



# Airport Monthly Report

August | 2022

## **Monthly Achievements & Activities**

- Ordered Keypads for both walk-in gates.
- Ordered a new riding lawnmower.
- Canceled quarterly tenant meeting due to no attendance. Staff will reschedule meeting.
- Installed internet & WIFI.

## **Project Updates**

- Consulted with Mead & Hunt to revise the location of Mike Smith's hangar, as the previous location was not suitable. Currently waiting the survey data from LACO to allow Mead & Hunt to submit the plans to FAA.
- Continuing to move forward with upgrade to the fuel island. The City has received quotes and are moving forward with ordering parts and confirming a start date with the contractor.
- Continuing to negotiate with Mike Smith over the terms and conditions of his ground lease agreement.
- Staff is currently reviewing a quote for fencing on the backside of the last row of hangars. The fencing will help restrict the public from obtaining easy access to the airport and bring us into compliance with CALTRANS Aeronautics.

## **Staffing Items**

- No items to report.

## **Budget Status**

- No items to report.

## **Focus for Next Month**

- Continue with grounds maintenance.
- Finalize ground lease agreement with Mike Smith.
- Submit documents to the FAA for approval on finalizing the location of Smith's hangar.



# Community Development

August 2022 | Report

## **Monthly Achievements & Activities**

- Issued 27 Building Permits.
- Opened five Code Enforcement cases.
- Closed eleven Code Enforcement cases.
- Ten active Code Enforcement cases.

## **Project Updates**

- City staff has begun the process of completing an update of the General Plan Land Use Element and 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). A kick-off meeting occurred with City staff, Little Lake Valley Fire Department, and our project consultants. Staff is organizing a tour of the City with our consultants to occur in September, setting up stakeholder meetings and developing a public outreach plan.
- Staff obtained an additional \$144,000 in grant funds to support the Rail Trail project. Funds will be used to obtain State permits (i.e., CDFW, NCRWCQB) as required to construct the trail. Design phase of the project is scheduled to be completed by May 2023. Staff is working with the project consultants to prepare for the next community meeting. Meeting date is expected to be announced soon.
- The CDBG Business Loan Committee met and recommended approval of three more loans to local businesses. This has been a successful program and staff is exploring additional opportunities to work with our consultants on CDBG funded programs to support local businesses and housing related projects.
- Staff previously announced 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>. Staff is exploring the opportunity to set up a similar feature for planning related permits as well as upgrade the existing portal to allow for online payments as well as other features that will help streamline the permit process.

## **Staffing Items**

- The Department worked with the Human Resources Director to broaden our recruitment efforts for the vacant Community Development Specialist position. Staff is contacting colleges, non-profits, other government agencies directly to solicit prospective applicants. Social media, professional list serves, and other avenues are being used to maximize our chances to recruit a talented individual. The Job description can be found on the City website.
- Our Office Assistant Amber Ryan has relocated for family related matters. The Department is sad to lose such a valuable team member. Recruitment efforts are underway to find a pleasant, talented, and hardworking Office Assistant III to replace Ms. Ryan.

## **Budget Status**

- No items to report.

## **Focus for Next Month**

- CDBG business assistance loan program:
  - Finalize processing of remaining three loan applications.
  - Help businesses complete paperwork to demonstrate consistency with grant requirement that allow loans to be 100-percent forgiven.
- Urban Forestry Management Plan.
  - Prepare information and present final UFMP at the October 14<sup>th</sup> 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.
- General Plan LUE Update and SOI Amendment.
  - Facilitate City tour with project team, finalize work schedule, and public outreach plan for. Schedule stakeholder meetings.
- Update City Zoning Map.



# Engineering Report

August | 2022

## **Monthly Achievements & Activities**

- Closeout for Blosser Lane Rehabilitation Project.
- Project/construction 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.
- Prepared RFP and received proposals for the City Hall Solar Array Project.
- Contracting and scheduling for the Community Center Roof Repair Project.
- Submitted applications for Highway Safety Improvement Program (HSIP) Grants.
- Groundwater Monitoring Program setup.
- Preparing RFP for annual traffic striping.
- Preparing RFP for Citywide Traffic Study.
- Utilizing the engineering on-call contracts for:
  - Wastewater Discharge Permit preparation (EBA).
  - Groundwater monitoring data management, analysis, and reporting (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).
  - 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 & AT&T work on East Hill Road.
  - There are multiple pending Utility Permits throughout the City.

## **Project Updates**

- Blosser Lane Rehabilitation construction is substantially complete. Project closeout is expected to be complete this month.
- The Groundwater Resiliency Improvement Project is underway. Project completion is anticipated by the end of October.

## **Staffing Items**

- No items to report.

## **Budget Status**

- The funds under the Engineering Department's purview 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.
- LPP project nominations for the next two-years of funding.
- Completing the Annual Striping Project.
- Finalizing PG&E upgrades at the Elias Well.
- Encroachment Permit management.
- Groundwater monitoring management.
- Landfill management, winterization of the site.



# Finance Monthly Report

August | 2022

## **Monthly Achievements & Activities**

- Completion of the FY 2019-2020 Audit and Financials.
  - Includes the review of Financials and the development of Management Discussion and Analysis and the Notes to the Financials.
- Started the task of Cash Reconciliation for Fiscal Year 2020-21.
- Started the task of Long-Term Debt Reconciliation for Fiscal Year 2020-21.
- Provided the Compensation Report to the State.
- Provided updates to the Sewer Utility Billing.
- Presented Investment Policy to City Council and purchased three CDs and two Bonds.
- Completed SEFA test for Single Audit Eligibility and constructed letter of exemption for Single Audit.
- Fund 690 Liability Reconciliation.
  - Began deconstructing the use of Fund 690 to dump expenses in payroll liability fund.
- SAM Registration is now complete.

## **Project Updates**

- RFP for Financial Software replacement.
  - Responses due by October 29<sup>th</sup>.
  - Received inquiries from three separate software companies.
- Payroll conversion from ADP to ACS.
  - Migrating staff to ACS.
- Successor Agency for ROPS Prior Period Adjustment.
- Fiscal Year 2020-2021 Audit
- Fiscal Year 2021-2022 Audit

## **Staffing Items**

- We have one position open position for Administrative Specialist.
  - Currently reviewing applications.

## **Budget Status**

- Quarterly report scheduled for October.

## **Focus for Next Month**

- Fiscal Year 2020-2021 Audit and Fiscal Year 2021-2022 will be done in succession with the Auditors.
  - SEFA Testing for Fiscal Year 2020-2021 and Fiscal Year 2021-2022.
    - Expecting the need for a Single Audit for each year.
  - Compensated Absences Measurement.
  - GASB 68 Reporting.
  - Long-Term Debt Schedules for Audit.
  - Administrative Cost Allocations.
  - Bank Reconciliation.
- SLFRF Reporting for Coronavirus Funding.
- ROPS reporting and possible creation of a 'Last and Final' ROPS Report.
- Finance Committee.
  - Organize the Measure K Committee.
- Quarterly Budget Reports.



# Police Department

August 2022 | Report

## **Monthly Achievements & Activities**

	<u>August 2021</u>	<u>August 2022</u>
• Calls for service (CFS)	974	670
• Cases	100	100
• Arrests	58	44
• Citations	87	44

## **Project Updates**

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

## **Staffing Items**

- The new Patrol Officer is immersed in the Field Training Program and is ready for Phase 3 of the program. He continues to make positive public contacts.
- A new Sergeant has been sworn in this week. Sgt. J. Walstrom has taken his orientation in stride and is actively working patrol as a Field Supervisor.
- We have candidates in backgrounds for Police Officer, Dispatcher and Police Cadet positions. We are also looking to send an applicant to the Academy in October and another candidate in January. We are still actively recruiting for our CSO position as well.

## **Budget Status**

- No items to report.

## **Focus for Next Month**

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

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## **Monthly Achievements & Activities**

- Painted red curbs on the northeast side of town, from Commercial St. to the Hwy 20 intersection. Streets included in this project were E. Valley, E. San Francisco, S. Lenore, Central, Alameda, E. Oak, Monroe, Creekside, Madden, E. Mendocino, Humboldt, and Pearl.
- Re-painted the parking stalls at Recreation Grove Park, along with the gate and bollards.
- Repaired water leaks at various locations including Hawthorne Ct. where a valve was replaced, and a new fire hydrant was installed.

## **Project Updates**

- Scheduling stump grinding for Hael Creek Park and Hwy. 20 Park to remove stumps from past removals. Stumps at Recreation Grove have been quoted and will be scheduled soon as well.
- Items have been quoted and sourced for park improvements at the sports complex under the identified projects funded by the Prop. 68 Grant. Among these items include shade canopies for the Skate Park and Soccer Field, an additional set of bleachers for the Soccer Field, and agility equipment for the Dog Park.
- The Dog Park Committee has offered to purchase new signs for the Dog Park, ordered replacements.
- Irrigation to the trees on Main St. have been reduced after consulting a landscape contractor from Greenstone Landscaping, who provided a watering schedule and recommendations for care. The trees are showing signs of entering dormancy for the fall, at which time the water will be shut off for the season. The Myrtles and Maples have begun to flower and change colors, adding some variance to the downtown corridor.
- Increased sweeping efforts as leaves and acorns have begun to drop.
- Storm drain clearing is underway, preventative maintenance minimized localized flooding during the early season storm that brought over two inches of rain on September 18<sup>th</sup>.
- Repairs to the Merry-Go-Round are nearly complete, the structure was repainted, and the pedestal was upgraded. New bearings are on order, and once in, the structure will be reinstalled at the park.
- Mowing and weed abatement have slowed but are still done weekly on the athletic fields and parks. The fields at the sports complex are seeing heavy use but the crews have worked diligently to keep them green to spite the extended summer heat.
- Lighting fixtures were replaced or repaired as necessary at several facilities.
- Public Works crews have assisted with preparation and additional support to help facilitate several events in the parks and continue to accommodate and support the Redwood Food Bank monthly donation drive.

- Ordering several street name and parking control signs for installation over the upcoming months.

### **Staffing Items**

- No items to report.

### **Budget Status**

- No items to report.

### **Focus for Next Month**

- Clearing storm drains to prepare for the rainy season.
- Order and install park equipment.
- Replace street signs and continue painting red curb – weather permitting.
- Increase street sweeping as volume of debris increases.
- Clear trash and debris under City owned bridges from transient activity.
- Reduce irrigation and winterize facilities.
- Patch potholes in areas of concern at various locations.
- Waterline replacement at Magnolia St.
- Road maintenance and removal of down trees on Water Shed Road to mitigate erosion from the Walker Fire.



# Utilities

August 2022 | Report

## Monthly Achievements & Activities

- Repaired water service leak on Railroad Avenue.
- Replaced leaking fire hydrant and valve on Hawthorne Court.
- Repaired water main leak on Walker Road.
- Water Department operators assisted CalFire near the Surface Water Treatment Plant with access to gates and boat on Morris Reservoir during Walker Fire.
- Worked with SCADA programmer on troubleshooting issues at the SWTP while SCADA was down, restoring plant operations and trend data.
- Cleaned 3,000-lineal feet of sewer mainline.
- Completed four Sewer Lateral Inspections for home sales.
- Installed generator transfer switches at the Three-MG Tank, pressure reducing vault, and Locust Storage Tank for efficiency during power outages.
- Worked with JM Integration to restore flow and level data to the 1.5-MG Clearwell at SWTP.
- Replaced level transducer in 1.5-MG Clearwell.
- Filter Inspections completed on all three Trident filters at SWTP.
- Transferring water from Centennial to Morris Reservoir for the removal of dam boards on October 1<sup>st</sup>.
- Worked with Caltrol on effluent filter valves troubleshooting for maximum efficiency.
- Multiple power outages required running back-up generators on distribution pump stations and tank level transducers.
- Cleaned all filter feed pump lines and strainers, replaced gaskets on strainer housing.
- Replaced potassium permanganate feed lines to raw water line injection point.

## Project Updates

- Ongoing: Sewer lateral inspection program.
- Ongoing: Water meter replacement program.
- Ongoing: Grounds maintenance at Water/Wastewater facilities.
- Reservoir Capacity: Morris 554-acre feet and Centennial 474-acre feet equates to 77-percent of full capacity (September 19<sup>th</sup>).

• August 2022 Water Usage:	SWTP:	22,944,820 MG.	August 2021: 27,667,544 MG.
	GWTP:	2,829,000 MG.	August 2021: None.
	Totals:	25,773,820 MG.	August 2021: 27,667,554 MG.

- Non-Potable Water Usage [Truck Fill Station]: 682,045 K/Gals. | August 2021: 3,056,301 MG.
- August 2022 Wastewater Treatment Plant Flows: 17,720,381 MG.
- City staff inspected and repaired the South Aeration Basin (August 10<sup>th</sup>).
- Operators completed pre-application and notified neighbors to spread and disc biosolids at the WWTP's sludge field (annually).
- New gate installed at WWTP completed on September 19<sup>th</sup>.
- New anthracite added in all three filters at SWTP completed the week of August 29<sup>th</sup>.
- CalFire to remove fallen trees from Morris Reservoir during the Walker Fire September 19<sup>th</sup>.

### **Staffing Items**

- No items to report.

### **Budget Status**

- No items to report.

### **Focus for Next Month**

- Repair solids up flow clarifier and get back online at SWTP.
- Road grading in the watershed from the old quarry to Centennial Reservoir.