



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

**WILLITS CITY COUNCIL
AGENDA
OCTOBER 10, 2018 ♦ 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. **ENACTMENT OF ORDINANCES**
5. **CONSENT CALENDAR**
Matters listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember and acted upon separately by the City Council.
The following items are recommended for approval or denial, as follows:
 - a. City Council Minutes:
 - September 26, 2018
 - b. Resolution Restricting Parking on Portions of North Main Street from the Highway 20 and Main Street Intersection, to the Main Street and Sherwood Road Intersection
 - c. Resolution Opposing Proposition 6 on the California November, 2018 Ballot
 - d. Approve the Updated Fee Schedule for the Previously Approved LACO Associates Contract for Fiscal Year 2018-19 for General Engineering Services
6. **INFORMATIONAL REPORTS**
Matters that do not require action by the City Council but are of public interest.
 - a. Building Inspection Activity Report(s) – September 2018
 - b. Business License Activity Report(s) – September 2018
7. **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.
8. **COMMISSIONS, AGENCIES AND AUTHORITIES**
The Willits City Council meets concurrently as the City of Willits Planning Commission and City of Willits Successor Agency.
9. **CITY MANAGER REPORTS AND RECOMMENDATIONS**
 - a. Discussion to Approve Legislative Agenda Authorizing Staff to Prepare Letters Supporting or Opposing Proposed Legislation in Accordance with the League of California Cities Policies

b. Verbal Reports – No Action

10. DEPARTMENT RECOMMENDATIONS

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

11. CITY COUNCIL AND COMMITTEE REPORTS

12. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

13. GOOD & WELFARE

14. CLOSED SESSION NOTICE

a. Conference with Labor Negotiators Pursuant to Government Code §54957.6 – Agency Negotiators: Patrick Clark and Stephanie Garrabrant-Sierra, City Manager; Employee Organization(s): All

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 5th day of October, 2018.
Cathy Moorhead, City Clerk*



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**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, SEPTEMBER 26, 2018**

Mayor Strong 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 Gerry Gonzalez, Larry Stranske, Ron Orenstein, Saprina Rodriguez, and Mayor Madge Strong were present.

Also present were staff members: Jim Lance, City Attorney; Scott Warnock, Police Chief; Celia Peterson, Finance Manager; Chris Morgan and John Sherman, Building Officials; Dusty Duley, Community Development Director; Karen Stevenson, Human Resources Analyst; and Cathy Moorhead, Deputy City Manager / City Clerk. City Manager, Stephanie Garrabrant-Sierra was absent.

2. PUBLIC COMMUNICATIONS

None presented.

3A. PRESENTATION OF A PROCLAMATION TO THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN, WILLITS BRANCH

THIS ITEM WAS PULLED BY MAYOR STRONG AND WILL BE PRESENTED AT THE OCTOBER 10TH.

3B. INFORMATION AND PRESENTATION REGARDING MEASURE B COMMITTEE

Jed Diamond, Third District representative of the Measure B Citizens Oversight Committee presented his monthly update, summarizing the committee's response of the Kemper Consulting Group report. The report detailed the shortcomings Kemper found in the County mental health system and included a long list of suggestions on how to use Measure B Funds. Voters approved the half-cent sales tax last year to pay for construction of a mental health facility. Mr. Diamond commented that no recommendations have been made by the board of supervisors, and no timeline has been set.

Public Comment: Bear Kamoroff and John Haschak expressed concerns about the facility costs, bringing patients in from out of the county, seeking other forms of treatment before sending to a lockdown facility, and the affects a facility like this would have on our community.

No action taken – presentation only.

4. ENACTMENT OF ORDINANCES

- a. Discussion Regarding Ordinance #OA2018-03 Amending the Willits Zoning Ordinance (Title 17 of the Willits Municipal Code) as Directed by the 2009-2014 Willits Housing Element and State Law

Public Comment: None presented.

1st Motion

Moved by Orenstein/Seconded by Stanske and carried unanimously to adopt a Negative Declaration.

2nd Motion

Moved by Orenstein/Seconded by Stanske and carried unanimously to waive the second reading and adopt Ordinance (No. 2018-03) amending various Chapters of Title 17 of the Willits Municipal Code by modifying Chapters 17.04, 17.06, 17.10, 17.12, 17.14, 17.16, 17.18, 17.20, 17.22, 17.24, 17.26, and 17.28, and adding Chapter 17.61 entitled Accessory Dwelling Until Regulations, Chapter 17.63 entitled Emergency Shelter Regulations, Chapter 17.65 entitled Reasonable Accommodations Policy and Procedures and Chapter 17.67 entitles Density Bonuses.

5. CONSENT CALENDAR

The following item(s) are recommended for approval:

- a. City Council Minutes:
 - September 12, 2018
 - September 20, 2018
- b. Resolution (**No. 2018-60**) to Award a Contract to LACO Associates for a Not to Exceed Amount of \$70,000 to Provide General Engineering Services to the City of Willits and Authorize the City Manager to Execute Contract Documents
- c. Resolution (**No. 2018-61**) to Award a Contract to SHN Consulting Engineers & Geologists, Inc. for a Not to Exceed Amount \$22,815 for Soil Testing and Analysis

Moved by Stranske/Seconded by Gonzalez and carried unanimously to approve Consent Calendar items (a-c).

6. INFORMATIONAL REPORTS

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

None presented.

7. RIGHT TO APPEAL

None presented.

8. COMMISSIONS, AGENCIES AND AUTHORITIES

None presented.

9A. CITY MANAGER REPORTS

Deputy City Manager Moorhead reported on the following:

- ADA Restroom Project is currently underway, with completion expected within the next two weeks.
- *Falling Out of Summer* Concert Series began on September 20th, featuring home town boy, Palmer Runberg. We had a great community presence and are looking forward to this week's performance by Double Standryd.
- Willits Municipal Airport is back in full swing. All emergency service vehicles have vacated the facility as of this past weekend and the airport is once again open for business. A big thank you was sent out to all airport tenants for their cooperation over the past month and a half, as they were unable to use the airport.

Public Comment: None presented.

No action taken.

10. DEPARTMENT RECOMMENDATIONS

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

- a. Discussion and Possible Action to adopt a Resolution Awarding a Professional Services Contract to EBA Engineering for Landfill Post Closure Compliance Services for a Three Year Term, with a Not to Exceed Amount of \$43,316 for the First Year, and \$42,037 for the Second and Third Year, for an Amount Not to Exceed \$127,390, and Authorize the City Manager to Execute Contract Documents

Public Comment: None presented.

Moved by Gonzalez/Seconded by Rodriguez and carried unanimously to adopt Resolution (No. 2018-62) awarding a contract to EBA Engineering for Landfill Post Closure Services for a three year term, with an Annual Not to Exceed Amount of \$43,317 for first year, and \$42,037 for the second and third year, with a total Not to Exceed Amount of \$127,390 and Authorize the City Manager to Execute Contract Documents.

10. DEPARTMENT RECOMMENDATIONS

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

- Human Resources Analyst Stevenson introduced the City's new Building Official/Code Enforcement Office, Christopher Morgan. Mr. Morgan comes to Willits by way of El Centro, California and is looking forward to serving this fine community of Willits. Mr. Morgan also thanked outgoing Building Official, John Sherman for staying on through the transition period.
- Newly appointed Community Development Director Duley welcomed Mr. Morgan to Willits, commenting that he is the perfect fit to our cohesive, hardworking family here at the City and is looking forward to working with him.
Mr. Duley also informed the community that the plan for stripping our downtown area is going to be done according to the plan that was adopted by the City Council in December, 2016. Also, commented that the new stripping will be painted on, so if any changes are to be made it's easier to remove. Caltrans is predicting that the resurfacing of Main Street should be completed by late October.
Councilmember Rodriguez commented on how grateful she is for the social media Press Releases on times and dates our Main Street will be under construction.

After discussion regarding whether or not the City will receive new stoplight or just new software, the Council directed staff to look into verbiage clarification in the Relinquishment Agreement regarding bridges and stoplights.

- Outgoing Building Official Sherman commented that he is back from a very relaxing three week vacation and is feeling comfortable about leaving the City, stating that we are in good hands with Christopher Morgan. Mr. Sherman thanked Assistant Planner Michelle Johnson for taking on the office administration, and to Dean Fuller for filling in as the Building Inspector while he was on vacation. Also, the City had one of its highest months in August for building permits and is looking to have just as good, if not better, month for September. Building activity in Willits is on the rise and it's all because the City is moving in the right direction.
Mr. Sherman thanked the City of Willits for the last 11 years.

11. CITY COUNCIL AND COMMITTEE REPORT

- Economic Development & Financing Corporation (EDFC) met and is currently working on their budget and other financial items.
- Mendocino Solid Waste Management Authority (MSWMA) meets Thursday, September 27th.
- Mendocino Transit Authority (MTA) met and approved financial documents for 2017 and moving forward with 2018; bus stop across from Browns Corner is scheduled to be moved

and MTA is looking to discuss this at the Traffic Safety meeting scheduled for October 15th.

- Visit Willits Tourism Board met and is continuing to move forward with their upcoming Wild Willits Fest in October. Councilmember Rodriguez encouraged all to attend and enjoy food, beverage, music, and all-around family fun.

12. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

None presented.

13. GOOD & WELFARE

- Encourages the community to attend this year's Downtown Harvest Moon Celebration on October 19th, an evening of fun in downtown Willits.
- Paint the Town project is moving forward; painting trash cans, fire hydrants and the barriers on the corner of Commercial and Main Streets. The group is also adding colorful photos in vacant storefront windows to spruce up our downtown area.
- Encouraged the community to attend Candidates Night, taking place on Thursday, October 4th at the Willits Community Center; also, School Board Candidates Night will be held on Thursday, October 18th.

Mayor Strong declared the meeting adjourned at 8:12 p.m.

MADGE STRONG, Mayor

ATTEST:

CATHY MOORHEAD, City Clerk

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



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Dusty Duley, Community Development Director

Agenda Title: APPROVE RESOLUTION RESTRICTING PARKING ON PORTIONS OF NORTH MAIN STREET FROM THE HIGHWAY 20 AND MAIN STREET INTERSECTION, TO THE MAIN STREET AND SHERWOOD ROAD INTERSECTION

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

Summary: The California Department of Transportation (Caltrans) is completing roadway improvements to Main Street from its intersection with Highway 20 to the intersection with Sherwood Road in anticipation of the future relinquishment of the roadway to the City. As part of the roadway improvements, Caltrans has agreed to restripe this segment of Main Street consistent with the striping plan identified in the Willits Main Street Corridor Enhancement Plan. The new striping will include the addition of a continuous Class II bike lane along Main Street in both the north and south travel directions. To enable the installation of the approved bike lanes, staff is recommending parking restrictions (red curb) along the following portions of Main Street:

1. The restriction of parking on east and west sides of Main Street between the intersections of Highway 20 and approximately 260 feet south of Wood Street.
2. North side of Main Street from its intersection with West Van Lane to the Mill Creek Bridge.
3. South side of Main Street from a point approximately 140 feet north of Commercial Street to a point approximately 60 feet south of State Street.

According to Caltrans staff, weather permitting, roadway improvements are expected to be completed by the end of October 2018.

Recommended Action: It is recommended the Council adopt the attached resolution designating no parking zones for portions of Main Street from its intersection with Highway 20 to the intersection Sherwood Road as identified in the Agenda Summary.

Alternative(s): The alternative would be to not adopt the resolution and provide alternative direction to staff.

Fiscal Impact: In taking this action there is no cost to the City. Cal Trans will be responsible for installing the signage and painting required for the enforcement of the no-parking restrictions.

Personnel Impact: There is no personnel impact.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RESOLUTION NO. 2018-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS RESTRICTING PARKING ON PORTIONS OF NORTH MAIN STREET FROM THE HIGHWAY 20 AND MAIN STREET INTERSECTION, TO THE MAIN STREET AND SHERWOOD ROAD INTERSECTION

WHEREAS, It is the Policy of the City of Willits to promote the use of alternative transportation methods in a safe and responsible manner; and

WHEREAS, the installation of bike lanes on both east and west side of North Main Street will assist in implementing this policy; and

WHEREAS, the California Department of Transportation (Cal Trans) will install said bike lanes at no cost to the City before the Relinquishment of MEN-101U; and

WHEREAS, California Vehicle Code (CVC) Section 22506 allows local authorities to pass a resolution to "prohibit or restrict the stopping, standing, or parking of vehicles on a State Highway in their respective jurisdictions" with the approval of the Department of Transportation; and

WHEREAS, State of California, Cal Trans has requested the City take such action to restrict parking adjacent to certain bike lanes,

WHEREAS, the Chief of Police is authorized pursuant to a resolution of the City Council as outlined in Municipal Code Section 10.30.100 to place a red curb prohibiting stopping, standing, or parking except as permitted by the Vehicle Code of the State;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willits does authorize the following:

1. The restriction of parking on east and west sides of Main Street between the intersections of Hwy 20 and approximately 260 feet south of Wood Street.
2. Northside of Main Street from its intersection with West Van Lane to the Mill Creek Bridge.
3. Southside of Main Street from a point approximately 140 feet north of Commercial Street to a point approximately 60 feet south of State Street.
4. That the Chief of Police is hereby authorized and directed to cause the installation of the red curb markings as outlined above.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 10th day of October, 2018, by the following vote:

AYES:
NOES:
ABSENT:

MADGE STRONG, Mayor
City Council of the City of Willits

ATTEST:

CATHY MOORHEAD,
Deputy City Manager / City Clerk



Item No. 5c

Meeting Date: October 10, 2018

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Stephanie Garrabrant-Sierra, City Manager

Agenda Title: APPROVE RESOLUTION OPPOSING PROPOSITION 6 ON THE CALIFORNIA NOVEMBER, 2018 BALLOT

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

Summary of Request: Proposition 6 is a measure that will be submitted to California voters as part of the November 2018 election. The ballot measure proposes to repeal the Road Repair and Accountability Act (RRA), a fuel tax, which is known as Senate Bill 1 (SB1). Every County in California receives infrastructure investments from the RRA. State transportation infrastructure receives roughly half of the funding, with the other half going to local agencies. \$182,000 is annually dedicated to the City of Willits, which, this year, will be used for our pavement preservation project, slurry seal and traffic striping of City Streets. It is very important the City of Willits and other state and local agencies, keep receiving these much-needed funds to help our aging infrastructure.

Recommended Action: Approve Resolution opposing Proposition 6 on the California November, 2018 Ballot.

Alternative(s): None

Fiscal Impact: None in passing this resolution.

Personnel Impact: Minimal.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RESOLUTION NO. 2018-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS OPPOSING CALIFORNIA PROPOSITION 6

WHEREAS, cities and counties own and operate more than 81 percent of streets and roads in California, and from the moment we open our front door to drive to work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network; and

WHEREAS, the 2016 California Statewide Local Streets and Roads Needs Assessment, which provides critical analysis and information on the local transportation network's condition and funding needs, indicates that the condition of the local transportation network is deteriorating at an increasing rate; and

WHEREAS, California has more than 1,600 bridges and overpasses that are structurally deficient and unsafe and 89% of counties have roads that are in 'poor' or 'at-risk' condition; and

WHEREAS, according to the National Highway Traffic Safety Association, there were more than 3,600 fatalities on California roads in 2016, with poor road conditions as a major factor in vehicle collisions and accidents; and

WHEREAS, Prop 6 would eliminate more than \$52 billion over the next 10 years in existing transportation funding, including the \$15 billion in direct apportionments, and \$11 billion in available competitive grant funding, to cities and counties statewide; and

WHEREAS, Prop 6 would stop funding for more than 6,500 transportation improvement projects currently underway or planned in every California community; and

WHEREAS, Prop 6 would jeopardize public safety by eliminating thousands of projects to fix unsafe bridges and overpasses, repair crumbling and unsafe roads, and enhance pedestrian safety; and

WHEREAS, Prop 6 would raid \$182,000 annually dedicated to the City of Willits, and halt critical investments in future transportation improvement projects in our community that will be used for:

- Pavement Preservation Project – slurry seal and traffic striping city streets, among other potential projects

WHEREAS, voters overwhelmingly passed Prop 69 in June thereby ensuring transportation funds can only be used for transportation purposes and the State and local governments are accountable to taxpayers; and

WHEREAS, Prop 6 would eliminate transportation revenues that are accountable to taxpayers, can't be diverted or borrowed, and that voters overwhelmingly dedicated to fixing our roads.

THEREFORE BE IT RESOLVED, that the City of Willits hereby opposes Prop 6 on the November 2018 ballot; and

THEREFORE BE IT FURTHER RESOLVED, that the City of Willits can be listed as a member of the No on Prop 6 coalition, a diverse coalition of local governments, public safety organizations, business, labor, environmental leaders, transportation advocates and other organizations throughout the state.

We direct staff to email a copy of this adopted resolution to Kyle Griffith of the No on Prop 6 campaign at kgriffith@bcfpublicaffairs.com.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 10th day of October, 2018, by the following vote:

AYES:
NOES:
ABSENT:

MADGE STRONG, Mayor
City Council of the City of Willits

ATTEST:

CATHY MOORHEAD
Deputy City Manager / City Clerk



Item No. **5d**

Meeting Date: **October 10, 2018**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Andrea Trincado, Engineering Technician

Agenda Title: APPROVE THE ATTACHED UPDATED FEE SCHEDULE FOR THE PREVIOUSLY APPROVED LACO ASSOCIATES CONTRACT FOR FISCAL YEAR 2018-19 FOR GENERAL ENGINEERING SERVICES

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

Summary of Request: This item was brought forward and approved at the September 26th City Council meeting. However, the incorrect fee schedule was adopted; therefore, we are bringing back the corrected schedule for Council approval.

The City's Engineering Department, established in 2007, has been able to serve the majority of the City's engineering needs. To continue this service, a qualified, licensed City Engineer is necessary to advise staff and approve plans, specifications, and other work produced by the department.

In 2016, staff sent out a Request for Qualifications for general engineering services and LACO Associates was selected based on their experience, references, and proximity to the City. Since then, LACO has demonstrated sound guidance, oversight, and general engineering work. LACO has also been able to offer more than just civil engineering services. They are able to provide geotechnical engineering, structural engineering, and land surveying services as needed, and have produced numerous reports associated with the landfill, groundwater, and storm water pollution prevention, as well as providing expertise for many other projects. Under the direction of contract City Engineer Rodney Wilburn of LACO Associates, staff has worked efficiently to generate plans and specifications for several large engineering projects, as well as many smaller projects.

If approved by Council, in the coming year, LACO Associates will review and stamp City staff's engineered plans and specifications for the upcoming Pavement Preservation Projects, North Maple Storm Drain Project, and the Maple and Pine Streets Waterline Project, as well as several other smaller projects. They will also provide ongoing assistance with the City's general engineering needs, including occasional minor overflow projects that would need to be outsourced due to time constraints.

Staff recommends contracting with LACO Associates for the upcoming year for a not to exceed amount of \$70,000. A scope of work is attached for Council's review.

Recommended Action: Approve the corrected attached fee schedule.

Alternative(s): None

Fiscal Impact: Sufficient funds were allocated in the FY18/19 budget under 100-1042-2081-030 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 _____

EXHIBIT A

SCHEDULE OF RATES

HOURLY RATES

Principal Professional*	\$160.00 - 235.00 per hour
Project Manager*	\$135.00 - 185.00 per hour
Senior Professional*	\$118.00 - 225.00 per hour
Staff Professional*	\$98.00 - 175.00 per hour
Assistant Professional*	\$92.00 - 140.00 per hour
Junior Professional*	\$70.00 - 123.00 per hour
Senior Drafter/Designer	\$100.00 - 150.00 per hour
Drafter/Designer	\$70.00 - 125.00 per hour
Senior Technician	\$91.00 - 155.00 per hour
Technician	\$70.00 - 115.00 per hour
Special Technician Groups 1-4 - Prevailing Wage Rates	\$110.00 - 141.00 per hour
Special Consultants (depends on qualifications)	\$100.00 - 225.00 per hour
Senior Geotechnical Engineer	\$180.00 - 210.00 per hour
Court Appearance/Depositions.....(4 hour minimum)	\$350.00 - 450.00 per hour
Licensed Surveyor	\$135.00 - 225.00 per hour
One-Man Survey - Prevailing Wage Rates	\$155.00 - 200.00 per hour
One-Man Survey	\$130.00 - 150.00 per hour
Two-Man Survey Party - Prevailing Wage Rates	\$290.00 - 350.00 per hour
Two-Man Survey Party	\$220.00 - 275.00 per hour
Three-Man Survey Party - Prevailing Wage Rates	\$435.00 - 480.00 per hour
Three-Man Survey Party	\$330.00 - 375.00 per hour
Certified Public Accountant	\$120.00 per hour
Project Administrator/Coordinator	\$80.00 - 110.00 per hour
Clerical	\$75.00 - 105.00 per hour

*"Professional" may apply to Engineer, Geologist, Planner, Architect, Environmental Scientist, or other specialties

NOTES

1. The above rates are regular hourly rates and include payroll costs, overhead, and profit. If overtime is requested by the client, it will be charged at 130% of the above hourly rates.
2. In accordance with State labor laws, prevailing wage rates may be required on State or Federally funded projects. These rates apply to survey party chief, rodman, chainman, soils field tester, and materials field tester. The hourly rate differential is \$25 to \$35 dollars per hour per person depending on project location and labor classification. The differential will be added to the above hourly rates.
3. Outside services will be performed at Cost plus 15%.
4. Subsistence will be calculated at Actual Cost plus 15% or agreed per diem rates.
5. All travel time will be charged at the regular hourly rates unless other written arrangements are made.

TRANSPORTATION

Automobile and pickup:*	
Trip charge per day	\$65.00 per day
Minimum charge, vehicle	\$15.00
Over 80 miles	Federal Rate + \$0.10 per mile
Other transportation, air travel, etc.	\$Cost + 15%

MATERIALS

Survey hubs, stakes, lath, or guineas	\$1.00 each
Survey markers, plain iron pipe	\$5.00 each
Plan copies per sheet (11x17) black & white \$0.25	color \$2.50 each
Plan copies per sheet (24x36) black & white \$5.00	mylar \$20.00 color \$21.25 each
All other materials or printing	\$ Cost + 15%

* Minimum charge of 1/2-day on all equipment billed on daily basis
 ** Plus Technician Rate

EXHIBIT A

RATES FOR MATERIALS AND SOILS TESTING

Laboratory tests are performed on samples delivered to our lab in Eureka, California. Sample pick_up, special tests, and unusual sample preparation are billed at the applicable hourly rate. Faxes of reports and duplicate mailings are available for \$5 each. Reports requiring review and signature will be billed at the applicable rate.

A. AGGREGATE AND SOILS TESTING

100.	Sieve Analysis – Coarse and Fine, Caltrans 202, ASTM C-136.....	\$100.00
101.	Sieve Analysis – Coarse, Caltrans 202, ASTM C-136	\$55.00
102.	Sieve Analysis – Fine, Caltrans 202, ASTM C-136.....	\$60.00
103.	Finer than #200, ASTM C-117	\$55.00
104.	Particle Size Analysis, ASTM D-422***	\$90.00
105.	Cleanness Value, Caltrans 227	\$75.00
106.	Sample Preparation	\$35.00
107.	USDA Textural Suitability Analysis (per point)***	\$50.00
108.	Bulk Density, Leachfield System Suitability	\$35.00
109.	Atterberg Limits, LL-PL-PI, ASTM 4318***	\$110.00
110.	Sand Equivalent, Caltrans 217, ASTM D-2419	\$70.00
111.	Specific Gravity – Coarse, Caltrans 206, ASTM C-127	\$70.00
112.	Specific Gravity – Fine, Caltrans 207, ASTM C-128	\$80.00
113.	Maximum Density of Soils, Caltrans 216, ASTM D-698 or D-1557	\$155.00
114.	Maximum Density of Soils with Rock Correction, ASTM D-4718.....	\$180.00
301.	Nuclear Density Gauge (hourly), Caltrans 231, ASTM D6938 **	\$15.00
302.	Nuclear Density Gauge (daily), Caltrans 231, ASTM D6938 **	\$85.00
116.	Organic Impurities, ASTM C-40.....	\$75.00
117.	Moisture Content of Soils In Place, ASTM D-2216.....	\$15.00
118.	Density of Soils In Place, ASTM 2937	\$30.00
119.	Percent Crushed Particles, Caltrans 205, ASTM D-5821	\$100.00
120.	Durability Index – Coarse, Caltrans 229, ASTM D-3744	\$75.00
121.	Durability Index – Fine, Caltrans 229, ASTM D-3744	\$75.00
122.	RH Meter.....	\$65.00
123.	Unconfined Compressive Strength	\$80.00
124.	CBR Soils Test with Compaction	\$550.00
125.	Consolidation, 3" dia., ASTM D-2435***	\$280.00
127.	Direct Shear, ASTM D-3080 (3 points)	\$275.00
128.	Direct Shear, ASTM D-3080 (per additional point)	\$55.00
129.	Sample Preparation	\$35.00
130.	Expansion Index, ASTM D-4829***	\$150.00
131.	Pocket Penetrometer.....	\$10.00
135.	Unit Weight, ASTM C-29	\$70.00
139.	CBR Soils Test Without Compaction	\$350.00

For other testing not listed, please inquire.

B. CONCRETE AND FIELD TESTING

150.	Concrete/Grout Compressive Strength (curing, testing & disposal), Caltrans 521, ASTM C-39.....	\$25.00
151.	Concrete Compressive Strength, Caltrans 521, ASTM C-39.....	\$20.00
152.	Specimen Processing and Curing, ASTM C-31	(each) \$8.00
153.	Disposable Concrete Molds	(each) \$3.00
154.	Concrete Mix Design, Preparation, Review, and Adjustment.....	\$200.00
156.	Percent Entrained Air (Method ASTM C-231 or C-173)**	\$20.00
157.	Shrinkage Test, ASTM C-157 (3 bars).....	(per test) \$250.00
158.	Concrete Rebound Test, ASTM C-805**	(per day) \$25.00
159.	Coring; Concrete, CMUs and AC, 4-inch core **	\$3.00 per inch length
161.	Coring; Concrete, CMUS and AC, 6-inch core **	\$3.00 per inch length
163.	Splitting Tensile Strength, ASTM C-496	(per test) \$90.00
164.	Voltage Meter.....	(per day) \$35.00

EXHIBIT A

C. SPECIAL EQUIPMENT

258.	Coating Thickness Gauge	(per Day) \$25.00
246.	Skidmore **	(per day) \$60.00
303.	Core Drilling Machine**	(per day) \$75.00
333.	Load Cell **	(per hour) \$15.00
334.	Torque Wrench **	(per hour) \$10.00
320.	Photoionization Hydrocarbon Vapor Detector *	(per day) \$100.00
450.	Field Lab Analysis (Hanby)	(per test) \$25.00
332.	Turbidity Meter *	(per day) \$40.00
352.	Dissolved Oxygen Meter *	(per day) \$40.00
245.	pH/T/K Meter *	(per day) \$40.00
247.	Water Level Meter	(per day) \$25.00
321.	Bladder Pump/2" Submersible Pump *	(per day) \$45.00
224.	Cam/Portable Pump (12-volt)	(per well) \$5.00
336.	Pressure Washer *	(per day) \$45.00
323.	Steam Cleaner *	(per day) \$75.00
456.	Rotary Hammer Boring System	(per boring) \$25.00
452.	Hydro Punch	(per sample) \$30.00
454.	Continuous Core Sampler	(per foot) \$5.00
249.	Generator *	(per day) \$40.00
244.	4-Channel Datalogger *	(per day) \$115.00
354.	Hand Auger *	(per day) \$25.00
22.	Traffic Control Cones (25) *	(per day) \$8.00
31.	Barricade *	(per day) \$5.00
23.	Passive Skimmer (1 liter)	(per week) \$15.00
24.	Electric Skimmer	(per week) \$125.00
326.	Submersible Pump *	(per day) \$45.00
322.	Centrifugal Pump *	(per day) \$100.00
252.	Confined Space Multi-Gas Meter (LEL, Oxygen, PID, Hydrogen Sulfate, CO)	(per day) \$90.00
661.	Calcium Chloride Kits	(each) \$25.00
643.	All Terrain Vehicle (Survey)	(per day) \$250.00
700.	Survey Boat without Motor	(per day) \$100.00
703.	Survey Boat with Motor	(per day) \$500.00

* Minimum charge of 1/2-day on all equipment billed on daily basis
** Plus Technician Rate
*** Sample preparation not included

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

DATE: 10/01/18

TO:

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

FROM: Building Department, City of Willits

RE: Permit Completion for Month of September 2018

PARCEL#	ADDRESS	PERMIT #	WORK DONE	VALUE	DATE
006-160-28	845 S. Main St.	8964	Convert to LED lighting	80000	9/10/18
006-023-50	372 Coast St.	8971	Tearoff reroof	9000	9/04/18
007-291-04	227 Bonnie Ln.	8973	Tearoff reroof	12000	9/10/18
005-091-13	102 Mill Creek Dr.	8974	Tearoff reroof	3000	9/10/18
006-051-29	208 E. San Francisco Ave.	8975	Replace gas line	2000	9/12/18
005-091-10	29 Northbrook Way	8976	Replace FAU	7700	9/14/18
005-221-09	84 S. School St.	8977	Tearoff reroof	15000	9/13/18
006-160-28	845 S. Main St.	8978	Replace water heater	4000	9/19/18
007-091-05	119 Baechtel Rd.	8980	Res. Fire sprinklers	4500	9/25/18
005-242-14	392 Redwood Ave.	8979	Tearoff reroof	17300	9/25/18
007-180-20	1681 S. Main St.	8983	Tearoff reroof	8000	9/27/18
COMPLETED PROJECTS					
007-120-17	1490 Baechtel Rd.	8689	2750 sq. ft. SFD/551 sq. ft. garage	383879	5/2/17
007-120-17	1490 Baechtel Rd.	8455	Const. garage/shop	128543	11/13/15
007-120-17	1490 Baechtel Rd.	8384	UG Site Utilities	5000	6/18/15

007-120-17	1490 Baechtel Rd.	8930	Landscape lighting/irrigation	2000	7/19/18
007-091-05	119 Baechtel Rd.	8980	Res. Fire sprinklers	4500	9/25/18
007-020-13	175 N. Lenore Ave.	8941	Remodel indoor storage	60000	7/26/18
005-250-23	405 E. Commercial St.	8949	34.5 kw PV Solar Array	103500	8/13/18
005-232-17	284 Pine St.	8927	Replace FAU & add 4 ton AC	21500	7/17/18
007-180-19	1661B S. Main St.	8959	Int. remodel	1500	8/22/18
007-291-04	227 Bonnie Lane	8973	Tearoff reroof	12000	9/10/18
006-051-29	208 E. San Francisco Ave.	8975	Replace gas line	2000	9/12/18
007-170-18	1718 S. Main St.	8811	Replace support columns	12500	11/8/17
006-270-23	1262 Blosser Ln.	8900	ADA barrier removal	6500	5/22/18
006-132-26	100 South St.	8618	Install new elect panel	1000	11/14/16
006-254-01	25 Hazel St.	8947	Tearoff reroof	14000	8/7/18
005-250-23	405 E. Commercial St.	8940	280 sq. ft. trellis@new classroom	1500	7/26/18
007-020-15	101 N. Lenore Ave.	8937	Const. haz mat storage locker	5000	6/14/18
007-020-15	101 N. Lenore Ave.	8924	Tenant Imp. Occupancy change	62500	7/12/18
007-020-15	101 N. Lenore Ave.	8865	HVAC system	20800	3/8/18
006-240-13	1245 S. Main St.	8946	Overlay reroof	6164	8/6/18
007-040-15	511 E. Valley St.	8601	Install 30 amp circuit/well pump	900	9/19/16
005-242-07	331 W. Mendocino Ave.	8923	12.9 kw Solar Array	42652	7/12/18
007-180-19	1661 S. Main St.	8848	ADA parking & Acc. Path	80000	3/6/18
005-130-20	405 E. Commercial St.	8894	Const 645 sq. ft. classroom	80645	5/8/18
005-130-20	405 E. Commercial St.	8901	Int. restroom remodel	7500	5/24/18
006-061-10	549 Central St.	8953	Tearoff reroof	10000	8/20/18
005-242-07	331 W. Mendocino Ave.	8936	225 amp elect panel	1500	7/24/18
006-160-28	845 S. Main St.	8978	Replace water heater	4000	9/19/18
007-170-20	1722 S. Main St.	8887	Enclose trash enclosure	15000	4/19/18

John Sherman
Building Official
City of Willits

New Business License - September 2018

BL#	<i>Name</i>	<i>Owner</i>	<i>Address</i>	<i>Date Issued</i>	<i>Type of Bussiness</i>
6734	Uniq Illusions	Hung Pham	1726 S Main St, Willits 18441 Shafer Ranch	9/11/2018	Body Art (not tattoo)
6735	Tri Counties Plumbing	Deanna Ogden	Rd., Willits	9/11/2018	Plumbing Contractor
6736	Happy Donuts	Vengkim Keang	1661 S Main St., Willits 24251 Sherwood Rd.,	9/11/2018	Donut Shop
6737	Gene Wixson Enterprises Inc	Kraig King	Willits	9/11/2018	Engineering Contractor
6738	Heather Hatton	Heather Hatton	91 S Main St., Willits	9/11/2018	Cosmetologist
6739	Emerald City Genetics	Wei Shi	300 East Hill Rd., Willits	9/11/2018	Cannabis Cultivation
6740	Buzi Business Services	Robert Patton	424 Grove St., Willits 45 W Mendocino Ave,	9/11/2018	Handyman Services
6741	Willits Wellness Studio	Daniel Gutierrez	Willits	9/11/2018	Exercise/Wellness Studio Medical Cannabis
6742	Payne Distribution Co.	Micah Anderson	175 N Lenore Ave	9/24/2018	Distribution
6743	Emerald City Distribution	Wei Shi	300 East Hill Rd., Willits	9/27/2018	Cannabis Distribution



Item No. **9a**

Meeting Date: **October 10, 2018**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Stephanie Garrabrant-Sierra

Agenda Title: DISCUSSION TO APPROVE LEGISLATIVE AGENDA AUTHORIZING STAFF TO PREPARE LETTERS SUPPORTING OR OPPOSING PROPOSED LEGISLATION IN ACCORDANCE WITH THE CITY'S LEGISLATIVE AGENDA

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

Summary of Request: This report requests that the Council adopt a Legislative Policy which would authorize the Mayor, Vice-Mayor or City Manager to draft and send letters supporting or opposing proposed legislation in accordance with requests from the League of California Cities that comport with the City's adopted legislative agenda.

Recommended Action: Approve the Proposed Legislative Agenda.

Alternative(s): Do not approve the Legislative Agenda.

Fiscal Impact: None.

Personnel Impact: As the City Manager's Office does not have any administrative support, all letters will likely be drafted and sent by the City Manager, therefore there will be an impact, depending on the number of letters sent. This is far less impact than individual letters be brought to Council with individual staff reports, however.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

Legislative Policy – City of Willits

PURPOSE OF POLICY

The City of Willits recognizes the need for active legislative engagement at the local, state, and federal levels to protect and enhance the interests of its residents, businesses and the environment. Accordingly, City officials maintain close relationships with Willits’s state and federal representatives to advocate, influence, and monitor pertinent legislation.

The purpose of this Legislative Policy is to clearly outline the position of the City on priority issues and matters that impact the City’s ability to operate effectively, while allowing the consideration of additional legislative and budget issues that arise during the legislative session. By doing this, the legislative approval process is streamlined by receiving clear direction at the beginning of the legislative session from the City Council on pertinent legislative issues.

In consultation with the League of California Cities and the League’s Redwood Empire Division, the priorities throughout the platform are intended to assist the Mayor, Council Members, and staff to proactively and appropriately address legislation to promote City interests and preserve local legislative authority if and when necessary.

GENERAL GOVERNMENT

1. *Support* measures that recognize, strengthen and protect local control over the public rights-of-way including fair and reasonable compensation for use of the right-of-way.
2. *Support* state-local partnerships to fund regional transportation projects.
3. *Oppose* measures that create/grant powers to sub-regional or regional bodies which may result in infringement on clearly local concerns, unless there is an agreement to do so by all affected local entities.
4. *Oppose* any change that limits the authority of cities to grow through annexation.
6. *Support* legislation that requires State elected and appointed officials to be subject of the same disclosure and transparency laws that they require of local municipalities, schools, and special districts.
7. *Support* measures that create or maintain local governmental authority as it applies to the cable, video and telecommunications industry and franchising processes.

FINANCE

A. State and Federal Mandates

1. *Support* legislation requiring the State and Federal Government to provide full cost reimbursement to cities for all mandated programs and for all programs resulting in revenue losses.
2. *Support* legislation that further protects local government revenue from being taken, confiscated, diverted or otherwise used to fund state government operations and responsibilities.
3. *Support* efforts to reduce the fiscal impacts of Proposition 218 on cities.
4. *Oppose* legislation that imposes federal mandated costs for which there is no guarantee of local reimbursement or offsetting benefits.

5. *Oppose* any measure that mandates procedures that would make local government more dependent on the state for financial stability or reduces local discretion in the use of local government revenues.

B. Long Term Financing of Local Agencies

1. *Support* legislation to stabilize local government financing, to increase funding to local agencies and to permit the most cost-efficient management of state-mandated programs.
2. *Support* legislation which preserve and enhance the City's ability to generate revenues from all types of sales.
3. *Support* legislation to protect and preserve local control over locally imposed taxes (such as transient occupancy tax and franchise fees).
4. *Support* extending sales tax to E-Commerce as a means of fairness to "Main Street."
5. *Oppose* legislation which shifts revenue from local government to the state for any purpose.

PUBLIC SAFETY

1. *Support* legislation that would strengthen state graffiti law and provide increased authority and resources devoted to cities for abatement of graffiti and other acts of public vandalism.
2. *Support* legislation that would protect the public from crimes committed by use of the computer, internet or identity theft.
3. *Support* legislation that would provide funds for local law enforcement technology.
4. *Support* legislation that would provide funds for additional equipment, services, or personnel (COPS bill).
5. *Oppose* legislation which would weaken the authority of local law enforcement to control the issuance of concealed weapon permits.
6. *Support* legislation which would provide a greater share of seized assets to localities.
7. *Support* legislation that enhances consequences for those convicted of vandalism of public property and further tightens regulations on the sale and trade of stolen public property.
8. *Support* legislation that provides for additional funding sources dedicated to public safety programs, services, and personnel.
9. *Oppose* legislation that alters distribution of revenues from traffic and parking violations, resulting in lower revenue for local governments.
10. *Oppose* legislation that would impede local law enforcement from addressing crime problems and recovering costs resulting from a crime committed by the guilty party.
11. *Support* and promote programs that enhance the benefits of mutual aid agreements between local governments.
12. *Support* legislation that provides local law enforcement agencies authority to recover any costs associated with complying with any Federal, State or court-ordered licensing, registration and testing requirements.
13. *Support* legislation that provides funding for local emergency operations including equipment, services, and personnel.
14. *Support* legislation that would require transfer of information to local officials regarding threats to local safety as threats occur.
15. *Support* legislation that would provide funding for Homeland Security measures.

TRANSPORTATION AND PUBLIC WORKS

- A. Traffic/Roads/Highways
 - 1. *Support* legislation which provides equitable amounts of state and federal funding for roads and highways, and facilitates timely construction of local transportation projects.
 - 2. *Support* efforts to increase the amount of transportation funds allocated to local jurisdictions for discretionary projects.
- B. Solid Waste and Recycling
 - 1. *Support* legislation which sets reasonable and flexible recycling standards.
 - 2. *Support* legislation encouraging active development of markets for recycled goods.
 - 3. *Support* legislation which reduces local government's Superfund liability for solid waste.

ENVIRONMENT

- 1. *Support* strategies that clearly demonstrate and provide for the most cost-effective means for meeting air-quality goals.
- 2. *Support* legislation which allocates state and/or federal funds for the compliance of federal and state air-quality standards.
- 3. *Support* legislation that provides funding for alternative fuel vehicles.
- 4. *Oppose* legislation that would weaken or substitute the CEQA requirements in favor of a weaker process, such as National Environmental Protection Act (NEPA).
- 5. *Oppose* measures that provide only minimal improvements in air and water quality while incurring excessive and unreasonable public and private costs associated with implementation.
- 6. *Support* legislation that provides increased funding opportunities for municipal environmental programs and sustainable energy projects.
- 7. *Support* legislation that provides fiscally responsible policy for renewable energy programs.
- 8. *Oppose* legislation that places undue and unreasonable hardship on local governments to implement new environmental regulations.
- 9. *Support* legislation that would make it easier for cities to fund and comply with new and increasingly stringent storm water quality permit requirements.

HOUSING, AND LAND USE PLANNING

- 1. *Oppose* efforts by any regulatory commission from promulgating rules and regulations that infringe on local land use decisions and management of the public right-of-way.
- 2. *Oppose* additional affordable housing production mandates without necessary funding to support said housing mandate.
- 3. *Support* increases in state funding for enhancement and expansion of residential code enforcement and other programs that will preserve the quality of the existing housing stock.
- 4. *Support* legislation that strengthens the concept of local control/local home rule for local decision making on land use and zoning matters.

REGIONAL GROWTH MANAGEMENT

- 1. *Support* legislation that produces additional resources, including adequate funding, to local agencies to address regional growth issues.

2. *Encourage* federal and state financial support to provide adequate affordable housing for low-income individuals.
3. *Oppose* legislation that would impose state-mandated development standards or procedures that are contrary to the City of Lakeport General Plan or local land-use policy.

COMMUNITY/RECREATIONAL/ SOCIAL ISSUES

1. *Support* federal and state funding opportunities for cultural arts programs, libraries, parks, recreation and human service, open space, and facility development/renewal.
2. *Support* measures that promote volunteerism.
3. *Support* federal and state funding opportunities that promote the ability to provide public access to technology at community facilities.

ECONOMIC DEVELOPMENT/TOURISM

1. *Support* efforts to secure legislation that will preserve funding mechanisms to promote continued economic development, including initiatives to provide financing for infrastructure and affordable housing.
3. *Support* measures that sustain the City's continued efforts to retain and promote the success of local businesses.
4. *Support* measures that ensure any new/alternative approach that may replace redevelopment and which would deliver a positive benefit to Willits.
5. *Support* regional economic development policies that provide for planned economic growth in the City and neighboring communities.
6. *Oppose* legislation that is deemed by the City to be "anti-business" and/or "job killer" without providing commensurate benefits that would outweigh any potential negative business effects
7. *Oppose* regulations that impose unwarranted restrictions on local businesses without providing commensurate benefits that would outweigh any potential negative business effects

COMMUNITY AND HUMAN SERVICES

1. *Support* legislation that provides incentives or grant opportunities for community improvements.
2. *Support* legislation that provides funding for transportation services, including for senior citizens.
3. *Support* legislation that provides funding and resources for local governments to implement Healthy Cities programs and policies aimed at reducing obesity, childhood obesity, high rates of diabetes, heart disease and other health conditions.
4. *Support* legislative efforts to increase opportunities for community-wide citizen volunteer programs.
5. *Support* funding for a coordinated and comprehensive approach to address the needs of youth in the community.

LEGISLATIVE PROCEDURES

TRACKING

The City Manager (or City Manager designee) will periodically provide updates of important legislative issues and/or those matters that the City has stated a position on during the Legislative Session.

RESPONSE

When an important legislative matter requires action, the City Manager (or City Manager designee) is authorized to take a position on the matter in accordance with the adopted Legislative Policy. If there are mitigating factors where Council may want to take a position that varies from the approved Policy, or, if it is a matter that is not inherent in the Policy, the measure shall go to the full City Council for direction, as time permits. It is not expected that the City respond to each and every legislative matter, however the City will endeavor to respond to those issues that affect the City of Willits.

PROCEDURE

1. The City Manager (or designee) shall review all requests for a Mayor's letter on legislative issues to determine if the legislation aligns with the existing and approved position through the City's Legislative Policy.
2. If the matter aligns with the approved Legislative Policy and staff is able to respond in a timely fashion, the City response shall be supplied in the form of a Mayor's letter to the legislative body reviewing the bill/measure. If the Mayor is not available to sign the letter, the letter shall be prepared for signature by the Vice Mayor or City Manager.