



**City Council
Regular Meeting
AGENDA**

Register for Ukiah City Council Regular Meeting at:

<https://attendee.gotowebinar.com/rt/3862698010362077965>

After registering, you will receive a confirmation email containing information about joining the webinar. Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

June 16, 2021 - 6:00 PM

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**
4. **PETITIONS AND COMMUNICATIONS**
5. **APPROVAL OF MINUTES**

- 5.a. Approval of the Minutes for the June 2, 2021, Special Meeting.

Recommended Action: Approve the Minutes of June 2, 2021, a Special Meeting, as submitted.

Attachments:

1. 2021-06-02 Draft Minutes - Special Meeting

- 5.b. Approval of the Minutes for the June 2, 2021, Regular Meeting.

Recommended Action: Approve the Minutes of June 2, 2021, a Regular Meeting, as submitted.

Attachments:

1. 2021-06-02 Draft Minutes - Regular Meeting

- 5.c. Approval of the Minutes for the June 3, 2021, Special Meeting.

Recommended Action: Approve the Minutes of June 3, 2021, a Special Meeting, as submitted.

Attachments:

1. 2021-06-03 Draft Minutes - Special 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. Report of Disbursements for the Month of May 2021.

Recommended Action: Approve the Report of Disbursements for the Month of May 2021.

Attachments:

1. May 2021 Summary of Disbursements
2. Account Codes for Reference
3. Object codes for Reference
4. May 2021 Disbursement Detail

7.b. Approval of a Transfer in the Amount of \$15,198 from the General Fund 100 to the Golf Fund 720 for the Golf Course Storm Drain Project Specification 19-07.

Recommended Action: Approve a transfer in the amount of \$15,197.16 from the General Fund 100 to the Golf Fund 720 for the Golf Course Storm Drain Project Specification 19-07.

Attachments:

1. Combined ASRs

7.c. Report of Disposition of Surplus Materials, Used Equipment, and Supplies.

Recommended Action: Receive and file report regarding the disposition of surplus materials, used equipment, and supplies.

Attachments:

1. Sold Assets

7.d. Notification of Publishing Services Agreement by Ukiah Daily Journal for Fiscal Year 2021/2022, in the Amount of \$6.25 per Column Inch for the First Insertion and \$4.26 per Column Inch for Each Subsequent Insertion of the Same Advertisement.

Recommended Action: Receive and approve notification/agreement of the legal publishing services of Ukiah Daily Journal for fiscal year 2021/2022, in the amount of \$6.25 per column inch for the first issue and \$4.26 per column inch for additional issues.

Attachments:

1. Legal contract-City of Ukiah eff 2021-2022

7.e. Approve a Four (4) Year Cooperative Agreement with the California Department of Forestry and Fire Protection for Fire and Emergency Medical Dispatching Services, for an Amount not to Exceed \$356,303.00 per Year.

Recommended Action: Approve a four (4) year cooperative agreement with the California Department of Forestry and Fire Protection (CAL Fire) for fire and emergency medical dispatching services, in an amount not to exceed \$356,303.00 per year, and authorize the City Manager to sign.

Attachments:

1. CAL Fire Dispatch 7-21 to 6-25

- 7.f. Approval of Inter-Fund Loan and Corresponding Budget Amendment for the Street and Tree Lighting Portion of the Streetscape Project.

Recommended Action: Approve setting up an inter-fund loan and corresponding budget amendment for the Street and Tree Lighting portion of the Streetscape project.

Attachments:

1. Change Order

- 7.g. Authorize City Manager to Enter Agreement with Redwood Valley Calpella Fire District for the Sale and Placement of a 60' Pole from the Electric Utility.

Recommended Action: Authorize City Manager to enter into an agreement with Redwood Valley Calpella Fire District for the sale and placement of a 60' pole from the Electric Utility.

Attachments:

1. UTILITY POLE SALE AND PURCHASE AGREEMENT

- 7.h. Authorize the City Manager to Execute All Agreements Necessary to Accept the Distribution of the U.S. Department of the Treasury American Rescue Plan Act of 2021 Coronavirus Local Fiscal Recovery Funds.

Recommended Action: Authorize the City Manager to execute all agreements necessary to accept the distribution of the U.S. Department of the Treasury American Rescue Plan Act of 2021 Coronavirus Local Fiscal Recovery funds.

Attachments:

1. ARP Required Forms
2. SLFRPFAQ as of 6-10-21

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. Consideration and Possible Introduction of an Ordinance by Title Only to Add Section 9004 to Division 9, Chapter 2, Article 1 to Require Compliance with the 2020 Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP).

Recommended Action: Introduce the Ordinance by title only to add Section 9004 to Division 9, Chapter 2, Article 1 to require compliance with the Ukiah Municipal Airport Land Use Compatibility Plan.

Attachments:

1. UKI ALUCP - ADOPTED May 20, 2021 - COMPLETE PRINT FILE
2. ALUC Revised ISND
3. UKI ALUCP Compatibility Map
4. Draft Ordinance- UKIALUCP

12. UNFINISHED BUSINESS

- 12.a. Receive Status Report and Consider Any Action or Direction Related to the Novel Coronavirus (COVID-19) Emergency Including Operational Preparedness and Response; Continuity of City Operations and Services; Community and Business Impacts; and Any Other Related Matters.
Recommended Action: Receive status report and consider any action or direction related to the Novel Coronavirus (COVID-19) Emergency including operational preparedness and response; continuity of City operations and services; community and business impacts; and any other related matters.

Attachments: None

- 12.b. Approval and Adoption of 2021-22 Fiscal Year City Budget through Resolution, Five-Year Capital Improvement Plan, the Gann Limit Resolution, Associated Financial and Debt Management Policy Resolutions, and Budget Agreement with the Ukiah Valley Sanitation District.

Recommended Action: Taken Separately:

1. **Approve and adopt budget resolution for the fiscal year 2021-22,**
2. **Approve and adopt Gann Limit resolution for fiscal year 2021-22,**
3. **Approve (in substantial form) and authorize City Manager to sign fiscal year 2021-22 budget agreement with the Ukiah Valley Sanitation District,**
4. **Approve and adopt Financial Management Policy resolution, and**
5. **Approve and adopt Debt Management Policy resolution.**

Attachments:

1. FY 21-22 Budget Resolution
2. CIP -5 year-FYE 2022 - In Progress - Working Final Draft 06-07-2021
3. Vehicle & Heavy Equipment Justifications - FY 21-22revised
4. Gann Limit Resolution 2022
5. Budget Agreement with UVSD, Draft 6-10-21
6. Financial Management Policy Resolution Combined
7. Financial Management (PR-39) Update 2021 - line out
8. Debt Management Policy Resolution Combined
9. AR-002, Debt Management Policy, update 2021 - line out

- 12.c. Update on Emergency Repair of the Yosemite Drive Water Main and Determine that Emergency Conditions Continue to Require the Emergency Repair.

Recommended Action: Determine that emergency conditions continue to require the repair of the Yosemite Drive Water Main without competitive bidding.

Attachments:

1. Resolution 2020-63 Yosemite Drive Water Main Emergency Work

13. NEW BUSINESS

- 13.a. Consideration of a Response to Correspondence from the County of Mendocino Regarding Project Homekey 2.0.

Recommended Action: Discuss and provide direction regarding a response

Attachments:

1. County of Mendocino Ltr 5-27-21 Project Homekey 2.0

- 13.b. Receive Updates on City Council Committee and Ad Hoc Assignments, and, if Necessary, Consider Modifications to Assignments and/or the Creation/Elimination of Ad Hoc(s).
Recommended Action: Receive report(s). The Council will consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).
Attachments:

1. 2021 City Council Special Assignments

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

14.a. Conference with Legal Counsel—Anticipated Litigation

(Government Code Section 54956.9(d)(2)or(4))

Significant exposure to litigation pursuant to paragraph (2) or (4) of subdivision (d) of Section 54956.9. Consideration of potential litigation arising from emergency drought declaration.

(Government Code Section 54956.9(e)(2)): (Number of potential cases: 1)

Recommended Action: Confer in Closed Session

Attachments: None

14.b. Conference with Legal Counsel—Anticipated Litigation

(Government Code Section 54956.9(d)(2)or(3))

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Number of potential cases: 1)

Recommended Action: Confer in Closed Session

Attachments: None

14.c. Conference with Legal Counsel—Anticipated Litigation

(Government Code Section 54956.9(d)(2)or(3))

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (1 potential case, involving possible termination of construction contract for cause)

Recommended Action: Confer in Closed Session

Attachments: None

14.d. Conference with Legal Counsel – Existing Litigation

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

Name of case: Vichy Springs Resort v. City of Ukiah, Et Al; Case No. SCUk-CVPT-2018-70200

Recommended Action: Confer in Closed Session

Attachments: None

14.e. 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

Recommended Action: Confer in Closed Session

Attachments: None

14.f. **Conference with Real Property Negotiators**

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 157-050-03, 157-060-02, 157-050-04, 157-050-03, 157-030-02, 157-050-01, 157-050-02, 157-050-10, 157-050-09, 157-070-01, 157-070-02, 003-190-01

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Dave Hull and Ric Piffero

Under Negotiation: Price & Terms of Payment

Recommended Action: Confer in Closed Session

Attachments: None

14.g. **Conference with Labor Negotiator (54957.6)**

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

Recommended Action: Confer in Closed Session

Attachments: 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.

Kristine Lawler, City Clerk

Dated: 6/11/2021

**CITY OF UKIAH
CITY COUNCIL MINUTES
Special Meeting**

Virtual Meeting Link: <https://attendee.gotowebinar.com/rt/9199312935703156493>

**Ukiah, CA 95482
June 2, 2021
4:00 p.m.**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Special Meeting on June 2, 2021, having been legally noticed on May 27, 2021. The meeting was held virtually at the following link:

<https://attendee.gotowebinar.com/rt/9199312935703156493>.

Mayor Orozco called the meeting to order at 4:07 p.m. Roll was taken with the following **Councilmembers Present:** Douglas F. Crane, Mari Rodin, Josefina Duenas, Jim O. Brown, and Juan V. Orozco. **Staff Present:** Sage Sangiacomo, City Manager; and Kristine Lawler, City Clerk.

MAYOR OROZCO PRESIDING.

The Pledge of Allegiance was led by Councilmember Rodin.

2. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public comment was received.

3. UNFINISHED BUSINESS

a. Presentation of the Draft 2021-22 Fiscal Year City Budget and Draft Five-Year Capital Improvement Plan.

Presenter: Dan Buffalo, Finance Director

City-wide Overview

Presenter: Dan Buffalo, Finance Director

4. NEW BUSINESS

5. ADJOURNMENT

There being no further business, the meeting adjourned at 5:51 p.m.

Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting**

Virtual Meeting Link: <https://attendee.gotowebinar.com/rt/9199312935703156493>

**Ukiah, CA 95482
June 2, 2021
6:00 p.m.**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Regular Meeting on June 2, 2021, having been legally noticed on May 27, 2021. The meeting was held virtually at the following link:

<https://attendee.gotowebinar.com/rt/9199312935703156493>

Mayor Orozco called the meeting to order at 6:05 p.m. Roll was taken with the following
Councilmembers Present: Douglas F. Crane, Mari Rodin, Josefina Dueñas, Jim O. Brown, and Juan V. Orozco. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR OROZCO PRESIDING.

The Pledge of Allegiance was led by Mayor Orozco.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

a. Proclamation: Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and Two-Spirit (LGBTQIA2) Pride Month in the City of Ukiah.

Presenter: Mayor Orozco.

Proclamation was received by Jennifer Sookne, Mendocino Pride Alliance Vice Chair.

b. Presentation of the PFM Group on an Update to the City Council on the City's Investment Portfolio, a Discussion of Sustainable Investing, and Recommended Changes to the City's Investment Policy.

Presenters: Dan Buffalo, Finance Director and Allison Kaune, PFM Asset Management.

Motion/Second: Brown/Rodin to accept the presentation and approve recommended revisions to City's investment policy. Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Duenas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

Council Consensus for the Investment Oversight Committee to research and review the process and next steps for adopting sustainable investment strategies, and bring back recommendations to Council.

4. PETITIONS AND COMMUNICATIONS

The City Clerk reported that all communications had been distributed.

5. APPROVAL OF MINUTES

a. Approval of the Minutes for the May 19, 2021, Regular Meeting.

Motion/Second: Brown/Crane to approve the Minutes of May 19, 2021, a regular meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Duenas, and Orozco. NOES: None. ABSENT: None. ABSTAIN: Brown.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Authorize the City Manager to Execute an Agreement (COU No. 2021-213) with Governmentjobs.com, Inc. (dba "NEOGOV") for a Cloud-Based Recruiting Module in the Amount of \$39,908 for Three Years, and Approve Corresponding Budget Amendment – *Human Resources/Risk Management*.
- b. Report of Acquisition of Professional Services (COU No. 2021-214) from Alpha Analytical Laboratories, Inc. in the Amount of \$17,662.80 for Quarterly Water Sampling and Completion of Chemical Examination Reports for the Ukiah Landfill – *Public Works*.
- c. Consideration of Adoption of Resolution (2021-22) Appointing Elora Babbini to the Parks, Recreation, and Golf Commission (PRGC) – *City Clerk*.
- d. Approval of Notice of Completion for Yokayo Court Conduit Installation, Specification No. 20-14, and Approval for Final Payment of the 5% Retention to Wipf Construction, LLC – *Electric Utility*.
- e. Approve Change Order #3 to Contract 2021-176 (COU No. 2021-176-CO3) with Diamond D Construction to Complete Penstock Drain Replacement, and Authorize Corresponding Budget Amendment in an Amount to be Provided to the City Council Prior to the June 2, 2021, City Council Meeting – *Electric Utility*.
- f. Approval of Purchase of One New Caterpillar Model 304E2 Excavator to Peterson Cat of Willits, CA in the Amount of \$84,425.10 for the Water and Sewer Operations Division, and Approval of Corresponding Budget Amendment – *Water Resources*.

Staff Comment: Cindy Sauers, Assistant Electric Utility Director.

Motion/Second: Brown/Crane to approve Consent Calendar Items 7a-7f, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Duenas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public comments were given.

9. COUNCIL REPORTS

No reports were given.

10. CITY MANAGER/CITY CLERK REPORTS

Presenters:

- **Covid Status** – Sage Sangiacomo, City Manager
- **Update of Drought and Water Conditions** – Sean White, Water Resources Director.
- **Construction Update** – Tim Eriksen, Public Works Director/City Engineer.

11. PUBLIC HEARINGS (6:15 PM)

- a. **Conduct a Public Hearing to Discuss the City of Ukiah's 2020 Urban Water Management Plan, and Adopt Resolutions Approving the 2020 Urban Water Management Plan and Water Shortage Contingency Plan.**

Presenters: Sean White, Water Resources Director and Phillip West, West & Associates.

PUBLIC HEARING OPENED AT 7:41 P.M.

No public comment was received.

PUBLIC HEARING CLOSED AT 7:41 P.M.

Motion/Second: Crane/Brown to adopt Resolutions (UWMP: 2021-23 and WSCP: 2021-24) approving the 2020 Urban Water Management Plan and Water Shortage Contingency Plan. Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Duenas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

12. **UNFINISHED BUSINESS**

a. Update on Emergency Repair of the Yosemite Drive Water Main and Determine that Emergency Conditions Continue to Require the Emergency Repair.

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

Motion/Second: Crane/Brown to determine that emergency conditions continue to require the repair of the Yosemite Drive Water Main without competitive bidding. Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Duenas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

b. Award a Contract to Milsoft Utility Solutions, Inc. for the Replacement of the Utility Billing Customer Information System Software Program.

Presenters: Mary Horger, Financial Services Manager; Lori Martin, Billing & Customer Services Manager; John Beichman and Joel Westvold, Milsoft Utility Solutions, Inc.

Motion/Second: Brown/Rodin to award contract (COU No. 2021-215) to Milsoft Utility Solutions for the replacement of the Utility Billing's Customer Information System software program. Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Duenas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

c. Approve Contract Amendment with Excergy/E Source in the Amount of \$35,000 for the Utility Billing Customer Information System Project Management Services.

Presenter: Mary Horger, Financial Services Manager.

Motion/Second: Rodin/Brown to approve contract amendment (COU No. 2021-089-A1) with Excergy/E Source in the amount of \$35,000 for the Utility Billing Customer Information System Project Management Services. Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Duenas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

d. Continuation of Presentation of the Draft 2021-22 Fiscal Year City Budget and Draft Five-Year Capital Improvement Plan.

Presenter: Dan Buffalo, Finance Director.

City-wide Overview - Continued

Presenter: Dan Buffalo, Finance Director

RECESS: 8:29 – 8:37 P.M.

Capital Improvement Projects

Presenter: Mary Horger, Financial Services Manager

13. NEW BUSINESS

- a. Introduction of Ordinance by Title Only Amending Sections 3960 and 3962 in Article 2, Chapter 6, Division 4 of the Ukiah City Code, Governing Apportionment of Water and Sewer Fees to Tenants in Mobilehome Parks and Apartment Complexes.**

Presenters: Dan Buffalo, Finance Director and David Rapport, City Attorney.

Motion/Second: Rodin/Brown to introduce Ordinance by title only. Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Duenas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

City Clerk, Kristine Lawler, read the following title into the record:

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING SECTIONS 3960 and 3962 IN ARTICLE 2, CHAPTER 6, DIVISION 4 OF THE UKIAH CITY CODE, GOVERNING APPORTIONMENT OF WATER AND SEWER FEES TO TENANTS IN MOBILEHOME PARKS AND APARTMENT COMPLEXES

Motion/Second: Rodin/Brown to introduce the Ordinance amending Sections 3960 and 3962 in Article 2, Chapter 6, Division 4 of the Ukiah City Code, governing apportionment of Water and Sewer Fees to Tenants in Mobilehome Parks and Apartment Complexes. Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Duenas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

- b. Receive Updates on City Council Committee and Ad Hoc Assignments and, if Necessary, Consider Modifications to Assignments and/or the Creation/Elimination of Ad hoc(s).**

No reports were received.

COUNCIL ADJOURNED TO CLOSED SESSION AT 9:18 P.M.

14. CLOSED SESSION

- a. Conference with Legal Counsel – Anticipated Litigation**

(Government Code Section 54956.9(d)(2) & (4))

Significant exposure to litigation pursuant to paragraph (2) or (4) of subdivision (d) of Section 54956.9. Consideration of potential litigation arising from emergency drought declaration.

(Government Code Section 54956.9(e)(2)): (Number of potential cases: 1)

Recommended Action: Confer in Closed Session

- b. Conference with Legal Counsel – Anticipated Litigation**

(Government Code Section 54956.9(d)(2) & (3))

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)(Number of potential cases: 1)

- c. Conference with Legal Counsel – Anticipated Litigation**

(Government Code Section 54956.9(d)(2))

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)(Number of potential cases: 2)

d. Conference with Legal Counsel – Existing Litigation

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

Name of case: Gerardo Magdaleno, by and through his Guardian Ad Litem, Pedro Francisco Magdaleno v. City of Ukiah, Justin Wyatt (Fed. Dist. Ct. N.D. Cal.) 3:21-2609 VC.

e. Conference with Legal Counsel – Existing Litigation

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

Name of case: Vichy Springs Resort v. City of Ukiah, Et Al; Case No. SCUUK-CVPT-2018-70200

f. Conference with Legal Counsel – Existing Litigation

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

Name of case: Vichy Springs Resort v. City of Ukiah, Et Al; Case No. SCUUK-CVPT-20-74612

g. 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. SCUUK- CVPT-15-66036

h. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 157-050-03, 157-060-02, 157-050-04, 157-050-03, 157-030-02, 157-050- 01, 157-050-02, 157-050-10, 157-050-09, 157-070-01, 157-070-02, 003-190-01

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Dave Hull and Ric Piffero

Under Negotiation: Price & Terms of Payment

i. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APNs 184-090-07-00 and 184-100-04-00

Negotiator: Sean White, Water Resources Director and Sage Sangiacomo, City Manager;

Negotiating Parties: Noble Vineyard Management

Under Negotiation: Instruction to negotiator will concern price and terms of payment.

j. Conference with Labor Negotiator (54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

Direction was given to staff.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 9:43 p.m.

Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES**

**Virtual Meeting Link: <https://attendee.gotowebinar.com/register/7989553280015361551>
Special Meeting**

**June 3, 2021
3:00 p.m.**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Special Meeting on June 3, 2021, having been legally noticed on May 28, 2021. The meeting was held at the following virtual link:

<https://attendee.gotowebinar.com/register/7989553280015361551>

Mayor Orozco called the meeting to order at 3:09 p.m. Roll was taken with the following
Councilmembers Present: Douglas F. Crane, Mari Rodin, Josefina Duenas (*arriving at 3:40 p.m.*), Jim O. Brown, and Juan V. Orozco **Staff Present:** Sage Sangiacomo, City Manager and Kristine Lawler, City Clerk.

MAYOR OROZCO PRESIDING.

The Pledge of Allegiance was led by Vice Mayor Brown.

2. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public comment was received.

3. UNFINISHED BUSINESS – BUDGET WORKSHOP

a. Continuation of Presentation of the Draft 2021-22 Fiscal Year City Budget and Draft Five-Year Capital Improvement Plan.

Presenter: Dan Buffalo, Finance Director.

City Manager's Office (3:15 p.m.)

Presenters:

- City Council – Sage Sangiacomo, City Manager
- City Manager – Shannon Riley, Deputy City Manager
- City-Wide Administrative Services – Shannon Riley, Deputy City Manager
- Community Outreach – Shannon Riley, Deputy City Manager
- City Clerk – Kristine Lawler, City Clerk
- Economic Development – Shannon Riley, Deputy City Manager
- Emergency Management – Traci Boyl
- Redevelopment Successor Agency – Shannon Riley, Deputy City Manager
- Human Resources/Risk Management – Shannon Riley, Deputy City Manager

Finance (3:47 p.m.)

Presenters:

- Finance Department Overview – Dan Buffalo, Finance Director
- Financial Services - Disbursements – Sarah Brown, Financial Manager
- Accounting, Reporting, and Budget – Olga Keough, Finance Controller
- Billing and Customer Service/Meter Readers – Lori Martin, Customer Service and Billing Supervisor
- Financial Services – Procurement, Capital and Special Projects – Mary Horger, Procurement Manager

- Information Technology – *Scott Shaver, Interim I.T. Administrator and Ryan Burkhart I.T. Manager.*

City Attorney (4:18 p.m.)

Presenter: Dan Buffalo, Finance Director

City Treasurer (4:18 p.m.)

Presenter: Dan Buffalo, Finance Director

Police (4:23 p.m.)

Presenter: Noble Waidelich, Police Captain

RECESS: 4:45 - 5:00 P.M. (Councilmember Duenas returning at 5:09 p.m.)

Ukiah Valley Fire Authority (5:00 p.m.)

Presenter: Douglas Hutchison, Fire Chief

Community Services (5:31 p.m.)

Presenter: Neil Davis, Program Administrator

- Alex Rorabaugh Recreation Center
- Parks
- Park Development
- Aquatics
- Golf
- Building Maintenance
- Conference Center
- Museum
- Recreation
- Special Services

Community Development (6:26 p.m.)

Presenters:

- Planning Services – *Mireya Turner, Planning Manager*
- Building Services – *Matt Keizer, Building Official*
- Housing Services – *Craig Schlatter, Community Development Director*
- Grants Management – *Neil Davis, Program Administrator*

Public Works (6:35 p.m.)

Presenter: Tim Eriksen, Public Works Director / City Engineer

- Fleet and Plant Management
- Engineering
- Corp Yard
- Landfill
- Streets

Airport (6:56 p.m.)

Presenter: Greg Owen, Airport Manager

Electric Utility (6:59 p.m.)

Presenters: Mel Grandi, Electric Utility Director and Cindy Sauers, Assistant Electric Utility Director

- Electric Distribution
- Technical Services
- Electric Administration

Water Resources (7:13 p.m.)

Presenter: Sean White, Water Resources Director

- Water Services
- Wastewater Services
- Recycled Water Services

Closing remarks were given by both the Finance Director and City Manager.

4. NEW BUSINESS

5. ADJOURNMENT

There being no further business, the meeting adjourned at 7:37 p.m.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Report of Disbursements for the Month of May 2021.

DEPARTMENT: Finance **PREPARED BY:** Candice Rasmason, Accounts Payable
PRESENTER: Consent Calendar

ATTACHMENTS:

1. May 2021 Summary of Disbursements
2. Account Codes for Reference
3. Object codes for Reference
4. May 2021 Disbursement Detail

Summary: The Council will review and consider approval of the Report of Disbursements for the month of May 2021.

Background: Payments made during the month of May 2021 are summarized on the Report of Disbursements. Further detail is supplied on the Schedule of Bills, representing the four (4) individual payment cycles within the month.

Accounts Payable Check Numbers (City & UVFA): 3042664-3042737; 3042738-3042833; 3042834-3042891; 3042892-3042997

Accounts Payable Wire Transfers: 43

Payroll Check Numbers: 508849-508895; 508896-508942

Payroll Manual Check Numbers: N/A

Direct Deposit Numbers: 104465-104693; 104694-104929

Manual Direct Deposit Numbers: N/A

Void Check Numbers: 3041624, 3042332, 3041425

Void Direct Deposit Numbers: N/A

Discussion: This report is submitted in accordance with Ukiah City Code Division 1, Chapter 7, Article 1.

Attachment #1: May 2021 Summary of Disbursements

Attachment #2: Account Codes for Reference

Attachment #3: Object Codes for Reference

Attachment #4: May 2021 Disbursement Detail

Recommended Action: Approve the Report of Disbursements for the Month of May 2021.

BUDGET AMENDMENT REQUIRED: N/A

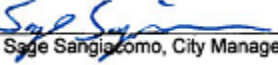
CURRENT BUDGET AMOUNT: N/A

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

**CITY OF UKIAH
REPORT OF DISBURSEMENTS
REGISTER OF PAYROLL AND DEMAND PAYMENTS
FOR THE MONTH OF MAY**

Attachment 1

FUNDS:

100	General Fund	\$115,739.70	700	Sanitary Disposal Site Fund	\$9,120.21
101	GF-(Sub-Fund) Visit Ukiah		701	Landfill Corrective Fund	
105	Measure S General Fund		702	Disposal Closure Reserve Fund	\$17,460.00
110	Special General Fund		704	Post Closure Fund - Solid Waste	
120	Streets Capital Improvement	\$16,198.27	710	Ambulance Services Fund	\$1,795.08
200	City Administrative Services	\$110,596.58	720	Golf Fund	\$11,764.05
201	Worker's Comp Fund	\$289,043.00	730	Conference Center Fund	\$3,152.42
202	Liability Fund		750	Visit Ukiah	
203	Garage Fund	\$5,257.13	777	Airport Fund	\$59,687.36
204	Purchasing Fund	\$2,810.09	778	Airport Capital Improvement Fund	\$3,266.48
205	Billing & Collections Fund	\$19,271.18	779	Special Aviation Fund	
206	Public Safety Dispatch Fund	\$1,912.51	800	Electric Fund	\$817,491.18
207	Payroll Posting Fund	\$551,642.37	801	Electric Capital Reserve Fund	\$424,052.18
208	Building Maintenance/Corp Yard Fund	\$30,123.76	803	Lake Mendocino Bond Reserve	
209	IT Fund	\$152,895.09	805	Street Lighting Fund	\$12,225.53
220	Equipment Reserve Fund		806	Public Benefits Fund	\$5,665.17
249	City Housing Bond Proceeds		807	Electric Capital & Trade Fund	
250	Special Revenue Fund	\$0.00	820	Water Fund	\$97,767.37
251	Special Projects Reserve Fund	\$1,437.50	822	Water Capital Improvement Fund	\$146,871.42
253	CITY PROP 172	\$14,337.42	830	Recycled Water Fund	\$66,968.35
300	Park Development Fund		840	City/District Sewer Fund	\$108,280.84
301	Anton Stadium Fund	\$0.00	841	Sewer Construction Fund	
302	Observatory Park Fund		843	Sewer Capital Fund	
304	Swimming Pool Fund	\$0.00	900	Special Deposit Trust	\$2,974.62
305	Riverside Park Fund	\$0.00	901	General Service (Accts Recv)	\$2,943.85
306	Skate Park Fund	\$0.00	902	U.S.W. Billing & Collection	\$50,712.10
310	Museum Grants		903	Public Safety - AB 109	\$0.00
311	Alex Rorbaugh Recreation Center Fund	\$2,118.68	905	Federal Emergency Shelter Grant	
312	Downtown Business Improvement Fund		905	Mendocino Emergency Service Authority	
313	LMIHF Housing Asset Fund		911	Russian River Watershed Association	
314	Winter Special Events		915	UVFD	\$32,717.79
315	Advanced Planning Fund	\$0.00	916	UVFD PROP 172	\$14,337.39
500	2106 Gas Tax Fund		917	UVFD Measure B	\$14,294.24
501	2107 Gas Tax Fund		918	UVFD Mitigation	\$1,361.78
503	2105 Gas Tax Fund		940	Sanitation District Special Fund	
505	Signalization Fund		942	Rate Stabilization - UVSD Fund	
506	Bridge Fund		943	Sanitation District Capital Improvement Fund	
507	1998 STIP Augmentation Fund		952	REDIP Sewer Enterprise Fund	
508	SB325 Reimbursement Fund		960	Community Redevelopment Agency	
509	S.T.P. Fund	\$389.36	961	RDA Housing Pass-Through	
510	Trans-Traffic Congest Relief Fund		962	Redevelopment Housing Fund	
511	Rail Trail Fund		963	Housing Debt	
600	Community Development Block Grant		964	RDA Capital Pass-Through	
601	EDBG 94-333 Revolving Loan		965	Redevelopment Capital Improvement Fund	
602	Community Development Fund		966	Redevelopment Debt Service	
603	08-HOME-4688		967	Housing Bond Proceeds	
604	CDBG Grant 09-STBG-6417		968	Non-Housing Bond Proceeds	
605	11-HOME-7654 Fund	\$0.00	969	RDA Obligation Retirement Fund	
606	CDBG Grant 10-EDEF-7261		844/944	Sewer Capital Projects Fund	\$15,591.56
607	Prop 84 Grant Fund				
609	13-CDBG-8940				
610	City RDA Projects Fund				
613	Home Program Activities				
630	Asset Seizure Fund	\$757.70			
631	Asset Seizure Fund (Drug/Alcohol)				
633	H & S Education 11489(B)(2)(A1)	\$8,000.00	611	Retainage Withheld	
634	Federal Asset Seizure Grants			CDBG 16-CDBG-11147	
635	SUP Law Enforcement Service Fund				
636	CBTHP Officer				
637	Local Law Enforcement Block Grant				
638	Asset Forfeiture 11470.2 H & S				
639	Special Revenue - Police				
640	Parking District Fund	\$515.04			
691	Museum Fund				
695	Transfer Station Fund				

PAYROLL CHECK NUMBERS: 508849-508895

DIRECT DEPOSIT NUMBERS: 104465-104693

PAYROLL PERIOD: 4/18/21-5/1/21

PAYROLL CHECK NUMBERS: 508896-508942

DIRECT DEPOSIT NUMBERS: 104694-104929

PAYROLL PERIOD: 5/2/21-5/15/21

PAYROLL CHECK NUMBERS:

DIRECT DEPOSIT NUMBERS:

PAYROLL PERIOD:

VOID CHECK NUMBERS:

3041624, 3042332, 3041425

MANUAL CHECK NUMBERS:

N/A

WIRE TRANSFER NUMBERS:

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CERTIFICATION OF CITY CLERK

This register of Payroll and Demand Payments was duly approved by the City Council on _____.

City Clerk

APPROVAL OF CITY MANAGER

I have examined this Register and approve same.

City Manager

TOTAL DEMAND PAYMENTS- A/P CHECKS \$3,243,546.35

TOTAL DEMAND PAYMENTS- EFT's \$243.00

TOTAL PAYROLL CHECKS & DIRECT DEPOSITS \$1,029,105.33

TOTAL PAYROLL EFT's (TAXES, PERS, VENDORS) \$599,831.93

* vendor name(if applicable)

TOTAL PAYMENTS

\$4,872,726.61

CERTIFICATION OF DIRECTOR OF FINANCE

I have audited this Register and approve for accuracy and available funds.

Director of Finance

Account Code Summary

Attachment 2

10000000	General Fund	20524412	Water Department - Meter Readers
10020210	Patrol	20526430	Electric Department - Meter Readers
10020214	Police Reserves	20620231	Ukiah Dispatch
10020216	COPS Grant	20620232	Ft Bragg Dispatch
10020218	Police - CSO	20700000	Payroll Posting Fund
10020224	Police - Major Crimes Task Force	20822500	Building Maintenance
10021210	Fire Administration	20824300	Corporation Yard
10021312	Fire Volunteer Station	20913900	IT Fund
10022100	Parks	22013300	FA Replace - Finance UB
10022300	Aquatics	22020200	FA Replace - Police Operations
10022800	Recreation	22021210	FA Replace - Fire Administration
10022810	Recreation Administration	22022900	FA Replace - Information Technology
10022821	Adult Basketball	22024100	FA Replace - Garage
10022822	Adult Softball	22024220	FA Replace - Streets
10022824	Co-Ed Volleyball	22024413	FA Replace - Water Distribution Cap
10022831	Youth Basketball	22024414	FA Replace - Water Distribution O&M
10022832	Youth Softball	22024421	FA Replace - City Wastewater
10022840	Day Camp	25024210	Engineering Reserve
10022850	Classes & Clinics	25024300	Corporation Yard Reserve
10022860	Special Activities	25122900	CIP - IT
10023100	Community Planning	25123100	CIP - Planning
10023320	Building Inspection	25124210	CIP - Engineering
10024210	Engineering	25124220	CIP - Streets
10024214	Traffic Signals	25124410	CIP - Water
10024224	Storm Drains	25124421	CIP - City Wastewater
10024620	Streets	25126410	CIP - Electric
10112700	Visit Ukiah	30022200	Park Development
20010000	City Council	30122210	Anton Stadium
20012100	City Manger	30222220	Observatory Park
20012200	City-Wide Admin	30522250	Riverside Park
20012300	Community Outreach	30622260	Skate Park
20012500	City Clerk	30822280	Project Planning
20012600	Economic Development	31022700	Museum Grant
20012800	Emergency Management	31122000	Alex Rorabaugh Recreation Center
20013200	Budget Management	31217100	Downtown Business Improvement District
20013210	Accounts Payable	50524210	Engineering - Signalization Fund
20013220	Payroll	50624210	Capital Engineering
20013400	Accounting	50824210	SB325 - Engineering
20014000	City Attorney	50824220	SB325 - Streets
20015100	City Treasurer	50924210	STP - Engineering
20016100	Human Resources	50924220	STP - Streets
20112400	Worker's Compensation Fund	51024220	Trans - Traffic Slurry Seal
20212400	Liability Fund	510X9999	Trans -Traffic Project
20324100	Garage Fund	60217441	Grant - CDBG 602
20413500	Purchasing Fund	60317442	Grant - HOME 603
20513300	Billing and Collections	60417441	Grant - CDBG 604
20514000	Billing and Collections - City Attorney	60517442	Grant - HOME 605

Account Code Summary

Attachment 2

60517462	FTHB Activity Delivery	60517461	First Time Homebuyer Program
60517467	FTHB - PIR	80026130	Electric Substation
60600000	CDBG Grant 10-EDEF-7261 Fund	80026140	Reimbursable Work for Others
60617441	Grant - CDBG 606	80026200	Electric Metering
60617451	General Administration	80026300	Electric Generation
60617452	AD ED Direct Financial Assistance	80026312	Mendocino Hydro
60617453	ED Direct Financial Assistance	80026330	Hydro Electric
60717443	Grant Prop 84	80026400	Electric Administration
60724413	Prop 84 Water Distribution Cap	80026410	Electric General Administration
60900000	13-CDBG-8940	80026430	Interdepartmental Charges
60917458	13-CDBG-8940	80326330	Hydro Plant
63020210	Asset Seizure Expenditure	80526610	Street Lighting
63120210	Drug & Alcohol Education	80626500	Public Benefit
63320210	H&S Asset Seizure Expenditure	82027110	Water
63420250	Fed Asset Seizure Expenditure	82027111	Water - Production O&M
63520210	SLESF	82027113	Water - Distribution Capital
63820210	Asset Forfeiture 11470	82027114	Water - Distribution O&M
64020213	Parking Enforcement	82027115	Water - Production Capital
69122700	Museum	82227113	Water - Distribution Capital
70024500	Landfill 700	84027220	Wastewater
70224500	Landfill Closure	84027221	Wastewater City - O&M
70424500	Landfill Post closure	84027222	Wastewater City - Capital
72022400	Golf	84027225	Wastewater Treatment - O&M
73022600	Conference Center	84027226	Wastewater Treatment - Capital
75017110	Visit Ukiah	84227220	Wastewater
77725200	Airport Operations	84327222	Wastewater City - Capital
77817411	FAA Grant	84427221	Wastewater City Capital - O&M
80026100	Electric Administration	84427222	Wastewater City - Capital
80026110	Electric Overhead	90000000	Special Deposit Trust Fund
80026120	Electric Underground	91190100	Russian River Watershed Assoc
80100000	Infrastructure	96900000	Successor Agency

Object Code Summary

Attachment 3

12102 INVENTORY OF SUPPLIES	52526 FRAUD INVEST. ASSESSMENT
12103 STORES PURCHASES	52527 A.D.P. PREMIUM & DEDUCTIBLE
12104 INVENTORY - PURCHASES	52528 LIABILITY INSURANCE
12105 STORES ISSUES	52529 EARTHQUAKE & FLOOD PREMIUMS
51211 PERS UNFUNDED LIABILITY	52530 POLLUTION-ENVIRON INS PREMIUM
51280 OVERTIME/CALLOUT MEALS	52531 UMEMPLOY. INS EXPENSE
51285 CALLOUT MILEAGE REIMBURSEMENTS	52532 SAFETY & TRAINING SUPPORT
52100 CONTRACTED SERVICES	52600 RENT
52107 CONTRACTED SERVICES-EIR	52841 SUCCESSOR AGENCY ADMIN
52108 CONTRACT SERVICES-GPU	54100 SUPPLIES
52110 AMBULANCE BILLING	54101 POSTAGE
52111 MAINT. CONTRCTS - DEFIBRULATOR	54102 SMALL TOOLS
52112 M. S. OVERSIGHT	54105 PHOTOGRAPHIC EXPENSE
52113 PLANNING STUDIES	54106 SPECIALTY SUPPLIES
52114 COMPLIANCE STUDIES	54120 PW - SPECIAL SUPPLIES
52120 LABOR CHARGES FROM OTHER DEPAR	54121 PW - ASPHALT CONCRETE
52130 EDUCATIONAL & MARKETING MATL'S	54122 PW - AGGREGATE BASE
52131 ASSISTANCE TO SENIORS	54123 PW - CRACK SEALANT
52132 EMERGENCY ASSISTANCE	54124 PW - CONCRETE/SUPPLIES
52133 MONTHLY DISCOUNT PROGRAM	54125 PW - TRAFFIC PAINT
52134 CONTRACT ADMINISTRATION	54126 PW-PREMARKS
52135 ENERGY CONSERVATION PROGRAM	54127 PW - SIGN POSTS/SHEETING
52136 PHOTOVOLTAIC RATES/INCENTIVE	54128 PW - COLD PATCH MATERIAL
52137 PUBLIC BENEFITS PROGRAM MGMT	54129 PW - TACK OIL
52138 NCPA PUBLIC BENEFITS PROGRAM	54130 PW - SAFETY
52139 RESEARCH, DEVELOPMENT & DEMO	54131 PW - BARRICADES & CONES
52140 LITIGATION EXPENSES	54160 HR - CITY LIABILITY & CONTRACT
52145 DETACHMENT-SEWER-UVSD	54161 HR - BACKGROUND & PHYSICALS
52150 LEGAL SERVICES/EXPENSES	54162 HR - ADVERTISING
52151 AFLAC & PERS INSUR ADMIN FEES	54163 HR - INTERVIEW SUPPLIES
52170 UKIAH WASTE SOLUTIONS	54164 HR - FORMS & OTHER DIV. EXP.
52171 RESIDENTIAL BILLING CHARGE	54165 HR - NEW EMPLOYEE FINGERPRINT
52172 COMMERCIAL OVERSIGHT FEE	54166 HR - DOT TESTING PROGRAM
52180 SECURITY SERVICES	54167 HR - EMPLOYEE DEVELOPMENT
52301 PROPERTY TAX ADMIN FEE	54168 HR - REMIF SAFETY TRNG & SUPPO
52302 AMBULANCE FEES	54201 PRISONER EXPENSE
52303 REHIT SUPPORT	54202 MAJOR CRIME INVETIGATIONS
52304 LAFCO FEES AND PROP TAX EXP	54320 SOFTWARE
52500 TRUSTEE FEES	54330 COMPUTER AND TECHNOLOGY
52510 ADVERTISING & PROMOTION	54500 EQUIP RENTS AND LEASES
52515 ADVERTISING & PUBLICATION	54700 FINES & PENALTIES
52521 LIABILITY INSURANCE PREMIUM	55100 TELEPHONE
52522 LIABILITY INSURANCE DEDUCT	55200 PG&E
52523 BOILER/MACHINERY PREMIUMS	55210 UTILITIES
52524 PROPERTY INSURANCE	56100 VEHICLE & EQUIPMENT MAINT. & R
52525 WORKER'S COMP. EXPENSE	56110 CITY GARAGE - PARTS

56121	R & M RADIO EQUIPMENT	56111	CITY GARAGE - LABOR
56122	R & M NON-AUTO EMS EQUIPMENT	56112	EQUIPMENT PARTS FOR RESALE
56123	R & M COMPUTERS	56120	EQUIPMENT MAINTENANCE & REPAIR
56124	MAINT CONTRACT DEFIBULATORS	80235	SYSTEM MAINTENANCE
56130	EXTERNAL SERVICES	80236	EMERGENCY/CONTINGENCY
56210	FUEL & FLUIDS	90100	LOAN PROCEEDS
56300	BUILDING MAINT. & REPAIR	90101	LOAN PAYMENT RECEIVED
56410	EQUIPMENT RENTAL - PRIVATE	90301	LOAN REPAYMENT
56504	FACILITY MAINTENANCE & REPAIR	90410	BOND PROCEEDS
56600	AIRFIELD MAINTENANCE & REPAIR		
56700	LANDFILL CLOSURE EXPENSE		
57100	CONFERENCE & TRAINING		
57101	CONF & TRAINING-AQUATICS		
57102	CONF & TRAINING-PARKS STAFF		
57200	MEETINGS		
57300	MEMBERSHIPS & SUBSCRIPTIONS		
58101	NCPA PLANT GENERATION		
58102	NCPA POWER PURCHASES		
58103	NCPA TRANSMISSION		
58104	NCPA MANAGEMENT SERVICES		
58105	NCPA THIRD PARTY SALES		
58106	NCPA PASS THROUGH COSTS		
58107	NCPA COMMITMENTS ACTIVITY		
58201	WATER PURCHASES		
58202	WATER TREATMENT PLANT CHEMICAL		
58401	AVIATION FUEL		
58410	GARAGE LUBRICANTS & PARTS		
58510	REIMBRABLE JOBS		
59100	PROPERTY TAXES PAID		
59101	FEES		
59102	FRANCHISE FEES		
59350	PURCHASE DISCOUNTS TAKEN		
59400	OTHER EXPENSES		
70101	LOAN PAYMENTS MADE		
70102	BOND INTEREST PAYMENTS		
70110	BOND ISSUANCE COSTS		
70201	LOAN PRINCIPAL PAYMENTS		
70202	BOND PRINCIPAL PAYMENTS		
80100	MACHINERY & EQUIPMENT		
80200	BUILDINGS ACQUISITION		
80210	LAND ACQUISITION		
80220	BUILDING IMPROVEMENTS		
80230	INFRASTRUCTURE		
80231	RECYCLING STUDY 50% GRANT MATC		
80232	LINE REPLACEMENTS		
80233	MAIN REPLACEMENTS		
80234	INFLOW/INFILTRATION		

List of Checks Presented for Approval on 5/7/2021

The following list of bills payable was reviewed and approved for payment.

CR 5/7/21

Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ADVANCED SECURITY SYSTEMS	562840	ONSITE SERVICE - RAILROAD DEPOT	\$189.90	20822500-56120	EQUIPMENT MAINTENANCE & REPAIR	\$189.90
					Vendor Total:	\$189.90
AFLAC GROUP INSURANCE	A157439100	APR 21 AFLAC CRITICAL CARE INS	\$339.96	20700000-20538	AFLAC CRITICAL ILLNESS POLICY	\$339.96
					Vendor Total:	\$339.96
AFMAN SUPPLY	418689	(P-4) PADLOCKS, MASTERLOCK #6K	\$1,986.53	80000000-12104	INVENTORY - PURCHASES	\$989.74
				82000000-12104	INVENTORY - PURCHASES	\$917.06
				82027114-54100	SUPPLIES	\$79.73
					Vendor Total:	\$1,986.53
ALTEC INDUSTRIES INC	11632303	HYDRAULIC VALVE, TOGGLE SWITCH	\$242.57	80026110-56130	EXTERNAL SERVICES	\$242.57
					Vendor Total:	\$242.57
AMAZON CAPITAL SERVICES	1HQ6-LDJX-GH3K	MULTI GRIP RIVET	\$43.21	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$43.21
	1HQ6-LDJX-DXYD	GREASE TUBES	\$176.38	20324100-58410	GARAGE LUBRICANTS & PARTS	\$176.38
	17HG-QQ4F-DCMX	BOOKS	\$35.26	90000000-23256	SPECIAL EVENTS TRUST	\$35.26
	1LJN-XFNM-XQ1C	HAND SANITIZER	\$78.12	10020210-54100	SUPPLIES	\$78.12
	1JMD-QPYD-3XHW	WEB CAMERA	\$43.54	10022810-54100	SUPPLIES	\$43.54
	1R33-H4P4-3RV9	DAYCAMP - COVID	\$68.58	10022840-54100	SUPPLIES	\$68.58
	169X-NFWK-PPKL	DAYCAMP - COVID	\$668.40	10022840-54100	SUPPLIES	\$668.40
	1TG4-H7D1-PMG3	DAYCAMP - COVID	\$786.21	10022840-54100	SUPPLIES	\$786.21
	1K94-MFKF-96XP	TONER	\$32.54	20013220-54100	SUPPLIES	\$32.54
	1RQV-RRKF-YWXM	SCREWDRIVER KIT	\$43.37	20913900-54100	SUPPLIES	\$43.37
					Vendor Total:	\$1,975.61
AMERICAN NATIONAL RED CROSS & ITS CONSTITUENT	22341853	FIRST AID/CPR/AED BLOODBORNE	\$352.00	10022840-54100	SUPPLIES	\$352.00
					Vendor Total:	\$352.00
AT&T	00001626382	TELEPHONE SERVICES	\$16.67	10021210-55100	TELEPHONE	\$8.34

List of Checks Presented for Approval on 5/7/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AT&T	00001626382	TELEPHONE SERVICES	\$16.67	91521400-55100	TELEPHONE	\$8.33
	00001626382	TELEPHONE SERVICES	\$23.51	10021210-55100	TELEPHONE	\$11.76
				91521400-55100	TELEPHONE	\$11.75
	2799 MAY 21	INTERNET	\$101.87	10022100-55100	TELEPHONE	\$101.87
					Vendor Total:	\$142.05
AT&T MOBILITY	28730313870 0X0410202	FIRE- CELL PHONES	\$457.44	10021210-55100	TELEPHONE	\$228.72
				91521400-55100	TELEPHONE	\$228.72
					Vendor Total:	\$457.44
BADGER METER INC	1420702	3" COMPOUND METER	\$2,396.71	82027114-54100	SUPPLIES	\$2,396.71
					Vendor Total:	\$2,396.71
CA SURVEYING & DRAFTING SUPPLY INC	223154/2	REPAIR WORK FOR SCANNER	\$704.17	10024210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$704.17
					Vendor Total:	\$704.17
CANTEEN SERVICE	5975:009739	MISC. FOOD ITEMS AS NEEDED	\$100.00	20012200-54100	SUPPLIES	\$100.00
					Vendor Total:	\$100.00
CLERK-RECORDER, MENDOCINO COUNTY	2020/21-76	COSTS INCURRED FOR PRESIDENTIAL	\$5,907.93	91521400-52154	ELECTION EXPENSE	\$5,907.93
					Vendor Total:	\$5,907.93
COFFEE CRITIC INC, THE	R25829	MISC. COFFEE SUPPLIES AS NEEDED	\$90.00	73022600-54100	SUPPLIES	\$90.00
					Vendor Total:	\$90.00
COMCAST	5488 MAY 21	INTERNET SERVICES	\$89.86	10021210-55100	TELEPHONE	\$44.93
				91521400-55100	TELEPHONE	\$44.93
					Vendor Total:	\$89.86
CONCUR TECHNOLOGIES INC	10160013826	CONCUR EXPENSE PAY SOFTWARE	\$457.20	20413500-54320	SOFTWARE	\$457.20
					Vendor Total:	\$457.20
CORRINE LINDGREN	DV042921	REIMBURSEMENT - SEWER LATERAL	\$2,000.00	84427222-52100	CONTRACTUAL SERVICES	\$2,000.00
					Vendor Total:	\$2,000.00
DEEP VALLEY SECURITY	376301 6	SECURITY SYSTEM MONITORING AT	\$39.95	10022100-52180	SECURITY SERVICES	\$39.95
	376301	ALARM SERVICES PER ATTACHED CONTRACT	\$278.65	10022100-52180	SECURITY SERVICES	\$26.95
				10022100-52180	SECURITY SERVICES	\$29.95
				10022700-52180	SECURITY SERVICES	\$42.95

List of Checks Presented for Approval on 5/7/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
DEEP VALLEY SECURITY	376301	ALARM SERVICES PER ATTACHED CONTRACT	\$278.65	20822500-52180	SECURITY SERVICES	\$42.95
				20824300-52180	SECURITY SERVICES	\$49.00
				73022600-52180	SECURITY SERVICES	\$19.95
				73022600-52180	SECURITY SERVICES	\$21.95
				82027111-52180	SECURITY SERVICES	\$20.00
				82027111-52180	SECURITY SERVICES	\$24.95
	376301 5	SECURITY UPGRADE & MONITORING/	\$42.95	10022700-52180	SECURITY SERVICES	\$42.95
	376301 1	MONITORING - SOFTBALL COMPLEX	\$32.95	10022822-52180	SECURITY SERVICES	\$32.95
	376301 2	SECURITY MONITORING SVCS - STR	\$34.95	20824300-52180	SECURITY SERVICES	\$34.95
	376301 3	SECURITY MONITORING SVCS - GARAGE	\$46.95	20824300-52180	SECURITY SERVICES	\$46.95
	376301 4	PROVIDE AND INSTALL ELECTRONIC	\$52.95	80026400-52180	SECURITY SERVICES	\$52.95
				Vendor Total:		\$529.35
DELL MARKETING LP	10477299800	OPTIPLEX 7080 TOWER XCTO	\$6,567.97	20822500-80220	BUILDING IMPROVEMENTS	\$6,567.97
	10479152094	DELL LATITUDE 7520 LAPTOP	\$2,005.10	10020210-54330	COMPUTER AND TECHNOLOGY	\$2,005.10
	10479660172	DELL LATITUDE 9520 LAPTOP	\$2,795.91	70024500-54330	COMPUTER AND TECHNOLOGY	\$1,000.00
				82027111-54330	COMPUTER AND TECHNOLOGY	\$897.96
				84027221-54330	COMPUTER AND TECHNOLOGY	\$897.95
				Vendor Total:		\$11,368.98
DEPT OF FORESTRY & FIRE PROTECTION	0000001361742	REIMBURSEMENT FOR HAND CREW	\$226.94	10024620-52100	CONTRACTUAL SERVICES	\$226.94
				Vendor Total:		\$226.94
EBA ENGINEERING	51630	TASK 2B - FIRST QUARTER 2021 D	\$6,885.00	70024500-52100	CONTRACTUAL SERVICES	\$6,885.00
				Vendor Total:		\$6,885.00
FASTENAL	CAUKA42537	MISC. SUPPLIES AS NEEDED	\$100.99	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$100.99
	CAUKA42477	MISC. SUPPLIES AS NEEDED	\$307.47	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$307.47
	CAUKA42522	MISC. SUPPLIES AS NEEDED	\$868.45	20824300-54102	SMALL TOOLS	\$868.45
				Vendor Total:		\$1,276.91

List of Checks Presented for Approval on 5/7/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
GARTON TRACTOR INC	CU58182	STD 1/2" FEM, 1/2" NPT USA	\$154.93	80026110-56130	EXTERNAL SERVICES	\$154.93
					Vendor Total:	\$154.93
GENERAL SERVICES AGENCY	MAY 21	SPANISH MTN SUBLEASE MO RENT	\$50.00	20620231-52100	CONTRACTUAL SERVICES	\$50.00
					Vendor Total:	\$50.00
GHD INC	160284	ENGINEERING SVS FOR PHASE 2 ST	\$1,406.01	12024200-80230	INFRASTRUCTURE	\$468.67
				82227113-80230	INFRASTRUCTURE	\$468.67
				84427221-80230	INFRASTRUCTURE	\$468.67
	161681	ENGINEERING SVS FOR PHASE 2 ST	\$4,954.91	12024200-80230	INFRASTRUCTURE	\$1,651.63
				82227113-80230	INFRASTRUCTURE	\$1,651.64
				84427221-80230	INFRASTRUCTURE	\$1,651.64
					Vendor Total:	\$6,360.92
GRAINGER INC	9885912825	TRASH BAGS, TOILET PAPER, DETERGENT, CLEANER	\$417.38	91521400-54100	SUPPLIES	\$208.69
				91721400-54100	SUPPLIES	\$208.69
					Vendor Total:	\$417.38
HERC RENTALS INC	32087739-001	RENTAL OR PURCHASE OF MISC EQUIPMENT	\$135.52	82027114-56130	EXTERNAL SERVICES	\$67.76
				84027221-56130	EXTERNAL SERVICES	\$67.76
					Vendor Total:	\$135.52
HILDEBRAND CONSULTING LLC	318	ANNUAL SEWER RECONCILIATION	\$630.00	84413400-52100	CONTRACTUAL SERVICES	\$630.00
	307	ANNUAL SEWER RECONCILIATION	\$2,100.00	84413400-52100	CONTRACTUAL SERVICES	\$2,100.00
					Vendor Total:	\$2,730.00
INDUSTRIAL TESTS INC	10565	ALL MATERIALS AND LABOR TO INS	\$11,500.00	84027225-52100	CONTRACTUAL SERVICES	\$11,500.00
					Vendor Total:	\$11,500.00
INTEGRITY SHRED LLC	118622	DOCUMENT SHREDDING	\$30.50	20513300-52100	CONTRACTUAL SERVICES	\$30.50
					Vendor Total:	\$30.50
JACOBSZON AND ASSOCIATES INC	5354	BOTANICAL SURVEYS & BIOLOGICAL	\$1,437.50	25122100-52100	CONTRACTUAL SERVICES	\$1,437.50
					Vendor Total:	\$1,437.50
JIM BROWN	10128	REIMBURSEMENT - TAX FEES	\$30.00	20013220-54100	SUPPLIES	\$30.00
					Vendor Total:	\$30.00

List of Checks Presented for Approval on 5/7/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
JUDY CHAN	MAY 21	MAY RENT - MASON ST	\$1,448.00	10022100-52600	RENT	\$1,448.00
					Vendor Total:	\$1,448.00
KONOCTI RIDGE CORPORATION	84191	EXTERMINATOR SERVICES	\$98.00	10021210-56300	BUILDING MAINT. & REPAIR	\$49.00
				91521400-56300	BUILDING MAINT. & REPAIR	\$49.00
	85812	EXTERMINATOR SERVICES	\$98.00	10021210-56300	BUILDING MAINT. & REPAIR	\$49.00
				91521400-56300	BUILDING MAINT. & REPAIR	\$49.00
					Vendor Total:	\$196.00
LAWRENCE & ASSOCIATES	27798	SAMPLING & REPORTING - LANDFIL	\$55.26	70024500-52100	CONTRACTUAL SERVICES	\$55.26
					Vendor Total:	\$55.26
LEXISNEXIS RISK DATA MANAGEMENT INC	1410964-20210430	LEXIS NEXUS LE PLUS SEARCHING	\$76.50	10020210-54202	MAJOR CRIME INVESTIGATIONS	\$76.50
					Vendor Total:	\$76.50
MATHESON TRI-GAS INC	0023483551	OXYGEN & MISC. AS NEEDED	\$60.50	80026210-54100	SUPPLIES	\$60.50
					Vendor Total:	\$60.50
MEL GRANDI	DV042821	REIMBURSEMENT - REGISTRATION	\$590.00	80026400-57100	LEARNING AND DEVELOPMENT	\$590.00
					Vendor Total:	\$590.00
MENDO MILL & LUMBER CO	186415/1	WINGHEX, CONNECTORS, WIRE	\$6.15	10021210-56300	BUILDING MAINT. & REPAIR	\$3.07
				91521400-56300	BUILDING MAINT. & REPAIR	\$3.08
	185301/1	SILICONE, PAINT MARKERS	\$50.61	10021210-56300	BUILDING MAINT. & REPAIR	\$25.31
				91521400-56300	BUILDING MAINT. & REPAIR	\$25.30
	185490/1	HANDLE, DUCT TAPE, VELCRO STRIP, TAPE DISPENSER	\$79.95	10021210-56300	BUILDING MAINT. & REPAIR	\$39.97
				91521400-56300	BUILDING MAINT. & REPAIR	\$39.98
	185799/1	LED BULBS, WRAP TIE, DUCT TAPE, FILE MILL	\$178.64	10021210-56300	BUILDING MAINT. & REPAIR	\$44.18
				91521400-56300	BUILDING MAINT. & REPAIR	\$44.18
				91721400-54102	SMALL TOOLS	\$90.28
	185567/1	MAGNETIC BIT HOLDER, BIT	\$13.56	10021210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$6.78
				91521400-56120	EQUIPMENT MAINTENANCE & REPAIR	\$6.78
					Vendor Total:	\$328.91

List of Checks Presented for Approval on 5/7/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
MENDOCINO SOLID WASTE MANAGEMENT AUTHORITY	UVF041021	HAZMAT MATERIALS	\$121.50	10021210-56300	BUILDING MAINT. & REPAIR	\$60.75
				91521400-56300	BUILDING MAINT. & REPAIR	\$60.75
	AV041422	HAZMAT MATERIALS	\$165.75	10021210-56300	BUILDING MAINT. & REPAIR	\$82.87
				91521400-56300	BUILDING MAINT. & REPAIR	\$82.88
					Vendor Total:	\$287.25
MOTION INDUSTRIES INC	CA23-525092	BEARING, FITTINGS & MISC. ITEM	\$768.08	82027114-56130	EXTERNAL SERVICES	\$384.04
				84027221-56130	EXTERNAL SERVICES	\$384.04
					Vendor Total:	\$768.08
NOBLE WAIDELICH	TA 5/16-20/21	TRAVEL ADVANCE	\$1,033.42	10020210-57100	LEARNING AND DEVELOPMENT	\$1,033.42
					Vendor Total:	\$1,033.42
NORTHERN AGGREGATES INC	68137	MISC. ROCK & ROAD PATCH MATERIALS	\$258.62	82027114-54100	SUPPLIES	\$258.62
					Vendor Total:	\$258.62
ON DUTY HEALTH-TEXAS PLLC	1095	NFPA FIREFIGHTER HEALTH & FITNESS	\$9,584.00	10021210-54161	BACKGROUND & PHYSICALS	\$4,792.00
				91521400-54161	BACKGROUND & PHYSICALS	\$4,792.00
					Vendor Total:	\$9,584.00
ONE TIME PAY VENDOR	DV050421	REIMBURSEMENT - JULIE PRICE - TREE REMOVAL	\$450.00	10024224-52100	CONTRACTUAL SERVICES	\$450.00
	118902-6	UTILITY REFUND - JUDITH WATERMAN	\$83.16	90100000-10421	UTILITY RECEIVABLES CLEARING	\$83.16
	121856-9	UTILITY REFUND - GANEVA FOWLER	\$347.91	90100000-10421	UTILITY RECEIVABLES CLEARING	\$347.91
	123472-3	UTILITY REFUND - VERIFOLIA	\$375.08	90100000-10421	UTILITY RECEIVABLES CLEARING	\$375.08
	124115-7	UTILITY REFUND - REDWOOD EMPIRE LODGING	\$1,780.60	90100000-10421	UTILITY RECEIVABLES CLEARING	\$1,780.60
					Vendor Total:	\$3,036.75
ONESOURCE DISTRIBUTORS LLC	S6659695.005	(LG-25) LUG, COMP 1000 - 1100	\$395.48	80000000-12104	INVENTORY - PURCHASES	\$395.48
	S6659695.004	(LG-25) LUG, CSOMP 1000 - 1100	\$507.36	80000000-12104	INVENTORY - PURCHASES	\$507.36
					Vendor Total:	\$902.84
OPENGOV INC	INV00004092	OPENGOV PERFORMANCE MEASURES &	\$48,978.00	20013400-54320	SOFTWARE	\$23,700.00
				20013401-54320	SOFTWARE	\$25,278.00
					Vendor Total:	\$48,978.00

List of Checks Presented for Approval on 5/7/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PACE SUPPLY CORPORATION	026677337	4X6 FLG EPDM SGL SPHERE SS FLGS	\$546.38	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$546.38
	026816272	CTS 250PSI SDR9 BLACK	\$201.65	82027114-54100	SUPPLIES	\$201.65
					Vendor Total:	\$748.03
PFM ASSET MANAGEMENT LLC	SMA-M0321-22995	FINANCIAL ADVISORY SERVICES	\$2,839.72	20015100-52100	CONTRACTUAL SERVICES	\$2,839.72
					Vendor Total:	\$2,839.72
PITNEY BOWES INC	1017904764	POSTAGE MACHINE LEASE & SUPPLIES	\$163.31	20513300-54101	POSTAGE	\$163.31
					Vendor Total:	\$163.31
PMI	25268	CANVASS ACCESS - 1 YEAR TERM	\$4,682.00	80026400-55100	TELEPHONE	\$4,682.00
					Vendor Total:	\$4,682.00
POWER ENGINEERS INC	405442	TASK ORDER #9: CITY OF UKIAH	\$2,290.34	80026400-52100	CONTRACTUAL SERVICES	\$2,290.34
	405441	TASK ORDER #6: HYDRO STATION	\$4,996.48	80026400-52100	CONTRACTUAL SERVICES	\$4,996.48
					Vendor Total:	\$7,286.82
PRESS DEMOCRAT	23554	EMPLOYMENT ADS	\$1,130.02	20016100-54162	ADVERTISING	\$1,130.02
					Vendor Total:	\$1,130.02
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	21-5 EAP	REMIF EAP INSURANCE	\$522.56	20700000-20520	P/R DEDUCT.- MEDICAL INS	\$522.56
					Vendor Total:	\$522.56
RESPECTECH	42622	PHONE SYSTEM SERVICE	\$112.50	10021210-55100	TELEPHONE	\$56.25
				91521400-55100	TELEPHONE	\$56.25
					Vendor Total:	\$112.50
ROGINA WATER COMPANY	14355 MAR 21	WATER SERVICE - 1301 TALMAGE RD	\$23.89	10021210-55210	UTILITIES	\$11.94
				91521400-55210	UTILITIES	\$11.95
					Vendor Total:	\$23.89
SAVINGS BANK OF MENDOCINO COUNTY	APR 21	LOVERS LANE LOAN PAYMENT	\$1,945.41	91500000-70103	LOAN INTEREST	\$311.76
				91800000-70103	LOAN INTEREST	\$727.43
				91500000-70201	LOAN PRINCIPAL PAYMENTS	\$271.87
				91800000-70201	LOAN PRINCIPAL PAYMENTS	\$634.35
					Vendor Total:	\$1,945.41
SEHI COMPUTER PRODUCTS INC	100213534	TROY #02-81301-001 MICR CARTRI	\$1,150.81	20013210-54100	SUPPLIES	\$575.41

List of Checks Presented for Approval on 5/7/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
SEHI COMPUTER PRODUCTS INC	100213534	TROY #02-81301-001 MICR CARTR	\$1,150.81	20013220-54100	SUPPLIES	\$575.40
					Vendor Total:	\$1,150.81
TKP ENTERPRISE, INC	117848	DAYCAMP - COVID	\$96.37	10022840-54100	SUPPLIES	\$96.37
					Vendor Total:	\$96.37
TUFTS POLYGRAPH & INVESTIGATION	2021-624(A)	POLYGRAPH & INVESTIGATION SERVICE	\$800.00	10020210-54161	BACKGROUND & PHYSICALS	\$800.00
	2021-627(A)	POLYGRAPH & INVESTIGATION SERVICE	\$800.00	10020210-54161	BACKGROUND & PHYSICALS	\$800.00
					Vendor Total:	\$1,600.00
TURF STAR INC	7167385-00	AIR, FUEL & ENGINE FILTERS, STUD, NUT	\$193.68	10022100-56130	EXTERNAL SERVICES	\$193.68
					Vendor Total:	\$193.68
UKIAH PAPER SUPPLY	1520881	JANITORIAL SUPPLIES, MISC AS NEEDED	\$22.53	20822500-54100	SUPPLIES	\$22.53
	520831	JANITORIAL SUPPLIES, MISC AS NEEDED	\$28.66	20822500-54100	SUPPLIES	\$28.66
	1520700	JANITORIAL SUPPLIES, MISC AS NEEDED	\$95.85	20822500-54100	SUPPLIES	\$95.85
	1521136	JANITORIAL SUPPLIES, MISC AS NEEDED	\$11.00	73022600-54100	SUPPLIES	\$11.00
	1521591	JANITORIAL SUPPLIES, MISC AS NEEDED	\$50.78	73022600-54100	SUPPLIES	\$50.78
	1521130	JANITORIAL SUPPLIES, MISC AS NEEDED	\$178.86	73022600-54100	SUPPLIES	\$178.86
	520690	JANITORIAL SUPPLIES, MISC AS NEEDED	\$393.70	73022600-54100	SUPPLIES	\$393.70
	1521629	JANITORIAL SUPPLIES, MISC AS NEEDED	\$144.88	80026120-54100	SUPPLIES	\$144.88
	1520733	JANITORIAL SUPPLIES, MISC AS NEEDED	\$152.81	80026120-54100	SUPPLIES	\$152.81
	1521116	JANITORIAL SUPPLIES, MISC AS NEEDED	\$205.53	80026120-54100	SUPPLIES	\$205.53
	1521114	JANITORIAL SUPPLIES, MISC AS NEEDED	\$110.74	82027114-54100	SUPPLIES	\$110.74
	520965	JANITORIAL SUPPLIES, MISC AS NEEDED	\$34.28	84027225-54100	SUPPLIES	\$34.28
					Vendor Total:	\$1,429.62
UKIAH VALLEY SANITATION DIST	90558 MAR 21	SEWER - 141 LOVERS LN	\$112.87	10021210-55210	UTILITIES	\$56.44

List of Checks Presented for Approval on 5/7/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
UKIAH VALLEY SANITATION DIST	90558 MAR 21	SEWER - 141 LOVERS LN	\$112.87	91521400-55210	UTILITIES	\$56.43
					Vendor Total:	\$112.87
UNITED SITE SERVICES	114-11869745	PORTABLE TOILET RENTAL	\$178.15	10022100-52100	CONTRACTUAL SERVICES	\$178.15
	114-11869746	PORTABLE TOILET RENTAL	\$178.15	10022100-52100	CONTRACTUAL SERVICES	\$178.15
	114-11869752	PORTABLE TOILET RENTAL	\$143.99	80026220-52100	CONTRACTUAL SERVICES	\$143.99
	114-11853178	PORTABLE TOILET RENTAL	\$50.28	10022840-54100	SUPPLIES	\$50.28
					Vendor Total:	\$550.57
UPS	0000E19R54171	SHIPPING SERVICES	\$65.47	84027225-54101	POSTAGE	\$10.72
				84027225-54101	POSTAGE	\$23.58
				82027114-54100	SUPPLIES	\$31.17
					Vendor Total:	\$65.47
URBAN TREE FARM NURSERY INC	54117	TREES - PARKS	\$209.95	10022100-54100	SUPPLIES	\$209.95
					Vendor Total:	\$209.95
WELTY, WEAVER & CURRIE	3918	LEGAL SERVICES - WATER RESOURCE	\$2,100.00	20014000-52150	LEGAL SERVICES/ EXPENSES	\$2,100.00
					Vendor Total:	\$2,100.00
WILLOW COUNTY WATER DIST	10010 APR 21	WATER SERVICE - 1500 S STATE S	\$94.61	10021210-55210	UTILITIES	\$47.30
				91521400-55210	UTILITIES	\$47.31
	40351 APR 21	WATER SERVICE - 1640 S STATE S	\$20.00	31122000-55210	UTILITIES	\$20.00
	40353 APR 21	WATER SERVICE - 1640 S STATE ST	\$31.22	31122000-55210	UTILITIES	\$31.22
	81154 APR 21	WATER SERVICE - SEWER TREATMENT PLANT	\$30.10	84027225-55210	UTILITIES	\$30.10
					Vendor Total:	\$175.93
ZONES IT SOLUTIONS INC	K16907540103	APPLE #MXEW2LL/A IPAD PRO 11",	\$94.70	82027114-54330	COMPUTER AND TECHNOLOGY	\$47.35
				84027221-54330	COMPUTER AND TECHNOLOGY	\$47.35
	K16907540104	APPLE #MXEW2LL/A IPAD PRO 11",	\$94.70	82027114-54330	COMPUTER AND TECHNOLOGY	\$47.35
				84027221-54330	COMPUTER AND TECHNOLOGY	\$47.35
	K16907540101	APPLE #MXEW2LL/A IPAD PRO 11",	\$142.06	82027114-54330	COMPUTER AND TECHNOLOGY	\$71.03
				84027221-54330	COMPUTER AND TECHNOLOGY	\$71.03

List of Checks Presented for Approval on 5/7/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ZONES IT SOLUTIONS INC	K16907540102	APPLE #MXEW2LL/A IPAD PRO 11",	\$2,173.83	82027114-54330	COMPUTER AND TECHNOLOGY	\$1,086.91
				84027221-54330	COMPUTER AND TECHNOLOGY	\$1,086.92
				Vendor Total:		\$2,505.29
				INVOICE TOTAL:		\$157,814.81

List of Checks Presented for Approval on 5/14/2021

The following list of bills payable was reviewed and approved for payment.

Sgt. S. S. S.

D. R. J.

OR 5/14/21

Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ACTION RENTS	547810-2	EQUIPMENT & MACHINERY RENTAL A	\$150.00	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$150.00
					Vendor Total:	\$150.00
ACME RIGGING & SUPPLY CO	317106	MISC. RENTAL & SUPPLIES AS NEEDED	\$168.73	80026120-54100	SUPPLIES	\$168.73
					Vendor Total:	\$168.73
ADAMSON POLICE PRODUCTS	INV345763	ION LED LIGHT, RED	\$432.24	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$432.24
					Vendor Total:	\$432.24
AFLAC	859335	CANCER/LIFE/ACC INSURANCE	\$7,989.17	20700000-20527	SECTION 125 (CANCER & LIFE)	\$7,989.17
					Vendor Total:	\$7,989.17
ALHAMBRA NATIONAL WATER	5109554 050621	DRINKING WATER SERVICES	\$143.30	84027225-54100	SUPPLIES	\$143.30
					Vendor Total:	\$143.30
ALL-GUARD ALARM SYSTEMS INC	A319927	MONTHLY MONITORING AT WWTP	\$91.40	84027225-52180	SECURITY SERVICES	\$91.40
					Vendor Total:	\$91.40
ALPHA ANALYTICAL LABORATORIES INC	1044417-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$60.00	82027111-52100	CONTRACTUAL SERVICES	\$60.00
	1042096-UKIAH	MISC. LABORATORY WORK AS NEEDED	\$120.00	82027111-52100	CONTRACTUAL SERVICES	\$120.00
	1044899-UKIAH	ANALYZE WATER SAMPLES OR TTHM	\$320.00	82027111-52100	CONTRACTUAL SERVICES	\$320.00
	1045209-UKIAHSTP	MISC. LABORATORY WORK AS NEEDED	\$59.00	84027225-52100	CONTRACTUAL SERVICES	\$59.00
	1042682-UKIAHSTP	MISC. LABORATORY WORK AS NEEDED	\$118.00	84027225-52100	CONTRACTUAL SERVICES	\$118.00
	1043713-UKIAHSTP	MISC. LABORATORY WORK AS NEEDED	\$118.00	84027225-52100	CONTRACTUAL SERVICES	\$118.00
	1044631-UKIAHSTP	MISC. LABORATORY WORK AS NEEDED	\$118.00	84027225-52100	CONTRACTUAL SERVICES	\$118.00
	1045283-UKIAHSTP	MISC. LABORATORY WORK AS NEEDED	\$177.00	84027225-52100	CONTRACTUAL SERVICES	\$177.00
	1042241-UKIAHSTP	MISC. LABORATORY WORK AS NEEDED	\$188.00	84027225-52100	CONTRACTUAL SERVICES	\$188.00
	1042250-UKIAHSTP	MISC. LABORATORY WORK AS NEEDED	\$276.00	84027225-52100	CONTRACTUAL SERVICES	\$276.00
					Vendor Total:	\$1,554.00

List of Checks Presented for Approval on 5/14/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AMAZON CAPITAL SERVICES	1NCP-6QHK-PHGG	LED BULBS	\$40.64	84027225-56300	BUILDING MAINT. & REPAIR	\$40.64
	1HMD-QPYD-TTCT	PRESSURE WASHER ADAPTER SETS	\$80.64	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$80.64
	14CN-LNXC-VX39	LUBE & OIL PUMPS	\$408.15	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$408.15
	1TG4-H7D1-NLCJ	RATCHETING WRENCH SETS	\$440.49	20324100-54102	SMALL TOOLS	\$440.49
	17TM-9G73-TV9M	STAINLESS STEEL TUBING CUTTER	\$94.51	84027225-54102	SMALL TOOLS	\$94.51
	1VM9-PY9Y-N7FX	LED FLASHLIGHT WITH CHARGER	\$142.67	84027225-54102	SMALL TOOLS	\$142.67
	1M6H-46FQ-DX6F	PVC CARDS	\$30.64	10020210-54100	SUPPLIES	\$30.64
	1CRP-VN97-P39T	STAPLER, TONER	\$115.07	73022600-54100	SUPPLIES	\$115.07
Vendor Total:						\$1,352.81
ANDREW PHILLIPS	TA 5/23-27/21	TRAVEL ADVANCE	\$893.92	10020210-57100	LEARNING AND DEVELOPMENT	\$893.92
	Vendor Total:					\$893.92
AT&T	3138 APR 21	DSL FOR 911 REMOTE SUPPORT	\$101.65	20620231-55100	TELEPHONE	\$101.65
	000016404051	FIBER INTERNET GATEWAY	\$1,446.96	20913900-55100	TELEPHONE	\$1,446.96
	1718 MAY 21	CC TERMINAL	\$240.64	77725200-55100	TELEPHONE	\$240.64
	Vendor Total:					\$1,789.25
BAKER HUGHES HOLDINGS LLC	1010624958	REPAIR DF868 FLOWMETER - ESTIM	\$1,289.61	80026220-54100	SUPPLIES	\$1,289.61
	Vendor Total:					\$1,289.61
BAY AREA BARRICADE SERVICE INC	0021099	POSTS SLEEVES	\$614.94	10024620-54127	PW - SIGN POSTS/SHEETING	\$614.94
	0021101	POSTS SLEEVES	\$734.91	10024620-54127	PW - SIGN POSTS/SHEETING	\$734.91
	Vendor Total:					\$1,349.85
BELKORP AG	720825	FUEL/OIL/AIR FILTERS	\$34.46	10024620-56130	EXTERNAL SERVICES	\$34.46
	719622	MOWER BLADE	\$54.41	10024620-54120	PW - SPECIAL SUPPLIES	\$54.41
	Vendor Total:					\$88.87
BRENDA STACY	DV051321	REIMBURSEMENT - GFOA MEMBERSHIP	\$150.00	20013401-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$150.00
	Vendor Total:					\$150.00
CANTEEN SERVICE	5975.009707	WATER FILTRATION SERVICE POLIC	\$45.00	10020210-54100	SUPPLIES	\$22.50
				20620231-54100	SUPPLIES	\$22.50
	Vendor Total:					\$45.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CAROLLO ENGINEERS INC	0197671	DESIGN PHASES I&II RECYCLED WA	\$63,128.65	83027330-80230	INFRASTRUCTURE	\$63,128.65
					Vendor Total:	\$63,128.65
CARTER GRISSOM	DV051121	PROMOTOR FOR SUNDAYS IN THE PA	\$2,000.00	90000000-23226	CONCERT SERIES	\$2,000.00
					Vendor Total:	\$2,000.00
CEDRIC CROOK	TA 4/24-5/5/21	TRAVEL ADVANCE	\$150.00	10020210-57100	LEARNING AND DEVELOPMENT	\$150.00
					Vendor Total:	\$150.00
CHRISTOPHER V LARSEN	160061-18	PZ2S WATER TANK REPLACEMENT -	\$12,650.84	82227113-80230	INFRASTRUCTURE	\$12,650.84
	160061-21	PZ2S WATER TANK REPLACEMENT -	\$127,368.35	82227113-80230	INFRASTRUCTURE	\$127,368.35
					Vendor Total:	\$140,019.19
COLE GOWAN	BA FY 20/21	BOOT ALLOWANCE	\$150.00	84027225-54100	SUPPLIES	\$150.00
					Vendor Total:	\$150.00
COLLEEN HOLLY HUNT	012104	ENGINEERING SVCS - MUN. STORM	\$2,507.50	10024224-52100	CONTRACTUAL SERVICES	\$2,507.50
					Vendor Total:	\$2,507.50
COMCAST	1067 MAY 21	INTERNET SERVICES	\$114.81	10021210-55100	TELEPHONE	\$57.40
				91521400-55100	TELEPHONE	\$57.41
					Vendor Total:	\$114.81
COMPUTER OPTIONS INC	BILL63438	SECURITY REMEDIATION - PHASE 1	\$6,220.00	20913900-52100	CONTRACTUAL SERVICES	\$6,220.00
	BILL63345	SECURITY REMEDIATION - PHASE 1	\$7,100.00	20913900-52100	CONTRACTUAL SERVICES	\$7,100.00
					Vendor Total:	\$13,320.00
CONCUR TECHNOLOGIES INC	101700153500	CONCUR EXPENSE PAY SOFTWARE L	\$457.20	20413500-54320	SOFTWARE	\$457.20
					Vendor Total:	\$457.20
DANIEL F MEAD	50889	DUPLICATE KEYS, REPAIRS & MISC	\$39.09	20822500-56300	BUILDING MAINT. & REPAIR	\$39.09
					Vendor Total:	\$39.09
DELL MARKETING LP	10479742484	DELL LATITUDE 9520 LAPTOP	\$2,107.50	10022700-54330	COMPUTER AND TECHNOLOGY	\$2,107.50
	10480247327	DELL LATITUDE 9520 LAPTOP	\$3,132.66	20913900-54330	COMPUTER AND TECHNOLOGY	\$3,132.66
	10483070358	MICROSOFT ENTERPRISE AGREEMENT	\$115,336.14	20913900-54320	SOFTWARE	\$115,336.14
					Vendor Total:	\$120,576.30
DEPARTMENT OF JUSTICE	506764	FY 20/21 CLETS SERVICE	\$1,200.48	20620231-55100	TELEPHONE	\$1,200.48
					Vendor Total:	\$1,200.48

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
DEPT OF FORESTRY & FIRE PROTECTION	FS-S2900245	FSTEP S-290 INTERMEDIATE WILDL	\$1,200.00	10021210-57100	LEARNING AND DEVELOPMENT	\$1,200.00
					Vendor Total:	\$1,200.00
DETROIT INDUSTRIAL TOOL	584266	EAR PLUGS	\$380.24	84027221-54100	SUPPLIES	\$380.24
	583663	DRILL BITS	\$816.79	84027221-54100	SUPPLIES	\$816.79
					Vendor Total:	\$1,197.03
ENTENMANN-ROVIN CO	0158230-IN	FIRE DOME BADGE	\$628.71	91521400-54100	SUPPLIES	\$314.36
				91721400-54100	SUPPLIES	\$314.35
					Vendor Total:	\$628.71
EPIC AVIATION LLC	7418001	JET A FUEL	\$16,838.41	77725200-58401	AVIATION FUEL	\$16,838.41
	7420680	JET A FUEL	\$17,441.61	77725200-58401	AVIATION FUEL	\$17,441.61
					Vendor Total:	\$34,280.02
FASTENAL	CAUKA42628	MISC. SUPPLIES AS NEEDED	\$27.39	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$27.39
	CAUKA42609	MISC. SUPPLIES AS NEEDED	\$136.38	84027225-54102	SMALL TOOLS	\$136.38
					Vendor Total:	\$163.77
FEDERAL EXPRESS	7-348-75797	SHIPPING SERVICES	\$61.21	10020210-54101	POSTAGE	\$18.90
				10023100-54101	POSTAGE	\$25.29
				20324100-54101	POSTAGE	\$17.02
	7-356-30507	SHIPPING SERVICES	\$80.44	10021210-54101	POSTAGE	\$40.22
				91521400-54101	POSTAGE	\$40.22
					Vendor Total:	\$141.65
FRIEDMANS HOME IMPROVEMENT	INV12790978	MISC. ITEMS AS NEEDED	\$56.24	20822500-56300	BUILDING MAINT. & REPAIR	\$56.24
	INV12942094	MISC. ITEMS AS NEEDED	\$106.49	20822500-56300	BUILDING MAINT. & REPAIR	\$106.49
	INV12818381	MISC. ITEMS AS NEEDED	\$132.10	20822500-56300	BUILDING MAINT. & REPAIR	\$132.10
	INV12798411	MISC. ITEMS AS NEEDED	\$135.74	20822500-56300	BUILDING MAINT. & REPAIR	\$135.74
	INV12916689	MISC. ITEMS AS NEEDED	\$313.88	20822500-56300	BUILDING MAINT. & REPAIR	\$313.88
	INV12961568	MISC. ITEMS AS NEEDED	\$525.37	20822500-56300	BUILDING MAINT. & REPAIR	\$525.37
	INV12961569	MISC. ITEMS AS NEEDED	\$525.37	20822500-56300	BUILDING MAINT. & REPAIR	\$525.37
	INV12961570	MISC. ITEMS AS NEEDED	\$525.37	20822500-56300	BUILDING MAINT. & REPAIR	\$525.37

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
FRIEDMANS HOME IMPROVEMENT	INV12961572	MISC. ITEMS AS NEEDED	\$525.37	20822500-56300	BUILDING MAINT. & REPAIR	\$525.37
	INV12961574	MISC. ITEMS AS NEEDED	\$525.37	20822500-56300	BUILDING MAINT. & REPAIR	\$525.37
	INV12951504	MISC. ITEMS AS NEEDED	\$34.12	77725200-56300	BUILDING MAINT. & REPAIR	\$34.12
	INV12936712	MISC. ITEMS AS NEEDED	\$117.00	77725200-56300	BUILDING MAINT. & REPAIR	\$117.00
	INV12910189	MISC. ITEMS AS NEEDED	\$403.94	77725200-56300	BUILDING MAINT. & REPAIR	\$403.94
	INV12790934	MISC. ITEMS AS NEEDED	\$22.82	82027111-56300	BUILDING MAINT. & REPAIR	\$22.82
	INV12896652	MISC. ITEMS AS NEEDED	\$68.77	20324100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$18.50
				20324100-56130	EXTERNAL SERVICES	\$6.04
				20324100-58510	REIMBURSABLE JOBS	\$44.23
	INV12819013	MISC. ITEMS AS NEEDED	\$4.51	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$4.51
	INV12955946	MISC. ITEMS AS NEEDED	\$9.70	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$9.70
	INV12804905	MISC. ITEMS AS NEEDED	\$9.97	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$9.97
	INV12773051	MISC. ITEMS AS NEEDED	\$16.63	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$16.63
	INV12917069	MISC. ITEMS AS NEEDED	\$18.72	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$18.72
	INV12818612	MISC. ITEMS AS NEEDED	\$41.91	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$41.91
	INV12955194	MISC. ITEMS AS NEEDED	\$45.15	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$45.15
	INV12962174	MISC. ITEMS AS NEEDED	\$59.57	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$59.57
	INV12862100	MISC. ITEMS AS NEEDED	\$72.78	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$72.78
	INV12961799	MISC. ITEMS AS NEEDED	\$298.48	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$298.48
	CN-179946	MISC. ITEMS AS NEEDED	(\$7.33)	77725200-56130	EXTERNAL SERVICES	(\$7.33)
	INV12948728	MISC. ITEMS AS NEEDED	\$21.99	77725200-56130	EXTERNAL SERVICES	\$21.99
	INV12869079	MISC. ITEMS AS NEEDED	\$55.88	80126100-80230	INFRASTRUCTURE	\$55.88
	INV12904178	MISC. ITEMS AS NEEDED	\$21.75	10022100-59400	OTHER EXPENSES	\$21.75
	INV12860986	MISC. ITEMS AS NEEDED	\$22.15	10022100-59400	OTHER EXPENSES	\$22.15

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FRIEDMANS HOME IMPROVEMENT	INV12916658	MISC. ITEMS AS NEEDED	\$25.33	10022100-59400	OTHER EXPENSES	\$25.33
	INV12941897	MISC. ITEMS AS NEEDED	\$30.47	10022100-59400	OTHER EXPENSES	\$30.47
	INV12841970	MISC. ITEMS AS NEEDED	\$57.62	10022100-59400	OTHER EXPENSES	\$57.62
	12791313	MISC. ITEMS AS NEEDED	\$9.73	10024620-54120	PW - SPECIAL SUPPLIES	\$9.73
	INV12790760	MISC. ITEMS AS NEEDED	\$9.73	10024620-54120	PW - SPECIAL SUPPLIES	\$9.73
	INV12804942	MISC. ITEMS AS NEEDED	\$33.83	10024620-54120	PW - SPECIAL SUPPLIES	\$33.83
	INV12811305	MISC. ITEMS AS NEEDED	\$34.65	10024620-54120	PW - SPECIAL SUPPLIES	\$34.65
	INV12772056	MISC. ITEMS AS NEEDED	\$51.16	10024620-54120	PW - SPECIAL SUPPLIES	\$51.16
	INV12840397	MISC. ITEMS AS NEEDED	\$81.03	10024620-54120	PW - SPECIAL SUPPLIES	\$81.03
	INV12811495	MISC. ITEMS AS NEEDED	\$114.23	10024620-54120	PW - SPECIAL SUPPLIES	\$114.23
	INV12905657	MISC. ITEMS AS NEEDED	\$66.49	10024620-54125	PW - TRAFFIC PAINT	\$66.49
	INV12942797	MISC. ITEMS AS NEEDED	\$70.08	10024620-54125	PW - TRAFFIC PAINT	\$70.08
	INV12889565	MISC. ITEMS AS NEEDED	\$94.15	10024620-54125	PW - TRAFFIC PAINT	\$94.15
	INV12935615	MISC. ITEMS AS NEEDED	\$127.22	10024620-54125	PW - TRAFFIC PAINT	\$127.22
	INV12897195	MISC. ITEMS AS NEEDED	\$6.42	20324100-58510	REIMBURSABLE JOBS	\$6.42
	INV12897112	MISC. ITEMS AS NEEDED	\$9.15	20324100-58510	REIMBURSABLE JOBS	\$9.15
	INV12896740	MISC. ITEMS AS NEEDED	\$14.56	20324100-58510	REIMBURSABLE JOBS	\$14.56
	INV12840267	MISC. ITEMS AS NEEDED	\$28.24	10022100-54100	SUPPLIES	\$28.24
	INV12896741	MISC. ITEMS AS NEEDED	\$213.52	10022822-54100	SUPPLIES	\$213.52
	INV12773584	MISC. ITEMS AS NEEDED	\$6.69	80026120-54100	SUPPLIES	\$6.69
	INV12936591	MISC. ITEMS AS NEEDED	\$35.70	80026120-54100	SUPPLIES	\$35.70
	INV12889740	MISC. ITEMS AS NEEDED	\$4.95	80026210-54100	SUPPLIES	\$4.95
	INV12948401	MISC. ITEMS AS NEEDED	\$153.66	80026210-54100	SUPPLIES	\$153.66
	INV12955160	MISC. ITEMS AS NEEDED	\$27.29	80026220-54100	SUPPLIES	\$27.29
	INV12888771	MISC. ITEMS AS NEEDED	\$52.76	80026220-54100	SUPPLIES	\$52.76
	INV12867968	MISC. ITEMS AS NEEDED	\$100.89	80026220-54100	SUPPLIES	\$100.89
	INV12898079	MISC. ITEMS AS NEEDED	\$30.70	82027111-54100	SUPPLIES	\$30.70
	INV12910092	MISC. ITEMS AS NEEDED	\$34.78	82027111-54100	SUPPLIES	\$34.78

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FRIEDMANS HOME IMPROVEMENT	INV12888945	MISC. ITEMS AS NEEDED	\$62.96	82027111-54100	SUPPLIES	\$62.96
	INV12904706	MISC. ITEMS AS NEEDED	\$79.08	82027111-54100	SUPPLIES	\$79.08
	INV12860813	MISC. ITEMS AS NEEDED	\$172.76	82027111-54100	SUPPLIES	\$172.76
	INV12904057	MISC. ITEMS AS NEEDED	\$16.67	82027114-54100	SUPPLIES	\$16.67
	INV12765614	MISC. ITEMS AS NEEDED	\$31.51	82027114-54100	SUPPLIES	\$31.51
	INV12812581	MISC. ITEMS AS NEEDED	\$53.49	82027114-54100	SUPPLIES	\$53.49
	INV12853762	MISC. ITEMS AS NEEDED	\$68.25	82027114-54100	SUPPLIES	\$68.25
	INV12903639	MISC. ITEMS AS NEEDED	\$91.48	82027114-54100	SUPPLIES	\$91.48
	INV12916642	MISC. ITEMS AS NEEDED	\$15.70	84027221-54100	SUPPLIES	\$15.70
	INV12948595	MISC. ITEMS AS NEEDED	\$18.28	84027221-54100	SUPPLIES	\$18.28
	INV12942842	MISC. ITEMS AS NEEDED	\$28.11	84027221-54100	SUPPLIES	\$28.11
	INV12797524	MISC. ITEMS AS NEEDED	\$47.86	84027221-54100	SUPPLIES	\$47.86
Vendor Total:						\$6,920.99
GHD INC	161831	GIBSON CREEK ENVIRONMENTAL SER	\$1,685.75	10024224-52100	CONTRACTUAL SERVICES	\$1,685.75
	161505	DOWNTOWN STREETSCAPE - UNDERGR	\$8,982.33	12024200-80230	INFRASTRUCTURE	\$7,110.47
				50924200-80230	INFRASTRUCTURE	\$389.36
				82227113-80230	INFRASTRUCTURE	\$741.25
				84427221-80230	INFRASTRUCTURE	\$741.25
Vendor Total:						\$10,668.08
GRAINGER INC	9882889570	STRAINERS	\$86.18	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$86.18
	9881995493	SECCHI DISKS	\$106.41	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$106.41
Vendor Total:						\$192.59
GRANITE CONSTRUCTION COMPANY	1996545	MISC ROCK & ROAD PATCH MATERIALS	\$4,410.87	91521400-56300	BUILDING MAINT. & REPAIR	\$4,410.87
Vendor Total:						\$4,410.87
HACH COMPANY	12418570	CHLORINE REPLACEMENT	\$492.21	84027225-54103	LAB SUPPLIES	\$492.21
Vendor Total:						\$492.21
HANSEL FORD	CM1218245	RETURN - CORE DEPOSIT	(\$54.63)	10020210-56130	EXTERNAL SERVICES	(\$54.63)

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HANSEL FORD	1221395	MISC. PARTS & MATERIALS AS NEEDED	\$178.89	20324100-58510	REIMBURSABLE JOBS	\$178.89
					Vendor Total:	\$124.26
IDEXX DISTRIBUTION INC	3082504117	VESSELS, QUANTI-TRAYS	\$810.67	84027225-54103	LAB SUPPLIES	\$810.67
					Vendor Total:	\$810.67
INTERSTATE BATTERIES	380046097	BATTERIES	\$151.20	10020210-56130	EXTERNAL SERVICES	\$151.20
	380046054	BATTERIES	\$261.17	10020210-56130	EXTERNAL SERVICES	\$261.17
	380046056	BATTERIES	\$151.20	10024620-56130	EXTERNAL SERVICES	\$151.20
	380046098	BATTERIES	\$151.20	10024620-56130	EXTERNAL SERVICES	\$151.20
	324036	BATTERIES	\$258.85	80026110-56130	EXTERNAL SERVICES	\$258.85
	324037	BATTERIES	\$151.20	82027114-56130	EXTERNAL SERVICES	\$151.20
					Vendor Total:	\$1,124.82
JACOB WATSON	DV051021	SEWER LATERAL REIMBURSEMENT	\$1,000.00	84427222-52100	CONTRACTUAL SERVICES	\$1,000.00
					Vendor Total:	\$1,000.00
JAMES M SHEPHERD	DV051021	SEWER LATERAL REIMBURSEMENT	\$2,000.00	84427222-52100	CONTRACTUAL SERVICES	\$2,000.00
					Vendor Total:	\$2,000.00
JAMES WATSON	DV051021	SEWER LATERAL REIMBURSEMENT	\$1,000.00	84427222-52100	CONTRACTUAL SERVICES	\$1,000.00
					Vendor Total:	\$1,000.00
KEN FOWLER MOTORS INC	29560	FILTERS, ELEMENT	\$144.05	80026110-56130	EXTERNAL SERVICES	\$144.05
					Vendor Total:	\$144.05
KP PUBLIC AFFAIRS LLC	41701	COMMUNITY OUTREACH PROF SVCS	\$10,000.00	20012300-52100	CONTRACTUAL SERVICES	\$10,000.00
					Vendor Total:	\$10,000.00
LACO ASSOCIATES	46259	ORR STREET BRIDGE DESIGN	\$2,703.75	12024200-80230	INFRASTRUCTURE	\$2,703.75
	46058	ORR STREET BRIDGE DESIGN	\$4,263.75	12024200-80230	INFRASTRUCTURE	\$4,263.75
					Vendor Total:	\$6,967.50
LES SCHWAB TIRE CENTER	64000528208	MISCELLANEOUS TIRE SERVICES AS NEEDED	\$50.60	10020210-56130	EXTERNAL SERVICES	\$50.60
	64000531636	MISCELLANEOUS TIRE SERVICES AS NEEDED	\$606.89	10020210-56130	EXTERNAL SERVICES	\$606.89
	64000531586	MISCELLANEOUS TIRE SERVICES AS NEEDED	\$29.00	10022100-56130	EXTERNAL SERVICES	\$29.00
	64000528206	MISCELLANEOUS TIRE SERVICES AS NEEDED	\$211.54	10024210-56130	EXTERNAL SERVICES	\$211.54

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LES SCHWAB TIRE CENTER	64000528784	315/80R-22.5/20 M-153 WIDEBASE	\$1,326.12	77725200-56130	EXTERNAL SERVICES	\$0.01
				77725200-56130	EXTERNAL SERVICES	\$1,326.11
				Vendor Total:		\$2,224.15
LINCOLN AQUATICS	D8722960	PULSAR BOOSTER PUMP	\$706.28	10022300-54106	SPECIALTY SUPPLIES	\$706.28
				Vendor Total:		\$706.28
LUTZCO INC	0053366-IN	CARHARTT FRB159 FR PANTS, 5-34	\$894.96	80026120-54100	SUPPLIES	\$894.96
				Vendor Total:		\$894.96
MATHESON TRI- GAS INC	0023453689	OXYGEN & MISC. AS NEEDED	\$57.76	82027114-54102	SMALL TOOLS	\$57.76
				Vendor Total:		\$57.76
MEL GRANDI	DV050421	REIMBURSEMENT - ENERGY AUDIT	\$500.00	80026400-52100	CONTRACTUAL SERVICES	\$500.00
				Vendor Total:		\$500.00
MICHAEL J MORRIS	INV-11494	RECDESK ANNUAL SUBSCRIPTION	\$4,000.00	10022100-54320	SOFTWARE	\$1,000.00
				10022810-54320	SOFTWARE	\$2,000.00
				20822500-54320	SOFTWARE	\$1,000.00
				Vendor Total:		\$4,000.00
MOIRS	165480	CHLORINE	\$230.55	82027111-58202	CHEMICALS	\$230.55
	165785	CHLORINE	\$288.19	82027111-58202	CHEMICALS	\$288.19
	165786	CHLORINE	\$288.19	82027111-58202	CHEMICALS	\$288.19
	165353	CHLORINE	\$461.11	82027111-58202	CHEMICALS	\$461.11
	165610	CHLORINE	\$576.38	82027111-58202	CHEMICALS	\$576.38
	165888	MISC. POOL SUPPLIES AS NEEDED	\$241.64	10022300-54106	SPECIALTY SUPPLIES	\$241.64
NATHAN ANDREW MONTANO	1	FACILITY RENTAL	\$500.00	10020210-57100	LEARNING AND DEVELOPMENT	\$500.00
				Vendor Total:		\$500.00
NCPA	006102- 0521028	MAY 21 NCPA	\$662,255.00	80026440-58104	NCPA MANAGEMENT SERVICES	\$38,633.00
				80026440-58101	NCPA PLANT GENERATION	\$211,340.00
				80026440-58102	NCPA POWER PURCHASES	\$193,406.00
				80026440-58105	NCPA THIRD PARTY SALES	(\$5,029.00)

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NCPA	006102-0521028	MAY 21 NCPA	\$662,255.00	80026440-58103	NCPA TRANSMISSION	\$223,905.00
					Vendor Total:	\$662,255.00
NFPA	7934293X	ANNUAL NFPA MEMBERSHIP RENEWAL	\$1,520.50	10021210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$760.25
				91521400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$760.25
					Vendor Total:	\$1,520.50
NOR-CAL RECYCLED ROCK & AGGREGATES INC	11163	MISC ROCK & ROAD PATCH MATERIALS	\$1,619.85	91521400-56300	BUILDING MAINT. & REPAIR	\$1,368.85
				82027114-54100	SUPPLIES	\$251.00
	11278	MISC ROCK & ROAD PATCH MATERIALS	\$100.49	84027221-54100	SUPPLIES	\$100.49
					Vendor Total:	\$1,720.34
NORTH SONOMA COUNTY HEALTHCARE DISTRICT	FEB 21	BACKGROUND & PHYSICALS	\$554.40	10021210-54161	BACKGROUND & PHYSICALS	\$277.20
				91521400-54161	BACKGROUND & PHYSICALS	\$277.20
					Vendor Total:	\$554.40
OLIN CORPORATION	2959947	LIQUID SODIUM HYPOCHLORITE FY	\$4,389.12	84027225-58202	CHEMICALS	\$4,389.12
					Vendor Total:	\$4,389.12
OPERATING ENGINEERS UNION	2105-1	MAY 21 PW UNION DUES	\$1,056.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,056.00
	2105	MAY 21 MISC UNION DUES	\$1,590.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,590.00
					Vendor Total:	\$2,646.00
OPPERMAN & SON INC	01P42740	PIGTAIL FREIGHT	\$11.12	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$11.12
	01P42887	8C5C REUSABLE HOSE	\$34.00	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$34.00
	01P42735	FITTING	\$45.60	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$45.60
	01P43122	PRESOLITE DIODE, BELT	\$47.56	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$47.56
	01P42231	AIR PRMYRS	\$24.04	10021210-56130	EXTERNAL SERVICES	\$12.02
				10021210-56130	EXTERNAL SERVICES	\$12.02
	01P42709	PIGTAIL METRI PACK 280 SERIES	\$38.23	10021210-56130	EXTERNAL SERVICES	\$38.23
	01P42453	LOW COOLANT SENSOR	\$124.67	10021210-56130	EXTERNAL SERVICES	\$124.67

List of Checks Presented for Approval on 5/14/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
OPPERMAN & SON INC	01P42332	SLACK ADJUSTER	\$355.37	10021210-56130	EXTERNAL SERVICES	\$355.37
	01P41992	LED STROBE	\$111.72	10022100-56130	EXTERNAL SERVICES	\$111.72
	01P42978	CAVITY SEALS	\$19.49	10024620-56130	EXTERNAL SERVICES	\$19.49
	01P42334	OIL FILTER	\$34.47	10024620-56130	EXTERNAL SERVICES	\$34.47
	01P41965	LED	\$54.67	10024620-56130	EXTERNAL SERVICES	\$54.67
	01P42576	BREAK AWAY SWITCH	\$19.66	80026110-56130	EXTERNAL SERVICES	\$19.66
	01P42690	TAPE ROLL	\$194.87	80026110-56130	EXTERNAL SERVICES	\$194.87
	01O42932	SEAT CUSHION	\$244.30	84027221-56130	EXTERNAL SERVICES	\$244.30
Vendor Total:						\$1,359.77
OWEN EQUIPMENT SALES	00051840 CM	CREDIT FOR TAXES ON TRANSPORTATION CHARGE	(\$22.19)	10024224-56410	EQUIPMENT RENTAL - PRIVATE	(\$22.19)
	00052647	WELDMENT HINGE, CONVEYER	\$226.42	10024620-56130	EXTERNAL SERVICES	\$226.42
	00052555	HUB ASSEMBLY, MAIN BROOM BEAR	\$356.84	10024620-56130	EXTERNAL SERVICES	\$356.84
	00052608	CONVEYOR, BRACKETS, WELDMENT HINGE	\$702.49	10024620-56130	EXTERNAL SERVICES	\$702.49
	00052601	8 IN DEBRIS HOSE	\$805.75	82027114-56130	EXTERNAL SERVICES	\$402.87
				84027221-56130	EXTERNAL SERVICES	\$402.88
	00046188 1	RETURN - DEBRIS HOSE	(\$1,036.24)	84027221-56130	EXTERNAL SERVICES	(\$1,036.24)
	00051858	HOSE END	\$487.24	84027221-56130	EXTERNAL SERVICES	\$487.24
00052654	NOZZLE, MACHETE	\$953.75	84027221-54102	SMALL TOOLS	\$953.75	
Vendor Total:						\$2,474.06
PACE SUPPLY CORPORATION	026855917	CTS 250PSI SDR9 BLACK	\$36.63	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$36.63
	026855008	3/4 MIP X COMP CTS PJ LF BRS CPLG FORD	\$49.30	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$49.30
	026843573	STONE FLANGE, BUSHINGS, BOTS	\$211.16	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$211.16
	026764754	MANHOLE HOOK REED	\$259.59	84027221-54102	SMALL TOOLS	\$259.59
	026806125	HYDRANT EXTENSION	\$104.48	82027114-54100	SUPPLIES	\$104.48
	026823100-1	SOC UNION, ADAPTERS, PVC CEMENT	\$133.11	82027114-54100	SUPPLIES	\$133.11
	026845117	COUPLING, ADAPTERS	\$150.21	82027114-54100	SUPPLIES	\$150.21
	026850209	DUAL BELL RESTRAINER	\$161.72	82027114-54100	SUPPLIES	\$161.72

List of Checks Presented for Approval on 5/14/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PAGE SUPPLY CORPORATION	026827921	BOT SET, GASKET RUBBER FACE, VALVE	\$388.45	82027114-54100	SUPPLIES	\$388.45
					Vendor Total:	\$1,494.65
PETERSON TRUCKS INC	240097RX1	FILTER	\$28.37	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$28.37
	240334R	KEYS	\$39.65	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$39.65
	239777R	WINDSHIELD WASHER SOLVEN	\$51.35	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$51.35
	240471R	BRAKELEEN	\$52.21	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$52.21
	240224R	9LB WHEEL CHOKE	\$111.78	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$111.78
	239498R	FILTER-LUBE OIL	\$62.98	10021210-56130	EXTERNAL SERVICES	\$31.49
				10021210-56130	EXTERNAL SERVICES	\$31.49
	CM240182R	CORE RETURN	(\$195.30)	10024620-56130	EXTERNAL SERVICES	(\$195.30)
	240354R	GASKET VALVE COVER	\$513.37	10024620-56130	EXTERNAL SERVICES	\$513.37
	240182R	INJECTOR ASSEMBLY, SEAL KIT	\$790.10	10024620-56130	EXTERNAL SERVICES	\$790.10
	240097R	FILTER SYSTEM, FILTERS	\$195.95	80026110-56130	EXTERNAL SERVICES	\$195.95
	239846R	FILTERS	\$48.41	82027111-56130	EXTERNAL SERVICES	\$48.41
	239989R	FILTERS	\$74.35	82027111-56130	EXTERNAL SERVICES	\$74.35
	240747R	FILTERS	\$80.08	91521400-56130	EXTERNAL SERVICES	\$80.08
					Vendor Total:	\$1,853.30
PG&E CO	7075-1 APR 21	PACIFIC GAS & ELECTRIC	\$13.42	10022100-55210	UTILITIES	\$13.42
					Vendor Total:	\$13.42
PHENOVA	170181	PROFICIENCY TESTING	\$573.77	84027225-52114	COMPLIANCE STUDIES	\$573.77
					Vendor Total:	\$573.77
POLYDYNE INC	1540686	LIQUID POLYMER EMULSION FY 202	\$12,752.01	84027225-52100	CONTRACTUAL SERVICES	\$12,752.01
					Vendor Total:	\$12,752.01
RAINBOW AGRICULTURAL SERVICES	42988/1	HOSE ENDS	\$23.91	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$23.91
	241511/1	AIR FILTER COMBO	\$30.46	10024620-54120	PW - SPECIAL SUPPLIES	\$30.46
	240028/1	SERVICING KIT	\$241.68	10024620-54120	PW - SPECIAL SUPPLIES	\$241.68
	42250/1	RECIPROCATOR	\$435.49	10024620-54120	PW - SPECIAL SUPPLIES	\$435.49

List of Checks Presented for Approval on 5/14/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
RAINBOW AGRICULTURAL SERVICES	42516/1	STIHL POWER HEAD, RECIPROCATOR, TRIMMER LINE	\$922.14	10024620-54120	PW - SPECIAL SUPPLIES	\$922.14
	42102/1	K-9 FOOD	\$62.05	10020210-54100	SUPPLIES	\$62.05
	42528/1	RANGER PRO	\$87.09	10020210-54100	SUPPLIES	\$87.09
	42451/1	EYELETS	\$8.69	10022100-54100	SUPPLIES	\$8.69
	42449/1	BASE REPLACEMENT, SPOOL INSERT	\$26.11	10022100-54100	SUPPLIES	\$26.11
	42146/1	TRIMMER LINE	\$81.60	10022100-54100	SUPPLIES	\$81.60
	42249/1	CLAMP	\$50.07	84027221-54100	SUPPLIES	\$50.07
Vendor Total:						\$1,969.29
REDWOOD COAST FUELS	2241321	CARDLOCK FUEL PURCHASES	\$8,710.65	10020210-56210	FUEL & FLUIDS	\$2,653.67
				10022100-56210	FUEL & FLUIDS	\$700.99
				10022810-56210	FUEL & FLUIDS	\$125.69
				10023320-56210	FUEL & FLUIDS	\$151.99
				10024620-56210	FUEL & FLUIDS	\$668.30
				20324100-56210	FUEL & FLUIDS	\$295.78
				20513382-56210	FUEL & FLUIDS	\$33.95
				20822500-56210	FUEL & FLUIDS	\$94.63
				80026400-56210	FUEL & FLUIDS	\$1,935.11
				82027111-56210	FUEL & FLUIDS	\$395.40
				82027114-56210	FUEL & FLUIDS	\$336.94
				82027114-56210	FUEL & FLUIDS	\$495.55
				84027221-56210	FUEL & FLUIDS	\$287.02
				84027221-56210	FUEL & FLUIDS	\$422.14
				84027225-56210	FUEL & FLUIDS	\$113.49
Vendor Total:						\$8,710.65
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	29760	APR 21 MEDICAL, DENTAL, VISION	\$261,625.88	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$509.60
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$2,576.56
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$20,792.00
				20700000-20520	P/R DEDUCT.- MEDICAL INS	\$218,863.00

List of Checks Presented for Approval on 5/14/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	29760	APR 21 MEDICAL, DENTAL, VISION	\$261,625.88	20700000-20510	REMIF DENTAL	\$15,918.12
				20700000-20511	REMIF VISION	\$2,966.60
	21-05 HEALTHCOMP	MAY 21 MEDICAL, DENTAL, VISION	\$273,173.12	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$509.60
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$2,576.56
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$20,792.00
				20700000-20520	P/R DEDUCT.-MEDICAL INS	\$229,726.00
				20700000-20510	REMIF DENTAL	\$16,547.76
				20700000-20511	REMIF VISION	\$3,021.20
					Vendor Total:	\$534,799.00
REDWOOD TREE SERVICE STATIONS INC	APR 21	CAR WASHES & INTERIOR CLEANING	\$298.00	10020210-56130	EXTERNAL SERVICES	\$287.00
				10023320-56130	EXTERNAL SERVICES	\$11.00
					Vendor Total:	\$298.00
RINO PACIFIC	CL33982	FUEL CARD CHARGES AS NEEDED	\$1,806.70	10021210-56210	FUEL & FLUIDS	\$903.35
				91521400-56210	FUEL & FLUIDS	\$903.35
	CL34115	FUEL CARD CHARGES AS NEEDED	\$2,215.95	10021210-56210	FUEL & FLUIDS	\$1,107.98
				91521400-56210	FUEL & FLUIDS	\$1,107.97
					Vendor Total:	\$4,022.65
RYAN KRIKEN	DV050521	REIMBURSEMENT - LICENCE RENEWAL	\$60.00	84027225-57100	LEARNING AND DEVELOPMENT	\$60.00
					Vendor Total:	\$60.00
RYAN PROCESS INC	R2104023	ARGON SPARE PARTS PACKAGE	\$374.79	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$374.79
					Vendor Total:	\$374.79
STAPLES CREDIT PLAN	7327394932-0	HP 10 BLACK INK	\$98.66	10022810-54100	SUPPLIES	\$98.66
	7327838891-0	GLOVES, WIPES, RED INK	\$622.61	10023100-54100	SUPPLIES	\$6.55
				10023320-54100	SUPPLIES	\$6.54
				20012200-54100	SUPPLIES	\$609.52
	7328900640-0	TAB HANGING FOLDERS, STICKIES	\$17.78	10023320-54100	SUPPLIES	\$3.53
				20012200-54100	SUPPLIES	\$14.25

List of Checks Presented for Approval on 5/14/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
STAPLES CREDIT PLAN	7327838891-0	GLOVES	\$168.72	20012200-54100	SUPPLIES	\$168.72
	7329146596-0	HAND SANITIZER, FACE MASKS, DISINFECTANT	\$223.22	20012200-54100	SUPPLIES	\$152.10
				20822500-54100	SUPPLIES	\$71.12
	732755576-0	TISSUE	\$6.23	20013210-54100	SUPPLIES	\$6.23
	7327555726-0	HP 564XL HY BLACK INK	\$27.97	20013210-54100	SUPPLIES	\$27.97
	7327555726-0	LAPTOP TRAY DESK STAND	\$46.81	20013210-54100	SUPPLIES	\$46.81
	7329334215-0	HP 64X HY BLACK TONER	\$414.10	20013210-54100	SUPPLIES	\$207.05
				20013220-54100	SUPPLIES	\$207.05
	7329297403-0	THERMAL ROLLS, MESSAGE BOOKS, PAPER	\$103.44	20013220-54100	SUPPLIES	\$61.41
				20513300-54100	SUPPLIES	\$42.03
Vendor Total:						\$1,729.54
STATE WATER RESOURCES CONTROL BOARD	SW-0211812	STORMWATER ANNUAL PERMIT FEE	\$1,474.00	77725200-52100	CONTRACTUAL SERVICES	\$1,474.00
	DV042621	REGISTRATION - C GOWAN	\$65.00	84027225-57100	LEARNING AND DEVELOPMENT	\$65.00
Vendor Total:						\$1,539.00
THURSTON CHEVROLET TOYOTA SCION	232747	PAD KIT, ELEMENTS	\$138.38	82027112-56130	EXTERNAL SERVICES	\$138.38
	Vendor Total:					\$138.38
THURSTON CHRYSLER DODGE JEEP RAM	20630	PANEL	\$58.65	10020210-56130	EXTERNAL SERVICES	\$58.65
	Vendor Total:					\$58.65
TKP ENTERPRISE, INC	087762	DAYCAMP - COVID	\$112.09	10022840-54100	SUPPLIES	\$112.09
	117850	DAYCAMP - COVID	\$153.95	10022840-54100	SUPPLIES	\$153.95
	087761	DAYCAMP - COVID	\$332.28	10022840-54100	SUPPLIES	\$332.28
	Vendor Total:					\$598.32
TUFTS POLYGRAPH & INVESTIGATION	2021-614(B)	BACKGROUND INVESTIGATION	\$1,391.68	10020210-54161	BACKGROUND & PHYSICALS	\$1,391.68
	Vendor Total:					\$1,391.68
UKIAH AUTO PARTS	207956	POWERATED BELT	\$30.53	20822500-56300	BUILDING MAINT. & REPAIR	\$30.53
	208041	ELECTRIC BATTERY	\$6.85	82027114-56120	EQUIPMENT MAINTENANCE & REPAIR	\$6.85

List of Checks Presented for Approval on 5/14/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
UKIAH AUTO PARTS	208454	NAPA NON-DETER 30 QT	\$13.55	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$13.55
	208620	CORE RETURN	(\$20.00)	10020210-56130	EXTERNAL SERVICES	(\$20.00)
	208564	BATTERY, CORE DEPOSIT	\$158.87	10020210-56130	EXTERNAL SERVICES	\$158.87
	209296	GROMMET, GLAD HAND DEAL CLOSE	\$4.63	10021210-56130	EXTERNAL SERVICES	\$4.63
	209660	OIL FILTER	\$7.89	10021210-56130	EXTERNAL SERVICES	\$7.89
	206326	CABIN AIR FILTER	\$60.25	10021210-56130	EXTERNAL SERVICES	\$60.25
	206320	OIL FILTER	\$77.40	10021210-56130	EXTERNAL SERVICES	\$77.40
	209117	SEAL LD ACID BATTERY, LAMP, DUST CAP-WHEEL	\$102.28	10021210-56130	EXTERNAL SERVICES	\$102.28
	209029	HUB NUT	\$0.97	10022100-56130	EXTERNAL SERVICES	\$0.97
	209024	SPARK PLUG	\$2.63	10022100-56130	EXTERNAL SERVICES	\$2.63
	208559	MUD FLAP	\$41.13	10024620-56130	EXTERNAL SERVICES	\$41.13
	210448	DEGREASER, ARMOR ALL, BRUSH, TOWELS	\$63.68	77725200-56130	EXTERNAL SERVICES	\$63.68
	209531	CORE RETURN, FILTER KIT RETURN	(\$85.55)	80026110-56130	EXTERNAL SERVICES	(\$45.55)
				80026110-56130	EXTERNAL SERVICES	(\$40.00)
	208220	CORE RETURN	(\$25.02)	80026110-56130	EXTERNAL SERVICES	(\$25.02)
	207314	CROMMET KIT	\$7.83	80026110-56130	EXTERNAL SERVICES	\$7.83
	208437	TRANSMISSION FILTER	\$45.55	80026110-56130	EXTERNAL SERVICES	\$45.55
	207055	BRAKE CONTROLLER	\$107.83	80026110-56130	EXTERNAL SERVICES	\$107.83
	208187	BATTERY, CORE DEPOSIT	\$164.79	80026110-56130	EXTERNAL SERVICES	\$164.79
	209404	BATTERY, CORE DEPOSIT	\$384.04	80026110-56130	EXTERNAL SERVICES	\$384.04
	210501	ALTERNATOR BELT	\$45.80	82027111-56130	EXTERNAL SERVICES	\$45.80
	208141	CORE RETURN	(\$18.00)	84027225-56130	EXTERNAL SERVICES	(\$18.00)
	207514	OIL FILTER, FUEL FILTER	\$77.95	84027225-56130	EXTERNAL SERVICES	\$77.95
	210457	PAINT MARKER, VALTOOL	\$16.88	84027221-54100	SUPPLIES	\$16.88
	Vendor Total:					\$1,272.76
UKIAH VALLEY ASSOCIATION FOR HABILITATION INC	IN23605	JANITORIAL SERVICES - WWTP FY	\$900.00	84027225-52100	CONTRACTUAL SERVICES	\$900.00
					Vendor Total:	\$900.00

List of Checks Presented for Approval on 5/14/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
US BANK CORPORATE PAYMENT SERVICES	APR 21	CAL CARD PURCHASES	\$1,651.20	10021210-56300	BUILDING MAINT. & REPAIR	\$39.85
				91521400-56300	BUILDING MAINT. & REPAIR	\$39.85
				10021210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$411.31
				91521400-56120	EQUIPMENT MAINTENANCE & REPAIR	\$411.29
				10021210-57100	LEARNING AND DEVELOPMENT	\$10.00
				91721400-57100	LEARNING AND DEVELOPMENT	\$228.20
				10021210-54101	POSTAGE	\$4.15
				91521400-54101	POSTAGE	\$4.15
				91521400-54320	SOFTWARE	\$50.00
				91721400-54320	SOFTWARE	\$49.99
				91521400-54100	SUPPLIES	\$192.10
				91721400-54100	SUPPLIES	\$192.11
				10021210-55100	TELEPHONE	\$9.10
				91521400-55100	TELEPHONE	\$9.10
Vendor Total:					\$1,651.20	
USALCO MODESTO PLANT LLC	20191149	CAL CHEM CC2000, 2500 GALS @11	\$9,170.20	82027111-58202	CHEMICALS	\$9,170.20
				Vendor Total:		\$9,170.20
VERGIL THOMAS MASSEY	418924	CHAIN REPAIR	\$75.00	25321210-54102	SMALL TOOLS	\$37.50
				91621400-54102	SMALL TOOLS	\$37.50
				Vendor Total:		\$75.00
VWR INTERNATIONAL INC	8804397136	LABORATORY SUPPLIES WWTP	\$124.62	84027225-54103	LAB SUPPLIES	\$124.62
	8804443490	LABORATORY SUPPLIES WWTP	\$125.00	84027225-54103	LAB SUPPLIES	\$125.00
	8804405051	LABORATORY SUPPLIES WWTP	\$277.22	84027225-54103	LAB SUPPLIES	\$277.22
	Vendor Total:					\$526.84
WAHLUND CONSTRUCTION INC	1920217 11	DOWNTOWN UTILITY UPGRADE & ELE	\$448,378.05	80126100-80230	INFRASTRUCTURE	\$446,311.89

List of Checks Presented for Approval on 5/14/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
WAHLUND CONSTRUCTION INC	1920217 11	DOWNTOWN UTILITY UPGRADE & ELE	\$448,378.05	82227113-80230	INFRASTRUCTURE	\$2,066.16
					Vendor Total:	\$448,378.05
WASTE MANAGEMENT	2824183-2561-3	GARBAGE SERVICE - 141 LOVERS LANE	\$71.31	10021210-55210	UTILITIES	\$35.65
				91521400-55210	UTILITIES	\$35.66
	2823998-2561-5	GARBAGE SERVICE - 1500 S STATE ST	\$71.31	10021210-55210	UTILITIES	\$35.66
				91521400-55210	UTILITIES	\$35.65
					Vendor Total:	\$142.62
WEX BANK	71656228	FUEL FOR POLICE	\$416.96	10020210-56210	FUEL & FLUIDS	\$416.96
					Vendor Total:	\$416.96
WITMER PUBLIC SAFETY GROUP	E2063376	FLARE CONTAINER CARRIERS	\$115.42	10021210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$57.71
				91521400-56120	EQUIPMENT MAINTENANCE & REPAIR	\$57.71
					Vendor Total:	\$115.42
WYATT IRRIGATION CO	289160 01	PARTS & MISC SUPPLIES AS NEEDED	\$35.61	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$35.61
					Vendor Total:	\$35.61
ZAB ENTERPRISES INC	APR 21	PROVIDE MISC. FOOD DISHES AS NEEDED	\$29.50	10024620-57100	LEARNING AND DEVELOPMENT	\$29.50
	APR 21 CC	PROVIDE MISC. FOOD DISHES AS N	\$68.05	73022600-54100	SUPPLIES	\$68.05
					Vendor Total:	\$97.55
					INVOICE TOTAL:	\$2,167,666.30

List of Checks Presented for Approval on 5/21/2021

The following list of bills payable was reviewed and approved for payment.

Sgt. S. S. S.

D. R. J.

CR 5/21/21

Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ALPHA ANALYTICAL LABORATORIES INC	1043521-UKIAHLF	QUARTERLY WELL MONITORING PER	\$1,104.95	70024500-52100	CONTRACTUAL SERVICES	\$1,104.95
Vendor Total:						\$1,104.95
AMAZON CAPITAL SERVICES	1NNW-M7WY-963J	RETURN - SILVER FRAME CORK BOARD	(\$60.43)	10022840-54100	SUPPLIES	(\$60.43)
	1NCP-6QHK-4P7R	VIVO DESK CONVERTER	\$217.74	20413500-54100	SUPPLIES	\$217.74
	13XL-347G-1YR7	VIDEO DORRPHONE INTERCOM	\$216.65	20822500-54100	SUPPLIES	\$216.65
	14LJ-DHFL-WWTV	FOAM WASH GUN, PRESSURE WASHER	\$66.62	20824300-54100	SUPPLIES	\$66.62
	1KDR-JRCD-Q46X	AIR WINDOW EVAPORATIVE COOLER	\$919.13	20824300-54100	SUPPLIES	\$919.13
Vendor Total:						\$1,359.71
ANNEMARIE HEGGENHOUGEN	DV051421	SEWER LATERAL REIMBURSEMENT	\$2,000.00	84427222-52100	CONTRACTUAL SERVICES	\$2,000.00
Vendor Total:						\$2,000.00
B & B INDUSTRIAL SUPPLY INC	254184	ALUMINUM CHANNEL	\$19.68	20822500-56300	BUILDING MAINT. & REPAIR	\$19.68
	253877	HOT FLAT BAR, CHANNEL, TORCH CUT	\$40.26	20822500-56300	BUILDING MAINT. & REPAIR	\$40.26
	254390	WELDING WIRE	\$62.03	20822500-56300	BUILDING MAINT. & REPAIR	\$62.03
	253718	EZ BREAK COPPER GRADE ANTI-SEIZE	\$21.76	82027111-56300	BUILDING MAINT. & REPAIR	\$21.76
	254094	TRI-FLOW LUBRICANT, SPRAYON RUST BREAKER	\$22.84	82027111-56300	BUILDING MAINT. & REPAIR	\$22.84
	254248	HEX NUTS, FLAT WASHER, COMBINATION WRENCH	\$40.23	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$40.23
	253838	COLD ROLLED ROUND, HOT FLAT BAR	\$48.75	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$48.75
	254403	MALE PIPE FEMALE PIPE SWIVEL	\$9.34	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$9.34
	253726	ALUMINUM PLATE	\$126.62	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$126.62
	254062	BACK WASH PUMP FORMING	\$239.53	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$239.53

List of Checks Presented for Approval on 5/21/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
B & B INDUSTRIAL SUPPLY INC	253929	GAUGES, SHEARING, SHEET METAL	\$566.31	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$566.31
	253858	G8 COARSE, FLAT WASHERS, HEX NUTS	\$20.51	84027225-56130	EXTERNAL SERVICES	\$20.51
	254488	MALE PIPE 90 DEGREE ELBOW	\$5.65	84027221-54100	SUPPLIES	\$5.65
Vendor Total:						\$1,223.51
BAY AREA BARRICADE SERVICE INC	0021035	UNISTRUT SLEEVE	\$256.29	10024620-54127	PW - SIGN POSTS/SHEETING	\$256.29
	Vendor Total:					
BLAKE HYLAND	TA 6/1-4/21	TRAVEL ADVANCE	\$180.00	91521400-57100	LEARNING AND DEVELOPMENT	\$180.00
	Vendor Total:					
BOYS AND GIRLS CLUB OF UKIAH	DV051021	ANNUAL DONATION FOR DRUG & ALCOHOL EDUCATION	\$8,000.00	63320210-59105	CONTRIBUTIONS TO OTHER AGENCY	\$8,000.00
	Vendor Total:					
CA BUILDING OFFICIALS	14173	MEMBERSHIP DUES - M KEIZER	\$215.00	10023320-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$215.00
	Vendor Total:					
CHAMPION WIRE & CABLE	00299874	(C-873) CONDUCTOR, 600V UG AL,	\$15,910.54	80000000-12104	INVENTORY - PURCHASES	\$15,910.54
	Vendor Total:					
CINTAS CORPORATION	4080884720	RUG/MAT & UNIFORM SERVICES	\$85.39	20822500-56300	BUILDING MAINT. & REPAIR	\$85.39
	4082200505	RUG/MAT & UNIFORM SERVICES	\$85.39	20822500-56300	BUILDING MAINT. & REPAIR	\$85.39
	5059486074	RUG/MAT & UNIFORM SERVICES	\$29.67	20324100-52100	CONTRACTUAL SERVICES	\$29.67
	4080884671	RUG/MAT & UNIFORM SERVICES	\$59.04	20324100-52100	CONTRACTUAL SERVICES	\$26.38
				20824300-52100	CONTRACTUAL SERVICES	\$32.66
	4080237104	RUG/MAT & UNIFORM SERVICES	\$71.98	20324100-52100	CONTRACTUAL SERVICES	\$26.38
				20824300-52100	CONTRACTUAL SERVICES	\$45.60
	4082200552	RUG/MAT & UNIFORM SERVICES	\$84.04	20324100-52100	CONTRACTUAL SERVICES	\$51.38
				20824300-52100	CONTRACTUAL SERVICES	\$32.66
	4081571698	RUG/MAT & UNIFORM SERVICES	\$140.43	20324100-52100	CONTRACTUAL SERVICES	\$26.38
				20824300-52100	CONTRACTUAL SERVICES	\$114.05
	4082878442	RUG/MAT & UNIFORM SERVICES	\$566.98	20324100-52100	CONTRACTUAL SERVICES	\$521.38
				20824300-52100	CONTRACTUAL SERVICES	\$45.60
	4080884709	RUG/MAT & UNIFORM SERVICES	\$35.00	31122000-52100	CONTRACTUAL SERVICES	\$35.00
	4082200422	RUG/MAT & UNIFORM SERVICES	\$35.00	31122000-52100	CONTRACTUAL SERVICES	\$35.00

List of Checks Presented for Approval on 5/21/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CINTAS CORPORATION	4080884698	RUG/MAT & UNIFORM SERVICES	\$35.00	73022600-52100	CONTRACTUAL SERVICES	\$35.00
	4082200485	RUG/MAT & UNIFORM SERVICES	\$35.00	73022600-52100	CONTRACTUAL SERVICES	\$35.00
	4080366218	RUG/MAT & UNIFORM SERVICES	\$53.11	77725200-54100	SUPPLIES	\$53.11
	4081034432	RUG/MAT & UNIFORM SERVICES	\$53.11	77725200-54100	SUPPLIES	\$53.11
	4082381408	RUG/MAT & UNIFORM SERVICES	\$53.11	77725200-54100	SUPPLIES	\$53.11
	4083007061	RUG/MAT & UNIFORM SERVICES	\$53.11	77725200-54100	SUPPLIES	\$53.11
	5059486059	RUG/MAT & UNIFORM SERVICES	\$62.09	77725200-54100	SUPPLIES	\$62.09
	4081700776	RUG/MAT & UNIFORM SERVICES	\$53.11	77725200-54100	SUPPLIES	\$53.11
	5059486006	RUG/MAT & UNIFORM SERVICES	\$54.26	80026110-54100	SUPPLIES	\$54.26
	5059486054	RUG/MAT & UNIFORM SERVICES	\$56.11	82027114-54100	SUPPLIES	\$28.06
				84027221-54100	SUPPLIES	\$28.05
					Vendor Total:	\$1,700.93
COFFEE CRITIC INC, THE	R25939	MISC. COFFEE SUPPLIES AS NEEDED	\$90.00	20012200-54100	SUPPLIES	\$90.00
					Vendor Total:	\$90.00
COMCAST	1296 MAY 21	INTERNET SERVICES	\$173.12	20913900-55100	TELEPHONE	\$173.12
	9780 MAY 21	INTERNET SERVICES	\$145.88	73022600-55100	TELEPHONE	\$145.88
					Vendor Total:	\$319.00
COMPUTER OPTIONS INC	BILL63140	SECURITY REMEDIATION - PHASE 1	\$4,420.00	20913900-52100	CONTRACTUAL SERVICES	\$4,420.00
					Vendor Total:	\$4,420.00
DANIEL STEEL & MACHINE INC	042021-C	CRANE SERVICES AS NEEDED AT WW	\$670.00	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$670.00
	042921-C	CRANE SERVICES AS NEEDED AT WW	\$670.00	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$670.00
					Vendor Total:	\$1,340.00
DAVID G PADEN	DV051421	SEWER LATERAL REIMBURSEMENT	\$2,000.00	84427222-52100	CONTRACTUAL SERVICES	\$2,000.00
					Vendor Total:	\$2,000.00
DAVID RAPPORT	7287	LEGAL SERVICES FOR FY 20/21	\$28,051.00	20014000-52150	LEGAL SERVICES/ EXPENSES	\$541.85
				20014000-52150	LEGAL SERVICES/ EXPENSES	\$1,186.99
				20014000-52150	LEGAL SERVICES/ EXPENSES	\$21,260.69
				20414000-52150	LEGAL SERVICES/ EXPENSES	\$1,547.16

List of Checks Presented for Approval on 5/21/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
DAVID RAPPORT	7287	LEGAL SERVICES FOR FY 20/21	\$28,051.00	77714000-52150	LEGAL SERVICES/ EXPENSES	\$47.57
				80014000-52150	LEGAL SERVICES/ EXPENSES	\$901.57
				82014000-52150	LEGAL SERVICES/ EXPENSES	\$1,085.96
				84014000-52150	LEGAL SERVICES/ EXPENSES	\$598.03
				90214000-52150	LEGAL SERVICES/ EXPENSES	\$881.18
				Vendor Total:		\$28,051.00
DIAMOND D CONSTRUCTION	429	REPLACE 12' WATER LINE AT THE	\$104,464.00	80026220-80230	INFRASTRUCTURE	\$104,464.00
				Vendor Total:		\$104,464.00
EFAX CORPORATE	3226091	EFAX SERVICES	\$149.50	20012200-52100	CONTRACTUAL SERVICES	\$149.50
				Vendor Total:		\$149.50
EUREKA OXYGEN CO	471075	EQUIPMENT MAINTENANCE	\$195.78	31122000-56300	BUILDING MAINT. & REPAIR	\$195.78
	DM00824120	EQUIPMENT MAINTENANCE	\$20.90	10021210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$10.45
				91521400-56120	EQUIPMENT MAINTENANCE & REPAIR	\$10.45
	469112	EQUIPMENT MAINTENANCE	\$276.72	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$276.72
	Vendor Total:		\$493.40			
FASTENAL	CAUKA42642	14X1 HWH SDS 410 S/S	\$38.28	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$38.28
	CAUKA42660	BANDSAW, PRTA BAND	\$396.50	20324100-54102	SMALL TOOLS	\$396.50
	CAUKA42702	18" ORANGE CONES	\$986.80	80026120-54100	SUPPLIES	\$986.80
Vendor Total:		\$1,421.58				
FEDERAL EXPRESS	7-33-70464	SHIPPING SERVICES	\$31.42	10020210-54101	POSTAGE	\$31.42
	7-356-23769	SHIPPING SERVICES	\$239.10	10020210-54101	POSTAGE	\$32.50
				10020210-54101	POSTAGE	\$40.80
				20016100-54101	POSTAGE	\$31.84
				84027225-54101	POSTAGE	\$133.96
Vendor Total:		\$270.52				

List of Checks Presented for Approval on 5/21/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
FILETRAIL INC	2021-0038	HOSTED FILE MANAGMENT SYSTEM	\$628.00	20012500-54320	SOFTWARE	\$628.00
					Vendor Total:	\$628.00
GENERAL PACIFIC INC	1407074	PLASTIC PADLOCK SEALS	\$783.90	80026200-54100	SUPPLIES	\$783.90
					Vendor Total:	\$783.90
HUNTERS SERVICES INC	276947	PEST CONTROL SERVICES	\$1,399.00	10022100-52100	CONTRACTUAL SERVICES	\$836.00
				20822500-52100	CONTRACTUAL SERVICES	\$258.00
				73022600-52100	CONTRACTUAL SERVICES	\$115.00
				80026210-52100	CONTRACTUAL SERVICES	\$60.00
				80026220-52100	CONTRACTUAL SERVICES	\$70.00
				80026400-52100	CONTRACTUAL SERVICES	\$60.00
					Vendor Total:	\$1,399.00
INFOSEND INC	186067	UB PRINT & MAIL SERVICES	\$998.41	20513300-52100	CONTRACTUAL SERVICES	\$998.41
	185427	UB PRINT & MAIL SERVICES	\$3,221.82	20513300-52100	CONTRACTUAL SERVICES	\$3,221.82
	190977	UB PRINT & MAIL SERVICES	\$4,274.15	20513300-52100	CONTRACTUAL SERVICES	\$4,274.15
					Vendor Total:	\$8,494.38
INTERNATIONAL CODE COUNCIL INC	1001334533	'19 CA EXISTING BUILDING BOOK	\$74.04	10023320-57100	LEARNING AND DEVELOPMENT	\$74.04
					Vendor Total:	\$74.04
KELLY-MOORE PAINT COMPANY INC	901-00000342270	RED CURB PAINT	\$953.68	10024620-54125	PW - TRAFFIC PAINT	\$953.68
	910-00000341368	RED PAINT	\$953.68	10024620-54125	PW - TRAFFIC PAINT	\$953.68
	901-00000342053	PAINT	\$12.67	10022700-54100	SUPPLIES	\$12.67
	910-00000341907	PAINT SUPPLIES	\$140.68	10022700-54100	SUPPLIES	\$140.68
					Vendor Total:	\$2,060.71
LYMAN GROUP INC	1726192	COPPER SULFATE	\$752.43	82027111-58202	CHEMICALS	\$752.43
	1726188	BURLAP BAGS, COPPER SULFATE	\$762.14	82027111-58202	CHEMICALS	\$762.14
	1730624	COPPER SULFATE, BURLAP BAGS	\$996.12	82027111-58202	CHEMICALS	\$996.12
	1731612	CORNERSTONE PLUS 2.5 GAL	\$279.40	84027225-56504	FACILITY MAINTENANCE & REPAIR	\$279.40
					Vendor Total:	\$2,790.09
MAJOR CRIMES TASK FORCE	050321	ANNUAL AGENCY CONTRIBUTION	\$4,500.00	10020224-52100	CONTRACTUAL SERVICES	\$4,500.00
					Vendor Total:	\$4,500.00

List of Checks Presented for Approval on 5/21/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
MARK PIPPIN	19363	SUMMER SAFARI DAYCAMP 'DIRECTO	\$4,445.16	10022840-54100	SUPPLIES	\$155.00
				10022840-54100	SUPPLIES	\$357.66
				10022840-54100	SUPPLIES	\$402.50
				10022840-54100	SUPPLIES	\$490.00
				10022840-54100	SUPPLIES	\$1,150.00
				10022840-54100	SUPPLIES	\$1,890.00
				Vendor Total:		\$4,445.16
MICHAEL BAKER	TA 6/1-4/21	TRAVEL ADVANCE	\$500.00	91521400-57100	LEARNING AND DEVELOPMENT	\$500.00
				Vendor Total:		\$500.00
ONE TIME PAY VENDOR	P5398	REFUND - PERMIT#P5398	\$55.00	90000000-21111	PLANNING PERMIT ESCROW	\$55.00
	DV050521	REIMBURSEMENT - COVID SUPPLIES	\$62.80	20012100-54100	SUPPLIES	\$62.80
	Vendor Total:		\$117.80			
OVERHEAD DOOR COMPANY OF SANTA ROSA	4527994	COMMERCIAL SERVICE CALL	\$383.45	10021210-56300	BUILDING MAINT. & REPAIR	\$191.72
				91521400-56300	BUILDING MAINT. & REPAIR	\$191.73
	4528093	LIFTMASTER 850LM GARAGE DOOR O	\$1,552.00	10021210-56300	BUILDING MAINT. & REPAIR	\$776.00
				91521400-56300	BUILDING MAINT. & REPAIR	\$776.00
	Vendor Total:		\$1,935.45			
PACE SUPPLY CORPORATION	026857811	PVC TRUE UNION BALL VALVE	\$345.39	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$345.39
	026838677-1	GASKET RUBBER FULL FACE	\$18.37	82227113-80230	INFRASTRUCTURE	\$18.37
	026837738	(AC-12-M) ACCESSORY KIT 12" MJ	\$5,373.82	82000000-12104	INVENTORY - PURCHASES	\$5,373.82
	026852484	5/16*50 REFER TUBE COPPER PIPE	\$87.74	80026220-54100	SUPPLIES	\$87.74
	026868998	2 STREET 90 ELL GALV MALL 150#	\$190.59	82027114-54100	SUPPLIES	\$190.59
	Vendor Total:		\$6,015.91			
PAYMENTUS GROUP INC	INV-15-111731	CREDIT CARD PROCESSING SERVICE	\$4,009.38	20513300-52100	CONTRACTUAL SERVICES	\$4,009.38
				Vendor Total:		\$4,009.38
PETERSON POWER SYSTEMS INC	SW270052882	FACILITATE SCHEDULING OF CAT	\$11,309.39	84027225-52100	CONTRACTUAL SERVICES	\$11,309.39
				Vendor Total:		\$11,309.39

List of Checks Presented for Approval on 5/21/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PG&E CO	0853-6 APR 21	PACIFIC GAS & ELECTRIC	\$1,714.47	31122000-55210	UTILITIES	\$1,714.47
					Vendor Total:	\$1,714.47
PIONEER LAW GROUP LLP	6349	LANDFILL EIR & CEQA LEGAL SERV	\$2,488.50	70224500-80230	INFRASTRUCTURE	\$2,488.50
	6350	LANDFILL EIR & CEQA LEGAL SERV	\$14,971.50	70224500-80230	INFRASTRUCTURE	\$14,971.50
					Vendor Total:	\$17,460.00
R EMMETT JONES	APR 21	MANAGEMENT ADVISORY SERVICES	\$225.00	20012100-52100	CONTRACTUAL SERVICES	\$150.00
				70024500-52100	CONTRACTUAL SERVICES	\$75.00
					Vendor Total:	\$225.00
REDWOOD COAST FUELS	3116464	CARDLOCK FUEL PURCHASES	\$661.98	20824300-56210	FUEL & FLUIDS	\$661.98
					Vendor Total:	\$661.98
RINO PACIFIC	CL33848	FUEL CARD CHARGES AS NEEDED	\$1,682.03	10021210-56210	FUEL & FLUIDS	\$841.02
				91521400-56210	FUEL & FLUIDS	\$841.01
					Vendor Total:	\$1,682.03
SANTA ROSA JUNIOR COLLEGE	AR21-01150	AJ351 EVOC 4/24/21 ENROLLMENT	\$1,182.50	10020210-57100	LEARNING AND DEVELOPMENT	\$1,182.50
	AR21-01205	AJ351 EVOC 5/5/21 ENROLLMENT	\$1,182.50	10020210-57100	LEARNING AND DEVELOPMENT	\$1,182.50
					Vendor Total:	\$2,365.00
SHERWIN-WILLIAMS	0656-4	2- 5 GALLON BUCKETS ANTI GRAFI	\$1,500.19	80026110-54100	SUPPLIES	\$1,500.19
					Vendor Total:	\$1,500.19
SHN CONSULTING ENGINEERS & GEOLOGISTS INC	108983	DESIGN & CONST. MGMNT FOR ZONE	\$1,571.80	82227113-80230	INFRASTRUCTURE	\$1,571.80
					Vendor Total:	\$1,571.80
SOLID WASTES SYSTEMS INC	APR 21	RESIDENTIAL GARBAGE FEES	\$49,830.92	90200000-52170	UKIAH WASTE SOLUTIONS	\$49,830.92
					Vendor Total:	\$49,830.92
SONU UPADHYAY	DV051921	REIMBURSEMENT - ANNUAL AUTOCAD SUBSCRIPTION	\$49.99	80026400-54330	COMPUTER AND TECHNOLOGY	\$49.99
					Vendor Total:	\$49.99
STRYKER SALES CORPORATION	9396151 DM	STRYKER #6506000000 POWER-PRO	\$1,088.75	71021100-80100	MACHINERY & EQUIPMENT	\$3.94
				71021100-80100	MACHINERY & EQUIPMENT	\$25.16
				71021100-80100	MACHINERY & EQUIPMENT	\$529.82

List of Checks Presented for Approval on 5/21/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
STRYKER SALES CORPORATION	9396151 DM	STRYKER #6506000000 POWER-PRO	\$1,088.75	71021100-80100	MACHINERY & EQUIPMENT	\$529.83
					Vendor Total:	\$1,088.75
TRACI BOYL	DV050521	REIMBURSEMENT - COVID SUPPLIES	\$94.28	20012100-54100	SUPPLIES	\$94.28
					Vendor Total:	\$94.28
UKIAH DAILY JOURNAL	0006562994	EMPLOYMENT ADVERTISING	\$584.58	20016100-54162	ADVERTISING	\$584.58
	0006546934	PUBLIC NOTICE	\$88.69	10020210-52515	ADVERTISING & PUBLICATION	\$88.69
	0006567447	FOUND PROPERTY ADVERTISING	\$355.92	10020210-52515	ADVERTISING & PUBLICATION	\$355.92
	0006550512	NOTICE OF PUBLIC HEARING	\$132.96	10023100-52515	ADVERTISING & PUBLICATION	\$132.96
	0006550507	NOTICE OF PUBLIC HEARING	\$145.67	10023100-52515	ADVERTISING & PUBLICATION	\$145.67
	0006572068	NOTICE OF PUBLIC HEARING	\$148.85	10023100-52515	ADVERTISING & PUBLICATION	\$148.85
	0006570435	NOTICE OF INTENT	\$268.81	10023100-52515	ADVERTISING & PUBLICATION	\$268.81
	0006567486	NOTICE OF INTENT	\$277.55	10023100-52515	ADVERTISING & PUBLICATION	\$277.55
	0006568457	PUBLISHING SERVICES FY 20/21	\$456.86	20012500-52150	LEGAL SERVICES/ EXPENSES	\$456.86
	0006567601	PUBLISHING SERVICES FY 20/21	\$3,133.57	20012500-52150	LEGAL SERVICES/ EXPENSES	\$3,133.57
					Vendor Total:	\$5,593.46
UKIAH HIGH SCHOOL	DV051221	YOSHAANY RAHM MOTHERS DAY WALK/RUN	\$1,117.00	90000000-23256	SPECIAL EVENTS TRUST	\$1,117.00
					Vendor Total:	\$1,117.00
ULINE	133038428	POLYTUBING	\$399.29	84027225-54100	SUPPLIES	\$399.29
	133058437	GLOVES	\$445.80	84027225-54100	SUPPLIES	\$445.80
					Vendor Total:	\$845.09
UNITED ROTARY BRUSH CORP	CI266564	CABLE WRAPS, GUTTER BROOMS & M	\$875.70	10024620-56130	EXTERNAL SERVICES	\$875.70
					Vendor Total:	\$875.70
UNIVAR USA INC	SJ969535	SODIUM BISULFITE	\$880.91	84027225-58202	CHEMICALS	\$880.91
					Vendor Total:	\$880.91
WAGNER & BONSIGNORE	05-21-711	ENG SVCS FOR WATER RIGHT PERMI	\$3,043.75	82027110-52100	CONTRACTUAL SERVICES	\$3,043.75
					Vendor Total:	\$3,043.75
WIPF CONSTRUCTION LLC	6445	DELIVERY OF VARIOUS MATERIALS	\$719.76	84027221-54100	SUPPLIES	\$719.76
					Vendor Total:	\$719.76

List of Checks Presented for Approval on 5/21/2021

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
WL CONSTRUCTION SUPPLY INC	28808	DRILL BIT SET	\$259.52	82027114-54102	SMALL TOOLS	\$259.52
					Vendor Total:	\$259.52
XEROX CORP	013302968	COPIER LEASE - SEE ADD'L DESCR	\$206.94	73022600-52100	CONTRACTUAL SERVICES	\$206.94
	013302967	COPIER LEASE - SEE ADD'L DESCR	\$564.81	10020210-54500	EQUIP RENTS AND LEASES	\$395.37
				20620231-54500	EQUIP RENTS AND LEASES	\$112.97
				64020213-54500	EQUIP RENTS AND LEASES	\$56.47
	013302964	COPIER LEASE - SEE ADD'L DESCR	\$458.37	20012200-54500	EQUIP RENTS AND LEASES	\$458.37
	013302966	XEROX CB070H COPIER LEASE	\$787.90	20012200-54500	EQUIP RENTS AND LEASES	\$787.90
	013302965	COPIER LEASE - SEE ADD'L DESCR	\$804.31	20012200-54500	EQUIP RENTS AND LEASES	\$804.31
					Vendor Total:	\$2,822.33
INVOICE TOTAL:						\$318,435.07

List of Checks Presented for Approval on 5/28/2021

The following list of bills payable was reviewed and approved for payment.

Sgt. S. S. S.

D. S. S.

CR 6/2/21

Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
A ACTION RENTS	547408-2	RENTAL - 3.5 TON EXCAVATOR W/IT	\$1,155.00	82227113-80230	INFRASTRUCTURE	\$1,155.00
	516976C-2 1	EQUIPMENT & MACHINERY RENTAL A	\$18.75	90000000-23256	SPECIAL EVENTS TRUST	\$18.75
					Vendor Total:	\$1,173.75
ADAMSON POLICE PRODUCTS	INV352902	VERTEX SUPER LEDS, FLANGE KITS	\$257.91	82027114-56130	EXTERNAL SERVICES	\$257.91
					Vendor Total:	\$257.91
ALL STAR FIRE EQUIPMENT, INC	231734	FIREBULL A/B FLOURINE FREE FIR	\$1,881.34	91721400-54102	SMALL TOOLS	\$1,881.34
	231777	ELKHART BRASS #0033XD02- XD SH	\$10,622.00	91721400-54102	SMALL TOOLS	\$10,622.00
	231890	TIMBERLINE #FF1-S HOSE CLAMP F	\$2,472.50	10021210-54100	SUPPLIES	\$1,236.25
				91521400-54100	SUPPLIES	\$1,236.25
					Vendor Total:	\$14,975.84
ALPHA ANALYTICAL LABORATORIES INC	1043044-UKIAHPW	MISC. LABORATORY WORK AS NEEDED	\$80.00	84027221-52100	CONTRACTUAL SERVICES	\$80.00
					Vendor Total:	\$80.00
AMAZON CAPITAL SERVICES	1KKX-QWTV-QJ6M	VACCINATION CLINICS SUPPLIES	\$43.48	20012200-54100	SUPPLIES	\$43.48
	1TDR-QKVX-TD3C	SOCIAL DISTANCING SIGNS, FACE MASKS	\$253.60	20012200-54100	SUPPLIES	\$253.60
					Vendor Total:	\$297.08
AMERICAN NATIONAL RED CROSS & ITS CONSTITUENT	22345683	LIFEGUARDING WITH BLOODBORNE	\$240.00	10022300-54100	SUPPLIES	\$240.00
					Vendor Total:	\$240.00
AMWINS GROUP BENEFITS INC	6838975	JUN 21 RETIREE HEALTH INSURANC	\$2,149.92	20700000-20524	NON-EMPLOYEE HEALTH INS PREM	\$2,149.92
					Vendor Total:	\$2,149.92
ANSELL USA INC	21206481	GLOVES	\$374.31	10020210-54201	PRISONER EXPENSE	\$374.31
	21208452	GLOVES	\$374.31	10020210-54201	PRISONER EXPENSE	\$374.31
					Vendor Total:	\$748.62
ANTHONY DELAPO JR	TA 6/11/21	TRAVEL ADVANCE	\$45.00	10020210-57100	LEARNING AND DEVELOPMENT	\$45.00
					Vendor Total:	\$45.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AT&T	000016470565	FIBER INTERNET	\$1,584.76	20913900-52601	DATA STORAGE & CONNECTIVITY	\$1,584.76
	000016405530	T1 TO INTERNET FOR DOJ/CLETS	\$301.86	10020210-55100	TELEPHONE	\$150.93
				20620231-55100	TELEPHONE	\$150.93
	000016407732	TELEPHONE SERVICES	\$16.68	10021210-55100	TELEPHONE	\$8.34
				91521400-55100	TELEPHONE	\$8.34
	000016407731	TELEPHONE SERVICES	\$23.78	10021210-55100	TELEPHONE	\$11.89
				91521400-55100	TELEPHONE	\$11.89
	2463 MAY 21	FAX SERVICES - S STATION	\$51.47	10021210-55100	TELEPHONE	\$25.73
				91521400-55100	TELEPHONE	\$25.74
	000016432397	T1 TO INTERNET	\$573.75	20913900-55100	TELEPHONE	\$573.75
AT&T MOBILITY	000016432794	TELEPHONE SERVICES	\$5,249.96	20913900-55100	TELEPHONE	\$5,249.96
					Vendor Total:	\$7,802.26
	832118877X0 5142021	DATA & VOICE CELL PHONES	\$345.13	10020210-55100	TELEPHONE	\$129.69
				20620231-55100	TELEPHONE	\$15.18
				77725200-55100	TELEPHONE	\$24.30
				80026400-55100	TELEPHONE	\$86.46
				82027110-55100	TELEPHONE	\$15.18
				82027111-55100	TELEPHONE	\$43.96
				84027221-55100	TELEPHONE	\$30.36
	830256361X0 5142021	POLICE-MODEMS	\$562.50	10020210-55100	TELEPHONE	\$562.50
AVLAB	875108535X0 5142021	VOICE & 1 DATA	\$37.96	84027221-55100	TELEPHONE	\$37.96
					Vendor Total:	\$945.59
	0336036-IN	DICE FLASH-190 5GAL PAIL	\$128.93	77725200-58401	AVIATION FUEL	\$128.93
					Vendor Total:	\$128.93
BSN SPORTS	912570302	SAFETY BASE SETS	\$609.70	10022822-54100	SUPPLIES	\$609.70
					Vendor Total:	\$609.70
BUSINESS CARD	SF-D 24571	FACEBOOK - ADVERTISING	\$72.50	20012300-52510	ADVERTISING & PROMOTION	\$72.50
	SF-D 25109	LENOVO THINKPAD THUNDERBOLT 3 DOCK	\$831.13	20016100-54330	COMPUTER AND TECHNOLOGY	\$554.09
				20913900-54330	COMPUTER AND TECHNOLOGY	\$277.04
	0067429-IN	#R18025, RING DRIVE ROLLER STA	\$3,125.16	90000000-20231	COUNTY MENTAL HEALTH .5%	(\$14.72)

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
BUSINESS CARD	0067429-IN	#R18025, RING DRIVE ROLLER STA	\$3,125.16	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$3.67)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$14.72)
				80026110-56130	EXTERNAL SERVICES	\$261.22
				80026110-56130	EXTERNAL SERVICES	\$3,125.16
				90000000-23028	MEASURE Y DISTRICT TAX	(\$14.72)
				90000000-23013	STATE USE TAX LIABILITY	(\$213.39)
	SF-D 24848	P-METER WITH ADJUSTABLE VALVE	\$721.34	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$721.34
	SF-D 23945	MOTOR FAN ASSEMBLY	\$124.97	84027225-56125	LAB EQUIP- REPAIR & MAINT.	\$124.97
	4/15-16/21	REGISTRATION - A ELLEDGE	\$169.00	10020210-57100	LEARNING AND DEVELOPMENT	\$169.00
	1317	REGISTRATION - POLICE	\$1,032.50	10020210-57100	LEARNING AND DEVELOPMENT	\$1,032.50
	101067393	REGISTRATION - M KEIZER	\$126.00	10023320-57100	LEARNING AND DEVELOPMENT	\$126.00
	212152453910	PUBLIC WORKS - DEPT LUNCH	\$97.38	82027110-57100	LEARNING AND DEVELOPMENT	\$97.38
	03683J	PUBLIC WORKS - DEPT LUNCH	\$139.52	82027110-57100	LEARNING AND DEVELOPMENT	\$139.52
	18060491 1	ROUND TABLE ONLINE REBATE	(\$7.20)	84027221-57100	LEARNING AND DEVELOPMENT	(\$7.20)
	160748453910	WASTEWATER TRAINING - DRINKS	\$20.30	84027221-57100	LEARNING AND DEVELOPMENT	\$20.30
	18060491	ROUND TABLE - WASTEWATER TRAINING	\$180.00	84027221-57100	LEARNING AND DEVELOPMENT	\$180.00
	SF-D 23943	PAPA REGISTRATION - C GOWAN	\$45.00	84027225-57100	LEARNING AND DEVELOPMENT	\$45.00
	SF-D 23941	PAPA REGISTRATION - WWTP	\$1,000.00	84027225-57100	LEARNING AND DEVELOPMENT	\$1,000.00
	9831245784	MINI REFRIGERATOR	\$271.09	10020210-54202	MAJOR CRIME INVESTIGATIONS	\$271.09
	041221	WALL STREET JOURNAL SUBSCRIPTION	\$19.49	20013400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$19.49
	BC1P3E38B705	ICMA RENEWAL	\$200.00	20013400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$200.00
	I-0001192806	CALCPA RENEWAL	\$535.00	20013400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$535.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
BUSINESS CARD	378861	EVIDENCE TAGS	\$153.15	10020210-54201	PRISONER EXPENSE	\$153.15
	14356	EVIDENCE TAGS	\$165.89	10020210-54201	PRISONER EXPENSE	\$165.89
	SF-D 25129	HOSTGATOR ANNUAL RENEWAL	\$104.83	20913900-54320	SOFTWARE	\$104.83
	SF-D 24992	DATA CARD ENTRUST	\$137.33	10020210-54100	SUPPLIES	\$137.33
	SF-D 25112	POOL BRUSH, MEAD	\$186.94	10022300-54100	SUPPLIES	\$186.94
	SF-D 25113	DAYCAMP - COVID	\$119.76	10022840-54100	SUPPLIES	\$119.76
	SF-D 25117 1	DAYCAMP - COVID	\$172.07	10022840-54100	SUPPLIES	\$172.07
	SF-D 25104	DAYCAMP - COVID	\$213.40	10022840-54100	SUPPLIES	\$213.40
	SF-D 24994	HDX PLASTIC SHELVING	\$287.00	10022840-54100	SUPPLIES	\$287.00
	SF-D 25117 2	DAYCAMP - COVID	\$288.49	10022840-54100	SUPPLIES	\$288.49
	SF-D 25117	DAYCAMP - COVID	\$483.55	10022840-54100	SUPPLIES	\$483.55
	SF-D 25107	XL NITRILE GLOVES	\$519.99	20012200-54100	SUPPLIES	\$519.99
	MOL32004	SMEAD END TAB FOLDERS	\$50.87	20012500-54100	SUPPLIES	\$50.87
	70604B78	TAX BOOK	\$300.00	20013220-54100	SUPPLIES	\$300.00
	SF-D 24997	XS GLOVES	\$58.30	20513300-54100	SUPPLIES	\$58.30
	072	DISPATCHERS DAY LUNCH	\$137.16	20620231-54100	SUPPLIES	\$137.16
	O-0000043138	BLACKHAWK HOLSTER	\$401.03	63020210-54100	SUPPLIES	\$401.03
	SF-D 24993	AVPOS MONTHLY SERVICE FEE APRIL	\$50.00	77725200-54100	SUPPLIES	\$50.00
	SF-D 25118	AVPOS MONTHLY SERVICE FEE MAY	\$50.00	77725200-54100	SUPPLIES	\$50.00
	SF-D 23930 1	RETURN - HAMMOND CONTROL	(\$182.91)	80026210-54100	SUPPLIES	(\$182.91)
	SF-D 23931 1	RETURN - STOCKED FINGERS OF WARMTH	(\$26.51)	80026210-54100	SUPPLIES	(\$26.51)
	SF-D 23940	PARTS & LABOR - HYDROPLANT	\$197.03	80026220-54100	SUPPLIES	\$197.03
	SF-D 23937	HP LASER JET ROLLER MAINTENANCE KIT	\$113.18	80026400-54100	SUPPLIES	\$113.18
	Vendor Total:					\$12,683.73
CLERK-RECORDER, MENDOCINO COUNTY	DV052521	BURN PERMIT CEQA EXEMPT	\$50.00	10021210-52100	CONTRACTUAL SERVICES	\$50.00
	Vendor Total:					\$50.00
COMPUTER OPTIONS INC	BILL63646	SECURITY REMEDIATION - PHASE 1	\$1,555.00	20913900-52100	CONTRACTUAL SERVICES	\$1,555.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
COMPUTER OPTIONS INC	BILL63537	SECURITY REMEDIATION - PHASE 1	\$5,677.50	20913900-52100	CONTRACTUAL SERVICES	\$5,677.50
					Vendor Total:	\$7,232.50
D WALTER K BARR	1964	DOT PHYSICALS	\$800.00	10022100-54161	BACKGROUND & PHYSICALS	\$100.00
				10024620-54161	BACKGROUND & PHYSICALS	\$200.00
				80026400-54161	BACKGROUND & PHYSICALS	\$100.00
				84027221-54161	BACKGROUND & PHYSICALS	\$100.00
				84027225-54161	BACKGROUND & PHYSICALS	\$100.00
				84027225-54161	BACKGROUND & PHYSICALS	\$200.00
	1945	DOT PHYSICALS	\$100.00	84027225-54161	BACKGROUND & PHYSICALS	\$100.00
					Vendor Total:	\$900.00
DEPARTMENT OF JUSTICE	507913	FINGERPRINTS	\$505.00	10020210-54169	LIVESCAN	\$505.00
					Vendor Total:	\$505.00
DEPT OF FORESTRY & FIRE PROTECTION	0000001308081	CHAMBERLAIN CREEK WORK CREWS 7	\$2,919.54	10024620-52100	CONTRACTUAL SERVICES	\$2,919.54
	FS-CSRA0800	FSTEP-FS CONFINED SPACE AWARENESS	\$600.00	10021210-57100	LEARNING AND DEVELOPMENT	\$600.00
					Vendor Total:	\$3,519.54
DRYSDALE ENTERPRISES INC	18565	LAB SERVICES	\$205.14	84027225-54103	LAB SUPPLIES	\$205.14
					Vendor Total:	\$205.14
E SOURCE COMPANIES LLC	20481	PM FOR UTILITY BILLING CIS REP	\$6,270.00	20513300-52100	CONTRACTUAL SERVICES	\$6,270.00
					Vendor Total:	\$6,270.00
E&M ELECTRIC & MACHINERY, INC	373061	ANNUAL CF-PREMIUM-R-WW, CRA #1	\$5,040.00	82027111-52100	CONTRACTUAL SERVICES	\$5,040.00
					Vendor Total:	\$5,040.00
EFFICIENCY SERVICES GROUP LLC	3163	ADMIN OF EUD PUBLIC BENEFITS P	\$3,500.00	80626450-52137	PUBLIC BENEFITS PROGRAM MGMT	\$3,500.00
	3182	ADMIN OF EUD PUBLIC BENEFITS P	\$1,750.00	80626450-52139	RESEARCH DEVELOPMENT & DEMO	\$1,750.00
					Vendor Total:	\$5,250.00
ELLIES MUTT HUT	629219	INTERVIEW LUNCHES	\$77.35	20016100-54163	INTERVIEW SUPPLIES	\$77.35
					Vendor Total:	\$77.35

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
EMS TECHNOLOGY SOLUTIONS LLC	37858	#IQ10018 INVENTORY AND ASSET	\$1,380.00	91521400-54320	SOFTWARE	\$690.00
				91721400-54320	SOFTWARE	\$690.00
				Vendor Total:		\$1,380.00
ENTENMANN-ROVIN CO	0158334-IN	PD BADGES	\$865.88	10020210-54100	SUPPLIES	\$865.88
				Vendor Total:		\$865.88
EPIC AVIATION LLC	7426414	JET A FUEL	\$17,640.30	77725200-58401	AVIATION FUEL	\$17,640.30
				Vendor Total:		\$17,640.30
ERIC SINGLETON	TA 6/6-9/21	TRAVEL ADVANCE	\$848.25	10021210-57100	LEARNING AND DEVELOPMENT	\$848.25
				Vendor Total:		\$848.25
EUREKA OXYGEN CO	469128	RENTAL OF CYLINDERS	\$136.51	20822500-56300	BUILDING MAINT. & REPAIR	\$136.51
	KR471058	EQUIPMENT MAINTENANCE	\$33.00	71021100-54107	EMS SUPPLIES	\$33.00
	471057	EQUIPMENT MAINTENANCE	\$673.33	71021100-54107	EMS SUPPLIES	\$673.33
				Vendor Total:		\$842.84
FASTENAL	CAUKA42623	MISC. SUPPLIES AS NEEDED	\$118.64	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$118.64
	CAUKA42736	MISC. SUPPLIES AS NEEDED	\$109.45	20824300-54100	SUPPLIES	\$109.45
				Vendor Total:		\$228.09
FEDERAL EXPRESS	7-371-95955	SHIPPING SERVICES	\$70.67	10020210-54101	POSTAGE	\$70.67
				Vendor Total:		\$70.67
FILETRAIL INC	2021-0456	HOSTED FILE MANAGMENT SYSTEM	\$628.00	20012500-54320	SOFTWARE	\$628.00
				Vendor Total:		\$628.00
FLYNN CREEK CIRCUS LLC	DV052521	DEPOSIT: FLYNN CREEK C	\$880.00	10022850-44915	RECREATION PROGRAM INCOME	\$880.00
				Vendor Total:		\$880.00
GENERAL PACIFIC INC	1408528	(C-863) COND, 600V UG AL #2/0	\$3,150.84	80000000-12104	INVENTORY - PURCHASES	\$3,150.84
				Vendor Total:		\$3,150.84
GOLDEN STATE EMERGENCY VEHICLE SERVICE INC	CI028308	BENSIX BRAKE PAD SETS	\$617.51	10021210-56130	EXTERNAL SERVICES	\$308.75
				10021210-56130	EXTERNAL SERVICES	\$308.76
				Vendor Total:		\$617.51
GRACE INDUSTRIES INC	152301	GRACE INDUSTRIES #950-ASH - AS	\$3,339.05	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$4.11)

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
GRACE INDUSTRIES INC	152301	GRACE INDUSTRIES #950-ASH - AS	\$3,339.05	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$16.45)
				90000000-23013	STATE USE TAX LIABILITY	(\$238.53)
				10021210-54100	SUPPLIES	\$129.54
				10021210-54100	SUPPLIES	\$1,669.52
				91521400-54100	SUPPLIES	\$129.55
				91521400-54100	SUPPLIES	\$1,669.53
				Vendor Total:		\$3,339.05
GRAINGER INC	9900795221	STEEL TOOL BOX	\$26.08	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$26.08
				Vendor Total:		\$26.08
HOME DEPOT CREDIT SERVICES	7070724	FELT TWNTUBES	\$32.50	20822500-56300	BUILDING MAINT. & REPAIR	\$32.50
	2021194	COPPER BATTERY PACKS	\$65.30	20822500-56300	BUILDING MAINT. & REPAIR	\$65.30
	9510167	HVY DUTY TARP	\$17.40	82027111-56300	BUILDING MAINT. & REPAIR	\$17.40
	3071343	PARTS FOR CONTOL BLDG LAMP	\$124.01	84027225-56300	BUILDING MAINT. & REPAIR	\$124.01
	5012727	ROOF PANEL	\$22.01	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$22.01
	4021778	SHELF STORAGE UNIT	\$150.18	10022840-54100	SUPPLIES	\$150.18
	0511443	DEWALT CAPABLE TRIMMER	\$325.54	10022840-54100	SUPPLIES	\$325.54
	0071679	SHELF STORAGE UNITS, SPRINKLERS HOSE FAUCET	\$398.95	10022840-54100	SUPPLIES	\$398.95
	0071689	DEWALT MOWER	\$543.29	10022840-54100	SUPPLIES	\$543.29
	4362653	MICROWAVE	\$108.85	20824300-54100	SUPPLIES	\$108.85
	4362652	TOP MOUNT REFRIGERATOR	\$423.52	20824300-54100	SUPPLIES	\$423.52
	Vendor Total:		\$2,211.55			
HOME ENERGY ASSISTANCE PROGRAM	123908-6	UTILITY REFUND - JOHN WINTER	\$354.10	90100000-10421	UTILITY RECEIVABLES CLEARING	\$354.10
				Vendor Total:		\$354.10
INTEGRITY SHRED LLC	118967	DOCUMENT SHREDDING	\$65.00	10020210-54100	SUPPLIES	\$32.50
				20620231-54100	SUPPLIES	\$32.50
				Vendor Total:		\$65.00
INTERCOUNTY MECHANICAL & ELECTRICAL INC	7887-B	ALL LABOR AND SUPPLIES TO CLEA	\$2,700.00	20822500-56300	BUILDING MAINT. & REPAIR	\$2,700.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
INTERCOUNTY MECHANICAL & ELECTRICAL INC	7905	ALL LABOR AND MATERIALS TO REM	\$2,783.62	20822500-56300	BUILDING MAINT. & REPAIR	\$2,783.62
					Vendor Total:	\$5,483.62
INTERWEST CONSULTING GROUP INC	66396	ON-CALL BUILDING & PLAN CHECK	\$212.50	10023320-52100	CONTRACTUAL SERVICES	\$212.50
	69240	ON-CALL BUILDING & PLAN CHECK	\$1,378.43	10023320-52100	CONTRACTUAL SERVICES	\$1,378.43
					Vendor Total:	\$1,590.93
ITS GROUP INC	1113767F	EMERGENCY WORK 2 WTP TO REPAIR	\$4,975.00	82027111-52100	CONTRACTUAL SERVICES	\$4,975.00
					Vendor Total:	\$4,975.00
JACK MILLER	21060	SCADA UPGRADE AT THE WATER TRE	\$4,100.25	82027111-80100	MACHINERY & EQUIPMENT	\$4,100.25
					Vendor Total:	\$4,100.25
KONOCTI RIDGE CORPORATION	86752	EXTERMINATOR SERVICES	\$98.00	10021210-56300	BUILDING MAINT. & REPAIR	\$49.00
				91521400-56300	BUILDING MAINT. & REPAIR	\$49.00
	87598	EXTERMINATOR SERVICES	\$108.00	10021210-56300	BUILDING MAINT. & REPAIR	\$54.00
				91521400-56300	BUILDING MAINT. & REPAIR	\$54.00
					Vendor Total:	\$206.00
LACAL EQUIPMENT	03438545-IN	COUPLER, EXTENSION SHAFT, BEVEL WASHER	\$731.03	84027225-56130	EXTERNAL SERVICES	\$731.03
					Vendor Total:	\$731.03
LC ACTION POLICE SUPPLY LTD	425377	PISTOL GLOCKS, SIGHTS, SIGHT CLOCKS	\$356.67	63020210-54100	SUPPLIES	\$356.67
					Vendor Total:	\$356.67
LIEBERT CASSIDY WHITMORE	1518453	LEGAL SERVICES PERTAINING TO EMPLOYMENT	\$204.00	20016100-52100	CONTRACTUAL SERVICES	\$204.00
	1518613	LEGAL SERVICES PERTAINING TO EMPLOYMENT	\$643.00	20016100-52150	LEGAL SERVICES/ EXPENSES	\$643.00
	1518454	LEGAL SERVICES PERTAINING TO EMPLOYMENT	\$1,000.00	20016100-52150	LEGAL SERVICES/ EXPENSES	\$1,000.00
	1518450	LEGAL SERVICES PERTAINING TO EMPLOYMENT	\$4,457.50	20016100-52150	LEGAL SERVICES/ EXPENSES	\$4,457.50
					Vendor Total:	\$6,304.50
MARK CLEMENTI PHD	05-15-21PD	PRE-EMPLOYMENT PSYCHOLOGICAL E	\$774.00	10020210-54161	BACKGROUND & PHYSICALS	\$774.00
					Vendor Total:	\$774.00
MEAD & HUNT INC	315093	DESIGN SVCS PAPI & REIL REPLAC	\$1,176.44	77825200-80230	INFRASTRUCTURE	\$1,176.44

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
MEAD & HUNT INC	316732	DESIGN SVCS PAPI & REIL REPLAC	\$2,090.04	77825200-80230	INFRASTRUCTURE	\$2,090.04
					Vendor Total:	\$3,266.48
MELTON DESIGN GROUP INC	5885	LANDSCAPE ARCHITECT - RIVERSIDE	\$5,810.30	30522250-80220	BUILDING IMPROVEMENTS	\$5,810.30
					Vendor Total:	\$5,810.30
MES - MUNICIPAL EMERGENCY SERVICES INC	IN1570403	GENESIS RESCUE EQUIPMENT #ART.	\$28,599.81	25321210-80100	MACHINERY & EQUIPMENT	\$14,299.92
				91621400-80100	MACHINERY & EQUIPMENT	\$14,299.89
					Vendor Total:	\$28,599.81
MILLVIEW COUNTY WATER DISTRICT	UVFA APR 21	WATER SERVICES - LOVERS LANE	\$50.90	10021210-55210	UTILITIES	\$25.45
				91521400-55210	UTILITIES	\$25.45
					Vendor Total:	\$50.90
MINTIER HARNISH LP	UKIAHGPU-16	GPU, EIR & ADVANCED PLANNING S	\$2,895.00	31523100-52100	CONTRACTUAL SERVICES	\$2,895.00
	UKIAHGPU-17	GPU, EIR & ADVANCED PLANNING S	\$3,425.96	31523100-52100	CONTRACTUAL SERVICES	\$3,425.96
					Vendor Total:	\$6,320.96
MOTION INDUSTRIES INC	CA23-525378	BEARING, FITTINGS & MISC. ITEMS	\$666.68	10022100-56130	EXTERNAL SERVICES	\$666.68
					Vendor Total:	\$666.68
MYSTERY RANCH LTD	CM11316	MYSTERY RANCH HOT SPEED CAL SPEC	(\$1,213.59)	10021210-54100	SUPPLIES	(\$606.80)
				91521400-54100	SUPPLIES	(\$606.79)
	IN142179	MYSTERY RANCH HOT SPEED CAL SP	\$5,774.53	10021210-54100	SUPPLIES	\$2,887.26
				91521400-54100	SUPPLIES	\$2,887.27
					Vendor Total:	\$4,560.94
NFP NATIONAL ACCOUNT SERVICES INC	21-05 ALTERITY	MAY 21 ALTERITY INSURANCE	\$2,673.20	20700000-20523	P/R DEDUCT-LTD	\$2,364.95
				20700000-20512	REMIF LIFE	\$34.25
				20700000-20512	REMIF LIFE	\$274.00
					Vendor Total:	\$2,673.20
NOR-CAL RECYCLED ROCK & AGGREGATES INC	11399	MISC ROCK & ROAD PATCH MATERIA	\$313.50	82227113-80230	INFRASTRUCTURE	\$313.50
	11483	MISC ROCK & ROAD PATCH MATERIA	\$316.85	82227113-80230	INFRASTRUCTURE	\$316.85
	11473	MISC ROCK & ROAD PATCH MATERIA	\$459.26	82227113-80230	INFRASTRUCTURE	\$459.26

List of Checks Presented for Approval on 5/28/2021

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
NOR-CAL RECYCLED ROCK & AGGREGATES INC	11428	MISC ROCK & ROAD PATCH MATERIA	\$469.81	82227113-80230	INFRASTRUCTURE	\$469.81
	11479	MISC ROCK & ROAD PATCH MATERIA	\$495.61	82227113-80230	INFRASTRUCTURE	\$495.61
	Vendor Total:					\$2,055.03
OFFICE DEPOT INC	16856301600	CANON INK PG-245 BLK	\$39.17	10020210-54100	SUPPLIES	\$39.17
	16711056700	STAPLER	\$44.90	10020210-54100	SUPPLIES	\$44.90
	16534990100	TONER	\$214.19	10020210-54100	SUPPLIES	\$214.19
	16534726700	POLICE OFFICE SUPPLIES	\$600.04	10020210-54100	SUPPLIES	\$600.04
	16738005500	RETURN - FRAMES	(\$51.75)	10021210-54100	SUPPLIES	(\$25.87)
				91521400-54100	SUPPLIES	(\$25.88)
	16624988800	FRAMES	\$51.75	10021210-54100	SUPPLIES	\$25.87
				91521400-54100	SUPPLIES	\$25.88
	16626362600	HOLDER, TAPE, BATTERIES	\$53.05	20012200-54100	SUPPLIES	\$10.18
				20012200-54100	SUPPLIES	\$22.05
				20016100-54100	SUPPLIES	\$20.82
	16912881400	DOMTAR COPY PAPER - 8.5 X 11 C	\$570.91	20012200-54100	SUPPLIES	\$3.89
				20012200-54100	SUPPLIES	\$43.86
				20013210-54100	SUPPLIES	\$21.33
				20013210-54100	SUPPLIES	\$240.26
				20013400-54100	SUPPLIES	\$10.66
				20013400-54100	SUPPLIES	\$120.12
				20413500-54100	SUPPLIES	\$10.66
				20413500-54100	SUPPLIES	\$120.13
	16922147600	DOMTAR COPY PAPER - 8.5 X 11 C	\$1,393.16	20012200-54100	SUPPLIES	\$113.56
				20012200-54100	SUPPLIES	\$1,279.60
	16381928400	GEL MOUSE PAD	\$20.68	20012500-54100	SUPPLIES	\$20.68
	16445715100	RETURN - TONER	(\$78.04)	20016100-54100	SUPPLIES	(\$78.04)
	16609607300	BOARD	\$8.69	80026400-54100	SUPPLIES	\$8.69
	16770436900	HP INK, 64 BLK	\$69.30	80026400-54100	SUPPLIES	\$69.30
	16946160400	ELECTRIC STAPLER, HP INK	\$81.10	80026400-54100	SUPPLIES	\$81.10

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
OFFICE DEPOT INC	16609807500	BATTERIES	\$104.41	80026400-54100	SUPPLIES	\$104.41
	16645761500	EXTENSION OUTLET	\$14.01	91521400-54100	SUPPLIES	\$7.01
				91721400-54100	SUPPLIES	\$7.00
	16645854300	POST-ITS	\$20.57	91521400-54100	SUPPLIES	\$10.29
				91721400-54100	SUPPLIES	\$10.28
Vendor Total:						\$3,156.14
OLIN CORPORATION	2967210	LIQUID SODIUM HYPOCHLORITE FY	\$4,146.16	84027225-58202	CHEMICALS	\$4,146.16
	Vendor Total:					\$4,146.16
ONE TIME PAY VENDOR	112980-8 2	ENERGY REBATE - DON BUCHANAN	\$79.17	80626450-52135	ENERGY CONSERVATION PROGRAM	\$79.17
	123187-7 1	ENERGY REBATE - SABRA LUGTHART-THOMAS	\$100.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$100.00
	120855-2 1	ENERGY REBATE - AMBER FISETTE	\$236.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$236.00
	121365-1 1	UTILITY REFUND - A TREJO	\$3.00	90100000-10421	UTILITY RECEIVABLES CLEARING	\$3.00
	Vendor Total:					\$418.17
ONLINE INFORMATION SRVS INC	1056498	UTILITY EXCHANGE REPORTING FY	\$169.33	20513300-52100	CONTRACTUAL SERVICES	\$169.33
	Vendor Total:					\$169.33
PACE SUPPLY CORPORATION	026877865	PVC, FIP ADAPTER	\$14.61	82027111-56300	BUILDING MAINT. & REPAIR	\$14.61
	026863471	3/4 MIP SOT BRZ HOSE BIBB LF ARROWHEAD	\$25.52	82027111-56300	BUILDING MAINT. & REPAIR	\$25.52
	026838677	#WBLBS6 - 6 BOLT SET PLTD (8)	\$4,228.58	82227113-80230	INFRASTRUCTURE	(\$145.22)
				82227113-80230	INFRASTRUCTURE	\$4,373.80
	026865711	1X100 CTS 250PSI SDR9 BLACK	\$356.26	82027114-54100	SUPPLIES	\$356.26
Vendor Total:						\$4,624.97
PG&E CO	8716-1 MAY 21	PG&E	\$9,206.07	82027111-55210	UTILITIES	\$9,206.07
	Vendor Total:					\$9,206.07
PRI MANAGEMENT GROUP	12928	REGISTRATION - C CROOK	\$250.00	10020210-57100	LEARNING AND DEVELOPMENT	\$250.00
	12933	REGISTRATION - C CROOK	\$250.00	10020210-57100	LEARNING AND DEVELOPMENT	\$250.00
	Vendor Total:					\$500.00
PSOMAS	171478	LAND SURVEYOR & MAPPING SERVIC	\$1,848.40	84027225-52100	CONTRACTUAL SERVICES	\$1,848.40

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PSOMAS	170381	LAND SURVEYOR & MAPPING SERVIC	\$8,870.00	84027225-52100	CONTRACTUAL SERVICES	\$8,870.00
					Vendor Total:	\$10,718.40
PUBLIC SERVICE DEPARTMENT	MAR 21	CITY UTILITIES	\$88,983.81	10022100-55210	UTILITIES	\$5,386.43
				10022300-55210	UTILITIES	\$3,450.57
				10022700-55210	UTILITIES	\$1,844.69
				10024214-55210	UTILITIES	\$680.09
				10024620-55210	UTILITIES	\$456.10
				20620231-55210	UTILITIES	\$58.61
				20822500-55210	UTILITIES	\$6,493.78
				20824300-55210	UTILITIES	\$1,560.82
				64020213-55210	UTILITIES	\$443.32
				72022400-55210	UTILITIES	\$11,764.05
				73022600-55210	UTILITIES	\$1,665.24
				77725200-55210	UTILITIES	\$3,400.87
				80026400-55210	UTILITIES	\$2,218.83
				80526150-55210	UTILITIES	\$12,225.53
				82027111-55210	UTILITIES	\$14,070.81
				83027330-55210	UTILITIES	\$2,822.20
				84027221-55210	UTILITIES	\$70.55
				84027225-55210	UTILITIES	\$20,371.32
					Vendor Total:	\$88,983.81
REDWOOD COAST FUELS	2244417	CARDLOCK FUEL PURCHASES	\$109.80	20324100-58410	GARAGE LUBRICANTS & PARTS	\$109.80
	2243612	CARDLOCK FUEL PURCHASES	\$682.21	20324100-58410	GARAGE LUBRICANTS & PARTS	\$682.21
	2247503	CARDLOCK FUEL PURCHASES	\$992.23	20324100-58410	GARAGE LUBRICANTS & PARTS	\$992.23
					Vendor Total:	\$1,784.24
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	21-6 EAP	REMIF EAP INSURANCE	\$522.56	20700000-20520	P/R DEDUCT.- MEDICAL INS	\$522.56
					Vendor Total:	\$522.56

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
REOA LTD	1	OFFICIATING OF ADULT SOFTBALL	\$2,033.00	10022822-52100	CONTRACTUAL SERVICES	\$2,033.00
					Vendor Total:	\$2,033.00
RESPECTECH	42398	PHONE SYSTEM SERVICE	\$112.50	10021210-55100	TELEPHONE	\$56.25
				91521400-55100	TELEPHONE	\$56.25
	42779	PHONE SYSTEM SERVICE	\$112.50	10021210-55100	TELEPHONE	\$56.25
				91521400-55100	TELEPHONE	\$56.25
					Vendor Total:	\$225.00
RICHARD MARTIN	55508	CAPACITOR FOR POOL	\$11.45	10022300-54106	SPECIALTY SUPPLIES	\$11.45
					Vendor Total:	\$11.45
RINO PACIFIC	CL34244	FUEL CARD CHARGES AS NEEDED	\$2,708.51	10021210-56210	FUEL & FLUIDS	\$1,354.25
				91521400-56210	FUEL & FLUIDS	\$1,354.26
					Vendor Total:	\$2,708.51
ROUND TABLE PIZZA	388078	PUBLIC WORKS LUNCHEON	\$104.52	82027110-57100	LEARNING AND DEVELOPMENT	\$104.52
	446164	ELECTRIC - OUTAGE MEAL	\$176.43	80026400-54100	SUPPLIES	\$176.43
					Vendor Total:	\$280.95
STATE WATER RESOURCES CONTROL BOARD	RW-1027571	WASTEWATER FEES	\$1,017.50	83027330-59101	FEES	\$1,017.50
					Vendor Total:	\$1,017.50
THATCHER COMPANY OF CALIFORNIA INC	283963	CHLORINE PRODUCTS FY 2021	(\$1,815.00)	82027111-58202	CHEMICALS	(\$1,815.00)
	283962	CHLORINE PRODUCTS FY 2021	\$4,533.43	82027111-58202	CHEMICALS	\$4,533.43
					Vendor Total:	\$2,718.43
TKP ENTERPRISE, INC	117904	DAYCAMP - COVID	\$70.79	10022840-54100	SUPPLIES	\$70.79
	117902	DAYCAMP - COVID	\$93.51	10022840-54100	SUPPLIES	\$93.51
	087726	DAYCAMP - COVID	\$124.04	10022840-54100	SUPPLIES	\$124.04
	087766	DAYCAMP - COVID	\$143.52	10022840-54100	SUPPLIES	\$143.52
	087764	DAYCAMP - COVID	\$343.74	10022840-54100	SUPPLIES	\$343.74
					Vendor Total:	\$775.60
TRIPLE S CAMERA SHOP	119954	PORTRAIT PHOTOGRAPHY	\$81.49	10020210-54100	SUPPLIES	\$81.49
					Vendor Total:	\$81.49

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
TUFTS POLYGRAPH & INVESTIGATION	2021-619(B)	POLYGRAPH & INVESTIGATION SERV	\$950.00	10020210-54161	BACKGROUND & PHYSICALS	\$950.00
					Vendor Total:	\$950.00
TYLER MAGNAN	1887	WINDOW TINT	\$120.00	82027114-56130	EXTERNAL SERVICES	\$120.00
					Vendor Total:	\$120.00
UKIAH ROUND TREE GLASS	168392	WINDOW REPLACEMENT	\$469.83	20822500-56130	EXTERNAL SERVICES	\$469.83
					Vendor Total:	\$469.83
UKIAH TROPHIES & GIFTS	156142	MOTHERS DAY WALK RIBBONS AND MEDALS	\$268.92	90000000-23256	SPECIAL EVENTS TRUST	\$268.92
					Vendor Total:	\$268.92
UKIAH VALLEY SANITATION DIST	58070 APR 21	SEWER - 432 OBSERVATORY AVE	\$53.47	10022100-55210	UTILITIES	\$53.47
	104613 APR 21	SEWER - LOW GAP RD	\$53.47	10022100-55210	UTILITIES	\$53.47
	89690 APR 21	SEWER - 1640 S STATE ST	\$87.21	31122000-55210	UTILITIES	\$87.21
	113354 APR 21	SEWER - 1350 HASTINGS RD	\$53.47	80026400-55210	UTILITIES	\$53.47
					Vendor Total:	\$247.62
UKIAH WASTE SOLUTIONS INC	456800	BIOSOLID REMOVAL	\$7,369.04	84027225-52100	CONTRACTUAL SERVICES	\$7,369.04
					Vendor Total:	\$7,369.04
UKIAH WIRELESS COMPANY LLC	28432	YEARLY BUSINESS PLATINUM 50PLU	\$3,540.00	80026400-52100	CONTRACTUAL SERVICES	\$3,540.00
					Vendor Total:	\$3,540.00
UNITED SITE SERVICES	114-11954032	PORTABLE TOILET RENTAL	\$50.28	10022840-54100	SUPPLIES	\$50.28
					Vendor Total:	\$50.28
US CELLULAR	0438020413	CELL PHONES	\$630.60	10024620-55100	TELEPHONE	(\$0.01)
				10024620-55100	TELEPHONE	\$26.83
				80026400-55100	TELEPHONE	\$55.47
				80026400-55100	TELEPHONE	\$117.96
				82027110-55100	TELEPHONE	\$72.73
				82027111-55100	TELEPHONE	\$127.68
				84027221-55100	TELEPHONE	\$72.73
				84027225-55100	TELEPHONE	\$157.21
					Vendor Total:	\$630.60
US FUELING SOLUTIONS	23706	DESICCANT DRIER TUBES	\$63.57	77725200-58401	AVIATION FUEL	\$63.57
					Vendor Total:	\$63.57

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
US POST OFFICE	243.3 FY 20/21	RECREATION POSTAGE PERMIT#243	\$2,500.00	10022850-54100	SUPPLIES	\$2,500.00
					Vendor Total:	\$2,500.00
USA BLUEBOOK	599246	BALL VHECK VALVE	\$53.54	82027111-56300	BUILDING MAINT. & REPAIR	\$53.54
					Vendor Total:	\$53.54
VISTA ANALYTICAL LABORATORY INC	54335	PFAS LAB SERVICES	\$1,185.00	84027225-52100	CONTRACTUAL SERVICES	\$1,185.00
					Vendor Total:	\$1,185.00
WAGNER & BONSIGNORE	05-21-678	EUD WATER RIGHTS REPORTING AND	\$87.50	80026220-52100	CONTRACTUAL SERVICES	\$87.50
					Vendor Total:	\$87.50
WELTY, WEAVER & CURRIE	4273	LEGAL SERVICES - WATER RESOURC	\$775.00	20014000-52150	LEGAL SERVICES/ EXPENSES	\$775.00
	4274	LEGAL SERVICES - WATER RESOURC	\$7,700.00	82027110-52150	LEGAL SERVICES/ EXPENSES	\$7,700.00
	4275	LEGAL SERVICES - WATER RESOURC	\$13,050.00	82027110-52150	LEGAL SERVICES/ EXPENSES	\$13,050.00
					Vendor Total:	\$21,525.00
WYATT IRRIGATION CO	289918 01	PARTS & MISC SUPPLIES AS NEEDED	\$69.80	10022300-54106	SPECIALTY SUPPLIES	\$69.80
	290206 01	PARTS & MISC SUPPLIES AS NEEDED	\$860.29	10022100-54100	SUPPLIES	\$860.29
					Vendor Total:	\$930.09
XEROX CORP	013380750	COPIER LEASE - SEE ADD'L DESCR	\$115.05	10022700-52100	CONTRACTUAL SERVICES	\$115.05
	013380749	COPIER LEASE - SEE ADD'L DESCR	\$152.61	10020210-54500	EQUIP RENTS AND LEASES	\$106.83
				20620231-54500	EQUIP RENTS AND LEASES	\$30.53
				64020213-54500	EQUIP RENTS AND LEASES	\$15.25
	013380753	COPIER LEASE - SEE ADD'L DESCR	\$158.74	10021210-54500	EQUIP RENTS AND LEASES	\$79.37
				91521400-54500	EQUIP RENTS AND LEASES	\$79.37
					Vendor Total:	\$426.40
					INVOICE TOTAL:	\$357,361.49



AGENDA SUMMARY REPORT

SUBJECT: Approval of a Transfer in the Amount of \$15,198 from the General Fund 100 to the Golf Fund 720 for the Golf Course Storm Drain Project Specification 19-07.

DEPARTMENT: Finance **PREPARED BY:** Mary Horger, Financial Services Manager

PRESENTER: _____

ATTACHMENTS:

1. Combined ASRs

Summary: Council will consider approving a transfer in the amount of \$15,198 from the General Fund 100 to the Golf Fund 720 for the Golf Course Storm Drain Project Specification 19-07.

Background: In May of 2020, Council awarded a bid in the amount of \$114,671 to T&T Paving Inc., dba Valley Paving for the Golf Course Storm Drain Project, Specification No. 19-07. In August of 2020, Council approved filing of the Notice of Completion for the project, with a final project amount of \$162,093.36. Please see Attachment 1 for a copy of the Agenda Summary Reports.

Discussion: Originally, the reimbursement anticipated was 75% from FEMA, and 18.75% from CalOES of total project costs. The balance of the costs would be supplemented by a transfer from the General Fund.

The actual reimbursement approved and subsequently received was 67.5% from FEMA, and 16.88% from CalOES of total project costs. Therefore, staff is requesting approval for additional funds to be transferred from the General Fund (100) to the Golf Fund (720) in the amount of \$15,198 to cover the reimbursement shortfall.

The total cost from the General Fund for this project, if the transfer is approved, will be \$25,327.36.

Recommended Action: Approve a transfer in the amount of \$15,197.16 from the General Fund 100 to the Golf Fund 720 for the Golf Course Storm Drain Project Specification 19-07.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 10000000.95720: \$2,247.20; 72000000.91100: -\$2,247.20

PROPOSED BUDGET AMOUNT: 10000000.95720: \$17,445.20; 72000000.91100: -\$17,445.20

FINANCING SOURCE: General Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 1920-255

COORDINATED WITH: Maya Simerson, Project & Grant Administrator; Olga Keough, Controller; Tami Bartolomei, Emergency Management Administrator

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Award Bid to T&T Paving Inc., dba Valley Paving in the Amount of \$114,671 for the Golf Course Storm Drain Project, Specification No. 19-07, and approval of corresponding budget amendment.

DEPARTMENT: Public Works

PREPARED BY: Andrew Stricklin, Engineering Analyst

PRESENTER: Consent Calendar

ATTACHMENTS:

1. Spec 19-07 Golf Course Storm Drain
2. Bid_Results_Export (23)
3. Bid from Schaefer Engineering
4. Subletting and Subcontracting
5. Bid from Valley Paving
6. Valley Paving - Sub-contractor DIR number correction

Summary: The City Council will consider declaring the bid from Schaefer Engineer Inc. as non-responsive, rejecting the bid, and awarding the contract to T&T Paving Inc., dba Valley Paving in the Amount of \$114,671 for the Golf Course Storm Drain Project, Specification No. 19-07, and approval of corresponding budget amendment.

Background: As a result of the February storms in 2019, significant damages were made to a storm drain located at the Ukiah Valley Golf Course. The City's Office of Emergency Management Coordinator submitted necessary documents to FEMA for reimbursement for damages caused by the winter storm. After FEMA and Cal OES visited the site to assess the damages, they agreed the damages were a result of the storm. City staff provided an estimate of the repair costs, which FEMA approved, in the amount of \$162,477.

Of the project costs, FEMA will reimburse the City 75%, Cal OES 18.75%, and the City will be responsible for the remaining 6.25%. Once the project is complete, copy of the invoices will be submitted to Cal OES, and reimbursement funds will be released.

Discussion: City staff designed and completed Plans and Specifications for the Golf Course Storm Drain Project internally and advertised the project for bid on April 27, 2020, with a bid opening on May 14. A copy of Plans and Specifications is included as Attachment 1. The City received bids from fourteen contractors. The bid tabulation is included as Attachment 2.

Schaefer Engineering Inc. was the apparent low bidder, with a bid amount of \$108,338. A copy of Schaefer Engineering's bid is provided as Attachment 3. After review of Schaefer's bid, it was found that the bid is non-responsive, primarily due to the multiple errors or omissions in listing the subcontractor: no location of subcontractor's place of business, no CSLB license number, incorrect public works registration number, and failure to specify the work the subcontractor would perform. Per the Subletting and Subcontracting Fair Practices Act (see Attachment 4), errors in registration or license numbers can be corrected within 24 hours of the bid opening, but are limited to that.

The second lowest bid was received from T & T Paving Inc., dba Valley Paving in the amount of \$114,671.

Please refer to Attachment 5 for a copy of their bid. After review, there was one error identified, which was the listed subcontractor's Public Works Registration number written incorrectly. As identified earlier, this is an error that can be corrected within 24 hours of the bid opening. Please refer to Attachment 6 for an email from the contractor requesting the correction.

It is therefore staff's recommendation to award the bid for Specification No. 19-07 Golf Course Storm Drain Project to T & T Paving Inc., dba Valley Paving in the amount of \$114,671.

A budget amendment is also being requested in the amount of the bid plus 10%, to allow for contingencies for the construction side, and a corresponding budget amendment on the revenue side to show the expected reimbursement.

Recommended Action: Declare the bid from Schaefer Engineer Inc. as non-responsive, reject the bid, and award the contract to T&T Paving Inc., dba Valley Paving in the Amount of \$114,671 for the Golf Course Storm Drain Project, Specification No. 19-07, and approval of corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes.

CURRENT BUDGET AMOUNT: 72022400.80230.18191: \$0

PROPOSED BUDGET AMOUNT: 72022400.43290.18191: -\$94,604; 72022400.43191.18191: -\$23,651; 72000000.91100: -\$7,883; 10000000.95720: \$7,883; 72022400.80230.18191: \$126,138

FINANCING SOURCE: 75% FEMA Public Assistance Grant, 18.75% Cal OES, 6.25% General Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Tim Eriksen, Public Works Director/City Engineer; Andrew Stricklin, Public Works Management Analyst; Mary Horger, Financial Services Manager; David Rapport, City Attorney

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Approval of Notice of Completion for Golf Course Storm Drain Project, Specification 19-07, Change Orders and Budget Amendment in the Amount of \$35,955.26.

DEPARTMENT: Public Works

PREPARED BY: Jason Benson, Senior Civil Engineer

PRESENTER: _____

ATTACHMENTS:

1. Contract Change Order #1-4
2. Notice of Completion-Spec 19-07
3. Invoices- Valley Paving, Tayman Park Golf Group
4. Contract_1920255

Summary: Council will Consider 1. Accepting the work as complete. 2. Directing the City Clerk to file the Notice of Completion with the County Recorder for Golf Course Storm Drain Replacement, Specification No.19-07. 3. Approval of Change Orders. 4. Approval of Budget Amendment in the Amount of \$35,955.26

Background: The City Council awarded a contract on May 20, 2020, to T&T Paving Inc., dba Valley Paving of Redwood Valley, CA in the amount of \$114,671, inclusive of quantities to be billed at actual amounts. The project involved the removal and replacement of the existing storm drains damaged as a result of the February storms in 2019. The project is FEMA-approved in the amount of \$162,477. The total project costs will be reimbursed by FEMA at 75%, by Cal OES 18.75%, and the City will be responsible for the remaining 6.25%. With completion of the project, invoices will be submitted for reimbursable funds to be released.

Discussion: The work of the contract was completed by the contractor in substantial conformance with the approved plans and specification on July 10, 2020. The City Engineer approved four contract change orders (Attachment 1) totaling \$31,270.50 for installation of storm drain pipe, drain inlets, replacement of existing sidewalk, and the inlet and outflow of the storm drain system.

Approved change orders consisted of the following:

Change Order 1 - A 4" water main for the golf course irrigation system near an existing storm drain being replaced is in the location of the new storm drain pipeline.

Change Order 2 – Conflict with a 4" water main for the golf course irrigation system near the storm drain and drain inlet replacement. Additional excavation and backfill required to revise the existing terrain slope, with additional adjustments to drain inlets.

Change Order 3 - Pave (4) areas of the golf course cart path outside of the construction zone damaged by construction equipment and materials traffic. These areas shall include approximately 2,000 SF.

Change Order 4 – Bid item deduct for item #2 installation of 44 LF of storm drain and item #15 turf replacement, and bid item add for item #3 installation of 44 LF of storm drain.

Based on actual quantities constructed and the authorized contract change orders, the final Valley Paving contract cost was \$162,093.36. Final payment of the retention will be made to the contractor after 35 days from the date the Notice of Completion (Attachment 2) is filed with the County Recorder.

In addition to Change Order 4 for Valley Paving that had a deduction of \$15,000 for turf replacement, the Golf Course Management Team (Tayman Park Golf Group) agreed upon the replacement of turf at or below the same cost. This work included materials: compost, grass seed, and fertilizer and labor time associated. The invoice for this work (Attachment 3) also includes the Time and Material associated with irrigation timer repairs that were damaged during excavation.

The total cost of the project is \$162,093.36 and is below the FEMA approved amount of \$162,477.00.

Staff is requesting approval of: Notice of Completion with the County Recorder for Golf Course Storm Drain Replacement, Specification No.19-07. 2. Approval of Change Orders. 3. Approval of Budget Amendment in the Amount of \$35,955.26

The original contract has been attached for reference as Attachment 4.

Recommended Action: 1. Accept the work as complete. 2. Direct the City Clerk to file the Notice of Completion with the County Recorder for Golf Course Storm Drain Replacement, Specification No.19-07. 3. Approval of Change Orders. 4. Approval of Budget Amendment in the Amount of \$35,955.26

BUDGET AMENDMENT REQUIRED: Yes- \$35,955.26

CURRENT BUDGET AMOUNT: 72022400.80230.18191: \$126,138.10 (including 10% contingency)

PROPOSED BUDGET AMOUNT: 72024400.43290.18191- \$26,966.45; 72022400.43191.18191- \$6,741.61; 10000000.95720- \$2,247.20

FINANCING SOURCE: 75% FEMA Public Assistance Grant, 18.75% Cal OES, 6.25% General Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 1920255

COORDINATED WITH: Tim Eriksen, Director of Public Works/City Engineer; Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Report of Disposition of Surplus Materials, Used Equipment, and Supplies.

DEPARTMENT: Finance

PREPARED BY: Seth Strader, Buyer I

PRESENTER: Consent Calendar

ATTACHMENTS:

1. Sold Assets

Summary: Council will receive a report of the disposition of surplus materials, used equipment, and supplies.

Background: In May 2021 an on-line auction was released for the sale of miscellaneous items from City departments that have been determined obsolete, or in poor condition, and no longer used. As per policy, all departments were notified of the availability of these items in surplus prior to the auction, in the case of an unknown use for another department.

Discussion: The total amount of the sale was \$48,866.00. Attachment 1 provides the list of items sold, the amount they sold for, and the departments the sale proceeds have been applied to.

At the time of the auction, in addition to the wide-span marketing that GovDeals.com conducts, alerts of the auction were placed on the City's website, and ads were run in The Ukiah Daily Journal.

Due to Covid-19 safety precautions auction items were not able to be inspected in person.

GovDeals.com is used by public agencies throughout the country to sell surplus items. The auction is accessible both locally and abroad through their online portal.

Recommended Action: Receive and file report regarding the disposition of surplus materials, used equipment, and supplies.

BUDGET AMENDMENT REQUIRED: N/A

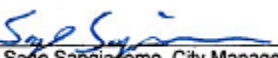
CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mary Horger, Financial Services Manager; Mary Williamson, Buyer II; David Kirch, Fleet and Maintenance Supervisor

Approved: 
Sage Sangiacomo, City Manager

ASSETS SOLD
May 2021

Item #	Inv ID	ID	Description	Sold Amount	Tax Collected	Department
1	2636	175	2007 Chevrolet Van/Camera Truck	\$14,500.00	\$0.00	Sewer
2	2711	176	1989 Chevrolet R3500 Regular Cab 2WD	\$4,560.00	\$0.00	Streets
3	2801	177	2001 American LaFrance Type 1 Fire Truck	\$3,892.00	\$0.00	City Fire
4	3160	178	1994 GMC 1500 Pickup	\$2,275.00	\$0.00	Police
5	4116	179	2011 Ford Crown Victoria Police Interceptor	\$1,225.00	\$0.00	Police
6	4146	180	2007 Ford Crown Victoria Police Interceptor	\$1,625.00	\$0.00	Police
7	4195	181	2007 Ford Crown Victoria Police Interceptor	\$1,576.00	\$0.00	Police
8	6431	182	1993 Ford F-350 XL Reg. Cab DRW 2WD	\$6,503.00	\$0.00	UVFD
9	6483	183	1994 Freightliner FL80	\$8,750.00	\$0.00	UVFD
10	6806	184	2006 Ford Expedition	\$3,025.00	\$0.00	UVFD
11	185	185	100 Gallon Tank	\$100.00	\$9.76	Garage
12	187	187	Lot of Tires	\$45.00	\$4.39	Garage
13	189	189	Truck Scale	\$500.00	\$48.81	WWTP
14	190	190	Ford F250 Bumper	\$20.00	\$1.95	UVFA
15	191	191	Ford F250 Bumper	\$20.00	\$1.95	City Fire
16	192	192	Two (2) Arden Industries Tablet Chlorination System	\$250.00	\$24.41	WTP
TOTAL:				\$48,866.00	\$91.27	

TOTAL DISTRIBUTION OF SALE PROCEEDS	
General	\$15,173.00
Garage	\$145.00
Water	\$250.00
Sewer	\$15,000.00
Ukiah Valley Fire District	\$18,298.00



AGENDA SUMMARY REPORT

SUBJECT: Notification of Publishing Services Agreement by Ukiah Daily Journal for Fiscal Year 2021/2022, in the Amount of \$6.25 per Column Inch for the First Insertion and \$4.26 per Column Inch for Each Subsequent Insertion of the Same Advertisement.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Consent Calendar

ATTACHMENTS:

1. Legal contract-City of Ukiah eff 2021-2022

Summary: Council is given the notification of the 2021/2022 legal publishing service rates from the Ukiah Daily Journal.

Background: As the Ukiah Daily Journal is the only newspaper that qualifies for the designation as “a newspaper having general circulation” in Ukiah, a formal process requesting bids for legal publishing services was not used.

Discussion: The Ukiah Daily Journal submitted a letter outlining its proposed 2021/2022 fiscal year contract rates for legal advertising with the City of Ukiah (Attachment #1). There is no increase from the 2020/2021 rates. The proposal is \$6.25 for the first run, and \$4.26 per column inch for additional insertions, remaining the same as the last nine years.

Upon approval by the City Council, Staff will issue a Purchase Order to the Ukiah Daily Journal for legal advertising costs.

Recommended Action: Receive and approve notification/agreement of the legal publishing services of Ukiah Daily Journal for fiscal year 2021/2022, in the amount of \$6.25 per column inch for the first issue and \$4.26 per column inch for additional issues.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$5,000

PROPOSED BUDGET AMOUNT: N/A

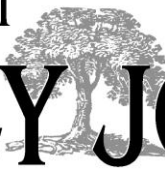
FINANCING SOURCE: City Clerk Legal Services

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: UDJ

Approved: 
Sage Sangiacomo, City Manager

The Ukiah DAILY JOURNAL



ATTACHMENT 1

The Ukiah Daily Journal
617 S. State St.
Ukiah, CA. 95482

June 9, 2021

Kristine Lawler
City of Ukiah
463-6213
Ukiah, California 95482

Dear Kristine Lawler,

This letter serves as our proposed rate structure between the Ukiah Daily Journal and the City of Ukiah for legal advertising for the period of July 1, 2021 to June 30, 2022.

The Legal Advertising rates for the City of Ukiah will remain the same, as the past several years, at \$6.25 per column inch for the first insertion and \$4.26 per column inch for each subsequent insertion of the same advertisement.

In addition to the following guidelines, all contract terms, conditions and general information specified on The Ukiah Daily Journal's current rate card (available online) apply to this agreement between The Ukiah Daily Journal and the City of Ukiah:

Errors and omissions: The Ukiah Daily Journal is liable only for the cost of the space containing an error and is not responsible for costs associated with omissions. Legal ads received and published after established deadlines will not be eligible for credit or a re-run in case of error.

During future PG&E power shutdown events; or shelter-in-place orders that impact either Lake County or Mendocino county, legal ad deadlines will be a week in advance.

Copy Acceptance: copy for legal ads will be accepted from printed copy, via email (as a text attachment only), on a CD (in text format only), and via fax.

Proofs will be made available for copy received before deadline upon request. Second requests for tear sheets after 30 days from publication are to be provided by electronic means (adobe PDF format). These will incur an additional charge of \$5 per request.

Requests for ads to run after published deadline will be considered as space and time allows, with no guarantee of publication. Cancellations: Ads canceled after published deadlines will incur a 25% cancellation penalty, if indeed we have not printed said ad, in those cases the charges will stand.

Advertiser must notify The Ukiah Daily Journal within 30 days of receipt of bill of any discrepancies. The bill will be due in full 15 days upon receipt. Finance charges will not be waived for amounts due over 60 days. Any previous contracted terms expire 30 days after the date of this notice.

Thank you,

Kevin McConnell
Publisher
The Ukiah Daily Journal

*Mendocino County's
Local newspaper*



AGENDA SUMMARY REPORT

SUBJECT: Approve a Four (4) Year Cooperative Agreement with the California Department of Forestry and Fire Protection for Fire and Emergency Medical Dispatching Services, for an Amount not to Exceed \$356,303.00 per Year.

DEPARTMENT: Fire **PREPARED BY:** Doug Hutchison, Fire Chief
PRESENTER: Consent Calendar

ATTACHMENTS:

1. CAL Fire Dispatch 7-21 to 6-25

Summary: The City Council will consider approving a four (4) year Cooperative Agreement with the California Department of Forestry and Fire Protection (CAL Fire) for fire and emergency medical dispatching, in an amount not to exceed \$356,303.00 per year, and authorize the City Manager to sign.

Background: Since 2012, CAL Fire has provided fire and emergency medical dispatching to the City of Ukiah under a Cooperative Agreement.

Discussion: Our current Cooperative Agreement with CAL Fire expires on June 30, 2021. This was a one (1) year extension of the previous two (2) year agreement.

We had hoped during the one (1) year extension that we would be able to engage with our counterparts at the County of Mendocino to propose a single Cooperative Agreement that would cover both the County and the City. Unfortunately due to COVID-19 and the necessity of focusing on response efforts to the pandemic, we were unable to do so.

CAL Fire would like to propose a four (4) year agreement, Attachment 1, to allow them better workforce planning and management. They have proposed the same term for the County of Mendocino's agreement which also expires on June 30th. This timeframe will better allow for us to engage with both the County and CAL Fire on consolidating the agreements into one.

The proposed maximum amount per year represents 4.3% increase in costs over our current agreement. It should be noted that while we budget for the maximum cost, we are only billed actual costs, and our long history with them has shown our actual costs to be less than the maximum.

The budget proposed for FYE 22 is \$230,748 which is consistent with past annual costs. These services will continue to be re-budgeted for each fiscal year.

Recommended Action: Approve a four (4) year cooperative agreement with the California Department of Forestry and Fire Protection (CAL Fire) for fire and emergency medical dispatching services, in an amount not to exceed \$356,303.00 per year, and authorize the City Manager to sign.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: Proposed for FYE 22: 10521210.52100: \$230,748

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: General Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Doug Hutchison- Fire Chief

Approved: 
Sage Sangiacomo, City Manager

COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT
 LG-1 REV. 11/2020

AGREEMENT NUMBER **1CA04885**

REGISTRATION NUMBER:

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME

California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME

City of Ukiah

2. The term of this Agreement is: July 1, 2021 through June 30, 2025

3. The maximum amount of this Agreement is: \$ 356,303.00
 Three hundred fifty six thousand, three hundred three dollars and no cents.

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work – Includes page 2 (contact page) in count for Exhibit A	4	pages
Exhibit B – Budget Detail and Payment Provisions	2	pages
Exhibit C – General Terms and Conditions	7	pages
Exhibit D – Additional Provisions	5	pages
Exhibit E – Description of Other Services	3	pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOCAL AGENCY

LOCAL AGENCY'S NAME
 City of Ukiah

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING
 Sage Sangiamcomo

ADDRESS
 300 Seminary Avenue, Ukiah, CA 95482

STATE OF CALIFORNIA

AGENCY NAME
 California Department of Forestry and Fire Protection

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING
 Chris Anthony, Assistant Deputy Director, Cooperative Fire Protection, Training & Safety

ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460

**California Department of General
 Services Use Only**

EXHIBIT A
COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT

The project representatives during the term of this agreement will be:

CAL FIRE Unit Chief:	Mendocino Unit	Local Agency:	City of Ukiah
Name:	George Gonzalez	Name:	Doug Hutchison
Phone:	(707) 459-7400	Phone:	(707) 462-7921
Fax:	(707) 459-3041	Fax:	(707) 462-2938

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

CAL FIRE Unit Chief:	George Gonzalez	Local Agency:	City of Ukiah
Section/Unit:	Mendocino Unit	Section/Unit:	City Manager
Attention:	Brandon Gunn	Attention:	Sage Sangiacomo
Address:	17501 N. Hwy 101 Willits, CA 95490	Address:	300 Seminary Ave Ukiah, CA 95482
Phone:	(707) 459-7402	Phone:	(707) 463-6221
Fax:	(707) 459-3041	Fax:	

Send an additional copy of all correspondence to:

CAL FIRE
Cooperative Fire Services
P.O. Box 944246
Sacramento, CA 94244-2460

AUTHORIZATION

As used herein, Director shall mean Director of CAL FIRE. This agreement, its terms and conditions are authorized under the Public Resources Code Sections 4141, 4142, 4143 and 4144, as applicable.

EXHIBIT A

SCOPE OF WORK

Under Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and fire suppression forces including the necessary equipment, personnel, and facilities required to prevent and extinguish forest fires.

The purpose of this agreement is to provide mutually advantageous fire and emergency services through an effective consolidated organization, wherein the STATE is primarily financially responsible for protecting natural resources from vegetation fires and the LOCAL AGENCY is primarily financially responsible for protecting life and property from fires and other emergencies. The LOCAL AGENCY shall have sole authority to establish the fire protection organization and structure needed to meet the determined level of service. This level of service may be based on the LOCAL AGENCY governing board's established fiscal parameters and assessment of risks and hazards. LOCAL AGENCY personnel providing services under this agreement may include any one or a combination of the following: regular employees, persons temporarily employed and commonly known as volunteers, paid-call firefighters, or others temporarily employed to perform any emergency work or emergency service including, but not limited to fire prevention, fire suppression and emergency medical response.

To comply with the STATE's mandate for full cost recovery of goods and services provided for others, the LOCAL AGENCY shall be responsible for all STATE costs, both direct and indirect, required to execute the terms of this agreement. These costs shall include, but not be limited to: required training and associated post coverage, employee uniform and Personal Protective Equipment (PPE) costs.

1. FIRE PROTECTION SERVICES TO BE PROVIDED BY THE STATE

STATE provides a modern, full service fire protection and emergency incident management agency that provides comprehensive fire protection and other emergency incident response. STATE designs regional fire protection solutions for urban and rural communities by efficiently utilizing all emergency protection resources. Regional solutions provide the most effective method of protecting the citizens of California at local, county and state levels.

Fire protection services to be provided by STATE under this agreement shall include the following: (check boxes below that apply)

☐ 1) Emergency Fire Protection, Medical and Rescue Response: services include commercial, residential, and wildland fire protection, prevention and investigation; hazardous materials incident response; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident, etc.); emergency medical and rescue response; and public service assistance. Also included are management support services that include fire department administration, training and safety, personnel, finance and logistical support.

☐ 2) Basic Life Support Services: emergency medical technician (EMT) level emergency medical response providing first aid, basic life support (BLS), airway management, administration of oxygen, bleeding control, and life support system stabilization until patients are transported to the nearest emergency care facility.

☐ 3) Advanced Life Support Services: paramedic level emergency medical response providing early advanced airway management, intravenous drug therapy, and life support system stabilization until patients are transported to the nearest emergency care facility.

☒ 4) Dispatch Services: provide fire department 9-1-1 emergency dispatch by CAL FIRE Fire/Emergency Command Center (ECC). CAL FIRE will be responsible for fire/emergency

dispatching emergency resource units covered under this agreement. The CAL FIRE ECC is staffed with a Battalion Chief, three or more Fire Captains and Communications Operators to provide 24/7 year-round coverage. There is always an officer of Captain rank or higher to serve as the shift supervisor and command officer. CAL FIRE uses an integrated Computer Aided Dispatch (CAD) system using the latest technology, to direct the closest available resources to all emergency incidents.

☐ 5) Fire Code Inspection, Prevention and Enforcement Services: CAL FIRE has staff Fire Inspectors serving under the direction of the LOCAL AGENCY Fire Marshal to provide services to the area covered by this agreement. Fire Code Enforcement will normally be available five days per week, with emergency or scheduled enforcement inspections available seven days per week. Fire Prevention and Investigation services will be provided by CAL FIRE Prevention Officers trained in arson, commercial, and wildland fire investigation. Officers are available by appointment for site visits and consultations. Officers are trained at CAL FIRE's Peace Officer Standard Training (POST) certified law enforcement training academy and they cooperate effectively with all local, state and federal law enforcement agencies.

☐ 6) Land Use/ Pre-Fire Planning Services – CAL FIRE staff will provide community land use planning, administration of Pre-Fire project work, including community outreach, development of community education programs, project quality control, maintenance of project records and submittal of progress reports, completion of required environmental documentation, acquisition of required permits and completion of other associated administrative duties.

☐ 7) Disaster planning services (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

☐ 8) Specific service descriptions and staffing coverage, by station (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

☐ 9) Extended Fire Protection Service Availability (Amador)

2. ADMINISTRATION

Under the requirements of California Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and firefighting services as outlined in Exhibit D, Schedule B of this agreement.

- A. Director shall select and employ a Region Chief who shall, under the direction of the Director/Chief Deputy Director, manage all aspects of fire prevention and fire protection services and forestry-related programs.
- B. Director will select and employ a Unit Chief who shall, under the supervision and direction of Director/Region Chief or a lawful representative, have charge of the organization described in Exhibit D, Schedules A, B and C included hereto and made a part of this agreement.
- C. LOCAL AGENCY shall appoint the Unit Chief as the LOCAL AGENCY Fire Chief for all Emergency Fire Protection, Medical and Rescue Response Agreements, pursuant to applicable statutory authority. The Unit Chief may delegate this responsibility to qualified staff.
- D. The Unit Chief may dispatch personnel and equipment listed in Exhibit D, Schedules A, B and C from the assigned station or location under guidelines established by LOCAL AGENCY and approved by STATE. Personnel and/or equipment listed in Exhibit D, Schedule B may be dispatched at the sole discretion of STATE.

- E. The Unit Chief shall exercise professional judgment consistent with STATE policy and his or her employment by STATE in authorizing or making any assignments to emergencies and other responses, including assignments made in response to requests for mutual aid.
- F. Except as may be otherwise provided for in this agreement, STATE shall not incur any obligation on the part of LOCAL AGENCY to pay for any labor, materials, supplies or services beyond the total set forth in the respective Exhibit D, Schedules A and C, as to the services to be rendered pursuant to each Schedule.
- G. Nothing herein shall alter or amend or be construed to alter or amend any Collective Bargaining Agreement or Memorandum of Understanding between the State of California and its employees under the State Employer-Employee Relations Act.

3. SUPPRESSION COST RECOVERY

As provided in Health and Safety Code (H&SC) Section 13009, STATE may bring an action for collection of suppression costs of any fire caused by negligence, violation of law, or failure to correct noticed fire safety violations. When using LOCAL AGENCY equipment and personnel under the terms of this agreement, STATE may, at the request of LOCAL AGENCY, bring such an action for collection of costs incurred by LOCAL AGENCY. In such a case LOCAL AGENCY appoints and designates STATE as its agent in said collection proceedings. In the event of recovery, STATE shall deduct fees and litigation costs in a proportional percentage amount based on verifiable and justifiable suppression costs for the fire at issue. These recovery costs are for services provided which are beyond the scope of those covered by the local government administrative fee.

In all such instances, STATE shall give timely notice of the possible application of H&SC Section 13009 to the representative designated by LOCAL AGENCY.

4. MUTUAL AID

When rendering mutual aid or assistance as authorized in H&SC Sections 13050 and 13054, STATE may, at the request of LOCAL AGENCY, demand payment of charges and seek reimbursement of LOCAL AGENCY costs for personnel, equipment and operating expenses as funded herein, under authority given by H&SC Sections 13051 and 13054. STATE, in seeking said reimbursement pursuant to such request of LOCAL AGENCY, shall represent LOCAL AGENCY by following the procedures set forth in H&SC Section 13052. Any recovery of LOCAL AGENCY costs, less expenses, shall be paid or credited to LOCAL AGENCY, as directed by LOCAL AGENCY.

In all such instances, STATE shall give timely notice of the possible application of H&SC Sections 13051 and 13054 to the officer designated by LOCAL AGENCY.

5. PROPERTY PURCHASE AND ACCOUNTING

LOCAL AGENCY shall be responsible for all costs associated with property required by personnel to carry out this agreement. Employee uniform costs will be assessed to the LOCAL AGENCY through the agreement billing process. Personal Protective Equipment (PPE) costs shall be the responsibility of the LOCAL AGENCY. By mutual agreement, PPE meeting the minimum specifications established by the STATE may be purchased directly by the LOCAL AGENCY. Alternately, the STATE will supply all PPE and the LOCAL AGENCY will be billed for costs incurred.

All property provided by LOCAL AGENCY and by STATE for the purpose of providing fire protection services shall be marked and accounted for by the Unit Chief in such a manner as to conform to the regulations, if any, established by the parties for the segregation, care, and use of the respective properties.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. PAYMENT FOR SERVICES

- A. LOCAL AGENCY shall pay STATE actual cost for fire protection services pursuant to this agreement an amount not to exceed that set forth in Exhibit D, Schedule A for each fiscal year. STATE shall prepare an Exhibit D, Schedule A each year, which shall be the basis for payment for the entire fiscal year for which services are provided.
- B. Any other funds designated by LOCAL AGENCY to be expended under the supervision of or for use by a Unit Chief for fire protection services shall be set forth in Exhibit D, Schedule C. This clause shall not limit the right of LOCAL AGENCY to make additional expenditures, whether under Exhibit D, Schedule C or otherwise.
- C. STATE shall invoice LOCAL AGENCY for the cost of fire protection services on a quarterly basis as follows:
 - 1) For actual services rendered by STATE during the period of July 1 through September 30, by an invoice filed with LOCAL AGENCY on or after December 10.
 - 2) For actual services rendered by STATE during the period October 1 through December 31, by an invoice filed with LOCAL AGENCY on or after December 31.
 - 3) For actual services rendered by STATE during the period January 1 through March 31, by an invoice filed with LOCAL AGENCY on or after March 31.
 - 4) For the estimated cost of services during the period April 1 through June 30, by an invoice filed in advance with LOCAL AGENCY on or after March 1.
 - 5) A final statement shall be filed with LOCAL AGENCY by October 1 following the close of the fiscal year, reconciling the payments made by LOCAL AGENCY with the cost of the actual services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.
 - 6) All payments by LOCAL AGENCY shall be made within thirty (30) days of receipt of invoice from STATE, or within thirty (30) days after the filing dates specified above, whichever is later.
 - 7) The STATE reserves the right to adjust the frequency of billing and payment to a monthly cycle with a thirty (30) day written notice to the LOCAL AGENCY when:
 - a. The Director predicts a cash flow shortage, or
 - b. When determined by the Region Chief, after consulting with the Unit Chief and the LOCAL AGENCY Contract Administrator, that the LOCAL AGENCY may not have the financial ability to support the contract at the contract level.
- D. Invoices shall include actual or estimated costs as provided herein of salaries and employee benefits for those personnel employed, charges for operating expenses and equipment and the administrative charge in accordance with Exhibit D, Schedule A. When "contractual rates" are indicated, the rate shall be based on an average salary plus all benefits. "Contractual rates" means an all-inclusive rate established in Exhibit D, Schedule A for total costs to STATE, per specified position, for 24-hour fire protection services during the period covered.

- E. STATE shall credit the LOCAL AGENCY, or cover behind at no cost, for the costs of Non-post (e.g. Fire Marshal, Training Officer, etc.) positions and equipment assigned to STATE responsibility fires or other STATE funded emergency incidents. The STATE shall notify the LOCAL AGENCY when this occurs.

2. COST OF OPERATING AND MAINTAINING EQUIPMENT AND PROPERTY

The cost of maintaining, operating, and replacing any and all property and equipment, real or personal, furnished by the parties hereto for fire protection purposes, shall be borne by the party owning or furnishing such property or equipment unless otherwise provided for herein or by separate written agreement.

3. BUDGET CONTINGENCY CLAUSE

- A. If the LOCAL AGENCY's governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.
- B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein.
- C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.
- D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.
- E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.
- F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. STATE will not commence performance until such approval has been obtained.
2. **AMENDMENT**: This agreement may be amended by mutual consent of LOCAL AGENCY and STATE. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

If during the term of this agreement LOCAL AGENCY shall desire a reduction in STATE civil service employees assigned to the organization provided for in Exhibit D, Schedule A, LOCAL AGENCY shall provide 120 days written notice of the requested reduction. Notification shall include the following: (1) The total amount of reduction; (2) The firm effective date of the reduction; and (3) The number of employees, by classification, affected by a reduction. If such notice is not provided, LOCAL AGENCY shall reimburse STATE for relocation costs incurred by STATE as a result of the reduction. Personnel reductions resulting solely from an increase in STATE employee salaries or STATE expenses occurring after signing this agreement and set forth in Exhibit D, Schedule A to this agreement shall not be subject to relocation expense reimbursement by LOCAL AGENCY.

If during the term of this agreement costs to LOCAL AGENCY set forth in any Exhibit D, Schedule A to this agreement increase and LOCAL AGENCY, in its sole discretion, determines it cannot meet such increase without reducing services provided by STATE, LOCAL AGENCY shall within one hundred twenty (120) days of receipt of such Schedule notify STATE and designate which adjustments shall be made to bring costs to the necessary level. If such designation is not received by STATE within the period specified, STATE shall reduce services in its sole discretion to permit continued operation within available funds.

3. **ASSIGNMENT**: This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.
4. **EXTENSION OF AGREEMENT**:
 - A. One year prior to the date of expiration of this agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this agreement. If this agreement is executed with less than one year remaining on the term of the agreement, LOCAL AGENCY shall provide this written notice at the time it signs the agreement and the one year notice requirement shall not apply.
 - B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this agreement. Six months prior to the date of expiration of this agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this agreement and any change in the level of fire protection services STATE will provide during the extended period of this agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this agreement.

- C. The cost of services provided by STATE during the extended period shall be based upon the amounts that would have been charged LOCAL AGENCY during the fiscal year in which the extended period falls had the agreement been extended pursuant hereto. Payment by LOCAL AGENCY for services rendered by STATE during the extended period shall be as provided in Exhibit B, Section 1, B of this agreement.
5. **AUDIT:** STATE, including the Department of General Services and the Bureau of State Audits, and LOCAL AGENCY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this agreement. STATE and LOCAL AGENCY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. STATE and LOCAL AGENCY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
6. **INDEMNIFICATION:** Each party, to the extent permitted by law, agrees to indemnify, defend and save harmless the other party, its officers, agents and employees from (1) any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies to that party and (2) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by that party, in the performance of any activities of that party under this agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to the other party or from acts not within the scope of duties to be performed pursuant to this agreement; and (3) each party shall be responsible for any and all claims that may arise from the behavior and/or performance of its respective employees during and in the course of their employment to this cooperative agreement.
7. **DISPUTES:** LOCAL AGENCY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of LOCAL AGENCY, be available for contract resolution or policy intervention with the STATE's Region Chief when, upon determination by the designated STATE representative, the Unit Chief acting as LOCAL AGENCY's Fire Chief under this agreement faces a situation in which a decision to serve the interest of LOCAL AGENCY has the potential to conflict with STATE interest or policy. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed of within a reasonable period of time by the LOCAL AGENCY and STATE employees normally responsible for the administration of this agreement shall be brought to the attention of the CAL FIRE Director or designee and the Chief Executive Officer (or designated representative) of the LOCAL AGENCY for joint resolution. For purposes of this provision, a "reasonable period of time" shall be ten (10) calendar days or less. STATE and LOCAL AGENCY agree to continue with the responsibilities under this Agreement during any dispute.
8. **TERMINATION FOR CAUSE/CANCELLATION:**
- A. If LOCAL AGENCY fails to remit payments in accordance with any part of this agreement, STATE may terminate this agreement and all related services upon 60 days written notice to LOCAL AGENCY. Termination of this agreement does not relieve LOCAL AGENCY from providing STATE full compensation in accordance with terms of this agreement for services actually rendered by STATE pursuant to this agreement.

- B. This agreement may be cancelled at the option of either STATE or LOCAL AGENCY at any time during its term, with or without cause, on giving one year's written notice to the other party. Either LOCAL AGENCY or STATE electing to cancel this agreement shall give one year's written notice to the other party prior to cancellation.
9. **INDEPENDENT CONTRACTOR:** Unless otherwise provided in this agreement LOCAL AGENCY and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE.
10. **NON-DISCRIMINATION CLAUSE:** During the performance of this agreement, LOCAL AGENCY shall be an equal opportunity employer and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS) mental disability, medical condition (e.g.cancer), age (over 40), marital status, denial of family care leave, veteran status, sexual orientation, and sexual identity. LOCAL AGENCY shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. LOCAL AGENCY shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. LOCAL AGENCY shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.
- In addition, LOCAL AGENCY acknowledges that it has obligations relating to ethics, Equal Employment Opportunity (EEO), the Fire Fighter's Bill of Rights Act (FFBOR), and the Peace Officer's Bill of Rights Act (POBOR). LOCAL AGENCY shall ensure that its employees comply with all the legal obligations relating to these areas. LOCAL AGENCY shall ensure that its employees are provided appropriate training.
11. **TIMELINESS:** Time is of the essence in the performance of this agreement.
12. **COMPENSATION:** The consideration to be paid STATE, as provided herein, shall be in compensation for all of STATE's expenses incurred in the performance hereof, including travel, per Diem, and taxes, unless otherwise expressly so provided.
13. **GOVERNING LAW:** This agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
14. **CHILD SUPPORT COMPLIANCE ACT:** "For any Agreement in excess of \$100,000, the LOCAL AGENCY acknowledges in accordance with Public Contract Code 7110, that:
- A. The LOCAL AGENCY recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The LOCAL AGENCY, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

15. **UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

16. **COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The STATE and LOCAL AGENCY have a responsibility to comply with the provisions of the 1996 Federal Health Insurance Portability and Accountability Act (HIPAA) and the 2001 State Health Insurance Portability and Accountability Implementation Act. HIPAA provisions become applicable once the association and relationships of the health care providers are determined by the LOCAL AGENCY. It is the LOCAL AGENCY'S responsibility to determine their status as a "covered entity" and the relationships of personnel as "health care providers", "health care clearinghouse", "hybrid entities", business associates", or "trading partners". STATE personnel assigned to fill the LOCAL AGENCY'S positions within this Agreement, and their supervisors, may fall under the requirements of HIPAA based on the LOCAL AGENCY'S status. It is the LOCAL AGENCY'S responsibility to identify, notify, train, and provide all necessary policy and procedures to the STATE personnel that fall under HIPAA requirements so that they can comply with the required security and privacy standards of the act.

17. **LIABILITY INSURANCE**

The STATE and LOCAL AGENCY shall each provide proof of insurance in a form acceptable to the other party at no cost one to the other, to cover all services provided and use of local government facilities covered by this agreement. If LOCAL AGENCY is insured and/or self-insured in whole or in part for any losses, LOCAL AGENCY shall provide a completed Certification of Self Insurance (Exhibit D, Schedule E) or certificate of insurance, executed by a duly authorized officer of LOCAL AGENCY. Upon request of LOCAL AGENCY the STATE shall provide a letter from DGS, Office Risk and Insurance Management executed by a duly authorized officer of STATE. If commercially insured in whole or in part, a certificate of such coverage executed by the insurer or its authorized representative shall be provided.

Said commercial insurance or self-insurance coverage of the LOCAL AGENCY shall include the following:

- A. Fire protection and emergency services - Any commercial insurance shall provide at least general liability for \$5,000,000 combined single limit per occurrence.
 - B. Dispatch services – Any commercial insurance shall provide at least general liability for \$1,000,000 combined single limit per occurrence.
 - C. The CAL FIRE, State of California, its officers, agents, employees, and servants are included as additional insured's for purposes of this contract.
 - D. The STATE shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed on page 2 of this agreement.
18. **WORKERS COMPENSATION:** (only applies where local government employees/volunteers are supervised by CAL FIRE, as listed in Exhibit D Schedule C. STATE contract employees' workers compensation is included as part of the contract personnel benefit rate).
- A. Workers' Compensation and related benefits for those persons, whose use or employment is contemplated herein, shall be provided in the manner prescribed by California Labor Codes, State Interagency Agreements and other related laws, rules, insurance policies, collective bargaining agreements, and memorandums of understanding.

- B. The STATE Unit Chief administering the organization provided for in this agreement shall not use, dispatch or direct any non STATE employees, on any work which is deemed to be the responsibility of LOCAL AGENCY, unless and until LOCAL AGENCY provides for Workers' Compensation benefits at no cost to STATE. In the event STATE is held liable, in whole or in part, for the payment of any Worker's Compensation claim or award arising from the injury or death of any such worker, LOCAL AGENCY agrees to compensate STATE for the full amount of such liability.
 - C. The STATE /LOCAL AGENCY shall receive proof of Worker's Compensation coverage and shall be notified of any cancellation and change of coverage at the addresses listed in Section 1.
19. **CONFLICT OF INTEREST:** LOCAL AGENCY needs to be aware of the following provisions regarding current or former state employees. If LOCAL AGENCY has any questions on the status of any person rendering services or involved with the Agreement, the STATE must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If LOCAL AGENCY violates any provisions of above paragraphs, such action by LOCAL AGENCY shall render this Agreement void. (Public Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Public Contract Code §10430 (e))

20. **LABOR CODE/WORKERS' COMPENSATION:** LOCAL AGENCY needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and LOCAL AGENCY affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)
21. **AMERICANS WITH DISABILITIES ACT:** LOCAL AGENCY assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis

of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

22. **LOCAL AGENCY NAME CHANGE**: An amendment is required to change the LOCAL AGENCY'S name as listed on this Agreement. Upon receipt of legal documentation of the name change the STATE will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
23. **RESOLUTION**: A county, city, district, or other local public body must provide the STATE with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
24. **AIR OR WATER POLLUTION VIOLATION**: Under the State laws, the LOCAL AGENCY shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
25. **AFFIRMATIVE ACTION**. STATE certifies its compliance with applicable federal and State hiring requirements for persons with disabilities, and is deemed by LOCAL AGENCY to be in compliance with the provisions of LOCAL AGENCY'S Affirmative Action Program for Vendors.
26. **DRUG AND ALCOHOL-FREE WORKPLACE**. As a material condition of this Agreement, STATE agrees that it and its employees, while performing service for LOCAL AGENCY, on LOCAL AGENCY property, or while using LOCAL AGENCY equipment, shall comply with STATE's Employee Rules of Conduct as they relate to the possession, use, or consumption of drugs and alcohol.
27. **ZERO TOLERANCE FOR FRAUDULENT CONDUCT IN LOCAL AGENCY SERVICES**. STATE shall comply with any applicable "Zero Tolerance for Fraudulent Conduct in LOCAL AGENCY Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of LOCAL AGENCY programs and the provision of LOCAL AGENCY services. Upon proven instances of fraud committed by the STATE in connection with performance under the Agreement, the Agreement may be terminated consistent with the termination for cause/cancellation term, Exhibit C, section 8, subsection B, of Cooperative Fire Programs Fire Protection Reimbursement Agreement, LG-1, between the California Department of Forestry and Fire Protection (CAL FIRE) and the LOCAL AGENCY.
28. **CONFIDENTIAL INFORMATION**. "Confidential information" means information designated by CAL FIRE and/or the LOCAL AGENCY disclosure of which is restricted, prohibited or privileged by State and federal law. Confidential Information includes, but is not limited to, information exempt from disclosure under the California Public Records Act (Government Code Sections 6250 et seq.) Confidential Information includes but is not limited to all records as defined in Government Code section 6252 as well as verbal communication of Confidential Information. Any exchange of Confidential Information between parties shall not constitute a "waiver" of any exemption pursuant to Government Code section 6254.5

CAL FIRE and LOCAL AGENCY personnel allowed access to information designated as Confidential Information shall be limited to those persons with a demonstrable business need for such access. CAL FIRE and LOCAL AGENCY agree to provide a list of authorized personnel in writing as required by Government Code section 6254.5(e). CAL FIRE and the LOCAL

AGENCY agree to take all necessary measures to protect Confidential Information and shall impose all the requirements of this Agreement on all of their respective officers, employees and agents with regards to access to the Confidential Information. A Party to this Contract who experiences a security breach involving Confidential Information covered by this Contract, agrees to promptly notify the other Party of such breach

29. **ENTIRE AGREEMENT**: This agreement contains the whole agreement between the Parties. It cancels and supersedes any previous agreement for the same or similar services.

EXHIBIT D
ADDITIONAL PROVISIONS

EXCISE TAX: State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. STATE will pay any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. The STATE may pay any applicable sales and use tax imposed by another state.

Schedules

The following Schedules are included as part of this agreement (check boxes if they apply):

- ☒ **A. Fiscal Display, PRC 4142 AND/OR PRC 4144** - STATE provided LOCAL AGENCY funded fire protection services. STATE-owned vehicles shall be operated and maintained in accordance with policies of STATE at rates listed in Exhibit D, Schedule A.
- ☐ **B. STATE Funded Resource** - A listing of personnel, crews and major facilities of the STATE overlapping or adjacent to the local agency area that may form a reciprocal part of this agreement.
- ☐ **C. LOCAL AGENCY Provided Local Funded Resources** - A listing of services, personnel, equipment and expenses, which are paid directly by the local agency, but which are under the supervision of the Unit Chief.
- ☐ **D. LOCAL AGENCY Owned STATE Maintained Vehicles** - Vehicle information pertaining to maintenance responsibilities and procedures for local agency-owned vehicles that may be a part of the agreement.

LOCAL AGENCY-owned firefighting vehicles shall meet and be maintained to meet minimum safety standards set forth in Title 49, Code of Federal Regulations; and Titles 8 and 13, California Code of Regulations.

LOCAL AGENCY-owned vehicles that are furnished to the STATE shall be maintained and operated in accordance to LOCAL AGENCY policies. In the event LOCAL AGENCY does not have such policies, LOCAL AGENCY-owned vehicles shall be maintained and operated in accordance with STATE policies. The cost of said vehicle maintenance and operation shall be at actual cost or at rates listed in Exhibit D, Schedule D.

Exhibit D, Schedule D is incorporated into this section if LOCAL AGENCY-owned vehicles listed in Exhibit D, Schedule D are to be operated, maintained, and repaired by STATE.

LOCAL AGENCY assumes full responsibility for all liabilities associated therewith in accordance with California Vehicle Code Sections 17000, 17001 et seq. STATE employees operating LOCAL AGENCY-owned vehicles shall be deemed employees of LOCAL AGENCY, as defined in Vehicle Code Section 17000. Except where LOCAL AGENCY would have no duty to indemnify STATE under Exhibit C, Section 6 for all LOCAL AGENCY-owned vehicles operated or used by employees of STATE under this agreement.

LOCAL AGENCY employees, who are under the supervision of the Unit Chief and operating STATE-owned motor vehicles, as a part of the duties and in connection with fire protection and other emergency services, shall be deemed employees of STATE, as defined in Vehicle Code Section 17000 for acts or omissions in the use of such vehicles. Except where STATE would have no duty to indemnify LOCAL AGENCY under Exhibit C, Section 6.

- E. Certification of Insurance** - Provider Insurance Certification and/or proof of self-insurance.

EXHIBIT E
DESCRIPTION OF OTHER SERVICES

Exhibit E

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION MENDOCINO UNIT

Service Description for
Fire and Emergency Medical Dispatch Services
To
City of Ukiah

Within current California Department of Forestry and Fire Protection (CAL FIRE) policy and in addition to the elements of the FIRE SERVICE COMMUNICATION SYSTEM – Memorandum of Understanding – Standard Operational Procedures for the Mendocino County Operational Area (Office of Fire Warden, Mendocino County Fire Chiefs Association, November 1994); the following serves to describe the scope of work to be performed by the CAL FIRE Howard Forest Emergency Command Center (ECC) for the City of Ukiah:

Service

Fire and Emergency Medical Services (EMS) dispatch services will be provided to those Local Fire Service Agencies and Ambulance providers of Mendocino County who are signatory to the Operational Memorandum of Understanding (MOU) of November 1994. Coastal Valley Emergency Medical Services (CVEMS) has designated the Howard Forest ECC (HFECC) as Mendocino County's Air Ambulance Coordination Center. The HFECC is the secondary Public Safety Answering Point (PSAP) for Mendocino County. CAL FIRE is the Cal OES Fire and Rescue Coordination Center for Mendocino County.

Dispatch services will be provided 24-hours per day, seven days per week, throughout the contract period.

CAL FIRE will provide Emergency Medical Dispatching (EMD) for medical dispatch and call priority determination (when appropriate). EMD provides for a caller to respond to a standardized question format to help determine the type of resources required to appropriately assist the caller. EMD also directs the dispatcher to provide pre-arrival instructions to assist with patient care, once the emergency response has been dispatched.

Generally, all emergency calls will be dispatched within sixty (60) seconds of the call. This time frame is a general target; it is recognized that verification of location information and directions to the location of the emergency as well as completion of the EMD process will sometimes require more than the 60-second time frame. Priority is placed on clear and reliable dispatch information for responding resources.

All emergency, non-emergency and administrative calls for service are logging into the Altaris Computer Added Dispatch program (CAD). All key entries are automatically time stamped by the CAD program for accuracy. All entries that require a field response of any type are logged as incidents and administrative functions (such as Fire Department announcements) are logged in as events and do not generate an incident number.

All CAD data is available on a web-based program that is accessible by a password protected program available to any agency or cooperator who does business with the dispatch center. The program used to retrieve this data is Crystal Reports, a CAL FIRE standard program for CAD data retrieval. All users of this service will be restricted to access records that originate in the Mendocino Unit. This program has pre-built reports that the user can access. Any news reports must be requested through the ECC Manager with specifics of the information requested. No call data or other CAD information will be released to the public.

Staffing

CAL FIRE provides a dispatch center 24 hours per day, seven days a week. Staffing levels for the ECC are a minimum of 1 fully qualified Fire Captain, and 2 fully qualified Communications Operator. During Fire Season, when CAL FIRE fixed wing aircraft are on Contract (normally, 6/15 through 10/15), the ECC is staffed with a minimum of 2 qualified Fire Captains and 2 qualified Communications Operators during the day.

The ECC Manager is a CAL FIRE Battalion Chief. This person is responsible for all ECC operations, personnel, and coordination with the Mendocino County Dispatch contract. He/She is the primary contact for the Coastal Valley EMS coordinator for any changes in EMS dispatch policy, procedures, or information requests.

Facilities

The CAL FIRE ECC infrastructure consists of two buildings that house the ECC and Expanded Dispatch along with all of the radio and telephone equipment. These two buildings together allow handling of all the normal daily activities and, if necessary, open an expanded dispatch to handle larger incidents. A 125 KW generator is also on-site to automatically provide emergency power if necessary.

The ECC is capable of providing all dispatching services on multiple frequencies. Fire and EMS are being dispatched at the same time using the Mendocino County Dispatching frequencies. CAL FIRE has Altaris Computer Aided Dispatch program (CAD) in a laptop computer and CAL FIRE can use another location's phone service along with a Mobile radio for a short duration. If this is not possible CAL FIRE has the ability to use a mobile location with Cellular phone service. CAL FIRE has access to a Mobile Communications Center for a backup Emergency Command Center, if needed for a long duration event, which is usually available within four hours.

Radio Frequencies

The ECC will use the following frequencies, which are licensed to Mendocino County, to dispatch and support local government and CAL FIRE resources on any incident that requires use of these frequencies:

Mendocino County Red	TX 154.3850	RX 153.9500
Mendocino County Blue	TX 156.1950	RX 151.0850
Mendocino County Green	TX 155.4300	RX 151.1150

The ECC will use the following frequencies, which are licensed to CAL FIRE, to support CAL FIRE or local government on any incident that requires use of these frequencies:

CAL FIRE Mendocino Local	TX 159.2700	RX 153.3850
CAL FIRE Command 8	TX 159.3450	RX 151.4450
CAL FIRE Command 1	TX 159.3000	RX 151.3550
CAL FIRE Command 2	TX 159.3300	RX 151.2650

Additional Agencies/Resources dispatched all or in part, Pursuant to this Contract:

- CALSTAR 4 Air Ambulance
- REACH 18 Air Ambulance
- Anderson Valley Ambulance
- Fort Bragg Ambulance
- MEDSTAR Ambulance
- Redwood Empire Hazardous Materials Response Team (REHIT)

The ECC has a Cooperative Agreement to provide dispatching services to the County of Mendocino fire agencies.



AGENDA SUMMARY REPORT

SUBJECT: Approval of Inter-Fund Loan and Corresponding Budget Amendment for the Street and Tree Lighting Portion of the Streetscape Project.

DEPARTMENT: Finance **PREPARED BY:** Mary Horger, Financial Services Manager
PRESENTER: Consent Calendar

ATTACHMENTS:

1. Change Order

Summary: Council will consider approving an inter-fund loan and corresponding budget amendment for the street and tree lighting portion of the Streetscape Project.

Background: Public Works executed Change Order #4 (Attachment 1) in the amount of \$392,130.98 for the Streetscape Project with Ghilotti Construction, to revise the contract to include the installation of a street and tree lighting system. The tree lighting was part of the conceptual plans and part of the landscape architects vision. However, the final construction plans had to be amended several times to fit into the approvable format for the grants that are managed by Cal Trans. In the plan iterations, the tree lighting was inadvertently removed. The Council action is intended to restore the project to the original design.

Discussion: Electric Utility, Public Works, and the City Manager's Office have coordinated the lighting portion of the project and its funding, and have identified Fund 805, Street Lighting, as the most appropriate fund. Current and future revenues, as needed, will be applied to pay for the lighting system. In the meantime, an inter-fund loan is recommended from Fund 800 to assist in the immediate funding of this portion of the project.

Recommended Action: Approve setting up an inter-fund loan and corresponding budget amendment for the Street and Tree Lighting portion of the Streetscape project.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 80526610.80230.18019: \$0

PROPOSED BUDGET AMOUNT: 80526610.80230.18019: \$392,130.98

FINANCING SOURCE: Fund 800 and 805

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 1920-216

COORDINATED WITH: Dan Buffalo, Finance Director; Mel Grandi, Electric Utility Director; Tim Eriksen, Public Works Director

Approved: 
Sage Sangiacomo, City Manager

**CITY OF UKIAH
CONTRACT CHANGE ORDER**

ORDER NO. 04

DATE: November 23, 2020

Contract for: Downtown Streetscape Road Diet Project, Specification No. 2019-18

Owner: City of Ukiah, 300 Seminary Avenue, Ukiah, California, 95482-5400

To: Ghilotti Construction Co., 246 Ghilotti Avenue, Santa Rosa, CA 95407

You are hereby directed to make the herein described changes from the contract plans and specifications or do the following described work not included in the contract plans and specifications:

Change requested by: City Engineer

Description of Changes - Itemized Breakdown	ESTIMATED DECREASE To Contract Amount	ESTIMATED INCREASE To Contract Amount
Revised - Street and Tree Lighting Plans: Per City request, the project engineering design firm (GHD) submitted a revision (r1) to the lighting plans found on drawings E-001, E-101, E-102, E-103, E-501, E-502, E-601. The revised construction plans are dated 08-25-2020. Work to be completed by Ghilotti Construction Company (GCC) and Mike Brown Electric (MBE). Refer to GCC PCO -01 and MBE COR No. 2403-MBE PCO-2	\$0.00	\$392,130.98
ESTIMATED NET CHANGE IN CONTRACT PRICE	\$0.00	\$392,130.98

The amount of the Contract will be (decreased/increased/unchanged) by the estimated sum of: \$392,130.98

The contract total including this and previous Change Orders will be: \$6,788,212.59

The contract period provided for completion will be (increased/decreased/unchanged): 0 working days

This change order constitutes full and complete compensation for all labor equipment, materials, overhead, profit, any and all indirect costs, and time adjustments required to perform the above described change.

Recommended By: Jason Benson
Jason Benson, City of Ukiah

23 Nov. 2020
Date

Approved By: for Tim Friksen
for Tim Friksen, City of Ukiah

Date

Accepted: Brad Barnes
Brad Barnes, Ghilotti Construction Co.

12.2.20
Date

This information will be issued as a record of any changes to the original construction contract.



September 21, 2020

PCO -01

City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

Reference: 1819-173 Streetscape Project
GCC Job No. 5909

Subject: Lighting CCO

As requested please see the following price (with backup) for the lighting changes:

MBE Price	\$ 376,226.11	\$350,541.44
GCC Price	\$ 6,024.00	\$ 6,024.00
Sub-Total	\$ 382,250.11	\$356,565.44
GCC Markup	\$ 38,225.01	\$ 35,565.54
Total	\$ 420,475.12	\$392,130.98

Please review and provide a contract change order at your earliest convenience.

If you have any questions, please let me know 707-975-2171.

Thank you,

Brad Barnes
Project Manager



Mike Brown Electric Co.
An Employee Owned Company
561-A Mercantile Drive Cotati, CA 94931-3040
(707) 792-8100 • Fax (707) 792-8110
Contractor's License #306767 D.I.R. #1000000469

Change Order Request

2403 — Downtown Streetscape Diet Project

COR Subject: Revised- Street & Tree Lighting

To Brad Barnes
Ghilotti Construction
246 Ghilotti Avenue
Santa Rosa, CA 95407
(707) 585-1221

Contract No: GCC #5909
COR Number: 2403-MBE PCO-2
COR Revision Number: 1
COR Date: 9/25/2020
Work Type: Price / Do Not Proceed
Days Valid: 30

Return To Dustin Rubio
Mike Brown Electric Co.
561-A Mercantile Drive
Cotati, California 94931
(707)792-8100
(707)792-8110 (FAX)
707-974-2059
dustinR@mbelectric.com

Details

Description	Cost / Rate	Qty / Hrs	Workers	Ext
General Foreman	\$92.70	0.00 Hrs	1.00	\$0.00
Supervision / Project & Field Labor & Equipment Coordination: Tree Lighting Total; 0 Hrs. Street Lighting Total: 0 Hrs, Services Total: 0 Hrs.				
Foreman Electrician	\$85.79	573.00 Hrs	1.00	\$49157.67
Tree lighting Total: 459 Hrs. Street Lighting Total : 61 Hrs. Service Total: 53 Hrs.				
Operators	\$74.64	98.00 Hrs	1.00	\$7314.72
Tree Lighting Total: 21Hrs. Street Lighting Total 50 Hrs. Service Total: 27 Hrs.				
Laborers	\$57.61	298.00 Hrs	1.00	\$17167.78
Tree Lighting Total: 180 Hrs. Street Lighting Total: 64 Hrs. Service Total: 54 Hrs.				
JT-050 - JT-058 2017 Chevy Silverado 3500 Duramax	\$41.16	573.00	-	\$23584.68

Description	Cost / Rate	Qty / Hrs	Workers	Ext
TRUCK (T&TT) 12-20				
DT-046 - DT-046 2018 Ford F450 3 YD Dump Truck	\$54.69	279.00	-	\$15258.51
TROUT (TRUN) 2AXL				
EXV-01 - EXV-01 John Deere Mini Excavator	\$20.46	28.00	-	\$572.88
HCECL (DEER) 35G				
UND-005 - UND-005 2014 BOBCAT 5570 TV SKID STEER LOADER	\$27.25	19.00	-	\$517.75
TRACS (<50) A				
AC-001 - AC-001 Airman PDS185S AC 185 CFM/Tools	\$20.82	219.00	-	\$4559.58
AIRCP (PORT) 16-25				
UND-009 - UND-009 2001 DITCH WITCH 5V0042 ROCKSAW 8020	\$38.23	19.00	-	\$726.37
TRENC (D-W) 5680				
UND-003 - UND-003 2012 FORD F-550 FLAT BED	\$54.69	19.00	-	\$1039.11
TROUT (TRUN) 2AXL				
CR-002 - CR-002 2003 GMC Crane Truck	\$50.65	32.00	-	\$1620.80
HCETD (NATL) 4987				
JT-056 - JT-056 2018 Chevy Silverado 3500 Duramax	\$27.42	0.00	-	\$0.00
TRUCK (T&TT) 00-06				
Tree Lighting Material	\$43,318.45	1.00 EACH	-	\$43318.45
See Attached Breakout				
Street Lighting Material (See Attached Breakout)	\$72,171.63	1.00 EACH	-	\$72171.63
See Attached Breakout				
Services Material (See Attached Breakout)	\$50,039.61	1.00 EACH	-	\$50039.61
See Attached Breakout				

Breakout

Labor : \$73,640.17
Gross Mark Up @ 35%: \$25,774.06
Overhead Percent @ 11%: \$8,100.42
Equipment : \$47,879.68
Gross Mark Up @ 10%: \$4,787.97
Material : \$165,529.69
Gross Mark Up @ 15%: \$24,829.45
Total: \$350,541.44

Reservation of Rights

This COR does not include any amount for impacts such as interference, disruptions, rescheduling, changes in the sequence of work, delays and/or associated acceleration. We expressly reserve the right to submit our request for any of these items.

Signed By:



Dustin Rubio
Project Manager

Dated: 9/25/2020

Material Additions							
Tree Lighting	Per Unit Cost	Qty.	Unit	Total	Labor Per Unit	Labor Total	Unit
3/4" Conduit / Drop In	\$ 0.32	2600	LF	\$ 832.00	1	26	LF-100
3/4" Termination (Sweep, Coupling, End Bell)	\$ 4.25	102		\$ 433.50	0.25	25.5	EA
2" Conduit / Drop In	\$ 0.98	4200	LF	\$ 4,116.00	3	126	LF-100
2" Termination (Sweep, Coupling, End Bell)	\$ 7.25	104	EA	\$ 754.00	0.25	26	EA
100W Transformer	\$ 220.00	52	EA	\$ 11,440.00	1	52	EA
Transformer Pull Box	\$ 160.00	52	EA	\$ 8,320.00	3	156	EA
Tree Lighting Distribution Box / Cover	\$ 15.00	102	EA	\$ 1,530.00	0.8	81.6	EA
Added Rock Wheel or Trencher - Excavate / Backfill	\$ 20.00	200	LF	\$ 4,000.00	16	32	LF-100
Hand Trench Excavate / Back Fill	\$ 5.00	510	LF	\$ 2,550.00	18	91.8	LF-100
#8 Tree Lighting Conductors 3C/4,333 LF	\$ 0.35	13000	EA	\$ 4,550.00	6	25.8	LF-1000
2/12 Tree Light Conductors	\$ 0.42	3000	LF	\$ 1,260.00	6	18	LF-1000
Supervision- GF					1	0	EA
TOTAL				\$ 39,785.50		660.7	
Street Lighting							
2" Schedule 40 PVC	\$ 0.98	195	LF	\$ 195.98	3	5.85	LF-100
(Sweep, Coupling, End Bell)	\$ 7.25	6	EA	\$ 43.50	0.25	1.5	EA
Street Lighting Pull Boxes	\$ 160.00	12	EA	\$ 1,920.00	3	36	EA
Added Rock Wheel or Trencher-Excavate / Backfill	\$ 20.00	165	LF	\$ 3,300.00	16	26.4	LF-100
Hand Trench Excavate / Back Fill	\$ 5.00	30	LF	\$ 150.00	18	5.4	LF-100
Street Lighting Pole Bases/ Cage & Concrete	\$ 500.00	8	EA	\$ 4,000.00	6	48	LS
Additional Street Lights(Install Only/ Wire Fuse-Kit)	\$ 30.00	8	EA	\$ 240.00	6	48	EA
Revised Street Lights	\$ 319,555.00		LS	\$ 329,555.00	0	0	LS
Added Street Light Conductors	\$ 0.35	600	LF	\$ 210.00	6	3.6	LF-1000
Credit- Old Street Lights	\$ (273,329.00)	1	LS	\$ (273,329.00)	0	0	LS
Supervision- GF					1	0	EA
TOTAL				\$ 66,285.48		174.75	
Services							
Pedestal Bases							
Type 24-200/24-000 Back To Back Foundation - Includes Concrete, Anchor Bolts Reinforcement- Grounding- & Conduit Stubs	\$ 270.00	1	4	1080	16	64	EA
Credit - Type III AF 27 Series Foundation - Includes Concrete, Reinforcement, Anchor Bolts, Grounding- & Conduit Stubs	\$ (200.00)	1	EA	\$ (200.00)	12	-12	EA
Cabinets							
Revised Tesco Meter Pedestals (Furnish)	\$ 48,015.00	1	LS	\$ 48,015.00	0	0	EA
Tesco 24-200/ 24-000 Back To Back Meter Pedestal Installation	\$ -	4	EA	\$ -	12	48	EA
Cabinet Terminations	\$ -	4	EA	\$ -	2	8	EA
Credit Tesco Meter Pedestal (Furnish)	\$ (3,740.00)	1	LS	\$ (3,740.00)	0	0	EA
Credit Tesco Meter Pedestal Installation	\$ -	1	LS	\$ -	4	4	EA
Credit Cabinet Termination	\$ -	1	EA	\$ -	2	2	EA
Service Point Conduit Runs							
3" Conduit - Service Point	\$ 1.90	95	LF	\$ 180.50	3.5	3.325	LF-C
3" Termination (Sweep, Coupling, End Bell)		6	EA		0.35	2.1	C
2" Conduit - Service Point	\$ 0.98	50	LF	\$ 49.00	3	1.5	LF-C
2" Termination (Sweep, Coupling, End Bell)		2	EA		0.25	0.5	C
Pull Rope	\$ 0.25	150	LF	\$ 37.50	6	0.9	LF-M
Added Excavator Trench Ex /Back fill	\$ 3.70	145	LF	\$ 536.50	16	23.2	LF-C
Supervision- GF					1	0	EA
TOTAL				\$ 45,958.50		133.525	
GRAND TOTAL (Net Sales Tax)				\$ 152,029.48			
8.88% Sales Tax				13038.46			
Material Grand Total				\$ 165,067.94	Labor Hours	968.975	

Attn: ESTIMATORS
Company:
Bid Date: 09/18/20
Date: 09/18/20
Project: Downtown Streetscape and Road Diet, Ukiah

Quoted By: Robin
Spec. Year: 2018
Revisions: RSP 10-19-18
Addendum:
Memos:

Quantity	Description	Price	Extension
	BI #74 LIGHTING SYSTEM		
50	PT-MS805A-3-XRLED-12L35T4-MDL14 SV1-PEC-FHC/9315TO/BKT		
10	DMS50-35W32LED3K-T-LE2S-UNIV DMG-SMA-PHXL-RC-BKTX MR-1A-R4-BKTX RA61U-16-BKTX	LOT	\$273,329
		Bid Day Total Lighting Package (Credit)	
1	CCO PER NEW PLANS DELETE LIGHTING PACKAGE		
			-\$273,329
	ADD LIGHTING		
68	DMS50 55W48LED?K T LE3? UNIV DMG SMA PHXL RC BKTX MR 1A R4 BKTX RA61U 15 BKTX	LOT	\$319,555
		NET CHANGE	\$46,226
	New Lighting Package - Revised Plans		

To: Bidding Contractors
Attn: Estimators
Re: Downtown Streetscape and Road Diet Project / Ukiah, CA

Quote Date: 2/03/2020
Quote No.: 20B018Q01
Bid Date: 2/05/2020

Dear Customer:

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following Bill of Material pertaining to the above-referenced project.

Bill of Material:

Item	Qty	Description
1	1	Sheet E-102 Note 9: - TESCO PAD MOUNT TYPE 28-105 ANODIZED ALUMINUM METERED SERVICE ENCLOSURE 120/240 VOLT 1 PHASE 3 WIRE TO INCLUDE: 100 AMP METER SOCKET AND SUPPORT HARDWARE 1-100/2 CIRCUIT BREAKER (MAIN BREAKER) 1-15/1 CIRCUIT BREAKER (IRRIGATION CTRL) 2-20/1 CIRCUIT BREAKER (SPARE) 1-SURGE PROTECTION DEVICE 1-TIME CLOCK 1-CONVENIENCE RECEPTACLE - LOT-NAMEPLATES AS REQUIRED **IRRIGATION CONTROLLER NOT INCLUDED IN SERVICE PEDESTAL** **LIGHTING CONTACTOR NOT INCLUDED DUE TO NO (0) LIGHTING BREAKERS**
2	Lot	Tesco Services: - Submittals - Manufacturing Services – fabrication, manufacturing, assembly, equipment wiring, factory testing - O&M Manuals
		TOTAL (not including sales tax): \$3,740.00

Original Service Credit

Please Note

- Quote is to **furnish only** and does not include trade installation services or field terminations; however, any onsite equipment modifications required may be performed by factory representative if quoted above.
- Quote does not include conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, instrumentation mounting components, sunshields, etc.).
- Quote does not include any 3rd party independent testing, harmonic testing/analysis, power coordination study, or Arc-Flash Risk Analysis (AFRA) study.
- ***Note – The above quotation is based upon limited information and covers materials quoted only. Tesco will require clarification and or approved submittals prior to fabrication. ***

Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Submittals provided approximately 10-14 business days after receipt of purchase order.
- Delivery to be scheduled approximately 6-8 weeks after submittal approval.
- Addendums Acknowledged: 0
- **Cancellation of order after submission of submittals will be subject to a 25% submittal fee.**
- Cancellation of order after release to production may be subject to cancellation fee or restocking fee.
- Unless otherwise stated, price **does not** include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- Tesco price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of delivery from TESCO.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

TESCO CONTROLS, INC.



Layne Clifton
Transportation Sales Estimator
lclifton@tescocontrols.com

To: Bidding Contractors
Attn: Estimators
Re: Downtown Streetscape and Road Diet Project / Ukiah, CA

Quote Date: 9/17/2020
Quote No.: 51581C02
Bid Date: 2/05/2020

Dear Customer:

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following Bill of Material pertaining to the above-referenced project.

Bill of Material:

Item	Qty	Description
1	1	Metering Pedestal #1: - TESCO PAD MOUNT TYPE 24-200/24-000 BACK-TO-BACK GALVANIZED AND POWDER COATED ANSI #61 METERED SERVICE ENCLOSURE 120/240 VOLT 1 PHASE 3 WIRE TO INCLUDE: UTILITY COMPARTMENT: 100 AMP METER SOCKET AND SUPPORT HARDWARE 1-100/2 CIRCUIT BREAKER (MAIN BREAKER) LOAD COMPARTMENT: 4-20/1 GFCI CIRCUIT BREAKER (TREE LIGHTS, SPARE) 1-IN-USE CABLE ACCESS PORT WITH SLIDING COVER 2-THREE-POINT LATCH - LOT-NAMEPLATES AS REQUIRED
		\$10,015.00
2	1	Metering Pedestal #3: - TESCO PAD MOUNT TYPE 24-200/24-000 BACK-TO-BACK GALVANIZED AND POWDER COATED ANSI #61 METERED SERVICE ENCLOSURE 120/240 VOLT 1 PHASE 3 WIRE TO INCLUDE: UTILITY COMPARTMENT: 200 AMP METER SOCKET AND SUPPORT HARDWARE 1-200/2 CIRCUIT BREAKER (MAIN BREAKER) 1-LOAD SPLITTER LOAD COMPARTMENT: 8-20/1 GFCI CIRCUIT BREAKER (RECEPTACLE 1-8) 4-30/2 GFCI CIRCUIT BREAKER (RECEPTACLE 9-12) 8-NEMA 5-20R RECEPTACLE 4-50A RECEPTACLE 1-IN-USE CABLE ACCESS PORT WITH SLIDING COVER 2-THREE-POINT LATCH - LOT-NAMEPLATES AS REQUIRED
		\$12,500.00

Item	Qty	Description
3	2	Metering Pedestal #2 and #4: - TESCO PAD MOUNT TYPE 24-200/24-000 BACK-TO-BACK GALVANIZED AND POWDER COATED ANSI #61 METERED SERVICE ENCLOSURE 120/240 VOLT 1 PHASE 3 WIRE TO INCLUDE: - UTILITY COMPARTMENT: 200 AMP METER SOCKET AND SUPPORT HARDWARE 1-200/2 CIRCUIT BREAKER (MAIN BREAKER) 1-LOAD SPLITTER - LOAD COMPARTMENT: 10-20/1 GFCI CIRCUIT BREAKER (TREE LIGHTS, TREE LIGHTS, RECEPTACLE 1-8) 4-30/2 GFCI CIRCUIT BREAKER (RECEPTACLE 9-12) 8-NEMA 5-20R RECEPTACLE 4-50A RECEPTACLE 1-IN-USE CABLE ACCESS PORT WITH SLIDING COVER 2-THREE-POINT LATCH - LOT-NAMEPLATES AS REQUIRED
		\$12,750.00 EA \$25,500.00 LOT
4	Lot	Tesco Services: - Submittals - Manufacturing Services – fabrication, manufacturing, assembly, equipment wiring, factory testing - O&M Manuals
		TOTAL (not including sales tax): \$48,015.00

Revised Plans - New Cabinets

Please Note

- Quote is to **furnish only** and does not include trade installation services or field terminations; however, any onsite equipment modifications required may be performed by factory representative if quoted above.
- Quote does not include conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, instrumentation mounting components, sunshields, etc.).
- Quote does not include any 3rd party independent testing, harmonic testing/analysis, power coordination study, or Arc-Flash Risk Analysis (AFRA) study.
- ***Note – The above quotation is based upon limited information and covers materials quoted only. Tesco will require clarification and or approved submittals prior to fabrication. ***

Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Submittals provided approximately **10-14** business days after receipt of purchase order.
- Delivery to be scheduled approximately **6-8** weeks after submittal approval.
- Addendums Acknowledged: **0**
- Cancellation of order after submission of submittals will be subject to a 25% submittal fee.**
- Cancellation of order after release to production may be subject to cancellation fee or restocking fee.
- Unless otherwise stated, price **does not** include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- Tesco price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of delivery from TESCO.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.

Quotation

TESCO CONTROLS, INC.

- All merchandise sold is subject to lien laws.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

TESCO CONTROLS, INC.



Layne Clifton
Transportation Sales Estimator
lclifton@tescocontrols.com



AGENDA SUMMARY REPORT

SUBJECT: Authorize City Manager to Enter Agreement with Redwood Valley Calpella Fire District for the Sale and Placement of a 60' Pole from the Electric Utility.

DEPARTMENT: Electric Utility **PREPARED BY:** Cindy Sauers, Assistant Electric Utility Director
PRESENTER: Consent Calendar

ATTACHMENTS:

1. UTILITY POLE SALE AND PURCHASE AGREEMENT

Summary: Council will consider authorizing the City Manager to approve the agreement for the mutual aid sale and placement of a 60' pole from the Electric Utility to the Redwood Valley Calpella Fire District.

Background: Redwood Valley Capella Fire District has requested assistance with providing and installing a 60' class 1 wood utility pole. The pole will be used to mount a new emergency alert siren, replacing an older, smaller alert system. The Redwood Valley Calpella Fire District was encountering problems obtaining and installing the necessary pole prior to fire season. With the City's assistance, the Fire District will be able to move ahead in making the alert system operational this season.

Discussion: The Electric Utility uses various sizes of poles throughout the electric system. The City has additional poles available for system improvements. The Electric Utility team is proud to assist the Redwood Valley community where many City employees and friends reside. Furthermore, an early warning system improves fire resiliency for the entire Ukiah Valley including City of Ukiah infrastructure.

Staff worked with the City Attorney to draft a sales agreement (Attachment 1), if approved, it will be executed with Redwood Valley Calpella Fire District to sell and set the pole to Fire Authority standards for a fee of \$1,400.00. This amount covers the cost of the pole.

Recommended Action: Authorize City Manager to enter into an agreement with Redwood Valley Calpella Fire District for the sale and placement of a 60' pole from the Electric Utility.

BUDGET AMENDMENT REQUIRED: No

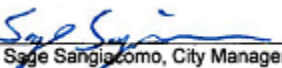
CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Sage, Sangiacomo, City Manager; Mel Grandi, Electric Utility Director

Approved: 
Sage Sangiacomo, City Manager

UTILITY POLE SALE AND PURCHASE AGREEMENT

This agreement is made and entered on _____, 2021 ("Effective Date") in Ukiah, California between the City of Ukiah ("City"), a general law municipal corporation, and the Redwood Valley Calpella Fire District ("District"), a California fire district formed under and in compliance with the Fire Protection District Law of 1987 (Health and Safety Code Sections 13800 et seq.). District and City may be referred to herein as "parties," or individually as a "party."

RECITALS:

1. District requires a wooden utility pole upon which to mount a public notification system at its fire station (the "Station") located at 8481 East Road, Redwood Valley, California, 95470.

2. City's electric utility has a utility pole of the type used to mount electrical transformers and electrical distribution wires used in the City's electrical distribution system. The pole is a sixty-foot long Class 1 treated wood pole ("the Pole").

3. District has been informed that the Pole has been stored outside for a number of years and would be installed using guy wires, if used in the City's electrical distribution system.

4. District has inspected the Pole and determined that it is suitable for the use intended by District.

5. Except as noted in Recital No. 3, above, the City has made no representations concerning the condition of the pole or its suitability for the District's intended use. The District has not relied on the City in deciding to use and install the Pole.

6. The City has agreed to sell the Pole to the District for its book value which is \$1,400.00 as shown on the City's inventory.

AGREEMENT:

Based on the foregoing recitals which are incorporated into and made a part of this Agreement and the terms and conditions as stated below, the parties hereby agree as follows.

1. **Sale of Pole.** City hereby sells the Pole to District and District purchases the Pole from City.
2. **Price.** Prior to the installation of the Pole, District shall pay City \$1,400.00 as the full and complete price for the Pole and its delivery to and installation at the Station by the City.
3. **Delivery and Installation.** City shall deliver the Pole to the Station and dig a hole for installing it as directed by District. District shall determine the depth of the hole. The City shall place the Pole in the hole and replace and compact dirt in the hole to secure the Pole. At District's direction, the City will not use guy wires to secure the Pole. District accepts the Pole in its AS-IS, WHERE IS condition. The City makes no representation or warranty concerning the condition or suitability of the Pole for the District's intended use or its installation and the District waives and releases the City, and its officers, agents and employees, from any liability arising from the District's acceptance and use of the Pole.
4. **Waiver of Warranties.** **DISTRICT HEREBY DISCLAIMS ALL WARRANTIES OF ANY SORT, EXPRESS OR IMPLIED, EXCEPT THAT OF TITLE, AND DISTRICT HEREBY SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY, COURSE OF DEALING, USAGE OF TRADE AND FITNESS**

FOR A PARTICULAR PURPOSE, NOTWITHSTANDING ANY PURPORTED TERMS AND CONDITIONS CONTAINED IN ANY DOCUMENT PREPARED BY DISTRICT IN CONNECTION WITH THIS SALE. CITY SHALL NOT BE LIABLE FOR CONSEQUENTIAL, SPECIAL OR INCIDENTAL DAMAGES OF ANY KIND WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, LOSS OF REVENUE OR PROFITS.

5. Indemnification and Insurance. District agrees to indemnify the City for and defend the City against any claim for damages or other payment of money by District or any third party arising from the installation by City and use of the Pole by the District, including all costs of defending the City against the claim, such as, but not limited to, the fees of attorneys, experts, consultants, investigators or expert witnesses and all other litigation costs and expenses and paying any settlement or judgment. This indemnification of City includes its officers, agents, and employees. Under any public liability insurance policy covering claims against the District, the District shall have City named as an additional insured with the same right to and scope of coverage under the policy as it provides to District.

6. Integration. This agreement contains the entire agreement between the City and the District concerning the sale and installation of the Pole and supersedes and replaces any prior agreement, statement, or representation by either party. This agreement may be amended only by a signed written agreement approved in the manner required by law by the City and the District.

7. Notice. Any notice or other communication permitted or required by this Agreement shall be in writing and deemed given and received, when received, if delivered by overnight courier or email or 48 hours after deposit in the United States mail with proper first-class postage affixed thereto, when addressed as follows:

DISTRICT

Redwood Valley Calpella Fire District
P.O. Box 385
8481 East Road
Redwood Valley, CA, 95470
Email: clerk-rvcfd@comcast.net

CITY

Attention: City Manager
Ukiah Civic Center
300 Seminary Ave.
Ukiah, CA 95482
Email: ssangiacomo@cityofukiah.com

WHEREFORE, this Agreement is made and entered on the Effective Date.

Redwood Valley Calpella Fire District

City of Ukiah

By: _____

By: _____
Sage Sangiacomo, City Manager

Its: _____

ATTEST: _____
Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Authorize the City Manager to Execute All Agreements Necessary to Accept the Distribution of the U.S. Department of the Treasury American Rescue Plan Act of 2021 Coronavirus Local Fiscal Recovery Funds.

DEPARTMENT: Finance **PREPARED BY:** Mary Horger, Financial Services Manager
PRESENTER: Consent Calendar

ATTACHMENTS:

1. ARP Required Forms
2. SLFRPFAQ as of 6-10-21

Summary: Council will consider authorizing the City Manager to execute all agreements necessary to accept the distribution of the U.S. Department of the Treasury American Rescue Plan Act of 2021 Coronavirus Local Fiscal Recovery funds.

Background: The American Rescue Plan Act of 2021 (ARPA) appropriates \$19.53 billion to States for distribution to tens of thousands of "non-entitlement units of local government" (NEUs). An NEU is defined as local governments with populations of less than 50,000, of which the City of Ukiah is one. The funding was established to help states and localities address the economic and health consequences of the pandemic.

Funding is subject to the requirements specified in the Interim Final Rule published by the U.S. Treasury in the Code of Federal Regulations on May 17, 2021.

Discussion: A State is required to allocate and distribute the Local Fiscal Recovery Fund payment received from Treasury to each NEU in the State an amount that bears the same proportion to the amount of such payment as the population of the NEU bears to the total population of all the NEUs in the State. Based on this formula, it is anticipated that the City will receive up to \$3,826,344. Treasury will make payments to States from the Local Fiscal Recovery fund for distribution to NEUs in two tranches, with the Second Tranche payment to be made no earlier than 12 months after the date on which the First Tranche payment is paid to the State.

In order for the State to distribute the funds, they are required to establish a process for NEUs to submit requests for the payments. On June 9, 2021, the State of California activated an online portal for NEUs to submit the necessary paperwork to request the funds, with a deadline to submit of June 23, 2021. Staff is requesting Council to authorize the City Manager to execute the necessary documents in order to accept the funds. Please see Attachment 1 for a copy of the required forms.

Specific eligible uses for the funding per the Treasury's Interim Final Rule are still being evaluated. Please see Attachment 2 for the most recent version of frequently asked questions regarding the Coronavirus State and Local Fiscal Recovery Funds. The Treasury is seeking comment on all aspects of the Interim Final Rule, and further guidance for eligible uses are anticipated to be released in August.

It important to note, the City of Ukiah has incurred considerable costs in response to the COVID-19 pandemic

and these funds are vitally important to offsetting expenses already incurred.

Recommended Action: Authorize the City Manager to execute all agreements necessary to accept the distribution of the U.S. Department of the Treasury American Rescue Plan Act of 2021 Coronavirus Local Fiscal Recovery funds.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Dan Buffalo, Director of Finance

Approved: 
Sage Sangiacomo, City Manager

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name and address: City of Ukiah 300 Seminary Avenue Ukiah, California 95482	DUNS Number: Taxpayer Identification Number: Assistance Listing Number: 21.027
--	--

Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient:

City of Ukiah

Authorized Representative: Sage Sangiacomo

Title: City of Ukiah

Date signed: 6/16/2021

U.S. Department of the Treasury:

Authorized Representative:

Title:

Date:

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND
AWARD TERMS AND CONDITIONS

1. Use of Funds.
 - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
 - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
 - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
 - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
 - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

CERTIFICATION OF CORONAVIRUS LOCAL FISCAL RECOVERY FUND
ALLOCATION ACCEPTANCE (42 U.S.C. section 603)

I, Sage Sangiacomo, am the chief executive or authorized designee of City of Ukiah, and I certify that:

1. Check one:

☒ In my role as an authorized representative, I am accepting the City of Ukiah allocation from the Coronavirus Local Fiscal Recovery Fund.

☐ In my role as an authorized representative, I am declining the [Insert city or town name here] allocation from the Coronavirus Local Fiscal Recovery Fund, and authorize this allocation to be transferred to the State of California. An additional U.S. Treasury form will likely be required and subsequent information may be requested.

If you are accepting funds, proceed to questions 2 through 5. If you are declining funds, skip to question 6 and sign and submit the form.

2. I have the authority on behalf of City of Ukiah to report the following information:

☒ Entity's Taxpayer Identification Number

☒ DUNS number

☒ Address

☒ Total budget or top-line expenditure total as of January 27, 2020

3. I certify that my city or town is in compliance with 2 CFR Part 180 and that I have the authority on behalf of City of Ukiah to submit the following U.S. Treasury documents:

☒ Award Terms and Conditions agreement

☒ Assurances of Compliance with Title VI of the Civil Rights Act of 1964

4. I certify that the total budget amount provided is supported by an approved budget document, as of January 27, 2020. If my city or town does not have an approved budget, I certify that the total annual expenditure amount provided is supported by accounting documents. I agree to retain copies of financial records and supporting documentation for five years after all funds have been expended and the documents in item 3 of this certification and submit them to U.S. Treasury as required, no later than October 31, 2021

5. I agree to submit a project and expenditures report annually to U.S. Treasury.

6. I understand the State will rely on this certification as a material representation in distributing Coronavirus Local Fiscal Recovery Relief Funds to City of Ukiah.

Authorized Representative

Signature: _____ Date: 6/16/2021

Name (Print): Sage Sangiacomo Title: City Manager

ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the “Recipient”) provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient’s beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient’s program(s) and activity(ies), so long as any portion of the Recipient’s program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient’s programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

City of Ukiah

Recipient

6/16/2021

Date

Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

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Coronavirus State and Local Fiscal Recovery Funds

Frequently Asked Questions

AS OF JUNE 10, 2021

This document contains answers to frequently asked questions regarding the Coronavirus State and Local Fiscal Recovery Funds (CSFRF / CLFRF, or Fiscal Recovery Funds). Treasury will be updating this document periodically in response to questions received from stakeholders. Recipients and stakeholders should consult the [Interim Final Rule](#) for additional information.

- For overall information about the program, including information on requesting funding, please see <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments>
- For general questions about CSFRF / CLFRF, please email SLFRP@treasury.gov
- Treasury is seeking comment on all aspects of the Interim Final Rule. Stakeholders are encouraged to submit comments electronically through the Federal eRulemaking Portal (<https://www.regulations.gov/document/TREAS-DO-2021-0008-0002>) on or before July 16, 2021. Please be advised that comments received will be part of the public record and subject to public disclosure. Do not disclose any information in your comment or supporting materials that you consider confidential or inappropriate for public disclosure.

Questions added 5/27/21: 1.5, 1.6, 2.13, 2.14, 2.15, 3.9, 4.5, 4.6, 10.3, 10.4 (noted with “[5/27]”)

Questions added 6/8/21: 2.16, 3.10, 3.11, 3.12, 4.7, 6.7, 8.2, 9.4, 9.5, 10.5 (noted with “[6/8]”)

Answers to frequently asked questions on distribution of funds to non-entitlement units of local government (NEUs) can be found in this [FAQ supplement](#), which is regularly updated.

1. Eligibility and Allocations

1.1. Which governments are eligible for funds?

The following governments are eligible:

- States and the District of Columbia
- Territories
- Tribal governments
- Counties
- Metropolitan cities
- Non-entitlement units, or smaller local governments

1.2. Which governments receive funds directly from Treasury?

Treasury will distribute funds directly to each eligible state, territory, metropolitan city, county, or Tribal government. Smaller local governments that are classified as non-entitlement units will receive funds through their applicable state government.

1.3. Are special-purpose units of government eligible to receive funds?

Special-purpose units of local government will not receive funding allocations; however, a state, territory, local, or Tribal government may transfer funds to a special-purpose unit of government. Special-purpose districts perform specific functions in the community, such as fire, water, sewer or mosquito abatement districts.

1.4. How are funds being allocated to Tribal governments, and how will Tribal governments find out their allocation amounts?

\$20 billion of Fiscal Recovery Funds was reserved for Tribal governments. The American Rescue Plan Act specifies that \$1 billion will be allocated evenly to all eligible Tribal governments. The remaining \$19 billion will be distributed using an allocation methodology based on enrollment and employment.

There will be two payments to Tribal governments. Each Tribal government's first payment will include (i) an amount in respect of the \$1 billion allocation that is to be divided equally among eligible Tribal governments and (ii) each Tribal government's pro rata share of the Enrollment Allocation. Tribal governments will be notified of their allocation amount and delivery of payment 4-5 days after completing request for funds in the Treasury Submission Portal. The deadline to make the initial request for funds is June 21, 2021.¹

In mid-June or shortly after completing the initial request for funds, Tribal governments will receive an email notification to re-enter the Treasury Submission Portal to confirm or amend their 2019 employment numbers that were submitted to the Department of the Treasury for the CARES Act's Coronavirus Relief Fund. The deadline to confirm employment numbers is July 9, 2021. Treasury will calculate each Tribal government's pro rata share of the Employment Allocation for those Tribal governments that confirmed or submitted amended employment numbers. In late-June, Treasury will communicate to Tribal governments the amount of their portion of the Employment Allocation and the anticipated date for the second payment.

1.5. My county is a unit of general local government with population under 50,000. Will my county receive funds directly from Treasury? [5/27]

Yes. All counties that are units of general local government will receive funds directly from Treasury and should apply via the [online portal](#). The list of county allocations is available [here](#).

¹ This document was updated on June 10, 2021 to reflect the extension of the two portal submission deadlines.

1.6. My local government expected to be classified as a non-entitlement unit. Instead, it was classified as a metropolitan city. Why? [5/27]

The American Rescue Plan Act defines, for purposes of the Coronavirus Local Fiscal Recovery Fund (CLFRF), metropolitan cities to include those that are currently metropolitan cities under the Community Development Block Grant (CDBG) program but also those cities that relinquish or defer their status as a metropolitan city for purposes of the CDBG program. This would include, by way of example, cities that are principal cities of their metropolitan statistical area, even if their population is less than 50,000. In other words, a city that is eligible to be a metropolitan city under the CDBG program is eligible as a metropolitan city under the CLFRF, regardless of how that city has elected to participate in the CDBG program.

Unofficial allocation estimates produced by other organizations may have classified certain local governments as non-entitlement units of local government. However, based on the statutory definitions, some of these local governments should have been classified as metropolitan cities.

2. Eligible Uses – Responding to the Public Health Emergency / Negative Economic Impacts

2.1. What types of COVID-19 response, mitigation, and prevention activities are eligible?

A broad range of services are needed to contain COVID-19 and are eligible uses, including vaccination programs; medical care; testing; contact tracing; support for isolation or quarantine; supports for vulnerable populations to access medical or public health services; public health surveillance (e.g., monitoring case trends, genomic sequencing for variants); enforcement of public health orders; public communication efforts; enhancement to health care capacity, including through alternative care facilities; purchases of personal protective equipment; support for prevention, mitigation, or other services in congregate living facilities (e.g., nursing homes, incarceration settings, homeless shelters, group living facilities) and other key settings like schools; ventilation improvements in congregate settings, health care settings, or other key locations; enhancement of public health data systems; and other public health responses. Capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics.

2.2. If a use of funds was allowable under the Coronavirus Relief Fund (CRF) to respond to the public health emergency, may recipients presume it is also allowable under CSFRF/CLFRF?

Generally, funding uses eligible under CRF as a response to the direct public health impacts of COVID-19 will continue to be eligible under CSFRF/CLFRF, with the

following two exceptions: (1) the standard for eligibility of public health and safety payrolls has been updated; and (2) expenses related to the issuance of tax-anticipation notes are not an eligible funding use.

2.3. If a use of funds is not explicitly permitted in the Interim Final Rule as a response to the public health emergency and its negative economic impacts, does that mean it is prohibited?

The Interim Final Rule contains a non-exclusive list of programs or services that may be funded as responding to COVID-19 or the negative economic impacts of the COVID-19 public health emergency, along with considerations for evaluating other potential uses of Fiscal Recovery Funds not explicitly listed. The Interim Final Rule also provides flexibility for recipients to use Fiscal Recovery Funds for programs or services that are not identified on these non-exclusive lists but which meet the objectives of section 602(c)(1)(A) or 603(c)(1)(A) by responding to the COVID-19 public health emergency with respect to COVID-19 or its negative economic impacts.

2.4. May recipients use funds to respond to the public health emergency and its negative economic impacts by replenishing state unemployment funds?

Consistent with the approach taken in the CRF, recipients may make deposits into the state account of the Unemployment Trust Fund up to the level needed to restore the pre-pandemic balances of such account as of January 27, 2020, or to pay back advances received for the payment of benefits between January 27, 2020 and the date when the Interim Final Rule is published in the Federal Register.

2.5. What types of services are eligible as responses to the negative economic impacts of the pandemic?

Eligible uses in this category include assistance to households; small businesses and non-profits; and aid to impacted industries.

Assistance to households includes, but is not limited to: food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; cash assistance; emergency assistance for burials, home repairs, weatherization, or other needs; internet access or digital literacy assistance; or job training to address negative economic or public health impacts experienced due to a worker's occupation or level of training.

Assistance to small business and non-profits includes, but is not limited to:

- loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;
- Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing,

enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and

- Technical assistance, counseling, or other services to assist with business planning needs

2.6. May recipients use funds to respond to the public health emergency and its negative economic impacts by providing direct cash transfers to households?

Yes, provided the recipient considers whether, and the extent to which, the household has experienced a negative economic impact from the pandemic. Additionally, cash transfers must be reasonably proportional to the negative economic impact they are intended to address. Cash transfers grossly in excess of the amount needed to address the negative economic impact identified by the recipient would not be considered to be a response to the COVID-19 public health emergency or its negative impacts. In particular, when considering appropriate size of permissible cash transfers made in response to the COVID-19 public health emergency, state, local, territorial, and Tribal governments may consider and take guidance from the per person amounts previously provided by the federal government in response to the COVID crisis.

2.7. May funds be used to reimburse recipients for costs incurred by state and local governments in responding to the public health emergency and its negative economic impacts prior to passage of the American Rescue Plan?

Use of Fiscal Recovery Funds is generally forward looking. The Interim Final Rule permits funds to be used to cover costs incurred beginning on March 3, 2021.

2.8. May recipients use funds for general economic development or workforce development?

Generally, not. Recipients must demonstrate that funding uses directly address a negative economic impact of the COVID-19 public health emergency, including funds used for economic or workforce development. For example, job training for unemployed workers may be used to address negative economic impacts of the public health emergency and be eligible.

2.9. How can recipients use funds to assist the travel, tourism, and hospitality industries?

Aid provided to tourism, travel, and hospitality industries should respond to the negative economic impacts of the pandemic. For example, a recipient may provide aid to support safe reopening of businesses in the tourism, travel and hospitality industries and to districts that were closed during the COVID-19 public health emergency, as well as aid a planned expansion or upgrade of tourism, travel and hospitality facilities delayed due to the pandemic.

Tribal development districts are considered the commercial centers for tribal hospitality, gaming, tourism and entertainment industries.

2.10. May recipients use funds to assist impacted industries other than travel, tourism, and hospitality?

Yes, provided that recipients consider the extent of the impact in such industries as compared to tourism, travel, and hospitality, the industries enumerated in the statute. For example, nationwide the leisure and hospitality industry has experienced an approximately 17 percent decline in employment and 24 percent decline in revenue, on net, due to the COVID-19 public health emergency. Recipients should also consider whether impacts were due to the COVID-19 pandemic, as opposed to longer-term economic or industrial trends unrelated to the pandemic.

Recipients should maintain records to support their assessment of how businesses or business districts receiving assistance were affected by the negative economic impacts of the pandemic and how the aid provided responds to these impacts.

2.11. How does the Interim Final Rule help address the disparate impact of COVID-19 on certain populations and geographies?

In recognition of the disproportionate impacts of the COVID-19 virus on health and economic outcomes in low-income and Native American communities, the Interim Final Rule identifies a broader range of services and programs that are considered to be in response to the public health emergency when provided in these communities. Specifically, Treasury will presume that certain types of services are eligible uses when provided in a Qualified Census Tract (QCT), to families living in QCTs, or when these services are provided by Tribal governments.

Recipients may also provide these services to other populations, households, or geographic areas disproportionately impacted by the pandemic. In identifying these disproportionately-impacted communities, recipients should be able to support their determination for how the pandemic disproportionately impacted the populations, households, or geographic areas to be served.

Eligible services include:

- Addressing health disparities and the social determinants of health, including: community health workers, public benefits navigators, remediation of lead paint or other lead hazards, and community violence intervention programs;
- Building stronger neighborhoods and communities, including: supportive housing and other services for individuals experiencing homelessness, development of affordable housing, and housing vouchers and assistance relocating to neighborhoods with higher levels of economic opportunity;

- Addressing educational disparities exacerbated by COVID-19, including: early learning services, increasing resources for high-poverty school districts, educational services like tutoring or afterschool programs, and supports for students' social, emotional, and mental health needs; and
- Promoting healthy childhood environments, including: child care, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

2.12. May recipients use funds to pay for vaccine incentive programs (e.g., cash or in-kind transfers, lottery programs, or other incentives for individuals who get vaccinated)?

Yes. Under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds to respond to the COVID-19 public health emergency, including expenses related to COVID-19 vaccination programs. See forthcoming 31 CFR 35.6(b)(1)(i). Programs that provide incentives reasonably expected to increase the number of people who choose to get vaccinated, or that motivate people to get vaccinated sooner than they otherwise would have, are an allowable use of funds so long as such costs are reasonably proportional to the expected public health benefit.

2.13. May recipients use funds to pay “back to work incentives” (e.g., cash payments for newly employed workers after a certain period of time on the job)? [5/27]

Yes. Under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to unemployed workers. See forthcoming 31 CFR 35.6(b)(4). This assistance can include job training or other efforts to accelerate rehiring and thus reduce unemployment, such as childcare assistance, assistance with transportation to and from a jobsite or interview, and incentives for newly employed workers.

2.14. The Coronavirus Relief Fund (CRF) included as an eligible use: "Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What has changed in CSFRF/CLFRF, and what type of documentation is required under CSFRF/CLFRF? [5/27]

Many of the expenses authorized under the Coronavirus Relief Fund are also eligible uses under the CSFRF/CLFRF. However, in the case of payroll expenses for public safety, public health, health care, human services, and similar employees (hereafter, public health and safety staff), the CSFRF/CLFRF does differ from the CRF. This change reflects the differences between the ARPA and CARES Act and recognizes that the response to the COVID-19 public health emergency has changed and will continue to change over time. In particular, funds may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, including first responders, to the extent that the employee's time that is dedicated to responding to the COVID-19 public health emergency.

For administrative convenience, the recipient may consider a public health and safety employee to be entirely devoted to mitigating or responding to the COVID-19 public health emergency, and therefore fully covered, if the employee, or his or her operating unit or division, is primarily dedicated (e.g., more than half of the employee's time is dedicated) to responding to the COVID-19 public health emergency.

Recipients may use presumptions for assessing whether an employee, division, or operating unit is primarily dedicated to COVID-19 response. The recipient should maintain records to support its assessment, such as payroll records, attestations from supervisors or staff, or regular work product or correspondence demonstrating work on the COVID-19 response. Recipients need not routinely track staff hours. Recipients should periodically reassess their determinations.

2.15. What staff are included in “public safety, public health, health care, human services, and similar employees”? Would this include, for example, 911 operators, morgue staff, medical examiner staff, or EMS staff? [5/27]

As discussed in the Interim Final Rule, funds may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, for the portion of the employee's time that is dedicated to responding to the COVID-19 public health emergency.

Public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel. Public health employees would include employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g., laboratory technicians, medical examiner or morgue staff) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel. Human services staff include employees providing or administering social services; public benefits; child welfare services; and child, elder, or family care, as well as others.

2.16. May recipients use funds to establish a public jobs program? [6/8]

Yes. The Interim Final Rule permits a broad range of services to unemployed or underemployed workers and other individuals that suffered negative economic impacts from the pandemic. That can include public jobs programs, subsidized employment, combined education and on-the-job training programs, or job training to accelerate rehiring or address negative economic or public health impacts experienced due to a worker's occupation or level of training. The broad range of permitted services can also include other employment supports, such as childcare assistance or assistance with transportation to and from a jobsite or interview.

The Interim Final Rule includes as an eligible use re-hiring public sector staff up to the government’s level of pre-pandemic employment. “Public sector staff” would not include individuals participating in a job training or subsidized employment program administered by the recipient.

3. Eligible Uses – Revenue Loss

3.1. How is revenue defined for the purpose of this provision?

The Interim Final Rule adopts a definition of “General Revenue” that is based on, but not identical, to the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances.

General Revenue includes revenue from taxes, current charges, and miscellaneous general revenue. It excludes refunds and other correcting transactions, proceeds from issuance of debt or the sale of investments, agency or private trust transactions, and revenue generated by utilities and insurance trusts. General revenue also includes intergovernmental transfers between state and local governments, but excludes intergovernmental transfers from the Federal government, including Federal transfers made via a state to a locality pursuant to the CRF or the Fiscal Recovery Funds.

Tribal governments may include all revenue from Tribal enterprises and gaming operations in the definition of General Revenue.

3.2. Will revenue be calculated on an entity-wide basis or on a source-by-source basis (e.g. property tax, income tax, sales tax, etc.)?

Recipients should calculate revenue on an entity-wide basis. This approach minimizes the administrative burden for recipients, provides for greater consistency across recipients, and presents a more accurate representation of the net impact of the COVID- 19 public health emergency on a recipient’s revenue, rather than relying on financial reporting prepared by each recipient, which vary in methodology used and which generally aggregates revenue by purpose rather than by source.

3.3. Does the definition of revenue include outside concessions that contract with a state or local government?

Recipients should classify revenue sources as they would if responding to the U.S. Census Bureau’s Annual Survey of State and Local Government Finances. According to the Census Bureau’s [Government Finance and Employment Classification manual](#), the following is an example of current charges that would be included in a state or local government’s general revenue from own sources: “Gross revenue of facilities operated by a government (swimming pools, recreational marinas and piers, golf courses, skating rinks, museums, zoos, etc.); auxiliary facilities in public recreation areas (camping areas,

refreshment stands, gift shops, etc.); lease or use fees from stadiums, auditoriums, and community and convention centers; and rentals from concessions at such facilities.”

3.4. What is the time period for estimating revenue loss? Will revenue losses experienced prior to the passage of the Act be considered?

Recipients are permitted to calculate the extent of reduction in revenue as of four points in time: December 31, 2020; December 31, 2021; December 31, 2022; and December 31, 2023. This approach recognizes that some recipients may experience lagged effects of the pandemic on revenues.

Upon receiving Fiscal Recovery Fund payments, recipients may immediately calculate revenue loss for the period ending December 31, 2020.

3.5. What is the formula for calculating the reduction in revenue?

A reduction in a recipient’s General Revenue equals:

$$\text{Max } \{ [\text{Base Year Revenue} * (1 + \text{Growth Adjustment})^{\left(\frac{n_t}{12}\right)}] - \text{Actual General Revenue}_t ; 0 \}$$

Where:

Base Year Revenue is General Revenue collected in the most recent full fiscal year prior to the COVID-19 public health emergency.

Growth Adjustment is equal to the greater of 4.1 percent (or 0.041) and the recipient’s average annual revenue growth over the three full fiscal years prior to the COVID-19 public health emergency.

n equals the number of months elapsed from the end of the base year to the calculation date.

Actual General Revenue is a recipient’s actual general revenue collected during 12-month period ending on each calculation date.

Subscript *t* denotes the calculation date.

3.6. Are recipients expected to demonstrate that reduction in revenue is due to the COVID-19 public health emergency?

In the Interim Final Rule, any diminution in actual revenue calculated using the formula above would be presumed to have been “due to” the COVID-19 public health emergency. This presumption is made for administrative ease and in recognition of the broad-based economic damage that the pandemic has wrought.

3.7. May recipients use pre-pandemic projections as a basis to estimate the reduction in revenue?

No. Treasury is disallowing the use of projections to ensure consistency and comparability across recipients and to streamline verification. However, in estimating the revenue shortfall using the formula above, recipients may incorporate their average annual revenue growth rate in the three full fiscal years prior to the public health emergency.

3.8. Once a recipient has identified a reduction in revenue, are there any restrictions on how recipients use funds up to the amount of the reduction?

The Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. Government services can include, but are not limited to, maintenance of infrastructure or pay-go spending for building new infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.

However, paying interest or principal on outstanding debt, replenishing rainy day or other reserve funds, or paying settlements or judgments would not be considered provision of a government service, since these uses of funds do not entail direct provision of services to citizens. This restriction on paying interest or principal on any outstanding debt instrument, includes, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt. In addition, the overarching restrictions on all program funds (e.g., restriction on pension deposits, restriction on using funds for non-federal match where barred by regulation or statute) would apply.

3.9. How do I know if a certain type of revenue should be counted for the purpose of computing revenue loss? [5/27]

As discussed in FAQ #3.1, the Interim Final Rule adopts a definition of “General Revenue” that is based on, but not identical, to the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances.

Recipients should refer to the definition of “General Revenue” included in the Interim Final Rule. See forthcoming 31 CFR 35.3. If a recipient is unsure whether a particular revenue source is included in the Interim Final Rule’s definition of “General Revenue,” the recipient may consider the classification and instructions used to complete the Census Bureau’s Annual Survey.

For example, parking fees would be classified as a Current Charge for the purpose of the Census Bureau’s Annual Survey, and the Interim Final Rule’s concept of “General

Revenue” includes all Current Charges. Therefore, parking fees would be included in the Interim Final Rule’s concept of “General Revenue.”

The Census Bureau’s Government Finance and Employment Classification manual is available [here](#).

3.10. In calculating revenue loss, are recipients required to use audited financials? [6/8]

Where audited data is not available, recipients are not required to obtain audited data. Treasury expects all information submitted to be complete and accurate. See 31 CFR 35.4(c).

3.11. In calculating revenue loss, should recipients use their own data, or Census data? [6/8]

Recipients should use their own data sources to calculate general revenue, and do not need to rely on published revenue data from the Census Bureau. Treasury acknowledges that due to differences in timing, data sources, and definitions, recipients’ self-reported general revenue figures may differ somewhat from those published by the Census Bureau.

3.12. Should recipients calculate revenue loss on a cash basis or an accrual basis? [6/8]

Recipients may provide data on a cash, accrual, or modified accrual basis, provided that recipients are consistent in their choice of methodology throughout the covered period and until reporting is no longer required.

4. Eligible Uses – General

4.1. May recipients use funds to replenish a budget stabilization fund, rainy day fund, or similar reserve account?

No. Funds made available to respond to the public health emergency and its negative economic impacts are intended to help meet pandemic response needs and provide immediate stabilization for households and businesses. Contributions to rainy day funds and similar reserves funds would not address these needs or respond to the COVID-19 public health emergency, but would rather be savings for future spending needs. Similarly, funds made available for the provision of governmental services (to the extent of reduction in revenue) are intended to support direct provision of services to citizens. Contributions to rainy day funds are not considered provision of government services, since such expenses do not directly relate to the provision of government services.

4.2. May recipients use funds to invest in infrastructure other than water, sewer, and broadband projects (e.g. roads, public facilities)?

Under 602(c)(1)(C) or 603(c)(1)(C), recipients may use funds for maintenance of infrastructure or pay-go spending for building of new infrastructure as part of the general provision of government services, to the extent of the estimated reduction in revenue due to the public health emergency.

Under 602(c)(1)(A) or 603(c)(1)(A), a general infrastructure project typically would not be considered a response to the public health emergency and its negative economic impacts unless the project responds to a specific pandemic-related public health need (e.g., investments in facilities for the delivery of vaccines) or a specific negative economic impact of the pandemic (e.g., affordable housing in a Qualified Census Tract).

4.3. May recipients use funds to pay interest or principal on outstanding debt?

No. Expenses related to financing, including servicing or redeeming notes, would not address the needs of pandemic response or its negative economic impacts. Such expenses would also not be considered provision of government services, as these financing expenses do not directly provide services or aid to citizens.

This applies to paying interest or principal on any outstanding debt instrument, including, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt.

4.4. May recipients use funds to satisfy nonfederal matching requirements under the Stafford Act? May recipients use funds to satisfy nonfederal matching requirements generally?

Fiscal Recovery Funds are subject to pre-existing limitations in other federal statutes and regulations and may not be used as non-federal match for other Federal programs whose statute or regulations bar the use of Federal funds to meet matching requirements. For example, expenses for the state share of Medicaid are not an eligible use. For information on FEMA programs, please [see here](#).

4.5. Are governments required to submit proposed expenditures to Treasury for approval? [5/27]

No. Recipients are not required to submit planned expenditures for prior approval by Treasury. Recipients are subject to the requirements and guidelines for eligible uses contained in the Interim Final Rule.

4.6. How do I know if a specific use is eligible? [5/27]

Fiscal Recovery Funds must be used in one of the four eligible use categories specified in the American Rescue Plan Act and implemented in the Interim Final Rule:

- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- d) To make necessary investments in water, sewer, or broadband infrastructure.

Recipients should consult Section II of the Interim Final Rule for additional information on eligible uses. For recipients evaluating potential uses under (a), the Interim Final Rule contains a non-exclusive list of programs or services that may be funded as responding to COVID-19 or the negative economic impacts of the COVID-19 public health emergency, along with considerations for evaluating other potential uses of Fiscal Recovery Funds not explicitly listed. See Section II of the Interim Final Rule for additional discussion.

For recipients evaluating potential uses under (c), the Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. See FAQ #3.8 for additional discussion.

For recipients evaluating potential uses under (b) and (d), see Sections 5 and 6.

4.7. Do restrictions on using Coronavirus State and Local Fiscal Recovery Funds to cover costs incurred beginning on March 3, 2021 apply to costs incurred by the recipient (e.g., a State, local, territorial, or Tribal government) or to costs incurred by households, businesses, and individuals benefiting from assistance provided using Coronavirus State and Local Fiscal Recovery Funds? [6/8]

The Interim Final Rule permits funds to be used to cover costs incurred beginning on March 3, 2021. This limitation applies to costs incurred by the recipient (i.e., the state, local, territorial, or Tribal government receiving funds). However, recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to households, businesses, and individuals within the eligible use categories described in the Interim Final Rule for economic harms experienced by those households, businesses, and individuals prior to March 3, 2021. For example,

- Public Health/Negative Economic Impacts – Recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to households – such as rent, mortgage, or utility assistance – for economic harms experienced or costs incurred by the household prior to March 3, 2021 (e.g., rental arrears from preceding months), provided that the cost of providing assistance to the household was not incurred by the recipient prior to March 3, 2021.

- Premium Pay – Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be “in addition to” wages and remuneration already received and the obligation to provide such pay must not have been incurred by the recipient prior to March 3, 2021.
- Revenue Loss – The Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. The calculation of lost revenue begins with the recipient’s revenue in the last full fiscal year prior to the COVID-19 public health emergency and includes the 12-month period ending December 31, 2020. However, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.
- Investments in Water, Sewer, and Broadband – Recipients may use Coronavirus State and Local Fiscal Recovery Funds to make necessary investments in water, sewer, and broadband. See FAQ Section 6. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the Coronavirus State and Local Fiscal Recovery Funds were incurred after March 3, 2021.

5. Eligible Uses – Premium Pay

5.1. What criteria should recipients use in identifying essential workers to receive premium pay?

Essential workers are those in critical infrastructure sectors who regularly perform in-person work, interact with others at work, or physically handle items handled by others.

Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Interim Final Rule. Governments receiving Fiscal Recovery Funds have the discretion to add additional sectors to this list, so long as the sectors are considered critical to protect the health and well-being of residents.

The Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker’s total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

5.2. What criteria should recipients use in identifying third-party employers to receive grants for the purpose of providing premium pay to essential workers?

Any third-party employers of essential workers are eligible. Third-party contractors who employ essential workers in eligible sectors are also eligible for grants to provide

premium pay. Selection of third-party employers and contractors who receive grants is at the discretion of recipients.

To ensure any grants respond to the needs of essential workers and are made in a fair and transparent manner, the rule imposes some additional reporting requirements for grants to third-party employers, including the public disclosure of grants provided.

5.3. May recipients provide premium pay retroactively for work already performed?

Yes. Treasury encourages recipients to consider providing premium pay retroactively for work performed during the pandemic, recognizing that many essential workers have not yet received additional compensation for their service during the pandemic.

6. Eligible Uses – Water, Sewer, and Broadband Infrastructure

6.1. What types of water and sewer projects are eligible uses of funds?

The Interim Final Rule generally aligns eligible uses of the Funds with the wide range of types or categories of projects that would be eligible to receive financial assistance through the Environmental Protection Agency’s Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF).

Under the DWSRF, categories of [eligible projects](#) include: treatment, transmission and distribution (including lead service line replacement), source rehabilitation and decontamination, storage, consolidation, and new systems development.

Under the CWSRF, categories of [eligible projects](#) include: construction of publicly-owned treatment works, nonpoint source pollution management, national estuary program projects, decentralized wastewater treatment systems, stormwater systems, water conservation, efficiency, and reuse measures, watershed pilot projects, energy efficiency measures for publicly-owned treatment works, water reuse projects, security measures at publicly-owned treatment works, and technical assistance to ensure compliance with the Clean Water Act.

As mentioned in the Interim Final Rule, eligible projects under the DWSRF and CWSRF support efforts to address climate change, as well as to meet cybersecurity needs to protect water and sewer infrastructure. Given the lifelong impacts of lead exposure for children, and the widespread nature of lead service lines, Treasury also encourages recipients to consider projects to replace lead service lines.

6.2. May construction on eligible water, sewer, or broadband infrastructure projects continue past December 31, 2024, assuming funds have been obligated prior to that date?

Yes. Treasury is interpreting the requirement that costs be incurred by December 31, 2024 to only require that recipients have obligated the funds by such date. The period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with Fiscal Recovery Funds.

6.3. May recipients use funds as a non-federal match for the Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF)?

Recipients may not use funds as a state match for the CWSRF and DWSRF due to prohibitions in utilizing federal funds as a state match in the authorizing statutes and regulations of the CWSRF and DWSRF.

6.4. Does the National Environmental Policy Act (NEPA) apply to eligible infrastructure projects?

NEPA does not apply to Treasury's administration of the Funds. Projects supported with payments from the Funds may still be subject to NEPA review if they are also funded by other federal financial assistance programs.

6.5. What types of broadband projects are eligible?

The Interim Final Rule requires eligible projects to reliably deliver minimum speeds of 100 Mbps download and 100 Mbps upload. In cases where it is impracticable due to geography, topography, or financial cost to meet those standards, projects must reliably deliver at least 100 Mbps download speed, at least 20 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.

Projects must also be designed to serve unserved or underserved households and businesses, defined as those that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed.

6.6. For broadband investments, may recipients use funds for related programs such as cybersecurity or digital literacy training?

Yes. Recipients may use funds to provide assistance to households facing negative economic impacts due to Covid-19, including digital literacy training and other programs that promote access to the Internet. Recipients may also use funds for modernization of cybersecurity, including hardware, software, and protection of critical infrastructure, as part of provision of government services up to the amount of revenue lost due to the public health emergency.

6.7. How do I know if a water, sewer, or broadband project is an eligible use of funds? Do I need pre-approval? [6/8]

Recipients do not need approval from Treasury to determine whether an investment in a water, sewer, or broadband project is eligible under CSFRF/CLFRF. Each recipient

should review the Interim Final Rule (IFR), along with the preamble to the Interim Final Rule, in order to make its own assessment of whether its intended project meets the eligibility criteria in the IFR. A recipient that makes its own determination that a project meets the eligibility criteria as outlined in the IFR may pursue the project as a CSFRF/CLFRF project without pre-approval from Treasury. Local government recipients similarly do not need state approval to determine that a project is eligible under CSFRF/CLFRF. However, recipients should be cognizant of other federal or state laws or regulations that may apply to construction projects independent of CSFRF/CLFRF funding conditions and that may require pre-approval.

For water and sewer projects, the IFR refers to the EPA [Drinking Water](#) and [Clean Water](#) State Revolving Funds (SRFs) for the categories of projects and activities that are eligible for funding. Recipients should look at the relevant federal statutes, regulations, and guidance issued by the EPA to determine whether a water or sewer project is eligible. Of note, the IFR does not incorporate any other requirements contained in the federal statutes governing the SRFs or any conditions or requirements that individual states may place on their use of SRFs.

7. Non-Entitlement Units (NEUs)

Answers to frequently asked questions on distribution of funds to NEUs can be found in this [FAQ supplement](#), which is regularly updated.

8. Ineligible Uses

8.1. What is meant by a pension “deposit”? Can governments use funds for routine pension contributions for employees whose payroll and covered benefits are eligible expenses?

Treasury interprets “deposit” in this context to refer to an extraordinary payment into a pension fund for the purpose of reducing an accrued, unfunded liability. More specifically, the interim final rule does not permit this assistance to be used to make a payment into a pension fund if both: (1) the payment reduces a liability incurred prior to the start of the COVID-19 public health emergency, and (2) the payment occurs outside the recipient’s regular timing for making such payments.

Under this interpretation, a “deposit” is distinct from a “payroll contribution,” which occurs when employers make payments into pension funds on regular intervals, with contribution amounts based on a pre-determined percentage of employees’ wages and salaries. In general, if an employee’s wages and salaries are an eligible use of Fiscal Recovery Funds, recipients may treat the employee’s covered benefits as an eligible use of Fiscal Recovery Funds.

8.2. May recipients use Fiscal Recovery Funds to fund Other Post-Employment Benefits (OPEB)? [6/8]

OPEB refers to benefits other than pensions (see, e.g., [Governmental Accounting Standards Board, “Other Post-Employment Benefits”](#)). Treasury has determined that Sections 602(c)(2)(B) and 603(c)(2), which refer only to pensions, do not prohibit CSFRF/CLFRF recipients from funding OPEB. Recipients of either the CSFRF/CLFRF may use funds for eligible uses, and a recipient seeking to use CSFRF/CLFRF funds for OPEB contributions would need to justify those contributions under one of the four eligible use categories.

9. Reporting

9.1. What records must be kept by governments receiving funds?

Financial records and supporting documents related to the award must be retained for a period of five years after all funds have been expended or returned to Treasury, whichever is later. This includes those which demonstrate the award funds were used for eligible purposes in accordance with the ARPA, Treasury’s regulations implementing those sections, and Treasury’s guidance on eligible uses of funds.

9.2. What reporting will be required, and when will the first report be due?

Recipients will be required to submit an interim report, quarterly project and expenditure reports, and annual recovery plan performance reports as specified below, regarding their utilization of Coronavirus State and Local Fiscal Recovery Funds.

Interim reports: States (defined to include the District of Columbia), territories, metropolitan cities, counties, and Tribal governments will be required to submit one interim report. The interim report will include a recipient’s expenditures by category at the summary level and for states, information related to distributions to non-entitlement units of local government must also be included in the interim report. The interim report will cover activity from the date of award to July 31, 2021 and must be submitted to Treasury by August 31, 2021. Non-entitlement units of local government are not required to submit an interim report.

Quarterly Project and Expenditure reports: State (defined to include the District of Columbia), territorial, metropolitan city, county, and Tribal governments will be required to submit quarterly project and expenditure reports. This report will include financial data, information on contracts and subawards over \$50,000, types of projects funded, and other information regarding a recipient’s utilization of award funds. Reports will be required quarterly with the exception of non-entitlement units, which will report annually. An interim report is due on August 31, 2021. The reports will include the same general data as those submitted by recipients of the Coronavirus Relief Fund, with some modifications to expenditure categories and the addition of data elements related to

specific eligible uses. The initial quarterly Project and Expenditure report will cover two calendar quarters from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent quarterly reports will cover one calendar quarter and must be submitted to Treasury within 30 days after the end of each calendar quarter.

Non-entitlement units of local government will be required to submit the project and expenditure report annually. The initial annual Project and Expenditure report for non-entitlement units of local government will cover activity from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent annual reports must be submitted to Treasury by October 31 each year.

Recovery Plan Performance reports: States (defined to include the District of Columbia), territories, metropolitan cities, and counties with a population that exceeds 250,000 residents will also be required to submit an annual recovery plan performance report to Treasury. This report will include descriptions of the projects funded and information on the performance indicators and objectives of each award, helping local residents understand how their governments are using the substantial resources provided by Coronavirus State and Local Fiscal Recovery Funds program. The initial recovery plan performance report will cover activity from date of award to July 31, 2021 and must be submitted to Treasury by August 31, 2021. Thereafter, the recovery plan performance reports will cover a 12-month period and recipients will be required to submit the report to Treasury within 30 days after the end of the 12-month period. The second Recovery Plan Performance report will cover the period from July 1, 2021 to June 30, 2022 and must be submitted to Treasury by July 31, 2022. Each annual recovery plan performance report must be posted on the public-facing website of the recipient. Local governments with fewer than 250,000 residents, Tribal governments, and non-entitlement units of local government are not required to develop a Recovery Plan Performance report.

Treasury will provide further guidance and instructions on the reporting requirements for program at a later date.

9.3. What provisions of the Uniform Guidance for grants apply to these funds? Will the Single Audit requirements apply?

Most of the provisions of the Uniform Guidance (2 CFR Part 200) apply to this program, including the Cost Principles and Single Audit Act requirements. Recipients should refer to the Assistance Listing for detail on the specific provisions of the Uniform Guidance that do not apply to this program. The Assistance Listing will be available on [beta.SAM.gov](https://www.beta.SAM.gov).

9.4. Once a recipient has identified a reduction in revenue, how will Treasury track use of funds for the provision of government services? [6/8]

The ARPA establishes four categories of eligible uses and further restrictions on the use of funds to ensure that Fiscal Recovery Funds are used within the four eligible use

categories. The Interim Final Rule implements these restrictions, including the scope of the eligible use categories and further restrictions on tax cuts and deposits into pensions. Reporting requirements will align with this structure.

Consistent with the broad latitude provided to recipients to use funds for government services to the extent of the reduction in revenue, recipients will be required to submit a description of services provided. As discussed in IFR, these services can include a broad range of services but may not be used directly for pension deposits, contributions to reserve funds, or debt service. Recipients may use sources of funding other than Fiscal Recovery Funds to make deposits to pension funds, contribute to reserve funds, and pay debt service, including during the period of performance for the Fiscal Recovery Fund award.

For recipients using Fiscal Recovery Funds to provide government services to the extent of reduction in revenue, the description of government services reported to Treasury may be narrative or in another form, and recipients are encouraged to report based on their existing budget processes and to minimize administrative burden. For example, a recipient with \$100 in revenue replacement funds available could indicate that \$50 were used for personnel costs and \$50 were used for pay-go building of sidewalk infrastructure.

In addition to describing the government services provided to the extent of reduction in revenue, all recipients will also be required to indicate that Fiscal Recovery Funds are not used directly to make a deposit in a pension fund. Further, recipients subject to the tax offset provision will be required to provide information necessary to implement the Interim Final Rule, as described in the Interim Final Rule. Treasury does not anticipate requiring other types of reporting or recordkeeping on spending in pensions, debt service, or contributions to reserve funds.

These requirements will be further detailed in forthcoming guidance on reporting requirements for the Fiscal Recovery Funds.

9.5. What is the Assistance Listing and Catalog of Federal Domestic Assistance (CFDA) number for the program? [6/8]

The [Assistance Listing](#) for the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) was published May 28, 2021 on SAM.gov. This includes the final CFDA Number for the program, 21.027.

The assistance listing includes helpful information including program purpose, statutory authority, eligibility requirements, and compliance requirements for recipients. The CFDA number is the unique 5-digit code for each type of federal assistance, and can be used to search for program information, including funding opportunities, spending on usaspending.gov, or audit results through the Federal Audit Clearinghouse.

To expedite payments and meet statutory timelines, Treasury issued initial payments under an existing CFDA number. If you have already received funds or captured the initial CFDA number in your records, please update your systems and reporting to reflect the final CFDA number 21.027. **Recipients must use the final CFDA number for all financial accounting, audits, subawards, and associated program reporting requirements.**

To ensure public trust, Treasury expects all recipients to serve as strong stewards of these funds. This includes ensuring funds are used for intended purposes and recipients have in place effective financial management, internal controls, and reporting for transparency and accountability.

Please see [Treasury's Interim Final Rule](#) for more information. Further guidance on recipient compliance and reporting responsibilities is forthcoming.

10. Miscellaneous

10.1. May governments retain assets purchased with Fiscal Recovery Funds? If so, what rules apply to the proceeds of disposition or sale of such assets?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds. If such assets are disposed of prior to December 31, 2024, the proceeds would be subject to the restrictions on the eligible use of payments.

10.2. Can recipients use funds for administrative purposes?

Recipients may use funds to cover the portion of payroll and benefits of employees corresponding to time spent on administrative work necessary due to the COVID-19 public health emergency and its negative economic impacts. This includes, but is not limited to, costs related to disbursing payments of Fiscal Recovery Funds and managing new grant programs established using Fiscal Recovery Funds.

10.3. Are recipients required to remit interest earned on CSFRF/CLFRF payments made by Treasury? [5/27]

No. CSFRF/CLFRF payments made by Treasury to states, territories, and the District of Columbia are not subject to the requirement of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR part 205 to remit interest to Treasury. CSFRF/CLFRF payments made by Treasury to local governments and Tribes are not subject to the requirement of 2 CFR 200.305(b)(8)–(9) to maintain balances in an interest-bearing account and remit payments to Treasury.

10.4. Is there a deadline to apply for funds? [5/27]

The Interim Final Rule requires that costs be incurred by December 31, 2024. Eligible recipients are encouraged to apply as soon as possible. For recipients other than Tribal governments, there is not a specific application deadline.

Tribal governments do have deadlines to complete the application process and should visit www.treasury.gov/SLFRPTribal for guidance on applicable deadlines.

10.5. May recipients use funds to cover the costs of consultants to assist with managing and administering the funds? [6/8]

Yes. Recipients may use funds for administering the CSFRF/CLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements.

11. Operations

11.1. How do I know if my entity is eligible?

The Coronavirus State and Local Fiscal Recovery Funds American Rescue Plan Act of 2021 set forth the jurisdictions eligible to receive funds under the program, which are:

- States and the District of Columbia
- Territories
- Tribal governments
- Counties
- Metropolitan cities (typically, but not always, those with populations over 50,000)
- Non-entitlement units of local government, or smaller local governments (typically, but not always, those with populations under 50,000)

11.2. How does an eligible entity request payment?

Eligible entities (other than non-entitlement units) must submit their information to the [Treasury Submission Portal](#). Please visit the [Coronavirus State and Local Fiscal Recovery Fund website](#) for more information on the submission process.

11.3. I cannot log into the Treasury Submission Portal or am having trouble navigating it. Who can help me?

If you have questions about the Treasury Submission Portal or for technical support, please email covidreliefitsupport@treasury.gov.

11.4. What do I need to do to receive my payment?

All eligible payees are required to have a DUNS Number previously issued by Dun & Bradstreet (<https://www.dnb.com/>).

All eligible payees are also required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>).

And eligible payees must have a bank account enabled for Automated Clearing House (ACH) direct deposit. Payees with a Wire account are encouraged to provide that information as well.

More information on these and all program pre-submission requirements can be found on the [Coronavirus State and Local Fiscal Recovery Fund website](#).

11.5. Why is Treasury employing id.me for the Treasury Submission Portal?

ID.me is a trusted technology partner to multiple government agencies and healthcare providers. It provides secure digital identity verification to those government agencies and healthcare providers to make sure you're you – and not someone pretending to be you – when you request access to online services. All personally identifiable information provided to ID.me is encrypted and disclosed only with the express consent of the user. Please refer to ID.me Contact Support for assistance with your ID.me account. Their support website is <https://help.id.me>.

11.6. Why is an entity not on the list of eligible entities in Treasury Submission Portal?

The ARP statute lays out which governments are eligible for payments. The list of entities within the Treasury Submission Portal includes entities eligible to receive a direct payment of funds from Treasury, which include states (defined to include the District of Columbia), territories, Tribal governments, counties, and metropolitan cities.

Eligible non-entitlement units of local government will receive a distribution of funds from their respective state government and should not submit information to the Treasury Submission Portal.

If you believe an entity has been mistakenly left off the eligible entity list, please email SLFRP@treasury.gov.

11.7. What is an Authorized Representative?

An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity). An Authorized Representative must sign the Acceptance of Award terms for it to be valid.

11.8. How does a Tribal government determine their allocation?

Tribal governments will receive information about their allocation when the submission to the Treasury Submission Portal is confirmed to be complete and accurate.

11.9. How do I know the status of my request for funds (submission)?

Entities can check the status of their submission at any time by logging into [Treasury Submission Portal](#).

11.10. My Treasury Submission Portal submission requires additional information/correction. What is the process for that?

If your Authorized Representative has not yet signed the award terms, you can edit your submission with in the into [Treasury Submission Portal](#). If your Authorized Representative has signed the award terms, please email SLFRP@treasury.gov to request assistance with updating your information.

11.11. My request for funds was denied. How do I find out why it was denied or appeal the decision?

Please check to ensure that no one else from your entity has applied, causing a duplicate submission. Please also review the list of all eligible entities on the [Coronavirus State and Local Fiscal Recovery Fund website](#).

If you still have questions regarding your submission, please email SLFRP@treasury.gov.

11.12. When will entities get their money?

Before Treasury is able to execute a payment, a representative of an eligible government must submit the government's information for verification through the [Treasury Submission Portal](#). The verification process takes approximately four business days. If any errors are identified, the designated point of contact for the government will be contacted via email to correct the information before the payment can proceed. Once verification is complete, the designated point of contact of the eligible government will receive an email notifying them that their submission has been verified. Payments are generally scheduled for the next business day after this verification email, though funds may not be available immediately due to processing time of their financial institution.

11.13. How does a local government entity provide Treasury with a notice of transfer of funds to its State?

For more information on how to provide Treasury with notice of transfer to a state, please email SLRedirectFunds@treasury.gov.



AGENDA SUMMARY REPORT

SUBJECT: Consideration and Possible Introduction of an Ordinance by Title Only to Add Section 9004 to Division 9, Chapter 2, Article 1 to Require Compliance with the 2020 Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP).

DEPARTMENT: Community
Development

PREPARED BY: Craig Schlatter, Community Development
Director

PRESENTER: Craig Schlatter, Community Development
Director

ATTACHMENTS:

1. UKI ALUCP - ADOPTED May 20, 2021 - COMPLETE PRINT FILE
2. ALUC Revised ISND
3. UKI ALUCP Compatibility Map
4. Draft Ordinance- UKIALUCP

Summary: Council will consider introducing an ordinance requiring compliance with the 2020 Ukiah Municipal Airport Land Use Compatibility Plan (ALUCP).

Background: The basic function of airport land use compatibility plans is to promote compatibility between airports and surrounding land uses. Airport Land Use Commissions ("ALUCs") are appointed with authority under the State Aeronautics Act to adopt airport land use compatibility plans and carry out land use project review responsibilities. The Mendocino County Airport Land Use Commission was formed in 1993 and on October 21, 1993, adopted the Mendocino County Airport Comprehensive Land Use Plan ("MCACLUP"). The MCACLUP was revised on June 6, 1996, to include the Ukiah Municipal Airport ("UKI").

Since June 6, 1996, the MCACLUP has been the airport land use compatibility plan for UKI and the City of Ukiah. Over the course of the last 25 years, however, airport environs have changed due to continued development within the areas of the City, airport operations and the airport layout, and new and updated regulations within the State Aeronautics Act as summarized in the 2011 California Division of Aeronautics Airport Land Use Planning Handbook ("Handbook"). The Handbook provides guidance on the formation and operation of ALUCs, the preparation of compatibility plans, procedures for review of local actions, and the responsibilities of local agencies. To update standards to those of the 2011 Handbook, as well as protect the viability of existing and future airport operations by aligning the compatibility zones and criteria with current standards, in June 2018 the City Council directed Staff to work with Mendocino County Planning and Building Services staff and the Mendocino County ALUC to develop a complete, stand-alone airport land use compatibility plan for UKI.

The planning effort to develop the Ukiah Municipal Airport Land Use Compatibility Plan ("UKIALUCP") was initiated in February 2019 with support from the County of Mendocino and Mendocino County ALUC. A draft of the UKIALUCP was completed on January 31, 2020, but public review was delayed until July 2020 due to the COVID-19 pandemic. An Initial Study and Negative Declaration examining environmental impacts under CEQA was prepared and circulated on July 21, 2020, together with the Public Review draft 2020 UKIALUCP.

Subsequently, revisions were made to the Public Review draft in response to the November 2020 ALUC direction regarding accommodation of the CalFire Lockheed C-130 fire attack aircraft. The primary change was to add a Compatibility Zone 1* beyond Zone 1 at each end of the runway to protect for the possible future runway extension. The environmental impacts of the addition of the Zone 1*s were examined and found to be the same or less than existed under the 1996 MCACLUP.

The Final UKIALUCP (Attachment 1) was adopted by the Mendocino County ALUC on May 20, 2021. The associated CEQA Negative Declaration (Attachment 2) was also approved by the ALUC at this meeting. This ALUC-adopted UKIALUCP replaces the earlier 1996 MCACLUP for Ukiah Municipal Airport.

Discussion: As of May 20, 2021, the UKIALUCP is the airport compatibility plan for Ukiah Municipal Airport and the Other Airport Environs airport influence area (see Map in Attachment 3). To implement the UKIALUCP within Ukiah city limits, "state law requires each local agency having jurisdiction over land uses within an ALUC's planning area to modify its general and any affected specific plans to be consistent with the compatibility plan." (UKIALUCP, page 17).

This can be accomplished in primarily four different ways. One of the ways indicated within the UKIALUCP is to "adopt a General Plan Airport Element." Another way is to "adopt Compatibility Plan as Stand-Alone Document," which is further described in Appendix F of the UKIALUCP. A third way is to "incorporate policies into existing general plan elements," and a fourth way is to "adopt airport combining district or overlay zoning ordinance."

As the City is presently in the process of updating its General Plan (2040 General Plan), Staff intends to facilitate a revised Airport Element in conjunction with this undertaking. Therefore, Staff recommends adoption of the UKIALUCP as a stand-alone document through introduction of an Ordinance (Attachment 4). This interim measure will ensure immediate implementation of the UKIALUCP for areas under the City's jurisdiction. It will also allow for a more appropriate and efficient utilization of Staff resources as the 2040 General Plan is developed.

Additionally, this recommended process will allow for enhanced internal consistency of General Plan components. For example, compatibility criteria and associated maps and procedural policies of the UKIALUCP can be more effectively integrated into the Land Use Element if developed holistically. By incorporating runway protection criteria, the ALUC ensured that the UKIALUCP will be fundamental to updating the Airport Element, especially with regard to on-airport development and operational purposes.

Staff recommends Council introduce the Ordinance in Attachment 4 by title only adding Section 9004 to Division 9, Chapter 2, Article 1 of Ukiah City Code to require compliance with the Ukiah Municipal Airport Land Use Compatibility Plan.

Recommended Action: Introduce the Ordinance by title only to add Section 9004 to Division 9, Chapter 2, Article 1 to require compliance with the Ukiah Municipal Airport Land Use Compatibility Plan.

BUDGET AMENDMENT REQUIRED: N/A

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; Darcy Vaughn, Assistant City Attorney; Mireya Turner, Planning Manager; Jesse Davis, Planning Manager

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Ukiah Municipal Airport Land Use Compatibility Plan



MENDOCINO COUNTY AIRPORT LAND USE COMMISSION

Ukiah Municipal Airport Land Use Compatibility Plan



MENDOCINO COUNTY AIRPORT LAND USE COMMISSION

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A special thank you is extended to the Technical Advisory Group members for their time and contribution to the preparation of this Ukiah Municipal Airport Land Use Compatibility Plan.

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City of Ukiah

CITY OF UKIAH

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**Adopted
May 20, 2021**

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CHAPTER 1

INTRODUCTION



MENDOCINO COUNTY AIRPORT LAND USE COMMISSION

Airport Land Use Compatibility Plan

Introduction

AIRPORT LAND USE COMPATIBILITY PLANNING

This *Ukiah Municipal Airport Land Use Compatibility Plan (UKLALUCP)* replaces the compatibility plan for Ukiah Municipal Airport adopted by the Mendocino County Airport Land Use Commission (ALUC) in 1996 as part of the countywide *Mendocino County Airport Comprehensive Land Use Plan (MCACLUP)*. The UKLALUCP is wholly self-contained and does not rely upon any policies or other content contained in the MCALUCP. The MCALUCP remains in effect for other airports in Mendocino County.

Function and Applicability of the Plan

The basic function of this *UKLALUCP* is to promote compatibility between the airport and surrounding land uses. As adopted by the ALUC, the plan serves as a tool for use by the Commission in fulfilling its duty to review certain airport and adjacent land use proposals. Additionally, the plan sets compatibility criteria applicable to local agencies in their preparation or amendment of land use plans and ordinances and to landowners in their design of new development.

The Ukiah Municipal Airport is located in the southeastern portion of Mendocino County. The influence area for the Ukiah Municipal Airport, as defined herein, extends 2.7 miles from the airport's runway. This influence area encompasses land within two local government jurisdictions:

- County of Mendocino
- City of Ukiah

Additionally, any city, special district, community college district, or school district that exists or may be established or expanded into the Airport Influence Area defined by this *UKLALUCP* is also subject to the provisions of the plan. The authority of the ALUC does not extend to state, federal, or tribal lands. Details regarding the purpose, scope, and applicability of the *UKLALUCP* are set forth in the policy chapters that follow.

Statutory Requirements

Powers and Duties

Requirements for creation of Airport Land Use Commissions (ALUCs) were first established under the California State Aeronautics Act¹ in 1967. Although the law has been amended numerous times since then, the fundamental purpose of ALUCs, to promote land use compatibility around airports, has remained unchanged. As expressed in the present statutes, this purpose is:

“...to protect public health, safety, and welfare by ensuring the orderly expansion of airports and the adoption of land use measures that minimize the public’s exposure to excessive noise and safety hazards within areas around public airports to the extent that these areas are not already devoted to incompatible uses.”

The statutes give ALUCs two principal powers by which to accomplish this objective:

1. ALUCs must prepare and adopt an airport land use plan; and
2. ALUCs must review the plans, regulations, and other actions of local agencies and airport operators for consistency with that plan.

Limitations

The statutes also have two explicit limitations on the powers of ALUCs. Specifically, ALUCs have no authority over existing land uses² or over the operation of airports.³ Neither of these terms is defined within the statutes, although the interpretation of their meaning is fairly standard throughout the state.

- **Existing Land Uses**—The precise wording of the Aeronautics Act is that the authority of ALUCs extends only to land in the vicinity of airports that is “not already devoted to incompatible uses.” The working interpretation of this language is that ALUCs have no state-empowered authority over existing land uses. The question then becomes one of determining what conditions qualify a land use as existing.

For airport land use planning purposes, a land use can generally be considered existing once the local agency has completed all discretionary actions on the project and only ministerial approvals remain. A vacant property thus can be considered “devoted to” a particular use, even if the activity has not begun, once local government commitments and substantial construction investments by the property owner make it infeasible for the property to be used for anything other than its proposed use. Local agency commitment to a proposal can usually be considered firm once a vesting tentative map, development agreement, certain discretionary permits, or other land use entitlement has been approved.

¹ *Public Utility Code Sections 21670 et seq.*

² *Public Utilities Code Section 21674(a).*

³ *Public Utilities Code Section 21674(e).*

- **Operation of Airports**—Any actions pertaining to how and where aircraft operate on the ground or in the air around an airport are not within the jurisdiction of ALUCs to regulate. ALUC involvement with aircraft operations is limited to taking the operational characteristics into account in the development of land use compatibility plans. This limitation on the jurisdiction of ALUCs cannot, however, be taken to mean that they have no authority with respect to new development on airport property. For example, the law specifically requires ALUCs to review proposed airport master plans for consistency with the commission's plans.⁴ ALUCs also are generally conceded to have authority to review proposals for nonaviation development on airport property.

A third, less absolute, limitation concerns the types of land use actions that are subject to ALUC review. The law emphasizes local general plans as the primary mechanism for implementing the compatibility policies set forth in an ALUC's plan. Thus, each land use jurisdiction affected by this *UKIALUCP* is required to make its general plan consistent with the ALUC plan (or to overrule the Commission). Once a local agency has taken this action to the satisfaction of the ALUC, the ALUC's authority to review projects within that jurisdiction is narrowly limited. The only actions for which review remains mandatory are proposed adoption or amendment of general plans, specific plans, zoning ordinances, and building regulations (building codes) affecting land within an airport influence area. For an ALUC to review individual projects, the local agency must agree to submit them.

Mendocino County Airport Land Use Commission

State law provides two basic options regarding the structure of airport land use commissions: 1) a standard format, or 2) designation of an existing body to serve as the ALUC. Among California's 58 counties, these two formats are used in roughly equal proportions.

Membership on ALUCs structured in the standard manner is specified to be as follows:

- Two members appointed by the county board of supervisors,
- Two members appointed by a selection committee of mayors of the county's cities,
- Two members appointed by airport managers, and
- A seventh member, representing the general public, appointed by the other six members.

The designated body format has several possibilities. Most common is for a single- or multi-county council of governments, transportation planning agency, or similar entity to be designated as the ALUC. Other types of bodies that serve as ALUCs in some counties include the county planning commission, the county airport commission, or the county board of supervisors.

The Mendocino County ALUC was formed in 1993. Its composition, a variation of the standard format, consists of seven members: three County Planning Commission members appointed by the Board of Supervisors, three members appointed by the city selection committee, and one member at large appointed by the other six commissioners.

⁴ *Public Utilities Code Section 21676(c).*

Relationship of the ALUC to County and City Governments

The fundamental relationship between the ALUC and the governments of Mendocino County and the City of Ukiah is set by the State Aeronautics Act. Within the bounds defined by state law, the decisions of the ALUC are final and are independent of the Board of Supervisors or City Council. The ALUC does not need county or city approval in order to adopt this *UKLALUCP* or to carry out ALUC land use project review responsibilities. However, the ALUC must consult with the involved agencies regarding establishment of the airport influence area boundary.⁵

Another aspect of the relationship between the ALUC and county and city governments concerns implementation of the *UKLALUCP*. The ALUC has the sole authority to adopt this plan and to conduct compatibility reviews, but, as noted earlier, the authority and responsibility for implementing the compatibility policies rests with the local agencies.

The California Government Code⁶ establishes that each county and city affected by an airport land use compatibility plan must make its general plan and any applicable specific plans consistent with the ALUC's plan. Alternatively, local agencies can take the series of steps listed in the Public Utilities Code⁷ to overrule the ALUC. Actions that Mendocino County and the City of Ukiah can take to implement the *UKLALUCP* or overrule the ALUC are outlined later in this chapter.

PLAN PREPARATION AND REVIEW

State Guidelines

Although state law spells out the powers and duties of airport land use commissions and many of the procedural aspects of airport land use compatibility planning, it does not contain explicit compatibility guidelines. Rather, the law refers to another document, the *Airport Land Use Planning Handbook* (*Handbook*) published by the California Division of Aeronautics. Specifically, the statutes say that when preparing compatibility plans for individual airports, ALUCs shall “be guided by” the information contained in the *Handbook*.

The *Handbook* deals with the formation and operation of ALUCs, the preparation of compatibility plans, procedures for review of local actions, and the responsibilities of local agencies. The *Handbook* also sets forth basic guidelines for land use compatibility criteria. This guidance is intended to serve as the starting point for compatibility planning around individual airports. The *Handbook* is not regulatory in nature and does not constitute formal state policy. The most recent edition of the *Handbook* was completed in October 2011 and is available for downloading from the Division of Aeronautics website: <https://dot.ca.gov/-/media/dot-media/programs/aeronautics/documents/californiaairportlanduseplanninghandbook-a11y.pdf>

⁵ *Public Utilities Code Section 21675(c).*

⁶ *Government Code Section 65302.3.*

⁷ *Public Utilities Code Section 21676.*

An additional function of the *Airport Land Use Planning Handbook* is established elsewhere in California state law. The Public Resources Code creates a tie between the *Handbook* and California Environmental Quality Act (CEQA) documents. Specifically, Section 21096 requires that lead agencies must use the *Handbook* as “a technical resource” when assessing airport-related noise and safety impacts of projects located in the vicinity of airports.

The policies and maps in this *UKLALUCP* take into account the guidance provided by the current edition of the *Handbook*, dated October 2011. This edition refined, clarified, and reorganized the content of the 2002 edition, but did not appreciably change the state guidance.

Relationship to Airport Master Plan

Airport land use compatibility plans are distinct from airport master plans in function and content. In simple terms, the issues addressed by airport master plans are primarily on-airport, whereas those of concern in a compatibility plan are off-airport. The purpose of airport master plans is to assess the demand for airport facilities and to guide the development necessary to meet those demands. An airport master plan is prepared for and adopted by the agency that owns and/or operates the airport. In contrast, the purpose of a compatibility plan is to assure that incompatible development does not occur on lands surrounding the airport. The responsibility for preparation and adoption of compatibility plans lies with each county’s airport land use commission.

This distinction notwithstanding, the relationship between the two types of plans is close. Specifically, the Public Utilities Code⁸ requires that ALUC plans be based upon a long-range airport master plan adopted by the airport owner/proprietor. If such a plan does not exist for a particular airport, an airport layout plan may be used subject to approval by the California Division of Aeronautics.⁹ Furthermore, ALUC plans must reflect “the anticipated growth of the airport during at least the next 20 years.”

The connection works in both directions, however. While a compatibility plan must be based upon an airport master plan, the Public Utilities Code¹⁰ also requires that any proposed modification to an airport master plan be submitted to the ALUC to determine if the proposal is consistent with the compatibility plan. Provided that the off-airport compatibility implications of the proposed modifications are adequately addressed in the master plan, the outcome of this process usually is that the compatibility plan will need to be updated to mirror the new master plan.

Ukiah Municipal Airport Plans

The responsibility for master planning of the Ukiah Municipal Airport rests with the airport’s proprietor, the City of Ukiah. The current master plan for the Ukiah Municipal Airport was adopted by the city in 1996. The Airport Layout Plan drawing was approved by the Federal Aviation Administration (FAA) in January 2016 and illustrates proposed alterations to the airfield system. The principal development proposal shown on the Airport Layout Plan is extending the Runway 15 end 465 feet north.

In November 2020, the Ukiah City Council unanimously approved a recommendation to the ALUC that the *UKLALUCP* protect for a future 5,000-foot runway to accommodate operations by CalFire Lockheed

⁸ *Public Utilities Code Section 21675(a).*

⁹ In May 2019, Caltrans approved the January 2016 Airport Layout Plan for use as the aeronautical basis for this *UKLALUCP*.

¹⁰ *Public Utilities Code Section 21676(c).*

C-130 fire attack aircraft. Although this runway length is not specifically depicted in the 2016 Airport Layout Plan drawing, features including avigation easement acquisition that are shown on the drawing support this option. At its meeting on November 19, 2020, the Mendocino County ALUC directed ALUC staff and Mead & Hunt to revise the draft *UKLALUCP* as recommended by the Ukiah City Council. The city's recommendation and ALUC direction are reflected in the compatibility map and criteria contained in Chapter 3 of this *UKLALUCP*.

With respect to aircraft activity projections, a 20-year activity forecast of 30,916 annual operations was developed for the purposes of this *UKLALUCP*. This forecast is double the current (2019) activity level of 15,458 annual operations and is representative of the airport's current condition and potential growth.

In accordance with state law, the features of the Ukiah Municipal Airport development proposals having implications for off-airport land use have been taken into account in the preparation of this *UKLALUCP*. In particular, the role of the airport and the planned long-term development of the runway system as identified in the Airport Layout Plan were major inputs to the compatibility policies set forth herein.

Compatibility Planning for Ukiah Municipal Airport

The Mendocino County Airport Land Use Commission adopted the original countywide compatibility plan—entitled *Mendocino County Airport Comprehensive Land Use Plan (MCACLUP)*—on October 21, 1993; the plan was revised June 6, 1996, to include the Ukiah Municipal Airport. The 1996 plan was based upon the development proposals provided in the 1996 Ukiah Municipal Airport Master Plan, a plan which no longer fully reflects the city's planning for the airport. The *MCACLUP* also predates the latest guidance provided by Caltrans in the 2011 *Handbook*. Consequently, for both of these reasons, the *MCACLUP* is outdated.

The planning effort to prepare an updated compatibility plan for the Ukiah Municipal Airport was initiated by the City of Ukiah with support from the County of Mendocino and the Mendocino County Airport Land Use Commission. As part of the planning process, a Technical Advisory Group was established specifically for the project. The group's membership consisted of County and City Planning staff members, the Ukiah Municipal Airport Manager, a County Department of Transportation representative, and representatives of the ALUC. The Technical Advisory Group assisted with providing airport and land use data, reviewing discussion papers and draft materials, and provided comments for consideration in the draft *UKLALUCP*.

An Initial Study of environmental impacts has been prepared pursuant to the requirements of the California Environmental Quality Act (CEQA). Issues addressed include those identified in the 2007 California Supreme Court decision in *Muzzy Ranch Company v. Solano Airport Land Use Commission*. These issues include assessment of the potential future displacement of residential and nonresidential land use development as a result of implementation of this *UKLALUCP*. A copy of the Initial Study and associated Negative Declaration was circulated for public review and comment on July 21, 2020 together with a Public Review draft of this *UKLALUCP*.

Subsequently, revisions were made to the Public Review Draft in response to the November 2020 ALUC direction regarding accommodation of the CalFire Lockheed C-130 fire attack aircraft. The primary change was to add a Compatibility Zone 1* beyond Zone 1 at each end of the runway. These text and map revisions, together with various minor wording clarifications, were documented in Addendum #1, dated January 14, 2021. The environmental impacts of the addition of the Zone 1*s, the potential for displacement in particular, were examined and found to be the same or less than existed under the 1996 *MCALUCP* and less than significant in terms of CEQA.

This supplemental analysis was included in the revised Initial Study and Negative Declaration (January 2021) which were made public but not formally recirculated consistent with Title 14, California Code of Regulation, Section 15073.5(C)(2).

The Final Draft *UKLALUCP*, including the revisions listed in Addendum #1, was adopted by the ALUC on May 20, 2021. The associated Negative Declaration was also approved by the ALUC at that time. This adopted *UKLALUCP* document contains the Addendum #1 revisions and replaces the earlier *Mendocino County Airport Comprehensive Land Use Plan (MCACLUP)* addressing the Ukiah Municipal Airport (adopted 1993, revised 1996)

PLAN IMPLEMENTATION

General Plan Consistency

As noted above, state law requires each local agency having jurisdiction over land uses within an ALUC's planning area to modify its general plan and any affected specific plans to be consistent with the compatibility plan. The law says that the local agency must take this action within 180 days of when the ALUC adopts or amends its plan. The only other course of action available to local agencies is to overrule the ALUC by a two-thirds vote¹¹ after first holding a public hearing and making findings that the agency's plans are consistent with the intent of state airport land use planning statutes.

A general plan does not need to be identical with the ALUC plan in order to be consistent with it. To meet the consistency test, a general plan must do two things:

- It must specifically address compatibility planning issues, either directly or through reference to a zoning ordinance or other policy document; and
- It must avoid direct conflicts with compatibility planning criteria.

Many community general plans pay little attention to the noise and safety factors associated with airport land use compatibility. Also, some of the designated land uses of property near an airport frequently are contrary to good compatibility planning. It is anticipated that each of the land use jurisdictions affected by this *UKLALUCP* will need to make some modification to its general plan and/or other land use policy documents in order to meet the plan consistency requirements. (Note: An initial assessment of the consistency between the current local general plans and the policies set forth in this *UKLALUCP* is contained in Appendix E).

Compatibility planning issues can be reflected in a general plan in several ways:

Incorporate Policies into Existing General Plan Elements—One method of achieving the necessary planning consistency is to modify existing general plan elements. For example, airport land use noise policies could be inserted into the noise element, safety policies could be placed into a safety element, and the primary compatibility criteria and associated maps plus the procedural policies might fit into the land use element.

¹¹ "A two-thirds vote of the entire membership of a city council is not required to override an adverse determination made by an airport land use commission concerning the city's proposed amendment of its general plan; a two-thirds vote of the members constituting a quorum is sufficient to override the determination." *California Attorney General Opinion 91-502; published March 18, 1992.*

With this approach, direct conflicts would be eliminated and the majority of the mechanisms and procedures to ensure compliance with compatibility criteria could be fully incorporated into a local jurisdiction's general plan.

Adopt a General Plan Airport Element—Another approach is to prepare a separate airport element of the general plan. Such a format may be advantageous when a community's general plan also needs to address on-airport development and operational issues. Modification of other plan elements to provide cross referencing and eliminate conflicts would still be necessary.

Adopt Compatibility Plan as Stand-Alone Document—Jurisdictions selecting this option would simply adopt the relevant portions of the *UKLALCUP* as a local policy document—specifically, Chapter 2 plus any background information they wish to include. Changes to the community's existing general plan would be minimal. Policy reference to the separate *UKLALUCP* document would need to be added and any direct land use or other conflicts with compatibility planning criteria would have to be removed. Limited discussion of compatibility planning issues could be included in the general plan, but the substance of most compatibility policies would appear only in the stand-alone document.

Adopt Airport Combining District or Overlay Zoning Ordinance—This approach is similar to the stand-alone document except that the local jurisdiction would not explicitly adopt the *UKLALUCP* as policy. Instead, the compatibility policies would be restructured as an airport combining or overlay zoning ordinance. A combining zone serves as an overlay of standard community-wide land use zones and modifies or limits the uses permitted by the underlying zone. Flood hazard combining zoning is a common example. An airport combining zone ordinance can serve as a convenient means of bringing various airport compatibility criteria into one place. The airport-related height-limit zoning that many jurisdictions have adopted as a means of protecting airport airspace is a form of combining district zoning. Noise and safety compatibility criteria, together with procedural policies, would need to be added to create a complete airport compatibility zoning ordinance. Other than where direct conflicts need to be eliminated from the local plans, implementation of the compatibility policies would be accomplished solely through the zoning ordinance. Policy reference to airport compatibility in the general plan could be as simple as mentioning support for the airport land use commission and stating that policy implementation is by means of the combining zone (An outline of topics which could be addressed in an airport combining zone is included in Appendix F).

Overrule Process

The only other course of action available to local agencies is to overrule the ALUC by a two-thirds vote of its governing body after making findings that the agency's plans are consistent with the intent of state airport land use planning statutes. Additionally, the local agency must provide both the ALUC and Caltrans Division of Aeronautics with a copy of the local agency's proposed decision and findings at least 45 days in advance of its decision to overrule and must hold a public hearing on the proposed overruling.¹² The ALUC and the Division of Aeronautics may provide comments to the local agency within 30 days of receiving the proposed decision and findings.

¹² *Public Utilities Code Section 21676(a) and (b).*

If comments are submitted, the local agency must include them in the public record of the final decision to overrule the ALUC.¹³ Note that similar requirements apply to local agency overruling of ALUC actions concerning individual development proposals for which ALUC review is mandatory¹⁴ and airport master plans.¹⁵

Project Referrals

In addition to the types of land use actions for which referral to the ALUC is mandatory in accordance with state law (e.g., general plans, specific plans), the *UKLALUCP* specifies other major land use projects that either must or can be submitted for review. These major land use actions are defined in Chapter 2. Beginning with when this *UKLALUCP* is adopted by the ALUC and continuing until such time as local agencies have made the necessary modifications to their general plans, all of these major land use actions are to be submitted to the ALUC for review. After local agencies have made their general plans consistent with the *UKLALUCP*, local agencies may choose to voluntarily refer to the ALUC or ALUC Secretary land use actions involving a question of compatibility with airport activities. However, such referrals are voluntary, informal, and constitute consultation rather than formal reviews. These referral procedures must be indicated in the local jurisdiction's general plan or other implementing policy document in order for the general plan to be considered fully consistent with the *UKLALUCP*.

PLAN CONTENTS

The *UKLALUCP* is organized into four chapters and a set of appendices. The intent of this introductory chapter is to set the overall context of airport land use compatibility planning in general and for the Ukiah Municipal Airport and Mendocino County Airport Land Use Commission in particular.

The policies and maps in Chapters 2 and 3 constitute the most important components of the plan. The policies in Chapter 2 establish procedures by which the ALUC operates and conducts compatibility reviews of land use and airport development proposals affecting Ukiah Municipal Airport. The policies also define the types of actions to be submitted for ALUC review and the procedures that the ALUC will follow in making compatibility determinations. Chapter 3 specifies the compatibility criteria for future land use development in the Ukiah Municipal Airport environs.

Chapter 4 presents various background data regarding features, impacts, and environs of Ukiah Municipal Airport. Chapter 4 also serves to document the data and assumptions upon which the compatibility policy maps for the airport are based.

Also included in this document are a set of appendices containing a copy of state statutes concerning airport land use commissions and other general information pertaining to airport land use compatibility planning. This material is mostly taken from other sources and does not represent ALUC policy except where cited as such in Chapters 2 and 3—specifically the state ALUC statutes and certain other laws (Appendix A) and Code of Federal Regulations (CFR) Part 77 (Appendix B).

¹³ *Public Utilities Code Sections 21676, 21676.5 and 21677.*

¹⁴ *Public Utilities Code Section 21676.5(a).*

¹⁵ *Public Utilities Code Section 21676(c).*

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CHAPTER 2



PROCEDURAL POLICIES



MENDOCINO COUNTY AIRPORT LAND USE COMMISSION

Airport Land Use Compatibility Plan

Procedural Policies

1. GENERAL APPLICABILITY

1.1. Purpose and Use

- 1.1.1. *Basic Purpose:* The purpose of this *Ukiah Municipal Airport Land Use Compatibility Plan (UKLALUCP)* is to articulate procedures and criteria applicable to airport land use compatibility planning involving *Ukiah Municipal Airport (Airport)*, a public-use general aviation airport owned by the City of Ukiah. The *UKLALUCP* is prepared in accordance with the requirements of the *California State Aeronautics Act* (Public Utilities Code Section 21670 et seq.) and guidance provided in the *California Airport Land Use Planning Handbook (Handbook)* published by the California Department of Transportation Division of Aeronautics in October 2011.
- 1.1.2. *Use by Mendocino County ALUC:* The *Mendocino County ALUC (ALUC)* shall:
 - (a) Formally adopt this *UKLALUCP*¹ and amend it as necessary to reflect current *Airport* plans.²
 - (b) When a *Land Use Action* is referred for review as dictated by Section 1.4, make a determination as to whether such *Land Use Action* is consistent with the criteria set forth in this *UKLALUCP*.
 - (c) When an *Airport Development Action* is referred for review as dictated by Policy 1.4.4, make a determination as to whether such *Airport Development Action* is consistent with the criteria set forth in this *UKLALUCP*.
- 1.1.3. *Use by City of Ukiah:* The City of Ukiah shall:
 - (a) When required by Section 1.4 of this *UKLALUCP*, refer *Land Use Actions* and *Airport Development Actions* to the *ALUC* for a consistency determination. Also, as encouraged by the *ALUC* in Policy 1.4.3, submit for *ALUC* comment (not a formal consistency determination) proposed *Major Land Use Actions* for which referral is voluntary.

¹ In accordance with *Public Utilities Code Section 21674(c)*.

² In accordance with *Public Utilities Code Section 21675(a)*.

- (b) Modify its general plan, applicable specific plan(s), zoning ordinance, and building regulations to be consistent with the policies in this *UKLALUCP* or take the steps necessary to *Override* the *ALUC* (see Section 2.5).
- (c) Utilize the *UKLALUCP*, either directly or as reflected in the appropriately modified general plan, specific plan, and zoning ordinance, when making other planning decisions regarding proposed *Land Use Actions* within the *Airport Influence Area*.
- (d) When preparing an environmental document for any *Land Use Action* within the *Airport Influence Area*, address the compatibility criteria contained in this *UKLALUCP* in addition to referencing guidance from the *Handbook*.³
- (e) As owner of Ukiah Municipal Airport, refer proposed *Airport Development Actions* (including new or revised airport master plans, airport layout plans, and certain other airport improvement plans) to the *ALUC* for a consistency determination (see Policy 1.4.4).

1.1.4. *Use by County of Mendocino:* The County of Mendocino shall:

- (a) When required by Section 1.4 of this *UKLALUCP*, refer *Land Use Actions* to the *ALUC* for a consistency determination. Also, as encouraged by the *ALUC* in Policy 1.4.3, submit for *ALUC* comment (not a formal consistency determination) proposed *Major Land Use Actions* for which referral is voluntary.
- (b) Modify its general plan, applicable specific plan(s), zoning ordinance, and building regulations to be consistent with the policies in this *UKLALUCP* or take the steps necessary to *Override* the *ALUC* (see Section 2.5).
- (c) Utilize the *UKLALUCP*, either directly or as reflected in the appropriately modified general plan, specific plan, and zoning ordinance, when making other planning decisions regarding the proposed *Land Use Actions* within the *Airport Influence Area*.
- (d) When preparing an environmental document for any *Land Use Action* within the *Airport Influence Area*, address the compatibility criteria contained in this *UKLALUCP* in addition to referencing guidance from the *Handbook*.⁴

1.1.5. *Use by Other Local Government Agencies:* Any existing or future special districts, school districts, or community college districts⁵ whose boundaries extend into the *Ukiah Municipal Airport Influence Area*, as defined herein, shall:

- (a) As specified by Section 1.4 of this *UKLALUCP*, refer *Land Use Actions* to the *ALUC* for a consistency determination.
- (b) Apply the policies of this *UKLALUCP* when creating plans or taking other *Land Use Actions* regarding proposed facilities and other development affecting or affected by airport operations or take the steps necessary to *Override* the *ALUC* (see Section 2.5).

³ The California Environmental Quality Act (CEQA) requires environmental documents for projects situated within an airport influence area to evaluate whether the project would expose people residing or working in the project area to excessive levels of airport-related noise or to airport-related safety hazards (Public Resources Code Section 21096). In the preparation of such environmental documents, the law specifically requires that the *Airport Land Use Planning Handbook* published by the California Division of Aeronautics be utilized as a technical resource.

⁴ See preceding footnote.

⁵ *Public Utilities Code Section 21670(f)* specifically includes special districts, school districts, and community college districts as among the *Local Agencies* subject to the airport land use compatibility planning provisions of the *Aeronautics Act*.

- 1.1.6. *Relationship to Other ALUCPs Adopted by ALUC:* This *UKLALUCP* rescinds and replaces the Compatibility Plan for the Ukiah Municipal Airport adopted by the ALUC in 1996 and included within the *Mendocino County Airport Comprehensive Land Use Plan (MCACLUP)*, which applies to all of the public-use airports in Mendocino County. None of the policies of the 1996 plan continue to apply to compatibility planning within the environs of the *Ukiah Municipal Airport*.
- (a) No future amendments to the *MCACLUP* shall apply to the environs of *Ukiah Municipal Airport* unless separately adopted as an amendment to this *UKLALUCP*.
 - (b) No court action to invalidate all or any portion of this *UKLALUCP* shall have an effect on the *MCACLUP* unless explicitly so stated.
- 1.1.7. *Effective Date:*
- (a) The policies herein are effective as of the date that the *ALUC* adopts this *UKLALUCP*.
 - (b) Any *Project* or phase of a *Project* that has received *Local Agency* approvals sufficient to qualify it as an *Existing Land Use* (see Policies 1.2.18 and 1.5.3) prior to the date of the *ALUC's* adoption of the *UKLALUCPs* shall not be required to comply with the policies herein. Rather, the policies of the 1996 Ukiah Municipal Airport section of the *MCACLUP* shall apply.

1.2. Definitions

The following definitions apply for the purposes of the policies set forth in this *UKLALUCP*. Words listed here appear in *Italics* when used in this chapter or in **Chapter 3**. In addition, general terms pertaining to airports and land use planning are defined in the *Glossary (Appendix H)*.

- 1.2.1. *Aeronautics Act* (also known as the California State Aeronautics Act): Except as indicated otherwise, the article of the California Public Utilities Code Section 21670 et seq., pertaining to airport land use commissions and airport land use compatibility planning.
- 1.2.2. *Airport:* Ukiah Municipal Airport.
- 1.2.3. *Airport Development Action:* Any of several types of actions that may be taken by the City of Ukiah as airport owner and for which referral to the *ALUC* is required (see Policy 1.4.4).
- 1.2.4. *Airport Influence Area:* The area, as shown in **Map 3A**, in which current or future airport-related noise, overflight, safety, or airspace protection factors may significantly affect land uses or necessitate restrictions on those uses. The *Airport Influence Area* constitutes the area within which certain *Land Use Actions* are subject to *ALUC* review. The term *Airport Influence Area* is synonymous with the term *Referral Area* as well as with the term “planning area” as used in Public Utilities Code Section 21675.
- 1.2.5. *Airport Land Use Commission (ALUC):* The Mendocino County Airport Land Use Commission.
- 1.2.6. *Airport Land Use Commission Secretary:* The Director of the Mendocino County Department of Planning and Building Services or a person designated by the Director.
- 1.2.7. *Airport Land Use Compatibility Plan (ALUCP):* This document, the *Ukiah Municipal Airport Land Use Compatibility Plan (UKLALUCP)*.
- 1.2.8. *Airport Proximity Disclosure:* A form of buyer awareness documentation required by California state law and applicable to many transactions involving residential real estate, which includes

- previously occupied dwellings. The disclosure notifies a prospective purchaser that the property is located in proximity to an airport and may be subject to annoyances and inconveniences associated with the flight of aircraft to, from, and around the airport. See Policy 3.7.2 for applicability to *Ukiah Municipal Airport*. Also see Policy 1.2.34 for a related buyer awareness tool, *Recorded Overflight Notification*.
- 1.2.9. *Airspace Critical Protection Zone*: The 14 CFR Part 77 primary surface and the area beneath portions of the approach and transitional surfaces to where these surfaces intersect with the horizontal surface together with the *Airspace High Terrain Zone*. See details in Policy 3.6.1(c).
 - 1.2.10. *Airspace High Terrain Zone*: High terrain areas where review of and control over the height of objects is particularly important to the protection of the *Airport* airspace. See details in Policy 3.6.1.
 - 1.2.11. *Airspace Protection (Part 77) Surfaces/Plans/Zones*: Imaginary surfaces in the airspace surrounding an *Airport* defined in accordance with criteria set forth in Title 14 Code of Federal Regulations Part 77 (14 CFR Part 77), *Safe, Efficient Use, and Preservation of the Navigable Airspace*.⁶ These surfaces establish the maximum height that objects on the ground can reach without potentially creating constraints or hazards to the use of the airspace by aircraft approaching, departing, or maneuvering in the vicinity of airports. The *Airspace Protection Zones* for *Ukiah Municipal Airport* are depicted in **Map 3B, Airspace Protection Zones**, in **Chapter 3** herein.
 - 1.2.12. *Aviation-Related Use*: Any facility or activity directly associated with the air transportation of persons or cargo or the operation, storage, or maintenance of aircraft at the *Airport*. Such uses specifically include, but are not limited to, runways, taxiways, and their associated protection areas defined by the Federal Aviation Administration, together with aircraft aprons, hangars, fixed base operations facilities, terminal buildings, etc. Hotels or other commercial/industrial facilities on *Airport* property do not qualify as an *Aviation-Related Use*.
 - 1.2.13. *Avigation Easement*: An easement that conveys rights associated with aircraft overflight of a property, including, but not limited to, creation of noise and limits on the height of structures and trees, etc. (See Policy 3.3.6.)
 - 1.2.14. *Building Regulations*: Terminology used in state ALUC statutes. Also known as “building codes,” a set of rules that specify the standards for constructed objects such as buildings and nonbuilding structures.
 - 1.2.15. *Community Noise Equivalent Level (CNEL)*: The noise metric adopted by the State of California for land use planning purposes, including describing airport noise impacts. The noise impacts are typically depicted by a set of contours, each of which represents points having the same CNEL value.
 - 1.2.16. *Compatibility Zone*: Any of the zones depicted in the *Compatibility Policy Map* for the *Airport* in **Chapter 3** for the purposes of assessing land use compatibility within the *Airport Influence Area* defined herein. (See Policy 1.3.1.)

⁶ Code of Federal Regulations that deal with objects affecting navigable airspace in the vicinity an airport. Objects that exceed the 14 CFR Part 77 height limits constitute airspace obstructions. 14 CFR Part 77 establishes standards for identifying obstructions to navigable airspace, sets forth requirements for notice to the FAA of certain proposed construction or alteration, and provides for aeronautical studies of obstructions to determine their effect on the safe and efficient use of airspace. (See **Appendix B** for a copy of the 14 CFR Part 77.)

- 1.2.17. *Density*: The number of dwelling units per acre. *Density* is used in this UKLALUCP as the measure by which proposed residential *Land Use Actions* are evaluated for compliance with noise and safety compatibility criteria (compare *Intensity*). *Density* is calculated based on the overall site size (i.e., total acreage of the project site).
- 1.2.18. *Existing Land Use*: A land use that, as of the effective date of this UKLALUCP (see Policy 1.1.7) either physically exists or for which *Local Agency* commitments to the proposal have been obtained entitling the *Project* to move forward. (See Policy 1.5.3.) The policies of this UKLALUCP do not apply to *Existing Land Uses*.⁷
- 1.2.19. *Handbook*: The *California Airport Land Use Planning Handbook (Handbook)* published by the California Department of Transportation (Caltrans), Division of Aeronautics.⁸ The *Handbook* provides guidance to ALUCs for the preparation, adoption, and amendment of airport land use compatibility plans.
- 1.2.20. *Infill*: Development of vacant or underutilized land (e.g., *Redevelopment* or expansion of existing facilities) within areas that are already largely developed or used more intensively. See Policy 3.3.4 for criteria used to identify *Infill* areas for the purposes of this UKLALUCP.
- 1.2.21. *Intensity*: The number of people per acre. *Intensity* is used in this UKLALUCP as the measure by which most proposed nonresidential *Land Use Actions* are evaluated for compliance with safety compatibility criteria (compare *Density*). Sitewide average *Intensity* is calculated based on the overall site size (i.e., total acreage of the site).
- 1.2.22. *Land Use Action*: Any type of land use matter including, but not limited to, land use plans and individual development proposals or *Projects* for which *Local Agency* action is required and which are subject to the provisions of this UKLALUCP.
- 1.2.23. *Local Agency*: The County of Mendocino, City of Ukiah, or any special district, school district, or community college district—including any future city or district—having any jurisdictional territory lying within the *Airport Influence Area* as defined herein for the *Ukiah Municipal Airport*. These entities are subject to the provisions of this UKLALUCP (see Policies 1.1.3, 1.1.4, and 1.1.5). State and federal government agencies and Native American tribes are not considered *Local Agencies*.
- 1.2.24. *Major Land Use Action*: *Land Use Actions* related to proposed land uses for which compatibility with *Airport* activity is a particular concern, but for which *ALUC* review is not always mandatory under state law. These types of *Land Use Actions* are listed in Policy 1.4.5.
- 1.2.25. *Noise Impact Area*: The area within which the noise impacts (measured in terms of CNEL) generated by the *Airport* may represent a land use compatibility concern. The noise impact area for the *Airport* is presented in **Chapter 4, Exhibit 4-4**.
- 1.2.26. *Noise-Sensitive Land Uses*: Land uses for which the associated primary activities, whether indoor or outdoor, are susceptible to disruption by loud noise events. The most common types of noise sensitive land uses include, but are not limited to: residences, hospitals, nursing facilities, intermediate care facilities, educational facilities, libraries, museums, places of worship, child-care facilities, and certain types of passive recreational parks and open space.

⁷ This is an explicit limitation of *Public Utilities Code Sections 21670(a) and 21674(a)*.

⁸ As of preparation of the UKLALUCP in 2019, the current edition of the *Handbook* is dated October 2011.

- 1.2.27. *Nonconforming Use*: An *Existing Land Use* that does not comply with the compatibility criteria set forth in this UKLALUCP. See Policy 1.5.3(d) for criteria applicable to *Land Use Actions* involving *Nonconforming Uses*.
- 1.2.28. *Object Free Area (OFA)*: An area on the ground surrounding an airport runway within which the Federal Aviation Administration (FAA) prohibits all objects except certain ones necessary for aircraft navigation or maneuvering. The *Airport OFA* dimensions to be applied for the purposes of this UKLALUCP are as established by the FAA.
- 1.2.29. *Occupancy Load Factor*: The number of square feet of building floor area occupied per person under typical peak-period usage.
- 1.2.30. *Overrule*: An action that a *Local Agency* can take in accordance with provisions of state law if the *Local Agency* wishes to proceed with adoption or amendment of a general plan or specific plan, adoption or approval of a zoning ordinance or building regulation, approval or modification of a facility master plan, or modification of an airport master plan⁹ or, under conditions specified in Policy 1.4.2, a *Major Land Use Action*¹⁰ affecting the *Airport Influence Area*, despite an *ALUC* finding that the proposed *Land Use Action* is inconsistent with this UKLALUCP. See Section 2.5 for process required to *Overrule* the *ALUC*. Similar *Overrule* provisions are also available to the City of Ukiah as *Airport* owner if the *ALUC* finds a proposed airport master plan inconsistent with the UKLALUCP.
- 1.2.31. *Project*: A type of *Land Use Action* or *Airport Development Action* that involves development of a specific site (as opposed to a plan, ordinance, or regulation that applies throughout a *Local Agency's* jurisdiction).
- 1.2.32. *Rare Special Events*: Events (such as an air show at the *Airport* or golf tournament) for which a facility is not designed and normally not used and for which extra safety precautions can be taken as appropriate.
- 1.2.33. *Reconstruction*: The rebuilding of a structure housing a *Nonconforming Existing Land Use* when the structure has been fully or partially destroyed as a result of a calamity (not planned *Reconstruction* or *Redevelopment*). See Policy 3.3.4.
- 1.2.34. *Recorded Overflight Notification*: A form of buyer awareness documentation recorded in the chain of title of a property stating that the property may be subject to annoyances and inconveniences associated with the flight of aircraft to, from, and around a nearby airport. Unlike an *Avigation Easement* (see Policy 1.2.13), a *Recorded Overflight Notification* does not convey property rights from the property owner to the *Airport* and does not restrict the height of objects. See Policy 3.7.1 for applicability. Also see Policy 3.7.2 for a related buyer awareness tool, *Airport Proximity Disclosure*.
- 1.2.35. *Redevelopment*: Any new construction that replaces the *Existing Land Use* of a site and would be inconsistent with the compatibility criteria and policies in Chapter 3 of the UKLALUCP. *Projects* involving *Redevelopment* are subject to the provisions of this UKLALUCP to the same extent as with other types of *Land Use Actions*.
- 1.2.36. *Referral Area*: See *Airport Influence Area*.

⁹ *Public Utilities Code Sections 21676(a), (b), and (c).*

¹⁰ *Public Utilities Code Section 21676.5(a).*

- 1.2.37. *Risk-Sensitive Land Use*: A land use that represents special safety concerns irrespective of the number of people associated with the use (see Policy 3.5.5). Specifically: uses with vulnerable occupants, hazardous materials storage, or critical community infrastructure.
- 1.2.38. *Rural Environment*: Areas where the predominant land use is natural or agricultural and where buildings are scattered.
- 1.2.39. *Suburban Environment*: Areas characterized by low- to-moderate intensity (1-2 story) development with surface parking.
- 1.2.40. *Urban Environment*: Areas with mid-rise (up to 5 stories) development that generally include surface vehicle parking with some parking structures.
- 1.2.41. *Urban Overlay Zone*: Land underlying *Compatibility Zones 3* and *4* to the north within the City of Ukiah and *Compatibility Zone 4* to the southwest in unincorporated Mendocino County. The *Urban Overlay Zone* reflects existing residential land use patterns within the urban environs of the *Airport*. The *Urban Overlay Zone* provides a *Density* exception to the basic *Density* criteria provided in **Table 3A, Basic Compatibility Criteria**, to allow multi-family residential uses. See Policy 3.2.3(b) for details.

1.3. Scope of ALUC Concerns

1.3.1. *Airport Influence Area*:

- (a) The *Influence Area* of the *Ukiah Municipal Airport* encompasses all lands on which the uses could be significantly affected by current or future aircraft operations at the *Airport* as well as lands on which the uses could negatively affect *Airport* usage and thus necessitate restriction on those uses.¹¹
- (b) In delineating the *Airport Influence Area*, the geographic extents of four types of compatibility concerns are considered. The *Compatibility Zones* depicted in the *Compatibility Policy Map*, **Map 3A** in **Chapter 3**, consider all four compatibility factors in a composite manner.
 - (1) Noise: Locations exposed to potentially disruptive levels of aircraft noise.
 - (2) Safety: Areas where the risk of an aircraft accident poses heightened safety concerns for people and property on the ground.
 - (3) Airspace Protection: Places where height and various other land use characteristics need to be restricted in order to prevent creation of physical, visual, or electronic hazards to flight within the airspace required for operation of aircraft to and from the *Airport*.
 - (4) Overflight: Locations beneath where aircraft in flight are distinctly visible and audible even if not necessarily directly overhead.

- 1.3.2. *Airport Growth Assumptions*: The *Airport Influence Area* for the *Airport* reflects the existing configuration of the *Airport*, planned airfield improvements and projected aircraft activity covering the requisite 20-year planning horizon.¹² Background data in **Chapter 4** documents the aeronautical assumptions upon which this *UKLALUCP* is based.

¹¹ The basis for delineating the *Airport Influence Area* is set by state law in *Business and Professions Code Section 11010*.

¹² See *Public Utilities Code Section 21675(a)*.

- 1.3.3. *Referral Area:* The *Airport Influence Area* for UKLALUCP constitutes the *Referral Area* within which certain *Land Use Actions* and *Airport Actions* are subject to *ALUC* review to determine consistency with the *UKLALUCP*. See Section 1.4 for the types of *Actions* subject to *ALUC* review.
- 1.3.4. *Airport Impacts Not Considered:* Other impacts sometimes created by airports (e.g. air pollution, automobile traffic, etc.) are not addressed by these compatibility policies and are not factors that the *ALUC* shall consider in reviewing *Land Use Actions*. Also, in accordance with state law,¹³ neither this *UKLALUCP* nor the *ALUC* have authority over the operation of the *Airport* (including where and when aircraft fly, airport security, and other such matters).

1.4. Types of Actions Subject to ALUC Review

- 1.4.1. *Land Use Actions for which Local Agency Referral to ALUC is Mandatory:* Prior to approving the types of *Land Use Actions* indicated in Paragraphs (a) and (b), the *Local Agency* always must refer the *Action* to the *ALUC* for determination of consistency with the *UKLALUCP*.¹⁴
 - (a) *Local Agency* adoption or approval of any new general plan or specific plan or any amendment thereto that affects lands within the *Airport Influence Area*.
 - (b) *Local Agency* adoption or approval of a zoning ordinance or building regulation, including any proposed change or variance to any such ordinance or regulation, that (1) affects land within the *Airport Influence Area* and (2) may involve the types of airport impact concerns listed in Policy 1.3.1(b).
- 1.4.2. *Major Land Use Actions for which Local Agency Referral to ALUC is Required on an Interim Basis:* In addition to the above types of *Land Use Actions* for which referral to the *ALUC* is always mandatory, referral of *Major Land Use Actions* is required until such time as (1) the *ALUC* finds that a *Local Agency's* general plan or specific plan is consistent with this *UKLALUCP* or (2) the *Local Agency* has *Overruled* the *ALUC's* determination of inconsistency. Only *Major Land Use Actions* as listed in Policy 1.4.5 must be referred for review during this interim period.¹⁵

¹³ *Public Utilities Code Section 21674(e).*

¹⁴ *Public Utilities Code Section 21676(b).*

¹⁵ *Public Utilities Code Section 21676.5(a)* allows an *ALUC* to require the *Local Agency* to refer all *Land Use Actions*, including regulations and permits, involving land within the *Airport Influence Area* to it for review until the *Local Agency's* general plan or specific plan is revised or the specific findings are made. Under this policy, the *Mendocino County ALUC* elects only to require referral of *Major Land Use Actions*. The scope or character of certain *Major Land Use Actions*, as listed in Policy 1.4.5, is such that their compatibility with *Airport* activity is a potential concern.

- 1.4.3. *Voluntary Referral of Land Use Actions:* A *Local Agency* may choose to voluntarily refer to the *ALUC* or *ALUC Secretary* for informal review and consultation a *Land Use Action* involving a question of compatibility with *Airport* activities. *ALUC* or *ALUC Secretary* review of these types of *Land Use Actions* can serve to enhance their compatibility with airport activity. Because comments from the *ALUC* are advisory when reviewing *Land Use Actions* referred voluntarily, *Local Agencies* are not required to adhere to the *ALUC*'s review period or *Overrule* process if they elect to approve such actions without incorporating design changes or conditions recommended by the *ALUC*.¹⁶
- 1.4.4. *Airport Development Actions for which Referral to ALUC is Mandatory:* Under state law, planning and development actions involving airport property are subject to *ALUC* review as follows:
- (a) Prior to approving either of the following types of *Airport* planning and development actions, the City of Ukiah must refer the proposed *Airport Development Action* to the *ALUC* for determination of consistency with the *UKLALUCP*.
 - (1) Adoption or modification of the master plan for the *Airport*.¹⁷
 - (2) Any proposal for “expansion” of the *Airport* if such expansion will require an amended Airport Permit from the State of California.¹⁸
 - (b) Nonaviation development of *Airport* property is not deemed to be a form of airport operations. Consequently, such proposals are considered *Land Use Actions* and are subject to *ALUC* review just as is required for nonaviation *Land Use Actions* off *Airport* property. The review may take place as part of an airport master plan or on an individual development *Project* basis.
- 1.4.5. *Major Land Use Actions:* Referral of the following types of *Land Use Actions* is required under the conditions indicated in Policy 1.4.2 and is encouraged on a voluntary basis in accordance with Policy 1.4.3.
- (a) Any proposal for nonaviation structures or uses of land within *Compatibility Zone 1* (see Policy 1.2.12 for definition of an *Aviation-Related Use*).
 - (b) Any of the following types of *Land Use Actions* affecting land within *Compatibility Zones 2* through *6*.
 - (1) Proposed expansion of the sphere of influence of a city or special district.
 - (2) Proposed pre-zoning associated with future annexation of land to a city.
 - (3) Proposed infrastructure or other capital improvements (e.g., water, sewer, or roads) not reflected in a previously reviewed general plan or specific plan that would promote urban uses in undeveloped or agricultural areas.

¹⁶ Once a *Local Agency* either makes its general plan, specific plans, zoning ordinance or facilities master plan consistent with the *UKLALUCP* or *Overrules* the *ALUC* as provided by law, the *ALUC* no longer has authority under state law to require that all actions, regulations, and permits be referred for review. However, a *Local Agency* may choose to voluntarily refer *Land Use Actions*, as listed in Policy 1.4.5, to the *ALUC* for informal review and comment. *ALUC* review of these types of *Actions* can serve to enhance their compatibility with *Airport* activity.

¹⁷ *Public Utilities Code Section 21676(c)*

¹⁸ *Public Utilities Code Section 21664.5* defines “airport expansion” as being “construction of a new runway,” “extension or realignment of an existing runway,” “acquisition of clear zones [runway protection zones] or of any interest in land for the purpose of [either of the above],” or “any other expansion of the airport’s physical facilities for the purpose of accomplishing or which are related to the purpose of [any of the above].”

- (4) Proposed development agreements or amendments to such agreements.
 - (5) Proposed residential *Land Use Actions*, including land divisions, consisting of six or more dwelling units or parcels.
 - (6) Proposed nonresidential *Land Use Actions* having a building floor area of 10,000 square feet or greater.
 - (7) Proposed *Land Use Actions* regularly attracting more than 100 people (including employees, customers/visitors) to outdoor activities on the *Project* site (e.g., flea markets).
 - (8) Proposed land acquisition by a *Local Agency* for any building intended to accommodate the public (for example, a school, jail, or hospital).
 - (9) Proposed *Redevelopment* (see Policy 1.2.35) if the *Project* is of a type listed in Paragraphs (b)(1) through (b)(8) of this policy.¹⁹
- (c) Actions affecting land uses within any portion of the *Airport Influence Area*:
- (1) Proposed structures or objects having a height of more than 35 feet within the *Airspace High Terrain Zone*.
 - (2) Proposed objects (including buildings, antennas, and other structures) that receive an Aeronautical Study determination of anything other than “not a hazard to air navigation” by the Federal Aviation Administration in accordance with *14 CFR Part 77* (See **Appendix B**).
 - (3) Proposed *Projects* (e.g., water treatment facilities, waste transfer or disposal facilities, parks with open water areas) or plan (e.g., Habitat Conservation Plan) having the potential to cause an increase in the attraction of birds or other wildlife that can be hazardous to aircraft operations in FAA-defined locations.²⁰
 - (4) *Projects* having the potential to create electrical or visual hazards to aircraft in flight, including (see Policy 3.6.4(b)):
 - Electrical interference with aircraft radio communications or navigational signals;
 - Lighting which could be mistaken for *Airport* lighting;
 - Glare (such as from mirrored or other highly reflective structures or building features) or bright lights (such as from search lights and laser light displays) in the eyes of pilots of aircraft using the *Airport*; and

¹⁹ ALUC review of *Redevelopment* under this policy includes *Redevelopment* of a property for which the *Existing Land Use* is consistent with the general plan and/or specific plan, but *Nonconforming* with the compatibility criteria set forth in this *UKLALUCP*. This policy is intended to address circumstances that arise when a general plan or specific plan land use designation does not conform to *UKLALUCP* compatibility criteria but is deemed consistent with the *UKLALUCP* because the designation reflects an *Existing Land Use*. Proposed *Redevelopment* of such lands voids the consistency status and is to be treated as a new *Land Use Action* subject to *ALUC* review even if the proposed use is consistent with the local general plan or specific plan. (Also see Policies 3.3.1 and 3.3.4.)

²⁰ FAA rules and regulations defining these locations are found in: Public Law 106-181 (Wendell H. Ford Aviation Investment and Reform Act for the 21st Century, known as AIR 21), Section 503; 40 CFR 258, *Criteria for Municipal Solid Waste Landfills*, Section 258.10, Airport Safety; Advisory Circular 150/5200-33B, *Hazardous Wildlife Attractants On or Near Airports*; Advisory Circular 150/5200-34A, *Construction or Establishment of Landfills near Public Airports*; and any subsequent applicable FAA guidance.

- Other uses near the *Airport* that may impair a pilot's visibility (such as from sources of dust, steam, or smoke) or cause thermal plumes or other forms of unstable air.
- (5) *Projects* having the potential to create a thermal plume extending to an altitude where aircraft fly.
- (d) Proposed nonaviation development of *Airport* property if such development has not previously been included in the airport master plan or City of Ukiah general plan reviewed by the *ALUC*. (See Policy 1.2.12 for definition of *Aviation-Related Use*.)
- (e) Any other proposed *Land Use Action* or *Airport Development Action*, as determined by the *Local Agency*, involving a question of compatibility with *Airport* activities may also be referred on a voluntary basis.

1.5. Limitations of the ALUC and UKIALUCP

- 1.5.1. *Airport Operations*: Except as indicated in Policy 1.4.4, neither the *ALUC* nor this *UKIALUCP* have authority over the planning and design of facilities on the *Airport* or over *Airport* operations, including where and when aircraft fly, the types of aircraft flown, and other aspects of aviation.²¹
- 1.5.2. *Federal, State, and Tribal Entities*: Lands controlled (i.e., owned, leased, or in trust) by federal or state agencies or by Native American tribes are not subject to the provisions of the state *ALUC* statutes or this *UKIALUCP*. However, the compatibility criteria included herein are intended as recommendations to these agencies.
- 1.5.3. *Existing Land Uses*: The policies of this *UKIALUCP* do not apply to *Existing Land Uses*.²² A land use is considered to be "existing" when one or more of the conditions below has been met prior to the effective date (see Policy 1.1.7) of this *UKIALUCP*.
 - (a) *Qualifying Criteria*: An *Existing Land Use* is one that either physically exists or for which *Local Agency* commitments to the proposal have been obtained; that is, no further discretionary approvals are necessary. *Local Agency* commitment to a proposal can usually be considered firm once one or more of the following have occurred:
 - (1) A tentative parcel or subdivision map has been approved and not expired;
 - (2) A vesting tentative parcel or subdivision map has been approved and not expired;
 - (3) A development agreement has been approved and not expired;
 - (4) A final subdivision map has been recorded and not expired;
 - (5) A use permit or other discretionary entitlement has been approved and not expired;
 - or
 - (6) A valid building permit has been issued.
 - (b) *Expiration of Local Agency Commitment*: If a *Local Agency's* commitment to a proposed *Project*, as set forth in Paragraph (a)(1) through (5) of this policy, expires, the *Project* will

²¹ This is an explicit limitation of state law under *Public Utilities Code Section 21674(e)*.

²² This is an explicit limitation of *Public Utilities Code Sections 21670(a)* and *21674(a)*.

no longer qualify as an *Existing Land Use*. As such, the *Project* shall be subject to the policies of this *UKLALUCP*.

- (c) Revisions to an Approved Project: Filing of a new version of any of the approval documents listed in Paragraph (a) of this policy means that the use no longer qualifies as an *Existing Land Use* and, therefore, is subject to *ALUC* review in accordance with the policies of Section 1.4.
- (d) Existing Nonconforming Uses: The *ALUC* has no ability to reduce or remove *Nonconforming* or otherwise incompatible *Existing Land Uses* from the *Airport* environs. Further, this *UKLALUCP* is not intended to compel *Local Agency* action to reduce or remove *Nonconforming* or otherwise incompatible *Existing Land Uses* from the *Airport* environs. Proposed changes to uses within existing structures are not subject to *ALUC* review unless the changes would result in an increased nonconformity with the compatibility criteria (see Policy 3.3.1) and requires discretionary approval on the part of the *Local Agency* (e.g., proposal for an indoor sport facility or place of worship within an existing industrial building). Proposed *Redevelopment* (see definition in Policy 1.2.35) is, however, subject to *ALUC* review and conformance with the compatibility criteria the same as new development.

1.5.4. *Development by Right*: Nothing in this *UKLALUCP* prohibits:

- (a) Construction of a single-family home on a legal lot of record as of the effective date (see Policy 1.1.7) of this *UKLALUCP* provided that the home is not within *Compatibility Zone 1* and the use is permitted by the *Local Agency's* land use regulations.
- (b) Construction of accessory dwelling unit(s) as defined by state law and local regulations.²³ Accessory dwelling units shall not be considered in calculation of residential *Density* for a proposed *Land Use Action* under Policy 3.2.5.
- (c) Construction of multi-family housing when dictated by state law and provided that the *Local Agency's* general plan and/or zoning ordinance have been found consistent with this *UKLALUCP*.
- (d) Lot line adjustments provided that new developable parcels would not be created and the resulting *Density* or *Intensity* of the affected property would not exceed the applicable criteria indicated in **Table 3A, Basic Compatibility Criteria**.
- (e) Construction or establishment of a family day care home serving 14 or fewer children²⁴ either in an existing dwelling or in a new dwelling permitted by the policies of this *UKLALUCP*.

²³ *Government Code, Section 65852.2.*

²⁴ *Health and Safety Code, Section 1596.78.*

2. ALUC REVIEW PROCESS

2.1. General

- 2.1.1. *Timing of Referral:* The precise timing of the *ALUC*'s or *ALUC Secretary*'s review of a proposed *Land Use Action* or *Airport Development Action* may vary depending upon the nature of the specific action.
- (a) Referrals to the *ALUC* should be made at the earliest reasonable point in time so that the *ALUC*'s review can be duly considered by the *Local Agency* prior to when the agency formally approves the *Action*. Depending upon the type of *Action* and the normal scheduling of meetings, *ALUC* review can be completed before, after, or concurrently with review by the local planning commission and other advisory bodies but *must* be accomplished before final approval by the *Local Agency*.
 - (b) Completion of a formal application with the *Local Agency* is not required prior to a *Local Agency*'s referral of a proposed *Land Use Action* or *Airport Development Action* to the *ALUC*.
 - (1) Rather, a *Project* applicant may request, and the *Local Agency* may refer, a proposed *Action* to the *ALUC* for early consistency determination, so long as the *Local Agency* or *Project* applicant is able to provide the *ALUC* with the required submittal information for the proposed *Action*, as specified in Policies 2.2.4, 2.3.1, and 2.4.1.
 - (2) A *Project* applicant may also seek informal *ALUC* comment on a prospective *Land Use Action* at an early design stage prior to formal referral to the *ALUC* for a consistency determination.
- 2.1.2. *Submittal of Environmental Documents:* The *ALUC* does not have a formal responsibility to review the environmental document associated with *Land Use Actions* or *Airport Development Actions* referred to it for review.
- (a) However, if an environmental document has been prepared at the time that the *Land Use Action* or *Airport Development Action* is referred for review and the document contains information pertinent to the review and not included in other applicable submittal information as listed in Policies 2.2.4, 2.3.1, and/or 2.4.1, then a copy should be included with the referral for reference.
 - (b) The *ALUC* authorizes the *ALUC Secretary*, after consultation with the *ALUC* Chairman, to provide comments on environmental documents submitted to the *ALUC* for comment under provisions of the California Environmental Quality Act (CEQA) separately from referral of a *Land Use Action* for a consistency determination. *ALUC* and/or *ALUC Secretary* comments, if any, shall be provided to the referring *Local Agency* within the timeframe established for receipt of comments from other entities.
- 2.1.3. *Responsibilities for Ensuring Project Compliance with the UKIALUCP:* The *ALUC*, *Local Agencies*, and *Project* applicants each have responsibilities for ensuring that proposed *Land Use Actions* and *Airport Development Actions* comply with the compatibility criteria set forth in this *UKIALUCP*. These responsibilities vary depending upon whether a *Local Agency*'s general plan and applicable specific plan(s) have been determined by the *ALUC* to be consistent with the *UKIALUCP*.
- (a) Prior to the *Local Agency* plans becoming consistent with the *UKIALUCP*, the *ALUC* has the lead role in analyzing and ensuring *Project* compliance with the policies herein.

- (1) *Local Agency* staff may choose to initially evaluate proposed *Land Use Actions* and work with the *Project* applicant to bring the proposal into compliance with *UKLALUCP* criteria. *Local Agency* staff should also encourage *Project* applicants to contact the *ALUC Secretary* for details about *UKLALUCP* policies and the policies' applicability to the proposed *Project*. The *ALUC Secretary* will provide informal input at this stage if requested.
 - (2) When a proposed *Land Use Action* or *Airport Development Action* is of a type that requires a formal consistency determination by the *ALUC* (those listed in Policies 1.4.1, 1.4.2, and 1.4.4), the *Local Agency* is responsible for referring that *Action* to the *ALUC*. The *Project* applicant is responsible for providing the information about the *Project* that the *ALUC* requires to conduct its review and for paying applicable *ALUC* fees. The *ALUC Secretary* shall review the proposal to evaluate its compliance with the *UKLALUCP* policies in accordance with Policy 2.2.5 or 2.3.2 and place the *Project* and review on the *ALUC* agenda for a consistency decision within the applicable timeframe established by Policy 2.2.7, 2.3.4, or 2.4.3.
- (b) Subsequent to when a *Local Agency's* general plan and applicable specific plan(s) have been determined by the *ALUC* to be consistent with the *UKLALUCP*, the *Local Agency* and its staff are responsible for ensuring that proposed *Major Land Use Actions* comply with *UKLALUCP* criteria.
 - (1) The *ALUC Secretary* will provide informal input if requested and can refer the proposed *Action* to the *ALUC* for additional comment if desired by the *Local Agency* and/or the *Project* applicant.
 - (2) *Land Use Actions* and *Airport Development Actions* for which referral to the *ALUC* is mandatory, regardless of the general plan and specific plan consistency status, must continue to be referred for a formal consistency determination by the *ALUC*.
 - (c) In either case, *Project* applicants are responsible for designing their *Projects* to comply with *UKLALUCP* policies.
 - (d) Once a *Project* has been found consistent with the *UKLALUCP*, the *Local Agency* and its staff are responsible for enforcing *UKLALUCP* criteria as they apply to a *Project* such that the *Project* continues to comply with *UKLALUCP* criteria on an on-going basis following completion of the *Project* (e.g., usage *Intensity* and height limitations).
- 2.1.4. *Public Input*: Where applicable, the *ALUC* shall provide public notice and obtain public input before making a consistency determination regarding any proposed *Land Use Action* or *Airport Development Action* under consideration.²⁵
- 2.1.5. *Fees*: Any applicable review fees as established by the *ALUC* shall accompany the referral of *Actions* for *ALUC* or *ALUC Secretary* review.²⁶

2.2. Review Process for General Plans, Specific Plans, Zoning Ordinances, and Building Regulations

- 2.2.1. *Initial ALUC Review of General Plan Consistency*: In conjunction with adoption or amendment of this *UKLALUCP*, the *ALUC* shall review the general plans and specific plan(s) of affected

²⁵ *Public Utilities Code Section 21675.2(d) and Government Code Section 54950 (Brown Act).*

²⁶ *Public Utilities Code Section 21671.5(f)* allows for *ALUCs* to charge fees for project reviews.

Local Agencies to determine their consistency with the *ALUC's* policies. Inconsistencies, if any, shall be identified.

- (a) State law requires that within 180 days of the *ALUC's* adoption or amendment of this *UKLALUCP*, each *Local Agency* having territory within the *Airport Influence Area* of the *Airport* must amend its general plan and any applicable specific plan(s) to be consistent with the *ALUC's UKLALUCP*²⁷ or, alternatively, provide required notice, adopt findings, and *Overrule* the *ALUC* in accordance with statutory requirements.²⁸ It is the *ALUC's* policy to deem the 180-day period to begin as of the date that digital copies of the adopted *UKLALUCP* are made available to the affected *Local Agencies*.
 - (b) Prior to approving a proposed amendment of a general plan or specific plan as necessitated by Paragraph (a) of this policy, the *Local Agency* must submit a draft of the proposal to the *ALUC* for review and approval.
- 2.2.2. *Subsequent Proposed Amendment of Current or Adoption of New General Plans, Specific Plans, Zoning Ordinances, or Building Regulations:* Adoption of a *Local Agency's* new general plan, specific plan, zoning ordinance or building regulation, or amendment of a current such plan, ordinance, or regulation, requires review by the *ALUC* if the plan, ordinance, or regulation:
- (a) Has general applicability throughout the community; and/or
 - (b) Concerns land within the *Airport Influence Area*.
- 2.2.3. *Identification of Infill Areas:* If a *Local Agency* wishes to have its general plan show locations for *Infill* development as indicated in Policy 3.3.45, the *Local Agency* must provide the *ALUC* a map along with supporting documentation identifying areas it requests the *ALUC* to consider as *Infill*. This may be done in conjunction with its referral of a general plan or specific plan amendment to the *ALUC* in response to the requirements of Policy 2.2.1 or as part of a later update in accordance with Policy 2.2.2. The *ALUC* shall include a determination on the *Infill* locations as part of its consistency determination regarding the general plan and/or applicable specific plan(s).
- 2.2.4. *Required Submittal Information:* Copies of the complete text and maps of the plan, ordinance, or regulation proposed for adoption or amendment shall be submitted to the *ALUC*. Any supporting material, such as environmental documents, assessing the proposal's consistency with the *UKLALUCP* should be included. If the amendment is required as part of a proposed *Major Land Use Action*, then the information listed in Policy 2.3.1 shall also be included to the extent applicable.
- 2.2.5. *ALUC Secretary's Responsibilities:* The *ALUC Secretary* shall review the proposed general plan, specific plan, zoning ordinance, or building regulation for compliance with the *UKLALUCP* and forward the analysis to the *ALUC* for a formal consistency determination. The *ALUC Secretary* does not have authority to make formal consistency determinations.
- 2.2.6. *ALUC Action Choices:* When reviewing a general plan, specific plan, zoning ordinance, or building regulation for consistency with the *UKLALUCP*, the *ALUC* has three options:
- (a) Find the plan, ordinance, or regulation consistent with the *UKLALUCP*. To make such a finding with regard to a general plan, the conditions identified in Section 3.1 must be met.

²⁷ Government Code Section 65302.3.

²⁸ Public Utilities Code Section 21676(b).

- (b) Find the plan, ordinance, or regulation consistent with the *UKIALUCP*, subject to conditions and/or modifications that the *ALUC* may require. Any such conditions should be limited in scope and described in a manner that allows compliance to be clearly assessed.
 - (c) Find the plan, ordinance, or regulation inconsistent with the *UKIALUCP*. In making a finding of inconsistency, the *ALUC* shall note the specific conflicts or shortcomings upon which its determination is based.
- 2.2.7. *Response Time*: The *ALUC* must respond to a *Local Agency*'s request for a consistency determination on a general plan, specific plan, zoning ordinance, or building regulation within 60 days from the date of referral.²⁹
- (a) The date of referral is deemed to be the date on which all applicable information as specified in Policy 2.2.3 and indicated on the *ALUC Review Application* (**Appendix E**) is received by the *ALUC Secretary* and applicable referral fees have been paid.
 - (b) If additional information is required, the *ALUC Secretary* shall notify the City of Ukiah within 14 calendar days of the date of receiving the referral.
 - (c) If the *ALUC* fails to make a determination within the 60-day period, the proposed *Land Use Action* shall be deemed consistent with the *UKIALUCP*.
 - (d) The 60-day review period may be extended if the referring *Local Agency* or *Project* applicant agrees in writing or so states at an *ALUC* public hearing on the *Land Use Action*.
 - (e) Regardless of *ALUC* action or failure to act, the proposed *Land Use Action* must comply with other applicable local, state, and federal regulations and laws.
 - (f) The referring *Local Agency* shall be notified of the *ALUC*'s determination in writing.

2.3. Review Process for Major Land Use Actions

- 2.3.1. *Required Submittal Information*: A proposed *Major Land Use Action* referred for *ALUC* review and formal consistency determination shall include the following information to the extent applicable:
- (a) A completed *ALUC Review Application* as provided in **Appendix E** of this *UKIALUCP*.
 - (b) Property location data (assessor's parcel number, street address, subdivision lot number).
 - (c) An accurately scaled map depicting the *Project* site location in relationship to the *Airport* boundary and runway.
 - (d) A description of the proposed use(s), current general plan and zoning designations, and the type of approval being sought from the *Local Agency* (e.g., zoning variance, use permit, building permit).
 - (e) A detailed site plan and supporting data showing: site boundaries and size; existing uses that will remain; location of existing and proposed structures, open spaces, and water

²⁹ *Public Utilities Code Section 21676(d)*.

bodies; ground elevations (above mean sea level); and elevations of tops of structures and trees. Additionally:

- (1) For residential uses, an indication of the potential or proposed number of dwelling units per acre (excluding any accessory dwelling units as defined by state law and local regulations).³⁰
 - (2) For nonresidential uses, the total floor area for each type of proposed use, the number of auto parking spaces, and, if known, the maximum number of people (employees, visitors/customers) potentially occupying the total site or portions thereof at any one time.
- (f) Identification of any features, during or following construction, that would increase the attraction of birds or cause other wildlife hazards to aircraft operations at the *Airport* or in its environs (see Policy 3.6.4). Such features include, but are not limited to, the following:
- (1) Open water areas.
 - (2) Sediment ponds, retention basins.
 - (3) Detention basins that hold water for more than 48 hours.
 - (4) Artificial wetlands.
- (g) Identification of any characteristics that could create electrical interference, confusing or bright lights, glare, smoke, or other electrical or visual hazards to aircraft flight.
- (h) Any environmental document (initial study, draft environmental impact report, etc.) that may have been prepared for the *Project* if it contains information pertinent to a determination of the *Project's* consistency with *UKLALUCP* criteria (see Policy 2.1.2).
- (i) Staff reports regarding the *Project*.
- 2.3.2. *ALUC Secretary Responsibilities:* When a *Major Land Use Action* is referred to the *ALUC*, the *ALUC Secretary* shall analyze the *Action* to evaluate whether significant compatibility issues are evident and do one of the following:
- (a) If referral of the *Action* is mandatory, forward the *Action* and the analysis of it to the *ALUC* for a formal consistency determination within the timeframe established under Policy 2.3.4.
 - (b) If referral of the *Action* is voluntary, but the *ALUC Secretary's* analysis finds evident conflicts with the *UKLALUCP*, forward the *Action* and the analysis to the *ALUC* for comment. The *ALUC's* comments shall be provided in writing to the referring *Local Agency* within the timeframe set by the *Local Agency*.
 - (c) If referral of the *Action* is voluntary and the *Action* has no apparent conflicts with the *UKLALUCP* criteria, the *ALUC* authorizes the *ALUC Secretary* to notify the applicant of this conclusion and that forwarding the *Action* to the *ALUC* for comment or a consistency determination will not be required. The *Secretary* shall provide the *ALUC*, at its next regular meeting, a list of all *Actions* referred but not requiring forwarding to the *ALUC*.

2.3.3. *ALUC Action Choices:*

³⁰ *Government Code, Section 65852.2.*

- (a) Regarding *Major Land Use Actions* for which referral is mandatory in accordance with Policy 1.4.2, the *ALUC* has three choices of action when making a consistency determination:
 - (1) Find the *Major Land Use Action* consistent with the *UKLALUCP*.
 - (2) Find the *Major Land Use Action* consistent with the *UKLALUCP*, subject to compliance with such conditions as the *ALUC* may specify. Any such conditions should be limited in scope and described in a manner that allows compliance to be clearly assessed (e.g., the height of a structure).
 - (3) Find the *Major Land Use Action* inconsistent with the *UKLALUCP*. In making a finding of inconsistency, the *ALUC* shall note the specific conflicts upon which the determination is based.
 - (b) Regarding *Major Land Use Actions* for which referral is voluntary in accordance with Policy 1.4.3, the *ALUC* review and comments are advisory. However, the *Local Agency* should include any such comments in its official record of the final decision on the *Action*.
- 2.3.4. *Response Time:* In responding to *Major Land Use Actions* referred for review, the policy of the *ALUC* is that:
- (a) When a *Major Land Use Action* is referred for review on a mandatory basis as required by Policy 1.4.2:
 - (1) The date of referral is deemed to be the date on which all applicable information as specified in Policy 2.3.1 and indicated on the *ALUC Review Application* (**Appendix E**) is received by the *ALUC Secretary* and applicable referral fees have been paid.
 - (2) If additional information is required, the *ALUC Secretary* shall notify the *Local Agency* within 14 calendar days of the date of receiving the referral.
 - (3) Reviews of *Major Land Use Actions* forwarded to the *ALUC* for a consistency determination shall be completed within 60 days of the date of the referral.
 - (4) If the *ALUC* fails to make a determination within the above time periods, the proposed *Major Land Use Action* shall be deemed consistent with the *UKLALUCP*.
 - (b) When a *Major Land Use Action* is referred on a voluntary basis in accordance with Policy 1.4.3, review by the *ALUC Secretary* and/or the *ALUC* should be completed in a timely manner enabling the comments to be considered by decision-making bodies of the referring *Local Agency*.
 - (c) Regardless of action or failure to act on the part of the *ALUC Secretary* or the *ALUC*, the proposed *Major Land Use Action* must comply with other applicable local, state, and federal laws and regulations.
- 2.3.5. *Subsequent Reviews of Related Major Land Use Actions:* Once a *Major Land Use Action* for which referral to the *ALUC* was mandatory has been found consistent with the *UKLALUCP*, it generally need not be referred for review at subsequent stages of the planning process (e.g., for a use permit after a zoning change has been reviewed). However, additional *ALUC* review is required if any of the following are true:
- (a) At the time of the original *ALUC* review, the available information on the proposed *Major Land Use Action* was only sufficient to determine consistency with compatibility

criteria at a planning level of detail, not at a *Project* design level. For example, the proposed land use designation indicated in a general plan, specific plan, or zoning amendment may have been found consistent, but information on site layout, maximum *Intensity* limits, building heights, and other such factors that may also affect the consistency determination for a *Project* may not have yet been known.

- (b) The design of the *Project* subsequently changes in a manner that affects previously considered compatibility issues and could raise questions as to the validity of the earlier finding of consistency. Proposed changes warranting a new review include, but are not limited to, the following:
 - (1) For residential uses, any increase in the number of dwelling units to a level exceeding the criteria set forth in this *UKLALUCP* unless the increase is a development by right;
 - (2) For nonresidential uses, a change in the types of proposed uses, any increase in the total floor area, and/or a change in the allocation of floor area among different types of uses in a manner that could result in an increase in the *Intensity* of use (more people on the site) to a level exceeding the criteria set forth in this *UKLALUCP*;
 - (3) Any increase in the height of structures or other design features such that the height limits established herein would be exceeded or exceeded by a greater amount;
 - (4) Major site design changes (such as incorporation of clustering or modifications to the configuration of open land areas proposed for the site) if site design was a factor in the initial review of the *Project*;
 - (5) Any significant change to a proposed *Project* for which a special exception was granted in accordance with Policy 3.8.2;
 - (6) Any new design features that would create visual hazards (e.g., certain types of lights, sources of glare, and sources of dust, steam, or smoke);
 - (7) Any new equipment or features that would create electronic hazards or cause interference with aircraft communications or navigation; and/or
 - (8) Addition of features that could attract wildlife that is potentially hazardous to aircraft operations.
- (c) At the time of original *ALUC* review, conditions were placed on the *Major Land Use Action* that require subsequent *ALUC* review.
- (d) The *Local Agency* requests further *ALUC* review.

2.4. Review Process for Airport Development Actions

- 2.4.1. *Required Submittal Information for Airport Development Actions:* An airport master plan or other development plan³¹ for *Ukiah Municipal Airport* referred to the *ALUC* for review in accordance with Policy 1.4.4 shall contain sufficient information to enable the *ALUC* to adequately assess the noise, safety, airspace protection, and overflight impacts of the facility's activity upon surrounding land uses.

³¹ As defined by *Public Utilities Code Section 21664.5(b)*.

- (a) When a new or amended master plan is the subject of the *ALUC* review, the noise, safety, airspace protection, and overflight impacts should be addressed in the plan report and/or in an accompanying environmental document. Proposed changes in *Airport* facilities and usage that could have land use compatibility implications should be noted.
- (b) For other *Airport Development Actions*, the relationship to a previously adopted master plan or other approved plan for the *Airport* should be indicated—specifically, whether the proposed development implements an adopted/approved plan or represents an addition or change to any such previous plan. Any environmental document prepared for the *Airport Development Action* should be included in the submittal.
- (c) For either airport master plans or other airport development plans, the following specific information should be included to the extent applicable:
 - (1) A layout plan drawing of the proposed facility or improvements showing the location of:
 - Property boundaries;
 - Runways or helicopter takeoff and landing areas;
 - Runway or helipad protection zones; and
 - Aircraft or helicopter approach/departure flight routes.
 - (2) A revised map of the *Airspace Protection Surfaces* as defined by 14 CFR Part 77 if the proposal would result in changes to these surfaces. A map reflecting the current and future configurations of the *Airspace Protection Surfaces* for the *Airport* is included as **Map 3B, Airspace Protection Zones**, in **Chapter 3**.
 - (3) Updated activity forecasts, including the number of operations by each type of aircraft proposed to use the facility, the percentage of day versus night operations, and the distribution of takeoffs and landings for each runway direction. The effects of the proposed development on the forecast *Airport* usage indicated in **Chapter 4** of this *UKLALUCP* should be described.
 - (4) Proposed flight track locations and projected noise contours. Differences from the flight track data and noise contours presented in **Chapter 4** of this *UKLALUCP* should be described.
 - (5) A map showing existing and planned land uses in the areas affected by aircraft activity associated with implementation of the proposed master plan or other development plan.
 - (6) Any environmental document (initial study, draft environmental impact report, etc.) that may have been prepared for the plan.
 - (7) Identification and proposed mitigation of impacts on surrounding land uses to the extent that those impacts would be greater than indicated by the compatibility factors depicted in the *Airport* exhibits presented in **Chapter 4**.

2.4.2. *ALUC Action Choices for Ukiah Municipal Airport Plans*: When reviewing a proposed new or revised airport master plan or new development plans for the *Airport*, the *ALUC* has three options (see Section 3.9 for policies pertaining to the substance of the *ALUC* review of plans for the *Airport*):

- (a) Find the *Airport* plan consistent with the *UKLALUCP*.

- (b) Find the *Airport* plan consistent with the *UKLALUCP* with the condition that the *UKLALUCP* will be modified to reflect the assumptions and proposals of the *Airport* plan.
 - (c) Find the *Airport* plan inconsistent with the *UKLALUCP*. In making a finding of inconsistency, the *ALUC* shall note the specific conflicts upon which the determination is based.
- 2.4.3. *Response Time:* The *ALUC* must respond to the referral of an airport master plan or other development plan within 60 days from the date of referral.³²
- (a) The date of referral is deemed to be the date on which all applicable information as specified in Policy 2.4.1 is received by the *ALUC Secretary* and applicable referral fees have been paid.
 - (b) If additional information is required, the *ALUC Secretary* shall notify the City of Ukiah within 14 calendar days of the date of receiving the referral.
 - (c) If the *ALUC* fails to make a determination within the specified period, the proposed *Airport Development Action* shall be deemed consistent with the *UKLALUCP*.
 - (d) Regardless of *ALUC* action or failure to act, the proposed *Airport Development Action* must comply with other applicable local, state, and federal regulations and laws.
 - (e) The City of Ukiah shall be notified of the *ALUC*'s action in writing.

2.5. Process for Overruling the ALUC

- 2.5.1. *ALUC Determination of "Inconsistent":* If the *ALUC* determines that a proposed *Land Use Action* or *Airport Development Action* is inconsistent with this *UKLALUCP*, the *ALUC* must notify the *Local Agency* and shall indicate the reasons for the inconsistency determination.
- 2.5.2. *Overruling of ALUC by Local Agency:*
- (a) If a *Local Agency* wishes to proceed with a proposed *Land Use Action* or *Airport Development Action* that the *ALUC* has determined to be inconsistent with the *UKLALUCP*, or if the *Local Agency* wishes to ignore a condition for consistency, the *Local Agency* must *Overrule* the *ALUC* determination in accordance with the provisions of state law.³³
 - (b) The overruling process applies only to formal consistency determinations made by the *ALUC* on *Land Use Actions* or *Airport Development Actions* for which referral to the *ALUC* is mandatory.
 - (c) Because *ALUC* review of *Land Use Actions* referred on a voluntary basis in accordance with Policy 1.4.3 do not represent formal consistency determinations, as is the case with *Actions* referred under Policies 1.4.1 or 1.4.2, *Local Agencies* are not required to adhere to the *Overruling* process if they elect to approve the *Project* without incorporating design changes or conditions recommended by the *ALUC*. Similarly, the *Overruling* process

³² *Public Utilities Code Section 21676(d).*

³³ See *Public Utilities Code Section 21670(a), 21676 and 21676.5* for specific procedures for overruling the *ALUC*. Further guidance is provided in the *California Airport Land Use Handbook* published by the California Division of Aeronautics (see beginning on page 5-15 of the 2011 edition). Chapter 1 of this *UKLALUCP* also summarizes the overrule process to be followed by a *Local Agency*.

does not apply to any comments by the *ALUC Secretary* in conjunction with policy compliance assessment done under Policy 2.3.2(b).

- 2.5.3. *ALUC Comments on Proposed Overruling:* The *ALUC* should provide comments on the proposed *Overruling* decision so that it is part of the *Local Agency's* record of decision. If the *ALUC* chooses to comment, it must do so within 30 days of receiving the proposed decision and findings.³⁴

³⁴ *Public Utilities Code Sections 21676(a), (b), and (c) and 21676.5(a).*

CHAPTER 3



COMPATIBILITY POLICIES



MENDOCINO COUNTY AIRPORT LAND USE COMMISSION

Airport Land Use Compatibility Plan

Compatibility Policies

3. COMPATIBILITY CRITERIA FOR LAND USE ACTIONS

3.1. Evaluating General Plans, Specific Plans, Zoning Ordinances, and Building Regulations

3.1.1. *Statutory Requirement:* State law requires each *Local Agency* having territory within an *Airport Influence Area* to modify its general plan and any applicable specific plan to be consistent with the airport land use compatibility plan for the particular airport unless it takes the steps required to *Override* the *ALUC*. In order for a general plan to be considered consistent with this *UKLALUCP*, the following must be accomplished.³⁵

3.1.2. *Elimination of Conflicts:* No direct conflicts can exist between the two plans.

- (a) Direct conflicts primarily involve general plan land use designations that do not meet the *Density* or *Intensity* criteria specified in **Table 3A, Basic Compatibility**. In addition, conflicts with regard to other policies—height limitations in particular—may exist.
 - (1) However, a general plan cannot be found inconsistent with the *UKLALUCP* because of land use designations that reflect *Existing Land Uses* even if those designations conflict with the compatibility criteria of this *UKLALUCP*. General plan land use designations that merely echo the *Existing Land Uses* are exempt from requirements for general plan consistency with the *UKLALUCP*.³⁶
 - (2) On the other hand, proposed *Redevelopment* or other changes to *Existing Land Uses* are not exempt from compliance with this *UKLALUCP* and are subject to *ALUC* review in accordance with Policies 1.5.3(d) and 1.4.5(b)(9). To ensure that *Nonconforming Uses* do not become more nonconforming, general plans or implementing documents must include policies setting limitations on expansion and *Reconstruction* of *Nonconforming Uses* located within the *Airport Influence Area* consistent with Policies 3.3.1 and 3.3.4.

³⁵ See **Chapter 1** and **Appendix F** for additional guidance.

³⁶ This exemption derives from state law which proscribes *ALUC* authority over *Existing Land Uses*.

- (b) To be consistent with the *UKLALUCP*, a general plan and/or implementing ordinance also must include provisions ensuring long-term compliance with the compatibility criteria. For example, future reuse of a building must not result in a usage *Intensity* that exceeds the applicable standard or other limit approved by the *ALUC* (see Policy 3.5.4).
- 3.1.3. *Establishment of Review Process: Local Agencies* must define the process they will follow when reviewing proposed *Projects* within the *Airport Influence Area* to ensure that *Projects* will be consistent with the policies set forth in this *UKLALUCP*.
- (a) The process established must ensure that the proposed *Project* is consistent with the land use or zoning designation indicated in the *Local Agency's* general plan, specific plan, zoning ordinance, and/or other development regulations that the *ALUC* has previously found consistent with this *UKLALUCP* and that the *Project's* subsequent use or reuse will remain consistent with the policies herein over time. Additionally, consistency with other applicable compatibility criteria—e.g., usage *Intensity*, height limitations, *Avigation Easement* dedication—must be assessed.
 - (b) *Local Agencies* have the following choices for satisfying this review process requirement:
 - (1) Sufficient detail can be included in the general plan or specific plan(s), referenced implementing ordinances and regulations, and/or internal *Project* review procedures to enable the *Local Agency* to assess whether a proposed *Project* fully meets the compatibility criteria specified in this *UKLALUCP* (this means both that the compatibility criteria be identified and that *Project* review procedures be described);
 - (2) The *UKLALUCP* can be adopted by reference (in this case, the *Project* review procedure must be described in a separate policy document or memorandum of understanding presented to and approved by the *ALUC*); and/or
 - (3) The general plan can indicate that all *Land Use Actions*, or a list of *Land Use Action* types agreed to by the *ALUC*, shall be submitted to the *ALUC* for review in accordance with the policies of Section 1.4.
- 3.1.4. *Land Use Conversion:* The compatibility of uses in the *Airport Influence Area* shall be preserved to the maximum feasible extent. Particular emphasis should be placed on preservation of existing agricultural and open space uses.
- (a) The conversion of land from existing or planned agricultural use to residential uses within *Compatibility Zones 1* through *5* is strongly discouraged.
 - (b) In *Compatibility Zone 2*, general plan amendments (as well as other discretionary actions such as rezoning, subdivision approvals, use permits, etc.) that would convert land to residential use or increase the density of residential uses should be subject to careful consideration of overflight impacts.

3.2. Evaluating Proposed Land Use Projects

- 3.2.1. *Basis for Determining Project Consistency with UKLALUCP:* The determination of consistency between *Projects* proposed for locations within the *Ukiah Municipal Airport Influence Area* and the policies of this *UKLALUCP* shall be based upon:
- (a) The compatibility criteria set forth in the *Basic Compatibility Criteria* table (**Table 3A**), as described in Policy 3.2.2.
 - (b) The *Compatibility Policy Map* for the *Ukiah Municipal Airport* (**Map 3A**).

- (c) The *Airspace Protection Zones* provided for *Ukiah Municipal Airport* (**Map 3B**).
 - (d) The criteria for special circumstances set forth in Section 3.3.
 - (e) The supporting compatibility criteria for individual compatibility factors when necessary in accordance with Policy 3.2.4.
- 3.2.2. *Basic Land Use Compatibility Criteria*: The compatibility evaluations presented in **Table 3A** serve as the primary tool for determining whether a proposed *Project* is to be judged consistent with the *UKLALUCP*.
- (a) **Table 3A** lists general land use categories and indicates each use as being either “Normally Compatible,” “Conditional,” or “Incompatible” depending upon the *Compatibility Zone* or *Zones* in which it is located. The individual evaluations in the cells of the table are based upon the *Density*, *Intensity*, and *Open Land* criteria shown in the table header, and the ability of a typical *Project* in a particular land use category to meet all criteria. The evaluation terms are defined to mean the following:
 - (1) “Normally Compatible” means that normal examples of the land use are presumed to comply with the noise, safety, airspace protection, and overflight criteria set forth in this **Chapter**. Atypical or complex *Projects* with this determination may nevertheless require more detailed evaluation using the criteria for special circumstances outlined in Section 3.3 and the specific noise, safety, airspace protection, and overflight compatibility policies set forth in Sections 3.4 through 3.7.
 - (2) “Conditional” means that the proposed land use is compatible if the indicated usage *Intensity*, open land, and other listed conditions are met. Complex *Projects* with this determination may nevertheless require more detailed evaluation using the criteria for special circumstances outlined in Section 3.3 and the specific noise, safety, airspace protection, and overflight compatibility policies set forth in Sections 3.4 through 3.7. For the purposes of these criteria, “avoid” is intended as cautionary guidance, not a prohibition of the use.
 - (3) “Incompatible” means that the land use should not be permitted under any normal circumstances. Limited exceptions are possible for site-specific special circumstances. See Section 3.8.
 - (b) Land use types not specifically listed in the **Table 3A** shall be evaluated using the criteria for similar listed uses. The *Occupancy Load Factor* (square feet per person) listed for many nonresidential uses can be used as a comparative guide in this regard. In all cases, proposed nonresidential uses must meet the *Intensity* criteria listed in the table header.
 - (c) Multiple land use categories and the compatibility criteria associated with them may apply to a *Project*. Mixed-use developments shall be evaluated in accordance with Policy 3.2.7.
- 3.2.3. *Compatibility Policy Map*: The *Compatibility Zones* depicted in the *Compatibility Policy Map* (**Map 3A**) for the *Ukiah Municipal Airport* takes into account all four compatibility concerns in a composite manner—noise, safety, airspace protection, and overflight.
- (a) **Table 3B** *Compatibility Factors*, identifies the general contributions of noise, safety, airspace protection, and overflight factors to the delineation of each of the *Compatibility Zones*. The table also describes the specific aeronautical and geographic considerations used in creation of the *Compatibility Policy Map*.

- (b) The *Compatibility Policy Map* gives special consideration to the *Density* of existing residential development in the *Compatibility Zone 3* and *4* areas north and west of the *Airport* compared to locations elsewhere in the *Airport Influence Area* by designating an *Urban Overlay Zone*. The residential *Density* compatibility criteria in **Table 3A** for locations within the *Urban Overlay Zone* reflect the existing development pattern. This *Density* is higher than for other locations with comparable proximity to the runway.
 - (c) The *Compatibility Policy Map* also includes a *Compatibility Zone 1** that extends the length of *Compatibility Zone 1* at each end of the runway. The intent of *Zone 1** is to help preserve the option for ultimate extension of the runway to 5,000 feet to accommodate CalFire Lockheed C-130 fire attack aircraft. The compatibility criteria for *Zone 1** match those of *Zone A** in the 1996 ACLUP for Ukiah Municipal Airport and are listed in **Table 3A**.
 - (d) The individual compatibility factors can be used to help assess how heavily each factor should be weighed when evaluating proposed *Projects* in a particular *Compatibility Zone*. It also can serve to suggest what types of modifications to the *Project* might make the proposal acceptable given the *Project's* degree of sensitivity to a particular compatibility factor (for example, knowing that a *Noise-Sensitive Land Use* is in a high-noise area may indicate a need for sound attenuation in the structure, whereas a *Land Use of Special Concern* in a high-risk area may need to be altered to reduce the number of people present).
- 3.2.4. *Function of Supporting Criteria:* **Table 3A, Basic Compatibility Criteria**, represents a compilation of compatibility criteria associated with each of the four types of airport impacts listed in Policy 1.3.1 and described in Sections 3.4 through 3.7. For the purposes of reviewing proposed amendments to general plans, specific plans, zoning ordinances, and building regulations, as well as in the review of most individual *Project* proposals, the criteria in **Table 3A** are anticipated to suffice. However, certain complex *Land Use Actions* may require more intensive review. The *ALUC* may refer to the supporting criteria, as listed in Sections 3.4 through 3.8 to clarify or supplement its review of such *Land Use Actions*.
- 3.2.5. *Residential Development:* The following criteria shall be applied to the evaluation of the compatibility of proposed residential *Land Use Actions*.
- (a) Any subdivision of land for residential uses within *Compatibility Zones 2* through *5* shall not result in an average or single-acre *Density* greater than that indicated in **Table 3A** and Policy 3.5.1. A *Project* site may include multiple parcels.
 - (b) Other development conditions as also listed in **Table 3A** apply to sites within certain *Compatibility Zones*.
 - (c) See Policy 1.5.4 for exceptions regarding existing parcels, accessory dwelling units, and other development by right.
- 3.2.6. *Nonresidential Development:* The usage *Intensity* (people per acre) limits indicated in **Table 3A** for each *Compatibility Zone* are the fundamental criteria against which the safety compatibility of most proposed nonresidential *Land Use Actions* shall be measured. **Table 3A** sets usage *Intensity* (people/acre) limits measured with respect to both a *Project* site as a whole and any single acre within the site. Proposed *Projects* must comply with both limits. See Policy 3.5.3 for guidance on calculating usage *Intensities*. Additional criteria listed in **Table 3A** shall also apply.
- (a) The total number of people permitted on a *Project* site at any time, except for *Rare Special Events* (see Policy 3.8.1), must not exceed the indicated usage *Intensity* times the total

acreage of the site. Usage *Intensity* calculations shall include all people (e.g. employees, customers/visitors, etc.) who may be on the property at any single point in time during typical peak-period usage, whether indoors or outside.

- (b) No single acre of a *Project* site shall exceed the number of people per acre listed in **Table 3A** and calculated in accordance with Policy 3.5.3. For *Project* sites less than 1.0 acre, the occupancy limit is proportionate to the number allowed in an entire single acre (for example, if the *Intensity* limit for a single acre is 300 people, then a 0.5-acre site could have up to 150 people).
- (c) The noise exposure limitations cited in Policy 3.4.1 shall be the basis for assessing the acceptability of proposed nonresidential land uses relative to noise impacts. The ability of buildings to satisfy the interior noise level criteria noted in Policy 3.4.2 shall also be considered.

3.2.7. *Mixed-Use Development: Projects* involving a mixture of residential and nonresidential uses shall be evaluated as follows:

- (a) Where the residential and nonresidential uses are proposed to be situated on separate parts of the *Project* site, the residential and nonresidential components shall be evaluated as separate developments. Each component of the *Project* must meet the criteria for the respective land use category in **Table 3A**. Specifically, the residential *Density* shall be calculated with respect to the area(s) to be devoted to residential land uses and the nonresidential *Intensity* calculated with respect to the area(s) proposed for nonresidential uses. This provision means that the residential *Density* cannot be averaged over the entire *Project* site when nonresidential uses will occupy some of the area. The same limitation applies in reverse—that is, the nonresidential *Intensity* cannot be averaged over an area that includes residential uses.
- (b) Mixed-use *Projects* in which residential uses are proposed to be located in conjunction with nonresidential uses in the same or nearby buildings on the same site must meet both the residential *Density* and nonresidential *Intensity* criteria of each land use category proposed to be included in the *Project*. However, mixed-use *Projects* in which the residential uses are proposed to comprise less than 50% of the total floor area of an individual building, need not comply with the applicable residential *Density* limits.
 - (1) Regardless of the amount of residential use in the *Project*, for the purposes of compliance with usage *Intensity* criteria in **Table 3A**, the normal occupancy of the residential component shall be added to that of the nonresidential component and the total occupancy shall be evaluated with respect to the nonresidential usage *Intensity* criteria cited in **Table 3A**. The *ALUC* may make exceptions to this provision if the residential and nonresidential components of the *Project* would clearly not be simultaneously occupied to their maximum *Intensities*.
 - (2) Paragraph (b) of this policy is intended for dense, urban-type land use *Projects* where the resultant ambient noise levels are relatively high. See Paragraph (a) for *Projects* in which the residential component is isolated from the nonresidential uses of the site.
- (c) Noise attenuation and other requirements that may be specifically relevant to residential uses shall apply to mixed-use *Projects* containing residences.

- (d) Residential uses in a mixed-use development shall not be allowed where the residential component would be situated in a *Compatibility Zone* where residential development is indicated as “Incompatible” in **Table 3A**.
- 3.2.8. *Other Development Conditions:* All types of proposed *Projects* shall be required to meet the additional conditions listed in **Table 3A** for the *Compatibility Zone* where the *Project* is to be located. Among these conditions are the following:
- (a) *Avigation Easement Dedication:* Dedication of an *Avigation Easement* is required for *Projects* in parts of the *Airport Influence Area*, primarily areas closest to the runways. See Policy 3.3.6.
 - (b) *Recorded Overflight Notification:* Recording of an *Overflight Notification* is required as a condition for approval of new residential or nonresidential *Project* in *Compatibility Zone 6*. See Policy 3.7.1.
 - (c) *Airport Proximity Disclosure:* *Airport Proximity Disclosure* is required in conjunction with certain real estate transactions involving property within the *Airport Influence Area*. See Policy 3.7.2.
 - (d) *Noise Level Reduction:* Special features may be necessary to reduce interior noise levels for some types of new construction near the *Airport*. See Policy 3.4.2.
 - (e) *Airspace Review:* Proposals for tall buildings, antennas, and other tall objects near the runway ends or on high terrain may require *ALUC* review. See Policy 3.6.1.

3.3. Criteria for Special Circumstances

- 3.3.1. *Sites Split by Two or More Compatibility Zones:* For the purposes of evaluating consistency with the compatibility criteria in **Table 3A**, *Basic Compatibility Criteria*, a *Project* shall be evaluated as follows:
- (a) Any *Project* site that is split by *Compatibility Zone* boundaries shall be considered as if it were multiple sites divided at the *Compatibility Zone* boundary line. See **Exhibit 1** for example.
 - (b) The criteria for each *Compatibility Zone* within which portions of the site are located shall apply to the proposed building(s) or areas of outdoor congregation of people within that portion.

Exhibit 1: Split by Compatibility Zones

In this example, the restaurant and office uses are split between Compatibility Zones 2 and 3. When determining compliance with the Zone 2 *Intensity* limits, only the portions of the uses in Zone 2, together with the retail use that is fully in Zone 2 are considered. The size of the site in Zone 2 is 3.5 acres.

Compatibility Zone 2

Retail: $\frac{50,000 \text{ s.f.}}{170 \text{ s.f. per person}} = 294 \text{ people}$

Restaurant: $\frac{50\% \text{ of } 18,000 \text{ s.f.}}{60 \text{ s.f. per person}} = 150 \text{ people}$

Office: $\frac{50\% \text{ of } 24,000 \text{ s.f.}}{215 \text{ s.f. per person}} = 56 \text{ people}$

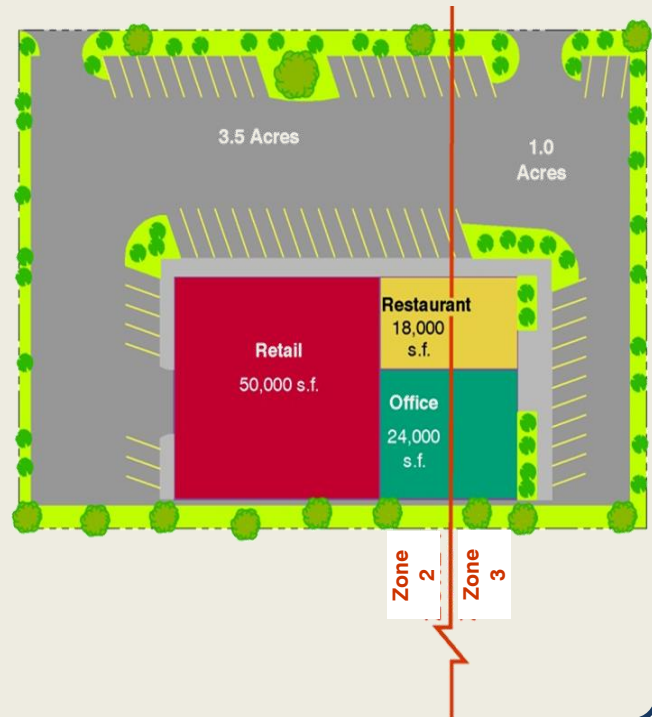
Total Occupancy = 500 people

Intensity: $\frac{500 \text{ people}}{3.5 \text{ acres}} = 143 \text{ people/acre}^*$

* Would exceed Zone 2 sitewide average limit of 60 people/acre and would be deemed inconsistent.

Compatibility Zone 3

A similar analysis is required for the uses in Zone 3.



3.3.2. *Transferring Usage Intensity:* When a *Project* site is split by a *Compatibility Zone*, modification of the site plan so as to transfer the allowed *Density* of residential development or *Intensity* of nonresidential development from the more restricted portion to the less restricted portion is encouraged. The purpose of this policy is to move people outside of the higher-risk zones.

- (a) This full or partial reallocation of *Density* or *Intensity* is permitted even if the resulting *Intensity* in the less restricted area would then exceed the sitewide average *Density* or *Intensity* limits that apply within that *Compatibility Zone* (see **Exhibit 2**).

- (b) The single-acre *Intensity* criterion for the zone to which the use is transferred must still be satisfied.

3.3.3. *Existing Nonconforming Uses:* Proposed changes to *Existing Nonconforming Uses* (including a parcel or building) that are not in conformance with the criteria in this UKLALUCP shall be limited as follows:

Exhibit 2: Transferring Usage Intensity

An example of transferring usage *Intensity* to the less restrictive compatibility zone is provided below.

Project Site

Zone 2: 4.0 acres

Zone 3: 1.0 acre

Allowable Total Occupancy

Zone 2: $60 \text{ people/acre} \times 2.0 \text{ acres} = 120 \text{ people}$

Zone 3: $100 \text{ people/acre} \times 1.0 \text{ acre} = 100 \text{ people}$

Total Allowed on Site: 260 people

Total Allowed on Single Acre in 3: 300 people

Transfer People from Zone 2 to Zone 3

Zone 2: 0 people

Zone 3: 260 people

* 260 people in 1.0 acre exceeds the average 100 people/acre limit for Zone 3, but is allowable under usage *Intensity* transfer policy as it does not exceed the single-acre *Intensity* limit of 300 people.

(a) Residential uses.

- (1) A *Nonconforming* residential land use may be continued, sold, leased, or rented without restriction and is not subject to this *UKLALUCP* or *ALUC* review.
- (2) A *Nonconforming* single-family dwelling may be maintained, remodeled, reconstructed (see Policy 3.3.4), or expanded in size. The lot line of an existing single-family residential parcel may be adjusted. Also, a new single-family residence may be constructed on an existing lot in accordance with Policy 1.5.4 (Development by Right). However:
 - Any remodeling, *Reconstruction*, or expansion must not increase the number of dwelling units (excluding accessory dwelling units as defined by state law and *Local Agency* ordinances).³⁷ For example, a bedroom could be added to an existing residence, but an additional dwelling unit could not be built on the parcel unless that unit is an accessory dwelling unit.
 - Any increase in height must comply with the policies in Section 3.6 (Airspace Protection Compatibility Policies).
 - A single-family residential parcel may not be divided for the purpose of allowing additional dwellings to be constructed.
- (3) *Nonconforming* multi-family residential dwellings may be maintained, remodeled, or reconstructed (see Policy 3.3.4(a)). The size of individual dwelling units may be increased, but additional dwelling units may not be added.
- (4) The *Avigation Easement* dedication and sound attenuation requirements set by Policies 3.3.6 and 3.4.2 shall apply.

(b) Nonresidential uses (other than children's schools):

- (1) A *Nonconforming* nonresidential use may be continued, sold, leased, or rented without restriction or *ALUC* review provided that no discretionary *Local Agency* approval (such as a conditional use permit) is required.
- (2) *Nonconforming* nonresidential facilities may be maintained, altered, or, if required by state law, reconstructed (see Policy 3.3.4). However, any such work:
 - Must not result in expansion of either the portion of the site devoted to the *Nonconforming Use* or the floor area of the buildings; and
 - Must not result in an increase in the usage *Intensity* (people per acre) above the levels existing at the time of adoption of this *UKLALUCP*.
 - Must not increase the storage or use of hazardous materials.
- (3) The *Avigation Easement* dedication and sound attenuation requirements set by Policies 3.3.6 and 3.4.2 shall apply.

(c) Children's schools (including grades K-12, day care centers with more than 14 children, and school libraries):

- (1) Land acquisition for new schools or expansion of existing school sites is not permitted in *Compatibility Zones 1* through *5*.
- (2) Replacement or expansion of buildings at existing schools is not allowed in *Compatibility Zones 1* and *2*. In *Zones 3* through *5*, a one-time expansion accommodating no more than 50 students is permitted. This limitation does not preclude work required for normal maintenance or repair.

³⁷ *Government Code, Section 65852.2.*

- (3) The *Avigation Easement* dedication and sound attenuation requirements set by Policies 3.3.6 and 3.4.2 shall apply.
- 3.3.4. *Reconstruction*: An *Existing Nonconforming* building or land use that has been fully or partially destroyed as the result of a calamity or natural catastrophe, and would not otherwise be reconstructed but for such event, may be rebuilt only under the following conditions:³⁸
- (a) Single-family or multi-family residential *Nonconforming Uses* may be rebuilt provided that the *Reconstruction* does not result in more dwelling units than existed on the parcel at the time of the damage. Addition of an accessory dwelling unit to a single-family residence is permitted if in accordance with state law and local regulations.³⁹ Additional dwelling units in a multi-family residential development are also permitted if the additional units are allowed by right under local regulations.
 - (b) *Nonconforming* nonresidential improvements may be rebuilt, even if completely destroyed, provided that the reconstruction does not increase the floor area of the previous structure or result in an increased intensity of use (i.e., more people per acre).
 - (c) *Reconstruction* under Paragraphs (a) or (b) above:
 - (1) Must have a permit deemed complete by the *Local Agency* within the time frame established by that agency.
 - (2) Shall incorporate sound attenuation features to the extent required by Policy 3.4.2.
 - (3) Shall require dedication of an *Avigation Easement* to the City of Ukiah if required under Policy 3.3.6.
 - (4) Shall record an *Overflight Notification* in the chain of title of the property if required by Policy 3.7.1.
 - (5) Shall comply with 14 CFR Part 77 *Airspace Protection Surface* requirements (see Section 3.6).
 - (d) *Reconstruction* in accordance with Paragraphs (a), (b), and (c) above shall not be permitted in *Compatibility Zone 1* or where it would be in conflict (not in conformance) with the general plan or zoning ordinance of the *Local Agency*.
 - (e) Nothing in the above policies is intended to preclude work required for normal maintenance and repair.
- 3.3.5. *Infill*: Where land uses not in conformance with the criteria set forth in this *UKLALUCP* exist at the time of the plan's adoption, *Infill* development of similar land uses may nevertheless be allowed to occur in that area even if the proposed land use is otherwise incompatible with respect to the compatibility criteria for that location.
- (a) *Infill* nonresidential development is allowed in all *Compatibility Zones* except *Compatibility Zone 1* but is discouraged in *Compatibility Zone 2*.
 - (b) *Infill* is not applicable to residential development. Increased *Density* is enabled through use of the *Urban Overlay Zone* assigned to *Zones 3* and *4* north and west of the *Airport*. See Policy 3.2.3(b) for details.
 - (c) To qualify as *Infill* nonresidential development, a project site must either:

³⁸ *Reconstruction* differs from *Redevelopment* (see Policy 1.2.35 for definition) that is subject to the provisions of this *UKLALUCP*.

³⁹ *Government Code, Section 65852.2*.

- (1) Be part of a cohesive area, defined by the *Local Agency* and approved by the *ALUC*, within which at least 65% of the uses were developed prior to the *UKLALUCP* adoption with uses not in conformance with the *UKLALUCP*; or
 - (2) Meet *all* of the following conditions:
 - Already be served with streets, water, sewer, and other infrastructure;
 - Have at least 65% of the site's perimeter (disregarding roads) bounded by existing uses similar to, or more intensive than, those proposed;
 - Be no larger than 20 acres;
 - Not extend the perimeter of the *Infill* area defined by the surrounding, already developed, incompatible uses;
 - Cannot previously have been set aside as open land in accordance with Policy 3.5.6 unless replacement open land is provided within the same *Compatibility Zone*; and
 - Must be consistent with the *Local Agency's* zoning regulations governing the existing, already developed, surrounding area.
 - (d) In locations that qualify as nonresidential *Infill* under Paragraph (c) above, the average usage *Intensity* (the number of people per acre) of the site's proposed use shall not exceed the lesser of:
 - The median *Intensity* of all existing nonresidential uses that lie fully or partially within a distance of 300 feet from the boundary of the defined *Infill* area; or
 - Double the average sitewide *Intensity* permitted in accordance with the criteria for that location as indicated in **Table 3A**.
- Example:** If the zone allows an average sitewide *Intensity* of 100 people per acre and the median *Intensity* of nearby existing uses is 150 people per acre, the *Infill* development would be limited to 150 people per acre rather than 200.
- (e) The single-acre *Intensity* limits for nonresidential development described listed in **Table 3A** are applicable to *Infill* development. Also, *Avigation Easement* dedication and sound attenuation requirements set by Policies 3.3.6 and 3.4.2 shall apply to *Infill* development.
 - (f) The preference of this policy is that all parcels eligible for *Infill* nonresidential development be identified at one time by the *Local Agency*.
 - (1) The *Local Agency* is responsible for identifying, in its general plan or other adopted planning document approved by the *ALUC*, the qualifying locations that lie within that agency's boundaries. This action may take place in conjunction with the process of amending a general plan for consistency with the *ALUC* plan or may be submitted by the *Local Agency* for consideration by the *ALUC* at the time of initial adoption of this *UKLALUCP*.
 - (2) If a map identifying locations suitable for *Infill* has not been submitted by the *Local Agency* and approved by the *ALUC* or the site of an individual *Project* proposal does not fall within the identified *Infill* area, the *ALUC* may evaluate the *Project* when referred for review under Policy 1.4.2 to determine whether it would meet the qualifying conditions listed in Paragraph (c) plus the applicable provisions in Paragraphs (d) and (e) of this policy.
 - (3) In either case, the burden for demonstrating that an area or an individual site qualifies as *Infill* rests with the affected *Local Agency* and/or *Project* proponent and is not the responsibility of the *ALUC*.

- 3.3.6. *Avigation Easement Dedication*: As a condition for approval of *Projects* that are subject to the review provisions of this *UKIALUCP* and that meet the conditions in Paragraphs (a) and (b) of this policy, the property owner shall be required to dedicate an *Avigation Easement* to the City of Ukiah as owner of the *Ukiah Municipal Airport*.
- (a) *Avigation Easement* dedication is required for all off-airport *Projects* situated on a site that lies completely or partially within any of the following portions of the *Airport Influence Area*:
 - (1) Within *Compatibility Zones 1* through *5*.
 - (2) Within the *Airspace Critical Protection Zone* as defined in Policy 3.6.1(c).
 - (3) Within the *Airspace High Terrain Zone* as defined by Policy 3.6.1(d).
 - (b) *Avigation Easement* dedication shall be required for any proposed *Project*, including *Infill* development, for which discretionary *Local Agency* approval is required. *Avigation Easement* dedication is not required for ministerial approvals such as building permits or *Land Use Actions* associated with modification of existing single-family residences.
 - (c) The *Avigation Easement* shall:
 - (1) Provide the right of flight in the airspace above the property;
 - (2) Allow the generation of noise and other impacts associated with aircraft overflight;
 - (3) Restrict the height of structures, trees, and other objects in accordance with the policies in Section 3.6 and the *Airspace Protection Zones* (**Map 3B**);
 - (4) Permit access to the property for the removal or aeronautical marking of objects exceeding the established height limit; and
 - (5) Prohibit electrical interference, glare, and other potential hazards to flight from being created on the property.
 - (d) An example of an *Avigation Easement* is provided in **Appendix G**.

3.4. Noise Compatibility Policies

NOISE COMPATIBILITY POLICIES BACKGROUND INFORMATION

The following Noise Compatibility Policies Background Information has been considered in formulating the noise compatibility criteria in this section. However, it is provided for informational purposes only and does not itself constitute *UKIALUCP* policy. For additional discussion of noise compatibility concepts, see **Appendix C**.

Policy Objective

The purpose of noise compatibility policies is to avoid establishment of *Noise-Sensitive Land Uses* in the portions of the airport environs that are exposed to significant levels of aircraft noise.

Measures of Noise Exposure

As is standard practice in California, this *UKIALUCP* uses the *Community Noise Equivalent Level (CNEL)* metric as the primary basis for evaluating the degree to which lands around the airport are exposed to airport-related noise. *CNEL* is a cumulative noise metric in that it takes into account not just the loudness of individual noise events, but also the number of events over time. Cumulative exposure to aircraft noise is depicted by a set of contours, each of which represents points having the same *CNEL* value.

The noise contours for Ukiah Municipal Airport are presented in **Chapter 4** of this *UKIALUCP* and reflect the airport activity levels in **Exhibit 4-3**. The noise contours in **Exhibit 4-4** represent the greatest annualized noise impact, measured in terms of *CNEL*, which is anticipated to be generated by the aircraft operating at the airport over the planning time frame. **Map 4-4** also depicts the Cal Fire aircraft noise contours for a typical fire event day.

Factors Considered in Setting Noise Compatibility Policies

Factors considered in setting the policies in this section include the following:

- Established state regulations and guidelines, including noise compatibility recommendations in the *California Airport Land Use Planning Handbook* (2011).
- Ambient noise levels in the community, as well as noise from other transportation noise sources. Ambient noise levels influence the potential intrusiveness of aircraft noise upon a particular land use and vary greatly between rural, suburban, and urban communities.
- The extent to which noise would intrude upon and interrupt the activity associated with a particular use. Susceptibility to speech interference or sleep disturbance as a result of single-event noise levels is a factor in this regard. Noise levels above approximately 65 dBA are sufficient to cause speech interference. Highly *Noise-Sensitive Land Uses* include residences, schools, libraries, and outdoor theaters.
- The extent to which the land use activity itself generates noise.
- The extent of outdoor activity, particularly noise-sensitive activities, associated with a particular land use.
- The extent to which indoor uses associated with a particular land use may be made compatible with application of sound attenuation. (Typical new building construction provides sufficient insulation to attenuate outdoor-to-indoor noise by at least 20 dB.)

3.4.1. *Maximum Acceptable Exterior Noise Exposure:* To minimize *Noise-Sensitive* development in noisy areas around the *Airport*, proposed *Land Use Actions* shall comply with the following.

- (1) The maximum *CNEL* considered normally acceptable for residential uses in the vicinity of the *Airport* is 60 dB. The *CNEL* 60 dB contour depicting the Cal Fire Attack Aircraft Typical Fire-Event Day (**Exhibit 4-4**) is one of the factors considered in establishing the *Compatibility Zone* boundaries and residential *Density* criteria.
 - (2) Except as allowed by right in accordance with Policy 1.5.4, the maximum average and single-acre *Density* of residential uses in *Compatibility Zones* 2 through 5 shall be as indicated in **Table 3A**, *Basic Compatibility Criteria*, and Policy 3.5.1.
- (b) New nonresidential development shall be deemed incompatible in locations where the airport-related noise exposure would be highly disruptive to the specific land use.
- (1) Highly *Noise-Sensitive Land Uses* are flagged with a symbol (➔) in **Table 3A**, *Basic Compatibility Criteria*.
 - (2) Caution must be exercised with regard to approval of outdoor uses—the potential for aircraft noise to disrupt the activity shall be taken into account.
 - (3) Uses that are primarily indoor are acceptable if sound attenuation is provided in accordance with Policy 3.4.2 and as noted in **Table 3A**.

3.4.2. *Maximum Acceptable Interior Noise Levels:* To minimize disruption of indoor activities by aircraft noise, new structures within *Compatibility Zones* 2 through 5 shall incorporate sound attenuation design features sufficient to meet the interior noise level criteria specified by this policy. All future structures outside of these *Compatibility Zones* are presumed to meet the interior noise level requirement with no special added construction techniques.⁴⁰

- (a) For the following land uses, the aircraft-related interior noise level shall be no greater than *CNEL* 45 dB.

⁴⁰ A typical mobile home has an exterior-to-interior noise level reduction (NLR) of at least 15 dB with windows closed. Wood frame buildings constructed to meet current standards for energy efficiency typically have an NLR of at least 20 dB with windows closed.

- (1) Any habitable room of single or multi-family residences (including family day care homes with 14 or fewer children);
 - (2) Hotels, motels, and other long-term and short-term lodging;
 - (3) Hospitals, nursing homes and other congregate care facilities;
 - (4) Places of worship, meeting halls, theaters, and mortuaries; and
 - (5) Schools, libraries, and museums.
- (b) When structures are part of a proposed *Land Use Action*, evidence that the structures will be designed to comply with the criteria in Paragraph (a) of this Policy shall be submitted to the involved *Local Agency* as part of the building permit process. The calculations should assume that windows are closed. The *ALUC* also may request this information if it is necessary for making a consistency determination; however, the *Local Agency* shall be responsible for assuring compliance.
- (c) Exceptions to the interior noise level criteria in Paragraphs (a) and (b) of this policy may be allowed where evidence is provided that the indoor noise generated by the use itself exceeds the listed criteria.
- 3.4.3. *Noise-Sensitive Land Uses*: Single-event noise levels should be considered when evaluating the compatibility of highly *Noise-Sensitive Land Uses* such as residences, schools, libraries, and outdoor theaters (see Policy 1.2.26). Susceptibility to speech interference and sleep disturbance are among the factors that make certain land uses noise sensitive. The compatibility evaluations in **Table 3A** take into account single-event noise concerns.
- (a) The *ALUC* may require acoustical studies or on-site noise measurements to assist in determining the compatibility of *Land Use Actions* involving *Noise-Sensitive Land Uses*.
- (b) Single-event noise levels are especially important in areas that are regularly overflown by aircraft, but that do not produce significant *CNEL* contours (helicopter overflight areas are a particular example). Flight patterns for the *Airport* should be considered in the review process including in locations beyond the mapped noise contours. The flight patterns for *Ukiah Municipal Airport* are depicted in **Figure 4-6** in **Chapter 4**.

3.5. Safety Compatibility Policies

SAFETY COMPATIBILITY POLICIES BACKGROUND INFORMATION

The following Safety Compatibility Policies Background Information has been considered in formulating the safety compatibility criteria in this section. However, it is provided for informational purposes only and does not itself constitute *ALUC* policy. For additional discussion of safety compatibility concepts, see **Appendix C**.

Policy Objective

The intent of land use safety compatibility policies is to minimize the risks associated with an off-airport aircraft accident or emergency landing. The policies focus on reducing the potential consequences of such events should they occur. Risks both to people and property in the vicinity of the *Airport* and to people on board the aircraft are considered (land use features that can be the cause of an aircraft accident are addressed under Airspace Protection, Section 3.6.)

Measures of Risk Exposure

This *UKIALUCP* evaluates the risk that potential aircraft accidents pose to lands and people around the *Airport* in terms of two parameters: where aircraft accidents are most likely to occur near the *Airport*; and the potential consequences if an accident occurs in one of those locations.

- The accident likelihood is measured in terms of the geographic distribution of where accidents have historically occurred around other airports having similar types of activity. Because aircraft accidents are infrequent occurrences, the pattern of accidents at any one airport cannot be used to predict where future accidents are most likely to happen around that airport. Reliance must be placed on data about aircraft accident locations at comparable airports nationally, refined with respect to information about the characteristics of aircraft use at the individual airport.
- The consequences component of the risk considers the number of people in harm's way and their ability to escape harm. For most nonresidential development, potential consequences are measured in terms of the usage *Intensity*—the number of people per acre on the site. Local development standards (e.g., floor area ratios, parking requirements) and building code occupancies can be used to calculate nonresidential usage *Intensities*. For residential development, *Density*—the number of dwelling units per acre—is substituted for *Intensity*. Additional criteria are applicable to specific types of uses.

Factors Considered in Setting Safety Compatibility Policies

Factors considered in setting the policies in this section include the following:

- The runway length, approach categories, normal flight patterns, and aircraft fleet mix at the *Airport*. These factors are reflected in the *Compatibility Zones* shapes and sizes.
- The locations, delineated with respect to the *Airport* runway, where aircraft accidents typically occur near airports and the relative concentration of accidents within these locations. The most stringent land use controls are applied to the areas with the greatest potential accident exposure. The risk information utilized is the general aviation accident data and analyses contained in the *California Airport Land Use Planning Handbook*. The *Handbook* guidance regarding safety compatibility forms the basis for the safety component of the composite *Compatibility Zones* established for the *Airport* and the maximum usage intensities (people per acre) criteria indicated in **Table 3A, Basic Compatibility Criteria**.
- *Handbook* guidance regarding residential densities in rural and suburban areas. Residential *Density* limitations cannot be equated to the usage *Intensity* limitations for nonresidential uses. Consistent with pervasive societal views and as suggested by the *Handbook* guidelines, a greater degree of protection is warranted for residential uses.
- The presence of *Risk-Sensitive Land Uses*—uses having characteristics that represent safety concerns regardless of the number of people present; specifically: vulnerable occupants (children, elderly, disabled), hazardous materials, and critical community infrastructure.
- The extent to which development covers the ground and thus limits the options of where an aircraft in distress can attempt an emergency landing.
- The extent to which the occupied parts of a *Project* site are concentrated in a small area. Concentrated high *Intensities* heighten the risk to occupants if an aircraft should strike the location where the development is concentrated. To guard against this risk, limitations on the maximum concentrations of dwellings or people in a small area of a large *Project* site are appropriate.

3.5.1. *Residential Development Density Criteria*: Proposed residential development shall be evaluated in accordance with the following criteria:

- (a) The maximum allowable *Density* for proposed residential development shall be as indicated in **Table 3A, Basic Compatibility Criteria**, for each *Compatibility Zone*. All proposed residential uses must comply with both the “sitewide average” and “single-acre” *Density* limits indicated for the *Compatibility Zone* or *Zones* in which the *Project* is located.
 - (1) The “sitewide average” *Density* equals the total number of dwelling units divided by the *Project* site size in acres (i.e., the total acreage of the *Project* site) which may include multiple parcels.
 - (2) The “single-acre” *Density* equals the maximum number of dwelling units in any single acre of the *Project*.
- (b) Clustering of residential development within any single acre of a *Project* site shall be limited as follows:
 - (1) Within *Compatibility Zone 1*, residential development is not permitted.

- (2) Within *Compatibility Zones 2* through *5*, including within the *Urban Overlay Zone*, clustering shall be limited to no more than 1.5 times the average *Density* as indicated in **Table 3A** for the respective zone.
- (c) If a residential land use *Project* is proposed for a site or parcel lying only partly within *Compatibility Zone 2* and residential uses are permitted on that site both under local land use regulations and by right in accordance with Policy 1.5.4 in **Chapter 2**, the dwelling shall, when feasible, be located on the portion of the site outside of these zones or, if such siting is not feasible, then the maximum practical distance from the extended runway centerline.
- (d) *Density* bonuses and other bonuses or allowances that *Local Agencies* may provide for affordable housing developed in accordance with the provisions of state and/or local law or regulation shall be included when calculating residential densities. The overall *Density* of a development *Project*, including any bonuses or allowances, must comply with the allowable *Density* criteria of this UKLALUCP.
- (e) Exceptions to *Density* criteria:
- (1) The *Density* limits shall not prevent construction of a single-family home on a legal lot of record as of the date of adoption of this UKLALUCP provided that the home is not within *Compatibility Zone 1* and the use is permitted by *Local Agency* land use regulations (see Policy 1.5.4 in **Chapter 2**).
 - (2) Accessory dwelling units, as defined by state law and local regulations, shall be excluded from *Density* calculations.⁴¹
 - (3) A family day care home serving 14 or fewer children may be established in any existing dwelling or in any new dwelling permitted by the policies of this UKLALUCP.⁴²
- (f) See Policy 3.2.7 with regard to calculating the *Density* of mixed-use development.
- 3.5.2. *Nonresidential Development Intensity Criteria*: Nonresidential development shall be evaluated in accordance with the following criteria:
- (a) The maximum allowable *Intensity* for proposed nonresidential development shall be as indicated in **Table 3A**, *Compatibility Criteria*. All proposed nonresidential uses must comply with both the “sitewide average” and “single-acre” *Intensity* limits indicated for the *Compatibility Zone* or *Zones* in which the *Project* is located.
- (1) Nonresidential *Intensity* shall be measured in terms of people per acre and shall be determined as specified in this policy and Policy 3.5.3.
 - (2) *Intensity* calculations shall include all people (e.g., employees, customers/visitors) who may be on the property at any single point in time, whether indoors or outdoors. For the purposes of these calculations, the total number of occupants during normal busiest periods shall be used.⁴³
 - (3) Additional or more restrictive criteria may be applicable to *Land Uses of Special Concern* (see Policy 3.5.5).

⁴¹ *Government Code, Section 65852.2.*

⁴² *Health and Safety Code, Section 1596.78.*

⁴³ This number will typically be lower than the absolute maximum number of occupants the facility can accommodate (such as would be used in determining compliance with building and fire codes).

- (b) The need to calculate the usage *Intensity* of a particular *Project* proposal for compliance with the *Intensity* criteria is to be governed by the following:
 - (1) Land use categories indicated as “Normally Compatible” for a particular *Compatibility Zone* are presumed to meet the *Intensity* criteria indicated for the *Compatibility Zone*. Calculation of the usage *Intensity* is not required unless the particular *Project* proposal represents an atypical example of the usage type.
 - (2) Calculation of the usage *Intensity* must be done for all proposed *Projects* where the land use category for the particular *Compatibility Zone* is indicated as “Conditional” and the additional criteria column says “Ensure *Intensity* criteria met.”
 - (3) Land use categories indicated as “Conditional” for the particular *Compatibility Zone*, but the criteria are other than “Ensure *Intensity* criteria met,” calculation of the usage *Intensity* is not necessary for typical examples of the use. However, the *Project* proposal must comply with the other criteria listed for the applicable land use category.
 - (c) When a *Project* involves multiple types of nonresidential land use categories as listed in **Table 3A**, the total occupancy for all categories shall be used for determining compliance with the sitewide-average *Intensity* criteria. However, all components, particularly the most intense ones, must comply with the single-acre *Intensity* criteria. Also, any additional criteria listed in **Table 3A** for individual land use categories involved in a *Project* must all be met. For *Intensity* criteria pertaining to mixed-use *Projects* having both residential and nonresidential components, see Policy 3.2.7.
 - (d) No new structures intended to be regularly occupied are allowed in *Compatibility Zone 1*.
- 3.5.3. *Methodology for Calculation of Nonresidential Intensities:* Various methods are available by which usage *Intensities* may be calculated (additional guidance is found in **Appendix D**).
- (a) Calculation of Sitewide Average-Acre Intensity: The “sitewide average” *Intensity* equals the total number of people expected to be on the entire *Project* site at any one time during normal busiest periods divided by the site size in acres (i.e., the total acreage of the *Project* site) which may include multiple parcels. The number of occupants for a particular proposal or component thereof may be estimated by any of several methods:
 - (1) Dividing the square footage of the building or component use by the *Occupancy Load Factor* for that use yields the number of occupants (see **Exhibit 3** for an example).⁴⁴ Unless data specific to a particular *Project* is available, the *Occupancy Load Factors* to be used are as indicated in **Table 3A**. In considering any such exceptions, the *ALUC* shall also take into account the potential for the use of a building to change over time (see Policy 3.5.4).
 - (2) For uses with fixed seats—restaurants and theaters, for example—the occupancy should be based upon the number of customer seats plus the number of employees.
 - (3) For many commercial and industrial uses, the occupancy can be estimated by considering the number of parking spaces required by the *Local Agency* and multiplying by the average number of occupants per vehicle (this method would

⁴⁴ Occupancy Load Factors are based on information from various sources and are intended to represent busy-period usage for typical examples of the land use category. Usually they will be greater than used in building and fire codes to represent the maximum occupancy. They can be used as a factor in determining the appropriate land use category for unlisted uses or atypical examples of a use.

not be suitable for land uses where many users arrive by transit, bicycle, or other means of transportation).

- (4) For *Projects* involving a mixture of uses in a building, the *Occupancy Load Factor* for each component use shall be applied to give the occupancy for that use, then the component occupancies shall be added to determine total occupancy.
- (b) Calculation of Single-Acre Intensity: The “single-acre” *Intensity* equals the number of people expected to occupy the most intensively used 1.0-acre area(s) of the *Project* site at any one time during normal busiest periods. The single-acre *Intensity* limits for each *Compatibility Zone* are indicated in **Table 3A**. Calculation of the single-acre *Intensity* depends upon the building footprint and site sizes and the distribution of activities on the site.
- (1) For *Projects* with sites less than 1.0 acre, the single-acre *Intensity* equals the total number of people on the site divided by the site size.
 - (2) For *Projects* with sites more than 1.0 acre and a building footprint less than 1.0 acre, the single-acre *Intensity* equals the total number of building occupants unless the *Project* includes substantial outdoor occupancy in which case such usage shall be taken into account.
 - (3) For *Projects* having both site size and building footprint of more than 1.0 acre, the single-acre *Intensity* shall normally be calculated as the total number of building occupants divided by the building footprint in acres. However, if the occupancy of the building is concentrated in one area—the office area of a large warehouse, for example—then the occupants of that area shall be included in the single-acre calculation.
 - (4) The 1.0-acre areas to be evaluated shall normally match the building footprints, provided that the buildings are generally rectangular (reasonably close to square) and not elongated in shape and, for buildings larger than 1.0 acre, may represent a portion of the building.
 - (5) If a building has multiple floors, then the total number of occupants on all floors falling within the 1.0-acre footprint shall be counted.
- 3.5.4. *Long-Term Changes in Occupancy*: In evaluating compliance of a proposed nonresidential *Project* with the usage *Intensity* criteria in **Table 3A**, the *ALUC* shall take into account the potential for the use of a building to change over time. A building could have planned low-intensity use initially, but later be converted to a higher-intensity use. *Local Agencies* must provide permit language or other mechanisms to ensure continued compliance with the usage *Intensity* criteria.⁴⁵
- 3.5.5. *Risk-Sensitive Land Uses*: Certain types of land uses represent safety concerns irrespective of the number of people associated with those uses. *Risk-Sensitive Land Uses* and the nature of the concern are listed below along with the criteria applicable to these uses. In some cases, these uses are not allowed in portions of the *Airport* environs regardless of the number of occupants associated with the use. In other instances, these uses should be avoided—that is, allowed only if an alternative site outside the zone would not serve the intended function.

⁴⁵ Note that this provision applies only to new development and *Redevelopment*—*Projects* for which discretionary *Local Agency* action is required. It does not to tenant improvements or other changes to existing buildings for which local approval is ministerial.

When the use is allowed, special measures should be taken to minimize hazards to the facility and occupants if the facility were to be struck by an aircraft.

- (a) Uses Having Vulnerable Occupants: These uses are ones in which the majority of occupants are children, elderly, and/or disabled—people who have reduced effective mobility or may be unable to respond to emergency situations.
 - (1) The primary uses in this category include, but are not limited to the following:
 - Children's schools (grades K–12).
 - Day care centers (facilities with more than 14 children⁴⁶).
 - In-patient hospitals, mental hospitals, nursing homes, and similar medical facilities where patients remain overnight.
 - Congregate care facilities including retirement homes, assisted living, and intermediate care facilities.
 - Penal institutions.
 - (2) Except congregate care facilities, uses having vulnerable occupants are incompatible within *Compatibility Zones 1* through *5*, including in the *Urban Overlay Zone*. New sites or facilities or expansion of existing sites or facilities shall be prohibited.
 - (3) Congregate care facilities are permitted in the *Urban Overlay Zone* provided that *Intensity* criteria are met.
 - (4) All of the above uses shall be allowed within *Compatibility Zone 6*.
- (b) Hazardous Materials Storage: Materials that are flammable, explosive, corrosive, or toxic constitute special safety compatibility concerns to the extent that an aircraft accident could cause release of the materials and thereby pose dangers to people and property in the vicinity.
 - (1) Facilities in this category include, but are not limited to the following:
 - First Group Facilities: Facilities such as oil refineries and chemical plants that manufacture, process, and/or store bulk quantities of hazardous materials generally for shipment elsewhere.
 - Second Group Facilities: Facilities associated with otherwise compatible land uses where hazardous materials are stored in smaller quantities primarily for on-site use.
 - (2) Criteria for new facilities in the first group are as follows:
 - Facilities in the first group are incompatible in *Compatibility Zones 1* through *5*. New sites, new facilities, or expansion of existing sites or facilities shall be prohibited.
 - In *Compatibility Zone 6*, facilities are allowed only if alternative sites outside *Zone 6* would not serve the intended function.
 - (3) Criteria for new facilities in the second group are as follows:
 - Bulk storage of hazardous materials for on-site use shall be prohibited in *Compatibility Zones 1* and *2*.

⁴⁶ *Health and Safety Code, Section 1596.78.*

- In *Compatibility Zones 3 and 5*, only the following is allowed: 1) On-Airport storage of aviation fuel and other aviation-related flammable materials; 2) storage of nonaviation fuel or other flammable materials in underground tanks (e.g., gas stations); and 3) storage of up to 6,000 gallons of nonaviation flammable materials in aboveground tanks.
 - In *Compatibility Zone 4*, bulk storage of hazardous materials should be avoided, but storage of smaller amounts for near-term on-site use is acceptable. Permitting agencies should evaluate the need for special measures to minimize hazards if the facility should be struck by an aircraft.
 - All facilities must comply with the *Intensity* limits set forth in Policy 3.5.2(a)(2) and other criteria noted in **Table 3A**.
 - All of the above uses shall be allowed within *Compatibility Zone 6*.
- (c) Critical Community Infrastructure: This category pertains to facilities the damage or destruction of which would cause significant adverse effects to public health and welfare well beyond the immediate vicinity of the facility.
- (1) These facilities include, but are not limited to, the following:
 - Public safety facilities such as police and fire stations.
 - Communications facilities including emergency communications, broadcast, and cell phone towers.
 - Primary, peaker, and renewable energy power plants, electrical substations, and other utilities.
 - (2) Criteria for new or expanded facilities of these types are as follows:
 - Public safety facilities are incompatible in *Compatibility Zones 1 through 3*. No new sites or facilities or expansion of existing sites or facilities shall be allowed. In *Compatibility Zone 5*, public safety facilities shall be allowed only if the facility serves or has an *Airport-Related* function. In *Compatibility Zone 4*, creation or expansion of these types of facilities shall be allowed only if an alternative site outside of these zones would not serve the intended function of the facility. Public safety facilities shall be allowed within *Compatibility Zone 6*.
 - Communications facilities, except ones that are *Airport-Related Uses*, are incompatible in *Compatibility Zones 1 through 3*. No new sites or facilities or expansion of existing sites or facilities shall be allowed. In *Compatibility Zone 4*, creation or expansion of these types of facilities shall be allowed only if an alternative site outside of this zone would not serve the intended function of the facility. Structures shall be located a maximum distance from the extended runway centerline and comply with airspace protection criteria (e.g., height, thermal plumes) set forth in Section 3.6 of this UKLALUCP. Communication facilities shall be allowed within *Compatibility Zone 6*.
 - Primary power plants are incompatible in *Compatibility Zones 1 through 5*; except that they may be allowed in *Compatibility Zone 6* if an alternative site outside of this zone would not serve the intended function of the facility.
 - Peaker plants, renewable energy power plants, electrical substations, and other utilities are incompatible in *Compatibility Zones 1 through 5*. In *Compatibility Zone 4*, creation or expansion of these types of facilities shall be allowed only if an alternative site outside of this zone would not serve the intended function of the facility. Structures shall be located a maximum distance from the extended runway centerline and comply with airspace protection criteria (e.g., height,

electrical interference, thermal plumes) set forth in Section 3.6 of this *UKIALUCP*. These facilities shall be allowed within *Compatibility Zone 6*.

- 3.5.6. *Open Land*: In the event that a light aircraft is forced to land away from the *Airport*, the risks to the people on board can best be minimized by providing as much open land area as possible within the *Airport* vicinity. This concept is based upon the fact that the majority of light aircraft accidents and incidents occurring away from an airport runway are controlled emergency landings in which the pilot has reasonable opportunity to select the landing site.
- (a) To qualify as open land, an area should be:
 - (1) Free of most structures and other major obstacles such as walls, large trees or poles (greater than 4 inches in diameter, measured 4 feet above the ground), and overhead wires.
 - (2) Have minimum dimensions of approximately 75 feet by 300 feet.
 - (b) Roads and automobile parking lots are acceptable as open land areas if they meet the above criteria.
 - (c) Open land requirements for each *Compatibility Zone* are specified in **Table 3A**. Open land requirements do not apply within the *Urban Overlay Zone*.
 - (d) Open land requirements for each *Compatibility Zone* are to be applied with respect to the entire zone. Individual parcels may be too small to accommodate the minimum-size open area requirement. Consequently, the identification of open land areas must initially be accomplished at the general plan or specific plan level or as part of large (10 acres or more) development projects.
 - (e) Clustering of development and providing contiguous landscaped and parking areas is encouraged as a means of increasing the size of open land areas. Clustering of development should be located a maximum distance from the extended runway centerline. However, see Policies 3.5.1(b) and 3.2.6(b), and **Table 3A** for limitations on clustering of residential and nonresidential development on any single acre.
 - (f) Building envelopes and the *Compatibility Zones* should be indicated on all site plans and tentative maps for *Projects* located within the *Airport Influence Area*. Portraying this information is intended to assure that individual development *Projects* provide the open land areas identified in the applicable general plan, specific plan, or other large-scale plan.

3.6. Airspace Protection Compatibility Policies

AIRSPACE PROTECTION COMPATIBILITY POLICIES BACKGROUND INFORMATION

The following Airspace Protection Compatibility Policies Background Information has been considered in formulating the Airspace Protection Compatibility policies in this section. However, it is provided for informational purposes only and does not itself constitute *UKIALUCP* policy. For additional discussion of airspace protection concepts, see **Appendix C**.

Policy Objective

Airspace protection compatibility policies seek to prevent creation of land use features that can pose hazards to the airspace required by aircraft in flight and have the potential for causing an aircraft accident.

Measures of Hazards to Airspace

Three categories of hazards to airspace are a concern: physical, visual, and electronic.

- *Physical hazards* include tall structures that have the potential to intrude upon protected airspace as well as land use features that have the potential to attract birds or other potentially hazardous wildlife to the airport area.
- *Visual hazards* include certain types of lights, sources of glare, and sources of dust, steam, or smoke.
- *Electronic hazards* are ones that may cause interference with aircraft communications or navigation.

Factors Considered in Setting Airspace Protection / Object Height Compatibility Policies

The UKIALUCP airspace protection policies rely upon the regulations and standards enacted by the Federal Aviation Administration (FAA) and the State of California. The FAA has well-defined standards by which potential hazards to flight, especially airspace obstructions, can be assessed. The following FAA regulations and documents, and any later versions of these documents, are specifically relevant.

- Code of Federal Regulations Title 14, Part 77 (14 CFR 77), *Safe, Efficient Use and Preservation of the Navigable Airspace* (provides standards regarding FAA notification of proposed objects and height limits of objects near airports).
- FAA Advisory Circular 150/5300-13, *Airport Design* (provides standards regarding safety-related areas in the immediate vicinity of runways).
- Advisory Circular 70/7460-1L, *Obstruction Marking and Lighting* (sets standards for how essential marking and lighting should be designed).

These regulations and standards do not give the FAA authority to prevent the creation of hazards to flight. That authority rests with state and local agencies. The State of California has enacted regulations enabling state and local agencies to enforce the FAA standards. The UKIALUCP policies are intended to help implement the federal and state regulations.

Factors Considered in Setting Airspace Protection / Wildlife Hazard Compatibility Policies

Natural features and agricultural practices may include open water and food sources that are attractive to wildlife, especially waterfowl and other bird species. The UKIALUCP relies upon the wildlife hazard guidelines established by the FAA in the following Advisory Circulars:

- FAA Advisory Circular 150/5200-33B, *Hazardous Wildlife Attractants on or near Airports* (provides guidance on types of attractants to be avoided).
- FAA Advisory Circular 150/5200-34A, *Construction or Establishment of Landfills near Public Airports* (sets guidelines on proximity of these facilities to airports).

3.6.1. *Evaluating Airspace Protection / Object Height Compatibility for Projects:* The height of structures, trees, and other objects associated with proposed *Projects* within the *Ukiah Municipal Airport Influence Area* shall be evaluated in accordance with:

- (a) The policies in this section together with the *Airspace Protection Zones* (**Map 3B**) drawn in accordance with *14 CFR Part 77*, Subpart C and reflecting the runway length, runway end locations, and approach type for the *Airport*. The *Airspace Protection Zones* for *Ukiah Municipal Airport* are depicted in **Map 3B**. These surfaces reflect both the existing and planned future configuration of the runway.
- (b) Additionally, where an FAA Aeronautical Study of a proposed object has been required as described in Policy 3.6.3, the results of that study shall be taken into account by the *ALUC* and the *Local Agency* in determining compliance with the criteria of this section.
- (c) The *Airspace Critical Protection Zone* consists of the *14 CFR Part 77* primary surface and the area beneath portions of the approach and transitional surfaces to where these surfaces intersect with the horizontal surface together with the *Airspace High Terrain Zone*.

- (d) The *Airspace High Terrain Zone* consists of the *Airspace Critical Protection Zone* together with locations where the ground elevation exceeds or is within 35 feet beneath an *Airspace Protection Surface*.

3.6.2. *Object Height Criteria:* The criteria for determining the acceptability of a *Project* with respect to height are as follows:

- (a) Except as provided in Paragraphs (b) and (c) of this policy, no object, including a mobile object such as a vehicle or temporary object such as construction crane, shall have a height that would result in penetration of an *Airspace Protection Surface*. Any object that penetrates one of these surfaces is, by FAA definition, deemed an obstruction.⁴⁷
- (b) Objects not situated within an *Airspace Critical Protection Zone* (see definition in Policy 3.6.1(c)) may be allowed to have heights that penetrate the *Airspace Protection Surfaces* defined by CFR Part 77 criteria under the following conditions:
 - (1) The objects have a height of 35 feet or less above ground level.
 - (2) The height of all objects is subject to *Local Agency* zoning limits.
- (c) Unless exempted under Paragraph (b) of this policy, a proposed object having a height that exceeds any *Airspace Protection Surface* shall be allowed only if *all* of the following apply:
 - (1) As the result of an Aeronautical Study, the FAA determines that the object would not be a hazard to air navigation.
 - (2) FAA or other expert analysis conducted under the auspices of the *ALUC* or the *Airport* operator concludes that, despite being an airspace obstruction (not necessarily a hazard), the object that would not cause any of the following:
 - An increase in the ceiling or visibility minimums of the *Airport* for an existing or planned instrument procedure (a planned procedure is one that is formally on file with the FAA);
 - A reduction of the established operational efficiency and capacity of the *Airport*, such as by causing the usable length of the runway to be reduced; or
 - Conflict with the visual flight rules (VFR), airspace used for the airport traffic pattern or en route navigation to and from the *Airport*.
 - (3) Marking and lighting of the object will be installed as directed by the FAA Aeronautical Study or the California Division of Aeronautics and in a manner consistent with FAA standards in effect at the time the construction is proposed.⁴⁸
 - (4) An *Avigation Easement* is dedicated in accordance with Policy 3.3.6.
 - (5) The proposed *Project*/plan complies with all other policies of this *UKIALUCP*.

3.6.3. *Requirements for FAA Notification of Proposed Construction or Alteration:* *Project* proponents are responsible for notifying the FAA about proposed construction that may affect navigable airspace.⁴⁹ The following is *ALUC* policy on this topic.

⁴⁷ An obstruction may or may not be a hazard. The purpose of FAA aeronautical studies is to determine whether an obstruction is a hazard and, if so, what remedy is recommended. The FAA's remedies are limited to making changes to the airspace and an airport's approach procedures, but it also can indicate an objection to proposed structures that it deems to be a hazard.

⁴⁸ Advisory Circular 70/7460-1J, *Obstruction Marking and Lighting*, or any later FAA guidance.

⁴⁹ 14 CFR Part 77 requires that a *Project* proponent submit notification of a proposal to the FAA where required by the provisions of 14 CFR Part 77, Subpart B. California Public Utilities Code Sections 21658 and 21659 likewise includes this

- (a) The boundaries of the FAA notification area for *Ukiah Municipal Airport* are depicted on **Map 3B, Airspace Protection Zone**.
 - (b) Reference to FAA notification requirements is included here for informational purposes only, not as an *ALUC* policy.
 - (c) *Local Agencies* shall inform *Project* proponents of the requirements for notification to the FAA.
 - (d) FAA review is required for any proposed structure more than 200 feet above the surface level of its site. All such proposals also shall be submitted to the *ALUC* for review regardless of where within the jurisdiction of the *ALUC* they would be located.
 - (e) The requirement for notification to the FAA shall not by itself trigger an airport compatibility review of a *Project* by the *ALUC*. If the general plan of the *Local Agency* in which the *Project* is to be located has been determined by the *ALUC* to be consistent with this *UKLALUCP*, then no *ALUC* review is required. If the general plan has not been made consistent, then the proposed *Project* must be referred to the *ALUC* for review if it qualifies as a *Major Land Use Action* (see Policy 1.4.5).
 - (f) Any *Project* submitted to the *ALUC* for airport land use compatibility review for reason of height-limit issues shall include a copy of the *14 CFR Part 77* notification form (Form 7460-1) with the FAA findings from its aeronautical study (i.e., notice of determination letter). A proposed *Project* may be referred to the *ALUC* in advance of the completion of the FAA Aeronautical Study. However, the completed Aeronautical Study must be forwarded to the *ALUC* when available and the *ALUC* may reconsider its previous consistency determination if the FAA study provides new information and airspace protection was a factor in the *ALUC*'s determination.
- 3.6.4. *Criteria for Other Flight Hazards:* Land uses that may cause visual, electronic, or wildlife hazards, particularly bird strike hazards, to aircraft in flight or taking off or landing at the *Airport* shall not be allowed within the *Airport Influence Area* unless the uses are consistent with FAA rules and regulations.
- (a) Specific characteristics to be avoided include:
 - (1) Sources of glare (such as from mirrored or other highly reflective structures or building features) or bright lights (including search lights and laser light displays);
 - (2) Distracting lights that could be mistaken for airport lights;
 - (3) Sources of dust, steam, or smoke that may impair pilots' vision;
 - (4) Sources of steam or other emissions that cause thermal plumes or other forms of unstable air;

requirement. FAA notification requirements apply to all objects including structures, antennas, trees, mobile objects, and temporary objects such as construction cranes. The FAA will conduct an "Aeronautical Study" of the object(s) and determine whether the object(s) would be of a height that would constitute a hazard to air navigation. (See **Appendix B** of this *UKLALUCP* for a copy of *14 CFR Part 77* and online procedures for filing Form 7460-1.)

FAA notification is required if the *Project* contains proposed structures or other objects that exceed the height standards defined in *14 CFR Part 77*, Subpart B. Objects shielded by nearby taller objects are exempted in accordance with *14 CFR Part 77*, Paragraph 77.15. Note that notification to the FAA under *14 CFR Part 77*, Subpart B, is required even for certain proposed construction that does not exceed the height limits allowed by Subpart C of the regulations. Also, the FAA notification area extends beyond the *Airport Influence Area* depicted on the *Ukiah Municipal Airport Airspace Protection Zones* map. Specifically, the Subpart B notification airspace surface extends outward and upward at a slope of 100:1 for a horizontal distance of 20,000 feet from the nearest point on the runway.

- (5) Sources of electrical interference with aircraft communications or navigation; and
 - (6) Any proposed use that creates an increased attraction for wildlife and that is inconsistent with FAA rules and regulations.⁵⁰ Of particular concern are landfills and certain recreational or agricultural uses that attract large flocks of birds that pose bird strike hazards to aircraft in flight.
- (b) The *ALUC* shall apply applicable Federal Aviation Administration regulations and guidelines as identified in the Background Information box in this section when evaluating *Projects* with regard to these characteristics and shall consult with FAA officials, the California Division of Aeronautics, and *Airport* management, as appropriate. However, a Determination of No Hazard to Air Navigation by the FAA does not automatically equate to a Consistency Determination by the *ALUC*. The FAA may conclude in its Aeronautical Study that a *Project* is an Obstruction but not a Hazard to Air Navigation. However, the *ALUC* may utilize criteria for protecting aircraft traffic patterns at the *Airport* that may differ from the criteria contained in 14 CFR Part 77 and may find a *Project* inconsistent based on compatibility factors not addressed by an FAA Aeronautical Study.

⁵⁰ The FAA rules and regulations include, but are not limited to: Public Law 106-181 (Wendell H. Ford Aviation Investment and Reform Act for the 21st Century, known as AIR 21), Section 503; 40 CFR 258, *Criteria for Municipal Solid Waste Landfills*, Section 258.10, Airport Safety; Advisory Circular 150/5200-33B, *Hazardous Wildlife Attractants On or Near Airports*; Advisory Circular 150/5200-34A, *Construction or Establishment of Landfills near Public Airports*; and any subsequent applicable FAA guidance.

3.7. Overflight Compatibility Policies

OVERFLIGHT COMPATIBILITY POLICIES BACKGROUND INFORMATION

The following Overflight Compatibility Policies Background Information has been considered in formulating the Overflight Compatibility policies in this section. However, it is provided for informational purposes only and does not itself constitute *UKIALUCP* policy. For additional discussion of overflight compatibility concepts, see **Appendix C**.

Policy Objective

Noise from individual aircraft operations, especially by comparatively loud aircraft, can be intrusive and annoying in locations beyond the limits of the noise exposure areas addressed by the policies in Section 3.4. Sensitivity to aircraft overflight varies from one person to another.

The policies in this Section serve primarily to establish the form and requirements for notification about airport proximity and aircraft overflight to be given in conjunction with *Local Agency* approval of new *Residential Development* and with certain real estate transactions involving existing *Residential* land uses. Overflight policies do not apply to *Nonresidential Development*.

Measures of Overflight Exposure

The loudness and frequency of occurrence of individual aircraft noise events are key determinants of where notification of airport proximity and aircraft overflight is warranted. Single-event noise levels are especially important in areas that are overflown regularly by aircraft, but that do not produce significant *CNEL* contours.

Locations where aircraft regularly fly at approximately the traffic pattern altitude—1,000 feet above ground level—or lower are considered to be within the *Airport's* overflight impact area. Note that the flight altitude above ground level will be more or less than this amount depending upon the terrain below. Areas of high terrain beneath the traffic pattern are exposed to comparatively greater noise levels, a factor that is considered in the overflight policies.

Factors Considered in Setting Overflight Compatibility Policies

Factors considered in establishing overflight compatibility policies include the following:

- Focus on notification, not restrictions. Unlike the function of the noise, safety, and airspace protection compatibility policies in this *UKIALUCP*, overflight compatibility policies do not restrict the manner in which land can be developed or used. The policies serve only to establish the form and requirements for notification about airport proximity and aircraft overflights.
- Limited applicability to existing development. To be most effective, overflight policies should establish notification requirements for transactions involving existing residential land uses, not just future residential development. However, the only function of the *UKIALUCP* with regard to *Existing Land Uses* is to define the boundaries within which *Airport Proximity Disclosure* in conjunction with real estate transactions should be provided as specified under state law. Other than setting the disclosure boundary, the policies in this Section apply only to new residential development subject to ALUC review.
- State Law. State *Airport Proximity Disclosure* law applies to existing development, but not to all transactions. [California state statutes (*Business and Professional Code Section 11010* and *Civil Code Sections 1102.6, 1103.4, and 1353*) require that, as part of many residential real estate transactions, information be disclosed regarding whether the property is situated within an *Airport Influence Area*. These state requirements apply to the sale or lease of newly subdivided lands and condominium conversions and to the sale of certain existing residential property. In general, *Airport Proximity Disclosure* is required with existing residential property transfer only when certain natural conditions (earthquake, fire, or flood hazards) warrant disclosure.]
- Need for continuity of notification to future property owners and tenants. To the extent that this *UKIALUCP* sets notification requirements for new development, notifications should be in a form that runs with the land and is provided to prospective future owners and tenants.
- To avoid inappropriateness of *Avigation Easement* dedication solely for buyer awareness purposes. *Avigation Easements* involve conveyance of property rights from the property owner to the party owning the easement and are thus best suited to locations where land use restrictions for noise, safety, or airspace protection purposes are necessary. Property rights conveyance is not needed for buyer awareness purposes.

3.7.1. *Recorded Overflight Notification*: As a condition for *ALUC* approval of a proposed residential land use *Project* within *Compatibility Zone 6*, an *Overflight Notification* shall be recorded in the chain of title of the property.

- (a) The notification shall be of a format similar to that indicated in **Appendix G** and shall contain the following language dictated by state law with regard to *Airport Proximity Disclosure* in conjunction with real estate transfer:

NOTICE OF AIRPORT IN VICINITY: This property is presently located in the vicinity of an airport, within what is known as an *Airport Influence Area*. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to those annoyances can vary from person to person. You may wish to consider what airport annoyances, if any, are associated with the property before you complete your purchase and determine whether they are acceptable to you.

- (b) The notification shall be evident to prospective purchasers of the property and shall appear on the property deed.
- (c) A *Recorded Overflight Notification* is not required where an *Avigation Easement* dedication is required as the *Avigation Easement* accomplishes the notification function (see Policy 3.3.6).
- (d) Recording of an *Overflight Notification* is not required for nonresidential development.

3.7.2. *Airport Proximity Disclosure*: State law requires that notice disclosing information about the presence of a nearby airport be given to prospective buyers of certain residential real estate within an *Airport Influence Area*. The statutes define an *Airport Influence Area* as “the area in which current or future airport-related noise, overflight, safety, or airspace protection factors may significantly affect land uses or necessitate restrictions on those uses as determined by an airport land use commission.”⁵¹ *UKLALUCP* criteria with regard to *Airport Proximity Disclosure* are as follows:

- (a) For existing residences:
 - (1) *Airport Proximity Disclosure* as part of real estate transactions involving existing residences is a matter between private parties. Neither this *UKLALUCP* nor *Local Agencies* have authority to mandate that *Airport Proximity Disclosure* be provided and neither the *UKLALUCP* nor *Local Agencies* have enforcement responsibilities with regard to this disclosure.
 - (2) The sole responsibility of *Local Agencies* with regard to *Airport Proximity Disclosure* for existing residences is to recommend the boundary of the area within which the disclosure is deemed appropriate and to provide this information to local title companies and real estate agents. The *Airport Influence Area* defined herein for *Ukiah Municipal Airport* establishes the area in which *Airport Proximity Disclosure* is recommended.
 - (3) *Airport Proximity Disclosure* should be provided as part of *all* real estate transactions (sale, lease, or rental) involving residential property anywhere within the *Airport Influence Area*.

⁵¹ See *California Business and Professions Code Section 11010(b)* and *Civil Code Section 1353(a)*.

- (b) For proposed residential development:
 - (1) The disclosure provisions of state law are deemed mandatory for proposed new residential *Projects* anywhere within the *Airport Influence Area* and shall continue in effect as *UKLALUCP* criteria even if the state law is made less stringent or rescinded. The disclosure shall be of a format similar to that indicated in **Appendix G** and shall contain the language dictated by state law (see Policy 3.7.1(a)).
 - (2) Signs providing the notice included in Policy 3.7.1(a) and a map of the *Airport Influence Area* shall be prominently posted in the real estate sales office and/or other key locations of any new residential *Project* within the *Airport Influence Area*.

3.8. Exceptions to Land Use Criteria

- 3.8.1. *Rare Special Events Exception: Local Agencies* may make exceptions for “Conditional” or “Incompatible” land uses associated with rare special events (e.g., an air show at the *Airport*, a street fair, a golf tournament) for which a facility is not designed and normally not used and for which extra precautions can be taken as appropriate.
- 3.8.2. *Site-Specific Special Conditions Exception:* The policies and criteria set forth in this *UKLALUCP* are intended to be applicable to all locations within the *Airport Influence Area*. However, there may be specific situations where a normally incompatible use can be considered compatible because of terrain, specific location, or other extraordinary factors or circumstances related to the site or *Project* design. After due consideration of all the factors involved in such situations and consultation with *Airport* management, the *ALUC* may find a normally incompatible use to be acceptable.
 - (a) In considering any such exceptions, the *ALUC* shall take into account the potential for the use of a building to change over time (see Policy 3.5.4). A building could have planned low-intensity use initially, but later be converted to a higher-intensity use. *Local Agency* permit language or other mechanisms to ensure continued compliance with the usage *Intensity* criteria must be put in place.
 - (b) In considering any such exceptions, the *ALUC* shall also take into account the need for special measures to reduce the risks to building occupants in the event that the building is struck by an aircraft. Building design features include, but are not limited to, the following:
 - Using concrete walls;
 - Limiting the number and size of windows;
 - Upgrading the strength of the building roof;
 - Avoiding skylights;
 - Enhancing the fire sprinkler system;
 - Limiting buildings to a single story or placing the high-intensity uses on the first floor to facilitate evacuation of a building if it were to be struck by an aircraft; and
 - Increasing the number of emergency exits.
 - (c) In reaching a decision, the *ALUC* shall make specific findings as to why the exception is being made and that the land use will neither create a safety hazard to people on the ground or aircraft in flight nor result in excessive noise exposure for the proposed use. Findings also shall be made as to the nature of the extraordinary circumstances that warrant the policy exception.

- (d) The burden for demonstrating that special conditions apply to a particular development proposal rests with the project proponent and/or referring *Local Agency*, not with the *ALUC*.
- (e) The granting of a special conditions exception shall be considered site specific and shall not be generalized to include other sites.

3.8.3. *Airport-Specific Special Conditions Policies:*

- (a) Special conditions are acknowledged by the *ALUC* in the adoption of this *UKLALUCP* as follows:
 - None at this time.
- (b) These special conditions result in establishment of *Compatibility Zone* boundaries and/or compatibility criteria different in character from the zones and criteria applicable to other airports in the county. These special policies are not to be generalized or considered as precedent applicable to other locations near the *Airport*.

3.9. Review Criteria for Ukiah Municipal Airport Development Actions

3.9.1. *Substance of Review:* In accordance with state law, any new or amended *Ukiah Municipal Airport* master plan or development plan is subject to *ALUC* review for consistency with the *UKLALUCP* (see Policy 1.4.4). In conducting any such review, the *ALUC* shall evaluate whether the airport plan would result in greater noise, safety, airspace protection, or overflight impacts than indicated in this *UKLALUCP*. Attention should specifically focus on:

- (a) Proposals for facilities or procedures not assumed herein for the *Airport*, specifically:
 - (1) Construction of a new runway or helicopter takeoff and landing area.
 - (2) Change in the length, width, or landing threshold location of an existing runway.
 - (3) Establishment of an instrument approach procedure that changes the approach capabilities at a particular runway end.
 - (4) Modification of the flight tracks associated with existing visual or instrument operations procedures.
- (b) Proposed changes in the role or character of use of the *Airport*.
- (c) New activity forecasts that are: (1) significantly higher than those used in developing the *Airport* noise contours presented in **Chapter 4** or (2) assume a higher proportion of larger or noisier aircraft.

3.9.2. *Noise Impacts of Airport Expansion:* Any proposed expansion of *Airport* facilities⁵² that would result in a significant increase in cumulative noise exposure (measured in terms of CNEL) shall include measures to reduce the exposure to a less-than-significant level. For the purposes of this *UKLALUCP*, a noise increase shall be considered significant by the *ALUC* if:

- (a) In locations having an existing ambient noise level of *CNEL* 60 dB or less, the expansion would increase the noise level by 3.0 dB or more.

⁵² As defined in *Public Utilities Code Section 21664.5* and noted in Policy 1.4.3 of **Chapter 2**.

- (b) In locations having an existing ambient noise level of more than *CNEL* 60 dB, the expansion would increase the noise level by 1.5 dB or more.
- 3.9.3. *Consistency Determination:* The *ALUC* shall determine whether the proposed *Airport* plan or development plan is consistent with this *UKLALUCP*. The *ALUC* shall base its determination of consistency on:
- (a) Findings that the development and forecasts identified in the *Airport* plan would not result in greater noise, safety, airspace protection, or overflight impacts on surrounding land uses than are assumed in this *UKLALUCP*.
 - (b) Consideration of:
 - (1) Mitigation measures incorporated into the plan or expansion to reduce any increases in the noise, safety, airspace protection, and overflight impacts to a less-than-significant level in accordance with provisions of the California Environmental Quality Act (CEQA); or
 - (2) In instances where the impacts cannot be reduced to a less-than-significant level, a statement of overriding considerations approved by the *Local Agency* in accordance with provisions of CEQA.
 - (c) A determination that any nonaviation development proposed for locations within the airport boundary (excluding federal, tribal or state-owned property) will be consistent with the compatibility criteria and policies indicated in this *UKLALUCP* with respect to that *Airport* (see Policy 1.2.12 for definition of aviation-related use).

Intensity/Density Criteria ¹	Airport Influence Area (See Map 3A) ²							Intensity Criteria Interpretation
	Compatibility Zones						Other Airport Environs	
	1	2	3	4	5	6		
Max. Sitewide Avg. Intensity (people/acre) Max. Single-Acre Intensity (people/acre)	0 ³ 0 ³	60 120	100 300	150 450	100 300	300 1,200	no limit	▪ All nonresidential development must satisfy both sitewide and single-acre intensity limits
Max. Sitewide Average Density (dwelling units/acre) Urban Overlay Zone (dwelling units/acre) ⁴	0	0.1 (10-ac. lot)	0.5 (2-ac. lot)	0.5 (2-ac. lot)	1.0	no limit	no limit	▪ See Policy 3.5.1(b) for single-acre density limits ▪ See Policy 3.2.3(b) for application
Open Land Requirement ⁵	all remain'g	25%	15%	15%	25%	15%	no req.	▪ See Policy 3.5.6 for application ▪ Not applicable in Urban Overlay Zone
Land Use Category	Legend (see last page for interpretation)							Additional Criteria
▪ Multiple land use categories may apply to a project ▪ Land uses not specifically listed shall be evaluated using criteria for similar uses ▪ Typical occupancy Load Factor [approx. s.f./person] indicated for certain uses ⁶	Incompatible		Conditionally Compatible		Normally Compatible		▪ Conditions listed below apply to uses listed as "Conditional" (yellow) for a particular zone ▪ See Policy 3.3.6 for aviation easement dedication requirements ▪ See Policy 3.7.1 for Recorded Overflight Notification requirements ▪ See Policy 3.7.2 for Airport Proximity Disclosure requirement	
General Characteristics								
Any use having structures (including poles or antennas) or trees 35 feet or higher								All (except Zone 1): Ensure airspace obstruction does not occur (see Policy 3.6.1 and Map 3B) ⁷
Any use having the potential to cause an increase in the attraction of birds or other wildlife *								4, 5, OAE: Avoid use or provide mitigation consistent with FAA rules and regulations ⁸
Any use creating visual or electronic hazards to flight *								OAE: Avoid use or provide mitigation consistent with FAA rules and regs ⁹
Outdoor Uses (no or limited indoor activities)								
Natural Land Areas: woods, brush lands, desert								1-3: Vegetation must be clear of airspace surfaces
Water: flood plains, wetlands, lakes, reservoirs, rivers, detention/retention ponds *								All: Avoid new features that attract birds or provide mitigation consistent with FAA regulations ⁸
Agriculture (except residences and livestock): field crops, orchards, vineyards, pasture, range land *								All: Avoid new features that attract birds or provide mitigation consistent with FAA regulations ⁸
Livestock Uses: feed lots, stockyards, breeding, fish hatcheries, horse/riding stables, poultry and dairy farms → *								All (except Zone 1): Avoid new features that attract birds or provide mitigation consistent with FAA regulations ⁸ ; exercise caution with uses involving noise-sensitive animals
Outdoor Major Assembly Facilities (capacity ≥1,000 people): spectator-oriented outdoor stadiums, amphitheaters, fairgrounds, race tracks, water parks, zoos →								6: Allowed only if alternative site outside zone would not serve intended function; exercise caution if clear audibility by users is essential

Table 3A

Basic Compatibility Criteria

Intensity/Density Criteria ¹	Airport Influence Area (See Map 3A) ²							Intensity Criteria Interpretation
	Compatibility Zones						Other Airport Environs	
	1	2	3	4	5	6		
Max. Sitewide Avg. Intensity (people/acre) Max. Single-Acre Intensity (people/acre)	0 ³ 0 ³	60 120	100 300	150 450	100 300	300 1,200	no limit	▪ All nonresidential development must satisfy both sitewide and single-acre intensity limits
Max. Sitewide Average Density (dwelling units/acre) Urban Overlay Zone (dwelling units/acre) ⁴	0	0.1 (10-ac. lot)	0.5 (2-ac. lot)	0.5 (2-ac. lot)	1.0	no limit	no limit	▪ See Policy 3.5.1(b) for single-acre density limits ▪ See Policy 3.2.3(b) for application
Open Land Requirement ⁵	all remain'g	25%	15%	15%	25%	15%	no req.	▪ See Policy 3.5.6 for application ▪ Not applicable in Urban Overlay Zone
Land Use Category	Legend (see last page for interpretation)							Additional Criteria
▪ Multiple land use categories may apply to a project ▪ Land uses not specifically listed shall be evaluated using criteria for similar uses ▪ Typical occupancy Load Factor [approx. s.f./person] indicated for certain uses ⁶	Incompatible		Conditionally Compatible		Normally Compatible		▪ Conditions listed below apply to uses listed as "Conditional" (yellow) for a particular zone ▪ See Policy 3.3.6 for aviation easement dedication requirements ▪ See Policy 3.7.1 for Recorded Overflight Notification requirements ▪ See Policy 3.7.2 for Airport Proximity Disclosure requirement	
Outdoor Large Assembly Facilities (capacity 300 to 999 people): spectator-oriented outdoor stadiums, amphitheaters →								4: Ensure intensity criteria met; exercise caution if clear audibility by users is essential
Outdoor Group Recreation (limited spectator stands): athletic fields, water recreation facilities (community pools), picnic areas →								3-5: Ensure intensity criteria met; not allowed if intended primarily for use by children; exercise caution if clear audibility by users is essential
Outdoor Non-Group Recreation (small/low-intensity): golf courses (except clubhouse), tennis courts, shooting ranges →								3, 4: Ensure intensity criteria met; not allowed if intended primarily for use by children; exercise caution if clear audibility by users is essential
Local Parks: neighborhood parks, playgrounds →								2, 3: Must have little or no permanent facilities where people congregate; exercise caution if clear audibility by users is essential
Camping: campgrounds, recreational vehicle/ motor home parks →								4: Ensure intensity criteria met; avoid if disruption by aircraft noise unacceptable
Cemeteries (except chapels)								2-4: Ensure intensity criteria met; avoid if disruption by aircraft noise unacceptable
Residential and Lodging Uses								
Single-Family Residential: individual dwellings, townhouses, mobile homes, bed and breakfast inns →								2-5: Ensure density criteria met; limit clustering ¹⁰ 2, 4 Locate dwelling max. distance from extended runway centerline where feasible
Multi-Family Residential: townhouses, apartments condominiums →								3, 4: Allowed only in Urban Overlay Zone; ensure density criteria met
Long-Term Lodging (>30 nights): extended-stay hotels, dormitories →								3, 4: Ensure intensity criteria met

Table 3A, continued

Intensity/Density Criteria ¹	Airport Influence Area (See Map 3A) ²							Intensity Criteria Interpretation
	Compatibility Zones						Other Airport Environs	
	1	2	3	4	5	6		
Max. Sitewide Avg. Intensity (people/acre) Max. Single-Acre Intensity (people/acre)	0 ³ 0 ³	60 120	100 300	150 450	100 300	300 1,200	no limit	▪ All nonresidential development must satisfy both sitewide and single-acre intensity limits
Max. Sitewide Average Density (dwelling units/acre) Urban Overlay Zone (dwelling units/acre) ⁴	0	0.1 (10-ac. lot)	0.5 (2-ac. lot) 15	0.5 (2-ac. lot) 35	1.0	no limit	no limit	▪ See Policy 3.5.1(b) for single-acre density limits ▪ See Policy 3.2.3(b) for application
Open Land Requirement ⁵	all remain'g	25%	15%	15%	25%	15%	no req.	▪ See Policy 3.5.6 for application ▪ Not applicable in Urban Overlay Zone
Land Use Category	Legend (see last page for interpretation)							Additional Criteria
▪ Multiple land use categories may apply to a project ▪ Land uses not specifically listed shall be evaluated using criteria for similar uses ▪ Typical occupancy Load Factor [approx. s.f./person] indicated for certain uses ⁶	Incompatible		Conditionally Compatible		Normally Compatible		▪ Conditions listed below apply to uses listed as "Conditional" (yellow) for a particular zone ▪ See Policy 3.3.6 for aviation easement dedication requirements ▪ See Policy 3.7.1 for Recorded Overflight Notification requirements ▪ See Policy 3.7.2 for Airport Proximity Disclosure requirement	
Short-Term Lodging (≤30 nights, except conference/assembly facilities): hotels, motels, other transient lodging [approx. 200 s.f./person]								3-5: Ensure intensity criteria met
Congregate Care: retirement homes, assisted living/residential care facilities, intermediate care facilities, emergency/homeless shelters, group homes (youth/adult) →								3, 4: Ensure intensity criteria met
Educational and Institutional Uses								
Family day care homes (≤14 children) ¹⁰ →								2-4: CNEL 45 dB max. interior noise level
Children's Schools: K-12, day care centers (>14 children), libraries →								6: Allowed only if alternative site outside zone would not serve intended function; exercise caution if clear audibility by users is essential
Adult Education classroom space: adult schools, colleges, universities [approx. 40 s.f./person]								3-5: Ensure intensity criteria met
Indoor Major Assembly Facilities (capacity ≥1,000 people): auditoriums, conference centers, resorts, concert halls, indoor arenas								6: Allowed only if alternative site outside zone would not serve intended function; exercise caution if clear audibility by users is essential
Indoor Large Assembly Facilities (capacity 300 to 999 people): movie theaters, places of worship, cemetery chapels, mortuaries [approx. 15 s.f./person]								4: Ensure intensity criteria met

Table 3A, continued

Intensity/Density Criteria ¹	Airport Influence Area (See Map 3A) ²							Intensity Criteria Interpretation
	Compatibility Zones						Other Airport Environs	
	1	2	3	4	5	6		
Max. Sitewide Avg. Intensity (people/acre) Max. Single-Acre Intensity (people/acre)	0 ³ 0 ³	60 120	100 300	150 450	100 300	300 1,200	no limit	▪ All nonresidential development must satisfy both sitewide and single-acre intensity limits
Max. Sitewide Average Density (dwelling units/acre) Urban Overlay Zone (dwelling units/acre) ⁴	0	0.1 (10-ac. lot)	0.5 (2-ac. lot)	0.5 (2-ac. lot)	1.0	no limit	no limit	▪ See Policy 3.5.1(b) for single-acre density limits ▪ See Policy 3.2.3(b) for application
Open Land Requirement ⁵	all remain'g	25%	15%	15%	25%	15%	no req.	▪ See Policy 3.5.6 for application ▪ Not applicable in Urban Overlay Zone
Land Use Category	Legend (see last page for interpretation)							Additional Criteria
▪ Multiple land use categories may apply to a project ▪ Land uses not specifically listed shall be evaluated using criteria for similar uses ▪ Typical occupancy Load Factor [approx. s.f./person] indicated for certain uses ⁶	Incompatible		Conditionally Compatible		Normally Compatible		▪ Conditions listed below apply to uses listed as "Conditional" (yellow) for a particular zone ▪ See Policy 3.3.6 for aviation easement dedication requirements ▪ See Policy 3.7.1 for Recorded Overflight Notification requirements ▪ See Policy 3.7.2 for Airport Proximity Disclosure requirement	
Indoor Small Assembly Facilities (capacity <300 people): community libraries; art galleries; museums; exhibition space, community/senior centers ➔ [approx. 60 s.f./person]								3-5: Ensure intensity criteria met; not allowed if intended primarily for use by children; avoid outdoor spaces intended for noise-sensitive activities
Indoor Recreation: gymnasiums, club houses, athletic clubs, dance studios, sports complexes (indoor soccer), health clubs, spas [approx. 60 s.f./person]								3-5: Ensure intensity criteria met; not allowed if intended primarily for use by children
In-Patient Medical: hospitals, mental hospitals, nursing homes ➔								3, 4: Ensure intensity criteria met
Out-Patient Medical: health care centers, clinics [approx. 240 s.f./person]								3-5: Ensure intensity criteria met
Penal Institutions: prisons, reformatories								6: Allowed only if alternative site outside zone would not serve intended function; ensure intensity criteria met
Public Safety Facilities: police, fire stations								3-5: Ensure intensity criteria met
Commercial, Office, and Service Uses								
Major Retail (capacity >300 people per building): regional shopping centers, 'big box' retail, super-market [approx. 110 s.f./person]								4: Ensure intensity criteria met
Local Retail (≤300 people per building): community/neighborhood shopping centers, grocery stores [approx. 170 s.f./person]								3-5: Ensure intensity criteria met
Eating/Drinking Establishments: restaurants, bars, fast-food dining [approx. 60 s.f./person]								3-5: Ensure intensity criteria met

Table 3A, continued

Intensity/Density Criteria ¹	Airport Influence Area (See Map 3A) ²							Intensity Criteria Interpretation
	Compatibility Zones						Other Airport Environs	
	1	2	3	4	5	6		
Max. Sitewide Avg. Intensity (people/acre) Max. Single-Acre Intensity (people/acre)	0 ³ 0 ³	60 120	100 300	150 450	100 300	300 1,200	no limit	▪ All nonresidential development must satisfy both sitewide and single-acre intensity limits
Max. Sitewide Average Density (dwelling units/acre) Urban Overlay Zone (dwelling units/acre) ⁴	0	0.1 (10-ac. lot)	0.5 (2-ac. lot)	0.5 (2-ac. lot)	1.0	no limit	no limit	▪ See Policy 3.5.1(b) for single-acre density limits ▪ See Policy 3.2.3(b) for application
Open Land Requirement ⁵	all remain'g	25%	15%	15%	25%	15%	no req.	▪ See Policy 3.5.6 for application ▪ Not applicable in Urban Overlay Zone
Land Use Category	Legend (see last page for interpretation)							Additional Criteria
▪ Multiple land use categories may apply to a project ▪ Land uses not specifically listed shall be evaluated using criteria for similar uses ▪ Typical occupancy Load Factor [approx. s.f./person] indicated for certain uses ⁶	Incompatible		Conditionally Compatible		Normally Compatible		▪ Conditions listed below apply to uses listed as "Conditional" (yellow) for a particular zone ▪ See Policy 3.3.6 for aviation easement dedication requirements ▪ See Policy 3.7.1 for Recorded Overflight Notification requirements ▪ See Policy 3.7.2 for Airport Proximity Disclosure requirement	
Limited Retail/Wholesale: furniture, automobiles, heavy equipment, building materials, hardware, lumber yards, nurseries [approx. 250 s.f./person]								2-5: Ensure intensity criteria met 2: Locate structure max. distance from extended runway centerline where feasible
Offices: professional services, doctors, finance, banks, civic; radio, television and recording studios, office space associated with other listed uses [approx. 215 s.f./person]								2-5: Ensure intensity criteria met 2: Locate structure max. distance from extended runway centerline where feasible
Personal and Miscellaneous Services: barbers, car washes, print shops [approx. 200 s.f./person]								2-5: Ensure intensity criteria met 2: Locate structure max. distance from extended runway centerline where feasible
Fueling Facilities: gas stations, trucking and other transportation fueling facilities								2-4: Ensure intensity criteria met 2: Store fuel underground or in above-ground storage tanks with combined max. capacity of 6,000 gallons; locate structure max. distance from extended runway centerline where feasible
Industrial, Manufacturing, and Storage Uses								
Hazardous Materials Production and Storage (flammable, explosive, corrosive, or toxic): oil refineries, chemical plants								6, OAE: Allowed only if alternative site outside zone would not serve intended function; generation of steam or thermal plumes not allowed
Heavy Industrial								6, OAE: Bulk storage of hazardous materials allowed only for on-site use; permitting agencies to evaluate possible need for special measures to minimize hazards if struck by aircraft; generation of steam or thermal plumes not allowed

Table 3A, continued

Intensity/Density Criteria ¹	Airport Influence Area (See Map 3A) ²							Intensity Criteria Interpretation
	Compatibility Zones						Other Airport Environs	
	1	2	3	4	5	6		
Max. Sitewide Avg. Intensity (people/acre) Max. Single-Acre Intensity (people/acre)	0 ³ 0 ³	60 120	100 300	150 450	100 300	300 1,200	no limit	▪ All nonresidential development must satisfy both sitewide and single-acre intensity limits
Max. Sitewide Average Density (dwelling units/acre) Urban Overlay Zone (dwelling units/acre) ⁴	0	0.1 (10-ac. lot)	0.5 (2-ac. lot)	0.5 (2-ac. lot)	1.0	no limit	no limit	▪ See Policy 3.5.1(b) for single-acre density limits ▪ See Policy 3.2.3(b) for application
Open Land Requirement ⁵	all remain'g	25%	15%	15%	25%	15%	no req.	▪ See Policy 3.5.6 for application ▪ Not applicable in Urban Overlay Zone
Land Use Category	Legend (see last page for interpretation)							Additional Criteria
▪ Multiple land use categories may apply to a project ▪ Land uses not specifically listed shall be evaluated using criteria for similar uses ▪ Typical occupancy Load Factor [approx. s.f./person] indicated for certain uses ⁶	Incompatible		Conditionally Compatible		Normally Compatible			▪ Conditions listed below apply to uses listed as "Conditional" (yellow) for a particular zone ▪ See Policy 3.3.6 for aviation easement dedication requirements ▪ See Policy 3.7.1 for Recorded Overflight Notification requirements ▪ See Policy 3.7.2 for Airport Proximity Disclosure requirement
Light Industrial, High Intensity: food products preparation, electronic equipment, bottling plant [approx. 200 s.f./person]								3-5: Ensure intensity criteria met; bulk storage of hazardous (flammable, explosive, corrosive, or toxic) materials allowed only for on-site use; permitting agencies to evaluate possible need for special measures to minimize hazards if struck by aircraft
Light Industrial, Low Intensity: machine shops, wood products, auto repair [approx. 350 s.f./person]								2-5: Ensure intensity criteria met; bulk storage of hazardous (flammable, explosive, corrosive, or toxic) materials allowed only for on-site use; permitting agencies to evaluate possible need for special measures to minimize hazards if struck by aircraft 2: Locate structure max. distance from extended runway centerline where feasible
Research and Development Laboratories [approx. 300 s.f./person]								2-5: Ensure intensity criteria met; bulk storage of hazardous (flammable, explosive, corrosive, or toxic) materials allowed only for on-site use; permitting agencies to evaluate possible need for special measures to minimize hazards if struck by aircraft 2: Locate structure max. distance from extended runway centerline where feasible
Indoor Storage: wholesale sales, distribution centers, warehouses, mini/other indoor storage, barns, greenhouses [approx. 1,000 s.f./person]								2, 3, 5: Ensure intensity criteria met; ensure airspace obstruction does not occur
Outdoor Storage: public works yards, automobile dismantling								1: Not allowed in Zone 1, only in 1* 1*, 2: Ensure intensity criteria are met ³ ; ensure airspace obstruction does not occur

Table 3A, continued

Intensity/Density Criteria ¹	Airport Influence Area (See Map 3A) ²							Intensity Criteria Interpretation
	Compatibility Zones						Other Airport Environs	
	1	2	3	4	5	6		
Max. Sitewide Avg. Intensity (people/acre) Max. Single-Acre Intensity (people/acre)	0 ³ 0 ³	60 120	100 300	150 450	100 300	300 1,200	no limit	▪ All nonresidential development must satisfy both sitewide and single-acre intensity limits
Max. Sitewide Average Density (dwelling units/acre) Urban Overlay Zone (dwelling units/acre) ⁴	0	0.1 (10-ac. lot)	0.5 (2-ac. lot)	0.5 (2-ac. lot)	1.0	no limit	no limit	▪ See Policy 3.5.1(b) for single-acre density limits ▪ See Policy 3.2.3(b) for application
Open Land Requirement ⁵	all remain'g	25%	15%	15%	25%	15%	no req.	▪ See Policy 3.5.6 for application ▪ Not applicable in Urban Overlay Zone
Land Use Category	Legend (see last page for interpretation)							Additional Criteria
▪ Multiple land use categories may apply to a project ▪ Land uses not specifically listed shall be evaluated using criteria for similar uses ▪ Typical occupancy Load Factor [approx. s.f./person] indicated for certain uses ⁶	Incompatible		Conditionally Compatible		Normally Compatible		▪ Conditions listed below apply to uses listed as "Conditional" (yellow) for a particular zone ▪ See Policy 3.3.6 for aviation easement dedication requirements ▪ See Policy 3.7.1 for Recorded Overflight Notification requirements ▪ See Policy 3.7.2 for Airport Proximity Disclosure requirement	
Mining and Extraction 								2-6: Generation of dust clouds, smoke, steam plumes not allowed; ensure airspace obstruction does not occur
Transportation, Communication, and Utilities								
Airport Terminals: airline, general aviation								
Transportation Stations: rail/bus stations; taxi, trucking and other transportation terminals								2-5: Ensure intensity criteria met; ensure airspace obstruction does not occur
Transportation Routes: road and rail transit lines, rights-of-way, bus stops								2: Avoid road intersections if traffic congestion occurs; ensure airspace obstruction does not occur
Auto Parking: surface lots, structures								1: Not allowed in Zone 1, only in 1* 1*, 2: Ensure intensity criteria are met ³ ; Ensure airspace obstruction does not occur
Communications Facilities: broadcast and cell towers, emergency communications 								2- 6: Allowed only if site outside zone would not serve intended public function; locate structures max. distance from extended runway centerline where feasible; ensure all facilities and associated power lines meet airspace protection criteria (height, thermal plumes, glare, etc.)

Table 3A, continued

Intensity/Density Criteria ¹	Airport Influence Area (See Map 3A) ²							Intensity Criteria Interpretation
	Compatibility Zones						Other Airport Environs	
	1	2	3	4	5	6		
Max. Sitewide Avg. Intensity (people/acre) Max. Single-Acre Intensity (people/acre)	0 ³ 0 ³	60 120	100 300	150 450	100 300	300 1,200	no limit	▪ All nonresidential development must satisfy both sitewide and single-acre intensity limits
Max. Sitewide Average Density (dwelling units/acre) Urban Overlay Zone (dwelling units/acre) ⁴	0	0.1 (10-ac. lot)	0.5 (2-ac. lot)	0.5 (2-ac. lot)	1.0	no limit	no limit	▪ See Policy 3.5.1(b) for single-acre density limits ▪ See Policy 3.2.3(b) for application
Open Land Requirement ⁵	all remain'g	25%	15%	15%	25%	15%	no req.	▪ See Policy 3.5.6 for application ▪ Not applicable in Urban Overlay Zone
Land Use Category	Legend (see last page for interpretation)							Additional Criteria
▪ Multiple land use categories may apply to a project ▪ Land uses not specifically listed shall be evaluated using criteria for similar uses ▪ Typical occupancy Load Factor [approx. s.f./person] indicated for certain uses ⁶	Incompatible		Conditionally Compatible		Normally Compatible			▪ Conditions listed below apply to uses listed as "Conditional" (yellow) for a particular zone ▪ See Policy 3.3.6 for aviation easement dedication requirements ▪ See Policy 3.7.1 for Recorded Overflight Notification requirements ▪ See Policy 3.7.2 for Airport Proximity Disclosure requirement
Power Plants: primary, peaker, renewable energy, bio-energy 								4, 5: Primary plants not allowed; peaker and renewable energy plants allowed only if site outside zone would not serve intended public function; ensure all facilities and associated power lines meet airspace protection criteria (height, thermal plumes, glare, etc.) 4: Locate structures max. distance from extended runway centerline 6: Primary plants allowed only if site outside zone would not serve intended public function
Electrical Substations 								3-5: Allowed only if site outside zone would not serve intended public function 4: Locate structures max. distance from extended runway centerline where feasible
Wastewater Facilities: treatment, disposal 								3, 4, 6, OAE: Allowed only if site outside zone would not serve intended public function; avoid new features that attract birds or provide mitigation consistent with FAA regulations ⁸
Solid Waste Disposal Facilities: landfill, incineration 								3, 4, 6, OAE: Allowed only if site outside zone would not serve intended public function; avoid new features that attract birds or provide mitigation consistent with FAA regulations ⁸
Solid Waste Transfer Facilities, Recycle Centers 								3, 4, 6: Allowed only if site outside zone would not serve intended public function; avoid new features that attract birds or provide mitigation consistent with FAA regulations ⁸

Table 3A, continued

Land Use Acceptability		Interpretation/Comments
		<i>Normally Compatible</i> Normal examples of the use are compatible with noise, safety, and airspace protection criteria. Atypical examples may require review to ensure compliance with usage intensity, lot coverage, and height limit criteria.
		<i>Conditional</i> Use is compatible if indicated usage intensity, lot coverage, and other listed conditions are met. For the purposes of these criteria, “avoid” is intended as cautionary guidance, not a prohibition of the use.
		<i>Generally Incompatible</i> Use should not be permitted under any circumstances.

Table 3A, continued

Notes

- ➔ Indicates land use that is or may be highly noise sensitive. Exercise caution with regard to approval of outdoor uses—evaluate potential for aircraft noise to disrupt the activity. Indoor uses may require addition of sound attenuation to structure. See Section 3.3 for criteria.
 - ✱ Indicates land use that may attract birds, generate dust, produce smoke or steam plumes, create electronic interference, or otherwise pose hazards to flight. See Section 3.5 for criteria.
- ¹ Residential and nonresidential uses must comply with both the “sitewide average” and “single-acre” *Density* and *Intensity* limits indicated for the *Compatibility Zone(s)* in which the *Project* is located (see Section 3.5). *Density* and *Intensity* criteria apply to all uses including ones shown as “Normally Compatible” (green) and “Conditional” (yellow). *Density* is measured in terms of number of dwelling units per acre. Usage *Intensity* calculations shall include all people (e.g., employees, customers/visitors) who may be on the property at any single point in time during typical busy periods, whether indoors or outdoors (see Policy 3.2.6). Exceptions can be made for *Rare Special Events* (e.g., an air show at the airport, street fair) for which a facility is not designed and normally not used and for which extra safety precautions can be taken as appropriate (see Policy 3.8.1). The usage *Intensities* shall be calculated in accordance with the methodologies cited in Policy 3.5.3.
 - ² *Airport Influence Area* (also referred to as the *Referral Area*) includes the area shown in **Map 3A**, in which current or future airport-related noise, overflight, safety, or airspace protection factors may significantly affect land uses or necessitate restrictions on those uses. The *Airport Influence Area* includes *Compatibility Zones 1* through *6* plus the *Other Airport Environs* areas underlying the *Airspace Protection Surfaces* shown in **Map 3B**.
 - ³ Within *Compatibility Zone 1**, sitewide average and single-acre intensities of up to 10 people per acre shall be allowed. See Policy 3.2.3(c).
 - ⁴ *Urban Overlay Zone* covering portions of *Compatibility Zones 3* and *4* provides exceptions to the indicated basic density criteria to reflect existing land use patterns and allow multifamily residential uses (see Policy 3.2.3(b)).
 - ⁵ Open land requirements are intended to be applied with respect to an entire zone (see Policy 3.5.6). This is typically accomplished as part of a local general plan or specific plan but may also apply to large (10 acres or more) development *Projects*. Providing open land is not required in the *Urban Overlay Zone*.
 - ⁶ *Occupancy Load Factors* [approximate number of square feet per person] cited for many listed land use categories are based on information from various sources and are intended to represent “typical busy-period” usage (or “peak” usage) for typical examples of the land use category. These *Occupancy Load Factors* differ from those provided in the California Building Code (CBC), as the CBC considers the absolute maximum number of people that can be safely accommodated in a building. See Policy 3.5.3.
 - ⁷ The 35-foot height criterion is an evaluation threshold. Objects shorter than 35 feet do not pose airspace protection issues in these zones. Objects 35 feet high or taller should be evaluated to ensure compliance with airspace protection criteria.
 - ⁸ No proposed *Project* shall be allowed that would create an increased attraction for wildlife and that is inconsistent with FAA rules and regulations including, but not limited to, FAA Advisory Circular 150/5200-33B, *Hazardous Wildlife Attractants On or Near Airports* and Advisory Circular 150/5200-34A, *Construction or Establishment of Landfills near Public Airports*. Of particular concern are landfills and certain recreational or agricultural uses that attract large flocks of birds that pose bird strike hazards to aircraft in flight. See Policy 3.6.4.
 - ⁹ Specific characteristics to be avoided include: sources of glare (such as from mirrored or other highly reflective structures or building features) or bright lights (including search lights and laser light displays); distracting lights that could be mistaken for airport lights; sources of dust, steam, or smoke that may impair pilots’ vision; sources of steam or other emissions that cause thermal plumes or other forms of unstable air; and sources of electrical interference with aircraft communications or navigation. See Policy 3.6.4.
 - ¹⁰ Clustering of residential development is permitted. However, no single acre of a project site shall exceed 1.5 times the average allowed *Density* for the respective zone, including the *Urban Overlay Zone*. See Policy 3.5.1.
 - ¹¹ Family day care home means a home that regularly provides care, protection, and supervision for 14 or fewer children, in the provider’s own home, for periods of less than 24 hours per day. Small family day care homes provide care for eight or fewer children and large family day care homes provide care for 7 to 14 children (Health and Safety Code Section 1596.78).

Table 3A, continued

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Zone	Noise and Overflight Factors	Safety and Airspace Protection Factors
1 and 1* Runway Protection Zone	<i>Noise Impact: Very High</i> Mostly above CNEL 60 dB, particularly when Cal Fire aircraft operate	<i>Risk Level: Very High</i> - Defined by Handbook Safety Zone 1 as modified to reflect Runway Protection Zones (RPZs) from 2016 Airport Layout Plan (ALP) - UKIALUCP Zone 1* encompasses RPZs for 5,000-foot runway - Aircraft on very close final approach or departure; nearly 20% of near-runway general aviation accidents occur in this zone - Aircraft at altitudes of less than 200 feet above runway - Object heights restricted to <35 feet in some areas
2 Inner Approach/ Departure Zone	<i>Noise Impact: High</i> - Typically above CNEL 60 dB, particularly when Cal Fire aircraft operate - Single-event noise sufficient to disrupt a wide range of land use activities including indoors if windows open	<i>Risk Level: High</i> - Define by Handbook Safety Zone 2 for existing runway configuration - Aircraft overflying at low altitudes on final approach and straight-out departures—typically only 200 to 400 feet above the runway elevation - Some 8% to 22% of near-runway general aviation accidents occur in this zone - Object heights restricted to <35 feet in some areas
3 Inner Turning Zone	<i>Noise Impact: Moderate</i> - May exceed CNEL 55 dB, particularly when Cal Fire aircraft operate - Single-event noise sufficient to disrupt noise-sensitive land uses	<i>Risk Level: Moderate to High</i> - Defined by Handbook Safety Zone 3 - Aircraft—especially smaller, piston-powered aircraft—turning base to final on landing approach or initiating turn to en route direction on departure; aircraft altitude typically less than 500 feet above runway, particularly on landing - About 4% to 8% of near-runway general aviation accidents occur in this zone - Object heights restricted to <35 feet in some areas
4 Extended Approach/ Departure Zone	<i>Noise Impact: Moderate</i> - May exceed CNEL 55 dB, particularly when Cal Fire aircraft operate - Single-event noise sufficient to disrupt noise-sensitive land uses	<i>Risk Level: Moderate</i> - Define by Handbook Safety Zone 4 and northerly portion of Safety Zone 2 for future runway configuration - Aircraft on approach typically less than traffic pattern altitude (less than 1,000 feet above runway) - About 2% to 6% of near-runway general aviation accidents occur in this zone - Object heights restricted to <100 feet in some areas
5 Sideline Zone	<i>Noise Impact: Moderate to High</i> - Mostly above CNEL 55 dB - Single-event noise sufficient to disrupt noise-sensitive land uses	<i>Risk Level: Low to Moderate</i> - Defined by Handbook Safety Zone 5 - Area not normally overflown; primary risk is with aircraft (especially twins) losing directional control on takeoff, excessive crossing gusts or engine torque - About 3% to 5% of near-runway general aviation accidents occur in this zone - Object heights restricted to <35 feet in some areas
6 Traffic Pattern Zone	<i>Noise Impact: Low</i> - Typically below CNEL 55 dB - Aircraft typically at or below 1,000-foot traffic pattern altitude - Noise more of a concern with respect to individual loud events than with cumulative noise contours; frequent individual noise events sufficient to intrude upon indoor activities	<i>Risk Level: Low</i> - Defined by Handbook Safety Zone 6 - Includes areas within the standard traffic pattern and pattern entry routes; aircraft altitude typically 1,000 to 1,500 feet above runway - Risk is a factor for highly risk-sensitive uses (e.g., very high-intensity uses, children's schools, hospitals, bulk storage of highly hazardous materials) - Some 18% to 29% of near-runway general aviation accidents occur here; but the large area encompassed means a low likelihood of accident occurrence in any given location - Airspace concern is generally with object heights >100 feet above runway elevation

Table 3B

Compatibility Zone Delineation

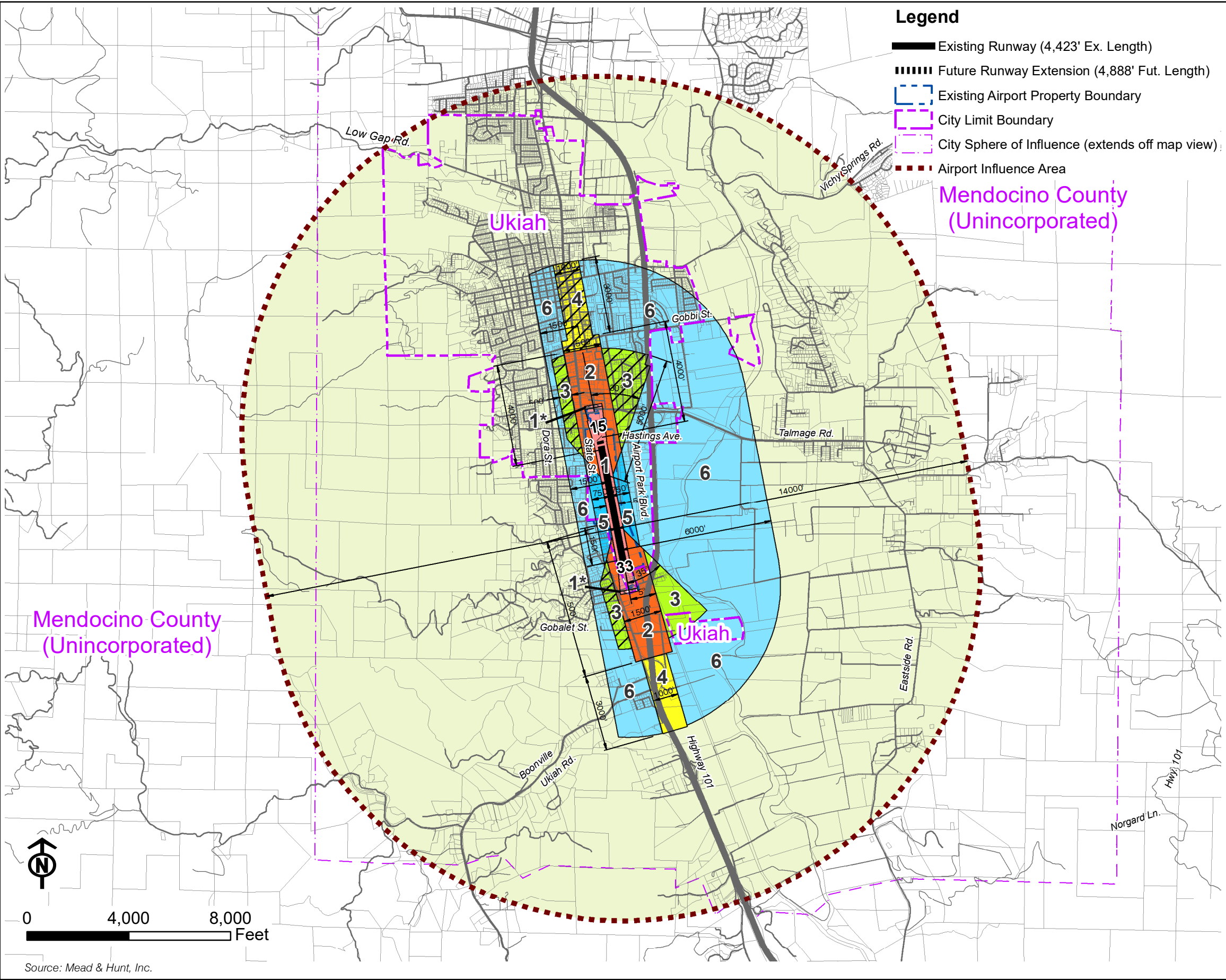
Zone	Noise and Overflight Factors	Safety and Airspace Protection Factors
OAE Other Airport Environs Zone	<i>Noise Impact: Low</i> - Beyond the 55-CNEL contour - Occasional overflights intrusive to some outdoor activities	<i>Risk Level: Low</i> - Includes remainder of area within the CFR Part 77 conical surface which defines the Airport Influence Area - Airspace concern is generally with object heights >100 feet above runway elevation
UO Urban Overlay Zone	<i>Noise Impact: Low</i> - Beyond the 55-CNEL contour - Reflects relatively high ambient noise level of urbanized area	<i>Risk Level: Moderate</i> - Includes Zones 3 and 4 to north (within City of Ukiah) and Zone 3 to southwest (within unincorporated Mendocino County) - Risk concern is primarily with uses for which potential consequences are severe (e.g. very-high-intensity activities in a confined area) - Object heights restricted to <35 feet in some areas
ACP Airspace Critical Protection Zone	<i>Noise Impact: Low</i> Individual noise events slightly louder because high terrain reduces altitude of overflights	<i>Risk Level: Moderate to High</i> - Modest risk because high terrain constitutes airspace obstruction - Key concern is tall single objects (e.g., antennas)
AHT Airspace High Terrain Zone	<i>Noise Impact: Low</i> Individual noise events slightly louder because high terrain reduces altitude of overflights	<i>Risk Level: Moderate</i> - Modest risk because high terrain constitutes airspace obstruction - Key concern is tall single objects (e.g., antennas)

Notes:

- Handbook Safety Zone Source: California Airport Land Use Planning Handbook (2011).

Table 3B (Continued)

Compatibility Zone Factors



Source: Mead & Hunt, Inc.

Legend

- Existing Runway (4,423' Ex. Length)
- Future Runway Extension (4,888' Fut. Length)
- Existing Airport Property Boundary
- City Limit Boundary
- City Sphere of Influence (extends off map view)
- Airport Influence Area

Mendocino County
(Unincorporated)

Compatibility Zones

- Zone 1: Runway Protection Zone (RPZ)
- Zone 1*: Ultimate Runway Protection Zone (RPZ)
- Zone 2: Inner Approach/Departure Zone
- Zone 3: Inner Turning Zone
- Zone 4: Outer Approach/Departure Zone
- Zone 5: Sideline Zone
- Zone 6: Traffic Pattern Zone
- Urban Overlay Zone
- Other Airport Environs

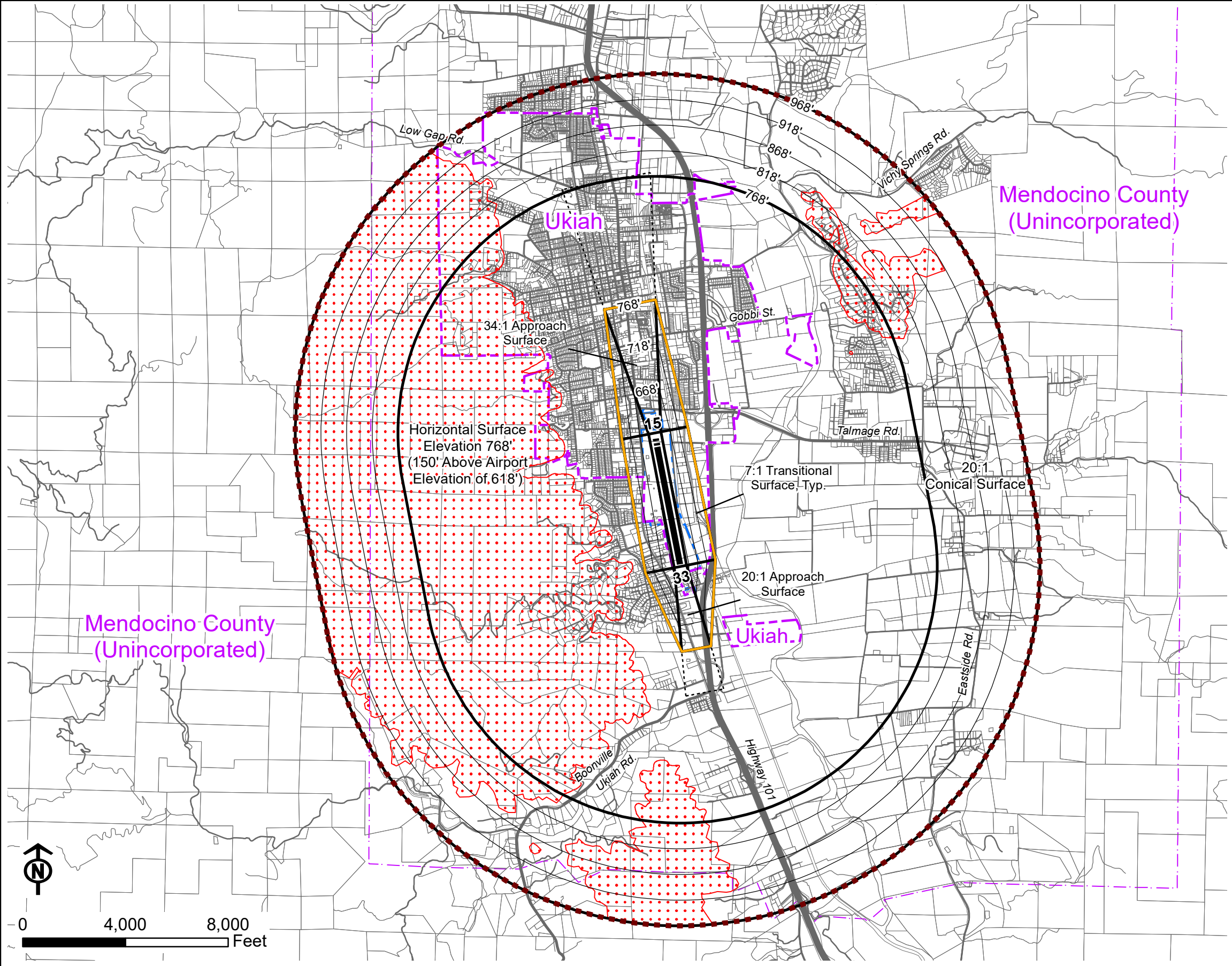
Notes

1. All Compatibility Zones: Reflect safety zones for a General Aviation Runway with Single-Sided Traffic Pattern provided in the 2011 California Airport Land Use Planning Handbook (Handbook).
- Zone 1: Based on the Runway Protection Zones (RPZs) provided in City and FAA approved Airport Layout Plan (2016).
- Zone 1* reflects an ultimate Runway Protection Zone (RPZ) for an ultimate runway length of 5,000 feet to serve future operations by CalFire Lockheed C-130 aircraft.
- Zones 2 and 4 (north): Zone 2 reflects Handbook Safety Zone 2 for existing Runway 15 end. Zone 4 includes outer portions of Handbook Safety Zone 2 for future Runway 15 end. Future northerly runway extension is intended to provide additional runway length for departures to south; landing threshold at Runway 15 end will remain in its current position.
- Zones 2 – 4 (south): Offset by 5-degrees to reflect southern flight route where aircraft use Highway 101 as a landmark
- Urban Overlay Zone: Provides a density increase within Zones 3 and 4 to North and Zone 3 to Southwest to reflect existing land use patterns.

**Mendocino County
Airport Land Use Commission
Ukiah Municipal Airport
Land Use Compatibility Plan
(Adopted May 20, 2021)**

Map 3A

**Compatibility Policy Map
Ukiah Municipal Airport**



Legend

- Existing Runway (4,423' Ex. Length)
- Future Runway Extension (4,888' Fut. Length)
- Existing Airport Property Boundary
- City Limit Boundary
- City Sphere of Influence (extends off map view)
- Airport Influence Area

Airspace Obstruction Surfaces¹

- Airspace Protection Zones
- Airspace Protection Surface Contour (50' interval)
- Airspace Critical Protection Zone
- Airspace High Terrain Zone

Notes

1. Source: Title 14 Code of Federal Regulation Part 77, Safe, Efficient Use and Preservation of Navigable Airspace as applied to Ukiah Municipal Airport future runway length.

**Mendocino County
Airport Land Use Commission
Ukiah Municipal Airport
Land Use Compatibility Plan
(Adopted May 20, 2021)**

Map 3B

**Airspace Protection Zones
Ukiah Municipal Airport**

Source: Mead & Hunt, Inc.

CHAPTER 4



BACKGROUND DATA



MENDOCINO COUNTY AIRPORT LAND USE COMMISSION

Airport Land Use Compatibility Plan

Background Data: Ukiah Municipal Airport and Environs

INTRODUCTION

Ukiah Municipal Airport is owned and operated by the City of Ukiah and is located within the southern part of the city limits approximately 0.3 miles west of State Highway 101. Ukiah is situated within the southeastern corner of Mendocino County and is surrounded by hills to the west and south, Lake Mendocino to the northeast, and the Mayacamas Mountains to the east.

Land uses near the airport are low-to-moderate-density urban to the north and west as well as immediately to the east between the airport and highway. The city center is located to the north of the airport. The areas south and east are mostly in unincorporated Mendocino County and dedicated to agriculture and commercial development. The City's sphere of influence shows future annexation to the north and west.

Construction of the Ukiah Municipal Airport began in 1942 and included a single 4,000-foot by 150-foot runway and a 50-foot-wide parallel taxiway. In 1954, the runway was extended to 5,000 feet. In 1986, the Runway 15 threshold was relocated southward to meet Federal Aviation Administration (FAA) requirements. The current length of the runway is 4,423 feet. Runway 15 is served with a straight-in, non-precision instrument approach procedure. Runway 33 is served with circle-to-land procedures. The airport presently occupies 160 acres.

Available information suggests that the southward shift of the approach end of Runway 15 was done to provide standard approach surface clearances over the adjacent street (Hastings Avenue). The abandoned portion of the runway was converted to an aligned taxiway. It is unclear why a displaced threshold was not used. In 2015, a planning effort was undertaken to update the Airport Layout Plan (ALP) in advance of a runway pavement rehabilitation project. As part of that ALP, the FAA requested a modification to the aligned taxiway leading to the Runway 15 approach end. The accepted solution was to plan for an eventual shift of the runway end 465 feet to the north utilizing a displaced landing threshold, situated where the current runway end is established, to maintain required clearances over Hastings Avenue. In 2016, the FAA approved and the City of Ukiah adopted the ALP with the proposed 465-foot northerly extension to Runway 15-33. The 2016 approved ALP depicts a future runway length of 4,888 feet and a runway width reduced from 150 feet to 75 feet in accordance with current FAA standards. The Caltrans Division of Aeronautics accepted the ALP in May 2019 as the basis of this *UKLALUCP*.

As shown on the ALP, this proposed extension results in a future Runway Protection Zone (RPZ) that extends farther to the north than the existing RPZ. Given the trapezoidal shape of the RPZ, the existing RPZ encompasses narrow strips of land outside the edges of the future RPZ. The Airport Land Use Compatibility Plan (ALUCP) compatibility zones protect both the existing and future Ukiah Municipal Airport RPZs. At such time as the runway extension has been constructed and the “future” RPZ becomes the “existing” RPZ, the present RPZ can be eliminated from the *UKLALUCP*.

In November 2020, the Ukiah City Council approved a recommendation to the ALUC that the *UKLALUCP* protect for an ultimate 5,000-foot runway to accommodate operations by CalFire Lockheed C-130 fire attack aircraft. The City’s recommendation is reflected in the compatibility map and criteria contained in Chapter 3 of this *UKLALUCP* by addition of a Compatibility Zone 1* beyond Zone 1 at each end of the runway. Inclusion of a Compatibility Zone 1* at both runway ends rather than just one preserves the option for the additional runway length to be provided on either the north or the south. Each of the 1* zones encompasses the outer 112 feet of the RPZ associated with a 5,000-foot runway length extended in one direction or the other.

Although this runway length is not specifically depicted in the 2016 ALP, the drawing indicates that City either owns outright or controls avigation easements on the lands that would be within an ultimate RPZ at either end of the runway. Also, land uses within these areas have been restricted under the 1996 ACLUP for the airport where they are shown as lying within Zone A*. The 2021 *UKLALUCP* brings forward the 1996 criteria only to the areas that would be within the shifted RPZs, not the remainder of the former Zone A* areas.

Besides the RPZ, the proposed extension also impacts other aeronautical factors, specifically airspace protection and noise, that directly affects this *UKLALUCP*. The shifted runway end will change the future location of Code of Federal Regulation (CFR) Part 77 Airspace Protection Surfaces. This change is reflected in the 2016 ALP drawing set and is brought forward into this *UKLALUCP* along with the surfaces associated with the existing runway configuration. The outermost boundary of the Part 77 surfaces for the 4,888-foot runway length comprises the Airport Influence Area shown in Chapter 3 and in this chapter’s maps. Use of the surfaces associated with a 5,000-foot runway would have insignificant effect on allowable heights of objects near the airport other than potentially within Compatibility Zones 1 and 1*.

Noise contours also differ slightly between the current and 4,888-foot runway configurations. With the future runway end shift, aircraft will begin their takeoff roll on Runway 15 farther north. This slightly increases noise impacts behind the aircraft to the north and reduces the impact beyond the departure end of the runway to the south. Because the Runway 15 landing threshold will remain in the same place as it now is, noise impacts of aircraft landing from the north on Runway 15 will not change. The impacts of aircraft taking off toward the north on Runway 33 will also not be affected. Given that the slight increase in noise impacts is to the north where land use development is greater than to the south, the noise contours utilized in this *UKLALUCP* and shown in Exhibit 4-4 reflect the 4,888-foot runway configuration. The noise impacts associated with a 5,000-foot runway would differ very little from those of the 4,888-foot length if the same mix of aircraft is assumed. Use of the C-130 may somewhat expand the noise contours, but this could be counterbalanced if fewer operations are needed because of the greater fire retardant capacity of these aircraft compared to the current S-2T fleet.

Additional changes proposed on the 2016 ALP include a fee simple land acquisition of approximately 1.4 acres and avigation easement acquisition of 4.2 acres of land to the north of the runway. These acquisitions will occur in the future and protect the area for the northerly runway extension.

The airport is a non-towered general aviation facility; therefore, precise operational statistics are not available. Data on current activity levels, fleet mix, and flight patterns were established through conversations with airport management. Discussions with airport management indicate that operations can vary greatly day-to-day, dependent on the season. The airport serves as a CalFire Air Attack Base. Throughout fire season, CalFire uses the airport to assist in battling wild and forest fires in the region. The airport is also used for flight training in the area, which is most active during the summer months. This *UKLALUCP* takes into account potential long-term growth in airport activity as well as the noise impacts associated with busy fire attack aircraft activity.

The following exhibits illustrate the compatibility factors and background information that serve as the basis for this *Ukiah Municipal Airport Land Use Compatibility Plan*.

- **Exhibit 4-1: Airport Features Summary.** Presents information pertaining to the airport configuration, operational characteristics, and applicable planning documents.
- **Exhibit 4-2: Airport Layout Plan.** The 2016 FAA-approved ALP, which was accepted by the Caltrans Division of Aeronautics as the basis of this *UKLALUCP* in May 2019, depicts the existing and proposed future configuration of the airfield and airport building areas. It reflects proposed future aviation compatible commercial and industrial areas as well as non-aviation commercial areas. Proposed facility improvements include a proposed tiedown apron, fuel farm, box hangars, and helicopter parking spaces.
- **Exhibit 4-3: Airport Activity Data Summary.** This table summarizes existing and forecast airport activity data. Airport records indicate approximately 15,458 annual operations and 78 based aircraft as of April 2019. The 2016 ALP effort did not include an update to aviation activity forecasts. The 15,458 annual operations count has been provided and confirmed by Ukiah Airport Management. This *UKLALUCP* assumes 30,916 annual operations at the end of the 20-year planning period. This represents a theoretical maximum for compatibility planning purposes.
- **Exhibit 4-4 through 4-7: Compatibility Factors.** Depicts the extents of the four compatibility factors upon which the *Compatibility Zones* for Ukiah Municipal Airport were derived. The four compatibility factors are defined by:
 - *Noise* – Future noise contours reflecting an aircraft activity forecast level of 30,916 annual operations. The *Compatibility Zones* also consider the CalFire noise contours representing a typical fire event day with 44 departures and 44 arrivals split evenly between Runways 15 and 33. The aircraft type modeled is the Grumman S-2 Tracker (S-2T).
 - *Safety* – Generic safety zones provided in the California Airport Land Use Planning Handbook (October 2011) are applied to the existing and future runway configurations in the following manner:
 - Runway 15/33: Safety zones for a medium general aviation runway (length 4,000 feet to 5,999 feet) are applied to the existing (4,423-foot) and future (4,888-foot) runway configurations.
 - North Side Traffic Pattern: Although a future northerly extension of Runway 15 is proposed in the 2016 ALP, the landing threshold will be conterminous with the existing runway end. As such, Zone 2 is based on the existing runway configuration. Zone 4 is enlarged to include the northly portion of Zone 2 for the future runway configuration.
 - East Side Traffic Pattern: Consistent with state guidance, safety zones on the west side of the airport have been adjusted to reflect the airport's single-sided traffic pattern on the east side of

the airport, which is necessitated by high terrain located to the west. Accordingly, Zone 3 is truncated, and Zone 6 is omitted.

- Southern Traffic Pattern: Safety zones south of the approach end of Runway 33 are angled 5 degrees to the east to reflect the common practice used by pilots whereby pilots align with Highway 101 when departing to the south or on approach to Runway 33.
- *Overflight* – Primary traffic patterns reflecting where aircraft operating at the airport routinely fly.
- *Airspace Protection* – Outer boundary of the Obstruction Surfaces as defined by Code of Federal Regulation (CFR) Part 77, *Safe, Efficient Use and Preservation of the Navigable Airspace*. Surfaces associated with both the existing and future 4,888-foot runway configurations are depicted. The surfaces for an ultimate 5,000-foot runway are not shown.
- **Exhibit 4-8: Airport Environs Information.** Summarizes information about current land uses in the environs of the Ukiah Municipal Airport. The status of local general plans and airport land use compatibility policies contained in those plans are also summarized.
- **Exhibit 4-9: County of Mendocino General Plan Land Uses.** Shows the planned land use designations as reflected in the Mendocino County General Plan (adopted August 2009).
- **Exhibit 4-10: City of Ukiah General Land Uses.** Shows planned land use designations as reflected in the Ukiah Valley General Plan and Growth Management Program (adopted December 6, 1995).

GENERAL INFORMATION

- *Airport Ownership:* City of Ukiah
- *Property Size:* 160 acres
- *Airport Classification:* General Aviation, regional use
- *Airport Elevation:* 616.8 MSL

AIRPORT PLANNING DOCUMENTS

- Airport Master Plan (July 1996)
- Airport Layout Plan (April 2015; FAA approval January 2016)

RUNWAY/TAXIWAY DESIGN**Runway 15/33**

- *Critical Aircraft:* Beech King Air 200
- *Airport Category/Design Group:* Airport Reference Code B-II
- *Dimensions:* 4,423 ft. long, 150 feet wide
- *Pavement Strength (main landing gear configuration)*
 - Single wheel: 28,000 lbs
- *Average Gradient:* 0.3% (rising to north)
- *Runway Lighting:* MIREL
 - Runway 15/33: REIL & VASI
 - Runway 15: REIL Runway 33
- *Primary Taxiways:* 50-foot wide parallel taxiway

APPROACH PROTECTION

- *Runway Protection Zones (RPZs)*
 - Runway 15: 500 ft. x 700 ft. x 1,000 ft.
 - Runway 33: 500 ft. x 700 ft. x 1,000 ft.
- *Approach Obstacles*
 - Runway 15: 27 ft. trees, 950 ft from runway, 190 ft. right of centerline, 27:1 slope to clear
 - Runway 33: 27 ft. trees, 700 ft. from runway, 135 ft. left of centerline, 18:1 slope to clear

TRAFFIC PATTERNS AND APPROACH PROCEDURES

- *Airplane Traffic Patterns*
 - Left traffic on Runway 15; right traffic on Runway 33
 - Pattern altitude: 800 feet AGL
- *Instrument Approach Procedures*
 - Runway 15 LOC (nonprecision):
 - Straight-in: 1 1/4 mile visibility, 1,800 ft. min. descent ht.
 - Missed approach turns east
 - Circling (1 1/4 mi. visibility, 1,800 ft. min. descent height)
 - Runway 33 VOR (nonprecision):
 - Approach course from southeast (022°)
 - Circling: 1 1/4 mile visibility, 2,800 ft. min. descent ht.
 - Runway 33 RNAV (GPS):
 - Approach course from south
 - Circling: 1 1/4 mile visibility, 2,000 ft. min descent ht.
- *Visual Approach Aids*
 - Airport: Beacon
 - Runway 15: VASI 4L, REIL
 - Runway 33: REIL
- *Other*
 - CalFire Air Attack/Helitack Base located on Airport property.

BUILDING AREA

- *Location*
 - Most facilities west of Runway 15/33
- *Aircraft Parking Capacity*
 - Four primary tie-down areas; 65 spaces
 - Two T-hangar buildings; appx. 20 aircraft
 - One shade hangar; 14 aircraft
 - One primary auto parking area; appx. 75 spaces
- *Other Major Facilities*
 - City limits are predominately to the northwest
 - South and east area is dedicated to agriculture and commercial development
 - Highway 101 less than one mile to the east of the airport
- *Services*
 - Airport has one fixed base operator (City of Ukiah)
 - Aviation gasoline (self-service available)
 - 100LL and Jet A
 - Aircraft rental; flight instruction; pilot supplies

PLANNED FACILITY IMPROVEMENTS

- *Airfield*
 - Extend runway 465 feet to north to 4,888 feet
 - Acquire Fee Simple of 6.7 acres
 - Acquire Avigation Easement of 1.5 acres
 - Preserve option of extending runway to 5,000 feet
- *Building Area*
 - Tiedown Apron
 - Fuel Farm
 - Wash Rack
 - PAPI
 - Box Hangars
 - Helicopter Parking Spaces
- *Approach Protection*
 - None

Notes

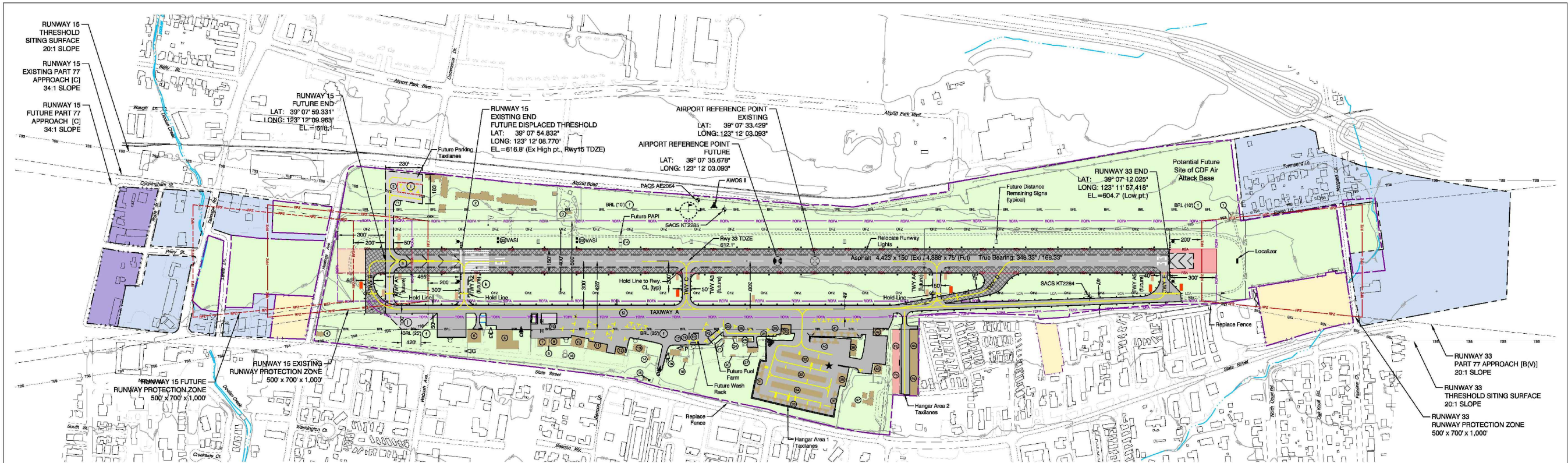
Sources: Data Compiled by Mead & Hunt (March 2019); Airport Layout Plan (1996), FAA 5010, AIRNAV, City of Ukiah.

Exhibit 4-1

Airport Features Summary

Ukiah Municipal Airport

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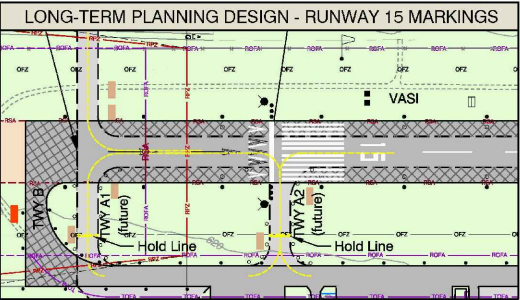
DRAWING LEGEND		
	EXISTING	FUTURE
ACTIVE AIRFIELD PAVEMENT		
PAVEMENT TO BE REMOVED	N/A	
AIRPORT PROPERTY		
AVIATION EASEMENT		
EXISTING AV. EASEMENT / FUTURE PROPERTY		
AIRPORT REFERENCE POINT		
RUNWAY SAFETY AREA		
RUNWAY PROTECTION ZONE		
RUNWAY OBJECT FREE AREA		
OBSTACLE FREE ZONE		
PART 77 RUNWAY APPROACH SURFACE		
THRESHOLD SITING SURFACE		
TAXIWAY OBJECT FREE AREA		
LOCALIZER CRITICAL AREA		
BUILDING RESTRICTION LINE		
BUILDING - ON AIRPORT		
BUILDING - OFF AIRPORT		
BUILDING - OFF AIRPORT, TO BE REMOVED	N/A	
PAVED ROAD		
AIRPORT SERVICE ROAD - PAVED		
AIRPORT SERVICE ROAD - GRAVEL		
FENCE		
VEHICLE GATE/PEDESTRIAN GATE		
WIND CONE		
AIRFIELD SIGNS		
VASI (VISUAL APPROACH SLOPE INDICATOR)		
PAPI (PRECISION APPROACH PATH INDICATOR)		
AIRFIELD LIGHTS: SINGLE/GROUP/RELS		
BEACON		
YELLOW CHEVRON MARKINGS		
UTILITY POLE		
SECURITY LIGHTING		
DISTANCE REMAINING SIGN		
TOPOGRAPHIC CONTOURS		
MONUMENT		
WATERWAY / CULVERT		
HELICOPTER PAD		
SECTION CORNER		

AIRPORT DATA		
	EXISTING	FUTURE
AIRPORT REFERENCE CODE	B-II-5000	No Change
MEAN MAX. TEMP. (Hottest Month) (d)	92.7° F (July)	No Change
AIRPORT ELEVATION (Above Mean Sea Level) (c)	617.0'	618.1'
AIRPORT NAVIGATIONAL AIDS	Localizer, Vortac, GPS, Beacon, VASI, REILs, ASOS	Sense + PAPI replacing VASI
AIRPORT REFERENCE POINT (b)	LATITUDE: 39° 07' 33.429" N LONGITUDE: 123° 12' 03.093" W	LATITUDE: 39° 07' 35.678" N LONGITUDE: 123° 12' 03.093" W
MISCELLANEOUS FACILITIES	Fuel (100LL + JET-A), powerplant & airplane service, FBOs	No Change
CRITICAL AIRCRAFT	Beech King Air 200	No Change
MAGNETIC VARIATION (e)	14° 17' 35" E (April 2014)	Moving 0° 6.9" W / Year
NPIAS SERVICE LEVEL	General Aviation	No Change
STATE SERVICE LEVEL	Regional	No Change
AIRPORT ACREAGE	Fee Simple: 160.2 acres Aviation Easement: 40.9 acres	166.9 acres 39.4 acres

LAYOUT PLAN NOTES	
• ALP prepared using design criteria from FAA Advisory Circulars 150/5300-13A Change 1, "Airport Design", 150/5070-6A, "Airport Master Plans" and Part 77 of the Federal Aviation Regulations (FAR), "Safe, Efficient Use, and Preservation of the Navigable Airspace."	
(a) The proposed 465 foot runway extension project identified herein is for long-term planning purposes only. This proposed project shall not be undertaken without prior NEPA environmental processing and written FAA approval. Precondition will include FAA Forecast approval and FAA approval of airfield standard design.	
(b) All coordinates NAD83. Horizontal data source: AGIS Survey by Woolpert, March 2009.	
(c) All elevations NAVD83. Data source: AGIS Survey by Woolpert, March 2009.	
(d) Temperature Source: Western Regional Climate Center. Station #049122, Ukiah, California.	
(e) Magnetic Declination Source: NOAA, National Geophysical Data Center.	
(f) The building restriction line (BRL) is based on a composite of airfield design setbacks such as the taxiway object free area (TOFA) and Part 77 airspace surfaces. Allowable building elevations above ground level are noted at each line: 25 feet above runway elevation on west side of runway, and 10 feet above runway elevation on east side of runway.	
(g) Taxiway object free area (TOFA) from Taxiway A centerline is based on critical aircraft wingspan. Taxiway centerline to object separation equal to 0.7 times the critical aircraft wingspan plus 10 feet: [0.7(54.57)+10]=49 feet. Wing tip clearance equal to 0.2 times the wingspan plus 10 feet: [0.2(54.57)+10]=21 feet.	
(h) Future chevrons shown as near-term marking solution. See inset below for long-term marking design.	
(i) Proposed tie-down apron is depicted for long-term planning purposes only.	
(j) Proposed run-up apron is depicted for long-term planning purposes only.	
(k) Proposed New Taxiway A2 to existing Runway 15 end threshold and new chevrons at of existing Runway 15 end will correct and eliminate the non-standard aligned taxiway design.	

EXISTING BUILDING AND FACILITY LEGEND			
EXISTING FACILITIES	ELEVATION	EXISTING FACILITIES	ELEVATION
(1) Localizer Equipment Building	614'	(17) Covered Picnic Area	635'
(2) City of Ukiah - Corporate Yard	632'	(18) Storage	625'
(3) Fuel Storage Tank	620'	(19) Commercial Building	640'
(4) Commercial Building	641'	(20) Portable Office	636'
(5) Box Hanger	642'	(21) Storage	631'
(6) FBO (2)	642'	(22) VASI (visual approach slope indicator)	617'
(7) FBO	644'	(23) Covered Storage	638'
(8) Portable Office	635'	(24) Electrical Vault	630'
(9) Box Hanger	644'	(25) Storage	625'
(10) Airport Maintenance	643'	(26) Fire Retardant Storage	625'
(11) FBO (2)	642'	(27) FBO Offices	643'
(12) Box Hanger	639'	(28) Portable T-hanger	630'
(13) Airport Administration	644'	(29) Storage	623'
(14) Storage Building	644'	(30) Box Hanger	639'
(15) Electrical Vault and Future Standby Generator	641'	(31) Portable T-hangers	635'
(16) Commercial Building	641'	(32) T-hangers (10)	634'

FUTURE FACILITIES	
(1) Proposed Tie-down Apron	
(2) Future Fuel Farm	
(3) Future Wash Rack	
(4) Future PAPI	
(5) Future Box Hangers	
(6) Future Helicopter Parking Spaces	



Accepted by Caltrans Division of Aeronautics as basis of ALUCP on 5/23/19

SUBMITTED BY:				
By	Date			
FAA Approval Space				
UKIAH MUNICIPAL AIRPORT UKIAH, CALIFORNIA				
AIRPORT LAYOUT PLAN				
Mead & Hunt		133 Aviation Boulevard, Suite 100 Santa Rosa, California 95403 (707) 526-5010 Fax (707) 526-9721 www.meadhunt.com		
DESIGN: CS/BM		DRAWN: TE/DS		DATE: April 2015
				SHEET 2 OF 11
The preparation of this document may have been supported, in part, through the Airport Improvement Program financial assistance from the Federal Aviation Administration (Project Number Unassigned), as provided under Title 49 U.S.C., Section 47104. The contents do not in any way constitute a commitment on the part of the United States to participate in any development depicted therein nor does it indicate that the proposed development is environmentally acceptable or would have justification in accordance with applicable public laws.				

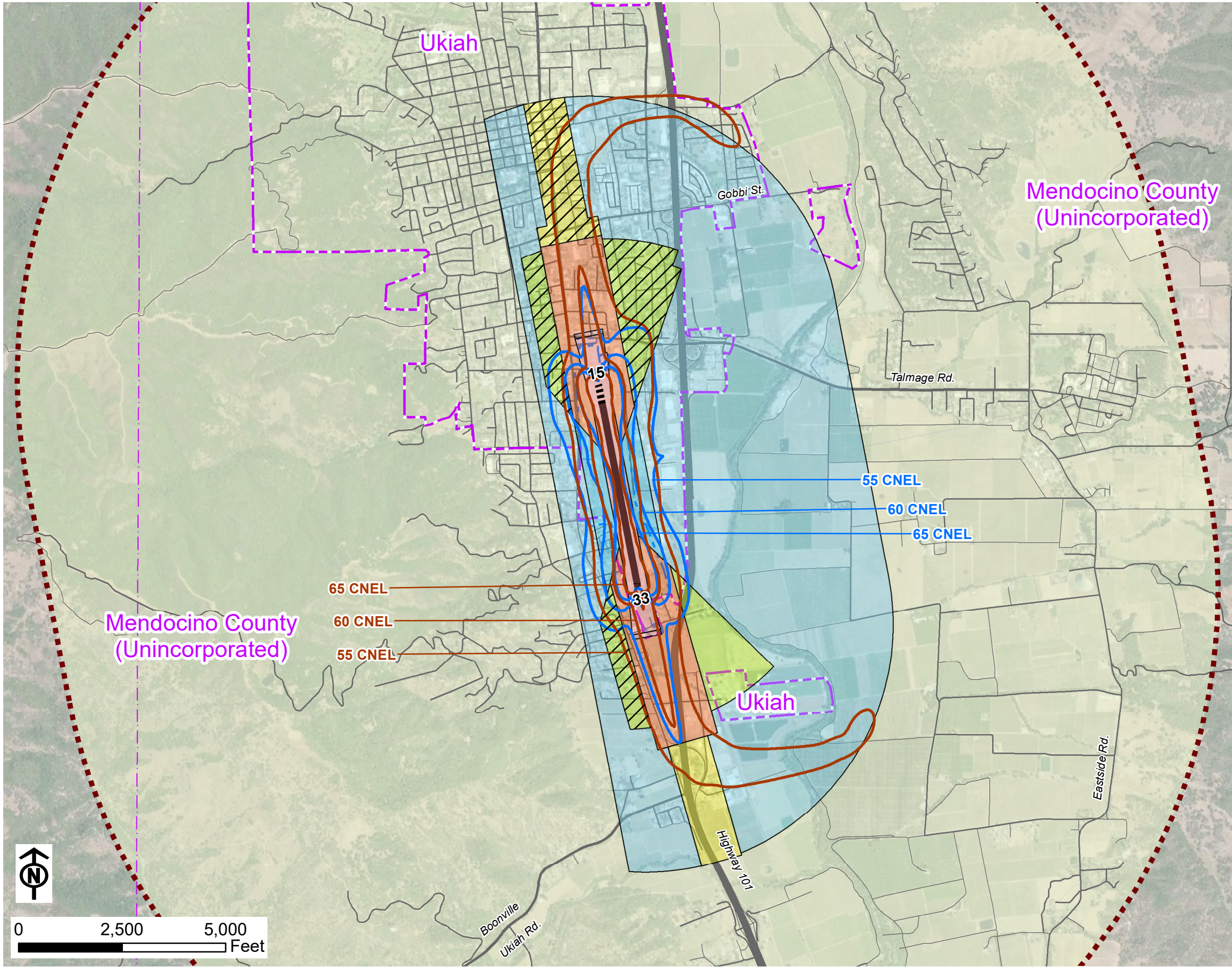
BASED AIRCRAFT			RUNWAY USE DISTRIBUTION		
	Current ^c 2019	Future ^a 2039		Current	Future
<i>Aircraft Type</i>			<i>Takeoffs & Landings</i>		
Single-Engine	70	70	Single-Engine Aircraft		
Multi-Engine	2	2	Runway 15	50%	50%
Jet	0	0	Runway 33	50%	50%
Helicopters	2	2	Twin-Engine & Business Jet Aircraft		
Gliders	1	1	Runway 15	50%	50%
Military	0	0	Runway 33	50%	50%
Ultra-Light	3	4			
Total	78	79			
AIRCRAFT OPERATIONS			TIME OF DAY DISTRIBUTION		
	Current ^c 2019	Future ^a 2039		Day	Evening Night
<i>Total</i>			Single-Engine Aircraft	95%	4% 1%
Annual	15,458	30,916	Twin-Engine Aircraft &	95%	4% 1%
Average Day, Annual	42	85	Business Jet Aircraft		
<i>Distribution by Operation Type^c</i>			FLIGHT TRACK USAGE^b		
Local (incl. touch-and-goes)	38%	No	<i>All Aircraft</i>		
Itinerant	62%	Change	▪ Left traffic on Runway 15; right traffic on Runway 33		
<i>Distribution by Aircraft Type^a</i>			▪ Noise abatement departure procedure in effect for departures on Runway 33		
General Aviation					
Single-Engine Piston	77%				
Single-Engine Turbine	9%				
Twin-Engine Piston	1%				
Jet	<1%	No			
Helicopter	6%	Change			
Gliders	<1%				
Military	<1%				
Ultra-Light	<1%				
Fire Attack	6%				
Notes					
^a Source: Prepared by Mead & Hunt, 2019					
^b Source: Ukiah Municipal Airport Master Plan (1996)					
^c Source: FAA 5010 Airport Master Record (2019)					
Source: Data Compiled by Mead & Hunt (May 2019)					

Exhibit 4-3

Airport Activity Data Summary

Ukiah Municipal Airport

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0 2,500 5,000 Feet

Source: Mead & Hunt, Inc.

Legend

- Existing Runway (4,423' Ex. Length)
- Future Runway Extension (4,888' Fut. Length)
- Existing Airport Property Boundary
- City Limit Boundary
- City Sphere of Influence (extends off map view)
- Airport Influence Area³

Compatibility Zones

- Zone 1: Runway Protection Zone (RPZ)
- Zone 1*: Ultimate Runway Protection Zone (RPZ)
- Zone 2: Inner Approach/Departure Zone
- Zone 3: Inner Turning Zone
- Zone 4: Outer Approach/Departure Zone
- Zone 5: Sideline Zone
- Zone 6: Traffic Pattern Zone
- Urban Overlay Zone
- Other Airport Environs

Airport Noise Contours

- Avg. Annual Day (30,916 Future Annual Ops)¹
- Cal Fire Typical Fire-Event Day²

Notes

- Source: Mead & Hunt, Inc. (May 2019). Forecast based on 2019 activity data provided by Ukiah Municipal Airport Management. Forecast represents a theoretical maximum for compatibility planning purposes.
- Source: Mead & Hunt, Inc. (2019). The Cal Fire noise contours represent a typical fire event day with 44 Departures and 44 arrivals split evenly between Runways 15 and 33. Aircraft type modeled was the S-2T.
- Portions of the Airport Influence Area may extend beyond map limits.

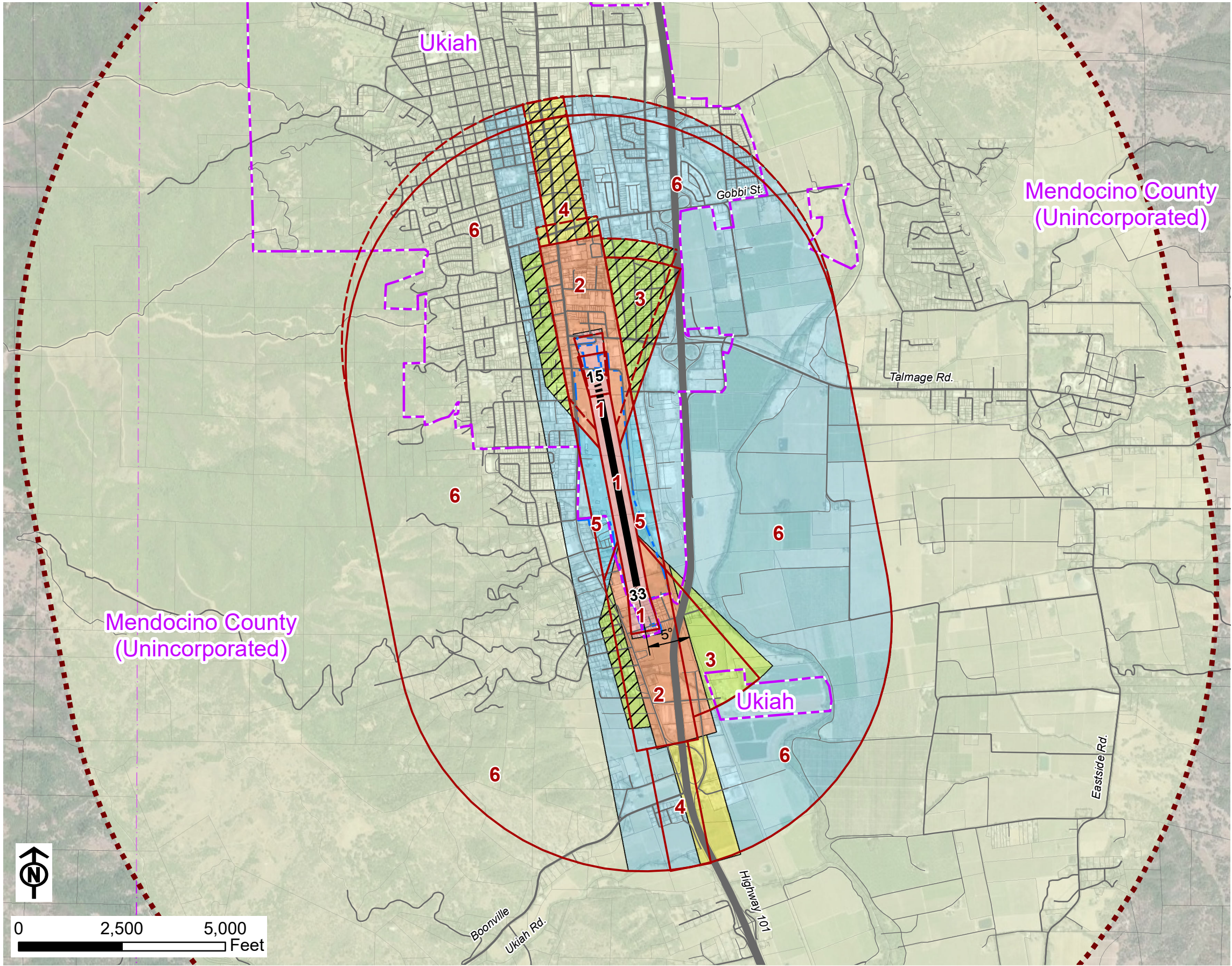
**Mendocino County
Airport Land Use Commission**

**Ukiah Municipal Airport
Land Use Compatibility Plan**

(Adopted May 20, 2021)

Exhibit 4-4

Compatibility Factors: Noise
Ukiah Municipal Airport



0 2,500 5,000 Feet

Source: Mead & Hunt, Inc.

Legend

- Existing Runway (4,423' Ex. Length)
- Future Runway Extension (4,888' Fut. Length)
- Existing Airport Property Boundary
- City Limit Boundary
- City Sphere of Influence (extends off map view)
- Airport Influence Area²

Compatibility Zones

- Zone 1: Runway Protection Zone (RPZ)
- Zone 1*: Ultimate Runway Protection Zone (RPZ)
- Zone 2: Inner Approach/Departure Zone
- Zone 3: Inner Turning Zone
- Zone 4: Outer Approach/Departure Zone
- Zone 5: Sideline Zone
- Zone 6: Traffic Pattern Zone
- Urban Overlay Zone
- Other Airport Environs

Handbook Safety Zones (Med. GA Runway)

- Safety Zones (Applied to Existing Runway)
- Safety Zones (Applied to Fut. Runway Extension)
- 1 Runway Protection Zone
- 2 Inner Approach/Departure Zone
- 3 Inner Turning Zone
- 4 Outer Approach/Departure Zone
- 5 Sideline Zone
- 6 Traffic Pattern Zone

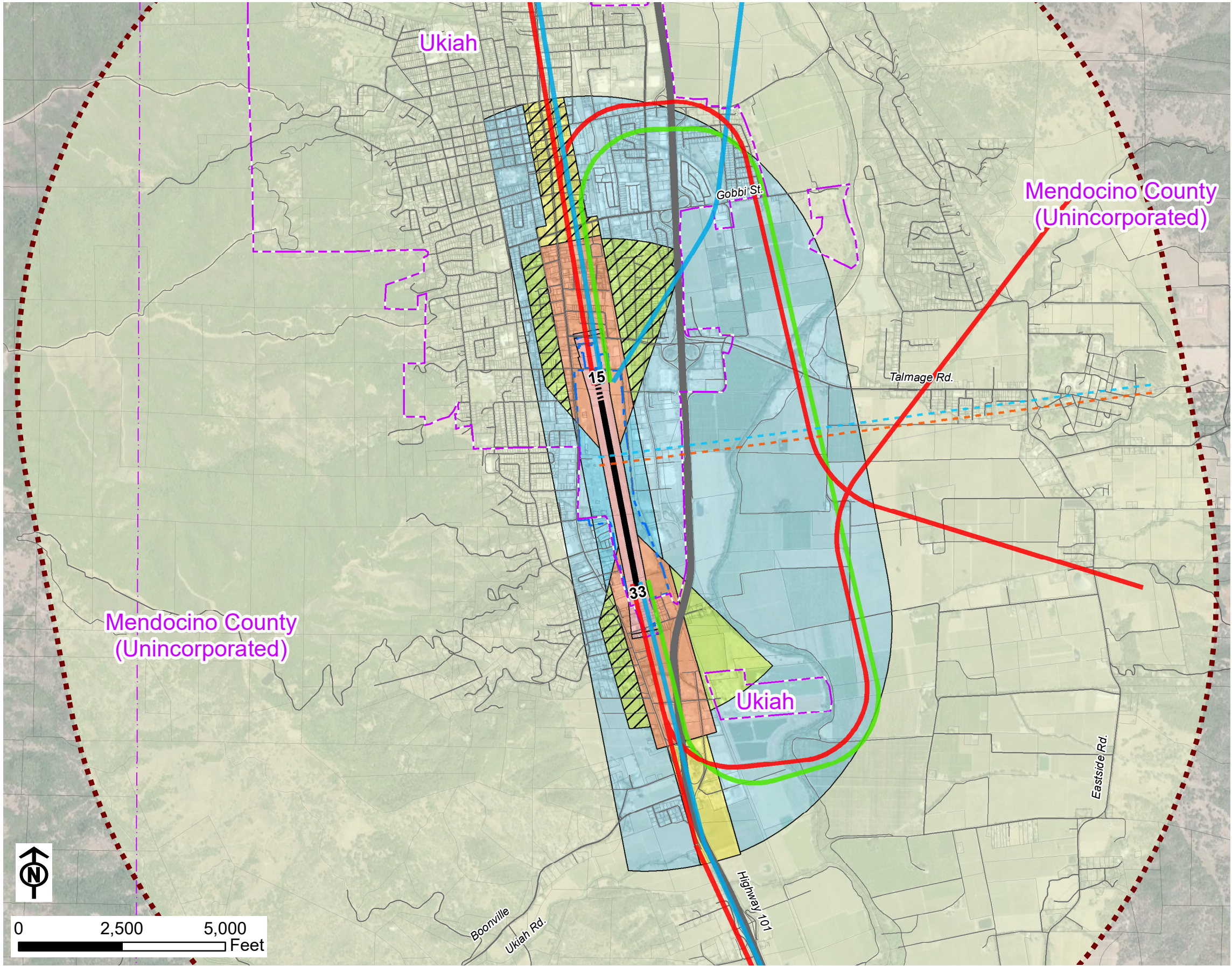
Notes

- Source: California Airport Land Use Planning Handbook (Handbook) published by California Department of Transportation, Division of Aeronautics (2011). Consistent with Handbook, Zone 1 modified to reflect the Runway Protection Zone (RPZ) on FAA-approved Airport Layout Plan (2015).
- Portions of the Airport Influence Area may extend beyond map limits.

**Mendocino County
Airport Land Use Commission
Ukiah Municipal Airport
Land Use Compatibility Plan
(Adopted May 20, 2021)**

Exhibit 4-5

Compatibility Factor: Safety
Ukiah Municipal Airport



Source: Mead & Hunt, Inc.

Legend

- Existing Runway (4,423' Ex. Length)
- Future Runway Extension (4,888' Fut. Length)
- Existing Airport Property Boundary
- City Limit Boundary
- City Sphere of Influence (extends off map view)
- Airport Influence Area²

General Flight Patterns¹

- Fixed Wing Aircraft - Arrival
- Fixed Wing Aircraft - Departure
- Fixed Wing Aircraft - Touch-and-Go
- Helicopter - Arrival
- Helicopter - Departure

Compatibility Zones

- Zone 1: Runway Protection Zone (RPZ)
- Zone 1*: Ultimate Runway Protection Zone (RPZ)
- Zone 2: Inner Approach/Departure Zone
- Zone 3: Inner Turning Zone
- Zone 4: Outer Approach/Departure Zone
- Zone 5: Sideline Zone
- Zone 6: Traffic Pattern Zone
- Urban Overlay Zone
- Other Airport Environs

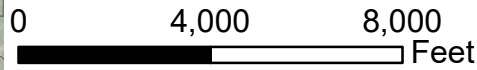
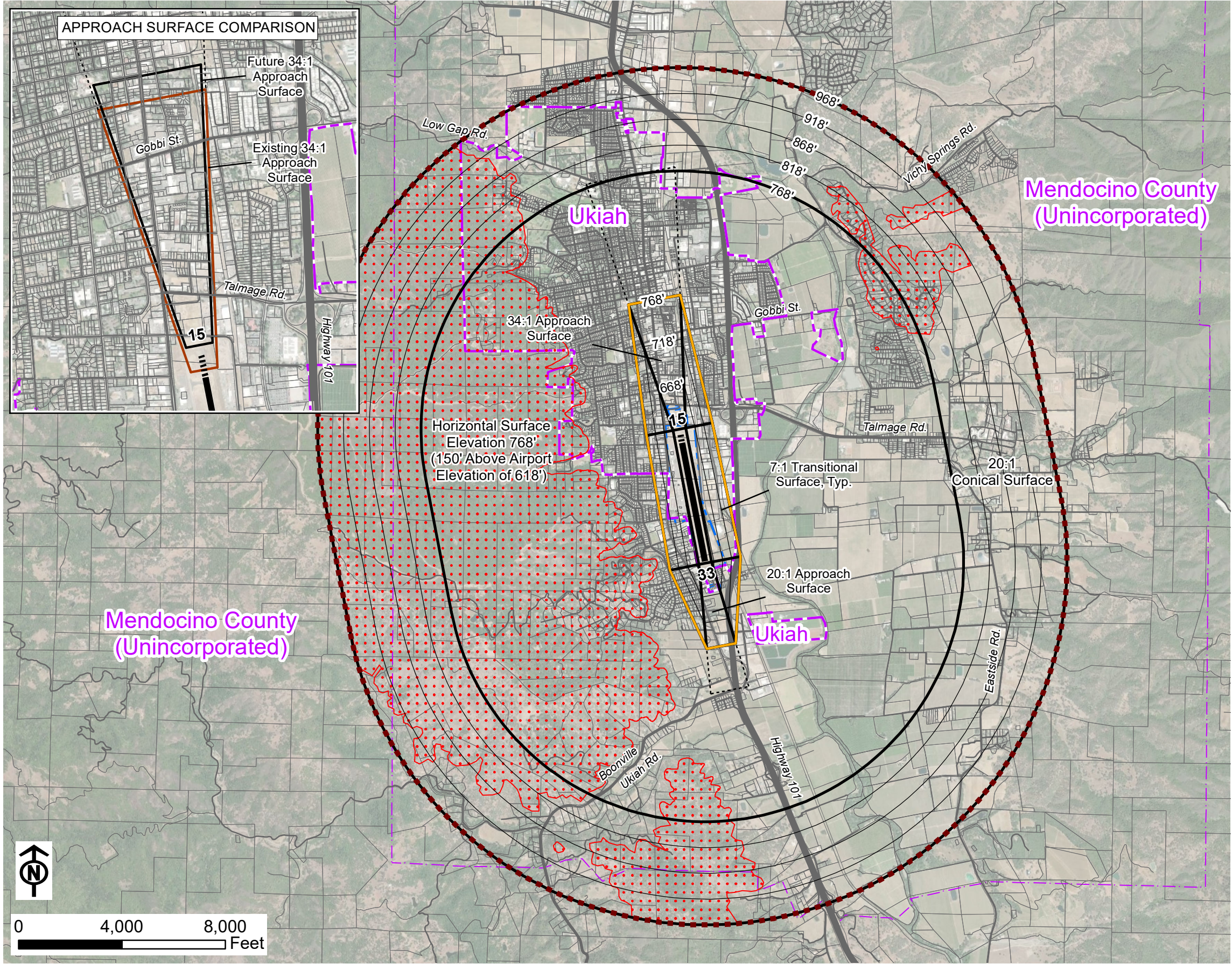
Notes

- Source: General flight patterns identified by Ukiah Airport Management.
- Portions of the Airport Influence Area may extend beyond map limits.

**Mendocino County
Airport Land Use Commission
Ukiah Municipal Airport
Land Use Compatibility Plan
(Adopted May 20, 2021)**

Exhibit 4-6

Compatibility Factor: Overflight
Ukiah Municipal Airport



Source: Mead & Hunt, Inc.

Legend

- Existing Runway (4,423' Ex. Length)
- Future Runway Extension (4,888' Fut. Length)
- Existing Airport Property Boundary
- City Limit Boundary
- City Sphere of Influence (extends off map view)
- Airport Influence Area

Airspace Obstruction Surfaces¹

- Airspace Protection Zones (14 CFR Part 77)
- Airspace Protection Surface Contour (50' interval)
- Existing Approach Surface (Runway 15; See inset)
- Airspace Critical Protection Zone
- Airspace High Terrain Zone

Notes

1. Source: Title 14 Code of Federal Regulation Part 77, Safe, Efficient Use and Preservation of Navigable Airspace as applied to Ukiah Municipal Airport future runway length.

Mendocino County
Airport Land Use Commission
Ukiah Municipal Airport
Land Use Compatibility Plan
(Adopted May 20, 2021)

Exhibit 4-7

Compatibility Factor: Airspace
Ukiah Municipal Airport

AIRPORT LOCATION

- *Location*
 - Southeastern Mendocino County
 - One mile south of Ukiah city center
 - U.S. Hwy 101 parallels runway 0.3 miles east
- *Topography*
 - Situated in Ukiah Valley west of Russian River
 - Surrounded by low hills, Lake Mendocino to the north and Mayacmas Mountains to the east (2,000 feet above MSL)
 - Airport elevation 616 feet
 - High terrain within 2 miles to the south on approach to Runway 33

AIRPORT ENVIRONS LAND USE JURISDICTIONS

- *City of Ukiah*
 - Airport property fully within city limits at the south end of the city
- *County of Mendocino*
 - Controls lands east of Hwy 101 and south of the airport
 - 2011 *Ukiah Valley Area Plan* shows sphere of influence expanding city limits mostly to the west and north, not near the airport

EXISTING AIRPORT AREA LAND USES

- *General Character*
 - Urbanized north and west of the airport and between the airport and Hwy 101 on the east
 - Generally rural to the south
 - Agricultural beyond Hwy 101 to the east
- *Runway Approaches*
 - North (Runway 15): Mixed industrial, commercial, and residential adjacent to the runway protection zone; city center further north
 - South (Runway 33): Mixed low-density commercial and residential uses plus agricultural
- *Traffic Pattern*
 - No traffic pattern west of the runway; area is largely residential
 - Recent big-box commercial development between the runway and Hwy 101 to the east; mostly agricultural uses underlying the downwind leg of the traffic pattern

STATUS OF COMMUNITY PLANS

- *City of Ukiah*
 - General Plan and Growth Management Program Adopted December 6, 1995
 - Form Based Zoning Downtown Plan
- *County of Mendocino*
 - Mendocino County General Plan Adopted August 2009
 - Ukiah Valley Area Plan Adopted August 2, 2011

PLANNED AIRPORT AREA LAND USES

- *City of Ukiah*
 - Rural Residential (1 du/ac); Residential uses of mixed types to northeast; Low Density (1-6 du/ac); Medium Density (1-14 du/ac); and High Density (1-28 du/ac) uses north of the airport
 - No expansion into the agricultural areas east of the airport is planned

ESTABLISHED COMPATIBILITY MEASURES

- *Mendocino County General Plan (Adopted August 2009)*
 - Policy DE-165: Improve airport facilities and encourage economic development and uses that support airport viability.
 - Policy DE-166: Land use decisions and development should be carried out in a manner that will reduce aviation-related hazards (including hazards to aircraft, and hazards posed by aircraft). This could be accomplished through a variety of measures, including the following: maintaining compatible zoning, land uses, densities, and intensities within airport influence zones; protecting the viability of existing airport operations and expansion potential.
 - Policy DE-167: Development in air traffic patterns, corridors, and airport influence zones shall be consistent with the Mendocino County Airport Comprehensive Land Use Plan and California Division of Aeronautics and Federal Aviation Administration regulations.
 - Action Item DE-167.1: Update the Airport Comprehensive Land Use Plan when changes in the aviation sector or airport use warrant a revision of land use restrictions.
- *City of Ukiah General Plan (Adopted December 6, 1995)*
 - Goal AE-1: Promote the airport for the community's benefit both now and in the future
 - Policy AE-1.1: Recognize that the airport's vitality and growth help achieve the General Plan Vision.
 - Goal AE-2: Provide for long-term viability of the airport.
 - Policy AE-2.1: Define the long-term growth boundaries for the airport.
 - Goal AE-3: Establish uniform ordinances and regulations for land use in the airport's core and peripheral overlay zones.
 - Policy AE-3.1: Work with the County to develop a similar or duplicate implementing code for development in and around the airport.
 - Policy AE-3.2: Promote acceptable land uses for both city and county zones in the core and peripheral zone areas.
 - Goal AE-4: Promote a "good neighbor policy" by the airport and its users.
 - Policy AE-4.1: Develop a Noise Control program.
 - Policy AE-4.2: Identify common noise levels in and around the airport to identify "airport-specific" noise.

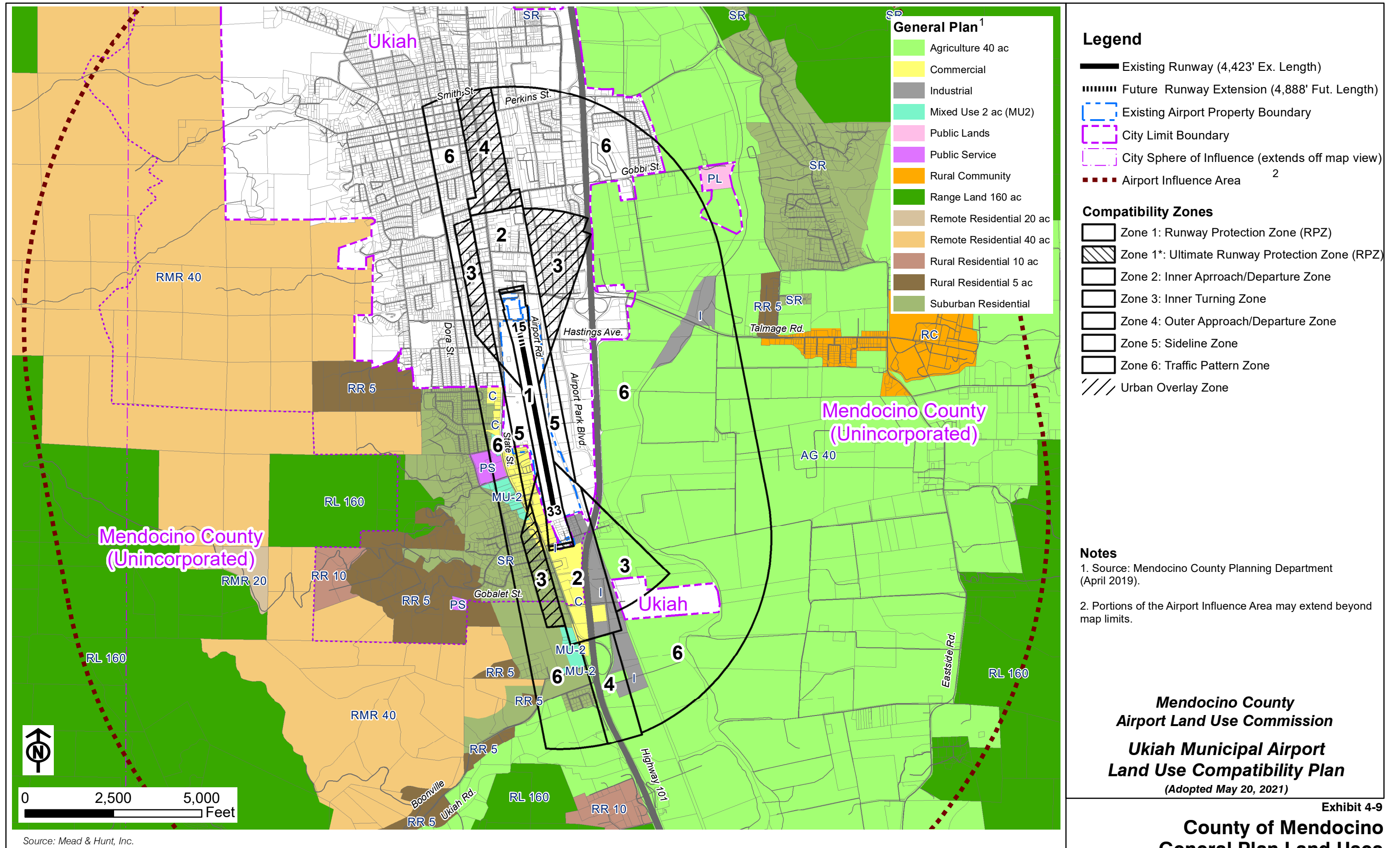
Exhibit 4-8

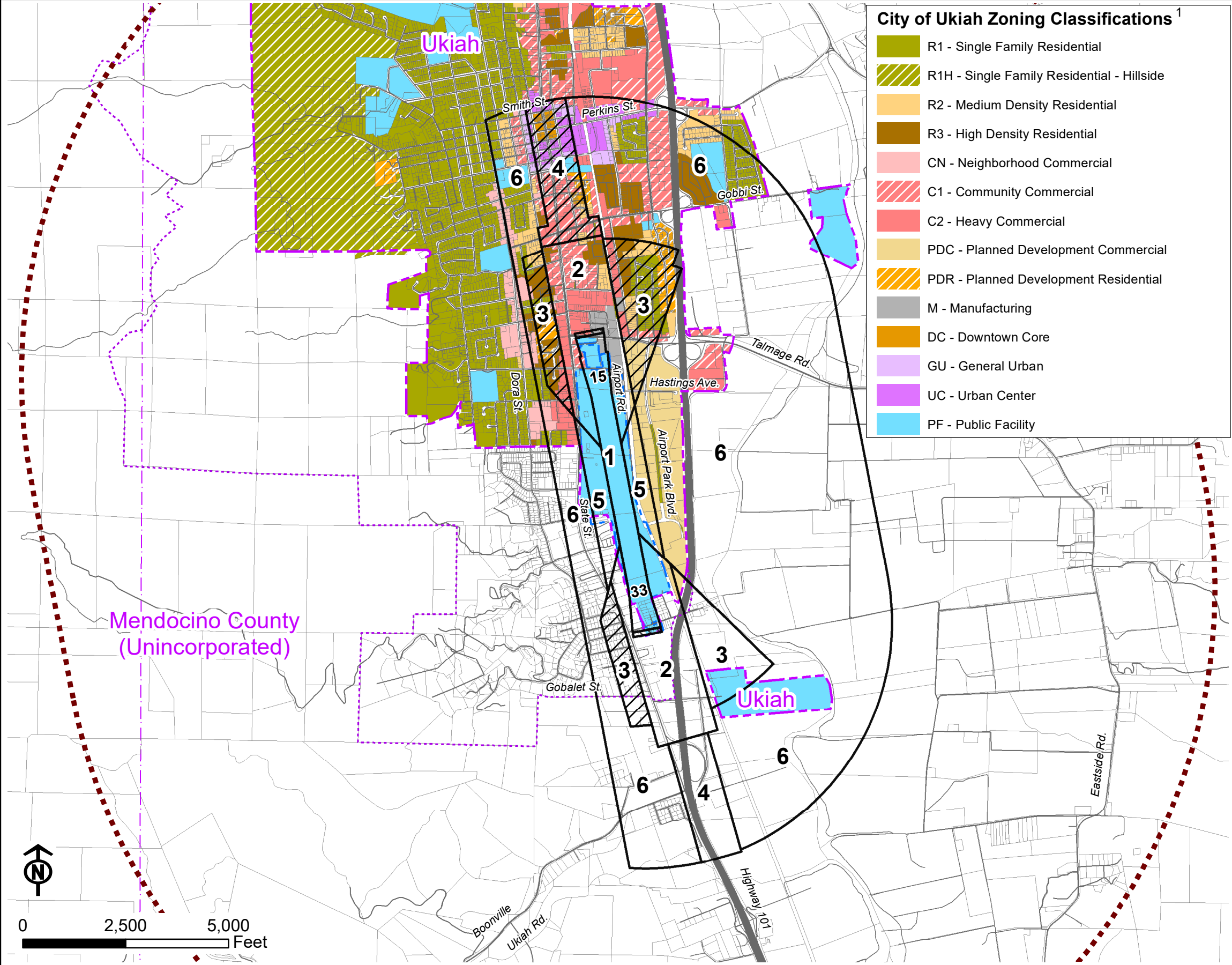
Airport Environs Information

Ukiah Municipal Airport

- *Ukiah Valley Area Plan, Section 3, Land Use and Community Development (Adopted by Mendocino County August 2, 2011)*
 - Goal LU2: Promote compatible land uses adjacent to important transportation facilities and protect against incompatible ones.
 - Policy LU 2.1: Define acceptable standards for development in the vicinity of the airport.
 - Policy LU 2.1a: Clear Zone: Prohibit development in the clear zone as defined in the Ukiah Municipal Airport Master Plan.
 - Policy LU 2.1b: Compatibility Guidelines: Only allow development within each airport zone that conforms to the height, use, and intensity specified in the land use compatibility table of the ACLUP. As airports evolve and fuel prices change, collaborate with the City of Ukiah, the County Airport Land Use Commission, and Caltrans Aeronautics to reassess compatibility issues.
- *Ukiah Valley Area Plan, Section 5, Circulation and Transportation (Adopted by Mendocino County August 2, 2011)*
 - Goal CT1: Provide for efficient and safe circulation networks throughout the Ukiah Valley.
 - Policy CT1.1: Promote the development of an integrated transportation corridor through the Valley
 - CT1.1a Identification of Integrated Transportation Corridor: work with local and regional agencies to define and develop an integrated transportation corridor. The integrated transportation corridor shall encompass U.S. Highway 101; major thoroughfares; and rail, air, and public transportation to proactively manage travel demand by identifying underutilized capacity in the corridor and shift travel demand accordingly.

Source: Data Compiled by Mead & Hunt (March 2019)





Legend

- Existing Runway (4,423' Ex. Length)
- Future Runway Extension (4,888' Fut. Length)
- Existing Airport Property Boundary
- City Limit Boundary
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- Airport Influence Area²

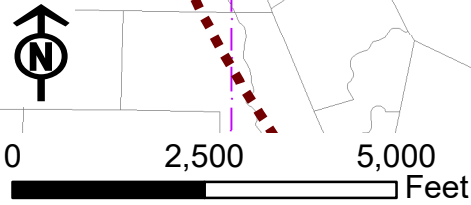
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- Zone 3: Inner Turning Zone
- Zone 4: Outer Approach/Departure Zone
- Zone 5: Sideline Zone
- Zone 6: Traffic Pattern Zone
- Urban Overlay Zone

Notes

- Source: City of Ukiah.
- Portions of the Airport Influence Area may extend beyond map limits

**Mendocino County
Airport Land Use Commission
Ukiah Municipal Airport
Land Use Compatibility Plan
(Adopted May 20, 2021)**



Source: Mead & Hunt, Inc.



APPENDICES



State Laws Related to Airport Land Use Planning

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(as of January 2020)

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AERONAUTICS LAW
PUBLIC UTILITIES CODE
Division 9—Aviation
Part 1—State Aeronautics Act
Chapter 4—Airports and Air Navigation Facilities
Article 3.5—Airport Land Use Commission

21670. Creation; Membership; Selection

- (a) The Legislature hereby finds and declares that:
- (1) It is in the public interest to provide for the orderly development of each public use airport in this state and the area surrounding these airports so as to promote the overall goals and objectives of the California airport noise standards adopted pursuant to Section 21669 and to prevent the creation of new noise and safety problems.
 - (2) It is the purpose of this article to protect public health, safety, and welfare by ensuring the orderly expansion of airports and the adoption of land use measures that minimize the public's exposure to excessive noise and safety hazards within areas around public airports to the extent that these areas are not already devoted to incompatible uses.
- (b) In order to achieve the purposes of this article, every county in which there is located an airport which is served by a scheduled airline shall establish an airport land use commission. Every county, in which there is located an airport which is not served by a scheduled airline, but is operated for the benefit of the general public, shall establish an airport land use commission, except that the board of supervisors of the county may, after consultation with the appropriate airport operators and affected local entities and after a public hearing, adopt a resolution finding that there are no noise, public safety, or land use issues affecting any airport in the county which require the creation of a commission and declaring the county exempt from that requirement. The board shall, in this event, transmit a copy of the resolution to the Director of Transportation. For purposes of this section, "commission" means an airport land use commission. Each commission shall consist of seven members to be selected as follows:
- (1) Two representing the cities in the county, appointed by a city selection committee comprised of the mayors of all the cities within that county, except that if there are any cities contiguous or adjacent to the qualifying airport, at least one representative shall be appointed therefrom. If there are no cities within a county, the number of representatives provided for by paragraphs (2) and (3) shall each be increased by one.
 - (2) Two representing the county, appointed by the board of supervisors.
 - (3) Two having expertise in aviation, appointed by a selection committee comprised of the managers of all of the public airports within that county.
 - (4) One representing the general public, appointed by the other six members of the commission.
- (c) Public officers, whether elected or appointed, may be appointed and serve as members of the commission during their terms of public office.
- (d) Each member shall promptly appoint a single proxy to represent him or her in commission affairs and to vote on all matters when the member is not in attendance. The proxy shall be designated in

a signed written instrument which shall be kept on file at the commission offices, and the proxy shall serve at the pleasure of the appointing member. A vacancy in the office of proxy shall be filled promptly by appointment of a new proxy.

- (e) A person having an “expertise in aviation” means a person who, by way of education, training, business, experience, vocation, or avocation has acquired and possesses particular knowledge of, and familiarity with, the function, operation, and role of airports, or is an elected official of a local agency which owns or operates an airport.
- (f) It is the intent of the Legislature to clarify that, for the purposes of this article that special districts, school districts and community college districts are included among the local agencies that are subject to airport land use laws and other requirements of this article.

21670.1. Action by Designated Body Instead of Commission

- (a) Notwithstanding any other provision of this article, if the board of supervisors and the city selection committee of mayors in the county each makes a determination by a majority vote that proper land use planning can be accomplished through the actions of an appropriately designated body, then the body so designated shall assume the planning responsibilities of an airport land use commission as provided for in this article, and a commission need not be formed in that county.
- (b) A body designated pursuant to subdivision (a) that does not include among its membership at least two members having expertise in aviation, as defined in subdivision (e) of Section 21670, shall, when acting in the capacity of an airport land use commission, be augmented so that body, as augmented, will have at least two members having that expertise. The commission shall be constituted pursuant to this section on and after March 1, 1988.
- (c)
 - (1) Notwithstanding subdivisions (a) and (b), and subdivision (b) of Section 21670, if the board of supervisors of a county and each affected city in that county each makes a determination that proper land use planning pursuant to this article can be accomplished pursuant to this subdivision, then a commission need not be formed in that county.
 - (2) If the board of supervisors of a county and each affected city makes a determination that proper land use planning may be accomplished and a commission is not formed pursuant to paragraph (1), that county and the appropriate affected cities having jurisdiction over an airport, subject to the review and approval by the Division of Aeronautics of the department, shall do all of the following:
 - (A) Adopt processes for the preparation, adoption, and amendment of the airport land use compatibility plan for each airport that is served by a scheduled airline or operated for the benefit of the general public.
 - (B) Adopt processes for the notification of the general public, landowners, interested groups, and other public agencies regarding the preparation, adoption, and amendment of the airport land use compatibility plans.
 - (C) Adopt processes for the mediation of disputes arising from the preparation, adoption, and amendment of the airport land use compatibility plans.
 - (D) Adopt processes for the amendment of general and specific plans to be consistent with the airport land use compatibility plans.
 - (E) Designate the agency that shall be responsible for the preparation, adoption, and amendment of each airport land use compatibility plan.

- (3) The Division of Aeronautics of the department shall review the processes adopted pursuant to paragraph (2), and shall approve the processes if the division determines that the processes are consistent with the procedure required by this article and will do all of the following:
 - (A) Result in the preparation, adoption, and implementation of plans within a reasonable amount of time.
 - (B) Rely on the height, use, noise, safety, and density criteria that are compatible with airport operations, as established by this article, and referred to as the Airport Land Use Planning Handbook, published by the division, and any applicable federal aviation regulations, including, but not limited to, Part 77 (commencing with Section 77.1) of Title 14 of the Code of Federal Regulations.
 - (C) Provide adequate opportunities for notice to, review of, and comment by the general public, landowners, interested groups, and other public agencies.
- (4) If the county does not comply with the requirements of paragraph (2) within 120 days, then the airport land use compatibility plan and amendments shall not be considered adopted pursuant to this article and a commission shall be established within 90 days of the determination of noncompliance by the division and an airport land use compatibility plan shall be adopted pursuant to this article within 90 days of the establishment of the commission.
- (d) A commission need not be formed in a county that has contracted for the preparation of airport land use compatibility plans with the Division of Aeronautics under the California Aid to Airports Program (Chapter 4 (commencing with Section 4050) of Division 2.5 of Title 21 of the California Code of Regulations) and that submits all of the following information to the Division of Aeronautics for review and comment that the county and the cities affected by the airports within the county, as defined by the airport land use compatibility plans:
 - (1) Agree to adopt and implement the airport land use compatibility plans that have been developed under contract.
 - (2) Incorporated the height, use, noise, safety, and density criteria that are compatible with airport operations as established by this article, and referred to as the Airport Land Use Planning Handbook, published by the division, and any applicable federal aviation regulations, including, but not limited to, Part 77 (commencing with Section 77.1) of Title 14 of the Code of Federal Regulations as part of the general and specific plans for the county and for each affected city.
 - (3) If the county does not comply with this subdivision on or before May 1, 1995, then a commission shall be established in accordance with this article.
- (e) (1) A commission need not be formed in a county if all of the following conditions are met:
 - (A) The county has only one public use airport that is owned by a city.
 - (B) (i) The county and the affected city adopt the elements in paragraph (2) of subdivision (d), as part of their general and specific plans for the county and the affected city.
 - (ii) The general and specific plans shall be submitted, upon adoption, to the Division of Aeronautics. If the county and the affected city do not submit the elements specified in paragraph (2) of subdivision (d), on or before May 1, 1996, then a commission shall be established in accordance with this article.

21670.2. Application to Counties Having over 4 Million in Population

- (a) Sections 21670 and 21670.1 do not apply to the County of Los Angeles. In that county, the county regional planning commission has the responsibility for coordinating the airport planning of public agencies within the county. In instances where impasses result relative to this planning, an appeal may be made to the county regional planning commission by any public agency involved. The action taken by the county regional planning commission on an appeal may be overruled by a four-fifths vote of the governing body of a public agency whose planning led to the appeal.
- (b) By January 1, 1992, the county regional planning commission shall adopt the airport land use compatibility plans required pursuant to Section 21675.
- (c) Sections 21675.1, 21675.2, and 21679.5 do not apply to the County of Los Angeles until January 1, 1992. If the airport land use compatibility plans required pursuant to Section 21675 are not adopted by the county regional planning commission by January 1, 1992, Sections 21675.1 and 21675.2 shall apply to the County of Los Angeles until the airport land use compatibility plans are adopted.

21670.3 San Diego County

- (a) Sections 21670 and 21670.1 do not apply to the County of San Diego. In that county, the San Diego County Regional Airport Authority, as established pursuant to Section 170002, shall be responsible for the preparation, adoption, and amendment of an airport land use compatibility plan for each airport in San Diego County.
- (b) The San Diego County Regional Airport Authority shall engage in a public collaborative planning process when preparing and updating an airport land use compatibility plan.

21670.4. Intercounty Airports

- (a) As used in this section, “intercounty airport” means any airport bisected by a county line through its runways, runway protection zones, inner safety zones, inner turning zones, outer safety zones, or sideline safety zones, as defined by the department’s Airport Land Use Planning Handbook and referenced in the airport land use compatibility plan formulated under Section 21675.
- (b) It is the purpose of this section to provide the opportunity to establish a separate airport land use commission so that an intercounty airport may be served by a single airport land use planning agency, rather than having to look separately to the airport land use commissions of the affected counties.
- (c) In addition to the airport land use commissions created under Section 21670 or the alternatives established under Section 21670.1, for their respective counties, the boards of supervisors and city selection committees for the affected counties, by independent majority vote of each county’s two delegations, for any intercounty airport, may do either of the following:
 - (1) Establish a single separate airport land use commission for that airport. That commission shall consist of seven members to be selected as follows:
 - (A) One representing the cities in each of the counties, appointed by that county’s city selection committee.
 - (B) One representing each of the counties, appointed by the board of supervisors of each county.
 - (C) One from each county having expertise in aviation, appointed by a selection committee comprised of the managers of all the public airports within that county.

- (D) One representing the general public, appointed by the other six members of the commission.
- (2) In accordance with subdivision (a) or (b) of Section 21670.1, designate an existing appropriate entity as that airport's land use commission.

21670.6. Court and Mediation Proceedings

Any action brought in the superior court relating to this article may be subject to mediation proceeding conducted pursuant to Chapter 9.3 (commencing with Section 66030) of Division I of Title 7 of the Government Code.

21671. Airports Owned by a City, District or County

In any county where there is an airport operated for the general public which is owned by a city or district in another county or by another county, one of the representatives provided by paragraph (1) of subdivision (b) of Section 21670 shall be appointed by the city selection committee of mayors of the cities of the county in which the owner of that airport is located, and one of the representatives provided by paragraph (2) of subdivision (b) of Section 21670 shall be appointed by the board of supervisors of the county in which the owner of that airport is located.

21671.5. Term of Office

- (a) Except for the terms of office of the members of the first commission, the term of office of each member shall be four years and until the appointment and qualification of his or her successor. The members of the first commission shall classify themselves by lot so that the term of office of one member is one year, of two members is two years, of two members is three years, and of two members is four years. The body that originally appointed a member whose term has expired shall appoint his or her successor for a full term of four years. Any member may be removed at any time and without cause by the body appointing that member. The expiration date of the term of office of each member shall be the first Monday in May in the year in which that member's term is to expire. Any vacancy in the membership of the commission shall be filled for the unexpired term by appointment by the body which originally appointed the member whose office has become vacant. The chairperson of the commission shall be selected by the members thereof.
- (b) Compensation, if any, shall be determined by the board of supervisors.
- (c) Staff assistance, including the mailing of notices and the keeping of minutes and necessary quarters, equipment, and supplies, shall be provided by the county. The usual and necessary operating expenses of the commission shall be a county charge.
- (d) Notwithstanding any other provisions of this article, the commission shall not employ any personnel either as employees or independent contractors without the prior approval of the board of supervisors.
- (e) The commission shall meet at the call of the commission chairperson or at the request of the majority of the commission members. A majority of the commission members shall constitute a quorum for the transaction of business. No action shall be taken by the commission except by the recorded vote of a majority of the full membership.
- (f) The commission may establish a schedule of fees necessary to comply with this article. Those fees shall be charged to the proponents of actions, regulations, or permits, shall not exceed the estimated

reasonable cost of providing the service, and shall be imposed pursuant to Section 66016 of the Government Code. Except as provided in subdivision (g), after June 30, 1991, a commission that has not adopted the airport land use compatibility plan required by Section 21675 shall not charge fees pursuant to this subdivision until the commission adopts the plan.

- (g) In any county that has undertaken by contract or otherwise completed airport land use compatibility plans for at least one-half of all public use airports in the county, the commission may continue to charge fees necessary to comply with this article until June 30, 1992, and, if the airport land use compatibility plans are complete by that date, may continue charging fees after June 30, 1992. If the airport land use compatibility plans are not complete by June 30, 1992, the commission shall not charge fees pursuant to subdivision (f) until the commission adopts the land use plans.

21672. Rules and Regulations

Each commission shall adopt rules and regulations with respect to the temporary disqualification of its members from participating in the review or adoption of a proposal because of conflict of interest and with respect to appointment of substitute members in such cases.

21673. Initiation of Proceedings for Creation by Owner of Airport

In any county not having a commission or a body designated to carry out the responsibilities of a commission, any owner of a public airport may initiate proceedings for the creation of a commission by presenting a request to the board of supervisors that a commission be created and showing the need therefor to the satisfaction of the board of supervisors.

21674. Powers and Duties

The commission has the following powers and duties, subject to the limitations upon its jurisdiction set forth in Section 21676:

- (a) To assist local agencies in ensuring compatible land uses in the vicinity of all new airports and in the vicinity of existing airports to the extent that the land in the vicinity of those airports is not already devoted to incompatible uses.
- (b) To coordinate planning at the state, regional, and local levels so as to provide for the orderly development of air transportation, while at the same time protecting the public health, safety, and welfare.
- (c) To prepare and adopt an airport land use compatibility plan pursuant to Section 21675.
- (d) To review the plans, regulations, and other actions of local agencies and airport operators pursuant to Section 21676.
- (e) The powers of the commission shall in no way be construed to give the commission jurisdiction over the operation of any airport.
- (f) In order to carry out its responsibilities, the commission may adopt rules and regulations consistent with this article.

21674.5. Training of Airport Land Use Commission's Staff

- (a) The Department of Transportation shall develop and implement a program or programs to assist in the training and development of the staff of airport land use commissions, after consulting with airport land use commissions, cities, counties, and other appropriate public entities.
- (b) The training and development program or programs are intended to assist the staff of airport land use commissions in addressing high priority needs, and may include, but need not be limited to, the following:
 - (1) The establishment of a process for the development and adoption of airport land use compatibility plans.
 - (2) The development of criteria for determining the airport influence area.
 - (3) The identification of essential elements that should be included in the airport land use compatibility plans.
 - (4) Appropriate criteria and procedures for reviewing proposed developments and determining whether proposed developments are compatible with the airport use.
 - (5) Any other organizational, operational, procedural, or technical responsibilities and functions that the department determines to be appropriate to provide to commission staff and for which it determines there is a need for staff training or development.
- (c) The department may provide training and development programs for airport land use commission staff pursuant to this section by any means it deems appropriate. Those programs may be presented in any of the following ways:
 - (1) By offering formal courses or training programs.
 - (2) By sponsoring or assisting in the organization and sponsorship of conferences, seminars, or other similar events.
 - (3) By producing and making available written information.
 - (4) Any other feasible method of providing information and assisting in the training and development of airport land use commission staff.

21674.7. Airport Land Use Planning Handbook

- (a) An airport land use commission that formulates, adopts or amends an airport land use compatibility plan shall be guided by information prepared and updated pursuant to Section 21674.5 and referred to as the Airport Land Use Planning Handbook published by the Division of Aeronautics of the Department of Transportation.
- (b) It is the intent of the Legislature to discourage incompatible land uses near existing airports. Therefore, prior to granting permits for the renovation or remodeling of an existing building, structure, or facility, and before the construction of a new building, it is the intent of the Legislature that local agencies shall be guided by the height, use, noise, safety, and density criteria that are compatible with airport operations, as established by this article, and referred to as the Airport Land Use Planning Handbook, published by the division, and any applicable federal aviation regulations, including, but not limited to, Part 77 (commencing with Section 77.1) of Title 14 of the Code of Federal Regulations, to the extent that the criteria has been incorporated into the plan prepared by a commission pursuant to Section 21675. This subdivision does not limit the jurisdiction of a

commission as established by this article. This subdivision does not limit the authority of local agencies to overrule commission actions or recommendations pursuant to Sections 21676, 21676.5, or 21677.

21675. Land Use Plan

- (a) Each commission shall formulate an airport land use compatibility plan that will provide for the orderly growth of each public airport and the area surrounding the airport within the jurisdiction of the commission, and will safeguard the general welfare of the inhabitants within the vicinity of the airport and the public in general. The commission's airport land use compatibility plan shall include and shall be based on a long-range master plan or an airport layout plan, as determined by the Division of Aeronautics of the Department of Transportation that reflects the anticipated growth of the airport during at least the next 20 years. In formulating an airport land use compatibility plan, the commission may develop height restrictions on buildings, specify use of land, and determine building standards, including soundproofing adjacent to airports, within the airport influence area. The airport land use compatibility plan shall be reviewed as often as necessary in order to accomplish its purposes, but shall not be amended more than once in any calendar year.
- (b) The commission shall include, within its airport land use compatibility plan formulated pursuant to subdivision (a), the area within the jurisdiction of the commission surrounding any military airport for all of the purposes specified in subdivision (a). The airport land use compatibility plan shall be consistent with the safety and noise standards in the Air Installation Compatible Use Zone prepared for that military airport. This subdivision does not give the commission any jurisdiction or authority over the territory or operations of any military airport.
- (c) The airport influence area shall be established by the commission after hearing and consultation with the involved agencies.
- (d) The commission shall submit to the Division of Aeronautics of the department one copy of the airport land use compatibility plan and each amendment to the plan.
- (e) If an airport land use compatibility plan does not include the matters required to be included pursuant to this article, the Division of Aeronautics of the department shall notify the commission responsible for the plan.

21675.1. Adoption of Land Use Plan

- (a) By June 30, 1991, each commission shall adopt the airport land use compatibility plan required pursuant to Section 21675, except that any county that has undertaken by contract or otherwise completed airport land use compatibility plans for at least one-half of all public use airports in the county, shall adopt that airport land use compatibility plan on or before June 30, 1992.
- (b) Until a commission adopts an airport land use compatibility plan, a city or county shall first submit all actions, regulations, and permits within the vicinity of a public airport to the commission for review and approval. Before the commission approves or disapproves any actions, regulations, or permits, the commission shall give public notice in the same manner as the city or county is required to give for those actions, regulations, or permits. As used in this section, "vicinity" means land that will be included or reasonably could be included within the airport land use compatibility plan. If the commission has not designated an airport influence area for the airport land use compatibility plan, then "vicinity" means land within two miles of the boundary of a public airport.

- (c) The commission may approve an action, regulation, or permit if it finds, based on substantial evidence in the record, all of the following:
 - (1) The commission is making substantial progress toward the completion of the airport land use compatibility plan.
 - (2) There is a reasonable probability that the action, regulation, or permit will be consistent with the airport land use compatibility plan being prepared by the commission.
 - (3) There is little or no probability of substantial detriment to or interference with the future adopted airport land use compatibility plan if the action, regulation, or permit is ultimately inconsistent with the airport land use compatibility plan.
- (d) If the commission disapproves an action, regulation, or permit, the commission shall notify the city or county. The city or county may overrule the commission, by a two-thirds vote of its governing body, if it makes specific findings that the proposed action, regulation, or permit is consistent with the purposes of this article, as stated in Section 21670.
- (e) If a city or county overrules the commission pursuant to subdivision (d), that action shall not relieve the city or county from further compliance with this article after the commission adopts the airport land use compatibility plan.
- (f) If a city or county overrules the commission pursuant to subdivision (d) with respect to a publicly owned airport that the city or county does not operate, the operator of the airport is not liable for damages to property or personal injury resulting from the city's or county's decision to proceed with the action, regulation, or permit.
- (g) A commission may adopt rules and regulations that exempt any ministerial permit for single-family dwellings from the requirements of subdivision (b) if it makes the findings required pursuant to subdivision (c) for the proposed rules and regulations, except that the rules and regulations may not exempt either of the following:
 - (1) More than two single-family dwellings by the same applicant within a subdivision prior to June 30, 1991.
 - (2) Single-family dwellings in a subdivision where 25 percent or more of the parcels are undeveloped.

21675.2. Approval or Disapproval of Actions, Regulations, or Permits

- (a) If a commission fails to act to approve or disapprove any actions, regulations, or permits within 60 days of receiving the request pursuant to Section 21675.1, the applicant or his or her representative may file an action pursuant to Section 1094.5 of the Code of Civil Procedure to compel the commission to act, and the court shall give the proceedings preference over all other actions or proceedings, except previously filed pending matters of the same character.
- (b) The action, regulation, or permit shall be deemed approved only if the public notice required by this subdivision has occurred. If the applicant has provided seven days advance notice to the commission of the intent to provide public notice pursuant to this subdivision, then, not earlier than the date of the expiration of the time limit established by Section 21675.1, an applicant may provide the required public notice. If the applicant chooses to provide public notice, that notice shall include a description of the proposed action, regulation, or permit substantially similar to the descriptions which are commonly used in public notices by the commission, the location of any proposed development, the application number, the name and address of the commission, and a statement that the action,

regulation, or permit shall be deemed approved if the commission has not acted within 60 days. If the applicant has provided the public notice specified in this subdivision, the time limit for action by the commission shall be extended to 60 days after the public notice is provided. If the applicant provides notice pursuant to this section, the commission shall refund to the applicant any fees which were collected for providing notice and which were not used for that purpose.

- (c) Failure of an applicant to submit complete or adequate information pursuant to Sections 65943 to 65946, inclusive, of the Government Code, may constitute grounds for disapproval of actions, regulations, or permits.
- (d) Nothing in this section diminishes the commission's legal responsibility to provide, where applicable, public notice and hearing before acting on an action, regulation, or permit.

21676. Review of Local General Plans

- (a) Each local agency whose general plan includes areas covered by an airport land use compatibility plan shall, by July 1, 1983, submit a copy of its plan or specific plans to the airport land use commission. The commission shall determine by August 31, 1983, whether the plan or plans are consistent or inconsistent with the airport land use compatibility plan. If the plan or plans are inconsistent with the airport land use compatibility plan, the local agency shall be notified and that local agency shall have another hearing to reconsider its airport land use compatibility plans. The local agency may propose to overrule the commission after the hearing by a two-thirds vote of its governing body if it makes specific findings that the proposed action is consistent with the purposes of this article stated in Section 21670. At least 45 days prior to the decision to overrule the commission, the local agency governing body shall provide the commission and the division a copy of the proposed decision and findings. The commission and the division may provide comments to the local agency governing body within 30 days of receiving the proposed decision and findings. If the commission or the division's comments are not available within this time limit, the local agency governing body may act without them. The comments by the division or the commission are advisory to the local agency governing body. The local agency governing body shall include comments from the commission and the division in the final record of any final decision to overrule the commission, which may only be adopted by a two-thirds vote of the governing body.
- (b) Prior to the amendment of a general plan or specific plan, or the adoption or approval of a zoning ordinance or building regulation within the planning boundary established by the airport land use commission pursuant to Section 21675, the local agency shall first refer the proposed action to the commission. If the commission determines that the proposed action is inconsistent with the commission's plan, the referring agency shall be notified. The local agency may, after a public hearing, propose to overrule the commission by a two-thirds vote of its governing body if it makes specific findings that the proposed action is consistent with the purposes of this article stated in Section 21670. At least 45 days prior to the decision to overrule the commission, the local agency governing body shall provide the commission and the division a copy of the proposed decision and findings. The commission and the division may provide comments to the local agency governing body within 30 days of receiving the proposed decision and findings. If the commission or the division's comments are not available within this time limit, the local agency governing body may act without them. The comments by the division or the commission are advisory to the local agency governing body. The local agency governing body shall include comments from the commission and the division in the public record of any final decision to overrule the commission, which may only be adopted by a two-thirds vote of the governing body.

- (c) Each public agency owning any airport within the boundaries of an airport land use compatibility plan shall, prior to modification of its airport master plan, refer any proposed change to the airport land use commission. If the commission determines that the proposed action is inconsistent with the commission's plan, the referring agency shall be notified. The public agency may, after a public hearing, propose to overrule the commission by a two-thirds vote of its governing body if it makes specific findings that the proposed action is consistent with the purposes of this article stated in Section 21670. At least 45 days prior to the decision to overrule the commission, the public agency governing body shall provide the commission and the division a copy of the proposed decision and findings. The commission and the division may provide comments to the public agency governing body within 30 days of receiving the proposed decision and findings. If the commission or the division's comments are not available within this time limit, the public agency governing body may act without them. The comments by the division or the commission are advisory to the public agency governing body. The public agency governing body shall include comments from the commission and the division in the final decision to overrule the commission, which may only be adopted by a two-thirds vote of the governing body.
- (d) Each commission determination pursuant to subdivision (b) or (c) shall be made within 60 days from the date of referral of the proposed action. If a commission fails to make the determination within that period, the proposed action shall be deemed consistent with the airport land use compatibility plan.

21676.5. Review of Local Plans

- (a) If the commission finds that a local agency has not revised its general plan or specific plan or overruled the commission by a two-thirds vote of its governing body after making specific findings that the proposed action is consistent with the purposes of this article as stated in Section 21670, the commission may require that the local agency submit all subsequent actions, regulations, and permits to the commission for review until its general plan or specific plan is revised or the specific findings are made. If, in the determination of the commission, an action, regulation, or permit of the local agency is inconsistent with the airport land use compatibility plan, the local agency shall be notified and that local agency shall hold a hearing to reconsider its plan. The local agency may propose to overrule the commission after the hearing by a two-thirds vote of its governing body if it makes specific findings that the proposed action is consistent with the purposes of this article as stated in Section 21670. At least 45 days prior to the decision to overrule the commission, the local agency governing body shall provide the commission and the division a copy of the proposed decision and findings. The commission and the division may provide comments to the local agency governing body within 30 days of receiving the proposed decision and findings. If the commission or the division's comments are not available within this time limit, the local agency governing body may act without them. The comments by the division or the commission are advisory to the local agency governing body. The local agency governing body shall include comments from the commission and the division in the final decision to overrule the commission, which may only be adopted by a two-thirds vote of the governing body.
- (b) Whenever the local agency has revised its general plan or specific plan or has overruled the commission pursuant to subdivision (a), the proposed action of the local agency shall not be subject to further commission review, unless the commission and the local agency agree that individual projects shall be reviewed by the commission.

21677. Marin County Override Provisions

Notwithstanding the two-thirds vote required by Section 21676, any public agency in the County of Marin may overrule the Marin County Airport Land Use Commission by a majority vote of its governing body. At least 45 days prior to the decision to overrule the commission, the public agency governing body shall provide the commission and the division a copy of the proposed decision and findings. The commission and the division may provide comments to the public agency governing body within 30 days of receiving the proposed decision and findings. If the commission or the division's comments are not available within this time limit, the public agency governing body may act without them. The comments by the division or the commission are advisory to the public agency governing body. The public agency governing body shall include comments from the commission and the division in the public record of the final decision to overrule the commission, which may be adopted by a majority vote of the governing body.

21678. Airport Owner's Immunity

With respect to a publicly owned airport that a public agency does not operate, if the public agency pursuant to Section 21676, 21676.5, or 21677 overrules a commission's action or recommendation, the operator of the airport shall be immune from liability for damages to property or personal injury caused by or resulting directly or indirectly from the public agency's decision to overrule the commission's action or recommendation.

21679. Court Review

- (a) In any county in which there is no airport land use commission or other body designated to assume the responsibilities of an airport land use commission, or in which the commission or other designated body has not adopted an airport land use compatibility plan, an interested party may initiate proceedings in a court of competent jurisdiction to postpone the effective date of a zoning change, a zoning variance, the issuance of a permit, or the adoption of a regulation by a local agency, that directly affects the use of land within one mile of the boundary of a public airport within the county.
- (b) The court may issue an injunction that postpones the effective date of the zoning change, zoning variance, permit, or regulation until the governing body of the local agency that took the action does one of the following:
 - (1) In the case of an action that is a legislative act, adopts a resolution declaring that the proposed action is consistent with the purposes of this article stated in Section 21670.
 - (2) In the case of an action that is not a legislative act, adopts a resolution making findings based on substantial evidence in the record that the proposed action is consistent with the purposes of this article stated in Section 21670.
 - (3) Rescinds the action.
 - (4) Amends its action to make it consistent with the purposes of this article stated in Section 21670, and complies with either paragraph (1) or (2), whichever is applicable.
- (c) The court shall not issue an injunction pursuant to subdivision (b) if the local agency that took the action demonstrates that the general plan and any applicable specific plan of the agency accomplishes the purposes of an airport land use compatibility plan as provided in Section 21675.

- (d) An action brought pursuant to subdivision (a) shall be commenced within 30 days of the decision or within the appropriate time periods set by Section 21167 of the Public Resources Code, whichever is longer.
- (e) If the governing body of the local agency adopts a resolution pursuant to subdivision (b) with respect to a publicly owned airport that the local agency does not operate, the operator of the airport shall be immune from liability for damages to property or personal injury from the local agency's decision to proceed with the zoning change, zoning variance, permit, or regulation.
- (f) As used in this section, "interested party" means any owner of land within two miles of the boundary of the airport or any organization with a demonstrated interest in airport safety and efficiency.

21679.5. Deferral of Court Review

- (a) Until June 30, 1991, no action pursuant to Section 21679 to postpone the effective date of a zoning change, a zoning variance, the issuance of a permit, or the adoption of a regulation by a local agency, directly affecting the use of land within one mile of the boundary of a public airport, shall be commenced in any county in which the commission or other designated body has not adopted an airport land use compatibility plan, but is making substantial progress toward the completion of the airport land use compatibility plan.
- (b) If a commission has been prevented from adopting the airport land use compatibility plan by June 30, 1991, or if the adopted airport land use compatibility plan could not become effective, because of a lawsuit involving the adoption of the airport land use compatibility plan, the June 30, 1991, date in subdivision (a) shall be extended by the period of time during which the lawsuit was pending in a court of competent jurisdiction.
- (c) Any action pursuant to Section 21679 commenced prior to January 1, 1990, in a county in which the commission or other designated body has not adopted an airport land use compatibility plan, but is making substantial progress toward the completion of the airport land use compatibility plan, which has not proceeded to final judgment, shall be held in abeyance until June 30, 1991. If the commission or other designated body adopts an airport land use compatibility plan on or before June 30, 1991, the action shall be dismissed. If the commission or other designated body does not adopt an airport land use compatibility plan on or before June 30, 1991, the plaintiff or plaintiffs may proceed with the action.
- (d) An action to postpone the effective date of a zoning change, a zoning variance, the issuance of a permit, or the adoption of a regulation by a local agency, directly affecting the use of land within one mile of the boundary of a public airport for which an airport land use compatibility plan has not been adopted by June 30, 1991, shall be commenced within 30 days of June 30, 1991, or within 30 days of the decision by the local agency, or within the appropriate time periods set by Section 21167 of the Public Resources Code, whichever date is later.

AERONAUTICS LAW
PUBLIC UTILITIES CODE
Division 9, Part 1
Chapter 3—Regulation of Aeronautics
(excerpts)

21402. Ownership; Prohibited Use of Airspace

The ownership of the space above the land and waters of this State is vested in the several owners of the surface beneath, subject to the right of flight described in Section 21403. No use shall be made of such airspace which would interfere with such right of flight; provided that any use of property in conformity with an original zone of approach of an airport shall not be rendered unlawful by reason of a change in such zone of approach.

21403. Lawful Flight; Flight Within Airport Approach Zone

- (a) Flight in aircraft over the land and waters of this state is lawful, unless at altitudes below those prescribed by federal authority, or unless conducted so as to be imminently dangerous to persons or property lawfully on the land or water beneath. The landing of an aircraft on the land or waters of another, without his or her consent, is unlawful except in the case of a forced landing or pursuant to Section 21662.1. The owner, lessee, or operator of the aircraft is liable, as provided by law, for damages caused by a forced landing.
- (b) The landing, takeoff, or taxiing of an aircraft on a public freeway, highway, road, or street is unlawful except in the following cases:
 - (1) A forced landing.
 - (2) A landing during a natural disaster or other public emergency if the landing has received prior approval from the public agency having primary jurisdiction over traffic upon the freeway, highway, road, or street.
 - (3) When the landing, takeoff, or taxiing has received prior approval from the public agency having primary jurisdiction over traffic upon the freeway, highway, road or street.

The prosecution bears the burden of proving that none of the exceptions apply to the act which is alleged to be unlawful.

- (c) The right of flight in aircraft includes the right of safe access to public airports, which includes the right of flight within the zone of approach of any public airport without restriction or hazard. The zone of approach of an airport shall conform to the specifications of Part 77 of the Federal Aviation Regulations of the Federal Aviation Administration, Department of Transportation.

AERONAUTICS LAW**PUBLIC UTILITIES CODE****Division 9, Part 1****Chapter 4—Airports and Air Navigation Facilities****Article 2.7—Regulation of Obstructions***(excerpts)***21655. Proposed Site for Construction of State Building Within Two Miles of Airport Boundary**

Notwithstanding any other provision of law, if the proposed site of any state building or other enclosure is within two miles, measured by air line, of that point on an airport runway, or runway proposed by an airport master plan, which is nearest the site, the state agency or office which proposes to construct the building or other enclosure shall, before acquiring title to property for the new state building or other enclosure site or for an addition to a present site, notify the Department of Transportation, in writing, of the proposed acquisition. The department shall investigate the proposed site and, within 30 working days after receipt of the notice, shall submit to the state agency or office which proposes to construct the building or other enclosure a written report of the investigation and its recommendations concerning acquisition of the site.

If the report of the department does not favor acquisition of the site, no state funds shall be expended for the acquisition of the new state building or other enclosure site, or the expansion of the present site, or for the construction of the state building or other enclosure, provided that the provisions of this section shall not affect title to real property once it is acquired.

21658. Construction of Utility Pole or Line in Vicinity of Aircraft Landing Area

No public utility shall construct any pole, pole line, distribution or transmission tower, or tower line, or substation structure in the vicinity of the exterior boundary of an aircraft landing area of any airport open to public use, in a location with respect to the airport and at a height so as to constitute an obstruction to air navigation, as an obstruction is defined in accordance with Part 77 of the Federal Aviation Regulations, Federal Aviation Administration, or any corresponding rules or regulations of the Federal Aviation Administration, unless the Federal Aviation Administration has determined that the pole, line, tower, or structure does not constitute a hazard to air navigation. This section shall not apply to existing poles, lines, towers, or structures or to the repair, replacement, or reconstruction thereof if the original height is not materially exceeded and this section shall not apply unless just compensation shall have first been paid to the public utility by the owner of any airport for any property or property rights which would be taken or damaged hereby.

21659. Hazards Near Airports Prohibited

- (a) No person shall construct or alter any structure or permit any natural growth to grow at a height which exceeds the obstruction standards set forth in the regulations of the Federal Aviation Administration relating to objects affecting navigable airspace contained in Title 14 of the Code of Federal Regulations, Part 77, Subpart C, unless a permit allowing the construction, alteration, or growth is issued by the department.

- (b) The permit is not required if the Federal Aviation Administration has determined that the construction, alteration, or growth does not constitute a hazard to air navigation or would not create an unsafe condition for air navigation. Subdivision (a) does not apply to a pole, pole line, distribution or transmission tower, or tower line or substation of a public utility.
- (c) Section 21658 is applicable to subdivision (b).

AERONAUTICS LAW
PUBLIC UTILITIES CODE
Division 9, Part 1, Chapter 4
Article 3—Regulation of Airports
(excerpts)

21661.5. City Council or Board of Supervisors and ALUC Approvals

- (a) No political subdivision, any of its officers or employees, or any person may submit any application for the construction of a new airport to any local, regional, state, or federal agency unless the plan for construction is first approved by the board of supervisors of the county, or the city council of the city, in which the airport is to be located and unless the plan is submitted to the appropriate commission exercising powers pursuant to Article 3.5 (commencing with Section 21670) of Chapter 4 of Part 1 of Division 9, and acted upon by that commission in accordance with the provisions of that article.
- (b) A county board of supervisors or a city council may, pursuant to Section 65100 of the Government Code, delegate its responsibility under this section for the approval of a plan for construction of new helicopter landing and takeoff areas, to the county or city planning agency.

21664.5. Amended Airport Permits; Airport Expansion Defined

- (a) An amended airport permit shall be required for every expansion of an existing airport. An applicant for an amended airport permit shall comply with each requirement of this article pertaining to permits for new airports. The department may by regulation provide for exemptions from the operation of this section pursuant to Section 21661, except that no exemption shall be made limiting the applicability of subdivision (e) of Section 21666, pertaining to environmental considerations, including the requirement for public hearings in connection therewith.
- (b) As used in this section, “airport expansion” includes any of the following:
 - (1) The acquisition of runway protection zones, as defined in Federal Aviation Administration Advisory Circular 150/1500-13, or of any interest in land for the purpose of any other expansion as set forth in this section.
 - (2) The construction of a new runway.
 - (3) The extension or realignment of an existing runway.
 - (4) Any other expansion of the airport’s physical facilities for the purpose of accomplishing or which are related to the purpose of paragraph (1), (2), or (3).
- (c) This section does not apply to any expansion of an existing airport if the expansion commenced on or prior to the effective date of this section and the expansion met the approval, on or prior to that effective date, of each governmental agency that required the approval by law.

PLANNING AND ZONING LAW

GOVERNMENT CODE

Title 7—Planning and Land Use

Division 1—Planning and Zoning

Chapter 3—Local Planning

Article 5—Authority for and Scope of General Plans

(excerpts)

65302.3. General and Applicable Specific Plans; Consistency with Airport Land Use Plans; Amendment; Nonconcurrence Findings

- (a) The general plan, and any applicable specific plan prepared pursuant to Article 8 (commencing with Section 65450), shall be consistent with the plan adopted or amended pursuant to Section 21675 of the Public Utilities Code.
- (b) The general plan, and any applicable specific plan, shall be amended, as necessary, within 180 days of any amendment to the plan required under Section 21675 of the Public Utilities Code.
- (c) If the legislative body does not concur with any provision of the plan required under Section 21675 of the Public Utilities Code, it may satisfy the provisions of this section by adopting findings pursuant to Section 21676 of the Public Utilities Code.
- (d) In each county where an airport land use commission does not exist, but where there is a military airport, the general plan, and any applicable specific plan prepared pursuant to Article 8 (commencing with Section 65450), shall be consistent with the safety and noise standards in the Air Installation Compatible Use Zone prepared for that military airport.

PLANNING AND ZONING LAW**GOVERNMENT CODE****Title 7, Division 1****Chapter 4.5—Review and Approval of Development Projects****Article 3—Application for Development Projects*****(excerpts)***

Note: The following government code sections are referenced in Section 21675.2(c) of the ALUC statutes.

65943. Completeness of Application; Determination; Time; Specification of Parts not Complete and Manner of Completion

- (a) Not later than 30 calendar days after any public agency has received an application for a development project, the agency shall determine in writing whether the application is complete and shall immediately transmit the determination to the applicant for the development project. If the written determination is not made within 30 days after receipt of the application, and the application includes a statement that it is an application for a development permit, the application shall be deemed complete for purposes of this chapter. Upon receipt of any resubmittal of the application, a new 30-day period shall begin, during which the public agency shall determine the completeness of the application. If the application is determined not to be complete, the agency's determination shall specify those parts of the application which are incomplete and shall indicate the manner in which they can be made complete, including a list and thorough description of the specific information needed to complete the application. The applicant shall submit materials to the public agency in response to the list and description.
- (b) Not later than 30 calendar days after receipt of the submitted materials, the public agency shall determine in writing whether they are complete and shall immediately transmit that determination to the applicant. If the written determination is not made within that 30-day period, the application together with the submitted materials shall be deemed complete for purposes of this chapter.
- (c) If the application together with the submitted materials are determined not to be complete pursuant to subdivision (b), the public agency shall provide a process for the applicant to appeal that decision in writing to the governing body of the agency or, if there is no governing body, to the director of the agency, as provided by that agency. A city or county shall provide that the right of appeal is to the governing body or, at their option, the planning commission, or both.

There shall be a final written determination by the agency on the appeal not later than 60 calendar days after receipt of the applicant's written appeal. The fact that an appeal is permitted to both the planning commission and to the governing body does not extend the 60-day period. Notwithstanding a decision pursuant to subdivision (b) that the application and submitted materials are not complete, if the final written determination on the appeal is not made within that 60-day period, the application with the submitted materials shall be deemed complete for the purposes of this chapter.

- (d) Nothing in this section precludes an applicant and a public agency from mutually agreeing to an extension of any time limit provided by this section.

- (e) A public agency may charge applicants a fee not to exceed the amount reasonably necessary to provide the service required by this section. If a fee is charged pursuant to this section, the fee shall be collected as part of the application fee charged for the development permit.
- (f) This section shall become operative on January 1, 2025.

(Repealed (in Sec. 9) and added by Stats. 2019, Ch. 654, Sec. 10. (SB 330) Effective January 1, 2020. Section operative January 1, 2025, by its own provisions.)

65943.5.

- (a) Notwithstanding any other provision of this chapter, any appeal pursuant to subdivision (c) of Section 65943 involving a permit application to a board, office, or department within the California Environmental Protection Agency shall be made to the Secretary for Environmental Protection.
- (b) Notwithstanding any other provision of this chapter, any appeal pursuant to subdivision (c) of Section 65943 involving an application for the issuance of an environmental permit from an environmental agency shall be made to the Secretary for Environmental Protection under either of the following circumstances:
 - (1) The environmental agency has not adopted an appeals process pursuant to subdivision (c) of Section 65943.
 - (2) The environmental agency declines to accept an appeal for a decision pursuant to subdivision (c) of Section 65943.
- (c) For purposes of subdivision (b), “environmental permit” has the same meaning as defined in Section 71012 of the Public Resources Code, and “environmental agency” has the same meaning as defined in Section 71011 of the Public Resources Code, except that “environmental agency” does not include the agencies described in subdivisions (c) and (h) of Section 71011 of the Public Resources Code.

65944. Acceptance of Application as Complete; Requests for Additional Information; Restrictions; Clarification, Amplification, Correction, etc; Prior to Notice of Necessary Information

- (a) After a public agency accepts an application as complete, the agency shall not subsequently request of an applicant any new or additional information which was not specified in the list prepared pursuant to Section 65940. The agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application.
- (b) The provisions of subdivision (a) shall not be construed as requiring an applicant to submit with an initial application the entirety of the information which a public agency may require in order to take final action on the application. Prior to accepting an application, each public agency shall inform the applicant of any information included in the list prepared pursuant to Section 65940 which will subsequently be required from the applicant in order to complete final action on the application.
- (c) This section shall not be construed as limiting the ability of a public agency to request and obtain information which may be needed in order to comply with the provisions of Division 13 (commencing with Section 21000) of the Public Resources Code.
- (d) (1) After a public agency accepts an application as complete, and if the project applicant has

identified that the proposed project is located within 1,000 feet of a military installation or within special use airspace or beneath a low-level flight path in accordance with Section 65940, the public agency shall provide notice of the complete application to any branch of the United States Armed Forces that has provided the Office of Planning and Research with points of contact to receive the notice.

- (2) Except for a project within 1,000 feet of a military installation, the public agency is not required to provide a copy of the application if the project is located entirely in an “urbanized area.” An urbanized area is any urban location that meets the definition used by the United State Department of Commerce’s Bureau of Census for “urban” and includes locations with core census block groups containing at least 1,000 people per square mile and surrounding census block groups containing at least 500 people per square mile.
- (e) After providing notice of the application as required in subdivision (d), and if requested by any branch of the United States Armed Forces, the public agency and the project applicant shall consult with the impacted military branch or branches to discuss the effects of the proposed project on military installations, low-level flight paths, or special use airspace, and potential alternatives and mitigation measures.
- (f) The Office of Planning and Research shall maintain on its internet website and provide notice to public agencies all of the following:
 - (1) Maps of low-level flight paths, special use airspace, and military installations.
 - (2) The military points of contact to receive notifications pursuant to subdivision (d).
 - (3) The information required in the notice of a completed application pursuant to subdivision (d). This information shall include, at a minimum, all of the following:
 - (A) The project’s specific location.
 - (B) The major physical alterations to the property on which the project will be located.
 - (C) A site place showing the location of the project on the property, as well as the massing, height, and approximate square footage, of each building that will be occupied.
 - (D) The proposed land uses by number of units or square feet using the categories in the applicable zoning ordinance.

(Amended by Stats. 2019, Ch. 142, Sec. 3. (SB 242) Effective January 1, 2020.)

65945. Notice of Proposal to Adopt or Amend Certain Plans or Ordinances by City or County, Fee; Subscription to Periodically Updated Notice as Alternative, Fee

- (a) At the time of filing an application for a development permit with a city or county, the city or county shall inform the applicant that he or she may make a written request to receive notice from the city or county of a proposal to adopt or amend any of the following plans or ordinances:
 - (1) A general plan.
 - (2) A specific plan.
 - (3) A zoning ordinance.
 - (4) An ordinance affecting building permits or grading permits.

The applicant shall specify, in the written request, the types of proposed action for which notice is requested. Prior to taking any of those actions, the city or county shall give notice to any applicant who has requested notice of the type of action proposed and whose development project is pending before the city or county if the city or county determines that the proposal is reasonably related to the applicant's request for the development permit. Notice shall be given only for those types of actions which the applicant specifies in the request for notification.

The city or county may charge the applicant for a development permit, to whom notice is provided pursuant to this subdivision, a reasonable fee not to exceed the actual cost of providing that notice. If a fee is charged pursuant to this subdivision, the fee shall be collected as part of the application fee charged for the development permit.

- (b) As an alternative to the notification procedure prescribed by subdivision (a), a city or county may inform the applicant at the time of filing an application for a development permit that he or she may subscribe to a periodically updated notice or set of notices from the city or county which lists pending proposals to adopt or amend any of the plans or ordinances specified in subdivision (a), together with the status of the proposal and the date of any hearings thereon which have been set.

Only those proposals which are general, as opposed to parcel-specific in nature, and which the city or county determines are reasonably related to requests for development permits, need be listed in the notice. No proposal shall be required to be listed until such time as the first public hearing thereon has been set. The notice shall be updated and mailed at least once every six weeks; except that a notice need not be updated and mailed until a change in its contents is required.

The city or county may charge the applicant for a development permit, to whom notice is provided pursuant to this subdivision, a reasonable fee not to exceed the actual cost of providing that notice, including the costs of updating the notice, for the length of time the applicant requests to be sent the notice or notices.

65945.3. Notice of Proposal to Adopt or Amend Rules or Regulations Affecting Issuance of Permits by Local Agency other than City or County; Fee

At the time of filing an application for a development permit with a local agency, other than a city or county, the local agency shall inform the applicant that he or she may make a written request to receive notice of any proposal to adopt or amend a rule or regulation affecting the issuance of development permits.

Prior to adopting or amending any such rule or regulation, the local agency shall give notice to any applicant who has requested such notice and whose development project is pending before the agency if the local agency determines that the proposal is reasonably related to the applicant's request for the development permit.

The local agency may charge the applicant for a development permit, to whom notice is provided pursuant to this section, a reasonable fee not to exceed the actual cost of providing that notice. If a fee is charged pursuant to this section, the fee shall be collected as part of the application fee charged for the development permit.

65945.5. Notice of Proposal to Adopt or Amend Regulation Affecting Issuance of Permits and Which Implements Statutory Provision by State Agency

At the time of filing an application for a development permit with a state agency, the state agency shall inform the applicant that he or she may make a written request to receive notice of any proposal to adopt or amend a regulation affecting the issuance of development permits and which implements a statutory provision.

Prior to adopting or amending any such regulation, the state agency shall give notice to any applicant who has requested such notice and whose development project is pending before the state agency if the state agency determines that the proposal is reasonably related to the applicant's request for the development permit.

65945.7. Actions, Inactions, or Recommendations Regarding Ordinances, Rules or Regulations; Invalidity or Setting Aside Ground of Error Only if Prejudicial

No action, inaction, or recommendation regarding any ordinance, rule, or regulation subject to this Section 65945, 65945.3, or 65945.5 by any legislative body, administrative body, or the officials of any state or local agency shall be held void or invalid or be set aside by any court on the ground of any error, irregularity, informality, neglect or omission (hereinafter called "error") as to any matter pertaining to notices, records, determinations, publications or any matters of procedure whatever, unless after an examination of the entire case, including evidence, the court shall be of the opinion that the error complained of was prejudicial, and that by reason of such error the party complaining or appealing sustained and suffered substantial injury, and that a different result would have been probable if such error had not occurred or existed. There shall be no presumption that error is prejudicial or that injury was done if error is shown.

65946. [Replaced by AB2351 Statutes of 1993]

PLANNING AND ZONING LAW**GOVERNMENT CODE****Title 7, Division 1****Chapter 9.3—Mediation and Resolution of Land Use Disputes*****(excerpts)*****66030.**

- (a) The Legislature finds and declares all of the following:
- (1) Current law provides that aggrieved agencies, project proponents, and affected residents may bring suit against the land use decisions of state and local governmental agencies. In practical terms, nearly anyone can sue once a project has been approved.
 - (2) Contention often arises over projects involving local general plans and zoning, redevelopment plans, the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code), development impact fees, annexations and incorporations, and the Permit Streamlining Act (Chapter 4.5 (commencing with Section 65920)).
 - (3) When a public agency approves a development project that is not in accordance with the law, or when the prerogative to bring suit is abused, lawsuits can delay development, add uncertainty and cost to the development process, make housing more expensive, and damage California's competitiveness. This litigation begins in the superior court, and often progresses on appeal to the Court of Appeal and the Supreme Court, adding to the workload of the state's already overburdened judicial system.
- (b) It is, therefore, the intent of the Legislature to help litigants resolve their differences by establishing formal mediation processes for land use disputes. In establishing these mediation processes, it is not the intent of the Legislature to interfere with the ability of litigants to pursue remedies through the courts.

66031.

- (a) Notwithstanding any other provision of law, any action brought in the superior court relating to any of the following subjects may be subject to a mediation proceeding conducted pursuant to this chapter:
- (1) The approval or denial by a public agency of any development project.
 - (2) Any act or decision of a public agency made pursuant to the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code).
 - (3) The failure of a public agency to meet the time limits specified in Chapter 4.5 (commencing with Section 65920), commonly known as the Permit Streamlining Act, or in the Subdivision Map Act (Division 2 (commencing with Section 66410)).
 - (4) Fees determined pursuant to Chapter 6 (commencing with Section 17620) of Division 1 of Part 10.5 of the Education Code or Chapter 4.9 (commencing with Section 65995).
 - (5) Fees determined pursuant to the Mitigation Fee Act (Chapter 5 (commencing with Section 66000), Chapter 6 (commencing with Section 66010), Chapter 7 (commencing with Section

- 66012), Chapter 8 (commencing with Section 66016), and Chapter 9 (commencing with Section 66020)).
- (6) The adequacy of a general plan or specific plan adopted pursuant to Chapter 3 (commencing with Section 65100).
 - (7) The validity of any sphere of influence, urban service area, change of organization or reorganization, or any other decision made pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Division 3 (commencing with Section 56000) of Title 5).
 - (8) The adoption or amendment of a redevelopment plan pursuant to the Community Redevelopment Law (Part 1 (commencing with Section 33000) of Division 24 of the Health and Safety Code).
 - (9) The validity of any zoning decision made pursuant to Chapter 4 (commencing with Section 65800).
 - (10) The validity of any decision made pursuant to Article 3.5 (commencing with Section 21670) of Chapter 4 of Part 1 of Division 9 of the Public Utilities Code.
- (b) Within five days after the deadline for the respondent or defendant to file its reply to an action, the court may invite the parties to consider resolving their dispute by selecting a mutually acceptable person to serve as a mediator, or an organization or agency to provide a mediator.
 - (c) In selecting a person to serve as a mediator, or an organization or agency to provide a mediator, the parties shall consider the following:
 - (1) The council of governments having jurisdiction in the county where the dispute arose.
 - (2) Any subregional or countywide council of governments in the county where the dispute arose.
 - (3) Any other person with experience or training in mediation including those with experience in land use issues, or any other organization or agency that can provide a person with experience or training in mediation, including those with experience in land use issues.
 - (d) If the court invites the parties to consider mediation, the parties shall notify the court within 30 days if they have selected a mutually acceptable person to serve as a mediator. If the parties have not selected a mediator within 30 days, the action shall proceed. The court shall not draw any implication, favorable or otherwise, from the refusal by a party to accept the invitation by the court to consider mediation. Nothing in this section shall preclude the parties from using mediation at any other time while the action is pending.

PLANNING AND ZONING LAW

GOVERNMENT CODE

Title 7—Planning and Land Use

Division 2—Subdivisions

Chapter 3—Procedure

Article 3—Review of Tentative Map by Other Agencies

(excerpts)

66455.9.

Whenever there is consideration of an area within a development for a public school site, the advisory agency shall give the affected districts and the State Department of Education written notice of the proposed site. The written notice shall include the identification of any existing or proposed runways within the distance specified in Section 17215 of the Education Code. If the site is within the distance of an existing or proposed airport runway as described in Section 17215 of the Education Code, the department shall notify the State Department of Transportation as required by the section and the site shall be investigated by the State Department of Transportation required by Section 17215.

EDUCATION CODE**Title 1—General Education Code Provisions****Division 1—General Education Code Provisions****Part 10.5—School Facilities****Chapter 1—School Sites****Article 1—General Provisions***(excerpts)***17215.**

- (a) In order to promote the safety of pupils, comprehensive community planning, and greater educational usefulness of schoolsites, before acquiring title to or leasing property for a new schoolsite, the governing board of each school district, including any district governed by a city board of education, or a charter school, shall give the State Department of Education written notice of the proposed acquisition or lease and shall submit any information required by the State Department of Education if the site is within two miles, measured by air line, of that point on an airport runway or a potential runway included in an airport master plan that is nearest to the site.
- (b) Upon receipt of the notice required pursuant to subdivision (a), the State Department of Education shall notify the Department of Transportation in writing of the proposed acquisition or lease. If the Department of Transportation is no longer in operation, the State Department of Education shall, in lieu of notifying the Department of Transportation, notify the United States Department of Transportation or any other appropriate agency, in writing, of the proposed acquisition or lease for the purpose of obtaining from the department or other agency any information or assistance that it may desire to give.
- (c) The Department of Transportation shall investigate the site and, within 30 working days after receipt of the notice, shall submit to the State Department of Education a written report of its findings including recommendations concerning acquisition or lease of the site. As part of the investigation, the Department of Transportation shall give notice thereof to the owner and operator of the airport who shall be granted the opportunity to comment upon the site. The Department of Transportation shall adopt regulations setting forth the criteria by which a site will be evaluated pursuant to this section.
- (d) The State Department of Education shall, within 10 days of receiving the Department of Transportation's report, forward the report to the governing board of the school district or charter school. The governing board or charter school may not acquire title to or lease the property until the report of the Department of Transportation has been received. If the report does not favor the acquisition or lease of the property for a schoolsite or an addition to a present schoolsite, the governing board or charter school may not acquire title to or lease the property. If the report does favor the acquisition or lease of the property for a schoolsite or an addition to a present schoolsite, the governing board or charter school shall hold a public hearing on the matter prior to acquiring or leasing the site.
- (e) If the Department of Transportation's recommendation does not favor acquisition or lease of the proposed site, state funds or local funds may not be apportioned or expended for the acquisition or lease of that site, construction of any school building on that site, or for the expansion of any existing site to include that site.
- (f) This section does not apply to sites acquired prior to January 1, 1966, nor to any additions or extensions to those sites.

EDUCATION CODE
Title 3—Postsecondary Education
Division 7—Community Colleges
Part 49—Community Colleges, Education Facilities
Chapter 1—School Sites
Article 2—School Sites
(excerpts)

81033. Investigation: Geologic and Soil Engineering Studies; Airport in Proximity

- (c) To promote the safety of students, comprehensive community planning, and greater educational usefulness of community college sites, the governing board of each community college district, if the proposed site is within two miles, measured by air line, of that point on an airport runway, or runway proposed by an airport master plan, which is nearest the site and excluding them if the property is not so located, before acquiring title to property for a new community college site or for an addition to a present site, shall give the board of governors notice in writing of the proposed acquisition and shall submit any information required by the board of governors.

Immediately after receiving notice of the proposed acquisition of property which is within two miles, measured by air line, of that point on an airport runway, or runway proposed by an airport master plan, which is nearest the site, the board of governors shall notify the Division of Aeronautics of the Department of Transportation, in writing, of the proposed acquisition. The Division of Aeronautics shall make an investigation and report to the board of governors within 30 working days after receipt of the notice. If the Division of Aeronautics is no longer in operation, the board of governors, in lieu of notifying the Division of Aeronautics, shall notify the Federal Aviation Administration or any other appropriate agency, in writing, of the proposed acquisition for the purpose of obtaining from the authority or other agency any information or assistance it may desire to give.

The board of governors shall investigate the proposed site and, within 35 working days after receipt of the notice, shall submit to the governing board a written report and its recommendations concerning acquisition of the site. The governing board shall not acquire title to the property until the report of the board of governors has been received. If the report does not favor the acquisition of the property for a community college site or an addition to a present community college site, the governing board shall not acquire title to the property until 30 days after the department's report is received and until the board of governors' report has been read at a public hearing duly called after 10 days' notice published once in a newspaper of general circulation within the community college district, or if there is no such newspaper, then in a newspaper of general circulation within the county in which the property is located.

- (d) If, with respect to a proposed site located within two miles of an operative airport runway, the report of the board of governors submitted to a community college district governing board under subdivision (c) does not favor the acquisition of the site on the sole or partial basis of the unfavorable recommendation of the Division of Aeronautics of the Department of Transportation, no state agency or officer shall grant, apportion, or allow to that community college district for expenditure in connection with that site, any state funds otherwise made available under any state law whatever for community college site acquisition or college building construction, or for expansion of existing sites and buildings, and no funds of the community college district or of the county in which the

district lies shall be expended for those purposes; However, this section shall not be applicable to sites acquired prior to January 1, 1966, or to any additions or extensions to those sites.

If the recommendation of the Division of Aeronautics is unfavorable, the recommendation shall not be overruled without the express approval of the board of governors and the State Allocation Board.

CALIFORNIA ENVIRONMENTAL QUALITY ACT STATUTES**PUBLIC RESOURCES CODE****Division 13—Environmental Quality****Chapter 2.6—General*****(excerpts)*****21096. Airport Planning**

- (a) If a lead agency prepares an environmental impact report for a project situated within airport land use compatibility plan boundaries, or, if an airport land use compatibility plan has not been adopted, for a project within two nautical miles of a public airport or public use airport, the Airport Land Use Planning Handbook published by the Division of Aeronautics of the Department of Transportation, in compliance with Section 21674.5 of the Public Utilities Code and other documents, shall be utilized as technical resources to assist in the preparation of the environmental impact report as the report relates to airport-related safety hazards and noise problems.
- (b) A lead agency shall not adopt a negative declaration for a project described in subdivision (a) unless the lead agency considers whether the project will result in a safety hazard or noise problem for persons using the airport or for persons residing or working in the project area.

BUSINESS AND PROFESSIONS CODE
Division 4—Real Estate
Part 2—Regulation of Transactions
Chapter 1—Subdivided Lands
Article 2—Investigation, Regulation and Report
(excerpts)

11010.

- (a) Except as otherwise provided pursuant to subdivision (c) or elsewhere in this chapter, any person who intends to offer subdivided lands within this state for sale or lease shall file with the Bureau of Real Estate an application for a public report consisting of a notice of intention and a completed questionnaire on a form prepared by the bureau.
- (b) The notice of intention shall contain the following information about the subdivided lands and the proposed offering:

[Sub-Sections (1) through (12) omitted]

- (13) (A) The location of all existing airports, and of all proposed airports shown on the general plan of any city or county, located within two statute miles of the subdivision. If the property is located within an airport influence area, the following statement shall be included in the notice of intention:

NOTICE OF AIRPORT IN VICINITY

This property is presently located in the vicinity of an airport, within what is known as an airport influence area. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to those annoyances, if any, are associated with the property before you complete your purchase and determine whether they are acceptable to you.

- (B) For purposes of this section, an “airport influence area,” also known as an “airport referral area,” is the area in which current or future airport-related noise, overflight, safety, or airspace protection factors may significantly affect land uses or necessitate restrictions on those uses as determined by an airport land use commission.

CIVIL CODE
Division 2—Property
Part 4—Acquisition of Property
Title 4—Transfer
Chapter 2—Transfer of Real Property
Article 1.7—Disclosure of Natural Hazards Upon Transfer of Residential Property
(excerpts)

1103.

- (a) For purpose of this article, the definitions in Chapter 1 (commencing with Section 10000) of Part 1 of Division 4 of the Business and Professions Code shall apply.
- (b) Except as provided in Section 1103.1, this article applies to a sale, exchange, real property sales contract, as defined in Section 2985, lease with an option to purchase, any other option to purchase, or ground lease coupled with improvements, of any single-family residential real property.
- (c) This article shall apply to the transactions described in subdivision (b) only if the seller or his or her agent is required by one or more of the following to disclose the property's location within a hazard zone:
 - (1) A seller's agent for a seller of real property that is located within a special flood hazard area (any type Zone "A" or "V") designated by the Federal Emergency Management Agency, or the seller if the seller is acting without a seller's agent, shall disclose to any prospective buyer the fact that the property is located within a special flood hazard area if either:
 - (A) The seller, or the seller's agent, has actual knowledge that the property is within a special flood hazard area.
 - (B) The local jurisdiction has compiled a list, by parcel, of properties that are within the special flood hazard area and a notice has been posted at the offices of the county recorder, county assessor, and county planning agency that identifies the location of the parcel list.
 - (2) ... located within an area of potential flooding... shall disclose to any prospective buyer the fact that the property is located within an area of potential flooding if either:
 - (3) ... is located within a very high fire hazard severity zone, designated pursuant to Section 51178 of the Government Code... shall disclose to any prospective buyer the fact that the property is located within a very high fire hazard severity zone and is subject to the requirements of Section 51182...
 - (4) ... is located within an earthquake fault zone, designated pursuant to Section 2622 of the Public Resources Code... shall disclose to any prospective buyer the fact that the property is located within a delineated earthquake fault zone...

regarding changes to the map received by the county.

- (5) ... is located within a seismic hazard zone, designated pursuant to Section 2696 of the Public Resources Code, or the seller if the seller is acting without an agent, shall disclose to any prospective buyer the fact that the property is located within a seismic hazard...
- (6) ...is located within a state responsibility area determined by the board, pursuant to Section 4125 of the Public Resources Code, or the seller's agent, shall disclose to any prospective buyer the fact that

the property is located within a wildland area that may contain substantial forest fire risks and hazards and is subject to the requirements of Section 4291 of the Public Resources Code...

- (d) Any waiver of the requirements of this article is void as against public policy.

(Amended by Stats. 2018, Ch. 907, Sec. 20. (AB 1289) Effective January 1, 2019.)1103.1.

- (a) This article does not apply to the following sales:

- (1) Sales or transfers pursuant to court order, including, but not limited to, sales ordered by a probate court in administration of an estate, sales pursuant to a writ of execution, sales by any foreclosure sale, sales by a trustee in bankruptcy, sales by eminent domain, and sales resulting from a decree for specific performance.
 - (2) Sales or transfers to a mortgagee by a mortgagor or successor in interest who is in default, sales to a beneficiary of a deed of trust by a trustor or successor in interest who is in default, transfers by any foreclosure sale after default, any foreclosure sale after default in an obligation secured by a mortgage, sale under a power of sale or any foreclosure sale under a decree of foreclosure after default in an obligation secured by a deed of trust or secured by any other instrument containing a power of sale, or sales by a mortgagee or a beneficiary under a deed of trust who has acquired the real property at a sale conducted pursuant to a power of sale under a mortgage or deed of trust or a sale pursuant to a decree of foreclosure or has acquired the real property by a deed in lieu of foreclosure.
 - (3) Sales or transfers by a fiduciary in the course of the administration of a trust, guardianship, conservatorship, or decedent's estate. This exemption shall not apply to a sale if the trustee is a natural person who is a trustee of a revocable trust and the seller is a former owner of the property or an occupant in possession of the property within the preceding year.
 - (4) Sales or transfers from one coowner to one or more other coowners.
 - (5) Sales or transfers made to a spouse, or to a person or persons in the lineal line of consanguinity of one or more of the sellers.
 - (6) Sales or transfers between spouses resulting from a judgment of dissolution of marriage or of legal separation of the parties or from a property settlement agreement incidental to that judgment.
 - (7) Sales or transfers by the Controller in the course of administering Chapter 7 (commencing with Section 1500) of Title 10 of Part 3 of the Code of Civil Procedure.
 - (8) Sales or transfers under Chapter 7 (commencing with Section 3691) or Chapter 8 (commencing with Section 3771) of Part 6 of Division 1 of the Revenue and Taxation Code.
 - (9) Sales, transfers, or exchanges to or from any governmental entity.
 - (10) The sale, creation, or transfer of any lease of any duration except a lease with an option to purchase or a ground lease coupled with improvements.
- (b) Sales and transfers not subject to this article may be subject to other disclosure requirements, including those under Sections 8589.3, 8589.4, and 51183.5 of the Government Code and Sections 2621.9, 2694, and 4136 of the Public Resources Code. In sales not subject to this article, agents may make required disclosures in a separate writing.
- (c) Notwithstanding the definition of sale in Section 10018.5 of the Business and Professions Code and Section 2079.13, the terms "sale" and "transfer," as they are used in this section, shall have their commonly understood meanings. The changes made to this section by Assembly Bill 1289 of the

2017–18 Legislative Session shall not be interpreted to change the application of the law as it read prior to January 1, 2019.

(Amended by Stats. 2019, Ch. 310, Sec. 7. (AB 892) Effective January 1, 2020.)1103.2.

- (a) The disclosures required by this article are set forth in, and shall be made on a copy of, the following Natural Hazard Disclosure Statement: [content omitted].
- (b) If an earthquake fault zone, seismic hazard zone, very high fire hazard severity zone, or wildland fire area map or accompanying information is not of sufficient accuracy or scale that a reasonable person can determine if the subject real property is included in a natural hazard area, the seller or seller's agent shall mark "Yes" on the Natural Hazard Disclosure Statement. The seller's agent may mark "No" on the Natural Hazard Disclosure Statement if the seller attaches a report prepared pursuant to subdivision (c) of Section 1103.4 that verifies the property is not in the hazard zone. This subdivision is not intended to limit or abridge any existing duty of the seller or the seller's agents to exercise reasonable care in making a determination under this subdivision.

[Sub-Sections (c) through (h) omitted]

[Section 1103.3 omitted]

1103.4.

- (a) Neither the seller nor any seller's agent or buyer's agent shall be liable for any error, inaccuracy, or omission of any information delivered pursuant to this article if the error, inaccuracy, or omission was not within the personal knowledge of the seller or the seller's agent or buyer's agent and was based on information timely provided by public agencies or by other persons providing information as specified in subdivision (c) that is required to be disclosed pursuant to this article, and ordinary care was exercised in obtaining and transmitting the information.
- (b) The delivery of any information required to be disclosed by this article to a prospective buyer by a public agency or other person providing information required to be disclosed pursuant to this article shall be deemed to comply with the requirements of this article and shall relieve the seller, seller's agent, and buyer's agent of any further duty under this article with respect to that item of information.
- (c) The delivery of a report or opinion prepared by a licensed engineer, land surveyor, geologist, or expert in natural hazard discovery dealing with matters within the scope of the professional's license or expertise, shall be sufficient compliance for application of the exemption provided by subdivision (a) if the information is provided to the prospective buyer pursuant to a request therefor, whether written or oral. In responding to that request, an expert may indicate, in writing, an understanding that the information provided will be used in fulfilling the requirements of Section 1103.2 and, if so, shall indicate the required disclosures, or parts thereof, to which the information being furnished is applicable. Where such a statement is furnished, the expert shall not be responsible for any items of information, or parts thereof, other than those expressly set forth in the statement.
 - (1) In responding to the request, the expert shall determine whether the property is within an airport influence area as defined in subdivision (b) of Section 11010 of the Business and Professions Code. If the property is within an airport influence area, the report shall contain the following statement:

NOTICE OF AIRPORT IN VICINITY

This property is presently located in the vicinity of an airport, within what is known as an airport influence area. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to those annoyances can vary from person to person. You may wish to consider what airport annoyances, if any, are associated with the property before you complete your purchase and determine whether they are acceptable to you.

[Remainder of Article 1.7 omitted]

CIVIL CODE
Division 4
Part 5—Common Interest Developments
Chapter 3—Governing Documents
Article 2—Declaration
(excerpts)

4250.

- (a) A declaration, recorded on or after January 1, 1986, shall contain a legal description of the common interest development, and a statement that the common interest development is a community apartment project, condominium project, planned development, stock cooperative, or combination thereof. The declaration shall additionally set forth the name of the association and the restrictions on the use or enjoyment of any portion of the common interest development that are intended to be enforceable equitable servitudes.
- (b) The declaration may contain any other matters the declarant or the members consider appropriate.

4255.

- (a) If a common interest development is located within an airport influence area, a declaration, recorded after January 1, 2004, shall contain the following statement:

NOTICE OF AIRPORT IN VICINITY

This property is presently located in the vicinity of an airport, within what is known as an airport influence area. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to those annoyances can vary from person to person. You may wish to consider what airport annoyances, if any, are associated with the property before you complete your purchase and determine whether they are acceptable to you.

- (b) For purposes of this section, an “airport influence area,” also known as an “airport referral area,” is the area in which current or future airport-related noise, overflight, safety, or airspace protection factors may significantly affect land uses or necessitate restrictions on those uses as determined by an airport land use commission.
- (c) [Omitted]
- (d) The statement in a declaration acknowledging that a property is located in an airport influence area ... does not constitute a title defect, lien, or encumbrance.

4260.

Except to the extent that a declaration provides by its express terms that it is not amendable, in whole or in part, a declaration that fails to include provisions permitting its amendment at all times during its existence may be amended at any time.

LEGISLATIVE HISTORY SUMMARY¹

PUBLIC UTILITIES CODE

Sections 21670 et seq.

*Airport Land Use Commission Statutes
And Related Statutes*

- 1967 Original ALUC statute enacted.
- Establishment of ALUCs required in each county containing a public airport served by a certificated air carrier.
 - The purpose of ALUCs is indicated as being to make recommendations regarding height restrictions on buildings and the use of land surrounding airports.
- 1970 Assembly Bill 1856 (Badham) Chapter 1182, Statutes of 1970—Adds provisions which:
- Require ALUCs to prepare comprehensive land use plans.
 - Require such plans to include a long-range plan and to reflect the airport's forecast growth during the next 20 years.
 - Require ALUC review of airport construction plans (Section 21661.5).
 - Exempt Los Angeles County from the requirement of establishing an ALUC.
- 1971 The function of ALUCs is restated as being to require new construction to conform to Department of Aeronautics standards.
- 1973 ALUCs are permitted to establish compatibility plans for military airports.
- 1982 Assembly Bill 2920 (Rogers) Chapter 1041, Statutes of 1982—Adds major changes which:
- More clearly articulate the purpose of ALUCs.
 - Eliminate reference to “achieve by zoning.”
 - Require consistency between local general and specific plans and airport land use commission plans; the requirements define the process for attaining consistency, they do not establish standards for consistency.
 - Eliminate the requirement for proposed individual development projects to be referred to an ALUC for review once local general/specific plans are consistent with the ALUC's plan.
 - Require that local agencies make findings of fact before overriding an ALUC decision.
 - Change the vote required for an override from 4/5 to 2/3.
- 1984 Assembly Bill 3551 (Mountjoy) Chapter 1117, Statutes of 1984—Amends the law to:
- Require ALUCs in all counties having an airport which serves the general public unless a county and its cities determine an ALUC is not needed.
 - Limit amendments to compatibility plans to once per year.
 - Allow individual projects to continue to be referred to the ALUC by agreement.
 - Extend immunity to airports if an ALUC action is overridden by a local agency not owning the airport.

¹ Source: California Airport Land Use Planning Handbook (October 2011)

- Provide state funding eligibility for preparation of compatibility plans through the Regional Transportation Improvement Program process.
- 1987 Senate Bill 633 (Rogers) Chapter 1018, Statutes of 1987—Makes revisions which:
 - Require that a designated body serving as an ALUC include two members having “expertise in aviation.”
 - Allows an interested party to initiate court proceedings to postpone the effective date of a local land use action if a compatibility plan has not been adopted.
 - Delete sunset provisions contained in certain clauses of the law. Allows reimbursement for ALUC costs in accordance with the Commission on State Mandates.
- 1989 Senate Bill 255 (Bergeson) Chapter 54, Statutes of 1989—
 - Sets a requirement that comprehensive land use plans be completed by June 1991.
 - Establishes a method for compelling ALUCs to act on matters submitted for review.
 - Allows ALUCs to charge fees for review of projects.
 - Suspends any lawsuits that would stop development until the ALUC adopts its plan or until June 1, 1991.
- 1989 Senate Bill 235 (Alquist) Chapter 788, Statutes of 1989—Appropriates \$3,672,000 for the payment of claims to counties seeking reimbursement of costs incurred during fiscal years 1985-86 through 1989-90 pursuant to state-mandated requirement (Chapter 1117, Statutes of 1984) for creation of ALUCs in most counties. This statute was repealed in 1993.
- 1990 Assembly Bill 4164 (Mountjoy) Chapter 1008, Statutes of 1990—Adds section 21674.5 requiring the Division of Aeronautics to develop and implement a training program for ALUC staffs.
- 1990 Assembly Bill 4265 (Clute) Chapter 563, Statutes of 1990—With the concurrence of the Division of Aeronautics, allows ALUCs to use an airport layout plan, rather than a long-range airport master plan, as the basis for preparation of a compatibility plan.
- 1990 Senate Bill 1288 (Beverly) Chapter 54, Statutes of 1990—Amends Section 21670.2 to give Los Angeles County additional time to prepare compatibility plans and meet other provisions of the ALUC statutes.
- 1991 Senate Bill 532 (Bergeson) Chapter 140, Statutes of 1991—
 - Allows counties having half of their compatibility plans completed or under preparation by June 30, 1991, an additional year to complete the remainder.
 - Allows ALUCs to continue to charge fees under these circumstances.
 - Fees may be charged only until June 30, 1992, if plans are not completed by then.
- 1993 Senate Bill 443 (Committee on Budget and Fiscal Review) Chapter 59, Statutes of 1993—Amends Section 21670(b) to make the formation of ALUCs permissive rather than mandatory as of June 30, 1993. (Note: Section 21670.2 which assigns responsibility for coordinating the airport planning of public agencies in Los Angeles County is not affected by this amendment.)
- 1994 Assembly Bill 2831 (Mountjoy) Chapter 644, Statutes of 1994 —Reinstates the language in Section 21670(b) mandating establishment of ALUCs, but also provides for an alternative airport land use planning process. Lists specific actions which a county and affected cities must take in order for such alternative process to receive Caltrans approval. Requires that ALUCs be guided by information in the Caltrans *Airport Land Use Planning Handbook* when formulating airport land use plans.

- 1994 Senate Bill 1453 (Rogers) Chapter 438, Statutes of 1994—Amends California Environmental Quality Act (CEQA) statutes as applied to preparation of environmental documents affecting projects in the vicinity of airports. Requires lead agencies to use the *Airport Land Use Planning Handbook* as a technical resource when assessing the airport-related noise and safety impacts of such projects.
- 1997 Assembly Bill 1130 (Oller) Chapter 81, Statutes of 1997—Added Section 21670.4 concerning airports whose planning boundary straddles a county line.
- 2000 Senate Bill 1350 (Rainey) Chapter 506, Statutes of 2000—Added Section 21670(f) clarifying that special districts are among the local agencies to which airport land use planning laws are intended to apply.
- 2001 Assembly Bill 93 (Wayne) Chapter 946, Statutes of 2001—Added Section 21670.3 regarding San Diego County Regional Airport Authority’s responsibility for airport planning within San Diego County.
- 2002 Assembly Bill 3026 (Committee on Transportation) Chapter 438, Statutes of 2002—Changes the term “comprehensive land use plan” to “airport land use compatibility plan.”
- 2002 Assembly Bill 2776 (Simitian) Chapter 496, Statutes of 2002—Requires information regarding the location of a property within an airport influence area be disclosed as part of certain real estate transactions effective January 1, 2004.
- 2002 Senate Bill 1468 (Knight) Chapter 971, Statutes of 2002—Changes ALUC preparation of airport land use compatibility plans for military airports from optional to required. Requires that the plans be consistent with the safety and noise standards in the Air Installation Compatible Use Zone for that airport. Requires that the general plan and any specific plans be consistent with these standards where there is military airport, but an airport land use commission does not exist.
- 2003 Assembly Bill 332 (Mullin) Chapter 351, Statutes of 2003—Clarifies that school districts and community college districts are subject to compatibility plans. Requires local public agencies to notify ALUC and Division of Aeronautics at least 45 days prior to deciding to overrule the ALUC.
- Adds that prior to granting building construction permits, local agencies shall be guided by the criteria established in the Airport Land Use Planning Handbook and any related federal aviation regulations to the extent that the criteria has been incorporated into their airport land use compatibility plan.
- 2004 Senate Bill 1223 (Committee on Transportation) Chapter 615, Statutes of 2004—Technical revisions eliminating most remaining references to the term “comprehensive land use plan” and replacing it with “airport land use compatibility plan.” Also replaces the terms “planning area” and “study area” with “airport influence area.”
- 2005 Assembly Bill 1358 (Mullin) Chapter 29, Statutes of 2005—Requires a school district to notify the Department of Transportation before leasing property for a new school site within two miles of an airport. Also makes these provisions applicable to charter schools.
- 2007 Senate Bill 10 (Kehoe) Chapter 287, Statutes of 2007—The San Diego County Regional Airport Authority Reform Act of 2007. Restructures the airport authority established in 2001 by AB 93 (Wayne), with a set of goals related to governance, accountability, planning and operations at San Diego International Airport.

- 2009 Assembly Bill 45 (Blakeslee) Chapter 404, Statutes of 2009—Requires small wind energy systems installed near airports to comply with all applicable Federal Aviation Administration requirements, including Subpart B of Part 77. These systems are not allowed to locate in vicinity of an airport if they are prohibited by a comprehensive land use plan or any implementing regulations adopted by an Airport Land Use Commission.
- 2010 Senate Bill 1333 (Yee) Chapter 329, Statutes of 2010—If a local government requires dedication of an avigation easement to the owner or operator of the airport as a condition of approval of a noise-sensitive project, the avigation easement must be granted prior to the issuance of the building permit. Also requires that a termination clause be included in the avigation easement if the project is not built or the permit has expired or been revoked.
- 2012 Assembly Bill 805 (Torres) Chapter 180, Statutes of 2012—Recodifies the Common Interest Development Act which requires a recorded disclosure statement if a common interest development is located within an airport influence area.
- 2012 Assembly Bill 1486 (Lara) Chapter 690, Statutes of 2012—Exempts from CEQA the design, construction and maintenance of certain structures and equipment of the Los Angeles Regional Interoperable Communications System (LA-RICS). However, any new antenna would be required to comply with applicable state and federal height restrictions and any height limits established by an applicable airport land use compatibility plan.
- 2013 Assembly Bill 1058 (Chávez) Chapter 83, Statutes of 2013—Modifies the process by which directors are appointed to the San Diego County Regional Airport Authority; the entity responsible for preparing, adopting and amending airport land use compatibility plans for each airport in San Diego County.
- 2013 Assembly Bill 758 (Block) Chapter 606, Statutes of 2013—Provides the City of Coronado with 540 days, instead of the standard 180 days, of any amendment to the airport land use compatibility plan to amend its general plan and any applicable specific plan.

Title 14 Code of Federal Regulations Part 77

Safe, Efficient Use and Preservation of the Navigable Airspace

Current as of June 2016

Subpart A

GENERAL

77.1 Purpose.

This part establishes:

- (a) The requirements to provide notice to the FAA of certain proposed construction, or the alteration of existing structures;
- (b) The standards used to determine obstructions to air navigation, and navigational and communication facilities;
- (c) The process for aeronautical studies of obstructions to air navigation or navigational facilities to determine the effect on the safe and efficient use of navigable airspace, air navigation facilities or equipment; and
- (d) The process to petition the FAA for discretionary review of determinations, revisions, and extensions of determinations.

77.3 Definitions.

For the purpose of this part:

“Non-precision instrument runway” means a runway having an existing instrument approach procedure utilizing air navigation facilities with only horizontal guidance, or area type navigation equipment, for which a straight-in non-precision instrument approach procedure has been approved, or planned, and for which no precision approach facilities are planned, or indicated on an FAA planning document or military service military airport planning document.

Planned or proposed airport is an airport that is the subject of at least one of the following documents received by the FAA:

- (1) Airport proposals submitted under 14 CFR Part 157.
- (2) Airport Improvement Program requests for aid.
- (3) Notices of existing airports where prior notice of the airport construction or alteration was not provided as required by 14 CFR Part 157.
- (4) Airport layout plans.
- (5) DOD proposals for airports used only by the U.S. Armed Forces.
- (6) DOD proposals on joint-use (civil-military) airports.

(7) Completed airport site selection feasibility study.

“Precision instrument runway” means a runway having an existing instrument approach procedure utilizing an Instrument Landing System (ILS), or a Precision Approach Radar (PAR). It also means a runway for which a precision approach system is planned and is so indicated by an FAA-approved airport layout plan; a military service approved military airport layout plan; any other FAA planning document, or military service military airport planning document.

“Public use airport” is an airport available for use by the general public without a requirement for prior approval of the airport owner or operator.

“Seaplane base” is considered to be an airport only if its sea lanes are outlined by visual markers.

“Utility runway” means a runway that is constructed for and intended to be used by propeller driven aircraft of 12,500 pounds maximum gross weight and less.

“Visual runway” means a runway intended solely for the operation of aircraft using visual approach procedures, with no straight-in instrument approach procedure and no instrument designation indicated on an FAA-approved airport layout plan, a military service approved military airport layout plan, or by any planning document submitted to the FAA by competent authority.

Subpart B

NOTICE REQUIREMENTS

77.5 Applicability.

- (a) If you propose any construction or alteration described in §77.9, you must provide adequate notice to the FAA of that construction or alteration.
- (b) If requested by the FAA, you must also file supplemental notice before the start date and upon completion of certain construction or alterations that are described in §77.9.
- (c) Notice received by the FAA under this subpart is used to:
 - (1) Evaluate the effect of the proposed construction or alteration on safety in air commerce and the efficient use and preservation of the navigable airspace and of airport traffic capacity at public use airports;
 - (2) Determine whether the effect of proposed construction or alteration is a hazard to air navigation;
 - (3) Determine appropriate marking and lighting recommendations, using FAA Advisory Circular 70/7460–1, Obstruction Marking and Lighting;
 - (4) Determine other appropriate measures to be applied for continued safety of air navigation; and
 - (5) Notify the aviation community of the construction or alteration of objects that affect the navigable airspace, including the revision of charts, when necessary.

77.7 Form and time of notice.

- (a) If you are required to file notice under §77.9, you must submit to the FAA a completed FAA Form 7460–1, Notice of Proposed Construction or Alteration. FAA Form 7460–1 is available at FAA regional offices and on the Internet.
- (b) You must submit this form at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.
- (c) If you propose construction or alteration that is also subject to the licensing requirements of the Federal Communications Commission (FCC), you must submit notice to the FAA on or before the date that the application is filed with the FCC.
- (d) If you propose construction or alteration to an existing structure that exceeds 2,000 ft. in height above ground level (AGL), the FAA presumes it to be a hazard to air navigation that results in an inefficient use of airspace. You must include details explaining both why the proposal would not constitute a hazard to air navigation and why it would not cause an inefficient use of airspace.
- (e) The 45-day advance notice requirement is waived if immediate construction or alteration is required because of an emergency involving essential public services, public health, or public safety. You may provide notice to the FAA by any available, expeditious means. You must file a completed FAA Form 7460–1 within 5 days of the initial notice to the FAA. Outside normal business hours, the nearest flight service station will accept emergency notices.

77.9 Construction or alteration requiring notice.

If requested by the FAA, or if you propose any of the following types of construction or alteration, you must file notice with the FAA of:

- (a) Any construction or alteration that is more than 200 ft. AGL at its site.
- (b) Any construction or alteration that exceeds an imaginary surface extending outward and upward at any of the following slopes:
 - (1) 100 to 1 for a horizontal distance of 20,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway more than 3,200 ft. in actual length, excluding heliports.
 - (2) 50 to 1 for a horizontal distance of 10,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway no more than 3,200 ft. in actual length, excluding heliports.
 - (3) 25 to 1 for a horizontal distance of 5,000 ft. from the nearest point of the nearest landing and takeoff area of each heliport described in paragraph (d) of this section.
- (c) Any highway, railroad, or other traverse way for mobile objects, of a height which, if adjusted upward 17 feet for an Interstate Highway that is part of the National System of Military and Interstate Highways where overcrossings are designed for a minimum of 17 feet vertical distance, 15 feet for any other public roadway, 10 feet or the height of the highest mobile object that would normally traverse the road, whichever is greater, for a private road, 23 feet for a railroad, and for a waterway or any other traverse way not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it, would exceed a standard of paragraph (a) or (b) of this section.
- (d) Any construction or alteration on any of the following airports and heliports:

- (1) A public use airport listed in the Airport/Facility Directory, Alaska Supplement, or Pacific Chart Supplement of the U.S. Government Flight Information Publications;
 - (2) A military airport under construction, or an airport under construction that will be available for public use;
 - (3) An airport operated by a Federal agency or the DOD.
 - (4) An airport or heliport with at least one FAA-approved instrument approach procedure.
- (e) You do not need to file notice for construction or alteration of:
- (1) Any object that will be shielded by existing structures of a permanent and substantial nature or by natural terrain or topographic features of equal or greater height, and will be located in the congested area of a city, town, or settlement where the shielded structure will not adversely affect safety in air navigation;
 - (2) Any air navigation facility, airport visual approach or landing aid, aircraft arresting device, or meteorological device meeting FAA-approved siting criteria or an appropriate military service siting criteria on military airports, the location and height of which are fixed by its functional purpose;
 - (3) Any construction or alteration for which notice is required by any other FAA regulation.
 - (4) Any antenna structure of 20 feet or less in height, except one that would increase the height of another antenna structure.

77.11 Supplemental notice requirements.

- (a) You must file supplemental notice with the FAA when:
- (1) The construction or alteration is more than 200 feet in height AGL at its site; or
 - (2) Requested by the FAA.
- (b) You must file supplemental notice on a prescribed FAA form to be received within the time limits specified in the FAA determination. If no time limit has been specified, you must submit supplemental notice of construction to the FAA within 5 days after the structure reaches its greatest height.
- (c) If you abandon a construction or alteration proposal that requires supplemental notice, you must submit notice to the FAA within 5 days after the project is abandoned.
- (d) If the construction or alteration is dismantled or destroyed, you must submit notice to the FAA within 5 days after the construction or alteration is dismantled or destroyed.

Subpart C

STANDARDS FOR DETERMINING OBSTRUCTIONS TO AIR NAVIGATION OR NAVIGATIONAL AIDS OR FACILITIES

77.13 Applicability.

This subpart describes the standards used for determining obstructions to air navigation, navigational aids, or navigational facilities. These standards apply to the following:

- (a) Any object of natural growth, terrain, or permanent or temporary construction or alteration, including equipment or materials used and any permanent or temporary apparatus.
- (b) The alteration of any permanent or temporary existing structure by a change in its height, including appurtenances, or lateral dimensions, including equipment or material used therein.

77.15 Scope.

- (a) This subpart describes standards used to determine obstructions to air navigation that may affect the safe and efficient use of navigable airspace and the operation of planned or existing air navigation and communication facilities. Such facilities include air navigation aids, communication equipment, airports, Federal airways, instrument approach or departure procedures, and approved off-airway routes.
- (b) Objects that are considered obstructions under the standards described in this subpart are presumed hazards to air navigation unless further aeronautical study concludes that the object is not a hazard. Once further aeronautical study has been initiated, the FAA will use the standards in this subpart, along with FAA policy and guidance material, to determine if the object is a hazard to air navigation.
- (c) The FAA will apply these standards with reference to an existing airport facility, and airport proposals received by the FAA, or the appropriate military service, before it issues a final determination.
- (d) For airports having defined runways with specially prepared hard surfaces, the primary surface for each runway extends 200 feet beyond each end of the runway. For airports having defined strips or pathways used regularly for aircraft takeoffs and landings, and designated runways, without specially prepared hard surfaces, each end of the primary surface for each such runway shall coincide with the corresponding end of the runway. At airports, excluding seaplane bases, having a defined landing and takeoff area with no defined pathways for aircraft takeoffs and landings, a determination must be made as to which portions of the landing and takeoff area are regularly used as landing and takeoff pathways. Those determined pathways must be considered runways, and an appropriate primary surface as defined in §77.19 will be considered as longitudinally centered on each such runway. Each end of that primary surface must coincide with the corresponding end of that runway.
- (e) The standards in this subpart apply to construction or alteration proposals on an airport (including heliports and seaplane bases with marked lanes) if that airport is one of the following before the issuance of the final determination:
 - (1) Available for public use and is listed in the Airport/Facility Directory, Supplement Alaska, or Supplement Pacific of the U.S. Government Flight Information Publications; or

- (2) A planned or proposed airport or an airport under construction of which the FAA has received actual notice, except DOD airports, where there is a clear indication the airport will be available for public use; or,
- (3) An airport operated by a Federal agency or the DOD; or,
- (4) An airport that has at least one FAA-approved instrument approach.

77.17 Obstruction standards.

- (a) An existing object, including a mobile object, is, and a future object would be an obstruction to air navigation if it is of greater height than any of the following heights or surfaces:
 - (1) A height of 499 feet AGL at the site of the object.
 - (2) A height that is 200 feet AGL, or above the established airport elevation, whichever is higher, within 3 nautical miles of the established reference point of an airport, excluding heliports, with its longest runway more than 3,200 feet in actual length, and that height increases in the proportion of 100 feet for each additional nautical mile from the airport up to a maximum of 499 feet.
 - (3) A height within a terminal obstacle clearance area, including an initial approach segment, a departure area, and a circling approach area, which would result in the vertical distance between any point on the object and an established minimum instrument flight altitude within that area or segment to be less than the required obstacle clearance.
 - (4) A height within an en route obstacle clearance area, including turn and termination areas, of a Federal Airway or approved off-airway route, that would increase the minimum obstacle clearance altitude.
 - (5) The surface of a takeoff and landing area of an airport or any imaginary surface established under §77.19, 77.21, or 77.23. However, no part of the takeoff or landing area itself will be considered an obstruction.
- (b) Except for traverse ways on or near an airport with an operative ground traffic control service furnished by an airport traffic control tower or by the airport management and coordinated with the air traffic control service, the standards of paragraph (a) of this section apply to traverse ways used or to be used for the passage of mobile objects only after the heights of these traverse ways are increased by:
 - (1) 17 feet for an Interstate Highway that is part of the National System of Military and Interstate Highways where overcrossings are designed for a minimum of 17 feet vertical distance.
 - (2) 15 feet for any other public roadway.
 - (3) 10 feet or the height of the highest mobile object that would normally traverse the road, whichever is greater, for a private road.
 - (4) 23 feet for a railroad.
 - (5) For a waterway or any other traverse way not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it.

77.19 Civil airport imaginary surfaces.

The following civil airport imaginary surfaces are established with relation to the airport and to each runway. The size of each such imaginary surface is based on the category of each runway according to the type of approach available or planned for that runway. The slope and dimensions of the approach surface applied to each end of a runway are determined by the most precise approach procedure existing or planned for that runway end.

- (a) Horizontal surface. A horizontal plane 150 feet above the established airport elevation, the perimeter of which is constructed by Swinging arcs of a specified radii from the center of each end of the primary surface of each runway of each airport and connecting the adjacent arcs by lines tangent to those arcs. The radius of each arc is:
 - (1) 5,000 feet for all runways designated as utility or visual;
 - (2) 10,000 feet for all other runways. The radius of the arc specified for each end of a runway will have the same arithmetical value. That value will be the highest determined for either end of the runway. When a 5,000-foot arc is encompassed by tangents connecting two adjacent 10,000-foot arcs, the 5,000-foot arc shall be disregarded on the construction of the perimeter of the horizontal surface.
- (b) Conical surface. A surface extending outward and upward from the periphery of the horizontal surface at a slope of 20 to 1 for a horizontal distance of 4,000 feet.
- (c) Primary surface. A surface longitudinally centered on a runway. When the runway has a specially prepared hard surface, the primary surface extends 200 feet beyond each end of that runway; but when the runway has no specially prepared hard surface, the primary surface ends at each end of that runway. The elevation of any point on the primary surface is the same as the elevation of the nearest point on the runway centerline. The width of the primary surface is:
 - (1) 250 feet for utility runways having only visual approaches.
 - (2) 500 feet for utility runways having non-precision instrument approaches.
 - (3) For other than utility runways, the width is:
 - (i) 500 feet for visual runways having only visual approaches.
 - (ii) 500 feet for non-precision instrument runways having visibility minimums greater than three-fourths statute mile.
 - (iii) 1,000 feet for a non-precision instrument runway having a non-precision instrument approach with visibility minimums as low as three-fourths of a statute mile, and for precision instrument runways.
 - (iv) The width of the primary surface of a runway will be that width prescribed in this section for the most precise approach existing or planned for either end of that runway.
- (d) Approach surface. A surface longitudinally centered on the extended runway centerline and extending outward and upward from each end of the primary surface. An approach surface is applied to each end of each runway based upon the type of approach available or planned for that runway end.

- (1) The inner edge of the approach surface is the same width as the primary surface and it expands uniformly to a width of:
 - (i) 1,250 feet for that end of a utility runway with only visual approaches;
 - (ii) 1,500 feet for that end of a runway other than a utility runway with only visual approaches;
 - (iii) 2,000 feet for that end of a utility runway with a non-precision instrument approach;
 - (iv) 3,500 feet for that end of a non-precision instrument runway other than utility, having visibility minimums greater than three-fourths of a statute mile;
 - (v) 4,000 feet for that end of a non-precision instrument runway, other than utility, having a non-precision instrument approach with visibility minimums as low as three-fourths statute mile; and
 - (vi) 16,000 feet for precision instrument runways.
- (2) The approach surface extends for a horizontal distance of:
 - (i) 5,000 feet at a slope of 20 to 1 for all utility and visual runways;
 - (ii) 10,000 feet at a slope of 34 to 1 for all non-precision instrument runways other than utility; and
 - (iii) 10,000 feet at a slope of 50 to 1 with an additional 40,000 feet at a slope of 40 to 1 for all precision instrument runways.
- (3) The outer width of an approach surface to an end of a runway will be that width prescribed in this subsection for the most precise approach existing or planned for that runway end.
- (e) Transitional surface. These surfaces extend outward and upward at right angles to the runway centerline and the runway centerline extended at a slope of 7 to 1 from the sides of the primary surface and from the sides of the approach surfaces. Transitional surfaces for those portions of the precision approach surface which project through and beyond the limits of the conical surface, extend a distance of 5,000 feet measured horizontally from the edge of the approach surface and at right angles to the runway centerline.

77.21 Department of Defense (DOD) airport imaginary surfaces.

- (a) Related to airport reference points. These surfaces apply to all military airports. For the purposes of this section, a military airport is any airport operated by the DOD.
 - (1) Inner horizontal surface. A plane that is oval in shape at a height of 150 feet above the established airfield elevation. The plane is constructed by scribing an arc with a radius of 7,500 feet about the centerline at the end of each runway and interconnecting these arcs with tangents.
 - (2) Conical surface. A surface extending from the periphery of the inner horizontal surface outward and upward at a slope of 20 to 1 for a horizontal distance of 7,000 feet to a height of 500 feet above the established airfield elevation.

- (3) Outer horizontal surface. A plane, located 500 feet above the established airfield elevation, extending outward from the outer periphery of the conical surface for a horizontal distance of 30,000 feet.
- (b) Related to runways. These surfaces apply to all military airports.
 - (1) Primary surface. A surface located on the ground or water longitudinally centered on each runway with the same length as the runway. The width of the primary surface for runways is 2,000 feet. However, at established bases where substantial construction has taken place in accordance with a previous lateral clearance criteria, the 2,000-foot width may be reduced to the former criteria.
 - (2) Clear zone surface. A surface located on the ground or water at each end of the primary surface, with a length of 1,000 feet and the same width as the primary surface.
 - (3) Approach clearance surface. An inclined plane, symmetrical about the runway centerline extended, beginning 200 feet beyond each end of the primary surface at the centerline elevation of the runway end and extending for 50,000 feet. The slope of the approach clearance surface is 50 to 1 along the runway centerline extended until it reaches an elevation of 500 feet above the established airport elevation. It then continues horizontally at this elevation to a point 50,000 feet from the point of beginning. The width of this surface at the runway end is the same as the primary surface, it flares uniformly, and the width at 50,000 is 16,000 feet.
 - (4) Transitional surfaces. These surfaces connect the primary surfaces, the first 200 feet of the clear zone surfaces, and the approach clearance surfaces to the inner horizontal surface, conical surface, outer horizontal surface or other transitional surfaces. The slope of the transitional surface is 7 to 1 outward and upward at right angles to the runway centerline.

77.23 Heliport imaginary surfaces.

- (a) Primary surface. The area of the primary surface coincides in size and shape with the designated take-off and landing area. This surface is a horizontal plane at the elevation of the established heliport elevation.
- (b) Approach surface. The approach surface begins at each end of the heliport primary surface with the same width as the primary surface, and extends outward and upward for a horizontal distance of 4,000 feet where its width is 500 feet. The slope of the approach surface is 8 to 1 for civil heliports and 10 to 1 for military heliports.
- (c) Transitional surfaces. These surfaces extend outward and upward from the lateral boundaries of the primary surface and from the approach surfaces at a slope of 2 to 1 for a distance of 250 feet measured horizontally from the centerline of the primary and approach surfaces.

Subpart D

AERONAUTICAL STUDIES AND DETERMINATIONS

77.25 Applicability.

- (a) This subpart applies to any aeronautical study of a proposed construction or alteration for which notice to the FAA is required under §77.9.
- (b) The purpose of an aeronautical study is to determine whether the aeronautical effects of the specific proposal and, where appropriate, the cumulative impact resulting from the proposed construction or alteration when combined with the effects of other existing or proposed structures, would constitute a hazard to air navigation.
- (c) The obstruction standards in subpart C of this part are supplemented by other manuals and directives used in determining the effect on the navigable airspace of a proposed construction or alteration. When the FAA needs additional information, it may circulate a study to interested parties for comment.

77.27 Initiation of studies.

The FAA will conduct an aeronautical study when:

- (a) Requested by the sponsor of any proposed construction or alteration for which a notice is submitted; or
- (b) The FAA determines a study is necessary.

77.29 Evaluating aeronautical effect.

- (a) The FAA conducts an aeronautical study to determine the impact of a proposed structure, an existing structure that has not yet been studied by the FAA, or an alteration of an existing structure on aeronautical operations, procedures, and the safety of flight. These studies include evaluating:
 - (1) The impact on arrival, departure, and en route procedures for aircraft operating under visual flight rules;
 - (2) The impact on arrival, departure, and en route procedures for aircraft operating under instrument flight rules;
 - (3) The impact on existing and planned public use airports;
 - (4) Airport traffic capacity of existing public use airports and public use airport development plans received before the issuance of the final determination;
 - (5) Minimum obstacle clearance altitudes, minimum instrument flight rules altitudes, approved or planned instrument approach procedures, and departure procedures;
 - (6) The potential effect on ATC radar, direction finders, ATC tower line-of-sight visibility, and physical or electromagnetic effects on air navigation, communication facilities, and other surveillance systems;
 - (7) The aeronautical effects resulting from the cumulative impact of a proposed construction or alteration of a structure when combined with the effects of other existing or proposed structures.
- (b) If you withdraw the proposed construction or alteration or revise it so that it is no longer identified as an obstruction, or if no further aeronautical study is necessary, the FAA may terminate the study.

77.31 Determinations.

- (a) The FAA will issue a determination stating whether the proposed construction or alteration would be a hazard to air navigation, and will advise all known interested persons.
- (b) The FAA will make determinations based on the aeronautical study findings and will identify the following:
 - (1) The effects on VFR/IFR aeronautical departure/arrival operations, air traffic procedures, minimum flight altitudes, and existing, planned, or proposed airports listed in §77.15(e) of which the FAA has received actual notice prior to issuance of a final determination.
 - (2) The extent of the physical and/or electromagnetic effect on the operation of existing or proposed air navigation facilities, communication aids, or surveillance systems.
- (c) The FAA will issue a Determination of Hazard to Air Navigation when the aeronautical study concludes that the proposed construction or alteration will exceed an obstruction standard and would have a substantial aeronautical impact.
- (d) A Determination of No Hazard to Air Navigation will be issued when the aeronautical study concludes that the proposed construction or alteration will exceed an obstruction standard but would not have a substantial aeronautical impact to air navigation. A Determination of No Hazard to Air Navigation may include the following:
 - (1) Conditional provisions of a determination.
 - (2) Limitations necessary to minimize potential problems, such as the use of temporary construction equipment.
 - (3) Supplemental notice requirements, when required.
 - (4) Marking and lighting recommendations, as appropriate.
- (e) The FAA will issue a Determination of No Hazard to Air Navigation when a proposed structure does not exceed any of the obstruction standards and would not be a hazard to air navigation.

77.33 Effective period of determinations.

- (a) The effective date of a determination not subject to discretionary review under §77.37(b) is the date of issuance. The effective date of all other determinations for a proposed or existing structure is 40 days from the date of issuance, provided a valid petition for review has not been received by the FAA. If a valid petition for review is filed, the determination will not become final, pending disposition of the petition.
- (b) Unless extended, revised, or terminated, each Determination of No Hazard to Air Navigation issued under this subpart expires 18 months after the effective date of the determination, or on the date the proposed construction or alteration is abandoned, whichever is earlier.
- (c) A Determination of Hazard to Air Navigation has no expiration date.

77.35 Extensions, terminations, revisions and corrections.

- (a) You may petition the FAA official that issued the Determination of No Hazard to Air Navigation to revise or reconsider the determination based on new facts or to extend the effective period of the determination, provided that:
 - (1) Actual structural work of the proposed construction or alteration, such as the laying of a foundation, but not including excavation, has not been started; and
 - (2) The petition is submitted at least 15 days before the expiration date of the Determination of No Hazard to Air Navigation.
- (b) A Determination of No Hazard to Air Navigation issued for those construction or alteration proposals not requiring an FCC construction permit may be extended by the FAA one time for a period not to exceed 18 months.
- (c) A Determination of No Hazard to Air Navigation issued for a proposal requiring an FCC construction permit may be granted extensions for up to 18 months, provided that:
 - (1) You submit evidence that an application for a construction permit/license was filed with the FCC for the associated site within 6 months of issuance of the determination; and
 - (2) You submit evidence that additional time is warranted because of FCC requirements; and
 - (3) Where the FCC issues a construction permit, a final Determination of No Hazard to Air Navigation is effective until the date prescribed by the FCC for completion of the construction. If an extension of the original FCC completion date is needed, an extension of the FAA determination must be requested from the Obstruction Evaluation Service (OES).
 - (4) If the Commission refuses to issue a construction permit, the final determination expires on the date of its refusal.

Subpart E**PETITIONS FOR DISCRETIONARY REVIEW****77.37 General.**

- (a) If you are the sponsor, provided a substantive aeronautical comment on a proposal in an aeronautical study, or have a substantive aeronautical comment on the proposal but were not given an opportunity to state it, you may petition the FAA for a discretionary review of a determination, revision, or extension of a determination issued by the FAA.
- (b) You may not file a petition for discretionary review for a Determination of No Hazard that is issued for a temporary structure, marking and lighting recommendation, or when a proposed structure or alteration does not exceed obstruction standards contained in subpart C of this part.

77.39 Contents of a petition.

- (a) You must file a petition for discretionary review in writing and it must be received by the FAA within 30 days after the issuance of a determination under §77.31, or a revision or extension of the determination under §77.35.
- (b) The petition must contain a full statement of the aeronautical basis on which the petition is made, and must include new information or facts not previously considered or presented during the aeronautical study, including valid aeronautical reasons why the determination, revisions, or extension made by the FAA should be reviewed.
- (c) In the event that the last day of the 30-day filing period falls on a weekend or a day the Federal government is closed, the last day of the filing period is the next day that the government is open.
- (d) The FAA will inform the petitioner or sponsor (if other than the petitioner) and the FCC (whenever an FCC-related proposal is involved) of the filing of the petition and that the determination is not final pending disposition of the petition.

77.41 Discretionary review results.

- (a) If discretionary review is granted, the FAA will inform the petitioner and the sponsor (if other than the petitioner) of the issues to be studied and reviewed. The review may include a request for comments and a review of all records from the initial aeronautical study.
- (b) If discretionary review is denied, the FAA will notify the petitioner and the sponsor (if other than the petitioner), and the FCC, whenever a FCC-related proposal is involved, of the basis for the denial along with a statement that the determination is final.
- (c) After concluding the discretionary review process, the FAA will revise, affirm, or reverse the determination.

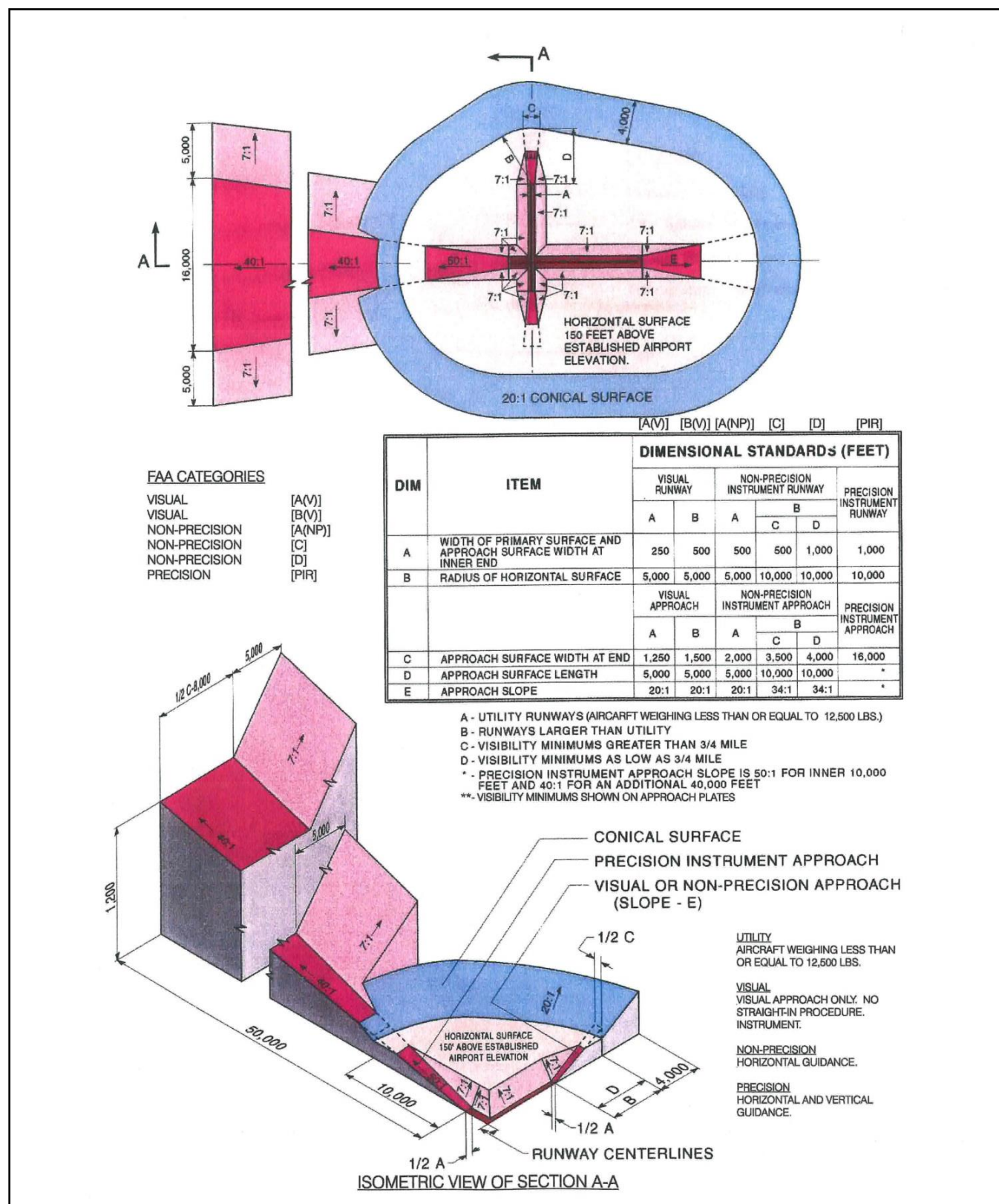


Figure B1

CFR Part 77 Imaginary Surfaces

Figure B2

FAA Form 7460-1

Figure B3

Online Submittal of Form 7460-1: Notice of Proposed Construction or Alteration

Historically a paper form called a “7460-1” was required to be submitted to the FAA for any project proposed on airport property and certain projects near airports. Recently, the FAA has moved from paper forms to an on-line system of evaluating the effects of a proposed project on the national airspace system.

- The on-line system can be accessed at <https://oeaaa.faa.gov>.

This new system allows project proponents to submit and track their proposal as it progresses through the FAA evaluation process.

The purpose of this guidance is to supplement and clarify the FAA user guide for the 7460 website.

- available at: https://oeaaa.faa.gov/oeaaa/external/content/OEexternal_Guide_v3.1.pdf

We recommend that the user first read the entire guide provided by the FAA, and then use this document to clarify some of the more complicated aspects of the online 7460 system.

When a project must be submitted to the FAA

CFR Title 14 Part 77.13 states that any person/organization who intends to sponsor any of the following construction or alterations must notify the Administrator of the FAA:

- Any construction or alteration exceeding 200 ft. above ground level
- Any construction or alteration:
 - within 20,000 ft. of a public use or military airport which exceeds a 100:1 surface from any point on the runway of each airport with at least one runway more than 3,200 ft.
 - within 10,000 ft. of a public use or military airport which exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more than 3,200 ft.
 - within 5,000 ft. of a public use heliport which exceeds a 25:1 surface
- Any highway, railroad or other traverse way whose prescribed adjusted height would exceed the above noted standards
- When requested by the FAA
- Any construction or alteration located on a public use airport or heliport regardless of height or location.

The FAA has been continuously improving the oe/aaa website to be more user friendly and increase the on-line functionality. The look and feel of the website may change in the future, but the majority of the content should remain as is.

Create an account

Before accessing the features of the website, the user will be required to create a username and password to access the website.

Obstruction Evaluation
Version 2010.1.0

Home

FAA OE/AAA Offices

View Determined Cases

View Proposed Cases

View Supplemental Notices (Form 7460-2)

View Circularized Cases

Search Archives

Download Archives

Circle Search for Cases

Circle Search for Airports

Discretionary Review FAQs

Notice Criteria Tool

DoD Preliminary Screening Tool

Distance Calculation Tool

OE/AAA Account

Login

New User Registration

Information Resources

FAA Acronyms

Forms

Regulatory Policy

Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)

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In administering Title 14 of the Code of Federal Regulations CFR Part 77, the prime objectives of the FAA are to promote air safety and the efficient use of the navigable airspace. To accomplish this mission, aeronautical studies are conducted based on information provided by proponents on an FAA Form 7460-1, Notice of Proposed Construction or Alteration.

[Advisory Circular 70/7460-1K](#), Obstruction Marking and Lighting, describes the standards for marking and lighting structures such as buildings, chimneys, antenna towers, cooling towers, storage tanks, supporting structures of overhead wires, etc.

OE/AAA Filing Process

If your organization is planning to sponsor any construction or alterations which may affect navigable airspace, you must file a **Notice of Proposed Construction or Alteration** (Form 7460-1) with the FAA.

CLICK HERE
for Instructions on how to E-file
your proposal with the FAA

If construction or alteration IS NOT LOCATED on an airport:

You may file forms 7460-1 and 7460-2 electronically via this website - [New User Registration](#).

or

You may file forms 7460-1 and 7460-2 via US Postal Mail to:

Mail Processing Center
Federal Aviation Administration
Southwest Regional Office
Obstruction Evaluation Service, AJR-322
2601 Meacham Boulevard
Fort Worth, TX 76193

Questions? Please contact the [appropriate representative](#).

If construction or alteration IS LOCATED on an airport:

You may file forms 7460-1 electronically via this website - [New User Registration](#).

or

Find the [FAA Airports Region / District Office](#) having jurisdiction over the airport on which the construction is located, and file to that address.

Once a user has created an account, they will be able to log in and will be directed to the OE/AAA Portal Page. This page displays a summary of any projects which have been entered into the website, categorized by off-airport and on-airport projects.

Adding a Sponsor

Before a user can enter project specific information, a project sponsor must be created. A sponsor is the person who is ultimately responsible for the construction or alteration. All FAA correspondence will be addressed to the sponsor. The sponsor could be the airport manager for projects proposed by the airport, or the developer proposing off airport construction. To create a sponsor contact, click “Add New Sponsor” on the “portal” page. From there the user can add sponsors for various projects.

Ukiah Municipal Airport Land Use Compatibility Plan (Adopted May 20, 2021)

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OE/AAA Portal Page

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My Account	Off Airport Construction (includes on Military Airport)	On Airport Construction (excludes on Military Airport)																																		
Name: User Name: Login Time: IP Address: Actions: What's New Update Account Information Change Password Logout	My Cases (Off Airport) Add New Case (Off Airport) My Sponsors Add New Sponsor Air Traffic Areas of Responsibility My Cases by Status: <table> <tr><td>Draft</td><td>0</td></tr> <tr><td>Accepted</td><td>0</td></tr> <tr><td>Add Letter</td><td>0</td></tr> <tr><td>Work in Progress</td><td>0</td></tr> <tr><td>Determined</td><td>0</td></tr> <tr><td>Circularized</td><td>0</td></tr> <tr><td>Terminated</td><td>0</td></tr> <tr><td>All</td><td>0</td></tr> </table> Draft: Cases that have been saved by the user but have not been submitted to the FAA. Accepted: Cases that have been submitted to the FAA. Add Letter: Cases that have been reviewed by the FAA and require additional information from the user. Work in Progress: Cases that are being evaluated by the FAA. Determined: Cases that have a completed aeronautical study and an FAA determination. Terminated: Cases that are no longer valid. Please allow the FAA a minimum of 30 days to complete a study. Click here to contact the appropriate representative.	Draft	0	Accepted	0	Add Letter	0	Work in Progress	0	Determined	0	Circularized	0	Terminated	0	All	0	My Cases (On Airport) Add New Case (On Airport) My Sponsors Add New Sponsor Airports Regional Contacts My Cases by Status: <table> <tr><td>Draft</td><td>0</td></tr> <tr><td>Waiting</td><td>0</td></tr> <tr><td>Accepted</td><td>179</td></tr> <tr><td>Add Letter</td><td>0</td></tr> <tr><td>Work In Progress</td><td>64</td></tr> <tr><td>Determined</td><td>4</td></tr> <tr><td>Terminated</td><td>0</td></tr> <tr><td>Deleted</td><td>0</td></tr> <tr><td>All</td><td>247</td></tr> </table> Draft: Cases that have been saved by the user but have not been submitted to the FAA. Waiting: Cases that have not been submitted to the FAA and are waiting for an action from the user, either to verify the map or attach a sketch. Accepted: Cases that have been submitted to the FAA. Add Letter: Cases that have been reviewed by the FAA and require additional information from the user. Work in Progress: Cases that are being evaluated by the FAA. Determined: Cases that have completed a aeronautical study and an FAA determination. Terminated: Cases that are no longer valid. NOTE: Please use this section for filing on-airport constructions electronically.	Draft	0	Waiting	0	Accepted	179	Add Letter	0	Work In Progress	64	Determined	4	Terminated	0	Deleted	0	All	247
Draft	0																																			
Accepted	0																																			
Add Letter	0																																			
Work in Progress	0																																			
Determined	0																																			
Circularized	0																																			
Terminated	0																																			
All	0																																			
Draft	0																																			
Waiting	0																																			
Accepted	179																																			
Add Letter	0																																			
Work In Progress	64																																			
Determined	4																																			
Terminated	0																																			
Deleted	0																																			
All	247																																			
Email Notifications Circularized Case Notification	Help OE/AAA Support Desk Phone: 202-580-7500 Email: oeaaa_helpdesk@cghitech.com	Documents - OE/AAA System User Guide - FAA Acronyms																																		

When the user selects “Add New Sponsor”, they will be presented with the following screen:

Add New Sponsor

faa.gov Tools: Print this page

- The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Please populate the following form to add or update a Sponsor.
- Required fields indicated with *

* Sponsor Name:	
* Attention Of:	
* Address:	
Address2:	
* City:	
* State:	
-OR-	
* Non-US State:	
* Country:	United States
* Zip / Post Code:	
* Phone:	- - ext
* Fax:	- -
* Email:	

NOTE: The party submitting information through the FAA website **DOES NOT** have to be the same as the sponsor. Often, a consultant or other party under direction from the sponsor makes the submittal through the website

Creating a New Submittal

There are two options for creating a new 7460 submittal. Again on the left side, either click “Add New Case (off airport)” or “Add New Case (on airport)”

The screenshot displays the OE/AAA Portal Page. On the left is a navigation menu with the following items:

- Obstruction Evaluation Version 2010.1.0
- Home
- FAA OE/AAA Offices
- View Determined Cases
- View Proposed Cases
- View Supplemental Notices (Form 7460-2)
- View Circularized Cases
- Search Archives
- Download Archives
- Circle Search for Cases
- Circle Search for Airports
- Discretionary Review FAQs
- Notice Criteria Tool
- DoD Preliminary Screening Tool
- Distance Calculation Tool
- OE/AAA Account**
 - Portal Page
 - My Cases (Off Airport)
 - My Cases (On Airport)
 - My Sponsors
 - Add New Case (Off Airport)
 - Add New Case (On Airport)
 - Update User Account
 - What's New
 - Change Password
 - Logout

Two red arrows point to the 'Add New Case (Off Airport)' and 'Add New Case (On Airport)' links in the sidebar.

The main content area is titled 'OE/AAA Portal Page' and contains a 'My Account' section with the following fields:

- Name:
- User Name:
- Login Time:
- IP Address:

Below these fields is an 'Actions' section with the following links:

- What's New
- Update Account Information
- Change Password
- Logout

At the bottom of the page is an 'Email Notifications' section with the link 'Circularized Case Notification'.

There are some differences in the required fields for “on airport” vs. “off airport” but the differences are minor and self-explanatory. One tip: for off airport submittals there is a field for “requested marking/lighting”. If the user does not have a preference, select other from the pull down menu and in the “other field” state “no preference”.

Notice of Proposed Construction or Alteration - Off Airport

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Sponsor (person, company, etc. proposing this action)

* Sponsor:

Construction / Alteration Information

* Notice Of:

* Duration:

if Temporary : Months: Days:

Work Schedule - Start: (mm/dd/yyyy)

Work Schedule - End: (mm/dd/yyyy)

State Filing:

Structure Summary

* Structure Type:

* Structure Name:

FCC Number:

Prior ASN: - - - OE

Structure Details

* Latitude: ° ′ ″ N

* Longitude: ° ′ ″ W

* Horizontal Datum:

* Site Elevation (SE): (nearest foot)

* Structure Height (AGL): (nearest foot)

* Requested Marking/Lighting:

Other :

Audio Visual Warning System(AVWS): ☐ Yes

* Current Marking/Lighting:

Other :

* Nearest City:

* Nearest State:

* Description of Location:

* Description of Proposal:

Common Frequency Bands

	Low Freq	High Freq	Freq Unit	ERP	ERP Unit
☐	806	824	MHz	500	W
☐	824	849	MHz	500	W
☐	851	866	MHz	500	W
☐	869	894	MHz	500	W
☐	896	901	MHz	500	W
☐	901	902	MHz	7	W
☐	930	931	MHz	3500	W
☐	931	932	MHz	3500	W
☐	932	932.5	MHz	17	dBW
☐	935	940	MHz	1000	W
☐	940	941	MHz	3500	W
☐	1850	1910	MHz	1640	W
☐	1930	1990	MHz	1640	W
☐	2305	2310	MHz	2000	W
☐	2345	2360	MHz	2000	W

Specific Frequencies

[Add Specific Frequency](#)

Additional Location(s)

[Add New Location\(s\)](#)

Accurate lat/long and site elevation is critical for an accurate airspace determination.

It is recommended that survey quality data be obtained from a recent survey, a GPS unit, or worst case, scaled from a topo quad.

- The most common “notice of” is construction. Select from pull down menu.
- Latitude and longitude must be entered for the structure/construction activity.
- Most 7460 submittals will require multiple points with lat/long unless the 7460 is for a pole/tower/ or other single point object. Buildings and construction areas all require points indicating the extents of the building or area. More information is provided below on how to add additional points to a submittal.
- There is a field to describe the activity taking place. In some complex activities the field does not provide enough room for the required text. An additional explanatory letter can be attached. Additional information is provided in this section on how to add a letter or document to the submittal.
- Red asterisks indicate the required fields.
- Unless there has been a previous aeronautical study for this submittal leave the “prior study” fields blank.
- Only select “common frequency bands” if the proposed structure will transmit a signal.

If the submittal is a building or construction area that is more than a single lat/long point the user must save the data first. Click save at the bottom of the page. This will bring up a summary screen of the case. To add more points click “clone” under the heading “actions”.

Notice of Proposed Construction or Alteration - Off Airport

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Project Name: TEST1-000119804-09

Sponsor: test10

Project Summary : TEST1-000119804-09

[Add Another Case to this Project](#)

Structure	City, State	Lat/Long	Map	Actions
sadfv Draft	edfv, TX	30° 30' 30.00" N 95° 30' 30.00" W	 Verify Map	Delete Clone Upload a PDF
sadfv Draft	edfv, TX	30° 30' 3.00" N 95° 41' 1.00" W	 Verify Map	Delete Clone Upload a PDF
sadfv Draft	edfv, TX	30° 30' 30.00" N 95° 1' 1.00" W	 Verify Map	Delete Clone Upload a PDF
sadfv Draft	edfv, TX	30° 30' 9.00" N 94° 4' 7.00" W	 Verify Map	Delete Clone Upload a PDF
sadfv Draft	edfv, TX	30° 30' 15.00" N 95° 41' 4.00" W	 Verify Map	Delete Clone Upload a PDF

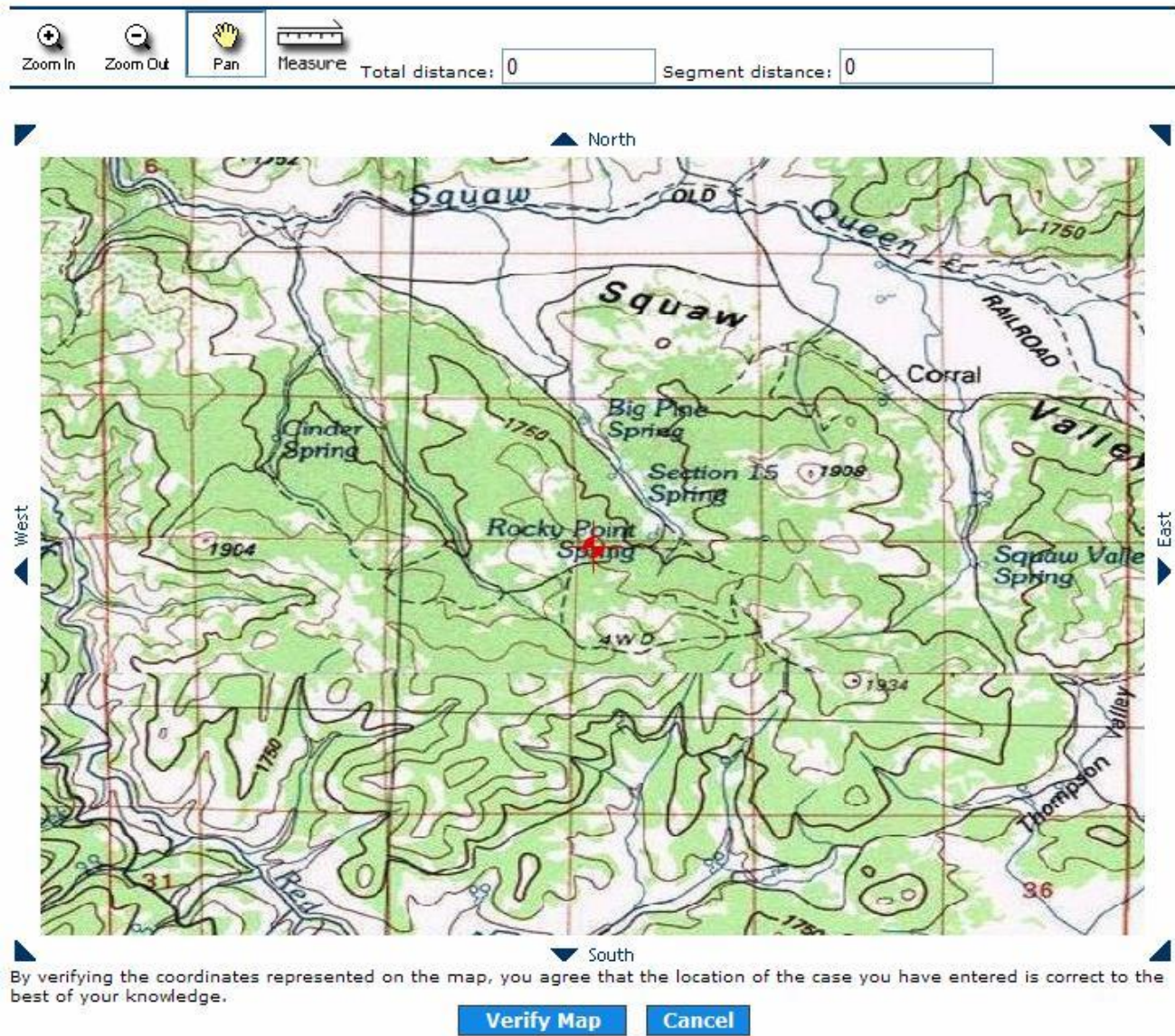
To submit this project, you must verify the coordinates of each case listed above.

The clone tool copies all the relevant information to a new page where an additional lat/long and elevation can be entered. However, the clone process does not number the various points of a proposed project. When entering the details for a point (see Image 5) it is helpful if the user assigns a number to the point and references the total number of points for the project (e.g. point 2 of 20). The numbering can be included in the project “description/remarks” field for each point.

It should be noted that each individual point associated with a project (e.g. each corner of a building) is evaluated individually, thus the importance of including a numbering system (2 of 20) in the text/description box.

Once done, click “save” again. Now the user will see two records under the “project summary” heading. Continue this process of cloning for all the remaining points.

Once all the points have been entered, each point must be verified. There is a red X with the words “verify map” indicating the user has not verified the location. Click Verify Map, a popup will display the lat/long point on a topo map and the user must verify that it is in the correct location. After clicking “verify map” on the popup, the red X will become a blue checkmark. It seems to be more efficient to enter all of the points associated with a project and then return to verify each point on the map at one time.



All on-airport project submittals must have a “project sketch” included. Under the “actions” column select “upload a PDF”. Once you have uploaded a sketch for all the points associated with the project the red X under “sketch” will turn to a green check mark. Off-airport projects do not require a “project sketch”, but the user can still upload one for informational purposes.

If the user needs to add any other information such as an explanatory letter, clicking on “upload a PDF” will allow the user to upload more documents, although only one at a time. Keep in mind that if additional

PDFs or information are being provided, like the project sketch it must be uploaded to every point associated with the project.

Once the maps have been verified and sketches uploaded for all points associated with the case, the user will be able to submit the 7460 to the FAA for review.

Status of Submitted Projects

To check the status of a submittal, click on either “my cases (off airport)” or “my cases (on airport)” to see a list of what has been submitted. Each of the multiple points associated with one project will be listed as if they are separate, although still associated. The points will have a status:

ALL of My Cases (Off Airport) faa.gov Tools Print this page

All Cases		Filter by Case Status			Cases Requiring Action		
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Project Name	Structure Name	ASN	Status	Date Accepted	Date Determined	City	State
CITY -000038834-06	Test	2007-ASW-11935-OE	Terminated	12/27/2007	12/27/2007	Test	TX
CITY -000059482-07	adv		Draft			Ijknas	AS
CITY -000059483-07			Draft			1WADC	TX
CITY -000060676-07	Clearing		Draft			Loackhaven	PA
GLYN -000102789-08	Belgrade		Draft			Memphis	TN
TEST -000017393-05			Draft			Test	TX
TEST -000017393-05			Draft			Test	VA
TEST -000026823-05	-2 Test	2005-ASW-5900-OE	Terminated	10/24/2005	01/26/2006	Test	TX
TEST-000042518-06			Draft			Test	PW
TEST-000054890-06			Draft			Miami	HI
TEST-000062979-07	Test	2007-ASW-2891-OE	Terminated	03/31/2007	03/31/2007	Test	TX
TEST-000068585-07	Test	2007-ASW-4498-OE	Terminated	06/06/2007	06/06/2007	Test	TX
TEST-000070702-07	Test	2007-AAL-169-OE	Terminated	06/28/2007	06/28/2007	test	AK
TEST-000073196-07	Test	2007-ASW-6665-OE	Terminated	07/28/2007	07/28/2007	Test	TX
TEST-000076148-07	Test Case	2007-ASW-7840-OE	Terminated	08/30/2007	09/24/2007	Test	TX
TEST-000080619-07	Test	2007-ASW-9818-OE	Terminated	10/25/2007	10/25/2007	Test	TX
TEST-000089176-08	Test	2008-ASW-1637-OE	Terminated	02/28/2008	02/28/2008	Test	TX
TEST-000100444-08	test	2008-ASW-5488-OE	Terminated	08/04/2008	08/04/2008	Test	TX
TEST-000102395-08	test	2008-ASW-5898-OE	Terminated	08/28/2008	10/03/2008	Test	TX
TEST-000104649-08	test	2008-ASW-6317-OE	Terminated	10/03/2008	10/09/2008	test	TX

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Project Status Definitions:

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Determined: Cases that have a completed aeronautical study and an FAA determination.

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Airport Land Use Compatibility Concepts

OVERVIEW

The land use compatibility concerns addressed by ALUCs can generally be grouped under four headings: noise, safety, airspace protection, and overflight. **Table C1** briefly describes the nature of each of these compatibility concerns. The types of land use measures available to ALUCs for addressing these concerns are identified as well. The discussion that follows highlights some additional factors to be recognized when airport land use compatibility issues are examined.

NOISE

Measuring Noise Impacts

The principal tool by which airports and surrounding communities can assess airport noise impacts is through calculation of Community Noise Equivalent Level (CNEL) contours. In making such assessments, however, the limitations of CNEL contours are essential to recognize.

- **Averaging.** CNEL contours represent a single day's average of all of the aircraft noise events which take place at an airport over a year's time. The contours are a composite of individual noise events and thus do not directly measure these events. However, because noise is measured on a logarithmic scale, the contours can be significantly affected by a few particularly loud events or aircraft types. Also, particularly annoying noise (such as high-pitch sounds or ones which create vibrations) are not explicitly taken into account. Consequently, other noise factors often must be considered in land use compatibility planning evaluations.
- **Accuracy.** Many assumptions go into the calculation of noise contours. This is particularly the case at general aviation airports. A 2-3 dB accuracy with regard to calculation of existing contours is considered good. For future contours, the added uncertainty of forecasting both activity levels and aircraft technology means that an accuracy of ± 5 dB is as much as can realistically be expected.
- **Scope.** As normally depicted, cumulative noise level contours do not encompass the total area affected by aircraft noise around an airport. Use of noise contours to show marginally affected areas is, at best, imprecise because of the varied distribution of flight tracks and altitudes which occurs with increased distance from the runway ends.
- **Relationship to Land Uses.** Noise contours by themselves indicate nothing as to whether a given type of land use is compatible at a particular noise exposure. Basic compatibility guidelines have been established by both the federal and state governments, but adjustment of these criteria to reflect local community and airport conditions is still essential. This adjustment process is often referred to as *normalization*. Even after normalization has been applied, however, the comparative noise sensitivity of one person versus another still remains as a variable.

Noise Footprints of Individual Aircraft

A different perspective on airport noise impacts can be obtained by examining sound level data for individual aircraft operations as opposed to the composite contours described above. **Figure C2** shows a series of what are usually referred to as single-event levels or aircraft noise footprints. For each of the aircraft listed, these contours indicate the momentary, maximum sound levels experienced on the ground as the aircraft flies over while approaching and departing a runway. The 65 dBA sound level (the outermost contour) is significant in that this is the level at which interference with speech begins to be significant.

Formatted in this way, the noise levels of various types of aircraft can readily be compared. The footprints dramatically illustrate, for example, why early business jets and other noisy aircraft (including fire attack aircraft) can have a major effect on the size of cumulative noise contours despite their relatively small number of annual operations. The footprints also show the relatively small noise impact of contemporary regional airline jets—about the same as an average, twin piston-engine airplane.

SAFETY

Assessing Aircraft Accident Risks

Accident risks can generally be assessed in terms of two components: the *frequency* with which the accidents can be predicted to occur; and the potential *severity* of an accident when one occurs. Aircraft accidents near airports are events which happen infrequently, but, when they do, the consequences can be severe. To better appreciate the relationship between risks and safety compatibility planning for airport environs, further examination of these two components is useful.

The frequency component of risk is itself comprised of two elements. One is the *relative* frequency with which accidents occur in any given location as compared to other locations. The second is the *absolute* frequency with which accidents take place in a given proximity to an airport runway over a specified period of time. Until recently, good data on the spatial or geographic distribution of near-airport, general aviation aircraft accidents was lacking. As discussed below, valuable information on this topic is now available.

The temporal, or time, element of aircraft accident frequency remains a controversial subject. Accident probabilities as a function of time can be calculated using nationwide ratios of accidents to aircraft operations and then multiplying by the number of aircraft operations expected to take place at an individual airport over a specified period of time. For any particular parcel or small area, however, the resulting probability numbers are so low as to seem insignificant. The problem is that the numbers by themselves lack context. Sometimes, attempts are made to give them a sense of scale by making comparisons with the probability of an individual being struck by lightning or experiencing some other calamity. Even then, though, it is difficult to base land use policies on risk data comparing widely different types of events.

A further aspect of the problem, especially with regard to aircraft accident risks, is that public *perception* is perhaps more important than statistics. While the reality is that accidents involving light, general aviation aircraft seldom cause major damage or deaths on the ground, public perception usually is that only “luck” prevented any particular event from being a major catastrophe. Accidents involving larger aircraft—

business jets and airline aircraft—are more likely to have significant consequences to land uses, but there are fewer such aircraft flying at most airports and, on a national basis, the accident frequency is lower than for small planes. Also important—especially when considering the fundamental role of ALUCs to protect airports—is that, when an aircraft accident happens near an airport, public response is usually in favor of restricting the airport usage, not the surrounding land uses.

Ultimately, this issue boils down to the question of: what is acceptable risk? The answer to this question is something which individual communities must each decide. In urban locations, people generally accept a somewhat higher level of risk than they might in rural areas, just as they accept a higher level of ambient noise. It is simply one of the disadvantages of urban living which go hand in hand with the advantages. Safety is relative, not absolute.

Aircraft Accident Locations

The number of off-airport aircraft accidents at any particular airport is too small to provide a meaningful indication of where accidents may occur near that airport in the future. To better assess the geographic distribution of aircraft accident risks near an airport, a larger database is necessary. A database of this type was initially developed for the 1993 *Airport Land Use Planning Handbook* published by the California Department of Transportation Aeronautics Program. The database was expanded in 1999, re-verified in 2011, and now contains information on some 873 general aviation aircraft accidents (445 arrival accidents and 428 departure accidents) which occurred within 5 miles of an airport, but not on the runway. (This data includes accidents at airports nationwide over roughly a 10-year period. However, because precise location data is not available for most accidents, the database represents only a fraction of the total number of off-airport accidents that took place during this time span.)

The charts in **Figures C2** and **C3** depict the relative geographic intensity of general aviation aircraft accident risks for arrival and departure accidents, respectively. Each dot represents the location of an aircraft accident site mapped with respect to the approach or departure runway which the aircraft was intending to use for landing or had used on takeoff. The 20% contour represents the highest or most concentrated risk intensity, the 40% contour represents the next highest risk intensity, etc. Each contour interval is drawn so as to encompass 20% of the dots within the most compact area.

The charts reveal several facts:

- About half of arrival accidents and a third of departure accidents take place within the FAA-defined runway protection zone for a runway with a low-visibility instrument approach procedure (a 2,500-foot long trapezoid, varying from 1,000 feet to 1,750 feet in total width). This fact lends validity to the importance of the runway protection zones as an area within which land use activities should be minimal.
- Although the runway protection zones represent the locations within which risk levels are highest, a significant degree of risk exists well beyond the runway protection zone boundaries. Among all near-airport (within 5 miles) accidents, over 80% are concentrated within 1.5 to 2 miles of a runway end.
- Arrival accidents tend to be concentrated relatively close to the extended runway centerline. Some 80% occur within a strip extending 10,000 feet from the runway landing threshold and 2,000 feet to each side of the runway centerline.
- Departure accidents are comparatively more dispersed laterally from the runway centerline, but are concentrated closer to the runway end. Many departure accidents also occur lateral to the runway

itself, particularly when the runway is long. Approximately 80% of the departure accident sites lie within an area 2,500 feet from the runway centerline and 6,000 feet beyond the runway end or adjacent to the runway.

This data does not address the other major components of aircraft accident risk: the potential consequences of accidents when they occur and the frequency with which they occur. The intent is merely to illustrate the relative intensity of the risks on a geographic scale.

Furthermore, as with noise contours, risk data by itself does not answer the question of what degree of land use restrictions should be established in response to the risks. Although most ALUCs have policies which restrict certain land use activities in locations beyond the runway protection zones, the size of the area in which restrictions are established and the specific restrictions applied vary from one county to another.

AIRSPACE Protection

The Federal Aviation Administration establishes the criteria which determines the airspace essential to the safe flight of aircraft to, from, and around airports. There are two separate sets of criteria, each with a different purpose.

Criteria used to protect the airspace around airports from tall structures which could pose hazards to flight are established in Title 14 Part 77 of the Code of Federal Regulations (14CFR77). The regulations, though, do not give the FAA direct authority to limit the height of structures. This authority rests with state and local governments. Rather, Part 77 serves primarily as a notification device. Before a structure which would exceed the Part 77 surfaces is built, notification must be submitted to the FAA. The FAA then conducts an aeronautical study to determine whether the object would or would not be a hazard to air navigation. The FAA also may indicate that an obstruction should be marked and/or lighted.

The FAA's direct authority with regard to airport airspace is to define instrument approach procedures. The criteria used for this purpose are outlined in the *United States Standard for Terminal Instrument Procedures (TERPS)*. Unlike 14CFR77 which sets desirable limits on the height of structures, TERPS takes these objects as a given and then uses that information in the procedure design. If a new structure is built which penetrates one of the TERPS surfaces for an existing procedure, the procedure must be redesigned with higher approach minimums or perhaps eliminated altogether.

In general, 14CFR77 surfaces for a particular airport are lower than those defined by TERPS. 14CFR77, however, does not specifically take into account turns in approaches or, more significantly, in missed approaches. Thus, it is possible for a structure to be built to a height which does not exceed the 14CFR77 limits, but still adversely affects an existing instrument approach procedure. Also to be considered is that a structure which does not adversely affect an existing procedure could be the critical obstacle for a future, not yet designed, procedure. For airports that have existing or planned instrument approach procedures, a review of TERPS surfaces can be an important land use compatibility component.

OVERFLIGHT

Assessing Overflight Annoyance

A general definition of *overflight* impacts is that they are noise-related impacts affecting locations outside the typical contours described by cumulative noise level metrics. Compared to the measured noise impacts, overflight impacts are more subtle and subjective. Also, they seem to include elements of both noise and safety concerns. Often the impacts are revealed in the form of *annoyance* expressed by some people living near an airport.

Although overflight noise is detectible and therefore measurable, the highly subjective individual reactions to overflights makes the value of measurement on a decibel scale questionable. A more representative measure of overflight impacts is the absolute number of intrusive events which occur, but there is no agreed-upon, scientific standard for what an acceptable number might be.

For the purposes of airport land use compatibility planning, a simpler form of assessment may be more practical. This approach presumes that aircraft overflight impacts are potentially a concern anywhere along the standard aircraft traffic pattern flight tracks for an airport. Annoyance concerns can also be expected, but to lesser degrees, elsewhere in the airport vicinity where aircraft fly at or below traffic pattern altitude while approaching or departing the runway.

Whether a significant degree of overflight annoyance will actually occur in the vicinity of an airport is influenced by a variety of factors, both environmental and human. Building type and design, ambient noise levels, the characteristics and predictability of the noise itself, and (as noted above) the frequency of occurrence are among the environmental factors involved. An individual's sense of annoyance at overflights depends upon such factors as characteristics of the land use activity being disrupted, personal sensitivity to noise, attitudes toward aviation, and experience and expectations regarding noise levels in the community.

Buyer Awareness Measures

As indicated in **Table C1**, the basic means available to ALUCs for addressing overflight issues is through buyer awareness measures. Buyer awareness programs recognize the subjective nature of annoyance. The concept is that the likelihood of people being annoyed by airport activity can be reduced if they are made aware of the airport's proximity and the nature and location of aircraft overflights before moving into the airport area.

Buyer awareness is really an umbrella term for three separate types of measures all having the objective of ensuring that prospective buyers of property in the vicinity of an airport are informed about the airport's impacts on the property. Although variations are sometimes created, the three basic types of buyer awareness measures are:

- **Avigation Easement Dedication.** A requirement for avigation easement dedication is usually applied only to new development. It is the most comprehensive and stringent form of buyer awareness measures. Although the rights associated with most avigation easements are established in other forms (e.g., local, airport-vicinity, height-limit zoning ordinances, and Federal Aviation Regulations), an avigation easement clearly conveys these rights to the airport owner.

- **Recorded Overflight Notification.** Recorded overflight notification is a type of deed notice. It is similar to an avigation easement in that it is recorded with the deed to a property and is usually implemented only in conjunction with some form of development approval process. Unlike an easement, though, it does not convey any property rights. Deed notices serve only to formalize the fact that a property is subject to aircraft overflights and noise.
- **Real Estate Disclosure.** Real estate disclosure is the least formal method of implementing a buyer awareness program. It relies upon standard real estate disclosure laws and practices to ensure that prospective buyers of property in the airport vicinity are informed about the proximity of a nearby airport and the impacts it creates. The likelihood of this information being disclosed can be increased if the airport or the local land use jurisdiction provide official notification to local real estate brokers and title companies.

NOISE	<i>Nature of Compatibility Concerns</i>	<i>Land Use Measures Available for Addressing the Concerns</i>
	▪ Disruption of human activities (such as conversation, television watching, and sleep) by loud aircraft noise.	▪ Avoid land uses involving activities, particularly outdoor activities, which are sensitive to disruption by noise (and encourage uses which are themselves inherently noisy). ▪ Design buildings so as to reduce the intrusion of noise from outside (by, for example, minimizing the number of exterior windows or installing sound insulation). ▪ Construct sound barriers to reduce impact of engine run-ups and other ground-based aircraft noise.
SAFETY	<i>Nature of Compatibility Concerns</i>	<i>Land Use Measures Available for Addressing the Concerns</i>
	▪ Risks to people and property on the ground in the event of an aircraft accident. ▪ Land use characteristics which may affect the survivability of an accident for occupants of an aircraft.	▪ Minimize the number of people occupying areas where accidents are most likely to occur. ▪ Avoid structures for which evacuation is difficult (multi-story buildings in particular). ▪ Avoid uses for which evacuation of occupants is difficult (for example, hospitals and children's schools). ▪ Design structures to reduce potential for small aircraft to penetrate the building in the event of a crash. ▪ Provide open areas in the airport vicinity where small aircraft can make a survivable emergency landing if necessary.
AIRSPACE PROTECTION	<i>Nature of Compatibility Concerns</i>	<i>Land Use Measures Available for Addressing the Concerns</i>
	▪ Tall structures creating hazards to navigable airspace around airports. ▪ Visual hazards to flight (sources of smoke, glare, or lights which can be confused with airport lights). ▪ Electronic hazards to flight (interference with radio communication or navigation signals). ▪ Uses which can attract birds which aircraft might strike while in flight.	▪ Limit the heights of buildings, antennas, trees and other tall objects in critical areas near airports. ▪ Avoid uses and facility designs which can create visual or electronic hazards to flight. ▪ Avoid uses (such as landfills) which attract birds close to airports.
OVERFLIGHT	<i>Nature of Compatibility Concerns</i>	<i>Land Use Measures Available for Addressing the Concerns</i>
	▪ Human annoyance with frequent overflight of aircraft.	▪ Establish policies intended to inform prospective buyers of homes and other property in the airport vicinity that the neighborhood is subject to aircraft overflights and noise. Types of buyer awareness measures include: ▫ Avigation easement dedication (as a condition for approval of a proposed new development). ▫ Recorded overflight notification (recorded as part of the approval of a proposed new development). ▫ Real estate disclosure (a recommendation to be implemented by real estate agents and sellers of property located within the airport influence area).

Table C1

Airport Land Use Compatibility Concepts

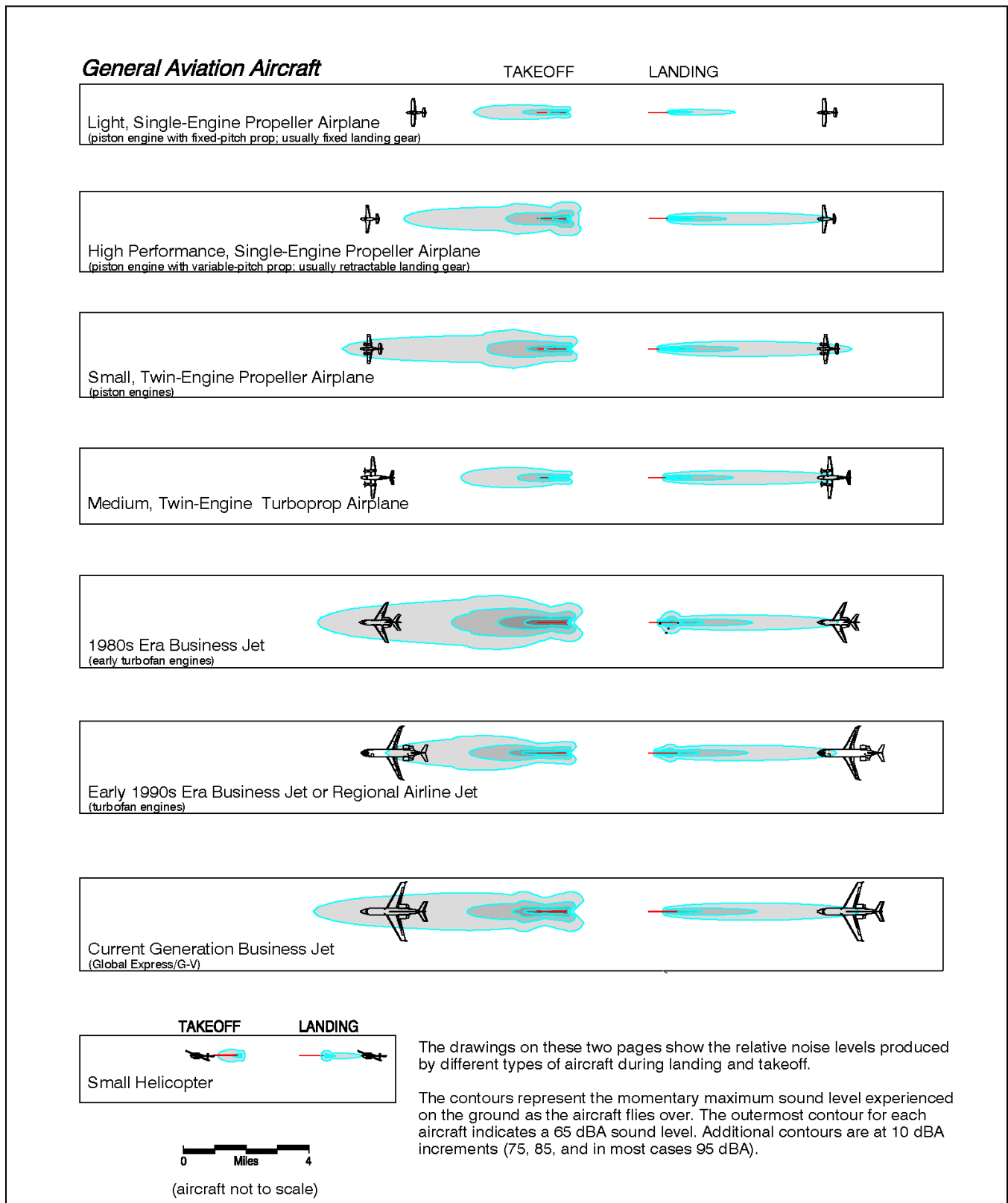


Figure C1

Noise Footprints of Selected Aircraft

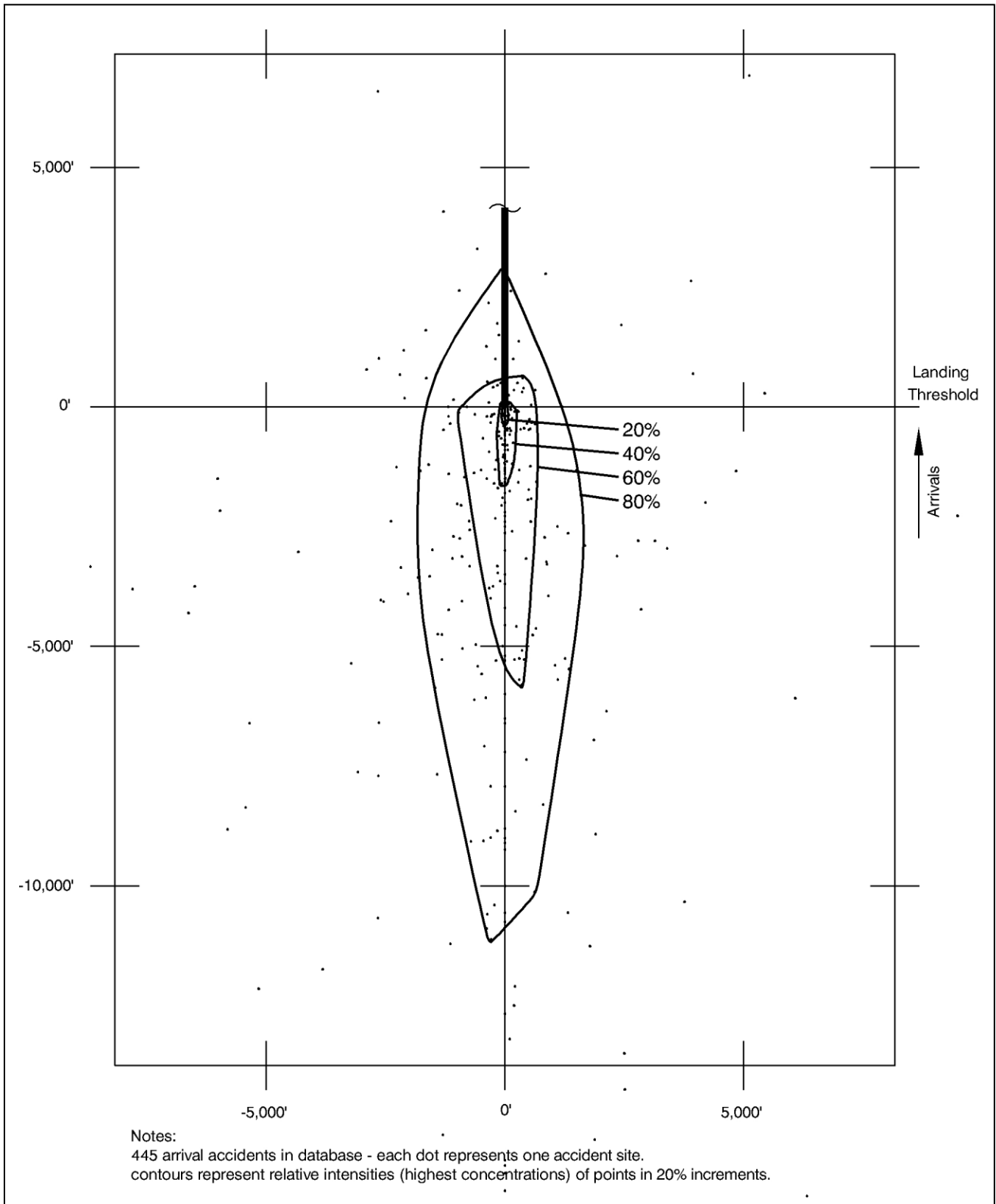


Figure C2

General Aviation Accident Distribution Contours

All Arrivals

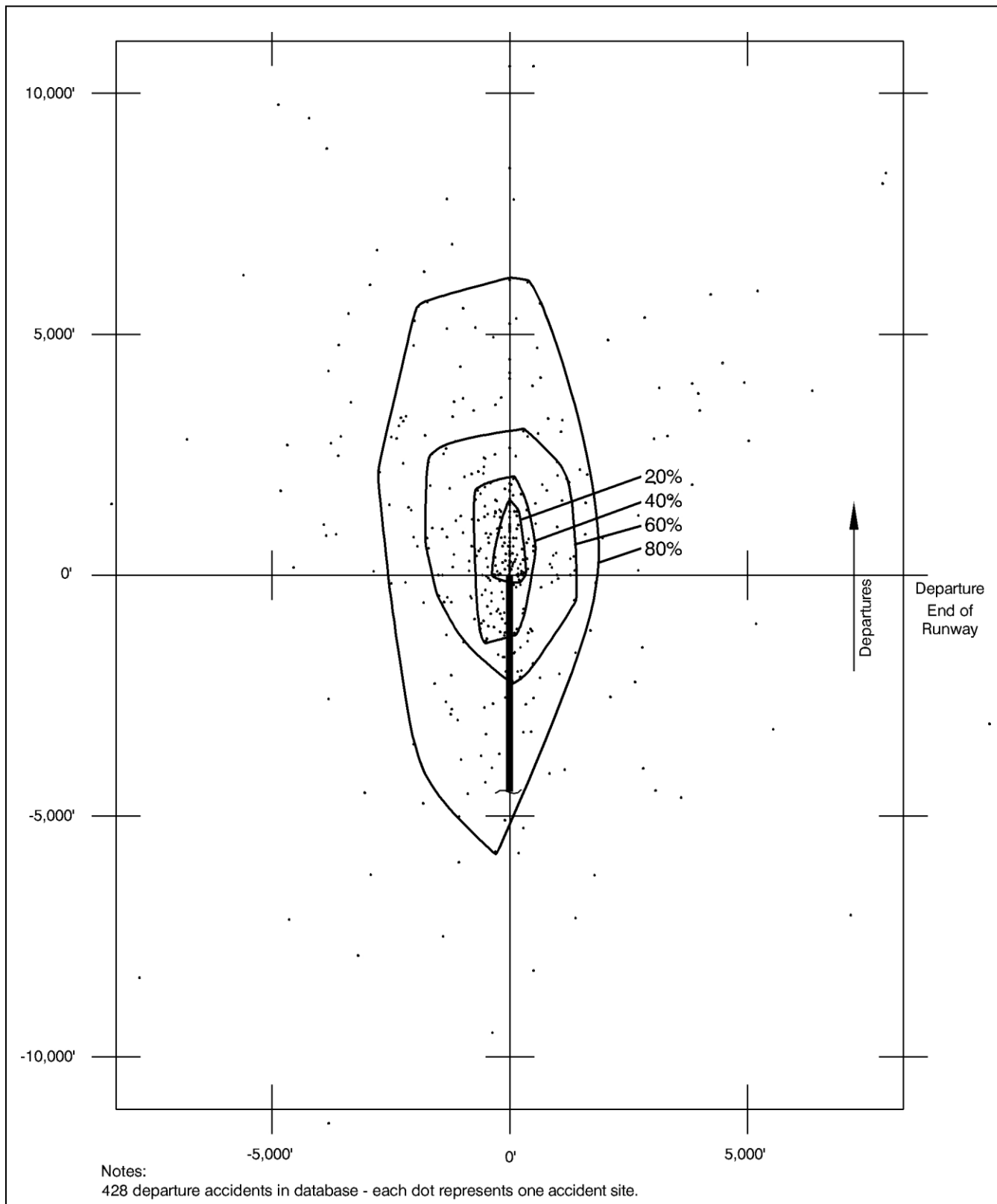


Figure C3

General Aviation Accident Distribution Contours

All Departures

Methods for Determining Concentrations of People

INTRODUCTION

The underlying safety compatibility criterion employed in this *UKLALUCP* is “usage intensity”—the maximum number of people per acre that can be present in a given area at any one time. If a proposed use exceeds the maximum intensity, it is considered incompatible and thus inconsistent with compatibility planning policies. The usage intensity concept is identified in the *California Airport Land Use Planning Handbook* as the measure best suited for assessment of land use safety compatibility with airports. The *Handbook* is published by the California Department of Transportation, Division of Aeronautics is required under state law to be used as a guide in preparation of airport land use compatibility plans.

COUNTING PEOPLE

The most difficult part about calculating a use’s intensity is estimating the number of people expected to use a particular facility under normal circumstances. All people—not just employees, but also customers and visitors—who may be on the property at a single point in time, whether indoors or outside, must be counted. The only exceptions are for rare special events, such as an air show at an airport or golf tournament, for which a facility is not designed and normally not used and for which extra safety precautions can be taken as appropriate.

Ideally, the actual number of people for which the facility is designed would be known. For example, the number of seats in a proposed movie theater can be determined with high accuracy once the theater size is decided. Other buildings, though, may be built as a shell and the eventual number of occupants not known until a specific tenant is found. Furthermore, even then, the number of occupants can change in the future as tenants change. Even greater uncertainty is involved with relatively open uses not having fixed seating—retail stores or sports parks, for example.

Absent clearly measurable occupancy numbers, other sources must be relied upon to estimate the number of people in a proposed development.

Survey of Similar Uses

A survey of similar uses already in existence is one option. Gathering data in this manner can be time-consuming and costly, however. Also, unless the survey sample is sufficiently large and conducted at various times, inconsistent numbers may result. Except for uncommon uses for which occupancy levels cannot be estimated through other means, surveys are most appropriate as supplemental information.

Maximum Occupancy

A second option for estimating the number of people who will be on a site is to rely upon data indicating the maximum occupancy of a building measured in terms of Occupancy Load Factor—the number of square feet per occupant. The number of people on the site, assuming limited outdoor or peripheral uses, can be calculated by dividing the total floor area of a proposed use by the Occupancy Load Factor. The

challenge of this methodology lies in establishing realistic figures for square feet per occupant. The number varies greatly from one use to another and, for some uses, has changed over time as well.

A commonly used source of maximum occupancy data is the standards set in the California Building Code (CBC). The chart reproduced as Table C1 indicates the Occupancy Load Factors for various types of uses. The CBC, though, is intended primarily for purposes of structural design and fire safety and represents a legal maximum occupancy in most jurisdictions. A CBC-based methodology consequently results in occupancy numbers that are higher than normal maximum usage in most instances. The numbers also are based upon usable floor area and do not take into account corridors, stairs, building equipment rooms, and other functions that are part of a building's gross square footage. Surveys of actual Occupancy Load Factors conducted by various agencies have indicated that many retail and office uses are generally occupied at no more than 50% of their maximum occupancy levels, even at the busiest times of day. Therefore, the *Handbook* indicates that the number of people calculated for office and retail uses can usually be divided in half to reflect the actual occupancy levels before making the final people-per-acre determination. Even with this adjustment, the CBC-based methodology typically produces intensities at the high end of the likely range.

Another source of data on square footage per occupant comes from the facility management industry. The data is used to help businesses determine how much building space they need to build or lease and thus tends to be more generous than the CBC standards. The numbers vary not only by the type of facility, as with the CBC, but also by type of industry. The following are selected examples of square footage per *employee* gathered from a variety of sources.

Land Use Category	Square Feet per Employee
Call centers	150 – 175
Typical offices	180 – 250
Law, finance, real estate offices	300 – 325
Research & development, light industry	300 – 500
Health services	500

The numbers above do not take into account the customers who may also be present for certain uses. For retail business, dining establishments, theaters, and other uses where customers outnumber employees, either direct measures of occupancy—the number of seats, for example—or other methodologies must be used to estimate the potential number of people on the site.

Parking Space Requirements

For many jurisdictions and a wide variety of uses, the number of people present on a site can be calculated based upon the number of automobile parking spaces that are required. Certain limitations and assumptions must be considered when applying this methodology, however. An obvious limitation is that parking space requirements can be correlated with occupancy numbers only where nearly all users arrive by private vehicle rather than by public transportation, walking, or other method. Secondly, the jurisdiction needs to have a well-defined parking ordinance that lists parking space requirements for a wide range of land uses. For most uses, these requirements are typically stated in terms of the number of parking spaces

that must be provided per 1,000 square feet of gross building size or a similar ratio. Lastly, assumptions must be made with regard to the average number of people who will arrive in each car.

Both of the critical ratios associated with this methodology—parking spaces to building size and occupants to vehicles—vary from one jurisdiction to another even for the same types of uses. Research of local ordinances and other sources, though, indicates that the following ratios are typical.

- **Parking Space Ratios**—These examples of required parking space requirements are typical of those found in ordinances adopted by urban and suburban jurisdictions. The numbers are ratios of spaces required per 1,000 square feet of gross floor area. Gross floor area is normally measured to the outside surfaces of a building and includes all floor levels as well as stairways, elevators, storage, and mechanical rooms

Land Use Category	Parking Space per 1,000 Square Feet
Small Restaurants	10.0
Medical Offices	4.0 – 5.7
Shopping Centers	4.0 – 5.0
Health Clubs	3.3 – 5.0
Business Professional Offices	3.3 – 4.0
Retail Stores	3.0 – 3.5
Research & Development	2.5 – 4.0
Manufacturing	2.0 – 2.5
Furniture, Building Supply Stores	0.7 – 1.0

- **Vehicle Occupancy**—Data indicating the average number of people occupying each vehicle parking at a particular business or other land use can be found in various transportation surveys. The numbers vary both from one community or region to another and over time, thus current local data is best if available. The following data represent typical vehicle occupancy for different trip purposes.

Vehicle Trip Purpose	Vehicle Occupancy (People per Vehicle)
Work	1.05 – 1.2
Education	1.2 – 2.0
Medical	1.5 – 1.7
Shopping	1.5 – 1.8
Dining, Social, Recreational	1.7 – 2.3

USAGE INTENSITY RELATIONSHIP TO OTHER DEVELOPMENT MEASURES

Calculating Usage Intensities

Once the number of people expected in a particular development—both over the entire site and within individual buildings—has been estimated, the usage intensity can be calculated. The criteria in this *UKLALUCP* are measured in terms of the average intensity over the entire project site.

The average intensity is calculated by dividing the total number of people on the site by the site size. A 10-acre site expected to be occupied by as many as 1,000 people at a time, thus would have an average intensity of 100 people per acre. The site size equals the total size of the parcel or parcels to be developed.

Having calculated the usage intensities of a proposed development, a comparison can be made with the criteria set forth in the *UKLALUCP* to determine whether the proposal is consistent or inconsistent with the policies. **Table D2** shows sample calculations.

Comparison with Parking Space Requirements

As discussed above, many jurisdictions have adopted parking space requirements that vary from one land use type to another. Factoring in an estimated vehicle occupancy rate for various land uses as described earlier, the Occupancy Load Factor can be calculated. For example, a typical parking space requirement for office uses is 4.0 spaces per 1,000 square feet or 1 space per 250 square feet. If each vehicle is assumed to be occupied by 1.1 persons, the equivalent Occupancy Load Factor would be 1 person per 227 square feet. This number falls squarely within the range noted above that was found through separate research of norms used by the facility management industry.

As an added note, the Occupancy Load Factor of 215 square feet per person for office uses indicated in **Table 3A**, *Basic Compatibility Criteria*, is slightly more conservative than the above calculation produces. This means that, for a given usage intensity standard, the FAR limit in **Table 3A** is slightly more restrictive than would result from a higher Occupancy Load Factor.

Comparison with Floor Area Ratio

Usage intensity or “people per acre” used in compatibility planning is not a common metric in other facets of land use planning. Floor area ratio or FAR—the gross square footage of the buildings on a site divided by the site size—is a more common measure in land use planning. Some counties and cities adopt explicit FAR limits in their zoning ordinance or other policies. Those that do not set FAR limits often have other requirements such as, a maximum number of floors a building can have, minimum setback distances from the property line, and minimum number of parking spaces. These requirements effectively limit the floor area ratio as well.

From a safety compatibility standpoint, a major shortcoming of FAR is that it does not directly correlate with risks to people because different types of buildings with the same FAR can have vastly different numbers of people inside—a low-intensity warehouse versus a high-intensity restaurant, for example. For FAR to be applied as a factor in setting development limitations, assumptions must be made as to how much space each person (employees and others) in the building will occupy.

Table 3A, which provides compatibility evaluations for specific types of land uses, utilizes the more common measure of floor area ratio (FAR) as a means of implementing the usage intensity criteria on

the local level. **Table 3A** indicates the assumed Occupancy Load Factor for various land uses. Mathematically, the relationship between usage intensity and FAR is:

$$\text{FAR} = \frac{(\text{allowable usage intensity}) \times (\text{Occupancy Load Factor})}{43,560}$$

where *usage intensity* is measured in terms of people per acre and Occupancy Load Factor as square feet per person.

For single-use projects (e.g., industrial facility), a project may be tested for compliance by directly comparing the proposed floor area ratio of the project with the maximum floor area ratio limit indicated for the land use category and compatibility zone. If the proposed floor area ratio exceeds the floor area ratio limit, the project is incompatible unless modified to ensure compliance with the intensity criteria.

For projects involving multiple nonresidential land use categories (e.g., office and retail), each component use must be assigned a share of the overall project site. Typically, this share is assumed to be the same as the component use's share of the total project floor area. Then, each component floor area ratio is compared with the maximum floor area ratio limit indicated for the land use category and compatibility zone.

Function of Space	Floor area per occupant (sq. ft.)
Accessory storage areas, mechanical equipment room	300 gross
Agricultural building	300 gross
Aircraft hangars	500 gross
Airport terminal	
Baggage claim	20 gross
Baggage handling	300 gross
Concourse	100 gross
Waiting areas	15 gross
Assembly	
Gaming floors (keno, slots, etc.)	11 gross
Assembly with fixed seats	See Section 1004.7
Assembly without fixed seats	
Concentrated (chairs only-not fixed)	15 net
Standing space	5 net
Unconcentrated (tables and chairs)	7 net
Bowling centers, allow 5 persons for each lane including 15 feet of runway, and for additional areas	7 net
Business areas	100 gross
Courtrooms-other than fixed seating areas	40 net
Day care	35 net
Dormitories	50 gross
Educational	
Classroom area	20 net
Shops and other vocational room areas	50 net
Exercise rooms	50 gross
H-5 Fabrication and manufacturing areas	200 gross
Industrial areas	100 gross
Institutional areas	
Inpatient treatment areas	240 gross
Outpatient treatment areas	100 gross
Sleeping areas	120 gross
Kitchens, commercial	200 gross
Laboratory	
Educational	50 net
Laboratories, non-educational	100 net
Laboratory suite	200 gross
Library	
Reading rooms	50 net
Stack area	100 gross
Locker rooms	50 gross
Mercantile	
Areas on other floors	60 gross
Basement and grade floor areas	30 gross
Storage, stock, shipping areas	300 gross
Parking garages	200 gross
Residential	200 gross
Skating rinks, swimming pools	
Rink and pool	50 gross
Decks	15 gross
Stages and platforms	15 net
Warehouses	500 gross

Source: California Building Code (2007), Table 1004.1.1

Table D1

Occupant Load Factors

California Building Code

Example 1

Proposed Development: Two office buildings, each two stories and containing 20,000 square feet of floor area per building. Site size is 3.0 net acres. Counting a portion of the adjacent road, the gross area of the site is 3.5± acres.

A. Calculation Based on Parking Space Requirements

For office uses, assume that a county or city parking ordinance requires 1 parking space for every 300 square feet of floor area. Data from traffic studies or other sources can be used to estimate the average vehicle occupancy. For the purposes of this example, the typical vehicle occupancy is assumed to equal 1.5 people per vehicle.

The average usage intensity would therefore be calculated as follows:

- 1) 40,000 sq. ft. floor area x 1.0 parking space per 300 sq. ft. = 134 required parking spaces
- 2) 134 parking spaces x 1.5 people per space = 201 people maximum on site
- 3) 201 people ÷ 3.5 acres gross site size = 57 people per acre average for the site

B. Calculation Based on Uniform Building Code

Using the UBC (Table D1) as the basis for estimating building occupancy yields the following results for the above example:

- 1) 40,000 sq. ft. bldg. ÷ 100 sq. ft./occupant = 400 people max. bldg. occupancy (under UBC)
- 2) 400 max. bldg. occupancy x 50% adjustment = 200 people maximum on site
- 3) 200 people ÷ 3.5 acres gross site size = 57 people per acre average for the site

C. Calculation of Single Acre Intensity

Assuming that occupancy of each building is relatively equal throughout, but that there is some separation between the buildings and outdoor uses are minimal, the usage intensity for a single acre would be estimated to be:

- 1) 20,000 sq. ft. bldg. ÷ 2 stories = 10,000 sq. ft. bldg. footprint
- 2) 10,000 sq. ft. bldg. footprint ÷ 43,560 sq. ft. per acre = 0.23 acre bldg. footprint
- 3) Building footprint < 1.0 acre; therefore maximum people in 1 acre = bldg. occupancy = 100 people per single acre (i.e., 200 people max. on site ÷ 2 bldgs.)

Conclusions: In this instance, both methodologies yield the same results. For different uses and/or different assumptions, the two methodologies are likely to produce different numbers. In most such cases, the UBC methodology will indicate a higher intensity. The 57 people per average acre and the 100 people per single acre results must be compared with the intensity limits provided in the Basic Compatibility Criteria table in this *UKIALUCP*.

Table D2

Sample People-Per-Acre Calculations

Example 2

Proposed Development: Single-floor furniture store containing 24,000 square feet of floor area on a site of 2.0 gross acres and the net acreage (less internal roadways) is 1.7 acres.

A. Calculation Based on Parking Space Requirements

For furniture stores, assume that a county or city parking ordinance requires 1 parking space per 1,500 square feet of use area. Assuming 1.5 people per automobile results in the following intensity estimates:

The average usage intensity would be:

- 1) 24,000 sq. ft. bldg. x 1.0 parking space per 1,500 sq. ft. = 16 required parking spaces
- 2) 16 parking spaces x 1.5 people per space = 24 people maximum on site
- 3) 24 people ÷ 2.0 acres gross site size = 12 people per acre average for the site

B. Calculation Based on Uniform Building Code

For the purposes of the UBC-based methodology, the furniture store is assumed to consist of 50% retail sales floor (at 30 square feet per occupant) and 50% warehouse (at 500 square feet per occupant). Usage intensities would therefore be estimated as follows:

- 1) 12,000 sq. ft. retail floor area ÷ 30 sq. ft./occupant = 400 people max. occupancy in retail area
- 2) 12,000 sq. ft. warehouse floor area ÷ 500 sq. ft./occupant = 24 people max. occupancy in warehouse area
- 3) Maximum occupancy under UBC assumptions = 400 + 24 = 424 people
- 4) Assuming typical peak occupancy is 50% of UBC numbers = 212 people maximum on site
- 5) 212 people ÷ 2.0 acres = 106 people per acre average for the site

C. Calculation for Single Acre Intensity

With respect to the single-acre intensity criteria, the entire building occupancy would again be within less than 1.0 acre, thus yielding the same intensity of 24 or 212 people per single acre.

Again, assuming a relatively balanced occupancy throughout the building and that outdoor uses are minimal, the usage intensity for a single acre would be estimated to be:

- 1) 24,000 sq. ft. bldg. footprint ÷ 43,560 sq. ft. per acre = 0.55 acre bldg. footprint
- 3) Building footprint < 1.0 acre; therefore, maximum people in 1 acre = bldg. occupancy = 24 or 212 people per single acre under parking space or UBC methodology, respectively

Conclusions: In this instance, the two methods produce very different results. The occupancy estimate of 30 square feet per person is undoubtedly low for a furniture store even after the 50% adjustment. On the other hand, the 12 people-per-acre estimate using the parking requirement methodology appears low, but is probably closer to being realistic. Unless better data is available from surveys of similar uses, this proposal should reasonably be considered compatible within most compatibility zones, except *Zone A* and possibly *Zone B1*.

Table D2, Continued

APPENDIX **E**

Project Referral Form

APPLICATION FOR MAJOR LAND USE ACTION REVIEW MENDOCINO COUNTY AIRPORT LAND USE COMMISSION UKIAH MUNICIPAL AIRPORT		ALUC Identification No.
PROJECT PROPONENT (TO BE COMPLETED BY APPLICANT)		
Date of Application	_____	
Property Owner	_____	Phone Number _____
Mailing Address	_____	

Agent (if any)	_____	
Mailing Address	_____	

PROJECT LOCATION (TO BE COMPLETED BY APPLICANT) <i>Attach an accurately scaled map showing the relationship of the project site to the airport boundary and runways</i>		
Street Address	_____	

Assessor's Parcel No.	_____	Parcel Size _____
Subdivision Name	_____	Zoning _____
Lot Number	_____	Classification _____
PROJECT DESCRIPTION (TO BE COMPLETED BY APPLICANT) <i>If applicable, attach a detailed site plan showing ground elevations, the location of structures, open spaces and water bodies, and the heights of structures and trees; include additional project description data as needed</i>		
Existing Land Use (describe)	_____	

Proposed Land Use (describe)	_____	

For Residential Uses	Number of Parcels or Units on Site (include secondary units) _____	
For Other Land Uses	Hours of Use _____	
	Number of People On Site...	Maximum Number _____
		Method of Calculation _____
Height Data	Height above Ground or Tallest Object (including antennas and trees) _____ ft.	
	Highest Elevation (above sea level) of Any Object or Terrain on Site _____ ft.	
Flight Hazards	Does the project involve any characteristics which could create electrical Interference, confusing lights, glare, smoke, or other electrical or visual hazards to aircraft flight? ☐ Yes ☐ No	
	If yes, describe _____	

REFERRING AGENCY (TO BE COMPLETED BY AGENCY STAFF)			
Date Received		Type of Project	
Agency Name		☐ General Plan Amendment	
		☐ Zoning Amendment or Variance	
Staff Contact		☐ Subdivision Approval	
Phone Number		☐ Use Permit	
Agency's Project		☐ Public Facility	
		☐ Other	
ALUC SECRETARY'S REVIEW (TO BE COMPLETED BY ALUC SECRETARY)			
Application	Date Received	By	
Receipt	Is Application Complete?	☐ Yes	☐ No
	If no, cite reasons		
Primary	Compatibility Zone(s)	☐ 1	☐ 2
Criteria		☐ 3	☐ 4
Review		☐ 5	☐ 6
		☐ Other Airport Environs	
	Allowable (not prohibited) Use?	☐ Yes	☐ No
	Density/Intensity Acceptable?	☐ Yes	☐ No
	Open Land Requirement Met?	☐ Yes	☐ No
	Height Acceptable?	☐ Yes	☐ No
	Easement/Deed Notice Provided?	☐ Yes	☐ No
Special Conditions	Describe:		
Supplemental	Noise		
Criteria			
Review	Safety		
	Airspace Protection		
	Overflight		
ACTIONS TAKEN (TO BE COMPLETED BY ALUC SECRETARY)			
ALUC Secretary's	☐ Approve	Date	
Action	☐ Refer to ALUC		
ALUC	☐ Consistent	Date	
Action	☐ Consistent with Conditions (list conditions/attach additional pages if needed)		
	☐ Inconsistent (list reasons/attach additional pages if needed)		

General Plan Consistency Checklist

Compatibility planning issues can be reflected in a general plan in any, or a combination, of several ways:

- **Incorporate Policies into Existing General Plan Elements.** One method of achieving the necessary planning consistency is to modify existing general plan elements. For example, airport land use noise policies could be inserted into the noise element, safety policies could be placed into a safety element and the primary compatibility criteria and associated maps plus the procedural policies might fit into the land use element. With this approach, direct conflicts would be eliminated and the majority of the mechanisms and procedures to ensure compliance with compatibility criteria could be fully incorporated into a local jurisdiction's general plan.
- **Adopt a General Plan Airport Element.** Another approach is to prepare a separate airport element of the general plan. Such a format may be advantageous when a community's general plan also needs to address on-airport development and operational issues. Modification of other plan elements to provide cross referencing and eliminate conflicts would still be necessary.
- **Adopt ALUCP as Stand-Alone Document.** Jurisdictions selecting this option would simply adopt as a local policy document the relevant portions of the *ALUCP*. Changes to the community's existing general plan would be minimal. Policy reference to the separate *ALUCP* document would need to be added and any direct land use or other conflicts with compatibility planning criteria would have to be removed. Limited discussion of compatibility planning issues could be included in the general plan, but the substance of most compatibility policies would appear only in the stand-alone document.
- **Adopt Airport Combining District or Overlay Zoning Ordinance.** This approach is similar to the stand-alone document except that the local jurisdiction would not explicitly adopt the *ALUCP* as policy. Instead, the compatibility policies would be restructured as an airport combining or overlay zoning ordinance. A combining zone serves as an overlay of standard community-wide land use zones and modifies or limits the uses permitted by the underlying zone. Flood hazard combining zoning is a common example. An airport combining zone ordinance can serve as a convenient means of bringing various airport compatibility criteria into one place. The airport-related height-limit zoning that many jurisdictions have adopted as a means of protecting airport airspace is a form of combining district zoning. Noise and safety compatibility criteria, together with procedural policies, would need to be added to create a complete airport compatibility zoning ordinance. Other than where direct conflicts need to be eliminated from the local plans, implementation of the compatibility policies would be accomplished solely through the zoning ordinance. Policy reference to airport compatibility in the general plan could be as simple as mentioning support for the airport land use commission and stating that policy implementation is by means of the combining zone.

This checklist is intended to assist counties and cities with modifications necessary to make their local general plans and other local policies consistent with the ALUC's compatibility plan. It is also designed to facilitate ALUC reviews of these local plans and policies.

COMPATIBILITY CRITERIA

General Plan Document

The following items typically appear directly in a general plan document. Amendment of the general plan will be required if there are any conflicts with the compatibility plan.

- **Land Use Map.** No direct conflicts should exist between proposed new land uses indicated on a general plan land use map and the ALUC land use compatibility criteria.
 - Residential densities (dwelling units per acre) should not exceed the set limits. Differences between gross and net densities and the potential for secondary dwellings on single parcels (see below) may need to be taken into account.
 - Proposed nonresidential development needs to be assessed with respect to applicable intensity limits (see below).
 - No new land uses of a type listed as specifically prohibited should be shown within affected areas.
- **Noise Element.** General plan noise elements typically include criteria indicating the maximum noise exposure for which residential development is normally acceptable. This limit must be made consistent with the equivalent compatibility plan criteria. Note, however, that a general plan may establish a different limit with respect to aviation-related noise than for noise from other sources (this may be appropriate in that aviation-related noise is sometimes judged to be more objectionable than other types of equally loud noises).

Zoning or Other Policy Documents

The following items need to be reflected either in the general plan or in a separate policy document such as a combining zone ordinance. If a separate policy document is adopted, modification of the general plan to achieve consistency with the compatibility plan may not be required. Modifications would normally be needed only to eliminate any conflicting language which may be present and to make reference to the separate policy document.

- **Accessory Dwellings.** State law limits restrictions on accessory residential dwellings. As such, these dwellings, if in conformance with state law, should not be included in residential density calculations.

Zoning or Other Policy Documents, Continued

- **Intensity Limitations on Nonresidential Uses.** Local policies must establish limits on the usage intensities of commercial, industrial, and other nonresidential land uses. This can be done by duplication of the performance-oriented criteria—specifically, the number of people per acre—indicated in the compatibility plan. Alternatively, local jurisdictions may create a detailed list of land uses which are allowable and/or not allowable within each compatibility zone. For certain land uses, such a list may need to include limits on building sizes, floor area ratios, habitable floors, and/or other design parameters which are equivalent to the usage intensity criteria.
- **Identification of Prohibited Uses.** Compatibility plans may prohibit schools, day care centers, assisted living centers, hospitals, and certain other uses within much of an airport's influence area. The facilities often are permitted or conditionally permitted uses within many commercial or industrial land use designations. Policies need to be established which preclude these uses in accordance with the compatibility criteria.
- **Open Land Requirements.** *ALUCP* requirements, if any, for assuring that a minimum amount of open land is preserved in the airport vicinity must be reflected in local policies. Normally, the locations which are intended to be maintained as open land would be identified on a map with the total acreage within each compatibility zone indicated. If some of the area included as open land is private property, then policies must be established which assure that the open land will continue to exist as the property develops. Policies specifying the required characteristics of eligible open land should also be established
- **Infill Development.** If an *ALUCP* contains infill policies and a jurisdiction wishes to take advantage of them, the lands that meet the qualifications must be shown on a map.

Source: California Airport Land Use Planning Handbook (October 2011)

Zoning or Other Policy Documents, Continued

- **Height Limitations and Other Hazards to Flight.** To protect the airport airspace, limitations must be set on the height of structures and other objects near airports. These limitations are to be based upon CFR Part 77. Restrictions also must be established on other land use characteristics which can cause hazards to flight (specifically, visual or electronic interference with navigation and uses which attract birds). Note that many jurisdictions have already adopted an airport-related hazard and height limit zoning ordinance which, if up to date, will satisfy this consistency requirement.
- **Buyer Awareness Measures.** Besides disclosure rules already required by state law, as a condition for approval of development within certain compatibility zones, some *ALUCPs* require either dedication of an avigation easement to the airport proprietor or placement on deeds of a notice regarding airport impacts. If so, local agency policies must contain similar requirements.
- **Nonconforming Uses and Reconstruction.** Local agency policies regarding nonconforming uses and reconstruction must be equivalent to or more restrictive than those in the *ALUCP*, if any.

REVIEW PROCEDURES

In addition to incorporation of *ALUC* compatibility criteria, local agency implementing documents must specify the manner in which development proposals will be reviewed for consistency with the compatibility criteria.

- **Actions Always Required to be Submitted for *ALUC* Review.** PUC Section 21676 identifies the types of actions that must be submitted for airport land use commission review. Local policies should either list these actions or, at a minimum, note the local agency's intent to comply with the state statute.
- **Other Land Use Actions Potentially Subject to *ALUC* Review.** In addition to the above actions, *ALUCPs* may identify certain major land use actions for which referral to the *ALUC* is dependent upon agreement between the local agency and *ALUC*. If the local agency fully complies with all of the items in this general plan consistency checklist or has taken the necessary steps to overrule the *ALUC*, then referral of the additional actions is voluntary. On the other hand, a local agency may elect not to incorporate all of the necessary compatibility criteria and review procedures into its own policies. In this case, referral of major land use actions to the *ALUC* is mandatory. Local policies should indicate the local agency's intentions in this regard.
- **Process for Compatibility Reviews by Local Jurisdictions.** If a local agency chooses to submit only the mandatory actions for *ALUC* review, then it must establish a policy indicating the procedures which will be used to assure that airport compatibility criteria are addressed during review of other projects. Possibilities include: a standard review procedure checklist which includes reference to compatibility criteria; use of a geographic information system to identify all parcels within the airport influence area; etc.
- **Variance Procedures.** Local procedures for granting of variances to the zoning ordinance must make certain that any such variances do not result in a conflict with the compatibility criteria. Any variance that involves issues of noise, safety, airspace protection, or overflight compatibility as addressed in the *ALUCP* must be referred to the *ALUC* for review.
- **Enforcement.** Policies must be established to assure compliance with compatibility criteria during the lifetime of the development. Enforcement procedures are especially necessary with regard to limitations on usage intensities and the heights of trees. An airport combining district zoning ordinance is one means of implementing enforcement requirements.

Source: *California Airport Land Use Planning Handbook* (October 2011)

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Sample Implementation Documents

The responsibility for implementation of the compatibility criteria set forth in this *UKIALUCP* rests largely with the *ALUC* and the local jurisdictions: Mendocino County and the city of Ukiah. As described in Appendix F, modification of general plans and specific plans for consistency with the *ALUCP* is the major step in this process. However, not all of the measures necessary for achievement of airport land use compatibility are necessarily included in general plans and specific plans. Other types of documents also serve to implement the *ALUCP* policies. Samples of such implementation documents are included in this appendix.

Airport Combining Zone Ordinance

As noted in Chapter 1 of this document, one option that the affected local jurisdictions can utilize to implement airport land use compatibility criteria and associated policies is adoption of an airport combining zone ordinance. An airport combining zone ordinance is a way of collecting various airport-related development conditions into one local policy document. Adoption of a combining zone is not required, but is suggested as an option. **Appendix G1** describes some of the potential components of an airport combining zone ordinance.

Buyer Awareness Measures

Buyer awareness is an umbrella category for several types of implementation documents all of which have the objective of ensuring that prospective buyers of airport area property, particularly residential property, are informed about the airport's impact on the property. The *ALUCP* policies include each of these measures.

- **Avigation Easement.** Avigation easements transfer certain property rights from the owner of the underlying property to the owner of an airport or, in the case of military airports, to a local government agency on behalf of the federal government (the U.S. Department of Defense is not authorized to accept avigation easements). This *UKIALUCP* requires avigation easement dedication as a condition for approval of development on property subject to high noise levels or a need to restrict heights of structures and trees to less than might ordinarily occur on the property. Specifically, the easement dedication requirement applies to development within *Compatibility Zones 1, 1*, 2, and 3* and the *Height Review Overlay Zone*. A sample of a standard avigation easement is included in **Appendix G2**.
- **Recorded Overflight Notification.** An overflight notification informs property owners that the property is subject to aircraft overflight and generation of noise and other impacts. No restrictions on the heights of objects, requirements for marking or lighting of objects, or access to the property for these purposes are included. An overflight notification serves only as buyer acceptance of overflight conditions. **Appendix G3** outlines typical language of an overflight easement. Unlike an avigation easement, an overflight notification is not a conveyance of property rights. They merely memorialize the right of aircraft to overfly a property near an airport and to cause noise and other impacts associated with normal flight. However, like an easement, an overflight notification is recorded on the property deed and therefore remains in effect with the sale of the property to subsequent owners.
- **Real Estate Disclosure.** A less definitive, but more all-encompassing, form of buyer awareness measure is for the *ALUC* and local jurisdictions to establish a policy indicating that information about and airport's influence area should be disclosed to prospective buyers of all airport-vicinity properties

prior to transfer of title. The advantage of this type of program is that it applies to previously existing land uses as well as to new development. The requirement for disclosure of information about the proximity of an airport has been present in state law for some time, but legislation adopted in 2002 and effective in January 2004 explicitly ties the requirement to the airport influence areas established by airport land use commissions (see **Appendix A** for excerpts from sections of the Business and Professions Code and Civil Code that define these requirements). With certain exceptions, these statutes require disclosure of a property's location within an airport influence area under any of the following three circumstances: (1) sale or lease of subdivided lands; (2) sale of common interest developments; and (3) sale of residential real property. In each case, the disclosure statement to be used is defined by state law as follows:

NOTICE OF AIRPORT IN VICINITY

This property is presently located in the vicinity of an airport, within what is known as an airport influence area. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to those annoyances can vary from person to person. You may wish to consider what airport annoyances, if any, are associated with the property before you complete your purchase and determine whether they are acceptable to you.

An airport compatibility combining zoning ordinance might include some or all of the following components:

- **Airspace Protection.** A combining district can establish restrictions on the height of buildings, antennas, trees, and other objects as necessary to protect the airspace needed for operation of the airport. These restrictions should be based upon the current version of Title 14 Code of Federal Regulations Part 77 14CFR77, *Safe, Efficient Use, and Preservation of the Navigable Airspace*, Subpart C. Additions or adjustment to take into account instrument approach (TERPS) surfaces should be made as necessary. Provisions prohibiting smoke, glare, bird attractions, and other hazards to flight should also be included.
- **FAA Notification Requirements.** Combining districts also can be used to ensure that project developers are informed about the need for compliance with the notification requirements of 14CFR77. Subpart B of the regulations requires that the proponent of any project which exceeds a specified set of height criteria submit a Notice of Proposed Construction or Alteration (Form 7460-1) to the Federal Aviation Administration prior to commencement of construction. The height criteria associated with this notification requirement are lower than those spelled out in 14CFR77, Subpart C, which define airspace obstructions. The purpose of the notification is to determine if the proposed construction would constitute a potential hazard or obstruction to flight. Notification is not required for proposed structures that would be shielded by existing structures or by natural terrain of equal or greater height, where it is obvious that the proposal would not adversely affect air safety.
- **Maximum Densities/Intensities.** Airport noise and safety compatibility criteria are frequently expressed in terms of dwelling units per acre for residential uses and people per acre for other land uses. These standards can either be directly included in a combining zone or used to modify the underlying land use designations. For residential land uses, the correlation between the compatibility criteria and land use designations is direct. For other land uses, the method of calculating the intensity limitations needs to be defined. Alternatively, a matrix can be established indicating whether each specific type of land use is compatible with each compatibility zone. To be useful, the land use categories need to be more detailed than typically provided by general plan or zoning ordinance land use designations.
- **Open Areas for Emergency Landing of Aircraft.** In most circumstances in which an accident involving a small aircraft occurs near an airport, the aircraft is under control as it descends. When forced to make an off-airport emergency landing, pilots will usually attempt to do so in the most open areas readily available. To enhance safety both for people on the ground and the occupants of the aircraft, airport compatibility plans often contain criteria requiring a certain amount of open land near airports. These criteria are most effectively carried out by planning at the general or specific plan level, but may also need to be included in a combining district so that they will be applied to development of large parcels. Adequate open areas can often be provided by clustering of development on adjacent land.
- **State Regulation of Obstructions.** State law prohibits anyone from constructing or altering a structure or altering a structure or permitting an object of natural growth to exceed the heights established by 14CFR77, Subpart C, unless the FAA has determined the object would or does not constitute a hazard to air navigation (Public Utilities Code, Section 21659). Additionally, a permit from the Department of Transportation is required for any structure taller than 500 feet above the ground unless the height is reviewed and approved by the Federal Communications Commission or the FAA (Section 21656).
- **Designation of High Noise-Impact Areas.** California state statutes require that multi-family residential structures in high-noise exposure areas be constructed so as to limit the interior noise to a Community Noise Equivalent Level of no more than 45 dB. A combining district could be used to indicate the locations where special construction techniques may be necessary in order to ensure compliance with this requirement. The combining district also could extend this criterion to single-family dwellings.
- **Areas of Special Compatibility Concern.** A significant drawback of standard general plan and zoning ordinance land use designations is that they can be changed. Uses that are currently compatible are not assured of staying that way in the future. Designation of areas of special compatibility concern would serve as a reminder that airport impacts should be carefully considered in any decision to change the existing land use designation. [A legal consideration which supports the value of this concept is that down-zoning of a property to a less intensive use is becoming more difficult. It is much better not to have inappropriately up-zoned the property in the first place.]
- **Real Estate Disclosure Policies.** The geographic extent and specific language of recommended real estate disclosure statements can be described in an airport combining zone ordinance.

Source: *California Airport Land Use Planning Handbook* (October 2011)

Table G1

Sample Airport Combining Zone Components

TYPICAL AVIGATION EASEMENT

[Insert Airport Name]

This indenture made this ____ day of _____, 20__, between _____ hereinafter referred to as Grantor, and the [Insert Name of Airport Owner], hereinafter referred to as Grantee.

The Grantor, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant to the Grantee, its successors and assigns, a perpetual and assignable easement over the following described parcel of land in which the Grantor holds a fee simple estate. The property which is subject to this easement is depicted as _____ on “Exhibit A” attached and is more particularly described as follows:

[Insert Legal Description of Real Property]

The easement applies to the Airspace above an imaginary plane over the real property. The plane is described as follows:

The imaginary plane above the hereinbefore described real property, as such plane is defined by Part 77 of the Code of Federal Regulations, and consists of a plane [describe approach, transition, or horizontal surface]; the elevation of said plane being based upon the [Insert Airport Name] official runway end elevation of ____ feet Above Mean Sea Level (AMSL), as determined by [Insert Name and Date of Survey or Airport Layout Plan that determines the elevation] the approximate dimensions of which said plane are described and shown on Exhibit A attached hereto and incorporated herein by reference.

The aforesaid easement and right-of-way includes, but is not limited to:

- (1) For the use and benefit of the public, the easement and continuing right to fly, or cause or permit the flight by any and all persons, or any aircraft, of any and all kinds now or hereafter known, in, through, across, or about any portion of the Airspace hereinabove described; and
- (2) The easement and right to cause or create, or permit or allow to be caused and created within all space above the existing surface of the hereinabove described real property and any and all Airspace laterally adjacent to said real property, such noise, vibration, currents and other effects of air illumination and fuel consumption as may be inherent in, or may arise or occur from or during the operation of aircraft of any and all kinds, now or hereafter known or used, for navigation of or flight in air; and
- (3) A continuing right to clear and keep clear from the Airspace any portions of buildings, structures or improvements of any kinds, and of trees or other objects, including the right to remove or demolish those portions of such buildings, structures, improvements, trees, or other things which extend into or above said Airspace, and the right to cut to the ground level and remove, any trees which extend into or above the Airspace; and
- (4) The right to mark and light, or cause or require to be marked and lighted, as obstructions to air navigation, any and all buildings, structures or other improvements, and trees or other objects, which extend into or above the Airspace; and
- (5) The right of ingress to, passage within, and egress from the hereinabove described real property, for the purposes described in subparagraphs (3) and (4) above at reasonable times and after reasonable notice.

Table G2

Typical Avigation Easement

For and on behalf of itself, its successors and assigns, the Grantor hereby covenants with the Grantee, for the direct benefit of the real property constituting the [Insert Airport Name] hereinafter described, that neither the Grantor, nor its successors in interest or assigns will construct, install, erect, place or grow, in or upon the hereinabove described real property, nor will they permit or allow any building structure, improvement, tree, or other object to extend into or above the Airspace so as to constitute an obstruction to air navigation or to obstruct or interfere with the use of the easement and rights-of-way herein granted.

The easements and rights-of-way herein granted shall be deemed both appurtenant to and for the direct benefit of that real property which constitutes the [Insert Airport Name], in the [Insert County or City Name], State of California; and shall further be deemed in gross, being conveyed to the Grantee for the benefit the Grantee and any and all members of the general public who may use said easement or right-of-way, in landing at, taking off from or operating such aircraft in or about the [Insert Airport Name], or in otherwise flying through said Airspace.

Grantor, together with its successors in interest and assigns, hereby waives its right to legal action against Grantee, its successors or assigns for monetary damages or other redress due to impacts, as described in paragraph (2) of the granted rights of easement, associated with aircraft operations in the air or on the ground at the airport, including future increases in the volume or changes in location of said operations. Furthermore, Grantee, its successors, and assigns shall have no duty to avoid or mitigate such damages through physical modification of airport facilities or establishment or modification of aircraft operational procedures or restrictions. However, this waiver shall not apply if the airport role or character of its usage (as identified in an adopted airport master plan, for example) changes in a fundamental manner which could not reasonably have been anticipated at the time of the granting of this easement and which results in a substantial increase in the in the impacts associated with aircraft operations. Also, this grant of easement shall not operate to deprive the Grantor, its successors or assigns of any rights which may from time to time have against any air carrier or private operator for negligent or unlawful operation of aircraft.

These covenants and agreements run with the land and are binding upon the heirs, administrators, executors, successors and assigns of the Grantor, and, for the purpose of this instrument, the real property firstly hereinabove described is the servient tenement and said [Insert Airport Name] is the dominant tenement.

DATED:

STATE OF }

ss

COUNTY OF }

On _____, before me, the undersigned, a Notary Public in and for said County and State personally appeared _____, and _____ known to me to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same.

WITNESS my hand and official seal.

Notary Public

Source: Modified from California Airport Land Use Planning Handbook (October 2011)

Table G2, continued

RECORDED OVERFLIGHT NOTIFICATION

This *Overflight Notification* concerns the real property situated in the County of _____ and the City of _____, State of California, described as _____ [APN No.: _____].

This *Overflight Notification* provides notification of the condition of the above described property in recognition of, and in compliance with, CALIFORNIA BUSINESS & PROFESSIONS CODE Section 11010 and CALIFORNIA CIVIL CODE Sections 1102.6, 1103.4 and 1353, effective January 1, 2004, and related state and local regulations and consistent with policies of the _____ Airport Land Use Commission for the overflight notification provided in the _____ Airport Land Use Compatibility Plan.

The _____ Airport Land Use Compatibility Plan and [Insert County / City Name] Ordinance (Ordinance No. _____) identify the [Insert Airport Name] Airport Influence Area. Properties within this area are routinely subject to overflights by aircraft using this public-use airport and, as a result, residents may experience inconvenience, annoyance, or discomfort arising from the noise of such operations. State law (Public Utilities Code Section 21670 et seq.) establishes the importance of public-use airports to protection of the public interest of the people of the state of California. Residents of property near such airports should therefore be prepared to accept the inconvenience, annoyance, or discomfort from normal aircraft operations. Residents also should be aware that the current volume of aircraft activity may increase in the future in response to population and economic growth in the County of _____. Any subsequent deed conveying this parcel or subdivisions thereof shall contain a statement in substantially this form.

The Federal Aviation Administration (FAA) has regulatory authority over the operation of aircraft in flight and on the runway and taxiway surfaces at [Insert Airport Name]. The FAA is, therefore, exclusively responsible for airspace and air traffic management, including ensuring the safe and efficient use of navigable airspace, developing air traffic rules, assigning the use of airspace and controlling air traffic. Please contact the FAA for more detailed information regarding overflight and airspace protection issues associated with the operation of aircraft.

The airport operator, the [Insert Name of Airport Owner], maintains information regarding hours of operation and other relevant information regarding airport operations. Please contact your local airport operator for more detailed information regarding airport specific operational issues including hours of operation.

This *Overflight Notification* shall be duly recorded with the _____ County Assessor's Office, shall run with the Property, and shall be binding upon all parties having or acquiring any right, title or interest in the Property.

Effective Date: _____, 20__

Source: Modified from California Airport Land Use Planning Handbook (October 2011)

Table G3

Recorded Overflight Notification

APPENDIX H

Glossary of Terms

Above Ground Level (AGL): An elevation datum given in feet above ground level.

Accessory Dwelling: An attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. (Government code, Section 65852.2(j)(1))

Air Carriers: The commercial system of air transportation, consisting of the certificated air carriers, air taxis (including commuters), supplemental air carriers, commercial operators of large aircraft, and air travel clubs.

Aircraft Accident: An occurrence incident to flight in which, as a result of the operation of an aircraft, a person (occupant or nonoccupant) receives fatal or serious injury or an aircraft receives substantial damage.

- Except as provided below, *substantial damage* means damage or structural failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft, and that would normally require major repair or replacement of the affected component.
- Engine failure, damage limited to an engine, bent fairings or cowlings, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered substantial damage.

Aircraft Incident: A mishap associated with the operation of an aircraft in which neither fatal nor serious injuries nor substantial damage to the aircraft occurs.

Aircraft Mishap: The collective term for an aircraft accident or an incident.

Aircraft Operation: The airborne movement of aircraft at an airport or about an en route fix or at other point where counts can be made. There are two types of operations: local and itinerant. An operation is counted for each landing and each departure, such that a touch-and-go flight is counted as two operations. (FAA Stats)

Airport: An area of land or water that is used or intended to be used for the landing and taking off of aircraft, and includes its buildings and facilities if any. (FAR 1)

Airport Elevation: The highest point of an airport's useable runways, measured in feet above mean sea level. (AIM)

Airport Land Use Commission (ALUC): A commission authorized under the provisions of California Public Utilities Code, Section 21670 et seq. and established (in any county within which a public-use airport is located) for the purpose of promoting compatibility between airports and the land uses surrounding them.

Airport Layout Plan (ALP): A scale drawing of existing and proposed airport facilities, their location on an airport, and the pertinent clearance and dimensional information required to demonstrate conformance with applicable standards.

Airport Master Plan (AMP): A long-range plan for development of an airport, including descriptions of the data and analyses on which the plan is based.

Airport Reference Code (ARC): A coding system used to relate airport design criteria to the operation and physical characteristics of the airplanes intended to operate at an airport. (Airport Design AC)

Airports, Classes of: For the purposes of issuing a Site Approval Permit, The California Department of Transportation, Division of Aeronautics classifies airports into the following categories: (CCR)

- *Agricultural Airport or Heliport:* An airport restricted to use only by agricultural aerial applicator aircraft (FAR Part 137 operators).
- *Emergency Medical Services (EMS) Landing Site:* A site used for the landing and taking off of EMS helicopters that is located at or as near as practical to a medical emergency or at or near a medical facility and
 - (1) has been designated an EMS landing site by an officer authorized by a public safety agency, as defined in PUC Section 21662.1, using criteria that the public safety agency has determined is reasonable and prudent for the safe operation of EMS helicopters and
 - (2) is used, over any twelve month period, for no more than an average of six landings per month with a patient or patients on the helicopter, except to allow for adequate medical response to a mass casualty event even if that response causes the site to be used beyond these limits, and
 - (3) is not marked as a permitted heliport as described in Section 3554 of these regulations and
 - (4) is used only for emergency medical purposes.
- *Heliport on Offshore Oil Platform:* A heliport located on a structure in the ocean, not connected to the shore by pier, bridge, wharf, dock or breakwater, used in the support of petroleum exploration or production.
- *Personal-Use Airport:* An airport limited to the non-commercial use of an individual owner or family and occasional invited guests.
- *Public-Use Airport:* An airport that is open for aircraft operations to the general public and is listed in the current edition of the *Airport/Facility Directory* that is published by the National Ocean Service of the U.S. Department of Commerce.
- *Seaplane Landing Site:* An area of water used, or intended for use, for landing and takeoff of seaplanes.
- *Special-Use Airport or Heliport:* An airport not open to the general public, access to which is controlled by the owner in support of commercial activities, public service operations, and/or personal use.
- *Temporary Helicopter Landing Site:* A site, other than an emergency medical service landing site at or near a medical facility, which is used for landing and taking off of helicopters and
 - (1) is used or intended to be used for less than one year, except for recurrent annual events and
 - (2) is not marked or lighted to be distinguishable as a heliport and
 - (3) is not used exclusively for helicopter operations.

Ambient Noise Level: The level of noise that is all encompassing within a given environment for which a single source cannot be determined. It is usually a composite of sounds from many and varied sources near to and far from the receiver.

Approach Protection Easement: A form of easement that both conveys all of the rights of an aviation easement and sets specified limitations on the type of land uses allowed to be developed on the property.

Approach Speed: The recommended speed contained in aircraft manuals used by pilots when making an approach to landing. This speed will vary for different segments of an approach as well as for aircraft weight and configuration. (AIM)

Aviation-Related Use: Any facility or activity directly associated with the air transportation of persons or cargo or the operation, storage, or maintenance of aircraft at an airport or heliport. Such uses specifically include runways, taxiways, and their associated protected areas defined by the Federal Aviation Administration, together with aircraft aprons, hangars, fixed base operations, terminal buildings, etc.

Aviation Easement: A type of easement that typically conveys the following rights:

- A right-of-way for free and unobstructed passage of aircraft through the airspace over the property at any altitude above a surface specified in the easement (usually set in accordance with CFR Part 77 criteria).
- A right to subject the property to noise, vibrations, fumes, dust, and fuel particle emissions associated with normal airport activity.
- A right to prohibit the erection or growth of any structure, tree, or other object that would enter the acquired airspace.
- A right-of-entry onto the property, with proper advance notice, for the purpose of removing, marking, or lighting any structure or other object that enters the acquired airspace.
- A right to prohibit electrical interference, glare, misleading lights, visual impairments, and other hazards to aircraft flight from being created on the property.

Based Aircraft: Aircraft stationed at an airport on a long-term basis.

California Environmental Quality Act (CEQA): Statutes adopted by the state legislature for the purpose of maintaining a quality environment for the people of the state now and in the future. The Act establishes a process for state and local agency review of projects, as defined in the implementing guidelines that may adversely affect the environment.

Ceiling: Height above the earth's surface to the lowest layer of clouds or obscuring phenomena. (AIM)

Circling Approach/Circle-to-Land Maneuver: A maneuver initiated by the pilot to align the aircraft with a runway for landing when a straight-in landing from an instrument approach is not possible or not desirable. (AIM)

Combining District: A zoning district that establishes development standards in areas of special concern over and above the standards applicable to basic underlying zoning districts.

Commercial Activities: Airport-related activities that may offer a facility, service or commodity for sale, hire or profit. Examples of commodities for sale are: food, lodging, entertainment, real estate, petroleum products, parts and equipment. Examples of services are: flight training, charter flights, maintenance, aircraft storage, and tiedown. (CCR)

Commercial Operator: A person who, for compensation or hire, engages in the carriage by aircraft in air commerce of persons or property, other than as an air carrier. (FAR 1)

Community Noise Equivalent Level (CNEL): The noise metric adopted by the State of California for evaluating airport noise. It represents the average daytime noise level during a 24-hour day, adjusted to an equivalent level to account for the lower tolerance of people to noise during evening and nighttime periods relative to the daytime period. (State Airport Noise Standards)

Compatibility Plan: As used herein, a plan, usually adopted by an Airport Land Use Commission that sets forth policies for promoting compatibility between airports and the land uses that surround them. Often referred to as a *Comprehensive Land Use Plan (CLUP)*.

Controlled Airspace: Any of several types of airspace within which some or all aircraft may be subject to air traffic control. (FAR 1)

Day-Night Average Sound Level (DNL): The noise metric adopted by the U.S. Environmental Protection Agency for measurement of environmental noise. It represents the average daytime noise level during a 24-hour day, measured in decibels and adjusted to account for the lower tolerance of people to noise during nighttime periods. The mathematical symbol is L_{dn} .

Decibel (dB): A unit measuring the magnitude of a sound, equal to the logarithm of the ratio of the intensity of the sound to the intensity of an arbitrarily chosen standard sound, specifically a sound just barely audible to an unimpaired human ear. For environmental noise from aircraft and other transportation sources, an *A-weighted sound level* (abbreviated dBA) is normally used. The A-weighting scale adjusts the values of different sound frequencies to approximate the auditory sensitivity of the human ear.

Deed Notice: A formal statement added to the legal description of a deed to a property and on any subdivision map. As used in airport land use planning, a deed notice would state that the property is subject to aircraft overflights. Deed notices are used as a form of buyer notification as a means of ensuring that those who are particularly sensitive to aircraft overflights can avoid moving to the affected areas.

Designated Body: A local government entity, such as a regional planning agency or a county planning commission, chosen by the county board of supervisors and the selection committee of city mayors to act in the capacity of an airport land use commission.

Displaced Threshold: A landing threshold that is located at a point on the runway other than the designated beginning of the runway (see *Threshold*). (AIM)

Dwelling Unit: Any building, structure or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families, and any vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure, or portion thereof. (HUD)

Easement: A less-than-fee-title transfer of real property rights from the property owner to the holder of the easement.

Equivalent Sound Level (L_{eq}): The level of constant sound that, in the given situation and time period, has the same average sound energy as does a time-varying sound.

Code of Federal Regulations (CFR) Title 14 Part 77 (14CFR77): The part of the Code of Federal Regulations that deals with objects affecting navigable airspace in the vicinity of airports. Objects that exceed the Part 77 height limits constitute airspace obstructions. 14CFR77 establishes standards for identifying obstructions to navigable airspace, sets forth requirements for notice to the FAA of certain proposed construction or alteration, and provides for aeronautical studies of obstructions to determine their effect on the safe and efficient use of airspace. A copy of the regulations is available at www.ecfr.gov.

CFR Title 14 Part 77 Surfaces: Imaginary airspace surfaces established with relation to each runway of an airport. There are five types of surfaces: (1) primary; (2) approach; (3) transitional; (4) horizontal; and (5) conical.

Federal Aviation Administration (FAA): The U.S. government agency that is responsible for ensuring the safe and efficient use of the nation's airports and airspace.

Code of Federal Regulations (CFR): Regulations formally issued by the FAA to regulate air commerce.

Findings: Legally relevant subconclusions that expose a government agency's mode of analysis of facts, regulations, and policies, and that bridge the analytical gap between raw data and ultimate decision.

Fixed Base Operator (FBO): A business that operates at an airport and provides aircraft services to the general public including, but not limited to, sale of fuel and oil; aircraft sales, rental, maintenance, and repair; parking and tiedown or storage of aircraft; flight training; air taxi/charter operations; and specialty services, such as instrument and avionics maintenance, painting, overhaul, aerial application, aerial photography, aerial hoists, or pipeline patrol.

General Aviation: That portion of civil aviation that encompasses all facets of aviation except air carriers. (FAA Stats)

Glide Slope: An electronic signal radiated by a component of an ILS to provide vertical guidance for aircraft during approach and landing.

Global Positioning System (GPS): A navigational system that utilizes a network of satellites to determine a positional fix almost anywhere on or above the earth. Developed and operated by the U.S. Department of Defense, GPS has been made available to the civilian sector for surface, marine, and aerial navigational use. For aviation purposes, the current form of GPS guidance provides en route aerial navigation and selected types of nonprecision instrument approaches. Eventual application of GPS as the principal system of navigational guidance throughout the world is anticipated.

Helipad: A small, designated area, usually with a prepared surface, on a heliport, airport, landing/takeoff area, apron/ramp, or movement area used for takeoff, landing, or parking of helicopters. (AIM)

Heliport: A facility used for operating, basing, housing, and maintaining helicopters. (HAI)

Infill: Development that takes place on vacant property largely surrounded by existing development, especially development that is similar in character.

Instrument Approach Procedure: A series of predetermined maneuvers for the orderly transfer of an aircraft under instrument flight conditions from the beginning of the initial approach to a landing or to a point from which a landing may be made visually. It is prescribed and approved for a specific airport by competent authority (refer to *Nonprecision Approach Procedure* and *Precision Approach Procedure*). (AIM)

Instrument Flight Rules (IFR): Rules governing the procedures for conducting instrument flight. Generally, IFR applies when meteorological conditions with a ceiling below 1,000 feet and visibility less than 3 miles prevail. (AIM)

Instrument Landing System (ILS): A precision instrument approach system that normally consists of the following electronic components and visual aids: (1) Localizer; (2) Glide Slope; (3) Outer Marker; (4) Middle Marker; (5) Approach Lights. (AIM)

Instrument Operation: An aircraft operation in accordance with an IFR flight plan or an operation where IFR separation between aircraft is provided by a terminal control facility. (FAA ATA)

Instrument Runway: A runway equipped with electronic and visual navigation aids for which a precision or nonprecision approach procedure having straight-in landing minimums has been approved. (AIM)

Inverse Condemnation: An action brought by a property owner seeking just compensation for land taken for a public use against a government or private entity having the power of eminent domain. It is a remedy peculiar to the property owner and is exercisable by that party where it appears that the taker of the property does not intend to bring eminent domain proceedings.

Land Use Density: A measure of the concentration of land use development in an area. Mostly the term is used with respect to residential development and refers to the number of dwelling units per acre. Unless otherwise noted, policies in this *UKLALUCP* refer to *gross* rather than *net* acreage.

Land Use Intensity: A measure of the concentration of nonresidential land use development in an area. For the purposes of airport land use planning, the term indicates the number of people per acre attracted by the land use. Unless otherwise noted, policies in this *UKLALUCP* refer to *gross* rather than *net* acreage.

Large Airplane: An airplane of more than 12,500 pounds maximum certificated takeoff weight. (Airport Design AC)

Localizer (LOC): The component of an ILS that provides course guidance to the runway. (AIM)

Mean Sea Level (MSL): An elevation datum given in feet from mean sea level.

Minimum Descent Altitude (MDA): The lowest altitude, expressed in feet above mean sea level, to which descent is authorized on final approach or during circle-to-land maneuvering in execution of a standard instrument approach procedure where no electronic glide slope is provided. (FAR 1)

Missed Approach: A maneuver conducted by a pilot when an instrument approach cannot be completed to a landing. (AIM)

National Transportation Safety Board (NTSB): The U.S. government agency responsible for investigating transportation accidents and incidents.

Navigational Aid (Navaid): Any visual or electronic device airborne or on the surface that provides point-to-point guidance information or position data to aircraft in flight. (AIM)

Noise Contours: Continuous lines of equal noise level usually drawn around a noise source, such as an airport or highway. The lines are generally drawn in 5-decibel increments so that they resemble elevation contours in topographic maps.

Noise Level Reduction (NLR): A measure used to describe the reduction in sound level from environmental noise sources occurring between the outside and the inside of a structure.

Nonconforming Use: An existing land use that does not conform to subsequently adopted or amended zoning or other land use development standards.

Nonprecision Approach Procedure: A standard instrument approach procedure in which no electronic glide slope is provided. (FAR 1)

Nonprecision Instrument Runway: A runway with an approved or planned straight-in instrument approach procedure that has no existing or planned precision instrument approach procedure. (Airport Design AC)

Obstruction: Any object of natural growth, terrain, or permanent or temporary construction or alteration, including equipment or materials used therein, the height of which exceed the standards established in Subpart C of the Code of Federal Regulations Part 77, *Objects Affecting Navigable Airspace*.

Overflight: Any distinctly visible and/or audible passage of an aircraft in flight, not necessarily directly overhead.

Overflight Easement: An easement that describes the right to overfly the property above a specified surface and includes the right to subject the property to noise, vibrations, fumes, and emissions. An overflight easement is used primarily as a form of buyer notification.

Overflight Zone: The area(s) where aircraft maneuver to enter or leave the traffic pattern, typically defined by the CFR Part 77 horizontal surface.

Overlay Zone: See *Combining District*.

Planning Area Boundary: An area surrounding an airport designated by an ALUC for the purpose of airport land use compatibility planning conducted in accordance with provisions of the State Aeronautics Act.

Precision Approach Procedure: A standard instrument approach procedure where an electronic glide slope is provided. (FAR 1)

Precision Instrument Runway: A runway with an existing or planned precision instrument approach procedure. (Airport Design AC)

Referral Area: The area around an airport defined by the planning area boundary adopted by an airport land use commission within which certain land use proposals are to be referred to the commission for review.

Runway Protection Zone (RPZ): An area (formerly called a *clear zone*) off the end of a runway used to enhance the protection of people and property on the ground. (Airport Design AC)

Safety Zone: For the purpose of airport land use planning, an area near an airport in which land use restrictions are established to protect the safety of the public from potential aircraft accidents.

Single-Event Noise: As used in herein, the noise from an individual aircraft operation or overflight.

Single Event Noise Exposure Level (SENEL): A measure, in decibels, of the noise exposure level of a single event, such as an aircraft flyby, measured over the time interval between the initial and final times for which the noise level of the event exceeds a threshold noise level and normalized to a reference duration of one second. SENEL is a noise metric established for use in California by the state Airport Noise Standards and is essentially identical to *Sound Exposure Level (SEL)*.

Site Approval Permit: A written approval issued by the California Department of Transportation authorizing construction of an airport in accordance with approved plans, specifications, and conditions. Both public-use and special-use airports require a site approval permit. (CCR)

Small Airplane: An airplane of 12,500 pounds or less maximum certificated takeoff weight. (Airport Design AC)

Sound Exposure Level (SEL): A time-integrated metric (i.e., continuously summed over a time period) that quantifies the total energy in the A-weighted sound level measured during a transient noise event. The time period for this measurement is generally taken to be that between the moments when the A-weighted sound level is 10 dB below the maximum.

Straight-In Instrument Approach: An instrument approach wherein a final approach is begun without first having executed a procedure turn; it is not necessarily completed with a straight-in landing or made to straight-in landing weather minimums. (AIM)

Structure: Something that is constructed or erected.

Taking: Government appropriation of private land for which compensation must be paid as required by the Fifth Amendment of the U.S. Constitution. It is not essential that there be physical seizure or appropriation for a *taking* to occur, only that the government action directly interferes with or substantially disturbs the owner's right to use and enjoyment of the property.

Terminal Instrument Procedures (TERPS): Procedures for instrument approach and departure of aircraft to and from civil and military airports. There are four types of terminal instrument procedures: precision approach, nonprecision approach, circling, and departure.

Threshold: The beginning of that portion of the runway usable for landing (also see *Displaced Threshold*). (AIM)

Touch-and-Go: An operation by an aircraft that lands and departs on a runway without stopping or exiting the runway. (AIM)

Traffic Pattern: The traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from an airport. The components of a typical traffic pattern are upwind leg, crosswind leg, downwind leg, base leg, and final approach. (AIM)

Visual Approach: An approach where the pilot must use visual reference to the runway for landing under VFR conditions.

Visual Flight Rules (VFR): Rules that govern the procedures for conducting flight under visual conditions. VFR applies when meteorological conditions are equal to or greater than the specified minimum—generally, a 1,000-foot ceiling and 3-mile visibility.

Visual Runway: A runway intended solely for the operation of aircraft using visual approach procedures, with no straight-in instrument approach procedure and no instrument designation indicated on an FAA-approved airport layout plan. (Airport Design AC)

Zoning: A police power measure, enacted primarily by units of local government, in which the community is divided into districts or zones within which permitted and special uses are established, as are regulations governing lot size, building bulk, placement, and other development standards. Requirements vary from district to district, but they must be uniform within districts. A zoning ordinance consists of two parts: the text and a map.

Glossary Sources

CFR 1: Code of Federal Regulations Part 1, Definitions and Abbreviations

AIM: Aeronautical Information Manual

Airport Design AC: Federal Aviation Administration, *Airport Design* Advisory Circular 150/5300-13

CCR: California Code of Regulations, Title 21, Section 3525 et seq., *Division of Aeronautics*

FAA ATA: Federal Aviation Administration, *Air Traffic Activity*

FAA Stats: Federal Aviation Administration, *Statistical Handbook of Aviation*

HAI: Helicopter Association International

NTSB: National Transportation and Safety Board

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ATTACHMENTS



MENDOCINO COUNTY AIRPORT LAND USE COMMISSION

Airport Land Use Compatibility Plan

Resolution Number _____

County of Mendocino
Ukiah, California

May 20, 2021

RESOLUTION OF THE MENDOCINO COUNTY AIRPORT LAND USE
COMMISSION, COUNTY OF MENDOCINO, STATE OF CALIFORNIA,
ADOPTING A NEGATIVE DECLARATION AND THE UKIAH
MUNICIPAL AIRPORT LAND USE COMPATIBILITY PLAN.

WHEREAS, California Public Utilities Code section 21670(a) requires Airport Land Use Commissions to prepare Airport Land Use Compatibility Plans for public-use airports to promote compatibility between airports and the land uses surrounding; and

WHEREAS, the Mendocino County Airport Land Use Commission adopted the Mendocino County Airport Comprehensive Land Use Plan (ACLUP) on October 21, 1993 and adopted revisions on June 6, 1996; and

WHEREAS, the Mendocino County Airport Land Use Commission desires to replace the portions of the ACLUP related to the Ukiah Municipal Airport with a separate and distinct plan, the Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP), located within the City limits of the City of Ukiah, at the Ukiah Municipal Airport and within the associated Airport Influence Area (AIA) in both the City Limits and unincorporated areas of Mendocino County (the "Project"); and

WHEREAS, the draft UKIALUCP were prepared with advice from a technical advisory group that included representatives from the City of Ukiah, the County of Mendocino, and the ALUC; and

WHEREAS, a Negative Declaration was prepared for the Project and noticed and made available for agency and public review on July 16, 2020 in accordance with the California Environmental Quality Act (CEQA) and the State and County CEQA Guidelines; and

WHEREAS, revisions to the Negative Declaration and an Addendum to the UKIALUCP were prepared in response to comments received during the public review period; and

WHEREAS, the aforementioned revisions to the Negative Declaration do not trigger recirculation pursuant to section 15073.5 of the CEQA Guidelines as the revisions do not create new avoidable significant effects; and

WHEREAS, in accordance with applicable provisions of law, the Mendocino County Airport Land Use Commission held a public hearing on May 20, 2021, at which time the Mendocino County Airport Land Use Commission heard and received all relevant testimony and evidence presented orally or in writing regarding the Negative Declaration and the Project. All interested persons were given an opportunity to hear and be heard regarding the Negative Declaration and the Project; and

WHEREAS, the Mendocino County Airport Land Use Commission has had an opportunity to review this Resolution and finds that it accurately sets forth the intentions of the Mendocino County Airport Land Use Commission regarding the Negative Declaration and the Project.

NOW, THEREFORE, BE IT RESOLVED, that the Mendocino County Airport Land Use Commission makes the following findings:

1. That the foregoing recitals are true and correct and incorporated herein by this reference.

2. The UKIALUCP was prepared in conformance with the California Airport Land Use Planning Handbook (October 2011), prepared by the State of California Department of Transportation Division of Aeronautics, and California Public Utilities Code section 21675.
3. The UKIALUCP has taken into account the features of the Ukiah Municipal Airport development proposals that have implications for off-airport land uses.
4. The UKIALUCP is regulatory in nature, and neither the project nor their subsequent implementation by local agencies will lead directly to new development, construction, or to any physical change to the environment.
5. The UKIALUCP does have the potential to indirectly cause a physical change in the environment by influencing future land use and development patterns through the establishment of compatibility guidelines that are intended to prohibit or constrain certain types of development within specifically delineated areas. No significant impacts to environmental resources were identified during the analysis performed for the Initial Study and Negative Declaration.

BE IT FURTHER RESOLVED that the Mendocino County Airport Land Use Commission hereby adopts the Negative Declaration. The Mendocino County Airport Land Use Commission certifies that the Negative Declaration has been completed, reviewed, and considered, together with the comments received during the public review process, in compliance with CEQA and State and County CEQA Guidelines, finds that the Negative Declaration reflects the independent judgment and analysis of the Mendocino County Airport Land Use Commission, and finds that there is no substantial evidence that the project will have a significant effect on the environment.

BE IT FURTHER RESOLVED that the Mendocino County Airport Land Use Commission hereby adopts the UKIALUCP and associated Addendum and the UKIALUCP replaces the compatibility plan for Ukiah Municipal Airport adopted by the Mendocino County Airport Land Use Commission in 1996, and hereby directs staff to transmit the UKIALUCP to the California Department of Transportation Division of Aeronautics.

BE IT FURTHER RESOLVED that the Mendocino County Airport Land Use Commission designates the Secretary as the custodian of the document and other material which constitutes the record of proceedings upon which the decision herein is based. These documents may be found at the office of the County of Mendocino Planning and Building Services, 860 North Bush Street, Ukiah, CA 95482.

BE IT FURTHER RESOLVED that the Mendocino County Airport Land Use Commission action shall be final and immediately effective upon date of adoption.

I hereby certify that according to the Provisions of Government Code Section 25103 delivery of this document has been made.

ATTEST: JAMES F. FEENAN
Commission Services Supervisor

By: _____

BY: IGNACIO GONZALEZ
Interim Director

ERIC CRANE, Chair
Mendocino County Airport Land
Use Commission

Notice of Determination

To:

☒ Office of Planning and Research

U.S. Mail:

PO Box 3044

Sacramento, CA 95812-3044

Street Address:

1400 Tenth St., Rm 113

Sacramento, CA 95812

From:

Mendocino County Planning & Building
860 North Bush Street

Ukiah, CA 95482

Contact: Julia Acker Krog

Email: ackerj@mendocinocounty.org

Phone: 707-234-6650

☒ County Clerk:

County of Mendocino

501 Low Gap Road

Ukiah, CA 95482

Lead Agency (if different from above):

Address: _____

Contact: _____

Phone: _____

SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resource Code.

State Clearinghouse Number (if submitted to State Clearinghouse): 2020070320

Project Title: Ukiah Airport Comprehensive Land Use Plan

Project Applicant: County of Mendocino – Planning and Building Services

Project Location (include county): Within the City limits of the City of Ukiah, at the Ukiah Municipal Airport and within the associated Airport Influence Area (AIA) in both the City Limits and unincorporated areas of Mendocino County. APN 003-310-08; Ukiah Municipal Airport located within the City of Ukiah.

Project Description: Adoption of the proposed Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP), which would supersede sections of the Mendocino County Airport Comprehensive Land Use Plan pertaining to the Ukiah Municipal Airport with a separate and distinct plan. The preparation of ALUCPs for public-use airports is required by the California State Aeronautics Act (Public Utilities Code Section 21670 et seq.). The purpose of ALUCPs is to promote compatibility between an airport and the land uses in its vicinity to the extent that these areas have not already been devoted to incompatible uses.

This is to advise that the County of Mendocino (Lead Agency) has approved the above described project on May 20, 2021 and has made the following determinations regarding the above described project.

1. The project [☐will ☒will not] have a significant effect on the environment.
2. ☐ An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.
☒ A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures [☐ were ☒ were not] made a condition of the approval of the project.
4. A mitigation reporting or monitoring plan [☐ was ☒ was not] adopted for this project.
5. A statement of Overriding Considerations [☐ was ☒ was not] adopted for this project.
6. Findings [☒ were ☐ were not] made pursuant to the provisions of CEQA.

This is to certify that the project file, which includes the Negative Declaration, record of project approval, and all supporting materials, is available to the General Public at: Planning and Building Services, 860 N Bush Street, Ukiah, California 95482.

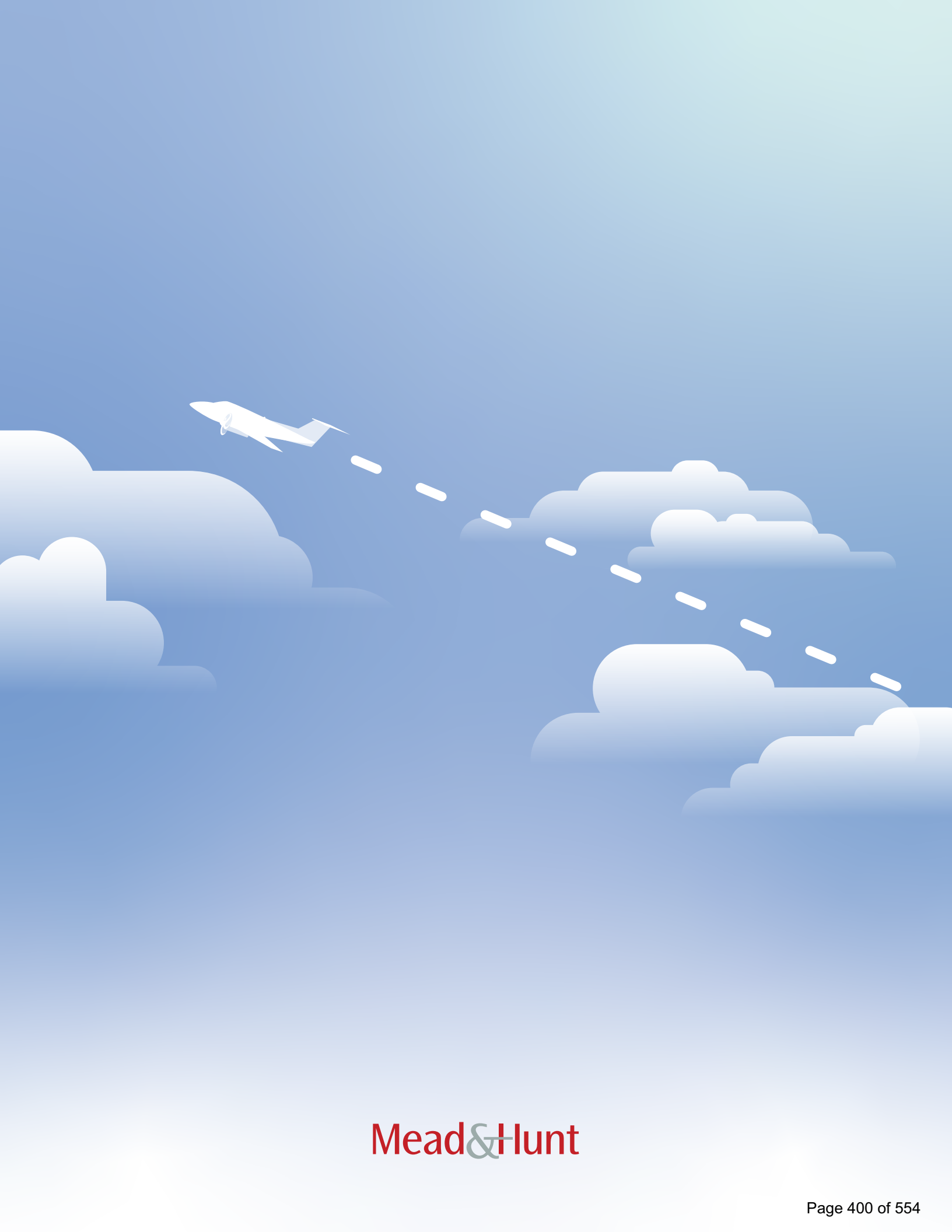
Signature (Public Agency):



Title: Assistant Director

Date: May 24, 2021

Date Received for filing at OPR: _____



REVISED CEQA INITIAL STUDY AND NEGATIVE DECLARATION

Ukiah Municipal Airport
Land Use Compatibility Plan

Prepared for
Mendocino County Airport Land Use Commission

Prepared by



Mead & Hunt, Inc.
Windsor, California
www.meadhunt.com

May 2020 Draft, Revised January 2021

INITIAL STUDY

1. **Project Title:** Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP)
2. **Lead Agency Name and Address:** Mendocino County Airport Land Use Commission (ALUC)
860 N. Bush Street
Ukiah, CA 95482
3. **Contact Person and Telephone/Email:** Julia Acker Krog, Assistant Director
County of Mendocino – Planning and Building Services
(707) 234-6650, ackerj@mendocinocounty.org
4. **Project Location:** Ukiah Municipal Airport, including the City of Ukiah and the unincorporated area of Mendocino County
(See **Exhibits 5 and 6** at the end of this document)
5. **Project Sponsor’s Name and Address:** Mendocino County Airport Land Use Commission
860 N. Bush Street
Ukiah, CA 95482
6. **General Plan Designation(s):** Various. City: Residential, Commercial, Manufacturing, Downtown Core;
County: Commercial, Industrial, Agricultural, Suburban Residential
7. **Zoning Designation(s):** Various: Residential of varying densities, Manufacturing & Industrial, Agricultural

8. Description of Proposed Project:

The creation of airport land use commissions and preparation of airport land use compatibility plans are requirements of the California State Aeronautics Act, Article 3.5, Public Utilities Code (PUC) Section 21670 *et seq.* As expressed by state law, the purpose of an airport land use commission is to protect public health, safety, and welfare by ensuring the orderly expansion of airports and the adoption of land use measures that minimize the public’s exposure to excessive noise and safety hazards within areas around public and military airports to the extent that these areas are not already devoted to incompatible uses. An airport land use commission achieves this goal by adopting an airport land use compatibility plan for each public-use airport within the County.

The Mendocino County Airport Land Use Commission (ALUC or ‘the Commission’) is established pursuant to California PUC Section 21670.4. The ALUC consists of seven members, two of which are required to have aviation expertise:

- Three members appointed by the County Board of Supervisors from the County Planning Commission,
- Three members appointed by the City Selection Committee of mayors of the county’s cities,
- One member at large appointed by the other six members of the Commission.

The Mendocino County ALUC is responsible for preparing and adopting an Airport Land Use Compatibility Plan (ALUCP) for each public-use airport it oversees: Boonville, Ells Field, Little River, Ocean Ridge, Round Valley, and Ukiah Municipal airports.

In 2019, the City of Ukiah (the City), as the owner and operator of the Ukiah Municipal Airport (the Airport), requested that the Mendocino County ALUC update the Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP). The need for updating the ALUCP for Ukiah Municipal Airport is due to local and state level changes that have occurred since the plan was adopted in 1996. First, the countywide Mendocino County Airport Comprehensive Land Use Plan (MCACLUP) predates the latest guidance provided by the California Department of Transportation (Caltrans), Division of Aeronautics in the 2011 *California Airport Land Use Planning Handbook* (Handbook). Second, the current MCACLUP was based on the development proposals provided in the 1996 Ukiah Municipal Airport Master Plan, a plan which no longer fully reflects the city's planning for the Airport. In 2015, the City initiated a planning effort to update the Airport Layout Plan (ALP). The updated ALP was approved in 2016 by the Federal Aviation Administration (FAA) and reflects a future 465-foot northerly extension to Runway 15-33 for an ultimate runway length of 4,888 feet. However, the additional length would not be available for aircraft landing from the north; instead, pilots would continue to land at the existing Runway 15 landing threshold. In accordance with state law (PUC Section 21675(a)), Caltrans Division of Aeronautics accepted the ALP in May 2019 as the basis of this proposed UKIALUCP.

In November 2020, the Ukiah City Council approved a recommendation to the Mendocino County ALUC that the UKIALUCP update protect for a future 5,000-foot runway to accommodate future operations by CalFire Lockheed C-130 fire attack aircraft. At its meeting on November 19, 2020, the Mendocino County ALUC directed ALUC staff to revise the proposed UKIALUCP (Public Draft July 2020) and associated environmental document as recommended by the Ukiah City Council. The proposed revision to the draft UKIALUCP includes the addition of a Compatibility Zone 1* beyond Zone 1 at each end of the runway (Runway 15/33). Inclusion of a Zone 1* at both runway ends rather than just one preserves the option for the additional runway length to be provided on either the north or the south. Each Zone 1* encompasses the outer 112 feet of the Runway Protection Zone (RPZ) associated with a 5,000-foot runway length extended in one direction or the other. The compatibility criteria for Zone 1* match those of Zone A* in the 1996 MCACLUP for Ukiah Municipal Airport and is less restrictive than the criteria for Zone 1. Where Zone 1 precludes all future structures that are not aeronautical in function, Zone 1* allows very low intensity outdoor uses such as auto parking and storage with a maximum intensity of 10 people per acre.

The proposed UKIALUCP (the Project), including Addendum #1 with the proposed revisions to the draft UKIALUCP, is the focus of this Initial Study. The proposed UKIALUCP would replace the portions of the existing countywide current MCACLUP pertaining to the Ukiah Municipal Airport, which was adopted by the Mendocino County ALUC on October 21, 1993, and last revised on June 6, 1996. The current MCACLUP would remain in effect for the other airports in Mendocino County. A copy of the proposed UKIALUCP is presented as **Attachment A** and Addendum #1 with the proposed revisions to the draft UKIALUCP is presented in **Attachment B** to this Initial Study. The applicable sections of the proposed UKIALUCP include the policy chapters (Chapters 2 and 3) and the background chapter (Chapter 4).

Consistent with PUC Section 21674.7, preparation of the proposed UKIALUCP was guided by the information included in the Handbook. For example, the Handbook provides a set of generic safety zones that are based on nationwide aircraft accident location data. The safety zones divide an airport vicinity into as many as six safety zones, each representing a distinct level of risk:

- Safety Zone 1 and Zone 1*: Runway protection zone
- Safety Zone 2: Inner approach/departure zone
- Safety Zone 3: Inner turning zone
- Safety Zone 4: Outer approach/departure zone
- Safety Zone 5: Sideline zone
- Safety Zone 6: Traffic pattern zone

The proposed UKIALUCP applies the generic Handbook safety zones for a medium general aviation runway (length 4,000 feet to 5,999 feet) to the existing (4,423-foot) and future (4,888-foot) Runway 15/33 configurations. As described below, the Handbook safety zones are further refined to reflect the unique aeronautical factors at the Ukiah Municipal Airport. The adjusted safety zones establish the Compatibility Zones for the proposed UKIALUCP. The proposed UKIALUCP also considers the residential densities (dwelling units per acre) and non-residential intensities (people per acre) provided by the Handbook for each safety zone.

The proposed ALUCP for Ukiah Municipal Airport also reflects the anticipated growth of the Airport for the next 20 years as required by PUC Section 21675(a). The proposed UKIALUCP is based on the 2016 FAA-approved ALP showing a future 465-foot northerly runway extension and Airport noise contours reflect an ultimate aircraft activity forecast level of 30,916 annual operations.

Lastly, PUC Section 21675(c) requires an ALUC to consult with the involved agencies regarding establishment of the Airport Influence Area boundary. The proposed UKIALUCP was developed in coordination with the ALUC and its staff as well as the planning and airport staff members from the County of Mendocino and City of Ukiah.

Function of the ALUCP

The function of the proposed UKIALUCP is to promote compatibility between the Airport and the land uses in its vicinity to the extent that these areas have not already been devoted to incompatible uses. The plan accomplishes this function through establishment of a set of compatibility criteria applicable to new development around the Airport. Additionally, the proposed UKIALUCP serves as a tool for use by the ALUC in fulfilling its statutory duty to review plans, regulations, and other actions of local agencies and the Airport operator for consistency with the proposed UKIALUCP criteria.

Neither the proposed UKIALUCP nor the ALUC have authority over existing land uses or over the operation of the Airport. Additionally, the ALUC has no authority over federal, state, or tribal lands. Except in Zone 1, the proposed UKIALUCP also would not prohibit the construction of a single-family home (or secondary dwellings allowed by state law) on a legal lot of record if the use is permitted by local land use regulations.

The County of Mendocino and City of Ukiah have land use authority over the areas within the proposed Airport Influence Area and are expected to incorporate certain criteria and procedural policies from the proposed UKIALUCP into their respective general plans and zoning ordinances to ensure that future land use development will be compatible with the long-term operation of the Ukiah Municipal Airport. These local affected agencies also have the option of overruling the ALUC in accordance with the steps defined by state law (PUC Section 21676, 21676.5, or 21677).

Geographic Scope

The proposed UKIALUCP defines the Airport Influence Area as lands on which the uses could be negatively affected by current or future aircraft operations at the Airport as well as lands on which the uses could negatively affect Airport usage and thus necessitate restriction on those uses. The proposed Airport Influence Area for Ukiah Municipal Airport extends approximately 3.0 miles (16,000 feet) from the ends of the Airport's runway. The proposed Airport Influence Area encompasses land within the City of Ukiah and unincorporated areas of Mendocino County.

The Airport Influence Area for the proposed UKIALUCP considers the geographic extents of four types of compatibility concerns:

- Noise: Locations exposed to potentially disruptive levels of aircraft noise.
- Safety: Areas where the risk of an aircraft accident poses heightened safety concerns for people and property on the ground.
- Airspace Protection: Places where height and various other land use characteristics need to be restricted in order to prevent creation of physical, visual, or electronic hazards to flight within the airspace required for operation of aircraft to and from the Airport.

Exhibit 1 (revised January 2021) located at the end of this document depicts the Airport Influence Area and Compatibility Zones for the proposed UKIALUCP. The proposed Airport Influence Area and Compatibility Zone boundaries consider the following compatibility factors:

- Noise – Future noise contours reflecting an ultimate aircraft activity forecast level of 30,916 annual operations. The Compatibility Zones also consider the CalFire noise contours representing a typical fire event day with 44 departures and 44 arrivals split evenly between Runways 15 and 33. Aircraft type modeled is the Grumman S-2 Tracker (S-2T).
 - Safety – Generic safety zones provided in the 2011 Handbook are applied to the existing and future runway configurations in the manner listed below. The adjusted safety zones define Compatibility Zones 1 through 6 for the proposed UKIALUCP. Runway 15/33: Safety zones for a medium general aviation runway (length 4,000 feet to 5,999 feet) are applied to the existing (4,423-foot) and future (4,888-foot) runway configurations.
 - Runway Protection Zone (RPZ): Safety Zone 1 is based on the existing and future RPZs reflected in the 2016 ALP. Safety Zone 1* beyond each runway end encompasses the outer 112 feet of the RPZ associated with a 5,000-foot runway length extended either to the north or south.

- North Side Traffic Pattern: Although a future northerly extension of Runway 15 is proposed in the 2016 ALP, the landing threshold will be conterminous with the existing runway end. As such, Zone 2 is based on the existing runway configuration. Zone 4 is enlarged to include the northly portion of Zone 2 for the future runway configuration.
- East Side Traffic Pattern: Consistent with state guidance, safety zones on the west side of the Airport have been adjusted to reflect the Airport's single-sided traffic pattern on the east side of the Airport, which is necessitated by high terrain located to the west. Accordingly, Zone 3 is truncated, and Zone 6 is omitted.
- Southern Traffic Pattern: Safety zones south of the approach end of Runway 33 are angled 5 degrees to the east to reflect the common practice used by pilots whereby flight routes align with Highway 101 when departing to the south or on approach to Runway 33.
- Overflight – Primary traffic patterns reflecting where aircraft operating at the Airport routinely fly.
- Airspace Protection – Outer boundary of the Obstruction Surfaces as defined by Code of Federal Regulation (CFR) Part 77, *Safe, Efficient Use and Preservation of the Navigable Airspace*. Surfaces associated with both the existing and future runway configurations are depicted. The Outer Conical Surface defines the Airport Influence Area for the proposed UKIALUCP. **Exhibit 2** defines the Airport Protection Surfaces for the Ukiah Municipal Airport.

Exhibits 1 (revised January 2021) and **2**, which present the policy maps for the proposed UKIALUCP, define the areas subject to the proposed UKIALUCP policies and criteria. The proposed Airport Influence Area constitutes the Referral Area within which certain land use actions and Airport actions are subject to ALUC review for a consistency determination with the proposed UKIALUCP. The proposed Compatibility Zones define the areas within which land use restrictions may be necessary to maintain airport land use compatibility.

Exhibit 3 compares the Airport Influence Area and Compatibility Zones in the current MCACLUP with those of the proposed UKIALUCP. **Exhibits 5** and **6** depict the proposed compatibility zones with the City's and County's land use designations. **Exhibits 3** through **6** also identify the areas that would experience increased restrictions under the proposed UKIALUCP compared to the current MCACLUP. **Exhibit 4** provides details as to the type of restriction that would apply (density or intensity restrictions).

As shown in **Exhibit 3**, the principal difference between the current MCACLUP and proposed UKIALUCP is that the zone boundaries in the current MCACLUP do not consider the Airport's future runway length of 4,888 feet (reflecting a 465-foot northerly runway extension). The current MCACLUP also follows geographic features, such as road and parcel lines, while the proposed UKIALUCP boundaries follow the adjusted Handbook Safety Zones. Other notable differences include:

- Zone 1 (north) – Modified to reflect the existing and future Runway Protection Zone specified by the FAA-approved ALP.
- Zones 3 and 6 (west) – Truncated on west side to reflect one-sided traffic pattern on the east side of the Airport due to high terrain to the west.

- Zones 2 through 4 (south) – Angled 5-degrees to the east as noted above.
- Zones 3 and 4 (north, City) – The Handbook recommends that compatibility criteria provide for maintaining residential densities of the underlying zoning in urban environments. As such, an Urban Overlay is established in Zones 3 and 4 north of the Airport to reflect the existing urbanized land use patterns in the City’s downtown area. The Urban Overlay allows residential densities of up to 15 units per acre in Zone 3 and 35 units per acre in Zone 4.
- Zone 3 (southwest, County) – Includes an Urban Overlay in Zone 3 southwest of the Airport in unincorporated Mendocino County to reflect an existing (grandfathered) land use agreement allowing medium-density residential uses. The Urban Overlay allows residential densities of up to 15 units per acre in Zone 3.

Exhibits 7A through 7D identify the seven parcels that fall within the new proposed Zone 1* under the revised UKIALUCP (Final Draft January 2021). Under the draft UKIALUCP (Public Draft July 2020), portions of these parcels could be developed under Zone 2 criteria. Under the revised UKIALUCP (Final Draft January 2021), some or all the Zone 2 development potential is removed as these areas would become part of the more restrictive Compatibility Zone 1*. However, the criteria proposed for Zone 1* are identical to those that apply to this area under the currently adopted MCACLUP (1996).

9. Surrounding Land Uses and Setting

Ukiah Municipal Airport is owned and operated by the City of Ukiah and is located within the southern part of the city limits approximately 0.3 mile west of State Highway 101. Ukiah is situated within the southeastern corner of Mendocino County and is surrounded by hills to the west and south, Lake Mendocino to the northeast, and the Mayacamas Mountains to the east.

Land uses near the Airport are low-to-moderate-density urban to the north and west as well as immediately to the east between the Airport and highway. The city center is located to the north of the Airport. The areas south and east are mostly in unincorporated Mendocino County and dedicated to agriculture and commercial development. The City’s sphere of influence shows future annexation to the north and west.

Exhibits 5 and 6 depict the County and City land use designations within the Airport Influence Area and provide an aerial basemap to reflect existing land uses.

10. Other Public Agencies Whose Approval is Required

Although input from various entities is necessary, the ALUC can adopt the proposed UKIALUCP without formal approval from any other state or local agency. However, a copy of the plan must be submitted to the Caltrans Division of Aeronautics (PUC Section 21675(d)). The Caltrans Division of Aeronautics is required by state law (PUC Section 21675(e)) to assess whether the plan addresses the matters that must be included pursuant to the statutes and to notify the ALUC of any deficiencies. The statute also requires the ALUC to establish (or revise) the Airport Influence Area boundary only after “hearing and consultation with involved agencies” (PUC Section 21675(c)).

The proposed UKIALUCP policies can be implemented only by the local jurisdictions that have authority over land use within the Airport Influence Area, which are the County of Mendocino and the City of Ukiah in this case. State statutes require an agency to make its general plan consistent with an ALUCP within 180 days of ALUC adoption or to overrule the ALUC (Government Code Section 65302.3). If a jurisdiction chooses to overrule an ALUCP, the overrule procedure requires formal findings that the jurisdiction's action is consistent with the intent of the state airport land use compatibility planning statutes and action by a two-thirds vote of the jurisdiction's governing body (PUC Section 21676).

11. Summary of Potential Environmental Effects

In accordance with California Environmental Quality Act (CEQA), the purpose of this Initial Study is to inform decision makers and the public about the potential environmental impacts of the proposed project—the adoption and subsequent implementation of the proposed UKIALUCP—and to reduce those environmental impacts to the extent feasible. The outcome of the Initial Study is to determine what type of environmental document—a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report—is required of the proposed Project. For the purposes of this Initial Study, the following projects are considered:

- Proposed Project – Adoption of the proposed UKIALUCP with the Urban Overlay and Zone 1*,
- Project Alternative – Adoption of the proposed UKIALUCP without the Urban Overlay or Zone 1*,
- No Project Alternative – Retainment of the current MCACLUP (i.e., proposed UKIALUCP is not adopted).

The proposed UKIALUCP is regulatory in nature (PUC Section 21674, 21675, and 21675.1), and neither the project—the adoption of the proposed UKIALUCP—nor its subsequent implementation by local agencies will lead to any new development, construction, or any physical change to existing land uses or the environment.

The proposed UKIALUCP does not prohibit future development in the vicinity of the Airport but rather would affect where and what type of development could occur within the Airport Influence Area. The proposed UKIALUCP seeks to guide the compatibility of future land uses by limiting the density, intensity, height, and other features of new uses to avoid potential conflicts with Airport operations and to preserve the safety of those living and working around the Airport as well as of those in flight. Therefore, the proposed UKIALUCP may indirectly influence future land use development patterns near the Airport by enabling development in some locations (to the extent that such development is consistent with local agency general plans) and constraining development in other locations.

Any indirect effect that may arise from shifts in future development patterns is uncertain because potential shifts cannot be accurately predicted as to when, where, or to what extent the development may occur. The environmental impacts of such shifts or “displacement” are speculative and, therefore, are reasonably considered to be less than significant for purposes of this CEQA analysis (Title 14, California Code of Regulations, Chapter 3, Article 10, §15145). This finding of less than significant is further supported by the fact that state law (Government Code 65302.3) requires a local agency to amend its general plan and any applicable specific plan to be consistent with the ALUCP. Therefore, any conflicts identified in the Initial Study would be alleviated by the local agency amending the applicable plan to be consistent with the ALUCP or, alternatively, overruling the ALUC by adopting findings pursuant to PUC Section 21676. These actions are the responsibility and purview of the local agency, not the ALUC.

The need to analyze displacement as part of the environmental impact analysis for adoption of an ALUCP stems from a 2007 California State Supreme Court Case, *Muzzy Ranch Co. v. Solano County Airport Land Use Commission*.¹ Among other things, in its decision in that case the court found that “...placing a ban on development in one area of a jurisdiction may have the consequence, notwithstanding existing zoning or land use planning, of displacing development to other areas of the jurisdiction.” While an ALUCP does not and need not determine where the displaced development would move to—and, indeed, ALUCs have no authority by which to make such a decision—the extent of the conflict that results in the displacement must be analyzed.

Although policies in the proposed UKIALUCP would influence future land use development patterns within the Airport Influence Area, the proposed UKIALUCP would not increase levels of development above those projected within the general plans adopted by the affected local agencies. The environmental effects of development proposed in the adopted general plans have already been adequately analyzed in previously certified environmental documentation and policies and/or mitigation measures have been adopted that would reduce those environmental effects. Additionally, any future development proposals would be subject to CEQA, ensuring that potential impacts are studied, disclosed, and mitigated, as appropriate.

For the reasons stated above, the proposed UKIALUCP would not result in any direct impacts to the following environmental categories: Aesthetics; Agriculture/Forestry Resources; Air Quality; Biological Resources; Cultural Resources; Geology/Soils; Greenhouse Gas Emissions; Hazards/Hazardous Materials; Hydrology/Water Quality; Mineral Resources; Noise; Recreation; Transportation/Traffic; and Utilities/Services Systems.

No environmental categories would be affected by this project to the extent of having a “Potentially Significant Impact.” Four environmental impact categories, Biological Resources, Land Use and Planning, Population and Housing, and Public Services, are identified as having a “Less than Significant Impact.” Appropriate discussions are provided for other impact categories that warrant explanation.

As described in Section 4, *Biological Resources*, the Airport Influence Area for Ukiah Municipal Airport is within the Mendocino Redwood Company Natural Community Conservation Plan (NCCP). An NCCP identifies and provides for the regional protection of plants, animals, and their habitats while allowing compatible and appropriate economic activity. Working with landowners, environmental organizations, and other interested parties, a local agency oversees the numerous activities that compose the development of an NCCP. CDFW and the U.S. Fish and Wildlife Service provide the necessary support, direction, and guidance to NCCP participants.² The NCCP does not propose new or enhancement of existing wildlife habitat within the Airport Influence Area established by the proposed UKIALUCP. A biological resource assessment will be conducted for proposed development projects where there may be a special-status species or critical habitat on the project site. The proposed UKIALUCP does not grant development rights like a local agency’s general plan or zoning. Therefore, no conflicts exist between the NCCP and proposed UKIALUCP.

As described in Section 10, the general plan policies and land use maps for the County of Mendocino and the City of Ukiah were reviewed for consistency with the proposed UKIALUCP; while no direct conflicts exist between the general

¹ *Muzzy Ranch Co. v. Solano County Airport Land Use Commission* (2007) 41 Cal.4th 372.

² Source: <https://wildlife.ca.gov/Conservation/Planning/NCCP>.

plan policies and the proposed UKIALUCP policies, the County and City will each be required to update the compatibility information contained in its respective land use plans to reflect the proposed UKIALUCP. The analysis also determined that several general plan land use designations shown in the local agencies' zoning maps directly conflict with the proposed UKIALUCP density criteria (see **Exhibits 4, 5, 6, and 8**). Based on these findings, the County and City will be required to make minor changes to their respective general plan, specific plans, and/or implementing ordinances to be fully consistent with the proposed UKIALUCP or to take action to overrule the ALUC.

As described in Section 14, a housing displacement analysis was conducted to determine if the County and City could satisfy their shares of the regional housing needs if the proposed UKIALUCP restricted future residential development within portions of the Airport Influence Area. The analysis found that while there was a potential for displacing future housing units within portions of the Airport Influence Area, the displacement of future housing was deemed to be less than significant because the amount of displacement was negligible, the housing units could be accommodated in other areas of the Airport Influence Area and the County and City could fulfill their obligations associated with the Regional Housing Needs Allocation.

As described in Section 15, *Public Services*, adoption and implementation of the proposed UKIALUCP would create a temporary increase in the staff workloads of the affected local agencies as a result of the state requirement to modify local general plans for consistency with the ALUCP. However, this effect would be temporary. Over the long term, the procedural policies included in the proposed UKIALUCP are intended to simplify and clarify the ALUC project review process and thus reduce workloads for the Mendocino County ALUC and local agency planning staff members.

12. Consultation with California Native American Tribes

The authority of the ALUC does not extend to state, federal, or tribal lands. Lands controlled (i.e., owned, leased, or in trust) by federal or state agencies or by Native American tribes are not subject to the provisions of the state ALUC statutes or the proposed UKIALUCP. The project does not propose any new development, construction, or physical change to the environment; therefore, there will be no disturbance of land or culturally significant resources. No tribal consultation is required for this project.

REFERENCES

The following references are cited in the text that follows for the Initial Study.

1. Association of Environmental Professionals. 2020 CEQA California Environmental Quality Act Statutes and Guidelines, Appendix G: Environmental Checklist Form. January 1, 2019.
2. California Department of Fish and Wildlife. NCCP Plan Summary – Mendocino Redwood Company NCCP/HCP. Amended July 31, 2017.
3. City of Ukiah. Housing Element Update 2019-2027. October 2019.
4. City of Ukiah. Ukiah Municipal Airport Master Plan Report. July 1996.
5. City of Ukiah. Ukiah Municipal Airport Layout Plan (ALP). January 2016.
6. City of Ukiah. Ukiah General Plan. December 6, 1995.
7. City of Ukiah. Ukiah General Plan Map. December 16, 2004.
8. City of Ukiah. City of Ukiah Zoning Map. February 2017.
9. City of Ukiah. Ukiah Compatibility Zoning Map. July 1996.
10. County of Mendocino. Mendocino Zoning Display Map. December 5, 2018.
11. County of Mendocino. Regional Housing Needs Plan. August 2019.
12. County of Mendocino. Ukiah Valley Area Plan. August 2011.
13. Federal Aviation Administration. Airport Master Record (Form 5010). March 2019.
14. Mendocino County Airport Land Use Commission. Mendocino County Airport Comprehensive Land Use Plan. Adopted October 21, 1993 and last amended on June 6, 1996.
15. State of California Department of Transportation (Caltrans), Division of Aeronautics. California Airport Land Use Planning Handbook. October 2011.

DETERMINATION

Completed by Lead Agency: Mendocino County Airport Land Use Commission

On the basis of this initial study:

- ☒ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- ☐ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- ☐ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- ☐ I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- ☐ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, no further environmental documentation is required.

Julia Acker Krog
Signature

4/16/2021
Date

Julia Acker Krog
Print Name

Asst. Director
For

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED

CATEGORY	ANALYSIS SUMMARY (See individual pages for details, Pg #s revised January 2021)					
	Pg	Potentially Significant Impact				
		Less than Significant Impact with Project Mitigation				
		Less than Significant Impact				
		No Impact				
		Comments (Also see discussion above starting on page 7, Topic 11)				
1. AESTHETICS	14	☐	☐	☐	☒	No direct or indirect impacts to aesthetic resources.
2. AGRICULTURE/FORESTRY RESOURCES	15	☐	☐	☐	☒	No direct or indirect impacts to agricultural or forestry uses within the AIA or result in conversion to other uses.
3. AIR QUALITY	16	☐	☐	☐	☒	No direct or indirect impacts to air quality.
4. BIOLOGICAL RESOURCES	17	☐	☐	☐	☒	f) Airport is within the Mendocino Redwood Company Natural Community Conservation Plan Area
5. CULTURAL RESOURCES	19	☐	☐	☐	☒	No direct or indirect impacts to cultural impacts.
6. ENERGY	20	☐	☐	☐	☒	No direct or indirect impacts to energy resources.
7. GEOLOGY/SOILS	21	☐	☐	☐	☒	No direct or indirect impacts to geology, soils, or seismicity.
8. GREENHOUSE GAS EMISSIONS	22	☐	☐	☐	☒	No direct or indirect impacts to greenhouse gas emissions.
9. HAZARDS/HAZARDOUS MATERIALS	23	☐	☐	☐	☒	ALUCP limits exposure of people to aircraft accident hazards by restricting risk-sensitive uses in airport vicinity and limits the storage of hazardous materials.
10. HYDROLOGY/WATER QUALITY	25	☐	☐	☐	☒	No direct or indirect impacts to hydrology and water quality.
11. LAND USE/PLANNING	26	☐	☐	☒	☐	Minor modifications needed to local Land Use Plans
12. MINERAL RESOURCES	33	☐	☐	☐	☒	No direct or indirect impacts to mineral resources.

13. NOISE	34	☐	☐	☐	☒	ALUCP limits exposure of people to noise but does not regulate aircraft operations
14. POPULATION/HOUSING	36	☐	☐	☒	☐	Potential exists for displacement of housing units
15. PUBLIC SERVICES	40	☐	☐	☒	☐	Negligible effect on special districts, school districts, and community college districts as well as government staff workloads
16. RECREATION	41	☐	☐	☐	☒	No direct or indirect impacts to recreation.
17. TRANSPORTATION/TRAFFIC	42	☐	☐	☐	☒	No direct or indirect impacts to on-ground transportation and traffic. Adoption and implementation of proposed UKIALUCP will not result in changes to air traffic patterns.
18. TRIBAL CULTURAL RESOURCES	43	☐	☐	☐	☒	No direct or indirect impacts to tribal cultural resources.
19. UTILITIES/SERVICE SYSTEMS	44	☐	☐	☐	☒	No direct or indirect impacts to utilities and service systems.
20. WILDFIRE	45	☐	☐	☐	☒	No direct or indirect impairment to an adopted emergency response or evacuation plan, exacerbation of wildfire risks, or exposing of people or structures to significant risks.
21. MANDATORY FINDINGS OF SIGNIFICANCE	46	☐	☐	☐	☒	No cumulative impacts

ENVIRONMENTAL CHECKLIST

1. Aesthetics

Except as provided in Public Resources Code Section 21099.

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect on a scenic vista?	☐	☐	☐	☒
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	☐	☐	☐	☒
c) In nonurbanized areas, substantially degrade the existing visual character or quality of public views of the site and its surroundings? (Public views are those that are experienced from publicly accessible vantage point). If the project is in an urbanized area, would the project conflict with applicable zoning and other regulations governing scenic quality?	☐	☐	☐	☒
d) Create a new source of substantial light or glare which would adversely affect daytime or nighttime views in the area?	☐	☐	☐	☒

Discussion

a - d): See Summary of Potential Environmental Effects (No. 11 on page 7). The Mendocino County General Plan and the City of Ukiah General Plan indicate that Mendocino County encompasses an outstanding variety of natural vistas, landscapes, water resources, and Scenic Byways. Although the Plans provide lists and maps of known scenic resources, the Plans indicate that the policies and actions pertain to all scenic resources, not just those that are listed and mapped. No mapped resources are contained within the proposed Airport Influence Area for Ukiah Municipal Airport. The proposed UKIALUCP is regulatory in nature; it does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to aesthetic resources.

Mitigation

None required.

2. Agriculture and Forestry Resources

In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project, and forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board.

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance, as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	☐	☐	☐	☒
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	☐	☐	☐	☒
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code Section 12220(g)), timberland (as defined in Public Resources Code Section 4526), or timberland zoned Timberland Production (as defined by Government Code Section 51104(g))?	☐	☐	☐	☒
d) Result in the loss of forest land or conversion of forest land to non-forest use?	☐	☐	☐	☒
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland to non-agricultural use or conversion of forest land to non-forest use?	☐	☐	☐	☒

Discussion

a - e): See Summary of Potential Environmental Effects (No. 11 on page 7). The Mendocino County General Plan and the City of Ukiah General Plan indicates that the eastern portions of the proposed Airport Influence Area include prime farmland and farmland of statewide importance. ALUCP Policy 3.1.4, *Land Use Conversion*, encourages preservation of existing agricultural and open spaces. Additionally, the proposed UKIALUCP is regulatory. It does not provide for any physical change to the environment that would directly or indirectly conflict with agricultural or forestry use within the proposed Airport Influence Area or result in their conversion to other uses.

Mitigation

None required.

3. Air Quality

Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations.

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Conflict with or obstruct implementation of the applicable air quality plan?	☐	☐	☐	☒
b) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	☐	☐	☐	☒
c) Expose sensitive receptors to substantial pollutant concentrations?	☐	☐	☐	☒
d) Result in other emissions (such as those leading to odors) adversely affecting a substantial number of people?	☐	☐	☐	☒

Discussion

a - d): See Summary of Potential Environmental Effects (No. 11 on page 7). Mendocino County lies within the North Coast Air Basin and air quality is locally regulated by the Mendocino County Air Quality Management District. Both the Mendocino County General Plan and City of Ukiah General Plan include policies ensuring that development proposals adhere to federal, state, and district requirements. Although the proposed Airport Influence Area has the potential to contain a wide variety of sensitive receptors, both known and unknown, the proposed UKIALUCP is regulatory in nature. Therefore, it does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to air quality.

Mitigation

None required.

4. Biological Resources

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect, either directly or through habitat modifications, on 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?	☐	☐	☐	☒
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, and regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	☐	☐	☐	☒
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	☐	☐	☐	☒
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	☐	☐	☐	☒
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	☐	☐	☐	☒
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	☐	☐	☒	☐

Discussion

a - e): See Summary of Potential Environmental Effects (No. 11 on page 7). The Mendocino County General Plan and City of Ukiah General Plan indicate known locations of special status species (plant and animal) and sensitive habitats within the proposed Airport Influence Area. Therefore, the proposed Airport Influence Area has the potential to contain a wide variety of biological resources, both known and unknown. The proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to biological resources.

f): The proposed Airport Influence Area encompasses lands within the Airport and is within the Mendocino Redwood Company Natural Community Conservation Plan (NCCP). This plan, which is being coordinated by the Mendocino

Redwood Company, identifies and provides for the regional protection of plants, animals, and their habitats while allowing compatible and appropriate economic activity. Working with landowners, environmental organizations, and other interested parties, a local agency oversees the numerous activities that compose the development of an NCCP. CDFW and the U.S. Fish and Wildlife Service provide the necessary support, direction, and guidance to NCCP participants.

The proposed UKIALUCP would prohibit creating or enhancing existing wildlife habitat areas within the proposed Airport Influence Area if the habitat would attract hazardous wildlife to the Airport environs (e.g., birds). This proposed UKIALUCP prohibition could potentially conflict with the NCCP objectives. For example, under the proposed UKIALUCP, new development projects proposed within the Airport Influence Area would be precluded from providing “on-site” restoration of habitat areas. However, the proposed UKIALUCP would allow new development projects to mitigate their impacts through off-site habitat restoration, clustering development, and/or project design. The proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly conflict with the provisions of the NCCP. Additionally, potential indirect conflicts are deemed to be less than significant as the proposed UKIALUCP would enable achievement of the NCCP objectives of protecting natural resources in areas outside of the Airport Influence Area.

Mitigation

None required.

5. Cultural Resources

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5?	☐	☐	☐	☒
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?	☐	☐	☐	☒
c) Disturb any human remains, including those interred outside of formal cemeteries?	☐	☐	☐	☒

Discussion

a - c): See Summary of Potential Environmental Effects (No. 11 on page 7). Cultural resources in Mendocino County include archaeological resources, historic resources, and cultural resources related to Native Americans. The proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to cultural resources.

Mitigation

None required.

6. Energy

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Result in potentially significant environmental impact due to wasteful, inefficient, or unnecessary consumption of energy resources during project construction or operation?	☐	☐	☐	☒
b) Conflict with or obstruct a state or local plan for renewable energy or energy efficiency?	☐	☐	☐	☒

Discussion

a - b): See Summary of Potential Environmental Effects (No. 11 on page 7). Renewable energy plants are incompatible in Zones 1 through 3 but are conditionally compatible in Zones 4 through 6 if the site outside the zone would not serve intended public function. All facilities and associated power lines must meet airspace protection criteria (i.e. height, thermal plumes, glare, etc.). The proposed UKIALUCP establishes restrictions and FAA notification requirements of proposed objects and height limits of objects near airports. Boundaries of the FAA notification area for the Airport are depicted on **Exhibit 2, Airspace Protection Zone**. Wind energy systems are not compatible in the vicinity of an airport if they are prohibited by a comprehensive land use plan or any implementing regulations adopted by the ALUC. The proposed UKIALUCP provides guidance on risk-sensitive uses (uses that potentially pose safety concerns regardless of the number of people present, hazardous materials, and community critical infrastructure) that could have a community-wide impact.

The proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to energy resources.

Mitigation

None required.

7. Geology and Soils

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Directly or indirectly cause potential substantial adverse effects, including the risk of loss, injury, or death involving:				
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? (Refer to Division of Mines and Geology Special Publication 42.)	☐	☐	☐	☒
ii) Strong seismic ground shaking?	☐	☐	☐	☒
iii) Seismic-related ground failure, including liquefaction?	☐	☐	☐	☒
iv) Landslides?	☐	☐	☐	☒
b) Result in substantial soil erosion or the loss of topsoil?	☐	☐	☐	☒
c) Be located on geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction, or collapse?	☐	☐	☐	☒
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	☐	☐	☐	☒
e) Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	☐	☐	☐	☒
f) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	☐	☐	☐	☒

Discussion

a - f): See Summary of Potential Environmental Effects (No. 11 on page 7). The proposed Airport Influence Area has the potential to contain a wide variety of geology, soils, or seismicity, both known and unknown. However, the proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to geology, soils, or seismicity.

Mitigation

None required.

8. Greenhouse Gas Emissions

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	☐	☐	☐	☒
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	☐	☐	☐	☒

Discussion

a - b): See Summary of Potential Environmental Effects (No. 11 on page 7). The Mendocino County General Plan and City of Ukiah General Plan includes policies addressing atmosphere and climate change. The Mendocino County General Plan and City of Ukiah General Plan indicate that the City maintains a Climate Action Plan that identifies programs and actions to reduce greenhouse gas emissions to meet the Council's greenhouse gas reduction goal. Nevertheless, the proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to greenhouse gas emissions.

Mitigation

None required.

9. Hazards and Hazardous Materials

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	☐	☐	☐	☒
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	☐	☐	☐	☒
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	☐	☐	☐	☒
d) Be located on a site that is included on a list of hazardous materials sites compiled pursuant to Government Code Section §65962.5 and, as a result, would it create a significant hazard to the public or the environment?	☐	☐	☐	☒
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	☐	☐	☐	☒
f) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	☐	☐	☐	☒
g) Expose people or structures, either directly or indirectly, to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	☐	☐	☐	☒

Discussion

a – d, f – g): See Summary of Potential Environmental Effects (No. 11 on page 7). The proposed UKIALUCP includes land use compatibility policies that prohibit or restrict land uses that manufacture, process and/or store bulk quantities of hazardous materials within the proposed Airport Influence Area. Nevertheless, the proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in creating a significant hazard to the public or the environment.

e): Pursuant to the State Aeronautics Act, the purpose of the proposed UKIALUCP is to minimize the public's exposure to excessive noise and safety hazards within the Airport vicinity. Therefore, adoption and implementation of the proposed UKIALUCP would have a beneficial impact by restricting development that would expose people within the Airport Influence Area to Airport-related safety hazards including aircraft accidents.

The proposed UKIALUCP uses the aircraft accident risk data and safety compatibility concepts provided in the *California Airport Land Use Planning Handbook* (Caltrans, 2011) to establish Airport land use compatibility zones to include areas exposed to significant safety hazards. The proposed UKIALUCP also establishes safety criteria and policies that limit concentrations of people within the compatibility zones. The purpose of the policies is to minimize the risks and potential consequences associated with an off-Airport aircraft accident or emergency landing. The policies consider the risks both to people and property in the vicinity of the Airport and to people on board the aircraft.

The risks of an aircraft accident occurrence are further reduced by airspace protection policies that limit the height of structures, trees, and other objects that might penetrate the Airport's airspace as defined by Federal Aviation Regulations (FAR), Part 77, *Safe, Efficient Use, and Preservation of the Navigable Airspace*. The airspace protection policies also restrict land use features that may generate other hazards to flight such as visual hazards (i.e., smoke, dust, steam, etc.), electronic hazards that may disrupt aircraft communications or navigation, and wildlife hazards (i.e., uses which would attract hazardous wildlife to Airport environs). Therefore, no impact is anticipated as a result of the adoption and implementation of the proposed UKIALUCP.

Mitigation

None required.

10. Hydrology and Water Quality

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Violate any water quality standards or waste discharge requirements or otherwise substantially degrade surface or groundwater quality?	☐	☐	☐	☒
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that the project may impede sustainable groundwater management of the basin?	☐	☐	☐	☒
c) Substantially alter the existing drainage pattern of a site or area, including through the alteration of the course of a stream or river, in a manner that would:	☐	☐	☐	☒
i) result in a substantial erosion or siltation on- or off-site;	☐	☐	☐	☒
ii) substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site;	☐	☐	☐	☒
iii) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	☐	☐	☐	☒
iv) Impede or redirect flood flows?	☐	☐	☐	☒
j) In flood hazard, tsunami, or seiche zones, risk release of pollutants due to project inundation?	☐	☐	☐	☒
k) Conflict with or obstruct implementation of a water quality control plan or sustainable ground water management plan?	☐	☐	☐	☒

Discussion

a - k): See Summary of Potential Environmental Effects (No. 11 on page 7). The Mendocino County General Plan and City of Ukiah General Plan include policies aimed at protecting the quantity and quality of water for public health and aquatic life. The most critical surface water quality problem in Mendocino County is sedimentation—the carrying of dust and soils into bodies of water. Major sources of sediment include erosion from barren or poorly vegetated soils, erosion from the toes of slides along stream channels, and sediments from roads. Goals RM-2 and RM-3 of the County's General Plan seek to protect and enhance water resources and quality. At the same time, Policies RM-19:RM-23 speak to the County's Water Quality policies, some of which overlap with the City of Ukiah especially as it concerns the integration of storm water best management practices. Nevertheless, the proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to hydrology and water quality.

Mitigation

None required.

11. Land Use and Planning

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Physically divide an established community?	☐	☐	☐	☒
b) Cause a significant environmental impact due to conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect?	☐	☐	☒	☐

Discussion

a): See Summary of Potential Environmental Effects (No. 11 on page 7). The proposed ALUCP is regulatory in nature; it does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in physically dividing an established community.

State law (Government Code Section 65302.3) requires each local agency having jurisdiction over land uses within an ALUC's planning area, also referred to as the Airport Influence Area, to modify its general plan and any affected specific plans to be consistent with the ALUCP. The law says that the local agency must take this action within 180 days of ALUCP adoption or amendment. The only other course of action available to local agencies is to overrule the ALUC by, among other things, a two-thirds vote of its governing body after making findings that the agency's plans are consistent with the intent of state airport land use planning statutes (PUC Section 21676(b)). A general plan does not need to be identical with an ALUCP in order to be consistent with it. To meet the consistency test, a general plan must do two things:

1. It must specifically address compatibility planning issues, either directly or through reference to a zoning ordinance or other policy document; and
2. It must avoid direct conflicts with compatibility planning criteria.

With regard to the proposed UKIALUCP, the County of Mendocino and the City of Ukiah are the only two general purpose government entities having land use jurisdiction in the proposed Ukiah Municipal Airport Influence Area. As such, once the proposed UKIALUCP is adopted by the ALUC, these agencies will be required to amend their general plans and/or implementing ordinances to be consistent with the proposed UKIALUCP or to take action to overrule the ALUC.

The general plan consistency review detailed below focuses on two types of inconsistencies:

1. Adopted general plan policies pertaining to airport land use compatibility planning that either directly conflict or need to be amended to reflect changes in the proposed UKIALUCP policies and maps; and
2. Land use designations provided in the adopted general plan land use map or zoning map that may conflict with the proposed UKIALUCP criteria.

General Plan Policies

The Mendocino County General Plan includes policies addressing airport land use compatibility. The policies direct the County to consider and be consistent with the 1996 MCACLUP when making General Plan and Zoning decisions. The County also implements an Airport Compatibility Overlay Zone that identifies land within unincorporated Mendocino County where additional requirements apply to ensure compatibility of land uses and development with nearby airport operations. The Airport Compatibility Overlay Zone coincides with the Airport Influence Area designated by the Mendocino County ALUC in its 1996 MCACLUP.

The Ukiah General Plan includes policies and actions pertaining to airport land use compatibility. The policies in the Land Use element call for establishing airport overlay zoning districts that closely mirror the safety, noise, and compatibility standards in the 1996 MCACLUP as a means of reducing land use conflicts near the airport. The City’s zoning code establishes two airport-overlay zoning districts. The Airport Environs (AE) overlay district regulates land uses that may affect navigable airspace consistent with 14CFR Part 77. The Airport Operations (AO) overlay zone regulates land uses in the vicinity of the airport consistent with the 1996 MCACLUP.

Table A below summarizes the existing land use compatibility measures established by the County of Mendocino and City of Ukiah.

Established Compatibility Measures

- *Mendocino County General Plan (Adopted August 2009)*
 - Policy DE-165: Improve airport facilities and encourage economic development and uses that support airport viability.
 - Policy DE-166: Land use decisions and development should be carried out in a manner that will reduce aviation-related hazards (including hazards to aircraft, and hazards posed by aircraft). This could be accomplished through a variety of measures, including the following: maintaining compatible zoning, land uses, densities, and intensities within airport influence zones; protecting the viability of existing airport operations and expansion potential.
 - Policy DE-167: Development in air traffic patterns, corridors, and airport influence zones shall be consistent with the Mendocino County Airport Comprehensive Land Use Plan and California Division of Aeronautics and Federal Aviation Administration regulations.
 - Action Item DE-167.1: Update the Airport Comprehensive Land Use Plan when changes in the aviation sector or airport use warrant a revision of land use restrictions.
- *Ukiah Valley Area Plan, Section 3, Land Use and Community Development (Adopted by Mendocino County August 2, 2011)*
 - Goal LU2: Promote compatible land uses adjacent to important transportation facilities and protect against incompatible ones.
 - Policy LU 2.1: Define acceptable standards for development in the vicinity of the airport.
 - Policy LU 2.1a: Clear Zone: Prohibit development in the clear zone as defined in the Ukiah Municipal Airport Master Plan.
 - Policy LU 2.1b: Compatibility Guidelines: Only allow development within each airport zone that conforms to the height, use, and intensity specified in the land use compatibility table of the ACLUP. As airports evolve and fuel prices change, collaborate with the City of Ukiah, the County Airport Land Use Commission, and Caltrans Aeronautics to reassess compatibility issues.

- *City of Ukiah General Plan (Adopted December 6, 1995)*
 - Goal AE-1: Promote the airport for the community's benefit both now and in the future
 - Policy AE-1.1: Recognize that the airport's vitality and growth help achieve the General Plan Vision.
 - Goal AE-2: Provide for long-term viability of the airport.
 - Policy AE-2.1: Define the long-term growth boundaries for the airport.
 - Goal AE-3: Establish uniform ordinances and regulations for land use in the airport's core and peripheral overlay zones.
 - Policy AE-3.1: Work with the County to develop a similar or duplicate implementing code for development in and around the airport.
 - Policy AE-3.2: Promote acceptable land uses for both city and county zones in the core and peripheral zone areas.
 - Goal AE-4: Promote a "good neighbor policy" by the airport and its users.
 - Policy AE-4.1: Develop a Noise Control program.
 - Policy AE-4.2: Identify common noise levels in and around the airport to identify "airport-specific" noise.
- *Ukiah Valley Area Plan, Section 5, Circulation and Transportation (Adopted by Mendocino County August 2, 2011)*
 - Goal CT1: Provide for efficient and safe circulation networks throughout the Ukiah Valley.
 - Policy CT1.1: Promote the development of an integrated transportation corridor through the Valley
 - Policy CT1.1a Identification of Integrated Transportation Corridor: work with local and regional agencies to define and develop an integrated transportation corridor. The integrated transportation corridor shall encompass U.S. Highway 101; major thoroughfares; and rail, air, and public transportation to proactively manage travel demand by identifying underutilized capacity in the corridor and shift travel demand accordingly.

Source: Data Compiled by Mead & Hunt (March 2020)

Table A

General Plan Policies
County of Mendocino and City of Ukiah

General Plan Policy - Findings

Compared to the Ukiah Municipal Airport section of the current MCACLUP, the proposed UKIALUCP includes changes to the shape and size of the Compatibility Zones as well as the compatibility criteria applicable within each Compatibility Zone consistent with statewide compatibility guidance. In accordance with Government Code Section 65302.3, these changes will require both the County and City to amend their respective land use planning documents (i.e., General Plans and Overlay Zoning Districts) to be consistent with the proposed UKIALUCP or take steps to overrule the ALUC. This step will be necessary as confirmation that the County and City intend to adhere to the proposed UKIALUCP compatibility criteria rather than those in the current MCACLUP. To attain consistency with the proposed UKIALUCP, the general plans need only reference the proposed UKIALUCP by name and date. Additionally, the County and City airport-related overlay zoning districts and zone boundaries will need to be amended to specifically reflect the Airport Influence Area, Compatibility Zones, and criteria of the proposed UKIALUCP once adopted by the Mendocino County ALUC.

Land Use Designations

To achieve general plan consistency with the proposed UKIALUCP, there should be no direct conflicts between planned land uses in the local jurisdictions' general plan maps and the proposed UKIALUCP criteria. Existing land uses that may conflict can remain, as can general plan land use designations that reflect them, as the Mendocino County ALUC has no authority over existing land uses. The proposed UKIALUCP compatibility zones and criteria are the primary policy instruments used in determining if the general plan's land use designations are consistent with the proposed UKIALUCP.

Land Use Designations – Evaluation

As described above, the proposed UKIALUCP includes extending the Airport Influence Area to the north by 465-feet to reflect the future runway extension shown in the FAA-adopted Ukiah Municipal Airport Layout Plan. Additionally, the proposed UKIALUCP proposes changes to the shape and size of the UKI Compatibility Zones from those in the current MCACLUP based on current statewide compatibility guidance. **Exhibit 3** compares the Compatibility Zones from the 1996 MCACLUP with those of the proposed UKIALUCP. The areas where the proposed UKIALUCP would impose greater restrictions on future land uses compared to the current MCACLUP are identified in red.

Exhibit 5 tabulates the degree to which the proposed UKIALUCP density (dwelling units per acre) and intensity (people per acre) criteria are more stringent than those of the current MCACLUP. For example, within the current MCACLUP Zone B2, the density limit is 0.5 dwelling units per acre (2-acre lots) with infill development allowed in the City of Ukiah of up to 28 dwelling units per acre. The proposed UKIALUCP limits residential densities in the corresponding zone to a maximum of 0.1 dwelling units (10-acre lots) and does not include a provision for infill development. As such, within the unincorporated portions of the County, future residential densities would be reduced from 0.5 dwelling units per acre (2-acre lots) down to 0.1 dwelling units per acre (10-acre lots) to maintain consistency with the proposed UKIALUCP. Within the incorporated portions of the City of Ukiah, residential densities would be reduced from 28 dwelling units per acre to 0.1 dwelling units per acre (10-acre lots).

Exhibit 5 also identifies where the proposed UKIALUCP restrictions are less stringent than those of the current MCACLUP. For example, within Zones 3 and 4, the proposed UKIALUCP provides an Urban Overlay Zone allowing residential densities of up to 15 dwelling units per acre in Zone 3 and 35 dwelling units per acre in Zone 4.

The following consistency evaluations were conducted to identify potential conflicts between the proposed UKIALUCP and local general plan land use designations:

1. **Nonresidential Uses** – A qualitative assessment is conducted to determine the degree to which the proposed UKIALUCP would restrict future nonresidential land use development within the proposed Airport Influence Area. The assessment focuses on where the proposed UKIALUCP intensity criteria (people per acre) are either more stringent or less stringent than the intensity criteria of the current MCACLUP.
2. **Residential Uses** – The assessment compares the density (dwelling units per acre) criteria of the proposed UKIALUCP with the density limits provided under the County's and City's zoning classifications.

Nonresidential Land Use Evaluation

Exhibit 5 identifies the zones wherein the intensity criteria of the proposed UKIALUCP are more restrictive than the current MCACLUP criteria (e.g., portions of Zones 1, 2, 3, and 6). In these areas, future nonresidential development may be prohibited or restricted to ensure that the proposed land use complies with the intensity criteria of the proposed UKIALUCP. **Exhibit 5** also indicates where the proposed UKIALUCP intensity criteria are less stringent than the current MCACLUP (e.g., portions of Zones 2, 3, 4, 5, and 6).

Under the current MCACLUP, for example, the intensity limit within portions of Zone A* located off-airport allows an average of 10.0 people per acre. Under the proposed UKIALUCP, where Zone A* falls within Zone 1, all nonresidential development would be prohibited, and only structures and facilities required for aeronautical purposes would be allowed. Most of Zone 1 falls within the airport property boundary; therefore, no conflict would result. However, two City zoning classifications fall within the outer portions of Zone 1 that are not owned by the Airport: Manufacturing and Community Commercial. These affected properties would be precluded from erecting nonaeronautical structures or permitting outdoor activities allowing assemblages of people. Although displacement of nonresidential development could occur in Zone 1, as well as in portions of Zones 2, 3, and 6, these uses could be accommodated elsewhere within the proposed Airport Influence Area provided that these uses can satisfy the relaxed intensity criteria provided in the proposed UKIALUCP. For this reason, the potential displacement of nonresidential uses is deemed to be less than significant.

Although relaxation of the proposed UKIALUCP intensity criteria within certain compatibility zones would result in less conflicts between local general plans and the proposed UKIALUCP, this circumstance also has the potential to induce growth within those portions of the proposed Airport Influence Area as it would relax the intensity criteria of the County's and City's airport-related overlay zoning districts. Nevertheless, this growth-inducing potential under the proposed UKIALUCP would not increase levels of development above those projected within the County's and City's respective general plans. As a result, this circumstance is deemed to be less than significant.

Exhibits 7A through 7D identify the seven parcels that fall within the newly proposed Zone 1* of the revised UKIALUCP (Final Draft April 2021): 5 parcels in the City of Ukiah (North) and 2 parcels in unincorporated Mendocino County (South). Five parcels are developed and two are vacant. Under the draft UKIALUCP (Public Draft July 2020), portions of these parcels could be developed under Zone 2 criteria. Under the revised UKIALUCP (Final Draft January 2021), some or all the Zone 2 development potential is removed as these areas would become part of the more restrictive Compatibility Zone 1*. Although these parcels have reduced development potential under the Final Draft 2021 UKIALUCP compared to the Public Draft 2020 UKIALUCP, the redevelopment potential within the remaining areas that will now be in Compatibility Zone 2 is still greater than that provided under Zone A* of the currently in effect 1996 MACLUP. Lastly, since land use restrictions are identical between 1996 MACLUP Zone A* and Final Draft 2021 UKIALUCP Zone 1*, no theoretical displacement would occur. Therefore, the impact to parcels underlying Zone 1* is deemed to be less than significant.

Residential Land Use Conflicts

To identify potential conflicts with the proposed UKIALUCP, the proposed Compatibility Zones were overlaid onto the general plan land use maps for the County of Mendocino (**Exhibit 6**) and the City of Ukiah (**Exhibit 4**). The compatibility zones that could potentially prohibit or restrict future residential densities (dwelling units per acre) were compared to the allowable densities provided in the local agencies' zoning classifications. A conflict would arise if the general plan residential densities exceed the proposed UKIALUCP density criteria. Resolving these land use conflicts can necessitate changes to future land use development patterns by shifting or "displacing" the location of that development to less restrictive areas of the proposed Airport Influence Area or to other parts of the community where there are no proposed UKIALUCP restrictions. Displacement involves changes to the patterns of land use development that has not yet occurred. The proposed UKIALUCP has no effect on existing land uses; therefore, no displacement of existing development would occur as a result of adoption of the proposed UKIALUCP.

Exhibit 4 identifies the compatibility zones wherein the proposed UKIALUCP establishes more stringent density restrictions on residential uses compared to the current MACLUP (e.g., portions of Zones 2, 3, and 4). **Exhibits 8a** and **8b** in Section 14, *Population and Housing*, identify the zoning classifications permitting residential uses. The analysis compares the residential densities (dwelling units per acre) permitted under local zoning classifications with the density limits established in the proposed UKIALUCP. Where the densities of the zoning classification exceeds the proposed UKIALUCP density criteria (i.e., allow more future residential units than would be permitted under the proposed UKIALUCP), the number of housing units that could not be accommodated within portions of the proposed Airport Influence Area (i.e., displaced) is quantified. A positive number represents the theoretic displacement of housing units and a conflict between local land use plans and the proposed UKIALUCP. A negative number indicates that the proposed UKIALUCP applies less stringent restrictions on residential densities than County and City zoning and indicates no conflicts between these plans.

As indicated in **Exhibits 8a** and **8b**, certain zoning classifications conflict with several of the proposed UKIALUCP density criteria resulting in a potential displacement of future housing units. However, as indicated in Section 14, *Population and Housing*, the theoretic displacement of future housing is anticipated to be less than significant as areas inside and outside of the proposed Airport Influence Area are anticipated to be able to accommodate the

theoretic displacement. As such, this theoretic displacement potential would not affect the County's or City's ability to fulfill its obligations associated with the Regional Housing Needs Allocation numbers established by the California Department of Housing and Community Development.

For the areas where the proposed UKIALUCP would relax the density criteria, there could be the potential for the proposed UKIALUCP to induce growth within certain portions of the proposed Airport Influence Area as it would relax the density criteria of the County's and City's airport-related overlay zoning district. However, this growth-inducing potential under the proposed UKIALUCP would not increase levels of development above those projected within the general plans adopted by the affected local agencies. Additionally, the airport-related overlay zoning districts, once amended to be consistent with the proposed UKIALUCP, are anticipated to remove all potential conflicts between the primary zoning district (or general plan land use designation) and the proposed UKIALUCP. Therefore, no changes to the general plan land use maps are required.

Mitigation

None Required.

12. Mineral Resources

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	☐	☐	☐	☒
b) Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	☐	☐	☐	☒

Discussion

a - b): See Summary of Potential Environmental Effects (No. 11 on page 7). The Mendocino County General Plan and City of Ukiah General Plan designates lands rich in mineral resources that are of regional and statewide significance. No “Mineral Resource Zones” are located within the proposed Airport Influence Area. Additionally, the proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to mineral resources.

Mitigation

None required.

13. Noise

Would the proposed project result in:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	☐	☐	☐	☒
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	☐	☐	☐	☒
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	☐	☐	☐	☒
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	☐	☐	☐	☒
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the area to excessive noise levels?	☐	☐	☐	☒
f) For a project located in the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	☐	☐	☐	☒

Discussion

a – e): See Summary of Potential Environmental Effects (No. 11 on page 7). The proposed Airport Influence Area has the potential to contain a wide variety of noise sensitive receptors, both known and unknown. However, the proposed UKIALUCP is regulatory in nature; it does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in exposing persons to noise or generating noise.

Pursuant to the State Aeronautics Act, the purpose of the ALUCP is to minimize the public's exposure to aircraft noise within the Airport vicinity. Therefore, adoption and implementation of the proposed UKIALUCP would not generate new sources of aviation-related noise or expose people residing and working in the vicinity of the Airport to excessive noise.

Airport-related noise and its impacts on land uses were considered in the development of the proposed UKIALUCP. The 1996 Airport Master Plan's forecast projected some 57,000 annual operations. The forecast of 30,916 annual

operations, developed for the purposes of the proposed UKIALUCP, is based on the current annual operations of 15,458 according to the FAA 5010 Airport Master Record. Of the 15,458 annual operations, approximately 887 are CalFire operations. Currently, there are an average of 42 operations daily. The forecast noise contours are described in terms of the Community Noise Equivalent Level (CNEL), the metric adopted by the State of California for land use planning purposes. In accordance with PUC Section 21675(a), the Airport forecast noise contours cover the requisite 20-year planning timeframe and represent 30,916 future annual aircraft operations. The ALUCP does not regulate the operation of aircraft or the noise produced by that activity. State law (PUC Section 21674(e)) explicitly denies the ALUC authority over such matters.

The Airport noise contours are one of four compatibility factors used to establish the compatibility zones for the proposed UKIALUCP. The ALUCP establishes criteria that reduce the potential exposure of people to excessive aircraft-related noise by limiting residential densities (dwelling units per acre), establishing interior noise level limits, and restricting other noise-sensitive land uses in locations exposed to noise levels in excess of 60 dB CNEL. Thus, adoption of the proposed UKIALUCP would not expose people residing or working in the area to excessive noise levels.

Mitigation

None required.

14. Population and Housing

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	☐	☐	☐	☒
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒

Discussion

a) As noted in Section 11, *Land Use and Planning*, the proposed UKIALUCP includes less stringent intensity and density criteria in one or more compatibility zones. Although relaxing the proposed UKIALUCP criteria could potentially induce population growth within certain portions of the Airport Influence Area, the proposed UKIALUCP would not increase levels of development above those projected within the general plans adopted by the affected local agencies. The environmental effects of development proposed in the adopted general plans have already been adequately analyzed in previously certified environmental documentation and policies and/or mitigation measures have been adopted that would reduce those environmental effects. Additionally, any future development proposals or general plan/zoning amendments would be subject to CEQA, ensuring that potential impacts are studied, disclosed, and mitigated as appropriate.

Potential Displacement of Future Housing

Jurisdictions are mandated by state law to accommodate their share of the regional housing needs (Government Code Section 65580). State law also requires jurisdictions to amend their respective general plans to be consistent with the ALUCP or to take special steps to overrule the ALUC (Public Utilities Code Section 21676(a)). Modifying a general plan for consistency with the ALUCP has the potential to restrict a jurisdiction's ability to satisfy its share of the regional housing needs, as an ALUCP may preclude or limit the future development of housing units within portions of the Airport Influence Area.

Impact Analysis

To address potential impacts to the County's and City's future housing resources, an analysis was conducted to determine the amount of developable residential acreage and the number of future dwelling units that could be potentially precluded from portions of the Airport Influence Area. The analysis compares the residential densities (dwelling units per acre) permitted under local general plans with the density limits established in the proposed

UKIALUCP. Where the general plan densities exceed the proposed UKIALUCP density criteria (i.e., allow more future residential units than would be permitted under the proposed UKIALUCP), the number of housing units that could not be accommodated within portions of the Airport Influence Area (i.e., displaced) is quantified.

As noted in Section 11, *Land Use and Planning* (see page 26), several planned residential land use designations associated with the County's and City's respective general plans are potentially impacted by the proposed UKIALUCP. The purpose of this analysis is to determine whether the proposed UKIALUCP could impact the ability of the County of Mendocino or City of Ukiah in meeting its respective share of the Regional Housing Need Allocation (RHNA) as established by the California Department of Housing and Community Development (HCD).

The displacement analysis is summarized in **Exhibits 8a and 8b**. The analysis is done on a community-wide (zone-by-zone) basis and does not reflect where an individual parcel may lose its development potential or where another parcel may gain a density increase (parcel-by-parcel assessment).

The displacement analysis considers three project alternatives:

- **Proposed Project** – Adoption of the proposed UKIALUCP, which includes the Urban Overlay in Zones 3 and 4 (north) in the City of Ukiah and Zone 3 (southwest) in unincorporated Mendocino County.
- **Project Alternative** – Adoption of the proposed UKIALUCP without the Urban Overlay Zone.
- **No Project Alternative** – No adoption of the proposed UKIALUCP and continuance of the current MCACLUP.

The analysis begins with identifying zoning designations allowing residential uses within the proposed UKIALUCP Compatibility Zones. Based on the number of acres of each land use type found within the proposed Compatibility Zone, the allowable density is calculated to determine the total number of dwelling units allowed under the following plans:

- County's and City's zoning classifications,
- Proposed Project (UKIALUCP with Urban Overlay),
- Project Alternative (no Urban Overlay), and
- No Project Alternative (continuation of current MCACLUP).

The potential displacement is calculated by comparing the allowable density under the three project scenarios with the allowable density provided by the County and City zoning classifications. In **Exhibits 8a and 8b**, a positive number represents the theoretic displacement of housing units; a negative number indicates that the proposed UKIALUCP applies less stringent restrictions on residential densities than County and City zoning. If the proposed Project results in a theoretic displacement, the number is compared with the No Project Alternative to determine if the proposed UKIALUCP is more stringent than the current MCACLUP that currently guides land use development decision within the airport environs. The results documented in **Exhibits 8a and 8b** indicate the following:

- In most instances, the proposed Project does not result in residential displacement.
- The proposed Project is the least restrictive on residential development compared to the Project Alternative (no Urban Overlay Zone) and No Project Alternative (current MCACLUP).
- Potential displacement is concentrated in:

- Zone 2 (south) in unincorporated Mendocino County and accounts for a theoretic displacement of 41 units; and
- Zones 2 and 3 (north) in the City of Ukiah accounts for a theoretic displacement of 170 units.

The County's and City's ability to meet its respective RHNA is described below.

County of Mendocino

The County of Mendocino's current Housing Element (2019-2027) was adopted August 2018. The adopted Housing Element indicates that the County's Regional Housing Need Allocation (RHNA) is 1,845 units by 2027. The adopted Housing Element indicates that the current number of Occupied Household Units is 34,870 and the Projected Household Units is 36,715 by 2027 (an increase of 1,845 units). As stated in the adopted Housing Element, there is a significant amount of vacant land given the rural nature of Mendocino County. However, substantial proportions of vacant or underutilized lands surrounding the City of Ukiah, which are deemed most conducive for higher density residential development, are located either in a flood zone, airport zone, or situated near a fault zone.

Based on the displacement calculations summarized in **Exhibit 8a**, the theoretic displacement of up to 41 units represents a less than significant amount for the following reasons:

- Under the County's General Plan, a total of 1,229 units (existing and future) can be accommodated within the unincorporated portions of the proposed Airport Influence Area. Although residential development exists, undeveloped areas remain available for future residential housing and could accommodate the theoretic displacement of 41 units.
- Under the proposed UKIALUCP, a total of 4,667 total units (existing and future) could be allowed within certain areas of the proposed Airport Influence Area. If prudent, there could be opportunities for the County to change local zoning to allow increased residential development in certain areas of the proposed Airport Influence Area to accommodate additional residential development.

For these reasons, unincorporated areas of the County, both inside and outside of the proposed Airport Influence Area, are anticipated to be able to accommodate the theoretic displacement of up to 41 units. As such, this theoretic displacement potential would not affect the County's ability to fulfill its obligations associated with the RHNA.

City of Ukiah

The City of Ukiah's current Housing Element (2019-2027) was adopted October 2019 and certified by HCD in December 2019. The adopted Housing Element indicates that the City's RHNA is 239 units within the 2019-2027 planning cycle. The adopted Housing Element indicates current Household Units is 6,572 (2018) and also indicates the Projected Household Units is 6,811, reflecting an increase of 239 units. The adopted Housing Element also indicates that the City has 161 vacant units suitable for low-income and very low-income groups and 165 vacant units suitable for moderate and above moderate-income groups (326 total units). The theoretic displacement of up to 170 units can be accommodated by the City's available vacant housing stock.

Also, as indicated in **Exhibit 8b**, the General Plan allows a total of 16,442 units (existing and future) within the incorporated areas of the proposed Airport Influence Area. The current housing stock represents only 40 percent of

this total residential development potential (6,572 units / 16,442 units). Additionally, under the proposed UKIALUCP, a total of 14,415 units (existing and future) could be allowed within certain areas of the proposed Airport Influence Area and could accommodate the theoretic displacement of 170 units.

Therefore, the theoretic displacement of 170 units, which represents about 1 percent of the total residential development potential in the City (170 units / 16,442 units), is deemed to be less than significant because it would not affect the City's ability to fulfill its obligations associated with the RHNA and because the displaced housing units could be accommodated in other incorporated areas inside or outside the proposed Airport Influence Area.

Mitigation

None required.

15. Public Services

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times, or other performance objectives for any of the following public services:				
i) Fire protection?	☐	☐	☒	☐
ii) Police protection?	☐	☐	☒	☐
iii) Schools?	☐	☐	☒	☐
iv) Parks?	☐	☐	☒	☐
v) Other public facilities?	☐	☐	☒	☐

Discussion

a.i – a.iv): See Summary of Potential Environmental Effects (No. 11 on page 7). The proposed Airport Influence Area contains and has the potential to contain a wide variety of public services in the future. The proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to listed government facilities or services.

a.v): Adoption and implementation of the proposed UKIALUCP would create a temporary increase in the staff workloads as a result of the state requirement to modify the local general plan to be consistent with the proposed UKIALUCP. As described in Section 10 of this Initial Study, minor changes and/or additions would be needed to bring the local general plans and Airport-related overlay zoning ordinances into consistency with the proposed UKIALUCP. Over the long-term, procedural policies included in the proposed UKIALUCP will simplify and clarify the ALUC project review process, thereby reducing the workload for ALUC staff and planning staffs of the County of Mendocino and the City of Ukiah.

Mitigation

None required.

16. Recreation

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facilities would occur or be accelerated?	☐	☐	☐	☒
b) Include recreational facilities or require the construction or expansion of recreational facilities that might have an adverse physical effect on the environment?	☐	☐	☐	☒

Discussion

a - b): See Summary of Potential Environmental Effects (No. 11 on page 7). A wide range of recreational facilities are found in Mendocino County. Therefore, the proposed Airport Influence Area has the potential to contain a wide variety of recreational resources, both known and unknown. The proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to recreation.

Mitigation

None required.

17. Transportation and Traffic

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Conflict with a program, plan, ordinance, or policy addressing the circulation system, including transit, roadway, bicycle, and pedestrian facilities?	☐	☐	☐	☒
b) Conflict or be inconsistent with CEQA Guidelines 15064.3, subdivision (b)?	☐	☐	☐	☒
c) Substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	☐	☐	☐	☒
d) Result in inadequate emergency access?	☐	☐	☐	☒

Discussion

a – d): See Summary of Potential Environmental Effects (No. 11 on page 7). The Mendocino County General Plan and City of Ukiah General Plan identify a wide range of existing and planned transportation modes, including roads, transit, non-motorized transportation, rail, and aviation.. On September 27, 2013, Governor Jerry Brown signed Senate Bill (SB) 743 into law and started a process intended to fundamentally change transportation impact analysis as part of CEQA compliance. These changes included elimination of auto delay, level of service (LOS), and other similar measures of vehicular capacity or traffic congestion as a basis for determining significant impacts. Amendments and additions to the CEQA Guidelines eliminated auto delay for CEQA purposes and identified vehicle miles traveled (VMT) as the preferred CEQA transportation metric. SB 743 became effective on July 1, 2020. Prior to that date, the SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study was accepted by the Mendocino Council of Governments at their regular meeting on June 1, 2020. This study recommends VMT methods and thresholds for lead agencies in Mendocino County, as well as transportation demand management (TDM) strategies for reducing VMT on projects. It should be noted that adoption and implementation of the proposed UKIALUCP will not result in any substantial change to VMT within the Airport Influence Areas, as the project is a regulatory tool to ensure development is compatible with existing and proposed airport uses. Therefore, the proposed Airport Influence Area contains and has the potential to contain a wide variety of transportation systems in the future. However, the proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to on-ground transportation and traffic

c): Neither the ALUC nor the policies set forth in the proposed UKIALUCP have authority over Airport operations (PUC Section 21674(e)). However, in accordance with state law (PUC Section 21676), certain off-Airport development proposals that could have Airport compatibility implications are subject to ALUC review. Nonetheless, adoption and implementation of the proposed UKIALUCP will not result in any change to air traffic patterns at Ukiah Municipal Airport.

Mitigation

None required.

18. Tribal Cultural Resources

Would the project cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and this is:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code section 5020.1(k) or	☐	☐	☐	☒
b) A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code section 5024.1. In apply the criteria set forth in subdivision (c) of the Public Resources Code section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.	☐	☐	☐	☒

Discussion

a – b): See Summary of Potential Environmental Effects (No. 11 on page 7). A Tribal Cultural Resource is a site feature, place, cultural landscape, sacred place, or object that is of cultural value to a Tribe. The Mendocino County General Plan and City of Ukiah General Plan indicate that no tribal lands exist within vicinity of the Ukiah Municipal Airport. However, the proposed Airport Influence Area has the potential to contain a wide variety of tribal cultural resources, both known and unknown. Nevertheless, the proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to tribal cultural resources.

Mitigation

None required.

19. Utilities and Service Systems

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Require or result in the relocation or construction of new or expanded water, wastewater treatment, or storm water drainage; electric power, natural gas, or telecommunications facilities, the construction or relocation of which could cause significant environmental effects?	☐	☐	☐	☒
b) Have sufficient water supplies available to serve the project and reasonably foreseeable future development during normal, dry, and multiple dry years?	☐	☐	☐	☒
c) Result in a determination by the wastewater treatment provider, which serves or may serve the project, that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	☐	☐	☐	☒
d) Generate solid waste in excess of state or local standards, or in excess of the capacity of local infrastructure, or otherwise impair the attainment of solid waste reduction goals?	☐	☐	☐	☒
e) Comply with federal, state, and local statutes and regulations related to solid waste?	☐	☐	☐	☒

Discussion

a – g): See Summary of Potential Environmental Effects (No. 11 on page 7). The proposed Airport Influence Area contains and has the potential to contain a wide variety of utilities and service systems in the future. The proposed UKIALUCP is regulatory in nature. It does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in any impacts to utilities and service systems.

Mitigation

None required.

20. Wildfire

If located in or near state responsibility areas or lands classified as very high fire hazard severity zones.

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Substantially impair an adopted emergency response plan or emergency evacuation plan?	☐	☐	☐	☒
b) Due to slope, prevailing winds, and other factors, exacerbate wildfire risks and thereby expose project occupants to pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire?	☐	☐	☐	☒
c) Require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines, or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment?	☐	☐	☐	☒
d) Expose people or structures to significant risks, including downslope or downstream flooding or landslides, as a result of runoff, post-fire slope instability, or drainage changes?	☐	☐	☐	☒

Discussion

a - d): See Summary of Potential Environmental Effects (No. 11 on page 7). Within the proposed AIA, the fire hazard severity zones include moderate, high, and very high severities. The proposed UKIALUCP is regulatory in nature; it does not propose any new development, construction, or physical change to the environment that would directly or indirectly impair an adopted emergency response or evacuation plan, exacerbate wildfire risks, or expose people or structures to significant risks.

Mitigation

None required.

21. Mandatory Findings of Significance

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory?	☐	☐	☐	☒
b) Have impacts that would be individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.)	☐	☐	☐	☒
c) Have environmental effects that would cause substantial adverse effects on human beings, either directly or indirectly?	☐	☐	☐	☒

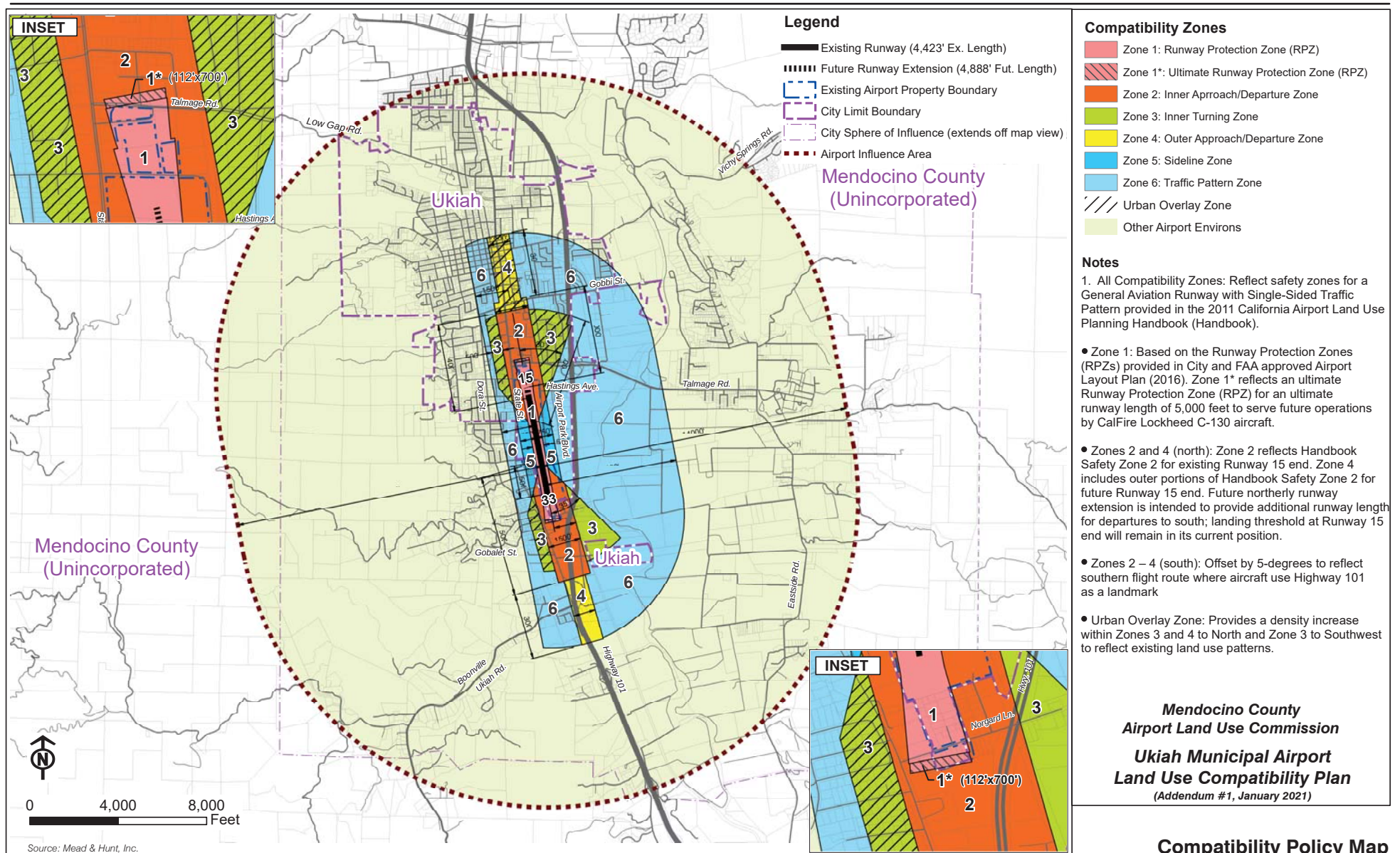
Discussion

a - c): See Summary of Potential Environmental Effects (No. 11 on page 7). The proposed Airport Influence Area has the potential to contain a wide variety of environmental resources, both known and unknown. The proposed UKIALUCP is regulatory in nature; it does not propose any new development, construction, or physical change to the environment that would directly or indirectly result in a substantial adverse effect on the environment or human beings or substantially degrade the environment.

As indicated in the analysis provided for Environmental Category 14, *Population and Housing*, adoption of the proposed UKIALUCP has the potential to displace future residential and nonresidential development to other areas within the community. Although the proposed UKIALUCP has the potential to induce growth within portions of the Airport Influence Area, the increased levels of development would not exceed those projected within the general plans adopted by the affected local agencies. As discussed under Environmental Category 15, *Public Services*, some staff effort would be required to revise the local jurisdictions' general plans and/or implementing ordinances. However, this effort would be temporary and result in a simplified review process following the proposed UKIALUCP adoption. Therefore, adoption and implementation of the proposed UKIALUCP has no potential to create cumulatively significant environmental impacts.

Mitigation

None required.



ORDINANCE NO.

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH
ADDING SECTION 9004 TO DIVISION 9, CHAPTER 2, ARTICLE 1 OF
THE CITY CODE TO REQUIRE COMPLIANCE WITH THE UKIAH
MUNICIPAL AIRPORT LAND USE COMPATIBILITY PLAN.**

The City Council of the City of Ukiah hereby ordains as follows:

SECTION ONE. FINDINGS

1. The Mendocino County Airport Land Use Commission (ALUC) adopted the Ukiah Municipal Airport Land Use Compatibility Plan (ALUCP) on May 20, 2021.
2. The ALUCP sets compatibility criteria applicable to local agencies, including the City of Ukiah, in their preparation or amendment of land use plans and ordinances and to landowners in their design of new development.
3. As such, all zoning and districting plans applicable in the City must be in substantial conformance with the ALUCP.
4. The City of Ukiah (Responsible Agency), is relying on the Initial Study and Negative Declaration adopted by the Lead Agency, ALUC.

SECTION TWO.

A new Section 9004 in Division 9, Chapter 2, Article 1 of the Ukiah City Code is hereby added and shall read as follows:

**§9004 ZONING IN CONFORMANCE WITH UKIAH MUNICIPAL AIRPORT LAND USE
COMPATIBILITY PLAN**

The zoning and districting plans effectuated by this Chapter are in substantial conformance with the Ukiah Municipal Airport Land Use Compatibility Plan heretofore adopted by the Mendocino County Airport Land Use Commission.

SECTION THREE.

1. Publication: Within fifteen (15) days after its adoption, this Ordinance shall be published once in a newspaper of general circulation in the City of Ukiah. In lieu of publishing the full text of the Ordinance, the City may publish a summary of the Ordinance once 5 days prior to its adoption and again within fifteen (15) days after its adoption.
3. Effective Date: The ordinance shall become effective thirty (30) days after its adoption.

Introduced by title only on _____, 2021, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Adopted on _____, 2021, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Juan V. Orozco, Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Receive Status Report and Consider Any Action or Direction Related to the Novel Coronavirus (COVID-19) Emergency Including Operational Preparedness and Response; Continuity of City Operations and Services; Community and Business Impacts; and Any Other Related Matters.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Tami Bartolomei, Office of Emergency Services
Coordinator

PRESENTER: Tami Bartolomei, Office of Emergency
Management Coordinator

ATTACHMENTS:

None

Summary: The City Council will receive a status report and consider any action or direction related to the Novel Coronavirus (COVID-19) Emergency including operational preparedness and response; continuity of City operations and services; community and business impacts; and any other related matters.

Background: On March 4, 2020, California Governor Gavin Newsom declared a State of Emergency in California in response to the COVID-19 pandemic.

The County of Mendocino declared a State of Emergency related to the COVID-19 on March 4, 2020.

On March 17, 2020, the City Manager, acting as the Director of Emergency Services, declared the existence of a local emergency.

On March 18, 2020, City Council approved a Resolution ratifying the proclamation declaring the existence of a local emergency.

Since the onset of the emergency, the City of Ukiah has worked to respond to the public health and safety needs of the community in cooperation with the County of Mendocino and other partners. The local response for public health is lead regionally by the County of Mendocino and the County's Public Health Officer. In addition, the City of Ukiah has worked to maintain the continuity of public services including public safety, water, sewer, electric, airport, public works, and other essential activities.

Discussion: As the coronavirus "COVID-19" continues to evolve, the City of Ukiah continues to monitor the situation and respond to emerging needs of the community. The City is in continued contact with local and state agencies, as well as community partners, hospitals, schools, and neighboring cities to ensure we have the most updated information pertaining to COVID-19 and are coordinating efforts.

Reports and/or information from the City of Ukiah's Emergency Operation Center (EOC) may include, as necessary:

- * Emergency Operation Center (EOC) Status
- * COVID-19 Case Updates

- * Public Information Officer
- * Medical Services
- * School/Education
- * Public Safety (Police/Fire/EMS)
- * Shelter in Place Monitoring and Compliance
- * Community Service Groups
- * Homeless Response
- * Business Impacts/Services
- * Public Infrastructure/Construction Status
- * City Finance
- * Recovery Efforts and Planning
- * Other Related matters

Staff will provide a status report to City Council and will seek direction or action on operational preparedness and response; continuity of City operations and services; community and business impacts; and any other related matters.

Go to the City's website (www.cityofukiah.com) for direct access to information related to the Novel Coronavirus (COVID-19) emergency including local updates, City Services, Community/Resident Information, and Business Resources.

Recommended Action: Receive status report and consider any action or direction related to the Novel Coronavirus (COVID-19) Emergency including operational preparedness and response; continuity of City operations and services; community and business impacts; and any other related matters.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

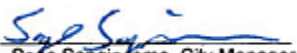
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager

Approved:


Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Approval and Adoption of 2021-22 Fiscal Year City Budget through Resolution, Five-Year Capital Improvement Plan, the Gann Limit Resolution, Associated Financial and Debt Management Policy Resolutions, and Budget Agreement with the Ukiah Valley Sanitation District.

DEPARTMENT: Finance **PREPARED BY:** Dan Buffalo, Finance Director
Sage Sangiacomo, City Manager
PRESENTER: Dan Buffalo, Finance Director
Mary Horger, Financial Services Manager

ATTACHMENTS:

1. FY 21-22 Budget Resolution
2. CIP -5 year-FYE 2022 - In Progress - Working Final Draft 06-07-2021
3. Vehicle & Heavy Equipment Justifications - FY 21-22revised
4. Gann Limit Resolution 2022
5. Budget Agreement with UVSD, Draft 6-10-21
6. Financial Management Policy Resolution Combined
7. Financial Management (PR-39) Update 2021 - line out
8. Debt Management Policy Resolution Combined
9. AR-002, Debt Management Policy, update 2021 - line out

Summary: The Council will consider for approval and adoption through resolution the City budget for the 20201-22 fiscal year, the City's Five-Year Capital Improvement Program Plan, the City's Gann Limit for the 2021-22 fiscal year, the wastewater budget agreement with the Ukiah Valley Sanitation District for 2021-22, Financial Management Policies, and the Debt Management Policy.

Background: Presented here is the operating and capital budget for the City of Ukiah and related documents for the fiscal year 2021-22. This is the final step of the budget development and adoption process.

As part of this packet, the following are provided:

1. Budget unit pages (OpenGov stories). The Finance Department continues to enhance the usability and navigation of the budget document, turning to the OpenGov platform to deliver the budget document in its entirety. Budget units (departments and divisions) are presented in standardized format in what are called "stories." They are dynamic, navigable web pages designed to be read electronically through a web browser. They offer the reader drill down features so that data can be presented as generally or as granularly as desired.

The best way to access stories is by clicking this link and finding each subsequent link in the table of contents:

<https://stories.opengov.com/ukiahca/published/nYEwambvu>

This page is the cover of the budget document (in draft), including a table of contents at the bottom. Each

budget story can be accessed by clicking on its respective link in the table of contents. As the budget document is further developed, links will be activated for any reader to examine.

The OpenGov platform is best viewed through the Google Chrome web browser. It is a free application and can be found at the following link, complete with download and installation instructions.

<https://www.google.com/chrome/>

Discussion: To adopt the budget, Council will approve and adopt:

1. Budget Resolution (Attachment 1) approving the annual City of Ukiah Budget for Fiscal Year 2021-22.
2. Five-year capital improvement program schedule (Attachment 2) and the Vehicle & Heavy Equipment Justifications (Attachment 3) - resolution not required.
3. The Appropriations (Gann) Limit calculations and associated resolution (Attachment 4). This information is part of the overall budget document.
4. Budget Agreement with the Ukiah Valley Sanitation District for FY 2021-22 (Attachment 5), including preliminary cost sharing splits, which will be further revised and updated at a later Council meeting in August. This agreement is presented in substantial form. Staff is requesting Council approve and adopt it as such and authorize the City Manager to complete any final negotiated changes and sign the agreement. No further substantive changes are anticipated.
5. City Financial Management Policies resolution (Attachment 6) with a line-item change copy for analysis (Attachment 7).
6. City Debt Management Policy resolution (Attachment 8) with a line-item change copy for analysis (Attachment 9).

Recommended Action: Taken Separately:

1. Approve and adopt budget resolution for the fiscal year 2021-22,
2. Approve and adopt Gann Limit resolution for fiscal year 2021-22,
3. Approve (in substantial form) and authorize City Manager to sign fiscal year 2021-22 budget agreement with the Ukiah Valley Sanitation District,
4. Approve and adopt Financial Management Policy resolution, and
5. Approve and adopt Debt Management Policy resolution.

BUDGET AMENDMENT REQUIRED: N/A

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

RESOLUTION NO. 2021 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROPRIATING FUNDS FOR THE GENERAL FUND AND OTHER FUNDS IN THE FISCAL YEAR 2021-22 BUDGET

WHEREAS, the Ukiah Municipal Code requires the City Manager to prepare and submit an Annual Budget to the City Council for its approval; and

WHEREAS, it is good management practice to have comprehensive operating and capital improvement budgets to implement the various policies, programs and projects of the City Council, and the City Council has established a policy to review, adopt, and provide multiple updates to Fiscal Year (FY) Budgets; and

WHEREAS, on June 2, 2021, the City Council reviewed Draft FY 2021-22 revenue and expenditures for all budgeted governmental (including the general fund), proprietary, and fiduciary funds; and

WHEREAS, on June 3, 2021, the City Council reviewed Draft FY 2021-22 revenue and expenditures for the departmental budget units and capital improvements; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Ukiah does hereby adopt the budget for the General Fund and other budgeted funds for Fiscal Year 2021-22.

NOW THEREFORE BE IT FURTHER RESOLVED that,

1. Funds are appropriated at the Fund level for total expenditures, transfers and other uses as summarized in Exhibit A, attached hereto.
2. Transfers between funds are authorized as summarized in Exhibit B, attached hereto.
3. The FY 2021-22 Budget provides detail to the sources and uses of the authorized appropriations by fund and the final adopted document is incorporated herein by reference.
4. The City Manager is authorized to approve budget changes between accounts within the same fund, and that any budget appropriation changes between funds require City Council approval.
5. The encumbrances outstanding at year-end are reported as committed and, with any unreserved and undesignated funds remaining on June 30, 2021, are hereby designated as reserved in fund balance or net position and available for appropriation in FY 2021-22 or future fiscal years.

PASSED AND ADOPTED this ____ day of June 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Juan Orozco, Mayor

ATTEST:

Kristine Lawler, City Clerk

Fiscal Year 2021-22
Changes to Fund Balance/Working Capital

Fund Name	Estimated Beginning Fund Balance	Revenue	Appropriations	Transfers In	Transfers (Out)	Other In (Out)	Estimated Increase (Decrease) to Fund Balance	Estimated Ending Fund Balance
100 General Fund	\$ 10,883,647	\$ 26,534,647	\$ 22,935,320	\$ 6,603,560	\$ (7,161,598)	\$ -	\$ 3,041,289	\$ 13,924,937
Capital Project Funds:								
120 STREETS AND ROADS CAPITAL	(1,296,394)	150,350	2,919,818	5,281,328	-	-	2,511,860	1,215,466
220 EQUIPMENT RESERVE FUND	383,796	5,221	1,094	-	-	-	4,127	387,923
251 SPECIAL PROJECTS RESERVE	897,786	-	-	-	(50,000)	-	(50,000)	847,786
300 PARK DEVELOPMENT FEES FUND	30,967	400	250,084	250,000	-	-	316	31,283
301 ANTON STADIUM FUND	11,582	150	31	-	-	-	119	11,701
302 OBSERVATORY PARK FUND	2,489	30	-	-	-	-	30	2,519
303 PLAYGROUND & PARK AMENITIES	2,717	177,044	230,009	53,000	-	-	35	2,752
304 SWIMMING POOL FUND	(135,328)	10	2	-	-	-	8	(135,320)
305 RIVERSIDE PARK FUND	(4,736)	933,214	832,005	-	-	-	101,209	96,473
306 SKATE PARK FUND	11,992	150	31	-	-	-	119	12,111
307 SOFTBALL COMPLEX FUND	6,889	80	17	-	-	-	63	6,952
511 RAIL TRAIL FUND	(113)	3,563,212	3,563,212	7,000	-	-	7,000	6,887
607 PROP. 84 GRANT FUND	22	-	-	-	-	-	-	22
Total capital project funds	(88,331)	4,829,861	7,796,303	5,591,328	(50,000)	-	2,574,886	2,486,555
Debt Service Funds:								
130 PENSION STABILIZATION FUND	4,067,996	3,526,423	3,042,011	-	-	-	484,412	4,552,408
Total debt service funds	4,067,996	3,526,423	3,042,011	-	-	-	484,412	4,552,408
Special Revenue Funds:								
249 CITY HOUSING BOND PROCEEDS	1,447,910	-	-	-	-	-	-	1,447,910
250 SPECIAL REVENUE FUND	14,690	-	-	-	-	-	-	14,690
253 CITY PROP 172	101,106	43,100	35,941	-	(100,000)	-	(92,841)	8,265
310 MUSEUM GRANT FUND	96,695	-	-	-	-	-	-	96,695
311 ARRC GENERAL OPERATING FUND	(77,611)	75,100	75,249	-	-	-	(149)	(77,760)
312 DOWNTOWN BUSINESS IMPROVEMENT	(7,525)	20,864	12,050	-	-	-	8,814	1,289
313 LMHF HOUSING ASSET FUND	3,289,852	98,586	531,000	-	-	-	(432,414)	2,857,438
315 ADVANCED PLANNING FUND	203,015	147,727	68,198	-	-	-	79,529	282,544
500 GAS TAX FUND	(545,186)	707,258	85,859	-	(4,000)	-	617,399	72,213
505 SIGNALIZATION FUND	400,508	5,000	1,047	-	-	-	3,953	404,461
507 1998 STIP AUGMENTATION FUND	28,490	-	-	-	-	-	-	28,490
508 SB325 REIMBURSEMENT FUND	104,379	40,000	45,774	-	-	-	(5,774)	98,605
509 S.T.P.	219,655	993,489	750,000	-	-	-	243,489	463,144
510 TRANS-TRAFFIC CONGEST RELIEF	20,320	-	-	-	-	-	-	20,320
600 COMM. DEVELOPMT. BLOCK GRANT	374,110	-	242,000	759,112	-	-	517,112	891,222
611 CDBG GRANTS	442,854	1,259,624	822,521	-	(879,957)	-	(442,854)	-
612 16-HOME-11376	(12,500)	500,000	487,500	-	-	-	12,500	-
613 HOME PROGRAM INCOME	2,672,089	-	116,500	-	-	-	(116,500)	2,555,589
620 CASP CERTIFICATION AND TRAINING FUND	-	4,600	3,000	-	-	-	1,600	1,600
630 ASSET SEIZURE FUND	67,445	36,000	92,500	-	-	-	(56,500)	10,945
631 ASSET SEIZURE(DRUG/ALCOHOL)	9	-	-	-	-	-	-	9
633 H&S EDUCATION 11489(B)(2)(A1)	11,716	10,150	10,000	-	-	-	150	11,866
634 FEDERAL ASSET SEIZURE GRANTS	10,086	200	7,500	-	-	-	(7,300)	2,786
635 SUP.LAW ENFORCE.SVC.FD(SLESF)	153,325	141,954	130,653	-	-	-	11,301	164,626
636 CBHP OFFICER	458,764	10,000	207,559	-	-	-	(197,559)	261,205
638 ASSET FORFEITURE 11470.2 H&S	79,568	32,150	43,500	-	-	-	(11,350)	68,218
639 SPECIAL REVENUE POLICE	3,544	125,600	126	-	(125,000)	-	474	4,018
695 TRANSFER STATION FUND	37,504	415,000	-	-	(415,000)	-	-	37,504
670 FEDERAL AMERICAN RESCUE FUND	-	2,854,290	-	-	(2,854,290)	-	-	-
Total special revenue	9,594,879	7,520,692	3,768,477	759,112	(4,378,247)	-	133,080	9,727,959
Permanent Funds:								
400 RIPARIAN CORRIDOR ENHANCEMENT	147,746	-	-	-	-	-	-	147,746
Enterprise Funds*:								
640 PARKING DISTRICT #1	10,865	147,190	545,894	-	-	400,000	1,296	12,161
LANDFILL CLOSURE FUND	9,465,658	687,593	11,363,993	415,000	-	2,136,517	(8,124,883)	1,340,775
710 AMBULANCE SERVICES FUND	23,548	1,012,048	1,350,074	-	-	314,478	(23,548)	-
720 GOLF FUND	(392,247)	154,131	238,597	-	-	-	(84,466)	(476,713)
730 CONFERENCE CENTER FUND	(146,460)	306,550	387,806	120,845	-	-	39,589	(106,871)
AIRPORT	3,038,857	4,510,755	3,395,989	164,375	(164,375)	-	1,114,766	4,153,623
ELECTRIC	13,653,381	16,935,167	24,230,215	7,833,751	(7,833,751)	-	(7,295,048)	6,358,333
805 STREET LIGHTING FUND	(125,087)	195,067	165,032	-	-	-	30,035	(95,052)
WATER	2,533,053	7,956,710	8,088,985	3,496,859	(3,274,275)	-	90,309	2,623,362
WASTEWATER	3,786,154	9,821,146	12,127,427	4,987,889	(5,210,473)	1,500,000	(1,028,864)	2,757,290
Total enterprise funds	31,847,722	41,726,358	61,894,012	17,018,719	(16,482,874)	4,350,995	(15,280,814)	16,566,908
Internal Service Funds*:								
200 CITY ADMINISTRATIVE SERVICES	(11,051)	5,135,464	5,048,267	-	-	-	87,197	76,146
201 WORKER'S COMP FUND	315,719	1,306,703	1,555,530	-	-	-	(248,827)	66,892
202 LIABILITY FUND	494,045	1,283,358	1,490,857	-	-	-	(207,499)	286,546
203 GARAGE FUND	22,831	634,127	634,127	-	-	-	-	22,831
204 PURCHASING FUND	22,832	635,901	635,901	-	-	-	-	22,832
205 BILLING AND COLLECTION FUND	126,078	1,311,487	1,311,487	-	-	-	-	126,078
206 PUBLIC SAFETY DISPATCH FUND	21,109	1,682,401	1,592,921	-	-	-	89,479	110,588
208 BUILDING & MAINTENANCE FUND	1,776,357	1,395,650	3,204,617	-	-	-	(1,000,959)	(32,602)
209 IT FUND	-	1,997,880	1,997,880	-	-	-	-	-
Total internal service funds	2,767,920	15,382,979	17,471,587	-	-	-	(2,088,609)	679,311
Total City Funds	59,221,579	99,520,960	116,907,710	29,972,719	(28,072,719)	4,350,995	(11,135,756)	48,085,824
Fiduciary Funds**:								
915 UVFD GENERAL OPERATING FUND	(202,534)	1,117,049	1,800,964	225,000	-	458,915	-	(202,534)
916 UVFD PROP 172	185,218	111,392	65,941	-	(225,000)	-	(179,549)	5,669
917 UVFD MEASURE B	157,319	186,002	127,161	-	-	-	58,841	216,160
918 UVFD FIRE MITIGATION FEE	24,729	85,100	98,344	-	-	-	(13,244)	11,485
969 REDEVELOPMENT SUCCESSOR AGENCY	5,683,308	1,605,646	1,042,773	-	(1,900,000)	-	(1,337,127)	4,346,181
Total fiduciary funds	5,848,040	3,105,189	3,135,183	225,000	(2,125,000)	458,915	(1,471,079)	4,376,961
Total all funds	\$ 65,069,619	\$ 102,626,149	\$ 120,042,893	\$ 30,197,719	\$ (30,197,719)	\$ 4,809,910	\$ (12,606,835)	\$ 52,462,785

Legend:

Begin of Year = Current Year Beginning Fund Balance

Expected Change = Estimated Year End Revenues - Estimated Year End Expenditures

Proj YE FB = Projected Upcoming Year End Fund Balance

*Denotes approximate available working capital.

**Denotes current assets. Funds held for the benefit of other agencies or entities.

Fiscal Year 2021-22
SCHEDULE OF TRANSFERS

Fund Transferring From (Transfers Out)			Fund Transferring To (Transfers In)		
Fund Number	Fund Name	Amount	Fund Number	Fund Name	Amount
100	GENERAL FUND	137,500	101	VISIT UKIAH FUND	137,500
100	GENERAL FUND	3,382,770	105	FIRE AUTHORITY	3,382,770
100	GENERAL FUND	3,381,328	120	STREETS CAPITAL IMPROVEMENTS	3,381,328
100	GENERAL FUND	200,000	300	PARK DEVELOPMENT FEES FUND	200,000
100	GENERAL FUND	53,000	303	PLAYGROUND & PARK AMENITIES FUND	53,000
100	GENERAL FUND	7,000	511	RAIL TRAIL FUND	7,000
251	SPECIAL PROJECTS RESERVE	50,000	300	PARK DEVELOPMENT FEES FUND	50,000
253	PROP 172	100,000	105	FIRE AUTHORITY	100,000
500	GAS TAX FUND	4,000	100	GENERAL FUND	4,000
611	CDBG 16-CDBG-11147	759,112	600	COMM. DEVELOPMT. BLOCK GRANT F	759,112
611	CDBG 16-CDBG-11147	92,954	730	CONFERENCE CENTER FUND	92,954
611	CDBG 16-CDBG-11147	27,891	730	CONFERENCE CENTER FUND	27,891
639	AB 109 SPECIAL REVENUE POLICE	125,000	100	GENERAL FUND	125,000
670	AMERICAN RESCUE FUNDS	2,854,290	100	GENERAL FUND	2,854,290
695	TRANSFER STATION FUND	415,000	700	SANITARY DISPOSAL SITE FUND	415,000
777	AIRPORT FUND	164,375	779	SPECIAL AVIATION FUND	164,375
800	ELECTRIC FUND	7,833,751	801	ELECTRIC CAPITAL RESERVE FUND	7,833,751
820	WATER FUND	3,201,691	822	WATER CONNECTION FEE FUND (CAP	3,201,691
820	WATER FUND	222,584	830	RECYCLED WATER FUND	222,584
840	CITY SEWER OPERATIONS FUND	222,584	830	RECYCLED WATER FUND	222,584
840	CITY SEWER OPERATIONS FUND	1,943,268	841	SEWER BOND DEBT SERVICE FUND	1,943,268
840	CITY SEWER OPERATIONS FUND	3,774,621	844	CITY SEWER CAPITAL PROJECTS FUND	3,774,621
843	CONNECTION FEE SEWER FUND (CAP	1,500,000	840	CITY SEWER OPERATIONS FUND	1,500,000
916	UVFD PROP 172	225,000	915	UKIAH VALLEY FIRE DEPT	225,000
969	REDEVELOPMENT OBLIGATION RETIR	1,900,000	120	STREETS CAPITAL IMPROVEMENTS	1,900,000
Total Transfers Out		\$ 32,577,719	Total Transfers In		\$32,577,719

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2021

FACILITIES/BUILDINGS/LAND																											
COMMUNITY SERVICES DEPARTMENT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name	Project Contact Email	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Todd Grove Park Pathways	Pathways deteriorating beyond repair, need to be replaced.	Community Services	Parks	30022200.80220	18102	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	511 Park Boulevard	Facilities/Buildings/Land	Deferred	2021	2022	TBD	Yes	Current Revenues	General Fund		\$ 150,000					\$ 150,000	Moved from FYE 21 due to COVID-19. Prioritization and funding source(s) under review. Estimated cost is \$150k. Added funding for FYE 22.	Reviewed	✓
McGarvey Park Pathways	Pathways deteriorating beyond repair, need to be replaced.	Community Services	Parks	10022100.80220	18116	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	310 Dora Street	Facilities/Buildings/Land	New	2024	2025	TBD	No	New Revenues	Fiscal Year Allocation TBD							\$ -	Moved from FYE 22. Moved from FYE 24. Prioritization and funding source(s) under review. Estimated cost is \$75k.	Reviewed	✓
McGarvey Park Irrigation	Replace Irrigation System	Community Services	Parks	10022100.80220	18103	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	310 Dora Street	Facilities/Buildings/Land	New	2022	2024	TBD	No	New Revenues	Fiscal Year Allocation TBD			\$ 10,000				\$ 10,000	Moved from FYE 24. Moved from FYE 22. Suggest \$10k for new landscape plan before moving irrigation and repaving paths. Prioritization and funding source(s) under review. Estimated cost is \$10k for new landscape/irrigation plan, \$100k for construction of irrigation, plantings, and repaving paths. \$10k recommended for now.	Reviewed	
Pool Pump House	The pool pump house pool is in need of replacement due to age and general deterioration of the building.	Community Services	Parks	10022100.80220	18012	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	511 Park Boulevard	Facilities/Buildings/Land	Deferred	2021	2023	TBD	No	New Revenues	Fiscal Year Allocation TBD							\$ -	Project was formerly called "Pool Block House". Looking for funding. Moved from starting FYE 21. Prioritization and funding source(s) under review. Estimated cost is \$250k.	Reviewed	
Riverside Park	State grant to provide some grading, flood surveying, debris removal and planting.	Community Services	Parks	30522250.80220	18014	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	1281 East Gobbi Street	Facilities/Buildings/Land	In Progress	2018	2021	Grant	Yes	New Revenues	Grant funded.	\$ 281,695	\$ 832,005					\$ 832,005	RFP for design process is complete 12/2018; Hydrology studies and CEQA complete. Work expected to start in late spring or early summer, with expectation of project completion in FYE 22. Most recent schedule indicates bidding in the fall of 21.	Budget Adopted	
Wagenseller Park Plan	Park master plan needed once a site is identified.	Community Services	Parks	10022100.80220	18063	N/A	Neil Davis	ndavis@cityofukiah.com	Orchard and Brush Street	Facilities/Buildings/Land	New	2022	2023	Capital Projects	No	New Revenues	Potential for Prop 68 funding.			\$ 75,000				\$ 75,000		Reviewed	
Wagenseller Park Development	In 2017 the Community Development Department began work on a Wagenseller Park Feasibility Analysis. It has been determined through the analysis and other surveys a park is needed in the Wagenseller area. Extensive landscaping, equipment purchase and installation needed.	Community Services	Parks	10022100.80220	18063	N/A	Neil Davis	ndavis@cityofukiah.com	Orchard and Brush Street	Facilities/Buildings/Land	New	2023	2024	Capital Projects	No	New Revenues	Staff will continue to seek grant funding for development. Potential for Prop 68 funding.				\$ 875,000			\$ 875,000	Working with RCHDC to determine location along with seeking grant funding. Reduced the amount from \$950k, to break out the Master Plan into a separate line item. Moved from FYE 23.	Reviewed	
Todd Grove Park Wall and Parking Safety Issues	Develop a conceptual design and maintenance plan for the wall, as well as addressing parking safety issues around the park. The design would likely including low impact development features to provide a buffer between vehicles and the wall. The goal is to get a project ready for potential grant funding.	Community Services	Parks	10022100.80220	18071	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	1281 East Gobbi Street	Facilities/Buildings/Land	New	2021	2022	General	Yes	New Revenues	Potential Water Recharge Grant		\$ 12,000					\$ 12,000	Council refers to Park & Recreation Commission for review and consideration for concept and funding for parking & safety issues. Parks, Recreation and Golf Committee provided staff with some suggested action. Staff continues to research the project. Moved from FYE 21.	Budget Adopted	
Todd Grove Park and Pool Recreation Facility	Addition of Recreation Building to the Pool Facility where the unusable kiddie pool is. This will eliminate the Splash Pad and Day Camp Office projects from this CIP list. Facility will serve Day Camp, Recreation Classes, Facility Rentals, Trainings, Meetings, Youth Sports Practices and Green Room for Concerts.	Community Services	Parks/Aquatics/Recreation	10022100.80220	TBD	N/A	Jake Burgess	jburgess@cityofukiah.com	511 Park Boulevard	Facilities/Buildings/Land	New	2021	2022	Grant Funded	No	New Revenues	Fiscal Year Allocation TBD							\$ -	New project which will eliminate duplication and serve multiple divisions and functions. Prioritization and funding source(s) under review. Estimated cost is \$350k.	Reviewed	
Civic Center front of building replacement of tile, clean and paint.	Tile missing and/or broken, front of building needs cleaning and painting.	Community Services	Building & Grounds Maintenance	20822500.80220	18106	N/A	Kerry Randall	krandall@cityofukiah.com	300 Seminary Avenue	Facilities/Buildings/Land	In Progress	2021	2022	General	Yes	New Revenues	Utilizing Building Fund Reserves.		\$ 80,000					\$ 80,000	The Civic Center Buildings have been power washed/cleaned. Project deferred. Moved \$45k from FYE 20, and moved \$35k from FYE 21 due to COVID-19. Combined budget for FYE 22 and FYE 23 into one budget for FYE 22.	Reviewed	
Civic Center Bathroom Tile	The tiles in the bathrooms at the Civic Center have come loose and are creating a tripping hazard. Tile needs to be removed and replaced. Cement floor needs to be treated to exclude calcium intrusion.	Community Services	Building & Grounds Maintenance	20822500.80220	18107	N/A	Kerry Randall	krandall@cityofukiah.com	300 Seminary Avenue	Facilities/Buildings/Land	Deferred	2021	2022	General	Yes	Current Revenues	Utilizing Building Fund Reserves.		\$ 35,000					\$ 35,000	Moved to FYE 22 due to COVID-19.	Reviewed	
Bank of America Building Acquisition, Renovation, and Services Relocation	Procurement of BoFA building on S. State, rehabilitation, service relocation, and reconfiguration of Civic Center.	Community Services	Building & Grounds Maintenance	20822500.80220	18176	N/A	Shannon Riley	sriley@cityofukiah.com	501 South State Street	Facilities/Buildings/Land	In Progress	2020	2022	External Financing	Yes	New Revenues	Purchase Completed FY 2021; Rehabilitation Costs TBD, Funded by Series 2020A Bond	\$ 762,562	\$ 1,623,233					\$ 1,623,233	Council has approved acquisition of building and is aware of estimated rehab costs. Council still needs to review master plan, including transfer of services and reconfiguration of Civic Center admin.	Reviewed and Supported	
Security Fencing at Ukiah Police Department Parking/Entrance/Exit Areas	Currently the Ukiah Police Department parks their vehicles, enters and exits the station on the south side of the Civic Center. This area is unsecured and a high security risk to those entering and exiting the building & vehicles. Securing the area with fencing and gates that only UPD and Staff have access to will provide the necessary safety needed for the UPD. Fencing and a gate would be installed near the entrance at Oak Street, follow the driveway to the Civic Center building. An additional gate would be installed near the Fire bay doors closer to Dora Street and run down the driveway back toward Oak Street.	Community Services	Building & Grounds Maintenance	20822500.80220	18187	N/A	Kerry Randall	krandall@cityofukiah.com	300 Seminary Avenue	Facilities/Buildings/Land	New	2025	2026	New Revenues	No	New Revenues	Fiscal Year Allocation TBD							\$ -	Prioritization and funding source(s) under review; Department estimate/request is \$189,000; Project is contingent on the identification of a non General Fund source. Moved from FYE 21 due to COVID-19.	Reviewed	✓

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
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Carpet Replacement - Police Department Offices	The carpet in the Police Department offices is extremely worn with spots that can no longer be removed, along with some areas that are torn.	Community Services	Building & Grounds Maintenance	20822500.80220	18176	N/A	Kerry Randall	krandall@cityofukiah.com	300 Seminary Avenue	Facilities/ Buildings/Land	New	2021	2022	Internal Service	Yes	New Revenues	Funded by Series 2020A Bond		\$	51,000						\$	51,000	Moved from FYE 21 due to COVID-19. Part of larger Civic Center service relocation and reconfiguration project.	Reviewed				
Train Depot HVAC	Replace failing HVAC at the Train Depot.	Community Services	Building & Grounds Maintenance	20822500.56120	18255	N/A	Kerry Randall	krandall@cityofukiah.com	247 East Perkins	Facilities/ Buildings/Land	New	2021	2022	General	Yes	New Revenues			\$	8,000						\$	8,000	Unit failed. Heating and air are not working. Tenants are complaining. Evaluation from contractor confirms replacement necessary.	Reviewed				
Picnic Area at Todd Grove Park	The Todd Grove picnic area is in need of replacing the asphalt surface area, barbeque and tables. There is currently \$50,000 in Park Development Funds 25100000.39044 to begin planning and design of the area.	Community Services	Parks	30022200.80220	18013	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	600 Live Oak Avenue	Facilities/ Buildings/Land	New	2021	2022	Capital Projects	Yes	New Revenues	Utilizing Park Development funds and General Funds. Will also be seeking grant funding.		\$	100,000						\$	100,000	Moved to FYE 22 due to COVID-19. Increased from \$50k.	Budget Adopted				
Todd Grove Park Play Equipment Replacement	The State of California Health and Safety Code calls for all public agencies operating playgrounds, shall upgrade their playgrounds by replacement or improvements as necessary. Replacement is necessary due to the age of the equipment, the rising cost of replacement pieces, and safety concerns.	Community Services	Parks	30322230.80100	18009	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	600 Live Oak Avenue	Facilities/ Buildings/Land	Ongoing	2020	2021	Grant	Yes	New Revenues	\$177k grant funded; balance General Fund		\$	230,000						\$	230,000	Prop 68 Per Capita Funding. Moved from FYE 20. Moved from FYE 21.	Budget Adopted				
Playground Equipment Replacement - Oak Manor	Replacement of this equipment is necessary, due to the age and high usage of this equipment, as well as safety concerns. Staff will be seeking grant funds to assist with the cost.	Community Services	Parks	10022100.80220	18010	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	500 Oak Manor Drive	Facilities/ Buildings/Land	New	2022	2023	Grant	No	New Revenues	Seeking grant funding.			\$	100,000					\$	100,000	Staff applied for Prop 68 funds for park renovations including new playground equipment. Awards have not been announced.	Reviewed				
Softball Fields Restroom Concession Building Roof Replacement	Replace roof at softball fields	Community Services	Parks	30122210.80220	18110	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	901 River Street	Facilities/ Buildings/Land	New	2020	2021	TBD	No	New Revenues	Fiscal Year Allocation TBD									\$	-	Prioritization and funding source(s) under review. Roof currently has some leakage and panels are peeling up. Staff is currently evaluating the project.	Reviewed				
Museum Exterior Painting	Museum exterior is in need of painting to ensure on-going protection of the wood surface. According to staff it has been close to ten years since last exterior painting. Major benefits include the protection of a major City asset and the maintaining of the beauty of the building for the public.	Community Services	Museum	10022700.80220	18023	N/A	David Burton	dburton@cityofukiah.com	431 South Main Street	Facilities/ Buildings/Land	Deferred	2022	2023	TBD	No	New Revenues	Seek funding assistance.			\$	35,000					\$	35,000	Seek alternate funding. Moved from FYE 21.	Reviewed				
Security Cameras at Museum	Outdoor security cameras for protection of property.	Community Services	Museum	10022700.80220	18111	N/A	Neil Davis	ndavis@cityofukiah.com	431 South Main Street	Facilities/ Buildings/Land	Deferred	2022	2023	TBD	No	New Revenues	Seek funding assistance.			\$	20,000					\$	20,000	Seek alternate funding. Budget moved from FYE 21, and increased from \$14k. Moved from FYE 22 due to higher priorities in FYE 22.	Reviewed				
New HVAC for Sun House	Current HVAC is 30 years old, failing beyond repair, and needs to be replaced.	Community Services	Museum	10022700.80220	TBD	N/A	David Burton	dburton@cityofukiah.com	431 South Main Street	Facilities/ Buildings/Land	New	2021	2022	Grant Funded	No	New Revenues	Seek funding assistance.			\$	45,000					\$	45,000	Unit was repaired in March 2020. It was advised that it may no longer be repairable and to begin budgeting for a new unit. Cost shown is rough budget, and will work to be more refined.	Reviewed				
Conference Center Exterior Painting	Building exterior needs painting	Community Services	Ukiah Valley Conference Center	73022600.80220	18112	N/A	Kerry Randall	krandall@cityofukiah.com	200 South School Street	Facilities/ Buildings/Land	New	2024	2025	Enterprise	No	New Revenues					\$	45,000			\$	45,000	Funding not secured, planning for routine maintenance. Moved from FYE 21. Moved from FYE 23.	Reviewed					
Conference Center Floor Repair	Lobby tiles are loose and missing, becoming a safety hazard, need to be replaced.	Community Services	Ukiah Valley Conference Center	73022600.80220	18113	N/A	Kerry Randall	krandall@cityofukiah.com	200 South School Street	Facilities/ Buildings/Land	Deferred	2024	2025	Enterprise	Yes	Current Revenues				\$	15,000				\$	15,000	A lime intrusion has lifted tiles from conference center foyer. Moved from FYE 20 due to COVID-19. Moved from FYE 22 due to COVID-19.	Reviewed					
Conference Center Security Cameras	Install new security cameras inside and outside the building.	Community Services	Ukiah Valley Conference Center	73022600.80220	18114	N/A	Kerry Randall	krandall@cityofukiah.com	200 South School Street	Facilities/ Buildings/Land	New	2024	2025	Enterprise	No	New Revenues					\$	100,000			\$	100,000	Looking for funding. Split out cameras as it's own project. Moved from FYE 23 due to COVID-19.	Reviewed					
Conference Center Security	Security keyless door lock entry.	Community Services	Ukiah Valley Conference Center	73022600.80220	18189	N/A	Kerry Randall	krandall@cityofukiah.com	200 South School Street	Facilities/ Buildings/Land	New	2024	2025	Enterprise	No	New Revenues					\$	30,000			\$	30,000	Recent theft and safety concerns. Split out the cardlock from the cameras. Moved from FYE 21 due to COVID-19. Moved from FYE 22 due to COVID-19.	Reviewed					
Conference Center Bathroom Repair	Replace bathroom counter tops and sinks.	Community Services	Ukiah Valley Conference Center	73022600.80220	TBD	N/A	Kerry Randall	krandall@cityofukiah.com	200 South School Street	Facilities/ Buildings/Land	New	2024	2025	Enterprise	No	New Revenues					\$	25,000			\$	25,000	Moved from FYE 22 due to COVID-19.	Reviewed					
SUB-TOTAL:																		\$	1,044,257	\$	3,121,238	\$	285,000	\$	875,000	\$	215,000	\$	-	\$	4,496,238		

ELECTRIC UTILITY DEPARTMENT

Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (\$)	Project Contact Email (\$)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Electric Utility Service Center - Remodel & Facility Improvements	Provides offices and warehouse facilities for the Electric Utility Dept. to better serve the community. Currently offices are located in 40 year old temporary modular buildings with no foundation. The electrical construction and maintenance materials are stored in an uninsulated unsealed tin building.	Electric Utility Department	Administration	80126100.80220	17023	N/A	Diann Lucchetti	dlucchetti@cityofukiah.com	1350 Hastings Road	Facilities/ Buildings/Land	In Progress	2017	2024	Enterprise	Yes	Current Revenues		\$ 100,000	\$ 350,000	\$ 150,000	\$ 10,000		\$ 510,000	Expanded scope including re-roof task. Reduced FYE 20 by \$1.550 mil and moved into FYE 21. Project is currently out to bid. Increased FYE 22 from \$120k, and FYE 23 from \$30k.	Reviewed and Supported	✓	
Renewable Resource Development - Solar	Renewable energy development for the Utility's resource portfolio in meeting the States green energy mandates.	Electric Utility Department	Administration	80126100.80220	ECC01	N/A	Mel Grandi	mgrandi@cityofukiah.com	1350 Hasting Road	Facilities/ Buildings/Land	In Progress	2018	2025	Enterprise	Yes	Current Revenues		\$ 55,000	\$ 700,000	\$ 1,000,000	\$ 1,000,000	\$ 50,000	\$ 2,750,000	Rebudgeted to insure replacement roofing system meets building, solar and grading requirements. Moved \$1.2 mil out of FYE 20, and moved into FYE 21. Increased FYE 22 and FYE 24 from \$50k, reduced FYE 25 from \$1 mil.	Reviewed and Supported		
Hydroelectric Plant Warehouse, Shop and Restroom	Needed to store hydro specialized plant materials, spare parts, provides staff workspace and restroom/sink facilities.	Electric Utility Department	Technical Services	80126100.80230	18038	N/A	James O'Brien	jobrien@cityofukiah.com	1229 Lake Mendocino Drive	Facilities/ Buildings/Land	In Progress	2018	2022	Enterprise	Yes	Current Revenues		\$ 190,000					\$ 190,000	Moved from FYE 21 due to COVID-19.	Reviewed		
Substation Site Development	Evaluate the need and sites available to construct a future electrical substation to serve future loads based on planning forecasts of the City's growth.	Electric Utility Department	Technical Services	80126100.80230	18046	N/A	Mel Grandi	mgrandi@cityofukiah.com	TBD	Facilities/ Buildings/Land	New	2020	2023	Enterprise	Yes	Current Revenues		\$ 20,000	\$ 300,000				\$ 320,000	\$20k moved from FYE 21, and \$300k from FYE 22 due to COVID-19.	Reviewed		

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FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2021

Material Storage Yard	Purchase of land for material storage yard.	Electric Utility Department	Administration	80126100.80210	18263	N/A	Mel Grandi	mgrandi@cityofukiah.com	TBD	Facilities/Buildings/Land	New	2021	2023	Enterprise	Yes	Current Revenues			\$ 150,000						\$ 150,000		Reviewed	
SUB-TOTAL:																		\$ 155,000	\$ 1,410,000	\$ 1,450,000	\$ 1,010,000	\$ 50,000	\$ -	\$ 3,920,000				
FINANCE DEPARTMENT																												
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status		
												Start	End						21/22	22/23	23/24	24/25	25/26					
Card Lock Phase II	The Police Department is in need of providing a more controlled, secure environment for their officers and employees. Card lock provides access security to all entrances and exits using key fobs and access cards. This is already installed in the Civic Center and Annex and is providing a high level of access security. This would provide additional Public Safety as well..	Finance	IT	20822500.80220	15019	N/A	Ryan Burkhart	rburkhart@cityofukiah.com	300 Seminary Avenue	Facilities/Buildings/Land	Deferred	2021	2022	Internal Service	No	Current Revenues			\$ 85,000						\$ 85,000	This would be an expansion to the existing Card Lock system. Moved from FYE 21 due to COVID-19.	Reviewed	
SUB-TOTAL:																		\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000				
FIRE AUTHORITY																												
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status		
												Start	End						21/22	22/23	23/24	24/25	25/26					
Fire Station Upgrades and Retrofit	The Fire Stations are in dire need of an upgrade. At the South Station (due to the building's layout and size), UVFA has currently outgrown the living space. The station needs to include additional bedrooms, a bathroom with an extra shower, office space, and installing security measures to protect the facility and fire equipment. This upgrade will maintain the building's footprint utilizing a change in layout to accommodate the Department's current and future needs. It will also comply with the current fire code by installing a sprinkler system. The North Station is also in need of improvements to the grounds and security of the station. The driveway and pad require repair, which would reduce the impact on department equipment.	Fire Authority	City/District	TBD	TBD	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South Street/141 Lovers Lane	Facilities/Buildings/Land	New	2021	2022	TBD	No	New Revenues	Fiscal Year Allocation TBD							\$ -	Prioritization and funding source(s) under review; Need to explore grant funding; Department estimate/request is \$250,000; Additional evaluation of North Station Location is needed prior to expending substantial funding on existing location.	Reviewed		
Emergency Standby Generators	This project will include placing two external generators with automatic transfer capabilities at the North and South Stations. The project also includes updates to the current electrical system and panels to integrate the building's generators. These generators will allow for power at the stations during an emergency or planned power outage. The facilities must be able to operate and carry out the Authority's mission regardless of outside influences, making both stations self-sufficient. As planned power outages are expected to continue for the foreseeable future, along with sporadic emergency outages, the Authority must maintain power for critical infrastructure needed to complete our mission.	Fire Authority	City/District	TBD	TBD	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South Street/141 Lovers Lane	Facilities/Buildings/Land	New	2021	2022	TBD	No	New Revenues	Fiscal Year Allocation TBD							\$ -	Prioritization and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$120,000	Reviewed		
SUB-TOTAL:																		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
PUBLIC WORKS DEPARTMENT																												
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status		
												Start	End						21/22	22/23	23/24	24/25	25/26					
HVAC Upgrade - Garage	The garage's heating and air is inefficient, old and needs to be upgraded. An upgrade will provide economical benefits in energy savings.	Public Works	Corporation Yard	20824300.80220	18018	N/A	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Facilities/Buildings/Land	Deferred	2020	2023	Internal Service	Yes	Internal Service				\$ 52,000					\$ 52,000	Look for alternative energy sources as part of the consideration of this project. Moved from FYE 21 due to COVID-19.	Reviewed	
Corporation Yard Rehabilitation	Conduct a needs assessment to determine the best and most effective way to rehabilitate the Corporation Yard for the Water, Sewer, Street and Fleet Maintenance.	Public Works	Corporation Yard	20824300.80220	18190	N/A	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Facilities/Buildings/Land	New	2021	2022	Internal Service	Yes	New Revenues		\$ 50,000						\$ 50,000	Needs Assessment for Corp Yard Facility Moved from FYE 21 due to COVID-19. Moved from FYE 23.	Reviewed		
SUB-TOTAL:																		\$ -	\$ 50,000	\$ 52,000	\$ -	\$ -	\$ -	\$ 102,000				
WATER RESOURCES DEPARTMENT																												
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status		
												Start	End						21/22	22/23	23/24	24/25	25/26					
Upgrade HVAC Units on Buildings - WWTP	Upgrade HVAC units in Operations and Equipment Buildings due to parts being unavailable.	Water Resources	Wastewater Treatment Plant	84027225.56120	18129	N/A	David Kirch	dkirch@cityofukiah.com	300 Plant Road	Facilities/Buildings/Land	New	2021	2022	Enterprise	Yes	Current Revenues		\$ 150,000						\$ 150,000		Reviewed	✓	
Machinery Storage Cover	Install a machinery cover area to protect equipment from weather.	Water Resources	Wastewater Treatment Plant	84027225.80220	18256	N/A	Alan Hodge	ahodge@cityofukiah.com	300 Plant Road	Facilities/Buildings/Land	New	2021	2022	Enterprise	Yes	Current Revenues		\$ 15,000						\$ 15,000		Reviewed	✓	
Upgrade HVAC Units on Buildings - WTP	Due to aging infrastructure upgrades are needed to the HVAC system at the Water Treatment Plant	Water Resources	Water Treatment Plant	82027113.56120	TBD	N/A	David Kirch	dkirch@cityofukiah.com	935 River Street	Facilities/Buildings/Land	New	2022	2023	Enterprise	Yes	Current Revenues			\$ 70,000					\$ 70,000		Reviewed	✓	
Well 3 Improvements	Improve Well 3 building enclosure.	Water Resources	Water Treatment Plant	82027113.80220	TBD	N/A	Jarod Thiele	jthiele@cityofukiah.com	Vichy Springs Road	Facilities/Buildings/Land	New	2025	2026	Enterprise	Yes	Current Revenues							\$ 150,000	\$ 150,000		Reviewed	✓	
SUB-TOTAL:																		\$ -	\$ 165,000	\$ 70,000	\$ -	\$ -	\$ 150,000	\$ 385,000				
TOTALS FOR FACILITIES/BUILDINGS/LAND :																		\$ 1,199,257	\$ 4,831,238	\$ 1,857,000	\$ 1,885,000	\$ 265,000	\$ 150,000	\$ 8,988,238				

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2021

INFORMATION TECHNOLOGY																											
FINANCE DEPARTMENT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Core - 4 Cisco 3750 Switches - End of Life - Replacements	These switches are the center core of our network infrastructure. They serve as data conduits for all City of Ukiah operations. They are nearing end-of-life, as warranty and support runs out during this time-frame.	Finance	IT	20913900.80100	17044	N/A	Ryan Burkhart	rburkhart@cityofukiah.com	300 Seminary Avenue	Information Technology	New	2019	2023	Internal Service	Yes	Current Revenues		\$ 54,399		\$ 100,000				\$ 100,000	Cisco extended the warranty of two of the switches, so the cost ended up much lower than originally anticipated. Costs to date reflect encumbered funds.	Reviewed	
Redundant Internet Gateway (Fail-over Load Balancer)	Our current AT&T Internet gateway provides service to all of the City of Ukiah departments for Internet access, as well as Public Safety access to law enforcement websites and other important services. If service fails, we do not have a failover scenario in place. A failover scenario would involve an additional Internet Gateway with a different Internet service provider (ISP). If one ISP fails, the gateway would failover to the alternate one available. This would ensure service availability, virtually 100% of the time.	Finance	IT	20913900.80100	17046	N/A	Ryan Burkhart	rburkhart@cityofukiah.com	300 Seminary Avenue	Information Technology	New	2021	2023	Internal Service	Yes	Current Revenues			\$ 83,400	\$ 24,200				\$ 107,600	Moved from FYE 21 due to COVID-19. Reduced FYE 22 amount from \$166,800, and FYE 23 from \$48,400.	Reviewed	
Dell Compellent Storage - 5 year cyclic end of life replacement	The Dell Compellent Storage serves as our main live data storage for the City of Ukiah. It is used in conjunction with our four Virtual Machine Hosts, which control and offer resources to all of our virtual servers. This basically contains the majority of our production servers upon which all City of Ukiah data services reside. In addition, our VMM (Virtual Machine Manager) server operates as stated. It manages all of the virtual servers within the infrastructure. Dell-4 VM Hosts & Virtual Machine Manager Server - 5 year cyclic - end of life - replacement (Refinance)) \$290,000 at approximately \$59,000/year x 5 years.	Finance	IT	20913900.80100	17047	N/A	Ryan Burkhart	rburkhart@cityofukiah.com	300 Seminary Avenue	Information Technology	On-going	2021	2026	Internal Service	No	Current Revenues				\$ 59,000	\$ 59,000	\$ 59,000	\$ 59,000	\$ 236,000	Department is exploring cloud storage solution where a portion of this may not be necessary. Added financing through FYE 26. Moved to begin in FYE 23 as project continues to be reviewed.	Reviewed	
Cisco Access Switch EOL Replacement	These switches connect the City's computers, phones, printers, and Wi-Fi units into the core infrastructure. The switches allow these devices to connect to the Internet and internal servers. They will be End-Of-Life and will no longer be supported by the manufacture.	Finance	IT	20913800.80100	18100	N/A	Ryan Burkhart	rburkhart@cityofukiah.com	300 Seminary Avenue	Information Technology	New	2022	2023	Internal Service	No	Current Revenues				\$ 180,000				\$ 180,000		Reviewed	
Cisco Nexus Switch EOL Replacement	These switches are the center core of our network infrastructure. They serve as data conduits for all City of Ukiah operations. They will be end-of-life, as warranty and support runs out during this time-frame.	Finance	IT	20913900.80100	TBD	N/A	Ryan Burkhart	rburkhart@cityofukiah.com	300 Seminary Avenue	Information Technology	New	2024	2025	Internal Service	No	Current Revenues					\$ 110,000			\$ 110,000		Reviewed	
SUB-TOTAL:																		\$ 54,399	\$ 83,400	\$ 363,200	\$ 59,000	\$ 169,000	\$ 59,000	\$ 733,600			
FIRE AUTHORITY																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Mobile Data Terminals (MDT)	The Ukiah Valley Fire Authority has begun to modernize utilizing wireless data through Mobile Data Terminals (MDT) to enhance safety, reduce repetitive radio communications, and access live up-to-date data. In an ever-changing environment in Fire Operations, the need for mobile field data rises; these units will allow us to track and send out information vital to the success of our mission. This equipment also allows us to have real-time data on the location of units to allow for a safer environment for our team members. Additionally, these units will tie into the CalFire system allowing for better, faster, and more reliable information to be passed between agencies in the field. The Terminals use Mobile Wireless, GPS, & Satellite communications allowing for increased situational awareness in severe operational environments.	Fire Authority	City Fire	Multiple	18271	N/A	Doug Hutchison	dhutchison@cityofukiah.com	300 Seminary Avenue	Information Technology	New	2021	2022	General	Yes	Current Revenues			\$ 121,800					\$ 121,800	Funds to be used are 710, 100, 915 and 917.	Reviewed	
SUB-TOTAL:																		\$ -	\$ 121,800	\$ -	\$ -	\$ -	\$ -	\$ 121,800			
POLICE DEPARTMENT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Mobile Computer Terminals and Wireless Routers Replacement	The Ukiah Police Department has utilized Mobile Computer Terminals within Police vehicles since 2006, to reduce radio communications and provide officers with access to enhanced data. As reporting requirements increase and the need for field data entries rise the need for this technology will increase as well. The Mobile Computer Terminals use a Mobile Wireless Router to transmit and receive information including video and audio recordings captured by the vehicle mounted cameras. The hardware and operating system currently in use were deployed in 2015 and is at end of life and unsupported, failing more often, requiring increased down time for repairs.	Police	Police	10020210.54330	18258	N/A	Justin Wyatt	jwyatt@cityofukiah.com	300 Seminary Avenue	Information Technology	New	2021	2022	General	Yes	Current Revenues	Grant funding may be available.		\$ 85,000					\$ 85,000	Moved from FYE 23 due to failing equipment, and reduced amount from \$125k.	Reviewed	
SUB-TOTAL:																		\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000			
TOTALS FOR INFORMATION TECHNOLOGY:																		\$ 54,399	\$ 290,200	\$ 363,200	\$ 59,000	\$ 169,000	\$ 59,000	\$ 940,400			
INFRASTRUCTURE																											
AIRPORT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name	Project Contact Email	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Runway 15-33 Pavement Reduction (Construction Phase 2)	Runway 15-33 is currently 4,423 feet long and 150 feet wide. The project will reduce width to 75 feet. New pavement marking will be applied. New LED runway lighting will be installed, which was formerly identified as PC 18159.	Airport	Airport	77825200.80230	18032	N/A	Greg Owen	gowen@cityofukiah.com	1403 South State Street	Infrastructure	New	2021	2022	Enterprise	Yes	New Revenues	Contingent upon FAA Grant Funding.		\$ 1,900,000					\$ 1,900,000	The FAA has made cost and project scope adjustments. 90% FAA Grant, 5% Caltrans. Moved from FY 19/20 due to FAA funding timing. Moved from 20/21. FAA funding not currently available for this project.	Budget Adopted	✓

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FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2021

Pavement Rehabilitation of Taxiways A, A3 and A5 - Design	This project is for the design of Taxiways A (4,540'x55'), A3 (250'x45'), and A5 (250'x45') pavement rehabilitation assumed to be a crack fill, seal and slurry.	Airport	Airport	77825200.80230	18034	N/A	Greg Owen	gowen@cityofukiah.com	1403 South State Street	Infrastructure	New	2022	2023	Enterprise	Yes	New Revenues	Contingent upon FAA Grant Funding.			\$	148,385			\$	148,385	The FAA has made cost and project scope adjustments. Moved from FY 21/22, and increased by \$88,385.	Reviewed and Supported							
Pavement Rehabilitation of Taxiways A, A3 and A5 - Construction	This project will cover construction to rehabilitate pavements of Taxiways A (4,540'x55'), A3 (250'x45') and A5 (250'x45').	Airport	Airport	77825200.80230	18035	N/A	Greg Owen	gowen@cityofukiah.com	1403 South State Street	Infrastructure	New	2024	2025	Enterprise	Yes	New Revenues	Contingent upon FAA Grant Funding.					\$	1,339,200		\$	1,339,200	The FAA has made cost and project scope adjustments. Moved from FY 22/23, and increased by \$839,200.	Reviewed and Supported						
SUB-TOTAL:																			\$	-	\$	1,900,000	\$	148,385	\$	-	\$	1,339,200	\$	-	\$	3,387,585		
ELECTRIC UTILITY DEPARTMENT																																		
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status								
												Start	End						21/22	22/23	23/24	24/25	25/26											
Upgrade fish hatchery pumps and controls (Hydro)	Control upgrades to provide expanded abilities: 1. Remote control and monitoring from the Fish Hatchery and 2. Emergency station light and power backup to the hydro plant.	Electric Utility Department	Technical Services	80126100.80230	18037	N/A	James O'Brien	jobrien@cityofukiah.com	1229 Lake Mendocino Drive	Infrastructure	New	2020	2022	Enterprise	Yes	Current Revenues			\$	200,000					\$	200,000		Budget Adopted						
Automate Station Light & Power, Pump & Generator Controls (Hydro)	Hydro Plant control and power upgrades to automate emergency station light and power and hatchery backup pumps.	Electric Utility Department	Technical Services	80126100.80230	18118	N/A	James O'Brien	jobrien@cityofukiah.com	1229 Lake Mendocino Drive	Infrastructure	New	2020	2021	Enterprise	Yes	Current Revenues			\$	120,000					\$	120,000	Moved from FYE 21, and increased from \$80k.	Budget Adopted						
Community Power Management Projects	Power pedestal replacement program goals includes reducing energy loss, improve lighting/access control, safety and availability of power in public places. Includes charging stations and power pedestals.	Electric Utility Department	Administration	80126100.80230	18040	N/A	Cindy Sauers	csauers@cityofukiah.com	Ukiah Electric System	Infrastructure	On-going	2018	2022	Enterprise	Yes	Current Revenues			\$	60,000	\$	60,000			\$	60,000	Rebudgeted to reflect workforce scheduling allocation due to the Oak Manor Undergrounding project.	Budget Adopted						
Fairgrounds 4160 to 12,000 volt Conversion	Replaces existing low voltage (4160V) system with 12,000 Volt primary rated cable and transformers and secondary conductor. Fairgrounds to provide USERC specified metering and underground duct. Removes existing low voltage (4160V) system.	Electric Utility Department	Distribution	80126100.80230	18041	N/A	Cindy Sauers	csauers@cityofukiah.com	Ukiah Electric System	Infrastructure	In Progress	2019	2024	Enterprise	Yes	Current Revenues			\$	60,000	\$	150,000	\$	150,000	\$	75,000	\$	375,000	Rebudgeted to reflect workforce scheduling allocation due to the Oak Manor Undergrounding project. Reduced amount for FYE 20 by \$120k, and changed funding in FYE 22 & 23. Moved forward by 1 year, project completing 23/24.	Budget Adopted				
Substation and Hydroelectric Plant Control, Protection and Communication Systems Replacement	Replace the Mendocino Hydro control, protection and communication systems hardware, program and coding for hydro specific automation control. The existing systems are outdated with limited after-market support and no new replacement part availability.	Electric Utility Department	Technical Services	80126100.80230	18042	N/A	James O'Brien	jobrien@cityofukiah.com	1229 Lake Mendocino Drive	Infrastructure	In Progress	2017	2024	Enterprise	Yes	Current Revenues			\$	30,000		\$	25,000	\$	80,000	\$	105,000	Reduced amount in FYE 20 by \$105k, added funding in FYE 21 & 22. Increased FYE 21 from \$175k. Engineering complete, installation to start 3/2021.	Budget Adopted					
Underground Capital System Improvements (<\$50,000 each)	Transformer replacement and upgrades, wood pole testing and replacement, system capacity improvements and protection, control, monitoring and communication enhancements.	Electric Utility Department	Distribution	80126100.80230	18043	N/A	Cindy Sauers	csauers@cityofukiah.com	Ukiah Electric System	Infrastructure	On-going	2018	2025	Enterprise	Yes	Current Revenues			\$	100,000	\$	230,000	\$	235,000	\$	235,000	\$	235,000		\$	935,000		Budget Adopted	
Overhead Capital System Improvements (<\$50,000 each)	Transformer replacement and upgrades, system capacity improvements and protection, control, monitoring and Communication enhancements.	Electric Utility Department	Distribution	80126100.80230	18044	N/A	Cindy Sauers	csauers@cityofukiah.com	Ukiah Electric System	Infrastructure	On-going	2018	2025	Enterprise	Yes	Current Revenues			\$	310,000	\$	250,000	\$	250,000	\$	250,000	\$	250,000	Reduced FYE 20 by \$140k, and reduced all future years to \$250k/yr. Increased FYE 21 from \$250k.	Budget Adopted				
Governor speed control & Valve Upgrades (Hydro)	Upgrades to the governor sensing, controller and feedback transducers to improve performance and reliability. Existing governor controls frequently are out of service due to failure or adjustment.	Electric Utility Department	Technical Services	80126100.80230	18047	N/A	James O'Brien	jobrien@cityofukiah.com	1229 Lake Mendocino Drive	Infrastructure	New	2020	2023	Enterprise	Yes	Current Revenues			\$	350,000					\$	350,000	Moved from beginning FYE 21 due to COVID-19. Project was spread between FYE 22 and FYE 23. Combined into FYE 22 and reduced by \$30k.	Reviewed						
Oak Manor Dr. Overhead to Underground Conversion	Install cable and associated equipment for replacing the overhead facilities	Electric Utility Department	Distribution	80126100.80230	18121	N/A	Scott Bozzoli	sbozzoli@cityofukiah.com	Oak Manor Dr.	Infrastructure	New	2021	2022	Enterprise	Yes	Current Revenues				\$	200,000				\$	200,000	Reduced amount from \$500k, moved from FYE 21. Moved from FYE 22.	Reviewed						
Policy and Legislated System Modifications	System design, equipment and installation to conform to mandated industry standards. Proposed fire mitigation requirements require selected equipment to be replaced or protected to reduce fire risk.	Electric Utility Department	Distribution	80126100.80230	18124	N/A	Cindy Sauers	csauers@cityofukiah.com	Various	Infrastructure	New	2019	2025	Enterprise	Yes	Current Revenues			\$	100,000	\$	100,000	\$	100,000	\$	100,000	\$	400,000	Reduced amount for FYE 20 from \$80k, and amounts from \$200k FYE 22 onward.	Budget Adopted				
Hydroelectric Plant Transfer Trip Upgrade	Upgrade existing and provide redundancy for Hydro transfer trip circuit	Electric Utility Department	Technical Services	80126100.80230	18125	N/A	James O'Brien	jobrien@cityofukiah.com	Hydro Plant	Infrastructure	New	2019	2020	Enterprise	Yes	Current Revenues			\$	3,000	\$	195,000				\$	195,000	Reduced amount for FYE 20 from \$225k, and added funds to FYE 21. Moved from FYE 21.	Reviewed					
State St. Underground Phase II, District 5: Overhead to Underground	Relocates or underground overhead electric, phone and cable TV utilities - Henry to Norton, Mill to Gobbi.	Electric Utility Department	Distribution	80126100.80230	18259	N/A	Cindy Sauers	csauers@cityofukiah.com	State Street	Infrastructure	New	2021	2022	Enterprise	Yes	Current Revenues			\$	35,000	\$	850,000				\$	885,000		Reviewed					
Fire Mitigation Grant Matching	Matching 25% funds for FEMA HMG for fire mitigation undergrounding, vegetation management and design services. Electric equipment and wire.	Electric Utility Department	Distribution	80126100.80230	18260	N/A	Cindy Sauers	csauers@cityofukiah.com	Clay St., Standley St., Park Blvd., Barnes and	Infrastructure	New	2021	2023	Enterprise	Yes	Current Revenues			\$	200,000	\$	400,000	\$	200,000	\$	50,000	\$	850,000		Reviewed				
SUB-TOTAL:																			\$	563,000	\$	1,890,000	\$	2,210,000	\$	940,000	\$	635,000	\$	-	\$	5,675,000		

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2021

PUBLIC WORKS DEPARTMENT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Corporation Yard Remediation System Removal	This project will remove the Underground Storage Tank cleanup equipment.	Public Works	Corporation Yard	20824300.52100	18261	N/A	Dave Kirch	dkirch@cityofukiah.com	1320 Airport Road	Infrastructure	New	2021	2022	Enterprise	Yes	Insurance			\$ 150,000					\$ 150,000		Reviewed	
Corporation Yard Security	This project will improve security in order to prevent further break-ins and theft.	Public Works	Corporation Yard	20824300.80230	TBD	N/A	Dave Kirch	dkirch@cityofukiah.com	1320 Airport Road	Infrastructure	New	2021	2022	Enterprise	Yes	Current Revenues	Fiscal Year Allocation TBD						\$ -	Prioritization and funding source(s) under review. Department estimate/request is \$100,000	Reviewed	✓	
Corporation Yard Rehabilitation	This project will upgrade the Corporation Yard Facilities.	Public Works	Corporation Yard	20824300.80230	TBD	N/A	Dave Kirch	dkirch@cityofukiah.com	1320 Airport Road	Infrastructure	New	2021	2022	Enterprise	Yes	Current Revenues	Fiscal Year Allocation TBD						\$ -	Prioritization and funding source(s) under review. Department estimate/request is \$2,500,000 for existing location; Location evaluation will need to be completed to determine best long location for the yard and/or continued use of existing site.	Reviewed		
Landfill Closure	This project will permanently close the Landfill Disposal site per Federal Mandates.	Public Works	Landfill	70224500.80230	18025	N/A	Tim Eriksen	teriksen@cityofukiah.com	3100 Vichy Springs Road	Infrastructure	In Progress	2021	2022	Enterprise	Yes	Current Revenues			\$ 10,343,287				\$ 10,343,287	Project specifics will require additional Council review. Moved from FYE 20 to FYE 21. EIR Litigation in progress. Construction projected for FYE 22 so moved from FYE 21.	Budget Adopted		
SUB-TOTAL:																		\$ -	\$ 10,493,287	\$ -	\$ -	\$ -	\$ -	\$ 10,493,287			
WATER RESOURCES DEPARTMENT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Henderson Lane Water Main Replacement	Project is needed in order to upgrade a failing water main. This is needed in order to provide potable water to the Water customers.	Water Resources	Water Treatment Plant	82227113.80230	18051	N/A	Jarod Thiele	ithiele@cityofukiah.com	Henderson Lane	Infrastructure	In Progress	2018	2022	Enterprise	Yes	Current Revenues		\$ 15,800	\$ 70,000				\$ 70,000	Design Complete. Moved from FYE 20 to FYE 21 due to COVID-19. Reduced amount from \$150k.	Budget Adopted	✓	
Water Main Replacements	Plan for water main replacements throughout the City.	Water Resources	Water Operations	82227113.80230	18072	N/A	Jarod Thiele	ithiele@cityofukiah.com	Various	Infrastructure	On-going	2020	2026	Enterprise	Yes	Current Revenues			\$ 500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 6,500,000	Added funding for FYE 25 and FYE 26. Reduced FYE 22 from \$1.5M.	Budget Adopted	
Phase 4 Recycled Water	This project will provide an additional irrigation source for City Parks, Golf Course, Cemetery and Schools. This will reduce the demand on the potable water system and reduce discharge to the Russian River	Water Resources	Recycled Water	83027330.80230	18052	N/A	Sean White	swhite@cityofukiah.com	Brush Street to Golf Course	Infrastructure	New	2024	2025	Enterprise	Yes	New Revenues	Will be funded by grant/loan.	\$ 43,700				\$ 18,500,000	\$ 18,500,000	Environmental documentation is complete. Design began in December, 2018. Modified funding comments to eliminate a shared cost with Sewer. Moved budget from FYE 21. Moved from FYE 22 due to COVID-19 - feasibility still under review.	Reviewed and Supported		
Chlorine Residual Valve/Alarm on Discharge	Engineering and installation. Critical safety valve to monitor the outflow of chlorinated water into the river.	Water Resources	Wastewater Treatment Plant	84027225.80230	18054	N/A	David Kirch	dkirch@cityofukiah.com	300 Plant Road	Infrastructure	New	2018	2022	Enterprise	Yes	Current Revenues		\$ 150,000					\$ 150,000	Rebudgeting. Moved from FYE 20.	Reviewed	✓	
Dora Street Utility Improvement Project- Water & Sewer	This project will replace the sewer main on Dora Street from Mill Street to Grove Avenue as well as all sewer laterals	Water Resources	Sewer Operations	84427221.80230	18127	N/A	Jarod Thiele	ithiele@cityofukiah.com	Dora Street	Infrastructure	New	2022	2023	Enterprise	Yes	Current Revenues				\$ 400,000			\$ 1,200,000	Contingent upon rate study. Moved from FYE 21. Note that rate study based on happening in FYE 21. Moved from FYE 22.	Reviewed	✓	
	This project will replace the water main on Dora Street from Mill Street to Grove Avenue as well as all hydrant, valves and service connections		Water Operations	82227111.80230		N/A	Jarod Thiele	ithiele@cityofukiah.com	Dora Street	Infrastructure	New	2022	2023	Enterprise	Yes	Current Revenues			\$ 800,000								
Replace Heat Exchangers	This project will replace deteriorating heat exchangers for the operation of the Digester and Boilers	Water Resources	Wastewater Treatment Plant	84027225.80230	18131	N/A	David Kirch	dkirch@cityofukiah.com	300 Plant Road	Infrastructure	New	2023	2024	Enterprise	Yes	Current Revenues					\$ 750,000		\$ 750,000	Moved from FYE 21 due to COVID-19.	Reviewed		
Rehabilitation of Zone 2 Booster Pump	Upgrade the enclosure and electrical components in the structure enclosing the booster pump for Pressure Zone 2 to increase reliability and security	Water Resources	Water Operations	82227113.80230	TBD	N/A	David Kirch	dkirch@cityofukiah.com	Golf Course	Infrastructure	New	2024	2025	Enterprise	Yes	Current Revenues					\$ 50,000		\$ 50,000	Moved from FYE 23 due to COVID-19.	Reviewed		
Replace Water Main on Low Gap Street	Replace the 16 inch steel water main from North State Street to North Bush Street concurrent with Phase 4 of the Recycled Water Project	Water Resources	Water Operations	82227113.80230	TBD	N/A	Don Brown	dwbrown@cityofukiah.com	Low Gap Street	Infrastructure	New	2024	2025	Enterprise	Yes	Current Revenues					\$ 500,000		\$ 500,000	Moved from FYE 22 due to COVID-19.	Reviewed		
Replace Various Water Mains	Replace water mains on Clay Street, Pine Street, Spring Street, etc.	Water Resources	Water Operations	82227113.80230	18262	N/A	Don Brown	dwbrown@cityofukiah.com	Various	Infrastructure	New	2021	2022	Enterprise	Yes	Current Revenues		\$ 400,000					\$ 400,000	Removed budget from FYE 21 due to COVID-19. Increased budget from \$250k in FYE 22, and eliminated \$250k in FYE 23, 24 and 25.	Reviewed	✓	
Replace Sewer Main on Low Gap Street	Replace the 15 inch and 6 inch sewer main from North State Street to North Bush Street concurrent with Phase 4 of the Recycled Water Project	Water Resources	Sewer Operations	84427222.80230	TBD	N/A	Don Brown	dwbrown@cityofukiah.com	Low Gap Street	Infrastructure	New	2024	2025	Enterprise	Yes	Current Revenues					\$ 500,000		\$ 500,000	Moved from FYE 22 due to COVID-19.	Reviewed		
Reseal Wash Water Basins	Remove and Replace Seal on Wash Water Basins	Water Resources	Wastewater Treatment Plant	84027225.80230	18192	N/A	Alan Hodge	ahodge@cityofukiah.com	300 Plant Road	Infrastructure	New	2020	2021	Enterprise	Yes	Current Revenues			\$ 40,000				\$ 40,000	Moved from FYE 21.	Budget Adopted	✓	
Upgrade PLC's	Upgrade old Programmable Logic Controls.	Water Resources	Wastewater Treatment Plant	84027225.80230	TBD	N/A	Alan Hodge	ahodge@cityofukiah.com	300 Plant Road	Infrastructure	New	2023	2025	Enterprise	Yes	Current Revenues					\$ 350,000		\$ 350,000	Moved from FYE 22 due to COVID-19. Moved from FYE 24, and increased from \$200k.	Reviewed	✓	
Sludge Lagoon Remediation	Prepare plans and specifications for the removal of sludge from the sludge lagoon.	Water Resources	Wastewater Treatment Plant	84027225.80230	18257	N/A	Alan Hodge	ahodge@cityofukiah.com	300 Plant Road	Facilities/ Buildings/Land	New	2021	2023	Enterprise	Yes	Current Revenues			\$ 50,000	\$ 400,000			\$ 450,000		Reviewed		
Recondition Levees	Recondition the levees on the Percolation Ponds.	Water Resources	Wastewater Treatment Plant	84027225.80230	TBD	N/A	Alan Hodge	ahodge@cityofukiah.com	300 Plant Road	Infrastructure	New	2024	2025	Enterprise	Yes	Current Revenues					\$ 200,000		\$ 200,000	Eliminated \$200k for 2 prior years due to COVID-19.	Reviewed		
SUB-TOTAL:																		\$ 59,500	\$ 1,210,000	\$ 3,100,000	\$ 2,250,000	\$ 21,600,000	\$ 1,500,000	\$ 29,660,000			
TOTALS FOR INFRASTRUCTURE :																		\$ 622,500	\$ 15,493,287	\$ 5,458,385	\$ 3,190,000	\$ 23,574,200	\$ 1,500,000	\$ 49,215,872			

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FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2021

STREETS & RIGHTS-OF-WAY																											
PUBLIC WORKS DEPARTMENT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Dora Street Utility Improvement Project	This project will replace the water main, sewer main and reconstruct the street on Dora Street from Mill Street to Grove Avenue.	Public Works	Engineering	12024200.80230 50024220.80230	18127	Yes	Jarod Thiele	jthiele@cityofukiah.com	Dora Street	Streets & Rights of-Way	New	2022	2023	Special Revenue	Yes	Current Revenues	Measure Y			\$ 2,000,000				\$ 2,700,000	Moved from FYE 21, and added \$700k to Measure Y cost. Moved from FYE 22.	Reviewed	✓
												2022	2023	Special Revenue	Yes	Current Revenues	Gas Tax			\$ 700,000							
East Clay Street Improvement Project	This project will improve East Clay Street from Main Street to the Railroad Crossing in order to facilitate the development of the new Courthouse site. This project includes water, sewer, pedestrian facilities and drainage facilities as well as reconstruction of the street section.	Public Works	Engineering	12024200.80230	18128	No	Tim Eriksen	teriksen@cityofukiah.com	Clay Street	Streets & Rights of-Way	New	2024	2025	Special Revenue	No	New Revenues	Measure Y					\$ 750,000		\$ 750,000	Introduced and discussed at the January 16, 2019 Council meeting. Moved from FYE 21. Moved from FYE 23.	Reviewed	
Street Striping	This will update striping on streets in selected areas.	Public Works	Engineering	12024200.52100	18251	N/A	Jarod Thiele	jthiele@cityofukiah.com	Various Streets	Streets & Rights of-Way	Completed	2019	2026	Special Revenue	Yes	Current Revenues	Measure Y		\$ 50,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 290,000	Ongoing work. Eliminated FYE 21 due to COVID-19. Added funding to FYE 25 and 26.	Reviewed	✓
Orr Street Bridge	This project will improve the bridge on Orr Street at Orr Creek.	Public Works	Engineering	12024200.80230	18065	Yes	Tim Eriksen	teriksen@cityofukiah.com	Orr Street at Orr Creek	Streets & Rights of-Way	In Progress	2021	2022	Capital Projects	Yes	New Revenues	CDBG Grant		\$ 150,000					\$ 404,438	The City has received \$150k to fund a planning study for Orr Street Bridge and the Orr Street transportation corridor. Activities include completion of a study to analyze existing conditions of the street, including the transportation corridor and bridge, as well as the completion of a plan and preparation of plans and specifications and an Engineer's Cost Estimate to be used for a future public improvement project.	Reviewed	
		Public Works	Engineering	25124220.80230		Yes	Tim Eriksen	teriksen@cityofukiah.com	Orr Street at Orr Creek	Streets & Rights of-Way	In Progress	2022	2023	Capital Projects	Yes	New Revenues			\$ 254,438								
Low Gap Road and North Bush Street Roundabout	This project will complete the environmental, ROW, and design phases for a roundabout at Low Gap Road and N. Bush St. Construction phase not currently funded.	Public Works	Engineering	50924210.80230	15024	N/A	Tim Eriksen	teriksen@cityofukiah.com	Low Gap Road and N. Bush St.	Streets & Rights of-Way	In Progress	2021	2022	Special Revenue	Yes	Current Revenues	\$110k Design Funded, Construction Funding Not Approved.		\$ 750,000					\$ 750,000	Design authorized, but project requires additional Council review. Moved from FYE 22, and reduced from \$1.5 mil due to COVID-19. Moved from FYE 21.	Budget Adopted	
Slurry Seal Project	This project will improve the Streets network.	Public Works	Engineering	12024200.52100	18252	N/A	Daniel Flores	dflores@cityofukiah.com	Various Streets	Streets & Rights of-Way	Completed	2019	2026	Special Revenue	Yes	Current Revenues	Measure Y	\$ 426,000	\$ 350,000	\$ 400,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,500,000	Going out to bid. Budget will be utilizing FYE 21 anticipated revenue. Had utilized this year's budget for other projects. Increased budget from \$200k FYE 22. Increased budget from \$400k FYE 21, from \$200k in FYE 23, and from \$200k in FYE 24. Added budget in FYE 25 and 26.	Budget Adopted	✓
Gobbi/Main Traffic Signal	This project will alleviate traffic for better vehicle flow.	Public Works	Traffic Signal	50724620.80230	18073	N/A	Jarod Thiele	jthiele@cityofukiah.com	Gobbi Street/ Waugh Lane	Streets & Rights of-Way	New	2022	2023	Special Revenue	No	New Revenues	Will need to apply for STIP funding.			\$ 800,000				\$ 800,000	Moved from FYE 22 due to COVID-19.	Reviewed	
Main Street Reconstruction Project	Reconstruct Main Street, from Gobbi to Mill.	Public Works	Engineering	12024200.80230	TBD	N/A	Andrew Stricklin	astricklin@cityofukiah.com	Main Street	Streets & Rights of-Way	New	2022	2023	Special Revenue	Yes	Current Revenues	Measure Y			\$ 500,000				\$ 500,000	Moved from FYE 22 due to COVID-19.	Reviewed	
Clara Avenue Reconstruction Project	Reconstruct Clara Avenue, from State to Orchard.	Public Works	CDBG	12024200.80230	TBD	N/A	Jason Benson	jbenson@cityofukiah.com	Clara Avenue	Streets & Rights of-Way	New	2021	2022	TBD	Yes	New Revenues	TBD					\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	Moved from FYE 21. Moved from FYE 22. Formerly thought to be eligible for CDBG funding.	Reviewed	✓
Leslie Street Rehabilitation Project	Rehabilitate Leslie Street, Gobbi to Perkins.	Public Works	CDBG	12024200.80230	TBD	N/A	Jason Benson	jbenson@cityofukiah.com	Leslie Street	Streets & Rights of-Way	New	2022	2023	Grant Funded	Yes	New Revenues	CDBG Funding Opportunity			\$ 1,500,000				\$ 1,500,000	Moved from FYE 21.	Reviewed	
Perkins Street Storm Drain and Widening Project	This project will add a storm drain on East Perkins Street and widen the intersection at Orchard Avenue to add another East Bound through lane.	Public Works	Streets	10024620.80230	TBD	N/A	Andrew Stricklin	astricklin@cityofukiah.com	East Perkins Street	Streets & Rights of-Way	New	2022	2023	Special Revenue	No	New Revenues	Measure Y			\$ 2,277,000				\$ 2,277,000		Reviewed	
South Ukiah Rehabilitation Project	This project will overlay S. Dora Street from Beacon Lane to Washington, and S. State Street from Beacon Lane to Observatory, including ADA pedestrian improvements.	Public Works	Streets	12024200.80230	18254	N/A	Andrew Stricklin	astricklin@cityofukiah.com	Dora/State	Streets & Rights of-Way	New	2021	2022	Special Revenue	Yes	Current Revenues	Measure Y		\$ 2,200,000					\$ 2,200,000		Reviewed	✓
Great Redwood Trail- Phase 4	This project will extend the Great Redwood Trail from Commerce Drive to Norgard Lane	Public Works	Engineering	51124210.80230	18253	N/A	Jason Benson	jbenson@cityofukiah.com	Railroad ROW	Streets & Rights of-Way	New	2021	2023	Grant Funded	Yes	New Revenues	Urban Greening Grant		\$ 3,563,212					\$ 3,563,212	Grant has been awarded. Moved full project for completion in FYE 22.	Reviewed	✓
Great Redwood Trail- Phase 5	This project will extend the Great Redwood Trail from Brush Street to Hensley Creek Road	Public Works	Engineering	TBD	TBD	N/A	Jason Benson	jbenson@cityofukiah.com	Railroad ROW	Streets & Rights of-Way	New	2022	2024	Grant Funded	No	New Revenues	Urban Greening Grant			\$ 275,000	\$ 8,000,000			\$ 8,275,000		Reviewed	
Gobbi Street Reconstruction	Reconstruct Gobbi Street in 2 separate projects (US101 to State Street) and (State Street to Dora Street)	Public Works	Engineering	12024200.80230	TBD	N/A	Andrew Stricklin	astricklin@cityofukiah.com	Gobbi Street	Streets & Rights of-Way	New	2023	2024	Special Revenue	Yes	Current Revenues	Measure Y				\$ 1,500,000			\$ 1,500,000		Reviewed	
Hastings/Airport Road Alternative Transportation Route	Public Works Engineering will analyze and develop a conceptual plan for an alternative transportation route and/or mitigation measures for Hastings/Airport Rd north of the Ukiah Municipal Airport in an effort to accommodate a future runway extension to 5,000 feet. The expanded runway alternative will be evaluated during the review and update of the airport land use plan (ALP) and is an important step to ensure the Ukiah Airport is prepared to accommodate future aviation needs of the region including fire service.	Public Works	Engineering	N/A	TBD	N/A	Tim Eriksen	teriksen@cityofukiah.com	Hastings/Airport Road	Streets & Rights of-Way	New	2021	2022	N/A	Yes	Current Revenues	N/A							\$ -	FYE 22 project - no budget impact as the work will be done by in-house engineering staff.	Reviewed	
Airport Park Blvd South Extension	Public Works Engineering will analyze and develop a conceptual plan for a south extension of Airport Park Blvd. out of the Redwood Business Park and connecting to southern Ukiah transportation infrastructure.	Public Works	Engineering	N/A	TBD	N/A	Tim Eriksen	teriksen@cityofukiah.com	Airport Park Blvd	Streets & Rights of-Way	New	2022	2023	N/A	Yes	Current Revenues	N/A							\$ -	FYE 23 project - no budget impact as the work will be done by in-house engineering staff.	Reviewed	
SUB-TOTAL:																		\$ 426,000	\$ 7,063,212	\$ 8,766,438	\$ 9,810,000	\$ 1,060,000	\$ 2,310,000	\$ 29,009,650			
TOTALS FOR STREETS & RIGHTS-OF-WAY:																		\$ 426,000	\$ 7,063,212	\$ 8,766,438	\$ 9,810,000	\$ 1,060,000	\$ 2,310,000	\$ 29,009,650			

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2021

VEHICLES, MACHINERY & EQUIPMENT																											
AIRPORT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (\$)	Project Contact Email (\$)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Replace 20,000 gallon fuel tank with 20,000 gallon Jet A tank	Current tank is a split fuel system, containing both Jet A fuel and Avgas. Conversion to Jet A is necessary to maximize the fuel sources for the airport, and provide better service to its customers.	Airport	Airport	77925200.80100	15042	N/A	Greg Owen	gowen@cityofukiah.com	1411 South State Street	Vehicles, Machinery & Equipment	In Progress	2021	2022	Enterprise	Yes	Current Revenues		\$ 150,000					\$ 150,000	Moved from FYE 20. Current revenues may not be adequate, external funding may be necessary.	Reviewed		
Water Tender - Shared Cost	Current tank is a split fuel system, containing both Jet A fuel and Avgas. Conversion to Jet A is necessary to maximize the fuel sources for the airport, and provide better service to its customers.	Airport	Airport	77925200.80100	V2543	Shared with 100 Parks, 100 Streets, 820 Water, and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	Deferred	2022	2023	Enterprise	Yes	Current Revenues			\$ 10,000				\$ 10,000	Spent over \$15k this past year for rental of a unit. Moved from FYE 22. If new Fire Tender is approved for FYE 22, the replaced unit will become available for other City departments, and this item will then be eliminated.	Reviewed		
SUB-TOTAL:																		\$ -	\$ 150,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 160,000			
COMMUNITY SERVICES DEPARTMENT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (\$)	Project Contact Email (\$)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Replacement Truck	Replacement of vehicles that are no longer cost effective to repair.	Community Services	Parks	10022100.80100	V737	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	300 Seminary Avenue	Vehicles, Machinery & Equipment	New	2022	2023	General	No	Current Revenues			\$ 40,000				\$ 40,000	Moved to FYE 22. Moved to FYE 23.	Reviewed		
Replacement Truck	Replacement of vehicles that are no longer cost effective to repair.	Community Services	Parks	10022100.80100	18066	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	300 Seminary Avenue	Vehicles, Machinery & Equipment	New	2023	2024	General	No	Current Revenues				\$ 55,000				\$ 55,000	Moved to FYE 24	Reviewed	
Replacement Truck- Building Maintenance	Replacement truck is necessary	Community Services	Building Maintenance	20822500.80100	V2642	N/A	Kerry Randall	krandall@cityofukiah.com	300 Seminary Avenue	Vehicles, Machinery & Equipment	Deferred	2022	2023	General	No	Reserves			\$ 48,000				\$ 48,000	Moved to FYE 22. Moved to FYE 23.	Reviewed		
Bucket Truck Replacement - Shared Cost	There are currently two bucket trucks, Vehicle #2221, a 1992 Ford F450 which is being put into surplus in fiscal year 2017/2018, and Vehicle #2230, a 1995 Ford F450, which will be kept into service until it is replaced. It is used to trim street and park trees, and also assists in hanging banners which promote City services and activities which benefit the community. Two divisions share the cost: \$100,000 total	Community Services	Parks	10022100.80100	V2224	Shared with 100 Streets	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	Deferred	2022	2023	General	No	Current Revenues			\$ 55,000				\$ 55,000	Look to match replacement with surplus from Electric Utility. Moved to FYE 23.	Reviewed		
Water Tender - Shared Cost	The current water tender no longer meets emission standards and is inoperable. Will be used to water street trees, Riverside Park, fill Vactor trucks and be available to support mowing and Fire operations. Five divisions share the cost: \$150,000 total	Community Services	Parks	10022100.80100	TBD	Shared with 100 Streets, 779 Airport, 820 Water, and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	Deferred	2022	2023	Enterprise	No	Current Revenues			\$ 10,000				\$ 10,000	Reduced amount from \$10k to split cost with Airport based on anticipated use. Spent over \$15k this past year for rental of a unit. Moved from FYE 21 due to COVID-19. Moved from FYE 22. If new Fire Tender is approved for FYE 22, the replaced unit will become available for other City departments, and this item will then be eliminated.	Reviewed		
Parks Service Vehicle	EV/Low Fuel/Hybrid Vehicle(s) for Service of Park Facilities.	Community Services	Parks	10022100.80100	V3765	N/A	Jarrod Meyer	jmeyer@cityofukiah.com	300 Seminary Avenue	Vehicles, Machinery & Equipment	New	2021	2022	General	Yes	Current Revenues		\$ 40,000					\$ 40,000	Increasing park acreage requires increase in Park staffing, which will also require an additional vehicle.	Reviewed		
Generator Installation at the Ukiah Valley Conference Center	Generator for the Ukiah Valley Conference Center.	Community Services	Conference Center	73022600.80100	18265/18266	N/A	Mel Grandi	mgrandi@cityofukiah.com	411 West Clay Street	Vehicles, Machinery & Equipment	New	2021	2022	CDBG	Yes	New Revenues	Grant funds.	\$ 120,845					\$ 120,845		Reviewed		
Ice Skating Rink	Purchase of materials and supplies necessary to build a 40' x 100' ice skating rink. Will include rink floor, all piping & hoses, dasherboards, access gates, board anchors, Ice Wizard resurfacer, gas powered edger, 300 pairs of rental skates, ice skate sharpener, 95 black rubber mats, vapor barrier, 500 gallons of glycol, ice skate racks and all other necessary ice tools. Chiller and tent would be rented annually. The cost of this purchase is less than the cost of renting the same materials for 2 years.	Community Services	Ice Rink	31422860.80100	18193	N/A	Jake Burgess	jburgess@cityofukiah.com	411 West Clay Street	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 150,000				\$ 150,000	Purchase will has a positive rate of return within two years. Moved from FYE 21 due to COVID-19. Moved from FYE 22.	Reviewed		
SUB-TOTAL:																		\$ -	\$ 160,845	\$ 303,000	\$ 55,000	\$ -	\$ -	\$ 518,845			
CITY MANAGER DEPARTMENT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (\$)	Project Contact Email (\$)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Parking Meter Replacement	Replacing parking meters.	City Manager	Economic Development	64012600.80230	18165	N/A	Traci Boyl	tboyl@cityofukiah.com	Downtown	Vehicles, Machinery & Equipment	Deferred	2021	2022	Enterprise	Yes	Current Revenues		\$ 400,000					\$ 400,000	Funded by line of credit loan proceeds being secured by Finance as part of a larger capital improvement funding strategy. Moved from FYE 20 year. Installation will coincide with Streetscape Project. Funding secured through bond issuance; project put on hold due to COVID-19 and will resume when market conditions allow. Moved from FYE 21.	Budget Adopted		
SUB-TOTAL:																		\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000			

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2021

ELECTRIC UTILITY DEPARTMENT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Electric Meter Replacements	Electric Meter Replacement and cloud based data management system improving customer access to outage information, usage data and provide customer selectable notifications.	Electric Utility Department	Technical Services	80126100.80100	15080	N/A	Cindy Sauers	csauers@cityofukiah.com	h Electric Sys	Vehicles, Machinery & Equipment	In Progress	2018	2022	Enterprise	Yes	Current Revenues		\$ 1,000	\$ 500,000	\$ 2,000,000				\$ 2,500,000	Currently in the planning stage. Moved from starting FYE 21.	Budget Adopted	
Lift	Replaces a high capacity fork lift due to 1. Air quality standards to update/improve engine emissions and 2. Due to the equipment's condition and age.	Electric Utility Department	Distribution	80126100.80100	E1721	N/A	Tim Santo	tsanto@cityofukiah.com	N/A	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 125,000					\$ 125,000	Moved to FYE 22. Increased amount from \$70k.	Reviewed	
Utility/Inspector Truck	Replaces 2003 F250 with EV Truck	Electric Utility Department	Distribution	80126100.80100	TBD	N/A	Tim Santo	tsanto@cityofukiah.com	N/A	Vehicles, Machinery & Equipment	New	2022	2023	Enterprise	Yes	Current Revenues				\$ 90,000				\$ 90,000	EV options will hit market in FYE 21/22; Planned for FYE 22/23 to ensure quality of vehicle outside of 1st Generation models.	Reviewed	
Trouble Truck	Replaces V2233 Ford F-550 AT40-G Articulating Telescopic Aerial Lift Super cab.	Electric Utility Department	Distribution	80126100.80100	TBD	N/A	Tim Santo	tsanto@cityofukiah.com	N/A	Vehicles, Machinery & Equipment	New	2024	2025	Enterprise	Yes	Current Revenues					\$ 200,000			\$ 200,000		Reviewed	
SUB-TOTAL:																			\$ 1,000	\$ 625,000	\$ 2,090,000	\$ 200,000	\$ -	\$ -	\$ 2,915,000		
FINANCE DEPARTMENT																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Truck - Utility Service Attendant	Current vehicle approaching the end of it's useful life.	Finance	Utility Billing	20513300.80100	TBD	N/A	Lori Martin	lmartin@cityofukiah.com	300 Seminary Avenue	Vehicles, Machinery & Equipment	New	2022	2023	Internal Service	No	New Revenues				\$ 35,000				\$ 35,000		Reviewed	
SUB-TOTAL:																			\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000		
FIRE AUTHORITY																											
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Command/Chief Vehicle	This new Command/Chief vehicle would serve as a Division Chief's vehicle. It will replace C-6805, a 2006 Chevy 2500 HD, with current mileage of 106,495. The vehicle transmission is currently failing, leaving the vehicle unfit, unreliable, and leaving team members in a possibly unsafe or life-threatening environment during fire suppression activities. However, the vehicle can be repurposed as a non-suppression utility vehicle for the department.	Fire Authority	City Fire	10021210.80100	V3165	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	New	2021	2022	General	Yes	New Revenues			\$ 75,000					\$ 75,000	Moved from FYE 21 due to COVID-19. Increased the amount from \$50k to include vehicle outfitting. Moved from FYE 21.	Reviewed	
Command/Chief Vehicle	This new Command/Chief vehicle will serve as a Command/Chief vehicle. It will replace D-6802, a 2007 Chevy 2500 HD with 84,072 miles. This vehicle's transmission is also currently failing along with multiple other problems, leaving the vehicle unfit, unreliable, leaving team members in a possibly unsafe or life-threatening environment during fire suppression activities. This vehicle will be decommissioned and placed as surplus.	Fire Authority	District Fire	91721400.80100	18277	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	New	2021	2022	District	Yes	New Revenues			\$ 75,000					\$ 75,000	Purchase cost covers Fire Service Emergency Vehicle outfitting (Lights, Siren, Radio's, etc.,)	Reviewed	
Auto Extrication Equipment	It is recommended to replace our aging gas powered hydraulic auto extrication equipment, commonly know as the "Jaws Of Life". Replacement units will consist of newer technology battery operated E-Hydraulic extrication equipment. These newer units will eliminate heavy gas powered motors and associated hydraulic lines increasing mobility and range of use. This will be a three year phased purchase to replace the units currently in service.	Fire Authority	City/District Fire	91621400.80100 & 25321210.80100	18101	Yes	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	Ongoing	2019	2022	Special Revenue	Yes	Current Revenues	Prop. 172	\$ 57,274	\$ 33,000					\$ 33,000	The first set has been purchased and placed into service. Second set has been purchased. Final purchase set planned for FYE 22.	Budget Adopted	
SCBA Compressor	This specialized unit is necessary and mandatory to fill Self-Contained Breathing Apparatus Bottles crucial for the Ukiah Valley Fire Authority to carry out our mission of saving and protecting life, property, and the environment. This unit will be housed at the Central Station and will replace our current mobile air unit, which is currently out of service.	Fire Authority	City Fire	10021210.80100	18195	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	New	2021	2022	General	Yes	New Revenues			\$ 60,000					\$ 60,000	This will require new funding. Moved from FYE 21 due to COVID-19.	Reviewed	
SCBA/Gear Sanitizer	This unit is critical for sanitation of fire protection gear and equipment used and worn by team members, due to the increasing awareness of cancer causing exposures faced by Fire Personnel. The sanitation of gear and equipment has been proven to reduce the risk to cancer(s). This promotes a safer and healthier work environment.	Fire Authority	City Fire	10021210.80100	18196	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	New	2021	2022	General	Yes	New Revenues			\$ 35,000					\$ 35,000	This will require new funding. Moved from FYE 21 due to COVID-19. Increased from \$28k.	Reviewed	
Water Tender	The Ukiah Valley Fire Authority annual fleet replacement identified WT-6892 for replacement. Following industry standard NFPA guidelines recommends fire apparatus serve 10 years or 75,000 miles as a first out response vehicle, and an additional 5 to 10 years or 100,000 miles in service as a reserve apparatus. WT-6892 is a 2004 Peterbilt single-axle 2,500 gallon water tender. It was initially designed for construction, and was converted to a fire apparatus. It does not have a fire rated pump, which the apparatus does not meet the demand for service. The purchase of a new fire rated water tender is vital to the Fire Authority's mission while working in the rural environment. Additionally, utilizing OES-State contracts, the entire purchase cost recovery would be completed over the next few years. WT-6892 would not only be placed in a reserve status for the Fire Department, other departments in the City could utilize the water tender, adding additional cost savings to the City, as they have been renting a water tender in the past several years.	Fire Authority	City Fire	10021210.80100	V2543	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	New	2021	2022	TBD	Yes	Reserves			\$ 325,000					\$ 325,000		Reviewed	
Quint Aerial Apparatus	The Ukiah Valley Fire Authority annual fleet replacement identified T-6852 for replacement. Following industry-standard NFPA guidelines recommends fire engines serve 10-years or 75,000 miles as a first out response vehicle, and an additional 5 to 10-years or 100,000 miles in service as a reserve apparatus. T-6852 is a 2009 Pierce Quint Aerial Apparatus with a 75-ft. ladder with a current mileage of 47,536. With a continually growing city in size and height, revised truck's specifications will need to be considered to meet future demands. T-6852 will be placed in a reserve status for the Department.	Fire Authority	City Fire	10021210.80100	TBD	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	New	2025	2026	TBD	No	New Revenues	Fiscal Year Allocation TBD						\$ 1,500,000	\$ 1,500,000	Fiscal year allocation might move to out years contingent on condition of the vehicle.	Reviewed	
Active Shooter Safety Equipment	Due to the current events happening around the United States and the world, it is unfortunate but imperative that we prepare and be equipped for any and all situations the UVFA may face. We are taking a proactive instead of a reactive stance in protecting and providing our team members with the equipment they need to handle even the direst situations. Following industry-standard (NFPA-3000 Active Shooter) equipment to be purchased will include Flak Jackets, Kevlar Helmets, Medical Triage Bags, and Medical Triage Equipment.	Fire Authority	City Fire	10021210.80100	TBD	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	New	2022	2023	TBD	No	New Revenues	Fiscal Year Allocation TBD/Seek grant funding.							\$ -	Staff will actively pursue grants to possibly offset some cost. Department estimate/request is \$60,000	Reviewed	

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Radios	Due to the Federal Communications Commissions (FCC), all Fire Department Analog Radios (currently all UVFA radio's are analog) are required to be replaced with Digital Radios. The FCC's move from analog to digital increased and improved radio efficiency and met the radio spectrum's increasing demand (Narrow banding). This is a two-year phased purchase, replacing the Hand-Held Radio's in the first year and the Mobile Radio's (Vehicle Radio's) in the second phase.	Fire Authority	City Fire	10021210.54100	18240	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	New	2021	2023	TBD	Yes	New Revenues	Seeking grant funding.		\$ 225,000	\$ 153,200				\$ 378,200	Staff will continue to actively pursue grants to possibly offset some of the cost during the phased process.	Reviewed	
Safety Extractors	This unit is critical for sanitation of Personal Protective Equipment (PPE) used and worn by team members due to the increasing awareness of cancer-causing exposures faced by Fire Personnel. The sanitation of gear and equipment has been proven to reduce cancer risk (s) by removing the carcinogens or our team members deal with while performing their duties. These Safety Extractors were built and designed to remove debris and carcinogens as a normal washing machine does not, nor meet the industry standard of NFPA.	Fire Authority	District Fire	91621400.80100	18278	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	New	2021	2022	District	Yes	New Revenues			\$ 30,000					\$ 30,000		Reviewed	
Ambulance Patient Transport Unit	This ambulance will serve the greater Ukiah area for the growing demands of the Emergency Medical Services. The Ukiah Valley Fire Authority has had to supplement/augment the private ambulance industry to county-wide ambulance shortage.	Fire Authority	Ambulance	71021000.80100	TBD	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	New	2021	2022	TBD	Yes	New Revenues	Looking at financing options.		\$ 250,000					\$ 250,000		Reviewed	
Ambulance Patient Transport Unit	This ambulance will serve the greater Ukiah area for the growing demands of the Emergency Medical Services. The Ukiah Valley Fire Authority has had to supplement/augment the private ambulance industry to county-wide ambulance shortage.	Fire Authority	Ambulance	71021000.80100	18269	N/A	Doug Hutchison	dhutchison@cityofukiah.com	1500 South State Street	Vehicles, Machinery & Equipment	New	2021	2022	TBD	Yes	New Revenues	\$141,648 to be CDBG funded, balance financed.		\$ 300,000					\$ 300,000		Reviewed	
SUB-TOTAL:																		\$ 57,274	\$ 1,408,000	\$ 153,200	\$ -	\$ -	\$ 1,500,000	\$ 3,061,200			

POLICE DEPARTMENT

Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status	
												Start	End						21/22	22/23	23/24	24/25	25/26				
Annual Police Car Replacement	Annually the Police Department schedules the replacement of two patrol cars. Typically, a patrol car lasts about 3 years before it reaches the end of it's service life. It takes the department about a year to order, receive and outfit a car for patrol use. By scheduling regular replacement of cars, the department ensures we have enough cars available for use.	Police	Police	10020210.80100	V4209 & V4215	N/A	Justin Wyatt	jwyatt@cityofkiah.com	300 Seminary Avenue	Vehicles, Machinery & Equipment	Ongoing	2021	2026	General	No	New Revenues	May explore financing options.	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	Two Dodge Charger Pursuits planned for FYE 20 fiscal year deferred to FYE 21. However, three vehicles over the past 1.5 years have been replaced by insurance due to collisions. One vehicle replacement was recommend by CM for FYE 21, but both vehicles deferred to FYE 22 due to COVID-19.	Reviewed		
Replace Vehicle Mounted Video Cameras	The Ukiah Police Department has utilized vehicle mounted video cameras within Police vehicles for approximately 20 years, to memorialize officer contacts, criminal conduct, and investigative activities. These video and audio recordings are used as evidence in criminal and civil cases, as well as for internal quality assurance. The current recording equipment has been in use since 2015, and the recording hardware, software and operating system are outdated and have become cumbersome and unreliable. The replacement system would provide for evidentiary data storage and processing as well as technical, software, and hardware support throughout a 5-year purchasing plan.	Police	Police	10020210.54100	18241	N/A	Justin Wyatt	jwyatt@cityofukiah.com	300 Seminary Avenue	Vehicles, Machinery, and Equipment	New	2021	2026	General	No	New Revenues	Grant funding may be available.	\$ 14,604	\$ 32,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 132,000		Reviewed		
Replace Tasers	The Ukiah Police Department has deployed Tasers since 2018, utilizing a 5-year purchasing program to maintain current equipment and which provides support for hardware, supplies, and technology through the term of the agreement. The current agreement with Axon expires in 2022.	Police	Police	10020210.54100	TBD	N/A	Justin Wyatt	jwyatt@cityofukiah.com	300 Seminary Avenue	Vehicles, Machinery, and Equipment	New	2022	2026	General	No	New Revenues	Grant funding may be available.	\$ 41,345	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000		Reviewed		
Replace Body Cameras	The Ukiah Police Department has deployed body-cameras to memorialize officer contacts, criminal conduct, and investigative activities for more than 10 years. These video and audio recordings are used as evidence in criminal and civil cases, as well as for internal quality assurance. The current purchasing program expires in 2023, and provides for evidence storage, current and reliable equipment, and support for hardware and software for the term of the agreement.	Police	Police	10020210.54100	TBD	N/A	Justin Wyatt	jwyatt@cityofukiah.com	300 Seminary Avenue	Vehicles, Machinery, and Equipment	New	2023	2026	General	No	New Revenues	Grant funding may be available.	\$ 98,037		\$ 35,000	\$ 22,000	\$ 22,000	\$ 79,000		Reviewed		
SUB-TOTAL:																		\$ 153,986	\$ 132,000	\$ 140,000	\$ 175,000	\$ 162,000	\$ 162,000				

PUBLIC WORKS DEPARTMENT

Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status		
												Start	End						21/22	22/23	23/24	24/25	25/26					
Asphalt Zipper Shared Cost	The current equipment is Equipment #1000, a 1994 Wirtgen W500 Grinder. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$120,000 total	Public Works	Streets	10024620.80100	E1001	Shared with 820 Water and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2021	2022	General	Yes	Current Revenues	Department plans to set aside funds for this replacement.		\$ 40,000					\$ 40,000	Moved from FYE 23 due to COVID-19. Moved from FYE 24.	Reviewed		
Asphalt Roller Shared Cost	The current equipment is Equipment #1611, a 1995 CAT CB214C Roller. This is CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$66,000 total	Public Works	Streets	10024620.80100	E1612	Shared with 820 Water and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2023	2024	General	Yes	Current Revenues	Department plans to set aside funds for this replacement.				\$ 22,000			\$ 22,000	Moved from FYE 23 due to COVID-19.	Reviewed		
Asphalt Paver Shared Cost	The current equipment is Equipment #1811, a 1998 LeeBoy Model 1000B Paver. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$210,000 total	Public Works	Streets	10024620.80100	E1812	Shared with 820 Water and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2023	2024	General	Yes	Current Revenues	Department plans to set aside funds for this replacement.				\$ 70,000			\$ 70,000	Moved from FYE 23 due to COVID-19.	Reviewed		
Bucket Truck Replacement - Shared Cost	There are currently two bucket trucks, Vehicle #2221, a 1992 Ford F450 which is being put into surplus in fiscal year 2017/2018, and Vehicle #2230, a 1995 Ford F450, which will be kept into service until it is replaced. It is used to trim street and park trees, and also assists in hanging banners which promote City services and activities which benefit the community. Two divisions share the cost. Total cost: \$100,000	Public Works	Streets	10024620.80100	V2224	Shared with 100 Parks	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2022	2023	General	No	Current Revenues				\$ 50,000				\$ 50,000	Look to match replacement with surplus from Electric Utility. Moved to FYE 23.	Reviewed		
Water Tender - Shared Cost	The current water tender no longer meets emission standards and is inoperable. Will be used to water street trees, Riverside Park, fill Vector trucks and be available to support mowing and Fire operations. Five divisions share the cost: \$150,000 total	Public Works	Streets	10024620.80100	TBD	Shared with 100 Parks, 779 Airport, 820 Water, and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2022	2023	Enterprise	Yes	Current Revenues				\$ 50,000					\$ 50,000	Moved to FYE 21. Spent over \$15k this past year for rental of a unit. Moved from FYE 21 due to COVID-19. Moved from FYE 22. If new Fire Tender is approved for FYE 22, the replaced unit will become available for other City departments, and this item will then be eliminated.	Reviewed	

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Flat Rack Truck	Replace existing Flat Rack Truck due to age and mileage.	Public Works	Streets	10024220.80100	V2236	N/A	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2022	2023	General	Yes	Current Revenues			\$ 62,500			\$ 62,500	Moved from FYE 22 due to COVID-19.	Reviewed						
3-Yard Dump Truck	Replace existing 3-yard dump truck due to age and mileage.	Public Works	Streets	10024220.80100	TBD	N/A	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2023	2024	General	Yes	Current Revenues			\$ 102,000			\$ 102,000	Moved from FYE 23 due to COVID-19.	Reviewed						
Loader Replacement	Replace existing loader due to CARB requirements.	Public Works	Streets	10024620.80100	E1413	Shared with 820 Water and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2021	2022	General	Yes	Current Revenues		\$ 110,000			\$ 110,000		Reviewed							
Dump Truck Replacement	Dump Truck Replacement for 3 years. This equipment is used to maintain and repair the Infrastructure for our citizens. Total cost: \$500,000	Public Works	Corporation Yard	20824300.80100	18017	N/A	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2023	2024	Internal Service	Yes	Current Revenues	Department plans to set aside funds for this replacement.			\$ 500,000		\$ 500,000	Moved from FYE 22 due to COVID-19. Reduced cost from \$750k due to splitting Loader to separate line.	Reviewed						
SUB-TOTAL:																			\$ -	\$ 150,000	\$ 162,500	\$ 694,000	\$ -	\$ -	\$ 1,006,500					
WATER RESOURCES DEPARTMENT																														
Project Name	Project Description	Department	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Contact Name (s)	Project Contact Email (s)	Project Location	Improvement Type	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Cost per Fiscal Year					Totals	Comments	City Council Status				
												Start	End						21/22	22/23	23/24	24/25	25/26							
Replace Water Treatment Plant Service Truck	The current vehicle's useful is expected to be exceeded in future years and will need to be replaced.	Water Resources	Water Treatment Plant	82227113.80100	V3754	N/A	David Kirch	dkirch@cityofukiah.com	935 River Street	Vehicles, Machinery & Equipment	New	2022	2023	Enterprise	Yes	Current Revenues			\$ 50,000			\$ 50,000	Moved from FYE 23. Moved back to FYE 23.	Reviewed						
Convert Chlorine Gas to Liquid Chlorine at Water	This project will replace chlorine gas at the Water Treatment Plant and convert to Liquid Chlorine for safety reasons	Water Resources	Water Treatment Plant	82227113.80100	18133	N/A	Michelle Wagenet	mwagenet@cityofukiah.com	Water Treatment Plant	Infrastructure	New	2020	2024	Enterprise	Yes	Current Revenues			\$ 50,000		\$ 270,000		\$ 320,000	Was budgeted FYE 20, moved to start in FYE 21 due to COVID-19. Moved \$270k from FYE 22. Moved \$50k from FYE 21.	Budget Adopted					
Replace Turbidimeters	Replace Turbidimeters at Water Treatment Plant.	Water Resources	Water Treatment Plant	82227113.80100	TBD	N/A	Michelle Wagenet	mwagenet@cityofukiah.com	935 River Street	Vehicles, Machinery & Equipment	New	2022	2023	Enterprise	Yes	Current Revenues			\$ 75,000			\$ 75,000		Reviewed						
Transfer Pump	Purchase a transfer pump for emergency use at the Backwash Basins and Interties	Water Resources	Water Treatment Plant	82227113.80100	18242	N/A	David Kirch	dkirch@cityofukiah.com	935 River Street	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 35,000			\$ 35,000		Reviewed						
Water Meter Replacements	Upgrade aged meter in order to provide increased service efficiency.	Water Resources	Water Operations	82027114.80100	18074	N/A	Jarod Thiele	jthiele@cityofukiah.com	Various	Vehicles, Machinery & Equipment	New	2020	2026	Enterprise	Yes	Current Revenues			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	Ongoing - reduced FYE 21 from \$50k, added \$50k to FYE 24 due to COVID-19. Added funding for FYE 25 and 26.	Budget Adopted				
Replace Water/Sewer Operations Call Truck - Shared Cost	The current vehicle's useful is expected to be exceeded in future years and will need replaced	Water Resources	Water Operations	82027114.80100	V3753	Shared with 840 Sewer	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2022	2023	Enterprise	Yes	Current Revenues			\$ 30,000			\$ 60,000		Reviewed						
		Water Resources	Sewer Operations	84027221.80100	V3753	Shared with 820 Water	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2022	2023	Enterprise	Yes	Current Revenues			\$ 30,000											
Replace Water/Sewer Operations Lead Worker Truck - Shared Cost	The current vehicle's useful life is expected to be exceeded in future years and will need replaced	Water Resources	Water Operations	82027114.80100	TBD	Shared with 840 Sewer	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2023	2024	Enterprise	Yes	Current Revenues				\$ 20,000		\$ 40,000		Reviewed						
		Water Resources	Sewer Operations	84027221.80100	TBD	Shared with 820 Water	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2023	2024	Enterprise	Yes	Current Revenues				\$ 20,000										
Asphalt Zipper - Shared Cost	The current equipment is Equipment #1000, a 1994 Wirtgen W500 Grinder. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$120,000 total	Water Resources	Water Operations	82027114.80100	E1001	Shared with 100 Streets and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.		\$ 40,000			\$ 80,000	Moved from FYE 23 due to COVID-19. Moved from FYE 24.	Reviewed						
		Water Resources	Sewer Operations	84027221.80100		Shared with 100 Streets and 820 Water	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.		\$ 40,000											
Asphalt Roller - Shared Cost	The current equipment is Equipment #1611, a 1995 CAT CB214C Roller. This is CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$66,000 total	Water Resources	Water Operations	82027114.80100	E1612	Shared with 100 Streets and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2023	2024	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.				\$ 22,000		\$ 88,000	Moved from FYE 23 due to COVID-19.	Reviewed					
		Water Resources	Sewer Operations	84027221.80100		Shared with 100 Streets and 820 Water	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2023	2024	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.				\$ 66,000									
Asphalt Paver - Shared Cost	The current equipment is Equipment #1811, a 1998 LeeBoy Model 1000B Paver. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$210,000 total	Water Resources	Water Operations	82027114.80100	E1812	Shared with 100 Streets and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2023	2024	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.				\$ 70,000		\$ 140,000	Moved from FYE 23 due to COVID-19.	Reviewed					
		Water Resources	Sewer Operations	84027221.80100		Shared with 100 Streets and 820 Water	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2023	2024	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.				\$ 70,000									
Vector Replacement - Shared Cost	The existing vehicle, Vehicle #2515, a 2009 VacCon V350 LHA, will need to be replaced as it will be soon reaching its end-of-life. This equipment assists in repairing and maintaining the Water Distribution and Sewer Collection System in order to provide services to our rate payers. Two divisions share the cost: \$450,000 total	Water Resources	Water Operations	82027114.80100	V2518	Shared with 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	No	Current Revenues			\$ 225,000			\$ 450,000	Electric Utility Department needs will also be considered. Revised budget amount from \$150k. (Revision after rate study.) Moved from FYE 21 due to COVID-19. Moved from FYE 23. Moved from FYE 22.	Reviewed						
		Water Resources	Sewer Operations	84027221.80100		Shared with 820 Water	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	No	Current Revenues			\$ 225,000											

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FIVE YEAR CAPITAL IMPROVEMENT PLAN*																											
JULY 2021																											
Water Tender - Shared Cost	The current water tender no longer meets emission standards and is inoperable. Will be used to water street trees, Riverside Park, fill Vactor trucks and be available to support mowing and Fire operations. Five divisions share the cost: \$150,000 total	Water Resources	Water Operations	82027114.80100	TBD	Shared with 100 Parks, 100 Streets, 779 Airport and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2022	2023	Enterprise	Yes	Current Revenues				\$ 40,000				\$ 80,000	Moved to FYE 21. Revised budget amount from \$35k. (Revision after rate study.) Spent over \$15k this past year for rental of a unit. Moved from FYE 21 due to COVID-19. Moved from FYE 22. If new Fire Tender is approved for FYE 22, the replaced unit will become available for other City departments, and this item will then be eliminated.	Reviewed	
		Water Resources	Sewer Operations	84027221.80100		Shared with 100 Parks, 100 Streets, 779 Airport and 820 Water	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2022	2023	Enterprise	Yes	Current Revenues				\$ 40,000							
Loader Replacement	Replace existing loader due to CARB requirements.	Water Resources	Water Operations	82027114.80100	E1413	Shared with 100 Streets and 840 Wastewater	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 110,000				\$ 220,000		Reviewed		
		Water Resources	Sewer Operations	84027221.80100		Shared with 100 Streets and 820 Water	David Kirch	dkirch@cityofukiah.com	1320 Airport Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 110,000								
Ford/Orchard Lift Station Upgrade	This needs upgrading to change from single to three phase power, installing two new pumps, the pump guides, and the discharge valves.	Water Resources	Sewer Operations	84027221.80100	18134	N/A	David Kirch	dkirch@cityofukiah.com	Ford/Orchard	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 200,000				\$ 200,000	Moved from FYE 20 and revised budget from \$100k. (Revised since rate study.) Moved from FYE 21 due to COVID-19.	Budget Adopted		
Telescoping Lift	This equipment is needed at the Wastewater Treatment Plant to assist in maintaining the facility which provides Waste Water Treatment for the City and the Ukiah Valley Sanitation District.	Water Resources	Wastewater Treatment Plant	84027225.80100	E1718	N/A	David Kirch	dkirch@cityofukiah.com	300 Plant Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 20,000				\$ 20,000	Rebudgeted FYE 20. Moved from FYE 20 due to COVID-19. Increased the amount from \$12k.	Reviewed		
Digester Rehabilitation and Methane Scrubber	Methane Scrubbers are needed in order to clean the methane gas to provide an alternate energy source to operate the boilers at the Wastewater Treatment Plant, which will in turn decrease the City's energy cost at the plant.	Water Resources	Wastewater Treatment Plant	84027225.80100	18135	N/A	David Kirch	dkirch@cityofukiah.com	300 Plant Road	Vehicles, Machinery & Equipment	New	2019	2025	Enterprise	Yes	Current Revenues	Cost will be offset by saving in the purchase of natural gas			\$ 1,500,000			\$ 1,500,000	Moved from FYE 22 due to COVID-19.	Reviewed		
SCADA Upgrade at Waste Water Treatment Plant	Upgrade the ancient SCADA system at the Wastewater Treatment Plant.	Water Resources	Wastewater Treatment Plant	84027225.80100	18137	N/A	David Kirch	dkirch@cityofukiah.com	Wastewater Treatment Plant	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 300,000				\$ 300,000	Move from FYE 20. (Revision after rate study.) Moved from FYE 21. Increased from \$200k.	Budget Adopted		
VFD Installation at Wastewater Treatment Plant	This project will involve installing Variable Frequency Drives on various points in the treatment process	Water Resources	Wastewater Treatment Plant	84027225.80100	18138	N/A	David Kirch	dkirch@cityofukiah.com	Wastewater Treatment Plant	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 90,000				\$ 90,000	Increased from \$55,700.	Reviewed		
Replace Ford Ranger	Replace Ford Ranger at the Wastewater Treatment Plant.	Water Resources	Wastewater Treatment Plant	84027225.80100	V4544	N/A	David Kirch	dkirch@cityofukiah.com	300 Plant Road	Vehicles, Machinery & Equipment	New	2022	2023	Enterprise	Yes	Current Revenues			\$ 40,000				\$ 40,000	(Not on CIP during rate study.) Moved from FYE 21 due to COVID-19. Moved to FYE 23.	Reviewed		
Recondition Yardney Filters	Recondition the filters that produce in-house plant utility wash water.	Water Resources	Wastewater Treatment Plant	84027225.80100	18243	N/A	Alan Hodge	ahodge@cityofukiah.com	300 Plant Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 65,000				\$ 65,000		Reviewed		
Install Flow Sensors	Install Flow Sensor on the effluent at the Chlorine Contact Basins.	Water Resources	Wastewater Treatment Plant	84027225.80100	18244	N/A	Alan Hodge	ahodge@cityofukiah.com	300 Plant Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 20,000				\$ 20,000		Reviewed		
Belt Filter Press Replacement	This project will replace the existing Belt Filter Press Equipment which has passed its useful life.	Water Resources	Wastewater Treatment Plant	84027225.80100	18130	N/A	David Kirch	ahodge@cityofukiah.com	300 Plant Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 1,000,000				\$ 1,000,000		Reviewed		
Vibration Monitoring Equipment	Install vibration monitoring equipment on motors to identify bearing deterioration.	Water Resources	Wastewater Treatment Plant	84027225.80100	18245	N/A	David Kirch	ahodge@cityofukiah.com	300 Plant Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 30,000				\$ 30,000		Reviewed		
Upgrade PLCs	Upgrade old Programmable Logic Controls.	Water Resources	Wastewater Treatment Plant	84027225.80100	18246	N/A	Alan Hodge	ahodge@cityofukiah.com	300 Plant Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 350,000				\$ 350,000		Reviewed		
Quick Connect Pipe for Recycled Water	Purchase pipe redirecting stored water in the Recycled Water Ponds.	Water Resources	Recycled Water	83027330.80100	18247	N/A	Jarod Thiele	jthiele@cityofukiah.com	3495 Taylor Drive	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 25,000				\$ 25,000		Reviewed		
DAFT Replacement	Perform repairs to components of the Dissolved Air Flotation Thickener (DAFT) at the Wastewater Treatment Plant.	Water Resources	Wastewater Treatment Plant	84027225.80100	18248	N/A	David Kirch	dkirch@cityofukiah.com	300 Plant Road	Vehicles, Machinery & Equipment	New	2021	2022	Enterprise	Yes	Current Revenues			\$ 250,000				\$ 250,000		Reviewed		
Vichy Springs Lift Station Upgrade	This needs upgrading to install two new pumps, the pump guides, and the discharge valves.	Water Resources	Sewer Operations	DISTRICT	TBD	N/A	David Kirch	dkirch@cityofukiah.com	Vichy Springs Road	Vehicles, Machinery & Equipment	New	2024	2026	Enterprise	Yes	Current Revenues					\$ 250,000	\$ 250,000		Reviewed			
SUB-TOTAL:																		\$ -	\$ 2,785,000	\$ 805,000	\$ 588,000	\$ 1,550,000	\$ 300,000	\$ 6,028,000			
TOTALS FOR VEHICLES, MACHINERY & EQUIPMENT:																		\$ 212,260	\$ 5,810,845	\$ 3,698,700	\$ 1,712,000	\$ 1,712,000	\$ 1,962,000	\$ 14,895,545			

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2021

Definition of terms used:	
Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Division	The specific division within the identified department where the expenditure will be made within the budget.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING" or "COMPLETED".
Project Timeline	General calendar year "start" and "end" date.
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Type	"Reserves" indicates it is, or is planned to be, transferred from a reserve account, "Current Revenues" means that the expenditure is anticipated to funded by existing revenues at the time of the purchase, "New Revenues" means that a funding source other than current revenues will be used, including or grant funding or fundraising.
Funding Type Add 'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date Estimated	Costs spent on the project.
Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council

*Refer to last page of this document for definition of terms used.



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2021/2022

ITEM: Loader		ASSET USEFUL LIFE: 20 years		ESTIMATED COST: \$330,000
SUBMITTED BY: Dave Kirch, Fleet & Plant Maintenance Supervisor				
NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacement				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
Public Works	Streets	E1413	10024620.80100	\$110,000
Water Resources	Water	E1413	82227113.80100	\$110,000
Water Resources	Sewer	E1413	84427222.80100	\$110,000
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
1411	1988	Case W20C	JAK0019261	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
6,000	5,000			\$5,000.00
CURRENT CONDITION: Poor				
MAINTENANCE COSTS TO DATE		ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)		MEET CARB STANDARDS?
Last 10 Years- \$21,000		None		NO
ESTIMATED OUT-OF-SERVICE TIME			PARTS AVAILABLE	
1,500 hours			Yes	
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2021 Cat Loader				
EST. MILEAGE/HOURS PER YEAR 200-300 hours				
JUSTIFICATION/USE/NEED: This equipment will be used daily to operate the asphalt zipper, clean homeless encampments, to support water and sewer projects, load waste bins and for maintenance of the Corporation Yard facility.				
COST/BENEFIT ANALYSIS: The current equipment does not meet CARB standards and is limited to use of 200 hours per year.				
OTHER INDIRECT BENEFITS: N/A				
ALTERNATE SOLUTIONS EXPLORED: Upgrade emissions to meet current CARB standards is not an option as the equipment is not available.				
ADDITIONAL COMMENTS: N/A				
REVIEWED & APPROVED BY:		SIGNATURE		DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2021/2022

ITEM: Lift (Large capacity fork lift)		ASSET USEFUL LIFE: 15-20 years		ESTIMATED COST \$125,000
SUBMITTED BY: Tim Santo				
NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacement				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
Electric	Utility	E1721	80126100.80100	\$125,000.00
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
1720	????	G3P-150-CFS-158	J-008281	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE	ESTIMATED SALVAGE/RESALE VALUE	
	1105	???	\$500.00	
CURRENT CONDITION: Poor				
MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)		MEET CARB STANDARDS?	
\$4,252.00	Brakes, Hyd. Pump		NO	
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
42		NO		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): The new unit will need to be capable of material handling up to 16,000 lbs.				
EST. MILEAGE/HOURS PER YEAR				
JUSTIFICATION/USE/NEED: The current large lift capacity fork lift does not comply with OSHA fork lift standards. This unit is used for heavy material handling including large electric distribution transformers.				
COST/BENEFIT ANALYSIS:				
OTHER INDIRECT BENEFITS:				
ALTERNATE SOLUTIONS EXPLORED:				
ADDITIONAL COMMENTS: This unit does not comply with OSHA forklift standards.				
REVIEWED & APPROVED BY:	SIGNATURE			DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



City of Ukiah

Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2021/2022

ITEM: Water Tender		ASSET USEFUL LIFE: 10-20 years		ESTIMATED COST: \$325,000
SUBMITTED BY: Battalion Chief Eric Singleton				
NEW REQUEST OR REPLACEMENT OF EXISTING?: New Request				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
Fire Authority	City Fire	V2543	10021210.80100	\$325,000
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
WT-6892	2004	Peterbilt	2NPLHZ6X15M872544	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
	26,400 / 3961hrs	Unknown		\$40,000 - \$50,000
CURRENT CONDITION: Good				
MAINTENANCE COSTS TO DATE		ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)		MEET CARB STANDARDS?
Unknown		N/A		No
ESTIMATED OUT-OF-SERVICE TIME			PARTS AVAILABLE	
Unknown			OEM	
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): New Water Tender - 2-door commercial cab and chassis with a 2000 gallon water tank, 1000 gpm pump, and equipped to meet all the requirements of NFPA 1901 Standard on Motorized Fire Apparatus both as a pumper and a mobile water supply apparatus.				
EST. MILEAGE/HOURS PER YEAR				
JUSTIFICATION/USE/NEED: The Ukiah Valley Fire Authority annual fleet replacement identified WT-6892 for replacement. Following industry-standard NFPA guidelines recommends fire apparatus serve 10-years or 75,000 miles as a first out response vehicle, and an additional 5 to 10-years or 100,000 miles in service as a reserve apparatus. WT-6892 was initially designed for construction and converted to a fire apparatus; it currently does not have a fire-rated pump. The apparatus does not meet the demand for service.				
COST/BENEFIT ANALYSIS: Purchasing a new Fire Rated water tender is vital to the Ukiah Valley Fire Authority's mission while working in the rural environment. Additionally, utilizing the OES-State Contract, the entire purchase's cost recovery would be recovered over the next few years.				
OTHER INDIRECT BENEFITS: WT-6892 would not only be placed in a reserve status for the Fire Department. Other departments in the City could also utilize the Water Tender, adding additional cost savings to the City as the City has been renting Water Tenders over the past decade for Public Works.				
ALTERNATE SOLUTIONS EXPLORED: N/A				
ADDITIONAL COMMENTS: N/A				
REVIEWED & APPROVED BY:		SIGNATURE		DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2021/2022

ITEM: Command/Chief Vehicle		ASSET USEFUL LIFE: 10-20 Years		ESTIMATED COST: \$75,000
SUBMITTED BY: Battalion Chief Eric Singleton				
NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacement of existing.				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
UVFA	City Fire	V3165	10021210.80100	\$75,000.00
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
3162	2006	Chevy 3/4 4X4	1GCHK29UX6E172000	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
100,000 / 6,000 Hours	107,084 / 3963.3 Hours			\$1,000 to \$2,000
CURRENT CONDITION: This vehicle is in poor condition; the vehicle was involved in a collision in 2014 in which it had significant front-end damage. The vehicle was repaired and placed back into service. The vehicle's transmission is currently slipping and will need to be replaced in a short amount of time.				
MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)			MEET CARB STANDARDS?
\$36,500.00	Transmission needs to be replaced (\$4,000)			YES
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
430hrs		Some OEM / Aftermarket		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2021 3/4 Tone 4X4 Pickup				
EST. MILEAGE/HOURS PER YEAR				
JUSTIFICATION/USE/NEED: This vehicle will serve as a Command/Chief vehicle, perform vital daily duties, and serve during operational incidents. Due to the transmission and other mechanical engine failures, this vehicle is unfit and unreliable, leaving team members in a possibly unsafe or life-threatening environment during fire suppression operations.				
COST/BENEFIT ANALYSIS: Based on history, the vehicles' use should extend well beyond the standard useful life of 5-10 years to most likely 15-20 years. Following NFPA standards, ten years serving as a front line vehicle and ten years as a reserve or utility vehicle. The vehicle's benefit will allow staff to perform adequate fire operational needs/duties to the City and the District.				
OTHER INDIRECT BENEFITS: None				
ALTERNATE SOLUTIONS EXPLORED: N/A				
ADDITIONAL COMMENTS: Due to the condition of the vehicle, it is to be decommissioned and placed as a surplus.				
REVIEWED & APPROVED BY:	SIGNATURE			DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2021/2022

ITEM: Ford F-150 Pick-up		ASSET USEFUL LIFE: 10 years		ESTIMATED COST \$40,000
SUBMITTED BY: Dave Kirch, Fleet & Plant Maintenance Supervisor				
NEW REQUEST OR REPLACEMENT OF EXISTING?: New Request				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
Community Services	Parks	V3765	10022100.80100	\$40,000
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
N/A	N/A	N/A	N/A	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
N/A	N/A	N/A		N/A
CURRENT CONDITION:				
MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)			MEET CARB STANDARDS?
N/A	N/A			N/A
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
N/A		N/A		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): F-150 pick-up hybrid or electric vehicle.				
EST. MILEAGE/HOURS PER YEAR				
JUSTIFICATION/USE/NEED: New proposed Parks service worker/horticulturist.				
COST/BENEFIT ANALYSIS: N/A				
OTHER INDIRECT BENEFITS: N/A				
ALTERNATE SOLUTIONS EXPLORED: N/A				
ADDITIONAL COMMENTS: None				
REVIEWED & APPROVED BY:	SIGNATURE			DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2021/2022

ITEM: POLICE CARS-ANNUAL REPLACEMENT-SUV		ASSET USEFUL LIFE: 5-10 YEARS		ESTIMATED COST \$50,000
SUBMITTED BY: Lt. Andy Phillips				
NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacement of existing.				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
Police	Police	V4209	10020210.80100	\$50,000
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
4116	2011	Ford Crown Victoria	N/A	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
100,000	90,000	\$30,438.00		\$1,000.00
CURRENT CONDITION: Both vehicles have significant mileage of high demand police activities. After 100,000 miles police vehicles begin to suffer from cracked frames and other significant structural and suspension issues as well as repeated, significant mechanical failures.				
MAINTENANCE COSTS TO DATE		ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)		MEET CARB STANDARDS?
\$12,200.00		Transmission replacement-\$4,000		Yes
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
665		Limited quantities, harder to find due to age		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2021 Dodge Charger pursuit				
EST. MILEAGE/HOURS PER YEAR				
JUSTIFICATION/USE/NEED: Police vehicles are equipped with safety equipment, radios, lights and sirens, provide transportation for police services and are authorized for emergency response and pursuit activities. The department currently deploys as many as 4 uniformed patrol officers a shift and 7 shared vehicles are currently within the fleet, to allow for scheduled maintenance activities, unanticipated mechanical failures, and emergencies which may require the deployment of additional personnel.				
COST/BENEFIT ANALYSIS: The vehicle will soon be past its useful life and estimated life in mileage. In addition, the out of service time is substantial. The vehicle has extensive mechanical issues which would require and extensive amount of troubleshooting. The vehicle has consistently had a lack of power and speed, topping out at 80 mph and additional unknown/undiagnosed engine problems.				
OTHER INDIRECT BENEFITS: Reliability and availability will allow for better response times to calls.				
ALTERNATE SOLUTIONS EXPLORED: N/A				
ADDITIONAL COMMENTS: Original purchase price does not reflect total cost of fully outfitted vehicle for intended purpose and use.				
REVIEWED & APPROVED BY:		SIGNATURE		DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2021/2022

ITEM: POLICE CARS-ANNUAL REPLACEMENT-SUV		ASSET USEFUL LIFE: 5-10 YEARS		ESTIMATED COST \$50,000
SUBMITTED BY: Lt. Andy Phillips				
NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacement of existing.				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
Police	Police	V4215	10020210.80100	\$50,000
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
4116	2011	Ford Crown Victoria	N/A	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
100,000	90,000	\$30,438.00		\$1,000.00
CURRENT CONDITION: Both vehicles have significant mileage of high demand police activities. After 100,000 miles police vehicles begin to suffer from cracked frames and other significant structural and suspension issues as well as repeated, significant mechanical failures.				
MAINTENANCE COSTS TO DATE		ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)		MEET CARB STANDARDS?
\$12,200.00		Transmission replacement-\$4,000		Yes
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
665		Limited quantities, harder to find due to age		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2021 Dodge Charger pursuit				
EST. MILEAGE/HOURS PER YEAR				
JUSTIFICATION/USE/NEED: Police vehicles are equipped with safety equipment, radios, lights and sirens, provide transportation for police services and are authorized for emergency response and pursuit activities. The department currently deploys as many as 4 uniformed patrol officers a shift and 7 shared vehicles are currently within the fleet, to allow for scheduled maintenance activities, unanticipated mechanical failures, and emergencies which may require the deployment of additional personnel.				
COST/BENEFIT ANALYSIS: The vehicle will soon be past its useful life and estimated life in mileage. In addition, the out of service time is substantial. The vehicle has extensive mechanical issues which would require and extensive amount of troubleshooting. The vehicle has consistently had a lack of power and speed, topping out at 80 mph and additional unknown/undiagnosed engine problems.				
OTHER INDIRECT BENEFITS: Reliability and availability will allow for better response times to calls.				
ALTERNATE SOLUTIONS EXPLORED: N/A				
ADDITIONAL COMMENTS: Original purchase price does not reflect total cost of fully outfitted vehicle for intended purpose and use.				
REVIEWED & APPROVED BY:		SIGNATURE		DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2021/2022

ITEM: Ambulances - 2 Each		ASSET USEFUL LIFE: 10 years		ESTIMATED COST \$550,000
SUBMITTED BY: Battalion Chief Eric Singleton				
NEW REQUEST OR REPLACEMENT OF EXISTING?: New				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
City Fire	Ambulance	TBD	71021100.80100	\$250,000.00
City Fire	Ambulance	18269	71021100.80100	\$300,000.00
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
CURRENT CONDITION:				
MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)			MEET CARB STANDARDS?
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2021 F-450 Type-I Ambulance				
EST. MILEAGE/HOURS PER YEAR				
JUSTIFICATION/USE/NEED: These new ambulance will serve the greater Ukiah area for the growing demands of the Emergency Medical Services. The Ukiah Valley Fire Authority (UVFA) has had to supplement/augment the private ambulance industry to county-wide ambulance shortage. As the UVFA makes a more significant footprint into the ambulance service, we will need the resources and equipment to serve the community.				
COST/BENEFIT ANALYSIS: Utilizing a billing service for use and transport will offset the cost of the vehicle and personnel.				
OTHER INDIRECT BENEFITS:				
ALTERNATE SOLUTIONS EXPLORED: N/A				
ADDITIONAL COMMENTS: One unit will be partially funded with \$141,648 of CDBG grant funding, the balance for both is planned to be financed.				
REVIEWED & APPROVED BY:	SIGNATURE			DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				

RESOLUTION NO. 2021 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ESTABLISHING THE FISCAL YEAR 2021-22 APPROPRIATIONS LIMIT FOR THE CITY OF UKIAH

WHEREAS, pursuant to *Government Code* Section 7910, the City Council must, by resolution, establish its appropriations limit for each fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT the appropriations limit for the City of Ukiah for the 2021-22 Fiscal Year shall be forty-eight million, forty-four thousand, and two hundred thirty-eight dollars (\$48,044,238). The appropriations subject to this limit are estimated to be nineteen million, nine hundred and ninety thousand, seven hundred and forty-four dollars (\$19,990,744).

This resolution was adopted by the City Council of the City of Ukiah at a regular meeting thereof on the 16th day of June, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

JUAN OROZCO, Mayor

ATTEST:

KRISTINE LAWLER, City Clerk

EXHIBIT A

Gann Limit Calculation

FY 2021-22

Per Capita Cost of Living Change = 5.73 percent
Population Change⁽¹⁾ = -1.02 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.73 + 100}{100} = 1.0573$ (a)

Population converted to a ratio: $\frac{-1.02 + 100}{100} = 0.9898$ (b)

Calculation of factor for FY 2020-21: (a) x (b) = 1.0465 (c)

Appropriations Limit, Fiscal Year 2020-21 \$ 45,908,767 (d)

Appropriations Limit, Fiscal Year 2021-22
[(c) x (d)] **\$48,044,238**

FY 2021-22 appropriations subject to Gann Limit

Tax Revenue	Budget Estimates
Property tax	\$ 3,356,988
Sales tax (1.0% Bradley-Burns)	7,170,759
Measure S/P District Tax	3,822,144
Measure Y District Tax	3,822,144
Transient Occupancy Taxes (TOT)	1,375,000
Business license tax	430,864
Other governmental taxes	800
Interest earning from taxes	12,045
	<u>\$ 19,990,744</u>

Percentage Use of Appropriations Limit 41.61%

(1) When calculating its appropriation limit, the City may use either the change in population for the City or Mendocino County as a whole.

BUDGET APPROVAL AGREEMENT

This Agreement is entered on _____, 2021, in Ukiah, California, between the City of Ukiah ("City"), a general law municipal corporation, and the Ukiah Valley Sanitation District ("District"), a county sanitation district.

1. The City and the District agree to approve as shared costs of the Combined CITY/DISTRICT Sewer System ("Combined System") for fiscal year 2021-22 the City budget for direct expenditures of personnel, operations, and capital outlay, and the indirect expenditures of internal service use of the Wastewater Enterprise, as set forth in the attached Exhibit A. Total *direct* operating budgeted costs, defined as costs of Personnel and Operations in Exhibit A of \$4,524,050 as well as an Operating Indirect Rate ("OIR") on such costs of 14.20% (\$642,415) for a total budgeted estimate of \$5,166,465 will be shared 50.16% District and 49.84% City, as identified in the 2020 Joint Sewer Rate Study. This share is provisional for 2022 fiscal year and will be revised by the City and District by September 30, 2021. The revision will be retroactive to July 1, 2021 and will be perfected by written communication between the City and District.

Total *direct* costs of \$2,730,000 for Capital Outlay in Exhibit A will be funded by both the City and District when the cost is incurred, as well as an Indirect Rate on such costs incurred not to exceed x%, which is the five-year average of Indirect Costs incurred and budgeted by the Combined System related to Purchasing and Insurance. This rate will be referred to as the Capital Indirect Rate ("CIR") and will be negotiated for projects over \$200,000 based on an estimate of required Indirect Costs to complete the capital project. The City and District will use the CIR on all Capital Outlay with costs less than \$200,000 unless either party desires to negotiate the rate for any individual project. The City Engineer or City's Water Resources Director will communicate verbally or in writing to the District Manager when such expenditures are expected to begin. The District will pay to the City the District's share of the cost for an approved capital expense within fifteen (15) days of the date of an invoice given to the District for that expense. On and after the effective date of this Agreement, any portion of capital projects paid by the District will be capitalized on its books as intangible assets and depreciated.

The shared costs presented in Exhibit A exclude District and City administrative and other overhead costs allocated directly to the wastewater activities of the City and District. The City and District shall incur 100% of each agency's own administrative and other costs not shown on Exhibit A.

2. For any costs incurred for District-only activities or projects (e.g. a main line replacement of a District asset), that the City is required to perform or contracted to perform on the District's behalf, the City may include in total project costs an amount to cover the City's indirect administrative and overhead costs. Before the City is required to perform the work, the parties shall negotiate and agree on the amount thereof to include in the project costs to be paid by the District. In the event of an emergency or urgent need to commence work before the parties can negotiate and agree on the total project costs, including indirect administrative

and overhead costs, the City and the District shall negotiate and agree on those costs before a final cost settlement is made.

3. The District shall pay to the City by the 1st of every month starting July 1, 2021, 1/12th (\$430,538) of the District's share of the agreed operating budget (Personnel, Operations, and Indirect Rate) shown in Exhibit A. City is not required to generate an invoice for these payments which are regularly scheduled fixed monthly payments to the City by the District. As provided in Section II.D.4.a of the Operating Agreement, the City and District will review every quarter the actual costs incurred. This City and District will reconcile differences between actual costs incurred, budget costs, and over/under payments made by either agency no later than 90 days after the end of the fiscal year, June 30.

4. Payments under subsections b and c above shall be subject to interest as provided in Section II.D.4.b of the Operating Agreement.

5. Both parties have multiple outstanding issues related to this budget and budget years 2018-19 and 2019-20 but will forgo asserting them for this budget year (2021-22) with the understanding that neither party is waiving its right to raise any or all of these same issues for future budgets. Neither this Agreement nor the approved expenditures and budget shall be treated by either party as an admission or concession that any such objection or concern lacks merit or has the effect of waiving any such objection or preventing it from being asserted in the future.

The parties have entered this agreement on the date first written above.

UKIAH VALLEY SANITATION DISTRICT

CITY OF UKIAH

By: _____
Ernie Wipf, Chairperson

Sage Sangiacomo, City Manager

ATTEST:

ATTEST:

By: _____

Kristine Lawler, City Clerk

APPROVED AS TO FORM

APPROVED AS TO FORM

_____, General Counsel

David J. Rapport, City Attorney

Exhibit A

Shared Costs Between City and District for the Combined City/District Sewer System
Fiscal Year 2021-22

Budget by Activity (Collection and Treatment)

ACCOUNTS FOR: COMBINED WASTEWATER SYSTEM BY ACTIVITY	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
WASTEWATER SYSTEM MANAGEMENT	435,915.21	.00	.00	.00
WASTEWATER COLLECTION	709,968.42	918,959.88	917,624.88	1,476,319.00
WASTEWATER TREATMENT	3,102,003.24	3,402,972.89	3,324,524.89	5,777,731.00
TOTAL DIRECT BUDGET	4,247,886.87	4,321,932.77	4,242,149.77	7,254,050.00
INDIRECT RATE (14.20% OF PERSONNEL AND OPERATING)				642,415.00
GRAND TOTAL BUDGET				7,896,465.00

Budget by Character (Major Cost Category)

PROJECTION: 20221 2021-22 Budget				
ACCOUNTS FOR: BUDGET BY CHARACTER	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
PERSONNEL	2,133,973.33	2,137,213.58	2,137,213.58	2,315,225.00
OPERATIONS	1,659,370.76	1,929,719.19	1,849,936.19	2,208,825.00
CAPITAL OUTLAY	454,542.78	255,000.00	255,000.00	2,730,000.00
TOTAL DIRECT BUDGET	4,247,886.87	4,321,932.77	4,242,149.77	7,254,050.00
INDIRECT RATE (14.20% OF PERSONNEL AND OPERATING)				642,415.00
GRAND TOTAL BUDGET				7,896,465.00

Exhibit A (cont)

Shared Costs Between City and District for the Combined City/District Sewer System
Fiscal Year 2021-22

Budget by Object

ACCOUNTS FOR: BUDGET BY OBJECT	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
51 PERSONNEL				
51110 REGULAR SALARIES	1,260,118.87	1,256,321.00	1,256,321.00	1,365,829.00
51120 NON-REGULAR SALARIES	.00	.00	.00	.00
51130 OVERTIME SALARIES	60,959.46	51,332.58	51,332.58	50,000.00
51140 STAND-BY SALARIES	33,671.13	32,000.00	32,000.00	32,000.00
51150 COMPENSATED ABSENCE	.00	.00	.00	.00
51210 RETIREMENT (PERS)	153,094.60	156,548.00	156,548.00	166,065.00
51211 PERS UNFUNDED LIABTY	248,440.00	265,476.00	265,476.00	303,456.00
51220 INSURANCE	244,493.49	245,508.00	245,508.00	272,082.00
51230 WORKERS COMP	90,724.24	90,894.00	90,894.00	96,785.00
51240 MEDICARE	21,570.19	20,220.00	20,220.00	19,378.00
51250 UNEMPLOYMENT	14,928.30	14,016.00	14,016.00	.00
51260 FICA	.00	.00	.00	.00
51280 OVERTIME/CALLOUT	.00	.00	.00	.00
51290 CELL PHONE STIPE	5,973.05	4,898.00	4,898.00	4,658.00
51 PERSONNEL	2,133,973.33	2,137,213.58	2,137,213.58	2,315,225.00
52 OPERATIONS				
52100 CONTRACTUAL SERV	365,648.00	377,000.00	297,624.00	386,000.00
52113 PLANNING STUDIES	.00	100,000.00	82,000.00	15,000.00
52114 COMPLIANCE STUDI	1,837.86	.00	.00	25,000.00
52120 LABOR CHARGES FR	.00	.00	.00	.00
52150 LEGAL SERVICES/E	.00	10,000.00	10,000.00	10,000.00

ACCOUNTS FOR: BUDGET BY OBJECT	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
52180 SECURITY SERVICE	892.00	1,100.00	1,100.00	1,500.00
52601 DATA STORAGE	.00	.00	.00	.00
53000 LAWSUIT SETTLEMENT	30,000.00	.00	.00	.00
54100 SUPPLIES	97,116.83	132,750.00	126,750.00	135,000.00
54101 POSTAGE	753.38	700.00	1,700.00	700.00
54102 SMALL TOOLS	23,903.35	34,500.00	27,401.19	30,000.00
54103 LAB SUPPLIES	20,551.23	20,000.00	25,000.00	30,000.00
54161 BACKGROUND & PHY	2,293.60	2,500.00	2,500.00	2,500.00
54320 SOFTWARE	10,057.47	29,350.00	29,350.00	33,000.00
54330 COMPUTER AND TEC	9,126.36	12,000.00	12,000.00	12,000.00
54700 FINES & PENALTIE	.00	50,000.00	50,000.00	50,000.00
55100 TELEPHONE	4,927.49	4,105.00	7,105.00	11,000.00
55200 PG&E	34,771.07	33,000.00	33,000.00	35,000.00
55210 UTILITIES	287,136.21	292,500.00	292,500.00	317,625.00
55220 WASTEWATER DISPO	.00	.00	.00	.00
56110 CITY GARAGE - PA	.00	.00	.00	.00
56120 EQUIPMENT MAINT	317,764.34	343,344.88	334,844.88	510,000.00
56125 LAB EQUIP-REPAIR	11,598.51	10,000.00	16,600.00	20,000.00
56130 EXTERNAL SERVICE	45,658.66	38,119.31	53,718.12	40,000.00
56210 FUEL & FLUIDS	39,231.36	48,000.00	48,000.00	55,000.00
56300 BUILDING MAINT.	2,314.72	18,000.00	33,000.00	55,000.00
56410 EQUIPMENT RENTAL	996.67	2,000.00	2,000.00	4,000.00

ACCOUNTS FOR: BUDGET BY OBJECT	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
56504 FACILITY MAINTEN	9,875.92	20,000.00	20,000.00	20,000.00
57100 LEARNING AND DEV	27,936.94	36,000.00	29,743.00	42,000.00
57300 MEMBERSHIPS & SUBSCRPTN	3,801.61	6,850.00	6,850.00	9,000.00
58201 WATER PURCHASES	.00	.00	.00	.00
58202 CHEMICALS	266,433.40	250,000.00	243,400.00	280,000.00
58410 GARAGE LUBRICANT	.00	8,000.00	8,000.00	8,000.00
58510 REIMBURSABLE JOB	.00	5,000.00	5,000.00	15,000.00
59100 PROPERTY TAXES	13,749.38	13,900.00	13,900.00	14,000.00
59101 FEES	30,994.40	31,000.00	36,850.00	42,500.00
59400 OTHER EXPENSES	.00	.00	.00	.00
94700 FINES & PENALTIES	.00	.00	.00	.00
52 OPERATIONS	1,659,370.76	1,929,719.19	1,849,936.19	2,208,825.00
80 CAPITAL OUTLAY				
80100 MACHINERY & EQUI	80,790.68	200,000.00	200,000.00	2,475,000.00
80220 BUILDING IMPROVE	.00	.00	.00	15,000.00
80230 INFRASTRUCTURE	373,752.10	55,000.00	55,000.00	240,000.00
TOTAL 80 CAPITAL OUTLAY	454,542.78	255,000.00	255,000.00	2,730,000.00
TOTAL DIRECT BUDGET	4,247,886.87	4,321,932.77	4,242,149.77	7,254,050.00
INDIRECT RATE (14.20% OF PERSONNEL AND OPERATING)				642,415.00
GRAND TOTAL BUDGET				7,896,465.00

POLICY RESOLUTION NO. [REDACTED]

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH
ESTABLISHING FINANCIAL MANAGEMENT POLICIES**

WHEREAS, the City Council of the City of Ukiah approves an annual operating budget, requiring a long-term perspective and emphasis on a policy-oriented budget process, and;

WHEREAS, clear direction on basic financial policy issues can assist in setting and prioritizing City goals and in clarifying direction on budget issues, and;

WHEREAS, the City Council has identified a number of policy areas in which it can document basic financial management principles.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ukiah rescinds Policy Resolution No. 39 (2013) and:

THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Ukiah approves the attached Financial Management Policies for the City of Ukiah (Exhibit A).

PASSED AND ADOPTED on June 16, 2021, by the following Roll Call Vote:

AYES:

NOES:

ABSTAIN :

ABSENT:

Juan Orozco, Mayor

ATTEST :

Kristine Lawler, City Clerk

Exhibit A

		TITLE: FINANCIAL MANAGEMENT POLICIES	
Finance and IT Department			
CATEGORY:	BUDGET	ADOPTION LEVEL: CITY COUNCIL	DATE:
POLICY NO.:	B-001	ENABLING RESOLUTION (resolution no)	Policy Resolution No.
Authorizing Signature 		ORIGINALLY ADOPTED	11/20/2013
		REVISED	6/16/2021
		POLICY COMMITTEE	6/9/2021
		DEPARTMENT HEAD	(signature date)

CITY OF UKIAH FINANCIAL MANAGEMENT POLICIES

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A. General Financial Goals

The general financial goals of the City of Ukiah are:

- A.1. To maintain a financially viable City that provides an adequate level of municipal services.
- A.2. To maintain financial flexibility to be able to continually adapt to local and regional economic changes.
- A.3. To maintain and enhance the sound fiscal condition of the City.

B. Budget Administration

- B.1. The City will strive to adopt a balanced budget by June 30 preceding the fiscal year. A balanced budget means that operating revenues and other financing sources must fully cover operating expenditures, including debt service, as set forth in B.6. below. A balanced budget allows for total expenditures to exceed revenues and other financing sources; however, beginning fund balance and strategic reserve funds should only be used to fund capital improvement projects or other one-time, non-recurring expenditures, as set forth in B.10. below.
- B.2. The City will prepare a budget calendar no later than January 15 preceding the budget period.
- B.3. The City will use a budget development process based primarily on best practices as promulgated by the Government Finance Officers Association (GFOA) that emphasizes long-range planning and effective program management. The process will:
 - a. Reinforce the importance of long-range planning in managing the City's fiscal affairs.
 - b. Focus on developing and budgeting for the accomplishment of significant goals.
 - c. Establish realistic timeframes for achieving goals.
 - d. Create a proactive budget that provides for stable operations and assures the City's long-term fiscal health.
 - e. Promote orderly spending patterns.
- B.4. During the budget development process, the existing budget will be thoroughly examined to ensure City services deemed necessary and desirable by the City Council are planned and delivered effectively and efficiently.
- B.5. The City will avoid budgetary and accounting practices that balance the current budget at the expense of future budgets.

Exhibit A

- B.6. The City will strive to support current operating expenditures, including debt service, with current revenues.
- B.7. The City will forecast its revenues and expenditures for each of the succeeding five years and will update this forecast at least annually.
- B.8. The status of major program goals will be formally reported to the City Council on a periodic, ongoing basis.
- B.9. Budget amendments and adjustments. Budgetary control is maintained at the following levels:
 - a. The City Council maintains budgetary control for the entire overall City budget. It will review and amend appropriations regularly as needed to any budgeted fund, with the following exceptions:
 - i. The City Manager maintains budgetary control at the fund level. The City Manager may approve and adjust the budget within any budgeted fund so long as the net appropriation to the fund is not increased, e.g., an increase to a budget line item or account is offset by a commensurate reduction to a different budget line item or account.
 - ii. The Finance Director, or designee, maintains budgetary control at the line item, object, or account level. The Finance Director may approve and adjust the budget within objects, e.g. between a parent object account and a project sub-object account. Also, the Finance Director may approve budget adjustments that result in a total increase to a fund budget so long as a commensurate revenue amount is recognized, e.g. an expenditure is reimbursed by a third-party (reimbursable jobs).
- B.10. The City will strive to preserve the spending of fund balance and strategic reserve funds for capital improvement projects, or other one-time, non-recurring expenditures. Non-recurring expenditures are defined here as those that do not regularly recur beyond a stated limited amount of time, e.g. beyond three years, as recommended by the City Manager and approved by the City Council.
- B.11. Unspent, unencumbered operating and capital improvement program appropriations will lapse at the end of the budget period. Requests for lapsed program appropriations may be resubmitted for inclusion in the subsequent fiscal year. Unspent but encumbered appropriations at the end of a fiscal year shall amend the budget of the subsequent fiscal year. The Finance Department shall execute this amendment as part of its year-end closing procedures.

C. General Revenue Management

- C.1. The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.
- C.2. To emphasize and facilitate long-range financial planning, the City shall strive to maintain current projections of revenues for the succeeding five years.
- C.3. Because revenues, especially those of the General Fund, are sensitive to both local and regional economic conditions, revenue estimates adopted by the City Council should be conservative and based primarily on best practices promulgated by GFOA.
- C.4. The City will annually review the General Fund operating position (revenues less expenditures) to determine if funds are available to operate and maintain future capital facilities. If funding is not available for operations and maintenance expenditures, the City will evaluate all viable options.
- C.5. User fees will be reviewed and updated on a periodic basis to recover the full cost of services provided, except when the City Council determines that a subsidy from the General Fund is within the cost recovery policy adopted by the Council. The City will strive to establish a master fee schedule that will encompass all fees and charges of the City and make that fee schedule publicly available.
- C.6. Any transfers between funds for operating purposes shall be clearly set forth in the Adopted Budget. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons and are not intended to result in a transfer of financial resources by the end of the fiscal year. From time to time, interfund borrowings may be appropriate but are subject to the following criteria and in accordance with the City's adopted Debt Management Policy:
 - a. The Finance Director is authorized to approve temporary interfund borrowings for cash flow purposes whenever the cash shortfall is expected to be resolved within 60 days or the next fiscal year. The most common use of interfund borrowing under this circumstance is for grant programs where costs are incurred before drawdowns are initiated and received.
 - b. Interfund advances or other long-term interfund borrowing exceeding one year in maturity can be executed by the Finance Director, pursuant to any applicable law, and shall subsequently be reported to the City Council.

D. Utility Rates and Fees

- D.1. The City will set utility rates and user fees at levels that fully recover the total direct and indirect costs of the activity. Direct costs include the costs of operations, including the maintenance of facilities, capital outlay, debt service and annual depreciation of capital

assets. Indirect costs include those associated with administrative allocations and internal services used.

- D.2. The City shall review and adjust utility rates and user charges as required no less than once every five years to ensure that they remain appropriate and equitable.

E. Investments

- E.1. The Finance Director will annually submit an investment policy to the City Council for review and adoption.
- E.2. Under the guidance of the City's Investment Oversight Committee, the Finance Director will invest the City's idle monies with an outside investment advisor in accordance with applicable law and adopted investment policies and direct the investment of bond or note monies on deposit with a trustee or fiscal agent in accordance with the applicable indenture or issuance document.

F. Expenditures

- F.1. The City will strive to maintain a level of expenditures that will provide for the public well-being and safety of the residents of the community.
- F.2. The City will strive to provide a level of expenditure that will maintain its assets.
- F.3. The City will maintain purchasing methods in accordance with law and the City's adopted purchasing policies and procedures to secure the most competitive price consistent with the highest quality desirable for use intended and the needs of the City.
- F.4. The City Council will annually adopt a resolution establishing the City's appropriations limit calculated in accordance with Article XIII-8 of the Constitution of the State of California, Section 7900 of the State of California Government Code, and any other voter approved amendments or state legislation that affects the City's appropriations limit. The Council will generally consider this resolution in connection with final approval of the City's budget.

G. Equipment Replacement Funds

- G.1. The City will maintain a General Government Equipment Replacement Fund (Fund 220) for governmental funds and equipment replacement funds for each proprietary fund where appropriate and desirable to provide for the timely replacement of vehicles, equipment, network and computer, and other short-lived capital assets.
- G.2. The City will strive to make an annual contribution to these funds based on the annual use allowance, which is determined by the estimated life of the vehicles or equipment to be replaced and their original purchase costs.

Exhibit A

- G.3. Interest earnings and sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the funds in which the asset was capitalized (proprietary funds) or from which the original capital expenditure was incurred.

H. Capital Improvement Program

- H.1. The City will develop a five-year capital improvement program (CIP) each budget cycle. The purpose of the CIP is to systematically plan, schedule and finance capital projects to ensure cost-effectiveness as well as conformance with the City's established policies.
- H.2. Questions to consider when prioritizing a capital project include:
 - a. Is it mandated?
 - b. Is there an emergency need?
 - c. Is there a direct or indirect economic benefit?
 - d. Is there full or partial funding?
 - e. Does it detail with other capital projects that are a priority for other reasons?
 - f. How does it fit in with the City Council's strategic goals?
- H.3. The City will identify the estimated costs, potential funding sources, and project schedule for each capital project proposal in the CIP before it is submitted to the City Council for approval.
- H.4. The City will coordinate the development of the CIP with the development of the operating budget.
- H.5. Construction projects that cost \$20,000 or more and equipment purchases that cost \$10,000 or more will be included in the CIP, except for replacements of police squad cars which are included in the operating program budget. Minor capital construction outlays of less than \$20,000 and minor equipment purchases of less than \$10,000 will be included in the operating program budgets.
- H.6. The City will make all capital improvements in accordance with an adopted and funded CIP.
- H.7. Cost tracking procedures for current-period components of the CIP will be implemented and updated quarterly to ensure project completion is within budget and established timelines.

I. Debt Management

- I.1. The City will consider the use of debt financing in accordance with its Debt Management Policy and when determined reasonable and cost-effective, notably for high-priority, non-recurring capital improvement projects and only under the following circumstances:

Exhibit A

- a. When the project's useful life will exceed or equal the term of financing, and;
 - b. When projected revenues or specific resources will be sufficient to service the long-term debt.
- I.2. Debt financing should not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax or bond anticipation notes is excluded from this limitation.
- I.3. The City will carefully monitor its level of debt because debt capacity is limited. Funds borrowed for a project today are not available to fund other projects tomorrow, and funds committed for debt repayment today are not available to fund operations tomorrow.
- I.4. A feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
- I.5. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
- I.6. The City will maintain good, ongoing communications with bond rating agencies about the City's financial condition.
- I.7. Periodic reviews of all outstanding debt will be undertaken to determine refinancing opportunities. Refinancing will be considered under the following conditions:
 - a. There is a net economic benefit.
 - b. It is needed to modernize covenants that are adversely affecting the City's financial position or operations.
 - c. The City wants to reduce the principal outstanding in order to achieve future debt service savings, and it has available working capital to do so from other sources.

J. Fund Balance and Reserves

- J.1. The City shall strive to maintain a unassigned fund balance in the General Fund, including the General Fund's Strategic Reserve Fund, of at least 25 percent of General Fund operating expenditures. A 25-percent fund balance is equivalent to approximately three months of operating expenditures. The primary purpose of this minimum fund balance is to meet cash flow requirements; to protect the City's essential service programs and funding requirements during periods of economic uncertainty, local disasters, other financial hardships or downturns in the local economy; and to provide for unforeseen operating or capital needs. Additionally, a fund balance of 25 percent is considered the minimum level

Exhibit A

- necessary to maintain the City's credit worthiness and is consistent with GFOA best practices.
- J.2. The City Council may assign specific fund balance levels for future development of capital projects that it has determined to be in the best long-term interests of the City.
 - J.3. The City's enterprise funds shall strive to maintain a minimum working capital balance (defined as current assets minus current liabilities) of at least 25 percent of operating
 - J.4.
 - J.5. expenditures. The primary purpose of this balance is to set aside funds to maintain cash balances sufficient to pay expenses as needed and to provide for unanticipated or emergency expenses that could not be reasonably foreseen during the preparation of the budget.
 - J.6. In addition to the designated balances noted above, levels of fund balance and working capital will be sufficient to meet:
 - a. Debt service covenants and reserve requirements.
 - b. Reserves for encumbrances.
 - c. Established rate stabilization reserves.
 - d. Funding requirements for projects approved in prior years that are carried forward.
 - e. Credit worthiness standards or requirements.
 - f. Other assignments required by contractual obligations, state law, generally accepted accounting principles, or GFOA best practices.

K. [Accounting, Auditing and Financial Reporting](#)

- K.1. The City's accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles and standards of the Governmental Accounting Standards Board.
- K.2. A capital asset system will be maintained to identify all City assets, their historical cost, and useful life. Consistent with the accompanying policies set forth for the City's Capital Improvement Program, the capitalization threshold for capital assets is a minimum two-year lifespan and total initial cost of \$10,000.
- K.3. An annual audit will be performed by an independent public accounting firm with the subsequent issue of, at a minimum, General Purpose Financial Statements that include an

audit opinion. The City shall strive to issue audited financial statements within 180 days after year-end.

L. Human Resources Management

- L.1. The City Council shall establish and authorize all regular positions, including part-time, seasonal, and extra-help regular positions through the budget process. The City Manager is authorized to hire limited-term extra-help positions when needed and necessary. The City Manager also is authorized to over-hire for positions where vacancies are expected or imminent during the fiscal year to mitigate service disruption.
- L.2. The budget will fully appropriate the resources needed for authorized regular positions and will limit programs to the regular staffing authorized.
- L.3. The City will strive to provide competitive compensation and benefits for its authorized regular employees. Market adjustments may be made by the City Council upon recommendation by the City Manager.
- L.4. All request for additional regular positions will include evaluations of:
 - a. The necessity, benefits, term and expected results of the proposed activity.
 - b. Staffing and materials costs including salary, benefits, equipment, uniforms, support, and facilities and related funding requirements.
 - c. Alternative means of service delivery, with consideration given to quality of service.
 - d. Additional revenues or cost savings that may be realized.

Attachment 7 - DRAFT

 City of Ukiah Department		Finance and IT		TITLE: FINANCIAL MANAGEMENT POLICIES	
CATEGORY:	BUDGET	ADOPTION LEVEL: DEPARTMENT	DATE:		
POLICY NO.:	B-001	ENABLING RESOLUTION (resolution no)	N/A		
Authorizing Signature		ORIGINALLY ADOPTED	(adoption date)		
		REVISED	(adoption date)		
		POLICY COMMITTEE	(approval date)		
		DEPARTMENT HEAD	(signature date)		

CITY OF UKIAH FINANCIAL MANAGEMENT POLICIES

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A. General Financial Goals

The general financial goals of the City of Ukiah are:

- A.1. To maintain a financially viable City that provides an adequate level of municipal services.
- A.2. To maintain financial flexibility ~~in order to~~ be able to continually adapt to local and regional economic changes.
- A.3. To maintain and enhance the sound fiscal condition of the City.

B. Budget Administration

- B.1. The City will strive to adopt a balanced budget by June 30 preceding the ~~budget period~~fiscal year. A balanced budget means that operating revenues and other financing sources must fully cover operating expenditures, including debt service, as set forth in B.6. below. A balanced budget allows for total expenditures to exceed revenues and other financing sources; however, beginning fund balance and strategic reserve funds ~~can~~should only be used to fund capital improvement projects or other one-time, non-recurring expenditures, as set forth in B.10. below.
- B.2. The City will prepare a budget calendar no later than January 15 preceding the budget period.
- B.3. The City will use a budget development process ~~based in~~ primarily on best practices as promulgated by the Government Finance Officers Association (GFOA) that emphasizes long-range planning and effective program management. The process will:
 - a. Reinforce the importance of long-range planning in managing the City's fiscal affairs.
 - b. Focus on developing and budgeting for the accomplishment of significant goals.
 - c. Establish realistic timeframes for achieving goals.
 - d. Create a proactive budget that provides for stable operations and assures the City's long-term fiscal health.
 - e. Promote orderly spending patterns.
- B.4. During the budget development process, the existing budget will be thoroughly examined to ~~ensure removal or reduction of any services or programs that could be eliminated or reduced in cost~~City services deemed necessary and desirable by the City Council are planned and delivered effectively and efficiently.

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- B.5. The City will avoid budgetary and accounting ~~procedures-practices~~ that balance the current budget at the expense of future budgets.
- B.6. The City will strive to support current operating expenditures, including debt service, with current revenues.
- B.7. The City will forecast its revenues and expenditures for each of the succeeding five years and will update this forecast at least annually.
- B.8. The status of major program goals will be formally reported to the City Council on a periodic, ongoing basis.

B.9. Budget amendments and adjustments. Budgetary control is maintained at the following levels:

- a. The City Council maintains budgetary control for the entire overall City budget. It will review and amend appropriations regularly as needed, if necessary, on a periodic, ongoing basis, to any budgeted fund, with the following exceptions:
 - i. The City Manager maintains budgetary control at the fund level. The City Manager may approve and adjust the budget within any budgeted fund so long as the net appropriation to the fund is not increased, e.g., an increase to a budget line item or account is offset by a commensurate reduction to a different budget line item or account.
 - ii. The Finance Director, or designee, maintains budgetary control at the line item, object, or account level. The Finance Director may approve and adjust the budget within objects, e.g. between a parent object account and a project sub-object account. Also, the Finance Director may approve budget adjustments that result in a total increase to a fund budget so long as a commensurate revenue amount is recognized, e.g. an expenditure is reimbursed by a third-party (reimbursable jobs).

B.9.B.10. The City will strive to preserve the spending of fund balance and strategic reserve funds for capital improvement projects, or other one-time, non-recurring expenditures. Non-recurring expenditures are defined here as those that do not regularly recur beyond a stated limited amount of time, e.g. beyond three years, as recommended by the City Manager and approved by the City Council.

B.10.B.11. Unspent, unencumbered operating and capital improvement program appropriations will lapse at the end of the budget period. Requests for lapsed program appropriations may be resubmitted for inclusion in the subsequent budget period ~~fiscal year~~. Unspent but encumbered appropriations at the end of a fiscal year ~~the budget period~~ shall amend the budget of the subsequent period ~~fiscal year~~ by means of a budget amendment approved by the City Council. The Finance Department shall execute this amendment as part of its year-end closing procedures.

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C. General Revenue Management

- C.1. The City will seek to maintain a diversified and stable revenue base to protect it from short - term fluctuations in any one revenue source.
- C.2. To emphasize and facilitate long-range financial planning, the City ~~will~~shall strive to maintain current projections of revenues for the succeeding five years.
- C.3. Because revenues, especially those of the General Fund, are sensitive to both local and regional economic conditions, revenue estimates adopted by the City Council ~~must~~should be conservative and based primarily on best practices promulgated by GFOA.
- C.4. The City will annually review the General Fund operating position (revenues less expenditures) to determine if funds are available to operate and maintain future capital facilities. If funding is not available for operations and maintenance ~~expenses~~expenditures, the City will evaluate all viable options.
- C.5. User fees will be reviewed and updated on a periodic basis to recover the full cost of services provided, except when the City Council determines that a subsidy from the General Fund is within the cost recovery policy adopted by the Council. The City will strive to establish a master fee schedule that will encompass all fees and charges of the City and make that fee schedule publicly available.
- C.6. Any transfers between funds for operating purposes shall be clearly set forth in the Adopted Budget. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons and are not ~~intended~~ to result in a transfer of financial resources by the end of the fiscal year. From time to time, interfund borrowings may be appropriate but are subject to the following criteria and in accordance with the City's adopted Debt Management Policy:
 - a. The Finance Director is authorized to approve temporary interfund borrowings for cash flow purposes whenever the cash shortfall is expected to be resolved within 60 days or the next fiscal year. The most common use of interfund borrowing under this circumstance is for grant programs where costs are incurred before drawdowns are initiated and received.
 - b. ~~Any other interfund borrowings for cash flow or other purposes require approval by~~Interfund advances or other long-term interfund borrowing exceeding one year in maturity can be executed by the Finance Director, pursuant to any applicable law, and shall subsequently be reported to the City Council.

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D. Utility Rates and Fees

- D.1. The City will set utility rates and user fees at levels that fully recover the total direct and indirect costs of the activity. ~~Indirect-Direct~~ costs include the costs of operations, ~~including the maintenance of facilities~~, capital outlay, debt service and annual depreciation of capital assets. Indirect costs include those associated with administrative allocations and internal services used.
- D.2. The City ~~will~~shall review and adjust utility rates and user charges as required no less than once every five years to ensure that they remain appropriate and equitable.

E. Investments

- E.1. The Finance Director will annually submit an investment policy to the City Council for review and adoption.
- E.2. Under the guidance of the City's Investment Oversight Committee, the Finance Director will invest the City's idle monies with an outside investment advisor in accordance with applicable law and adopted investment policies and direct the investment of bond or note monies on deposit with a trustee or fiscal agent in accordance with the applicable indenture or issuance document .

F. Expenditures

- F.1. The City will strive to maintain a level of expenditures that will provide for the public well-being and safety of the residents of the community.
- F.2. The City will strive to provide a level of expenditure-s that will maintain ~~the public's~~ assets.
- F.3. The City will maintain purchasing methods, in accordance with law and the City's adopted purchasing policies and procedures to secure the ~~lowest~~most competitive price consistent with the highest quality desirable for use intended and the needs of the City.
- F.4. The City Council will annually adopt a resolution establishing the City' s appropriations limit calculated in accordance with Article XIII-8 of the Constitution of the State of California, Section 7900 of the State of California Government Code, and any other voter approved amendments or state legislation that affects the City's appropriations limit . The Council will generally consider this resolution in connection with final approval of the City'-s budget.

G. Equipment Replacement Funds

- G.1. The City will maintain a General Government Equipment Replacement Fund (Fund 220) for governmental funds and a and equipment replacement funds ~~Utilities Equipment Replacement Fund~~ for each utility proprietary fund where appropriate and desirable to

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provide for the timely replacement of vehicles, equipment, network and computer, information technology, and other short-lived capital equipmentassets.

- G.2. The City will strive to make an annual contribution to these funds based on the annual use allowance, which is determined by the estimated life of the vehicles or equipment to be replaced and their original purchase costs.
- G.3. Interest earnings and sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the Equipment Replacement Fundsfunds in which the asset was capitalized (proprietary funds) or from which the original capital expenditure was incurred.

H. Capital Improvement Program

- H.1. The City will develop a five-year capital improvement program (CIP) each budget cycle. The purpose of the CIP is to systematically plan, schedule and finance capital projects to ensure cost-effectiveness as well as conformance with the City's established policies.
- H.2. Questions to consider when prioritizing a capital project include:
 - a. Is it mandated?
 - b. Is there an emergency need?
 - c. Is there a direct or indirect economic benefit?
 - d. Is there full or partial funding?
 - e. Does it detail with other capital projects that are a priority for other reasons?
 - f. How does it fit in with the City Council's strategic goals?
- H.3. The City will identify the estimated costs, potential funding sources, and project schedule for each capital project proposal in the CIP before it is submitted to the City Council for approval.
- H.4. The City will coordinate the development of the CIP with the development of the operating budget.
- ~~H.5.~~ Construction projects that cost \$20,000 or more and equipment purchases that cost ~~H.6.~~H.5. \$10,000 or more will be included in the CIP, except for replacements of police squad cars which are included in the operating program budget. Minor capital construction outlays of less than \$20,000 and minor equipment purchases of less than \$10,000 will be included in the operating program budgets.

~~H.7.~~H.6. The City will make all capital improvements in accordance with an adopted and funded CIP.

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~~H.8.~~H.7. Cost tracking procedures for current-period components of the CIP will be implemented and updated quarterly to ensure project completion is within budget and established timelines.

I. Debt Management

- I.1. The City will consider the use of debt financing in accordance with its Debt Management Policy and when determined reasonable and cost-effective, ~~only~~ notably for high-priority, ~~one-time~~non-recurring capital improvement projects and only under the following circumstances:
 - a. When the project's useful life will exceed or equal the term of financing, and;
 - b. When projected ed revenues or specific resources will be sufficient to service the ~~long-term~~long-term debt.
- I.2. Debt financing ~~will~~should not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax or bond anticipation notes is excluded from this limitation.
- I.3. The City will carefully monitor its level of debt because debt capacity is limited. Funds borrowed for a project today are not available to fund other projects tomorrow, and funds committed for debt repayment today are not available to fund operations tomorrow.
- I.4. A feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
- I.5. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
- I.6. The City will maintain good, ongoing communications with bond rating agencies about the City' s financial condition.
- I.7. Periodic reviews of all outstanding debt will be undertaken to determine refinancing opportunities. Refinancing will be considered under the following conditions:
 - a. There is a net economic benefit.
 - b. It is needed to modernize covenants that are adversely affecting the City's financial position or operations.
 - c. The City wants to reduce the principal outstanding in order to achieve future debt service savings, and it has available working capital to do so from other sources.

J. Fund Balance and Reserves

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~~J.1.~~ The City ~~will~~shall strive to maintain a unassigned fund balance in the General Fund, including the General Fund's Strategic Reserve Fund, of at least 25 percent of General Fund operating expenditures. A 25-percent fund balance is equivalent to approximately three months of

~~J.2.~~J.1. operating expenditures. The primary purpose of this minimum fund balance is to meet cash flow requirements;~~J.~~ to protect the City's essential service programs and funding requirements during periods of economic uncertainty, local disasters, other financial hardships or downturns in the local economy;~~J.~~ and to provide for unforeseen operating or capital needs. Additionally, a fund balance of 25 percent is considered the minimum level necessary to maintain the City's credit worthiness and is consistent with to meet GFOA best practices.

~~J.3.~~J.2. The City Council may assign specific fund balance levels for future development of capital projects that it has determined to be in the best long-term interests of the City.

J.3. The City's enterprise funds ~~will~~shall strive to maintain a minimum working capital balance (defined as current assets minus current liabilities) of at least 25 percent of operating

J.4.

~~J.4.~~J.5. ~~expenses~~expenditures. The primary purpose of this balance is to set aside funds to maintain cash balances sufficient to pay expenses as needed and to provide for unanticipated or emergency expenses that could not be reasonably foreseen during the preparation of the budget.

~~J.5.~~J.6. In addition to the ~~assigned~~designated balances noted above, levels of fund balance and working capital~~and retained earnings~~ will be sufficient to meet:

a. Debt service covenants and reserve requirements.

b. Reserves for encumbrances.

c. Established rate stabilization reserves.

~~d.~~ Funding requirements for projects approved in prior years that are carried forward.

~~d.e.~~ Credit worthiness standards or requirements.

~~e.f.~~ Other assignments required by contractual obligations, state law, ~~or~~ generally accepted accounting principles, or GFOA best practices.

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K. Accounting, Auditing and Financial Reporting

- K.1. The City's accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles and standards of the Governmental Accounting Standards Board.
- K.2. A fixed-capital asset-s system will be maintained to identify all City assets, their historical cost, and useful life. Consistent with the accompanying policies set forth for the City's Capital Improvement Program, ~~the dollar threshold for fixed assets will increase from \$5,000 to \$10,000 effective July 1, 2014.~~ the capitalization threshold for capital assets is a minimum two year lifespan and total initial cost of \$10,000.
- ~~K.3. At the beginning of the annual budget preparation cycle, a financial review will be submitted to the City Council and will be made available to the public.~~
- ~~K.4. Full and continuing disclosure will be provided in the general financial statements and bond representations.~~
- ~~K.5.~~ K.3. An annual audit will be performed by an independent public accounting firm with the subsequent issue of, at a minimum, General Purpose Financial Statements that include an audit opinion. The City ~~will~~ shall strive to issue audited financial statements within 180 days after year-end.

L. Human Resources Management

- L.1. The City Council ~~will~~ shall ~~authorize establish and authorize~~ all regular positions, including part-time, seasonal, and extra-help regular positions through the budget process. The City Manager is authorized to hire limited-term extra-help positions when needed and necessary. The City Manager also is authorized to over-hire for positions where vacancies are expected or imminent during the fiscal year to mitigate service disruption.
- L.2. The budget will fully appropriate the resources needed for authorized regular positions and will limit programs to the regular staffing authorized.
- L.3. The City will strive to provide competitive compensation and benefits for its authorized regular employees. Market adjustments may be made by the City Council upon recommendation by the City Manager.
- L.4. All request for additional regular positions will include evaluations of:
 - a. The necessity, benefits, term and expected results of the proposed activity.
 - b. Staffing and materials costs including salary, benefits, equipment, uniforms, support, and facilities and related funding requirements.

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- c. Alternative means of service delivery, with consideration given to quality of service.
- d. Additional revenues or cost savings that may be realized.

RESOLUTION NO. 2021-**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING THE CITY OF UKIAH DEBT MANAGEMENT POLICY**

WHEREAS, the City Council (the “Council”) of the City of Ukiah (the “City”) recognizes that cost-effective access to the capital markets depends on prudent management of the City’s debt program; and

WHEREAS, Government Code section 8855(i) requires any issuer of public debt to provide to California Debt and Investment Advisory Commission (CDIAC) no later than 30 days prior to the sale of any debt issue a report of the proposed issuance (the “Report of Proposed Debt Issuance”), and must certify on the Report of Proposed Debt Issuance that they have adopted local debt policies concerning the use of debt and that the proposed debt issuance is consistent with those policies (the “CDIAC Requirements”); and

WHEREAS, the City Council wishes to set parameters for issuing debt, managing the debt portfolio and providing guidance to decision makers; and

WHEREAS, the City Council finds and determines that adoption of the attached amended Debt Management Policy (the “Debt Management Policy”) will help ensure that debt is issued and managed prudently in order to maintain sound fiscal policy, and is in compliance with the CDIAC Requirements; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ukiah hereby orders and determines as follows:

Section 1. Recitals. The Council hereby specifically finds and declares that each of the recitals set forth above are true and correct and are hereby incorporated in conjunction with the respective staff report.

Section 2. Approval of the Debt Management Policy. This Council hereby declares that the proposed amended Debt Management Policy attached hereto as Exhibit A, is hereby approved as the City of Ukiah Debt Management Policy to be effective upon adoption of this Resolution.

Section 3. Approval of the Debt Management Policy. That the issuance of debt functions is delegated to the Finance Director’s Office as set forth in the amended Debt Management Policy, with final authorization of such new debt issuance by the City Council as applicable.

Section 4. Authorization to Manage Debt Issuance Functions. The Finance Director is hereby authorized to manage debt issuance functions for the City of Ukiah in accordance with the Debt Management Policy.

Section 5. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Ukiah held on the on the 16th day of June, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Juan Orozco, Mayor

ATTEST:

Kristine Lawler, City Clerk

EXHIBIT A

CITY OF UKIAH

Debt Management Policy

JUNE 16, 2021
CITY OF UKIAH, CA

 City of Ukiah Finance and IT Department		TITLE: DEBT MANAGEMENT POLICY	
CATEGORY:	ACCOUNTING AND REPORTING	ADOPTION LEVEL: CITY COUNCIL	DATE:
POLICY NO.:	AR-002	ENABLING RESOLUTION (resolution no)	N/A
Authorizing Signature		ORIGINALLY ADOPTED	2/15/2017
		REVISED	6/16/2021
		POLICY COMMITTEE	6/9/2021
		DEPARTMENT HEAD	(signature date)

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Section 1: Policy

This Debt Management Policy sets forth debt management objectives for the City of Ukiah and its component units for which the City Council acts as legislative body, and the term “City” shall refer to each of such entities.

This Debt Management Policy establishes general parameters for issuing and administering debt. Recognizing that cost-effective access to the capital markets depends on prudent management of the Debt Program, the City Council has adopted this Debt Management Policy by resolution.

This Debt Management Policy is intended to comply with California Government Code Section 8855(i) and SB 1029 (2016).

Section 2: Scope

The guidelines established by this policy will govern the issuance and management of all debt funded for long term capital financing needs and not for general operating functions. When used in this policy, “debt” refers to all forms of indebtedness and financing lease obligations. The Finance Department recognizes that changes in the capital markets and other unforeseen circumstances may require action that deviates from this Debt Management Policy. In cases that require exceptions to this Debt Management Policy, approval from the City Council will be necessary for implementation.

Section 3: Objectives

The purpose of this Debt Management Policy is to assist the City in pursuit of the following equally important objectives, while providing full and complete financial disclosure and ensuring compliance with applicable state and federal laws:

- Minimize debt service and issuance costs;
- Maintain access to cost effective borrowing
- Achieve the highest practical credit rating
- Ensure full and timely repayment of debt
- Maintain full and complete financial disclosure and reporting
- Ensure compliance with applicable state and federal laws

Budget Integration – The decision to incur new indebtedness should be integrated with the policy decisions embedded in the City Council-adopted annual Operating Budget and Capital Improvement Program Budget. The annual debt service payments shall be included in the Operating Budget.

The City will integrate its debt issuances with the goals of its Capital Improvement Program by timing the issuance of debt to ensure that projects and related funding are available when needed in furtherance of the City’s public purposes. The City will seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

Review – Recognizing that cost-effective access to the capital market depends on prudent management of the City’s debt program, a regular review of the debt policy should be performed. The debt policy will be included as an Appendix in the annual Budget adopted by City Council. Any substantive changes to the policy shall be brought to the City Council for consideration and approval as part of the annual budget process.

Section 4: Delegation Authority

Pursuant to the provisions of Section 37209 and 40805.5 of the Government Code of the State of California, the Finance Director shall be responsible for all of the financial affairs of the City. This Debt Management Policy grants the Finance Director the authority, subject to the budget integration as discussed above, to select the financing team, coordinate the administration and issuance of debt, communicate with the rating agencies, and fulfill all of the pre-issuance and post-issuance requirements imposed by or related to state law, federal tax law and federal securities law.

Financing Team Definitions and Roles – The financing team is the working group of City staff and outside consultants necessary to complete a debt issuance including but not limited to bond counsel, disclosure counsel, underwriter, municipal financial advisor, trustee, pricing consultant and/or arbitrage analyst.

Typically, the Finance Director, the City Attorney, the City Manager, and appropriate Department Head(s) form the City staff portion of the Financing Team. Other staff members or designees may be appointed to the Financing Team.

Consultant Selection – The City will consider the professional qualifications and experience of consultants as it relates to the specific bond issue or other financing under consideration in accordance and pursuant to the City's Municipal Code and purchasing policies.

Section 5: Methods of Financing

The Finance Director will investigate all possible financing alternatives including, but not limited to bonds, loans, state bond pools, and grants. The City also has an impact fee program whereby new development pays its fair share for the increased capital and operating costs that result from new construction. Although impact fee payments are restricted to specific projects or types of projects, the use of these payments can be an important source of financing for certain capital projects.

Cash Funding – The City funds a significant portion of capital improvements from reserves accumulated from one-time revenues, which have been set aside for investment in the City's infrastructure.

Inter-fund Borrowing – The City may borrow internally from other funds with surplus cash in lieu of issuing bonded debt. Purposes warranting the use of this type of borrowing could include short term cash flow imbalances, interim financing pending the issuance of bonds, or long term financing in lieu of bonds for principal amounts of under \$10 million. The City funds from which the money is borrowed may be repaid with interest based upon the earning rate of the City's investment portfolio. The Finance Director shall also exercise due diligence to ensure that it is financially prudent for the fund making the loan.

Inter-fund loans will be evaluated on a case by case basis by the Finance Department. Short-term borrowing for cash flow purposes, expected to be repaid within the next operating (budget) cycle, shall be authorized and executed by the Finance Director.

Any long-term borrowing (advances) between two City funds, with full maturity not expected within the succeeding fiscal year and where interest is charged by one fund and incurred by the other, may require approval by City Council by resolution. The Finance Director is authorized to execute advances between funds when and where appropriate and necessary for cash flow or intermediate financial planning purposes. The purpose of inter-fund borrowing includes financing high priority needs and to reduce costs of interest, debt issuance and/or administration.

Bank Loans / Lines of Credit – Although the City does not typically utilize lines of credit for the financing of capital projects, financial institution credit is an option for municipal issuers and may be evaluated as a financing option.

Other Loans – The City will evaluate other loan programs, including but not limited to State loans such as the Water Resources Control Board’s revolving fund loans for the construction of water infrastructure projects.

Bond Financing – The City may issue any bonds which are allowed under federal and state law including but not limited to general obligation bonds, certificates of participation, revenue bonds, land-secured (assessment and special tax) bonds, refunding bonds and special tax bonds (see below for detail).

General Obligation Bonds – General Obligation Bonds (GO Bonds) may only be issued with two-thirds approval of the City’s registered voters. The California State Constitution (Article XVI, Section 18) limits the use of the proceeds from GO Bonds to “the acquisition or improvement of real property”. Parks and Public Safety facilities are examples of the type of facilities that could be financed with GO Bonds. City Council must approve placement of such GO Bonds on the ballot.

Lease Financings – Lease financings may take a variety of forms, including certificates of participation, lease revenue bonds and direct leases (typically for equipment). When the City finances acquisition or construction of capital improvements or equipment with a lease financing, the City agrees to lease either the financed asset or a different asset and, most commonly, the City’s lease payments are securitized in the form of certificates of participation or lease revenue bonds. This type of financing requires approval of City Council.

Revenue Bonds – Revenue Bonds are generally issued by the City for enterprise funds that are financially self-sustaining without the use of taxes and therefore rely on the revenues collected by the enterprise fund to repay the debt. This type of financing requires approval of City Council.

Assessment Bonds – The Improvement Bond Act of 1915 (Streets and Highways Code Section 8500 et seq.) and other state laws, subject to Article XIID of the California Constitution, allow the City to issue bonds to finance improvements that provide “specific benefit” to the assessed real property. Installments are collected on the secured property tax roll of the County. The City, may also adopt assessment laws that are applicable within its boundaries. This type of financing is secured by the lien upon and assessments paid by the real property owners and does not obligate the City’s general fund or other funds. This type of financing requires approval of City Council.

Special Tax Bonds – Under the Mello-Roos Community Facilities Act of 1982, the City may issue bonds on behalf of a Community Facilities District (CFD) to finance capital facilities, most commonly in connection with new development. These bonds must be approved by a two-thirds vote of the qualified electors in the CFD, which the Mello-Roos Act defines to mean registered voters if there are 12 or more registered voters in the CFD and, if there are fewer than 12 registered voters, the landowners in the CFD. Bonds issued by the City under the Mello-Roos Act are secured by a special tax on the real property within the CFD. The financed facilities do not need to be physically located within the CFD. The City may also adopt special tax financing laws that are applicable within its boundaries. As this type of financing is secured by the special tax lien upon the real property it does not obligate the City’s general fund or other funds. City Council must approve placement of such Special Tax Bonds on the ballot.

Refunding Obligations – Pursuant to the Government Code and various other financing statutes applicable in specific situations, the City Council is authorized to provide for the issuance of bonds for the purpose of refunding any long-term obligation of the City. Absent any significant non-economic factors, a refunding should produce

minimum net debt service savings (net of reserve fund earnings and other offsets, and taking transaction costs into account) of at least 3% of the par value of the refunded bonds on a net present value basis, using the refunding issue's True Interest Cost (TIC) as the discount rate, unless the Finance Director determines that a lower savings percentage is acceptable for issues or maturities with short maturity dates. [Additionally, the Finance Director may determine that there are other, compelling "non-economic" reasons (i.e. removal of onerous covenants, terms or conditions)]. This type of financing requires approval of the City Council.

Other Obligations – There may be special circumstances when other forms of debt are appropriate and may be evaluated on a case-by-case basis. Such other forms include, but are not limited to: bond anticipation notes, grant anticipation notes, tax allocation bonds, lease revenue bonds, pension obligation bonds, etc. This type of financing requires approval of the City Council.

Section 6: Structure and Term

Term of Debt – Debt will be structured for the shortest period possible, consistent with a fair allocation of costs to current and future users. The standard term of long-term debt borrowing is typically 15-30 years.

Consistent with its philosophy of keeping its capital facilities and infrastructure systems in good condition and maximizing a capital asset's useful life, the City will make every effort to set aside sufficient current revenues to finance ongoing maintenance needs and to provide reserves for periodic replacement and renewal. Generally, no debt will be issued for a period exceeding the useful life or average useful lives of projects to be financed.

Debt Repayment Structure – In structuring a bond issue, the City will manage the amortization of the debt and, to the extent possible, match its cash flow to the anticipated debt service payments. In addition, the City will seek to structure debt with aggregate level debt service payments over the life of the debt. Structures with unlevelled debt service will be considered when one or more of the following exist:

- Natural disasters or extraordinary unanticipated external factors make payments on the debt in the early years prohibitive;
- Such structuring is beneficial to the City's aggregate overall debt payment schedule;
- Such structuring will allow debt service to more closely match project revenues during the early years of the project's operation.

Bond Maturity Options – For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, capital appreciation bonds (CABs) may be used. The decision to use term, serial or CABs is typically driven by market conditions.

Interest Rate Structure – The City will issue securities on fixed or variable interest rates, which ever will be most beneficial to the City.

Credit Enhancement – Credit enhancement may be used to improve or establish a credit rating on a City debt obligation. Types of credit enhancement include letters of credit, bond insurance and surety policies. The Finance Director will recommend the use of a credit enhancement if it reduces the overall cost of the proposed financing or if the use of such credit enhancement furthers the City's overall financial objectives.

Debt Service Reserve Fund – Debt service reserve funds are held by the Trustee to make principal and interest payments to bondholders in the event the pledged revenues are insufficient to do so. The City will fund debt service reserve funds when it is in the city's overall best financial interest. The City may decide not to utilize a

reserve fund if the Finance Director, in consultation with the underwriter and municipal advisor, determines there would be no adverse impact to the City's credit rating or interest rates.

Per Internal Revenue Service rules, the size of the reserve fund on tax-exempt bond issuance is the lesser of

- 10% of the initial principal amount of the debt;
- 125% of average annual debt service; or
- 100% of maximum annual debt service.

In lieu of holding a cash funded reserve, the City may substitute a surety bond or other credit instrument in its place. The decision to cash fund a reserve fund rather than to use a credit facility is dependent upon the cost of the credit instrument, the investment opportunities and the IRS yield restrictions.

Call Options / Redemption Provisions – A call option or optional redemption provision gives the City the right to prepay or retire debt prior to its stated maturity date. This option may permit the City to achieve interest savings in the future through the refunding of the bonds. Often the City will pay a higher interest rate as compensation to the buyer for the risk of having the bond called in the future. In addition, if a bond is called, the holder may be entitled to a premium payment (call premium). Because the cost of call options can vary depending on market conditions, an evaluation of factors will be conducted in connection with each issuance. The Finance Director shall evaluate and recommend the use of a call option on a case by case basis.

Debt Limits – California Government Code Section 43605 states the City shall not incur bonded indebtedness payable from the proceeds of property tax which exceeds 15 percent of the assessed value of all real and personal property of the City.

Additionally, this policy establishes:

The cumulative annual debt service of all bond issues supported by the General Fund is restricted to no more than 15 percent of annual General Fund Revenue.

Bond issues supported by Enterprise Funds should maintain a minimum ratio of net operating income to annual debt service ("coverage ratio") that the Finance Director concludes is financially prudent to the City. Typically, a higher coverage ratio produces a better credit rating and lower interest rates, yet if too high, potentially may restrict efficient Enterprise operations or unduly induce unneeded user rate increases. Therefore, the City should balance the benefits of higher ratings with the operational impact of high coverage ratios.

Section 7: Method of Issuance and Sale; Disclosure

Debt issues are sold to a single underwriter or to an underwriting syndicate, either through a competitive sale or a negotiated sale. A negotiated sale may involve the sale of securities to investors through an underwriter or the private placement of the securities with a financial institution or other sophisticated investor. The selected method of sale will be that which is most beneficial to the City in terms of lowest net interest rate, most favorable terms in financial structure, and market conditions. The Finance Director will review conditions in conjunction with information and advice presented by the City's Municipal Financial Advisor.

Competitive Sales of Bonds – In a competitive sale, the terms of the debt will be defined by the City and the City's finance team, and the price of the debt will be established through a bidding process amongst impartial underwriters and/or underwriting syndicates. The issue is awarded to the underwriter judged to have submitted

the best bid that offers the lowest true interest cost taking into account underwriting spread, interest rates and any discounts or premiums.

Negotiated Sale of Bonds – A method for sale for bonds, notes, or other financing vehicles in which the City selects in advance, based upon proposals received or by other means, one or more underwriters to work with it in structuring, marketing and finally offering an issue to investors. The negotiated sale method is often used when the issue is: a first-time sale by an issuer (a new credit), a complex security structure, such as variable rate transaction, an unusually large issue, or in a highly volatile or congested market where flexibility as to bond sale timing is important.

Private Placement – A private placement is a variation of a negotiated sale in which the City, usually with the help of a municipal financial advisor and placement agent will attempt to place the entire new issue directly with an investor. The investor will negotiate the specific terms and conditions of the financing before agreeing to purchase the issue. Private placements are generally undertaken because the transaction is complex or unique, requiring direct negotiations with the investor, or because the issue is small or of a shorter duration and a direct offering provides economies of scale, lower interest costs and reduced continuing disclosure.

Derivative products - Because of their complexity, unless otherwise amended, Derivative Products such as interest rate swaps, interest floaters, and other hybrid securities are prohibited by this Debt Management Policy.

Initial Disclosure Requirements - The City acknowledges its disclosure responsibilities. Under the guidance of Disclosure Counsel, the City will distribute or cause an underwriter to distribute its Preliminary Official Statement and final Official Statement (neither is typically required in a private placement, although in some cases a “private placement memorandum” may be required by the investor).

The Financing Team shall be responsible for soliciting “material” information (as defined in Securities and Exchange Commission Rule 10b-5) from City departments and identifying contributors who may have information necessary to prepare portions of the Official Statement or who should review portions of the Official Statement. In doing so, the Financing Team shall confirm that the Official Statement accurately states all “material” information relating to the decision to buy or sell the subject bonds and that all information in the Official Statement has been critically reviewed by an appropriate person.

In connection with an initial offering of securities, the City and other members of the Financing Team will:

- Identify material information that should be disclosed in the Official Statement;
- Identify other persons that may have material information (contributors);
- Review and approve the Official Statement;
- Ensure the City’s compliance, and that of its related entities, with federal and state security laws, including notification to the California Debt and Investment Advisory Commission (“CDIAC”) of the proposed debt issue no later than 30 days prior to the sale of any debt issue, and submission of a final report of the issuance to the CDIAC by any method approved by the CDIAC.

The Financing Team shall critically evaluate the Official Statement for accuracy and compliance with federal and state securities laws. The approval of an Official Statement shall be placed on the City Council agenda, and shall not be considered as a Consent Calendar item. The staff report will summarize the City Council’s responsibilities with respect to the Official Statement and provide the City Council the opportunity to review a substantially final

Official Statement. The City Council shall undertake such review as deemed necessary by the City Council to fulfill the City Council's securities law responsibilities.¹

For any privately placed debt with no Official Statement, the final staff report describing the issue and such other documents will be provided to the City Council for approval.

Section 8: Creditworthiness Objectives

Ratings are a reflection of the general fiscal soundness of the City and the capabilities of its management.

Typically, the higher the credit ratings are, the lower the interest cost is on the City's debt issues. To enhance creditworthiness, the City is committed to prudent financial management, systematic capital planning, and long-term financial planning, and to that end has an objective of maintaining a credit rating of at least AA- (Standard and Poor's); however, the City also recognizes that external economic, natural, or other events may, from time to time, affect the creditworthiness of its debt.

The most familiar nationally recognized bond rating agencies are Standard and Poor's, Moody's Investors Service, and Fitch Ratings. When issuing a credit rating, rating agencies consider various factors including but not limited to:

- City's fiscal status
- City's general management capabilities;
- Economic conditions that may impact the stability and reliability of debt repayment sources;
- City's general reserve levels;
- City's debt history and current debt structure;
- Project being financed
- Covenants and conditions in the governing legal documents

Bond Ratings – The Financing Team will assess whether a credit rating should be obtained for an issuance. The City typically seeks a rating from at least one nationally recognized rating agency on new and refunded issues being sold in the public market. The Finance Director, working with the Financing Team, shall be responsible for determining which of the major rating agencies the City shall request provide a rating. When applying for a rating on an issue, the City and Financing Team shall prepare a presentation for the rating agency when the City determines that a presentation is in the best interests of the City.

Rating Agency Communications – The Finance Director is responsible for maintaining relationships with the rating agencies that assign ratings to the City's various debt obligations. This effort shall include providing the rating agencies with the City's financial statements, if applicable, as well as any additional information requested.

¹ The Securities and Exchange Commission (the SEC), the agency with regulatory authority over the City's compliance with the federal securities laws, has issued guidance as to the duties of the City Council with respect to its approval of the POS. In its "Report of Investigation in the Matter of County of Orange, California as it Relates to the Conduct of the Members of the Board of Supervisors" (Release No. 36761 / January 24, 1996) (the "Release"), the SEC stated that, if a member of the City Council has knowledge of any facts or circumstances that an investor would want to know about prior to investing in the bonds, whether relating to their repayment, tax-exempt status, undisclosed conflicts of interest with interested parties, or otherwise, he or she should endeavor to discover whether such factors are adequately disclosed in the Official Statement. In the Release, the SEC stated that the steps that a member of the City Council would take include becoming familiar with the POS and questioning staff and consultants about the disclosure of such facts.

Section 9: Post Issuance Administration

Notification to the CDIAC – The City shall work with its bond counsel to submit a report of final sale to the CDIAC by any method approved by the CDIAC no later than 21 days after the sale of the debt. The report shall include the information required by CDIAC.

Investment of Proceeds – The Finance Director shall invest bond proceeds and reserve funds in accordance with each issue's indenture or trust agreement, utilizing competitive bidding when possible. All investments will be made in compliance with the City's investment policy objectives of safety liquidity and then yield. The investment of bond proceeds and reserve funds shall comply with federal tax law requirements specified in the indenture or trust agreement and the tax certificate.

Unexpended bond proceeds shall be held by the bank trustee. The trustee will be responsible for recording all investments and transactions relating to the proceeds and providing monthly statements regarding the investments and transactions.

Use of Bond Proceeds – The Finance Director is responsible for ensuring debt proceeds are spent for the intended purposes identified in the related legal documents and that the proceeds are spent in the time frames identified in the tax certificate prepared by the City's bond counsel. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition only after obtaining the signature of the Finance Director. In those cases where it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the Finance Director shall retain records of all expenditures of proceeds through the final payment date for the debt.

Continuing Disclosure – The Finance Director or designee will ensure the City's annual financial statements and associated reports are posted on the City's web site. The City will also contract with consultant(s) to comply with the Securities and Exchange Commission Rule 15c2 by filing its annual financial statements, other financial and operating data and notices of enumerated events for the benefit of its bondholders on the Electronic Municipal Market Access (EMMA) website of the Municipal Securities Rulemaking Board (MSRB).

The City shall submit an annual report to the CDIAC for any issue of debt for which it has submitted a report of final sale on or after January 21, 2017. The annual report shall comply with the requirements of Government Code Section 8855 and related regulations.

Arbitrage Rebate Compliance and Reporting – The use and investment of bond proceeds must be monitored to ensure compliance with Internal Revenue Service arbitrage restrictions. Existing regulations require that issuers calculate rebate liabilities related to any bond issues, with rebates paid to the Federal Government every five years and as otherwise required by applicable provisions of the Internal Revenue Code and regulations. The Finance Director shall contract with a specialist to ensure that proceeds and investments are tracked in a manner that facilitates accurate complete calculations, and if necessary timely rebate payments.

Compliance with Other Bond Covenants – In addition to financial disclosure and arbitrage, the City is also responsible for verifying compliance with all undertakings, covenants, and agreements of each bond issuance on an ongoing basis. The Finance Director is responsible for ensuring the City remains in compliance with bond covenants or making the appropriate disclosures if the city is not in compliance. Other bond covenants typically include:

- Annual appropriation of revenues to meet debt service payments;
- Taxes/fees are levied and collected where applicable;

- Timely transfer of debt service payments to the trustee
- Compliance with insurance requirements
- Compliance with rate covenants
- Post-issuance procedures established in the tax certificate for any tax-exempt debt
- Timely posting of financial information on the EMMA system.

Retention – A copy of all relevant documents and records will be maintained by the Finance Department for the term of the bonds (including refunding bonds, if any) in accordance with the city’s retention policy and per California Code. Relevant documents and records will include sufficient documentation to support the requirements relating to the tax-exempt status.

Investor Relations – While the City shall post its annual financial report as well as other financial reports on the City’s website, this information is intended for the citizens of the City. Information that the City intends to reach the investing public, including bondholders, rating analysts, investment advisors, or any other members of the investment community shall be filed on the EMMA system.

Additional requirements for financial statements – It is the City’s policy to hire an auditing firm that has the technical skills and resources to properly perform an annual audit of the City’s financial statements. More specifically, the firm shall be a recognized expert in the accounting rules applicable to the City and shall have the resources necessary to review the City’s financial statements on a timely basis.

Section 10: Training

The Finance Director shall ensure that the members of the City staff involved in the initial or continuing disclosure process and the City Council are properly trained to understand and perform their responsibilities.

The Finance Director shall arrange for disclosure training sessions conducted by the City’s disclosure counsel. Such training sessions shall include education on the Initial Disclosure and Continuing Disclosure sections of this Debt Management Policy, the City’s disclosure obligations under applicable federal and state securities laws and the disclosure responsibilities and potential liabilities of members of the City’s staff and members of the City Council. Such training sessions may be conducted using a recorded presentation.

Section 11: Glossary

Ad Valorem Tax: A tax calculated “according to the value” of property. Such a tax is based on the assessed valuation of real property and a valuation of tangible personal property.

Amortization: The gradual reduction in principal of an outstanding debt based upon a specific repayment schedule, which details specific dates and repayment amounts on those dates.

Arbitrage: The gain that may be obtained by borrowing funds at a lower (often tax-exempt) rate and investing the proceeds at higher (often taxable) rates. The ability to earn arbitrage by issuing tax-exempt securities has been severely curtailed by the Internal Revenue Code of 1986, as amended.

Assessed Valuation: The appraised worth of property as set by a taxing authority through assessments for purposes of ad valorem taxation

Bond: A security that represents an obligation to pay a specified amount of money on a specific date in the future, typically with periodic interest payments.

Bond Anticipation Notes: Short-term notes issued usually for capital projects and paid from the proceeds of the issuance of long-term bonds. Provide interim financing in anticipation of bond issuance.

Bond Counsel: A specialized, qualified attorney retained by the issuer to give a legal opinion concerning the validity of securities. The bond counsel’s opinion usually addresses the subject of tax exemption. Bond counsel may prepare or review and advise the issuer regarding authorizing resolutions, trust indentures and litigation.

Bond Insurance: A type of credit enhancement whereby an insurance company indemnifies an investor against default by the issuer. In the event of failure by the issuer to pay principal and interest in full and on time, investors may call upon the insurance company to do so. Once issued, the municipal bond insurance policy is generally irrevocable. The insurance company receives its premium when the policy is issued and this premium is typically paid out of the bond issue.

Call Option: The right to redeem a bond prior to its stated maturity, either on a given date or continuously. The call option is also referred to as the optional redemption provision. Often a call premium is added to the call option as compensation to the holders of the earliest bonds called.

Capital Appreciation Bond: A municipal security on which the investment return on an initial principal amount is reinvested at a stated compounded rate until maturity, at which time the investor receives a single payment representing both the initial principal amount and the total investment return.

CDIAC: California Debt and Advisory Commission (“CDIAC”)

Certificates of Participation: A financial instrument representing a proportionate interest in payments such as lease payments by one party (such as a city acting as a lessee) to another party (often a trustee).

Competitive Sale: A sale of bonds in which an underwriter or syndicate of underwriters submit sealed bids to purchase the bonds. Bids are awarded on a true interest cost basis (TIC), providing that other bidding requirements are satisfied. Competitive sales are recommended for simple financings with a strong underlying credit rating. This type of sale is in contrast to a Negotiated Sale

Continuing Disclosure: The requirement by the Securities and Exchange Commission for most issuers of municipal debt to post current financial information and notices of enumerated events on the MSRB's EMMA website for access by the general marketplace.

Credit Rating Agency: A company that rates the relative credit quality of a bond issue and assigns a letter rating. These rating agencies include Moody's Investors Service, Standard & Poor's, and Fitch Ratings.

Debt Limit: The maximum amount of debt that is legally permitted by applicable charter, constitution, or statutes.

Debt Service: The amount necessary to pay principal and interest requirements on outstanding bonds for a given year or series of years.

Default: The failure to pay principal or interest in full or on time and, in some cases, the failure to comply with non-payment obligations after notice and the opportunity to cure.

Derivative: A financial instrument which derives its own value from the value of another instrument, usually an underlying asset such as a stock, bond, or an underlying reference such as an interest rate index.

Disclosure Counsel: A specialized, qualified attorney retained to provide advice on issuer disclosure obligations, to prepare the official statement and to prepare the continuing disclosure undertaking.

Discount: The difference between a bond's par value and the price for which it is sold when the latter is less than par. Also known as "underwriter discount," this is the fee paid to the underwriter its banking and bond marketing services.

EMMA System: Electronic Municipal Markey Access: Website created to provide information about municipal bonds, bond prices and market trends to the public. Bond covenants typically require the city's financial information be timely submitted to EMMA.

Enterprise Activity: revenue generating project or business. The project often provides funds necessary to pay debt service on securities issued to finance the facility. Common examples include water and solid waste enterprises

Financing Team: The working group of City staff and outside consultants necessary to complete a debt issuance.

General Obligation (GO) Bond: A bond secured by an unlimited property tax pledge. Requires a two-thirds vote by the electorate. GO bonds usually achieve lower rates of interest than other financing instruments since they are considered to be a lower risk.

Indenture: A contract between the issuer and the trustee stipulating the characteristics of the financial instrument, the issuer's obligation to pay debt service, and the remedies available to the trustee in the event of default.

Issuance Costs: The costs incurred by the bond issuer during the planning and sale of securities. These costs include by are not limited to municipal financial advisory, bond counsel, disclosure counsel, printing, advertising costs, credit enhancement, rating agencies fees, and other expenses incurred in the marketing of an issue.

Lease: An obligation wherein a lessee agrees to make payments to a lessor in exchange for the use of certain property. The term may refer to a capital lease or to an operating lease.

Lease Revenue Bonds: Bonds that are secured by an obligation of one party to make annual lease payments to another.

Maturity Date: The date upon which a specified amount of debt principal or bonds matures, or becomes due and payable by the issuer of the debt.

Municipal Financial Advisor: A consultant who provides the issuer with advice on the structure of the bond issue, timing, terms and related matters for a new bond issue.

Municipal Securities Rulemaking Board (MSRB): A self-regulating organization established on September 5, 1975 upon the appointment of a 15-member board by the Securities and Exchange Agreement. The MSRB, comprised of representatives from investment banking firms, dealer bank representatives, and public representatives, is entrusted with the responsibility of writing rules of conduct for the municipal securities market. The MSRB hosts the EMMA website, which hosts information posted by issuers under their continuing disclosure undertakings.

Negotiated Sale: A sale of securities in which the terms of the sale are determined through negotiation between the issuer and the purchaser, typically an underwriter, without competitive bidding. The negotiated sales process provides control over the financing structure and issuance timing. Negotiated sales are recommended for unusual financing terms, period of market volatility and weaker credit quality. A thorough evaluation, usually with the assistance of the City's Municipal Financial Advisor, of the proposed bond's credit characteristics in conjunction with market conditions will be performed to ensure reasonable final pricing and underwriting spread.

Official Statement (Prospectus): A document published by the issuer in connection with a primary offering of securities that discloses material information on a new security issue including the purposes of the issue, how the securities will be repaid, and the financial, economic and social characteristics of the security for the bonds. Investors may use this information to evaluate the credit quality of the securities.

Par Value: The face value or principal amount of a security.

Pension Obligation Bonds: Financing instruments used to pay some or all of the unfunded pension liability of a pension plan. POBs are issued as taxable instruments over a 10-40 year term or by matching the term with the amortization period of the outstanding unfunded actuarial accrued liability.

Premium: The excess of the price at which a bond is sold over its face value.

Present Value: The value of a future amount or stream of revenues or expenditures.

Pricing Consultant: The Pricing Consultant provides a fairness letter to the City or its agent regarding the pricing of a new issue of municipal securities.

Private Placement: A bond issue that is structured specifically for one purchaser. Private placements are typically carried out when extraneous circumstances preclude public offerings. A private placement is considered to be a negotiated sale.

Redemption: Depending on an issue's call provisions, an issuer may on certain dates and at certain premiums, redeem or call specific outstanding maturities. When a bond or certificate is redeemed, the issuer is required to pay the maturities' par value, the accrued interest to the call date, plus any premium required by the issue's call provisions.

Refunding: A procedure whereby an issuer refinances an outstanding debt issue by issuing a new debt issue.

Rule 15c2-12: Rule adopted by the Securities and Exchange Commission setting forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offering of municipal securities, (ii) underwriters to obtain continuing disclosure agreements from issuers and other obligated persons to provide ongoing annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities in the secondary market.

Reserve Fund: A fund established by the indenture of a bond issue into which money is deposited for payment of debt service in case of a shortfall in current revenues.

Revenue Bond: A bond which is payable from a specific source of revenue and to which the full faith and credit of an issuer is not pledged. Revenue bonds are payable from identified sources of revenue, and do not permit the bondholders to compel a jurisdiction to pay debt service from any other source. Pledged revenues often are derived from the operation of an enterprise.

Secondary Market: The market in which bonds are sold after their initial sale in the new issue market.

Serial Bonds: Bonds of an issue that mature in consecutive years or other intervals and are not subject to mandatory sinking fund provisions.

Special Tax Bonds: Bonds issued to fund eligible improvements and paid with special taxes levied in a community facilities district formed under the Mello-Roos Community Facilities Act of 1982, as amended, or other applicable law.

State Revolving Funds: The State Revolving Fund (SRF) loan is a low interest loan program for the construction of water infrastructure projects.

Tax Allocation Bonds: Historically, tax allocation bonds referred to bonds issued under the Community Redevelopment Law to fund eligible capital facilities located within a redevelopment project area. However, as a result of the passage of AB X1 26, the [CITY] Redevelopment Agency has been dissolved and the successor agency's obligations are limited to performing certain enforceable obligations. The California Legislature has enacted a number of laws that establish alternative tax increment financing mechanisms, and tax allocation bonds may be issued under these laws in the future.

Tax and Revenue Anticipation Notes (TRANS): Short term notes issued in anticipation of receiving tax receipts and revenues within a fiscal year. TRANS allow the municipality to manage the period of cash shortfalls resulting from a mismatch between timing of revenues and timing of expenditures.

Term Bonds: Bonds that come due in a single maturity but where the issuer may agree to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity and for payment at maturity.

True Interest Cost (TIC): Under this method of computing the interest expense to the issuer of bonds, true interest cost is defined as the rate necessary to discount the amounts payable on the respective principal and interest payment dates to the purchase price received for the new issue of bonds. Interest is assumed to be compounded semi-annually. TIC computations produce a figure slightly different from the net interest cost (NIC) method because TIC considers the time value of money while NIC does not.

Trustee: A bank retained by the issuer as custodian of bond proceeds and official representative of bondholders. The trustee ensures compliance with the indenture. In many cases, the trustee also acts as paying agent and is responsible for transmitting payments of interest and principal to the bondholders.

Underwriter: A broker-dealer that purchases a new issue of municipal securities from the issuer for resale in a primary offering. The bonds may be purchased either through a negotiated sale with the issuer or through a competitive sale.

Yield: The net rate of return, as a percentage, received by an investor on an investment. Yield calculations on a fixed income investment, such as a bond issue, take purchase price and coupon into account when calculating yield to maturity.

Revision Tracking:

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Revised: June 16, 2021

CITY OF UKIAH

Debt Management Policy

~~FEBRUARY 15, 2017~~ JUNE 16, 2021
CITY OF UKIAH, CA

 Finance and IT Department		TITLE: DEBT MANAGEMENT POLICY	
CATEGORY:	ACCOUNTING AND REPORTING	ADOPTION LEVEL: CITY COUNCIL	DATE:
POLICY NO.:	AR-002	ENABLING RESOLUTION (resolution no)	N/A
Authorizing Signature		ORIGINALLY ADOPTED	(adoption date)2/15/2017
		REVISED	6/16/2021
		POLICY COMMITTEE	6/9/2021
		DEPARTMENT HEAD	(signature date)

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Section 1: Policy

This Debt Management Policy sets forth debt management objectives for the City of Ukiah and its component units for which the City Council acts as legislative body, and the term “City” shall refer to each of such entities.

This Debt Management Policy establishes general parameters for issuing and administering debt. Recognizing that cost-effective access to the capital markets depends on prudent management of the Debt Program, the City Council has adopted this Debt Management Policy by resolution.

This Debt Management Policy is intended to comply with California Government Code Section 8855(i) and SB 1029 (2016).

Section 2: Scope

The guidelines established by this policy will govern the issuance and management of all debt funded for long term capital financing needs and not for general operating functions. When used in this policy, “debt” refers to all forms of indebtedness and financing lease obligations. The Finance Department recognizes that changes in the capital markets and other unforeseen circumstances may require action that deviates from this Debt Management Policy. In cases that require exceptions to this Debt Management Policy, approval from the City Council will be necessary for implementation.

Section 3: Objectives

The purpose of this Debt Management Policy is to assist the City in pursuit of the following equally important objectives, while providing full and complete financial disclosure and ensuring compliance with applicable state and federal laws:

- Minimize debt service and issuance costs;
- Maintain access to cost effective borrowing
- Achieve the highest practical credit rating
- Ensure full and timely repayment of debt
- Maintain full and complete financial disclosure and reporting
- Ensure compliance with applicable state and federal laws

Budget Integration – The decision to incur new indebtedness should be integrated with the policy decisions embedded in the City Council-adopted annual Operating Budget and Capital Improvement Program Budget. The annual debt service payments shall be included in the Operating Budget.

The City will integrate its debt issuances with the goals of its Capital Improvement Program by timing the issuance of debt to ensure that projects [and related funding](#) are available when needed in furtherance of the City’s public purposes. The City will seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

Review – Recognizing that cost-effective access to the capital market depends on prudent management of the City’s debt program, a regular review of the debt policy should be performed. The debt policy will be included as an Appendix in the annual Budget adopted by City Council. Any substantive changes to the policy shall be brought to the City Council for consideration and approval [as part of the annual budget process](#).

Section 4: Delegation Authority

Pursuant to the provisions of Section 37209 and 40805.5 of the Government Code of the State of California, the Finance Director shall be responsible for all of the financial affairs of the City. This Debt Management Policy grants the Finance Director the authority, subject to the budget integration as discussed above, to select the financing team, coordinate the administration and issuance of debt, communicate with the rating agencies, ~~fulfill~~ and fulfill all of the pre-issuance and post-issuance requirements imposed by or related to state law, federal tax law and federal securities law.

Financing Team Definitions and Roles – The financing team is the working group of City staff and outside consultants necessary to complete a debt issuance including but not limited to bond counsel, disclosure counsel, underwriter, municipal financial advisor, trustee, pricing consultant and/or arbitrage analyst.

Typically, the Finance Director, the City Attorney, the City Manager, and appropriate Department Head(s) form the City staff portion of the Financing Team. Other staff members or designees may be appointed to the Financing Team.

Consultant Selection – The City will consider the professional qualifications and experience of consultants as it relates to the specific bond issue or other financing under consideration in accordance and pursuant to the City's Municipal Code and purchasing policies.

Section 5: Methods of Financing

The Finance Director will investigate all possible financing alternatives including, but not limited to bonds, loans, state bond pools, and grants. The City also has an impact fee program whereby new development pays its fair share for the increased capital and operating costs that result from new construction. Although impact fee payments are restricted to specific projects or types of projects, the use of these payments can be an important source of financing for certain capital projects.

Cash Funding – The City funds a significant portion of capital improvements from reserves accumulated from one-time revenues, which have been set aside for investment in the City's infrastructure.

Inter-fund Borrowing – The City may borrow internally from other funds with surplus cash in lieu of issuing bonded debt. Purposes warranting the use of this type of borrowing could include short term cash flow imbalances, interim financing pending the issuance of bonds, or long term financing in lieu of bonds for principal amounts of under \$10 million. The City funds from which the money is borrowed may be repaid with interest based upon the earning rate of the City's investment portfolio. The Finance Director shall also exercise due diligence to ensure that it is financially prudent for the ~~f~~Fund making the loan.

Inter-fund loans will be evaluated on a case by case basis by the Finance Department. Short-term borrowing for cash flow purposes, expected to be repaid within the next operating (budget) cycle, shall be authorized and executed by the Finance Director.

Any long-term borrowing (advances) between two City funds, with full maturity not expected ~~until beyond the next operating cycle~~ within the succeeding fiscal year and where interest is charged by one fund and incurred by the other, ~~will~~ may require approval by City Council by resolution. The Finance Director is authorized to execute advances between funds when and where appropriate and necessary for cash flow or intermediate financial planning purposes. The purpose of inter-fund borrowing ~~is include~~ to financing high priority needs and to reduce

costs of interest, debt issuance and/or administration. ~~unlessUnless otherwise stated below, the Finance Director is authorized to execute loans documents required to finalize borrowings.~~

Bank Loans / Lines of Credit – Although the City does not typically utilize lines of credit for the financing of capital projects, financial institution credit is an option for municipal issuers and may be evaluated as a financing option.

Other Loans – The City will evaluate other loan programs, including but not limited to State loans such as the Water Resources Control Board’s revolving fund loans for the construction of water infrastructure projects.

Bond Financing – The City may issue any bonds which are allowed under federal and state law including but not limited to general obligation bonds, certificates of participation, revenue bonds, land-secured (assessment and special tax) bonds, refunding bonds and special tax bonds (see below for detail).

General Obligation Bonds – General Obligation Bonds (GO Bonds) may only be issued with two-thirds approval of the City’s registered voters. The California State Constitution (Article XVI, Section 18) limits the use of the proceeds from GO Bonds to “the acquisition or improvement of real property”. Parks and Public Safety facilities are examples of the type of facilities that could be financed with GO Bonds. [City Council must approve placement of such GO Bonds on the ballot.](#)

Lease Financings – Lease financings may take a variety of forms, including certificates of participation, lease revenue bonds and direct leases (typically for equipment). When the City finances acquisition or construction of capital improvements or equipment with a lease financing, the City agrees to lease either the financed asset or a different asset and, most commonly, the City’s lease payments are securitized in the form of certificates of participation or lease revenue bonds. This type of financing requires approval of City Council.

Revenue Bonds – Revenue Bonds are generally issued by the City for enterprise funds that are financially self-sustaining without the use of taxes and therefore rely on the revenues collected by the enterprise fund to repay the debt. This type of financing requires approval of City Council.

Assessment Bonds – The Improvement Bond Act of 1915 (Streets and Highways Code Section 8500 et seq.) and other state laws, subject to Article XIID of the California Constitution, allow the City to issue bonds to finance improvements that provide “specific benefit” to the assessed real property. Installments are collected on the secured property tax roll of the County. The City, may also adopt assessment laws that are applicable within its boundaries. This type of financing is secured by the lien upon and assessments paid by the real property owners and does not obligate the City’s general fund or other funds. [This type of financing requires approval of City Council.](#)

Special Tax Bonds – Under the Mello-Roos Community Facilities Act of 1982, the City may issue bonds on behalf of a Community Facilities District (CFD) to finance capital facilities, most commonly in connection with new development. These bonds must be approved by a two-thirds vote of the qualified electors in the CFD, which the Mello-Roos Act defines to mean registered voters if there are 12 or more registered voters in the CFD and, if there are fewer than 12 registered voters, the landowners in the CFD. Bonds issued by the City under the Mello-Roos Act are secured by a special tax on the real property within the CFD. The financed facilities do not need to be physically located within the CFD. The City may also adopt special tax financing laws that are applicable within its boundaries. As this type of financing is secured by the special tax lien upon the real property it does not obligate the City’s general fund or other funds. [City Council must approve placement of such Special Tax Bonds on the ballot.](#)

Refunding Obligations – Pursuant to the Government Code and various other financing statutes applicable in specific situations, the City Council is authorized to provide for the issuance of bonds for the purpose of refunding any long-term obligation of the City. Absent any significant non-economic factors, a refunding should produce minimum net debt service savings (net of reserve fund earnings and other offsets, and taking transaction costs into account) of at least 3% of the par value of the refunded bonds on a net present value basis, using the refunding issue's True Interest Cost (TIC) as the discount rate, unless the Finance Director determines that a lower savings percentage is acceptable for issues or maturities with short maturity dates. [Additionally, the Finance Director may determine that there are other, compelling "non-economic" reasons (i.e. removal of onerous covenants, terms or conditions)]. [This type of financing requires approval of the City Council.](#)

Other Obligations – There may be special circumstances when other forms of debt are appropriate and may be evaluated on a case-by-case basis. Such other forms include, but are not limited to: bond anticipation notes, grant anticipation notes, tax allocation bonds, lease revenue bonds, pension obligation bonds, etc. [This type of financing requires approval of the City Council.](#)

Section 6: Structure and Term

Term of Debt – Debt will be structured for the shortest period possible, consistent with a fair allocation of costs to current and future users. The standard term of long-term debt borrowing is typically 15-30 years.

Consistent with its philosophy of keeping its capital facilities and infrastructure systems in good condition and maximizing a capital asset's useful life, the City will make every effort to set aside sufficient current revenues to finance ongoing maintenance needs and to provide reserves for periodic replacement and renewal. Generally, no debt will be issued for a period exceeding the useful life or average useful lives of projects to be financed.

Debt Repayment Structure – In structuring a bond issue, the City will manage the amortization of the debt and, to the extent possible, match its cash flow to the anticipated debt service payments. In addition, the City will seek to structure debt with aggregate level debt service payments over the life of the debt. Structures with [unlevel/unleveled](#) debt service will be considered when one or more of the following exist:

- Natural disasters or extraordinary unanticipated external factors make payments on the debt in the early years prohibitive;
- Such structuring is beneficial to the City's aggregate overall debt payment schedule;
- Such structuring will allow debt service to more closely match project revenues during the early years of the project's operation.

Bond Maturity Options – For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, capital appreciation bonds (CABs) may be used. The decision to use term, serial or CABs is typically driven by market conditions.

Interest Rate Structure – The City will issue securities on fixed or variable interest rates, which ever will be most beneficial to the City.

Credit Enhancement – Credit enhancement may be used to improve or establish a credit rating on a City debt obligation. Types of credit enhancement include letters of credit, bond insurance and surety policies. The Finance Director will recommend the use of a credit enhancement if it reduces the overall cost of the proposed financing or if the use of such credit enhancement furthers the City's overall financial objectives.

Debt Service Reserve Fund – Debt service reserve funds are held by the Trustee to make principal and interest payments to bondholders in the event the pledged revenues are insufficient to do so. The City will fund debt service reserve funds when it is in the city's overall best financial interest. The City may decide not to utilize a reserve fund if the Finance Director, in consultation with the underwriter and municipal advisor, determines there would be no adverse impact to the City's credit rating or interest rates.

Per Internal Revenue Service rules, the size of the reserve fund on tax-exempt bond issuance is the lesser of

- 10% of the initial principal amount of the debt;
- 125% of average annual debt service; or
- 100% of maximum annual debt service.

In lieu of holding a cash funded reserve, the City may substitute a surety bond or other credit instrument in its place. The decision to cash fund a reserve fund rather than to use a credit facility is dependent upon the cost of the credit instrument, ~~and~~ the investment opportunities [and the IRS yield restrictions.](#)

Call Options / Redemption Provisions – A call option or optional redemption provision gives the City the right to prepay or retire debt prior to its stated maturity date. This option may permit the City to achieve interest savings in the future through the refunding of the bonds. Often the City will pay a higher interest rate as compensation to the buyer for the risk of having the bond called in the future. In addition, if a bond is called, the holder may be entitled to a premium payment (call premium). Because the cost of call options can vary depending on market conditions, an evaluation of factors will be conducted in connection with each issuance. The Finance Director shall evaluate and recommend the use of a call option on a case by case basis.

Debt Limits – California Government Code Section 43605 states the City shall not incur bonded indebtedness payable from the proceeds of property tax which exceeds 15 percent of the assessed value of all real and personal property of the City.

[Additionally, this policy establishes:](#)

The cumulative annual debt service of all bond issues supported by the General Fund is restricted to no more than 15 percent of annual General Fund Revenue.

Bond issues supported by Enterprise Funds should maintain a minimum ratio of net operating income to annual debt service ("coverage ratio") that the Finance Director concludes is financially prudent to the City. Typically, a higher coverage ratio produces a better credit rating and lower interest rates, yet if too high, potentially may restrict efficient Enterprise operations or unduly induce unneeded user rate increases. Therefore, the City should balance the benefits of higher ratings with the operational impact of high coverage ratios.

Section 7: Method of Issuance and Sale; Disclosure

Debt issues are sold to a single underwriter or to an underwriting syndicate, either through a competitive sale or a negotiated sale. A negotiated sale may involve the sale of securities to investors through an underwriter or the private placement of the securities with a financial institution or other sophisticated investor. The selected method of sale will be that which is most beneficial to the City in terms of lowest net interest rate, most favorable terms in financial structure, and market conditions. The Finance Director will review conditions in conjunction with information and advice presented by the City's Municipal Financial Advisor.

Competitive Sales of Bonds – In a competitive sale, the terms of the debt will be defined by the City and the City’s finance team, and the price of the debt will be established through a bidding process amongst impartial underwriters and/or underwriting syndicates. The issue is awarded to the underwriter judged to have submitted the best bid that offers the lowest true interest cost taking into account underwriting spread, interest rates and any discounts or premiums.

Negotiated Sale of Bonds – A method for sale for bonds, notes, or other financing vehicles in which the City selects in advance, based upon proposals received or by other means, one or more underwriters to work with it in structuring, marketing and finally offering an issue to investors. The negotiated sale method is often used when the issue is: a first-time sale by an issuer (a new credit), a complex security structure, such as variable rate transaction, an unusually large issue, or in a highly volatile or congested market where flexibility as to bond sale timing is important.

Private Placement – A private placement is a variation of a negotiated sale in which the City, usually with the help of a municipal financial advisor and placement agent will attempt to place the entire new issue directly with an investor. The investor will negotiate the specific terms and conditions of the financing before agreeing to purchase the issue. Private placements are generally undertaken because the transaction is complex or unique, requiring direct negotiations with the investor, or because the issue is small or of a shorter duration and a direct offering provides economies of scale, lower interest costs and reduced continuing disclosure.

Derivative products - Because of their complexity, unless otherwise amended, Derivative Products such as interest rate swaps, interest floaters, and other hybrid securities are prohibited by this Debt Management Policy.

Initial Disclosure Requirements - The City acknowledges its disclosure responsibilities. Under the guidance of Disclosure Counsel, the City will distribute or cause an underwriter to distribute its Preliminary Official Statement and final Official Statement (neither is typically required in a private placement, although in some cases a “private placement memorandum” may be required by the investor).

The Financing Team shall be responsible for soliciting “material” information (as defined in Securities and Exchange Commission Rule 10b-5) from City departments and identifying contributors who may have information necessary to prepare portions of the Official Statement or who should review portions of the Official Statement. In doing so, the Financing Team shall confirm that the Official Statement accurately states all “material” information relating to the decision to buy or sell the subject bonds and that all information in the Official Statement has been critically reviewed by an appropriate person.

In connection with an initial offering of securities, the City and other members of the Financing Team will:

- Identify material information that should be disclosed in the Official Statement;
- Identify other persons that may have material information (contributors);
- Review and approve the Official Statement;
- Ensure the City’s compliance, and that of its related entities, with federal and state security laws, including notification to the California Debt and Investment Advisory Commission (“CDIAC”) of the proposed debt issue no later than 30 days prior to the sale of any debt issue, and submission of a final report of the issuance to the CDIAC by any method approved by the CDIAC.

The Financing Team shall critically evaluate the Official Statement for accuracy and compliance with federal and state securities laws. The approval of an Official Statement shall be placed on the City Council agenda, and shall not be considered as a Consent Calendar item. The staff report will summarize the City Council’s responsibilities

with respect to the Official Statement and provide the City Council the opportunity to review a substantially final Official Statement. The City Council shall undertake such review as deemed necessary by the City Council to fulfill the City Council's securities law responsibilities.¹

For any privately placed debt with no Official Statement, the final staff report describing the issue and such other documents will be provided to the City Council for approval.

Section 8: Creditworthiness Objectives

Ratings are a reflection of the general fiscal soundness of the City and the capabilities of its management. Typically, the higher the credit ratings are, the lower the interest cost is on the City's debt issues. To enhance creditworthiness, the City is committed to prudent financial management, systematic capital planning, and long-term financial planning, and to that end has an objective of maintaining a credit rating of at least AA- (Standard and Poor's); however, the City also recognizes that external economic, natural, or other events may, from time to time, affect the creditworthiness of its debt.

The most familiar nationally recognized bond rating agencies are Standard and Poor's, Moody's Investors Service, and Fitch Ratings. When issuing a credit rating, rating agencies consider various factors including but not limited to:

- City's fiscal status
- City's general management capabilities;
- Economic conditions that may impact the stability and reliability of debt repayment sources;
- City's general reserve levels;
- City's debt history and current debt structure;
- Project being financed
- Covenants and conditions in the governing legal documents

Bond Ratings – The Financing Team will assess whether a credit rating should be obtained for an issuance. The City typically seeks a rating from at least one nationally recognized rating agency on new and refunded issues being sold in the public market. The Finance Director, working with the Financing Team, shall be responsible for determining which of the major rating agencies the City shall request provide a rating. When applying for a rating on an issue, the City and Financing Team shall prepare a presentation for the rating agency when the City determines that a presentation is in the best interests of the City.

Rating Agency Communications – The Finance Director is responsible for maintaining relationships with the rating agencies that assign ratings to the City's various debt obligations. This effort shall include providing the rating agencies with the City's financial statements, if applicable, as well as any additional information requested.

¹ The Securities and Exchange Commission (the SEC), the agency with regulatory authority over the City's compliance with the federal securities laws, has issued guidance as to the duties of the City Council with respect to its approval of the POS. In its "Report of Investigation in the Matter of County of Orange, California as it Relates to the Conduct of the Members of the Board of Supervisors" (Release No. 36761 / January 24, 1996) (the "Release"), the SEC stated that, if a member of the City Council has knowledge of any facts or circumstances that an investor would want to know about prior to investing in the bonds, whether relating to their repayment, tax-exempt status, undisclosed conflicts of interest with interested parties, or otherwise, he or she should endeavor to discover whether such factors are adequately disclosed in the Official Statement. In the Release, the SEC stated that the steps that a member of the City Council would take include becoming familiar with the POS and questioning staff and consultants about the disclosure of such facts.

Section 9: Post Issuance Administration

Notification to the CDIAC – The City shall work with its bond counsel to submit a report of final sale to the CDIAC by any method approved by the CDIAC no later than 21 days after the sale of the debt. The report shall include the information required by CDIAC.

Investment of Proceeds – The Finance Director shall invest bond proceeds and reserve funds in accordance with each issue's indenture or trust agreement, utilizing competitive bidding when possible. All investments will be made in compliance with the City's investment policy objectives of safety liquidity and then yield. The investment of bond proceeds and reserve funds shall comply with federal tax law requirements specified in the indenture or trust agreement and the tax certificate.

Unexpended bond proceeds shall be held by the bank trustee. The trustee will be responsible for recording all investments and transactions relating to the proceeds and providing monthly statements regarding the investments and transactions.

Use of Bond Proceeds – The Finance Director is responsible for ensuring debt proceeds are spent for the intended purposes identified in the related legal documents and that the proceeds are spent in the time frames identified in the tax certificate prepared by the City's bond counsel. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition only after obtaining the signature of the Finance Director. In those cases where it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the Finance Director shall retain records of all expenditures of proceeds through the final payment date for the debt.

Continuing Disclosure – The Finance Director or designee will ensure the City's annual financial statements and associated reports are posted on the City's web site. The City will also contract with consultant(s) to comply with the Securities and Exchange Commission Rule 15c2 by filing its annual financial statements, other financial and operating data and notices of enumerated events for the benefit of its bondholders on the Electronic Municipal Market Access (EMMA) website of the Municipal Securities Rulemaking Board (MSRB).

The City shall submit an annual report to the CDIAC for any issue of debt for which it has submitted a report of final sale on or after January 21, 2017. The annual report shall comply with the requirements of Government Code Section 8855 and related regulations.

Arbitrage Rebate Compliance and Reporting – The use and investment of bond proceeds must be monitored to ensure compliance with [Internal Revenue Service](#) arbitrage restrictions. Existing regulations require that issuers calculate rebate liabilities related to any bond issues, with rebates paid to the Federal Government every five years and as otherwise required by applicable provisions of the Internal Revenue Code and regulations. The Finance Director shall contract with a specialist to ensure that proceeds and investments are tracked in a manner that facilitates accurate complete calculations, and if necessary timely rebate payments.

Compliance with Other Bond Covenants – In addition to financial disclosure and arbitrage, the City is also responsible for verifying compliance with all undertakings, covenants, and agreements of each bond issuance on an ongoing basis. [The Finance Director is responsible for ensuring the City remains in compliance with bond covenants or making the appropriate disclosures if the city is not in compliance. Other bond covenants This typically includes ensuring:](#)

- Annual appropriation of revenues to meet debt service payments;
- Taxes/fees are levied and collected where applicable;

~~Date: February 15, 2017~~

- Timely transfer of debt service payments to the trustee
- Compliance with insurance requirements
- Compliance with rate covenants
- [Post-issuance procedures established in the tax certificate for any tax-exempt debt](#)
- [Timely posting of financial information on the EMMA system.](#)

Retention – A copy of all relevant documents and records will be maintained by the Finance Department for the term of the bonds (including refunding bonds, if any) [in accordance with the city's retention policy and](#) per California Code. Relevant documents and records will include sufficient documentation to support the requirements relating to the tax-exempt status.

Investor Relations – While the City shall post its annual financial report as well as other financial reports on the City's website, this information is intended for the citizens of the City. Information that the City intends to reach the investing public, including bondholders, rating analysts, investment advisors, or any other members of the investment community shall be filed on the EMMA system.

Additional requirements for financial statements – It is the City's policy to hire an auditing firm that has the technical skills and resources to properly perform an annual audit of the City's financial statements. More specifically, the firm shall be a recognized expert in the accounting rules applicable to the City and shall have the resources necessary to review the City's financial statements on a timely basis.

Section 10: Training

The Finance Director shall ensure that the members of the City staff involved in the initial or continuing disclosure process and the City Council are properly trained to understand and perform their responsibilities.

The Finance Director shall arrange for disclosure training sessions conducted by the City's disclosure counsel. Such training sessions shall include education on the Initial Disclosure and Continuing Disclosure sections of this Debt Management Policy, the City's disclosure obligations under applicable federal and state securities laws and the disclosure responsibilities and potential liabilities of members of the City's staff and members of the City Council. Such training sessions may be conducted using a recorded presentation.

Section 11: Glossary

Ad Valorem Tax: A tax calculated “according to the value” of property. Such a tax is based on the assessed valuation of real property and a valuation of tangible personal property.

Amortization: The gradual reduction in principal of an outstanding debt based upon a specific repayment schedule, which details specific dates and repayment amounts on those dates.

Arbitrage: The gain that may be obtained by borrowing funds at a lower (often tax-exempt) rate and investing the proceeds at higher (often taxable) rates. The ability to earn arbitrage by issuing tax-exempt securities has been severely curtailed by the Internal Revenue Code of 1986, as amended.

Assessed Valuation: The appraised worth of property as set by a taxing authority through assessments for purposes of ad valorem taxation

Bond: A security that represents an obligation to pay a specified amount of money on a specific date in the future, typically with periodic interest payments.

Bond Anticipation Notes: Short-term notes issued usually for capital projects and paid from the proceeds of the issuance of long-term bonds. Provide interim financing in anticipation of bond issuance.

Bond Counsel: A specialized, qualified attorney retained by the issuer to give a legal opinion concerning the validity of securities. The bond counsel’s opinion usually addresses the subject of tax exemption. Bond counsel may prepare or review and advise the issuer regarding authorizing resolutions, trust indentures and litigation.

Bond Insurance: A type of credit enhancement whereby an insurance company indemnifies an investor against default by the issuer. In the event of failure by the issuer to pay principal and interest in full and on time, investors may call upon the insurance company to do so. Once issued, the municipal bond insurance policy is generally irrevocable. The insurance company receives its premium when the policy is issued and this premium is typically paid out of the bond issue.

Call Option: The right to redeem a bond prior to its stated maturity, either on a given date or continuously. The call option is also referred to as the optional redemption provision. Often a call premium is added to the call option as compensation to the holders of the earliest bonds called.

Capital Appreciation Bond: A municipal security on which the investment return on an initial principal amount is reinvested at a stated compounded rate until maturity, at which time the investor receives a single payment representing both the initial principal amount and the total investment return.

CDIAC: California Debt and Advisory Commission (“CDIAC”)

Certificates of Participation: A financial instrument representing a proportionate interest in payments such as lease payments by one party (such as a city acting as a lessee) to another party (often a trustee).

Competitive Sale: A sale of bonds in which an underwriter or syndicate of underwriters submit sealed bids to purchase the bonds. Bids are awarded on a true interest cost basis (TIC), providing that other bidding requirements are satisfied. Competitive sales are recommended for simple financings with a strong underlying credit rating. This type of sale is in contrast to a Negotiated Sale

Continuing Disclosure: The requirement by the Securities and Exchange Commission for most issuers of municipal debt to post current financial information and notices of enumerated events on the MSRB's EMMA website for access by the general marketplace.

Credit Rating Agency: A company that rates the relative credit quality of a bond issue and assigns a letter rating. These rating agencies include Moody's Investors Service, Standard & Poor's, and Fitch Ratings.

Debt Limit: The maximum amount of debt that is legally permitted by applicable charter, constitution, or statutes.

Debt Service: The amount necessary to pay principal and interest requirements on outstanding bonds for a given year or series of years.

Default: The failure to pay principal or interest in full or on time and, in some cases, the failure to comply with non-payment obligations after notice and the opportunity to cure.

Derivative: A financial instrument which derives its own value from the value of another instrument, usually an underlying asset such as a stock, bond, or an underlying reference such as an interest rate index.

Disclosure Counsel: A specialized, qualified attorney retained to provide advice on issuer disclosure obligations, to prepare the official statement and to prepare the continuing disclosure undertaking.

Discount: The difference between a bond's par value and the price for which it is sold when the latter is less than par. Also known as "underwriter discount," this is the fee paid to the underwriter its banking and bond marketing services.

EMMA System: [Electronic Municipal Markey Access: Website created to provide information about municipal bonds, bond prices and market trends to the public. Bond covenants typically require the city's financial information be timely submitted to EMMA.](#)

Enterprise Activity: revenue generating project or business. The project often provides funds necessary to pay debt service on securities issued to finance the facility. Common examples include water and solid waste enterprises

Financing Team: The working group of City staff and outside consultants necessary to complete a debt issuance.

General Obligation (GO) Bond: A bond secured by an unlimited property tax pledge. Requires a two-thirds vote by the electorate. GO bonds usually achieve lower rates of interest than other financing instruments since they are considered to be a lower risk.

Indenture: A contract between the issuer and the trustee stipulating the characteristics of the financial instrument, the issuer's obligation to pay debt service, and the remedies available to the trustee in the event of default.

Issuance Costs: The costs incurred by the bond issuer during the planning and sale of securities. These costs include by are not limited to municipal financial advisory, bond counsel, disclosure counsel, printing, advertising costs, credit enhancement, rating agencies fees, and other expenses incurred in the marketing of an issue.

Lease: An obligation wherein a lessee agrees to make payments to a lessor in exchange for the use of certain property. The term may refer to a capital lease or to an operating lease.

Lease Revenue Bonds: Bonds that are secured by an obligation of one party to make annual lease payments to another.

Maturity Date: The date upon which a specified amount of debt principal or bonds matures, or becomes due and payable by the issuer of the debt.

Municipal Financial Advisor: A consultant who provides the issuer with advice on the structure of the bond issue, timing, terms and related matters for a new bond issue.

Municipal Securities Rulemaking Board (MSRB): A self-regulating organization established on September 5, 1975 upon the appointment of a 15-member board by the Securities and Exchange Agreement. The MSRB, comprised of representatives from investment banking firms, dealer bank representatives, and public representatives, is entrusted with the responsibility of writing rules of conduct for the municipal securities market. The MSRB hosts the EMMA website, which hosts information posted by issuers under their continuing disclosure undertakings.

Negotiated Sale: A sale of securities in which the terms of the sale are determined through negotiation between the issuer and the purchaser, typically an underwriter, without competitive bidding. The negotiated sales process provides control over the financing structure and issuance timing. Negotiated sales are recommended for unusual financing terms, period of market volatility and weaker credit quality. A thorough evaluation, usually with the assistance of the City's Municipal Financial Advisor, of the proposed bond's credit characteristics in conjunction with market conditions will be performed to ensure reasonable final pricing and underwriting spread.

Official Statement (Prospectus): A document published by the issuer in connection with a primary offering of securities that discloses material information on a new security issue including the purposes of the issue, how the securities will be repaid, and the financial, economic and social characteristics of the security for the bonds. Investors may use this information to evaluate the credit quality of the securities.

Par Value: The face value or principal amount of a security.

Pension Obligation Bonds: Financing instruments used to pay some or all of the unfunded pension liability of a pension plan. POBs are issued as taxable instruments over a 10-40 year term or by matching the term with the amortization period of the outstanding unfunded actuarial accrued liability.

Premium: The excess of the price at which a bond is sold over its face value.

Present Value: The value of a future amount or stream of revenues or expenditures.

Pricing Consultant: The Pricing Consultant provides a fairness letter to the City or its agent regarding the pricing of a new issue of municipal securities.

Private Placement: A bond issue that is structured specifically for one purchaser. Private placements are typically carried out when extraneous circumstances preclude public offerings. A private placement is considered to be a negotiated sale.

Redemption: Depending on an issue's call provisions, an issuer may on certain dates and at certain premiums, redeem or call specific outstanding maturities. When a bond or certificate is redeemed, the issuer is required to pay the maturities' par value, the accrued interest to the call date, plus any premium required by the issue's call provisions.

Refunding: A procedure whereby an issuer refinances an outstanding debt issue by issuing a new debt issue.

Rule 15c2-12: Rule adopted by the Securities and Exchange Commission setting forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offering of municipal securities, (ii) underwriters to obtain continuing disclosure agreements from issuers and other obligated persons to provide ongoing annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities in the secondary market.

Reserve Fund: A fund established by the indenture of a bond issue into which money is deposited for payment of debt service in case of a shortfall in current revenues.

Revenue Bond: A bond which is payable from a specific source of revenue and to which the full faith and credit of an issuer is not pledged. Revenue bonds are payable from identified sources of revenue, and do not permit the bondholders to compel a jurisdiction to pay debt service from any other source. Pledged revenues often are derived from the operation of an enterprise.

Secondary Market: The market in which bonds are sold after their initial sale in the new issue market.

Serial Bonds: Bonds of an issue that mature in consecutive years or other intervals and are not subject to mandatory sinking fund provisions.

Special Tax Bonds: Bonds issued to fund eligible improvements and paid with special taxes levied in a community facilities district formed under the Mello-Roos Community Facilities Act of 1982, as amended, or other applicable law.

State Revolving Funds: The State Revolving Fund (SRF) loan is a low interest loan program for the construction of water infrastructure projects.

Tax Allocation Bonds: Historically, tax allocation bonds referred to bonds issued under the Community Redevelopment Law to fund eligible capital facilities located within a redevelopment project area. However, as a result of the passage of AB X1 26, the [CITY] Redevelopment Agency has been dissolved and the successor agency's obligations are limited to performing certain enforceable obligations. The California Legislature has enacted a number of laws that establish alternative tax increment financing mechanisms, and tax allocation bonds may be issued under these laws in the future.

Tax and Revenue Anticipation Notes (TRANS): Short term notes issued in anticipation of receiving tax receipts and revenues within a fiscal year. TRANS allow the municipality to manage the period of cash shortfalls resulting from a mismatch between timing of revenues and timing of expenditures.

Term Bonds: Bonds that come due in a single maturity but where the issuer may agree to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity and for payment at maturity.

True Interest Cost (TIC): Under this method of computing the interest expense to the issuer of bonds, true interest cost is defined as the rate necessary to discount the amounts payable on the respective principal and interest payment dates to the purchase price received for the new issue of bonds. Interest is assumed to be compounded semi-annually. TIC computations produce a figure slightly different from the net interest cost (NIC) method because TIC considers the time value of money while NIC does not.

Trustee: A bank retained by the issuer as custodian of bond proceeds and official representative of bondholders. The trustee ensures compliance with the indenture. In many cases, the trustee also acts as paying agent and is responsible for transmitting payments of interest and principal to the bondholders.

Underwriter: A broker-dealer that purchases a new issue of municipal securities from the issuer for resale in a primary offering. The bonds may be purchased either through a negotiated sale with the issuer or through a competitive sale.

Yield: The net rate of return, as a percentage, received by an investor on an investment. Yield calculations on a fixed income investment, such as a bond issue, take purchase price and coupon into account when calculating yield to maturity.

[Revision Tracking:](#)

[Implemented: February 15, 2017](#)

[Revised: June 16, ~~May X~~ 2021](#)



AGENDA SUMMARY REPORT

SUBJECT: Update on Emergency Repair of the Yosemite Drive Water Main and Determine that Emergency Conditions Continue to Require the Emergency Repair.

DEPARTMENT: Public Works **PREPARED BY:** Jarod Thiele, Public Works Management Analyst

PRESENTER: Tim Eriksen, Public Works Director/City Engineer

ATTACHMENTS:

1. Resolution 2020-63 Yosemite Drive Water Main Emergency Work

Summary: The City Council will review the status of the emergency award of contract to repair the Yosemite Drive Water Main, to comply with Public Contract Code Section 22050.

Background: At their regular meeting of November 4, 2020, the City Council voted to adopt a resolution finding that emergency conditions would not allow sufficient time to publicly bid the repair of the Yosemite Drive Water Main. Please refer to Attachment 1 for a copy of the resolution.

The City Council awarded a contract to Wipf Construction under Public Contract Code Section 22050 to repair the Yosemite Drive Water Main. That section allows such repairs without competitive bidding in an emergency, if the City Council on a 4/5 vote makes specified finding. However, please note, that staff solicited quotes from two additional companies before making the award recommendation.

Discussion: Under Public Contract Code 22050, Subsection (c)(1) the City Council is required to review the emergency action taken on November 4th at every regularly scheduled meeting thereafter until the action is terminated.

In reviewing the action, the City Council must determine whether the emergency conditions excusing competitive bidding continue for the repair of the Yosemite Drive Water Main. It must make that finding by a 4/5 vote.

The water main, water services, and trench paving work are complete. The final work to reconstruct the portion of the street damaged by the repeated water main breaks will commence as soon as weather and contractor availability permit.

Recommended Action: Determine that emergency conditions continue to require the repair of the Yosemite Drive Water Main without competitive bidding.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

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; Mary Horger, Financial

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2020-63**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING PURSUANT TO PUBLIC CONTRACT CODE SECTION 22050 THE EMERGENCY PROCUREMENT WITHOUT PUBLIC BIDDING OF CONSTRUCTION SERVICES TO REPAIR THE WATER MAIN ON YOSEMITE DRIVE****WHEREAS:**

1. During normal operation of the City of Ukiah's Water Distribution System, a portion of water main failed repeatedly on Yosemite Drive; and
2. Without the normal operation of this water main, the City is unable to provide necessary and immediate services to its residents which could lead to public health hazards; and
3. With damage caused to public property including streets, curb, gutter; and
4. With damage caused to private property including driveway aprons and driveways; and
5. The City Engineer estimates that it would take 120 days to develop plans and specifications to bid the construction work required to repair the water main and damaged public and private property, to advertise requests for bids, to award the bid and to commence construction and an additional 2-3 weeks to complete the work; and
6. Under Public Contract Code Section 22050(a)(1) in the case of an emergency, the City, pursuant to a four-fifths vote of the City Council, may repair or replace a public facility and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and
7. Under Public Contract Code Section 22050(a)(2) before the City Council takes such action, it must make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency;

NOW, THEREFORE, BE IT RESOLVED that:

1. Based on the foregoing recitals and information, the City Council finds that an emergency condition exists that must be repaired to avoid public health hazards that could result, if the repair work was put out for competitive bids in compliance with the procedures required by the Uniform Construction Cost Accounting Act.
2. The City Council authorizes the procurement of construction services to repair the water main and damaged public and private property without providing notice inviting bids.
3. The City Council authorizes the City Procurement Officer to contract with Wipf Construction to repair the backwash basins at the WTP on the amount of \$178,642.

4. Awarding a contract to repair the water main and damaged public and private property is categorically exempt from environmental review under the California Environmental Quality Act as a Class 2 categorical exemption, because it involves the replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity. (14 CCR §15302.)
5. The emergency action taken by this resolution shall terminate upon the City Council's approval of a certificate of completion for the water main and public and private property repair work.

PASSED AND ADOPTED this 4th day of November, 2020, by the following roll call vote:

AYES: Councilmembers Mulheren, Brown, Scalmanini, Orozco, and Mayor Crane

NOES: None

ABSENT: None

ABSTAIN: None


Douglas F. Crane, Mayor

ATTEST:


Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Consideration of a Response to Correspondence from the County of Mendocino Regarding Project Homekey 2.0.

DEPARTMENT: City Manager / Admin

PREPARED BY: Sage Sangiacomo, City Manager

PRESENTER: Shannon Riley, Deputy City Manager

ATTACHMENTS:

1. County of Mendocino Ltr 5-27-21 Project Homekey 2.0

Summary: Consideration of a response to correspondence from the County of Mendocino regarding Project Homekey 2.0.

Background: The City Manager's Office received correspondence from the County CEO on June 1, 2021, regarding Project HomeKey 2.0 (Attachment #1).

Discussion: The item has been added to the agenda to provide an opportunity for the City Council to discuss and consider a response.

Recommended Action: Discuss and provide direction regarding a response

BUDGET AMENDMENT REQUIRED: N/A

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



COUNTY OF MENDOCINO

Executive Office

CARMEL J. ANGELO
CHIEF EXECUTIVE OFFICER

501 Low Gap Rd. Room 1010
Ukiah, CA 95482

Email: ceo@mendocinocounty.org
Website: www.mendocinocounty.org

Office: (707) 463-4441
Fax: (707) 463-5649

May 27, 2021

Sage Sangiacomo, City Manager
300 Seminary Avenue
Ukiah, CA 95482



Dear Mr. Sangiacomo:

As you know, Governor Gavin Newsom recently announced his \$100 Billion "California Comeback Plan" – the biggest economic recovery package in California history. This Plan highlights comprehensive strategies and major investments in many areas of particular interest to local jurisdictions. One of those areas of opportunity focuses on housing and homelessness. In particular, the Plan highlights a commitment to new funding for potentially hundreds of new Project Homekey sites across California.

In November, the County of Mendocino was among the very first awardees for the flagship Project Homekey program with the purchase and renovation of the Best Western Hotel in Ukiah. Today, just six months later, the site has re-opened as Live Oak Apartments. The mission of the project is to provide a pathway to permanent recovery from homelessness, with a specific focus on supporting households in their ability to become fully self-sufficient. Thirty-seven households that had been experiencing or at-risk of homelessness have moved into this apartment complex. All households are expected to contribute 30% of their income to rent; this project does not provide free housing. The population currently served at Live Oak Apartments includes 44 adults and 25 children. The demographics of this group of new residents include families, seniors, veterans, and individuals with complex medical conditions. The current waitlist includes over 150 households. For more information about the project, please visit www.projecthomekeymendocino.org.

With the Governor's announcement of significant new funding for Project Homekey 2.0, I am reaching out to encourage you to begin a conversation with your Council and your community about local interest in these projects. During the first round of Project Homekey funding, extremely aggressive performance timelines prohibited the ability of the County to engage in a robust community engagement and assessment process. We anticipate additional funding will come with similarly aggressive and challenging timelines. Our experience with Project Homekey thus far has taught us that the work involved in these projects is extensive; requires strong and committed community partners; and requires considerable political (and potentially financial) investment from local leadership. To that end, County staff will explore additional Project Homekey sites

in Mendocino County only if explicitly invited to do so by local jurisdictions or if explicitly directed to do so by the Board of Supervisors. If a jurisdiction chooses to pursue this opportunity independently of the County, we are open to providing services and support.

If a Project Homekey site is of interest to your jurisdiction, and if you would like to potentially partner with the County on exploring the feasibility of such a project, please notify Deputy Chief Executive Officer Steve Dunncliff at 707-463-4441 or by email at dunnicl@s@mendocinocounty.org by July 1, 2021. Steve is also available to answer questions you may have about the County's experience thus far with Project Homekey.

Sincerely,



Carmel J. Angelo
Chief Executive Officer
County of Mendocino

CC: Megan Van Sant, Senior Program Manager, Mendocino County HHSA
Steve Dunncliff, Mendocino County Deputy Chief Executive Officer
Darcie Antle, Mendocinio County Deputy Chief Executive Officer
Mendocino County Board of Supervisors



AGENDA SUMMARY REPORT

SUBJECT: Receive Updates on City Council Committee and Ad Hoc Assignments, and, if Necessary, Consider Modifications to Assignments and/or the Creation/Elimination of Ad Hoc(s).

DEPARTMENT: City Clerk **PREPARED BY:** Kristine Lawler, City Clerk
PRESENTER: Mayor Orozco and Various Councilmembers

ATTACHMENTS:

1. 2021 City Council Special Assignments

Summary: City Council members will provide reports and updates on their committee and ad hoc assignments. If necessary, the Council may consider modifications.

Background: City Council members are assigned to a number of committees and ad hoc activities. These assignments are included as Attachment 1.

Discussion: Previously, the City Council discussed having more time allocated to reporting on committee and ad hoc activities. Often, the Council Reports section of the regular agenda is rushed due to impending business (i.e., public hearings), and not enough time is afforded for reports beyond community activities.

In an effort to foster regular updates on committee and ad hoc assignments, this item is being placed on the agenda to provide the City Council members an expanded opportunity to report on assignments and modify assignments as necessary.

Recommended Action: Receive report(s). The Council will consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).

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

2021 CITY COUNCIL SPECIAL ASSIGNMENTS

COUNTY/REGIONAL OnGoing One + Alternate	MTG DATE/TIME	MEETING LOCATION		MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Disaster Council	Shall meet a minimum of once a year at a time and place designated upon call of the chair	Place designated upon call of the chair or, if she/he is unavailable or unable to call such meeting, the first vice chair and then the City Manager or her/his designee.		Office of Emergency Management 300 Seminary Ave. Ukiah, CA 95482 467-5765 - Tami Bartolomei	Develop any necessary emergency and mutual aid plans, agreements, ordinances, resolutions, rules, and regulations.	Orozco Duenas- Alternate	Tami Bartolomei, Office of Emergency Management Coordinator; 467-5765 tbartolomei@cityofukiah.com
Greater Ukiah Business & Tourism Alliance	3rd Tuesday of month, 11:30 a.m.	200 S School St. Ukiah, CA 95482		200 S School St. Ukiah, CA 95482	Promotes tourism and works to strengthen and promote the historic downtown and businesses within the greater Ukiah area	Duenas Rodin - Alternate	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Mendocino Council of Governments (MCOG)	1st Monday of month, 1:30 p.m.	Board of Supervisors Chambers 501 Low Gap Road Ukiah, CA		Executive Director 367 N. State Street, Ste. 206 Ukiah, CA 95482 463-1859	Plan and allocate State funding, transportation, infrastructure and project County wide	Brown Rodin- Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Mendocino County Inland Water and Power Commission (IWPC)	2nd Thursday of month, 6:00 p.m.	Civic Center 300 Seminary Avenue conference 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	Orozco Brown- Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
Mendocino Solid Waste Management Authority (MSWMA)	3rd Thursday of every other month (varies), 10:00 a.m.	Willits Council Chambers		Solid Waste Director 3200 Taylor Drive Ukiah, CA 95482 468-9710	County-wide Solid Waste JPA	Brown Duenas- 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 Conference Center or Fort Bragg, or Point Arena		Executive Director 241 Plant Road Ukiah, CA 95482 462-1422	County-wide bus transportation issues and funding	Duenas Orozco - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
North Coast Opportunities (NCO)	4th Wednesday of month, 2 p.m.	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	Bartolomei (appointed 12/19/18)	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 and revitalized rail infrastructure meeting the freight and passenger needs of the region	Shannon Riley, Deputy City Manager	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Russian River Watershed Association (RRWA)	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 508-3670	Consider issues related to Russian river - plans projects and funding requests	Rodin Brown- Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Ukiah Valley Basin Groundwater Sustainability Agency (GSA)	2nd Thursday of month, 1:30 p.m.	Board of Supervisors Chambers; 501 Low Gap Road Ukiah, CA		County Executive Office Nicole French 501 Low Gap Rd., Rm. 1010 Ukiah, CA 95482 463-4441	GSA serves as the Groundwater Sustainability Agency in the Ukiah Valley basin	Crane Duenas- Alternate	Sean White, Director of Water Resources; 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
Economic Development & Financing Corporation (EDFC)	2nd Thursday of month, 2:00 p.m.	Primarily 631 S. Orchard Street (location varies)		Executive Director 631 South Orchard Avenue Ukiah, CA 95482 467-5953	Multi-agency co-op for economic development and business loan program	Riley (appointed 12/19/18)	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Sun House Guild ex officio	2nd Tuesday of month, 4:30 p.m.	Sun House 431 S. Main St. Ukiah, CA		431 S. Main Street Ukiah, CA 95482 467-2836	Support and expand Grace Hudson Museum	Orozco Neil Davis- Alternate	David Burton, Museum Director; 467-2836 dburton@cityofukiah.com
Continued - COUNTY/REGIONAL One + Staff Alternate	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Mendocino Youth Project JPA Board of Directors	3rd Wednesday of 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	Cedric Crook, Patrol Lieutenant	Cedric Crook, Patrol Lieutenant Nob; 463-6771; ccrook@cityofukiah.com
Northern California Power Agency (NCPA)	4th Thursday of month, 9:00 a.m. (see NCPA calendar)	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

2021 CITY COUNCIL SPECIAL 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
Adventist Health Community Advisory Council	Quarterly: Aug. 27, 6:45 a.m. Nov 5, 6:45 a.m.	275 Hospital Drive Ukiah, CA 95482	275 Hospital Drive Ukiah, CA 95482 707-463-7623 Allyne Brown - Allyne.Brown@ah.org	Provides the Adventist Health Ukiah Valley (AHUV) Governing Board and Administration with advice, support, and suggestions on matter of importance to Mendocino, Lake and Sonoma Counties.	Brown Rodin - Alternate	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
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 Manager (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	Rodin Orozco-Alternate	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
City Selection Committee	Called as required by the Clerk of the Board	BOS Conference Room 501 Low Gap Rd. Rm. 1090 Ukiah, CA	C/O: BOS 501 Low Gap Rd., 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 Orozco, Alternate Alan Carter, Treasurer	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Library Advisory Board	3rd Wednesdays of alternate months; 1:00 p.m.	Various Mendocino County Libraries	Ukiah County Library 463-4491	Review library policy and activities	Supervisor 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	Greg Owen , Airport Manager (appointed 12/19/18)	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, City Manager and Police Chief	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Russian River Flood Control District (RRFCD) Liaison	1st Monday of month, 5:30 p.m.	151 Laws Ave., Suite D Ukiah, CA	151 Laws Ave., Ukiah, CA 95482; rrfc@pacific.net; 462-5278	Proactively manage the water resources of the upper Russian River for the benefit of the people and environment of Mendocino County	White/Orozco	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com
HHS Advisory Board	2nd Wednesday of month; 9:00 a.m.	Big Sur Room County Department of Social Services	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	Shannon Riley , Deputy City Manager; 467-5793 sriley@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	(positions not active) Crane Rodin	Craig Schlatter , Director of Community Development; 463-6219; c Schlatter@cityofukiah.com
Mendocino County Airport Land Use Commission	As needed	BOS Conference Room 501 Low Gap Rd., Rm. 1090, Ukiah, CA	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	Owen/Schlatter	Greg Owen , Airport Manager; 467-2855; gowen@cityofukiah.com Craig Schlatter , Director of Community Development; 463-6219; cschlatter@cityofukiah.com
Mendocino County 1st District Liaison	Monthly; TBD	Civic Center Annex conference room #5 411 West Clay St. Ukiah, CA 95482	Civic Center 300 Seminary Ave. Ukiah, CA 95482	To coordinate activities and policy development with the City's 1st District Supervisor	Brown Crane- Alternate	Sage Sangiacomo , City Manager; 463-6221; ssangiacomo@cityofukiah.com
Mendocino County 2nd District Liaison	1st Wednesdays of month, 8:00 a.m.	Civic Center Annex conference room #5 411 West Clay St. Ukiah, CA 95482	Civic Center 300 Seminary Ave. Ukiah, CA 95482	To coordinate activities and policy development with the County's 2nd District Supervisor	Brown	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com
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
Fire Executive Committee	2nd Wednesdays of month, 3:45 p.m.	Ukiah Valley Conference Center, 200 S. School Street Ukiah, CA	Stephanie Abba Civic Center 300 Seminary Ave. Ukiah, CA 95482 sabba@cityofukiah.com	Per the recently adopted agreement between the City of Ukiah and the Ukiah Valley Fire Protection District	Orozco/Brown	Doug Hutchison , Fire Chief; 463-6263; dhutchison@cityofukiah.com
STANDING COMMITTEES	MTG DATE/TIME	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Equity and Diversity	TBD	Virtual Meeting Room (link to be created)	Civic Center 300 Seminary Ave. Ukiah, CA 95482	Improve diversity and equity in the City's workforce and municipal services	Orozco/Duenas	Traci Boyl , City Manager's Office Management Analyst; 467-5720 tboyl@cityofukiah.com

2021 AD HOC COMMITTEES		
COMMITTEE	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Electric Grid Operational Improvements	Crane/Orozco	Mel Grandi, Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
Trench Cut Policy Development	Crane/Brown	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Budget Development Best Practices and Financial Policy For FY 21/22 Budget	Crane/Brown	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com Sheri Mannion, Human Resource Director/Risk Manager; 463-6272, smannion@cityofukiah.com
Advance Planning & Policy for Sphere of Influence (SOI), Municipal Service Review (MSR), Annexation, Tax Sharing, Detachment, and Out of Area Service Agreements	Crane/Rodin	Sage Sangiacomo, City Manager 463-6221 ssangiacomo@cityofukiah.com Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Mel Grandi, Electric Utility Director; 463-6295 mgrandi@cityofukiah.com Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com
2021 Electric Rate Study	Crane/Duenas	Mel Grandi, Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
Housing Element and Implementation Review	Rodin/Orozco	Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com
Planning Commissioner Appointment Process	Crane/Rodin	Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com Darcy Vaughn, Assistant City Attorney 462-6846 dvaughn@cityofukiah.onmicrosoft.com
UVSD/ City Relations <i>Ad hoc committee to address specific issues with the Ukiah Valley Sanitation District, including discussion of overall sewer system service delivery policies, operating policy revisions, potential revisions to the current Operating Agreement, and cost sharing</i>	Crane/Brown	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com Sean White, Water Resources Director 463-5712 swhite@cityofukiah.com
Upper Russian River Water Agency/City Relations	Crane/Brown	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com