



**City Council
Regular Meeting
AGENDA**

Register and Join 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.

July 21, 2021 - 6:00 PM

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

- 3.a. Presentation: City of Ukiah and Ukiah Unified School District (UUSD) Summer School Partnership.

Recommended Action: Receive Presentation

Attachments: None

- 3.b. Presentations by Mendocino County Staff Regarding Project Homekey and the Homeless Outreach Team.

Recommended Action: Receive presentations.

Attachments: None

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- 5.a. Approval of the Minutes for the July 7, 2021, Regular Meeting.

Recommended Action: Approve the Minutes of July 7, 2021, a Regular Meeting, as submitted.

Attachments:

1. 2021-07-07 Draft Minutes

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. Annual Report Regarding Boards and Commissions Term Expirations and Appointments; and Adoption of Resolution Reappointing Cynthia Coale to the Design Review Board and Henry Sadowski to the Parks, Recreation, and Golf Commission.

Recommended Action: Receive the report regarding the Boards and Commission Term Expirations and Appointments; and Adopt the Resolution Reappointing Cynthia Coale to the Design Review Board and Henry Sadowski to the Parks, Recreation, and Golf Commission.

Attachments:

1. Resolution 2014-48
2. Nominations
3. Board and Commission Terms
4. Proposed Resolution

- 7.b. Approval of Contract Amendment #3 to SHN Consulting Engineers and Geologists, Inc. in the Amount Not To Exceed \$49,200 for Additional Engineering Design and Construction Management Services for the Pressure Zone 2 South Reservoir Rehabilitation/Replacement Project, and Corresponding Budget Amendment.

Recommended Action: Approve contract amendment #3 to SHN Consulting Engineers and Geologists, Inc. in the amount not to exceed \$49,200 for additional engineering design and construction management services for the Pressure Zone 2 South Reservoir Rehabilitation/Replacement Project, and corresponding budget amendment.

Attachments:

1. 1617-133 SHN Agreement_CM
2. 1617-133-A3 PZ2S Project Modification Agreements

- 7.c. Notification to City Council of Purchase Order #47221 issued to Vaughan's Industrial Repair, Inc. to Rebuild a 10" Fairbanks Morse VTSH Pump for the Waste Water Treatment Plant in the Amount of \$16,053.81.

Recommended Action: Receive report on Purchase Order issued to Vaughan's Industrial Repair Co., Inc. in the amount of \$16,053.81

Attachments:

1. Vaughan's Quote Fairbanks Morse 10 inch VTSH Pump

- 7.d. Approve Notice of Completion for Wahlund Construction, Inc. for the Downtown Streetscape Utilities Project, Specification 19-17, and Direct the City Clerk to File the Notice of Completion with the County Recorder.

Recommended Action: Approve Notice of Completion Specification 19-17 Downtown Streetscape Utilities Project, and direct the City Clerk to file the Notice of Completion with the County Recorder.

Attachments:

1. Spec 19-17 PROJECT PLANS
2. Specification 19-17_Notice of Completion

- 7.e. Consideration and Approval to Unfreeze the Full-Time Assistant Facility Administrator Classification, and Approval of Corresponding Budget Amendments.

Recommended Action: Council to consider and approve unfreezing the full-time Assistant Facility Administrator classification, and approval of corresponding budget amendments.

Attachments: None

- 7.f. Approval of Contract in the Amount of \$140,000 with Larry Walker and Associates for Technical Permitting Assistance Related to the City's National Pollutant Discharge Elimination System (NPDES) Permit and Recycled Water Permit.

Recommended Action: Approve contact in the amount of \$140,000 with Larry Walker and Associates for Technical Permitting Assistance Related to the City's National Pollutant Discharge Elimination System (NPDES) Permit and Recycled Water Permit

Attachments:

1. Proposal from Larry Walker and Associates

- 7.g. Approval of the Purchase of Filter Media for the Advanced Water Treatment (AWT) Filters at the Wastewater Treatment Plant (WWTP) from WesTech Inc. of Salt Lake City, UT in the Total Amount of \$37,080.00.

Recommended Action: Approve the purchase of filter media for the Advanced Water Treatment (AWT) filters at the Wastewater Treatment Plant (WWTP) from WesTech Inc. of Salt Lake City, UT in the Total Amount of \$37,080.00.

Attachments:

1. Quote from WesTech

- 7.h. Approval of Contract with Stone Creek Environmental Consulting in the Amount of \$26,020 for Engineering Services Related to the Municipal Separate Storm Sewer Systems Permit Issued by the North Coast Regional Water Quality Control Board.

Recommended Action: Approve contract with Stone Creek Environmental Consulting in the amount of \$26,020 for Engineering Services related to the City's Stormwater Permit.

Attachments:

1. 210218 Ukiah Proposal for 2021 2022

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. Annual Review and Adoption of Resolution Updating the Fee Schedule for Community Services; Including Recreation Programs, Sports Fields, Parks, Municipal Pools, Ukiah Valley Conference Center, and the Grace Hudson Museum.

Recommended Action: Receive the annual review and adopt the Resolution updating the fee schedule for Community Services; including recreation programs, sports fields, parks, municipal pools, Ukiah Valley Conference Center, and the Grace Hudson Museum.

Attachments:

1. Resolution with Exhibit A - Fee Schedule for Community Services

12. UNFINISHED BUSINESS

- 12.a. Council to Receive Status Report on the Ukiah Valley Golf Course and Consider Approval of the 2021/2022 Capital Improvement Plan for the Ukiah Valley Golf Course, and to Consider Approval of an Amended Cart Barn Lease Agreement with the Ukiah Men's Golf Club, and a Corresponding Amendment to the Tayman Park Golf Group Agreement.

Recommended Action: Approve the 2021/2022 Capital Improvement Plan for the Ukiah Valley Golf Course, and authorize the City Manager to Execute the Amended Cart Barn Lease Agreement with the Ukiah Men's Golf Club and a corresponding Eighth Amendment to the Tayman Park Golf Group Agreement.

Attachments:

1. UMGC CIP work to June 2022
2. Amended Draft Cart Barn Lease updated
3. UMGC CIP Fund approval letter
4. Addendum No 8 to Tayman Park Golf Course Lease
5. Ukiah Golf Course CIP 2021 22

- 12.b. Annual Report Regarding the Visit Ukiah Program and Authorization for City Manager to Negotiate and Execute Performance Agreement between the Greater Ukiah Chamber of Commerce and the City of Ukiah for Continued Administration of the Program for Fiscal Year 2021-22.

Recommended Action: Receive a presentation regarding the Visit Ukiah program and consider authorizing the City Manager to negotiate and execute a performance agreement between the Greater Ukiah Chamber of Commerce and the City of Ukiah for the continued administration of the program.

Attachments:

1. Agreement_Greater Ukiah Chamber of Commerce 2020-07-01

- 12.c. 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

13. NEW BUSINESS

- 13.a. Consideration of Adoption of a Resolution Adopting the City of Ukiah Emergency Operations Plan.

Recommended Action: Adopt resolution adopting the City of Ukiah Emergency Operations Plan.

Attachments:

1. City of Ukiah Resolution and Exhibit A - Emergency Operation Plan.docx

- 13.b. Designation of Voting Delegates and Alternates for the League of California Cities Annual Conference – September 22-24, 2021.

Recommended Action: Designate a Councilmember as the Voting Delegate, and Sage Sangiacomo, City Manager and Shannon Riley, Deputy City Manager as the Alternate(s) to represent the City of Ukiah for the 2021 League Annual Conference; and authorize the City Clerk to submit the Voting Delegate/Alternate Form on their behalf.

Attachments:

1. League Correspondence
2. Voting Procedures
3. Voting Delegate Form

- 13.c. 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

- 13.d. Discussion and Possible Action Regarding the Cancellation of the August 4, 2021, Regular City Council Meeting with the Option for the Mayor and/or City Manager to Call for a Special Meeting on an Alternate Date if Time Sensitive Business Arises.

Recommended Action: Approve the cancellation of the August 4, 2021, Regular City Council Meeting with the option for the Mayor and/or City Manager to call for a special meeting on an alternate date if time sensitive business arises.

Attachments: None

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**
(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.e. **Conference with Real Property Negotiators**
(Cal. Gov’t Code Section 54956.8)
Property: APN Nos: 003-500-19; 003-190-08; 057-050-12; 157-050-11; 157-060-003; 001-040-83;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; 003-181-01; 003-582-38
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.f. **Conference with Real Property Negotiators**
(Cal. Gov’t Code Section 54956.8)
Property: APN Nos: 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.
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: 7/16/21



AGENDA SUMMARY REPORT

SUBJECT: Presentations by Mendocino County Staff Regarding Project Homekey and the Homeless Outreach Team.

DEPARTMENT: City Manager / Admin

PREPARED BY: Shannon Riley, Deputy City Manager

PRESENTER: Shannon Riley, Deputy City Manager and Megan Van Sant, Senior Program Manager, HHSA

ATTACHMENTS:

None

Summary: The City Council will receive two presentations, one on Project Homekey and one on the Homeless Outreach Team.

Background: Megan Van Sant, Senior Program Manager for Mendocino County's Health and Human Services Agency (HHSA), will provide two presentations:

1. Project Homekey (<http://projecthomekeymendocino.org/>)
2. The Homeless Outreach Team

Discussion:

Recommended Action: Receive presentations.

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: Megan Van Sant, Senior Program Manager, HHSA

Approved: 
Sage Sangiacomo, City Manager

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

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

Ukiah, CA 95482

July 16, 2021

6:00 p.m.

1. ROLL CALL

Ukiah City Council met at a Regular Meeting on July 16, 2021, having been legally noticed on July 2, 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 (arriving at 6:08 p.m.), 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.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Rodin.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- a. Approval of the Minutes for the June 16, 2021, Regular Meeting.
- b. Approval of the Minutes for the June 29, 2021, Special Meeting.

Motion/Second: Rodin/Brown to approve the minutes of June 16, 2021, a regular meeting; and June 29, 2021, a special meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Adopt a Resolution (2021-29) Approving Side Letter Agreements (COU Nos. 2021-227 (Department Head); 2021-228 (Management Unit); 2021-229 (BEW Local 1245); 2021-230 UPOA); 2021-231 (Fire Unit); 2021-232 (OE3 Local 3 Administrative & Maintenance Unit); 2021-233 (OE3 Local 3 Water Utilities & Mechanics Unit) to the Current Memoranda of Understanding Between the City of Ukiah and All Collective Bargaining Units – *Human Resources/Risk Management*.
- b. Adoption of 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 – *Finance*.

ORDINANCE NO. 1214

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

- c. Adoption of Ordinance Adding Section 9004 to Division 9, Chapter 2, Article 1 to Require Compliance with the 2020 Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP) – *Community Development*.

ORDINANCE NO. 1215

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.

- d. Approval of Amendment No. 3 to the Professional Services Agreement (*COU No. 1718-155-A3*) with Community Development Services in an Amount Not to Exceed \$25,434 for Professional Consulting Services Related to CDBG Business Assistance Program Loan Underwriting – *Community Development*.
- e. Approval of Notice of Completion for the Electric Utility Department's Replacement of the 12-Inch Water Line at the Hydroelectric Plant, Specification No. 20-15, and Approve Final Payment and the 5% Retention to Diamond D Construction, LLC – *Electric Utility*.
- f. Adopt Resolution (2021-30) for City of Ukiah Electric Facilities Physical Security Plan as Required by the California Public Utilities Commission (CPUC) Decision 19-01-018 – *Electric Utility*.

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

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

No public comment was received.

9. **COUNCIL REPORTS**

Presenter: Vice Mayor Brown.

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

Presenters: Shannon Riley, Deputy City Manager; and

- **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)**

12. **UNFINISHED BUSINESS**

- a. **Consideration and Possible Adoption of Resolution Adopting the City of Ukiah Business Assistance Guidelines, to Be Funded by the State Community Development Block Grant (CDBG) Program**

Presenter: Craig Schlatter, Community Development Director.

Motion/Second: Crane/Rodin to adopt resolution (2021-31) adopting the City of Ukiah CDBG Business Assistance Program Guidelines. Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

b. Receive Report Regarding the Economic Development and Financing Corporation (EDFC); Consideration of Request for Funding from EDFC; and Request for Authorization for the City Manager to Negotiate and Execute Performance Agreement Between the City of Ukiah and EDFC.

Presenters: Shannon Riley, Deputy City Manager and Debbie Rasar and Robert Gernert, Economic Development & Financing Corporation.

Motion/Second: Brown/Rodin to authorize the City Manager to negotiate and execute Performance Agreement (COU No. 2021-234) between the City of Ukiah and Economic Development and Financing Corporation (EDFC). Motion **carried** by the following roll call votes: AYES: Crane, Rodin, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

13. NEW BUSINESS

a. 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.

THE CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 7:18 P.M.

14. CLOSED SESSION

Direction was given to staff.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 7:54 p.m.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Annual Report Regarding Boards and Commissions Term Expirations and Appointments; and Adoption of Resolution Reappointing Cynthia Coale to the Design Review Board and Henry Sadowski to the Parks, Recreation, and Golf Commission.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Consent Calendar

ATTACHMENTS:

1. Resolution 2014-48
2. Nominations
3. Board and Commission Terms
4. Proposed Resolution

Summary: The City Council will receive an annual report on the term expirations and vacancies on the City Boards and Commissions, and consider adoption of a resolution reappointing Cynthia Coale to the Design Review Board and Henry Sadowski to the Parks, Recreation, and Golf Commission.

Background: Per resolution 2014-48 (Attachment 1), an annual notice of Boards and Commission vacancies was published in the Ukiah Daily Journal on July 7, 2021. Vacancy Announcements have also been posted on the City's website, in the glass display case in front of the Civic Center, in the Public View Binder, in the City Clerk's office, and at the local library throughout the year.

Discussion: Most active positions on the Boards & Commissions are currently filled, with the following vacant seats still available:

Airport Commission – One City Resident position is open. This commission meets on a regular basis.

Build Board of Appeals – Six positions available (3 Members; 3 Alternates). This board has not met in over 8 years.

Demolition Permit Review Committee – One position is open for a City of Ukiah resident with expertise in architecture, building, or closely related field. This committee meets very infrequently, but when it does meet it would be helpful to have a full Committee.

Design Review Board – Two Community-at-Large positions are open. One incumbent, Cynthia Coale has expressed interest in reappointment, and has been nominated by Councilmember Crane (Attachment 2). The other incumbent will not be returning and Councilmember Duenas is currently seeking a candidate for consideration. These are Council nominated positions whose terms coincide with the nominating Councilmember. This Board meets on an as needed basis, which is infrequent.

Parks, Recreation, and Golf Commission – One At-large County Resident position is vacant by expiration. The position has been noticed and the incumbent, Henry Sadowski, has submitted an application for reappointment with no other applications having been received. Councilmember Rodin has submitted a

nomination (Attachment 2) for Mr. Sadowski's appointment. This commission meets on a regular basis.

Positions being sought by incumbents are also available to any public members who meet the qualifications and wish to apply. Details and applications are available from the City Clerk's office (707-463-6217; klawler@cityofukiah.com).

Attachment 3 is a full list of the current Boards and Commissions, showing terms, expirations, and vacancies; along with descriptions of the various Boards and Commissions. This list is updated regularly and posted online (<http://www.cityofukiah.com/city-boards-commissions-committees>), in the glass cabinet in front of the Civic Center, in the Public View Binder, at the Library, and in the City Clerk's office.

Staff is recommending that Council receive the report, and adopt the resolution (Attachment 4) making the nominated appointments of Cynthia Coale to the Design Review Board and Henry Sadowski to the Parks, Recreation, and Golf Commission.

Recommended Action: Receive the report regarding the Boards and Commission Term Expirations and Appointments; and Adopt the Resolution Reappointing Cynthia Coale to the Design Review Board and Henry Sadowski to the Parks, Recreation, and Golf Commission.

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. 2014-48

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING PROCEDURE FOR FILLING VACANCIES ON CITY BOARDS AND COMMISSIONS**WHEREAS,**

1. Ukiah City Code 1151 and 1161 provides that members of the Design Review Board and Planning Commission shall be appointed in accordance with a procedure established by resolution of the City Council; and
2. The City Council has determined that using a uniform procedure will insure fair and consistent treatment of candidates and Councilmembers; and
3. The City Council has determined to amend its procedures for appointing board members and commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Ukiah City Council hereby adopts the following amended procedure for filling vacancies on the City's boards and commissions:

- The City Council shall develop a pool of applicants for vacancies by posting a general advertisement once a year, preferably in June before the June 30th expirations, in a newspaper of general circulation in Ukiah, and by noticing available vacancies as they occur on the city's website, in the library, on popular social media sites (Facebook and Twitter), and in the glass cabinet located in front of the Civic Center subject to Government Code Section 54970-54974. Applications shall be received, reviewed for eligibility, and brought forward as they are submitted.
- If more applications have been received than position(s) available, the City Council will conduct interviews for the position.
- All applications received shall be kept on file in the City Clerk's office for a period of one (1) year.
- Incumbents seeking reappointment for an additional term only need to complete the contact portion of the application and not the questionnaire.
- City staff seeking appointment in their capacity as City staff and elected officials seeking appointment in their capacity as elected officials do not need to fill out an application.
- **Nominations:** Each Councilmember, including the Mayor, shall have the right to nominate a candidate from the available pool of applicants.
 - a. The right to place a name before the City Council for consideration shall rotate among the Councilmembers based on seniority with the most senior Councilmember going first.
 - b. The Council shall vote on nominations presented.
 - c. A councilmember's right to make a nomination shall rotate to the next most senior Councilmember, once that Councilmember's nomination is approved by a majority vote of the Councilmembers present, or the Councilmember agrees to pass the nomination to the next most senior Councilmember.
 - d. This process for rotating the right to nominate candidates among Councilmembers to fill vacancies shall be followed for each separate board or commission.

1. The City Clerk shall maintain a record of the last Councilmember to make a nomination for each board or commission.
2. When another vacancy must be filled on that board or commission, the next Councilmember in line to make a nomination for that board or commission shall make the first nomination to fill the vacancy.

PASSED AND ADOPTED this 17th day of December, 2014, by the following roll call vote:

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


Douglas F. Crane, Mayor

ATTEST:


Kristine Lawler, City Clerk

Kristine Lawler

Subject: FW: CC 210713 Re: Reappointment to Design Review Board - Cynthia Coale

From: Douglas Crane <doug.crane@craneofukiah.com>

Sent: Tuesday, July 13, 2021 10:33 AM

To: Kristine Lawler <klawler@cityofukiah.com>

Subject: CC 210713 Re: Reappointment to Design Review Board - Cynthia Coale

Kristine,

I nominate Cynthia Coale for the Design Review Board as a Community At-Large Representative, to be considered at the July 21, 2012 Regular City Council Meeting.

Thank you,
Doug

--

Douglas F. Crane
President
Crane of Ukiah
CA Lic#:193537
Building & Engineering Construction
200 Orr Springs Rd.
Ukiah, CA 95482
Office: 707-462-1413
Direct Line: 707-244-6374
Cell: 707-391-6200

MEMORANDUM



Date: July 21, 2021
To: Kristine Lawler, City Clerk
From: Mari Rodin, Councilmember
Subject: Nomination for Parks, Recreation, and Golf Commission

I nominate Henry Sadowski for the Parks, Recreation, and Golf Commission as an At-large Representative, to be considered at the July 21, 2021, Regular City Council meeting.

Signature 

<u>Airport Commission - 5 Members, 3 Year Term</u>				
Such Commission shall act in an advisory capacity to the city council in all matters pertaining to the operations of the municipal airport. Such commission shall aid and advise the city manager in the selection of personnel for the operation of the municipal airport in keeping with the provisions of the civil service ordinance. (Ord. 512, Section 4, adopted 1956).			<u>Date Appointed</u>	<u>Term Expires</u>
Eric	Crane	Commissioner - City Resident	7/18/2018	6/30/2021
Andrew	Stein	Commissioner - County Resident (Brown)	8/7/2019	8/7/2022
Randal S.	Beckler	Commissioner - City Resident (Crane)	8/2/2017	6/30/2021
Mark	Ashiku	Commissioner - City Resident (Mulheren)	5/20/2020	5/20/2023
Donovan	Albright	Commissioner - County Resident (Orozco)	5/6/2020	5/6/2023
<u>Board of Appeals - 5 Members/3 Alternates, 3 Year Term</u>				
To hear and decide appeals of orders, decisions or determinations by the building official.			<u>Date Appointed</u>	<u>Term Expires</u>
Matthew	Keizer	ex officio Member - Building Official	N/A	N/A
Lawrence S.	Mitchell	Member (Brown)	6/19/2013	7/31/2019
VACANT		Member x 3 positions		
VACANT		Alternate Member x 3 positions		
<u>Civil Service Board - 3 Members, 4 Years to Indefinite Term</u>				
Hold hearings and examine witnesses; Set procedures: To hear and decide for the City appeals by employees under §1306.			<u>Date Appointed</u>	<u>Term Expires</u>
Jim	Andersen	Member - Appointed by Council	3/19/2014	Indefinite
VACANT		Member - Appointed by Other Two Members	N/A	Indefinite
VACANT		Member - Appointed by Employees	N/A	Indefinite
<u>Demolition Permit Review Committee - 5 Members, 2 Year Term</u>				
The duties of the Demolition Permit Review Committee shall include: a) Research of historical, cultural, and architectural significance of the subject structure; b) Evaluation of the feasibility of rehabilitating or relocating the structure if it is deemed historical; c) In the event that the structure is found to have historical or architectural significance, determine if the salvaging of historic materials is feasible; d) Recommendation to the City Council regarding whether any of the criteria listed in Ukiah City Code Section 3016(E) apply to the subject structure, and whether or not the Demolition Permit should be issued, issued with conditions, or denied.			<u>Date Appointed</u>	<u>Term Expires</u>
Tim	Eriksen	Director of Public Works/City Engineer or assigned designee	N/A	N/A
Craig	Schlatter	Director of Community Development or assigned designee	N/A	N/A
Matthew	Keizer	Building Inspector or assigned designee	N/A	N/A
VACANT		A Representative of the Mendocino County Historical Society or other group/organization involved with local history, or a local historian (Crane)		
VACANT		A City of Ukiah resident with expertise in architecture, building, or closely related field		
<u>Design Review Board - 5 Members, 4 Year Term Coinciding with Appointing Councilmember</u>				
It shall be the function and duty of the Design Review Board to review proposed site development permit applications, planned development applications and precise development plans, work with staff and the applicants to ensure design consistency with the Ukiah General Plan, Zoning Code, and Design Review Guidelines, and make recommendations concerning architecture, site design layout, landscaping, parking, signage, exterior lighting, and other aspects of urban design to city staff, Zoning Administrator, Planning Commission and City Council as appropriate.			<u>Date Appointed</u>	<u>Term Expires</u>
Howell	Hawkes	Member - City Resident/Property or Business Owner (Brown)	12/19/2018	12/7/2022
Colin	Morrow	Member - City Resident/Property or Business Owner (Mulheren)	12/17/2014	12/7/2022
Tom	Liden	Member - City Resident/Property or Business Owner (Orozco)	12/19/2018	12/7/2022
Alan	Nicholson	Member - Community at Large (Scalmanini)	4/5/2017	12/1/2020
Cynthia	Coale	Member - Community at Large	11/6/2019	12/1/2020
<u>Investment Oversight Committee</u>				
1. Conduct comprehensive review of the City's investment activities to ensure regulations are adhered to and adopted strategies are appropriate and being followed. 2. Review annual audit of investments. 3. Review policy, investment strategies, and investment performances. 4. Develop long range planning for the City's investment portfolio. 5. Receive and review monthly portfolio reports and quarterly performance reports from Advisory firm. 6. Report its findings and make recommendations as needed to the City Council.			<u>Date Appointed</u>	<u>Term Expires</u>
Allen	Carter	City Treasurer	N/A	N/A
Sage	Sangiacomo	City Manager	N/A	N/A
Dan	Buffalo	Director of Finance	N/A	N/A
Monte	Hill	Public Member (Baldwin)	10/17/2012	Indefinite
Douglas F.	Crane	City Councilmember	N/A	N/A

TERMS OF CITY OF UKIAH BOARDS AND COMMISSION MEMBERS

<u>Parks, Recreation, & Golf Commission - 5 Members, 3 Year Term</u>				
<i>The Commission shall have the power and duty to recommend and advise on: A) Policies to be adopted and enforced for the operation, use and management of all recreation activities and facilities, parks, and parkways. B) Policies for the planning of recreation and parks programs for the inhabitants of the city, promote and stimulate public interest therein, and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public or private agencies interested therein. C) Policies for the acquisition, development and improvement of parks, playgrounds and facilities for recreation.</i>			<u>Date Appointed</u>	<u>Term Expires</u>
Susan	Knopf	Commissioner - At Large, City Resident (Brown)	8/7/2019	8/7/2022
Vicki	Bitonti-Brown	Commissioner - At Large, City Resident (Crane)	10/17/2018	10/17/2021
Henry	Sadowski	Commissioner - At Large, County Resident (Mulheren)	11/15/2017	11/15/2020
Roger	Vincent	Commissioner - At Large, County Resident	3/18/2020	3/18/2023
VACANT		Commissioner - At Large, City Resident		
<u>Paths, Open Space, & Creeks Commission - 5 Members, 3 Year Term</u>				
<i>The Commission shall have the power and duty to recommend and advise regarding: A) Efficient implementation of the Open Space and Conservation Element of the Ukiah General Plan. B) Efficient implementation of the pathway sections of the Transportation Element of the Ukiah General Plan. C) Procedure and funding mechanisms for acquisition, preservation, and effective stewardship of City paths, open space, and creeks.</i>			<u>Date Appointed</u>	<u>Term Expires</u>
Ginevra K.	Chandler	Commissioner - Resident in City Limits (Crane)	8/2/2017	8/2/2020
Susan	Knopf	Commissioner - Resident in City Limits (Mulheren)	8/7/2019	8/7/2022
Megan	Parker	Commissioner - Residence within Mendocino County (Brown)	5/15/2019	5/15/2022
Jeanne	Wetzel Chinn	Commissioner - Resident in City Limits (Orozco)	6/5/2019	6/5/2022
Diane	Knox	Commissioner - Residence within Mendocino County	1/5/2020	1/5/2023
<u>Planning Commission - 5 Members, 4 Year Term Coinciding with Appointing Councilmember</u>				
<i>It shall be the function and duty of the Planning Commission to prepare, make and adopt, subject to the provisions of law, a master plan for the physical development of the city, and of any land situated outside the boundaries thereof which in the Commission's judgement bears relation to the planning thereof. The Commission may appoint officers and employees and contract for services, subject to the provisions of law, provided that all expenditures of the Commission, exclusive of gifts, shall be within the amounts appropriated for the purpose by the City Council.</i>			<u>Date Appointed</u>	<u>Term Expires</u> (Coincides with Appointing Councilmember)
Laura	Christensen	Commissioner (Mulheren)	12/19/2018	12/7/2022
Mark	Hilliker	Commissioner (Brown)	12/19/2018	12/7/2022
Michael L.	Whetzel	Commissioner (Crane)	4/5/2017	12/2/2020
Linda	Sanders	Commissioner (Scalmanini)	4/5/2017	12/2/2020
Ruth	Van Antwerp	Commissioner (Orozco)	10/2/2019	12/7/2022
<u>Traffic Engineering Committee - Indefinite Term</u>				
<i>To determine the installation and proper timing and maintenance of traffic-control devices and signals, to conduct engineering analyses of traffic accidents and to devise remedial measures, to conduct engineering and traffic investigations of traffic conditions and to cooperate with other City officials in the development of ways and means to improve traffic conditions, and to carry out the additional powers and duties imposed by ordinances of the City.</i>			<u>Date Appointed</u>	<u>Term Expires</u>
Tim	Eriksen	TEC Chairman, Public Works Director / City Engineer	N/A	Indefinite
John	Lampi	TEC Vice Chairman, Public Representative (Rodin)	7/19/2006	Indefinite
Erich	Sommer	Public Representative (Brown)	10/18/2017	Indefinite
Jacob	King	Mendocino Transit Authority Representative	N/A	Indefinite
Neil	Davis	Active Transportation Representative (Scalmanini)	N/A	Indefinite
Shannon	Riley	City Manager Representative	N/A	Indefinite
Sean	Kaeser	Chief of Police Representative	N/A	Indefinite
Michelle	Irace	Community Development and Planning Director Representative	N/A	Indefinite
Don	Brown	Superintendent of Public Works Representative	N/A	Indefinite

OPPORTUNITY TO SERVE YOUR COMMUNITY

Date: June 30, 2020
 For Info Call: Kristine Lawler, City Clerk, 463-6217
 Subject: **Vacancies on City of Ukiah Boards, Commissions, and Committees**

UKIAH, CA. - The City of Ukiah announces vacancies occurring on various boards and commissions. Any qualified individual, who would like to make a difference in their community and is interested in serving as a volunteer for the terms as outlined below, may apply. Current commissioners and members are eligible for reappointment.

COMMISSION COMMITTEE BOARD	POSITION	TERM	MEMBERSHIP REQUIREMENTS
Board of Appeals (Building)	• Member (x4) • Alternate Member (x3)	3 Years	The Board shall consist of five (5) members and three (3) alternates. The building official shall be an ex officio member of the Board. Qualifications: 1) A registered design professional in good standing with the applicable licensing board with not less than five years of experience as a registered design professional; 2) Licensed general or specialty contractor in good standing with the Contractors State Licensing Board with not less than five years of experience as a licensed contractor; 3) A certified building inspector or fire inspector with not less than five years of experience as a certified inspector. Members must be residents of or licensed to conduct business in the Ukiah Valley, Redwood Valley, or Potter Valley.
Demolition Permit Review Committee	• City of Ukiah Resident with expertise in architecture, building, or closely related field • A Representative of the Mendocino County Historical Society or other group/organization involved with local history, or a local historian	3 Years	The duties of the Demolition Permit Review Committee shall include: a) Research of historical, cultural, and architectural significance of the subject structure; b) Evaluation of the feasibility of rehabilitating or relocating the structure if it is deemed historical; c) In the event that the structure is found to have historical or architectural significance, determine if the salvaging of historic materials is feasible; d) Recommendation to the City Council regarding whether any of the criteria listed in Ukiah City Code Section 3016(E) apply to the subject structure, and whether or not the Demolition Permit should be issued, issued with conditions, or denied.
Parks, Recreation, and Golf Commission	• Commissioner - At Large, City Resident	3 Years	The Commission shall consist of five (5) At Large members who may reside within the city limits or outside the city limits but within Mendocino County, provided that a majority of the five (5) commission members reside within the city limits.

Applications and information can be obtained on the City's website, www.cityofukiah.com on the City Clerk's or Boards and Commissions' page; or via mail (ATTN: City Clerk, 300 Seminary Ave., Ukiah, CA, 95482), email (klawler@cityofukiah.com), fax (707-463-6204), or by contacting the City Clerk's office at 707-463-6217. Current Commissioners and Members may be eligible for reappointment. For more information, call 707-463-6217.

RESOLUTION NO. 2021-**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH REAPPOINTING CYNTHIA COALE TO THE DESIGN REVIEW BOARD, AND REAPPOINTING HENRY SADOWSKI TO THE PARKS, RECREATION, AND GOLF COMMISSION**

WHEREAS, the Design Review Board terms coincide with the nominating Councilmember; and

WHEREAS, Councilmember Crane was re-elected in November, 2020; and

WHEREAS, Councilmember Crane has nominated Cynthia Coale for reappointment to the Design Review Board with the term ending in November 2024, coinciding with his own term; and

WHEREAS, Henry Sadowski's term on the Parks, Recreation and Golf Commission (PRGC) expired and he now seeks reappointment; and

WHEREAS, Councilmember Rodin has nominated Mr. Sadowski for reappointment to the PRGC.

NOW, THEREFORE, BE IT RESOLVED, that the Ukiah City Council approve the nomination, submitted per procedures outlined in Resolution 2014-48, and does hereby appoint the following person and term:

BOARD/ COMMISSION	NAME	POSITION	NOMINATED BY COUNCILMEMBER	TERM EXPIRATION
Design Review Board	Cynthia Coale	Community At-large	Crane	November, 2024
Parks, Recreation, and Golf Commission	Henry Sadowski	At-large County Resident	Rodin	July 21, 2024

PASSED AND ADOPTED this 21st day of July 2021, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Juan V. Orozco, Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Approval of Contract Amendment #3 to SHN Consulting Engineers and Geologists, Inc. in the Amount Not To Exceed \$49,200 for Additional Engineering Design and Construction Management Services for the Pressure Zone 2 South Reservoir Rehabilitation/Replacement Project, and Corresponding Budget Amendment.

DEPARTMENT: Public Works

PREPARED BY: Jason Benson, Senior Civil Engineer

PRESENTER: Consent Calendar

ATTACHMENTS:

1. 1617-133 SHN Agreement_CM
2. 1617-133-A3 PZ2S Project Modification Agreements

Summary: Council will consider approving a contract amendment to the original agreement with SHN Consulting Engineers and Geologists, Inc. for professional services related to Pressure Zone 2 South Reservoir Rehabilitation/Replacement Project, and consider approving the budget amendment for the Addendum to Contract.

Background: The City Council awarded a contract on October 5, 2016, to SHN Consulting Engineers and Geologists, Inc. of Willits, CA in the amount of \$84,472 to perform the proposed Phase 1-3 for tasks (Attachment 1): field investigation; plans, specifications, and engineers estimate (PS&E); and, construction management. The engineering work was originally completed in February 2020 and revised for a glass fused tank in April 2020. The project construction work began July 2020, performed by CV Larsen Company.

Amendment 1 and Amendment 2 were made to the contract in May 2020 and August 2020, respectively; associated with work included in the Project Modification Agreement (PMA) Change No.1, No.2, and No.3 for a total contract amount of \$116,152.

Discussion: Staff contracted SHN to provide: additional topographic survey to support the replacement and realignment of additional water line to the new reservoir, a revised geotechnical report for cast-in-drilled-hole (CIDH) piles for the foundation, and additional construction management and materials testing services through project completion to support design and construction revisions.

SHN performed and continues to perform the work requested, and staff found the fees to be commensurate with the scope of work. A copy of each of the agreements for this work is included in Attachment #2 as Exhibit A, B, and C for reference. The budget amendment, if approved, will authorize increasing this project balance by the agreement total of \$49,200 to \$165,352 into the contract account #82227113.80230.15071.

Recommended Action: Approve contract amendment #3 to SHN Consulting Engineers and Geologists, Inc. in the amount not to exceed \$49,200 for additional engineering design and construction management services for the Pressure Zone 2 South Reservoir Rehabilitation/Replacement Project, and corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: YES

CURRENT BUDGET AMOUNT: 82227113.80230.15071: \$0

PROPOSED BUDGET AMOUNT: 82227113.80230.15071: \$49,200

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: Contract Number 1617-133

COORDINATED WITH: Sean White, Director of Water Resources; Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager

AGREEMENT FOR
PROFESSIONAL CONSULTING SERVICES
[Design Professional]

This Agreement, made and entered into this 31st day of October, 2016 ("Effective Date"), by and between the CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and SHN Consulting Engineers and Geologists, Inc., a Corporation Organized and in good standing under the laws of the state of California, hereinafter referred to as "Consultant".

RECITALS

This Agreement is predicated on the following facts:

- a. City requires consulting services related to Engineering Design, Geotechnical and Construction Oversight Services for the rehabilitation/replacement of the Pressure Zone 2 South Reservoir.
- b. Consultant represents that it has the qualifications, skills, experience and properly licensed to provide these services, and is willing to provide them according to the terms of this Agreement.
- c. City and Consultant agree upon the Scope-of-Work and Work Schedule attached hereto as Attachment "A", describing contract provisions for the project and setting forth the completion dates for the various services to be provided pursuant to this Agreement.

TERMS OF AGREEMENT

1.0 DESCRIPTION OF PROJECT

- 1.1 The Project is described in detail in the attached Scope-of-Work (Attachment "A").

2.0 SCOPE OF SERVICES

- 2.1 As set forth in Attachment "A".

- 2.2. Additional Services. Additional services, if any, shall only proceed upon written agreement between City and Consultant. The written Agreement shall be in the form of an Amendment to this Agreement.

3.0 CONDUCT OF WORK

- 3.1 Time of Completion. Consultant shall commence performance of services as required by the Scope-of-Work upon receipt of a Notice to Proceed from City and shall complete such services within a reasonable time from receipt of the Notice to Proceed. Consultant shall complete the work to the City's reasonable satisfaction, even if contract disputes arise or Consultant contends it is entitled to further compensation.

4.0 COMPENSATION FOR SERVICES

- 4.1 Basis for Compensation. For the performance of the professional services of this Agreement, Consultant shall be compensated on a time and expense basis not to exceed a guaranteed maximum dollar amount of \$84,472. Labor charges shall be based upon hourly billing rates

for the various classifications of personnel employed by Consultant to perform the Scope of Work as set forth in the attached Attachment B, which shall include all indirect costs and expenses of every kind or nature, except direct expenses. The direct expenses and the fees to be charged for same shall be as set forth in Attachment B. Consultant shall complete the Scope of Work for the not-to-exceed guaranteed maximum, even if actual time and expenses exceed that amount.

- 4.2 Changes. Should changes in compensation be required because of changes to the Scope-of-Work of this Agreement, the parties shall agree in writing to any changes in compensation. "Changes to the Scope-of-Work" means different activities than those described in Attachment "A" and not additional time to complete those activities than the parties anticipated on the date they entered this Agreement.
- 4.3 Sub-contractor Payment. The use of sub-consultants or other services to perform a portion of the work of this Agreement shall be approved by City prior to commencement of work. The cost of sub-consultants shall be included within guaranteed not-to-exceed amount set forth in Section 4.1.
- 4.4 Terms of Payment. Payment to Consultant for services rendered in accordance with this contract shall be based upon submission of monthly invoices for the work satisfactorily performed prior to the date of invoice less any amount already paid to Consultant, which amounts shall be due and payable thirty (30) days after receipt by City. The invoices shall provide a description of each item of work performed, the time expended to perform each task, the fees charged for that task, and the direct expenses incurred and billed for. Invoices shall be accompanied by documentation sufficient to enable City to determine progress made and the expenses claimed.
- 5.0 ASSURANCES OF CONSULTANT
- 5.1 Independent Contractor. Consultant is an independent contractor and is solely responsible for its acts or omissions. Consultant (including its agents, servants, and employees) is not City's agent, employee, or representative for any purpose.

It is the express intention of the parties hereto that Consultant is an independent contractor and not an employee, joint venturer, or partner of City for any purpose whatsoever. City shall have no right to, and shall not control the manner or prescribe the method of accomplishing those services contracted to and performed by Consultant under this Agreement, and the general public and all governmental agencies regulating such activity shall be so informed.

Those provisions of this Agreement that reserve ultimate authority in City have been inserted solely to achieve compliance with federal and state laws, rules, regulations, and interpretations thereof. No such provisions and no other provisions of this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Consultant and City.

Consultant shall pay all estimated and actual federal and state income and self-employment taxes that are due the state and federal government and shall furnish and pay worker's compensation insurance, unemployment insurance and any other benefits required by law for himself and his employees, if any. Consultant agrees to indemnify and hold City and its officers, agents and employees harmless from and against any claims or demands by federal, state or local government agencies for any such taxes or benefits due but not paid by Consultant, including the legal costs associated with defending against any audit, claim, demand or law suit.

Consultant warrants and represents that it is a properly licensed professional or professional organization with a substantial investment in its business and that it maintains its own offices and staff which it will use in performing under this Agreement.

- 5.2 Conflict of Interest. Consultant understands that its professional responsibility is solely to City. Consultant has no interest and will not acquire any direct or indirect interest that would conflict with its performance of the Agreement. Consultant shall not in the performance of this Agreement employ a person having such an interest. If the City Manager determines that the Consultant has a disclosure obligation under the City's local conflict of interest code, the Consultant shall file the required disclosure form with the City Clerk within 10 days of being notified of the City Manager's determination.

6.0 INDEMNIFICATION

- 6.1 Insurance Liability. Without limiting Consultant's obligations arising under Paragraph 6.2 Consultant shall not begin work under this Agreement until it procures and maintains for the full period of time allowed by law, surviving the termination of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with its performance under this Agreement.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office ("ISO) Commercial General Liability Coverage Form No. CG 20 10 10 01 and Commercial General Liability Coverage – Completed Operations Form No. CG 20 37 10 01.
2. ISO Form No. CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 "any auto" or Code 8, 9 if no owned autos and endorsement CA 0025.
3. Worker's Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately to the work performed under this Agreement, or the aggregate limit shall be twice the prescribed per occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

3. Worker's Compensation and Employers Liability: Worker's compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.
4. Errors and Omissions liability: \$1,000,000 per occurrence.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. The City, its officers, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of activities performed by or on behalf of the Consultant, products and completed operations of the Consultant, premises owned, occupied or used by the Consultant, or automobiles owned, hired or borrowed by the Consultant for the full period of time allowed by law, surviving the termination of this Agreement. The coverage shall contain no special limitations on the scope-of-protection afforded to the City, its officers, officials, employees or volunteers.
- b. The Consultant's insurance coverage shall be primary insurance as respects to the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- d. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from Consultant's performance of the work, pursuant to this Agreement.

3. Professional Liability Coverage

If written on a claims-made basis, the retroactivity date shall be the effective date of this Agreement. The policy period shall extend for the duration of the project.

4. All Coverages

Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with admitted California insurers with an A.M. Best's rating of no less than A- for financial strength, AA for long-term credit rating and AMB-1 for short-term credit rating.

F. Verification of Coverage

Consultant shall furnish the City with Certificates of Insurance and with original Endorsements effecting coverage required by this Agreement. The Certificates and Endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates and Endorsements are to be on forms provided or approved by the City. All Certificates and Endorsements are to be received and approved by the City before Consultant begins the work of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. If Consultant fails to provide the coverages required herein, the City shall have the right, but not the obligation, to purchase any or all of them. In that event, after notice to Consultant that City has paid the premium, the cost of insurance may be deducted from the compensation otherwise due the contractor under the terms of this Contract.

G. Subcontractors

Consultant shall include all sub-contractors or sub-consultants as insured under its policies or shall furnish separate certificates and endorsements for each sub-contractor or sub-consultant. All coverage for sub-contractors or sub-consultants shall be subject to all insurance requirements set forth in this Paragraph 6.1.

- 6.2 Indemnification. Notwithstanding the foregoing insurance requirements, and in addition thereto, Consultant agrees, for the full period of time allowed by law, surviving the termination of this Agreement, to indemnify the City for any claim, cost or liability that arises out of, or pertains to, or relates to any negligent act or omission or the willful misconduct of Consultant and its agents in the performance of services under this contract, but this indemnity does not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss, arising from the sole negligence, willful misconduct or defects in design by the City, or arising from the active negligence of the City.

"Indemnify," as used herein includes the expenses of defending against a claim and the payment of any settlement or judgment arising out of the claim. Defense costs include all

costs associated with defending the claim, including, but not limited to, the fees of attorneys, investigators, consultants, experts and expert witnesses, and litigation expenses.

References in this paragraph to City or Consultant, include their officers, employees, agents, and subcontractors.

7.0 CONTRACT PROVISIONS

- 7.1 Documents and Ownership of Work. All documents furnished to Consultant by City and all documents or reports and supportive data prepared by Consultant under this Agreement are owned and become the property of the City upon their creation and shall be given to City immediately upon demand and at the completion of Consultant's services at no additional cost to City. Deliverables are identified in the Scope-of-Work, Attachment "A". All documents produced by Consultant shall be furnished to City in digital format and hardcopy. Consultant shall produce the digital format, using software and media approved by City.
- 7.2 Governing Law. Consultant shall comply with the laws and regulations of the United States, the State of California, and all local governments having jurisdiction over this Agreement. The interpretation and enforcement of this Agreement shall be governed by California law and any action arising under or in connection with this Agreement must be filed in a Court of competent jurisdiction in Mendocino County.
- 7.3 Entire Agreement. This Agreement plus its Attachment(s) and executed Amendments set forth the entire understanding between the parties.
- 7.4 Severability. If any term of this Agreement is held invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in effect.
- 7.5 Modification. No modification of this Agreement is valid unless made with the agreement of both parties in writing.
- 7.6 Assignment. Consultant's services are considered unique and personal. Consultant shall not assign, transfer, or sub-contract its interest or obligation under all or any portion of this Agreement without City's prior written consent.
- 7.7 Waiver. No waiver of a breach of any covenant, term, or condition of this Agreement shall be a waiver of any other or subsequent breach of the same or any other covenant, term or condition or a waiver of the covenant, term or condition itself.
- 7.8 Termination. This Agreement may only be terminated by either party: 1) for breach of the Agreement; 2) because funds are no longer available to pay Consultant for services provided under this Agreement; or 3) City has abandoned and does not wish to complete the project for which Consultant was retained. A party shall notify the other party of any alleged breach of the Agreement and of the action required to cure the breach. If the breaching party fails to cure the breach within the time specified in the notice, the contract shall be terminated as of that time. If terminated for lack of funds or abandonment of the project, the contract shall terminate on the date notice of termination is given to Consultant. City shall pay the Consultant only for services performed and expenses incurred as of the effective termination date. In such event, as a condition to payment, Consultant shall provide to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Consultant under this Agreement. Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder,

subject to off-set for any direct or consequential damages City may incur as a result of Consultant's breach of contract.

7.9 Duplicate Originals. This Agreement may be executed in duplicate originals, each bearing the original signature of the parties. When so signed, each such document shall be admissible in administrative or judicial proceedings as proof of the terms of the Agreement between the parties.

8.0 NOTICES

Any notice given under this Agreement shall be in writing and deemed given when personally delivered or deposited in the mail (certified or registered) addressed to the parties as follows:

CITY OF UKIAH
DEPT. OF PUBLIC WORKS
300 SEMINARY AVENUE
UKIAH, CALIFORNIA 95482-5400

SHN CONSULTING ENGINEERS & GEOLIGISOTS, INC.
ATTN: THOMAS M. HERMAN
335 SOUTH MAIN STREET
WILLITS, CA 95490-3977

9.0 SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement the Effective Date:

CONSULTANT

BY: 

10/19/16
Date

PRINT NAME: Thomas M. Herman

94-2571944
IRS IDN Number

CITY OF UKIAH

BY: 

CITY MANAGER

10-31-16
Date

ATTEST



CITY CLERK

10-31-16
Date

Project Understanding and Approach

The City of Ukiah is requesting Engineering Services to assist with the assessment of the condition of an existing 150,000 gallon welded steel water tank which is located in pressure zone 2 of the City's water system. The subject water tank is situated on a pad above the municipal golf course with a bolted steel water tank that serves the same pressure zone. These tanks are two of the four major water tanks that provide gravity flow in the water distribution system that serves a daytime population exceeding 35,000 people. The welded steel tank currently has two major leaks that have necessitated the inspection of the tank to analyze the condition of the interior protective coatings, and the degree of metal corrosion that has occurred to date. The initial goal will be to perform an exterior visual inspection of the tank and foundation and a detailed interior inspection of the water tank to determine the feasibility of performing rehabilitation repairs on the existing tank or the need for replacement. Upon formalizing the findings of the inspections the next phase of work will be to prepare contract specifications and plans as needed for the repair or replacement of the

tank. Upon award of a construction contract, construction management and inspection services for quality control and contract management during the performance of repairs or new construction will be required.

This proposal identifies how SHN will approach performing the necessary tasks to assist the City with the successful rehabilitation or replacement of the existing 150,000 gallon welded steel water tank. The critical elements of our project approach will

be to perform an initial on-site visual inspection of the water tank and foundation and coordinate the timely inspection of the interior of the water tank. SHN staff would also anticipate meeting with City staff and reviewing existing plans and documentation about the tanks and distribution piping in the vicinity of the pad. We have included a highly experienced sub-consultant that specializes in the inspection of the interior and exterior of water tanks, performing video documentation, and measurements of metal thickness, pitting depths, joint weld integrity, and sampling of metal coating.

The following is the Project Approach and Scope of Services. A more detailed description of services by Potable Divers, Inc. can be found in Attachment A.

Exceptions

SHN has extensive experience contracting with the City of Ukiah and has no exceptions to the terms and conditions described in the Scope of Services.

Scope of Services

Phase One - Tank Assessment

SHN and Potable Divers Inc. will perform the following services relative to the inspection of the existing PZ2S welded steel water tank and foundation, together with the preparation of a Technical Memorandum with comments and recommendations as to the condition of the existing tank. (See Attachment A for a complete description of the services and procedures of Potable Divers, Inc.)

- Conduct initial site visit and coordination meeting with City staff.
- Conduct surficial geotechnical investigation to determine if the existing tank foundation is acceptable for reuse or will require replacement.
- Conduct an exterior visual inspection of the welded steel water tank to determine if a more in depth inspection of the tank's interior is warranted.
- Coordinate an extensive tank inspection to be performed by diving and conducting under water video documentation, thickness measurements, and sampling of coatings.
- Potable Divers Inc. will perform an in-depth inspection of the interior and exterior of the welded steel tank and prepare a report with photographs and video documentation.
- Prepare a Technical Memorandum summarizing the geotechnical investigation and tank inspection, with recommendations for rehabilitation or replacement of the existing foundation and water tank.
- Meet with City staff to review our

recommendations submitted in the technical memorandum.

Phase Two - Preparation of Construction Documents

SHN will perform engineering services for the preparation of plans for rehabilitation or replacement of the existing welded steel water tank, new tank foundation, and associated yard piping, and technical specifications for the bidding of work to be performed as follows:

- Perform a field survey of the water tank pad, the existing water tanks and the existing inflow piping; drain piping, and any water system telemetry.
- Perform a subsurface geotechnical investigation consisting of two test holes for the analysis of soils under the tank pad to facilitate the design of a new tank foundation per the latest building and seismic design codes and American Water Works Association (AWWA) standards.
- Prepare plans and technical specifications based on the recommended alternative noted in the Technical Memorandum.
- Prepare and submit 75 percent plans and technical specifications to the City staff for review and comment.
- Incorporate City comments; prepare and submit 95 percent plans and technical specifications for review and comment.
- Prepare a finalized set of plans and technical specifications for final approval and advertising for bids.
- Prepare a detailed bid schedule with

quantities for incorporation into the contract documents.

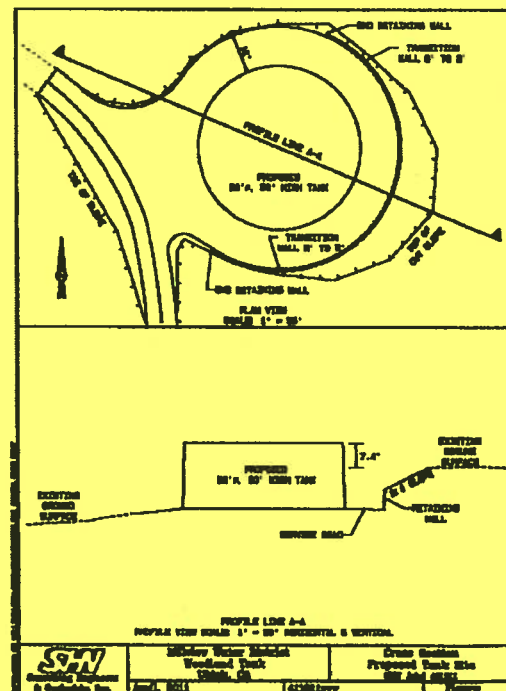
- Prepare a detailed engineer's opinion of cost of the water tank improvements.
- Provide one set of reproducible Mylar plans and one copy-ready set of contract documents and technical specifications.
- Provide one copy of contract documents, and plans and specifications in digital format.

Phase Three - Bidding Assistance, Inspection, and Construction Management

SHN will provide the City with assistance during bidding of the construction project, perform construction inspection, materials testing, and construction management during construction of water tank improvements as follows:

- SHN will provide services during bidding to answer technical questions and requests for information, as directed by the City.
- Prepare a draft addenda as required for the City for distribution to bidders
- Review bids received and provide recommendations to the City
- Conduct a pre-construction conference with the Contractor awarded the project.
- Review submittals provided by the Contractor.
- Provide daily inspections during the course of the project and coordinate with the City and the Contractor.
- Maintain a field record of any modifications to the contract drawings.

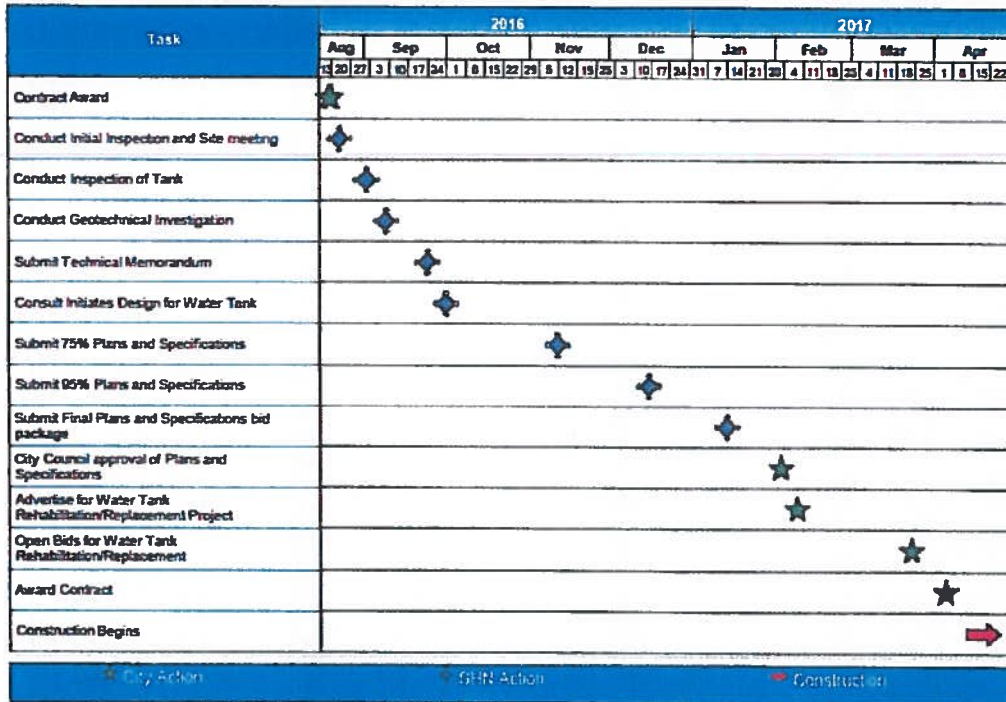
- Review certified payroll documentation provided by the Contractor to assure that they are in compliance with State and Federal labor laws and provide to the City at close of project.
- Review progress payment invoices submitted by the Contractor and make recommendations for payment.
- Provide materials testing as needed during construction of the water tank and foundation.
- Provide copies of inspection and testing reports to the City for their records.
- Provide one set of reproducible Mylar "AS-BUILT" drawings after the completion of the construction project.



SHN provided geotechnical investigation and topographic mapping to Millview County Water District for the Woodland water tank replacement site.

Schedule

Schedule
City of Ukiah Water Tank Project



Fee Proposal

SHN proposes to complete the work on an hourly rate with a "not to exceed maximum" cost for each Phase.

Phase 1	• Perform an inspection of the existing PZ2S welded steel water tank and foundation.	\$ 8,614
	• Prepare a Technical Memorandum with comments and recommendations as to the condition of the existing tank.	
Phase 2	• Prepare plans for rehabilitation or replacement of the existing welded steel water tank, new tank foundation, and associated yard piping	\$ 37,008
	• Prepare technical specifications for the bidding of work to be performed.	
Phase 3	• Provide assistance during bidding of the construction project.	\$ 30,850
	• Perform construction inspection, materials testing.	
	• Construction management during construction of water tank improvements.	

See Attachment B for a full breakdown of costs and man-hours budgeted for each team member. An itemized hourly rate schedule can be found in Attachment D.

Attachment "B"

Total Outside Services



Consulting Engineers & Geologists, Inc.

Fee Schedule January 1, 2016

When accurate definition of the proposed work is not possible, an hourly charge out rate for determining compensation shall be used. Hourly charge rates include payroll costs, overhead, and profit. Hourly services are billed portal to portal and are subject to a 2-hour minimum. Current rates are as follows:

Hourly Charge Rates		
Position ¹	Hourly Rates	
Principal Engineer	\$ 135.00	- \$180.00
Principal Engineering Geologist	\$ 125.00	- \$155.00
Principal Surveyor	\$ 125.00	- \$155.00
Project Manager	\$ 85.00	- \$155.00
Senior Planner	\$ 100.00	- \$140.00
Senior Engineer	\$ 115.00	- \$150.00
Senior Geotechnical Engineer	\$ 125.00	- \$155.00
Senior Geologist	\$ 115.00	- \$145.00
Senior Surveyor	\$ 105.00	- \$135.00
Engineer	\$ 85.00	- \$120.00
Traffic Engineer	\$ 85.00	- \$140.00
Geologist	\$ 85.00	- \$115.00
Certified Industrial Hygienist	\$ 95.00	- \$140.00
Environmental Specialist	\$ 75.00	- \$130.00
Environmental Planner	\$ 75.00	- \$115.00
Staff Surveyor ³	\$ 75.00	- \$105.00
Assistant Engineer	\$ 75.00	- \$120.00
Survey Party Chief ³	\$ 75.00	- \$105.00
Junior Engineer	\$ 65.00	- \$ 90.00
Engineering Technician/Draftsperson ³	\$ 65.00	- \$ 90.00
Lab/Field Technician ³	\$ 65.00	- \$100.00
Survey Technician ³	\$ 65.00	- \$ 90.00
Technical Writer	\$ 55.00	- \$ 70.00
Clerical	\$ 50.00	- \$ 70.00
Expert Witness ^{2,4}	\$155.00	- \$255.00

- 1 Incidental expenses, i.e., lodging, meals, airplane tickets, etc., are billed at cost plus 15%.
- 2 Minimum daily charge is four hours.
- 3 Rates depend on the specific personnel assigned and if prevailing wage rates are required in the area of work.
- 4 Rates for Expert Witness are charged for preparation and testimony for both deposition(s) and trial(s).

Reimbursables

The following direct charges are charged in addition to the hourly charge rates set forth above.

Direct Charges:

CADD plots (black & white)	\$ 4.00/ea.
CADD plots (color)	\$ 20.00/ea.
Copies	\$.15/ea.
Equipment and other expenditures (required for projects)	Cost + 15%
FAX	\$ 2.00/sheet
Field office	Cost + 15%
Filing fees, telephone expense, etc.	Cost + 15%
Iron pipe, monuments, flagging, etc.	Cost + 15%
Mylars	\$ 2.50/sq. ft.
Services of other consultants	Cost + 15%
Stakes, hubs, lath, etc.	Cost + 15%
Subsistence, air travel, etc.	Cost + 15%
Vehicles	\$ 50.00/day

Field Testing and Equipment:

Anchor bolt tension testing	\$ 80.00/day plus operator
CO ₂ Meter	\$ 10.00/day
Concrete Compression Impact Hammer	\$ 25.00/day*+
Core Drilling Machine	\$ 75.00/day + \$3.00/inch cored
Dissolved Oxygen Meter	\$ 53.00/day*+
Expendable Supplies	\$ 40.00/day*+
Fyrite Meter	\$ 33.00/day*+
Generator	\$ 53.00/day*+
Geophysical Equipment	By Quotation
Grundfos Controller & Pump	\$275.00/day
Hand Auger	\$ 33.00/day
Health & Safety Level D	\$ 35.00/day*+
Health & Safety Level C	\$ 60.00/day*+
High Pressure Controller	\$ 60.00/day*+
Inclinometer	\$200.00/day*
LEL Meter	\$ 66.00/day*+
Nuclear Density Testing	\$ 25.00/hour plus operator
Other equipment including drill rigs, backhoes, etc.	Cost + 15%
ORP Meter	\$ 15.00/day
OVA	\$132.00/day*+
Ozone Sparge Trailer	\$2,000.00/day
Peristaltic Pump	\$ 50.00/day*+
pH/Conductivity Meter	\$ 53.00/day*+
Power Auger	\$100.00/day*+
Pumps	\$ 45.00/day*+
Quad (ATV)	\$150.00/day
Rebar Locating Device	\$ 40.00/day plus operator

* 1/2 Day Minimum Charge.

+ 25% Weekly Discount, 40% Monthly Discount.

(1) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

Reimbursables, Continued

Field Testing and Equipment, Continued:

Roto-hammer	\$ 50.00/day*+
Skidmore-Wilhelm Bolt Tension Calibration	\$ 50.00/day
Soil/Gas Purge Pumps	\$ 30.00/day*+
Soil Gas Probes	\$200.00/day*+
Torque Wrench (0 to 250 ft lbs)	\$ 25.00/day
Torque Wrench (250 to 1,000 ft lbs)	\$ 50.00/day
Turbidity Meter	\$ 26.00/day*+
Ultrasonic Test Device	\$ 20.00/hour plus operator
Vapor Extraction System	\$500.00/day*+
Water Level Data Logger	\$ 60.00/day*+
Water Level Meter	\$ 33.00/day*+
Well Point	\$ 50.00/day
Well Wizard	\$100.00/day*+

Survey Equipment:

GPS Station	\$300.00/day*
Level	\$ 25.00/day*
Robotic Total Station	\$ 200.00/day
Total Station	\$ 7.50/hour
Total Station w/Data Collector	\$ 100.00/day

Laboratory Tests:

Asphalt Briquette Compaction	\$ 50.00/ea. ⁽¹⁾
Asphalt Bulk Specific Gravity	\$ 30.00/ea.
Asphalt Content by Nuclear Method	\$ 75.00/test
Asphalt Content Gauge Calibration	\$190.00/ea.
Asphalt Extraction (% Bitumen)	On Request
Asphalt (Hveem) Mix Design	On Request
Brass Tube (Liner)	\$ 5.00/ea.
Cleaness Value (CT 227)	\$ 75.00/ea.
Compaction Curves (ASTM D 1557 or Caltrans CT216):	
4-inch Mold	\$150.00/ea.
6-inch Mold	\$150.00/ea.
Check Point	\$ 50.00/ea.
Concrete Compressive Strength (CT 521 or ASTM C39)	\$ 25.00/ea. ⁽²⁾
Concrete Linear Shrinkage (3 Bars)	\$200.00
Concrete Moisture	\$ 25.00/test (floor test)
Consolidation Test	\$300.00/ea.
Direct Shear, per point: (ASTM D3080)	
Consolidated-Drained (CD)	\$130.00/point
Unconsolidated-Undrained (UU) (Modified ASTM)	\$100.00/point
Consolidated-Undrained (CU) (Modified ASTM)	\$115.00/point
Additional cycles (each)	\$ 50.00/ea.
Disposable Concrete Molds	\$ 2.00/ea.

* 1/2 Day Minimum Charge.

+ 25% Weekly Discount, 40% Monthly Discount.

(1) If asphalt is delivered to SHN lab unmixed, add \$75.00/ea. for processing and mixing per Caltrans CT304.

(2) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

Reimbursables, Continued

Laboratory Tests, Continued:

Durability Index	\$ 75.00/ea.
Expansion Index	\$150.00/test
Fireproofing Density	\$ 50.00/ea.
Grout Compressive Strength	\$ 40.00/ea.
LA Rattler (abrasion resistance)	\$150.00/test
Liquid Limit	\$ 75.00/ea.
Masonry Block Compressive Strength	\$ 65.00/ea.
Masonry Block Linear Shrinkage	\$ 85.00/ea.
Masonry Block Prism Compressive Strength	\$125.00/ea.
Masonry Core Shear Test	\$ 50.00/core
Moisture Content	\$ 15.00/ea.
Moisture-Density Test	\$ 25.00/ea.
Particle Size Analysis (ASTM 422)	\$100.00/ea.
Percent Crushed Particles	\$125.00/ea.
Percent Entrained Air In Concrete	\$ 10.00/ea.
Percent Organics	\$ 50.00/ea.
Plastic Limit	\$ 50.00/ea.
Plasticity Index	\$125.00/ea.
R-Value	\$250.00/ea.
Rice Specific Gravity of Asphalt (ASTM D2041)	\$ 70.00/ea.
Sand Equivalent	\$ 50.00/ea.
Sawing Rocks and Concrete Cores	\$ 30.00/unit
Sieve Analysis--Coarse	\$ 45.00/ea.
Sieve Analysis--Fine	\$ 55.00/ea.
Sieve Analysis--Passing 200	\$ 45.00/ea.
Specific Gravity, Rock	\$ 45.00/ea.
Stabilometer of Premixed AC	\$ 75.00/ea.
Sulfate Soundness	\$ 80.00/cycle
Swell Test	\$ 55.00/point
Triaxial Compression	
Unconsolidated Undrained (TXUU) (ASTM D2850)	\$115.00/point
Consolidated Undrained (TXCU) (ASTM D4767)	\$385.00/point
Consolidated Drained (TXCD) (ACOE)	\$500.00/point
Consolidated Undrained (TXCU-3 stage) (ASTM D4767)	\$810.00/test
Consolidated Drained (TXCD-3 stage) (ACOE)	\$860.00/test
USDA Bulk Density Test	\$ 30.00/ea.
USDA Textural Suitability Test	\$ 50.00/ea.
Unconfined Compression	\$ 50.00/ea.
Unit Weight of Lightweight Concrete	\$ 50.00/unit

Notes:

All samples of soil or rock from physical testing are discarded 30 days after submission of final report unless prior arrangements are made. Samples of soil or rock submitted for testing for hazardous substances will be returned to the Client, who is responsible for proper disposal.

This fee schedule is subject to review and adjustment, as required.

Certain services may require prevailing wages or overtime at premium pay to SHN employees. In such circumstances, fees will be adjusted to reflect increased labor costs.

CITY OF UKIAH
AMENDMENT NO. 3 TO
PROFESSIONAL CONSULTING SERVICES AGREEMENT
BETWEEN
SHN CONSULTING ENGINEERS & GEOLOGISTS, INC.
and THE CITY OF UKIAH

This Amendment No. 3, entered on July 21, 2021 revises the Agreement for Professional services dated October 31, 2016 between the City of Ukiah and SHN Consulting Engineers & Geologists, Inc. for professional consulting services relating to project design and construction management services for the City's Pressure Zone 2 South Reservoir Rehabilitation/Replacement Project.

This Amendment No. 3 adds a total of \$49,200, as described in Exhibit A, B, and C. This revises the contract total, not-to-exceed amount to \$165,352.

Except as expressly amended by this Amendment, all other terms remain unchanged and in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AMENDMENT ON THE EFFECTIVE DATE:

CONSULTANT

BY: _____
THOMAS M. HERMAN, PRINCIPAL

DATE: _____

PRINT NAME: _____

CITY OF UKIAH

BY: _____
SAGE SANGIACOMO, CITY MANAGER

DATE: _____

ATTEST

BY: _____
KRISTINE LAWLER, CITY CLERK

DATE: _____



Project Modification Agreement

Project Title:	PZ2S Water Tank Replacement
Client:	City of Ukiah
SHN Job Number:	416086
Project Manager:	Jason Island
Change No.:	4

Project requirements or conditions encountered indicate that the Scope of Services included in this Project must be revised. CLIENT and SHN hereby agree that the Project Scope of Services, Schedule, and/or Budget shall be revised as described below.

Scope of Services Change:

Provide additional topographic survey to support the replacement and realignment of additional water line to the PZ2S water tank, as agreed upon by the Contractor and City.

Impact To:

Initial Budget: \$84,472
Current Budget: \$116,152 (Reflecting Prior Changes)
Budget Change: \$2,000 (Addition or Reduction +/-)
Revised Budget: \$118,152
Initial Schedule: N/A (Wks)
Current Schedule: N/A (Reflecting Prior Changes)
Schedule Change: N/A (Addition or Reduction +/- Wks)
Revised Schedule: N/A (Wks)
Other:

Individuals Endorsing Change:

Jason Island

SHN Project Manager

X Jason Island
(signature)

Sam Heath

SHN Project QA/QC

X Sam Heath
(signature)

Authorization to Proceed with Change:

SHN Consulting Engineers & Geologists, Inc.

Date: _____

X
City of Ukiah

Date: _____



Project Modification Agreement

Project Title:	PZ2S Water Tank Replacement
Client:	City of Ukiah
SHN Job Number:	416086
Project Manager:	Jason Island
Change No.:	5

Project requirements or conditions encountered indicate that the Scope of Services included in this Project must be revised. CLIENT and SHN hereby agree that the Project Scope of Services, Schedule, and/or Budget shall be revised as described below.

Scope of Services Change:

Revise the project geotechnical report to provide design recommendations for cast-in-drilled-hole (CIDH) piles, as agreed upon by the Contractor and City, and for use by the water tank foundation designer.

Impact To:

Initial Budget: \$84,472
Current Budget: \$118,152 (Reflecting Prior Changes)
Budget Change: \$2,200 (Addition or Reduction +/-)
Revised Budget: \$120,352
Initial Schedule: N/A (Wks)
Current Schedule: N/A (Reflecting Prior Changes)
Schedule Change: N/A (Addition or Reduction +/- Wks)
Revised Schedule: N/A (Wks)
Other:

Individuals Endorsing Change:

Jason Island

SHN Project Manager

X

(signature)

Sam Heath

SHN Project QA/QC

X

(signature)

Authorization to Proceed with Change:

SHN Consulting Engineers & Geologists, Inc.

Date: _____

X

City of Ukiah

Date: _____



Project Modification Agreement

Project Title:	PZ2S Water Tank Replacement
Client:	City of Ukiah
SHN Job Number:	416086
Project Manager:	Jason Island
Change No.:	6

Project requirements or conditions encountered indicate that the Scope of Services included in this Project must be revised. CLIENT and SHN hereby agree that the Project Scope of Services, Schedule, and/or Budget shall be revised as described below.

Scope of Services Change:

Provide construction management and materials testing services through project completion for the extended project schedule and increased project scope as described: Project was to be completed within 180 calendar days per agreement between City and Contractor dated July 6, 2020, however Change Order 1 extended the contract by 35 calendar days, Change Order 2 extended the contract by 40 working days, and Change Order 3 extended the contract by 45 working days. Additional services to be provided by SHN as a result of these changes include evaluation of top-fill tank design and related yard piping alterations, review of revised grading plan and storm drain improvements, review of additional 455' water line replacement and hydrant installation, as well as corresponding construction management, construction inspections, and materials testing.

Impact To:

Initial Budget: \$84,472
Current Budget: \$120,352 (Reflecting Prior Changes)
Budget Change: \$45,000 (Addition or Reduction +/-)
Revised Budget: \$165,352
Initial Schedule: N/A (Wks)
Current Schedule: N/A (Reflecting Prior Changes)
Schedule Change: N/A (Addition or Reduction +/- Wks)
Revised Schedule: N/A (Wks)
Other:

Individuals Endorsing Change:

Jason Island
 SHN Project Manager

X
 (signature)

Sam Heath
 SHN Project QA/QC

(signature)

Authorization to Proceed with Change:

SHN Consulting Engineers & Geologists, Inc.
 Date:

X
 City of Ukiah

Date:



AGENDA SUMMARY REPORT

SUBJECT: Notification to City Council of Purchase Order #47221 issued to Vaughan's Industrial Repair, Inc. to Rebuild a 10" Fairbanks Morse VTSH Pump for the Waste Water Treatment Plant in the Amount of \$16,053.81.

DEPARTMENT: Water Resources

PREPARED BY: Mary Williamson, Buyer II

PRESENTER: Consent Calendar

ATTACHMENTS:

1. Vaughan's Quote Fairbanks Morse 10 inch VTSH Pump

Summary: Council will receive a report on Purchase Order #47221 for the teardown, inspection, cleaning and rebuilding of a 10" Fairbanks Morse VTSH Pump for the Waste Water Treatment Plant

Background: Pursuant to the requirements of Section 1522 of the Municipal Code, staff is reporting to City Council the expenditure for rebuilding a 10" pump in the amount of \$16,053.81.

Discussion: This pump is one of five pumps that service the Influent Pump Station (IPS) at the Wastewater Treatment Plant (WWTP). Previously these pumps were damaged frequently by entraining debris. Since the installation of the bar screen, this type of failure has been greatly reduced. However, in January, some debris managed to bypass the bar screen during an outage resulting in damage to the shaft and bearings of IPS Pump #1. Attachment 1 shows the quote given for the the teardown, inspection, cleaning and rebuilding of a 10" Fairbanks Morse VTSH Pump for the Waste Water Treatment Plant.

Recommended Action: Receive report on Purchase Order issued to Vaughan's Industrial Repair Co., Inc. in the amount of \$16,053.81

BUDGET AMENDMENT REQUIRED: No.

CURRENT BUDGET AMOUNT: 84027225.56120: \$313,682

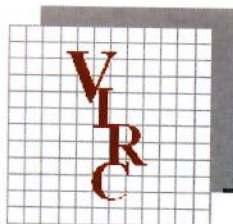
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: PO 47221

COORDINATED WITH:

Approved: 
Sage Sangiacomo, City Manager



Vaughan's Industrial Repair Co., Inc.

Ph. (562) 633-2660

Fax. (562) 633-1504

City of Ukiah
300 Plant Road
Ukiah, CA 95482

Mailing Address:
P.O. Box 1898
Paramount, CA 90732-1898

Street Address:
16224 Garfield Ave.
Paramount, CA 90723

June 23, 2021

RE: Fairbanks Morse 10" VTSH Pumps (S/N 1362432)**Attn: Mary Williamson/Mary Horger/Dave Kirch**

The following is our scope of work and quotation to rebuild your FBM vertical pump after completed disassembly and inspection. **All damage noted was to lower end of pump where shaft was bent by debris. We will be able to reuse all upper shafting and existing bushings.**

Scope of work:

1. Receive pump from common carrier and unload at vendor repair facility.
2. Disassemble, clean, inspect and advise City of findings. *
3. Inspect and face existing line shafts and straighten to .002" TIR maximum runout.
4. Straighten existing bowl shaft and apply hard chrome to bearing areas.
5. Replace upper and lower bowl rubber cutlass bearings and teflon restrictor bushing.
6. Trim upper impeller wear ring minimum clean; Fabricate and install SS wear ring on impeller.
7. Weld/buildup impeller screw vanes and re-machine to OEM size.
8. Apply epoxy fillers to pump bowl taper area to fill wear grooves; Re-machine bowl angle.
9. Clean columns and bowls to prepare for touch up of existing coating.
10. Apply 2-part epoxy coating to bowls, column/head assembly.
11. Assemble pump complete and test flush water for proper flow, minimum 1 gallon/minute.
12. Load on common carrier to ship pump back to City for installation by others.

The estimated cost to perform the above scope of work is as follows:

Labor to Disassemble/Inspect	1780.00
Material to Rebuild	1350.00
Labor to Rebuild	12804.00
Total	\$ 15934.00 + Applicable sales tax

Freight and transportation provided by others. Current delivery is 5-6 weeks A.R.O.

VIRC will provide a 1-year limited warranty on repairs under normal operating conditions.

If you have any questions, please do not hesitate to call.

Sincerely,

Jack Wilber

Service Representative

Mary Williamson

From: Jack Wilber <jack@virc1.com>
Sent: Wednesday, June 23, 2021 10:04 AM
To: Mary Williamson; Dave Kirch
Cc: Roy Meyers
Subject: Quote for repair of Fairbanks pumps
Attachments: city of ukiah fbm SN1362432 6-23-21.doc

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Mary/Dave,

Attached is the quote to repair the screw style pump that ingested the debris. The damage was limited to just the bowl shaft, bushings etc. However we will have to weld up the impeller and repair the bowl where the impeller chewed into it. Upper shafts and bearings were all in good condition and can be reused.

Regarding the second pump with the loose shaft sleeve and vibration issue - We will warranty the entire pump repair. We are not even going to ask you to pay for the inspection.

Let us know how to proceed.

Jack Wilber, Service Representative
Vaughan's Industrial Repair, Inc.
16224 Garfield Ave. Paramount, Ca 90723
Office 562.633.2660 Ext. 16
Fax 562.633.1504
Email jack@virc1.com



AGENDA SUMMARY REPORT

SUBJECT: Approve Notice of Completion for Wahlund Construction, Inc. for the Downtown Streetscape Utilities Project, Specification 19-17, and Direct the City Clerk to File the Notice of Completion with the County Recorder.

DEPARTMENT: Public Works **PREPARED BY:** Jason Benson, Senior Civil Engineer
PRESENTER: Consent Calendar

ATTACHMENTS:

1. Spec 19-17 PROJECT PLANS
2. Specification 19-17_Noticice of Completion

Summary: Council will consider approving the Notice of Completion for the Public Work and Electric Utility Departments' Spec 19-17 Downtown Streetscape Utilities, and approving final payment of the 5% retention to Wahlund Construction, Inc.

Background: The Public Works and Electric Utility Departments have completed the upgrade of the water, sewer, and electrical underground infrastructure on sections of State Street, W. Henry Street, W. Smith Street, W. Standley Street, W. Perkins Street, W. Clay Street, E. and W. Mill Street.

Discussion: At the February 19, 2020, City Council meeting, Council awarded the project to Wahlund Construction, Inc. in the amount of \$3,934,856.50. The contract price was based on the engineer's estimate line items provided in the bid package.

The project cost increased due to additional work for utility replacements and actual quantities increased by in-the-field decisions for relocation of the work to avoid unknown obstructions, resulting in a revised total contract amount of \$4,817,849.79. This final price also includes an Electric budget amendment and Contract Change Order (CCO) #13 approved by the City Council which expanded the project scope with the underground utility replacement for three blocks on Clay Street.

The contract work was completed in conformance with the Project Plans (Attachment 1) on April 9, 2021. 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.

Recommended Action: Approve Notice of Completion Specification 19-17 Downtown Streetscape Utilities Project, and direct the City Clerk to file the Notice of Completion with the County Recorder.

BUDGET AMENDMENT REQUIRED: NO

CURRENT BUDGET AMOUNT: 82227113.80230.18019 \$1,482,138.50; 84427221.80230.18019 \$1,310,445.12; 80126100.80230.18048 \$930,598.77;

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

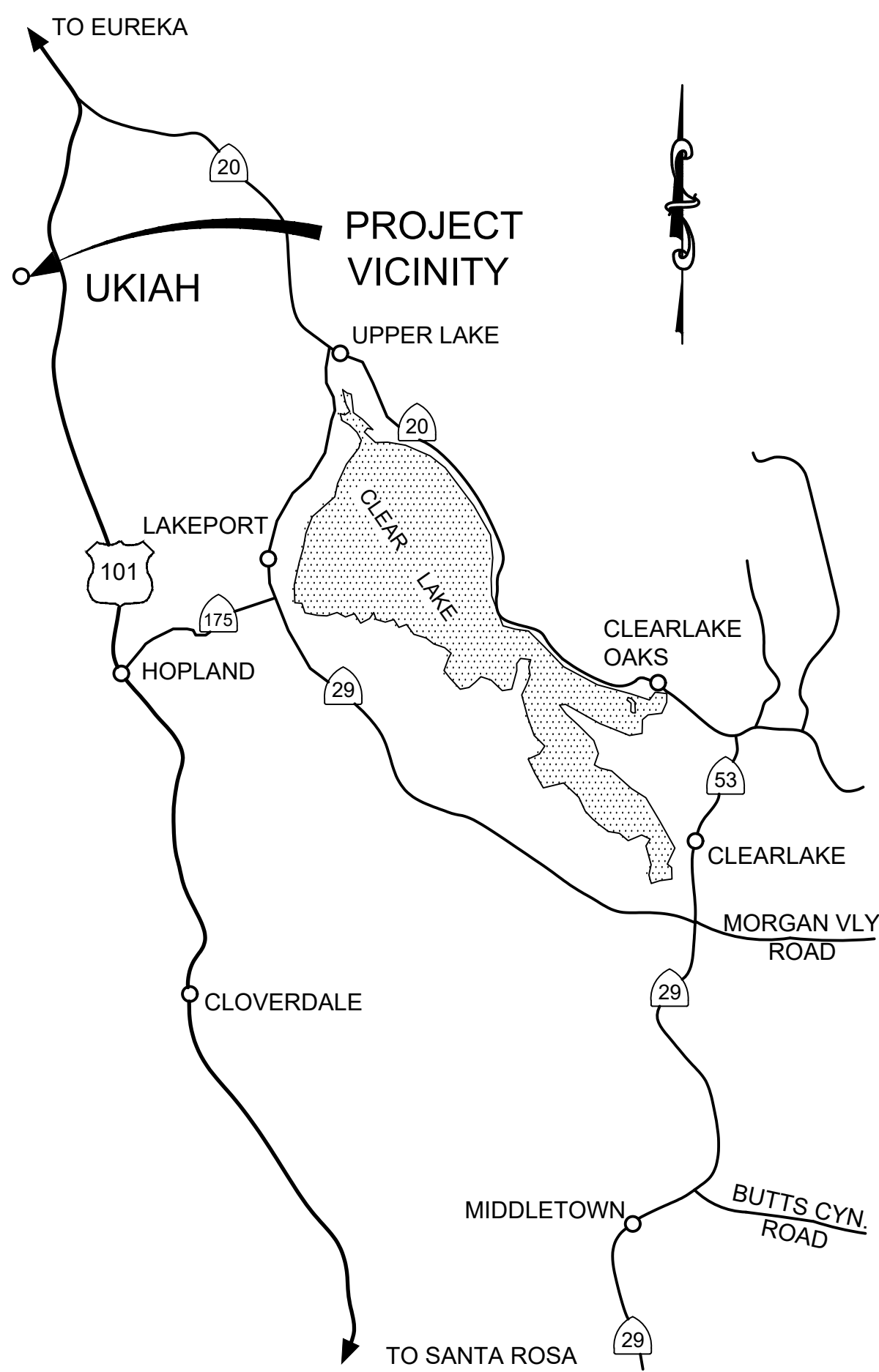
PREVIOUS CONTRACT/PURCHASE ORDER NO.: Contract Number 1920-217

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

Approved: 
Sage Sangiacomo, City Manager

DOWNTOWN WATER AND
SANITARY SEWER
REPLACEMENT PROJECT
FOR
UKIAH, CALIFORNIA
SPECIFICATION NO. 2019-17
DECEMBER 2019

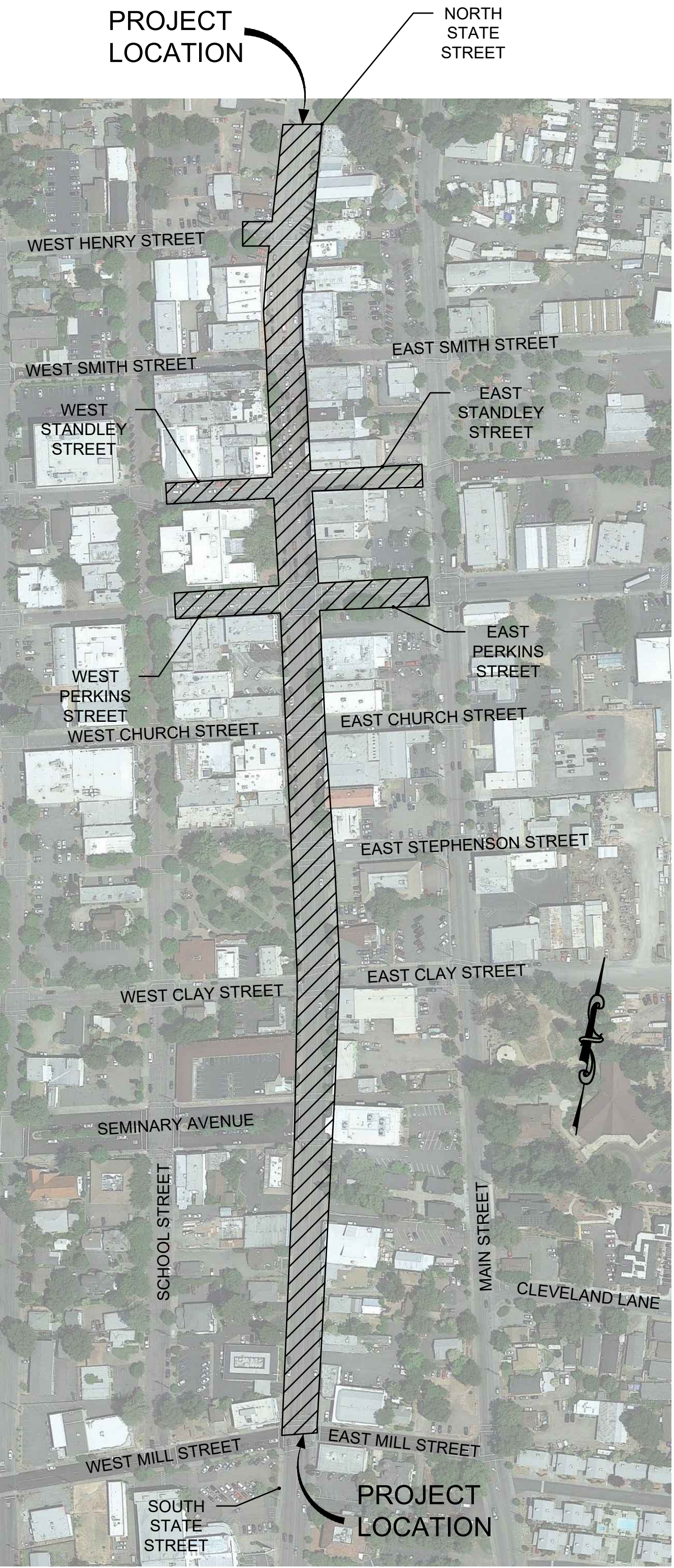
CONFORMED SET
MARCH 6, 2020



VICINITY MAP
NTS

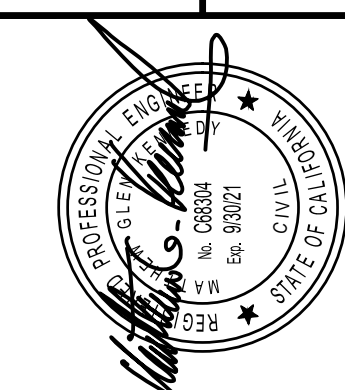
APPROVED BY: _____ DATE: _____
TIM ERIKSEN, PE
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
CITY OF UKIAH, CA

ATTACHMENT #1



LOCATION MAP
NTS

GHD Inc.
2235 Mercury Way, Suite 150
Santa Rosa, California 95405 USA
Tel: 707.527.8679
Fax: 707.527.8679
W: www.ghd.com



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MARK	DATE	DESCRIPTION	ISSUE

CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT
TITLE SHEET

PROJ NO: 11191705
DRWN: CP CHKD: MK
G-001
SHEET 1 OF 22

SHEET NO.	DWG NO.	TITLE
GENERAL		
1	G-001	TITLE SHEET
2	G-002	SHEET INDEX AND KEY MAP
3	G-003	NOTES, LEGEND AND ABBREVIATIONS
4	G-004	SURVEY CONTROL DIAGRAM
5	G-005	POTHOLE SCHEDULE AND GEOTECHNICAL BORINGS
6	G-006	UTILITY STATION AND OFFSET TABLES
CIVIL		
7	C-101	PLAN & PROFILE - STATE STREET - STA 3+00 - STA 7+00
8	C-102	PLAN & PROFILE - STATE STREET - STA 7+00 - STA 11+50
9	C-103	PLAN & PROFILE - STATE STREET - STA 11+50 - STA 16+00
10	C-104	PLAN & PROFILE - STATE STREET - STA 16+00 - STA 21+00
11	C-105	PLAN & PROFILE - STATE STREET - STA 21+00 - STA 25+50
12	C-106	PLAN & PROFILE - STATE STREET - STA 25+50 - STA 30+00
13	C-107	PLAN & PROFILE - WEST PERKINS STREET - STA 50+00 - STA 54+00
14	C-108	PLAN & PROFILE - WEST STANDLEY STREET - STA 100+00 - STA 104+50
15	C-109	STATE STREET WATER CONNECTION PLAN AND PROFILES - 1
16	C-110	STATE STREET WATER CONNECTION PLAN AND PROFILES - 2
17	C-111	STATE STREET WATER CONNECTION PLAN AND PROFILES - 3
18	C-501	CIVIL DETAILS - 1
19	C-502	CIVIL DETAILS - 2
20	C-503	CIVIL DETAILS - 3
21	C-504	CIVIL DETAILS - 4
22	C-505	CIVIL DETAILS - 5

ALIGNMENT DATA								
CONSTRUCTION CENTERLINE								
	STATION	NORTHING	EASTING	DISTANCE	DIRECTION	CURVE LENGTH	RADIUS	DELTA
BP	1+00	2180995.379	6219460.387					
				389.376'	N5-11-48W			
PI	4+89.38	2181383.154	6219425.119					
				727.268'	N5-11-48W			
PI	12+16.64	2182107.433	6219359.246					
				47.082'	N5-11-48W			
PI	12+63.73	2182154.322	6219354.982					
				1305.422'	N10-37-24W			
PC	25+69.15	2183437.369	6219114.325					
					N10-37-24W			
MID	26+37.45	2183504.504	6249101.732			136.35'	900'	8-40-49
					N1-56-35W			
PT	27+05.05	2183572.770	6219099.416					
				394.997'	N1-56-35W			
EP	31+00.49	2183967.54	6219086.024					

DISCIPLINE _____ C - 1 0 1 _____ INDIVIDUAL DRAWING
SHEET TYPE _____ NUMBER

LETTER	DISCIPLINE
G	GENERAL
C	CIVIL - UTILITY

NUMBER	SHEET TYPE
0	GENERAL
1	PLANS AND PROFILES
5	DETAILS

WORK TO BE PERFORMED IS WITHIN THE CITY OF UKIAH AND GENERALLY CONSISTS OF WATER AND SANITARY SEWER MAIN AND LATERAL REPLACEMENTS ON STATE STREET BETWEEN MILL STREET AND HENRY STREET. WORK INCLUDES DECOMMISSIONING AND REMOVAL OF EXISTING SANITARY SEWER MAINS, DECOMMISSIONING EXISTING WATER MAINS AND CONSTRUCTION OF NEW WATER MAINS, WATER LATERALS AND METER BOXES AND CONSTRUCTION OF NEW SANITARY SEWER MAINS, SANITARY SEWER MANHOLES AND SANITARY SEWER LATERALS AND CLEANOUTS.

DIVISION OF STATE ARCHITECT
ACCESS COMPLIANCE SECTION (DSA/ACS)
1515 CLAY STREET, SUITE 1201
OAKLAND, CA 94612
(510) 622-3127

CITY OF UKIAH
300 SEMINARY AVE
UKIAH, CA 95482
(707) 463-6200

STATE WATER RESOURCES CONTROL BOARD
DIVISION OF DRINKING WATER, DISTRICT 03 - MENDOCINO
50 D STREET, SUITE 200
SANTA ROSA, CA 95404
(707) 576-2145

CALIFORNIA WATER BOARDS
NORTH COAST REGIONAL WATER QUALITY CONTROL BOARD
5550 SKYLANE BLVD. SUITE A
SANTA ROSA, CA 95403

CITY OF UKIAH STANDARD PLANS

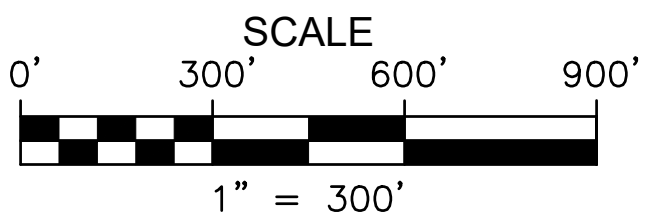
2018 STANDARD SPECIFICATIONS AND STANDARD PLANS
STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION

2014 CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL
DESIGN REVISION 4 (CA MUTCD REVISION 4)2018 POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND
STREETS MANUAL

2016 CALIFORNIA BUILDING CODE (CBC)
CALIFORNIA CODE OF REGULATIONS
(CCR) TITLE 24, PART 2

2016 CALIFORNIA ELECTRICAL CODE (CEC)
CALIFORNIA CODE OF REGULATIONS
(CCR) TITLE 24, PART 3

2010 AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS FOR ACCESSIBLE DESIGN (ADAS)



CITY STANDARD IDENTIFIER

100

DWG ON WHICH DETAIL APPEARS

C-101

GHD Inc.
2235 Mercury Way, Suite 150
Santa Rosa, California 95407, USA
T 1 707 523 1010 **F** 1 707 527 8679
W www.ghd.com



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 ORIGINAL DRAWING

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**CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT**

SHEET INDEX AND KEY MAP

PROJ NO: 11191705

DRWN: CP	CHKD: CW
----------	----------

G-002

SHEET 2 OF 22

GENERAL NOTES:

1. ALL CONSTRUCTION SHALL CONFORM TO THE 2018 CALTRANS STANDARD PLANS AND SPECIFICATIONS, CITY OF UKIAH SPECIFICATIONS, CITY OF UKIAH STANDARD DRAWINGS, AWWA STANDARDS AND THE PROJECT CONTRACT DOCUMENTS. THE CONTRACTOR IS RESPONSIBLE FOR UNDERSTANDING ALL STANDARDS PERTAINING TO THIS PROJECT.
2. THE CONTRACTOR SHALL PROVIDE, PROCURE AND PAY FOR ALL PERMITS REQUIRED TO EXECUTE AND COMPLETE THE WORK. THESE INCLUDE, BUT ARE NOT LIMITED TO A CITY OF UKIAH ENCRoACHMENT PERMITS, CURRENT CITY OF UKIAH BUSINESS LICENSE, AND A VALID AND PROPER CONTRACTOR'S LICENSE. ENCRoACHMENT PERMITS MUST BE LOCATED ON THE JOB SITE DURING WHICH TIME CONTRACTOR IS WORKING THERE.
3. LOCATION OF UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE ONLY AND BASED ON THE BEST AVAILABLE INFORMATION. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT (U.S.A) A MINIMUM OF TWO WORKING DAYS PRIOR TO LOCATE ALL UTILITIES IN ADVANCE OF ANY EXCAVATION. DIAL (TOLL FREE) 811 OR 1-800-227-2600.
4. CONTRACTOR SHALL POTHOLE AND PHYSICALLY LOCATE THE EXACT HORIZONTAL AND VERTICAL LOCATION OF ALL UNDERGROUND UTILITIES A MINIMUM OF FIVE (5) WORKING DAYS IN ADVANCE OF ANY EXCAVATION TO DETERMINE THE LOCATION OF ANY POTENTIAL CONFLICTS. PROVIDE UTILITY TYPE, MATERIAL, HORIZONTAL LOCATION AND DEPTH BELOW EXISTING GROUND TO THE ENGINEER FOR REVIEW WITHIN ONE (1) WORKING DAY. IF UNMARKED UTILITIES ARE ENCOUNTERED, OR IF UNABLE TO LOCATE A MARKED UTILITY AFTER POTHOLING, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNER OF THAT UTILITY AND THE ENGINEER.
5. CONTRACTOR SHALL NOTIFY ALL PUBLIC OR PRIVATE UTILITY COMPANIES 48 HOURS PRIOR TO COMMENCEMENT OF WORK ADJACENT TO EXISTING UTILITY LINES UNLESS ENCRoACHMENT PERMIT SPECIFIES OTHERWISE.
6. THE CONTRACTOR SHALL PROTECT AND PRESERVE CITY MONUMENTS EXCEPT WHERE OTHERWISE SHOWN FOR REMOVAL. THE CONTRACTOR SHALL COORDINATE WITH THE ENGINEER 10 WORKING DAYS IN ADVANCE FOR REFERENCING OF EXISTING MONUMENTS TO BE DISTURBED. THE CONTRACTOR SHALL RECONSTRUCT DISTURBED MONUMENTS NOT SHOWN FOR REMOVAL IN ACCORDANCE WITH CITY STANDARD DRAWING NO. 140.
7. CONSTRUCTION MATERIALS AND EQUIPMENT SHALL BE NEW AND OF A QUALITY EQUAL TO THAT SPECIFIED OR APPROVED. WORK SHALL BE DONE AND COMPLETED IN A THOROUGH AND WORKMANLIKE MANNER.
8. WHENEVER ANY MATERIAL OR EQUIPMENT IS INDICATED OR SPECIFIED BY PATENT OR PROPRIETARY NAME OR BY THE NAME OF THE MANUFACTURER, SUCH SPECIFICATION SHALL BE CONSIDERED AS USED FOR DESCRIBING THE MATERIAL OR EQUIPMENT DESIRED AND SHALL BE CONSIDERED AS FOLLOWED BY THE WORDS "OR APPROVED EQUIVALENT". THE CONTRACTOR MAY OFFER A MATERIAL OR EQUIPMENT WHICH SHALL BE EQUIVALENT IN EVERY RESPECT TO THAT SPECIFIED; PROVIDED THAT WRITTEN APPROVAL FIRST IS OBTAINED FROM THE DIRECTOR OF PUBLIC WORKS.
9. MATERIALS SHALL BE SO STORED TO ENSURE THE PRESERVATION OF THEIR QUALITY AND FITNESS FOR THE WORK. THEY SHALL BE SO LOCATED AND DISPOSED THAT PROMPT AND PROPER INSPECTION THEREOF MAY BE MADE.
10. THE CITY SHALL HAVE THE RIGHT TO TAKE POSSESSION OF AND USE ANY COMPLETED OR PARTIALLY COMPLETED PORTIONS OF THE WORK. NOT WITHSTANDING THE TIME FOR COMPLETING THE ENTIRE WORK OF SUCH PORTIONS WHICH MAY NOT HAVE EXPIRED; BUT SUCH TAKING POSSESSION AND USE SHALL NOT BE DEEMED AN ACCEPTANCE OF ANY WORK NOT COMPLETED IN ACCORDANCE WITH THE PROJECT CONSTRUCTION DOCUMENTS. IF SUCH PRIOR USE INCREASES THE COST OF OR DELAYS THE WORK, THE CONTRACTOR SHALL BE ENTITLED TO SUCH EXTRA COMPENSATION, OR EXTENSION OF TIME OR BOTH, AS THE DIRECTOR OF PUBLIC WORKS MAY DETERMINE.
11. CONTRACTOR AGREES TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOB SITE DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY AND ITS REPRESENTATIVES HARMLESS FROM ANY AND ALL LIABILITY, REAL AND/OR ALLEGED, IN CONJUNCTION WITH THE PERFORMANCE OF THIS PROJECT.
12. ALL EXCAVATED MATERIAL SHALL BE DISPOSED OF AS GENERATED AND AT NO TIME SHALL THE CONTRACTOR PLACE EXCAVATED MATERIAL AT THE WORK SITE.
13. CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY AND ALL DAMAGES TO EXISTING FEATURES, STRUCTURES AND UTILITIES DURING CONSTRUCTION. ALL DAMAGES SHALL BE REPAIRED/REPLACED AT THE CONTRACTOR'S EXPENSE AND TO THE SATISFACTION OF THE DIRECTOR OF PUBLIC WORKS.
14. ALL SEWER MANHOLES, MAINLINE CLEANOUTS AND WATER VALVES THAT ARE ON ACTIVE SYSTEMS SHALL BE ACCESSIBLE TO CITY PERSONNEL AT ALL TIMES AND SHALL BE BROUGHT TO FINISH GRADE WITHIN 48 HOURS OF PAYING. ANY DAMAGES TO THE CITY OR OTHER UTILITIES CAUSED BY CONTRACTOR OPERATIONS SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
15. CONTRACTOR SHALL VERIFY LOCATIONS, LEVELS, DISTANCES, AND FEATURES THAT MAY AFFECT THE WORK. SHOULD EXISTING CONDITIONS DIFFER FROM THOSE SHOWN OR INDICATED, OR IF IT APPEARS THAT THESE PLANS, STANDARD SPECIFICATIONS, AND SPECIAL PROVISIONS DO NOT ADEQUATELY DETAIL THE WORK TO BE DONE, CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO CONTINUING WITH ANY RELATED WORK. NO ALLOWANCE WILL BE MADE IN HIS BEHALF FOR ANY EXTRA EXPENSE RESULTING FROM FAILURE OR NEGLECT IN DETERMINING THE CONDITIONS UNDER WHICH WORK IS TO BE PERFORMED. NOTED DIMENSIONS TAKE PRECEDENCE OVER SCALE.
16. CONTRACTOR SHALL PROVIDE AND MAINTAIN SUFFICIENT BARRICADES TO PROVIDE FOR THE SAFETY OF THE GENERAL PUBLIC TO THE SATISFACTION OF THE DIRECTOR OF PUBLIC WORKS.
17. THE CONTRACTOR SHALL MAINTAIN ADA COMPLIANT ACCESS TO ALL BUSINESSES IN THE PROJECT AREA FOR THE DURATION OF THE PROJECT. CONTRACTOR SHALL PROVIDE MINIMUM TWO (2) WEEKS NOTICE PRIOR TO CONSTRUCTION ACTIVITIES ADJACENT TO ANY BUSINESSES. NOTICES SHALL BE PROVIDED TO BUSINESS OWNERS AND PROPERTY OWNERS AND COORDINATED WITH THE CITY. PROVIDE A DRAFT NOTICE TO THE CITY FOR REVIEW A MINIMUM OF THREE (3) WEEKS PRIOR TO CONSTRUCTION ACTIVITIES.
18. CONTRACTOR SHALL NOTIFY THE DIRECTOR OF PUBLIC WORKS AT LEAST 72 HOURS IN ADVANCE OF COMMENCEMENT OF ANY PART OF THE WORK.
19. CONTRACTOR SHALL MAINTAIN REASONABLE ACCESS TO ALL DRIVEWAYS DURING CONSTRUCTION PER SECTION 7-1.03 AND 7-1.04 OF THE STANDARD SPECIFICATIONS.
20. CAUTION SHALL BE EXERCISED WHEN EXCAVATING WITHIN THE DRILIPE OF ANY TREE SHOWN ON THE PLANS TO BE PROTECTED. ROOTS LARGER THAN 2 INCHES SHALL NOT BE CUT WITHOUT PERMISSION FROM THE ENGINEER.
21. ALL LANDSCAPING AND IRRIGATION SYSTEMS OR OTHER PRIVATE OR PUBLIC IMPROVEMENTS DISTURBED BY THE CONTRACTOR SHALL BE REPAIRED OR REPLACED IN KIND AS DIRECTED BY THE ENGINEER.
22. CONTRACTOR SHALL PROVIDE RECORD DRAWINGS AT THE COMPLETION OF CONSTRUCTION PER CITY REQUIREMENTS. RECORD DRAWINGS SHALL ACCURATELY REFLECT ALL APPROVED CHANGES MADE DURING CONSTRUCTION AND THE LOCATIONS AND DEPTHS OF ALL EXISTING ACTIVITIES ENCOUNTERED.
23. COMPACT FILL AREAS AND TOP 12" OF CUT AREAS TO 95% OF MAXIMUM DENSITY AS MEASURED BY ASTM D1557. CONTRACTOR SHALL IMPORT OR EXPORT ACCEPTABLE MATERIALS AS NECESSARY.
24. ALL GRADES SHOWN ARE FINISH GRADES. ALLOW FOR VARYING THICKNESS OF BASE, PAVING, AND CONCRETE IN PREPARING SUBGRADE.
25. THE CONTRACTOR SHALL HAVE A CLASS "A" LICENSE.
26. UST LOCATION SHOWN ON THE PLANS ARE APPROXIMATE ONLY. NOT ALL UST ARE SHOWN. THE CONTRACTOR SHALL VERIFY ALL UST LOCATIONS THAT CONFLICT WITH THE NEW UTILITY ALIGNMENTS AND REMOVE IN ACCORDANCE WITH THE SPECIAL PROVISIONS.
27. THE CONTRACTOR SHALL MAKE MINOR ADJUSTMENTS IN THE HORIZONTAL ALIGNMENTS OF THE ELECTRICAL CONDUITS AS NECESSARY TO PROVIDE 3 FT OF CLEARANCE.

UTILITY CONSTRUCTION NOTES:

1. THE CONTRACTOR SHALL SHORE ALL TRENCHES 5 FEET IN DEPTH OR GREATER. SHORING SHALL BE IN ACCORDANCE WITH THE CONSTRUCTION SAFETY ORDERS OF THE DIVISION OF OCCUPATIONAL SAFETY AND HEALTH.
2. THE CONTRACTOR IS RESPONSIBLE FOR REPAIRING OR REPLACING ALL DAMAGED AREAS DURING CONSTRUCTION, INCLUDING, BUT NOT LIMITED TO ASPHALT, CONCRETE, CURB, GUTTER, SIDEWALK, LANDSCAPING, AND RESTORING TO ORIGINAL OR BETTER CONDITION.
3. SECURITY FENCES OR BARRICADES WILL BE THE RESPONSIBILITY OF THE CONTRACTOR TO MAINTAIN SECURE THROUGHOUT THE PROJECT DURATION.
4. THE CONTRACTOR IS RESPONSIBLE FOR CONDITION OF ALL SUBSTRUCTURES (FOR EXAMPLE, TRENCH SETTLEMENT, DAMAGED SUBSTRUCTURES ETC) UNTIL ONE YEAR AFTER THE DATE OF CONSTRUCTION IS COMPLETED.
5. ALL CONCRETE SHALL BE SAW CUT AND REMOVED ALONG EXISTING SCORE LINES, UNLESS NOTED OTHERWISE. SAW CUTS SHALL BE STRAIGHT AND NEAT.
6. ALL CONSTRUCTION SHALL CONFORM TO THE CITY OF UKIAH SPECIFICATION, CITY OF UKIAH STANDARD DRAWINGS, CALIFORNIA PLUMBING CODE (LATEST EDITION) AND AWWA STANDARDS.
7. ALL PIPE LENGTHS ARE MEASURED HORIZONTALLY FROM CENTER OF STRUCTURES.
8. METER BOXES AND VAULTS SHALL BE LOCATED OUT OF TRAFFIC LOADING AREAS WHENEVER POSSIBLE AND SET SO THAT THE READING LIDS ARE ALIGNED OVER THE METER REGISTERS AS CLOSELY AS POSSIBLE.
9. ALL MATERIALS IN CONTACT WITH POTABLE WATER SHALL BE NSF-61 APPROVED.

EROSION CONTROL NOTES:

1. ALL EROSION CONTROL MEASURES SHALL CONFORM TO THE PROJECT WPCP, WATER POLLUTION CONTROL PROGRAM PREPARATION MANUAL (JUNE 2011), THE CONSTRUCTION SITE BEST MANAGEMENT PRACTICES MANUAL AND THE CONSTRUCTION SITE MONITORING PROGRAM GUIDANCE MANUAL.
2. THE CONTRACTOR SHALL EXERCISE CARE DURING DEMOLITION AND EXCAVATION OPERATIONS TO MINIMIZE EROSION AND SEDIMENT TRANSPORT OFF SITE.
3. THE CONTRACTOR SHALL CONDUCT ALL OPERATIONS SO AS TO PREVENT ANY UNNECESSARY DISTURBANCE OF SOIL OR EXISTING VEGETATION.
4. THE CITY IS RESPONSIBLE FOR COMPLYING WITH THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMIT NO. CA5000002 WASTE DISCHARGE REQUIREMENTS FOR DISCHARGES OF STORM WATER RUNOFF ASSOCIATED WITH CONSTRUCTION. CONSTRUCTION ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO CLEARING, GRADING, EXCAVATION, STOCKPILING, AND RECONSTRUCTION OF EXISTING FACILITIES INVOLVING REMOVAL AND REPLACEMENT.

TRAFFIC NOTES:

1. CONTRACTOR SHALL SUBMIT CONSTRUCTION TRAFFIC CONTROL PLAN TO THE CITY OF UTAH FOR REVIEW AND APPROVAL AT THE PRE-CONSTRUCTION MEETING AND A MINIMUM OF (2) WEEKS BEFORE BEGINNING ANY RELATED CONSTRUCTION ACTIVITY. THE TRAFFIC CONTROL PLAN SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND PREPARED BY A LICENSED CIVIL OR TRAFFIC ENGINEER.
2. TRAFFIC SIGNAL(S) SHALL REMAIN FUNCTIONAL DURING CONSTRUCTION.
3. ALL SIGNAL LOOP WIRING SHALL BE REPAIRED OR REPLACED IF SAWCUT OR DAMAGED.
4. CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE PERMITS AND REGULATIONS, AS APPLICABLE.

SEWER CONSTRUCTION NOTES:

1. NEW SEWER MAINS ARE TO BE CLEANED AND FREE OF DEBRIS, BY MEANS OF AN APPROVED METHOD (E.G. RUBBER BALL WASHED THROUGH, HYDRO-CLEANER ETC.) PRIOR TO TESTS FOR LEAKAGE AND DEFLECTION.
2. PIPE DEFLECTION SHALL BE TESTED BY USE OF A STEEL MANDREL WITH MAXIMUM ALLOWABLE DEFLECTION OF 5%. CONTRACTOR SHALL PROVIDE A STEEL MANDREL AT THE JOBSITE FOR EVERY DIAMETER OF SEWER MAIN CONSTRUCTED. SEE DETAIL 1 ON DRAWING C-502.
3. SEWER MAINS SHALL BE TESTED FOR SOUNDNESS AND TIGHTNESS (LEAKAGE) BY THE USE OF LOW-PRESSURE AIR TEST OR A HYDROSTATIC TEST WITH A MINIMUM OF 10' OF HEAD AND ANY PORTION OF THE MAIN TO BE TESTED. CONTRACTOR SHALL HAVE ON-SITE, A MEANS BY WHICH TO TEST THE MAIN.
4. MANHOLES SHALL BE COATED INSIDE WITH ONE (1) COAT OF THORO-SEAL, XPEX, OR APPROVED EQUAL.
5. MANHOLES SHALL BE SUBJECT TO HYDROSTATIC TESTS, BY FILLING WITH WATER AND MEASURING THE DROP IN WATER LEVEL OVER A 30 MINUTE PERIOD. PRIOR TO THE 30 MINUTE TEST, MANHOLES SHALL BE FILLED WITH WATER FOR A MINIMUM OF 24 HOUR PERIOD.
6. ALL TRENCHES SHALL BE BACKFILLED IN ACCORDANCE WITH STANDARD DRAWING NO. 220, PRIOR TO TESTS FOR LEAKAGE AND DEFLECTION.
7. INSTALL ALL (N) SEWER MAINS AND LATERALS IN TRENCHES IN ACCORDANCE WITH CITY STD 220.

WATER CONSTRUCTION NOTES:

1. METER BOXES AND VAULTS SHALL BE SET SO THAT THE READING LIDS ARE ALIGNED OVER THE METER REGISTERS AS CLOSELY AS POSSIBLE.
2. INSTALL ALL (N) WATER MAINS IN TRENCHES IN ACCORDANCE WITH CITY STD 320.

ABBREVIATIONS:

APN	ASSESSOR'S PARCEL NUMBER
AC	ASBESTOS CEMENT
ARV	AIR RELIEF VALVE
BC	BEGIN CURVE
BFP	BACK FLOW PREVENTER
BOT	BOTTOM
BP	BEGIN POINT
BSW	BACK OF SIDEWALK
C	CONDUIT
CATV	CABLE TELEVISION
CB	CATCH BASIN
CHKD	CHECKED
CLSM	CONTROLLED LOW-STRENGTH MATERIAL
CO	CLEANOUT
COM	COMMUNICATION
CR	CURB RETURN
D	DISTANCE, DEPTH
DI	DROP INLET
DEPT	DEPARTMENT
DRWN	DRAWN
DWG	DRAWING
DWY	DRIVEWAY
(E)	EXISTING
EB	ELECTRIC BOX
EC	END CURVE
EG	EXISTING GRADE
ELEC	ELECTRICAL
EP	EDGE OF PAVEMENT, END POINT
EQ	EQUIVALENT
E.V.	ELECTRICAL VAULT
FG	FINISHED GRADE
FH	FIRE HYDRANT
FL	FLOW LINE
FS	FINISHED SURFACE
FT	FOOT/FEET
FSW	FRONT OF SIDEWALK
G	GAS
GB	GRADE BREAK
HDPE	HIGH DENSITY POLYETHYLENE
HMA	HOT MIX ASPHALT
HP	HINGE POINT
I.D.	INSIDE DIAMETER
IN	INCH/INCHES
INV	INVERT
IRR	IRRIGATION
IP	IRON PIPE
JP	JOINT POLE
JP W/UG	JOINT POLE WITH UNDERGROUND
JT	JOINT TRENCH
L	LEFT, LENGTH
LG	LIP OF GUTTER
MH	MANHOLE
MID	MIDDLE POINT
MIN	MINIMUM
MJ	MECHANICAL JOINT
MON	MONUMENT
(N)	NEW
O.C.	ON CENTER
OFF	OFFSET
OH	OVER HEAD ELECTRIC
PB	PULL BOX
PERF	PERFORATED
PI	POINT OF INTERSECTION
POLY	POLYETHYLENE
PROJ	PROJECT
PT	POINT OF TANGENCY
PUE	PUBLIC UTILITY EASEMENT
PVC	POLYVINYLCHLORIDE
R	RADIUS, RIGHT
R.C.	RELATIVE COMPACTION
R/W	RIGHT OF WAY
SL	STREET LIGHT
SS	SANITARY SEWER
STD.	STANDARD
STD. XX	CALTRANS STANDARD PLAN NUMBER
STA	STATION
STL	STEEL
TC	TOP OF CURB
TEL	TELEPHONE/TELECOMMUNICATION
TYP	TYPICAL
UG	UNDERGROUND
UNK	UNKNOWN
UON	UNLESS OTHERWISE NOTED
UST	UNDERGROUND STORAGE TANK
VAR	VARIES
VC	VITRIFIED CLAY
W	WATER
WM	WATER METER
WV	WATER VALVE
XFMR	TRANSFORMER
	NOTE
	1.

NOTE

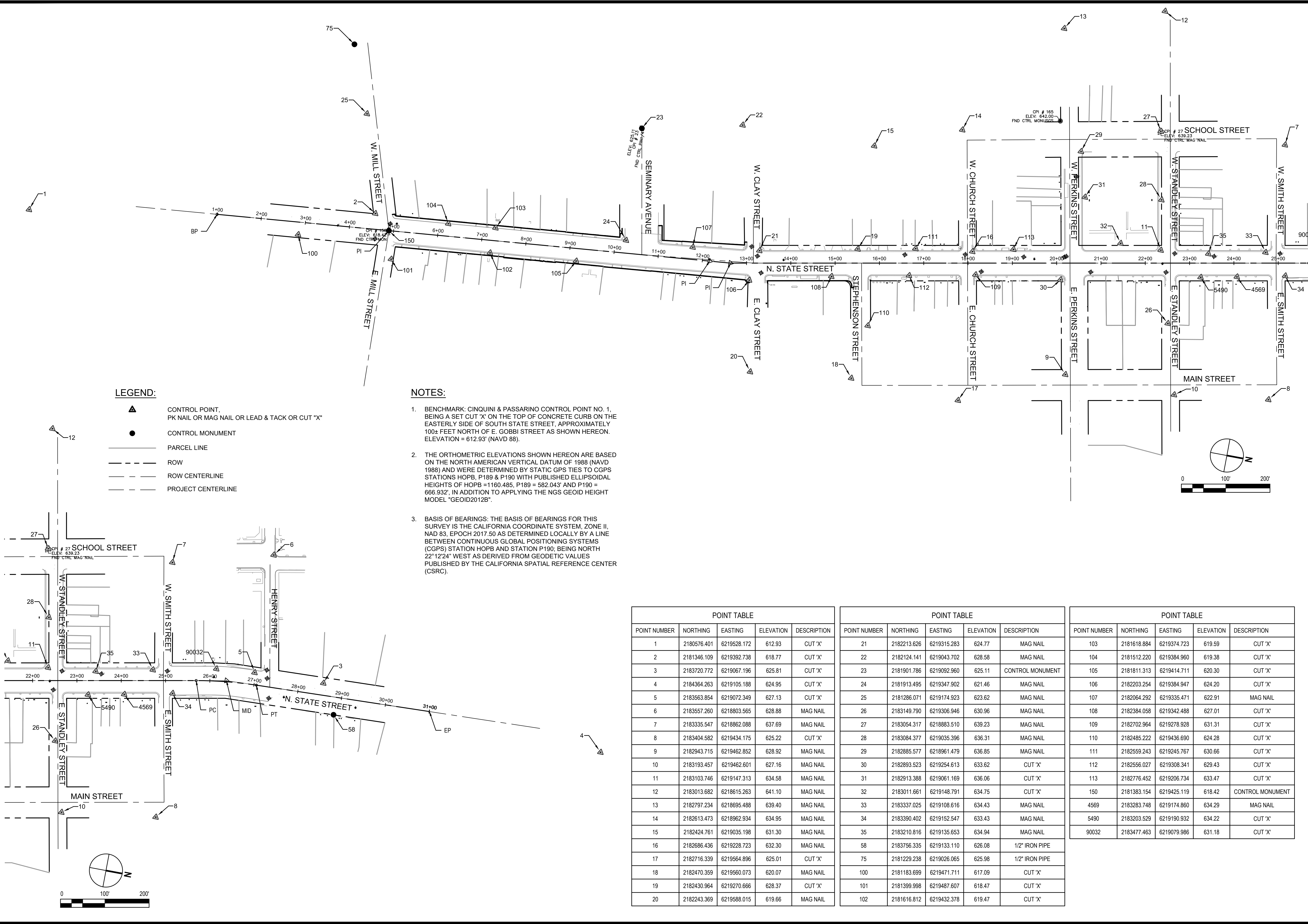
1. SOME ABBREVIATIONS MAY BE USED IN COMBINATION.
2. REFER TO CURRENT CALIFORNIA DEPARTMENT OF TRANSPORTATION STANDARD PLANS FOR ADDITIONAL ABBREVIATIONS NOT LISTED.

LEGEND:

EXISTING		NEW
	DRAIN INLET/CATCH BASIN	
	SANITARY SEWER MANHOLE	
	SANITARY SEWER CLEAN OUT	
	STORM DRAIN MANHOLE	
	CULVERT	
	WATER METER	
	WATER VALVE	
	MISC UTILITY	
	UTILITY BOX	
	FIRE HYDRANT	
	TRAFFIC SIGNAL POLE	
	POWER POLE	
	POLE WITH LIGHT	
	GUY WIRE	
	POST	
	TREE	
	MARSH	
	CITY MONUMENT	
	SIGN	
	TRAFFIC SIGNAL	
	TRANSFORMER	
	ELECTRICAL DUCT BANK	
	ELECTRICAL VAULT	
	CHAINLINK FENCE	
	STORM DRAIN SUBDRAIN	
	DECOMMISSION UTILITY	
	8" W	
	WATER ABANDONED	
	6" SS	
	SD	
	STORM DRAIN INLET	
	GAS	
	JOINT TRENCH	
	COMMUNICATION	
	UNDERGROUND ELECTRIC	
	OVERHEAD UTILITY	
	SIDEWALK, CURB, AND GUTTER	
	GUTTER FLOW DIRECTION	
	TOPOGRAPHIC CONTOUR	
	RIGHT-OF-WAY	
	PUBLIC UTILITY EASEMENT	
	BORING LOCATION	
	POTHOLE LOCATION	
	REDUCER	
	TEMPORARY BLOWOFF	
	TEE	
	UST	

CITY OF UKIAH		DOWNTOWN WATER & SANITARY SEWER REPLACEMENT PROJECT	
NOTES, LEGEND AND ABBREVIATIONS			
PROJ NO: 11191705			
DRWN: CP	CHKD: CW		
G-003			
SHEET 3		OF 22	

2020-03-06 9:49 AM LHERNANDEZ
NAUS\SANTA ROSA\PROJECTS\5611191705\DIGITAL_DESIGN\CAD 2018\UKIAH UTILITIES PROJECT\SHEETS\1191705 (U SET)_G-004.DWG



POINT TABLE				
POINT NUMBER	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	2180576.401	6219528.172	612.93	CUT "X"
2	2181346.109	6219392.738	618.77	CUT "X"
3	2183720.772	6219067.196	625.81	CUT "X"
4	2184364.263	6219105.188	624.95	CUT "X"
5	2183563.854	6219072.349	627.13	CUT "X"
6	2183557.260	6218803.565	628.88	MAG NAIL
7	2183335.547	6218862.088	637.69	MAG NAIL
8	2183404.582	6219434.175	625.22	CUT "X"
9	2182943.715	6219462.852	628.92	MAG NAIL
10	2183193.457	6219462.601	627.16	MAG NAIL
11	2183103.746	6219147.313	634.58	MAG NAIL
12	2183013.682	6218615.263	641.10	MAG NAIL
13	2182797.234	6218695.488	639.40	MAG NAIL
14	2182613.473	6218962.934	634.95	MAG NAIL
15	2182424.761	6219035.198	631.30	MAG NAIL
16	2182686.436	6219228.723	632.30	MAG NAIL
17	2182716.339	6219664.896	625.01	CUT "X"
18	2182470.359	6219560.073	620.07	MAG NAIL
19	2182430.964	6219270.666	628.37	CUT "X"
20	2182243.369	6219588.015	619.66	MAG NAIL

POINT TABLE				
POINT NUMBER	NORTHING	EASTING	ELEVATION	DESCRIPTION
21	2182213.626	6219315.283	624.77	MAG NAIL
22	2182124.141	6219043.702	628.58	MAG NAIL
23	2181901.786	6219092.960	625.11	CONTROL MONUMENT
24	2181913.495	6219347.902	621.46	MAG NAIL
25	2181286.071	6219174.923	623.62	MAG NAIL
26	2183149.790	6219306.946	630.96	MAG NAIL
27	2183054.317	6218883.510	639.23	MAG NAIL
28	2183084.377	6219035.396	636.31	MAG NAIL
29	2182885.577	6218961.479	636.85	MAG NAIL
30	2182893.523	6219254.613	633.62	CUT "X"
31	2182913.388	6219061.169	636.06	CUT "X"
32	2183011.661	6219148.791	634.75	CUT "X"
33	2183337.025	6219108.616	634.43	MAG NAIL
34	2183390.402	6219152.547	633.43	MAG NAIL
35	2183210.816	6219135.653	634.94	MAG NAIL
58	2183756.335	6219133.110	626.08	1/2" IRON PIPE
75	2181229.238	6219026.065	625.98	1/2" IRON PIPE
100	2181183.699	6219471.711	617.09	CUT "X"
101	2181399.998	6219487.607	618.47	CUT "X"
102	2181616.812	6219432.378	619.47	CUT "X"

POINT TABLE				
POINT NUMBER	NORTHING	EASTING	ELEVATION	DESCRIPTION
103	2181618.884	6219374.723	619.59	CUT "X"
104	2181512.220	6219384.960	619.38	CUT "X"
105	2181811.313	6219414.711	620.30	CUT "X"
106	2182203.254	6219384.947	624.20	CUT "X"
107	2182064.292	6219335.471	622.91	MAG NAIL
108	2182384.058	6219342.488	627.01	CUT "X"
109	2182702.964	6219278.928	631.31	CUT "X"
110	2182485.222	6219436.690	624.28	CUT "X"
111	2182559.243	6219245.767	630.66	CUT "X"
112	2182556.027	6219308.341	629.43	CUT "X"
113	2182776.452	6219206.734	633.47	CUT "X"
150	2181383.154	6219425.119	618.42	CONTROL MONUMENT
4569	2183283.748	6219174.860	634.29	MAG NAIL
5490	2183203.529	6219190.932	634.22	CUT "X"
90032	2183477.463	6219079.986	631.18	CUT "X"

CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT
SURVEY CONTROL DIAGRAM

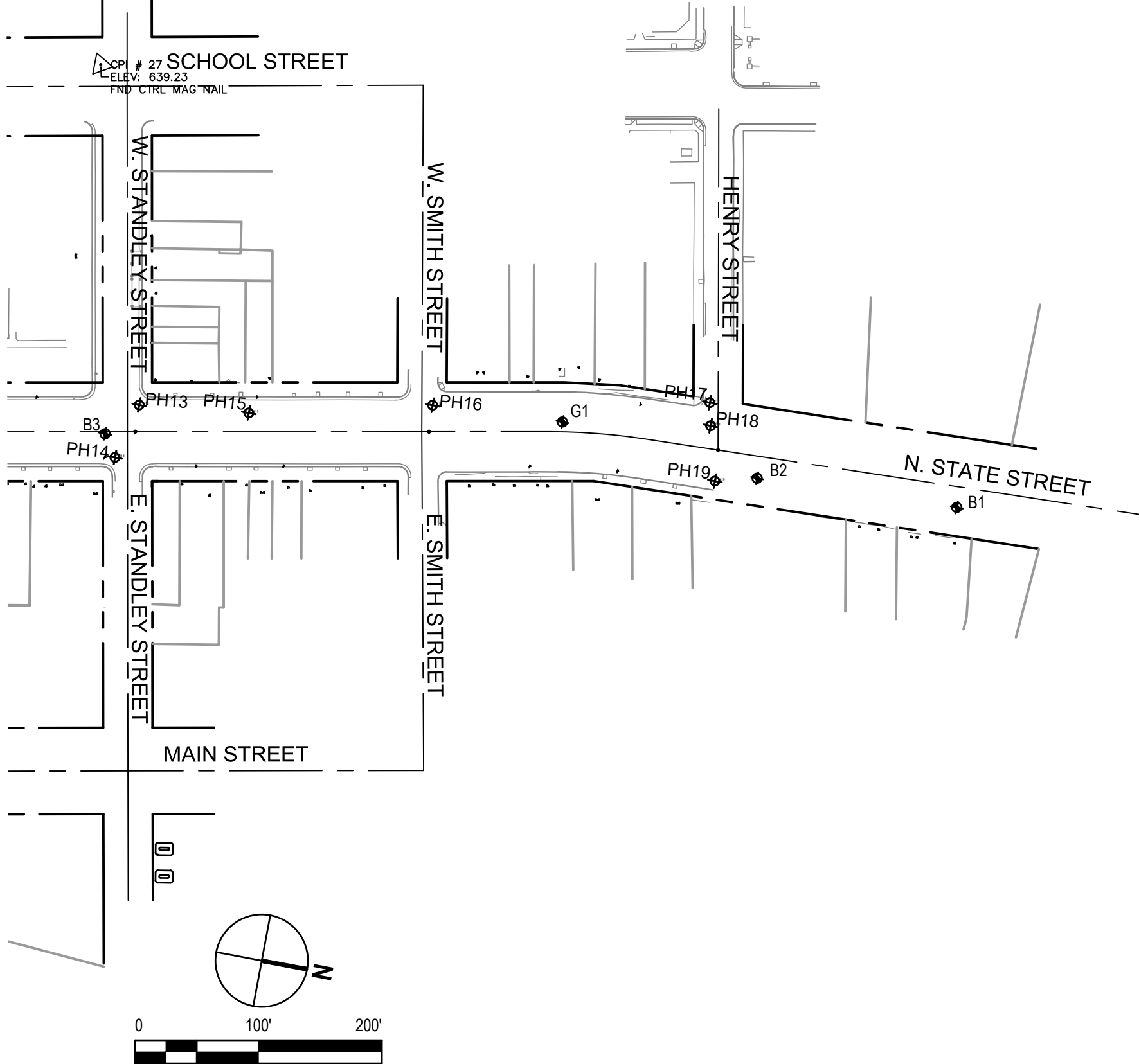
PROJ NO: 11191705
DRWN: CP CHKD: CW
G-004
SHEET 4 OF 22

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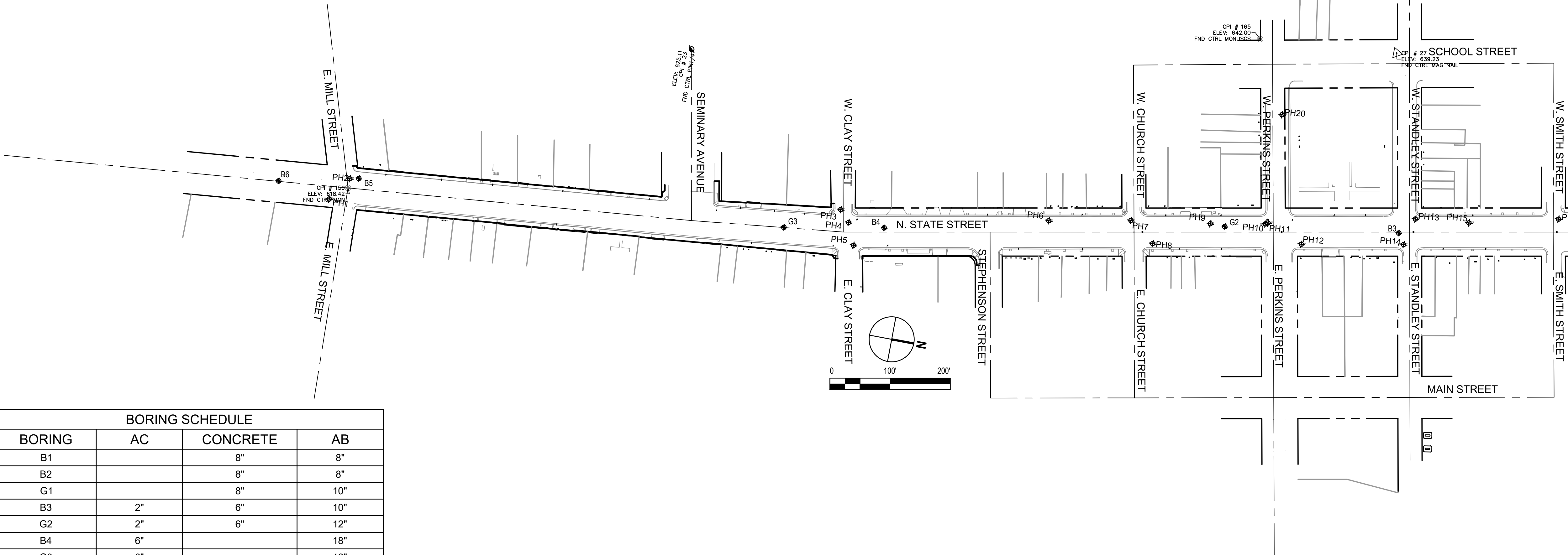
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2020-03-06 9:49 AM LHERNANDEZ
NAUS\SANTA ROSA\PROJECTS\5611119\705\DIGITAL_DESIGN\CAD 2018\UKIAH UTILITIES PROJECT\SHEETS\119\1705 (U SET)_G-005.DWG

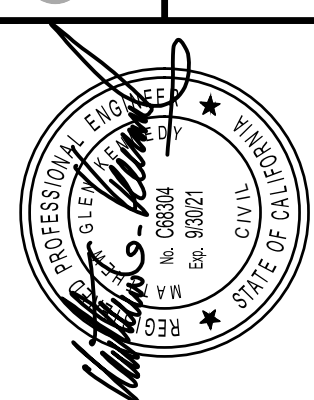


BORING SCHEDULE			
BORING	AC	CONCRETE	AB
B1		8"	8"
B2		8"	8"
G1		8"	10"
B3	2"	6"	10"
G2	2"	6"	12"
B4	6"		18"
G3	6"		12"
B5	4"		12"
B6	6"		12"

POTHOLE SCHEDULE							
POTHOLE NO.	DATE	LOCATION (#, STREET/AREA)	UTILITY	DESCRIPTION OF UTILITY	DEPTH TO TOP OF PIPE	ASPHALT CONCRETE DEPTH	AB DEPTH
PH1	9/11/19	SOUTH EAST CORNER OF SOUTH STATE STREET AND WEST MILL STREET	GAS	2" BLACK TAR COATED STEEL	3'-4"	4" ASPHALT	SAND TO PIPE
			WATER	6" GREY ASBESTOS CONCRETE	2'-7"		
PH2	9/11/19	NORTH WEST CORNER SOUTH STATE STREET AND EAST MILL STREET	GAS	2" BLACK TAR COATED STEEL	3'-6"	7" ASPHALT 10" SLURRY	DIRT TO PIPE
PH3	9/11/19	SOUTH WEST CORNER OF SOUTH STATE STREET AND WEST CLAY STREET	WATER	8" GREY ASBESTOS CONCRETE	3'-2"	5" ASPHALT	AB TO PIPE
PH4	9/11/19	NORTH WEST CORNER OF SOUTH STATE STREET AND WEST CLAY STREET	COMMUNICATION	4" GREY ASBESTOS CONCRETE	2'-3"	5" ASPHALT	AB TO PIPE
			COMMUNICATION	4" GREY PLASTIC	2'-4"		
			GAS	8" BLACK STEEL	2'-10"		
PH5	9/11/19	NORTH EAST CORNER OF SOUTH STATE STREET AND EAST CLAY STREET	GAS	2" YELLOW PLASTIC COATED STEEL	2'-9"	5" ASPHALT 7" CONCRETE	DIRT AND SAND TO PIPE
			WATER	6" GREY ASBESTOS CONCRETE	3'-6"		
			GAS	¾" ORANGE PLASTIC	2'-1"		
PH6	9/11/19	IN FRONT OF 210 SOUTH STATE STREET	WATER	12" GREY ASBESTOS CONCRETE	3'-8"	7" ASPHALT	AB TO PIPE
			GAS	2" BLACK TAR COATED STEEL	3'-0"	7" ASPHALT	DIRT TO PIPE
PH7	9/11/19	SOUTH WEST CORNER OF SOUTH STATE STREET AND WEST CHURCH STREET	WATER	12" GREY ASBESTOS CONCRETE	4'-10"		
PH8	9/11/19	IN FRONT OF 115 SOUTH STATE STREET	GAS	3" BLACK TAR COATED STEEL	1'-9"	5" ASPHALT 7" CONCRETE 9" SLURRY	-
PH9	9/11/19	ACROSS FROM 107 SOUTH STATE STREET	GAS	¾" BLACK STEEL	2'-2.5"	5" ASPHALT 9" SLURRY	SAND TO PIPE
PH10	9/11/19	SOUTH WEST CORNER OF SOUTH STATE STREET AND PERKINS STREET	GAS	4" ORANGE PLASTIC COATED STEEL	2'-8"	5" ASPHALT	DIRT TO PIPE
			JOINT TRENCH	4" BLACK STEEL	1'-8"		
			JOINT TRENCH	2 X 2" WHITE PLASTIC	5'-7"		
PH11	9/11/19	SOUTH WEST CORNER OF SOUTH STATE STREET AND PERKINS STREET	JOINT TRENCH	6" GREY PLASTIC	5'-4"	5" ASPHALT	DIRT TO PIPE
			JOINT TRENCH	4" GREY PLASTIC	5'-0"		
PH12	9/11/19	NORTH EAST CORNER OF NORTH STATE STREET AND PERKINS STREET	GAS	4" BLACK STEEL	1'-6"	5" ASPHALT	AB TO PIPE
PH13	9/11/19	NORTH WEST CORNER OF NORTH STATE STREET AND WEST STANDLEY STREET	GAS	2" ORANGE PLASTIC	4'-5"	5" ASPHALT 12" CONCRETE	AB TO PIPE
			WATER	12" ASBESTOS CONCRETE	3'-6"		
PH14	9/11/19	SOUTH EAST CORNER OF NORTH STATE STREET AND EAST STANDLY STREET	GAS	4" BLACK STEEL	2'-4"	7" ASPHALT 5" SLURRY	ROCK AND DIRT TO PIPE
PH15	9/11/19	IN FRONT OF 246 NORTH STATE STREET	GAS	1" BLACK TAR COATED STEEL	2'-0"	5" ASPALT	AB TO PIPE
PH16	9/11/19	NORTH WEST CORNER OF NORTH STATE STREET AND WEST SMITH STREET	GAS	6" BLACK TAR COATED STEEL	3'-1"	10" CONCRETE	ROCK AND DIRT TO PIPE
PH17	9/11/19	SOUTH WEST CORNER OF NORTH STATE STREET AND WEST HENRY STREET	GAS	2" BLACK TAR COATED STEEL	2'-5"	2" ASPHALT	AB TO PIPE
			WATER	12" BLACK WRAPPED STEEL	2'-1"		
PH18	9/11/19	IN THE CENTER OF NORTH STATE STREET AND HENRY STREET	GAS	2" BLACK TAR COATED STEEL	2'-8"	10" CONCRETE	ROCK AND DIRT TO PIPE
PH19	9/11/19	EAST SIDE OF THE INTERSECTION OF NORTH STATE STREET AND WEST HENRY STREET	GAS	2" BLACK TAR COATED STEEL	2'-10"	9" CONCRETE	DIRT TO PIPE
PH20	9/11/19	IN FRONT OF 113 WEST PERKINS STREET	GAS	1¼" BLACK TAR COATED	2'-4"	6" ASPHALT	SAND TO PIPE



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MARK	DATE	DESCRIPTION	ISSUE

CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT
POTHOLE SCHEDULE
AND GEOTECHNICAL BORINGS

PROJ NO: 11191705
DRWN: CP CHKD: CW

G-005

SHEET 5 OF 22

SPEC NO. 2019-17

DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT

SS CLEANOUT				
DWG. NO.	NO.	STATION	OFFSET	DESCRIPTION
C-101	1	5+97	LEFT 28.63	CENTER OF SSCO
C-101	2	6+12	LEFT 28.62	CENTER OF SSCO
C-101	3	5+78	RIGHT 29.15	CENTER OF SSCO
C-101	4	6+17	RIGHT 29.18	CENTER OF SSCO
C-101	5	6+61	RIGHT 29.18	CENTER OF SSCO
C-102	6	7+33	LEFT 28.62	CENTER OF SSCO
C-102	7	7+45	LEFT 28.61	CENTER OF SSCO
C-102	8	8+28	LEFT 28.62	CENTER OF SSCO
C-102	9	8+80	LEFT 28.62	CENTER OF SSCO
C-102	10	9+26	LEFT 30.45	CENTER OF SSCO
C-102	11	11+37	LEFT 32.33	CENTER OF SSCO
C-102	12	7+06	RIGHT 29.18	CENTER OF SSCO
C-102	13	7+36	RIGHT 29.03	CENTER OF SSCO
C-102	14	8+61	RIGHT 29.18	CENTER OF SSCO
C-102	15	10+40	RIGHT 29.18	CENTER OF SSCO
C-102	16	10+99	RIGHT 28.69	CENTER OF SSCO
C-103	17	12+31	RIGHT 28.68	CENTER OF SSCO
C-103	18	13+90	RIGHT 34.22	CENTER OF SSCO
C-103	19	14+77	RIGHT 29.19	CENTER OF SSCO
C-103	20	15+24	RIGHT 29.15	CENTER OF SSCO
C-104	21	16+49	LEFT 30.20	CENTER OF SSCO
C-104	22	16+82	LEFT 30.19	CENTER OF SSCO
C-104	23	17+04	LEFT 30.21	CENTER OF SSCO
C-104	24	18+89	LEFT 30.69	CENTER OF SSCO
C-104	25	19+48	LEFT 31.61	CENTER OF SSCO
C-104	26	16+49	RIGHT 28.71	CENTER OF SSCO
C-104	27	16+98	RIGHT 34.53	CENTER OF SSCO
C-104	28	18+82	RIGHT 29.14	CENTER OF SSCO
C-104	29	18+96	RIGHT 29.16	CENTER OF SSCO
C-104	30	19+28	RIGHT 28.60	CENTER OF SSCO
C-105	31	23+41	LEFT 28.65	CENTER OF SSCO
C-105	32	23+54	LEFT 28.62	CENTER OF SSCO
C-105	33	23+68	LEFT 28.59	CENTER OF SSCO
C-105	34	23+83	LEFT 34.39	CENTER OF SSCO
C-105	35	21+67	RIGHT 29.18	CENTER OF SSCO
C-105	36	23+01	RIGHT 33.67	CENTER OF SSCO
C-105	37	24+33	RIGHT 28.68	CENTER OF SSCO
C-106	38	25+88	LEFT 33.25	CENTER OF SSCO
C-106	39	26+09	LEFT 37.81	CENTER OF SSCO
C-106	40	26+55	LEFT 37.29	CENTER OF SSCO
C-106	41	26+31	RIGHT 28.70	CENTER OF SSCO
C-107	42	51+43	LEFT 22.31	CENTER OF SSCO
C-107	43	50+84	RIGHT 21.13	CENTER OF SSCO
C-107	44	51+09	RIGHT 21.11	CENTER OF SSCO

C-107	45	51+25	RIGHT 21.10	CENTER OF SSCO
C-107	46	51+46	RIGHT 13.24	CENTER OF SSCO
C-107	47	51+57	RIGHT 21.00	CENTER OF SSCO
C-108	48	101+86	LEFT 22.85	CENTER OF SSCO
C-108	49	102+04	LEFT 22.58	CENTER OF SSCO
C-108	50	102+35	LEFT 21.23	CENTER OF SSCO
C-108	51	102+37	LEFT 21.17	CENTER OF SSCO
C-108	52	102+54	LEFT 22.85	CENTER OF SSCO
C-108	53	102+67	LEFT 23.31	CENTER OF SSCO

FIRE HYDRANT				
DWG. NO.	NO.	STATION	OFFSET	DESCRIPTION
C-101	1	5+35	LEFT 29.76	CENTER OF FH
C-101	2	5+10	RIGHT 30.40	CENTER OF FH
C-102	3	8+04	LEFT 29.80	CENTER OF FH
C-102	4	9+69	RIGHT 29.68	CENTER OF FH
C-102	5	11+43	LEFT 31.09	CENTER OF FH
C-109	6	12+99	LEFT 44.42	CENTER OF FH
C-109	7	13+46	RIGHT 37.27	CENTER OF FH
C-103	8	15+43	LEFT 29.90	CENTER OF FH
C-103	9	15+77	RIGHT 44.10	CENTER OF FH
C-110	10	18+12	LEFT 44.01	CENTER OF FH
C-104	11	18+15	RIGHT 44.38	CENTER OF FH
C-107	12	52+31	LEFT 25.69	CENTER OF FH
C-107	13	53+21	LEFT 23.35	CENTER OF FH
C-108	14	102+83	RIGHT 21.15	CENTER OF FH
C-105	15	23+25	RIGHT 31.22	CENTER OF FH
C-110	16	25+10	LEFT 45.92	CENTER OF FH
C-110	17	25+25	RIGHT 34.32	CENTER OF FH
C-106	18	26+99	LEFT 33.76	CENTER OF FH
C-111	19	27+64	RIGHT 33.31	CENTER OF FH

 SEWER MANHOLE			
DWG. NO.	STATION	OFFSET	DESCRIPTION
C-101	4+75	LEFT 2.50	CENTER OF SMH #100
C-102	10+63	RIGHT 0.07	CENTER OF SMH #101
C-103	13+15	RIGHT 0.01	CENTER OF SMH #102
C-103	15+58	RIGHT 0.13	CENTER OF SMH #103
C-104	17+99	RIGHT 0.02	CENTER OF SMH #104
C-104	20+29	LEFT 0.03	CENTER OF SMH #105
C-105	22+53	RIGHT 0.05	CENTER OF SMH #106
C-105	24+91	RIGHT 0.05	CENTER OF SMH #107
C-105	25+21	RIGHT 0.04	CENTER MAINLINE CLEANOUT
C-106	27+53	RIGHT 14.35	CENTER OF SMH #108
C-107	51+10	RIGHT 7.25	CENTER OF SMH #61

		WATER METER		
DWG. NO.	NO.	STATION	OFFSET	DESCRIPTION
C-101	1	6+57	LEFT 29.25	CENTER OF WM BOX
C-101	2	5+84	RIGHT 29.15	CENTER OF WM BOX
C-101	3	6+67	RIGHT 29.12	CENTER OF WM BOX
C-101	4	6+80	RIGHT 29.15	CENTER OF WM BOX
C-102	5	7+54	LEFT 29.17	CENTER OF WM BOX
C-102	6	8+10	LEFT 29.15	CENTER OF WM BOX
C-102	7	8+44	LEFT 29.15	CENTER OF WM BOX
C-102	8	8+65	LEFT 29.15	CENTER OF WM BOX
C-102	9	9+64	LEFT 31.35	CENTER OF WM BOX
C-102	10	7+16	RIGHT 29.15	CENTER OF WM BOX
C-102	11	7+60	RIGHT 29.16	CENTER OF WM BOX
C-102	12	9+20	RIGHT 29.21	CENTER OF WM BOX
C-102	13	11+32	RIGHT 28.30	CENTER OF WM BOX
C-103	14	11+99	LEFT 34.95	CENTER OF WM BOX
C-103	15	12+13	LEFT 34.92	CENTER OF WM BOX
C-103	16	12+76	LEFT 36.46	CENTER OF WM BOX
C-103	17	13+96	LEFT 28.25	CENTER OF WM BOX
C-103	18	15+66	LEFT 30.95	CENTER OF WM BOX
C-103	19	11+59	RIGHT 29.24	CENTER OF WM BOX
C-103	20	11+67	RIGHT 29.24	CENTER OF WM BOX
C-103	21	11+70	RIGHT 29.24	CENTER OF WM BOX
C-103	22	11+87	RIGHT 29.24	CENTER OF WM BOX
C-103	23	12+47	RIGHT 29.26	CENTER OF WM BOX
C-103	24	12+99	RIGHT 28.64	CENTER OF WM BOX
C-103	25	13+83	RIGHT 28.08	CENTER OF WM BOX
C-104	26	16+90	LEFT 30.89	CENTER OF WM BOX
C-104	27	17+15	LEFT 30.90	CENTER OF WM BOX
C-104	28	17+17	LEFT 30.90	CENTER OF WM BOX
C-104	29	19+44	LEFT 30.05	CENTER OF WM BOX
C-104	30	19+76	LEFT 32.74	CENTER OF WM BOX
C-107	31	52+36	RIGHT 20.76	CENTER OF WM BOX
C-104	32	16+36	RIGHT 29.15	CENTER OF WM BOX
C-104	33	16+67	RIGHT 29.05	CENTER OF WM BOX
C-104	34	16+69	RIGHT 29.05	CENTER OF WM BOX
C-104	35	17+19	RIGHT 29.16	CENTER OF WM BOX
C-104	36	17+46	RIGHT 29.16	CENTER OF WM BOX
C-104	37	18+47	RIGHT 29.14	CENTER OF WM BOX
C-104	38	18+73	RIGHT 29.08	CENTER OF WM BOX
C-104	39	18+76	RIGHT 29.08	CENTER OF WM BOX

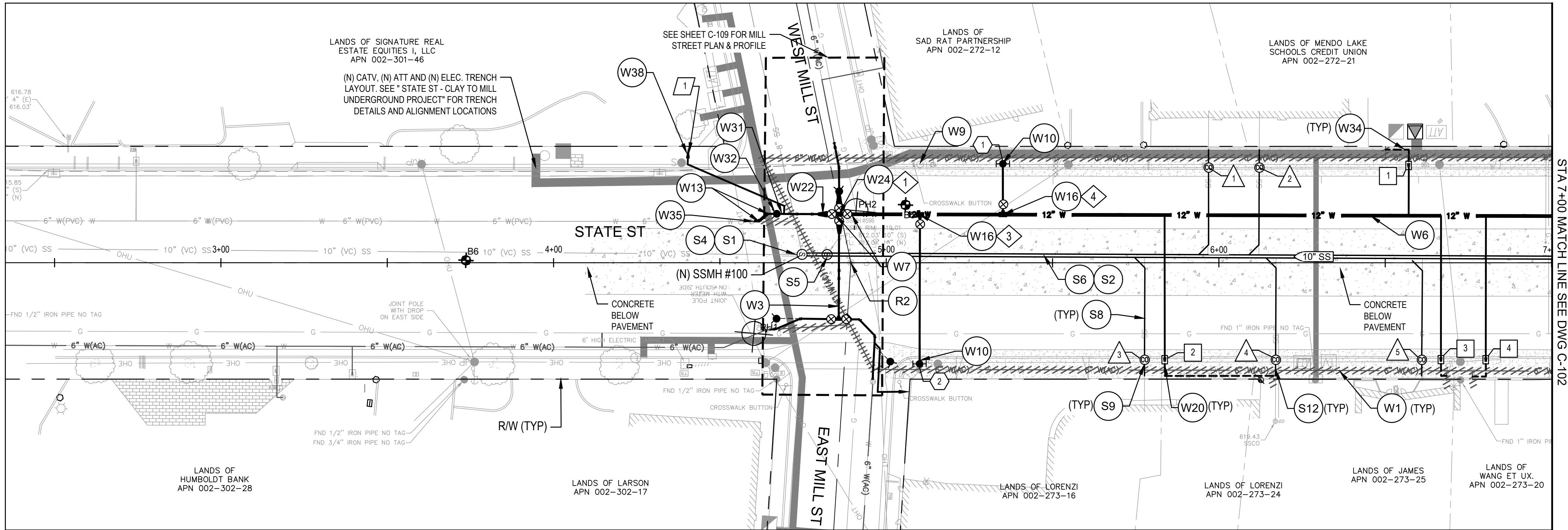
C-104	40	19+01	RIGHT 29.11	CENTER OF WM BOX
C-104	41	19+05	RIGHT 29.12	CENTER OF WM BOX
C-104	42	19+06	RIGHT 29.12	CENTER OF WM BOX
C-104	43	19+13	RIGHT 29.11	CENTER OF WM BOX
C-105	44	22+83	LEFT 30.73	CENTER OF WM BOX
C-105	45	23+28	LEFT 29.11	CENTER OF WM BOX
C-105	46	23+61	LEFT 28.86	CENTER OF WM BOX
C-105	47	23+89	LEFT 29.15	CENTER OF WM BOX
C-105	48	24+19	LEFT 29.94	CENTER OF WM BOX
C-110	49	24+82	LEFT 53.11	CENTER OF WM BOX
C-105	50	21+77	RIGHT 29.15	CENTER OF WM BOX
C-105	51	23+10	RIGHT 29.06	CENTER OF WM BOX
C-105	52	23+22	RIGHT 29.07	CENTER OF WM BOX
C-105	53	23+75	RIGHT 29.14	CENTER OF WM BOX
C-105	54	24+80	RIGHT 34.79	CENTER OF WM BOX
C-106	55	25+94	LEFT 33.38	CENTER OF WM BOX
C-106	56	26+64	LEFT 37.14	CENTER OF WM BOX
C-106	57	26+77	LEFT 37.26	CENTER OF WM BOX
C-106	58	25+75	RIGHT 29.25	CENTER OF WM BOX
C-106	59	26+21	RIGHT 29.39	CENTER OF WM BOX
C-111	60	27+27	RIGHT 34.62	CENTER OF WM BOX
C-111	61	27+41	RIGHT 34.74	CENTER OF WM BOX
C-107	62	50+90	LEFT 23.26	CENTER OF WM BOX
C-107	63	50+76	RIGHT 20.45	CENTER OF WM BOX
C-107	64	50+78	RIGHT 12.59	CENTER OF WM BOX
C-107	65	51+17	RIGHT 12.85	CENTER OF WM BOX
C-107	66	51+20	RIGHT 12.86	CENTER OF WM BOX
C-107	67	51+40	RIGHT 12.99	CENTER OF WM BOX
C-107	68	51+52	RIGHT 13.06	CENTER OF WM BOX
C-107	69	51+67	RIGHT 13.17	CENTER OF WM BOX
C-108	70	101+31	LEFT 15.10	CENTER OF WM BOX
C-108	71	101+74	LEFT 15.11	CENTER OF WM BOX
C-108	72	101+96	LEFT 23.07	CENTER OF WM BOX
C-108	73	102+14	LEFT 23.03	CENTER OF WM BOX
C-108	74	102+43	LEFT 22.12	CENTER OF WM BOX
C-108	75	102+47	LEFT 22.11	CENTER OF WM BOX
C-108	76	102+77	LEFT 23.16	CENTER OF WM BOX
C-102	77	9+40	RIGHT 29.00	CENTER OF WM BOX

 AIR VALVE				
DWG. NO.	NO.	STATION	OFFSET	DESCRIPTION
C-101	1	4+40	LEFT 32.02	CENTER OF AIR VALVE BOX
C-105	2	22+80	LEFT 31.18	CENTER OF AIR VALVE BOX
C-109	3	5+05	RIGHT 38.8	CENTER OF AIR VALVE BOX
C-111	4	27+34	RIGHT 34.91	CENTER OF AIR VALVE BOX

◇			CROSS TEE	
DWG. NO.	NO.	STATION	OFFSET	DESCRIPTION
C-101	1	4+86	LEFT 17.62	CENTER OF 12" X 12" CROSS
C-109	2	4+86	RIGHT 16+95	CENTER OF 6" X 6" X 6" TEE
C-101	3	5+10	LEFT 14.53	CENTER OF 12" X 12" X 6" TEE
C-101	4	5+35	LEFT 14.47	CENTER OF 12" X 12" X 6" TEE
C-102	5	8+04	LEFT 13.76	CENTER OF 12" X 12" X 6" TEE
C-102	6	9+69	LEFT 13.31	CENTER OF 12" X 12" X 6" TEE
C-102	7	11+44	LEFT 12.85	CENTER OF 12" X 12" X 6" TEE
C-103	8	12+10	LEFT 13.80	CENTER OF 12" X 12" X 6" TEE
C-103	9	13+07	LEFT 8.87	CENTER OF 12" X 12" X 12" TEE
C-103	10	13+07	LEFT 15.44	CENTER OF 12" X 12" X 12" TEE
C-109	11	13+07	LEFT 44.40	CENTER OF 12" X 12" X 6" TEE
C-103	12	15+43	LEFT 15.11	CENTER OF 12" X 12" X 6" TEE
C-103	13	15+77	LEFT 15.07	CENTER OF 12" X 12" X 6" TEE
C-109	14	13+15	RIGHT 36.98	CENTER OF 12" X 12" X 6" TEE
C-110	15	18+03	LEFT 44.02	CENTER OF 12" X 12" X 6" TEE
C-104	16	18+03	LEFT 14.96	CENTER OF 12" X 12" X 12" TEE
C-104	17	18+15	LEFT 14.80	CENTER OF 12" X 12" X 6" TEE
C-104	18	20+42	LEFT 14.53	CENTER OF 12" X 12" CROSS
C-107	19	53+21	LEFT 1.40	CENTER OF 12" X 12" X 6" TEE
C-107	20	52+31	LEFT 5.35	CENTER OF 12" X 12" X 6" TEE
C-105	21	22+40	LEFT 14.50	CENTER OF 12" X 12" CROSS
C-108	22	102+83	RIGHT 8.40	CENTER OF 12" X 12" X 6" TEE
C-105	23	23+25	LEFT 13.98	CENTER OF 12" X 12" X 6" TEE
C-105	24	25+01	LEFT 14.00	CENTER OF 12" X 12" CROSS
C-110	25	25+01	LEFT 45.82	CENTER OF 12" X 12" X 6" TEE
C-106	26	27+00	LEFT 17.87	CENTER OF 12" X 12" X 6" TEE
C-106	27	27+23	LEFT 19.95	CENTER OF 12" X 12" X 6" TEE
C-111	28	27+64	RIGHT 23.63	CENTER OF 6" X 6" X 6" TEE
C-111	29	27+22	LEFT 34.24	CENTER OF 6" X 6" X 6" TEE
C-110	30	25+01	RIGHT 34.40	CENTER OF 12" X 12" X 6" TEE

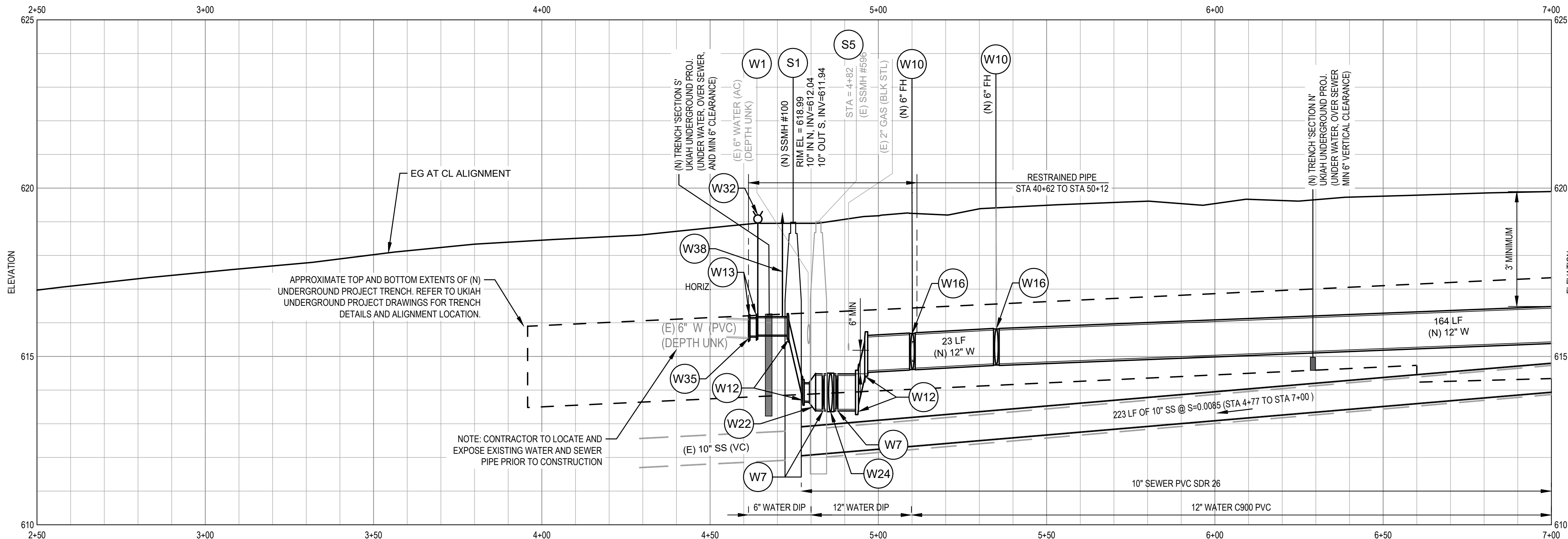
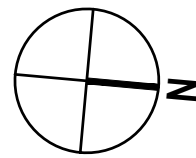
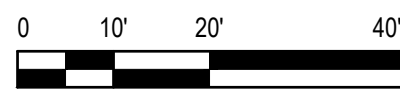
CITY OF UKIAH DOWNTOWN WATER & SANITARY SEWER REPLACEMENT PROJECT		PROJ NO: 11191705	
UTILITY STATION AND OFFSET TABLES		DRWN: DD CHKD: CW	
G-006			
SHEET 6 OF 22			

2020-03-06 9:50 AM LHERNANDEZ
NIJUS\SANTA ROSA\PROJECTS\561119\705\DIGITAL_DESIGN\CAD 2018\UKIAH UTILITIES PROJECTS\SHEETS\1191705 (U SET)_C-101-108.DWG



UTILITY PLAN STATE STREET

SCALE: 1" = 20'



UTILITY PROFILE STATE STREET

SCALE: HORIZONTAL: 1"=20' VERTICAL: 1"=2'

W35. REMOVE (E) GATE VALVE AND CONNECT TO (E) CI, PVC OR DI PIPE WITH MECHANICAL JOINT SOLID SLEEVE.
W38. PROVIDE (N) AIR RELIEF VALVE PER DETAIL 1/C-504.

SHEET GENERAL NOTES

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- S5. REMOVE (E) SANITARY SEWER MANHOLE.
- S6. REMOVE (E) SANITARY SEWER MAIN.
- S8. PROVIDE (N) 4" PVC SANITARY SEWER LATERAL PER CITY STD 213 REMOVE OR ABANDON (E) LATERAL.
- S9. PROVIDE (N) SS CLEANOUT. SEE DETAIL 2 ON DRAWING C-502.
- S12. LOCATE AND CONNECT (E) SEWER LATERAL 1' FROM PROPERTY BOUNDARY PER SECTION 77 OF THE SPECIAL PROVISIONS PRIOR TO INSTALLING WYE FOR (N) LATERAL.
- R2. PROTECT (E) MONUMENT.
- W1. ABANDON (E) WATER MAIN. REMOVE WHERE IN CONFLICT WITH THE (N) WATER MAIN. FILL WITH CONTROLLED LOW STRENGTH MATERIAL WHERE (E) WATER IS LOCATED UNDER BUILDINGS AND ROADWAYS. REMOVE (E) VALVES.
- W3. PROVIDE (N) 6" WATER MAIN.
- W6. PROVIDE (N) 12" WATER MAIN.
- W7. PROVIDE (N) 12" GATE VALVE PER CITY STD 307.
- W9. REMOVE (E) FIRE HYDRANT AND VALVE.
- W10. PROVIDE (N) FIRE HYDRANT AND LATERAL PER DETAIL 1 ON DRAWING C-503. MAINTAIN MINIMUM 3' CLEARANCE FROM (N) HYDRANT TO OTHER ABOVE GRADE OBSTRUCTIONS.
- W12. PROVIDE (N) 22.5" BEND.
- W13. PROVIDE (N) 45° BEND.
- W16. PROVIDE (N) 12" X 12" X 6" TEE.
- W20. PROVIDE SINGLE WATER SERVICE LATERAL PER CITY STD 301.
- W22. PROVIDE (N) 12" TO 6" REDUCER.
- W24. PROVIDE (N) 12" X 12" CROSS.
- W31. UPON SATISFACTORY COMPLETION OF NEW WATER MAIN TESTING, REMOVE EXISTING BLOCK AND ELBOW MAKE 6" OR 12" TIE-IN AS SINGLE OPERATION UNDER AUTHORIZED CITY INSPECTION.
- W32. INSTALL TEMPORARY BLOWOFF. SEE DETAIL 2 ON DRAWING C-503.
- W34. LOCATE AND CONNECT TO (E) SERVICE 1' FROM PROPERTY BOUNDARY.

CITY OF UKIAH

DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT

PLAN & PROFILE

STATE STREET STA. 3+00 - STA. 7+00

PROJ NO: 11191705

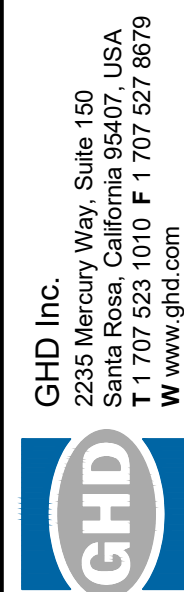
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SHEET 7 OF 22

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ORIGINAL DRAWING

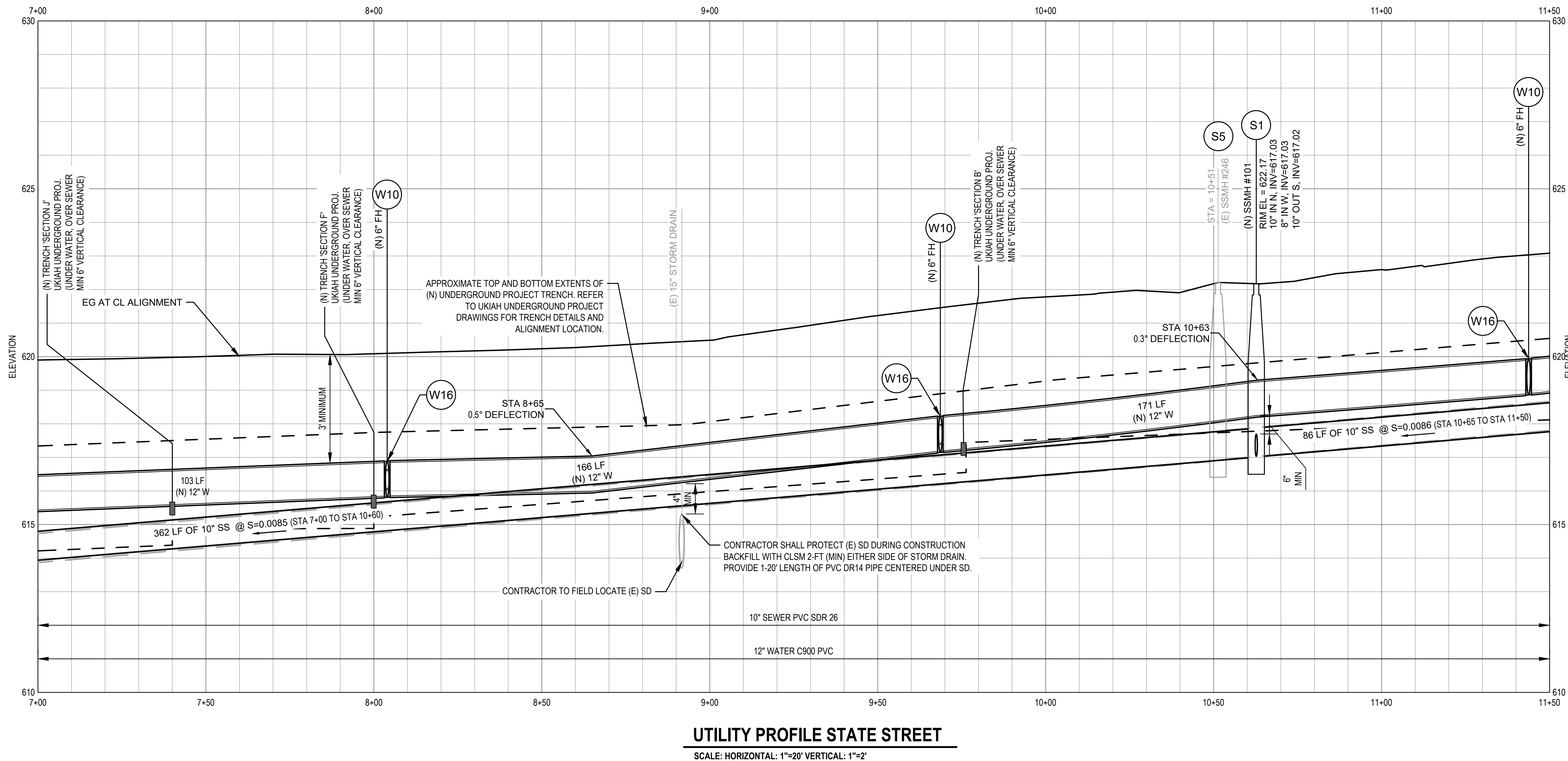
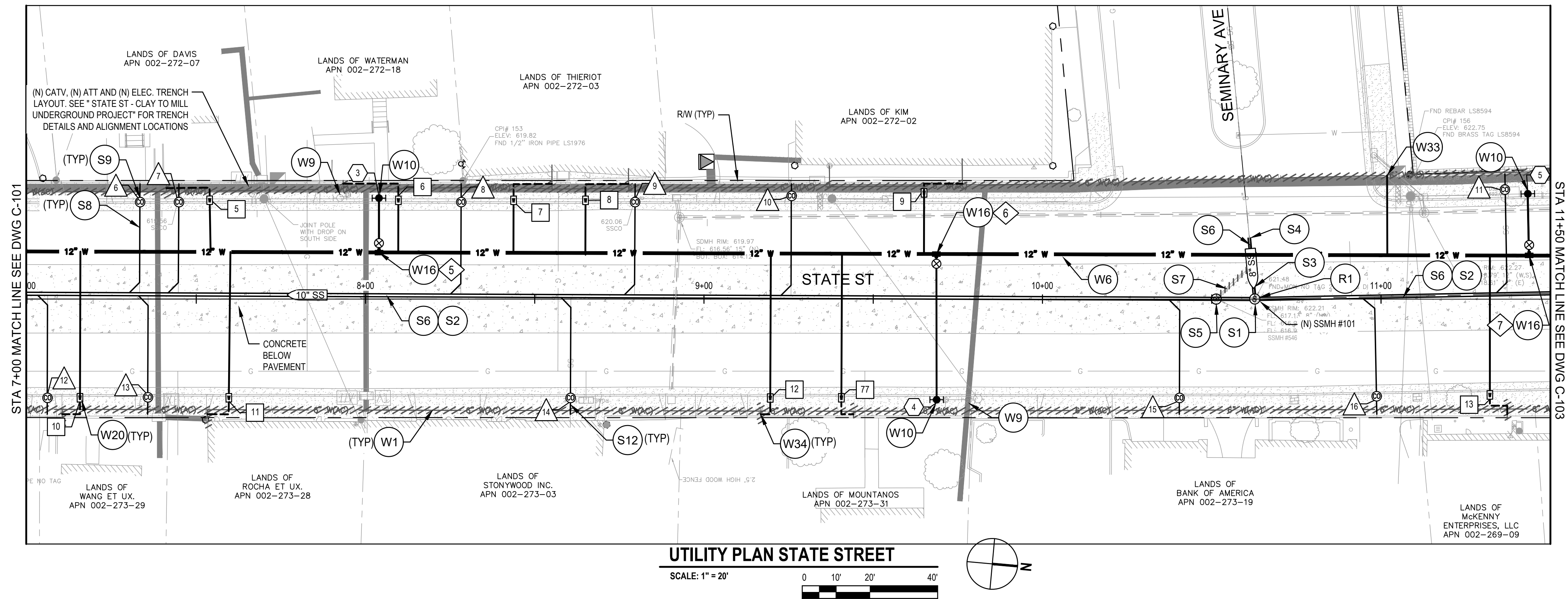
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SPEC NO. 2019-17

DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT

2020-03-06 9:50 AM LHERNANDEZ
NIJUS SANTA ROSA PROJECTS\561119\705\DIGITAL_DESIGN\ACAD 2018\UKIAH UTILITIES PROJECTS\SHEETS\1191705 (U SET)_C-101-108.DWG



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- LOCATE AND CONNECT TO (E) SERVICE 1' FROM PROPERTY BOUNDARY.



BAR IS ONE INCH ON ORIGINAL DRAWING
1"
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3/6/2020	CONFORM SET	
	MARK	

CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT
PLAN & PROFILE
STATE STREET STA. 7+00 - STA. 11+50
DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT

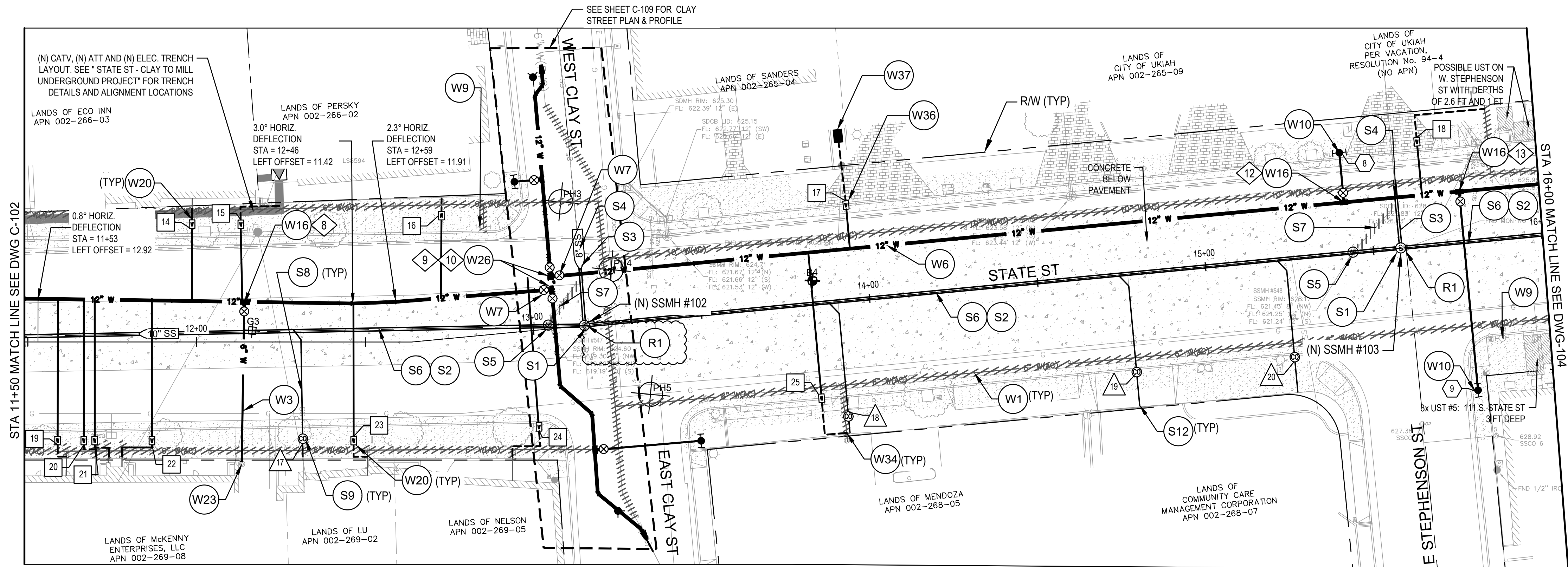
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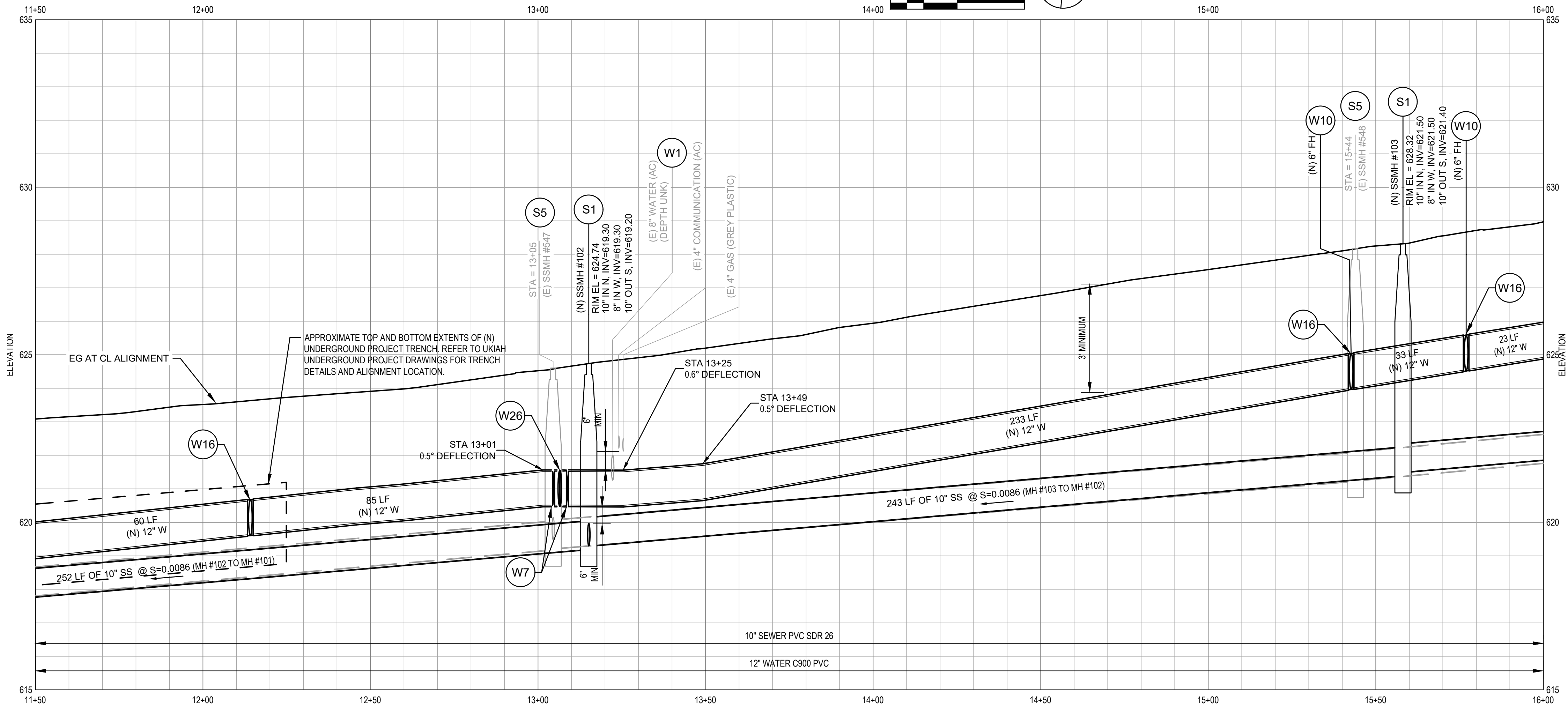
SHEET 8 OF 22

SPEC NO. 2019-17

2020-03-06 9:50 AM LHERNANDEZ
NIJUS SANTA ROSA PROJECTS\56111191705\DIGITAL_DESIGN\ACAD 2018\UKIAH UTILITIES PROJECTS\SHEETS\11191705 (U SET)_C-101-108.DWG



UTILITY PLAN STATE STREET



UTILITY PROFILE STATE STREET

SCALE: HORIZONTAL: 1"=20' VERTICAL: 1"=2'

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- W20. PROVIDE SINGLE WATER SERVICE LATERAL PER CITY STD 301.
- W23. REMOVE (E) GATE VALVE AND CONNECT TO (E) AC PIPE WITH "WIDE RANGE STYLE COUPLING.
- W26. PROVIDE (N) 12" X 12" X 12" TEE.
- W34. LOCATE AND CONNECT TO (E) SERVICE 1' FROM PROPERTY BOUNDARY.
- W36. PROVIDE 1" WATER METER WITH 2" SERVICE LINE FOR IRRIGATION.
- W37. PROVIDE (N) WILKINS 975 XL, FEBCO 825 Y BACKFLOW PREVENTER OR APPROVED EQUIVALENT. REMOVE (E) HEDGE FOR BACKFLOW PREVENTER INSTALLATION

CITY OF UKIAH DOWNTOWN WATER & SANITARY SEWER REPLACEMENT PROJECT

PLAN & PROFILE

STATE STREET STA. 11+50 - STA. 16+00

PROJ NO: 11191705
DRWN: CP CHKD: JS

C-103

SHEET 9 OF 22

GHD Inc.
2235 Mercury Way, Suite 150
 Ukiah, CA 95528
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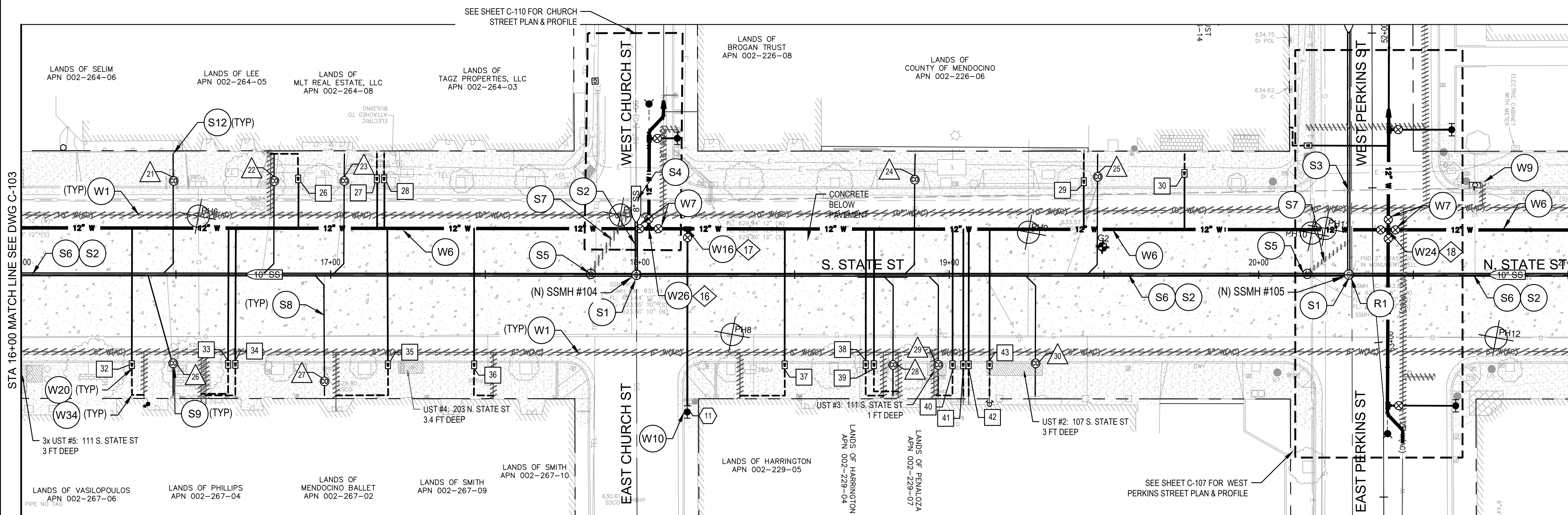


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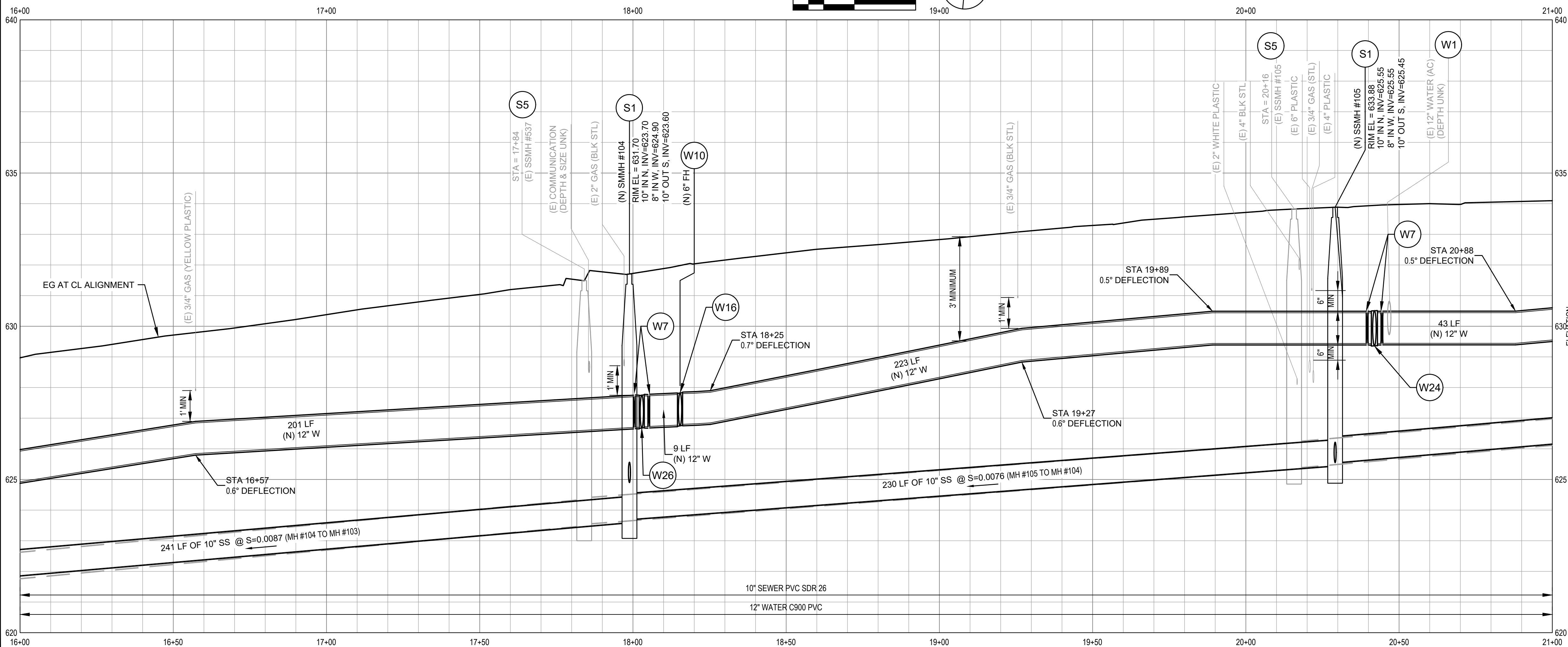
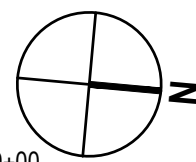
SPEC NO. 2019-17

DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT



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SCALE: 1" = 20'



UTILITY PROFILE STATE STREET

SCALE: HORIZONTAL: 1"=20' VERTICAL: 1"=2'

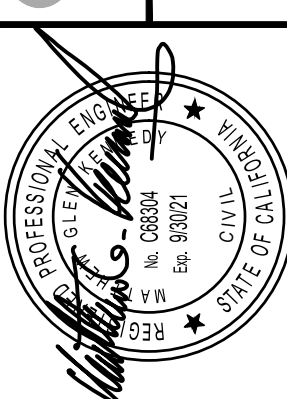
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- W9. REMOVE (E) FIRE HYDRANT.
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- W16. PROVIDE (N) 12" x 12" x 6" TEE.
- W20. PROVIDE SINGLE WATER SERVICE LATERAL PER CITY STD 301.
- W24. PROVIDE (N) 12" x 12" CROSS
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- W34. LOCATE AND CONNECT TO (E) SERVICE 1' FROM PROPERTY BOUNDARY.

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BAR IS ONE INCH ON
ORIGINAL DRAWING

0  1"

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**CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT**

PLAN & PROFILE

STATE STREET STA. 16+00 - STA. 21+00

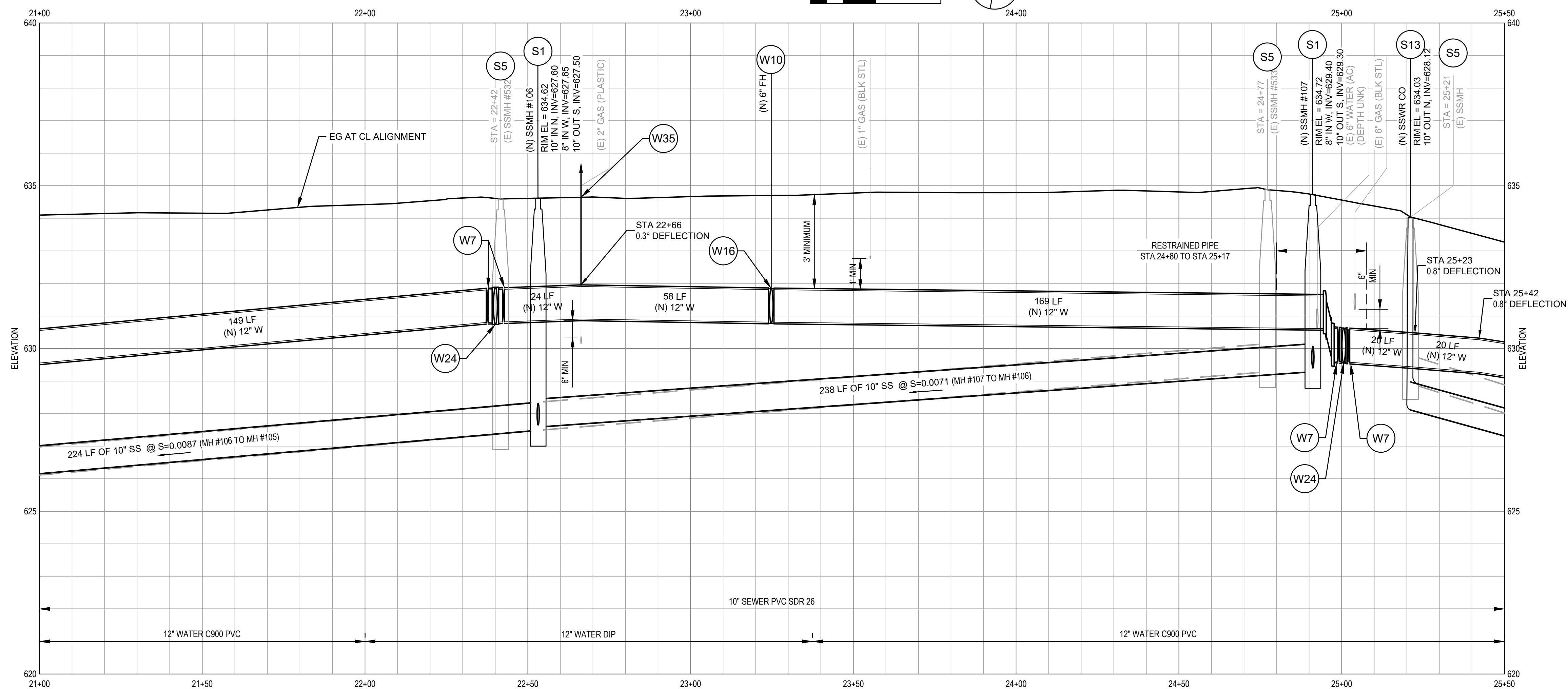
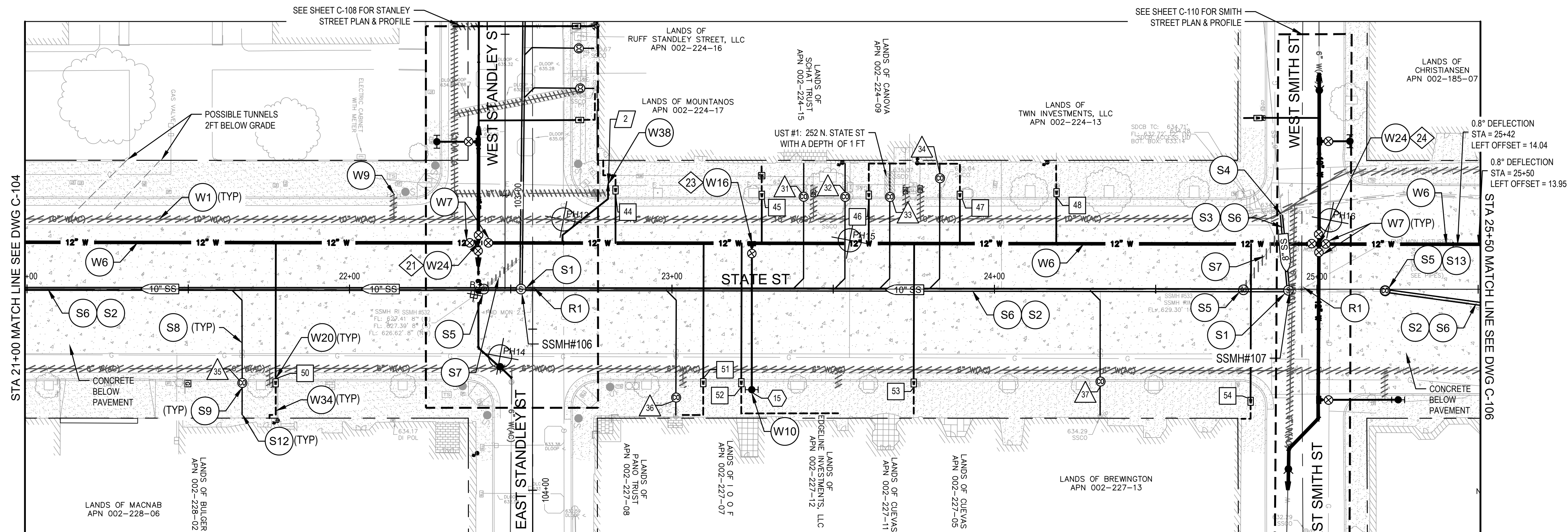
DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT

PROJ NO: 11191705

DRWN: CP	CHKD: JS
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C-104

SHEET 10 OF 22



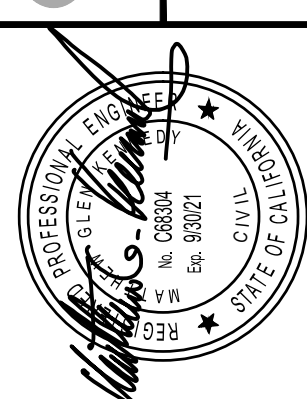
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○ **SHEET KEYNOTES**

- S1. PROVIDE (N) 48" SANITARY MANHOLE PER CITY STD 201.
- S2. PROVIDE (N) 10" SDR 26 PVC SEWER MAIN.
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- S5. REMOVE (E) SANITARY SEWER MANHOLE
- S6. REMOVE (E) SANITARY SEWER MAIN
- S7. ABANDON (E) SANITARY SEWER MAIN.
- S8. PROVIDE (N) 4" PVC SANITARY SEWER LATERAL PER CITY STD 213 AND REMOVE OR ABANDON (E) LATERAL.
- S9. PROVIDE (N) SS CLEANOUT. SEE DETAIL 2 ON DRAWING C-502.
- S12. LOCATE (E) SEWER LATERAL 1 FT FROM PROPERTY BOUNDARY PER SECTION 77 OF THE SPECIAL PROVISIONS PRIOR TO INSTALLING WYE FOR (N) LATERAL.
- S13. PROVIDE (N) END-LINE SSCO. SEE CITY STD 203.
- R1. DEMOLISH (E) MONUMENT AND RETURN TO CITY OF UKIAH CORPORATION YARD.
- W1. ABANDON (E) WATER MAIN. REMOVE WHERE IN CONFLICT WITH THE (N) WATER MAIN. FILL WITH CONTROLLED LOW STRENGTH MATERIAL WHERE (E) WATER IS LOCATED UNDER BUILDINGS AND ROADWAYS. REMOVE (E) VALVES.
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- W24. PROVIDE (N) 12" x 12" CROSS.
- W34. LOCATE AND CONNECT TO (E) SERVICE 1" FROM PROPERTY BOUNDARY.
- W38. PROVIDE (N) AIR RELIEF VALVE PER DETAIL 1/C-504.

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**CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT**

PLAN & PROFILE

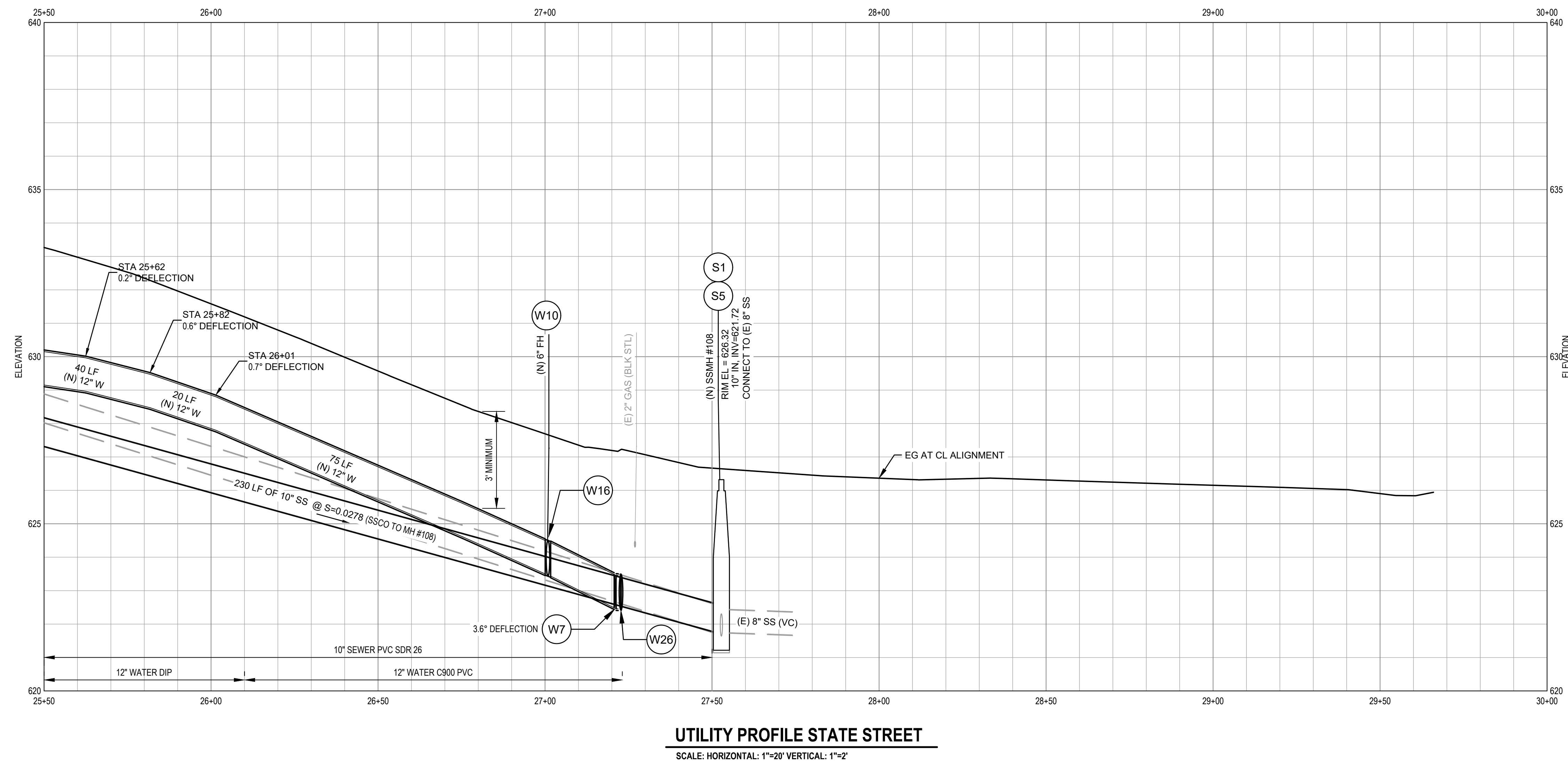
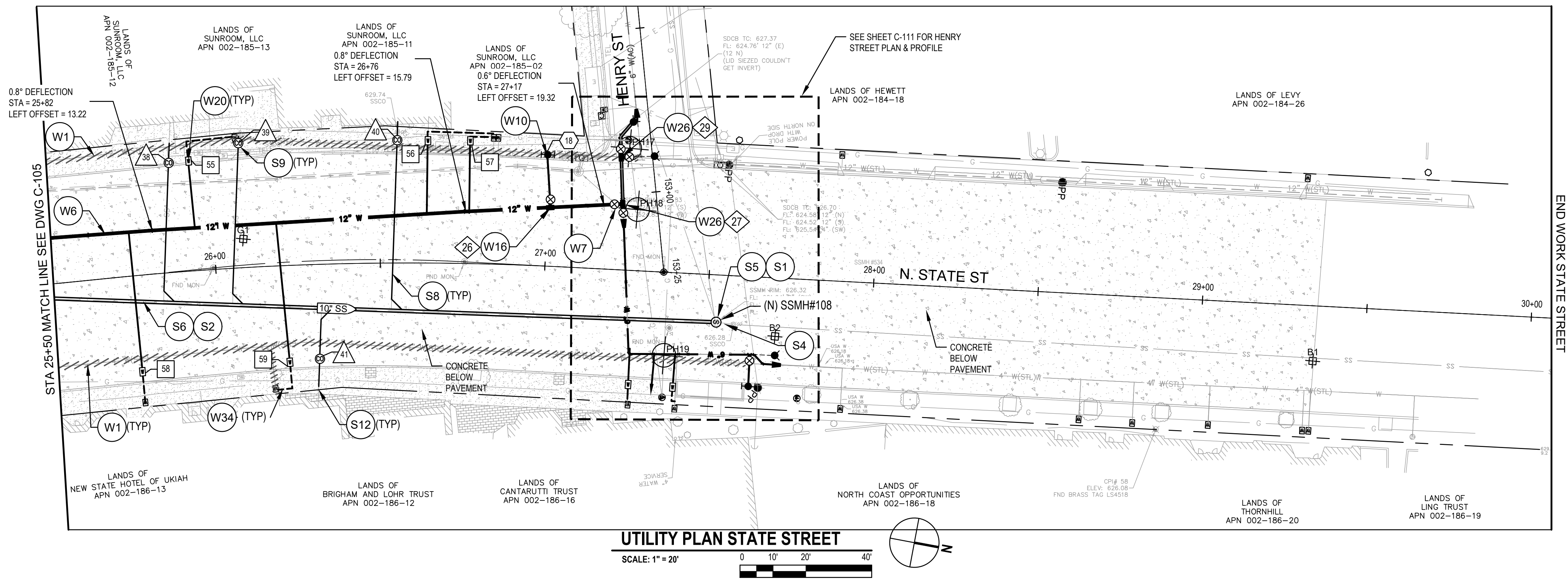
DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT

PROJ NO: 11191703

DRWN: CP	CHKD: JS
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C-105

SHEET 11 OF 22



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**CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT**

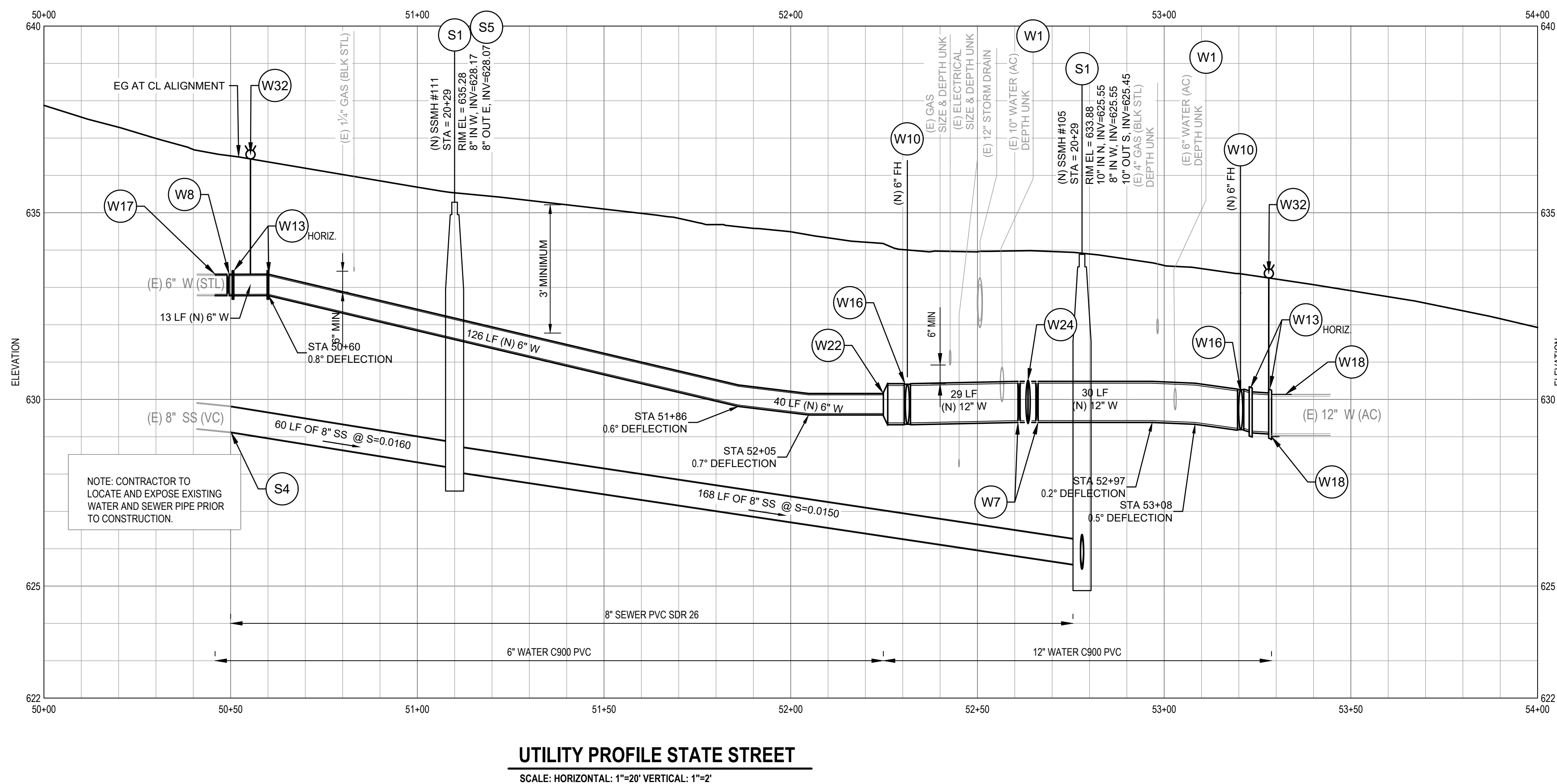
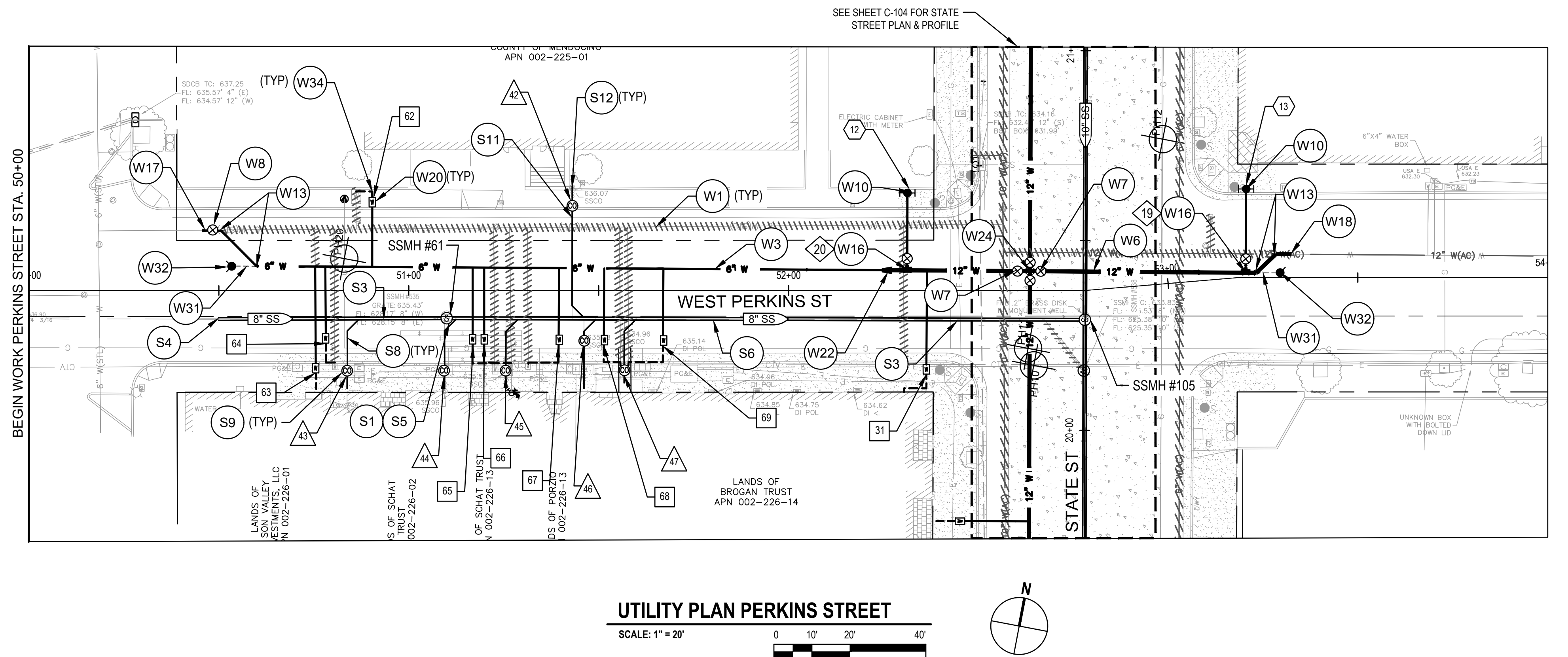
PLAN & PROFILE
STATE STREET STA. 25+50 - STA. 30+00

DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT

PROJ NO:	11191705
DRWN: CP	CHKD: JS

C-106

SHEET 12 OF 22



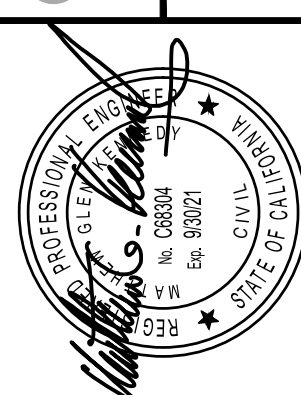
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- S9. PROVIDE (N) SS CLEANOUT. SEE DETAIL 2 ON DRAWING C-502.
- S11. PROVIDE (N) 6" PVC SANITARY SEWER LATERAL PER CITY STD 213 AND REMOVE OR ABANDON (E) LATERAL.
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- W13. PROVIDE (N) 45" BEND.
- W16. PROVIDE (N) 12" x 12" x 6" TEE.
- W17. CONNECT TO (E) CI, PVC, STEEL OR DI PIPE WITH MECHANICAL JOINT SOLID SLEEVE.
- W18. CONNECT TO (E) AC PIPE WITH "WIDE RANGE" STYLE COUPLING.
- W20. PROVIDE SINGLE WATER SERVICE LATERAL PER CITY STD 301.
- W22. PROVIDE 12" to 6" REDUCER.(CONCENTRIC)
- W24. PROVIDE (N) 12" x 12" CROSS.
- W31. UPON SATISFACTORY COMPLETION OF NEW WATER MAIN TESTING, REMOVE EXISTING BLOW AND BLOW MAKE 8" TIE-IN AS SINGLE OPERATION UNDER AUTHORIZED CITY INSPECTION.
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SPEC NO. 2019-17

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**CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT**

PLAN & PROFILE
PERKINS STREET STA. 50+00 - STA. 54+00

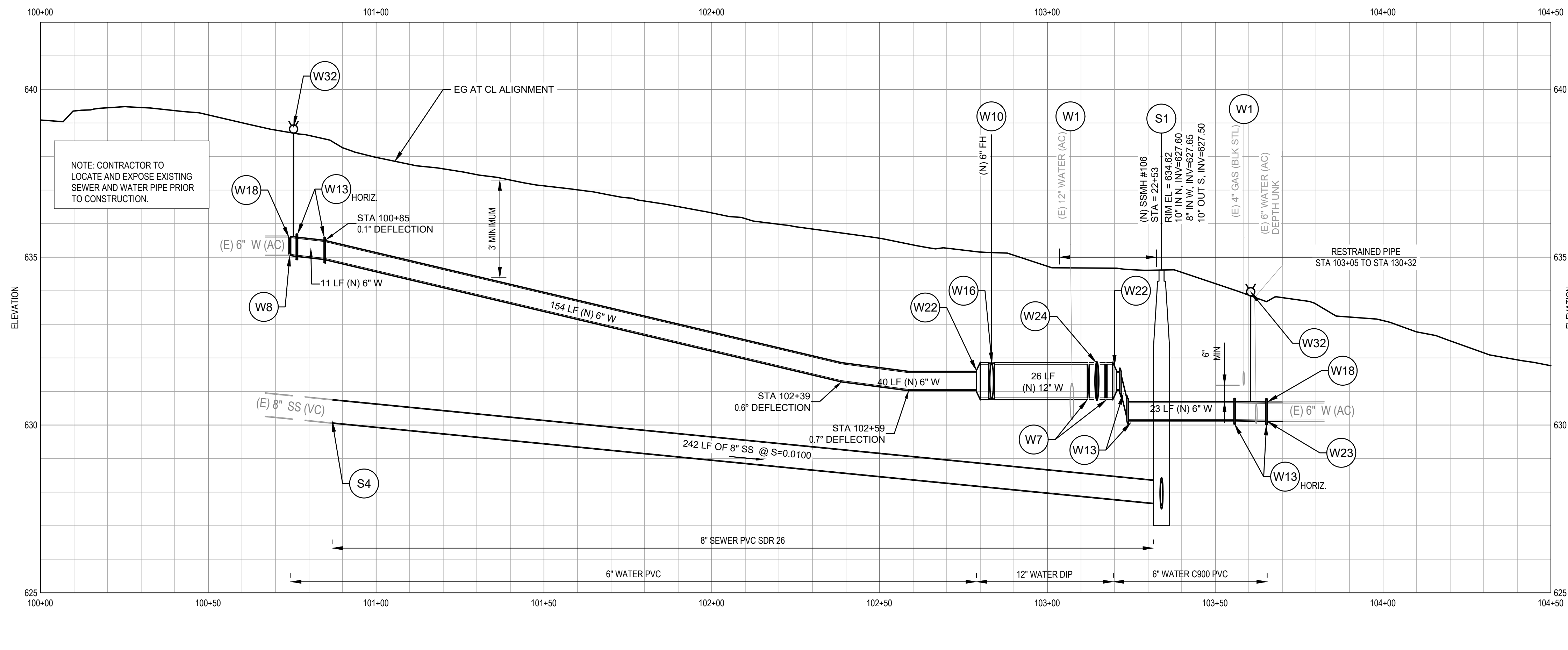
DOWNTOWN WATER AND SANITARY SEWER BED ACEMENT PROJECT

PROJ NO: 11191705

DRWN: CP	CHKD: JS
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C-107

SHEET 13 OF 22



UTILITY PROFILE STATE STREET

SCALE: HORIZONTAL: 1"=20' VERTICAL: 1"=2'

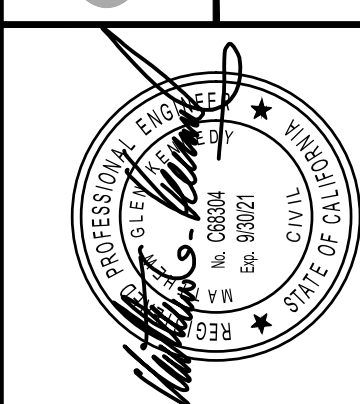
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DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT**

PLAN & PROFILE

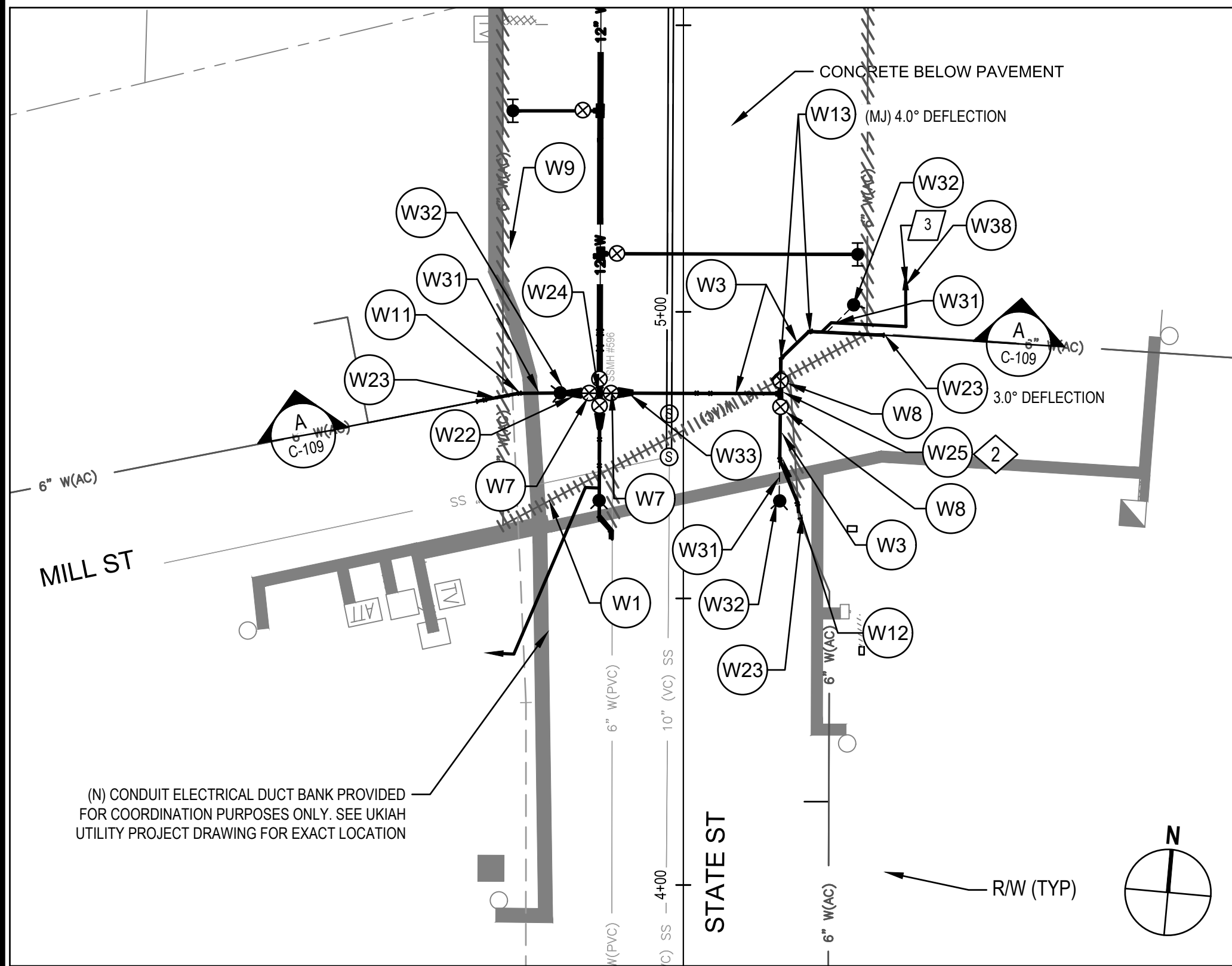
STANDLEY STREET STA. 100+00 - STA. 104+50

PROJ NO:	11191703
DRWN: CP	CHKD: JS

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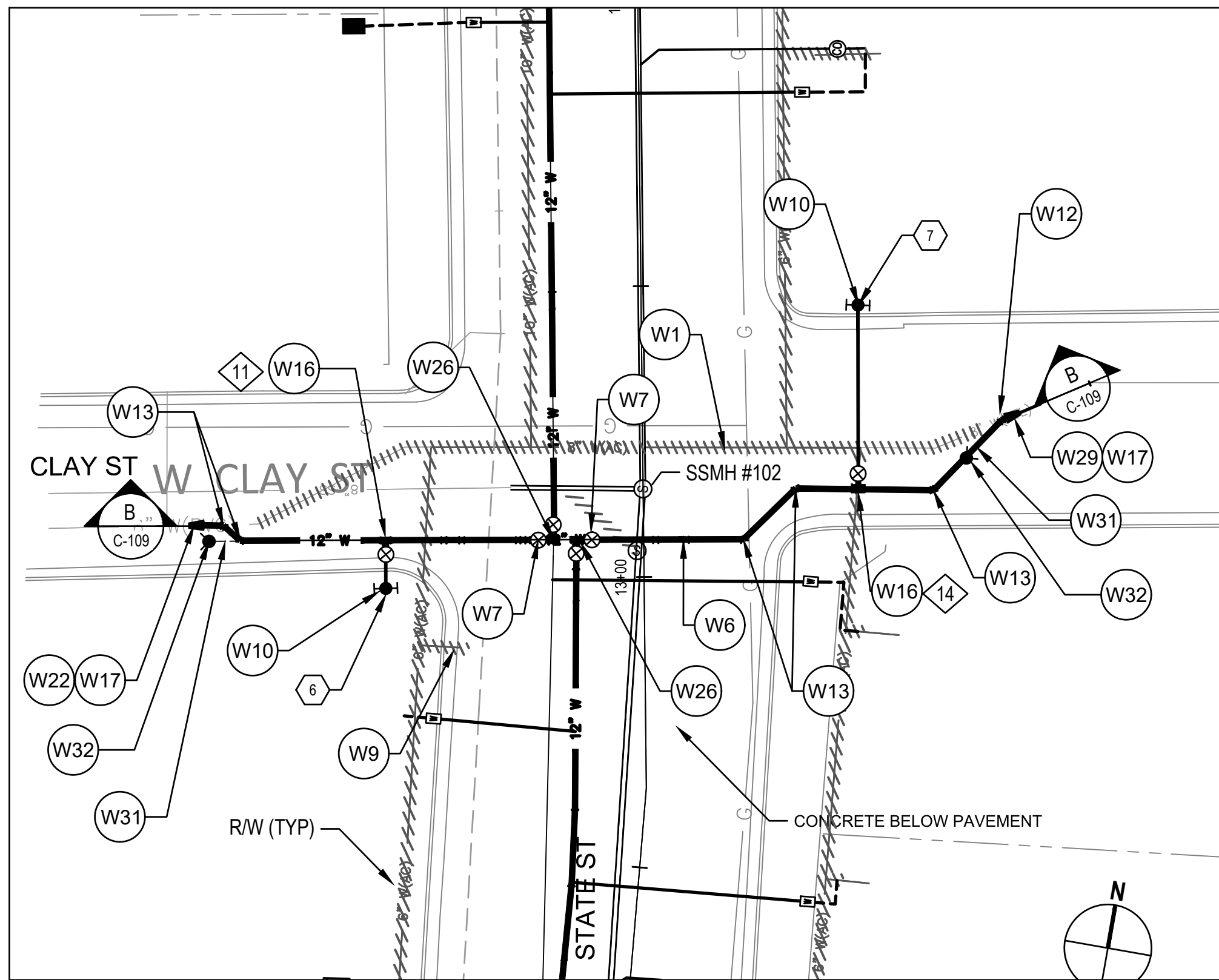
SHEET 14 OF 22

2020-03-06 9:51 AM LHERNANDEZ
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STATE STREET AND MILL STREET UTILITY PLAN

SCALE: 1" = 20'



STATE STREET AND CLAY STREET UTILITY PLAN

SCALE: 1" = 20'

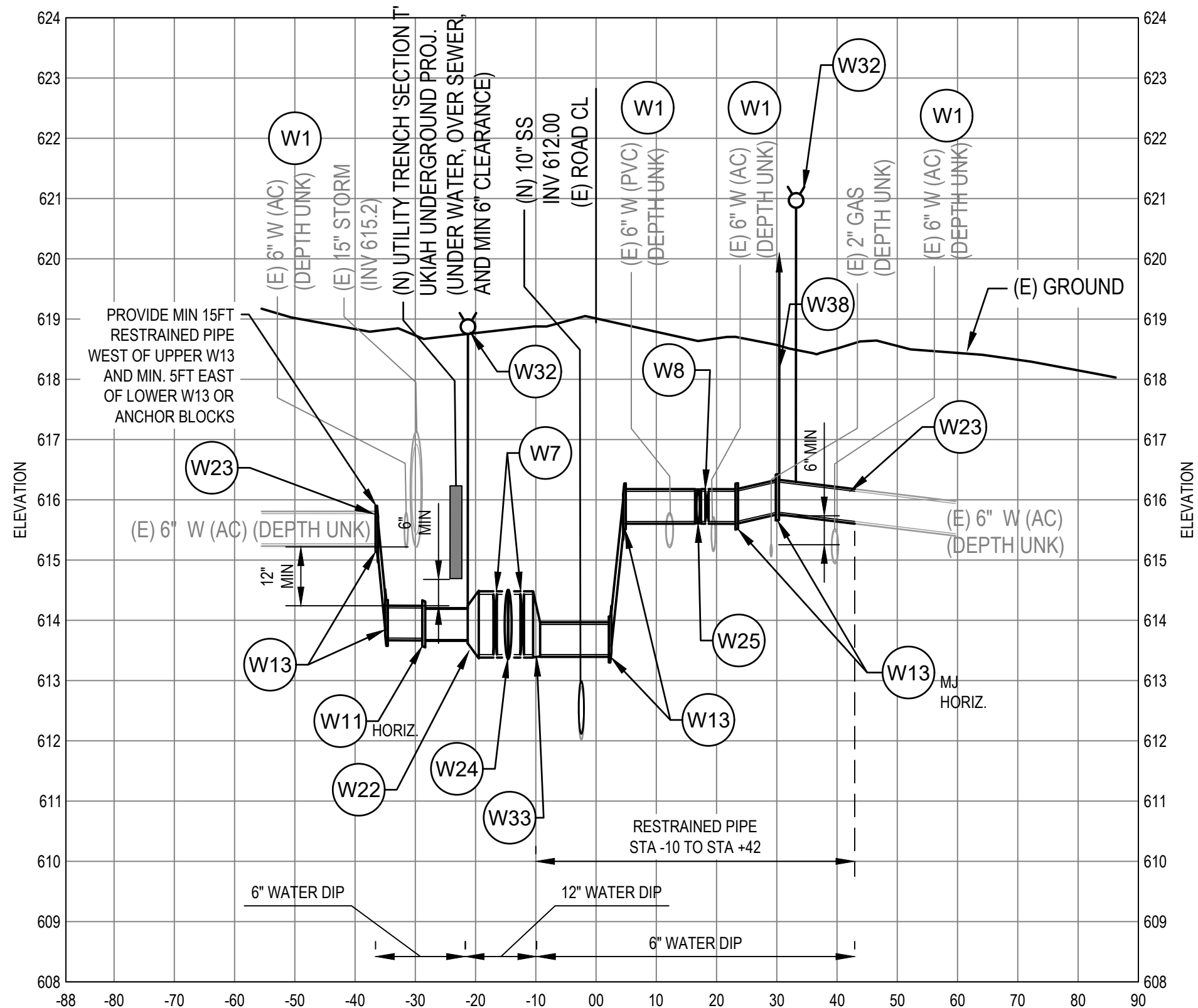


SHEET GENERAL NOTES

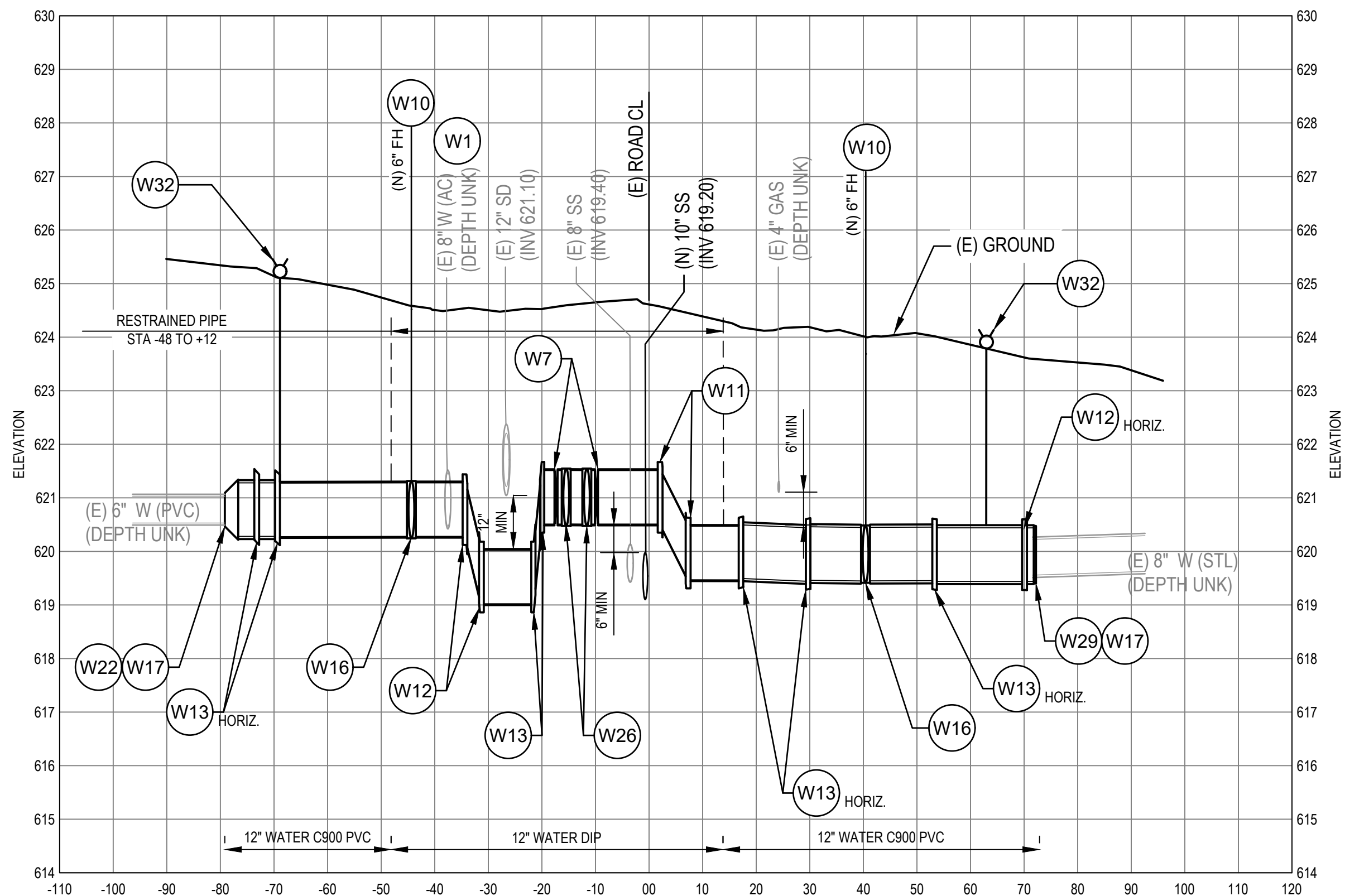
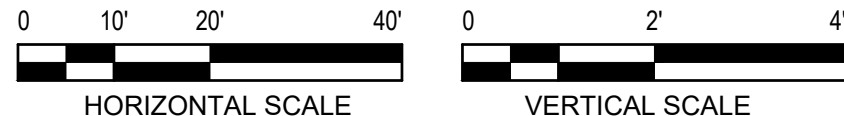
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- SEE G-006 FOR NUMBERED SS CLEANOUTS, FIRE HYDRANTS, WATER METERS, ARV AND TEES UTILITY STATION AND OFFSET INFORMATION.
- CONCRETE THRUST BLOCKS SHALL BE INSTALLED AT ALL LOCATIONS PER CITY STD 312. CONCRETE THRUST BLOCKS SHALL BE INSTALLED IN ADDITION TO RESTRAINED PIPE WHERE LOCATED AT OR NEAR A PIPE LOWERING/PIPE RAISING LOCATION.
- CONTRACTOR SHALL MAKE MINOR ADJUSTMENTS IN THE HORIZONTAL ALIGNMENTS OF CONDUITS AS NECESSARY TO ACHIEVE 3' HORIZONTAL AND 6" VERTICAL CLEARANCE TO ADJACENT WATER AND SEWER MAINS AND SERVICE LATERALS.

SHEET KEYNOTES

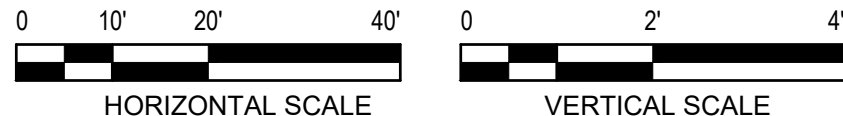
- W1. ABANDON (E) WATER MAIN. REMOVE WHERE IN CONFLICT WITH THE (N) WATER MAIN. FILL WITH CONTROLLED LOW STRENGTH MATERIAL WHERE (E) WATER IS LOCATED UNDER BUILDINGS AND ROADWAYS. REMOVE (E) VALVE.
- W3. PROVIDE (N) 6" WATER MAIN.
- W6. PROVIDE (N) 12" WATER MAIN.
- W7. PROVIDE (N) 12" GATE VALVE PER CITY STD 307.
- W8. PROVIDE (N) 6" GATE VALVE PER CITY STD 307.
- W9. REMOVE (E) FIRE HYDRANT AND VALVE.
- W10. PROVIDE (N) FIRE HYDRANT AND LATERAL PER DETAIL 1 ON SHEET C-503. MAINTAIN MINIMUM 3' CLEARANCE FROM (N) HYDRANT TO OTHER ABOVE GRADE OBSTRUCTIONS.
- W11. PROVIDE (N) 11.25° BEND.
- W12. PROVIDE (N) 22.5° BEND.
- W13. PROVIDE (N) 45° BEND.
- W16. PROVIDE (N) 12" X 12" X 6" TEE.
- W17. CONNECT TO (E) CI PVC OR DI PIPE WITH MECHANICAL JOINT SOLID SLEEVE.
- W22. PROVIDE (N) 12" TO 6" REDUCER.
- W23. REMOVE (E) GATE VALVE AND CONNECT TO (E) AC PIPE WITH "WIDE RANGE" STYLE COUPLING.
- W24. PROVIDE (N) 12" X 12" CROSS.
- W25. PROVIDE (N) 6" X 6" X 6" TEE.
- W26. PROVIDE (N) 12" X 12" X 12" TEE.
- W29. PROVIDE (N) 12" TO 8" REDUCER.
- W31. UPON SATISFACTORY COMPLETION OF NEW WATER MAIN TESTING, REMOVE EXISTING BLOCK AND ELBOW MAKE 6" OR 12" TIE-IN AS SINGLE OPERATION UNDER AUTHORIZED CITY INSPECTION.
- W32. INSTALL TEMPORARY BLOWOFF. SEE DETAIL 2 ON DRAWING C-503.
- W33. PROVIDE (N) 12" TO 6" ECCENTRIC REDUCER.
- W38. PROVIDE (N) AIR RELIEF VALVE PER DETAIL 1/C-504.



A
C-109
MILL STREET UTILITY SECTION
HORIZONTAL SCALE: 1" = 20', VERTICAL SCALE: 1" = 2'



B
C-109
CLAY STREET UTILITY SECTION
HORIZONTAL SCALE: 1" = 20', VERTICAL SCALE: 1" = 2'



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0 1"
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MARK	DATE	CONFORM SET	DESCRIPTION	ISSUE
	3/6/2020			

CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT
STATE STREET WATER CONNECTION
PLAN AND PROFILES - 1

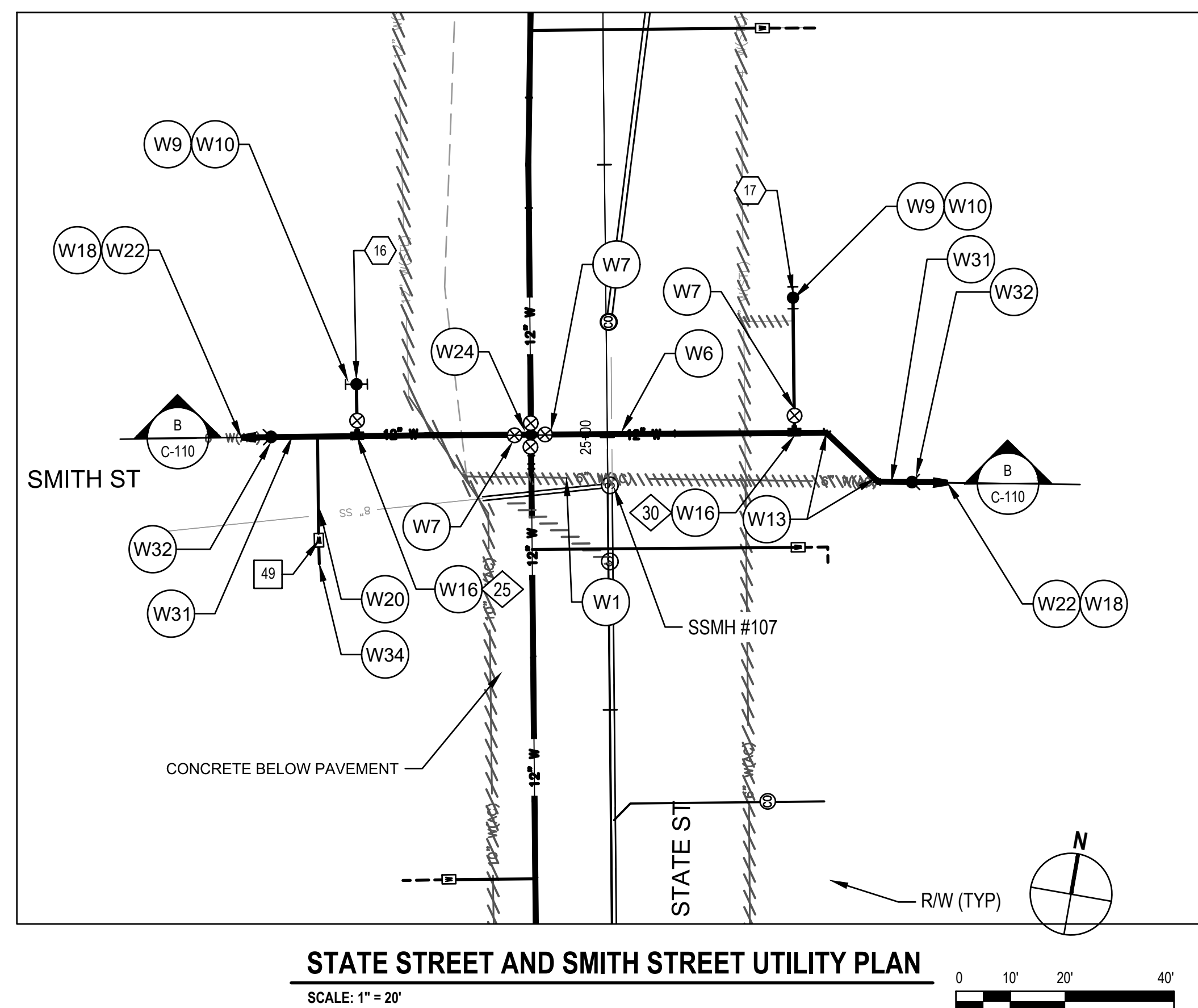
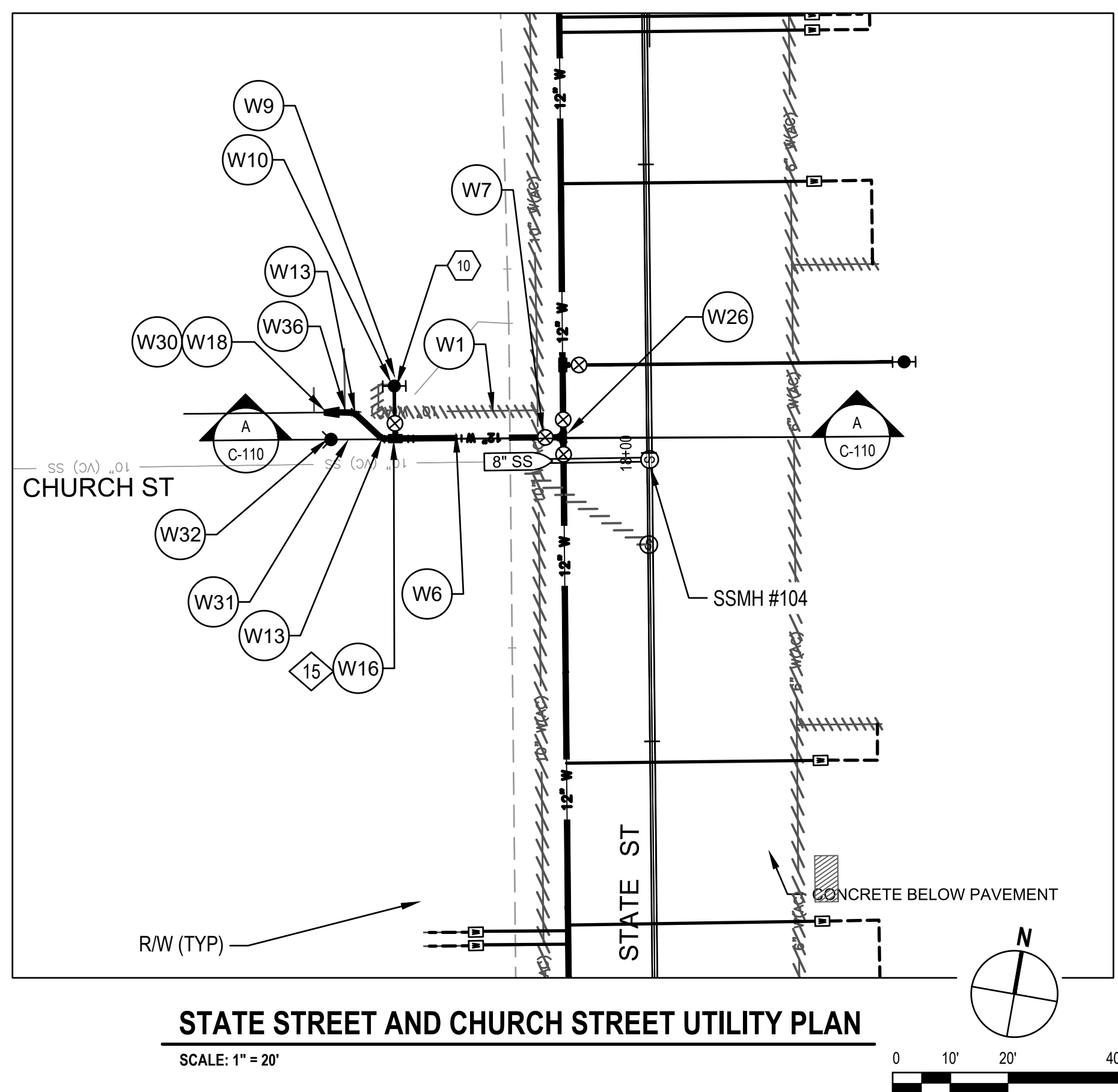
PROJ NO: 11191705
DRWN: SJD CHKD: CW

C-109

SHEET 15 OF 22

SPEC NO. 2019-17

DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT

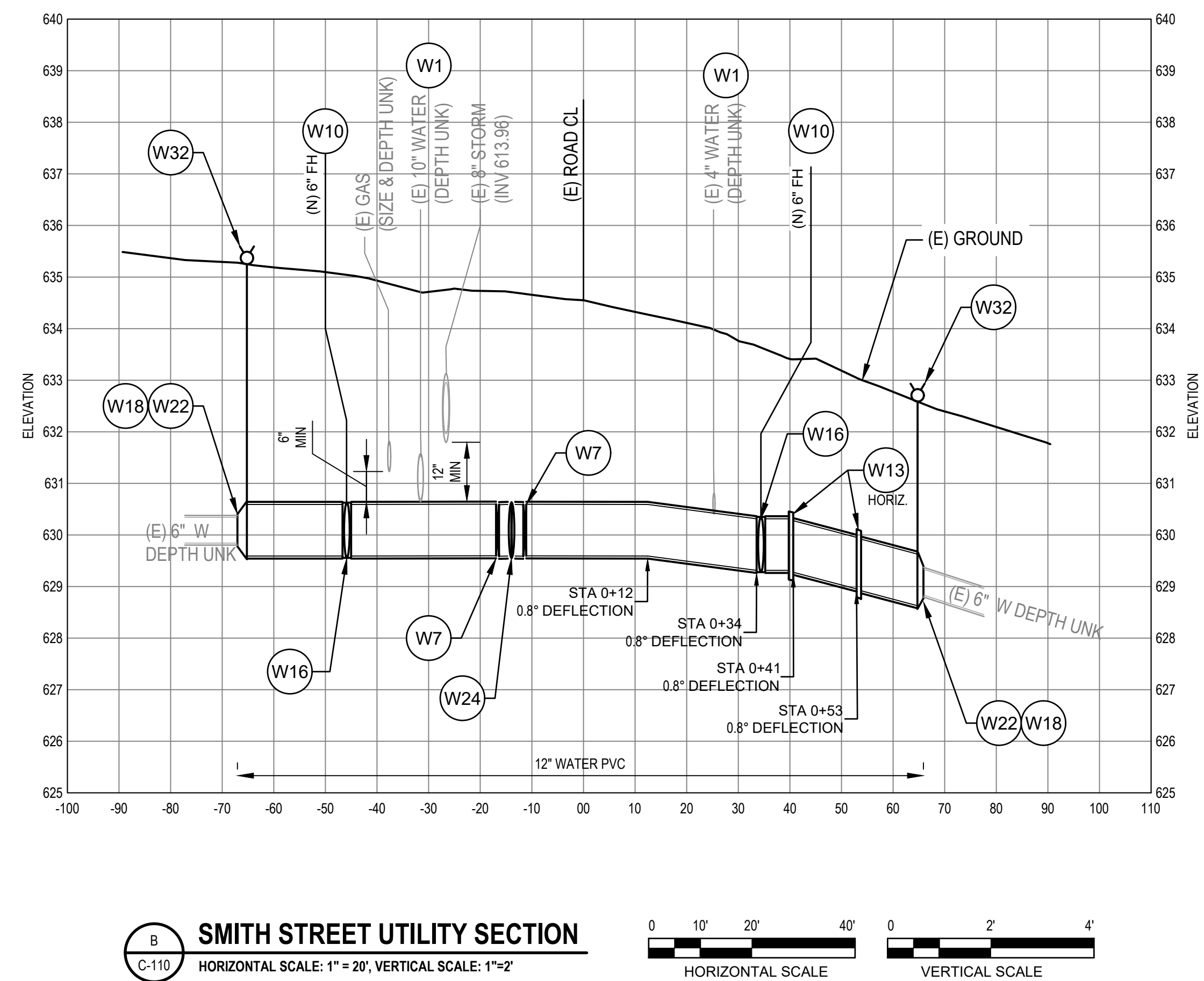
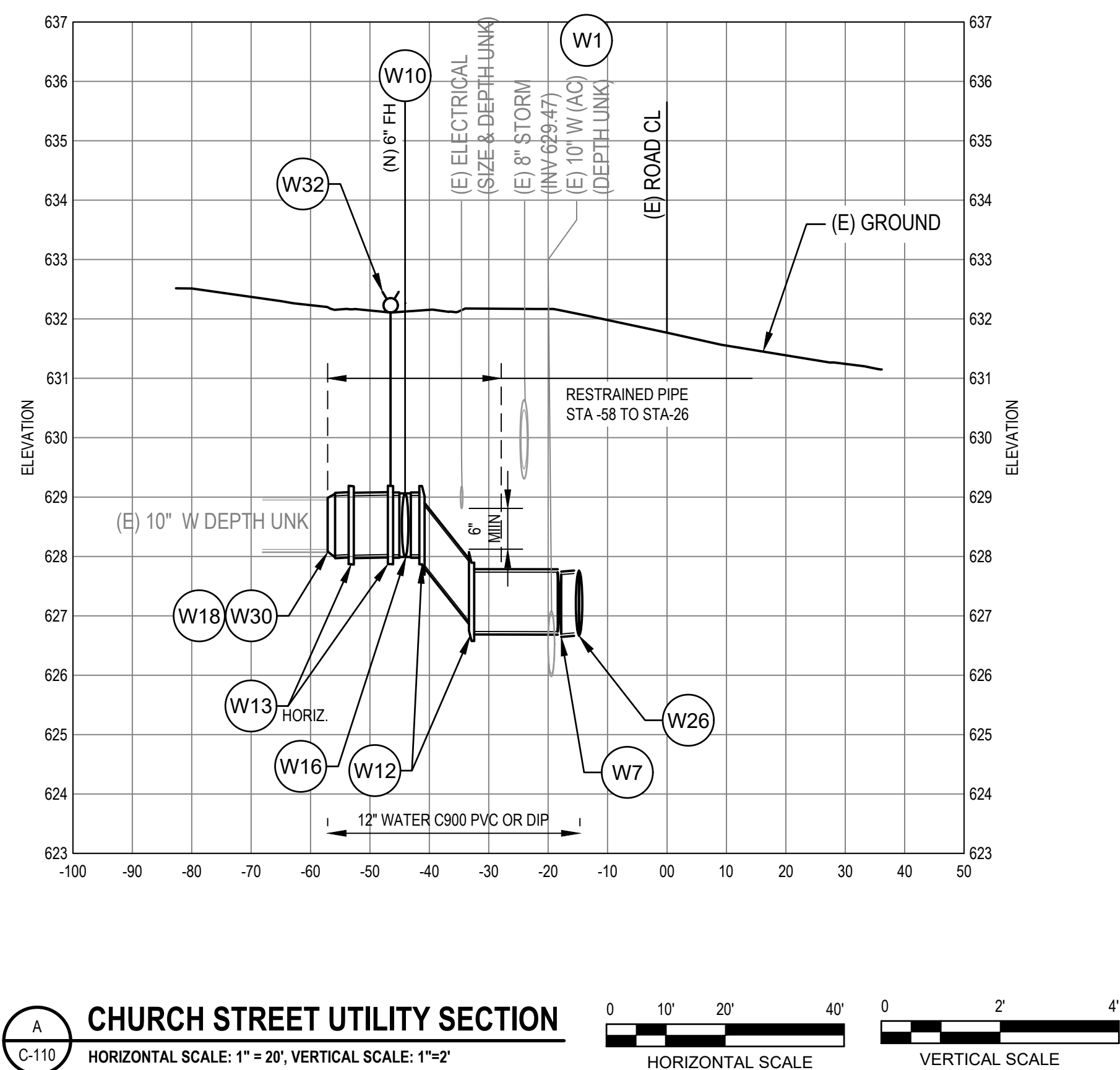


- ## SHEET GENERAL NOTES

1. LOCATION OF EXISTING UTILITIES, STRUCTURES AND OBSTACLES ARE APPROXIMATE IN PLAN AND PROFILE AND BASED ON BEST AVAILABLE INFORMATION. EXACT LOCATION AND COMPLETENESS ARE NOT GUARANTEED. THE CONTRACTOR IS RESPONSIBLE TO LOCATE ALL EXISTING UTILITIES TO SUCCESSFULLY COMPLETE THIS PROJECT. DAMAGE TO ANY EXISTING UTILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
2. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICES ALERT (USA) AT (800) 227-2600 OR 811 A MINIMUM OF TWO WORKING DAYS PRIOR TO ANY EXCAVATION OR PLANNED WORK OPERATIONS FOR MARK OUTS OF EXISTING UNDERGROUND FACILITIES.
3. CONTRACTOR IS ADVISED OF THE PRESENCE OF SHALLOW STORM DRAINS THROUGHOUT THE PROJECT AREA. STORM DRAINS SHALL BE PROTECTED IN PLACE DURING ALL CONTRACTOR WORK.
4. CONTRACTOR SHALL UNDERTAKE CCTV INSPECTION OF THE EXISTING SANITARY SEWER MAIN AND CONFIRM THE LOCATION OF ALL LIVE SANITARY SEWER LATERALS PRIOR TO CONSTRUCTION.
5. NOT ALL EXISTING UTILITIES ARE SHOWN ON PROFILE. REFER TO PLAN AND POTHOLE INFORMATION FOR APPROXIMATE LOCATION AND DEPTH OF (E) UTILITIES.
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- W34. LOCATE AND CONNECT TO (E) SERVICE 1" FROM PROPERTY BUILDING.
- W36. PROVIDE (N) 1" SERVICE TAPPING. CONNECT TO (E) WATER METER.

[illegible]

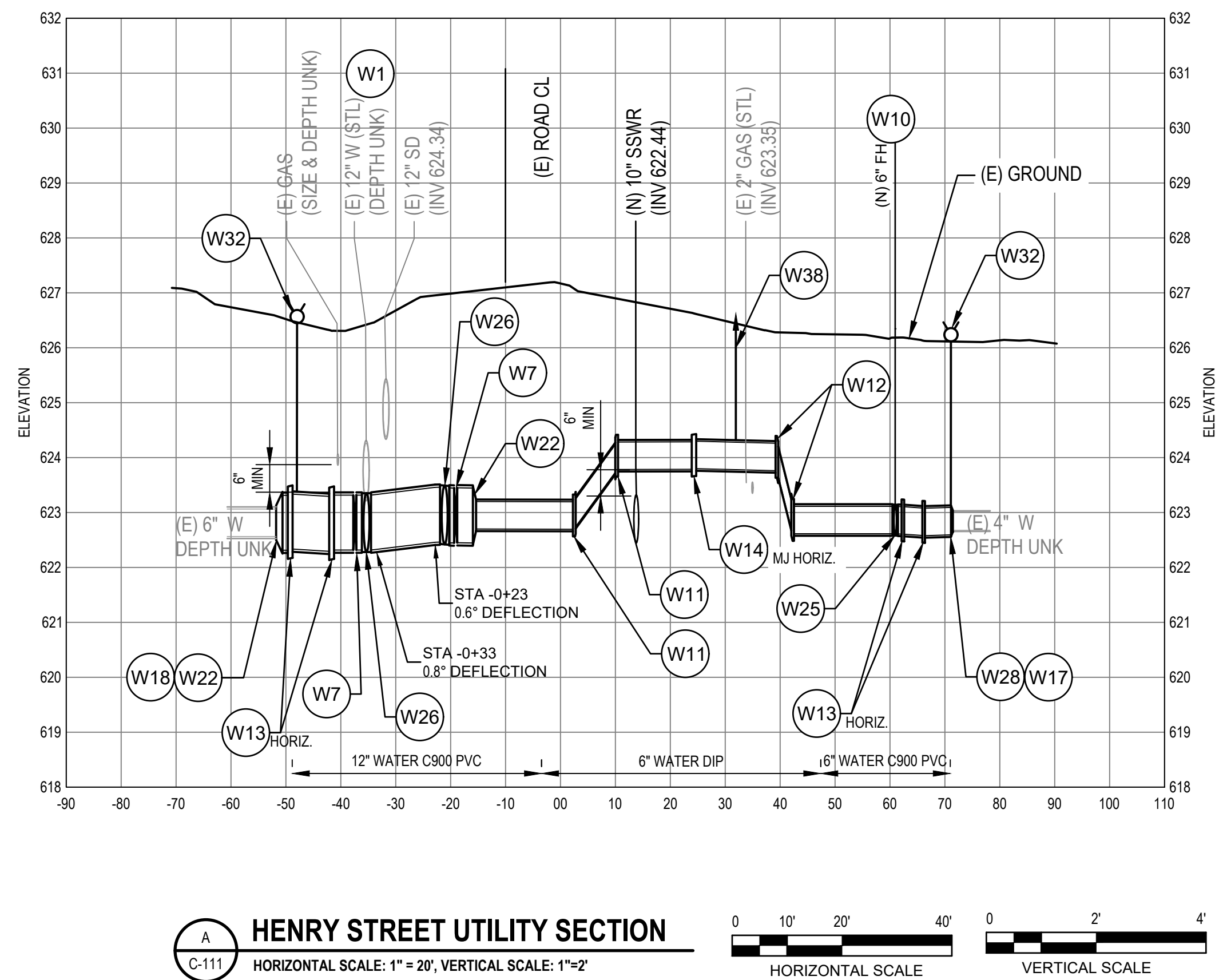
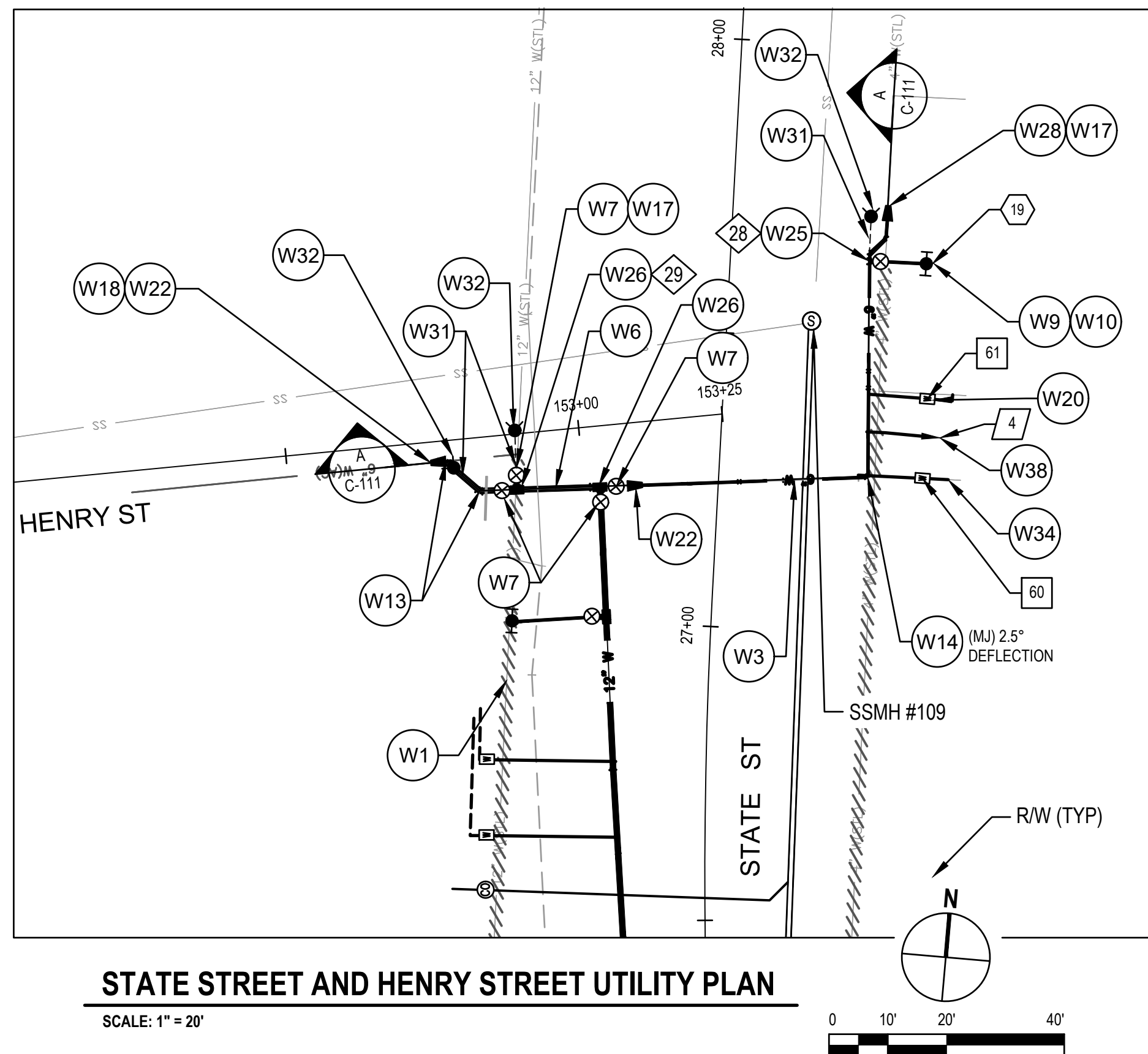
**CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT**

**STATE STREET WATER CONNECTION
PLAN AND PROFILES - 2**

PROJ NO: 11191705	
DRWN: SJD	CHKD: CW

C-110

SHEET 16 OF 22



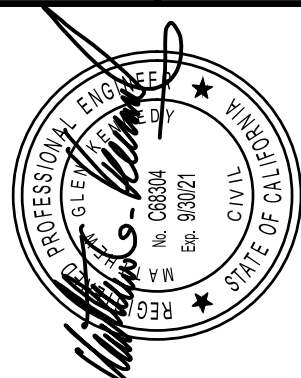
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- W14. PROVIDE (N) 90° BEND.
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- W38. PROVIDE (N) AIR RELIEF VALVE PER DETAIL 1/C-504.

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**CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT**

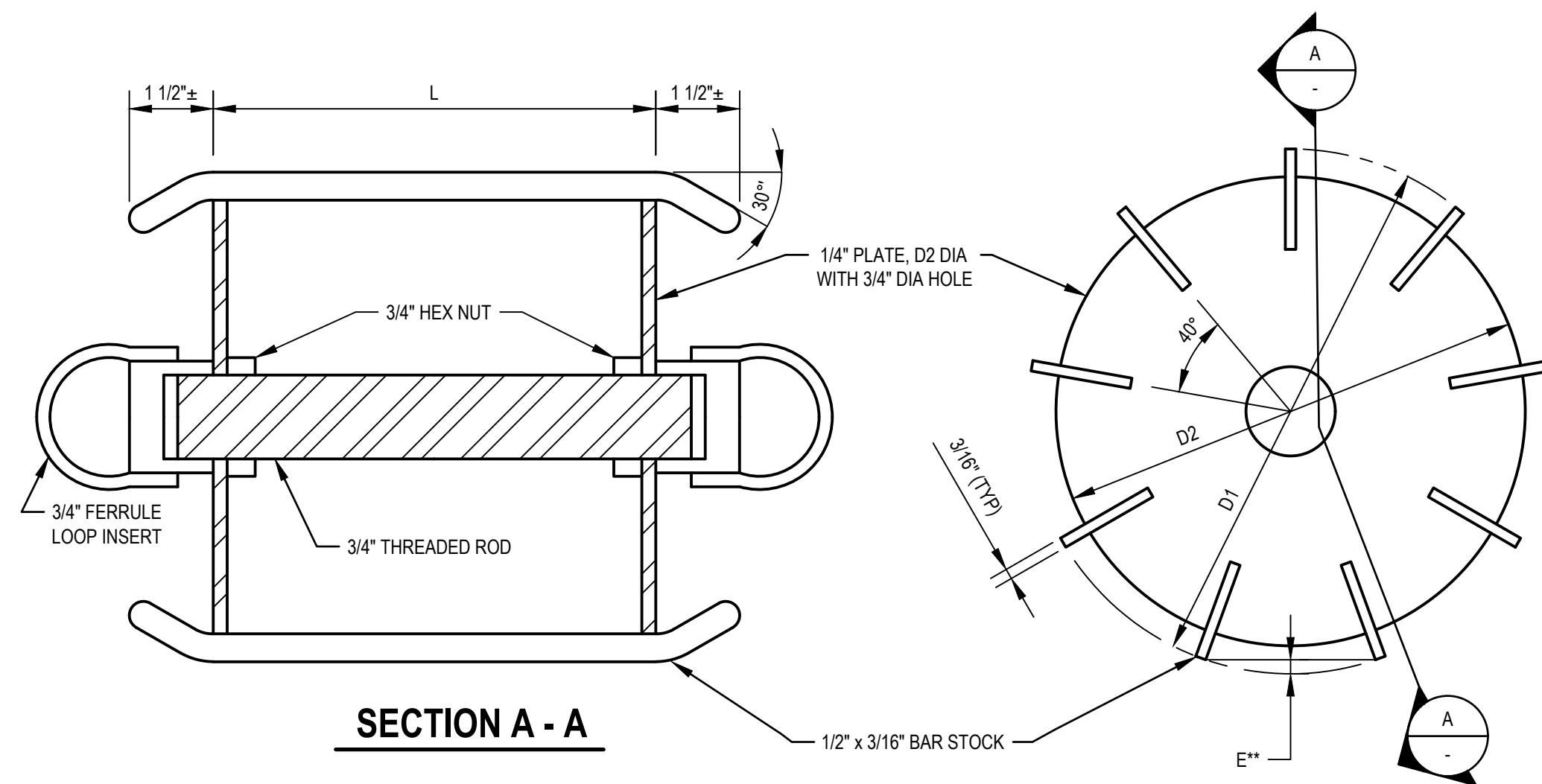
STATE STREET WATER CONNECTION PLAN AND PROFILES - 3

PROJ NO: 11191705

DRWN: SJD | CHKD: CV

C-111

SHEET 17 OF 22



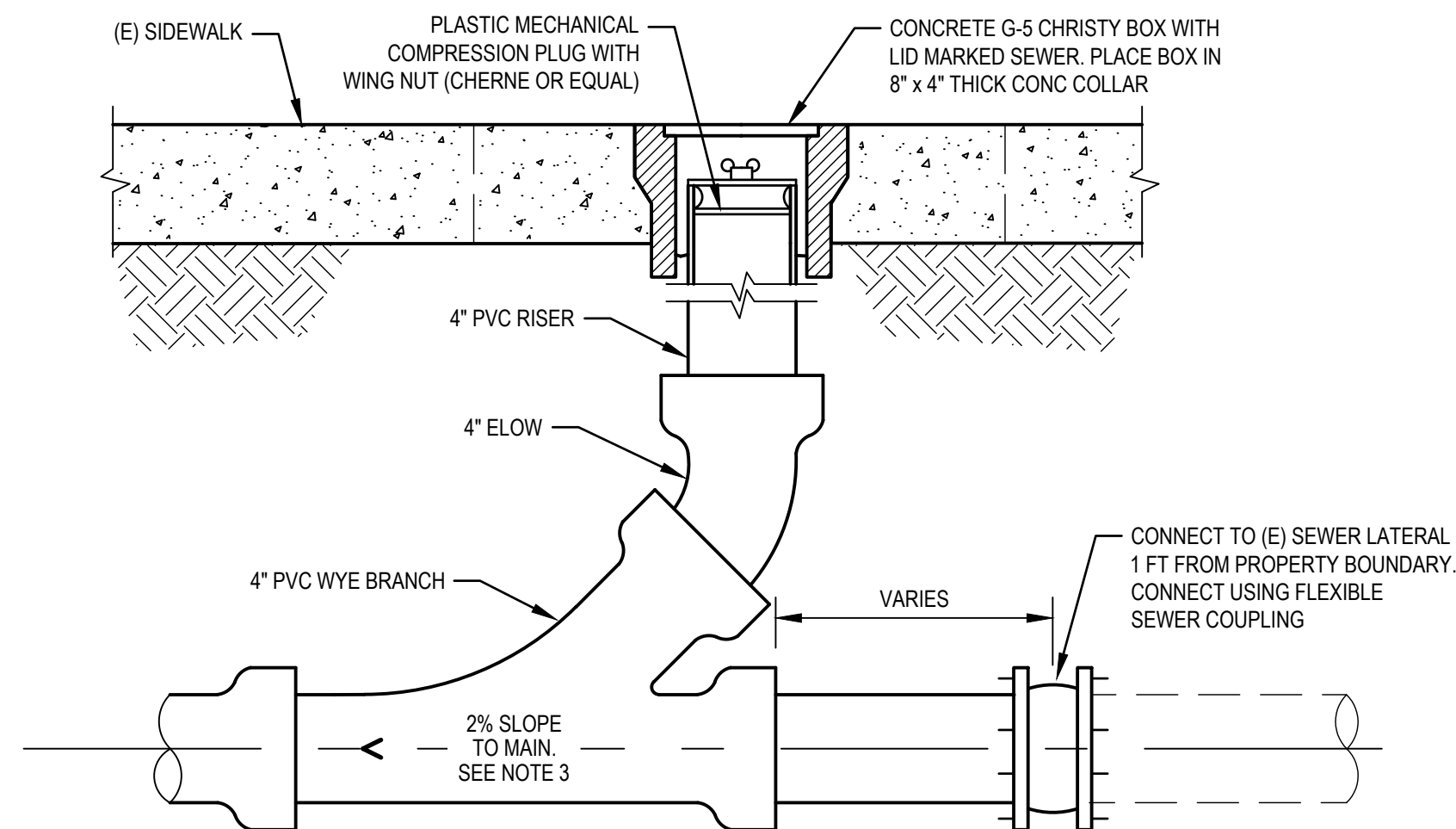
		5% DEFLECTION	
		ABS ASTM D 2751 PVC ASTM D 3034	
		SDR35	
		NOM. DIA.	L
6"	6"	5.629	4.629
8"	8"	7.537	6.537
10"	10"	9.421	8.421
12"	12"	11.210	10.210
15"	15"	13.729	12.729

- *** 1. MANDEL DIA. HAS BEEN CALCULATED TO CORRECT CHORD LENGTH ERROR "E"
- *** 2. MIN. PLATE DIAMETER
3. A PROVING RING OF THE SPECIFIED DIAMETER (D1) SHALL BE SUPPLIED WITH EACH DEFLECTION MANDEL.

NOTES:

1. MARK ALL MANDRELS WITH ASTM SPECIFICATION NUMBER, SDR NUMBER AND DEFLECTION.
2. THE 1/2" BAR STOCK ON EDGE PROVIDES CLEARANCE TO PASS SMALL AMOUNTS OF SOIL WHICH MAY BE IN PIPE.

NOT TO SCALE



NOTES:

1. THE SEWER SERVICE LATERAL SHALL BE OF SUFFICIENT DEPTH TO ADEQUATELY SERVE THE BUILDING SITE, AND IN NO CASE SHALL BE LESS THAN 3 FT. IN DEPTH AT THE BACK OF THE P.U.E. UNLESS OTHERWISE AUTHORIZED BY THE CITY.
2. WHERE PROBLEMS ARE ANTICIPATED IN PROVIDING SEWER SERVICE TO A GIVEN BUILDING SITE, THE LATERAL INVERT AT THE BACK OF THE P.U.E. SHALL BE STAKED BY THE OWNER'S ENGINEER.
3. MINIMUM 2% EXCEPT WHERE A VARIATION IS SPECIFICALLY APPROVED BY THE CITY.
4. LOCATE (E) SS LATERAL AT PROPERTY BOUNDARY PRIOR TO INSTALLING WYE FOR NEW LATERAL.

NOT TO SCALE

**CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT**

CIVIL DETAILS - 2

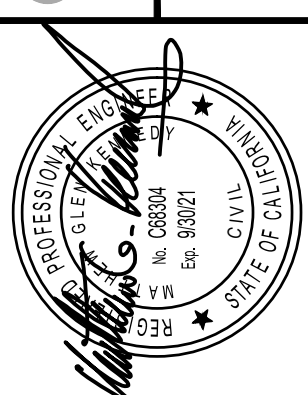
PROJ NO: 11191705

DRWN: SJD	CHKD: CV
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C-502

SHEET 19 OF 22

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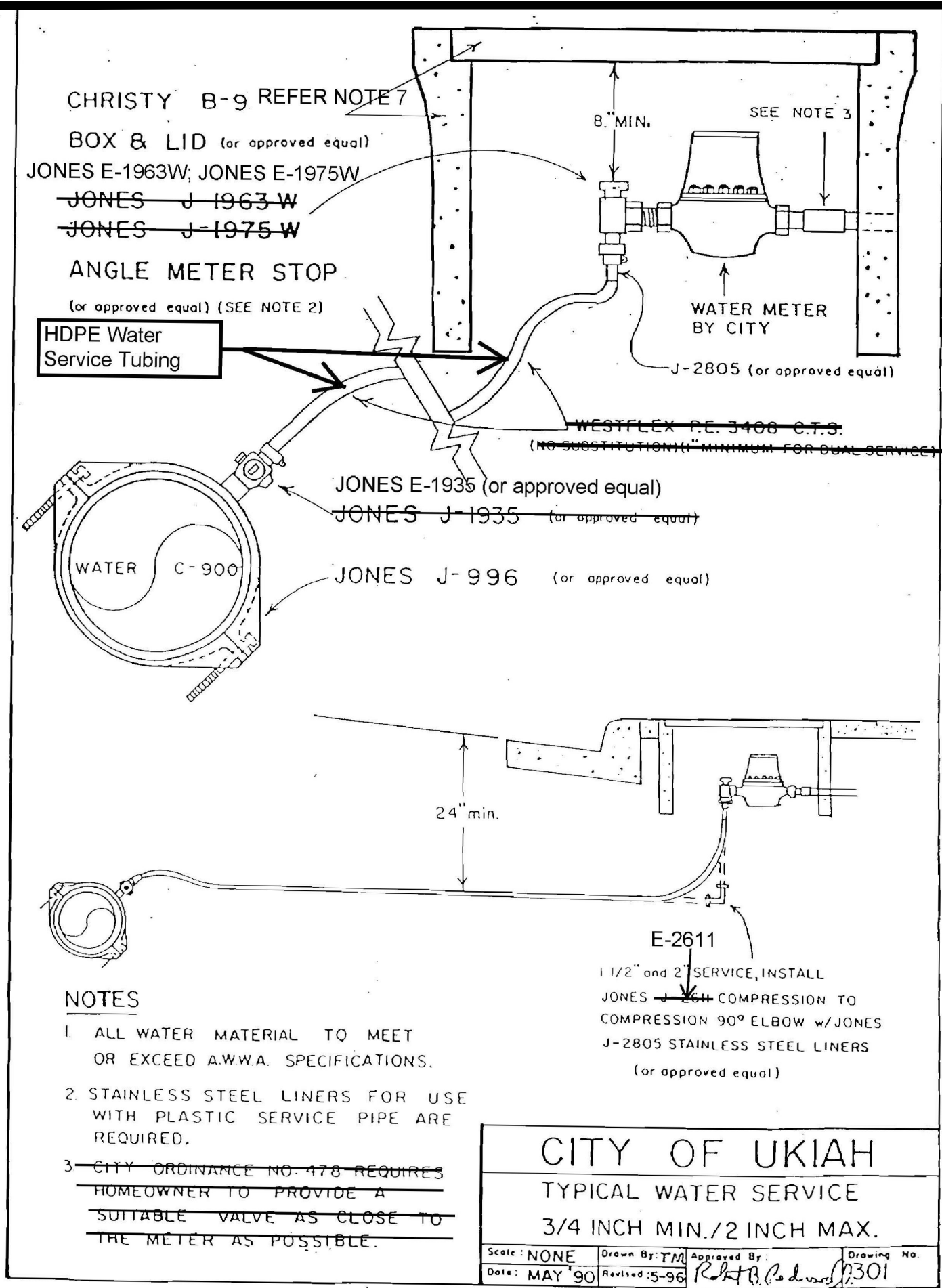
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DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT

SPEC NO. 2019-17

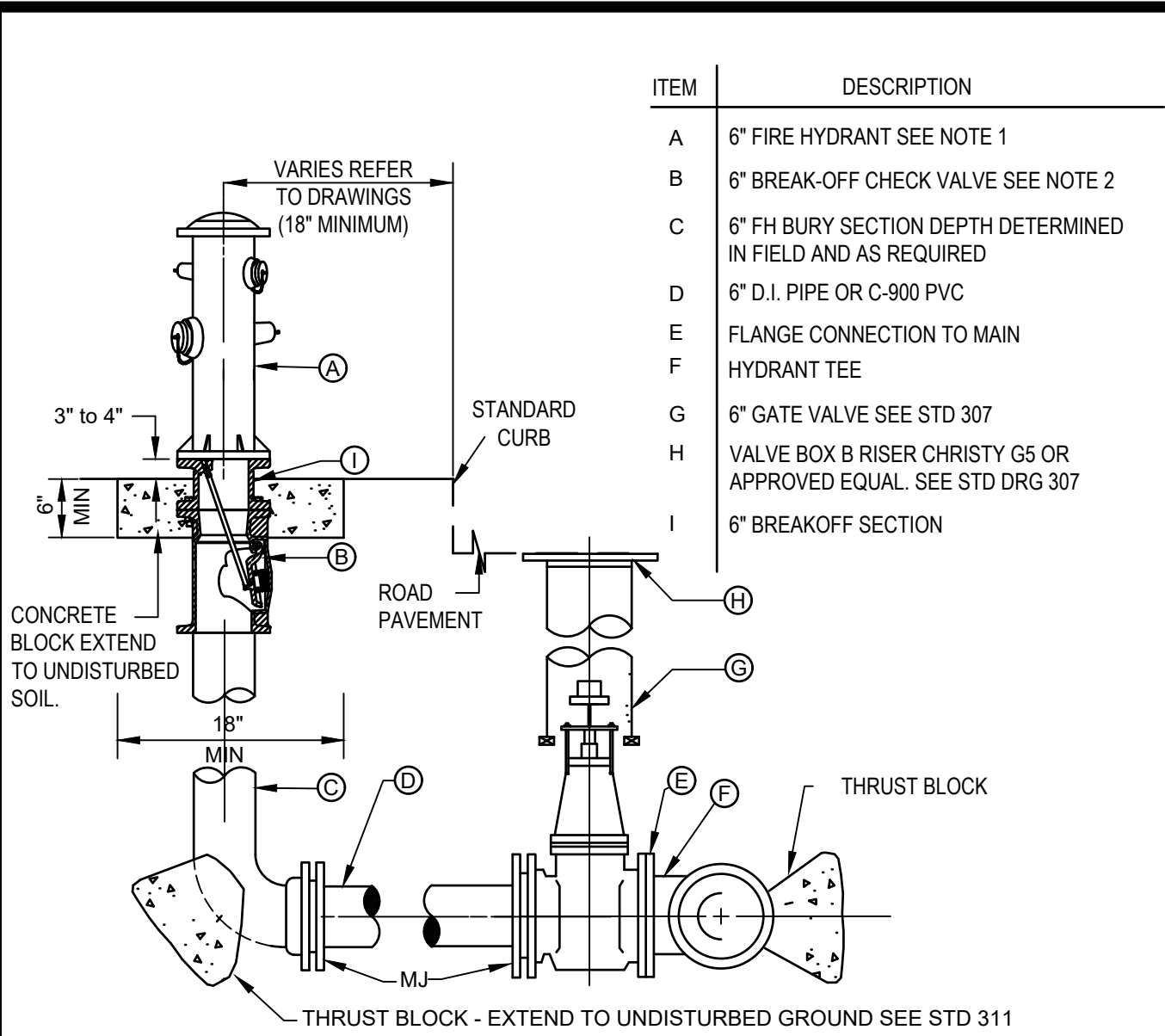
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CITY OF UKIAH STANDARD DRAWING NO 301
ADDITIONAL NOTES:

- MUELLER, FORD AND MCDONALD FITTINGS ARE ALSO ACCEPTABLE.
- FITTINGS MAY BE EITHER PACK JOINT OR INSTANT-TITE.
- MINIMUM COVER FOR SERVICE LINE IN STREET IS 24".
- USE EITHER DOUBLE STRAP SERVICE CLAMP OR TAPPED COUPLING AT SERVICES.
- P.E. FITTINGS MUST USE INSERTS FOR STIFFNESS.
- PROVIDE 3/4" GRAVEL BEDDING 3" MIN. THKNSS FOR METER BOX.
- CONTRACTOR TO LOCATE EXISTING WATER LATERAL IN THE FIELD AND CONNECT TO EXISTING WITHIN PUE.
- WATER SERVICE LATERAL (TUBING) SHALL BE POLYETHYLENE 3408M SDR 9 ASTM D-2737 200 PSI.
- PROVIDE COPPER WIRE #10 OR LARGER. WRAP WIRE AROUND CORP, STOP AND MAIN LINE. LOCATE WIRE FOR CONTINUITY CONTACT.
- PROVIDE CHRISTY METER BOX AND LID AS SPECIFIED BELOW OR APPROVED EQUIVALENT:

SERVICE	CHRISTY METER BOX	LID	
		TRAFFIC	NON-TRAFFIC
3/4"	B-9X	D-15X	61G15X
1"	B-16	G-30	61G15

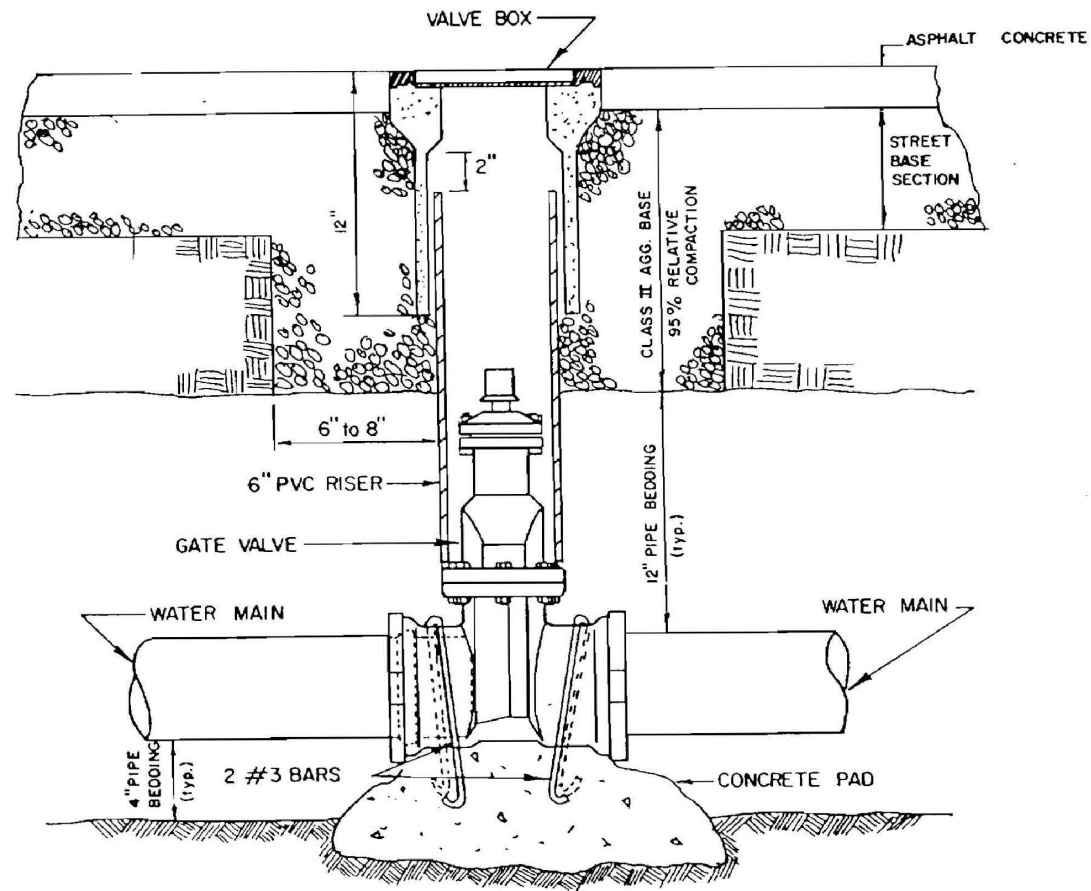


NOTES:

- HYDRANT SHALL BE WET BARREL TYPE WITH TWO (2) 2-1/2" HOSE OUTLETS AND ONE (1) 4-1/2" STEAMER OUTLET. MANUFACTURER: CLOW, MODEL F76 OR APPROVED EQUIVALENT.
- BREAK OFF CHECK VALVE SHALL BE BY THE SAME MANUFACTURER AS HYDRANT. MANUFACTURER: CLOW LBI 400A OR APPROVED EQUAL.
- ON MAINS WHERE VALVES ARE TO BE INSTALLED ADJACENT TO TEES OR CROSSES, THE VALVES SHALL BE FLANGED x MJ WITH FLANGED END BOLTED DIRECTLY TO THE TEE OR CROSS.
- PROVIDE RESTRAINING GLANDS ON ALL MECHANICAL JOINTS AND MJ FITTINGS.
- APPLY SINGLE, FULL-STRENGTH COAT OF PAINT TO ENTIRE HYDRANT; PREVENT PAINT FROM ENTERING THREADS AT OUTLET CAPS. USE GLOSS WHITE OIL BASE PAINT: FULLER OBRIENT (STOCK #312-91), RUST-O-LEUM (STOCK #7692), STYLETONE (STOCK #819-01P) OR APPROVED EQUAL.

NOTES

- GATE VALVES SHALL BE OF THE TYPE, RESILIENT SEAT WITH MODIFIED WEDGE AND SHALL MEET AWWA C509 OR APPROVED EQUAL.
- VALVE BOXES SHALL BE SET FLUSH WITH FINISH STREET GRADE. BOX COVER SHALL INDICATE "WATER" ON TOP. VALVE BOXES SHALL BE CHRISTY G-5, OR APPROVED EQUAL.
- VALVE CONNECTIONS SHALL BE PUSH-ON WHEN USING AWWA C900 PVC PIPE. CONNECTIONS SHALL BE MECHANICAL JOINT FOR PIPE OTHER THAN PVC.
- GATE VALVES SHALL CONFORM TO AWWA STD C509 OF LATEST REV AND SHALL BE RESILIENT SEAT WITH MODIFIED WEDGE TYPE W/ NON-RISING STEM OPENING COUNTER-CLOCKWISE W/ O-RING STEM SEAL AND SUITABLE ENDS FOR CONNECTIONS TO TYPE OF PIPE OR FITTING USED. USE AMERICAN DARLING CRS OR APPROVED EQUAL.
- PVC RISER SHALL BE SDR 35 PVC SEWER PIPE CONFORMING TO ASTM 3034. RISER PIPE TO BE PLUMB AND CENTERED OVER VALVE STEM W/ NO JOINTS.
- IF VALVE IS INSTALLED SO THAT TOP OF OPERATING NUT IS MORE THAN 30" BELOW FINISHED GRADE, INSTALL VALVE STEM RISER OF SUFFICIENT LENGTH TO RAISE NUT TO MAX 24" DEPTH

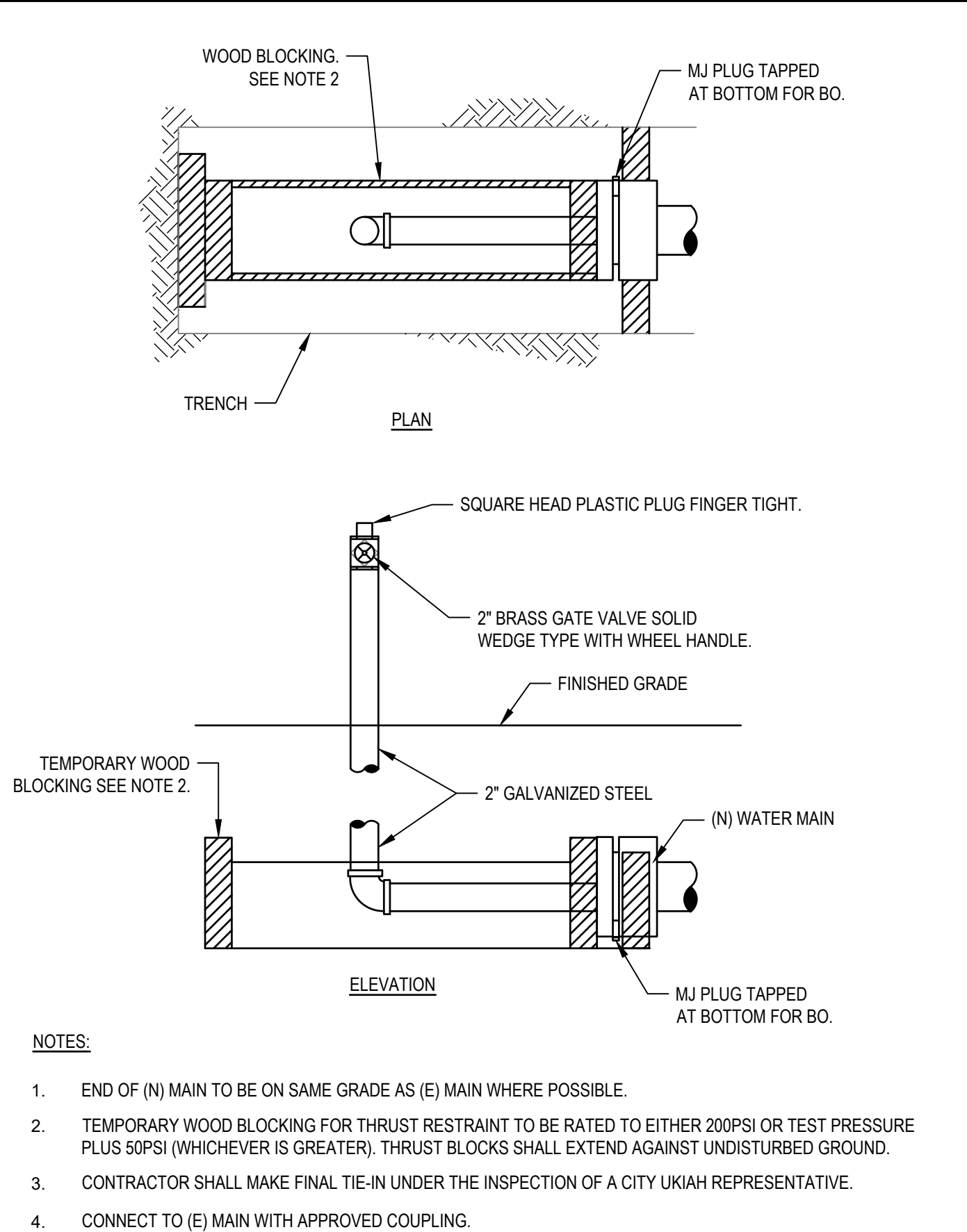


CITY OF UKIAH
GATE VALVE AND VALVE BOX
DETAIL

NO SCALE
R. Padmanabhan
307

301 TYPICAL WATER SERVICE

NOT TO SCALE



2 TEMP BLOW OFF

NOT TO SCALE

311 WATER - THRUST BLOCK AREAS REQUIRED

NOT TO SCALE

REQUIRED AREA IN SQ. FT.						
PIPE SIZE	TEE DEADENDS	90° BEND	45° BEND	22 1/2° BEND	11 1/4° BEND	VALVE
4"	3	4	2	1	1	2
6"	6	9	5	2	2	4
8"	11	16	8	4	2	7
10"	18	26	14	6	3	11
12"	26	37	20	10	5	15

* For bends less than 11 1/4°, use thrust areas shown for 11 1/4° unless otherwise approved by the engineer.

NOTES

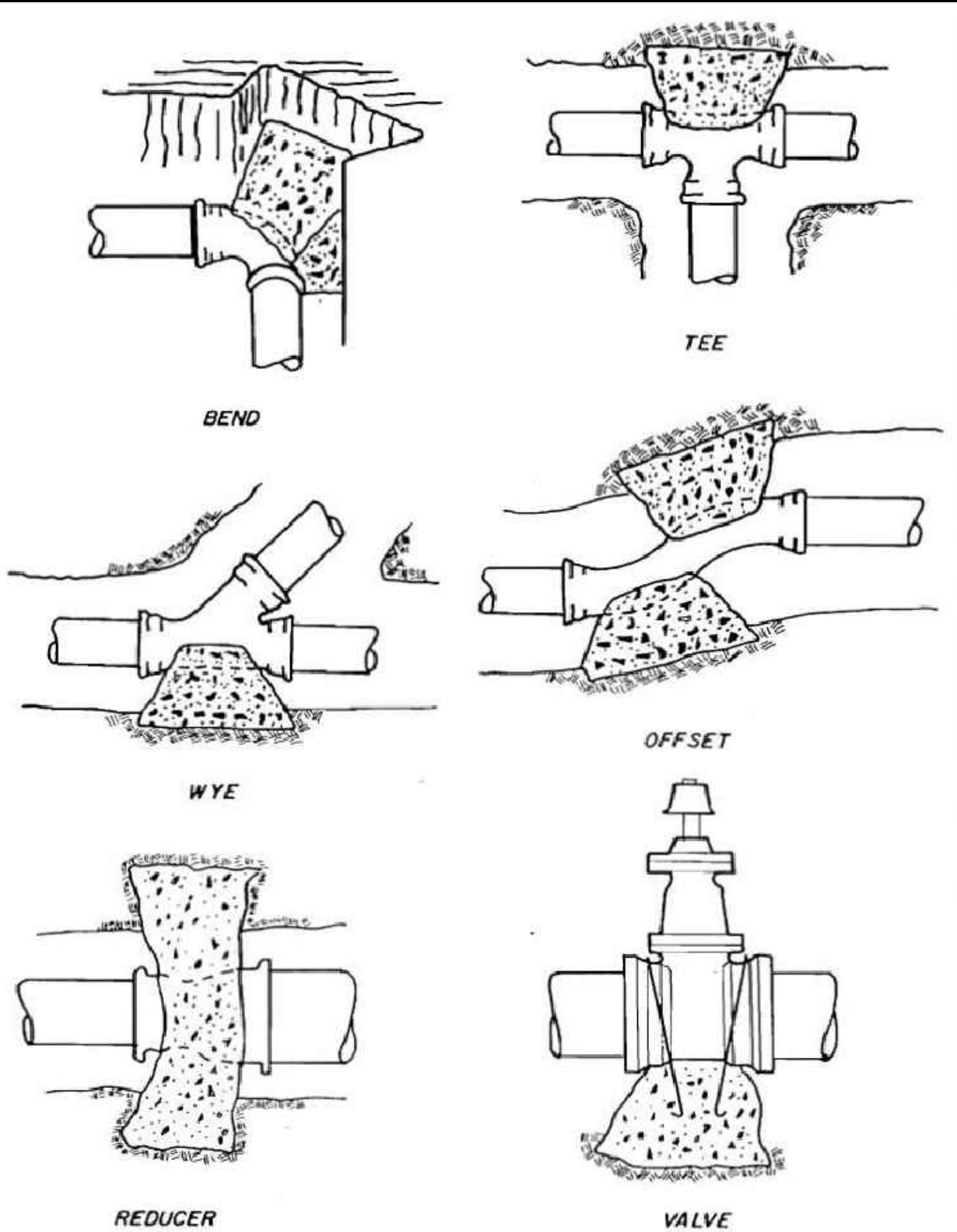
Thrust Blocking Table calculated for soil bearing capacity of 1,000 lbs./sq.ft. and 175 lbs./sq. in. test pressure.
Any greater soil bearing capacity than 1,000 lbs./sq.ft. shall be determined by an engineer, and approved by the City.
Concrete blocking shall be Class B concrete 2,000 lbs./sq. in.
Concrete blocking, cast in place, to extend from bells of fittings to undisturbed ground.
For plugged leg(s) of tee or cross with 90° flow pattern, use data listed for 90° bend.

CITY OF UKIAH
THRUST BLOCK
AREAS REQUIRED

Scale: None Drawn By: T.M. Approved By: R. Padmanabhan Drawing No. 311
Date: 9/25/78 Revised:

1 FIRE HYDRANT LATERAL INSTALLATION

NOT TO SCALE



CITY OF UKIAH
THRUST BLOCK LOCATIONS

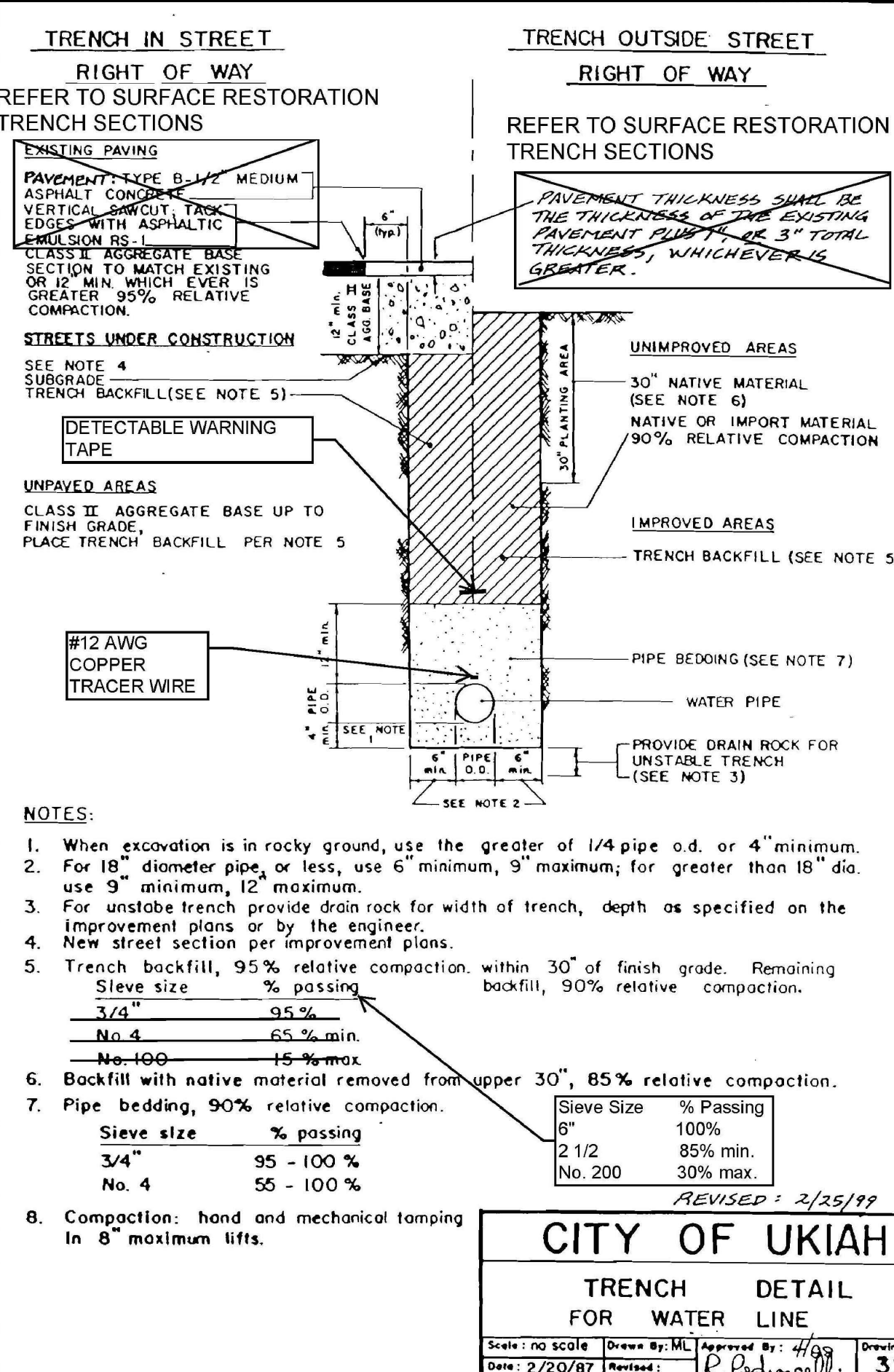
Scale: None Drawn By: T.M. Approved By: R. Padmanabhan Drawing No. 312
Date: 9/25/78 Revised:

312 WATER - THRUST BLOCK LOCATIONS

NOT TO SCALE

307 WATER - GATE VALVE AND VALVE BOX

NOT TO SCALE



320 TRENCH DETAIL FOR WATER LINE

NOT TO SCALE

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R. Padmanabhan
REGISTERED CIVIL ENGINEER
STATE OF CALIFORNIA
No. 00808
Exp. 06/30/21

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0 1"

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CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT
CIVIL DETAILS - 3

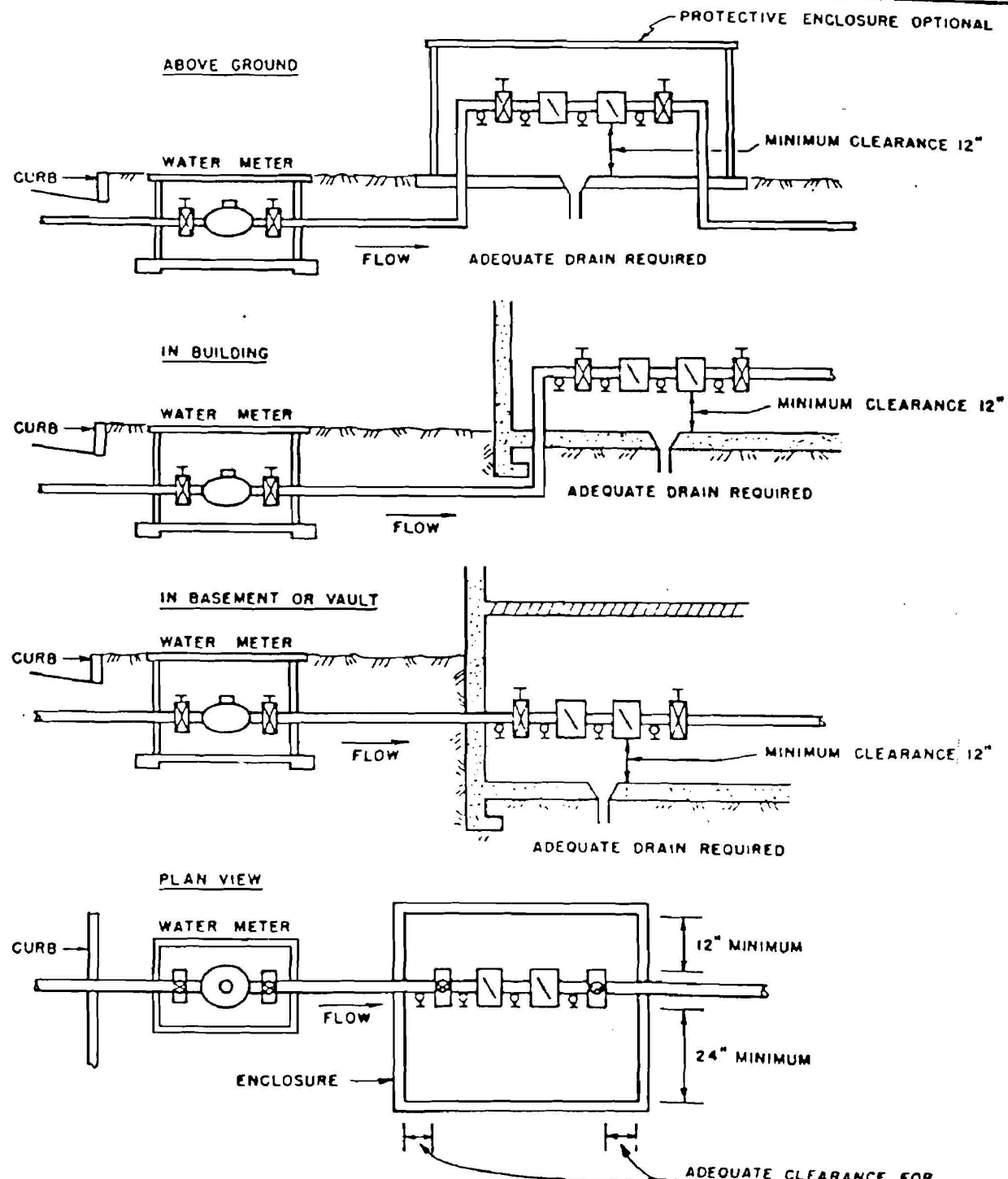
PROJ NO: 11191705
DRWN: SJD CHKD: CW
C-503

SHEET 20 OF 22

SPEC NO. 2019-17

DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT

2020-03-06 9:52 AM LHERNANDEZ
N:\US\SANTA ROSA\PROJECTS\5611191705\DIGITAL_DESIGN\CAD 2018\UKIAH UTILITIES PROJECTS\SHEETS\11191705 (U SET)_C-501-505.DWG



TYPICAL INSTALLATIONS WITH MINIMUM CLEARANCES
DOUBLE CHECK VALVE ASSEMBLIES

CITY OF UKIAH

BACKFLOW PREVENTION DETAILS

DOUBLE CHECK VALVE ASSEMBLIES

Scale: None

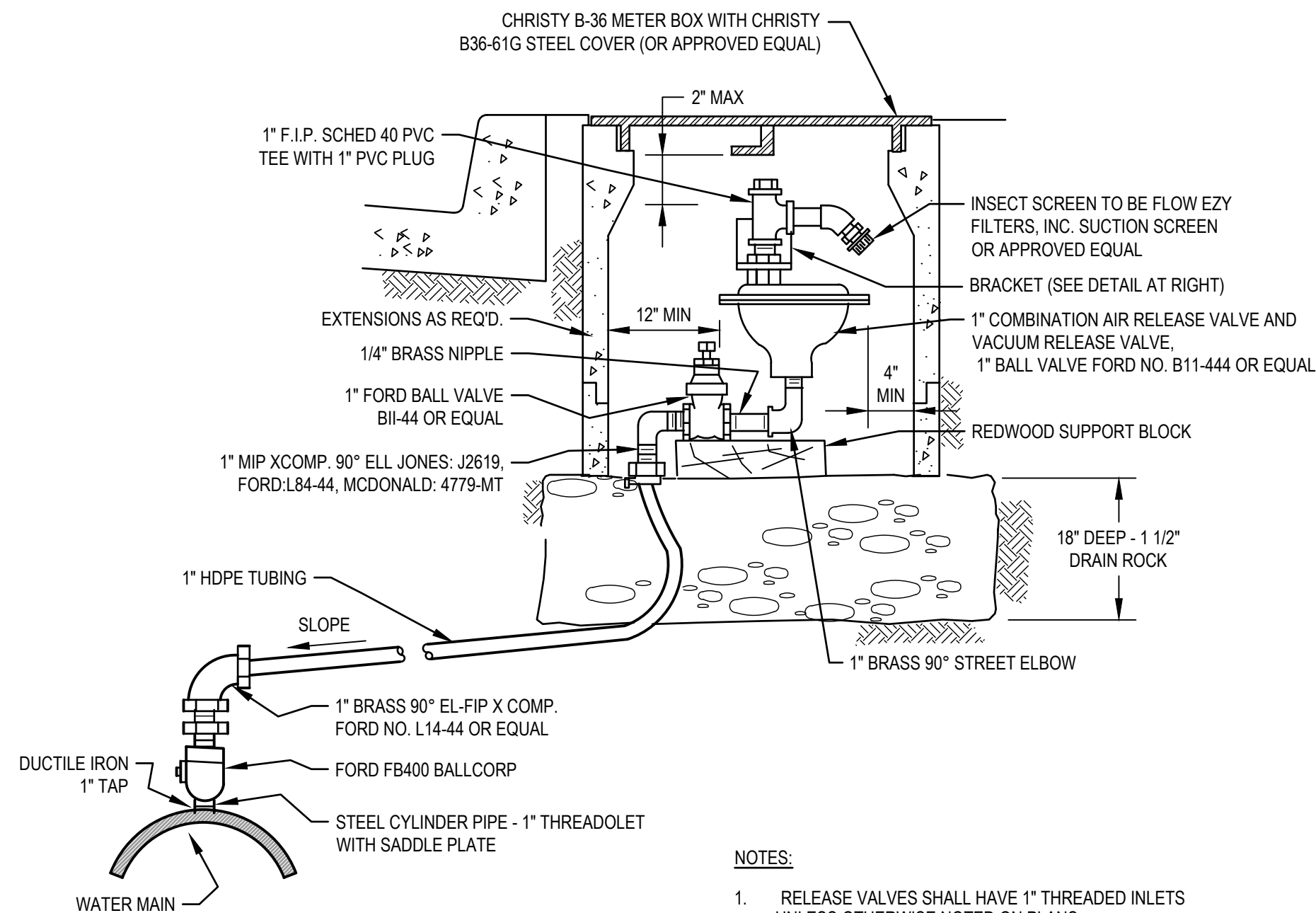
Date: June, 1987

Drawn By: jmt

Revised: R. Hernandez

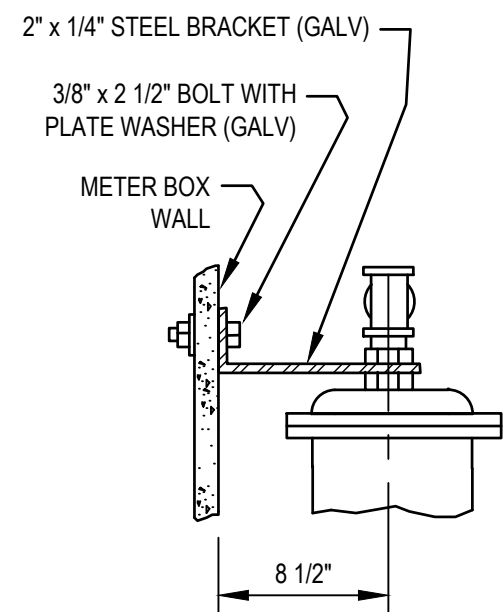
Approved By: J. Hernandez

Drawing No. 383



NOTES:

- RELEASE VALVES SHALL HAVE 1" THREADED INLETS UNLESS OTHERWISE NOTED ON PLANS.
- APPROVED COMBINATION VALVES: APCO NO.143C CRISPIN NO. U10.
- AIR RELEASE AND VACUUM VALVE SHALL BE INSTALLED ON THE HIGH SIDE OF RIGHT-OF-WAY OR EASEMENT.



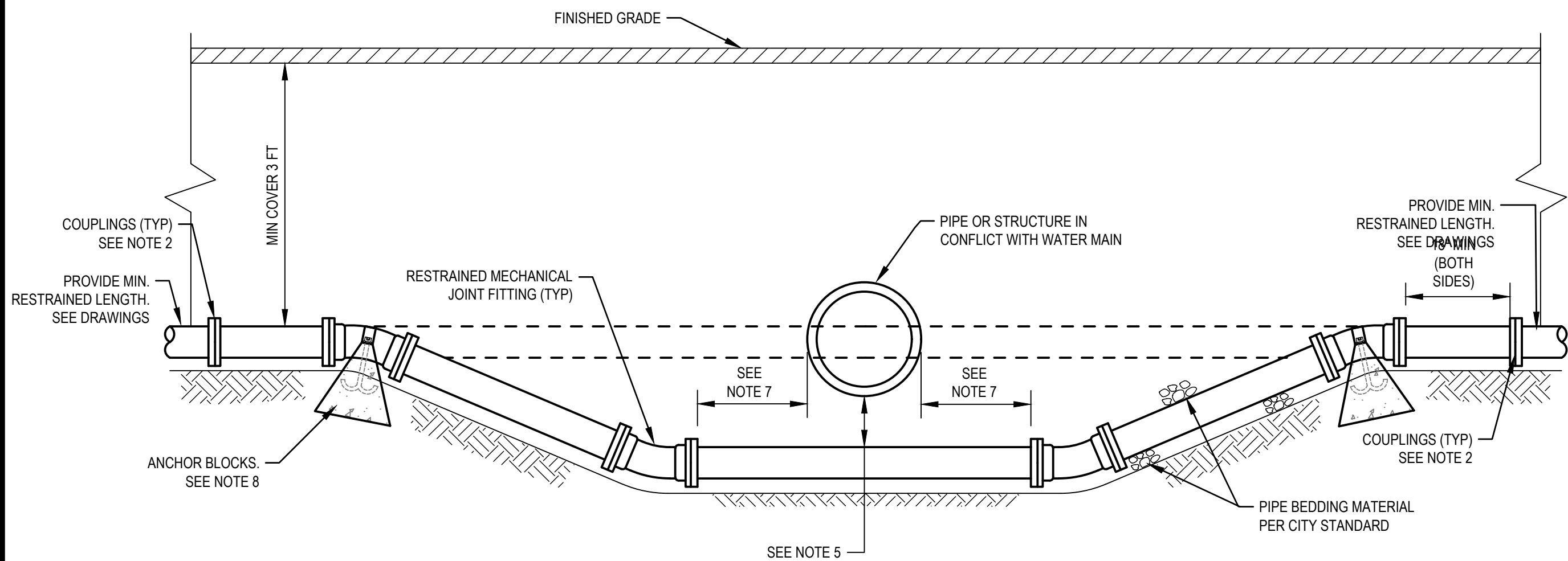
BRACKET DETAIL

383 BACKFLOW PREVENTION DETAILS

NOT TO SCALE

1 TYPICAL INSTALLATION OF AIR RELEASE AND VACUUM VALVE

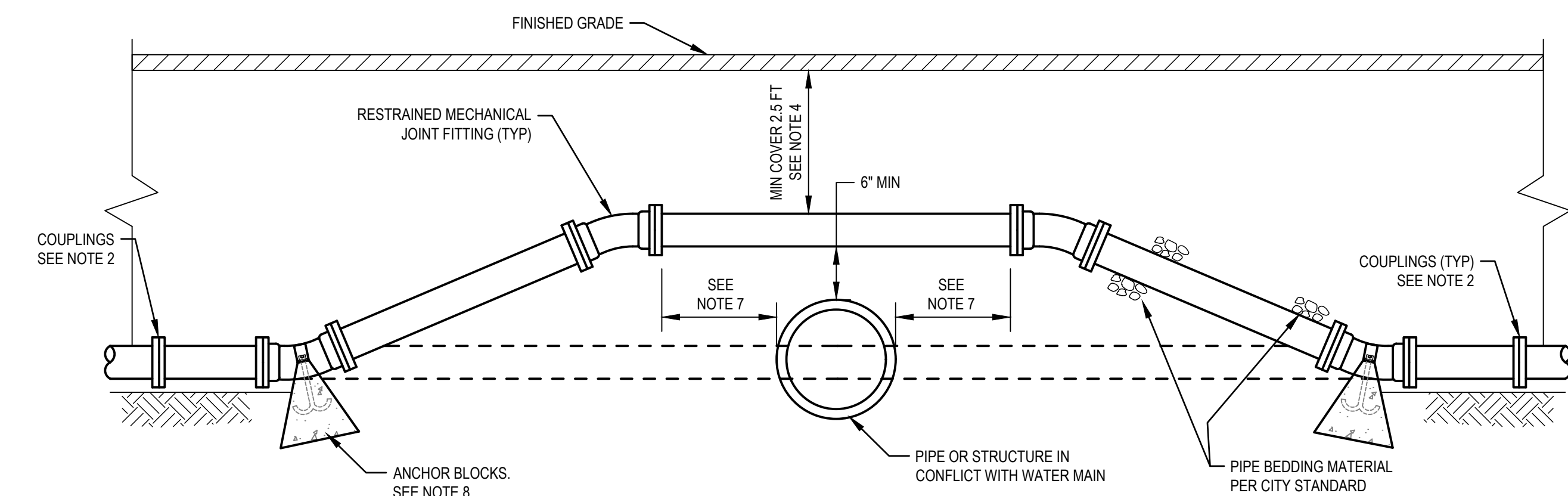
NOT TO SCALE



NOTES:

- TO BE USED WITH THE APPROVAL OF THE CITY ENGINEER, UON. WHERE PIPE/ STRUCTURE TO BE CROSSED IS A SANITARY SEWER OR STORM DRAIN LINE, THIS INSTALLATION SHALL ONLY BE INSTALLED WHERE FIELD CONDITIONS DO NOT ALLOW FOR PROPER SEPARATIONS AS PER TITLE 22, SECTION 64572 "WATER MAIN SEPARATION" OF THE CALIFORNIA CODE OF REGULATIONS.
- WHERE STRUCTURE TO BE CROSSED IS AN ELECTRICAL DUCT BANK PROVIDE APPROVED COUPLINGS AS SHOWN. COUPLINGS ARE NOT REQUIRED FOR ALL OTHER UTILITY CROSSINGS
- PIPE SHALL BE DUCTILE IRON CLASS 350 AND WRAPPED IN POLYETHYLENE PER SPECIFICATIONS.
- ALL BENDS SHALL BE 45° OR 22 1/2° FITTINGS. NO 90° BENDS ALLOWED.
- MINIMUM 12" CLEARANCE UNLESS OTHERWISE SPECIFIED ON DRAWINGS.
- ONLY RESTRAINED MECHANICAL JOINT FITTINGS MAY BE USED.
- MAINTAIN MINIMUM DISTANCES AS FOLLOWS:
 - 2' FOR 4" AND 6" SANITARY SEWER LATERALS OR OTHER PIPE/STRUCTURE NOT CONVEYING NON-POTABLE FLUIDS.
 - 4' FOR SANITARY SEWER PIPE 8" TO 18" AND ANY SIZE STORM DRAIN PIPES.
- CONCRETE ANCHOR BLOCKS SHALL BE INSTALLED BY THE CONTRACTOR WHERE SITE CONDITIONS DO NOT ALLOW FOR A "RESTRAINED JOINT SYSTEM". CONCRETE ANCHOR BLOCKS SHALL BE INSTALLED TO WITHSTAND EITHER 200 PSI OR TEST PRESSURE THRUST FORCE PLUS 50 PSI (WHICHEVER IS GREATER). PROVIDE:
 - PIPE SIZE 6": ANCHOR BOLTS 5/8"; STEEL CLAMPS 3" X 1/4"
 - PIPE SIZE 8": ANCHOR BOLTS 3/4"; STEEL CLAMPS 3-1/4" X 1/4"
 - PIPE SIZE 12": ANCHOR BOLTS 1-1/8"; STEEL CLAMPS 4" X 1/2"

NOT TO SCALE



NOTES:

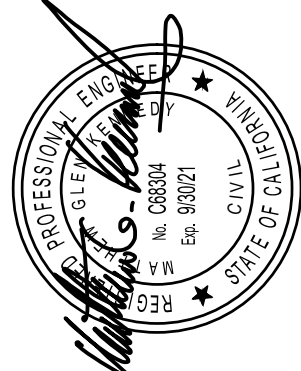
- TO BE USED WITH THE APPROVAL OF THE CITY ENGINEER, UON. WHERE PIPE/ STRUCTURE TO BE CROSSED IS A SANITARY SEWER OR STORM DRAIN LINE, THIS INSTALLATION SHALL ONLY BE INSTALLED WHERE FIELD CONDITIONS DO NOT ALLOW FOR PROPER SEPARATIONS AS PER TITLE 22, SECTION 64572 "WATER MAIN SEPARATION" OF THE CALIFORNIA CODE OF REGULATIONS.
- WHERE STRUCTURE TO BE CROSSED IS AN ELECTRICAL DUCT BANK PROVIDE APPROVED COUPLINGS AS SHOWN. COUPLINGS ARE NOT REQUIRED FOR ALL OTHER UTILITY CROSSINGS
- PIPE SHALL BE DUCTILE IRON CLASS 350 AND WRAPPED IN POLYETHYLENE PER SPECIFICATIONS.
- WHERE COVER IS LESS THAN MINIMUM 3FT, BACKFILL WITH LOW STRENGTH CEMENT SLURRY.
- ALL BENDS SHALL BE 45° OR 22 1/2° FITTINGS. NO 90° BENDS ALLOWED.
- ONLY RESTRAINED MECHANICAL JOINT FITTINGS MAY BE USED.
- MAINTAIN MINIMUM DISTANCES AS FOLLOWS:
 - 2' FOR SANITARY SEWER LINES UP TO 18" DIA, ANY SIZE STORM DRAIN AND ANY OTHER PIPE/ STRUCTURE NOT CONVEYING NON-POTABLE FLUID
 - 4' FOR SANITARY SEWER LINES LARGER THAN 18" DIA.
- CONCRETE ANCHOR BLOCKS SHALL BE INSTALLED BY THE CONTRACTOR WHERE SITE CONDITIONS DO NOT ALLOW FOR A "RESTRAINED JOINT SYSTEM". CONCRETE ANCHOR BLOCKS SHALL BE INSTALLED TO WITHSTAND EITHER 200 PSI OR TEST PRESSURE THRUST FORCE PLUS 50 PSI (WHICHEVER IS GREATER). PROVIDE:
 - PIPE SIZE 6": ANCHOR BOLTS 5/8"; STEEL CLAMPS 3" X 1/4"
 - PIPE SIZE 8": ANCHOR BOLTS 3/4"; STEEL CLAMPS 3-1/4" X 1/4"
 - PIPE SIZE 12": ANCHOR BOLTS 1-1/8"; STEEL CLAMPS 4" X 1/2"

3 TYPICAL WATER MAIN INSTALLATION OVER STRUCTURE

NOT TO SCALE

2 TYPICAL WATER MAIN LOWERING DETAIL

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MARK	DATE	DESCRIPTION	ISSUE

CITY OF UKIAH
DOWNTOWN WATER & SANITARY
SEWER REPLACEMENT PROJECT

CIVIL DETAILS - 4

PROJ NO: 11191705
DRWN: SJD CHKD: CW

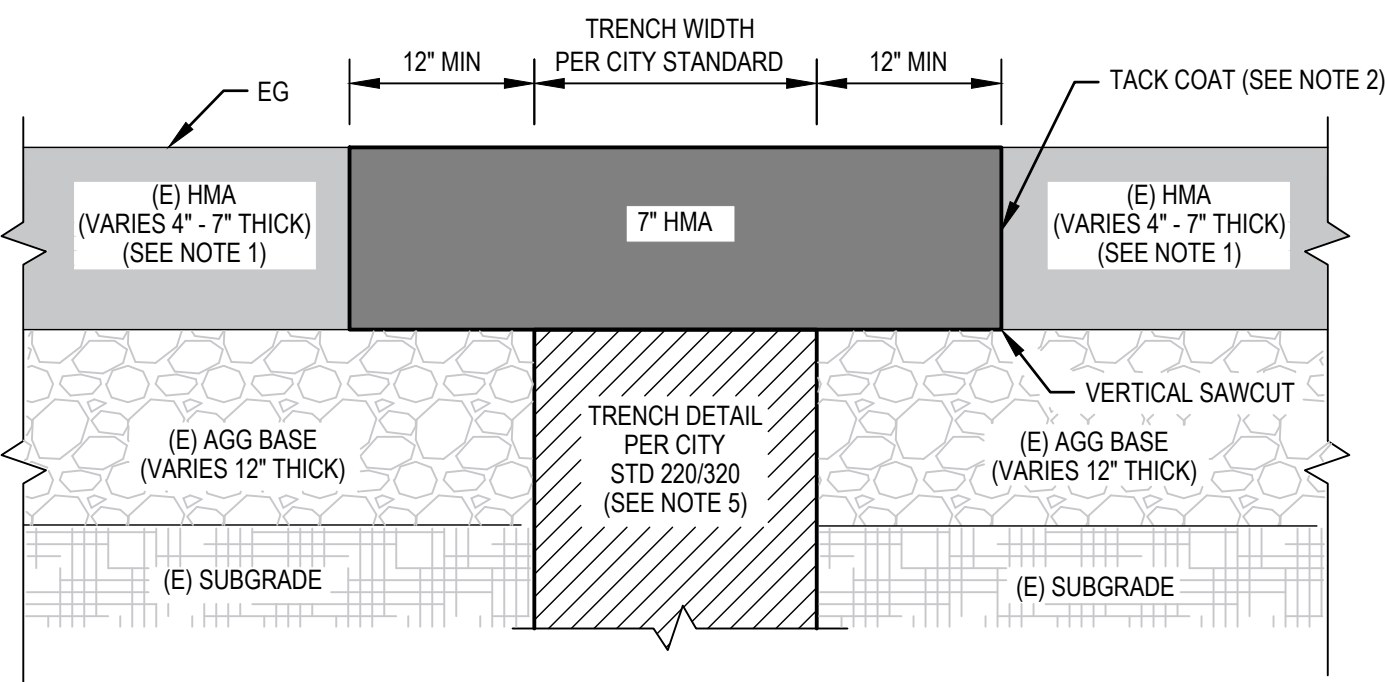
C-504

SHEET 21 OF 22

SPEC NO. 2019-17

DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT

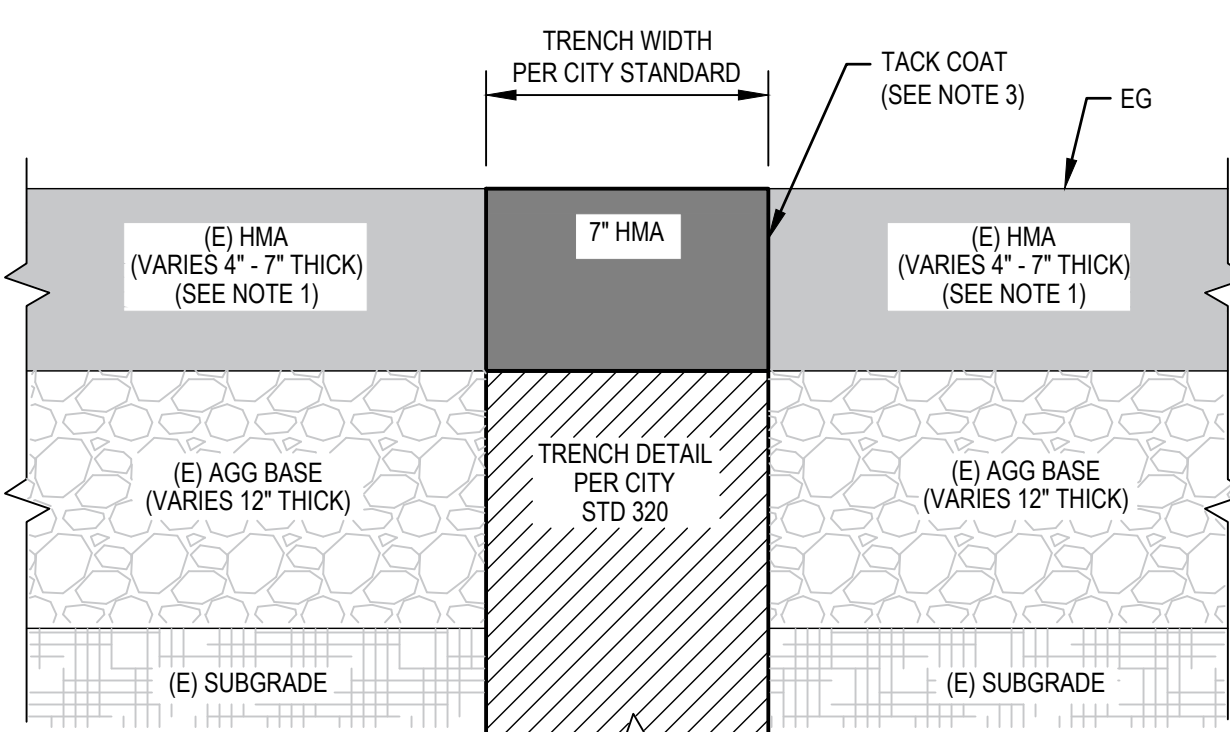
2020-03-06 9:52 AM LHERNANDEZ
NIJUS SANTA ROSA PROJECTS\561119\705\DIGITAL_DESIGN\CAD 2018\UKIAH UTILITIES PROJECTS\SHEETS\1191705 (U SET)_C-501-505.DWG



NOTES:

- REFER TO POTHOLE DATA FOR DEPTH OF (E) PAVING.
- TACK COAT (ASPHALTIC EMULSION) SHALL BE APPLIED PRIOR TO PLACING HMA.
- REMOVE ADDITIONAL PAVEMENT TO A PAINTED LINE STRIPE, A LIP OF GUTTER, A CURB, AN HMA SURFACE COURSE, AN (E) PAVEMENT PATCH, OR AN EDGE OF PAVEMENT, IF SUCH FEATURE IS WITHIN 3 FEET OF FINAL SAWCUT.
- ALL MATERIALS, WORKMANSHIP, TESTING, AND INSPECTIONS SHALL COMPLY WITH CALTRANS STANDARD SPECIFICATIONS AND PROJECT-SPECIFIC SPECIAL PROVISIONS.
- REFER TO STD DETAIL 220/C-501 FOR SEWER MAIN TRENCH. REFER TO STD DETAIL 320/C-503 FOR WATER MAIN TRENCH.
- MAIN TRENCHES REQUIRING RESTORATION INCLUDE BUT NOT LIMITED TO THOSE SHOWN IN THIS DETAIL.

SEWER AND WATER MAIN LOCATIONS				
DWG NO.	START STA	END STA	STREET	DESCRIPTION
C-101	4+60	4+80	STATE ST	6" WATER
C-101	4+80	4+94	STATE ST	12" WATER
C-101	4+65	4+86	STATE ST	6" WATER
C-101	4+71	4+95	STATE ST	10" SEWER
C-101/C-109	-0+33	-0+21	MILL ST	6" WATER
C-101/C-109	-0+21	-0+10	MILL ST	12" WATER
C-101/C-109	-0+10	0+43	MILL ST	6" WATER
C-103/C-109	-0+79	-0+53	CLAY ST	12" WATER
C-103/C-109	0+48	0+68	CLAY ST	12" WATER
C-104/C-110	-0+58	-0+51	CHRUCH ST	12" WATER
C-105/C-110	-0+67	-0+50	SMITH ST	12" WATER
C-106	27+68	27+73	STATE ST	6" WATER
C-107	53+28	53+32	PERKINS ST	12" WATER



WATER MAIN LOCATIONS				
DWG NO.	START STA	END STA	STREET	DESCRIPTION
C-101 TO C-102	4+94	11+59	STATE ST	12" WATER
C-103/C-109	-0+53	-0+13	CLAY ST	12" WATER
C-103/C-109	0+09	0+52	CLAY ST	12" WATER
C-107	50+46	52+25	PERKINS ST	6" WATER
C-107	52+25	52+58	PERKINS ST	12" WATER
C-107	52+99	53+28	PERKINS ST	12" WATER
C-108	100+73	102+79	STANDLEY ST	6" WATER
C-108	102+79	103+09	STANDLEY ST	12" WATER
C-108	103+58	103+66	STANDLEY ST	6" WATER
C-105/C-110	-0+50	-0+30	SMITH ST	12" WATER
C-105/C-110	0+32	0+66	SMITH ST	12" WATER
C-106/C-111	-0+51	-0+33	HENRY ST	12" WATER

WATER METER LOCATIONS								
DWG NO.	NO.	STATION	DWG NO.	NO.	STATION	DWG NO.	NO.	STATION
C-101	1	6+57	C-103	23	12+47	C-105	45	23+28
C-101	2	5+84	C-103	24	12+99	C-105	46	23+61
C-101	3	6+67	C-103	25	13+83	C-105	47	23+89
C-101	4	6+80	C-104	26	16+90	C-105	48	24+19
C-102	5	7+54	C-104	27	17+15	C-110	49	24+82
C-102	6	8+10	C-104	28	17+17	C-111	60	27+27
C-102	7	8+44	C-104	29	19+44	C-111	61	27+41
C-102	8	8+65	C-104	30	19+76	C-107	62	50+90
C-102	9	9+64	C-107	31	52+36	C-107	63	50+76
C-102	10	7+16	C-104	32	16+36	C-107	64	50+78
C-102	11	7+60	C-104	33	16+67	C-107	65	51+17
C-102	12	9+20	C-104	34	16+69	C-107	66	51+20
C-102	13	11+32	C-104	35	17+19	C-107	67	51+40
C-103	14	11+99	C-104	36	17+46	C-107	68	51+52
C-103	15	12+13	C-104	37	18+47	C-107	69	51+67
C-103	16	12+76	C-104	38	18+73	C-108	70	101+31
C-103	17	13+96	C-104	39	18+76	C-108	71	101+74
C-103	18	15+66	C-104	40	19+01	C-108	72	101+96
C-103	19	11+59	C-104	41	19+05	C-108	73	102+14
C-103	20	11+67	C-104	42	19+06	C-108	74	102+43
C-103	21	11+70	C-104	43	19+13	C-108	75	102+47
C-103	22	11+87	C-105	44	22+83	C-108	76	102+77

FIRE HYDRANT LOCATIONS		
DWG NO.	NO.	STATION
C-101	1	5+35
C-101	2	5+10
C-102	4	9+72
C-102	5	11+43
C-109	6	12+99
C-109	7	13+46
C-110	8	15+43
C-103	9	15+77
C-110	10	18+12
C-104	11	18+15
C-107	12	52+31
C-107	13	53+21
C-108	14	102+83
C-110	16	25+10
C-110	17	25+25
C-111	19	27+64

NOTES:

- REFER TO POTHOLE DATA FOR DEPTH OF (E) PAVING.
- ALL MATERIALS, WORKMANSHIP, TESTING, AND INSPECTIONS SHALL COMPLY WITH CALTRANS STANDARD SPECIFICATIONS AND PROJECT-SPECIFIC SPECIAL PROVISIONS.
- TACK COAT SHALL BE APPLIED PRIOR TO PLACING HMA.
- TRENCHES REQUIRING RESTORATION INCLUDE BUT ARE NOT LIMITED TO THOSE SHOWN IN THIS DETAIL.

1

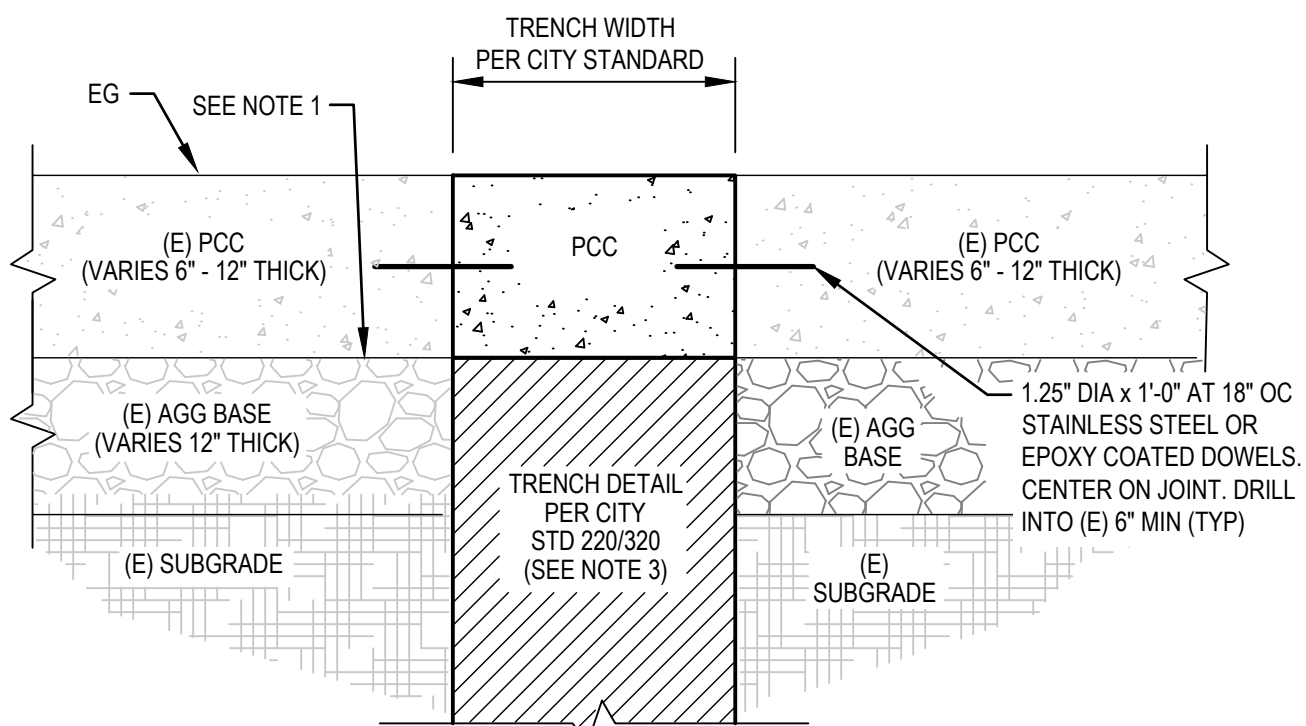
SANITARY SEWER/ POTABLE WATER PERMANENT TRENCH RESTORATION DETAIL AT (E) HMA LOCATIONS

NOT TO SCALE

2

POTABLE WATER TRENCH RESTORATION DETAIL AT (E) HMA LOCATIONS & OUTSIDE PERMANENT TRENCH AREA

NOT TO SCALE



NOTES:

- REFER TO POTHOLE DATA FOR DEPTH OF (E) PAVING.
- PROVIDE (N) JOINT ALONG TRENCH AT (E) JOINT LOCATIONS.
- REFER TO STD DETAIL 220/C-501 FOR SEWER MAIN TRENCH. REFER TO STD DETAIL 32/C-503 FOR WATER MAIN TRENCH.
- LOCATIONS REQUIRING PCC PAVEMENT RESTORATION INCLUDE BUT ARE NOT LIMITED TO THOSE SHOWN IN THIS DETAIL.

SEWER AND WATER MAIN LOCATIONS				
DWG NO.	START STA	END STA	STREET	DESCRIPTION
C-105/C-110	-0+32	0+33	SMITH ST	12" WATER
C-106/C-111	-0+32	-0+08	HENRY ST	12" WATER
C-106/C-111	-0+08	0+55	HENRY ST	6" WATER
C-105 TO C-106	25+20	27+57	STATE ST	10" SEWER
C-110	24+88	24+91	STATE ST/SMITH ST	8" SEWER

FIRE HYDRANT LATERAL LOCATIONS		
DWG NO.	NO.	STATION
C-101	2	5+10
C-102	4	9+69
C-103	-	12+19
C-103	9	15+77
C-104	11	18+15
C-105	15	23+25
C-111	19	27+64
C-106	18	26+99

WATER SERVICE LATERAL LOCATIONS					
DWG NO.	NO.	STATION	DWG NO.	NO.	STATION
C-101	2	5+84	C-104	36	17+46
C-101	3	6+67	C-104	37	18+47
C-101	4	6+80	C-104	38	18+73
C-102	10	7+16	C-104	39	18+76
C-102	11	7+60	C-104	40	19+01
C-102	12	9+20	C-104	41	19+05
C-102	13	11+32	C-104	42	19+06
C-103	19	11+59	C-104	43	19+13
C-103	20	11+67	C-105	50	21+77
C-103	21	11+70	C-105	51	23+10
C-103	22	11+87	C-105	52	23+22
C-103	23	12+47	C-105	53	23+75
C-103	24	12+99	C-105	54	24+80
C-103	25	13+83	C-106	55	25+94
C-104	32	16+36	C-106	56	26+64
C-104	33	16+67	C-106	57	26+77
C-104	34	16+69	C-106	58	26+75
C-104	35	17+19	C-106	59	26+21

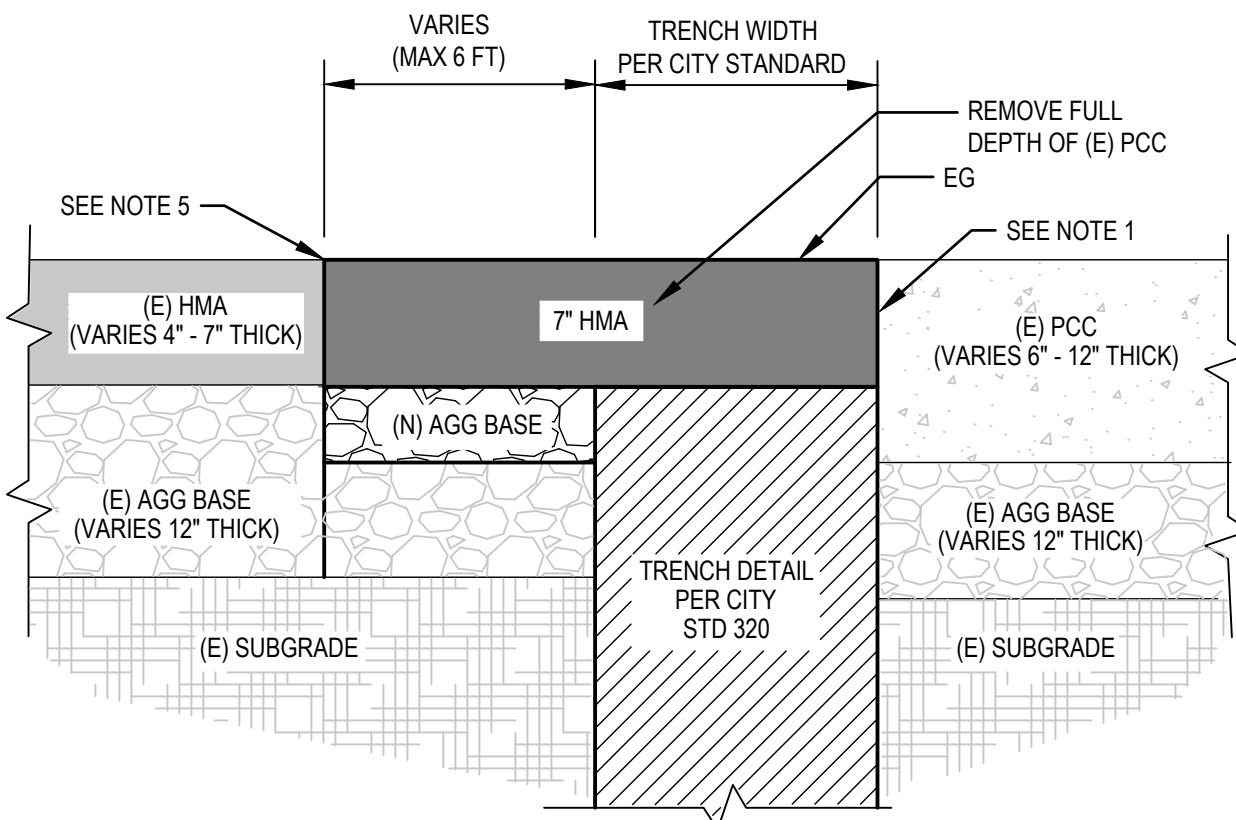
SANITARY SEWER SERVICE LATERAL LOCATIONS					
DWG NO.	NO.	STATION	DWG NO.	NO.	STATION
C-101	1	5+97	C-104	22	16+82
C-101	2	6+12	C-104	23	17+04
C-101	3	5+78	C-104	24	18+89
C-101	4	6+17	C-104	25	19+48
C-101	5	6+61	C-104	26	16+49
C-102	6	7+33	C-104	27	16+98
C-102	7	7+45	C-104	28	18+82
C-102	8	8+28	C-104	29	18+96
C-102	9	8+80	C-104	30	19+28
C-102	10	9+26	C-105	31	23+41
C-102	11	11+37	C-105	32	23+54
C-102	12	7+06	C-105	33	23+68
C-102	13	7+36	C-105	34	23+83
C-102	14	8+61	C-105	35	21+67
C-102	15	10+40	C-105	36	23+01
C-102	16	10+99	C-105	37	24+33
C-103	17	12+31	C-106	38	25+88
C-103	18	13+90	C-106	39	26+09
C-103	19	14+77	C-106	40	26+55
C-103	20	15+24	C-106	41	26+31
C-104	21	16+49			

NOT TO SCALE

4

WATER MAIN TRENCH RESTORATION DETAIL AT (E) PCC PAVEMENT

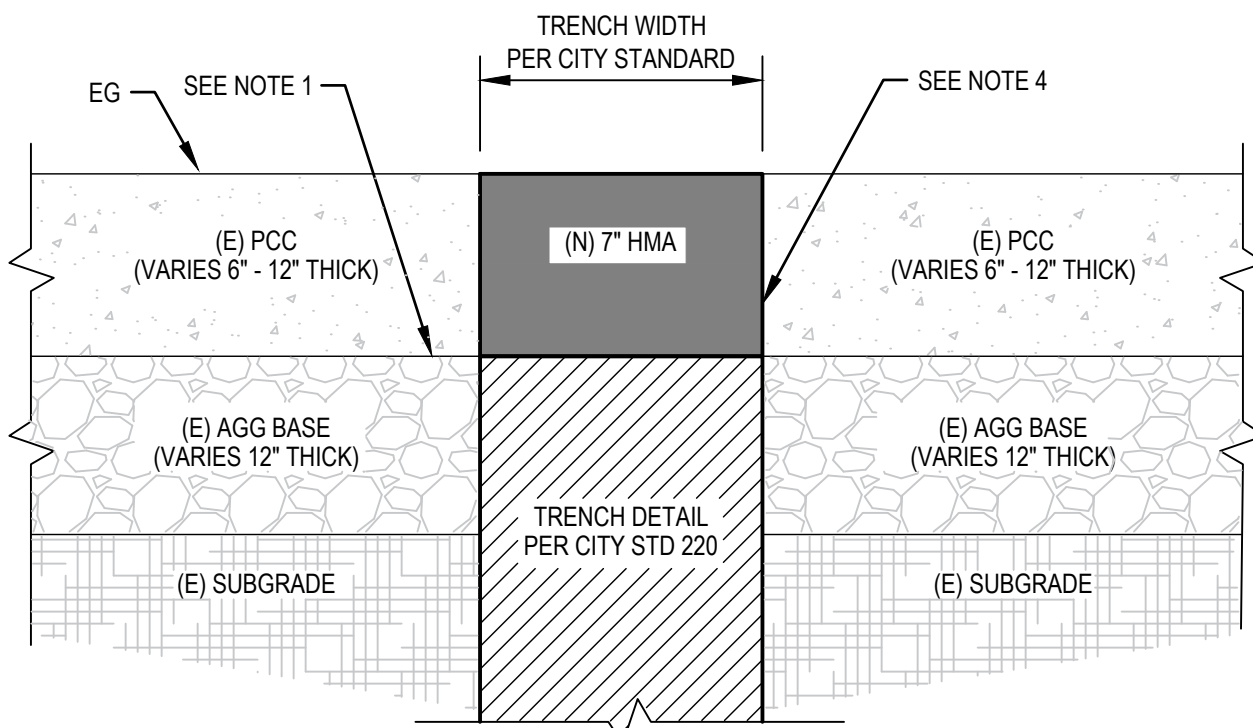
NOT TO SCALE



NOTES:

- REMOVE (E) PCC TO EDGE OF (E) HMA, MATCH (E) TRENCH.
- ALL MATERIALS, WORKMANSHIP, TESTING, AND INSPECTIONS SHALL COMPLY WITH CALTRANS STANDARD SPECIFICATIONS AND PROJECT-SPECIFIC SPECIAL PROVISIONS.
- REFER TO STD DETAIL 320/C-503 FOR WATER MAIN TRENCH.
- TRENCHES REQUIRING RESTORATION INCLUDE BUT ARE NOT LIMITED TO THOSE SHOWN IN THIS DETAIL.
- TACK COAT SHALL BE APPLIED PRIOR TO PLACING HMA.

WATER MAIN LOCATIONS				
DWG NO.	START STA	END STA	STREET	DESCRIPTION
C-103 TO C-105	11+59	24+86	STATE ST	12" WATER
C-101/C-109	-0+10	0+10	MILL ST	6" WATER
C-103/C-109	-0+13	0+09	CLAY ST	12" WATER
C-104/C-110	-0+20	0+14	CHURCH ST	12" WATER
C-107	52+58	52+98	PERKINS ST	12" WATER
C-108	103+09	103+22	STANDLEY ST	12" WATER
C-108	103+22	103+58	STANDLEY ST	6" WATER



NOTES:

- REFER TO POTHOLE DATA FOR DEPTH OF (E) PAVING.
- REFER TO STD DETAIL 220/C-503 FOR SANITARY SEWER MAIN TRENCH.
- TRENCHES REQUIRING RESTORATION INCLUDE BUT ARE NOT LIMITED TO THOSE SHOWN IN THIS DETAIL.
- TACK COAT SHALL BE APPLIED PRIOR TO PLACING HMA.

SANITARY SEWER LOCATIONS			
DWG NO.	START STA AND OFFSET	END STA	DESCRIPTION
C-101 TO C-105	4+73	24+93	10" SEWER
C-102	10+61, 7.91 LEFT	10+63	8" SEWER
C-103	13+16, 18.07 LEFT	13+15	8" SEWER
C-103	15+58, 19.49 LEFT	15+58	8" SEWER
C-104	17+99, 19.28 LEFT	17+99	10" SEWER
C-104	20+30, 19.86 LEFT	20+30	8" SEWER
C-105	22+53, 20.17 LEFT	22+53	8" SEWER
C-105	24+89, 23.00 LEFT	24+91	8" SEWER

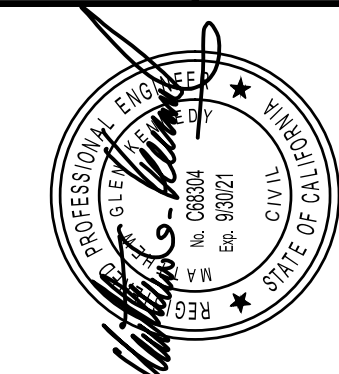
3

SANITARY SEWER, WATER MAIN AND SERVICE LATERALS TRENCH RESTORATION DETAIL AT (E) PCC PAVEMENT

SANITARY SEWER TRENCH RESTORATION DETAIL AT (E) PCC LOCATIONS

NOT TO SCALE

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MARK	DATE	CONFORM SET	DESCRIPTION	ISSUE

CITY OF UKIAH
DOWNTOWN WATER & SANITARY SEWER REPLACEMENT PROJECT
CIVIL DETAILS - 5

PROJ NO: 11191705
DRWN: SJD CHKD: CW

C-505

SHEET 22 OF 22

SPEC NO. 2019-17

DOWNTOWN WATER AND SANITARY SEWER REPLACEMENT PROJECT

STATE ST. - CLAY TO MILL UNDERGROUND PROJECT

CONSTRUCTION RESPONSIBILITIES

A. CONTRACTOR TO FURNISH AND/OR INSTALL:

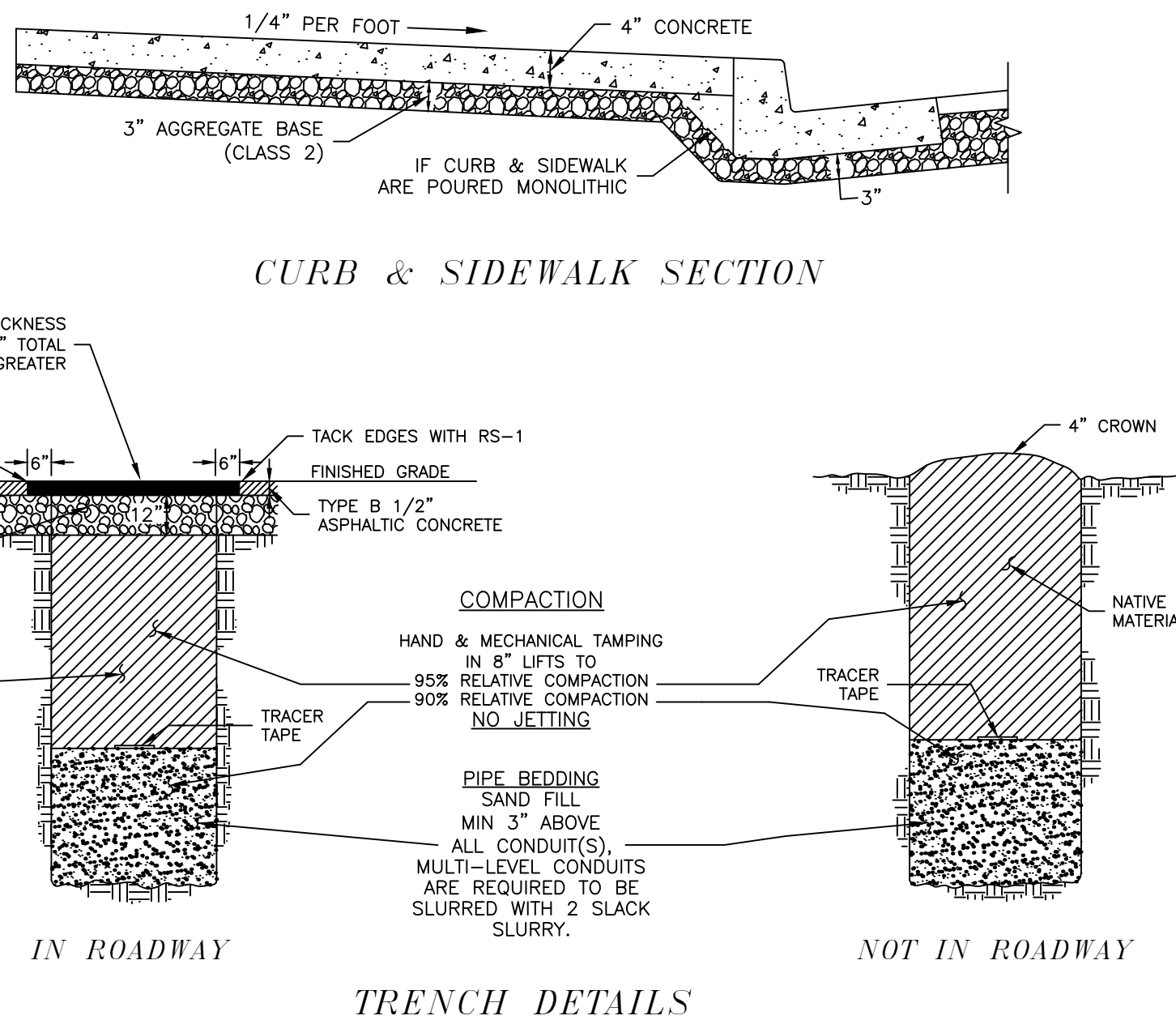
- All trenching, backfill and compaction per City Specifications, AT&T requirement and Comcast Specifications.
- Clean sand shall be used to backfill to a minimum of 3 in. above conduit(s) when a single layer of conduit is placed. Slurry cement per Caltrans Specification 19.3.02E shall be used when more than one conduit layer is present or conduits are placed in spacers.
- All conduit, see Conduit Table A.
- Remove and replace existing asphalt concrete and sidewalk as required to install conduits and related equipment.
- All conduit stubs for future electric, phone and cable.
- Prove and install pull line (Mule Tape - 2500 lbs., $\frac{3}{4}$ " polyester) in all conduit (electric, phone and cable).
- Exact grade and location for:
 - All pad-mounted Equipment
 - Primary vaults, pedestals and box pads
 - CATV vaults and boxes
 - AT&T boxes
 - Secondary electric boxes
- Excavation, backfill and compaction for primary vaults, including installation of 12" to 18" of drain rock below vault. Hydro hammer is not to be used around substructures. City of Ukiah to inspect primary junction box upon project backfill completion. Box to be set level and flush with adjacent paving.
- Primary vault (installation only). Primary vault to be Ukiah 504 with 6" riser and cover. Primary vault to be installed per City of Ukiah Specification 317 2530.
- Padmount transformer box pad (installation only). Padmount transformer box pad to be installed per City of Ukiah Specification 922 5402 & 317 2425(4).
- Primary Pedestal enclosure box pad (installation only). Pedestal enclosure box pad to be installed per City of Ukiah Specification 922 5405 & 317 2431.
- Grounding per Electrical Construction Standard 314 1007 at each primary vault, primary junction box and grounding per Electrical Construction Standard 314 1008 at each transformer pad, primary pedestal enclosure, primary riser and each location otherwise noted on plans.
- CATV SERVICE VAULTS - shall be N30, N36 & B48 (w/ 10" extension) per Comcast Specifications. Service box shall be Oldcastle Precast and marked CABLE TV. The cover shall be a reinforced concrete lid. Conduit entry and service box placement shall meet Comcast Specifications.
- AT&T SERVICE BOXES - shall be Jensen Precast K243630AT with H-20 traffic rated non-skid covers or approved equal.
- Signage along State Street indicating that all businesses are open at each end of the project and all intersections. Signage must be approved by the City of Ukiah Electric Utility Department.
- Bumper posts per City of Ukiah Specification 326 1503.

B. CITY OF UKIAH TO SUPPLY THE FOLLOWING MATERIALS AND SERVICES:

- Inspection of all electrical substructures prior to backfill.
- Primary vault(s) (one (1)) (material only).
- Padmount transformer box pad(s) (material only).
- Primary pedestal enclosure box pad(s) (material only).
- Secondary services boxes (material only).

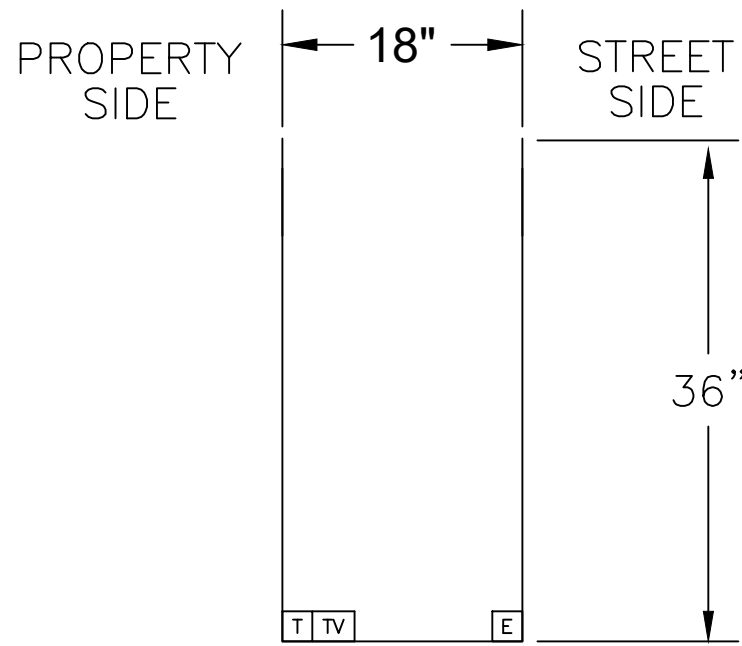
CONSTRUCTION NOTES:

- Electrical substructures (conduit, grounding) shall be inspected by the UEUD for proper installation prior to backfill of any excavation. You may call the UEUD at (707) 467-5775 to schedule inspection. The Contractor shall notify the UEUD 48 hours in advance of any inspection to be performed outside of the normal workday (Monday through Thursday). Contractor shall pay all overtime premiums associated with inspections outside of the normal workday.
- Contractor to be responsible for condition of all substructures (for exampl, trench settlement, damaged substructures, etc.) until one year after the date of completion of project.
- Contractor shall do no excavating until all utility agencies have been given the opportunity to mark their facilities in the field.
- Contractor shall pothole all underground utilities locations to determine exact depth prior to trenching.
- All landscape shall be returned to its original condition.
- No lane closures permitted during the PM peak hours - 4:30 PM to 5:30 AM.
- Existing utilities are shown in approximate locations based on available records. Service laterals are not indicated. However it is the Contractor's responsibility to determine actual vertical and horizontal alignments of any and all utilities in the vicinity of the work area prior to any work being performed and shall adjust the depth of the new utilities to clear as directed by the Engineer. The City of Ukiah and the Engineer assume no responsibility for underground obstructions that may be encountered.
- Any damages to City or other utilities caused by project operations shall be the contractor's responsibility.
- Caution shall be exercised when digging within the dripline of any tree. Roots larger than 2 inches shall not be cut without permission from the Engineer. In the event that a tree root larger than 2 inches needs to be removed, the root pruning shall be performed by a City approved licensed arborist only. Contact the city Public Works Department for a list of approved arborists.
- Contractor shall protect and preserve City survey monuments. If not possible contractor shall coordinate 10 days in advance with City of Ukiah for referencing of existing monuments prior to work in the area. If monument(s) are disturbed contractor shall reconstruct per City Standards.
- Contractor shall notify all business owners within the construction zone of proposed work schedule at the start of project.
- Contractor shall notify all business owners 48 hours in advance of any construction or disruption of traffic flow impacting the property and any driveway closures.
- Contractor shall replace curb and gutter at contractor's expense where excavation disturbs supporting soil under the curb and gutter per special provisions.
- Contractor shall remove and replace sidewalk and concrete planter strips to the nearest transverse score mark on both sides as required by the Engineer for conduit installations. The cost of concrete removal and replacement for utility installations shall be considered included in the various utility items of work.
- All trenches shall be backfilled and compacted per City Specifications.
- Trench depth and location may have to be adjusted slightly in the field to avoid existing facilities.
- All conduit shall be proved in a manner acceptable to the UEUD. Conduit shall be free of dirt, rocks or other obstructions which could prevent, hinder or harm the installation of electric cable.
- Maximum deflection of a 20' section of conduit shall be 5" unless pre-made bends are used.
- Standard interlocking conduit spacers that provide a separation of 2" (min) between conduit shall be used, where specified. Spacers shall be spaced 5' apart (max.) or where conduit transitions are made.
- Mule Tape shall be installed in all conduits (electric, phone & cable). The open end of all conduits must be protected in a manner that prohibits dirt or debris from entering.
- The ends of all stub conduits shall be securely capped. Below ground at capped location, one Greenlee Unimarker electronic marking device shall be placed for each type of conduit using the uniform color code.
- The City of Ukiah Electric Utility Department will assist the contractor with the installation of all conduit into energized equipment (vaults, pads or boxes). Customer service outage time should be held to a minimum and shall not exceed one working day.

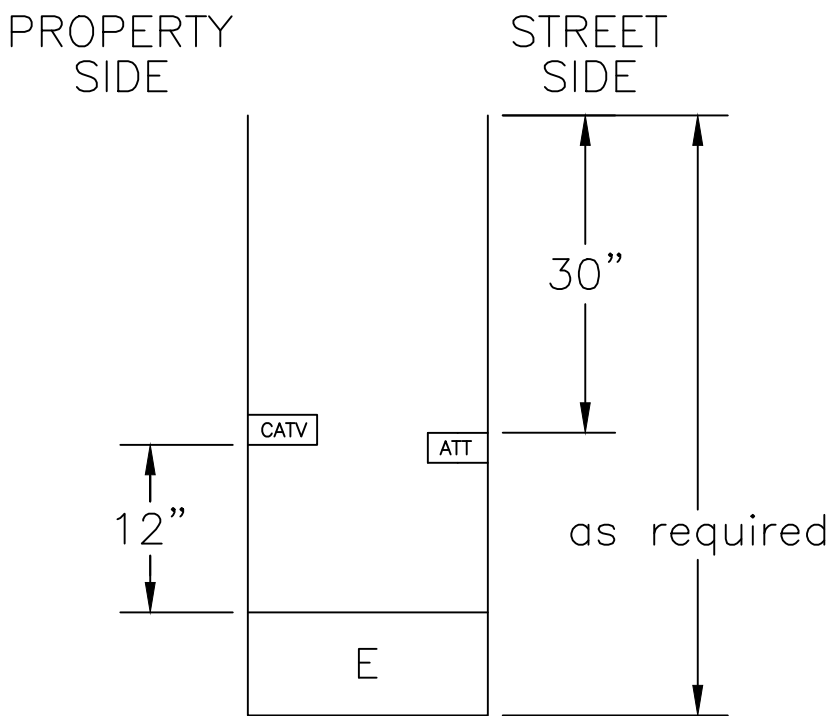


TRENCH SPECIFICATIONS

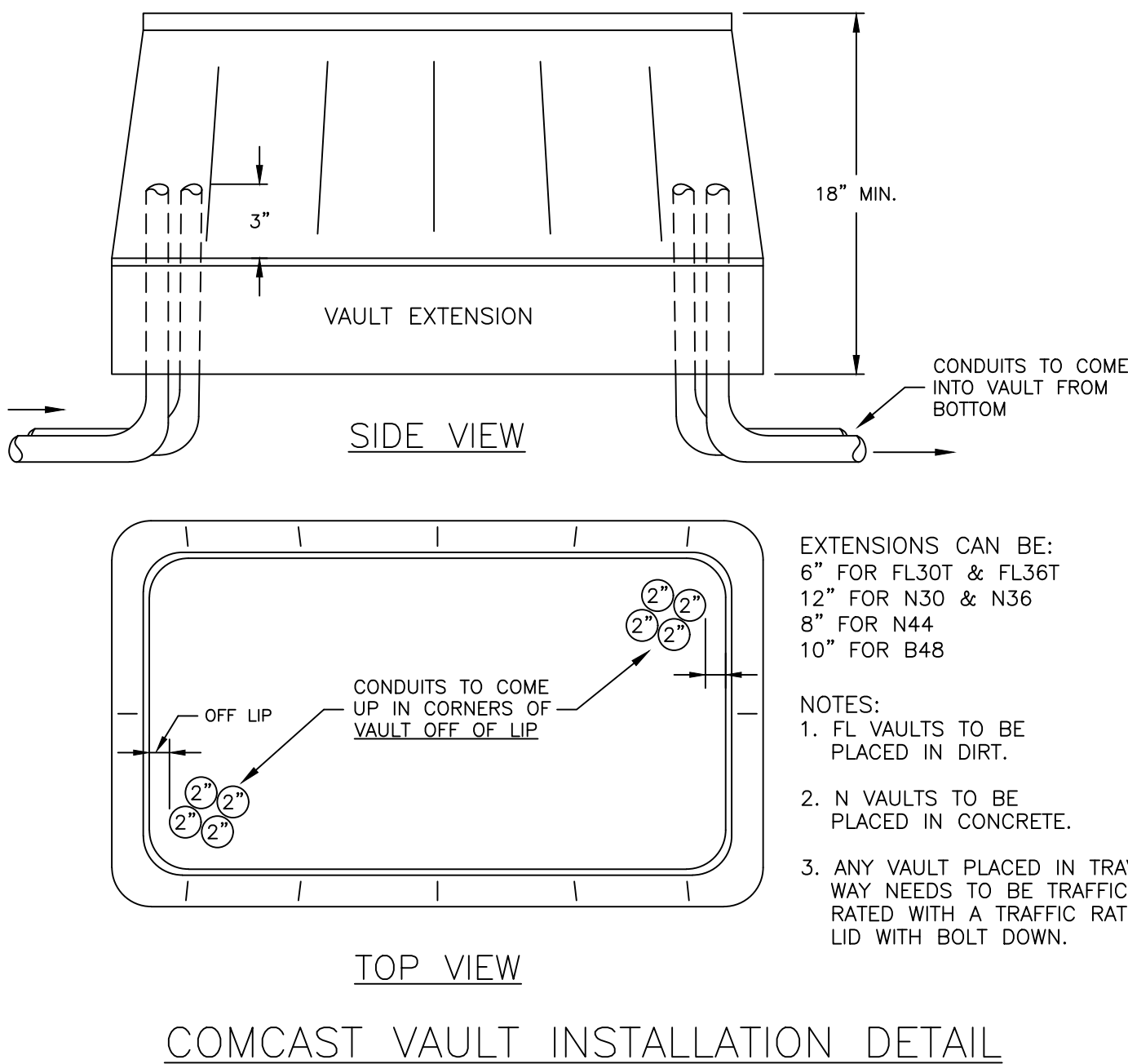
- CONFORM TO THESE SPECIFICATIONS AND REQUIREMENTS OF THE CITY ENGINEER.
- COMPACTION: CONFORM TO SECTION 19-5, "COMPACTION" OF CALTRANS STANDARD SPECIFICATIONS, THESE PLANS, AND REQUIREMENTS OF THE CITY ENGINEER. CONTRACTOR TO PROVIDE INDEPENDENT MATERIALS AND COMPACTION TESTING.
- AGGREGATE SUBBASE: CLASS 3. CONFORM TO SECTION 25, "AGGREGATE SUBBASES", OF CALTRANS STANDARD SPECIFICATIONS. SUBJECT TO CITY ENGINEER'S INSPECTION AND APPROVAL, REUSE EXISTING SURFACING AND AGGREGATE BASE. CRUSH A.C. PAVEMENT FOR REUSE AS REQUIRED. IF EXISTING MATERIAL IS INSUFFICIENT IN QUALITY OR QUANTITY USE CLASS 2 AGGREGATE SUBBASE.
- AGGREGATE BASE: CLASS 2, CONFORM TO SECTION 26, "AGGREGATE BASES", OF CALTRANS STANDARD SPECIFICATIONS.
- ASPHALT CONCRETE: TYPE B. CONFORM TO SECTION 39, "ASPHALT CONCRETE", OF CALTRANS STANDARD SPECIFICATIONS.
- FOG SEAL COAT: CONFORM TO SECTION 37, "BITUMINOUS SEALS", OF CALTRANS STANDARD SPECIFICATIONS.
- CONCRETE: CLASS B. CONFORM TO SECTION 90, "PORTLAND CEMENT CONCRETE", OF CALTRANS STANDARD SPECIFICATIONS.
- TRAFFIC STRIPES: CONFORM TO SECTION 84, "TRAFFIC STRIPES AND PAVEMENT MARKINGS", OF CALTRANS STANDARD SPECIFICATIONS.
- ANY SIDEWALK REMOVAL AND REPLACEMENT SHALL BE DONE TO SCORE LINES.



TRENCH DETAIL



STANDARD JOINT TRENCH DETAIL



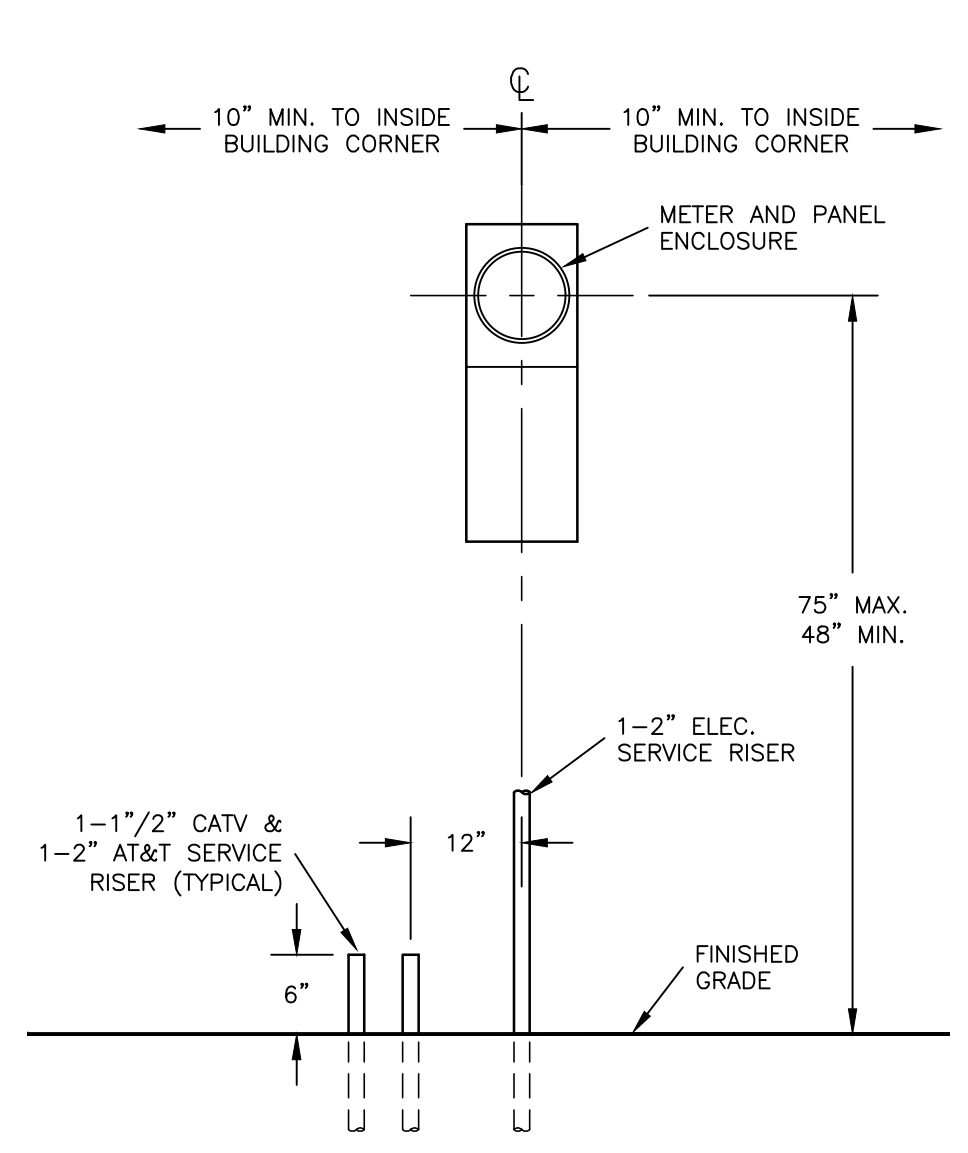
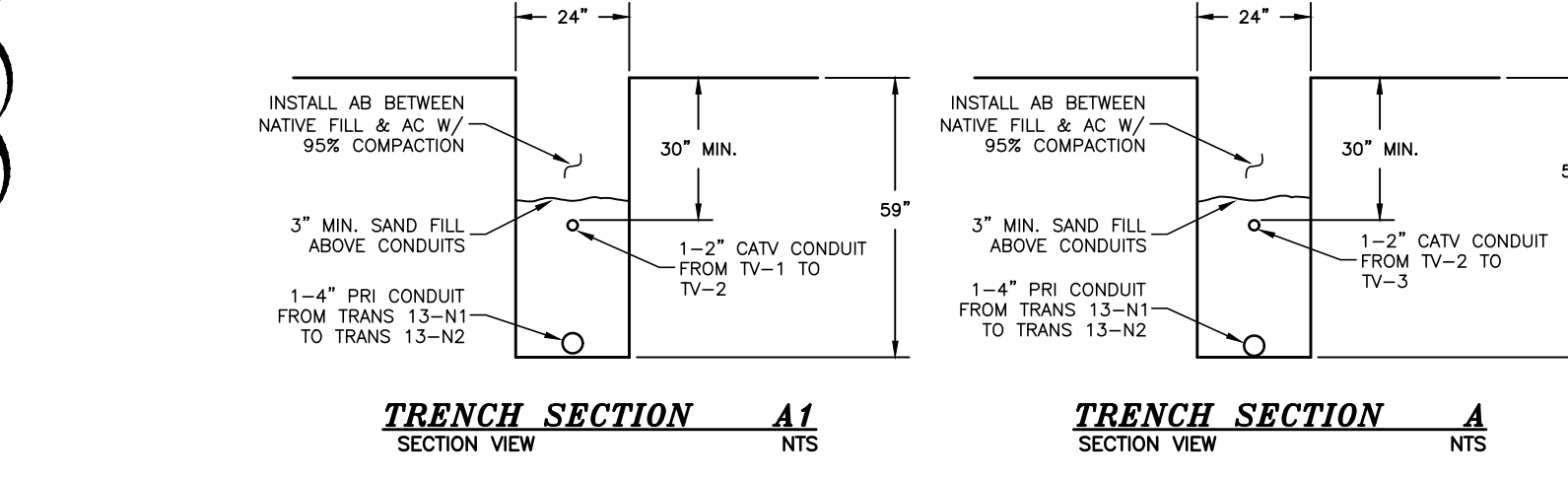
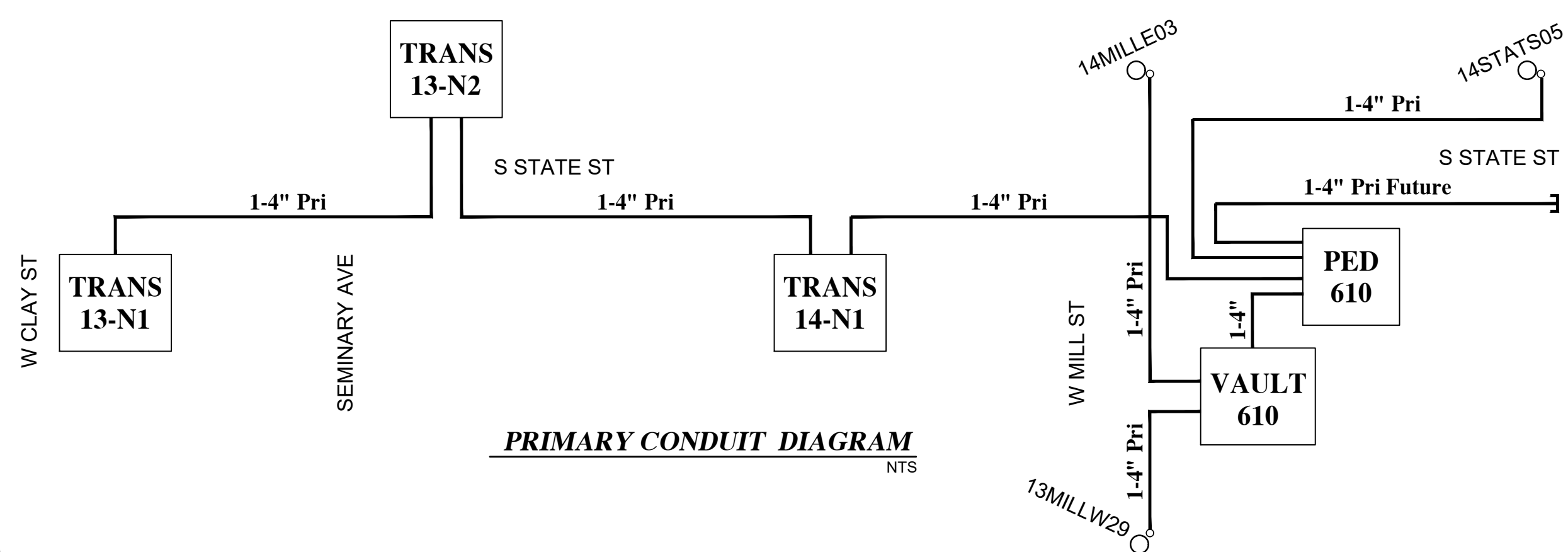
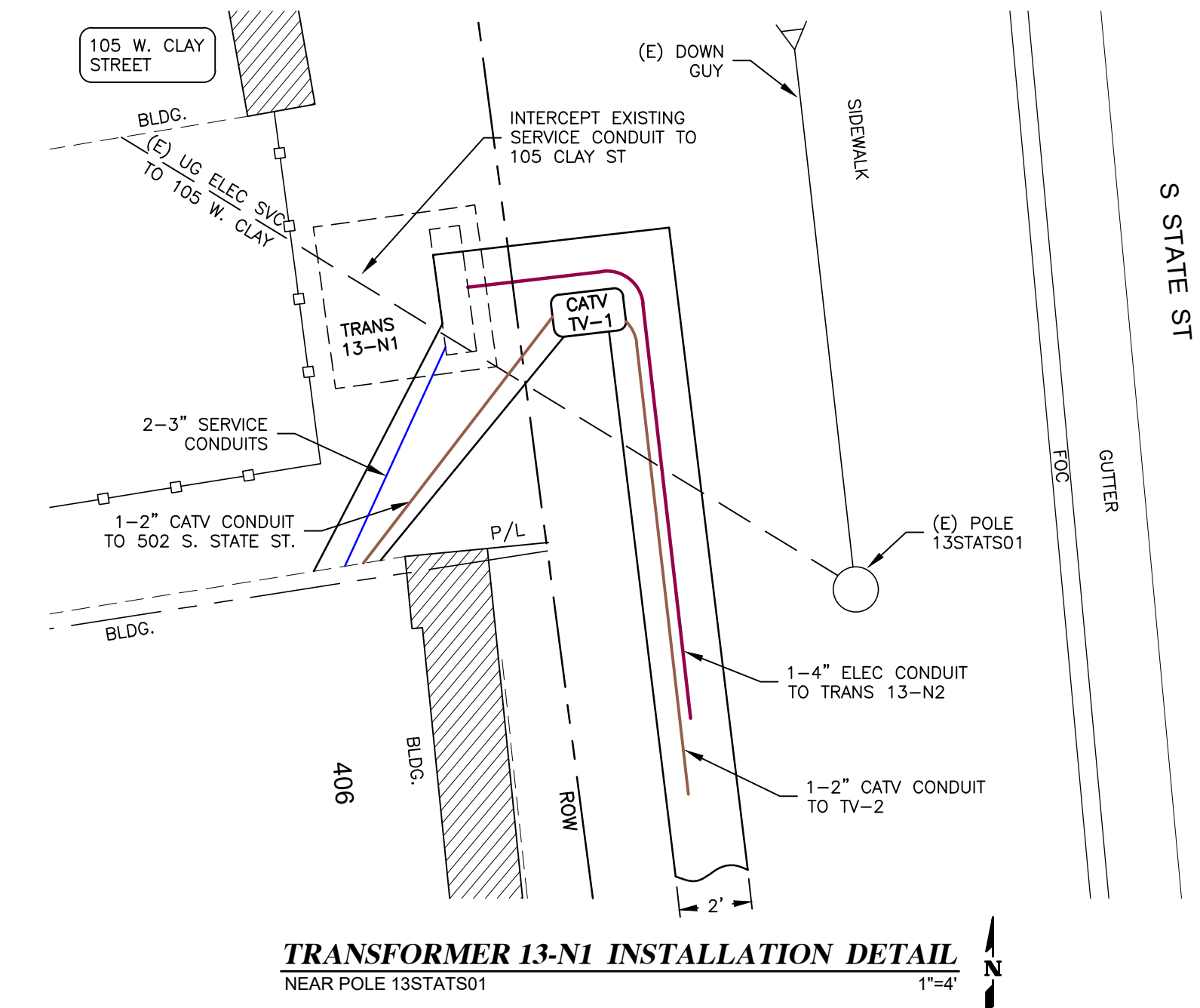
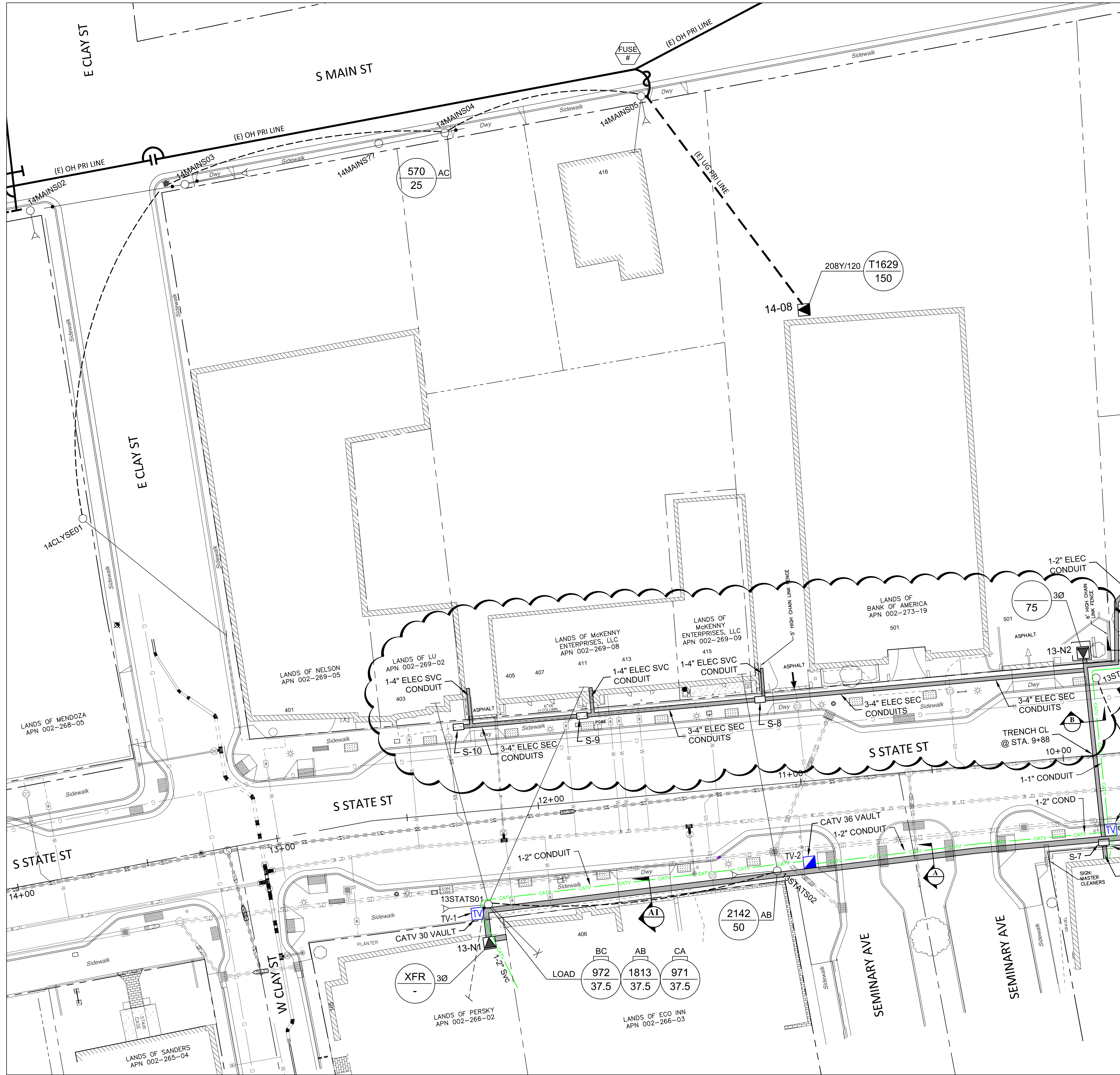
COMCAST VAULT INSTALLATION DETAIL

CONDUIT TABLE A					
Conduit in Trench ¹	Minimum Radius 90° Elbows	Size	Electric	Cable TV	Phone
		1"	18"	18"	-
		2"	24"	24"	24"
		3"	36"	24"	-
		4"	36"	-	24"
		6"	48"	-	-
	Conduit Type	AII	PVC 40 ²	PVC 40	PVC 40
Streetlight Boring Conduit ³	Fittings Type	AII	TC-3 Long Line Couplings		
	Standards	AII	NEMA TC-2 UL 651 UL 514B		
	Color	AII	Gray	White	Gray or White
	Marking	AII		"CATV" Every 5'	
Streetlight Boring Conduit ³	Conduit Type	1"	HDPE Smoothwall Sch 40	N/A	N/A
	Standards	AII	NEMA TC 7 ANSI D1248	N/A	N/A
	Color	AII	Gray	N/A	N/A

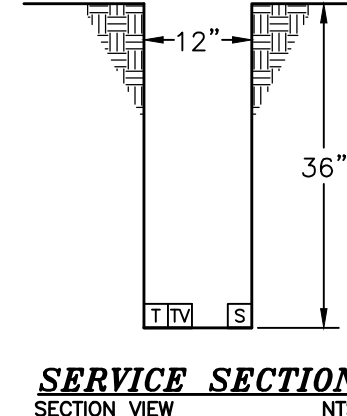
1. Conduits shall be joined using a medium body, clear, electrical conduit PVC solvent cement approved by the UEUD.
2. Risers locations to be schedule 80 elbows and conduit. Conduit shall be stubbed 6" above ground level and mounted per spec 311 2007.
3. Conduit shall be installed by horizontal directional drilling (boring). Conduit shall be equipped with SILICORE® inner lining or approved equivalent system for ease of installing conductor. Conduit shall be continuous - couplings or joints are not permitted except couplings may be used immediately adjacent to streetlight foundations, junction boxes and for power sources for connection of a schedule 40 elbow to the HDPE conduit. Couplings shall be of the compression type.



CITY OF UKIAH ELECTRIC UTILITY DEPARTMENT				APPROVED BY:		TITLE: STATE ST. - CLAY TO MILL UNDERGROUND PROJECT	W.O. 1901	
							GRID 13 & 14	
							SCALE NONE	
							DWG. No. -	
8/16/19	AMS	AMS				SHEET 1 of 6		
DATE	DESIGNED	DRAWN	CHECKED	AS BUILT				



LEGEND:			
	PADMOUNT TRANSFORMER (SIZE AS NOTED)		EXISTING PADMOUNT TRANSFORMER
	PRIMARY PULL BOX		EXISTING PRIMARY PULL BOX
	PRIMARY VAULT		EXISTING PRIMARY VAULT
	SWITCH		EXISTING SWITCH
	SECONDARY SERVICE JUNCTION BOX		EXISTING SECONDARY SERVICE JUNCTION BOX
	WATER METER (WM)		EXISTING CATV VAULT (SIZE AS NOTED)
	AT&T MANHOLE (NUMBER & SIZE AS NOTED)		STREETLIGHT LOCATION
	AT&T SERVICE BOX (NUMBER & SIZE AS NOTED)		4" CONDUIT FOR PRIMARY CONDUCTOR
	NEW JOINT TRENCH (AT&T, CATV, ELEC)		AT&T SCH-40 CONDUIT (SIZE AS NOTED)
	EXISTING JOINT TRENCH (AT&T, CATV, ELEC)		COMCAST SCH-40 CONDUIT (SIZE AS NOTED)
	CATV TRENCH ONLY		EXISTING JOINT TRENCH (UTILITIES AS IDENTIFIED)
	ELECTRIC TRENCH ONLY		EXISTING UNDERGROUND SERVICE
	AT&T TRENCH ONLY		TRENCH SECTION IDENTIFIER
	CATV - 48 VAULT - 48"x30"x12" W/ 1'-10" EXTENSION		TRENCH SECTION SYMBOL
	CATV - 36 VAULT - 17"x30"x18"		SHEET NUMBER
	CATV - 30 VAULT - 13"x24"x18"		

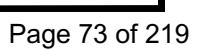
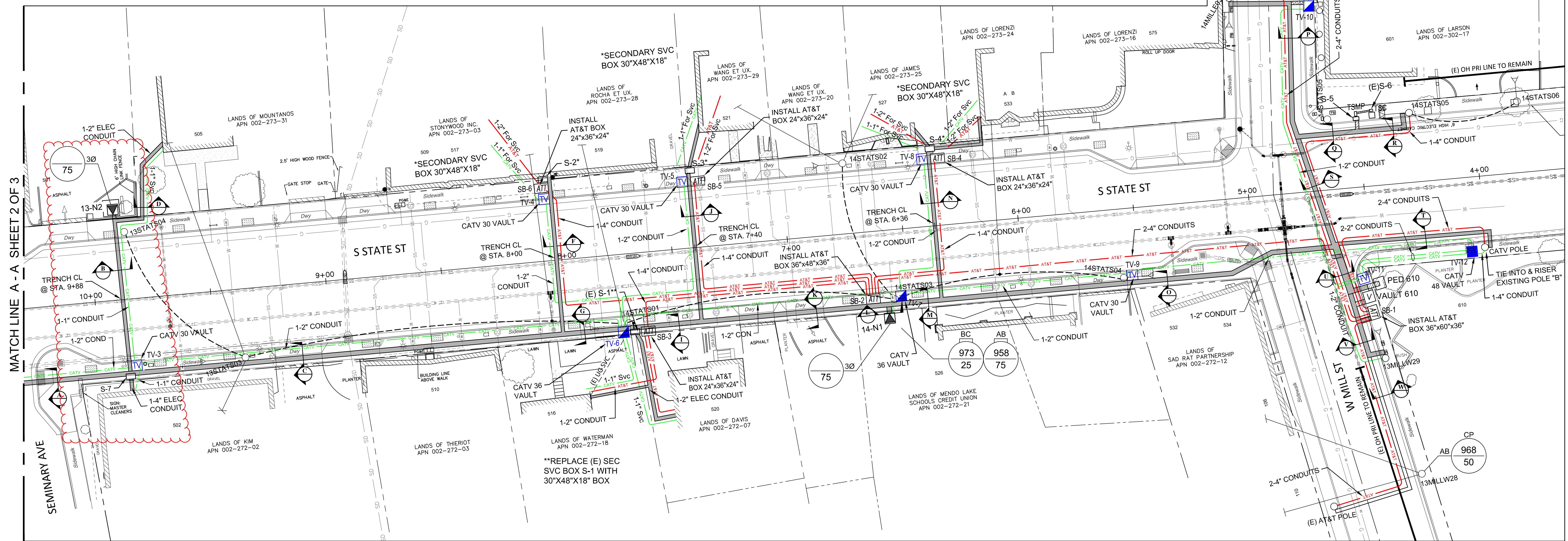


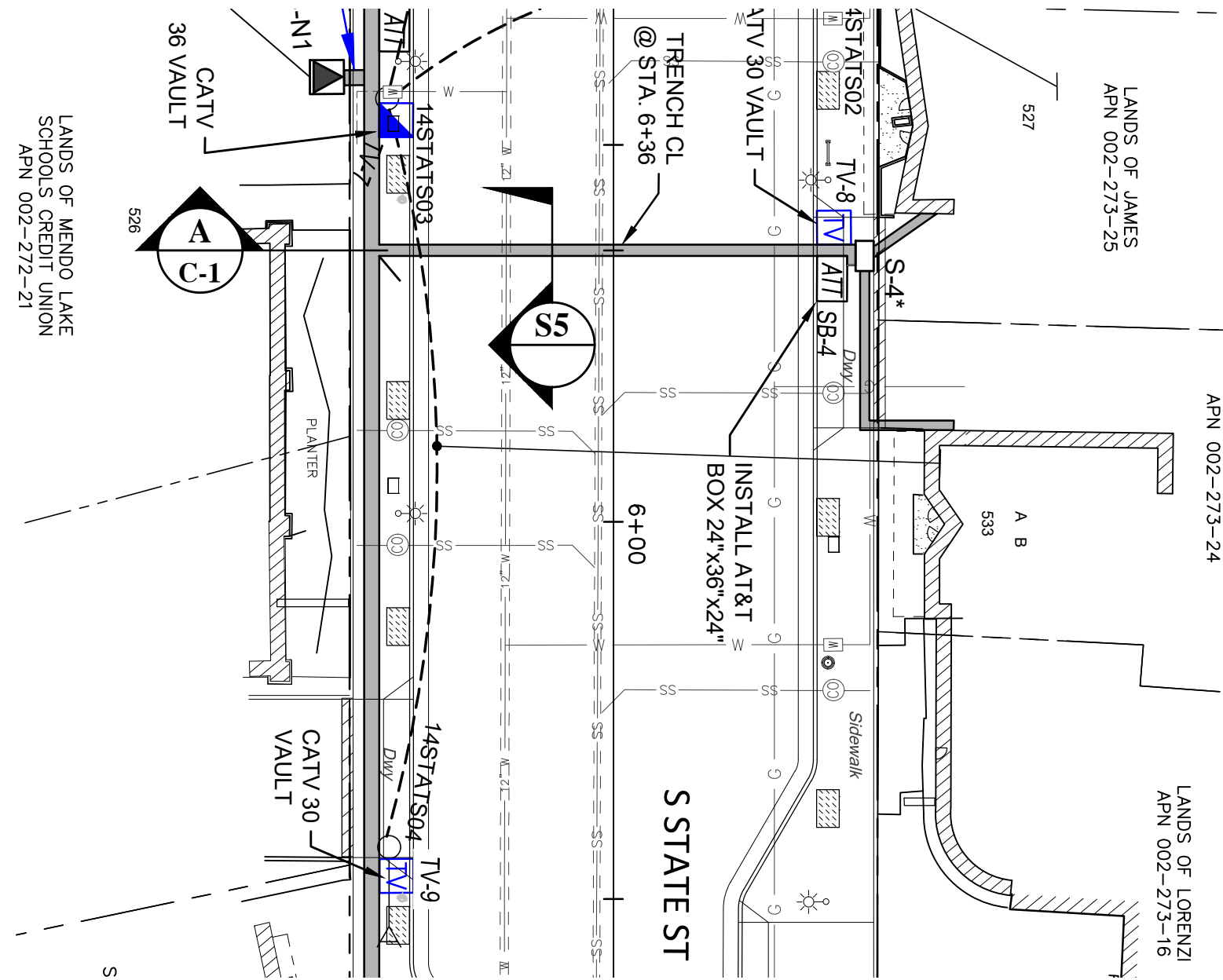
WARNING
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NOT TO SCALE.



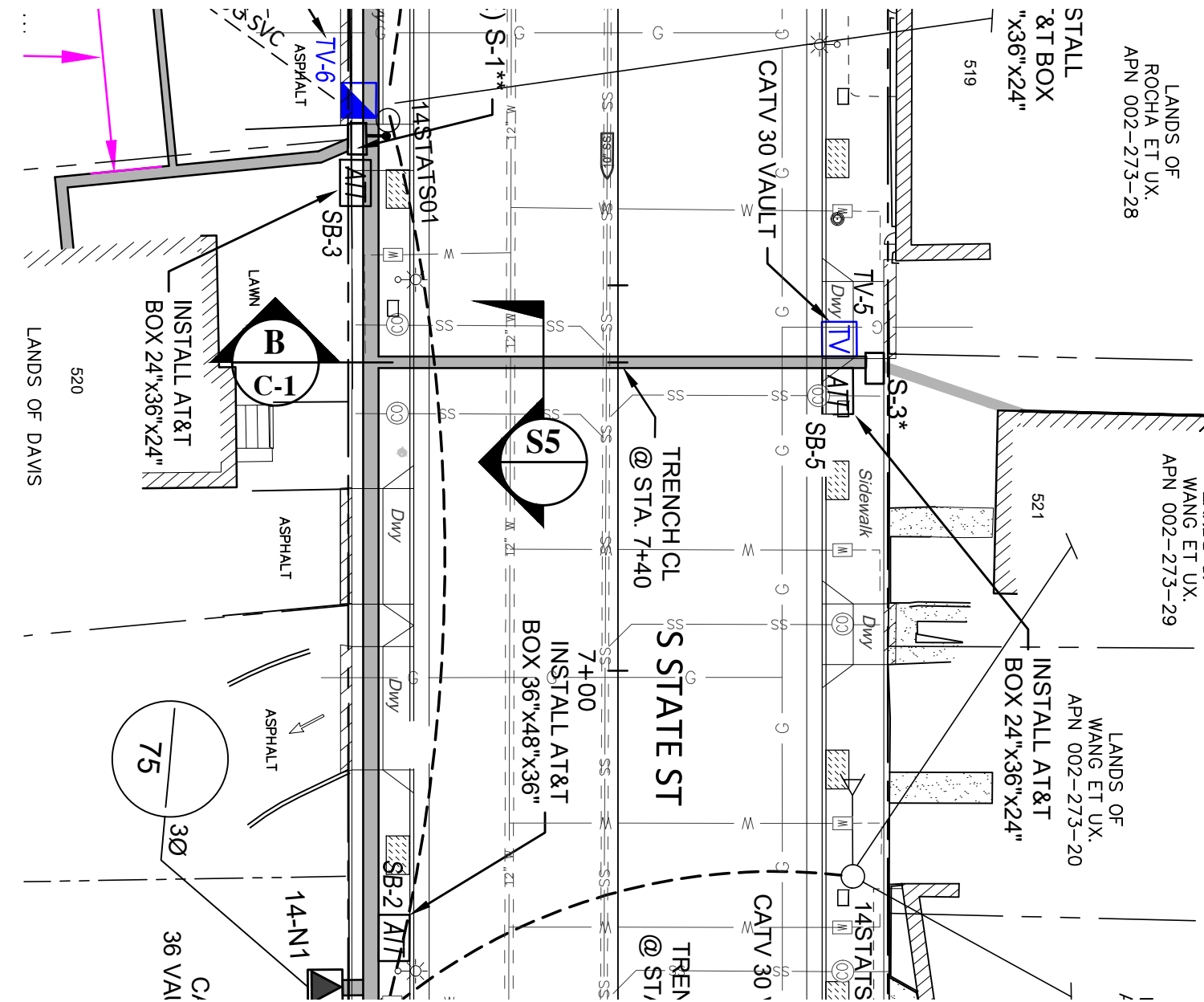
CITY OF UKIAH ELECTRIC UTILITY DEPARTMENT					APPROVED BY:	
8/16/19	AMS	AMS				
DATE	DESIGNED	DRAWN	CHECKED	AS BUILT		

2 REVISION TO MOVE TRANSFORMER TO B OF A 10-15-20 AMS AMS					
1	REVISIONS PER UNDERGROUND UTILITY MEETING ON NOVEMBER 26, 2019	12-8-19	AMS	AMS	
No.	REVISIONS	DATE	DSG. BY	BY	CKD APPD
TITLE:					W.O. 1901
STATE ST. - CLAY TO MILL UNDERGROUND PROJECT					GRID 13 & 14
					SCALE 1" = 20'
					DWG. No. -
					SHEET 2 of 6

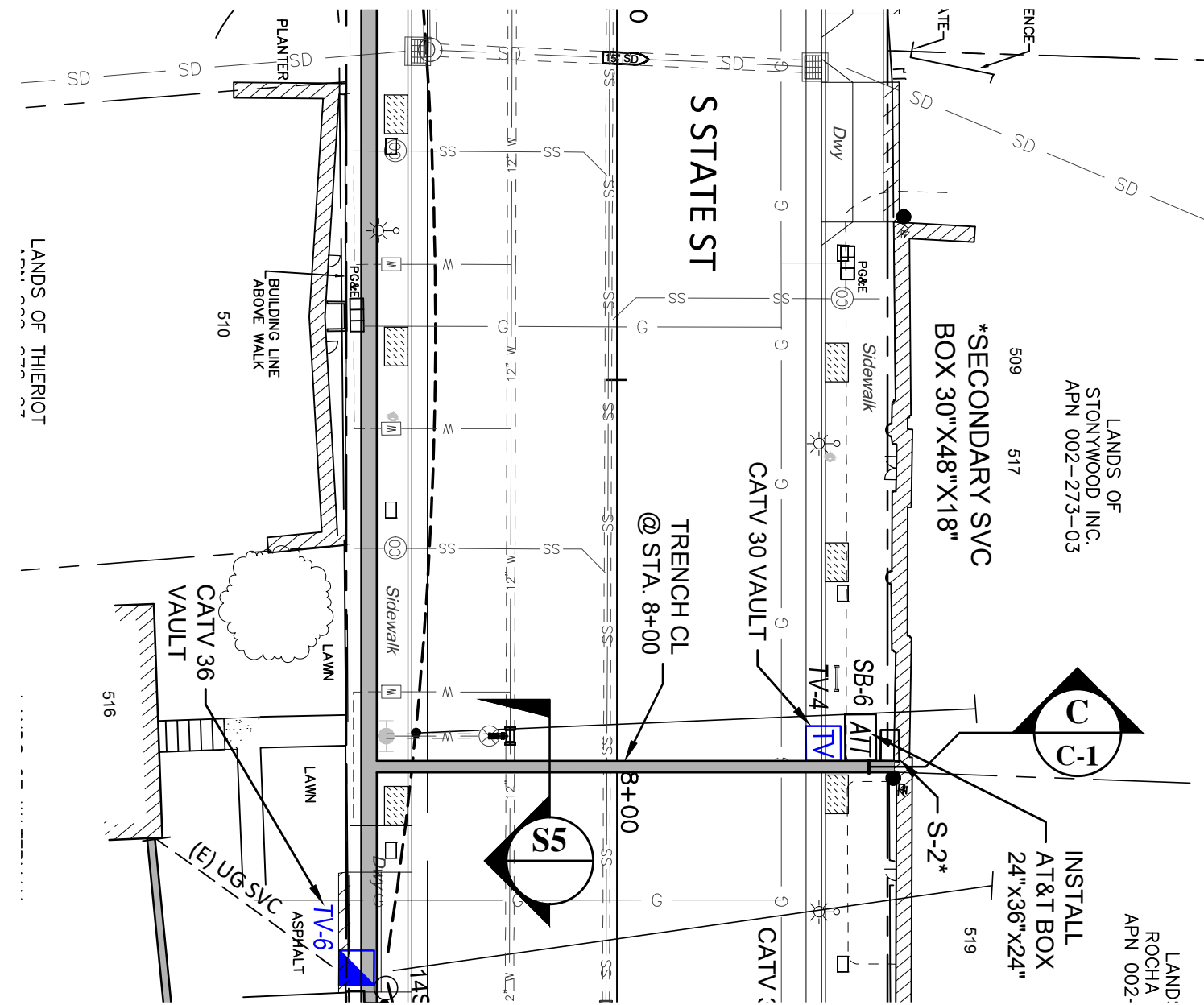




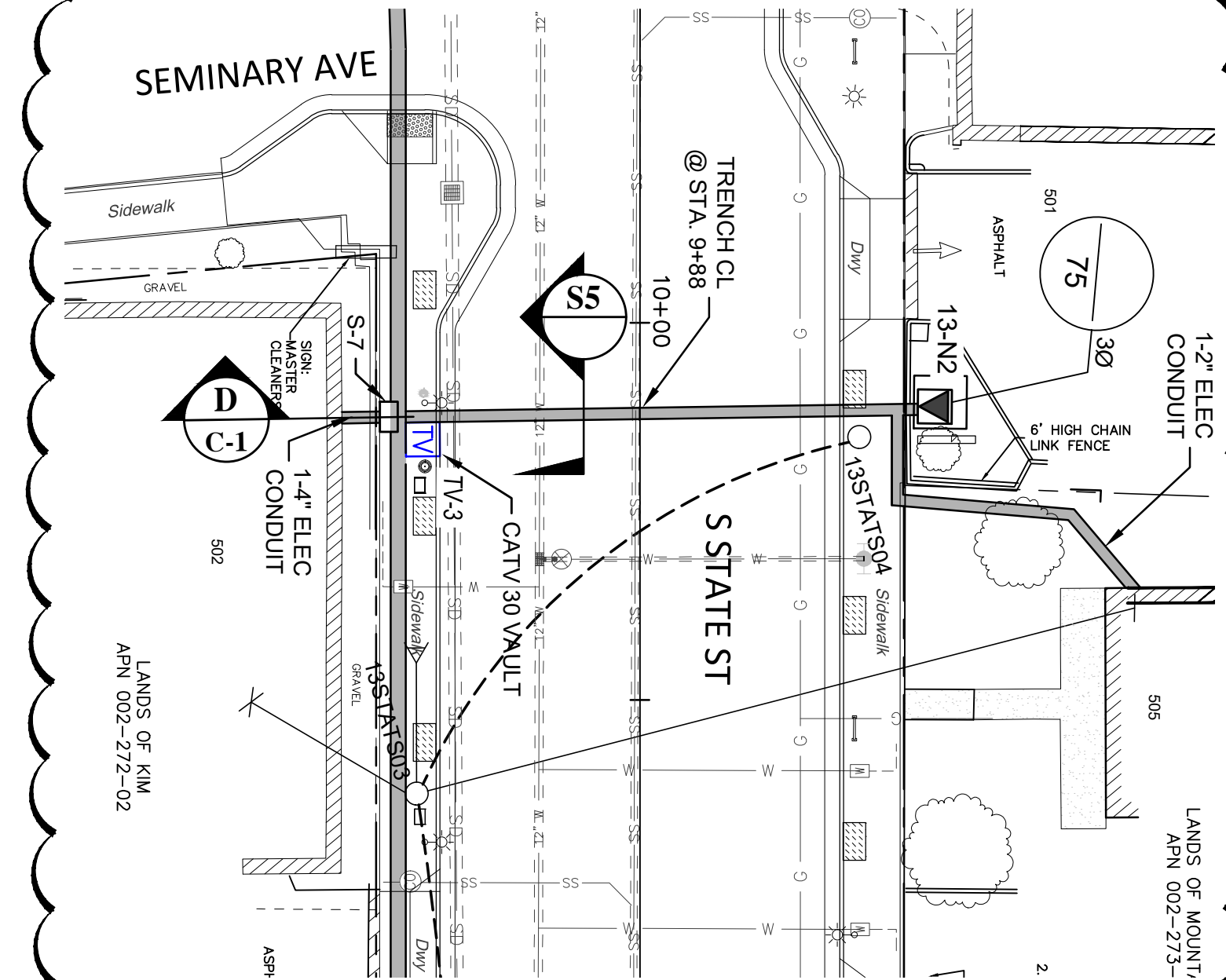
A STATE STREET UTILITY PLAN - STA 6+36
Scale: 1"=20'



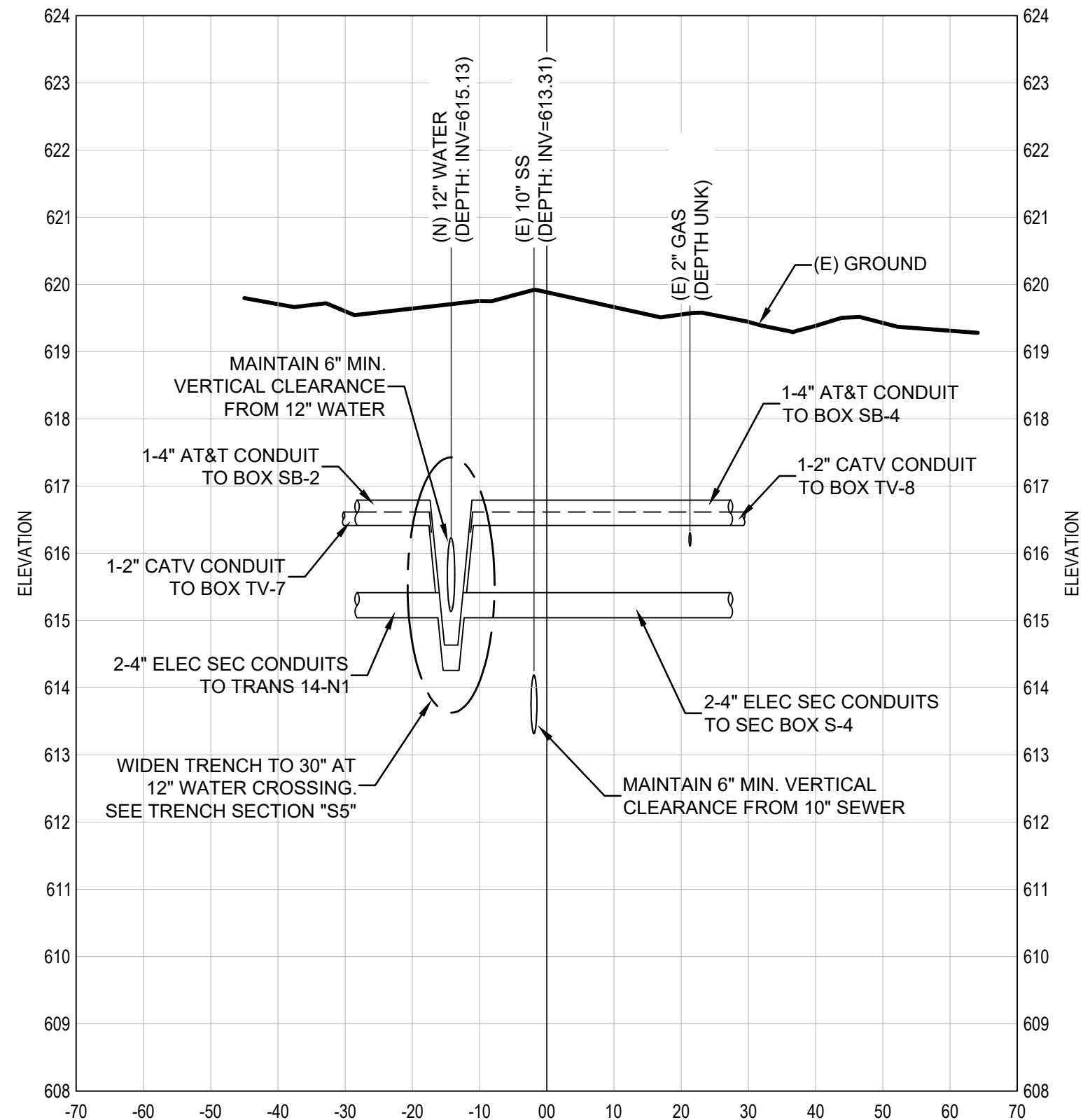
B STATE STREET UTILITY PLAN - STA 7+40
Scale: 1"=20'



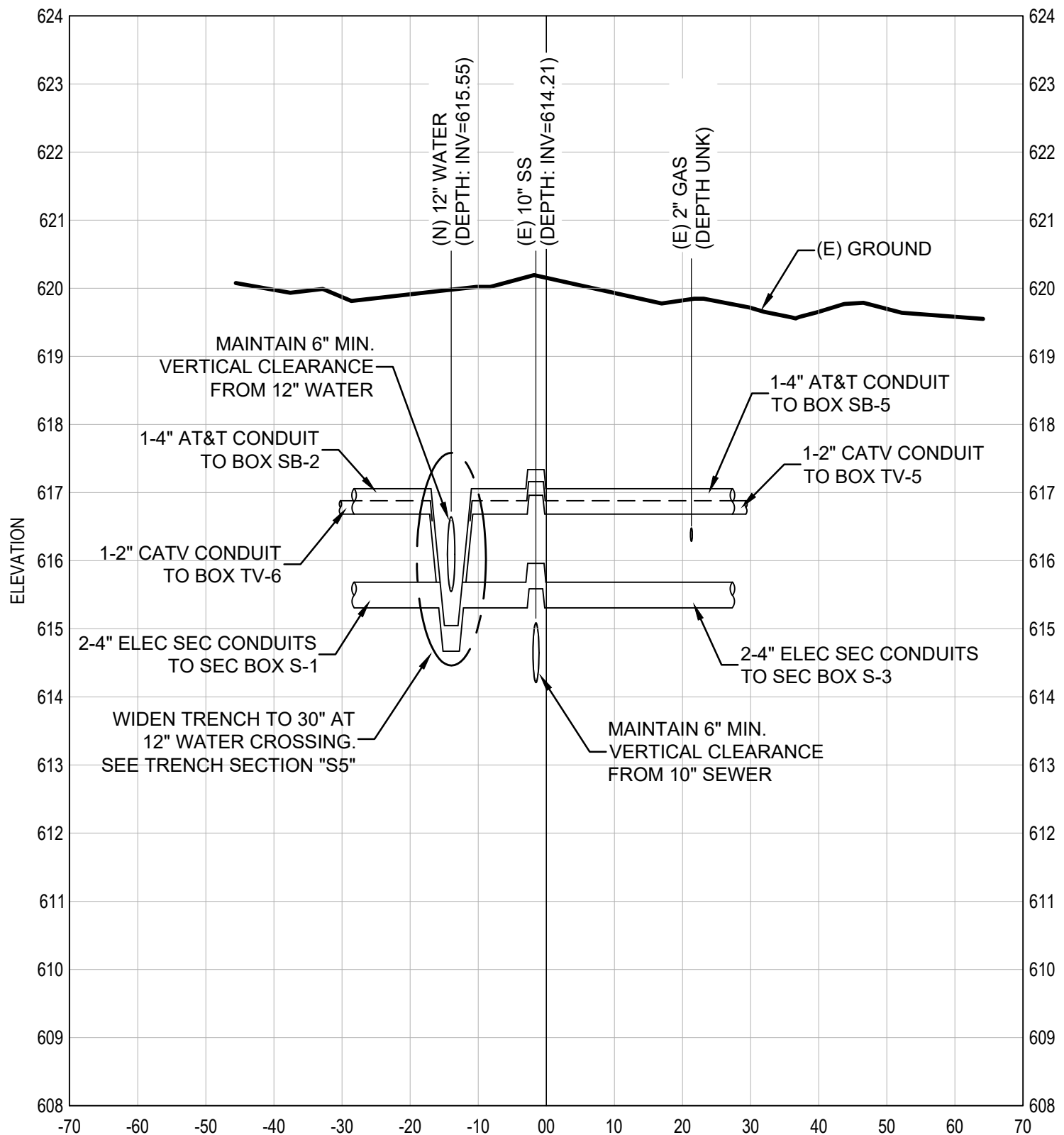
C STATE STREET UTILITY PLAN - STA 8+00
Scale: 1"=20'



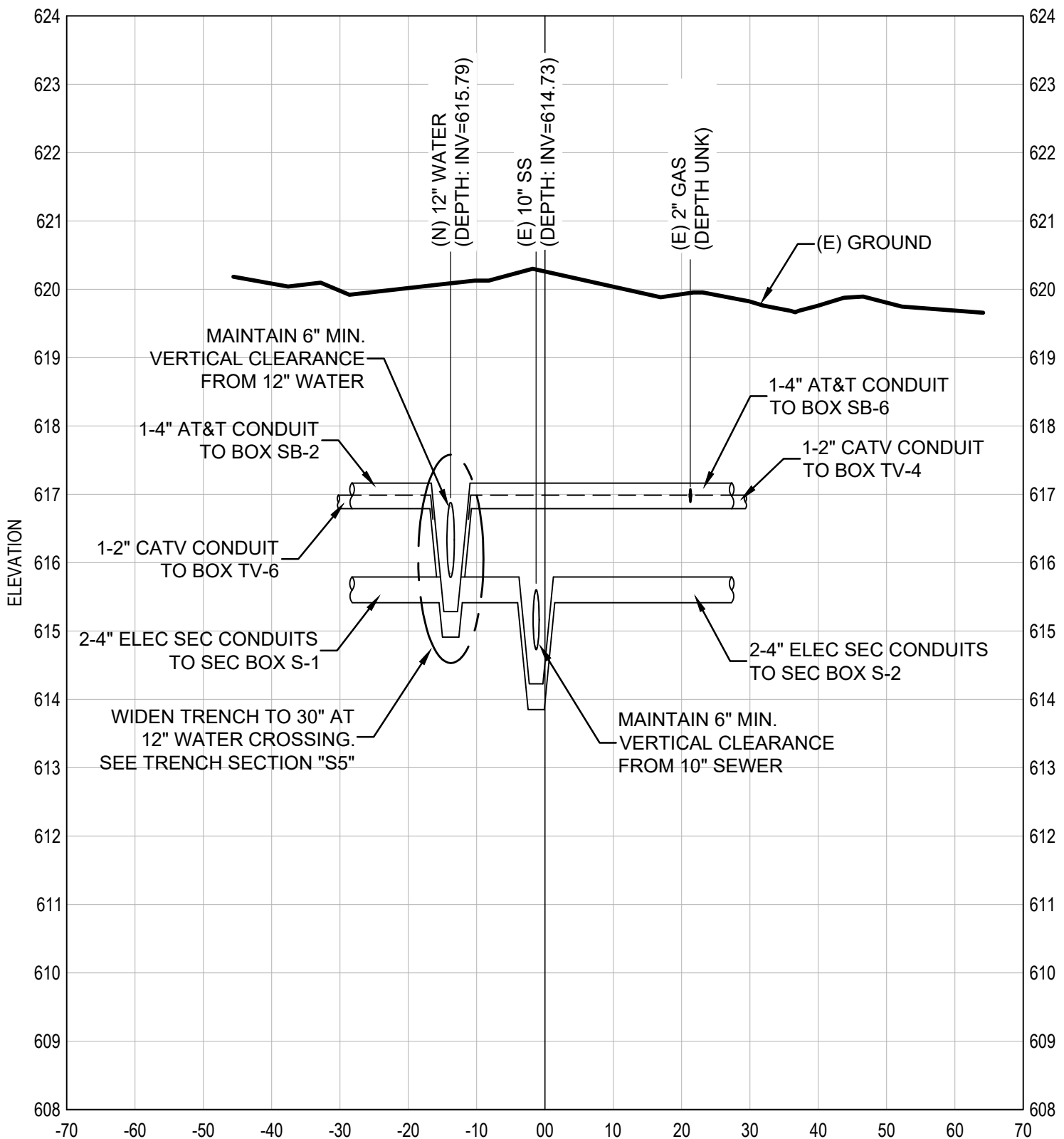
D STATE STREET UTILITY PLAN - STA 9+88
Scale: 1"=20'



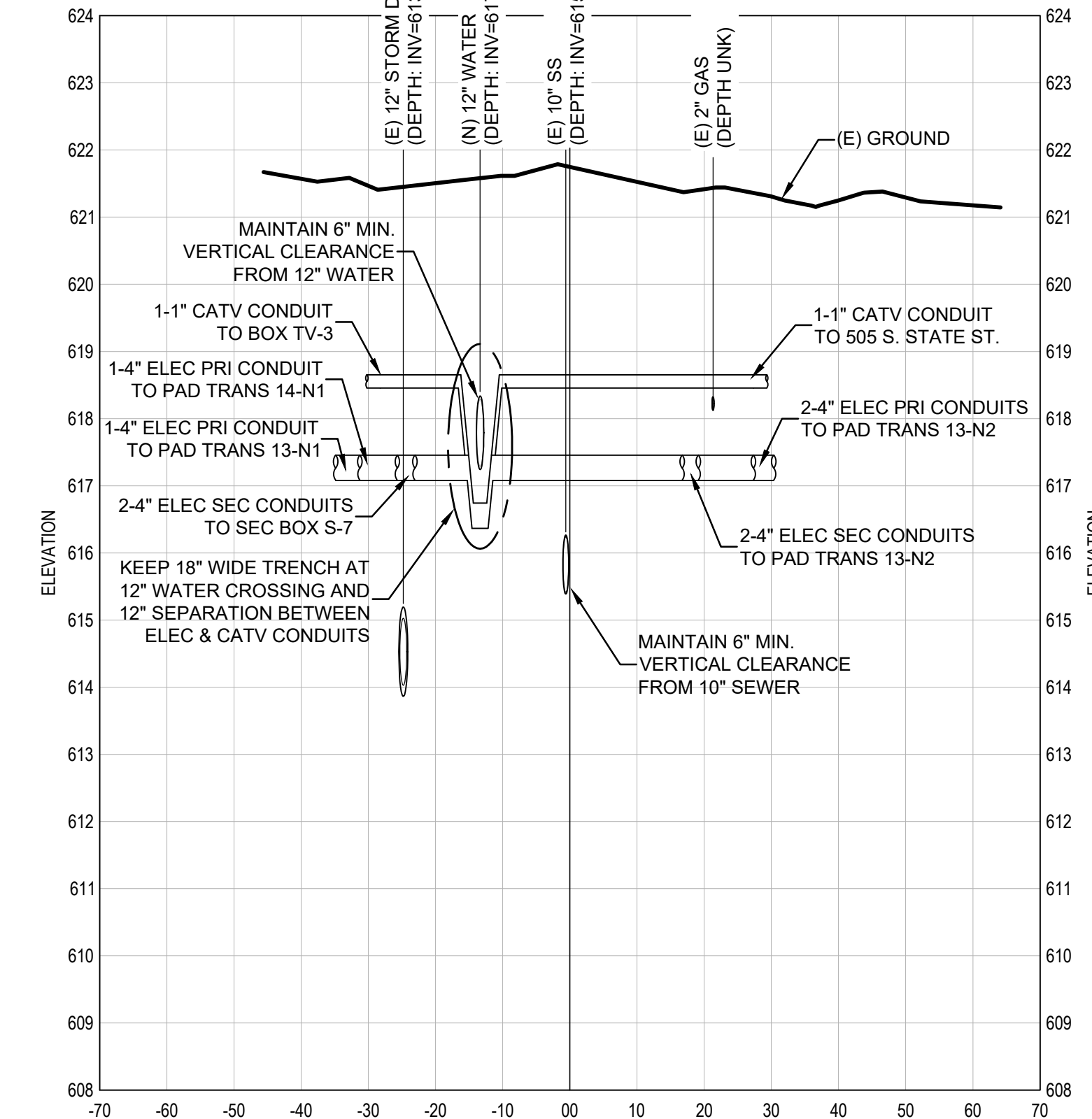
A STATE STREET UTILITY SECTION
Horizontal Scale: 1"=20', Vertical Scale: 1"=2'



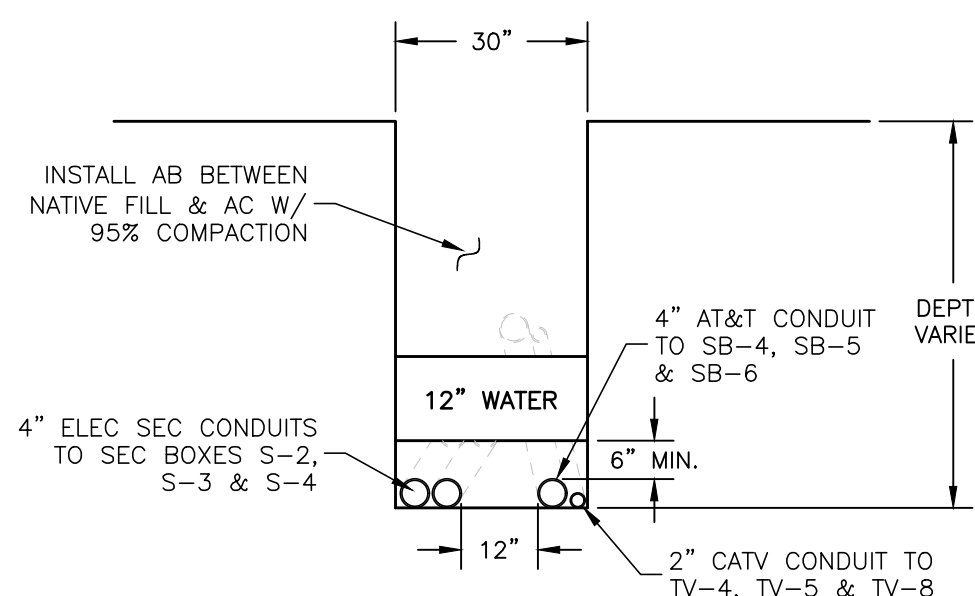
B STATE STREET UTILITY SECTION
Horizontal Scale: 1"=20', Vertical Scale: 1"=2'



C STATE STREET UTILITY SECTION
Horizontal Scale: 1"=20', Vertical Scale: 1"=2'

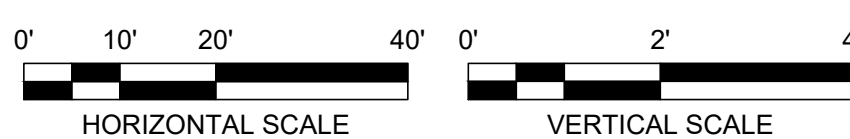


D STATE STREET UTILITY SECTION
Horizontal Scale: 1"=20', Vertical Scale: 1"=2'



TRENCH SECTION S5
SECTION VIEW NTS

***TYPICAL FOR ALL PROFILE VIEWS



2		REVISION TO MOVE TRANSFORMER TO B OF A		10-15-20	AMS	AMS			
1		REVISIONS PER UNDERGROUND UTILITY MEETING ON NOVEMBER 26, 2019		12-8-19	AMS	AMS			
No.		REVISIONS		DATE	DSG. BY	BY	CKD	APPD	

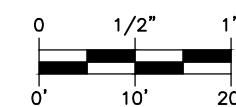
CITY OF UKIAH
ELECTRIC UTILITY DEPARTMENT

APPROVED BY:

TITLE:

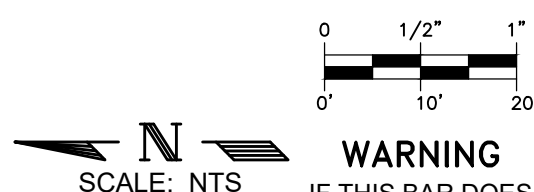
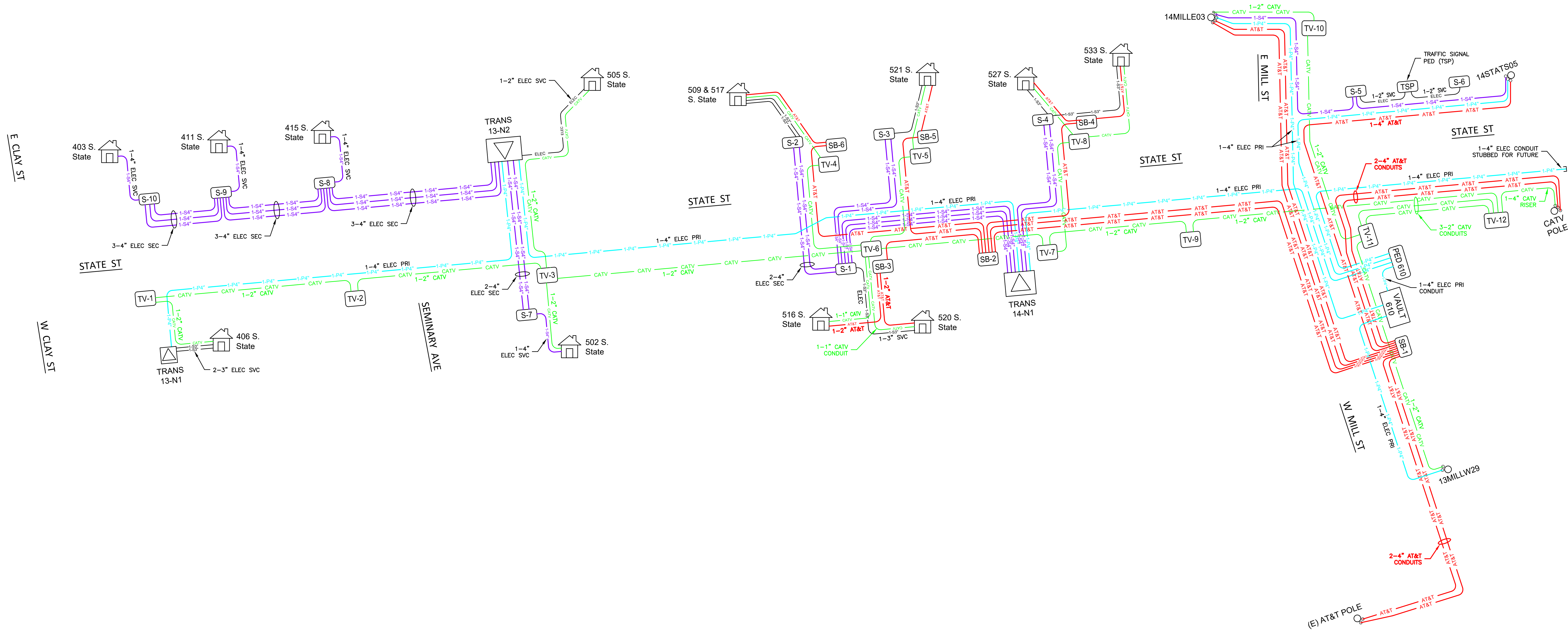
STATE ST. - CLAY TO MILL
UNDERGROUND PROJECT

W.O.	1901
GRID	13 & 14
SCALE	AS SHOWN
DWG. No.	-
SHEET	5 of 6



WARNING
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE.





CITY OF UKIAH					APPROVED BY:	
ELECTRIC UTILITY DEPARTMENT						
8/16/19	AMS	AMS				
DATE	DESIGNED	DRAWN	CHECKED	AS BUILT		

2	REVISION TO MOVE TRANSFORMER TO B OF A				10-15-20	AMS	AMS		
1	REVISIONS PER UNDERGROUND UTILITY MEETING ON NOVEMBER 26, 2019				12-8-19	AMS	AMS		
No.	REVISIONS				DATE	DSG. BY	BY	CKD	APPD
TITLE: STATE ST. - CLAY TO MILL CONDUIT LAYOUT						W.O. 1901			
						GRID 13 & 14			
						SCALE -			
						DWG. No. -			
						SHEET 6 of 6			

Please return to:

CITY OF UKIAH
300 Seminary Avenue
Ukiah, California 95482-5400
(707) 463-6200

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

1. That the project described as: Downtown Utility Upgrade & Electric Undergrounding, Specification No. 2019-17
2. That the nature of the work: Installation of Electrical, Water, and Sewer Underground Infrastructure on State Street, W. Standley Street, W. Perkins Street, W. Clay Street, and E. and W. Mill Street.
3. That on the 9th day of April 2021, the Contract work for this project was actually completed.
4. That the name and address of the Contractor is Wahlund Construction, Inc., PO Box 6486, Eureka, California, 95502.
5. That the real property herein referred to is situated in the County of Mendocino, State of California, and is described as follows: City-owned property identified as various streets within the City of Ukiah.

I hereby certify under penalty of perjury that the forgoing is true and correct:

City Council Approval CITY OF UKIAH, a Municipal Corporation

_____ By: _____ _____
Date Kristine Lawler, City Clerk Date

State of California

County of Mendocino



AGENDA SUMMARY REPORT

SUBJECT: Consideration and Approval to Unfreeze the Full-Time Assistant Facility Administrator Classification, and Approval of Corresponding Budget Amendments.

DEPARTMENT: Community Services **PREPARED BY:** Kerry Randall, Facilities Administrator, Sheri Mannion, H.R. Director/Risk Manager
PRESENTER: Consent Calendar

ATTACHMENTS:

None

Summary: Consideration and approval to unfreeze the Full-Time Assistant Facility Administrator Classification and approval of corresponding budget amendments.

Background: Due to restrictions placed upon the Ukiah Valley Conference Center (UVCC) in response to the COVID-19 pandemic, conference and meeting business significantly declined. As a result, all vacant positions at UVCC were frozen and/or unfunded in fiscal years 2021 and 2022, leaving the department with one part-time Facility Attendant and one full-time Facility Administrator.

In the past, the facility has operated with two part-time Facility Attendants, one full-time Assistant Facility Administrator, and one full-time Facility Administrator. Over the course of the pandemic, the staffing level dropped to only the Facility Administrator.

One full-time position cannot adequately cover the facility when it is operating at a normal capacity. Often times the work day starts at 6:00 a.m. and concludes at 9:00 p.m., in addition to weekend events that can span over twelve hours.

Discussion: With the recent easing and removal of many restrictions that had been implemented in response to the pandemic, the facility is quickly resuming pre-COVID-19 business levels. After evaluating the increase in business and bookings it has become necessary to adjust staffing levels to accommodate.

The department has determined that it would be better served as we come out of the pandemic by unfreezing the full-time Assistant Facility Administrator position, and freezing the vacant part-time Facility Attendant currently funded in FY 2022. In analyzing the UVCC budget, it is anticipated that revenues from the increase in events will cover the increased impact to the salary expenses. The difference in the cost of the staffing change is approximately \$5,000 per year. Staff is projecting an increase in revenue to cover this cost at an estimated \$15,000.

Staff is requesting approval from Council to unfreeze the the Assistant Facility Administrator position to bring staffing levels up to two full-time positions at UVCC.

Recommended Action: Council to consider and approve unfreezing the full-time Assistant Facility

Administrator classification, and approval of corresponding budget amendments.

BUDGET AMENDMENT REQUIRED: Yes

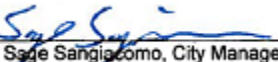
CURRENT BUDGET AMOUNT: 73000000.46712 (Room Rentals): \$190,000; 73022600.51110 (Salaries): \$71,103

PROPOSED BUDGET AMOUNT: 73000000.46712 (Room Rentals): \$205,000; 73022600.51110 (Salaries): \$76,103

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Approval of Contract in the Amount of \$140,000 with Larry Walker and Associates for Technical Permitting Assistance Related to the City's National Pollutant Discharge Elimination System (NPDES) Permit and Recycled Water Permit.

DEPARTMENT: Water Resources **PREPARED BY:** Sean White, Water Resources Director
PRESENTER: Consent Calendar

ATTACHMENTS:

1. Proposal from Larry Walker and Associates

Summary: Council will consider approval of a contract in the amount of \$140,000 with Larry Walker and Associates for permitting and compliance assistance related to the City's National Pollutant Discharge Elimination System (NPDES) Permit and Recycled Water Permit.

Background: The City, with the assistance of Larry Walker and Associates (LWA), filed an application for renewal of its National Pollutant Discharge Elimination System (NPDES) Permit for the Waste Water Treatment Plant (2016) and also submitted an application for the Recycled Water Permit (2018). The City has since received both permits.

In addition, LWA recently updated the City's Sewer System Management Plan (SSMP) in 2020.

Discussion: The North Coast Regional Water Quality Control Board (Board) has mandated numerous terms and conditions that must be met to remain compliant. The City will require further technical assistance to meet these permit conditions. In particular, it is time to begin the renewal process for the 2018 NPDES permit.

LWA has submitted a detailed proposal (Attachment 1) describing the tasks they will be performing for the City. Past assistance from LWA is has been timely, cost-conscious, and effective.

Recommended Action: Approve contact in the amount of \$140,000 with Larry Walker and Associates for Technical Permitting Assistance Related to the City's National Pollutant Discharge Elimination System (NPDES) Permit and Recycled Water Permit

BUDGET AMENDMENT REQUIRED: No.

CURRENT BUDGET AMOUNT: 84027225.52100- \$337,000

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Wastewater Funds

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: N/A

Approved: 
Sage Sangiacomo, City Manager

1480 Drew Ave, Suite 100
Davis, CA 95618

530.753.6400
530.753.7030 fax

www.lwa.com

June 19, 2021



Mr. Sean White
Director of Water Resources
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

SUBJECT: PROPOSAL FOR WASTEWATER, STORMWATER, AND RECYCLED WATER PERMIT SUPPORT (JULY 1, 2021 TO DECEMBER 31, 2022)

Dear Mr. White:

The City of Ukiah (City) has requested support from Larry Walker Associates (LWA) to implement requirements specified in the City's wastewater, stormwater, and recycled water permits. The permits are identified and described below.

Order No. R1-2018-0035 (NPDES Permit) – Requirements for operation of the Ukiah Wastewater Treatment Plant (WWTP), monitoring effluent and recycled water quality, discharge to the percolation ponds, and discharge to the Russian River.

Time Schedule Order No. R1-2018-0051 (TSO) – Requirements for compliance with final effluent limits for ammonia, nitrate, dichlorobromomethane, and chlorodibromomethane.

Order No. 2006-0003-DWQ, as amended (Collection System Permit) – Requirements for management of the City's wastewater collection system to prevent and report occurrence of Sanitary Sewer Overflows (SSOs).

Order No. 2014-0057-DWQ (Stormwater Permit) – Requirements for managing stormwater runoff associated with activities at the WWTP.

Order No. WQ 2016-0068-DDW (Recycled Water Permit) and Order No. R1-2018-0058 (MRP) – Requirements for operation, monitoring, and reporting of the City's recycled water program.

LWA has provided water quality regulatory assistance for the City since 2016. LWA worked with City and Regional Water Board staff to evaluate data, develop compliance strategies, implement compliance programs, and prepare required reports. LWA prepared applications for the current NPDES and recycled water permit, negotiated permit requirements with the Regional Water Board, and understands the City's goals to expand its recycled water program and reduce discharges to the Russian River. During the upcoming contract period, LWA will continue to provide permit compliance support, including preparation of the recycled water groundwater characterization report, the percolation pond discharge evaluation report, and the application for NPDES permit reissuance. The scope of work, budget/staffing, and schedule are described in the following sections.

SCOPE OF WORK

The anticipated work activities are listed by task in the following sections. Additional assistance will be provided at the direction of City staff. Draft reports will be provided to the City for review and the City's comments will be incorporated before finalizing the documents for submittal. Communication with regulatory agencies will be conducted by phone, email, or in-person meetings. To ensure City awareness and to maintain a record of communication with the regulatory agencies, LWA will prepare written summaries of phone call discussions, copy City staff on email correspondence, or prepare meeting minutes.

Task 1: NPDES Permit and TSO Support

- Conduct phone calls and emails with City and Regional Water Board staff regarding NPDES permit and TSO requirements.
- Assist with preparation of quarterly Self-Monitoring Reports (SMRs).
- Prepare Annual SMRs and TSO Progress Reports.
- Review water quality monitoring data to evaluate compliance, consider special studies, and revise monitoring approach.
- Prepare Percolation Pond Groundwater Characterization Report to evaluate how percolation pond operations may be affecting surrounding groundwater and Russian River quality.
- Prepare Report of Waste Discharge (ROWD) for NPDES permit reissuance.
- Develop chronic toxicity species screening work plan and implementation procedures.
- Develop strategy to address permit violations and enforcement actions.

Task 2: Source Control Program Support

- Prepare source control program reports.
- Conduct phone calls and emails with City and Regional Water Board staff regarding source control program requirements.
- Provide advice to City staff as they implement source control program requirements.

Task 3: Laboratory and Sampling Support

- Respond to questions, provide advice on sampling methods and requirements.
- Review and update the Laboratory Standard Operating Procedures and Quality Assurance Manual. Recommend edits to comply with current lab practices and regulations as necessary to conform with California Environmental Laboratory Accreditation Program (ELAP) recertification.
- Prepare application to ELAP for biannual recertification of the City's laboratory for Fields of Testing (FOT's) 101, 107 and 108.
- Meet with the laboratory staff and conduct observations of lab practice proficiency.
- Advise laboratory staff on future implementation of The NELAC Institute (TNI) standards.

Task 4 - Stormwater Permit Support

- Assist with routine stormwater permit reporting requirements such as uploads to the Stormwater Multiple Application and Report Tracking System (SMARTS) database and Annual Reports.
- Review monitoring data and answer questions from City staff.
- Provide permit implementation guidance, Best Management Practice (BMP) assistance, and updates on permit reissuance (anticipated in late 2021).
- Update the Stormwater Water Pollution Prevention Plan (SWPPP) to reflect current site conditions and operations (if needed).
- Update stormwater training materials (if needed).
- Assist with responses to Numeric Action Level Exceedances, conduct Exceedance Response Actions (ERA) Level 1 evaluations and develop ERA Level 1 reports (if needed).

Task 5 - Recycled Water Permit Support

- Conduct phone calls and emails with Regional Water Board and DDW staff regarding recycled water permit requirements.
- Prepare permit compliance reports, including the Annual Recycled Water Program Report, Annual Volumetric Monitoring Report, and recycled water spill/off-spec recycled water production reports (as needed).
- Prepare Recycled Water Groundwater Characterization Report to obtain approval for reduced groundwater monitoring requirements.
- Respond to questions from City staff on permit requirements and implementation procedures.

Task 6 - Collection System Permit Support

- Conduct required biannual audit of the City's Sanitary Sewer Management Plan (SSMP).
- Update the City's SSMP based on audit findings (as needed).
- Respond to questions from City staff on permit requirements and implementation procedures.

PROJECT SCHEDULE AND COST ESTIMATE

The permit-specified deadlines from July 1, 2021 to December 31, 2022 are listed in the **Table 1**. LWA will work with City staff to conduct special studies and prepare reports to meet the compliance deadlines.

Table 1. Permit-Specified Deadlines

Requirements	Deadlines
Quarterly SMRs	7/31/21, 10/31/21, 1/31/22, 4/30/22, 7/31/22 10/31/22
Stormwater Annual Report	7/15/21, 7/15/22
Recycled Water Program Groundwater Characterization Report	10/1/21
Annual SMR, Source Control, TSO Progress Report	3/1/22
Recycled Water Annual Report	4/1/22
Recycled Water Volumetric Monitoring Report	4/30/22
Percolation Pond Groundwater Characterization Report	5/1/22
Antidegradation Re-evaluation	11/1/22
NPDES Permit Application (ROWD)	11/1/22
SSMP Biannual Audit	12/31/22

The estimated cost for LWA assistance is \$140,000 presented by task in **Table 2**. The costs were determined using LWA's 2021/22 hourly rates. LWA typically modifies hourly rates on July 1 of each year and the City will be provided with 30-days' notice of any proposed rate changes. Denise Conners (Associate) will be the Project Manager and oversee contract administration. In addition, Denise will lead support activities for the NPDES permit and recycled water permit. Sandy Mathews (Associate) will lead support activities for the stormwater permit and Alina Constantinescu (Senior Engineer) will lead support activities for the source control program and the collection system permit. LWA will execute a subconsultant agreement with Cassie Prudhel (Cassie Prudhel, LLC) to provide laboratory support. Individual LWA staff will be selected to provide the necessary experience to fulfill task requirements.

Table 2. Cost Estimate

Task No.	Description	Cost
1	NPDES Permit Support	\$70,000
2	Source Control Program Support	\$6,000
3	Laboratory and Sampling Support	\$8,000
4	Stormwater Permit Support	\$25,000
5	Recycled Water Permit Support	\$25,000
6	Collection System Permit Support	\$6,000
Total		\$140,000

LWA is ready to provide assistance immediately and is looking forward to working with City staff. Please contact me at (530) 753-6400 or denisec@lwa.com if you have any questions.

Sincerely,



Denise H. Conners
Associate



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Purchase of Filter Media for the Advanced Water Treatment (AWT) Filters at the Wastewater Treatment Plant (WWTP) from WesTech Inc. of Salt Lake City, UT in the Total Amount of \$37,080.00.

DEPARTMENT: Water Resources

PREPARED BY: Sean White, Water Resources Director

PRESENTER: Consent Calendar

ATTACHMENTS:

1. Quote from WesTech

Summary: Council will consider approving the purchase of filter media for the Advanced Water Treatment (AWT) filters at the Wastewater Treatment Plant (WWTP) from WesTech Inc. of Salt Lake City, UT in the Total Amount of \$37,080.00.

Background: The filter media in the AWT Filters at the WWTP has not been replaced in over 10 years. The amount of buoyant high density polyethylene (HDPE) media has diminished over time.

Discussion: In order to bring the volume of HDPE media back to specifications, Water Resources needs to purchase 280 cubic feet of additional material. WesTech has a patent on the media used in our filters and is the only supplier. WesTech provided a quote of \$37,080.00 for the volume required (Attachment 1).

Recommended Action: Approve the purchase of filter media for the Advanced Water Treatment (AWT) filters at the Wastewater Treatment Plant (WWTP) from WesTech Inc. of Salt Lake City, UT in the Total Amount of \$37,080.00.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 84027225-56120: \$313,682

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Fund 840

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Alan Hodge, WWTP Supervisor

Approved:


Sage Sangiacomo, City Manager

WESTECH QUOTATION

WESTECH®	P.O. BOX 65068 SALT LAKE CITY, UTAH 84165-0068	Phone: 801-265-1000 Fax: 801-265-1080	Quotation No. Q35573-138102
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Thank you for the opportunity to quote you with your equipment needs.

Please review the following and contact us to place an order or ask any question.

Date: 5/11/2021	Proj Manager: JOSEPH MONETTE	Ship Via: BEST WAY
RFQ No.: Q35573-138102	Prime Job No: MF506671	Freight: FOB SHIPPING POINT, FULL FREIGHT ALLOWED
Quoted by: JOSEPH MONETTE	Prime Name: UKIAH, CA	
Phone: 860-377-6495 or 801-265-1000	Equipment: TRIDENT	Lead Time: 4 WEEKS
Email: JMONETTE@WESTECH-INC.COM	Tax Exemption No.:	Quote Valid: 15 days
For Group: 15	Payment Terms: NET 30 DAYS	

Bill To:	CITY OF UKIAH RANDY BARTON 300 SEMINARY AVENUE UKIAH, CA 95482 UNITED STATES OF AMERICA	Ship To:	CITY OF UKIAH RANDY BARTON 300 PLANT ROAD 78649 UKIAH, CA 95482 UNITED STATES OF AMERICA
UKI000			
Tel/Cell:	707-467-2818 RBARTON@CITYOFUKIAH.COM	Tel/Cell:	707-467-2818 / 707-313-3867

Doc	No.	Part/Dwg Number	Description	Qty	Units	Unit Price	Net Price
60930	001		MEDIA, AC, 100% RECYCLED (MS107), NON-NSF	280	CUF	\$111.00	\$31,080.00
60930	002		FREIGHT TO UKIAH,CA	1	EA	\$6,000.00	\$6,000.00

No sales, GST, PST, use, or other taxes have been included in our pricing. No discounts accepted.	Quoted in US Dollars	Grand Total	\$37,080.00
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-Please see the attached General Terms and Conditions. All purchase orders for Aftermarket parts need to be in US dollars.

-Minimum Order amount is US\$100.

-All information provided with and including this proposal is considered proprietary and is not for distribution without express written consent of WesTech Engineering, Inc.

-WesTech prefers that payments under \$3,000 are processed by Credit Card. Any orders over \$10,000 can not be accepted by Credit Card and will be invoiced at terms. This is to include freight and taxes. A processing fee of up to 4 percent on Credit Cards may be added where allowed by law.

This Quotation is subject to all specifications above as well as all attachments included with this document.

Thank you again for your quote request!

Best Regards,

Joe Monette

QF-00-005

Printed By JMONETTE

Printed 5/11/2021 10:38 AM

2/24/06

Terms of Sales

Order No: Q35573-138102

Terms and Conditions appearing in any order based on this proposal which are inconsistent herewith shall not be binding on WesTech Engineering Inc. The sale and purchase of equipment described herein shall be governed exclusively by the foregoing proposal and the following provisions:

1. **SPECIFICATIONS:** WesTech Engineering Inc. is furnishing its standard equipment as outlined in the proposal and as will be covered by final approved drawings. The equipment may not be in strict compliance with the Engineer's/Owner's plans, specifications, or addenda as there may be deviations. The equipment will, however, meet the general intention of the mechanical specifications of these documents.
2. **ITEMS INCLUDED:** This proposal includes only the equipment specified herein and does not include erection, installation, accessories, nor associated materials such as controls, piping, etc., unless specifically listed.
3. **PARTIES TO CONTRACT:** WesTech Engineering Inc. is not a party to or bound by the terms of any contract between WesTech Engineering Inc.'s customer and any other party. WesTech Engineering Inc.'s undertakings are limited to those defined in the contract between WesTech Engineering Inc. and its direct customers.
4. **PRICE AND DELIVERY:** All selling prices quoted are subject to change without notice after 30 days from the date of this proposal unless specified otherwise. Unless otherwise stated, all prices are F.O.B. WesTech Engineering Inc. or its supplier's shipping points. All claims for damage, delay or shortage arising from such equipment shall be made by Purchaser directly against the carrier. When shipments are quoted F.O.B. job site or other designation, Purchaser shall inspect the equipment shipped, notifying WesTech Engineering Inc. of any damage or shortage within forty-eight hours of receipt, and failure to so notify WesTech Engineering Inc. shall constitute acceptance by Purchaser, relieving WesTech Engineering Inc. of any liability for shipping damages or shortages.
5. **PAYMENTS:** All invoices are net 30 days. Delinquencies are subject to a 1.5 percent service charge per month or the maximum permitted by law, whichever is less on all past due accounts. Pro rata payments are due as shipments are made. If shipments are delayed by the Purchaser, invoices shall be sent on the date when WesTech Engineering Inc. is prepared to make shipment and payment shall become due under standard invoicing terms. If the work to be performed hereunder is delayed by the Purchaser, payments shall be based on the purchase price and percentage of completion. Products held for the Purchaser shall be at the risk and expense of the Purchaser. Unless specifically stated otherwise, prices quoted are for equipment only. These terms are independent of and not contingent upon the time and manner in which the Purchaser receives payment from the owner.
6. **PAYMENT TERMS:** Credit is subject to acceptance by WesTech Engineering Inc.'s Credit Department. If the financial condition of the Purchaser at any time is such as to give WesTech Engineering Inc., in its judgment, doubt concerning the Purchaser's ability to pay, WesTech Engineering Inc. may require full or partial payment in advance or may suspend any further deliveries or continuance of the work to be performed by the WesTech Engineering Inc. until such payment has been received.
7. **ESCALATION:** If shipment is, for any reason, deferred by the Purchaser beyond the normal shipment date, or if material price increases are greater than 5% from proposal date to material procurement date, stated prices set forth herein are subject to escalation. The escalation shall be based upon increases in labor and material and other costs to WesTech Engineering Inc. that occur in the time period between quotation and shipment by WesTech Engineering Inc. Purchaser agrees to this potential escalation regardless of contradicting terms in the contract, except when an agreed upon escalation adder is included in the price.
 - a) The total quoted revised price is based upon changes in the indices published by the United States Department of Labor, Bureau of Labor Statistics. Labor will be related to the Average Hourly Earnings indices found in the Employment and Earnings publication. Material will be related to the Metal and Metal Products Indices published in Wholesale Prices and Prices Indices.
 - b) Price revision for items furnished to, and not manufactured by WesTech Engineering Inc., which exceed the above escalation calculation, will be passed along by WesTech Engineering Inc. to Purchaser based upon the actual increase in price to WesTech Engineering Inc. for the period from the date of quotation to the date of

shipment by WesTech Engineering Inc. Any item that is so revised will be excluded from the index escalation calculations set forth in subparagraph (a) above.

8. **APPROVAL:** If approval of equipment submittals by Purchaser or others is required, a condition precedent to WesTech Engineering Inc. supplying any equipment shall be such complete approval.
9. **INSTALLATION SUPERVISION:** Prices quoted for equipment do not include installation supervision. WesTech Engineering Inc. recommends and will, upon request, make available, at WesTech Engineering Inc.'s then current rate, an experienced installation supervisor to act as the Purchaser's employee and agent to supervise installation of the equipment. Purchaser shall at its sole expense furnish all necessary labor equipment, and materials needed for installation.

Responsibility for proper operation of equipment, if not installed by WesTech Engineering Inc. or installed in accordance with WesTech Engineering Inc.'s instructions, and inspected and accepted in writing by WesTech Engineering Inc., rests entirely with Purchaser; and any work performed by WesTech Engineering Inc. personnel in making adjustment or changes must be paid for at WesTech Engineering Inc.'s then current per diem rates plus living and traveling expenses.

WesTech Engineering Inc. will supply the safety devices described in this proposal or shown in WesTech Engineering Inc.'s drawings furnished as part of this order but excepting these, WesTech Engineering Inc. shall not be required to supply or install any safety devices whether required by law or otherwise. The Purchaser hereby agrees to indemnify and hold harmless WesTech Engineering Inc. from any claims or losses arising due to alleged or actual insufficiency or inadequacy of the safety devices offered or supplied hereunder, whether specified by WesTech Engineering Inc. or Purchaser, and from any damage resulting from the use of the equipment supplied hereunder.

10. **ACCEPTANCE OF PRODUCTS:** Products will be deemed accepted without any claim by Purchaser unless written notice of non-acceptance is received by WesTech Engineering Inc. within 30 days of delivery if shipped F.O.B. point of shipment, or 48 hours of delivery if shipped F.O.B. point of destination. Such written notice shall not be considered received by WesTech Engineering Inc. unless it is accompanied by all freight bills for said shipment, with Purchaser's notations as to damages, shortages and conditions of equipment, containers, and seals. Non-accepted products are subject to the return policy stated below.
11. **TAXES:** Any federal, state, or local sales, use or other taxes applicable to this transaction, unless specifically included in the price, shall be for Purchaser's account.
12. **TITLE:** The equipment specified herein, and any replacements or substitutes therefore shall, regardless of the manner in which affixed to or used in connection with realty, remain the sole and personal property of WesTech Engineering Inc. until the full purchase price has been paid. Purchaser agrees to do all things necessary to protect and maintain WesTech Engineering Inc.'s title and interest in and to such equipment; and upon Purchaser's default, WesTech Engineering Inc. may retain as liquidated damages any and all partial payments made and shall be free to enter the premises where such equipment is located and remove the same as its property without prejudice to any further claims on account of damages or loss which WesTech Engineering Inc. may suffer from any cause.
13. **INSURANCE:** From date of shipment until the invoice is paid in full, Purchaser agrees to provide and maintain at its expense, but for WesTech Engineering Inc.'s benefit, adequate insurance including, but not limited to, builders risk insurance on the equipment against any loss of any nature whatsoever.
14. **SHIPMENTS:** Any shipment of delivery dates recited represent WesTech Engineering Inc.'s best estimate but no liability, direct or indirect, is assumed by WesTech Engineering Inc. for failure to ship or deliver on such dates.

WesTech Engineering Inc. shall have the right to make partial shipments; and invoices covering the same shall be due and payable by Purchaser in accordance with the payment terms thereof. If Purchaser defaults in any payment when due hereunder, WesTech Engineering Inc. may, without incurring any liability therefore to Purchaser or Purchaser's customers, declare all payments immediately due and payable with maximum legal interest thereon from due date of said payment, and at



AGENDA SUMMARY REPORT

SUBJECT: Approval of Contract with Stone Creek Environmental Consulting in the Amount of \$26,020 for Engineering Services Related to the Municipal Separate Storm Sewer Systems Permit Issued by the North Coast Regional Water Quality Control Board.

DEPARTMENT: Public Works **PREPARED BY:** Andrew Stricklin, Associate Engineer
PRESENTER: Tim Eriksen, Director of Public Works/City Engineer

ATTACHMENTS:

1. 210218 Ukiah Proposal for 2021 2022

Summary: Council will consider approval of a Contract with Stone Creek Environmental Consulting in the amount of \$26,020 for Engineering Services related to the Municipal Separate Storm Sewer Systems Permit issued by the North Coast Regional Water Quality Control Board.

Background: Discharges of storm water and non-storm water from a Municipal Separate Storm Sewer System (MS4), particularly in an urbanized area, have a high potential to convey pollutants to receiving waters. The higher percentage of impervious area in urbanized areas correlates to a greater pollutant loading, resulting in turbid water discharges, nutrient enrichment, bacterial contamination, and toxic compounds. Pollutants of concern in these discharges in the Russian River Watershed include: heavy metals, indicator bacteria, nutrients (e.g., phosphorus and nitrogen), pesticides, petroleum hydrocarbons, and trash.

Discussion: The City is designated as a Phase 1 Co-Permittee with other agencies regulated by the North Coast Regional Water Quality Control Board (Board). These agencies operate under a MS4 issued by the Board which requires specific Monitoring and Reporting Requirement as well as the development of Special Studies in order to maintain compliance with the permit.

This permit has a five-year term in which these requirements must be met and submitted to the Board. The main requirements are as follows:

- 1) Critical Source Program
- 2) Development of Facility Prevention Plans
- 3) Municipal Staff Training
- 4) Development of a Sediment Reduction Plan
- 5) Annual Reporting Requirements to the Board

In order to maintain compliance with the permit, staff requested a proposal (Attachment 1) from Stone Creek Environmental Consulting for Engineering Services for assistance in maintaining compliance with the permit. This firm specializes in direct regulatory compliance and training for multiple agencies in the North Coast and has direct experience in these activities as a former staff member of the Board.

Staff is requesting approval of a contract in the amount of \$26,020 for these services.

Recommended Action: Approve contract with Stone Creek Environmental Consulting in the amount of \$26,020 for Engineering Services related to the City's Stormwater Permit.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$26,020

PROPOSED BUDGET AMOUNT: 10024224.52100 - \$26,020

FINANCING SOURCE: Storm Drains

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Tim Eriksen, Director of Public Works/City Engineer

Approved:


Sage Sangiacomo, City Manager

February 18, 2021

Mr. Tim Eriksen
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

Subject: Proposal for Storm Water Support Services, 2021/2022 Fiscal Year

Dear Mr. Eriksen:

Stone Creek Environmental Consulting (Stone Creek) is pleased to present this proposal and fee estimate to provide stormwater support services to the City of Ukiah (City). Colleen Hunt, owner, is a Certified Professional in Municipal Stormwater Management and brings direct regulatory compliance experience with municipal stormwater permit requirements. She has worked directly with dozens of municipal stormwater Permittees during her time with the Regional Water Board and for the past three years as a consultant. Colleen has been providing storm water assistance to the City since 2020.

The City is subject to requirements of the Regional Water Board Waste Discharge Requirements Order No. R1-2015-0030, National Pollutant Discharge Elimination System (NPDES) Permit No. CA0025054 for Discharges from the Municipal Separate Storm Sewer System (MS4) (Permit). The Permit became effective since January 6, 2016 and expired on January 5, 2021. The Permit is administratively extended until the Regional Water Board renews the Permit. The Regional Water Board anticipates that the Permit will be renewed in the 2021/2022 fiscal year, although it is hard to anticipate the exact timing of the renewal. Until a new Permit is adopted, the City must continue implementing the requirements of the expired Permit.

Tasks in this proposal are to assist the City with the on-going requirements of the expired Permit. This includes:

- Sediment Reduction Plan Implementation
- Post-Construction BMP Inspections
- Municipal Staff Training
- Annual Reporting

Additionally, if the Permit is renewed in the 2021/2022 fiscal year, the City will potentially be subject to new requirements once the Permit is effective. The City may need assistance with implementing the new Permit requirements. Although we cannot determine the specific requirements, it is likely the City will need to begin implementing the Trash Implementation Plan (TIP) once the new Permit is effective. This proposal also includes a task to assist with the initial implementation of the TIP.

This proposal includes a scope of work to provide assistance to the City on these Permit requirements as outlined below.

Scope of Work

Task 1. Sediment Reduction Plan Implementation

Section I of the Permit requires the City to develop and implement a Sediment Reduction Plan to assess effectiveness of Best Management Practices (BMPs) used to control sediment in storm water runoff. The City developed a workplan for this requirement that was approved by the Regional Water Board. The workplan divided the scope of work into four phases:

- Phase I Source Investigation Research
- Phase II Sediment Source Field Investigation
- Phase III Sediment Source BMP Plan
- Phase IV Progress Reporting

The City has completed Phase I and is in the process of implementing Phase II. Phase II will be complete by the start of the contract. This task is to assist the City with the implementation of Phase III and IV.

Requirements for Phase III includes implementing BMPs identified in Phase II to control significant sediment sources and studying the effectiveness of both new and existing BMPs. To complete this effectiveness study, Stone Creek proposes to quantify water quality benefits of BMPs using a cloud-based modeling system. Traditional effectiveness assessments require extensive water quality monitoring, which can be time consuming and costly. Additionally, traditional surface water monitoring often yields inconclusive results due to the multitude of factors influencing receiving water quality.

To develop a more reliable and cost-effective methodology for tracking sediment source BMP effectiveness, we propose to utilize an asset management web-based platform to inventory BMPs, track effectiveness, monitor maintenance needs, calculate sediment load reduction benefits, and generate annual reporting information. Effectiveness is tracked through calculating the true water quality benefit associated with sediment load reduction. This data driven approach provides a direct, measurable load reduction using a calibrated and validated model.

This systematic approach to effectiveness assessment will result in reliable and defensible data and will eliminate the need to conduct in-field monitoring. This provides a streamlined approach to complying with the sediment reduction requirements and will assist in the future with a direct compliance measurement for Total Maximum Daily Load (TMDL) waste load allocation requirements. More traditional effectiveness assessment would likely cost three times the amount of a web-based platform.

As part of this task, Stone Creek will populate and manage the platform. This includes entering BMPs used to control sediment discharges into the platform, maintaining information, and running load reduction calculations for reporting purposes. BMPs to be included in the inventory will be defined in the Phase II Sediment Reduction Report. Utilizing the data generated in the platform, Stone Creek will also develop the effectiveness assessment report for the sediment reduction plan due to the Regional Water Board October 15, 2022.

The fee estimate includes a user fee to use the platform for one year. Based on our estimating, this methodology is the most cost-effective approach, even with the need to pay a user fee. The user fee includes the ability to incorporate other program areas into the platform, including tracking Low Impact Development (LID) inspections, storm drain maintenance needs, construction site inspections, industrial and commercial inspections, and trash plan management.

Task 1 Deliverables: Effectiveness Assessment Report. Load reduction report for the 2021/2022 Annual Report.

Task 2. Post-Construction Inspections

Permit Section VI.D.12. requires the City to track and inspect all new development and redevelopment projects with LID BMPs. As part of this task, Stone Creek will assist the City with developing an inventory of LID BMPs, which have been installed in the City, including a spreadsheet, consistent with the fields required by the Permit. We will prepare the inventory based on a review of City provided development maps and records. It may be necessary to review maintenance declarations for LID projects to complete the inventory. The inventory will include mapping identified projects with LID features.

The second part of this task will include inspecting LID BMPs to assess functionality, with particular attention to BMP maintenance including hydraulic function, failure, invasive vegetation, health of desired vegetation including herbicide overuse and excessive mowing, vector risk, trash and debris, sediment clogging, improper modifications, solids removal, pump-out, blockage, and drawdown drainage. As specified in the Permit, inspections will take place with LID BMPs that are in the public right of way or at locations that would not require entering private property. Stone Creek assumes eight projects to be subject to inspections. Each inspection will be documented on an inspection checklist, which will include recommendations for follow up, as applicable. A Technical Memorandum (TM) will be prepared with a summary of inspections completed and relevant findings. A photo record of the BMPs will be provided as part of the TM.

Task 2. Deliverable: Inspection Report TM.

Task 3. Storm Water Management Plan

Under this task, Stone Creek will develop an “at-a-glance” storm water management plan. The plan will be presented as a spreadsheet including Permit requirements, BMPs necessary to meet

the requirements, and a schedule of implementation. The plan will be provided within 30 days of an executed contract.

Task 3. Deliverable: Storm Water Management Plan

Task 4. Municipal Staff Training

Section G.12. of the Permit requires the City to annually train staff whose interactions, jobs, and activities may affect stormwater quality. We will provide training on storm water topics selected by the City. This may include illicit discharge, non-storm water discharges, municipal activities BMP requirements, and/or integrated pest management. Training will be provided as a pre-recorded video or in person as conditions allow.

Task 4. Deliverable: Stormwater training, including preparation of a PowerPoint presentation, training materials, and training documentation records.

Task 5. Annual Report

The Annual Report for the 2020/2021 reporting period is due October 15, 2021. At the beginning of the new Permit term, the Regional Water Board developed an annual report template for Permittee use. The template provides a streamlined method for annual reporting. We will assist the City with populating the template and gathering information needed for reporting. The City will need to complete sections of the report with data that is not readily available to us to adequately complete the report. The City will be responsible for submitting the final report to the Regional Water Board.

Task 5. Deliverable: Draft Annual Report

Task 6. Trash Implementation Plan

Stone Creek is currently in the process of developing a Trash Implementation Plan (TIP) to submit to the Regional Water Board in response to a 13383 Order issued to the City in 2017. The TIP will provide an implementation strategy to comply with the State Water Board adopted Trash Provisions. Although the strategy for the TIP has not yet been developed, the proposed strategy will likely include a combination of installing full trash capture systems and implementing institutional controls to reduce the discharge of trash to surface water.

We can anticipate the implementation of the TIP as a requirement incorporated into the new Permit. If the new Permit becomes effective during the 2021/2022 fiscal year, we can anticipate needing to initiate implementation of the TIP. In the event implementation is required during this contract, this task is reserved for assisting with planning the first set of identified tasks. Under this task Stone Creek will assist the City with implementing the Year 1 strategy.

Task 6. Deliverable: None

Task 7. Council Meeting Presentation

Under this task, Stone Creek will provide a presentation to the City Council on the storm water management program. The presentation will include an overview of the requirements, the City's general approach to implementation, future requirements, and program challenges. The City will select the best meeting to present to the Council.

Task 7. Deliverable: PDF of presentation

Task 8. Phase I Permit Renewal

The Regional Water Board is in the process of renewing the Permit. At this time the exact schedule for renewal is not known, but it is likely the renewal will take place during the 2021/2022 fiscal year. The City will be supported during the renewal process by the Russian River Watershed Association (RRWA). It is anticipated the RRWA will assist the member agencies with the Permit renewal by attending Board workshops, reviewing and commenting on the draft Permit and attending the adoption hearing. The City may want to participate in this process independent of RRWA. As part of this task, Stone Creek is available to assist the City with the Permit renewal process. This can include reviewing and discussing the Permit with City staff, assisting with drafting comments during the public comment period, reviewing the City's comment letter, and other efforts the City may find helpful during the renewal process.

Once the Permit is adopted the City will need to take steps to begin implementing the Permit. Under this task, we will assist the City with Permit implementation, including developing an implementation plan and schedule for the first year of the Permit.

Completion of this task is dependent on the adoption of the new Permit. In the event the Permit is not adopted during the 2021/2022 fiscal year as anticipated, this work will not be completed.

Task 8 Deliverables: Phase I Permit Implementation Plan and Schedule.

Task 9. Program Management

This task will include general project management tasks needed to manage the contract properly and effectively. Tasks will include a project schedule, managing budget, monthly invoicing, and routine communications with the City, including in person meetings to report progress and discuss key recommendations and decisions.

Task 9. Deliverable: Invoices

Fee Estimate and Level of Effort

The Scope of Work will be conducted as described above for an estimated not-to-exceed budget of \$26,020. The estimated fee and associated level of effort are summarized below.

Task	Level of Effort, hours	Estimated Fee, \$
Task 1. Sediment Reduction Plan	70	11,500
Task 2. Post-Construction Inspections	10	1,650
Task 3. Storm Water Management Plan	20	3,300
Task 4. Municipal Staff Training	10	1,650
Task 5. Annual Report	10	1,650
Task 6. Trash Implementation Plan	8	1,320
Task 7. Council Meeting Presentation	6	990
Task 8. Phase I Permit Renewal	12	1,980
Task 8. Project Management	12	1,980
Total	153	26,020

Billing rates for the estimate are provided below. Rates will be valid for the duration of the contract:

Technical Professional Services	\$165 per hour
GIS/Mapping	\$175 per hour
Intern Assistance	\$85 per hour
Administrative Assistance/Travel	\$75 per hour
Quality Assurance Review	\$185 per hour
Direct Costs	Cost + 10%
Mileage	Standard Federal Rate

Any services not included in this Scope of Work will be performed only after receiving written authorization and a corresponding budget augmentation from the City. I am looking forward to working with you on this important work. Please feel free to contact me at 707-318-9415 or colleen@consultingstonecreek.com if you have any questions or would like to discuss this proposal further.

Sincerely,



Colleen Hunt, CPMSM #343
Professional Consultant



AGENDA SUMMARY REPORT

SUBJECT: Annual Review and Adoption of Resolution Updating the Fee Schedule for Community Services; Including Recreation Programs, Sports Fields, Parks, Municipal Pools, Ukiah Valley Conference Center, and the Grace Hudson Museum.

DEPARTMENT: Community Services

PREPARED BY: Jake Burgess, Recreation Supervisor

PRESENTER: Jake Burgess

ATTACHMENTS:

1. Resolution with Exhibit A - Fee Schedule for Community Services

Summary: City Council will conduct their annual review of the user fee schedule for the Community Services Department including Recreation Programs, Sports Fields, Parks, Municipal Pools, Ukiah Valley Conference Center and Grace Hudson Museum.

Background: The City of Ukiah Community Services Department provides golf, parks, facilities, and programs in a variety of capacities. The Parks Division maintains the park facilities, public picnic areas, park buildings and auxiliary areas such as undeveloped parcels and parking lots. As a matter of policy, the City Council reviews fees on an annual basis to ensure that the desired cost recovery, quality of service, and affordability remain at a high level.

Conducting a regular review of the comprehensive fee schedule has been an important component of budget management. The annual review has assisted staff in monitoring the growth and success of services, planning the marketing and service delivery objectives, and forecasting for each budget cycle.

Staff utilizes a variety of tools in the review and assessment of fees. As part of this comprehensive process, staff has reviewed existing fees, analyzed operating costs and service levels. The Community Services Department has also conducted fee schedule comparisons with like facilities/programs.

Discussion: It is prudent to review and update user fees for these facilities, programs, and services on a regular basis. Community Services Department has completed a review of all user fees to ensure that the desired cost recovery, quality of service, and affordability remain balanced. Staff is requesting changes to the fee ranges adopted in 2019 in the Aquatics and Recreation categories. These changes are in an effort to provide for future adjustments to offset the rising costs in staffing. As such, only fee ranges in programs and activities directly affected by recent minimum wage increases are recommended for the update. Staff does not plan to increase fees at this time, only an update to specific ranges. The current fees are detailed in Exhibit A to the Resolution (Attachment 1) along with the requested updates in separate columns. The Resolution (Attachment 1) would approve these changes.

SUMMARY OF PROGRAMS

GRACE HUDSON MUSEUM

The Grace Hudson Museum provides art exhibits, educational programs, tours, and workshops. In 2019, Staff established a policy of free admission for Native Americans with a Tribal Identification Card and military

personnel with an active Military Identification Card.

In addition to the admission fees, the Sun House Guild and Grace Hudson Museum Endowment Fund raise funds to assist in the development of the Grace Hudson Museum and Sun House. Funds raised are used to help support exhibits, programs and conservation/restoration efforts. The Sun House Guild also operates the Grace Hudson Gift Shop that helps support the Museum.

PARKS & FACILITIES

The Ukiah Valley Conference Center coordinates the scheduling and uses of public rental facilities, which includes the Conference Center, parks and picnic spaces. Facility rental revenue provides funds for routine maintenance, as well as the ability to provide facility improvements and prepare for long-term capital improvement projects. Community Services staff members work diligently to keep their operating and maintenance costs low and to manage the facilities within budget guidelines.

UKIAH MUNICIPAL GOLF COURSE

The Golf Division is currently under an operational contract with Tayman Park Golf Group, Inc. for the programming of tee times, tournaments, the Todd Grove room rental, and ongoing maintenance. Fees for golf operations are set by the Tayman Park Golf Group, Inc. and governed through the City's contractual agreement. Thus, golf related fees are not part of this review.

UKIAH MUNICIPAL POOLS

The pool facility and operation is an important community asset as it provides a safe aquatic environment for recreation and lessons. Over the years, the City Council has maintained a commitment to ensure fees for service at the facility are affordable for all. As such, while we are requesting an updated fee range of \$60-\$100, we are still charging the long-established \$60 rate per lesson this season. The updated range will provide for future flexibility in fees charged to help offset the rising costs of staffing and potential adjustments in scope of services. The City also provides scholarships to numerous swim lesson participants, which ensures that the fee-based programs are accessible to all. Management continues to focus on cost control measures. Multiple staff members have been certified to be a Lifeguard, CPR and First Aid trainer, which has helped reduce costs for training and increase training availability. Staff continues to explore promotional activities, the marketing of special pool programs, and specialty hours that increase usage of the pool.

RECREATION PROGRAMS & SERVICES

There are many programs and services provided by the Recreation Division. The staff members have successfully operated sports leagues, instructional classes, art-based programs, fitness activities, dog training and much more. There are many formats for the structure of classes, clinics, camps, and leagues. The Recreation Division has been tremendously successful in offering specialty camps that are held during a school break holiday and focus on a particular sport. Recreation programs provide a healthy activity and serve a need for working parents. As with all of the programs, the Youth Scholarships are available to assist with financial needs so that all children can participate. The previously adopted fee ranges remain adequate for the most-part but we are requesting changes to ranges for youth sports player fees and sponsor fees. This is in an effort to provide flexibility in the future given the rising costs of staffing and to ensure a high cost recovery level.

ATHLETIC FACILITIES & SPORTS FIELDS

There are a variety of athletic fields in Ukiah for specific rental uses, and their users include private groups who wish to conduct tournaments. The Recreation staff handles the scheduling of the field rentals, and the revenue helps to offset the maintenance costs. No adjustments are proposed for this category.

Note: The City has not charged Ukiah-based youth sports leagues such as baseball, football, and soccer for

the use of athletic fields. It would be cost prohibitive to the youth programs to pay a facility usage fee. Staff continues looking for new ways to increase revenue to offset the ongoing maintenance costs.

Recommended Action: Receive the annual review and adopt the Resolution updating the fee schedule for Community Services; including recreation programs, sports fields, parks, municipal pools, Ukiah Valley Conference Center, and the Grace Hudson Museum.

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: Neil Davis, Kerry Randall, David Burton

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION 2021-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING USER FEE SCHEDULE FOR COMMUNITY SERVICES DEPARTMENT FACILITIES, PROGRAMS AND SERVICES

WHEREAS, the City of Ukiah owns, manages, maintains, and provides facilities, programs and services for public use; and

WHEREAS, community members and private organizations request the use of facilities and participate in these programs or services; and

WHEREAS, the use of facilities and the participation in programs or services necessitates a need for fees which have been established to provide for maintenance, utilities and other operational expenses; and

WHEREAS, the City Council may from time to time consider fee adjustments in order to continue operation of facilities, programs and services in a fiscally responsible manner; and

WHEREAS, the City Council conducted a public hearing and has heard public comment on these issues.

NOW, THEREFORE, BE IT RESOLVED that the City Council amend the Community Services Department Fee Schedule as attached in Exhibit "A", which is incorporated herein.

PASSED AND ADOPTED this 21st day of July, 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Juan V. Orozco, Mayor

Kristine Lawler, City Clerk

COMMUNITY SERVICES DEPARTMENT		
A. UKIAH MUNICIPAL GOLF COURSE		
Facility Managed by Tayman Park Golf Group, Inc.		
B. PARK AND FACILITY RENTALS		
	1. Todd Grove Room Rental Facility Managed by Tayman Park Golf Group, Inc.	
	Facility located at 599 Park Blvd, Managed by Tayman Park Golf Group, Inc.	
	2. Grace Hudson Museum Meeting Room Rentals	
	Facility located at 431 S Main Street.	
	Capacity: 49 Assembly/Dining with Kitchen Facility	
	Primary Use: Small Gatherings, Meetings, Workshops	
	Fee Category/Description	Current Fees
	Public/Private Rental	
	All Types of Use	
	Refundable Deposit	200
	Businesses & Individuals	
	Daily Rate	450
	Non Profit or Government Agencies	
	Daily Rate	250
	* Rates for wedding rental will be priced by the Conference Center/ Facility Administrator according to client requirements.	
	3. Civic Center Council Chamber Rental	
	Facility located at 300 Seminary Ave.	
	Capacity: 141 in Council Chambers	
	Primary Use: Meetings and Lectures	
	Fee Category/Description	Current Fees
	Public/Private Meeting	
	Refundable Deposit	200
	Business Hours: Monday - Friday 8am-5pm	
	Daily Rate	150
	Evening Hours: Monday-Friday 5pm-9pm	
	Daily Rate	250
	Additional Hours after 9pm	
	Per Hour	50
	Services	
	Equipment Use: Projector, Screen, Sound Sytem	50-100

COMMUNITY SERVICES DEPARTMENT		
B. PARK AND FACILITY RENTALS (Continued)		
4. Park Facility Rental: Picnic Area and Other Uses		
Parks that are have rental areas include: Todd Grove Park at 600 Live Oak Vinewood Park at 1260 Elm Street Oak Manor Park at 500 Oak Manor Drive Primary Use: Gatherings, Picnics, BBQ's, etc.		
Fee Category/Description		Current Fees
Park & BBQ Rate		
1-50 People		100
50-100 People		200
100+ People		300
Access to Electricity		75
5. Alex R Thomas Plaza & School Street		
Facility located at 310 S State Street Primary Uses: Large Gatherings, Fundraising Events, Music, Vendors, Booths		
Fee Category/Description		Current Fees
All Types of Use for the Entire Plaza including Stage & Pavilion		
Refundable Deposit		300
Businesses & Individuals		
Daily Rate		450
Non Profit or Government Agencies		
Daily Rate		350
Additional Equipment provided by City		
Daily Rate		50-75
Expanded Use: Street Closure and/or School Street Electricity		
Daily Rate		100
Use of Plaza Speaker and/or School Street Speaker System		
Deposit		500
Operator Set-Up		100
Hourly Use Rate		100

COMMUNITY SERVICES DEPARTMENT	
C. UKIAH VALLEY CONFERENCE CENTER	
1. Room Rentals	
Daily Rate applies Monday through Friday 8:00am-5:00pm Non Profit Rate applies to the Daily Rate only when applicable Evening/Weekend Rate applies Monday through Friday after 5pm & Saturday or Sunday	
Fee Category/Description	Current Fees
Red Rooms: Cabernet 1, Cabernet 2, Merlot & Zinfandel Up to 300 people Dining or 400 Theater/Assembly	
Daily Rate	1750
Evening/Weekend Rate	3000
Non Profit Daily Rate	1500
Cabernet 1 & Merlot or Cabernet 2 and Zinfandel Cabernet 1 or 2 From 1 to 125 people Dining/Classroom or 175 Theatre/Assembly	
Daily Rate	700
Evening/Weekend Rate	1250
Non Profit Daily Rate	600
Add Merlot Room or Zinfandel Room	300
Chenin Blanc Room From 1 to 40 people	
Daily Rate	400
Evening/Weekend Rate	600
Non Profit Daily Rate	300
Riesling Room From 1-20 people	
Daily Rate	200
Evening/Weekend Rate	250
Non Profit Daily Rate	175
Chardonnay Room From 1-20 people	
Daily Rate	200
Evening/Weekend Rate	250
Non Profit Daily Rate	175
Merlot or Zinfandel Room From 1-20 people	
Daily Rate	200
Evening/Weekend Rate	250
Non Profit Daily Rate	175
Kitchen Use Fee	300
The Conference Center provides a variety of rentals, rooms and services. The listed rates are for small conferences, seminars and educational trainings. Rates for banquets, receptions, fund raisers and festive occasions will be priced according to client requirements. Additionally, the Conference Center Administrator may provide promotional rates or discounts for multiple bookings.	

COMMUNITY SERVICES DEPARTMENT				
D. GRACE HUDSON MUSEUM & SUN HOUSE				
Facility located at 431 S Main Primary Use: Art museum with educational presentations, tours, workshops.				
1. Use Rates				
Fee Category/Description			Current Fees	
Admission Rates				
Child under 8			0 (with adult)	
Youth ages 8-17			3	
Student 18+ w/ ID			4	
Adult			6*	
Senior			4	
Family			12	
School Rate per student			3	
Active Military Personnel			0	
Native American w/ Tribal ID			0	
			*\$5 is currently being charged despite the prior approval for \$6	
E. UKIAH MUNICIPAL POOLS USER FEES				
Facility located at 591 Park Blvd. Primary Use: Open during the summer months for "drop-in" use during public swim hours. Programming includes swim lessons, trainings, aqua fitness classes, and more.				
1. Use Rates				
Fee Category/Description		Fee Range Approved by Council 2019	Current Fees	Requested Range
Public Swim Rates				
Children 0-5 years old		3-7	5.00	3-7
Children 6-17 years old		3-7	5.00	3-7
Adults 18+		3-7	5.00	3-7
Children 30 Pass Punch Card		100-140	120.00	100-140
Adult 30 Pass Punch Card		100-140	120.00	100-140
2. Swim Lesson Rates				
Fee Category/Description		Fee Range Approved by Council 2019	Current Fees	
Traditional Swim Lesson Program				
2-week session		50-80	60	60-100
Other Aquatic Based Programs				
Aqua fitness classes, clinics, camps, etc.		1-200	1-200	1-200
3. Private Facility Use				
Use: A Private Pool Use includes exclusive use for both pools with lifeguards				
Fee Category/Description			Current Fees	
2 - 4 hour period, exclusive use, 1 pool or 2			200-400	250 - 600

COMMUNITY SERVICES DEPARTMENT			
F. RECREATION PROGRAMS AND SERVICES			
1. Youth Sports Leagues			
Qualifying participants can utilize the Youth Scholarship program for a reduced fee.			
Fee Category/Description	Fee Range Approved by Council 2019	Current Fees	Requested Range
Youth Sports Team Sponsor			
Business Sponsorship Fee	100-300/team	300	100-500
Girls Youth Softball			
Individual Player Fee	55-85	70	60-100
Youth Basketball			
Individual Player Fee	55-85	70	60-100
Other Sports			
Individual Player Fee	20-100	N/A	20-100
2. Adult Sports League			
Fee Category/Description	Fee Range Approved by Council 2019	Current Fees	
Adult Sports Team Sponsor			
Business Sponsorship Fee	200-500/team	200-500/team	200-500/team
Adult & Co-ed Softball			
Individual Player Fee	25-60	40	25-60
Adult Basketball			
Individual Player Fee	25-60	40	25-60
3 on 3 Basketball League			
Team Fee	50-200	N/A	50-200
Other Sports			
Individual Player Fee	25-60	25-60	25-60
Other Sports			
Team Fee	50-500	50-500	50-500
3. Classes and Recreation Fees			
Fee Category/Description	Fee Range Approved by Council 2019	Current Fees	
Contract Instructor Classes			
Registration for one participant	0-1,000 per class	0-1,000 per class	0-1,000 per class
Clinics, Workshops, Trainings, Specialty Camps			
Registration for one participant	0-500 per class	0-500 per class	0-500 per class
Recreation Guide Advertising Rates			
1/8 page - full page	0-1,000	0-1,000	0-1,000
4. State Street Banner Program			
Fee Category/Description		Current Fees	
State Street Banner			
Banner Fee		100	

COMMUNITY SERVICES DEPARTMENT		
G. ATHLETIC FACILITIES AND SPORTS FIELDS		
	1. Athletic Fields	
	Ukiah Sports Complex	
	Facility located at 905 City Well Road, at River Street off Hwy 101	
	Amenities: 3 Softball Fields, Lighting, Concession Facilities and Restrooms	
	Primary Use: Sports Leagues, Tournaments	
	Fee Category/Description	Current Fees
	Field Use	
	One Field	150/day
	Lighting for One Field	50/day
	Refundable Deposit	1000
	Other Park Locations with Athletic Field	
	Fee Category/Description	Current Fees
	Field Use	
	One Field	150/day
	Lighting for One Field	50/day
	Refundable Deposit	500
	Athletic Fields are used for a variety of functions such as tournaments, fundraisers, and league play. Facility use will be priced according to client requirements. Additionally, the Assistant City Manager/Director of Community Services or designee may provide promotional rates or discounts for multiple bookings.	



AGENDA SUMMARY REPORT

SUBJECT: Council to Receive Status Report on the Ukiah Valley Golf Course and Consider Approval of the 2021/2022 Capital Improvement Plan for the Ukiah Valley Golf Course, and to Consider Approval of an Amended Cart Barn Lease Agreement with the Ukiah Men's Golf Club, and a Corresponding Amendment to the Tayman Park Golf Group Agreement.

DEPARTMENT: City Manager / Admin
PREPARED BY: Maya Simerson, Project & Grant Administrator

PRESENTER: Maya Simerson, Project Administrator
Frank Johnson and Julia Siderakis, Tayman Park Golf Group
Roger Vincent, Ukiah Mens Golf Club President

ATTACHMENTS:

1. UMGC CIP work to June 2022
2. Amended Draft Cart Barn Lease updated
3. UMGC CIP Fund approval letter
4. Addendum No 8 to Tayman Park Golf Course Lease
5. Ukiah Golf Course CIP 2021 22

Summary: The Council will receive a status report and consider approval of the 2021/2022 Capital Improvement Plan for the Ukiah Valley Golf Course, and consider approval of an Amended Cart Barn Lease Agreement with the Ukiah Men's Golf Club, and a Corresponding Amendment to the Tayman Park Golf Group Agreement.

Background: The Ukiah Valley Golf Course is operated under a Lease Agreement between the City of Ukiah (City) and Tayman Park Golf Group, Inc. (TPGG). The Ukiah Mens Golf Club (UMGC) operates a cart barn under a Lease Agreement with the City. Under these two leases, TPGG and the UMGC committed to making annual capital improvements to the course under an annually approved capital improvement plan (CIP) in cooperation with the City. CIP funding is provided by TPGG and the UMGC through these lease agreements. Currently, by prior written agreement with the City, because TPGG made a substantial capital investment in the City-owned clubhouse, TPGG is excused from contributions in this CIP year. It should be noted that TPGG is still participating in CIP projects above and beyond their required contribution amounts. The City's General Fund does not currently contribute financially to the CIP as golf is an enterprise operation.

The contribution to the CIP fund is normally \$40,000 annually from TPGG and approximately \$20,000 annually from UMGC, depending upon earnings from cart-barn revenues and sign advertisements. The CIP fund is maintained independent of the City at the Savings Bank of Mendocino County. By an amendment to the TPGG Lease Agreement, the TPGG annual contributions for this year is excused by the credit arising from TPGG's significant investment in the clubhouse renovation. Nevertheless, as mentioned, TPGG has continued to make CIP investments in the golf course.

The lease agreement outlines a protocol for prioritizing and funding capital improvements. The protocol calls for an Advisory Team with three representatives from the UMGC, TPGG, and the City, to compose and agree on a plan for the annual course improvements. This Advisory Team has met, discussed and approved of the final plan. The final plan is then presented to the Council for its approval and to assure continued transparency and public review of the operation of this community asset.

Discussion: This past year, the UVGC provided a safe outdoor recreational place for all ages to be during the pandemic. TPGG and staff worked together to immediately develop and implement operating guidelines approved by the local public health officer, providing a safe recreational outlet to the community. Additionally, TPGG continued to provide food and beverage service to our community. The 'Slush by the Park' menu has proved to be an attraction to golfers and non-golfers alike.

In addition to providing a safe recreational outlet, the Ukiah Valley Golf Course provides a level of protection and firefighting space to protect the city of Ukiah from fire threats from the western hills. The golf course's large irrigated, green, and trimmed open space create a fire protection zone buffer between the western hills and the adjacent western Ukiah residential neighborhoods.

The recently completed Ukiah Men's Golf Club tree trimming and fuel reduction CIP project has enhanced the fire protection zone effectiveness. In this time of heightened fire safety awareness and preparation, the Ukiah Valley Golf Course stands out as a significant and perhaps unrecognized fire protection tool benefiting the residents of Ukiah.

The success of the golf course relies on all three of its partners, but the UMGC deserves to be recognized for their exceptional efforts. Please see attachment #1 for a full list of projects and photos of recently completed projects. Council recognized key members of the UMGC for their volunteer efforts earlier this year and Staff would like to further emphasize our appreciation for the work the Men's Club performs on the golf course. The course also benefits from the support of the Women's Golf Club and we are grateful for their contributions.

The UMGC requested a review and amendment of their lease agreement for the use of the cart storage facilities entered into in June of 2012. Very few modifications were needed and the majority of them were to memorialize actions the UMGC have already been practicing. The most notable changes are the adjustment to the term (it will now be concurrent with any term extensions to the TPGG lease), and a more detailed description of the mechanics of the CIP program, along with the establishment of a separate CIP bank account. The proposed amended agreement is attached along with the corresponding letter authorizing the use of a separate CIP bank account (Attachment #2 and #3).

Although TPGG is technically operating under a credit for CIP costs they are still continuing to participate in CIP projects in conjunction with the UMGC and making other major investments on their own, including major equipment purchases. As a result of modifying the UMGC Agreement to allow for the use of a separate CIP bank account the TPGG Agreement needs to be amended to reflect the change, please see attachment #4 to review the TPGG agreement amendment with the revised Exhibit H to the TPGG Agreement.

The attached 2021/2022 CIP plan (attachment #5) outlines proposed CIP projects in three sections;

- A. 2020/2021 Capital Improvement Projects Completed
- B. Projects Identified in Prior Years rolling over to 2021/2022
- C. New Projects added, Identified for 2021/2022

Starting this plan year, each project will now identify the fiscal year in which the project was first listed as a priority and added to the plan project list. Completed projects will note the organization that funded and completed the project. Inclusion of a project in the plan does not mean that funding is currently available to

complete the project.

The partnership between the City, TPGG, and the UMGC is strong and productive, with all three parties working together towards the common goal of creating and maintaining an outstanding municipal golf course for the community. All parties feel the long-term success of the course still relies heavily on access to recycled water. The completion of Phase 4 of the Recycled Water project, which the Council and public supports, will ensure the viability of the course in the future. The sooner access to recycled water can be established, the better for this community asset.

On June 22nd, Staff reviewed the Ukiah Valley Golf Course CIP with the Parks, Recreation and Golf Commission. Staff and the Advisory Team recommends the approval of the proposed 2021/2022 Capital Improvement Plan and authorization for the City Manager to execute the Amended Cart Barn Lease Agreement with the Ukiah Men's Golf Club and Addendum 8 to the Tayman Park Golf Group Agreement.

Recommended Action: Approve the 2021/2022 Capital Improvement Plan for the Ukiah Valley Golf Course, and authorize the City Manager to Execute the Amended Cart Barn Lease Agreement with the Ukiah Men's Golf Club and a corresponding Eighth Amendment to the Tayman Park Golf Group Agreement.

BUDGET AMENDMENT REQUIRED: n/a

CURRENT BUDGET AMOUNT: n/a

PROPOSED BUDGET AMOUNT: n/a

FINANCING SOURCE: n/a

PREVIOUS CONTRACT/PURCHASE ORDER NO.: COU070112; 1617-112-A1 thru A7

COORDINATED WITH: Frank Johnson, Tayman Park Golf Group and Roger Vincent, Ukiah Mens Golf Club

Approved: 
Sage Sangiacomo, City Manager

CAPITAL IMPROVEMENT PROJECTS FOR 7/1/2021 TO 6/30/2022 AND BEYOND

Ukiah Men's Golf Club projects outside of the CIP highlighted in yellow

1. Improvements to Hole 2- tee box retaining wall COMPLETED





2. **Hole 5 improvements- stairs and railing COMPLETED**



3. Patio Shade Cover; COMPLETED



4. **TREE MAINTENANCE:** On-going tree pruning conforming to the list of trees that was approved in 2020. New trees may be added to the list if storm or drought damage is discovered.
5. **TEE #17:** Expansion of the middle tee box (white tees) and adding new turf on the new portions and existing portions of the tee box as needed.
6. **TEE #5-LOWER:** Reconstruction of the lower tee box including grading work to level the tee box and installing new turf.
7. **TEE #5-UPPER:** Replace fence behind tee box and construct a low retaining wall to level the ground where the bench is located.

8. **FAIRWAY #5:** Construction of a barrier in the vicinity of the cart path to keep golf balls from rolling down the hill.
9. **FAIRWAY #7:** Install steel posts and chain along westerly cart path to direct carts from the fairway back onto the cart path near the 100-yard marker. **COMPLETED FEBRUARY 2021**



10. **GREEN #8:** Explore ways to resolve the failing retaining wall along the west side of the green which is causing the green to settle and slope toward the wall.
11. **PRACTICE AREA ADJACENT TO HOLE #1:** Construction of a practice sand trap.
12. **HOLE #2: RESHAPING AND DECREASING THE SIZE OF THE SAND TRAP:** Over the years this sand trap has increased in size and needs to be reconfigured to its former size. Add turf where needed.
13. **HOLE #3:** Reshaping the edges of both traps adjacent to the green to eliminate the lips where balls can get trapped underneath.
14. **HOLE #4:** Same as number three. In addition, consider reducing the size of the northerly sand trap which has grown larger over the years. Rerouting the sprinkler line in the northerly sand trap.
15. **HOLE #6:** Reshape the edge of the sand trap adjacent to the green.
16. **HOLE #9:** Remove the paved cart path adjacent to the green and replace it with turf blocks.
17. **BOTH BRIDGES ON THE BACK NINE:** Inspect decking and replace as needed.

- 18. HOLE #11:** Construct a tee box that is raised above the fairway where the white tees are located. Reduce the size of the sand trap in front of the green where it extends past the green. Consider removal of the sand trap behind the green or rebuild it so it holds sufficient sand.
- 19. HOLE #12:** Consider adding a dirt berm on the north side of the green and down the fairway to stop balls hitting on the right side of the fairway from running over the cliff.
- 20. HOLE #17:** Remove the sand trap on the south (right) side and replace with sod as there is no way to keep the sand from packing down due to the drainage in the area.
- 21. PARTNER WITH THE CITY:** The storm drain pipe on the front nine, which extends from above Green #3 down to the east side of Fairway #8, is failing in several places. Explore ideas with the city for either temporary or spot fixes until the City has funds to replace the entire storm drain.
- 22. TREE PLANTING:** Add new trees between Holes #4 and #6 to better delineate fairways and to protect golfers on adjacent fairways. Add trees between Holes #7 and #8 for same reasons. Replace miscellaneous trees on the Back Nine where trees had died. **COMPLETED MARCH 2021**





23. GREEN #15: Install steel posts and chain between the cart path and green. Plant bushes behind green.

24. TEE #2: Construct a new forward tee to be completed in FY 2021-2022. **COMPLETED MARCH 2021**



Attachment #2

CART STORAGE LEASE AGREEMENT Between the City of Ukiah and the Ukiah Men's Golf Club

This Amended Lease, effective on and after July 1, 2021, by and between the City of Ukiah, State of California, acting by and through its City Council, hereinafter referred to as "Lessor" and the Ukiah Men's Golf Club, a non-profit corporation organized and existing under and in compliance with the laws of the State of California and its officers, hereinafter referred to as "Lessee" or "UMGC") amends the Lease between Lessor and Lessee for the Cart Barn at the Ukiah Municipal Golf Course entered on July 1, 2012.

RECITALS:

1. Lessor has the authority contained in Government Code (37380 and 37395) and does determine that the use of certain property owned by the Lessor is not required for its use at this time and is available for Lease, and
2. The use of said property by the Lessee would be and is beneficial for the citizens of the City of Ukiah.

LEASE AGREEMENT

1. LEASE.

The parties hereto agree that on the terms and conditions hereinafter expressed Lessor does hereby let to Lessee and Lessee does hereby hire from Lessor a portion of that certain parcel of property commonly referred to as "Ukiah Municipal Golf Course," located on City property, County of Mendocino and adjacent to Todd Grove Park, more specifically described on the attached "Exhibit A" together with a right of access thereto, hereafter called "the Leased Premises."

2. TERM.

The term of this Lease expires on the later of June 30, 2032 or the date the Ukiah Municipal Golf Course lease between the City of Ukiah and Tayman Park Golf Group, Inc. ("TPGG"), as amended or extended, expires.

3. LEASE REVENUE.

Not later than June 30 each fiscal year, Lessee agrees to deposit into a UMGC Capital Improvement Program Fund for the Ukiah Municipal Golf Course ("the Fund") all gross revenue from the fees it charges for the storage of privately owned golf carts at the Leased Premises and any other income received by Lessee from its use of the Leased Premises, excluding only fees paid by Lessee for utilities furnished to the Leased Premises and the cost of necessary maintenance activities of the Leased Premises. ("Net Cart Barn Revenue") In addition, the Lessee agrees to deposit into the Fund all gross revenue from the management of a tee sign sponsorship program, excluding costs to create and maintain the tee signs ("Net Tee Sign Rents"). Starting in the fiscal year ending June 30, 2022, Lessee's contribution to the Fund for the fiscal year shall not be less than Twenty Thousand Dollars (\$20,000), increasing in each fiscal year thereafter by two percent (2%) of the minimum contribution amount for the prior fiscal year. If Lessee fails to timely deposit fifty percent (50%) of the annual Fund Contribution required by this Section 3, then Lessor may give notice to Lessee that it has one hundred eighty days (180) from the date of such notice to make the required deposit to the Fund. If Lessee fails to make the full required deposit by that deadline, in its sole discretion the Lessor may terminate this Lease and retake possession of the leased premises. Lessor's failure to give such notice does not affect in any way Lessee's obligation to make the deposits required by this Section 3 or the Lessor's remedies for such breach of this lease. Upon termination of the lease for the reasons provided in this Section 3, private cart

storage and path license rights will remain valid for the remainder of the period of use authorized by the rental fees that were paid for each golf cart prior to the date the lease was terminated pursuant to this Section 3. Thereafter, Lessor, at its sole discretion, may determine future storage and path use by private carts, if any, under terms and conditions to be determined solely by Lessor from time-to-time.

This UMGC Fund will be managed by the UMGC, subject to approval of proposed expenditures from this fund by an Advisory Team comprised of three representatives, one from the Ukiah Men's Golf Club, one from TPGG, and one from the City of Ukiah. Each of the organizations represented shall select its representative and notify the other organizations of the name of and contact information for its representative. The representatives serve at the will and pleasure of the organization they represent. The Lessee shall maintain the UMGC Fund at a bank or savings and loan approved by the City of Ukiah.

The UMGC shall maintain adequate financial records for the Fund to permit an audit by any of the represented organizations of all income and expenditures.

UMGC is required to provide the City, at least semi-annually as of December 31 and June 30, with a report detailing the UMGC Fund balance and all UMGC CIP contributions, and approved UMGC CIP plan expenditures recorded in the UMGC Fund. The records shall be available for inspection and copying by any of the represented organizations at all reasonable times. The UMGC Fund shall be used exclusively to pay for Capital Improvement Projects and for youth scholarship programs. Prior to the expenditure of funds from the account, the

Advisory Team's approved expenditures shall be submitted for review and approval by the Ukiah City Council at a public City Council Meeting.

- 3.1. Lessee shall maintain financial records in accordance with generally accepted accounting standards consistently applied which accurately record and reflect all income and expenses incurred in its performance under this Lease and which are adequate to allow for an audit in accordance with the auditing standards of the Financial Accounting Standards Board. Lessee shall maintain the records at a location in the City of Ukiah. It shall provide Lessor with notice of that location and of any change in that location. The Lessor shall have a right to inspect, copy or audit those records at any time during regular business hours not sooner than twenty-four (24) hours after Lessee receives a written request from Lessor for access to the records.
- 3.2. Lessee hereby agrees to allow the Lessor and/or a designee of the Lessor to park and store 40 rental carts in the golf cart storage facility during non-operating hours of the Ukiah Municipal Golf Course. Storage of additional carts must be approved by both parties, but not unreasonable denied. The storage of the rental carts shall be at no cost to the Lessor and/or the designee of the Lessor.
- 3.3. Annually, in order to inform the Ukiah City Council and the public of the capital improvements contributed by Lessee to the golf course, Lessee shall present to the City Council in public session a description of the completed golf course improvements approved by the City Council in the prior year, which were funded by the Fund, as well as other projects that were overseen or completed by the Lessee in the that year which were funded by in-kind time and materials, or cash donations.

Lessor hereby agrees to allow the continued use of private carts on the golf course for the entire term of this agreement, subject to rules and regulations adopted by Lessor.

4. USE AND IMPROVEMENTS.

Lessee hereby agrees to install all permanent improvements which shall become part of said property and title to said improvements shall be vested in the Lessor upon completion of the improvements.

- 4.1. Lessee shall use the Leased Premises for the sole purpose of providing storage for privately owned golf carts and, as provided in section 3.1, rental carts owned by Lessor and/or the designee of the Lessor as more specifically described in the attached Exhibit B which is incorporated herein by this reference.
- 4.2. Improvements, excavations, removal of any trees, brush, grass or improvements and other modifications to the Leased Premises shall be the sole responsibility of Lessee and shall be approved by Lessor prior to conducting work. Lessee shall prepare plans and specifications for said improvements and obtain approval prior to performing or permitting the performance of any work on the Leased Premises.
- 4.3. Lessee agrees to keep the Leased Premises and all improvements in good repair and order, and to bear the full cost for maintenance of all improvements.
- 4.4. Lessee shall acquire the necessary and required permits from the appropriate regulating body for the development proposed under this lease.
- 4.5. Lessee shall not use or permit the Leased Premises to be used except in full compliance with all applicable laws, including, but not limited to, rules, regulations, laws or ordinances of the City of Ukiah, Ukiah Municipal Golf Course, and the State of California.
- 4.6. Lessee shall not maintain any nuisance on the leased premises or engage in any activity that unreasonably interferes with the use of the Ukiah Municipal Golf Course by Lessor, a designee of the Lessor, and the general public.

- 4.7. Lessee shall not be responsible in any way for trees and landscaping or landscape maintenance of the area surrounding the leased premises.
- 4.8. Lessee shall furnish at its sole expense all utilities necessary for its use of the leased premises, including, but not limited to, water, sewer service, electricity, and natural gas.

5. ASSIGNMENT.

Lessee will not assign this Lease or any interest herein and will not let or underlet the said premises or any part thereof without the prior written consent of the Lessor.

6. INDEMNIFICATION AND INSURANCE.

- 6.1 Lessor shall not be liable for and is free from the cost of any damages for personal injury or property damage resulting from the use made by Lessee of the demised premises, any defective condition or faulty construction of the demised premises existing at the time of letting or arising thereafter and Lessee covenants and agrees to indemnify and save harmless said Lessor and its officers, agents and employees from and against any and all liability, loss, cost, or other obligation, including reasonable attorney's fee, on account of or arising out of any such injuries or losses however occurring.
- 6.2. Lessee covenants and agrees during the life of this Lease at the Lessee's sole expense to comply with the requirements of Exhibit C, Insurance Requirements for Lessees (No Auto Risks), attached hereto and incorporated herein by reference.
- 6.3. Lessee shall procure workmen's compensation insurance as provided in Exhibit C; provided, however, that Lessee need not procure such insurance if all of the following conditions are met:
 - a. It maintains its status as a non-profit tax exempt organization;

b. Its Board of Directors takes no action to designate any person providing services or work to the organization as its employee; and
c. All persons performing services for the organization do so strictly as volunteers without receiving any compensation whatsoever.

6.4. In the event of damage to any improvements on the Leased Premises, Lessee shall expediently rebuild, repair or otherwise reinstate the damaged improvements in a good and substantial manner according to applicable Uniform code standards. The reconstruction required herein shall commence after the receipt of insurance funds paid for the purpose of reconstruction, and shall be pursued diligently to completion.

7. TERMINATION.

7.1 Termination by Lessor. Failure to comply with any provision of this lease, except paragraphs 3, 4.2, 4.6, and 5, within a period of thirty (30) days following receipt of a written notice of noncompliance from Lessor, shall constitute a material breach of the lease and furnish grounds for termination of this lease. A violation of paragraphs 3, 4.2, 4.6 and 5 shall constitute grounds for termination of this lease in accordance with California Code of Civil Procedure Sections 1161 and 1162.

Lessor may terminate this lease upon ten (10) days prior written notice delivered to Lessee based on Lessee's failure to comply with the indemnification and insurance requirements of section 6.

Any action taken or suffered by Lessee as a debtor under any insolvency or bankruptcy laws, including the filing of a voluntary or involuntary petition in the United States bankruptcy court, and any assignment for the benefit of creditors or the appointment of a receiver shall constitute a breach of this Lease. In such event,

Lessor shall have the right to terminate this Lease and retake possession of the Leased Premises and the Improvements.

- 7.2 Termination by Lessee. Upon not less than 30 days advance written notice, Lessee may terminate this lease, if Lessor deprives Lessee of the possession and use of the Leased Premises, including the license to the use of cart paths by privately owned golf carts or other than in the lawful enforcement of Lessor's rights under this lease and within said 30 days Lessor fails to restore such possession or use to Lessee.

8. ATTORNEY'S FEES.

In the event of any legal action arising out of this Lease, the prevailing party shall recover its attorney's fees and costs resulting from such action.

9. TIME OF ESSENCE.

Time is of the essence in this agreement.

10. WAIVER.

City's waiver of any default in Lessee's performance of any condition of this Lease, including the obligation to pay rent, shall not constitute a waiver of remedies available for a subsequent breach of the same or a different condition of this Lease. Acceptance of subsequent rental payments from Lessee or its assignees shall not constitute a waiver of the failure of Lessee to pay rent or obtain prior approval to an assignment of this Lease.

11. NOTICES.

Any written notice required hereby shall be deemed sufficient when placed in the United States mail, postage prepaid and addressed as follows:

TO LESSEE:

Ukiah Men's Golf Club
Attn: UMGC President
599 Park Blvd.

TO CITY:

City Manager
Ukiah Civic Center
300 Seminary Avenue

12. RECORDING AND BINDING EFFECT.

This Lease may be recorded and shall be binding upon and inure to the benefit of any successor to or purchaser of either party's interest. This paragraph does not alter the provisions of paragraph 5, prohibiting assignment or subletting without the prior written consent of the Lessor.

13. PARAGRAPH HEADINGS.

Paragraph headings are included for the convenience of the parties and are not intended to define or limit the scope of this Lease.

14. PREVIOUS AGREEMENTS.

Any and all existing statement or agreements, whether oral or written, or renewals thereof, between the parties hereto, covering the same subject matter, are hereby canceled and superseded by the terms of this Lease, and such prior agreements, statements or understandings shall have no further force or effect.

15. DUPLICATE ORIGINALS.

This Lease may be executed in one or more duplicate originals bearing the original signature of both parties and when so executed any such duplicate original shall be admissible as proof of the existence and terms of this Lease.

Entered into on the date first written above.

CITY OF UKIAH

By: _____

ATTEST: _____

City Clerk

Ukiah Men's Golf Club

By: _____



Ukiah Men's Golf Club
599 Park Blvd.
Ukiah, CA 95482

June 30, 2021

Re: Approval of separate Capital Improvement Plan bank account fund and understanding between the City of Ukiah and the Ukiah Men's Golf Club

Dear Ukiah Men's Golf Club,

The City of Ukiah (City) grants permission for the Ukiah Men's Golf Club (UMGC) to establish a separate bank account, dedicated exclusively to funds used for Capital Improvement Projects (CIP), at the Savings Bank of Mendocino County, with an effective date of May 1, 2020.

Under such approval as provided for in Section 3 of the Amended Agreement, the City Manager grants approval for UMGC to use this alternative bank account which is dedicated to the acceptance of UMGC required CIP contributions and payment of approved UMGC CIP golf course improvement expenditures only. UMGC will provide reporting for the fund as described in Section 3 of the Amended Agreement.

Sincerely,

Sage Sangiacomo
City Manager, City of Ukiah

Agreed to and Accepted
Ukiah Men's Golf Club

By: _____ Date: _____
Roger Vincent, President

CC Tayman Park Golf Group

ADDENDUM NO. 8 TO UKIAH MUNICIPAL GOLF COURSE LEASE AGREEMENT

This Agreement (“Addendum No. 8”) entered in Ukiah, California on July __ 2021 (“Effective Date”), amends Exhibit H to the Municipal Golf Course Lease Agreement (“Lease”), dated July 1, 2012, between the City of Ukiah (“Lessor” or “City”), a general law municipal corporation, and Tayman Park Golf Course Group, Inc. (“Lessee” or “TPGG”), a corporation in good standing under the laws of the State of California. Except as amended herein the Lease, as amended by Addendum No. 3, dated March 13, 2018, Addendum No. 4, dated October 17, 2018, Addendum No. 5, dated October 2, 2019, Addendum No. 6, dated April 1, 2020 and Addendum No. 7, dated September 3, 2020, remain in full force and effect.

AGREEMENT:

1. Exhibit H to the Lease is amended to read as follows:

EXHIBIT H

Capital Improvement Project Funds

Subject to Addendum Nos. 3 and 7 to this Lease, funds contributed by Lessee under Paragraph 4.2 of the Lease shall be deposited into a fund called the TPGG Fund and funds contributed by the Ukiah Men's Golf Club pursuant to Paragraph 3 of the lease between the City and the Ukiah Men's Golf Club (“UMGC”), dated July 1, 2012 (“Cart Barn Lease”), as amended on July __, 2021, will be deposited into a separate fund called the UMGC Fund.

The TPGG Fund will be managed and controlled by Lessee, subject to approval of proposed expenditures from this fund by an Advisory Team comprised of three representatives, one from the UMGC, one from the Golf Professional, and one from the City of Ukiah. Each of the organizations represented shall select its representative and notify the other organizations of the name

of and contact information for its representative. The representatives shall serve at the will and pleasure of the organization they represent. The Lessee shall maintain the TPGG Fund at a bank or savings and loan approved by the Lessor.

Lessee shall maintain adequate financial records for the TPGG Fund to permit an audit by any of the represented organizations of all income and expenditures. At least semi-annually as of December 31 and June 30 Lessee shall provide the Lessor with a report detailing the TPGG Fund balance and all TPGG CIP contributions, and approved TPGG CIP plan expenditures recorded in the TPGG Fund. The records shall be available for inspection and copying by any of the represented organizations at all reasonable times. The TPGG Fund shall be used exclusively to pay for Capital Improvement Projects and for youth scholarship programs. Prior to the expenditure of funds from the account, the Advisory Team's approved expenditures shall be submitted for review and approval by the Ukiah City Council and the public at a public City Council Meeting.

The Advisory Team shall meet, review, and approve or disapprove of all or part of the Capital Improvement Plan and propose other additions or changes within 30 days after its submission by Lessee. Approval or denial shall be on a line-item basis. The Fund shall be used exclusively to pay for Capital Improvement Projects as set forth in the approved Capital Improvement Plan and for youth scholarship programs. Prior to the expenditure of funds from the account, the Advisory Team's approved expenditures shall be submitted for review by the Ukiah City Council and the public at a City Council Meeting.

The City shall enforce Paragraph 3 of the Cart Barn Lease that obligates the Ukiah Men's Golf Club to deposit specified revenues to a UMGC Fund. If the City should terminate the Cart Barn Lease for failure of the UMGC.

to comply with Paragraph 3, thereof, Lessee shall have the option to lease the Cart Barn from the City under the same terms and conditions and for the term remaining on the Cart Barn Lease, if it had not been terminated by the City. Any such lease to the Lessee

shall be subject to termination, if the UMGC successfully challenges the termination of the Cart Barn Lease through administrative or judicial proceedings.

2. Exhibit H as set forth in Section 1, above, shall be substituted for Exhibit H as currently attached to the original executed Lease.

WHEREFORE, the Parties have entered this Addendum No. 8 on the Effective Date.

City of Ukiah:

By: _____
Sage Sangiacomo, City Manager

Attest:

Kristine Lawler, City Clerk

TAYMAN PARK GOLF GROUP, INC.,
Lessee

By: _____

Ukiah Valley Golf Course

Capital Improvement Plan 2021/2022

Tayman Park Golf Group and Ukiah Men's Golf Club

Submitted by the CIP Advisory Team:
Frank Johnson, PGA Director of Golf
Roger Vincent, President, UMGC
City Staff

June 30, 2021

Ukiah Valley Golf Course 599 Park Blvd Ukiah, California 95482
T 707.467.2832 F 707.433.7846 www.ukiahgolf.com

Golf Course Capital Improvements Plan (CIP)

The golf course is for the use and enjoyment of the public and all its patrons. In order that the public can be given the best possible golfing experience, the golf course must be open to constructive feedback. All CIP planning and decisions must be analyzed for their short and long term effect.

Tayman Park Golf Group and the Ukiah Men's Golf Club maintain separate bank accounts as required under their respective amended leases to fund projects for the Ukiah Valley Golf Course under the Council approved Capital Improvement Plan (CIP). The Ukiah Valley Golf Course's Capital Improvement Planning process is managed and controlled by an **Advisory Team** comprised of three representatives, one each from the Ukiah Men's Golf Club, the Golf Professional, and the City of Ukiah. The Advisory Team prepared Capital Improvement Plan is submitted annually for review and approval by the Ukiah City Council at a public City Council Meeting.

The Capital Improvement Plan is not an operational plan of the golf course, but is limited to capital improvement planning only.

Part A. - Capital Improvement Completed in FY2021:

(Some items in this section may have been identified prior to FY2020/21)

UKIAH MENS GOLF CLUB PROJECTS:

The substantial number of Projects completed solely by the Ukiah Men's Golf Club in FY2021 were funded both through net cart barn rents, as well as a significant number of projects that were funded by the very generous cash, time and materials contributions of various UMGC members in excess of what was required by their CIP commitment.

These projects that were highlighted and described in the separate presentation to the Council just prior to this item are listed here for reference as follows:

Improvements to Hole 2; tee box retaining wall; COMPLETED/ Ukiah Men's Golf Club

Hole 5 improvements; stairs and railing; COMPLETED/ Ukiah Men's Golf Club

Patio Shade Cover; COMPLETED/ Ukiah Men's Golf Club

Fairway #7; Install steel posts and chain along westerly cart path to direct carts from the fairway back onto the cart path near the 100-yard marker; COMPLETED/ Ukiah Men's Golf Club

Tee #2; Construct a new forward tee; COMPLETED/ Ukiah Men's Golf Club

Tree trimming and removal of limbs and strategic planting of new trees; COMPLETED/ Ukiah Men's Golf Club

Note: this substantial project is completed, but will be resumed as needed as conditions
2021/2022 Capital Improvement Projects

warrant.

Remove dangerous limbs and branches near tees, fairways and greens and area's that restrict movement of water and low hanging limbs. This is a safety issue that if not addressed will cause harm to players and maintenance staff. Continue to identify areas that new trees can be placed.

Course Signage, Yardage and Directional Controls; COMPLETED/ Ukiah Men's Golf Club
Replace course signage and directional signage. Continue replacing all signs and items used for course direction. These items have not been replaced for years and are an important part of our operation.

Strategic Planting of New Trees; COMPLETED/ Ukiah Men's Golf Club MARCH 2021
Add new trees between holes #4 and #6 to better delineate fairways and to protect golfers on adjacent fairways. Add trees between holes #7 and #8 for same reason as above. Replace miscellaneous trees on the back nine where trees have died.

JOINT PROJECTS; UKIAH MENS GOLF CLUB/ TAYMAN PARK GOLF GROUP:

None noted in FY 2021

TAYMAN PARK GOLF GROUP PROJECTS:

It should be noted, that Tayman Park Golf Group completed the following projects, which were not required by their CIP commitment, using their own funds in excess of what was required.

Equipment Purchased; COMPLETED/Tayman Park Golf Group

1. Torro Greensmaster Greens Mower
2. Torro RM3100 Fairway Unit
3. Torro Workman Diesel Utility Towing Vehicle
4. Torro ProForce Blower

Sand Fairways; COMPLETED AND ONGOING/Tayman Park Golf Group

Improved fairways are important to retain players. Sand application over time, improves conditions and playability. Other benefits include a reduction in earthworm castings, improved rooting, earlier spring green- up and reduction in water use. The primary reason fairway topdressing programs are implemented is to firm the surfaces, improved playability and minimize course closure following heavy and prolonged rains.

Fairway Seeding; COMPLETED AND ONGOING/Tayman Park Golf Group

Improvements will include a new drought tolerant grass, sand usage and wetting agents. The new grass will consist of 4 different grass types for deeper root growth and better playing surface. This blend has been proven to perform well in high heat and less water areas. The continued fairway resurfacing will show all players that the Ukiah Valley Golf Course is a viable recreation area worthy of their spending dollars. It's not enough in this difficult environment to just have a course, you must show the willingness to spend money and improve your product. Our fairways continue to improve in appearance and playability.

Part B. - Projects Identified in Prior Years rolling over to FY 2022:

UKIAH MENS GOLF CLUB PROJECTS:

Tree Maintenance (FY20/21); Ukiah Men's Golf Club ONGOING

On-going tree trimming with emphasis on safety for all players. Finishing the list of approved trees from 2020 and new trees will be added to the list after review. All work done under the guidance of the City of Ukiah's Tree Management Guidelines.

JOINT PROJECTS; UKIAH MENS GOLF CLUB/ TAYMAN PARK GOLF GROUP:

Secure Retaining Wall #8 Green (FY20/21); Tayman Park Golf Group & Ukiah Men's Golf Club

The retaining wall is failing on #8 green. Secure retaining wall until a long term fix can be identified.

TAYMAN PARK GOLF GROUP PROJECTS:

Cart Path Replacement Holes #10- #11 (FY20/21); Tayman Park Golf Group

Replace entire cart path from south bridge to north bridge. Remove existing path and repair with base rock and asphalt.

Course Signage, To improve pace of play maintenance and replacement as needed of, clock stations, new yardage signs and yardage posted on sprinkler heads help players maintain good pace around the course. Also in need of upkeep are the trash receptacle signs. (FY20/21); Tayman Park Golf Group

Part C. – Newly identified Projects added to Plan in FY 2022:

UKIAH MENS GOLF CLUB PROJECTS:

Directional Control Posts (FY21/22); Ukiah Men's Golf Club ONGOING

Install steel posts on holes #7 and #15. Will keep carts from driving in dangerous areas. Protect turf as well.

Cart Barn Storage Electric Upgrade (FY21/22); Ukiah Men's Golf Club

Power upgrade and addition of twenty (20) charging stations in cart barn to allow for the transition to all electric carts, and the ultimate phase out of gas powered carts.

Practice Area Adjacent to Hole #1 Construction of a practice sand trap. (FY21/22); Ukiah Men's Golf Club

HOLE #9 Remove the paved cart path adjacent to the green and replace it with turf blocks. (FY21/22); Ukiah Men's Golf Club

JOINT PROJECTS; UKIAH MENS GOLF CLUB/ TAYMAN PARK GOLF GROUP:

Bridges on Back Nine (FY21/22); Tayman Park Golf Group & Ukiah Men's Golf Club
ONGOING

Inspect decking and replace wood as needed.

Repair Failed Storm Drain; The storm drain pipe on the front nine, which extends from above Green #3 down to the east side of Fairway #8, is failing in several places. Explore ideas with the city for either temporary or spot fixes until the City has funds to replace the entire storm drain. (FY21/22); Tayman Park Golf Group & Ukiah Men's Golf Club.

Continued Tee Improvements; (FY21/22) Tayman Park Golf Group & Ukiah Men's Golf Club ONGOING

- Additional tee space is needed with emphasis on creating level playing surface and expansion. Here is a list of tees that are planned for improvements and description of work.
- Tee #17. Expansion of middle tee and add new turf on all new portions, remove sand trap on the south side and replace with sod.
- Tee #5. Reconstruct lower tee box including grading work. Replace failing fence and construct new low retaining wall to level ground.
- Raise the middle tee box on hole #11.
- Retaining Wall Repair.
- Hole #12: Consider adding a dirt berm on the north side of the green and down the fairway to stop balls hitting on the right side of the fairway from running over the cliff.

TAYMAN PARK GOLF GROUP PROJECTS:

Sand Trap Reshaping and Possible Reduction of Sand Trap Size; (FY21/22) Tayman Park Golf Group ONGOING

- Sand bunker hole #2. Reduce size of the existing sand bunker.
- Reshaping both sand bunkers hole #3. Eliminate lip to ease balls trapped under top of bunker.
- Sand bunker hole #4. Reduce size of the existing sand bunkers. Reroute irrigation line. (THE REROUTE OF THE IRRIGATION LINE HAS BEEN COMPLETED).
- Reshape the edge of the sand trap on hole #6.

Transition from Rye Grass Fairways to 3 Blend Fescue Grass; (FY21/22) Tayman Park Golf Group

With the continued importance of water conservation, it's important to find the right grasses to help reduce water usage. Fescue's when blended with other grasses have been known to stay healthy with less watering.

2021/2022 Capital Improvement Summary

Items listed are planned projects. Funds may be limited and we will replace/repair the most important items first. Our goal will be to utilize our funds on projects to meet the highest priorities that will provide the best golf experience possible to the golfers.

The Advisory Team will continue to look not only at immediate goals but will consider our long term goals as well. The Advisory Team will continue to enable a good working relationships between TPGG, the Men's and Women's Golf Clubs and the City.

Thank you for allowing the Advisory Team the opportunity to improve the Ukiah Valley Golf Course through this CIP plan.

City Staff would be pleased to arrange for City Council Members to tour the Golf Course and its Facilities.



AGENDA SUMMARY REPORT

SUBJECT: Annual Report Regarding the Visit Ukiah Program and Authorization for City Manager to Negotiate and Execute Performance Agreement between the Greater Ukiah Chamber of Commerce and the City of Ukiah for Continued Administration of the Program for Fiscal Year 2021-22.

DEPARTMENT: Economic Development

PREPARED BY: Shannon Riley, Deputy City Manager

PRESENTER: Shannon Riley, Deputy City Manager.

ATTACHMENTS:

1. Agreement_Greater Ukiah Chamber of Commerce 2020-07-01

Summary: The City Council will receive a presentation regarding the Visit Ukiah program and consider authorizing the City Manager to negotiate and execute a performance agreement between the Greater Ukiah Chamber of Commerce and the City of Ukiah for the continued administration of the program.

Background: In 2007, Ukiah residents voted to increase the transient occupancy tax (TOT) from 8% to 10% in part to create a mechanism for funding the promotion of tourism to the Ukiah area. Tourism has become an increasingly important economic driver for the community, and TOT revenue has more than doubled since the program began.

Originally, the program was administered by the Chamber of Commerce. In 2011, it was transferred to the City of Ukiah, and beginning with the 2019-20 fiscal year, it has been transferred to the Greater Ukiah Business and Tourism Alliance, which represents the merger of the Greater Ukiah Chamber of Commerce, the Ukiah Main Street Program, and Visit Ukiah. The performance agreement for 2020-21 is provided as Attachment 1.

Discussion: Oversight for the program is provided by Deputy City Manager Shannon Riley, who serves as staff liaison to the Board of Directors, and Facilities Administrator Kerry Randall, who serves as the Board President.

Katrina Kessen, the Executive Director for the Greater Ukiah Business and Tourism Alliance, will present the annual report for the Visit Ukiah program. In spite of challenges presented by COVID-19 and staffing changes mid-year, this organization has served an important role within the business community and has formed strong alliances with the Economic Development and Financing Corporation, the West Business Development Center, Visit Mendocino, and the other Chambers of Commerce in the County.

At this time, Staff recommends that the Council authorize the City Manager to negotiate and execute a performance agreement for the continued administration of the Visit Ukiah program by the Chamber of Commerce, which serves as the fiscal agent for the Greater Ukiah Business and Tourism Alliance.

Recommended Action: Receive a presentation regarding the Visit Ukiah program and consider authorizing the City Manager to negotiate and execute a performance agreement between the Greater Ukiah Chamber of

Commerce and the City of Ukiah for the continued administration of the program.

BUDGET AMENDMENT REQUIRED: n/a

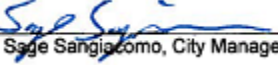
CURRENT BUDGET AMOUNT: \$87,000

PROPOSED BUDGET AMOUNT: n/a

FINANCING SOURCE: Transient Occupancy Tax Revenue; 10112700

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 2021-110

COORDINATED WITH: Greater Ukiah Business and Tourism Alliance

Approved: 
Sage Sangiacomo, City Manager

TOT MEASURE X PERFORMANCE AGREEMENT BETWEEN
THE CITY OF UKIAH AND THE GREATER UKIAH
CHAMBER OF COMMERCE

This Agreement is made this 1st day of July, 2020, by and between the City of Ukiah, herein called "City," and the Greater Ukiah Chamber of Commerce, a California not for profit corporation formed pursuant to the laws of the State of California, herein called "Chamber."

RECITALS

1. The City is desirous of creating a quality promotional program for the Greater Ukiah area, the City of Ukiah, and Ukiah's tourism industry.
2. In November 2006, the voters of the City of Ukiah passed Measure X, which raised the transient occupancy tax (TOT) in the City from 8% to 10%. City Council Resolution No. 2006-68 ("Resolution"), as amended August 28, 2006, specified that for the first two years after the increase goes into effect, 75% of the additional revenue produced by the tax increase would be spent on promotion of the City of Ukiah and its tourist industry, and 50% thereafter.
3. The Resolution provides that the revenues expended for promotion of the City of Ukiah and its tourist industry shall be administered by the Greater Ukiah Chamber of Commerce, subject to an annual performance agreement with the City of Ukiah.
4. The Chamber agrees to perform this function on behalf of the City. The parties have entered this performance agreement to comply with the Resolution.

NOW, THEREFORE, in consideration of the above-recited facts and agreement contained herein, it is agreed as follows:

A. TERM

This Agreement shall be effective from July 1, 2020 and shall terminate on June 30, 2021.

B. SCOPE OF SERVICES

The Chamber shall carry on promotional activities as Visit Ukiah with and on behalf of the City. These activities shall be carried out in cooperation and coordination with the City. These services shall include, but are not limited to, the work plan attached as Exhibit A.

C. REPRESENTATION

Visit Ukiah shall be represented by an Advisory Board comprised of individuals representing the various segments of the hospitality industry including, but not limited to, lodging, arts and culture, wine, and restaurants. Three Advisory Board members shall serve on the Executive Board of the Chamber (dba Greater Ukiah Business and Tourism Alliance); additionally, one City of Ukiah Staff Liaison and one City Council Liaison may be appointed to the Executive Board.

D. RECORDS. REPORTS AND ACCOUNTABILITY

The Chamber shall, by June 30, 2021 furnish the City with a written annual report, covering the activities and services performed during the term of this Agreement. The report shall include the type and scope of promotional activities implemented under this agreement and measures

documenting the success of the promotional activities. Such report shall identify and quantify all work program tasks and objectives completed during the term of this agreement and detail and quantify the impact of completed program objectives on promotion and tourism for the City of Ukiah. The report shall also itemize and quantify any uncompleted program work tasks or goals, provide justification for failure to complete any tasks or goals, and forward recommendations for how those tasks or goals might be successfully completed in the future.

Chamber shall maintain a bookkeeping system and books of account in accordance with generally accepted accounting principles consistently applied, which are capable of audit and which account for the funds provided to the Chamber pursuant to this Agreement, identifying how the funds were used to provide the services described in the work plan. The City shall have access to said books of account during regular business hours for purposes of inspection and audit. Chamber shall fully cooperate with the City and its agents and accountants during any such inspection and audit, including, but not limited to, making its employees, accountants, bookkeepers, or officials available to provide any requested information or documents. Chamber shall furnish a detailed report by June 30, 2021, covering the annual activities of the promotional program undertaken on behalf of the City.

Furthermore, the Chamber shall provide verbal reports to the Ukiah City Council at regularly scheduled Council meetings by January 31, 2021 and again by June 30, 2021, detailing the activities undertaken pursuant to this agreement. The presentation shall include a summary of the items identified in the written report.

Any and all future Agreements between the Chamber and the City be predicated on the Chamber's on-going ability to accomplish the prescribed services contained in the "Scope of Services" and completion/submission of the identified reports.

E. FINANCIAL COMPENSATION BY CITY

In consideration of Chamber's performance of the above services, and under the terms of this Agreement, the City shall disburse to Chamber quarterly payments based on the same period from the prior year; the final payment shall include a reconciliation based on actual receipts, due to the Chamber no later than August 15, 2021. This sum of money shall constitute the entirety of the City's financial contribution to Chamber for the term and scope of services detailed in this Agreement.

Of the disbursements provided by City to Chamber, Chamber shall appropriate and expend no less than 65 percent toward direct marketing and promotional activities. Chamber shall account for these activities explicitly in its books of account, referenced in section D, and report them as such in budget-to-actual income statements.

Chamber shall submit a written request for the release of funds from the City and within 15 business days thereafter the City shall pay the request funds to the Chamber.

F. INSURANCE AND INDEMNIFICATION

During the term of this Agreement, the Chamber agrees to indemnify and hold harmless the City, its officers, agents, and employees, from and against any and all claims, losses, defense costs, or liability of any kind or nature which the City, and its officers, agents, and employees, may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage

to property as a result of, arising out of, or in any manner connected with the Chamber's performance under the terms of this Agreement, excepting only liability arising out of the sole and active negligence of the City.

Without limiting the Chamber's indemnification, it is agreed that the Chamber shall maintain in force at all times during the performance of this Agreement, the following policy or policies of insurance approved by the City and issued by admitted California insurers approved by the City covering its operations, which name the City as an additional insured:

1. Comprehensive General or Commercial Liability, including contractual liability, products, and completed operations and business automotive liability, all of which shall include coverage for both bodily injury and property damage with a combined single limit of One Million Dollars (\$1,000,000).
2. Worker's Compensation coverage at statutory limits.
3. The certificates of insurance and endorsements shall be completed to the satisfaction of the City.

Should the Chamber fail to comply with this paragraph, the City shall have the right to immediately terminate this Agreement without further notice to Chamber.

G. RELATIONSHIP BETWEEN CHAMBER AND CITY

Nothing in this Agreement shall be construed as making the Chamber or any of its employees or representatives, the agent or employee of the City for any purpose, or any employee of the City an employee of the Chamber or creating between the City and the Chamber the relationship of legal partners or joint ventures. It is understood that the contractual relationship of the Chamber to the City is that of an independent contractor.

H. TERMINATION FOR NON-PERFORMANCE

If any party to this Agreement breaches any provision thereof, then the other party may give the defaulting party a notice to remedy such violation within thirty (30) days. The other party may terminate the Agreement: (a) if such violation is not remedied within said 30 days; (b) if the breach cannot be remedied within such time period; or (c) the defaulting party has not commenced efforts to cure the breach or fails to diligently complete steps necessary to cure the breach.

Should this contract be terminated for breach on the part of the Chamber, compensation as provided in paragraph E shall be refunded to the City on a prorata basis.

A waiver by either party of performance of any provision of this Agreement shall not amount to a future waiver of the strict performance of such provisions or of any other provision of this Agreement.

I. NON-PERFORMANCE DUE TO CONDITION BEYOND CONTROL OF PARTIES

If either party is unable to perform its obligations under this Agreement due to conditions beyond its reasonable control, such as, but not limited to, changes in local, state, or federal laws or regulations, judicial interpretations of existing law, vote by the citizens of Ukiah, or administrative action, and not due to the fault or neglect of any party, such failure to perform shall not be deemed a violation of this Agreement, provided the party whose performance is so prevented performs

its obligation as soon as practicable after the occurrence of the event preventing performance under this Agreement no longer prevents such performance. Such party shall use reasonable diligence to put itself again in a position to carry out its obligations hereunder, and in the event such party does not or cannot within a reasonable time put itself again in a position to do so, the other party may, at its option, terminate this Agreement.

J. MISCELLANEOUS PROVISIONS

1. WAIVER OR MODIFICATION INEFFECTIVE UNLESS IN WRITING

No waiver or modification of the Agreement or of any covenant, condition, or limitations herein contained shall be valid unless in writing and duly executed by the party to be charged therewith. Furthermore, no evidence of any waiver or modification shall be offered or received in evidence in a proceeding, arbitration, or litigation between the parties arising out of or affecting this Agreement, or the rights or obligations of any party hereunder, unless such waiver or modification is in writing and duly executed. The provisions of this paragraph may not be waived, except as herein set forth.

2. SEVERABILITY

Every provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Agreement.

3. NOTICE

Whenever notice is permitted or required by this Agreement, it shall be deemed given when personally delivered to or when deposited in the US Mail with proper first class postage affixed thereto and addressed to:

City of Ukiah
City Manager
300 Seminary Avenue
Ukiah, CA 95482

Great Ukiah Chamber of Commerce
Executive Director
200 South School Street
Ukiah, CA 95482

4. DUPLICATE ORIGINALS

This Agreement may be executed in duplicate originals, each bearing the original signature of the parties. Alternatively, this Agreement may be executed and delivered by facsimile or other electronic transmission, and in more than one counterpart, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. When executed using either alternative, the executed agreement shall be deemed an original admissible as evidence in any administrative or judicial proceeding to prove the terms and content of this Agreement.

5. AUTHORITY

The parties hereto acknowledge that they have the authority to execute this Agreement on behalf of the entity that they represent as herein set forth below.

6. ARBITRATION

(a) All claims or controversies, disputes and other matters in question arising out of or relating to this Agreement or the breach hereof, shall be decided by binding arbitration. Any such dispute shall be submitted to arbitration upon the written request of either party served on the other party. Arbitration shall comply with and be governed by the provisions of the California Arbitration Act. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with the laws of the State of California in any court having jurisdiction thereof. Arbitration shall be conducted in Ukiah, California.

(b) The arbitrator shall be a person mutually agreed upon by Chamber and City within 30 days' written notice of either party's request for arbitration. If the parties cannot agree upon an arbitrator, they may apply to the superior court for the appointment of an arbitrator.

(c) Each party shall pay one-half of the charges, expenses and fees of the arbitrator and the arbitration, unless the arbitrator orders a different allocation of these costs.

7. ATTORNEY'S FEES AND COSTS

By the parties' signatures below, each of them hereby acknowledges that they have read, understood and agree to be bound by the arbitration provisions stated herein above.

If any action is commenced to compel arbitration or to confirm and enforce an arbitrator's award, the prevailing party shall be entitled to reasonable attorney's fees and costs, and necessary disbursements in addition to any other relief to which that party may be entitled.

8. ENTIRE AGREEMENT

This Agreement supersedes any and all other agreements, either, oral or in writing, between the parties hereto with respect to the terms and conditions contained herein, and contains all of the covenants and agreements between the parties with respect to this Agreement in any manner whatsoever. Each party to this agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreements, statement, or promise not contained in this agreement shall be valid or binding.

9. GOVERNING LAW AND JURISDICTION

This agreement shall be governed by and construed in accordance with the laws of the State of California as they apply to a contract entered into and performed in that State. Jurisdiction and venue shall be in Mendocino County, California.

10. HEADINGS AND CONTEXT

The headings of this Agreement are inserted for convenience only and do not define, limit or extend the scope or intent of this agreement or any provision thereof. When the context permits, a word or phrase used in the singular means the plural and when used in any gender, its meaning also includes all genders.

11. MERGER

This Agreement constitutes the entire understanding between the parties as to the terms

and conditions contained herein, all previous understandings being merged herein.

12. ADEQUATE ASSURANCES

Each party shall execute, acknowledge and deliver such additional documents, writings or assurances as the other may periodically require so as to give full force and effect to the terms and provisions of this Agreement.

13. CONSTRUCTION OF AGREEMENT

This Agreement shall be interpreted in accordance with its plain meaning, neither for nor against any party. This Agreement has been reviewed by separate counsel for both parties. Any ambiguity existing in this Agreement shall not be construed against either party as the drafter of this Agreement.

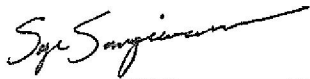
14. TIME

Time is of the essence of this Agreement.

ACKNOWLEDGEMENT:

IN WITNESS WHEREOF, this Agreement is executed by the City of Ukiah and the Greater Ukiah Chamber of Commerce, by their duly authorized representatives, on the Effective Date.

CITY OF UKIAH



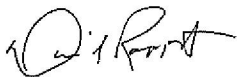
Sage Sangiacomo, City Manager

GREATER UKIAH CHAMBER OF COMMERCE



Katrina Kessen, Executive Director

APPROVED AS TO FORM:



David Rapport, City Attorney

ATTEST:



Kristine Lawler (Dec 4, 2020 08:33 PST)

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: Consideration of Adoption of a Resolution Adopting the City of Ukiah Emergency Operations Plan.

DEPARTMENT:	City Manager / Admin	PREPARED BY:	Tami Bartolomei, Office of Emergency Services Coordinator
		PRESENTER:	Tami Bartolomei, Emergency Management Coordinator

ATTACHMENTS:

1. City of Ukiah Resolution and Exhibit A - Emergency Operation Plan.docx

Summary: Council will consider adoption of a resolution adopting the City of Ukiah Emergency Operations Plan.

Background: The City of Ukiah Emergency Operations Plan (EOP) provides a framework for response and recovery from emergencies or disasters. The EOP is a living document whereby processes, guidance, and protocols change from time to time and, so too must this document. The City last adopted an Emergency Operation Plan in February 2007. Although the current (and outdated) plan includes the functions and principles of the California Standardized Emergency Management System (EMS), National Incident Management System (NIMS) and Incident Command Structures (ICS), the plan consisted of over 500 pages, making it overly complicated for the community to read and understand. The updated EOP plan was designed to be a simple yet comprehensive emergency management plan to be read in thirty (30) minutes or less and to facilitate easy integration of people and organizations into the City of Ukiah's Emergency Management program.

The EOP base plan lays out the framework for emergency management including:

Assumptions, i.e. circumstances assumed during plan development
Identification of hazards likely to impact our community
Roles and responsibilities

Discussion: The updated EOP (See Exhibit A to Attachment 1) was developed to comply with State and Federal mandates. The plan was developed in partnership with both Ukiah Police Department and Fire Department staff along and in collaboration with other agencies who have an important role in planning for response and recovery to emergencies and disasters. On May 13, 2021, the City of Ukiah's Disaster Council reviewed, commented and recommended the updated EOP be taken to City Council for adoption. The Disaster Council makes recommendations to City Council on matters pertinent to the development of response and recovery plans. The Disaster Council is chaired by the Mayor and key City staff along with critical stakeholders who provide key services during emergencies and/or disasters. Updating the plan is consistent with City's Council's goal of continuing to foster and support the safest neighborhoods.

The City of Ukiah is vulnerable to natural and human-caused hazards which pose risk to people, property, the environment, and the economy. The important components of this planning process include understanding the risks, reducing vulnerability to those risks, and preparing for the impacts of emergencies and disasters.

The EOP is designed to ensure continuity of operations and essential services such as utilities and other day-to-day operations during and after an emergency or disaster.

The updated EOP complies with all local ordinances, state law, and aligns with contemporary emergency planning guidance. The EOP serves as the primary guide for reducing emergency and disaster risk within the City of Ukiah.

Adoption of the EOP by resolution is required to maintain compliance with the State's Standardized Emergency Management System (SEMS) and the federal government's National Incident Management System (NIMS) program elements, enabling eligibility for state and federal disaster assistance and preparedness funding.

There is no fiscal impact; the department utilized Complete EM software to develop the plan.

Staff recommends City Council adopt the Resolution (Attachment 1) adopting the City of Ukiah Emergency Operations Plan.

Recommended Action: Adopt resolution adopting the City of Ukiah Emergency Operations 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: City of Ukiah Disaster Council

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2021-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADOPTING THE CITY OF UKIAH EMERGENCY OPERATIONS PLAN.

WHEREAS:

1. The preservation of life, property, and the environment is an inherent responsibility of local government; and
2. The City of Ukiah may be subjected to emergencies and disasters of all types; and
3. The federal National Incident Management System (NIMS) and California's Standardized Emergency Management System (SEMS) legislation require the creation, maintenance, training, and execution of emergency response protocols by every local government; and
4. The City of Ukiah Emergency Operations Plan describes how the City of Ukiah will manage and respond to major emergency incidents, including implementation of an Incident Command System and the Standardized Emergency Management System, National Incident Management System; and
5. On February 21, 2007, the Council adopted the City's current Emergency Operations Plan; and
6. The City of Ukiah Emergency Operations Plan demonstrates the City of Ukiah's steadfast commitment to the safety and protection of its citizens, and employees, and visitors; and
7. The draft plans were distributed to the Disaster Council for review and comment, and recommendations have been made by the Disaster Council for Ukiah City Council to adopt an updated Emergency Operations Plan; and
8. The City Council deems it in the best interest of the City of Ukiah to formally adopt the updated Emergency Operations Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves and adopts the City of Ukiah Emergency Operations Plan attached hereto as Exhibit A.

PASSED AND ADOPTED this ____ day of July, 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Juan V. Orozco, Mayor

ATTEST:

Kristine Lawler, City Clerk



Emergency Operation Plan

May 13, 2021

[OPTIONAL – Insert jurisdiction resolution adopting emergency plan]

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- B. Emergency Facilities Contact List
- C. Hazard-Specific Policies and Procedures
- D. Function-Specific Policies and Procedures
- E. Standard Operating Procedures
- F. Resource Catalog
- G. Emergency Forms
- H. Continuity of Operations and Government
- I. Recommended Training Courses
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1.0 Introduction

The City of Ukiah is vulnerable to natural and human-caused hazards which pose risk to people, property, the environment, and the economy. The City, in collaboration with other agencies, has an important role in planning for response and recovery to emergencies and disasters. A part of this planning process includes understanding the risks, reducing vulnerability to those risks, and preparing for the impacts of emergencies and disasters.

The City of Ukiah has designed this Emergency Plan to ensure continuity of operations and essential services, such as police, fire, utilities, and other day-to-day operations during and after an emergency or disaster. This plan was developed in consultation with the Ukiah Disaster Council it complies with all local ordinances, state law, and aligns with contemporary emergency planning guidance. This plan serves as the primary guide for reducing emergency and disaster risk within the City of Ukiah.

Increases in population, aging infrastructure and housing, rising costs, limited resources, environmental changes, and several other factors can contribute to more frequent and severe emergencies and disasters. Information is also now exchanged much faster and in greater quantity than just a few years ago. To meet these challenges, City of Ukiah emergency planning incorporates the principles of Whole Community and Resilience. *Whole Community Approach* is a framework for disaster planning which incorporates the entire community in emergency preparedness (A Whole Community Approach, FEMA). By adopting Whole Community practices, the City invites broad participation in emergency management efforts to increase resiliency. By working toward resiliency, the City empowers individuals and organizations to understand, prepare for and recover from emergencies and disasters. The *Whole Community approach* achieves the fastest, most effective outcomes following emergencies and disasters. It also helps to preserve limited resources during an emergency so that those resources can be allocated more efficiently.



1.1. Purpose

This plan supports the following emergency management program goals for the City:

- Establish a local emergency management program that facilitates comprehensive inclusion of planning that is equitable and follows all Americans with Disabilities Act and Access and Functional Needs guidelines;
- Comply with local, state, Federal Emergency Management Agency, and U.S. Department of Homeland Security program requirements;
- Complete a comprehensive emergency management plan;
- Specify policies, roles, resources, and activities necessary to manage a local emergency;
- Adopt the National Incident Management System (NIMS); and
- Facilitate collaboration among organizations involved in emergency management.

1.2. Scope

This plan applies to any extraordinary situation, emergency, or disaster, regardless of cause. When this plan is implemented, the City is expected to execute this plan with maximum coordination, efficiency, and effect. Individuals, businesses, community-based organizations, and other non-governmental organizations should become familiar with this plan and be ready to support the policies and activities described herein.

This plan is designed to be a simple yet comprehensive emergency management plan. It addresses multiple hazards, activities necessary before, during, and after disaster to reduce risks and impacts, and the outlines multi-agency collaboration and coordination necessary to accomplish activities described in this plan.

1.3. Situation

The City of Ukiah has a population of approximately 16,000 (2010 US Census). Ukiah is located approximately 115 miles north of San Francisco and 145 miles west of Sacramento. The City lies adjacent to Highway 101, between State Route 20 to the North and 175 to the South Ukiah is located in the fertile Yokayo Valley between the Mendocino National Forest and the redwoods of California's North Coast. Ukiah serves as the county seat and is the largest city in Mendocino County. Health care, social services, retail trade, lodging, entertainment, and food services are the largest industries within the City of Ukiah.



Emergency Plan City of Ukiah

The City of Ukiah's Hazard Mitigation Plan identifies Ukiah as vulnerable to earthquakes, fires, floods, disease outbreaks, landslides, severe winter storms, and transportation accidents. Effectively managing risk and emergencies within the City is particularly difficult because of the City's limited resources, rural setting, and vulnerable access—and thus effective emergency management and response requires close collaboration with the County of Mendocino, other cities within the County, and other relevant agencies.

City of Ukiah is most vulnerable to following hazards and threats:

Hazard/Threat	Vulnerability and Potential Impacts
Communication Failure	Mendocino County has experienced numerous wild fires. Fire in 2017 and again in 2018 significantly impacted networks and destroyed communication infrastructure. Other communication threats include: aging infrastructure, digital infrastructure owned and maintained by outside sources, and other, natural disasters.
Dam Failure	The Coyote Dam Lake Mendocino is upriver from the city and has the potential to flood parts of the City if it fails. Dam failure likelihood possible between 1 & 10% annual probability, or some time in your lifetime.
Drought	California experienced the most severe drought on record in 2014. Water resources have been stressed by periodic drought cycles and unprecedented restrictions in water diversion from the Russian River and Lake Mendocino in recent years. The City of Ukiah has reliable water resources, but is threatened by other impacts from drought conditions such as increased fire hazards due to dry fuels, and increased pests. Drought conditions are likely to occur several times in your lifetime.



Emergency Plan City of Ukiah

Extreme Weather	Extreme heat and cold waves have increased in recent years. More people will likely be exposed to extreme weather events potentially causing risk to human health.
Earthquake	The Maacama fault is located in the Coast Ranges of northwestern California. It has been interpreted as a right-stepping northern extension of the Rogers Creek fault and is one of three major fault zones that comprise the San Andreas fault system in northern California. The Fault has a northern and southern section, with a total length of just under 100 miles. The Maacama fault runs just east of Ukiah and through Willits. Ukiah is located within a severe shaking range and is likely to occur several times in your lifetime.
Flood	The City of Ukiah has a history of flooding associated with winter storms. Facilities, utilities, and other buildings within the 100-year floodplain are highly likely of a flood occurrence in any given year.
Hazardous Material Incident	Hazardous materials facilities and major transportation routes are located within the City of Ukiah. There are 15 critical facilities at risk for a hazardous material event within ¼ mile of transportation routes.
Invasive Species	Invasive species include insect pests and weeds. The Glassy Winged Sharpshooter is an invasive species that threatened local grape growers in 2008. Invasive weeds displace native vegetation, they harbor pests, reduce crop yields, and increase soil erosion, fire danger, and flood risk.



Emergency Plan City of Ukiah

Landslide	Landslides commonly occur in connection with other major natural disaster such as earthquakes and floods; however, landslides can be caused by normal, seasonal rainfall or erosion. USGS elevation data sets were used to determine the risk of landslides for the Ukiah area. Landslide possibility is between 1 & 10% annual probability or likely to occur.
Power Outage	The City of Ukiah Electric Utility receives electric energy over interconnected high voltage transmission lines owned and operated by PG&E. These transmission lines are jointly used by many California utilities. In an effort to protect communities from wildfire, PG&E exercises precautionary measures by de-energizing lines when extreme fire danger conditions exist. When transmission lines that feed the City are threatened, PGE may elect to de-energize the lines. These outages could impact City of Ukiah Electric Utility customers and could last several days. Rolling Blackouts, or rotating outages, are systematic, temporary power outages that help bring balance to the supply and demand of electricity in the market. If the electricity supply is low compared to the demand, the California Independent System Operator (CAISO) may require utilities to shed load to ensure demand can be met. This load shedding is accomplished by implementing Rolling Blackouts and help prevent the City of Ukiah electric utility customers from experiencing even longer outages. Rolling Blackouts can last up to one hour. City of Ukiah electric utility



Emergency Plan City of Ukiah

	customers could experience several Rolling Blackouts over the hot summer months.
Public Health Crisis	Disease outbreak can cause illness and result in significant casualties. In 2020 an outbreak of respiratory disease caused by a novel coronavirus COVID-19 was identified and the World Health Organization declared the outbreak a “public health emergency of international concern” and Health and Human Services declared a public health emergency for the United States. COVID-19 was characterized as a pandemic and declared by the President a national emergency. Mendocino County declared a local health emergency and shelter in place orders were established. The City of Ukiah declared a local emergency. Mendocino County experienced death, increased hospitalizations and outbreaks due to the virus.
Wildland/Urban Interface Fire	The terrain, vegetation, and weather conditions are favorable for the ignition and rapid spread of wildland fires. Wildland fire hazards areas are identified by determining the amount of fuel in a given area. Wildfire are highly likely to occur.

Effectively managing risk and emergencies within the city is particularly difficult because of the city’s limited resources, rural setting, and vulnerable access.

1.4. Plan Development and Organization

This plan was designed to be read in 30 minutes or less and to facilitate easy integration of people and organizations into the City of Ukiah emergency management program. It consists of



two parts: an emergency plan and appendices. The emergency plan defines the emergency management program, program administration, authorities, roles, concepts of operation, and activities. The appendices provide additional detail to describe how specific activities are conducted in emergency management activities. Appendices sometimes contain sensitive information, so they are not typically attached to or presented with the emergency plan. The Emergency Manager and Disaster Council may, at their discretion, develop documents and agreements to support execution of this emergency plan.

The emergency plan serves as an important public policy document and is routinely presented to City Council for review and approval.

The City of Ukiah Office of Emergency Management maintains a copy of all City emergency planning documents at:

City of Ukiah
Office of Emergency Management
300 Seminary Ave.
Ukiah, 95482
(707)463-6213
OEM@cityofukiah.com

1.5. Authorities

The following local, state, and federal legal authorities guide emergency activities in the City of Ukiah.

City of Ukiah

- Ukiah City Code, Division 6, Chapter 2
- Mendocino County Code, Title 2, Chapters 2.28, 2.33
- Mendocino County Code, Title 5, Chapter 5.12
- Mendocino County Code, Title 7, Chapter 7.04
- Mendocino County Code, Title 8, Chapter 8.80
- Mendocino County Code, Title 9, Chapter 9.05
- Mendocino County Code, Title 20, Chapters 20.168, 20.020



- Mendocino County Code, Title 22, Chapter 22.04

State of California

- California Emergency Services Act, CA Govt. Code § 8550 et seq.
- California Disaster Assistance Act, CA Govt. Code § 8680 et seq.
- California Code of Regulations, Title 19, Division 2
- California Code of Regulations, Title 2
- California Disaster and Civil Defense Master Mutual Aid Agreement
- Governor's Executive Order W-9-91
- Governor's Executive Order SB 833

Federal

- Federal Civil Defense Act of 1950 (Public Law, as amended)
- Homeland Security Presidential Directive 5, 2005, National Incident Management System
- Presidential Policy Directive March 30, 2011, National Preparedness
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Title 44, Code of Federal Regulations
- U.S. Army Corps of Engineers Flood Fighting (Public Law 84-99)

1.6. Assumptions

The following circumstances were assumed during plan development:

- Organizations (i.e. law enforcement, fire and rescue, public health, transportation) will respond to calls for service during an emergency according to their respective authorities, policies, and capabilities.
- Emergency activity may exhaust or exceed the capability of one or more organizations. Extraordinary efforts to manage scarce resources, especially among multiple organizations, may be required.



- The City will lead response to emergencies that occur within our area of primary responsibility.
- The State, Federal Government, or another local jurisdiction will lead response to incidents that occur within their jurisdiction
- Unified Command will be established to lead response where jurisdictions coincide.
- The City will provide and request aid during an emergency, pursuant to automatic and mutual aid agreements.
- The City will exhaust or expect to exhaust available resources before asking for assistance from other jurisdictions.
- The City will implement this emergency plan before requesting emergency assistance.

2.0 Concepts of Operation

Ukiah City Code, Chapter 2, Article 3 established the role of the Emergency Management Director and assigns responsibility for emergency management to the City Manager. The ordinance also assigns day-to-day responsibility for emergency management program activities to an Emergency Management Coordinator who works within the City Manager's Office. The Emergency Management Coordinator coordinates the work of internal and external stakeholders to accomplish various mitigation, preparedness, response, and recovery activities.

2.1. Mitigation

Mitigation activities identify hazards and eliminate or reduce vulnerabilities before emergency or disaster impacts can occur. Risk created by a flood hazard, for example, can be described as a function of hazard, vulnerability and impact. Flooding is a hazard. Property constructed in a flood-prone area can be vulnerable to flooding. When flooding occurs, damage to buildings and roads can occur, or necessitate evacuation of people and animals. By identifying hazards and reducing or eliminating vulnerability before damage occurs, mitigation actions reduce risk and the likelihood of impacts. Mitigation can save people, property and the environment before they become adversely affected by emergency or disaster. Cost-effective mitigation saves more money than it costs to implement.

City of Ukiah maintains a Local Hazard Mitigation Plan (LHMP) to guide local mitigation activity. The plan identifies hazards, analyzes risk, describes vulnerabilities and potential impacts, presents mitigation alternatives, and establishes a plan to systematically reduce risk. The City



develops this plan collaboratively with a broad group of community stakeholders and submits it to the Federal Emergency Management Agency (FEMA) through the state's emergency management agency for approval every five years. FEMA requires a LHMP to receive an additional 15 percent of all disaster relief funding it provides to designated disaster areas. This additional funding serves as incentive to perform more mitigation work. The LHMP also earns the City points in the Community Rating System (CRS). Greater achievement in the CRS results in lower insurance premiums throughout the City.

The Office of Emergency Management coordinates mitigation activity and maintains the LHMP for the City.

2.2. Preparedness

Preparedness activities are designed to anticipate and prepare the City for emergency impacts that cannot be mitigated. This section describes the planning, training, exercising, equipping, and supplying activities associated with preparedness.

2.2.1. Planning

Emergency planning involves the development of policies, plans, procedures, and job aids used when responding to or recovering from an emergency or disaster. This plan serves as the primary emergency planning document for the City of Ukiah. It is reviewed and approved by the City Council at least every four years and is maintained by the City of Ukiah Office of Emergency Management. Several appendices support this plan and contain either general or detailed information specific to a type of emergency or disaster.

General appendices are developed and maintained by the Ukiah Office of Emergency Management and include:

General Emergency Plan Appendix	Purpose
SEE ATTACHMENT LIST	SEE ATTACHMENT LIST



Hazard-specific or functional appendices are developed and maintained by organizations that lead these activities (i.e. flood evacuation, mass care and sheltering). These assignments of emergency management responsibility include:

Function-Specific Plan Appendix	Lead Organization
Evacuation	Ukiah Police Department
Care and Shelter	Ukiah Office of Emergency Management in coordination with the Mendocino County Office of Emergency Services, Health and Human Services and Red Cross.
Damage Assessment	Ukiah Community Development Department

Emergency planning is also important for individuals, families, businesses, and community-based organizations. Each resident and employee of the City is encouraged to prepare at home and their place of work by following the planning guides at <http://www.ready.gov>. More information about emergency planning is also available on the City of Ukiah Office of Emergency Management website at: <http://www.cityofukiah.com/city-managers-office/>

2.2.2. Training

Training familiarizes people with emergency management policies, plans, tools, and procedures. Because the City of Ukiah considers the knowledge and experience people gain from training and exercises important to response, the City maintains an emergency management training plan. The plan recommends training for each emergency role and specifies when and where that training will be available. Each organization that expects to employ staff in emergency roles should consider providing as much training for each role as practical before an emergency occurs.

A list of recommended training courses and a training plan are attached as Appendices I and J, respectively.



The City strives to meet the State's training guidance and maintain a record of all emergency management training. City departments place training certificates in individual personnel files within their respective departments and notify the City of Ukiah Office of Emergency Management when individuals complete training.

2.2.3. Exercising

Exercising is an important complement to training. It allows individuals and organizations to practice what they learn and to develop proficiency when performing certain emergency tasks. The City of Ukiah conducts drills and exercises (i.e. table-top, functional, and full-scale) according to the U.S. Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP offers a standard method for designing, conducting, and evaluating exercises. A multi-year exercise plan that incorporates HSEEP methodology is attached to this plan as Appendix K.

Within 90 days following an exercise or real-world disaster event, the Ukiah Office of Emergency Management facilitates a process that results in an After-Action Report/Improvement Plan (AAR/IP). The purpose of the AAR/IP is to note strengths and weaknesses in response, and to identify opportunities for improvement. After completion of AAR/IPs, the City updates work planning and retains copies of the reports for a minimum of five years to support subsequent analysis, planning, and training.

2.2.4. Equipping and Supplying

Specific equipment and supplies are sometimes needed during an emergency. Equipment can range from small appliances to heavy equipment (i.e. front loaders and dump trucks). Examples of supplies include batteries, food, water, office supplies, fuel, and medical material.

Some equipment and supplies needed during emergencies are used day-to-day; others are obtained and stored just for use during emergencies (e.g. medical supplies on-board mass casualty trailers). The City's Purchasing Department works with different agencies to identify and track the locations of key equipment and supplies that might be needed during an emergency. A resource catalog of equipment and supplies is attached as Appendix F.



Each organization is responsible for maintaining its own necessary equipment and supplies. The purpose of the resource catalog is to define what equipment and supplies are stored for a disaster, describe where they are located and how they can be obtained.

2.3. Response

Response activities follow an emergency or begin when emergency impacts are imminent. Notification of response agencies is the first step in response so that emergency resources can be dispatched quickly. Sharing detailed information and with leaders and partner organizations then occurs to effect coordination and consider additional requirements for support. Emergencies or disasters can quickly overwhelm local resources. This section details how the City provides necessary communication and coordination during emergencies and disasters.

2.3.1. Standardized Emergency Management System (SEMS)

SEMS was enacted as State of California Law following the Oakland Hills fire in 1992. SEMS standardizes the coordination of multi-agency response using:

- The Incident Command System (ICS) – Common terminology, standardized processes and tools. Local governments in California are required to use SEMS to be eligible for state reimbursement of certain response costs.
- Mutual Aid – A California tradition of neighbor jurisdictions helping each other in times of need, without promise of reimbursement. The California Master Mutual Aid Agreement dates back to the 1950s and has been signed by nearly all cities and counties in California. This concept of mutual aid remains prevalent in California despite the nation-wide introduction of the Emergency Management Assistance Compact (EMAC), a fee-for-service form of interstate aid.
- Operational Area Model – A concept that outlines a statewide hierarchy of responsibility for emergency management. The management of most emergencies and disasters is a local responsibility (notwithstanding exceptions for terrorism, acts of war, incapacity, etc.). As needs during an emergency exceed local capability, requests for assistance are made by the immediately higher level of government. In this way, cities request additional assistance from their counties. Counties request additional assistance from the State and the State requests additional assistance from the Federal Government.



The City of Ukiah has worked to comply with SEMS since 1996. Individuals with questions about SEMS should contact the Ukiah Office of Emergency Management.

2.3.2. National Response Framework

The National Response Framework (NRF) consists of federal-level policies, plans, and tools for homeland security and emergency management. Sufficient for the purpose of this plan, these federal-level policies, plans, and tools include:

- National Preparedness Goal – A document that describes a vision of emergency management, defines core capabilities, and identifies key scenarios for which the nation should be prepared.
- NIMS – Policy, practices, and tools that effectively make ICS adoption national in scope.
- Numerous plans, appendices, guides, and resources – Tools to help local and state emergency management organizations conduct their work.

2.3.3. Essential Facilities

The City of Ukiah manages emergencies from the City's Emergency Operations Center (EOC). The EOC provides executive-level policy, information sharing, and coordination. The EOC may provide this support to one or more Incident Command Posts (ICP) established by response agencies. ICPs and their leaders (incident commanders) are delegated authority to command and control field response. The EOC does not direct response but rather ensures that all ICPs are supported well, coordinating, and operating in conformance with City policy. Other facilities support emergency management activities. These facilities include:

Essential Emergency Facility	Purpose
Ukiah Emergency Operations Center	Coordination of City-wide response to emergencies and disasters
Ukiah Dispatch	Coordination of law enforcement, fire and rescue response



Essential Emergency Facility	Purpose
Emergency Medical Services Dispatch	Coordination of all medical first-response
Sheriff's Office Dispatch	Coordination of all County law enforcement first-response and management of county-wide alert and warning
County Emergency Operations Center	Coordination of County-wide response to emergencies and disasters

Additional information regarding essential facilities is attached as Appendix B.

2.3.4. Alerts, Notification, and Warning

Successful emergency and disaster management requires around-the-clock awareness of emergency conditions, the ability to quickly communicate emergency information to key individuals and organizations, and the capability to respond. The City has designated the Ukiah Police Dispatch as such a location to operate continually (24 hours per day/7 days per week/365 days per year). Any initial, critical information intended for emergency managers should be directed to the facility using the contact information in Appendix B or, in life-threatening situations, by calling 9-1-1. When the threat of extraordinary danger is present, communicating urgent warnings and instructions to large groups of recipients requires using mass notification systems such as landlines, mobile, text messages, outdoor sirens/speakers, and email. The City will utilize the Mendocino County Operational Area Mass Notification plan. This plan was developed in conjunction with local, regional, and state partners and is intended to meet the State of California guidelines and regulations.

2.3.5. Activation Levels

Depending on the circumstances of an emergency, the City Manager or his/her designee may activate the EOC to provide leadership, support and coordination during an emergency. The Ukiah Office of Emergency Services is responsible for ensuring readiness of the EOC. Activation of the facility will occur at one of the following levels:



Level 1 Activation – Provision of minimum staffing when the EOC is monitoring a situation. This level of activation may also occur at a remote location (e.g. when a duty officer is working at another location or on-call from home). At this level of activation, only one or two individuals are typically activated as EOC staff.

Level 2 Activation – Provision of an intermediate number of staff to operate the EOC when an emergency is imminent or otherwise less than severe or catastrophic. This level of activation typically involves assignment of ICS Command and General Section staff (approximately 2-10 individuals).

Level 3 Activation – Implementation of full EOC capability and the full use of City resources. All ICS positions are filled (typically 11 or more people). Alternate EOC teams may be assembled to relieve one another during 24-hour, multi-day activations.

Regardless of the level of EOC activation, persons are assigned to ICS positions. Operational periods (EOC shifts) typically span 12 hours (except during a Level 1 Activation, when the period is typically 24 hours). Incident Action Plans (IAP) are developed for each operational period. These and other EOC activities are conducted according to the SOPs attached to this plan as Appendix G.

2.3.6. Communications

Communication activities are one of the two categories that most affect emergency management outcomes. Coordination is the other. To ensure effective communications in the City, the EOC maintains all forms of communication listed below. This capability is tested on a quarterly basis. Typically, the testing takes place on the last day of January, April, July, and October each year, or the last work day of those months if the last day falls on a weekend.

- ARES/RACES
- CalCord
- CESRS
- IPAWS
- MACS
- City of Ukiah Emergency Operations Center
- Statewide Fire Mutual Aid Radio System
- Video conferencing



2.3.7. Roles, Responsibilities, and Assignments

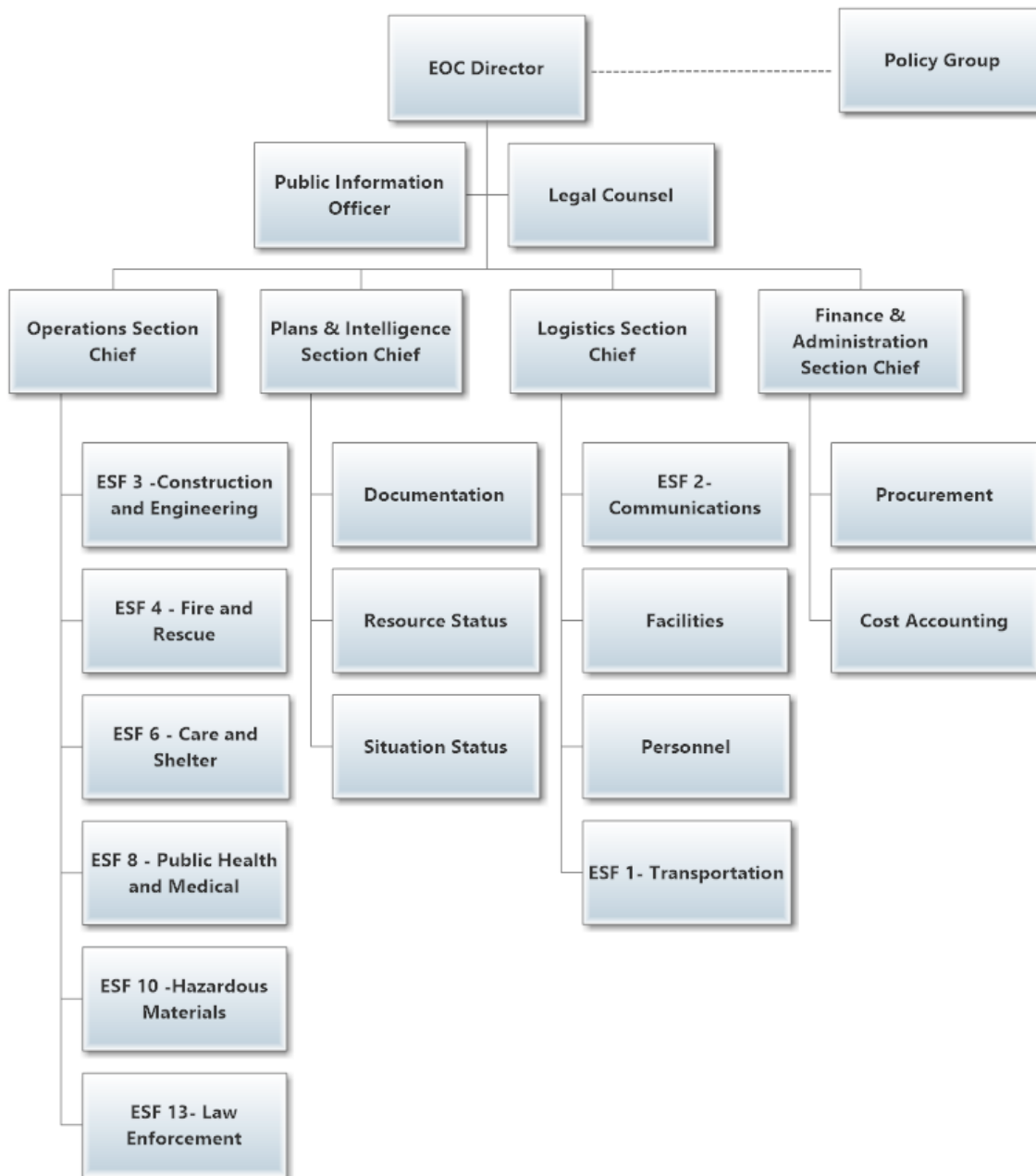
The City Manager (Emergency Services Director) assigns individuals to EOC positions according to operational need, experience and availability. Individuals assigned to work in the City EOC must complete a minimum level of training that includes ICS 100, 200 and 700 courses. EOC Command and General Staff must also complete ICS 300 and 400.

Each individual assigned to the EOC will be a member of one of two teams. The EOC A-Team will be the first to activate the EOC. The EOC B-Team will staff the other 12-hour operational period or serve as the relief team. Individuals assigned to each EOC team are listed in Appendix A. Their roles and duties are described further in Appendix E.

The EOC organization includes an EOC Director, Assistant Director, Public Information Officer, Safety Officer, Legal Counsel, and Liaison Officer who, collectively, comprise the EOC Command Staff. EOC General Staff consist of Chiefs who lead Operations, Planning and Intelligence, Logistics, and Finance and Administration Sections. A typical EOC organization chart is illustrated in Figure 1.



Emergency Plan City of Ukiah





The overall operation of the EOC involves three primary functions:

1. Managing emergency policy (e.g. declare emergencies, order evacuations, prioritize limited resources)
2. Collecting, analyzing and sharing information with emergency organizations, elected leaders and the public
3. Brokering resources (e.g. requesting outside assistance and directing it to incidents)

Each of these EOC functions is described in the following subsections.

2.3.8. Managing Policy

Field-level command and control of incident response does not typically occur at the EOC. However, the EOC plays a critical role in managing emergencies and disasters. Sharing information, coordinating resources, issuing formal declarations of emergency, ordering evacuations, and determining jurisdiction-wide priorities are all activities within the purview of the EOC.

Generally, the EOC first establishes priorities and objectives during an action planning process. Typically, EOC priorities are to protect:

1. Life
2. Health and Safety
3. Property
4. The Environment
5. The Local Economy

The action planning process culminates in an Incident Action Plan (IAP) each operational period. The process follows NIMS and is often described as the “Planning P” as shown in Figure 2. Appendix G contains forms used to create IAPs. Appendix E describes the planning process in detail and explains the role of each participant in the planning process.

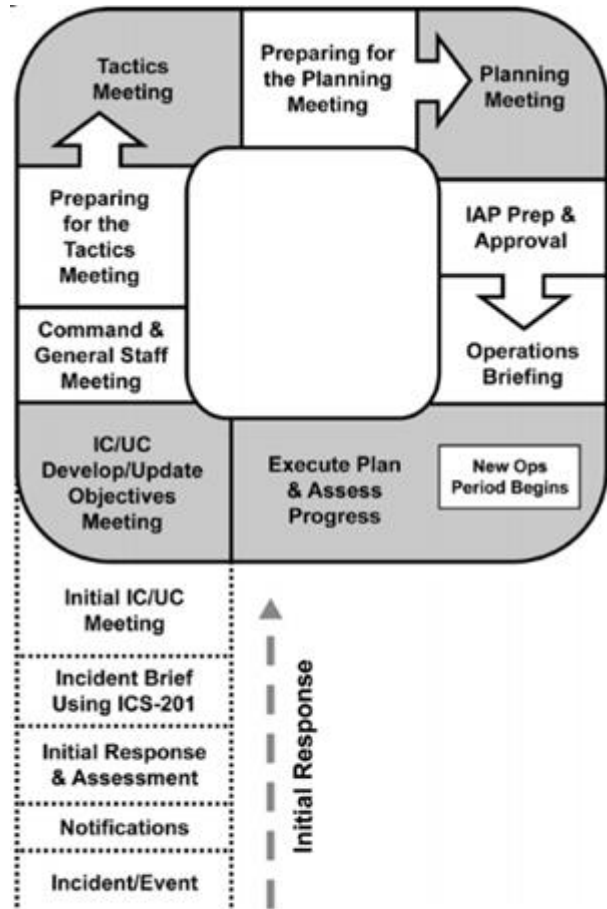


Figure 2 - The “Planning P”

2.3.9. Sharing Information

The second of the three important EOC roles is sharing information about an emergency with agencies, government leaders and the public. Conveyance of information to the public occurs most often through media outlets. To effectively share information, the EOC



maintains robust communication capabilities described earlier in Section 2.3.6 of this plan. The EOC also uses traditional paper message forms (i.e. ICS 213) and information technology.

Collecting accurate, timely information from responders is necessary for the EOC to meet response agency requirements for support. Sharing this information with other agencies, especially those able to provide resources to support an emergency, is essential to obtaining additional help. Continuously collecting, confirming and sharing intelligence is vital to the safety, efficiency and overall effectiveness of response activities. A Public Information Officer is assigned to the EOC to develop and coordinate information sharing with the media and, ultimately, the public.

All EOC staff members are trained in the use of information-sharing tools as part of their EOC orientation. During training and exercising, they have opportunities to practice using these tools. Responsibilities, tools, and processes for sharing of information are described in Appendix E.

2.3.10. Resource Management

The third of the three important EOC roles is to broker resources. An emergency may require a dispatch of specific, necessary resources. Depending on the circumstances, but especially if the needed resources are scarce, the EOC may have to carefully allocate resources to several emergency scenes or from one department to another. At other times, the EOC may facilitate movement of resources to or from the City (e.g. facilitating support between two incidents or cities). In these cases, the EOC serves as the conduit for resource requests.

To best manage resources, the EOC maintains an emergency resource catalog (attached to this plan as Appendix F) and at least one active Cal OES workstation to coordinate resource requests. The tools and processes for accomplishing this work are described further in Appendix E.



2.4. Recovery

The final area of City emergency management activity is recovery. Recovery is the process of returning to normal an area affected by an emergency or disaster. Recovery sometimes occurs within hours—for example, restoration of electricity and telephone service. After major disasters, recovery activities may span years. Good recovery depends on development of a recovery plan before an emergency occurs and beginning recovery as soon as possible after an emergency. Recovery activities begin with damage assessment which informs both short-term and long-term recovery activities. These three recovery activities are described in the subsections below.

2.4.1. Damage Assessment

Damage assessment activities involve identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following major disasters, a process known as a Preliminary Damage Assessment (PDA) is used to assess damage and determine to what extent state and federal assistance may be available. The process typically begins with a local proclamation of emergency, communicating the extent of damage and requesting state and/or federal assistance.

Several resources are available to support damage assessment. The American Red Cross often conducts cursory assessments (sometimes called windshield surveys). These assessments are performed by driving through neighborhoods and quickly collecting information from inside a vehicle. Other support is available from local building departments that employ engineers and building inspectors. When additional help is needed, mutual aid is also available.

Damage assessments must occur quickly and accurately in order to obtain timely assistance from state and federal agencies. For this reason, the Ukiah Community Development/Building and Code Enforcement Services is assigned to the Advance Planning Branch of the EOC Planning and Intelligence Section to coordinate quick and effective damage assessment. Tools and processes used for conducting this work are described in Appendices D and E.



2.4.2. Short-Term Recovery

Establishing priorities is just as important in recovery as in response to ensure a timely and orderly restoration. Short-term recovery objectives are typically established in the EOC while response is underway. Recovery objectives usually include:

- Opening transportation routes
- Restoring utility service
- Securing damaged areas
- Removing hazardous materials and debris
- Providing temporary housing
- Implementing immediate environmental protection measures
- Recovering costs
- Establishing long-term recovery objectives

2.4.3. Long-Term Recovery

Attainment of long-term recovery objectives generally does not occur until long after closure of an EOC. Long-term recovery activities include:

- Performing complex environmental assessments and restoration
- Rebuilding infrastructure (e.g., highways, bridges)
- Rebuilding homes
- Resuming industry and commerce

When planning and conducting recovery activities, the City also carefully considers mitigation planning. Accomplishing emergency or disaster recovery in a way that eliminates or reduces future risk is an important program objective.

Tools and processes associated with recovery activity are described further in Appendices D and E.



3.0 Program Continuity

Emergencies can also threaten to destroy or delay the ability of government to carry out executive functions and provide essential services. This section summarizes the Continuity of Government and Continuity of Operations planning for the City of Ukiah.

3.1. Continuity of Government

State law requires appointment of a standby officer for each member of a governing body. This practice also applies to individuals who lead departments responsible for maintaining law and order, or that provide public services relating to health and safety. The law requires procedures to ensure continued operation of political subdivisions in the event the governing bodies, including stand-by officers, are unavailable to serve.

The City of Ukiah has developed a continuity plan that includes alternate locations and lines of succession to continue governance during a major disaster. This planning is maintained at the Ukiah Office of Emergency Services. The planning is exercised every 3-4 years.

3.2. Continuity of Operations

Each City department also develops and maintains plans to restore or reconstitute essential government services following an emergency or disaster. This planning includes:

- A line of succession for department leadership
- A list of essential services and descriptions of acceptable tolerance for interruption
- A strategy to mitigate interruption of each essential services
- A strategy to restore each essential service, should it become interrupted
- Definition of a continuity team for the department with assignments for each member
- A list of vital records and a strategy for preserving and maintaining access to vital records
- A record of training and exercises performed to maintain department plans



Because continuity of operations is vital to most departments and the constituents they serve, the City incorporates one or more Continuity of Operations objectives in the design of each annual emergency management exercise.

4.0 Plan Maintenance

This base plan will be maintained by the Ukiah Office of Emergency Services and reviewed by the City Manager and the City Council no less than every four years.

As changes are needed to plan appendices, the Ukiah Office of Emergency Services will work with responsible departments and organizations to facilitate these changes, and communicate this work to stakeholders.

Annual training will be provided either as a new orientation or refresher training to all city staff whom may be expected to participate in an emergency response. A record of this training will be retained in each employee record and within the Ukiah Office of Emergency Services.

An annual exercise will be conducted to maintain the capabilities described in this plan. The Ukiah Office of Emergency Services will coordinate design, facilitate and evaluate these exercises at the discretion of the lead agency, and draw support from other organizations as this may be required. Annual exercises may take the form of a table-top, functional or full-scale exercise, although a functional exercise will occur at least every three years.

Each year, the Ukiah Office of Emergency Services will prepare an annual report of emergency management program accomplishments and future needs. Once approved by the City Manager, the Ukiah Office of Emergency Services will present each report to the City Council.



Appendices

- A. Emergency Operations Center Contact List
- B. Emergency Facilities Contact List
- C. Hazard-Specific Policies and Procedures
- D. Function-Specific Policies and Procedures
- E. Standard Operating Procedures
- F. Resource Catalog
- G. Emergency Forms
- H. Continuity of Operations and Government
- I. Recommended Training Courses
- J. Annual Training Plan
- K. Multi-Year Exercise Plan
- L. Maps and Floor Plans
- M. Acronyms and Glossary



A. Emergency Operations Center Contact List

This table identifies the people and organizations involved in emergency operations center activities.

#	Name	EOC Role	Organization	Title	Email	Work Address	Office Phone	Cell Phone	Home Address	Home Phone
	TBD	Ukiah EOC Manager	TBD	TBD	TBD		TBD	TBD	TBD	TBD
	TBD	Assistant Ukiah EOC Manager	TBD	TBD	TBD		TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Operations Section Chief	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Planning and Intelligence Section Chief	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Logistics Section Chief	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Finance and Administration Section Chief	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Manager (B-Shift)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD



Appendix A - Emergency Operations Contact List
Emergency Plan
City of Ukiah

	TBD	Ukiah EOC Operations Section Chief (B-Shift)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Planning and Intelligence Section Chief (B-Shift)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Logistics Section Chief (B-Shift)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Finance and Administratio n Section Chief (B-Shift)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Primary EOC staff

Secondary EOC



**Appendix B – Essential Facility Contact List
Emergency Plan
City of Ukiah**

B. Emergency Facilities Contact List

This list is provided in the EOC

August 1, 2019

B-1



C. Hazard-Specific Policies and Procedures

The following hazards and threats may create or contribute to an emergency or disaster. Hazard-specific appendices follow this list.

1. Communications Failure
2. Dam Failure
3. Drought
4. Earthquake
5. Extreme Weather
6. Flood
7. Hazardous Materials Incident
8. Invasive Species
9. Landslide
10. Power Outage
11. Public Health Crisis
12. Wildland/Urban Interface Fire



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Communication failure

- Priorities:**
1. Determine extent of communication failure
 2. Assess need for and activate EOC, if necessary
 3. Implement alternate communications
 4. Test communications with all potentially affected areas
 5. Dispatch damage assessment team
 6. Activate Radio Amateur Civil Emergency Service/Amateur Radio Emergency Service (RACES/ARES) staff, if necessary
 7. Request mutual aid (e.g. communications vehicle, mobile repeater)
 8. Implement cost accounting system
 9. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. If communications are quiet, is this because there is nothing happening or because communications are not working?
 2. What is the critical path to restoring communications? Is it recovery of a system or migration to another system?
 3. Will mutual aid be available during the incident duration? not, what are the costs and source of funds to maintain support?

- Organizations to call for support:**
1. County OES
 2. Operational Area Fire Coordinator
 3. Operational Area Law Enforcement Coordinator
 4. Cal OES
 5. Communication Utilities Companies



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Dam Failure

- Priorities:**
1. Implement the Emergency Action Plan (EAP)
 2. Facilitate or support additional public warning
 3. Facilitate or support evacuation
 4. Provide initial and continuous emergency public information
 5. Identify additional response requirements
 6. Assess condition of major transportation routes
 7. Request mutual aid
 8. Mobilize damage assessment teams
 9. Implement cost accounting system
 10. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. Is the dam regulated by the Federal Energy Regulatory Commission (FERC)? If so, has the FERCEAP been maintained and exercised?
 2. Who is managing the disaster (e.g. dam operator, affected city, county, all)?
 3. How has public information been managed?
 4. How is search and rescue being conducted?
 5. What external assistance will be available and when is it expected?
 6. expected?

- Organizations to call for support:**
1. County OES
 2. Cal OES
 3. Department of Water Resources (Flood Management and Dam Safety)
 4. Army Corps of Engineers Emergency Operations
 5. Operational Area Fire and Rescue Coordinator
 6. Operational Area Law Enforcement Coordinator



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Drought

- Priorities:**
1. Define situation, including best and worst-case scenarios
 2. Develop mitigation strategies to limit the effects of drought before health and safety impacts result
 3. Collaborate with other agencies to maximize effect
 4. Define plans for response before health and safety impacts are imminent
 5. Communicate threat, impact, mitigation and response activities to the public

- Issues to expect:**
1. What help will the City need to respond?
 2. What sources of funding are available to manage an emergency before health and safety threats are imminent?

- Organizations to call for support:**
1. County OES
 2. U.S. Department of Agriculture (USDA)
 3. National Resource Conservation Service (NRCS)
 4. California State Water Resources Control Board (CSWRCB)
 5. US Army Corps of Engineer (USACE)
 6. Department of Water Resources (DWR)



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Earthquake

- Priorities:**
1. Assess need for, condition of and activate EOC, if necessary
 2. Establish communications with affected areas
 3. Provide initial and continuous emergency public information
 4. Identify additional response requirements
 5. Assess condition of major transportation routes
 6. Request mutual aid
 7. Request mass care and shelter
 8. Mobilize damage assessment teams
 9. Implement cost accounting system
 10. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. Is our house/building safe?
 3. How will we sustain 24/7 operations?
 4. What should earthquake victims do?

- Organizations to call for support:**
1. County OES
 2. Cal OES Region II Fire and Rescue Mutual Aid Coordinator
 3. U.S. Geological Survey (USGS)
 4. National Weather Service
 5. Operational Area Fire and Rescue Coordinator
 6. Operational Area Law Enforcement Coordinator



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Extreme Weather

- Priorities:**
1. Participate in National Weather Services (NWS) and National Oceanic and Atmospheric Administration (NOAA) River Forecast Center (RFC) weather briefings
 2. Warn people to prepare for storm
 3. Request/Activate sheltering for those in need
 4. Place response staff on alert and pre-position resources
 5. Assess condition and restore major transportation routes damaged by weather
 6. Provide initial continuous emergency public information
 7. Establish contact and coordinate with the California Utilities Emergency Association (CUEA)
 8. Identify additional response requirements
 9. Request mutual aid
 10. Mobilize damage assessment teams
 11. Implement cost accounting system
 12. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. How will we sustain 24/7 operations?
 3. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

- Organizations to call for support:**
1. County OES
 2. Cal OES
 3. CUEA
 4. Operational Area Fire and Rescue Coordinator
 5. Operational Area Law Enforcement Coordinator



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Flood

- Priorities:**
1. Participate in National Weather Services (NWS) and River Forecast Center (RFC) weather briefings
 2. Warn people to prepare for flood
 3. Request/Activate sheltering for those in need
 4. Facilitate or support evacuation
 5. Facilitate or support search and rescue
 6. Assess condition and restore major transportation routes
 7. Identify additional response requirements
 8. Request mutual aid
 9. Mobilize damage assessment teams
 10. Implement cost accounting system
 11. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. How is wastewater containment?
 3. Is water safe to drink?
 4. When will the water recede?
 5. What will recovery entail? New land-use?
 6. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

- Organizations to call for support:**
1. County OES
 2. Cal OES
 3. Cal Trans
 4. Operational Area Law Enforcement Coordinator
 5. Operational Area Fire and Rescue Coordinator



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Hazardous Material Spill

- Priorities:**
1. Determine the nature, extent, and impact of the spill
 2. Assess need for and activate EOC, if necessary
 3. Ensure REHIT dispatch and support
 4. Establish communications with affected surrounding areas
 5. Implement shelter-in-place or evacuation
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. Are some people evacuating and other sheltering-in-place? If so, why?
 3. Are people safe in their homes and businesses?

- Organizations to call for support:**
1. County OES
 2. Operational Area Fire and Rescue Coordinator
 3. Cal OES Region II Fire and Rescue Mutual Aid Coordinator
 4. U.S. Environmental Protection Agency (EPA)
 5. Department of Fish and Wildlife



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Invasive Species

- Priorities:**
1. Determine the nature, extent, and impact of the spill
 2. Assess need for and activate EOC, if necessary
 3. Ensure County Agriculture dispatch and support
 4. Establish communications with affected surrounding areas
 5. Implement shelter-in-place or evacuation
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. What resources will the farmers and businesses need?

- Organizations to call for support:**
1. County OES
 2. California Invasive Plan Council (CIPC)
 3. U.S. Environmental Protection Agency (EPA)



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Landslide

- Priorities:**
1. Determine the nature, extent, and impact of the landslide
 2. Assess need for and activate EOC, if necessary
 3. Ensure Public Works dispatch and support
 4. Establish communications with affected surrounding areas
 5. Implement shelter-in-place or evacuation
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. Are some people evacuating and other sheltering-in-place? If so, why?
 3. Are people safe in their homes and businesses?

- Organizations to call for support:**
1. County OES
 2. Operational Area Fire and Rescue Coordinator
 3. Cal OES
 4. Cal Trans



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Power Outage

- Priorities:**
1. Determine the nature, extent, and impact of the outage
 2. Assess need for and activate EOC, if necessary
 3. Ensure City of Ukiah Electric Department is dispatched
 4. Prepare backup Generators are operational
 5. Establish communications with affected surrounding areas
 6. Implement shelter-in-place or evacuation
 7. Provide initial and continuous emergency public information
 8. Identify additional response requirements
 9. Request mutual aid
 10. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. Are some people evacuating and other sheltering-in-place? If so, why?
 3. Are people safe in their homes and businesses?

- Organizations to call for support:**
1. County OES
 2. Cal OES Region II Fire and Rescue Mutual Aid Coordinator
 3. U.S. Environmental Protection Agency (EPA), Pacific Gas & Electric (PG&E), California Public Utilities Commission (CPUC), Northern California Power Agency (NCPA)



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Public Health Crisis

Priorities:

1. Determine the nature, extent, and impact of the public health event
2. Assess need for and activate EOC, if necessary
3. Establish communications with affected areas
4. Define mitigation and response strategies
5. Engage and collaborate with all appropriate agencies
6. Provide initial and continuous emergency public information
7. Identify additional mitigation and response requirements

Issues to expect:

1. What are the nature, extent, and impact of the event?
2. What help will the city need to respond?
3. How will we sustain continuous EOC operations?
4. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

Organizations to call for support:

1. California Department of Public Health (CDPH)
2. County OES
3. U.S. Centers for Disease Control and Prevention (CDC)



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Wildland/Urban Interface Fire

- Priorities:**
1. Determine the nature, extent, and impact of the fire(s)
 2. Assess need for and activate EOC, if necessary
 3. Establish communications with affected areas
 4. Convene conference call of Operational Area Fire Chiefs to discuss threat, priorities, and strategy
 5. Establish liaison with incident and/or area commanders
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Assess need and issue order evacuation, if necessary
 10. Activate mass care and shelter
 11. Implement cost accounting system
 12. Prepare to receive program support (local/state/federal)

Issues to expect: Will evacuations be necessary?
What help will the city need to respond?
Is our house/building safe?
How will we sustain 24/7 operations?

Organizations to call County OES
Cal Fire
for support: Cal OES
Operational Area Fire and Rescue Coordinator
Operational Area Law Enforcement Coordinator
Cal OES
Region II Fire and Rescue Mutual Aid Coordinator
U.S. Forestry Service (USFS)



D. Function-Specific Policies and Procedures

The following appendices describe general or function-specific emergency management activities or considerations. Appendices follow this list.

1. SEE ATTACHMENT LIST
2. Evacuation
3. Care and Shelter
4. Damage Assessment

[Insert each general or function-specific appendix.]



Appendix E – Standard Operating Procedures Emergency Plan City of Ukiah

E. Standard Operating Procedures

This appendix describes the purpose and function of the Emergency Operations Center. It includes descriptions and checklists for each center role.

[Insert each general or function-specific appendix.]



F. Resource Catalog

Resource Catalog is kept in the EOC and with Finance Purchasing Department.



1 G. Emergency Forms

2 Emergency Forms Kept in Emergency Operations Center

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Appendix H – Continuity of Operations and Government Emergency Plan City of Ukiah

H. Continuity of Operations and Government

Succession of Leadership

This table identifies key leadership positions within the City of Ukiah and their lines of succession. Contact information for each position is contained in Emergency Contact List appendix.

Title	Primary	Secondary	Tertiary
Chief Elected Official	City Mayor	City Vice Mayor	TBD
Chief Executive	City Manager	Deputy City Manager	TBD
Chief Law Enforcement Officer	Police Chief	Deputy Police Chief	TBD
Public Health Officer	County Health Officer	Director of County Public Health	Deputy Director of County Public Health
Office of Emergency Management	Office Of Emergency Management Manager	Office of Emergency Management Coordinator	TBD

Essential Functions

This table identifies essential government functions of the City of Ukiah and the associated resumption strategy information, should an interruption occur.

Priority	Function	Continuity Goal	Continuity Strategy	Assigned To
	911 Operations	To recover from any 911 services interruption in five minutes or less	Maintain a "hot" or "warm" back-up site or an agreement with another PSAP to provide coverage during interruption	City Police Chief

Vital Records



Appendix H – Continuity of Operations and Government Emergency Plan City of Ukiah

- 1 This table identifies vital records of the City of Ukiah to be preserved and the preservation
2 strategy for each record.

Record	Location	Protection Strategy	Assigned To
	City Employment Records	Maintain off-site, electronic, back-up storage of all employment records	City Human Resources Department Director

3



Appendix I – Recommended Training Courses

Emergency Plan City of Ukiah

I. Recommended Training Courses

This table provides training recommendations for individuals who may be assigned responsibilities during an emergency.

Course	Type	Location	Pre-requisite	Course Objective	Who takes this
IS-700	Self-guided	www.fema.gov	None	Introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents.	All
IS-800	Self-guided	www.fema.gov	IS-700	Introduces participants to the concepts and principles of the NRF.	All
IS 100.c	Individual, On-line	https://training.fema.gov/IS/courseOverview.aspx?code=IS-100.c	None	Understand the Incident Command System	EOC Staff
IS 700.b	Individual, On-line	https://training.fema.gov/IS/courseOverview.aspx?code=IS-700.b	IS 100.c	Understand the National Incident Management System	EOC Staff

May 13, 2021

I



Appendix I – Recommended Training Courses
Emergency Plan
City of Ukiah

Course	Type	Location	Pre-requisite	Course Objective	Who takes this
G-191	Classroom	Cal OES Certified Trainer	IS 100.c, IS 700.b	Understand the ICS/EOC Interface	EOC Command and General Staff
G-775	Classroom	Cal OES Certified Trainer	IS 100.c, IS 700.b, G-191	Understand EOC Management and Operations	EOC Command and General Staff



J. Multi-Year Exercise Plan

This table describes exercises planned to evaluate and enhance emergency management capability.

Month/Year of Exercise	Exercise Type	Scenario	Objectives	Agencies Involved	Exercise Director	Notes
July 2021	EOC Drill- Wildand/Urban Interface Fire	Initial exercise was a vehicle fire expanding to vegetation causing evacuation of western hills of Ukiah	Activate EOC, facilitate evacuation and sheltering, develop Initial EOC Briefing and Priorities, coordinate damage assessment and recovery efforts, maintain adequate public information	All city department and stakeholders	OEM Manager	This is a second part of an exercise
December 2021	EOC Drill - Flood	Heavy rains cause creeks and rivers to exceed their banks causing general flooding	Activate EOC, facilitate evacuation and sheltering, develop Initial EOC Briefing and Priorities, coordinate damage assessment and recovery efforts, maintain adequate public information	All city departments	OEM Manager	This drill is designed to precede a larger functional EOC exercise
December 2019	EOC Drill - Flood	Heavy rains cause creeks and rivers to exceed their banks causing general flooding	Activate EOC, facilitate evacuation and sheltering, develop Initial EOC Briefing and Priorities, coordinate damage assessment and recovery efforts, maintain adequate public information	All city departments	City Community Services Administrator	This drill is designed to precede a larger functional EOC exercise

May 13, 2021

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1 K. Maps and Floor Plans

2 These following maps, floor plans and other illustrations are used to support emergency
3 activities. Each illustration follows this list.

- 4 1. City Map
- 5 2. Flood Hazards Areas
- 6 3. Earthquake Faults
- 7 4. EOC Floor Plan
- 8 5. Planned Shelter Locations for City Residents and Visitors



L. Acronyms and Glossary

The following acronyms are used in this plan.

Acronym	Meaning	Definition
AAR/IP	After-Action Report/Improvement Plan (AAR/IP)	A report format created by FEMA to assist in the evaluation of exercises and real-world events, and to summarize opportunities for program improvement.
CalOES	California Governor's Office of Emergency Services	The primary state agency within California responsible for coordination of emergency and disaster support.
CRS	Community Rating System	A National Flood Insurance Program that rewards floodplain management activities that exceed minimum program requirements.
EOC	Emergency Operations Center	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place.
FEMA	Federal Emergency Management Agency	The primary U.S government agency responsible for supporting emergency preparedness, federal-level coordination and disaster relief.
HSEEP	Homeland Security Exercise and Evaluation Program	A FEMA doctrine that defines a systematic approach to exercise design, conduct and evaluation.



Appendix L – Acronyms and Glossary Emergency Plan City of Ukiah

Acronym	Meaning	Definition
IAP	Incident Action Plan	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.
ICP	Incident Command Post	The field location at which the primary tactical-level, on-scene incident command functions are performed.
ICS	Incident Command System	A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
LHMP	Local Hazard Mitigation Plan	A plan format defined by FEMA that communicates a local or state's analysis of disaster risk and intended actions to reduce those risks.
NIMS	National Incident Management System	A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.



Appendix L – Acronyms and Glossary Emergency Plan City of Ukiah

Acronym	Meaning	Definition
PDA	Preliminary Damage Assessment	A FEMA process used to evaluate disaster damage and inform decisions to provide disaster assistance.
PPD	Presidential Policy Directive	A form of Executive Order issued by the President of the United States with the advice and consent of the National Security Council.
SOP	Standard Operating Procedures	Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner



AGENDA SUMMARY REPORT

SUBJECT: Designation of Voting Delegates and Alternates for the League of California Cities Annual Conference – September 22-24, 2021.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Sage Sangiacomo, City Manager

ATTACHMENTS:

1. League Correspondence
2. Voting Procedures
3. Voting Delegate Form

Summary: Council is to designate a voting delegate and alternate(s) for the 2021 League of California Cities Annual Conference, and authorize the City Clerk to submit the Voting Delegate/Alternate Form on their behalf.

Background: The League of California Cities 2021 Annual Conference is scheduled for September 22-24, 2021, in Sacramento (Attachment 1). On Friday, September 24, the League will hold its Annual Business meeting where members consider and take action on resolutions that establish League policy. The League is requesting the City Council to designate a voting delegate and, if desired, up to two voting delegate alternates to participate in this meeting (Attachment 2). Councilmember Rodin is currently assigned to the League, but is unable to attend the conference.

Discussion: Staff is recommending that Council designate a Councilmember to serve as the Voting Delegate (if available) and Sage Sangiacomo, City Manager and Shannon Riley, Deputy City Manager as the Alternate(s) for the 2021 League Annual Conference; and authorize the City Clerk to submit the Voting Delegate/Alternate Form (Attachment 3) on their behalf.

Recommended Action: Designate a Councilmember as the Voting Delegate, and Sage Sangiacomo, City Manager and Shannon Riley, Deputy City Manager as the Alternate(s) to represent the City of Ukiah for the 2021 League Annual Conference; and authorize the City Clerk to submit the Voting Delegate/Alternate Form on their behalf.

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


Council Action Advised by August 31, 2021

June 16, 2021

TO: City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference & Expo – September 22-24, 2021**

Cal Cities 2021 Annual Conference & Expo is scheduled for September 22-24, 2021 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 24. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Wednesday, September 15. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note: Our number one priority will continue to be the health and safety of participants. We are working closely with the Sacramento Convention Center to ensure that important protocols and cleaning procedures continue, and if necessary, are strengthened. Attendees can anticipate updates as the conference approaches.

- **Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open mid-June at www.cacities.org. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.
- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but

only between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.

- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 22, 8:00 a.m. – 6:00 p.m.; Thursday, September 23, 7:00 a.m. – 4:00 p.m.; and Friday, September 24, 7:30 a.m.– 11:30 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Wednesday, September 15. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.


CITY: _____

**2021 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to Cal Cities office by Wednesday, September 15, 2021. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____

Email: _____

 Mayor or City Clerk _____
 (circle one) (signature)

Date: _____ Phone: _____

Please complete and return by Wednesday, September 15, 2021 to:

Darla Yacub, Assistant to the Administrative Services Director

 E-mail: dyacub@cacities.org

Phone: (916) 658-8254



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



AGENDA SUMMARY REPORT

SUBJECT: Discussion and Possible Action Regarding the Cancellation of the August 4, 2021, Regular City Council Meeting with the Option for the Mayor and/or City Manager to Call for a Special Meeting on an Alternate Date if Time Sensitive Business Arises.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Sage Sangiacomo, City Manager

ATTACHMENTS:

None

Summary: Council will consider cancelling the August 4, 2021, Regular City Council meeting due to only a few scheduled business items that can be moved to the August 18th meeting, and to take a summer break from the heavy meeting schedule maintained throughout the rest of the year.

Background: City Council has regular meetings scheduled for the first and third Wednesdays of each month, with a regularly scheduled meeting on August 4, 2021. Council typically cancels a meeting around mid-summer after the budget hearings as there is typically fewer business items at that time of year, and this gives a break to both the Council and Staff from the heavy meeting schedule maintained throughout the rest of the year.

Discussion: Staff is recommending the cancellation of the August 4, 2021, regular meeting, with the option for the Mayor and/or City Manager to call for a special meeting on an Alternate Date if time sensitive business arises.

Recommended Action: Approve the cancellation of the August 4, 2021, Regular City Council Meeting with the option for the Mayor and/or City Manager to call for a special meeting on an alternate date if time sensitive business arises.

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