



111 E. Commercial Street
Willits, California 95490
Tel | 707.459.4601
Fax | 707.459.1562
www.cityofwillits.org

WILLITS CITY COUNCIL AGENDA

JANUARY 26, 2023 | 6:30 PM

SPECIAL MEETING

REVIEW OF 2021 ADOPTED CITY COUNCIL GOALS | 2023 PROJECT PRIORITIZATION

1. **OPENING MATTERS**

a. Call to Order. | b. Pledge to Flag. | c. Roll Call.

2. **PUBLIC COMMUNICATIONS**

Council welcomes participation in its meetings. Comments shall be limited to three (3) minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the City Council which are not on the posted agenda. Public criticism of the City Council, Commission, Boards and Agencies will not be prohibited. No action shall be taken.

3. **REVIEW OF THE 2021 ADOPTED GOALS**

a. The City Council on April 28, 2021 adopted strategic goals. These goals formed the basis of a Work Plan to assist with the decision-making process and the allocation of resources. The Council will use this session to review the organization's performance towards achieving the goals.

4. **PROJECT PRIORITIZATION**

a. The City Council after reviewing the status of the goals, will review proposed and programmed Capital Improvement Projects. The Council will determine if the described projects are consistent with the goals.

5. **ADJOURNMENT**

Right to Appeal - Persons who are dissatisfied with the decisions of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the Code of Civil Procedure, which generally limits to 90 days the time within which the decisions of the City boards and agencies may be judicially challenged.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Willits City Hall, located at 111 East Commercial Street, Willits, California, not less than 72-hours prior to the meeting set forth on this agenda.

Dated this 23rd day of January, 2023.
Delores Pedersen, City Clerk

Americans with Disabilities Act (ADA) Compliance

If you need assistance to attend or participate in a City Council meeting, please contact the City Clerk's office at 707.459.7121 or Fax .707.459.1562. Notification at least 48-hours prior to the meeting will assist the City Clerk in assuring that reasonable accommodations are made to provide accessibility to the meeting. Our meeting room is wheelchair accessible and ADA parking is available.

Additional Meeting Information for Interested Parties

Materials related to an item on this Agenda submitted to the Willits City Council, Planning Commission, or Community Development Agency after distribution of the agenda packet are available for public inspection at City Clerk's office at 111 E. Commercial Street, Willits, during normal business hours, Monday through Thursday 9 AM to 5:30 PM.

2023 Work Plan

The Goals the City Council adopted on April 28, 2021 form the basis of the annual Work Plan. The listed tasks are actions by which the organization will undertake to realize priorities identified by the City Council. The Work Plan is an instrument to help guide budgeting decisions and resource allocation. The intent is to present progress updates to the City Council on a quarterly basis as the accompanying Schedule employs quarters for tracking increments. The updates allow the City Council to make periodical adjustments if necessary.

History

- ❖ April 28, 2021 City Council adopted the Organizational Goals.
- ❖ September 29, 2021 City Council reviewed the 2021 Work Plan and supporting Implementation Schedule.
- ❖ February 23, 2022 City Council received a progress update on the Adopted Goals.
- ❖ January 26, 2023 Progress update and project prioritization at a Special Meeting.

Administration

Goal #1

Develop and implement a long-range Fiscal Sustainability Plan for City finances in order to promote the City's economic health by balancing revenues and expenditures to solve systemic problems.

Policies:

1.1 Adopt annual balanced budgets.

Task

1. Implement the following budget process: (1) Preparation: Confer with Department Heads to review proposed expenditures and update the Capital Improvements Plan; (2) Approval: Schedule work sessions with the Council, the Water/Wastewater and Finance Committees and present to the Council; (3) Implementation: Hold monthly sessions with the Finance Manager and Department Heads to track budget performance; (4) Evaluation/Audit: Consult with the Finance Manager to obtain timely updates and assemble materials for yearend closeouts.

➤ *Schedule:*

- ❖ Current and continuous. The schedule will start in the first quarter of 2022 with a review of actuals prior to budget preparation.

❖ *Status:*

Achieved with the Biennial Budget Process.

1.2 Review options for pension liability reduction.

Task

1. Retained a tax attorney to provide expertise regarding pension and tax related items associated with the implementation of adopted MOUs. Expansion of the scope of services may occur after the hiring of the Finance Manager.

➤ *Schedule:*

Third and fourth quarter of 2021.

❖ *Status:*

Not started as the focus is the completion of audits and journal entries.

1.3 Develop a plan to replenish reserves.

Task

1. Compose a policy for adoption by the City Council implementing prudent financial management as part of the budget preparation process.

➤ *Schedule:*

Fourth quarter of 2021 and first quarter of 2022.

❖ *Status:*

The Finance Department advises the composition of a single policy is unfortunately inadequate in the desired implementation of prudent fiscal management. However, with the preparation of a balanced Biennial Budget, is a critical step towards achieving prudent fiscal management. The Budget contains a subsection titled "Basis of Budgeting" which lays out the mechanics of how funding is maneuvered within each fund and limits the ability of Departments to increase appropriation. The City Council can only increase the appropriation.

1.4 Provide the community with annual report on the use of increasing revenues related to Measure K, cannabis revenues and tourism revenues (annual City reporting).

Task

1. Compose annual report highlighting revenues as well as organization successes – (use the monthly Department Reports as a starting point).

➤ *Schedule:*

Compile the report during the fourth quarter of 2021. Release the report during first quarter of 2022.

❖ *Status:*

Ongoing progress with the completion of the payroll journal entries and the cleanup of Fund 690.

Goal #2

Work towards Willits becoming an Environmental Model City by reducing the City's carbon footprint by 50-percent, promoting greater energy independence from utility companies and strengthening the City's resiliency and self – reliance.

Policies:

2.1 Review and where feasible implement, options for alternative (non-fossil fuel) energy at City facilities.

Task

1. Assign the Engineering Department to create a list of conversion opportunities.

➤ *Schedule:*

First quarter of 2022.

❖ *Status:*

Continuous and ongoing.

2.2 Explore options for converting vehicle fleet to electric power.

Tasks

1. Complete an inventory of the City's existing vehicle fleet to determine what vehicles (or specific uses) are suitable for an EV transition.

➤ *Schedule:*

First quarter of 2022.

❖ *Status:*

Continuous and ongoing. The Finance Department is overseeing this task as part of Budget preparation and maintenance.

2. Create a fleet management manual outlining vehicle replacements based on age, determined lifespan thresholds and feasibility of switching to an EV.

➤ *Schedule:*

Second quarter of 2022.

❖ *Status:*

Limited progress to date. The Finance Department will complete a draft manual by the end of the 2nd Quarter of 2023.

3. Amend the Capital Improvements Plan to list vehicle acquisition.

➤ *Schedule:*

Current and continuous.

❖ *Status:*

Limited progress to date. The Finance Department will coordinate with the other Departments before preparing the amendment by the end of the 2nd Quarter of 2023.

2.3 Enact regulations regarding plastic bags, herbicides, Styrofoam ETC.

Task

1. Research the topic and examine regulations / ordinance from comparable cities.

➤ *Schedule:*

By the start of second quarter of 2022.

❖ *Status:*

Limited progress to date.

2.4 Become a Tree City.

Tasks

1. Adopt the Urban Forestry Management Plan and adopt a supporting Ordinance.

➤ *Schedule:*

Fourth quarter of 2021.

❖ *Status:*

Accomplished.

2. Implement the Tree City, USA requirements: (1) Organize a tree board or department; (2) Adopt a tree care ordinance; (3) Establish a community forestry program with an annual budget of at least \$2 per capita; and (4) Announce an Arbor Day observation and proclamation.

➤ *Schedule:*

Fourth quarter of 2022.

❖ *Status:*

Continuous and ongoing.

Goal #3

Create a realistic staffing plan for the City that will enable the City Council to budget for appropriate current and future staffing to address the City's / Community's needs (Public Works Director for an example).

Task

1. Compose a Staffing Plan that satisfies Goal #3 as a means to chart current human resource needs and for the future. The intent of the plan is to maximize human resources within the constraints of available financial means.
 - *Schedule:*
Second quarter of 2022.
 - ❖ *Status:*
Continuous and ongoing. The next phase will be a reconfiguration of Public Works/Engineering with the proposal going before the City Council by the end of the 1st Quarter of 2023.

Community Development

Goal #1

Complete an update to the City's General Plan to be used to guide future development within the City including encouragement of housing opportunities and sustainable economic development. Estimated timeframe is 3-5 years.

Policies:

- 1.1 Complete a review of Plan Elements (components) and environmental document to determine timing, and sequencing and costs to expedite completion.**

Tasks

1. Completed Housing Element updated.
 - *Schedule:*
Current and continuous.
 - ❖ *Status:*
The Council adopted the Housing Element update (6th cycle) in December 2019. The City must update the Housing Element again by 2027.
2. Safety and Land Use Elements updates funding requests in the Fiscal Year 2021-22 Budget.
 - *Schedule:*
Second quarter of 2023.
 - ❖ *Status:*
Staff is currently working on an update to the Land Use Element. The Land Use Element update will be completed by the end of the year, 2023. Three different grants are covering the costs associated with the update.

Staff completed a Draft Safety Element update and released it for public review. The Safety Element, and possibly other elements, will likely need to be amended further to be consistent with any applicable changes made to the Land Use Element. Staff may bring the Safety Element update forward concurrent with adoption of the Land Use Element.

- 1.2 Identify team members both internally and externally who will complete the work.**

Tasks

1. Recruit a City Planner and Grants Manager.
 - *Schedule:*
Current and continuous.
 - ❖ *Status:*
The City hired a Planner in April of 2022. The recruiting effort for the Grant Manager failed to yield viable candidates. Currently, an alternative strategy is being proposed

to convert the Grant Manager position to a Planner position. The prospect is to have two Planners with one dedicated to land use applications & permits, and the other to comprehensive planning & implementation.

2. Explore the feasibility of using a consultant(s) / qualified professionals to complement staff's skill sets contingent on funding resources.

➤ *Schedule:*

Fourth quarter of 2021.

❖ *Status:*

The Community Development Director is managing the Land Use and Safety Element update projects. The consultant group Planwest Partners Inc., with sub consultants, are supporting the update. Staff is working with Atlas Planning consulting group to complete Safety Element update. Staff from all Departments are supporting the project by providing relevant information/feedback, attending meetings and reviewing various work products.

1.3 Seek grants and other funding sources to complete work.

Task

1. The Department is continuously exploring external funding sources.

➤ *Schedule:*

Current and continuous.

❖ *Status:*

Staff obtained SB2, LEAP and REAP grants totaling \$260,364 to complete update of the Land Use Element. Current City budget includes \$2,750 to support any remaining amendments to finalize the Safety Element update.

1.4 Complete a zoning update to implement Land Use Element of the General Plan once it is updated.

Task

1. Solicit the services of a GIS consultant to complete the project. The Department may assign the consultant to complete other mapping needs such as land uses, public facilities and parks.

➤ *Schedule:*

Second quarter of 2022.

❖ *Status:*

The City has not comprehensively updated the Zoning Code (Title 17) since 1982. The Land Use Element update will provide direction and inform the City on necessary and recommended changes to our Zoning Code. Due to the amount of time since the last update, the next comprehensive zoning code update is expected to be extensive and result in significant staff resources to complete. Staff will need to develop a cost estimate and timeline upon completion of the Land Use Element update.

Goal #2

Develop a plan to encourage the construction of new housing and the preservation of existing housing stock for the City.

Policies:

- 2.1 Utilize work already completed in the Housing Element Update to identify housing opportunity sites within the City.**

Tasks

1. Initiate the revisions to the Zoning Ordinance to codify the policies described in the Housing Element.

➤ *Schedule:*

Third quarter of 2022.

❖ *Status:*

All CDD staff have copies of the current Housing Element and are familiar with the goals, policies and objectives contained within. The Site Inventory list, Appendix B of the Housing Element, identifies all vacant land in the City that is zoned appropriately and otherwise suitable to supporting housing development. Sites Inventory is shared with prospective developers including low-income housing developers such as RCHDC. CDD staff maintains the Sites Inventory.

2. Seek out property developers willing to explore new housing opportunities / projects within the community.

➤ *Schedule:*

Current and continuous.

❖ *Status:*

Continuous and ongoing.

2.2 Identify grant opportunities through the Federal Community Development Block Grant program to incentivize “affordable housing” and upgrade projects.

Task

1. Coordinate the efforts of EDFC and Jeff Lucus of Community Development Services.

➤ *Schedule:*

Current and continuous.

❖ *Status:*

Council, at the November 28, 2022 meeting, authorized CDD staff to submit grant request to the CDBG program to support creation of a City housing rehabilitation program. Staff anticipates the award of approximately \$554,000 to be dispersed over the next few years to support this revolving loan program. CDD has goal to set up program and begin distributing funds within 6 months. The program will be available to low- and moderate-income households and will help maintain existing affordable housing units. This project is consistent with Housing Element Goal HE-1 and Program HE-1.A. CDD staff is actively working with RCHDC, a low-income housing provider, to evaluate opportunities for the construction of senior housing and other housing types identified in the Housing Element.

2.3 Fund and implement a comprehensive Code Enforcement Program.

Tasks

1. Budget request to purchase software to improve the efficiency of the program.

➤ *Schedule:*

Second quarter of 2022.

❖ *Status:*

The Community Development Department in the 3rd Quarter of 2022, acquired an upgrade to their existing iWorQ software to expand its functions including the option for residents to submit complaints online. The feature is not fully operational at this time as it will be part of the new website.

2. To hire a part-time Code Enforcement Officer dedicated to property investigations.

- *Schedule:*
Second quarter of 2022.
- ❖ *Status:*
A Code Compliance Office job description was approved at the January 11, 2023 Council meeting and is funded in the current budget. HR will advertise the opening with the goal of filling the position by the end of February. Staff is currently developing a work and training plan to prioritize code enforcement related goals and ensure the lucky individual receives proper training.

3. Increase the public’s awareness of the program.

- *Schedule*
Second quarter of 2022.
- ❖ *Status:*
The new employee will have that responsibility.

Goal #3

Develop and implement economic development strategies for the City of Willits that will promote the development and maintenance of strong business sector including business retention and attraction, tourism, marketing and revenue generation.

Policies:

3.1 Continue to implement the Vacant Building Program as well as other programs to enhance the downtown core.

Tasks

1. Mailed letters to owners of identified properties notifying them of an informational meeting with staff.
 - *Schedule:*
Current and continuous.
 - ❖ *Status:*
Department staff is managing the Vacant Commercial Building Program. A total of ten vacant buildings are subject to the Program. The Building Official has inspected or scheduled inspections of the subject vacant buildings.

2. Review and implement recommendations described in the 2016 Willits Main Street Corridor Enhancement Plan.
 - *Schedule:*
Current and continuous.
 - ❖ *Status:*
Limited staff is hampering this task. The intent is to use the proposed second Planner to implement plan recommendations.

3. Compose aesthetic guidelines to establish standards for site design, landscaping, and signage.
 - *Schedule:*
Fourth quarter of 2022.
 - ❖ *Status:*
No progress to date.

3.2 Work with partners to promote program focused on bringing visitors to the City.

Tasks

1. Complete the Willits Rail With Trail Project.
 - *Schedule:*
First quarter of 2025.
 - ❖ *Status:*
Continuous and ongoing with the project in the design phase.
2. Compose an economic development strategy plan.
 - *Schedule:*
Fourth quarter of 2022.
 - ❖ *Status:*
No progress to date.
3. Compose a public art installation policy with supporting guidelines.
 - *Schedule*
Third quarter of 2022.
 - ❖ *Status:*
Accomplished.

3.3 Identify funding through the Cares Act and other sources to be used for the development of a business support program.

Task

1. Initiate a business stakeholders committee to review and discuss development opportunities and ways to diversify the community's economic base.

- *Schedule:*
Second quarter of 2022.

- ❖ *Status:*
The City received \$350,732 in Cares Act funding through the CDBG Program to support creation of a Business Loan Program. The City received permission to unfreeze \$190,819 of existing CDBG Program Income funds for a total Program budget of \$541,551. The Program was created and a total of \$465,000 has been distributed to local businesses to date. The funding source, Cares Act, was a one-time deal and staff is not aware of additional grant funds that can be essentially gifted to local businesses

CDBG funds are available for the City to loan out to local businesses. Again, these loans cannot be forgiven by the City as has been proven with the aforementioned Loan Program Staff spoke with several local business owners none of them were interested in seeking a loan regardless of the interest rate. Staff will continue to monitor grant opportunities.

3.4 Continue implementation of the Main Street Corridor Enhancement Program.

Task

1. Establish a working group to review recommendations contained in the 2016 Willits Main Street Corridor Enhancement Plan.

- *Schedule:*
First quarter of 2022.

- ❖ *Status:*
The Main Street Corridor Enhancement Plan identifies a new achievable vision to transition Main Street to a complete community street that addresses motorized and non-motorized safety, traffic calming, pedestrian and bicycle improvements, lighting, landscaping, public art, and the creation of a streetscape that lends to the support of

successful downtown businesses. A number of improvements within the public right of way have been identified in the Plan.

Installation of decorative pavers, street trees and an enhanced safety crosswalk were the most recent improvements implemented. There are a number of remaining Plan improvements related to traffic safety and beautification efforts. These include installation of bulb-outs enhanced crosswalks, extended sidewalks, rain gardens, street lights, street furnishing, wayward signage, and public art.

Goal #4

Develop and complete a plan to annex properties adjacent to the City that are currently in the County.

Policies:

4.1 Complete Pre-zoning process.

Task

1. Retain a consultant to complete the process. The Fiscal Year 2021-22 Budget contains the funding request.

➤ *Schedule:*

Third quarter 2022.

❖ *Status:*

The Land Use Element project includes the pre-zoning of any lands to be included in the City amended Sphere of Influence. The pre-zoning process will be completed prior to September 2023.

4.2 Complete a Sphere of Influence (SOI) adjustment through the Local Agency Formation Commission.

Task

1. Coordinate the project with the Mendocino Local Agency Formation Commission.

➤ *Schedule:*

Second quarter of 2022.

❖ *Status:*

Submission of a Sphere of Influence Amendment to LAFCO is a deliverable of the Land Use Element Update project. Staff is holding monthly coordination meetings with the County and LAFCO staff to facilitate a complete and supportable Amendment application.

4.3 Negotiate a tax-sharing agreement with the County.

Task

1. Engage Mendocino County staff to finalize the process.

➤ *Schedule:*

Second quarter of 2022.

❖ *Status:*

Continuous and ongoing. The County's Ad Hoc Committee is reviewing the proposed agreement. The anticipation is to have the agreement presented to the four municipalities by the end of the 2nd Quarter of 2023.

Police Department

Goal #1

Maintain a Public Safety Agency capable of maintaining a safe community utilizing up to date law enforcement tools and delivering emergency services to the citizens and businesses of Willits in a responsive and proactive manner.

Policies:

1.1 Continue the implementation of the Council adopted Staffing Plan.

Task

1. Stage monthly meetings with the Police Chief to gauge progress with plan implementation.

➤ *Schedule:*

Current and continuous.

❖ *Status:*

COVID-19 made this a very challenging goal in 2021-2022. Potential candidates left the law enforcement profession or found employment with other agencies beyond this County's borders. There were also some staff that were involuntarily separated from the Department.

The Department successfully recruited two new Dispatchers, three new Police Officers, one Sergeant, and two Recruits that are currently attending the Academies. Of the latter, one is due to graduate in early April and the other in late May. This will bring our staffing level to our authorized strength for Patrol. We are still actively recruiting for a School Resource Officer, a Sergeant position, a Community Services Officer (CSO) and another Dispatcher. We anticipate needing another Police Officer position to be filled sometime this year as well.

Bringing our staffing levels up has allowed us to give Officers their due days off and cutting back on mandated overtime. This has had a significant impact on morale and renewed energy for the job.

1.2 Interact with the City's Emergency partners to complete the Emergency Operations Plan (EOP) that will reflect the City Manager as Chief Emergency Officer.

Task

1. Complete the Emergency Operations Plan and promote coordination with partners.

➤ *Schedule:*

Second quarter of 2022.

❖ *Status:*

Ongoing with the initial draft expected at the 2nd Quarter of 2023.

1.3 Develop a Community Policing Program and Community Outreach Plan One.

Tasks

1. Composed and presented the Department's Community Policing philosophy to all staff.

➤ *Schedule:*

Current and continuous.

❖ *Status:*

Adopted the Community Policing Philosophy at the end of the 2nd Quarter of 2021. Every recruitment of new personnel has ensured their "buy in" to this philosophy in

their everyday approach. Added the intent to participate in more community events to the 2023 Goals (i.e., Coffee with a Cop, Haunted House at the Station, more engagement with Frontier Days etc.).

2. Revised the Department's Mission Statement and posted it on the website.
 - *Schedule:*
Current and continuous.
 - ❖ *Status:*
Accomplished. Will enhance its posting with the implementation of the revised website later this year.
3. Promoting the Neighborhood Watch program to community members.
 - *Schedule:*
Current and continuous.
 - ❖ *Status:*
The expansion of the Neighborhood Watch program is now part of the 2023 Department Goals.
4. Looking at an Explorer Program to enable the Department to do further outreach with youth.
 - *Schedule:*
First quarter 2022.
 - ❖ *Status:*
Ongoing with the expectation of having an Explorer Program by the end of 2023.
5. Coordinate with the Engineering Department on projects intended to improve traffic and pedestrian safety.
 - *Schedule:*
Current and continuous.
 - ❖ *Status:*
Increasing foot patrols in the downtown area, and the Police Department chairs the quarterly Traffic Safety Committee sessions.

1.4 Continue to implement an Equipment Replacement Program and upgrade facilities as resources permit.

Tasks

1. Install a video security system to provide coverage for the Evidence/Property Room.
 - *Schedule:*
Fourth quarter of 2021.
 - ❖ *Status:*
Upgraded the Station's video surveillance equipment to include the Evidence Room, back and front lots, the lobby and exterior hallway with access to evidence room and rear door.
2. Compose a vehicle fleet retention and maintenance schedule for the Department.
 - *Schedule:*
Fourth Quarter of 2022.
 - ❖ *Status:*
Ongoing with the acquisition of two new patrol SUVs every Fiscal Year per the five-year fleet replacement plan approved by the Council. Coordinating with the Finance Department to create a vehicle retention plan.

3. Install a video system to increase security (external) for the station.
 - *Schedule:*
Fourth quarter of 2021.
 - ❖ *Status:*
Accomplished with the installation during the 1st Quarter of 2023 of video surveillance on the north and south facades of the Station.
4. Explore the option of acquiring the Justice Center from Mendocino County.
 - *Schedule:*
Second quarter 2022.
 - ❖ *Status:*
Ongoing. Made informal inquiries throughout the latter half of 2022. Will continue in 2023.

1.5 Set performance goals and develop recruitment incentives where possible.

Task

1. Collect staff opinions on training options to determine if the sessions are accomplishing stated goals. Intend to use the results to update training offerings to support their personal vision of where they see themselves in the next 3-5 years.
 - *Schedule:*
Current and continuous.
 - ❖ *Status:*
Established performance goals with Measures of Effectiveness (MOEs) for 2023. Community Outreach via the Explorer program and possibly a Citizen's Academy will credit those Officers who get involved with these programs.

Public Works

Goal #1

Maintain and improve infrastructure systems of water, wastewater, public facilities and streets capable of managing future growth while responding to current City needs.

Policies:

1.1 Develop and implement a Capital Improvement Plan (CIP) covering a five-year period that prioritize projects according to necessity while identifying timing and funding.

Tasks

1. Compose a Capital Improvement Plan (CIP) with supporting financial outlays.
 - *Schedule:*
Third quarter of 2021.
 - ❖ *Status:*
Accomplished in September of 2021 and revised with the Fiscal Year 2022-2024 Budget.
2. Conduct an annual review of the CIP.
 - *Schedule:*
Second quarter of 2022.
 - ❖ *Status:*
Continuous and ongoing. Held several review sessions since the adoption of the Budget.

1.2 Complete and implement a comprehensive Groundwater Management Plan.

Task

1. Release of the revised study is anticipated for the end of August 2021.

➤ *Schedule:*

To present to the Council during the third quarter of 2021 before releasing it to the public in accordance with the original notification requirements.

❖ *Status:*

LACO & Associates completed the Plan in August of 2020.

1.3 Maintain the relationships with Brooktrails.

Tasks

1. The City Manager holds monthly meetings with the Brooktrails Township Administrator. There are also strong connections between the crews for each entity.

➤ *Schedule:*

Current and continuous.

❖ *Status:*

Maintaining the coordination between the two entities with formal & informal meetings between the Township Administrator and City Manager. Advising the Administrator of Airport improvements as well.

2. Propose a mutual aid agreement between the two organizations.

➤ *Schedule:* First quarter of 2022.

❖ *Status:*

Discussed the possibility with the Township Administrator during the 3rd Quarter of 2022. The suggestion was well received. The City Manager will compose a draft document and have it ready for the Township's review by the end of the 2nd Quarter of 2023.

1.4 Complete update to Flood Control Plan.

Tasks

1. Adopt the revised Flood Insurance Study (FIS) and Flood Insurance Rating Panels (FIRMs).

➤ *Schedule:*

City Council adoption of the FIS and FIRMs expected during the fourth quarter of 2021. After adoption, continue to explain the revisions to the property owners.

❖ *Status:*

Continuous and ongoing. Community Development expects to have the plan ready to go before the Council by the end of the 2nd Quarter of 2023. FEMA approved the revised FIS and FIRMs with the next step to present to the City Council.

Goal #2

Increase public use of facilities over the next three years to foster civic pride, improve health, and support recreation efforts for greater involvement in local government, dependent on financing.

Policies:

2.1 Improve lighting and ambiance in the Community Center.

Tasks

1. Started the removal of superfluous staples and nails from the walls.

➤ *Schedule:*

Current and continuous. The proposed 2021-22 Budget contains a funding request to paint the walls and install decorative (artwork) elements.

❖ *Status:*

Refurbished the Community Center with wall repair and a new color scheme with accents. The lighting remains the same, no upgrades to date.

2. Explore options to increase the usability of the Center to a greater range of the community residents (youth activities, creative & performing arts and civic events).

➤ *Schedule:*

Second quarter of 2022.

❖ *Status:*

Ongoing as the intent is to acquire new tables and chairs and renovate the back with additional storage (lockable) areas.

2.2 Modernize the Octagon at Rec Grove with a commercial kitchen to promote greater use and increased food safety for community groups renting the facility.

Task

1. Installed stainless counters and updated electrical panel at the Octagon. Other kitchen improvements dependent on approved budget allocations.

➤ *Schedule:*

Current and continuous.

❖ *Status:*

Recent improvements include new stainless-steel countertops and prior upgrades consist of a new refrigerator, freezer, water heater and lighting.

2.3 Install play structures at the soccer fields to increase recreational opportunities for kids of all ages.

Tasks

1. Utilized the awarded Prop 68 Grant funds to install new shade structures and play features.

➤ *Schedule:*

Fourth quarter of 2022.

❖ *Status:*

Ongoing as Public Works acquired additional bleachers at the soccer field and is currently obtaining a sunshade.

2. Complete an assessment of all park and recreation facilities to determine where improvements are necessary to upgrade functionality and appearance.

➤ *Schedule:*

Second quarter of 2022.

❖ *Status:*

Retained a landscape architecture/planning firm to complete a community outreach and program development effort for the E. Commercial Street Corridor. The consultants intend to have the final report before the Council in May.

3. Use bulk water sales revenue to fund improvements listed in the CIP.

➤ *Schedule:*

Third quarter of 2022.

❖ *Status:*

The Finance Department created Fund 450 (Parks Fund) to exclusively accept revenue generated by bulk water sales.

Goal #3

Develop a City Street Improvement Program capable of bringing 25-percent of City Streets to a PCI of 85 or greater within the next five years.

Policies:

3.1 Continue with annual Pavement Preservation Projects to maintain street quality and extend road life, using the 2019 “State of the Roads” report as guidance.

Tasks

1. Implement over the next ten-years the street and pavement rehabilitation projects listed in the Capital Improvement Plan. For 2021, the City commissioned the Dig-out Project.

➤ *Schedule:*

Current and continuous.

❖ *Status:*

The Engineering Department continues to program citywide slurry seals and dig outs. The 2023 Pavement Preservation Plan includes new corner ramps at Boscabelle and S. Lenore and grinding & paving both streets. Staff designated dig outs for Baechtel Road.

2. Adopt a Complete Streets Ordinance ensuring projects promote walkability, enhance traffic circulation and neighborhood connectivity.

➤ *Schedule:*

Second quarter of 2022.

❖ *Status:*

Staff discussed the feasibility of composing an ordinance on several occasions. Currently, the limiting factor is staff capacity to manage the project.

3.2 Work with Caltrans to properly paint and restripe portions still under Caltrans control to improve safety.

Tasks

1. Finalize the proposed Maintenance Agreement.

➤ *Schedule:*

Current and continuous.

❖ *Status:*

Engineering has not finalized this task.

2. Start a new dialogue with the agency regarding additional elements.

➤ *Schedule:*

Current and continuous.

❖ *Status:*

Engineering has not finalized this task.

3.3 Develop and fund maintenance program for US 101 - Main Street.

Tasks

1. Review the recommendations listed in the 2016 Willits Main Street Corridor Enhancement Plan.

➤ *Schedule:*

Second quarter of 2022.

❖ *Status:*

The CIP identifies set asides of \$400K for Fiscal Year 2022-2023 and \$500K for 2023-2024. Future budgets will request annual contributions for maintenance activities.

2. Explore the feasibility of adopting a special assessment through an overlay district containing the properties that would benefit from corridor improvements. Invite Caltrans to the process.

➤ *Schedule:*

Third quarter of 2022.

❖ *Status:*

No progress towards this task.



Gateway to the Redwoods

City Manager's Office

111 E. Commercial Street
Willits, California 95490
Tel | 707.459.4601
Fax | 707.459.1562
www.cityofwillits.org

Revised
January 24, 2023

Date: January 20, 2023
To: City Council
From: Brian P. Bender, City Manager
Subject: Planned & Programmed Capital Improvement Projects

The following is a list of Capital Improvement Projects staff planned and/or programmed to correspond with the adopted FY 2022-2024 Budget. The list includes a status update, a scheduling reference, and the Adopted Goal it satisfies.

❖ **Facilities**

1. City Hall Roof.
 - By April if weather permits.
Goal *Increase public use of facilities over the next three years to foster civic pride, improve health, and support recreation efforts for greater involvement in local government, dependent on financing.*
2. City Hall Solar Installation.
 - Work anticipated to start in June after the new roof installation.
Goal *Review and where feasible implement, options for alternative (non-fossil fuel) energy at City facilities.*
3. WWTP Maintenance Building.
 - SHN submitted a scope and fee pending review & approval. With procurement of the structure in May and finalize foundation design in July.
Goal *Maintain and improve infrastructure systems of water, wastewater, public facilities and streets capable of managing future growth while responding to current City needs.*

❖ **General Infrastructure**

1. Creekside Stabilization.
 - Pope Engineering started field surveying. Construction planned for fall.
Goal *Maintain and improve infrastructure systems of water, wastewater, public facilities and streets capable of managing future growth while responding to current City needs.*

❖ Streets

1. Traffic Study.

- Traffic Safety Committee on January 5th selected Fehr and Peers to conduct the study. The focus is on the following thoroughfares: Baechtel & Shell Lane; E Hill Baechtel; E. Commercial; S. Lenore & Boscabelle between E. Valley & E. San Francisco; and E. Valley/ S. Lenore; Mill; W. Mendocino between School and Main Streets; and the intersection between State & Humboldt.

Goal *Maintain and improve infrastructure systems of water, wastewater, public facilities and streets capable of managing future growth while responding to current City needs.*

2. Pavement Preservation Plan.

- Finalizing the 2023 Projects, with plans and specifications going to the City Council at the March 22nd meeting. First phase of construction expected this summer.

Goal *Continue with annual Pavement Preservation Projects to maintain street quality and extend road life, using the 2019 "State of the Roads" report as guidance.*

3. W. Mendocino Phase 1 Drainage Improvements.

- Tall Tree Engineering expects to bring the project to the Council in April for construction this summer.

Goal *Maintain and improve infrastructure systems of water, wastewater, public facilities and streets capable of managing future growth while responding to current City needs.*

4. Annual Striping Plan.

- Expected to present to the City Council this spring or early summer.

Goal *Maintain and improve infrastructure systems of water, wastewater, public facilities and streets capable of managing future growth while responding to current City needs.*

❖ Water Production

1. Elias Well Pump Upgrade.

- On hold until summer due to site access conditions (wet weather/saturated soils).

Goal *Maintain and improve infrastructure systems of water, wastewater, public facilities and streets capable of managing future growth while responding to current City needs.*

Revised

2. Groundwater Contact Tank.

- LACO preparing procurement documents for the bolted steel tank, which is expected to go out for bid solicitation by the end of January. The site development plans and specifications are scheduled for completion by the end of February with construction expected to begin in August.

Goal *Maintain and improve infrastructure systems of water, wastewater, public facilities and streets capable of managing future growth while responding to current City needs.*

3. Centennial Inflatable Spillway – Obermeyer Dam.

- To prepare a LACO task order to complete a topographical survey and explore the feasibility of increasing the capacity of the basin. Construction expected this fall.

Goal *Maintain and improve infrastructure systems of water, wastewater, public facilities and streets capable of managing future growth while responding to current City needs.*

❖ **Water | Sewer (subsurface)**

Revised

1. Railroad Avenue Water Line.

- Ongoing coordination with SHN with plans at the 80-percent phase. Construction expected in June.

Goal *Maintain and improve infrastructure systems of water, wastewater, public facilities and streets capable of managing future growth while responding to current City needs.*

2. Water Mains.

- To target water main segments exacerbating brown water episodes in the distribution system. The subject streets consist of Madrone, North, Van, and State.

Goal *Maintain and improve infrastructure systems of water, wastewater, public facilities and streets capable of managing future growth while responding to current City needs.*