



111 E. COMMERCIAL STREET  
WILLITS, CALIFORNIA 95490  
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**WILLITS CITY COUNCIL  
SPECIAL MEETING AGENDA  
MARCH 25, 2020 ♦ 6:00 P.M. ♦ VIA TELECONFERENCE**

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

**PLEASE TAKE NOTICE**

*DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE CITY COUNCILMEMBERS WILL BE PARTICIPATING BY TELECONFERENCE IN THE SPECIAL MEETING OF MARCH 25, 2020.*

**TELECONFERENCING ATTENDANCE INSTRUCTIONS** - *How to attend this Council meeting remotely using your telephone – See Attachment*

2. **CONSIDERATION OF RESOLUTION RATIFYING THE CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES' PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY AS A RESULT OF THE NOVEL CORONAVIRUS (COVID-19)**
3. **ADOPT RESOLUTION DESIGNATING CITY OFFICIALS AUTHORIZED TO APPLY FOR DISASTER ASSISTANCE**
4. **GENERAL DISCUSSION OF CITY BUSINESS AS IT RELATES TO THE COVID-19 PUBLIC HEALTH CRISIS**
5. **CLOSED SESSION NOTICE**  
Pursuant to Government Code §54957 – Public Employee (Annual) Performance Evaluation – City Manager (continued from the February 12, 2020 meeting)
6. **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 24 hours prior to the meeting set forth on this agenda.*

*Dated this 24<sup>th</sup> day of March, 2020.  
Delores Pedersen, Acting City Clerk*

**AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

*If you are a person with a disability and need disability-related modifications or accommodations to participate in this meeting, please contact City Hall at (707) 459-4601 or Fax (707) 459-1562. Requests for such modifications or accommodations must be made at least two full business days prior to the meeting.*

**ADDITIONAL MEETING INFORMATION FOR INTERESTED PARTIES**

*Materials related to an item on this Agenda submitted to the Willits City Council, Planning Commission, or Community Development Agency after distribution of the agenda packet are available for public inspection at City Clerk's office at 111 E. Commercial Street, Willits, during normal business hour, upon appointment, during the shelter-in-place emergency orders.*

## **CITY COUNCIL MEETING – ELECTRONIC ATTENDANCE**

To attend the City Council meeting of Wednesday, March 25, 2020, electronically, please do the following:

GoToMeeting:

### **Phone**

- Dial in - **United States: +1 (646) 749-3122**
- Punch in the following Access Code when prompted: **260-809-485**
- **Please keep your phone on Mute, unless you are addressing the Council.**

### **Public Comments**

- Public Comment shall be limited to three (3) minutes per person at the time the Mayor opens each item for public comments.



Item No. 2

Meeting Date: March 25, 2020

### AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Stephanie Garrabrant-Sierra, City Manager

**Agenda Title:** CONSIDERATION OF RESOLUTION RATIFYING THE CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES' PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY AS A RESULT OF THE NOVEL CORONAVIRUS (COVID-19)

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

**Summary of Request:** On March 18<sup>th</sup>, the Director of Emergency Services/City Manager proclaimed the existence of a local emergency, pursuant to Willits Municipal Code Section 2.44.100(A) and California Government Code Section 8550 et. seq. This proclamation must be ratified by the City Council by resolution within seven days to remain in effect. The proposed resolution ratifies the proclamation. Declaration of a local emergency enables the City to take advantage of emergency funding provisions of the state and federal government. It can also allow the City to take unspecified emergency actions, if allowed by the state and federal government.

**Recommended Action:** Approve resolution ratifying the City Manager/Director of Emergency Services' proclamation of the existence of a local emergency as a result of the novel coronavirus (COVID19)

**Alternative(s):** N/A

**Fiscal Impact:** None.

**Personnel Impact:** None for the presentation of this report.

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

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_

**RESOLUTION NO. 2020-\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS RATIFYING THE CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES' PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY**

WHEREAS, Willits Municipal Code Section 2.44.100(A) empowers the City Manager as Director of Emergency Services for the City of Willits, to declare the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity; and

WHEREAS, Government Code Section 8550 et seq., including Section 8558(c), authorize the City Manager to proclaim a local emergency when the City is threatened by conditions of disaster or extreme peril to the safety of persons and property within the City that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

WHEREAS, the City Council hereby finds that conditions of disaster or extreme peril to the safety of persons and property have arisen within the City of Willits as a result of a novel coronavirus, COVID-19, an infectious disease that causes respiratory illness, first detected in Wuhan City, Hubei Province, China in December 2019. Symptoms of COVID-19 include fever, cough, and shortness of breath; outcomes have ranged from mild to severe illness, and, in some cases, death. The Center for Disease Control and Prevention (CDC) has indicated the virus is a tremendous public health threat; and

WHEREAS, there is a widespread, ongoing global outbreak of respiratory illness (COVID-19) that can spread from person-to-person, and on February 26, 2020, community transmission was confirmed by the Centers for Disease Control and Prevention (CDC) in the Bay Area. Presently there are reports of at least 29 confirmed cases of persons infected with the Covid-19 virus in Sonoma County; and

WHEREAS, these conditions are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Willits; and

WHEREAS, the City Manager acting as the Director of Emergency Services did proclaim the existence of a local emergency within the City on the 18<sup>th</sup> day of March, 2020.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willits, that the Proclamation of a Local Emergency, as issued by the City Manager/Director of Emergency Services, is hereby ratified and confirmed; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of this local emergency, the powers, functions, and duties of the Director of Emergency Services of this City shall be those prescribed by state law, by ordinances and resolutions of this City, and by the City of Willits Emergency Operations Plan in order to mitigate the effects of this emergency; and

IT IS FURTHER PROCLAIMED AND ORDERED that all City officials and employees cooperate and coordinate efforts with officials and employees of other political subdivisions and officials and employees of the state and federal government in bringing the present condition of local emergency under control; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with a request the he proclaim the existence of a State of Emergency throughout the City of Willits and/or to the Director of the State Office of Emergency Services with a request for State aid to the City of Willits; and

IT IS FURTHER RESOLVED that the City Manager/Director of Emergency Services is hereby designated as the authorized representative of the City of Willits for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available state and federal assistance; and

IT IS FURTHER PROCLAIMED AND ORDERED that this local emergency shall be deemed to continue to exist until its termination is declared by the City Council of the City of Willits.

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the City Council of the City of Willits at a meeting thereof, held on the 25<sup>th</sup> day of March, 2020, by the following vote, to wit

AYES:  
NOES:  
ABSENT:

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GERARDO GONZALEZ, Mayor  
City Council of the City of Willits

ATTEST:

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DELORES PEDERSON  
Acting City Clerk

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")





Item No. 3

Meeting Date: March 25, 2020

### AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Stephanie Garrabrant-Sierra, City Manager

**Agenda Title:** ADOPT RESOLUTION DESIGNATING CITY OFFICIALS AUTHORIZED TO APPLY FOR DISASTER ASSISTANCE

**Summary of Request:** The California Office of Emergency Services (“Cal OES”) requires designating the City’s agent(s) for application for federal financial assistance under Public Law 93-288, as amended or state financial assistance under the California Disaster Assistance Act. In order to apply for federal or state disaster financial assistance, the City must adopt an updated resolution and file it with Cal OES. The City may choose to adopt a “universal” resolution or a “disaster specific” resolution, in order to apply for disaster assistance. A universal resolution must be updated every three years from the date of approval by the City Council.

While disasters are typically infrequent, it would be more efficient to adopt a universal resolution in order to avoid any unnecessary delays in applying for disaster assistance. Therefore, it is recommended that the City Council adopt a universal resolution designating by title the City Manager, Deputy City Manager and Community Development Director as the City’s designated agents for applying for federal and state disaster financial assistance and making the assurances required in order to obtain such assistance.

**Recommended Action:** Adopt a universal resolution designating by title the City Manager, Deputy City Manager and Community Development Director as the City’s agents for applying for federal and state disaster financial assistance and making the assurances required in order to obtain such assistance.

**Alternative(s):** The Council could as an alternative not approve the proposed resolution.

**Fiscal Impact:** Depending on the severity of a disaster, the financial assistance could be substantial.

**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 \_\_\_\_\_

**RESOLUTION NO. 2020-\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS DESIGNATING CITY OFFICIALS AUTHORIZED TO APPLY FOR DISASTER ASSISTANCE**

WHEREAS, the California Office of Emergency Services ("Cal OES") requires designating the City's agents for application for federal financial assistance under Public Law 93-288, as amended, or state financial assistance under the California Disaster Assistance Act; and

WHEREAS, in order to apply for federal or state disaster financial assistance, the City must adopt an updated resolution and file it with Cal OES; and

WHEREAS, the City desires to designate by title the City Manager, Deputy City Manager and the Community Development Director as the City's designated agents for applying for federal and state disaster financial assistance and making the assurances required in order to obtain such assistance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willits that:

1. The City Manager, Deputy City Manager, and Community Development Director are hereby authorized to execute for and on behalf of the City of Willits, a public entity established under the laws of the State of California, the City's application for disaster relief, and to file it with the California Office of Emergency Services for the purpose of obtaining certain Federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

2. The City of Willits, a public entity established under the laws of the State of California, hereby authorizes its agents to provide to the California Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

3. This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of adoption below.

4. The City Clerk is authorized to certify that this is a true and correct copy of a Resolution passed and approved by the City Council of the City of Willits and to execute the California Office of Emergency Services Designation of Applicant's Agent Resolution form attached to this Resolution as Exhibit A and to make such modifications to such form as requested by the California Office of Emergency Services, consistent with the terms of this Resolution. The City Manager or his/her designees are hereby directed to submit a certified copy of this Resolution to the California Office of Emergency Services.

The above and foregoing Resolution was introduced by Councilmember \_\_\_\_\_ seconded by Councilmember \_\_\_\_\_, and passed and adopted at a special meeting of the City Council of the City of Willits, held on the 25<sup>th</sup> day of March, 2020, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
GERARDO GONZALEZ, Mayor  
City Council of the City of Willits

ATTEST:

\_\_\_\_\_  
DELORES PEDERSEN  
Acting City Clerk



Item No. 4

Meeting Date: March 25, 2020

## AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Stephanie Garrabrant-Sierra, City Manager

**Agenda Title:** GENERAL DISCUSSION OF CITY BUSINESS AS IT RELATES TO THE COVID-19 PUBLIC HEALTH CRISIS

**Type:**  Presentation  Consent  Regular Agenda  Public Hearing  Urgent Time: 45 min

**Summary of Request:** The City of Willits has closed all facilities to the public, except for the airport, to comply with State and County Directives. Staff continues to work on current business and will take appointments from the public for essential services only. We have placed a moratorium on water-shut offs until further notice. If possible, staff is working from home or on flexible schedules to minimize contact with the public and with each other. Safety precautions are being adhered to. We continue to work closely with the other cities in our region and with our County Public Health officer. When the City receives directives from the County Public Health Officer, we are notifying Council and posting on our web page and social media. Our County Sheriff's Department has reached out to us to assist in providing notices to our hotel and motel owners to restrict renting rooms to those from out-of-town or not on essential business. County Sheriffs have asked for our cooperation in announcing any County Public Health Orders.

We are also receiving constant updates from the League of Cities, who is monitoring things closely on the state and federal level. Some of the items they are working on include relaxing mandated timelines for things like grants, reports of all kinds, public records requests, permits and a host of other items. The SBA announced automatic deferments through December 31, 2020 for borrowers still paying back SBA loans from previous disasters. FEMA has created a webpage titled "Coronavirus Rumor Control" which should help differentiate between rumors and facts. The Department of Housing and Community Development announced awards today for the \$100 million emergency homeless funding allocation for cities and counties. We as a small City fall under the County for these funding allocations and we will not be receiving any allocations as a City. Real ID deadline has been extended, with no new date given. Some of the things the City of Willits has suggested to the League include relaxation of deadlines for government bond payments and loan repayments, low or no interest loans to municipalities, and State assistance to PERS to stave off potential drastic rate escalations. On Monday, there was a Federal Major Disaster Declaration for California and FEMA announced that federal emergency aid has been made available for the state of California to supplement state, tribal and local recovery efforts in the areas affected by the Coronavirus Disease pandemic. The City is tracking costs for future reimbursement.

Some issues of concern for the City: The City of Willits is dependent upon a few major sources of funds to continue our operations. The main sources are: water payments, property taxes, sales taxes and Transient Occupancy Taxes (TOT). Residents have been continuing to pay their water bills and for that we are grateful. The League is currently working on an emergency action to ensure that property tax payments are not delayed. While the sales tax situation is very troubling, many of the City's major sales tax contributors are considered essential businesses and are continuing to operate. We have consulted with our sales tax advisors who are cautiously optimistic. We have curtailed our purchasing and look to cancel or postpone any projects which require matching funds of a not "in kind" nature. We may look to limited furloughs for senior staff and others, starting very soon. Our police, water, wastewater and public works staff will not be

affected by any cuts.

We continue to be very concerned for our residents who experiencing losses of income. While the governor has allowed jurisdictions to pass moratoriums on evictions, no City in Mendocino County has done this yet. Some of the issues include: Should this be for commercial or residential or both? What about evictions for issues other than non-payment of rent, such as breaking lease rules or property damage? Should there be a carve-out for small and /or senior landlords who depend on rent to either live or to pay their mortgages? Will this encourage people to not pay rent, even when they could, causing further financial disruption. This remains a complicated issue that merits discussion on the policy level.

West Company recently held a conference call with the cities. While no solutions are yet available, they understood the concerns and reached out to understand the hardships that our local business community is experiencing from a municipal level. They will also be reaching out to the Chamber and the rest of the business community, although answers or help are realistically not immediately available.

**Recommended Action:** Discuss and share information

**Alternative(s):**

**Fiscal Impact:** None.

**Personnel Impact:** None for the presentation of this report.

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

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_