



## **Monthly Achievements & Activities**

- Received two bids for the airport consultants, current consultants Mead & Hunt bid on the Planning Services for Development Projects and Armstrong Consultants bid on both Planning Services and Professional Engineering Services. After reviewing the bids, staff contacted Armstrong and held an interview, liking what we heard, staff agreed to proceed with Armstrong. We are in the process of bringing an agreement to the City Council and having them onboard May 1, 2023. The staff is looking forward to working with Armstrong.
- Received the approval from FAA authorizing the construction of a new hangar by REACH Air Medical Services.
- FAA requested a meeting with airport officials regarding letters of complaint they had received over the last year from an airport tenant. The meeting went well, staff answered FAA questions, and the outcome was, FAA wants staff to submit photos showing the installation of the security gates and fencing.
- 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.
- Continuing to explore the feasibility of upgrading the aircraft radio in the Administration Building.

## **Project Updates**

- With the completion of the restrooms, we have started construction of a small office upstairs in the Administration Building. This office will house our security camera equipment and any other items that staff may need when inspecting the facility.
- Added two more security cameras due to the break-in that occurred sometime in March. Unfortunately, staff was not aware of it until a local man went missing and had been spotted at the Airport. The Mendocino County Sheriff's Department contacted us on March 27<sup>th</sup> asking if we had cameras and if so to please review the footage. Upon request staff went to the Airport to find that our equipment in the Pilots Shack had been turned off, unplugged and battery backup also disabled. We then began investigating the area and found that nothing more had been disturbed but that the window by the front door was slightly open. A police report was filed, and staff began securing all windows and doors with more locks.
- Waiting for the arrival of the final part for the Fuel Island upgrades.
- The security fencing is on-hold until drier weather takes hold since the area along the northwest lot line has poor drainage.

- Garman & Sons provided two quotes for the disposal of the spoils pile south of REACH's location.

### **Staffing Items**

- No items to report.

### **Budget Status**

- No items to report.

### **Focus for Next Month**

- Fuel Island installation.



# Community Development

March 2023 | Report

## **Monthly Achievements & Activities**

- Staff is working with GRTA to secure an encroachment permit in anticipation of beginning project construction in Spring 2024. Staff is also working with the State Coastal Conservancy to coordinate submission of a grant and seek an additional \$500,000 to augment the Rail with Trail construction budget.
- Staff continues to identify prospective projects for the Caltrans Clean California Local Grant submission. There are a variety of improvements identified in existing planning documents that may be eligible for funding under this grant series.
- Staff held a public Open House on March 29<sup>th</sup> at the Willits City Hall Community Center. There was an afternoon session between 11:30 and 2 PM and an evening session held between 5:30 and 8 PM. City planners and our project consultants appreciated the conversations with attendees and the variety of comments that were generated from the interactive meeting.
- Preparing an update for the May 10<sup>th</sup> Council meeting on the status of the General Plan Update. The intent is to share work of the project advisory committee, results of the project survey and recap comments received at the open house. For more information on the Land Use Element Update, please visit [www.willitslanduseupdate.com](http://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.
- Caltrans Clean California Local Grant Update. Staff is collaborating on prospective projects to include in a prospective grant application. There are a variety of improvements identified in existing City planning documents that may be eligible for funding under this grant series. Staff introduced the grant and potential projects at the April 10<sup>th</sup> Council meeting and is working with Caltrans local assistance to ensure our application is consistent with grant requirements.

## **Project Updates**

- City Rail with Trail project update. City staff held a public open house on the evening of March 23<sup>rd</sup> at the Community Center. The joint event between the City and the Great Redwood Trail Agency (GRTA) provided an opportunity for the public to interact with City staff and State representatives to discuss both the Willits Rail with Trail project and the larger Great Redwood Trail Master Plan.
- General Plan Land Use Element update. The project advisory committee held their third meeting on March 21st. The Committee received an update on the draft existing conditions study (i.e. water, sewer capacity) that is being developed to inform the project.

## **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 – May 24<sup>th</sup>.
- General Plan LUE Update and SOI Amendment:
  - Infrastructure and service needs report.
  - Prepare Council update for May 10<sup>th</sup> meeting:
- Willits Rail with Trail Project:
  - Explore opportunities for additional funding with State Coastal Conservancy.
  - Habitat Mitigation and Monitoring Plan.
  - GRTA Encroachment Permit.
- Contact Caltrans weekly to seek action on Downtown Willits signage request.
- Recruit Senior City Planner.
- Closeout CalFire Urban Forest Grant.
- Sidewalk Ordinance.
- Caltrans Clean California Local Grant Program Application:
  - Work with Caltrans staff to refine project list and ensure consistency with grant.
  - Develop project cost estimates.
  - Finalize application materials for submission by April 28<sup>th</sup>.



## **Monthly Achievements & Activities**

- Submitted an early request for approval to start the East Valley Bridge Project. The request was denied. The bridge will accept the allocation request next fall.
- Railroad Trestle Water Line Relocation Project will be an early summer construction project as the City is waiting to receive access approval from the Mendocino Railway (Skunk Train).
- City Hall Roof replacement is expected to begin by June 30<sup>th</sup>.
- Scoping the next Pavement Preservation Project with project start date anticipated for late summer.
- Preparing for the Annual Striping Project to start this summer.
- Utilizing the engineering on-call contracts for:
  - Wastewater Discharge Permit assistance (EBA.)
  - Contact Tank Procurement and Site improvements for the Groundwater Resiliency Improvement Project (LACO).
  - Encroachment Permit assistance (LACO).
  - Assistance with grant reporting and administration for the Local Partnership Program, Local Streets and Roads Program, and Proposition 1/IRWM grant reporting (LACO).
  - Preliminary Engineering, including Plans, Specs, and Engineers Estimate for West Mendocino Rehabilitation Project (Tall Tree Engineering).

## **Project Updates**

- 2023 Pavement Preservation Project:
  - The Project consists of the installation of blue-outs on all four corners of South Lenore and East Valley as a traffic calming and pedestrian safety feature. Ramps will also be upgraded on Boscabelle and the other end of South Lenore, along with a three-inch grind and pave on Boscabelle and South Lenore, between E. San Francisco and East Valley. SHN is progressing on plans and specifications. The budget consists of a 50/50 match with the State SB1 Local Partnership Program funds and the Half Cent Sales Tax Fund.
- Groundwater Monitoring Program:
  - Data collection period ended April 14<sup>th</sup>. EBA is preparing the Annual Report for delivery to the Council at the end of May.
  - Several monitoring wells need maintenance and not reporting. Staff is working on getting them operational as soon as possible.
- City Hall/Art Center Roof Repair:

- The contract with BAS fell through due to some of the prevailing wage requirements. The project is currently out to informal bid. The bid opening is April 27<sup>th</sup> and a recommendation for an award of contract will follow.
- Solar Array Project:
  - The Solar Array RFP will be released in the coming weeks.
- Traffic Study:
  - Fehr & Peers has delivered their draft report.
- Grant Funding:
  - Preparing materials for the Local Partnership Application to support the 2024 Annual Pavement Preservation Project. April 30<sup>th</sup> is the submission deadline, and the proposal is to combine two-years of funding allocations of \$400,000 and with the City's 50-percent match requirement, the project will have a combined budget of \$800K.
  - IRWM/Proposition 1 Grant Funding – Anticipate reimbursement for a portion of the Groundwater Resiliency Improvement Project, Phase I, by June 30<sup>th</sup>.

### **Staffing Items**

- No items to report.

### **Budget Status**

- Operating within budget; however, adjustments may need to be made to increase budgets for projects.

### **Focus for Next Month**

- Advertise Railroad Trestle Water Main Relocation Project.
- Preparation of Plans and Specifications for the site improvements for the Groundwater Resiliency Improvement Project.
- Advertise the West Mendocino Drainage Project.
- Finalize plans and specification for the Pavement Preservation Project.
- Assist with the Rail Trail Project.
- Prepare agenda material for Groundwater Report and support EBAs effort to finalize the Annual Report.
- Participation and support 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.
- Coordinating with Springbrook to facilitate the transition with this stage focusing on using the “sandbox” technique to run through operational (testing) parameters without risk.
- Fund 690 Liability Reconciliation:
  - Continuing deconstructing the use of Fund 690 to dump expenses in the Payroll Liability Fund.
  - Reconciliation of accounts utilizing the Fund 690 Account is almost cleared.

## **Project Updates**

- Springbrook transition:
  - Filled out questionnaires regarding the modules and current practices.
  - Developed rough draft of the Chart of Accounts.
- Fiscal Year 2020-2021 Audit:
  - Submitted the following to the auditors for review: Long Term Debt, Current liabilities, Fixed Assets, Compensated Absences, Form 700s and various other items.
- Fiscal Year 2021-2022 Audit:
  - On hold - waiting to complete FY 2020-21.

## **Staffing Items**

- Retaining an independent contractor to assist in the implementation of Springbrook.

## **Budget Status**

- No items to report.

## **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.
  - Governmental Accounting Standards Board (GASB) 68 Reporting.
  - Bank Reconciliation.
- Finance Committee.
  - Measure K Committee developed and are currently scheduling quarterly meetings.
- Quarterly Budget Reports.



# Police Department

March 2023 | Report

## **Monthly Achievements & Activities**

	<u>March 2022</u>	<u>March 2023</u>
● Calls for service (CFS)	762	669
● Cases	107	102
● Arrests	38	51
● Citations	51	119

## **Project Updates**

- Chief of Police attended the Delta College Recruit Graduation ceremonies in support of our Officer candidate currently in background.
- Former Sgt. Ray Brady returned as a Reserve Officer with the assignment of coordinating community outreach efforts.

## **Staffing Items**

- The Delta College Public Safety Academy graduate is in background.
- The recruit attending the Santa Rosa Junior College Public Safety Academy is tracking to graduate on May 24<sup>th</sup>.
- Receiving applications for the vacant Dispatcher position. We are hopeful to get viable candidates. We are actively recruiting for the vacant Sergeant and CSO positions and are still hopeful in finding a suitable SRO candidate.
- Ally Manzo, the Department's intern is learning basic Dispatcher skills and has taken a practice competency exam and achieved an excellent score.

## **Budget Status**

- No items to report.

## **Focus for Next Month**

- Continue to look to expand the Department's community outreach program.
- Recruitment for Sgt., SRO, Dispatcher and CSO candidates.
- Participate in a RIMS software presentation.





## **Monthly Achievements & Activities**

- Evaluated and repaired the lighting on the Willits Arch. Ordered additional parts and a follow-up visit is pending to complete the project. Installed a new flag atop the structure, this is done annually.
- Installed an illuminated STOP sign at the intersection on E. San Francisco St. and Central Avenue to increase traffic safety in the area. The solar powered sign actuates via radar sensors to alert motorists upon approach. Several other traffic control signs were replaced and repaired at various locations.
- Conducted a monthly pothole patching in areas affected by flooding.
- Started work on an extensive application for repairs and re-imburement through CAL-OES and FEMA to address issues brought on by the winter storms.
- Approached by student groups from both the High School and Elementary Charter School that are looking to do some clean up days and staff are working with them to help identify potential locations and facilitate where possible.

## **Project Updates**

- Prepared the Sports Complex for the spring athletic season. Mowed, fertilized, seeded, and trimmed fields and surrounding grounds. Repaired drinking fountains and evaluated the irrigation system prior to their need in the warmer months. Weeded beds both in the Sports Complex and parking lot, as well as the medians along E. Commercial St. Placed new chip material in the beds to improve the aesthetics and replace what the floodwaters washed away.
- Regularly mowing and trimming Parks. Recognizing additional improvements through the Prop 68 Grant award.
- Removed ten trees and several more were trimmed at the Recreation Grove and Rodeo Grounds to reduce risk and liability to the buildings and infrastructure. Standing water accumulated around the base of several trees and poor drainage caused these trees to show signs of potential stem failure, including cavities and rot on the trunks.
- Performed an assessment of the structures damaged by the tree that fell on the Rodeo Grounds. Finalized plans to install a temporary roof on the concession stand (will start as soon as materials arrive, and weather cooperates).
- Organizing the PW Yard with the disposal of several years of accumulated brush and down trees, removal of scrap metal, and sorting of materials and parts for maintaining the water and sewer systems.
- Preparing a contract with Park Planet for the fabrication and installation of shade canopies at the Skate Park and Soccer field.

- Drafting a contract to repair the bleachers at the Rodeo Grounds with the collection of the necessary insurance documents.
- Repaired several water leaks at various locations. Flushing the Distribution System is nearing completion, with two-crew members assisting approximately three-days a week.

### **Staffing Items**

- Hosted a Traffic Control Safety and Flagger Certification Training on March 27<sup>th</sup>, with 10 employees passing the required training to achieve certification. Fort Bragg staff also attended with individuals.
- Several staff members attended a Trench Shoring Safety and Competent Soils Certification training in Ukiah.

### **Budget Status**

- No items to report.

### **Focus for Next Month**

- Replace a section of steel line prone to issues in the vicinity of the Bittenbender tank.
- Compose a plan to improve the aesthetics and functionality of the E. Commercial corridor planting strips and medians. Evaluate and install additional plantings in the planter boxes at City Hall.
- Weed abatement and ongoing green space maintenance. Roadside mowing and fuel reduction along the City's right-of-way.
- Work with consultants to provide an assessment of sidewalks adjacent to City facilities and potentially around schools.
- Procure a tow-behind variable message board to inform motorists and the public of traffic conditions due to projects, events, and potentially be utilized in emergency situations.



## Monthly Achievements & Activities

- Repaired water service leak on Locust Street.
- Repaired water main line leak on East Van Lane.
- Repaired water service leak on Ft. Bragg Road.
- Completed one Sewer Lateral Inspection for a home sale.
- Replaced the Wastewater Treatment Plant (WWTP) street sweeper water pump, unit is back in service.
- Bored W. Mendocino Phase for Phase 1 Drainage Project.
- Cleaned 2,100 linear feet of sewer mainline.
- Repaired fine screen auger for the Headworks at the WWTP.
- Replace failed check valve at the Bittenbender Pressure Pump Station.
- Replaced chlorine feed line from the storage tank to the pump (preventative maintenance).
- Cleaned out all three filter feed pump debris strainers that pump water from the Clarifier to the trident water treatment filters at the Surface Water Treatment Plant (SWTP).
- Replaced pump panel fuses at Bittenbender Pressure Pump Station following a power surge in the system.
- Replaced failed check valve on soda ash pumps at the SWTP.
- Replaced Air Release Valve at the filter feed pump system.
- Replaced internal lights at the Berryhill Pump Station Building.

## Project Updates

- Ongoing: Sewer lateral inspection program.
- Ongoing: Water meter replacement program.
- Ongoing: Grounds maintenance at Water/Wastewater facilities.
- Reservoir Capacity: Morris 662-acre feet and Centennial 638-acre feet equates to 100-percent of full capacity (April 17<sup>th</sup>).

● March 2023 Water Usage:	SWTP:	12,895,262 MG.	Mar. 2022: 16,580,776 MG.
	GWTP:	4,153,000 MG.	Mar. 2022: None.
	Totals:	17,048,262 MG.	Mar. 2022: 16,580,776 MG.
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● Non-Potable Water Usage [Truck Fill Station]:	2,711 K/Gals.		Mar. 2022: 23,525 K/Gals.
● March 2023 Wastewater Treatment Plant Flows:	99,990,792 MG.		

- Completed the annual water distribution night flushing on Main St. Flushing completed up to West Mendocino on the west side.
- Completed 2022 Cross Connection Program Backflow Testing repairs and sent out failed device letters (water) through John Graham Backflow Services.
- Expecting delivery of two new Chevrolet Silverado 2500s (outfitted with service cabinets/boxes) from Winner Chevrolet, one each for Water and Wastewater - ordered in May of 2022.
- Completed a photogrammetry and topographic survey for the proposed Brown Water Abatement Project (water/sewer) replacement locations of State St, Marin St, E. Van Ln, North St, W. Van Ln, Madrone and S. Magnolia waiting for plans and specifications.
- Installed seasonal dam boards at Centennial Reservoir April 14<sup>th</sup>.

### **Staffing Items**

- Chris Viall, Drew Gillespey, Adam Simental, and William Zynda completed a Certified Traffic Control class put on by Flasher Barricades.

### **Budget Status**

- No items to report.

### **Focus for Next Month**

- Replace the four-inch steel water main and services on Railroad Ave with eight-inch C900 construction scheduled for June 2023.
- Replace fifty linear feet of four-inch steel water main in the Bittenbender Pressure Zone (delayed by weather until April 26<sup>th</sup>)
- Replace water mainline valve on S. Main St (Wipf Construction) scheduled for May 7<sup>th</sup> or 15<sup>th</sup> at night to minimize the impacts to the shopping center across the street.
- Continue the water distribution annual flushing and valve exercising program.
- Scheduled Siemens Industry for maintenance on clarifier at WWTP (beginning of May)
- Schedule the VFD installation with Watson Wells at the WTP.