



# Airport Monthly Report

July | 2022

## **Monthly Achievements & Activities**

- Held the quarterly tenant meeting but attendance was minimal, and the meeting will be re-scheduled due to lack of a quorum.
- Mowed the property and runway and weed abatement.

## **Project Updates**

- Collecting quotes for new security gates, additional fencing and tree removal. Due to the lack of available contractors at this time the process is taking longer than anticipated. Once collected, staff will select the contractors and work will commence.
- Coordinating with Mead & Hunt to determine details for the potential hangar developments.
- Continuing to source parts and schedule a contractor to upgrade the fuel distribution system.

## **Staffing Items**

- No items to report.

## **Budget Status**

- No items to report.

## **Focus for Next Month**

- Finalize quotes, select contractors, and enter into agreements to complete the work on above mentioned projects.



# Community Development

July 2022 | Report

## **Monthly Achievements & Activities**

### **June:**

- Issued nine Building Permits.
- Opened eighteen Code Enforcement cases.
- Closed one Code Enforcement case.
- Twenty-nine active Code Enforcement cases.

### **July:**

- Issued twelve Building Permits.
- Opened two Code Enforcement cases.
- Closed fifteen Code Enforcement cases.
- Sixteen active Code Enforcement cases.

## **Project Updates**

- The City has awarded Planwest Partners Inc. a contract for \$256,525 to assist staff with the completing an update of the Land Use Element of the City's General Plan, preparing an application to the Mendocino County Local Agency Formation Commission (LAFCo) for an amendment to the City's Sphere of Influence (SOI), and conducting associated environmental analysis for each activity pursuant to the California Environmental Quality Act (CEQA). The City has previously obtained three separate grants to fund this Project. Kick-off meeting is scheduled for August and the project is to be completed by September 2023.
- Staff, along with our consultants, has completed the Urban Forestry Management Plan (UFMP) final draft. The UFMP is available for review on the department website and is anticipated to be presented to Council for potential adoption at the September 28<sup>th</sup> Council meeting. <http://www.cityofwillits.org/277/Urban-Forest>
- The California Transportation Commission has allocated \$544,000 to support the design phase of the City Rails with Trails project. A public outreach plan along with community meeting dates will be finalized in September.

## **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.
  - Hold Loan Committee Meeting as required by HCD before issuing loan funds.
  - Issue loans.
- Urban Forestry Management Plan.
  - Release for public review, complete staff report and schedule for Council meeting.
  - Work with stakeholders to plant trees.
- Flood Emergency Response Plan.
  - Finalize Plan and schedule for Council meeting.
- Downtown Willits Highway Signage.
  - Work with Caltrans to obtain permission to install signage as requested by Council.
- Hold kickoff meeting, finalize work schedule, public outreach plan for 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

July | 2022

## **Monthly Achievements & Activities**

- Project management for Blosser Lane Rehabilitation Project.
- Bidding, contracting, permitting and other project management for the Groundwater Resiliency Improvement Project, Phase I.
- Submitted project nomination to the Local Partnership Program for the next Pavement Preservation Project, construction expected in Spring 2023.
- Preparation of bid documents for the City Hall Solar Array Project.
- Contracting and scheduling for the Community Center roof repair.
- Submitted the Spring Operations Plan for the early installation of flash boards at Centennial Reservoir to the Division of the Safety of Dams.
- Utilizing the engineering on-call contracts for:
  - Wastewater Discharge Permit preparation (EBA).
  - Construction management services for the Groundwater Resiliency Improvement Project, including inspection and construction staking (LACO).
  - Assistance with grant reporting and administration for the Local Partnership Program (LACO).
  - Preparation of easements for Railroad Ave. water main relocation (SHN).
  - 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).
- Continuing review of Encroachment Permit Applications. Major permits in progress:
  - 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 the City.

## **Project Updates**

- Blosser Lane Rehabilitation construction is nearly complete. Tree planting and traffic striping are scheduled for the week of August 15<sup>th</sup>. Expectation is to have construction completed by the start of school.
- The Groundwater Resiliency Improvement Project is pending approval of the 401 & 404 Permits. Construction is anticipated to begin between Sept. 1-15<sup>th</sup>.

## **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**

- Construct the Groundwater Resiliency Improvement Project, Phase I.
- Preparation of the 2022 Local Partnership Program/Pavement Preservation Project.
- Development of the Solar Array Project at City Hall, which is part of a Power Resiliency Grant.
- Encroachment Permit management.
- Groundwater monitoring management.
- Landfill management, winterization of the site.



# Police Department

July 2022 | Report

## **Monthly Achievements & Activities**

	<u>July 2021</u>	<u>July 2022</u>
• Calls for service (CFS)	965	737
• Cases	113	105
• Arrests	54	52
• Citations	70	66

## **Project Updates**

- We will be moving forward with updating our video surveillance equipment for station security and evidence room monitoring.

## **Staffing Items**

- Our new patrol officer is immersed in the Field Training Program and is assimilating well. He is making a lot of community outreach and getting known. His public contacts have been positive for the most part and is being well received by the community.
- Our recruitment continues for vacancies in the Police Officer, CSO and Police Sergeant positions. Currently, we have candidates in backgrounds for all three positions.

## **Budget Status**

- No items to report.

## **Focus for Next Month**

- Continue Community Outreach.
  - Renewed commitment to school safety and presence.
  - Recruitment for SRO candidate.
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# Public Works

July 2022 | Report

## **Monthly Achievements & Activities**

- Installed parking control signs at locations on E. Commercial St. and painted red curbs as needed from Main St. east to the Sports Complex.
- Replaced worn *no parking signs* at other locations.
- Water leaks this month were minimal, but a few were addressed at various locations; including E. San Francisco St. and W. Van Ln.
- Repaired and replaced multiple sprinklers at the Recreation Grove and Sports Complex. Filled gopher holes and areas where dogs have attempted to dig. Replaced signs to dissuade pet owners from using the athletic fields to exercise their animals.
- Conducted weed abatement along the downtown corridor of Main St.
- Weeded and chipped planter strips along E. Commercial Street.
- Assisted with the installation of monitoring equipment for ground water wells at several sites.
- Removed down trees on Water Plant Road to keep the Water Shed roads accessible. Worked on the gates that keep the roads secure from trespassing.
- Filled holes at the Dog Park and trimmed trees along fence lines.
- Mowed the property surrounding the Skate and Dog Parks.
- Mowed along Manzanita Ave. to clean up transient camps in that area.
- Assisted the Wastewater Department to repair a sewer lateral connection on E. Oak St.
- Trimmed street trees at various locations, including the north side of Humboldt St. adjacent to Snyder Park.
- Continued to clean up the Public Works Yard.
- Hand watering newly planted trees on Main Street and various Parks to establish healthy roots and minimize over-saturation.

## **Project Updates**

- Planned to replace a section of problematic waterline on S. Magnolia St. Notified 811 to mark utilities in the area and sourcing parts for the project.
- Purchased signpost materials for Blosser Ln. and other parking control projects.
- Order street name signs for locations to replace damaged or unreadable signs.
- Staff is considering contracting with a local tree expert from Greenstone Landscaping to evaluate and conduct annual pruning of newly established trees on Main St. and potentially Blosser Ln. to further insure the health and success of the trees.
- Planning more red curb painting for W. Commercial, S. Lenore St., and E. Valley St. Schedule the work throughout the following weeks.

- Temporarily removed the Merry-Go-Round at Snyder Park for public safety. The structure broke off the center pedestal, and when the repairs are complete it will be re-installed. The expectation is to have the amenity operational within a few weeks.
- Trimmed trees along bus routes for clearance in preparation of the upcoming school year. The District Office submitted the request.

### **Staffing Items**

- Drafting a new position for Public Works Maintenance to assist with building and grounds maintenance at City facilities.

### **Budget Status**

- Created an expenditure account to track funds spent on the Prop. 68 Grant to facilitate various improvements at the Sports Complex. Collecting quotes and pricing for materials.

### **Focus for Next Month**

- Schedule stump grinding at Hael Creek and Highway 20 Parks.
- Install footings to mount sculpture at the Highway 20 Park site pending approval.
- Continue painting red curbs at above mentioned locations and replace additional parking control signs as needed.
- Repair section of waterline on S. Magnolia St.
- Finish brush and ladder fuel abatement at Bittenbender Ln.
- Continue sprinkler and irrigation repairs to Recreation Grove and the Sports Complex as needed.
- Order materials and confirm vendors to start contracts as needed for improvements at the Sports Complex with funding from the Prop. 68 grants.
- Replace the flag on top of the Willits Arch and install a new photocell for the lighting.





# Utilities

July 2022 | Report

## **Monthly Achievements & Activities**

- Repaired water main leak on E. Van Ln.
- Repaired water service leak on McKinley St.
- Repaired water service leak on E. San Francisco St.
- Installed new program on TFS automatic monthly downloads for billing.
- Conducted four Sewer Lateral Inspections for home sales.
- Cleaned 2,800 lineal feet of sewer main line.
- Operators participated in the mowing and brush clearing on Sherwood Rd.
- Worked with Sky Valley Engineering on SCADA programming.
- Repaired back gate and cleared roadway for fire access to the backside of the Watershed property.
- Replaced 40 lineal feet of steel water main on S. Magnolia St.
- Repaired sewer lateral on W. Mendocino Ave.
- Re-calibrated and re-wired air scour actuators on Filter #2 at the Surface Water Treatment Plant (SWTP).
- Insulated and added shade protection to water distribution panels throughout system.
- Replaced SC200 face plates on Filters #1 and #2 at the SWTP.
- Rebuilt transfer switch at Meadowbrook Pump Station.
- Installed generator plug on the Locust St. Storage Tank.
- Received new mower and rebuilt tractor for vegetation management at the SWTP.
- Replaced chlorine injection quills at the Ground Water Treatment Plant.

## **Project Updates**

- Ongoing: Sewer Lateral Inspection Program.
- Ongoing: Water Meter Replacement Program.
- Ongoing: Ground Maintenance at both facilities Water/Wastewater.
- Reservoir Capacity: Morris 514-acre feet and Centennial 636-acre feet equates to 88-percent of full capacity (August 15<sup>th</sup>).

● July 2022 Water Usage:	SWTP:	21,329,564 MG.	July 2021: 26,964,882 MG.
	GWTP:	2,204,000 MG.	July 2021: None.
	Total:	23,533,564 MG.	July 2021: 26,964,882 MG.

- July 2022 Truck Fill Station (Park Well) non-potable water usage: 615,684 K/Gals.
- July 2021 Truck Fill Station (Park Well) non-potable water usage: 2,798,359 MG.
- July 2022 Wastewater Treatment Plant Flows: 19,261,719 MG.
- Consumer Confidence Report submitted July 1<sup>st</sup> and is available on the website [cityofwillits.org](http://cityofwillits.org) under Water Department or hard copies are available at City Hall upon request through Utility Billing.
- North Aeration Basin offline for inspection/repairs (August 10<sup>th</sup>) anticipate it being back online by last week of August.

### **Staffing Items**

- No items to report.

### **Budget Status**

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

### **Focus for Next Month**

- Filter media (anthracite) installs for Filters #1 and #2 at the SWTP.
- 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, entrance gate at the WWTP (start date August 15<sup>th</sup>).
- Replace four-inch, steel water main and services on Railroad Ave with eight-inch C900 (waiting for field survey to be completed SHN).
- Complete 2022 Cross Connection Program Backflow Testing (water) with John Graham Backflow Services.
- Repair and paint old clarifiers at WWTP through contract with Underdog Painting.