

City of Willits

MEMORANDUM

Date: April 30, 2010
To: Honorable Mayor and City Council
From: Paul Cayler, City Manager
Subject: Administrative Progress Report

The following developments may be of interest to you and the community-at-large. Please contact me at (707) 459-4601, if you have any questions.

WATER MAIN FLUSH PROGRAM UPDATE

The Water Main Flush Program is completed. The project timing and the spring rainfall came together perfectly. Another important function of the program is to “exercise” water system valves. This means that fire hydrant shut off valves are closed and opened to insure that they are working well and are not frozen. The estimated water used during the flush was 7.3 million gallons. However, the flush volume will not impact the City’s reservoir capacity to get us through this summer’s dry season, because the spring rains have kept Morris and Centennial Reservoir spilling over the top. Looking back on the National Weather Service’s predictions for the Month of April 2010 were right on: below normal temperatures and above normal rainfall. As I sit here writing this report the weather outside is beautiful and sunny. I realize that we needed the rain after the many years of drought, however I am now ready for a break.

CREDIT CARDS NOW ACCEPTED

For years, City utility bills could only be paid by cash or check. Well, the times are changing. People may now use Mastercard, Visa and Discover credit cards to pay their utility bill. This is an improvement for the convenience of our customers. Joanne Cavallari directed the installation of the credit card system, and it went into operation today. Cathy Sanders reported that we had our first customer pay by credit card this afternoon.

IMPROVEMENTS AT THE AIRPORT

A new card reader for aviation fueling system at the Willits Airport, also known as Ells Field, will soon be installed. The Airport Commission also discussed and reached consensus on a new branded fuel vendor to provide fuel at the airport. The switch to branded fuel still needs to be approved by the Willits City Council. Branded fuel is aviation gasoline that is provided by one of the major oil companies. Branded fuel gives pilots fueling their aircraft greater security that the fuel is clean and safe to burn. I am hoping that branded fuel will increase fuel purchases at the airport, and therefore provide more facility revenue.

DRAFT BUDGET GOES TO THE FINANCE COMMITTEE

Last week, the City published the draft Fiscal Year 2010/2011 budget. The revenue picture continues to be the greatest challenge. The draft budget has a General Fund deficit of \$490,196. This is not sustainable. Next week, the City Council Finance Committee will meet on Tuesday, May 4th, and Wednesday, May 5th, to go through the draft budget in detail for the purpose of making direction on how to reconcile the City's fiscal situation. I encourage all interested parties to attend the workshops in order to understand the gravity of the matter

WORK ON THE BALL FIELDS PROJECT

The construction of the ball fields restrooms and concession stands continues forward. I note that the metal roof is being installed, and it appears that the inside fixtures are being installed. I understand that the estimated completion date is at the end of May 2010. Another BIG thanks to the wonderful group of volunteers working on the structure.