



Monthly Achievements & Activities

- Extended the RFQ deadline for airport consultants to March 9th, as we had not received any formal proposals from the February 23rd closing date. We are aware Mead & Hunt will prepare response for the planning portion of the RFQ and another firm expressed an interest as well.
- Snow and ice accumulation forced the closure of the facility for several days.
- Eliminated the RV trailers being used for temporary housing by recently hired Police Officers. From this point forward, the City will not place RV trailers unless used by individuals designated for security to ensure conformance with FAA regulations.
- Continuing to explore 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.
- Exploring the feasibility of upgrading the aircraft radio in the Administration Building.

Project Updates

- Completed the renovation to Pilot Shack's restrooms. The project continued to the exterior with a new deck and handrails. Stairs and awing are expected for completion by the end of the March.
- Mead & Hunt continues to wait for approval from the FAA for REACH's new hangar. Scheduling a conference call with REACH's representative to discuss possible alternative sites.
- Received all but one part for the Fuel Island upgrades. The last part is anticipated to arrive in April.
- The security fencing is on-hold until drier weather takes hold since the area along the northwest lot line has poor drainage.
- Received the Record of Survey of the western lot line from LACO & Associates. The survey is fully recorded with the County.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Fuel Island installation.
- Schedule a meeting with FAA to discuss facility operations.
- Explore the viability of removing the pile of earthen debris from its current location south of REACH's location.



Community Development

February 2023 | Report

Monthly Achievements & Activities

- Issued six Building Permits.
- Opened eight new Code Enforcement Cases.
- Closed one Code Enforcement Case.
- Total of 19 active Code Enforcement Cases.

Project Updates

- City Rail with Trail project update. An in-person public open house is scheduled for the evening of March 23rd between 6 and 8 pm in the City Hall community center. The joint event between the City and the Great Redwood Trail Agency will discuss the Willits Rail Trail and the larger Master Plan of the GRT. Folks are welcome to RSVP by going to <https://www.eventbrite.com/e/great-redwood-trail-grt-community-workshop-willits-tickets-530691541687>
- Downtown Willits Signage update. 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 held a virtual meeting with Caltrans staff in February and is awaiting an updated project cost estimate and installation timeline.
- General Plan Land Use Element update. The Advisory Committee held their 2nd meeting on February 27th. Discussion focused on public outreach and opportunity sites (vacant and underutilized parcels) within and around the City. An in-person public Open House is planned for March 29th at the Willits City Hall Community Center, where you can learn about the project and talk with planners. There will an afternoon Open House between 11:30 and 2 PM and evening Open House between 5:30 and 8 PM. For more information on the Land Use Element Update, please visit www.willitslanduseupdate.com. There you can sign up for project updates by email, take an online community survey, submit a property owner zone change request, and learn more about Willits land use and zoning.
- Vacant Commercial Building Registration Program update. The Department identified 13 properties that meet the criteria to be included in the City's Vacant Commercial Building Registration Program. Staff, in coordination with the Little Lake Fire District, is in the process of completing required annual inspections. Six of the properties are currently registered and inspected. Two are registered but waiting on the property management companies to schedule

inspections. On February 23rd, Compliance Order letters were sent to all unregistered property owners.

- The City received notification on February 15th from the State Department of Housing and Community Development (HCD) announcing the award of \$371,856 in response to our grant request. Funding will be used to create a program to support the rehabilitation of owner-occupied housing within the City. Staff is currently awaiting a standard agreement from HCD, which may take up to 90-days to execute.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Flood Emergency Response Plan
 - Finalize Plan and schedule for upcoming Council Meeting
- General Plan LUE Update and SOI Amendment
 - Infrastructure and service needs report
 - 3rd Advisory Committee Meeting
 - Prepare for public meeting on March 29th
- 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 23rd.
- Recruit Senior City Planner.
- Vacant Commercial Building Registration Program.
- Airport Consultant RFQ.
- City EV Charging Station status update.
- Sidewalk Ordinance.
- Caltrans Clean California Local Grant Program Application.



Monthly Achievements & Activities

- Railroad Trestle Water Main Relocation Project.
 - MOU for temporary construction easements are nearing completion. Plans are underway and expected to be finalized in mid-March (SHN). Anticipating construction in late spring.
- West Mendocino Rehabilitation Project.
 - Survey work is complete and Tall Tree Engineering is currently designing drainage improvement plans.
 - Drainage Study is complete.
 - Plans and specs targeted for April, with bidding to follow.
- Annual Pavement Preservation Project.
 - SHN has surveyed the project area and is preparing improvement plans for the 2023 Pavement Preservation Project.
- Project management for the Groundwater Resiliency Improvement Project, Phase II.
 - Tank Procurement is out for advertisement. Bids are due April 5th. Once the tank is on order, site improvement plans can be finalized for the grading, foundation, and pump station. Anticipate installation of the clear well tank and site improvements in late summer.
 - Mitigation monitoring will begin when the project site for Phase I is accessible.
 - Pump Upgrades are on hold until July (to allow the area time to dry out).
- Groundwater Monitoring Program.
 - EBA is gathering data and preparing for the annual report due in May.
- City Hall/Art Center Roof Repair.
 - Construction is anticipated by in May, after skylights are received.
- Solar Array Project.
 - Working with the Community Development Department to update the Solar Array RFP. The RFP will be released this week.
- Traffic Study.
 - Fehr & Peers has collected the necessary data for their traffic study report. The report is anticipated by the end of April.
- Grant Funding.
 - 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 is preparing a quarterly report. The City supplied IRWM with all of the necessary documentation to approve reimbursement for construction phase activities. Anticipate reimbursement by June 30th.

Project Updates

- Received two separate grant awards from the Highway Safety Improvement Program (HSIP) to upgrade or install traffic safety improvements on major streets throughout the City. The total award amount is \$416,070. The next step will include working with a consultant to develop the two proposed projects.
- City Hall Roof replacement is anticipated in May.
- The Annual Striping Project is expected in late spring.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Advertise Railroad Trestle Water Main Relocation Project.
- Receive bids and award a contract for the Contact Tank for the Groundwater Resiliency Improvement Project.
- Advertise the West Mendocino Drainage Project.
- Support the work by SHN on the Pavement Preservation Project.
- Work with consultants and agencies to identify potential mitigation sites for the Rail Trail Project.
- Work on gathering the necessary data for the EBA to put together the Groundwater Annual Report.
- Work with Bartle Wells to provide them with updated CIP information for the Water & Wastewater Rate Study.



Monthly Achievements & Activities

- Continuing Cash Reconciliation for Fiscal Year 2020-21.
- Continuing to reconcile accounts in anticipation of the Single Audit, as we meet the threshold for FY 2020-21 due to the Airport Runway Project.
- Began construction of Financial Software “Sandbox” with Springbrook. This is first step towards completing the transition from ACS.
- Fund 690 Liability Reconciliation is ongoing.
 - Payroll entries have been made and are now up to date.
 - Continuing deconstructing the use of Fund 690 to dump expenses in the Payroll Liability Fund.
 - Additionally, reconciliation of accounts utilizing the Fund 690 Account (this needs to be cleared).

Project Updates

- Springbrook transition.
 - Executed all necessary agreements.
 - Started the development of the Chart of Accounts.
- Fiscal Year 2020-2021 Audit Continuing (Long Term Debt, Current liabilities, Fixed Assets, Compensated Absences, Form 700s and various other items submitted to auditors for review.
- Submitted the Financial Transaction Report for prior year on time.
- Fiscal Year 2021-2022 Audit (On hold waiting for FY 2020-21 to be completed).
- Payroll entries are now current. Unfortunately, we were a year and a half behind.

Staffing Items

- Fully staffed.
- Reassigned Finance Department staff with Michelle Coleman and Adam Bland focusing on accounting tasks under the supervision of the Finance Director. Mr. Bland will assume payroll responsibilities after the transition to Springbrook. Yessica Brito and Morgan Riley are responsible for Utility Billing & Business Licenses under the guidance of the Assistant City Manager.

Budget Status

- Implementing the recently approved mid-year adjustments.

Focus for Next Month

- Process the FYs 2020-21 & 2021-22 Audits in succession with the Auditors.
 - SEFA Testing for FYs 2020-21 & 2021-22.

- Expecting the need for a Single Audit for each year.
- GASB 68 Reporting.
- Bank Reconciliation.
- Finance Committee.
 - Measure K Committee development in progress. Applications have been sent to Council members on the Committee for their review.
- Quarterly Budget Reports.
- Completed payroll and now staff will receive budget reports to evaluate the budgets to actuals of each department.



Police Department

March 2023 | Report

Monthly Achievements & Activities

	<u>February 2022</u>	<u>February 2023</u>
• Calls for service (CFS)	664	617
• Cases	89	77
• Arrests	45	43
• Citations	71	57

Project Updates

- Most of our time was spent dealing with weather related issues. Exchanged information with County and partner agencies on available resources and unusual events.
- Participating in the weather related County Operational Area Calls.

Staffing Items

- The recruit we had at Delta College has unfortunately voluntarily withdrawn. We did contact another recruit in that same class. After informal and formal interviews, we agreed to submit the individual for backgrounds and are hopeful for her success. Our other recruit at the Santa Rosa Junior College Public Safety Academy is on course to graduate on May 24th.
- 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.

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.



Monthly Achievements & Activities

- The focus for this month was to mitigate storm damage; keeping the storm drain system and drainage ditches clear, and to keep the roadways safe. The snowplow & sanding truck ran multiple times a day and often during the night to keep elevated areas and steep grades accessible to vehicle traffic. Parts had to be replaced that wore out during the unprecedented service time the equipment experienced, but it remains fully operational.
- The sandbag station was deployed during all heavy rain events and is currently in place for property and structure protection to aid citizens of the surrounding community.
- Installed new dog waste stations on Main Street. One at the parklet between CHASE Bank and J.D. Red House, and one at the parking lot next to Flying Dog Pizza. This was done to help reduce the amount of pet waste in the downtown area.
- Placed additional signs at the athletic fields in attempts to keep dog owners from exercising their animals on the turf.
- Conducted post storm pothole patching (this is done monthly). Seven-cubic yards of asphalt were used to patch areas throughout town. Additional material was purchased as reserves were depleted from a long winter of flooding and street maintenance after water leak repairs.
- Repaired the vehicle entry gate at the Airport as snow accumulation disabled the mechanism.

Project Updates

- Planned removal of potentially hazardous trees and weight reduction along the eastern portion of Recreation Grove was postponed due to inclement weather. The contract has been extended to allow time for the saturated soil to ponding water to subside.
- Ordered materials and collected bids for repair of the bleachers at the Rodeo Grounds.
- Exploratory excavation was conducted on W. Mendocino Avenue and the area surrounding Brookside School to verify utility locations for planning to move forward on upgrades to the drainage system in that area.
- Refreshing the Main Street pavers with sand and treated for weeds. The project is nearly complete, with only a few more sections left to address.
- Evaluated and retied Main Street trees as needed to ensure the high winds and snow did not damage them. Some varieties are beginning to show leaf buds, indicating they are waking up from dormancy.

- Repairs and evaluation of the Willits Arch was delayed due to the weather but is now scheduled for March 20th. A traffic control plan was coordinated, as the project will include a closure of the inner north & southbound lanes for a few hours that morning to provide a safe work zone for the contractors.
- Disposed several large brush piles along Watershed Road. Years of accumulated down trees and bushes removed by fire crews were cleared to reduce dry fuel. The Upper Wier was cleared of silt and debris. This is done yearly to allow more accurate metering of inflow to the lake system and to keep the water way intact.
- Re-purposed the Conex unit salvaged from the County Landfill and set in place at the Public Works yard to store water system repair parts.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Move projects forward that have been delayed due to weather.
- Sign installation and storm clean up.
- Prepare parks and recreation facilities for the spring season.
- Assist in drafting funding applications for storm restoration projects.
- Plan for upcoming Spring/Summer projects on CIP list.
- Safety training and certification opportunity for newly hired employees.



Monthly Achievements & Activities

- Repaired water service leak on E. San Francisco Avenue.
- Repaired water service on S. Coast and Bush Streets.
- Replaced air diffusers in the South Aeration basin at Wastewater Treatment Plant (WWTP).
- Completed second round of toxicity testing. The testing regime consists of one test in the first month of starting to discharge and the second part, two-months after.
- Completed and submitted the annual WWTP report. The California Integrated Water Quality System is the recipient.
- Completed and submitted 2022 Biosolids Report for WWTP. The California Integrated Water Quality System is the recipient.
- Completed and submitted Volumetric Report for WWTP. The California Integrated Water Quality System is the recipient.
- Installed new mixer shaft and propeller for the Potassium Permanganate Day Tank used to oxidize iron and manganese naturally occurring in the reservoirs at Surface Water Treatment Plant (SWTP).
- Coated new clarifier weld spots and braces after completing the repairs at the SWTP.
- Rewired new pump at the Northbrook Water Distribution Pump Station.
- Cleaned and put on-online Filter #3 at the WTP.
- Re-routed chemical lines for soda ash and ferric chloride.
- Responded to snowstorm related power issues throughout the distribution and water plant systems.
- Replaced breakers in the generator charging panel at WTP.
- Worked with Willits Power for maintenance on the five generators at the Water Distribution Pump Stations.
- Cleaned and resealed all three filter feed pumps at the WTP.
- Cleaned 2,000-lineal feet of sewer mainline.

Project Updates

- Reservoir Capacity: Morris 662-acre feet and Centennial 638-acre feet equates to 100-percent of full capacity (March 13th).

● February 2023 Water Usage:	SWTP:	13,131,931 MG.	Feb. 2022:	12,825,164 MG.
	GWTP:	1,500,000 MG.	Feb. 2022:	1,500,000 MG.
	Totals:	14,631,931 MG.	Feb. 2022:	14,325,164 MG.

- Non-Potable Water Usage [Truck Fill Station]: 11,818 K/Gals. | Feb. 2022: 15,176 K/Gals.
- February 2023 Wastewater Treatment Plant Flows: 49,232,969 MG.
- Spring Operation Plan (prepared by Tall Tree Engineering) approved by Division of Dam Safety to allow early installation of Centennial Dam boards between March 2nd and September 30th previously it was from April 1st - September 30th to capture the early Spring rainfall.
- LACO surveyed Centennial Reservoir/Spillway for the Obermeyer Inflatable Dam Project.
- Started the Annual Water Distribution Flushing Program.
- Ordered back up (redundant) Trimble tablet and antennas for meter reading handheld.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Install Centennial seasonal dam boards.
- 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 (weather delayed).
- Replace water mainline valve on S. Main St (Wipf Construction).
- Complete a photogrammetry and topographic survey for the proposed underground project (water/sewer) replacement locations of State, Madrone, Marin, North Streets, E. & W Van Lanes, and S. Magnolia Avenue.
- Continue the Water Distribution Annual Flushing Program - Main Street night flushing rescheduled for March 21st, 22nd and 23rd due to weather delays.
- Finalize contract with Watson Wells to replace Variable Frequency Drive (VFD) at the WTP.
- Scheduled Siemens Industry for maintenance on clarifier at WWTP (middle to end of April).