



Monthly Achievements & Activities

- Finalized the agreement with Armstrong Consultants and have already engaged their services on several items and will be working with them to put together an Operations Plan and assisting us with the new REACH hangar.
- In April, the City received a Part 16 Official Complaint filed with the FAA in Washington DC from one of our airport tenants regarding four sperate items: 1) Trees Negatively Impact Airspace, in Violation of the Grant Assurance; 2) Pedestrian Pose a Safety/Security Hazard, in Violation of the Grant Assurances; 3) There are Non-Compliant Use of Hangars, in Violation of the Grant Assurances; and 4) The Residential Use of RV's at the Airport, in Violation of Grant Assurances.
- After receiving the document, staff contacted Armstrong Consultants asking for referrals for Airport Compliance Attorneys. We contacted Kaplan Kirsch Rockwell and retained the services of Eric Pilsk. The City had 20-days to compile the information and report back to the FAA. As we felt this was not enough time, Mr. Pilsk obtained an extension from the FAA, and in agreement with the complainant's attorney. The submission date is now June 16th. We will be collecting the necessary information and forwarding it to the firm next week.
- Due to the complaint with the FAA, staff decided to hold off on retaining a third-party assessment of the facility to see what the final decision will be from the FAA. At that point we will determine whether to move forward or not.

Project Updates

- Completed the small office containing the security camera equipment in the Pilots Shack. As part of the renovation, an extensive clean up occurred including new paint. After 20 years it was time to spruce the place up. Thank you, Thomas Gallups, for completing yet another project at the airport.
- The last and final part for the Fuel Island has arrived. We have Beacom Construction scheduled to begin the work of replacing the Island on June 5th. Unfortunately, we have not been able to sell fuel since December due to not receiving the new Fuel Island parts until now. We are looking forward to providing all pilots with fuel again.
- Completed the installation of the 650 linear feet of security fencing along the western lot line. Therefore, we have fulfilled our obligation to the FAA to reduce easy access and assure compliance with our grant obligations.
- Currently there are two spoil piles adjacent to the REACH complex that need to be removed, as one of them is where REACH plans to construct a hangar and the other will be on the far side of the new hangar, which will be an eyesore. The City obtained a quote from Bud Garman & Sons to move the material to a separate access road to allow emergency vehicles safer access to the end of Runway 34. Finalizing the contract now.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Removal of the spoil piles.



Monthly Achievements & Activities

March:

- Issued eleven Building Permits.
- Opened one new Code Enforcement Case.
- Closed zero Code Enforcement Cases.
- Total of twenty active Code Enforcement Cases.

April:

- Issued twelve Building Permits.
- Opened two new Code Enforcement Cases.
- Closed four Code Enforcement Cases.
- Total of eighteen active Code Enforcement Cases.

Project Updates

- City Rail with Trail project update:
 - Working with Great Redwood Trail Agency (GRTA) to secure an Encroachment Permit in anticipation of beginning project construction in spring 2024.
 - Developing full grant application to submit to the State Coastal Conservancy to request an additional \$500K to augment the construction budget.
 - Reviewing draft Habitat Mitigation and Monitoring Plan that is being prepared to mitigate impacts to environmentally sensitive communities that will result from construction.
 - Sixty-percent design complete.
- General Plan Land Use Element update:
 - Project update presentation for May 10th Council Meeting.
 - Completed community survey to solicit input on the Land Use Element update.
 - Developed poster boards to display at City Hall and promote public input.
- Caltrans Clean California Local Grant Update.
 - Grant deadline extended to May 31st.
 - Received Council approval, at the April 12th meeting, to submit grant application to support a variety of improvements in our parks as well as implement improvements identified in the adopted Main Street Corridor Enhancement Plan.
 - Working with SHN engineer and staff to develop project cost estimates.
 - Developed survey and had workstation at LUE public meeting to solicit public feedback.
- Caltrans Downtown Willits Signage Update.
 - Working with Caltrans to finalize Stand Agreement to purchase and install Downtown Willits signage at the northern Highway 101 interchange.
 - Caltrans has not identified a timeline to complete work. Update forthcoming.

- Current work estimate is \$6,120.

Staffing Items

- Completed interviews for Code Compliance Officer position.
- Seeking candidates for the Senior City Planner position.

Budget Status

- No items to report.

Focus for Next Month

- Flood Emergency Response Plan.
 - Finalize Plan and schedule for upcoming Council Meeting – June 14th.
- General Plan LUE Update and SOI Amendment.
 - Infrastructure and service needs report.
 - Develop LUE administrative draft.
 - Schedule 4th project Advisory Committee Meeting.
 - Summarize public survey results.
 - Schedule special council meeting to hold project workshop.
- Willits Rail with Trail Project.
 - Submit grant application to State Coastal Conservancy.
 - Habitat Mitigation and Monitoring Plan.
 - GRTA Encroachment Permit.
- Caltrans Downtown Willits Signage.
 - Work with Finance Department to identify funding.
 - Obtain project timeline.
- Sidewalk Ordinance.
- Caltrans Clean California Local Grant Program Application.
 - Develop project cost estimates.
 - Finalize application materials for submission by May 31st.



Monthly Achievements & Activities

- Received the draft Traffic Study and will have the Traffic Safety Committee will review the document.
- Issued an RFP for the City Hall Power Resiliency Project. Proposals are due on May 30th.
- Received no bids for the City Hall/Art Center Roofs. Next option is to negotiate directly with contractors.
- Submitted to CTC as part of the Local Partnership Program (SB1) Cycle 2 funding, a request of \$200K. The funding request will go to the CTC meeting at the end of June.
- Utilizing the engineering on-call contracts for:
 - Wastewater Discharge Permit preparation (EBA).
 - Groundwater monitoring data management, analysis, and reporting (EBA).
 - Construction management services for the Groundwater Resiliency Improvement Project, including inspection and construction staking (LACO).
 - Assistance with grant reporting and administration for the Local Partnership Program (LACO).
 - Preparation of easements for Railroad Ave. Water Main Relocation (SHN).

Project Updates

- Railroad Trestle Water Line Relocation Project.
 - Received and responded to comments from the Mendocino Railway on the MOU. With tourist season underway, the City is coordinating the construction schedule with the Railway.
- Groundwater Resiliency Improvement Project, Phase II:
 - Pump Upgrades are on hold until July (to allow the area time to dry out).
 - Anticipate installation of the clear well tank and site improvements in late fall.
 - The manufacturer received the Award Packet. The City will issue the first payment installment after receipt of the contract documents. Received the foundation design to aid the creation of the final site improvement plan.
 - IRWM/Proposition 1 Grant Funding. LACO is preparing the final report for reimbursement for Phase I of the Groundwater Resiliency Improvement Project.
- West Mendocino Drainage Project Construction – Phase One.
 - The project is currently out to bid and bids are due on June 1st. Contract award goes before the Council on June 14th Council meeting, with construction to begin on July 5th. The project is anticipated to be complete one week prior to the first day of school.
- Annual Pavement Preservation Project (2023).
 - Preparing plans and specs with construction expected in the fall. The project includes dig-outs on Baechtel Road, a three-inch grind and pave on Boscabelle & South Lenore between

East San Francisco and East Valley Streets, with bulb-outs and a new pedestrian crossing at South Lenore and Boscabelle.

- Annual Pavement Preservation Project (2024).
 - Submitted a Local Partnership Project funding nomination and accompanying time extension request to the CTC and Local Assistance at the end of April. The City will receive \$400K from the Local Partnership Program and match with budgeted funds from \$440K from the half cent sales tax allocation. The project consists of paving on Blosser Lane north of the railroad tracks (full depth reclamation & three-inch grind and pave on various portions), two-inch grind & pave on Locust & Walnut, crack and slurry sealing on: Central Avenue; South Street; West Commercial Avenue; East Commercial Avenue (east of the railroad tracks).
 - Started project plans, with plans and specs expected at the end of May. Construction is expected in the fall. The project consists of paving on Blosser Lane north of the railroad tracks (full depth reclamation & three-inch grind and pave on various portions), two-inch grind & pave on Locust & Walnut, crack and slurry sealing on: Central Avenue; South Street; West Commercial Avenue; East Commercial Avenue (east of the railroad tracks).
- Priority given to finalizing the Annual Striping Project.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Advertise Railroad Trestle Water Main Relocation Project.
- Contract award for the Contact Tank for the Groundwater Resiliency Improvement Project.
- Award and contract administration for the West Mendocino Drainage Project (Phase One).
- Introduce the 2023 Pavement Preservation Project to the Council for permission to advertise.
- Finalize environmental permits for the Rail Trail Project (GHD).
- Finalize and prepare Council material for the Groundwater Annual Report.
- Provide Bartle Wells with updated CIP information for the Water & Wastewater Rate Study.



Monthly Achievements & Activities

- Finalizing Cash Reconciliation for Fiscal Years 2020-21 & 2021-22.
- 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.
- Fund 690 Liability Reconciliation will conclude with major adjustments to the payroll liability fund.
- Started the initial steps in the development of the Water and Sewer Rate Study after over three-years of differed rate increases.
- Re-engagement of the Landfill Project reconciliation determining the level of default from the County of Mendocino which has neglected to compensate the City for post closure activities for the past twenty-years.
- Preparation of the Brooktrails sewer service billing.
- Starting "End of Year Revise" to reflect the reduction of sales tax revenues.
- Convened the first Measure K Committee to review the City's financial status.
- Preparing for the Springbrook implementation with the following:
 - Filled out questionnaires regarding the modules and current practices.
 - Development of the Chart of Accounts and accounting methodology.
 - Re-design of the Purchasing Policy including Accounts Payable & Purchasing Orders.
 - Additional development of an Escheat Policy to clean and update ledgers.
 - Development of the Cash Handling Policy & Accounts Receivable Policy to create more robust procedures that will assist in the Bank Reconciliation of the ledgers.
 - Development of the Reserve Policy that will create financial mechanisms to assign fund balances for planned expenditures.
 - Development of a Financial Crisis Plan that will take steps to build resiliency in the City finances and ensure stable funding during times of crisis.
 - Development of the "Methodology & Accounting Processes" (MAP) Guidelines that will establish the structures regarding:
 - Funding methodologies.
 - Appropriation methodologies.
 - Construction in process methodologies, including the capitalization methodology.
 - Naming conventions and journal entry references & approval methodologies.
 - Basis of budgeting methodologies.

Project Updates

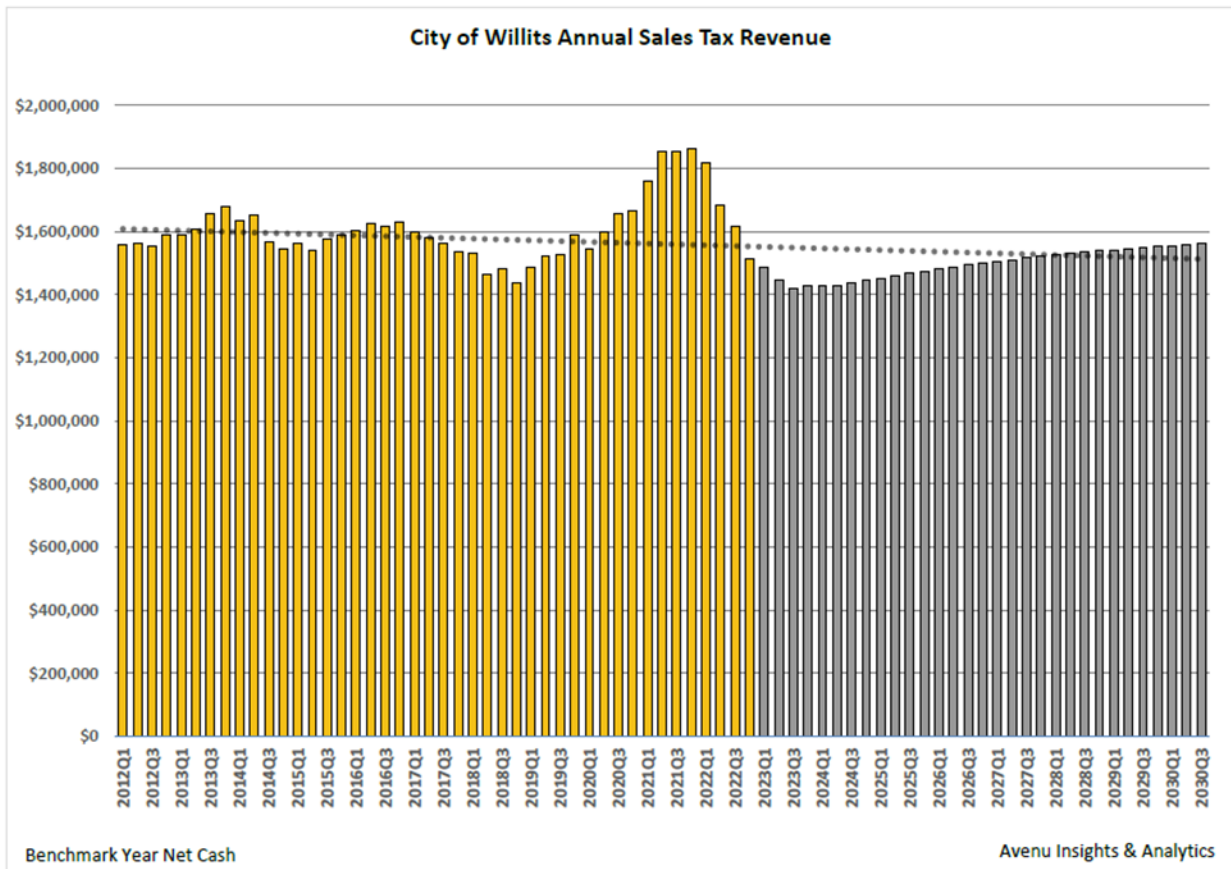
- Fiscal Year 2020-2021 Audit Continuing (long-term debt, current liabilities, fixed assets, compensated absences, Form 700s, and various other items submitted to auditors for review.
 - Currently pulling testing data for the audit for Accounts Payable and Accounts Receivable.

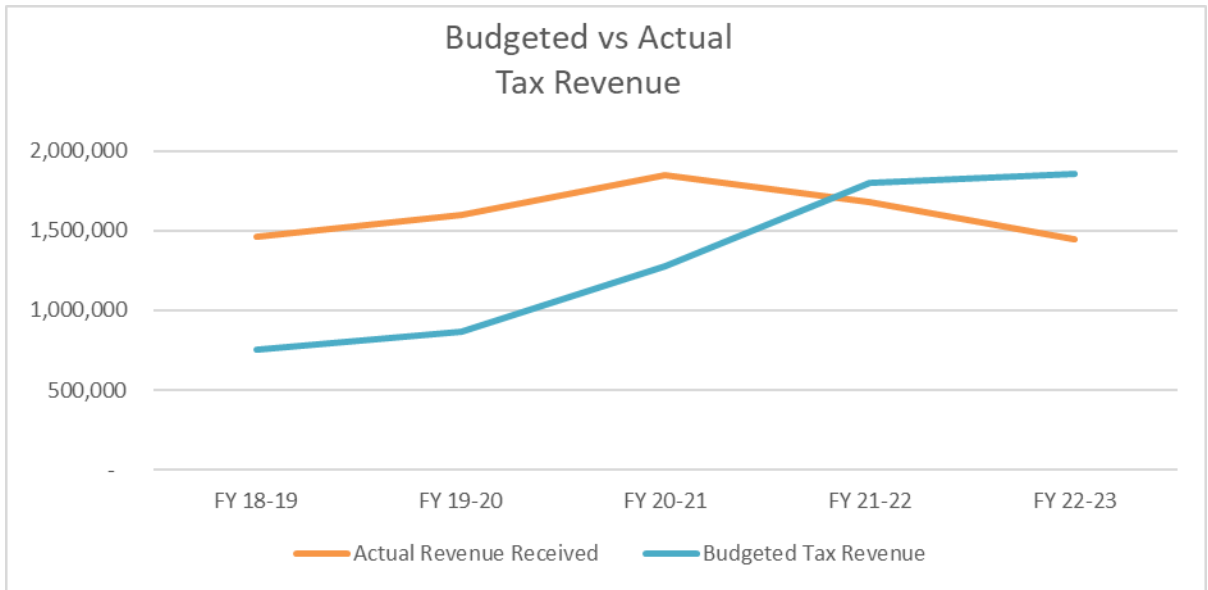
Staffing Items

- Completed contracts with outside resources to assist in the Springbrook implementation to prevent pulling staff from the audits.

Budget Status

- Avenu Insights presented staff with our 4th Quarter Sales and Use Tax Reports. As expected and communicated in the Cannabis Economic report back on March 8th, there is a decline in gross receipts from local businesses. Our consultant's forecast is projecting a 14-percent decrease in revenues from Sales Tax Revenues. This is after following a 9.2-percent decline in the year prior. The graph below illustrates the current projection with a drop in funding from our highs back in 2021.





- Looking at expectations versus actuals our budgeting expectation swings from very conservative to an expectations mirroring actuals prior to the drop, which ended up being a short-term surge in revenue. We will need to pull back our expectations to be consistent with our new reality of around \$1.45 million for the next five-years.
- Beginning the “End of Year Revise” to ensure adequate administrative adjustments needed to close the books for year end.

Focus for Next Month

- Continue with the processing of the FYs 2020-21 & 2021-22 Audits.
 - 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.
 - Prepare materials for the next quarterly meeting including a preliminary list of acquisitions.
- Quarterly Budget Reports.



Police Department

April 2023 | Report

Monthly Achievements & Activities

	<u>April 2022</u>	<u>April 2023</u>
• Calls for service (CFS)	629	567
• Cases	85	82
• Arrests	42	47
• Citations	36	71

Project Updates

- Officers gave a drug recognition presentation to parents and staff at Nuestra Alianza.
- Officers attended the Nuestra Alianza Mother's Day event at Rec Grove, interacted with kids and parents and answered questions from kids.
- Officers provided presence and interacted with students and staff at the WHS Senior Prom held at the Community Center.
- National Night Out is on August 1st and we have begun preparations for the event to further our community outreach programs.

Staffing Items

- Pending the completion of her background, Jamie Carey, our Delta College Recruit, is working on administrative tasks and orienting herself with the Department and the City.
- Our other recruit at the Santa Rosa Junior College Public Safety Academy is still on course to graduate on May 24th. His first day with us in a patrol sense will be on the 29th.
- If all goes according to plan, we are planning on swearing in two new Department members as sworn officers on May 30th.
- Compiling applications for the vacant Dispatcher position. We are hopeful to get viable candidates. We are actively recruiting for the vacant Sergeant position and have given interviews for the CSO position. We remain hopeful of finding a suitable SRO candidate.
- Ray Brady now is a Reserve Officer and has the assignment of strengthening the Department's Community Outreach Program.

Budget Status

- No items to report.

Focus for Next Month

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



Monthly Achievements & Activities

- Mowed roadsides and abated weeds.
- Finalized application elements to upgrade park facilities for the Caltrans Beautification Grant.
- Trimmed Main Street trees for pedestrian clearance.
- Continued with the Public Work Yard cleanup with the removal of several tons of scrap metal along with woody debris from down trees accumulated during this year's storm events.
- Received the variable message, sign trailer.
- Replaced 50 linear feet of four-inch, steel waterline on Bittenbender Lane.
- Serviced planter strips along E. Commercial Street by removing unhealthy growth and placing wood chips.
- Loaned cleanup supplies and tools to the Elementary Charter School to help facilitate a cleanup adjacent to Lake Ada Rose in Brooktrails. Working with the Environmental Club at Willits High School to assist with planning and support of a cleanup project under the Skunk Train bridge by the Safeway complex.

Project Updates

- Completed repairs to the Willits Arch. Paramount Sign Contractors provided the parts and labor to finish the work on April 8th. Public Works provided the traffic control in coordination with CALTRANS.
- Removed unstable limbs and trees at Recreation Grove that were threatening the Rodeo Grounds. Donated the wood to the WFD to help with fund raising efforts. The stumps will be ground after the 4th of July events.
- Commissioned Precision Concrete to provide a sidewalk assessment of City owned facilities and areas surrounding the school properties.
- Determined a location for the art installation at Highway 20 Park. Engineers need to stamp the footing design before work on the site can start.
- Received the message kiosks (bulletin boards) for the Sports Complex to post field scheduling and reservations. The crew will install the kiosks by month's end.
- Collected quotes for a new sign at the City Hall / Community Center. The sign will include the new logo, and potentially a small variable message component to advise the community of events and important dates.
- Repaired several water leaks at various locations and flushing of the Distribution System is nearly complete.
- Serviced the waste lines and lift stations for the Carnival & Rodeo Grounds, Recreation Grove, and Sports Complex. The Wastewater Department oversaw the work.

- Finalized the contract for the installation of shade canopies at the Skate Park and Soccer Field. The work is tentatively scheduled to begin in September.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Roadside mowing and weed abatement along public right-of-ways and facilities.
- Assist in facilitating the Memorial Day Car Show.
- Prepare for the upcoming Hometown Celebration, Rodeo, and yearly Frontier Days events.
- Hang the annual street decorations for the hometown events.
- Assist with traffic control for the graduation procession (if needed).



Monthly Achievements & Activities

- Replaced double water service on Pineview Drive.
- Cleaned 3,000-linear feet of sewer mainline.
- Completed five Fat, Oil and Grease (FOG) inspections on grease traps for commercial sites.
- Completed four sewer lateral inspections for home sales.
- Replaced a six-foot section of a sewer lateral at the Skunk Train Depot/Chamber of Commerce in the City's right-of-way, removing roots in the pipe joints.
- Replaced failed level control transducer in the Clarifier Stilling Well at the Surface Water Treatment Plant (SWTP).
- Repaired internal lights at the Maple Street Pump Station.
- Replaced failed breaker at the Pressure Reducing Vault (PRV) that caused communication failures.
- Contractor Cla-Val services the East Hill Road Vault (Water Distribution System) by cleaning and rebuilding a ten-inch pressure reducing valve and replacing various parts with upgraded stainless-steel versions.
- Replaced all soda ash feed lines at the SWTP which helps with corrosion control throughout the Water Distribution System.
- Installed dam boards allowed both reservoirs to fill to 100-percent capacity, with both dams overflowing.

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 (May 15th).

• April 2023 Water Usage:	SWTP:	12,448,956 MG.	Apr. 2022: 14,378,000 MG.
	GWTP:	4,354,000 MG.	Apr. 2022: None.
	Totals:	16,798,956 MG.	Apr. 2022: 14,378,000 MG.

- Non-Potable Water Usage [Truck Fill Station]: 23,886 K/Gals. | Apr. 2022: 42,868 K/Gals.
- April 2023 Wastewater Treatment Plant Flows: 46,380,915 MG.
- Completed flushing up to West Mendocino Ave. on the west side and E. Valley St. on the east side.

- Waiting for LACO to draft the plans and specifications for the 2021 Underground Utilities Project (Brown Water Abatement)
- Replaced fifty linear feet of four-inch, steel water main in the Bittenbender Pressure Zone. Replaced all steel water mains in this pressure zone.
- Completed installation of new variable frequency drive (VFD) for the raw water pumps at SWTP with Watson Wells. Working with Sky Valley Engineering on connecting the SCADA communications.
- Submitted the 2022 Electronic Annual Report (EAR) for the Water Treatment Plant.
- Completed inspection of the Wastewater Treatment Plant (WWTP) ultraviolet disinfection system with contractor Veolia. The contractor stated the crew are maintaining the UV system in great working condition.
- Completed clarifier settling inspection, operators made recommended adjustments from contractor Siemens at the WWTP.

Staffing Items

- No items to report.

Budget Status

- No items to report.

Focus for Next Month

- Railroad Avenue water main replacement is now scheduled for September 2023 due to MOU agreements and the peak of tourist season approaching.
- Replace water mainline valve on S. Main St (Wipf Construction) scheduled for June 4th at night to minimize the impacts to the Safeway Shopping Center.
- Coordinate with Garman Construction on removing sediment from the WWTP storm ponds.
- Schedule seasonal road maintenance (grading and dust control) at the SWTP
- Complete the Annual Flushing and Valve Exercising Program.
- Complete the annual Consumer Confidence Report (CCR) for WTP.
- Continued progress on the new Centennial inflatable spillway gates project (Obermeyer).