



Airport

December 2022 | Report

Monthly Achievements & Activities

- Composed the first draft of an RFP to solicit responses from airport consultants. Currently, the City is operating through contract extensions with Mead & Hunt.
- Coordinating with the FAA regarding the City's request to amend the Airport Capital Improvement Plan (AICP) to obtain funding for additional enhancements.
- Discussed with City Attorney, Jim Lance how to respond to the latest letter questioning the facility operations from an attorney representing a tenant.
- Explored the option of retaining a third-party assessment of the facility as a response to the recent inquiries regarding its compliance with FAA and Caltrans guidelines.
- Replaced damaged runway lights with new units. All air operations are continuing without any problems.
- Held 1st Quarter Operations meeting. Next meeting will be held on April 20, 2023.

Project Updates

- Renovations of the Pilot Shack's restroom included new framing to replace rotten support and new ADA compliant fixtures. The project is ongoing with completion expected by the end of January.
- Reviewing renovation options to the Pilot Lounge including the creation of a small office to accommodate City staff.
- Mead & Hunt is still waiting to receive determination from FAA regarding the proposed hangars.
- Security fencing installation still on schedule.
- Waiting to receive the parts for the fuel island upgrade (*ETA* is mid-January). The City engaged Beacom Construction to complete the installation.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Installation of the fuel island.
- Completion of restrooms.
- Continued grounds maintenance.



Community Development

December 2022 | Report

Monthly Achievements & Activities

- Issued 12 Building Permits.
- Opened one Code Enforcement case.
- Closed one Code Enforcement case.
- Eleven active Code Enforcement cases.

Project Updates

- The City Rail with Trail project is currently in the design phase. Staff is coordinating with the Great Redwood Trail Agency to establish a public meeting in Willits to present the project and gather input. Public meeting is tentatively scheduled for the evening of March 23rd. Trail construction is scheduled to begin in Spring 2024.
- Applied to the Permanent Local Housing Allocation grant program to support a City Housing Rehabilitation Program. Staff anticipates the award of approximately \$554,000 to support this revolving loan program. The program will be available to low- and moderate-income households and will help maintain existing affordable housing units.
- Staff continues to contact Caltrans weekly requesting action on the City's application to establish signage to direct motorists to downtown Willits. Signage is to be located at the northern Highway 101 Interchange and Highway 20 Park.
- General Plan Land Use Element Team is making progress on the update. Updates include completion of public outreach plan, development of infrastructure and service needs report to support services delivery findings and determinations for the eventual City Sphere of Influence amendment. A project Advisory Committee membership has been established and is comprised of two Council members, City staff, and community leaders. The Committee is expected to hold first meeting in late January/early February.
- Vacant Commercial Building Registration forms have been sent to property owners of ten vacant commercial buildings that meet the vacant commercial building definition criteria pursuant to City Code Chapter 8.28.

Staffing Items

- Department completed a new job description for the Code Compliance Officer. Upon Council approval, staff will continue to develop a work and training plan for the new position.

Budget Status

- No items to report.

Focus for Next Month

- Willits Rail with Trail Project:
 - Explore opportunity for additional funding with State Coastal Conservancy.
 - Compose a Habitat Mitigation and Monitoring Plan.
 - Coordinate with GRTA for Public Outreach Meeting.
- Continue the effort to obtain Caltrans approval for the Downtown Willits signage request.
- Recruit Code Compliance Officer.
- CalFire Urban Forest grant closeout.
- Vacant Commercial Building Registration Program.
- Flood Emergency Response Plan.
 - Finalize Plan and schedule for February Council meeting. [The delayed in getting this to the Council stems from staffing changes with the consultant.]
- General Plan LUE Update and SOI Amendment.
 - Hold meeting of the project Advisory Committee.
 - Compose an infrastructure and service report.
 - Develop exhibits for LAFCO/County coordination.



Engineering Report

December | 2022

Monthly Achievements & Activities

- Project management for the Groundwater Resiliency Improvement Project:
 - 40 HP pump and VFD equipment installation is postponed until summer 2023 due to site access issues.
- Annual Pavement Preservation Project:
 - Working with SHN on preparing plans for the 2023 Pavement Preservation Project. Construction is anticipated in the fall. The project will include dig-outs on Baechtel Road and grind/pave and ramp upgrades on S. Lenore and Boscabell between E. San Francisco and E. Valley Streets.
 - Development of the 2024 Project is ongoing.
- 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 received an extension, RFP will be re-released with new project conditions with construction projected in June of 2023, after the roof has been replaced.
- Finalized the five-year update to the Cost Estimate for Corrective Action for the Landfill. EBA prepared the report and submitted it to CalRecycle on the City's behalf. The report identifies the annual cost estimate for post closure activities as \$91,156, which brings the 15-year post closure maintenance obligation to \$1,367,388.
- Ongoing support for the Rail Trail project team meeting.
- Fehr & Peers selected to conduct a traffic study to improve safety at various locations throughout the city. Report expected in April.
- Utilizing the engineering on-call contracts for:
 - Groundwater monitoring data management and reporting. The expectation is to have the Annual Report to Council in May.
 - (EBA).
 - Wastewater Discharge Permit assistance (EBA).
 - Cost Estimate for Non-water Corrective Action Plan Five-year Update (EBA).
 - Encroachment Permit assistance (LACO).
 - Groundwater Resiliency Improvement Project - Tank procurement & foundation/grading/pump station improvement plans for the 250,000-gallon contact tank (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. Grant application deadline is June 2023 (LACO).
- Creekside Stabilization Project survey (Pope Engineering).
- Preparation of easements, project development, & plans and specification for Railroad Ave. Water Main Relocation Project. Anticipating construction in March (SHN).
- Hydrology/Hydraulics study for stormwater drainage patterns and infrastructure capacity analysis for the upcoming Phase One of the West Mendocino Rehabilitation Project. Expect to have plans and specs ready for Council review in March (Tall Tree).
- Various other task orders issued by Community Development to support work in their department (SHN, EBA, LACO).

Project Updates

- Annual Striping Project plans are close to completion. Anticipation is to have the Project start in late spring when weather is warmer to achieve optimal adhesion to pavement.

Staffing Items

- No items to report.

Budget Status

- Operating within budget; however, adjustments may need to be made to increase budgets for on-call services and various projects at mid-year.

Focus for Next Month

- The development of the W. Mendocino Drainage Project.
- Preparation of plans and specs for the Annual Pavement Preservation Project.
- Finalization and advertisement of the 250,000-gallon contact tank at the Groundwater Treatment Plant. Finalize improvement plans for bidding over the next several months.
- Finalize plans and specifications for the Railroad Water Main Trestle Relocation Project. Work with property owners to obtain easements for construction.
- Project nomination for next round of fundings for LPP Local Partnership Program/Pavement Preservation Project 2024
- ATP grant application support for the Baechtel Road Improvement Project.
- Complete the annual striping project plans by March for anticipated construction in late spring.
- Work with Pope Engineering to develop the Creekside Stabilization Project.
- Finalize contract for City Hall roofing project. After the contract for roof replacement is executed, reissue the RFP for the City Hall solar project.
- Oversight of consultant to conduct a traffic safety assessment and recommendations at various locations throughout the City.

- Review budgets and make necessary mid-year adjustments as part of the mid-year budget review.



Finance Monthly

December 2022 | Report

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

December 2022 | Report

Monthly Achievements & Activities

	<u>December 2021</u>	<u>December 2022</u>
• Calls for service (CFS)	511	617
• Cases	86	81
• Arrests	34	51
• Citations	37	54

Project Updates

- Installed the updated video surveillance equipment for Station security and Evidence Room monitoring. The surveillance now covers the Interview Room and other areas of the Station including the back and front lots, the lobby and the hallway outside the Evidence Room.
- We have 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 health and well-being. The resources are specific to law enforcement personnel and the unique challenges we face. The app has been launched and ready for use by our personnel and their families. All personnel will receive training on its use and available resources.

Staffing Items

- The Police Officer Candidate that was in backgrounds, started at the Santa Rosa Junior College Police Academy on January 9th.
- Our female Police Recruit, that is in the Police Academy at Delta College in Stockton, is doing well so far. She is battling back from Covid which struck her and six of her fellow recruits. She continues to be enthusiastic about completing her training and coming on to our Department upon graduation.
- We are actively recruiting for our CSO position, as well as for the vacant Sergeant position and are still hopeful in finding a suitable SRO candidate.

Budget Status

- No items to report.

Focus for Next Month

- Continue to look to expand our Community Outreach.
 - Recruitment for Sergeant, SRO and CSO candidates.
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Public Works

December 2022 | Report

Monthly Achievements & Activities

- Replaced the back- up batteries at the Sherwood traffic signal.
- Hung and removed the holiday decorations.
- Removed large, downed trees from beneath City bridges to prevent blockage of the waterways.
- Deployed and maintained the sandbag station daily. The City received donations of material to help sustain the stations.
- Cleared storm drains and debris from streets and sidewalks during the stormy weather. Monitored creeks and bridges for blockages.
- Placed cautionary flood signs at several areas adjacent to creeks and waterways that are prone to flood inundation. The signs will remain posted until the need subsides. Ordered additional signs to increase the inventory and provide coverage in other areas.
- Closed several streets to traffic during periods of heavy rainfall and flooding for safety reasons.
- Cleared ditches to ensure drainage at multiple locations.
- Conducted erosion control at several locations to prevent mud, rocks and debris to wash into the roadway.
- Replaced damaged street signs at various locations.
- Reduced sweeping due to the weather resulting in the crews collecting the debris by hand.
- Cycled through a round of pothole patching. Evaluated sidewalks along E. Commercial, S. Lenore, and E. Valley St. for potential trip hazards. Minimized potential trip hazards.

Project Updates

- A large Oak tree behind the Boy Scout/Lion's Club building at the Recreation Grove Park came down in the high winds on December 27th. The tree fell towards the Rodeo grounds, crushing the roof of the restrooms, food service building, and the upper portion of bleachers. Johnson's Quality Tree Care responded immediately, and mobilized a crane to remove the tree and cover the buildings to prevent further damage. An insurance claim has been filed to repair the structures and bleachers.
- A second tree that had similar potential was removed from the Rodeo Grounds, and others are being evaluated in the area for removal or weight reduction. Standing water, high winds, and poor drainage have caused several other trees to lean and may need to be removed to prevent further loss.
- Identified locations of failed storm drains that led to sink holes. Will start repairs once the weather permits.
- Coordinated with various local entities including the County DOT, CALTRANS, and EMS services to solve issues and mitigate problems caused by the storms.

- Repaired runway lighting and remodeling the restroom. Scheduled to install fencing when the weather clears.
- Purchased an additional set of bleachers to accommodate more spectators at the soccer field. Installation is for early spring to the athletic season. This is per the deliverables of the Prop. 68 Grant.

Staffing Items

- Filled the Water Meter Reader position in-house by a Public Works crew member, and the vacant position was then filled in turn. Public Works is currently staffing six full-time crew members.

Budget Status

- No items to report.

Focus for Next Month

- Flood mitigation, erosion control, and debris clearing will continue through the storms.
- Sink hole and storm drain repair.
- Plan for additional tree removal and weight reduction to preserve structures at the Recreation Grove and Rodeo Grounds.
- Obtain cost estimates and quotes for the insurance claim at the Rodeo Grounds.
- Continue planning spring projects under the Prop. 68 Grant.
- Pothole patching and pavement repair, post flooding restoration.
- Set recently acquired Conex container brought down from the landfill to the Public Works to house parts and components to repair the water distribution system.



Utilities

December 2022 | Report

Monthly Achievements & Activities

- Replaced chemical feed lines for the KMnO₄ system at the Water Treatment Plant (WTP).
- Cleaned clogged drain lines with the vacuum tanker around the WTP.
- Repaired an emergency break in a 12-inch, sewer mainline in the Sludge Field (immediately west of the WWTP) with assistance from WIPF Construction.
- Repaired the solids up flow clarifier at the WTP by adding two support beams and pouring new concrete in the stilling well at the WTP.
- Replaced exterior motion lights around the WTP.
- Repaired E. Hill and S. Main Streets potable water sample stations in the distribution system.
- Rebuilt the distribution manifold for the soda ash day tanks for PH control at the WTP.
- Rebuilt day/night control switch for exterior lights at the WTP.
- Serviced and cleaned all Rosemount Filter Pressure Meters at the WTP.
- Rewired and replaced failed electrical outlets in the Backwash Room at WTP.
- Replaced plywood sections at the Backwash Room at the WTP.
- Repaired Cla-Val valve with new parts at Berryhill Water Distribution Pump Station.
- JM Integration replaced sonic level indicators on Filter #2 at the WTP.
- Rewired the permissive air system for the raw water pumps. The systems controls when the pumps stop/start at the WTP.
- Private fire hydrant broke in the new California Conservation Corps campus causing a brown water episode.
- Jetted and cleaned 3,800 linear feet of sewer mainline.
- Inspected and evaluated eighty manholes working towards compiling a priority repair list.
- Repaired grit auger for the Headworks of the Wastewater Treatment Plant (WWTP).

Project Updates

- Reservoir Capacity: Morris 662-acre feet and Centennial 638-acre feet equates to 100-percent of full capacity (January 17th).

● December 2022 Water Usage:	SWTP:	15,788,229 MG.	Dec. 2021: 10,601,345 MG.
	GWTP:	1,670,000 MG.	Dec. 2021: 8,000,000 MG.
	Totals:	17,458,229 MG.	Dec. 2021: 18,601,345 MG.

● Non-Potable Water Usage [Truck Fill Station]:	3,998 K/Gals.	Dec. 2021: 0 MG.
● December 2022 Wastewater Treatment Plant Flows:		52,101,773 MG.

- Completed 95-percent of SCADA system upgrade. Still completing the WINN 911 alarm upgrade.

Staffing Items

- The WTP and WWTP operators worked long hours during the winter storms to ensure operational compliance at each facility.
- Adam Simental passed Grade I Wastewater State Exam.
- Appointed Brian Framke to the Utility Water Meter Reader position.

Budget Status

- No items to report.

Focus for Next Month

- Complete 2022 Cross Connection Program Backflow Testing repairs and sent out failed device letters (water) with John Graham Backflow Services.
- Replace fifty linear feet of four-inch, steel water main in the Bittenbender Pressure Zone.
- Start Annual Flushing Program during the second week of February.
- Submission of Year 2022 Annual Water Rights.