



Airport Monthly Report

April | 2022

Monthly Achievements & Activities

- Installed a new keypad passage lock and deadbolt on the door to the meeting room above the pilot lounge as it houses the camera system hard drive and UNICOM equipment.
- Mowed the entire facility with a three-day effort that included weed eating around the runway lights, parking lot, and outbuildings.
- Scheduled to meet with FAA planners May 24th to discuss hangar developments.
- Preparing a task order for Mead & Hunt to execute the pen and ink revisions to the Airport Lay-Out Plan for hangar developments.
- Refilled and certified the fire extinguishers with assistance from Ukiah Oxygen (an annually task).

Project Updates

- High Country Security completed the security camera installation; the system is live and currently recording. Posted the appropriate signs notifying visitors and tenants that cameras are in use. The camera system covers the main vehicle access gate, pedestrian gate, parking lot and electrical room, fuel island, and taxiway.
- Repaired the asphalt section adjacent to the Sierra Pacific hangar.
- Tasked LACO with providing a parts list and schematics for the fuel distribution system upgrades.
- Hangar inspections continue.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Finalize the task order for Mead & Hunt, and extend the existing contract term to allow a reasonable timeframe to complete the pen and ink revisions needed to proceed with hangar developments.
- Work with LACO to draft a list of components and schematics for the fuel system upgrades.
- Complete the remaining hangar inspections.
- Purchase equipment to maintain the Airport grounds.



Community Development

April 2022 | Report

Monthly Achievements & Activities

- Issued eight Building Permits.
- Opened one Code Enforcement case.
- Closed one Code Enforcement case.
- Twelve active Code Enforcement cases.

Project Updates

- The Willits CDBG Business Loan Program is active. To date, the City has received applications from 11 businesses requesting a total of \$415,000. Consultants have processed the first three applications and forwarded to the City Business Loan Committee for review and approval. The establishment of the Loan Committee is a requirement of the CDBG grant and is comprised of the Community Development Director, Finance Director, and a community member. The Loan Committee is scheduled to meet on May 2nd. More information can be found on the City website. <http://www.cityofwillits.org/286/Willits-CDBG-Business-Loan-Program>
- Progress continues on the Willits Rail Trail project. The City Council approved adoption of the Initial Study and Mitigated Negative Declaration, pursuant to CEQA, at the April 27th meeting. This essentially concludes the environmental review phase of the Project. Upon completing the environmental review phase, the City is now eligible to request allocation of grant funds to support the PS&E or project design phase. Staff has completed request to the California Transportation Commission (CTC) to allocate \$544,000. Staff anticipates that the CTC will approve the City's request at their June meeting.
- To date, the City has collected over \$1 million in excise taxes from commercial cannabis businesses operating within the City limits. The City collected approximately \$334,000 in calendar year 2021, down from approximately \$427,000 in calendar year 2020. Cannabis businesses are taxes based on gross receipts, with the exception of cultivation, which is taxed based on the permitted mature plant canopy size. Upon speaking with a number of business owners, staff understands that the amount of money these businesses receive for their cannabis products (i.e. flower, trim, oil) has significantly reduced in the last year due to market conditions. This is understood to be the main reason for the reduction in cannabis excise taxes received by the City.
- Staff is in regular communication with Caltrans to establish Council requested Downtown Willits signage at the northern Highway 101 interchange. Caltrans needs to provide updated cost estimate to develop and install signage. Staff has not received an anticipated completion date.

Staffing Items

- The Department is looking to fill the position of Community Development Specialist.
 - Job description can be found on the City website <http://www.cityofwillits.org/219/Employment-Opportunities>
- The Department has hired a new City Planner. Taylor Perry has been living in Brooktrails and has previous planning experience working for both Humboldt County and a private planning consulting firm. Taylor has a degree in Environmental Science from Humboldt State University.

Budget Status

- No report.

Focus for Next Month

- CDBG business assistance loan program
 - Continue to process business loan applications.
 - Hold Loan Committee Meeting as required by HCD before issuing loan funds.
 - Issue loans.
- Urban Forestry Management Plan.
 - Complete Final Public Draft and schedule for Council meeting.
 - Work with stakeholders to plant trees.
- Flood Emergency Response Plan
 - Finalize FERP and schedule for Council meeting.
- Downtown Willits Highway Signage
 - Work (annoyingly bug) with Caltrans to obtain permission to install signage as requested by Council.
- Finalize Request for Proposal to solicit consultant assistance on a General Plan Land Use Element Update and Sphere of Influence Amendment.
- Expand efforts to recruit Community Development Specialist position in the Department.



Engineering Report

April | 2022

Monthly Achievements & Activities

- Utilizing the engineering on-call contracts for:
 - Preparation of plans & specifications for the Groundwater Resiliency Improvement Project (LACO).
 - Preparation of easements for Railroad Ave. water main relocation (SHN).
 - Preparing the Spring Operations plan to request changing the annual start date to March 1st rather than the current April 1st, for flash board installation at Centennial (Tall Tree).
 - Construction inspection for Blosser Lane Rehabilitation Project (to be assigned).
 - Preparation of performance specifications for Solar Array Installation at City Hall (EBA).
 - Assistance with grant reporting and administration for Local Streets & Roads and Local Partnership Program (LACO).
 - Various other task orders issued by Community Development to support work in their department (SHN & EBA).
- Bid preparation and management for the City Hall roof repair.
- Preparing for relocation of a section (approximately 340 lineal feet) of water main that runs between the southerly extension of Railroad Avenue and Main Street along the railroad tracks. The section needs replacement as soon as possible.
- Preparing annual budgets.
- Continuing review of Encroachment Permit Applications. Major permits in progress:
 - Multiple projects are planned for this spring on and around East Hill Road, including the CCC project and various PG&E permits.
 - There are multiple pending utility permits throughout town.

Project Updates

- Awarded the Blosser Lane Rehabilitation Project to Bouthillier's Construction Inc. Staff is preparing construction staking and continuing outreach and site preparation for the project.
- Staff is working with consultants to develop plans and specifications, and apply for permits for the Groundwater Resiliency Improvement Project.

Staffing Items

- No items to report.

Budget Status

- Approximately fifty-percent of FY 21/22 budget for 100-1042 (Engineering home fund) spent to-date.

Focus for Next Month

- Preparation of the 2022 Local Partnership Program/Pavement Preservation Project.
- Preparation for this year's annual traffic striping project.
- Project development for the West Mendocino Rehabilitation Project.
- Preparation of allocation request for SB1 Local Partnership Program grant funding for upcoming Annual Preservation Project.
- Development of the solar array project at City Hall, which is part of a power resiliency grant.
- Encroachment Permit management.
- Groundwater Resiliency Improvement Project development.
- Landfill management.



Police Department

April 2022 | Report

Monthly Achievements & Activities

| | <u>April 2021</u> | <u>April 2022</u> |
|---------------------------|-------------------|-------------------|
| • Calls for service (CFS) | 924 | 625 |
| • Cases | 69 | 74 |
| • Arrests | 28 | 39 |
| • Citations | 30 | 71 |

- We received information of a prohibited person attempting to purchase a firearm from one of our local firearms dealers. We have done the appropriate follow-up and are working with DOJ agents to obtain search warrants. The individual is from Northern California and another County, but tried to purchase a shotgun here in Willits as he was passing through.
- The Department has nominated Officer Cody Pearson to receive the MADD award for DUI enforcement the past year. Officer Pearson led the Department with 15 DUI arrests last year. MADD recognizes these lifesaving enforcement efforts with an awards banquet every year.

Project Updates

- Ordered two Patrol SUV's as part of the fleet replacement plan adopted a couple years back.

Staffing Items

- Our Dispatcher trainee continues to develop and improve as the individual goes through the Field Training Programs. We anticipate the individual will be on their own in the next few weeks.
- Continue recruitments for vacancies in the Police Officer, CSO and Police Sergeant positions.
- Conducted interviews for our next dispatcher position and have sent an applicant into the background phase.
- We have a lateral police officer candidate that is at the end of the background phase and hope to have him start the FTO program the last part of May or beginning of June.
- We are finalizing the questions for oral interviews for the CSO position, as we have gotten some viable applications submitted.

Budget Status

- No items to report.
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Focus for Next Month

- Continue Community Outreach.
 - Recruit applicants for our vacant police officer and CSO positions.
 - Recruitment of SRO candidates.
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Public Works

April 2022 | Report

Monthly Achievements & Activities

- Completed the flushing the Water Distribution System is complete. This is the first time in several years this was done to this extent due to water shortages and drought conditions.
- Repaired several water leaks including eight-inch AC main line on Baechtel Road that required extra traffic control, and multiple leaks on older steel lines throughout town.
- Repaired the sprinkler system at Babcock Park. Replaced several sprinklers and discontinued others. Reduced the lawn space to curb water usage and provide a mulch bed around the existing trees. The exposed roots have been growing along the surface un-protected and un-nourished for several years. The repeatedly vandalized automated, sprinkler controls and power supply are on the list for replacement to make watering the lawn and plants more efficient.
- The Main Street trees are coming out of dormancy and flourishing; with the exception of the two, small cork trees, which appear to be struggling. Exploring remedies.
- Cold Creek Compost proposed a donation consisting of 30-cubic yards of compost for use by the community. A site was prepared adjacent to the Skate Park towards the end of East Commercial Street for the compost. It will be available to the public at that site once delivered.

Project Updates

- Installed a new spring rider resembling a Fire Engine (themed to match the new Fire Station) at Snyder Park. This piece of play equipment is for children 2-5 years of age and replaced the dinosaur due to damage from vandalism.
- Replaced damaged parts on the large play structure at Snyder Park, including the shuttle component as an inspection revealed it was no longer safe to use.
- Weed eating, mowing, and landscape maintenance is an ongoing focus. The crews spend a large part of their workweek this time of year maintaining the parks and recreational facilities. Crews also work along the roadways and other City owned properties clearing vegetation.
- Conducted pothole patching on several streets.
- Collected quotes for tree work and stump grinding at the Recreation Grove.
- Mowed the Airport facility, repaired asphalt, installed new signs and locks, and mounted a security camera system.

Staffing Items

- The applicant selected for the Maintenance Worker One vacancy is undergoing pre-hire background and physical evaluation.

Budget Status

- No items to report.

Focus for Next Month

- Curb painting and traffic sign installation in various areas identified by Code Enforcement.
- Assist in the City Hall Renovation Project by moving existing workspaces, re-arranging and re-locating staff to new locations, painting and installing new furniture as needed.
- Continued mowing and weed eating, at all facilities and along various roadways.
- Begin preparation for upcoming community events, including the weeklong Hometown Celebration and Annual Rodeo.



Utilities

April 2022 | Report

Monthly Achievements & Activities

- Repaired water mainline leak Baechtel Road.
- Repaired water mainline leak on North Street.
- Replaced water service on Walnut Street.
- Repaired water mainline leak on E. Van Lane.
- Removed and installed new blower motor for Aeration Blower #3.
- Cleaned 2,000 lineal feet of sewer mainline.
- Replaced fire hydrant hit by vehicle on North Lenore Avenue.
- Repaired water mainline leak on South Magnolia Street
- Completed three sewer lateral inspections for home sales.
- Repaired water mainline leak on Muir Lane.

Project Updates

- Ongoing: Sewer lateral inspection program.
- Ongoing: Water meter replacement program.
- Ongoing: Grounds maintenance at Water/Wastewater facilities.
- Reservoir Capacity: Morris 662-acre feet and Centennial 638-acre feet equates to 100-percent of full capacity (May 17th).

Staffing Items

- Fully staffed with six Operators each at both the Water and Wastewater Treatment Plants.

Budget Status

- Water Enterprise Fund: Preparing the FY 22/23 Budget.
- Wastewater Enterprise Fund: Preparing the FY 22/23 Budget.

Focus for Next Month

- Replace valve below Morris Dam.
 - Replace filter #3's aluminum screen with a new stainless-steel screen at the Surface Water Treatment Plant (SWTP).
 - Upgrade SCADA system at the SWTP (still waiting on backordered computers)
 - Install new electric gate to the entrance of Wastewater Treatment Plant.
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- Start Cross Connection Program Backflow Testing (water) with John Graham Backflow Services for the entire system completed half of the devices to date.
- Replace four-inch, steel water main and replace services on Railroad Avenue with 8-inch C900.

