	*CHECK TOTAL			
29302	09/30/16	RAPID CONSTRUCTION I	5060 MAIN ST WTR LINE	212,271.89	527414	3275		P M W 503.5031.4003.003
29303	09/30/16	REDWOOD COMMUNITY SE	4714 GRIP PROGRAM	3,500.00	527419	160928		P N W 600.626
29304	09/30/16	REDWOOD CREDIT UNION	5056 HSA ACCOUNT CONTRIB	2,600.00	527417	161001		P N W 690.231
29305	09/30/16	RELIANCE ENTERPRISES	4490 VEHICLE MAINT	125.00	527415	30645		P M W 100.1020.2199.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
29306	09/30/16	SCOTT'S TANKS	4275 COUPLING	71.87	527420	34501		P M W 501.5013.2045.000
29307	09/30/16	SILVA SEPTIC INC	4577 PORTABLE RESTROOM REN	221.66	527422	65007		P N W 501.5013.2045.000
29308	09/30/16	SLEEPER/JED	4981 ANT KILLER	32.71	527450	A351082		P N W 100.1030.2101.045
29309	09/30/16	STATE WATER RES CONT	468 GRADE T2 RENEWAL	110.00	527423	160928		P N W 503.5031.2105.000
29310	09/30/16	STEVENSON/KAREN	5073 MILEAGE REIMBURSEMENT	150.12	527421	160923		P N W 100.1005.2105.000
29310	09/30/16	STEVENSON/KAREN	5073 PER DIEM	13.51	527421	160923		P N W 100.1005.2105.000
29310	09/30/16	STEVENSON/KAREN	5073 TAX HOTEL TO AIRPORT	24.45	527421	160923		P N W 100.1005.2105.000
				188.08	*CHECK TOTAL			
29311	09/30/16	TONELLI/DEBRA	4542 TRNG MILEAGE REIMBURSE	37.80	527452	160928		P N W 100.1020.2105.000
29312	09/30/16	UKIAH PAPER SUPPLY I	164 SOAP/ DISINFECTANT	404.85	527431	460914		P N W 100.1016.2025.000
29313	09/30/16	UKIAH VALLEY MEDICAL	332 PRE EMPLOYMENT PHYS	1,904.43	527427	1150		P M W 100.1005.2061.013
29314	09/30/16	UNITED PARCEL SERVIC	165 SHIPPING	15.66	527451	5382F9336		P N W 100.1002.2055.000
29315	09/30/16	UNIVAR USA INC	655 GROUND WATER CHEMICAL	612.05	527428	SJ773613		P N W 503.5032.2101.034
29315	09/30/16	UNIVAR USA INC	655 WATER PLANT CHEMICA	2,160.39	527429	SJ760123		P N W 503.5033.2101.034
29315	09/30/16	UNIVAR USA INC	655 WATER PLANT CHEMICALS	660.31	527430	SJ399774		P N W 503.5033.2101.034
				3,432.75	*CHECK TOTAL			
29316	09/30/16	UTILITY SUPPLY OF AM	3997 LAB SUPPLIES/GLOVES	555.72	527432	57868		P N W 501.5013.2101.033
29316	09/30/16	UTILITY SUPPLY OF AM	3997 WATER PLANT SUPPLIES	318.57	527433	57891		P N W 503.5033.2061.015
				874.29	*CHECK TOTAL			
29317	09/30/16	VERIZON WIRELESS	4828 GENERAL ADMIN	108.08	527434	160915		P N W 100.1002.2015.000
29317	09/30/16	VERIZON WIRELESS	4828 FINANCE	54.52	527434	160915		P N W 100.1003.2015.000
29317	09/30/16	VERIZON WIRELESS	4828 PUBLIC WORKS	61.02	527434	160915		P N W 100.1040.2015.000
29317	09/30/16	VERIZON WIRELESS	4828 CODE ENFORCEMENT	36.21	527434	160915		P N W 100.1011.2015.000
29317	09/30/16	VERIZON WIRELESS	4828 PLANNING	54.04	527434	160915		P N W 100.1010.2015.000
29317	09/30/16	VERIZON WIRELESS	4828 SEWER	84.53	527434	160915		P N W 501.5013.2015.000
29317	09/30/16	VERIZON WIRELESS	4828 WATER DEPT	157.96	527434	160915		P N W 503.5030.2015.000
29317	09/30/16	VERIZON WIRELESS	4828 POLICE	26.05	527434	160915		P N W 100.1020.2015.000
29317	09/30/16	VERIZON WIRELESS	4828 EMERG WTR LINE MODEM	3.77	527434	160915		P N W 503.5031.4003.038
				586.18	*CHECK TOTAL			
29318	09/30/16	W P O A	262 EMPLOYEE CONTRIBUTION	717.64	527443	160923		P N W 690.234
29319	09/30/16	WALK & BIKE MENDOCIN	5072 BIKE SAFETY PROGRAM	1,500.00	527440	160928		P N W 600.626
29320	09/30/16	WARNOCK/SCOTT	4498 CALIBI CONF REIMBURSE	300.00	527438	160920		P M W 651.6510.2199.000
29321	09/30/16	WELLS FARGO EQUIPMEN	4677 PRINCIPAL	4,550.00	527446	11663872		P N W 501.5011.3001.000
29321	09/30/16	WELLS FARGO EQUIPMEN	4677 INTEREST	14.48	527446	11663872		P N W 501.5011.3002.000
				4,564.48	*CHECK TOTAL			

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
29322	09/30/16	WILLITS CHAMBER OF C	300 1ST QTR PAYMENT	2,500.00	527435	160930		P N W 100.1070.3032.051
29323	09/30/16	WILLITS HIGH SCHOOL	4739 LINK CREW PROGRAM	3,000.00	527442	160928		P N W 600.626
29324	09/30/16	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	20.00	527445	160923		P N W 690.248
29325	09/30/16	WILLITS NEWS	179 CLASSIFIED ADVERTISING	75.85	527436	991323		P N W 100.1011.2090.000
29325	09/30/16	WILLITS NEWS	179 CLASSIFIED ADVERTISING	28.20	527436	991323		P N W 100.1002.2091.000
29325	09/30/16	WILLITS NEWS	179 CLASSIFIED ADVERTISING	47.95	527436	991323		P N W 100.1006.2090.000
				152.00	*CHECK TOTAL			
29326	09/30/16	WILLITS RENTAL CENTE	4100 VEHCIILE MAINT	109.40	527439	864		P N W 100.1022.2044.000
29327	09/30/16	WILLITS SOBER GRAD	4381 SOBER GRAD	2,000.00	527441	160928		P N W 600.626
29328	09/30/16	WILLITS WEEKLY	4847 ADVERTISEMENT	64.00	527444	13713		P N W 100.1010.2090.000
29329	09/30/16	WL FUNDING INC	5053 OFFICE ASSISTANT	260.93	527437	27006834		P N W 100.1003.2081.030
GENERAL CHECK FORM								
			TOTAL	480,967.66				



Item No. **4c**

Meeting Date: **October 12, 2016**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Manager

Agenda Title: AUTHORIZE CITY MANAGER TO FINALIZE AND EXECUTE AN EARLY RESIGNATION/RETIREMENT WAIVER AND RELEASE AGREEMENT FOR TOBEY DALE

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

Summary of Request: As part of the reorganization plan for the Police Department approved by the City Council in June 2016, the position of Administrative Supervisor was eliminated. The incumbent has elected to retire rather than fill a lower classification. In recognition of her 19 years of honorable service to the City of Willits, the City Manager and the incumbent, Tobey Dale, have tentatively agreed to two years of health insurance coverage. Acceptance and execution of this offer will be in the form of a standard Voluntary Early Resignation/Retirement Waiver and Release Agreement. The City Manager is seeking authorization to finalize and execute the said agreement with legal counsel.

Recommended Action: Authorize City Manager to finalize and execute an *Early Resignation/Retirement Waiver and Release Agreement* for Tobey Dale.

Alternative(s): None recommended.

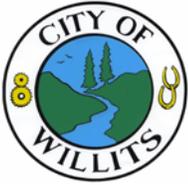
Fiscal Impact: Approximately \$21,500 over the 2-year period, including assumed premium increases, to Funds 100 (General).

Personnel Impact: N/A

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



Item No. **4d**

Meeting Date: **October 12, 2016**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Susie Holmes, Finance Director, and Scott Herman, Utilities Superintendent

Agenda Title: APPROVE AND AWARD A PROFESSIONAL SERVICES CONTRACT WITH BARTLE WELLS ASSOCIATES TO CONDUCT RATE AND CAPACITY FEE STUDIES FOR WATER AND WASTEWATER, IN AN AMOUNT NOT TO EXCEED \$45,300

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

Summary of Request: At the July 13th Council meeting, staff was directed to research costs for conducting studies to update the water and wastewater rates. Staff requested a proposal from Bartle Wells Associates, who have conducted several previous rate studies for the City, involving both Water and Wastewater.

The most recent rates studies were prepared by Bartle Wells Associates, Water Rate Study in 2008 and Wastewater Rate Study in 2006. The contract assures that the City rates are based on the cost of providing services, are fair and equitable to all customers, are compatible with the City's billing system and comply with the requirements of Proposition 218.

The contract also includes an evaluation of alternatives for implementing a low-income discount program for water and/or wastewater customers.

Recommended Action: Award a contract to Bartle Wells Associates for an amount not to exceed \$45,300 to conduct rate studies and capacity fee study for water and wastewater.

Alternative(s): None recommended.

Fiscal Impact: \$22,650 to the Wastewater Enterprise and \$22,650 to the Water Enterprise and moderate staff time.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue
Berkeley, CA 94703
T: 510-653-3399
www.bartlewells.com

August 18, 2016

Andrea Trincado, City of Willits
111 East Commercial Street
Willits, CA 95490

Subject: Proposal to Update the City of Willits' Water and Wastewater Rates and Capacity Fees

Dear Andrea,

Bartle Wells Associates (BWA) is pleased to submit this proposal to update the water and wastewater rate and capacity fee studies for the City of Willits. BWA has extensive experience working with Willits and is familiar with the City's unique needs and resources. The updated studies will include the following elements:

- Develop long-range financial plans for the City's water and wastewater enterprise funds that will project both operating and capital revenues and expenses over 5-year and 10-year horizons.
- Review financing alternatives for the capital improvements including: pay-as-you-go from user charges, capital surcharges, reserves, developer contributions, capacity fees, revenue bonds, State Revolving Fund (SRF) loans, USDA grants and loans, funding from community facilities district special taxes, and other sources.
- Evaluate different funding/project scenarios identified by the City, such as various levels of capital improvement funding or varied project timing.
- Review fund balances and fund reserve targets and develop a plan for achieving and maintaining an adequate level fund reserves.
- Evaluate the existing water and wastewater rate structures, and if needed, consider rate structure alternatives and make recommendations that best meet the City's objectives.
- Identify revenue increases needed over the next 5 years to fund operating and capital needs.
- Recommend a schedule of water and wastewater rates and charges to the City Council and assist the City in preparing the Proposition 218 notice for mailing to property owners.
- Phase in any water and wastewater rate adjustments over time, to the extent possible, to minimize the impact on customers.
- Ensure rates a) are based on the cost of providing service, b) are fair and equitable to all customers, c) are compatible with the City's billing system, and d) comply with the requirements of Proposition 218.

- Optional Task - review and update the City's water and wastewater capacity fees to ensure the fees recover the cost of infrastructure needed to serve new development and comply with AB1600.
- Evaluate alternatives for implementing a low-income discount program for water and/or wastewater customers.

We specialize in water and wastewater rates and finance and have developed over 2,500 utility rate studies and long-range financing plans for more than 500 California water and wastewater agencies. Our experience with all manner of rate structures is without peer and we have provided expert, independent rate analysis throughout California for over 50 years. We have a well-earned reputation for providing our clients with straightforward, practical advice and have a strong track record of building consensus for our final recommendations. All of our lead consultants are Certified Independent Public Finance Advisors.

We appreciate the opportunity to assist the City and hope this proposal provides a sound basis for our selection. Please don't hesitate to contact us if you have any questions or would like any additional information.

Sincerely,

BARTLE WELLS ASSOCIATES

A handwritten signature in black ink, appearing to read "Douglas R. Dove". The signature is fluid and cursive, with the first name "Douglas" and last name "Dove" clearly distinguishable.

Douglas R. Dove, PE, CIPFA
Principal

FIRM OVERVIEW

Bartle Wells Associates is an independent financial advisor to public agencies with expertise in utility rate and fee studies. Our firm was established in 1964 and is owned and managed by its principal consultants. We have over 50 years of experience advising local governments on the complexities and challenges in public finance. We have advised over 500 public agency clients in the western United States and completed over 2,500 assignments. We have a diversity of abilities and experience to evaluate all types of financial issues faced by local governments and to recommend the best and most-practical solutions.

Bartle Wells Associates has a stable, well-qualified professional team. Our education and backgrounds include finance, civil engineering, business, public administration, public policy, and economics. The firm is owned and managed by its principal consultants who have been with the firm for many years.

BWA specializes in three professional services: utility rate and fee studies, financial plans, and project financing. We are the only independent financial advisor providing *all three* services to public agencies.

PROFESSIONAL SERVICES

- Rate & Fee Studies
- Financial Plans
- Project Financing

RATE AND FEE STUDIES Our *rate studies* employ a cost-of-service approach and are designed to maintain the long-term financial health of a utility enterprise while being fair to all customers. We develop practical recommendations that are easy to implement and often phase in rate adjustments over time to minimize the impact on ratepayers. We also have extensive experience developing impact fees that equitably recover the costs of infrastructure required to serve new development. BWA has completed hundreds of water and wastewater rate and fee studies. We have helped communities implement a wide range of water and sewer rate structures and are knowledgeable about the legal requirements governing rates and impact fees including Proposition 218 and Government Code 66000. We develop clear, effective presentations and have represented public agencies at hundreds of public hearings to build consensus for our recommendations.



Our offices are located in Berkeley, in a circa 1900 Victorian Building.

FINANCIAL PLANS Our *financial plans* provide agencies with a flexible roadmap for funding long-term operating and capital needs. We evaluate the wide range of financing options available, develop a plan that recommends the best financing approach, and clearly identify the sources of revenue for funding projects and repaying any debt. We also help agencies develop prudent financial policies, such as fund reserve targets, to support sound financial management. BWA has developed over 2,000 water and wastewater enterprise financial plans to help public agencies fund their operating and capital programs and maintain long-term financial health

FIRM OVERVIEW

PROJECT FINANCING

Our *project financing* experience includes over 300 bond sales and numerous bank loans, lines of credit, and various state and federal grant and loan programs. We generally recommend issuing debt via a competitive sale process to achieve the lowest cost financing possible. To date, we have helped California agencies obtain over \$350 million in SRF loans and \$4 billion of bond financing. We work only for public agencies; we are independent financial advisors and do not buy, trade, or resell bonds. Our work is concentrated on providing independent advice that enables our clients to finance their projects on the most favorable terms—lowest interest rates, smallest issue size, and greatest flexibility.

Bartle Wells Associates is a charter member of the National Association of Independent Public Finance Advisors (NAIPFA), which establishes strict criteria for independent advisory firms. Bartle Wells Associates is committed to providing value and the best advice to our clients. Our strength is *quality*—the quality of advice, service, and work we do for all our clients.

Business Contact Information

Bartle Wells Associates
1889 Alcatraz Ave., Berkeley, CA 94703
Telephone: 510.653.3399
Fax: 510.653.3769
Website: www.bartlewells.com

Staff to be Assigned to Project

Principal

Doug Dove, CIPFA
Tel: 510.653.3399, ext. 110
E-mail: ddove@bartlewells.com

Bartle Wells Associates was established in 1964 and is a California Corporation and certified State of California Small Business. The Federal ID number is 94-1664409. BWA is also a certified Small, Local, Emerging Business by Alameda County; certification number 03-90344.

Over the past five years, Bartle Wells Associates has conducted over 200 utility rate and fee studies including development of numerous water and wastewater rate studies, long-term water and wastewater enterprise financial plans, water and wastewater capacity fee studies, and cost-of-service updates of miscellaneous fees and charges. We have extensive, directly-applicable experience developing similar studies for a wide range of California cities, counties, special districts, and joint powers authorities.

BWA was established in 1964 and has been a leader in providing utility rate consulting services to California agencies for over 50 years. Although we consider ourselves a small business with seven employees, we are one of the largest utility rate consulting firms in California since we specialize exclusively in utility rates and finance. All of our staff members are knowledgeable about utility rates, fees, and finances.

Bartle Wells Associates Staffing			Years With BWA	Years of Professional Experience
Name	Title	Academic Background		
Douglas R. Dove	President and Principal Consultant	Civil Engineering	26	29
Alex Handlers	Principal Consultant	Public Administration	16	22
Alison Lechowicz	Vice President	Public Administration	6	9
Fletcher Davis	Senior Consultant	Business Administration	1	9
Michael DeGroot	Financial Analyst III	Business Administration	3	3
Paul Flaherty	Financial Analyst I	Finance and Economics	1	1
Chrissie Love	Office Administrator	Geography, Management	1	26

PAST EXPERIENCE AND REFERENCES

The following section includes descriptions of some recent assignments. References are listed for each agency.

East Bay Municipal Utilities District (EBMUD)

Bartle Wells Associates has worked with EBMUD on a number of occasions over the last five years.

In 2009, BWA assisted the District in developing a detailed cost-of service water rate study using the base-extra capacity method for allocating costs. Recommended by the American Water Works Association (AWWA), this method examines each operating, maintenance, and capital expense for all the water system facilities and assigns it to the base (operations and capital to provide service to the average demand), extra capacity (to provide service to the peak demand), customer costs, and equivalent meter. The demand characteristics of each customer class are broken down to the base-extra capacity components. The results of this study were used to adjust EBMUD's current FY2009 rate structure to match the cost of service assigned to each customer class and increased residential rates by 7.5% while eliminating the drought surcharge.

In 2011, we assisted the District in evaluating the water capacity fee impacts for a large Oakland-based institutional customer that wanted to move its operations to a new location within the District. In 2013 we updated the District's wastewater capacity fee (WCF) to accommodate for lower District flows. This also included a performance audit of how the fee is implemented and collected. The District adopted the lower fee and the performance recommendations.

Contact: Richard Lou, Principal Management Analyst:..... 510.287.0399
E-mail:..... rlou@ebmud.com

City of Hughson

BWA has supported the City of Hughson on a number of engagements. Beginning in 2005, BWA successfully completed water and wastewater rate studies. BWA worked closely with City staff and an oversight committee consisting of a Council member and the Mayor. Both the water and wastewater funds were operating in deficit. BWA developed a comprehensive financing plan and recommended multi-year, phased-in rate increases to minimize the impacts on ratepayers. BWA presented the study findings to City Council and the public hearing, and prepared the Prop 218 mailers in English and Spanish. The water and wastewater rates were approved by the City Council in October 2005.

In 2008, BWA completed a financing plan and rate analysis for the upgrade of the wastewater treatment plant. The prior plant was at capacity and provided substandard treatment. After completing the planning and design, the City accepted bids in September of 2009 to construct a \$16 million expansion to the plant. BWA secured low interest financing through the State Revolving Fund and the American Recovery and Reinvestment Act of 1%, and guided the City through adoption of the rates to support the loan.

In 2009, BWA also completed a metered water rate study. The City had to that point billed only a fixed monthly charge for water service. The City embarked on a metering program some years ago and at the time of our study about 1/3 of water connections were metered. With very little

water use data, BWA was tasked with developing a water rate structure that allowed the City to transition into charging metered water rates while minimizing the risk for large revenue fluctuations. BWA recommended phasing in the metered water rate in five increments, to slowly adjust the balance of revenues collected by the water utility towards more variable revenue.

2013 CDPH Small Community Water System Grant and Loan Application Assistance: June of 2013, Bartle Wells Associates conducted work for the City of Hughson to assist the City in applying for a Small Community Water System Grant and State Revolving Fund Loan through the California Department of Public Health. BWA developed a five-year budget projection for the City's application to determine the affordability of Hughson's proposed \$6 million water project. Working closely with CDPH program administrators, BWA determined that the City may meet income criteria and receive disadvantaged community status. As a disadvantaged community, the City qualifies for grants and 0% interest on a State Revolving Fund (SRF) loan.

2015 Water Rate Study: BWA assisted the City in updating its water rates to cover the cost of the SRF loan for the new wells and wellhead treatment projects. The new rates were adopted by Council in August.

Contact: Raul Mendez, City Manager209/883-4054
Emailrmendez@hughson.org

City of Davis

For over a year, BWA worked closely with City staff and a 15-member Water Advisory Committee (WAC) to review water rate structure alternatives, evaluate various financing scenarios, and develop a gradually phased-in set of rate increases to support a surface water project. The WAC recommended implementing a new rate structure called the consumption-based fixed rate (CBFR) to recover a portion of the fixed costs based on each customer's actual consumption. Instead of using meter size as the basis for recovering all of the water system's fixed costs, CBFR is structured so that each ratepayer's proportional share of the fixed costs related to water supply and treatment is based on their actual water usage from the previous summer months when consumption is typically at its peak. The 2012 water rate study recommended rate increases through 2017/18 to assist the City in obtaining State loans and grants as well as other debt financing alternatives.

The approved water rate structure and increases were subjected to a legal challenge posed by opponents of the surface water project. In January, 2014, the Yolo County Superior Court ruled in favor of the City and found that the water rates do comply with the requirements of the CA Constitution (Proposition 218). In June 2014, the citizens of Davis repealed the March 2013 rates through a ballot Initiative. Accordingly, BWA worked with the newly formed Utilities Rate Advisory Committee (URAC) to update the projections used in the 2012 study and to develop a new water rate structure. The City Council ultimately decided on a rate structure based on an 87 percent variable and 13 percent fixed revenue recovery allocation with a uniform block volume rate by customer class. The 2014 update also included a drought surcharge based on the City's Water Shortage Contingency Plan. Bartle Wells is currently working with the City and the URAC to update the water system's capacity fee.

Contact: Bob Clarke, Public Work Director/City Engineer (530) 757-5686
Emailbclarke@cityofdavis.org

TEAM APPROACH AND QUALIFICATIONS

Bartle Wells Associates' (BWA) general project approach is to work closely with staff and other members of the project team, identify objectives, set milestones, have frequent communication, and remain flexible to resolve unanticipated issues. BWA has a long track record of completing assignments on-schedule and on-budget.

BWA uses a team approach for all projects, typically assigning two or three consultants to each assignment, including at least one principal consultant. All project staff, from the most senior partners to financial analysts are available to assist clients at all times, whether for a phone call or meeting.

BWA proposes to assign Doug Dove, president of the firm, as project manager and principal-in-charge for this engagement. Doug will be assisted by Paul Flaherty, financial analyst. Doug's resume is attached. BWA has extensive experience working with Willits and is familiar with the City's unique needs and resources. Other BWA staff are available to assist the project team if ever needed.



DOUGLAS R. DOVE, CIPFA, PE

Douglas R. Dove is President of Bartle Wells Associates and a principal consultant with over 25 years of infrastructure finance experience. He specializes in strategic financial planning, bond marketing, utility rate setting, and development impact fees. Since joining BWA in 1990, he has worked for a wide variety of public agencies and developed financing plans to support over 100 public works capital programs.

Mr. Dove assists public agencies in evaluating financing alternatives for capital projects, conducting utility rate and development impact fee studies, and in securing project financing including state and federal grants and loans and bonds. He has extensive experience developing rates and charges for water, wastewater, reclaimed water, and stormwater enterprises. He has substantial experience representing public agencies as an independent financial advisor on the issuance of debt. He recently finished his term on the board of directors of the National Association of Independent Public Finance Advisors.

Recent Assignments

- **El Dorado Irrigation District:** Strategic financial plan for a five-year capital improvement program totaling over \$280 million. Developed water, wastewater, and recycled water rates.
- **East Bay Municipal Utility District:** Water system rate study and connection fee review. Wastewater cost allocation study and review of capacity fee, financial evaluation of District's Resource Recovery Program. Review of Wet Weather Facilities Charges collected on county property tax bills.
- **City of Hughson:** Review and update of development impact fees; public workshops with City Council; metered water rate study; WWTP financing plan, and rate study.
- **City of Patterson:** Developed 5-yr water and wastewater financing plan and rate study to fund operating and capital needs. Assisted staff and City Council in reviewing infrastructure funding alternatives.
- **City of Milpitas:** Water, wastewater, stormwater and recycled water financial master plan and rate reviews
- **Union Sanitary District:** Wastewater rates, and long-range financing plan study.
- **City of Ukiah:** Water and wastewater financing plans and rates, \$14 million water bond financing and \$70 million wastewater bond financing.
- **City of Davis:** Water and wastewater financial plans and rate studies
- **Association of Bay Area Governments:** Financial advisor for California's first competitively-sold, pooled revenue bond financing program for water and wastewater agencies.
- **South Bay (San Jose Area) Water Recycling Program, Phases 1 & 2:** Financial plan and rate study for \$200+ million regional wastewater recycling program.
- **California Statewide Communities Development Authority:** Financial advisor for statewide pooled revenue bond program (over \$170 million issued for over 28 borrowers).
- **Lake Arrowhead Community Services District:** Financial master plan, revenue bond refinancing and water and wastewater rate studies.
- **City of Roseville:** Regional wastewater financing plan and connection charge study for over \$200 million of planned capital improvements.
- **City of Calistoga:** Long range utility financial plan, water and wastewater rates, \$6 million SRF loan, \$3.5 million revenue bonds.
- **City of Pacifica:** Revenue program and financing plan for a \$53 million wastewater project, assistance with procurement of SRF loans and sale of revenue bonds.

Memberships

- National Association of Independent Public Finance Advisors
- League of California Cities
- Association of California Water Agencies
- California Water Environment Association
- California Association of Sanitation Agencies

Education

M.S., Civil Engineering, University of California, Berkeley

Certifications

Certified Independent Public Finance Advisor (CIPFA), and registered Professional Engineer (PE) in California

SCOPE OF SERVICES

This section presents a draft scope of services. A final scope can be developed with input from the City to ensure the assignment meets the City's objectives and scheduling needs. BWA's general project approach is to work closely with staff and other members of the project team, identify objectives, communicate frequently, and remain flexible to resolve new issues.

1. **Project Team Orientation/Kickoff Meeting**

To initiate our work, hold a meeting with City staff and others as appropriate, to accomplish the following:

- Identify members of City staff and any other consultants and advisors who will participate in the project.
- Determine the roles and responsibilities of all project participants.
- Discuss key issues related to the study.
- Establish project schedule and key milestone dates.
- Confirm the key goals and expectations of the project team.

2. **Investigation and Data Collection**

Assemble the information necessary to understand the City's water and wastewater enterprise finances and long-term operating and capital funding needs. Assistance and cooperation of the City staff will be needed to assemble the background information. Investigation will include, but is not limited to, the following areas:

- Current water and wastewater enterprise budgets
- Most recent audited financial statement
- Water and wastewater enterprise operating and capital fund balances
- Historical financial information in budget format
- Most recent Capital Improvement Program (CIP)
- Current water and wastewater rates and connection fees
- Water use by customer class
- Projections of any changes to future operating costs
- Other relevant information identified by City staff.

3. **Develop Forecasts & Projections**

Based on the data assembled from the City and other sources, prepare forecasts and projections to serve as the basis for the financing plan. Review projections with City staff for agreements on assumptions, interpretation of data, and completeness of approach. We recommend using assumptions that are reasonable and slightly conservative for financial planning purposes. Key assumptions may include:

- Operating and maintenance costs escalation
- Capital improvement costs and timing, including estimated construction cost inflation
- Growth rates and impacts of projected development, if applicable
- Revenues from future rates, connection fees, interest earnings, and other sources
- Anticipated changes in operating costs
- Infrastructure replacement needs and/or an annual placeholder estimate to account for future repairs & replacements
- Debt service and debt service coverage projections

4. Evaluate Financing Alternatives for Capital Projects

Identify and evaluate financing alternatives for funding the City’s long-term capital improvement needs, including future repairs and replacements. Recommend the most appropriate and lowest-cost financing options. If debt is required, discuss options with City and develop debt service projections to incorporate in the cash flow projections. Basic financing alternatives may include, but are not limited to:

- Pay-as-you-go cash financing
- Revenue Bonds or Certificates of Participation (COPs)
- Bank Loans and Lines of Credit
- State Revolving Fund Loans
- USDA and other potential state & federal funding programs
- Other funding sources

5. Develop Cash Flow Projections

Develop water and wastewater enterprise cash flow projections detailing projected fund balances, revenues, expenditures, debt service and debt service coverage. Key assumptions will be clearly identified. The cash flow projections will identify the annual revenue requirements from the City’s water and wastewater rates. After developing a base-case financial model, the projections can be used to evaluate various “what-if” scenarios such as alternative capital program costs or timing, alternative growth scenarios, and other financial alternatives.

6. Recommend Minimum Fund Reserve Target

Review the City’s water and wastewater enterprise fund balances. Based on evaluation of water and wastewater enterprise finances and input from the City’s project team, recommend a minimum fund reserve target for both enterprise funds. Discuss options with the City’s project team. Incorporate the fund reserve target into the cash flow projections and develop a plan for the City to achieve and maintain the target.

7. Rate Design

Legal review the City’s existing utility rate structure and discuss advantages and disadvantages compared to other rate approaches. Summarize and discuss finding with the City’s project team. Review the City’s existing rate model and most recent rate update. Evaluate the cost allocation and rate design included in the model for compatibility with BWA recommendations. Allocate costs to billing parameters.

8. Conduct Regional Rate Survey

Conduct a survey of regional water and wastewater rates for single family residential customers and/or other customer classes. Present findings in a graph. Rate surveys should be used for informational purposes only; every agency needs to fund its own costs of service, which can vary widely from agency to agency based on many factors.

9. Develop Preliminary & Final Rate Recommendations

Based on the cash flow projections and evaluation of the rate increase options, develop draft recommendations for future water and wastewater rates. Our analysis may develop a few rate adjustment alternatives based on input from the City’s project team. We will evaluate the potential of phasing in necessary rate adjustments as gradually as possible, in order to minimize the annual impact on ratepayers.

In addition to the basic water and wastewater financing plan and rate study tasks outlined above, BWA will also provide the following tasks:

- **Review/Update Water and Wastewater Capacity Fees (Optional Task)**
Review the City's current water and wastewater capacity fees. Update the fees based on current capital cost estimates to ensure that new development is adequately funding the costs of infrastructure providing benefit to new connections to the City's water and wastewater system.
- **Evaluate a Low-Income Rate Option**
Under Prop 218 one customer class may not subsidize the rates of another customer class. However, there are still several ways in which low-income rates can be established that do not impact the rates of other ratepayers. BWA will work with the City to determine the best options and evaluate the feasibility of establishing a low-income rate option.

10. Meetings and Presentations

Meet with the City's project team to present findings, discuss options, and most importantly to receive input as the project proceeds. Develop a PowerPoint presentation summarizing our key findings and recommendations. Present recommendations and key alternatives to the appropriate City staff, and the City Council. BWA will remain available to meet with key customer groups if requested and will plan on holding a workshop with City Council to review and explain the final draft report in detail.

11. Prepare Draft & Final Reports

Submit a draft report to the City that summarizes and clearly explains key findings and rate recommendations, as well as key alternatives evaluated. Based on input received from the City's project team and/or the City Council, develop final recommendations. Work with City staff to develop a plan for implementing the recommendations. The final report will incorporate feedback received from the project team and/or the City Council. We will present the City with final printed reports as well as an electronic version of the report in pdf format.

12. Public Education and Consensus-Building

Rate and fee adjustments are often controversial. BWA has extensive experience developing clear presentations that facilitate public understanding of the rationale for rate adjustments. We understand the importance of building consensus and public acceptance for our recommendations and can assist the City in any outreach efforts, as requested

PROJECT TIMELINE AND PROPOSED SCHEDULE

The following timeline is an estimate of the project schedule. This timeline can be adjusted to meet the City's needs, as necessary.

Proposed Project Schedule

PROJECT TASK	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
TASK A. Project Initiation & Data Collection	1							
TASK B. Financial Plan		O						
TASK C. Cost Allocation			2					
TASK D. Rate Design								
TASK E. Outreach & Adoption					D	F	3	Proposition 218 4

D - Draft Report; F - Final Report

Proposed meetings numbered -

1 - Kickoff meeting: introduce project team, review goals and objectives, review data collection

2 - Progress Meeting : progress meeting with staff

3 -Presentation to City Council: rate presentation and initiate Proposition 218

4 - Final Rate Presentation and Proposition 218 Hearing: public hearing for the adoption of rates (minimum 45 days after mailing public hearing notices)

O - Meeting for Optional/Additional Task(Connection Fee)

PROJECT BUDGET ESTIMATE

The following is the estimated cost required to complete the study as outlined in the Scope of Services. A final budget can be developed with input from the City to ensure the project cost is in line with the City's objectives and expectations.

TASK	Estimated Hours	D. Dove	P. Flaherty	Total Cost
		@ \$245/hr	@105/hr	
TASK A. Project Initiation & Data Collection	35	10	25	\$5,075
TASK B. Financial Plan	50	10	40	\$6,650
TASK C. Cost Allocation	55	15	40	\$7,875
TASK D. Rate Design	70	10	60	\$8,750
TASK E. Presentation & Reports	70	15	55	\$9,450
TOTAL ESTIMATED HOURS				
	280	60	220	\$37,800
Estimated Direct Expenses (travel, printing, etc)				\$500
TOTAL PROJECT COST WITHOUT OPTIONAL TASK				\$38,300

TASK	Estimated Hours	D. Dove	P. Flaherty	Total Cost
		@ \$245/hr	@105/hr	
Optional Task (Connection Fee Study)				\$7,000

AVAILABILITY & FEES

1. Bartle Wells Associates is prepared to begin work upon authorization to proceed.
2. Bartle Wells Associates will perform all work. Douglas R. Dove, principal consultant and firm's president, will be placed in charge of the study and will devote the time and effort to the project as needed.
3. BWA will be compensated for the proposed services on a time and expenses basis as shown on our Billing Rate Schedule 2016. The not-to-exceed fee for this proposal is:

▪ Water and Wastewater Rate Studies	\$38,300
(including direct expenses)	
▪ Additional task (Capacity Fees)	\$7,000
4. The fee is based on the following assumptions:
 - a. Availability of all necessary information, in a timely manner, from the City, its staff, attorneys, engineers, and other consultants.
 - b. One draft submittal of the water rate study. Time and expenses in revising tables and assumptions due to changes in data from the City, or in preparing additional draft reports, constitute additional services.
 - c. Five meetings at the City including three meetings with City staff and two workshop/outreach/public hearing meetings with City Council. If the optional capacity fee task is approved, a sixth meeting will be included in the scope (can be a staff meeting or Council session).
 - d. Completion of the work within eight months of notice to proceed.
5. BWA will bill the City as the work proceeds on a time-and-materials basis in accordance with our Billing Rate Schedule 2016.
6. In addition to the services provided under this proposal, the City may authorize BWA to perform additional services for which the City will compensate BWA based on consultants' hourly rates (Billing Rate Schedule 2016) at the time the work is performed, plus direct expenses. Additional services may include, but are not limited to:
 - Attendance at additional meetings or presentations
 - Changes in project scope
 - Any other services not specified
7. BWA will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in the attached Insurance Schedule.
8. If the project is terminated for any reason, BWA is to be reimbursed for professional services and direct expenses incurred up to the time BWA receives notification of such termination.
9. This proposal may be withdrawn or amended if not accepted within 90 days of its date.
10. We would very much like to work for the City on this assignment and hope that this proposal will constitute a suitable basis for our serving you.

Billing Rate Schedule 2016

BARTLE WELLS ASSOCIATES

Rates Effective 1/1/2016



Professional Services

Financial Analyst I.....	\$105 per hour
Financial Analyst II.....	\$125 per hour
Financial Analyst III.....	\$145 per hour
Senior Financial Analyst.....	\$175 per hour
Senior Consultant.....	\$205 per hour
Principal Consultant.....	\$245 per hour

The professional time rates include all overhead and indirect costs. Bartle Wells Associates does not charge for administrative support services and internal computer time. Expert witness, legal testimony, or other special limited assignment will be billed at one and one-half times the consultant's hourly rate. The above rates will be in effect through December 31, 2016 at which time they will be subject to change.

Direct Expenses

Subconsultants will be billed at cost plus ten percent. Word processing and computer-assisted services related to official statement production are charged as direct expenses at \$60 per hour. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Long distance telephone and fax
- Printing and report binding
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Photocopying
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment

Fees will be billed monthly for the preceding month, and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

INSURANCE SCHEDULE

The following is a copy of our schedule of insurance. BWA will maintain the following coverage during the full term of the assignment.

SCHEDULE OF INSURANCE

Insured: BARTLE WELLS ASSOCIATES

Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in this schedule. If additional insurance is required, and the insurer increases the premium as a result, then the amount of the increase will be added to the contract price.

TYPE OF INSURANCE	COMPANY POLICY NUMBER	COVERAGES AND LIMITS	EXP. DATE
Commercial General Liability	Hartford Insurance Company Policy #35-SBA PA6857 Hartford Insurance Company Policy #35-SBA PA6857	■ \$2,000,000 General Aggregate ■ \$2,000,000 Products Comp/Op Aggregate ■ \$2,000,000 Personal & Advertising Injury ■ \$1,000,000 Each Occurrence	6/1/17
Excess/Umbrella Liability	Hartford Insurance Company Policy #35-SBA PA6857	■ \$1,000,000 Aggregate ■ \$1,000,000 Each Occurrence	6/1/17
Automobile Liability	Hartford Insurance Company Policy #35-UEC VU2842	■ \$1,000,000 Combined Single Limit	6/1/17
Workers Compensation & Employers' Liability	Hartford Underwriters Insurance Company Policy #35-WEC FG7858	Workers' Compensation: Statutory Limits for the State of California. Employers' Liability: ■ Bodily Injury by Accident - \$1,000,000 each accident ■ Bodily Injury by Disease - \$1,000,000 each employee ■ Bodily Injury by Disease - \$1,000,000 policy limit	6/1/17
Professional Liability Excess Professional	Chubb & Son, Inc. 81714947 ACE G27437606001	Solely in the performance of services as municipal financing consultants for others for a fee. Limit: \$2,000,000 Per Occurrence & Aggregate (including defense costs, charges, and expenses). Excess Professional. Limit: \$3,000,000 Per Occ. & Aggregate	6/1/17

CITY OF WILLITS						
BUILDING INSPECTION ACTIVITY REPORT						
FOR THE MONTH OF:		<u>September 2016</u>				
<u>NEW CONSTRUCTION</u>		<u>LIVING UNITS</u>		<u>BLDG. PERMITS</u>		<u>VALUATION</u>
1) Single Family Dwellings		1		1		\$ 320,135.00
2) Two Family Dwelling						
3) Three and Four Family Dwelling						
4) Five or More Family Dwelling						
5) Moved Dwellings and Modular Units						
6) Hotels and Motels						
7) Amusement and Recreation Buildings						
8) Churches and Religious Buildings						
9) Industrial Buildings						
10) Private Garages and Carports						
11) Service Station and Repair Garages						
12) Office, Bank and Professional Buildings						
13) Stores and Similar Buildings						
14) Warehouse and Agriculture Buildings						
<u>MISCELLANEOUS CONSTRUCTION</u>						
15) Reroof, Siding, Windows, Etc.				5		\$ 65,000.00
16) Heating and Air Conditioning						
17) Electric, Mechanical, Plumbing				4		\$ 4,000.00
18) Demolition				3		\$ 139,000.00
<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				2		\$ 8,000.00
23) Non-Residential Buildings						
TOTALS				15		\$ 536,135.00
<u>COMPARISON</u>				<u>TYPE OF PERMIT AND OTHER REVENUE</u>		
					<u>#'s</u>	<u>FEE'S</u>
Valuation This Month		\$ 536,135.00		Building	11	\$ 4,134.78
Same Month Last Year		\$ 948,420.00		Electrical	4	\$ 474.00
				Mechanical	1	\$ 150.00
Revenue This Month		\$ 6,220.63		Plumbing	2	\$ 231.00
Same Month Las Year		\$ 9,100.95		Grading		
				Demolition		
Permits This Month		15		Plan Check	2	\$ 360.45
Same Month Last Year		13		SMIP	7	\$ 93.00
				BSF	12	\$ 30.50
<u>TOTALS TO DATE THIS FISCAL YEAR</u>				GPM	12	\$ 746.90
Construction Valuation		\$ 869,794.00				
Fees Collected		\$ 14,596.28				
No. of Permits		45				
				TOTALS:	51	\$ 6,220.63
<u>TOTALS TO SAME DATE LAST YEAR</u>						
Construction Valuation		\$ 3,277,340.00				
Fees Collected		\$ 30,473.97		Respectfully Submitted:		
No. of Permits		41				
* this permit count Includes Plbg. Mech. And Elect. permits broken out						
				John Sherman, Building Inspector		

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

DATE: October 1, 2016

TO:

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

FROM:

Building Department, City of Willits

RE:

Permit Completion for Month of September 2016

PARCEL#	WORK DONE	ADDRESS	VALUE	DATE	PERMIT #
The following permits were issued.					
005-130-17	Relocate elect. service	305 E. Commercial St.	\$1000	9/1/16	8592
006-132-22	Abandon monitor wells	781 S. Main St.	1000	9/6/16	8593
006-022-16	Overlay reroof	409 Maple St.	2500	9/6/16	8594
007-292-39	Tearoff reroof	90 Nancy Ln.	3000	9/6/16	8595
006-052-31	Replace Elect. service panel	352 S. Lenore Ave.	1500	9/7/16	8596
007-232-50	Const. 2311 sq. ft. SFD	410 Grove St.	320135	9/7/16	8597
005-211-06	Extend gas pipe	60 S. Humboldt St.	600	9/8/16	8598
006-062-25	Demo dry kiln building	661 Railroad Ave.	125000	9/8/16	8586
005-216-27	Install foundation in ex. house	255 S. Humboldt. St.	5000	9/12/16	8599
007-170-20	Membrane reroof	1726 S. Main St.	51500	9/19/16	8600
007-040-15	Install 30 amp well circuit	511 E. Valley St.	900	9/19/16	8601
005-150-88	Asbestos abatement	92 N. Main St.	13000	9/26/16	8602
007-200-18	Reframe laundry room roof	1717 Elm Lane	3000	9/26/16	8603
006-045-19	Tearoff reroof	255 S. Humboldt St.	3000	9/27/16	8604
005-091-01	Tearoff reroof	84 Hillside Dr.	5000	9/28/16	8605

COMPLETED PROJECTS					
007-170-20	Membrane reroof	1726 S. Main St.	51500	9/19/16	8600
005-130-17	Fire alarm system	307 E. Commercial St.	9000	7/5/16	8560
007-292-39	Tearoff reroof	90 Nancy Lane	3000	9/6/16	8594
006-182-14	Const 448 sq. ft. detached shop	103 Franklin Ave.	26800	3/18/16	8502
005-130-17	Relocate elect. service	305 E. Commercial St.	1000	9/1/16	8592
006-254-10	Replace shed roof on garage	10 Holly St	2500	8/2/16	8576
005-173-06	2.85 KW roof mount PV Solar	12 Maple St.	10275	8/31/16	8591
006-030-17	Tearoff reroof	392 Mill St.	3000	6/13/16	8549
005-211-06	Extend gas pipe	60 S. Humboldt St.	600	9/8/16	8598
006-052-31	Replace elect. service panel	352 S. Lenore Ave.	1500	9/7/16	8596

John Sherman
City of Willits Building Official

New Business License - September 2016

BL#	Name	Owner	Address	Date Issued	Type of Bussiness
6578	Kayla's Cleaning Business	Kayla Berkich	1590 Acacia Place, Willits	9/12/2016	Housekeeping
6579	Alco General Contractors	Stephen Hawkins	2539 Mercantile Dr Ste 3, Rancho Cordova, CA 95742	9/12/2016	Gen Building Contractors
6580	Tony's Fine Foods	UNFI	3575 Reed Ave, West Sacramento, CA	9/12/2016	Wholesale Food Distributor
6581	Ogi	Olivia Grupp	101 Nancy Lane, Willits	9/12/2016	Construction Mgmt & Inspection
6582	R&R Pacific Construction	Raul Melendez	433 Second St, Woodland	9/12/2016	Gen Building Contractors
6583	Learning Depot Academy	Saprina Rodriguez	11 N Marin St., Willits	9/12/2016	Summer School Program & After School Program for K-5
6584	Willits Center for the Arts		71 E Commercial St	9/12/2016	Art Gallery
6585	Allen's Bizzy Bones	Helen Allen	350 Locust St, Willits	9/12/2016	Dog Treat Production and Sales
6586	Leda Jones/Salon 707	Leda Jones	871 S Main St	9/12/2016	Hairstylist
6587	John's Place	Dan Chesser	377 S Main St	9/22/2016	Bar

WILLITS BYPASS PROJECT CONSTRUCTION UPDATE SEPTEMBER 2016 UPDATE

The following is a summary of the construction activities that have been completed up to **September 20, 2016**

- **Contractor has completed approximately 96% of work on the project.**

South Segment (Beginning of Project to Center Valley Road) – STA "A" 96+00 to 149+00 (3.3 miles):

- Paving HMA complete with the exception of Stamped gore paving at ramp gores. Completion is expected by October 01.
- Northbound traffic is currently routed onto the bypass to the new Hwy 20 exit and back to Willits. Traffic will be in this configuration until the bypass opening.
- Striping and delineation operations are in process. Completion is expected by the middle of October.
- The Drainage systems are complete and functioning.
- Electrical facilities for message boards and CCTV cameras are currently being installed. Completion is expected by the middle of October. Street lighting is operational.
- Roadway signs are currently being installed and anticipated to be completed in early October.
- All structures are complete.
- Contractor is working on miscellaneous punchlist items and cleanup to complete construction. Completion is anticipated to be complete by the end of October.

Floodway Viaduct - STA "A" 149+00 to 167+50 (1.2 miles):

- Viaduct is complete

North Segment (Viaduct to End of Project) – STA "A" 167+50 to 191+10 (1.5 miles):

- Drainage systems are complete with the exception of minor punchlist items which will be complete by mid October.
- Paving up to the northern tie-in is complete.
- Paving operations are currently underway for the old highway, intersection to the bypass, and the newly constructed cul-de-sac. Completion is expected by the end of September.
- All signs, striping, and delineation are expected to be completed by mid October.
- All structures are complete.
- Erosion control is being monitored and maintained at all locations.
- Street lighting is functional and currently running on Generator power until the PGE drop is completed. The remainder of electrical services is expected to be complete by mid October.
- Contractor is working on miscellaneous punchlist items and cleanup to complete construction. Completion is anticipated to be complete by the end of October.

WETLAND/RIPARIAN MITIGATION PROJECTS CONSTRUCTION UPDATE SEPTEMBER 2016 UPDATE

The following is a summary of the construction activities that have been completed up to **August 22, 2016**.

Emergency Limited Bid (ELB) Contract. This contract work started on August 11, 2014 and was completed in December 2015.

- 25 acres of invasive plant removal (Target Weed removal) using mechanical/manual methods.
- 8.89 acres of wetland establishment (MGC Plasma North).
- 3 Locations of headcut repairs (Benbow, Lusher and Frost). Drainage improvement by grading eroded gullies, placed rock still structures and pool structures to slow the flow (rock lined check dams) and stabilized the area with wetland seeds and BMPs.
- 3 Locations of eroding bank repairs along Outlet Creek. Cut creek bank to widen creek, installed root wad (trunk/root ball) and footer logs for fish habitat along the creek bank, placed RSP to stabilize the creek banks, placed wetland seeds and native grass straw, and planted willows along the creek bank.
- Access road development for all mitigation parcels/areas. Placed Box culvert at Hearst Willits Road, temporary bridges at Mill Creek/Davis Creek and paved several driveways.
- Seeds for this project were collected using a separate service contract and provided to the contractor.

Mitigation Contract No. 1. This Contract was awarded on April 15, 2015. The first working day was on September 9, 2015. This project includes 3 years of plant establishment. Estimated Completion date is June 2020.

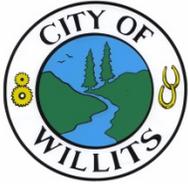
- 52.35 acres of wetland establishment (100% completed).
- Developed stream crossing at 19 locations (100% completed). Harden stream crossing were constructed using 9" cobble stone and 3" clean sand and gravel to access through the creek.
- 69 acres of invasive plant removal- Target Weed (This will continue until contract acceptance) using mechanical/manual methods.
- 82 acres of heavy treatment (area preparation for riparian planting, 100% completed).
- Developed water sources and installed irrigation system for planting and plant establishment work (50% completed).
- Planted the ELB project areas and Oak woodland areas (54,000 plants installed) and 750 days Plant Establishment started on 01/04/2016 for 2015 planting.
- Installation of 350,000 plants in wetland creation area (will start in 2016 fall).
- Installation of 147, 645 plants via Change Order (CO) in mitigation area (will start in 2016 fall).
- Seeds for this project were collected using a separate service contract and provided to the contractor.
- Plants for this projects were propagated using a separate service contract and provide to the contractor.
- Develop water supply ongoing for the project and include the CO for additional planting.
- Plant establishment continues for the 54,000 plants planted in the fall of 2015
- Installation of the temporary bridge over Mill Creek (CO work 60% completed to-date)
- Mendocino County road pavement repairs (CO work) started on August 22, 2016
- Mendocino County road pavement repairs (CO work) **completed** on September 07, 2016
- Installation of the temporary bridge over Mill Creek completed September 19, 2016
- 2015 Plant Establishment and Develop Water Supply are on-going operations.
- Set up onsite nurseries, flail mowing and pre-watering ahead of planting started on August 29, 2016.
- 2016 planting started on September 7, 2016. on wetland creation areas. Around 74,000 plants planted to-date.
- **Contractor completed approximately 39%. Time elapsed 24%.**

WETLAND/RIPARIAN MITIGATION PROJECTS CONSTRUCTION UPDATE SEPTEMBER 2016 UPDATE

Mitigation Contract No. 2. This Contract was awarded on June 30, 2015. The first working day was on September 9, 2015. This project includes 3 years of plant establishment. Estimated Completion date is March 2021.

- 2 acres of invasive plant removal -target weed removal, Started on July 5th (This will continue until contract acceptance) using mechanical/manual methods.
- 33 acres of invasive plant removal - heavy treatment started on July 18th (5% completed).
- 27 acres of Invasive Plant Removal –light treatment, started on June 8th, 2016 (This will continue until contract acceptance).
- Developing water sources and installing irrigation system for planting and plant establishment work.
- Installation of 287,340 plants.
- Seeds for this project were collected using a separate service contract and provided to the contractor.
- Plants for this projects will be propagated by the contractor.
- 30.45 acres of Invasive Plant Removal - Heavy Treatment 100% completed on August 11, 2016.
- 30.45 acres of Ripping 100% completed on August 19, 2016; CO work.
- 7300 CY of dirt mounds removal 100% completed on August 19, 2016; CO work.
- On-Site well drilling started on August 18, 2016
- 30.45 acres of Disking started on August 19, 2016; CO work. Completed on September 02, 2016.
- Drill seeding, straw cover and incorporate materials completed on September 06,2016
- On-site well drilling completed on September 15, 2016
- Planting started September 21, 2016 (today)
- **Contractor completed approximately 28%. Time elapsed 11%.**

Additional Mitigation Work Completed to Date Includes: In April 2010, a Contract Change Order (CCO) was executed using the Bypass project to implement infrastructure such as 132,000 feet of fencing, 50,000 feet of 2” underground water line, 150 gates, 65 stock tanks, and 25 cattle shades to facilitate cattle grazing activities within the Wetland/Riparian Mitigation project area.



Item No. OFF-AGENDA

Meeting Date: September 26, 2016

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Manager

Agenda Title: DISCUSSION AND POSSIBLE INTRODUCTION BY TITLE ONLY AND WAIVING READING OF ORDINANCE AUTHORIZING THE IMPLEMENTATION OF A COMMUNITY CHOICE AGGREGATION PROGRAM WITHIN THE CITY OF WILLITS BY PARTICIPATING WITH THE SONOMA CLEAN POWER AUTHORITY

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

Summary of Request: At the April 27, 2016 Willits City Council meeting, the Council received a presentation from representatives of Sonoma Clean Power for Willits to participate in the Sonoma Clean Power Authority's Community Choice Aggregation (CCA) program. The attached ordinance establishes that the Willits City Council is choosing to participate in the Sonoma Clean Power Authority's CCA program.

Background information regarding Sonoma Clean Power's CCA program is provided in the Agenda Summary Report accompanying the Council Resolution requesting that Sonoma Clean Power Authority provide services within the City of Willits. Following introduction of the ordinance (attached), it will be brought back for adoption on the October 12, 2016, Council agenda.

The SCPA Board will need to take the following actions before a final decision is reached: (1) update the Joint Power Agreement to offer one seat on the Board to represent Mendocino County and one seat to collectively represent Fort Bragg, Willits and Point Arena, assuming that all three cities vote to participate; and (b) a vote to accept Mendocino County and any incorporated cities once those jurisdictions have passed ordinances.

The SCPA Board will need to take the following actions before a final decision is reached: (1) update the Joint Power Agreement to offer one seat on the Board to represent Mendocino County and one seat to collectively represent Willits, Fort Bragg, and Point Arena, assuming that all three cities vote to participate; and (b) a vote to accept Mendocino County and any incorporated cities once those jurisdictions have passed ordinances.

If the City Council adopts an ordinance authorizing implementation of SCPA's CCA program and the SCPA approves the request, service to Willits customers could begin in June 2017.

Recommended Action: Introduce by title only, and waive reading of ordinance authorizing the implementation of a Community Choice Aggregation Program within the City of Willits by Participating with the Sonoma Clean Power Authority.

Alternative(s):

1. No Action. Under this alternative, the City Council would decline to participate in the Sonoma Clean Power Community Choice Aggregation Program.

2. Continue action on the matter and direct staff to provide additional information or analysis. Under this alternative, the City would not be able to meet the established deadline for June 2017 service.

Fiscal Impact: This action will not have a fiscal impact on the City or its residents other than potential savings on utility bills.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

ORDINANCE NO. 2016-02

AN ORDINANCE AUTHORIZING THE IMPLEMENTATION OF A COMMUNITY CHOICE AGGREGATION PROGRAM BY PARTICIPATING WITH THE SONOMA CLEAN POWER AUTHORITY

SECTION 1. The City of Willits has been investigating options to provide electric services to constituents within its service area with the intent of achieving greater local involvement over the provision of electric services and promoting competitive and renewable energy.

SECTION 2. On September 24, 2002, the Governor signed into law Assembly Bill 117 (Stat. 2002, Ch. 838; see California Public Utilities Code section 366.2; hereinafter referred to as the "Act"), which authorizes any California city or county, whose governing body so elects, to combine the electricity load of its residents and businesses in a community-wide electricity aggregation program known as Community Choice Aggregation ("CCA").

SECTION 3. The Act expressly authorizes participation in a CCA program through a joint powers agency, and on December 4, 2012, the Sonoma Clean Power Authority ("SCPA") was established as a joint powers authority pursuant to a Joint Powers Agreement, as amended from time to time ("SCPA Joint Powers Agreement").

SECTION 4. On October 4, 2013, the California Public Utilities Commission certified the "Implementation Plan" for SCPA's CCA program and on February 20, 2015, approved a First Revised and Updated Implementation Plan, confirming SCPA's compliance with the requirements of the Act.

SECTION 5. On June 16, 2015, the Board of Supervisors of Mendocino County adopted Ordinance No. 4337, determining that implementation of a CCA program is in the public interest and welfare of its residents, and elected to authorize and implement a CCA program within the unincorporated areas of the County of Mendocino; and on September 13, 2016, the Board of Supervisors of Mendocino County adopted Ordinance No. 4363, authorizing the implementation of the SCPA's CCA program within the unincorporated areas of Mendocino County.

SECTION 6. On April 27, 2016, the City Council of the City of Willits heard presentations and received public comment regarding SCPA's CCA program. In order to participate in SCPA's CCA program, the Act requires the City of Willits to adopt an ordinance electing to implement SCPA's CCA program in its jurisdiction.

SECTION 7. Based upon all of the above, the City Council of the City of Willits elects to implement a Community Choice Aggregation program within the City of Willits, through the City's participation as a "Participant" in the SCPA CCA program as defined in the SCPA Joint Powers Agreement. The City Manager is hereby authorized to execute any documents necessary for the City's participation in the program.

SECTION 8. If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Willits hereby declares it would have passed and adopted this Ordinance and each and all provisions hereof irrespective of the fact that any one or more of said provisions be declared invalid.

SECTION 9. This ordinance shall be and the same is hereby declared to be in full force

and effect from and after thirty (30) days after the date of its passage. Within fifteen (15) days after the passage of this Ordinance, the City Clerk shall cause a summary of said Ordinance to be published as provided in Government Code §36933, in a newspaper of general circulation published and circulated in the City of Willits, along with the names of the City Councilmembers voting for and against its passage.

The foregoing ordinance was introduced at a special meeting of the City Council of the City of Willits, held on the 26th day of September, 2016, and passed and adopted at a regular meeting, held on the 12th day of October, 2016, by the following vote:

AYES:
NOES:
ABSENT:

BRUCE BURTON, Mayor
City Council of the City of Willits

ATTEST:

CATHY MOORHEAD, City Clerk