



# Airport Monthly Report

September | 2021

## **Monthly Achievements & Activities**

- Installed additional solar powered motion sensor lights on the pilot lounge exterior and other locations to provide better visibility and security.
- Obtaining quotes for the installation of a security camera system.

## **Project Updates**

- Drafting plans for an ADA compliant conversion to the restrooms and access stairs. A small office space is included in the plans to accommodate a future facility manager and secure operational components.
- Meeting with hangar tenants to discuss new protocols and allow tenants to share concerns. This meeting is part of the City's plan to increase security measures as directed by the FAA.
- Tenants received the FAA grant assurances and policies regarding hangar rentals.

## **Staffing Items**

- No report.

## **Budget Status**

- No report.

## **Focus for Next Month**

- As noted, the meeting with tenants.
- Public and user outreach and education.
- Runway sweeping and debris removal.
- Facility and security improvements.



# Community Development

September 2022 | Report

## Monthly Achievements & Activities

- Issued fifteen Building Permits.
- Opened four Code Enforcement cases.
- Closed four Code Enforcement cases.
- Ten active Code Enforcement cases.

## Project Updates

- The City Rail with Trail project is currently in the design phase. Staff is working with our consultants to set up another meeting to seek input on the City Rail with Trail project. This meeting is planned to be in-person and occur in January. Staff is also preparing A Habitat Mitigation Monitoring Plan (HMMP), consistent with the MND adopted for this project. Staff has obtained separate grant funds to support development of the HMMP.
- The Willits CDBG Business Loan Program has provided \$410,000 in loans to local businesses to support job retention and otherwise help mitigate impacts related to the Covid-19 pandemic. Grant funds to support the Program were obtained from the California Department of Housing and Community Development. To date, \$255,000 of these loans have been fully forgiven consistent with State and City requirements.
- Department staff has facilitated a City bus tour with our project team including our consultants and local fire department. Tour will showcase potential areas to include in our SOI as well as key underutilized parcels within the City limits. Monthly coordination meetings with Mendocino County and LAFCO staff have been established to help ensure that our SOI Amendment is consistent with respective agency requirements. Staff has requested an audience with the Sherwood Valley Band of Pomo Indians Tribal Council to update Tribe on this Project as well as other City matters.
- Staff has completed the Final Urban Forestry Management Plan and will be presenting the Plan at the November 9<sup>th</sup> Council meeting. **Please note, staff requests a continuance from the October 26<sup>th</sup> meeting due to staff absence.** Notice of continuance has been posted on the Department Facebook page, website and provided to known interested parties.
- The City of Willits Building Department is participating in the Earthquake Brace and Bolt Grant Program. This program is funded through the California Earthquake Authority, California Office of Emergency Services and Federal Emergency Management Agency. The grant allows for \$3,000 to eligible homeowners toward a residential seismic retrofit. There is also supplemental grant funding of up to \$7,000 for households with annual income of \$72,080 or less. The seismic

retrofit includes bracing the crawl space of the house, bolting the house framing to the foundation, and properly strapping the hot water heater. Most earthquake damage occurs when unsecured building slide off their foundation. The seismic retrofit will reduce the likelihood of this happening. To review the application and guidelines please visit [www.earthquakebraceandbolt.com](http://www.earthquakebraceandbolt.com) Registration is open now until November 29, 2022.

### **Staffing Items**

- The Department is seeking a talented individual to fill the position of Community Development Specialist. First set of interviews is schedule to occur the week of October 24<sup>th</sup>.

### **Budget Status**

- No items.

### **Focus for Next Month**

- CDBG business assistance loan program
  - Finalize processing of remaining two loan applications.
  - Help businesses complete paperwork to demonstrate consistency with grant requirement that allow loans to be 100-percent forgiven.
- 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
  - Finalize work schedule, and public outreach plan. Continue to meet with stakeholders.
- Update City Zoning Map
- Develop application to Permanent Local Housing Allocation grant program to support Housing Rehabilitation Program. Request to be presented to Council on November 9, 2022.



# Engineering Report

September | 2022

## **Monthly Achievements & Activities**

- Closeout for Blosser Lane Rehabilitation Project.
- Project/construction management for the Groundwater Resiliency Improvement Project, Phase I.
- Development of the next Local Partnership Program Project nomination.
- Solar Array Project (City Hall) received an extension, RFP will be re-released with new project conditions.
- Contracting and scheduling for the Community Center roof repair.
- Coordination of Landfill winterization work.
- Groundwater Monitoring Program setup.
- Scoping of the Railroad Trestle Water Main Relocation Project.
- Utilizing the engineering on-call contracts for:
  - Groundwater monitoring data management, analysis, and reporting (EBA).
  - Wastewater Discharge Permit preparation (EBA).
  - Various other task orders issued by Community Development to support work in their department (EBA & SHN).
  - Construction management for the Groundwater Resiliency Improvement Project, including inspection and construction staking (LACO).
  - Assistance with grant reporting and administration for the Local Partnership Program (LACO).
  - Encroachment Permit preparation and inspection (LACO).
  - Preparation of easements & conceptual plan development for Railroad Ave. Water Main Relocation (SHN).
- 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**

- The Groundwater Resiliency Improvement Project is nearing completion. At the time of this report, the project is 60-percent complete. Project completion is anticipated by the end of October.
- PG&E electrical upgrade at the Elias Well is scheduled for October 17<sup>th</sup> – 24<sup>th</sup>.
- The Water Plant Solar Array, purchased by the City in July 2020, is on target for a five-year return on investment, with an estimated \$116,700 in savings realized during FY 21/22.

### **Staffing Items**

- No items.

### **Budget Status**

- No items.

### **Focus for Next Month**

- 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.
- Groundwater monitoring management.
- Working with consultant to develop traffic safety assessment and recommendations at various locations throughout the City.



# Finance Monthly Report

September | 2022

## **Monthly Achievements & Activities**

- Fiscal Year 2019-2020 Audit and Financials.
  - Completed.
  - Includes the review of Financials and the development of Management Discussion and Analysis and the Notes to the Financials.
- Continuing with the Cash Reconciliation for Fiscal Year 2020-21.
- Working on long-term Debt Reconciliation for Fiscal Year 20-21.
- Beginning to reconcile accounts in anticipation of the Single Audit, as we meet the threshold for Fiscal Year 2020-21 due to the Airport Runway Project.
- Fund 690 Liability Reconciliation.
  - Continuing deconstructing the use of Fund 690 to dump expenses in the City payroll liability fund.
- SLFRF Reporting for Coronavirus Funding.
  - Reporting submitted for prior period.

## **Project Updates**

- ERP for Financial Software replacement.
  - Requested responses by October 27<sup>th</sup> actively received an additional two more inquiries from vendors.
- Payroll Conversion from ADP to ACS.
  - Migration on hold while we hire a Payroll Accountant as the focus is to correct water billing.
- Fiscal Year 2020-2021 Audit.
  - Stalled due to reconciliation issues from previous entries made back in 2021.
- Fiscal Year 2021-2022 Audit.
  - On hold, waiting for FY 2020-21 to commence.

## **Staffing Items**

- We have one position for Payroll.
  - First round of selection unsuccessful.

## **Budget Status**

- First Quarter Report delayed slightly, slated for November 9<sup>th</sup> Council Meeting

## **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.
  - Journal Entries created for FY 20/21 and FY 21/22 to complete this segment.
- GASB 68 Reporting.
- Long Term Debt Schedules for Audit.
- Administrative Cost Allocations.
  - Journal Entries Made for FY 20/21.
- Bank Reconciliation.
- ROPS Reporting and creation of a 'Last and Final' ROPS Report.
- Finance Committee.
- Measure K Committee.
- Quarterly Budget Reports.



# Police Department

September 2022 | Report

## **Monthly Achievements & Activities**

	<u>September 2021</u>	<u>September 2022</u>
• Calls for service (CFS)	783	658
• Cases	75	76
• Arrests	34	34
• Citations	66	45

## **Project Updates**

- Moving forward with updating our video surveillance equipment for station security and evidence room monitoring.
- Looking to partner up with Lexipol for access to Cordico. This will provide resources to staff (sworn and civilian) in need of physical and mental wellness assistance. The resources are specific to law enforcement personnel and the unique challenges they face.
- In observance of Breast Cancer Awareness Month, officers will be wearing the “pink” police patches on our shoulders instead of the traditional blue ones.

## **Staffing Items**

- The new Officer is now patrolling solo and is now part the deployment schedules.
- Loss one of our most senior sworn employees. Sgt. Brady decided to try a new venture out of the law enforcement field and will take a new opportunity elsewhere. He is hoping to be able to continue as a Level I Reserve Officer with our Department and help us out in some capacity.
- Candidates are in background for each of the Police Officer and Police Cadet positions. The Cadet position is to assist the Front Office and other administrative tasks.
- The recruit started orientation phase of the Police Academy on October 1<sup>st</sup>. The Academy itself starts on October 10<sup>th</sup>. The individual is very enthusiastic about completing the training and coming on to our Department upon graduation.
- Actively recruiting for our CSO position and will be doing so for a Sergeant position.

## **Budget Status**

- No items.

## **Focus for Next Month**

- Continue Community Outreach including renewed commitment to school safety and presence.
- Recruitment for SRO and CSO candidates.





# Public Works

September 2022 | Report

## **Monthly Achievements & Activities**

- The Merry-Go-Round at Snyder Park is operational. Spread new fiber mulch throughout the playground area.
- Replaced street and traffic control signs at various locations. Replacement was necessary due to damage caused from vehicle collisions and/or vandalism.
- Groomed the Wood St. Parking Lot in preparation for the upcoming Harvest Moon Celebration. Provided the Chamber with traffic control barricades and cones to help facilitate the event. Painted the large structure that encloses the dumpsters on the east side of the lot to mitigate on-going graffiti and improve the aesthetics.
- Contacted the High School Environmental Club to help with a student organized creek cleanup project; coordinating, providing supplies, and hauling away the debris collected. Various sites have been identified.
- Addressed several water leaks: including in the Bittenbender Lane area.

## **Project Updates**

- Replaced the fire hydrant at Shell Lane / Baechtel Road after it was damaged by a vehicle leaving the roadway.
- Ground stumps from past removals at Hael Creek Park and Highway 20 Park. Stumps at Recreation Grove are scheduled for October 24<sup>th</sup> and 25<sup>th</sup>.
- Conducted red curb painting on all City streets from Flower St. south to the Harris Manor housing complex, completing the entire eastern half of the City. The western half is planned to be a focus for spring/summer 2023.
- Groomed the Main St. downtown corridor for the upcoming Chamber sponsored event.
- Installed spigot locks at the Airport to curb potential for water theft.
- Improved the Council Chambers.
- Ordered modest play structures for the Dog Park and installed the Committee funded replacement signs.
- Ordered an additional set of bleachers for the soccer field to provide more seating.
- Prepared the sand truck/snowplow in preparation for the winter.

## **Staffing Items**

- Hired Thomas Gallups to improve City Hall and other City facilities. Mr. Gallups has hit the ground running, addressing deferred maintenance, and putting finishing touches on the remodel project. He has taken on several projects in the two weeks he has been aboard and is fitting well into the maintenance department. He also services the Airport facility.

## **Budget Status**

- No items.

## **Focus for Next Month**

- Continue to winterize facilities.
- Sign replacement.
- Increase street sweeping and debris clean up on roadways.
- Deferred building maintenance and improvements at City Hall.
- Finalize vendors and contractors to install shade canopies at the Sports Complex and Skate Park.
- Clear problematic sections of the City's storm drain system of debris and aggregate to minimize impacts of localized flooding in the winter months.
- Service and winterize parks equipment after a long mowing season.



## **Monthly Achievements & Activities**

- Repaired water main leak in Bittenbender pressure zone.
- Replaced fire hydrant on Baechtel Road.
- Cleaned 3,000 lineal feet of sewer mainline.
- Repaired water service leak on Redwood Ave.
- Conducted five Sewer Lateral Inspections for home sales.
- Cleaned and inspected Filter #1 at the Surface Water Treatment Plant (SWTP).
- Completed lead and copper sampling.
- Rebuilt soda ash manifold at SWTP.
- Added six cubic feet of anthracite to Filter #1 at the SWTP.
- Removed nonoperational City vehicles from the SWTP.
- Replaced air release on the effluent line for all three filters at the SWTP.
- State inspection completed at the SWTP.
- Started extra sample monitoring of total organic carbon after the Walker Fire in Morris Reservoir.
- Removed down tree in storm ponds at the Wastewater Treatment Plant (WWTP).
- Repaired leaking langman gate at WWTP.
- Switched from irrigation to discharge to Outlet Creek (October 15<sup>th</sup> - May 14<sup>th</sup>).
- Replaced the Morris Dam valve.
- Replaced 60 lineal feet of four-inch, steel water main with four-inch, C-900 on South Magnolia.
- Removed seasonal dam boards at Centennial Reservoir.
- Completed painting for pipes and digester at WWTP.
- Cal Fire removed vegetation from below Centennial Reservoir.

## **Project Updates**

- Ongoing: Sewer Lateral Inspection Program.
- Ongoing: Water Meter Replacement Program.
- Ongoing: Grounds maintenance at Water/Wastewater facilities.
- Reservoir Capacity: Morris 585-acre feet and Centennial 452-acre feet equates to 79-percent of full capacity (October 17<sup>th</sup>).

● September 2022 Water Usage:	SWTP:	23,834,782 MG.	Sept. 2021: 23,072,435 MG.
	GWTP:	2,625,000 MG.	Sept. 2021: None.
	Totals:	26,459,782 MG.	Sept. 2021: 23,072,435 MG.

● Non-Potable Water Usage [Truck Fill Station]: 288,028 K/Gals. | Sept. 2021: 2,034,840 MG.

● September 2022 Wastewater Treatment Plant Flows: 17,831,099 MG.

**Staffing Items**

- Water Plant Operator Chris Viall passed State Water Grade II Test.
- William Zynda registered to take the Grade III Wastewater Exam.
- Adam Simental and Caleb Allen registered to take the Grade I Wastewater Exam.

**Budget Status**

- No items.

**Focus for Next Month**

- Complete SCADA system upgrade at the SWTP (anticipated by the end of October).
- Replace four-inch, steel water main and services on Railroad Ave with eight-inch C900.
- Complete 2022 Cross Connection Program Backflow Testing (water) with John Graham Backflow Services.
- Repair solids up flow clarifier and get back online at WTP.