



City Council Regular Meeting
AGENDA

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482
October 4, 2017 - 6:00 PM

1 ROLL CALL

2 PLEDGE OF ALLEGIANCE

3 PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

- 3.a. [Status Report, Discussion and Possible Action Regarding the Ukiah Valley Sanitation District's Litigation Against the City of Ukiah Related to the Operation of the Sanitary Sewer System.](#)

Recommended Action: Receive status report. If desired, discuss and provide direction to Staff and/or consider any action(s) related to the matter.

[Attachment 1 - UVSD Litigation Update Box Files location](#)

[Attachment 24 - Presentation given to Council 9-20-17](#)

[Attachment 25 - City Council Letter to Ukiah Valley Sanitation District](#)

4 PETITIONS AND COMMUNICATIONS

5 APPROVAL OF MINUTES

- 5.a. [Approval of Minutes for the September 20, 2017 - Regular Meeting.](#)

Recommended Action: Approve Minutes of September 20, 2017, as submitted.

[Attachment 1 - Draft Minutes of September 20, 2017](#)

- 5.b. [Approval of Minutes for the September 21, 2017 - Adjourned Regular Meeting.](#)

Recommended Action: Approve Minutes of September 21, 2017, an Adjourned Regular Meeting, as submitted.

[Attachment 1 - Draft Minutes for September 21, 2017, an Adjourned Regular Meeting](#)

6 RIGHT TO APPEAL DECISION

Persons who are dissatisfied with a decision 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 California Code of Civil Procedure, which generally limits to ninety days (90) the time within which the decision of the City Boards and Agencies may be judicially challenged.

7 CONSENT CALENDAR

The following items listed are considered routine and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember or a citizen in which event the item will be considered at the completion of all other items on the agenda. The motion by the City Council on the Consent Calendar will approve and make findings in accordance with Administrative Staff and/or Planning Commission recommendations.

7.a. [Adopt Resolution to Extend the Local Preference Purchasing Policy.](#)

Recommended Action: Adopt resolution extending the automatic repeal date of the Bidding Preference for Local Businesses to October 31, 2018.

[Attachment 1 - Resolution 2016-50](#)

[Attachment 2 - Proposed Bidding Preference Resolution](#)

7.b. [Notification to City Council of the Purchase of a New 2018 Chevrolet Silverado 1500 Extended Cab Truck, per Specification #E36210 to Maita Chevrolet of Elk Grove, California for the Public Works Department in the Total Amount of \\$27,649.26 Including Tax and Delivery Charges.](#)

Recommended Action: Receive report on the purchase of a 2018 Chevrolet Silverado 1500 Extended Cab Truck from Maita Chevrolet of Elk Grove, California in the amount of \$27,649.26.

[Attachment 1 - Bid Tabulation](#)

7.c. [Adoption of Resolution Amending the 2017-18 Budget to Incorporate a Project Funded by SB 1: The Road Repair and Accountability Act and approval of corresponding budget amendment.](#)

Recommended Action: Adopt resolution amending the 2017-18 Budget to Incorporate a Project Funded by SB 1: The Road Repair and Accountability Act and approval of corresponding budget amendment.

[Attachment 1 - Ukiah SB 1 Project List Resolution](#)

[Attachment 2 - League of California Cities RMRA Information](#)

7.d. [Authorization of Letter of Concern Regarding the Reduction of Services and Threat of Recreational Closures at Lake Mendocino.](#)

Recommended Action: Authorize Mayor to sign letter of concern regarding the reduction of services and the threat of recreational closures at Lake Mendocino.

[Attachment 1 - Reduction of Services at Lake Mendocino Letter - Draft](#)

8 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The City Council welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Council when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

9 COUNCIL REPORTS

10 CITY MANAGER/CITY CLERK REPORTS

11 PUBLIC HEARINGS (6:15 PM)

- 11.a. [Appeal of Planning Commission Decision to Approve a Major Use Permit and Major Site Development Permit for Community Center that would Provide Daytime Homeless Services and a Permanent Location for a Winter Homeless Shelter.](#)

Recommended Action: Staff recommends the City Council uphold the Planning Commission's approval of a Major Use Permit and Major Site Development Permit No. 2749 SDP UP-PC, as conditioned, based on the Findings to adopt the Major Use Permit and Major Site Development Permit and the project's consistency with the Ukiah General Plan; the use and development standards of the C-2 Zoning District; Article 15.5 of the Ukiah Municipal Code; and the Homeless Shelter operating standards found in Resolution 2001-15.

[Attachment 1 - Findings](#)

[Attachment 2 - Conditions of Approval](#)

[Attachment 3 - Appeal Letter Submitted August 2, 2017](#)

[Attachment 4 - Redwood Community Services Program Plan](#)

[Attachment 5 - Project Plans](#)

12 UNFINISHED BUSINESS

13 NEW BUSINESS

- 13.a. [Appointment and Approval of Updated 2017 Council Special Assignment List Showing a Reassignment to the Mendocino Transit Authority \(MTA\) Board of Directors, and Possible Discussion/Action on Other Ad Hoc and/or Committee Assignments.](#)

Recommended Action: Appoint a replacement on the Mendocino Transit Authority (MTA) Board of Directors and direct the City Clerk to update the 2017 Council Special Assignment List, and make additional changes to other ad hocs and/or committee assignments as necessary.

[Attachment 1 - 2017 City Council Special Assignments Ad Hocs](#)

- 13.b. [Proposal to Adjust Solid Waste Rates and Adoption of Resolutions to Initiate Prop 218 Process.](#)

Recommended Action: Council to review and consider proposal from the City's solid waste franchise hauler, Ukiah Waste Solutions, Inc., and the contract operator of the Ukiah Transfer Station, Solid Waste Systems, Inc., to adjust rates for curbside collection and transfer station services. Council to approve and authorize resolutions initiating the Prop 218 process and establishing procedures to notify residential ratepayers of the proposed changes to solid waste curbside collection rates, initiation of the City's proprietary rate-setting procedures under City Code section 3953, and establish a date and time certain for a public hearing to receive potential protests and consider adjusting solid waste rates for residential and commercial ratepayers.

[Attachment 1 - Prop 218 Notice](#)

[Attachment 2 - Resolution Noticing Public Hearing](#)

[Attachment 3 - Resolution Adopting Protest Procedures](#)

[Attachment 4 - Curbside Rate Adjustment Schedule](#)

[Attachment 5 - Transfer Station Rate Adjustment Schedule](#)

- 13.c. [Approve Plans and Specifications for Smith Street Rehabilitation Project, Specification No. 15-12, Direct Staff to Advertise for Bids, and Approve Corresponding Budget Amendment.](#)

Recommended Action: Approve plans and specifications for the Smith Street Rehabilitation Project, Specification No. 15-12, direct staff to advertise for bids, and approve corresponding budget amendment.

Attachment 1 - Specifications - Smith St. Rehabilitation

Attachment 2 - Plans - Smith St. Rehabilitation

- 13.d. Award Contract for the Removal and Installation of Two Rite Boilers at the Wastewater Treatment Plant, and Approve Corresponding Budget Amendment.

Recommended Action: Award contract for the removal and installation of two Rite boilers at the Wastewater Treatment Plant, and approve corresponding budget amendment.

None

14 CLOSED SESSION – CLOSED SESSION MAY BE HELD AT ANY TIME DURING THE MEETING.

- 14.a. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: City of Ukiah v. Questex, LTD, et al, Mendocino County Superior Court, Case No. SCUK- CVPT-15-66036 (Palace Hotel)

Recommended Action: Confer in Closed Session

None

- 14.b. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9(d)(1))

Name of case: Ukiah Valley Sanitation District v. City of Ukiah, Sonoma County Superior Court, Case No. SCV 256737 (UVSD)

Recommended Action: Confer in Closed Session

None

- 14.c. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: 429 South Dora St. Ukiah, CA 95482

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: City of Ukiah and Ukiah Unified School District;

Under Negotiation: Price & Terms of Payment

Recommended Action: Confer in Closed Session

None

15 ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA

requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.

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 Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

September 29, 2017

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Status Report, Discussion and Possible Action Regarding the Ukiah Valley Sanitation District's Litigation Against the City of Ukiah Related to the Operation of the Sanitary Sewer System.

DEPARTMENT: Administration

PREPARED BY: Sage Sangiacomo

ATTACHMENTS:

[Attachment 1 - UVSD Litigation Update Box Files location](#)

[Attachment 24 - Presentation given to Council 9-20-17](#)

[Attachment 25 - City Council Letter to Ukiah Valley Sanitation District](#)

Summary: Staff will provide the latest status report on the Ukiah Valley Sanitation District's Litigation against the City of Ukiah related to the operation of the sanitary sewer system.

The City of Ukiah continues to request that the District consider a change in process outside of litigation to resolve the dispute and restore a working relationship, recognizing there is simply too much at stake for the ratepayers, system operations, and the community.

Background: Chronological History of Recent Correspondence and Activity:

In September 2013, the Ukiah Valley Sanitation District (UVSD) filed a claim for damages with the City, and one month later filed its lawsuit. In its lawsuit, the District seeks damages for alleged breaches of the various agreements between the City and the District related to the operation of the sanitary sewer system, starting

RECOMMENDED ACTION: Receive status report. If desired, discuss and provide direction to Staff and/or consider any action(s) related to the matter.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved:

Sage Sangiacomo, City Manager

with the original 1955 agreement.

The lawsuit will have significant adverse financial impacts to both agencies, as well as the ratepayers and the community, and the City is seeking an alternative to litigation to resolve this dispute. Attached is the letter that was sent on September 14, 2016, by the City Council to the District Board, formally requesting that the District drop the lawsuit with terms that would allow the District to refile if agreement cannot be reached (UVSD Litigation Update Box File #1), as well as an informational piece that details the background/impacts (UVSD Litigation Update Box File #2).

On September 21, 2016, the City Council received a presentation (UVSD Litigation Update Box File #3) from staff that explained the relationship between the two agencies and provided responses to some of the most frequently asked questions about this matter to better inform the public about the consequences of the litigation. This information along with a video link to the September 21st presentation/discussion are accessible at <http://www.cityofukiah.com/projects/uvsd-vs-cou/>.

The UVSD submitted a letter dated September 20, 2016, (UVSD Litigation Update Box File #4) which inaccurately asserts that the City's request is for the District to drop the lawsuit until after the recycled water project funding is received. In fact, the City's request is for the District to dismiss its lawsuit and that the City and District devote their time, money and resources to solving the costly issues confronting the sewer system and improving their working relationship. The City's goal is to eliminate the lawsuit altogether. The City has offered to include terms that would allow the District to refile the lawsuit if the parties fail to reach agreement, but the City never suggested that the District would simply refile the lawsuit once State funding was obtained. Also, the City never suggested that dismissing the lawsuit is all that would be necessary to obtain State funding. In addition to dismissal of the lawsuit, there would have to be an agreement between the City and the District regarding the recycled water project that would satisfy the State Water Resources Control Board.

At the conclusion of the September 21st discussion, the Council directed the City Manager to contact the UVSD District Manager to explore possible alternatives. The City Manager attempted to contact the District Manager by email, but due to a reported medical leave, Mr. McMichael was not available to provide a timely/detailed response. On October 5th, the City Attorney received an email correspondence from Duncan James (Attorney representing the District) responding to the City Manager's email to Mr. McMichael. Mr. James indicated in the email that the District had accepted the City's request to meet and formed a committee consisting of Frank McMichael, District Manager; Jim Ronco, Board Chair; Bob Page, Board Member; and legal counsel. The City Manager issued a supplemental memo to the City Council for the October 5th City Council meeting regarding this email exchange and included a recommendation to Council for the formation of a City Council ad hoc committee to meet with the District (UVSD Litigation Update Box File #5). At the City Council meeting, Mr. Doug Losak with the Law Offices of Duncan James delivered and read aloud a letter containing some additional allegations, but in the end, agreed to meet with the City. The City Council formed an ad hoc committee consisting of Councilmembers Crane and Doble. The City immediately made efforts to schedule the first meeting between the District's committee and the City's ad hoc.

At the October 19, 2016, meeting, the City Council discussed the latest correspondence from the District including the District's request to hold the ad hoc meetings in private and require the City to consent to a confidentiality agreement. The City Manager provided the Council with the correspondence to date from the District regarding the confidentiality condition (UVSD Litigation Update Box File #6) for consideration. At the time of the meeting, the District had not provided a draft of the proposed confidentiality agreement. By consensus, the City Council continued to object to private meetings that do not provide the public with the opportunity to be informed. However, the City Council did direct the ad hoc to meet with the District's ad hoc to discuss the process for such meetings and report back to the City Council at its regular meeting on November 2, 2016.

Prior to the ad hoc meeting, the City Attorney received a letter from Duncan James' Office regarding the District's request for a confidentiality agreement for the ad hoc meetings along with a draft of the agreement

(UVSD Litigation Update Box File #7). The City Attorney issued a response (UVSD Litigation Update Box File #8) indicating that such agreement would need to be discussed at the first joint ad hoc meeting and ultimately considered by the City Council.

In addition, the City Council received correspondence from the District Manager related to the recycled water project dated October 21st (UVSD Litigation Update Box File #9). Most of the questions referenced in the letter had already been either answered or provided to the District. Nonetheless, City staff welcomed the dialogue and discussion in a sincere effort to move this critical project forward. Staff provided a response to the District Manager on October 27, 2016 (UVSD Litigation Update Box File #10).

On October 28, 2016, the City's ad hoc met with the District's ad hoc. At the meeting, the District presented the City with a take-it-or-leave-it condition imposing confidentiality on the ad hoc discussions.

On November 2nd and 4th, the City Council considered the District's confidentiality condition on the ad hoc discussions and approved a letter (UVSD Litigation Update Box File #11) that confirmed agreement to the condition if the District Board would agree to either stay further proceedings in the lawsuit or dismiss the lawsuit without prejudice. The City's proposal, if accepted, would halt the costly litigation fees currently being incurred by both agencies, but would not preclude the District from terminating the stay or refiling the lawsuit if the District wasn't satisfied with the discussions/negotiations. The District issued a response to the City's proposal on November 8, 2016 (UVSD Litigation Update Box File #12) that continues to impose a confidentiality condition on the joint ad hoc meetings. The District further stated "the lawsuit needs to otherwise remain in motion" except to provide a limitation on any discovery requests for a period of 4 weeks.

It's important to note that the District's legal team has predominately utilized the Public Information Act (PRA) rather than formal discovery to obtain information. Because the City of Ukiah is a public agency, the District's attorneys have used the PRA process to obtain information, which does not require the District to justify its requests by showing how they are relevant to the issues in the case. In a typical lawsuit, the discovery process is used to obtain documents and is overseen and controlled by the court to prevent burdensome or oppressive requests. The City continues to expense a tremendous amount of staff resources responding to the District's PRA requests for information dating back to 1955. To date, the District has submitted over 41 requests (with multiple parts) under the PRA process. The City has diligently been responding to the requests for the past 12 months. Suspension of the formal discovery process will not prevent the continued practice by the District nor will it limit the escalating litigation expenses during this proposed period.

With regard to the recycled water project, the City received additional correspondence from the District Manager indicating the need for more information (UVSD Litigation Update Box File #13). However, the correspondence did not identify any specific questions or information that had not otherwise been provided. The City Manager issued a response on November 15th (UVSD Litigation Update Box File #14) and included a BOX link to all relevant information on the recycled water project (<https://cityofukiah.box.com/v/uvsdpointsofinterest>). Most, if not all, of the information and/or documents have already been provided to the District. Furthermore, the City Manager requested a determination from the District regarding its position on the project and offered to provide any other information and/or presentations that would be necessary for a determination.

On November 16th, the City Council instructed the City Attorney to contact the lawyers for the Ukiah Valley Sanitation District to work out the details for mediating the outstanding disputes including selecting a mediator. Furthermore, and as a first step in the mediation, the City Council requested the District to provide a detailed written response and any counter proposals to the City's written proposal that was submitted to the District in March 2014, during the original mediation between the City and the District. On November 17th, the City Attorney sent correspondence to the UVSD's lawyer to initiate mediation as directed (UVSD Litigation Update Box File #15). As of the publication of the report for the December 7th City Council meeting, the District had not responded.

Additional correspondence between the City and District had also been exchanged related to the recycled water project (UVSD Litigation Update Box File #16 & #17). Despite continued attempts to engage and provide the District with information, the District had yet to conclude that the recycled water project is the superior alternative of disposing treated wastewater. In an effort to bring this item to a conclusion, the City Manager proposed in a December 1st correspondence to the District Manager a joint meeting between the City Council and the District Board to discuss and resolve any remaining questions/issues related to the project. As of the publication of the report for the December 7th City Council meeting, the District had not responded.

Related to the Fiscal Year 16/17 Budget, the District has not yet identified the District's timeline for their previously identified budget review process that reportedly extends through various staff, committee and District Board stages before a final joint meeting with the City can be scheduled. The previously approved continuing resolution for the budget was scheduled to expire on December 31, 2016. The City had made inquiries as to the District's progress and anticipated review timeline (UVSD Litigation Update Box File #18). Staff recognized some level of District review was underway given recent engagement (since November 11th) on the budget, but the District Manager had not provided a timeline for completion of their review and/or indicated readiness for a joint budget meeting. As of the publication of the report for the December 7th City Council meeting, the District had not responded.

At the December 7th City Council meeting, the Council adopted a resolution to secure funding for the construction of the recycled water system using water revenues as an alternate to the City's wastewater revenues. While this was a less desirable option for securing project funding, it was considered a better alternative to losing the project funds altogether. The Ukiah Valley Sanitation District's lawsuit remains the only impediment to securing project funding with the wastewater revenues, given the City must be able to demonstrate to the State an unconstrained revenue source to guarantee repayment of the loan funds. City staff reported that they were vetting the details of the water revenue alternative with the State Water Resources Control Board. The UVSD continued to be unresponsive to the City Manager's proposal for a joint meeting between the City Council and the District Board to discuss and resolve any remaining questions/issues related to the recycled water project.

Related to the Fiscal Year 16/17 Budget, the City Council and the District Board approved a continuing budget resolution at their respective meetings on December 7th and December 27th. The City's continuing resolution was set to expire on January 18, 2017, unless otherwise extended. The City requested a joint meeting with the District Board prior to the expiration of the resolution. While the District had taken action to extend the continuing resolution beyond December 31, 2016, it had yet to identify a timeline for the completion of its budget review or response to the City's request for a joint meeting.

At the January 4, 2017, City Council meeting, the City Manager and staff reported that terms for mediation continue to be discussed and the District had not responded to the City's requests for a joint meeting on the Fiscal Year 16/17 budget or the recycled water project. It was further reported that the City received a notice from the District Chair related to communication in the absence of the District Manager due to an extended medical leave (UVSD Litigation Update Box File #19).

At the January 18, 2017, City Council meeting, the City Manager and staff reported that terms for mediation continue to be discussed and the District had not responded to the City's continued requests for a joint meeting on the Fiscal Year 16/17 budget or the recycled water project.

Development of the City's wastewater operating budget is a joint process between the City and the Ukiah Valley Sanitation District (UVSD). The process had been delayed significantly despite efforts by the City to move it forward expeditiously. In the interim, the City had been operating its wastewater enterprise on a continuing resolution, carrying forward the adopted appropriations from Fiscal Year 2015-16. At its meeting of December 7, 2016, the City Council determined that continuing to do so impeded its ability to effectively, efficiently, and responsibly provide wastewater services to the citizens of Ukiah and the UVSD and voted to move the budget

process forward with its consideration and potential adoption at its regularly scheduled meeting on January 18, 2017. The City notified UVSD of its intentions and again called on it to schedule a meeting with the City Council to complete the budget review process. As of the January 18th City Council meeting, the UVSD continued to be unresponsive to the requests to meet. As such, the City Council unilaterally considered and approved the FY 16-17 Wastewater Budget (UVSD Litigation Update Box File #20).

At the February 1, 2017, City Council meeting, the City Manager and staff reported that terms for mediation continue to be discussed with a location and mediator agreed to, but a date not finalized. Furthermore, the District had not responded to the City's continued requests for a joint meeting on the Fiscal Year 16/17 budget or the recycled water project.

At the February 15, 2017, City Council meeting, the City Attorney reported that a date (May 11th) had been finalized for the first session of mediation. In addition, the City had accepted the District's conditions that the mediation be subject to a confidentiality agreement in addition to the Evidence Code mediation privilege and to conduct the mediation in Santa Rosa using a mediator from the Judicial Arbitration and Mediation Service (JAMS). The City Manager also reported the District had not responded to the City's continued requests for a joint meeting on the Fiscal Year 16/17 budget or the recycled water project.

At the March 1, 2017, City Council Meeting, the City Manager reported that the District remains nonresponsive to the requests for a joint meeting on the Fiscal Year 16/17 budget and recycled water project.

At the March 15, 2017, City Council Meeting, the City Manager reported the District continues to remain nonresponsive to the City's requests for a joint meeting on the Fiscal Year 16/17 budget and recycled water project. The City Manager also reported that District Manager McMichael had responded to the City's request for a staff meeting to prepare the bid package to rebid the installation of the barscreen at the Wastewater Treatment Plant as previously directed by the City Council and District Board. The barscreen meeting took place on the morning of March 15th.

At the April 5, 2017, City Council Meeting, the City Manager reported that the District continues to remain nonresponsive to the City's requests for a joint meeting on the Fiscal Year 16/17 budget and recycled water project. At the District's March 16, 2017 Board meeting, the City Manager reiterated the City's request for the joint meeting during public comment on non-agenda items. In addition, the City continues to be available and responsive to budget and billing inquiries from Mr. Dickerson and public information requests from the District's legal counsel, although none have been received in the past two weeks.

At the April 19, 2017, City Council Meeting, the City Manager reported that the District continues to remain nonresponsive to the City's requests for a joint meeting on the Fiscal Year 16/17 budget and recycled water project. In addition, the City has provided the District with a timeline for the City's proposed FY 17-18 Budget process and has sought input on how/when the District would prefer to coordinate the development and joint review of next year's FY 17-18 wastewater budget (UVSD Litigation Update Box File #21).

At the May 3, 2017, City Council Meeting, the City Manager reported that the UVSD continues to be nonresponsive to the City's ongoing requests for a joint meeting on the FY 16-17 Budget and recycled water project. In addition, the District has been nonresponsive to the City's request to engage in the development and joint review of the FY 17-18 wastewater budget. Furthermore, it was reported that the District was unwilling to provide details related to the maintenance of customer billing accounts as demonstrated by the District's refusal to share refund calculations and methodology related to a sizable refund reportedly authorized by the District at their January 19, 2017, board meeting. Given the District's uncooperative approach regarding account information through customary administrative communication, the City was forced to seek the information through a Public Records Act (PRA) request. Since the May 3rd meeting, the District has provided a response to the PRA request which is currently being reviewed by City staff.

At the May 17, 2017, City Council Meeting, the City Manager reported that mediation regarding the litigation

resumed on May 11, 2017, and continues with the efforts remaining confidential due to the rules established for the meetings. In addition, the District remains nonresponsive to the City's ongoing request for a joint meeting on the FY 16-17 budget and recycled water project. The District also continues to be nonresponsive to the City's numerous requests for engagement in the development and joint review of the FY 17-18 wastewater budget. Correspondence has been sent to the District detailing the budget development schedule and budget related items on the City Council's agenda, inclusive of the following dates:

- March 13-17: Budget Training in Munis
- March 20-31: First-round budget meetings
- March 31: Deadline for personnel requests for budget
- Friday April 7: Budget entry due. Budget will be locked to departments to allow for further processing and analysis by Finance
- April 17-28: Second-round budget meetings
- Wednesday, May 17: Budget 101 with Council
- May 19: Comment period on budget document closes
- June 7: First budget hearing and workshop with Council
- June 14: Final budget hearing with Council and adoption (tentative)

At the June 7, 2017, City Council Meeting, the City Manager reported the District continues to be nonresponsive to the City's request for a joint meeting regarding the current year budget, the recycled water project and the development of next fiscal year's budget. The City Attorney also reported that the mediation process is ongoing.

At the June 21, 2017, City Council Meeting, the City Manager again reported that the District continues to be unresponsive to the City's request for a joint meeting regarding the current year budget, the recycled water project and the development of next fiscal year's budget. In addition, Director White has sent correspondence to the District regarding the need for joint approval of the barscreen installation bid, given the \$100,000 Participation Agreement threshold for capital items. The City Council considered and approved the item at the June 21st meeting, but the District will need to approve the project if it is to proceed.

At the July 5, 2017, City Council meeting, the City Manager again reported that the District continues to be unresponsive to the City's request for a joint meeting regarding the current year budget, the recycled water project and the development of next fiscal year's budget. Given the continued lack of response from the District, the City Council, at its meeting of June 21, 2017, approved the Fiscal Year 17-18 budget inclusive of the budget for wastewater. The City continues to seek cooperation from the District, but delaying approval of the budget impedes the City's ability to effectively, efficiently, and responsibly provide wastewater services to the citizens of Ukiah and the UVSD.

In addition, the District had not yet considered the barscreen installation bid which requires joint approval. Director White has sent correspondence to the District regarding the need for joint approval of the barscreen installation bid, given the \$100,000 Participation Agreement threshold for capital items. The City Council considered and approved the item at the June 21st meeting, but the District will need to approve the project if it is to proceed.

The City Manager also reported the second mediation date is scheduled for July 14, 2017.

Furthermore, UVSD Director Marshall has contacted the City requesting a tour be scheduled for the District's new interim manager. The City is responding to coordinate the request.

At the July 19, 2017, City Council meeting, the City Manager again reported that the District continues to be unresponsive to the City's request for a joint meeting regarding the Fiscal Year 16-17 budget, 17-18 budget, and the recycled water project. In addition, a tour of the Wastewater Treatment Plant was given to the new District Manager and UVSD Board Member Marshall. Mediation meetings continue, but no public reports are available.

The candidate filing period for 3 of the 5 District Board seats for the November 7th Election is open from July 17 - August 11.

At the August 2nd, 2017, City Council meeting, the City Manager again reported that the District continues to be unresponsive to the City's request for a joint meeting regarding the Fiscal Year 16-17 budget, 17-18 budget, and the recycled water project. City representatives attended the UVSD Board Meeting on July 20, 2017, and again requested cooperation from the District.

Regarding the barscreen rebid, the City Manager reported: On June 21st, the City Council approved the award of contract to Fort Bragg Electric for the installation of a barscreen at the Wastewater Treatment Plant. The award was contingent upon the District taking corresponding action of which they were informed. Due to an extended delay and no response from the UVSD, the City requested an extension of the expiring bid from the contractor to afford the District additional time to take action. The District approved the contract at its July 20, 2017, Board Meeting and the project will proceed.

Regarding the litigation Impact, the City Manager reported: Staff completed an updated estimate of legal related expenses associated with the Ukiah Valley Sanitation District. Estimates demonstrated that the Ukiah Valley Sanitation District is closing in on \$4 million dollars of legal related expenses with over \$3.3 million directly paid to the Law Offices of Duncan James (UVSD Litigation Update Box File #22). In defense of the District's legal actions, the City has expended approximately \$814,000. On a cost per account base evaluation, this equates to \$1,225.55 per District customer account and \$207.39 per City customer account.

At the August 16, 2017, City Council meeting, the City Manager again reported that the District continues to be unresponsive to the City's request for a joint meeting regarding the Fiscal Year 16-17 budget, 17-18 budget, and the recycled water project. However, discussions related to mediation continue. Furthermore, City representatives continue to attend the UVSD Board Meetings in an effort to seek an improved working relationship.

At the September 6, 2017, City Council meeting, the City Manager again reported that the District continues to be unresponsive to the City's request for a joint meeting regarding the Fiscal Year 16-17 budget, 17-18 budget, and the recycled water project. With regard to mediation, representatives of the City of Ukiah and the Ukiah Valley Sanitation District continue to have meetings, but because of the confidential nature of mediations, the parties cannot reveal any further information. On the administrative front, the City Manager and Joe Tait, the new District Manager had a meeting on August 24, 2017. While the meeting was an initial meet and greet, both Mr. Tait and the City Manager expressed a desire to improve the working relationship between the two agencies. Earlier in the week, Mr. Tait also met with engineering staff to review operational processes and procedures.

During this reporting period, the City responded to the District's request for a draw on available, unencumbered District funds held by the City in the amount of \$4,544,482. Pursuant to the Participation Agreement, as amended and the Financing Agreement between the City of Ukiah and the Ukiah Valley Sanitation District, the City issued a check on August 30, 2017, per the District's final instructions received on that same day.

At the September 20, 2017, City Council meeting, the City Manager again reported that the District continues to be unresponsive to the City's request for a joint meeting regarding the Fiscal Year 16-17 budget, 17-18 budget, and the recycled water project.

During the previous reporting period, the City responded to the District's request for a draw on available, unencumbered District funds held by the City in the amount of \$4,544,482. Pursuant to the Participation Agreement, as amended and the Financing Agreement between the City of Ukiah and the Ukiah Valley Sanitation District, the City issued a check on August 30, 2017, per the District's final instructions received on that same day.

Over the course of the two weeks leading up to the City Council meeting on September 20th, the District made a number of false claims related to their draw on District funds in an effort to justify their continued legal action against the City. The press release that fully describes this issue is included in the Litigation Files as UVSD Litigation Update Box File #23.

Mediation continues, but the litigation activities are escalating as the March 2018 trial date nears. The high cost of litigation could be avoided if the District were to agree to focus on mediation efforts and put a hold on the trial. The City's Director of Finance gave an updated presentation on the impacts of the District's litigation (Attachment #24).

The City Council had previously requested the District put a hold on litigation activities over a year ago and the District opposed the request. The City Council issued a new request on September 21, 2017 (Attachment #25) in hopes the parties could agree to focus efforts on resolution and stay the litigation activities in an effort to avoid the high costs a trial.

Discussion: At the October 4, 2017, City Council meeting, Staff will provide the latest status report on issues related to the operation of the sanitary sewer system.

The City of Ukiah continues to contend that the lawsuit is unnecessary and is seeking cooperation with the District to settle the dispute outside of litigation. As of mid September 2017, The Ukiah Valley Sanitation District had spent nearly \$4,126,971 in legal fees, with \$3,426,487 paid directly to the Law Offices of Duncan James. On a cost-per-utility customer account evaluation, this equates to \$1,288 per District customer account. The City presentation from September 20th on the impacts is included as Attachment #24 for reference.

Legal representatives of the City of Ukiah and the Ukiah Valley Sanitation District continue to have discussions associated with the mediation process. Despite these meetings, litigation activities continue and are quickly escalating as a trial date nears. The mounting legal expenses could be avoided if the District were to agree to focus on mediation efforts and put a hold on the litigation. The City had previously made this request and issued a new request following the conclusion of the last City Council meeting (Attachment #25). To date, the District has not responded directly to the most recent request to put the litigation on hold.

Budgets and Recycled Water Project: The City of Ukiah continues to seek cooperation from the UVSD to jointly approve budgets and review the recycled water project. The District remains unresponsive to the City's request to meet on these matters.

The District continues to utilize a paid media consultant and paid ads in the Ukiah Daily Journal and social media to justify their continued legal action against the City. The ads contain false, partial and manipulated information.

The Council may elect to discuss the matter further and, if desired, provide direction to Staff and/or consider any related action(s). As part of this agenda item, the Council does not intend to consult with legal counsel regarding the litigation itself and does not intend to waive evidentiary privileges for attorney-client communication or attorney work product.

UVSD Litigation Update Box Files located at:

<https://cityofukiah.box.com/v/UVSDlitigationUpdates>



CITY/UVSD LAWSUIT

UPDATE

SEPTEMBER 20, 2017

2 TOPICS

1. General update
2. FY 2017-18 joint budget process recap
3. Lawsuit expenditure update
4. District reserve draw requests summary
5. Concerns
6. Questions moving forward

3

GENERAL UPDATE

4

GENERAL UPDATE

- Mediation is technically ongoing
 - No future meetings currently scheduled
- District continues to spend exorbitant amounts of its reserve on legal every month
- Depositions are scheduled
- Trial date set for March 2018
- City continues to implore District to drop (or at least pause) lawsuit to allow for meaningful, productive discussions to occur
- District proposes to use *reserves* to pay District customers \$100 per account

BUDGET PROCESS RECAP

Joint Process Between City and UVSD

6

BUDGET ACTIVITIES

- February, 2017 City Invited UVSD to attend Budget Kick-off
- March 15, 2017 City requested feedback UVSD
- March 16, 2017 City requested feedback to budget schedule
- May 2, 2017 City requested feedback and participation
- May 18, 2017 City requested review of Draft
- July 20, 2017 UVSD directed General Manager to engage on future budget processes
- No UVSD response to any request of directive
- No UVSD budget

EXPENDITURE UPDATE

City/UVSD Lawsuit-related Expenditures

8 LEGAL COST TOTAL

AS OF SEPTEMBER 18, 2017

CITY

- \$864,283.35

UVSD*

- \$4,126,970.64
 - \$3,426,487.04 to Duncan James
 - Billed at the rate of approx. \$85K per month

*Source: Mendocino County Auditor-Controller

9 LEGAL COST COMBINED TOTAL
SEPTEMBER 18, 2017

\$4,991,253.99

10 COST PER CITY ACCOUNT

\$220.31

II COST PER DISTRICT ACCOUNT

\$1,288.07

***\$1,069.44 to the Law Offices of Duncan James**

12 SUMMARY OF GAINS AND LOSSES RELATED TO LAWSUIT AS OF SEPTEMBER 18, 2017

GAINS AND LOSSES

Element		City		District
Claims (paid) received	\$	-	\$	-
Damages (paid) received		-		-
Settlements (paid) received		-		
Legal expenses (paid) received		(864,283.35)		(4,126,970.64)
Total gain (loss)	\$	(864,283.35)	\$	(4,126,970.64)

DISTRICT DRAW SUMMARY

Request by District for its Reserves

14 DISTRICT RESERVE DRAW HISTORY FROM ACCOUNTS HELD ON DEPOSIT WITH THE CITY

DRAW SCHEDULE

Draw request:	Source	Purpose of Reserve	Amount
October 1, 2013	District reserves	District operating reserve	\$ 200,000.00
October 3, 2013	District reserves	Rate stablization (debt service)	2,871,841.49
July 3, 2014	District reserves	District operating reserve	510,950.00
May 16, 2016	District reserves	District operating reserve	1,500,000.00
August 30, 2017	District reserves		
		District operating reserve	1,923,384
		Rate stablization (debt service)	26,616
		Connection and expansion fees	917,292
		Capital improvements	1,677,189
Total			\$ 9,627,273.08

15 DISTRICT ACTIVITIES ANALYSIS

- \$9.63 million of reserves drawn from accounts held on deposit with City
- \$4.13 million spent on lawsuit
 - NO GAIN to the District
- No adopted *budget* for 2017-18
 - No budget for legal appropriations
- No *reporting* on expenditures related to lawsuit
- \$6.5 million reserves remain with District (estimated)
 - County treasury
 - Bank of America
 - Other unknown checking account(s)

16

CONCERNS

17 CONCERNS DISTRICT HAS NOT ADOPTED A BUDGET

- District is required to have an adopted spending plan for each fiscal year
 - Brown Act requires Board to take action at a public meeting only
 - Must allow for public comment and input
- District does not appear to have an adopted administrative budget for 2017-18
 - No legal appropriations
 - Over \$200K spent this year with no adopted budget, appropriation, or authorization
 - No admin appropriations, including
 - \$185K contract for general manager

18 CONCERNS (CONT)

DISTRICT DOES NOT REPORT EXPENDITURES

- District Board should approve all disbursements
 - Should be included on agenda
 - Should allow for public scrutiny, comments, and questions
- District is required to complete annual audits
 - Has not done so since 2008
 - City has completed annual audits every year without exception

19 CONCERNS (CONT)

DISTRICT DOES NOT REPORT EXPENDITURES (CONT)

- Options to consider:
 - Request District Board to conduct its financial affairs in an open, transparent manner with all spending decisions and disbursements, including for all litigation and other legal services, reported to and approved by the Board at properly noticed meetings.
 - Seek review of District financial practices by appropriate enforcement agencies

20 CONCERNS (CONT) PAYMENT TO DISTRICT CUSTOMERS

- District is considering payment to customers up to \$100 per account from remaining reserves
 - No new funds have flowed into the District

21 CONCERNS (CONT)

LEGAL COSTS CONTINUE TO RISE

- Total legal costs incurred by both agencies could exceed \$10 million
- UVSD has shown no sign of slowing down spending, despite being in mediation
- UVSD legal costs may be more difficult to track:
 - District does not willingly report
 - Recent draw request of \$4.5 million was deposited to an undisclosed account

22

MOVING FORWARD

23 MOVING FORWARD

- City continues to request a change in process
 - Litigation is too destructive and expensive
- City strongly desires to rebuild a productive, positive working relationship with District
- City and District must work together to protect rate payers
 - There is too much at stake for our community
- It's time to move forward

24

QUESTIONS AND COMMENTS



September 21, 2017

Chairman Ronco and Board Members
Board of Directors
Ukiah Valley Sanitation District
151 Laws Ave.
Ukiah, CA 95482

SENT BY EMAIL AND REGULAR U.S. MAIL

Re: UVSD v. City of Ukiah

Dear Chairman Ronco and Board Members:

This letter follows-up on the letter the City Council sent the District Board on September 14, 2016, in which the City Council proposed that the District dismiss its lawsuit on terms that would allow the District to refile it in the future, without prejudice, if the parties fail to reach agreement. At that time, the City Council noted that the District's lawsuit was costing a fortune in legal fees and other litigation expenses and was having other adverse financial impacts on both parties, including preventing the City from refinancing \$75 Million in wastewater treatment plant bonds at a lower interest rate and a savings of millions of dollars for City and District ratepayers. The City Council suggested that the City and District would be better served by devoting their time, money and resources to solving the costly issues confronting the sewer system and improving their working relationship. Since that letter was written, the parties have continued to litigate the lawsuit at enormous additional cost to the District and the City, while attempting so far unsuccessfully to mediate its resolution.

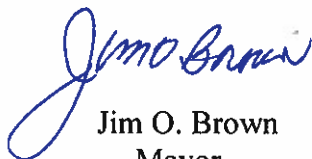
As the District knows, a trial date has been set for March 28, 2018. This necessitates the immediate scheduling of many time consuming, expensive and disruptive depositions. To meet its deadline for filing dispositive motions in early December, the City has been compelled to notice 13 depositions. The District has noticed two and has told the court that it intends to notice at least 14 more. The terms of any potential settlement are complex and technical and will take considerable time and expertise to work through to final agreement. There simply is not enough time and money to both prepare this case for dispositive motions and trial and complete complex negotiations to produce a final settlement agreement. Moreover, if the case can be settled, it makes sense to save the ratepayers the expense of additional litigation that may not be necessary.

A year ago, in our letter to the District Board, the City Council observed that the parties cannot conduct this expensive, disruptive and time-consuming litigation and at the same time work effectively to resolve their disagreements. The last year has borne out that prediction. The current posture of the case makes the focus on discussion and working together rather than on adversarial proceedings even more essential, if the ratepayers in the District and the City have any chance of receiving sewer service at a reasonable cost.

We recognize that there were conflicts in the past between City and District personalities that made it difficult to foster a productive relationship. However, that has changed. The current administration and City Council are prepared to work with the District with an open mind, a commitment to honest and transparent communication, and a desire to renew a productive long-term working relationship for the benefit of the ratepayers. Personal experiences of the past should not prevent the good that can be done by working together.

In a recent press release, the District states, "First and foremost, the District wants to settle the lawsuit through mediation, on terms that will benefit both the District and City ratepayers." The City Council agrees and, once again, requests that the District dismiss the lawsuit so that the parties focus on resolving the disputed issues without the adverse impacts of continued litigation on our community.

Very truly yours,



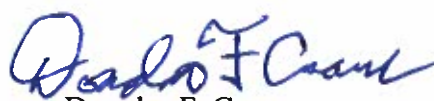
Jim O. Brown
Mayor



Kevin Doble,
Vice Mayor



Maureen Mulheren
Councilmember



Douglas F. Crane
Councilmember



Stephen G. Scalmanini
Councilmember

cc: Ukiah City Council
UVSD Board
City Manager
District General Manager
District Counsel
City Attorney



AGENDA SUMMARY REPORT

SUBJECT: Approval of Minutes for the September 20, 2017 - Regular Meeting.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - Draft Minutes of September 20, 2017](#)

Summary: Council will consider approving the minutes of September 20, 2017.

Background: N/A

Discussion: N/A

RECOMMENDED ACTION: Approve Minutes of September 20, 2017, as submitted.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Kristine Lawler, City Clerk

Approved: _____


Sage Sangiacomo, City Manager

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
September 20, 2017
6:00 p.m.**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Regular Meeting on September 20, 2017, having been legally noticed on September 15, 2017. Mayor Brown called the meeting to order at 6:00 p.m. Roll was taken with the following **Councilmembers Present:** Stephen G. Scalmanini, Douglas F. Crane, Maureen Mulheren, and Jim O. Brown. **Councilmember Absent:** Kevin Doble **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR BROWN PRESIDING.

The Pledge of Allegiance was led by Councilmember Crane.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

a. Status Report, Discussion and Possible Action Regarding the Ukiah Valley Sanitation District's Litigation Against the City of Ukiah Related to the Operation of the Sanitary Sewer System - Administration.

Presenters: Sage Sangiacomo, City Manager, Dan Buffalo, Finance Director, and Sean White, Water Resources Director.

Public Comment: Don Crawford.

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

a. Regular Minutes of September 6, 2017.

Motion/Second: Crane/Mulheren to approve Minutes of September 6, 2017, as submitted. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, and Brown. NOES: None. ABSENT: Doble. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

a. Report of Disbursements for the Month of August 2017 - *Finance*.

b. Authorize the Director of Public Works / City Engineer to Remit Payment in the Amount of \$33,000 to the State Water Resources Control Board for the Administrative Civil Liability Complaint #2017-0030 for the Wastewater Treatment Plant – *Public Works*.

- c. Adoption of Resolution (2017-44) Authorizing Investment of Monies in the Local Agency Investment Fund - *Finance*.
- d. Notification of Agency Shop Provision for Inclusion in the Administrative and Maintenance Unit Memorandum of Understanding (Reso 2015-48) – *Human Resources*.
- e. Adoption of Resolution (2017-45) and Associate Membership Agreement (COU No. 1718-119) Authorizing the City of Ukiah to Participate in the Figtree Property Assessed Clean Energy (PACE) Program – *Economic Development*.
- f. Approval of Acquisition of Professional Services (COU No. 1718-120) from Pacific EcoRisk in the Amount of \$24,112 for Annual Wastewater Testing Services for the Wastewater Treatment Plant – *Water Resources*.
- g. Approval of Acquisition of Professional Services (COU No. 1718-121) from Alpha Laboratories in the Amount of \$22,782 for Annual Wastewater Testing Services at the Wastewater Treatment Plant – *Water Resources*.
- h. Notification to City Council of the Purchase (PO No. 44992) of Power Quality and Monitoring Equipment to Power Monitors, Inc. for the Electricity Utility Department (EUD) in the Total Amount of \$23,651.21 – *Electric Utility*.
- i. Report of Acquisition of Professional Services (COU No. 1718-122) from Alpha Analytical Laboratories, Inc. in the Amount of \$13,786.40 for Quarterly Water Sampling and Completion of Chemical Examination Reports for the Ukiah Landfill – *Public Works*.

Motion/Second: Crane/Mulheren to approve to Approve Consent Calendar Items 7a-i, as submitted. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, and Brown. NOES: None. ABSENT: Doble. ABSTAIN: None.

8. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

Public Comment: Tom Fletcher, Edward Hanes, and Lee Howard.

9. **COUNCIL REPORTS**

Presenter: Councilmember Scalmanini.

10. **CITY MANAGER/CITY CLERK REPORTS**

Presenters: Sage Sangiacomo, City Manager, Shannon Riley, Deputy City Manager, and Mel Grandi, Electric Utility Director.

11. **PUBLIC HEARINGS 6:15 PM)**

12. **UNFINISHED BUSINESS**

- a. **Receive Report Regarding One-time Review of Ordinance for Development and Operating Standards for Community Gardens, Live Entertainment, Outdoor Dining, Sidewalk Cafes, and Specialty Food and Beverage Sales with Tasting**

Presenters: Craig Schlatter, Community Development Director and Kevin Thompson, Planning Manager.

Motion/Second: Crane/Mulheren to receive the report and direct staff to bring back the item in one year. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, and Brown. NOES: None. ABSENT: Doble. ABSTAIN: None.

b. Waive Minor Bid Irregularity and Award Contract for Slurry Seal of Local Streets and Airport Service Roads, Specification No. 17-10, to California Pavement Maintenance Company, Inc. in the Amount of \$136,098.40.

Presenter: Tim Eriksen, Public Works Director / City Engineer.

Motion/Second: Crane/Mulheren to waive the minor bid irregularity and award the contract (COU No. 1718-123) for the Slurry Seal of Local Streets and Airport Service Roads, Specification No. 17-10, to California Pavement Maintenance Company, Inc. in the amount of \$136,098.40. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, and Brown. NOES: None. ABSENT: Doble. ABSTAIN: None.

c. Review of Local Preference Purchasing Policy.

Presenter: Mary Horger, Procurement Manager.

Motion/Second: Crane/Scalmanini to continue the policy by placing a resolution for adoption on the October 4, 2017, Consent Calendar, and bring back annually for review. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, and Brown. NOES: None. ABSENT: Doble. ABSTAIN: None.

d. Receive a Status Report and Consider Possible Action Regarding the County of Mendocino's Emergency Medical Services (EMS) Requests for Proposals for Exclusive Operating Area Services and EMS and Fire Dispatch Services.

Presenter: Kirk Thomsen, Interim Fire Chief.

Motion/Second: Crane/Mulheren to appoint Mayor Brown and Vice Mayor Doble to serve on an ad hoc for dispatch services related to fire and Emergency Medical Services (EMS). Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, and Brown. NOES: None. ABSENT: Doble. ABSTAIN: None.

RECESS: 7:50 – 8:00 P.M.

13. NEW BUSINESS

a. Award Purchase of One New Trimble S5 3" Robotic Total Survey Station with Field Accessories to California Surveying Drafting Supply (CSDS) for Public Works Engineering in the Total Amount of \$31,219.53 Including Tax and Delivery Charges and Approval of Budget Amendment.

Presenter: Tim Eriksen, Public Works Director / City Engineer.

Motion/Second: Crane/Mulheren to award the purchase of one new Trimble S5 3" Robotic Total Survey Station with field accessories to California Surveying Drafting Supply (CSDS) for Public Works Engineering in the total amount of \$31,219.53 including tax and delivery charges and approval of budget amendment. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, and Brown. NOES: None. ABSENT: Doble. ABSTAIN: None.

b. Award Contract for Talmage Road Interchange Project, Specification No. 17-07, to Ghilotti Construction Company, Inc. in the Amount of \$1,858,888 and Approval of a Budget Amendment, if Necessary.

Presenter: Tim Eriksen, Public Works Director / City Engineer.

Motion/Second: Crane/Scalmanini to award the contract (COU No. 1718-124) for the Talmage Road Interchange project, Specification No. 17-07, to Ghilotti Construction Company, Inc. the lowest responsive, responsible bidder based on bids submitted September 12, 2017, in the amount of \$1,858,888 and approval of a budget amendment, if necessary. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, and Brown. NOES: None. ABSENT: Doble. ABSTAIN: None.

c. Authorization for City Manager to Negotiate and Execute Three-Party Agreement with Special Ice for 2017-2018 Seasonal Ice Rink; Authorize Greater Ukiah Chamber of Commerce to Serve as Fiscal Agent for Rink and Authorization to Transfer Funds to the Chamber and Corresponding Budget Amendment(s) Until Sponsorship and Operations Revenue Are Collected.

Presenter: Shannon Riley, Deputy City Manager.

Motion/Second: Scalmanini/Mulheren to authorize City Manager to negotiate and execute three-party agreement (COU No. 1718-125) with Special Ice for 2017-2018 Seasonal Ice Rink; Authorize Greater Ukiah Chamber of Commerce to serve as Fiscal Agent for Rink and authorize the transfer of funds to the Chamber and corresponding budget amendment(s) until sponsorship and operations revenues are collected. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, and Brown. NOES: None. ABSENT: Doble. ABSTAIN: None.

COUNCIL ADJOURNED TO CLOSED SESSION AT 8:14 P.M.

14. CLOSED SESSION

COUNCIL RECONVENED TO OPEN SESSION AT 9:33 P.M.

Mayor Brown reported that Closed Session will be continued to tomorrow morning, September 21, 2017, at 10:30 a.m.

15. ADJOURNMENT

Meeting adjourned at 9:35 p.m. to be continued on September 21, 2017, at 10:30 a.m.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Approval of Minutes for the September 21, 2017 - Adjourned Regular Meeting.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - Draft Minutes for September 21, 2017, an Adjourned Regular Meeting](#)

Summary: Council will consider approving the minutes of September 21, 2017, an adjourned regular meeting.

Background: N/A

Discussion: N/A

RECOMMENDED ACTION: Approve Minutes of September 21, 2017, an Adjourned Regular Meeting, as submitted.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Kristine Lawler, City Clerk

Approved: _____


Sage Sangiacomo, City Manager

CITY OF UKIAH
CITY COUNCIL MINUTES
Adjourned Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
September 21, 2017
10:30 a.m.

CONTINUED CLOSED SESSION

1. ROLL CALL

The Ukiah City Council met for a Regular Adjourned Meeting - Continued Closed Session on September 21, 2017, which was legally noticed on September 15, 2017, and a subsequent Continuance Notice was posted on September 21, 2017. The meeting was reconvened at 10:35 a.m. Roll was taken with the following **Councilmembers Present:** Stephen G Scalmanini, Douglas F. Crane, Maureen Mulheren, Kevin Doble, and Jim O. Brown. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney (*Arriving at 10:38 a.m.*); Tim Eriksen, Public Works Director/City Engineer; and Kristine Lawler, City Clerk.

MAYOR BROWN PRESIDING

THE CITY COUNCIL ADJOURNED TO CONTINUED CLOSED SESSION AT 10:36 A.M.

14. CLOSED SESSION

COUNCIL RECONVENED TO OPEN SESSION AT 11:46 A.M.

Mayor Brown reported that the City Council unanimously approved sending a letter to the Ukiah Valley Sanitation District, to be delivered today, September 21, 2107.

15. ADJOURNMENT

There being no further business, meeting was adjourned at 11:47 a.m.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Adopt Resolution to Extend the Local Preference Purchasing Policy.

DEPARTMENT: Finance

PREPARED BY: Mary Horger

ATTACHMENTS:

[Attachment 1 - Resolution 2016-50](#)

[Attachment 2 - Proposed Bidding Preference Resolution](#)

Summary: The Council will consider adopting the proposed resolution to extend the automatic repeal date of the Bidding Preference for Local Businesses to October 31, 2018, subject to further action by the City Council at that time.

Background: At the September 20, 2017, Council Meeting, staff presented a report reviewing the affect of the Local Preference Purchasing Policy since it's effective date of November 1, 2016. Based on this review, Council indicated its desire to keep the policy in place and extend it for another year, at which time, the policy will be reviewed again.

Discussion: Provided for you as Attachment 1 is Resolution 2016-50 and the proposed resolution, up for consideration, and can be viewed as Attachment 2.

RECOMMENDED ACTION: Adopt resolution extending the automatic repeal date of the Bidding Preference for Local Businesses to October 31, 2018.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: David Rapport, City Attorney

Approved: _____


Sage Sangiacomo, City Manager

RESOLUTION 2016-50**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADOPTING A BIDDING PREFERENCE FOR LOCAL BUSINESSES WHEN SUBMITTING BIDS OR PRICE QUOTES FOR THE PURCHASE OF SUPPLIES, EQUIPMENT AND MATERIALS BY THE CITY****WHEREAS:****1. The City Council of the City of Ukiah finds:**

a. Local economic conditions justify directing City expenditures to local businesses by providing a modest bidding advantage to local businesses. This bidding advantage may allow these businesses to retain employees, pay higher wages and hire new employees. According to the California Employment Development Department ("EDD"), the unemployment rate in Mendocino County is currently 5.3%, while the statewide rate is 5.9%. However, according to the Final Report, Ukiah Valley Growth Prospects (March 6, 2007), 49.1% of the population are estimated to be in the labor force in Mendocino County, compared with a statewide average of 65.8%. A much higher percentage of the population in Mendocino County than in the state as a whole has dropped out of the labor market and stopped looking for work. In addition, according to the Census Bureau, the percentage of the Mendocino County population living in poverty is 18.8%. In 2014, the most recent annual statistic available from the Census Bureau, median income in Mendocino County was \$43,290 and per capita income was \$23,712. The statewide median income is \$48,434. According to the Census Bureau, California has the highest percentage of population living in poverty in the country, nearly one in four Californians. Using traditional measures of poverty, the statewide percentage of the population living in poverty is 16%. The percentage in Mendocino County is 18.8%. At the same time, housing prices in Mendocino County are significantly higher than in similar rural counties. According to Trulia, the average sales price of houses in Ukiah in May-August 2016 was \$320,000. The median sales price of a house in rural communities with similar demographics is much lower. For example, the median sale price of a house in Redding was \$206,000, in Eureka \$249,000, and in Lakeport \$159,000. 38% of Mendocino County residents rent houses or apartments. Monthly rent in recent listings for two bedroom apartments averaged \$950 and between \$1500 and \$2000 for 2-3 bedroom houses. For two people with an annual per capita income of \$43,000, the rent for a two bedroom apartment would consume almost 26.5% of their annual income. Rent for a two bedroom house would consume between 42% and 56% of their income. This does not include the cost of utilities.

b. With the decline of timber and other natural resource based industries, retail sales has increased as a major source of employment in Mendocino County. Businesses in Mendocino County incur higher shipping costs and sell in a smaller market than business in more urban settings which creates a competitive disadvantage in setting prices. A modest bidding advantage will off-set this competitive disadvantage and allow local business to compete on a more level playing field with businesses in nearby more urban markets.

2. Based on the foregoing findings, the City Council has determined that it is in the interest of the City to provide Mendocino County businesses with a modest bidding advantage as set forth below.

NOW, THEREFORE, BE IT RESOLVED:

1. Pursuant to Ukiah City Code ("UCC") Section 1522.D.4, Local Vendors shall be given an allowance of five percent (5%), up to a maximum allowance of \$2,500, on any bid for supplies, equipment and/or materials. The City shall purchase from a Local Vendor, if (1) the lowest bid or price quote is from a vendor which is not local, and (2) its bid or price quote is more than a bid or price quote from a Local Vendor, when \$2,500 or 5% of the low bid or price quote from the Local Vendor, whichever is less, is subtracted from the bid or price quote from the Local Vendor. For example, if \$100 is the lowest bid or price quote and is from a vendor

which is not local and the lowest bid from a Local Vendor is \$104, the City would purchase from the Local Vendor (LV bid = \$104. $\$104 \times .05 = \5.20 . $\$104 - \$5.20 = \$98.80 < \100 from non-LV.)

A Local Vendor is defined as one which, 1) conducts business in an office or other business premises with a physical location in Mendocino County, 2) holds a valid business license issued by Mendocino County or one of the cities in Mendocino County for that business location; and 3) has conducted business in compliance with 1) and 2) for not less than six (6) months prior to requesting the preference. The City shall receive satisfactory proof that a business qualifies as a local vendor before it may receive the local vendor preference.

The preference shall not apply or be disregarded where two or more bids or price quotes from Local Vendors are lower than any bids or price quotes from vendors who are not local. In the event that there is a tie bid, where one bidder is local and the other is not, and the bid is equal in price and quality, the award shall go to the Local Vendor.

2. Consistent with UCC Section 1522.A, the term "Local Vendor" means a business that 1) conducts business in an office or other business premises with a physical location in Mendocino County, 2) holds a valid business license issued by Mendocino County or one of the cities in Mendocino County for that business location; and 3) has conducted business in compliance with 1) and 2) for not less than six (6) months prior to requesting the preference. The City shall receive satisfactory proof that a business qualifies as a Local Vendor before it may receive the Local Vendor preference.

3. The preference shall not apply or be disregarded where two or more bids or price quotes from Local Vendors are lower than any bids or price quotes from vendors which are not local. In the event that there is a tie bid, where one bidder is local and the other is not, and the bid is equal in price and quality, the award shall go to the local bidder.

4. The Purchasing Officer is authorized to adopt additional procedures consistent with this resolution and UCC Section 1522 as necessary to incorporate this bidding advantage for Local Vendors into the City's procurement practices and to fairly resolve any disputes that arise in the course of administering this Resolution.

5. The Purchasing Officer shall report annually to the City Council on the implementation of this policy, including, but not limited to, the number of bids for supplies, equipment and materials received by the City, the number in which the bidding preference resulted in a purchase from a Local Vendor, and the increased cost to the City, if any, of providing the bidding preference to Local Vendors.

6. This resolution shall apply to the solicitation of bids or quotes for supplies, equipment and materials beginning on November 1, 2016, provided Ordinance No. ___ becomes effective on November 1, 2016, which shall be repealed effective October 31, 2017, subject to further action by the City Council.

PASSED AND ADOPTED on September 7, 2016, by the following Roll Call Vote:

AYES:	Councilmembers Crane, Mulheren, Doble, and Mayor Scalmanini
NOES:	None
ABSTAIN:	None
ABSENT:	Councilmember Brown

ATTEST:



Kristine Lawler, City Clerk


Stephen G. Scalmanini, Mayor

RESOLUTION 2017-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH EXTENDING THE BIDDING FOR ONE YEAR THE PREFERENCE FOR LOCAL BUSINESSES ENACTED BY CITY COUNCIL
RESOLUTION NO. 2016-50**

WHEREAS:

1. On September 7, 2016, pursuant to Ukiah City Code Section 1522.D.4, the City Council adopted Resolution No. 2016-50, adopting a preference for local businesses on the City's procurement of certain goods or services; and

2. The local preference adopted by Resolution 2016-50, by its terms, is to be repealed effective October 31, 2017, unless extended by City Council resolution, after conducting a review of the resolution a year after its adoption; and

3. On September 20, 2017, the City Council conducted the one-year review of the local preference; and

4. The City Council determined that the local preference adopted by Resolution No. 2016-50 should be extended for an additional year and another annual review of its impact on the City and local businesses;

NOW, THEREFORE, BE IT RESOLVED that:

1. Resolution No. 2016-50 is hereby extended for an additional period of one year to and including October 31, 2018.

2. City staff shall prepare an annual report to the City Council as provided in Section 5 of Resolution No. 2016-50.

PASSED AND ADOPTED on October 4, 2017, by the following Roll Call Vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Notification to City Council of the Purchase of a New 2018 Chevrolet Silverado 1500 Extended Cab Truck, per Specification #E36210 to Maita Chevrolet of Elk Grove, California for the Public Works Department in the Total Amount of \$27,649.26 Including Tax and Delivery Charges.

DEPARTMENT: Public Works

PREPARED BY: Jarod Thiele

ATTACHMENTS:

[Attachment 1 - Bid Tabulation](#)

Summary: Council will receive a report on the purchase of a New 2018 Chevrolet Silverado 1500 pick-up.

Background: Pursuant to the requirements of Section 1522 of the Municipal Code, staff is reporting to City Council the expenditure for the purchase of a new 2018 Chevrolet Silverado 1500 Extended Cab Truck in the amount of \$27,649.26.

Discussion: Staff requested bids from more than twenty (20) dealers of new autos with only two (2) companies responding. The bid tabulation is included at Attachment 1

The lowest bid was received from Maita Chevrolet in the amount of \$27,649.26, including tax and delivery charges. A purchase order was issued to complete the purchase.

RECOMMENDED ACTION: Receive report on the purchase of a 2018 Chevrolet Silverado 1500 Extended Cab Truck from Maita Chevrolet of Elk Grove, California in the amount of \$27,649.26.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$15,000 - FY 17-18, 82024414.80100 & \$15,000 - FY 17-18; 84024421.80100

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Tim Eriksen, Director of Public Works/City Engineer; Dave Kirch, Fleet Maintenance Supervisor; Mary Williamson, Buyer II;

Approved: _____


Sage Sangiacomo, City Manager

This vehicle will be used daily by the Water and Wastewater Operations Division for maintenance of the Wastewater Collection System and the Water Distribution System. This purchase was budgeted in the Fiscal Year 2017-2018 Capital Budget in the amount of \$30,000 in accounts #84024421 (Wastewater) and #82024414 (Water). This vehicle is a new addition to the Fleet. The vehicle that was previously used for this function was transferred to the Engineering Department and is used daily for Project Inspection and Construction Management activities

Bid Tab - E36210, Bid Opening - 8/30/2017

Description	QTY	Redwood Ford		Maita Chevrolet		
2017 or 2018 Full Size 1/2 Ton 2 WD pick-up	1	29231.00	29231.00	25477.75	25477.75	
Tire Fee	1	37.75	37.75	8.75	8.75	
Electronic Fee	1		0.00	29.00	29.00	
			29268.75		25515.50	
Plus Sales Tax @ 8.375%			2448.10		2133.76	
TOTAL			\$31,716.85		\$27,649.26	
5% Local Vendor Preference if Applicable:			1585.84			
Total when Preference Applied:			\$30,131.00			
Maita Chevrolet is winning bidder @ \$27,649.26						



AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolution Amending the 2017-18 Budget to Incorporate a Project Funded by SB 1: The Road Repair and Accountability Act and approval of corresponding budget amendment.

DEPARTMENT: Public Works

PREPARED BY: Rick Seanor

ATTACHMENTS:

[Attachment 1 - Ukiah SB 1 Project List Resolution](#)

[Attachment 2 - League of California Cities RMRA Information](#)

Summary: The City Council will consider adopting a resolution to identify a street paving project which will utilize the Senate Bill 1, Road Maintenance Rehabilitation Account funds and approve the corresponding budget amendment.

Background: With the adoption of Senate Bill 1, the Road Repair and Accountability Act of 2017 (SB 1) into law, local agencies are required to submit a list of projects using the funding amount identified as the Road Maintenance Rehabilitation Account (RMRA). For the City of Ukiah, the estimated RMRA funding amount available for Fiscal Year 2017-2018 is \$110,000. As a condition to receive RMRA funding, cities are required to select a project through a City resolution (Attachment #1) and to submit a copy of the resolution to the California Transportation Commission by no later than October 16, 2017. Further detailed information on RMRA funding can be found in Attachment #2, an excerpt from the League of California Cities bulletin on transportation

RECOMMENDED ACTION: Adopt resolution amending the 2017-18 Budget to Incorporate a Project Funded by SB 1: The Road Repair and Accountability Act and approval of corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: N/A

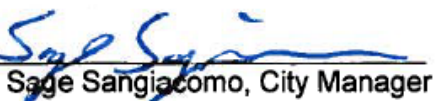
PROPOSED BUDGET AMOUNT: \$110,000 (account still being set up)(RMRA funds) + \$130,819; 10000000.41250 (Measure Y funds)

FINANCING SOURCE: RMRA revenue authorized by Senate Bill 1 and Measure Y

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager; Tim Eriksen, Director of Public Works / City Engineer

Approved: _____


Sage Sangiacomo, City Manager

funding.

Discussion: City Staff reviewed the City's Pavement Management Program and identified a list of streets for asphalt concrete (AC) overlays to be constructed in 2018. Of the streets on this list, staff identified Orchard Avenue between Gobbi Street and Marlene Street as the street section to be funded with RMRA funding. The estimated cost for a 2-inch AC overlay on this section of Orchard Avenue is \$240,819. This section was identified since its construction cost exceeds the current estimated RMRA funding amount. In the event the final RMRA amount increases, the City will still have a valid project which will be constructed with RMRA funding. Staff recommends the balance of funding for the Orchard Avenue AC overlay to be identified as Measure Y funds. The proposed RMRA project will be constructed in conjunction with a larger AC overlay project in 2018 for economy of scale. The larger AC overlay project will be discussed and considered with the City Council at an upcoming Streets Workshop. Staff recommends adoption of the attached resolution and approval of the corresponding budget amendment.

RESOLUTION NO. 2017-**RESOLUTION OF THE CITY OF UKIAH AMENDING THE 2017-18 BUDGET TO INCORPORATE A PROJECT
FUNDED BY
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City of Ukiah are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Ukiah must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, in the City of Ukiah budget, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Ukiah, will receive an estimated \$110,000 in RMRA funding in Fiscal Year 2017-18 from SB 1; and

WHEREAS, the City of Ukiah used its Pavement Management System to identify the SB 1 project to ensure revenues are being used on the most high-priority and cost-effective project that also meets the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Ukiah maintain and rehabilitate a key street this year and with similar projects to follow in the future; and

WHEREAS, the 2016 California Statewide Local Streets and Roads Needs Assessment found that the City of Ukiah's streets and roads are in a "poor" condition and this revenue along with Measure "Y" street maintenance sales tax revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "fair" condition; and

WHEREAS, cities and counties own and operate more than 81 percent of streets and roads in California, and from the moment we open our front door to drive to work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network; and

WHEREAS, modernizing the local street and road system provides well-paying construction jobs and boosts local economies; and

WHEREAS, the local street and road system is also critical for farm to market needs, interconnectivity, multimodal needs, and commerce; and

WHEREAS, police, fire, and emergency medical services all need safe reliable roads to react quickly to emergency calls and a few minutes of delay can be a matter of life and death; and

WHEREAS, maintaining and preserving the local street and road system in good condition will reduce drive times and traffic congestion, improve bicycle safety, and make the pedestrian experience safer and more appealing, which leads to reduce vehicle emissions helping the State achieve its air quality and greenhouse gas emissions reductions goals; and

WHEREAS, restoring roads before they fail also reduces construction time which results in less air pollution from heavy equipment and less water pollution from site run-off.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Ukiah, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The Streets Fund budget for fiscal year 2017-18 is amended to incorporate the following project planned to be funded with Road Maintenance and Rehabilitation Account revenues:

Description: AC overlay; Location: South Orchard Avenue from Gobbi Street to Marlene Street;
Estimated Useful Life: 20 years; Anticipated Year of Construction: 2018

3. The Streets Fund budget for fiscal year 2017-18 is amended to include RMRA funding as follows:

RMRA funding in the estimated amount of \$110,000

PASSED AND ADOPTED this 4th day of October, 2017, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, City Clerk

(b) The research and planning for exclusive public mass transit guideways (and their related fixed facilities), the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.

(c) The construction and improvement of exclusive public mass transit guideways (and their related fixed facilities), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, the administrative costs necessarily incurred in the foregoing purposes, and the maintenance of the structures and the immediate right-of-way for the public mass transit guideways.

(d) The payment of principal and interest on voter-approved bonds issued for the purposes specified above.

Road Maintenance and Rehabilitation Account (RMRA)

Revenue Allocations – Streets & Highways Code Sec 2031 “RMRA”

The Road Repair and Accountability Act of 2017 (SB1 Beall) is a significant new investment in California’s transportation systems of about \$5.2 billion per year. The Act increases per gallon fuel excise taxes, diesel fuel sales taxes and vehicle registration taxes, stabilizes the problematic price-based fuel tax rates and provides for inflationary adjustments to rates in future years. The Act will more than double local streets and road funds allocated through the Highway Users Tax Account, allocating funds from new taxes through a new “Road Maintenance and Rehabilitation Account (RMRA).

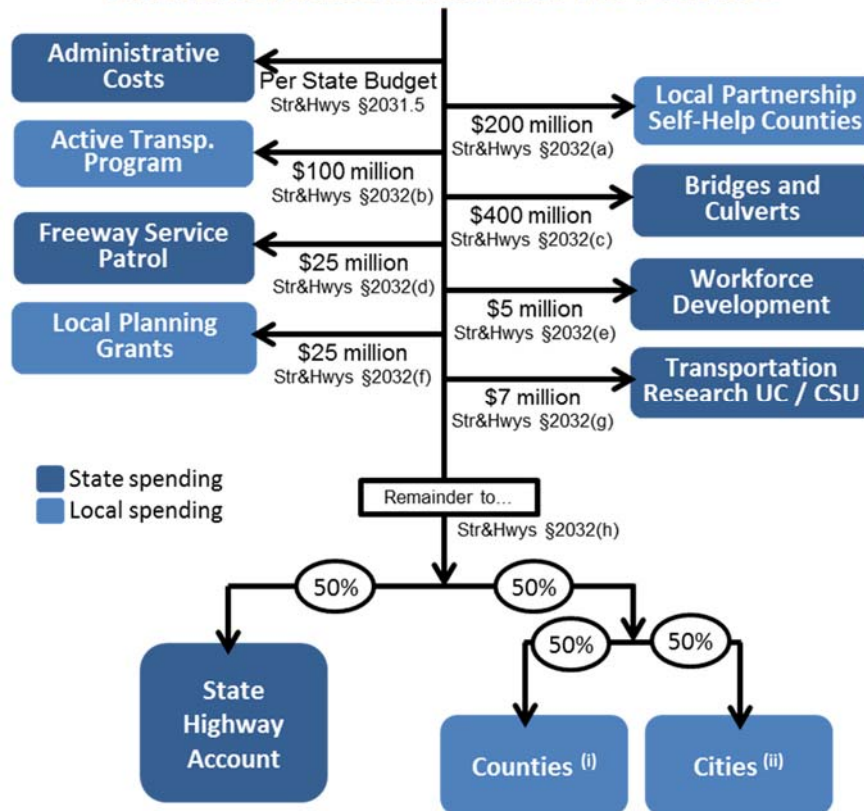
The RMRA receives funds⁴ from the following new taxes imposed under the Road Repair and Accountability Act of 2017:

- A 12 cent per gallon increase to the gasoline excise tax effective November 1, 2017.
- A 20 cent per gallon increase to the diesel fuel excise tax effective November 1, 2017, half of which will be allocated to Trade Corridors Enhancement Account (TCEA) with the remaining half to the RMRA.
- A new vehicle registration tax called the “transportation improvement fee,” effective January 1, 2018, based on the market value of the vehicle.
- An additional new \$100 vehicle registration tax on zero emission vehicles model year 2020 and later effective July 1, 2020.
- Annual rate increases to these taxes beginning July 1, 2020 (July 1, 2021 for the ZEV fee), and every July 1 thereafter for the change in the California Consumer Price Index. The first adjustment to be made on July 1, 2020 will cover CPI change for two years: November 1, 2017 through November 12, 2019.

Transportation Improvement Fee	
(Vehicle Registration Tax)	
SB1 (2017) Rev&Tax §11050	
Vehicle Value	Fee
Under \$5,000.....	\$25
\$5,000-\$24,999.....	\$50
\$25,000-\$34,999.....	\$100
\$35,000-\$59,999.....	\$150
\$60,000 and over.....	\$175

⁴ In addition, funds from a 4 percent increase in the diesel sales tax to 5.75 percent from the prior 1.75 percent effective November 1, 2017 are allocated to the Public Transportation Account.

Allocation of Road Maintenance and Rehabilitation Account Revenues



(i) County apportionments are based on numbers of registered vehicles and county road mileage.
(ii) City apportionments are based on population.

Use of Funds: RMRA [Streets and Highways Code Section 2030]

The use of RMRA local streets and roads funds is similar but, not identical, to HUTA use rules. Pursuant to Streets and Highways Code Section 2030, RMRA local streets and roads allocations must be used for projects “that include, but are not limited to,” the following

- Road maintenance and rehabilitation
- Safety projects
- Railroad grade separations
- Traffic control devices
- Complete street components, “including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and storm-water capture projects in conjunction with any other allowable project.”

RMRA funds may also be used to satisfy a match requirement in order to obtain state or federal funds for eligible projects.

SB1 also contains non-obligatory intent language regarding the use of funds. “To the extent possible and cost effective,” cities and counties are to use a use:

- advanced recycling techniques that reduce greenhouse gas emissions;
- automotive technologies, ZEV fueling, infrastructure-to-vehicle;
- communications autonomous vehicle systems;
- resiliency re climate change, fires, floods, sea level rise; and
- complete street elements, access for bicycles, pedestrians.

If a city or county has an average Pavement Condition Index that meets or exceeds 80, the city or county may spend its RMRA funds on transportation priorities other than these. [Streets and Highways Code Sec 2037]

Maintenance of Effort: RMRA [Streets and Highways Code Sec 2036]

The Road Repair and Accountability Act contains a local agency maintenance of effort (MOE) requirement that applies to funds allocated through the RMRA. The Act states that the MOE requirement is to ensure that these new roads funds do not supplant existing levels of city and county general revenue spending on streets and roads. The MOE for the receipt of RMRA funds state that a city or county must maintain general fund spending for street, road, and highway purposes at no less than average of 2009–10, 2010–11, and 2011–12 years. In making this calculation an agency may exclude one-time funds. A city or county that fails to comply in a particular year may make it up with in additional expenditures in the following year.

The Act provides that the State Controller may perform audits to ensure compliance with these MOE rules. If the State Controller determines that a city or county has not met it's MOE, the agency will be required to reimburse the state for the funds it received during that fiscal year. However, a city or county that fails to comply in a particular fiscal year may expend during that fiscal year and the following fiscal year a total amount that is sufficient to comply. Any funds withheld or returned as a result of a failure to comply will be reapportioned to the other counties and cities whose expenditures are in compliance.

For further guidance, see the State Controller's *"Guidelines Relating to Gas Tax Expenditures For Cities and Counties"* which we expect to be updated soon to deal with the new accountability provisions of the Road Repair and Accountability Act.

Spending Plans and Reports: RMRA [Streets and Highways Code Sec 2034]

The Road Repair and Accountability Act stipulates that, prior to receiving RMRA funds in a fiscal year, a city or county must submit to the California Transportation Commission (CTC) a project list pursuant to an adopted budget. The list must include for each project: description, location, schedule, useful life. [Streets and Highways Code Sec 2034(a)]

The Road Repair and Accountability Act also requires that a city or county submit to the CTC an annual report of project completion in order to receive RMRA funds. The report must include descriptions of all projects for which RMRA funds were expended including: description, location, funds expended, completion date, estimated useful life of the project.

We expect the CTC and State Controller to issue guidelines for these annual project lists and annual reports this summer 2017. The first disbursement of RMRA funds is not expected before December 2017.

There are no additional use or reporting requirements on Highway Users Tax Account funds (Streets and Highways Code Sec 2103-2107) or on the three year transportation loan repayment funds.



AGENDA SUMMARY REPORT

SUBJECT: Authorization of Letter of Concern Regarding the Reduction of Services and Threat of Recreational Closures at Lake Mendocino.

DEPARTMENT: Economic Development

PREPARED BY: Shannon Riley

ATTACHMENTS:

[Attachment 1 - Reduction of Services at Lake Mendocino Letter - Draft](#)

Summary: The Council will consider authorizing the Mayor to sign a letter of concern regarding the reduction of services and the threat of recreational closures at Lake Mendocino.

Background: Councilmember Mulheren has requested that the Council send a letter of concern to Congressman Huffman and the United States Army Corps of Engineers (USACE) regarding the reduction of services and the threat of recreational closures at Lake Mendocino.

Discussion: The USACE is primarily responsible for the management of Lake Mendocino, including the recreational facilities. USACE was significantly understaffed this summer, leading to a dramatic reduction in services, overflowing garbage, and unsanitary conditions. The draft letter provided for Council's consideration (Attachment 1) expresses concerns over those conditions and requests that appropriate resources be allocated to the remedy of the situation. Visit Ukiah also sent a letter of concern earlier this year.

RECOMMENDED ACTION: Authorize Mayor to sign letter of concern regarding the reduction of services and the threat of recreational closures at Lake Mendocino.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: n/a

PROPOSED BUDGET AMOUNT: n/a

FINANCING SOURCE: n/a

PREVIOUS CONTRACT/PURCHASE ORDER NO.: n/a

COORDINATED WITH: Councilmember Mulheren

Approved:


Sage Sangiacomo, City Manager



October 4, 2017

Congressman Jared Huffman
559 Low Gap Road
Ukiah, CA 95482

United States Army Corps of Engineers
441 G Street NW
Washington, DC 20314-1000

Re: Reduction of services at Lake Mendocino

Dear Congressman Huffman,

On behalf of the Ukiah City Council, I would like to express my concern regarding the reduction of services and the threat of recreational closures at Lake Mendocino. This local treasure is an important source of recreation and economic activity, as well as a gathering place for families and a venue for events.

Citizen groups, including the Ukiah Valley Trail Group and the Pac Out Green Team, have spent numerous hours improving, preserving, and maintaining the recreational facilities at the Lake. These dedicated volunteers, like the City Council, know that it takes a group effort to make an impact. We're concerned that the US Army Corps of Engineers (USACE) is not doing its part, and possibly not getting enough support, in order to adequately protect and care for this resource.

Hundreds of thousands of visitors and millions of dollars each year are generated by Lake Mendocino for the surrounding community. The benefits to our quality of life are less measurable, but equally important.

We want to ensure that this lake will continue to be available for our visitors, our neighbors, and our families. We recognize, and have seen evidenced, that the preservation of recreation at Lake Mendocino is not the highest priority for USACE. Therefore, we encourage you to work with the community and USACE to develop a sustainable plan for the management of Lake Mendocino, whether that means increased support for USACE or an alternative managing partner.

Sincerely,

Jim O. Brown
Mayor

Cc: Mendocino County Board of Supervisors
Assembly Member Wood
Senator McGuire
Ukiah USACE Office



AGENDA SUMMARY REPORT

SUBJECT: Appeal of Planning Commission Decision to Approve a Major Use Permit and Major Site Development Permit for Community Center that would Provide Daytime Homeless Services and a Permanent Location for a Winter Homeless Shelter.

DEPARTMENT: Community Development and Planning

PREPARED BY: Kevin Thompson

ATTACHMENTS:

[Attachment 1 - Findings](#)

[Attachment 2 - Conditions of Approval](#)

[Attachment 3 - Appeal Letter Submitted August 2, 2017](#)

[Attachment 4 - Redwood Community Services Program Plan](#)

[Attachment 5 - Project Plans](#)

Summary: The Council will consider an appeal of the July 26, 2017 Planning Commission's approval of a Major Use Permit and Major Site Development Permit for the establishment of a community center for homeless services and a permanent location for the winter homeless shelter at 1045 S. State Street. An appeal was filed on August 2, 2017.

RECOMMENDED ACTION: Staff recommends the City Council uphold the Planning Commission's approval of a Major Use Permit and Major Site Development Permit No. 2749 SDP UP-PC, as conditioned, based on the Findings to adopt the Major Use Permit and Major Site Development Permit and the project's consistency with the Ukiah General Plan; the use and development standards of the C-2 Zoning District; Article 15.5 of the Ukiah Municipal Code; and the Homeless Shelter operating standards found in Resolution 2001-15.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

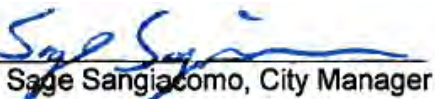
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Craig Schlatter, Community Development Director

Approved:


Sage Sangiacomo, City Manager

Background: Redwood Community Services (RCS) proposes to remodel a portion of an existing ±7,000 sf building at 1045 S. State Street for the establishment of (1) a Community Center that specializes in providing daytime homeless services, and (2) a permanent location for the winter homeless shelter. Both uses will be contained in the same facility. The proposed capacity is 60 guests.

On July 26, 2017, the Planning Commission unanimously approved a Major Use Permit and Major Site Development Permit to allow the establishment of a Homeless Community Center and Winter Shelter at 1045 S. State Street (see Attachment 1- Findings to Adopt a Major Use Permit and Major Site Development Permit and Attachment 2- Conditions of Approval).

One of the conditions of approval was further discussion and mutual agreement of the "Program Plan" that addresses, among other things, the operation of the shelter, including the intake process, guest code of conduct, rules for pets, guest responsibilities, and establishes the Community Council for the governance of the facility.

After the Planning Commission meeting, staff including the Community Development and Planning, City Manager, and Police Departments provided RCS with additional comments and questions. As such, staff requested a number of amendments and clarifications on the hours of operation, capacity and procedures of the shelter, details on storage for guest's personal items, explicitly not allowing on-site camping, the care, and housing of animals, proposed funding commitments, and other items. Based on the comments and requests made by Staff, RCS revised the Program Plan to meet the requirements of Resolution 2001-15. Attachment #4 reflects those revisions.

On August 2, 2017, Mr. Ed Haynes filed an appeal of the Planning Commission's approval of these permits (see Attachment 3- Appeal Letter). The letter states the reasons for the appeal as follows (please note that Staff has directly quoted Mr. Haynes in the three points below):

1. Many surrounding businesses and Ukiah citizens directly affected by this project received one day (or less) advanced public notice before the Planning Commission meeting.
2. This permanent homeless shelter will change Ukiah's character drastically and irrevocably.
3. The change is not for the better. Nowhere is it stipulated that transient numbers will decrease.

Discussion: Staff has addressed item #1 of Mr. Haynes's appeal letter below; items #2 and #3 will be addressed by the Applicant in the October 4, 2017 public hearing.

#1. "Many surrounding businesses and Ukiah citizens directly affected by this project received one day (or less) advanced public notice before the Planning Commission meeting. "

Staff response: Sections 65905, 65091, and 65092 of Government Code list public noticing requirements for permits such as Major Use Permits and Major Site Development Permits. These noticing requirements state as follows:

- The notice must be mailed or delivered to real property owners within a 300 foot radius of the proposed project at least 10 days before the hearing.
- The notice must be published in the newspaper of general circulation or posted in three public places including one in the area affected, at least 10 days before the hearing.
- The notice must be mailed or delivered to the property owner or agent and applicant at least 10 days before the hearing.

As stated in the July 26, 2017 Staff Report, Community Development Department Staff: 1) mailed the notice to property owners within 300 feet of the parcels included in the Project on July 14, 2017; 2) ensured the notice was published in the Ukiah Daily Journal on July 16, 2017; 3) posted the notice at the Project site on July 14, 2017; and 4) posted the notice at the Civic Center (glass case) on July 14, 2017.

The proposed Project includes:

- A Program Plan that describes the ongoing operation procedures of the facility (see Attachment 4- Program Plan);
- The renovation of 4,600 square feet of the total 7,000 square feet contained in the existing building;
- An improved façade along the north and eastern sides of the existing building. This is comprised of the addition of covered entryways, signage with exterior lighting, sitting area, and fencing (see Attachment 5- Project Plans);
- A parking lot containing 18 stalls, including 2 ADA accessible stalls;
- A community garden;
- Landscaped areas including planters along the north elevation and parking lot trees contained within the parking lot peninsulas located every 4 spaces;
- Improved access via South State Street and Thomas Street; and
- Signage and exterior lighting.

COMMUNITY CENTER: The community center will provide a safe place for homeless people to receive services during business hours, 7 days a week, from 9:00 a.m. to 6:00 p.m. Services include, but are not limited to: bathrooms, showers, laundry, counseling, education, internet access, and a clothing donation area. Minimal food service will also be offered in the form of snacks and microwavable foods. Kitchen amenities include a microwave, toaster, and sink for use by guests and staff.

The community center will also provide a place for partnering agencies to provide services, such as Ukiah Valley Medical Center's Street Medicine program, Mendocino County Aids and Viral Hepatitis Network (MCAVHN) and the Ford Street Program.

The community center will be governed by a Community Council comprising facility staff, community center guests, neighboring residents, business leaders, and partnering agencies' staff members. The Community Council will hold regular meetings to discuss the management of the facility and address any issues that may arise, both internally and/or within the neighborhood.

WINTER SHELTER: Also proposed is a permanent location for a winter homeless shelter, which would be allowed to be open for a maximum of six months per year. The shelter will operate under the guidelines and standards found in the Program Plan. After guests complete the intake process, as defined in the Program Plan, they will be provided a cot and clean linens. Men and women will be provided separate sleeping quarters (dorms). The shelter could accommodate up to a maximum of 60 guests if the Fire Marshal deems the space adequate to accommodate that number. 60 guests would match last year's winter shelter capacity.

An observation room located between the two dorms (men's and women's) will allow staff the ability to monitor guests. Shelter staff will be awake and expected to address any problems or behavioral issues that occur during regular sleeping hours. The proposed hours of operation for the shelter are seven days a week, 6:00 p.m. to 9:00 a.m.

MANAGEMENT PLAN APPLICATION REQUIREMENT: All homeless shelter facilities applicants are required to submit a Shelter Management Plan as a component of their Use Permit application per the requirements of Resolution 2001-15 "Homeless Shelter Facility Use and Development Guidelines." Per the Resolution, the Management Plan should address client transportation needs, supervision, food service (if proposed), services, interior and exterior building improvements, pets, and measures that will be taken to ensure compatibility with surrounding land uses.

The proposed project is exempt from the provisions of CEQA pursuant to CEQA Guidelines §15303 Class 3 (c), New Construction or Conversion of Small Structures. The site is characterized as densely urban with no significant plant or animal habitat value. The project does not involve the use of hazardous substances. The parcels included in the Project are not listed on a list of hazardous materials sites compiled pursuant to

CONCLUSION: The Project includes the partial remodel of an existing 7,000 sq.ft. building for use as a community center for homeless services and the permanent location for the winter homeless shelter. The site served as the temporary winter homeless shelter last year.

Along with the multi-disciplinary review of the Program Plan, Staff ensured that multiple measures of accountability were designed into the approval of the Plan, including a bi-annual report to the Planning Commission. The following excerpt is from page 28 of the Program Plan:

"The City of Ukiah Director of Community Development and Planning shall report to the Planning Commission once every six months during the first two years of center operations. The Director's report shall include a record of any complaints received from the public or shelter occupants and an assessment on the most effective ways to modify the plan to address valid complaints. RCS and the center will cooperate with the City of Ukiah relating to this process, in coordination with the center's Community Council. This includes providing the City of Ukiah with reports of complaints, performance reports, and other relevant information, as well as welcoming City staff to physically inspect the facility periodically."

Given the thoroughness of the Program Plan and the level of review by City Departments, including the Police Department, Staff recommends the City Council uphold the Planning Commission's approval of a Major Use Permit and Major Site Development Permit No. 2749 SDP UP-PC, as conditioned, based on the Findings to adopt the Major Use Permit and Major Site Development Permit and the project's consistency with the Ukiah General Plan; the use and development standards of the C-2 Zoning District; Article 15.5 of the Ukiah Municipal Code; and the Homeless Shelter operating standards found in Resolution 2001-15.

**FINDINGS TO ADOPT A USE PERMIT AND MAJOR SITE DEVELOPMENT PERMIT FOR
REDWOOD COMMUNITY SERVICES HOMELESS COMMUNITY CENTER AND WINTER
HOMELESS SHELTER
1045 S. STATE STREET
FILE NO.: 2748**

Recommendation for the Approval of the Major Use Permit and Major Site Development Permit: The Planning Department's recommendation for approval of Major Use Permit and Major Site Development Permit No. 2748 to remodel an existing building to accommodate a community center and winter homeless shelter. Project, including support services, and associated improvements, is based, in part, on the following findings:

1. The proposed homeless community center and winter homeless shelter ("Project") is consistent with the goals, policies, and siting criteria of the Ukiah General Plan Housing Element, in that it provides homeless services on an immediate need basis. Furthermore, it contains a program to provide assistance to those in need of essential services, including referrals to counseling and other programs.
2. The Project is consistent with the provisions of Article 15.5 of the Ukiah Municipal Code because it provides all required submittal materials, including a Management Plan that is consistent with the Operational Standards articulated in Resolution 2001-15. Additionally, it is a permitted use in the Heavy Commercial (C-2) Zoning District.
3. The Project includes a detailed Program Plan that contains screening and management approaches designed to limit impacts to surrounding residential and commercial land uses.
4. The Project's development will not be detrimental to the public's health, safety, or general welfare since its development, as conditioned, will be consistent with the requirements for construction in the City of Ukiah.
5. The granting of the Use Permit and Major Site Development Permit not will cause significant adverse environmental impacts. The site does not contain any wetlands, creeks, endangered species, or habitat.
6. City services are available to serve the Project. The City has enacted mandatory water conservation measures and the residents of the Project would be required to comply with any water conservation measures in place. The Project includes drought tolerant landscaping and water conserving irrigation. The Project has been reviewed by Public Works Department, Electric Utility, Fire Marshal, and Building Official, and there are adequate services and utilities to serve the Project.
7. The proposed Project would be similar in use, and intensity, as the surrounding neighborhood. The City's noise ordinance would apply to this Project both during construction and after occupancy. Conditions of Approval have been applied to the Project to address construction related noise impacts.

8. The Project is subject to the requirements of the California Green Building Code Standards which includes specific requirements (materials and light fixtures) to reduce energy consumption.
9. The in-fill Project site is surrounded by existing residential development and commercial uses. The Project site is not known to contain any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service and therefore the Project would have no impact on candidate, sensitive, or special status species.
10. There are no riparian areas or riparian habitat on the in-fill subject parcels, or other sensitive natural community, identified in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife, or US Fish and Wildlife Service. Therefore, the Project would have no impact on these resources.
11. The infill site is partially paved and contains no wetlands, marshes, vernal pools, or other water courses on the parcels included in the Project. Therefore, the Project would have no impact on these resources.
12. The size and height of the Project is consistent with other structures in the neighborhood. The Project was reviewed by the Design Review Board who found the Project to be consistent and compatible with other residential development in the neighborhood and appropriate for the individual parcels included in the Project.
13. The proposed Project's location, size, height, and intensity are harmonious with the existing neighborhood, including other existing uses located in the area.

Notice of the Public Hearing was provided in the following manner:

- mailed to property owners within 300 feet of the parcels included in the Project on September 21, 2017
- published in the Ukiah Daily Journal on September 24, 2017
- posted on the Project site on September 22, 2017

**DRAFT MAJOR USE PERMIT AND SITE DEVELOPMENT PERMIT
CONDITIONS OF APPROVAL
HOMELESS COMMUNITY CENTER AND WINTER HOMELESS SHELTER
1045 SOUTH STATE STREET
FILE NO: 2748**

Standard Conditions:

1. All use, construction, or occupancy shall conform to the application approved by the City Council, and to any supporting documents submitted therewith, including maps, sketches, renderings, building elevations, landscape plans, and alike.
2. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Engineering Department of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the City Council.

Fire Department Conditions:

3. Applicant shall be required to obtain any permit or approval, which is required by law, regulation, or ordinance, be it required by Local, State, or Federal agency. Specifically, the following fire protection measures shall be completed by the applicant, and approved by the Ukiah Fire Marshal, prior to the opening of the shelter facility:
 - A. One Class 2-A rated fire extinguisher for each building of project, dormitory, showers, and general office space.
 - i. If no obstructions are present, an exterior extinguisher can service both the showers and office spaces if located on the exterior landing. Exterior extinguishers shall be securely mounted in a protective case.
 - ii. Dormitory extinguisher shall be located in the interior, in close proximity to the exits. T19 Sec. 567 & 568.
 - B. Interior, internally illuminated exit signs with emergency lighting shall be located at exits. This signage shall be hard wired with a battery backup capable of operation for a period of not less than 90 minutes. CFC Sec. 1011.3 & 1011.6.3.
 - C. All exit access, exits, and exit discharges shall be continuously maintained and free from obstructions. CFC Sec. 1030.2.
 - D. Any drapes, hangings, curtains, and other decorative material that would tend to increase the fire and panic hazard shall be made from a nonflammable material, or shall be treated and maintained in a flame retardant condition with a flame-retardant solution approved by the State Fire Marshal. T-19 Sec. 3.08.

- 1
2 E. New and existing buildings shall have approved address numbers placed in a
3 position to be plainly legible from the street or road fronting the property. CFC Sec.
4 505.1.
5
6 F. Prior to receiving an occupancy certificate, the Fire Marshal shall provide an
7 inspection verifying that all conditions for life and safety have been met, and that
8 access to the exits are clearly open and unobstructed. All cots must be in place so
9 that the Fire Marshall can visually see the layout and egress.
10

11 **Building Department Conditions:**

12
13 4. The applicant shall obtain a Building Permit prior to occupancy, or any work requiring a
14 permit in the facility. The following items will be required upon submittal of the Building
15 Permit:
16

- 17 A. 1 building permit application.
18 B. 3 copies of a plot plan showing the property lines, the parking lot, and any
19 structures on the parcel, as well as distances from these items to the property
20 line.
21 C. 3 sets of plans including the building data (building square footage, shelter
22 square footage, occupancy load, etc), a site plan, an existing floor plan, a
23 proposed floor plan, and any other plans or details needed to perform a plan
24 review for the change of use, change of occupancy, and/or remodel.
25

26 5. In addition to any particular condition, which might be imposed, any construction shall
27 comply with all building, fire, electric, plumbing, occupancy, and structural laws, regulations
28 and ordinances in effect at the time a Building Permit application was submitted.
29

30 **Planning Department Conditions:**

31
32 6. The operation of the winter homeless shelter shall be permitted during winter for a duration
33 of six (6) months commencing the first day of operation.
34

35 7. The approved Homeless Services Community Center Program Plan shall be strictly
36 followed and enforced by the applicants. Failure to do so may cause revocation of the Use
37 Permit.
38

39 8. Prior to opening the winter homeless shelter, City staff shall inspect the interior and
40 exterior portions of the facility to ensure that all pertinent components of the approved
41 Homeless Services Community Center Program Plan are in effect.
42

43 9. Shelter staff shall be diligent in disbursing shelter clients from the site, and away from
44 adjoining residences and businesses, a minimum of 1 hour before opening and 1 hour after
45 closing. Loitering is prohibited.
46

1 10. An outdoor area shall be provided for guests that wish to leave the shelter to take breaks
2 from the close quartering of the shelter facility. Shelter staff shall monitor the use of this area
3 to ensure that guests do not cause excessive noise, littering, or other nuisance impacts.
4

5 11. The grounds around the shelter shall be routinely cleared of litter and debris, and the site
6 shall be kept in a neat and clean condition. Additionally, prior to commencing operation of the
7 shelter, the site shall be cleared of all existing debris including but not limited to: scrap metal,
8 inoperable vehicles, and boats.
9

10 12. Shelter staff shall meet with police and sheriff personnel to discuss proper police contact
11 procedures and law enforcement patrol schedules.
12

13 13. Shelter staff shall provide, if necessary, a regular weekly meeting time to meet with
14 neighbors of the shelter property and staff phone numbers for emergency contacts.
15

16 14. The shelter facility shall be limited to a maximum of 60 overnight guests. The hours of
17 operation are 6:00 p.m. to 9:00 a.m.
18
19

20 **Public Works Condition:**
21

22 15. Existing sewer laterals planned to be utilized as part of this project shall be cleaned and
23 tested, and repaired or replaced if required. Sewer connection fees shall be paid at the time
24 of building permit issuance.

25 16. Capital Improvement fees for water service are based on the water meter size. A fee
26 schedule for water meter sizes is available upon request.

27 17. If food preparation or other activities result in the discharge of fats, oils, or grease into
28 the sanitary sewer, a grease interceptor will be required.

29 18. All driveway and parking areas shall be paved with asphaltic concrete, concrete, or
30 other alternative surfacing, subject to approval by the City Engineer.

31 19. All work within the public right-of-way shall be performed by a licensed and properly
32 insured contractor. The contractor shall obtain an encroachment permit for work within, or
33 otherwise affecting, this area. Encroachment permit fee shall be \$45 plus 3% of estimated
34 construction costs.

35 20. If the building permit value is equal to or greater than one-third of the value of the
36 existing structure, the construction, repair or upgrade of curb, gutter, and sidewalk to meet
37 current ADA standards, and the addition of street trees along the subject property street
38 frontages, may be required pursuant to Section 9181 of the Ukiah Municipal Code and to
39 the satisfaction of the City Engineer.
40
41

Electric Department:

21. The existing 100A Service Panel that feeds the proposed shelter (Building C) may be suitable to serve the needs of the shelter, based on the information from the Applicant/Owner. The City of Ukiah Electric Utility Department would normally recommend that the Applicant/Owner determine estimated power demand load/kVA and load calculation information for the proposed service panel/project.

- a) Connected kVA and Load calculations – will help to determine if the existing transformer bank or overhead secondary service size is sufficient for the 100A Service Panel that will feed Building C and the two (2) additional buildings at 1045 South State Street.

22. There is one (1) existing overhead secondary wire, which currently feeds all three (3) buildings at 1045 South State Street and may or may not need to be upgraded in order to fulfill the Project's service panel requirements.

23. All future site improvements shall be submitted to the Electric Utility Department for review and comment. At that time, specific service requirements, service voltage, and developer costs and requirements will be determined.

24. Any fees associated with the addition or replacement of any existing or upgraded electrical facilities (transformers, secondary conductors) to the proposed building site at 1045 South State Street will be the responsibility of the applicant/owner.



Appeal to Ukiah Planning Commission Ruling on Homeless Shelter (July 26, 2017)

DOES THIS LETTER SATISFY THE NOTICE OF APPEAL?

Ukiah City Council Meeting August 02, 2017

Ukiah City Clerk Kristine Lawler

Dear Ukiah City Council and Planning Commission,

I appeared before the Planning Commission on July 26, 2017 and spoke in opposition to this item;

Redwood Community Services Community Center and Winter Homeless Shelter- Request for approval of a Site Development Permit and Major Use Permit to establish of a Community Center that provides services for homeless people and the establishment of a permanent location for the winter homeless shelter at 1045 S. State Street.

The minutes of that Planning Commission Meeting are not yet publically available. However, they voted later that evening to approve the project and forward it to the City Council.

Here are reasons for the appeal;

- 1 Many surrounding businesses and Ukiah citizens directly affected by this project only received one day (or less) advanced public notice before the Planning Commission meeting.
- 2 This permanent homeless shelter will change Ukiah's character drastically and irrevocably.
- 3 This change is not for the better. Nowhere is it stipulated that transient numbers will decrease.

If you wish to prevent this project from proceeding, please contact me, the Ukiah City Council or write a Letter to the Editor expressing your opinion.

Edward Haynes

A handwritten signature in black ink, appearing to read "Ed Haynes", written over a horizontal line.

1328 South State Street

Ukiah, CA 95482

707-462-4711

ukiahvet@pacbell.net

Enclosed; Check #7171 for \$150 payable to City of Ukiah

UKIAH VETERINARY HOSPITAL
1328 S STATE ST
UKIAH, CA 95482-6414
PH. (707) 462-4711

WELLS FARGO BANK, N.A.
www.wellsfargo.com
11-4288/1210

7171

8/2/2017

PAY TO THE
ORDER OF

Ukiah - City of

\$ **150.00

One Hundred Fifty and 00/100*****

DOLLARS

Ukiah - City of

MEMO

Apex Planning Commission



AUTHORIZED SIGNATURE

⑈0000007171⑈ ⑆121042882⑆ 0579068701⑈

Details on Back

Security Features Included

CITY OF UKIAH

DEPARTMENT OF FINANCE

B 10983

DATE 8/2/17

AMT. \$ 150.00

RECEIVED FROM Ukiah Veterinary Hospital / Edward Haynes

IN PAYMENT FOR Appeal to Planning Commission Decision
- Homeless Shelter

ACCT. DISTRIBUTION	AMOUNT	DESCRIPTION	
10023110-42320	150	Appeal	☐ BUSINESS LICENSE
			☐ BLDG. PERMIT
			☐ PARKING TICKET
			☐ ELECTRIC SERVICE
			☐ WATER SERVICE CHARGE
			☐ INVOICE
			☐ DUMP A/R
			☐ AIRPORT A/R
			☐ PER ATTACHED

Rec'd. by Kristine Low Lan

Homeless Services Community Center*

*(*Permanent program name to be determined)*

Manual

September 2017



Redwood Community Services, Inc.

Contents

I.	EXECUTIVE SUMMARY.....	1
II.	DEFINTIONS OF TERMS & ACRONYMS.....	1
III.	OVERVIEW	3
	a. Agency Overview	3
	1. Agency Mission Statement	4
	2. Agency Values	4
	b. RCS Board of Directors.....	4
	1. 2017 Board of Directors.....	4
	c. RCS Leadership Team.....	5
	d. RCS Administrative Departments	5
	1. Human Resources Department.....	5
	2. Finance Department	5
	3. Quality Assurance Department.....	5
	4. Maintenance Department	5
	5. Information & Technology Department	5
	e. Program Overview	6
	1. Program Mission Statement	7
	2. Program Vision Statement.....	7
	3. Theory of Change.....	7
	4. Housing First Model	7
	f. Mendocino County Homeless Services Continuum of Care	8
IV.	NEEDS ANALYSIS.....	9
	a. Overview	9
	b. Existing Programs Serving Homeless Population in the Inland Ukiah Valley	12
	c. Potential for HSCC to Meet Local Needs	15
	d. Benefits to Mendocino County	15
V.	FACILITY STRUCTURE & OPERATIONS	15
	a. Program Location & Description.....	15

Redwood Community Services, Inc.

b. Hours of Operation	15
1. Day Resource Center.....	15
2. Winter or Standing Emergency Shelter	15
c. Target Population	16
1. Day Resource Center.....	16
2. Winter or Standing Emergency Shelter	16
d. Program Environment.....	17
1. Day Resource Center.....	17
2. Winter or Standing Emergency Shelter	17
3. Outside Areas & Additional Resources	17
e. Health & Safety	18
1. Physical Plant	18
2. Maintenance	19
3. Heating & Cooling	19
4. Pest Control.....	19
f. Building a Community.....	19
1. Community Council.....	19
2. Community Center Groups	20
3. Being Good Neighbors	20
4. Key Community Partners	21
VI. SERVICES OFFERED	22
VII. ORGANIZATIONAL & MANAGEMENT PLAN	22
a. Community Center Staffing	22
1. Day Resource Center.....	22
2. Emergency Winter Shelter	23
3. Staff Training	23
b. Financial Plan	23
1. Fundraising & Outreach	23
2. Potential Funding Sources	24
VIII. Guest Code of Conduct.....	24

Redwood Community Services, Inc.

IX.	Guest Responsibilities	25
X.	Guest Personal Rights.....	25
XI.	PROGRAM POLICIES	26
	a. Changes to the Program Manual	26
	b. Collaboration with Law Enforcement	27
	c. Confidentiality.....	27
	1. Mandated Reporter	27
	d. Cooperation with the City of Ukiah	28
	e. Coordinated Entry.....	28
	f. Discharge.....	29
	1. Involuntary Discharge	29
	2. Appeal Process.....	30
	g. Emergency On-Call Services.....	30
	h. Food	31
	i. Grievances.....	31
	j. Guest Aftercare & Follow-up	31
	k. HMIS.....	32
	l. Incident Reporting	32
	m. Individualized Housing Plan	32
	n. Laundry	32
	o. Lockers & Storage	32
	p. Medication	33
	1. Guest Guidelines for Self-Administration	34
	2. Staff Guidelines for Self-Administration	34
	3. SHARPS Container	34
	q. Non-Discrimination	34
	1. Fair Housing Regulations	34
	2. Reasonable Accommodation	35
	r. Parking Lot Use	35
	s. Pets.....	35

Redwood Community Services, Inc.

t. Progressive Engagement & Diversion	36
u. Security & Safety	36
1. Nighttime Measures	37
2. Daytime Measures	37
v. Shelter Daily Entry & Exit	37
w. Shelter Guest Orientation	38
x. Shelter Screening & Intake	38
y. Shelter Sleeping Area	39
z. Showers & Restrooms	39
aa. Substance Use	40
1. Practicing Harm Reduction	40
bb. Telephones	41
cc. Violations of the Rules	41
dd. Violent Behavior	42
ee. Visitors at the Shelter	42
ff. Volunteers	42
1. Community Service	43
gg. Weapons	43
XII. PROGRAM EVALUATION	43
a. Evaluation Plan	43
b. Goals, Objectives, & Outcomes	43
c. Tools	44
d. Reports	44
e. Ethical Considerations	44
XIII. Appendices	45
a. Principles of Harm Reduction	45
b. Five Keys to Effective Emergency Shelter	46
c. Fact Sheet: Housing First	47
d. Comparing Low Barrier & High Barrier Shelter	49
e. Trauma-Informed Approach & Trauma-Specific Interventions	51

“HOMELESS SERVICES COMMUNITY CENTER” PROGRAM MANUAL

I. EXECUTIVE SUMMARY

The Homeless Services Community Center (HSCC) is a collaborative project between Redwood Community Services, Inc. (RCS) and partnering agencies, community members, and people experiencing homelessness. RCS proposes to address homelessness in Mendocino County through a multi-faceted project designed to provide outreach, safe shelter, and housing related services to people experiencing a housing crisis. This project serves to fill a gap in Mendocino County’s Homeless Services Continuum of Care (MCHSCoC) by providing a centralized location in the Ukiah valley for integrated homeless services and resources.

Note: This project was originally named “The Tiny House Village Project” and has also been known as the “Housing First Village”. The project is currently known as the “Homeless Services Community Center” or, informally, as the 1045 Project. These names are temporary, as the intention is for the HSCC Community Council to collaborate on the final name, at which time this manual and all associated materials will be updated.

II. DEFINITIONS OF TERMS & ACRONYMS

Term	Definition
MCHSCoC	Mendocino County Homeless Services Continuum of Care
MCAVHN	Mendocino County Aids and Viral Hepatitis Network
PSH	Permanent Supportive Housing
RCS	Redwood Community Services, Inc.
MCHC	Mendocino Coast Hospitality Center
Harm Reduction	A set of practical strategies and ideas aimed at reducing negative consequences associate with drug use. These strategies range from safer use, to managed use, to abstinence to meet people with substance use challenges “where they’re at,” addressing conditions of use along with the use itself. Because harm reduction demands that interventions and policies designed to serve substance users reflect specific individual and community needs, there is no universal definition or formula for implementing harm reduction.
Housing First	An evidence based approach that prioritizes access to housing above all other services, focusing on removing any and all barriers to housing

Redwood Community Services, Inc.

Term	Definition
Literally homeless	An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: a. Has a primary nighttime residence that is a public or private place not meant for human habitation; b. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels or motels paid for by charitable organizations or by federal, state, and local government programs); or c. Is exiting an institution where they have resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately prior to entering that institution.
Chronically homeless	1. An individual or head of household who: a. Has a disability (as defined in this section); b. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and c. Has been homeless and living as described in item b continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in item b. Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12 month total, as long as the individual was living or residing in a place not meant for human habitation, safe haven, or an emergency shelter immediately prior to entering the institutional care facility; 2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility for fewer than 90 days and met all of the criteria in paragraph 1 of this definition before entering that facility; or 3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraphs 1 or 2 of this definition, including a family whose composition has fluctuated while the head of household has been homeless.
Disability	1. A condition that: a. Is expected to be long-continuing or of indefinite duration;

Redwood Community Services, Inc.

Term	Definition
Disability, cont.	b. Substantially impedes the individual's ability to live independently; c. Could be improved by the provision of more suitable housing conditions; and d. Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; 2. A developmental disability; or 3. The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).
Low Barrier Shelter/Housing	Low barrier housing involves placing a minimum number of expectations on people who are accommodated in housing, or most often, a shelter. By having few barriers, individuals are able to access more services. It also gives non-judgmental support to individuals who are already marginalized, enabling staff to assist the individual to identify and plan their own goals, starting with small achievable first steps that rebuild their confidence. This minimal barrier approach ensures people make positive choices on their own rather than forcing their compliance. The RCS community center believes a minimal barrier approach is necessary because many of our guests already face challenges beyond abject poverty, such as addiction, mental, emotional and physical illness, financial hardships, social skills, etc. Placing barriers to restrict access to shelters or housing further restricts people from using much-needed services and achieving eventual independence and housing stability.
Diversion	A strategy that prevents homelessness by helping people experiencing a housing crisis and seeking shelter to preserve their current housing situation or make immediate alternative arrangements without having to enter shelter.

III. OVERVIEW

a. Agency Overview

Redwood Community Services, Inc. (RCS) is a multi-service, private, non-profit agency 501c(3) serving Lake, Mendocino, and Sonoma Counties. The organization began its community services in 1996 through foster care, residential care, and mental health for children, youth, and families.

Redwood Community Services, Inc.

Since then the agency has grown to offer therapeutic afterschool programs, youth resource centers, substance use treatment programs, crisis services, prenatal and parenting support programs, transitional housing, and other services focusing on improving the community.

RCS has been a member of the Mendocino County Homeless Services Continuum of Care (MCHSCoC) since 2010. In 2016, understanding the seriousness of the housing crisis and its effect on mental health services, RCS joined our community partners and expanded services to include the population of people experiencing homelessness.

RCS has been nationally accredited through the Council on Accreditation (COA) since 2014. All new programs are evaluated to meet COA standards during the next evaluation for renewal.

1. Agency Mission Statement

To improve the lives of children, youth, and families by providing community support and quality therapeutic services.

2. Agency Values

- RCS believes that through staff commitment and providing a sense of community we will assist our children, youth, and families to develop healing relationships.
- RCS strives to help our children, youth, and families gain power in their lives, believe in themselves, and ultimately trust others enough to give and receive love.
- RCS is committed to developing programs that ensure our children's, youth's, and families' long term success.

b. RCS Board of Directors

The Board of Directors provides oversight to the agency and all its programs, reviewing agency changes, progress, incidents, and other elements central to operating under the agency mission, vision, and goals. Each RCS program has a Board Director who acts as a point person and meets with the Program Manager to review the program's activities, utilization of services, and plans.

1. 2017 Board of Directors

- | | |
|-----------------------------------|---|
| • Donna Moschetti, Chairperson | • Camille Schraeder, RCS Executive Director |
| • Nancy Borecky, Vice Chairperson | • Gia Dobson |
| • Cathy Ouellette, Secretary | • Brian C. Carter, Esq. |
| • Donna Gradek, Treasurer | • Debbie Rensen |

c. RCS Leadership Team

The Leadership Team is made up of the agency Executive Director, Clinical Director, Assistant Clinical Director, Financial Director, Human Resources Director, Quality Assurance Director, and Program Directors. The team meets regularly to review the operations of the agency, changes to staffing, program updates, incidents, policy changes, and financial needs, among other items. The community center has a Program Director providing administrative support and supervision to the program.

d. RCS Administrative Departments

RCS has developed their administrative infrastructure to provide extensive support to the programs, staff, and clients served by the agency.

1. Human Resources Department

The Human Resources (HR) department is responsible for recruiting and hiring staff, initial and ongoing training of employees, coordinating employee benefits, providing support to supervisors and staff relating to discrimination, harassment, and discipline, and assisting with the agency's public relations.

2. Finance Department

The Financial department is responsible for managing agency funds, accounts receivable and payable, financial reporting on grants, employee payroll processing, and other accounting responsibilities.

3. Quality Assurance Department

The Quality Assurance (QA) department is responsible for conducting internal audits of program client files, monitoring adherence to regulations and policies, maintaining the agency's accreditation, promoting quality improvement, and reviewing contracts and changes to agency documentation.

4. Maintenance Department

The Maintenance department is responsible for the repairs and upkeep of the various facilities maintained by the agency.

5. Information & Technology Department

The Information & Technology (IT) department is responsible for acquiring the technical equipment needed for staff and programs, providing tech support to staff, and managing the agency's electronic data storage systems.

e. Program Overview

The RCS homeless services community center provides specialized support services for people experiencing homelessness that may also be living with mental illness, addictions, and other challenges. The center operates from a low barrier perspective – meaning that there are few to no barriers in place to prohibit people from accessing services and shelter. For example, guests of the center are not required to be sober, compliant with mental health or addiction treatment plans, or to agree to participate in programs to receive services and housing support. Instead, guests are welcomed to the community center to find safety among people experiencing similar challenges and access support that meets them where they are at. The goal is not simply to get people off the streets, but to provide a comprehensive array of supports that assist people in achieving stability and moving forward with their lives. By providing shelter, housing connections, and support in a person-centered environment, the community center engages guests to create an atmosphere of trust where opportunities for change can be discovered.

The community center and emergency shelter is overseen by a Community Council, which is comprised of the center staff, community center guests, neighboring residents and businesses, partnering agencies and organizations, and other interested community members. Community center guests would be invited to contribute by volunteering time and energy toward activities, such as work in the community garden.

Day Resource Center

The community day resource center includes restroom and shower facilities, minimal laundry space with a washer and dryer, a resource room, non-commercial food preparation area, office space, donation sorting and distribution space, a community garden, and a dog run area. The center is built and designed to reduce barriers to access for people with disabilities throughout the whole building. Community and private office space is also available for partnering agencies and providers to utilize to provide services to guests of the center. For example, agencies such as UVMC Street Medicine, MCAVHN, Ford Street Project, and RCS' behavioral health and crisis intervention services, among others, are welcome to utilize the community center. There is also potential for developing services to treat those center visitors with co-occurring substance use and mental health disorders in this portion of the facility. The intention is to have a day resource center which can provide integrated services to those who are homeless, assisting them to build resiliency and break barriers to housing.

Emergency Shelter

The community center includes a temporary emergency winter shelter, open from November to April, which provides a warm, dry, safe place for guests who are literally homeless, prioritizing access for those most at risk and vulnerable. This shelter space would also provide a

Redwood Community Services, Inc.

limited number of cots for the Ukiah Police Department and Redwood Community Crisis Center to access for diversion from the jail or crisis stabilization.

1. Program Mission Statement

Space intentionally left blank for future use.

2. Program Vision Statement

Space intentionally left blank for future use.

3. Theory of Change

Space intentionally left blank for future use.

4. Housing First Model¹

Housing First is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life.² Housing First does not require people experiencing homelessness to address all of their problems, including behavioral health problems, or to graduate through a series of services and programs before they can access housing. Housing First does not mandate participation in services before obtaining housing or in order to retain housing. The Housing First approach views housing as the foundation for life improvement and enables access to permanent housing without prerequisites or conditions beyond those of a typical renter. Supportive services are offered to support people with housing stability and individual well-being, but participation is not required, as services have been found to be more effective when a person chooses to engage.³ Other approaches do make such requirements in order for a person to obtain and retain housing.

¹ National Alliance to End Homelessness. (April 2016). *Fact sheet: Housing First*.

² Tsemberis, S. & Eisenberg, R. (2000). *Pathways to housing: Supported housing for street-dwelling homeless individuals with psychiatric disabilities*.

³ Einbinder, S. & Tull, T. (2007). *The Housing First program for homeless families: Empirical evidence of long-term efficacy to end and prevent family homelessness*.

A Housing First approach can benefit both homeless families and individuals with any degree of service needs. The flexible and responsive nature of a Housing First approach allows it to be tailored to help anyone. As such, a Housing First approach can be applied to help end homelessness for a household who became homeless due to a temporary personal or financial crisis and has limited service needs, only needing help accessing and securing permanent housing. At the same time, Housing First has been found to be a particularly effective approach to end homelessness for high need populations, such as chronically homeless individuals.⁴

There is a large and growing evidence base demonstrating that Housing First is an effective solution to homelessness. Consumers in a Housing First model access housing faster and are more likely to remain stably housed.⁵ This is true for both permanent supportive housing (PSH) and rapid re-housing (RRH) programs. PSH has a long-term housing retention rate of up to 98%.⁶ Studies have shown that RRH helps people exit homelessness quickly – in one study, within an average of two months⁷ – and remain housed. A variety of studies have shown that between 75% and 91% of households remain housed a year after being rapidly re-housed.⁸

f. Mendocino County Homeless Services Continuum of Care

RCS is committed to working collaboratively with the Mendocino County Homeless Services Continuum of Care (MCHSCoC) and aims to design programs targeting the homeless population with the following in mind:

⁴ Gulcur, L., Stefancic, A., Shinn, M., Tsemberis, S., & Fishcer, S. (2003). *Housing, hospitalization, and cost outcomes for homeless individuals with psychiatric disabilities participating in Continuum of Care and Housing First programmes.*

⁵ Tsemberis, S. & Eisenberg, R. (2000). Pathways to housing: Supported housing for street-dwelling homeless individuals with psychiatric disabilities.

⁶ Montgomery, A. E., Hill, L., Kane, V., & Culhane, D. (2013). Housing chronically homeless veterans: Evaluating the efficacy of a Housing First approach to HUD-VASH.

⁷ U.S. Department of Housing and Urban Development. (2015). Family options study: Short-term impacts.

⁸ Byrne, T., Treglia, D., Culhane, D., Kuhn, J., & Kane, V. (2015). Predictors of homelessness among families and single adults after exit from homelessness prevention and rapid re-housing programs: Evidence from the Department of Veterans Affairs Supportive Services for Veterans Program.

Redwood Community Services, Inc.

MCHSCoC Mission⁹: to create an effective continuum of housing and support services for the homeless of Mendocino County.

MCHSCoC Goals¹⁰:

- Assist homeless persons to obtain affordable housing;
- Integrate the county's providers of service to the homeless and link them with providers of housing, to create a comprehensive program to alleviate homelessness;
- Increase the number of emergency shelter beds, particularly in geographically remote areas of the county, and strengthen the emergency services system;
- Assist individuals and families facing eviction to retain housing;
- Strengthen the support services system for homeless families and individuals in transitional and permanent supportive housing;
- Increase the number of decent, safe, sanitary, and affordable subsidized permanent housing units, and decent, safe, sanitary, and affordable subsidized permanent units offering support services, for the disabled homeless and those disabled persons at-risk of homelessness without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- Preserve and retain the affordable housing stock; and
- Increase the supply of supportive housing, which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence.

IV. NEEDS ANALYSIS

a. Overview

Rural Mendocino County (pop. 88,378) lies on the Pacific coast about 100 miles north of San Francisco, covering 3,506 square miles of mostly mountainous terrain. Geographically, Mendocino County is equal in size to the states of Delaware and Rhode Island combined, but has a population density of less than 25 persons/square mile. With a population of more than 40,000, the greater Ukiah community includes almost half of the county population. Ethnically, Mendocino County is

⁹ County of Mendocino. (2011). Abbreviated Consolidated Plan: Continuum of Care for the Homeless.

¹⁰ County of Mendocino. (2011). Abbreviated Consolidated Plan: Continuum of Care for the Homeless.

Redwood Community Services, Inc.

25% Hispanic, with about 9% being speakers of Spanish only. Racially, the county is 86% White, 6% Native American (primarily from local Pomo tribes), 2% Asian, 1% Black, and 5% of other or multiple races. One of every five (20%) residents live in poverty and the median household income of \$42,980 is only 70% of the statewide median. The Cities of Ukiah (pop. 16,186) and Fort Bragg (pop. 7,672) are the primary service centers for inland and coastal communities, respectively. The area's depressed economy is highlighted by Ukiah's unemployment figures, which in February 2017 stood at 8.1%, compared with 5.2% statewide. The California Family Economic Self-Sufficiency Standard quantifies the costs of basic needs for California's working families. As of 2014, the self-sufficiency standard for a single Mendocino County adult was \$22,212, equivalent to a full-time income at \$10.52 per hour. However, 21% of county residents had incomes below the self-sufficiency standard.¹¹

In spite of a relatively small population, Mendocino County has reported one of the highest rates of homelessness in the nation. According to HUD, Mendocino County's homelessness rate in 2009 was second only to that of the city of Detroit, with 161 people out of every 10,000 experiencing homelessness.¹² HHSA's January 2017 point-in-time homelessness count identified 1,238 homeless individuals. This equates to a current homelessness rate of 140 homeless people per every 10,000, compared to California's statewide rate of 29.8 and the nationwide rate of 17.7.¹³

The county suffers a lack of affordable housing, with a rental vacancy rate of 4.4% in 2013.¹⁴ Much of the housing that does exist is unaffordable for many residents. The Community Development Commission (CDC) reports that 28% of applicants pulled from the waiting list who receive a Housing Choice Voucher are able to locate housing where they can use that voucher. These and other available HUD-funded programs must utilize the Fair Market Rent rate which, in 90% of available rental units, is below the asking rental rate. More than one-quarter (28%) of county residents live in substandard housing¹⁵ and over half of renters (52%) pay more than one-third of their income for rent.¹⁶

Given that people who are homeless experience encounters with the criminal justice system in disproportionate numbers, it is worth noting that 60% of participants in the county's Adult Drug

¹¹ Insight Center for Community Economic Development. (2014).

¹² Homelessness Research Institute. (2009). *Geography of Homelessness*.

¹³ National Alliance to End Homelessness. (2016). *The State of Homelessness in America*.

¹⁴ US Census. (2013).

¹⁵ Robert Wood Johnson Foundation. (2015). *County Health Rankings*.

¹⁶ Mendocino County HHSA. (2016). *Community Health Needs Assessment*.

Court and 53% of Behavioral Health Court participants are homeless at program entry. According to the Mendocino County Probation Department, 80% of its caseload suffers from substance use disorder, mental illness (ranging from mild to chronic and severe), or comorbidity. Of California's 58 counties, in 2015 Mendocino County had the 12th highest rate of felony drug offenses (20.5% compared to 14.2% for the State) and a 3-year recidivism rate of 55.2%, compared to 44.6% for the State.¹⁷ In 2016, the county's rate of substantiated child abuse was 17.7/1,000, more than double the statewide rate of 7.8/1,000, and as of July 2016 the foster care rate of 13.9/1,000 was also more than double the statewide rate of 5.0/1,000.¹⁸ Youth who are transitioning out of the foster care system are at high risk of experiencing homelessness.

Substance abuse is one of the most challenging problems in Mendocino County, which lies in the heart of the rugged "Emerald Triangle" that has for decades provided a convenient cover for the clandestine growth and harvest of marijuana. The resulting widespread culture of acceptance is reflected in the growth of the local wine economy and the county having more than twice the per capita number of alcohol outlets, compared with statewide rates.¹⁹

Physical, sexual, and emotional trauma are both causes and consequences of homelessness, and Mendocino County's high rates of homelessness are linked to high rates of trauma. At 23%, Mendocino County is fifth highest in the state for the percentage of children who have experienced two or more adverse childhood experiences (ACE).²⁰ Unabated stress hormones released in the wake of traumatic events in childhood produce profound and long-lasting effects on children's brains, which later manifest as disease, addiction, mental illness, violence, and criminal behaviors, often beginning in adolescence.²¹ National research consistently shows that mothers who are homeless are more likely to have significant histories of traumatic stress, interpersonal violence, mental health issues, and substance use problems when compared with their housed

¹⁷ California Department of Corrections and Rehabilitation, Office of Research. (2015). *2015 Outcome Evaluation Report*.

¹⁸ UC Berkeley Center for Social Services Research (http://cssr.berkeley.edu/ucb_childwelfare).

¹⁹ Mendocino County HHSA. (2013). *Alcohol Outlets and Our Community*.

²⁰ Child and Adolescent Health Measurement Initiative. (2017). Webinar: Integrating a Trauma-Informed Approach into Proposition 47 Proposals.

²¹ Felitti et al. (1998) Relationship of Childhood Abuse and Household Dysfunction to Many of the Leading Causes of Death in Adults. *American Journal of Preventive Medicine*, 14.

Redwood Community Services, Inc.

counterparts.²² Numerous studies conducted during the past decade identify domestic violence as a primary cause of homelessness in the United States.²³

b. Existing Programs Serving Homeless Population in the Inland Ukiah Valley

Agency/Program/Group	Services
Community Development Commission	• PSH certificates (rental subsidy) • HUD-VASH certificates (rental subsidy) • Housing Choice vouchers • Public housing
Consolidated Tribal Health	• Medical services
Ford Street Project	• Substance abuse treatment (inpatient and outpatient) • Community food bank • Emergency shelter • Transitional and permanent housing • Case management • Vocational training program
Homeless Services Action Group (HSAG)	• Operated the 2016-17 emergency winter shelter in Ukiah
Legal Services of Northern California	• Housing rights and public benefits issues
Manzanita Services	• Wellness center • Mental health services for adults • Transportation assistance • Minimal shower access • Support groups • Referrals to housing and other resources
Mendocino Community Health Clinic	• Medical services • Obstetrics and gynecology • Dental care • Mental health care

²² National Center on Family Homelessness. (2010). *Service and Housing Interventions for Families in Transition: SHIFT Study Final Report*.

²³ National Coalition for the Homeless. (1997). *Fact sheet: Domestic Violence and Homelessness*.

Redwood Community Services, Inc.

Agency/Program/Group	Services
	• Substance abuse/opiate treatment services • Some transportation services for the homeless
Mendocino County Aids & Viral Hepatitis Network (MCAVHN)	• Mental health services • Case management • Client advocacy • Client loans and grants • Client social and informational events • Coordinated Entry access point • Food vouchers • Harm reduction information and products • PSH case management • Hepatitis C support groups • HIV/HCV counseling and testing • Housing assistance for rent, mortgage, and utilities • Overdose death prevention • Syringe exchange • Transportation assistance
Mendocino County Health & Human Services Agency (HHSA)	• Public benefits (general assistance, CalFresh, housing assistance, MediCal, CalWorks, etc.) • Case management • Day treatment • HIV/HVC testing, education, and counseling • TB testing • WIC clinic and immunizations • Substance abuse prevention, intervention, and treatment • Prenatal treatment • Drug court services • Jail diversion services
Mendocino County Youth Project (MYCP)	• Mental health services for youth, ages 0-24 and their families • Transitional housing program for foster youth • Street outreach

Redwood Community Services, Inc.

Agency/Program/Group	Services
	• Crisis intervention • Clothing closet for youth, ages 16-24
Plowshares	• Hot lunches • Mail, phone messages, information, referrals • Laundry and haircuts
Project Sanctuary	• Battered women's shelter • Support groups and counseling • Para-legal assistance • Violence prevention education • Self-defense classes • Motel vouchers • Transitional housing
RCS – Arbor Youth Resource Center	• Drop-in center for transition age youth (15-24) • Substance use treatment • Workforce Investment & Opportunities Act services • Vocational training • Support groups • Coordinated Entry access point • Clothing closet
RCS – Behavioral Health Services	• Mental health services
RCS – Redwood Community Crisis Center	• Crisis intervention, assessment, and treatment • Crisis drop-in center
RCS – Stepping Stones RCS – Stepping Stones, cont.	• Transitional housing for foster youth ages 18-24 and homeless individuals/families with severe mental illness (ages 18+) • Mental health services (18+) • Case management • Support groups
Rural Communities Housing Development Corporation	• Sweat-equity housing for families • Subsidized housing for seniors and families • Permanent housing with support for people with SMI
Adventist Health Ukiah Valley – Street Medicine Program	• Urgent health care services • Street outreach

Redwood Community Services, Inc.

Agency/Program/Group	Services
	• Case management

c. Potential for HSCC to Meet Local Needs

This project serves to fill a gap in our Homeless Services' Continuum of Care – providing people without stable housing with a safe place to be during the day and access to resources and services, as well as providing a location for emergency shelter.

d. Benefits to Mendocino County

The benefit provided to those without housing is, first and foremost, a safe place to be. The community center aims to produce tangible results in improving the lives of our residents experiencing a housing crisis by providing options for shelter, a safe place during the day, services to assist with acquiring housing and accessing resources, and linking them with additional services available throughout the community. Through outreach, education, and extending invitations for community collaboration, the center will also help raise public awareness about homelessness, create bridges between members of the local community, and produce many other benefits to the community at large. Additionally, through the creation of a Community Council to advise the operations of the community center, it will empower local citizens to participate directly in an effective solution, giving them a sense of accomplishment and knowledge that they are able to help.

V. FACILITY STRUCTURE & OPERATIONS

a. Program Location & Description

1045 S. State St.
Ukiah, Ca 95482

This property consists of a large structure on nearly 2 acres of open flat land near the Talmage and South State Street crossing. The area is primarily occupied by businesses, with a minimal number of residences along the closest cross street, Thomas Street.

b. Hours of Operation

1. Day Resource Center

The center is open 7 days a week, from 9:00am-6:00pm.

2. Winter or Standing Emergency Shelter

Redwood Community Services, Inc.

The emergency winter shelter is open 7 nights a week from November 1st to the end of April, from 6:00pm-9:00am. Staff shifts for the shelter are scheduled for half an hour prior to shelter opening and half an hour after shelter closing to provide additional support during this transition time.

c. Target Population

1. Day Resource Center

The target population of the day resource center is those experiencing homelessness and those at risk of homelessness. It is projected that those who access the center the most will be those experiencing chronic homelessness.

i. Day Center Capacity

The day resource center may be able to host up to 60 guests, pending final review and approval by the Fire Marshal. The total number of people in the day resource center shall not exceed the established occupancy limit.

2. Winter or Standing Emergency Shelter

The emergency shelter prioritizes adults who fall within the definition of chronic homelessness. The primary focus will be on individuals, with families being referred to the Ford Street Project shelter for families. However, if possible, given availability, families will be accommodated. A number of the cots (between two and five, depending on the level of need on a particular night or season) would be reserved for the Ukiah Police Department and Redwood Community Crisis Center to access for clients in crisis or individuals the police want to divert to the shelter rather than arrest.

Chronic homelessness has a high priority due to its particularly tragic and costly impact on the individual, family and community. While the cohort who would be provided with shelter at this facility is relatively small compared to the larger homeless population, those experiencing chronic homelessness represent not only the neediest clients served by the wider service system but also the most problematic in terms of resource utilization and associated costs as these clients often have multiple health, co-occurring substance abuse and mental health issues, histories of unemployment, hospitalization, criminal backgrounds, and legal issues. As a whole, this segment of the homeless population historically tends to utilize a disproportionate share of services and resources.

i. Emergency Shelter Capacity

The emergency winter shelter may have a capacity to serve up to 60 of the community's most vulnerable homeless population. The final layout and number of cots in the shelter shall be reviewed and approved by the Fire Marshal. The number of cots may be lower than

60. The total number of people in the shelter shall not exceed the established occupancy limit.

d. Program Environment

1. Day Resource Center

The day center is set up to be comfortable, welcoming, and informal. The main portion of the space is an open community space, with seating and some tables. The center is built and designed to reduce barriers to access for people with disabilities throughout the whole building. There will be computers available for guests to search for housing, apply for jobs, and access resources online. There is a meeting room with an accordion style dividing wall, which can close to make two separate spaces for private groups to meet. The bathrooms consist of five individual toilet stalls, with full locking doors, multiple urinals in a private space, and four individual shower units, with full locking doors and a dressing area in each unit. Office space is available for guests to meet with service providers, either RCS providers or providers from partnering organizations, such as case managers or care coordinators. There is an exam room with a private bathroom which will be available for the UVMC Street Medicine program to utilize. Laundry facilities and minimal food prep space is also be available. The showers, bathrooms, laundry, and food prep space are accessible to both the day center and the shelter portions of the community center.

2. Winter or Standing Emergency Shelter

The shelter consists of two open dorms, each with rows of cots. One dorm is designated for men and one for women, with guests being assigned to the side according to their gender identity. There is potential for flexibility in the cot assignment, with attention paid to what is needed to provide for the safety of each guest. There is an office space or observation room between the two sides, allowing for staff to monitor the shelter guests. The shower, restroom, laundry, and food prep space will be accessible to the shelter, though the day center portion of the facility will be locked.

3. Outside Areas & Additional Resources

There is an outside space within the fenced area for center and shelter guests to utilize. An area within this fenced outside space is designated as a smoking area, for smoking tobacco products only. Guests who are smoking must be at least 25 feet away from any door or window of the facility.

There is potential for additional development of projects. The Community Council will collaborate and make decisions regarding new project proposals. These proposals would need to be reviewed by the City of Ukiah, who maintains a seat on the Community Council, to determine if additional permits or alterations to the existing use permit are required. Projects

that have been discussed, but not decided on, include a community garden, dog run, and expanded storage space.

e. Health & Safety

The community center will follow all federal, state, county regulations regarding Health and Safety for our guests and the facility.

1. Physical Plant

- The community center cannot exceed the maximum occupancy, for either the day center or the emergency shelter, authorized by the City of Ukiah Fire Department, which is clearly posted in the facility.
- Doors will not be blocked and floors will be free of tripping hazards and there will be 44 inches between objects in all walkways to the Exit areas.
- Exits will be clearly marked and Exit Plans will be posted in appropriate areas.
- A map designating the location of the gas main will be conspicuously posted and known to the centers on-site emergency-response designee.
- A gas shut-off tool must be attached near the gas main.
- Instructions for using the gas shut-off tool must be posted next to the tool.
- Staff will perform regular facility checks for neatness, cleanliness, and safety. The daily facility inspection will specifically check that all outlets remain safe.
- The center will have a chore list and schedule, to ensure a safe, sanitary, clean, and comfortable environment. Person(s) responsible for tasks indicated on the chore list will be clearly identified and trained.
- Trash inside the facility is contained in appropriate trash receptacles and adequate supplies and equipment for housekeeping functions are available. A schedule is established and posted for collecting and discarding trash. Trash receptacles will be emptied on a regular basis into the trash bins kept outside on the side lot of the facility. The outside trash bins will be locked to deter unauthorized dumping of trash.
- Cleaning supplies are properly labeled and kept in a separate storage area out of the reach of children.
- A Material Safety Data Sheet for Storage of Chemicals will be obtained from the Ukiah Fire Department and maintained where chemicals are stored on site. An additional copy of the sheet must be maintained in a location that can be accessed easily by staff and guests in the event of emergency and will be available upon request.
- A first-aid kit will be kept on site at all times and staff will be trained in first-aid and CPR. Urgent medical issues will be referred to the Emergency Room and other appropriate medical care providers.

Redwood Community Services, Inc.

- Fire drills will be regularly conducted and recorded.
- Facility Safety
- Safety issues will be brought to the attention of the Site Safety Officer and any corrections that must be made will be clearly noted and addressed.
- For facility maintenance issues that are a risk to safety and health, the staff on shift will address it if they can safely do so. If additional repairs are needed, they will notify the Site Safety Officer, who will submit a Maintenance Request.

2. Maintenance

- The community center shall maintain a safe environment for guests and has a clearly identified person to whom guests can report maintenance problems.
- Facility maintenance issues will be reported to the Site Safety Officer, who will submit a Maintenance Request.
- Maintenance Requests will be handled by the RCS Maintenance team, as designated in the Maintenance Policy Protocol policy and procedure.
- The community center will have a facility maintenance plan that is maintained by the RCS Maintenance team and Properties Manager.
- Routine maintenance is performed by qualified personnel, volunteers, or commercial services, as needed.
- All community center equipment and furnishings are maintained so they are clean, safe, and appropriate for the intended function.

3. Heating & Cooling

The community center will maintain a temperature of at least 65 degrees during the winter months and will keep the facility sufficiently cool during the summer.

4. Pest Control

The community center will work to prevent pest infestation within the facility and to control or eradicate pests as possible. Precautions, such as wiping up spills and crumbs frequently; checking incoming boxes for insects and rodents, excluding guests' personal belongings; and elevating garbage containers off the floor, will be taken. The community center will have pest-control inspections when needed.

f. Building a Community

1. Community Council

The community center is a collaborative project led by a Community Council that is made up of the following:

- Community Center guests (of both the day center and shelter)

Redwood Community Services, Inc.

- Neighboring residents
- Representatives from community partners
- Law enforcement representatives
- City and County staff/representatives
- RCS staff/representatives
- Other community members

There are seats on the Community Council specifically reserved for:

- City of Ukiah representative
- Mendocino County representative
- Mendocino County Health & Human Services representative
- Ukiah Police Department representative
- At least one person who is currently or has recently been homeless
- RCS representative
- Partnering agencies
- Ukiah business owner
- Community center neighbor

The Community Council will meet twice a month during the first year of center operations. Meeting frequency will be reassessed after the first year and the requirement will be adjusted as needed. The purpose of this council will be to review the effectiveness of the center, provide a forum for feedback and discussion, develop center systems, policies, and processes, inform the culture of the center, coordinate services between providers, and other items as needed. Meetings are open to the public, with the exception of portions of the meeting dedicated to topics where confidentiality must be protected.

2. Community Center Groups

The community center will regularly host groups for the center guests. These include educational, vocational, substance use, socialization, and housing focused groups.

There will be a Check-In group every other week that will provide an opportunity for guests to give feedback and input on the operations of the facility, as well as a space to mediate any challenges and collaborate on solutions. This Check In group will designate the guest representative(s) who will attend the Community Council meetings.

Additional committees could include a community garden committee, shelter committee, day center committee, development committee, and others as needed.

3. Being Good Neighbors

RCS will develop relationships with the neighboring residents and businesses, and establish an open line of communication with the neighborhood and will work diligently to mitigate known and future concerns. Neighboring residents, property owners, and businesses will be invited to attend the Community Council meetings. Each neighbor within 300 feet of the community center will be provided with the *facility's direct phone number* and will be encouraged to call with any concerns or challenges. Center staff will work with neighboring businesses and law enforcement to prevent or address concerns. The center will make it a daily practice to tour the neighborhood, picking up litter and redirecting center guests who may be loitering. Center guests are expected to participate in this practice and contribute in positive ways to the functioning of the center and neighborhood.

4. Key Community Partners

RCS coordinates with other providers, including street outreach, medical services, food resources, emergency shelters, and others, to ensure there is a collaborative approach to addressing the needs of the individuals and families served. The community center will maintain a resource list with contact information for providers, services, and agencies in the community. Participants will be referred as needed to community resources, such as:

- **RCS Arbor Youth Resource Center** – The Arbor is a resource center for transition age youth (TAY; ages 15-25), providing groups and classes, youth employment services, and other activities. The Arbor is an access point for TAY interviews and intake in the Coordinated Entry system.
- **Ukiah Police Department (UPD)** – RCS will work collaboratively and cooperatively with the UPD. One of the goals of the community center, including the emergency shelter, is to reduce the strain placed on the police department by those who are homeless.
- **Adventist Health-Ukiah Valley's Street Medicine Program** – The Street Medicine Program provides a vital service to the community, meeting those who are homeless where they are to provide basic medical care, case management, and connection to more in depth healthcare services. The RCS community center includes an exam room where Street Medicine Program workers can meet with clients.
- **Mendocino Coast Hospitality Center (MCHC)** – RCS has partnered with MCHC to provide many services for the county. MCHC operates a community center and the RRH program on the coast. MCHC also operates the homeless shelter on the coast. RCS coordinates with them for both the RRH program and referring individuals and families in need of emergency shelter on the coast.
- **Community Development Commission (CDC)** – Public housing authority that administers the county's Housing Choice vouchers and Permanent Supportive Housing rent subsidy certificates.

Redwood Community Services, Inc.

- **Mendocino County AIDS/Viral Hepatitis Network (MCAVHN)** – street outreach and case management for those with addiction and/or chronic illness and/or co-occurring disorders.
- **Manzanita Services** is an adult drop-in center and provides groups and classes, mental health support services, crisis services, and case management.
- **Ford Street Project** – referrals for families with children to their shelter and housing programs. Referrals for substance use treatment and support.
- **Redwood Community Crisis Center (RC3)** – for mental health crisis support services.
- **RCS Behavioral Health Services (BHS)** – for TAY in need of mental health services.
- Other community resources and services.

VI. SERVICES OFFERED

The community center will work to address to needs of those who are homeless by providing a wide array of services and supports, including:

- | | | |
|---|--|---|
| • Bathrooms, Showers, Laundry | • Educational Services | • Medication Support |
| • Community Service & Volunteer Opportunities | • Emergency Winter Shelter (Nov-April) | • Mental Health Services |
| • Resource Navigation (Case Management) | • Food (minimal) | • Peer Support |
| • Donation Closet | • Internet Access | • Phone & Messaging Center, including phone charging stations |
| • Connections to Housing | • Job Listings & Employment Support Services | • Rapid Re-Housing Program |
| • Coordinated Entry | • Linkage to Medical Services | • Support Groups |
| • Counseling | • Lockers & Storage | |
| | • Mailing Address | |

VII. ORGANIZATIONAL & MANAGEMENT PLAN

a. Community Center Staffing

1. Day Resource Center

- Full-time program manager to oversee and facilitate the day resource center and shelter operations
- Housing Navigator

Redwood Community Services, Inc.

- Peer Support Counselors
- Additional service providers could include: mental health service providers, case managers, employment services provider, Street Medicine worker, substance use treatment providers
- Volunteers will be utilized where and when possible to provide additional support
- There will be a minimum of two people (at least one of them must be a fully trained staff member) on duty at all times to supervise the guests and maintain safety.

2. Emergency Winter Shelter

- Full-time program manager to oversee the day resource center and shelter
- Full-time shelter supervisor
- Peer Support Counselors
- There will be a minimum of two staff on duty at all times to supervise the guests and maintain safety, inside and outside. These staff will be “Wide-Awake” and expected to address any problem conditions or behaviors during regular sleeping hours of shelter guests.

3. Staff Training

All staff on duty for any shift will be trained in Mental Health First Aid, Mandt crisis communication, conflict management, and safety and security protocols. In addition, each staff will participate in an orientation to the center, which will include a review of the resources available for the guests, both at the center and in the community, and the process for referring to those resources. Each staff position has a training packet detailing the trainings required initially and annually.

b. Financial Plan

1. Fundraising & Outreach

Outreach is a core component of the work done by the community center. The outreach strategy has two primary goals. First, the community center will work with community partners to provide education and raise awareness about homelessness in the community. Utilizing methods such as educational materials, pamphlets, and flyers, attendance of community events and forums, and hosting informational sessions, the community center aims to work with the community to reduce the stigma associated with homelessness, as well as collaborating to address the concerns of the whole community.

The second goal is to increase awareness of the community center’s role in the community for fundraising efforts. RCS has an established practice of community outreach and raising awareness for fundraising and community support. The agency has over 20 years of experience providing stable services in Mendocino County, with a history of financial stability and successful programs. The community center will build on this foundation to develop visibility

Redwood Community Services, Inc.

and sustainability as a program within Mendocino County and will rely on many different sources for funding to operate the community center and shelter and is committed to thinking creatively to find solutions to funding needs.

2. Potential Funding Sources

- Emergency Solutions Grant (ESG) Rapid Re-Housing (RRH) funds
- ESG Emergency Shelter funds
- Other local, state, and federal grants
- Mendocino County Board of Supervisors
- Mendocino County Health & Human Services Agency
- City of Ukiah
- Faith-based organizations
- Individual and private donations
- Contributions from community businesses
- Fundraising events and activities
- In-Kind Contributions
 - o The community center will welcome the contribution of goods and/or services that address the mission and values of RCS and the program. The center will maintain a list of items that are needed and will post this list publically in the center and through RCS' social media outreach. In-kind donations and contributions play a significant role in keeping the cost of operations down.

VIII. Guest Code of Conduct

- **COOPERATIVE** – Community center guests will participate in the creation of a housing plan and will actively engage in the process of acquiring housing. They will also participate in the daily functioning of the facility and cooperate with requests from staff.
- **RESPECTFUL** – Guests will maintain respectful behavior towards all staff, volunteers, guests, and the neighborhood.
- **PEACEFUL** – Guests will not participate in any physical or verbal violent or abusive behavior, including the use of abusive language and/or threats towards others. Violent behavior that threatens the safety of others is grounds for immediate removal from the community center.
- **SUBSTANCE FREE FACILITY** – No use, possession, and/or sale of alcohol/illicit substances is permitted on the community center grounds. Smoking is allowed only in designated outside areas. While guests will not be turned away for being intoxicated, they are expected to refrain from imbibing, ingesting, injecting, or otherwise taking illicit substances while at the day center and

Redwood Community Services, Inc.

shelter. The sale and/or distribution of illicit substances while on community center property is grounds for immediate dismissal from the center.

- **CLEAN** – Guests are expected to maintain an acceptable level of personal hygiene and clean up after themselves.
- **PERSONAL SPACE** – Guests of the shelter are to keep their personal space free of clutter and cots are to be made daily.
- **SAFE & PRIVATE** – Guests are entitled to reasonable privacy. No sexual contact of any kind. No firearms will be permitted. Knives and other weapons must be locked in the secured locker by staff. In the shelter area, guests are not allowed in other guest's sleeping areas.
- **NEIGHBORLY** – Community center guests will respect the neighborhood by not littering, loitering, or being otherwise disruptive. Quiet time is between 9:00pm and 8:00am and guests are expected to minimize their time spent outside the shelter and keep their noise level down.

IX. Guest Responsibilities

Guests of the community center are responsible for the following while visiting and utilizing the center:

- The responsibility to respect the rights of others to feel safe;
- The responsibility to respect the cultural backgrounds of others;
- The responsibility to respect the privacy of others;
- The responsibility to follow the expectations, rules, and Code of Conduct of the center and its programs;
- The responsibility to engage in assistance related to their re-housing plan.
- The responsibility to let center staff know if unable to keep an appointment and need to reschedule or if unable to return to the shelter by check-in time;
- The responsibility to inform staff if it is perceived that any staff member has breached confidentiality, ethics, or treated anyone unfairly.

X. Guest Personal Rights

The community center is committed to recognizing the individual personal rights of individuals, based on basic human needs, laws, and other factors.

Guests have the right:

- To feel safe in the community center and associated programs.

Redwood Community Services, Inc.

- To be treated in a manner that respects dignity and individuality.
- To enjoy a safe and healthful living environment.
- To have reasonable accommodations under fair housing laws, when such accommodations are necessary because of their disability.
- To progress through the center programs at their own level of comfort and according to their own goals.
- To remain in the community center/shelter and not be involuntarily removed or terminated without reasonable notice, good cause, and due process procedures followed.
- To have access to fair, appropriate, and standardized procedures for determining eligibility, admissions, sanctions, dismissals, and grievances.
- To be afforded reasonable privacy and confidential treatment of personal, social, financial, medical, and behavior health records, except as necessary by law or by consent. This includes the right to privacy regarding their personal belongings. Staff may request that guests show them what is in their bag(s) and pockets.
- To voice concerns, opinions, and make suggestions regarding community center rules and operations.
- To refuse medication, treatment, and services which are not directly related to acquiring housing. Refusal of medication, services, or treatment is not, by itself, cause for dismissal from the center or shelter.
- Guests have the right to choose health care providers.
- To be informed of their human, legal, and civil rights, and to speak up when they feel they have been violated.
- To confidentiality in accordance with the policy detailed in the Program Procedures section of this document.

XI. PROGRAM POLICIES

a. Changes to the Program Manual

The operations of the community center are overseen by the Community Council. Any revisions of this Program Manual must be reviewed and approved by the Community Council. No changes may be made that contradict or conflict with the parameters outlined in the use permit issued by the City of Ukiah without receiving approval from the City.

b. Collaboration with Law Enforcement

The RCS community center is committed to collaborating with the Ukiah Police Department (UPD) and other law enforcement entities to best serve the guests of the center, neighboring residents, and community. Law enforcement representatives are invited to participate on the Community Council, where they can directly provide feedback and influence the operations of the program. A regular practice of communication between the center and law enforcement would provide the opportunity to identify potential issues with guests and collaborate on ways to prevent, mitigate, and de-escalate issues.

c. Confidentiality

All information pertaining to guests is covered by RCS' confidentiality policy and procedure. The center will not share information regarding guest history, progress, placement, health, or any other information without their permission. When they enter the program they will be asked to sign a release of information form allowing RCS to communicate with specific people and agencies, as needed and requested. Guest personal information will only be shared without their permission if it is subpoenaed by a court of law or in the situations described in the policy detailed below regarding mandated reporting.

Part of the role of the center's Community Council is to review the policies, practices, issues, and changes that come up at the community center. Part of this review could include discussion of specific incidents that relate to specific guests. All efforts will be made to generalize the details so as to prevent revealing the identity of the guest(s) involved, while also providing the information needed to effectively review the incident and any needed changes to policy, procedure, and program operations.

1. Mandated Reporter

RCS employees are mandated reporters and are required by law to report specific incidents or situations to the police department, the Probation Department, or Health & Human Services Agency (HHSA). No supervisor, administrator, or other staff member may impede or prohibit reporting. Guests will be informed of RCS's Mandated Reporter policy.

Children and older adult mandated reporter requirements are regulated by California law, under the Child Abuse and Neglect Reporting Act (CANRA) and the Welfare & Institutions Code for Elder Adults. California law provides for mandatory reporting of physical abuse, neglect, self-neglect, sexual abuse, mental suffering, financial abuse, isolation, abandonment or abduction of a child, elder, or dependent adult.

Duty to Warn: The Tarasoff case in 1974 sparked legislation that covers when clinicians are required to report risks of violence involving adults. While the center employs staff who are not

therapists or clinicians, RCS could require staff to follow the elements of this regulation. The Duty to Warn law stipulates that when a clinician or therapist determines that their patient presents a serious danger of violence to another, they incur an obligation to use reasonable care to protect the intended victim against such danger. This may require the therapist to take one or more various steps, depending on the nature of the situation. These steps may call for them to warn the intended victim or others likely to apprise the victims of the danger, to notify the police, or take whatever steps are reasonably necessary under the circumstances.

The appropriate reporting requirements must be followed when the mandated reporter observes the incident, the victim reports abuse has occurred or has knowledge of abuse, and when an injury or condition reasonably leads the mandated reporter to suspect abuse has occurred. The law requires mandated reporters serving children and elder or dependent adults to make a verbal report immediately or as soon as practical, followed by a written report to HHS on that agency's form. Failure of a mandated reporter to report suspected abuse and/or neglect of a child, elder, or dependent adult is a misdemeanor. When the abuse results in death or great bodily harm, the penalties for failing to report increase.

d. Cooperation with the City of Ukiah

The City of Ukiah Director of Community Development and Planning shall report to the Planning Commission once every six months during the first two years of center operations. The Director's report shall include a record of any complaints received from the public or shelter occupants and an assessment on the most effective ways to modify the plan to address valid complaints. RCS and the center will cooperate with the City of Ukiah relating to this process, in coordination with the center's Community Council. This includes providing the City of Ukiah with reports of complaints, performance reports, and other relevant information, as well as welcoming City staff to physically inspect the facility periodically.

e. Coordinated Entry

As a member of the MCHSCoC, RCS participates in the Coordinated Entry (CE) process and follows the CE Program Standard manual established by the MCHSCoC. The primary goal of the CE process is for all MCHSCoC funded assistance to be allocated as effectively as possible and that it is easily accessible, no matter where or how people present. CE prioritizes assistance based on vulnerability and severity of service needs, as well as to match individuals with participating agency programs designed for their level of need and support. People are not screened out for assistance because of perceived barriers to housing or services. The process is Housing First oriented in order to house people quickly without preconditions or service participation requirements. Emphasis is placed on centering the participant and their choice, which can include location and type of housing, level of services, and other options.

Every guest will be entered into the Coordinated Entry system and will be assessed using the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT), which helps identify who should be referred to which housing and support intervention. Individuals and households entered in the CE system are organized on a By Name List (BNL), which is the MCHSCoC-wide waitlist for all participating housing programs. Center staff will work with each guest to identify housing options, specifically permanent housing options, and resources appropriate for them, with the goal of making their experience of homelessness and housing crisis as short as possible.

The Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) is a pre-screening tool that is designed to be used by all providers within a community to quickly assess the health and social needs of homeless persons and match them with the most appropriate support and housing interventions that are available. The VI-SPDAT allows service providers to assess and prioritize the people who are homeless based on the acuity of their needs. The VI-SPDAT assesses a broad range of protective and risk factors, such as support networks, deep poverty, domestic violence, disability, and employment history. Using VI-SPDAT throughout the community allows providers to move beyond assisting only those who present at their particular agency and begin to work together to prioritize all homeless people in the community, and creates a single database of people experiencing homelessness.

See also: Shelter Screening & Intake.

f. Discharge

The community center ensures that when service to a guest is terminated, either voluntarily or involuntarily, employees follow an orderly and respectful process. Discharge may occur when the guest:

- Achieves their goals and is ready to discontinue services;
- No longer wants to stay at the shelter or access the center;
- Refuses to adhere to the policies of the shelter (e.g. violent behavior, weapons possession, sale/distribution of illicit substances); or
- Has needs that exceed the resources and expertise of the center.

1. Involuntary Discharge

Guests who have repeated violations of the center's Code of Conduct could be subject to termination and removal from the facility. Guests with violent behaviors or who are engaging in behavior that presents an immediate threat to the safety of others are subject to immediate dismissal from the community center and could be banned from returning. The Program Manager must sign off on the decision to ask a guest to leave the day center and the Shelter

Supervisor or Program Manager must sign off on the decision to ask a guest to leave the shelter. Center employees should assist guests who are involuntarily discharged with linking to other appropriate services. This may include, among other things, making referrals or providing the guest with resources to self-refer. Staff should remain non-judgmental in their approach and be honest with them about why they are being discharged. A guest may react angrily to involuntary discharge and staff may be the target of that anger. If there are concerns this may happen, staff should ensure they are not alone during the discharge process. All guests who are involuntarily exited from the day center and/or shelter will be told if they are eligible for re-entry, how much time must pass before re-entry, and what the process for re-entry is.

2. Appeal Process

If a guest who has been involuntarily discharged wishes to be considered for re-entry to the day center or shelter, they may take the following steps:

- The guest should request a meeting with the Program Manager (and Shelter Supervisor, if involuntarily discharged from the shelter) and discuss the matter fully with them. The Program Manager will make a decision on any corrective action plan required within the boundaries of their authority, calling on the Community Council for input if necessary and appropriate. The corrective action plan will include details on what is required of the guest in order for them to return, is there a waiting period before they can return, and what should occur if they violate the plan, among other things.
- If the guest is not satisfied with the outcome of meeting with the Program Manager, they may submit a grievance that will be reviewed by the Program Director. The Director will take any corrective action required within 10 days and inform the guest of the resolution.
- Guests have the right to ask assistance of another person to speak on their behalf and/or to help fill out a grievance form.

g. Emergency On-Call Services

Center staff and guests will be provided with a 24-hour agency on-call number. This number will also be given to the Ukiah Policy Department in order to ensure there are clear lines of communication and collaboration to address issues that may arise at the center. The center manager, shelter supervisor, housing specialist, and care coordinators will rotate being on-call after normal business hours and on weekends. Support for the guests will also be available for mental health crisis through the county crisis line. If during the day center hours (Monday-Friday, 9am-6pm), guests can call the center directly, rather than the on-call number. For critical emergencies that require assistance from resources such as the police department, the fire department, or immediate medical attention, guests and staff should call the appropriate emergency department, 911, or (800)222-1222 for Poison Control.

h. Food

The day resource center will have minimal snacks, coffee, and tea available for guests. Examples of the kinds of snacks could include granola bars, nuts, fruit, pastries, sandwiches, chips, and other prepackaged pre-prepared foods. The availability of these could be dependent on donations and is not guaranteed. There will be a microwave, toaster, and sink available for guests to use during the day to heat foods such as canned soup. Guests are responsible for cleaning up after themselves. There will be no major food preparation conducted at the center and the center is not set up to store food items belonging to guests. Food is not permitted to be prepared or eaten in the shelter portion of the community center. Guests in need of food services will be referred to Plowshares, the Food Bank, and other community resources.

i. Grievances

Participants of RCS programs, neighbors, members of the community, and representatives from other agencies, businesses, and organizations may make complaints regarding RCS, the community center and its staff, and any component of RCS' services at any time. Those with complaints or grievances should first attempt to resolve it informally by discussing the problem with program staff. If a resolution cannot be agreed upon or if any party feels it is needed, a formal complaint or grievance may be made by letter, on a complaint form, or reported directly to the Program Manager/Supervisor and/or an RCS Director.

Complaint forms can be found at any RCS office, as well as on the RCS website (www.rcs4kids.org). Completed forms can be mailed to the community center or given directly to any staff person on duty in any RCS office. If given to a staff member, that staff is responsible for ensuring the form is sealed in an envelope and given to the Program Manager or an RCS Director within 24 hours. The community center will also have a locked box for guests to drop their grievance forms in, which will be checked once a week. The Program Manager or Director will personally address, in a timely manner, any complaint received. The complainant will be addressed, either in writing or verbally, and steps will be taken to remedy the situation. RCS respects the right of individuals to make complaints and there will be no retaliation against the complaining party.

j. Guest Aftercare & Follow-up

Guests may continue to utilize the day center after acquiring housing for up to a year, based on level of need for support and assistance. RCS asks guests to maintain contact with the center for at least a year after acquiring housing in order to track outcomes, specifically whether or not the participant maintains permanent housing. Follow-up will occur in the form of a survey at 6 months and 1 year after exit to housing. Gift cards may be provided as incentives to participants for completing the follow-up surveys.

k. HMIS

RCS utilizes the Homeless Management Information System (HMIS), in coordination with the MCHSCoC, to collect information on the guests of the community center. HMIS is managed and administered by the Mendocino County Health & Human Services Agency (HHSA). It is used in Coordinated Entry and to collect and manage data associated with assessments and referrals.

l. Incident Reporting

Incidents relating to the safety, security, health, and wellbeing of the community center guests, staff, visitors, and facilities will be reported to the Program Manager, Program Director, Community Council, and other necessary entities in a timely manner and in compliance with federal, state, and local regulations and RCS policy. Incidents will be reviewed and those involved will be debriefed, with focus being given on what can be done to prevent reoccurrence.

m. Individualized Housing Plan

The vision of the center and shelter is for each guest to find housing as quickly as possible. Each guest of the center and shelter will be supported in creating and implementing an individualized housing plan that includes what their resources are (personal and professional), what options may be available to them (identifying those options that are part of their natural support system first), what steps they can take to obtain and secure housing, who they can ask for help, financial resources and needs, and what support they may need and access to assist them with acquiring and sustaining housing. This plan will be reviewed regularly with the guest and updated as needed. Guests are expected to participate in the creation of this plan and to actively engage in the steps they have identified to acquire housing.

n. Laundry

- Clean bedding will be provided to each new guest and bedding will be washed every 7th day of use or as needed.
- Guests have access to the on-site laundry facility and will be assigned a laundry day on admit. Staff will monitor guests doing their laundry, but are not required to handle the guests' laundry.
- On the scheduled laundry day for their cot, the guest is to strip their cot and put soiled bedding into the dirty laundry receptacle in each dormitory. Staff will reissue clean bedding for the guest to remake their cot each week.

o. Lockers & Storage

For the emergency winter shelter, the center will have lockers and storage space available inside the facility on a limited basis. Each cot will have a plastic bin with a lid assigned to it for the storage

of personal belongings. Shelter guests are expected to keep their belongings contained within this bin and the space underneath their assigned cot. The lockers will be made available to overnight shelter guests on a first come first serve basis. However, priority access to locker space will be given to those who are seeking a secure place to keep their medication and items related to their healthcare. Guests are responsible for providing their own locks for their locker and must provide the community center with the combination or the key to the lock. RCS is not responsible for any lost, stolen, or damaged personal items that guests leave at the center, whether they are left in the lockers or elsewhere in the community space. Guests who do not return to stay at the shelter or who are dismissed from the shelter must take their belongings with them. Personal belongings of people who are no longer guests of the shelter will be considered abandoned after seven days and will be disposed of.

For the day center, when the winter shelter is closed during the summer and fall months, lockers will be made available to guests on a first come first serve basis. However, priority access to locker space will be given to those who are seeking a secure place to keep their medication and items related to their healthcare. Guests are required to check in at the center at least every other week in order to maintain their use of the lockers. Personal belongings left by guests of the community center will be considered abandoned after seven days and disposed of. The community center is not responsible for the storage of any guest's personal belongings, unless a special arrangement is made.

At no time will the day center or emergency shelter permit the storage of firearms, perishables, alcohol, or illicit substances.

p. Medication

The center will provide a locked storage compartment, accessible only to staff, to store guest medication. Medication must be labeled with the guest's name and logged on the proper form. Guests are responsible for taking their medication as prescribed, filling their prescriptions, and properly disposing of their medication, if necessary. The community center is not responsible for administering medication to the guests. Guests must adhere to the following relating to medication:

- Medication stored by the center must be in a bottle, vial, or dosette, and be properly labeled with the guest's name, pharmacy, physician, the medication name, and dosage.
- Each guest's medication will be stored in an individual labeled container within a locked cabinet in the staff office.
- Medications will be returned to the pharmacy and marked "for disposal" when a guest has not returned to the center for their medications for a period of one week.

- Containers of mixed pills will be accepted for storage until the pharmacy can be contacted for proper dispensing and packaging of medications. If necessary, the mixed pills will be returned to the pharmacy for proper disposal.
- Staff is not responsible for ensuring guests' adherence to their medication regimen. However, good judgment should be used and the Program Manager/Shelter Supervisor notified if a guest has not been taking their medication or taking too much or too little.

1. Guest Guidelines for Self-Administration

- The guest will administer the medication according to the time, route, and frequency of the prescription or instructions.
- The guest is entitled to take their medication out of the locked storage and take it with them. Staff must sign the medication in and out.

2. Staff Guidelines for Self-Administration

- Staff will provide guests with a private place to self-administer medications.
- Staff are expected to either add a pharmacy printed medication administration record (MAR) to the medication binder when a guest enters the shelter/center or, if this is not available, to create a MAR using the appropriate form.
- The MAR requests that staff ask guests their physician name, pharmacy, and allergies.
- Staff must record and initial on the appropriate log when medications have been taken.
- A signature sheet will be kept current with new staff who initial for medication.

3. SHARPS Container

The center has a SHARPS container secured within the service provider office, which will be locked when not in use. For guests who need to discard needles, they may do so in this SHARPS container under staff supervision.

q. Non-Discrimination

RCS is a culturally diverse agency that does not discriminate based on age, gender, sexual orientation, religion, nationality, ethnicity, and disability. In fact, RCS embraces the cultural differences that make each and every person unique. RCS is in the service of bringing people together and healing relationships. By recognizing and embracing the diversity of the people we serve, we create a community that is more aware and accepting of the differences in all of us. RCS will provide each participant with the best available services regardless of race, ethnicity, gender, age, socioeconomic status, geographic location, religion, sexual orientation, or language. Services will be delivered with sensitivity, dignity, respect, professionalism, and appreciation, putting each participant at the center of decision-making, with a focus on strengths and resources.

1. Fair Housing Regulations

Redwood Community Services, Inc.

The Fair Employment and Housing Act (FEHA – see www.dfeh.ca.gov/) specifically provides protection from harassment or discrimination in housing. FEHA prohibits discrimination and harassment in all aspects of housing, including sales and rentals, evictions, terms and conditions, mortgage loans and insurance, and land use and zoning. It requires housing providers to make reasonable accommodations in rules and practices to permit persons with disabilities to use and enjoy a dwelling and to allow persons with disabilities to make reasonable modifications of the premises.

2. Reasonable Accommodation

- Center staff will not ask questions about a guest's disability, unless it is directly related to the provision of service to the guest.
- If a guest requests an exception to a policy or procedure as an accommodation of their disability, the center will grant the accommodation when the accommodation is both reasonable and necessary.

When a reasonable accommodation request is made, the community center manager may obtain medical verification from the requestor that the accommodation is reasonable and necessary. Admission to the center will not be denied because of disability.

r. Parking Lot Use

The parking lot is for use by staff and visitors to the community center. Car camping and camping in general on the center grounds is not permitted.

s. Pets

Pets will be permitted on a case by case basis. Some limited kennel and crate space is available inside and at night pets must be kept to their kennel or crate. Kennels and crate are available on a first-come, first-serve basis, though priority will be given to guests with service animals. Additional reasonable accommodations will be made as needed for guests with service animals. Animals must have the ability to remain quiet throughout the night. The center will have information available for guests regarding resources for pet vaccinations, spay and neutering services, and other pet care needs. The center will work with guests and County Animal Control to ensure pets are properly vaccinated and licensed with the county. The following conditions apply to pets being permitted on the facility grounds:

- The premises shall be kept in a clean and sanitary manner by the daily removal of waste and by the use of disinfectants to prevent the accumulation of flies, spread of disease, and offensive odor.
- Animal odors shall not be detectable beyond the lot lines of the property.

- The enclosure and/or run for dogs shall be screened by a nontransparent fence of a minimum six feet in height.
- Pets are not to be left unattended at any time. Center staff is not responsible for the care or monitoring of any pet.
- Pets spending the night will be kept indoors.
- All dogs must be licensed in Mendocino County.
- Excessive noise from animals is prohibited. Chapter 1 Article 6 of the City of Ukiah City Code shall apply to all animal nuisance complaints related to noise generated on site.

t. Progressive Engagement & Diversion

Progressive engagement recognizes that there is no way to accurately predict how much help someone may need to end their homelessness and avoid a return to the streets or shelter. While many people can successfully exit homelessness and avoid immediately returning with a small amount of assistance, there are no dependable predictors to guide the amount of assistance needed. In this approach, participants are initially offered "light-touch" assistance, including help creating a reasonable housing placement and stabilization plan, housing information and search assistance, and, as available, limited financial assistance for arrears, first month's rent, or security deposit. The center staff will regularly re-assess housing barriers and seek to close cases as soon as housing retention barriers are resolved. Assistance is provided on an "as-needed basis" to keep a participant housed and, within funding constraints, RCS offers more intensive support, additional rental assistance, or step-up referrals and help to access community-based assistance.

Diversion is a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternative housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. The main difference between diversion and other permanent housing-focused interventions centers on the point at which intervention occurs. Prevention targets people at risk of imminent homelessness; diversion targets people as they are applying for entry into shelter; and rapid re-housing targets people who are already homeless.

u. Security & Safety

There will be staff on site at the community center at all times during hours of operation. Staff are trained in first aid and CPR, conflict management and de-escalation techniques, and on effective security protocols. There will be an identified lead staff for each shift who will be the point person for security and safety issues. Issues relating to security and safety will be first addressed by the staff on site. There will be additional support available to address incidents as needed, which staff can access through the emergency on-call system. Incidents that present a threat to immediate

safety and well-being and/or include law violations will be reported to the police department. Staff will be trained in the agency policies and process for cooperating and collaborating with law enforcement, in order to best promote effective response to incidents.

1. Nighttime Measures

Additional security measures will include nighttime lighting and cameras overlooking the parking lot and side yard, with monitoring screens inside the staff space on the shelter side of the community center. Shelter staff will perform perimeter checks regularly throughout the night. The immediate neighbors of the center will be provided with the number for the center's direct line and emergency on-call number to provide them with a method for reporting concerns, complaints, or problems as they arise. Overnight shelter guests will be asked to declare if they have a weapon prior to entering the shelter. No firearms will be allowed on the premises. Knives must be locked in the secured locker accessible only to staff. Signs will be posted specifying that camping and loitering outside of the facility is not permitted at any time. The fence gates enclosing the center and side yard will be locked at any time the center is closed, including at night for those months the shelter is closed. The open area of the property will be kept clear to allow for easy visibility for law enforcement.

2. Daytime Measures

The community center will maintain a practice of patrolling a one mile radius around the facility at least once per day, picking up litter, promoting cleanliness, engaging with neighbors, enhancing safety in the immediate vicinity, preventing and controlling issues of loitering, unauthorized parking of guest vehicles, abandoned property, shopping carts, and addressing other issues as needed. These patrols will be documented on a log, with details recorded regarding incidents, time of patrol, neighbors interacted with, etc. For those months that the emergency winter shelter is closed, staff will be scheduled in a way to monitor the facility and deter loitering for the evening transition time when the day center closes. In addition, those guests who receive complaints for loitering after hours will not be permitted to utilize the center for a specified period of time in accordance with the Involuntary Discharge policy.

v. Shelter Daily Entry & Exit

Shelter guests are required to check in daily, in person or by phone, between 4:00pm and 5:00pm to indicate that they will return to the shelter that evening. Guests who have not checked in by phone or in person by 5:00pm will lose their cot and must go through the intake process again. The shelter opens to guests at 6:00pm. Guests must sign in when they arrive at the shelter each evening. They must arrive by 8:00pm or make prior arrangements for a late arrival. Guests who have not arrived by 8:00pm will lose their cot and must go through the intake process again. Guests are not to leave after 8:00pm. Shelter quiet time begins at 9:00pm. Guests leaving the property

after 8:00pm will be considered self-discharged. Any exceptions to this policy will be made on a case-by-case basis by prior arrangement with staff based on a need for reasonable accommodations. For example, exceptions may be made to accommodate employment, medical needs, and once in a lifetime type events.

Guests can exit the shelter and lose their cot on a voluntary or involuntary basis. If a guest leaves the shelter voluntarily, they may go through the regular screening process for re-entry. Guests who are involuntarily terminated may be eligible for the *Second Chance* process, where re-entry could be possible with a mediated resolution and contract, and all terminations can access the *Grievance Process* for possible re-admittance.

Spots will not be held for guests who will be away from the shelter for a night. Reasonable accommodation requests can be submitted in the case of a medical emergency or other situation that may necessitate a short stay elsewhere.

w. Shelter Guest Orientation

- Each guest will be assigned a cot, linens, blanket, and pillow.
- Guests should be shown their cot, the bathroom facilities, smoking area, activities area, etc.
- Guests are given the Shelter Orientation to read. If a guest needs special accommodation, shelter staff will read the Shelter Orientation to them and answer any questions.
- House rules and other policies will be reviewed and places where they are posted should be pointed out.
- Fire exits will be pointed out.
- Returning guests should be re-oriented each time they have been absent for 30 days or more.

x. Shelter Screening & Intake

The purpose of the shelter is to assist those in our community who are at the greatest risk of negative effects from exposure to the elements. Eligibility for this shelter will NOT be based on a first-come, first-serve basis, but will instead be based on the highest level of need. People interested in staying at the shelter may contact the community center in person or via phone Monday through Friday to see if a spot is available. If there is more than one person waiting to fill an open spot at the shelter, entry will be determined by the highest level of need as determined by the VI-SPDAT completed as part of the Coordinated Entry process, with Mendocino County residency being the deciding factor in the case of tie. During this screening process guests who are in need of additional supports for health and safety will be identified and assisted with accessing services or resources appropriate to their needs.

Guests entering the shelter must meet with community center staff, ideally prior to staying and no later than 5:00pm on the day of admit, to complete the intake paperwork and orientation. Intake is

Redwood Community Services, Inc.

conducted between 4:00pm and 5:00pm at the community center (*subject to change based on revisions by Community Council*). Data collected at intake includes the name, gender, age, ethnicity, number of persons in household, housing and disability status, and Mendocino County residency status. Guests are required to sign the Center Guest Code of Conduct & Agreement.

Registered Sex Offenders will not be permitted in the shelter. The shelter intake process will include checking for the potential guest on the Megan's Law website. In addition, individuals known to have open warrants will not be permitted for entry until they have resolved the issue with law enforcement.

The center will provide accommodations which protect the family unit whenever possible, allowing parents and children to remain together.

y. Shelter Sleeping Area

- At a minimum, the shelter provides guests with a cot.
- Each guest is supplied with sheets, a pillow and pillowcase, and at least one blanket. Linens are changed with each change of guest and, if occupied continuously by one person, clean linens are provided at least once a week.
- The shelter implements routine procedures for disinfecting the cot and its cover with each change of guest.
- As available, appropriate cribs or cots will be provided to people with children.
- All children's furniture and equipment meets national safety standards. Donated furniture and equipment must also meet these standards.
- Each cot has a tote assigned to it for guests to use for their personal belongings. Guests must keep their belongings contained to the tote and the space underneath their cot.

z. Showers & Restrooms

The community center provides access to functional, clean, and reasonably private toilets, wash basins, and showers, with units accessible to guests with disabilities. Guests are expected to keep their showers to less than 15 minutes. Persons with infants and young children will be provided adequate space and equipment, such as portable tubs and basins, for the bathing and changing of infants and young children. The shelter will attempt to accommodate guests' special needs in the provision of facilities.

- Shower and toilet facilities are maintained in working order, with hot and cold running water. Hot water used for washing and bathing will not exceed 104 degrees Fahrenheit.
- Showers have non-skid strips and other safety measures in place.

Redwood Community Services, Inc.

- Showers are accessible during day center operational hours, closing as needed depending on staff availability.
- Showers are accessible during shelter hours to shelter guests from 6:00pm until 9:00pm.
- Showers are available on a first-come, first-serve basis.
- The center provides toilet tissue, soap, and a means for washing and drying hands.
- Towels and soap will be provided for showers, with availability of towels based on donations.
- Trash receptacles will be in each toilet stall for the disposal of personal hygiene products, such as tampons and pads.
- The bathroom will include a baby changing station.
- To the extent practical, the center will provide for guests' special needs. If accommodation cannot be made, alternative arrangements will be made with other agencies when possible.

aa. Substance Use

While drugs and alcohol are not allowed on the premises, the center does not require sobriety as a condition for entry. The center utilizes a non-judgmental approach that attempts to meet people "where they are at" with their substance use. Instead of denying services to people who are using, the center tries to give opportunities for them to minimize the harms associated with substance abuse. Staff will not ask guests to be abstinent, emphasizing that they cannot use, sell, or distribute substances in the center. Staff should help guests recognize that some ways of using substances are clearly safer than others. Staff should recognize the realities of poverty, class, racism, social isolation, past trauma, gender-based and sexuality-based discrimination, and other social factors that affect a person's vulnerability to and capacity for effectively dealing with substance use.

1. Practicing Harm Reduction

- Staff should support guests with harm reduction relating to substance use. Examples of this includes, but are not limited to:
 - Encouraging a guest who has decided to reduce the amount of substance they consume in a day;
 - Listening and honoring a guest's story about how they became dependent on a substance (or multiple);
 - Talking with them about ways they can use in a safer way and reduce the impacts or risks it places on themselves or others;
 - Helping a guest get past the shame of being addicted so that they can make conscious choices about what they want to do about it; and
 - Giving guests information on how to use more safely to keep them disease free, which will lead to more options in the future.

Redwood Community Services, Inc.

- When a guest has been found drinking, using, selling/distributing, and/or in possession of alcohol and/or illicit substances while they are on the center grounds, staff will instruct them to leave the property, specifying the conditions for reentry as outlined in the Involuntary Discharge policy.
- When guests of the center have been found to have paraphernalia associated with illicit substances, staff will ask them to discard of it or remove the item from the property. Guests who refuse to comply with the request from staff will be instructed to leave the property, and notified of the conditions for reentry as outlined in the Involuntary Discharge policy.
- When guests are intoxicated while at the center or shelter, they will be asked to stay to themselves and minimize their interactions with other guests. Staff will provide supportive services as appropriate and as staff are available, intervening to address behavior that interferes with the safety and wellbeing of other guests, visitors, and staff. Guests are subject to the center Code of Conduct and policies, regardless of their sobriety status.

bb. Telephones

The community center has a phone available during operating hours to make and receive calls and contact the fire department, paramedics, police, and site supervisor personnel. The center also has or provides access to a phone that guests can use within reasonable limits. This phone is made as private as possible. The center takes incoming emergency phone messages for guests during business hours and has a process for making these messages available to them. To protect guest confidentiality, messages are taken without confirming whether or not the individual is a guest of the center.

cc. Violations of the Rules

The community center uses a low barrier framework, which means that policies that make it difficult for guests to enter shelter, stay in shelter, or access housing and income opportunities have been adjusted to minimize barriers to shelter, housing, and services. When guests violate the code of conduct or are engaging in behaviors that are challenging, staff will speak with those guests with a goal of maintaining the guest's use of the center or stay at the shelter. Communication, collaborative problem solving, conflict management, and resolution are central to addressing problematic behavior and rule violations. Staff will work with guests to create agreements about behavior and what is expected. There are not a certain number of rule violations that will automatically lead to discharge from the shelter. Staff will document those incidents that are creating conflicts, challenges, and barriers for guests and staff. These incidents will be reviewed by the Program Manager, Shelter Supervisor, staff team, and Community Council, as appropriate. Non-violent violations will be subject to verbal and written notices with action steps for the guest to come into compliance. Guests who are not able to come into compliance and have repeated

violations could be subject to termination and removal from the facility. Guests with violent behaviors are subject to immediate dismissal from the community center and could be banned from returning. Please see the Discharge section of the Program Policies for more information.

dd. Violent Behavior

A guest will be told to leave the center when staff has witnessed them, they have admitted to, or there is sufficient evidence to substantiate violent or physically intrusive incident(s) against others on the center grounds or they have repeatedly targeted another individual. This includes, but is not limited to:

- Hitting, kicking, slapping, pushing
- Throwing objects at someone
- Any unwanted physical contact
- Being verbally abusive repeatedly to the same person

Staff will intervene in conflicts, as long as they can do so safely, and encourage those involved to work things out respectfully, offer to mediate, and name abusive behavior. When tension is high, staff will prioritize being in common areas with clients. If a guest is an immediate threat to the safety of others, they will be required to leave the center. Whenever possible, the decision to tell a guest to leave should be discussed with the Program Manager and/or Shelter Supervisor. However, for threats to immediate safety staff is empowered to make that decision to protect others and themselves, notifying the Program Manager as soon as it is safe. For violent incidents, an incident report must be completed. Please see the Discharge and Incident Reporting sections for more information.

ee. Visitors at the Shelter

The shelter does not permit guests to have visitors.

- Exceptions to the no visitors policy includes Case Managers, Probation/Parole Officers, Clergy, designated members of open 12-step meetings, and other service related individuals who have been approved by center management.

ff. Volunteers

The community center will utilize volunteers to help provide a full range of services and keep costs down. Volunteers can assist with janitorial tasks, intake, entry, and orientation to the shelter, organization and distribution of donation items, serving snacks, facilitating groups and activities, and other service opportunities. The screening, background checks, and selection of volunteers would follow the RCS Volunteer Policy and Procedure protocols. Volunteers would receive an

Redwood Community Services, Inc.

orientation and trainings as needed for the tasks they will be conducting and would be overseen by the community center program manager and/or shelter supervisor.

1. Community Service

RCS will accept volunteers wishing to complete their court ordered community service hours. These volunteers can assist with janitorial tasks, organization and distribution of donation items, orientation to the shelter, laundry, and other service opportunities. These volunteers must be overseen by center staff and not left alone in the facility.

gg. Weapons

Firearms, including BB guns and explosive devices, are not allowed on the center grounds. Other weapons must be checked in with center staff prior to entry. Staff will make the determination as to what constitutes a weapon and whether or not the center will accept the item into the locked check-in cabinet. Knives, spears, swords, clubs, and Tasers are considered weapons, but work tools, sports equipment, and other items could also be required to be checked in. Items which require check-in must be tagged with the guest's name and date of check-in. All checked items must be immediately stored in a locked box or cabinet. Guests may retrieve their item(s) when they are ready to leave the facility. All checked items will be recorded on a log, with the date they were checked in and then the date they are retrieved will be recorded.

XII. PROGRAM EVALUATION

a. Evaluation Plan

The community center's performance will be monitored internally within RCS. RCS' Quality Assurance department will audit the center's charts and documents bi-annually to monitor compliance with regulations, internal policies, and any relevant standards. Evaluation efforts shall be informed by metrics established annually by the MCHSCoC.

In addition, the community center will regularly report on goals, progress, and outcomes to the RCS Board of Directors, funders, and the community.

b. Goals, Objectives, & Outcomes

Section intentionally left blank for future use. To be developed by the Community Council.

Objectives	Outcomes
GOAL 1. Provide a seamless flow of services and resource navigation.	
1a.	

Redwood Community Services, Inc.

Objectives	Outcomes
GOAL 2. Develop a coordinated homeless outreach center that can be a hub for outreach services to homeless individuals.	
2a.	
GOAL 3. Reduce the impacts of homelessness.	
3a.	
GOAL 4. Connect people with housing and assist them with sustaining it.	
4a.	

c. Tools

- Guest satisfaction surveys conducted quarterly for the community center and monthly for the shelter.
- Bi-annual guest chart audits
- Guest follow-up surveys
- VI-SPDAT, initial and follow-up
- HMIS intake data and regular updates

d. Reports

- Quarterly guest satisfaction survey summaries
- HMIS bi-annual performance reports
- Bi-annual guest chart audit summary
- Annual Program Evaluation Report

e. Ethical Considerations

Section intentionally left blank for future use.

XIII. Appendices

a. Principles of Harm Reduction

Principles of Harm Reduction

 harmreduction.org/about-us/principles-of-harm-reduction/

Harm reduction is a set of practical strategies and ideas aimed at reducing negative consequences associated with drug use. Harm Reduction is also a movement for social justice built on a belief in, and respect for, the rights of people who use drugs.

Harm reduction incorporates a spectrum of strategies from safer use, to managed use to abstinence to meet drug users “where they’re at,” addressing conditions of use along with the use itself. Because harm reduction demands that interventions and policies designed to serve drug users reflect specific individual and community needs, there is no universal definition of or formula for implementing harm reduction.

However, HRC considers the following principles central to harm reduction practice.

- Accepts, for better and or worse, that licit and illicit drug use is part of our world and chooses to work to minimize its harmful effects rather than simply ignore or condemn them.
- Understands drug use as a complex, multi-faceted phenomenon that encompasses a continuum of behaviors from severe abuse to total abstinence, and acknowledges that some ways of using drugs are clearly safer than others.
- Establishes quality of individual and community life and well-being—not necessarily cessation of all drug use—as the criteria for successful interventions and policies.
- Calls for the non-judgmental, non-coercive provision of services and resources to people who use drugs and the communities in which they live in order to assist them in reducing attendant harm.
- Ensures that drug users and those with a history of drug use routinely have a real voice in the creation of programs and policies designed to serve them.
- Affirms drugs users themselves as the primary agents of reducing the harms of their drug use, and seeks to empower users to share information and support each other in strategies which meet their actual conditions of use.
- Recognizes that the realities of poverty, class, racism, social isolation, past trauma, sex-based discrimination and other social inequalities affect both people’s vulnerability to and capacity for effectively dealing with drug-related harm.
- Does not attempt to minimize or ignore the real and tragic harm and danger associated with licit and illicit drug use.

b. Five Keys to Effective Emergency Shelter



c. Fact Sheet: Housing First



WHAT IS HOUSING FIRST?

Housing First is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life.¹

HOW IS HOUSING FIRST DIFFERENT FROM OTHER APPROACHES?

Housing First does not require people experiencing homelessness to address the all of their problems including behavioral health problems, or to graduate through a series of services programs before they can access housing. Housing First does not mandate participation in services either before obtaining housing or in order to retain housing. The Housing First approach views housing as the foundation for life improvement and enables access to permanent housing without prerequisites or conditions beyond those of a typical renter. Supportive services are offered to support people with housing stability and individual well-being, but participation is not required as services have been found to be more effective when a person chooses to engage.² Other approaches do make such requirements in order for a person to obtain and retain housing.

WHO CAN BE HELPED BY HOUSING FIRST?

A Housing First approach can benefit both homeless families and individuals with any degree of service needs. The flexible and responsive nature of a Housing First approach allows it to be tailored to help anyone. As such, a Housing First approach can be applied to help end homelessness for a household who became homeless due to a temporary personal or financial crisis and has limited service needs, only needing help accessing and securing permanent housing. At the same time, Housing First has been found to be particularly effective approach to end homelessness for high need populations, such as chronically homeless individuals.³

WHAT ARE THE ELEMENTS OF A HOUSING FIRST PROGRAM?

Housing First programs often provide rental assistance that varies in duration depending on the household's needs. Consumers sign a standard lease and are able to access supports as necessary to help them do so. A variety of voluntary services may be used to promote housing stability and well-being during and following housing placement.

Two common program models follow the Housing First approach but differ in implementation. Permanent supportive housing (PSH) is targeted to individuals and families with chronic illnesses, disabilities, mental health issues, or substance use disorders who have experienced long-term or repeated homelessness. It provides longterm rental assistance and supportive services.

A second program model, rapid re-housing, is employed for a wide variety of individuals and

Fact Sheet: Housing First | 1

families. It provides short-term rental assistance and services. The goals are to help people obtain housing quickly, increase self-sufficiency, and remain housed. The Core Components of rapid re-housing—housing identification, rent and move-in assistance, and case management and services—operationalize Housing First principals.

I DOES HOUSING FIRST WORK?

There is a large and growing evidence base demonstrating that Housing First is an effective solution to homelessness. Consumers in a Housing First model access housing faster^{iv} and are more likely to remain stably housed.^v This is true for both PSH and rapid re-housing programs. PSH has a long-term housing retention rate of up to 98 percent.^{vi} Studies have shown that rapid re-housing helps people exit homelessness quickly—in one study, an average of two months^{vii}—and remain housed. A variety of studies have shown that between 75 percent and 91 percent of households remain housed a year after being rapidly re-housed.^{viii}

More extensive studies have been completed on PSH finding that clients report an increase in perceived levels of autonomy, choice, and control in Housing First programs. A majority of clients are found to participate in the optional supportive services provided,^{ix} often resulting in greater housing stability. Clients using supportive services are more likely to

participate in job training programs, attend school, discontinue substance use, have fewer instances of domestic violence,^x and spend fewer days hospitalized than those not participating.^{xi}

Finally, permanent supportive housing has been found to be cost efficient. Providing access to housing generally results in cost savings for communities because housed people are less likely to use emergency services, including hospitals, jails, and emergency shelter, than those who are homeless. One study found an average cost savings on emergency services of \$31,545 per person housed in a Housing First program over the course of two years.^{xii} Another study showed that a Housing First program could cost up to \$23,000 less per consumer per year than a shelter program.^{xiii}

ⁱTsemberis, S. & Eisenberg, R. Pathways to Housing: Supported Housing for Street-Dwelling Homeless Individuals with Psychiatric Disabilities. 2000.

ⁱⁱEinbinder, S. & Tull, T. The Housing First Program for Homeless Families: Empirical Evidence of Long-term Efficacy to End and Prevent Family Homelessness. 2007.

ⁱⁱⁱGulcur, L., Stefancic, A., Shinn, M., Tsemberis, S., & Fishcer, S. Housing, Hospitalization, and Cost Outcomes for Homeless Individuals with Psychiatric Disabilities Participating in Continuum of Care and Housing First Programmes. 2003.

^{iv}Gulcur, L., Stefancic, A., Shinn, M., Tsemberis, S., & Fishcer, S. Housing, Hospitalization, and Cost Outcomes for Homeless Individuals with Psychiatric Disabilities Participating in Continuum of Care and Housing First programs. 2003.

^vTsemberis, S. & Eisenberg, R. Pathways to Housing: Supported Housing for Street-Dwelling Homeless Individuals with Psychiatric Disabilities. 2000.

^{vi}Montgomery, A. E., Hill, L., Kane, V., & Culhane, D. Housing Chronically Homeless Veterans: Evaluating the Efficacy of a Housing First Approach to HUD-VASH. 2013.

^{vii}U.S. Department of Housing and Urban Development. Family Options Study: Short-Term Impacts. 2015.

^{viii}Byrne, T., Treglia, D., Culhane, D., Kuhn, J., & Kane, V. Predictors of Homelessness Among Families and Single Adults After Exit from Homelessness Prevention and Rapid Re-Housing Programs: Evidence from the Department of Veterans Affairs Supportive Services for Veterans Program. 2015.

^{ix}Tsemberis, S., Gulcur, L., & Nakae, M. Housing First, Consumer Choice, and Harm Reduction for Homeless Individuals with a Dual Diagnosis. 2004.

^xEinbinder, S. & Tull, T. The Housing First Program for Homeless Families: Empirical Evidence of Long-term Efficacy to End and Prevent Family Homelessness. 2007.

^{xi}Gulcur, L., Stefancic, A., Shinn, M., Tsemberis, S., & Fishcer, S. Housing, Hospitalization, and Cost Outcomes for Homeless Individuals with Psychiatric Disabilities Participating in Continuum of Care and Housing First programs. 2003.

^{xii}Perlman, J. & Parvensky, J. Denver Housing First Collaborative: Cost Benefit Analysis and Program Outcomes Report. 2006.

^{xiii}Tsemberis, S. & Stefancic, A. Housing First for Long-Term Shelter Dwellers with Psychiatric Disabilities in a Suburban County: A Four-Year Study of Housing Access and Retention. 2007.

Redwood Community Services, Inc.

d. Comparing Low Barrier & High Barrier Shelter

	Low Barrier, Housing Focused Shelter Philosophy	Practices	High Barrier, Transitional Shelter Philosophy	Practices
Safety and Order	- Consider the safety of household if unsheltered - Believes excessive rulemaking and can be traumatizing to some survivors of domestic violence - Violating rules not necessarily cause for discharge	- Very few criteria for people they will not accept - Staff trained in conflict resolution and de-escalation techniques try to avoid discharge for out of control behaviors	- Consider the safety of clients and staff in shelter - Addresses safety concerns by minimizing loss of control over environment - Violation of rules are grounds for discharge	- Restrictive criteria that requires sobriety - Clients discharged because they are not able to follow the rules, sometimes not allowed to return for long periods of time
Substance Use	- Believe temptation for people in recovery is everywhere and that shelter cannot truly protect anyone from it - Believes it is not necessary for households to be clean and sober to obtain or maintain permanent housing - See people using substances as more vulnerable to harm if unsheltered	- Accepts people who are intoxicated - Staff trained in harm reduction, recognize signs of a health crisis when people are intoxicated	- Believe allowing intoxicated people in shelter will threaten the sobriety of people in recovery - Believe they are better able to help people who are clean and sober	Does not accept people who are intoxicated, conducts breathalyzer or drug tests
Exit to permanent housing	Sees the primary purpose of entire organization, including shelter, as quickly exiting people back to permanent housing	- Resources are invested in, and reallocated to, rapid re-housing or financial assistance to expedite exit to housing - Messaging to clients clear that the goal is to return to permanent housing as quickly as possible, the shelter is not your home - Within a few days after entry, every person is assisted to create a plan	Sees the primary purpose of shelter as supporting people to gain employment, increase income, and stay sober while resolving their own housing challenges	- Very few resources invested in rental subsidies, housing location, or financial assistance - Messaging to clients is around the need for self-improvement, signage in shelter may say "welcome home"

Redwood Community Services, Inc.

Case Management and Services	Case management in shelter is focused on connecting people to housing as quickly as possible	to rapidly exit to housing - Services in shelter are minimal and focused on obtaining housing, services once households exit to housing are home-based and focused on housing stability - Clients drive their case plans and develop their own goals for obtaining housing - Continued stay in shelter is not contingent on participation in case management	Case management in shelter is focused on helping people obtain employment, increase income, and learn life skills	- Services in shelter are robust as funding allows, some “after care” services once households exit shelter, but these are minimal - Case plans are standardized and may be linear regardless of client’s unique situation - Clients may be discharged for not participating in case management or accomplishing goals on case plan
Access	- Weights the expense of longer hours of operation against the increased time to engage with clients and the safety of clients during the day - Believe people who are more difficult to accommodate are least likely to find shelter elsewhere and more likely to sleep outside if not accommodated	- Shelter access is 24/7 - Clients are not required to pay for shelter beds - Allow people to store belongings - People are not turned away because they have pets that are not service animals - Couples without children can remain together	- Believe clients should be out working towards goals such as employment, and should not remain in the shelter - Limitations on space, staff time, and other concerns make it impossible to accommodate everyone	- Clients must leave shelter during the day - Cannot accommodate people with pets - Sleeping areas are not conducive to couples without children remaining together

e. Trauma-Informed Approach & Trauma-Specific Interventions

SAMHSA's six key principles of a trauma-informed approach and trauma-specific interventions address trauma's consequences and facilitate healing.

- **Trauma-Informed Approach**

According to SAMHSA's concept of a trauma-informed approach, "A program, organization, or system that is trauma-informed:

- o *Realizes* the widespread impact of trauma and understands potential paths for recovery;
- o *Recognizes* the signs and symptoms of trauma in clients, families, staff, and others involved with the system;
- o *Responds* by fully integrating knowledge about trauma into policies, procedures, and practices; and
- o Seeks to actively resist *re-traumatization*."

A trauma-informed approach can be implemented in any type of service setting or organization and is distinct from trauma-specific interventions or treatments that are designed specifically to address the consequences of trauma and to facilitate healing.

- **SAMHSA's Six Key Principles of a Trauma-Informed Approach**

A trauma-informed approach reflects adherence to six key principles rather than a prescribed set of practices or procedures. These principles may be generalizable across multiple types of settings, although terminology and application may be setting- or sector-specific:

1. Safety
2. Trustworthiness and Transparency
3. Peer support
4. Collaboration and mutuality
5. Empowerment, voice and choice
6. Cultural, Historical, and Gender Issues

From SAMHSA's perspective, it is critical to promote the linkage to recovery and resilience for those individuals and families impacted by trauma. Consistent with SAMHSA's definition of recovery, services and supports that are trauma-informed build on the best evidence available and consumer and family engagement, empowerment, and collaboration.

- **Trauma-Specific Interventions**

Trauma-specific intervention programs generally recognize the following:

- The survivor's need to be respected, informed, connected, and hopeful regarding their own recovery
- The interrelation between trauma and symptoms of trauma such as substance abuse, eating disorders, depression, and anxiety
- The need to work in a collaborative way with survivors, family and friends of the survivor, and other human services agencies in a manner that will empower survivors and consumers



① BUILDING NORTH
1/2" = 1'-0"



② RENDERING NORTH
1/2" = 1'-0"



③ FRONT AREA OF BUILDING
1/2" = 1'-0"

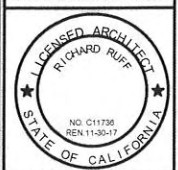
DATE BY	
REVISIONS	
#	



RUFF + ASSOCIATES

RUFF + ASSOCIATES
Architecture Planning Development
100 West Standley Street, Ukiah, CA, 95482
Phone: 707-472-0525 Fax: 707-472-0527
e-mail: richard@ruffarchitect.com
COPYRIGHT © BY RUFF + ASSOCIATES. ALL RIGHTS RESERVED.

CA License # C11736 - B597217



HOMELESS SERVICES
COMMUNITY CENTER
1045 SOUTH STATE STREET
UKIAH, CA, 95482

SHEET TITLE

COVER SHEET

DRAWN BY 7/17

CHECKED BY RFR

DATE CREATED 6.26.17

DATE ISSUED 4-3-2017

SCALE AS NOTED

PAGE

T1.0

SHEET OF

7/18/2017 2:15:46 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 RCS S. STATE.rvt

7/18/2017 2:15:46 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 RCS S. STATE.rvt

7/18/2017 2:15:46 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 RCS S. STATE.rvt

7/18/2017 2:15:46 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 RCS S. STATE.rvt

7/18/2017 2:15:46 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 RCS S. STATE.rvt

7/18/2017 2:15:46 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 RCS S. STATE.rvt

7/18/2017 2:15:46 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 RCS S. STATE.rvt

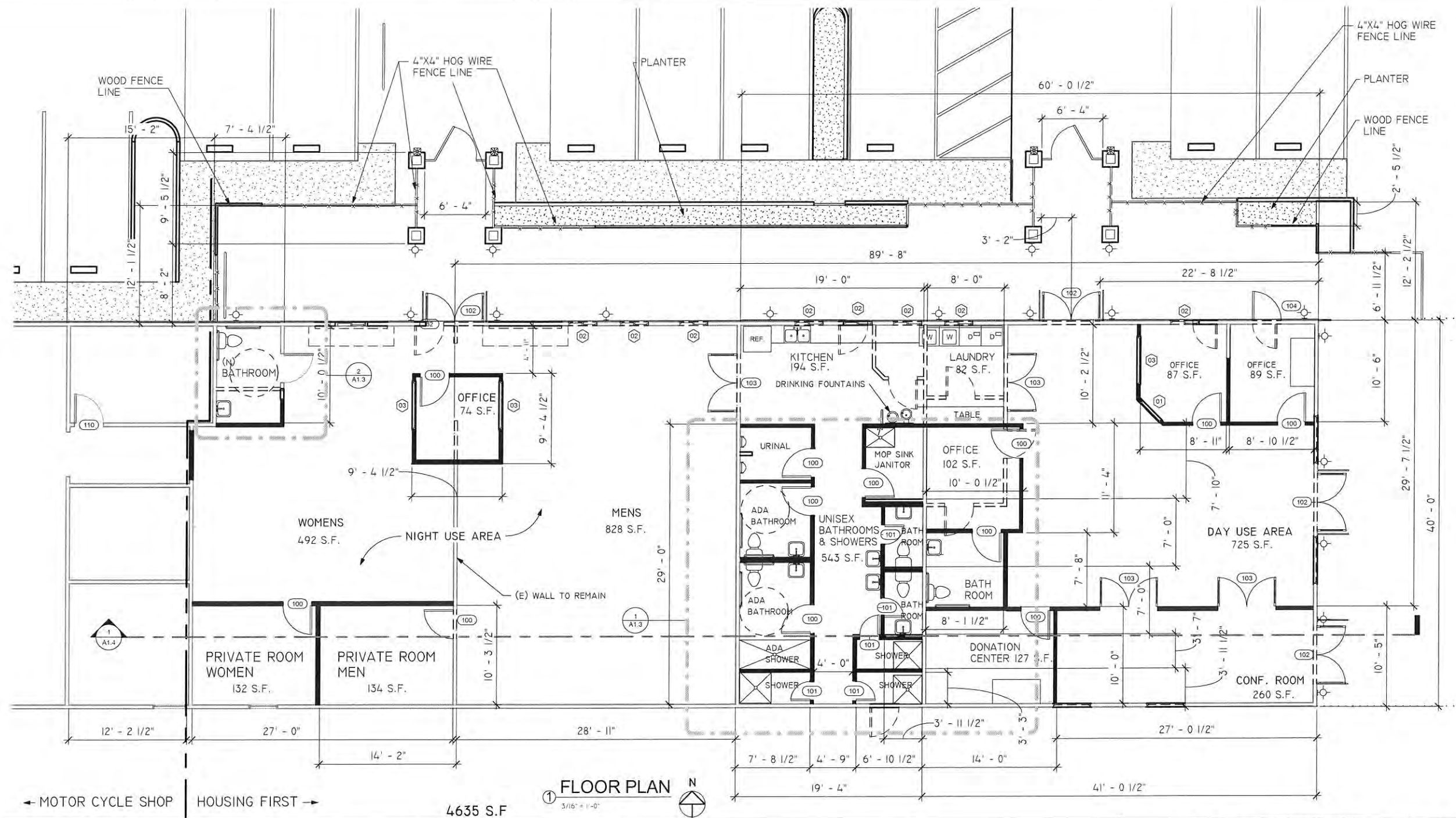


7/18/2017 2:15:46 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 RCS S. STATE.rvt

7/18/2017 2:15:46 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 RCS S. STATE.rvt

[illegible]

7/18/2017 2:09:34 PM Z:\PROJECTS\2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\Drawing\3-17-17-2 RCS S. STATE.rvt



4635 S.F.

1 FLOOR PLAN
3/16" = 1'-0"

Door Schedule				
Mark	Count	Width	Height	Description
100	12	3' - 0"	6' - 8"	INTERIOR WOOD DOOR
101	5	2' - 0"	6' - 8"	INTERIOR, WOOD DOOR
102	4	6' - 0"	6' - 8"	EXTERIOR WOOD DOUBLE DOOR FULL GLASS
103	4	6' - 0"	6' - 8"	INTERIOR WOOD DOUBLE DOOR FULL GLASS
104	1	3' - 0"	6' - 8"	SOLID CORE WOOD DOOR EXTERIOR W/KERF IN WEATHER STRIP THRESHOLD

Grand total: 26

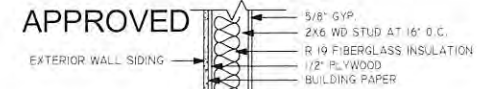
Window Schedule				
Type Mark	Count	Width	Height	Description
01	1	3' - 0"	4' - 0"	CASEMENT WINDOW
02	9	3' - 0"	3' - 0"	SLIDER WITH TRIM
03	3	5' - 0"	4' - 0"	CASEMENT WINDOW

Grand total: 13

WALL TYPES

- NEW WALL
- EXISTING WALL
- DEMO WALL

A EXTERIOR WALL TYPE U.N.O. - TYPICAL



B. INTERIOR WALL TYPE U.N.O. - TYPICAL



2 WALL TYPES

HOMELESS SERVICES
COMMUNITY CENTER
1045 SOUTH STATE STREET
UKIAH, CA, 95482

SHEET TITLE

FLOOR PLAN

DRAWN BY

CHECKED BY

DATE CREATED 6.26.17

DATE ISSUED 4-3-2017

SCALE AS NOTED

PAGE

A1.1
SHEET OF

REVISIONS

#	DATE	BY

RUFF + ASSOCIATES

Architecture Planning Development

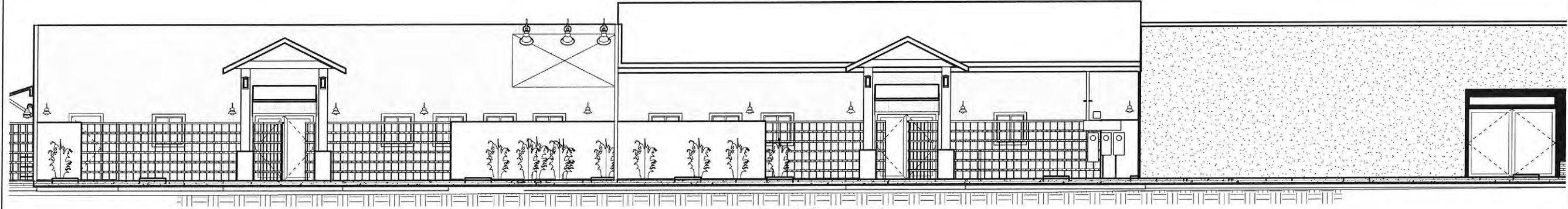
100 West Standley Street Ukiah, CA 95482
Phone: 707-472-0525 Fax: 707-472-0527
e-mail: richard@ruffarchitect.com

CA License # C11738 - B597217

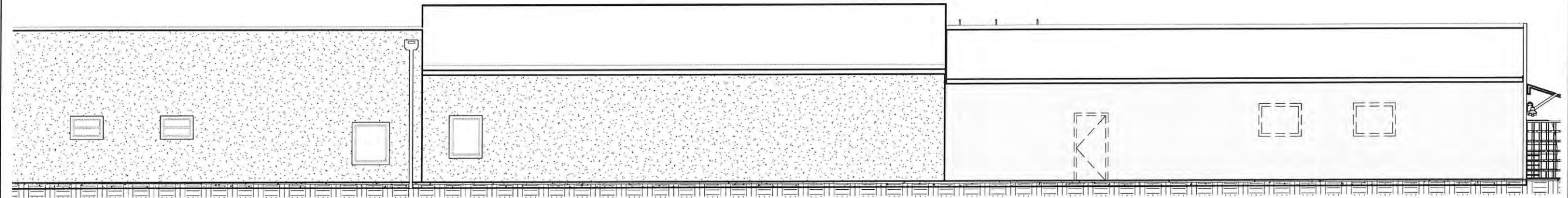
STATE OF CALIFORNIA

HOMELESS SERVICES COMMUNITY CENTER

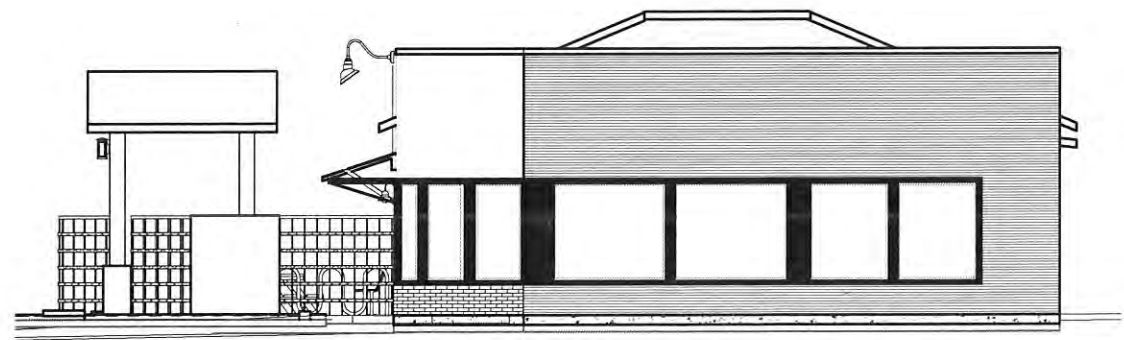
7/18/2017 2:05:55 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 PCS S. STATE.mxd



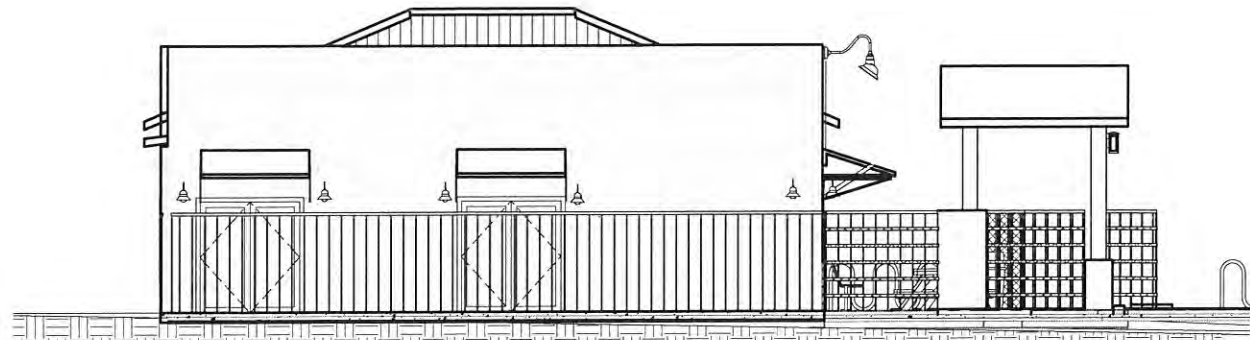
1 NORTH ELEVATION
3/16" = 1'-0"



2 SOUTH ELEVATION
3/16" = 1'-0"



3 WEST ELEVATION
3/16" = 1'-0"

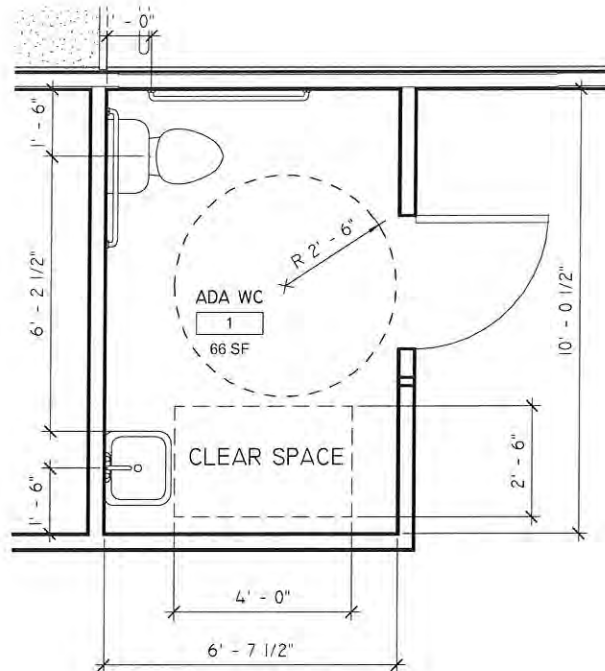


4 EAST ELEVATION
3/16" = 1'-0"

#	REVISIONS	DATE BY

 RUFF + ASSOCIATES	RUFF + ASSOCIATES Architecture Planning Development 100 West Standley Street Ukiah, CA 95482 Phone: 707-472-0526 Fax: 707-472-0527 e-mail: richard@ruffarchitect.com COPYRIGHT © BY RUFF + ASSOCIATES. ALL RIGHTS RESERVED.
CA License # C11738 - B597217	
	
HOMELESS SERVICES COMMUNITY CENTER 1045 SOUTH STATE STREET UKIAH, CA, 95482	
SHEET TITLE	
ELEVATIONS	
DRAWN BY T.U.	
CHECKED BY RRR	
DATE CREATED 6.26.17	
DATE ISSUED 4-3-2017	
SCALE AS NOTED	
PAGE	
A1.2	
SHEET OF	

7/18/2017 2:08:24 PM Z:\PROJECTS\2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\Drawing\3-17-17\2 RCS S. STATE ST



② NEW BATHROOM
1/2" = 1'-0"

Door Schedule				
Mark	Count	Width	Height	Description
100	12	3' - 0"	6' - 8"	INTERIOR WOOD DOOR
101	5	2' - 0"	6' - 8"	INTERIOR, WOOD DOOR
102	4	6' - 0"	6' - 8"	EXTERIOR WOOD DOUBLE DOOR FULL GLASS
103	4	6' - 0"	6' - 8"	INTERIOR WOOD DOUBLE DOOR FULL GLASS
104	1	3' - 0"	6' - 8"	SOLID CORE WOOD DOOR EXTERIOR W/KERF IN WEATHER STRIP THRESHOLD

Grand total: 26

Paints and coatings. Architectural paints and coatings shall comply with Table 5.504.4.3 unless more stringent local limits apply.

Aerosol Paints and Coatings. Aerosol paints and coatings shall meet the Product-Weighted MIR Limits for ROC in section 94522(a)(3) and other requirements, including prohibitions on use of certain toxic compounds and ozone depleting substances (CCR, Title 17, Section 94520 et seq).

Verification. Verification of compliance with this section shall be provided at the request of the enforcing agency.

Carpet systems. All carpet cushion installed in the building interior shall meet the testing and product requirements of one of the standards listed in 5.504.4.4.

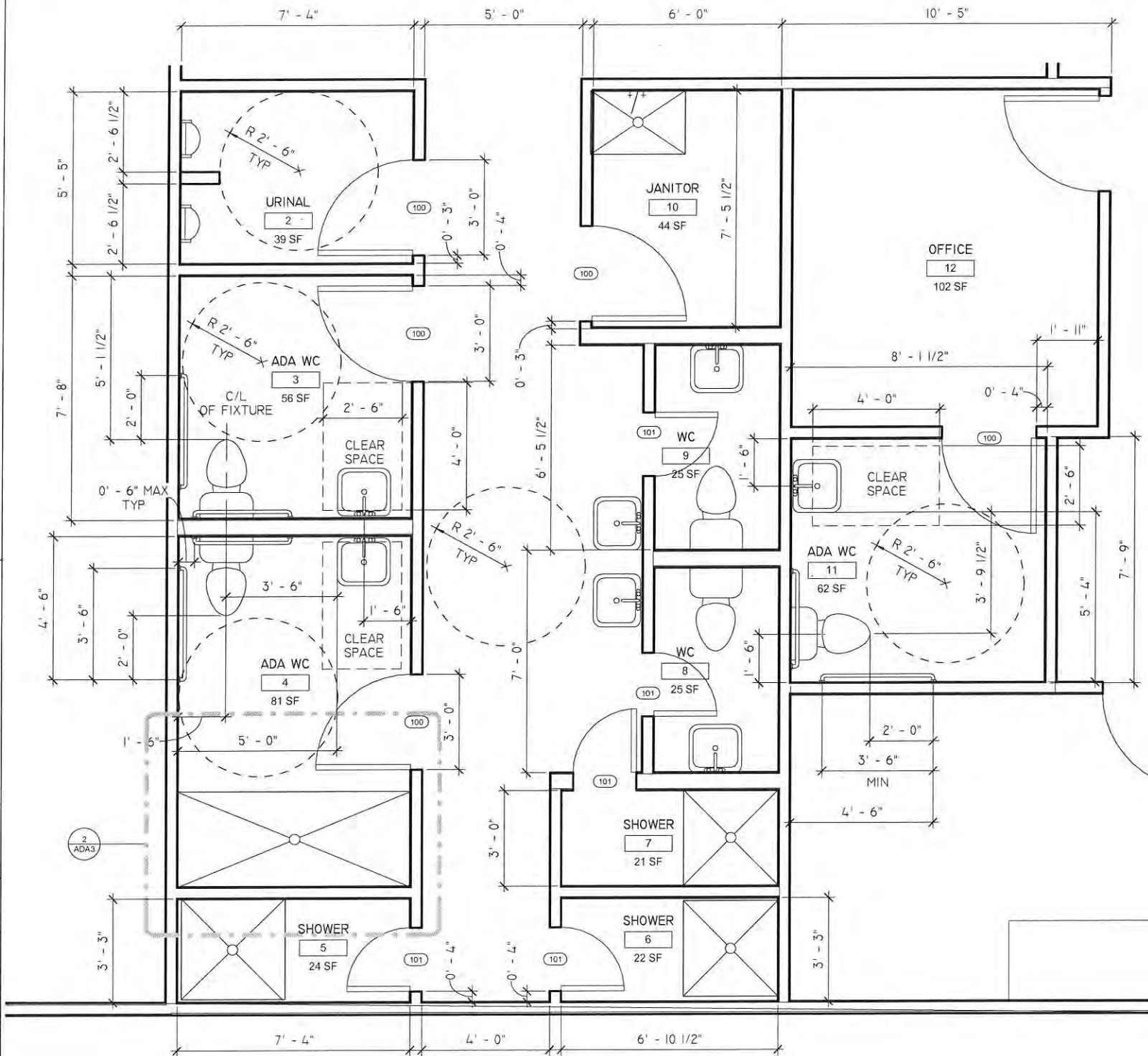
Carpet cushion. All carpet cushion installed in the building interior shall meet the requirements of the Carpet and Rug Institute Green Label program.

Carpet adhesive. All carpet adhesive shall meet the requirements of Table 5.504.4.1.

Composite wood products. Hardware plywood, particleboard, and medium density fiberboard composite wood products used on the interior or exterior of the building shall meet the requirements for formaldehyde as specified in Table 5.504.4.

Documentation. Verification of compliance with this section shall be provided as requested by the enforcing agency. Documentation shall include at least one of the following:

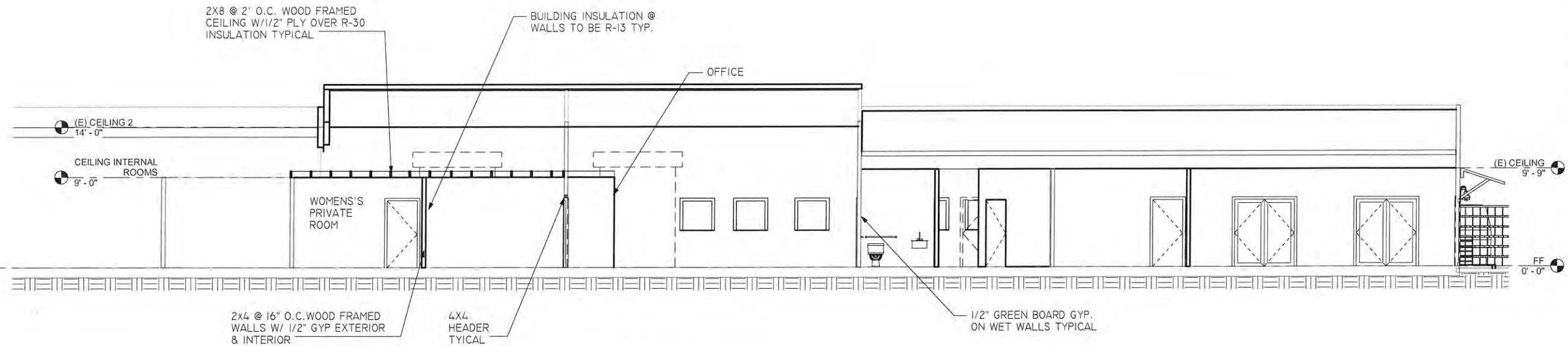
1. Product certifications and specifications.
2. Chain of custody certifications.
3. Other methods acceptable to the enforcing agency.



① UNISEX BATHROOM AND SHOWERS
1/2" = 1'-0"

DATE BY	
REVISIONS	
#	
RUFF + ASSOCIATES	
Architecture Planning Development	
100 West Standley Street, Ukiah, CA 95482	
Phone: 707-472-0525 Fax: 707-472-0527	
e-mail: richard@ruffarchitect.com	
COPYRIGHT © BY RUFF + ASSOCIATES, ALL RIGHTS RESERVED	
CA License # C11738 - B597217	
HOMELESS SERVICES COMMUNITY CENTER 1045 SOUTH STATE STREET UKIAH, CA, 95482	
SHEET TITLE	
DETAILS	
DRAWN BY	T/U
CHECKED BY	R/R
DATE CREATED	6.26.17
DATE ISSUED	4-3-2017
SCALE	AS NOTED
PAGE	
A1.3 SHEET OF	

7/18/2017 2:06:18 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 RCS S. STATE.rvt

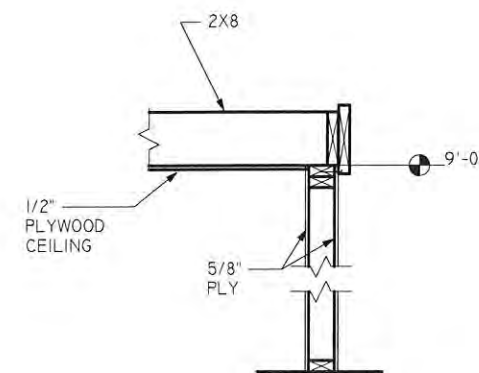


1 BUILDING SECTION
3/16" = 1'-0"

POWER ACTUATED FASTENER INSTALLED INTO NORMAL-WEIGHT CONCRETE (f'c MIN=2000 PSI)

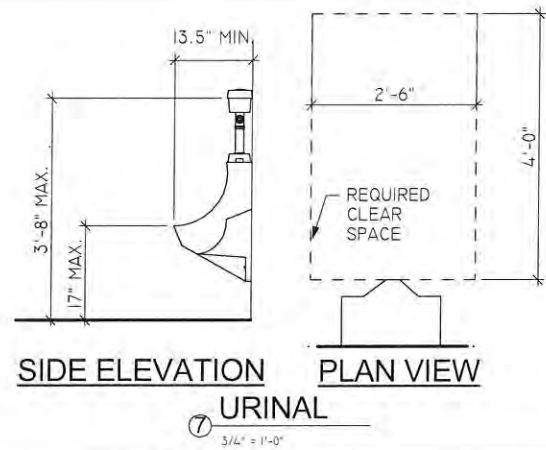
NOMINAL SHANK DIAMETER (IN)	MIN. EMBED (IN)	MIN. SPACING (IN)	MIN. EDGE DISTANCE (IN)	TENSION (LB) (SEE NOTE 15)	SHEAR (LB) (SEE NOTE 15)
0.145 MIN	1 1/4	5.1	4	90	90

I-POWER ACTUATED FASTENERS TO BE INSTALLED @ 16" O.C.

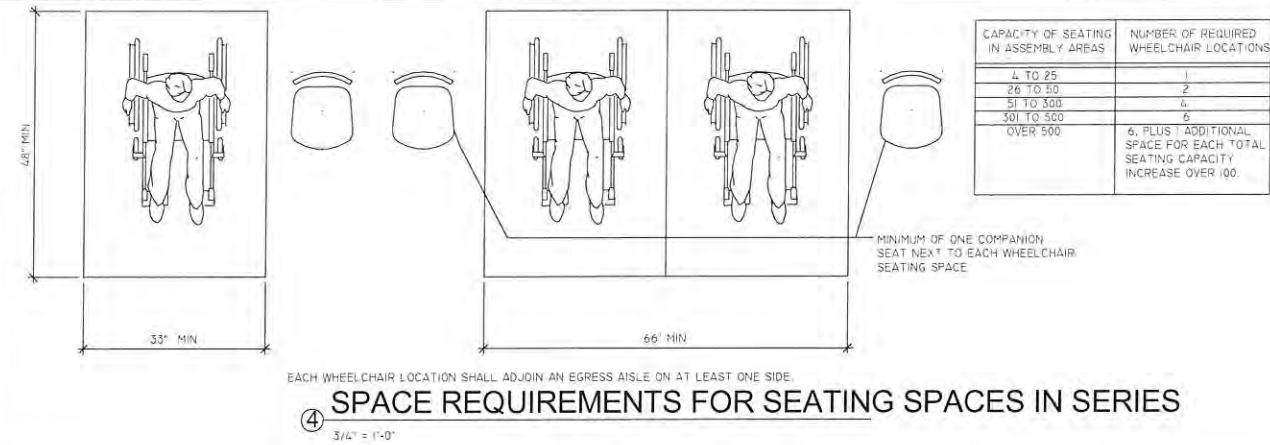


2 TYPICAL WALL DETAIL
1" = 1'-0"

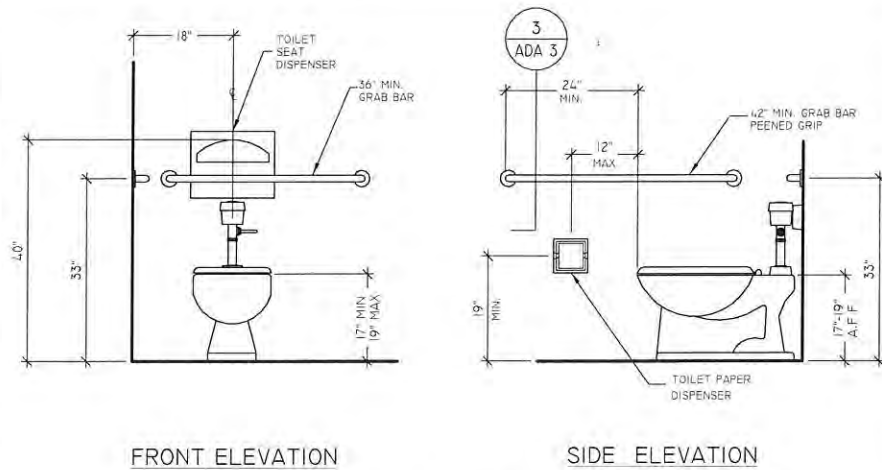
DATE BY					
REVISIONS					
#					
 RUFF + ASSOCIATES					
RUFF + ASSOCIATES Architecture Planning Development 100 West Standley Street Ukiah, CA 95482 Phone: 707-472-0525 Fax: 707-472-0527 e-mail: richard@ruffarchitect.com COPYRIGHT © BY RUFF + ASSOCIATES. ALL RIGHTS RESERVED					
CA License # C11736 - B597217					
					
HOMELESS SERVICES COMMUNITY CENTER 1045 SOUTH STATE STREET UKIAH, CA, 95482					
SHEET TITLE					
SECTION					
DRAWN BY J/T					
CHECKED BY RPR					
DATE CREATED 6.26.17					
DATE ISSUED 4-3-2017					
SCALE AS NOTED					
PAGE					
A1.4 SHEET OF					



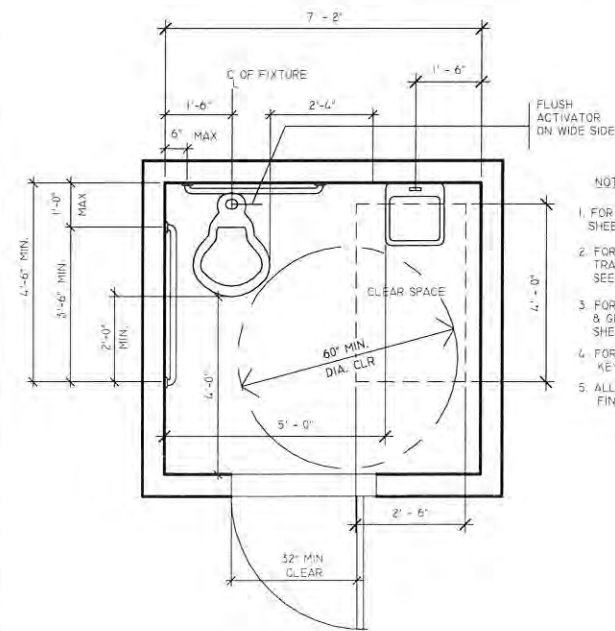
7 URINAL
3/4" = 1'-0"



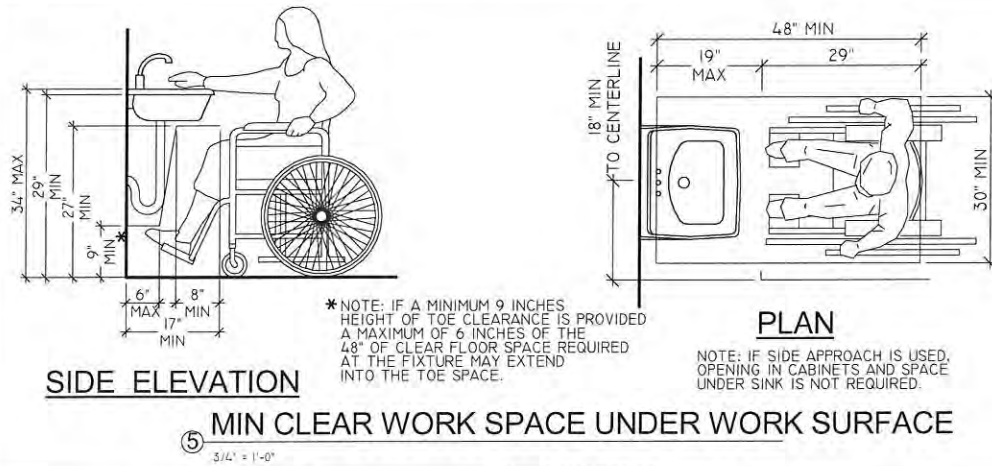
4 SPACE REQUIREMENTS FOR SEATING SPACES IN SERIES
3/4" = 1'-0"



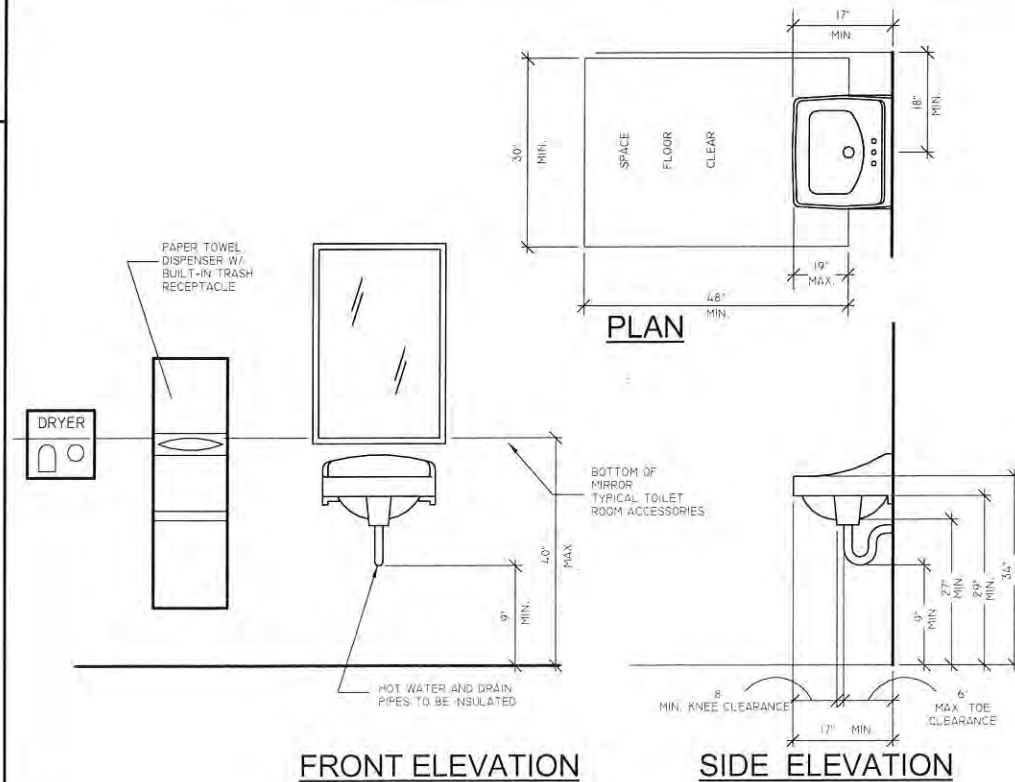
8 FIXTURE ELEVATION
3/4" = 1'-0"



9 SINGLE ACCOMMODATION TOILET
1/2" = 1'-0"



5 MIN CLEAR WORK SPACE UNDER WORK SURFACE
3/4" = 1'-0"



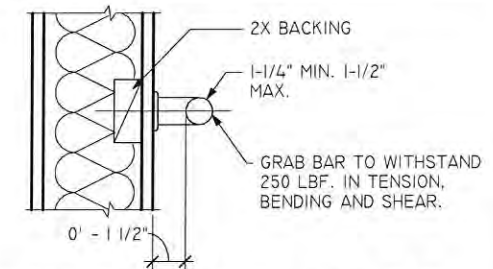
6 LAVATORIES
3/4" = 1'-0"

KEY NOTES

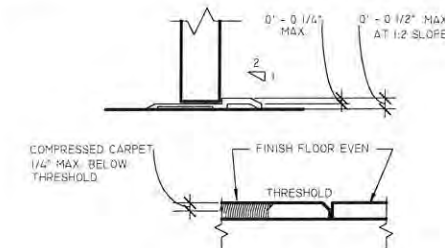
1. COMPARTMENT DOORS

WATER CLOSET COMPARTMENT SHALL BE EQUIPPED WITH AN AUTOMATIC CLOSING DEVICE AND SHALL HAVE A CLEAR UNOBSTRUCTED OPENING WIDTH OF 32 INCHES WHEN LOCATED AT THE END AND 34 INCHES WHEN LOCATED AT THE SIDE WITH THE DOOR POSITIONED AT AN ANGLE OF 90° FROM IT'S CLOSED POSITION. WHEN STANDARD COMPARTMENT DOORS ARE USED, WITH A MINIMUM 9" CLEARANCE FOR FOOTRESTS UNDERNEATH AND A SELF-CLOSING DEVICE, CLEARANCE AT THE STRIKE EDGE IS NOT REQUIRED.

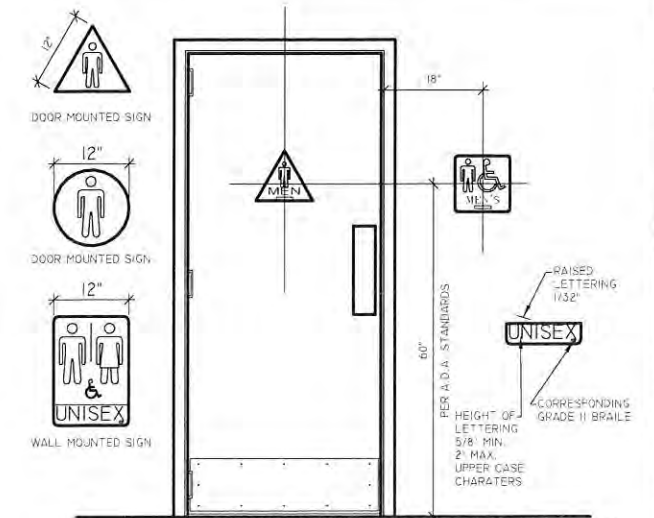
THE INSIDE AND OUTSIDE OF THE COMPARTMENT DOORS TO DISABLED ACCESSIBLE STALLS MUST BE EQUIPPED WITH A LOOP OR U-SHAPED HANDLE IMMEDIATELY BELOW THE LATCH. THE LATCH MUST BE FLIP-OVER STYLE, SLIDING OR OTHER HARDWARE NOT REQUIRING THE USER TO GRASP OR TWIST. OPENING HARDWARE IS CENTERED BETWEEN 30" TO 44" ABOVE FINISH FLOOR. EXCEPT FOR DOOR-OPENING WIDTHS AND DOOR SWINGS, A CLEAR, UNOBSTRUCTED ACCESS OF NOT LESS THAN 44 INCHES SHALL BE PROVIDED TO WATER CLOSET COMPARTMENTS DESIGNED FOR USE BY PERSONS WITH DISABILITIES AND THE SPACE IMMEDIATELY INFRONT OF A WATER CLOSET COMPARTMENT SHALL NOT BE LESS THAN 48" AS MEASURED AT RIGHT ANGLES TO COMPARTMENT DOOR IN IT'S CLOSED POSITION.



1 TYPICAL BLOCKING @ GRAB BAR
3/4" = 1'-0"



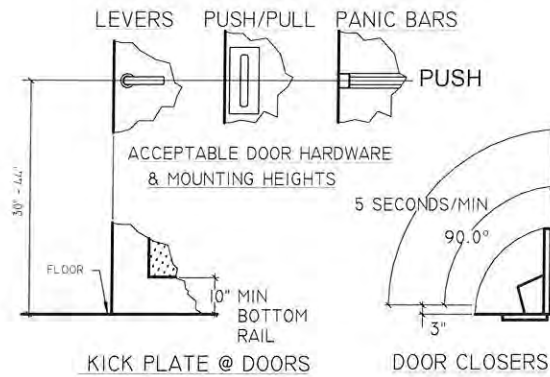
2 THRESHOLD DETAIL
3/4" = 1'-0"



3 ACCESSIBILITY SIGNAGE DETAIL
3/4" = 1'-0"

DATE BY				
REVISIONS				
#				
RUFF + ASSOCIATES Architecture Planning Development 100 West Standley Street, Ukiah, CA 95482 Phone: 707-472-0525 Fax: 707-472-0527 e-mail: richard@ruffarchitect.com COPYRIGHT © BY RUFF + ASSOCIATES. ALL RIGHTS RESERVED				
CA License # C11736 - B597217				
HOMELESS SERVICES COMMUNITY CENTER 1045 SOUTH STATE STREET UKIAH, CA, 95482				
SHEET TITLE				
DISABLED ACCESSIBILITY DETAILS				
DRAWN BY 7/11				
CHECKED BY RPR				
DATE CREATED 6/26/17				
DATE ISSUED 4-3-2017				
SCALE AS NOTED				
PAGE				
ADA1 SHEET OF				

7/18/2017 2:10:31 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\Drawing\3-17-17\2 RCS S. STATE.M



1B-404.2.8.1. DOOR CLOSERS & GATE CLOSERS
DOOR CLOSERS & GATE CLOSERS SHALL BE ADJUSTED SO THAT FROM AN OPEN POSITION OF 90 DEGREES, THE TIME REQUIRED TO MOVE THE DOOR TO A POSITION OF 12 DEGREES FROM THE LATCH IS 5 SECONDS

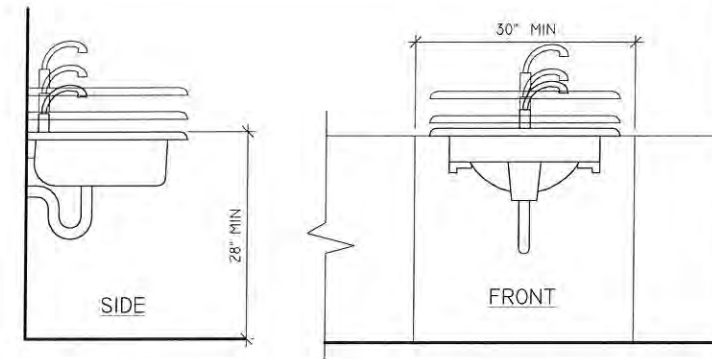
THE CONTROLS AND OPERATING MECHANISMS USED ON WINDOWS AND DOORS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE CONTROLS SHALL NOT BE GREATER THAN 5 LBS FORCE

DOOR HARDWARE

1/2" = 1'-0"

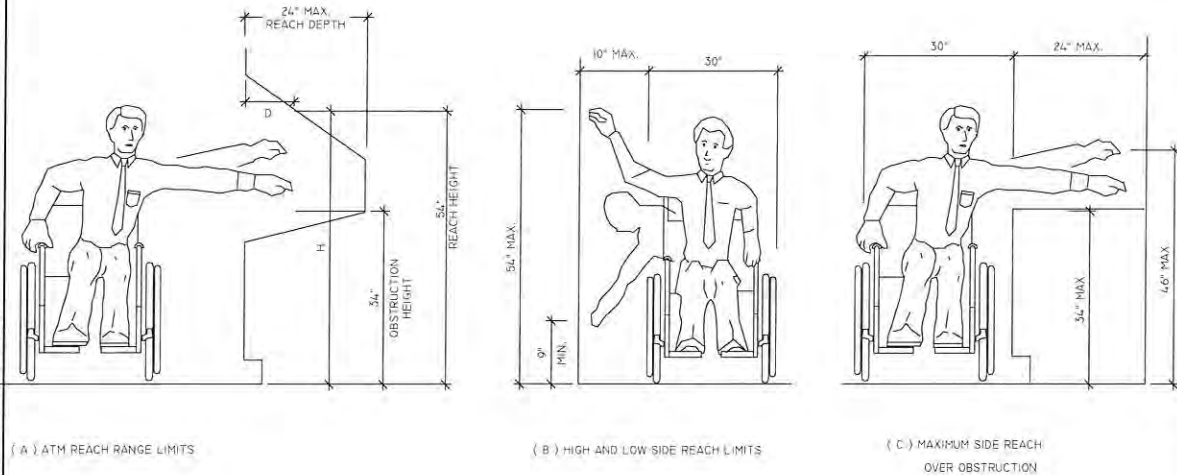
COUNTERTOPS:
A MINIMUM LINEAR LENGTH OF 30" INCHES OF COUNTERTOP SHALL BE PROVIDED FOR THE KITCHEN SINK, AND A MINIMUM LINEAR LENGTH OF 30" INCHES OF COUNTERTOP SHALL BE PROVIDED FOR A WORK SURFACE, BOTH OF WHICH SHALL BE DESIGNED TO ENABLE REPOSITIONING TO A MINIMUM HEIGHT OF 28" INCHES. THE SINK AND WORK SURFACE MAY BE A SINGLE INTEGRAL UNIT, OR BE SEPARATE COMPONENTS. THE BASE CABINETS DIRECTLY UNDER SINK AND WORK SURFACE COUNTER AREAS, WHICH ARE DESIGNED FOR REPOSITIONING, SHALL BE REMOVABLE TO PROVIDE CLEARANCE FOR A WHEELCHAIR.

THE SIDES AND BACK OF ADJACENT CABINETS, WHICH MAY BECOME EXPOSED TO MOISTURE OR FOOD HANDLING WHEN A COUNTERTOP IS LOWERED, SHALL BE CONSTRUCTED OF DURABLE, NONABSORBANT MATERIALS APPROPRIATE FOR SUCH USES. FINISHED FLOORING SHALL BE INSTALLED ON THE FLOOR BENEATH SUCH COUNTERTOP. EXCEPTION: STONE, CULTURE COUNTERTOPS MAY BE USED WITHOUT MEETING THE REPOSITIONING REQUIREMENTS.



COUNTERTOP REPOSITIONING ALTERNATIVES

1" = 1'-0"



WHEN D = 10" OR LESS, H = 54" MAX.
WHEN D = 11", H = 53.5" MAX.
WHEN D = 12", H = 53.0" MAX.
WHEN D = 13", H = 52.5" MAX.
WHEN D = 14", H = 51.5" MAX.

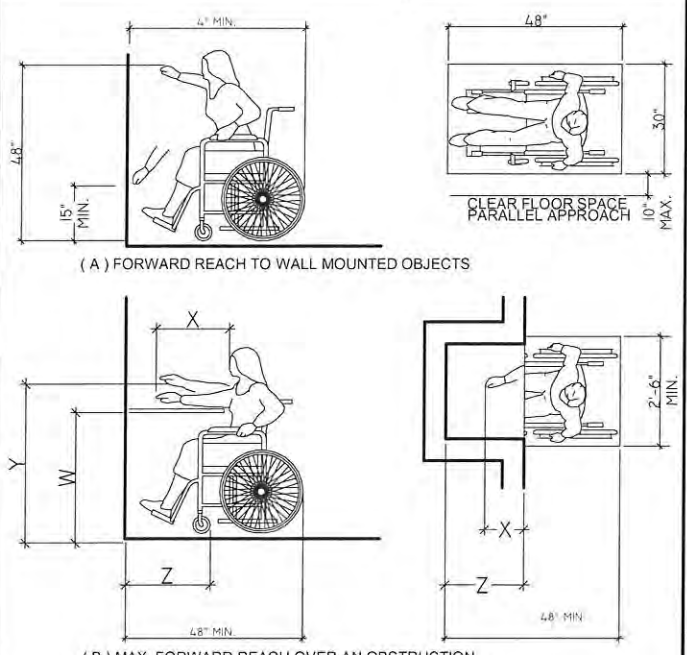
WHEN D = 15", H = 51.0" MAX.
WHEN D = 16", H = 50.5" MAX.
WHEN D = 17", H = 50.0" MAX.
WHEN D = 18", H = 49.5" MAX.
WHEN D = 19", H = 49.0" MAX.

WHEN D = 20", H = 48.5" MAX.
WHEN D = 21", H = 47.5" MAX.
WHEN D = 22", H = 47.0" MAX.
WHEN D = 23", H = 46.5" MAX.
WHEN D = 24", H = 46.0" MAX.

CORRESPONDING REACH HEIGHTS FOR GIVEN DEPTHS:

SIDE REACH

3/4" = 1'-0"



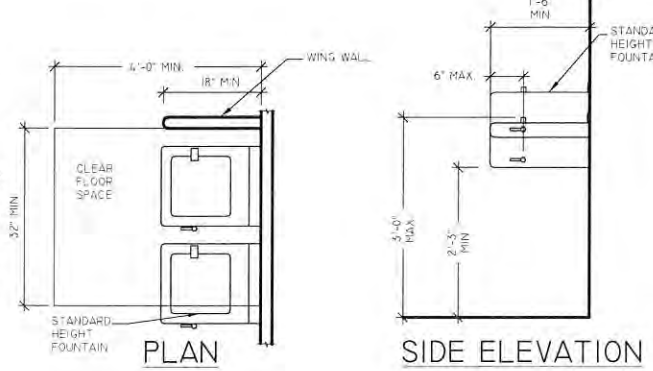
NOTE: X SHALL BE LESS THAN OR EQUAL TO 25 INCHES. Z SHALL BE GREATER THAN OR EQUAL TO X. WHEN X IS LESS THAN 20 INCHES THEN Y SHALL BE 48 INCHES MAX. WHEN X IS 20 TO 25 INCHES THEN Y SHALL BE 44 INCHES MAX.
W=27" MIN. WHEN X<20" AND 30" MIN WHEN X>20"

FORWARD REACH

1/2" = 1'-0"

DRINKING FOUNTAIN NOTES:

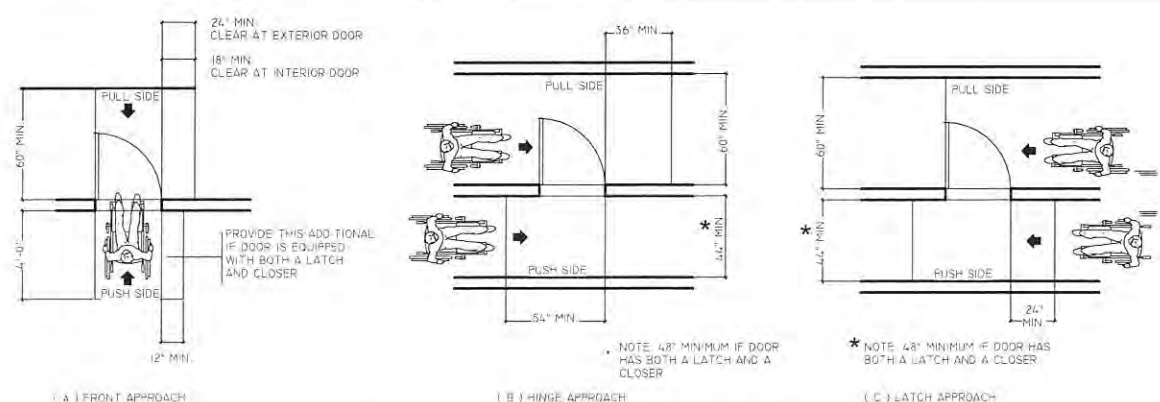
- DRINKING FOUNTAINS ARE TO BE LOCATED WITHIN ALCOVES OR POSITIONED SO AS NOT TO BE IN CORRIDOR OR WALK.
- WHEN ENFORCING AGENCY ALLOWS AN UNREASONABLE HARDSHIP, FOUNTAINS MAY BE LOCATED IN PATH OF TRAVEL BUT MUST HAVE A TEXTURED SURFACE AREA 12" AROUND FOUNTAIN, OR WING WALLS WILL BE REQUIRED ON EACH SIDE OF FOUNTAIN. WING WALLS MUST HAVE 32" CLEAR, MIN., BETWEEN WALLS AND EXTEND OUT AT LEAST TO FRONT OF FOUNTAIN AND THEY MUST EXTEND TO WITHIN 6" OF FLOOR.
- THE BUBBLER SHALL BE ACTIVATED BY HAND OPERATED LEVER WITHIN 6" OF THE FRONT, PUSH BAR ALONG FRONT, OR BY ANOTHER APPROVED CONTROL.
- WATER STREAM IS TO BE PARALLEL TO THE FRONT SIDE OF FOUNTAIN.
- IN EXISTING BLDG. AND FACILITIES WHERE UNREASONABLE HARDSHIP IS GRANTED, THE EXISTING FOUNTAINS MAY REMAIN, HOWEVER, THE TEXTURED SURFACE OR WING WALLS WILL BE REQUIRED.



DRINKING FOUNTAINS SHALL COMPLY WITH USC SECTION 117B.1.1

DRINKING FOUNTAIN

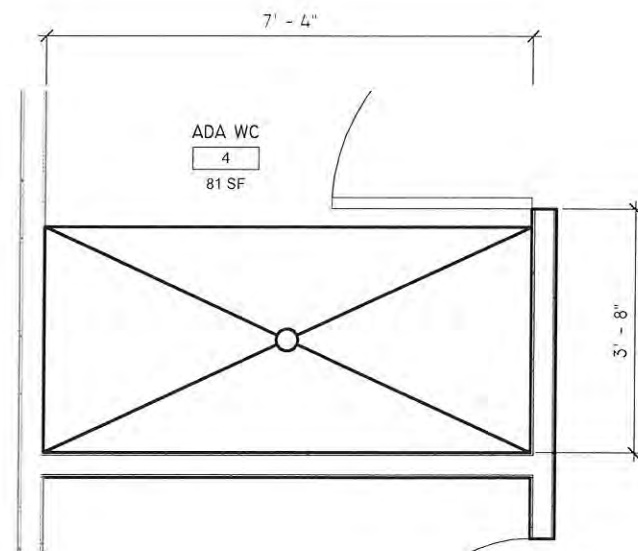
3/4" = 1'-0"



LEVEL MANEUVERING CLEARANCE AT DOORS

1/2" = 1'-0"

DATE BY					
REVISIONS					
#					
RUFF + ASSOCIATES					
RUFF + ASSOCIATES Architecture Planning Development 100 West Standley Street, Ukiah, CA 95482 Phone: 707-472-0525 Fax: 707-472-0527 e-mail: richard@ruffarchitect.com					
CA License # C11736 - B597217					
HOMELESS SERVICES COMMUNITY CENTER 1045 SOUTH STATE STREET UKIAH, CA, 95482					
SHEET TITLE					
DISABLED ACCESSIBILITY DETAILS					
DRAWN BY TJB					
CHECKED BY RPD					
DATE CREATED 6.26.17					
DATE ISSUED 4-3-2017					
SCALE AS NOTED					
PAGE					
ADA2					
SHEET OF					

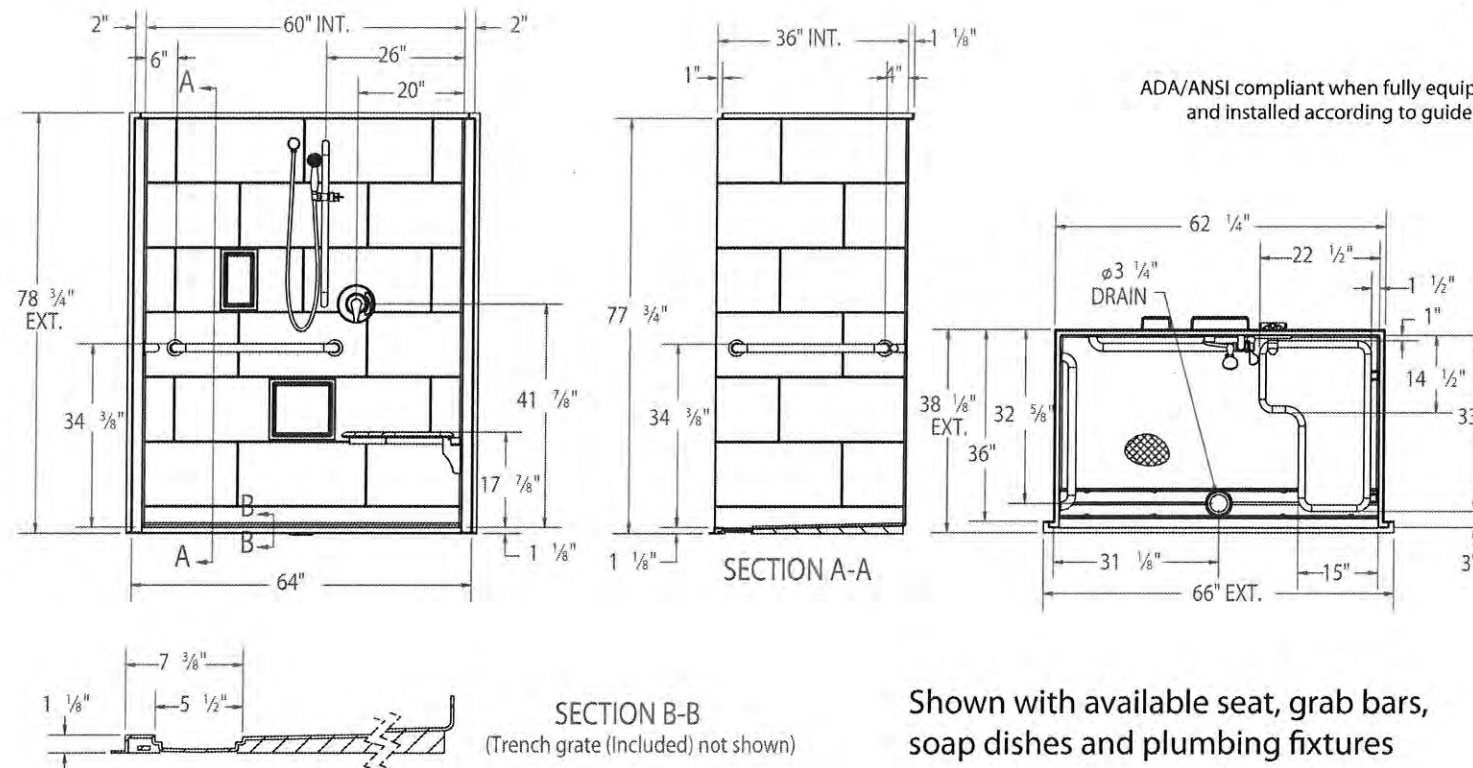


② SHOWER STALL
3/4" = 1'-0"

TECHNICAL SPECIFICATIONS

APFXST6238LD1.125

Interior: 60 x 36 x 76 3/4
Exterior: 66 x 38 1/8 x 78 3/4
inches



FEATURES lbs Dimensional Tolerance $\pm \frac{3}{8}$ ". Dimensions needed for site preparation should be measured from the unit. Manufacturer assumes no responsibility for preparatory work.

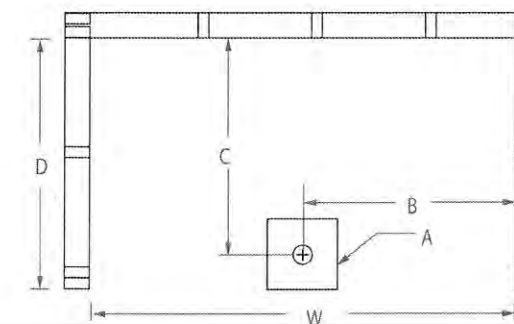
Type and Model #	Material	Wall Finish	Pieces	Drain	Dam/Skirt Height	Net Wt.	Pkg. Wt.
Shower XST6238TR 1.125	applied acrylic	Smooth tile	1	Center Front	1 1/4 skirt	200	210

DIMENSION S

Specifications	inches
Width: Ext. / Int.	66 / 60
Depth: Ext. / Int.	38 1/8 / 36
Height: Ext. / Int.	78 3/4 / 76 3/4
Enclosure Opening:	60
Skirt Height:	1/2
Drain Rough-In (from Back Wall)	32 5/8
Drain Rough-In (from Side Wall)	31 1/8

FRAMING DIMENSIONS inches (mm)

Type	D Depth	W Width	H Height	A	B	C
Alcove	36	62 1/4	-	Box Out	31 1/8	32 5/8



DATE BY	REVISIONS	#

RUFF + ASSOCIATES
Architecture Planning Development
100 West Standley Street Ukiah, CA 95482
Phone: 707-472-0525 Fax: 707-472-0527
e-mail: richard@ruffarchitect.com
COPYRIGHT © BY RUFF + ASSOCIATES, ALL RIGHTS RESERVED.

LICENSED ARCHITECT
RICHARD RUFF
NO. C11738
EXP. 11-30-17
STATE OF CALIFORNIA

**HOMELESS SERVICES
COMMUNITY CENTER
1045 SOUTH STATE STREET
UKIAH, CA, 95482**

SHEET TITLE	
DISABLED ACCESSIBILITY DETAILS	
DRAWN BY	7/1
CHECKED BY	RPR
DATE CREATED	6.26.17
DATE ISSUED	4-3-2017
SCALE	AS NOTED
PAGE	
ADA3 SHEET OF	

7/18/2017 2:11:11 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\drawing\3-17-17\2 RCS S. STATE.MXD

ELECTRICAL AND MECHANICAL SYMBOLS

	SINGLE SWITCH MOUNT @ 4' (44") AFF		RECESSED CANISTER LIGHT, 26 W. COMPACT FLUORESCENT
	3 POLE SWITCH MOUNT @ 4' (44") AFF		SMOKE DETECTOR
	GROUND FAULT INTERRUPTER RECEPTACLE TO BE PLACED IN ALL BEDROOMS		ELECTRIC SUB PANEL
	DUPLEX RECEPTACLE MOUNT @ 4' (44") AFF		SUPPLY REGISTER
	DOUBLE DUPLEX RECEPTACLE		RETURN REGISTER
	220 VOLT RECEPTACLE		THERMOSTAT
	FLOOR MOUNT DUPLEX RECEPTACLE		GAS
	2x4 OR 2x2 TROFFER, FLUORESCENT LIGHT FIXTURE		SURFACE MOUNT FLUORESCENT LIGHT
	WALL MOUNTED LIGHT, 18 W. FLUORESCENT		EXIT FLOOD LIGHT COMBO, LED 3.8 W
	CEILING LIGHT, 26 W. COMPACT FLUORESCENT		EXTERIOR WALL PACK LIGHT
	FAN & FLUORESCENT LIGHT COMBO, 18 W		SECURITY KEY PAD
	BROAN 1.5-50NE 100-CFM BATHROOM FAN W/ HUMIDISTAT		TACTILE EXIT SIGNAGE 3" HEIGHT 5" WIDE TO BE INSTALLED @ 30" TO 48" ABOVE FINISH FLOOR
	DOWN LIGHT - DIRECTIONAL - 50 W. MR16 LOW VOLT		EXIT LAMP
	COMPUTER NETWORK CONNECTION		SECURITY KEY PAD
	TELEPHONE CONNECTION		(E) FIRE SPRINKLER
	CEILING FAN W/LIGHT (4) 13 W. COMPACT FLUORESCENT		+36" 36" ABOVE FLOOR
	CEILING FAN		+42" 42" ABOVE FLOOR
	TRANSFER SWITCH		WP WATER PROOF
			OC OCCUPANT SENSOR
			T TIMER
			F FLUORESCENT
			D DIMMER
			M MOTION SENSOR
			GFI GROUND FAULT INTERRUPTER

C. TACTILE EXIT SIGNAGE

TACTILE EXIT SIGNAGE 3" HEIGHT 5" WIDE TO BE INSTALLED @ 30" TO 48" ABOVE FINISH FLOOR

D. MEANS OF EGRESS ILLUMINATION

1003.2.8.4. ILLUMINATION
EXIT SIGNS SHALL BE INTERNALLY OR EXTERNALLY ILLUMINATED. WHEN THE FACE OF THE EXIT SIGN IS ILLUMINATED FROM AN EXTERNAL SOURCE IT SHALL HAVE AN INTENSITY OF NOT LESS THAN 5 FOOT CANDLES (50 LX) FROM EITHER OF TWO ELECTRIC LAMPS. INTERNALLY ILLUMINATED SIGNS SHALL PROVIDE EQUIVALENT LUMINANCE AND BE LISTED FOR THE PURPOSE.

1003.2.8.5 POWER SOURCE
ALL EXIT SIGNS SHALL BE ILLUMINATED AT ALL TIMES. TO INSURE CONTINUED ILLUMINATION FOR A DURATION OF NOT LESS THAN 1-1/2 HOURS IN CASE OF PRIMARY POWER LOSS, THE EXIT SIGNS SHALL ALSO BE CONNECTED TO AN EMERGENCY ELECTRICAL SYSTEM PROVIDE FROM STORAGE BATTERIES, UNIT EQUIPMENT OR AN ON-SITE GENERATOR SET, AND THE SYSTEM SHALL BE INSTALLED IN ACCORDANCE WITH THE ELECTRICAL CODE.

1003.2.9.1 GENERAL
ANYTIME A BUILDING OR A PORTION OF A BUILDING IS OCCUPIED, THE MEANS OF EGRESS SERVING THE OCCUPIED PORTION SHALL BE ILLUMINATED AT AN INTENSITY OF NO LESS THAN ONE FOOT CANDLE AT FLOOR LEVEL.

1003.2.9.2 POWER SUPPLY
THE POWER SUPPLY FOR MEANS OF EGRESS ILLUMINATION SHALL NORMALLY BE PROVIDED BY THE PREMISES ELECTRICAL SUPPLY. IN THE EVENT OF ITS FAILURE, ILLUMINATION SHALL BE AUTOMATICALLY PROVIDED FROM AN EMERGENCY SYSTEM. ALL OTHER OCCUPANCIES WHERE THE MEANS OF EGRESS SYSTEM SERVES AN OCCUPANT LOAD OF 100 OR MORE, SUCH EMERGENCY SYSTEM SHALL BE INSTALLED IN ACCORDANCE WITH THE ELECTRICAL CODE.

3. ALL HARDWIRED LIGHTING IN OTHER ROOMS MUST BE FLUORESCENT OR ANOTHER TYPE OF HIGH-EFFICIENCY LIGHTING OR MUST BE CONTROLLED BY A MANUAL-ON OCCUPANT SENSOR OR CONTROLLED BY A DIMMER. "OTHER ROOM" INCLUDES HALLWAYS, DINING ROOMS, FAMILY ROOMS, BEDROOMS, ETC. CLOSETS WITH LESS THAN 70 SF. OF FLOOR AREA ARE EXEMPT.
4. ALL OUTDOOR LIGHTING ATTACHED TO A BUILDING MUST BE FLUORESCENT OR ANOTHER TYPE OF HIGH-EFFICIENCY LIGHTING OR MUST BE CONTROLLED BY A MOTION SENSOR WITH INTEGRAL PHOTOCONTROL.

H. ALL LIGHT FIXTURES THAT ARE RECESSED INTO INSULATED CEILINGS SHALL BE APPROVED FOR ZERO CLEARANCE INSULATION COVER AND BE AIRTIGHT.

I. RECEPTACLE OUTLETS IN ALL LIVING AREAS, OTHER THAN KITCHEN COUNTERS, LAUNDRY ROOMS, BATHROOMS AND HALLS, SHALL BE INSTALLED SO THAT NO POINT ALONG THE FLOOR LINE IN ANY WALL SPACE IS MORE THAN 6 FEET FROM A RECEPTACLE. THE FLOOR LINE CONTIGUES AROUND CORNERS. EACH WALL SPACE 2 FEET OR MORE ALONG THE WALL LINE MUST BE CONSIDERED SEPARATELY. IN KITCHENS, AND DINING AREAS OF DWELLING UNITS A RECEPTACLE OUTLET SHALL BE INSTALLED AT EACH COUNTER SPACE WIDER THAN 12 INCHES. RECEPTACLES SHALL BE INSTALLED SO THAT NO POINT ALONG THE WALL LINE IS MORE THAN 24 INCHES FROM A RECEPTACLE OUTLET IN THAT SPACE. THE WALL LINES CONTINUE AROUND CORNERS. COUNTER TOPS SEPARATED BY RANGE TOPS, REFRIGERATORS OR SINKS SHALL BE CONSIDERED AS SEPARATE COUNTER TOP SPACES.

3. GENERAL FIRE SAFETY, U.N.O.

A. SMOKE DETECTORS TO BE PROVIDED IN EVERY SLEEPING ROOM, BEDROOM CORRIDORS AND AT EACH FLOOR. DETECTORS TO BE HARDWIRED & INTERCONNECTED WITH BATTERY BACKUP.

B. SMOKE DETECTORS LOCATIONS:
SMOKE DETECTORS REQUIRED IN SLEEPING ROOMS SHALL BE PLACED 1'-6" FROM ENTRY DOOR AND CENTERED ON ROUGH OPENINGS. U.N.O. WHERE SMOKE DET REQUIRED IN CORRIDORS OR AREAS GIVING ACCESS TO SLEEPING ROOMS THEY SHALL BE CENTERED ON THE WIDTH OF CORRIDOR AND CENTERED ON NEAREST ROUGH OPENING. WHERE SMOKE DETECTORS ARE REQUIRED @ TOP OF STAIRS, THE SMOKE DETECTOR SHALL BE PLACED CENTERED ON STAIRWAY AND 1'-6" FROM TOP OF STAIR ABOVE LANDING. OPERATING SMOKE DETECTORS ARE TO BE SUPPLIED BY 100V CIRCUIT, AND TO HAVE A BATT. BACKUP.

GENERAL CONSTRUCTION NOTES

MECHANICAL

A. FURNACE, WATER HEATER, & AIR CONDITIONER, SIZES AND MANUFACTURER TO BE DETERMINED BY G.C. AND OWNER. ARCHITECT SHALL APPROVE CHOICES PRIOR TO INSTALLATION.
1) INSTALL PER LOCAL CODES.
2) WATER HEATER TO BE STRAPPED TO WALL AT TOP AND BOTTOM.
3) WHEN LOCATED IN GARAGE, ALL PILOTS, BURNERS AND SWITCHES TO BE MINIMUM 18" ABOVE FLOOR.

2. ELECTRICAL

A. ELECTRICAL DRAWINGS ARE ARRANGED FOR CONVENIENCE AND ARE DIAGRAMMATIC ONLY. VERIFY DIMENSIONS AND EXISTING CONDITIONS PRIOR TO BIDDING. DO NOT SCALE THESE DRAWINGS.
B. CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING THE ELECTRICAL REQUIREMENTS OF ALL (N) DEVICES.
C. ELECTRICAL SERVICE EQUIPMENT GROUNDING SYSTEM SHALL COMPLY WITH CODE.

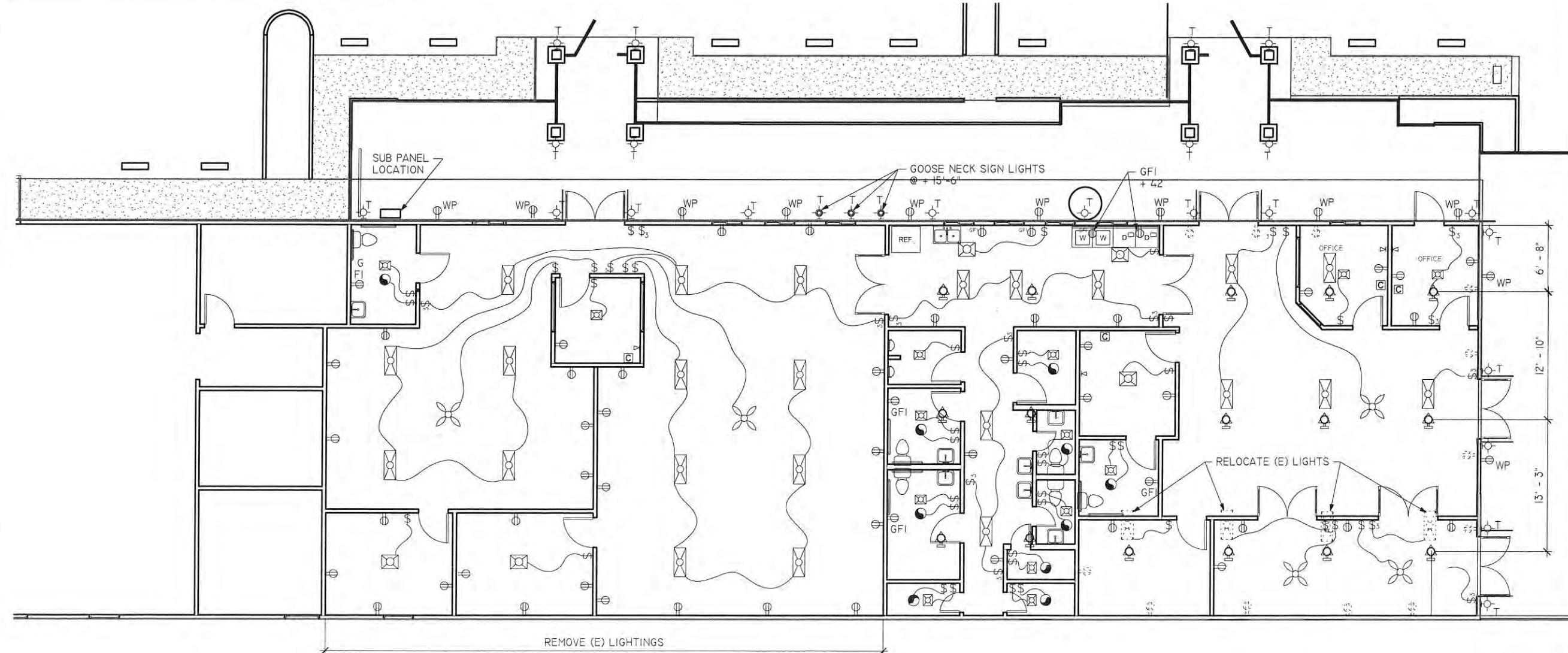
D. ALL ELECTRICAL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE NATIONAL ELECTRICAL CODE AND ALL CODES HAVING LOCAL JURISDICTION.
E. ALL EQUIPMENT SHALL BE NEW U.N.O.

F. DURING ENTIRE CONSTRUCTION PERIOD, THE CONTRACTOR SHALL MAINTAIN ADEQUATE 2A-408BC FIRE EXTINGUISHERS READY FOR USE IN CASE OF FIRE.

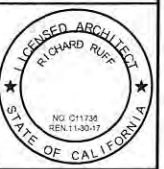
G. 2005 CALIFORNIA (TITLE 24) ENERGY STANDARDS

1. AT LEAST HALF OF THE WATTAGE OF KITCHEN LIGHTS MUST BE FLUORESCENT OR ANOTHER TYPE OF HIGH-EFFICIENCY LIGHTING. THIS LIGHTING MUST BE SWITCHED SEPARATELY FROM NON-EFFICIENCY FIXTURES.

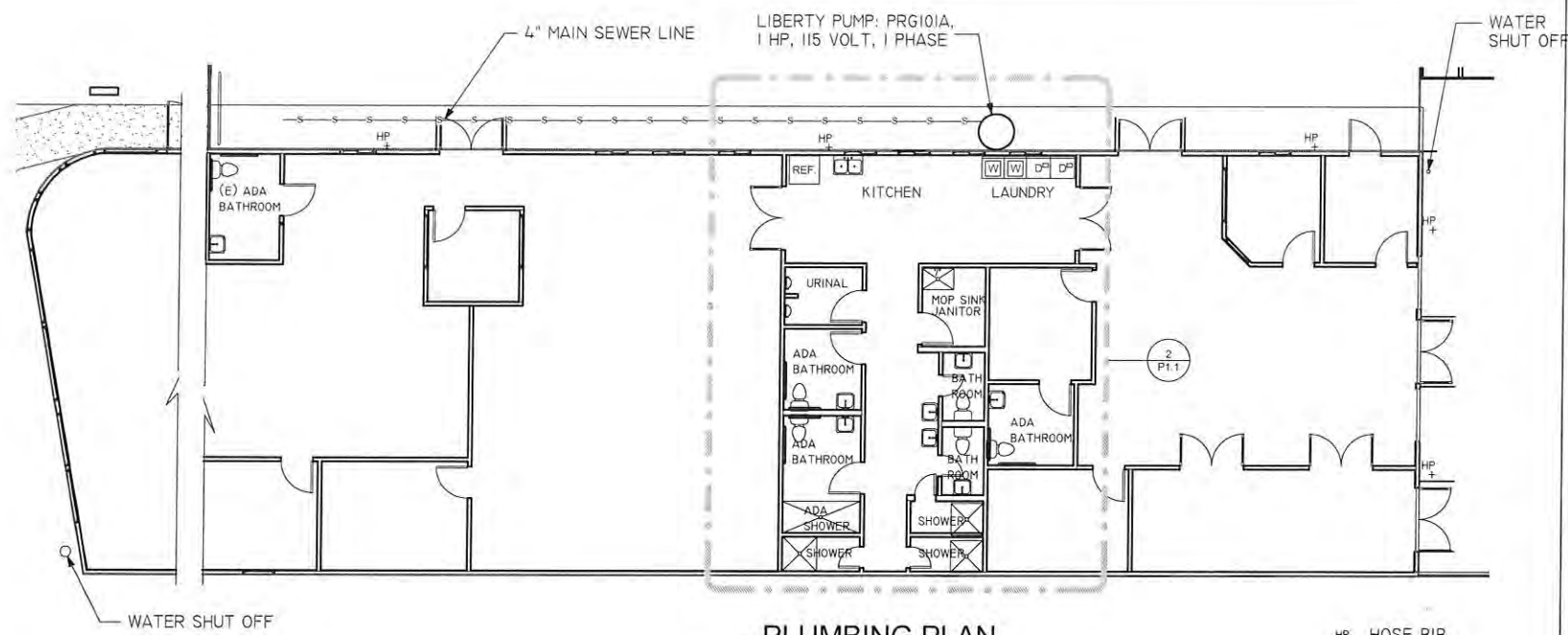
2. ALL LIGHTING (HARDWIRED LIGHTING) IN BATHROOMS, GARAGES, LAUNDRY ROOMS AND/OR UTILITY ROOMS MUST BE FLUORESCENT OR ANOTHER TYPE OF HIGH-EFFICIENCY LIGHTING, OR MUST BE CONTROLLED BY A MANUAL-ON OCCUPANT SENSOR.



2 ELECTRIC PLAN
3/16" = 1'-0"

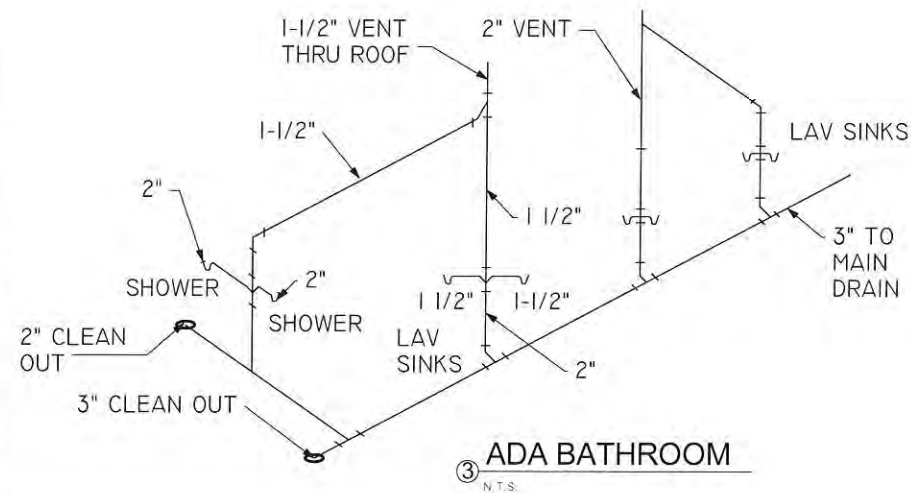
DATE	BY				
REVISIONS					
#					
					
RUFF + ASSOCIATES Architecture Planning Development 100 West Standley Street, Ukiah, CA 95482 Phone: 707-472-0525 Fax: 707-472-0527 e-mail: richard@ruffarchitect.com COPYRIGHT © BY RUFF + ASSOCIATES, ALL RIGHTS RESERVED					
CA License # C11736 - B597217					
					
HOMELESS SERVICES COMMUNITY CENTER 1045 SOUTH STATE STREET UKIAH, CA, 95482					
SHEET TITLE					
ELECTRIC PLAN					
DRAWN BY J/W					
CHECKED BY RPR					
DATE CREATED 6.26.17					
DATE ISSUED 4-3-2017					
SCALE AS NOTED					
PAGE					
E1.1 SHEET OF					

7/18/2017 2:11:32 PM Z:\PROJECTS 2017\REDWOOD CHILD SERVICES\1045 S. STATE ST\Drawing\3-17-172 ROS S. STATE.rvt

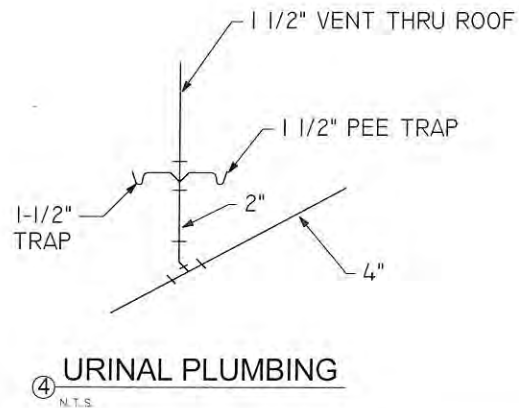


1 PLUMBING PLAN
1/8" = 1'-0"

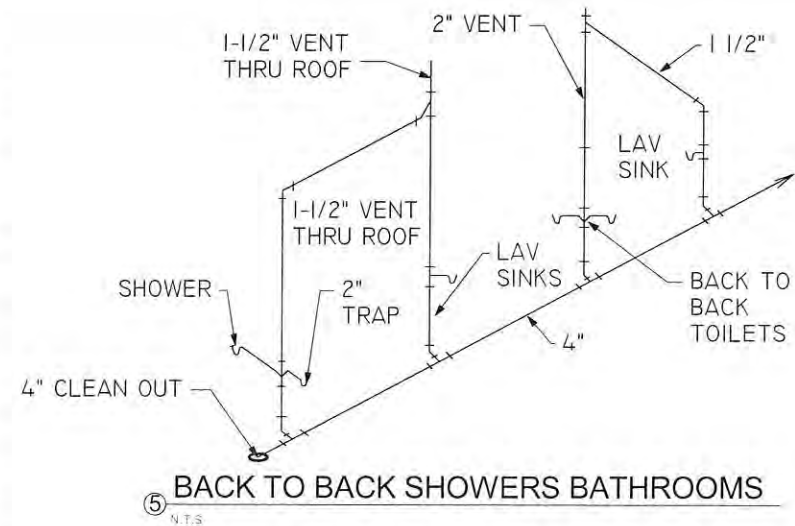
HP HOSE BIB



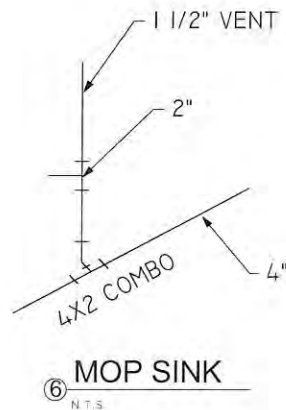
3 ADA BATHROOM
N.T.S.



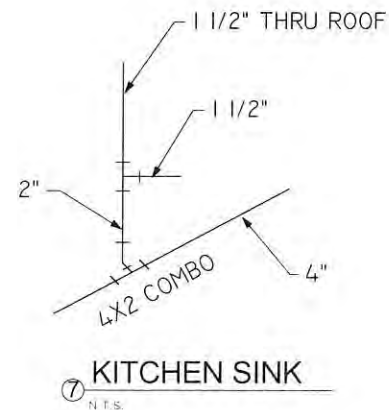
4 URINAL PLUMBING
N.T.S.



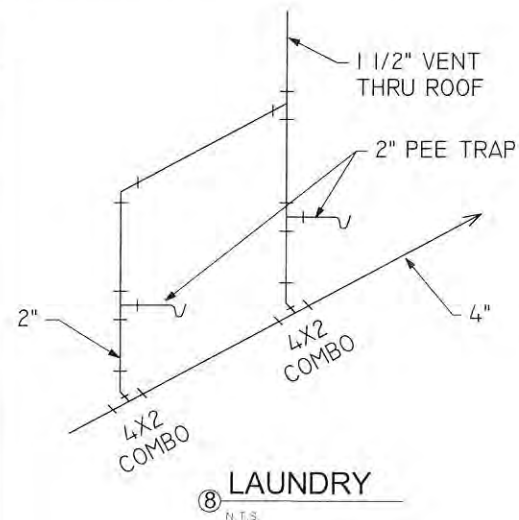
5 BACK TO BACK SHOWERS BATHROOMS
N.T.S.



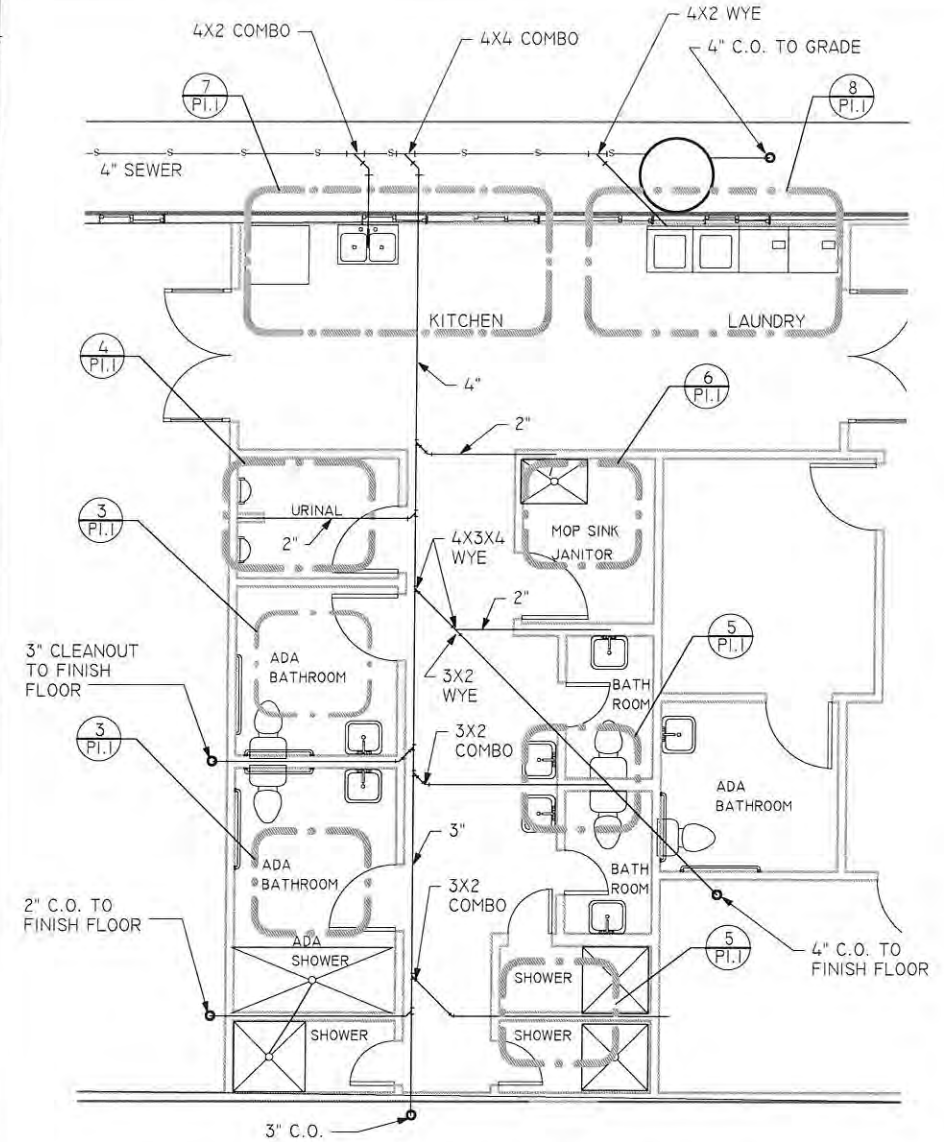
6 MOP SINK
N.T.S.



7 KITCHEN SINK
N.T.S.



8 LAUNDRY
N.T.S.



2 ENLARGED PLUMBING PLAN
1/4" = 1'-0"

DATE	BY
REVISIONS	
#	
RUFF + ASSOCIATES	
Architecture Planning Development	
100 West Standley Street, Ukiah, CA 95482	
Phone: 707-472-0525 Fax: 707-472-0527	
e-mail: richard@ruffarchitect.com	
COPYRIGHT © BY RUFF + ASSOCIATES, ALL RIGHTS RESERVED	
CA License # C11738 - B597217	
HOMELESS SERVICES COMMUNITY CENTER 1045 SOUTH STATE STREET UKIAH, CA, 95482	
SHEET TITLE	
PLUMBING PLAN	
DRAWN BY Z/J	
CHECKED BY BPR	
DATE CREATED 6.26.17	
DATE ISSUED 4-3-2017	
SCALE AS NOTED	
PAGE	
P1.1	
SHEET OF	

Redwood Community Services

Appeal of a Major Use Permit and Major Site Development Permit

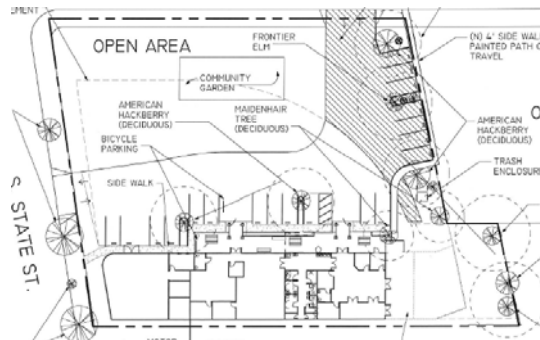


B A C K G R O U N D

- On July 26, 2017, the Planning Commission approved a Major Use and Site Development Permits for proposed project.
- On August 2, 2017, Edward Haynes filed an appeal of that decision based on:
 1. Many surrounding businesses and Ukiah citizens directly affected by this project received one day (or less) advanced public notice before the Planning Commission meeting.
 2. This permanent homeless shelter will change Ukiah's character drastically and irrevocably.
 3. The change is not for the better. Nowhere is it stipulated that transient numbers will decrease.

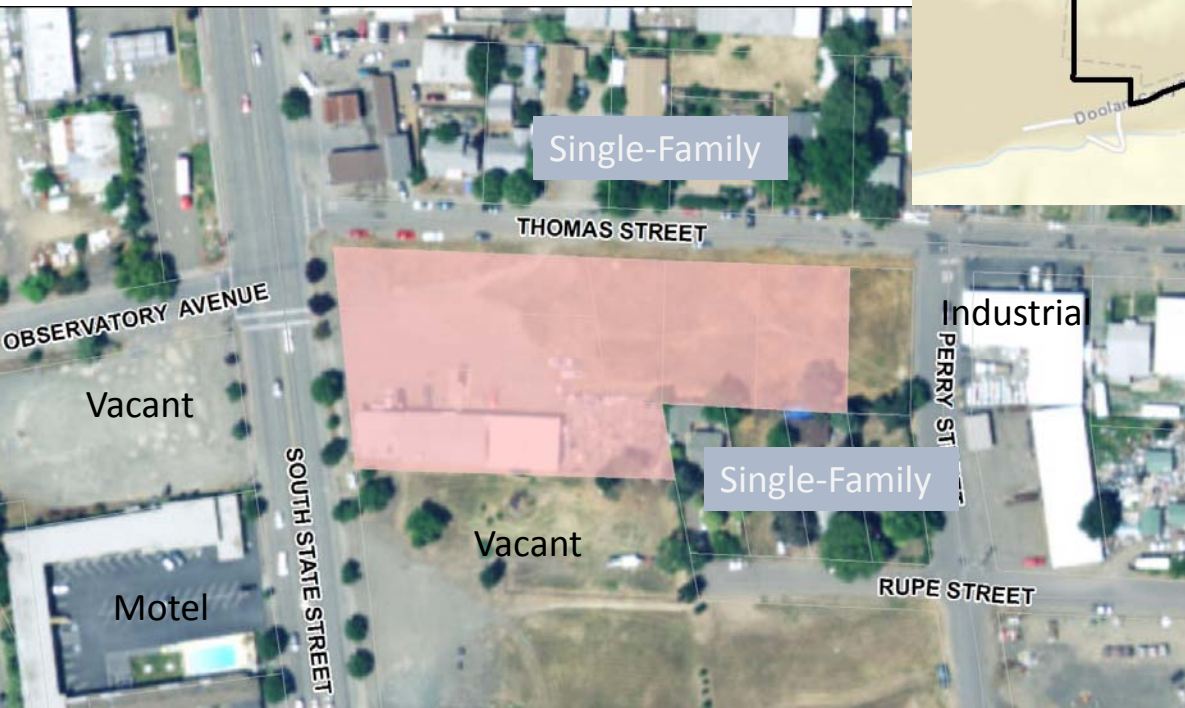
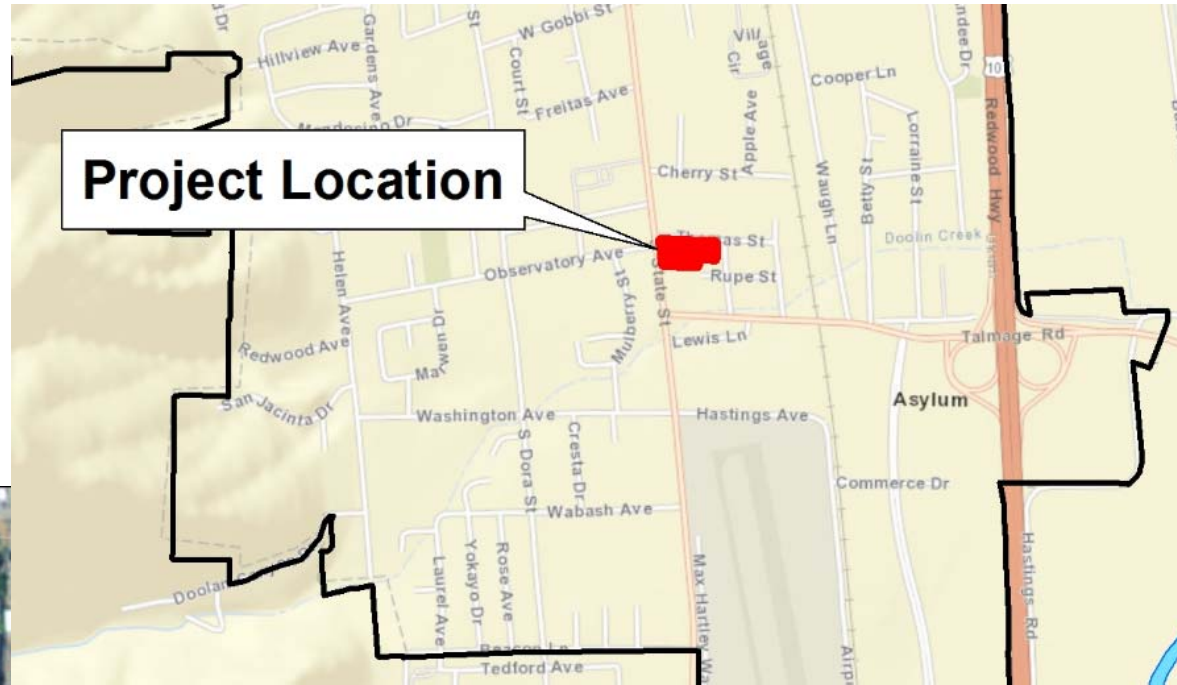
PROJECT SCOPE

- Site and Building Improvements- *Site Development Permit*
- Community Center that specializes in providing daytime homeless services- *Use Permit*
- A permanent location for the winter homeless shelter- *Use Permit*



SETTING

1045 South State Street

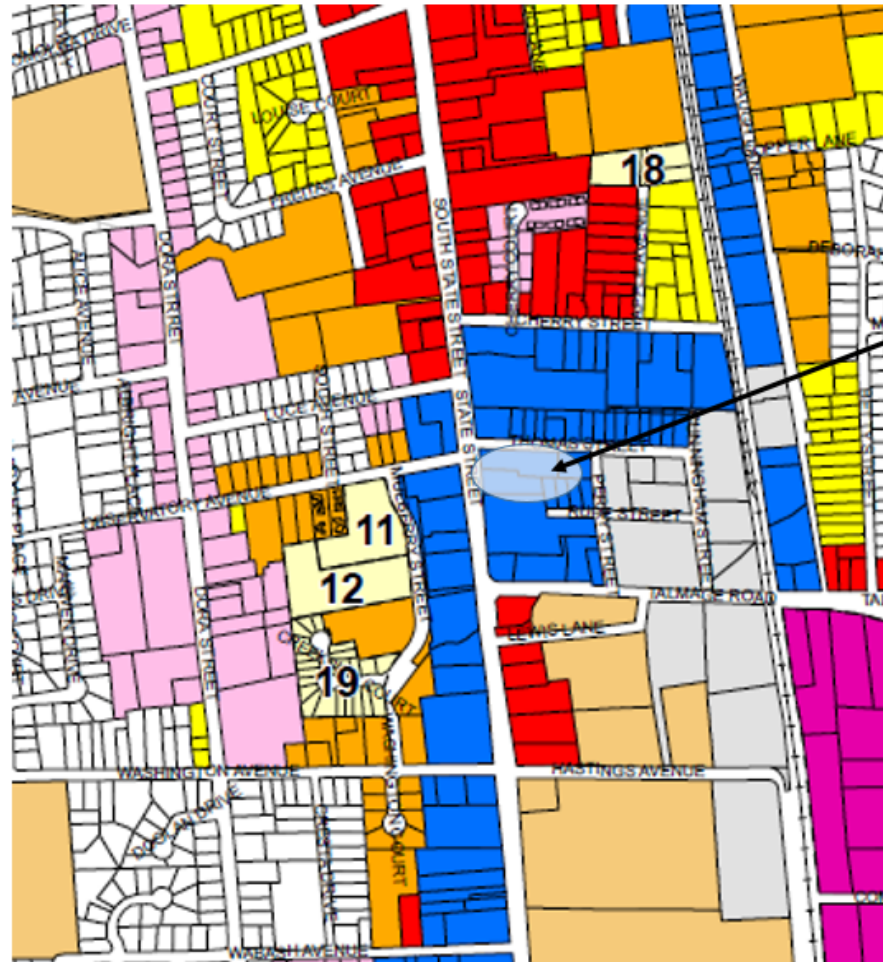


Approximately 1.45 acres

SETTING ZONING

	ZONE:	USE:
NORTH	Heavy Commercial (C2)	Commercial
EAST	Heavy Commercial (C2)	Vacant / Industrial
SOUTH	Heavy Commercial (C2)	Vacant
WEST	Heavy Commercial (C2)	Vacant / Motel

Shelters are Allowed in C2 with Use Permit

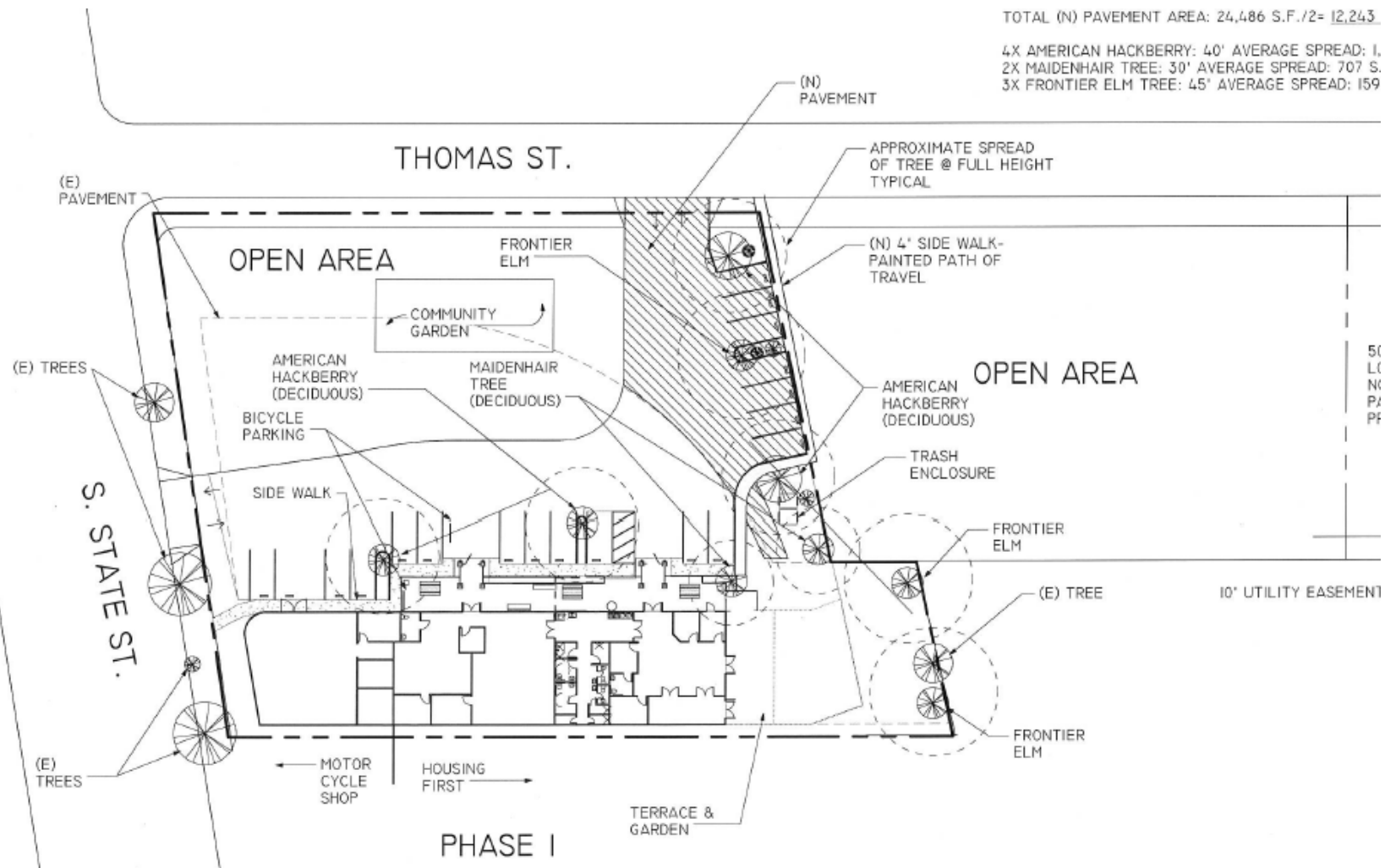


SETTING



Existing Motor Cycle Shop to remain.

PROJECT SITE WORK



TOTAL (N) PAVEMENT AREA: 24,486 S.F./2= 12,243

4X AMERICAN HACKBERRY: 40' AVERAGE SPREAD: 1,
2X MAIDENHAIR TREE: 30' AVERAGE SPREAD: 707 S,
3X FRONTIER ELM TREE: 45' AVERAGE SPREAD: 159

New parking lot
18 Spaces
Landscaping
Community Garden
Fenced Area
Trash enclosure
Bike Parking
Sidewalks
Covered Entrées
Signage

PROJECT Elevation



① BUILDING NORTH
12' x 12'

Screened Area

PROJECT Elevation



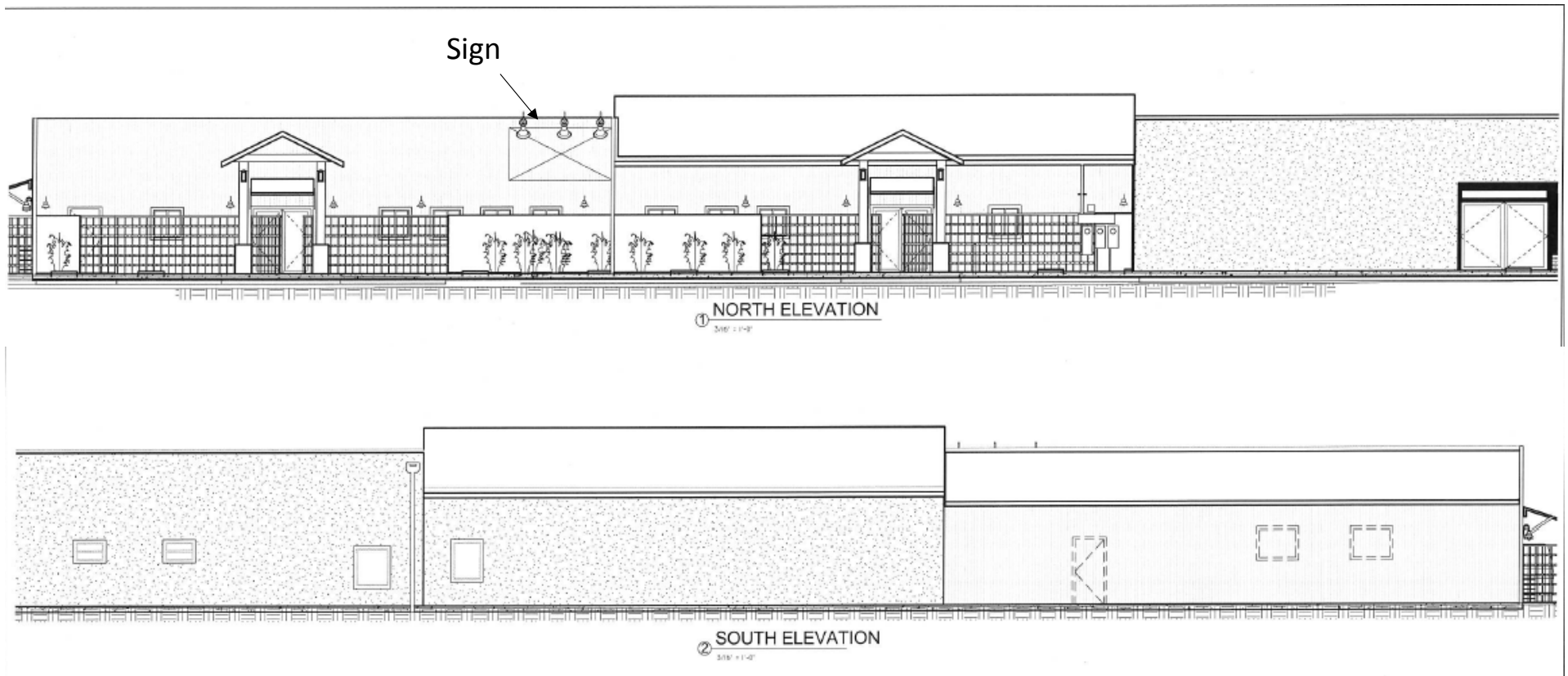
② RENDERING NORTH
1/2" = 1'-0"

Courtyard

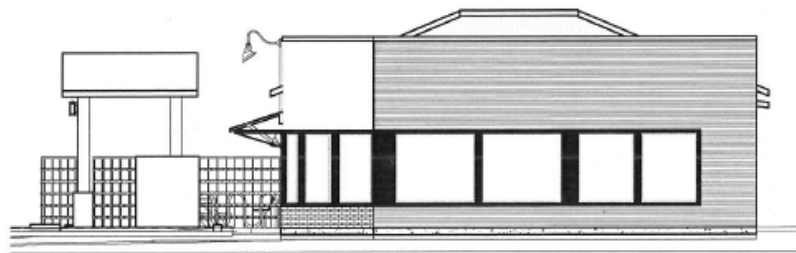


③ FRONT AREA OF BUILDING
1/2" = 1'-0"

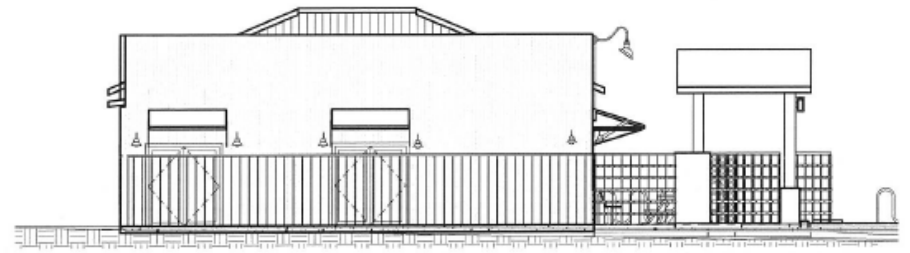
PROJECT Elevation



PROJECT Elevation



③ WEST ELEVATION
Scale: 1/4" = 1'-0"



④ EAST ELEVATION
Scale: 1/4" = 1'-0"

P R O J E C T U S E S

- **Community Center:** A place for homeless individuals to receive services:
 - Bathrooms, showers, laundry, counseling, education, internet access, and a clothing donation area.
 - 7 days a week, from 9:00 a.m. to 6:00 p.m.
 - Minimal food service.
 - Provide a place for partnering agencies:

Ukiah Valley Medical Center's Street Medicine program, Mendocino County Aids and Viral Hepatitis Network (MCAVHN) and the Ford Street Program

P R O J E C T U S E S

- **Winter Shelter**

- 60 Beds Maximum
- Intake process with needs assessment
- Seven days a week: 6:00 p.m. to 9:00 a.m.
- November to April
- An observation room
- Program Plan

A M E N D M E N T S to Program Plan:

After the Planning Commission meeting, staff from the Community Development Department, City Manager's Office, and Police Department provided RCS with additional comments and questions.

Staff Comments Included:

1. Clarification on hours
2. Storage for clients' personal items
3. Shelter procedures and capacity clarifications
4. Procedures for animals
5. Complete prohibition of camping on-site
6. Clarification on Community Council: twice monthly for first two years as a forum for feedback and discussion

On-Going Oversight

- The City of Ukiah Director of Community Development shall report to the Planning Commission once every six months during the first two years of center operations. The Director's report shall include a record of any complaints received from the public or shelter occupants and an assessment on the most effective ways to modify the plan to address valid complaints.

C E Q A

- The proposed project is exempt from the provisions of CEQA pursuant to CEQA Guidelines §15303 Class 3 (c), New Construction or Conversion of Small Structures (under 10,000 sf).
- The site is characterized as densely urban with no significant plant or animal habitat value.
- The project does not involve the use of hazardous substances. The parcels included in the Project are not listed on a list of hazardous materials sites compiled pursuant to Government Code §65962.5.

Recommendation:

- Staff recommends the City Council uphold the Planning Commission's findings and approval of a Major Use Permit and a Site Development Permit, as conditioned, based on the findings of consistency with:
 - Ukiah General Plan
 - Use and development standards of the C-2 Zoning District
 - Article 15.5 of the Ukiah Municipal Code
 - The Homeless Shelter operating standards Resolution 2001-15.



STEVE ZUIEBACK

Synectics LLC Leadership Practices for Challenging Times



September 15, 2017

Ukiah City Council
300 Seminary Avenue
Ukiah, Ca 95482

Re: Redwood Community Services', Inc. Homeless Services Community Center

Dear Council Members,

I am writing to express my support for Redwood Community Services' Homeless Services Community Center. I urge the Ukiah City Council to approve RCS' use and site development permits. Housing and homelessness remain unsolved challenges in Mendocino County. A "one-stop shop" for providing services, support, housing resources and stabilization, shelter during the day and at night, job skill training, showers, laundry, mental health services, and so much more is an important piece of the solution to address homelessness and improve our community.

As a resident and involved community member in Ukiah I believe this community center will be a valuable resource that will benefit the entire Ukiah and Mendocino County community. Through the extensive services and strategies proposed for the Homeless Services Community Center, people who are homeless who participate in the center's services will experience improved quality of life and access to stable housing.

I am one of the founders of MendoFutures and have been active in community improvement for the past 15 years. I have also been involved in the local healthcare work and know that mental health and housing issues are always at the top of the list for our local challenges. This project represents a significant step in the right direction to finding short and long term solutions.

I am looking forward to seeing this center develop to be something our community can be proud of and I urge the City Council to support the project by approving the required permits.

Sincerely,

Steve Zuieback
208 Banker Blvd
Ukiah, CA. 95482



Mendocino Coast Hospitality Center

P.O. Box 2168, Fort Bragg, CA 95437
Main Phone: (707) 961-0172 Fax: (707) 961.0217
www.mendocinochc.org - admin@mendocinochc.org

"...shelter the homeless, feed the hungry, and provide a path to personal self sufficiency..."

September 14, 2017

Ukiah City Council
300 Seminary Avenue
Ukiah, Ca 95482

Re: Redwood Community Services, Inc. Homeless Services Community Center

Dear Council Members,

I am writing to express the support Mendocino Coast Hospitality Center for Redwood Community Services' Homeless Services Community Center. I urge the Ukiah City Council to approve RCS' use and site development permits. Housing and homelessness remain unsolved challenges in Mendocino County. A "one-stop shop" for providing services, support, housing resources and stabilization, shelter during the day and at night, job skill training, showers, laundry, mental health services, and so much more is an important piece of the solution to address homelessness and improve our community.

As a resident agency within Mendocino County, we believe this community center will be a valuable resource that will benefit the entire Mendocino County community. Through the extensive services and strategies proposed for the Homeless Services Community Center, people who are homeless who participate in the center's services will experience improved quality of life and access to stable housing.

Mendocino Coast Hospitality Center currently provides the only year-round low-barrier emergency shelter for the homeless within the county, at the Hospitality House. The Hospitality House has been operating for 31 years. It is our pleasure to support the wonderful project that RCS has in development to help our homeless neighbors in Ukiah.

I am looking forward to seeing this center develop to be something our community can be proud of and I urge the City Council to support the project by approving the required permits.

Sincerely,

Anna Shaw, Executive Director



501 Jones Street, Ukiah
707-463-8526

September 12, 2017

To the Ukiah City Community Development and Planning Department:

Re: Homeless Services Community Center

I am writing you instead of speaking to you at the September City Council meeting in support of The Redwood Community Services proposal because this hearing is taking place at the same time as the beginning of one of the most holy days of the Jewish year and I will be at religious services.

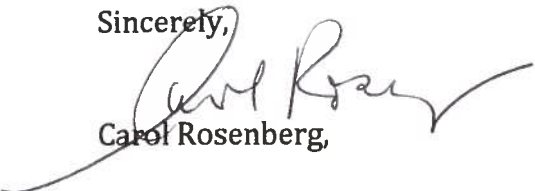
The planning committee approved the plan of Redwood Community Services to build a day shelter at 1045 South State Street Ukiah. They realized RCS's plans would improve the appearance of this long low boxlike building. They also recognized RCS's ability to deliver the services they promised, essential services that provide the minimum of comforts for people that must live on our streets.

This facility will serve people who live in this city. This city has insufficient low-income housing. Last winter the HSAG winter shelter in Ukiah in addition to providing shelter to people with mental health illness and substance abuse problems served people with jobs and housing vouchers that were unable to find affordable places to rent. I helped register these people for the shelter and filled out the paper work required to stay at the shelter.

Most members of the planning commission appreciated the logic that the presence of a facility where homeless people in Ukiah would be able to shower, wash their clothes, stow their belongings and receive needed services was a way to improve not only the health and appearance of people who live within this difficult reality; but also improve at least the appearance of these people as they go about their daily tasks walking about in our city.

In addition of this day facility and the ability of this Redwood Community Services to also provide a winter shelter at this site; this is the bare minimum of services we as a community can provide to some of our most needy citizens.

Sincerely,


Carol Rosenberg,



September 22, 2017

Mayor Jim Brown
300 Seminary Avenue
Ukiah, CA 95482

Dear Mayor Brown;

I am writing to express my support for Redwood Community Services' Homeless Services Community center. I urge the Ukiah City Council to approve RCS's use and site development permits. Having lived in this community for close to 40 years, I have seen many services that used to be available for homeless people drastically decline.

The homeless problem is not unique to Mendocino County. It is occurring in every County in California. What can make a difference is how each community responds to the issue. I have read RCS's proposal and I strongly support the services they are willing to provide. RCS has stepped up and assisted with many issues in our community particularly the mental health crisis. Once again, their proposal to open up a day drop-in center, an emergency winter shelter, showers, laundry, support groups etc. will do much to alleviate the visibility of the homeless on Ukiah's streets.

I have worked with domestic violence and sexual assault survivors for the past 35 years. I know what a difference a safe place, a listening ear, and resources can make in a person's life. I was on the HSAG Board which helped open the Winter Shelter three years ago and continued to serve for the last two years. But a winter shelter is not enough. People need ongoing case management and support.

I am looking forward to seeing this center develop and I urge you to support the project by approving the required permits.

Sincerely,

A handwritten signature in black ink, appearing to read "Judy Albert", written over a light blue horizontal line.

Judy Albert, MFT



**Popowski
631 Tokay Avenue
Ukiah, CA 95482**

September 25, 2017

Jim Brown
300 Seminary Avenue
Ukiah, CA 95482

Re: Redwood Community Services' Homeless Services Community Center

Dear Jim,

I am writing to express my support for Redwood Community Services' Homeless Community Center. Housing and homelessness remain unsolved challenges in Mendocino County. The RCS project will provide services, support, housing resources, a day center, job skill training, showers, laundry, mental health services as well as a winter shelter to keep some of our most vulnerable citizens warm and dry in our worst weather.

As you know, we have put together a winter shelter in the last 2 years by setting up a physical location, but neither MCAVHN (2015-2016 operator) nor HSAG (2016-2017 operator) were able to create a full solution including mental health services. Neither organization had the financial or human resources to do more, and it was necessary to start 'from scratch' each year, finding a building, ordering temporary showers, hiring employees, etc. Having no day center necessitated making clients leave at 8am with no shelter from rain and cold.

Having been involved in both years' operations and being proud of accomplishing a minimal solution for those years, I believe that a permanent fix as offered by RCS will save time and money as well as providing better services to the clients and the community.

I urge you and the whole Ukiah City Council to approve RCS' use and site development permits.

Sincerely,

A handwritten signature in dark ink that reads "Judy Popowski". The signature is fluid and cursive, with the first name "Judy" and last name "Popowski" clearly distinguishable.

Judy Popowski
Ukiah Resident

From: Kevin Thompson
Sent: Thursday, September 28, 2017 5:28 PM
To: Kristine Lawler <klawler@cityofukiah.com>
Subject: Fwd: Can this get passed along to the City Council members

Sent from my iPhone

Begin forwarded message:

From: "Sage Wolf" <WolfS@rcs4kids.org>
Date: September 28, 2017 at 4:58:01 PM PDT
To: Kevin Thompson <kthompson@cityofukiah.com>
Cc: Jessica Johnson <JohnsonJ@rcs4kids.org>, Craig Schlatter <cschlatter@cityofukiah.com>
Subject: Can this get passed along to the City Council members

Can the attached document of concerns and responses be submitted as part of the City Council packet, please? And I hope they've received the Program Manual for review already so they have plenty of time to look at it before Wednesday!

I've got all my fingers and toes crossed for positive outcomes next week!

Thank you!

Sage Wolf

Homeless Services
Quality Assurance Analyst
Administrative Office
Redwood Community Services, Inc.
631 S. Orchard Ave./PO Box 2077
Ukiah, CA 95482
WolfS@rcs4kids.org
Phone: (707) 467-2010, ext. 1114
Cell Phone: (707) 972-1881
Fax: (707) 462-6994
www.rcs4kids.org



Redwood Community Services, Inc.

P.O. Box 2077, Ukiah, CA 95482
Ph. (707) 467-2010 • Fax (707) 462-6994
www.rcs4kids.org

“Serving Children, Youth, & Families since 1995”

RESPONSES TO CONCERNS & QUESTIONS ABOUT THE RCS HOMELESS SERVICES COMMUNITY CENTER

September 18, 2017

Since Redwood Community Services, Inc. (RCS) began developing the plan for this homeless services community center in Ukiah, we have been hearing concerns and questions from people in the community. In August, we sent out a compilation of responses to frequently asked questions and we want to keep updating it to reflect the most current concerns and questions. We appreciate all the input we’ve been getting and invite you to keep asking the questions and getting involved. It will take all of us to really make a difference in our community.

As we elaborate on below, having a coordinated, collaborative, and centralized space to meet the basic human needs of people who now live on the streets, within walking distance of resources and bus transit, is a significant component of providing services in the community. Those who are homeless are already here. They are in neighborhoods, sleeping in the creeks, parks, and wherever they can. They are around the businesses all over town. They hang out on the Rail Trail. They are here.

Our community center and shelter project aims to alleviate this by being a place where unsheltered folks, some with mental illness, substance abuse, and disability challenges, can sleep, go to the toilet, get a shower, receive *professional* counseling and support, and take the first steps towards permanent housing. This makes everyone safer. Three years ago Ukiah saw the Buddy Eller shelter close. A year ago we saw the Ukiah Community Center close. We have seen the services and resources available to assist those who are homeless decrease drastically across inland Mendocino County. What we have not seen is a decrease in the number of people homeless on the streets since there was a reduction in the resources available.

We need to do something. The proposal for the community center and shelter comes out of over three years of collaborating and planning through the Mendocino County Homeless Services Continuum of Care, a group made up of social service agencies, local government representatives, county residents, business owners, people who are homeless, and other stakeholders. It’s time to implement interventions to address homelessness and show that we are committed to the wellbeing of all of our people, housed and unhoused.

We are concerned with the safety and security of all of the residents of Ukiah and Mendocino County. This includes those in a housing crisis, those with mental illness, substance abuse issues, and veterans, but it also includes families, children, seniors, and everyone in all walks of life in our community.

Together, we can all be part of the solution.

The Homeless Services Community Center Planning Team

Foster/Adoption ▪ Behavioral Health Services ▪ Wraparound ▪ Residential Care ▪ Crisis Services ▪ Substance Use Disorder Services
Transition Age Youth Programs ▪ Youth Resource Centers ▪ Youth Employment Services ▪ Homeless Resources & Services

“Be a Part of the Solution”

A. Neighborhood Impacts

CONCERN: The proposed day center and shelter will be a magnet for an outside homeless population migrating here. What if other communities start sending their homeless people to Ukiah? Are other cities busing their homeless people here? “I’ve heard homeless people get \$700 (or some) from the county. Doesn’t that attract homeless people to Mendocino County?”

A range of studies across the United States have shown that homeless people do not migrate for the purpose of accessing services. This is the case in our area as well. When homeless people move from place to place it is most often for work, family, or other reasons not related to seeking services. Housed people also move for similar reasons, moving or choosing to stay in a place due to the personal connections they may have with a location. People are more likely to stay somewhere or move somewhere that they feel they have roots in. Roots come from natural supports (family, work, friends, church, personal supports, etc.), not so much from professional or service supports. Data from last year’s Inland Valley Emergency Winter Shelter supports the conclusion that homeless people stay close to home. 70% of the 203 people who stayed at the shelter between December 2016 and April 2017 were residents of Mendocino County. What can be said to have some truth is that people will travel shorter distances to access resources, whether they are housed or unhoused. People from all around the county and from neighboring counties come to Ukiah to shop, find entertainment, go to the doctor, and for other resources and connections. Ukiah is the county seat and has more resources, so it is likely to bring people in from nearby areas. This is also true for people who are homeless, though we would argue that they migrate less than those who are housed, employed, and have reliable transportation. What we are not experiencing are large numbers of people coming from other cities and counties to access our services, rather those from within the county and, though less frequently, Lake County may come to Ukiah for assistance. Sonoma County offers much more extensive homelessness services and they report that 79% of their homeless population was housed in Sonoma County prior to becoming homeless (Sonoma County 2017 Homeless Census & Survey Executive Summary).

Since the economic recession in 2009 services and resources in Mendocino County for people who are homeless and/or living with mental illness or substance abuse disorder have decreased. Ukiah used to have the Buddy Eller Shelter, which closed in 2014. And we had the Ukiah Community Center where people who were homeless could go to get assistance finding housing, but the center closed in August 2016. There used to be more extensive mental health services, though these services are now starting to be reestablished. In the years since services and resources have decreased we have not seen a coinciding decrease in the number of people who are homeless in the county or in the Ukiah valley. Actually, we have seen an increase in the numbers of people homeless. There are some ideas about why there has been an increase (which we talk about in response to a different question), but the services offered have not been shown to contribute to any increase here, just as they are not shown to contribute to increases elsewhere in the country. Across the country, we have seen a 15% decrease in the number of people homeless between 2007 and 2016. California saw a 12% decrease for that time period. Between 2015 and 2016 the United States saw an overall decrease of 3%. However, between 2015 and 2016 California had a 2.1% increase in homelessness, while Mendocino County had a **14%** increase in that same time period. (*Information from the U.S. Dept. of Housing and Urban Development [HUD], 2016 Annual Homeless Assessment Report to Congress.*) The idea that providing homeless services creates a magnet for the homeless is a myth.

Going back to the question of whether people are getting bused here from other areas, this has not been shown to be true. Some communities have programs to help people get home or to go to a place

where they have family connections. Mendocino County has an Angel Fund through the Mendocino Community Foundation that helps people get home. San Francisco has a Homeward Bound program that does the same thing. Other areas have similar programs. They are not just putting their people on a bus to dump them in other cities, just like we're not putting our people from Mendocino County on buses and sending them to places where they have no natural supports.

There is a myth about the kind of aid available to you if you are homeless in Mendocino County. We've heard people say that homeless people can come here, show the county that they've been here for two weeks, and get \$700 a month. This is not accurate. The Mendocino County Health & Human Services Agency (HHSA) reports that residents of the county (state law defines a resident as someone who has lived in the county for 2 weeks or more) who are homeless **could be** eligible for general assistance up to \$100 a month. They could be eligible for CalFresh (foodstamps). They could be eligible for MediCal. This is not more than what is available from HHSA in any other California county. In addition, what we know is that the majority of people who are homeless are not accessing these resources. Of the 203 people who stayed at the Inland Valley Shelter, 2016-2017, only **5%** of them were receiving general assistance and/or CalFresh benefits. The people who have accessed the shelter in the past and are likely to access the shelter in the future are not abusing the system or fleeing to Mendocino County to take advantage of a nonexistent pot of gold.

CONCERN: Will nearby property values go down due to the center?

There is not data available to show that homeless services are associated with a reduction in neighboring property values. Studies are being conducted across the country to show the impacts of supportive housing and services for people who are/were homeless on property values and preliminary results have shown that property values near the supportive housing show steady increase in property value relative to other properties in the neighborhood in the years after the supportive housing opens (Center for Real Estate and Urban Policy, 2008).

CONCERN: Why was this site selected? The south end of Ukiah is already ugly and having more homeless services there will make it worse. Why not put it out of town where there are no residences or businesses?

The 1045 South State Street location was selected after searching for property for over a year. RCS first considered property on Brush Street, which is located within the City of Ukiah's designated Shelter Overlay Zone, but was not able to purchase the available property due to another buyer coming forward with a better offer. When considering where to locate this project we had a number of site criteria to guide us. Some of these criteria are mandated by HUD and California Department of Housing and Community Development (HCD), which provide the regulations relating to emergency shelter and homeless services receiving federal and state funding. We surveyed and evaluated sites all over Ukiah and considered looking at properties in Willits. The 1045 South State Street property was found to be the best suited. We will be rehabilitating the building inside and outside, adding landscaping, improving the sidewalks and parking lot, and doing regular upkeep on the property. We will be actively engaging the visitors to the center in community service and cleanup in our efforts to be a positive addition to South State Street.

One of the main things to note is that the target population for this center are those people who are homeless, prioritizing those who are chronically homeless or have been homeless for a long period of time, spending their time within the city limits, are living with a disability, mental illness, substance use disorders, veterans, and are likely to access the services we'll offer. The center by itself is not intended

to address those who are camping outside of town. There is a different type of intervention that must be planned and implemented to address that target population, likely centering on street outreach and engagement services. Street outreach could be a service that comes out of this community center and we are also participating in the planning for how to best address people trespassing and camping in places they aren't allowed. However, this center is for people who are in Ukiah, hanging out at the library, parks, and in front of Ukiah businesses. It needs to be easily accessible for them. They won't go out to a center that is located outside of town and not accessible by foot.

The site criteria we utilized included:

- Objectives of site selection based on:
 - Safety considerations
 - Minimizing community impact
 - Serving target population (people who are homeless and spending their time within the city; those who are likely to access a day resource center and shelter)
- Located in Ukiah, accessible from downtown by foot and public transportation
- With an existing structure that could be used or remodeled to be the resource center and shelter, allowing for the following:
 - Availability of separate entrances for the day center and the shelter
 - Open floor plan that was already or could easily be divided into two larger congregate areas and the day center rooms
 - Easy to monitor entrances
 - Securable interior sleeping area for women and vulnerable populations
 - ADA code-compliant for exits, bathrooms, etc.
 - Existing sewer connection that could be developed for additional bathrooms and showers
 - Outside space to serve as a designated smoking area and courtyard, that is set back from pedestrian paths or views
 - Open exterior perimeter for easy monitoring
 - Space for storage
- With additional property for the development of resources, such as a community garden, dog run, storage, other forms of housing, for such times when the community is prepared to move forward on implementing those plans.
- Either in the City of Ukiah Shelter Overlay Zone or a Commercial Zone, with a lower concentration of residences.

CONCERN: Clients of the proposed center and shelter will loiter outside, causing a nuisance for local businesses and making the area undesirable.

The center will enforce a strict rule against any congregating or loitering in the vicinity of the center property and will work to prevent any congregating around the nearby businesses or residences from Talmage to Luce. Center staff will monitor the interior and exterior of the center and will redirect people who are gathering in the parking lot to either come inside the fenced area or leave the area. As part of the orientation to the center, there will be a discussion about being good neighbors and how the center is part of the community. This good neighbor policy and practice includes not loitering in the parking lot or the surrounding areas. The center staff will have a practice of walking around the blocks surrounding the center at strategic times through the day to redirect people who may be loitering and picking up litter. When the shelter is open, staff will walk the perimeter of the building regularly and monitor the property throughout the night. The center will have a 24 hour hotline for neighbors to call if there are people thought to be center guests who are congregating or being

disruptive in the immediate area surrounding the site. It's important to us that this center be a resource the community is proud of and that improves the appearance of the city.

B. Security & Safety Risks

CONCERN: Is there increased crime related to this kind of shelter? Won't being low barrier (i.e. allowing people who are inebriated and under the influence and minimizing the rules and barriers to accessing shelter and services) mean there will be more problems in the area?

Risks to clients, staff, volunteers, neighboring residents and businesses, and property owners are of equal concern to us and we will continually evaluate and systematically address issues under the direction of the center's Community Council (made up of community members). Concerns linking crime and safety risks with the homeless population have been expressed in communities across the country. The Ukiah Police Department reports that a large percentage of their calls for service relate to people who are homeless. They also report that of those calls, at least three quarters of them do not result in an arrest or citation. These calls to the police are already happening, without the shelter being open or the day center existing. Problems and crime are already happening, in the housed population and those without housing. People who are inebriated are already here without support, services, and guidance. This center will provide a space for them to be, where staff and volunteers are prepared to work with them and help reduce their impact on other city resources. We will constantly be monitoring the incidents associated with the center and working to address them and shift center policies as needed.

In a report by Housing and Urban Development in 2010, they report that "studies indicate that people with mental disability are no more likely to commit crime and may, in fact, be less likely to commit crime than members of the general population." We mention this relating to mental illness because there is a common assumption that the majority of people who are homeless are mentally ill. HUD also found in their nationwide survey in 2015 that only 18% of those who are homeless also lived with mental illness. Relating to homelessness and crime, HUD reported the following key points in their 2010 report on crime and safety:

- Arrest rates among the homeless population are generally higher than those of the population as a whole.
- However, such a finding does not reveal the whole story. Life on the street is complex and arduous. Because homeless people must live their private lives in public spaces, some day-to-day behavior which would normally be performed in private spaces may be treated as criminal (trespassing, sleeping, drinking, urination, etc.).
- Although we tend to forget, people who are homeless are significantly more likely to be victims of crime. Such crime may be relatively minor (theft), or it may be more serious (assault, murder, rape). Crimes may be committed by other homeless people or by members of the general public.
- Finally, it is important to remember that to a great extent, the link between crime and homelessness is controlled by the context in which homelessness occurs. In recent years, a growing number of ordinances passed by cities and counties around the country have made many activities commonly performed by the homeless illegal (panhandling, sleeping and/or loitering in public places, etc.). Where this occurs, the legislation itself is primarily responsible for increasing "crime" amongst the homeless population.

CONCERN: How will the center work with the Ukiah Police Department?

The RCS community center is committed to collaborating with the Ukiah Police Department (UPD) and

other law enforcement entities to best serve the guests of the center, neighboring residents, and community. Law enforcement representatives are invited to participate on the Community Council, where they can directly provide feedback and influence the operations of the program. A regular practice of communication between the center and law enforcement would provide the opportunity to identify potential issues with guests and collaborate on ways to prevent, mitigate, and de-escalate issues. In addition, we will be working closely with the police department to collect data on impacts the center has (positive or negative) on the number of calls for service associated with people who are homeless and other data that will help us determine if what we are doing is helping.

CONCERN: Do shelter and center guests with weapons and drugs pose any increased risk to the neighborhood?

We will have a strict no weapons and no drugs on site policy. This policy will be made very clear to every center guest. Experience in other low-barrier shelters shows that when the rules are clearly known it is rare that center guests are turned away or ejected from the property due to refusal to comply. When guests first arrive at the center or shelter, they will have the opportunity to hand over approved weapons to be labeled and locked in a secure box accessible only to staff. They must take these weapons with them when they leave. Firearms are not allowed on the property and will not be permitted in the locked box. Guests in possession of illicit substances will be exited from the center or shelter, with terms for re-admittance made clear. The center will provide referrals to other resources as appropriate and available when a guest must be exited.

It is also important to note that the possession and use of both drugs and weapons are not exclusive to homeless people and that facilities, including law enforcement, release people into our neighborhoods regularly in known possession of legal weapons and drugs. It is also important to understand that when this center and any other facility turns people away or exit them, they are not responsible for where those people go next or what they do.

CONCERN: How will the center ensure the safety of those crossing State Street?

As part of the sidewalk improvements we will be putting in a ramp at the crosswalk that crosses State Street from Observatory Avenue, directly in front of the center. We are looking into pedestrian improvements with the Ukiah Traffic Engineering Committee in consideration of pedestrian safety. The hours of operation for the center and shelter are set up so the transition times between center closing and shelter opening and then shelter closing and center opening fall outside of the heavier traffic times relating to the typical 8am to 5pm work day. In addition it's important to note that the visitors to the center are adults or children accompanied by adults. It is their responsibility to follow all laws and recommendations relating to pedestrian safety.

C. Facts on Homelessness & the Homeless Population in Ukiah/Mendocino County

Who are the *homeless*?

The population of people who are homeless includes infants, children, teens, women, men, transgender and gender non-conforming people, elderly, veterans, lesbian, gay, bisexual, and people of all sexualities, people with mental illness, people with substance use challenges, people with criminal records, victims of domestic violence, people from all ethnicities and nationalities, people with physical disabilities, and many more factors. Based on information from last year's Inland Valley Winter Shelter, we know that 48% of the guests were between the ages of 25 and 49, 19% were between 50-59, 11% between 18-24, 9% were 60-85, and 7% were under the age of 18. From the 2017

Point In Time Count we know that on one day in January 50% of the county's homeless population was in the Inland South area of the county, which includes Ukiah, Redwood Valley, Hopland, and south to the border of Sonoma County. The Point In Time Count is conducted by the Mendocino County Homeless Services Continuum of Care. Volunteers and people who are homeless (and know where the hiding spots are) go out early in the morning and physically count every person whose primary nighttime place of sleeping is not meant for human habitation (under bridges, along the creeks, in homeless encampments, etc.). The count does not include those who are couch-surfing or "doubled-up" with multiple households living together in one residence. The count does include those who are staying in transitional housing (short term housing) and emergency shelter.

According to the National Alliance to End Homelessness, roughly 14% of those who are homeless are considered "chronically homeless". Meaning 86% have been homeless for short time periods and not repeatedly. The majority of people who are homeless only remain so for a short time. The majority of people may only need a little help getting back into housing, such as short term rental assistance, security deposit money, and money for moving, etc. Or they may only need help from a Housing Navigator or case manager, to help connect them with the right people. And the majority of people acquire housing and exit homelessness without any help from social services at all. Chronic homelessness is often the face of homelessness. "Chronic" has a specific definition, involving either long-term and/or repeated bouts of homelessness coupled with disability (physical or mental). People experiencing chronic homelessness often end up living in shelters, if the community has them, and are high utilizers of the homeless assistance system's resources through law enforcement contacts, emergency room use, and other resources. A chronically homeless person costs the taxpayer an average of \$35,578 per year. On average, costs can be reduced by 49.5% when homeless people are placed in supportive housing (research by the National Alliance to End Homelessness). Targeting those who are chronically homeless and actively working to address their housing crisis is the goal of this community center and shelter.

What we are getting at here is that while the 2017 Point In Time Count was 1238 people homeless in the County, half of whom are in the Ukiah Valley and Hopland areas, the bulk of those are people who will self-correct and don't need to access services. We are not trying to provide services for 600 people. Over the 6 months the Inland Valley Shelter was open, they served 203 people. We imagine we will serve between 300-400 people over the course of the year out of the year round day center and 200-250 (who are also part of those served through the day center) through the emergency winter shelter. While the winter shelters from the last few years have focused on providing shelter, the focus of this center and shelter will be on connecting people with housing. Once a person who is homeless is housed they are no longer homeless.

Why are people homeless? Don't most of them choose to be homeless? Why should we help those who are choosing that lifestyle?

It is a common myth that the majority of people who are homeless have chosen to stay that way. Research has shown that the vast majority of people do not choose to be homeless or to stay that way (NAEH, 2017). As we stated in the previous response, the majority of people who are homeless will self-correct, finding housing on their own and only being homeless for a short time. People become homeless for all sorts of reasons, from disasters like fire, loss of a job or income, rental property is being sold, discrimination, not able to find work, and so many more. The shortage of housing in Mendocino County is apparent regardless of your income level. Hospitals are having a hard time hiring doctors and nurses because their applicants can't find housing. RCS has faced this with our social workers and therapists: our employees have a hard time finding housing.

At a presentation by the City of Ukiah on 8/30/17, the City staff shared the following information gathered on what houses were listed on 8/25/17:

- Homes in the affordable income group (max household income: \$43,400; max price to buy house: \$120,000) price range: 0
- Homes in the middle income group (max household income: \$85,960; max price to buy house: \$320,000) price range: 10 (all \$225,000 and up)
- Homes in the upper income group (max household income: greater than \$85,960; max price to buy house: none) price range: 37 (60% are more than \$425,000)

At that same presentation, this is what they found for places to rent on 8/29/17:

- Homes in the affordable income group (max price to rent: \$1,083) price range: 8
- Homes in the middle income group (max price to rent: \$2,149) price range: 6
- Homes in the upper income group (max price to rent: none) price range: 0

There isn't housing available for people with reliable incomes. For people who don't have reliable, adequate income, they are even more challenged when trying to find housing. Declining wages have put housing out of reach for many workers: in every state, more than the minimum wage is required to afford a one or two bedroom apartment at Fair Market Rent rates (National Low Income Housing Coalition, 2001). In the median state a minimum wage worker would have to work 89 hours each week to afford a two bedroom apartment at 30% of their income, which is the federal definition of affordable housing (NLIHC, 2001). People who have a disability can apply for Social Security Disability Income (SSDI), which provides a very minimal amount of income not sufficient to cover rent at the Fair Market Rate. It is difficult to get on SSDI and those who are on it are often hesitant to find work to become more self-sufficient, as any income from employment means a reduction in SSDI income at a disproportionate rate.

Veterans often become homeless due to war-related disabilities. For a variety of reasons – physical disability, mental anguish, post-traumatic stress, etc. – many veterans find readjusting to civilian life difficult. Difficulties readjusting can give rise to challenging behaviors, including addiction and abuse, which can contribute to loss of or inability to find employment and loss of housing (NAEH, 2017).

In the Ukiah Valley we have very few resources to help people acquire housing and keep it once they have it. This community center would provide services focused on helping people overcome their barriers to housing (challenging behaviors, substance use, bad credit, etc.). Whether you engage with people who are homeless regularly or not, homelessness affects all of us. As a community, we must provide a managed solution to this issue so that the impact on our neighborhoods, downtown, and surrounding areas is mitigated. This community center is a piece of that managed solution.

D. Structure of the Local System

CONCERN: How will the community be able to trust that RCS is being transparent and held accountable to the expectation that the center and shelter be a positive resource?

There will be major community oversight of the center, with neighbors, business owners, law enforcement, community members, City/County representatives, etc. being invited to participate on a Community Council that will be the decision making body for the center's operations and functioning. Open Community Council meetings will be held twice a month for the first year to provide a space for

people to give feedback, ask questions, voice concerns, etc. After the first year, these meetings could go to once a month or so. Anyone who wishes to attend is welcome. There will be oversight provided by the City, with the center being reviewed and inspected by the City frequently and regularly. RCS will continue to participate in the Mendocino County Homeless Services Continuum of Care (CoC) and coordinate with this multi-agency/community member group to create and implement collaborative strategies to address homelessness in the county. The CoC will also provide oversight and work with the center to ensure it is doing what is needed to positively address homelessness. RCS and the Community Council will collect data on specific goals and outcomes and generate reports that will be available to the public. These reports will be done twice a year for the first 3 years and could go to once a year after depending on the need.

We understand that it is sometimes difficult to trust social service organizations or any organization, really. We all know stories of an organization that didn't do what they said they were going to do or was secretive or operated behind closed doors. We can't promise we won't make mistakes. And we can't promise that this center is going to be the one thing that will end homelessness in Mendocino County. We try to operate under the knowledge that the majority of people are operating under good intentions the majority of the time. Mistakes are opportunities to learn, grow, and shift to do things better. We need the whole community behind this thing to make it function. This community deserves a shot at doing this work and showing that it will be a project that operates with transparency, good intentions, willingness to adapt to the needs of the community, and will ultimately have positive outcomes.

CONCERN: How will the center know if the services are helping make things better? What happens if they don't make things better?

Through the collaboration of the Community Council, the center will have established goals and performance measurements that will be tracked and reported on to the community. If these reports are not showing that things are improving, the Community Council will review the internal and external factors, policies involved, and research on best practices to see why there isn't improvement and what needs to change in order to see things get better. We do not want to be doing this work if it wasn't effective.

We have already spoken with the Ukiah Police Department and Adventist Health-Ukiah Valley about ways to collect data that could be used to report on the goals of the center. We will be continuing to develop the project evaluation plan, with the direction of the Community Council.

Examples of goals that could be established by the Community Council include:

- a. Improved community quality of life (not just people who are homeless, the whole community)
- b. Reduced rates of homelessness in the inland Ukiah valley
- c. Reduced utilization of law enforcement resources
- d. Increased access to permanent housing
- e. Improved overall health and wellbeing of participants
- f. Reduced inappropriate utilization of medical services
- g. Reduced impact and cost on the city, county, and community

CONCERN: What about other homeless services and social services agencies and programs? Aren't we already doing so much in Ukiah to help people?

If you are homeless in Ukiah there is not a lot to help you on an immediate level. If a person wants help they can get assessed to be placed on the Coordinated Entry list, which prioritizes people based on level of need and can give access to resources like Permanent Supportive Housing and Rapid Re-Housing. Those programs are limited in how many people they can serve and they cover the whole

county, not just Ukiah. There are support services like counseling, substance use treatment, and case management available for people with mental illness and substance use disorder who want to access help. There is a small shelter operated by Ford Street Project that targets families and a limited number of single adults who are homeless and sober. What we know from national research and anecdotal experiences locally is that people who are homeless are not as likely to access services and are even less likely to access services if they come with barriers like needing to be sober, require meetings with a case manager or therapist, if they can't bring their dog, etc. What we also know from national research is that people who are homeless are more likely to access low barrier services and housing assistance and that low barrier Housing First services have a higher rate of exits to permanent housing and fewer returns to homelessness. This community center is designed and will be operated as a low barrier resource. Getting people in the door, creating a Housing Plan with them that focuses on what they want and say they need to do to get housing, and empowering them to get housing is a key piece of getting homeless people engaged and possibly connected with services that already exist. This center will not be replacing any program or agency. We are working closely with agencies throughout the City and County to ensure the center is coordinated to avoid duplication of services. The center will also be a hub for services where service providers from other organizations can meet with their clients.

E. The Center/Shelter's Model & Plan

CONCERN: How will the need for shelter and services be determined? How will we be sure that those who are truly in need are the ones being helped?

The target population of the day resource center would be those experiencing homelessness and those at risk of homelessness. It is projected that those who access the center the most will be those experiencing chronic homelessness. Day center users will receive the level of service that is appropriate for their level of need. They could be connected with a peer support counselor, case manager, housing navigator, clinician, substance abuse treatment provider, or other services depending on their need, as determined by the VI-SPDAT (Vulnerability Index – Service Prioritization Decision Assistance Tool). The purpose of the emergency shelter is to assist those in our community who are at the greatest risk of negative effects from exposure to the elements. Eligibility for this shelter will be based on the highest level of need. If there is more than one person waiting to fill an open bed at the shelter, entry will be determined by the highest level of need as determined by the VI-SPDAT completed as part of the Mendocino County Homeless Services Continuum of Care Coordinated Entry process. This standardized assessment will prioritize admission to the shelter based on a number of risk factors, from physical and mental health to social and financial resources to how long they've been homeless, among other factors. Those who are required to register as a sex offender will not be permitted in the shelter. In addition, people with open warrants will be required to resolve the warrant prior to entering the shelter.

In terms of how we will determine that we are helping those who are truly in need, the center will actively use diversion as a tactic for screening out those who can self-correct or access other resources in their lives. All who come to the center (and shelter) will be worked with to identify what resources they have in their own support systems that could help them get out of their housing crisis. Family finding, resolving issues with family and friends who could be a housing resource if those issues were addressed, do they have resources in other areas of the state or country, etc.

CONCERN: Will staff be adequately trained to handle the challenges the clients may be experiencing?

RCS has an established core training curriculum for all staff providing services, which includes first aid and CPR, confidentiality, cultural competency, and other basic trainings. Center staff will also be trained in crisis communication, conflict resolution and mediation, mental health first aid, and other skills pertinent to working with people who are homeless. There will be two staff on shift at all times while the emergency shelter is open. During the day center hours of operation there will be at least two people on shift, one of which must be a fully trained employee.

CONCERN: Can we restrict services to only those who can prove they live in or are from Mendocino County?

At last winter's Inland Valley Emergency Winter Shelter, roughly 70% of the guests were Mendocino County residents. We project that our center guest population demographics will closely resemble last winter's shelter. We will be gathering information on where guests are from, how long they've been in the county, and why they are homeless, as we seek to learn about homelessness in our community. Through diversion, housing navigation, and peer support services, the center will help all who come to the center identify the resources they already have or can develop (family finding, building and healing relationships with people/resources they have) that would assist them in acquiring housing, shelter, and safety in ways that reduce the impact on resources like housing programs and emergency shelter. For guests that have come here from other areas, we will work with them to help them get home and access the resources available to them there.

We will not be expressly restricting intake to Mendocino County residents, though we will work with those from out of the area to help them get home and access the resources available to them there. In the case of a tie on the intake assessment, length of time in Mendocino County will be a deciding factor in who gets a bed. The reasons for not restricting based on residency include:

- We were requested to keep it open by the Ukiah Police Department.
- In order to qualify competitively for funding from state and federal grants, there must be as few barriers to shelter and housing as possible, including residency status.
- In order to gather reliable data on where people are from and why they come to Mendocino County we want to make it clear that residency is not a requirement, as we do not want people to believe they need to lie or fabricate their residency in order to access shelter.

CONCERN: How long can people stay?

There will not be a specified time limit on how long a guest can stay. Arbitrary time limits have proven to be a barrier to sheltering the "hardest to house" population, as they time-out, get discouraged, and are unable to re-enter the shelter for a period of time. The premise of "shelter-first" or "housing-first" is that through creating a safe environment we can help guests meet their basic needs and become more stable, easing the process into housing and other services. Every guest of the shelter and visitor to the day resource center will be engaged in developing and carrying out a housing plan, connecting them with appropriate resources to assist them with making their stay in shelter and experience with homelessness as short as possible.

CONCERN: Will the guests of the center be expected to work, volunteer, or give back in some way for what they get?

This center is intended to be for the whole community and we recognize how important it is for the guests of the center to participate and contribute to that community. To make this center a strong resource that can effectively make a difference, it will take the whole community working together,

including the people who are coming to the center for services and shelter. Guests of the center will be expected to contribute to the extent they are capable and will be provided with opportunities to participate in the day to day functioning of the center through cleaning the center and grounds, providing peer support, sorting donations, and other activities.

CONCERN: What additional services to address mental illness will be available?

Service providers from partnering agencies, as well as RCS behavioral health service providers, will be invited to utilize the community center space to meet with their clients who are also guests of the center. While not being mental health clinicians, center Peer Support Counselors and staff will be trained in working with people with mental illness.

CONCERN: What is the center's funding strategy?

RCS has an established practice of community outreach and raising awareness for fundraising and community support. The agency has over 20 years of experience providing stable services in Mendocino County, with a history of financial stability and successful programs. The community center will build on this foundation to develop visibility and sustainability as a program within Mendocino County and will rely on many different sources, from federal and state grants to local grant sources, private and public donors, fundraising events, and fund drives for specific purposes (for example, a Security Deposit assistance fund), for funding to operate the community center and shelter and is committed to thinking creatively to find solutions to funding needs.

CONCERN: Why spend money on shelter and a day center when we could be spending that money on actual housing?

This is something that the Mendocino County Homeless Services Continuum of Care (CoC) and RCS have talked about a lot as this project has developed. It is also something that has been looked at and is continuing to be looked at by the National Alliance to End Homelessness (NAEH) and other organizations. The solution that has been identified as effective to end homelessness is housing. The CoC is also looking at the housing shortage issue, as is the City of Ukiah, Mendocino County, and many other organizations and people. What we know is that the solutions to address the housing shortage crisis will take time to implement and in the meantime an emergency shelter will provide a landing place for people and an opportunity to get their feet under them so they can have a better shot of addressing those things that may be barriers to housing (poverty, substance use, mental health challenges, etc.) and ultimately acquiring housing. Having service providers at the day center who are specifically focused on aiding people to address their barriers and find housing, identifying creative solutions to their homelessness, is essential, especially after a person has found housing and may need additional support in the beginning to help them maintain their housing.

RCS will continue to work closely with the CoC, City, County, and community to be part of the solution to the housing shortage. The use and role of this community center can evolve as the need in the community evolved. For now, however, it is clear that a place is needed where people who are homeless can go to be off the streets and getting the aid they need and want.

CONCERN: Will the center provide storage space for clients to use?

To begin with the minimal storage space in the center facility will be made available to the emergency winter shelter guests. Each cot will have a tote assigned to it for guests of the shelter to use. There will be lockers available for guests of the shelter and center, with priority access given to those who are

seeking a secure place to keep their medication and items related to their healthcare. Guests are responsible for providing their own locks for their locker and must provide the community center with the combination or the key to the lock. RCS is not responsible for any lost, stolen, or damaged personal items that guests leave at the center, whether they are left in the lockers or elsewhere in the community space.

While the community center will not initially have adequate storage space to provide people other than the shelter guests with room for their belongings, we are open to developing additional storage capacity and a process for determining whose belongings to store, how much space for each person, and for how long.

CONCERN: Has the center thought about allowing car camping on the property?

Unfortunately, car camping or any kind of camping on the facility grounds is not something the community center will be able to accommodate.

CONCERN: Why not do a year-round 24 hour a day shelter? Why is the nighttime shelter only open during the winter?

In the past three years there has been support and funding available to operate an emergency winter shelter with a very minimal budget and a substantial amount of donated goods and labor. At this time the City of Ukiah Planning Commission approved the use permit for a year round day resource center and emergency winter shelter.

Other communities, homeless research organizations and consultants, and experts in the field of homelessness recommend having a year round 24 hour shelter facility to best address homelessness. RCS agrees with this recommendation and is open to having the overnight portion of the center stay open throughout the year, if the community wishes to pursue that. In that case, a new or revised use permit would need to be applied for.

If we have not fully addressed any of your specific questions or concerns, please email Sage Wolf, Homeless Services Program Manager (wolfs@rcs4kids.org) or Camille Schraeder, Executive Director (Camille@rcs4kids.org). Please feel free to also call Sage or Camille at 707-467-2010.

Thank you to the members of the Ukiah community and those of the greater Mendocino County area for your engagement in making Ukiah safer and more welcoming for all who live here, housed and unhoused.



COMMUNITY DEVELOPMENT COMMISSION
Of Mendocino County

1076 N. State St., Ukiah, CA 95482

707/463-5462
FAX: 707/463-4188
TDD: 707/463-5697

Community Development Commission of Mendocino County

September 25, 2017

Ukiah City Council
300 Seminary Avenue
Ukiah, Ca 95482



Re: Redwood Community Services' Homeless Services Community Center

Dear City Council Members,

I am writing to express our support for Redwood Community Services' Homeless Services Community Center. I urge the Ukiah City Council to approve RCS' use and site development permits. Housing and homelessness remain unsolved challenges in Mendocino County. A "one-stop shop" for providing services, support, housing resources and stabilization, shelter during the day and at night, job skill training, showers, laundry, mental health services, and so much more is an important piece of the solution to address homelessness and improve our community.

As the Housing Authority for the County of Mendocino, we believe this community center will be a valuable resource that will benefit the entire Ukiah and Mendocino County community. Through the extensive collaborative services and strategies proposed for the Homeless Services Community Center, people who are homeless who participate in the center's services will experience improved quality of life and access to stable housing.

The Community Development Commission of Mendocino County (CDC) administers housing programs throughout Mendocino County and owns and operates affordable housing properties in the County, including in Ukiah.

We have seen the increase in problems for homeless individuals and the community from the lack of a permanent shelter. A permanent shelter is a vital part of getting homeless people into services and housing. We work to assist people out of homelessness. One recurring problem in processing applications for rental assistance is having someone fill out an application and then when we reach out to them, we cannot find them. Having an address they can be reached at is key. With the proposed community center, and all of the services anticipated, this will assist homeless

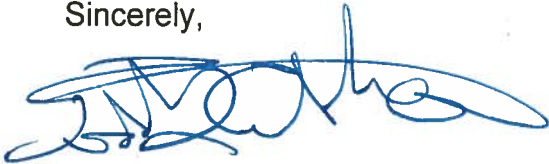


individuals with the applicant process, and will increase the success of persons experiencing homelessness in locating permanent housing..

This community center, and the winter shelter when in operation, will provide law enforcement with a way to address problem situations that do not require jail. The emergency winter shelter was located at the same place last year and was very successful. This is in large part to the cooperation and participation of the Ukiah City police with the Homeless Services Action Group, and RCS which will continue. Reducing the problems of homelessness starts with having a permanent location for services that can assist people into housing.

I am looking forward to seeing this center develop to be something our community can be proud of and I urge the City Council to support the project by approving the required permits.

Sincerely,



Todd Crabtree
Executive Director
Community Development Commission of Mendocino County



Heather Blough
Housing Manager
Community Development Commission of Mendocino County



RECEIVED

OCT 02 2017

Ukiah Regional Office
421 North Oak Street
Ukiah, CA 95482
Phone: (707) 462-1471
Fax: (707) 462-9483
Toll Free: (877) 529-7700
ukiah-office@lsnc.net

CITY OF UKIAH
BUILDING/ PLANNING DEPARTMENT



October 2, 2017

City Council
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

Re: **October 4, 2017-Agenda Item 11- Redwood Community Services Homeless Center and Emergency Winter Shelter**

Dear Councilmembers,

Legal Services of Northern California's (LSNC) Ukiah office submits this letter in support of the application of Redwood Community Services (RCS) for its Homeless Center and Emergency Winter Shelter to be located at 1045 South State Street. LSNC serves 23 counties in northern California providing free legal services to low-income residents and seniors; the Ukiah office serves residents living in Mendocino and Lake Counties. We assist residents with issues related to housing, public benefits, elder abuse, naturalization, re-entry, education rights, worker's rights and health rights. LSNC-Ukiah is also an advisory member of the Mendocino County Homeless Services Continuum of Care.

Not to state the obvious, but homelessness is at crisis level in California. The causes are many as are communities' approaches towards homelessness. Communities attempt short-term solutions (e.g. tent cities) and longer term solutions-including a combination of permanent housing, street outreach, case management and supportive services. Communities also pass laws criminalizing homelessness, which only result in additional strains on court and law enforcement systems and do nothing to solve homelessness.

Proposed Emergency Winter Shelter

In 2007, California passed Senate Bill 2 (SB 2) to address concerns that jurisdictions had too many barriers to the creation of new emergency (homeless), transitional, or supportive housing. Besides requiring cities to create a zoning district for emergency shelters to operate as of right, SB 2 provides that cities can regulate only the following:

1. Maximum number of beds
2. Off-street parking
3. Waiting and client intake areas
4. On-site management
5. Proximity to other emergency shelters

6. Length of stay
7. Lighting
8. Security
9. Non-discretionary design standards
10. Voluntary or incentive based standards

Due to funding issues, the Ford Street Project's year-round homeless shelter, the 64-bed Buddy Eller Center, closed in the summer of 2014; because of local funding it was able to open a winter shelter that year. Since then, for the past two years in 2015 and 2016, with the assistance of City, County and private funds, a diverse group of the community's homeless service providers and other community members have had to scramble (through Herculean efforts) to open temporary winter shelters. In light of the continued lack of permanent affordable housing stock, emergency shelters particularly during the harsh winter months are still a necessary emergency solution.

The RCS emergency winter shelter would thus help fill a community need left by the closure of the Buddy Eller Center.

Day Center

RCS' homeless center is an attempt to address some of the causes of homelessness, which shelter alone cannot do. The project is consistent with and furthers the City of Ukiah's Housing Element, which, in pertinent part, states:

"There are two primary ways the City can assist the homeless over the next five years. First, it can continue to provide support and possible funding to homeless services providers with a focus on helping to define the path from shelter to permanent housing, and helping to establish an effective life-skill building day shelter program. Second, the City shall examine its zoning districts and consider making homeless facilities an allowed use rather than requiring discretionary review." (City of Ukiah, HE 2014-2019, p. 20.)

The City Council adopted this housing element after the required community notice and participation. It was submitted to and certified by the State of California's Department of Housing and Community Development.

For the above reasons, the City Council should uphold the Planning Commission's approval of a Major Use Permit and Major Site Development Permit as requested by RCS for 1045 S. State St. If you have questions, or would like further information, please do not hesitate to contact me.

Sincerely,



Angélica M. Millán
Managing Attorney

Connie Patterson
620 Joseph Street
Ukiah, CA 95482

September 28, 2017

The Honorable Jim Brown, Mayor of Ukiah
300 Seminary Avenue
Ukiah CA 95482



Dear Mayor Brown,

I am writing to ask for your support in approving the Redwood Community Services use and site development permits for a Homeless Services Community Center.

As a resident of Ukiah, over the years I have watched our homeless population grow as rents grew higher and hourly wages stayed low. We have a very small population with a very large homeless population. The only comparable state our city is in as far as homelessness goes, is San Francisco or Los Angeles, this is mainly due to extraordinarily high rents and low wages. People should not have to be out on the streets, carting their belongings around because someone decided to "flip" some real estate and the renters were caught in the crossfire. The fact is that Ukiah has a problem, and harassing, fining, and arresting those that are already at the bottom rung of the payroll, is not going to solve the problem.

For a long term plan, it would be nice to see some type of permanent low income housing units but something needs to be done now. I, among many Ukiah residents, would like to see a winter shelter and a day shelter open up. The day shelter, from what I gather, will be a support center, helping people to help themselves. When people are treated in a manner that encourages self respect, and being able to support oneself eventually, it makes all the difference in the world to them. It would give help to those who need it, while also improving the aesthetics of our city, benefitting everyone.

Thank you for your time and help.

Sincerely,

A handwritten signature in black ink that reads "Connie Patterson".

Connie Patterson
Email: cpatterson333@comcast.net
Phone: (707) 671-2648

From: Kristine Lawler
Sent: Monday, October 02, 2017 1:18 PM
To: Ashley Cocco
Subject: Fwd: FW: letter of support-homeless center-Ukiah

Sent from [BlueMail](#)

On Oct 2, 2017, at 11:34 AM, Kevin Thompson <kthompson@cityofukiah.com> wrote:
[See below](#)

From: Sage Wolf [mailto:wolfs@redwoodcommunityservices.org]
Sent: Monday, October 02, 2017 11:33 AM
To: Kevin Thompson
Cc: Craig Schlatter
Subject: Fw: letter of support-homeless center-Ukiah

Kevin,
Please pass this letter of support from David Taxis (see forwarded email below) along to the City Council members.

Thank you,

Sage Wolf

From: youngrey@comcast.net <youngrey@comcast.net>
Sent: Monday, October 2, 2017 11:29 AM
To: Sage Wolf
Subject: letter of support-homeless center-Ukiah

Be Kind to the Homeless
By David Taxis

When I was a boy in the 1940-50's, a common theme was "be kind to animals." I heard it in school; I heard it at home.

Since that era, the 4-leggeds are our darlings, while the unsheltered 2-leggeds are our scourge!
C'mon, Edward Haynes: "Be Kind to the Homeless!"

I'd like to endorse, Haynes' idea, however, (UDJ-August 6) of locating a homeless encampment on the vacant lawn southeast of City Hall. In fact, I'd take it a step further. In order for residents and stakeholders to come to grips with the homeless (and mentally ill street people) problem in the distinguished Mendocino County seat of Ukiah....I propose that encampments be located where our finest citizens reside: Let's support an encampment at the entrance of Deerwood and El Dorado; let's facilitate teepees and make-shifts on the

sacred west side at the old Trinity School; why not a flurry of tent-structures at the Perkins Street Highway 101 exits; or a mobile village in the prime ag-land of Lover's Lane vineyards.?

I contend that this human problem that touches us all (It is in my family)- should be the lasting image of our favorite home-town until it is alleviated.

Such a poignant and ever-present eyesore might lift the issue into the laps of decision makers, like the City Council or Board of Supervisors. Perhaps they are too busy luring tourists with glitzy campaigns or piecing together another Costco deal; all the while ignoring Ukiah's walking wounded. Take care of our human problems FIRST! To contrast our electeds' with nearby and equally affected (by homelessness) Santa Rosa, here is our southern neighbor's pledge: " Homelessness is a major and growing concern for Santa Rosa, and has been identified as one of the City Council's top priorities. However, unlike a street repair or starting a business, homelessness is a complex social issue with many contributing factors that cannot be easily or quickly solved by a single agency or organizations. Solutions require both immediate and long-term strategies, and partnerships with County agencies, community organizations, and you. We at the City of Santa Rosa want you to know what we are doing to address homelessness and to invite you to work with us to reduce homelessness in Santa Rosa."

But, for Ukiah, the encampments on the west side and City must blast a message. Then the powerful and wealthy, alerted and shaken, will finally respond: "I was a stranger and you invited me in....Feed the hungry, Clothe the naked, Give drink to the thirsty, Visit the imprisoned, Care for the sick, Bury the dead... the biblical works of mercy.... (from Matthew).

So, why not the solid proposal by Redwood Community Services, which oversees all mental health services in the county? The Homeless Services Center promises to provide a multi-agency money saving community effort to assist those without shelter! I think that larger communities have tried the tough love approach and discarded it. What we Really need is an overarching and well funded national policy!

We can do this in Ukiah now! Be Kind to the Homeless (first).

David Taxis
Ukiah

**Homelessness Needs Assessment and Action Steps
for
Team Shasta
to include
the California Cities of
Etna, Mt. Shasta, Tulelake, Weed and Yreka**

~ ~ ~

**Presentation of Observations, Findings
and
Recommendation of Strategic Action Steps**

by

Marbut Consulting

~ ~ ~

Final Written Report - July 12, 2017
Presentations - July 17-20, 2017



Prepared by Robert G. Marbut Jr., Ph.D.
www.marbutconsulting.com

Table of Contents

Title Page	1
Table of Contents	2
Study Scope	3
Major Observations and Findings	5
Strategic Action Plan Recommendations	10
Exhibit 1 - Program/Agency Site Visits, Tours, Meetings and Conference Calls	18
Exhibit 2 - <i>The Seven Guiding Principles of Homeless Transformation</i>	25
Exhibit 3 - Robert G. Marbut Jr., Ph.D. Biography	27

Study Scope

On behalf of the Cities of Etna, Mt. Shasta, Tulelake, Weed and Yreka, Team Shasta procured the services of Marbut Consulting to conduct a homeless service needs assessment and to develop Strategic Action Plan recommendations. This study was funded by the Police Chiefs of these five cities who allocated the BCSS (Board of State and Community Corrections) resources and a generous grant from the Sheriff Lopey Foundation.

In order to develop practical recommendations, Marbut Consulting:

- conducted a range of interviews with stakeholders,
- interviewed individuals experiencing homelessness,
- studied and inventoried homeless services throughout Siskiyou County,
- examined regional Point-in-Time Count (PIT Count) reports,
- analyzed statistics and reports from local agencies,
- made street level observations,
- did ride-a-longs with local law enforcement agencies,
- posed as a person experiencing homelessness in order to understand what it is like to be homeless in the area and to better understand the movement and circulation of the homeless community.

Marbut Consulting evaluated the current homelessness service operations within the Cities of Etna, Mt. Shasta, Tulelake, Weed, Yreka and the County of Siskiyou, using national best practices and the *Seven Guiding Principles of Homeless Transformation* as the key measuring tools [See Pages 25-26]. Marbut Consulting then conducted a needs assessment and gaps analysis between existing inventory and identified needs, including the types of services (qualitative) and capacity of services (quantitative) needed within the Cities of Etna, Mt. Shasta, Tulelake, Weed, Yreka and the County of Siskiyou. Robert Marbut started on-site formally on March 29, 2017. Marbut Consulting finished this written report on July 12, 2017 and Dr. Marbut is scheduled to make a formal presentation of his observations and recommendations July 17-20, 2017.

From the signed contract:

Study Scope of Services and Project Phases

Based on prior work in dozens of other communities, Marbut Consulting proposes the following project phases. Some of these phases would run in sequence, while other phases would overlap. These phases can be customized as desired. Throughout these phases, homelessness will be observed from a variety of vantage points: individuals experiencing homelessness, families with children experiencing homelessness, agency staffs, volunteers, upstream funders, government officials, civic community leaders, businesses, the media and the general public.

Phase 1 - Inventory of Services:

The Consultant will inventory and ascertain information about the types (qualitative) and volume (quantitative capacity) of services being provided in the Mt. Shasta and Yreka communities. It is important to inventory the “types” as well as “volume” of services. The Consultant will perform an inventory of homeless services within Mt. Shasta and Yreka:

- inventory of shelter bed and mat units,
- inventory of transitional, recovery and long-term services,
- inventory of supportive services - types and volume of service (quantity and quality),
- inventory of preventative services (eg utility assistance, rental assistance, etc.).

Phase 2 - Data Review of PITCs and HMIS, plus Field Observations and a Field Survey:

The Consultant will conduct a basic review of the recent Point-in-Time-Count (PITC) compared to earlier PITCs. The Consultant will also review Homeless Management Information System (HMIS) data and available reports of homeless service providing agencies. Additionally, the Consultant will conduct a series of field observations analyzing flow and movement patterns which will include the Consultant “being homeless” on the streets of Mt. Shasta and Yreka. Based on these findings, the Consultant will conduct a streamlined field data survey of individuals experiencing “street level homelessness.”

Phase 3 - Gaps and Duplication Data Analysis and Assessment:

The Consultant will conduct a basic needs assessment of the types of services (qualitative) and capacity of services (quantitative) needed in the Mt. Shasta and Yreka communities. This will be based on street level observations and data from Point-in-Time-Counts (PITCs), Homeless Management Information System reports (HMIS) and agency reports. The Consultant will conduct a gap and duplication analysis of services between existing inventory and identified needs.

Phase 4 - Presentation of Observations, Assessment and Possible Next Step:

A written Executive Summary to include observations, assessment and possible next steps will be delivered to the designated liaison. This written report will be about 10-15 pages. Additionally, the Consultant will present his report at two mutually agreed public forums, one in Mt. Shasta and one in Yreka.

Notes About Scope of Services:

- Many improvements will “organically” materialize during the gap and duplication analysis phase. During this time frame, Marbut Consulting may suggest improvement opportunities that naturally arise throughout this “journey.”

Major Observations and Findings

The Positives and the Opportunities

There is a tendency in such endeavors to focus on the negative rather than the positive. Therefore, before the challenges and gaps are addressed below, there are a few observations that bode well for the Cities of Etna, Mt. Shasta, Tulelake, Weed and Yreka regarding the state of homelessness within Siskiyou County that this researcher would like to share:

- The number of year-round individuals experiencing “unsheltered” street-level homelessness as defined by HUD is actually low compared to communities of similar size and is also below what would be expected based on national averages. This is mostly due to the harsh winter weather and the lack of year-round sheltering facilities.
- Overall, this researcher found a surprising high level of consensus around many of the issues facing the community. But, since the residents of Siskiyou County use so many different terms to describe the same issues and conditions, there is not an awareness of how similar the thinking is about issues facing the community.
- Because of travel logistics and far distances among Etna, Mt. Shasta, Tulelake, Weed and Yreka, very few individuals experiencing true homelessness move from one city to another. This attribute makes it much easier to deal with the situation of homelessness within the County than it would be if there was a highly mobile population.
- The “do not sell alcohol to” lists and posters have proven to be effective in reducing the number of public intoxication incidents, as well as lowering the intensity levels of public intoxication incidents when they occur.

The Negatives and the Challenges

Individuals Experiencing Street-Level Homelessness: Even though the number of individuals experiencing “street-level” homelessness is relatively low in Siskiyou County, there are still 12-20 individuals in Mt. Shasta, 15-32 individuals in Yreka and 23-30 in the balance of Siskiyou, for a total of 50-82 individuals within the County. The number of individuals fluctuates throughout the month with fewer individuals living on the street earlier in month, and more individuals on the street later in the month. This phenomenon occurs because many individuals receive Federal support funds at the beginning of the month and are able to afford short-term lodging for 2-3 weeks. Once the funding runs out, individuals move back to the street. The harsh winter weather is the most powerful deterrence to year-round street-level homelessness within Siskiyou County.

Lack of Good Data and Individual Tracking: There is very little county-wide data on homelessness. Siskiyou does not actively participate in the Federally mandated Homeless Management Information System (HMIS) which means there is no county-wide tracking system at the individual level of individuals experiencing homelessness. Additionally there is no county-wide tracking of services that are being provided individuals on a name-by-name basis. The Siskiyou community also has not been actively involved in the Federally mandated Point-in-Time-Count (PITC) which tracks aggregated trends on a year-to-year basis. The overall lack of real data means decision making has been made based on myths and one-off anecdotes.

A Common Understanding of the Real Problem Does Not Exist: Many individuals and groups in Siskiyou County commingle a wide variety of individuals under the rubrics of “homelessness.” This commingling of groups blurs the real problems and thus blurs the solutions. The reality is many included under the umbrella of “homelessness” are not experiencing homelessness as defined by the HUD (Federal Department of Housing and Urban Development). The situation in Siskiyou County will not improve unless there is first an accurate understanding of the different groups, and second a proper set of responses customized by group. In order to have a thoughtful dialogue and then successful implementation of the recommendations below, the community needs to have a common and very clear understanding of the different groups of individuals within the community (eg who is really experiencing homelessness and who is not). Furthermore, since there are so many different terms being used to describe different groups of individuals, there are very blurred understandings of the root causes facing the community. It is very important to realize treating these different groups with the same services will actually make the situation worse and often ends up hurting the individuals who are truly experiencing homelessness. Analogous to the medical field, an incorrect diagnosis can lead to the wrong treatment which produces very negative out-comes.

The Proliferation of Encampments is a VERY Serious Issue: The encampments have become very dangerous for the individuals living in them, furthermore, these encampments have become major fire and environmental hazards. Recently, in the encampments within Siskiyou County, there have been 3-4 murders, at least 2 “medical” deaths and 1 drowning. These are very high numbers for a community of this size. During this same time period, there have been several fires, including 2 in the last few weeks. These encampments also pose many environmental and vector control risks. Overall these encampments are unsuitable for habitation and are very dangerous to the overall community.

There Is a Critical Need for Substance Abuse and Mental Health Treatment Slots/Beds: There is a critical need for behavioral health, mental health and substance abuse treatment slots/beds of all lengths of time. It is critical that the Siskiyou community has sustainable access to 4-12 treatment beds/slots on an annual basis for individuals experiencing homelessness. The Behavioral Health Division of the County has suggested that their Division might be able to provide access to these services for individuals experiencing homelessness. A coordinated entry approach should be used to prioritize the best candidates for these programs.

In Some Agencies, the “Service Culture” is Often More Enabling than it is Engaging: While many efforts within the Cities of Etna, Mt. Shasta, Tulelake, Weed and Yreka are good natured and well intended by good-hearted individuals, many activities have become enabling and do little to engage individuals into recovery programs. The root triggers and causes of homelessness are almost all behavioral health, addiction, post traumatic and domestic violence in nature. In order to engage in meaningful recovery, the focus must be on the root triggers of homelessness, not symptoms. Community meals for individuals experiencing homelessness should be co-located at agencies that provide a spectrum of interconnected services that address the root causes of homelessness.

The Voucher Network Attracts the Non-Homelessness Community and Is Very Enabling: All five cities have agency voucher programs for items such as clothing, backpacks, gas, food and lodging. More often than not, these agencies provide vouchers under the pretense of an individual experiencing homelessness, yet in reality the individual is not experiencing homelessness per the HUD definition. Furthermore, it is widely known throughout the West Coast that there is a robust voucher assistance program within Siskiyou that is available to all comers. These vouchers attract individuals to Siskiyou and facilitate the overstaying of individuals temporarily visiting Siskiyou.

The Amount of Housing Placements is Low: Because of a low inventory of affordable housing, housing placements are extraordinarily low relative to the need. There is a County-wide need for 35+ supportive housing units. There needs to be a mix of “rapid rehousing” units (eg 6-24 month time frame) and “permanent supportive housing” (eg 2 years or longer time frame).

Panhandling Has Become a Big Issue Mt. Shasta, Weed and Yreka: The panhandling problem has become very pronounced in the Cities of Mt. Shasta, Weed and Yreka especially near the on-and-off ramps of I-5 and on the major “main streets.” Merchants were especially vocal about the negative impact panhandling and loitering have on their businesses. The fact that the panhandling is concentrated in a relatively small area exacerbates the impact. Unfortunately, more often than not, giving cash on the street to individuals actually funds the negative addictions that individuals have such as alcoholism and substance abuse, and does very little to promote recovery.

Calls for Police and EMS Service: During the winter months, about 25% of the Mt. Shasta’s Police calls for service are related to issues of homelessness. However, during the summer months, due to the significant increase in seasonal negative impact visitors, the calls for police service jumps to about 75% for calls related to homelessness plus the added activity related to negative impact seasonal visitors. Additionally, the incidents involving individuals who are not experiencing year-round homelessness have become more aggressive. In Yreka, 2 individuals who are experiencing year-round homelessness alone account for almost 1/4 of the calls for EMS service in Yreka. These trends are mirrored at the hospital emergency departments/rooms within the County.

A Note on Current Research on Children: The only city with a significant current issue of families with children experiencing homelessness is Tulelake. Hopefully the issue of families with children will not expand to other parts of the County in a major way, but just in case, this researcher wanted to add a note about families with children. Over the last 20 years, a new body of research has emerged that has been studying the long term neurobiological and physiological impacts of exposure to adverse experiences during childhood. These “toxic stress” experiences are now called “Adverse Childhood Experiences” (ACEs). The groundbreaking study in this research area was *Adverse Childhood Experiences Study (ACE Study)* and was led by Dr. Vincent Felitti and Dr. Robert Anda, and surveyed more than 17,000 adults. What they and others have found is that having a high number of Adverse Childhood Experiences (eg traumatic experiences) during the most formative period of a person’s life can have a highly negative impact on a child’s developing brain and body, and this negative impact can last a lifetime. There are now 10 specific formally recognized ACEs that a child can be exposed to during childhood. See the *Data Report - A Hidden Crisis: Findings on Adverse Childhood Experiences in California* by The Center for Youth Wellness for more information.

It is highly problematic to mix adult males who are experiencing homelessness with children since these children experience many more ACEs than children in the general population. Of the overall general population, 83.3% of the general population had 3 or less ACEs in their life time, and 60.0% of the general population had 0 or 1 ACEs in their childhood. Yet, children that are mixed in with adult males experiencing homelessness experience at least 4 ACEs on a daily basis (eg exposure to individuals with mental illness, individuals with substance abuse, people of have been incarcerated, etc.). The research has found that having 4 or more ACEs is a critical tipping between good outcomes and very bad outcomes.

People who were exposed to 4 or more ACE's during their childhood had the following compared to individuals who were exposed to 3 or less ACEs (partial listing of negative outcomes):

- 5.1 times as likely to suffer from depression
- 12.2 times as likely to attempt suicide
- 2.9 times as likely to smoke
- 7.4 times as likely to be an alcoholic
- 10.3 times as likely to use injection drugs
- 2.2 times as likely to have ischemic heart disease
- 2.4 times as likely to have a stroke
- 1.9 times as likely to have cancer
- 1.6 times as likely to have diabetes
- 39% more likely to be unemployed

Strategic Action Step Recommendations

1 - Need a Common Understanding of Group Nomenclature for Better Decision Making

In order to have a thoughtful dialogue and then successful implementation of the Strategic Action Steps, the community needs to have a common point of departure to include a common and very clear understanding of the different groups of individuals within the community. Overall, this researcher found a surprising high level of consensus around many of the issues facing the community. But, since the local residents use so many different terms to describe the same issues, there is not an awareness of how similar the thinking is about issues facing the community. Furthermore, since so many different terms are being used to describe the different groups of individuals being studied, there are blurred understandings of the root causes of many of the challenges facing the community.

Increasing the clarity will also improve the deployment of limited resources. In an attempt to create common nomenclature and hopefully better understandings of the root causes, this researcher proposes the following descriptive nomenclature:

Year-Round Individuals Experiencing Street-Level Homelessness:

- defined as individuals experiencing homelessness per Federal HUD guidelines,
- year-round,
- sometimes have family connections to the community,
- some attended local high schools,
- local residents,
- fewer individuals earlier in the month, and more individuals later in the month,
- 12-20 individuals in Mt. Shasta, 15-32 individuals in Yreka and 23-30 in the balance of Siskiyou, for a total of 50-82 individuals within the County.

I-5 Travelers:

- individuals passing through on their way north and south on I-5,
- generally spend most of their time in close proximity to the I-5,
- generally do not venture deep into town,
- generally 0-5 individuals per day during the Winter and 20+ during the Summer in Mt. Shasta, Weed and Yreka,
- number of individuals will spike before and after special events such as Burning Man,
- generally stay 1-8 hours in the community,
- once it gets too late in the day to hitchhike, many will overnight within 100 yards of I-5, in areas such as between the Burger King and Mt. Shasta Elementary School in Mt. Shasta.

Seasonal Eco and Spiritual Tourists:

- these individuals are very conscious and careful of the environment,
- good stewards of the land and water,
- very conscious of reducing their negative impacts on the environment,
- includes Pacific Crest Trail trekkers,
- includes folks on spiritual journeys,
- generally stay 3-14 days,
- includes individuals and groups with varying levels of financial resources for their journeys, ranging from fully funded trips to very underfunded trips (thus needing resources upon arrival in Siskiyou County) . . . underfunded tourists are a drain on the service agencies and sometimes morph into the next group below.

Seasonal Highly Negative Impact Visitors (Visiting Vagrants and Visiting Transients):

- have high negative impacts on the environment with a variety of sanitary issues,
- have a displacement effect on residents and other visitors to local parks, public facilities and downtown businesses,
- generally do not take care of their surroundings,
- create vector control issues like diseases borne by insects and rats,
- often have camp fires that can cause dangerous wild fires,
- often do not follow the laws and rules within the Cities, County and surrounding National Forest lands including illegal camping, loitering, dogs off of leashes, etc.
- some stay short periods of time while others stay up to 3-5 months during Summer.

It is very important for the community to understand there are groups of individuals visiting the Siskiyou area that are not truly experiencing homelessness as defined by HUD. It is recommended to implement a public awareness campaign in order to educate the service agencies and overall community of Siskiyou County about the conditional realities.

2 - The Different Groups Need To Be Treated Differently Based on Behavior

Interconnected with Recommendation 1 above, the service agencies and the general public of Siskiyou need to realize that it is critical to treat the 4 different groups identified in Recommendation 1 differently. Furthermore, service agencies and the community need to be aware that treating all these groups the same will actually have a variety of very negative consequences and outcomes for both the individuals and the community- at-large. These different groups must be treated differently based on behavior and circumstances.

For example, an individual experiencing HUD defined year-round homelessness needs engagement and help. On the contrary, providing support to visiting vagrants and underfunded tourists will actually fund negative outcomes with more environmental degradation, higher fire risks and negative impacts to the local economy. It is important to realize that providing support to visiting vagrants and underfunded tourists will actually attract more visiting vagrants and

underfunded tourists in the future. It is important to realize that the word has already spread far and wide that these individuals can get vouchers and handouts once they get to Siskiyou County.

The negative environmental impact of active and abandoned encampments with the associated trash piles cannot be overstated. The trash heaps and untidied encampments create many vector control issues and present major fire hazards. Unfortunately, the potential risks of encampments and trash heaps have already been realized in several locations. Also, these camps and trash heaps have become very big eye sores, often located in formerly pristine areas within the National Forests and local parks. Lastly, significant amounts of time, talent and taxpayers money are being spent to clean up these encampments and trash piles.

It is simply illogical for service agencies and citizens to give clothing, backpacks, food, money, gas, camping equipment and vouchers to individuals in these two non-homelessness groups (visiting vagrants and underfunded tourists). These types of handouts are actually enabling and exacerbate the negative environmental and economic impacts while raising the risks of serious fire incidents. It is important to remember that these groups of individuals are not experiencing homelessness. Criminal elements should not be enabled, even at the misdemeanor level.

Instead, year-round efforts should be made to proactively help the individuals who are experiencing year-round homelessness. The Federally mandated Homeless Management Information System (HMIS) would be a perfect tool to determine need and eligibility for support services. The Redding/Shasta Continuum of Care's HMIS software would help to identify individuals who really need help. Simply put, if an individual is not on the year-round HMIS list, they should not receive any services of any kind.

There must be universal resolve not to hand out limited resources to individuals not in true need. A public awareness campaign needs to be developed and implemented to educate the services agencies and community on who is qualified to receive services once protocols and procedures have been developed. The community needs to target the limited resources for the most needy families and individuals who are really experiencing homelessness.

3 - Create a County-wide Case Management System

It would be very useful to have a monthly Case Conference Meeting with the key agency case managers, community resource center staff, key police officers, key fire rescue personnel, hospital social workers, and representatives from the County Behavioral Health Division. It is suggested to have a North County meeting in Yreka and a South County meeting in Mt. Shasta. Other communities have found the first Friday of every month going between 2p-4p works really well. It is recommended to proactively focus on 2-3 individuals each month prioritized by higher service use levels (eg relatively more contacts with EMS, hospital ERs/EDs and social service agencies). The meetings could be hosted at the community resources centers in Mt. Shasta and Yreka, and the clinical staff of the County Behavioral Health Division could chair the meetings.

- Other communities have been very successful with this type of a focused approach.
- It might also be productive on a monthly basis to focus on one mid-range individual who has been experiencing homelessness for 6-12 months, thus trying to reduce the number of individuals who become “chronic” due to the lack of treatment intervention.
- Recommend starting with single adult males, and then move to single adult females.
- When needed, families with children could be addressed at these monthly case conference meetings.
- The key to success is to focus on only 2-3 individuals per meeting and to develop individualized action plans for each person for the following month.

4 - Create/Source Meaningful Mental Health and Substance Abuse Rehabilitation Slots

There are a limited number of long-term referral treatment options for individuals within Siskiyou County. A critical need exists for additional behavioral health and substance abuse rehab beds/slots, including long term treatment options for individuals receiving 5150s (eg State of California 72-hour holds for mental health crisis intervention). It is therefore critical for the Siskiyou community to gain sustainable access to 6-15 extended treatment beds/slots on an annual basis. These extended treatment beds/slots could come from a variety of programs.

5 - Short Term Sheltering Issues

Siskiyou County has several unique challenges that many other counties do not have:

- dispersed groupings with low numbers of individuals experiencing homelessness,
- long distances among the cities within the County,
- lack of a critical mass,
- I-5 transecting the entire County.

Because of the widely dispersed small groupings and the overall low number of individuals experiencing HUD defined homelessness, it is critical to be very careful thinking through short term sheltering options. If short term sheltering is developed without thoughtful clinical protocols and procedures, it is highly likely the situation could get worse for the individuals we are trying to help. Poorly thought out sheltering will also create highly negative impacts on the community-at-large.

In order to have positive outcomes, any sheltering operation in Siskiyou, whether seasonal or year-round, must have and/or do the following (partial listing of key protocols and procedures):

- be limited to HUD defined homelessness,
- guests need to be established within HMIS,
- be limited to year-round residents of Siskiyou County,
- have wrap-around services that address the core issues of homelessness,
- need central services,
- have proper design buffers.

Like medical patients that are harmed by receiving an incorrect diagnosis that leads to a bad treatment plan, individuals can be harmed by having bad screenings, protocols and procedures at a shelter.

6 - Work to Create Additional Supportive Housing

There is a need to work at the local level to increase the number of short-term and long-term supportive housing placements that are made. This should be a mix of rapid rehousing and permanent supportive housing. Because of the moderate funding cut-backs already made by the Obama Administration, and the likely aggressive cuts that will be made by the Trump Administration, there likely will be significantly less Federal funding going forward for programs such as Rapid Rehousing and Permanent Supportive Housing. The only area where there might be “new” funding is for veterans. Because of the current and likely future Federal cuts, state and local governments will need to become masters of their own destinies within the area of homelessness services.

The Siskiyou Gardens Apartments in Weed could be a great source for housing placements. The monthly case management meetings outlined in Recommendation 3 would be the ideal forum used to vet and select housing candidates for the Siskiyou Housing program as well as other potential housing units.

7 - Encourage All Agencies to Move to an Engaging Transformative Model

Agencies within Siskiyou County would benefit by adjusting how the agencies address the issue of homelessness. The mission should no longer be to “serve” the homelessness community, instead the mission should be to dramatically and consequentially increase “street graduation” rates. Specifically, agencies should:

- a - Move from a “*Culture of Enablement*” to a “*Culture of Engagement*,”
- b - Move from “*Agency-centric*” to “*System-centric*” funding and operational processes,
- c - Move from “*Out-put Measurements*” to “*Out-come Measurements*.”

- A “culture of service” is more often enabling than engaging. Simply providing services is very different from having a mission focused on recovery and increasing the number of street graduations.
- While many efforts within Siskiyou County, are well natured and well intended by good-hearted individuals, many efforts are enabling and do little to engage individuals who are experiencing homelessness into recovery programs. A positive redirection of “street feeding” efforts or “cash handouts” would be to encourage residents and businesses to donate their monies to organized programs who provide “wrap around” services.
- The mission should no longer be to “serve” the homeless community, instead the mission should be to dramatically and consequentially increase “street graduation” rates. A street graduation occurs when an individual moves from living on the street into a sustainable quality of life that allows the individual to be a productive citizen of the community.
- All agencies, programs and service providers within Siskiyou County should adopt a “culture of transformation” in all aspects of their operations. The focus needs to be on the overall mission of reducing street level homelessness, and on graduating people from the streets.
- The leadership within the civic, local government, faith-based, funder, advocate, service provider, law enforcement and homeless communities should adopt and embrace transformational best practices that have worked throughout the USA. In locations like the St. Patrick Center in St. Louis MO, the Alvah Chapman Centers in Miami, Father Joe’s Villages in San Diego, Haven for Hope in San Antonio TX, Pinellas County Continuum of Care in (west-Tampa), and the Sarasota FL program for families with children.
- Moving to a “system-centric” model will increase the potency of the “coordinated-entry” program. The focus needs to be on the overall “system” not individual agencies. System integration should be the goal.
- The culture needs to move from measuring “out-puts” of service to one that measures “out-comes” of systematic change. Success should be measured using substantive “out-come” metrics (are street graduation rates increasing or is the percentage in jail decreasing, rather than how many meals are served or how many people slept in building overnight).
- “Hanging-out” should be replaced by “program participation.” Every effort possible must be made to engage individuals into programming.
- Engagement should never be mean - instead engagement should always be respectful, kind, caring and compassionate.
- Any agency receiving funding from the County of Siskiyou or the Cities within Siskiyou County should have an engaging model, not an enabling model.

8 - Ask Community Meals to Focus on the Local Residential Working Poor

Currently, community meals commingle individuals who are experiencing homelessness with individuals within the “working poor” community. At a clinical level, commingling these communities can have negative clinical effects on individuals within both groups. In order to achieve the best outcomes for the individuals within both groups, it is best to serve the communities separately. The best option is to serve at different locations, and if there is only one location available to then serve the different groups at different times. Furthermore, only year-round residents and locally established HMIS users should receive these services.

In terms of individuals experiencing homelessness, in order to increase street graduations, it is best to align and co-locate community meals with holistic recovery programs that work to address the root causes of homelessness. Street feeding and street services, although well-intentioned and good-hearted, actually “enables” individuals experiencing homelessness rather than “engages” homeless individuals into holistic recovery services. It is very important to be honest and realize that feeding programs alone do not address the root causes/triggers of homelessness. In order to facilitate graduating from the street, recovery programs must deal with the critical issues of mental/behavioral health, substance abuse, life skills, and job training/placement/retention.

9 - Need County-wide and Regional Approaches

It is very important that all changes of services, whether at the tactical or strategic level, be implemented on a Regional basis, especially within the County. It is very important not to spend limited resources in such a way as to relocate problems and challenges to other parts of the County. It would be very unproductive to move the challenges rather than to directly address the core issues.

At the County-wide level, it would be helpful to appoint one individual to be the County-wide point of contact on issues of homelessness.

On a regional basis it is very important that the County of Siskiyou and all the Cities within Siskiyou be fully engaged within the Redding/Shasta Continuum of Care (CoC). The CoC is a Federal agency that coordinates Federal support within local communities on a regional basis. Over time, representatives from within Siskiyou County should actively serve on the CoC, fully utilize the Homeless Management Information System (HMIS), actively take part in the Point-In-Time-Count (PITC) and participate in the Coordinated Entry program. Efforts should be made to start integrating the activities within Siskiyou County with the Redding/Shasta CoC.

Additionally, Siskiyou should actively pursue its fair share of regional Federal funding.

10 - Have a Zero Tolerance Approach to Encampments

Encampments pose major fire risks to the overall community. Over the last 18 months, several fires have originated within encampments. There must be zero tolerance approach to encampments. It is critically important to remove encampments as soon as they are identified, especially during times of drought. Beyond the fire hazards, the encampments with their accompanying trash heaps, are creating dangerous vector control issues. Ironically, much of, if not most of the rubbish being cleaned up and disposed of are items given out free of charge by agencies and individuals to the individuals residing in the encampments.

In addition to the fire hazards and vector control issues, encampments are negatively threatening the environment in a variety of ways including threatening the ground water.

Exacerbating these concerns is the fact that some of these encampments have been located in very close proximity to children's activities such as schools and libraries.

11 - Public Space Issues

Park Enforcement: Parks need to be regularly patrolled by law enforcement, and the existing municipal and state codes/statutes/laws need be actively enforced within parks. Specifically, cars without proper licence and registration need to be ticketed and impounded. Posted curfews and dog leash laws also need to be enforced. Additionally, the Parks District with the Police Department and the community may want to pursue a quick defensive-space ergonomic study of City Park in order to modify the flow of traffic and parking.

WiFi: WiFi systems need to be turned off during non-operating hours so as not to encourage loitering during off hours. This is especially important in areas that have tendencies to become encampments and are in close proximity to children.

Forest and Park Areas: Proactive efforts should be made to deter establishment of encampments especially in areas that are environmentally sensitive and/or have high levels of fire risk.

Exhibit 1 -
Program/Agency Site Visits, Tours, Meetings and Conference Calls (partial listing)

Jonathon C. Andrus
Fairchild Medical Center
Chief Executive Officer

Crystal L. Aston
The Ford Family Foundation
Field Coordinator

Steve Bade
City of Redding (Public Housing Agency)
Housing Manager

Steven W. Baker
City of Yreka
City Manager

Chief Brian Bowles
Yreka Police Department
Chief of Police

Stacey Brooks
Waiiaka RV Park
Owner/Manager

Bliss Bryan
Mt. Shasta Community Resource Center
Executive Director

Brendan Butler
Society of St. Vincent de Paul - Holy Family Conference
President

Torri Cardilino
Shasta County
Homeless Management Information System (HMIS) Administrator

Bruce Catlin
Soul Connections
Owner

Dr. Sarah Collard
Siskiyou County Human Services Agency
Director of Behavioral Health Division

Chief Parish D. Cross
City of Mt. Shasta
Chief of Police

Stacey Cryer
Siskiyou County
Director of Human Services

Hon. Joan Smith Freeman
City of Yreka
Mayor and City Councilmember

Lt. Dave Gamache
Yreka Police Department
Lieutenant

Drew Graham
US Forest Service
Fire Battalion Chief

Ben Harper
Mt. Shasta Ambulance
Supervisor

Glenn Harvey
Clean and Safe Mt. Shasta
Coordinator

Suzi Kochems
Redding/Shasta Continuum of Care (CA-516)
Coordinator

Pastor John Krueger
Beacon of Hope Gospel Rescue Mission
Chairperson

Courtney Lavery
Mt. Shasta Library
Executive Director

Don Lee
US Forestry Service
Information Specialist

Chief Jerry Lemos
Yreka Volunteer Fire Department
Fire Chief

Sheriff Jon E. Lopey
Siskiyou County
Sheriff

Sgt. Justin Mayberry
City of Weed Police Department
Sergeant

Rev. Joshy Mathew, CMI
Holy Family Parish
Parochial Administrator

Atara Melo
Seeds of Soup
Advocate

Tom Miller
Dignity Health - Mercy Medical Center - Mt. Shasta
Senior Director Mission Integration

Trish Moore
Waiiaka RV Park
Owner/Manager

Pastor Joe Morgan
Mt. Shasta UMC and Montague UMC
Pastor

Hon. Kathy Morter
City of Mt. Shasta
Mayor

Jim Mullins
Mt. Shasta Chamber of Commerce
Executive Officer

Rebecca Neilson
Rural Communities Housing Development Corporation
Representative

Chief Martin Nicholas
City of Weed
Chief of Police

Hon. Lisa L. Nixon
Siskiyou County Board of Supervisors
District 4 Supervisor

Michelle O’Gorman
Yreka Community Resource Center
Executive Director

Hon. Kenneth Palfini
City of Weed
Mayor

Ed Pecis
Team Shasta / Siskiyou County Sheriff Department
Project Coordinator / Reserve Deputy Sheriff

Michael Perry
County of Siskiyou
County Librarian

Bruce Pope
City of Mt. Shasta
City Manager

Michael G. Rodriguez
Recreation & Parks District
District Administrator

Tony Ross
Tulelake Police Department
Chief of Police

Bobbi Sawtelle
Northern Valley Catholic Social Service
Housing Director

Hon. Kristen Schreder
City of Redding
Councilmember

Joshua E. Short
City of Etna
Chief of Police

Hon. Timothy H. Stearns
City of Mt. Shasta / Law Firm
Councilmember / Lawyer

Dr. Ron Stock, CPM, CM
City of Weed
City Manager

Pastor Brandon Turk
First Baptist Church - Mt. Shasta
Associate Pastor

Hon. Ed Valenzuela
Siskiyou County Board of Supervisors
District 2 Supervisor

Catherine Vergeer-Catlin
Soul Connections
Owner

Dee
Soul Connections
Manager

Mt. Shasta Police Ride-a-long

“Experienced homelessness” on streets

Toured and spent time at the Mt. Shasta and County Libraries

Visited several Parks within Siskiyou County

Conversations with numerous area citizens and merchants

Conversations and interviews with numerous individuals experiencing homelessness

Conversations with several individuals from the faith-based community

Many others, some of whom requested anonymity

Exhibit 2 - The Seven Guiding Principles of Homeless Transformation

The Measuring Stick Moving from Enablement to Engagement

After visiting 237 homeless service providers in 12 states and Washington, DC, Dr. Robert Marbut established the following the *Seven Guiding Principles of Homeless Transformation* which he commonly found to be the best practices within communities across the USA. These *Seven Guiding Principles of Homeless Transformation* were used as key measuring sticks when reviewing homeless service providers in the Cities of Etna, Mt. Shasta, Tulelake, Weed, Yreka and the County of Siskiyou as well as the extended service network.

1. Move to a Culture of Transformation (versus the Old Culture of Warehousing):

Homeless individuals must be engaged and no longer enabled. Everybody within the service delivery system (eg general public, media, elected politicians, appointed officials, boards, staffs and volunteers of service agencies and most importantly the homeless themselves) must embrace a culture of transformation. A culture, that through the help of others, homeless individuals can transform and integrate themselves back into society. For moral and fiscal reasons, homelessness must become an unacceptable condition that is not tolerated in the USA.

2. Co-location and Virtual E-integration of as Many Services as Possible:

In order to increase success, all services within a service area must be e-integrated. Virtual e-integration improves coordination of services, enhances performance, reduces “gaming” of the system, engages individuals on the margin of society and increases cost efficiencies within and between agencies. Furthermore, whenever financially possible, services should be co-located. Co-location goes beyond virtual e-integration by increasing access and availability into a shorter period of time through the reduction of wasted time in transit and minimization of mishandled referrals. Co-location also increases the supportive “human touch.”

3. Must Have a Master Case Management System That is Customized:

Because there are so many different service agencies helping homeless individuals (eg government at multi-levels, non-profits and faith-based), it is critical that ONE person coordinates the services an individual receives and to do so in a customized fashion. The types of service provided is critical, but what is more important is the sequencing and frequency of customized person-centered services.

4. Reward Positive Behavior:

Positive behavior of individuals should be rewarded with increased responsibilities and additional privileges. Privileges such as higher quality sleeping arrangements, more privacy and elective learning opportunities should be used as rewards. It is important that these rewards be used as “tools” to approximate the “real world” in order to increase sustainable reintegration into society. Every aspect of service delivery should be rooted in preparing the individual or family to have sustained success in permanent housing.

5. Consequences for Negative Behavior:

Too often there are no consequences for negative behavior of individuals. Unfortunately, this sends a message that bad behavior is acceptable. Within the transformational process, it is critical to have swift and proportionate consequences.

6. External Activities Must Be Redirected or Stopped:

External activities such as “street feeding” must be redirected to support the transformation process. In most cases, these activities are well-intended efforts by good folks; however, these activities are very enabling and often do little to engage homeless individuals.

7. Panhandling Enables the Homeless and Must Be Stopped:

Unearned cash is very enabling and does not engage homeless individuals in job and skills training which is needed to end homelessness. Additionally, more often than not, cash is not used for food and housing but is instead used to buy drugs and alcohol which further perpetuates the homeless cycle. Homeless individuals who are panhandling should be engaged into the transformational process. Furthermore, most panhandlers are not truly homeless but are preying on the good nature of citizens to get tax-free dollars.

Exhibit 3 - **Robert G. Marbut Jr., Ph.D. Biography**

Dr. Robert Marbut has worked on homeless issues for more than three decades: first as a volunteer, then as a White House staffer to President H.W. Bush, later as a San Antonio City Councilperson/Mayor-Pro-Tem and most recently as the Founding President & CEO of Haven for Hope (the most comprehensive homeless transformational center in the USA).

In 2007, frustrated by the lack of real improvement in reducing homelessness, and as part of the concept development phase for the Haven for Hope Campus, Dr. Marbut conducted a nationwide best practices study of homeless services. After personally visiting 237 homeless service facilities in 12 states and the District of Columbia, he developed The Seven Guiding Principles of Homeless Transformation which focuses on root causes and recovery, not symptoms and short term gimmicks. Since then, Dr. Marbut has visited a total of 804 operations in 25 states, plus Washington, DC and Mexico City, and has helped hundreds of communities and agencies to dramatically reduce homelessness.

These Seven Guiding Principles of Transformation are used in all aspects of his work to create holistically transformative environments in order to reduce homelessness.

Dr. Marbut was a White House Fellow to President George H.W. Bush (41, the Father) and a former chief of staff to San Antonio Mayor Henry Cisneros.

He earned a Ph.D. from The University of Texas at Austin, Austin, Texas in International Relations (with an emphasis in international terrorism and Wahhabism), Political Behavior and American Political Institutions/Processes from the Department of Government.

He also has two Master of Arts degrees, one in Government from The University of Texas at Austin and one in Criminal Justice from the Claremont Graduate School. His Bachelor of Arts is a Full Triple Major in Economics, Political Science and Psychology (Honors Graduate) from Claremont McKenna (Men's) College.

Dr. Marbut also has completed three post-graduate fellowships, one as a White House Fellow (USA's most prestigious program for leadership and public service), one as a CORO Fellow of Public and Urban Affairs and one as a TEACH Fellow in the Kingdom of Bahrain and the State of Qatar (1 of 13 USA educators selected). He was also a member of the Secretary of Defense's JCOC 2000 class which focused on Special Operations across the DoD.

Contact Information:

Robert G. Marbut Jr., Ph.D.
6726 Wagner Way
San Antonio, TX 78256

www.MarbutConsulting.org
MarbutR@aol.com
210-260-9696

July 12, 2017 (11:40pm)

C:\RGM Files Docs On 2nd Acer\Consulting\TeamShastaCA\ReportsAndPresentations\TeamShastaCAStrategicActionPlan01.wpd



Redwood Community Services, Inc.

P.O. Box 2077, Ukiah, CA 95482
Ph. (707) 467-2010 • Fax (707) 462-6994
www.rcs4kids.org

"Serving Children, Youth, & Families since 1995"

RESPONSES TO CONCERNS & QUESTIONS ABOUT THE RCS HOMELESS SERVICES COMMUNITY CENTER

September 18, 2017

Since Redwood Community Services, Inc. (RCS) began developing the plan for this homeless services community center in Ukiah, we have been hearing concerns and questions from people in the community. In August, we sent out a compilation of responses to frequently asked questions and we want to keep updating it to reflect the most current concerns and questions. We appreciate all the input we've been getting and invite you to keep asking the questions and getting involved. It will take all of us to really make a difference in our community.

As we elaborate on below, having a coordinated, collaborative, and centralized space to meet the basic human needs of people who now live on the streets, within walking distance of resources and bus transit, is a significant component of providing services in the community. Those who are homeless are already here. They are in neighborhoods, sleeping in the creeks, parks, and wherever they can. They are around the businesses all over town. They hang out on the Rail Trail. They are here.

Our community center and shelter project aims to alleviate this by being a place where unsheltered folks, some with mental illness, substance abuse, and disability challenges, can sleep, go to the toilet, get a shower, receive *professional* counseling and support, and take the first steps towards permanent housing. This makes everyone safer. Three years ago Ukiah saw the Buddy Eller shelter close. A year ago we saw the Ukiah Community Center close. We have seen the services and resources available to assist those who are homeless decrease drastically across inland Mendocino County. What we have not seen is a decrease in the number of people homeless on the streets since there was a reduction in the resources available.

We need to do something. The proposal for the community center and shelter comes out of over three years of collaborating and planning through the Mendocino County Homeless Services Continuum of Care, a group made up of social service agencies, local government representatives, county residents, business owners, people who are homeless, and other stakeholders. It's time to implement interventions to address homelessness and show that we are committed to the wellbeing of all of our people, housed and unhoused.

We are concerned with the safety and security of all of the residents of Ukiah and Mendocino County. This includes those in a housing crisis, those with mental illness, substance abuse issues, and veterans, but it also includes families, children, seniors, and everyone in all walks of life in our community.

Together, we can all be part of the solution.

The Homeless Services Community Center Planning Team

A. Neighborhood Impacts

CONCERN: The proposed day center and shelter will be a magnet for an outside homeless population migrating here. What if other communities start sending their homeless people to Ukiah? Are other cities busing their homeless people here? “I’ve heard homeless people get \$700 (or some) from the county. Doesn’t that attract homeless people to Mendocino County?”

A range of studies across the United States have shown that homeless people do not migrate for the purpose of accessing services. This is the case in our area as well. When homeless people move from place to place it is most often for work, family, or other reasons not related to seeking services. Housed people also move for similar reasons, moving or choosing to stay in a place due to the personal connections they may have with a location. People are more likely to stay somewhere or move somewhere that they feel they have roots in. Roots come from natural supports (family, work, friends, church, personal supports, etc.), not so much from professional or service supports. Data from last year’s Inland Valley Emergency Winter Shelter supports the conclusion that homeless people stay close to home. 70% of the 203 people who stayed at the shelter between December 2016 and April 2017 were residents of Mendocino County. What can be said to have some truth is that people will travel shorter distances to access resources, whether they are housed or unhoused. People from all around the county and from neighboring counties come to Ukiah to shop, find entertainment, go to the doctor, and for other resources and connections. Ukiah is the county seat and has more resources, so it is likely to bring people in from nearby areas. This is also true for people who are homeless, though we would argue that they migrate less than those who are housed, employed, and have reliable transportation. What we are not experiencing are large numbers of people coming from other cities and counties to access our services, rather those from within the county and, though less frequently, Lake County may come to Ukiah for assistance. Sonoma County offers much more extensive homelessness services and they report that 79% of their homeless population was housed in Sonoma County prior to becoming homeless (Sonoma County 2017 Homeless Census & Survey Executive Summary).

Since the economic recession in 2009 services and resources in Mendocino County for people who are homeless and/or living with mental illness or substance abuse disorder have decreased. Ukiah used to have the Buddy Eller Shelter, which closed in 2014. And we had the Ukiah Community Center where people who were homeless could go to get assistance finding housing, but the center closed in August 2016. There used to be more extensive mental health services, though these services are now starting to be reestablished. In the years since services and resources have decreased we have not seen a coinciding decrease in the number of people who are homeless in the county or in the Ukiah valley. Actually, we have seen an increase in the numbers of people homeless. There are some ideas about why there has been an increase (which we talk about in response to a different question), but the services offered have not been shown to contribute to any increase here, just as they are not shown to contribute to increases elsewhere in the country. Across the country, we have seen a 15% decrease in the number of people homeless between 2007 and 2016. California saw a 12% decrease for that time period. Between 2015 and 2016 the United States saw an overall decrease of 3%. However, between 2015 and 2016 California had a 2.1% increase in homelessness, while Mendocino County had a **14%** increase in that same time period. (*Information from the U.S. Dept. of Housing and Urban Development [HUD], 2016 Annual Homeless Assessment Report to Congress.*) The idea that providing homeless services creates a magnet for the homeless is a myth.

Going back to the question of whether people are getting bused here from other areas, this has not been shown to be true. Some communities have programs to help people get home or to go to a place

where they have family connections. Mendocino County has an Angel Fund through the Mendocino Community Foundation that helps people get home. San Francisco has a Homeward Bound program that does the same thing. Other areas have similar programs. They are not just putting their people on a bus to dump them in other cities, just like we're not putting our people from Mendocino County on buses and sending them to places where they have no natural supports.

There is a myth about the kind of aid available to you if you are homeless in Mendocino County. We've heard people say that homeless people can come here, show the county that they've been here for two weeks, and get \$700 a month. This is not accurate. The Mendocino County Health & Human Services Agency (HHSA) reports that residents of the county (state law defines a resident as someone who has lived in the county for 2 weeks or more) who are homeless **could be** eligible for general assistance up to \$100 a month. They could be eligible for CalFresh (foodstamps). They could be eligible for MediCal. This is not more than what is available from HHSA in any other California county. In addition, what we know is that the majority of people who are homeless are not accessing these resources. Of the 203 people who stayed at the Inland Valley Shelter, 2016-2017, only **5%** of them were receiving general assistance and/or CalFresh benefits. The people who have accessed the shelter in the past and are likely to access the shelter in the future are not abusing the system or fleeing to Mendocino County to take advantage of a nonexistent pot of gold.

CONCERN: Will nearby property values go down due to the center?

There is not data available to show that homeless services are associated with a reduction in neighboring property values. Studies are being conducted across the country to show the impacts of supportive housing and services for people who are/were homeless on property values and preliminary results have shown that property values near the supportive housing show steady increase in property value relative to other properties in the neighborhood in the years after the supportive housing opens (Center for Real Estate and Urban Policy, 2008).

CONCERN: Why was this site selected? The south end of Ukiah is already ugly and having more homeless services there will make it worse. Why not put it out of town where there are no residences or businesses?

The 1045 South State Street location was selected after searching for property for over a year. RCS first considered property on Brush Street, which is located within the City of Ukiah's designated Shelter Overlay Zone, but was not able to purchase the available property due to another buyer coming forward with a better offer. When considering where to locate this project we had a number of site criteria to guide us. Some of these criteria are mandated by HUD and California Department of Housing and Community Development (HCD), which provide the regulations relating to emergency shelter and homeless services receiving federal and state funding. We surveyed and evaluated sites all over Ukiah and considered looking at properties in Willits. The 1045 South State Street property was found to be the best suited. We will be rehabilitating the building inside and outside, adding landscaping, improving the sidewalks and parking lot, and doing regular upkeep on the property. We will be actively engaging the visitors to the center in community service and cleanup in our efforts to be a positive addition to South State Street.

One of the main things to note is that the target population for this center are those people who are homeless, prioritizing those who are chronically homeless or have been homeless for a long period of time, spending their time within the city limits, are living with a disability, mental illness, substance use disorders, veterans, and are likely to access the services we'll offer. The center by itself is not intended

to address those who are camping outside of town. There is a different type of intervention that must be planned and implemented to address that target population, likely centering on street outreach and engagement services. Street outreach could be a service that comes out of this community center and we are also participating in the planning for how to best address people trespassing and camping in places they aren't allowed. However, this center is for people who are in Ukiah, hanging out at the library, parks, and in front of Ukiah businesses. It needs to be easily accessible for them. They won't go out to a center that is located outside of town and not accessible by foot.

The site criteria we utilized included:

- Objectives of site selection based on:
 - Safety considerations
 - Minimizing community impact
 - Serving target population (people who are homeless and spending their time within the city; those who are likely to access a day resource center and shelter)
- Located in Ukiah, accessible from downtown by foot and public transportation
- With an existing structure that could be used or remodeled to be the resource center and shelter, allowing for the following:
 - Availability of separate entrances for the day center and the shelter
 - Open floor plan that was already or could easily be divided into two larger congregate areas and the day center rooms
 - Easy to monitor entrances
 - Securable interior sleeping area for women and vulnerable populations
 - ADA code-compliant for exits, bathrooms, etc.
 - Existing sewer connection that could be developed for additional bathrooms and showers
 - Outside space to serve as a designated smoking area and courtyard, that is set back from pedestrian paths or views
 - Open exterior perimeter for easy monitoring
 - Space for storage
- With additional property for the development of resources, such as a community garden, dog run, storage, other forms of housing, for such times when the community is prepared to move forward on implementing those plans.
- Either in the City of Ukiah Shelter Overlay Zone or a Commercial Zone, with a lower concentration of residences.

CONCERN: Clients of the proposed center and shelter will loiter outside, causing a nuisance for local businesses and making the area undesirable.

The center will enforce a strict rule against any congregating or loitering in the vicinity of the center property and will work to prevent any congregating around the nearby businesses or residences from Talmage to Luce. Center staff will monitor the interior and exterior of the center and will redirect people who are gathering in the parking lot to either come inside the fenced area or leave the area. As part of the orientation to the center, there will be a discussion about being good neighbors and how the center is part of the community. This good neighbor policy and practice includes not loitering in the parking lot or the surrounding areas. The center staff will have a practice of walking around the blocks surrounding the center at strategic times through the day to redirect people who may be loitering and picking up litter. When the shelter is open, staff will walk the perimeter of the building regularly and monitor the property throughout the night. The center will have a 24 hour hotline for neighbors to call if there are people thought to be center guests who are congregating or being

disruptive in the immediate area surrounding the site. It's important to us that this center be a resource the community is proud of and that improves the appearance of the city.

B. Security & Safety Risks

CONCERN: Is there increased crime related to this kind of shelter? Won't being low barrier (i.e. allowing people who are inebriated and under the influence and minimizing the rules and barriers to accessing shelter and services) mean there will be more problems in the area?

Risks to clients, staff, volunteers, neighboring residents and businesses, and property owners are of equal concern to us and we will continually evaluate and systematically address issues under the direction of the center's Community Council (made up of community members). Concerns linking crime and safety risks with the homeless population have been expressed in communities across the country. The Ukiah Police Department reports that a large percentage of their calls for service relate to people who are homeless. They also report that of those calls, at least three quarters of them do not result in an arrest or citation. These calls to the police are already happening, without the shelter being open or the day center existing. Problems and crime are already happening, in the housed population and those without housing. People who are inebriated are already here without support, services, and guidance. This center will provide a space for them to be, where staff and volunteers are prepared to work with them and help reduce their impact on other city resources. We will constantly be monitoring the incidents associated with the center and working to address them and shift center policies as needed.

In a report by Housing and Urban Development in 2010, they report that "studies indicate that people with mental disability are no more likely to commit crime and may, in fact, be less likely to commit crime than members of the general population." We mention this relating to mental illness because there is a common assumption that the majority of people who are homeless are mentally ill. HUD also found in their nationwide survey in 2015 that only 18% of those who are homeless also lived with mental illness. Relating to homelessness and crime, HUD reported the following key points in their 2010 report on crime and safety:

- Arrest rates among the homeless population are generally higher than those of the population as a whole.
- However, such a finding does not reveal the whole story. Life on the street is complex and arduous. Because homeless people must live their private lives in public spaces, some day-to-day behavior which would normally be performed in private spaces may be treated as criminal (trespassing, sleeping, drinking, urination, etc.).
- Although we tend to forget, people who are homeless are significantly more likely to be victims of crime. Such crime may be relatively minor (theft), or it may be more serious (assault, murder, rape). Crimes may be committed by other homeless people or by members of the general public.
- Finally, it is important to remember that to a great extent, the link between crime and homelessness is controlled by the context in which homelessness occurs. In recent years, a growing number of ordinances passed by cities and counties around the country have made many activities commonly performed by the homeless illegal (panhandling, sleeping and/or loitering in public places, etc.). Where this occurs, the legislation itself is primarily responsible for increasing "crime" amongst the homeless population.

CONCERN: How will the center work with the Ukiah Police Department?

The RCS community center is committed to collaborating with the Ukiah Police Department (UPD) and

other law enforcement entities to best serve the guests of the center, neighboring residents, and community. Law enforcement representatives are invited to participate on the Community Council, where they can directly provide feedback and influence the operations of the program. A regular practice of communication between the center and law enforcement would provide the opportunity to identify potential issues with guests and collaborate on ways to prevent, mitigate, and de-escalate issues. In addition, we will be working closely with the police department to collect data on impacts the center has (positive or negative) on the number of calls for service associated with people who are homeless and other data that will help us determine if what we are doing is helping.

CONCERN: Do shelter and center guests with weapons and drugs pose any increased risk to the neighborhood?

We will have a strict no weapons and no drugs on site policy. This policy will be made very clear to every center guest. Experience in other low-barrier shelters shows that when the rules are clearly known it is rare that center guests are turned away or ejected from the property due to refusal to comply. When guests first arrive at the center or shelter, they will have the opportunity to hand over approved weapons to be labeled and locked in a secure box accessible only to staff. They must take these weapons with them when they leave. Firearms are not allowed on the property and will not be permitted in the locked box. Guests in possession of illicit substances will be exited from the center or shelter, with terms for re-admittance made clear. The center will provide referrals to other resources as appropriate and available when a guest must be exited.

It is also important to note that the possession and use of both drugs and weapons are not exclusive to homeless people and that facilities, including law enforcement, release people into our neighborhoods regularly in known possession of legal weapons and drugs. It is also important to understand that when this center and any other facility turns people away or exit them, they are not responsible for where those people go next or what they do.

CONCERN: How will the center ensure the safety of those crossing State Street?

As part of the sidewalk improvements we will be putting in a ramp at the crosswalk that crosses State Street from Observatory Avenue, directly in front of the center. We are looking into pedestrian improvements with the Ukiah Traffic Engineering Committee in consideration of pedestrian safety. The hours of operation for the center and shelter are set up so the transition times between center closing and shelter opening and then shelter closing and center opening fall outside of the heavier traffic times relating to the typical 8am to 5pm work day. In addition it's important to note that the visitors to the center are adults or children accompanied by adults. It is their responsibility to follow all laws and recommendations relating to pedestrian safety.

C. Facts on Homelessness & the Homeless Population in Ukiah/Mendocino County

Who are the *homeless*?

The population of people who are homeless includes infants, children, teens, women, men, transgender and gender non-conforming people, elderly, veterans, lesbian, gay, bisexual, and people of all sexualities, people with mental illness, people with substance use challenges, people with criminal records, victims of domestic violence, people from all ethnicities and nationalities, people with physical disabilities, and many more factors. Based on information from last year's Inland Valley Winter Shelter, we know that 48% of the guests were between the ages of 25 and 49, 19% were between 50-59, 11% between 18-24, 9% were 60-85, and 7% were under the age of 18. From the 2017

Point In Time Count we know that on one day in January 50% of the county's homeless population was in the Inland South area of the county, which includes Ukiah, Redwood Valley, Hopland, and south to the border of Sonoma County. The Point In Time Count is conducted by the Mendocino County Homeless Services Continuum of Care. Volunteers and people who are homeless (and know where the hiding spots are) go out early in the morning and physically count every person whose primary nighttime place of sleeping is not meant for human habitation (under bridges, along the creeks, in homeless encampments, etc.). The count does not include those who are couch-surfing or "doubled-up" with multiple households living together in one residence. The count does include those who are staying in transitional housing (short term housing) and emergency shelter.

According to the National Alliance to End Homelessness, roughly 14% of those who are homeless are considered "chronically homeless". Meaning 86% have been homeless for short time periods and not repeatedly. The majority of people who are homeless only remain so for a short time. The majority of people may only need a little help getting back into housing, such as short term rental assistance, security deposit money, and money for moving, etc. Or they may only need help from a Housing Navigator or case manager, to help connect them with the right people. And the majority of people acquire housing and exit homelessness without any help from social services at all. Chronic homelessness is often the face of homelessness. "Chronic" has a specific definition, involving either long-term and/or repeated bouts of homelessness coupled with disability (physical or mental). People experiencing chronic homelessness often end up living in shelters, if the community has them, and are high utilizers of the homeless assistance system's resources through law enforcement contacts, emergency room use, and other resources. A chronically homeless person costs the taxpayer an average of \$35,578 per year. On average, costs can be reduced by 49.5% when homeless people are placed in supportive housing (research by the National Alliance to End Homelessness). Targeting those who are chronically homeless and actively working to address their housing crisis is the goal of this community center and shelter.

What we are getting at here is that while the 2017 Point In Time Count was 1238 people homeless in the County, half of whom are in the Ukiah Valley and Hopland areas, the bulk of those are people who will self-correct and don't need to access services. We are not trying to provide services for 600 people. Over the 6 months the Inland Valley Shelter was open, they served 203 people. We imagine we will serve between 300-400 people over the course of the year out of the year round day center and 200-250 (who are also part of those served through the day center) through the emergency winter shelter. While the winter shelters from the last few years have focused on providing shelter, the focus of this center and shelter will be on connecting people with housing. Once a person who is homeless is housed they are no longer homeless.

Why are people homeless? Don't most of them choose to be homeless? Why should we help those who are choosing that lifestyle?

It is a common myth that the majority of people who are homeless have chosen to stay that way. Research has shown that the vast majority of people do not choose to be homeless or to stay that way (NAEH, 2017). As we stated in the previous response, the majority of people who are homeless will self-correct, finding housing on their own and only being homeless for a short time. People become homeless for all sorts of reasons, from disasters like fire, loss of a job or income, rental property is being sold, discrimination, not able to find work, and so many more. The shortage of housing in Mendocino County is apparent regardless of your income level. Hospitals are having a hard time hiring doctors and nurses because their applicants can't find housing. RCS has faced this with our social workers and therapists: our employees have a hard time finding housing.

At a presentation by the City of Ukiah on 8/30/17, the City staff shared the following information gathered on what houses were listed on 8/25/17:

- Homes in the affordable income group (max household income: \$43,400; max price to buy house: \$120,000) price range: 0
- Homes in the middle income group (max household income: \$85,960; max price to buy house: \$320,000) price range: 10 (all \$225,000 and up)
- Homes in the upper income group (max household income: greater than \$85,960; max price to buy house: none) price range: 37 (60% are more than \$425,000)

At that same presentation, this is what they found for places to rent on 8/29/17:

- Homes in the affordable income group (max price to rent: \$1,083) price range: 8
- Homes in the middle income group (max price to rent: \$2,149) price range: 6
- Homes in the upper income group (max price to rent: none) price range: 0

There isn't housing available for people with reliable incomes. For people who don't have reliable, adequate income, they are even more challenged when trying to find housing. Declining wages have put housing out of reach for many workers: in every state, more than the minimum wage is required to afford a one or two bedroom apartment at Fair Market Rent rates (National Low Income Housing Coalition, 2001). In the median state a minimum wage worker would have to work 89 hours each week to afford a two bedroom apartment at 30% of their income, which is the federal definition of affordable housing (NLIHC, 2001). People who have a disability can apply for Social Security Disability Income (SSDI), which provides a very minimal amount of income not sufficient to cover rent at the Fair Market Rate. It is difficult to get on SSDI and those who are on it are often hesitant to find work to become more self-sufficient, as any income from employment means a reduction in SSDI income at a disproportionate rate.

Veterans often become homeless due to war-related disabilities. For a variety of reasons – physical disability, mental anguish, post-traumatic stress, etc. – many veterans find readjusting to civilian life difficult. Difficulties readjusting can give rise to challenging behaviors, including addiction and abuse, which can contribute to loss of or inability to find employment and loss of housing (NAEH, 2017).

In the Ukiah Valley we have very few resources to help people acquire housing and keep it once they have it. This community center would provide services focused on helping people overcome their barriers to housing (challenging behaviors, substance use, bad credit, etc.). Whether you engage with people who are homeless regularly or not, homelessness affects all of us. As a community, we must provide a managed solution to this issue so that the impact on our neighborhoods, downtown, and surrounding areas is mitigated. This community center is a piece of that managed solution.

D. Structure of the Local System

CONCERN: How will the community be able to trust that RCS is being transparent and held accountable to the expectation that the center and shelter be a positive resource?

There will be major community oversight of the center, with neighbors, business owners, law enforcement, community members, City/County representatives, etc. being invited to participate on a Community Council that will be the decision making body for the center's operations and functioning. Open Community Council meetings will be held twice a month for the first year to provide a space for

people to give feedback, ask questions, voice concerns, etc. After the first year, these meetings could go to once a month or so. Anyone who wishes to attend is welcome. There will be oversight provided by the City, with the center being reviewed and inspected by the City frequently and regularly. RCS will continue to participate in the Mendocino County Homeless Services Continuum of Care (CoC) and coordinate with this multi-agency/community member group to create and implement collaborative strategies to address homelessness in the county. The CoC will also provide oversight and work with the center to ensure it is doing what is needed to positively address homelessness. RCS and the Community Council will collect data on specific goals and outcomes and generate reports that will be available to the public. These reports will be done twice a year for the first 3 years and could go to once a year after depending on the need.

We understand that it is sometimes difficult to trust social service organizations or any organization, really. We all know stories of an organization that didn't do what they said they were going to do or was secretive or operated behind closed doors. We can't promise we won't make mistakes. And we can't promise that this center is going to be the one thing that will end homelessness in Mendocino County. We try to operate under the knowledge that the majority of people are operating under good intentions the majority of the time. Mistakes are opportunities to learn, grow, and shift to do things better. We need the whole community behind this thing to make it function. This community deserves a shot at doing this work and showing that it will be a project that operates with transparency, good intentions, willingness to adapt to the needs of the community, and will ultimately have positive outcomes.

CONCERN: How will the center know if the services are helping make things better? What happens if they don't make things better?

Through the collaboration of the Community Council, the center will have established goals and performance measurements that will be tracked and reported on to the community. If these reports are not showing that things are improving, the Community Council will review the internal and external factors, policies involved, and research on best practices to see why there isn't improvement and what needs to change in order to see things get better. We do not want to be doing this work if it wasn't effective.

We have already spoken with the Ukiah Police Department and Adventist Health-Ukiah Valley about ways to collect data that could be used to report on the goals of the center. We will be continuing to develop the project evaluation plan, with the direction of the Community Council.

Examples of goals that could be established by the Community Council include:

- a. Improved community quality of life (not just people who are homeless, the whole community)
- b. Reduced rates of homelessness in the inland Ukiah valley
- c. Reduced utilization of law enforcement resources
- d. Increased access to permanent housing
- e. Improved overall health and wellbeing of participants
- f. Reduced inappropriate utilization of medical services
- g. Reduced impact and cost on the city, county, and community

CONCERN: What about other homeless services and social services agencies and programs? Aren't we already doing so much in Ukiah to help people?

If you are homeless in Ukiah there is not a lot to help you on an immediate level. If a person wants help they can get assessed to be placed on the Coordinated Entry list, which prioritizes people based on level of need and can give access to resources like Permanent Supportive Housing and Rapid Re-Housing. Those programs are limited in how many people they can serve and they cover the whole

county, not just Ukiah. There are support services like counseling, substance use treatment, and case management available for people with mental illness and substance use disorder who want to access help. There is a small shelter operated by Ford Street Project that targets families and a limited number of single adults who are homeless and sober. What we know from national research and anecdotal experiences locally is that people who are homeless are not as likely to access services and are even less likely to access services if they come with barriers like needing to be sober, require meetings with a case manager or therapist, if they can't bring their dog, etc. What we also know from national research is that people who are homeless are more likely to access low barrier services and housing assistance and that low barrier Housing First services have a higher rate of exits to permanent housing and fewer returns to homelessness. This community center is designed and will be operated as a low barrier resource. Getting people in the door, creating a Housing Plan with them that focuses on what they want and say they need to do to get housing, and empowering them to get housing is a key piece of getting homeless people engaged and possibly connected with services that already exist. This center will not be replacing any program or agency. We are working closely with agencies throughout the City and County to ensure the center is coordinated to avoid duplication of services. The center will also be a hub for services where service providers from other organizations can meet with their clients.

E. The Center/Shelter's Model & Plan

CONCERN: How will the need for shelter and services be determined? How will we be sure that those who are truly in need are the ones being helped?

The target population of the day resource center would be those experiencing homelessness and those at risk of homelessness. It is projected that those who access the center the most will be those experiencing chronic homelessness. Day center users will receive the level of service that is appropriate for their level of need. They could be connected with a peer support counselor, case manager, housing navigator, clinician, substance abuse treatment provider, or other services depending on their need, as determined by the VI-SPDAT (Vulnerability Index – Service Prioritization Decision Assistance Tool). The purpose of the emergency shelter is to assist those in our community who are at the greatest risk of negative effects from exposure to the elements. Eligibility for this shelter will be based on the highest level of need. If there is more than one person waiting to fill an open bed at the shelter, entry will be determined by the highest level of need as determined by the VI-SPDAT completed as part of the Mendocino County Homeless Services Continuum of Care Coordinated Entry process. This standardized assessment will prioritize admission to the shelter based on a number of risk factors, from physical and mental health to social and financial resources to how long they've been homeless, among other factors. Those who are required to register as a sex offender will not be permitted in the shelter. In addition, people with open warrants will be required to resolve the warrant prior to entering the shelter.

In terms of how we will determine that we are helping those who are truly in need, the center will actively use diversion as a tactic for screening out those who can self-correct or access other resources in their lives. All who come to the center (and shelter) will be worked with to identify what resources they have in their own support systems that could help them get out of their housing crisis. Family finding, resolving issues with family and friends who could be a housing resource if those issues were addressed, do they have resources in other areas of the state or country, etc.

CONCERN: Will staff be adequately trained to handle the challenges the clients may be experiencing?

RCS has an established core training curriculum for all staff providing services, which includes first aid and CPR, confidentiality, cultural competency, and other basic trainings. Center staff will also be trained in crisis communication, conflict resolution and mediation, mental health first aid, and other skills pertinent to working with people who are homeless. There will be two staff on shift at all times while the emergency shelter is open. During the day center hours of operation there will be at least two people on shift, one of which must be a fully trained employee.

CONCERN: Can we restrict services to only those who can prove they live in or are from Mendocino County?

At last winter's Inland Valley Emergency Winter Shelter, roughly 70% of the guests were Mendocino County residents. We project that our center guest population demographics will closely resemble last winter's shelter. We will be gathering information on where guests are from, how long they've been in the county, and why they are homeless, as we seek to learn about homelessness in our community. Through diversion, housing navigation, and peer support services, the center will help all who come to the center identify the resources they already have or can develop (family finding, building and healing relationships with people/resources they have) that would assist them in acquiring housing, shelter, and safety in ways that reduce the impact on resources like housing programs and emergency shelter. For guests that have come here from other areas, we will work with them to help them get home and access the resources available to them there.

We will not be expressly restricting intake to Mendocino County residents, though we will work with those from out of the area to help them get home and access the resources available to them there. In the case of a tie on the intake assessment, length of time in Mendocino County will be a deciding factor in who gets a bed. The reasons for not restricting based on residency include:

- We were requested to keep it open by the Ukiah Police Department.
- In order to qualify competitively for funding from state and federal grants, there must be as few barriers to shelter and housing as possible, including residency status.
- In order to gather reliable data on where people are from and why they come to Mendocino County we want to make it clear that residency is not a requirement, as we do not want people to believe they need to lie or fabricate their residency in order to access shelter.

CONCERN: How long can people stay?

There will not be a specified time limit on how long a guest can stay. Arbitrary time limits have proven to be a barrier to sheltering the "hardest to house" population, as they time-out, get discouraged, and are unable to re-enter the shelter for a period of time. The premise of "shelter-first" or "housing-first" is that through creating a safe environment we can help guests meet their basic needs and become more stable, easing the process into housing and other services. Every guest of the shelter and visitor to the day resource center will be engaged in developing and carrying out a housing plan, connecting them with appropriate resources to assist them with making their stay in shelter and experience with homelessness as short as possible.

CONCERN: Will the guests of the center be expected to work, volunteer, or give back in some way for what they get?

This center is intended to be for the whole community and we recognize how important it is for the guests of the center to participate and contribute to that community. To make this center a strong resource that can effectively make a difference, it will take the whole community working together,

including the people who are coming to the center for services and shelter. Guests of the center will be expected to contribute to the extent they are capable and will be provided with opportunities to participate in the day to day functioning of the center through cleaning the center and grounds, providing peer support, sorting donations, and other activities.

CONCERN: What additional services to address mental illness will be available?

Service providers from partnering agencies, as well as RCS behavioral health service providers, will be invited to utilize the community center space to meet with their clients who are also guests of the center. While not being mental health clinicians, center Peer Support Counselors and staff will be trained in working with people with mental illness.

CONCERN: What is the center's funding strategy?

RCS has an established practice of community outreach and raising awareness for fundraising and community support. The agency has over 20 years of experience providing stable services in Mendocino County, with a history of financial stability and successful programs. The community center will build on this foundation to develop visibility and sustainability as a program within Mendocino County and will rely on many different sources, from federal and state grants to local grant sources, private and public donors, fundraising events, and fund drives for specific purposes (for example, a Security Deposit assistance fund), for funding to operate the community center and shelter and is committed to thinking creatively to find solutions to funding needs.

CONCERN: Why spend money on shelter and a day center when we could be spending that money on actual housing?

This is something that the Mendocino County Homeless Services Continuum of Care (CoC) and RCS have talked about a lot as this project has developed. It is also something that has been looked at and is continuing to be looked at by the National Alliance to End Homelessness (NAEH) and other organizations. The solution that has been identified as effective to end homelessness is housing. The CoC is also looking at the housing shortage issue, as is the City of Ukiah, Mendocino County, and many other organizations and people. What we know is that the solutions to address the housing shortage crisis will take time to implement and in the meantime an emergency shelter will provide a landing place for people and an opportunity to get their feet under them so they can have a better shot of addressing those things that may be barriers to housing (poverty, substance use, mental health challenges, etc.) and ultimately acquiring housing. Having service providers at the day center who are specifically focused on aiding people to address their barriers and find housing, identifying creative solutions to their homelessness, is essential, especially after a person has found housing and may need additional support in the beginning to help them maintain their housing.

RCS will continue to work closely with the CoC, City, County, and community to be part of the solution to the housing shortage. The use and role of this community center can evolve as the need in the community evolved. For now, however, it is clear that a place is needed where people who are homeless can go to be off the streets and getting the aid they need and want.

CONCERN: Will the center provide storage space for clients to use?

To begin with the minimal storage space in the center facility will be made available to the emergency winter shelter guests. Each cot will have a tote assigned to it for guests of the shelter to use. There will be lockers available for guests of the shelter and center, with priority access given to those who are

seeking a secure place to keep their medication and items related to their healthcare. Guests are responsible for providing their own locks for their locker and must provide the community center with the combination or the key to the lock. RCS is not responsible for any lost, stolen, or damaged personal items that guests leave at the center, whether they are left in the lockers or elsewhere in the community space.

While the community center will not initially have adequate storage space to provide people other than the shelter guests with room for their belongings, we are open to developing additional storage capacity and a process for determining whose belongings to store, how much space for each person, and for how long.

CONCERN: Has the center thought about allowing car camping on the property?

Unfortunately, car camping or any kind of camping on the facility grounds is not something the community center will be able to accommodate.

CONCERN: Why not do a year-round 24 hour a day shelter? Why is the nighttime shelter only open during the winter?

In the past three years there has been support and funding available to operate an emergency winter shelter with a very minimal budget and a substantial amount of donated goods and labor. At this time the City of Ukiah Planning Commission approved the use permit for a year round day resource center and emergency winter shelter.

Other communities, homeless research organizations and consultants, and experts in the field of homelessness recommend having a year round 24 hour shelter facility to best address homelessness. RCS agrees with this recommendation and is open to having the overnight portion of the center stay open throughout the year, if the community wishes to pursue that. In that case, a new or revised use permit would need to be applied for.

If we have not fully addressed any of your specific questions or concerns, please email Sage Wolf, Homeless Services Program Manager (wolfs@rcs4kids.org) or Camille Schraeder, Executive Director (Camille@rcs4kids.org). Please feel free to also call Sage or Camille at 707-467-2010.

Thank you to the members of the Ukiah community and those of the greater Mendocino County area for your engagement in making Ukiah safer and more welcoming for all who live here, housed and unhoused.



Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 David Nelson	901 A South State St	(707) 463-1945
02 David Christensen	303A TALMAGE Rd	707 468 0640
03 Ezequiel Gomez	1270 N. BUSH ST Ukiah	(707) 234 9731
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Kathy Frittle	205 W Clay Ukiah	707-272-0178
02 Richard J. Miller	416 Jno St. UKIAH	707-462-1881
03 RALPH GOMEZ	303 LUXE UKIAH	468-1362
04 Emma Adams	1363 LAUREL AVE	391-9906
05 Jannice Lindgren	8220 Foley Creek Rd Ukiah	707 467-0465
06 Steven Hyman	916 So. Gora St	707-462-3171
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Aime Montenegro	804 Maple Ave	_____
02 Paula McAvoy	412 So. Spring St	462-4973
03 Wendy Hall	191 Court Street	415-269-2381
04 Robert W. Paul	1820 Hug 188 Pl	707 895-3517
05 Alana Keplinger	5716 Empire Dr.	707 391-6084
06 Cecilia De Martini	1647 Wildwood Rd	707 462-2029
07 Judy Campbell	Helen Ave	707 462-8228
08 Karen Shellen	300 Keage Pl	407 367-3582
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Kevin & Lucille	201 Thomas St	707-462-0597
02 Michael Miller	201 Thomas St	707-367-0638
03 Timothy Horgan	2031 Booneville Rd.	(707) 462-9366
04 [Signature]	201 Thomas St. Ukiah	707/462-0597
05 David Raulin	9301 West Rd Potter Valley	559-783-3071
06 Jody Johnson	E/K Grove CA	559-352-8166
07 [Signature]	201 Thomas	707-978-0979
08 [Signature]	201 Thomas Ave	707 477 6792
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 ROB WATSON	2401 REDEMPTION RD. UKIAH	707-354-2245
02 MARK DAVID	1301 Eldorado Rd Ukiah	707-272-2590
03 Lacey Graconio	3100 Redwood Valley	707-272-8748
04 Jessica McCulloch	810 Malaga Dr., Ukiah CA	(707) 391-7739
05 Ryan Grinnell	549 Empire Dr, Ukiah CA	(707) 380-5223
06 Kylie Therpice	235 Antoni Rd Ukiah, CA	(707) 391-3979
07 Paul McNeil	475 Zinfandel Dr. Ukiah, CA 95882	707.462-9223
08 TUESDAY WATSON J. McCann	2401 REDEMPTION RD UKIAH	707-482-4116
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Mientras que el condado de Ukiah/Mendocino ahora tiene la tarifa por hogar más alta per cápita en la nación; Los abajo firmantes y los residentes de Ukiah solicitamos que el ayuntamiento de Ukiah declare una parada en todas las decisiones relacionadas con la falta de vivienda hasta que un plan realista(que debe incluir métricas de desempeño mensurables)para disminuir el número de transitorios/sin hogar está en su lugar.Si esta planificación no está en vigor antes del 31 de Octubre del 2017, entonces es hora de dejar de proveer todos menos los servicio mínimos a transitorios/sin hogar hasta que dicho plan pueda ser implantado.

Name	Street Address	Phone
01 <i>Van Silvia</i>	<i>5 Angelica Joya</i>	<i>707 391 0630</i>
02 <i>Laura Martinez</i>	<i>Redwood Plaza Laundry</i>	<i>462-3402</i>
03 <i>Lucy Cruz</i>	<i>Dallas Smart</i>	<i>707-621-930012</i>
04 <i>Javier Sanchez</i>	<i>Malaga</i>	<i>(707) 102-1152</i>
05 <i>Jose Marin</i>	<i>Malaga</i>	<i>707/469-8989</i>
06 <i>Jose Marin</i>	<i>Bl State Village</i>	<i>707 462-4956</i>
07 <i>Leonida Cruz</i>	<i>120 1/2 Thomas St</i>	<i>707 391 3584</i>
08 <i>Edwigas Ruelas O.</i>	<i>1416 S. State St #5</i>	<i>707 642876</i>
09 <i>Aurora Caracosa</i>	<i>423 W Chuy St</i>	<i>707 391-7149</i>
10 <i>Ben C</i>		
11 <i>Tina Scovell</i>	<i>7121</i>	<i>702 391 1302</i>
12 <i>Tammy Balthran</i>	<i>12507 Hound Creek Rd.</i>	<i>707 623-7674</i>
13 <i>Juan de Jesus</i>		
14 <i>Gorgio Garcia</i>		
15 <i>Enrique Uceda C</i>	<i>6660 EAST RD Redwood Valley</i>	<i>707 391 1750</i>
16 <i>Angelita Alvarez T.</i>	<i>6660 East Rd Redwood valley Ca</i>	<i>707 621 2737</i>
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Martha Ceta	130 Thomas ST	462-9688
02 Luis M Lopez	130 Thomas ST	462-9658
03 Rosalia Hernandez	1155 S Doran APT A	707 472-13-84
04 Maria Cerega	P.O. Box 2031	707-380-9309
05 J. JESUS SILVA	104 LAWS AVE APT B	707-671-3354
06 Dominga Pelt	161 LAWS AVE APT-24	707 467 7201
07 Angela Garcia	1623 Po Box. 02.	707) 671-2657
08 DORILA ESTRADA	1596 N BUSH ST	408 771 1063
09 Georgina Sanchez	190 Washington	707 391 5460
10 MARGARITA GARCIA	4951 N STATE APT 1	707 391 7113
11 Maria Lopez	507 Capps Ln	706 5535
12 ANITA ESPINOZA	1701 Tecumseh Rd	707 391 1841
13 J LOPEZ SANU	741 W. Oak St	707 467-704
14 Patricia Martinez	1155 S Doran	707 265-0557
15 Maria ZUNIGA	1155 S Doran	
16 JULIE GRIFFIN	798 Circle Dr	M-1163-0421
17 Lizabeth Rodriguez	2200 S State St	707-483-1135
18 Esperanza Ceta	1701 Menroe St	(707)-2118
19 John Sanchez	517 S Oak St.	707-513-7352
20 Norina Corona	120 Thomas St	707 472 1986
21 Tim Westhol	809 N. Oak	462-4123

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 William Fisette	760 N. OAK ST	489 6706
02 James Siegel	769 N OAK ST	463 1835
03 William Siegel	769 N. OAK ST	463-1835
04 William Siegel	1154 N oak st	215 870-3048
05 Ed. Benkoski	79 whitmore lane	727-510-9871
06 Phil Ray	9581 Laughlin Way	707-485-2800
07 RANDY BARTON	754A N. OAK ST	707-354-0151
08 Nora Siegel	Fisette Properties	707 273-1376
09 Maria Chaves	182 Talman Rd.	(707) 472-1805
10 Martha Gonzalez	1625 S. Dora St. # M	(707) 671-3482
11 Alex Cano	1721 Elm Ln. Willits	(707) 485-2921
12 Rafael Garcia	101 Ellis Ln	707 391 1717
13 Rickie	680 Empire Dr.	707 391-7883
14 Lorenzo human	680 Empire Dr.	707 621-4811
15 Guadalupe Angiano	3405 Sol Ln	707 462-3250
16 Ana Reyes	610 N. grenard Ave	707 489-1140
17 El Abuelo Escobar	HAWN CREEK RD	707 472 1678
18 VAN ESCOTO	HAWN CREEK RD	346775858
19 Alberto GUADARAMA	HAWN CREEK RD	707-272-0194
20 ZENEN ESPINOZA R.	HAWN CREEK RD	707-272-3424
21 Sergio Mendoza	HAWN CREEK RD	707 473-3541

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 John HATHORNE	7200 Black Port Trc Ukiah	707-327-6423
02 John HATHORNE	1045A State St	707-380-5198
03 Charles Schlapkahn	1045A S. State St	707 380 4588
04 Blaine Bernell	660 RANCHO Delray	space 25 UKIAH CA 467-9487
05 D.B. RO	1318 4th St CLO	707 391-7083
06 John HATHORNE	1318 4th St CLO 95423	707 592 8759
07 Randy Rot	1003 Luffet Ukiah 95482	707-599-1212
08 Christian DeRin	1003 Luffet Ukiah 95482	707-277-2440
09 Adam Simental	804 Sackton Ave Ukiah	272-3305
10 KEVIN MARRY	339 WASHO DR UKIAH 95482	205 223-5171
11 Steven Panofsky	3761 Scherf Ln. Ukiah, CA	485-6657
12 Brittany Diaz	335 Hillview Ave, Ukiah	707-391-9200
13 Charles Stark	7001 OLD Wagon Rd P.V	707-596-0226
14 Thanna Garcia Peters	335 2854 Brownville Rd. Ukiah	707-391-9200
15 Adam Smith	335 424 PO Box Kelseyville Ca	707 349 6132
16 Gary Miles	1510 Linda Vista Dr Ukiah	463-0671
17 CHRISTIAN GUY BENNETT	353 CREEKSIDE DR WILLITS CA 95490	707-489-1746
18 TERESA ERICKSON	335 HILLVIEW AVENUE, UKIAH	707-467-0357
19 MARK BONACORSO	78A APPLE STREET	707-468-8150
20 Erin Mamon	705 N State St #450 Ukiah	707 380 9686
21 Duffy Spencer	705 N State St #100	707 513 5870

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.



Name	Street Address	Phone
01 Jessica England	4400 North State St.	972-787-8062
02 Celeste Castro	5991 Plum Drive	951-9881
03 Suzy Castro	5991 Plum St	484-3104
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 JANDY MURDOCK	PO BOX 395 RV	707 621-0774
02 MARIA GUZMAN	1013 Bohs St	707 462 3309
03 Katelyn Agnewbrock	2641 Wente Rd	707-351-2955
04 Regina Campbell	40500 old Sherwood Rd	707-984-8116
05 Susan Lytle	1341 W. City Ula	707 477-1827
06 MATT WILLIS	300 Kuki Rd	707 484 6162
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 XXXX	12590 River Road	391-2321
02 LINDA W.	12560 Helen Ave	234-6093
03 M. FOSSELL	8100 N. BUSH ST	234-11051
04 XXXX	485 Melody Ln U.K.	344-7725
05 XXXX	817 W. CLAY ST	621-0522
06 Linda Byrre	1138 Helen Ave	513-0093
07 Jeff Ruiz	1138 Helen Ave	972-8037
08 Anthony Galletti	5485 Central Ave. Ukiah, CA	272-3888
09 Jan Taylor	1330 S. Dora Ukiah	455-2311
10 Kaye Ann Wilson-Histe	1058 Alice Ave #5	355-0444
11 KATIA VAN HAGEN	501 Kennwood Dr. Ukiah	972-1577
12 DEBBIE KERRIGAN	8640 S. Hwy 101 UKIAH	467-7155
13 RICK KERRIGAN	8640 S. Hwy 101 UKIAH	481-2747
14 SHEILA T. MANWOLD	711 N. SPURGEON ST. UKIAH, CA	707-313-5477
15 DENISE GALLAGHER	145 Fairview Ct Ukiah	707 391 9382
16 Heather Christiansen	1260 HWY 2 - Ukiah, CA	707-391-4148
17 Jaime Waddington	2890 Old River Rd Ukiah	472-6803
18 Dan Waddington	2890 Old River Rd Ukiah	472-7714
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Sarah Foster	14145 Tomki Rd	707 621 1210
02 Mark Randolph	14 Henderson In	707 621-9194
03 Miriam Nava	14 Henderson In	707 671-2529
04 Juan Gonzalez	835 Navah In	707-671-3491
05 Hannah Fissette	559 N. State	707-272-0790
06 Carroll	3515 Taylor Dr	707 328-9076
07 Matt Blake	9250 Loughlin Way	(707) 332-5343
08 Michelle Thies	151 Loraine St	(707) 611-2494
09 Thomas Thies	15 A Loraine St	(707) 611-2029
10 Bob Reid	1832 Wash La	707 391-7604
11 Ed Donnan	582 N. School St.	707-472-6993
12 Marcos Andrade	1450 S State St.	707, 391. 2803
13 Catherine Williams	731 Myron Place	707 972-5937
14 Anabel Alvarez	125 Thompson Ave	(707) 391-9935
15 ARMANDO ALVAREZ	103 Thompson Ave.	707 391-0011
16 Tony Gonzalez	132 Wash St	(707) 391-0324
17 JASMIN PINTANE		
18 Kim Hill	108 Scott St	707 472-1433
19 Debbie Christensen		(707) 354-0055
20 Beatriz Alvi	4161 Bluffport Fx.	415-7990
21 CHLOE GUTMAN		415. 637. 2478

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Isela Sanchez	1651 Talmage Rd Ukiah	(621-2132
02 Maria Ubarru	680 E. Gobbi St - UKIAH	272-1560
03 Theresa Mc Nerlin	475 Zinfandel Dr. Ukiah	489-1469
04 Paul Mc Nerlin	475 Zinfandel Dr. Ukiah	489-7448
05 Russell [unclear]	328 Cooper Ln Ukiah	707 629 8393
06 Alex [unclear]	111A Cleve	
07 Randy [unclear]	1405 NORDMIS DR	(707) 468-5795
08 Vicente [unclear]	133 Carolyn St.	(707) 391-5058
09 Lisa Smith	253 Hipp Lane Ukiah	707 267 1932
10 Katie Koerper	541 Cypress Ave Ukiah	
11 Amanda Ford		9723400
12 Jennifer Guder	9250 Lupton Way RNC Ca	707 621 6826
13 Eric Estes	1044 Poplar Ave Willits CA	707 489 6245
14 Tracy Thieriot	1247 Myrtle Place Ukiah, CA	707-621-1481
15 Greg Miller	2601 Tindell Ranch Rd Ukiah CA	(707) 487-1663
16 Martin Matsa	1781 Petersen Point Ln Ukiah	671 5637
17 Ron Poma	504 Capps Lane Ukiah	
18 Jim [unclear]	7321 S HWY 101 UKIAH CA	707 489 5945
19 Sandra Kraisner	8 Whitmore Lane Ukiah CA	707-200-2142
20 Melissa Garcia	9 Dalton Dr Ukiah, CA	707-472-8362
21 Alex [unclear] Santos	[unclear] Old river	707-472-

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 STEVE CAMB	7K BRUNTA PLACE	292-1808
02 MARY CAMB	7K BRUNTA PLACE	786-5882
03 GREG WINKLE	3581 RICHARD CT UKIAH	815-2288
04 JOHN D. HEISE	303 FIRECREST DR	391-3204
05 Anthony Hammer	2200 S STATE & 65 UKIAH	380-9599
06 Nicole Beck	2201 Woodlake Dr Ukiah	510-685-6767
07 TAYLOR MARY	2150 ROME E REDWOOD VAL	
08 Susan Sapp	152 Douglas Dr. Ukiah	707-621-1310
09 Kertindley	21501 Meadowbrook DR	707-354-1534
10 Megan Watters	220 BONNIE LN	707-354-5168
11 Alma Santos	442 N. BOST ST, UKIAH	707-972-2482
12 Karen Herve	105 Tedford Ave UK	707-462-3413
13 Ivan Gonzalez	18 Betty ST	707-272-0481
14 Veronica Alar?	18 Betty ST	707-272-0481
15 Felipe Alvarez	125 Thompson Ave	707-621-7460
16 Lynn Jimenez	1395 Yukate Dr	707-462-3762
17 Jackie Cat	5520 Mill Creek Rd.	707-462-9203
18 Stephen Cat	5520 Mill Creek Rd.	707-462-9203
19 Angela Comstock	1160 Foothill Dr. Redwood City	707-391-8324
20 P.O. BOX 1570	214 DORA ST	391-6637
21 Vanessa Kahn	PO BOX 1570	272-1780

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Shannon	2141 ARROYO RD	707 391 2632
02 Shannon Shannon	486 N. Oak Street	(707) 480-9439
03 Mabel Mabel Lopez	1702 S. Dora St	(707) 972-2768
04 Jeffrey McKee	1324 Tokays Dr	(707) 391 1873
05 MIKE FEXTON	495 LUCE AVE.	(707) 468-0644
06 Jordan Jordan (Thip)	15A Lorraine	707 671-2076
07 Joseph Joseph	499 Winkley Ln	707 947-6002
08 Joseph Joseph Gullagher	125 Fairview Court	609-254-8851
09 ELLEN ELLEN SCHWABER	1186 Helen Ave Ukiah	808-518 1244
10 Cheryl Andrews	1568 N Bush Ukiah	(707) 380-4874
11 Fran Kell	4800 Lakeview	485-7709
12 JOHN MCIVIN	1090 CRYSTAL BAY CT, UKIAH	489-5688
13 BILL BILL BENROCK	PO BOX 656 Ukiah	272-6972
14 WALTER D GRAY III	2245 APPLICINARIS DR UKIAH	702-3682
15 Taylor Cook	6260 Eastside Cabell Rd	267-5200
16 Jessica JESSICA DUNKLE	2300 MILLCREEK Rd Ukiah	980-574-3671
17 Angela Miller	2250 Beaverville Rd	707 671 3226
18 Cheryl Cheryl Graham	22 C Bonville Rd	707 489-6914
19 Dani Dani Salazar	241 Forsythe Dr	(707) 367-4056
20 Nash Nash Swank	2205 Ford St	(707) 489-6969
21 Marisa Marisa Ruiz	28550 N. HWY 101 Willits	707 972 8736

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Yessia Cio	2101 S State Street	(207) 391-3774
02 Debra Cio	1161 Haddon Ave.	707-272-1468
03 Doreen Cio	16102 N Hwy 101 W. Ukiah, CA	707-542-5413
04 Dan Hall, Tilton	31200 N HWY 101 Ukiah, CA	707-621-2526
05 Julie Howell	3510 Leland Ln. Ukiah	707-391-7124
06 JAVIER MATA	41101 Fisk Lake Rd Ukiah	707-391-3688
07 Anthony Delas	10351 Main St	707-391-3478
08 Mayra Benitez	754 Myron Pl, Ukiah	707 480 7752
09 Suzanne Guido	6741 Robinson Creek Rd Ukiah	707.912.7275
10 Marilyn Phillips	7991 Uva Dr Rd Vly	707-272-0551
11 Shynnn		707 272-1304
12 Susan Schuch	797 El Rio Apt A Ukiah, CA	707-272-9570
13 G Andrus	1300 Rd B Rd Vly	307 315 1685
14 Ben K. Feller	9209 E Road Rd Vly	707-391-9839
15 DEANUS CHATY	7410 OAK POND CT Rd Vly	
16 Carol Hill	1991 Cori Ln Rd Vly	707 489-16055
17 Jenni Karakasevic		707-287-6319
18 Heather J. Wilson	285 Talmage Rd Ukiah	707-468-5886
19 MICHEL VACQUEZ	110 HAEHL CREEK DR	707-367-6563
20 Christine Johnson	1493 Fawnwood Dr Ukiah	707-467-1319
21 Marlene Lindbeck	7975 Mill Creek Rd	707 272 6335

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Rhonda Klein	2117 Observatory Ukiah, CA	707 491-4760
02 GARY GRADEN	497 KENNWOOD UKIAH CA	707-695-6040
03 Erich Sommer	1125 Helen Ave	707 841-7029
04 Josh Adams		
05 Shaz Greiner	137 Millcreek Dr	707 972 1460
06 STEVE BRAUN	11	207 367-8015
07	Wigat dr	707-843-6411
08 Rebecca Gatten	1580 Carrigan Ln	707.3914124
09 Amanda Tolbert	880 S Code St #3	707 272-5282
10 Big Bear	8621 Helen Dr RV	707 485-2210
11	290 Thomas	707 272 9848
12	2401 Pine Ridge Rd.	707 621 3052
13	2525 LeShawwood Rd	707 384 1554
14	25356 Sherwood Rd	707 472-1411
15		707-954-9881
16	599 Plum Dr.	
17 Celeste Castro	599 Plum Drive	621 2353
18 Chrishes	400 Crestview	
19 Charlene Beegle	218 Tedford Ave	621-2939
20 Wally Kurtz	3650 Coors	207 585 7722
21 Jessica Vienna	405 Capp Lane	621-4948

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measurable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Favian Cruz	4437 First Ave Ukiah	707 485 1352
02 Kayla Miles	PO Box 833 Ukiah	(707) 972-6993
03 Mike Gomez	1951 Wildwood Rd	707 972 7966
04 Louis Christopher	1207 Myrtle St Pl	972-3469
05 John Conchola	PO Box 661 Talnaga	489-9787
06 Donna Kissella	P.O. Box 791 Eureka	503 348-6997
07 Maria Ramirez	19950 Marlene Hill	707-391-6106
08 Bob Beeler	1031 Crystal Bay Ct	707-467-9681
09 Derek Laing-McKay	486 N Oak St	707-481-3752
10 Robert Sanchez	17210 Fitch Ln Bakersfield	707 545-3464
11 Elena Palaco	1501 Despine Dr Ukiah	707 621 3919
12 Daniela Yungue	324 Tenth St	416 416 2-2102
13 Dandi Bastolmei	1601 12th Despine Dr	
14 Tara Larnach	6201 Old River Rd Ukiah	707 367 1873
15 Meredith Jufert	26841 Shennard Rd. Willits	510 415 4545
16 Richie Telling	170 Marlene St	707 272-3847
17 Tracey Coward	4002 Durbin Hill	707 972 8386
18 Anna Pardini	13001 Bullock Creek Rd RW Valley	707 214 4250
19 Tami McNeill	1050 Crystal Bay Ct	707 489-5688
20 Josh Pugh	405 Avenue B	707-312-0694
21 Justin Harris	5001 N. State St	715 570-5816

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Christine Marino	152 Talmage Rd	707 391-9533
02 Ron W	152 Talmage Rd	707 272-2523
03 Wesley Zynda	152 Talmage rd	707 391-7084
04 Vicki Dea	420 S Barnes	707 624-1360
05 Alan Robinson	752 A 4th St	707-272-9816
06 Bill Wynn	619 Fair St	707-467-7204
07 Lisa DonBeno	4200 N. State St Ukiah	707-696-6161
08 Tyler Bushon	1350 Seward Ave Rd	391-0323
09 Justin Couch	1393 North State St	707 272 1105
10 Steve Redding	1125 South State St	707 462 1239
11 Barbara Redding	1125 South State St	707 272-6902
12 MACK LANZ	1145 S STATE ST	489-0964
13 MARK NANCE	24550 Reynolds	707-252-6276
14 Charles M. Kelly	930 Wagner Ln	707-489-5367
15 Richard Caruso	3259 Lee St Niles	707 272-6772
16 Jagjit Ahluwalia	1001 Knobs Hill Rd	707-489-2297
17 John Eskepham	371 Burlington Ave	
18 Dan Daley	3791 Eastside Cellar Rd	(707) 391-8226
19 Kenzieford	UKIAH CA	4721757
20 Jennifer Farlow	153 Oak Knoll Rd Ukiah	497-9222
21 Bianca Moreno	507 Reagin St Ukiah	621-2713

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Kevin Hill	546 N Spring	707-477-7070
02 Savina Garroth	1520 Madrone Dr	(707) 418-3547
03 Joe Gaeken	1520 Madrone Dr	(707) 245-9421
04 Crista Tapia	2165 South State St	(707) 462-7025
05 Ernesto R. Soto	2165 South State St	(707) 495-8533
06 Joe Henderson	1812 Spera St Uk	707 360-7672
07 Amy Anello	1204 Redwood Valley	707 472-3714
08 Sam	4301 Sunset	707 350-2487
09 Mike Prince	119 Thompson Ave	707-376-5630
10 Kevin Cline	PO Box 411 Talmage CA	707-391-4987
11 Tim Marino	880 Watson Rd	(707) 391-2467
12 Jan Steliga	1902 School Way	707-465-8902
13 Dan Flynn	576 Stella Dr	
14 Sam		
15 Sam	875 Gordon Ct	707-272-0705
16 Sam	9155 N. State St #9 Redwood Valley	707-272-8885
17 Sam		
18 Jean Davis	Mendocino Dr.	707-468-9095
19 Brett Reinhart	Crane Terrace	
20 Sam	N State St	707 367-5858
21 Sam	911 Laughlin Way	(931)-206-6709

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Jason Gelman	UKIAH CA	(707) 272-6924
02 Charlene Henry	Ukiah CA	(707) 304-4771
03 Tonya VanCamp	Ukiah, Ca	(707) 462-4393
04 Nancy Laybourne	Hopland Ca	202 272-3250
05 Ashley Wier	Ukiah Ca	650-784-2898
06 Al Lee	Redwood Valley	707-357-1601
07 Davelle Johnson	Ukiah Ca	707-495-9666
08 Matt Cranston	Ukiah CA	707-472-8557
09 Debra Cresce	Ukiah, CA	707 891 1428
10 Matt Richardson	Ukiah Ca	707 513 0197
11 Stephanie Alban	Ukiah Ca	
12 Raul Montoya	Ukiah Ca	
13 John McGuire	UKIAH	707 494 8623
14 Cindy Wilson	Ukiah	707-391-9495
15 Tim Aured	Ukiah	707-391-7799
16 Ron Wilson	UKIAH	707-468-7461
17 Julie Fitzgerald	Ukiah	707-468-7461
18 Debra Heber	Ukiah	972 5929
19 Rick Hulse	Ukiah 521 Vichy Hills Dr.	468 9470
20 William Hulse	Ukiah 521 Vichy Hills Dr.	468 8760
21 CONNER PARZO	Ukiah	
CONNER PARZO	521 Vichy Hills Dr.	468-9470

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Veronica J. Corder	1070 S. State St Ukiah	(707) 867-5737
02 Cameron	2300 Taylor Dr	707-478-9270
03 Jaap Delapoe	23000 Taylor Dr	707-468-9710
04 Kocio Esquivila	1385 S. Dora	707 391-4185
05 Laura Hofer	2020 Ridge Rd	707-391-7526
06 Nidia Rodriguez		707 376-5644
07 Stacy Oakley		707 937-2219
08 Talon Montoya-Frazier	1901 Peterson Pond lane	707-272-9203
09 JOANNA LOPEZ	48 WILKINS ST	707-272-4954
10 Jace Slounsh	615 Dorian Canyon	712 0742
11 Mackenzie Williams	1490 Bush St	707 972-6797
12 Sharla Reed	1383 Berkeley Way Ukiah	707-391-4916
13 Trish Tenne	326 Washington Ave	707 468-8093
14 Robert Lee Padua	1551 Howell Creek	531/288-0271
5 Mike Tenne	326 WASHINGTON AVE	707 468-8093
6 Debra Gold	45 Rancho Grande	707-462-6494
7	320 Perry Dr	707-376-1910
8	125 E 6th St Ukiah	707 671-4791
9 Cynthia Koke	621 Blue Oak Dr Ukiah	707 291-4171
0	875 Mainway Ukiah	707 489-8269
1	3301 S STATE ST, UKIAH	707 462-0422

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Susan Johnson	599 Redwood Ave	468-8040
02 Cathleen Riley	1200 S. State St	462-1750
03 Terri Stout	151 Zinfandel Dr	272-6587
04 Scott Klingbeil	3571 Iceland L.	291-0878
05 Boulette Klingbeil	3571 Iceland Lane Ukiah	292-0900
06 Kathy Kelley	8130 Vineyard Oaks Dr.	707-489-6458
07 Joseph John Turri	1080 Maple Ave Ukiah CA	707 367 6407
08 Janice Keeloy	1751 Tahquamenon Ct Ukiah	707 489-1701
09 Ann Keeloy	" " "	" " "
10 Sabrina Elledge	907 Waugh Ln A Ukiah	707-671-2978
1 Band Valente	1880 OAK GROVE RD. N.V.	707-489-0468
2 Ann Valente	1880 OAK GROVE RD. N.V.	707-489-5664
3 ROBERT WALSH	2001 BOONVILLE RD UKIAH	707-463-0379
4 Tom Walsh	7 Betty St	391-4624
5 Lilli A. Dougall	751 Waugh Ln. #6 Ukiah	
6 Penny Peterson	9890 Layghlin	
7 William Shero	4890 Lough L-h	
3 B METER	1080 CHURCH	462-8711
3 B Knudson	3550 VIEW DR	462-6722
1 Lindsay Costa	403 Cochrane Ave	484-1115
Dan Costa	403 Cochrane Ave	671-291



Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Jason Howard	232 Burlington Dr	707-621-0447
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

MINE

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 <u>Legible</u> Sue WALLACE	1121 Dusty RD R.V	707 485 8412
02 SHANE WALLACE	1121 Dusty RD R.V	707 367-0748
03 M. Royal		707 485-1772
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

4 pages = Done

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Frances McGehee	7305 East Rd RV Camp	485-8686
02 Terry Dutra	4459 East Side Cabell Rd 9748	485-7104
03 ANN M COVE	4850 FISHER LANE RD RV	621-1799
04 Dolores Tolonen	1100 Rd B RV	485-7475
05 Cheryl Mitcham	16100 10 Hwy 101 Sp41 Wills	391-2485
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Rafaelita Marquez	1377 Cassel St Ukiah	8505-934-4513
02 Kerry Sneliker	995 Mazzone St. Ukiah CA	707-485-4545
03 Phil Thuklo	4600 Ukiah St. Ukiah	707-328-1886
04 Chris Brown	4301 Muir Mill Rd Ukiah	707-456-0539
05 Tom Tipton	Po Box 1554 Ukiah	707-462-8229
06 Cody Crocker	Po Box 462 Ukiah	(707) 380-5885
07 Ben Russell	1794 Lockwood Jr Ukiah	(707) 513-6357
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Jennifer Kelly	OBSERVATORY AVENUE	(707) 972-1077
02 DANIEL FIMBRES	SOUTH STATE STREET	(707) 596-0223
03 SHAWN BROODSIE	1080 N STATE ST	707 489 2333
04 Jacob Williams	1801 Talmage Lt.	707 4721444
05 DON DODGE	1080 W. STATE	707 391-5858
06 Tom Fletcher	800 Grove Ave	707 489 2007
07 William A FLYNN	210 NORTON ST #4	707 245-7399
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Bud Thompson	2950 MESA DR	467-3674
02 Colton Thompson	2810 W. Lake Mendocino Dr.	467-3674
03 Tally McMillen	5515 Orchard Ave	467-3637
04 Stephen Bratton	1760 Alacanta In Ukiah	621-0208
05 [Signature]	7 Highland Drive	707 381-6785
06 [Signature]	1493 Fairwood Dr.	467-1319
07 Anna Pivolar	1414 S. State St #3	472-1703
08 [Signature]	400 Chestnut Dr. Ukiah CA	462-4472
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Chris Ramirez	7101 South State Street	707-977-0594
02 Lilia Diaz	3800 N. State St. #71	(707) 485-1025
03 Petra Rodriguez	3900 N. State St #40	(707) 378-6178
04 Maura Ramirez	7101 South State Street	707-467-9315
05 Maura Soto	7551 S. State St #7	(707) 621-2427
06 Brandon Lee K	1638 Walnut Ave Ukiah	(707) 217-3220
07 Lisa Doster	100 N. Court Rd, Ukiah	707-391-1058
08 Carrie Harpe	745 6th St 95453	707-972-4911
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Brian White	250 Sunset Drive	707-953-3807
02 Curtis Shuster	760 Wash Ln	707-671-6570
03 Dave Woodruff	6321 Old River Rd	707-972-7547
04 Ken W	24251 Sherwood Rd Willits	707-854-0282
05 John McMenamy	10045 West Rd Potter Valley CA	707-272-4767
06 Charles Mulvihill	2800 Radical Ridge	707-513-7117
07 Patricia Bolden	1401 Kuhl Way Ukiah CA	707-471-2034
08 Saul Kame	33 Creekside Ct Ukiah	707-489-9444
09 Todd	P O Box 515	(707) 349-1342
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Louise Thompson	121 GIORNO AVE.	707-489-9554
02 John Harris	835 Poin Dr	207-391-5081
03 Alice Thompson	121 GIORNO AVE	707-459-0589
04 Thomas Thompson	601 GARDEN DR	207 671 - 5576
05 Rob CHRISTENSEN	1385 BURGUNDY DR	707 391-7494
06 Kathleen Sewell	124 GIORNO Ave	707 462 1389
07 Rhonda Soenen	247 Gardens Ave	707-462-3281
08 Donna Soenen	247 Gardens Ave	- 462-3281
09 Dennis Soenen	444 Beltrami Dr	707-468-8851
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 DONNA SULLIVAN	4201 GOLD GULCH RD, UKIAH	707 367-2929
02 Judy Peck	700 E Colfax St, Ukiah, CA	(707) 462-0027
03 Elizabeth Zeke	1350 Concord St Ukiah CA	707-463-2525
04 BELINDA ANDRUS	1319 DESPINA DR UKIAH	707 462-0727
05 Kim Aduen	20 Box 7 Trailer, Ukiah	707-743-8224
06 Shirlene Mann	13321 Eel River Rd Pt Harvalon	489 6045
07 Clifford Mann	13321 Eel River Rd Pt Harvalon	489-6040
08 Lisa Maria Baran	1230 Truine Ct, Ukiah CA	707-272-2257
09 Michelle Schmidt	1881 Deerwood Dr, Ukiah, CA	707 972 2163
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Business Owners only -

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone	
01 Jim Bajer	1951 N. State	462-6872	Pleasant View Dairy
02 Dan Poble	144 Bond St #8	462-7967	- Sonoma Sweepers
03 Linda Simmons	609 Empire Dr.	462-5909	- Realtor
04 Richard Hamilton	525 S Main A-1	463-1311	- Chiropractor
05 [Signature]	859 N State St	462-4472	Redwood tree service st.
06 Christine Johnson	525 S Main St	467-1350	Main St. Rentals
07 Ken Caico	527 N. School St.	(707) 391-0431	Caicos plumbing
08 Angela Miller-Angelina Miller	454 N. State St. Str D	(707) 468-5885	Phalungies
09 Kevin C Spears	1220 Comport Park Blvd.	707 462-3442	comfort Inn
10 Antonio Mota	171 Bush street	272-2685	CrossFit mendocino
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

Jeff /
Sonoma
621-1469

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Michael D Webster	802 W Clay St. Ukiah	207-513-8163
02 Charles E Mangino	14 Betty St. Ukiah	707-391-1280
03 Burk Carley	189A Wabash Ave, Ukiah	707-489-9842
04 Clint Carley	189A Webster Ave Ukiah	707-489-9785
05 Linda Griffin	408 Grove Ave, Ukiah	707-462-6725
06 Cindy Carley	189A Wabash Ave. Ukiah	707-272-1264
07 Rick Carley	189 A. Wabash Ave Ukiah	707-621-0024
08 Jan Brooke	519 N. Bush St. Ukiah	707-462-9609
09 Allen Rogina	375 Vicky Hill Dr Ukiah	707 391-0290
10 RICHARD MARINO	152 TAYLOR RD UKIAH	707 327-9158
11 MARY LOUISE CHASE	3050 ROAD B, RV 95470	707 485-7065
12 ABIGAIL ARNASON	800 N BUSH ST UKIAH	707 590-5092
13		
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Adam Standup		707-621-0754
02 Mark Walker		212-7712
03 Mark Walker	318 Jones	621 0228
04 Allen Brown	12 Ukiah, CA Ukiah	489-2275
05 Garret Saurborn	1255 AIRPORT BOULEVARD	468-7811
06 Mark Walker		707-972-9070
07 Mark Walker	TALMAGE	707-489-9398
08 Mark Walker	Redwood Valley	707-621-0932
09 Mark Walker	TALMAGE, CA	67 258-4694
10 Richard Lamas	Ukiah	707 272 6277
11 Paul M...	1384 BEACH WAY UKIAH	707 621-1255
12 Paul M...	1255 AIRPORT Blvd UKIAH	707-485-0255
13 Brittani Motunshu	1700 Carrigan Way,	707-489-3050
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 DAN Christensen	356 W. Mill St.	463-0982
02 Rick Rader	428 W. STEPHENSON ST.	489-4845
03 John Mistry	295 W. Mill & Ukiah	462-1363
04 Candy Parker Baker	433 Park Blvd - Ukiah	707-391-6698
05 SHARON HURT	510 MARLENE ST UKIAH	463-1101
06 Chelsea Sandelin	1251 Kitch Hill Rd. Ukiah	707-396-5819
07 Alex Fox	502 McPeak	
08 Joel Hiett	316 Hillview Ave	707-621-0551
09 Sean Windstone	611 South OAK UKIAH	707-462-3065
10 Don Grimm	700 E. Gobb. St SP 96 Ukiah	707-272-6056
11 ERIN HOSKEDALE	122 CALVERT ST UKIAH	490-7122
12 DAVID BARBER	122 CALVERT ST UKIAH	489-6868
13 PAUL M. BARRINGER	1625 BARRINGER LN.	367-0532-
14		
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 <i>Juliyth Ganza</i>	<i>772 Apple Ave #10</i>	<i>707-671-4882</i>
02 <i>Maup S. Ganza</i>	<i>199 Highland Ave</i>	<i>707-376-5608</i>
03 <i>Christa Ganza</i>	<i>1416 S. State St #11</i>	<i>707-463-8506</i>
04 <i>Judith Shipley</i>	<i>1401 Knob Hill Rd.</i>	<i>707-679-8427</i>
05 <i>Jim Doble</i>	<i>1401 Knob Hill Rd.</i>	<i>707-671-2034</i>
06 <i>Jim Doble</i>	<i>105 Poles Ct</i>	<i>707-367-7028</i>
07 <i>Rick Marsh</i>	<i>105 Poles Ct - Ukiah</i>	<i>707-462-0110</i>
08 <i>Michael Burt</i>	<i>208 Faulk Ave.</i>	<i>707-272-2753</i>
09 <i>Burt Burt</i>	<i>208 Faulk Ave - Ukiah</i>	<i>707-272-3781</i>
10 <i>Tanya Conner</i>	<i>789 Apple</i>	
11 <i>Marmoon M. Green</i>	<i>450 Crestview Dr Ukiah</i>	<i>707 462-1257</i>
12 <i>Steven McLean</i>	<i>450 Crestview Dr Ukiah</i>	
13 <i>Christin Mcke</i>	<i>370 El Rio Court Apt C</i>	<i>707-468-814</i>
14 <i>Paul Burt</i>	<i>1416 S State St Apt #8</i>	<i>707-467-7657</i>
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 John Stinkert	197 Cresta Drive	(707) 467-0905
02 ROBERT Z. ELLIOTT	629 EUGENIAN St. Redwood VLY	707 621 0996
03 Jerry Gordon	62 Racho Grada	707 367-3332
04 David Fausto	141 Norgard Lane	707-921-8821
05 Eric Boyle	8355 Cave Creek Rd Redwood Uly	707-621-0407
06 Matt Duncan	25168 Blucery Ln Ukiah	707-459-1004
07 Larry Thompson	4221 Eastside Calpella Rd Ukiah	707-391-7070
08 Chris Thompson	4221 Eastside Calpella Rd Ukiah	707-391-4771
09 Craig Saunders Jr.	401 Plum Ukiah CA	707-460-5524
10 James Allmarch	1915 Fir Terrace Ukiah CA	707-272-4287
11 Justin Cook	27 Mendocino Blvd Ukiah	707 391-0726
12 David Vign	185 Mac St Ukiah	707-391-2419
13 Ken Yorkum	445 WASHO DR UKIAH	707-462-4030
14 Scott Wilson	679 Geysers Road Ukiah	707-894-2129
15		
16		
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 C.R. CHRISTIANSEN	5575 LAKE RIDGE RD	707-357-5575
02 MARK HAINES	5500 LAKE RIDGE DR	707-485-7094
03 Shirley Haines	5500 Lake Ridge Dr	707 485-7094
04 RAN HOLLAND	5791 LAKE RIDGE DR	707 972 0061
05 MITZI HOLLAND	5791 LAKE RIDGE DR	707 972 0062
06 Drew Wallace	4551 E/S Calpella Rd	707 489-3868
07 Maude Hamilton	4551 E/S Calpella Rd	707 513-8987
08 Chris Tom	2631 AZTEC ST	707-477-1872
09 Mike Yan	305 Antonio Rd. Ukiah	707-489-4797
10 STACY RAMSEY	PO Box 1843 Ukiah	707 481 7814
11	660 LESLIE ST. SE 37 1/2 mi	707-479-7542
12 Troy J Willey	1501 Redwood Road Ukiah 95420	707-489-8331
13 Ben & Wendy	4500 PEACOCK ST	707-485-4055
14 ELLIE MILLER	1010 N ORCHARD AVE. #10	707-241-7388
15 DAVID LAND	410 STEVENSON RD	707-272-0744
16 JEREMIAH PLATT	3410 BLACKBART TRAIL, Redwood Valley	707-485-2647
17		
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Buel Atallah	749 S. State St.	707-462-4667
02 Karen Wip	726 S. State St.	707/462-0750
03 Michael Starback	726 S. State	707-621-4180
04 Tom Starback	726 S. State	707-354-4909
05 Mike Starback		707-462-7873
06 SCOTT ERVIN	751 N. BUSH #3	707 621-2241
07 Lori Rosenberg	721 S. State Street Ukiah	462-4778
08 Ally Chase	174 ELM ST UKIAH	707-671-2023
09 William Thompson	234 FAIRVIEW CT	707 462 6546
10 DELISA FORD	800 Mohawk Dr	707 272-1277
11 Yvonne m Samuel	PO Box 214, Redwood Vly	707 510-422-8260
12 Rylie Coflin	2151 Arroyo Rd.	707-671-6551
13 Kim Chapman	110 S. School St Ukiah	707 462-3900
14 Paul Jackson	14	707-849-2944
15 EL molcas etc.	1380 S. State St.	707-468-8989
16 David Minsinger	163 E. Cobb St.	707-462-3230
17 RICK JOHNSON	OWNER 219 MAIN CIRCLE	707 313 5763
18		
19		
20		
21		

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Mary Axen	1990 Talmage Rd	707-462-2223
02 MARK CADEL	2601 OLDRIVER RD UKIAH CA	485-4422
03 Don Lambert		707-380-5800
04 Aubrey Hoffman	1650 JAMES STREET	707-391-6873
05 Peter Anzellotti	2925 Redempter Rd	707-467-1200
06 Loretta Anzellotti	2925 Redempter Rd	707-303-6102
07 Brent Hagg	3650 Reddick Cunningham Rd	707-489-4321
08 Alyssa Memo	175 Eal St	707-683-2318
09 Jo	3120 State St	
10		
11 Roselia Valdez	1950 Foster Lane Talmage	707-972-59-89
12 Bob Stout	P.O. Box 712	
13 Fernando Fern	1980 Foster Lane Talmage	707-467-9941
14 Evelyn Peña	1950 Foster Lane	707-972-2250
15 Chris McMahon	141 Gibson St	707-489-0303
16 Trenton Williams	154 Court St	707-349-1792
17 Sheila Martin	13A Cherry St	707-234-1880
18 JOE LOVE	1701 TALMAGE CT	380 4333
19 JOANN L. CAPPS		707-468-5058
20 James Pool	1051 Davis dr	707-489-1414
21 Junior Samara	1154 mulberry	707-513-9086

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Jennifer McGovern	109 Poulos St Ukiah Ca	707 489-7764
02 Robert Haydon	2600 Sh Hart	707 487-2641
03 GENE WAGGONER	4440 First Ave	
04 EVEL THOMAS	UKIAH, CALIF	707 4728418
05 Peter Schaber	1050 Talmage, Ct	(707) 972-2076
06 Steve Lanyon	2001 Fern Canyon Dr.	(707) 391-0789
07 Linda Lundy	1701 Talmage Rd # Ukiah	707 2725524
08 Bernardo Aguilar	1304 Yokayo Ranch Rd	(707) 972-7893
09 Donnell Escamilla	1304 Yokayo Ranch Rd	(707) 972-6541
10 Nagesh Asfour	1109 South State St.	707-391-0899
11 Nicole Marino	103 W Madden Lane	707 972-5233
12 Trino Hernandez	201 Creekside Ct	707 376-5955
13 David Barnes	2701 Valley Rd	707 821-1844
14 BRIAN ARNESEN	PO BOX 914 Hopland, CA	707-272-2985
15 Enrique Garcia	PO BOX 637 Talmage	707-272-8081
16		
17		
18	1625 3rd St Ukiah	707 367-0532
19 Terry Phillips	13200 Pratt Ranch Rd	(562) 201-1795
20 Ernie Phillips	13200 Pratt Ranch Rd	562 (582)-7255
21 Shermlynn Goutas	3300 Old River Rd	

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Junior Samano	1154 Mulberry	
02 CHARLIE KISHORS	2340 MILL CREEK RD	707-513-9086
03 Hong Fei Bai	4951 Bodhi Way	707-992-7332
04 Antonio Mosqueda Benitez		626-297-0692
05 Maria Mosqueda		
06 Sarah Musylen	6800 West Rd Redwood Valley	707-272-0027
07 Theralahia		
08 Lidia Mosqueda Vaca		
09 Rosita de Oliva Velazquez	Foster Lane 1850	
10 Margarita Rodriguez	Talmage Rd 1580	
11 Noreen B. Flannery	4460 N State St	
12 Hermenly Martinez	866 S Occ St Ukiah	
13 Karen Fackrell	712 S State St Ukiah	707-468-1481
14 Kenneth Holding	705 N State St Ukiah	"
15 Jesus Garcia	6800 Old River Rd Ukiah	
16 Javier Garcia	6800 Old River Rd Ukiah	
17 Fran Peña Valdez	Foster Lane 1950	707 467-99-41
18 Leland A Brockway SR	1375 Talmage Rd	707-468-1395
19 Sheryl Gaellhuber	2800 Ukiah Ranch Rd	(707) 476-2767
20 T. McElroy	3150 Mill Creek Road	707 671-2071
21 KIMBERLY	216 W-GODDI ST. UKIAH	707 376-6381

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Barbara J. Loner	717 Live Oak Ukiah	707-468-9512
02 Rosie V. Gidani	3231 Leland Ave Ukiah	707-462-1702
03 Deanne L. Lanemondy	5040 Burke Hill Dr Ukiah	707-462-7925
04 Holly Rainhart	8686 East Rd Spc 59	707-548-7101
05 Andrew J. Pillingham	280 San Jacinto Dr Ukiah	707-462-0771
06 Joanne Kessler	9767 E. 2nd Rd Redwood City, CA	707-489-3017
07 Victoria Sento	17915 West Fitch Lane	707-895-3155
08 Larry R. Ventura	2151 Tan Oak Boonville Ca	707-462-7451
09 Melene Symson	111 Highland Ct Ukiah	707-462-8259
10 Miley McClure	5581 Hwy 70 Ukiah, Ca	707-462-7848
11 Amy S. W. Bryant	348 Hillview Ave Ukiah CA	95482 462-
12 [unclear]	711 Wilson Ave	4964
13 Dana Schultz	12651 Anderson Vly Boonville, Ca	
14 Jo Ann Mejia	1509 Monroe St Ukiah	707-468-9033
15 [unclear]	4445 East Rd Ukiah	707-462-1907
16 [unclear]	12360 Hawk Creek Rd Ukiah	743-1468
17 Monique Colby	7605 Kichy Springs	707-462-9515
18 Sally Bartolomew	4050 Richburg Rd. Ukiah	707-485-7413
19 [unclear]	1245 Santa Clara	707-462-0339
20 Christine Graves	300 Taylor Rd	707-462-2849
21 Mitch S. Guberman	2387 S. Dor St Ukiah	707-391-6270

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Annette Howard	2200 OLD RIVER RD	707 467-7985
02 Bruce Jones	2200 OLD RIVER RD	707 467-7985
03 Tracy M. Farmer Elmore	5161 Virginia Circle Redwood Valley	707 485-1079
04 Michael Elmore	5161 VIRGINIA Circle R.V. CA 95470	485-1079
05 Tim Schmitt	1801 Deciduous DR UKIAH CA 95482	707-3674443
06 Schenck Wyant	16100 N Hwy 101 E Willits CA	707-456-9630
07 Julie Gulbranson	2287 S. Doty St	707-391-6771
08 Lori Speas	555 Oak Manor Dr. Ukiah, CA 95482	707-489-7088
09 Yvonne Holstead	1898 Elm St Ukiah	707-971-9052
10 Terry Mayfield	197 N. Hope St Ukiah	707 468 1427
11 Rita Johnson	23630 Robinson Creek Rd	707 272-9909
12 Ben Cristoforo	377-A Warren Dr.	467-9186
13 MARY ANN ANDERSON	614 CAPPS LAKE UKIAH	402-7233
14 Kim Huffman	8070 Pinecrest Dr. Redwood Valley	489-8662
15 Warren Kraemer	1990 Vichy Springs Rd Ukiah	462-9220
16 Dina Dewey	1990 Cori Ln, Redwood Valley	234-9788
17 Penny J. Lausong	890 S. Orchard St. Ukiah	472-5011
18 JILL WADE	307 N. STATE ST, UKIAH	707-972-4922
19 Jim Wade	3071 N STATE ST, UKIAH	707-391-7992
20 Judith Farmer	850 Helen Ave, Ukiah	707-489-2255
21 Morris Mathews	9200-MAIN ST. P.V.	707-743-1432

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Ed Haynes	1328 S State St	462-4711
02 CSA. HKS	218 Bedford Ave	468-5518
03 Wendy Wilson	410 Cochran Ave	489-5957
04 Ray F. Merrill	1330 S 50th St	621-1562
05 Debbie O'S	1290 S State St	462-3552
06 Alex Anzilotti	1268 S State St	463-2203
07 Noby DeJozz	1208 S. State St.	468-5404
08 Cathleen Riley	1200 S State St	462-1750
09 Brian Eads	1170 S State St.	468-0091
10 Michelle Marino	142 Talmage Road	468-9386
11 Marcy Turner	181 GIORNO Ave	462-3592
12 Joseph Smith	308 Cooper Lane	391-1409
13 Lily Smith	308 COOPER Ln	391-1483
14 Crystal Starden	1416 S State St #11	463-8506
15 Jody McGee	508 Gayle St	234-0265
16 Wendy Moniz	1340 South State St Ukiah	707-463-3319
17 Debra Woods	1348 South State St Unit 1	707-489-2355
18 Brenda Martin	1364 S. State St	707-468-9370
19 Lucy Haynes	129 Calvert Ct., Ukiah	707-621-4714
20 Michelle Cimper	787 B Apple Ave	707-380-7694
21 Don Ript	540 R. W. Rd. PC	207-463-3900

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 CHARAN JIT SINGH	351 N MAIN ST UKIAH	707-548-0800
02 Bahndy S Deusta	3201 N State St UKIAH	707-217-9602
03 Jonathan J. Jorgensen	311 Lake Mendocino Drive	707 380-3395
04 S. D. K. K.	240 Tolamest Rd Ukiah	707 489-0325
05 Cliff K.	4561 Lake Ridge Rd	707 489-0927
06 Cliff K.	4561 Lake Ridge Rd	707 489-6261
07 Cliff K.	1280 Marina Dr	707 621-0887
08 Cliff K.	2281 W. York Dr	
09 Cliff K.	311 Lake Mendocino Dr 25	707 467-1320
10 Cliff K.	380 North State St #55	707 391-6343
11 Cliff K.		707 380-5822
12 Cliff K.	200 Fall Ave	707-772-9753
13 Cliff K.	P.O. Box 632 Redwood Valley	707-485-0703
14 Cliff K.	VQ 12N2UE 1C	
15 Michael Godines	65100 Legett CA	707 400-7420
16 Grover Hunter	3746 East Side Cal Pda	707-367-3677
17 BARBARA Phelps	3800 North St #23 Ukiah	707-485-8860
18 ERICA Tinajero	521	707 234-9225
19 JOHN MOORE		707-569-0800
20 Scott Smith	Lake Ridge Rd Ukiah	707-295-4241
21 Catherine Kelley	5 State St	707-272-7706

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Mike Zeman	1701 Lockwood Dr	463-2185 280-6221
02 Lillian Lollar	860 Bel ARbres Dr.	391-6829
03 BIZZO CAMPBELL	100 W COURT RD	235-2556
04 Cody Shepard	8550 East Rd	489-5659
05 Patrick Rodgers	1450 Meadow Dr.	468-8294
06 Carlos A. Fernandez	576 South Oak St	570-579-6730
07 Juan Sotelo	1701 Lockwood Dr.	(707) 861-5855
08 Tad Kimbler	155 Gibson St. Ukiah	707-272-1874
09 Jan Arrington	2309 Poppy Terrace Willits	707-889-5580
10 Susan Peck (Susan Peck)	10702 University Rd Hopland	707-744-1147
11 Craig Frost II	15000 Mountain Horse Rd Hopland	707-234-9638
12 Austin Condon	7406 Sene Lane	707 234 9530
13 KEVIN BLOYD	2000 700 E. GOBBEL ST.	707-485-2453
14 MATH Montoya	620 Antonio St. Cloverdale	894-6365
15 ELIOT IVERSEN	745 SIXTH ST. LAKEPORT	707-800-5160
16 David Rowe	811 S. Data ST. Ukiah Co.	707-489-0083
17 EVGENIA J.M. DE FODDEN	110000 Pine St. Ukiah Co. Ukiah Valley	707-743-1122
18 Kevin Pichachin	4701 ENSLEY RD Ukiah Valley	707-272-0453
19 Jose Arredondo	3605 Bell Hill rd. Colusa, CA.	707-812-2814
20 OMMY MADDY	302 Talman Rd	707-376-6327
21 WILLY THRO	302 TALMAN RD	707-468-8368

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Christopher Ranch	220 Forsythe Dr. P.V. CA.	(707) 391-4131
02 Dan Adams	71 Nancy Ln Willits CA	(707) 621-4681
03 [unclear]	23176 Eastside Rd. Willits, CA	(707) 841-7173
04 Stephen R. Johnson	8915 N. STATE ST. ROAD VALLEY CA	707 570 7912
05 Oscar Garcia	415 Oak Manor Dr Ukiah	707 391-0124
06 [unclear]	7991 Pine Crest DR Anderson VA.	707-485-7981
07 [unclear]	4121 POMO Lane	707-391-0856
08 [unclear]	9925 Gibson Ln. P.V. 95469	707-272-4085
09 [unclear]	10A IVA DR.	272 8184
10 [unclear]	411 Perducci Rd, Ukiah	707-467-3699
11 [unclear]	1629 Marshall St, Ukiah	707-380-5385
12 John C. Wahl Jr.	627 Willow Ave	707-349-0997
13 Drew Patzoldt	8186 E. Rd. Redwood Valley	707-621-2334
14 George Nuckols	43550 Twin Pines Circle	708-315-0574
15 Dennis McClelland	221 Bonnie Ln Willits	707-459-4930
16 Dick Billups	546 Donner Ct Ukiah	707-367-5385
17 [unclear]	4020 McNab Ranch Rd UKIAH	707 462 0778
18 Ben Twitchell	box 461 Potter Valley CA 95469	707-391-0182
19 Alden Johnson	5440 Mill Creek Road	707-272-5271
20 Jack Whitmore	1401 Eunice Ct #4 Ukiah CA 95482	707-978-9563
21 Hubert Taylor III	133 Ford St Apt. D Ukiah CA 95482	707-467-7265

Petition to Ukiah City Council for a Moratorium on all Transient/Homeless related decisions.

Whereas Ukiah/Mendocino County now has the highest per capita homeless rate in the nation; we, the undersigned business owners and residents of Ukiah, request that the Ukiah City Council declare a stop on all homeless related decisions until a realistic plan (which must include measureable performance metrics) to lessen the number of transient/homeless is in place. If this planning is not in place by October 31, 2017, then it is time to cease providing all but the legal minimum transient/homeless services until such a plan can be implemented.

Name	Street Address	Phone
01 Rick Gioldini	2050 Sanford Ranch Rd	Ukiah Ca 707-462-2473
02 ANTONIO CEDA	1925 Talma Rd	
03 MARCUS REYNOLDS	3365 OLD RIVER RD.	UKIAH CA 272-0754
04 John S. Soto	4120 Old River Rd.	Ukiah Ca 95482 707 975
05 John S. Soto	206 Ford St. Ukiah CA	272-7881
06 Patricia Martinez	Armenia #7 Talma Rd	(707) 351-2854
07 Valle C. C.	2750 Old River Rd	(707) 462 8817
08 John S. Soto	1405 E. Hill	
09 John S. Soto	1300 ROAD D	707 380 5822
10 John S. Soto	1300 ROAD D	707 671 4368
11 KEN DODD	2060 Sanford Ranch Rd.	707-843-1026
12 Julie Gualden	2050 Sanford Ranch Road	707-462-2479
13 Jose A. Guerrero	151 Norgard Lane	707-621-4322
14 John S. Soto	2770 W. 1st St	707 277 7824
15 FRANCISCO SANCHEZ	1541 TALMA RD	
16 John S. Soto	4640 Old River Rd.	
17 A. R. R. R.	155 E. Talma Rd	
18 John S. Soto	2620 OLD RIVER RD	707-462-1082
19 John S. Soto	1801 Talma Rd	(707) 472-1575
20 John S. Soto	1801 Talma Rd	
21 Tracy Thompson	4500 A Canyon Rd Willits	707 472 7270



MCHC HEALTH CENTERS

MENDOCINO COMMUNITY HEALTH CLINIC, INC.

333 Laws Avenue, Ukiah, CA 95482 • (707) 468-1010 • www.mchcinc.org

October 2, 2017

Ukiah City Council

I am writing in support of Redwood Community Services (RCS) Homeless Services Community Center Project. As a long term participant in Mendocino County's Homeless Services Continuum of Care planning group, this project fills a critical gap in the current continuum by providing a centralized location in the Ukiah valley for integrated homeless services and resources.

Mendocino Community Health Clinics (MCHC) is a Federally Qualified Health Center (FQHC) serving more than 32,000 unduplicated patients in rural Mendocino and Lake Counties. We offer a patient centered health home with medical, dental and behavioral health services, as well as a variety of supportive services, provided on site at our three health center locations. Within MCHC's patient population, we provide our comprehensive range of services to more than 3,000 homeless patients per year.

As an FQHC with additional designation as a Healthcare for the Homeless Health Center by the Health Resources and Services Administration of the US Department of Health and Human Services, MCHC works closely with community partners and national associations to understand the unique needs of our homeless patients. The relationship between healthcare and homelessness is best summarized by the National Coalition for the Homeless, as follows:

Homelessness and health care are intimately interwoven. Poor health is both a cause and a result of homelessness. The National Health Care for the Homeless Council (2008) estimates that 70% of Health Care for the Homeless (HCH) clients do not have health insurance. Moreover, approximately 14% of people treated by homeless health care programs are children under the age of 15 (National Health Care for the Homeless Council, 2008).

Many people are reduced to homelessness because of poor health, which can rapidly escalate into employment problems, financial difficulties and housing issues. Over half of personal bankruptcies in the U.S. result from health issues. Homeless persons also suffer from multiple health problems at a much higher rate than the general population due to increased exposure to the elements, disease, violence, unsanitary conditions, malnutrition, stress, and addictive substances. Additionally, conditions that require regular, uninterrupted treatment, such as tuberculosis and HIV/AIDS, are extremely difficult to treat or control among those without adequate housing.

HILLSIDE HEALTH CENTER
333 Laws Ave., Ukiah
(707) 468-1010
hillsidehealthcenter.org

LAKEVIEW HEALTH CENTER
5335 Lakeshore Blvd., Lakeport
(707) 263-7725
lakeviewhealthcenter.org

LITTLE LAKE HEALTH CENTER
45 Hazel St., Willits
(707) 456-9600
littlelakehealthcenter.org

Health care is even more of a problem for people who are already homeless. Homeless people are three to six times more likely to become ill than housed people (National Health Care for the Homeless Council, 2008). Homelessness precludes good nutrition, good personal hygiene, and basic first aid, adding to the complex health needs of homeless people. Additionally, conditions which require regular, uninterrupted treatment, such as tuberculosis and HIV/AIDS, are extremely difficult to treat or control among those without adequate housing.

Unfortunately, many homeless people who are ill and need treatment do not ever receive medical care. Barriers to health care include lack of knowledge about where to get treated, lack of access to transportation, and lack of identification (Whitbeck, 2009). Psychological barriers also exist, such as embarrassment, nervousness about filling out the forms and answering questions properly, and self-consciousness about appearance and hygiene when living on the streets. The most common obstacle to health care is the cost (Whitbeck, 2009). Without comprehensive health insurance, many homeless people cannot access services. As a result, many homeless people utilize hospital emergency rooms as their primary source of health care. Not only is this not the most effective form of care for them, since it provides little continuity, it is also very expensive for hospitals and the government.

As a result of these factors, homeless people are three to four times more likely to die than the general population (O'Connell, 2005). This increased risk is especially significant in people between the ages of 18 and 54. Although women normally have higher life expectancies than men, even in impoverished areas, homeless men and women have similar risks of premature mortality. In fact, young homeless women are four to 31 times as likely to die early as housed young women (O'Connell, 2005). The average life expectancy in the homeless population is estimated between 42 and 52 years, compared to 78 years in the general population.

The RCS Homeless Services Community Center will provide a centralized point of access for people who are homeless, specifically for those who are chronically homeless and likely not engaged in consistent medical care. In this welcoming environment, the center will actively work with each visitor to connect them with the resources they need, supporting them with developing a medical home where they can receive more preventative care, which is often less expensive than emergency room visits and crisis interventions.

MCHC looks forward to continuing to work with RCS to meet the needs of our shared patient population. Thank you for this opportunity to express our support for this project. Please feel free to contact me at ceo@mhcinc.org if you have any further questions.

Sincerely,



Carole Press
Chief Executive Officer



**Homelessness Needs Assessment and Action Steps
for
Team Shasta
to include
the California Cities of
Etna, Mt. Shasta, Tulelake, Weed and Yreka**

~ ~ ~

**Presentation of Observations, Findings
and
Recommendation of Strategic Action Steps
by**

Marbut Consulting

~ ~ ~

Final Written Report - July 12, 2017

Presentations - July 17-20, 2017

Prepared by Robert G. Marbut Jr., Ph.D.

www.marbutconsulting.com

Table of Contents

Title Page	1
Table of Contents	2
Study Scope	3
Major Observations and Findings	5
Strategic Action Plan Recommendations	10
Exhibit 1 - Program/Agency Site Visits, Tours, Meetings and Conference Calls	18
Exhibit 2 - <i>The Seven Guiding Principles of Homeless Transformation</i>	25
Exhibit 3 - Robert G. Marbut Jr., Ph.D. Biography	27

Study Scope

On behalf of the Cities of Etna, Mt. Shasta, Tulelake, Weed and Yreka, Team Shasta procured the services of Marbut Consulting to conduct a homeless service needs assessment and to develop Strategic Action Plan recommendations. This study was funded by the Police Chiefs of these five cities who allocated the BCSS (Board of State and Community Corrections) resources and a generous grant from the Sheriff Lopey Foundation.

In order to develop practical recommendations, Marbut Consulting:

- conducted a range of interviews with stakeholders,
- interviewed individuals experiencing homelessness,
- studied and inventoried homeless services throughout Siskiyou County,
- examined regional Point-in-Time Count (PIT Count) reports,
- analyzed statistics and reports from local agencies,
- made street level observations,
- did ride-a-longs with local law enforcement agencies,
- posed as a person experiencing homelessness in order to understand what it is like to be homeless in the area and to better understand the movement and circulation of the homeless community.

Marbut Consulting evaluated the current homelessness service operations within the Cities of Etna, Mt. Shasta, Tulelake, Weed, Yreka and the County of Siskiyou, using national best practices and the *Seven Guiding Principles of Homeless Transformation* as the key measuring tools [See Pages 25-26]. Marbut Consulting then conducted a needs assessment and gaps analysis between existing inventory and identified needs, including the types of services (qualitative) and capacity of services (quantitative) needed within the Cities of Etna, Mt. Shasta, Tulelake, Weed, Yreka and the County of Siskiyou. Robert Marbut started on-site formally on March 29, 2017. Marbut Consulting finished this written report on July 12, 2017 and Dr. Marbut is scheduled to make a formal presentation of his observations and recommendations July 17-20, 2017.

From the signed contract:

Study Scope of Services and Project Phases

Based on prior work in dozens of other communities, Marbut Consulting proposes the following project phases. Some of these phases would run in sequence, while other phases would overlap. These phases can be customized as desired. Throughout these phases, homelessness will be observed from a variety of vantage points: individuals experiencing homelessness, families with children experiencing homelessness, agency staffs, volunteers, upstream funders, government officials, civic community leaders, businesses, the media and the general public.

Phase 1 - Inventory of Services:

The Consultant will inventory and ascertain information about the types (qualitative) and volume (quantitative capacity) of services being provided in the Mt. Shasta and Yreka communities. It is important to inventory the “types” as well as “volume” of services. The Consultant will perform an inventory of homeless services within Mt. Shasta and Yreka:

- inventory of shelter bed and mat units,
- inventory of transitional, recovery and long-term services,
- inventory of supportive services - types and volume of service (quantity and quality),
- inventory of preventative services (eg utility assistance, rental assistance, etc.).

Phase 2 - Data Review of PITCs and HMIS, plus Field Observations and a Field Survey:

The Consultant will conduct a basic review of the recent Point-in-Time-Count (PITC) compared to earlier PITCs. The Consultant will also review Homeless Management Information System (HMIS) data and available reports of homeless service providing agencies. Additionally, the Consultant will conduct a series of field observations analyzing flow and movement patterns which will include the Consultant “being homeless” on the streets of Mt. Shasta and Yreka. Based on these findings, the Consultant will conduct a streamlined field data survey of individuals experiencing “street level homelessness.”

Phase 3 - Gaps and Duplication Data Analysis and Assessment:

The Consultant will conduct a basic needs assessment of the types of services (qualitative) and capacity of services (quantitative) needed in the Mt. Shasta and Yreka communities. This will be based on street level observations and data from Point-in-Time-Counts (PITCs), Homeless Management Information System reports (HMIS) and agency reports. The Consultant will conduct a gap and duplication analysis of services between existing inventory and identified needs.

Phase 4 - Presentation of Observations, Assessment and Possible Next Step:

A written Executive Summary to include observations, assessment and possible next steps will be delivered to the designated liaison. This written report will be about 10-15 pages. Additionally, the Consultant will present his report at two mutually agreed public forums, one in Mt. Shasta and one in Yreka.

Notes About Scope of Services:

- Many improvements will “organically” materialize during the gap and duplication analysis phase. During this time frame, Marbut Consulting may suggest improvement opportunities that naturally arise throughout this “journey.”

Major Observations and Findings

The Positives and the Opportunities

There is a tendency in such endeavors to focus on the negative rather than the positive. Therefore, before the challenges and gaps are addressed below, there are a few observations that bode well for the Cities of Etna, Mt. Shasta, Tulelake, Weed and Yreka regarding the state of homelessness within Siskiyou County that this researcher would like to share:

- The number of year-round individuals experiencing “unsheltered” street-level homelessness as defined by HUD is actually low compared to communities of similar size and is also below what would be expected based on national averages. This is mostly due to the harsh winter weather and the lack of year-round sheltering facilities.
- Overall, this researcher found a surprising high level of consensus around many of the issues facing the community. But, since the residents of Siskiyou County use so many different terms to describe the same issues and conditions, there is not an awareness of how similar the thinking is about issues facing the community.
- Because of travel logistics and far distances among Etna, Mt. Shasta, Tulelake, Weed and Yreka, very few individuals experiencing true homelessness move from one city to another. This attribute makes it much easier to deal with the situation of homelessness within the County than it would be if there was a highly mobile population.
- The “do not sell alcohol to” lists and posters have proven to be effective in reducing the number of public intoxication incidents, as well as lowering the intensity levels of public intoxication incidents when they occur.

The Negatives and the Challenges

Individuals Experiencing Street-Level Homelessness: Even though the number of individuals experiencing “street-level” homelessness is relatively low in Siskiyou County, there are still 12-20 individuals in Mt. Shasta, 15-32 individuals in Yreka and 23-30 in the balance of Siskiyou, for a total of 50-82 individuals within the County. The number of individuals fluctuates throughout the month with fewer individuals living on the street earlier in month, and more individuals on the street later in the month. This phenomenon occurs because many individuals receive Federal support funds at the beginning of the month and are able to afford short-term lodging for 2-3 weeks. Once the funding runs out, individuals move back to the street. The harsh winter weather is the most powerful deterrence to year-round street-level homelessness within Siskiyou County.

Lack of Good Data and Individual Tracking: There is very little county-wide data on homelessness. Siskiyou does not actively participate in the Federally mandated Homeless Management Information System (HMIS) which means there is no county-wide tracking system at the individual level of individuals experiencing homelessness. Additionally there is no county-wide tracking of services that are being provided individuals on a name-by-name basis. The Siskiyou community also has not been actively involved in the Federally mandated Point-in-Time-Count (PITC) which tracks aggregated trends on a year-to-year basis. The overall lack of real data means decision making has been made based on myths and one-off anecdotes.

A Common Understanding of the Real Problem Does Not Exist: Many individuals and groups in Siskiyou County commingle a wide variety of individuals under the rubrics of “homelessness.” This commingling of groups blurs the real problems and thus blurs the solutions. The reality is many included under the umbrella of “homelessness” are not experiencing homelessness as defined by the HUD (Federal Department of Housing and Urban Development). The situation in Siskiyou County will not improve unless there is first an accurate understanding of the different groups, and second a proper set of responses customized by group. In order to have a thoughtful dialogue and then successful implementation of the recommendations below, the community needs to have a common and very clear understanding of the different groups of individuals within the community (eg who is really experiencing homelessness and who is not). Furthermore, since there are so many different terms being used to describe different groups of individuals, there are very blurred understandings of the root causes facing the community. It is very important to realize treating these different groups with the same services will actually make the situation worse and often ends up hurting the individuals who are truly experiencing homelessness. Analogous to the medical field, an incorrect diagnosis can lead to the wrong treatment which produces very negative out-comes.

The Proliferation of Encampments is a VERY Serious Issue: The encampments have become very dangerous for the individuals living in them, furthermore, these encampments have become major fire and environmental hazards. Recently, in the encampments within Siskiyou County, there have been 3-4 murders, at least 2 “medical” deaths and 1 drowning. These are very high numbers for a community of this size. During this same time period, there have been several fires, including 2 in the last few weeks. These encampments also pose many environmental and vector control risks. Overall these encampments are unsuitable for habitation and are very dangerous to the overall community.

There Is a Critical Need for Substance Abuse and Mental Health Treatment Slots/Beds:

There is a critical need for behavioral health, mental health and substance abuse treatment slots/beds of all lengths of time. It is critical that the Siskiyou community has sustainable access to 4-12 treatment beds/slots on an annual basis for individuals experiencing homelessness. The Behavioral Health Division of the County has suggested that their Division might be able to provide access to these services for individuals experiencing homelessness. A coordinated entry approach should be used to prioritize the best candidates for these programs.

In Some Agencies, the “Service Culture” is Often More Enabling than it is Engaging:

While many efforts within the Cities of Etna, Mt. Shasta, Tulelake, Weed and Yreka are good natured and well intended by good-hearted individuals, many activities have become enabling and do little to engage individuals into recovery programs. The root triggers and causes of homelessness are almost all behavioral health, addiction, post traumatic and domestic violence in nature. In order to engage in meaningful recovery, the focus must be on the root triggers of homelessness, not symptoms. Community meals for individuals experiencing homelessness should be co-located at agencies that provide a spectrum of interconnected services that address the root causes of homelessness.

The Voucher Network Attracts the Non-Homelessness Community and Is Very Enabling:

All five cities have agency voucher programs for items such as clothing, backpacks, gas, food and lodging. More often than not, these agencies provide vouchers under the pretense of an individual experiencing homelessness, yet in reality the individual is not experiencing homelessness per the HUD definition. Furthermore, it is widely known throughout the West Coast that there is a robust voucher assistance program within Siskiyou that is available to all comers. These vouchers attract individuals to Siskiyou and facilitate the overstaying of individuals temporarily visiting Siskiyou.

The Amount of Housing Placements is Low: Because of a low inventory of affordable housing, housing placements are extraordinarily low relative to the need. There is a County-wide need for 35+ supportive housing units. There needs to be a mix of “rapid rehousing” units (eg 6-24 month time frame) and “permanent supportive housing” (eg 2 years or longer time frame).

Panhandling Has Become a Big Issue Mt. Shasta, Weed and Yreka: The panhandling problem has become very pronounced in the Cities of Mt. Shasta, Weed and Yreka especially near the on-and-off ramps of I-5 and on the major “main streets.” Merchants were especially vocal about the negative impact panhandling and loitering have on their businesses. The fact that the panhandling is concentrated in a relatively small area exacerbates the impact. Unfortunately, more often than not, giving cash on the street to individuals actually funds the negative addictions that individuals have such as alcoholism and substance abuse, and does very little to promote recovery.

Calls for Police and EMS Service: During the winter months, about 25% of the Mt. Shasta’s Police calls for service are related to issues of homelessness. However, during the summer months, due to the significant increase in seasonal negative impact visitors, the calls for police service jumps to about 75% for calls related to homelessness plus the added activity related to negative impact seasonal visitors. Additionally, the incidents involving individuals who are not experiencing year-round homelessness have become more aggressive. In Yreka, 2 individuals who are experiencing year-round homelessness alone account for almost 1/4 of the calls for EMS service in Yreka. These trends are mirrored at the hospital emergency departments/rooms within the County.

A Note on Current Research on Children: The only city with a significant current issue of families with children experiencing homelessness is Tulelake. Hopefully the issue of families with children will not expand to other parts of the County in a major way, but just in case, this researcher wanted to add a note about families with children. Over the last 20 years, a new body of research has emerged that has been studying the long term neurobiological and physiological impacts of exposure to adverse experiences during childhood. These “toxic stress” experiences are now called “Adverse Childhood Experiences” (ACEs). The groundbreaking study in this research area was *Adverse Childhood Experiences Study (ACE Study)* and was led by Dr. Vincent Felitti and Dr. Robert Anda, and surveyed more than 17,000 adults. What they and others have found is that having a high number of Adverse Childhood Experiences (eg traumatic experiences) during the most formative period of a person’s life can have a highly negative impact on a child’s developing brain and body, and this negative impact can last a lifetime. There are now 10 specific formally recognized ACEs that a child can be exposed to during childhood. See the *Data Report - A Hidden Crisis: Findings on Adverse Childhood Experiences in California* by The Center for Youth Wellness for more information.

It is highly problematic to mix adult males who are experiencing homelessness with children since these children experience many more ACEs than children in the general population. Of the overall general population, 83.3% of the general population had 3 or less ACEs in their life time, and 60.0% of the general population had 0 or 1 ACEs in their childhood. Yet, children that are mixed in with adult males experiencing homelessness experience at least 4 ACEs on a daily basis (eg exposure to individuals with mental illness, individuals with substance abuse, people of have been incarcerated, etc.). The research has found that having 4 or more ACEs is a critical tipping between good outcomes and very bad outcomes.

People who were exposed to 4 or more ACE's during their childhood had the following compared to individuals who were exposed to 3 or less ACEs (partial listing of negative outcomes):

- 5.1 times as likely to suffer from depression
- 12.2 times as likely to attempt suicide
- 2.9 times as likely to smoke
- 7.4 times as likely to be an alcoholic
- 10.3 times as likely to use injection drugs
- 2.2 times as likely to have ischemic heart disease
- 2.4 times as likely to have a stroke
- 1.9 times as likely to have cancer
- 1.6 times as likely to have diabetes
- 39% more likely to be unemployed

Strategic Action Step Recommendations

1 - Need a Common Understanding of Group Nomenclature for Better Decision Making

In order to have a thoughtful dialogue and then successful implementation of the Strategic Action Steps, the community needs to have a common point of departure to include a common and very clear understanding of the different groups of individuals within the community. Overall, this researcher found a surprising high level of consensus around many of the issues facing the community. But, since the local residents use so many different terms to describe the same issues, there is not an awareness of how similar the thinking is about issues facing the community. Furthermore, since so many different terms are being used to describe the different groups of individuals being studied, there are blurred understandings of the root causes of many of the challenges facing the community.

Increasing the clarity will also improve the deployment of limited resources. In an attempt to create common nomenclature and hopefully better understandings of the root causes, this researcher proposes the following descriptive nomenclature:

Year-Round Individuals Experiencing Street-Level Homelessness:

- defined as individuals experiencing homelessness per Federal HUD guidelines,
- year-round,
- sometimes have family connections to the community,
- some attended local high schools,
- local residents,
- fewer individuals earlier in the month, and more individuals later in the month,
- 12-20 individuals in Mt. Shasta, 15-32 individuals in Yreka and 23-30 in the balance of Siskiyou, for a total of 50-82 individuals within the County.

I-5 Travelers:

- individuals passing through on their way north and south on I-5,
- generally spend most of their time in close proximity to the I-5,
- generally do not venture deep into town,
- generally 0-5 individuals per day during the Winter and 20+ during the Summer in Mt. Shasta, Weed and Yreka,
- number of individuals will spike before and after special events such as Burning Man,
- generally stay 1-8 hours in the community,
- once it gets too late in the day to hitchhike, many will overnight within 100 yards of I-5, in areas such as between the Burger King and Mt. Shasta Elementary School in Mt. Shasta.

Seasonal Eco and Spiritual Tourists:

- these individuals are very conscious and careful of the environment,
- good stewards of the land and water,
- very conscious of reducing their negative impacts on the environment,
- includes Pacific Crest Trail trekkers,
- includes folks on spiritual journeys,
- generally stay 3-14 days,
- includes individuals and groups with varying levels of financial resources for their journeys, ranging from fully funded trips to very underfunded trips (thus needing resources upon arrival in Siskiyou County) . . . underfunded tourists are a drain on the service agencies and sometimes morph into the next group below.

Seasonal Highly Negative Impact Visitors (Visiting Vagrants and Visiting Transients):

- have high negative impacts on the environment with a variety of sanitary issues,
- have a displacement effect on residents and other visitors to local parks, public facilities and downtown businesses,
- generally do not take care of their surroundings,
- create vector control issues like diseases borne by insects and rats,
- often have camp fires that can cause dangerous wild fires,
- often do not follow the laws and rules within the Cities, County and surrounding National Forest lands including illegal camping, loitering, dogs off of leashes, etc.
- some stay short periods of time while others stay up to 3-5 months during Summer.

It is very important for the community to understand there are groups of individuals visiting the Siskiyou area that are not truly experiencing homelessness as defined by HUD. It is recommended to implement a public awareness campaign in order to educate the service agencies and overall community of Siskiyou County about the conditional realities.

2 - The Different Groups Need To Be Treated Differently Based on Behavior

Interconnected with Recommendation 1 above, the service agencies and the general public of Siskiyou need to realize that it is critical to treat the 4 different groups identified in Recommendation 1 differently. Furthermore, service agencies and the community need to be aware that treating all these groups the same will actually have a variety of very negative consequences and outcomes for both the individuals and the community- at-large. These different groups must be treated differently based on behavior and circumstances.

For example, an individual experiencing HUD defined year-round homelessness needs engagement and help. On the contrary, providing support to visiting vagrants and underfunded tourists will actually fund negative outcomes with more environmental degradation, higher fire risks and negative impacts to the local economy. It is important to realize that providing support to visiting vagrants and underfunded tourists will actually attract more visiting vagrants and

underfunded tourists in the future. It is important to realize that the word has already spread far and wide that these individuals can get vouchers and handouts once they get to Siskiyou County.

The negative environmental impact of active and abandoned encampments with the associated trash piles cannot be overstated. The trash heaps and untidied encampments create many vector control issues and present major fire hazards. Unfortunately, the potential risks of encampments and trash heaps have already been realized in several locations. Also, these camps and trash heaps have become very big eye sores, often located in formerly pristine areas within the National Forests and local parks. Lastly, significant amounts of time, talent and taxpayers money are being spent to clean up these encampments and trash piles.

It is simply illogical for service agencies and citizens to give clothing, backpacks, food, money, gas, camping equipment and vouchers to individuals in these two non-homelessness groups (visiting vagrants and underfunded tourists). These types of handouts are actually enabling and exacerbate the negative environmental and economic impacts while raising the risks of serious fire incidents. It is important to remember that these groups of individuals are not experiencing homelessness. Criminal elements should not be enabled, even at the misdemeanor level.

Instead, year-round efforts should be made to proactively help the individuals who are experiencing year-round homelessness. The Federally mandated Homeless Management Information System (HMIS) would be a perfect tool to determine need and eligibility for support services. The Redding/Shasta Continuum of Care's HMIS software would help to identify individuals who really need help. Simply put, if an individual is not on the year-round HMIS list, they should not receive any services of any kind.

There must be universal resolve not to hand out limited resources to individuals not in true need. A public awareness campaign needs to be developed and implemented to educate the services agencies and community on who is qualified to receive services once protocols and procedures have been developed. The community needs to target the limited resources for the most needy families and individuals who are really experiencing homelessness.

3 - Create a County-wide Case Management System

It would be very useful to have a monthly Case Conference Meeting with the key agency case managers, community resource center staff, key police officers, key fire rescue personnel, hospital social workers, and representatives from the County Behavioral Health Division. It is suggested to have a North County meeting in Yreka and a South County meeting in Mt. Shasta. Other communities have found the first Friday of every month going between 2p-4p works really well. It is recommended to proactively focus on 2-3 individuals each month prioritized by higher service use levels (eg relatively more contacts with EMS, hospital ERs/EDs and social service agencies). The meetings could be hosted at the community resources centers in Mt. Shasta and Yreka, and the clinical staff of the County Behavioral Health Division could chair the meetings.

- Other communities have been very successful with this type of a focused approach.
- It might also be productive on a monthly basis to focus on one mid-range individual who has been experiencing homelessness for 6-12 months, thus trying to reduce the number of individuals who become “chronic” due to the lack of treatment intervention.
- Recommend starting with single adult males, and then move to single adult females.
- When needed, families with children could be addressed at these monthly case conference meetings.
- The key to success is to focus on only 2-3 individuals per meeting and to develop individualized action plans for each person for the following month.

4 - Create/Source Meaningful Mental Health and Substance Abuse Rehabilitation Slots

There are a limited number of long-term referral treatment options for individuals within Siskiyou County. A critical need exists for additional behavioral health and substance abuse rehab beds/slots, including long term treatment options for individuals receiving 5150s (eg State of California 72-hour holds for mental health crisis intervention). It is therefore critical for the Siskiyou community to gain sustainable access to 6-15 extended treatment beds/slots on an annual basis. These extended treatment beds/slots could come from a variety of programs.

5 - Short Term Sheltering Issues

Siskiyou County has several unique challenges that many other counties do not have:

- dispersed groupings with low numbers of individuals experiencing homelessness,
- long distances among the cities within the County,
- lack of a critical mass,
- I-5 transecting the entire County.

Because of the widely dispersed small groupings and the overall low number of individuals experiencing HUD defined homelessness, it is critical to be very careful thinking through short term sheltering options. If short term sheltering is developed without thoughtful clinical protocols and procedures, it is highly likely the situation could get worse for the individuals we are trying to help. Poorly thought out sheltering will also create highly negative impacts on the community-at-large.

In order to have positive outcomes, any sheltering operation in Siskiyou, whether seasonal or year-round, must have and/or do the following (partial listing of key protocols and procedures):

- be limited to HUD defined homelessness,
- guests need to be established within HMIS,
- be limited to year-round residents of Siskiyou County,
- have wrap-around services that address the core issues of homelessness,
- need central services,
- have proper design buffers.

Like medical patients that are harmed by receiving an incorrect diagnosis that leads to a bad treatment plan, individuals can be harmed by having bad screenings, protocols and procedures at a shelter.

6 - Work to Create Additional Supportive Housing

There is a need to work at the local level to increase the number of short-term and long-term supportive housing placements that are made. This should be a mix of rapid rehousing and permanent supportive housing. Because of the moderate funding cut-backs already made by the Obama Administration, and the likely aggressive cuts that will be made by the Trump Administration, there likely will be significantly less Federal funding going forward for programs such as Rapid Rehousing and Permanent Supportive Housing. The only area where there might be “new” funding is for veterans. Because of the current and likely future Federal cuts, state and local governments will need to become masters of their own destinies within the area of homelessness services.

The Siskiyou Gardens Apartments in Weed could be a great source for housing placements. The monthly case management meetings outlined in Recommendation 3 would be the ideal forum used to vet and select housing candidates for the Siskiyou Housing program as well as other potential housing units.

7 - Encourage All Agencies to Move to an Engaging Transformative Model

Agencies within Siskiyou County would benefit by adjusting how the agencies address the issue of homelessness. The mission should no longer be to “serve” the homelessness community, instead the mission should be to dramatically and consequentially increase “street graduation” rates. Specifically, agencies should:

- a - Move from a “*Culture of Enablement*” to a “*Culture of Engagement*,”
- b - Move from “*Agency-centric*” to “*System-centric*” funding and operational processes,
- c - Move from “*Out-put Measurements*” to “*Out-come Measurements*.”

- A “culture of service” is more often enabling than engaging. Simply providing services is very different from having a mission focused on recovery and increasing the number of street graduations.
- While many efforts within Siskiyou County, are well natured and well intended by good-hearted individuals, many efforts are enabling and do little to engage individuals who are experiencing homelessness into recovery programs. A positive redirection of “street feeding” efforts or “cash handouts” would be to encourage residents and businesses to donate their monies to organized programs who provide “wrap around” services.
- The mission should no longer be to “serve” the homeless community, instead the mission should be to dramatically and consequentially increase “street graduation” rates. A street graduation occurs when an individual moves from living on the street into a sustainable quality of life that allows the individual to be a productive citizen of the community.
- All agencies, programs and service providers within Siskiyou County should adopt a “culture of transformation” in all aspects of their operations. The focus needs to be on the overall mission of reducing street level homelessness, and on graduating people from the streets.
- The leadership within the civic, local government, faith-based, funder, advocate, service provider, law enforcement and homeless communities should adopt and embrace transformational best practices that have worked throughout the USA. In locations like the St. Patrick Center in St. Louis MO, the Alvah Chapman Centers in Miami, Father Joe’s Villages in San Diego, Haven for Hope in San Antonio TX, Pinellas County Continuum of Care in (west-Tampa), and the Sarasota FL program for families with children.
- Moving to a “system-centric” model will increase the potency of the “coordinated-entry” program. The focus needs to be on the overall “system” not individual agencies. System integration should be the goal.
- The culture needs to move from measuring “out-puts” of service to one that measures “out-comes” of systematic change. Success should be measured using substantive “out-come” metrics (are street graduation rates increasing or is the percentage in jail decreasing, rather than how many meals are served or how many people slept in building overnight).
- “Hanging-out” should be replaced by “program participation.” Every effort possible must be made to engage individuals into programming.
- Engagement should never be mean - instead engagement should always be respectful, kind, caring and compassionate.
- Any agency receiving funding from the County of Siskiyou or the Cities within Siskiyou County should have an engaging model, not an enabling model.

8 - Ask Community Meals to Focus on the Local Residential Working Poor

Currently, community meals commingle individuals who are experiencing homelessness with individuals within the “working poor” community. At a clinical level, commingling these communities can have negative clinical effects on individuals within both groups. In order to achieve the best outcomes for the individuals within both groups, it is best to serve the communities separately. The best option is to serve at different locations, and if there is only one location available to then serve the different groups at different times. Furthermore, only year-round residents and locally established HMIS users should receive these services.

In terms of individuals experiencing homelessness, in order to increase street graduations, it is best to align and co-locate community meals with holistic recovery programs that work to address the root causes of homelessness. Street feeding and street services, although well-intentioned and good-hearted, actually “enables” individuals experiencing homelessness rather than “engages” homeless individuals into holistic recovery services. It is very important to be honest and realize that feeding programs alone do not address the root causes/triggers of homelessness. In order to facilitate graduating from the street, recovery programs must deal with the critical issues of mental/behavioral health, substance abuse, life skills, and job training/placement/retention.

9 - Need County-wide and Regional Approaches

It is very important that all changes of services, whether at the tactical or strategic level, be implemented on a Regional basis, especially within the County. It is very important not to spend limited resources in such a way as to relocate problems and challenges to other parts of the County. It would be very unproductive to move the challenges rather than to directly address the core issues.

At the County-wide level, it would be helpful to appoint one individual to be the County-wide point of contact on issues of homelessness.

On a regional basis it is very important that the County of Siskiyou and all the Cities within Siskiyou be fully engaged within the Redding/Shasta Continuum of Care (CoC). The CoC is a Federal agency that coordinates Federal support within local communities on a regional basis. Over time, representatives from within Siskiyou County should actively serve on the CoC, fully utilize the Homeless Management Information System (HMIS), actively take part in the Point-In-Time-Count (PITC) and participate in the Coordinated Entry program. Efforts should be made to start integrating the activities within Siskiyou County with the Redding/Shasta CoC.

Additionally, Siskiyou should actively pursue its fair share of regional Federal funding.

10 - Have a Zero Tolerance Approach to Encampments

Encampments pose major fire risks to the overall community. Over the last 18 months, several fires have originated within encampments. There must be zero tolerance approach to encampments. It is critically important to remove encampments as soon as they are identified, especially during times of drought. Beyond the fire hazards, the encampments with their accompanying trash heaps, are creating dangerous vector control issues. Ironically, much of, if not most of the rubbish being cleaned up and disposed of are items given out free of charge by agencies and individuals to the individuals residing in the encampments.

In addition to the fire hazards and vector control issues, encampments are negatively threatening the environment in a variety of ways including threatening the ground water.

Exacerbating these concerns is the fact that some of these encampments have been located in very close proximity to children's activities such as schools and libraries.

11 - Public Space Issues

Park Enforcement: Parks need to be regularly patrolled by law enforcement, and the existing municipal and state codes/statutes/laws need be actively enforced within parks. Specifically, cars without proper licence and registration need to be ticketed and impounded. Posted curfews and dog leash laws also need to be enforced. Additionally, the Parks District with the Police Department and the community may want to pursue a quick defensive-space ergonomic study of City Park in order to modify the flow of traffic and parking.

WiFi: WiFi systems need to be turned off during non-operating hours so as not to encourage loitering during off hours. This is especially important in areas that have tendencies to become encampments and are in close proximity to children.

Forest and Park Areas: Proactive efforts should be made to deter establishment of encampments especially in areas that are environmentally sensitive and/or have high levels of fire risk.

Exhibit 1 -
Program/Agency Site Visits, Tours, Meetings and Conference Calls (partial listing)

Jonathon C. Andrus
Fairchild Medical Center
Chief Executive Officer

Crystal L. Aston
The Ford Family Foundation
Field Coordinator

Steve Bade
City of Redding (Public Housing Agency)
Housing Manager

Steven W. Baker
City of Yreka
City Manager

Chief Brian Bowles
Yreka Police Department
Chief of Police

Stacey Brooks
Waiiaka RV Park
Owner/Manager

Bliss Bryan
Mt. Shasta Community Resource Center
Executive Director

Brendan Butler
Society of St. Vincent de Paul - Holy Family Conference
President

Torri Cardilino
Shasta County
Homeless Management Information System (HMIS) Administrator

Bruce Catlin
Soul Connections
Owner

Dr. Sarah Collard
Siskiyou County Human Services Agency
Director of Behavioral Health Division

Chief Parish D. Cross
City of Mt. Shasta
Chief of Police

Stacey Cryer
Siskiyou County
Director of Human Services

Hon. Joan Smith Freeman
City of Yreka
Mayor and City Councilmember

Lt. Dave Gamache
Yreka Police Department
Lieutenant

Drew Graham
US Forest Service
Fire Battalion Chief

Ben Harper
Mt. Shasta Ambulance
Supervisor

Glenn Harvey
Clean and Safe Mt. Shasta
Coordinator

Suzi Kochems
Redding/Shasta Continuum of Care (CA-516)
Coordinator

Pastor John Krueger
Beacon of Hope Gospel Rescue Mission
Chairperson

Courtney Lavery
Mt. Shasta Library
Executive Director

Don Lee
US Forestry Service
Information Specialist

Chief Jerry Lemos
Yreka Volunteer Fire Department
Fire Chief

Sheriff Jon E. Lopey
Siskiyou County
Sheriff

Sgt. Justin Mayberry
City of Weed Police Department
Sergeant

Rev. Joshy Mathew, CMI
Holy Family Parish
Parochial Administrator

Atara Melo
Seeds of Soup
Advocate

Tom Miller
Dignity Health - Mercy Medical Center - Mt. Shasta
Senior Director Mission Integration

Trish Moore
Waiiaka RV Park
Owner/Manager

Pastor Joe Morgan
Mt. Shasta UMC and Montague UMC
Pastor

Hon. Kathy Morter
City of Mt. Shasta
Mayor

Jim Mullins
Mt. Shasta Chamber of Commerce
Executive Officer

Rebecca Neilson
Rural Communities Housing Development Corporation
Representative

Chief Martin Nicholas
City of Weed
Chief of Police

Hon. Lisa L. Nixon
Siskiyou County Board of Supervisors
District 4 Supervisor

Michelle O’Gorman
Yreka Community Resource Center
Executive Director

Hon. Kenneth Palfini
City of Weed
Mayor

Ed Pecis
Team Shasta / Siskiyou County Sheriff Department
Project Coordinator / Reserve Deputy Sheriff

Michael Perry
County of Siskiyou
County Librarian

Bruce Pope
City of Mt. Shasta
City Manager

Michael G. Rodriguez
Recreation & Parks District
District Administrator

Tony Ross
Tulelake Police Department
Chief of Police

Bobbi Sawtelle
Northern Valley Catholic Social Service
Housing Director

Hon. Kristen Schreder
City of Redding
Councilmember

Joshua E. Short
City of Etna
Chief of Police

Hon. Timothy H. Stearns
City of Mt. Shasta / Law Firm
Councilmember / Lawyer

Dr. Ron Stock, CPM, CM
City of Weed
City Manager

Pastor Brandon Turk
First Baptist Church - Mt. Shasta
Associate Pastor

Hon. Ed Valenzuela
Siskiyou County Board of Supervisors
District 2 Supervisor

Catherine Vergeer-Catlin
Soul Connections
Owner

Dee
Soul Connections
Manager

Mt. Shasta Police Ride-a-long

“Experienced homelessness” on streets

Toured and spent time at the Mt. Shasta and County Libraries

Visited several Parks within Siskiyou County

Conversations with numerous area citizens and merchants

Conversations and interviews with numerous individuals experiencing homelessness

Conversations with several individuals from the faith-based community

Many others, some of whom requested anonymity

Exhibit 2 - The Seven Guiding Principles of Homeless Transformation

The Measuring Stick Moving from Enablement to Engagement

After visiting 237 homeless service providers in 12 states and Washington, DC, Dr. Robert Marbut established the following the *Seven Guiding Principles of Homeless Transformation* which he commonly found to be the best practices within communities across the USA. These *Seven Guiding Principles of Homeless Transformation* were used as key measuring sticks when reviewing homeless service providers in the Cities of Etna, Mt. Shasta, Tulelake, Weed, Yreka and the County of Siskiyou as well as the extended service network.

1. Move to a Culture of Transformation (versus the Old Culture of Warehousing):

Homeless individuals must be engaged and no longer enabled. Everybody within the service delivery system (eg general public, media, elected politicians, appointed officials, boards, staffs and volunteers of service agencies and most importantly the homeless themselves) must embrace a culture of transformation. A culture, that through the help of others, homeless individuals can transform and integrate themselves back into society. For moral and fiscal reasons, homelessness must become an unacceptable condition that is not tolerated in the USA.

2. Co-location and Virtual E-integration of as Many Services as Possible:

In order to increase success, all services within a service area must be e-integrated. Virtual e-integration improves coordination of services, enhances performance, reduces “gaming” of the system, engages individuals on the margin of society and increases cost efficiencies within and between agencies. Furthermore, whenever financially possible, services should be co-located. Co-location goes beyond virtual e-integration by increasing access and availability into a shorter period of time through the reduction of wasted time in transit and minimization of mishandled referrals. Co-location also increases the supportive “human touch.”

3. Must Have a Master Case Management System That is Customized:

Because there are so many different service agencies helping homeless individuals (eg government at multi-levels, non-profits and faith-based), it is critical that ONE person coordinates the services an individual receives and to do so in a customized fashion. The types of service provided is critical, but what is more important is the sequencing and frequency of customized person-centered services.

4. Reward Positive Behavior:

Positive behavior of individuals should be rewarded with increased responsibilities and additional privileges. Privileges such as higher quality sleeping arrangements, more privacy and elective learning opportunities should be used as rewards. It is important that these rewards be used as “tools” to approximate the “real world” in order to increase sustainable reintegration into society. Every aspect of service delivery should be rooted in preparing the individual or family to have sustained success in permanent housing.

5. Consequences for Negative Behavior:

Too often there are no consequences for negative behavior of individuals. Unfortunately, this sends a message that bad behavior is acceptable. Within the transformational process, it is critical to have swift and proportionate consequences.

6. External Activities Must Be Redirected or Stopped:

External activities such as “street feeding” must be redirected to support the transformation process. In most cases, these activities are well-intended efforts by good folks; however, these activities are very enabling and often do little to engage homeless individuals.

7. Panhandling Enables the Homeless and Must Be Stopped:

Unearned cash is very enabling and does not engage homeless individuals in job and skills training which is needed to end homelessness. Additionally, more often than not, cash is not used for food and housing but is instead used to buy drugs and alcohol which further perpetuates the homeless cycle. Homeless individuals who are panhandling should be engaged into the transformational process. Furthermore, most panhandlers are not truly homeless but are preying on the good nature of citizens to get tax-free dollars.

Exhibit 3 - **Robert G. Marbut Jr., Ph.D. Biography**

Dr. Robert Marbut has worked on homeless issues for more than three decades: first as a volunteer, then as a White House staffer to President H.W. Bush, later as a San Antonio City Councilperson/Mayor-Pro-Tem and most recently as the Founding President & CEO of Haven for Hope (the most comprehensive homeless transformational center in the USA).

In 2007, frustrated by the lack of real improvement in reducing homelessness, and as part of the concept development phase for the Haven for Hope Campus, Dr. Marbut conducted a nationwide best practices study of homeless services. After personally visiting 237 homeless service facilities in 12 states and the District of Columbia, he developed The Seven Guiding Principles of Homeless Transformation which focuses on root causes and recovery, not symptoms and short term gimmicks. Since then, Dr. Marbut has visited a total of 804 operations in 25 states, plus Washington, DC and Mexico City, and has helped hundreds of communities and agencies to dramatically reduce homelessness.

These Seven Guiding Principles of Transformation are used in all aspects of his work to create holistically transformative environments in order to reduce homelessness.

Dr. Marbut was a White House Fellow to President George H.W. Bush (41, the Father) and a former chief of staff to San Antonio Mayor Henry Cisneros.

He earned a Ph.D. from The University of Texas at Austin, Austin, Texas in International Relations (with an emphasis in international terrorism and Wahhabism), Political Behavior and American Political Institutions/Processes from the Department of Government.

He also has two Master of Arts degrees, one in Government from The University of Texas at Austin and one in Criminal Justice from the Claremont Graduate School. His Bachelor of Arts is a Full Triple Major in Economics, Political Science and Psychology (Honors Graduate) from Claremont McKenna (Men's) College.

Dr. Marbut also has completed three post-graduate fellowships, one as a White House Fellow (USA's most prestigious program for leadership and public service), one as a CORO Fellow of Public and Urban Affairs and one as a TEACH Fellow in the Kingdom of Bahrain and the State of Qatar (1 of 13 USA educators selected). He was also a member of the Secretary of Defense's JCOC 2000 class which focused on Special Operations across the DoD.

Contact Information:

Robert G. Marbut Jr., Ph.D.
6726 Wagner Way
San Antonio, TX 78256

www.MarbutConsulting.org
MarbutR@aol.com
210-260-9696

July 12, 2017 (11:40pm)

C:\RGM Files Docs On 2nd Acer\Consulting\TeamShastaCA\ReportsAndPresentations\TeamShastaCAStrategicActionPlan01.wpd



Mendocino
County

September 4, 2017

Ukiah City Council
300 Seminary Avenue
Ukiah, Ca 95482

Re: Redwood Community Services', Inc. Homeless Services Community Center

Dear Council Members,

I am writing to express the support NAMI Mendocino County for Redwood Community Services' Homeless Services Community Center. I urge the Ukiah City Council to approve RCS' use and site development permits. Housing and homelessness remain unsolved challenges in Mendocino County. A "one-stop shop" for providing services, support, housing resources and stabilization, shelter during the day and at night, job skill training, showers, laundry, mental health services, and so much more is an important piece of the solution to address homelessness and improve our community.

As an organization in Mendocino County we believe this community center will be a valuable resource that will benefit the entire Ukiah and Mendocino County community. Through the extensive services and strategies proposed for the Homeless Services Community Center, people who are homeless who participate in the center's services will experience improved quality of life and access to stable housing.

NAMI Mendocino County is your local affiliate of NAMI (National Alliance on Mental Illness). Our mission is to provide education, support and advocacy for those living with mental illness and their families. Many of those who suffer from mental illness end up becoming part of our homeless population. We believe that many of those we serve and advocate for would benefit greatly from the Homeless Services Community Center and many would be able to receive access to services not before available to them.

We are looking forward to seeing this center develop to be something our community can be proud of and we urge the City Council to support the project by approving the required permits.

Sincerely,

A handwritten signature in black ink, appearing to read "Donna Moschetti", is written over a horizontal line.

Donna Moschetti
Chair – NAMI Mendocino County
707-391-6867

MaryLou Leonard

Wednesday, September 06, 2017

To: Ukiah City Council

I am deeply saddened by the recent appeal filed and letter written to the editor by Dr. Edward Haynes regarding the Ukiah Planning Commission's approval of Redwood Community Services (RCS) to develop a resource center and emergency winter shelter for the homeless. I do not discount his concerns for the viability of his business, but I do dispute his assertion that such services draw additional homeless to the community.

Although Mendocino County does have a large per capita number of homeless, there are some important factors to understand about that number. First, not every community in the United States counts their homeless – this is a requirement of the Housing and Urban Development (HUD) funded Continuum of Care (COC). Therefore, we do not know the depth of the problems in non-COC communities. If you review the historical PIT counts in our community, the numbers have not shifted substantially over the 20 years that Mendocino County has conducted the Point in Time (PIT) count of the homeless. And significantly, more than 75% of the homeless in our community are from our community. People slip into homelessness for many reasons. The visible signs are alcohol, other drug, and severe mental health issues. There are individuals that through no fault of their own, have become homeless due to loss of employment or not earning enough income to either rent or buy into a housing market that is highly priced and at significant shortage. It can cost as much as or more than \$3000 to move into an apartment, a daunting amount of cash for many people in our society.

The first year I volunteered to participate in the PIT count, I was paired with a young (early 30's maybe) homeless man. We navigated the 5:30am darkness to search the creek beds in Redwood Valley for individuals sleeping or signs of recent encampments. In the hours we spent together I learned that he was the son of farm workers, picked apricots as an adolescent, was imprisoned several times for robbery and was currently attending community college. I came away from that experience deeply moved. I reflected on the enormous privilege I had been given and how birth can deeply impact both your limitations and choices.

Valley residents may not be aware of the many successful efforts in our community to address poverty and homelessness. I have great confidence in RCS and their ability to tackle this problem: 1200 homeless (County-wide) is a daunting number, but not beyond our capacity to address. We cannot go backwards. I urge concerned citizens to volunteer, get involved, and be part of the solution. Community building is not a spectator sport; it takes a community to make a community.

MaryLou Leonard

Former Deputy Director of Adult and Aging Services, Mendocino County
Volunteer Coordinator, 2017 Ukiah Emergency Winter Shelter

**1575 Crane Road, Ukiah, CA 95482; marylleo@comast.net,
707-467-9160 (h), 707-367-0463 (m)**



**Mendocino County
HOMELESS SERVICES CONTINUUM of CARE**

Correspondence Received - Maya Stuart

September 20, 2017

Ukiah City Council
300 Seminary Avenue
Ukiah, CA. 95482

Re: Redwood Community Services –Community Center for the Homeless

Dear Council Members,

The Continuum of Care (CoC) Program is designed to promote community-wide commitment to the goal of ending homelessness. CoC's all over the country work toward this end using varied activities, with emphasis on the same basic strategies which include;

- Providing funding for efforts by nonprofit providers and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness,
- Promoting access to and effective utilization of mainstream programs by homeless individuals and families, and,
- Optimizing self-sufficiency among individuals and families experiencing homelessness. (the Federal Department of Housing & Urban Development)

The Mendocino County Homeless Services Continuum of Care (MCHSCoC) is a collaborative of over thirty-one agencies throughout Mendocino County. The MCHSCoC holds monthly meetings in Ukiah in the Adult and Aging Services building, where agency representatives work on collaborative activities including:

- Coordination of the annual sheltered and unsheltered Point-in-Time Count of individuals experiencing homelessness;
- Development and implementation of a county-wide Homeless Management Information System and Coordinated Entry System designed to collect and analyze data to more effectively assess the needs of those experiencing homelessness, ensuring available resources are prioritized to the most vulnerable and services appropriately matched to effectively meet individual needs; and,
- Maintenance of county-wide collaboration focused on securing and maintaining all types of funding resources specifically focused on addressing homelessness within Mendocino County.

Mendocino County
HOMELESS SERVICES CONTINUUM of CARE

In the 2016-2017 Fiscal Year, \$2.1 million in combined State and Federal funding was awarded to various MCHSCoC agencies as a direct result of successful funding competitions by the MCHSCoC. This funding provides a variety of services to individuals experiencing homelessness in Mendocino County which have a positive impact on the aesthetics and environmental appeal of our communities, including: Emergency Shelter, Rapid Rehousing, Permanent Supportive Housing, and Homeless Management Information Services. Beginning in the 2017-2018 fiscal year, the MCHSCoC will be working closely with an independent consult hired by the Mendocino County Health & Human Services Agency to provide a data-driven, comprehensive Needs Assessment of Homelessness in Mendocino County. This Needs Assessment will include conversations with all stakeholders, including Cities, Law Enforcement, Homeless Services Providers, community members experiencing homelessness, County Leadership and all others willing to participate. This activity is an important component that will inform the Health and Human Services Agency's Action Plan for Homelessness, resulting in investing in activities that move our community toward safety and wellbeing for all.

Redwood Community Services (RCS) has been an active partner, with a Governing Board seat, of the MCHSCoC for over a decade. During the last three years in which inland Mendocino County has had no emergency shelter for the general homeless, RCS has been a foundational member of each team to take on the responsibility of creating and operating, a low-barrier seasonal shelter for the coldest months of the year. A long-term solution to the public health issue of homelessness in Mendocino County, and especially the need for housing of the most vulnerable, children, elderly, mentally ill, physically disabled and substance addicted community members, is a conversation that the MCHSCoC and all partners, including RCS, have been engaged in during this time when we have not had an inland shelter, and have not seen a decrease in our numbers of homeless.

The conversation among COC members has included heated debate and significant research into best practices implemented throughout the nation, as well as those engaged in by similar communities within northern California. As there is no entity mandated to provide for issues of homelessness, the MCHSCoC has been a source of ongoing support for local non-profits willing to assist their crisis, mental health, substance use, victims of violence and other clients, through the understanding that a safe place to be is an integral component of recovery and wellness.

Many, if not all of the regular MCHSCoC member agencies have committed to supportive partnerships with the Inland Community Center for the Homeless. This is an ideal opportunity for service providers to meet with clients in a safe and neutral space, to provide guidance and support based on individual need and the most appropriate methods of intervention. There is a serious gap in efforts to get Mendocino County residents, both

Mendocino County
HOMELESS SERVICES CONTINUUM of CARE

individuals and families off our streets and well enough to receive the services, education, assistance and support necessary to make significant change in their lives and allow them to become more self-sufficient, reducing the drain on both public and private services. This reduction is likely to reflect immediately in the lessening of strain on local business and the cost of law enforcement. As there is currently no place that homeless people are welcome during the day in the Ukiah Valley, the Ukiah Police Department spends an average of 1.5 officers 365 days per year, interacting with homeless individuals in (most commonly) non-criminal activities. An aesthetically pleasing structure, inclusive of input from the UPD Public Safety Officer, located near necessary services including food, and medical facilities, will provide a space for those who either wander the streets during the day or frequent the downtown business area.

There are many sub-populations within the homeless community. Some will need intervention of law enforcement. Those willing to improve their lives through accessing resources that assist them in maintaining sobriety, learning to manage their mental or physical disabilities, or simply to get back on their feet, do not need to be a burden on our law enforcement, waste management, business community or library. They simply need a resource center where they are welcome and able to access the information they need to improve their situation.

We urge the Council to support the decision of the Planning Commission and maintain approval of the use permit for Redwood Community Services to open and operate both a community center and winter shelter to give our most vulnerable community members the opportunity to live fulfilling lives and contribute to the overall wellness of Mendocino County.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Stuart', with a long horizontal flourish extending to the right.

Maya Stuart, MA.

MCHSCoC Chair

707-468-7065

stuartm@mendocinocounty.org



Mendocino County Health and Human Services Agency

Healthy People, Healthy Communities



Mendocino County Homeless Services Continuum of Care (MCHSCoC) Membership list

Heather Blough	CDC of Mendocino County
Drew Iacomini	Ford Street Project
Jacqueline Williams	Ford Street Project
Brian Klovski	Health and Human Services
Garry Colson	Health and Human Services
Jody Johnston	Health and Human Services
Maya Stuart	Health and Human Services
Sue Glass	Health and Human Services
Aeolian Vincent-dePaul	Individual Member
Benj Thomas	Individual Member
Maxx Cauley	Individual Member
Angelica Millan	Legal Services of Northern California
Paddy Michalski	Manzanita Services
Sharon Govern	Manzanita Services
Joann Brewer	MCAVHN
Libby Guthrie	MCAVHN
Anna Shaw	Mendocino Coast Hospitality Center
Kristina Harju	Mendocino Coast Hospitality Center
Paul Davis	Mendocino Coast Hospitality Center
Karen Rizzolo	Mendocino Community Health Clinics
Zenia Leyva Chou	Mendocino Community Health Clinics
Blyth Post	Mendocino County Office of Education
Amanda Archer	Mendocino County Youth Project
Traci Boyl	Plowshares
Judy Albert	Project Sanctuary
Charles Bush	Redwood Coast Senior Center
Jessica Johnson	Redwood Community Services
Sage Wolf	Redwood Community Services
Jennifer Shepard	Rural Communities Housing Development Corporation
Kathleen Forbes	Superior Court of California, County of Mendocino
Michael Memke	The Arbor Resource Center / RCS
Steve Scalmanini	Ukiah City Council
Captain Justin Wyatt	Ukiah Police Department
Will VanSant	Veterans Affairs
Jim Marill	Willits Community Services



September 1, 2017

Ukiah City Council
300 Seminary Avenue
Ukiah, Ca 95482

Re: Redwood Community Services', Inc. Homeless Services Community Center

Dear Council Members,

I am writing to express the support the Healthy Mendocino Project for Redwood Community Services' Homeless Services Community Center. I urge the Ukiah City Council to approve RCS' use and site development permits. Housing and homelessness remain unsolved challenges in Mendocino County. A "one-stop shop" for providing services, support, housing resources and stabilization, shelter during the day and at night, job skill training, showers, laundry, mental health services, and so much more is an important piece of the solution to address homelessness and improve our community.

As an organization in Ukiah we believe this community center will be a valuable resource that will benefit the entire Ukiah and Mendocino County community. Through the extensive services and strategies proposed for the Homeless Services Community Center, people who are homeless who participate in the center's services will experience improved quality of life and access to stable housing.

The Healthy Mendocino Project is working extensively in five priority areas effecting the county with Action Teams meeting monthly for Family Wellness, Trauma, Poverty, Mental Health and Housing. This community center will have a positive impact on all these areas by giving much needed resources for the homeless and low income populations. Services will be concentrated in one location minimizing the impact of people traveling throughout the city looking for shelter and basic services. It is also close to Plowshares for meals twice a day during the week.

I am looking forward to seeing this center develop to be something our community can be proud of and I urge the City Council to support the project by approving the required permits.

Sincerely,

Patrice Mascolo
Healthy Mendocino Coordinator
pmascolo@ncoinc.org
707-468-3228

Correspondence Received - Sharon H. Govern
105 Faull Avenue
Ukiah CA 95482
(707) 463-0295

September 1, 2017

Ukiah City Council
300 Seminary Avenue
Ukiah, Ca 95482

Re: Redwood Community Services', Inc. Homeless Services Community Center

Dear Council Members,

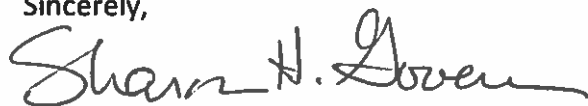
I am writing to express my support for Redwood Community Services' Homeless Services Community Center. I urge the Ukiah City Council to approve RCS' use and site development permits. Housing and homelessness remain unsolved challenges in Mendocino County. A "one-stop shop" for providing services, support, housing resources and stabilization, shelter during the day and at night, job skill training, showers, laundry, mental health services, and so much more is an important piece of the solution to address homelessness and improve our community.

I have previously served on the Mendocino County CoC on Homelessness and attended a few National Conferences on Homelessness. As you know, Ukiah is not alone in the search for solutions to assist the most vulnerable citizens of our society. As community leaders, and in this particular politically historic period, I hope that both education and compassion for those in need will rule your decision making process.

As a resident of Ukiah, I believe this community center will be a valuable resource that will benefit the entire Ukiah and Mendocino County community. Through the **extensive collaborative services and strategies** proposed for the Homeless Services Community Center, people who are homeless who participate in the center's services will experience improved quality of life and access to stable housing.

I am looking forward to seeing this center develop to be something our community can be proud of and I urge the City Council to support the project by approving the required permits.

Sincerely,





Plowshares

1346 South State St., P.O. Box 475
Ukiah, CA 95482
707-462-8582, 707-462-0320 fax
plowshares@pacific.net
www.plowsharesfeeds.org

September 4, 2017

Ukiah City Council
300 Seminary Avenue
Ukiah, Ca 95482

Re: Redwood Community Services', Inc. Homeless Services Community Center

Dear Council Members,

I am writing to express the support of Plowshares Peace and Justice Center for Redwood Community Services' Homeless Services Community Center. I urge the Ukiah City Council to approve RCS' use and site development permits. Housing and homelessness remain unsolved challenges in Mendocino County. A "one-stop shop" for providing services, support, housing resources and stabilization, shelter during the day and at night, job skill training, showers, laundry, mental health services, and so much more is an important piece of the solution to address homelessness and improve our community.

As a resident of Ukiah, I believe this community center will be a valuable resource that will benefit the entire Ukiah and Mendocino County community. Through the extensive services and strategies proposed for the Homeless Services Community Center, people who are homeless who participate in the center's services will experience improved quality of life and access to stable housing.

Plowshares provides nutritious hot meals to anyone in need. Many of our guests are families living on limited incomes, elderly, disabled, and homeless. Our guests would benefit from a community center by having a place to shower, wash clothes, and connect with resources so that they can pursue avenues to support their families and "better" their lives.

I am looking forward to seeing this center develop to be something our community can be proud of and I urge the City Council to support the project by approving the required permits.

Sincerely,

Traci Boyl

Plowshares Executive Director

September 2017

Summary: The Fire Authority had 38 calls for volunteers in August:

- 13 vehicle accidents
- 7 vegetation fires (LRA)
- 7 good intent calls
- 5 medical aid
- 1 refuse fire
- 1 mutual/auto aid
- 2 citizen service
- 1 vehicle fire
- 1 non-fire other

33 volunteers responded for an average of 1 per call totaling 66 hours.

Totals calls for August = 110 District (42%) + 153 City (58%) for a total of 263.

Service Detail Sheet							
DATE:	10/1/2017						
	LAST	THIS		LAST	THIS		
UVFD	MONTH	MONTH		MONTH	MONTH		
EQUIPMENT	MILEAGE	MILEAGE	MILES	HOURS	HOURS	HOURS	
U6403	105,245	105819	574	N/A	N/A	N/A	
U6406	51,421	52,049	628	2,317	2,351	34	
SQ6431	28,109	28,114	5	N/A	N/A	N/A	
SU6456	148,561	148,564	3	17	20	3	
E6463	21,214	22,219	1,005	1,671	1,745	74	
E6463 Aux Pump	N/A	N/A	N/A	79	84	5	
E6465	25,556	26,433	877	2,085	2,162	77	
E6465 Aux Pump	N/A	N/A	N/A	54	57	3	
E6471	128,836	128,848	12	31	32	1	
E6471 Aux Pump	N/A	N/A	N/A	10	10	0	
E6483	95,862	95,864	2	7,399	7,400	1	
E6485	90,161	90,191	30	7,618	7,621	3	
WT6490	21,473	21,514	41	3,344	3,365	21	
	LAST	THIS		LAST	THIS		
UFD	MONTH	MONTH		MONTH	MONTH		
EQUIPMENT	MILEAGE	MILEAGE	MILES	HOURS	HOURS	HOURS	
U6504	63,999	64,527	528	N/A	N/A	N/A	
U6505	76,861	77,183	322	N/A	N/A	N/A	
U6515	102,815	102,874	59	N/A	N/A	N/A	
M6520	78,470	78,474	4	9,170	9,170	0	
U6545	85,780	86,048	268	N/A	N/A	N/A	
SQ6547	27,260	27,282	22	2,406	2,412	6	
T6552	37,941	38,025	84	3,613	3,623	10	
E6580	72,412	72,582	170	7,847	7,855	8	
E6584	73,237	73,264	27	7,742	7,744	2	

Gasoline							
	LAST MONTH	THIS MONTH		LAST SERVICE	MILEAGE AT NEXT SERVICE	OR DATE OF NEXT SERVICE	PERCENT MILES COMPLETED
EQUIPMENT	MILEAGE	MILEAGE	MILES				
UVFD							
U6403	105,245	105,819	574	104,330	108,330	Nov-2017	37%
U6406 (Diesel)	51,421	52,049	628	51,143	55,143	Aug-2018	23%
SQ6431	28,109	28,114	5	24,352	28,352	Jul-2017	94%
UFD							
U6504	63,999	64,527	528	61,239	65,239	Sep-17	82%
U6505	76,861	77,183	322	74,809	78,809	Sep-17	59%
U6515	102,815	102,874	59	102,053	106,053	Jun-17	21%
U6545	85,780	86,048	268	84131	88,131	Aug-17	48%
Diesel							
	LAST MONTH	THIS MONTH		HRS LAST SERVICE	HRS NEXT SERVICE	OR DATE OF NEXT SERVICE	PERCENT HOURS COMPLETED
EQUIPMENT	HOURS	HOURS	HOURS (HRS)				
UVFD							
SU6456	17	20	2.7	3	203	Mar-18	8%
E6463	1,671	1,745	74	1534	1734	Dec-17	106%
E6463 Aux Pump	79	84	4.5	0	100	Mar-18	84%
E6465	2,085	2,162	77	2020	2220	Aug-18	71%
E6465 Aux Pump	54	57	3	52	152	Aug-18	5%
E6471	31	32	0.8	3	203	Mar-18	14%
E6471 Aux Pump	10	10	0.31	2	102	Mar-18	4%
E6483	7,399	7,400	0.5	7280	7480	Aug-17	60%
E6485	7,618	7,621	2.5	7605	7805	Mar-18	8%
WT6490	3,344	3,365	20.6	3319	3519	Mar-18	23%
U6406	2,317	2,351	34	2299	2499	Aug-18	26%
UFD							
M6520	9170	9,170	0	9168	9370	Jul-18	1%
SQ6547	2406	2,412	6	2306	2606	Aug-17	53%
T6552	3,613	3,623	10	3408	3608	Mar-18	108%
E6580	7,847	7,855	8	7800	8000	Mar-18	28%
E6584	7,742	7,744	2	7680	7880	Mar-18	32%
Filename: ServiceDetailSheet UKV.UKH.Miles.Hours							

Ukiah Valley Fire Authority

THIS MONTH					
2017	2016	2015	2014	2013	2012

TO DATE					
2017	2016	2015	2014	2013	2012

EMERGENCY RESPONSES

FIRES

Structures	0	1	0	1	1	1
Grass/Wildland	7	6	1	2	1	3
Vehicles	1	1	2	1	0	2
Refuse	1	2	0	0	1	0
Mutual/Automatic Aid	2	11	4	12	3	13
Other Outdoor	3	3	0	0	0	0
TOTAL	14	24	7	16	6	19

19	21	7	12	14	16
42	25	10	12	21	14
7	10	8	12	5	7
19	17	4	2	9	4
37	48	42	41	78	86
8	11	4	1	2	3
132	132	75	80	129	130

NON-FIRES

Emergency Medical	101	119	38	43	36	41
Vehicle Accident	15	28	5	3	3	9
Hazardous Material	2	0	0	0	0	0
Citizen Service	20	24	9	9	10	4
Good Intent	96	64	20	9	15	11
False Alarm	13	11	1	3	4	2
Other	2	0	0	0	0	0
TOTAL	249	246	73	67	68	67
TOTAL RESPONSES	263	270	80	83	74	86

982	1152	318	368	327	372
114	128	55	52	40	43
14	12	2	3	4	1
251	203	68	60	54	34
350	604	190	128	132	74
377	106	34	15	22	24
5	0	0	0	0	0
2093	2205	667	626	579	548
2225	2337	742	706	708	678

Incident Re-Cap

Still Alarm	223	227	72	66	65	57
Squad Call	21	32	5	5	5	16
First Alarm	17	11	3	11	4	11
General Alarm	0	0	0	1	0	2

1820	2136	638	584	545	503
87	131	69	56	93	114
110	68	34	63	66	55
0	2	1	3	4	6

Volunteer Response

Volunteer Calls	17	43	8	17	9	29
Ave. Volunteers Per Call	1	2	3	3	4	4
Vol. Emergency Hrs.	66	61	42	195	32	347

210	209	104	122	163	175
2	2	3	4	5	4
892	448	340	734	1055	1516

TRAINING (hours)

Career Personnel	46	132	97	96	64	61
Volunteer Personnel	78	88	161	164	189	112

833	1248	1314	1196	905	1070
903	1030	1535	1753	2258	2019

FIRE PREVENTION

Inspections	6	2	0	1	9	5
Pre-Plans Completed	0	1	1	4	5	0

49	15	31	73	85	73
3	6	39	100	72	116

FIRE LOSSES 1

Persons Killed	0	0	0	0	0	0
Persons Injured	0	0	0	0	0	0
Est. Fire Loss in \$'s	35,250	33,358	104,000	166,100	2,000	29,800

1	0	0	0	0	0
1	0	0	1	14	0
994,950	1,058,263	820,900	802,750	2,771,020	528,175



October 4, 2017

Dear City Council Members,

I am writing to express my support for Redwood Community Services' Homeless Services Community Center. I urge the Ukiah City Council to approve RCS' use and site development permits. Housing and homelessness remain unsolved challenges in Mendocino County. A "one-stop shop" for providing services, support, housing resources and stabilization, shelter during the day and at night, job skill training, showers, laundry, mental health services, and so much more is an important piece of the solution to address homelessness and improve our community.

As a resident of Ukiah, I believe this community center will be a valuable resource that will benefit the entire Ukiah and Mendocino County community. Through the extensive collaborative services and strategies proposed for the Homeless Services Community Center, people who are homeless who participate in the center's services will experience improved quality of life and access to stable housing.

The long range goals of this project are admirable and appropriate for a town of our size. I am especially concerned about the immediate need for shelter. If Ukiah can afford a railway path, or an ice rink for our youth, surely we can provide for the neediest among us to find a warm, dry and welcoming space as winter approaches.

I appreciate your commitment to the people of Ukiah and your work on our behalf. I hope that this important project will be brought to fruition as soon as possible.

Sincerely,

Jacqueline Lolich

1365 Yokayo Dr.

Ukiah, CA

From: Alan Nicholson

September 29, 2017

Ukiah City Council
300 Seminary Avenue
Ukiah, Ca 95482



Re: Redwood Community Services' Homeless Services Community Center
Major Use Permit and Major Site Development Permit No. 2749 SDP UP-PC

Dear City Council Members

I am writing to support the Ukiah Planning Commission approval of the Redwood Community Services' Homeless Services Community Center. I urge the Ukiah City Council to approve RCS' use and site development permits. Housing and homelessness remain challenges in Mendocino County. This community center will provide services, support, housing resources and stabilization, shelter during the day and at night, job skill training, showers, laundry, mental health services, and more. It is a proactive and substantial aid to address homelessness and improve our community.

I believe this community center will be a valuable resource that will benefit the entire Ukiah Valley and Mendocino County communities. Through the extensive collaborative services and strategies proposed for the Homeless Services Community Center, people who are homeless who participate in the center's services will experience improved quality of life, access to stable housing and potential to stabilize their lives.

All of us are affected by homelessness. Homelessness costs taxpayers a lot of money in emergency room, substance abuse treatment, police, jail, ambulance, shelter and other costs. Research published widely, together with professional practice and experience has shown that this kind of support is more effective than shelters and transitional housing systems at helping the 'hardest to serve' individuals, who often struggle with complex and overlapping health, mental health, and substance abuse disorders.

This project is in a perfect neighborhood for this type of community service, and the project will help develop a positive community identity with a well-maintained building, community garden and pride of place.

I am looking forward to seeing this center develop to be something our community can be proud of and I urge the City Council to support the project by approving the required permits.

Sincerely,

Alan Nicholson
707. 972. 8879
3201 Mill Creek Road
Ukiah, Ca. 95482

Alan Nicholson

Re: Redwood Community Services' Homeless Services Community Center
Major Use Permit and Major Site Development Permit No. 2749 SDP UP-PC

I am here to support the approval of the RCS Homeless Services - Community Center. I urge the Ukiah City Council to approve the use and site development permits.

Many see homelessness not as a symptom of economic inequality, but rather, as a state of being for people who are intrinsically dangerous. That belief is untrue, and homeless shaming is actively harming—and even killing—one of the country's most vulnerable populations.

This is what we really hate about the homeless, what really scares us: They are visible reminders of a society with no safety net. They are a microcosm for everything we are permitted to openly hate and shun and ridicule. The lack of privacy and dignity granted to the homeless worsens the issue; homeless individuals are forced to eat, sleep, and excrete for all the world to see because privacy and protection are for people who can afford them. The missing piece here is empathy.

Neighbors and politicians are caught in a bind. They don't want to see them sleeping or smell their unwashed bodies—it just reinforces the disgust and the fear of all the things we are disgusted by and afraid of —and yet, when given the chance to give them a place to get help, we reject that, too.

It's easier to discount the homeless as “a menace” and to fear them as “low-level thugs.” But the scariest thing about homelessness isn't the homeless themselves—it's the fact that we permit it to happen at all.

Homelessness costs taxpayers a lot of money in emergency room, substance abuse treatment, law enforcement, jail, ambulance, shelter and other public costs. Research published widely, and together with professional practice and experience has shown that this proposed RCS supportive Community Center will be more effective than even shelter and transitional housing systems.

This project is in a perfect neighborhood for this type of community service, and the project will help develop a positive community identity with a well-maintained building, community garden and pride of place.

Alan Nicholson



AGENDA SUMMARY REPORT

SUBJECT: Appointment and Approval of Updated 2017 Council Special Assignment List Showing a Reassignment to the Mendocino Transit Authority (MTA) Board of Directors, and Possible Discussion/Action on Other Ad Hocs and/or Committee Assignments.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - 2017 City Council Special Assignments Ad Hocs](#)

Summary: Council will reconsider the Council assignment to the Mendocino Transit Authority (MTA) position on the Board of Directors and consider other assignments as necessary.

Background: Councilmember Mulheren is currently assigned to the MTA, an agency that covers County-wide bus transportation and funding. However, she has an unavoidable conflict and is not able to routinely attend the MTA Board of Directors meeting. Therefore, staff is requesting Council to reconsider this assignment with an alternate councilmember, or have the City Manager assign a staff person to the position.

Mayor Brown currently serves as the alternate on the MTA Board. The meeting takes place at 9:00 a.m., on the last Wednesday of the month, at alternating locations between Ukiah, Fort Bragg, and Point Arena.

RECOMMENDED ACTION: Appoint a replacement on the Mendocino Transit Authority (MTA) Board of Directors and direct the City Clerk to update the 2017 Council Special Assignment List, and make additional changes to other ad hocs and/or committee assignments as necessary.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

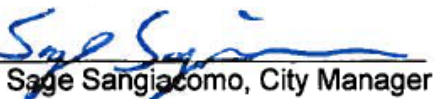
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager

Approved: _____


Sage Sangiacomo, City Manager

Discussion: Staff recommends that Council appoint a replacement on the MTA Board of Directors and direct the City Clerk to update the 2017 Council Special Assignment List (Attachment 1). Council may also wish to have discussion and consideration, or make additional changes to other ad hocs and/or committee assignments.

2017 COUNCIL ASSIGNMENTS

Attachment #1

COUNTY/REGIONAL OnGoing One + Alternate	MTG DATE/TIME	MEETING LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Mendocino Council of Governments (MCOG)	1st Monday of month, 1:30 p.m.	Board of Supervisors Chambers; 501 Low Gap Rd., Ukiah	Executive Director 367 N. State Street, Ste. 206 Ukiah, CA 95482 463-1859	Plan and allocate State funding, transportation, infrastructure and project County wide.	Scalmanini Brown - Alternate	Rick Seanor, Deputy Director of Public Works; 463-6296 rseanor@cityofukiah.com
Mendocino County Inland Water and Power Commission	2nd Thursday of month, 7:00 p.m.	Civic Center 300 Seminary Ave. Conf. Room 5	IWPC Staff P.O. Box 1247 Ukiah, CA 95482 391-7574 - Candace Horsley	Develops coordination for water resources and current water rights: Potter Valley project - Eel River Diversion	Doble Brown - Alternate	Sean White, Water/Sewer Director; 463-5712 swhite@cityofukiah.com
Mendocino Solid Waste Mgmt. Authority (MSWMA)	3rd Thur. of every other month (varies) 10:00 a.m.	Willits Council Chambers	Solid Waste Director 3200 Taylor Dr. Ukiah, CA 95482 468-9710	County-wide Solid Waste JPA	Brown Doble - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Mendocino Transit Authority (MTA) Board of Directors	Last Wednesday of month, 1:30 p.m.	Alternating locations - Ukiah Conf. Ctr. Or Ft. Bragg, or Pt. Arena	Executive Director 241 Plant Road Ukiah, CA 95482 462-1422	County-wide bus transpiration issues and funding	Mulheren Brown - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
North Coast Opportunities (NCO)	Fourth Wednesdays monthly	Alternating locations - Ukiah and Lakeport	Ross Walker, Governing Board Chair North Coast Opportunities 413 North State Street Ukiah, CA 95482	Assist low income and disadvantaged people to become self reliant.	Tami Bartolomei (Appointed 4/05/2017)	Tami Bartolomei, Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com
North Coast Rail Authority (NCRA)	2nd Wednesday of month, 10:30 a.m.	Various Locations - announced	419 Talmage Road, Suite M Ukiah CA 95482 463-3280	Provides a unified & revitalized rail infrastructure meeting the freight and passenger needs of the region	Mulheren	Shannon Riley, Senior Mgmt Analyst; 467-5793 sriley@cityofukiah.com
Russian River Watershed Association	4th Thursday of month, 9:00 a.m. (only 5 times a year)	Windsor Town Hall	Russian River Watershed Association Attn: Daria Isupov 425 South Main St., Sebastopol, CA 95472 666-4857	Consider issues related to Russian river - plans projects and funding requests	Doble Brown - Alternate	Sean White, Water/Sewer Director; 463-5712 swhite@cityofukiah.com
Ukiah Valley Basin Groundwater Sustainability Agency (GSA)	Forthcoming	Forthcoming	County Executive Office Sarah Dukett or Nicole French 501 Low Gap Rd., Rm. 1010 Ukiah, CA 95482 463-4441	Serves as the Groundwater Sustainability Agency in the Ukiah Valley basin.	Crane Doble - Alternate	Sean White, Water/Sewer Director; 463-5712 swhite@cityofukiah.com
COUNTY/REGIONAL One + Staff Alternate	MTG DATE/TIME	MEETING LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Depot Infrastructure Development	TBD	TBD	300 Seminary Ave. Ukiah, CA 95482	Review and advise regarding public infrastructure improvements in and around the railroad depot property and area	Doble (no alternate necessary)	Shannon Riley, Senior Mgmt Analyst; 467-5793 sriley@cityofukiah.com
Economic Development & Financing Corp. (EDFC)	2nd Thursday of month. 2:00-4:30 p.m.	Primarily 631 S. Orchard St., but location varies	Executive Director 631 South Orchard Ukiah, CA 95482 467-5953	Multi-agency co-op for economic development and business loan program	Doble Riley - Alternate	Shannon Riley, Senior Mgmt Analyst; 467-5793 sriley@cityofukiah.com
Greater Ukiah Chamber of Commerce Liaison ex officio	4th Wednesday of month, 9:00 a.m.	Conference Center 200 S. School Street, Ukiah	200 S. School Street Ukiah, CA 95482 462-4705	To represent and set policy for Chamber and area businesses.	Doble Riley - Alternate	Shannon Riley, Senior Mgmt Analyst; 467-5793 sriley@cityofukiah.com ; Kerry Randall, Facilities Admin; 463-6706 KRANDALL@cityofukiah.com
Homeless Shelter	2nd Thursday of month. 2:00 p.m.	260 Hospital Drive, 2nd Floor Conference Room	631 Tokay Avenue Ukiah, CA 95482 or MCAVHN at: P.O. Box 1350 Ukiah, CA 95482 Judy Popowski - 463-6655	HSAG (Homeless Services Action Group).	Scalmanini	Shannon Riley, Senior Mgmt Analyst; 467-5793 sriley@cityofukiah.com
Main Street Program Board of Directors ex officio	1st Thursday of month, 8:00 a.m.	200 S. School Street, Ukiah	200 S. School St. Ukiah, CA 95482 463-6729	Develops activities for downtown economic development program	Mulheren Riley - Alternate	Shannon Riley, Sr. Mgmt. Analyst; 467-5793 Kerry Randall, Facilities Admin; 463-6706 KRANDALL@cityofukiah.com
Sun House Guild ex officio	2nd Tuesday of month, 4:30 - 6:30 p.m.	Sun House, 431 S. Main St. Ukiah	431 S. Main Street Ukiah, CA 95482 467-2836	Support and expand Grace Hudson Museum	Scalmanini Sangiaco - Alternate	Tami Bartolomei, Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com Sherrie Smith-Ferri, Museum Director/Cultural Arts; 467-2836 sherrie@gracehudsonmuseum.org
Mendocino Youth Project JPA Board of Directors	3rd Wednesday of the month, 7:45 a.m.	776 S. State Street Conference Room	Mendocino Co. Youth Project 776 S. State Street, Ste. 107 Ukiah, CA 95482 707-463-4915	targets all youth with a focus on drug and alcohol prevention, healthy alternatives and empowering youth to make healthy choices.	Brown Chief Dewey - Alternate	Chris Dewey, Police Chief; 463-6245 cdewey@cityofukiah.com
Northern California Power Agency (NCPA)	4th Thursday of month, 9:00 a.m. (See calendar from NCPA)	Roseville, CA and other locations	651 Commerce Drive Roseville, CA 95678 916-781-4202	Pool of public utilities for electric generation and dispatch	Crane Grandi - Alternate	Mel Grandi, Electric Utility Director; 463-6295 mgrandi@cityofukiah.com

2017 COUNCIL ASSIGNMENTS

LOCAL/COUNTY/REGIONAL/LIANS OnGoing One or Two Council and/or Staff	MTG DATE/TIME	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
League of California Cities Redwood Empire Legislative Committee	Prior to Division Meetings, meets 3x in person and then via conference call.	Various locations that are announced.	Redwood Empire League President; Public Affairs Program Mgr. (916) 658-8243	Elected city officials and professional city staff attend division meetings throughout the year to share what they are doing and advocate for their interests in Sacramento	Mulheren Doble - Alternate	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
City Selection Committee	Called as required by the Clerk of the Board	BOS Conf. Room 501 Low Gap Rd. Rm. 1090, Ukiah	C/O: BOS 501 Low Gap, Rm 1090 Ukiah, CA 95482 463-4441	Makes appointments to LAFCO and Airport Land Use Commission	Mayor	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
Investment Oversight Committee	Varies	Civic Center 300 Seminary Ave. Ukiah, CA 95482	Civic Center 300 Seminary Ave. Ukiah, CA 95482	Reviews City investments, policies, and strategies	Crane Alan Carter , Treasurer	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Library Advisory Board	3rd Thursday of month, 1:00 p.m.	Various Mendo County Libraries	Ukiah County Library 463-4491	Review library policy and activities	Mulheren	Kristine Lawler , City Clerk; 463-6217; klawler@cityofukiah.com
Ukiah Players Theater Board of Directors	3rd Tuesday of month, 6:00 p.m.	1041 Low Gap Rd Ukiah, CA 95482 462-1210	1041 Low Gap Rd Ukiah, CA 95482 462-1210	To oversee the activities, organization and purpose of the Ukiah Players Theater.	Sangiacomo Greg Owen , Airport Mgr.	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
Ukiah Unified School District (UUSD) Committee	Quarterly	511 S. Orchard, Ste. D Ukiah, CA 95482	511 S. Orchard Ukiah, CA 95482	Information exchange with UUSD Board Chair, Mayor, Superintendent and City Manager	Mayor	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Russian River Flood Control District (RRFCD)	2nd Monday of the month, 5:00 p.m.	151 Laws Ave., Suite D	151 Laws Ave. Ukiah, CA 95482	Proactively manage the water resources of the upper Russian River for the benefit of the people and environment of Mendocino County.	Doble	Sean White , Water/Sewer Director; 463-5712 swwhite@cityofukiah.com
Health & Human Services Liaisons	2nd Wednesday; 9:00 - 11:00 a.m.	Big Sur Room in Co. Dept. of Social Svcs.	Executive Director Jackie Williams - 462-1934 c/o Ford St. Project 139 Ford St. Ukiah CA 95482	Discussions and possible work on health and human service issues	Brown - Liaison	Sage Sangiacomo , City Manager; 463-6221; ssangiacomo@cityofukiah.com
Mendocino County Local Area Formation Commission (LAFCO)	1st Monday of month, 9:00 a.m.	Board of Supervisors Chambers	Executive Director 200 S. School Street, Ste. 2 Ukiah, CA 95482 463-4470	Required by legislation - planning spheres of influence, annexation, service areas, and special districts	Doble	Kevin Thompson , Interim Director of Planning; 463-6219 kthompson@cityofukiah.com
Mendocino County Airport Land Use Commission	As needed	BOS Conf. Room 501 Low Gap Rd. Rm. 1090, Ukiah	Mendocino County Executive Office 501 Low Gap Rd. Rm. 1010 Ukiah, CA 95482	To formulate a land use compatibility plan, provide for the orderly growth of the airport and the surrounding area, and safeguard the general welfare of the inhabitants within the vicinity.	None from Ukiah Council currently	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
Mendocino County 2nd District Liaison	Once a month	TBD	TBD	To coordinate activities and policy development with the City's 2nd District Supervisor	Mayor Brown / Vice Mayor Doble (Alternate)	Sage Sangiacomo , City Manager; 463-6221; ssangiacomo@cityofukiah.com
Fire Executive Committee	TBD	TBD	TBD	Per the recently adopted agreement between the City of Ukiah and the Ukiah Valley Fire Protection District	Brown / Doble	Kirk Thomsen , Interim Fire Chief; 462-7921 x400; kthomsen@cityofukiah.com

2017 AD HOC COMMITTEES

COMMITTEE	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Electric Grid Operational Improvements	Crane/Scalmanini	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
Rate Studies for Electric, Water, Sewer	Crane/Doble	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com; Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com; Sean White , Water/Sewer Director; 463-5712 swhite@cityofukiah.com; Dan Buffalo , Director of Finance 463-6220 dbuffalo@cityofukiah.com
Sales Tax Sharing	Crane/Doble	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com; Guy Mills , Project & Grant Admin; 467-5719 gmills@cityofukiah.com; David Rapport , City Attorney; 467-2800 drapport@cityofukiah.com Dan Buffalo , Finance Director; 463-6220 dbuffalo@cityofukiah.com
Ukiah Valley Sanitation District Mediation	Crane/Doble	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Sean White , Water Resources Director; 467-5712 swhite@cityofukiah.com
Solid Waste Rate	Brown/Mulheren	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Dan Buffalo , Finance Director; 463-6220 dbuffalo@cityofukiah.com;
Groundwater Sustainability	Crane/Doble	Sean White , Water/Sewer Director; 463-5712 swhite@cityofukiah.com
Marijuana Legislation and Policy	Mulheren/Brown	Chris Dewey , Police Chief; 463-6245 cdewey@cityofukiah.com Craig Schlatter , Community Dev. & Planning Director; 463-6219 cschlatter@cityofukiah.com
Strategic Planning	Crane/Doble	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Landfill Closure	Crane/Scalmanini	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
City Water Rights	Doble/Crane	Sean White , Water/Sewer Director; 463-5712 swhite@cityofukiah.com
Downtown Parking Management	Mulheren/Brown	Shannon Riley , Senior Management Analyst; 467-5793 sriley@cityofukiah.com
Budget Development Best Practices and Financial Policy	Crane/Doble	Dan Buffalo , Finance Director; 463-6220 dbuffalo@cityofukiah.com; Sheri Mannion , Human Resource Director/Risk Manager, 463-6272, smannion@cityofukiah.com
Public Works Project Specification Development	Crane/Doble	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Sanctuary City	Brown/Scalmanini	Shannon Riley , Senior Management Analyst; 467-5793 sriley@cityofukiah.com
Uniform Cost Accounting	Crane/Mulheren	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Cost Allocation Plan	Crane/Doble	Dan Buffalo , Finance Director; 463-6220 dbuffalo@cityofukiah.com



AGENDA SUMMARY REPORT

SUBJECT: Proposal to Adjust Solid Waste Rates and Adoption of Resolutions to Initiate Prop 218 Process.

DEPARTMENT: Finance

PREPARED BY: Daniel Buffalo

ATTACHMENTS:

[Attachment 1 - Prop 218 Notice](#)

[Attachment 2 - Resolution Noticing Public Hearing](#)

[Attachment 3 - Resolution Adopting Protest Procedures](#)

[Attachment 4 - Curbside Rate Adjustment Schedule](#)

[Attachment 5 - Transfer Station Rate Adjustment Schedule](#)

Summary: The Council will consider an adjustment to solid waste rates for the Ukiah Transfer Station and curbside collection. Additionally, Council will consider the initiation of a Proposition 218 process and its own proprietary rate-setting requirements under section 3953 of the Ukiah City Code ("Code") notifying residential curbside collection solid waste customers of its intention to adopt increased rates on curbside collection in the City of Ukiah and initiation of the City's own utility rate adjustment notification process.

RECOMMENDED ACTION: Council to review and consider proposal from the City's solid waste franchise hauler, Ukiah Waste Solutions, Inc., and the contract operator of the Ukiah Transfer Station, Solid Waste Systems, Inc., to adjust rates for curbside collection and transfer station services. Council to approve and authorize resolutions initiating the Prop 218 process and establishing procedures to notify residential ratepayers of the proposed changes to solid waste curbside collection rates, initiation of the City's proprietary rate-setting procedures under City Code section 3953, and establish a date and time certain for a public hearing to receive potential protests and consider adjusting solid waste rates for residential and commercial ratepayers.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

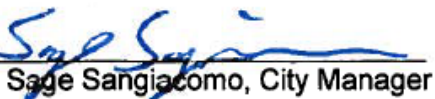
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager; Tim Eriksen, City Engineer and Public Works Director; City Council Solid Waste Ad hoc (Brown/Mulheren); David Rapport, City Attorney

Approved: _____


Sage Sangiacomo, City Manager

Background: In 2016, the City Council adopted a new rate schedule for curbside solid waste collection and the Ukiah Transfer Station. Market conditions, however, have changed considerably, altering the financial model used to support solid waste collection, processing, disposal and recycling. The City's contract franchise hauler, Ukiah Waste Solutions, and transfer station operator, Solid Waste Systems, Inc. (collectively herein referred to as "Company") requested of the City a review of the current state of the market and submitted to it a proposal to address foreseen challenges.

City management, working with the solid waste ad hoc committee of the City Council (Brown/Mulheren), met with representatives from both firms on multiple occasions to review the evolving conditions in the recycling market, labor market, escalating equipment costs and the inability of the current CPI index used to adjust for inflation to keep up with the relevant economic environment for solid waste service, and evaluate the potential impacts to the Company and ratepayers. The results of those meetings is a recommendation by the solid waste ad hoc for Council review and consideration of changes to the contracts with the Company as well as modification of the current rate schedules for curbside solid waste collection and transfer station operation.

As a requirement of Proposition 218 and the City's own proprietary rate setting requirements under Code section 3953, the City, in establishing revised rates for the mandatory collection of residential solid waste, must notify customers of the proposed rates, provide a period of time for them to submit written protests, and hold a public hearing to receive potential protests from affected rate payers and comments from the community. As required by Code section 3953, notice of proposed adjustments to utility rates must be given 10 days in advance of the final consideration by City Council. This report is part of the process to meet the requirement under Code section 3952.

Discussion: A significant portion of the revenue stream for any solid waste service provider comes from recyclable materials. The Company, in presenting their request for City review of its proposed changes to its contracts and rate structures, cited a dramatic change to market conditions in recycling. Effectively, what once was a viable market for recyclables, driven by demand from China, has been, and continues to be, diminishing greatly. China has begun rejecting many recycling waste streams from the United States and elsewhere. Items such as hard plastic, packaging materials, and various paper products have been or soon may be rejected at port by Chinese firms.

In developing new rate structures, adopted by Council in 2016, recycling revenue was a significant component. Revenue lost from changing market conditions may put significant strain on the Company's finances, putting into question its ability to continue effectively providing service to Ukiah. Further, changes to its cost structure – not anticipated in its operations when developing the current rate structure and operating agreements – may put even greater financial strain on the Company.

Specifically, these changes to cost include the following:

- Increased demand for buyback services requiring additional personnel
- Increased drive and wait time at the Potrero landfill
- Additional federal and state maintenance regulations at the transfer station
- Additional regulatory reporting requirements requiring additional personnel
- Substantial rising costs in replacement equipment
- Processing costs as more recycling streams are rejected by China. A cleaner, higher quality recycling stream for remaining recyclables is required.

To respond to these challenges and ensure financial solvency in a changing market, the Company requested an across-the-board increase to rates at the transfer station and for all curbside collection. Their proposal asked for changes ranging from 2.82% to 11%, as well as a change to the inflationary index used for

subsequent rate changes over the succeeding five years.

The City expressed concerns with this request and asked for additional information from the Company. It was provided. City management evaluated the proposal, finding merit in it; however, the solutions offered by the Company were considered to be inequitable to the ratepayers. The primary arguments for change in the transfer station and curbside collection rates were unanticipated costs and market changes to recycling. The latter would affect certain ratepayers more than others.

City management returned to the Company its comments and concerns. Together, and working with the ad hoc, both parties revised the current rate structure that equitably applies to all residential and commercial ratepayers as well as those who choose to dispose of their solid waste directly at the transfer station. From that, a compromised proposal was developed by the Company, supported by City management, and vetted by the ad hoc. It includes the following provisions:

Provision with Analysis and Justification

1. Elimination of the 10- and 20-gallon residential can rate. Much of what is currently placed in the blue recycling may be diverted to the landfill. 10- and 20-gallon cans are likely insufficient to hold the actual waste produced, which is placed in blue recycling cans, causing contamination, increasing processing costs, and endangering the final quality needed to market the material. Further, lost revenue from recycling activities – used to support a lower rate for 10- and 20-gallon cans – now effectively requires ratepayers of larger can sizes to subsidize the smaller can ratepayers, a violation of Prop 218 (to see Prop 218 process, see Attachments 1, 2, and 3).

The minimum rate for ratepayers using 10- and 20-gallon sizes would be the same as for those using a 32-gallon can. Those customers can keep their smaller can sizes or change them to the 32-gallon size at any time.

2. Increase the minimum charge for curbside collection from \$5.25 to \$10.00. Proper solid waste disposal is required in the City of Ukiah. This fee is intended to ensure service is available to all residential customers.

3. Change the inflationary index used to adjust rates in subsequent years from the Bureau of Labor Statistic (BOL) All-Cities index to the BOL “Water, Sewer and Trash” index. This aligns future potential rate adjustments to an index that is more specific to solid waste collection and disposal activities.

4. Adjust transfer station rates by 5.80%. To offset increased costs mentioned earlier, additional buyback / gate house employee, increased cost to use the Potrero Hills landfill, escalating equipment costs, and operating BMP’s.

5. Decrease the residential solid waste curbside collection rate 1% for 32-, 68-, and 95-gallon cans. This change is intended to ensure that costs are equitably applied to rate payers after elimination of the 10- and 20-gallon cans. This is a reduction to rates for these can sizes.

6. Increase yard bin rates. These are optional services. Increases are to align to market and ensure Company covers cost fully in providing this service.

7. Increase commercial accounts 5.83% across the board in order to account for lost revenues in the recycling market and increased costs mentioned earlier.

8. Add enclosure fee on commercial accounts with structures housing receptacles in order to offset costs of driver having to manually open enclosures and re-position dumpsters for collection. This service and fee are not a mandatory, as businesses may choose to lock/unlock the structures themselves.

9. New recycle credit/surcharge in order to account for current market values of processed recycle

materials.

10. Execute by December 31, 2017, the existing five-year option in the current agreement with the Company and include another 5-year option. This is to align the agreement term with the Company for curbside collection with that of the transfer station lease.

11. Restart the five-year clock on the rates structure. Best practice in establishing rates under Prop 218 is to identify a five-year rate structure, account for potential changes related to inflationary factors and other concerns, and give the ratepayer sufficient notice to plan for such potential changes.

Further, the ad hoc recommends amending the current agreements with the Company to include changes to the rate, options to extend, changes to the inflationary index used, and to strengthen language outlining the Company's requirements to provide marketing and educational materials and resources to customers regarding recycling and proper solid waste disposal. All other provisions of the current agreements with the Company will remain in effect.

Even after these proposed adjustments to rates (see Attachments 4 and 5), the curbside collection rates in the City of Ukiah would remain competitive to other similar communities, such as the unincorporated areas of the Ukiah Valley, Willits, Fort Bragg, Clearlake, and Lakeport. From a simple market analysis provided by the Company, a 32-gallon can customer in Ukiah would pay between 7 - 68% percent less than a customer in a neighboring community for the same service.

The recommendation of the ad hoc is to approve this proposal as recommended by staff and to initiate the noticing requirements to residential customers, as required under Prop 218 and the City's proprietary rate-setting requirements. Customers will be notified by mail of the proposed changes and given a 45-day "protest period" during which the City may receive written protests. Notice also will be printed in the Ukiah Daily Journal.

Staff recommends setting a public hearing date for ratepayer comment and/or protest of December 6, 2017 at 6:15 PM. At this meeting, Council would consider formal approval and adoption of the rate structure, making it effective January 1, 2018. Written protests may be submitted before or at this public hearing. They may be hand delivered, mailed to the City Clerk or personally submitted at the City Council meeting prior to the close of the Public Hearing. To be valid, protests must be in writing, state opposition to the proposed rate increase, and include the property owner's or customer's name and address, as well as the parcel number or address of the property served. Protests must be signed by the property owner or by the tenant directly responsible for payment of the fees subject to the proposed increase. Only one protest will be counted per parcel. While oral comments at the public hearing are welcome, those comments will not qualify as a valid written protest.

City of Ukiah

NOTICE OF PUBLIC HEARING ON PROPOSED SOLID WASTE COLLECTION AND DISPOSAL SERVICE RATE SCHEDULE ADJUSTMENTS (Please share this information with tenants)

Hearing Date & Time: December 6, 2017 at 6:15 p.m. or as soon thereafter as possible

Hearing Location: City of Ukiah, Council Chambers

300 Seminary Avenue, Ukiah, CA 95482

The City of Ukiah City Council (“City”) will conduct a public hearing on December 6, 2017, on proposed increases in the monthly solid waste collection and disposal (solid waste) rates applicable to all parcels in the City of Ukiah, including the parcel for which you are shown as the property owner of record based on the County of Mendocino 2016/17 Secured Tax Roll, and/or at which you are shown as the customer billed for solid waste service. If adopted, the rate increases will be reflected on utility bills dated on or after January 1, 2018, and for bills issued on or after January 1, 2019, 2020, 2021, and 2022.

This Notice of Public Hearing provides information regarding the proposed rate adjustment to the City’s solid waste collection and disposal service customers pursuant to the requirements of California Constitution Article XIII D Section 6 (commonly referred to as Proposition 218). The proposed rate adjustments will be presented to the City Council for consideration and possible adoption on December 6, 2017, commencing at 6:15 p.m. in the Council Chambers located at 300 Seminary Avenue. This notice also provides information on how rates are calculated, the reasons for the proposed rate adjustments, how customers can receive more information on the effect of the proposed rate adjustments on their solid waste collection and disposal service, and how to file a protest against the proposed rate adjustments. At the public hearing, the City Council will consider all written protests against the proposed fee or charge, and all other comments submitted in writing prior to the hearing or expressed during the hearing.

The Amount of the Fee Imposed on Each Parcel:

The proposed rates, as of January 2018, are outlined in the Schedule A below. During the next four years, including January 2019, January 2020, January 2021, and January 2022 the rates will increase or decrease based on the following changes to indexes and pass-through costs: (1) the percentage change in the Consumer Price Index, “Water and Sewer and Trash Collection Services” (“CPI”) over the previous year June over June, (2) the percentage change, June over June of the previous year, in the Energy Information Administration Petroleum & Other Liquids index over the base year ending June 30, 2015, (3) any changes to the gate fee at the Ukiah Transfer Station, (4) any changes to costs paid by the franchisee to process recyclables, and (5) changes in regulatory fees, all in accordance with the Contract for Collection, Transportation and Disposal of Garbage, Refuse and Rubbish and Recycling of Recyclable Materials from within the City of Ukiah (“Waste Collection Contract”) between the City and Ukiah Waste Solutions, Inc., a private company. After the January 2017 rate increase, the rates will automatically increase or decrease each year in accordance with the Waste Collection Contract, which will be available for inspection at the Civic Center.

The Reason for and Basis Upon Which the Fee Increase was Calculated:

Ukiah Waste Solutions (UWS), the City’s franchised solid waste collector, has requested rate increases pursuant to Section 6.5 of the Waste Collection Contract based on cost increases and revenue decreases which are solely the result of extraordinary circumstances beyond the control of UWS that it could not have been reasonably anticipated and which unavoidably adversely affect its opportunity to operate at a reasonable profit. The rate increases identified in Schedule A were calculated after considering the franchisee’s rate request, studying the reviewed financial statements and carefully evaluating the changes in costs to meet regulatory requirements, the recycling market, transportation, and other operating costs of Ukiah Waste Solutions for the year ending December 31, 2016 and two quarters ending June 30, 2017. Further detail on how these rates were calculated is available on the City’s website at <http://www.cityofukiah.com>.

Submit a Written Protest: City Clerk, 300 Seminary Avenue, Ukiah, CA 95482

An owner or tenant of property receiving solid waste service from the City may protest the proposed solid waste collection and disposal rates by submitting a written protest by mail or in person to the City Clerk. Written protests must be received (not postmarked) by the City Clerk before or during the public hearing. Any protest submitted by e-mail or other electronic means will not be accepted. To be valid, protests must be signed by the property owner or tenant, and must identify the property by street address or Mendocino County Assessor’s Parcel Number of the property receiving solid waste service. Only one written protest per identified parcel or property will be counted for purposes of determining whether there is a majority protest. In accordance with California Constitution, Article 13D, Section 6(a)(2), if, by the close of the public hearing, written protests against the proposed solid waste collection and disposal rates are filed by a majority of the affected property owners, the City Council will not approve the proposed solid waste rates. The City reserves the right to verify whether any person filing a protest is an owner or a renter legally obligated to pay the fee. To assist with this verification, the City requests inclusion of the applicable utility account number on the protest.

Notice of Public Hearing – Solid Waste Collection and Disposal Service Rate (continued)

The following schedule indicates the existing and proposed monthly solid waste service rates for residential service to each parcel in the City of Ukiah, beginning January 1, 2018:

SCHEDULE A

Effective Date January 1, 2018

SUMMARY OF RATE ADJUSTMENT FOR STANDARD SERVICES

YEAR 2018 Service Level	Current 2017 Rate	New 2018 Rate	Total Monthly Adjustment
<u>Curbside Service</u>			
No Service Minimum Charge	\$ 5.25	\$ 10.00	\$ 4.75
10 gallon can rate*	\$ 5.25	N/A	\$ -
20 gallon can rate*	\$ 10.48	N/A	\$ -
32 gallon can rate	\$ 18.82	\$ 18.63	\$ (0.19)
68 gallon can rate	\$ 44.47	\$ 44.03	\$ (0.44)
95 gallon can rate	\$ 62.65	\$ 62.02	\$ (0.63)
Other combinations - rate per gallon	\$ 0.73	\$ 0.73	\$ -
1 yard bin rate	\$ 124.55	\$ 131.80	\$ 7.25
1.5 yard bin rate	\$ 147.17	\$ 155.74	\$ 8.57
2 yard bin rate	\$ 196.25	\$ 207.67	\$ 11.42
3 yard bin rate	\$ 294.35	\$ 311.48	\$ 17.13
4 yard bin rate	\$ 392.47	\$ 415.31	\$ 22.84
6 yard bin rate	\$ 588.71	\$ 622.97	\$ 34.26
<u>Packout Service</u>			
32 gallon can rate	\$ 23.06	\$ 24.40	\$ 1.34
68 gallon can rate	\$ 54.16	\$ 57.31	\$ 3.15
95 gallon can rate	\$ 78.24	\$ 82.79	\$ 4.55
Other combinations - rate per gallon	\$ 0.84	\$ 0.89	\$ 0.05
<u>Remote Area Service</u>			
Add to the Packout Service rate.	\$ 7.69	\$ 8.14	\$ 0.45
In areas with limited access, an additional fee is charged to fund the costs of special equipment and special handling necessary to provide garbage pickup services. This fee is in addition to the "Packout Service" fee listed in this schedule.			

*10 and 20-gallon containers and rates will no longer be available to new customers, effective January 1, 2018. Existing customers with these containers may continue to use them at the new 32-gallon can rate or receive a 32-gallon replacement.

RESOLUTION NO. 2017-**A RESOLUTION OF THE COUNCIL OF THE CITY OF UKIAH DECLARING ITS INTENTION TO ADOPT INCREASED SOLID WASTE COLLECTION CHARGES, SETTING A PUBLIC HEARING FOR DECEMBER 6, 2017, AND DIRECTING STAFF TO PROVIDE NOTICE PURSUANT TO PROPOSITION 218**

WHEREAS, the Legislature of the State of California, by enactment of Assembly Bill 939 of 1989 (Act) (*California Public Resources Code* Section 40000 et seq.), has declared that it is in the public interest to authorize and require local agencies to make adequate provisions for solid waste handling within their jurisdiction; and,

WHEREAS, the State of California has found and declared that the amount of solid waste generated in California, coupled with diminishing landfill space and potential adverse environmental impacts from landfilling and the need to conserve natural resources, have created an urgent need for State and local agencies to enact and implement an aggressive, integrated waste management program. The State has, through enactment of the Act, directed the responsible state agency, and all local agencies, to promote landfill diversion and to maximize the use of feasible waste reduction, recycling and composting options in order to reduce the amount of solid waste that must be disposed of in landfills; and,

WHEREAS, pursuant to *California Public Resources Code* Section 40059(a)(2), the City has determined that the public health, safety, and well-being require that a franchise agreement be awarded to a qualified contractor for the collection of solid waste, recyclable materials, and yard waste, and other services related to meeting the diversion goals, and other requirements of the Act; and,

WHEREAS, the City intends to maintain reasonable rates and quality of service related to the collection of solid waste, recyclable materials, and yard waste, the transportation of such material to appropriate places of processing, recycling, composting, and/or disposal, and the processing of recyclable materials and yard waste and other related services; and,

WHEREAS, the City is responsible for meeting legal, regulatory, and funding requirements of closure, post-closure, and corrective action plan activities related to its municipal landfill; and,

WHEREAS, Ukiah Waste Solutions, Inc., ("Ukiah waste solutions") has submitted a plan to provide solid waste, recyclable materials, and yard waste programs at reasonable costs to the ratepayers of the City, and the City entered into an agreement ("Agreement") with Ukiah Waste Solutions based on the advantages of that plan. The Agreement is on file with the City Clerk and available for public inspection; and,

WHEREAS, the Agreement, which provides for increases in solid waste collection rates, is subject to the notice, protest and hearing requirements established under Proposition 218; and,

WHEREAS, these rate increases will help ensure the health and safety of the community.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ukiah as follows:

SECTION 1. The foregoing recitals and true and correct.

SECTION 2. The City Council hereby initiates proceedings to adopt the solid waste rates provided under the Agreement;

SECTION 3. The City Council hereby fixes the 6th day of December, 2017, at 6:15 p.m. at the Chambers of the City Council, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California, as the time and place for a public hearing ("Public Hearing") on the proposed solid waste rate increases.

SECTION 4. The City Clerk is hereby instructed to provide notice of the proposed rate increases in conformity with Proposition 218 and the Proposition 218 Omnibus Implementation Act, *California Government Code* sections 53500 *et seq.*

SECTION 5. At the Public Hearing, the City Council shall consider all objections or protests, if any, to the proposed rate increases, and any person shall be permitted to present written or oral testimony. Although oral comments at the Public Hearing will not qualify as a formal protest, the City Council welcomes community input during the Public Hearing.

SECTION 6. At the conclusion of the Public Hearing, all protests submitted and not withdrawn will be tabulated in conformity with the City's tabulation guidelines.

SECTION 7. A majority protest exists if protests are submitted in opposition to the proposed rate increases by a majority (50% plus 1) of the property owners and solid waste service customers. Although both property owners and solid waste service customers are permitted to submit protests, only one protest shall be counted for each parcel.

SECTION 8. If there is a majority protest against the proposed rate increases, the City Council shall not adopt the rate increases.

SECTION 9: This resolution will become effective immediately upon adoption. The foregoing **RESOLUTION WAS PASSED AND ADOPTED** at a regular meeting of the City Council on the 4th day of October, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JIM O. BROWN, Mayor

ATTEST:

KRISTINE LAWLER, City Clerk

RESOLUTION NO. 2017-**A RESOLUTION OF THE COUNCIL OF THE CITY OF UKIAH ADOPTING GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS IN CONNECTION WITH RATE HEARINGS CONDUCTED PURSUANT TO ARTICLE XIID, SECTION 6 OF THE CALIFORNIA CONSTITUTION**

WHEREAS, Article XIID, Section 6 of the California Constitution requires the Council of the City of Ukiah to consider written protests to certain proposed increases to utility charges; and

WHEREAS, this constitutional provision does not offer specific guidance as to who is allowed to submit protests, how written protests are to be submitted, or how the City is to tabulate the protests.

THEREFORE, BE IT RESOLVED by the City Council of the City of Ukiah that when notice of a public hearing with respect to the adoption or increase of water, wastewater, or solid waste utility charges has been given by the City pursuant to Article XIID, Section 6(a) of the California Constitution, the following shall apply:

SECTION 1: Definitions. Unless the context plainly indicates another meaning was intended, the following definitions shall apply in construction of these guidelines.

- A. "Parcel" means a County Assessor's parcel the owner or occupant of which is subject to the proposed charge that is the subject of the hearing.
- B. "Record customer" and "customer of record" mean (i) the person or persons whose name or names appear on the City's records as the person who has contracted for, or is obligated to pay for, utility services to a particular utility account or (ii) another person who demonstrates to the reasonable satisfaction of the City Clerk that he, she, or it is a tenant of real property directly liable to pay the proposed fee.
- C. "Record owner" or "parcel owner" means the person or persons whose name or names appear on the County Assessor's latest equalized assessment roll as the owner of a parcel.
- D. A "fee protest proceeding" is not an election, but the City Clerk will maintain the confidentiality of protests as provided below and will maintain the security and integrity of protests at all times.

SECTION 2: Notice Delivery. Notice of proposed rates and public hearing shall be as follows:

- A. The City shall give notice of proposed charges via U. S. mail to all record owners and customers of record served by the City
- B. The City will post the notice of proposed charges and public hearing at its official posting sites.

SECTION 3: Protest Submittal.

- A. Any record owner or customer of record who is subject to the proposed utility charge that is the subject of the hearing may submit a written protest to the City Clerk, by:
- Delivery to the City Clerk's Office at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah during published business hours
 - Mail to City Clerk, 300 Seminary Avenue, Ukiah CA 95482, or
 - Personally submitting the protest at the public hearing.
- B. Protests must be received by the end of the public hearing, including those mailed to the City. No postmarks will be accepted; therefore, any protest not actually received by the close of the hearing, whether or not mailed prior to the hearing, shall not be counted.
- C. Emailed, faxed and photocopied protests shall not be counted
- D. Although oral comments at the public hearing will not qualify as a formal protest unless accompanied by a written protest, the City Council welcomes input from the community during the public hearing on the proposed charges.

SECTION 4: Protest Requirements.

- A. A written protest must include:
- (i) A statement that it is a protest against the proposed charge that is the subject of the hearing.
 - (ii) Name of the record owner or customer of record who is submitting the protest;
 - (iii) Identity, by street address or utility account number, of the parcel with respect to which the protest is made;
 - (iv) Original signature and legibly printed name of the record owner or customer of record who is submitting the protest.
- B. Protests shall not be counted if any of the required elements (i thru iv) outlined in the preceding subsection "A." are omitted.

SECTION 5: Protest Withdrawal. Any person who submits a protest may withdraw it by submitting to the City Clerk a written request that the protest be withdrawn. The withdrawal of a protest shall contain sufficient information to identify the affected parcel and the name of the record owner or customer of record who submitted both the protest and the request that it be withdrawn.

SECTION 6: Multiple Record Owners or Customers of Record.

- A. Each record owner or customer of record of a parcel served by the City may submit a protest. This includes instances where:

- (i) A parcel is owned by more than a single record owner or more than one name appears on the City's records as the customer of record for the parcel, or
 - (ii) A customer of record is not the record owner, or
 - (iii) A parcel includes more than one record customer, or
 - (iv) Multiple parcels are served via a single utility account, as master-metered multiple family residential units.
- B. Only one protest will be counted per parcel as provided by *Government Code* Section 53755(b).

SECTION 7: Transparency, Confidentiality, and Disclosure.

- A. To ensure transparency and accountability in the fee protest tabulation while protecting the privacy rights of record owners and customers of record, protests will be maintained in confidence until tabulation begins following the public hearing.
- B. Once a protest is opened during the tabulation, it becomes a disclosable public record, as required by state law.

SECTION 8: City Clerk.

The City Clerk shall not accept as valid any protest if he or she determines that any of the following is true:

- A. The protest does not state its opposition to the proposed charges.
- B. The protest does not name the record owner or record customer of the parcel identified in the protest as of the date of the public hearing.
- C. The protest does not identify a parcel served by the City that is subject to the proposed charge.
- D. The protest does not bear an original signature of the named record owner of, or record customer with respect to, the parcel identified on the protest. Whether a signature is valid shall be entrusted to the reasonable judgment of the City Clerk, who may consult signatures on file with the County Elections Official.
- E. The protest was altered in a way that raises a fair question as to whether the protest actually expresses the intent of a record owner or a customer of record to protest the charges.
- F. The protest was not received by the City Clerk before the close of the public hearing on the proposed charges.
- G. A request to withdraw the protest was received prior to the close of the public hearing on the proposed charges.

SECTION 9: City Clerk's Decisions Final. The City Clerk's decision that a protest is not valid shall constitute a final action of the City and shall not be subject to any internal appeal.

SECTION 10: Majority Protest.

- A. A majority protest exists if written protests are timely submitted and not withdrawn by the record owners of, or customers of record with respect to, a majority (50% plus one) of the parcels subject to the proposed charge.
- B. While the City may inform the public of the number of parcels served by the City when a notice of proposed rates is mailed, the number of parcels with active customer accounts served by the City on the date of the hearing shall control in determining whether a majority protest exists.

SECTION 11: Tabulation of Protests. At the conclusion of the public hearing, the City Clerk shall tabulate all protests received, including those received during the public hearing, and shall report the results of the tabulation to the City Council. If the total number of protests received is insufficient to constitute a majority protest, the City Clerk may determine the absence of a majority protest without validating the protests received, but may instead deem them all valid without further examination. Further, if the number of protests received is obviously substantially fewer than the number required to constitute a majority protest, the City Clerk may determine the absence of a majority protest without opening the envelopes in which protests are returned.

SECTION 12: Report of Tabulation. If at the conclusion of the public hearing, the City Clerk determines that she will require additional time to tabulate the protests, she shall so advise the City Council, which may adjourn the meeting to allow the tabulation to be completed on another day or days. If so, the City Council shall declare the time and place of tabulation, which shall be conducted in a place where interested members of the public may observe the tabulation, and the City Council shall declare the time at which the meeting shall be resumed to receive and act on the tabulation report of the City Clerk.

SECTION 13: This resolution will become effective immediately upon adoption.

THE FOREGOING RESOLUTION WAS PASSED AND ADOPTED at a regular meeting of the City Council on the 4th day of October, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JIM O. BROWN, Mayor

ATTEST:

KRSTINE LAWLER, City Clerk

ATTACHMENT 4

Effective Date January 1, 2018

SUMMARY OF RATE ADJUSTMENT FOR STANDARD SERVICES

YEAR 2018	Current	New	Total Monthly
Service Level	2017	2018	Adjustment
Rate	Rate		
<u>Curbside Service</u>			
No Service Minimum Charge	\$ 5.25	\$ 10.00	\$ 4.75
10 gallon can rate*	\$ 5.25	N/A/	\$ -
20 gallon can rate*	\$ 10.48	N/A/	\$ -
32 gallon can rate	\$ 18.82	\$ 18.63	\$ (0.19)
68 gallon can rate	\$ 44.47	\$ 44.03	\$ (0.44)
95 gallon can rate	\$ 62.65	\$ 62.02	\$ (0.63)
Other combinations - rate per gallon	\$ 0.73	\$ 0.73	\$ -
1 yard bin rate	\$ 124.55	\$ 131.80	\$ 7.25
1.5 yard bin rate	\$ 147.17	\$ 155.74	\$ 8.57
2 yard bin rate	\$ 196.25	\$ 207.67	\$ 11.42
3 yard bin rate	\$ 294.35	\$ 311.48	\$ 17.13
4 yard bin rate	\$ 392.47	\$ 415.31	\$ 22.84
6 yard bin rate	\$ 588.71	\$ 622.97	\$ 34.26

<u>Packout Service</u>			
32 gallon can rate	\$ 23.06	\$ 24.40	\$ 1.34
68 gallon can rate	\$ 54.16	\$ 57.31	\$ 3.15
95 gallon can rate	\$ 78.24	\$ 82.79	\$ 4.55
Other combinations - rate per gallon	\$ 0.84	\$ 0.89	\$ 0.05

<u>Remote Area Service</u>			
Add to the Packout Service rate.	\$ 7.69	\$ 8.14	\$ 0.45
In areas with limited access, an additional fee is charged to fund the costs of special equipment and special handling necessary to provide garbage pickup services. This fee is in addition to the "Packout Service" fee listed in this schedule.			

*10 and 20-gallon containers and rates will no longer be available to new customers, effective January 1, 2018. Existing customers with these containers may continue to use them at the new 32-gallon can rate or receive a 32-gallon replacement.

<u>Commercial / Multi-Family Service</u>			
10 gallon can rate*	\$ 5.45	\$ 20.68	\$ 15.23
20 gallon can rate*	\$ 10.87	\$ 20.68	\$ 9.81
32 gallon can rate	\$ 19.54	\$ 20.68	\$ 1.14
68 gallon can rate	\$ 46.18	\$ 48.87	\$ 2.69
95 gallon can rate	\$ 65.08	\$ 68.87	\$ 3.79
1 yard bin rate	\$ 124.55	\$ 131.80	\$ 7.25
1.5 yard bin rate	\$ 147.17	\$ 155.74	\$ 8.57
2 yard bin rate	\$ 196.25	\$ 207.67	\$ 11.42
3 yard bin rate	\$ 294.35	\$ 311.48	\$ 17.13
4 yard bin rate	\$ 392.47	\$ 415.31	\$ 22.84
6 yard bin rate	\$ 588.71	\$ 622.97	\$ 34.26

ATTACHMENT 5

Solid Wastes Systems, Inc. Transfer Station Rate Schedule Effective Date January 1, 2018

<u>Item</u>		2017	Calculated 2018 FA	NEW 2018 Rate
		<u>Rate</u>	<u>Rate</u>	<u>Rounded *</u>
MSW - Ton		\$92.90	\$98.29	\$98.30
MSW - Yard		\$21.20	\$21.89	\$21.90
Minimum Gate Fee - MSW	Up to 3 cans	\$10.60	\$10.95	\$10.95
Per Can Rate - 32 gallon	After 3 cans	\$3.55	\$3.65	\$3.65
Green Waste - Ton		\$42.05	\$45.60	\$45.60
Green Waste - Yard		\$6.15	\$6.67	\$6.65
Minimum Gate Fee - Green Waste		\$6.05	\$6.56	\$6.55
Mixed Load - Additional Charge		\$18.80	\$20.39	\$20.40
Appliances		\$10.35	\$11.22	\$11.20
Oil Filters - Small		\$0.35	\$0.38	\$0.40
Oil Filters - Medium		\$0.65	\$0.70	\$0.70
Oil Filters - Large		\$0.90	\$0.98	\$1.00
Concrete - Ton		\$65.95	\$71.52	\$71.50
Dirt - Ton		\$65.95	\$71.52	\$71.50
Sheetrock - Clean		\$42.05	\$45.60	\$45.60
Sheetrock - Dirty		\$65.95	\$71.52	\$71.50
Tires - Bicycle		\$1.20	\$1.30	\$1.30
Tires - Motorcycle		\$2.30	\$2.49	\$2.50
Tires - Passenger Car		\$3.45	\$3.74	\$3.75
Tires - Passenger Car with Rim		\$5.40	\$5.86	\$5.85
Tires - Truck		\$7.30	\$7.92	\$7.90
Tires - Truck with Rim		\$9.85	\$10.68	\$10.70
Tires - Tractor		43.45 - 328.65	47.12 - 356.39	47.10 - 356.40
E-Waste - Computers		No Charge	No Charge	No Charge
E-Waste - Monitors		No Charge	No Charge	No Charge
Scrap Metal		No Charge	No Charge	No Charge

* Rates are rounded to the nearest five cents



Solid Waste Rate Adjustments

Tim Eriksen, Public Works Director

Dan Buffalo, Finance Director

October 4, 2017



Items for Consideration

1. Review and revision of current rate schedules
 1. Curbside collection
 2. Transfer station
2. Initiation of noticing
 1. Prop 218 process to adjust residential curbside collection rates
 2. City code section 3953 rate setting requirements
3. Landfill closure financial plan update



Solid Waste Rates

Review and Revision



Solid Waste Rates

- ▶ Per current agreement, Solid Wastes Systems/Ukiah Waste Solutions submitted intention to adjust rates in August
- ▶ Identified
 - ▶ changes to marketplace
 - ▶ Unanticipated costs
- ▶ Proposed changes to rate structure



Solid Waste Rates (cont)

- ▶ Current conditions:
 - ▶ Recycling market has changed dramatically
 - ▶ China is a no-go
 - ▶ New recycling diversions paths needed



Solid Waste Rates (cont)

- ▶ Cost structure has changed
 - ▶ Increased demand for buyback services requiring additional personnel
 - ▶ Increased drive and wait time at the Potrero landfill
 - ▶ Additional federal and state maintenance regulations at the transfer station
 - ▶ Additional regulatory reporting requirements requiring additional personnel
 - ▶ Additional equipment needs and rising costs in replacement equipment
 - ▶ Processing costs as more recycling streams are rejected by China and diverted



Solid Waste Rates (cont)

- ▶ Solutions:
 - ▶ Company proposed:
 - ▶ Rate increase across the board
 - ▶ Change to inflationary index used for future rate adjustments
 - ▶ City expressed concerns:
 - ▶ Effects on, and equity to, ratepayers
 - ▶ Questions over Company continuing to provide cost-effective service



Solid Waste Rates (cont)

- ▶ Reconciled solution (Proposal)
 - ▶ Eliminate 10 and 20-gallon can
 - ▶ Increase minimum charge for curbside collection
 - ▶ From \$5.25 to \$10.00
 - ▶ Change inflationary index used
 - ▶ Adjust transfers station rates by 5.80%
 - ▶ Decrease residential rates for 32, 68, and 95-gallon cans by 1%
 - ▶ Increase yard bin rates to market
 - ▶ Increase commercial account rates by 5.83%
 - ▶ Establish enclosure fee for commercial accounts (optional service)
 - ▶ New recycle credit/surcharge
 - ▶ Execute current contract extension option and include additional option
 - ▶ Restart five-year rate structure clock



Prop 218 and City Noticing

Initiation



Prop 218 Initiation: Adjustment to Curbside Collection Rates

Purpose:

- ▶ Maintain appropriate curbside service
- ▶ Meet new market realities and diversion goals

Process:

- ▶ Council approves initiation
- ▶ 45 day protest period
- ▶ Protest procedures adopted by Council
- ▶ Rate methodology and calculation details can be found on City's website
- ▶ Hold public hearing on December 6, 2017
 - ▶ 6:15 PM
 - ▶ Ukiah Civic Center



Prop 218 Initiation: Adjustment to Curbside Collection Rates (cont)

Effect:

- ▶ 1% decrease to current ratepayers of 32, 68, and 95-gallon cans
 - ▶ Elimination of future 10 and 20-gallon cans, effective January 1, 2018
 - ▶ 32-gallon can is standard minimum service in region
 - ▶ Current 10 and 20-gallon can users may still keep their receptacles but will be charged the 32-gallon can rate
 - ▶ New rates still 7 to 68 percent lower than comparable rates in neighboring communities

Prop 218 Initiation: Adjustment to Curbside Collection Rates (cont)

Ukiah Waste Solutions, Inc.

Rate Comparison

Effective Date January 1, 2018

Jurisdiction	Monthly Rate	
	32-Gal Cart	2 Yard Bin
City of Ukiah - Proposed	\$18.63	\$207.67
City of Willits	\$22.45	\$261.66
Brooktrails	\$31.31	\$268.62
City of Clearlake	\$19.99	\$239.96
City of Lakeport	\$21.98	\$300.86
City of Fort Bragg	\$23.92	\$284.06
Ukiah Valley WM	\$23.62	\$286.24
City of St. Helena	\$25.01	\$278.98
City of Calistoga	\$25.89	\$336.90
Armanino LLP Rate Survey - Average 46 participants in Central & Northern CA	\$31.86	\$285.66
Proposed 2018 City of Ukiah Rate	\$18.63	\$207.67

Note: rates of neighboring communities are for 2017 and may be subject to increases in 2018



City Rate-Setting Requirements: Ukiah City Code Sections 3950-3957

▶ Process

- ▶ City Manager written report (ASR)
- ▶ 10 day notice in paper of general circulation
- ▶ Hold public hearing on December 6, 2017
 - ▶ 6:15 PM
 - ▶ Ukiah Civic Center



AGENDA SUMMARY REPORT

SUBJECT: Approve Plans and Specifications for Smith Street Rehabilitation Project, Specification No. 15-12, Direct Staff to Advertise for Bids, and Approve Corresponding Budget Amendment.

DEPARTMENT: Public Works

PREPARED BY: Rick Seanor

ATTACHMENTS:

[Attachment 1 - Specifications - Smith St. Rehabilitation](#)

[Attachment 2 - Plans - Smith St. Rehabilitation](#)

Summary: The City Council will consider approving the plans and specifications number 15-12 for the Smith Street Rehabilitation Project and approve the corresponding budget amendment. City Council will also consider directing staff to advertise for bids for this project.

Background: The City is responsible for construction of a section of sidewalk on Smith Street as a result of a settlement agreement with an adjacent property owner. In order to meet ADA design requirements, the design grade of the sidewalk, curb and gutter was raised. This resulted in the need to repave the adjacent street section.

Discussion: Per section §22039 of the Public Contracts Code, staff is requesting Council's approval of plans and specifications number 15-12 for the Smith Street Rehabilitation Project. The engineer's estimate for this

RECOMMENDED ACTION: Approve plans and specifications for the Smith Street Rehabilitation Project, Specification No. 15-12, direct staff to advertise for bids, and approve corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

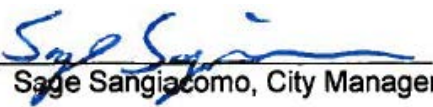
CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: \$242,530; 10000000.41250

FINANCING SOURCE: Measure Y funds

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager; Tim Eriksen, Director of Public Works / City Engineer; Mary Horger, Procurement Manager

Approved: 
Sage Sangiacomo, City Manager

project is \$242,530. The proposed project will construct the following on a section of Smith Street between Main Street and Mason Street: new concrete curb, gutter, and sidewalk to replace existing north side frontage improvements and new asphalt concrete paving (full width) for the same street section.

The plans and specifications for the project are available for City Council and public review at the Ukiah Civic Center Engineering Department, 300 Seminary Avenue, Ukiah, California. In addition, the plans and specifications are available for review as attachments #1 (specifications) and #2 (plans).

CITY OF UKIAH
MENDOCINO COUNTY, CALIFORNIA

**SPECIAL PROVISIONS
FOR
SMITH STREET REHABILITATION PROJECT
SPECIFICATION NO. 15-12**

CITY OF UKIAH
DEPARTMENT OF PUBLIC WORKS
300 Seminary Avenue
Ukiah, California 95482-5400

MANDATORY PRE-BID MEETING:

_____ am, _____, 2017
Project Site, in front of 262 E. Smith Street, Ukiah, CA 95482

Bids Open: _____, 2017

2:00 p.m.
Office of City Clerk
300 Seminary Avenue
Ukiah, California 95482

CITY OF UKIAH
MENDOCINO COUNTY, CALIFORNIA

CITY COUNCIL:

JIM BROWN – MAYOR
KEVIN DOBLE - VICE MAYOR
DOUGLAS CRANE - COUNCIL MEMBER
STEVE SCALMANINI - COUNCIL MEMBER
MAUREEN MULHEREN - COUNCIL MEMBER

SAGE SANGIACOMO – CITY MANAGER

TIM ERIKSEN - DIRECTOR OF PUBLIC WORKS / CITY ENGINEER

MARY HORGER – PROCUREMENT MANAGER

KRISTINE LAWLER – CITY CLERK

R. ALLEN CARTER - CITY TREASURER

CITY OF UKIAH
DEPARTMENT OF PUBLIC WORKS
SEPTEMBER, 2017

TABLE OF CONTENTS

PAGE

NOTICE TO BIDDERS

INSTRUCTIONS TO BIDDERS	1
-------------------------------	---

GENERAL CONDITIONS

SECTION 1. PROPOSAL REQUIREMENTS AND GENERAL CONDITIONS	3
---	---

- 1-01. Definitions
- 1-02. Examinations of Plans, Special Provisions and Site of Work
- 1-03. Proposal
- 1-04. Withdrawal of Bids
- 1-05. Public Opening of Bids
- 1-06. Bid Guaranty
- 1-07. Qualification of Bidders
- 1-08. Disqualification of Bidders
- 1-09. Identification of Subcontractors
- 1-10. General Provisions of the Standard Specifications

SECTION 2. AWARD AND EXECUTION OF CONTRACT	5
--	---

- 2-01. Award of Contract
- 2-02. Return of Proposal Guaranties
- 2-03. Execution of Contract

SECTION 3. SCOPE AND INTENT OF CONTRACT	4
---	---

- 3-01. Effect of Inspection and Payments
- 3-02. Effect of Extension of Time
- 3-03. Extra Work
- 3-04. Assignment of Contract
- 3-05. Subcontractors
- 3-06. Interpretation of Special Provisions and Drawings
- 3-07. Liability of City Officials
- 3-08. Dispute Resolution

SECTION 4. BONDS	6
------------------------	---

- 4-01. Faithful Performance Bond
- 4-02. Material and Labor Bond
- 4-03. Defective Material and Workmanship Bond
- 4-04. Notification of Surety Companies

SECTION 5. INSURANCE REQUIREMENTS FOR CONTRACTORS	6
---	---

- 5-01. Minimum Scope of Insurance
- 5-02. Minimum Limits of Insurance
- 5-03. Deductibles and Self-Insured Retentions
- 5-04. Other Insurance Provisions
- 5-05. Acceptability of Insurers
- 5-06. Verification of Coverage
- 5-07. Subcontractors

SECTION 6. RESPONSIBILITIES AND RIGHTS OF CONTRACTOR	8
--	---

- 6-01. Legal Address of Contractor
- 6-02. Office of Contractor at Site
- 6-03. Attention to Work
- 6-04. Liability of Contractor
- 6-05. Protection of Persons and Property
- 6-06. Protection of City Against Patent Claims
- 6-07. Protection of Contractor's Work Property
- 6-08. Regulations and Permits
- 6-09. Construction Utilities
- 6-10. Approval of Contractor's Plans
- 6-11. Suggestions to the Contractor
- 6-12. Termination of Unsatisfactory Subcontracts
- 6-13. Preservation of Stakes and Marks
- 6-14. Assistance to Engineer
- 6-15. Removal of Condemned Materials and Structures
- 6-16. Proof of Compliance with Contract
- 6-17. Errors and Omissions
- 6-18. Cooperation
- 6-19. Right of Contractor to Stop Work
- 6-20. Hiring and Dismissal of Employees
- 6-21. Wage Rates
- 6-22. Cleaning Up
- 6-23. Guaranty

SECTION 7. RESPONSIBILITIES AND RIGHTS OF CITY 13

- 7-01. Authority of the Engineer
- 7-02. Inspection
- 7-03. Surveys
- 7-04. Rights-of-Way
- 7-05. Retention of Imperfect Work
- 7-06. Changes in the Work
- 7-07. Additional Drawings by City
- 7-08. Additional and Emergency Protection
- 7-09. Suspension of Work
- 7-10. Right of City to Terminate Contract
- 7-11. Use of Completed Portions

SECTION 8. WORKMANSHIP, MATERIALS AND EQUIPMENT 15

- 8-01. General Quality
- 8-02. Quality in Absence of Detailed Specifications
- 8-03. Materials and Equipment Specified by Name
- 8-04. Source of Materials
- 8-05. Storage of Materials
- 8-06. Drawings, Samples and Tests

SECTION 9. PROSECUTION OF WORK 16

- 9-01. Equipment and Methods
- 9-02. Time of Completion
- 9-03. Avoidable Delays
- 9-04. Unavoidable Delays
- 9-05. Notice of Delays
- 9-06. Extension of Time
- 9-07. Unfavorable Weather and Other Conditions

- 9-08. Saturday, Sunday, Holiday and Night Work
- 9-09. Hours of Labor

SECTION 10. PAYMENT 17

- 10-01. Certification by Engineer
- 10-02. Progress Estimates and Payment
- 10-03. Substitution of Securities
- 10-04. Acceptance
- 10-05. Final Estimate and Payment
- 10-06. Delay Payments
- 10-07. Extra Work and Work Omitted
- 10-08. Compensation for Extra Work or Work Omitted
- 10-09. Compensation to the City for Extension of Time
- 10-10. Liquidated Damages for Delay

SECTION 11. MISCELLANEOUS 20

- 11-01. Notice
- 11-02. Computation of Time
- 11-03. Claims Procedure Required by Public Contract Code Section 9204
- 11-04. Litigation and Forum Selection
- 11-05. Waiver

TECHNICAL SPECIFICATIONS

SECTION 12. GENERAL INFORMATION 23

- 12-01. Location and Scope of Work
- 12-02. Arrangement of Technical Specifications
- 12-03. Arrangement of Plans
- 12-04. Business Licenses
- 12-05. Permits
- 12-06. Standard Specifications and Standard Plans
- 12-07. Temporary Facilities
- 12-08. Public Convenience and Safety
- 12-09. Maintaining Traffic
- 12-10. Stream Pollution
- 12-11. Warranties
- 12-12. Utilities
- 12-13. Preconstruction Conference
- 12-14. Safety Requirements

SECTION 13. CONSTRUCTION DETAILS 25

- 13-01. Contract Drawings
- 13-02. Order of Work
- 13-03. Schedule
- 13-04. Preservation of Property
- 13-05. Watering
- 13-06. Air Quality and Dust Control
- 13-07. Existing Highway Facilities
- 13-08. Mobilization
- 13-09. Removal of Frontage Improvements
- 13-10. Excavate Street Section
- 13-11. Prepare Subgrade
- 13-12. Geotextile Stabilization Fabric

13-13. Class 2 Aggregate Base	
13-14. Hot Mix Asphalt Paving	
13-15. Minor Concrete	
13-16. Concrete Curb and Gutter	
13-17. Concrete Driveway Approach	
13-18. Concrete Sidewalk	
13-19. Provide Temporary Pedestrian Access	
13-20. Hot Mix Asphalt Transition Area	
13-21. Remove and Replace Drop Inlet	
13-22. Salvage and Reinstall Signs	
13-23. Pavement Markings and Wheel Stops	
13-24. Material Recycling	
13-25. Adjust Existing Valve and Meter Boxes and Reset Monitoring Well Cap	
13-26. Construction Staking	
13-27. Public Notification	

SECTION 14. EXCLUSIONS FROM GENERAL CONDITIONS 37

14-01. Provisions to be Excluded from General Conditions

SECTION 15. AMENDMENTS TO GENERAL CONDITIONS 37

15-01. Provisions of General Conditions to be Amended

CERTIFICATES AND DOCUMENTS

BID SUBMITTAL CHECKLIST	38
PROPOSAL	39
BIDDING SCHEDULE	39
FAIR EMPLOYMENT PRACTICES CERTIFICATION.....	43
WORKER'S COMPENSATION CERTIFICATE	44
CERTIFICATE OF NONDISCRIMINATION IN EMPLOYMENT	45
LIST OF PROPOSED SUBCONTRACTORS	46
STATEMENT OF EXPERIENCE OF BIDDER.....	47
SIGNATURE OF BIDDER	48
BIDDER'S BOND	49
NON-COLLUSION AFFIDAVIT	50
AGREEMENT	51
INDEMNIFICATION AGREEMENT	55
EXAMPLE BOND FORMS	56

DIRECTIONS FOR PREPARATION OF PERFORMANCE AND MATERIAL AND LABOR BOND	60
DEFECTIVE MATERIAL AND WORKMANSHIP (MAINTENANCE) BOND	61
INSURANCE CERTIFICATES AND ENDORSEMENT FORMS	

APPENDICES:

ATTACHMENT 'A' –CONTRACT DRAWINGS
ATTACHMENT 'B' - STANDARD DETAILS

PRELIMINARY - NOT FOR BIDDING PURPOSES

**CITY OF UKIAH, MENDOCINO COUNTY, CALIFORNIA
NOTICE TO BIDDERS FOR SMITH STREET REHABILITATION PROJECT
SPECIFICATION NO. 15-12**

NOTICE IS HEREBY GIVEN that sealed standard proposals for the SMITH STREET REHABILITATION PROJECT will be received at the Office of the City Clerk, Ukiah Civic Center, 300 Seminary Avenue, Ukiah California until 2:00 p.m. on **Tuesday, _____, 2017**, at which time, or as soon thereafter as possible, they will be publicly opened and read. Bids shall be addressed to the City Clerk and shall be endorsed "SMITH STREET REHABILITATION PROJECT." Bids are required for the entire work described herein. No fax bids will be accepted.

ENGINEER'S ESTIMATE OF QUANTITIES

Item No.	Description	Quantity	Unit of Measure
1.	Mobilization	1	LS
2.	Remove Frontage Improvements	2405	SF
3.	Excavate Street Section	7030	SF
4.	Prepare Subgrade	9009	SF
5.	Geotextile Stabilization Fabric	1001	SY
6.	Class 2 Aggregate Base	615	TON
7.	Hot Mix Asphalt Street Paving	198	TON
8.	Concrete Curb and Gutter	208	LF
9.	Concrete Driveway Approach	403	SF
10.	Concrete Sidewalk	1729	SF
11.	Hot Mix Asphalt Transition Area	650	SF
12.	Remove and Replace Curb Inlet	1	EA
13.	Reinstall Signage	1	EA
14.	Traffic Markings and Wheel Stops	1	LS

Scope of Work consists of the reconstruction of a section of East Smith Street over an area of approximately 254 linear feet in the block between Mason Street and Main Street. Work generally includes, but is not limited to, demolition, removal and reconstruction of the street aggregate base and pavement from gutter pan to gutter pan; sidewalks, curbs, gutters, and driveway apron, along the north side of the street; and demolition and construction of pavement to conform grades between the back of sidewalk and the adjacent parking lot.

A MANDATORY PRE-BID MEETING will be held at _____ am on _____ day _____, on _____, 2017 at the project site – convening in front of 262 E. Smit Street, Ukiah, CA 95482.

Plans and Special Provisions may be inspected and/or copies obtained **for a non refundable fee of \$ _____**. Plans and Special Provisions may also be downloaded at no charge from the City's website at www.cityofukiah.com. Contact Mary Horger, Purchasing Supervisor, City of Ukiah, 300 Seminary Avenue, Ukiah, California 95482-5400. No bid will be considered unless it is made on the forms furnished by the City and is made in accordance with the details of the Special Provisions. Each bidder must be licensed as required by law. Further information regarding the work or these specifications can be obtained by calling Mary Horger at (707) 463-6233 or at fax phone (707) 313-3621.

The City Council reserves the right to reject any or all bids and to determine which proposal is, in its opinion, the lowest responsive bid by a responsible bidder and which it deems in the best interest of the City to accept. The City Council also reserves the right, but not the obligation, to waive any irregularity or failure to strictly comply with the bidding requirements, that the City determines in the reasonable exercise of its discretion does not provide the bidder with a competitive advantage over other bidders.

No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section

1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2014) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. The prime contractor shall be responsible for posting job site notices as prescribed by regulation. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Pursuant to provisions of Section 1770, including amendments thereof, of the Labor Code of the State of California, the Director of the Department of Industrial Relations, State of California, has ascertained the general prevailing rate of wages for straight time, overtime, Saturdays, Sundays and Holidays including employer payment for health and welfare, vacation, pension and similar purposes. Copies of the General Prevailing Wage Determination (applicable to the work), for the locality in which the work is to be done are available on the Internet at web address: <http://www.dir.ca.gov/DLSR/PWD/>. The prime contractor for the work herein shall possess a current, valid State of California, Class A General Engineering Contractor's License. Pursuant to California Public Contract Code §22300, this contract includes provisions that allow substitutions of certain types of securities in lieu of the City withholding a portion of the partial payments due the Contractor to insure performance under this contract.

By order of the City Council, City of Ukiah, County of Mendocino, State of California.

Dated: _____
Kristine Lawler, City Clerk, City of Ukiah, California

PUBLISH TWO TIMES: _____, 2017 and _____, 2017

PRELIMINARY - NOT FOR BIDDING PURPOSES

INSTRUCTIONS TO BIDDERS

Smith Street Rehabilitation Project shall be performed in accordance with the Plans and Special Provisions therefor adopted, to which special reference is hereby made.

Each bidder must supply all the information required by the bid documents and Special Provisions.

Minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award of any contract entered into pursuant to this advertisement. Women will be afforded equal opportunity in all areas of employment. However, the employment of women shall not diminish the standards or requirements for the employment of minorities.

All proposals or bids shall be accompanied by a cashier's check or certified check payable to the order of the City of Ukiah amounting to 10 percent of the bid, or by a bond in said amount and signed by the bidder and a corporate surety, payable to said City. Said check shall be forfeited, or said bond shall become payable to said City in case the bidder depositing the same does not, within fifteen (15) days after written notice that the contract has been awarded to him: (a) enter into a contract with the City and (b) furnish certificates of insurance and endorsements, a bond of faithful performance and a payment bond as described in the Special Provisions.

No bidder shall withdraw his or her bid for a period of thirty (30) calendar days after the date set by the City for the opening thereof.

The Contractor and any subcontractors shall each possess a valid City of Ukiah Business License prior to the start of any work.

The Contractor shall furnish a project schedule to the Engineer prior to the start of any work and start work as scheduled.

The work is to be completed within sixty (60) calendar days. The Contractor will pay to the City the sum of five hundred (\$500.00) dollars per day for each and every calendar day's delay beyond the time prescribed.

The staff shall notify a bidder by telephone, email or fax, if it intends to recommend the rejection of the bidder's bid. Any bid protest must be filed with the City Clerk not more than five calendar days following the bid opening, or 2 calendar days following notice that staff is recommending the rejection of a bid. If any such timely written protest is filed, all bidders shall be provided a copy of the protest within 2 calendar days of its receipt, which may be delivered to the bidders as an email attachment or by fax. All such bidders may file with the City Manager a written objection or other response to the protest.

All objections or responses filed not more than 5 days after receipt of the written protest will be presented to the City Council at its next regular meeting occurring not less than 12 calendar days following the bid opening. The City Council will resolve the bid protest at that meeting based on the written protest, any staff recommendation and all timely written objections and responses. In accordance with the Brown Act, any person may address the City Council on this item during the meeting. The City Council action on the protest shall represent a final decision by the City on the protest.

Examination of Site, Drawings, Etc.

Each bidder shall visit the site of the proposed work and fully acquaint himself with local conditions, construction and labor required so that he or she may fully understand the facilities, difficulties and restrictions attending the execution of the work under the Contract. Bidders shall thoroughly examine and be familiar with the Plans and Special Provisions. The failure of any bidder to receive or examine any form, instrument, addendum, or other document, or to visit the site and acquaint himself with conditions there existing, shall in no way relieve the bidder from any obligation with respect to his or her proposal or to the contract. The drawings for the work show conditions as they are supposed or believed by the Engineer to exist; but, it is neither intended nor shall it be inferred that the conditions as shown thereon constitute a representation by the Engineer, the City or its officers that such conditions are actually existent, nor shall the City, the Engineer or any of their officers or representatives be liable for any loss sustained by the Contractor as a result of a variance between the conditions shown on the drawings and the conditions actually revealed during the progress of the work or otherwise.

The bidder's attention is directed to the possible existence of obstructions and public improvements within the limits of the work or adjacent thereto, which may or may not be shown on the Drawings. Any bid shall take into consideration that conditions may exist underground or otherwise that are not known to the City or easily detected during a site inspection that could impact the time or cost of completing the project. The City expects the bids to anticipate such conditions so that it can know for budgeting and other purposes the total cost to complete the project before accepting a bid and undertaking the legal obligation to construct the project. In awarding the contract the City relies on the contractor's representation that its bid anticipates differing site conditions and the additional time or cost that such conditions may necessitate.

Bidders should anticipate that there may be soft spots encountered which will require additional subexcavation to depths of up to 1.5 feet below planned subgrade, and the placement of geogrid under compacted aggregate base to bring the subexcavation back to the planned subgrade. The extent of such subexcavation could encompass as much as 15% of the area within the project and be scattered in small areas at random throughout the work area. Such subexcavation and backfilling shall be paid for as extra work, with commensurate extension of time for completion.

The bidder shall investigate to his or her satisfaction the conditions to be encountered, the character, quality and quantities of work to be performed and materials to be furnished and the requirements of the Plans, Special Provisions, Standard Specifications, Standard Plans, and Contract Documents. The submission of a proposal shall be considered conclusive evidence that the bidder has made such examination and has accepted the project workplace as a safe workplace to perform the work of the Contract.

A mandatory pre-bid conference will be held _____ day _____, date _____, 2017 at _____ a.m. at the project site at the sidewalk in front of 262 E. Smith Street, Ukiah, to fully acquaint interested Contractors with local conditions, construction and labor required so that he or she may fully understand the facilities, difficulties and restrictions attending the execution of the work under the Contract. **Failure to attend the mandatory bid conference will be just cause for the bid to be rejected as non-responsive.** Bidders shall thoroughly examine and be familiar with the Plans and Special Provisions.

Oral statements or instructions made during this visit will not constitute an amendment to this solicitation. The City will determine the appropriate action necessary, if any, and may issue a written amendment to the bid request.

Bidder Inquiries and Questions

Inquiries and questions must be submitted in writing via fax or email to the following designated contact person:

Mary Horger, Purchasing Supervisor
Fax: (707) 313-3621
Email: mhorger@cityofukiah.com

The City reserves the right to not respond to inquiries or questions submitted within 3 business days of the bid opening.

Location of the Work

All of the work to be performed is within the City of Ukiah. Project is located in the vicinity of addresses 262-274 E. Smith Street, Ukiah, CA 95482 and the parking lot to the west of said buildings.

GENERAL CONDITIONS

SECTION 1. PROPOSAL REQUIREMENTS AND GENERAL CONDITIONS

1-01. Definitions. Whenever any word or expression defined in this section, or pronoun used in its stead, occurs in these contract documents, it shall have and is mutually understood to have the meaning given:

- a. "City of Ukiah" or "City" shall mean the City of Ukiah, Mendocino County, California, acting through its City Council or any other board, body, official or officials to which or to whom the power belonging to the Council shall by virtue of any act or acts, hereafter pass or be held to appertain.
- b. "Engineer" shall mean the Engineer or Architect duly and officially appointed by the City to supervise and direct the work of construction under this contract, acting personally or through agents or assistants duly authorized by him, such agents or assistants acting within the scope of the particular duties entrusted to them.
- c. "Inspector" shall mean the engineering or technical inspector or inspectors duly authorized or appointed by the Engineer, limited to the particular duties entrusted to him or her or them.
- d. "Contractor" shall mean the party entering into contract with the City of Ukiah for the performance of work covered by this contract and his or her authorized agents or legal representatives.
- e. "Date of signing of contract" or words equivalent thereto, shall mean the date upon which this contract, with the signature of the Contractor affixed, together with the prescribed bonds, shall be or shall have been delivered to the City or its duly authorized representatives.
- f. "Day" or "days", unless herein otherwise expressly defined, shall mean a calendar day or days of twenty-four hours each.
- g. "The work" shall mean and include all the work specified, indicated, shown or contemplated in the contract to construct the improvement, including all alterations, amendments or extensions thereto made by contract change order or other written orders of the Engineer.
- h. "Contract drawings", "drawings", "plans" shall mean and include 1) all drawings or plans which may have been prepared by or on behalf of the City, as a basis for proposals, when duly signed and made a part of this contract by incorporation or reference, 2) all drawings submitted in pursuance of the terms of this contract by the successful bidder with his or her proposal and by the Contractor to the City if and when approved by the Engineer and 3) all drawings submitted by the Engineer to the Contractor during the progress of the work as provided for herein.
- i. Where "as shown", "as indicated", "as detailed" or words of similar import are used, it shall be understood that reference to the drawings accompanying these Special Provisions is made unless stated otherwise.

Where "as directed", "as permitted", "approved" or words of similar import are used, it shall be understood that the direction, requirements, permission, approval or acceptance of the Engineer is intended unless stated otherwise.

As used herein, "provide" or "install" shall be understood to mean "provide or install complete in place", that is, "furnish and install". "Shall" is mandatory; "may" is permissive.

1-02. Examination of Plans, Special Provisions and Site of Work. The bidder shall examine carefully the Proposal, Plans, Special Provisions, Contract forms and the site of the work contemplated therefor. It will be assumed that the bidder has investigated to his or her satisfaction the conditions to be encountered and the character, quality and requirements of all Plans, Special Provisions, Standard Specifications, and Standard Plans involved.

1-03. Proposal. Bids shall be made on the blank forms prepared by the City. All bids shall give the prices bid, both in writing and in figures and shall be signed by the bidder or his or her authorized representative, with his or her address. If the bid is made by an individual or partner, his or her name and the post office address of his or her business or partnership, along with his or her signature or the signature of one or more partners must be shown; if

made by a corporation, the bid shall show the name of the state under the laws of which the corporation is chartered, the name of the corporation and the title of the person who signs on behalf of the corporation.

Each proposal shall be enclosed in a sealed envelope, endorsed as specified in the notice to bidders. Bidders are warned against making erasures or alterations of any kind and proposals which contain omissions, erasures, conditions, alterations, additions not called for, additional proposals or irregularities of any kind may be rejected.

1-04. Withdrawal of Bids. Any bid may be withdrawn at any time prior to the hour fixed in the notice to bidders for the openings of bids, provided that a request in writing, executed by the bidder or his or her duly authorized representative, for the withdrawal of such bid is filed with the City. The withdrawal of a bid will not prejudice the right of a bidder to file a new bid.

1-05. Public Opening of Bids. Bids will be opened and read publicly at the time and place indicated in the notice to bidders. Bidders or their agents are invited to be present.

1-06. Bid Guaranty. Each bid must be accompanied by a certified check, cashier's check or bidder's bond executed by an admitted surety insurer, payable to the order of the City of Ukiah in an amount not less than 10 percent of the bid as a guarantee that the bidder will enter into a contract, if awarded the work.

1-07. Qualification of Bidders. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. The prime contractor shall be responsible for posting job site notices as prescribed by regulation. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Each bidder shall be licensed under the provisions of Chapter 9, Division 3 of the Business and Professions Code and shall be skilled and regularly engaged in the general class or type of work called for under this contract. A statement setting forth this experience and business standing shall be submitted by each bidder on the form provided herewith. It is the intention of the City to award a contract only to a bidder who furnishes satisfactory evidence that he or she has the requisite experience and ability and that he or she has sufficient capital, facilities and equipment to enable him or her to prosecute the work successfully and promptly within the time and in the manner agreed.

In determining the degree of responsibility to be credited to a bidder, the City may weigh evidence that the bidder or his or her personnel charged with the responsibility in the work, has performed satisfactorily other contracts of like nature and magnitude or comparable difficulty at similar rates of progress.

1-08. Disqualification of Bidders. More than one bid from an individual business, partnership, corporation or association, under the same or different names, will not be considered. Reasonable grounds for believing that any bidder is financially interested in more than one bid for the work will cause the rejection of all bids in which he or she is so interested. If there is reason to believe that collusion exists among the bidders, none of the participants in such collusion will be considered. Bids in which the prices obviously are unbalanced may be rejected.

1-09. Identification of Subcontractors. All bids shall comply with the Subletting and Subcontracting Fair Practices Act (Public Contract Code Section 4100 and following) and shall set forth:

(a) The name and the location of the place of business of each subcontractor who will perform work or labor, or render service to the prime contractor in or about the construction of the work, or to a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work according to detailed drawings contained in the plans and Special Provisions, in an amount in excess of one-half of 1 percent of the prime contractor's total bid.

(b) The portion of the work which will be done by each such subcontractor. The prime contractor shall list only one subcontractor for each such portion defined by the prime contractor in his or her bid.

1-10. General Provisions of the Standard Specifications. All provisions of the General Provisions, Sections 1 through 11, of the Standard Specifications, shall be applicable to the contract except as modified by these Special Provisions. The Standard Specifications are set forth in Section 12-06 of these Special Provisions.

SECTION 2. AWARD AND EXECUTION OF CONTRACT

2-01. Award of Contract. Award of the contract, if it be awarded, will be to the lowest responsible bidder whose bid complies with all the specified requirements. The award, if made, will be made within thirty (30) days after opening of the bids. The City reserves the right to reject any and all bids and to waive any irregularity in the proposal not pertaining to cost.

2-02. Return of Proposal Guaranties. All bid guaranties will be held until the contract has been fully executed, after which they will be returned upon request to the respective bidders whose bids they accompany.

2-03. Execution of Contract. The contract agreement shall be executed in duplicate by the successful bidder and returned, together with the contract bonds, insurance certificates and endorsements, within fifteen (15) days after written notice of the award of the contract. After execution by the City; one copy shall be filed with the City and one copy shall be returned to the Contractor. If the bidder fails or refuses to enter into the contract agreement within the required time, then the bid guaranty accompanying the bid shall be forfeited to the City.

SECTION 3. SCOPE AND INTENT OF CONTRACT

3-01. Effect of Inspection and Payments. Neither the inspection by the Engineer or an inspector, nor any order, measurement or approved modification, nor certificate or payment of money, nor acceptance of any part or whole of the work, nor any extension of time, nor any possession by the City or its agents, shall operate as a waiver of any provision of this contract or of any power reserved therein to the City, or of any right to damages thereunder; nor shall any breach of this contract be held to be a waiver of any subsequent breach. All remedies shall be construed as cumulative.

3-02. Effect of Extension of Time. The granting of any extension of time on account of delays which, in the judgement of the City, are avoidable delays shall in no way operate as a waiver on the part of the City of its rights under this contract.

3-03. Extra Work. If extra work orders are given in accordance with provisions of this contract, such work shall be considered a part hereof and shall be subject to each and all of its terms and requirements.

3-04. Assignment of Contract. The contract may be assigned or sublet in whole or in part only upon the written consent of the City acting through its authorized agents. Consent will not be given to any proposed assignment which would relieve the original contractor or its surety of their responsibilities under the contract nor will the Engineer consent to any assignment of a part of the work under the contract.

3-05. Subcontractors. The Contractor shall be as fully responsible for the acts and omissions of his or her subcontractors and of persons either directly or indirectly employed by them, as he or she is for the acts and omissions of persons directly employed by him.

The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the terms of this Contract which are applicable to the work of subcontractors.

Nothing contained in this contract shall be construed to create or shall be relied upon to create any contractual relationship between any subcontractor and the City and no action may be brought by any subcontractor against the City based on this contract.

3-06. Interpretation of Special Provisions and Drawings. The Special Provisions and the Contract Drawings are intended to be explanatory of each other. Any work indicated in the Contract Drawings and not in the Special Provisions, or vice versa, is to be executed as if indicated in both. In case of a discrepancy or conflict between the Technical Specifications and Contract Plans, the Technical Specifications shall govern. All work shown on the Contract Drawings, the dimensions of which are not figured, shall be accurately followed to the scale to which the drawings are made, but figured dimensions are in all cases to be followed, where given, though they differ from scaled measurements. Large scale drawings shall be followed in preference to small scale drawings. Should it appear that the work to be done, or any of the matters relative thereto, are not sufficiently detailed or explained in these contract documents, including the contract drawings, the Contractor shall apply to the Engineer for such

further explanations as may be necessary and shall conform thereto as part of this contract, so far as may be consistent with the terms of this contract. In the event of any doubt or questions arising respecting the true meaning of the Special Provisions, reference shall be made to the Engineer and his or her decision thereon shall be final. If the Contractor believes that a clarification or interpretation justifies an increase in the contract price or contract time, the Contractor must comply with the written notice provisions of Sections 9-05 and 10-07 of these Special Provisions. Contractor's attention is directed to Section 12-06 of the Technical Specifications regarding the Standard Specifications and Standard Plans.

3-07. Liability of City Officials. No city official, nor the Engineer, nor any authorized assistant of any of them, shall be personally responsible for any liability arising under this contract.

3-08. Dispute Resolution. Claims of \$375,000 or less by the Contractor that arise under this Contract are subject to the mandatory dispute resolutions provisions in Public Contract Code Sections 20104-20104.6.

SECTION 4. BONDS

4-01. Faithful Performance Bond. As a part of the execution of this contract, the Contractor shall furnish a bond of a surety company or other securities providing equivalent protection such as cash, letter of credit, or certificates of deposit, acceptable to the City, conditioned upon the faithful performance of all covenants and stipulations under this contract. The amount of the bond shall be 100 percent of the total contract price, as this sum is set forth in the agreement.

4-02. Material and Labor Bond. As a part of the execution of this contract, the Contractor shall furnish a bond of a surety company or other securities providing equivalent protection such as cash, letter of credit or certificates of deposit acceptable to the City in a sum not less than 50 percent of the total contract price, as this sum is set forth in the agreement for the payment in full of all persons, companies or corporations who perform labor upon or furnish materials to be used in the work under this contract, in accordance with the provisions of Sections 3247 through 3252 inclusive of the Civil Code of the State of California and any acts amendatory thereof.

4-03. Defective Material and Workmanship Bond. As a condition precedent to the completion of this contract, the Contractor shall furnish a bond of a surety company acceptable to the City in an amount not less than 5 percent (5%) of the final contract price, to hold good for a period of one (1) year after the completion and acceptance of the work, to protect the City against the results of defective materials, workmanship and equipment during that time. This bond shall be delivered to the City before the final payment under this contract will be made.

4-04. Notification of Surety Companies. The surety companies shall familiarize themselves with all of the conditions and provisions of this contract and they waive the right of special notification of any change or modification of this contract or of extension of time, or decreased or increased work, or of the cancellation of the contract, or of any other act or acts by the City or its authorized agents, under the terms of this contract; and failure to so notify the aforesaid surety companies of changes shall in no way relieve the surety companies of their obligation under this contract.

SECTION 5. INSURANCE REQUIREMENTS FOR CONTRACTORS (WITH CONSTRUCTION RISKS)

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his or her agents, representatives, employees or subcontractors.

5-01. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial Liability Coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).

3. Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Course of Construction insurance covering for "all risks" of loss.

5-02. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury and property damage.
4. Course of Construction: Completed value of the project with no co-insurance penalty provisions.

5-03. Deductibles and Self-insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

5-04. Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees and volunteers are to be covered as Additional Insured with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance, or as a separate owner's policy.
2. The workers' compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.
3. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees or volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.
5. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of Civil Code.
6. Course of Construction policies shall contain the following provisions:
 - a.) The City shall be named as loss payee.
 - b.) The insurer shall waive all rights of subrogation against the City.

5-05. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than the following:

A++ VII	A- VIII
A+ VII	B++ X
A VII	B+ X

5-06. Verification of Coverage. Contractor shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements shall be on forms provided by the City or on other than the City's forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received within 15 days from written notice of contract award, and the work shall not commence until the certificates and endorsements have been approved by the City. The City reserves the right to require complete certified copies of all required insurance policies, including endorsements affecting the coverage required by these Special Provisions at any time.

5-07. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

SECTION 6. RESPONSIBILITIES AND RIGHTS OF CONTRACTOR

6-01. Legal Address of Contractor. Both the address given in the proposal and the Contractor's office in the vicinity of the work are hereby designated as places to either of which drawings, samples, notices, letters or other articles or communications to the Contractor may be mailed or delivered. The delivery at either of these places of any such thing from the City or its agents to the Contractor shall be deemed sufficient service thereof upon the Contractor and the date of such service shall be the date of such delivery. The address named in the proposal may be changed at any time by notice in writing from the Contractor to the City. Nothing herein contained shall be deemed to preclude or render inoperative the service of any drawing, sample, notice, letter or other article or communication to or upon the Contractor personally.

6-02. Office of Contractor at Site. During the performance of this contract, the Contractor shall maintain a suitable office at the site of the work which shall be the headquarters of a representative authorized to receive drawings and any such thing given to the said representatives or delivered at the Contractor's office at the site of work in his or her absence shall be deemed to have been given to the Contractor.

6-03. Attention to Work. The Contractor shall give his or her personal attention to and shall supervise the work to the end that it shall be prosecuted faithfully and when he or she is not personally present on the work, he or she shall at all reasonable times be represented by a competent superintendent or foreman who shall receive and obey all instructions or orders given under this contract and who shall have full authority to execute the same and to supply materials, tools and labor without delay and who shall be the legal representative of the Contractor. The Contractor shall be liable for the faithful observance of any instructions delivered to him or her or to his or her authorized representative.

6-04. Liability of Contractor. The Contractor shall do all of the work and furnish all labor, materials, tools and appliances, except as otherwise herein expressly stipulated, necessary or proper for performing and completing the work herein required in the manner and within the time herein specified. The mention of any specific duty or liability imposed upon the Contractor shall not be construed as a limitation or restriction of any general liability or duty imposed upon the Contractor by this contract, said reference to any specific duty or liability being made herein merely for the purpose of explanation.

The right of general supervision by the City shall not make the Contractor an agent of the City and the liability of the Contractor for all damages to persons or to public or private property, arising from the Contractor's execution of the work, shall not be lessened because of such general supervision.

Until the completion and final acceptance by the City of all the work under and implied by this contract, the work shall be under the Contractor's responsible care and charge. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erections and repairs, occasioned or rendered necessary by causes of any nature

whatsoever, excepting only acts of God and none other, to all or any portions of the work, except as otherwise stipulated.

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the City and its officers, directors, agents and employees from and against all claims, damages, losses and expenses including but not limited to attorneys' fees, costs of suit, expert witness fees and expenses and fees and costs of any necessary private investigators arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (2) is caused in whole or in part by any act or omission of the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder, or by the negligence or omission of a party indemnified herein.

In any and all claims against the City or any of its agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under workers' or workmen's compensation acts, disability benefit acts, or other employee benefit acts. The obligation to indemnify shall extend to and include acts of the indemnified party which may be negligent or omissions which may cause negligence.

The City shall have the right to estimate the amount of such damage and to cause the City to pay the same and the amount so paid for such damage shall be deducted from the money due the Contractor under this contract; or the whole or so much of the money due or to become due the Contractor under this contract as may be considered necessary by the City, shall be retained by the City until such suits or claims for damages shall have been settled or otherwise disposed of and satisfactory evidence to that effect furnished to the City.

6-05. Protection of Persons and Property. The Contractor shall furnish such watchman, guards, fences, warning signs, walks and lights as shall be necessary and shall take all other necessary precautions to prevent damage or injury to persons or property.

All property line fences and improvements in the vicinity of the work shall be protected by the Contractor and, if they are injured or destroyed, they and any other property injured by the Contractor, his or her employees or agents, shall be restored to a condition as good as when he or she entered upon the work.

6-06. Protection of City Against Patent Claims. All fees, royalties or claims for any patented invention, article or method that may be used upon or in any manner connected with the work under this contract shall be included in the price bid for the work and the Contractor and his or her sureties shall protect and hold the City, together with all of its officers, agents, servants and employees, harmless against any and all demands made for such fees or claims brought or made on account of this contract. The Contractor shall, if requested by the Engineer, furnish acceptable proof of a proper release from all such fees or classes.

Should the Contractor, his or her agents, servants or employees, or any of them be enjoined from furnishing or using any invention, article, material or appliance supplied or required to be supplied or used under this contract, the Contractor shall promptly substitute other articles, materials or appliance, in lieu thereof, of equal efficiency, quality, finish, suitability and market value and satisfactory in all respects to the Engineer. Or, in the event that the Engineer elects, in lieu of such substitution, to have supplied and to retain and use, any such invention, article, material or appliance, as may by this contract be required to be supplied, in that event the Contractor shall pay such royalties and secure such valid licenses as may be requisite and necessary for the City, its officers, agents, servants and employees, or any of them, to use such invention, article, material or appliance without being disturbed or in any way interfered with by any proceeding in law or equity on account thereof. Should the Contractor neglect or refuse to make the substitution promptly, or to pay such royalties and secure such licenses as may be necessary, then in that event the Engineer shall have the right to make such substitution, or the City may pay such royalties and secure such licenses and charge the cost thereof against any money due to the Contractor from the City or recover the amount thereof from him or her and his or her sureties notwithstanding final payment under this contract may have been made.

6-07. Protection of Contractor's Work Property. The Contractor shall protect his or her work, supplies and materials from damage due to the nature of the work, the action of the elements, trespassers, or any cause whatsoever under his or her control, until the completion and acceptance of the work. Neither the City nor any of its

agents assumes any responsibility for collecting indemnity from any person or persons causing damage to the work of the Contractor.

6-08. Regulations and Permits. The Contractor shall secure and pay for all permits not provided by Owner, give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work as drawn and specified. If the Contractor observes that the Plans and Special Provisions are at variance therewith, he or she shall promptly notify the Engineer in writing and any necessary changes shall be adjusted as provided in the contract for changes in the work. The contractor and any subcontractors shall each secure and maintain a valid City of Ukiah Business License. The City of Ukiah will issue a no fee encroachment permit to the Contractor allowing him or her to perform work within City right of way or within City property after the Contract Documents have been executed and insurance certificates and endorsements have been approved by the City.

6-09. Construction Utilities. The Contractor shall be responsible for providing for and in behalf of his or her work under this contract, all necessary utilities, such as special connection to water supply, telephones, power lines, fences, roads, watchmen, suitable storage places, etc.

6-10. Approval of Contractor's Plans. The approval by the Engineer of any drawing or any method of work proposed by the Contractor in accordance with paragraph 8-06 shall not relieve the Contractor of any of his or her responsibility for his or her errors therein and shall not be regarded as any assumption of risk or liability by the City or any officer or employee thereof and the Contractor shall have no claim under this contract on account of the failure or partial failure or inefficiency of any plan or method so approved. Such approval shall be considered to mean merely that the Engineer has no objection to the Contractor's using, upon his or her own full responsibility the plan or method approved.

6-11. Suggestions to the Contractor. Any plan or method of work suggested by the Engineer to the Contractor, but not specified or required, if adopted or followed by the Contractor in whole or in part, shall be used at the risk and responsibility of the Contractor; and the Engineer and the City shall assume no responsibility thereof.

6-12. Termination of Unsatisfactory Subcontracts. Should any subcontractor fail to perform in a satisfactory manner the work undertaken by him, such subcontract shall be terminated immediately by the Contractor upon notice from the Engineer.

6-13. Preservation of Stakes and Marks. The Contractor shall preserve carefully bench marks, reference points and stakes and in case of destruction he or she shall replace his or her stakes, reference points and bench marks and shall be responsible for any mistakes that may be caused by their unnecessary loss or disturbance. Contractor's attention is directed to Section 7-03 of these Special Provisions.

6-14. Assistance to Engineer. At the request of the Engineer the Contractor shall provide men from his or her force and tools, stakes and other materials to assist the Engineer temporarily in making measurements and surveys and in establishing temporary or permanent reference marks. Payment for such materials and assistance will be made as provided for under the caption "Extra Work," provided, however, that the cost of setting stakes and marks carelessly lost or destroyed by the Contractor's employees will be assessed to the Contractor.

6-15. Removal of Condemned Materials and Structures. The Contractor shall remove from the site of the work, without delay, all rejected and condemned materials or structures of any kind brought to or incorporated in the work and upon his or her failure to do so, or to make satisfactory progress in so doing, within forty-eight (48) hours after the service of a written notice from the Engineer, the condemned material or work may be removed by the City and the cost of such removal shall be taken out of the money that may be due or may become due the Contractor on account of or by virtue of this contract. No such rejected or condemned material shall again be offered for use by the Contractor under this Contract.

6-16. Proof of Compliance with Contract. In order that the Engineer may determine whether the Contractor has complied with the requirements of this contract, not readily enforceable through inspection and tests of the work and materials, the Contractor shall, at any time when requested, submit to the Engineer properly authenticated documents or other satisfactory proofs as to his or her compliance with such requirements.

6-17. Errors and Omissions. If the Contractor, in the course of the work, finds any errors or omissions in plans or in the layout as given by survey points and instruction, or if he or she finds any discrepancy between the plans and the physical conditions of the locality, he or she shall immediately inform the Engineer, in writing and the Engineer

shall promptly verify the same. Any work done after such discovery, until authorized, will be done at the Contractor's risk.

6-18. Cooperation. The Contractor shall cooperate with all other contractors who may be performing work in behalf of the City and workmen who may be employed by the City on any work in the vicinity of the work to be done under this contract with the work of such contractors or workmen. he or she shall make good promptly, at his or her own expense, any injury or damage that may be sustained by other contractors or employees of the City at his or her hands.

Any difference or conflict which may arise between the Contractor and other contractors, or between the contractor and workmen of the City in regard to their work shall be adjusted and determined by the Engineer. If the work of the Contractor is delayed because of any acts or omissions of any other contractor or of the City, the Contractor shall on that account have no claim against the City other than for an extension of time.

6-19. Right of Contractor to Stop Work. Under the following conditions the Contractor shall have the right, if he or she so desires, to stop the work and terminate the contract upon ten (10) days written notice to the Engineer and recover from the City payment for all work actually performed and for all satisfactory materials actually delivered to the site of the work for permanent incorporation therein, all as may be shown by the estimate of the Engineer.

- (1) If the work is stopped under an order of any court or other competent public authority for a period of time of three (3) months through no act or fault of the Contractor or of anyone employed by him.
- (2) If the Engineer fails to issue the monthly certificate for payment in accordance with the terms of this contract.
- (3) If the City fails to pay the Contractor within sixty (60) days after it shall have become due, as provided by the terms of this contract, any sum certified by the Engineer or awarded by the City.

All provided that if such action to terminate the contract be not instituted by the Contractor within ten (10) days after the alleged existence of such condition and if written notice of such action be not at that time delivered to the City and the Engineer, then such right shall lapse until another occasion arises according to this section.

6-20. Hiring and Dismissal of Employees. The Contractor shall employ only such foremen, mechanics and laborers as are competent and skilled in their respective lines of work and whenever the Engineer shall notify the Contractor that any person on the work is, in his or her opinion, incompetent, unfaithful, intemperate or disorderly, or refuses to carry out the provisions of this contract, or uses threatening or abusive language to any person on the work representing the City, or is otherwise unsatisfactory, such person shall be discharged immediately from the work and shall not be re-employed upon it except with the consent of the Engineer.

6-21. Wage Rates.

1. Contractor shall pay all mechanics and laborers employed or working upon the site of the work unconditionally and without subsequent deductions or rebate on any account the full amounts due at the time of payment at wage rates not less than those contained in the applicable prevailing wage determination, regardless of any contractual relationship which may be alleged to exist between the Contractor and subcontractors and such laborers and mechanics.
2. Contractor shall comply with the California Labor Code Section 1775. In accordance with said Section 1775, Contractor shall forfeit as a penalty to the Owner, \$50.00 (or the higher minimum penalty as provided in Section 1775(B)(ii) – (iii)) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for such work or craft in which such workman is employed for any work done under the Contract by him or her or by any subcontractor under him or her in violation of the provisions of the Labor Code and in particular, Labor Code Sections 1770 to 1780, inclusive. In addition to said penalty and pursuant to Section 1775, the difference between such stipulated prevailing wage rates and the amount paid to each workman for each calendar day or portion thereof for which each workman was paid less than the stipulated prevailing wage rate shall be paid to each workman by the Contractor.
3. Pursuant to the provision of Section 1770 of the Labor Code of the State of California, Owner has ascertained the general prevailing rate of wages (which rate includes employer payments for health and welfare, vacation, pension and similar purposes) applicable to the work to be done, for straight time work.

The holiday wage rate listed shall be applicable to all holidays recognized in the collective bargaining agreement of the particular craft, classification or type of workmen concerned. Copies of the General Prevailing Wage Determination are available on the Internet at web address: <http://www.dir.ca.gov/DLSR/PWD>. The Contractor shall post the wage determination at the site of work in a prominent place where it can easily be seen by the workers.

4. City will not recognize any claim for additional compensation because the Contractor has paid any rate in excess of the prevailing wage rate obtained by the Contractor. The possibility of wage increases is one of the elements to be considered by the Contractor in determining his or her bid and will not in any circumstances be considered as the basis for a claim against the City.
5. The Labor Commissioner through the Division of Labor Standards Enforcement (DLSE) may at any time require contractors and subcontractors to furnish electronic certified payroll records directly to DLSE. Commencing with contracts awarded or after April 1, 2015, all contractors and subcontractors must furnish electronic certified payroll records directly to the DLSE.

6. Travel and Subsistence Payments.

Contractor shall make travel and subsistence payments to each workman needed to execute the work in accordance with the requirements in Section 1773.8 of the Labor Code (Chapter 880, Statutes of 1968).

7. Apprentices.

Attention is directed to the provisions in Sections 1777.5 (Chapter 1411, Statutes of 1968) and 1777.6 of the California Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him. Contractor and any subcontractor under him or her shall comply with the requirements of said sections in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules and other requirements may be obtained from the Director of Industrial Relations, ex officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

6-22. Cleaning Up. The Contractor shall not allow the site of the work to become littered with trash and waste material, but shall maintain the same in a neat and orderly condition throughout the construction period. The Engineer shall have the right to determine what is or is not waste material or rubbish and the place and manner of disposal.

On or before the completion of the work, the Contractor shall without charge therefore carefully clean out all pits, pipes, chambers or conduits and shall tear down and remove all temporary structures built by him or her and shall remove rubbish of all kind from any of the grounds which he or she has occupied and leave them in first class condition.

6-23. Guaranty. All work shall be guaranteed for a period of one year from the date of acceptance by the City. The Contractor shall promptly make all needed repairs arising out of defective materials, workmanship and equipment.

The City is hereby authorized to make such repairs if within ten days after the mailing of a notice in writing to the Contractor or his or her agent, the Contractor shall neglect to make or undertake with due diligence the aforesaid repairs, provided, however, that in case of an emergency where, in the opinion of the City delay would cause serious loss or damage, repairs may be made without notice being sent to the Contractor and the Contractor shall pay the costs thereof.

Pursuant to the provisions of Section 4-03 of these Special Provisions, the Contractor shall furnish a Defective Material and Workmanship Bond in an amount not less than 5 percent of the final contract price, which shall be effective for a period of one (1) year after the completion and acceptance of the work.

SECTION 7. RESPONSIBILITIES AND RIGHTS OF CITY

7-01. Authority of the Engineer. All work done under this contract shall be done in a workmanlike manner and shall be performed to the reasonable satisfaction of the Engineer, who shall have general supervision of all work included hereunder. To prevent disputes and litigation, the Engineer (1) shall in all cases determine the amount, quality, acceptability and fitness of the several kinds of work and materials which are to be paid for under this contract, (2) shall decide all questions relative to the true construction, meaning and intent of the Special Provisions and Drawings, (3) shall decide all questions which may arise relative to the classifications and measurements of quantities and materials and the fulfillment of this contract and (4) shall have the power to reject or condemn all work or material which does not conform to the terms of this contract. his or her estimate and decision in all matters shall be a condition precedent to an appeal for arbitration, or the right of the Contractor to receive, demand, or claim any money or other compensation under this agreement and a condition precedent to any liability on the part of the City to the Contractor on account of this contract. Whenever the Engineer shall be unable to act, in consequence of absence or other cause, then such engineer as the Engineer or the City shall designate, shall perform any and all of the duties and be vested with any or all of the powers herein given to the Engineer.

7-02. Inspection. The City will provide engineering personnel for the inspection of the work.

The Engineer and his or her representatives shall at all times have access to the work whenever it is in preparation or progress and the Contractor shall provide proper facilities for such access and inspection.

If the Special Provisions, the Engineer's instruction, laws, ordinances, or any public authority require any work to be specially tested or approved, the Contractor shall give the Engineer timely notice of its readiness for inspection and, if the inspection is by an authority other than the Engineer, of the date fixed for such inspection. Inspections by the Engineer shall be promptly made at the source of supply where practicable. If any work shall be covered up without approval or consent of the Engineer, it must, if required by the Engineer, be uncovered for examination and properly restored at the Contractor's expense.

Re-examination of any work may be ordered by the Engineer and, if so ordered, the work must be uncovered by the Contractor. If such work is found to be in accordance with the contract documents, the City shall pay the cost of re-examination and replacement. If such work is not in accordance with the contract documents, the Contractor shall pay such cost.

Properly authorized and accredited inspectors shall be considered to be the representatives of the City limited to the duties and powers entrusted to them. It will be their duty to inspect materials and workmanship of those portions of the work to which they are assigned, either individually or collectively, under instructions of the Engineer and to report any and all deviations from the Drawings, Special Provisions and other contract provisions which may come to their notice. Any inspector may be considered to have the right to order the work entrusted to his or her supervision stopped, if in his or her opinion such action becomes necessary, until the Engineer is notified and has determined and ordered that the work may proceed in due fulfillment of all contract requirements.

7-03. Surveys. Contractor shall furnish all land surveys, establish all base lines and bench marks and make sufficient detailed surveys needed for working points, lines and elevations. The Contractor shall develop all slope stakes and batter boards. Contractor shall also develop all additional working points, lines and elevations as he or she may desire to facilitate his or her methods and sequence of construction.

7-04. Rights-of-Way. The City will provide all necessary rights-of-way and easements in or beneath which work will be performed by the Contractor under this contract.

7-05. Retention of Imperfect Work. If any portion of the work done or material furnished under this contract shall prove defective and not in accordance with the Plans and Special Provisions, and if the imperfection in the same shall not be of sufficient magnitude or importance to make the work dangerous or undesirable, the Engineer shall have the right and authority to retain such work instead of requiring the imperfect work to be removed and reconstructed, but he or she shall make such deductions therefor in the payments due or to become due the Contractor as may be just and reasonable.

7-06. Changes in the Work. The Engineer shall have the right, in writing, to order additions to, omissions from, or corrections, alterations and modifications in the line, grade, form, dimensions, plan, or kind or amount of work or materials herein contemplated, or any part thereof, either before or after the beginning of construction. However,

the arithmetical sum of the cost to the City of additions and subtractions from the work under this contract shall not exceed 10 percent of original contract amount or \$5,000, whichever is the greater, unless based upon a supplementary agreement to be made therefore.

The order of such additions, omissions, corrections, alterations and modifications shall be in writing and signed by the Engineer and, in order, shall then be binding upon the Contractor. The Contractor shall proceed with the work as changed and the value of such change shall be determined as provided for in section 10-07 of these Special Provisions.

Such alterations shall in no way affect, vitiate, or make void this contract or any part thereof, except that which is necessarily affected by such alterations and is clearly the evident intention of the parties to this contract.

7-07. Additional Drawings by City. The drawings made a part of this contract at the time of its execution are intended to be fairly comprehensive and to indicate in more or less detail the scope of the work. In addition to these drawings, however, the Engineer shall furnish such additional drawings from time to time during the progress of the work as are necessary to make clear or to define in greater detail the intent of the Special Provisions and the contract drawings and the Contractor shall make his or her work conform to all such drawings.

7-08. Additional and Emergency Protection. Whenever, in the opinion of the Engineer, the Contractor has not taken sufficient precautions for the safety of the public or the protection of the works to be constructed under this contract, or of adjacent structures or property which may be injured by the processes of construction on account of such neglect and whenever, in the opinion of the Engineer, an emergency shall arise and immediate action shall be considered necessary in order to protect public or private, personal or property interest, then and in that event, the Engineer, with or without notice to the Contractor may provide suitable protection to the said interests by causing such work to be done and such material to be furnished as shall provide such protection as the Engineer may consider necessary and adequate.

The cost and expense of such work and material so furnished shall be borne by the Contractor and, if the same shall not be paid on presentation of the bills therefor, then such costs shall be deducted from any amounts due or to become due the Contractor.

The performance of such emergency work under the direction of the Engineer shall in no way relieve the Contractor from any damages which may occur during or after such precaution has been taken by the Engineer.

7-09. Suspension of Work. The City may at any time suspend the work or any part thereof by giving five (5) days written notice to the Contractor. The work shall be resumed by the Contractor within ten (10) days after the date fixed in the written notice from the City to the Contractor so to do. The City shall reimburse the Contractor for expense incurred by the Contractor in connection with the work under this contract as a result of such suspension.

If the work, or any part thereof, shall be stopped by the notice in writing aforesaid and if the City does not give notice in writing to the Contractor to resume work at a date within ten (10) days of the date fixed in the written notice to suspend, then the Contractor may abandon that portion of the work so suspended and he or she will be entitled to the estimates and payments for all work done on the portions so abandoned, if any, plus 5 percent of the value of the work so abandoned, to compensate for loss of overhead, plant expense and anticipated profit.

7-10. Right of City to Terminate Contract. If the Contractor should be adjudged a bankrupt, or if he or she should make a general assignment for the benefit of his or her creditors, or if a receiver should be appointed on account of his or her insolvency, or if he or she should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply sufficient properly skilled workmen or proper materials, or if he or she should fail to make prompt payments to subcontractors or for material or labor, or persistently disregard laws, ordinances or the instructions of the Engineer, or otherwise be guilty of a substantial violation of any provision of the contract, then the City, upon the certificate of the Engineer that sufficient cause exists to justify such action, may, without prejudice to any other right or remedy and after giving the Contractor seven days written notice, terminate the employment of the Contractor and take possession of the premises and of all materials, tools and appliances and finish the work by whatever method the City may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the contract price shall exceed the expense of finishing the work, including compensation for additional managerial and administrative services, such excess shall be paid to the Contractor. If such expense shall exceed such unpaid balance, the Contractor shall pay the difference to the City. The expense incurred by the City as herein provided and the damage incurred through the Contractor's default, shall be certified by the Engineer.

7-11. Use of Completed Portions. The City shall have the right to take possession of and use any completed or partially completed portions of the work, notwithstanding the time for completing the entire work or such portions which may not have expired; but such taking possession and using shall not be deemed an acceptance of any work not completed in accordance with the contract documents. If such prior use increases the cost of or delays the work, the Contractor shall be entitled to such extra compensation, or extension of time or both, as the Engineer may determine.

SECTION 8. WORKMANSHIP, MATERIALS and EQUIPMENT

8-01. General Quality. Materials and equipment shall be new and of a quality equal to that specified or approved. Work shall be done and completed in a thorough and workmanlike manner.

8-02. Quality in Absence of Detailed Specifications. Whenever under this contract it is provided that the Contractor shall furnish materials or manufactured articles or shall do work for which no detailed specifications are set forth, the materials or manufactured articles shall be of the best grade in quality and workmanship obtainable in the market from firms of established good reputation, or, if not ordinarily carried in stock, shall conform to the usual standards for first-class materials or articles of the kind required, with due consideration of the use to which they are to be put. In general, the work performed shall be in full conformity and harmony with the intent to secure the best standard of construction and equipment of the work as a whole or in part.

8-03. Materials and Equipment Specified by Name. Whenever any material or equipment is indicated or specified by patent or proprietary name or by the name of the manufacturer, such specification shall be considered as used for the purpose of describing the material or equipment desired and shall be considered as followed by the words "or approved equal". The Contractor may offer any material or equipment which shall be equal in every respect to that specified, provided that written approval first is obtained from the Engineer.

8-04. Source of Materials. Price, fitness and quality being equal, preference shall be given by the Contractor for supplies grown, manufactured or produced in the State of California and, next, for such products partially produced in this State in accordance with Government Code Section 4332.

8-05. Storage of Materials. Materials shall be so stored to ensure the preservation of their quality and fitness for the work. They shall be so located and disposed that prompt and proper inspection thereof may be made.

8-06. Drawings, Samples and Tests. As soon as possible after execution of the contract, the Contractor shall submit to the Engineer, in quintuplicate, sufficient information including, if necessary, assembly and detail drawings to demonstrate fully that the equipment and materials to be furnished comply with the provisions and intent of these Special Provisions and Drawings. If the information thus submitted indicates the equipment or materials is acceptable, the Engineer will return one copy stamped with his or her approval; otherwise, one copy will be returned with an explanation of why the equipment or material is unsatisfactory. The Contractor shall have no claims for damages or for extension of time on account of any delay due to the revision of drawings or rejection of material. Fabrication or other work performed in advance of approval shall be done entirely at the Contractor's risk. After approval of equipment or material, the Contractor shall not deviate in any way from the design and specifications given without the written consent of the Engineer.

When requested by the Engineer, a sample or test specimens of the materials to be used or offered for use in connection with the work shall be prepared at the expense of the Contractor and furnished by him or her in such quantities and sizes as may be required for proper examination and tests, with all freight charges prepaid and with information as to their sources.

All samples shall be submitted before shipment and in ample time to permit the making of proper tests, analyses, or examination before the time at which it is desired to incorporate the material into the work. All tests of materials furnished by the Contractor shall be made by the Engineer. Samples shall be secured and tested whenever necessary to determine the quality of the material.

SECTION 9. PROSECUTION OF WORK

9-01. Equipment and Methods. The work under this contract shall be prosecuted with all materials, tools, machinery, apparatus and labor and by such methods as are necessary to the complete execution of everything described, shown, or reasonably implied. If at any time before the beginning or during the progress of the work, any part of the Contractor's plant or equipment, or any of his or her methods of execution of the work, appear to the Engineer to be unsafe, inefficient, or inadequate to insure the required quality or the rate of progress of the work, he or she may order the Contractor to increase or improve his or her facilities or methods and the Contractor shall comply promptly with such orders; but, neither compliance with such orders nor failure of the Engineer to issue such orders shall relieve the Contractor from his or her obligation to secure the degree of safety, the quality of the work and the rate of progress required of the Contractor. The Contractor alone shall be responsible for the safety, adequacy and efficiency of his or her plant, equipment and methods.

9-02. Time of Completion. The Contractor shall promptly begin the work under this contract and shall complete and make ready for full use all portions of the project made the subject of this contract within the time set forth in the agreement bound herewith.

9-03. Avoidable Delays. Avoidable delays in the prosecution or completion of the work shall include all delays which might have been avoided by the exercise of care, prudence, foresight and diligence on the part of the Contractor. The City will consider as avoidable delays within the meaning of this contract (1) delays in the prosecution of parts of the work, which may in themselves be unavoidable, but do not necessarily prevent or delay the prosecution of other parts of the work nor the completion of the whole work within the time herein specified, (2) reasonable loss of time resulting from the necessity of submitting plans to the Engineer for approval and from the making of surveys, measurements, inspections, and testing and (3) such interruptions as may occur in the prosecution of the work on account of the reasonable interference of other contractors employed by the City which do not necessarily prevent the completion of the whole work within the time herein specified.

9-04. Unavoidable Delays. Unavoidable delays in the prosecution or completion of the work under this contract shall include all delays which may result, through cause beyond the control of the Contractor and which he or she could not have provided against by the exercise of care, prudence, foresight and diligence. Orders issued by the City changing the amount of work to be done, the quantity of material to be furnished or the manner in which the work is to be prosecuted and unforeseen delays in the completion of the work of other contractors under contract with the City will be considered unavoidable delays, so far as they necessarily interfere with the Contractor's completion of the whole of the work. Delays due to normally adverse weather conditions will not be regarded as unavoidable delays. However, truly abnormal amounts of rainfall, temperatures or other weather conditions for the location of the work and time of year may be considered as unavoidable delays if those conditions necessarily cause a delay in the completion of the work.

9-05. Notice of Delays. Whenever the Contractor foresees any delay in the prosecution of the work and, in any event, immediately upon the occurrence of any delay which the contractor regards as an unavoidable delay, he or she shall notify the Engineer in writing of the probability of the occurrence of such delay and its cause, in order that the Engineer may take immediate steps to prevent, if possible, the occurrence or continuance of the delay, or, if this cannot be done, may determine whether the delay is to be considered avoidable or unavoidable, how long it continues and to what extent the prosecution and completion of the work are to be delayed thereby.

9-06. Extension of Time. Should any delays occur which the Engineer may consider unavoidable, as herein defined, the Contractor shall, pursuant to his or her application, be allowed an extension of time proportional to said delay or delays, beyond the time herein set forth, in which to complete this contract; and liquidated damages for delay shall not be charged against the Contractor by the City during an extension of time granted because of unavoidable delay or delays.

Any claim by Contractor for a time extension based on unavoidable delays shall be based on written notice delivered to the Engineer within 15 days of the occurrence of the event giving rise to the claim. Failure to file said written notice within the time specified shall constitute a waiver of said claim. Notice of the full extent of the claim and all supporting data must be delivered to the Engineer within 45 days of the occurrence unless the Engineer specifies in writing a longer period. All claims for a time extension must be approved by the Engineer and incorporated into a written change order.

9-07. Unfavorable Weather and Other Conditions. During unfavorable weather and other conditions, the Contractor shall pursue only such portions of the work as shall not be damaged thereby. No portions of the work whose satisfactory quality or efficiency will be affected by any unfavorable conditions shall be constructed while these conditions remain, unless, by special means or precautions approved by the Engineer, the Contractor shall be able to overcome them.

The Contractor shall be granted a time extension of one day for each unfavorable weather day which prevents him or her from placing concrete forms or placing and finishing concrete or asphalt concrete. Such unfavorable weather day is defined as a rain day where precipitation prevents the contractor from performing the work more than four (4) continuous hours within the authorized work period or a temperature day where the ambient temperature is below that specified for the placement of materials associated with the controlling work item for more than four (4) continuous work hours of the authorized work period.

9-08. Saturday, Sunday, Holiday and Night Work. No work shall be done between the hours of 6 p.m. and 7 a.m., nor on Saturdays, Sundays or legal holidays except such work as is necessary for the proper care and protection of work already performed, or except in cases of absolute necessity and in any case only with the permission of the Engineer.

It is understood, however, that night work may be established as a regular procedure by the Contractor if he or she first obtains the written permission of the Engineer and that such permission may be revoked at any time by the Engineer if the Contractor fails to maintain at night adequate force and equipment for reasonable prosecution and to justify inspection of the work.

9-09. Hours of Labor. Eight (8) hours of labor shall constitute a legal day's work and the Contractor or any subcontractor shall not require or permit more than eight hours of labor in a day from any person employed by him or her in the performance of the work under this contract, unless paying compensation for all hours worked in excess of eight (8) hours per day at not less than 1½ times the basic rate of pay. The Contractor shall forfeit to the City, as a penalty, the sum of twenty-five dollars (\$25.00) for each workman employed in the execution of the contract by him or her or by any subcontractor, for each calendar day during which such laborer, workman, or mechanic is required or permitted to labor more than eight hours in violation of the provisions of Section 1810 to 1816, inclusive, (Article 3, Chapter 1, Part 7, Division 2) of the Labor Code of the State of California and any acts amendatory thereof.

SECTION 10. PAYMENT

10-01. Certification by Engineer. All payments under this contract shall be made upon the presentation of certificates in writing from the Engineer and shall show that the work covered by the payments has been done and the payments thereof are due in accordance with this contract.

10-02. Progress Estimates and Payment. The Engineer shall, within the first seven (7) days of each month, make an estimate of the value of the work performed in accordance with this contract during the previous calendar month.

The first estimate shall be of the value of the work satisfactorily completed in place and meeting the requirements of the contract. And every subsequent estimate, except the final estimate, shall be of the value of the work satisfactorily completed in place since the last preceding estimate was made; provided, however, that should the Contractor fail to adhere to the program of completion fixed in this contract, the Engineer shall deduct from the next and all subsequent estimates the full calculated accruing amount of the liquidated damages to the date of said estimate, until such time as the compliance with the program has been restored.

The estimate shall be signed by the Engineer and, after approval, the City shall pay or cause to be paid to the Contractor in the manner provided by law, an amount equal to 95 percent of the estimated value of the work satisfactorily performed and complete in place.

10-03. Substitution of Securities.

1. At such times that Public Contract Code Section 22300 is in effect Contractor may propose the substitution of securities of at least equal market value for any moneys to be withheld to ensure performance under the Contract. Market value shall be determined as of the day prior to the date such substitution is to take place. Such substitution

shall be made at the request and expense of the Contractor. The securities shall be one or more of the following types:

- (a) Bonds or interest-bearing notes or obligations of the United States, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- (b) Bonds or interest-bearing notes on obligations that are guaranteed as to principal and interest by a federal agency of the United States.
- (c) Bonds of the State of California, or those for which the faith and credit of the State of California are pledged for the payment of principal and interest.
- (d) Bonds or warrants, including, but not limited to, revenue warrants, of any county, city, metropolitan water district, California water district, California water storage district, irrigation district in the State of California, municipal utility district, or school district of the State of California, which are rated by Moody's or Standard and Poor as A or better.
- (e) Bonds, consolidated bonds, collateral trust debentures, consolidated debentures, or other obligations issued by federal land banks or federal intermediate credit banks established under the Federal Farm Loan Act, as amended; debentures and consolidated debentures issued by the Central Bank for Cooperatives and banks for cooperatives established under the Farm Credit Act of 1933, as amended; bonds, or debentures of the Federal Home Loan Bank Board established under the Federal Home Loan Bank Act; and stock, bonds, debentures and other obligations of the Federal National Mortgage Association established under the National Housing Act as amended and bonds of any Federal Home Loan Mortgage Corporation.
- (f) Commercial paper of "prime" quality as defined by a nationally recognized organization which rates such securities. Eligible paper is further limited to issuing corporations: (1) organized and operating within the United States; (2) having total assets in excess of five hundred million dollars (\$500,000,000); and (3) approved by the Pooled Money Investment Board of the State of California. Purchases of eligible commercial paper may not exceed 180 days' maturity, nor represent more than 10 percent of the outstanding paper of an issuing corporation.
- (g) Bills of exchange or time drafts on and accepted by a commercial bank, otherwise known as bankers acceptances, which are eligible for purchase by the Federal Reserve System.
- (h) Certificates of deposits issued by a nationally or state-chartered bank or savings and loan association.
- (i) The portion of bank loans and obligations guaranteed by the United States Small Business Administration or the United States Farmers Home Administration.
- (j) Student loan notes insured under the Guaranteed Student Loan Program established pursuant to the Higher Education Act of 1965, as amended (20 U.S.C. 1001, et seq.) and eligible for resale to the Student Loan Marketing Association established pursuant to Section 133 of the Education Amendments of 1972, as amended (20 U.S.C. 1087-2).
- (k) Obligations issued, assumed or guaranteed by International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, or the Government Development Bank of Puerto Rico.
- (l) Bonds, debentures and notes issued by corporations organized and operating within the United States. Such securities eligible for substitution shall be within the top three ratings of a nationally recognized rating service.

2. The securities shall be deposited with City or with any commercial bank as escrow agent, who shall arrange for transfer of such securities to the Contractor upon satisfactory completion of the contract. Any interest accrued or paid on such securities shall belong to the Contractor and shall be paid upon satisfactory completion of the contract.

The market value of the securities deposited shall at all times be maintained in an amount at least equal, in the sole judgment of City, to the moneys to be withheld pursuant to the Contract Documents to ensure performance of the Contract. In order to comply with this condition, Contractor shall deposit additional securities as necessary upon request by City or the escrow agent.

3. Upon acceptance of any Proposal that includes substituting securities for amounts withheld to ensure performance, a separate escrow agreement satisfactory in form and substance to City shall be prepared and executed by City, the Contractor and the escrow agent, which may be City. The escrow agreement shall specify, among other matters, value of securities to be deposited; procedures for valuing the securities and for adding or withdrawing securities to maintain the market value of the deposited securities at least equal to the amount of moneys which would otherwise be withheld; the terms and conditions of conversion to cash in case of the default by the Contractor; and terms, conditions and procedure for termination of the escrow. City shall have no obligation to enter any such Agreement that does not provide the City with the unilateral right to convert securities to cash and to gain immediate possession of the cash.

10-04. Acceptance. The work must be accepted by vote of the City Council of the City of Ukiah when the whole shall have been completed satisfactorily. The Contractor shall notify the Engineer, in writing, of the completion of the work, whereupon the Engineer shall promptly, by personal inspection, satisfy himself as to the actual completion of the work in accordance with the terms of the contract and shall thereupon recommend acceptance by the City Council.

10-05. Final Estimate and Payment. The Engineer shall, as soon as practicable after the final acceptance of the work done under this contract, make a final estimate of the amount of work done thereunder and the value thereof.

Such final estimate shall be signed by the Engineer, and after approval, the City shall pay or cause to be paid to the Contractor, in the manner provided by law, the entire sum so found to be due hereunder, after deducting therefrom all previous payments and such other lawful amounts as the terms of this contract prescribe.

In no case will final payment be made in less than thirty-five (35) days after the filing of the notice of completion with the County Recorder.

10-06. Delay Payments. Should any payment due the Contractor or any estimate be delayed, through fault of the City beyond the time stipulated, such delay shall not constitute a breach of contract or be the basis for a claim for damages, but the City shall pay the Contractor interest on the amount of the payment at the rate of 6 percent per annum for the period of such delay. The terms for which interest will be paid shall be reckoned, in the case of any monthly or progress payment, from the twentieth day of the month next succeeding the month in which the work was performed to the date of payment of the estimate; and in the case of the final estimate, from the forty-fifth day after acceptance to the date of payment of the final estimate.

The date of payment of any estimate shall be considered the day on which the payment is offered or mailed as evidenced by the records of the Treasurer of the City. If interest shall become due on any delayed payment, the amount thereof, as determined by the City, shall be added to a succeeding payment. If the interest shall become due on the final payment, it shall be paid on a supplementary voucher to interest or any sum or sums which, by the terms of this contract, the City is authorized to reserve or retain.

10-07. Extra Work and Work Omitted. Whenever corrections, alterations, or modifications of the work under this contract ordered by the Engineer and approved by the City increase the amount of work to be done, such added work shall be known as "extra work"; and when such corrections, alterations, or modifications decrease the amount of work to be done, such subtracted work shall be known as "work omitted".

When the Contractor considers that any changes ordered involve extra work, he or she shall immediately notify the Engineer in writing and subsequently keep him or her informed as to when and where extra work is to be performed and shall make claim for compensation therefor each month not later than the first day of the month following that in which the work claimed to be extra work was performed and he or she shall submit a daily complete statement of materials and labor used and expenses incurred on account of extra work performed, showing allocation of all materials, labor and expenses.

All such claims shall state the date of the Engineer's written order and the date of approval by the City authorizing the work on account of which claim is made. Unless such notification is made in writing within the time specified and unless complete statements of materials used and expenses incurred on account of such extra work are

furnished as above required, the Contractor shall not be entitled to payment on account of extra work and Contractor shall be deemed to have waived the right to make any future claims for compensation for such extra work.

When changes decrease the amount of work to be done, they shall not constitute a claim for damages on account of anticipated profits on the work that may be omitted.

10-08. Compensation for Extra Work or Work Omitted. Whenever corrections, additions, or modifications in the work under this contract change the amount of work to be done or the amount of compensation due the Contractor, excepting increases or decreases in contract items having unit contract prices for each measurable quantity installed in place, and such changes have been ordered in writing by the Engineer and approved by the City prior to the Contractor performing the extra work, then a price may be agreed upon. Failing such an agreement in price, the Contractor shall be compensated for performing extra work pursuant to the provisions of Section 4-1.05 "Changes and Extra Work", and Section 9-1.04 "Force Account Payment" of the Standard Specifications.

This method of determining the price of work shall not apply to the performance of any work which is required or reasonably implied to be performed or furnished under this contract.

10-09. Compensation to the City for Extension of Time. In case the work called for under this contract is not completed within the time limit stipulated herein, the City shall have the right as provided hereinabove, to extend the time of completion thereof. If the time limit be so extended, the City shall have the right to charge to the Contractor and to deduct from the final payment for the work the actual cost to the City of engineering, inspection, superintendence and other overhead expenses which are directly chargeable to the contract and which accrue during the period of such extension, except that the cost of final unavoidable delays shall not be included in such charges.

10-10. Liquidated Damages for Delay. It is agreed by the parties to the contract that time is of the essence and that, in case all the work is not completed before or upon the expiration of the time limit as set forth, damage, other than those cost items identified in section 10-09, will be sustained by the City and that it is and will be impracticable to determine the actual amount of damage by reason of such delay; and it is therefore agreed that the Contractor will pay to the City the sum of five hundred dollars (\$500.00) per day for each and every calendar day's delay beyond the time prescribed.

SECTION 11. MISCELLANEOUS

11-01. Notice. Whenever any provision of the contract documents requires the giving of written notice, it shall be deemed to have been validly given if delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended, or if delivered at or sent by registered or certified mail, postage prepaid, to the last business address known to the giver of the notice. If mailed, the notice shall be deemed received on the date of delivery stated in the return receipt.

11-02. Computation of Time. When any period of time is referred to in the Contract Documents by days, it shall be computed to exclude the first and include the last day of such period. If the last day of any such period falls on a Saturday or Sunday or on a day made a legal holiday by the law of the applicable jurisdiction, such day shall be omitted from the computation.

11-03. Claims Procedure Required by Public Contract Code Section 9204. This section shall apply to any claim by the Contractor arising in connection with this project in accordance with Public Contract Code Section 9204.

a. For purposes of this section "Claim" means a separate demand by the Contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:

(A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by the City under this contract.

(B) Payment by the City of money or damages arising from work done by, or on behalf of, the Contractor pursuant to this contract and payment for which is not otherwise expressly provided or to which the Contractor is not otherwise entitled.

(C) Payment of an amount that is disputed by the City.

b.

(1)

(A) Upon receipt of a claim pursuant to this section, the City shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the Contractor a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, a public entity and the contractor may, by mutual agreement, extend the time period provided in this subdivision.

(B) The Contractor shall furnish reasonable documentation to support the claim.

(C) If the City needs approval from its governing body to provide the Contractor a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the City shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.

(D) Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the City issues its written statement. If the City fails to issue a written statement, paragraph (3) shall apply.

(2)

(A) If the Contractor disputes the City's written response, or if the City fails to respond to a claim issued pursuant to this section within the time prescribed, the Contractor may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the City shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(B) Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the City shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the City and the Contractor sharing the associated costs equally. The City and Contractor shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.

(C) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(D) Unless otherwise agreed to in writing by the City and the Contractor, the mediation conducted pursuant to this section shall excuse any further obligation under Public Contract Code Section 20104.4 to mediate after litigation has been commenced.

(3) Failure by the City to respond to a claim from the Contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the public entity's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the Contractor.

(4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a public entity because privity of contract does not exist, the Contractor may present to the public entity a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier subcontractor, that the Contractor present a claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the Contractor shall notify the subcontractor in writing as to whether the Contractor presented the claim to the public entity and, if the original contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

c. A waiver of the rights granted by this section is void and contrary to public policy, provided, however, that (1) upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) the City may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of this section, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.

11-04. Litigation and Forum Selection. Contractor and City stipulate and agree that any litigation relating to the enforcement or interpretation of this contract, arising out of Contractor's performance or relating in any way to the work shall be brought in Mendocino County and that venue will lie in Mendocino County.

Except as otherwise expressly provided by law, the parties waive any objections they might otherwise have to the propriety of jurisdiction or venue in the state courts in Mendocino County and agree that California law shall govern any such litigation.

The duties and obligations imposed by these General Conditions and the rights and remedies available hereunder to the parties hereto and, in particular but without limitation, the warranties, guaranties and obligations imposed upon the Contractor and all of the rights and remedies available to the City thereunder, shall be in addition to and shall not be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by law or contract, by special warranty or guaranty, or by other provisions of the contract documents and the provisions of this paragraph shall be as effective as if repeated specifically in the contract documents in connection with each particular duty, obligation, right and remedy to which they apply. All warranties and guaranties made in the contract document shall survive final payment and termination or completion of this contract. The City disclaims an express or implied warranty that the plans and specifications identify all site conditions that could affect the time or cost to complete the Work.

11-05. Waiver. The Contractor shall strictly comply with all notices and other contract requirements. Waiver by the City of any failure of the Contractor to comply with any term of the contract, including the notice provisions, shall not be deemed a waiver of a subsequent breach.

TECHNICAL SPECIFICATIONS

SECTION 12. GENERAL INFORMATION

12-01. Location and Scope of Work. All of the work to be performed is within the City of Ukiah and consists of the reconstruction of a section of East Smith Street in Ukiah. Work generally includes, but is not limited to, demolition, removal and reconstruction of the street aggregate base and pavement section across the width of Smith Street; sidewalks, curbs, gutters, and driveway approach, along the north side of the street; adjusting boxes and lids of existing meters and valves; removal of an existing drop inlet on the north side of Smith Street and installation of a new drop inlet at that location; demolition and construction of pavement to conform grades between the back of sidewalk and the adjacent parking lot; and salvaging and reinstalling existing signage, and all related work whether or not specifically specified herein. The general location of the work to be performed is over an area of the right of way, approximately 254 linear feet along Smith Street, between Mason Street and Main Street, and extending into the parking lot of 262 E. Smith Street on the north side of the street.

The Contractor should familiarize himself or herself with the local conditions of the project sites. Failure to do so will in no way relieve him or her of the responsibility for performing any of the work or operations required as a part of this contract. Further information regarding the work or these specifications can be obtained from Mary Horger, Purchasing Supervisor, City of Ukiah, at (707) 463-6233.

12-02. Arrangement of Technical Specifications. The Technical Specifications are arranged in sections covering the various phases of work as follows:

Section No.	Title
12	General Information
13	Construction Details
14	Exclusions from General Conditions
15	Amendments to General Conditions

12-03. Arrangement of Plans. General locations and quantities of the work are shown in Appendix "A". A map will be provided to the successful bidder showing the exact locations of the work to be performed. Attachment A is comprised of a separately bound set entitled "Improvement Plans for Smith Street Rehabilitation Project," dated March 7, 2017.

12-04. Business Licenses. The Contractor and any subcontractors shall each secure and maintain a valid City of Ukiah Business License prior to the start of any portion of the work.

12-05. Permits. The Contractor shall provide, procure, and pay for all permits required to complete this work.

12-06. Standard Specifications and Standard Plans. The Standard Specifications and Standard Plans of the California State Department of Transportation, 2010, are hereby made a part of these Special Provisions and are hereinafter referred to as "California Standard Specifications" and "California Standard Plans."

Whenever in the California Standard Specifications and the California Standard Plans the following terms are used, they shall be understood to mean and refer to the following:

Department of Transportation - The City Council.

Director of Public Works - The City of Ukiah Director of Public Works.

Engineer - The Engineer, designated by the City Council, acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties entrusted to them.

Laboratory - The designated laboratory authorized by the City of Ukiah to test materials and work involved in the contract.

State - The City of Ukiah

Other terms appearing in the California Standard Specifications and the California Standard Plans shall have the intent and meaning specified in Section I, Definition of Terms of the California Standard Specifications.

In case of discrepancy between the contract documents, the order of precedence from the highest to lowest is as follows:

1. (City) Special Provisions

2. (City) Project Plans
3. City Standard Plans and Details
4. California Standard Plans
5. California Standard Specifications

12-07. Temporary Facilities. All temporary facilities are the responsibility of the Contractor. The removal of said facilities shall be the responsibility of the Contractor. The Contractor shall be responsible for any and all damages to existing facilities which are a result of the work.

12-08. Public Convenience and Safety. The Contractor shall conduct operations so as to cause the least possible obstruction and inconvenience to public traffic. The Contractor shall, at his or her expense, furnish such flag persons and furnish, erect, construct and maintain such fences, barriers, lights, signs, detours, pedestrian walkways, driveway ramps and bridging as may be necessary to give adequate warning to the public that work is in progress and that dangerous conditions exist, to provide access to abutting properties and to permit the flow of pedestrian and vehicular traffic to safely and expeditiously pass the work.

12-09. Maintaining Traffic. Attention is directed to Section 7-1.03, "Public Convenience," 7-1.04, "Public Safety," 12-1.03, "Flagging Costs," and 12-4.02, "Closure Requirements," of the California Standard Specifications, and these Special Provisions.

Except as specified below, Smith Street between Mason and Main Streets shall be open to through vehicular traffic during non-working hours. All public traffic shall be permitted to pass through the work area with as little inconvenience and delay as possible.

During removal of existing street pavement, excavation to planned subgrade, placement of geogrid, spreading and compaction of aggregate base, and placing and compacting HMA surfacing, the street may be closed to vehicular traffic for a maximum of five days, Monday through Friday. During this time, the new sidewalk shall be open and available to the public for access to the buildings.

Full costs for "Maintaining Traffic", including "Flagging Costs", shall be considered as included in the various items of work and no additional compensation will be made.

12-10. Stream Pollution. The Contractor shall exercise every reasonable precaution to prevent muddying or silting of live streams, and the Contractor's attention is called to the fact that the terms of this contract do not relieve him or her of responsibility for compliance with Sections 5650 and 12015 of the Fish and Game Code or other applicable statutes relating to pollution prevention or abatement. Gibson Creek passes through the site at the eastern end with two direct conveyances from the street into the channel. The contractor shall protect those inlets from potential stream pollution by maintaining them closed during all operations of the rehabilitation project. In the case of rainfall during the project, the use of Best Management Practices(BMP's) to filter sediment and hydrocarbons from any runoff may be employed. If rainfall is predicted, the contractor shall notify the Engineer of the proposed BMP's prior to their installation. Such notification shall in no way relieve the contractor of his or her liability to the various resource agencies to comply with laws and regulations prohibiting pollution from entering the stream.

12-11. Warranties. Unless otherwise indicated, the Contractor shall warrant all materials provided and work performed under this contract for a period of one year from the date of final acceptance. He shall replace promptly and at his own expense any materials and/or workmanship which fail during this warranty period.

12-12. Utilities. No water, sewer or electrical services will be provided by the owner. It is the Contractor's sole responsibility to arrange such services as necessary.

12-13. Preconstruction Conference. A preconstruction conference will be held before any work will be allowed to commence. This meeting will cover inspection, schedule for work, and among other items, the responsibilities and procedures of each of the interested parties to assure that the project will be completed in accordance with the contract documents.

12-14. Safety Requirements. The Contractor shall comply with all pertinent provisions of the Department of Labor "Safety and Health Regulations for Construction (29 FCS Part 1518, 36 CFR 7340)", with additions or modifications thereto, in effect during construction of this project.

SECTION 13 - CONSTRUCTION DETAILS

13-01. Contract Drawings.

See Attachment A, a separately bound set entitled "Improvement Plans for Smith Street Rehabilitation Project."

13-02. Order of Work

When Order of Work is required by the Special Provisions or plans, the contractor shall follow the sequence of operations as set forth therein.

Physical work on the site shall not commence until a "No Fee" encroachment permit is issued by the City of Ukiah.

There are a number of existing underground utilities located within the project limits. It is the Contractor's responsibility to verify the horizontal and vertical locations of all utilities a minimum of 7 working days in advance of beginning demolition.

Directly adjacent to the area where the work is to be performed are several businesses to which the public requires access. Contractor shall plan and execute work in a manner that provides safe access at all times. It is understood that it may be necessary to block access to the doorway entrances at critical times. Contractor shall coordinate with building occupants, so that disruptions to access are minimized.

Payment: Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various contract items of work and no additional compensation will be allowed therefor.

13-03. SCHEDULE

The Contractor shall prepare a construction schedule outlining the order and duration of the construction tasks to be performed.

Contractor shall indicate periods of time when there will be no parking on Smith Street, when there will be no access from Smith Street to the parking lot, and when there will not be access to the street entrances.

Payment: Full compensation for complying with the above provisions shall be considered as included in the contract price for the various bid items and no separate Payment will be made.

13-04. Preservation of Property

The Contractor shall conform to the provisions of Section 5-1.36, "Property and Facility Preservation" of the California Standard Specifications and to these Special Provisions. All costs to the Contractor for protecting, removing, modifying, relocating and restoring existing improvements shall be considered as included in the contract prices paid for the various items of work and no additional allowances will be made therefore.

Protect existing surveying control points and monuments within the project areas. Any disturbed survey control points and monuments shall be reset by a Land Surveyor registered in the State of California.

Payment: Full compensation for complying with this section of the Special Provisions shall be considered as included in the prices paid for the various contract items of work, and no separate compensations will be allowed therefore.

13-05. Watering

Developing water supply and applying shall conform to the provisions in Section 17 of the California Standard Specifications and these Special Provisions.

Construction water for the work under this contract will NOT be furnished by the City. Water shall not be obtained from any of the nearby property owners without their written permission.

Payment: Full compensation for developing and applying water conforming to the above requirements shall be considered as included in the prices paid for the various contract items of work requiring water, and no additional compensation will be allowed therefore.

13-06. Air Quality and Dust Control.

It shall be the responsibility of the Contractor to obtain this permit from the Mendocino County Air Quality Management District (AQMD) and comply with the provisions.

Dust control shall conform to the provisions in Section 14-9.03 of the Standard Specifications and these Special Provisions.

Payment: Full compensation for securing an AQMD permit and performing dust control, including control of dust from public traffic, shall be considered as included in the prices paid for the various contract items of work, and no additional compensation will be allowed therefore.

13-07. Existing Highway Facilities.

The work performed in connection with various existing highway facilities shall conform to the provisions in Section 15 of the Standard Specifications and these Special Provisions.

All existing highway facilities to be demolished and removed shall be disposed of at locations outside the highway right-of-way.

Such disposal shall conform to the provisions in Section 13-24 of these Special Provisions.

Reference is made to Section 13-21 "Remove and Replace Drop Inlet", Section 13-22 "Salvage and Reinstall Signs", and Section 13-25 "Adjust Existing Valve and Meter Boxes and Reset Monitoring Well Caps" for additional facilities which require protection, salvage and re-installation, or replacement.

13-08. Mobilization.

Mobilization shall include the obtaining of all permits, moving onto the site of all equipment, temporary buildings, if needed, and other construction facilities as required for the proper performance and completion of the work.

Mobilization shall include but not be limited to the following principal items:

1. Signed Contract by the City and the Contractor.
2. Completion of all tasks and submittal of all documents (bonds, insurance, schedule, etc.) required as conditions of issuing the Notice to Proceed.
3. Moving onto the site of all Contractor's equipment required for operations.
4. Installing temporary construction water supply, power, wiring and lighting facilities, as required.
5. Providing field office trailers if needed by the Contractor.
6. Providing all on-site communication facilities, including telephones and radio pagers.
7. Obtaining all required permits.
8. Having all OSHA required notices and establishment of safety programs.
9. Attendance at Pre-Construction Conference of Contractor's principal construction personnel.
10. Beginning work on the project or at the subject site as applicable, including submittal of required Construction Schedule to Engineer.

Payment: Mobilization will be paid for as a lump sum which price shall include all labor, materials, and equipment and incidentals, and for doing all work involved in mobilization as specified herein.

13-09. Removal of Frontage Improvements

The Contractor's attention is directed to Section 5-1.36, "Property and Facility Preservation" of the Caltrans Standard Specifications and these special provisions.

Provide all necessary labor, materials, equipment and tools necessary to sawcut or break pavement to provide clear working space for curb and gutter construction, and to demolish existing curbs, gutters, sidewalks, driveway apron and walkway, on the north side of Smith Street within the designated project area. Work of this item also includes loading and disposal of materials in accordance with Section 13-24 "Material Recycling", salvaging sign and meter boxes for reuse, protecting features within the sidewalk area such as but not limited to meters, cleanouts, rain leaders, double check valve assemblies, utility poles, guy wires, etc. Contractor shall hand dig around the two monitoring well caps, and protect the well casing from damage and from intrusion of silt and debris. The caps will be adjusted during final sidewalk construction.

All concrete which is to be removed from sidewalk, curb, gutter, and gutter pan, shall be removed to the nearest score mark or construction joint on each end of the project, as directed by the Engineer, unless otherwise noted on plans.

Reinforcing steel may be encountered in portions of concrete to be removed and no additional allowance will be made for the removal of such steel.

If no sawcut exists at the tool joint between concrete to be removed and concrete to remain in place, the concrete shall be cut along the tool joint to a minimum depth of 2 inches with a power driven saw before the concrete or asphalt concrete is removed. All sawcutting operations shall be "wet" for dust control purposes.

All improvements which are not planned to be removed as part of this work, but are damaged or destroyed by reason of the Contractor's operations shall be replaced in kind or restored to a condition as good as when the Contractor encountered the work at the Contractor's expense.

Measurement and Payment: Removal of curbs, gutters, sidewalks, walks, and driveway apron, shall be measured and paid for at the contract price per square foot as measured in the field. Measurement shall include the length of the project times the width of the sidewalk plus the top width of the curb and the gutter pan, plus the areas of the 6 entry ways and the small walkway at the west end of the building. Payment shall include full compensation for doing all work including required labor, materials, tools and equipment, and no additional allowance will be made therefor.

Removal of Frontage Improvements quantity shall be considered a **final pay (F) item** as described in Section 9-1.02C "Final Pay Item Quantities" of the Standard Specifications.

13-10. Excavate Street Section

Provide all necessary labor, materials, equipment and tools necessary to demolish, excavate and remove the asphalt paving and aggregate base, to a depth of 1.4 feet below the finished street grade from gutter lip on the south side to back of curb on the north side, from approximate Sta 0+39 to approximate Sta 2+90. The existing gutter pan on the south side of Smith Street shall remain. Attention is directed to Section 5-1.36D "Non-highway Facilities" of the Standard Specifications regarding notification of Underground Service Alert (USA) and locating of existing facilities. Horizontal and vertical locations of all known utilities shall be determined by the contractor prior to excavating or grinding.

Roadway excavation shall include all excavation as shown on the Project Plans, disposal of excess material, and other work as specified herein. The Contractor shall furnish a qualified grade setter to insure that the subgrade conforms to the lines and grades established by the Engineer. Excavation of the existing asphalt concrete surface shall be performed separately from the base and underlying soil, utilizing an excavator or a pavement grinder. Existing asphalt concrete shall be delivered to a processing site where it can be ground up and recycled. Upon completion of the asphalt concrete removal, and prior to approval of the progress payment for this item of work, the receiving site shall confirm the receipt of the material in writing.

Excavation of the aggregate base and underlying soil shall be done with an excavator, situated to load trucks on the area of the street which has been stripped of asphalt concrete, but has not yet been excavated to subgrade. The goal is to prevent heavy wheeled traffic from traversing the subgrade surface.

The street may be closed during this operation, which shall be planned to be completed in a maximum of two working days.

Measurement and Payment: Excavate Street Section shall be measured and paid for at the contract price per square foot as measured in the field. Measurement shall include the length of the project times the width of the paved section from lip of gutter to lip of gutter. Payment shall include full compensation for doing all work including required labor, materials, tools and equipment, and no additional allowance will be made therefor.

Excavation of Street Section quantity shall be considered a **final pay (F) item** as described in Section 9-1.02C "Final Pay Item Quantities" of the Standard Specifications.

Any additional excavation in terms of horizontal or vertical extent performed by the Contractor beyond the limits of the road reconstruction shown on the Project Plans shall be filled with aggregate base and compacted to 95% relative compaction at the Contractor's expense.

Any additional excavation in terms of horizontal or vertical extent performed by the Contractor beyond the limits of the road reconstruction shown on the Project Plans, performed at the direction of the Engineer to address subbase conditions, shall be compensated for as "extra work" in accordance with Section 4-1.05 "Changes and Extra Work" of the Standard Specifications.

13-11. Prepare Subgrade

Provide all necessary equipment, materials, labor and tools to grade the subgrade surface to its planned elevation and area. It is anticipated that the subgrade may be soft in areas. The goal is to prevent further deterioration of subgrade conditions. To that end, small and light weight grading equipment is required, such as a small wheeled grader, tracked skid steer, tracked dozer or other equipment which the contractor can demonstrate will not destabilize subgrade.

Prior to finishing subgrade the contractor shall allow the Engineer to observe the grading equipment passing over the whole site. The purpose of this observation is to determine if there are any areas which appear to be so unstable that the geogrid and aggregate base will not be able to bridge over them.

The Contractor will not be required to compact undisturbed roadbed native subgrade material for roadway sections.

If it becomes necessary to stabilize specific additional areas of exposed subgrade, the Engineer will mark the exact locations in the field, after the roadway is excavated and during finish grading operations, and will determine how the area will be addressed. No additional compensation will be made for excavation and stabilization beyond the limits of the areas marked by the Engineer or for excavation and stabilization of locations other than those marked by the Engineer.

Upon approval of subgrade by the Engineer, the Contractor shall immediately install the geogrid material in accordance with Section 13-12 "Geotextile Stabilization Fabric" of these special provisions and the aggregate base in accordance with Section 13-13 "Aggregate Base" of these special provisions.

Measurement and Payment: Prepare Subgrade shall be measured and paid for at the contract price per square foot as measured in the field. Measurement shall include the total combined area of Section 13-09 "Remove Frontage Improvements" and Section 13-10 "Excavate Street Section" of these Special Provisions. Payment shall include full compensation for doing all work including required labor, materials, tools and equipment, and no additional allowance will be made therefor.

Areas requiring additional subgrade stabilization, as determined by the Engineer, shall be compensated for as "extra work" in accordance with Section 4-1.05 "Changes and Extra Work" of the Standard Specifications.

Prepare Subgrade quantity shall be considered a **final pay (F) item** as described in Section 9-1.02C "Final Pay Item Quantities" of the Standard Specifications.

13-12. Geotextile Stabilization Fabric

Provide all necessary equipment, materials, labor and fees to furnish and install geotextile stabilization fabric over prepared subgrade covering all areas under sidewalks and entrances, curbs and gutters, driveway approach, and street area.

Soil stabilization fabric shall be Tensar TX130S Geogrid, or approved equivalent. The material shall be installed per manufacturer's recommendations and as specified herein.

Prior to placement of soil stabilization fabric, the Contractor shall remove all loose dirt left from excavation operations and smooth out any ruts, to the extent practical, left by the finish subgrade operation. The fabric shall be installed such that it overlaps a minimum of three feet at the selva edges and a minimum of three feet at ends. Lap fabric on the ends in the direction of equipment travel planned to place the aggregate base. It is an acceptable option to install the fabric perpendicular to the traveled way. If that option is selected, lap the edges in the direction of equipment travel planned to place the aggregate base.

The contractor shall take necessary measures to assure that the fabric is laid smooth and free of wrinkles. Attention is directed to the manufacturer's installation manual about how to tension and pin the fabric prior to the placement of aggregate base.

If the contractor elects to construct the curb and gutter and/or sidewalk prior to removing the paved section of the street, an allowance shall be made for the geotextile to extend at least three feet beyond the gutter lip to provide for the lateral overlap of fabric under the street section.

Any excavation for subgrade stabilization done by the Contractor to accommodate equipment width beyond the limits of the areas marked by the Engineer shall be at the Contractor's expense.

Measurement and Payment: Geotextile Stabilization Fabric shall be measured and paid for at the contract price per square yard of area covered (not fabric used) as measured in the field. Measurement shall include the total combined area of Section 13-09 "Remove Frontage Improvements" and Section 13-10 "Excavate Street Section" as described previously. Payment shall include full compensation for doing all work including required labor, materials, tools and equipment, and no additional allowance will be made therefor. For the purpose of payment, geotextile fabric will be measured horizontally in place, not including overlaps or folds.

Geotextile Stabilization Fabric quantity shall be considered a **final pay (F) item** as described in Section 9-1.02C "Final Pay Item Quantities" of the Standard Specifications.

13-13. Class 2 Aggregate Base

Aggregate base shall be placed, moisture conditioned, graded, and compacted under the roadway paving, curbs, gutters, sidewalks, and walkways to the grade or limits shown on the plans. Aggregate base shall be placed in two layers. The first layer shall be 0.67 feet (8 inches) thick in loose thickness. It shall be compacted to 90% relative compaction. The second layer shall be that required to complete the 1.0 foot (12") thickness when it is compacted to finish base grade. It shall attain a relative compaction of 95% when tested in the upper two inches of finish base grade.

Aggregate base be Class 2, 3/4" maximum gradation, conforming to the provisions in Section 26 "Aggregate Bases" of the California Standard Specifications.

Aggregate base shall be placed in two lifts as described above. For the first lift, arrange delivery such that end-dump trucks will dump product on previously placed aggregate base or on the paved surface of the street to be left in place at the ends of the project. Spread the material with a rubber tracked skid steer from the existing pavement.

After the material is spread far enough away from the existing pavement, a low ground pressure dozer may be used to spread the material after each load is dumped. No compaction will be allowed until the bottom lift of Class 2 aggregate base has been placed and spread to rough grade on subgrade and fabric. Equipment will not be allowed on subgrade and fabric at any time. Coordinate compaction testing and review by the Engineer to approve the installation of the bottom lift before beginning delivery and spreading the upper lift.

For the upper lift, trucks may roll across the compacted and approved lower lift, maintaining a speed of 5 mph.

Measurement and Payment: Class 2 Aggregate Base shall be measured and paid for at the unit price per ton as verified by weight certificates provided by the weighmaster at the aggregate source. Certificates shall be supplied at the time of delivery. Payment shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and all work including, but not limited to, providing, placing, grading, moisture conditioning, and compacting aggregate base as shown on the plans, as specified in these Special Provisions and as directed by the Engineer and no additional compensation will be allowed. The weight certificates are required for record keeping purposes and not for payment purposes, unless the dimensions shown on the plans are changed. Then the unit price per ton shall establish the value of the extra work and the payment for extra work shall be the difference between the final pay quantity and the total quantity of aggregate base used.

Class 2 Aggregate Base shall be considered a **final pay (F) item** as described in Section 9-1.02C "Final Pay Item Quantities" of the Standard Specifications.

13-14. Hot Mix Asphalt Paving

The entire width of E. Smith Street, from the existing gutter lip on the south side of the street to the new gutter lip on the north side, over a distance of approximately 254 linear feet, will be repaved with hot mix asphalt(HMA) over new stabilization fabric and Class 2 aggregate base. The HMA will be placed in two lifts, with a total thickness of 0.4 feet. The lifts shall not exceed 0.25 feet in thickness, nor be less than 0.15 feet in thickness. The City has the option of performing compaction testing at its expense, but in general, the HMA will be placed under a "methods" specifications. The HMA construction process will be a "Method" Process.

Attention is directed to Sheet 2 of the Project Plans. An area of asphalt concrete on private property must be planed and overlaid with HMA in order to have a smooth transition from the back of the new sidewalk to the parking and access way on private property north of Smith Street.

General. HMA shall be provided in accordance with the Standard HMA construction process and conform to the Caltrans Section 39 "Hot Mix Asphalt" of the 2010 Standard Specifications and as detailed in these special provisions. Only those methods of construction and quality assurance/quality control specified herein apply.

Quality Control Plan. Contractor shall establish, implement and maintain a Quality Control Plan (QCP) to ensure materials and work comply with the specifications and the corrective actions required to control the quality of work. The QCP shall comply with these special provisions and Section 39-2.02 "Contractor Quality Control" of the Standard Specifications. The Contractor shall not begin hot mix asphalt production or placement without written approval from the Engineer of the QCP and an approved JMF. Approval of the QCP and JMF by the Engineer does not relieve the contractor of responsibility for quality control or work methods.

Contractor shall attend a pre-paving conference with the Engineer to discuss methods of performing the production and paving work and how quality control will be performed throughout.

Qualifications of workers: Provide sufficient skilled workers and supervisors who shall be present at all times during execution of this portion of the Work and who shall be thoroughly familiar with the type of construction involved and the materials and techniques specified.

Codes and standards: Wherever a test method is referenced in this section, it shall be made in accordance with the most current test method in use by Caltrans in the State Standard Specifications.

Submittals. The Contractor shall provide the Engineer with the following information a minimum of 10 days prior to commencing the Work:

1. Hot mix asphalt job mix formula (JMF) in accordance with Caltrans Standard Specifications.
 - a. Proposed JMF on Form CEM-3511: Include percentage of reclaimed asphalt pavement (RAP)

- b. Mix design documentation, data and aggregate quality on Form CEM-3512 dated within 12 months of submittal.
- c. JMF verification on Form CEM-3513, if applicable
- d. JMF renewal on Form CEM-3514, if applicable
- e. Materials Safety Data Sheets (MSDS) for:
 - i. Asphalt binder
 - ii. Supplemental fine aggregate except fines from dust collectors
 - iii. Antistrip additives

2. Written confirmation from the supplier that the JMF to be supplied meets all specified requirements.

Tack Coat: The Contractor shall choose the type and grade of asphaltic emulsion tack coat. Submit this information as part of the QCP.

Engineer's Acceptance. Quality control sampling and acceptance testing will be performed by the City. The City reserves the right to perform acceptance testing at frequencies that differ from those specified in the Standard Specifications.

A minimum of one sample for Rice Specific Gravity may be taken each day at the plant during placement of HMA. The Rice Specific Gravity test will be in accordance with ASTM D 2041. Any changes to the JMF requested by the Engineer shall be implemented by the Contractor or a new JMF resubmitted for approval prior to continuing work.

In place density tests per CT 375 Nuclear Gage field test may be performed at the City's expense during HMA operations to verify compaction requirements per Standard Specifications. The frequency of testing may be in accordance with CT 375.

Should any test fail to meet density requirements, the City may take density core samples to verify density results and pavement thickness. Contractor shall be responsible for patching the cores with hot mix asphalt at no additional expense to the City.

Products. Tack Coat shall be selected by the Contractor, conforming to the provisions of Sections 39 "Hot Mix Asphalt", and 94 "Asphaltic Emulsions", of the Standard Specifications and shall be used between layers of each lift of HMA, and on the face of gutter pans and construction joints.

Asphalt binder shall be Grade PG 64-16, conforming to the provisions of Sections 39 "Hot Mix Asphalt", and 92 "Asphalts", of the Standard Specifications.

Aggregate shall be clean and free from deleterious substances and shall meet the gradation and quality for 1/2-inch HMA Type A. Hot Mix Asphalt shall be 1/2-inch HMA Type A and conform to the latest provisions of Section 39 of the Standard Specifications. The initial course may be placed with 3/4-inch HMA Type A with concurrence of Engineer.

HMA batch plant shall be Caltrans-qualified under the Caltrans Materials Plant Quality Program of the Standard Specifications.

Reclaimed asphalt pavement shall be acceptable in accordance with the Standard Specifications not exceeding 15.0 percent of the aggregate blend.

Construction. During the entire construction period, the Contractor shall take care to protect existing pavement and concrete surfaces. Surfaces scarred by cleanup or equipment shall be repaired in a manner satisfactory to the Engineer. Any and all damage caused by the Contractor's operations to existing roads and streets shall be repaired by the Contractor to at least the original condition and to the satisfaction of the Engineer, at no additional cost to the City.

If pavement is damaged (excessive loading, grouser marking, scarring/scraping of pavement, etc.) outside the limits of the work, a full lane width grinding and overlay will be required as directed by the Engineer at no additional compensation to the Contractor.

Ensure the area is clean and dry. All material accumulations which would interfere with the adhesion of the tack coat or with the placing and performance of the HMA shall be removed, including dust, loose aggregate, soil, leaves, and pieces or lumps of other foreign material deposited on the surface.

A tack coat shall be applied to existing pavement including planed surfaces, between HMA layers, and to vertical surfaces of curbs, gutters and construction joints at the minimum residual rates specified in Section 39-1.09C "Tack Coat" of the Standard Specifications. Immediately in advance of placing HMA, apply additional tack coat to damaged areas or where loose or extraneous material is removed.

Close areas receiving tack coat to traffic. Do not track tack coat onto pavement surfaces beyond the job site.

HMA surfacing shall conform to the provisions of Section 39 of the Standard Specifications. Placing HMA shall be done under suitable weather conditions for such operations. Rain, snow or other inclement weather will be cause for discontinuing paving Work. The Engineer shall have the authority for determining whether weather conditions are sufficient cause to postpone work.

Spreading and compacting shall be performed in accordance with Section 39-1.10 "Spreading and Compacting Equipment" and Section 39-1.11 "Transporting, Spreading and Compacting" of the Standard Specifications and these special provisions.

HMA may be transferred from the trucks into the hopper of the paving machine by means of a shoulder machine equipped with a conveyor belt. Any equipment used to transfer asphalt concrete to the paving machine shall not exceed the load capacity of any surface it is driven over and, therefore, shall not produce rutting or pumping of the existing roadway surface or newly placed HMA at any time. No trucks or other rubber tired construction equipment are allowed on the subgrade at any time except when proofrolling in the presence of the Engineer. No trucks or other rubber tired construction equipment are allowed on newly placed HMA until the day after the HMA is placed.

Longitudinal joints in the top layer must match the centerline of the street. Longitudinal joints in lower HMA layers shall be offset at least 0.5 feet from each side of the longitudinal joint in the top layer.

Compaction shall be performed with a steel-tired tandem roller weighing not less than 8 tons and shall consist of not less than 3 complete coverages of the roller over each layer, with proper overlap to prevent displacement. The first coverage shall be completed before the temperature of the mixture drops below 250° F., unless a lower temperature is directed by the Engineer.

Finish rolling shall be completed before pavement surface temperature is below 150 degrees F.

If a vibratory roller is used as a finish roller, turn the vibrator off.

Traffic shall not be allowed on HMA until mid-depth temperature is below 160 degrees F and the pavement surface temperature is below 140 degrees F.

The completed surfacing shall be true to grade and cross section, of uniform smoothness and texture, compacted firmly and free from depressions, humps or irregularities. Smoothness shall be measured using a straightedge in conformance with Section 39-1.12B "Straightedge" of the Standard Specifications.

Measurement and Payment: Hot Mix Asphalt shall be measured and paid for at the unit price per ton as verified by certified weigh tickets delivered to and signed by the Engineer or Inspector on site. Payment shall include full compensation for furnishing all labor, materials, tools, equipment, transportation, and incidentals, and all work, including but not limited to, grinding and saw-cutting edges of transition areas, furnishing and placing HMA, HMA overlay, tack coat, proof rolling, compaction, and other incidentals as shown on the Plans and specified in the Standard Specifications, these special provisions, and as directed by the Engineer and no additional compensation will be allowed. The weight certificates are required for record keeping purposes and not for payment purposes, unless the dimensions shown on the plans are changed. Then the unit price per ton shall establish the value of the extra work and the payment for extra work shall be the difference between the final pay quantity and the total quantity of HMA used.

Hot Mix Asphalt Pavement quantity shall be considered a **final pay (F) item** as described in Section 9-1.02C "Final Pay Item Quantities" of the Standard Specifications.

13-15. Minor Concrete

Minor concrete as required to construct Concrete Curb and Gutter, Concrete Sidewalks, and Concrete Driveway approach, which is to be installed or reconstructed in accordance with the plans, or are damaged by the work, as described in the following subsections, shall conform to Section 51-7 "Minor Structures", Section 73 "Concrete Curbs and Sidewalks", and Section 90-2 "Minor Concrete", all of the Standard Specifications, City Standard Details 101 and 102, the project plans, and in accordance with the requirements of these special provisions.

Contractor shall refer to project plans for special details regarding depths of concrete and base material, and compaction requirements which may differ from the Standard Details. Refer to Section 13-12 "Geotextile Stabilization Fabric" and Section 13-13 "Class 2 Aggregate Base" of these special provisions for requirements for subgrade preparation under all areas of concrete work and paving the asphalt street section.

The Engineer shall be notified at least 24 hours prior to the placement of geotextile stabilization fabric under the sidewalk areas or under the curb and gutter section in order to allow time for a review of soil conditions. If an area is judged to be unsuitable for the installation of the new concrete curb and gutter or sidewalk, the Engineer shall

specify areas to be removed and replaced with suitable material. Areas requiring additional subgrade stabilization, as determined by the Engineer, shall be compensated for as "extra work" in accordance with Section 4-1.05 "Changes and Extra Work" of the Standard Specifications.

The cementitious material content of the minor concrete shall not be less than 505 pounds per cubic yard.

All concrete which is to be removed from curb and gutter and sidewalk areas shall be removed to the nearest construction joint or as directed by the Engineer. Joints between old and new concrete shall be neat and free of defects. Sawcutting may be required to achieve this effect.

Contractor shall be responsible for replacing all concrete surfaces damaged or destroyed by his operations at no additional cost to the City.

Concrete curb, gutter, and sidewalk shall be cured in accordance with the requirements of Section 73-1.03F "Curing" of the Caltrans Standard Specifications except that the Contractor may substitute other than a pigmented sealer upon the approval in writing of such substituted sealer by the Engineer.

All oil, paint, tire marks, and other discoloring shall be removed from concrete surfaces by sandblasting prior to acceptance by the Engineer. Cement mortar will not be an acceptable substitute for sandblasting.

Payment: Full compensation for performing the work of this subsection Minor Concrete shall be considered as included in the prices paid for the following items of work, and no additional compensation will be allowed therefore.

13-16. Concrete Curb and Gutter

Concrete curb and gutter shall be constructed on the north side of E. Smith Street from the west end of the project at approximate Station 0+39 to the west side of the driveway approach, and from the east end of the driveway approach to the east end of the project at Station 2+90.

Where new curb and gutter construction conforms to existing curb and gutter, a minimum of one (1) reinforcing bars, No. 3 or No. 4, twelve inches in length, shall be embedded into the existing curb and gutter by means of drilling a hole, inserting the reinforcing bar, and filling the hole with epoxy grout. These bars shall be embedded six inches with the remainder of the bar in the new concrete.

Expansion joints, and transverse weakened plane joints for new concrete curbs shall be placed in accordance with Standard Detail 101. Expansion joints shall be installed on each side of the curb inlet described later in these Special Provisions.

Measurement and Payment: Concrete Curb and Gutter shall be measured and paid for at the unit price per linear foot. Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, to layout, form, pour, finish, cure, strip, and install joints as shown on the Plans and specified in the Standard Specifications, these Construction Details, and as directed by the Engineer, and no additional compensation will be allowed therefor.

Concrete Curb and Gutter quantity shall be considered a **final pay (F) item** as described in Section 9-1.02C "Final Pay Item Quantities" of the Standard Specifications.

13-17. Concrete Driveway Approach

Concrete driveway approach and gutter section shall be constructed on the north side of E. Smith Street over a distance of 42 feet where indicated on the project plans.

Expansion joints for driveway approach shall be placed at each end of the driveway approach as indicated on the City's Standard Details.

Vehicular traffic shall not be permitted to cross the new approach for a period of seven days. Work to construct the concrete driveway approach shall be planned and implemented to minimize the period of time the driveway is closed for use.

If the work of the Concrete Driveway Approach and the HMA Transition area are not performed in conjunction with each other, a temporary transition must be provided so as not to prolong the closure of the entrance, and barricades must be provided at the back of the adjoining sidewalk to alert pedestrians of the temporary tripping hazard.

Measurement and Payment: Concrete Driveway Approach shall be measured and paid for at the unit price per square foot. Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, to layout, form, pour, finish cure, strip, and install joints as shown on the Plans and specified in the

Standard Specification, these special provisions, and as directed by the Engineer, and no additional compensation will be allowed therefore.

Concrete Driveway Approach quantity shall be considered a **final pay (F) item** as described in Section 9-1.02C "Final Pay Item Quantities" of the Standard Specifications.

13-18. Concrete Sidewalk

Concrete sidewalks shall be constructed on the north side of E. Smith Street from the west end of the project at approximate Station 0+39 to the west side of the driveway approach, and from the east end of the driveway approach to the east end of the project at Station 2+90. A walkway and entrance areas to each of building doors shall be constructed as indicated on the project drawings. Strict attention shall be paid to the grades shown on the project plans in order to conform to accessibility standards required by the California Building Code and Americans with Disabilities Act.

Contractor shall refer to project plans for special details at the building front, depths of concrete and base material, and compaction requirements which may differ from the Standard Details. Weakened plane joints shall be created across the doorway entrances, as these locations are prone to crack development. Expansion joints and transverse weakened plane joints for new concrete curbs and sidewalks shall align as shown on Standard Detail 101.

Measurement and Payment: Concrete Sidewalks shall be measured and paid for at the unit price per square foot. Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, to layout, form, pour, finish, cure, strip, and install joints as shown on the Plans and specified in the Standard Specifications, these special provisions, and as directed by the Engineer, and no additional compensation will be allowed therefore.

Concrete Sidewalk quantity shall be considered a **final pay (F) item** as described in Section 9-1.02C "Final Pay Item Quantities" of the Standard Specifications.

13-19. Provide Temporary Pedestrian Access; Minimize Street Closure

Contractor shall provide temporary pedestrian access to each business for the duration of construction disruption. Such access may include signage to direct patrons to the rear of the building where a secondary access is available. In cases where this alternative access is not possible, the Contractor shall provide plywood ramps with 42 inch high handrails from the storefront to the edge of the cutout section of the street. The parking lane may be cordoned off to provide pedestrian access across the front of the buildings while the sidewalk, curb and gutter is under construction.

Contractor shall plan and implement work such that impacts to access to the doors on E. Smith Street is minimized. Such planning shall assure that the disruption to the sidewalk area occurs over a period of time not exceeding nineteen calendar days from initiation of demolition to completion of concrete sidewalk and storefront entries.

During removal of pavement, grading to subgrade, installation of geogrid fabric, placement of aggregate base, and placement of HMA pavement, the section of street being reconstructed may be closed off. The contractor shall plan this work so that the closure extends only over a five day period of one week, Monday through Friday. The contractor shall provide barricades with flashing lights, signs and such other devices to advise and warn the public during this period. Such warning devices and signage shall take into account use of the City Parking lot for parking and access to the onsite private parking lot north of Smith Street. A plan for street closure shall be submitted to the Engineer at least two weeks before the work is to commence for review and comment. Such plan shall show the proposed location of barricades and barriers relative to driveways and buildings fronting E. Smith Street between Mason and Main Streets, proposed signage, and describe the public notification process proposed.

Payment: Full compensation for maintaining temporary pedestrian access and minimizing street closure time shall be considered as included in the prices paid for the various contract items of work and no separate payment will be made therefor.

13-20. Hot Mix Asphalt Transition Area

Contractor shall provide all necessary labor, materials, equipment, tools, and incidentals to construct a smooth grade transition between the back of walk and the pavement of the adjacent parking lot between approximate stations 0+45 and 1+10. The planned location is shown on Sheet 2 of the project plans. The details are provided on Sheet 3 of the project plans. One wheel stop must be removed prior to constructing this transition. It will be necessary to grind out a strip along the north edge of the transition area, 2-ft wide by 2-in deep. The area shall have

a tack coat applied, then shall be overlaid with HMA, shaped and rolled to provide a smooth transition from the north edge of the grind out to the north edge or the back of walk.

Measurement and Payment: HMA Transition Area shall be measured and paid for at the unit price per square foot. Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, to layout, grind, sweep and prepare surface, furnish and apply tack coat, transport and deliver HMA, and spread and compact HMA to the required grades, to meet the intent of the Transition Detail, and as directed by the Engineer, and no additional compensation will be allowed therefor.

HMA Transition Area quantity shall be considered a **final pay (F) item** as described in Section 9-1.02C "Final Pay Item Quantities" of the Standard Specifications.

13-21. Remove and Replace Drop Inlet

The existing curb inlet on the north side of E. Smith Street into the box culvert conveying Gibson Creek shall be demolished and disposed of as waste by the Contractor. Contractor shall exercise caution so that debris is not allowed to drop into the box culvert. Concrete, conforming to Section 90-2 "Minor Concrete" of the Standard Specifications, shall be installed around the existing opening on the box culvert. A new curb inlet top section, Midstate Model C-3 shall be installed and levelled on top of the formed opening concrete.

Measurement and Payment: Remove and Replace Drop Inlet shall be measured and paid for at the unit price per each. Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, to demolish the existing gutter drop inlet, layout, form and pour concrete foundation for inlet top, and install and level the inlet top, as shown on the Plans and specified in the Standard Specification, these Construction Details, and as directed by the Engineer, and no additional compensation will be allowed therefor.

13-22. Salvage and Reinstall Signs

There is one existing parking time limits road sign in the project area. It shall be relocated as directed by the Engineer in accordance with these special provisions. An effort will be made to choose a location that is not directly in front of a building door opening, and aligned with a parking tee location to minimize interference with opening car doors. The foundation for setting the sign post in concrete shall be constructed similar to Standard Detail 120 "Street Name and Stop Sign Detail."

The sign shall be relocated to its new location as soon as possible and in any case prior to the time that parking is reestablished along the north side of E. Smith Street. Resetting signs at temporary locations must be approved by the Engineer.

Measurement and Payment: Salvage and Reinstall Sign shall be measured and paid for at the unit price per each. Payment shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, for doing all the work involved including, but not limited to excavation, backfill, concrete, fasteners, new metal posts and resetting signs at temporary locations, regardless of the number of times, if required, as shown on the plans, as specified in these Special Provisions and as directed by the Engineer and no additional compensation will be allowed therefor.

13-23. Pavement Markings and Wheel Stops.

Painted "tees" for ten parking spaces and striping for two spaces and an unloading clear zone in the transition area in parking lot, will be restored by the Contractor after paving is complete. Work also includes a tee for one space beyond the project limit at the east end, and one additional tee that may be required at the west end, depending on the contractor's work methodology. One concrete wheel stop shall be salvaged and reinstalled at their current location.

Pavement markings shall conform to the applicable provisions of Section 84, "Traffic Stripes and Pavement Markings," of the California Standard Specifications, City of Ukiah Standards, and these special provisions..

Markings shall be painted and shall match the existing layout at the project site. The contractor shall measure and record the locations of the existing markings at the project site prior to demolishing pavement to facilitate layout later.

Paint for traffic stripes and pavement markings shall be a 2-coat system and comply with Subsection 84-3 of the Standard Specifications. The 1st coat of paint must be dry before applying the 2nd coat. The use of either water or solvent-based paint will be determined by the Engineer according to the time of year and air pollution control requirements. Paint shall be used at its manufactured consistency.

Measurement and Payment: Pavement markings will be paid for as a lump sum which price shall include all labor, materials, and equipment and incidentals, and for doing all work involved in layout, painting, protecting, and salvaging and resetting one wheel stop and no additional compensation will be allowed therefor.

13-24 Material Recycling.

The City of Ukiah must report waste volumes to the State of California in order to measure its compliance with recycling mandates. The Contractor shall dispose of all Portland cement concrete and asphalt concrete, generated from removal or demolition activities on the project, at a recycler for these materials. The Contractor shall provide receipts verifying delivery and approximate quantity (in tons) of the material delivered to a material recycler.

All other excess materials from the project shall become the property of the Contractor and shall be disposed of by him, at his expense. The Contractor shall dispose of all debris off site and in a legal manner.

Payment: Full compensation for material recycling as specified herein shall be considered as included in the contract prices paid for various items of work, and no additional compensation will be allowed therefor.

13-25. Adjust Existing Valve and Meter Boxes and Reset Monitoring Well Caps.

Two existing water valve boxes located within the street section and the caps of two (2) monitoring wells and seven (7) water meter boxes, located in the sidewalk and salvaged and/or protected during demolition, shall be adjusted to conform to finished pavement grades.

Contractor shall accurately locate and record the location of existing valve boxes to be raised to grade and shall furnish the Engineer a copy of said record prior to starting construction.

The valve boxes shall be set in cement mortar, substantially as shown in City Standard Drawing No. 307, in an excavation whose diameter is at least four inches larger than the diameter of the valve box. The mortar shall be held down two inches below pavement finish grade and hot mix asphalt paving shall be compacted over the cement mortar to street finish grade. The hot mix asphalt shall be installed by the end of the following calendar day.

Silt and debris shall not be allowed to intrude into the monitoring well casing. All silt and debris shall be removed from valve boxes, monitoring well cap, and water meter boxes. This shall include all existing silt and debris plus any material accumulated during the Contractor's operation.

Payment: Full compensation for adjusting existing valve and meter boxes to grade and resetting the monitoring well caps, and for all work included in exposing, salvaging, protecting, setting, grouting, and finishing around and to these features, shall be considered as included in the contract prices paid for various items of work, and no additional compensation will be allowed therefor.

13-26. Construction Staking.

This work shall consist of furnishing and setting construction stakes and marks by the Contractor to establish the lines and grades required for the completion of the work as shown on the plans and as specified in the Standard Specifications and these Special Provisions.

The plans provide vertical and horizontal data for the contractor to perform all necessary construction staking. Reference points set by the Engineer will be identified to the Contractor. Engineer will provide stakes for curb and gutter, and will provide "back of walk" marks along the face of building at the entrances to each of the building doors at no cost to the contractor. Staking notes with point numbers, horizontal offset dimensions and elevations shall be provided to the contractor.

The Contractor is responsible to review the staked reference points and bring any apparent discrepancies to the attention of the Engineer prior to proceeding with the work. All computations necessary to establish the exact position of the work shall be made by the Contractor. The Contractor shall develop all slope stakes and batter boards. Contractor shall also develop all additional working points, lines and elevations as he or she may desire to facilitate his or her methods and sequence of construction.

In the event the Contractor's operations destroy any of the Engineer's survey control points, the Contractor shall replace such control points at his expense, subject to verification by the Engineer. The Contractor will not be allowed any adjustment in contract time for such verification or replacement of survey control points by the Engineer.

Construction stakes and markings shall be removed from the site of the work when no longer needed.

Payment: Full compensation for Construction Staking shall be considered as included in the contract prices paid for various items of work, and no additional compensation will be allowed therefor.

13-27. Public Notification. The contractor shall be responsible for all public notification regarding construction work including detours, lane and street closures, hours of operations, and notification of affected commercial businesses within the project area. For any business impacted by construction, the contractor shall provide adequate sized on-site signage indicating that businesses are open during construction. Through street access will be restricted to businesses and residents only during construction closures. Location of Street Closures signage shall be positioned to give motorists the ability to use alternate routes. All proposed detours, closures and traffic control methods shall be submitted to the Engineer for approval at least two weeks prior to the proposed timeframe. All public noticing shall be performed a minimum of one week prior to instituting traffic control, and street closures. The tentative construction schedule shall be included in the public noticing.

Contractor shall notify all tenants of proposed closures and the duration of same at least one week prior performing work that impacts access.

Payment: Full compensation for Public Notification as specified herein shall be considered as included in the contract prices paid for various items of work, and no additional compensation will be allowed therefor.

PRELIMINARY - NOT FOR BIDDING PURPOSES

SECTION 14. EXCLUSIONS FROM GENERAL CONDITIONS

14-01. Provisions to be Excluded from General Conditions. The following designated provisions of the General Conditions are hereby determined to be inapplicable to the proposed work and, therefore, are hereby excluded from the terms of the Notice to Bidders, Proposal, Agreement and other contract documents as though entirely omitted from said General Conditions:

- (1) Section 6-02. Office of Contractor at Site.
- (2) Section 7-03. Surveys. Related work is addressed in Section 13-26.

No other exclusions.

SECTION 15. AMENDMENTS TO GENERAL CONDITIONS

15-01. Sections of General Conditions to be Amended.

The following designated sections of the special provisions are hereby amended to read as follows:

Section 10: Subsection 10-08 is amended to reflect corrected references to 2010 Standard Specifications.

10-08. Compensation for Extra Work or Work Omitted. *Whenever corrections, additions, or modifications in the work under this contract change the amount of work to be done or the amount of compensation due the Contractor, excepting increases or decreases in contract items having unit contract prices for each measurable quantity installed in place, and such changes have been ordered in writing by the Engineer and approved by the City prior to the Contractor performing the extra work, then a price may be agreed upon. Failing such an agreement in price, the Contractor shall be compensated for performing extra work pursuant to the provisions of Section 4-1.05 "Changes and Extra Work," and Section 9-1.04 "Force Account" of the Standard Specifications.*

Section 12: Subsection 12-06 is amended to read as follows:

12-06. Standard Specifications and Standard Plans. *The Standard Specifications and Standard Plans of the California State Department of Transportation, 2010, are hereby made a part of these Special Provisions and are hereinafter referred to as "California Standard Specifications" or "Caltrans Standard Specifications" and "California Standard Plans."*

Subsection 12-09: The first paragraph is amended to reference 2010 Standard Specifications.

12-09. Maintaining Traffic. *Attention is directed to Section 7-1.03 "Public Convenience," 7-1.04 "Public Safety," and 12-1.03 "Flagging Costs," Section 12 "Temporary Traffic Control" of the California Standard Specifications.*

BID SUBMITTAL CHECKLIST

The following is a checklist to assist you in your submission of your bid documents. Please make sure you include the following when submitting your bid documents to reduce the risk of having your bid rejected:

Did you include?...

- o **Proposal** (Page 39)
 - Unit prices filled out clearly.
 - Extended prices filled out clearly and calculated correctly
 - Total bid amount filled out clearly and calculated correctly
 - Sign the proposal, and provide complete information
 - CLSB No. and expiration date
 - Department of Industrial Relations Public Works Contractor Registration Number
- o **Fair Employment Practices Certification** (Page 43)
 - Filled out completely per instruction
- o **Worker's Compensation Certificate** (Page 44)
 - Filled out completely per instruction
- o **Certification of Non-Discrimination in Employment** (Page 45)
 - Filled out completely per instruction
- o **List of Proposed Subcontractors** (Page 46)
 - Filled out completely per instruction
- o **Statement of Experience** (Page 47)
- o **Signature of Bidder** (Page 48)
 - Filled out completely per instruction
 - Authorized signature provided
- o **Bidder's Bond** (Page 49)
 - Filled out completely per instruction
- o **Non-Collusion Affidavit** (Page 50)
 - Filled out completely per instruction
 - Notarized
- o **Addenda Issued**
 - Signed and Returned

**CITY OF UKIAH
MENDOCINO COUNTY, CALIFORNIA**

PROPOSAL

FOR

**SMITH STREET
REHABILITATION PROJECT**

Specification No. 15-12

The undersigned, as bidder, declares that he or she has examined thoroughly all of the contract documents herein contained, that this proposal is made without collusion with any other person, firm or corporation and that all laws and ordinances relating to the interest of public officers in this contract have been complied with in every respect.

AND he or she proposes and agrees, if this proposal is accepted,

- 1) that he or she will contract with the City of Ukiah, Mendocino County, California, in the form of the copy of the agreement herein contained
 - a) to provide all necessary machinery, tools, apparatus and other means of construction;
 - b) to furnish all materials;
 - c) to provide all superintendence, overhead expenses and all labor and expenses of whatever nature necessary to complete the job in conformity with the specifications and drawings and other contract provisions herein or reasonably implied hereby or as necessary to complete the work in the manner and within the time named herein and according to the requirements and to the reasonable satisfaction of the City Engineer;
 - d) to pay all charges of freight transportation and hauling;
- 2) that he or she indemnifies the City against any loss or damage arising from any act of the undersigned as Contractor; and
- 3) that he or she will accept as full payment therefor the following sums:

BIDDING SCHEDULE

In the case of any discrepancy between the unit price and the total set forth for the item, the unit price shall prevail; provided, however, that if the amount set forth as a unit price is ambiguous, unintelligible or uncertain for any reason, or is omitted, or in the case of lump sum items, is not the same amount as the entry in the "Total" column, then the amount set forth in the "Total" column for the item shall prevail in accordance with the following:

1. As to lump sum items, the amount set forth in the "Total" column shall be the unit price;
2. As to unit basis items, the amount set forth in the "Total" column shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price.

The Total Base Bid shall be the sum of the items in the "Total" column. In case of discrepancy between the sum of the items in the "Total" column and the amount entered as Total Base Bid, the sum of the "Total" column items shall prevail. The bid comparison will be based on the sum of the items in the "total" column for each bidder.

The Unit prices for the various Construction Items below include all costs associated with the General Conditions, Special Provisions, Requirements of the Construction Contract, and represent the total, complete, in-place cost for each specific Construction Item in accordance with the Construction Documents, including all elements, work components, accessories, and connections, shown in applicable details or required to yield a complete, sound and functional component or system appropriate for its intended function, whether or not such is specifically described or listed in any description of measurement or payment. The total amount of the Construction items below shall represent the total and complete cost of the fully functional Project. All work not specifically listed below be required to complete the work of the various construction items and the cost of such shall be considered as included throughout the various unit prices indicated.

Lowest bid will be based on the lowest Base Bid.

PRELIMINARY - NOT FOR BIDDING PURPOSES

NAME OF BIDDER: _____
 SPECIFICATION NO. 15-12
 PROJECT NAME: SMITH STREET REHABILITATION PROJECT

Line # (F or P)	Description	Unit of Measure	Quantity	Unit Price	Extended Amount for Item
1	Mobilization	LS	1	\$ _____	\$ _____
2 (F)	Remove Frontage Improvements	SF	2405	\$ _____	\$ _____
3 (F)	Excavate Street Section	SF	7030	\$ _____	\$ _____
4 (F)	Prepare Subgrade	SF	9009	\$ _____	\$ _____
5 (F)	Geotextile Stabilization Fabric	SY	1001	\$ _____	\$ _____
6 (F)	Class 2 Aggregate Base	TON	615	\$ _____	\$ _____
7 (F)	HMA Street Paving	TON	198	\$ _____	\$ _____
8 (F)	Concrete Curb and Gutter	LF	208	\$ _____	\$ _____
9 (F)	Concrete Driveway Approach	SF	403	\$ _____	\$ _____
10 (F)	Concrete Sidewalks	SF	1729	\$ _____	\$ _____
11 (F)	HMA Transition Area	SF	650	\$ _____	\$ _____
12	Remove and Replace Drop Inlet	LS	1	\$ _____	\$ _____
13	Remove and Re-install Signage	LS	1	\$ _____	\$ _____
14	Pavement Markings and Wheel Stop	LS	1	\$ _____	\$ _____
TOTAL BASE BID AMOUNT					\$ _____

We, the undersigned, acknowledge that the City Council has reserved the right to reject any or all bids and to determine which proposal is, in its opinion, the lowest responsible bid of a responsible bidder and that which it deems in the best interest of the City to accept. We, the undersigned, further agree, if this proposal shall be accepted, to sign the agreement and to furnish the required bonds with satisfactory surety, or sureties, within fifteen (15) calendar days after written notice that the contract is ready for signature; and, if the undersigned shall fail to contract, as aforesaid, it shall be understood that he or she has abandoned the contract and that, therefore, this proposal shall be null and void and the proposal guaranty accompanying this proposal, or the amount of said guaranty, shall be forfeited to and become the property of the City. Otherwise, the proposal guaranty accompanying this proposal shall be returned to the undersigned.

Witness our hands this day of _____, 20____.

Licensed in accordance with an act providing for the registration of California Contractors License No. _____, expiration date _____.

THE CONTRACTOR'S LICENSE NUMBER AND EXPIRATION DATE STATED HEREIN ARE MADE UNDER PENALTY OF PERJURY.

Department of Industrial Relations Public Works Contractor Registration Number: _____

Signature of bidder or bidders, with business name, address, phone number and fax number:

Notice: In the case of a corporation, give below the addresses of the principal office thereof and names and addresses of the President, Secretary, Treasurer.

FAIR EMPLOYMENT PRACTICES CERTIFICATION

TO: _____

The undersigned, in submitting a bid for performing the following work by Contract, hereby certifies that he or she has or will meet the standards of affirmative compliance with the Fair Employment Practices requirements of the Special Provisions contained herein.

SMITH STREET REHABILITATION PROJECT

(Signature of Bidder)

Business Mailing Address:

Business Location:

(The bidder shall execute the certification of this page prior to submitting his or her proposal.)

WORKER'S COMPENSATION CERTIFICATE

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or undertake self-insurance in accordance with the provisions of that code and I will comply with such provisions before commencing the performance of the work of this contract.

Witness my hand this _____ day of _____, 20____

Signature of Bidder, with Business Address:

PRELIMINARY - NOT FOR BIDDING PURPOSES

CERTIFICATION OF NONDISCRIMINATION IN EMPLOYMENT

The bidder represents that he or she has/has not, participated in a previous contract or subcontract subject to either the equal opportunity clause herein or the clause contained in Section 301 of Executive Order 10925; that he or she has/has not, filed all required compliance reports; and that representations indicating submission of required compliance prior to subcontract awards.

Signature and address of Bidder:

_____ Date _____

(This certification shall be executed by the bidder in accordance with Section 60-1.6 of the Regulations of the President's Committee on Equal Employment Opportunity for implementing Executive Orders 10925 and 11114.)

PRELIMINARY - NOT FOR BIDDING PURPOSES

In compliance with the provisions of Sections 4100-4108 of the California Public Contract Code and any amendments thereof, each bidder shall set forth (a) the name and location of the place of business of each subcontractor who will perform work or labor or render service in or about the construction site or a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications in an amount in excess of one-half of 1 percent of the total bid and (b) the California Contractor License Number for each subcontractor, and (c) the portion of the work to be done by each subcontractor. (See General Conditions Section 1-09.) *Include with the name of each sub-contractor their Department of Industrial Relations Public Works Contractor Registration Number.*

PRELIMINARY - NOT FOR BIDDING PURPOSES

STATEMENT OF EXPERIENCE OF BIDDER

The bidder is required to state below what work of similar magnitude or character he or she has done and to give references that will enable the City Council to judge of his or her experience, skill and business standing and his or her ability to conduct work as completely and rapidly as required under the terms of the contract.

PRELIMINARY - NOT FOR BIDDING PURPOSES

SIGNATURE(S) OF BIDDER

Accompanying this proposal is _____
(insert the words "cash (\$)", "cashier's check" or "bidder's bond", as the case may be) in an amount equal to at least 10 percent of the bid.

The names of all persons interested in the foregoing proposal as principals are as follows:

IMPORTANT NOTICE: If bidder or other interested person is a corporation, provide the legal name of corporation and also the names of the president, secretary, treasurer and manager thereof. If a co-partnership, provide the true name of firm and also the names of all individual co-partners composing the firm. If bidder or other interested person is an individual, provide the first and last names in full.

Licensed in accordance with an act providing for the registration of Contractors:

License No. _____, License Expiration Date _____.

Signature(s) of Bidder: _____

NOTE: If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts in behalf of the co-partnership; and if bidder is an individual, his or her signature shall be placed above. If a member of a partnership, a Power of Attorney must be on file with the Department prior to opening bids or submitted with the bid; otherwise, the bid will be disregarded as irregular and unauthorized.

Business address: _____

Place of residence: _____

Dated: _____

CITY OF UKIAH
Mendocino County, California

BIDDER'S BOND

KNOW ALL MEN BY THESE PRESENTS,

That we, _____

_____, as PRINCIPAL and

_____, as SURETY,

are held and firmly bound unto the City of Ukiah in the penal sum of 10 PERCENT OF THE TOTAL AMOUNT OF THE BID of the Principal above named, submitted by said Principal to the City of Ukiah, as the case may be, for the work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, to the City Clerk to which said bid was submitted, we bind ourselves, our heirs, executors, administrators and successors jointly and severally, firmly by these presents. In no case shall the liability of the surety hereunder exceed the sum of \$ _____

THE CONDITION OF THIS OBLIGATION IS SUCH,

That whereas the Principal has submitted the above mentioned bid to the City of Ukiah, as aforesaid, for certain construction specifically described as follows, for which bids are to be opened at the Office of the City Clerk, Ukiah Civic Center, Ukiah, California, on _____, 2017 for the SMITH STREET REHABILITATION PROJECT.

NOW, THEREFORE, If the aforesaid Principal is awarded the contract and, within the time and manner required under the specifications, after the prescribed forms are presented to him or her for signatures, enters into a written contract, in the prescribed form, in accordance with the bid and files two bonds with the City of Ukiah, one to guarantee faithful performance and the other to guarantee payment for labor and materials, as required by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and virtue.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this _____ day of _____, A.D. 20____.

_____(Seal)

_____(Seal)

_____(Seal)

Principal

_____(Seal)

_____(Seal)

_____(Seal)

Surety

Address: _____

NON-COLLUSION AFFIDAVIT

Note: Bidder shall execute the affidavit on this page prior to submitting his or her bid.

To City Council, City of Ukiah:

The undersigned in submitting a bid for performing SMITH STREET REHABILITATION PROJECT by contract, being duly sworn, deposes and says:

that he or she has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

Signature(s) of Bidder

Business Address: _____

Place of Residence: _____

NOTARIZATION

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public in and for the County of _____, State of California.

My Commission Expires _____, 20 ____.

CITY OF UKIAH
Mendocino County, California

AGREEMENT
FOR
SMITH STREET
REHABILITATION PROJECT
Specification No. 15-12

THIS AGREEMENT, made this _____ day of _____, 20____, by and between the City of Ukiah, Mendocino County, California, hereinafter called the City and _____ hereinafter called the Contractor,

WITNESSETH:

WHEREAS, the City has caused to be prepared in accordance with law, specifications, drawings and other contract documents for the work herein described and shown and has approved and adopted these contract documents, specifications and drawings and has caused to be published in the manner and for the time required by law a notice to bidders inviting sealed proposals for doing the work in accordance with the terms of this contract and

WHEREAS, the Contractor, in response to the notice to bidders, has submitted to the City a sealed proposal accompanied by a proposal guaranty in an amount of not less than 10 percent of the bid price for the construction of the proposed work in accordance with the terms of this contract and

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and canvassed the proposals submitted and as a result has determined and declared the Contractor to be the lowest and best regular responsible bidder for the work and for the sums named in the proposal,

NOW, THEREFORE, THIS AGREEMENT WITNESSETH:

Article 1. Work to be Done and Contract Days Allowed.

That the Contractor shall provide all necessary machinery, tools, apparatus and other means of construction; shall furnish all materials, superintendence, overhead, expenses, all labor and expenses of whatever nature necessary for completion of the work in conformity with the Special Provisions and other contract documents hereto attached and according to such instructions as may be given by the Engineer. The Contractor shall complete the work within 60 (sixty) calendar days. Contract days shall be counted starting with the 10th day following receipt of notice that the contract has been executed by the City. Contractor, at his or her option, may begin work prior to start of counting contract days, however, in no event shall the Contractor start work without giving notification to the Engineer at least 72 hours prior to the start of work, without obtaining an encroachment permit from the City, or without having submitted certificates of insurance that have been accepted and approved by the Engineer.

Article II. Contract Prices.

That the City shall pay the Contractor the prices stated in the proposal submitted by the Contractor, for complete performance of the contract by the Contractor. The Contractor hereby agrees to accept the prices as full compensation for all material and appliances necessary to the work, for all labor and use of tools and other implements necessary to execute the work contemplated in this contract; for all loss or damage arising out of the nature of the work or from the action of the elements, or from any unforeseen obstructions or difficulties which may be encountered in the prosecution of the work; for all risks of every description connected therewith; for all expenses of the work, as herein specified; for all liability and other insurance, for all overhead and other expenses incident to the work; all according to the Contract Drawings, the Special Provisions, the Details, the instructions and the requirements of the City.

Article III. Labor Discrimination.

Attention is directed to Section 1735 of the Labor Code, which reads as follows:

"No discrimination shall be made in the employment of persons upon public works because of the race, color, national origin or ancestry, or religion of such persons and every contractor for public works violating this section is subject to all the penalties imposed for a violation of this chapter."

In connection with the performance of work under this contract, the Contractor agrees as follows:

- (a) The Contractor will not willfully discriminate against any employee or an applicant for employment because of race, color, religion, ancestry, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, ancestry, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the awarding authority setting forth the provisions of this Fair Employment Practice section.
- (b) The Contractor will send to each labor union or representative of workers with which he or she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the awarding authority, advising the said labor union or worker's representative of the Contractor's commitments under this section, to employees and applicants for employment.
- (c) The Contractor will permit access to his or her records of employment, employment advertisements, application forms and other pertinent data and records by the Fair Employment Practices Commission, City of Ukiah or any other appropriate agency of the State of California designated by the awarding authority, for the purposes of investigation to ascertain compliance with the Fair Employment Practices section of this contract.
- (d) A finding of willful violation of the Fair Employment Practices section of this Contract or of the Fair Employment Practices Act shall be regarded by the awarding authority as a basis for determining the Contractor to be not a "responsible bidder" as to future contracts for which such Contractor may submit bids, for revoking the Contractor's pre-qualification rating, if any and for refusing to establish, reestablish or renew a pre-qualification rating for the Contractor.

The City of Ukiah shall deem a finding of willful receipt of written notice from the Fair Employment Practices Act to have occurred upon that it has investigated and determined that the Contractor has

violated the Fair Employment Practices Act and has issued an order under Labor Code Section 1426 or obtained an injunction under Labor Code Section 1429.

Upon receipt of such written notice from the Fair Employment Practices Commission, the City shall notify the Contractor that unless he or she demonstrates to the satisfaction of the awarding authority within a stated period that the violation has been corrected, his or her pre-qualification rating will be revoked at the expiration of such period.

- (e) The Contractor agrees that should the City determine that the Contractor has not complied with the Fair Employment Practices section of this Contract, then pursuant to Labor Code Section 1735 and 1775 the Contractor shall, as a penalty to the City, forfeit for each calendar day or portion thereof, for each person who was denied employment as a result of such non-compliance, the penalties provided in the Labor Code for violation of prevailing wage rates. Such monies may be recovered from the Contractor. The City may deduct any such damages from any monies due the Contractor.
- (f) Nothing contained in this Fair Employment Practices section shall be construed in any manner of fashion so as to prevent the City or the State of California from pursuing any other remedies that may be available at law.
- (g) Prior to awarding the Contract, the Contractor shall certify to the awarding authority that he or she has or will meet the following standards for affirmative compliance, which shall be evaluated in each case by the awarding authority:
 - (1) The Contractor shall provide evidence, as required by the City that he or she has notified all supervisors, foremen and other personnel officers in writing of the content of the anti-discrimination clause and their responsibilities under it.
 - (2) The Contractor shall provide evidence, as required by the City, that he or she has notified all sources of employees' referrals (including unions, employment agencies, advertisements, Department of Employment) of the content of the anti-discrimination clause.
 - (3) The Contractor shall file a basic compliance report, as required by the City. Willfully false statements made in such reports shall be punishable as provided by law. The compliance report shall also spell out the sources of the work force and who has the responsibility for determining whom to hire, or whether or not to hire.
 - (4) Personally, or through his or her representatives, the Contractor shall, through negotiations with the unions with whom he or she has agreements, attempt to develop an agreement which will:
 - a. Spell out responsibilities for nondiscrimination in hiring, referral, upgrading and training.
 - b. Otherwise implement an affirmative anti-discrimination program in terms of the unions' specific areas of skill and geography to the end that qualified minority workers will be available and given and equal opportunity for employment.
 - (5) The Contractor shall notify the City of opposition to the anti-discrimination clause by individuals, firms or organizations during the period of its pre-qualification.
- (h) The Contractor will include the provisions of the foregoing paragraphs 1 through 5 in every first tier subcontract so that such provisions will be binding upon each such subcontractor.
- (i) The "Fair Employment Practices Certification" must be completed and signed prior to the time of submitting the bid.

Article IV. Parts of the Contract.

That the complete contract consists of the following documents, all of which shall be considered a part of this agreement.

1. Notice to Bidders
2. Wage Rates
3. General Conditions
4. Technical Specifications
5. Proposal
6. Fair Employment Practices Certification
7. Agreement
8. Contract Bonds
9. Contract Drawings and Construction Details
10. Standard Drawings
11. Indemnification Agreement

IN WITNESS WHEREOF, this contract being executed in duplicate and the parties having caused their names to be signed by authority of their duly authorized office this _____ day of _____, 20____.

CITY OF UKIAH, MENDOCINO COUNTY, CALIFORNIA

By: _____
CITY MANAGER, CITY OF UKIAH

Attest: _____
CITY CLERK, CITY OF UKIAH

By: _____
CONTRACTOR

Attest: _____

Title: _____

The foregoing contract is approved as to form and legality this _____ day of _____, 20 ____.

CITY ATTORNEY, CITY OF UKIAH

INDEMNIFICATION AGREEMENT

This Indemnification Agreement is made and entered in Ukiah, California, on _____, 20____, by and between the City of Ukiah (Ukiah) and _____ (Contractor).

Contractor is _____,
_____ for the City of Ukiah.

As a condition of issuing the work order, attached hereto, Ukiah requires assurance that Contractor will protect Ukiah from damage or damage claims which arise from its performance of the work.

Accordingly, Contractor agrees as follows:

1. **Indemnification.** Contractor shall indemnify and hold harmless Ukiah and its officers, agents, and employees from and against any claim, loss, or damage, including the legal and other costs of defending against any claim of damage or loss which arises out of the Contractor's negligent or wrongful performance under the work order attached hereto, except for claims, losses, or damages resulting from the sole and exclusive negligence or other wrongful conduct of Ukiah or its officers, agents and employees.

CONTRACTOR

BY: _____

TITLE: _____

CITY OF UKIAH
Mendocino County, California

FAITHFUL PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS,

That we the undersigned, _____,

_____,
AS PRINCIPAL, and

_____,
AS SURETY,

are held firmly bound unto **THE CITY OF UKIAH**, hereinafter called the "City", in the penal sum of _____ dollars (\$ _____) for the payment of which sum we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally.

WHEREAS, the Principal has entered into a certain Contract with the City, dated _____, 20____, a copy of which is hereto attached and made a part hereof,

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall in all respects fully perform the Contract and all duly authorized modifications thereof, during its original term and any extensions thereof that may be granted and during any guaranty period for which the Contract provides, and if the Principal shall fully satisfy all claims, arising out of the prosecution of the work under the Contract and shall fully indemnify the City for all expenses which it may incur by reason of such claims, including its attorney's fees and court costs, and if the Principal shall make full payment to all persons supplying labor, services, materials, or equipment in the prosecution of the work under the Contract, in default of which such persons shall have a direct right of action hereupon; and if the Principal shall pay or cause to be paid all sales and use taxes payable as a result of the performance of the Contract as well as payment of gasoline and special motor fuels taxes in the performance of the Contract and all motor vehicle fees required for commercial motor vehicles used in connection with the performance of the Contract, then this obligation shall be void; otherwise, it shall remain in full force and effect. No modification of the Contract or extension of the term thereof, nor any forbearance on the part of the City shall in any way release the Principal or the Surety from liability hereunder. Notice to the Surety of any such modification, extension, or forbearance is hereby waived.

IN WITNESS WHEREOF, the aforesaid Principal and Surety have executed this instrument and affixed their seals hereto, this _____ day of _____, 20_____.

In the presence of:

WITNESS:

_____(SEAL)
(Individual Principal)

(Business Address)

(City/State/Zip Code)

WITNESS:

_____(SEAL)
(Corporate Principal)

(Business Address)

(City/State/Zip Code)

ATTEST:

(Corporate Principal) Affix
Corporate
Seal

(Business Address)

(City/State/Zip Code)

ATTEST:

(Corporate Surety) Affix
Corporate
Seal

(Business Address)

(City/State/Zip Code)

The rate of premium on this bond is \$_____ per thousand.

The total amount of premium charges is \$_____..

(The above is to be filled in by Surety Company). (Power of Attorney of person signing for Surety Company must be attached).

(CERTIFICATE AS TO CORPORATE PRINCIPAL)

I, _____, certify that I am the _____
Secretary of the corporation named as Principal in the foregoing bond; that
_____, who signed the said bond on behalf of the Principal, was then
_____ of said corporation; that I know his signature, and that his
signature thereto is genuine; and that said bond was duly signed, sealed, and attested to for and in behalf of said
corporation by authority of its governing body.

_____ Affix Corporate Seal

CITY OF UKIAH
Mendocino County, California

MATERIAL AND LABOR BOND

KNOW ALL MEN BY THESE PRESENTS,

That we the undersigned, _____

_____, **AS PRINCIPAL**, and

_____, **AS SURETY**,

are held firmly bound unto **THE CITY OF UKIAH**, hereinafter called the "City" in the penal sum of

_____ dollars (\$_____) for the payment of which sum we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally.

WHEREAS, the Principal has entered into a certain Contract with the City, dated _____, 20____, a copy of which is hereto attached and made a part hereof,

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall in all respects fully perform the Contract and all duly authorized modifications thereof, during its original term and any extensions thereof that may be granted and during any guaranty period for which the Contract provides, and if the Principal shall fully satisfy all claims, arising out of the prosecution of the work under the Contract and shall fully indemnify the City for all expenses which it may incur by reason of such claims, including its attorney's fees and court costs, and if the Principal shall make full payment to all persons supplying labor, services, materials, or equipment in the prosecution of the work under the Contract, in default of which such persons shall have a direct right of action hereupon; and if the Principal shall pay or cause to be paid all sales and use taxes payable as a result of the performance of the Contract as well as payment of gasoline and special motor fuels taxes in the performance of the Contract and all motor vehicle fees required for commercial motor vehicles used in connection with the performance of the Contract, then this obligation shall be void; otherwise, it shall remain in full force and effect. No modification of the Contract or extension of the term thereof, nor any forbearance on the part of the City shall in any way release the Principal or the Surety from liability hereunder. Notice to the Surety of any such modification, extension, or forbearance is hereby waived.

IN WITNESS WHEREOF, the aforesaid Principal and Surety have executed this instrument and affixed their seals hereto, this _____ day of _____, 20_____.

In the presence of:

WITNESS:

(Individual Principal) (SEAL)

(Business Address)

(City/State/Zip Code)

WITNESS:

_____ (SEAL)
(Corporate Principal)

(Business Address)

(City/State/Zip Code)

ATTEST:

(Corporate Principal) Affix
Corporate
Seal

(Business Address)

(City/State/Zip Code)

ATTEST:

(Corporate Surety) Affix
Corporate
Seal

(Business Address)

(City/State/Zip Code)

The rate of premium on this bond is \$ _____ per thousand.

The total amount of premium charges is \$ _____..

(The above is to be filled in by Surety Company). (Power of Attorney of person signing for Surety Company must be attached).

(CERTIFICATE AS TO CORPORATE PRINCIPAL)

I, _____, certify that I am the _____
Secretary of the corporation named as Principal in the foregoing bond; that
_____, who signed the said bond on behalf of the Principal, was then
_____ of said corporation; that I know his signature, and that his
signature thereto is genuine; and that said bond was duly signed, sealed, and attested to for and in behalf of said
corporation by authority of its governing body.

_____ Affix Corporate Seal

DIRECTIONS FOR PREPARATION OF PERFORMANCE AND MATERIAL AND LABOR BOND

1. Individual sureties, partnerships, or corporations not in the surety business will not be acceptable.
2. The name of the Principal shall be shown exactly as it appears in the Contract.
3. The penal sum shall not be less than required by the Specifications.
4. If the Principals are partners or joint venturers, each member shall execute the bond as an individual and state his place of residence.
5. If the Principal is a corporation, the bond shall be executed under its corporate seal. If the corporation has no corporate seal, it shall so state and affix a scroll or adhesive seal following the corporate name.
6. The official character and authority of the person(s) executing the bond for the Principal, if a corporation, shall be certified by the Secretary or Assistant Secretary thereof under the corporate seal, or copies attached to such records of the corporation as will evidence the official character and authority of the officer signing, duly certified by the Secretary or Assistant Secretary, under the corporate seal, to be true copies.
7. The current power-of-attorney of the person signing for the surety company must be attached to the bond.
8. The date of the bond must not be prior to the date of the Contract.
9. The following information must be placed on the bond by the surety company:
 - a. The rate of premium in dollars per thousand; and
 - b. The total dollar amount of premium charged.
10. The signature of a witness shall appear in the appropriate place attending to the signature of each party of the bond.
11. Type or print the name underneath each signature appearing on the bond.
12. An executed copy of the bond must be attached to each copy of the Contract (original counterpart) intended for signing.

CITY OF UKIAH
Mendocino County, California

DEFECTIVE MATERIAL AND WORKMANSHIP (MAINTENANCE) BOND

KNOW ALL MEN BY THESE PRESENTS,

That we, _____,
_____, as **PRINCIPAL**

and _____,
_____, as **SURETY**,

are held and firmly bound unto the **City of Ukiah** as Obligee, in the penal sum of

_____, (\$ _____),
(5 PERCENT OF THE FINAL CONTRACT AMOUNT)

to which payment well and truly to be made, we do bind ourselves, our and each of our heirs, executors, administrators successors and assigns jointly and severally, firmly by these presents.

WHEREAS, the said Principal entered into a Contract with the City Of Ukiah dated _____
for _____

WHEREAS, said Contract has been completed, and was approved on the _____ day of _____,
_____.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall guarantee that the work will be free of any defective materials or workmanship which become apparent during the period of one (1) year following completion of the Contract, then this obligation shall be void, otherwise to remain in full force and effect, provided however, any additional warranty or guarantee whether expressed or implied is extended by the Principal or Manufacturer only, and the surety assumes no liability for such a guarantee.

Signed, sealed, and dated this _____ day of _____, 20____.

_____, (Seal)

BY: _____ (Seal)

_____, (Seal)

Principal

_____, (Seal)

BY: _____ (Seal)

_____, (Seal)

Surety

ABBREVIATIONS:

AB	AGGREGATE BASE
AC	ASPHALT CONCRETE
BM	BENCH MARK
BW	BACK OF WALK
C.I.	CURB INLET
D.I.	DROP INLET
(E) E	EXISTING
ELEC	ELECTRICAL VAULT
FC	FACE OF CURB
F.H.	FIRE HYDRANT
FL	FLOW LINE
GB	GRADE BREAK
G.V.	GAS VALVE
(HP) HP	HIGH POINT
L	LENGTH
LG	LIP OF GUTTER
L.O.L.	LAY OUT LINE
R	RADIUS
TC	TOP OF CURB
TG	TOP OF GRATE
TOC	TOP OF CONCRETE
U.P.	UTILITY POLE
W.V.	WATER VALVE

SYMBOL LEGEND:

	SURVEY CONTROL POINT
	BENCH MARK
	CENTERLINE MONUMENT
	RADIUS POINT

SHEET INDEX:

SHEET 1	COVER
SHEET 2	PLAN & PROFILE
SHEET 3	CROSS SECTIONS

CITY OF UKIAH, CALIFORNIA

IMPROVEMENT PLANS FOR

SMITH STREET REHABILITATION PROJECT

SPECIFICATION NUMBER: 15-12

Attachment #2

PROBABLE CONSTRUCTION QUANTITIES:

ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	MOBILIZATION	LS	1
2	DEMOLISH (E) SW, CURB & GUTTER (N. SIDE ONLY)	SF	2405
3	DEMOLISH (E) STREET SECTION	SF	7030
4	FINISH SUBGRADE	SF	9009
5	FURNISH & INSTALL GEOGRID	SY	1001
6	CLASS 2 AGGREGATE BASE	TON	615
7	HOT MIX ASPHALT	TON	198
8	CONCRETE CURB & GUTTER	LF	208
9	CONCRETE DRIVEWAY APPROACH	SF	403
10	CONCRETE SIDEWALK & ENTRIES	SF	1729
11	HMA TRANSITION	SF	650
12	REMOVE AND REPLACE CURB INLET	EA	1
13	SALVAGE AND RE-INSTALL SIGNAGE	EA	1
14	TRAFFIC MARKINGS AND WHEEL STOP	LS	1

GENERAL NOTES:

- SEE SHEET 3.

APPLICABLE FEDERAL & STATE CODES:

- 2013 BUILDING STANDARDS ADMINISTRATIVE CODE, CHAPTER 11B, DIVISION 1, CBSC.
- 2013 CALIFORNIA BUILDING CODE (CBC), PART 2, CBSC, (2012 IBC & CALIFORNIA AMENDMENTS).
- AMERICANS WITH DISABILITIES ACT (ADA), TITLE III: ADA STANDARDS FOR ACCESSIBLE DESIGN (APPENDIX A OF 28 CFR PART 36).



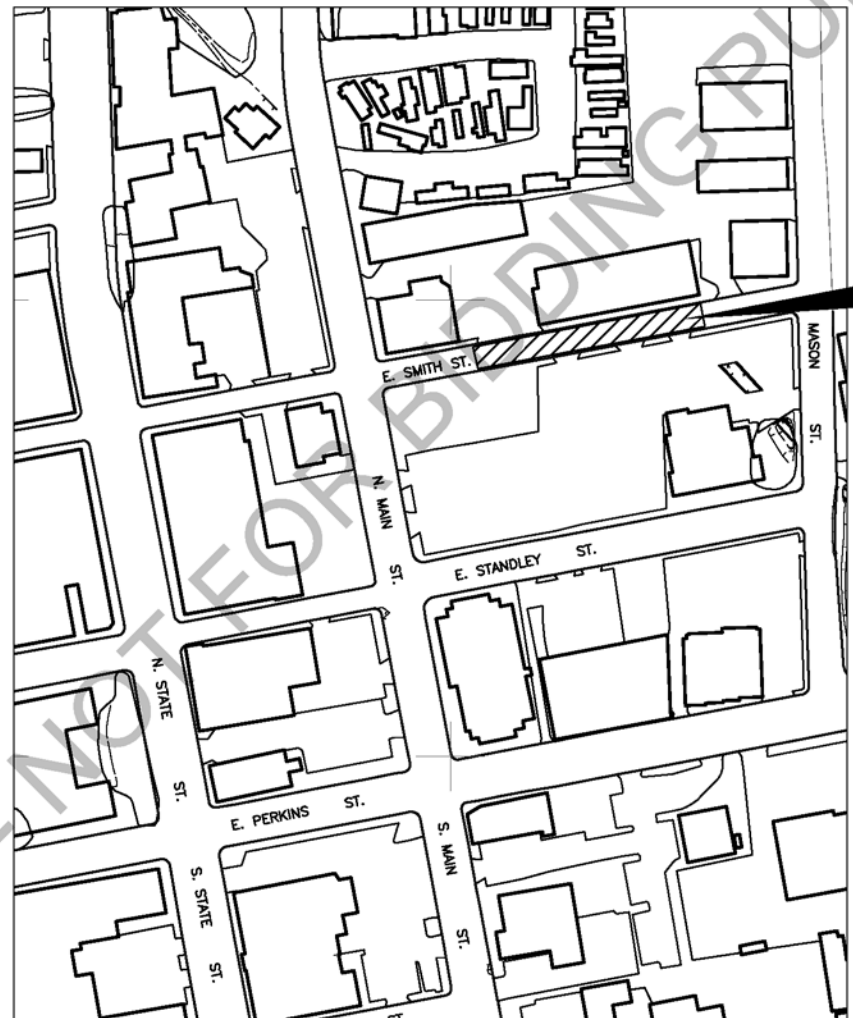
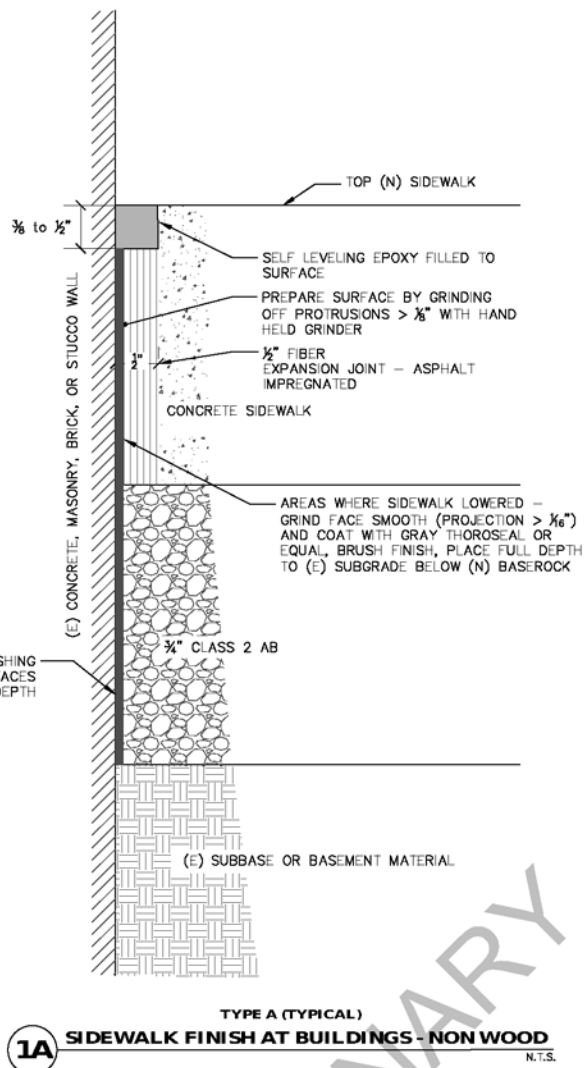
PREPARED BY: RAU AND ASSOCIATES, INC.

GEORGE C. RAU R.C.E. 21908 DATE

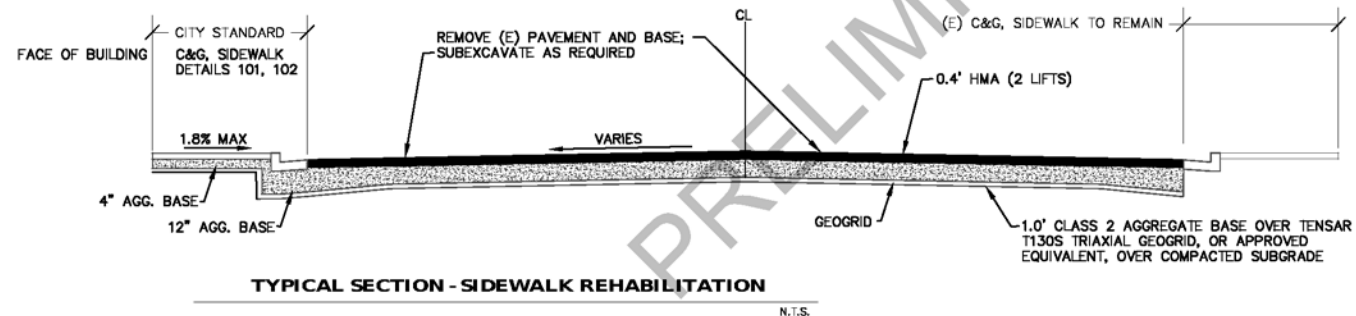
CITY OF UKIAH

SMITH STREET REHABILITATION PROJECT COVER SHEET

SCALE: AS SHOWN	CITY APPROVAL BY: TIM E. ERIKSEN R.C.E. 62230 DIRECTOR OF PUBLIC WORKS/CITY ENGINEER	DRAWN BY: JCJ
DATE: OCTOBER 2, 2015	DATE	CHECKED BY: GCR
SPECIFICATION NUMBER: 15-12		RAU JOB NO. R10064.1
REVISIONS:		SHEET NUMBER: 1 of 3



VICINITY MAP



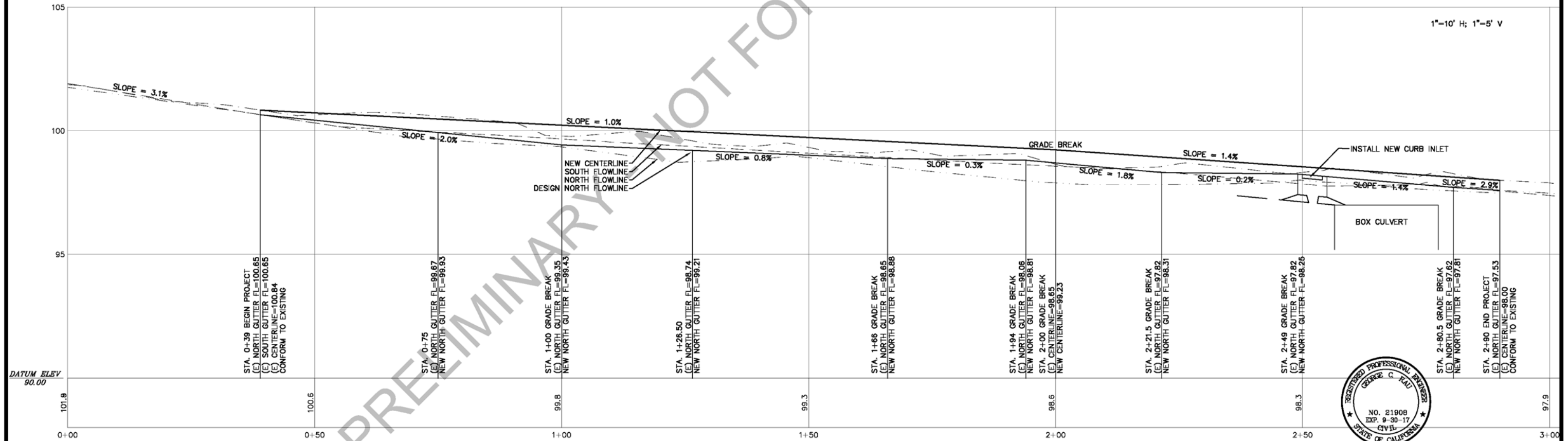
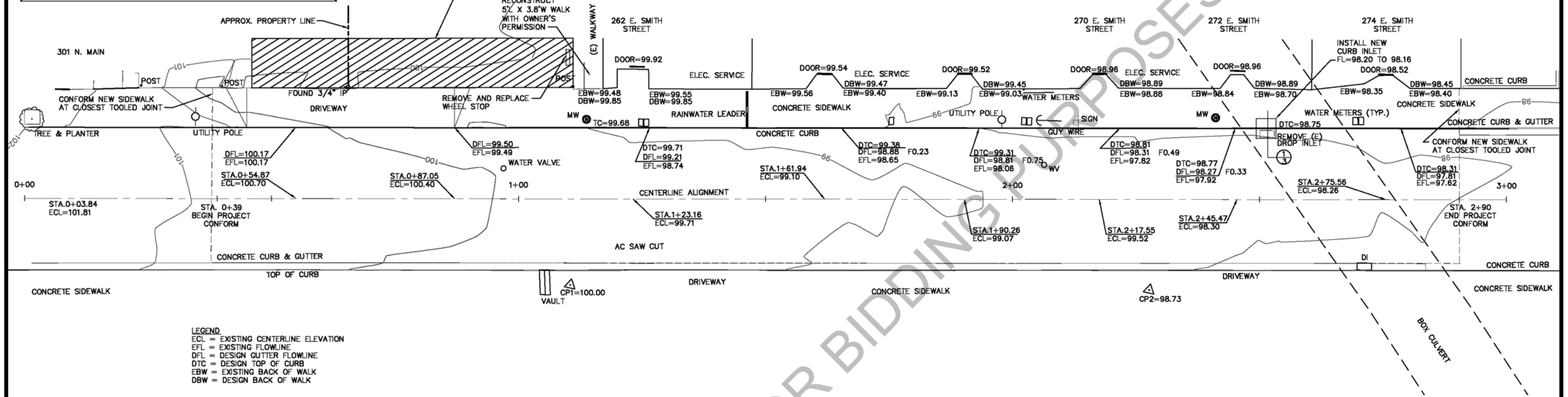
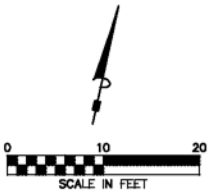
	HORIZONTAL DATA: COMPASS BEARING CP1 TO CP2 = N 78° E
	VERTICAL DATA: ASSUMED ELEVATION OF CP1 = 100.00'
	CONTOUR INTERVAL: CONTOUR INTERVAL = 1'

HORIZONTAL DATA:
COMPASS BEARING CP1 TO CP2 = N 78° E

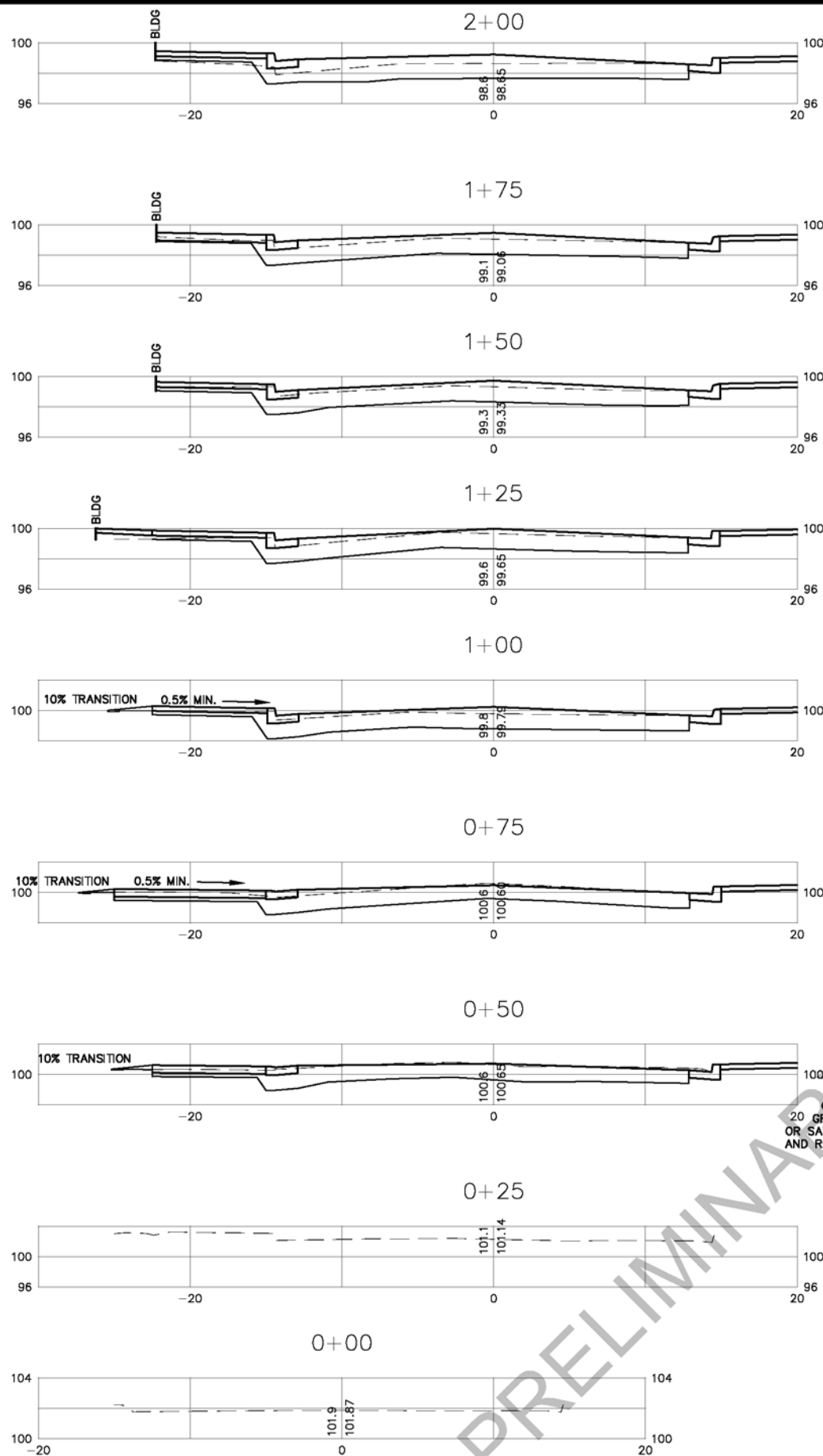
VERTICAL DATA:
ASSUMED ELEVATION OF CP1 = 100.00'

CONTOUR INTERVAL:
CONTOUR INTERVAL = 1'

NOTE:
NEW SIDEWALK CONSTRUCTION INCLUDES EXTENDING SIDEWALK TO EACH THRESHOLD OF
DOORWAYS IN COMPLIANCE WITH ACCESSIBLE STANDARDS (6 TOTAL).



DATE:	REVISION:	BY:	COMPUTER NO. SERVER	OWNER:	CITY OF UKIAH E. SMITH STREET UKIAH, CALIFORNIA	RAU AND ASSOCIATES INC. CIVIL ENGINEERS • LAND SURVEYORS 100 NORTH PINE STREET • (707) 462-6536 • UKIAH, CA 95482	DRAWING:	PLAN & PROFILE	Date:	AUG. 2010	SHEET 2 of 3 SHEETS	
			PATH:	LOCATION:			PROJECT:	SITE IMPROVEMENTS	Scale:	AS SHOWN		
			FILE:						Drawn:	JCI		
			PSVIEW:						Checked:	JR		
			MSVP:					Reviewed:	GCR			
			MSVIEW:					JOB NO.	R10084			



GENERAL NOTES:

A. CONSTRUCTION GENERAL NOTES

1. THE PROJECT, IN GENERAL, IS TO RECONSTRUCT APPROXIMATELY 250 LINEAR FEET OF AN EXISTING SIDEWALK, CURB AND GUTTER ON THE NORTH SIDE OF SMITH STREET TO CONFORM WITH THE EXISTING SIDEWALKS AT THE LIMITS OF CONSTRUCTION, TO REMOVE AND REPLACE THE EXISTING PAVEMENT IN SMITH STREET AND TO CONFORM WITH THE EXISTING THRESHOLDS OF SIX DOORWAYS ADJACENT TO THE RECONSTRUCTED SIDEWALK.
2. WHENEVER THE REFERENCE "STANDARD SPECIFICATIONS" IS USED IN THESE NOTES, IT SHALL REFER TO THE "STANDARD SPECIFICATIONS," DATED 2010, AND PUBLISHED BY THE STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION. ALL WORK SHALL CONFORM TO THE STANDARD SPECIFICATIONS UNLESS OTHERWISE STATED IN THESE NOTES.
3. ALL WORK SHALL BE COORDINATED THROUGH THE CITY OF UKIAH'S DEPARTMENT OF PUBLIC WORKS REPRESENTATIVE. THE CITY OF UKIAH MAY DESIGNATE OTHER INDIVIDUALS WHO WILL COORDINATE, REVIEW, OR OTHERWISE WORK WITH THE CONTRACTOR FOR SPECIFIC TASKS.
4. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONARY MEASURES TO PROTECT UTILITY STRUCTURES, WHETHER SUCH FACILITIES ARE SHOWN ON THE PLANS OR NOT. CALL UNDERGROUND SERVICES ALERT (U.S.A.) AT LEAST 2 WORKING DAYS PRIOR TO BEGINNING WORK AT 1-800-227-2600. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE PRECISE LOCATION OF UNDERGROUND UTILITIES PRIOR TO STARTING CONSTRUCTION.
5. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING AND PROTECTING THE WORK AND REPLACING ANY DAMAGED OR LOST FACILITIES, AND FOR MAINTAINING TEMPORARY CONTROL OVER THE PROJECT AREA(S) UNTIL ACCEPTED BY THE CITY OF UKIAH.
SUCH CONTROL SHALL INCLUDE, BUT NOT BE LIMITED TO, PROVIDING CONVENIENT ACCESS FOR BUSINESSES WITHIN THE WORK AREA, PROVIDING CONSTRUCTION TOOL ELECTRICITY EXCEPT AS MAY BE ARRANGED FOR WITH THE OWNER, PROVIDING SANITARY FACILITIES, PROVIDING SAFETY EQUIPMENT SUCH AS BARRICADES, WARNING SIGNS, FLASHERS, AND FLAGGERS, PROVIDING SECURITY AGAINST UNLAWFUL ENTRY ONTO THE PREMISES UNDER CONSTRUCTION, AND FOR PROVIDING A CLEAN WORKSITE AT ALL TIMES.
6. CONTRACTOR SHALL CONFINE HOURS OF CONSTRUCTION OPERATION TO BETWEEN 7 A.M. AND 6 P.M., MONDAY THROUGH FRIDAY, UNLESS OTHERWISE APPROVED IN WRITING BY THE CITY ENGINEER.
7. CONTRACTOR SHALL TAKE PARTICULAR CARE DURING FUELING OPERATIONS AND IN SELECTING LOCATIONS WHERE EQUIPMENT IS PARKED FOR THE NIGHT. FUELING OPERATIONS SHALL TAKE PLACE AS FAR AWAY AS POSSIBLE FROM DROP INLET INTO THE BOX CULVERT CONVEYING GIBSON CREEK. NO FUELS OR OILS SHALL BE STORED ON SITE.

B. SITE PREPARATION

1. THE CONTRACTOR SHALL DEMOLISH ONLY THE MINIMAL AREA REQUIRED TO PERFORM THE WORK SHOWN ON THE DRAWINGS. THE CONTRACTOR IS RESPONSIBLE TO PROTECT ALL PAVED AREAS OUTSIDE OF THE WORK AREA.
2. CONTRACTOR SHALL PROVIDE DUST CONTROL MEASURES FOR THE DURATION OF THIS CONSTRUCTION PROJECT.
3. NEATLY SAWCUT CONCRETE AND A.C. PAVING TO LIMITS SHOWN ON THE DRAWINGS.
4. ALL DEBRIS GENERATED FROM DEMOLITION TO BE REMOVED AND PROPERLY DISPOSED OF AT THE CONTRACTOR'S EXPENSE.

C. SUBGRADE PREPARATION

1. THE EXPOSED SUBGRADE SHALL BE SCARIFIED AND MOISTURE CONDITIONED TO OPTIMUM OR AS MUCH AS 2% OVER OPTIMUM MOISTURE CONTENT AND COMPACTED TO 90% RELATIVE COMPACTION TO BE FIRM AND UNYIELDING.
2. WORK THAT HAS BEEN SUSPENDED BY WEATHER, SCHEDULING OR FOR ANY OTHER REASON, SHALL BE PROTECTED AGAINST THE EFFECTS OF SUCH WEATHER OR OTHER CONDITIONS. GRADING WHICH HAS BEEN CONSIDERED ACCEPTABLE BUT WHICH HAS BEEN SUBSEQUENTLY DAMAGED SHALL BE RE-WORKED TO MEET THE REQUIREMENTS OF THE SPECIFICATIONS.
3. IMMEDIATELY PRIOR TO PLACEMENT OF AGGREGATE BASE, INSTALL TRIAXIAL GEOGRID. OVERLAP MATERIAL A MINIMUM OF 0.67' AND MAINTAIN GEOGRID FREE OF WRINKLES AND OTHER IRREGULAR SHAPES.

D. SIDEWALK, CURB AND GUTTER, AND STREET PAVEMENT IMPROVEMENTS

1. AGGREGATE BASE SHALL BE CLASS 2, AGGREGATE BASE, 1/2" MAXIMUM, AND SHALL BE AS SPECIFIED IN SECTION 26 "AGGREGATE BASES" OF THE CALTRANS STANDARD SPECIFICATIONS. THICKNESSES OF AGGREGATE BASE UNDER SIDEWALKS AND UNDER THE STREET PAVEMENT SECTION ARE SHOWN IN THE PLANS. COMPACTION SHALL BE 95% RELATIVE COMPACTION WHEN TESTED IN ACCORDANCE WITH CALTRANS TEST METHOD 216 AND 231. ALL OTHER PROVISIONS IN SECTION 26, SHALL BE FOLLOWED.
2. CONCRETE SIDEWALK, CURB AND GUTTER SHALL CONFORM TO THE PROVISIONS IN SECTION 73 "CONCRETE CURBS AND SIDEWALKS" AND THE PROVISIONS IN SECTION 90-2 "MINOR CONCRETE" OF THE STANDARD SPECIFICATIONS. USE CITY OF UKIAH STANDARD DETAILS 101 AND 102 FOR DIMENSIONS OF CURB AND GUTTER AND FOR SIDEWALK SCORING, WEAKENED PLANE AND EXPANSION JOINTS.
3. HOT MIX ASPHALT (HMA) SHALL CONFORM TO THE PROVISIONS OF SECTION 39, "HOT MIX ASPHALT" OF THE STANDARD SPECIFICATIONS. IN LIEU OF DEVELOPING A JOB MIX FORMULA FOR THIS PROJECT, MATERIALS FROM A COMMERCIAL PLANT WHICH HAS HAD MATERIALS TESTED AND APPROVED BY CALTRANS WITHIN THE LAST YEAR MAY BE USED. USE 1/2" INCH TYPE A MIX WITH GRADE 64-16 ASPHALT BINDER. PLACE AND COMPACT HMA IN TWO LAYERS.
4. JOINT SEALANT SHALL BE "FLEXI-SEAL" BY CONTRACTORS CHEMICAL INC., HAYWARD, CA; (510) 783-5631.
5. JOINT FILLER SHALL CONFORM TO SECTION 73-1.02 "MATERIALS" OF THE STANDARD SPECIFICATIONS. USE A.P.S. ASPHALT IMPREGNATED FIBERBOARD, OR APPROVED EQUIVALENT.

E. UTILITY BOX ADJUSTMENT

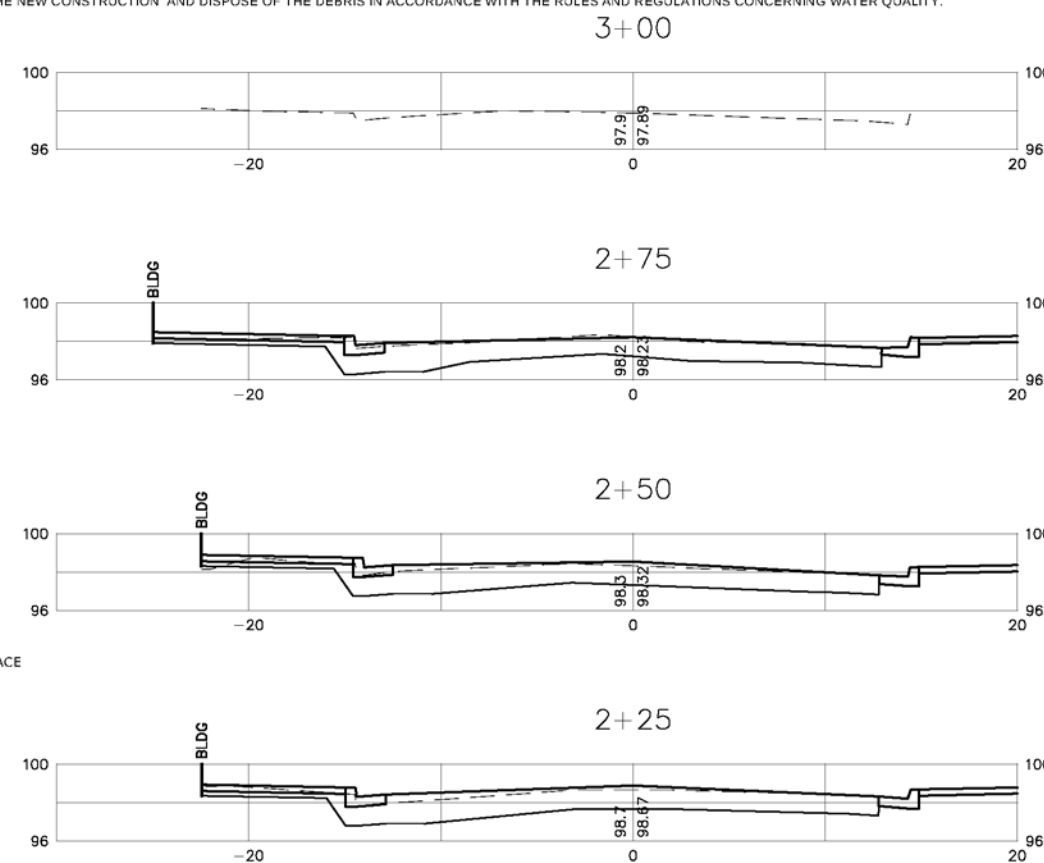
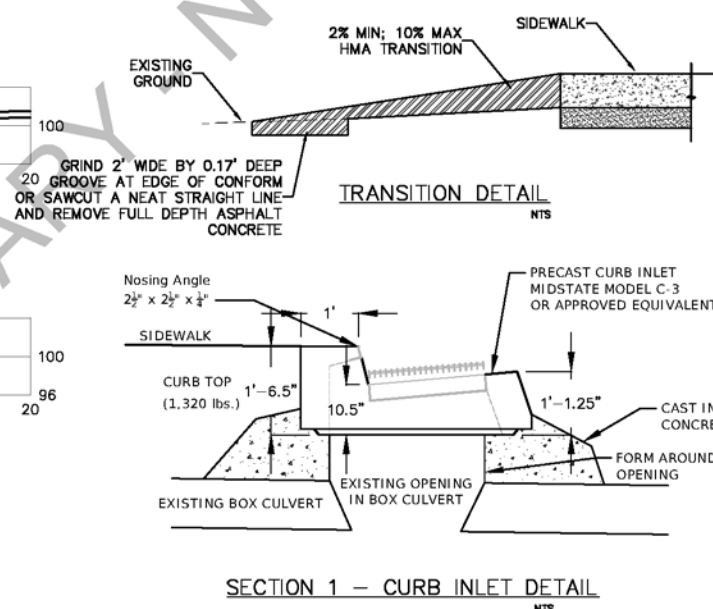
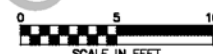
1. ADJUST ALL WATER METER BOXES AND MONITORING WELL COVERS TO GRADE OF THE NEW SIDEWALK.
2. ADJUST GUTTER FLOW LINE TO TRANSITION TO THE GRATE ELEVATION SHOWN ON THE PLAN. THE HEIGHT OF CURB WILL VARY FROM 6 INCHES TO APPROXIMATELY 6.5 INCHES IN THE TRANSITION LENGTH.

F. CLEANUP AND EROSION CONTROL

1. REMOVE ALL DEBRIS FROM DEMOLITION OF EXISTING FACILITIES AND/OR THE NEW CONSTRUCTION AND DISPOSE OF THE DEBRIS IN ACCORDANCE WITH THE RULES AND REGULATIONS CONCERNING WATER QUALITY.

TRANSITION NOTE:

CONTRACTOR SHALL WORK WITH CITY ENGINEER AND LAND OWNERS TO PROVIDE A SMOOTH TRANSITION FROM BACK OF WALK TO PAVED SURFACES BETWEEN STATION 0+39 AND STATION 1+17±.



DATE:	REVISION:	BY:	COMPUTER NO. SERVER	OWNER:	CITY OF UKIAH	RAU AND ASSOCIATES INC. CIVIL ENGINEERS • LAND SURVEYORS 100 NORTH PINE STREET • (707) 462-6536 • UKIAH, CA 95482	DRAWING:	CROSS SECTIONS	Date:	AUG. 2010	SHEET 3 of 3 SHEETS	
			PATH:	LOCATION:			E. SMITH STREET UKIAH, CALIFORNIA	PROJECT:	SITE IMPROVEMENTS	Scale:		AS SHOWN
			FILE:							Drawn:		JCI
			PSVIEW:							Checked:		JR
			MSVP:						Reviewed:	GCR		
			MSVIEW:						JOB NO.	R10084		



AGENDA SUMMARY REPORT

SUBJECT: Award Contract for the Removal and Installation of Two Rite Boilers at the Wastewater Treatment Plant, and Approve Corresponding Budget Amendment.

DEPARTMENT: Finance

PREPARED BY: Mary Horger

ATTACHMENTS:

None

Summary: Council will consider awarding a contract for the installation of two Rite Boilers at the Wastewater Treatment Plant.

Background: Earlier this year, the two boilers that provide heat to the digesters at the Wastewater Treatment plant began to fail, with repair costs exceeding the worth of the equipment, originally installed in 1995. Since that time, new replacement boilers were purchased from Rite Boilers, and are ready for installation.

Discussion: A bid request was issued for the installation of the boilers, was released to the Building Exchanges, and posted to the City's website. Bid notices were also sent to those contractors on the City's Qualified Bidder's list holding a Class C-4 Boiler, Hot Water Heating and Steam Fitting license. A mandatory pre-bid meeting was scheduled, with four companies in attendance.

RECOMMENDED ACTION: Award contract for the removal and installation of two Rite boilers at the Wastewater Treatment Plant, and approve corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 84024425.80100 - \$121,000

PROPOSED BUDGET AMOUNT: TBD

FINANCING SOURCE: Wastewater Operating Fund 840

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sean White, Director of Water Resources; Dave Kirch, Fleet and Maintenance Supervisor; Tim Eriksen, Director of Public Works and City Engineer

Approved: _____


Sage Sangiacomo, City Manager

The scope of work for the installation includes the removal and disposal of the existing boilers, plumbing of both gas and water lines to accommodate the new boilers as well as provide better access for future maintenance, installation of the new boilers, and start-up.

Bids were due on at 1:30 p.m. on Friday, September 29, 2017. At the time of agenda publication, bid responses were under review. A bid tabulation sheet will be provided to the City Council and the public at the meeting.

Since funds were not budgeted, staff is requesting an approval of a budget amendment, which would transfer funds from Wastewater Operating Fund 840 to 84024425.80100.

There are no Attachments to this Agenda Item.