



Airport Monthly Report

October / November | 2022

Monthly Achievements & Activities

- Completed tree removal with eighteen trees from the approach to Runway 34 (south) and twenty-eight trees from the approach to Runway 16 (north).
- Cleared 725 lineal feet of brush and low hanging limbs long the north lot line (behind the hangars) to accommodate the installation of a new fence.
- Property line was surveyed, and the fencing contractor has ordered the materials. Project will begin in early 2023.
- Instructed Jim Lance to prepare a response to a letter submitted on the behalf of a tenant accusing the City of mismanagement.
- Receiving new parts for the replacement of the fuel island.
- Completed all but one hangar inspections.

Project Updates

- Keypads for security gates are still on backorder until March.
- Mead and Hunt continue to check with the FAA regarding approval of placement of Mike Smith's proposed hangar – no updates.
- Once all fuel island parts are received, will retain Beacom Construction Company for installation.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Remodel/upgrade restrooms.
- Continue with grounds maintenance.
- Prepare the RFP for the procurement of a consultant consistent with FAA requirements.



Community Development

October / November 2022 | Report

Monthly Achievements & Activities

[October]

- Issued fifteen Building Permits.
- Opened five Code Enforcement cases.
- Closed two Code Enforcement cases.
- Thirteen active Code Enforcement cases.

[November]

- Issued twelve Building Permits.
- Opened zero Code Enforcement cases.
- Closed two Code Enforcement cases.
- Eleven 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 \$535,000 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 (HCD). To date, \$295,000 of these loans have been fully forgiven consistent with State and City requirements. Staff anticipates forgiving other loans over the next three-months. All grant funds have been distributed and the Program is now closed.
- Pursuing additional funding opportunities to support objectives and goals identified in the recently adopted Urban Forestry Management Plan including development of a comprehensive tree ordinance.
- Completing the final draft Flood Emergency Response Plan (FERP). The purpose of this Plan is to improve local flood emergency response and contribute to increased public safety. Staff anticipates presenting the FERP to Council at the February 9th meeting.
- Developed an application to the Permanent Local Housing Allocation grant program to support a City Housing Rehabilitation Program.

Staffing Items

- Amber Ojeda has been hired to fill the role of Office Assistant III. Ms. Ojeda is a local talent that has lived in Willits for eleven years. Ms. Ojeda has shown a great attitude and ability to learn in her first few weeks on the job. Another all-star has been added to the team.

Budget Status

- No items to report.

Focus for Next Month

- General Plan LUE Update and SOI Amendment.
 - Develop scope/outline for Infrastructure and Services Report.
- CalRecycle.
 - Complete Electronic Annual Report.
 - Schedule annual inspection.
- Flood Emergency Response Plan.
 - Finalize Plan and schedule for February Council Meeting.
- Complete interview process for Community Development Specialist position.
- Complete staff training on iWorQ planning permit module.
- Close out FAA grant projects.



Engineering Report

October / November | 2022

Monthly Achievements & Activities

- Groundwater Monitoring Program coordination, including field tour and verification of transducer calibration, field measurements, other neighboring wells with EBA Engineering, MCRCD, and Ponton Industries (transducer supplier and instrumentation consultant).
- Further development of Railroad Trestle Water Main Relocation project, including coordination with the Mendocino Railway for permission to construct in their right-of-way.
- Scoping the Phase One of the West Mendocino Rehabilitation Project with a concentrate on improving drainage between Brookside and Spruce Streets.
- Closeout of Blosser Lane (filing Notice of Completion, notifying Preliminary Lien Holders, and issuing final payment of retainage to contractor).
- Preparation of the next round of ATP funding, project nomination will be the rehabilitation of Baechtel Road, working with LACO on the development of the grant application, public outreach, and project scope (application is due June 2023).
- Contracting and scheduling for the Community Center roof repair, currently scheduled for February (weather permitting). Staff is working with contractor to obtain required insurance thresholds for contracting.
- Solar Array Project for City Hall was granted an extension, RFP will be re-released with new project conditions with construction projected in June of 2023, after the roof replacement.
- Participation in the Rail Trail Project team meeting and 30-percent plan review.
- Completed Landfill winterization work.
- Ongoing coordination with land manager of the City's northernmost parcels regarding the City's reclaimed water irrigation management, grazing, fence maintenance.
- Working on the procurement of a consultant to conduct the Traffic Study.
- Utilizing the engineering on-call contracts for:
 - Groundwater monitoring data management, analysis, and reporting (EBA).
 - Wastewater Discharge Permit assistance (EBA.)
 - Contract City Engineer (LACO).
 - 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, Local Streets and Roads Program, and Proposition 1/IRWM grant reporting and future planning for ATP and LPP project nominations (LACO).
- Preparation of easements, project development, & plans and specification for Railroad Ave. Water Main Relocation. The project's schedule is February/March (SHN).
- Hydrology/Hydraulics study for stormwater drainage patterns and infrastructure capacity analysis for the upcoming phase of the West Mendocino Rehabilitation Project (Tall Trees).
- Various other task orders issued by Community Development to support work in their department (EBA, SHN, &, LACO).
- Coordination with LACO to process Encroachment Permits (one inspection and issued six Permits in October & November).

Project Updates

- Groundwater Resiliency Improvement:
 - Completed pipeline construction in late October.
 - Procured a new 40 HP pump and VFD equipment and coordinating its installation.
 - Coordination with the consultant on plan development and specifications for the 250,000-gallon contact tank installation.
 - Coordinated with the RWQCB, USACE, LACO and contractor on 401 and 404 Permits during construction for mitigation measures and initial phase of an anticipated three-year wetland monitoring and reporting period.
 - Coordinated with the Sherwood Valley Rancheria Band of Pomo Indians for fulltime construction monitoring to protect cultural resources.
 - Coordinated with PG&E and Redwood Electrical Services for electrical upgrades. Elias Well now has an upgraded 480-volt service with a 200-amp panel.
 - 250,000-gallon tank procurement documents are in progress, with the goal of taking the project out to bid in spring.
- Annual Pavement Preservation Project
 - Working with LACO Associates on the Local Partnership grant reporting for 2021 Dig-out Project.
 - Submitted 2023 Project nomination for further dig-outs on Baechtel Road, and grind, repave and replace ramps on Boscabelle and South Lenore Streets.
 - Development of 2024 Projects with the goal of submitting project nomination by January 2023.
- West Mendocino Rehabilitation is in early stages and had a late start; however, goal is to construct in summer 2023. Results of drainage study and recommendations anticipated by mid to late January. Plans and specs targeted for late March, with bidding to follow.
- The next Pavement Preservation Project is anticipated for construction in late summer 2023.
- The Annual Striping Project plans are close to completion. Anticipated bid in February, with construction in spring when weather is warmer optimal adhesion to pavement.

- The Groundwater Monitoring Program is gathering data and a report will be prepared shortly after the end of the monitoring period. The report will be presented to the Council in late May as established by the Groundwater Operational Management Plan.

Staffing Items

- No items to report.

Budget Status

- Operating within budget; however, mid-year adjustments are necessary to increase budgets for on-call services and various projects.

Focus for Next Month

- Oversight of consultant effort on West Mendocino drainage study and project planning.
- Complete installation of the Elias Well pump (weather permitting).
- Work with consultant to complete plan and specifications for the 250,000-gallon contact tank at the Groundwater Treatment Plant.
- Project nomination for next round of fundings for LPP Local Partnership Program/Pavement Preservation Project 2024.
- Work with Pope Engineering to develop the Creekside Stabilization Project.
- Continued work with consultants on groundwater monitoring program management.
- Manage consultant selected for the Traffic Study.
- Review budgets and make necessary mid-year adjustments as part of the mid-year budget review.



Finance Monthly Report

October / November | 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.
- Continuing project on Cash Reconciliation for Fiscal Year 2020-21.
- Completed Long-Term Debt Reconciliation for Fiscal Year 20-21.
- Started to reconcile accounts in anticipation of the Single Audit, as we meet the threshold for FY2020-21 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.
 - Started reconciliation of accounts utilized the Fund 690 account, this needs to be cleared.
- Completed compensated absences measurement.
- Finished cost allocation journals.
- Completed prior period adjustment for ROPS.

Project Updates

- RFP for Financial Software replacement.
 - Started evaluating proposals and expect to request demonstrations in December.
- Payroll Conversion from ADP to ACS.
 - Migration from staff to ACS on hold while we work on hiring a new payroll accountant due to staff movement to ensure the correction of water billing is complete.
 - Currently reviewing applicants to hire.
- Fiscal Year 2020-2021 Audit.
 - Started with correspondence and submission of PBC listing requests.
 - Submitted the following to the auditors for their review: Long-term debt, current liabilities, fixed assets, compensated absences, Form 700's and various other items.
- Fiscal Year 2021-2022 Audit.
 - On hold waiting for FY 2020-21 to commence.

Staffing Items

- We have one position open position for Payroll. First round of selection unsuccessful. The second round of selection was successful and will be onboarding an accountant soon for the position of payroll and other duties.

Budget Status

- Completed the entry of the budget into ACS. Department Heads can track budget performances.

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.
 - GASB 68 Reporting.
 - Long Term Debt Schedules for Audit.
 - Bank Reconciliation.
- Finance Committee.
- Measure K Committee.
- Quarterly Budget Reports.
 - Entry of payroll is required to get a true assessment of budget reports.



Police Department

October / November 2022 | Report

Monthly Achievements & Activities

	<u>October 2021</u>	<u>October 2022</u>
● Calls for service (CFS)	644	859
● Cases	80	115
● Arrests	31	63
● Citations	37	86

	<u>November 2021</u>	<u>November 2022</u>
● Calls for service (CFS)	584	715
● Cases	63	113
● Arrests	29	48
● Citations	37	57

Project Updates

- Started the installation of updated video surveillance equipment for Station security and Evidence Room monitoring with the Interview Room completed. The Evidence Room and the rest of the facility is on hold due to parts availability.
- Partnered up with Lexipol for access to the Cordico App. This will provide resources to our staff (sworn and civilian) in need of physical and mental wellness assistance. The resources are specific to law enforcement personnel and the unique challenges we face. The app is being personalized for our agency and should launch in the end of November or beginning of December. All personnel will be trained in its use and available resources.

Staffing Items

- The two newest Patrol Officers are now patrolling solo and are factored into our deployment. They have provided much needed relief to a patrol force that was on mandated overtime shifts and can now plan to take a day or two off during the work week.
- Placed a candidate in backgrounds with the possibility of sending them to the Academy at Santa Rosa Junior College in January.
- The newest recruit started Police Academy at Delta College in Stockton. She is doing well so far and continues to be enthusiastic about completing her training and coming on to our Department upon graduation.
- We are actively recruiting for our CSO position and will be doing so for a Sergeant position.

Budget Status

- No items to report.

Focus for Next Month

- Continue Community Outreach.
- Renewed commitment to school safety and presence.
- Recruitment for Sgt., SRO and CSO candidates.



Public Works

November 2022 | Report

Monthly Achievements & Activities

- Removed transient camp debris from under the Main Street Bridge. Several cubic yards of trash and debris were removed.
- Trimmed several trees for line of sight and clearance at various locations.
- Serviced the Holiday decorations. This is a yearly project involving replacing bulbs and repairing wiring that typically takes a few days of staff time to complete as the decorations have served the city for several decades. They will be hung following the Thanksgiving Holiday. Staff hopes to replace them in the future with updated, energy efficient options that do not require the time-consuming maintenance to prepare.
- Cleared a down tree from the roadway and sidewalk on Creek Side Drive.
- Replaced several, damaged traffic control signs. Vehicles leaving the roadway caused most of the damaged signs.
- Deployed the back-up generator to the Sherwood traffic signal to ensure operation during a power outage. Replacement batteries are on order for the back-up system, and it is being evaluated for repairs. The generator is temporarily stationed at the site.
- Repaired the east side pedestrian crossing light at Main and State Streets. It was outfitted with new batteries and reinstalled after repairs were complete. It is now functioning and operational.

Project Updates

- Graded the Landfill Access Road and removed vegetation adjacent to the monitoring wells.
- Jetted the restroom waste lines at Snyder Park. Removed a section of hose from the wastelines that caused blockages. The origin of the garden hose was not determined, but the suspicion being foul play. The restrooms are now operational, and toilets are functioning properly.
- Painted the Conference Room and Community Center and patched generations of holes from hardware and events.
- Increased the street sweeping and storm drain clearing efforts as the trees are entering dormancy for the season. Sweeping is now two-days a week, as time and staffing allow. This will be ongoing for the next few months following weather events.
- Repaired water leaks at various locations including E. San Francisco Street.
- Shut off automated irrigation to all City lawns, trees, and parks.
- Evaluated replacement options for the unleaded fuel pump that dispenses gas to the fleet. The delivery system will need upgrading, as parts for the current system are difficult to find and replace. Seeking quotes for a new dispenser. In the meantime, fueling vehicles at Fleet Pride on a corporate charge account. This will allow the City a second option for emergencies once the in-house system is back online.

- Installed the dog play structures at the Dog Park per the Prop. 68 Grant.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Continue City wide street sweeping, and roadway debris clean up.
- Pothole patching and street maintenance.
- Continue storm drain maintenance and flood mitigation.
- Replace the fuel dispenser at the Public Works Yard.
- Various punch list items from the Groundwater Project.



Public Works

October 2022 | Report

Monthly Achievements & Activities

- Performed transient camp clean-ups and debris removal at the Commercial St. and Railroad Ave. Bridge.
- Serviced Main St. in the downtown corridor and City parking lots in preparation for the Harvest moon celebration, barricades were provided to the Chamber of Commerce to aid in facilitation of the annual event.
- Primed and painted the dumpster enclosure adjacent to the Wood St. Parking Lot to mitigate graffiti and improve the aesthetics of the area.
- Assisted with the replacement of a section of problematic steel water line on S. Magnolia St.
- Repaired the irrigation main to the sports complex.
- Collected roadside trash and debris at various locations, including Sherwood Road. Several illegal dumping sites were also cleaned up, among them were the areas adjacent to the Skate Park and mitigated wetlands.
- Reinstalled the Merry-Go-Round at Snyder Park - it is now fully operational.

Project Updates

- Contracted Family Tree Resources for stump grinding at Hael Creek Park, Highway 20 Park, and Recreation Grove. Approximately 15 stumps from past removals of hazardous trees were ground, holes were filled, and the turf was seeded, fed, and treated for weeds.
- Installed new signs at the Dog Park and Small Dog play areas. The Dog Park Committee funded the signs.
- Continued with renovations at City Hall including painting the lobby and addressed various punch list items.
- Placed planters at the Commercial and S. Humboldt crossing to improve the aesthetic of the area.
- Cleared vegetation from storm drains at various locations to aid in flood mitigation. Cleared several inlets and culverts that had accumulated debris.
- Replaced several street and traffic control signs.
- Modified the City Hall employee parking area to accommodate additional parking.
- Ordered additional bleachers for the soccer field to provide seating for spectators, parents, and players during sporting events.
- Finished painting red curbs on the east side of City, including Hael Creek and Harrah's Manor to the City limits South. Painting will resume next spring, with a focus on the west side.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Continue storm drain clearing and maintenance.
- Continue transient camp and debris clean up under City owned bridges.
- Install play structures at the Dog Park purchased under the Prop. 68 grants.
- Prepare the holiday decorations to be hung along the Main Street.
- Repairs to the Snyder Park restroom waste lines to clear blockage and debris.
- Ongoing repairs and renovations at City Hall.



Utilities

October / November 2022 | Report

Monthly Achievements & Activities

- Ordered clayvalve and a rebuild kit for pump #1 at Berryhill Pump Station.
- Repaired water service leak on South Lenore.
- Completed three Sewer Lateral Inspections for home sales.
- Repaired fine screen auger at Wastewater Treatment Plant.
- Inspected eight sewer maintenance holes.
- Cleaned 2,800 lineal feet of sewer mainline.
- Repaired water service leak on E. San Francisco.
- Replaced sodium hypochlorite injection needle to improve the chlorine disinfection on the effluent pipe at the SWTP.
- Replaced pump head and rollers on sodium hypochlorite pump (used for chlorine disinfection) at the SWTP.
- Replace clayvalve pilot valve on pump #2 at Meadowbrook Pump Station.
- Replaced seven water meters throughout the distribution system.
- Completed three Fat, Oil, Grease (FOG) Inspections on commercial businesses.
- Installed heat trace tape on Combined NTU feed line for freeze protection at the SWTP.
- Installed a clear well level transducer (with heat trace) at the Surface Water Treatment Plant (SWTP).
- Dewatered the domestic water tank at SWTP to repair the bladder.
- Rewired the radio panel at Berry Hill Storage Tank.
- Replaced failed check valve on Combined NTU meter feed line (the valve only allows water to go flow one way).

Project Updates

- Completed the removal of dead trees around SWTP.
 - Removed debris on Centennial Reservoir Spillway.
 - CalFire anticipates completing the burn of slash piles Morris Reservoir Island.
 - Completed lead & copper sampling and submitted report to the State Water Resource Control Board (required every three-years).
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- Reservoir Capacity [October]: Morris 585-acre feet and Centennial 452-acre feet equates to 79-percent of full capacity (October 17th).
 - Reservoir Capacity [November]: Morris 485-acre feet and Centennial 488-acre feet equates to 75-percent of full capacity (November 30th).

● October Water Usage:	SWTP:	19,748,544 MG.	Oct. 2021: 23,072,435 MG.
	GWTP:	None.	Oct. 2021: None.
	Totals:	19,748,544 MG.	Oct. 2021: 23,072,435 MG.
● November Water Usage:	SWTP:	15,384,507 MG.	Nov. 2021: 13,539,557 MG.
	GWTP:	None.	Nov. 2021: 3,000,000 MG.
	Totals:	15,384,507 MG.	Nov. 2021: 16,539,557 MG.
● October Non-Potable Water Usage [Truck Fill Station]:	262,325 Gals.	Oct. 2021: 457,656 Gals.	
● November Non-Portable Water Usage [Truck Fill Station]:	29,497 Gals.	Nov. 2021: 25,915 Gals.	
● October Wastewater Treatment Plant Flows:	17,324,680 MG.		
● November Wastewater Treatment Plant Flows:	20,189,751 MG.		

Staffing Items

- Adam Simental and Caleb Allen registered to take the Grade I State Wastewater Exam.

Budget Status

- No items to report.

Focus for Next Month

- Complete SCADA system upgrade at the SWTP (completion anticipated at the end of November).
- Replace four-inch, steel water main and services on Railroad Ave with eight-inch C900 (ongoing).
- Complete the 2022 Cross Connection Program Backflow Testing. Informed property owners of failed devices (water).
- Repair solids up flow clarifier and get back online at SWTP.
- Replace the 30 HP pump with a 40 HP pump in the Elias Well (weather permitting).
- Replace fifty lineal feet of four-inch, steel water main in the Bittenbender Pressure Zone.
- Repair two sewer mainline breaks.