



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

**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, JULY 24, 2019**

Mayor Gonzalez called a regular meeting of the City Council to order at 6:30 p.m., in Council Chambers. The meeting was preceded by the pledge to the flag.

Roll Call: Councilmembers Greta Kanne, Saprina Rodriguez, Madge Strong, Larry Stranske, and Mayor Gerardo (Gerry) Gonzalez were present.

Also present were staff members: Stephanie Garrabrant-Sierra City Manager; Jim Lance, City Attorney; Scott Warnock, Police Chief; Yujun Du, Finance Director/City Treasurer; Dusty Duley, Community Development Director; Karen Stevenson, Human Resources Analyst; Susanne Loutsis, Assistant Engineer; Andrea Trincado, Project Manager; Jeremy Ronco; Project Manager; and Cathy Moorhead, Deputy City Manager/City Clerk.

2. PUBLIC COMMUNICATIONS

- Gary Martin, representing the Willits Center for the Art proposed art in the park. A 16' pole of people standing on each other's shoulders. Council asked Mr. Martin for further information and for the design to be sent to each of them for further review.
- Cynthia Raiser-Jeavons commented that she spoke with a PG&E representative at the Willits Community Education evening and wanted to express her concerns about PG&E using chemicals such as Glyphosate for vegetation control and Garlon on stumps. Ms. Raiser-Jeavons said the Vegetation Management Agreement is a program that property owner or customer agrees to maintain the vegetation and be in compliance with PG&E's rules and regulations. The agreement would be required between the property owner/customer and PG&E. This is of concern to a lot of Willits residents, as these chemicals are bad for the environment. Ms. Raiser-Jeavons handed out a pamphlet that talk's about this process. Council member Strong would like the staff to follow-up with PG&E regarding this issue.
- Shawna Martin & Laura Rowland asked the Council to consider a discussion regarding our food truck Ordinance. They wish to have a food truck stationed at Browns Corner. Therefore, they would like this discussion on an upcoming agenda. Council directed staff to bring this discussion forward and notify Ms. Rowland to when this item would be placed on an agenda.

MAYOR GONZALEZ OPENED THE PUBLIC HEARING AT 6:50 P.M.

3A. NOTICE OF PUBLIC HEARING - DISCUSSION AND CONSIDERATION OF A RESOLUTION TO CREATE A UTILITY UNDERGROUND DISTRICT IN THE IMMEDIATE VICINITY OF SNIDER PARK, ALONG STATE STREET, HUMBOLDT STREET, AND EAST COMMERCIAL STREET

Public Comment: Bear Kamoroff inquired as to where the undergrounding would take place; and felt this was a great idea.

Moved by Strong/Seconded by Kanne and carried unanimously to approve Consent Calendar items (c) with an amendment to the 2019-20 adopted Budget – new Salary savings from Building Official position to Other Contract Service (Fund #100.1015.2081.030).

6. INFORMATIONAL REPORTS

Matters that do not require action by the City Council but are of public interest.

- a. Building Inspection Activity Report(s) – June 2019

7. RIGHT TO APPEAL

None presented.

8. COMMISSIONS, AGENCIES AND AUTHORITIES

None presented.

9A. UPDATE REGARDING PREPARATION FOR PLANNED PUBLIC SAFETY POWER SHUTOFFS (PSPS)

City Manager Garrabrant-Sierra updated the Council on the emergency Public Safety Power Shutoffs (PSPS) coordination meeting. Stating that Staff has attended multiple meetings with the Little Lake Fire Department, the County, various public safety entities, stakeholder community organizations, surrounding cities, PG&E, and others regarding PSPS, and one of the key messages has been, BE PREPARED. Citizens are being encouraged to prepare themselves and have a plan for these outages. The City has secured the use of rented generators so that they can do their best to keep City facilities open as much as possible to try and retain some normalcy in City Hall operations in case of a shutoff. We are not expected to close if we lose power although we will not have air conditioning and we will not be able to provide a cooling station. The City is not expecting to open the EOC, unless we find it necessary, which we cannot predict at this time. The City can assure the community that all the partners in this process are all working together.

- PG&E continues to state that they are working to make sure communities get at least a 48 hour notice before a PSPS. They are prepared to provide notifications to all their customers and have reached out extensively to ensure that people are signed up with them to receive notifications. For medically sensitive people who have signed up as “Baseline”, they will be providing enhanced notifications, meaning that if they do not receive a response from these folks, they will be knocking on their doors and are encouraging them to be prepared. If someone cannot live without electricity and they do not have generators, they will be forced to go to the emergency room, which has limited capacity. People with oxygen needs will also have to prepare, although the hospital can provide some assistance and the Fire Department can provide limited emergency assistance, they cannot provide unlimited assistance. Therefore it’s imperative that people create plans and look out for their neighbors, and to understand that PG&E will not be providing anything other than notifications.
- PG&E will also be setting up an unknown number of Customer Resource Centers to provide water and cell phone charging stations. Note - the Resource Centers will likely NOT be cooling stations.
- Also reported: the School district is equipped with generators and, if needed, believe that they can open a cooling station at the High School. The Senior Center is also securing generators and once they do, they plan on being able to provide cooling stations and to continue their meal services to the public. While Brooktrails is confident that their generators can provide sewer and water service for a few days, they have asked residents to conserve during these times to preserve their resources. The City of Willits can be operational for water and sewer indefinitely with fuel availability, which we do not expect to be a problem.

- City Manager informed the City Council that she will be out of the office on Thursday and Friday, July 25th & 26th. Deputy City Manager Moorhead will be in charge in her absence.

Informational item only - No action taken.

10. DEPARTMENT RECOMMENDATIONS

(Administration, Public Safety, Community Development, Public Works & Engineering)

a. Informational Update On City Of Willits Grant Activities

Community Development Director Duley updated the City Council and the community on City grant-seeking activities including the status of current grant-funded projects, grants the City has applied for, and potential future grant opportunities, as well as to describe the criteria used and steps normally taken when investigating a potential grant or working on a grant.

Starting with FY 2017-2018 the City has increased its grant-seeking activities. Grant revenues have become an ever-more important part of the City's overall resource picture and they allow the City to fund projects that might not otherwise be affordable. Within the last year, the City has been successful in obtaining several grants totaling over \$7,000,000 in funding. An Activity Report was provided to the Council showing a list of projects and associated funding. Community Development Director Duley commented that staff recognizes that the City's success in obtaining grant funding has resulted in the need to transition staff time from seeking grant funds to implementation of the grant funded projects so that the grants will be successful. (Estimated staff time to implement our current grant-related projects is estimated to be at least 5,313 hours.)

Mr. Duley mentioned a few of the larger grant-funded projects and the staff time they will require:

- CALFIRE Proposition 68 Urban Forest Management (approximately – 3 year period)
- Caltrans Rails with Trails Project (approximately – 6-7 year period)
- Flood Emergency Response Project (approximately – 3 year period)

Mr. Duley is asking the City Council and the community for their support in moving forward with the grants we currently have; as the above are only a few that his skilled and dedicated staff is currently working on.

The City Council thanked Mr. Duley and staff for their hard work on obtaining over \$7,000,000 in grants and moving forward to manage them. They are all very pleased to receive this up to date list with all grants, approximate time periods, and to have the opportunity to talk and be informed about them.

Public Comment: None presented.

Informational item only - No action taken.

- b. Discussion to Adopt a Resolution 1) Authorizing Application for and Receipt of Senate Bill 2 Planning Grants Program Funds to Initiate an Application to Amend the City of Willits Sphere of Influence 2) Upon Approval from the State, Amending the Fiscal Year 2019-20 Budget

Public Comment:

Moved by Stranske/Seconded by Kanne and carried unanimously to adopt Resolution (No. 2019- 36) authorizing application for and receipt of Senate Bill 2 Planning Grants Program Funds to fund submission of the City Sphere of Influence Amendment Application including associated CEQA compliance document. 2) Direct staff to develop a draft land use plan (pre-zoning) for Project Area. 3) Amend the fiscal year 2019-20

amount of \$70,000 and amend LACO's previous general engineering services contract for fiscal year 2018/19 in an amount not to exceed \$21,000 to provide general engineering services to the city of Willits and authorize the city manager to execute the contract and contract amendment.

11. CITY COUNCIL AND COMMITTEE REPORTS

- a. Ad Hoc Committees:
 - Revit-ED Committee met and discussed directional signage and the paver project.
 - Measure B – met today and have purchased a behavioral Health Center and a Sherriff Substation in Redwood Valley. This took place at a special meeting that no one was aware of. It was reported that the meeting was publicly noticed in the proper order.
- b. Other Committee Reports:
 - Museum Advisory Board will meet next month.

12. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

- a. Councilmember Strong reported that there are folks in our community seeking volunteers to help clear brush to prevent fire danger. Tom Woodhouse's name was mentioned as a contact; has received correspondence from a solar company that would be willing to review the City's PG&E records for accuracy, if the City would authorize such a thing. The Council recommended waiting on this until they resolve an existing issue; also handed out a chart that was prepared by Finance Director Du regarding this year's budget summarizing the General Fund.
- b. Councilmember Rodriguez informed the Council and community that Tina Tylor O'Shea from the Mendocino County Public Health Department and Walk and Bike Mendocino is currently working on addressing some of the citizens' complaints regarding the new Bike Lanes in town by having a gathering to inform citizens about the safety of the bike lanes, helmets and then conducting a ride through town in the new lanes. All ages are invited to attend this event on Thursday, August 29th from 5:30 – 7:00 p.m., meeting at Rec Grove Park.
- c. Councilmember Kanne reported that she and Fire Chief Wilkes toured fire areas and discussed fire concerns versus blight, which brings up the question of our Building Inspector/Code Enforcement Officer, to what percentage of his time is spent on Code Enforcement. Councilmember Kanne feels this should be a discussion that the City Council has so that they all have clearer understanding of how much time should be spent on Code Enforcement, their priorities, the priorities of the community and how this can be balanced.

Community Development Director Duley reported that he and the new Building Official discussed tracking how much time he spends on Code Enforcement versus Building Inspections. Once Mr. Duley has an accurate count of hours spent, he will report these hours back to the City Council; also informed the City Council that Code Enforcement issues can take place in a variety of ways and right now if it's not a health and safety concern it may not be the departments top priority. The department requests each complaint in writing then determines which has higher priority and then responds to each one as quickly as they can.

City Manager Garrabrant-Sierra commented that Building Official Bowles may possibly be attending the next City Council meeting where possibly a more detail discussion can take place. Councilmember Kanne responded that she thinks if the community could hear what real complaints are coming in, that they might rethink whether or not their issue is a priority. She also indicated that it sounds like staff is already putting together a discussion regarding Code Enforcement; therefore she is not requesting a staff report at this time, but looks forward to hear more about time spent.

No action taken.