



# Airport Monthly Report

May | 2022

## **Monthly Achievements & Activities**

- Conducted weed abatement on the asphalt surfaces.
- Completed the annual CAL-TRANS DOT inspection. The inspector recognized the continuing efforts by the City to improve and secure the facility.
- Decline in fuel sales due to the rising costs. The high winds typical of this time of year have contributed to less frequent use, but it is anticipated that they will pick back up as the weather improves.

## **Project Updates**

- Finalizing the ground leases for the new hangars.
- Identifying additional improvement projects.
- Sourcing equipment to better improve Public Works ability to maintain the facility.
- Completing hangar inspections - all hangars are currently occupied.
- Staff met with FAA planners to review the Airport CIP and discuss future projects.

## **Staffing Items**

- No items to report.

## **Budget Status**

- No items to report.

## **Focus for Next Month**

- Continue weed abatement and building maintenance.
- Evaluate plumbing to reduce water use.
- Begin collecting quotes for tree work and brush removal to address areas identified in the CAL-TRANS DOT inspection.
- Hold the quarterly tenant meeting to continue keeping airport users advised of projects and developments.
- Finalize ground lease agreements.



# Community Development

May 2022 | Report

## **Monthly Achievements & Activities**

- Issued seventeen Building Permits.
- Opened one Code Enforcement case (Note: Vegetation letters will be sent out in June).
- Closed one Code Enforcement case.
- Twelve active Code Enforcement cases.

## **Project Updates**

- The Willits CDBG Business Loan Program is proving to be a valuable resource for our local businesses that chose to participate in the program. To date, the City has received applications from 11 businesses requesting a total of \$415,000. \$145,000 in loans has been provided to local businesses. Staff anticipates another \$140,000 in program funds to be released in June. The program started with a total of \$457,000 in funds to support small businesses. More information can be found on the City website. <http://www.cityofwillits.org/286/Willits-CDBG-Business-Loan-Program>
- Staff nearly finalized a Request for Proposal to solicit a team of consultants to prepare an update of the Land Use Element of the City's General Plan, prepare an application to the Mendocino County Local Agency Formation Commission (LAFCo) for an amendment to the City's Sphere of Influence (SOI), and to conduct associated environmental analysis for each activity pursuant to the California Environmental Quality Act (CEQA). RFP is set to be released in June and includes timeline to select consultant group by August 1<sup>st</sup>. Project is to be funded by three separate grants that the City previously obtained.
- Staff is pleased to announce the launch of the public portal for iWorQ, an online citizen engagement for permitting and code violation reporting. Community members can now submit building permit applications, schedule inspections, check the status of their permit and submit code enforcement requests online. The link to submit an application or code enforcement request is located on the City of Willits Building and Safety and Code Enforcement websites. <http://www.cityofwillits.org/141/Building-Safety>.

## **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>.

## **Budget Status**

- No items to 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 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.
- Update City Zoning Map.



# Engineering Report

May | 2022

## **Monthly Achievements & Activities**

- Utilizing the engineering on-call contracts for:
  - Preparation of plans & specifications for the Groundwater Resiliency Improvement Project (LACO).
  - Assistance with grant reporting and administration for Local Streets & Roads and Local Partnership Program (LACO).
  - Preparation of easements for Railroad Avenue water main relocation (SHN).
  - Various other task orders issued by Community Development to support work in their department (SHN & EBA).
  - Preparation of performance specifications for Solar Array Installation at City Hall (EBA).
  - Wastewater Discharge Permit preparation (EBA).
  - Preparing the Spring Operations plan to request changing the annual start date to March 1<sup>st</sup>, rather than the current April 1<sup>st</sup>, for flash board installation at Centennial (Tall Tree).
  - Construction inspection for Blosser Lane Rehabilitation Project (to be assigned).
- Construction staking and project management on Blosser Lane Rehabilitation Project.
- Bid management for Groundwater Resiliency Improvement Project.
- Submitted Final Report of Expenditures for the Local Partnership Program (SB1) funding to receive \$100,000 reimbursement for the 2021 Pavement Preservation Project.
- Prepared annual project list and submittal for the Local Streets and Roads (SB1) funding.
- Worked with consultants to complete the Local Road Safety Plan for Council adoption and prepare applications for the Highway Safety Improvement Program (HSIP).
- Preparing for relocation of a section (approximately 340 linear 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).
- Contracting and scheduling for the Community Center roof repair.
- Continuing review of Encroachment Permit Applications. Major permits in progress:
  - Multiple projects on and around East Hill Road will continue, including the CCC project and various PG&E permits.
  - There are multiple pending utility permits throughout town.

## **Project Updates**

- Blosser Lane Rehabilitation construction started on June 13<sup>th</sup>.
- Staff is working with consultants to finalize plans and specifications for bidding the project. Submitted 401 & 404 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**

- Provide project management for Blosser Lane Rehabilitation Project.
- Get new groundwater monitors installed at the Park Well and repair the Long 20 Monitoring Station to automate monitoring.
- Preparation of the 2022 Local Partnership Program/Pavement Preservation Project.
- Preparation for this year's annual Traffic Striping 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

May 2022 | Report

## **Monthly Achievements & Activities**

	<u>May 2021</u>	<u>May 2022</u>
• Calls for service (CFS)	1,013	690
• Cases	102	92
• Arrests	111	114
• Citations	80	97

- This month, Department personnel facilitated and monitored the graduating seniors procession from Willits High School throughout its loop around the town and neighborhoods. There were no incidents during or after the procession, and the seniors seemed to enjoy celebrating the culmination of their High School years.
- The Sober Grad function was also well attended and stayed celebratory in nature. Department staff monitored periodically and interacted with students and volunteers alike.

## **Project Updates**

- No items to report.

## **Staffing Items**

- Our Dispatcher trainee is now in the "shadow" phase of training and will be flying solo in the next couple of weeks.
- Our recruitment continues for vacancies in the Police Officer, CSO and Police Sergeant positions.
- We have conducted interviews for our next dispatcher position and have sent an applicant into the background phase.
- We have a lateral Officer candidate that will be starting at the end of this month.
- We have conducted interviews for the CSO position, as well as an additional dispatcher position and will be finalizing selections this week. All candidates are local people to the Willits area.

## **Budget Status**

- No items to report.

## **Focus for Next Month**

- Continue Community Outreach.

- Recruit applicants for our vacant police officer positions.
- Recruitment for SRO candidate.



# Public Works

May 2022 | Report

## **Monthly Achievements & Activities**

- Hung the Frontier Days decorations.
- Assisted with traffic control for the 2022 Class Graduation procession.
- Used wood chips donated by Willits Redwood to refresh the planter strips on E. Commercial Street. Weeded and cleaned the medians for the season.
- Installed a new timer and irrigation controls at Babcock Park; the system is automated and back on line for the season.
- Offered to the community the compost donated by Cold Creek Compost. The delivered load to the Skate Park parking lot and was gone in a few days.
- Main Street received some attention in preparation for graduation and Home Town events: (1) Weed abatement from W. Valley Street to the High School tennis courts; (2) Inspected all roadsides and sidewalks; and (3) Trimmed trees for clearance and swept the roadway.
- Weeded the playground at Snyder Park and topped off the mulch around the equipment for the season.
- Weeded and swept the Wood Street Parking Lot.
- Swept the Hael Creek neighborhood and the area surrounding the Hospital since the utility projects and developments in that area impacted the roadways.
- Several events at the Recreation Grove and Community Center required the crew to provide set up and support.
- Repaired several water leaks.
- Transient activity at the sports complex and other City properties has resulted in extra clean up to keep the facilities safe for the public. Graffiti at the Skate Park and other facilities continues, but the crew is working diligently to mitigate it as needed.

## **Project Updates**

- Tree works at Recreation Grove is scheduled for July 18<sup>th</sup>-20<sup>th</sup>. Stump grinding will take place in September to remove existing stumps from past removals and improve aesthetics.
- Installed a new fence at the Sports Complex. The four-inch green powder coated fence replaced the ranch style fence and work was completed by Olenik Fencing of Willits.
- Public Works Maintenance has facilitated removing old office furniture, providing temporary workspaces for office staff, wall surface repair, painting, and trim work to assist in the renovations at City Hall. This project will continue to the end of the month and final phases are completed.



- Main St. trees are healthy and flourishing; the smaller Cork Oak trees have stabilized. New plantings at City Hall and other facilities have been cared for and are also doing well.
- Weed abatement and mowing is in full swing for the season. Irrigation of the fields and parks is also being done as the rains have tapered off. Baseball season is coming to an end and Soccer is starting up. Several trees at the Sports complex and surrounding areas were trimmed and planting strips were weeded and new chips were put in as needed.
- Conducted monthly pothole routine to repair various streets after the late season rains.

### **Staffing Items**

- The Public Works Maintenance Worker One position was filled and the new employee; Devin Howard is assisting in parks and facilities.

### **Budget Status**

- No items to report.

### **Focus for Next Month**

- Assist to facilitate the annual 4<sup>th</sup> of July celebration and parade, this yearly event requires several weeks to prepare for and clean up afterwards.
- Continue to assist with the renovations at City Hall.
- Tree trimming and weed abatement along roadways.
- Begin sourcing materials to support the Prop. 68 Grant to improve parks and recreational facilities.



# Utilities

May 2022 | Report

## **Monthly Achievements & Activities**

- Repaired water mainline leak on South Magnolia Avenue.
- Repaired water mainline leak on North Street.
- Repaired water service leak on Redwood Avenue.
- Repaired sewer mainline section on Elm Lane.
- Switched from discharge to Outlet Creek to summer time irrigation on pasturelands.
- Jetted and cleaned 3,200 lineal feet of sewer mainline.
- Maintenance on Septage Receiving Station.
- Completed three Sewer Lateral Inspections for home sales.
- Replaced chemical feed lines to combined NTU meter and chlorine pump.
- Replaced float switch on Locust Street distribution water tank.
- Replaced copper water lines in main pressure reducing vault on East Hill Road.
- Worked with SCADA programmer on new upgrades.
- Applied seasonal dust-off on Water Plant Road.
- Repaired water mainline leak on Baechtel Road.

## **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 (June 13<sup>th</sup>).
- Upgraded Truck Fill Station programming for consistency with the adopted policy.
- Laid new gravel at the Truck Fill Station Parking Lot.

## **Staffing Items**

- Fully staffed with six-operators each at both the Water and Wastewater Treatment Plants
- Ongoing training for all new operators.

## **Budget Status**

- Water Enterprise Fund: Completed the FY 22-24 Budget.
- Wastewater Enterprise Fund: Completed the FY 22/24 Budget.

## **Focus for Next Month**

- Inspect filter media for the three Trident Filters.
- Replace the valve below Morris Dam.
- Replace all three aluminum screens at the Surface Water Treatment Plant with new stainless steel screens.
- Upgrade SCADA system at the SWTP (waiting for installation from SCADA programmer).
- Install new electric gate to the entrance of WWTP (on hold looking for new vendor).
- Replace 4-inch, steel water main and services on Railroad Ave with eight-inch C900 (waiting for SHN to complete the field survey).
- Complete 2022 Cross Connection Program Backflow Testing (water) with John Graham Backflow Services.
- Submit 2021 Consumer Confidence Report (CCR).