



Airport Monthly Report

June | 2022

Monthly Achievements & Activities

- Conducted additional hangar inspections, and all units are occupied.
- Installed keypad access locks on the restrooms after staff noted a sink had been left running. Efforts

Project Updates

- Consultants Mead & Hunt are collaborating with the developers of the new hangars and the FAA to obtain the necessary approvals.
- Security efforts at the airport have minimized access by un-authorized personnel.
- Collecting quotes for additional fencing, internet & WIFI service, and gate improvements.
- Collecting quotes for tree removal and vegetation management as identified in the annual CALTRANS Aeronautics inspection as the City continues toward compliance.
- Postponed the quarterly tenant meeting due to the July 4th holiday and staff conflicts. The meeting will be scheduled for later in the month to keep tenants advised of projects and improvements.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Obtain quotes for above mentioned projects and contract improvements.
- Procure equipment to improve facility maintenance efforts.
- Continue with grounds maintenance.
- Conduct the remaining hangar inspections and update the list of current based aircraft.



Community Development

June 2022 | Report

Monthly Achievements & Activities

- No Items to report.

Project Updates

- The Willits CDBG Business Loan Program is proving to be a valuable resource for our local businesses that spent the time and energy to submit business loan applications. Thirteen businesses have submitted their business loan applications, requesting a total of \$470,000. Six businesses have received loans from the City totaling \$215,000. All loans are anticipated to be forgiven after three months. The majority of the remaining applicants are still in the process of completing System for Award Management (SAM) registration with the Federal Government. City staff and our project consultants are assisting our applicants with their SAM registration, a requirement of the CDBG grant funds. Provided all 13 businesses move forward in the process, the City will have successfully spent down our CDBG funding available to support the Program. City staff is no longer accepting loan applications. This was a one-time funding source and staff is not aware of any other grants sources that would fund a forgivable loan program.
- Staff has released 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). Staff anticipates bringing forward a request to enter into a professional service contract with a preferred consultant group at the July 27th Council meeting. The City has previously obtained three separate grants to fund this Project.
- Staff is continuing to work on the Urban Forestry Management Plan (UFMP). Staff will be meeting to develop the sample tree protection ordinance language to be included as an appendix to the Urban Forest Management Plan. Staff is also working with the project consultants to develop a tree responsibility graphic to be included in the plan and as a one-page handout for educational purposes. Staff expects to set a date to present Final UFMP to Council after our next project meeting in July.
- The planning directors from Mendocino County and incorporated cities have been meeting monthly to discuss matters relevant to our respective communities. Our regional planning team will be hosting a meeting in Ukiah on August 25th to showcase some of our current efforts to support housing production as well as explore new strategies to recognize our community and

regional housing goals. Each jurisdiction is requesting two members of our Council to attend the August 25th meeting.

Staffing Items

- The Department is looking to fill the position of Community Development Specialist.

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.
- Select consultant group to help complete 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

June | 2022

Monthly Achievements & Activities

- Project management for Blosser Lane Rehabilitation Project.
- Bid management for Groundwater Resiliency Improvement Project.
- Received \$100,000 reimbursement for the 2021 Pavement Preservation Project (Local Partnership Program/SB1).
- Preparation of a Request for Proposals for the City Hall Solar Array Project.
- Contracting and scheduling for the Community Center roof repair.
- Utilizing the engineering on-call contracts for:
 - Preparation of performance specifications for Solar Array Installation at City Hall (EBA).
 - Wastewater Discharge Permit preparation (EBA).
 - 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).
 - Construction inspection for Blosser Lane Rehabilitation Project (SHN).
 - Materials testing for Blosser Lane Rehabilitation Project (SHN).
 - Various other task orders issued by Community Development to support work in their department (SHN & EBA).
 - 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).
- Continuing review of Encroachment Permit Applications. Major permits in progress:
 - PG&E's East Hill Road project should be wrapped up by the time this report reaches Council. Staff is very appreciative of PG&E and their contractor, ARB, who were able to fulfill the City's request to expedite the portion of work taking place on East Hill Road.
 - CCC work on East Hill Road should begin this month, but traffic control is not expected to be as significant as it was on the PG&E project.
 - There are multiple pending utility permits throughout town.

Project Updates

- Blosser Lane Rehabilitation construction is nearing completion. Road grinding and reconstruction took place on July 18th-20th. Median construction and paving will follow shortly.
- The Groundwater Resiliency Improvement Project is currently out to bid. The 401 and 404 Permit Applications have been submitted to their respective agencies. Staff is optimistic that they will be received in time for construction this year. However, if they are not received in time, the project will need to be postponed until late August of 2023.

- Staff is working with the groundwater level monitor supplier to install and automate groundwater monitoring at the Long 20 and Park Wells.

Staffing Items

- No items to report.

Budget Status

- The funds under the Engineering Department's purview (departmental and project specific) are all under budget currently.

Focus for Next Month

- Complete construction of the Blosser Lane Rehabilitation Project.
- 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.
- Groundwater monitoring management.
- Landfill management.



Police Department

June 2022 | Report

Monthly Achievements & Activities

| | <u>June 2021</u> | <u>June 2022</u> |
|---------------------------|------------------|------------------|
| • Calls for service (CFS) | 1,018 | 664 |
| • Cases | 90 | 91 |
| • Arrests | 42 | 58 |
| • Citations | 100 | 63 |

This month, Department personnel facilitated and monitored the numerous Frontier Days weekend events, the July 4th Parade, BBQ and Rodeo. There were some minor incidents which resulted in one arrest, but for the most part, we received favorable comments from the attendees at these events.

Project Updates

- No items to report.

Staffing Items

- The Dispatcher trainee is now flying solo and has her own shift. Congratulations to Dispatcher Chester for making it through the Field Training Program (FTP).
- Sworn in an Officer this past month and now started FTP.
- Recruitment continues for the Officer vacancies.
- One candidate in backgrounds for the Dispatcher position.
- One candidate in backgrounds for the Police Sergeant position.
- One candidate in backgrounds for the CSO Position.

[Very hopeful all these backgrounds can conclude in the next month or so.]

- Met the new School District Superintendent, Marc Bebee. We are both committed to working together to optimize school safety. He is supportive of an SRO on campus and will support us in that avenue.

Budget Status

- No items to report.

Focus for Next Month

- Continue Community Outreach.

- Recruit applicants for the vacant Officer positions.
- Recruitment for SRO candidate.



Public Works

June 2022 | Report

Monthly Achievements & Activities

- Made emergency repairs to the lift station pump and floats at the Carnival Grounds to make sure the wastewater system that services the Carnival Grounds, Rodeo Grounds, and Recreation Grove remained operational during the week of events. The team at the Wastewater Treatment Plant responded along with Public Works crew members.
- The crew focused efforts preparing town and the parks for heavy use during the Hometown Celebration Events, placing extra trash cans, doubling up on facility patrols for public health and safety, trimming low hanging branches and vegetation, sweeping the streets and city parking lots before every event, power washing the facilities at the Recreation Grove, repairing plumbing and light fixtures, and cleaning up the extra trash the large crowds generate at events of this size. This typically takes most the crew's efforts for 1-2 weeks prior and one week after.
- Coordinated with the PD, Wastewater Plant Operators, High School Football Players, Coaches, and Parent Volunteers to staff the Annual Hometown Parade and provide traffic control for the event. We would like to thank all those who gave up their time on the 4th of July to make this event safe and successful. The crew positioned over 95 folding barricades at various locations along the parade route and detour routes. The crew aided the efforts of the volunteers to monitor the closures during the parade.
- Family Tree Resources conducted tree trimming and two removals at Recreation Grove Park to reduce unbalanced weight and dead limbs. The areas of focus for this project included above the playground and around the picnic area. This section is the last area of the park that has not been addressed for many years, with the other areas being evaluated and addressed in recent fiscal years. The two trees that are being removed have a large amount of decay at the lower portion of the stem and large cavities at the base.
- Abatement of weeds along City owned right-of-ways, roadways, alleys and properties. The property around the Three-Million Gallon Tank on Baechtel Road was cut back heavily for vegetation management, fire safety and to discourage homeless encampments.
- Sherwood Road was also mowed, trimmed for dead and low hanging branches, filled potholes, and litter was removed from the roadways. Members from the Wastewater Treatment Plant and Water Treatment Plant crews assisted with the project, and WIPF Construction provided traffic control for the lane closures.
- Replaced the failed irrigation valve that directs water to the NE Little League field (Gallops-Seaton). Fed and seeded all athletic fields, and increased watering to revitalize the grass. Several sprinklers were replaced and adjusted. Mowing is conducted weekly to keep the fields at a playable height.

- Assisted with finishing details on the City Hall Renovation; painting, arranging furniture, installing cove base, and contributing when needed to ensure City Hall stays open and functioning.

Project Updates

- California Tree Solutions donated another sizeable supply of wood chips from removals during power line clearance. The chips will be used to refresh other beds and areas throughout the City.
- Vegetation abatement and removal of ladder fuel on City property surrounding the Bittenbender tank is underway. The project was halted due to equipment failure but will resume once repairs are completed.

Staffing Items

- The newly hired Public Works Maintenance Worker 1, Devin Howard is fitting well into the crew and his efforts to keep the parks and facilities and received recognition by several members of the public.

Budget Status

- No items to report.

Focus for Next Month

- Evaluate street and parking control signs, install and replace as needed.
- Continue irrigation and field restoration at the sports complex.
- Begin sourcing materials for the park improvements identified in the Prop. 68 Grant.
- Facility maintenance at City facilities.
- Assist the Water Department with repairs and meter change outs.
- Tree trimming and vegetation management as needed, the late season rains have increased the frequency of growth and mitigation efforts.



Monthly Achievements & Activities

- Replaced float on sewer lift station at the Carnival Grounds.
- Repaired water main leak on the railroad trestle.
- Filter #3 back online with new stainless-steel screens at the Surface Water Treatment Plant (SWTP).
- Installed a filter media (anthracite) in filters #1 and #2.
- Repaired water main leak on E. Van Lane.
- Completed vegetation clearing around all water distribution sites.
- Cleaned 2,800 lineal feet of sewer mainline.
- Inspected fifteen manholes (light inflow/infiltration will be addressed).
- Ordered and received replacement diffusers for the inspection of the South Aeration Basin liner (every five-years) starting the week of August 8th.
- Completed five sewer lateral inspections for home sales.
- Completed six Fats, Oils and Greases (FOG) Inspections at various locations.
- Completed the annual preventative maintenance at Recreation Grove for the Fourth of July festivities.
- Exploring the use of granular activated carbon for use at SWTP.

Project Updates

- Ongoing: Sewer lateral inspection program.
- Ongoing: Water meter replacement program.
- Ongoing: Grounds maintenance at Water/Wastewater facilities.
- Consumer Confidence Report submitted July 1st and is available on the City's website under Water Department or hard copies are available at City Hall upon request through Utility Billing

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|--------------------------|----------------------|--------------------------|--|
| ● | | | |
| ● June 2022 Water Usage: | SWTP: 16,230,537 MG | June 2021: 24,577,210 MG | |
| | GWTP: 6,012,200 MG | June 2021: 0 mg | |
| | <hr/> | | |
| | Total: 22,242,737 MG | June 2021: 24,577,210 MG | |

- June 2022 Non-Potable Water Usage - Truck Fill Station (Park Well): 620,796 K/Gals
- June 2021 Non-Potable Water Usage - Truck Fill Station (Park Well): 1,507,210 MG
- Reservoir Capacity: Morris 578-acre feet and Centennial 595-acre feet equates to 90-percent of full capacity (July 18th).

Staffing Items

- Fully staffed with six operators each at both the Water & Wastewater Treatment Plants.
- Adam Simental (WWTP) is officially and Operator in Training (OIT).

Budget Status

- Water Enterprise Fund- FY 22/23-23/24 approved.
- Wastewater Enterprise Fund- FY 22/23-23/24 approved.

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Focus for Next Month

- Filter Media (anthracite) installs for filters #1 and #2.
 - Replace valve below Morris Dam.
 - Replace the two aluminum screens at the SWTP 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 (pending start date 08/15/22).
 - Replace four-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.
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