



# Airport Monthly

January 2023 | Report

## **Monthly Achievements & Activities**

- Released the RFQ for airport consultants with a response deadline of February 23<sup>rd</sup>. Staff will then review the packets and schedule interviews.
- Held a tenant meeting on January 19<sup>th</sup> with Jim Lance participating.
- Coordinating with the FAA to amend the Airport Capital Improvement Plan (ACIP) to obtain funding for additional enhancements.
- Graded the parking lot with holes filled, replaced parking blocks, and hung a new flag that is now illuminated by a fixed solar light.
- Exploring 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.
- Received the approval from FAA authorizing the construction of a new hangar by Mike Smith.
- Mead & Hunt submitted the proposal for REACH's new hangar to the FAA.

## **Project Updates**

- Pilot Shack's restroom and new decking are anticipated to be completed by the end of February. Thomas Gallups has dedicated each day of the last month to this project and has done a tremendous job! Thank you.
- Reviewing renovation options to the Pilot Lounge including the creation of a small office to accommodate City staff.
- Received notification that Fuel Island parts should be arriving by the end of February.

## **Staffing Items**

- No items to report.

## **Budget Status**

- No items to report.

## **Focus for Next Month**

- Fuel Island installation.
- Continued grounds maintenance.



# Community Development

January 2023 | Report

## **Monthly Achievements & Activities**

- Issued eight Building Permits.
- Opened three Code Enforcement cases.
- Closed two Code Enforcement cases.
- Twelve active Code Enforcement cases.

## **Project Updates**

- The City Rail with Trail project is currently in the design phase. Staff is partnering with the Great Redwood Trail Agency to hold a public open house in Willits to present the trail project and gather input. Topics of discussion may include trail amenities, design features, gateway treatments, and other opportunities to enhance the trail and support usership by all ages. A public open house is scheduled for the evening of March 23<sup>rd</sup> between 6 and 8 pm in the Community Center. Project team is developing information to post on Facebook, City website, print in local paper and otherwise advertise the project open house. Folks are welcome to RSVP by going to <https://www.eventbrite.com/e/great-redwood-trail-grt-community-workshop-willits-tickets-530691541687>
- Staff continues to contact Caltrans weekly requesting action on the City's application to establish highway signage to direct motorists to downtown Willits. Signage is to be located at the northern Highway 101 interchange and Highway 20 Park. Staff anticipates an audience with Caltrans in February to support the advancement of the City's signage requests.
- Staff and consultants are working hard on the General Plan Land Use Element update. The project advisory committee held their 1<sup>st</sup> meeting on January 30<sup>th</sup>. Committee is comprised of key City staff, two Council members, tribal representatives, school district, chamber of commerce, and various other community, industry and business leaders. Lack of housing continues to be the most common subject of discussion. Next advisory committee meeting is to be scheduled around early March. A Public meeting is tentatively scheduled to occur around the end of March.

## **Staffing Items**

- Department is currently seeking a qualified Code Compliance Officer. Information can be found on the City's website. <https://cityofwillits.org/219/Employment-Opportunities>

## **Budget Status**

- No items to report.

## **Focus for Next Month**

- Flood Emergency Response Plan.
  - Finalize Plan and schedule for Council meeting (delayed stems from change in the consultant's staff).
- General Plan LUE Update and SOI Amendment.
  - Infrastructure and service needs report.
  - Develop exhibits for LAFCO/County coordination.
  - Develop landowner land use change interest form.
  - Coordination with Safety Element Update.
- Willits Rail with Trail Project
  - Explore opportunity for additional funding with State Coastal Conservancy.
  - Habitat Mitigation and Monitoring Plan.
  - Develop materials for and promote the Public Outreach Meeting to occur on March 23<sup>rd</sup>.
- Recruit Code Compliance Officer.
- Vacant Commercial Building Registration Program.
- Airport Consulting Services RFQ.
- City EV Charging Station Status Update.



# Engineering Report

January | 2023

## **Monthly Achievements & Activities**

- Groundwater Resiliency Improvement Project.
  - LACO Associates is finalizing the specifications for procurement of the tank. Site improvement plans are also being developed. Tank installation is expected in late summer.
  - Submitted Annual report to RWQCB in compliance with the 401 Permit for the mitigation and monitoring of temporary impacts to wetlands post construction. Submitted an amendment to the 401 Permit to include additional areas that experienced temporary impacts due to construction vehicles.
- Groundwater Monitoring Program.
  - A task order was issued to EBA Engineering to prepare an annual report per the Groundwater Operational Use Policy. The Annual Report will chart out the data collected from the groundwater monitoring transducer to show trends of use and recovery. EBA will also provide data management services and upload periodic readings to the CASGEM portal.
- West Mendocino Rehabilitation Project.
  - Tall Tree Engineering is designing the first phase of the project for construction this year. Phase I will concentrate on improving drainage in the vicinity. Construction is planned for this summer.
- Grant Funding.
  - LACO is preparing a grant application for the next round of ATP funding. The proposed project for nomination will be the rehabilitation of Baechtel Road. Grant application is due June 2023.
  - Developing project scope for the 2024 Annual Pavement Preservation Project to prepare project nomination for Local Partnership grant application.
  - IRWM/Proposition 1 Grant Funding – LACO has submitted a Project Monitoring Report, which needs to be approved prior to submitting a reimbursement request for construction of the Groundwater Resiliency Improvement Project.
- City Hall/Art Center Roof Repair.
  - Contract for the work to Council on February 22<sup>nd</sup>. Work is scheduled for March, weather permitting.
- Solar Array Project.
  - The City received an extension on the Power Resiliency Grant due to the delay with the roof repair. RFP will be re-released with new project conditions with construction projected in June of 2023, after the roof has been replaced.
- Traffic Study.
  - Fehr & Peers has been selected for a contract to conduct a traffic study per the direction of the Traffic Safety Committee. A kick-off meeting is scheduled in late February, the report is anticipated in late March.

- Landfill experienced minor storm damage. Garman Construction is working on the repair.
- Ongoing support for the Rail Trail project team meeting.
- Utilizing the engineering on-call contracts for:
  - Wastewater Discharge Permit assistance (EBA.)
  - Encroachment Permit assistance (LACO).
  - Preparation of easements, project development, & plans and specification for Railroad Ave. water main relocation (SHN).
  - Various other task orders issued by Community Development to support work in their department (EBA, LACO, & EBA).

### **Project Updates**

- Annual Striping Project is expected in late spring.

### **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**

- West Mendocino Rehabilitation Project.
- Completion of the tank procurement specifications, solicitation of quotes.
- Work with SHN and City Attorney to develop an MOU between the City and affected parties the relocation of a water main on a railroad trestle in the vicinity of Railroad Avenue.
- Submittal of the 2023 Pavement Preservation Project allocation to Local Assistance for the Local Partnership Program funding.
- Development of Plans and Specifications for the Pavement Preservation Project.
- Traffic Safety assessment and recommendations at various locations throughout the City.



# Finance Monthly

January 2023 | Report

## **Monthly Achievements & Activities**

- ERP for Financial Software replacement.
  - Completed the RFP process and have selected Springbrook as our new accounting software.
- Submitted Financial Transaction Report for Prior Year to the State on time.

## **Project Updates**

- Continuing with the Fund 690 Liability Reconciliation.
  - Continuing deconstructing the use of Fund 690 to dump expenses in the City payroll liability fund.
  - Additionally, reconciliation of accounts utilized the Fund 690 account, this still needs to be cleared.
- Fiscal Year 2020-2021 Audit continuing (Fund 690 continues to be an issue that is slowly unraveling, we are hoping for a breakthrough within the next month.)
- Fiscal Year 2021-2022 Audit (on hold waiting to complete FY 2020-21).
- Continuing the Cash Reconciliation for Fiscal Year 2020-21 (Fund 690 is the barrier staff is currently working on).
- Continuing with the reconcile accounts in anticipation of the Single Audit, as we meet the threshold for FY2020-21 due to the Airport Runway Project.

## **Staffing Items**

- No items to report.

## **Budget Status**

- Met with Department Heads to finalize the mid-year Budget amendments.

## **Focus for Next Month**

- Complete Fiscal Year 2020-2021 and Fiscal Year 2021-2022 Audits 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.
  - Bank Reconciliation.
- Finance Committee.
  - Measure K Committee development in progress. Applications are available at City Hall, Received four applications back. Will schedule time with members from Council to choose the citizen membership.



# Police Department

January 2023 | Report

## **Monthly Achievements & Activities**

	<u>January 2022</u>	<u>January 2023</u>
● Calls for service (CFS)	664	671
● Cases	110	81
● Arrests	63	39
● Citations	57	40

## **Project Updates**

- Personnel participated in the celebratory birthday parade for Edie Ceccarelli on February 5<sup>th</sup>. She had a great turnout for the parade and passersby.
- All personnel were trained in the use of the Cordico App. It was well received and we have gotten positive feedback on the resources available through the app.
- Coordinating with the City Clerk to obtain the necessary estimates from facilities to get the damaged patrol vehicle repaired.

## **Staffing Items**

- We have two recruits in two separate Police Academies. The one at the Delta College in Stockton, is set to graduate on April 4<sup>th</sup>. The other recruit at the Santa Rosa Junior College Public Safety Academy will be graduating on May 24<sup>th</sup>. We are looking forward to their joining our team after their graduations.
- We are getting applications for our vacant Dispatcher position as well as the vacant CSO spot. We are hopeful to get viable candidates for each. We are actively recruiting for the vacant Sergeant position and are still hopeful in finding a suitable SRO candidate.
- Held the first all-staff meeting of the year.
- Seeking training opportunities with a focus on community relations, team building, and sensitivity to diverse populations.

## **Budget Status**

- No items to report.

## **Focus for Next Month**

- Continue to look to expand on our Community Outreach.
- Recruitment for Sgt., SRO, Dispatcher and CSO candidates.



# Public Works

January 2023 | Report

## **Monthly Achievements & Activities**

- Cleared the Parks and Sports Complex of debris and down limbs from the recent storms. The grass was mowed, and the grounds were restored.
- Removed graffiti at several locations, including the restrooms at both Recreation Grove and Snyder Park, as well as the Skate Park.
- Restored the grounds adjacent to the Dog Parks after the flooding.
- Patched potholes throughout the City.
- Organized the repair of a section of failed storm drain culvert on Camp Lane. Retained Wipf Construction for the repair.
- Purchased "Flooding" and "Road Closed" advisory signs to restock the inventory. The new signs provide the ability to manage additional areas during weather events and disasters.
- SHN provided an engineer's assessment of the Rodeo Grounds bleachers. Assessment concluded the bleachers are repairable. Contacted Olenik Fencing to provide repairs and upgrade the upper portion of guardrail for safety.
- Weeded and replenished the chip beds around the trees on Main Street, and the sand between the bricks was also topped off to mitigate tripping hazards and preserve the landscape.
- Assisted the Utility Department with leak repairs.
- Repaired roads where heavy rainfall had caused run off damage to pavements.
- Replaced the main irrigation valve at Rec Grove.
- Replaced several street signs including faded STOP signs at various locations.

## **Project Updates**

- Tree trimming and removal of several large oak trees along the east side of Rec Grove and within the Rodeo Grounds property that are threatening structures and could potentially cause further loss or damage has been contracted and scheduled to begin the last week of February. The trees to be removed are leaning considerably and many have large cavities at the base of the stem that indicate rot and compromised stability.
- Repairs to the Willits Arch are scheduled with Paramount Sign Contractors on February 28<sup>th</sup>. This will be one of two visits that will be required to assess the condition of the lighting, make necessary repairs to the transformers, and replace the flag.
- Additional signage, including an illuminated "STOP" sign were ordered to make the intersection between Central St. and East San Francisco Ave. safer at the recommendation of the City's contracted engineer.



### **Staffing Items**

- No items to report.

### **Budget Status**

- No items to report.

### **Focus for Next Month**

- Plan for spring and summer park improvement projects.
- Planning for various storm drain repair projects.
- Assist with flushing the Water Distribution System.
- Continue monthly pothole patching and replace street signs as needed.



# Utilities

January 2023 | Report

## Monthly Achievements & Activities

- Repaired water service leak on North Street.
- Repaired water service line leak on McKinley Street.
- Replaced fire hydrant hit on S. Main St in front of JD Redhouse.
- Removed gravel from the upper Centennial Weir.
- Repaired water mainline leak on S. Main Street with WIPF Construction.
- Rebuilt air dryer unit and plumbing at the Groundwater Treatment Plant (GWTP) with Roger's Machinery.
- Removed storm damaged trees and other debris from throughout the Watershed.
- Repaired, rewired, and replaced faulty relay on the Filter #1 on the Sample Pump's turbidity meter at the Surface Water Treatment Plant (SWTP).
- Replaced and reset clarifier Stilling Well hi/low level transducer.
- Assisted Utility Billing with monthly customer shut off's, hi/low reads, and rechecking shutoffs.
- Worked with JM Integration upgrading SC200 Firmware for all turbidity meters and sample pumps.
- Replaced Clarifier Influent PH probe.
- Inspected and logged twenty-two manholes in the Wastewater Collection System.
- Cleaned twenty manholes in the Collection System.
- Cleaned 2,500 linear feet of sewer mainline.
- Operators spent extra hours maintaining both the Water and Wastewater Treatment Facilities during the recent storms monitoring and maintaining flows and capacities.

## Project Updates

- Reservoir Capacity: Morris 662-acre feet and Centennial 638-acre feet equates to 100-percent of full capacity (February 14<sup>th</sup>).

● January 2023 Water Usage:	SWTP:	12,191,675 MG.	January 2022: 11,428,951MG.
	GWTP:	5,720,00 MG.	January 2022: 6,000,000 MG.
	Totals:	17,911,675 MG.	January 2022: 17,428,951MG.

- Non-Potable Water Usage [Truck Fill Station]: 9,853 K/Gals. | January 2022: 3,300 MG.
- January 2023 Wastewater Treatment Plant Flows: 117,178,221 MG.

- Completed SCADA system upgrade. The two new workstations are online with new Granstream alarm dialer system.
- Completed the repair of the solids up flow clarifier adding two support beams (LNS Welding) and Overra Construction replaced broken concrete in the stilling well at SWTP.
- LACO surveyed Centennial reservoir/spillway for the Obermeyer Inflatable Dam Project.
- Started the annual Water Distribution Flushing Program.

### **Staffing Items**

- Drew Gillespey passed Grade III Water Treatment State Exam.
- Chris Viall passed Grade II Water Distribution State Exam.

### **Budget Status**

- No items to report.

### **Focus for Next Month**

- Replace four-inch, steel water main and services on Railroad Avenue with eight-inch C900 (in progress).
- 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.
- Complete a photogrammetry and topographic survey for the proposed underground project (water/sewer) replacement locations (LACO) of State St, Marin St, E. Van Ln, North St, W. Van Ln, Madrone and S. Magnolia.
- Continue the Water Distribution Annual Flushing Program.