

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

WILLITS CITY COUNCIL AGENDA

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

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

2. **PUBLIC COMMUNICATIONS**

Council welcomes participation in its meetings. Comments shall be limited to three (3) minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the City Council which are not on the posted agenda. Public criticism of the City Council, Commission, Boards and Agencies will not be prohibited. No action shall be taken.

3. **PUBLIC MATTERS**

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 – October 26, 2016
- b. Disbursements Journal(s):
 - Warrant Nos. 28762-28766, Totaling \$22,303.65
 - Warrant Nos. 29401-29467, Totaling \$250,106.28
- c. Authorize Purchase of Two Motorola Mip5000 Dispatch Console Systems to Replace the Current Dispatch Consoles, Plus Associated Total Set-Up Costs Estimated at \$67,545.59
- d. Award Contract to LACO Associates, in an Amount Not to Exceed \$40,000, to Provide Engineering Services to the City of Willits for the remainder of Fiscal Year 2016-2017
- e. Adopt Resolution Authorizing Code Enforcement Officer to File Liens on Properties Located at 491, 495, and 497 East Valley Street (APNs 006-053-29, 006-053-30, 006-053-31) to Collect \$8,146 for Recovery of Code Enforcement Costs for Violation of Section 17.86 of the Willits Municipal Code
- f. Adopt Resolution Authorizing Code Enforcement Officer to File Liens on Properties Located at 491, 495, and 497 East Valley Street (APNs 006-053-29, 006-053-30, 006-053-31) to Collect \$51,000 in Administrative Fines for Violation of Section 17.86 of the Willits Municipal Code

5. **INFORMATIONAL REPORTS**

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

- a. Building Inspection Activity Report(s) – October 2016
- b. Business License Activity Report(s) – October 2016
- c. Written Update from Caltrans Regarding the Willits Bypass Project – October 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.

- a. *SITTING AS THE PLANNING COMMISSION* – Discussion and Possible Action on Conditional Use Permit Application #U-16-02 for Saprina Rodriguez

8. CITY MANAGER REPORTS AND RECOMMENDATIONS

- a. Discussion and Possible Approval of Budget Amendment to Reallocate a Water Operator III Position to a New Meter Reader/Maintenance Worker Position
- b. Verbal Reports – No Action

9. DEPARTMENT RECOMMENDATIONS

- a. Administration (*City Clerk, Finance, Human Resources, Legal*)
- b. Public Safety
- c. Community Development (*including Planning, Building, 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)
 - Commercial Cannabis Industry Policy Development Working Group

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

12. ENACTMENT OF ORDINANCES

- a. Re-Introduction of Ordinance No. 2013-02 to Amend Willits Municipal Code Chapter 8.09, Entitled “Construction and Demolition Recycling”
- b. Re-Introduction of Ordinance No. 2013-03 to Amend Willits Municipal Code Chapter 2.08, Entitled “City Manager” Section 2.08.100, Entitled “Authority Limited”

13. GOOD & WELFARE

14. CLOSED SESSION NOTICE

- a. Conference with Real Property Negotiator Pursuant to Government Code §54956.8 – Parcel Nos. 11666 and 12329. Negotiating Parties: Adrienne Moore, City Manager; Under Negotiation: Compensation to Be Paid to City for Caltrans’ Proposed Acquisition of Above Identified Properties by Eminent Domain

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 4th day of November, 2016.
Cathy Moorhead, City Clerk*

Disbursements Journal

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|----------------------------|-----------|--------------|---------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 28762 | 10/19/16 | SAVINGS BANK OF MEND | 5063 HSA ACCOUNT DEPOSIT | 1,300.00 | 527654 | 161101 | | P N H 690.231 |
| 28763 | 10/21/16 | AFLAC | 4036 125 PLAN POLICY PRE | 1,262.83 | 527655 | 421859 | | P N H 690.246 |
| 28764 | 10/21/16 | MASSMUTUAL RETIREMEN | 4870 DEFERRED COMPENSATI | 1,263.42 | 527656 | 161021 | | P N H 690.236 |
| 28765 | 10/21/16 | MENDOCINO CHILD SUPP | 1057 CHILD SUPPORT PAYROLL | 207.69 | 527657 | 161021 | | P N H 690.233 |
| 28766 | 10/21/16 | PERS | 256 EMPLOYER CONTRIBUT | 10,799.32 | 527658 | 161021 | | P N H 690.229 |
| 28766 | 10/21/16 | PERS | 256 EMPLOYEE CONTRIBUTI | 7,312.89 | 527658 | 161021 | | P N H 690.230 |
| | | | | 18,112.21 | *CHECK TOTAL | | | |
| 28767 | 10/20/16 | COUNTY OF MENDOCINO | 4440 HEB COMBO VAC J HART | 60.00 | 527651 | 191020 | | P N H 100.1005.2061.013 |
| 29400 | 10/17/16 | SCOOPS DELI | .09660 CCAC LUNCH | 97.50 | 527653 | 161014 | | P N H 100.1001.2199.000 |
| GENERAL CHECK FORM | | | | | | | | |
| | | | TOTAL | 22,303.65 | | | | |

Disbursements Journal

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|------------------------|-----------------------------|-----------|--------------|----------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 29401 | 10/31/16 | A ONE JANITORIAL | 5077 SEWER/LIFT STATION CL | 132.46 | 527564 | 2968P | | P N W 501.5013.2101.034 |
| 29402 | 10/31/16 | ALL FAB MFG | 4883 DEBRIS GUARD | 285.00 | 527563 | 1062428 | | P N W 201.2011.2041.000 |
| 29403 | 10/31/16 | AMERICAN RIVER COLLEGE | 4692 PROP ROOM/EVIDENCE MGM | 88.00 | 527567 | 161021 | | P N W 100.1020.2106.000 |
| 29404 | 10/31/16 | ARAMARK UNIFORM SERV | 4065 MATS/RAGS/MOPS | 564.22 | 527566 | 160930 | | P N W 100.1016.2199.000 |
| 29404 | 10/31/16 | ARAMARK UNIFORM SERV | 4065 MATS/RAGS | 468.68 | 527566 | 160930 | | P N W 501.5013.2199.000 |
| 29404 | 10/31/16 | ARAMARK UNIFORM SERV | 4065 MATS | 18.94 | 527566 | 160930 | | P N W 100.1040.2081.030 |
| 29404 | 10/31/16 | ARAMARK UNIFORM SERV | 4065 MATS | 37.88 | 527566 | 160930 | | P N W 100.1042.2081.030 |
| | | | | 1,089.72 | *CHECK TOTAL | | | |
| 29405 | 10/31/16 | AT&T | 4615 WATER | 186.59 | 527565 | 161019 | | P N W 503.5030.2015.000 |
| 29406 | 10/31/16 | AUTO MART | 750 VEHICLE MAINT UNIT | 251 91.91 | 527568 | 20932 | | P M W 100.1022.2044.000 |
| 29406 | 10/31/16 | AUTO MART | 750 VEHOCLE MAINT | 87.40 | 527569 | 20913 | | P M W 100.1022.2044.000 |
| 29406 | 10/31/16 | AUTO MART | 750 VEHICLE MAINT UNIT | 241 82.26 | 527570 | 20964 | | P M W 100.1022.2044.000 |
| 29406 | 10/31/16 | AUTO MART | 750 VEHICLE MAINT UNIT | 24 476.19 | 527571 | 20871 | | P M W 100.1022.2044.000 |
| | | | | 737.76 | *CHECK TOTAL | | | |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 255.96 | 527650 | 161018 | | P N W 100.1005.2105.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 49.99 | 527650 | 161018 | | P N W 503.5033.2055.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 14.99 | 527650 | 161018 | | P N W 100.1005.2055.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 24.99 | 527650 | 161018 | | P N W 100.1020.2081.030 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 281.10 | 527650 | 161018 | | P N W 100.1007.2041.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 34.60 | 527650 | 161018 | | P N W 100.1002.2105.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 980.38 | 527650 | 161018 | | P N W 651.6510.2199.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 47.76 | 527650 | 161018 | | P N W 100.1020.2055.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 48.49 | 527650 | 161018 | | P N W 100.1020.2199.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 32.69 | 527650 | 161018 | | P N W 100.1001.2199.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 59.17 | 527650 | 161018 | | P N W 100.1002.2055.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 27.17 | 527650 | 161018 | | P N W 501.5013.2041.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 27.17 | 527650 | 161018 | | P N W 503.5031.4003.005 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 178.98 | 527650 | 161018 | | P N W 501.5013.2105.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 1,741.54 | 527650 | 161018 | | P N W 100.1005.2105.000 |
| 29407 | 10/31/16 | BANK OF AMERICA | 10 MONTHLY STATEMENT | 725.00 | 527650 | 161018 | | P N W 100.1005.2061.013 |
| | | | | 4,529.98 | *CHECK TOTAL | | | |
| 29408 | 10/31/16 | BUD GARMAN CONSTRUCT | 4769 TRANSPORT SAND | 100.00 | 527572 | 12-1648 | | P M W 201.2011.2101.035 |
| 29408 | 10/31/16 | BUD GARMAN CONSTRUCT | 4769 HAULING SERVICES | 200.00 | 527573 | 12-1657 | | P M W 501.5011.2101.035 |
| | | | | 300.00 | *CHECK TOTAL | | | |
| 29409 | 10/31/16 | CANON FINANCIAL SERV | 4784 COPIER USAGE | 158.06 | 527582 | 16598553 | | P N W 100.1042.2095.000 |
| 29409 | 10/31/16 | CANON FINANCIAL SERV | 4784 COPIER USAGE | 158.05 | 527582 | 16598553 | | P N W 100.1040.2095.000 |
| | | | | 316.11 | *CHECK TOTAL | | | |
| 29410 | 10/31/16 | CARTER/NAOMI | 5074 PER DIEM PROP ROOM CO | 140.00 | 527577 | 161021 | | P N W 100.1020.2106.000 |
| 29410 | 10/31/16 | CARTER/NAOMI | 5074 LODGING REIMBURSEMENT | 382.23 | 527577 | 161021 | | P N W 100.1020.2106.000 |

Disbursements Journal

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|-----------------------------|----------|--------------|-----------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 29410 | 10/31/16 | CARTER/NAOMI | 5074 PER DIEM CRIME SCENE C | 36.00 | 527578 | 161021 | | P N W 100.1020.2105.000 |
| 29410 | 10/31/16 | CARTER/NAOMI | 5074 HEP COMBO VAC REIMBURS | 60.00 | 527581 | 3014005 | | P N W 100.1005.2061.013 |
| | | | | 618.23 | *CHECK TOTAL | | | |
| 29411 | 10/31/16 | CEB | 4280 LEGAL UPDATES | 238.18 | 527580 | 10559815 | | P N W 100.1004.2050.000 |
| 29412 | 10/31/16 | CERATTO/MICHAEL | 4787 CITY HALL JANITORIAL | 800.00 | 527647 | 161031 | | P M W 100.1016.2061.020 |
| 29412 | 10/31/16 | CERATTO/MICHAEL | 4787 EVENT CLEAN UP | 37.50 | 527647 | 161031 | | P M W 600.602 |
| 29412 | 10/31/16 | CERATTO/MICHAEL | 4787 PUBLIC WORKS JANITORI | 130.00 | 527648 | 161031 | | P M W 100.1040.2081.030 |
| 29412 | 10/31/16 | CERATTO/MICHAEL | 4787 ENGINEERING JANITORIA | 130.00 | 527648 | 161031 | | P M W 100.1042.2081.030 |
| | | | | 1,097.50 | *CHECK TOTAL | | | |
| 29413 | 10/31/16 | CHEVRON USA, INC. | 27 FUEL | 91.77 | 527576 | 48711832 | | P N W 100.1022.2044.000 |
| 29414 | 10/31/16 | COAST RANGE DIGITAL | 4048 VIDEO COUNCIL MEETING | 350.00 | 527618 | 1639 | | P M W 100.1001.2081.030 |
| 29415 | 10/31/16 | COLLEGE OF THE REDWO | 5007 TUITION/LEIF/HEIKEN/D | 294.00 | 527574 | 161022 | | P N W 100.1020.2106.000 |
| 29416 | 10/31/16 | COMCAST | 4575 CITY HALL INTERNET | 131.06 | 527579 | 161004 | | P N W 100.1003.2041.000 |
| 29417 | 10/31/16 | COUNTY OF MENDOCINO | 4440 HEP COMBO VAC#1 UNANGS | 60.00 | 527575 | 161027 | | P N W 100.1005.2061.013 |
| 29418 | 10/31/16 | DEPARTMENT OF TRANSP | 581 SIGNALS & LIGHTS | 198.56 | 527584 | SL170045 | | P N W 200.2003.2081.023 |
| 29419 | 10/31/16 | EEL RIVER FUELS | 28 REG FUEL | 1,299.58 | 527585 | 527059 | | P N W 100.125 |
| 29419 | 10/31/16 | EEL RIVER FUELS | 28 REG FUEL | 767.42 | 527586 | 527787 | | P N W 100.125 |
| 29419 | 10/31/16 | EEL RIVER FUELS | 28 REG FUEL | 766.38 | 527587 | 529050 | | P N W 100.125 |
| | | | | 2,833.38 | *CHECK TOTAL | | | |
| 29420 | 10/31/16 | EVOQUA WATER TECH LL | 4927 WIPER BLADE | 131.91 | 527588 | 902829316 | | P N W 501.5013.2041.000 |
| 29421 | 10/31/16 | FISHER WIRELESS | 4105 PD RADIO MAINT | 1,266.30 | 527589 | 2091 | | P N W 100.1020.2041.000 |
| 29422 | 10/31/16 | GARTON TRACTOR INC | 4935 RENTAL MISSING PARTS | 449.78 | 527590 | CU26636 | | P N W 501.5011.2041.000 |
| 29423 | 10/31/16 | GOLDEN STATE OVERNIG | 4728 EVIDENCE SHIPPING | 20.44 | 527591 | 3186987 | | P N W 100.1022.2101.031 |
| 29424 | 10/31/16 | HART/JOSH | 5076 BOOT ALLOWANCE | 200.00 | 527592 | 410621 | | P N W 100.1041.2010.000 |
| 29425 | 10/31/16 | I B E W | 255 EMPLOYEE CONTRIBUTION | 529.57 | 527593 | 161021 | | P N W 690.235 |
| 29426 | 10/31/16 | JOHNSON'S TREE CARE | 4107 ARBORIST REPORTS | 900.00 | 527594 | E3370 | | P M W 100.1050.2081.030 |
| 29427 | 10/31/16 | LACO ASSOCIATES | 4624 ENGINEERING SERVICE | 2,595.00 | 527595 | 38181 | | P M W 100.1040.2081.030 |
| 29427 | 10/31/16 | LACO ASSOCIATES | 4624 ENGINEERING SERVICE | 1,297.50 | 527595 | 38181 | | P M W 201.2010.2081.030 |
| 29427 | 10/31/16 | LACO ASSOCIATES | 4624 ENGINEERING SERVICE | 1,297.50 | 527595 | 38181 | | P M W 501.5011.2081.030 |
| 29427 | 10/31/16 | LACO ASSOCIATES | 4624 ENGINEERING SERVICE | 1,297.50 | 527595 | 38181 | | P M W 503.5031.2081.030 |
| | | | | 6,487.50 | *CHECK TOTAL | | | |

Disbursements Journal

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|----------------------------|----------|--------------|--------------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 29428 | 10/31/16 | LEEF/KEVIN | 4809 PARKING REIMBURSEMENT | 28.00 | 527649 | 161020 | | P N W 100.1020.2105.000 |
| 29429 | 10/31/16 | LITTLE LAKE FIRE DIS | 650 LLFP BUILDING PERMIT | 100.00 | 527596 | 160907 | | P N W 600.604 |
| 29430 | 10/31/16 | MASON/CODY | 4929 11550 COURSE PER DIEM | 80.00 | 527601 | 161027 | | P N W 100.1020.2106.000 |
| 29431 | 10/31/16 | MATHESON TRI-GAS INC | 4194 LEASE ACETY/HP CYL | 233.10 | 527598 | 14117487 | | P N W 503.5033.2101.034 |
| 29431 | 10/31/16 | MATHESON TRI-GAS INC | 4194 SEWER PLANT CHEMICAL | 126.06 | 527599 | 13828593 | | P N W 501.5013.2101.034 |
| | | | | 359.16 | *CHECK TOTAL | | | |
| 29432 | 10/31/16 | MENDOCINO JANITORIAL | 4255 PD JANITORIAL SERVI | 1,400.00 | 527597 | 706190 | | P M W 100.1016.2061.020 |
| 29433 | 10/31/16 | MOORHEAD/CATHY | 4420 CONF ROOM MINI FRIG | 85.33 | 527600 | 3198G | | P N W 100.1016.2025.000 |
| 29434 | 10/31/16 | MUNISERVICES, LLC | 1441 SALES TAX REPORTING S | 500.00 | 527602 | 43678 | | P N W 100.1003.2081.030 |
| 29435 | 10/31/16 | NATIONAL METER & AUT | 4196 WATER METER SUPPLIES | 797.60 | 527611 | S1077197.001 | | P N W 503.5031.2041.000 |
| 29435 | 10/31/16 | NATIONAL METER & AUT | 4196 TORX BIT | 29.91 | 527612 | S1077355.001 | | P N W 503.5031.2041.000 |
| | | | | 827.51 | *CHECK TOTAL | | | |
| 29436 | 10/31/16 | NFP-NATIONAL ACCOUNT | 5059 LIFE INS PREMIUM | 494.64 | 527604 | NOV-16 | | P N W 690.231 |
| 29437 | 10/31/16 | NGUYEN/VIET | 4930 11550 COURSE PER DIEM | 80.00 | 527603 | 161027 | | P N W 100.1020.2106.000 |
| 29438 | 10/31/16 | NOR-CAL RECYCLED ROC | 4067 CONCRETE | 484.32 | 527605 | 12285 | | P N W 501.5011.2101.035 |
| 29439 | 10/31/16 | NORTHERN AGGREGATES | 326 ROCK | 791.15 | 527606 | 51356 | | P N W 501.5011.2101.035 |
| 29439 | 10/31/16 | NORTHERN AGGREGATES | 326 SAND | 172.82 | 527607 | 51321 | | P N W 501.5011.2101.035 |
| 29439 | 10/31/16 | NORTHERN AGGREGATES | 326 SAND | 172.81 | 527607 | 51321 | | P N W 503.5031.2101.035 |
| 29439 | 10/31/16 | NORTHERN AGGREGATES | 326 BASE ROCK | 274.76 | 527608 | 51355 | | P N W 501.5011.2101.035 |
| 29439 | 10/31/16 | NORTHERN AGGREGATES | 326 BASE ROCK | 274.75 | 527608 | 51355 | | P N W 503.5031.2101.035 |
| | | | | 1,686.29 | *CHECK TOTAL | | | |
| 29440 | 10/31/16 | NORTHERN HYDROLOGY | 5081 FEMA REVIEW | 7,200.00 | 527609 | 1258 | | P N W 100.1015.2081.030 |
| 29441 | 10/31/16 | OUR DAILY BREAD | 651 2ND QTR PAYMENT | 750.00 | 527613 | 161031 | | P N W 100.1070.3042.000 |
| 29442 | 10/31/16 | P G & E COMPANY | 114 EMERG WTR LINE | 318.74 | 527617 | 161014 | | P N W 503.5031.4003.038 |
| 29442 | 10/31/16 | P G & E COMPANY | 114 ENGINEERING | 71.60 | 527617 | 161014 | | P N W 100.1042.2110.000 |
| 29442 | 10/31/16 | P G & E COMPANY | 114 PARKS | 100.29 | 527617 | 161014 | | P N W 100.1050.2110.000 |
| 29442 | 10/31/16 | P G & E COMPANY | 114 SEWER | 7.85 | 527617 | 161014 | | P N W 501.5013.2110.000 |
| 29442 | 10/31/16 | P G & E COMPANY | 114 WATER | 20.62 | 527617 | 161014 | | P N W 503.5033.2110.000 |
| 29442 | 10/31/16 | P G & E COMPANY | 114 PUBLIC WORKS | 71.59 | 527617 | 161014 | | P N W 100.1040.2110.000 |
| | | | | 590.69 | *CHECK TOTAL | | | |
| 29443 | 10/31/16 | PENNY'S TROPHIES & G | 661 PLAQUE | 15.92 | 527616 | 2225 | | P M W 100.1005.2199.000 |
| 29444 | 10/31/16 | POSITIVE PROMOTIONS | 5079 TREAT BAGS | 287.30 | 527615 | 05606416 | | P N W 651.6510.2199.000 |

Disbursements Journal

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|-----------------------------|------------|--------------|--------------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 29445 | 10/31/16 | PRIME SOLUTION INC | 4419 TUBING | 125.08 | 527614 | 6533 | | P N W 501.5013.2041.000 |
| 29446 | 10/31/16 | R E M I F | 135 MED INS PREMIUM | 61,251.00 | 527619 | 161101 | | P N W 690.231 |
| 29446 | 10/31/16 | R E M I F | 135 DENTAL INS PREMIUM | 5,126.00 | 527619 | 161101 | | P N W 690.231 |
| 29446 | 10/31/16 | R E M I F | 135 VISION INS PREMIUM | 964.60 | 527619 | 161101 | | P N W 690.231 |
| 29446 | 10/31/16 | R E M I F | 135 2ND QTR WC PREMIUM | 39,784.00 | 527620 | 161021 | | P N W 690.228 |
| 29446 | 10/31/16 | R E M I F | 135 EAP INS PREMIUM | 130.56 | 527623 | 161101 | | P N W 690.231 |
| | | | | 107,256.16 | *CHECK TOTAL | | | |
| 29447 | 10/31/16 | RAMMING/TIM | 127 TICKET BOOKS | 266.80 | 527621 | 6588 | | P M W 100.1020.2055.000 |
| 29447 | 10/31/16 | RAMMING/TIM | 127 ELEC TRNG BOOKS | 27.03 | 527622 | 6796 | | P M W 503.5033.2055.000 |
| | | | | 293.83 | *CHECK TOTAL | | | |
| 29448 | 10/31/16 | RAPID CONSTRUCTION I | 5060 WATER LINE REPLACE | 41,750.00 | 527625 | 3275R | | P M W 503.5031.4003.003 |
| 29449 | 10/31/16 | ROUND TREE GLASS INC | 138 WINDSHIELD INSTALL | 446.73 | 527624 | 70081 | | P M W 503.5031.2044.000 |
| 29450 | 10/31/16 | SANTA ROSA JUNIOR CO | 4765 11550 DRUG RECOG COUR | 116.00 | 527629 | 161027 | | P N W 100.1020.2106.000 |
| 29451 | 10/31/16 | STATE OF CALIFORNIA | 843 ALCOHOL ANALYSIS | 210.00 | 527583 | 195272 | | P N W 100.1020.2061.014 |
| 29452 | 10/31/16 | STATE WATER RES CONT | 468 S MATTSON GRD 1 CERTI | 170.00 | 527626 | 161114 | | P N W 501.5013.2001.002 |
| 29453 | 10/31/16 | STATE WATER RESOURCE | 4392 ENFORCEMENT ACTIVITIES | 32.20 | 527627 | EW-1007228 | | P N W 503.5030.2001.002 |
| 29453 | 10/31/16 | STATE WATER RESOURCE | 4392 ENFORCEMENT ACTIVITIE | 418.60 | 527628 | EW-1006611 | | P N W 503.5030.2001.002 |
| 29453 | 10/31/16 | STATE WATER RESOURCE | 4392 WTR SYSTEM FEES | 8,363.39 | 527630 | LW-1007571 | | P N W 503.5030.2001.002 |
| | | | | 8,814.19 | *CHECK TOTAL | | | |
| 29454 | 10/31/16 | STEVENSON/KAREN | 5073 REMIF TRAINING | 49.68 | 527631 | 161019 | | P N W 100.1005.2105.000 |
| 29455 | 10/31/16 | TGIF REPAIRS INC | 4208 PRINTER REPAIR | 90.00 | 527632 | 5098 | | P N W 100.1020.2199.000 |
| 29456 | 10/31/16 | TRINCADO-SLATER/ANDR | 4406 POSTAGE REIMBURSEMENT | 12.94 | 527633 | 160929 | | P N W 503.5031.4003.003 |
| 29457 | 10/31/16 | UKIAH PAPER SUPPLY I | 164 JANITORIAL SUPPLIES | 1,121.58 | 527636 | 463363 | | P N W 100.1016.2025.000 |
| 29457 | 10/31/16 | UKIAH PAPER SUPPLY I | 164 JANITORIAL SUPPLIES | 373.47 | 527637 | 462200 | | P N W 100.1050.2041.000 |
| | | | | 1,495.05 | *CHECK TOTAL | | | |
| 29458 | 10/31/16 | US DEPARTMENT OF JUS | 5080 COPS GRANT OVERAGE | 32,960.83 | 527635 | 2012UMWX0028 | | P N W 100.1022.5620.001 |
| 29459 | 10/31/16 | USA BLUEBOOK | 3997 TEST STRIPS | 76.32 | 527634 | 80650 | | P N W 501.5013.2101.034 |
| 29460 | 10/31/16 | VERIZON WIRELESS | 4828 GENERAL ADMIN | 107.96 | 527638 | 161015 | | P N W 100.1002.2015.000 |
| 29460 | 10/31/16 | VERIZON WIRELESS | 4828 HUMAN RESOURCES | 53.98 | 527638 | 161015 | | P N W 100.1005.2015.000 |
| 29460 | 10/31/16 | VERIZON WIRELESS | 4828 FINANCE | 54.40 | 527638 | 161015 | | P N W 100.1003.2015.000 |
| 29460 | 10/31/16 | VERIZON WIRELESS | 4828 PUBLIC WORKS | 58.52 | 527638 | 161015 | | P N W 100.1040.2015.000 |
| 29460 | 10/31/16 | VERIZON WIRELESS | 4828 ENGINEERING | 70.08 | 527638 | 161015 | | P N W 100.1042.2015.000 |
| 29460 | 10/31/16 | VERIZON WIRELESS | 4828 CODE ENFORCEMENT | 33.97 | 527638 | 161015 | | P N W 100.1011.2015.000 |
| 29460 | 10/31/16 | VERIZON WIRELESS | 4828 PLANNING | 53.98 | 527638 | 161015 | | P N W 100.1010.2015.000 |
| 29460 | 10/31/16 | VERIZON WIRELESS | 4828 SEWER | 23.51 | 527638 | 161015 | | P N W 501.5013.2015.000 |

Disbursements Journal

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|----------------------------|------------|--------------|---------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 29460 | 10/31/16 | VERIZON WIRELESS | 4828 WATER DEPT | 122.06 | 527638 | 161015 | | P N W 503.5030.2015.000 |
| 29460 | 10/31/16 | VERIZON WIRELESS | 4828 EMERG WTR LINE | 103.04 | 527638 | 161015 | | P N W 503.5031.4003.038 |
| 29460 | 10/31/16 | VERIZON WIRELESS | 4828 POLICE | 101.67 | 527638 | 161015 | | P N W 100.1020.2015.000 |
| | | | | 783.17 | *CHECK TOTAL | | | |
| 29461 | 10/31/16 | W P O A | 262 EMPLOYEE CONTRIBUTION | 794.53 | 527639 | 161021 | | P N W 690.234 |
| 29462 | 10/31/16 | WILLITS CHAMBER OF C | 300 SHARE OF HOTEL TAX | 8,610.25 | 527643 | 161031 | | P N W 100.1070.3030.000 |
| 29463 | 10/31/16 | WILLITS COMMUNITY SE | 656 2ND QTR PAYMENT | 1,500.00 | 527641 | 161031 | | P N W 100.1070.3040.000 |
| 29464 | 10/31/16 | WILLITS KIDS CLUB | 3981 PAYROLL DEDUCTION | 20.00 | 527640 | 161021 | | P N W 690.248 |
| 29465 | 10/31/16 | WILLITS NEWS | 179 LEGAL ADVERTISING | 55.68 | 527644 | 999036 | | P N W 100.1003.2055.000 |
| 29465 | 10/31/16 | WILLITS NEWS | 179 LEGAL ADVERTISING | 15.33 | 527644 | 999036 | | P N W 201.2012.2101.045 |
| | | | | 71.01 | *CHECK TOTAL | | | |
| 29466 | 10/31/16 | WILLITS SENIORS INC | 301 2ND QTR PAYMENT | 1,875.00 | 527642 | 161031 | | P N W 100.1070.3031.000 |
| 29467 | 10/31/16 | XEROX BUSINESS SERVI | 4947 MONTHLY NEW VISION | 3,826.54 | 527645 | 1309111 | | P N W 100.1007.2041.000 |
| 29467 | 10/31/16 | XEROX BUSINESS SERVI | 4947 TOTAL SERVICE AGREEME | 226.01 | 527646 | 1313824 | | P N W 100.1007.2041.000 |
| | | | | 4,052.55 | *CHECK TOTAL | | | |
| GENERAL CHECK FORM | | | TOTAL | 250,106.28 | | | | |



Item No. **4c**

Meeting Date: **November 9, 2016**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Gerardo Gonzalez, Chief of Police

Agenda Title: AUTHORIZE THE PURCHASE OF TWO MOTOROLA MIP5000 DISPATCH CONSOLE SYSTEMS TO REPLACE THE CURRENT DISPATCH CONSOLES, PLUS THE ASSOCIATED TOTAL SET-UP COSTS, ESTIMATED AT \$ 67,545.59 (INCLUDING SALES TAX \$3347.40) PLUS SHIPPING, FROM FUND 651 (STATE ASSET FORFEITURE)

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

Summary of Request: The Police Department has continued to receive asset forfeiture funds through an MOU with the District Attorney's Office, which have been deposited into fund 651. There are currently enough funds in this account to allow for the purchase of these Radio Consoles which would be replacing an aging system which has reached its age of useful span of dependable life. The current system is a Motorola Centracom Gold Elite Radio console installed close to 20 years ago. We had looked at another Motorola system along with another console from Avtec but none of them were within the budgeted limits and it was decided to delay installing an updated console pending another funding option. Fisher Wireless presented the MIP5000 as more affordable solution and brought the cost down considerably. However, we continued to explore our options but recent events have brought to light that the current system may not last until the next budget cycle and that it is necessary to replace it now prevent a total loss of Police and Fire emergency communication. Recently the current system was shut down accidentally while trying to solve software issue in the phone system that required powering it down. The radio console was shut down and it took several hours before that particular console could be re-booted. Dispatch had to switch to the alternative console until the first console could be repaired. It was apparent that if both systems are powered down either intentionally or because of a power failure (even with current backup redundancies) there is a chance that they may not be able to be powered up again. Currently the radio technicians have had to resort to using E-Bay or other secondary sources for parts. The system as quoted would be bought through a cooperative purchasing agreement Houston Galveston Area Council Government contract (HGAC (TX) contract # RA05-15). This is a cooperative purchasing program which the City of Willits is already member of and so we can utilize this purchasing program to buy goods and services that have already been opened up for bid by other agencies and vendors.

The laws surrounding asset forfeiture funds state that the funds shall not be used to supplant the regular budget. Purchasing this Radio Console system at this time would not affect the current General Fund as these funds would be spent from fund 651. This purchase is only being considered at this time because we feel that the current system might fail if we wait any longer to replace it. Once the purchase is approved a PO would be cut and the vendor would order the consoles which would be installed once they arrive from the manufacturer. The system comes with a one year warranty once installed.

Recommended Action: Authorize the purchase and expenditure of the Motorola MIP5000 Radio consoles from Fisher Wireless at a total cost of \$ 67,545.59 plus associated total shipping costs from Fund 651 (Asset Forfeiture).

Alternative(s): The Council could elect not to authorize the purchase of the Radio consoles and instead wait until the next budget cycle, at which time there would be a direct cost to the General Fund.

Fiscal Impact: Cost of the consoles is \$ 67,545.59 plus associated shipping costs from Fund 651. Currently, Fund 651 has an approximate fund balance of \$191,594.00 before this expenditure, leaving adequate money in this account for other unexpected expenses.

Personnel Impact: Minimal.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



MOTOROLA SOLUTIONS

Quote Number: QU0000381488

Effective: 31 OCT 2016

Effective To: 30 DEC 2016

Bill-To:

CITY OF WILLITS POLICE DEPARTMENT
125 E. COMMERCIAL STREET
WILLITS, CA 95490
United States

Ultimate Destination:

WILLITS POLICE DEPT, CITY OF
125 E COMMERCIAL ST STE 150
WILLITS, CA 95490
United States

Attention:

Name: GERRY GONZALEZ
Phone: 707-459-6122

Sales Contact:

Name: Chris Walls
Email: cwalls@fisherwireless.com
Phone: 7074629736

Contract Number: HGAC
Freight terms: FOB Destination
Payment terms: Net 30 Due

| Item | Quantity | Nomenclature | Description | Your price | Extended Price |
|------|----------|--------------|--|------------|----------------|
| 1 | 2 | L3487B | MIP5000 VOIP DISPATCH SW 8 CHANNEL | \$5,525.00 | \$11,050.00 |
| 1a | 2 | TT05522AA | MIP5000 ENHANCED MODEL USB HEADSET JACKBOX | \$488.75 | \$977.50 |
| 2 | 6 | L3483AC | MIP5000 VOIP TONE GATEWAY | \$678.30 | \$4,069.80 |
| 2a | 6 | TT05980AA | FOR SYSTEMS AT RELEASE 4.1 OR NEWER | - | - |
| 3 | 1 | DDN8671A | 15 FT NULL MODEM CABLE DB9 F/F | \$11.69 | \$11.69 |
| 4 | 3 | DDN8900A | MIP5000 RACKMOUNT KIT | \$191.25 | \$573.75 |
| 5 | 2 | RMN5078B | SUPRAPLUS NC SINGLE MUFF HEADSET | \$119.20 | \$238.40 |
| 6 | 2 | TT2833A | COMPUTER, Z440 WORKSTATION WINDOWS 7 (NON RETURNABLE) | \$2,448.50 | \$4,897.00 |
| 7 | 2 | CDN6673A | SET OF 2 SPEAKERS-CREATIVE LABS | \$45.69 | \$91.38 |
| 8 | 2 | TT2134A | MIP5000 INFORMATION ASSURANCE TRANSPARENT HARDENING KIT CD | \$42.50 | \$85.00 |
| 9 | 2 | DDN2090A | DUAL JRR SW USB HASP W LICENSE, SOUND CARD, & SPKRS (V47) | \$2,538.78 | \$5,077.56 |
| 10 | 2 | DSTG191 | TECH GLOBAL EVOLUTION SERIES 19INCH NON TOUCH | \$1,160.34 | \$2,320.68 |
| 11 | 4 | CDN6673A | SET OF 2 SPEAKERS-CREATIVE LABS | \$45.69 | \$182.76 |
| 12 | 2 | B1914A | MCC SERIES DESKTOP GOOSENECK MICROPHONE | \$200.00 | \$400.00 |
| 13 | 2 | BLN6732B | FOOT, SWITCH TRADITIONAL | \$109.65 | \$219.30 |
| 14 | 2 | DSCDN6171B | TRACKERBALL (ONLY PS/2 & USB COMPATIBLE) | \$364.37 | \$728.74 |
| 15 | 1 | CLN1856A | 2620-24 ETHERNET SWITCH | \$1,912.50 | \$1,912.50 |
| 16 | 1 | THN1012A | RACK 7' FRU | \$429.46 | \$429.46 |
| 17 | 1 | DDN1388A | MCN RCD SERVER SOFTWARE AND HIB-IP MODULE | \$6,055.00 | \$6,055.00 |
| 18 | 2 | CDN6116A | POWER SUPPLY MCN120 VAC | \$57.09 | \$114.18 |
| 19 | 1 | DDN1385A | MCN GPIO-1208C INPUT/OUTPUT MODULE | \$929.88 | \$929.88 |
| 20 | 1 | CDN6132A | CABLE KIT HIB PC AT/XT 6 FT | \$10.38 | \$10.38 |
| 21 | 2 | CDN6115A | NETWORK TERMINATOR (STANDARD 78K SYSTEMS) | \$10.38 | \$20.76 |
| 22 | 1 | CDN6118A | PUNCH BLOCK DUAL 25 PAIR | \$108.13 | \$108.13 |
| 23 | 2 | CDN6135A | CABLE ASSY 25 PR M-NONE 25FT | \$70.07 | \$140.14 |
| 24 | 1 | CDN6129A | CBL ASSY 25 PR MALE-MALE 10 FT | \$74.39 | \$74.39 |
| 25 | 1 | DDN6132A | AUXILIARY CONTROL MODULE (ACM) | \$358.70 | \$358.70 |
| 26 | 1 | CDN6110A | HIB-232 HARDWARE GUIDE | \$17.30 | \$17.30 |

| Item | Quantity | Nomenclature | Description | Your price | Extended Price |
|------|----------|--------------|-----------------------------|------------|----------------|
| 27 | 1 | DDN1402A | MICN SERVER SOFTWARE MANUAL | \$21.63 | \$21.63 |
| 28 | 1 | DDN1386A | GPIO HARDWARE GUIDE | \$17.30 | \$17.30 |
| 29 | 1 | DDN1387A | RACK MOUNT FOR HIB-IP | \$64.88 | \$64.88 |

Total Quote in USD

\$41,198.19

THIS QUOTE IS BASED ON THE FOLLOWING:

1 This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.

If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

3 Purchaser will be responsible for shipping costs, which will be added to the invoice.

4 Prices quoted are valid for thirty(30) days from the date of this quote.

5 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.



FISHERWIRELESS SERVICES, I N C.

FWS Rep: Chris Walls
Office # :707-462-9736
Fax #:707-462-9749
Cell # 707-489-0013

| | |
|--|---|
| Customer #: Customer /Bill to: City of Willits Police Department Billing Address: 125 E. Commercial Street. # 150 City / St. / Zip: Willits CA. 95490 Contact: Gerry Gonzalez Phone # : 459-6122 Fax #: | Date: Customer PO # : Shipped To: City / St./ Zip: Contact: Phone #: |
| Sales Order Number | |

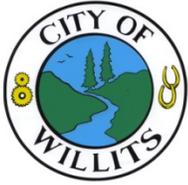
Quotation valid for 30 days 10/31/2016

| Item | Qty | Model Info | Description | Ext.. Price |
|------|-----|------------|--------------------------------------|-------------|
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | Labor for installing Motorola | \$0.00 |
| | | | MIP5000 Console. | \$0.00 |
| | | | \$23,000.00 | \$0.00 |
| | | | | \$0.00 |
| | | | If we don't use all the hours quoted | \$0.00 |
| | | | at the cost above we will charge | \$0.00 |
| | | | for only the hours worked. | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |

| System Monthly Fee: <table border="1" style="width:100%"> <thead> <tr> <th style="width:15%">Unit Name</th> <th style="width:15%">Unit Qty</th> <th style="width:25%">System Fee: _____ Per Unit</th> <th style="width:15%">Sub fleet Per Unit</th> <th style="width:30%">Total Fee</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | Unit Name | Unit Qty | System Fee: _____ Per Unit | Sub fleet Per Unit | Total Fee | | | | | | | | | | | | | | | | <table style="width:100%"> <tr><td>Equipment Total</td><td style="text-align:right">\$0.00</td></tr> <tr><td>Freight</td><td style="text-align:right">\$0.00</td></tr> <tr><td>Sales Tax</td><td style="text-align:right">\$0.00</td></tr> <tr><td>Program/Install</td><td style="text-align:right">\$23,000.00</td></tr> <tr><td>Grand Total</td><td style="text-align:right">\$23,000.00</td></tr> <tr><td>Down Payment (-)</td><td style="text-align:right">\$0.00</td></tr> <tr><td>Maintenance</td><td style="text-align:right">\$0.00</td></tr> <tr><td>Balance Due</td><td style="text-align:right">\$23,000.00</td></tr> </table> | Equipment Total | \$0.00 | Freight | \$0.00 | Sales Tax | \$0.00 | Program/Install | \$23,000.00 | Grand Total | \$23,000.00 | Down Payment (-) | \$0.00 | Maintenance | \$0.00 | Balance Due | \$23,000.00 |
|---|--------------------|----------------------------|----------------------------|--------------------|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|------------------------|---------------|---------|--------|-----------|--------|-----------------|-------------|--------------------|--------------------|------------------|--------|-------------|--------|--------------------|--------------------|
| Unit Name | Unit Qty | System Fee: _____ Per Unit | Sub fleet Per Unit | Total Fee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Equipment Total | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Freight | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sales Tax | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Program/Install | \$23,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grand Total | \$23,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Down Payment (-) | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maintenance | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Balance Due | \$23,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Special Instructions

| | | | |
|---|---|--------------------------------------|-------------|
| \$1 Purchase Lease Option | | | |
| 24 months | Two Payments due upon signing of lease. | | |
| 36 months | Two Payments due upon signing of lease. | | |
| 48 months | Two Payments due upon signing of lease. | | |
| Sales Payment Terms | | | |
| <input type="checkbox"/> | Paid in Full with Order | | |
| <input type="checkbox"/> | COD | | |
| <input type="checkbox"/> | Lease | | |
| <input type="checkbox"/> | Net 10 Days | | |
| <input type="checkbox"/> | Net 30 Days | | |
| Customer Initial Terms for Approval _____ | | | |
| <table style="width:100%"> <tr> <td style="width:70%">Authorized Customer Signature</td> <td>Date</td> </tr> </table> | | Authorized Customer Signature | Date |
| Authorized Customer Signature | Date | | |



Item No. **4d**

Meeting Date: **November 9, 2016**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Manager

Agenda Title: AWARD CONTRACT TO LACO ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$40,000 TO PROVIDE ENGINEERING SERVICES TO THE CITY OF WILLITS

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

Summary of Request: Since 2007, the City's Engineering Department has been able to serve the majority of the City's engineering needs. In order to continue functioning in this capacity, the Department needs a fully licensed engineer to provide oversight. Staff recommends contracting with an engineering firm until the end of the fiscal year, and then reassessing the City's needs during the budgeting process.

The Engineering Department prepared a Request for Qualifications (RFQ) and sent it to three local engineering firms that have experience working with the City: SHN Consulting Engineers & Geologists, LACO Associates, and GHD. LACO is the most qualified based on the selection criteria. Staff recommends a monthly budget of not more than \$5,000 for the remainder of the fiscal year. During the budgeting process, staff will assess the City's ongoing needs for contract services.

Recommended Action: Award a contract to LACO Associates in an amount not to exceed \$40,000 to provide engineering services for the remainder of the fiscal year.

Alternative(s): None recommended.

Fiscal Impact: Sufficient funds were allocated in the FY16-17 budget under 100-1040 (Public Works), 501-5011 (Sewer), 503-5031 (Water) to cover the cost of the contract.

Personnel Impact: Some staff time will be allocated for contract administration.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

LACO

November 2, 2016

City of Willits
111 E. Commercial Street
Willits, California 95490

Attention: Jeremy Ronco, Engineering Technician

Subject: Response to Request of Statement of Qualifications: City Engineering Services

Dear Mr. Ronco:

We are pleased to have this opportunity to provide City of Willits (the City) with this Statement of Qualifications for our firm. The City is faced with a time of transition that is decades in the making with the Willits Bypass opening tomorrow, November 3, 2016. We understand the new bypass brings with it some unknowns with respect to tax revenue and it also brings a lot of new opportunities for the City's downtown streetscape and merchants. LACO would be honored to have the privilege to assist the City in this transition in whatever capacity the City requires.

As the former Public Works Director for the City of Willits, I have an in-depth understanding of the City Departments, processes, and budgets; this is why I have been designated as the LACO staff member who will be the main point of contact for the City and who will be responsible for the majority of the services outlined in the RFQ. My unique understanding and knowledge will also allow me to quickly identify LACO staff that will be most helpful when unique opportunities arise.

I have identified the following key members of our staff who can provide valuable information, services, and/or quality control review when needed:

- Scott Kelly, PE, Principal Civil Engineer
- Paul Gregson, PE, Water/Wastewater Engineer and Grants Division
- Will Dawson, QSP, Senior Project Manager and Construction Management Lead
- Beth Burks, AICP, Planning Manager

We are committed to being responsive to the City's needs and projects and are looking forward to being part of the City team. The City can expect a high level of service from LACO. We will address commitment of staff hours to specific projects on a "case-by-case" basis and have enough qualified staff members to accommodate the City's needs in a reasonable and effective amount of time.

On behalf of LACO, I respectfully thank you for the opportunity to provide this SOQ.

Sincerely,
LACO Associates



Rodney Wilburn, PE
Director of Civil Engineering

RLW:kac

R:\Business Development Marketing Materials\SOQs\2016 Engineering SOQ\City of Willits Cover Letter 20161102.docx

21 W. 4th Street, Eureka, California 95501 707 443-5054 Fax 707 443-0553
311 S. Main Street, Ukiah, California 95482 707 462-0222 Fax 707 462-0223
3450 Regional Parkway, Suite B2, Santa Rosa, California 95403 707 525-1222

Toll Free 800 515-5054 | www.lacoassociates.com

STATEMENT OF QUALIFICATIONS

Professional Engineering Consulting Services



LACO



LACO Associates, Inc.

*Advancing the quality of life for
generations to come*

EUREKA OFFICE

21 W. Fourth Street
Eureka, CA 95501
(707) 443-5054
info@lacoassociates.com

UKIAH OFFICE

311 S. Main Street
Ukiah, CA 95482
(707) 462-0222
info@lacoassociates.com

SANTA ROSA OFFICE

3450 Regional Parkway, STE B2
Santa Rosa, CA 95403
(707) 525-1222
info@lacoassociates.com

WWW.LACOASSOCIATES.COM



Cover photos from top to bottom: (1) Beth Burks, AICP and Erich Rauber, PE, GE of LACO discussing land-use permitting for a Napa County Winery, (2) Healdsburg Bridge Retrofit – LACO provided SWPPP services and welding inspection services; and (3) the road to Bear River Band of Rohnerville Rancheria.

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| WHAT WE DO... Our Services..... | 7 |
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| MATERIALS TESTING AND SPECIAL INSPECTION SERVICES AND CONSTRUCTION MANAGEMENT | 8 |
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WHO WE ARE...LACO Associates

FIRM DESCRIPTION

LACO Associates (LACO) is a multi-discipline engineering consulting firm with three offices serving the North Coast (Eureka, Ukiah, and Santa Rosa, CA). We are a Certified California Small Business, providing integrated solutions for development, infrastructure, and geo-environmental projects to **advance the quality of life for generations to come**. Our core services include: Civil Engineering; Environmental Science; Geology and Geotechnical Engineering; Planning, Permitting, and Environmental Compliance; Environmental Remediation; and Materials Testing and Special Inspections. In addition, the firm maintains two accredited soils/materials testing laboratories.

LACO was founded in 1954, incorporated in 1972, and maintains a staff of approximately 55 full- and part-time employees. From the beginning, we have understood the value of personal relationships, the need for diverse professional services, and the importance of preserving and enhancing natural resources. The foundation of our success has been helping our clients achieve their goals while meeting the needs of our community, environment, and the people who make it their home.

As a multi-discipline consulting firm and small business, LACO is unique in that we have both a broad perspective of our client's needs, and the flexibility and responsiveness of a small firm. We have the resources to address project concerns from environmental impacts and permitting issues to geotechnical and engineering challenges, in addition to site-specific technical concerns. This broad perspective is unique among small firms, and is fundamental to our ability to provide cost-effective support for a broad range of project types.

Our team members recognize their success as professionals is contingent upon the success of your project, and we have the expertise to care for your complex and challenging projects.



"Welcome to LACO, and thank you for taking the time to get to know us.

We are your personal project support team; expert professionals prepared to address diverse infrastructure and development challenges. We aim to earn your trust and loyalty through successful achievements. We see your concerns as if they were our own, and win only when you do. As a team of individuals, we are ambitious, dedicated, and driven. We support and promote professional growth in technical domains, knowledge, and capability.

*What is your challenge?
We are your team to handle it."*

*-Michael D. Nelson, AICP
President/CEO and
Planning Director*

Advancing the quality of life for generations to come...

INTEGRATED SOLUTIONS

As LACO has grown, we have responded to our clients' need for professional support throughout the life cycle of their projects by creating our Integrated Solutions strategy, a structure that allows for communication, collaboration, and fulfillment between multiple discourses and a much wider perspective of the project at hand. Our Integrated Solutions approach enables us to achieve the following:

- Complete projects more efficiently through improved communication and coordination
- Minimize overall project costs from concept through construction by creating designs that consider both professional costs, as well as construction costs
- Maximize profitability by anticipating potential threats and opportunities throughout the development and construction life cycles
- Develop innovative solutions to project challenges through engaging multi-disciplined professionals with their domain-specific views at all project phases

Our goal is to make your projects less overwhelming, and more enjoyable. The process should be seamless, ending with a successfully completed project, on time, and on budget.

Integrated Services means our teams are prepared to ensure our clients meet their goals. We streamline communications, and maintain accountability. Our clients do not have to manage the overwhelming process of retaining and managing multiple consulting firms, or decipher complex local, state, and federal regulatory agency requirements alone.

CULTURE and MISSION

LACO's history has played an important role in the development of our culture. Our small-town roots and foundation of knowledge have cultivated a multi-disciplinary firm, accustomed to meeting complex challenges, built on the core values of Service, Ethics, and Excellence. These values are fundamental to our mission: to build an enduring professional relationship through your project's success. We embrace new technologies, education, challenges, ambition, and the accomplishments of fellow staff in pursuit of this mission.

We achieve
practical
community-
supported,
win-win
solutions.

CORE VALUES

Our Core Values enable us to “SEE” continuity in our thoughts and actions, supporting your project’s success.

Service

Concern, communication, competence, timeliness, fulfillment, value

We learn, understand, and embody your concerns – and respond promptly. Our goal is to earn your satisfaction through our commitment to measurable, meaningful results.

Ethics

Sincerity, integrity, trust, standards, conduct

We conduct our affairs with rigorous standards that care for your concerns, as well as those of our employees, organization, colleagues, shareholders, partners, and community. Our goal is to earn your trust through our integrity, sincerity, and technical expertise.

Excellence

Knowledge, technology, accomplishments, leadership, organization, identity

We invest in people and their accumulation of knowledge, technology, and leadership skills that enable us to produce notable accomplishments and strengthen our identity. Our goal is to help you succeed by providing exceptional services.

VISION

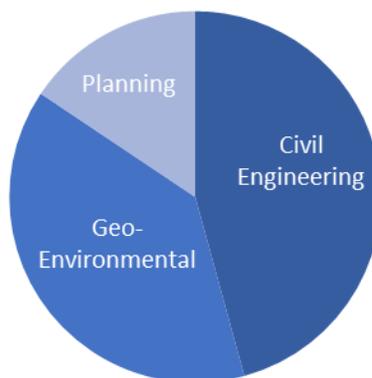
Our vision is for our clients, employees, stakeholders, and community to recognize us as a leading professional consulting firm offering infrastructure and development project solutions through our commitment to client satisfaction, financial performance, operational excellence, community development and prosperity; and our core values of Service, Ethics, and Excellence.

We are not just consultants – we are your personal project support team.

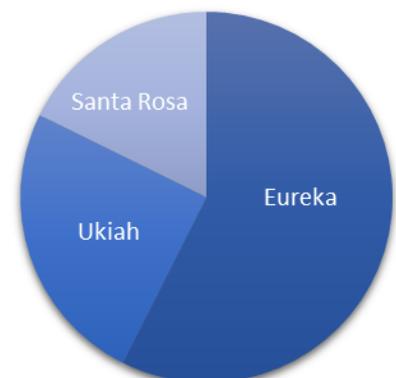
We envision our solutions to advance the quality of life for generations to come, creating a brighter future through engineering, science, planning, and design.

| <i>Professional Staff</i> | | |
|---------------------------|----------------------|----------|
| Department | No. Employees | % |
| Civil Engineering | 18 | 34% |
| GeoEnvironmental | 14 | 26% |
| Planning | 10 | 19% |
| Support Staff | 11 | 21% |
| TOTAL | 53 | |

Professional Staff

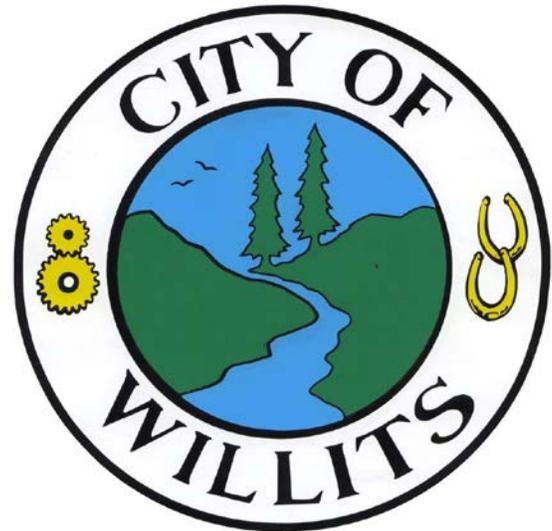


Service Revenues YTD



WHO WE SERVE...You as Our Client

LACO has over five decades of experience serving local governments, service districts, and municipalities. We offer comprehensive services to help you achieve your long-term infrastructure, capital improvement, community development, and environmental goals. We understand now more than ever, you face decreasing funding and staff resources in a climate of increasing demand for services. Our team functions as an extension of your staff, responding quickly and efficiently to your requests, and designing cost effective, innovative solutions for your projects. We have been instrumental in obtaining millions of dollars in grants for our clients, and we are prepared to support your funding acquisition efforts as well. We have staff members who have worked for local government who understand government processes and challenges. This insight improves communications and plans when working with City staff.



Serving as the City of Willits City Engineer, we will work with the City Manager and City Department to support the needs of the City in a timely manner. LACO will respond to 90 to 95 percent of the City's requests from our Ukiah office (locally). Our Director of Civil Engineering, Rodney Wilburn, PE, has been designated as the LACO contact (aka Project Manager) for the City of Willits and will serve as the City's Engineer of Record. Mr. Wilburn is a resident of Willits and is available after hours in case of emergencies related to water/wastewater treatment facilities, storm drain, etc.

To better serve the City of Willits, LACO recommends and will commit to Mr. Wilburn having regular office hours in Willits. This will provide even easier access and better communication, which will allow us to be even more responsive. This also furthers our commitment to being an extension of your staff and part of the City of Willits team.

LACO is well connected technologically and has a strong team of staff members with diverse areas of expertise. Our staff members are able to connect via video, chat, and emails from any computer station or laptop, even when away from the LACO office. While serving the City of Willits, Mr. Wilburn will be able to quickly identify other LACO staff who can assist when a specific question or challenge arises that requires a particular area of expertise. Staff from our Eureka and Santa Rosa offices are available to provide support when needed.

Bear River Band of the Rohnerville Rancheria Hotel and Casino Expansion

LACO continued a long standing professional relationship with the Bear River Band when the Tribe asked us to play a central role on the professional team tasked with a critical element of their business growth strategy — a new 5-story, 105-room hotel and an expansion to their existing casino. Our project team provided geotechnical explorations and reporting, topographic surveying, civil and structural engineering, and construction support services that included construction staking, construction materials testing and special inspections, and engineering observations. The team's project manager also played a key management and client liaison role for the project design-build team that was essential in coordinating permitting, architectural, and construction efforts on this fast-tracked design-build project.

The hotel and casino expansion facilities consist of a subterranean parking garage, four stories of wood-framed guest rooms, large open kitchen and restaurant areas supported by a structural steel frame integrated into the wood-framed portion of the building, and steel-framed lobby and conference rooms. Our team overcame the constraints imposed by a small, sloped site, and created efficient traffic flow, optimized parking, and an attractive approach to the facility using reinforced earth retaining walls and carefully planned site grading. LACO worked closely with the Tribe, Contractor, and regulators during construction to maintain safe and efficient access to the main casino facility and parking throughout the course of construction.



"LACO has exceeded our expectations and has taken care of our engineering and planning concerns... LACO has provided a broad range of consulting services to facilitate our development projects on both our trust and fee land holdings. Based on these projects, the degree of excellence with which they were completed, and LACO's demonstrated ability to effectively manage all project aspects, we highly recommend them..."

-Bruce Merson
Chief Financial Officer
Bear River Band of Rohnerville Rancheria & Bear River Casino
707-234-6650

WHAT WE DO... Our Services

PROFESSIONAL ENGINEERING SERVICES

LACO's Engineering team has over 120 years of combined experience. We have formed teams to address civil engineering, water and wastewater, and structural engineering. Our teams are experienced in project management (planning, scheduling, budgeting, meetings, etc), bidding, construction management, and current regulations/requirements associated with design and construction. In addition, we have team members who have experience working in the public sector who understand local government operations, challenges, and perspectives.

Our civil engineering projects involve:

- Infrastructure improvements
- Roads and Highways
- Storm drains
- Grading
- Subdivisions
- Public Utilities
- Construction Management and Inspections
- Traffic Studies and Analyses
- Stormwater Pollution Prevention Plans (SWPPP)

Our water and wastewater infrastructure team focuses on:

- Upgrading and repairing failing systems
- Treatment plant design
- Securing State and Federal funding for system repairs and upgrades
- Hydrogeologic studies
- Water storage
- Water resource engineering
- Regulatory compliance and permitting

LACO's structural engineering design and inspections services complement and support the building industry. Specialized services include:

- Commercial and civil structure design
- Lateral force (seismic and wind) analyses and design
- Foundation designs and inspection
- Retaining wall design and inspection
- Historic building additions, renovations, and seismic retrofitting
- Evaluation and analysis of existing structures, particularly in response to earthquake damage and foundation settlement
- Inspection of bridges, water tanks, and towers



Arcata Levee Repair-LACO's project team led and collaborated with City staff and the project contractor, Magnus-Pacific Corporation, to bring the repair projects through the funding, permitting, design, and construction phases. The City obtained funding through FEMA and the California Governor's Office of Emergency Services (CalEMA) administered the project.

MATERIALS TESTING AND SPECIAL INSPECTION SERVICES AND CONSTRUCTION MANAGEMENT



Garberville Sanitary District wastewater Treatment Plant - Materials Testing and Special Inspections Services

LACO's Materials Testing and Inspections team has the local knowledge, experience, and qualifications to meet the demands of your project. We understand timeliness and flexibility are essential to successful projects, and the quality of your construction project is our top concern. LACO's materials laboratory maintains accreditation or approvals through DSA, AASHTO, and Caltrans. Our field testing and inspection personnel maintain certifications by ICC, AWS, ACI, and Caltrans.

Materials Testing Services:

- Soil testing and analysis
- Aggregate testing and analysis
- Concrete mix design review
- Compressive strength testing of concrete, grout, and mortar

Special Inspections Services:

- Reinforced concrete
- Structural steel welding
- Structural steel and high strength bolting
- Structural masonry
- DSA structural masonry
- Spray applied fireproofing
- Non-destructive testing (NDT) of structural steel welds
- Density testing of structural fills using Nuclear Density Gauges
- Post installed anchors (chemical or mechanical)



Crescent City Harbor Materials Testing



Mendocino College Concrete Pour for Materials Testing

| Organization | LACO Certifications |
|---|--|
| DSA/DGS - Division of the State Architect, California Department of General Services | Approved laboratory for performing special inspection, materials testing, and geotechnical services on California public school construction projects, a distinction not held by all firms in our profession. |
| AASHTO - American Association of State Highway and Transportation Officials | Laboratory accredited by the AASHTO Accreditation Program (AAP) based upon laboratory audits by CCRL (Cement and Concrete Reference Laboratory) and AMRL (AASHTO Materials Reference Laboratory). |
| ICC - International Code Conference | Multiple field personnel maintain Special Inspector Certifications issued by ICC that are required by many local building jurisdictions to perform special inspections per the California Building Code. |
| CALTRANS - California Department of Transportation | Multiple personnel certified to perform laboratory and field testing and batch plant inspection in accordance with Caltrans test procedures. |
| AWS - American Welding Society | Multiple field personnel maintain AWS certified welding inspector certification. |
| ASNT - American Society for Nondestructive Testing | Multiple personnel certified in conformance with ASNT standards to perform nondestructive testing of structural steel welding. |
| ACI - American Concrete Institute | Multiple field and laboratory personnel maintain ACI certification. |
| ASTM - American Society for Testing and Materials | Laboratory and field testing complies with ASTM procedures and standards. |
| Nuclear Gauge Safety Certification | Multiple personnel are Nuclear Gauge Safety Certified to perform density testing of engineered and structural fill. |



Pictured on Left - PG&E Humboldt Bay Generating Station Materials Testing and Inspection

Pictured Below - Lost Coast Brewery Materials Testing and Special Inspections



ENGINEERING GEOLOGY, GEOTECHNICAL ENGINEERING, and HYDROGEOLOGY



Laytonville Quarry
Geotechnical and Asbestos
Evaluation

Whether you are developing plans for a new structure or mitigating potential hazards that threaten your project, an investigation and analysis of subsurface conditions will minimize your risks as well as your costs for design and construction. Our Certified Engineering Geologists and Geotechnical Engineers have a deep background and accomplishments in seismic hazard evaluation, landslide mapping, liquefiable soils, expansive soils, and hydrogeologic studies. Our work has been reviewed and accepted by the California Geological Survey, City and County chief building officials, County contracted third party reviewers, State Office of Mining and Reclamation, and Regional Water Quality Control Board staff. Your projects will benefit from our in-



Stream Restoration Site Photo

house materials laboratory and our creative use of technology. Our services include:

Geotechnical Engineering

- Geotechnical reports
- Grading observations
- Liquefaction analyses
- Retaining wall and foundation recommendations
- Soil stabilization/winterization design recommendations

Engineering Geology

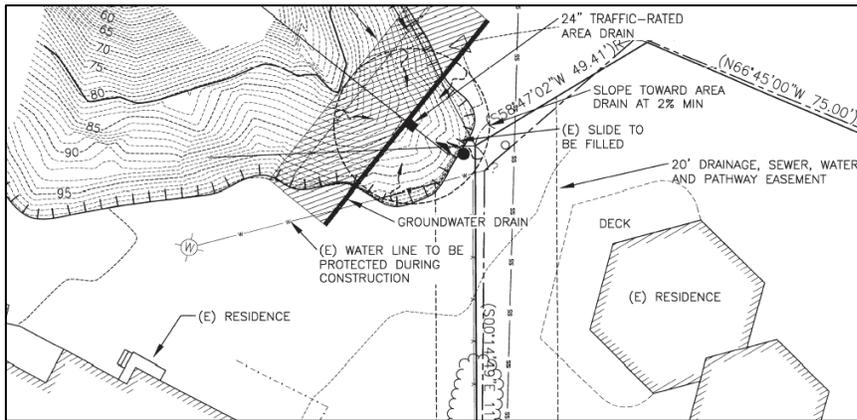
- Landslide mapping and monitoring
- Alquist-priolo fault hazard assessments
- Slope instability analyses
- Timber harvest plan engineering geologic studies
- Naturally occurring asbestos evaluation
- Hard rock quarry evaluations
- Sediment and erosion control
- Septic suitability assessment and design
- Reconnaissance level geo-hazards review
- Aerial photo interpretation and analysis

Hydrogeology

- River underflow studies
- Wastewater effluent fate and transport studies
- Water resource evaluations
- Water well design and siting
- Aquifer characterization



Kelsey McLaughlin, Assistant Geologist, visiting a site and logging field notes in beautiful Sonoma County



A reinforced earth design to repair a bluff failure in Caspar, California caused by flood damage. Facing elements were designed to mimic the natural environment.



“The LACO team has been extremely professional in their work on the campus and has managed to perform the fault hazard investigations well under difficult site conditions. Throughout the three years, Frank and the LACO team have worked well with all College staff and other consultants... In my opinion, LACO rocks!

-Steven Roper
 Director, IT and Facilities Planning
 College of the Redwoods
 707-476-4161
 Steven-Roper@redwoods.edu

GRANT WRITING and ADMINISTRATION SERVICES

“Grant funded operations provide treated drinking water and treated sewage to communities in need. Grants allow low income communities, who typically would not be able to finance themselves, the opportunity to protect their health and environment by improving systems and infrastructure.”

-Paul Gregson, PE



*Hoop Valley Tribe Water Tank
Installation - Grant funded*

LACO provides assistance with obtaining and administering grants and low interest loans. In California's current climate of limited funding availability and expanded directives to improve the distribution of funds to rural and disadvantaged communities, it is more important than ever to develop projects that are eligible for grant funding.

In recent years, LACO has won millions of dollars for our municipal, tribal, and special district clients through grant programs including the Clean Water State Revolving Fund, Community Development Block Grant Program, and programs made possible by statewide bonds including Proposition 84, Proposition 50, and Proposition 1. LACO's technical writers are experienced in obtaining grants and loans for various project types including drinking water, wastewater, water quality, water supply, water conservation, solid waste, energy efficiency, flood management, emergency preparedness, and transportation and community facilities.

LACO grant managers have established relationships with several state and federal funding agencies, including the California Resources Agency, North Coast Resource Partnership, State Water Resources Control Board, and US Department of Agriculture, and will contact potential funders on your behalf to discuss eligibility and project compatibility with funding goals to understand project "fit" – an essential step in increasing success rates.

LACO grant managers have technical expertise working on teams consisting of civil engineers, land use planners, surveyors, and geotechnical and biological experts, and are accustomed to project programming through development of detailed scopes of work and associated budgets, essential components of any grant application.

As an integrated engineering, geotechnical, and planning firm, we have the technical knowledge to assist with design, cost estimating, technical reports, drawings, and permitting. This depth of knowledge allows us to create compelling grant applications that tell a story and clearly outline how the requested funds will be used to achieve both the applicant's and the funding organizations goals and objectives.

Funding Opportunities Analysis

LACO is available to research potential grant funders to understand current priorities/interests, funding history (project types), funding process, and application and administration requirements. Provide summaries of potential grants and financing resources including, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, the level of funding available, and special considerations (such as auditing).

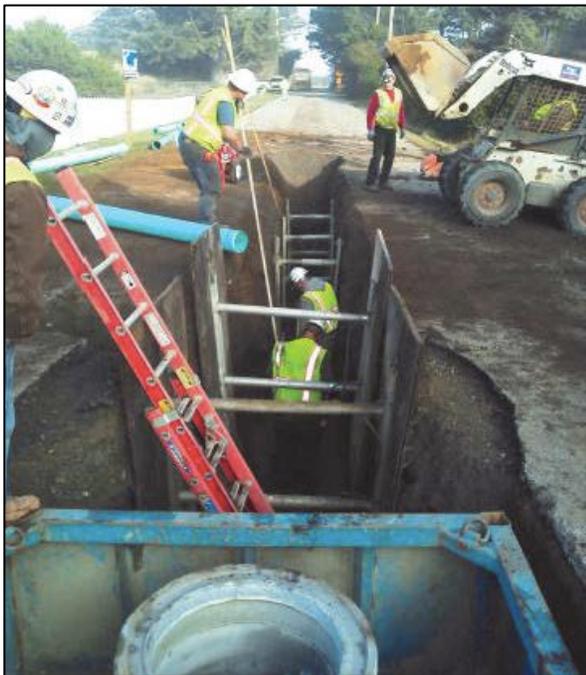
We are
Responsive

Grant Proposal Development

LACO is able to provide grant writing services associated with the completion of grant applications, including the preparation of applications typically requiring a project summary/ abstract, project narrative/scope of work, budget and budget justification, technical reports, designs and drawings, and letters of support.

Grant Management/Administration

Work to monitor contracts for compliance, reporting requirements, and close out procedures.



Smith River Rancheria Wastewater Collection & Distribution System Engineering, Grant Writing, Permitting, Planning, and Construction Management

The LACO Team has a successful record of obtaining competitive grants, with awards totaling more than \$8 million in funding for our clients between 2012 and 2016, including the following successful grant applications:

- Alderpoint County Water District Water Source Capacity Study
- Alderpoint County Water District Water System Improvement Project Construction
- Coyote Valley Band of Pomo Indians Water Treatment and Supply System
- Hoopa Valley Tribe Meter Replacement Project
- Hoopa Valley Tribe Wastewater Decentralization Study
- Hopland Band of Pomo Indians Community Test Wells and Water Security Study
- Mattole Unified School District Water System Improvements
- Mendocino County Water Agency: Sustainable Groundwater Planning Grant to develop a Groundwater Sustainability Plan
- Mendocino County Water Agency: Stormwater Resource Planning Grant to develop a Stormwater Resource Plan
- Mendocino County Resource Conservation District: Orrs Creek Fish Passage Improvement Project
- RID 1 Recycled Water Feasibility Study
- Tolowa Dee-ni' Nation Wastewater Improvements (Sewer Phase III)
- Tolowa Dee -ni' Nation Sewer Extension Project
- Westhaven Community Service District Water System Improvements
- Westhaven Community Service District Disinfection Byproduct Study

PLANNING, PERMITTING, AND ENVIRONMENTAL COMPLIANCE

*“LACO has a **robust** planning team with a **wealth** of **experience** as both public and private planners. This unique background allows us to create a **team approach** with agencies and jurisdictions to overcome project obstacles and expedite the permitting process. We **excel** at providing planning services for **quality projects** that meet our **clients’ needs** and are respected by decision makers and the **community**. We take on new projects with **excitement** and we love a challenge!”*

*-Beth Burks, AICP
Planning Dept. Manager*



We love a challenge!

LACO’s Planning Team provides planning and permitting assistance for land development and infrastructure projects throughout Eureka, Ukiah, Santa Rosa, and the surrounding North Coast. Whether you are planning to build a subdivision, considering commercial tenant improvements, or building an addition to your home, we are here to help you navigate the planning and permitting process.

LACO has four AICP certified planners. Our planning consultants have over 80 years of combined experience and our team members have prepared over 800 environmental planning documents. Our approach to planning focuses on achieving practical win-win solutions, with broad community support, and a clear path toward implementation. We leverage our firm’s technical expertise and longstanding relationships with regional experts to design projects that are technically grounded and achievable, an asset in communicating with regulatory agencies. This approach improves the likelihood and turnaround time for regulatory approval of your project.

LACO has accomplishments in completing the following:

- CEQA environmental compliance documents including:
 - Categorical Exemptions
 - Initial Studies (ISs)
 - Environmental Impact Reports (EIRs)
 - Mitigation Plans
- NEPA compliance documents including:
 - Categorical Exclusions
 - Environmental Assessments (EAs)
 - Findings of No Significant Impact (FONSIs)
- Project Feasibility and Entitlements
 - Development feasibility analyses and identification of constraints and opportunities
 - Conceptual site planning
 - Residential and commercial subdivisions
 - General Plan Amendment/Zone Reclassifications
 - Conditional use permits
 - Coastal Development Permits

We are also prepared to provide the following special studies and services:

- Traffic Impact Studies and Transportation Analysis
- Wetland delineations using US Army Corps of Engineers (USACE) protocols

LACO Associates
STATEMENT OF QUALIFICATIONS
Professional Engineering Consulting Services

- Clean Water Act Section 401, 402, and 404 permits from USACE
- Mitigation monitoring
- Water availability assessments and on-site wastewater treatment system analysis
- Public outreach processes including design charrettes, public scoping, and visioning

Open Door Community Health Centers (ODCHC) retained LACO to support their grant writing campaign to construct a proposed healthcare facility in Eureka, California. The not-for-profit organization is the largest provider of primary medical and mental health care and the only provider of dental care for low-income, uninsured, and publicly insured patients in the area. In 2008, ODCHC served one in four residents within their service area, and they were in desperate need of expanding access.

Our project team responded to ODCHC's requests within a short time frame to meet their grant funding deadlines. We provided the following deliverables:

- Conceptual site plans, elevations, and floor plans for a new 26,000 square foot facility
- Estimates of probable construction costs
- Written descriptions of sustainable design elements with the intent to achieve LEED certification
- A completed environmental review checklist
- Project schedule for completion within 2 years

When ODCHC was awarded \$9.8 million to construct their project, they again retained us to provide planning, entitlements, geotechnical, and traffic services. The construction of the new facility was funded by the federal Affordable Care Act (ACA) through the federal Department of Health and Human Services, Health Resources and Services Administration (HRSA).

We provided our deliverables on time and budget under a strict and challenging schedule, and were responsible for the following tasks and documents:

- Geotechnical exploration of the project site and report of findings
- Phase I Environmental Site Assessment and report
- Permitting coordination and application submittal
- CEQA environmental document
- Preliminary Drainage Report
- Traffic and Circulation Analysis

This project will result in improved access to high quality health care for area residents, and enable ODCHC to increase the number of area residents served by up to 15%.



ENVIRONMENTAL SCIENCE and GEOLOGY

Minimizing the risks and costs associated with deleterious environmental conditions can be a significant concern for Tribal Governments and tribal members. Our professional team of Geologists, Environmental Scientists, and Field Technicians has worked for the last 25 years to build strong relationships with public health and water quality staff throughout Northern California. Over this period, our team has overseen the closure of more than 150 contaminated sites spanning waste oils, fuels, metals, wood preservatives, solvents, and caustic chemicals. Our work has been reviewed and approved by Regional Water Quality Control Board staff, County Environmental Health agencies, the US Environmental Protection Agency, and BIA.

Our comprehensive services include:

- Environmental due diligence – Phase I/II Environmental Site Assessments
- Soil and groundwater evaluation and remediation feasibility/design
- Air, surface water, and groundwater monitoring services
- Remediation system installation and operation



"...We are so pleased with the services provided over the last 3 years we have just extended our relationship with LACO Associates for another 2 years. I highly recommend Frank and LACO Associates for your SMARA program."

-Jonathan M. Moore
Administrative Services Manager II
County of Mendocino, Department of Planning and Building Services
707-234-6650

Phase I and Phase II Environmental Site Assessments – Former Louisiana Pacific Pulp Mill

The County of Humboldt and the Humboldt Bay Harbor, Recreation and Conservation District (HBHRCD) retained LACO to conduct a Phase I Environmental Assessment (ESA) on the former Louisiana Pacific pulp mill then owned by Freshwater Tissue Company to determine the extent of contamination on approximately 71.8 acres on the Samoa Peninsula. Based on the findings of the Phase 1 ESA, it was recommended that a limited scope Phase II ESA be conducted on the property.

As a requirement of conducting a Phase II ESA, a Sampling Analysis Plan (SAP) was prepared by LACO staff and approved by the U.S. Environmental Protection Agency (EPA). The Phase II ESA was prepared in accordance with ASTM Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process (ASTM E 1903-11) and disclosed several findings:

- Recorded volatile organic compounds (VOCs) exceeded California’s Maximum Contaminant Level for drinking water,
- Total Petroleum Hydrocarbons as diesel and Total Petroleum Hydrocarbons as motor oil were reported above laboratory detection limits for soil samples,
- “Recognized Environmental Conditions (RECs)” were discovered throughout the site including an estimated 1.42 million gallons of black liquor, 1.27 million gallons of green liquor, and 1.20 million gallons of white liquor, and 6,200 gallons of Sulfuric Acid are stored in on-site ASTs.

Through the efforts of the HBHRCD with the data provided by LACO regarding the site, EPA initiated an emergency response after it was found that a release was imminent into Humboldt Bay. Approximately 2.7 million gallons of caustic liquors and chemicals at the run-down Samoa pulp mill have been completely removed from the site after a nearly six-month effort.

Contact:
Jack Crider, CEO
HBHRCD
707-443-0801



**Our clients'
opinions matter!**

REFERENCES

City of Ukiah

Rick Senior, Deputy Director of Public Works
707-463-6296

City of Fort Bragg

Tim Varga, Director of Public Works
707-961-2824 x117

Humboldt Bay Harbor, Recreation and Conservation District

Jack Crider, CEO
707-443-0801

County of Mendocino, Department of Planning and Building Services

Steve Dunnicliff, Planning Director
Andy Gustavson, Chief Planner
Jonathan Moore, Administrative Services Manager II
707-234-6650

City of Fort Bragg Raw Water Pipeline

LACO was contracted by the City of Fort Bragg to investigate and evaluate present and future needs for a new raw water transmission and to prepare construction drawings and contract documents supporting the construction of approximately 3,440 LF of raw water transmission line and appurtenances. The pipeline is critical to the supply of raw water from one of the City's best quality sources but exceeded its service life. The pipeline is partially located above ground supported by a trestle and involves crossings of Scholars Marsh and Highway 20. LACO is assisting the City with the following tasks:

- Identifying and mapping the existing pipeline and easements by researching and reviewing existing deeds, maps, and field work;
- Completing a field investigation and assessment of field conditions and constraints of the pipeline and appurtenances, including preparation of a technical memorandum;
- Completion of topographic survey and mapping of the existing pipeline route;
- An analysis of project practicability, including a hydraulic analysis of the proposed replacement pipeline to verify capacity and operations needs and requirements;
- Preliminary design, mapping, and detailed cost estimates and a project description to support environmental permitting analysis and grant applications for funding; and
- Preparation of construction documents and construction cost estimates to be submitted for review at 75%, 90%, and 100% completion.

City of Santa Rosa Department of Public Works

LACO is currently providing engineering design and consulting services for the City of Santa Rosa Department of Public Works. These services include the geotechnical report in support of a design to remediate ongoing settlement at the Spring Lake Lift Station. LACO reviewed subsurface conditions in order to provide geotechnical recommendations for use in the design and construction of lift station settlement mitigation measures.

City of Eureka: West Hawthorne and Second Streets – Pavement Rehabilitation Services

The City of Eureka contracted LACO to perform and present results of geotechnical services to support the design of repaving or the rehabilitation of existing pavement for sections of distressed pavement in Eureka, California. Streets to be improved included over 2,000 lineal feet of pavement. The purpose of the project was to restore the appearance and functionality of the existing distressed pavement and to limit ongoing damage to the road surface. LACO explored subsurface conditions by directing the excavation of test pits, obtained bulk samples of the underlying subgrade soils for laboratory testing, and reviewed R-value test results. Erich Rauber and Will Dawson with LACO worked closely with the City of Eureka to ensure the City's project needs were met and the City was satisfied.

City of Ukiah Recycled Water Program Effluent Reservoir

As part of a Water Reuse Program developed by the city of Ukiah to serve the urban and agricultural needs of the City and Ukiah Valley, LACO provided civil design of an effluent reservoir. Based on the size of the proposed reservoir and associated hydraulic elements, LACO prepared plans, specifications, and estimates for the project design. This effort involved development of a Preliminary Site Plan, Overall Site Plan, Effluent Storage Reservoir Site Plan, and Storage Reservoir Enlarged Area Plan and included design of a pump station, associated piping, chemical feed area, and metering/control station. In addition, LACO recommended and designed on-site drainage improvements, developed erosion control plans, and provided utility coordination and location services. This project which was designed in three phases—Phase 1 consisting of preliminary design and 30% Plans; Phase 2 consisting of 75% Plans; and Phase 3 consisting of final submittal and final bid documents.

City of Sebastopol Keating Avenue Reconstruction – Pavement Rehabilitation Services

The City of Sebastopol contracted LACO to perform and present results of a geotechnical exploration for the rehabilitation of Keating Avenue in Sebastopol. The proposed improvements included reconstructing 500 lineal feet of Keating Avenue. The main objective of the geotechnical exploration was to provide the project design and construction teams with the findings, conclusions, and recommendations regarding the existing geotechnical conditions related to project site pavement and to provide structural thicknesses for the new pavement sections. LACO evaluated the proposed project with respect to subgrade soil characteristics, and provided preliminary recommendations for the pavement reconstruction section thickness, including subgrade preparation and possible reuse of existing pavement section materials within the new pavement section thickness design. LACO's team worked closely with Wood Rogers, the Project Civil Engineer working for the City of Sebastopol.

City of Fort Bragg Municipal Engineering Services

The City of Fort Bragg has an ongoing contract with LACO to provide civil engineering services to the Department of Public Works (DPW) under the supervision of the City Engineer/Public Works Director, Tom Varga PE, PLS. Under this contract, LACO's team, including Will Dawson and Rodney Wilburn, provides the following services:

- Private and commercial development plan review;
- Development of construction plans, maps, and exhibits for drainage improvements;
- Design recommendations;
- Surveying;
- Planning support;
- Civil engineering design;
- Development of flood control criteria; and
- Other services as requested.

Ukiah Valley Sanitation District Inflow and Infiltration Reduction Project

Ukiah Valley Sanitation District retained LACO to provide engineering services for an inflow and infiltration reduction project with the District's collection system adjacent to Doolan Creek in Ukiah, California.

This District was experiencing significant inflow and infiltration within the collection system as a result of deteriorated joints and connections in both the collection lines and service laterals. Our engineering team reviewed and evaluated CCTV videos of the lines to determine the extent of the inflow and infiltration issues and to develop a project scope to reduce the issues within a predetermined project budget by the District.

The Professional Engineers assigned to the project team developed a trenchless repair program providing specifications and estimates to accomplish the following:

- Clean and inspect 5,000 feet of collection lines
- Clean and test 2,800 feet of service laterals
- Install approximately 4,800 feet of Cured-In-Place Lining for 6" and 8" mains
- Install 800 feet of Cured-In-Place lining for 4" service lateral
- Install and/or replace 30 service lateral clean-outs
- grout seal 40 vertical feet of manhole barrels

At the District Engineer's request, we also provided supplementary services for bidding assistance and construction observation, recording, and construction management assistance.

Garberville Sanitary District Wastewater System Improvements Engineering and Environmental Compliance

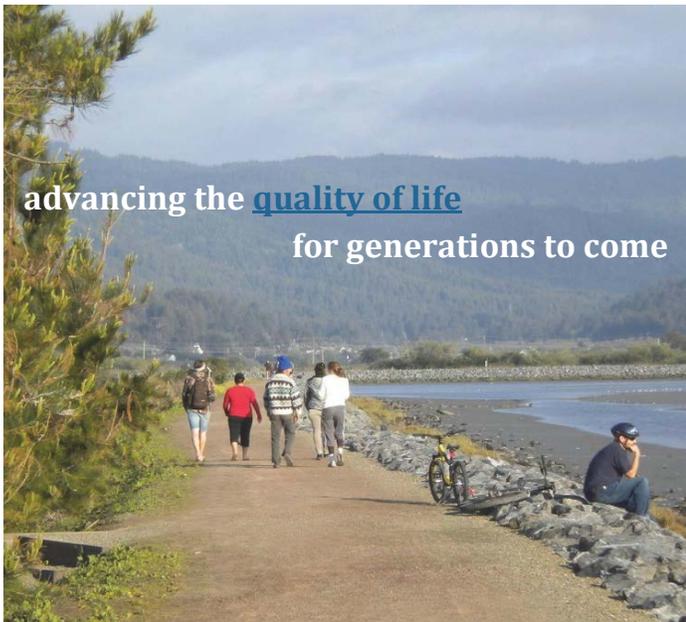
Garberville Sanitary District (GSD) retained LACO to design a multi-phased sanitary sewer system upgrade in Garberville, California. During the project's first phase, we completed a \$1.6 million project removing environmental risk associated with aged suspended aerial spans over environmentally sensitive areas, reducing risk to public health by providing hook-ups to failed septic systems, and by providing capacity for growth 20 years into the future.

The second phase included improvements to the existing treatment system designed to improve effluent quality while maintaining a "green," Low Impact Development approach using appropriate technology consistent with community goals significantly improved effluent quality through construction of a new primary facultative pond, with conversion of the existing ponds to constructed wetlands.

The combination of improvements to the existing system and continued use of the percolation ponds will result in improved environmental conditions as well as substantial cost savings to both GSD and ultimately all of its customers.

RESUMES

SCHEDULE OF RATES



LACO provides integrated solutions for development, infrastructure, and geo-environmental projects to advance the quality of life for generations to come, creating a brighter future through engineering, science, planning, and design.

Eureka

21 W. Fourth Street, Eureka, California 95501
Ph. 707 443-5054 | Fx. 707 443-0553

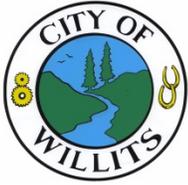
Ukiah

311 South Main Street, Ukiah, California 95482
Ph. 707 462-0222 | Fx. 707 462-0223

Santa Rosa

3450 Regional Parkway, Suite B2, Santa Rosa, California 95403
Ph. 707 525-1222

www.lacoassociates.com



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: John Sherman, Code Enforcement Officer

Agenda Title: ADOPT RESOLUTION AUTHORIZING THE CODE ENFORCEMENT OFFICER TO FILE LIENS ON PROPERTIES LOCATED AT 491, 495, AND 497 EAST VALLEY STREET (APNs 006-053-29, 006-053-30, 006-053-31) TO COLLECT \$8,146 FOR RECOVERY OF CODE ENFORCEMENT COSTS FOR VIOLATION OF SECTION 17.86 OF THE WILLITS MUNICIPAL CODE

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

Summary of Request: On July 18, 2016, pursuant to the violation of Section 17.86 of the Willits Municipal Code (WMC), Code Enforcement Officer John Sherman issued a Notice of Nuisance (NON) to property owner Brian Shuster for the outdoor cultivation of marijuana at 491, 495 and 497 East Valley Street, Willits. In this NON, the property owner was given three days to eradicate the marijuana plants or incur an administrative fine of \$500 per day per property until such time as the plants were eradicated.

On August 24, 2016, the Code Enforcement Officer obtained a warrant from the Superior Court of Mendocino County and, with the assistance of City crews and Willits Police Department, eradicated the plants.

On September 26, 2016, pursuant to WMC §1.12.180 and 1-12-190, the property owner was billed \$8,146 to recover the cost of code enforcement. This bill, due on October 26, 2016, has gone unpaid. The Code Enforcement Officer requests authorization to lien all three properties until the debt is paid in full, at which time the liens on the remaining properties will be withdrawn.

Recommended Action: Adopt resolution authorizing the Code Enforcement Officer to file liens on properties located at 491, 495, and 497 East Valley Street (APNs 006-053-29, 006-053-30, 006-053-31) to collect \$8,146 for recovery of code enforcement costs for violation of Section 17.86 of the Willits Municipal Code.

Alternative(s): None recommended.

Fiscal Impact: Recovers the expense of this code enforcement action.

Personnel Impact: None.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



City of Willits

111 East Commercial Street
Willits, CA 95490
(707) 459-4601

Invoice

| | |
|-----------|-----------|
| Date | Invoice # |
| 9/26/2016 | 1609262 |

| |
|--|
| Bill To |
| Brian Shuster 4400 River Banks Rd. Grants Pass, OR 97527 |

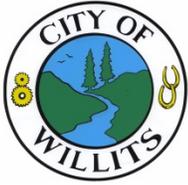
RE: 491, 495 and 497 E. Valley St., Willits

| |
|--------------|
| Terms |
|--------------|

| |
|--------|
| Net 30 |
|--------|

| Quantity | Description | Rate | Amount |
|----------------------------------|------------------|----------|----------|
| 1 | Code Enforcement | 2,377.00 | 2,377.00 |
| 1 | Legal | 4,280.00 | 4,280.00 |
| 1 | Police Services | 280.00 | 280.00 |
| 1 | Public Works | 972.00 | 972.00 |
| 1 | Equipment | 237.00 | 237.00 |
| Due in 30 Days or Lien Property. | | | |

| | |
|--------------|------------|
| Total | \$8,146.00 |
|--------------|------------|



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: John Sherman, Code Enforcement Officer

Agenda Title: ADOPT RESOLUTION AUTHORIZING THE CODE ENFORCEMENT OFFICER TO FILE LIENS ON PROPERTIES LOCATED AT 491, 495, AND 497 EAST VALLEY STREET (APNs 006-053-29, 006-053-30, 006-053-31) TO COLLECT \$51,000 IN ADMINISTRATIVE FINES FOR VIOLATION OF SECTION 17.86 OF THE WILLITS MUNICIPAL CODE

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

Summary of Request: On July 18, 2016, pursuant to the violation of Section 17.86 of the Willits Municipal Code (WMC), Code Enforcement Officer John Sherman issued a Notice of Nuisance (NON) to property owner Brian Shuster for the outdoor cultivation of marijuana at 491, 495, and 497 East Valley Street, Willits. In this NON, the property owner was given three days to eradicate the marijuana plants or incur an administrative fine of \$500 per day per property until such time as the plants were eradicated.

Said fines accrued for 34 days until, on August 24, 2016, the Code Enforcement Officer obtained a warrant from the Superior Court of Mendocino County and with the assistance of City crews and Willits Police Department, eradicated the plants.

On September 26, 2016, pursuant to WMC §1.12.210, the property owner was billed \$51,000 to collect the administrative fines that were accrued. This bill, due on October 26, 2016, has gone unpaid. The Code Enforcement Officer requests authorization to lien all three properties until the debt is paid in full, at which time the liens on the remaining properties will be withdrawn.

City staff strongly recommends Council approval as presented, given that code enforcement has been necessary on these three properties repeatedly.

Recommended Action: Adopt resolution authorizing the Code Enforcement Officer to file liens on properties located at 491, 495, and 497 East Valley Street (APNs 006-053-29, 006-053-30, 006-053-31) to collect \$51,000 in administrative fines for violation of Section 17.86 of the Willits Municipal Code.

Alternative(s): None recommended.

Fiscal Impact: None

Personnel Impact: None

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



City of Willits

111 East Commercial Street
Willits, CA 95490
(707) 459-4601

Invoice

| Date | Invoice # |
|-----------|-----------|
| 9/26/2016 | 1609261 |

| Bill To |
|--|
| Brian Shuster 4400 River Banks Rd. Grants Pass, OR 97527 |

| Terms |
|--------|
| Net 30 |

| Quantity | Description | Rate | Amount |
|----------------------------------|--|--------|-----------|
| 34 | Administrative Fines per day - 491 E Valley St | 500.00 | 17,000.00 |
| 34 | Administrative Fines per day - 495 E Valley St | 500.00 | 17,000.00 |
| 34 | Administrative Fines per day - 497 E Valley St | 500.00 | 17,000.00 |
| Due in 30 days or lien property. | | | |

| | |
|--------------|-------------|
| Total | \$51,000.00 |
|--------------|-------------|

| CITY OF WILLITS | | | | |
|--|-----------------|--|-----------------------------|-------------------------|
| BUILDING INSPECTION ACTIVITY REPORT | | | | |
| FOR THE MONTH OF: | | <u>October 2016</u> | | |
| <u>NEW CONSTRUCTION</u> | | <u>LIVING UNITS</u> | <u>BLDG. PERMITS</u> | <u>VALUATION</u> |
| 1) Single Family Dwellings | | | | |
| 2) Two Family Dwelling | | | | |
| 3) Three and Four Family Dwelling | | | | |
| 4) Five or More Family Dwelling | | | | |
| 5) Moved Dwellings and Modular Units | | | | |
| 6) Hotels and Motels | | | | |
| 7) Amusement and Recreation Buildings | | | | |
| 8) Churches and Religious Buildings | | | | |
| 9) Industrial Buildings | | | | |
| 10) Private Garages and Carports | | | 1 | \$ 1,500.00 |
| 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. | | | 2 | \$ 86,401.00 |
| 16) Heating and Air Conditioning | | | | |
| 17) Electric, Mechanical, Plumbing | | | 2 | \$ 9,500.00 |
| 18) Demolition | | | | |
| <u>STRUCTURES OTHER THAN BUILDINGS</u> | | | | |
| 19) Foundations, Pools, Walls, Signs, etc. | | | 2 | \$ 9,000.00 |
| <u>CONVERSIONS</u> | | | | |
| 20) Non-Residential to Residential | | | | |
| 21) Residential to Non-Residential | | | | |
| <u>ADDITIONS AND ALTERATIONS</u> | | | | |
| 22) Residential Buildings | | | 3 | \$ 25,500.00 |
| 23) Non-Residential Buildings | | | | |
| TOTALS | | | 10 | \$ 131,901.00 |
| <u>COMPARISON</u> | | <u>TYPE OF PERMIT AND OTHER REVENUE</u> | | |
| | | | <u>#'s</u> | <u>FEE'S</u> |
| Valuation This Month | \$ 131,901.00 | Building | 7 | \$ 1,487.75 |
| Same Month Last Year | \$ 616,610.00 | Electrical | 3 | \$ 216.00 |
| | | Mechanical | | |
| Revenue This Month | \$ 2,718.97 | Plumbing | 3 | \$ 528.50 |
| Same Month Las Year | \$ 12,116.00 | Grading | | |
| | | Demolition | | |
| Permits This Month | 38 | Plan Check | 3 | \$ 297.15 |
| Same Month Last Year | 23 | SMIP | 7 | \$ 31.81 |
| | | BSF | 8 | \$ 10.00 |
| | | GPM | 7 | \$ 147.76 |
| <u>TOTALS TO DATE THIS FISCAL YEAR</u> | | | | |
| Construction Valuation | \$ 1,001,695.00 | | | |
| Fees Collected | \$ 17,315.25 | | | |
| No. of Permits | 83 | | | |
| | | TOTALS: | 38 | \$ 2,718.97 |
| <u>TOTALS TO SAME DATE LAST YEAR</u> | | | | |
| Construction Valuation | \$ 3,893,950.00 | | | |
| Fees Collected | \$ 42,589.97 | | | |
| No. of Permits | 64 | | | |
| | | Respectfully Submitted: | | |
| | | | | |
| * 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: 11/01/16

TO:

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

FROM: Building Department, City of Willits

RE: Permit Completion for Month of October 2016

| PARCEL# | WORK DONE | ADDRESS | VALUE | DATE | PERMIT # |
|---------------------------|------------------------------------|-----------------------|----------|----------|----------|
| 006-251-07 | Patio cover and window replacement | 93 Hazel St. | \$20,000 | 10/04/16 | 8606 |
| 006-141-10 | Whole house remodel | 145 E. Oak Ave. | 30,000 | 10/05/16 | 8607 |
| 005-091-13 | Replace drywall ceiling | 102 Mill Creek Dr. | 1,500 | 10/05/16 | 8608 |
| 005-214-23 | Tearoff reroof | 255 S. Main St. | 66,401 | 10/17/16 | 8609 |
| 038-254-03 | Monument sign | 77 Holly St. | 4,500 | 10/17/16 | 8610 |
| 038-253-01 | Monument sign | 201 Holly St. | 4,500 | 10/17/16 | 8610 |
| 006-252-07 | Rot repair in converted carport | 1253 Magnolia Ave. | 4,000 | 10/19/16 | 8611 |
| 005-091-26 | Install prefab metal carport | 158 Mill Creek Ct. | 1,500 | 10/20/16 | 8612 |
| 006-051-09 | Install elect. service to well | 511 E. Valley St. | 1,500 | 10/24/16 | 8613 |
| 005-212-14 | Install walk in tub | 188 E. Mendocino Ave. | 8,000 | 10/24/16 | 8614 |
| COMPLETED PROJECTS | | | | | |
| 007-291-06 | Replace siding | 231 Bonnie Ln | 32,467 | 6/30/16 | 8559 |

John Sherman
Building Official
City of Willits

New Business License - October 2016

| BL# | <i>Name</i> | <i>Owner</i> | <i>Address</i> | <i>Date Issued</i> | <i>Type of Bussiness</i> |
|------------|------------------------|---------------------|------------------------|---------------------------|---------------------------------|
| 6588 | Grow Ganica | Allen Saadeh | 393 S Main St, Willits | 10/20/2016 | Organic Soil Products |
| 6589 | Fit-N-Fabulous Fitness | Beatriz Sanchez | 1726 S Main St Ste. F | 10/24/2016 | Fitness Facility w/Childcare |

WILLITS BYPASS PROJECT CONSTRUCTION UPDATE OCTOBER 2016

The following is a summary of the construction activities that have been completed up to **October 24, 2016**

- **Contractor has completed approximately 99% of work on the project.**

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

- Striping and delineation is complete with the exception of the tie-ins and offramp stop bars. This work will be completed as soon as a few dry days of weather allows.
- Electrical facilities are complete with the exception of PGE power drops and standing the CCTV cameras. PGE is scheduled for the first part of November. Power is being supplied by temporary sources until the final connections are made. The contractor is waiting for shipment of one camera pole which is expected sometime in mid to late November.
- Roadway signs are installed. There are a few change order guide signs that are on order and will be installed as soon as they arrive.
- All structures are complete.
- Contractor is working on a small number of miscellaneous punchlist items to complete construction. Completion is anticipated to be complete by the opening on November 03rd. Due to the recent rain some punchlist items may be completed shortly after the opening.

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):

- PGE power drop is scheduled for Nov 01-02. Street lighting is functional and currently running on Generator power until the PGE drop is completed
- Striping is complete with the exception of the delineation at the northern interchange intersection with N Main St. and the offramp stop bars. This work will be completed as soon as a few dry days of weather allows.
- All structures are complete.
- Contractor is working on a small number of miscellaneous punchlist items to complete construction. Completion is anticipated to be complete by the opening on November 03rd. Due to the recent rain some punchlist items may be completed shortly after the opening.

WETLAND/RIPARIAN MITIGATION PROJECTS CONSTRUCTION UPDATE OCTOBER 2016

The following is a summary of the construction activities that have been completed up to **October 24, 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.

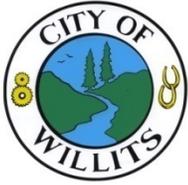
- 52.35 acres of wetland establishment (100% completed).
- Developed stream crossing at 19 locations (100% completed). Harden stream crossing were constructed using 9” cobble stone and 3” clean sand and gravel to access through the creek.
- 69 acres of invasive plant removal- Target Weed (This will continue 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.
- 2016 planting continued. Around 251,000 plants planted to-date. This is the only operation going on this contact.
- **Contractor completed approximately 42%. Time elapsed 26%.**

WETLAND/RIPARIAN MITIGATION PROJECTS CONSTRUCTION UPDATE OCTOBER 2016

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)
- Planting 2016 continued. Around 97,906 plants planted to-date.
- **Contractor completed approximately 33%. Time elapsed 13%.**

Additional Mitigation Work Completed to Date Includes: In April 20104, 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.



AGENDA SUMMARY REPORT

To: Planning Commission

From: Dusty Duley, City Planner

Agenda Title: DISCUSSION AND POSSIBLE ACTION ON CONDITIONAL USE PERMIT APPLICATION #U-16-02 FOR SAPRINA RODRIGUEZ

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

Summary of Request: The applicant, Saprina Rodriguez, is proposing to operate an after school educational program, to include up to 30 elementary aged kids, within an approximately 1,370 square foot residential building that was previously used as a single family residence. The 7,000± square foot property is located in a single-family residential neighborhood, on the south side of West Mendocino Avenue, 150± feet west of its intersection with North Street. The proposed hours of operation for the after school educational services are Monday through Friday from 2:30 p.m. to 6:00 p.m., with extended hours on school holidays from 8:00 a.m. to 6:00 p.m.

The applicant has operated a preschool and childcare center in the city for a number of years and is hoping to provide another valuable service to the community. Operating an after school program for up to 30 kids in a residential neighborhood can potentially result in parking challenges and noise issues. As discussed in the staff report, the project is expected to generate noise levels similar to what one may experience when living near locations where kids play such as parks and smaller schools. Five (5) off-street parking spaces, as required by per the Zoning Code to support the project, can be satisfied through compliance with Condition Number 1 of the staff report.

The property is zoned Single Family Residence (R1) and operation of an educational program is subject to obtaining a Use Permit in the R1 zoning district.

Recommended Action: Conduct a public hearing and adopt a Resolution approving Use Permit #U-16-02 subject to the conditions of approval recommended by staff.

Alternative(s): Should the Planning Commission find significant issues with the project, staff recommends that the item be continued to a future hearing date to allow staff time to develop findings for project denial.

The Planning Commission may also choose to delete, modify or add conditions of approval to the Use Permit provided they do not affect the environmental determination that the project is exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301, Existing Facilities.

Fiscal Impact: None.

Personnel Impact: Minimal staff time to process building permits and ensure compliance with Use Permit conditions.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RESOLUTION 2016-

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLITS APPROVING CONDITIONAL USE PERMIT #U-16-02

WHEREAS, Saprina Rodriguez has made application to the Willits Planning Commission for a Conditional Use Permit in accordance with the Willits Zoning Ordinance (No. 82-4, and as amended), Chapter 17.74, to operate a after school education program on property which is in a Single Family Residence (R1) district located at 265 West Mendocino Avenue, more specifically described as Assessor Parcel Number 005-231-12, in the City of Willits, County of Mendocino, State of California; and,

WHEREAS, The Planning Commission finds that the project qualifies for an exemption from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301, Existing Facilities; and,

WHEREAS, The Willits Planning Commission, at its regular meeting held on the 9th of November, 2016, carefully reviewed the application materials before them and received public testimony on the matter; and,

WHEREAS, the Willits Planning Commission has had an opportunity to review this Resolution and finds that it accurately sets forth the intentions of the Planning Commission regarding the Project.

NOW, THEREFORE BE IT RESOLVED, that the Willits Planning Commission makes the following findings;

Environmental Finding:

- A. The Planning Commission finds that the proposed project is Categorically Exempt from the California Environmental Quality Act, Section 15301, Existing Facilities

General Plan Finding:

- A. The proposed project is consistent with the property General Plan designation of Residential - Low Density (R-L) and with applicable goals and policies of the General Plan as subject to the Conditions of Approval found in Exhibit A of the resolution.

Project Findings:

- A. That the site for the proposed use is adequate in size and shape to accommodate the use of all yards, spaces, walls and fences, parking, loading, landscaping and other features required by this title to adjust the use with land and uses in the neighborhood;

The applicant is utilizing an existing building to support the project. No new construction or variance to standards is proposed or required to support the project. Finding can be made.

- B. That the site for the proposed use relates to street and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use;

Access to the site is provided from a private driveway off West Mendocino Avenue, a City maintained street. The City Public Works Department reviewed the project and did not find any issues. Finding can be made..

- C. That the proposed use will have no adverse effect upon adjoining or other properties. In making this determination, the commission shall consider the proposed locations of improvements on the site; vehicular ingress, egress and internal circulation; setbacks; height of buildings; walls; and fences; landscaping; outdoor lighting; signs, such other characteristics as will affect surrounding property;

As discussed under pertinent sections of the staff report, the proposed project is consistent with the applicable goals and policies of the General Plan as subject to he conditions being recommended by staff.

- D. That the proposed use is consistent with the objectives and policies of the general plan;

As discussed throughout the Initial Study, the project is consistent with the General Plan, provided the applicant adheres to the conditions of approval. Findings can be made.

- E. That the conditions established by the commission for the conditional use permit are deemed necessary to protect the public health, safety and general welfare. . .”

All the conditions of approval established are necessary to bring the project into conformance with the General Plan and Zoning Ordinance as noted throughout the staff report. Finding can be made

BE IT FURTHER RESOLVED that the Willits Planning Commission hereby certifies the Mitigated Negative Declaration and the Mitigation Monitoring Program set forth in the Conditions of Approval. The Planning Commission certifies that the Mitigated Negative Declaration has been completed, reviewed, and considered, together with the comments received during the public review process, in compliance with CEQA, and finds that the Mitigated Negative Declaration reflects the independent judgment and analysis of the Planning Commission.

BE IT FURTHER RESOLVED that the Willits Planning Commission hereby grants the requested Use Permit #U-16-02, subject to the Conditions of Approval in Exhibit “A”, attached hereto.

THE FOREGOING RESOLUTION WAS PASSED and adopted at a regular meeting of the Willits Planning Commission held on the 9th day of November, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ATTEST:

BRUCE BURTON, Chairperson

CATHY MOORHEAD, City Clerk

EXHIBIT A

CONDITIONS OF APPROVAL USE PERMIT #U-16-02 November 9, 2016

APPROVED PROJECT DESCRIPTION:

Use Permit to allow for the use of an existing 1,370± square foot single-family residence as an after school program/academy to assist up to 30 elementary aged children. Requested hours of operation are Monday through Friday from 2:30 p.m. to 6:00 p.m. and 8:00 a.m. to 6:00 p.m. on school holidays.

CONDITIONS OF APPROVAL:

Parking

1. Applicant shall secure a written lease agreement with the property at 331 West Mendocino Avenue (APN 005-242-07) to utilize two (2) of their off street parking spaces. Applicant shall direct employees or those picking up students to utilize these parking spaces before using on-street parking spaces. The applicant may also present an alternative parking plan to the Community Development Department for approval that provides off-street parking consistent with Chapter 17.52 of the Willits Zoning Code.

Noise

2. Project hours are limited to operation on Monday through Friday from 2:30 p.m. to 6:00 p.m. with extended hours on school holidays from 8:00 a.m. to 6:00 p.m.
3. Project is subject to applicable noise standards found in the City of Willits General Plan.

Lighting

4. All future external lighting, whether installed for security, safety or landscape design purposes, shall be shielded, downcast or shall be positioned in a manner which will prevent direct glare onto adjacent parcels or streets.

Fire Protection

5. All buildings shall meet all pertinent building and fire codes to the satisfaction of the City of Willits Building Inspector and Little Lake Fire Protection District Fire Chief.

Maximum Enrollment/Occupancy

6. The applicant agrees that the after school program is limited to a maximum enrollment of 30 children or fewer based on the building's maximum occupancy as determined by the Little Lake Fire Department.

Standard Conditions

7. The applicant shall obtain all necessary permits and fully comply with all the requirements of the Fire, Health, Water, Sewer, Building and Public Works Departments of the City of Willits.

8. The application and supplementary information submitted by the applicant shall be come entitlements of this permit and compliance therewith shall be mandatory.
9. The City, its officers, agents and employees may inspect this property at any time and the applicant agrees not to deny or impede access to the subject property for the City.
10. This permit may be revoked by the City of Willits at any time for violation of any of the terms and conditions of this permit by the owner or applicant.
11. The permit shall have no force or effect unless, and until, accepted and the terms thereof agreed to, in writing, by the applicant.

**STAFF REPORT TO WILLITS PLANNING COMMISSION FOR
CONDITIONAL USE PERMIT NO. U-16-02, SAPRINA RODRIGUEZ**

NOVEMBER 9, 2016

APPLICANT: SAPRINA RODRIGUEZ

OWNER: TIMOTHY AND BETTY STRANSKE

REQUEST: Use Permit to allow for the use of an existing 1,370± square foot single-family residence as an after school program/academy to assist up to 30 elementary aged children. Requested hours of operation are Monday through Friday from 2:30 p.m. to 6:00 p.m. and 8:00 a.m. to 6:00 p.m. on school holidays.

LOCATION: In the City of Willits, lying on the south side of West Mendocino Avenue, approximately 150 feet west of its intersection with North Street; located at 265 West Mendocino Avenue; APN 005-231-12.

TOTAL ACREAGE: 1.5± Acres

GENERAL PLAN: Residential - Low Density (R-L)

ZONING: Single Family Residence (R1)

ENVIRONMENTAL DETERMINATION: This project is exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301, Existing Facilities.

RECOMMENDATION: Approve the request

BACKGROUND

PROJECT DESCRIPTION: The applicant is requesting approval of a Use Permit to allow a proposed after school educational program for up to 30 elementary aged students, within an existing 1,370 square-foot single-family residence. The after school educational program would supplement the education provided by the students' regular public and private school institutions. The proposed hours of operation for the after school educational services are Monday through Friday from 2:30 p.m. to 6:00 p.m. with extended hours on school holidays from 8:00 a.m. to 6:00 p.m. Applicant estimates that between two and three employees will be on-site during project hours.

The following is excerpted from the applicant's project description in part,

A teacher will be walking children from Brookside Elementary [School] to 265 W. Mendocino Avenue after school Monday through Friday. The front yard will have a 4 ft. white wooden fence added along with grass. In the backyard, vegetation will be reduced for safety. Garden beds and grass will be planted.

The backyard is approximately 3,500 feet in size and is surrounded by a 6 foot tall wooden fence. Outdoor areas would typically be used for gardening, and taking breaks from the classroom. According to the applicant, kids will be prevented from playing in the front yard for safety reasons.

RELATED APPLICATIONS: No prior hearings before the City Council or Planning Commission concerning this specific property have been conducted.

PROJECT SETTING

SITE CHARACTERISTICS: The property is approximately 7,000 square feet in size and is bordered by West Mendocino Avenue to the north and single-family residences to the east, south and west. The property is relatively flat and is improved with a single-family home and attached one-car garage. The property is located in a neighborhood that primarily consists of single-family residences.

ADJACENT LAND USE AND ZONING:

| | GENERAL PLAN | ZONING | LOT SIZES | USES |
|--------------|--------------|--------|--------------------|-------------------------|
| NORTH | R-L | R1 | 0.31± acres | Single-Family Residence |
| EAST | R-L | R1 | 0.16 - 0.20± acres | Single-Family Residence |
| SOUTH | R-L | R1 | 0.36± acres | Single-Family Residence |
| WEST | R-L | R1 | 0.19± acres | Single-Family Residence |

SERVICES:

Access: Private Driveway off West Mendocino Avenue
 Fire District: Little Lake Valley Fire District
 Water: City of Willits
 Sewer: City of Willits
 School District: Willits Unified School District

REFERRAL AGENCY COMMENTS

Agency comments relevant to this application are listed within the Key Issues Section of this report and are noted within the Conditions of Approval. Otherwise, most of the reviewing agencies had no comment regarding the proposed project. As noted by the Little Lake Fire District and City of Willits Building Official, a number of improvements will need to be completed to the interior of the subject building to bring it into compliance with applicable sections of the California Fire Code and Building Code.

| REFERRAL AGENCIES | NOT RETURNED | "NO COMMENT" | COMMENTS |
|-----------------------------------|--------------|--------------|----------|
| City Manager | X | | |
| City Attorney | X | | |
| City Building Official | | | X |
| City Public Works Dept. | X | | |
| City Sewer/Water Dept. | | | X |
| City Police Dept. | X | | |
| Willits Unified School District | | X | |
| Little Lake Fire District | | | X |
| Ca. Department of Education | X | | |
| Ca. Department of Social Services | X | | |

TECHNICAL ADVISORY COMMITTEE COMMENTS

The Technical Advisory Committee (TAC) reviewed this application on September 28, 2016. Concerns were brought up related to parking, handicap accessibility and fire safety. The TAC made the following recommendations:

- Complete a number of improvements to the building to meet applicable state and local fire code and improve occupant safety.
- Complete a number of improvements to the building to bring it into compliance with the California Building Code and Americans with Disability Act.

Provided the applicant is able to complete improvements as recommended by the Little Lake Fire Department and City Building Official as well as provide adequate parking, TAC found no issue with the project.

KEY ISSUES:

Key Issue #1 General Plan and Zoning Consistency: The property has a General Plan designation of Residential - Low Density (R-L) and a zoning designation of Single Family Residence (R1). According to Section 17.14.010 of the Zoning Code,

The single-family residence (R1) zone is intended to stabilize and protect residential characteristics and to promote and encourage a suitable environment for family life. The R1 zone is intended for single-family dwellings and appurtenant uses.

The applicant is requesting a conditional use permit to allow an after school educational program which is classified as Use Group 20a, "Private Educational or Religious Institutions" in Section 17.06.020 of the Zoning Code. This Use Group is a conditional use in the R1 zoning district. The project is consistent with its General Plan designation and the zoning restrictions for the property. A discussion of applicable General Plan policies is discussed throughout the report.

Key Issue #2 Land Use Compatibility: The project is located in a single-family residential neighborhood and will serve kids that primarily attend the Brookside Elementary School which is located approximately 525 feet to the northwest of the project site. Requested hours of operation are Monday through Friday from 2:30 p.m. to 6:00 p.m. and 8:00 a.m. to 6:00 p.m. on school holidays. With the exception of school holidays, a teacher will be walking children from Brookside Elementary School to the subject property. Provided the project complies with applicable standards related to noise and off-street parking (Condition Numbers 1 through 3) staff finds that the proposed after school program will not cause any undue adverse impacts to the neighborhood. Further discussion on off-street parking and noise is found in Key Issue #3 and #4 of this report.

Key Issue #3 Transportation Related Impacts

Traffic

The project will result in a temporary increase in traffic during those times when parents pick up their kids. According to the applicant, not all kids will be picked up at the same time, rather these times are staggered based on hours requested by parents, which will help minimize the peaks in traffic levels and parking demands. The project will result in a negligible increase in traffic levels and no mitigation is required.

Off-street parking

Chapter 17.52.030(P) of the Zoning Code prescribes the number of off-street parking spaces that are required to support the project which is one (1) parking space for every 300 square feet of gross floor area within the building being used for the after school education program. As the building is 1,370± square feet in size, the applicant is required to provide five (5) off-street parking spaces. The property currently provides two (2) off-street parking spaces within the driveway and one (1) within the attached garage for a total of three (3) spaces.

Between one and two employees will be present and any given time during business hours. People picking up or dropping off kids are expected to be parked for five minutes or less resulting in a temporary need for additional parking. Staff site viewed the neighborhood on three separate occasions during afternoon hours and there appears to be suitable existing off-street parking opportunities. Staff acknowledges that those living in the neighborhood are acutely aware of off-street parking availability during proposed hours and may provide different insight.

Based on the temporary nature of parking needs and available off-street parking in the neighborhood, staff finds that three (3) off-street parking spaces is sufficient to meet the real parking demands that would result from the project. However, to be consistent with applicable off-street parking requirements, staff

recommends that the applicant enter into a parking agreement with the property at 331 West Mendocino Avenue (APN 005-242-07) to utilize two (2) of their off street parking spaces. This property is owned by the applicant is located approximately 180 feet west of the project site and provides four (4) parking spaces. Two (2) spaces are required to serve the existing single-family home leaving two (2) additional spaces available to serve the project. Code Section 17.52.040(A) provides for this parking arrangement and states,

All required parking spaces shall be located on the same lot or building site with the use they are intended to serve; unless the site on which they are located meets one of the following conditions:

- A. *There is a transversable pedestrian route, not more than four hundred feet in length, over and along public streets or walkways, or permanently established easements between the building or structures it is to serve and the use of the property upon which the parking spaces shall be constructed shall be secured by a written lease subject to the approval of the Willits planning commission;*

Alternatively the applicant may consider improving the existing front yard at the project site to accommodate additional parking or pursue a variance from the Council to reduce off-street parking requirements.

Condition Number 1 requires the applicant to enter into a lease agreement or provide an alternative parking plan that is consistent with parking standards found in Chapter 17.52 of the Zoning Code.

Key Issue #4 Noise - The project may result in an increase in noise levels during the kids' outdoor activities.

General Plan Noise Policy 4.210 states,

The City seeks to maintain ambient noise levels of 55 dBA (CNEL) in existing residential areas.

Further, General Plan Noise Policy 4.250 states,

Noise from all sources should be maintained at levels that will not adversely affect adjacent properties or the community, especially during the evening and early morning hours.

The applicant is requesting to operate the after school educational services Monday through Friday from 2:30 p.m. to 6:00 p.m. with extended hours on school holidays from 8:00 a.m. to 6:00 p.m. (Condition Number 2). Although kids can certainly be audible when playing outdoors, the project is expected to result in noise levels similar to noise generated by a school or public playground which are found in other residential neighborhoods throughout the City. The project is subject to applicable noise standards found in the General Plan (Condition Number 3). No mitigation required.

RECOMMENDATION

By resolution, approve the request for Use Permit #U 16-02 based on the following findings, and subject to the recommended conditions of approval.

FINDINGS

Project Findings: The Planning Commission approves Use Permit #U 16-02 subject to the following conditions of approval and findings,

- A. That the site for the proposed use is adequate in size and shape to accommodate the use of all yards, spaces, walls and fences, parking, loading, landscaping and other features required by this title to adjust the use with land and uses in the neighborhood;

The applicant is utilizing an existing building to support the project. No new construction or variance to standards is proposed or required to support the project. Finding can be made.

- B. That the site for the proposed use relates to street and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use;

Access to the site is provided from a private driveway off West Mendocino Avenue, a City maintained street. The City Public Works Department reviewed the project and did not find any issues. Finding can be made.

- C. That the proposed use will have no adverse effect upon adjoining or other properties. In making this determination, the commission shall consider the proposed locations of improvements on the site; vehicular ingress, egress and internal circulation; setbacks; height of buildings; walls; and fences; landscaping; outdoor lighting; signs, such other characteristics as will affect surrounding property;

As discussed in the staff report, the project will not adversely affect nearby properties. Finding can be made.

- D. That the proposed use is consistent with the objectives and policies of the general plan;

As discussed under pertinent sections of the staff report, the proposed project is consistent with the applicable goals and policies of the General Plan as subject to the conditions being recommended by staff.

- E. That the conditions established by the commission for the conditional use permit are deemed necessary to protect the public health, safety and general welfare. . .”

All the conditions of approval established are necessary to bring the project into conformance with the General Plan and Zoning Ordinance as noted throughout the staff report. Finding can be made.

Environmental Findings: The Planning Commission finds that the project is exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301, Existing Facilities.

CONDITIONS OF APPROVAL:

Parking

1. Applicant shall secure a written lease agreement with the property at 331 West Mendocino Avenue (APN 005-242-07) to utilize two (2) of their off street parking spaces. Applicant shall direct employees or those picking up students to utilize these parking spaces before using on-street parking spaces. The applicant may also present an alternative parking plan to the Community Development Department for approval that provides off-street parking consistent with Chapter 17.52 of the Willits Zoning Code.

Noise

2. Project hours are limited to operation on Monday through Friday from 2:30 p.m. to 6:00 p.m. with extended hours on school holidays from 8:00 a.m. to 6:00 p.m.
3. Project is subject to applicable noise standards found in the City of Willits General Plan.

Lighting

4. All future external lighting, whether installed for security, safety or landscape design purposes, shall be shielded, downcast or shall be positioned in a manner which will prevent direct glare onto adjacent parcels or streets.

Fire Protection

5. All buildings shall meet all pertinent building and fire codes to the satisfaction of the City of Willits Building Inspector and Little Lake Fire Protection District Fire Chief.

Maximum Enrollment/Occupancy

6. The applicant agrees that the after school program is limited to a maximum enrollment of 30 children or fewer based on the building's maximum occupancy as determined by the Little Lake Fire Department.

Standard Conditions

7. The applicant shall obtain all necessary permits and fully comply with all the requirements of the Fire, Health, Water, Sewer, Building and Public Works Departments of the City of Willits.
8. The application and supplementary information submitted by the applicant shall be come entitlements of this permit and compliance therewith shall be mandatory.
9. The City, its officers, agents and employees may inspect this property at any time and the applicant agrees not to deny or impede access to the subject property for the City.
10. This permit may be revoked by the City of Willits at any time for violation of any of the terms and conditions of this permit by the owner or applicant.
11. The permit shall have no force or effect unless, and until, accepted and the terms thereof agreed to, in writing, by the applicant.

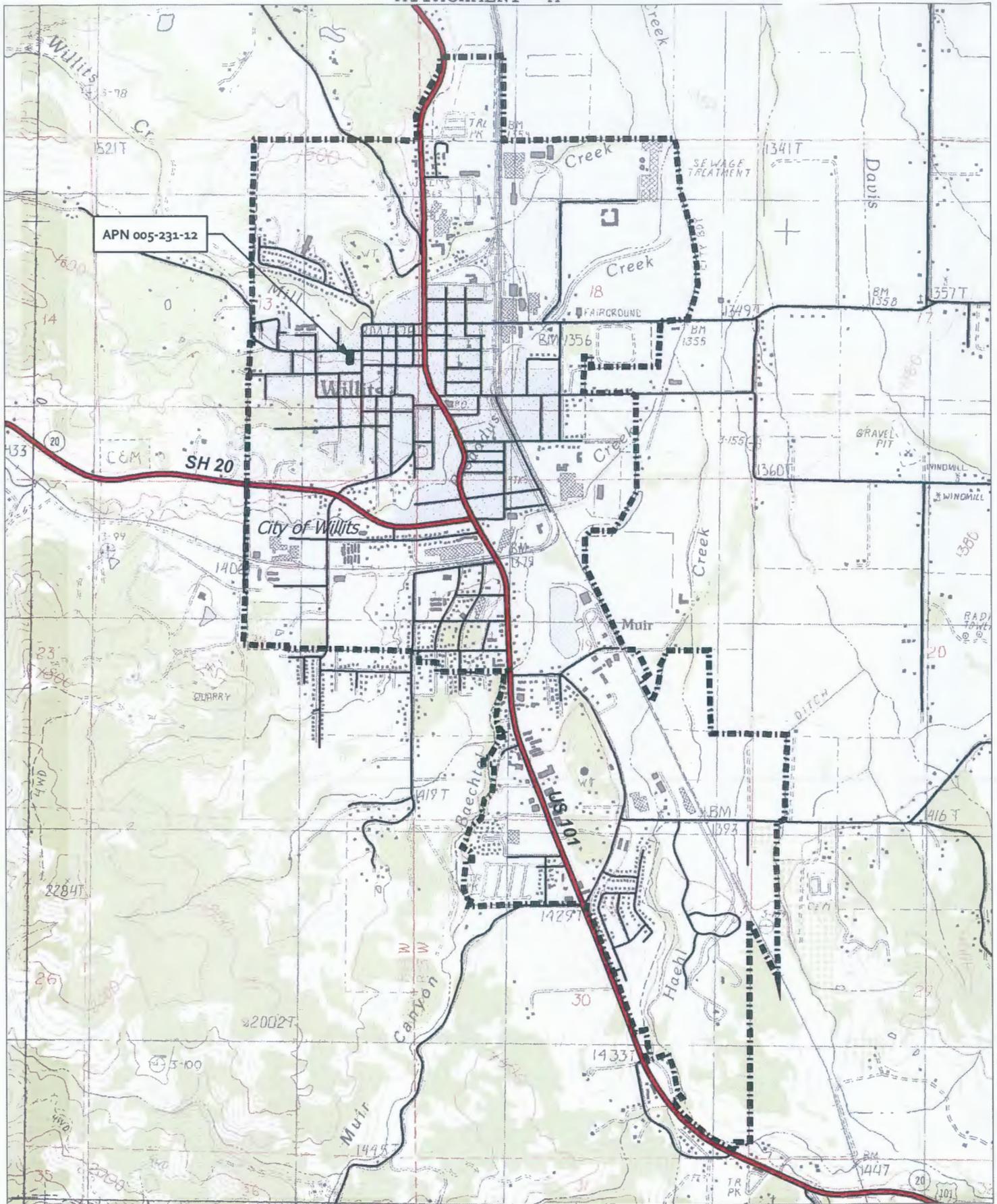
DATE

DUSTY DULEY, City Planner

LIST OF ATTACHMENTS:

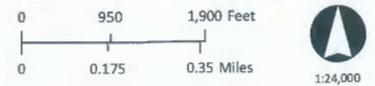
- A – Location Map
- B – Aerial Photo
- C – Street View Photo
- D – Applicant's Site Plan

ATTACHMENT "A"



Coordinate System: NAD 83, Calif. State Plane Zone II
 Projection: Lambert Conformal Conic
 Parcel Data: Mendocino County Info. Svcs., October, 2015
 Aerial Imagery: US Dept. of Agriculture/ArcGIS Online mosaic
 Topographic Data: USGS 7.5 minute quad series
 Mount Diablo Base & Meridian
 Flood Data: FEMA FIRM Maps, June 2011
 AP & Situs numbers subject to change or correction at any time.

-  Incorporated City Limits
-  Highways
-  Public Roads



LOCATION MAP

Map produced by the Mendocino County Planning & Building Services, October, 2016
 All spatial data is approximate. Map provided without warranty of any kind.

THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.



Google earth

feet
meters

200

70





Google earth

© 2013 Google
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© USFWS

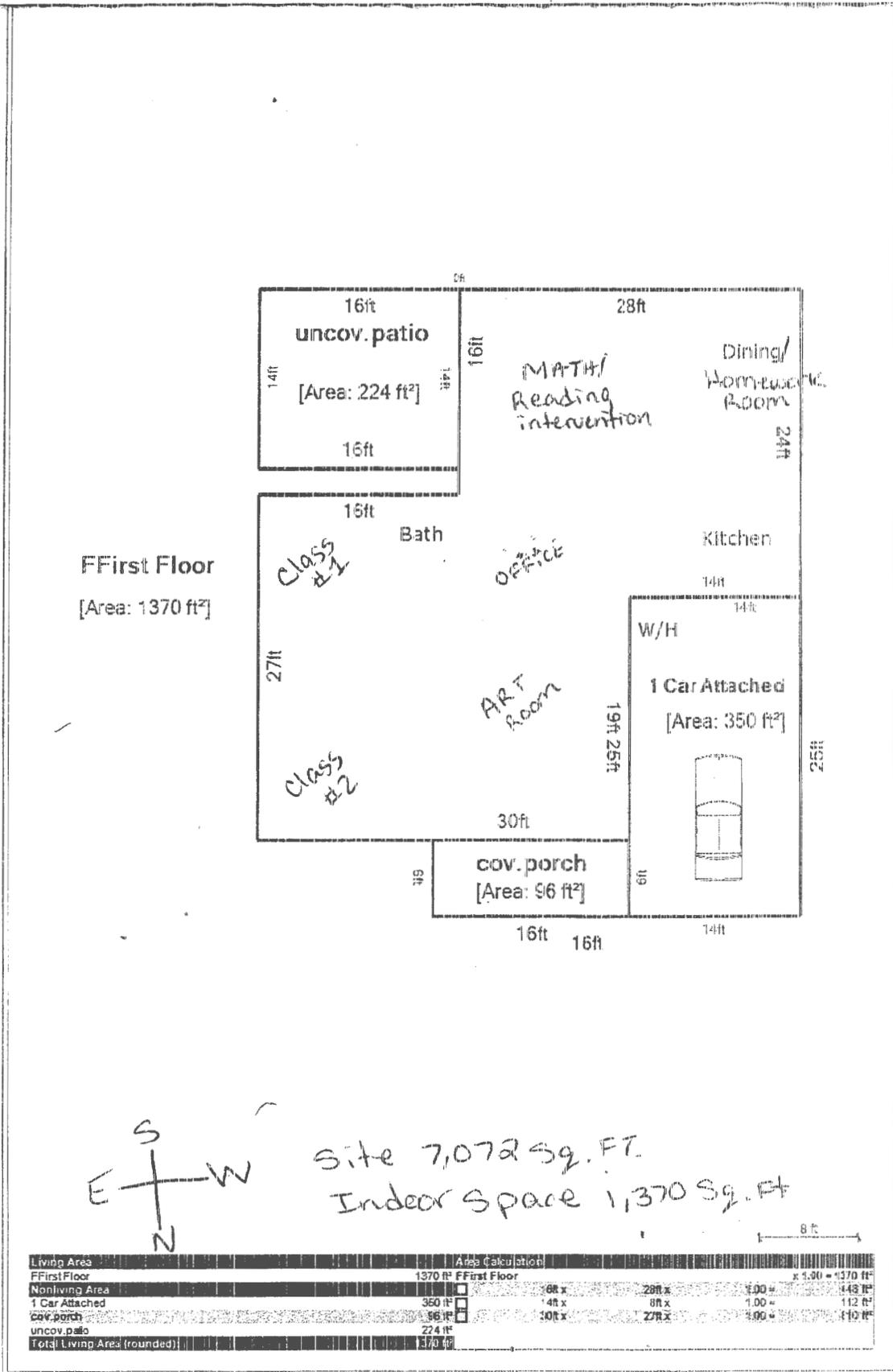
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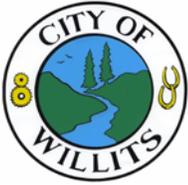
feet
meters

20
6



ATTACHMENT "D"





Item No. **8a**

Meeting Date: **November 9, 2016**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Manager, and Susie Holmes, Finance Director

Agenda Title: DISCUSSION AND POSSIBLE APPROVAL OF BUDGET AMENDMENT TO REALLOCATE A WATER OPERATOR III POSITION TO A NEW METER READER / MAINTENANCE WORKER POSITION

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

Summary of Request: Monthly reading of water meters, which takes two weeks each month to read the approximately 2,500 meters within the City's water distribution system, has always been done by one of our Water Operators. Our operators hold varying levels of licenses for treatment and distribution; however, there is no licensing requirement to read meters.

Staff has recently reviewed operational efficiencies at the Water Plant as well as Public Works and has concluded that it would be more efficient and provide an overall cost-savings to convert a vacant Water Operator III position to a Meter Reader/Maintenance Worker position. The position would be allocated half time to the Water Enterprise Fund and half time to Public Works. Additionally, the allocation for the seasonal parks worker would be eliminated with the creation of this new position. Though this allocation has already been used up this fiscal year, there would be a cost-savings in future fiscal years with the elimination of the seasonal position (based on the current parks maintenance workload).

If approved, the fiscal impact this fiscal year would be, as follows:

- Reduction of \$49,366 to Fund 503-5031 (Water System Maintenance)
- Reduction of \$34,199 to Fund 503-5033 (Water Plant Operations)
- Increase of \$7,127 to Fund 100-1030 (Swimming Pool Operations)
- Increase of \$16,050 to Fund 100-1040 (Public Works Administration)
- Increase of \$17,196 to Fund 100-1050 (Parks Maintenance)

Recommended Action: Approve budget amendment to reallocate a Water Operator III position to a new Meter Reader/Maintenance Worker position.

Alternative(s): None recommended.

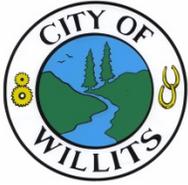
Fiscal Impact: Reduction of \$83,565 to the Water Enterprise Fund 503 and an increase of \$40,373 to the General Fund 100. Additionally, there will be a cost-savings in future fiscal years with the elimination of the seasonal parks worker.

Personnel Impact: Increased operational efficiency.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



Item No. 12a

Meeting Date: November 9, 2016

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Cathy Moorhead, City Clerk

Agenda Title: RE-INTRODUCTION OF ORDINANCE NO. 2013-02 TO AMEND WILLITS MUNICIPAL CODE CHAPTER 8.09, ENTITLED "CONSTRUCTION AND DEMOLITION RECYCLING"

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

Summary of Request: On March 27, 2013, the City Council adopted Ordinance No. 2013-02 to amend Chapter 8.09, entitled "Construction and Demolition Recycling", of the Willits Municipal Code. This ordinance, as described below, would delete deposit requirements to bring our municipal code into conformance with Construction and Demolition Recycling code adopted by Mendocino County Solid Waste Department as well as all jurisdictions within Mendocino County. The action previously taken to adopt this ordinance was a 4-0 vote, with Mayor Burton absent. The reason we are bringing this back to the City Council is that publication following the adoption of this ordinance did not occur, and in order for an ordinance to be valid and take effect, a summary of the adopted ordinance must be published in the newspaper within 15 days following adoption. Therefore, this ordinance is not effective. We are requesting that this ordinance be re-introduced, waiving the reading and directing staff to bring this ordinance back to the December 6th special meeting for re-adoption and publication.

The original staff agenda summary, dated March 27, 2013, describing Ordinance 2013-02, together with the full text of the proposed ordinance, is attached hereto and incorporated herein by this reference.

Recommended Action: Move re-introduction of Ordinance No 2013-02, wave the reading and direct staff to bring this ordinance back to the December 6th special meeting for re-adoption and publication.

Alternative(s): None.

Fiscal Impact: N/A

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 _____



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: John Sherman, Building Inspector/Code Enforcement Officer

Agenda Title: ADOPT ORDINANCE AMENDING CHAPTER 8.09 – CONSTRUCTION AND DEMOLITION RECYCLING OF THE WILLITS MUNICIPAL CODE FOR THE PURPOSE OF UNIFORMITY AND CONFORMANCE WITH MENDOCINO COUNTY CODE

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

Summary of Request: The Mendocino County Board of Supervisors recently struck down the deposit requirement in their Mendocino County Code finding it an obstacle to the desired goal of recycling construction and demolition waste. The City of Willits has not enforced the deposit requirement in the past due to a lack of administrative staff to track the funds. Bringing the City of Willits Municipal Code into conformance with those in use throughout the remainder of Mendocino County will allow all Building and Safety Departments within the County to present uniform requirements to Contractors and Property Owners when applying for Building and Demolition permits.

Staff recommends deletion of deposit requirement to bring our municipal code into conformance with Construction and Demolition Recycling code adopted by Mendocino County Solid Waste Department as well as all jurisdictions within Mendocino County.

Recommended Action: Adopt ordinance amending Chapter 8.09 – Construction and Demolition Recycling of the Willits Municipal Code for the purpose of uniformity and conformance with Mendocino County Code.

Alternative(s): Keep deposit requirement and establish an administrative process to track and distribute deposited funds.

Fiscal Impact: None.

Personnel Impact: None.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

Chapter 8.09 - CONSTRUCTION AND DEMOLITION RECYCLING

Sections:

- [8.09.010 - Definitions.](#)
- [8.09.020 - Notice and opportunity for salvage.](#)
- [8.09.030 - Diversion requirements.](#)
- [8.09.040 - City's authorized agent.](#)
- [8.09.050 - Information required before issuance of permit.](#)
- [8.09.060 - Deposit required.](#)
- [8.09.070 - Exemption from waste management plan and deposit.](#)
- [8.09.080 - On-site practices.](#)
- [8.09.090 - Reporting.](#)
- [8.09.100 - Exemption from diversion requirement.](#)
- [8.09.110 - Violation of a public nuisance.](#)
- [8.09.120 - Penalties.](#)
- [8.09.130 - Severability.](#)

8.09.010 - Definitions.

For purposes of this chapter the following definitions apply:

"Construction" means all building, landscaping, remodeling, addition, removal or destruction involving the use or disposal of designated recyclable and reusable materials as defined in this section.

"Contractor" means any type under the laws of the state of California, or anyone who performs (whether as contractor, subcontractor or owner-builder) any construction, demolition, remodeling, or landscaping service relating to buildings or accessory structures in Willits.

"Demolition and construction debris" means:

1. Discarded materials generally considered to be not water soluble and nonhazardous in nature, including but not limited to steel, glass, brick, concrete, asphalt material, pipe, gypsum, wallboard, and lumber from the construction or destruction of a structure as part of a construction or demolition project or from the renovation of a structure and/or landscaping, and including rocks, soils, tree remains, trees, and other vegetative matter that normally results from land clearing, landscaping and development operations for a construction project;
2. Clean cardboard, paper, plastic, wood, and metal scraps from any construction and/or landscape project;
3. Nonconstruction and demolition debris wood scraps;
4. Insignificant amounts of other nonhazardous wastes that are generated at construction or demolition projects, provided such amounts are consistent with best management practices of the industry;

5. Mixing of construction and demolition debris with other types of solid waste will cause it to be classified as other than construction and demolition debris.

"Designated recyclable and reusable materials" means:

1. Masonry building materials including all products generally used in construction including, but not limited to asphalt, concrete, rock, stone and brick;
2. Wood materials including any and all dimensional lumber, fencing or construction wood that is not creosoted, preservative pressure treated, contaminated or painted;
3. Vegetative materials including trees, tree parts, shrubs, stumps, logs, brush or any other type of plants that are cleared from a site for construction or other use;
4. Metals including all metal scrap such as, but not limited to, pipes, siding, window frames, door frames and fences;
5. Roofing materials including wood shakes and shingles as well as asphalt, concrete, stone and slate based roofing material;
6. Salvageable materials includes all salvageable materials and structures including, but not limited to wallboard, doors, windows, fixtures, toilets, sinks, bath tubs and appliances.

"Project" means a demolition or construction activity for which a city permit is required, and, in the case of associated activities such as a housing development consisting of numerous single-family homes, an apartment complex consisting of several detached buildings, or a commercial development consisting of several detached buildings, the "overall project" shall be defined as the entire development for purposes of determining exemption or nonexemption from the waste reduction requirements of this chapter.

(Ord. 05-01 §II(part)).

8.09.020 - Notice and opportunity for salvage.

As a condition precedent to issuance of any permit for a building or a demolition permit that involves the production of solid waste destined to be delivered to a landfill, ~~t~~The applicant shall comply with all required terms and regulations provided for in this chapter. The community development department shall maintain an active list of contractors which have stated they are available for deconstruction of structures and recovery of salvageable materials. Notice shall be given by the ~~department~~ applicant to at least three each ~~such contractors~~ through procedures established by the department ~~of every~~ for each demolition permit application that is subject to the provisions of this chapter. Every nonexempt demolition project shall be made available by the applicant for proposals and bids for deconstruction and salvage, including allowing inspection of the premises by qualified deconstruction contractors. Consideration of such proposals and bids shall not obligate the permit applicant to accept any proposal or bid. It is the responsibility of the owner, the general contractor and all subcontractors to recover the maximum feasible amount of salvageable, designated recyclable and reusable materials prior to demolition. Recovered and salvaged designated recyclable and reusable materials from the deconstruction phase shall qualify to be counted in meeting the diversion requirements of this chapter. Recovered or salvaged materials may be given or sold on the premises, or may be removed to reuse warehouse facilities for storage or sale. Title to recyclable materials forwarded to the operator of recycling facilities or of a landfill will transfer to the service provider upon departure of materials from the site.

(Ord. 05-01 §II(part)).

8.09.030 - Diversion requirements.

At least the following specified percentages of the waste tonnage of demolition and construction debris generated from every demolition, remodeling and construction project shall be diverted from going to land fill by using recycling, reuse and diversion programs:

- A. Demolition: fifty percent of waste tonnage including concrete and asphalt, and fifteen percent of waste tonnage excluding concrete and asphalt.
- B. Reroofing of structures as a separate project: fifty percent of wood, slate or stone waste, and fifty percent of asphalt shingles when the community development department certifies that a reasonable recycling option for this material is available.
- C. Construction and remodeling: fifty percent of waste tonnage.

Separate calculations and reports will be required for the demolition and for the construction portion of projects involving both demolition and construction.

(Ord. 05-01 §II(part)).

8.09.040 - City's authorized agent.

The director of community development may designate the city's franchised solid waste hauler or another qualified entity as the city's authorized agent to review initial waste management plans of permit applicants; to consult with permit applicants on waste diversion options; and to review completed waste management plans and accompanying documentation to certify to the community development department whether the requirements of this chapter have been fulfilled by the applicant. Any finding of the city's authorized agent may be appealed to the community development department. In fulfilling this role, the city's authorized agent will not discriminate in any way against diversion services or alternatives that are available from other entities besides itself.

(Ord. 05-01 §II(part)).

8.09.050 - Information required before issuance of permit.

Every applicant shall submit a properly completed initial waste management plan, on a form as prescribed by the city, to the community development department, as a portion of the building or demolition permit process. The plan will show how the applicant will satisfy the diversion requirement by diverting specific materials from disposal. The applicant will be encouraged to consult with the city's authorized agent in preparation of the plan. Approval of the plan as complete and adequate shall be a condition precedent to issuance of any building or demolition permit. The applicant shall submit an amended waste management plan for review and approval prior to any deviation from the procedures set forth in the initial plan.

(Ord. 05-01 §II(part)).

~~**8.09.060 - Deposit required.**~~

~~As a condition precedent to issuance of any permit for a building or a demolition permit that involves the production of solid waste destined to be delivered to a landfill, the applicant shall post a deposit in a form~~

~~acceptable to the community development department in the amount of thirty-five cents per square foot of buildings to be built or demolished. The deposit shall be returned, without interest, in total or in proportion, upon proof to the satisfaction of the building official, that no less than the required percentages or proven proportion of those percentages of the tons of debris generated by the demolition and/or construction project have been diverted from landfills and have been recycled or reused. If a lesser percentage of tons or cubic yards than required is diverted, a proportionate share of the deposit will be returned. The deposit shall be forfeited entirely or to the extent that there is a failure to comply with the requirements of this chapter.~~

~~(Ord. 05-01 §II(part)).~~

8.09.070 060 - Exemption from waste management plan and deposit.

The following projects are exempt from the requirements for a waste management plan and deposit:

- A. Demolition of buildings smaller than five hundred square feet;
- B. New construction projects for buildings smaller than five thousand square feet, except that smaller buildings which are part of an overall project which totals five thousand square feet or more shall not be exempt;
- C. Work for which only a plumbing, electrical or mechanical permit is required;
- D. Seismic tie-down projects;
- E. Installation of pre-fabricated patio enclosures and covers where no foundation or other structural building modifications are required:
 - 1. Installation of pre-fabricated accessories such as signs or antennas where no structural building modifications are required,
 - 2. All new roofs without significant removal of existing roofing materials (tear-off).
- F. Projects that will generate no demolition and construction debris.

(Ord. 05-01 §II(part)).

8.09.080 070 - On-site practices.

During the term of the demolition or construction project, the contractor shall recycle or divert the required percentages of materials, and keep records thereof in tonnage or in other measurements approved by the community development department that can be converted to tonnage. The city or its authorized agent will evaluate and monitor each project to gauge the percentage of materials recycled, salvaged and disposed from the project. The required diversion of a minimum of the required percentages of the demolition and construction debris will be measured separately with respect to the demolition segment and the construction segment of a project where both demolition and construction are involved.

(Ord. 05-01 §II(part)).

8.09.090 080 - Reporting.

Within sixty days following the completion of any demolition project or construction project, the contractor

shall, as a condition precedent to final inspection and to issuance of any certificate of occupancy, submit documentation to the community development department or the city's authorized agent which proves compliance with the requirements of this chapter. The documentation shall consist a completed waste management plan showing actual data of tonnage of materials recycled and diverted, supported by receipts and weight tags or other records of measurement from recycling companies, deconstruction contractors and/or landfill and disposal companies. Receipts and weight tags will be used to verify whether materials generated from the site have been or are to be recycled, reused, salvaged or otherwise disposed of. In the alternative, the permittee may submit a letter stating that no waste or recyclable materials were generated from project, in which case this statement shall be subject to verification by the community development department or the city's authorized agent. If a project involves both demolition and construction, the report and documentation for the demolition project must be submitted and approved by the community development department or the city's authorized agent before issuance of a building permit for the construction project. Any deposit shall be forfeited if the permittee does not meet the reporting requirements of this section.

(Ord. 05-01 §II(part)).

8.09.~~100~~ 090 - Exemption from diversion requirement.

A. Application. If an applicant believes it is infeasible to comply with the diversion requirements of this chapter due to the circumstances delineated in this section, the applicant may apply for an exemption at the time that he or she submits the initial waste management plan. Exemptions may be granted based on the following considerations:

1. Lack of storage space on-site;
2. Contamination by hazardous substances;
3. Low recyclability of specific materials.

The applicant shall indicate on the waste management plan the maximum rate of diversion the applicant believes is feasible for each material and the specific circumstances that the applicant believes make it infeasible to comply with the diversion requirement.

B. Determination by Compliance Official. The community development department or the city's authorized agent shall review the information supplied by the applicant and may meet with the applicant to discuss possible ways of meeting the diversion requirement. The community development department shall determine whether the exemption will be granted, and may substitute an alternative lesser diversion requirement upon determination that it may reasonably be achieved by the applicant using locally available diversion opportunities.

(Ord. 05-01 §II(part)).

8.09.~~110~~ 100 - Violation of a public nuisance.

Each violation of the provisions of this chapter shall constitute a public nuisance and be subject to abatement as such. The costs of abatement of any such nuisance shall be a lien upon the property involved.

(Ord. 05-01 §II(part)).

8.09.~~120~~ 110 - Penalties.

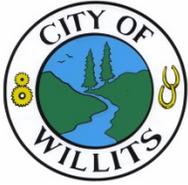
Each violation of the provisions of this chapter shall constitute a misdemeanor, and shall be punishable by imprisonment in the county jail for not to exceed six months, or by fine not exceeding one thousand dollars, or by both such fine and imprisonment. Each day that a violation continues shall be deemed a new and separate offense.

(Ord. 05-01 §II(part)).

8.09.~~130~~ 120 - Severability.

If any section, subsection, sentence, clause, phrase, or portion of this chapter or the application thereof to any person or circumstances is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof nor other applications of the ordinance codified in this chapter which can be given effect without the invalid provision or application, and to this end the provisions of this chapter are declared to be severable.

(Ord. 05-01 §II(part)).



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Cathy Moorhead, City Clerk

Agenda Title: RE-INTRODUCTION OF ORDINANCE NO. 2013-03 TO AMEND WILLITS MUNICIPAL CODE CHAPTER 2.08, ENTITLED "CITY MANAGER" SECTION 2.08.100, ENTITLED "AUTHORITY LIMITED"

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

Summary of Request: On March 13, 2013 City staff introduced and waived the reading of an ordinance amending the Willits Municipal Code (WMC), Chapter 2.08, Section 2.08.100, to be consistent with the Willits Municipal Code, Chapter 3.09. On March 27, 2013 the City Council adopted Ordinance No. 2013-03 to amend Chapter 2.08, entitled "City Manager, Section 2.08.100, entitled "Authority Limited" of the Willits Municipal Code. This ordinance, as described below, would amend WMC Section 2.08.100 to be consistent with WMC, Chapter 3.09: the amended WMC Section 2.08.100 will read as: The city manager shall act as the agent for the city council in the discharge of its administrative functions, but shall not exercise any policymaking or legislative functions whatsoever nor attempt to commit or bind the city council or any member thereof to any action, plan or program requiring official council action. Except as provided at WMC Ch. 3.09, the city manager must obtain city council approval for any expenditure in excess of ten thousand (\$10,000) dollars.

The action previously taken to adopt this ordinance was a 4-0 vote, with Mayor Burton absent. The reason we are bringing this back to the City Council is that publication following the adoption of this ordinance did not occur, and in order for an ordinance to be valid and take effect, a summary of the adopted ordinance must be published in the newspaper within 15 days following adoption. Therefore, this ordinance is not effective. We are requesting that this ordinance be re-introduced, waving the reading and directing staff to bring this ordinance back to the December 6th special meeting for re-adoption and publication.

The original staff agenda summary dated March 27, 2013 describing Ordinance 2013-02, together with the full text of the proposed ordinance, is attached hereto and incorporated herein by this reference.

Recommended Action: Move re-introduction of Ordinance No 2013-03 wave the reading and direct staff to bring this ordinance back to the December 6th special meeting for re-adoption and publication.

Alternative(s): None recommended.

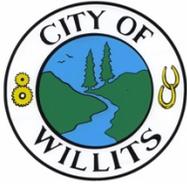
Fiscal Impact: N/A

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 _____



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: James Lance, City Attorney

Agenda Title: ADOPT AN ORDINANCE AMENDING WILLITS MUNICIPAL CODE, CHAPTER 2.08, SECTION 2.08.100 TO BE CONSISTENT WITH WILLITS MUNICIPAL CODE, CHAPTER 3.09

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

Summary of Request: At your regular meeting on March 13, 2013 the Council took action to adopt an ordinance to modify the City's existing procedures for awarding public works projects, Willits Municipal Code (WMC) Title 3, Chapter 3.09. Among other things, the new procedures, increase the City Manager's authority from the amount of \$10,000 to the amount of \$45,000 for the award of certain public projects that are exempt from competitive bidding requirements. The increase of the Manager's authority pursuant to the new Ch. 3.09, however, creates an inconsistency with WMC Ch. 2.08 that limits the Manager's general authority for expenditures to \$10,000.

The amended WMC Section 2.08.100 provides as follows:

2.08.100 – Authority limited.

The city manager shall act as the agent for the city council in the discharge of its administrative functions, but shall not exercise any policymaking or legislative functions whatsoever nor attempt to commit or bind the city council or any member thereof to any action, plan or program requiring official council action. **Except as provided at WMC Ch. 3.09**, the city manager must obtain city council approval for any expenditure in excess of ten thousand (\$10,000) dollars. It is not intended by this chapter to grant any authority to, or impose any duty upon said city manager which is vested in or imposed by general law or valid city ordinances in any other city commission, board, department, officer or employee.

Recommended Action: Adopt Ordinance amending Willits Municipal Code, Chapter 2.08, Section 2.08.100, to be consistent with Willits Municipal Code, Chapter 3.09.

Alternative(s): None recommended.

Fiscal Impact: N/A

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 _____

Chapter 2.08 – CITY MANAGER

Sections:

- 2.08.010 – Office established.
- 2.08.020 – Residence requirement.
- 2.08.030 – Eligibility.
- 2.08.040 – Bond.
- 2.08.050 – Vacancy—Absence.
- 2.08.060 – Compensation and reimbursement.
- 2.08.070 – Powers and duties.
- 2.08.080 – Service as ex officio member of boards and commissions.
- 2.08.090 – Hours.
- 2.08.100 – Authority limited.
- 2.08.110 – Standards for conduct.
- 2.08.120 – Removal.
- 2.08.130 – Assistance from other officers.
- 2.08.140 – Chain of command.

2.08.010 – Office established.

The office of the city manager is created and established. The city manager shall be appointed by the city council wholly on the basis of his or her administrative and executive ability and qualifications, and shall hold office for and during the pleasure of the city council.

(Ord. 88-10 § 2(part); Ord. 86-2 § 3(part)).

2.08.020 – Residence requirement.

Residence in the city at the time of appointment shall not be required as a condition of appointment, but within a reasonable time thereafter which shall be negotiated with the city council at the time of appointment, the city manager must become a resident of the city or the city council shall declare the office of the city manager to be vacant.

(Ord. 88-10 §2 (part); Ord. 86-2 §3 (part)).

2.08.030 – Eligibility.

No person elected or appointed to membership on the city council shall, subsequent to such election or appointment be eligible for appointment as city manager until one year has elapsed following the expiration of the last term for which he or she was elected or appointed.

(Ord. 88-10 §2 (part); Ord. 86-2 §3 (part)).

2.08.040 – Bond.

The city manager shall furnish a corporate surety bond to be approved by the city council in such sum as may be determined by the city council and shall be conditioned on a faithful performance of the duties imposed upon the city manager as prescribed in this chapter. Any premium for such bond shall be a proper charge against the city.

(Ord. 88-10 §2 (part); Ord. 86-2 §3 (part)).

2.08.050 – Vacancy—Absence.

The city manager shall appoint, subject to the approval of the city council, one of the other officers or department heads of the city to serve as manager pro tempore during any temporary absence or disability of the city manager. In case of the absence or disability of the city manager and his or her

failure to so appoint a manager pro tempore, the city council may designate some qualified city employee to perform the duties of the city manager during the period of absence or disability of said city manager, subject, however, to said person furnishing a corporate surety bond conditioned upon faithful performance of the duties required to be performed as set forth in Section 2.08.040.

(Ord. 88-10 §2 (part); Ord. 86-2 §3 (part)).

2.08.060 – Compensation and reimbursement.

The city manager shall receive such compensation and expense allowances as the city council shall from time to time determine and fix by resolution, and said compensation and expenses shall be a proper charge against such funds of the city as the city council designates.

Said city manager shall be reimbursed of all sums necessarily incurred or paid by that person in the performance of his or her duties or incurred when traveling on business pertaining to the city under direction of the city council. Reimbursement shall only be made, however, when a verified itemized claim, setting forth the sums expended for such business for which reimbursement is requested, and has been presented to the city council for approval.

(Ord. 88-10 §2 (part); Ord. 86-2 §3 (part)).

2.08.070 – Powers and duties.

The city manager shall serve directly under the supervision and control of the city council in a purely administrative capacity. The powers and duties of the city manager shall be as follows:

- A. To supervise and coordinate on behalf of the city council, such of its administrative functions and to exercise control of such affairs of the city as may be placed in his or her charge;
- B. To attend meetings of the city council, except when excused therefrom by the council, to report on and discuss with the council any matter concerning the affairs of the departments, services, or activities under his or her supervision upon which, in the city manager's judgment the city council should be informed, or as to which the council requires information;
- C. To assist the city council in coordinating the administrative functions and operations of the various departments, divisions, properties and services of the city government, and on its behalf carry out the policies, rules and regulations and ordinances adopted by it, relating to the administration of the affairs of such departments, divisions, properties or services;
- D. To analyze the functions, duties and activities of the various departments, divisions, properties and services of the city government, and of all employees thereof, and to make such recommendations to the city council with reference thereto as in the city manager's judgment will result in the highest degree of efficiency in the overall operation of the city government;
- E. To cause to be prepared and submitted to the city manager by each department, division or service of the city government, itemized annual estimates of expenditures required by any of them for capital outlay, salaries, wages and miscellaneous operating costs; to tabulate the same into a preliminary consolidated municipal budget, and submit the same to the city council before the tenth day of June of each year, with the recommendation as to such changes which the city manager deems advisable;
- F. To be responsible under council direction for the administration of the financial affairs of the city, and to keep the city council informed with respect thereto;
- G. As agent for the city council, to supervise the expenditures of all departments, divisions, properties or services of the city government, and to act as purchasing agent for the purchase of all supplies, goods, wares, merchandise, equipment and material which may be required to any of such departments, divisions, properties or services;
- H. To prepare and verify all claims upon the city before warrants therefor are drawn by the proper fiscal officer;
- I. To recommend to the city council necessary public improvement projects and programs, and to aid and assist the city council and the various departments in carrying the same through the successful conclusion;
- J. To prepare and submit to the city council an organization chart, showing the organizational plan

for all departments of the city government;

K. To serve as the public relations officer of the city government; to investigate all complaints, to follow and endeavor to adjust all meritorious complaints filed against any employee, department, division or service thereof;

L. To cooperate with all the community organizations whose aim and purpose it is to advance the spiritual, temporal and material interests of the city and its people, and to provide them with assistance through the city government;

M. To make and keep up to date an inventory of all property, real and personal, owned by the city, and to recommend to the city council the purchase of new property whenever in his or her judgment the same can be obtained at the best advantage, taking into consideration trade in value of property in use;

N. With the approval of the city council to transfer city-owned equipment, machinery, furnishings, supplies, materials and furniture from one department to another, or the disposal of the same for the benefit of the city whenever in his or her judgment the transfer or disposal thereof would be advantageous to the city government;

O. To make studies and surveys of the duties, responsibilities and work of the personnel in the various departments, divisions and services of the city government, and with the approval of the city council to transfer, abolish, or consolidate positions, whenever in his or her judgment such action would increase efficiency in the administration of the city government;

P. To receive and open all mail addressed to the city council, and give immediate attention thereto, to the end that all administrative business referred to it in said communications, and not necessarily requiring action by the city council, may be disposed of between council meetings; providing, that all actions taken pursuant to such communications shall be reported to the city council at its next regular meeting thereafter;

Q. To exercise general supervision over all public property which is under the control and jurisdiction of the city council;

R. It shall be the duty of the city manager to, and he or she shall appoint, remove, promote and demote any and all officers and employees of the city, as established by resolution of the city council, subject to all applicable personnel ordinances, resolutions, rules and regulations;

S. It shall be the duty for the city manager to perform such other duties and exercise such other powers as may be delegated to the city manager from time to time by ordinance or resolution or other action of the city council.

(Ord. 88-10§§2 (part), 3; Ord. 86-2 §3 (part))

2.08.080 – Service as ex officio member of boards and commissions.

The city manager shall be an ex officio member of all boards and commissions appointed by the mayor and the city council pursuant to law, with a right to participate in all deliberations and actions by the city manager's voice but without vote.

(Ord. 88-10 § 2(part); Ord. 86-2 § 3(part)).

2.08.090 – Hours.

It shall be the duty of the city manager to devote his or her entire normal working time to the duties of this office in the interests of the city.

(Ord. 88-10 § 2(part); Ord. 86-2 § 3(part)).

2.08.100 – Authority limited.

The city manager shall act as the agent for the city council in the discharge of its administrative functions, but shall not exercise any policymaking or legislative functions whatsoever nor attempt to commit or bind the city council or any member thereof to any action, plan or program requiring official council action. Except as provided at WMC Ch. 3.09, the city manager must obtain city council approval for any expenditure in excess of ten thousand (\$10,000) dollars. It is not intended by this chapter to grant any authority to, or impose any duty upon said city manager which is vested in or imposed by

general law or valid city ordinances in any other city commission, board, department, officer or employee.

(Ord. 00-3 § 2; Ord. 88-10 § 2(part); Ord. 86-2 §3(part)).

2.08.110 – Standards for conduct.

In the discharge of his or her duties as city manager, the person holding such position shall endeavor at all times to exercise the highest degree of tact, patience and courtesy in his or her contacts with the public and with all city commissions, boards, departments, officers and employees and shall use his or her best efforts to establish and maintain a harmonious relationship among all personnel employed in the government of the city to the end that highest possible standards of public service be continuously maintained.

(Ord. 88-10 § 2(part); Ord. 86-2 § 3(part)).

2.08.120 – Removal.

A. The removal of the city manager shall be only upon a three-member vote of the whole council. In case of his or her intended removal, the city manager shall be furnished with written notice of such intention to remove, at least thirty days before the effective date of such removal. Within seven days after receipt of such notice, the city manager may by written notice, request a public hearing before the council, and thereafter the council shall fix a time for said public hearing at its usual meeting place, but before the expiration of the thirty-day period, at which time the city manager may appear and be heard.

B. In removing the city manager, the city council shall use its uncontrolled discretion and its action shall be final and shall not depend upon any particular showing or degree of proof at the hearing the purpose of which is for the city manager to publicly present to the city council their grounds for opposition to removal prior to its action.

C. Notwithstanding the provisions enumerated in this section, no proceedings to remove the city manager from office shall be commenced during or within the period of ninety days next succeeding any general municipal election held in the city, at which election a member of the city council is elected. The purpose of this provision is to allow any newly elected member to the city council or a reorganized city council to observe the actions and ability of the city manager in the performance of the powers and duties of his or her office. After the expiration of said ninety-day period aforementioned, the provisions of subsections A and B of this section, as to the removal of the city manager, shall apply and be effective.

(Ord. 88-10 §2 (part); Ord. 86-2 §3 (part)).

2.08.130 – Assistance from other officers.

It shall be the duty of all the subordinate officers, including the city treasurer, city attorney, city clerk, director of finance, and police chief, to cooperate with and assist the city manager in administering the affairs of the city most efficiently, economically and harmoniously so far as may be consistent with their duties as prescribed by law and ordinances of the city.

(Ord. 88-10 §2 (part); Ord. 86-2 §3 (part)).

2.08.140 – Chain of command.

The city council and its members shall deal with the administrative services of the city by requiring the mayor and vice-mayor, or in their absence any other city council member to attend and participate in staff and department head meetings. The mayor shall summarize and report on all such meetings to the city council at all regularly scheduled city council meetings. Neither the city council nor any member thereof shall give orders to any subordinates of the city manager. The city manager shall take his or her orders and instructions from the city council only when sitting in a duly held meeting of the city council, and no individual councilmember shall give any orders or instructions to the city manager.

(Ord. 88-10 §2 (part); Ord. 86-2 §3 (part)).