



# Airport Monthly Report

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February 2021

## **Monthly Achievements & Activities**

- Fuel was purchased at \$3.58 per gallon and the tank was refilled. Prices were lowered from \$4.80 a gallon to \$4.30 per gallon for self-serve 100L/Av fuel.
- The inside of the tank was cleaned to remove sediment and organic build up and the fuel filter was replaced, this is recommended to be done yearly.
- The overflow parking lot at the entrance was graded and the large holes and ruts were filled.
- A new windsock was provided by our fuel distributor and installed.

## **Project Updates**

- The Airport CIP was updated and filed with CALTRANS division of Aeronautics.
- The Airport Runway project is complete.

## **Staffing Items**

- No report at this time.

## **Budget Status**

- No report at this time.

## **Progress on Adopted Goals**

- Projects identified in CIP are waiting for FAA funding to accrue in order to implement.

## **Focus for Next Month**

- Evaluate current budget and plan projects in accordance with CIP and identified compliance requirements.
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## **Monthly Achievements & Activities**

- CDBG Cares Act Funding.

The City of Willits is proposing to utilize CDBG Cares Act 2&3 funds for the purpose of establishing a business assistance revolving loan fund. For businesses retaining jobs, loan forgiveness will be based on the business retaining full time equivalent positions of which 51% are to be filled by members of low/moderate income households during the recovery period and for three months. The City is working with Community Development Services (CDC) to develop a CDBG application for submission the HCD. The City anticipates finalizing our application in the next two weeks. Award date is unknown but the City expects to receive an award of \$281,165 to \$358,431 to support local businesses.

## **Project Updates**

- CCC Sidewalk Waiver.

The California Conservation Corps is planning to construct a new campus to include a total of approximately 64,000 square feet of new building construction on a vacant property off East Hill Road. At the January 13, 2021 Council meeting, the CCC requested that the Council waive the requirement to install sidewalk improvements along an approximate 680-foot long section of East Hill Road. At the time of the meeting, staff did not find enough evidence to determine if construction of the sidewalk improvements would cause impact to protected resources within the CCC property.

City staff met with representative of the CCC on-site and determined that construction of the sidewalk improvements would require modification of their permits with other state agencies based on potential impacts to protected botanical and biological resources. As authorized by the Council, the Community Development Director granted the requested waiver, based on the finding of impact confirmed at the site view by our Contract City Engineer along with biologists representing the CCC project. The CCC is now expecting to get approval from the State to put the project out to bid in the coming months.

## **Staffing Items**

- The City Building Inspector/Code Enforcement Officer has been and will continue to be out of the office for an extended period of time. The City Contract Building Official, John Sherman, has been working with Department staff to maintain building and code enforcement services including but not limited to building permit review, building inspections, responding to code enforcement complaints, and answering general questions from the public.

## **Budget Status**

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- Building Services – Other Contracts.

The City currently has \$20K budgeted in FY 2020/2021 to support contract services for a Building Official and Building Inspector. These contracted positions support the Building Division when our regular Building Inspector is out of the office or in need of additional support. This budget item may need to be adjusted in the future depending on the time our Building Inspector needs to be out of the office.

### **Progress on Adopted Goals**

- Grant Funding to support Land Use Element Update and Sphere of Influence Amendment.

The City Council authorized City staff to submit a Local Early Action Planning (LEAP) grant application for the maximum award of \$65K to support an update to the General Plan Land Use Element. Specific tasks include updating our Land Use Zoning Map as discussed and prioritized during City Council goal setting meetings. Staff received confirmation that the City was awarded the full \$65K and signed the standard agreement earlier this month.

The Land Use Element Update and LEAP funding will be coordinated with the previously awarded SB2 Planning Grant funds, \$160,000 to further amend the City of Willits Sphere of Influence, a component of updating the Land Use Element. Staff is also continuing to work with the Mendocino Council of Governments (MCOG) to obtain an additional \$35,364.85 in funds from the Regional Early Action Planning Grant. Staff anticipates award of REAP funding in the next 3-8 weeks.

Staff's goal is to release a Request for Proposals (RFP) to complete an update to the Land Use Element and SOI amendment application within six-weeks of receiving REAP funding which would provide a total budget of \$260,364.85.

### **Focus for Next Month**

- Rail with Trail Project.

City staff is in the process of reviewing consultant responses to the City RFP to provide environmental, engineering, project management, and construction management services for the City's Active Transportation Project (ATP) funded Rail Trail project. Staff anticipates bringing forward a contract for services to the Council at an upcoming City Council meeting.

- CDBG Cares Act Funding.

Staff will continue to finalize our CDBG application for submission to HCD. Staff is also working with Economic Development and Financing Corporation (EDFC) to develop and enter into a subrecipient agreement to provide administrative and underwriting services on behalf of the City. Important tasks include reviewing loan applications, preparing loan closing documents, reviewing payroll documentation, preparing education documents, and so much more. A portion of the CDBG funds will be used to cover EDFC costs for services.

- Parks Grant.

Staff would like to focus on finalizing the City California Department of Parks and Recreation Per Capita Program application and request to receive the maximum grant award of \$177,952

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to support improvements to the City parks and recreation infrastructure. A budget and other supporting documents are expected to be completed with a final application to be submitted.





# Engineering Report

February 2021

## **Monthly Achievements & Activities**

- Nearly completed survey work for the West Mendocino Avenue drainage project.
- Nearly completed Rail Trail Project consultant procurement.
- Rough draft of CIP started.
- Closing out Downtown Improvement Project.
- Continuing review of encroachment permit applications in general, but of note is the CableCom project between West Commercial Street and Sherwood Road.
- Working on submittal of water rights reporting to the State Water Resources Control Board.

## **Project Updates**

- PG&E: "Railroad" project underground phase is nearly complete; restoration will be coming in the next few weeks.
- PG&E: "Hazel" project is expected to finish the underground portion in late April, with restoration to follow.
- Groundwater Project: Revising the initial study
- Dam Inundation mapping was submitted to the Division of Safety of Dams.

## **Staffing Items**

- None.

## **Budget Status**

- Approximately 50-percent of 100-1042 (Engineering home fund) spent to-date.

## **Progress on Adopted Goals**

- Finalizing the design on Blosser Lane (later) will bring us closer to completing that rehab.
- Hoping to begin the initial phase of W. Mendocino Avenue rehab.

## **Focus for Next Month**

- West Mendocino Drainage Avenue design.
  - Encroachment Permit management.
  - Groundwater Project development.
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# Police Department

February 2021 | Report

## **Monthly Achievements & Activities**

	Feb.	March
• Calls For Service (CFS)	676	405
Cases	53	40
Arrests	18	13
Citations	23	26

- Lobby doors to the PD Station have been reopened for pedestrian traffic with social distancing, masking and limit of five max inside the lobby at one time.

## **Project Updates**

- Reviewing video security systems for upgrade in station security.
- Reviewing Contact Card Key entry locks for Property/Evidence Room.
- Working with Public Works for change out of locks to designated doors/offices.
- Waiting on delivery of two new SUVs for the Patrol Fleet.

## **Staffing Items**

- One candidate for Sergeant position is in backgrounds.
- Recruitment and outreach being done for the additional Sergeant position.
- Recruitment flyer and advertisement done for the new Administrative Services Coordinator position.
- Past CSO and current Dispatcher is being reintegrated on PSP skills and firearms qualification to assist with transport duties.

## **Budget Status**

- Allotted Budget for the Police Department Administration Account: \$152,025.
- Allotted Budget for the Police Department Field Operations Account: \$59,190.
- Total for both above Accounts: \$211,215.
- Total expended YTD (3/17/21): \$123,530.
- Percentage of Allotted Budget Used YTD: 58-percent.

## **Progress on Adopted Goals**

- See Staffing and Project Updates for this month.
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### **Focus for Next Month**

- Concerted effort to fill staffing needs.
  - Be more accessible to public
  - Start implementing Foot Beats in Downtown Area, weather permitting.
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# Public Works

February 2021 | Report

## **Monthly Achievements & Activities**

- Purchased 20-foot CONEX container for over flow storage of items in various departments. Container was weatherized and shelving built using lumber milled from tree removals at the Airport.
- Painted curb and stair markings at City Hall main entrance. Installed new LED exterior pedestrian safety lights on the E. Commercial street side of the building, and a new LED light to illuminate the flag. Also installed solar LED lights in the employee parking lot, and upgraded the overhead lights in the main parking lot to LED units to cut down on electrical use and provide better visibility at night.
- Planted several new trees at the Dog Park and Snyder Park funded by Community Development grants.
- Purchased tow behind water tender trailer to irrigate new trees on Main Street and other locations. The tender will also be used as a standby water source for fire suppression during weed abatement and aid in wetting for soil compaction during construction projects.
- Repaired the failing rafters and fascia in the roof system at Snyder Park, and installed new overhead LED exterior lights on the corners of the building.
- Cleared down trees from the access roads to the monitoring sites at the Landfill.
- Cleared down trees and repaired erosion to the drainage ditches on the road at the Watershed.
- Assisted Wastewater Department with sewer lateral repairs and install clean outs at various locations.
- Assisted Water Department with water service upgrades and repairs.
- Conducted a web-based Public Opinion Survey to include the community's thoughts and input on the removal of the Giant Sequoia Redwood tree at Babcock Park. The survey also helped to identify what the public would like to see the City consider for future developments at the park.

## **Project Updates**

- The focus this last month has been building and facility maintenance, clearing down trees and debris from City properties and roadways from the winter storms, and planting new trees. We have a few left to plant in the Recreation Grove to replace the ones PG&E removed from their right of ways under the power lines.

## **Staffing Items**

- The PW crew is holding at four employees in the maintenance department. The two newer crew members are currently enrolled in the Water Distribution program through Sacramento



State working towards their licenses to better aid in the work they do on the distribution system.

### **Budget Status**

- Working to prioritize pending projects and minimize spending whenever possible.

### **Progress on Adopted Goals**

- No report at this time.

### **Focus for Next Month**

- Finalize plans regarding the diseased tree at Babcock Park.
- Plant remaining trees in Recreation Grove and care for new trees at various locations as they develop.
- Bring irrigation back on line for spring and repair as needed.
- Prepare Athletic Fields and Parks for seasonal use.
- Trim trees at various locations for overhead clearance and line of sight distance for public safety.
- Aid the Police Department in repairs and clean up at the Shooting Range.
- Various Maintenance and Repairs to City Hall, providing assistance to other departments as they clean up and move items to the new storage unit at Public Works.
- Fill pot holes and patch asphalt in high traffic areas and school zones.
- Replace water meters on Meadowbrook Drive and Sherwood Hill, total of 35-units.
- Refurbish trash receptacles and place in locations on Main Street to alleviate litter in the downtown area. Work with Solid Waste to identify appropriate locations and contract for weekly collection.



# Utilities

February 2021 | Report

## **Monthly Achievements & Activities**

- Replaced Sewer Lateral at 134 East Oak Street.
- Repaired water leak on Meadowbrook Drive.
- Installed eight-meters for Creekside Drive Duplexes.
- Completed early installation request of Centennial Dam Boards.
- Replaced 35-meters for the Meter Replacement Program.
- Repaired water leak on Madrone Street.
- Cleaned 6,700 feet of sewer main line.
- Installed sewer cleanouts for Roland's BBQ and Super Taco.
- Cleaned up snow storm debris (downed trees and limbs) on the Watershed access roads.

## **Project Updates**

- Ongoing: Sewer lateral inspection program.
- Completed: Water truck fill station software program upgrade.
- Completed: All distribution water tanks cleaned by potable divers (required every five-years).
- Completed: Morris and Centennial weir Trimble sonic flow readers software upgrade.
- Reservoir Capacity Update: Morris 650-Acre Ft. Centennial 555-Acre Ft. = 90-percent full capacity.

## **Staffing Items**

- None.

## **Budget Status**

- Water Enterprise Fund: In line with the adopted Mid-Year Budget.
- Wastewater Enterprise Fund: In line with the adopted Mid-Year Budget.

## **Progress on Adopted Goals**

- See project updates.

## **Focus for Next Month**

- Continue working on Electronic Annual Report (water due May 15<sup>th</sup>).
  - Submit Annual Water Rights to State Water Resource Control Board (due April 1<sup>st</sup>).
  - Begin Consumer Confidence Report.
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