



Regular Meeting
AGENDA

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482
December 4, 2019 - 5:30 PM

5:30 P.M. Mayor's Reception - Civic Center Lobby

- a. Mayor's Reception Invitation
Attachments:

1. 2019 Mayors Reception Invitation

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

- 3.a. Appointment of New Mayor and Vice Mayor, and Council Reorganization.

Recommended Action: Nominate and appoint the positions of Mayor and Vice Mayor for the 2020 calendar year, and for immediate seating and Council reorganization.

Attachments:

1. Attachment 1 - Resolution 2011-44 - Council Rotation Guidelines

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- 5.a. Approval of the Minutes for the November 20, 2019, Special Meeting.

Recommended Action: Approve the Minutes of November 20, 2019, a Special Meeting, as submitted.

Attachments:

1. 2019-12-04 05a 2019-11-20 Draft Minutes - Special Meeting

- 5.b. Approval of the Minutes for the November 20, 2019, Regular Meeting.

Recommended Action: Approve the Minutes of November 20, 2019, a Regular Meeting, as submitted.

Attachments:

1. 2019-12-04 05b 2019-11-20 Draft Minutes - Regular Meeting

6. RIGHT TO APPEAL DECISION

Persons who are dissatisfied with a decision of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the California Code of Civil Procedure, which generally limits to ninety days (90) the time within which the decision of the City Boards and Agencies may be judicially challenged.

7. CONSENT CALENDAR

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

- 7.a. Approval of Amendment of Rental Agreement for Generators for the Sewer Lift Stations and Water Wells to Peterson Power Systems for Three Months in the Amount of \$26,541.63 for the Public Safety Power Shutoffs, and Approve Associated Budget Amendment.

Recommended Action: Approval of Amendment of Rental Agreement for Generators for the Sewer Lift Stations and Water Wells to Peterson Power Systems for Three Months in the Amount of \$26,541.63 for the Public Safety Power Shutoffs, and Approve Associated Budget Amendment

Attachments:

1. Attachment 1 PO 46146

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)

12. UNFINISHED BUSINESS

- 12.a. Discussion and Possible Direction to Staff Regarding a Mendocino County Rezoning and General Plan Amendment, Case #GP_2019-0002/R_2019-0003

Recommended Action: Discuss and possibly give direction to Staff regarding a Mendocino County Rezoning and General Plan Amendment, Case #GP_2019-0002/R_2019-0003, for a proposed project located within the City's Sphere of Influence.

Attachments:

1. City of Ukiah Comments- Case GP_2019-0002.R_2019-0003
2. 10-17-19 PC Agenda.PBS SR- GP_20190002R_20190003

- 12.b. Adopt Resolution Approving Award of Contract to Ghilotti Construction Company for the Emergency Repair of the Percolation Pond Levees at the Wastewater Treatment Plant in the Amount of \$318,620.00, and Approve Corresponding Budget Amendment.

Recommended Action: Adopt Resolution Approving Award of Contract to Ghilotti Construction Company for the Emergency Repair of the Percolation Pond Levees at the Wastewater Treatment Plant in the Amount of \$318,620.00, and Approve Corresponding Budget Amendment.

Attachments:

1. Local Emergency City of Ukiah
2. Proposals
3. Perc Pond Levee Resolution

- 12.c. Review Proposed Design for the Audio/Visual Upgrade of the Council Chambers and Conference Rooms 3 and 5

Recommended Action: Review Proposed Design for the Audio/Visual Upgrade of the Council Chambers and Conference Rooms 3 and 5, and approve bid specifications to be developed and sent out to bid.

Attachments:

1. Proposed Design

- 12.d. Receive Year-end Financial Report for the 2018-19 Fiscal Year.

Recommended Action: Receive and file; provide direction if necessary.

Attachments: None

13. NEW BUSINESS

- 13.a. Authorize the City Manager to Negotiate and Execute an Amended Agreement with OpenGov.

Recommended Action: Authorize the City Manager to Negotiate and Execute an Amended Agreement with OpenGov.

Attachments:

1. Contract #1718201
2. Amendment 1 - Contract 1718201
3. Amendment 2 - Contract 1718201

- 13.b. Approve the City's Electric Utility Wildfire Mitigation Plan (WMP) in Response to Senate Bill 901.

Recommended Action: Approve the first annual Wildfire Mitigation Plan in response to Senate Bill 901.

Attachments:

1. 2019 Ukiah Wildfire Mitigation Plan

- 13.c. Discussion and Possible Action Regarding the Cancellation of the January 1, 2020, 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 January 1, 2020, 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

- 13.d. 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 may also consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).

Attachments:

1. 2019 City Council Special Assignments and Ad Hocs
2. 13b Correspondence Received - Nancy McGivney
3. 13b Correspondence Received - David Severn

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))

A. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: (Number of potential cases: 1.)

B. 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.b. Conference with Legal Counsel—Anticipated Litigation

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

Recommended Action: Confer in Closed Session

Attachments: None

14.c. Conference with Legal Counsel – Existing Litigation

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

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

Recommended Action: Confer in Closed Session

Attachments: None

14.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: 002-273-19-00 and 002-273-30-00
Negotiator: Sage Sangiacomo, City Manager;
Negotiating Parties: Bank of America
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: 002-192-14-00 (280 E. Standley)
Negotiator: Sage Sangiacomo, City Manager;
Negotiating Parties: Onetogether Solutions
Under Negotiation: Price & Terms of Payment
Recommended Action: Confer in Closed Session
Attachments: None
- 14.g. **Conference with Labor Negotiator (54957.6)**
Agency Representative: Sage Sangiacomo, City Manager
Employee Organizations: All Bargaining Units
Recommended Action: Confer in Closed Session
Attachments: None

15. **ADJOURNMENT**

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.



*The City Of Ukiah
Cordially Invites You To The
Mayor's Reception*

*In recognition of our
Mayor's service*

*WHERE: Civic Center Lobby
300 Seminary Avenue
Ukiah, CA 95482*

*WHEN: December 4, 2019
5:30 - 5:55 P.M.*

City Council Meeting to follow.

*For more information you may contact
the City Clerk's office at 707-463-6217*



AGENDA SUMMARY REPORT

SUBJECT: Appointment of New Mayor and Vice Mayor, and Council Reorganization.

DEPARTMENT: City Clerk **PREPARED BY:** Kristine Lawler, City Clerk

ATTACHMENTS:

1. Attachment 1 - Resolution 2011-44 - Council Rotation Guidelines

Summary: Council will appoint a new Mayor and Vice Mayor with the assistance of Resolution No. 2011-44, which gives guidelines for the annual rotation and seating arrangement, after which the Council will take their new seats on the dais.

Background: In December 2006, the City Council established a seniority-based rotation appointment of the Mayor and Vice Mayor. In September 2011, the Mayoral Rotation and Seating Arrangement for Council was updated and Resolution 2011-44 outlining the changes was adopted (Attachment 1).

Per Resolution 2011-44, the naming of the Mayor and Vice Mayor takes place annually at the first regular meeting in December. For year-to-year consistency, the installation and new seating arrangements will follow the appointments.

Discussion: Using the Councilmember information below for reference, and Resolution 2011-44 (Attachment 1) as guidelines, staff has created a suggested rotation – also below. Having stated the various provisions, Resolution 2011-44 also asserts that the Council has the ultimate discretion to elect or not elect any Councilmember for any office at the December meeting.

COUNCILMEMBER INFORMATION:

DOUGLAS F. CRANE:

Year Took Office – 11/2004
Last Term as Mayor – 2015

STEPHEN G. SCALMANINI:

Year Took Office – 11/2013
Last Term as Mayor – 2016

JIM O. BROWN:

Year Took Office – 11/2014
Last Term as Mayor - 2017

MAUREEN MULHEREN:

Year Took Office – 11/2014
Last Term as Mayor - 2019

JUAN V. OROZCO

Year Took Office – 11/2018

Has not yet served as Mayor

Vice Mayor Crane to Mayor – as the Vice Mayor shall replace the outgoing Mayor.

Councilmember Orozco to Vice Mayor – Per the following sections:

- The Mayor's seat shall be filled by the most senior member in length of uninterrupted service, who has not previously served as Mayor.

- At the time of selection of the Mayor in any given year, the individual who would qualify to be selected as Mayor in the next following year, using the criteria above, shall be named Vice Mayor for the current year.

Councilmembers Scalmanini, and Brown stay in their current seats.

Councilmember Mulheren to furthest seat to the right of the Mayor.

Recommended Action: Nominate and appoint the positions of Mayor and Vice Mayor for the 2020 calendar year, and for immediate seating and Council reorganization.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:


Sage Sangiacomo, City Manager

RESOLUTION NO. 2011-44**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH
AMENDING RULES GOVERNING COUNCIL MEETINGS****WHEREAS,**

1. The City Council has adopted by resolution Procedures of Conduct for City Council Meetings, last revised on July 20, 2005 ("Procedures"); and
2. The City Council has determined to revise the rules governing the Mayoral Rotation and Seating Arrangement for Council.

NOW, THEREFORE, BE IT RESOLVED that the title and Section 7 of the Procedures are amended as follows:

TITLE: City of Ukiah City Council Meeting Procedures

SECTION 7. VOTING PROCEDURE**I. Mayoral Rotation and Seating Arrangement for Council**

It is the policy of the City Council that the office of Mayor be rotated insofar as possible among the members of the City Council and that the Mayor shall serve a term of one year or until a successor is appointed. The rotation is based on seniority. The Vice Mayor shall replace the outgoing Mayor. It is the intent and desire of the City Council to allow every member the opportunity to serve as Mayor, and consideration is given to those members of the Council who have not previously served as Mayor unless all members have so served.

The City Council shall, at its first regular meeting in the month of December, meet and choose one of its members as Mayor, and one of its members as Vice Mayor. The Mayor's seat shall be filled by the most senior member in length of uninterrupted service who has not previously served as Mayor. The Councilmember selected as Mayor, however, shall have served at least one year as a member of the City Council.

Where all Councilmembers have served a term as Mayor, the person to be selected as Mayor shall be the person who has not served as Mayor for the longest period of time. If the person who has not served as Mayor for the longest period of time declines the position, then the person who has not served as Mayor for the longest period of time other than the declining Councilmember or Councilmembers shall be selected.

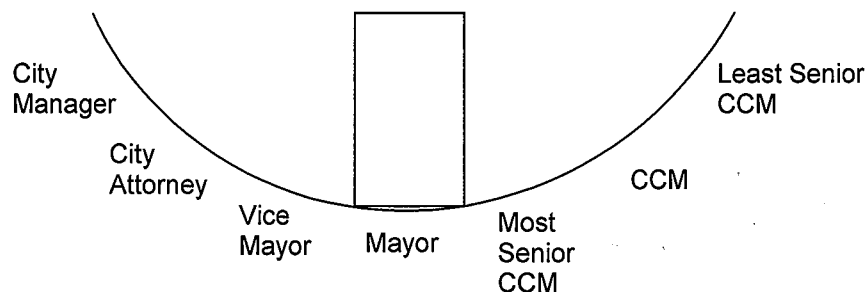
When a selection of Mayor is to be made from a Councilmember who has not yet served as Mayor, the person who is otherwise qualified and has served on the Council the longest without being Mayor shall be selected as Mayor. In the case where two or more persons qualified to be selected as Mayor have served the same amount of time as a Councilmember without being Mayor, the person selected shall be the person who received the most votes at their initial election.

At the time of selection of the Mayor in any given year, the individual who would qualify to be selected as Mayor in the next following year, using the criteria above, shall be named Vice Mayor for the current year.

If a Councilmember declines to serve as Vice Mayor, the Council will decide by formal action where the member will fit into the rotation at the December meeting. The Council has the ultimate discretion to elect or not elect any Councilmember for any office at the December meeting.

The Mayor and Councilmembers shall be seated as follows, seating assignments given from the perspective facing the audience:

- A. The Mayor and Councilmembers shall sit in the five of seven furthest rightward positions on the dais.
- B. The Mayor's position shall be the fourth from the right or center of the dais.
- C. The Vice Mayor shall be seated immediately to the Mayor's left or left hand side.
- D. Following the installation of new Councilmembers into office, Councilmembers leaving office shall immediately step down from the dais. Incumbent Councilmembers shall then assume any positions vacated to their left. Newly elected or appointed Councilmembers shall be seated at the far right of the dais. If more than one Councilmember is newly elected, they shall be seated in order of votes cast, with the lowest vote getter being seated furthest right and the highest vote getter being seated to the left.
- E. Except as described in subsection F below, following the annual rotation of the Vice Mayor, the exiting Vice Mayor shall move right to the Mayor's position in the center of the dais, the newly selected Vice Mayor shall move to the Mayor's left hand side, and the remaining Councilmembers shall move one seat to their left.
- F. Following the annual rotation of the Vice Mayor during general election years, the newly elected Councilmembers shall remain in the furthest right seats and only incumbent Councilmembers shall rotate positions as described in subsection E above.
- G. To the extent that the foregoing rules do not address Councilmember seating changes or rotations, the City Council shall determine the seating location by formal action of the same at a regular, special, or adjourned meeting.



BE IT FURTHER RESOLVED that the amended version of Section 7 as contained in this Resolution shall replace Section 7 in the City Council Meeting Procedures as it read prior to the adoption of this Resolution.

PASSED AND ADOPTED this 2nd day of November, 2011, by the following roll call vote:

AYES: Councilmember Landis, Thomas, Crane, Baldwin, and Mayor Rodin

NOES: None

ABSTAIN: None

ABSENT: None



Mari Rodin, Mayor

ATTEST:



JoAnne Currie, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Special Meeting
Civic Center Council Chamber
300 Seminary Avenue
Ukiah, CA 95482
November 20, 2019
5:00 p.m.**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Ukiah City Council met for a Special Meeting on November 20, 2019, which was legally noticed on November 15, 2019. Mayor Mulheren called the meeting to order at 5:00 p.m. Roll was taken with the following **Councilmembers Present:** Juan V. Orozco, Jim O. Brown, Stephen Scalmanini, and Mayor Maureen Mulheren. **Councilmember Absent by Prearrangement:** Vice Mayor Douglas F. Crane. **Staff Present:** Sage Sangiacomo, City Manager; Shannon Riley, Deputy City Manager; David Rapport, City Attorney; Justin Wyatt, Police Chief; Sheri Mannion, Human Resources Director / Risk Manager; and Kristine Lawler, City Clerk.

MAYOR MULHEREN PRESIDING.

The Pledge of Allegiance was led by Mayor Mulheren.

2. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Public Comment:

CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 5:02 P.M.

3. CLOSED SESSION

a. a. Conference with Legal Counsel—Anticipated Litigation

(Government Code Section 54956.9(d))

A. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: (Number of potential cases: 1.)

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

b. Conference with Legal Counsel—Anticipated Litigation

Government Code Section 54956.9(d)(2)

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

c. Conference with Legal Counsel – Existing Litigation

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

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

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

e. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 002-273-19-00 and 002-273-30-00

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Bank of America

Under Negotiation: Price & Terms of Payment

f. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 002-192-14-00 (280 E. Standley)

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Onetogogether Solutions

Under Negotiation: Price & Terms of Payment

g. Conference with Labor Negotiator (54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

4. ADJOURNMENT

There being no further business, the meeting adjourned at 5:58 p.m.

Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
November 20, 2019
6:00 p.m.**

1. ROLL CALL

Ukiah City Council met at a Regular Meeting on November 20, 2019, having been legally noticed on November 15, 2019. Mayor Mulheren called the meeting to order at 6:00 p.m. City Clerk, Kristine Lawler, announced that the Council attendance had not changed from the 5:00 p.m. Special meeting, with the following **Councilmembers Present:** Juan V. Orozco, Jim O. Brown, Stephen G. Scalmanini, and Maureen Mulheren. **Councilmember Absent by Prearrangement:** Vice Mayor Douglas F. Crane. **Staff Present:** Shannon Riley, Deputy City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR MULHEREN PRESIDING.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Mulheren.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

4. PETITIONS AND COMMUNICATIONS

The Clerk announced that all communications had been distributed.

5. APPROVAL OF MINUTES

- a. Approval of the Minutes for the October 23, 2019, Special Meeting.
- b. Approval of the Minutes for the November 6, 2019, Regular Meeting.

Motion/Second: Brown/Orozco to approve Minutes of October 23, 2019, a special meeting, and November 6, 2019, a regular meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, and Mulheren. NOES: None. ABSENT: Crane. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Report of Disbursements for the Month of October 2019 – *Finance*.
- b. Consideration of Awarding Bid for Purchase of One (1) 2020 Ford F250 Pickup Truck in the Amount of \$39,601.75 from Redwood Ford for the City Fire Department – *Fire*.
- c. Discussion and Possible Adoption of Resolution (2019-54) Appointing Cynthia Coale to the Design Review Board – *City Clerk*.

- d. Consideration of Awarding Bid for Purchase of One (1) 2020 Ford F250 XL Super Cab Pickup Truck in the Amount of \$38,612.07 from Redwood Ford for the Electric Utility Department – *Electric Utility*.
- e. Adoption of an Ordinance Amending the Official Zoning Map for the City of Ukiah, California, and Establishing the Medium Density Residential-Planned Development Combining Zoning (R2-PD) District at 250 West Gobbi Street (APN 001-306-06) – *Community Development*.

ORDINANCE NO. 1196

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING THE OFFICIAL ZONING MAP FOR THE CITY OF UKIAH, CALIFORNIA AND ESTABLISHING THE PLANNED DEVELOPMENT COMBINING ZONING (PD) AT 250 WEST GOBBI STREET (APN 001- 306-06)

- f. Report of Acquisition of Professional Services (PO No. 46365) from Alpha Analytical Laboratories, Inc. in the Amount of \$18,641.85 for Quarterly Water Sampling and Completion of Chemical Examination Reports for the Ukiah Landfill – *Public Works*.
- g. Consideration to Approve Budget Amendments – *Finance*.
- h. Authorize City Manager to Execute Design and Engineering Scope of Services Agreement (COU No. 1920-184) with Mead and Hunt for New Precision Approach Path Indicator (PAPI) and Runway End Identifier Lights (REIL) Replacement in the amount of \$218,850.73 – *Airport*.
- i. Notification of Purchase of Services (PO No. 46321) from Vaughn's Industrial Repair in the Amount of \$17,517.98 for the Repair of a 16" Vertical Turbine Solids Handling Pump for the Wastewater Treatment Plant – *Water Resources*.
- j. Approval of Notice of Completion for the Gutter & Downspout Replacement - Civic Center Annex, Specification No.18-06 – *Finance*.

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

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

No public comment was received.

9. **COUNCIL REPORTS**

Presenter: Councilmember Brown.

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

Presenter: Shannon Riley, Deputy City Manager.

- Mayor's Reception – Kristine Lawler, City Clerk
- Street Sweepers – Tim Eriksen, Public Works Director / City Engineer.
- Measure B Oversight Committee – Shannon Riley, Deputy City Manager.

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

12. UNFINISHED BUSINESS

a. Approve Plans and Specifications for the Downtown Utility Replacement Project and Authorize Staff to Issue Bids for Specification Number 19-17.

Presenters: Tim Eriksen, Public Works Director / City Engineer and Mel Grandi, Electric Utility Director.

Motion/Second: Brown/Scalmanini to approve Plans and Specifications for the Downtown Utility Replacement Project and Authorize Staff to Issue Bids for Specification Number 19-17. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, and Mulheren. NOES: None. ABSENT: Crane. ABSTAIN: None.

13. NEW BUSINESS

a. Adopt Resolution and Authorizing City Manager to Execute Project Agreement No. 6 (PA6) with the Transmission Agency of Northern California (TANC).

Presenter: Mel Grandi, Electric Utility Director.

Motion/Second: Brown/Scalmanini to adopt Resolution (2019-55) authorizing the City Manager to execute Project Agreement No. 6 for TANC's regulatory engagement and studies in participating transmission owner rate cases before the Federal Energy Regulatory Commission (FERC). Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, and Mulheren. NOES: None. ABSENT: Crane. ABSTAIN: None.

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

Presenter: Mayor Mulheren.

Public Comment: Eileen Mitro, Sharon Thomas, Judy Luria, and Kiera Cash.

Council Consensus to add an Energy Resiliency assignment to the Electric Grid Operational Improvements ad hoc.

c. Award Purchase of Two Flygt Pumps, a 480 V Concor Generation Two Panel and All Parts and Labor to Upgrade the Sewer Lift Station Located at the Intersection of Ford Street and Orchard Avenue \$58,940.25 to Xylem Water Solutions USA, Inc., Flygt Products of Fairfield, CA

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

Motion/Second: Brown/Orozco to award purchase of two Flygt Pumps, a 480 V Concor Generation Two Panel and all parts and labor to upgrade the Sewer Lift Station located at the intersection of Ford Street and Orchard Avenue \$58,940.25 to Xylem Water Solutions USA, Inc., Flygt Products of Fairfield, CA. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, and Mulheren. NOES: None. ABSENT: Crane. ABSTAIN: None.

d. Consideration and Possible Adoption of Administrative Policy - Recruitment and Retention Program

Presenter: Shannon Riley, Deputy City Manager.

Motion/Second: Brown/Scalmanini to adopt an Administrative Policy - Recruitment and Retention Program. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, and Mulheren. NOES: None. ABSENT: Crane. ABSTAIN: None.

THE CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 6:40 P.M.

14. CLOSED SESSION

a. Conference with Legal Counsel—Anticipated Litigation

(Government Code Section 54956.9(d))

A. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: (Number of potential cases: 1.)

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

b. Conference with Legal Counsel—Anticipated Litigation

Government Code Section 54956.9(d)(2)

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

c. Conference with Legal Counsel – Existing Litigation

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

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

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

e. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 002-273-19-00 and 002-273-30-00

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Bank of America

Under Negotiation: Price & Terms of Payment

f. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 002-192-14-00 (280 E. Standley)

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Onetogether Solutions

Under Negotiation: Price & Terms of Payment

g. Conference with Labor Negotiator (54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

No report out was received.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 7:20 p.m.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Approval of Amendment of Rental Agreement for Generators for the Sewer Lift Stations and Water Wells to Peterson Power Systems for Three Months in the Amount of \$26,541.63 for the Public Safety Power Shutoffs, and Approve Associated Budget Amendment.

DEPARTMENT: Public Works **PREPARED BY:** Jarod Thiele, Public Works Management Analyst, Dave Kirch, Fleet Maintenance Supervisor

ATTACHMENTS:

1. Attachment 1 PO 46146

Summary: Council will consider approval of amendment of rental agreement for generators for the Sewer Lift Stations and Water Wells to Peterson Power Systems for three months in the amount of \$26,541.63 for the Public Safety Power Shutoffs, and approve associated Budget Amendment.

Background: On July 17, 2017, Council received a report on a rental agreement with Peterson Power Systems for the rental of generators for the sewer lift stations and water wells in order to be prepared for the anticipated PG&S Public Safety Power Shutoffs (PSPS). The initial approval was for three months of generator rental.

Discussion: In order to be prepared to continue to provide water and wastewater services to our customers, Staff requested quotes for rental generators to have on standby for the three lift stations and one water well.

Given PG&E did not provide a timeline for the PSPS events, staff kept the generators in anticipation of an event. The original rental agreement approved was for three months which ended on September 2, 2019. At this time, staff is requesting an amendment to the agreement to add an additional 3 months in the amount of \$8,534.71 per month plus an anticipated pick-up charge of \$937.50 for a total amendment in the amount of \$26,541.63, and a corresponding budget amendment.

On October 6, PG&E initiated the first PSPS event to affect the City. Staff was able to use the generators in order to keep the three Sewer Lift Stations and Water Well fully functional. At the time, Staff is requesting to approve an after-the-fact contract amendment for three additional months of rental and approval of corresponding budget amendment.

The original Purchase Order (Attachment 1) was for \$28,515.60. The Revised total contract amount will be \$55,057.23.

Recommended Action: Approval of Amendment of Rental Agreement for Generators for the Sewer Lift Stations and Water Wells to Peterson Power Systems for Three Months in the Amount of \$26,541.63 for the Public Safety Power Shutoffs, and Approve Associated Budget Amendment

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 82027114.56120.18167- \$0; 84027221.56120.18167- \$0

PROPOSED BUDGET AMOUNT: 82027114.56120.18167- \$8,847; 84027221.56120.18167- \$17,696

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.: PO #46146

COORDINATED WITH:

Approved: 
Sage Sangiacomo, City Manager



ATTACHMENT 1

Purchase Order

Fiscal Year 2019

Page 2 of 2

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.Purchase
Order #

46146-04

Delivery must be made within
doors of specified destination.

BILL TO

CITY OF UKIAH
ATTN: ACCOUNTS PAYABLE
300 SEMINARY AVENUE
UKIAH, CA 95482

VENDOR

PETERSON CAT
3710 REGIONAL PARKWAY
SANTA ROSA CA 94503

SHIP TO

CITY OF UKIAH - WWTP
300 PLANT ROAD
UKIAH CA 95482

Vendor Phone Number		Vendor Fax Number		Buyer		Date Ordered		Date Required	
800-772-2340				Mary Williamson		06/27/2019		07/08/2019	
Delivery Reference			Freight Method/Terms			Department/Location			Sales Tax Rate
DAVE			UKIAH / NET 30			WASTE WATER TREATMENT			0.000
em#	Description/Part No.				Qty	UOM	Unit Price		Extended Price
	ADDITIONALLY REQUESTED CABLES SS CO 1: ADDED ENVIRON FEE, SUPPLIES AND TAX PER INVOICE #SW270048547 CH 02 TO ADD 2 MORE MONTHS RENTAL AS APPROVED BY COUNCIL 07/17/2019 (7b) SS CO 2: CHANGED LINE ITEM #3 AMT TO \$300.00 AND ADDED LINE ITEM #8 PER ACTUALS								

CHANGE ORDER

Purchasing Supervisor

VENDOR COPY

PO Total

\$28,515.60

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.Purchase
Order #

46146-04

Delivery must be made within
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Vendor Phone Number		Vendor Fax Number	Buyer		Date Ordered	Date Required
800-772-2340			Mary Williamson		06/27/2019	07/08/2019
Delivery Reference		Freight Method/Terms		Department/Location		Sales Tax Rate
DAVE		UKIAH / NET 30		WASTE WATER TREATMENT		0.000
em#	Description/Part No.	Qty	UOM	Unit Price	Extended Price	
1	PER MONTH RENTAL OF 200KW 277/480 VOLT, 3 PHASE GENERATOR WITH 24 HOUR FUEL TANK	3.0	EACH	\$3,939.000	\$11,817.00	
2	PER MONTH RENTAL OF (2) 60 KW 120/240 VOLT 1 PHASE GENERATOR WITH 24 HOUR FUEL TANK	6.0	EACH	\$1,800.000	\$10,800.00	
3	PER MONTH RENTAL POWER CABLES FOR ABOVE GENERATORS 5- 25 FT. RUNS 4/0 DLO POWER CABLES AND 2- 25FT RUNS #2 FOUR CONDUCTOR CABLES	3.0	EACH	\$300.000	\$900.00	
4	PROVIDE POWER GENERATION TECHNICIAN TO OPERATE TEMPORARY GENERATORS FOR ONE FULL DAY.	1.0	EACH	\$1,812.000	\$1,812.00	
5	ENVIRONMENTAL FEE	54.4	DOLL	\$1.000	\$54.36	
6	SUPPLIES	54.4	DOLL	\$1.000	\$54.36	
7	TAX @ 8.875%	2140.4	DOLL	\$1.000	\$2,140.38	
8	RENTAL DELIVERY PER ACTUALS	937.5	DOLL	\$1.000	\$937.50	
REQ E40104 & E40103 PER QUOTE DATED 6/25/2019 GENERATOR MAINTENANCE @ \$3.50/GEN SET PER HOUR OF USAGE DELIVERY AND PICK UP @ \$125.00/HOUR GENERATOR REFUELING AFTER RENTAL IF REQUIRED 6.95/GAL TBD CH 01 TO INCREASE CABLE COST TO COVER						


Purchasing Supervisor

VENDOR COPY

PO Total

\$28,515.60



AGENDA SUMMARY REPORT

SUBJECT: Discussion and Possible Direction to Staff Regarding a Mendocino County Rezoning and General Plan Amendment, Case #GP_2019-0002/R_2019-0003

DEPARTMENT: Community
Development

PREPARED BY: Craig Schlatter, Community Development
Director

ATTACHMENTS:

1. City of Ukiah Comments- Case GP_2019-0002.R_2019-0003
2. 10-17-19 PC Agenda.PBS SR- GP_20190002R_20190003

Summary: Council will discuss and possibly give direction to Staff regarding a Mendocino County Rezoning and General Plan Amendment, Case #GP_2019-0002/R_2019-0003, located within the City's Sphere of Influence.

Background: In April 2019, the City of Ukiah Community Development Department (CDD) received a notification from the Mendocino County Department of Planning and Building Services (PBS) regarding a proposed Rezoning and General Plan Amendment, Case #GP_2019-0002/R_2019-0003 (the Project). On May 2, 2019, CDD submitted comments to PBS (Attachment 1). After submitting these comments in May, no correspondence was received from the County, but in periodically checking PBS's website, as well as public notices posted in the Ukiah Daily Journal, Staff saw the item had been scheduled for a public hearing before the Mendocino County Planning Commission on October 17, 2019 (see Attachment 2 for the agenda and PBS staff report for GP_2019-0002/R_2019-0003).

Staff attended the public hearing and provided additional comment. Several members of the public also attended the public hearing and provided comment. In determining if the Rezoning and General Plan Amendment should be recommended to the Board of Supervisors for approval or denial, the Planning Commission voted 3-3 on each motion, respectively, and consequently voted 6-0 to move the item forward to the Board of Supervisors without a Planning Commission recommendation. The item will be heard at the December 17, 2019, meeting of the Board of Supervisors for a final decision.

Discussion: The City's comments regarding the proposed Rezoning and General Plan Amendment Project involved three main points: 1) the Project does not appear to address nor be consistent with the goals and policies outlined in the Ukiah Valley Area Plan, which for the Ukiah Valley takes precedence in land use policy; 2) the environmental analysis conducted on the proposed Project does not appear sufficient for determining that the Project will have a less than significant environmental impact; and 3) because of the limited details regarding density of a possible future housing project, it was unclear if septic capacity would be adequate for such a development.

At this juncture, and prior to Staff attending the December 17 meeting of the Board of Supervisors regarding the proposed Project, Staff requests input from Council. This input would be incorporated into either or both written and oral comments, submitted to or heard by the Board of Supervisors on or before December 17.

Recommended Action: Discuss and possibly give direction to Staff regarding a Mendocino County Rezoning and General Plan Amendment, Case #GP_2019-0002/R_2019-003, for a proposed project located within the City's Sphere of Influence.

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



May 2, 2019

County of Mendocino
Department of Planning and Building Services
Attn: Susan Summerford, Planner III
860 N Bush St
Ukiah, CA 95482
VIA EMAIL: pbs@mendocinocounty.org

Re: Rezoning and General Plan Amendment, Case # GP_2019-0002/R_2019-0003

The City of Ukiah Community Development Department respectfully submits the following comments for consideration regarding the aforementioned project, Case # GP_2019-0002/R_2019-0003:

- 1. The goals and policies of the Ukiah Valley Area Plan do not appear to be addressed in this Rezoning and General Plan Amendment. Although the City of Ukiah generally does not comment on Ukiah Valley Area Plan (UVAP) goals and policies, as the UVAP is a component of the Mendocino County General Plan, the UVAP was envisioned as one that would “meet the needs of the County, as well as shared needs of the City” [of Ukiah], “by addressing the important issues that affect how the area will grow...” and “The Ukiah Valley is understood to be one community with collaborative decision-making between County and City agencies.” As additional projects are proposed within the City of Ukiah Sphere of Influence, it is important the City and County work together to ensure the vision of this Area Plan is realized.**

As stated in Section 1.2 of the UVAP:

The policies in other County General Plan elements may supplement those in the UVAP, but citizens and decision makers will rely most heavily on the UVAP for guidance on issues of importance in the Ukiah Valley.

–And–

If policy or implementing action is in conflict with the adopted General Plan, the policy or implementing action from the UVAP shall take precedence over the General Plan.

Specifically, we ask that you please address how the proposed rezoning and general plan amendment (the “project”) conforms to the following:

A. UVAP vision statements:

We desire our community to remain as compact as possible and prefer that our communities grow inward and upward before expanding.

–And–

The agricultural lands needed to enhance economic vitality and sustained identity of Ukiah as a rural agricultural community are protected from incompatible land uses and development.

–And–

Communities have a compact urban form surrounded by open space and agricultural land.

From the application, the purpose of the project is “to allow for the future subdivision and home building on approximately 10 acres.” The project appears incompatible with all three of the vision statements listed above, in that 1) there would be outward expansion into productive agricultural lands, lands that have not previously been utilized for suburban residential purposes; 2) the project would rezone prime farmland that is intended to be protected under the UVAP; and 3) the project would remove existing open space and agricultural land that currently acts as a buffer to existing residential development in the vicinity.

B. UVAP, Section 4, Community Design: CD1.1g, CD2.1a

CD1.1g: the project appears to expand into agricultural lands not around the existing Talmage village center. Please describe how the project focuses development around the existing small town center of Talmage.

CD2.1a: as stated above, the project would remove open space and agricultural land. CD2.1a calls for limiting building intensity between Valley communities. The project appears to intensify development between the Valley communities of the City of Ukiah and the unincorporated community of Talmage. Please address how this project would achieve consistency with UVAP Policy CD2.1a.

C. UVAP, Section 9, Open Space and Conservation: OC3.1b, OC3.4a

OC3.1b: Agricultural Land Conversion Criteria- this Policy states the requirements for projects proposing to convert Agricultural Lands to the non-agricultural classification. One of the four requirements is as follows:



COMMUNITY DEVELOPMENT DEPARTMENT

- *The project site is substantially unusable for agricultural purposes due to encroaching adjacent nonagricultural uses.*

Carrying designations of both unique and prime farmland, with a part of the property that appears to still be in agricultural production, please address how this project would achieve consistency with UVAP Policy OC3.1b.

2. The environmental analysis conducted on the proposed project does not appear sufficient for determining that the project will have a less than significant environmental impact.

Page A-2 notes "Plans, Policies, and Goals of the Mendocino County General Plan and UVAP were reviewed and analyzed to determine potential significant environmental impacts." Statutes and Guidelines of the California Environmental Quality Act (CEQA) should be analyzed to determine environmental impacts.

Of particular concern is the property's designation as both prime and unique farmland. Also of concern is the property's location within a "high-risk" flood zone, Zone A, and in close proximity to the Mayacama earthquake fault zone. These considerations should be carefully analyzed to determine the appropriate level of environmental review. Even though details of the future project have not been given in the application, a rezoning from AG to SR will likely be a growth inducing action and environmental impacts under CEQA should be analyzed.

3. The application does not provide density details for the future housing development, so it is unclear if septic capacity would be adequate for such a development.

The project proposes rezoning to a General Plan designation of SR- suburban residential- but the application does not make clear what density limitations would exist for the future housing project. We have concerns about the adequacy of septic for a housing development at this location, and more specifically, if septic capacity is not adequate, we have concerns that the City may be required to extend sewer services due to the potential resulting septic failures.

Please describe future residential density limitations for the proposed housing development with a description of the adequacy of a septic system to serve this development.

Conclusion

It is our opinion that consideration of rezoning and a general plan amendment should be undertaken at such time that full project details are known, and accordingly, the application appears premature at this time. Additionally, many of the goals and policies of the Ukiah Valley Area Plan, the prevailing land use document for this project, should be addressed to confirm project consistency. We suggest the environmental analysis for the proposed project should be re-analyzed to determine future



COMMUNITY DEVELOPMENT DEPARTMENT

foreseen environmental impacts and any proposed septic service be carefully evaluated to ensure adequate capacity for a future housing project.

Please include the City of Ukiah Community Development Department in future correspondence related to this item.

Sincerely,

Craig Schlatter
Director



**PLANNING COMMISSION
AGENDA**

**OCTOBER 17, 2019
9:00 AM**

**MENDOCINO COUNTY ADMINISTRATION CENTER
BOARD OF SUPERVISORS CHAMBERS
501 LOW GAP ROAD, UKIAH, CALIFORNIA****ORDER OF AGENDA**

1. **Roll Call.**
2. **Planning Commission Administration**
 - 2a. Determination of Legal Notice.
3. **Director's Report.**
4. **Matters from the Public.** The Planning Commission welcomes participation in Commission meetings. This item is limited to matters under the jurisdiction of the Commission that are not on the posted agenda and items which have not already been considered by the Commission. No action will be taken.

The Planning Commission limits public testimony on matters to 3 minutes per person, at the discretion of the Chair. If you wish to submit written comments, please provide 10 copies to the Commission staff.

5. **Consent Calendar.**

None.

6. **Regular Calendar**

6a. CASE#: A_2019-0002**DATE FILED:** 4/15/2019**OWNER/APPLICANT:** LANCE & JAMIE STORNETTA**AGENT:** JAMES BARRETT**REQUEST:** Agricultural Preserve application to establish a new preserve and Williamson Act contract on 39± acres of Rangeland (RL) currently used as part of the Windy Hollow dairy.**ENVIRONMENTAL DETERMINATION:** Categorically Exempt**LOCATION:** In the Coastal Zone, 0.35± miles south of Manchester on the west side of State Route 1 (SR 1) at its intersection with Biaggi Road (private), located at 44151 Biaggi Rd., Manchester (APN: 133-020-09).**SUPERVISORIAL DISTRICT:** 5**STAFF PLANNER:** RUSSELL FORD**6b. CASE#: GP_2019-0001/R_2019-0002****DATE FILED:** 1/28/2019**OWNER/APPLICANT:** CHRISTOPHER SAVAGE**AGENT:** JIM RONCO**REQUEST:** Rezone to change the existing designations from Suburban Residential (SR 40K) to Upland Residential Contract Rezone (UR 20-CR) and a General Plan Amendment from Suburban Residential (SR) to Remote Residential (RMR).**ENVIRONMENTAL DETERMINATION:** Mitigated Negative Declaration**LOCATION:** 0.3± miles north of Potter Valley town center, on the east side of Powerhouse Road (CR 248 A), 0.2 miles north of its intersection with Main Street (CR 245), located at 12201 Powerhouse Rd., Potter Valley (APN: 174-100-02).**SUPERVISORIAL DISTRICT:** 1**STAFF PLANNER:** MIO MENDEZ



6c. CASE#: GP_2019-0002/R_2019-0003

DATE FILED: 1/28/2019

OWNER/APPLICANT: DONALD LUCCHESI

AGENT: JAMES BARRETT AND JIM RONCO

REQUEST: Rezoning and General Plan Amendment from AG:40 (Zoning) and AG40 (General Plan) to Suburban Residential (SR) [Zoning and General Plan] to allow for future subdivision and residential housing.

ENVIRONMENTAL DETERMINATION: Negative Declaration

LOCATION: 3± miles south of Ukiah city center, on the north side of Talmage Road (State Highway 222), to the south and east of Sanford Ranch Road (CR 200), 0.4± miles north of its intersection with Talmage Rd., located at 1251 Sanford Ranch Rd., Talmage (APN's: 181-050-30 and a portion of 181-050-31).

SUPERVISORIAL DISTRICT: 1

STAFF PLANNER: SUSAN SUMMERFORD

6d. CASE#: GP_2019-0004

DATE FILED: 03/28/2019

APPLICANT: COUNTY OF MENDOCINO

AGENT: PLANNING AND BUILDING SERVICES

REQUEST: The proposed project is a general plan amendment to update the Housing Element for the County of Mendocino as required by State law (Section 65580 – 65589.8 of the California Government Code). The 2019-2027 Housing Element draft identifies residential sites adequate to accommodate a variety of housing types for all income levels and needs of special population groups defined under State law (Section 65583 of the California Government Code), analyzes governmental constraints to housing maintenance, improvement and development and outlines policies to promote housing opportunities for all persons.

ENVIRONMENTAL DETERMINATION: Addendum to the previously adopted Negative Declaration for the 2014-2019 Mendocino County Housing Element Update.

LOCATION: All unincorporated areas within Mendocino County, excluding those areas within the City limits of Ukiah, Fort Bragg, Willits and Point Arena.

SUPERVISORIAL DISTRICT: All

STAFF PLANNER: JESSE DAVIS

7. Matters from Staff.

8. Matters from Commission.

9. Approval of Minutes.

9a. August 1, 2019

10. Adjournment.

ADDITIONAL INFORMATION/REPORT AVAILABILITY. The staff report and notice are available on the Department of Planning and Building Services website at www.mendocinocounty.org/pbs. Additional information regarding the above noted items may be obtained by calling the Department of Planning and Building Services at 234-6650, Monday through Friday, 8:00 a.m. through 5:00 p.m. Should you desire notification of the Planning Commission decision you may do so by requesting notification in writing and providing a self-addressed stamped envelope to the Department of Planning and Building Services.

APPEAL PROCESS. Persons who are dissatisfied with a decision of the Commission may appeal the decision to the Board of Supervisors. An appeal must be made in writing along with a fee to the Clerk of the Board within 10 days of the Commission's decision. The appeal will be placed on the next available Board agenda and the appellant will be notified of the time and date. Appeals to the Board do not guarantee that the Commission's decision will be overturned. In some cases, the Board may not have the legal authority to overturn the decision.



AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. Mendocino County complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternate formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Department of Planning and Building Services by calling (707) 234-6650 at least five days prior to the meeting.

<http://www.mendocinocounty.org/pbs>



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
120 WEST FIR STREET • FORT BRAGG • CALIFORNIA • 95437

BRENT SCHULTZ, DIRECTOR
TELEPHONE: 707-234-6650
FAX: 707-463-5709
FB PHONE: 707-964-5379
FB FAX: 707-961-2427
pbs@mendocinocounty.org
www.mendocinocounty.org/pbs

September 12, 2019

NOTICE OF PUBLIC HEARING AND AVAILABILITY OF DRAFT NEGATIVE DECLARATION FOR PUBLIC REVIEW

NOTICE IS HEREBY GIVEN THAT the Mendocino County Planning Commission at its regular meeting on Thursday, October 17, 2019, at 9:00 a.m., to be held in the Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, will conduct a public hearing on the following project and the Draft Negative Declaration at the time listed or as soon thereafter as the item may be heard.

CASE#: GP_2019-0002/R_2019-0003

DATE FILED: 1/28/2019

OWNER/ APPLICANT: DONALD J LUCCHESI

AGENT: JAMES BARRETT AND JIM RONCO

REQUEST: Rezoning and General Plan Amendment from AG:40 (Zoning) and AG40 (General Plan) to Suburban Residential (SR) [Zoning and General Plan] to allow for future subdivision and residential housing.

ENVIRONMENTAL DETERMINATION: Negative Declaration

LOCATION: 3± miles south of Ukiah city center, on the north side of Talmage Road (State Highway 222), to the south and east of Sanford Ranch Road (CR 200), 0.4± miles north of its intersection with Talmage Rd., located at 1251 Sanford Ranch Rd., Talmage (APNs: 181-050-30 and 181-050-31x).

SUPERVISORIAL DISTRICT: 1

STAFF PLANNER: SUSAN SUMMERFORD

The staff report and notice will be available for public review 21 days prior to the hearing at 860 North Bush Street, Ukiah, and at 120 West Fir Street, Fort Bragg, California and on the Department of Planning and Building Services website at <https://www.mendocinocounty.org/government/planning-building-services/meeting-agendas/PC>.

Your comments regarding the above project and/or the Draft Negative Declaration are invited. Written comments should be submitted to the Department of Planning and Building Services Commission Staff, at 860 North Bush Street, Ukiah, California, no later than October 16, 2019. Oral comments may be presented to the Planning Commission during the public hearing.

The Planning Commission's action regarding this item shall be a recommendation to the Board of Supervisors and the Board of Supervisors decision is final. If you challenge the project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Department of Planning and Building Services or the Planning Commission at, or prior to, the public hearing. All persons are invited to appear and present testimony in this matter.

Additional information regarding the above noted item may be obtained by calling the Department of Planning and Building Services at 234-6650, Monday through Friday, 8:00 a.m. through 5:00 p.m. Should you desire notification of the Planning Commission's decision you may do so by requesting notification in writing and providing a self-addressed stamped envelope to the Department of Planning and Building Services.

BRENT SCHULTZ, Director of Planning and Building Services



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
120 WEST FIR STREET • FORT BRAGG • CALIFORNIA • 95437

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FAX: 707-463-5709
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FB FAX: 707-961-2427
pbs@mendocinocounty.org
www.mendocinocounty.org/pbs

September 26, 2019

Fort Bragg Planning & Building Services
Department of Transportation
Environmental Health - Ukiah
Building Inspection - Ukiah

CalFire – Prevention
Department of Fish and Wildlife
RWQCB

**NOTICE OF PUBLIC HEARING AND AVAILABILITY OF DRAFT NEGATIVE
DECLARATION FOR PUBLIC REVIEW**

NOTICE IS HEREBY GIVEN THAT the Mendocino County Planning Commission at its regular meeting on Thursday, October 17, 2019 at 9:00 a.m., to be held in the Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, will conduct a public hearing on the following project and the Draft Negative Declaration at the time listed or as soon thereafter as the item may be heard.

CASE#: GP_2019-0002/R_2019-0003

DATE FILED: 1/28/2019

OWNER/APPLICANT: DONALD J LUCCHESI

AGENT: JAMES BARRETT AND JIM RONCO

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ENVIRONMENTAL DETERMINATION: Negative Declaration

LOCATION: 3± miles south of Ukiah city center, on the north side of Talmage Road (State Highway 222), to the south and east of Sanford Ranch Road (CR 200), 0.4± miles north of its intersection with Talmage Rd., located at 1251 Sanford Ranch Rd., Talmage (APNs: 181-050-30 and a portion of 181-050-31).

STAFF PLANNER: SUSAN SUMMERFORD

RESPONSE DUE DATE: October 16, 2019. If no response is received by this date, we will assume no recommendation or comments are forthcoming and that you are in agreement with the contents of the Draft Negative Declaration. A copy of the Draft Negative Declaration is attached for your review.

The staff report and notice will be available for public review 21 days prior to the hearing at 860 North Bush Street, Ukiah, and 120 W Fir Street, Fort Bragg, California and on the Department of Planning and Building Services website at: <https://www.mendocinocounty.org/government/planning-building-services/meeting-agendas/PC>

It should be noted that the decision making body may consider and approve modifications to the requested project(s). Your comments regarding the above project(s) are invited. Written comments should be submitted to the Department of Planning and Building Services Commission Staff, at 860 North Bush Street Ukiah, California. Oral comments may be presented to the Planning Commission during the public hearing(s).

The Planning Commission's action regarding this item shall be a recommendation to the Board of Supervisors and the Board of Supervisors decision is final. If you challenge the project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Department of Planning and Building Services or the Planning Commission at, or prior to, the public hearing. All persons are invited to appear and present testimony in this matter. If you challenge the project in court, you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice, or in written correspondence delivered to the Department of Planning and Building Services or the Planning Commission at, or prior to, the public hearing(s). All persons are invited to appear and present testimony in this matter.

Additional information regarding the above noted item may be obtained by calling the Department of Planning and Building Services at 234-6650, Monday through Friday, 8:00 a.m. through 5:00 p.m. Should you desire notification of the Planning Commission decision you may do so by requesting notification in writing and providing a self-addressed stamped envelope to the Department of Planning and Building Services.

BRENT SCHULTZ, Director of Planning and Building Services



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
120 WEST FIR STREET • FORT BRAGG • CALIFORNIA • 95437

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FB FAX: 707-961-2427
pbs@mendocinocounty.org
www.mendocinocounty.org/pbs

September 12, 2019

TO: Ukiah Daily Journal
FROM: James F. Feenan, Commission Services Supervisor
SUBJECT: Publication of Legal Notice.

Please publish the following notice one time on September 18, 2019 in the Legal Notices Section of the Ukiah Daily Journal.

**NOTICE OF PUBLIC HEARING AND AVAILABILITY OF DRAFT MITIGATED NEGATIVE
DECLARATION FOR PUBLIC REVIEW**

NOTICE IS HEREBY GIVEN THAT the Mendocino County Planning Commission at its regular meeting on Thursday, October 17, 2019 at 9:00 a.m., to be held in the Board of Supervisors Chamber, 501 Low Gap Road, Ukiah, California, will conduct a public hearing on the following project and the Draft Mitigated Negative Declaration at the time listed or as soon thereafter as the item may be heard.

CASE#: GP_2019-0002/R_2019-0003

DATE FILED: 1/28/2019

OWNER/ APPLICANT: DONALD J LUCCHESI

AGENT: JAMES BARRETT AND JIM RONCO

REQUEST: Rezoning and General Plan Amendment from AG: 40 (Zoning) and AG40 (GP) to Suburban Residential (SR) [Zoning and General Plan] to allow for future subdivision and residential housing.

ENVIRONMENTAL DETERMINATION: Negative Declaration

LOCATION: 3± miles south of Ukiah city center, on the north side of Talmage Road (State Highway 222), to the south and east of Sanford Ranch Road (CR 200), 0.4± miles north of its intersection with Talmage Rd., located at 1251 Sanford Ranch Rd., Talmage (APNs: 181-050-30 and a portion of 181-050-31).

STAFF PLANNER: SUSAN SUMMERFORD

The staff report and notice will be available for public review 21 days prior to the hearing at 860 North Bush Street, Ukiah, and at 120 West Fir Street, Fort Bragg, California and on the Department of Planning and Building Services website at <https://www.mendocinocounty.org/government/planning-building-services/meeting-agendas/PC>.

Your comments regarding the above project and/or the Draft Negative Declaration are invited. Written comments should be submitted to the Department of Planning and Building Services Commission Staff, at 860 North Bush

Street, Ukiah, California 95482, no later than October 16, 2019. Oral comments may be presented to the Planning Commission during the public hearing.

The Planning Commission's action regarding this item shall be final unless appealed to the Board of Supervisors. The last day to file an appeal is the 10th day after the Planning Commission's decision. To file an appeal of the Planning Commission's decision, a written statement must be filed with the Clerk of the Board with a filing fee prior to the expiration of the above noted appeal period. If you challenge the project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Department of Planning and Building Services or the Planning Commission at, or prior to, the public hearing. All persons are invited to appear and present testimony in this matter.

Additional information regarding the above noted item may be obtained by calling the Department of Planning and Building Services at 234-6650, Monday through Friday, 8:00 a.m. through 5:00 p.m. Should you desire notification of the Planning Commission's decision you may do so by requesting notification in writing and providing a self-addressed stamped envelope to the Department of Planning and Building Services.

BRENT SCHULTZ, Director of Planning and Building Services



**PLANNING COMMISSION STAFF REPORT
GENERAL PLAN AMENDMENT/REZONE**

**OCTOBER 17, 2019
GP_2019-0002/R_2019-0003**

SUMMARY

OWNER/ APPLICANT: DONALD LUCCHESI
PO BOX 5
TALMAGE, CA 95481

AGENT: JAMES BARRETT/ JIM RONCO
PO BOX 1448
UKIAH, CA 95482

REQUEST: General Plan Amendment and Rezoning to change 10.7± acres (APN: 181-050-30 [7.42± acres] and APN: 181-050-31 [3.28± acres]) from Agricultural (AG40) to Suburban Residential (SR-12K) for the General Plan designation and from Agricultural (AG:40) to Suburban Residential (SR:12K) for zoning

LOCATION: 3± miles south of Ukiah city center, on the north side of Talmage Road (State Highway 222), to the south and east of Sanford Ranch Road (CR 200), 0.4± miles north of its intersection with Talmage Rd., located at 1251 Sanford Ranch Rd., Talmage (APN's: 181-050-30 and a portion of 181-050-31).

TOTAL ACREAGE: 10.7± Acres

GENERAL PLAN: Agricultural (AG40)

ZONING: Agricultural (AG:40)

SUPERVISORIAL DISTRICT: 1st District (Brown)

ENVIRONMENTAL DETERMINATION: Negative Declaration

RECOMMENDATION: Approval to the Board of Supervisors of the General Plan Land Use Amendment and the Rezone

STAFF PLANNER: SUSAN SUMMERFORD

BACKGROUND

PROJECT DESCRIPTION: The project is a Rezoning and General Plan Amendment to change 10.7± acres (APN: 181-050-30 and portion of APN: 181-050-31) from Agricultural [AG:40 (Zoning)] and [AG40 (General Plan)] to Suburban Residential (SR-12K and SR:12K), Zoning and General Plan, respectively. The request is intended to facilitate future development of the site for land subdivision with the goal of constructing residential housing that will be principally permitted under the new zoning and general plan designation. The desired new land use classification of Suburban Residential, minimum lot size 12,000 square feet, reflects the site's limitations for development, per Mendocino County General Plan (MCGP), which bases site density upon availability of infrastructure, specifically water and sewer. The subject site is located within a water district (Rogina Water District), but lacks inclusion in an established sewer district. MCGP Policy DE-13 states,

"The Suburban Residential classification is intended to be applied to transitional lands adjacent to cities or towns, including in portions of Community Planning Areas where only residential activities are considered desirable, which lands are appropriate to accommodate future growth. Lands within the Suburban Residential classification should have moderate to light constraints for residential development, should be served by the publicly-maintained road network, and should be located within public service districts or the logical extensions thereof. Portions of lands within the Suburban Residential classification will be appropriate for development of residential subdivisions. Such areas should be developed as major subdivisions, not minor subdivisions; or retained in parcels of sufficient size to be economically developed as subdivisions at some future time.

Minimum Parcel Size: Within water or sewer districts: 12,000 square feet

Maximum Dwelling Density: One single family dwelling per legally created parcel. County review and approval required for more than one dwelling per legally created parcel, except as provided below:

Within water or sewer districts: 1 single family dwelling per 12,000 square feet of lot area, or 1 multiple family dwelling unit per 12,000 square feet of lot area. Higher residential densities (up to one dwelling unit per 2,000 square feet) may be allowed where alternative sewage disposal is provided to the satisfaction of the County."

The current project is limited to reclassification of lands from agricultural to residential; the foregoing General Plan policy addresses one component of the potential future development constraints for the parcels.

SITE CHARACTERISTICS: The site is located approximately 3± miles south of Ukiah city center, on the north side of Talmage Road (State Highway 222), to the south and east of Sanford Ranch Road (CR 200), 0.4± miles north of its' intersection with Talmage Road. The proposed project site is located within the unincorporated community of Talmage, which lies east of the City of Ukiah, the County Seat of Mendocino, located at 1251 Sanford Ranch Road. The setting for the subject parcels is primarily single family residences developed at approximately 1 unit per 0.05± acres. The former use of the site as well as lands immediately contiguous was agricultural. Over the past thirty years, the area has been converted from primarily pear orchards and vineyards to small residential lots. A neighborhood serving commercial area, including a United States Post Office is located on the adjacent stretch of Talmage Road, on State Highway 222. The former state mental hospital, currently in use as a religious, educational and residential campus known as The City of 10,000 Buddhas occupies approximately 400 acres to the east of the subject property.

The site is relatively flat, having been in use as an active vineyard since initial planting in 1940. The Applicant states that the economic viability of the vineyards has waned in recent years and that a higher and better use of the site is desired. The Applicant also owns the adjacent land to the east of the proposed project site, and will continue to farm the vineyards located there.

The subject site is listed under the State of California Department of Conservation's Farmland of Statewide Importance Mapping and Monitoring Program (FMMP) as housing both Unique and Prime Farmland. Per the Important Farmlands Classification Codes, Unique Farmland is defined as, "Lesser quality soils used for the production of the state's leading agricultural crops. This land is usually irrigated, but may include non-irrigated orchards or vineyards as found in some climatic zones in California. Land must have been cropped at some time during the four years prior to the mapping date." Prime Farmland is defined as, "Irrigated land with the best combination of physical and chemical features able to sustain long term production of agricultural crops. This land has the soil quality, growing season, and moisture supply needed to produce sustained high yields. Land must have been used for production of irrigated crops at some time during the four years prior to the mapping date." The FMMP was established in 1982 to continue the Important Farmland mapping efforts begun in 1975 by the U.S. Department of Agriculture,

Natural Resources Conservation Service (NRCS). The intent of the NRCS was to produce agricultural resource maps based on soil quality and land use across the nation. As part of this nationwide mapping effort, NRCS developed a series of definitions known as the Land Inventory and Monitoring (LIM) criteria. The LIM criteria classifies the land's overall suitability for agricultural production, which includes physical and chemical characteristics of soils, as well as specified land use characteristics. Important Farmland Maps are derived from NRCS soil survey maps using LIM criteria. About 90% of FMMP's study area is covered by NRCS soil surveys. Technical ratings of the soils and current land use information are combined to determine the appropriate map category. Information derived from communication with the local district conservation office resulted in the determination that 42% of the soil on the subject parcel can be defined as Prime Farmland. A custom soil resource report generated for the project site by the NRCS clearly states that the dominant soil classifications onsite are map unit 177, Pinole gravelly loam, 0-2% slopes comprising 42.2% of the parcel; map unit 203, Talmage gravelly sandy loam, 0-2% slopes comprising 42.3% of the parcel; map unit 216, Xerocherepts-Haploxeralfs-Argixerolls complex, 30-50% slopes, high ffd, comprising 4.5% of the parcel, and map unit 188, Russian loam, 0-2% slopes comprising 11.1% of the parcel. It must be noted; however, that the soil resource report is reflective of an analysis that surveyed the entire two parcels that comprise a portion of the subject site, and that the actual portion to be rezoned and reclassified is presented in such a way as to not include the portion of the parcel that contains Russian loam. This is significant for two reasons; one, Russian loam is a soil type that is defined as being present in Prime Farmland, and may have contributed to the designation of the site as being wholly deemed either Prime or Unique Farmland, and two, that the remainder of the parcel that represents the current subject site does not contain more than 50% of soil composition that could be deemed Prime or Unique Farmland. According to the document submitted by the local NRCS, map unit 177, Pinole gravelly loam is only designated as Prime Farmland if irrigated.

APPLICANT'S STATEMENT: "The subject property consisting of about 12 acres was acquired with adjacent lands by my Grandfather in the late 30's or early 40's. When it was purchased the acreage was covered in poison oak, chamise brush and oak trees which were cleared by my Grandfather and father and then planted in 1944. All but 3 acres of the 12-acre vineyard are the original vines planted in 1944 (75 years ago) (the 3-acre portion was replanted from golden Shasta's in 1999).

Subsequent to the plantings the grape industry has evolved to the point where grape harvest contracts are more and more difficult to secure. This year I am advised that the winery who historically purchased my fruit is willing to take the fruit again in 2019 but at reduction of 28% per ton of the previous year's price (popularity of some varieties impacts price per ton). I am advised that I will not be able to secure a contract to rip and replant the vineyard with fruit becoming available in 4+ years. Production has continued to diminish due to the age of the vines, oak root fungus (the result of ancient viticulture practices) and constraints on farming operations.

- Replanting without a secured contract would still involve:
- Removing the existing vines
- Fumigation for oak root fungus
- Installation of a new irrigation system
- Installation of vertical trellises
- Purchase of vines
- Planting of vines (labor and materials)

At a cost of between \$16,000.00 and \$20,000.00 per acre (\$192K – 240K) without guaranteed return on the investment. During the 4-year period of maturing of the vines vinicultural practices must be carried on which could cost as much \$5,000.00 per acre (labor, material and water) per year (60K X 4 = 240K).

Currently the vineyard is served by an agricultural well. The existing soil (gravelly loam) requires more irrigation water due to the rapid permeability. Future control of the aquifer by governmental agencies and the lack of available water from the purple pipe project being undertaken by the City of Ukiah add to the uncertainty of ongoing vineyard development and water use.

The property has never been included in a Williamson Act Agricultural Preserve. The soils are not prime agricultural bottomland soils nor has the property been designated, to my knowledge, as "farmland of importance". The lands gravelly- porous bench land soils require greater amount of irrigation water than prime agricultural lands thereby reducing its potential for future productivity and limits agricultural crops that can be planted. The viability of future production on the site given the limitations of soil, water and lack of grape contracts makes future farming a risk that would not be considered prudent or profitable. Given the current production and contract prices continued harvests on the site will be become unprofitable if not this year surely within the next two years.

The lands have reached the point of transition where a more compatible use other than farming is necessary."

SURROUNDING LAND USE AND ZONING:

	GENERAL PLAN	ZONING	LOT SIZES	USES
NORTH	Suburban Residential (SR)	Residential: 1 acre minimum parcel size (R:1)	Approximately 9 parcels ranging from 0.2 acres to 2 acres in size	Residential
EAST	Agricultural (AG40)	Agricultural: 40 acre minimum parcel size (AG:40)	15.06± acres	Agricultural
SOUTH	Suburban Residential (SR)	Suburban Residential (SR)	Approximately 7 parcels averaging 0.4± acres in size	Residential
WEST	Rural Residential: 5 acre minimum parcel size (RR5)	Rural Residential: 5 acre minimum parcel size (RR:5)	Approximately 5 parcels averaging 0.4± in size	Residential

PUBLIC SERVICES:

Access: Sanford Ranch Road via Talmage Road (State Highway 222)
 Fire District: Ukiah Valley Fire Protection District
 Water District: Rogina Water District
 Sewer District: None
 School District: Ukiah Unified

AGENCY COMMENTS:

On April 16, 2019 project referrals were sent to the following responsible or trustee agencies with jurisdiction over the Project. Their required related permits, if any, are listed below. Their submitted recommended conditions of approval are contained in Exhibit A of the attached resolution. Any comment that would trigger a project modification or denial are discussed in full as key issues in the following section.

REFERRAL AGENCIES	COMMENT
Department of Transportation	No comment
Ukiah Valley Fire District	No comment
Environmental Health-Ukiah	Recommend conditional approval. Standard water and septic requirements

	will apply at the time of subdivision.
CalFire	No comment
Building Services-Ukiah PBS	No comment
County Assessor	No comment
Russian River Flood Control	No response
Rogina Water District	Will serve letter from Rogina Water District for up to twenty (20) residential lots.
Agriculture Commissioner	No response
CA Department of Fish & Wildlife	No comment
Air Quality Management District	No response
Farm Advisor	No response
County Addresser	No comment
LAFCO	No response
Sonoma State University-NWIC	Comments. Recommend archeological survey prior to subdivision.
Ukiah City Planning Department	Comment letter received not in support of the proposal.
Archaeological Commission	Comments. An archeological survey will be required prior to subdivision.
CA Native Plant Society	No response
Russian River Flood Control	No response
CALTRANS	No response
Regional Water Quality Control	No response
Resource Lands Protection Committee	No response
Dept. of Fish & Wildlife	No comment
CA Department of Conservation	No response
Army Corp. of Engineers	No response
MTA	No response

KEY ISSUES

1. General Plan, Zoning and Ukiah Valley Area Plan (UVAP) Consistency:

When considering an agricultural land conversion in Mendocino County (MC), which is largely rural and economically dependent on agriculture, there are several criteria that must be satisfied prior to recommending approval. Present in the primary governing documents, the County-wide General Plan and area specific plan, the Ukiah Valley Area Plan (UVAP), a discussion of these criteria follows.

Policy RM-106 (Agricultural Resources Policies) and OC3.1B (Agricultural Land Conversion Criteria):

Land shall not be converted from Agricultural Lands or Range Lands classifications to non-agricultural classifications unless all of the following criteria are substantiated:

1. *The project will not result in a need for unintended expansion of infrastructure in conflict with other policies.*

'Infrastructure' as defined by the (MC) General Plan includes, "facilities designed to provide water supply, wastewater collection and treatment, storm drainage collection, and transportation." The subject site is located in an established community that is characterized by a mix of small scale residential and agricultural uses, with a small neighborhood serving commercial district on the adjacent roadway. The improvements necessary to facilitate a new residential development are largely in place to serve the subject parcel. No expansion of roads would be required; the site is served by power and a will serve letter for twenty (20) single family units from the local water district (Rogina Water District) is on file. While improvements to existing facilities to accommodate a higher density and residential standards would need to be pursued, it cannot be stated that the project, as proposed, would result in "unintended" expansion of infrastructure; nor would it conflict with any policies that prohibit land conversion without specific findings. The County does not have a moratorium on Prime and/or Unique Farmland land conversions; however, the Ukiah Valley Area Plan, **Chapter 3; Land Use and Community Development Policy LU 1.4a** directs projects that displace commercial agricultural activities or developments that occur on Prime or Unique Farmland to be considered as a low priority. This policy doesn't disallow such conversions; merely provides procedures and protocol to ensure that such actions are not spurious or incompatible with surrounding land uses, and do not exacerbate non-conforming conditions while recognizing and deferring to neighborhood land use trends.

2. *The project will not adversely affect the long-term integrity of the agricultural areas or agricultural uses in the area.*

The site of the proposed land use re-designation is not located in an exclusively agricultural area. There is a mix of small scale residential interspersed with agricultural uses in the vicinity of the parcel that has been slowly expanding to encroach on the remaining agricultural uses. The site was historically in use as a vineyard, planted by the Applicant's family 75 years ago. In many areas of unincorporated Mendocino County, large tracts of single-owner farms and ranches have been increasingly bifurcated by such actions as Boundary Line Adjustments and small subdivision of lands as economic factors evolve and demands for housing stock have increased. The subject site is a good example of a historic agricultural use that now appears to be out of place in the increasingly residential enclave.

3. *The proposed use in the subject location will achieve the long-range objectives of the General Plan.*

The two main Development Goals of the MC General Plan call for an increase in appropriately located uses to be developed in harmony with stated policies and objectives that allow for walkability, availability of services and support of commercial activities. **Policy DE-1** states, in part, that, "Future development should be on infill parcels and areas contiguous to existing development." The proposed zoning designation change and General Plan amendment is part of a future development project to convert an agricultural parcel to a residential one, facilitating construction of 20 units on approximately 10 acres in the unincorporated Talmage area of Mendocino County. This area is recognized in the MCGP as one of the areas under the auspicious of the Ukiah Valley Area Plan (UVAP), adopted in 2011. As stated on page 1-5 of the UVAP, "If a policy or implementing action is in conflict with the adopted General Plan, the policy or implementing action from the UVAP shall take precedence over the General Plan." Therefore, a review of policies and directives from the UVAP shall be evaluated in concert with the MCGP. The following statements are listed as "Visions" in the UVAP to guide community development; "Vision: A diverse mix of housing types meets the needs of residents of different ages, income levels, and social needs within the valley. Vision: The community's ability to expand its population base is supported by compact, infill development and mixed use development. Vision: Create town/village centers that provide mixed use opportunities that support community life with infill and mixed use; focusing on the existing small town centers of Calpella, the Forks, and Talmage."

4. *The project site is substantially unusable for agricultural purposes due to encroaching adjacent nonagricultural uses.*

The subject site is located in the community of Talmage, and is within walking distance to the commercial district therein. The parcel has been in use as an active vineyard since 1944. The site is surrounded by residential uses and can be interpreted as being anachronous to the future of the area. As mentioned on page 2-9 of the UVAP, it is understood that irreversibility of agricultural conversions may have impacts, but conversion of the subject site cannot be interpreted as initiating this trend in the immediate area. **Goal LU-4** states, *"Manage future growth to ensure that essential support infrastructure is in place prior to development."* This goal may be satisfied as a result of the zoning and General Plan land use designation change on the subject parcels. Therefore, it is reasonable to conclude that the subject site is facing an uncertain future as a viable agricultural endeavor. With the confirmation that the local water district provider can supply the future potential twenty residential units with water, the Applicant may have more economic security by pursuing a land reclassification to develop the site than to continue with agricultural activities. Therefore, while the proposed project does seek to convert agricultural land designated as "prime" or "unique" farmland to residential, it can be supported by documented goals, policies and actions that under certain circumstances, and provided specific characteristics are present, the reclassification of such lands potentially provide a boon to the community.

It can be stated as well that other implicit and implied goals regarding housing and land conversion are similarly satisfied. In particular, **Action 3.1d** of the Mendocino County Housing Element, which expressly identifies rezoning as a tool for achieving the desired goals of providing appropriately located housing that complies with infrastructure constraints while meeting community needs. As well, **Action 3.1a** directs regulators to, *"Work with developers to include a variety of housing types, such as smaller single-family homes, second units, duplexes, and multi-family units, including rental units for lower-income large families and developments exceeding ten residential units, during pre-subdivision consultation and through the Inclusionary Housing development planning process. Consider development incentives such as reduced setbacks, density bonuses, fee assistance, etc."*

Reclassifying and designating the subject parcels to residential introduces the potential for a variety of housing stock that could also satisfy **Policy 3.2**, *"Promote the development of second units"*. Per Chapter 20.164.015(K), which governs **Accessory Dwelling Units**:

"An accessory dwelling unit shall be permitted in all zoning districts which allow single-family dwellings subject to the following standards and criteria:

- (1) The lot contains an existing single-family dwelling unit or a building permit for the single-family dwelling unit (primary residence) has been applied for.*
- (2) An adequate water system as approved by the Division of Environmental Health is available to serve the accessory dwelling unit.*
- (3) An adequate sewage disposal system as approved by the Division of Environmental Health is available to serve the accessory dwelling unit.*
- (4) The accessory dwelling unit shall conform to height, setback, lot coverage, architectural review, site plan review, fees, charges and other zoning requirements generally applicable to residential construction within the zone in which the second residential unit is located. Total area of floor space for a detached accessory dwelling unit may not exceed one thousand two hundred (1,200) square feet. Increased floor area of an attached accessory dwelling unit does not exceed fifty (50) percent of the existing living area, with a maximum increase in floor area of one thousand two hundred (1,200) square feet.*
- (5) The accessory dwelling unit shall comply with appropriate local building code requirements. Fire sprinklers, however, shall not be required in an accessory unit if they are not required in the primary residence.*

- (6) *An accessory dwelling unit shall not be allowed if more than one (1) dwelling unit (including farm employee housing, farm labor housing, temporary family care unit) is located on the parcel, or if there currently exists two (2) accessory residential units (any combination of guest cottages and detached bedrooms) on the parcel.*
- (7) *Where dwelling group or parcel clustering is approved, no accessory dwelling unit shall be allowed.*
- (8) *Nothing in this Section shall prohibit a detached bedroom, guest house or family care unit from being converted into an accessory dwelling unit, consistent with the other provisions of this Section.*
- (9) *Accessory Dwelling Units may be either attached to the existing dwelling or they may be detached, separate structures.*
- (10) *Attached or detached accessory dwelling units are not intended for sale but may be rented."*

Therefore, the future development of the site, although with potential for impacts on the community, also contains a number of constraints designed to guide the infill of lands with inherent limitations. All proposed land subdivisions, entitlements or development would be subject to County review and approval.

Chapter 10A.13 Consistency:

Chapter 10A.13 of the Mendocino County Code (MCC), or, the "Right to Farm" Ordinance, is present in the Code to clearly state and codify the intent of the County to promote, protect and preserve existing agricultural endeavors. The two (2) subject parcels are currently active agricultural sites, and a portion of one (1) of the parcels shall remain agriculturally zoned after the rezoning and general plan redesignation takes effect. Therefore, it merits reiterating that the remaining portion of the parcel not subject to rezoning and general plan reclassification maintains its' principally permitted rights to engage in agricultural activities. MCC Section 10A.13.020 states, *"No existing or future agricultural operation or any of its appurtenances, conducted or maintained for commercial purposes, and in a manner consistent with proper and accepted customs and standards, shall become or be a nuisance, private, or public, for adjacent land uses in or about the locality thereof after the same has been in operation for more than three (3) years, when such action was not a nuisance at the time it began; provided that the provisions of this subsection shall not apply whenever a nuisance results from the negligent or improper operation of any such agricultural operation or its appurtenances."* As previously stated, the subject parcels have been active vineyards for seventy-five (75) years, unequivocally vesting the agricultural rights for the site under the "Right to Farm" Ordinance as written and intended.

2. Environmental Protection:

Per the California Environmental Quality Act, an Initial Study was prepared by staff and has been circulated. No potentially significant impacts were identified during the environmental review. A Negative Declaration has been prepared for the General Plan Amendment and Rezoning request.

RECOMMENDATION

By resolution, the Planning Commission recommends that the Board of Supervisors adopt a Negative Declaration, approve the General Plan Land Use Amendment to change 10.7± acres (7.2± acres, APN 181-050-30 and 3.28± acres, APN 181-050-31) from AG40 (Agricultural, minimum parcel size 40 acres) to SR-12K (Suburban Residential, 12,000 square feet minimum parcel size) and, by ordinance, Rezone 10.7± acres (7.2± acres, APN 181-050-30 and 3.28± acres, APN 181-050-31) from AG:40 (Agricultural, minimum parcel size 40 acres) to SR:12K (Suburban Residential, 12,000 square feet minimum parcel size).

9/26/19

DATE


SUSAN SUMMERFORD
PLANNER III

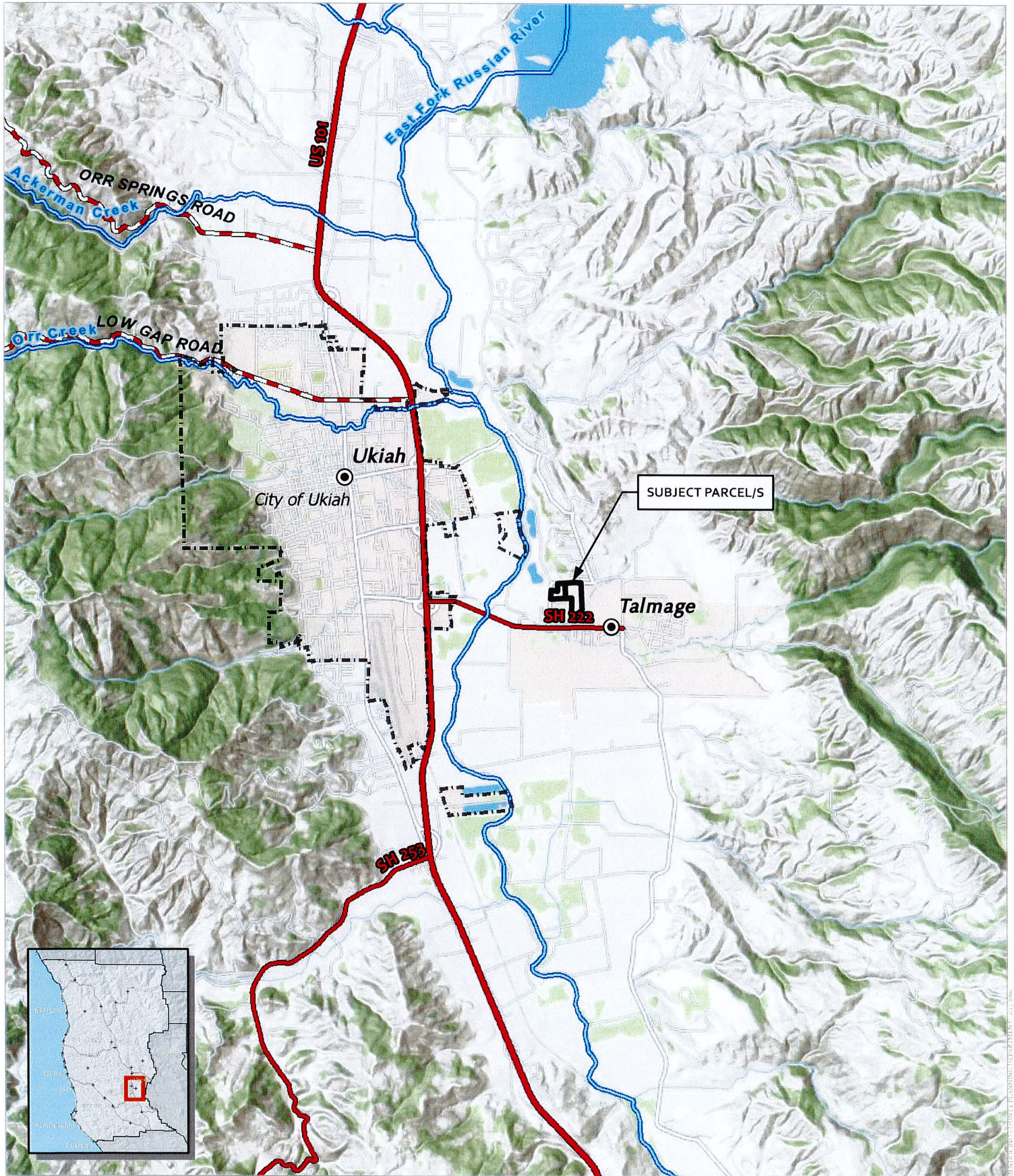
ATTACHMENTS:

- A. Location Map
- B. Adjacent Owner Map
- C. Rezone Exhibit
- D. General Plan Exhibit
- E. Farmland Map

RESOLUTION OF THE PLANNING COMMISSION:

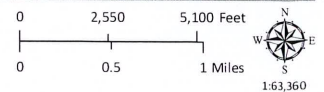
NEGATIVE DECLARATION/Initial Study available online at:

<https://www.mendocinocounty.org/government/planning-building-services/meeting-agendas/planning-commission>



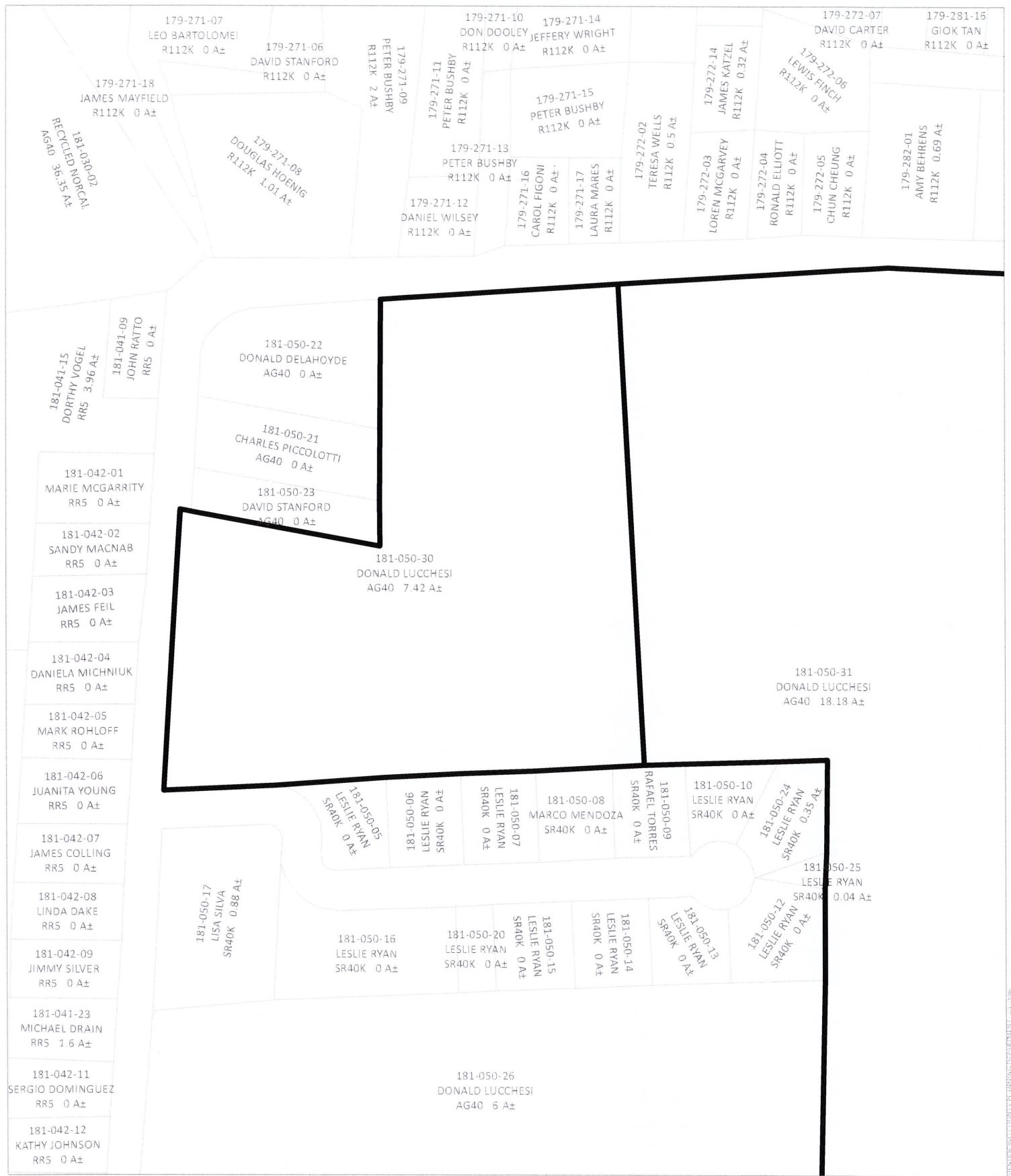
CASE: GP 2019-0002 / R 2019-0003
 OWNER: LUCCHESI, Donald J.
 APN: 181-050-30
 APLCT: Donald Lucchesi
 AGENT: J.R. Barrett
 ADDRESS: 1251 Sanford Ranch Road, Talmage

- Major Towns & Places
- City Limits
- Major Rivers
- Highways
- Major Roads



THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.
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LOCATION MAP
 ATTACHMENT A



CASE: GP 2019-0002 / R 2019-0003

OWNER: LUCCHESI, Donald J.

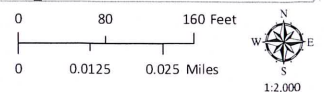
APN: 181-050-30

APLCT: Donald Lucchesi

AGENT: J.R. Barrett

ADDRESS: 1251 Sanford Ranch Road, Talmage

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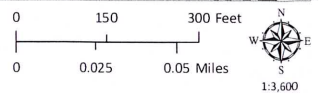


ADJACENT PARCELS
ATTACHMENT B



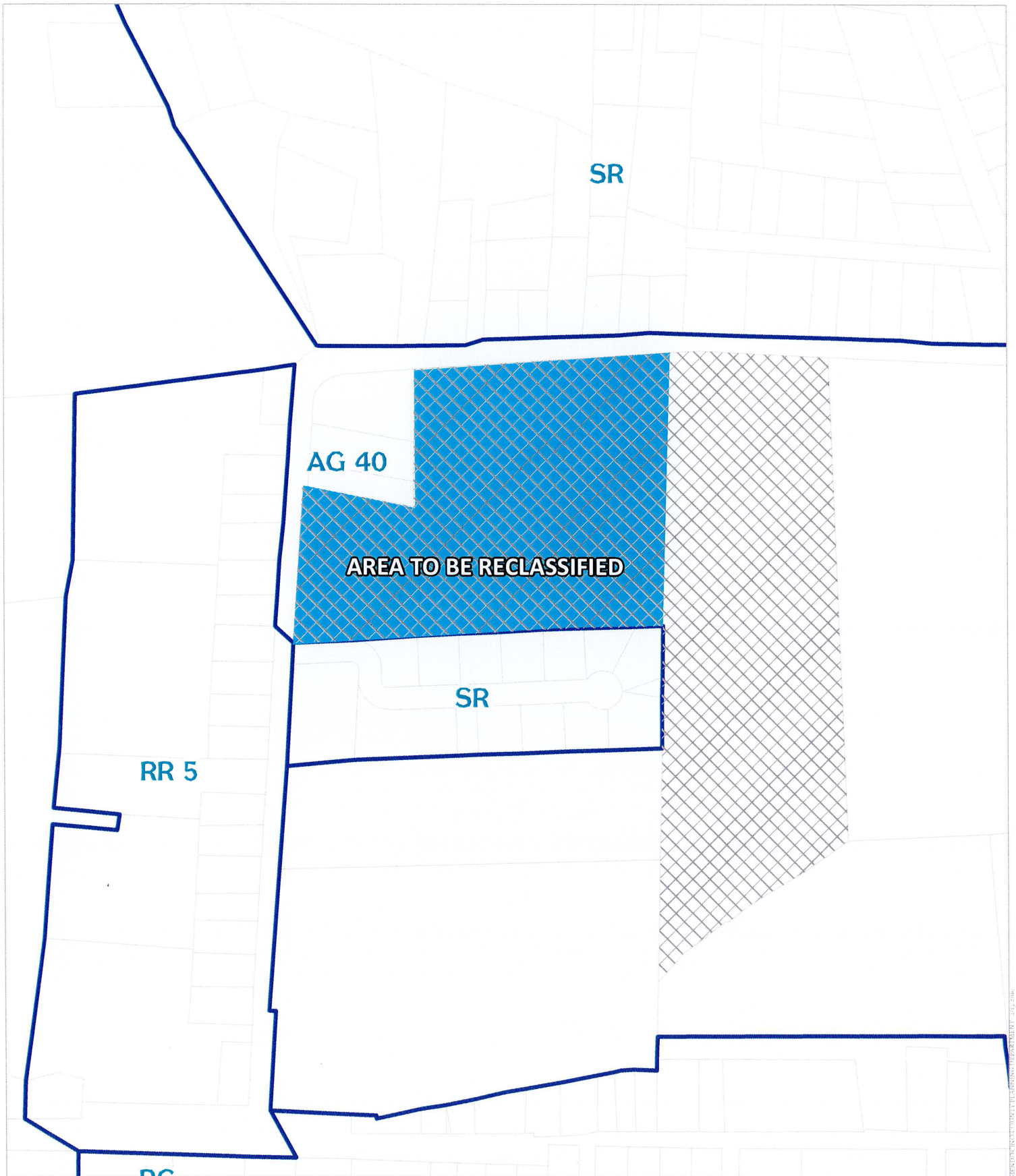
CASE: GP 2019-0002 / R 2019-0003
 OWNER: LUCCHESI, Donald J.
 APN: 181-050-30
 APLCT: Donald Lucchesi
 AGENT: J.R. Barrett
 ADDRESS: 1251 Sanford Ranch Road, Talmage

 Zoning Districts
 Public Roads



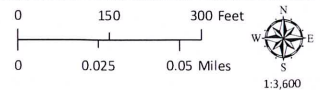
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ZONING DISPLAY MAP
 ATTACHMENT C



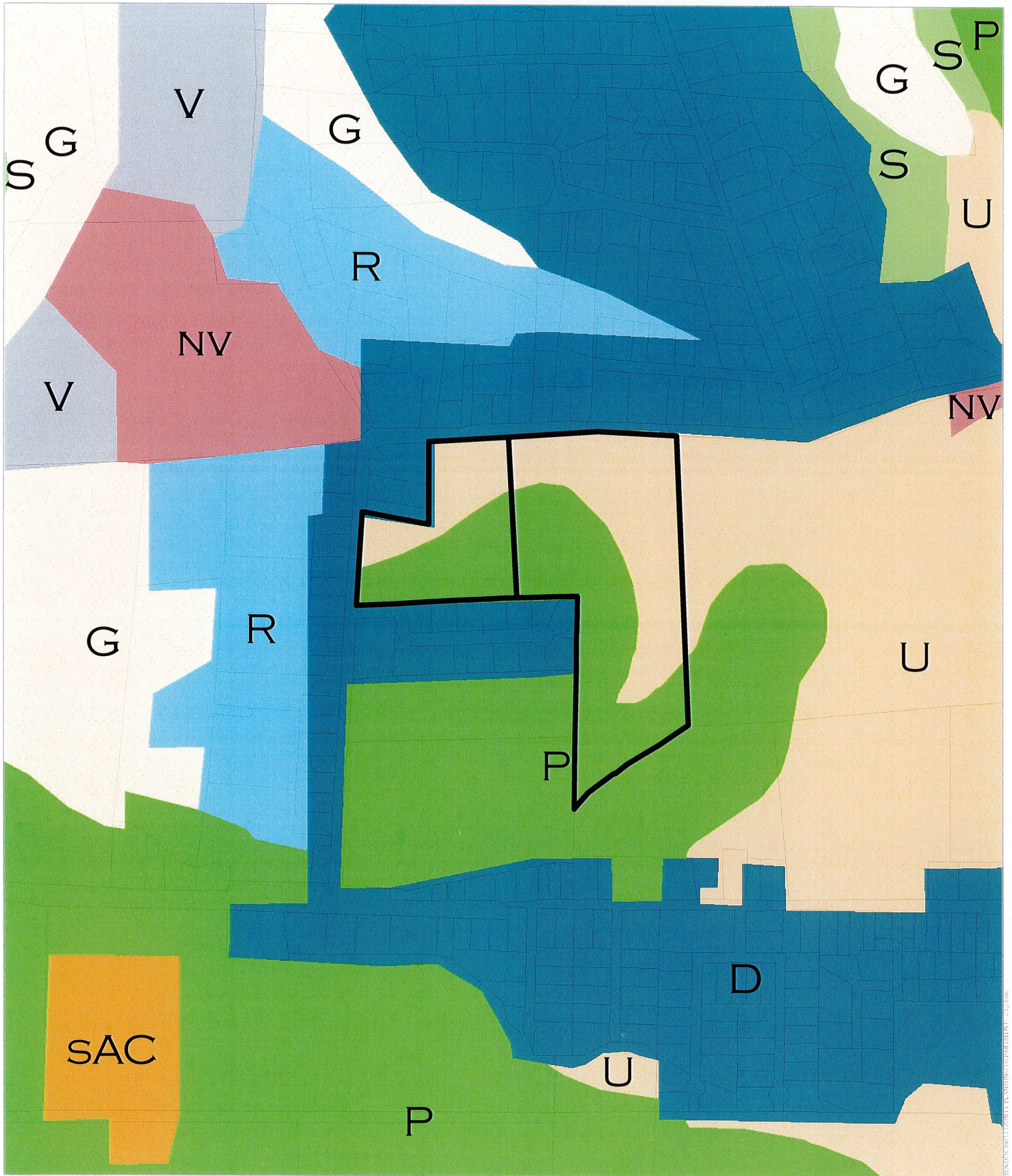
CASE: GP 2019-0002 / R 2019-0003
 OWNER: LUCCHESI, Donald J.
 APN: 181-050-30
 APLCT: Donald Lucchesi
 AGENT: J.R. Barrett
 ADDRESS: 1251 Sanford Ranch Road, Talmage

 General Plan Classes



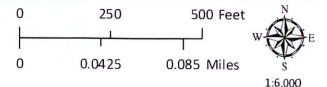
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GENERAL PLAN CLASSIFICATIONS
 ATTACHMENT D



CASE: GP 2019-0002 / R 2019-0003
 OWNER: LUCCHESI, Donald J.
 APN: 181-050-30
 APLCT: Donald Lucchesi
 AGENT: J.R. Barrett
 ADDRESS: 1251 Sanford Ranch Road, Talmage

- Urban & Built-Up Land (D)
- Prime Farmland (P)
- Grazing Land (G)
- Non-Ag & Natural Vegetation (nv)



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 DO NOT USE THIS MAP TO DETERMINE LEGAL PROPERTY BOUNDARIES

IMPORTANT FARMLAND
 ATTACHMENT E

Resolution Number _____

County of Mendocino
Ukiah, California
October 17, 2019

GP_2019-0002/R_2019-0003 – LUCCHESI

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF MENDOCINO, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS ADOPT A NEGATIVE DECLARATION AND GRANT A GENERAL PLAN AMENDMENT TO CHANGE APN 181-050-30 [7.42± ACRES] AND A PORTION OF APN 181-050-31 [3.28± ACRES] {TOTAL 10.7± ACRES} FROM AGRICULTURAL (AG40) TO SUBURBAN RESIDENTIAL (SR-12K), AND REZONE OF APN 181-050-30 [7.42± ACRES] AND APN 181-050-31 [3.28± ACRES] FROM AGRICULTURAL (AG:40) TO SUBURBAN RESIDENTIAL (SR:12K)

WHEREAS, the applicant, DONALD LUCCHESI, filed an application for Rezone and General Plan Amendment with the Mendocino County Department of Planning and Building Services to change the general plan land use designation of 10.7± acres (7.42± acres of APN 181-050-30, and 3.28± acres (a portion) of APN 181-050-31) from Agricultural - 40 acre minimum parcel size (AG40) to Suburban Residential – 12,000 square feet minimum parcel size (SR-12K), as depicted in Exhibits “A” and “B” attached hereto and incorporated by this reference, and Rezone 10.7± acres (7.42± acres of APN 181-050-30, and 3.28± acres (a portion) of APN 181-050-31) from Agricultural – 40 acres minimum parcel size (AG:40) to Suburban Residential – 12,000 square feet minimum parcel size (SR:12K), as depicted in Exhibit “B” attached hereto and incorporated by this reference, 3± miles south of Ukiah city center, on the north side of Talmage Road (State Highway 222), to the south and east of Sanford Ranch Road (CR 200), 0.4± miles north of its; intersection with Talmage Road, located at 1251 Sanford Ranch Road; Talmage; Supervisorial District 1; (the “Project”); and

WHEREAS, a Negative Declaration was prepared for the Project and noticed and made available for agency and public review on September 26, 2019 accordance with the California Environmental Quality Act (CEQA) and the State and County CEQA Guidelines; and

WHEREAS, in accordance with applicable provisions of law, the Planning Commission held a public hearing on October 17, 2019, at which time the Planning Commission heard and received all relevant testimony and evidence presented orally or in writing regarding the Negative Declaration and the Project. All interested persons were given an opportunity to hear and be heard regarding the Negative Declaration and the Project; and

WHEREAS, the Planning Commission has had an opportunity to review this Resolution and finds that it accurately sets forth the intentions of the Planning Commission regarding the Project.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings based upon the evidence in the record;

1. **General Plan and Zoning Consistency Findings:** The proposed project is for a general plan amendment and rezone to result in the parcel being reclassified from Agricultural (AG40, general plan and AG:40, zoning) to Suburban Residential (SR-12K, general plan and SR:12K, zoning). The Project request is to facilitate the future development of the site for residential use. The subject site is located in an area of unincorporated Mendocino County that houses other residential land uses, including most of the surrounding parcels. The general plan identifies several constraints for agricultural land conversions that provide guidance for the project. As well, the general plan directs all discretionary projects to consider impacts to agricultural activities as a result of land conversions. The proposal has been determined to be consistent with applicable provisions of Mendocino County General Plan and Zoning Code.

2. **Ukiah Valley Area Plan Consistency Findings:** Per the UVAP, proposals to convert agricultural lands must meet specific criteria in order to be compliant. The application meets these requirements in that it no expansion of infrastructure is necessary; no net effects on agricultural uses in the vicinity results; encroaching residential uses surround the site; and the subject parcel is located within a largely residential area, including the majority of surrounding parcels under the same ownership and involved in the same or similar solid waste activities.
3. **Environmental Protection Findings:** The environmental impacts identified in the Initial Study for the Project have been deemed to be less than significant and therefore a Negative Declaration is adopted.

BE IT FURTHER RESOLVED that the Planning Commission recommends the Board of Supervisors grant the requested General Plan Amendment and Rezone as shown in Exhibits "A" and "B", attached hereto and incorporated herein by this reference.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary as the custodian of the document and other material which constitutes the record of proceedings upon which the Board of Supervisors decision herein is based. These documents may be found at the office of the County of Mendocino Planning and Building Services, 860 North Bush Street, Ukiah, CA 95482.

I hereby certify that according to the Provisions of Government Code Section 25103 delivery of this document has been made.

ATTEST: JAMES F. FEENAN
Commission Services Supervisor

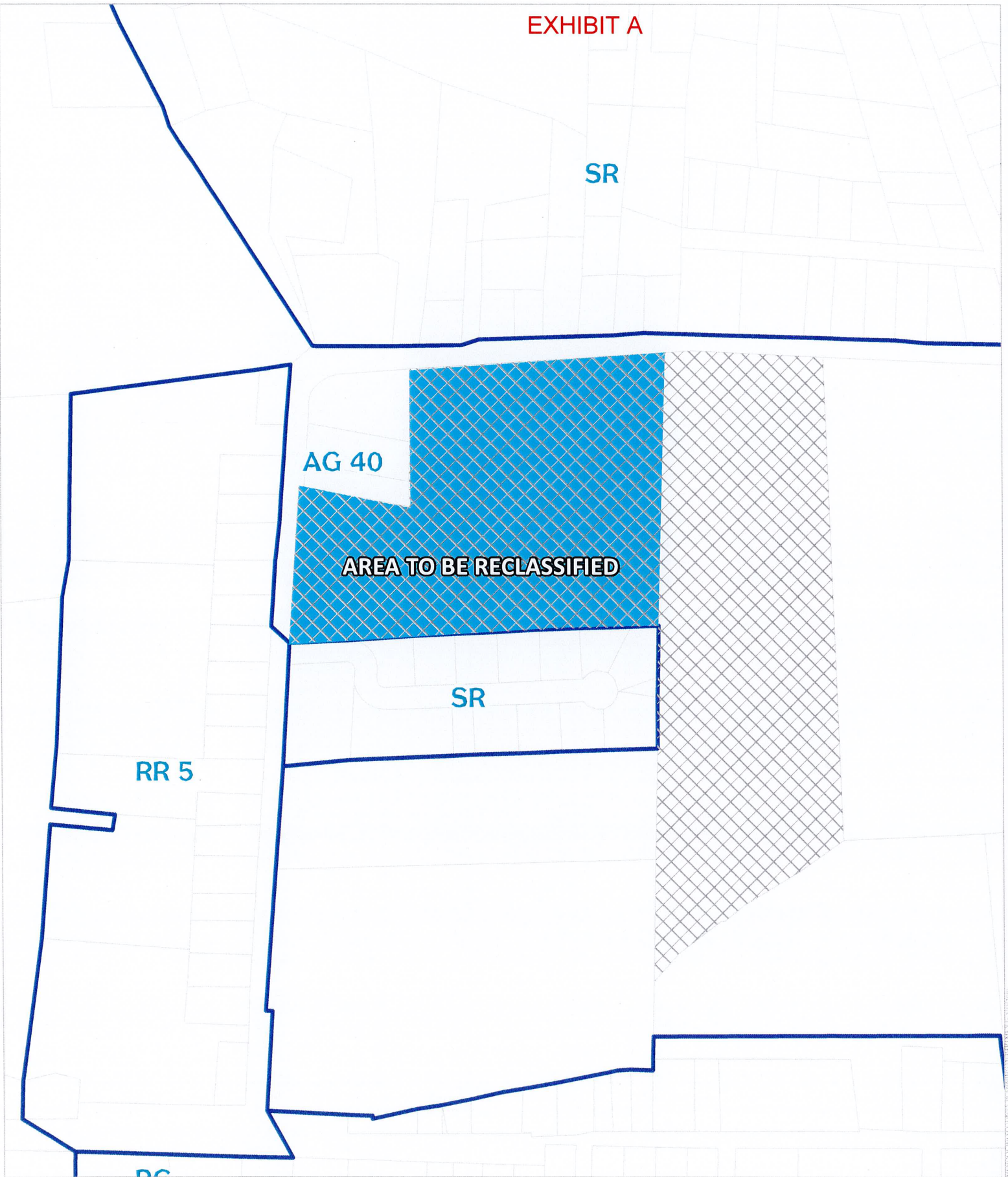
By: _____

BY: BRENT SCHULTZ
Director

MARILYN OGLE, Chair
Mendocino County Planning Commission

EXHIBIT A: GENERAL PLAN EXHIBIT MAP, APN 181-050-30 and portion of APN 181-050-31
EXHIBIT B: REZONE EXHIBIT MAP, APN 181-050-30 and portion of APN 181-050-31

EXHIBIT A



CASE: GP 2019-0002 / R 2019-0003

OWNER: LUCCHESI, Donald J.

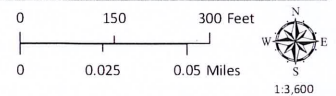
APN: 181-050-30

APLCT: Donald Lucchesi

AGENT: J.R. Barrett

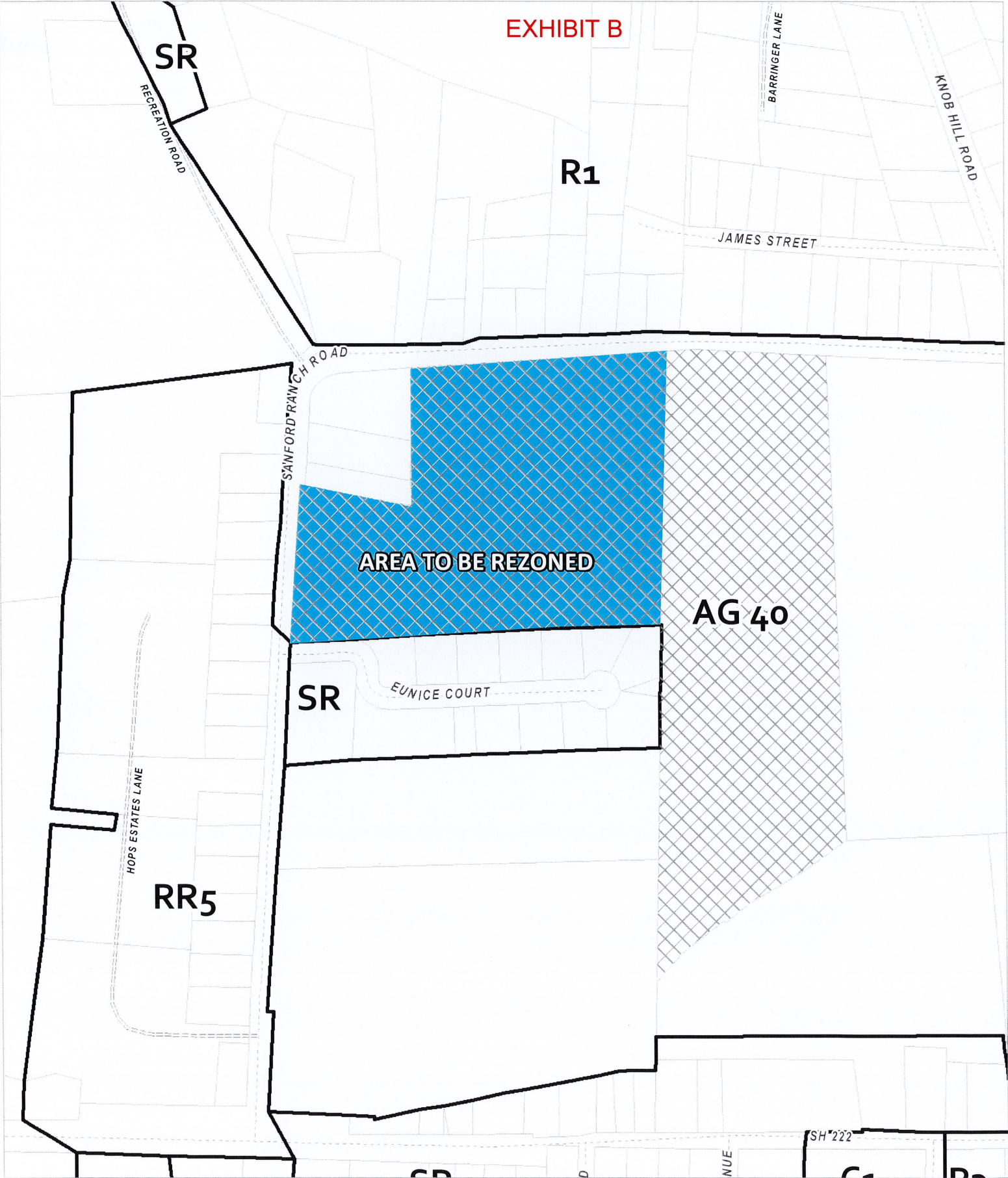
ADDRESS: 1251 Sanford Ranch Road, Talmage

 General Plan Classes



GENERAL PLAN CLASSIFICATIONS

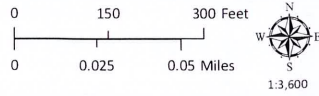
THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.
DO NOT USE THIS MAP TO DETERMINE LEGAL PROPERTY BOUNDARIES



CASE: GP 2019-0002 / R 2019-0003
 OWNER: LUCCHESI, Donald J.
 APN: 181-050-30
 APLCT: Donald Lucchesi
 AGENT: J.R. Barrett
 ADDRESS: 1251 Sanford Ranch Road, Talmage

Zoning Districts

Public Roads



PUBLIC DRAFT
INITIAL STUDY and ENVIRONMENTAL CHECKLIST
FOR
LUCCHESI GENERAL PLAN AMENDMENT AND REZONING

September 25, 2019

Lead Agency:
County of Mendocino

Lead Agency Contact:
Susan H. Summerford, Planner III
Mendocino County Planning and Building Services
860 North Bush Street, Ukiah, CA 95482
(707) 234-6650

Section I Description Of Project/Project Summary

DATE: September 10, 2019

PROJECT TITLE: GP_2019-0001/R_2019-0003 (Lucchesi General Plan Amendment and Rezoning)

DATE FILED: January 28, 2019

APPLICANT: Donald J. Lucchesi

PROJECT COORDINATOR: Susan H. Summerford, Planner III; (707-234-6650)

REQUEST: Rezoning and General Plan Amendment from AG:40 (Zoning) and AG40 (General Plan) to Suburban Residential SR:12K (Zoning) and SR-12K (General Plan) to allow for future subdivision and residential housing.

ENVIRONMENTAL DETERMINATION: Based on the attached Initial Study, the proposed General Plan Amendment and Rezoning would not have a substantial adverse impact on the environment, and a Negative Declaration is recommended.

LOCATION: 3± miles south of Ukiah city center, on the north side of Talmage Road (State Highway 222), to the south and east of Sanford Ranch Road (County Road 200), 0.4± miles north of its' intersection with Talmage Road. Located at 1251 Sanford Ranch Road, Talmage (APN 181-050-30 and portion of 181-050-31).

Section II Project Description

INTRODUCTION: The proposal is a General Plan Amendment and Rezoning request to allow for the subject parcels to change the land use designations from Agricultural [(AG:40) Zoning and (AG40) General Plan, respectively] to Suburban Residential [(SR:12K) Zoning and (SR-12K) General Plan].

PROJECT OBJECTIVES: The Applicant is requesting to amend the General Plan of Mendocino County for 7.42± acres of APN 181-050-30 and 2.58± acres of 181-050-31 currently designated as Agricultural in both the General Plan and Zoning Code. The requested new land use designation of Suburban Residential will allow for the future subdivision and development of the site for single family residential lots, which are principally permitted in the Suburban Residential Zoning District.

SETTING AND LOCATION: The proposed project site is located within the unincorporated community of Talmage, which lies east of the City of Ukiah, located at 1251 Sanford Ranch Road. The setting for the subject parcels is primarily single family residences developed at approximately 1 unit per 0.05± acres. The use of the site as well as lands immediately contiguous is agricultural. Over the past thirty years, the area has been converted from primarily pear orchards and vineyards to small residential lots. A neighborhood serving commercial area, including a United States Post Office is located on the adjacent stretch of Talmage Road, State Highway 222. The former state mental hospital, currently in use as a religious, educational and residential campus known as The City of 10,000 Buddhas occupies approximately 400 acres to the east of the subject property.

The site is relatively flat, having been in use as an active vineyard since initial planting in 1940. The Applicant states that the economic viability of the vineyards has waned in recent years and that a higher and better use of the site is desired. The Applicant also owns the adjacent land to the east of the proposed project site, and will continue to farm the vineyards located there.

BASELINE CONDITIONS: Pursuant to CEQA Guidelines Section 15125, the Project Description is required to identify the existing baseline set of physical characteristics. For this project, the baseline conditions include a historic agricultural site that is surrounded largely by small plots of single family residential homes proposing to change its' designation from Agricultural to Suburban Residential to allow for future residential development of the site to be principally permitted. Conversion of agricultural lands for residential uses is common to address housing deficiencies and facilitate community growth; especially in areas that are historically agricultural in nature for whom transitioning to alternative economic bases may be hindered by lack of essential services and infrastructure.

Section III Environmental Checklist.

"Significant effect on the environment" means a substantial, or potentially substantial, adverse change in any of the physical conditions within the area affected by the project, including land, air, water, minerals, flora, fauna, ambient noise, and aesthetic significance. An economic or social change by itself shall not be considered a significant effect on the environment. A social or economic change related to a physical change, may be considered in determining whether the physical change is significant (CEQA Guidelines, Section 15382).

Accompanying this form is a list of discussion statements for all questions, or categories of questions, on the Environmental Checklist (See Section III). This includes explanations of "no" responses.

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED: The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

☐ Aesthetics	☐ Agriculture and Forestry Resources	☐ Air Quality
☐ Biological Resources	☐ Cultural Resources	☐ Geology /Soils
☐ Greenhouse Gas Emissions	☐ Hazards & Hazardous Materials	☐ Hydrology / Water Quality
☐ Land Use / Planning	☐ Mineral Resources	☐ Noise
☐ Population / Housing	☐ Public Services	☐ Recreation
☐ Transportation/Traffic	☐ Tribal Cultural Resources	☐ Utilities / Service Systems
	☐ Mandatory Findings of Significance	

An explanation for all checklist responses is included, and all answers take into account the whole action involved, including off site as well as on-site; cumulative as well as project level; indirect as well as direct; and construction as well as operational impacts. The explanation of each issue identifies (a) the significance criteria or threshold, if any, used to evaluate each question; and (b) the mitigation measure identified, if any, to reduce the impact to less than significance. In the checklist the following definitions are used:

"Potentially Significant Impact" means there is substantial evidence that an effect may be significant.

"Potentially Significant Unless Mitigation Incorporated" means the incorporation of one or more mitigation measures can reduce the effect from potentially significant to a less than significant level.

"Less Than Significant Impact" means that the effect is less than significant and no mitigation is necessary to reduce the impact to a lesser level.

"No Impact" means that the effect does not apply to the Project, or clearly will not impact nor be impacted by the Project.

INITIAL STUDY/ENVIRONMENTAL REVIEW: This section assesses the potential environmental impacts which may result from the project. Questions in the Initial Study Checklist are stated and answers are provided based on analysis undertaken.

<u>I. AESTHETICS.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect on a scenic vista?	☐	☐	☐	☒
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	☐	☐	☐	☒
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	☐	☐	☒	☐
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	☐	☐	☒	☐

- a) **Discussion A-C:** A scenic vista is defined as a location that offers a high quality, harmonious, and visually interesting view. Although there are scenic resources throughout Mendocino County that are visible from roads and highways, only one roadway in Mendocino County, State Route 128, has recently been designated as a State Scenic Highway by California State Assembly Bill 998, approved on July 12, 2019.¹ The site of the proposed land use designation change is not adjacent to major roadways or thoroughfares, nor is it located within the scenic vista of State Route 128. Therefore, the project would result in no impact on scenic resources, including degradation of existing visual character or quality. No impact.
- b) **Discussion D:** The proposed project does not include a plan for construction; however, it is reasonable to assume that increasing the allowable density would facilitate site development in the future. Compliance with provisions of the Mendocino County Code (hereinafter MCC) regarding standards for lighting would be sufficient to reduce the impact from additional structures, if constructed. Less than significant impact.

<u>II. AGRICULTURE AND FORESTRY RESOURCES.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	☐	☐	☒	☐
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	☐	☐	☒	☐
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?	☐	☐	☒	☒
d) Result in the loss of forest land or conversion of forest land to non-forest use?	☐	☐	☐	☒

¹ https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB998

II. AGRICULTURE AND FORESTRY RESOURCES. Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?	☐	☐	☒	☐

- a) **Discussion A:** The subject site is listed under the State of California Department of Conservation's Farmland of Statewide Importance Mapping and Monitoring Program (FMMP) as housing both Unique and Prime Farmland. Per the Important Farmlands Classification Codes, Unique Farmland is defined as, "Lesser quality soils used for the production of the state's leading agricultural crops. This land is usually irrigated, but may include non-irrigated orchards or vineyards as found in some climatic zones in California. Land must have been cropped at some time during the four years prior to the mapping date." Prime Farmland is defined as, "Irrigated land with the best combination of physical and chemical features able to sustain long term production of agricultural crops. This land has the soil quality, growing season, and moisture supply needed to produce sustained high yields. Land must have been used for production of irrigated crops at some time during the four years prior to the mapping date."² The FMMP was established in 1982 to continue the Important Farmland mapping efforts begun in 1975 by the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS). The intent of the NRCS was to produce agricultural resource maps based on soil quality and land use across the nation. As part of this nationwide mapping effort, NRCS developed a series of definitions known as the Land Inventory and Monitoring (LIM) criteria. The LIM criteria classifies the land's overall suitability for agricultural production, which includes physical and chemical characteristics of soils, as well as specified land use characteristics. Important Farmland Maps are derived from NRCS soil survey maps using LIM criteria. About 90% of FMMP's study area is covered by NRCS soil surveys. Technical ratings of the soils and current land use information are combined to determine the appropriate map category.³ Information derived from communication with the local district conservation office resulted in the determination that 42% of the soil on the subject parcel can be defined as Prime Farmland.⁴ A custom soil resource report generated for the project site by the NRCS clearly states that the dominant soil classifications onsite are map unit 177, Pinole gravelly loam, 0-2% slopes comprising 42.2% of the parcel; map unit 203, Talmage gravelly sandy loam, 0-2% slopes comprising 42.3% of the parcel; map unit 216, Xerocherepts-Haploxeralfs-Argixerolls complex, 30-50% slopes, high ffd, comprising 4.5% of the parcel, and map unit 188, Russian loam, 0-2% slopes comprising 11.1% of the parcel.⁵ It must be noted; however, that the soil resource report is reflective of an analysis that surveyed the entire two parcels that comprise a portion of the subject site, and that the actual portion to be rezoned and reclassified is presented in such a way as to not include the portion of the parcel that contains Russian loam. This is significant for two reasons; one, Russian loam is a soil type that is defined as being present in Prime Farmland, and may have contributed to the designation of the site as being wholly deemed either Prime or Unique Farmland, and two, that the remainder of the parcel that represents the current subject site does not contain more than 50% of soil composition that could be deemed Prime or Unique Farmland. According to the document submitted by the local NRCS, map unit 177, Pinole gravelly loam is only designated as Prime Farmland if irrigated.⁶ A letter provided by the Applicant and Agent states, "Currently, the vineyard is served by an agricultural well. The existing soil (gravelly loam) requires more irrigation water due to the rapid permeability. Future control of the aquifer by government agencies and the lack of available water from the purple pipe project being undertaken by the City of Ukiah add to the uncertainty of ongoing vineyard development and water use."⁷ Therefore, it is reasonable to conclude that the subject site is facing an uncertain future as a viable agricultural endeavor, largely based upon water availability to continue operations. With the confirmation that the local water district provider can supply the future proposed

² State of California Farmland Classification Codes (Department of Land Conservation

³ California Department of Conservation, Division of Land Resources, Date Accessed: May 9, 2019, Available at: https://www.conservation.ca.gov/dlrp/fmmp/Documents/fmmp_guide_2004.pdf

⁴ Email exchange with Carol Mandel, Natural Resources Conservation Service, dated June 12, 2019.

⁵ Custom Soil resource Report for APN 181-050-30, 181-050-31, dated June 13, 2019

⁶ Custom Soil resource Report for APN 181-050-30, 181-050-31, page 14

⁷ Applicant and Agent statement, received June 27, 2019

twenty residential units with water, the Applicant may have more economic security by pursuing a land reclassification to develop the site than to continue with agricultural activities.

Talmage gravelly sandy loam, which is the other dominant soil classification present onsite is defined in the NRCS document as “Not Prime Farmland”. This soil classification represents approximately half of the subject parcel soil composition, and therefore indicates a split in the hierarchy of mapping importance. It is worth noting that the State Department of Conservation, Division of Land Resource Protection updates its’ mapping about every two years, relying on locally produced soil survey data. The data provided in the site specific analysis referenced here constitutes the latest survey of the subject site, and can be used to demonstrate the subject parcels’ adherence to local policies vis-à-vis agricultural land conversions. As the subject site is only partially located in an area designated “Prime”, there is a lesser impact than presumed for County-wide loss of farmland.

The classification of the subject parcel being both “Prime” and “Unique” indicates that the soil composition at the time of mapping led to the determination that the site was ideal for farmland and should be included in the state’s land resources system. The NRCS document notes “Unique Farmland” as being, “not based on national criteria. It commonly is in areas where there is a special microclimate, such as the wine country of California.”⁸ However, as stated by the Applicant, the site has been degrading over the years in both productivity and economic viability. This site was planted with grapes in 1944 and has been farmed continuously. The owner of the site also owns properties both adjacent and throughout the County that are currently in use as active vineyards. The Applicant statement in support of the proposed land use designation change cites both a sharp decline in productivity due to root fungus as a result of ancient viniculture practices, and declining revenue in terms of this years’ fruit contracts as well as the ability to secure future profitable contracts for a “rip and replanting” action resulting in fruit available in four years’ time⁹. That economic decline, coupled with the encroaching residential uses surrounding the site has contributed to the Applicant requesting to avail themselves of alternative approaches to agricultural endeavors. An economic feasibility study conducted by Highland Economics that analyzed vineyard and crop acreages in Mendocino County reports that, “for the time period of 2006 to 2012 for which data from California Department of Conservation (CDC) are available, the important farmland acreage in Mendocino County actually increased from 28,824 acres to 29,958 acres (although important farmland acreage peaked in 2010 at 30,092 acres, with a decrease of 134 acres of important farmland from 2010 to 2012). In summary, total agricultural acreage in the county has been steady over the last fifteen years, indicating that conversion of working agricultural lands has not undermined or weakened the agricultural economy in Mendocino County.”¹⁰ Although typically not supported, the conversion of agricultural lands to more intense uses may be considered if General Plan Policy RM-106¹¹ (and echoed by Ukiah Valley Area Plan Open Space and Conservation Policy 3.1b) can be demonstrated to be satisfied. The Policy and a discussion of the way the proposed project can be found to be in compliance with the stated regulations follows:

“Land shall not be converted from the Agricultural Lands or Range Lands classifications to non-agricultural classifications unless all of the following criteria are substantiated:

- The project will not result in a need for unintended expansion of infrastructure in conflict with other policies.*

‘Infrastructure’ as defined by the (MC) General Plan includes, “facilities designed to provide water supply, wastewater collection and treatment, storm drainage collection, and transportation.”¹² The subject site is located in an established community that is characterized by a mix of small scale residential and agricultural uses, with a small neighborhood serving commercial district on the adjacent roadway. The improvements necessary to facilitate a new residential development are largely in place to serve the subject parcel. No expansion of roads would be required; the site is served by power and a will serve letter for twenty (20) single family units from the local water district is on file.¹³ While improvements to

⁸ Custom Soil resource Report for APN 181-050-30, 181-050-31, page 22

⁹ Applicant statement, received June 27, 2019

¹⁰ Vineyard Crossing Agricultural and Economic Feasibility and Economic Impact Study, dated December 30, 2016

¹¹ Mendocino County General Plan, Page 4-50

¹² Mendocino County General Plan, Page 3-21

¹³ Letter from Rogina Water District, Dated May 10, 2019

existing facilities to accommodate a higher density and residential standards would need to be pursued, it cannot be stated that the project, as proposed, would result in “unintended” expansion of infrastructure; nor would it conflict with any policies that prohibit land conversion without specific findings. The County does not have a moratorium on Prime and/or Unique Farmland land conversions; however, the Ukiah Valley Area Plan, Chapter 3; Land Use and Community Development Policy LU 1.4a directs projects that displace commercial agricultural activities or developments that occur on Prime or Unique Farmland to be considered as a low priority.¹⁴ This policy doesn't disallow such conversions; merely provides procedures and protocol to ensure that such actions are not spurious or incompatible with surrounding land uses, and do not exacerbate non-conforming conditions while recognizing and deferring to neighborhood land use trends.

•The project will not adversely affect the long-term integrity of the agricultural areas or agricultural uses in the area.

The site of the proposed land use re-designation is not located in an exclusively agricultural area. There is a mix of small scale residential interspersed with agricultural uses in the vicinity of the parcel that has been slowly expanding to encroach on the remaining agricultural uses. The site was historically in use as a vineyard, planted by the Applicant's family 75 years ago, adjacent to the family home, which sits on a neighboring parcel. In many areas of unincorporated Mendocino County, large tracts of single-owner farms and ranches have been increasingly bifurcated by such actions as Boundary Line Adjustments and small subdivision of lands as economic factors evolve and demands for housing stock have increased. The subject site is a good example of a historic agricultural use that now appears to be out of place in the increasingly residential enclave.

•The proposed use in the subject location will achieve the long-range objectives of the General Plan.

The two main Development Goals of the MC General Plan call for an increase in appropriately located uses to be developed in harmony with stated policies and objectives that allow for walkability, availability of services and support of commercial activities. Policy DE-1 states, in part, that, “*Future development should be on infill parcels and areas contiguous to existing development.*”¹⁵ The proposed zoning designation change and General Plan amendment is part of a future development project to convert an agricultural parcel to a residential one, facilitating construction of 20 units on approximately 10 acres in the unincorporated Talmage area of Mendocino County. This area is recognized in the MCGP as one of the areas under the auspicious of the Ukiah Valley Area Plan, adopted in 2011. As stated on page 1-5 of the UVAP, “*If a policy or implementing action is in conflict with the adopted General Plan, the policy or implementing action from the UVAP shall take precedence over the General Plan.*”¹⁶ Therefore, a review of policies and directives from the UVAP shall be evaluated in lieu of the MCGP. The following statements are listed as “Visions” in the UVAP to guide community development; “*Vision: A diverse mix of housing types meets the needs of residents of different ages, income levels, and social needs within the valley. Vision: The community's ability to expand its population base is supported by compact, infill development and mixed use development. Vision: Create town/village centers that provide mixed use opportunities that support community life with infill and mixed use; focusing on the existing small town centers of Calpella, the Forks, and Talmage.*”¹⁷

The subject site is located in the community of Talmage, and is within walking distance to the commercial district therein. The parcel has been in use as an active vineyard since 1944. The site is surrounded by residential uses and can be interpreted as being anachronous to the future of the area. As mentioned on page 2-9 of the UVAP, it is understood that irreversibility of agricultural conversions may have impacts, but conversion of the subject site cannot be interpreted as initiating this trend in the immediate area. Goal LU-4 states, “*Manage future growth to ensure that essential support infrastructure is in place prior to development.*”¹⁸ This goal may be satisfied as a result of the zoning and general plan land use designation change on the subject parcel. As well, the other implicit and implied goals regarding housing and land conversion are also similarly satisfied. In particular, Action 3.1d of the Mendocino County

¹⁴ Ukiah Valley Area Plan, Chapter 3, Page 3-15

¹⁵ Mendocino County General Plan, Page 3-63

¹⁶ Ukiah Valley Area Plan, Page 1-5

¹⁷ Ukiah Valley Area Plan, Page 2-9

¹⁸ Ukiah Valley Area Plan, Page 3-3

Housing Element, which expressly identifies rezoning as a tool for achieving the desired goals of providing appropriately located housing that complies with infrastructure constraints while meeting community needs.¹⁹ Therefore, while the proposed project does seek to convert land designated as “prime” or “unique” farmland to residential, it can be supported by documented goals, policies and actions that under certain circumstances, and provided specific characteristics are present, the reclassification of such lands provide a boon to the community and can be recommended for approval at the discretion of regulatory bodies with jurisdiction over such matters. Less than significant impact.

- b) **Discussion B:** The Williamson Act (officially the California Land Conservation Act of 1965) is a California law that provides relief of property tax to owners of farmland and open-space land in exchange for a ten year agreement that the land will not be developed or otherwise converted to another use. The intent of the Williamson Act is to preserve a maximum amount of a limited supply of prime agricultural land to discourage premature and unnecessary conversion of prime agricultural land to urban uses. The subject parcel is not now, nor has never been, in a Williamson Act contract. The site is, however, designated “Agricultural” in both the MC Zoning Code and General Plan, and therefore requires analysis prior to project approval. As previously discussed, there are many specific findings and development goals that must be satisfied before an agricultural land designation may be converted to residential. In general, it can be said that the proposed project is in compliance with stated goals, visions and policies that govern land use conversions in Mendocino County. The proposed conversion from agricultural to residential will, in turn, also serve to satisfy long-term goals of the County to locate viable housing sites that cluster around established communities with abilities to serve the site and enhance the area. Less than significant impact.
- c) **Discussion C and D:** The Timberland Production Zone (TPZ) was established in 1976 in the California Government Code as a designation for lands for which the Assessor’s records as of 1976 demonstrated that the “highest and best use” would be timber production and accessory uses. Public improvements and urban services are prohibited on TPZ lands except where necessary and compatible with ongoing timber production. The original purpose of TPZ Zoning District was to preserve and protect timberland from conversion to other more profitable uses and ensure that timber producing areas not be subject to use conflicts with neighboring lands. The current proposal does not impact existing or potential forest lands. No impact.
- d) **Discussion E:** The current proposal consists of a rezoning and reclassification in the General Plan of an agricultural parcel to a residential designation. The potential impacts as a result of this action cannot be stated to reach levels of significance based upon the analysis contained in this document. As discussed in subsection “A” of this section, elements of the Mendocino County General Plan and Ukiah Valley Area Plan allow for farmland conversions if certain findings, site specific factors and infrastructure amenities are satisfied and/or identified. Highlighting the overarching need for development of housing stock for the larger community, the proposed project will convert previously economically viable agriculture land into what appears to now be a higher and better use of the subject site by developing it for residential uses. Goal 3 of the Housing Element of the Mendocino County General Plan states, *“Increase the supply of housing especially for low and moderate income households.”*²⁰ The Housing Element is the working document that identifies the opportunities and challenges for providing the local jurisdiction adequate and appropriately priced housing to meet demands. Mendocino County has been largely successful at satisfying the Regional Housing Needs Allocation (RHNA) allotment ascribed by the State Housing office; however there has been static growth within the County, with infrastructure and existing environmental constraints providing many of the hurdles to development. As well, appropriately located infill parcels that are well served by necessary development infrastructure are limited. The current proposal does meet the intent of Policy 3.4, which states, *“Promote new residential development in or adjacent to towns and cities that facilitate infill and compact development and assist in the creation and improvement of community water and sewer services.”*²¹ The rezoning and general plan redesignation is proposed to occur on a parcel that would constitute infill development, as it is surrounded by residential development and small scale agricultural activities. As of this date, the future development of the site has been identified as being limited by the amount of residential water connections available, among other constraints. Small scale residential development exists in the surrounding parcels, and it can be stated that the predominate

¹⁹ Ukiah Valley Area Plan, Page 3-7

²⁰ Mendocino County General Plan, Page 5-10

²¹ Mendocino County General Plan, Page 5-11

use for the immediate area is residential. Stated long range goals for the community and County are to provide more, and varied housing stock. Vetting each conversion through these criteria ensures that the reclassification meets the needs of the community, achieves stated goals through policy directives, and provides alternatives to land owners who wish to avail themselves of diversified economic activities. Therefore, the proposal to rezone and reclassify in the general plan a parcel that has been declining in value and revenue from agricultural to residential would also serve to satisfy stated goals and policies of the County in terms of providing adequate and moderately priced housing stock for the local community of Talmage, and thus the County at large. Less than significant impact.

III. AIR QUALITY. Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Conflict with or obstruct implementation of any applicable air quality plan?	☐	☐	☐	☒
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	☐	☐	☐	☒
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	☐	☐	☐	☒
d) Expose sensitive receptors to substantial pollutant concentrations?	☐	☐	☐	☒
e) Create objectionable odors affecting a substantial number of people?	☐	☐	☐	☒

a-e) Discussion: Air pollution control in the State of California is based on federal, state, and local laws and regulations. The federal Environmental Protection Agency, Cal EPA, and regional clean air agencies, all regulate air quality. Federal and State agencies establish maximum concentrations for a wide variety of pollutants such as particulate matter (PM10 and PM2.5), ozone, and other smog precursors (NOX and ROG). Mendocino County is part of the North Coast Air Basin, consisting of Del Norte, Humboldt, Trinity, Mendocino, and northern Sonoma Counties, and is within the jurisdiction of the Mendocino County Air Quality Management District (MCAQMD). Air basins bordering the North Coast Air Basin include the Northwest Plateau, Sacramento Valley, Lake, and San Francisco Area air basins. The topography of the North Coast Air Basin is similar to that of Mendocino County in that it varies with mountain peaks, valleys, and coastline. The climate of Mendocino County transitions between that of the coast and that of the interior of California. The eastern portion of the County is characterized by warm, dry summers and cool, wet winters. Coastal Mendocino County has a mild Mediterranean climate with abundant rainfall. MCAQMD operates air monitoring stations in Fort Bragg, Ukiah, and Willits. Based on the results of monitoring, the entire County has been determined to be in attainment for all Federal criteria air pollutants and in attainment for all State standards except Particulate Matter less than 10 microns in size (PM10). Throughout the inland portions of the County, MCAQMD identifies the following as sources of PM10:

- 1) Woodstoves;
- 2) Fireplaces;
- 3) Outdoor burning, including agricultural waste;
- 4) Fugitive dust;

- 5) Automobile traffic; and
- 6) Industry.

In January of 2005, MCAQMD adopted a Particulate Matter Attainment Plan establishing a policy framework for the reduction of PM10 emissions, and has adopted Rule 1-430 which requires specific dust control measures during all construction operations, the grading of roads, or the clearing of land as follows:

- 1) All visibly-dry, disturbed soil road surfaces shall be watered to minimize fugitive dust emissions;
- 2) All unpaved surfaces, unless otherwise treated with suitable chemicals or oils, shall have a posted speed limit of 10 miles per hour;
- 3) Earth or other material that has been transported by trucking or earth moving equipment, erosion by water, or other means onto paved streets shall be promptly removed;
- 4) Asphalt, oil, water, or suitable chemicals shall be applied on materials stockpiles and other surfaces that can give rise to airborne dusts;
- 5) All earthmoving activities shall cease when sustained winds exceed 15 miles per hour;
- 6) The operator shall take reasonable precautions to prevent the entry of unauthorized vehicles onto the site during non-work hours; and
- 7) The operator shall keep a daily log of activities to control fugitive dust. In December, 2006, MCAQMD adopted Regulation 4, Particulate Emissions Reduction Measures, which establishes emissions standards and use of wood burning appliances to reduce particulate emissions. These regulations applied to wood heating appliances, installed both indoors and outdoors for residential and commercial structures, including public facilities. Where applicable, MCAQMD also recommends mitigation measures to encourage alternatives to woodstoves/fireplaces, to control dust on construction sites and unpaved access roads (generally excepting roads used for agricultural purposes), and to promote trip reduction measures where feasible. In 2007, the Air Resources Board (ARB) adopted a regulation to reduce diesel particulate matter (PM) and oxides of nitrogen (NOx) emissions from in-use (existing) off-road heavy-duty diesel vehicles in California. Such vehicles are used in construction, mining, and industrial operations. The regulation imposes limits on idling, requires a written idling policy, and requires disclosure when selling vehicles. Off-road diesel powered equipment used for grading or road development must be registered in the Air Resources Board DOORS program and be labeled accordingly. The regulation restricts the adding of older vehicles into fleets and requires fleets to reduce their emissions by retiring, replacing, or repowering older engines or installing Verified Diesel Emission Control Strategies. In 1998, the California Air Resources Board established diesel exhaust as an Air Toxic, leading to regulations for categories of diesel engines. Diesel engines emit a complex mixture of air pollutants, including both gaseous and solid material which contributes to PM2.5. All stationary and portable diesel engines over 50 horse power need a permit through the MCAQMD.

Like many counties in Northern California, Mendocino County has areas that contain Naturally Occurring Asbestos (NOA). State regulations, enforced by MCAQMD, may affect grading and surfacing projects. The District uses a map prepared by County Information Services to identify areas likely to have asbestos containing geologic features. The map was derived from maps produced by the CA Bureau of Mines and Geology and the USDA Natural Resource Conservation Service. For projects in areas identified as potentially containing NOA, such as the subject parcel, the District requires an evaluation and report by a State registered geologist to determine that any observed NOA is below levels of regulatory concern in the areas being disturbed (Title 17, CCR, Section 93105(c)(1)). The Air Pollution Control Officer may, upon being provided a report detailing the geologic evaluation, grant an exemption from other requirements of the regulation. If the State registered geologist determines that NOA is present at levels above regulatory concern, or the applicant chooses not to have the testing and evaluation conducted, the District requires dust control measures in accordance with Title 17, CCR, Section 93105(d) and (e). Such measures generally include, maintaining vehicle speeds at less than 15 mph, washing down vehicles prior to moving off the property and cleaning visible track-out as needed at least once a day. All fill removed from areas containing NOA must be disposed of in accordance with applicable laws and regulations, approved dust suppressants must be used on unpaved surfaces and all on-site workers must be informed of possible presence of NOA. These practices will be codified as conditions of approval for the development aspect of the current proposal, and MCAQMD will have jurisdictional authority over the

mechanics and operational procedures associates with any grading or ground disturbance activities that may occur in the future. No impact.

<u>IV. BIOLOGICAL RESOURCES.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?	☐	☐	☒	☐
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Wildlife or US Fish and Wildlife Service?	☐	☐	☒	☐
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	☐	☐	☐	☒
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	☐	☐	☐	☒
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	☐	☐	☐	☒
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	☐	☐	☐	☒

- a) **Discussion A:** The California Natural Diversity Database (CNDDB) provides location and natural history information on special status plants, animals, and natural communities to the public, other agencies, and conservation organizations. The data help drive conservation decisions, aid in the environmental review of projects and land use changes, and provide baseline data helpful in recovering endangered species and for research projects.²² Currently, the CNDDB has 32 species listed for Mendocino County that range in listing status from Candidate Threatened to Threatened to Endangered.²³ Mendocino County General Plan Resource Management Policy RM-28 states:

“All discretionary public and private projects that identify special-status species in a biological resources evaluation (where natural conditions of the site suggest the potential presence of special-status species) shall avoid impacts to special-status species and their habitat to the maximum extent feasible. Where impacts cannot be avoided, projects shall include the implementation of site-specific or project-specific effective mitigation strategies developed by a qualified professional in consultation with state or federal resource agencies with jurisdiction (if applicable) including, but not limited to, the following strategies:

²² <https://www.wildlife.ca.gov/Data/CNDDB/About>

²³ <https://map.dfg.ca.gov/bios/?tool=cnddbQuick>

- *Preservation of habitat and connectivity of adequate size, quality, and configuration to support the special-status species. Connectivity shall be determined based on the specifics of the species' needs.*
- *Provision of supplemental planting and maintenance of grasses, shrubs, and trees of similar quality and quantity to provide adequate vegetation cover to enhance water quality, minimize sedimentation and soil transport, and provide adequate shelter and food for wildlife.*
- *Provide protection for habitat and the known locations of special-status species through adequate buffering or other means.*
- *Provide replacement habitat of like quantity and quality on- or off-site for special-status species.*
- *Enhance existing special-status species habitat values through restoration and replanting of native plant species.*
- *Provision of temporary or permanent buffers of adequate size (based on the specifics of the special-status species) to avoid nest abandonment by nesting migratory birds and raptors associated with construction and site development activities.*
- *Incorporation of the provisions or demonstration of compliance with applicable recovery plans for federally listed species."*

As well, Action Item RM-28.1 further expounds:

"The County shall develop CEQA standards that require disclosure of impacts to all sensitive biotic communities during review of discretionary projects. These standards shall require the following mitigation:

- *Sensitive Biotic Communities – For all sensitive biotic communities, restore or create habitat at a no net loss standard of habitat value lost. Where it is determined that restoration or creation are ecologically infeasible, preserve at a 2:1 ratio for habitat loss.*
- *Oak Woodland – Maintain and improve oak woodland habitat to provide for slope stabilization, soil protection, species diversity and wildlife habitat through the following measures:*
 - *Preserve, to the maximum extent possible, oak trees and other vegetation that occur near the heads of drainages or depressions to maintain diversity of vegetation type and wildlife habitat as part of agricultural projects.*
 - *Comply with the Oak Woodlands Preservation Act (PRC Section 21083.4) regarding oak woodland preservation to conserve the integrity and diversity of oak woodlands, and retain, to the maximum extent feasible, existing oak woodland and chaparral communities and other significant vegetation as part of residential, commercial, and industrial approvals.*
 - *Provide appropriate replacement of lost oak woodlands or preservation at a 2:1 ratio for habitat loss."*

The subject site has had a species identified on or near it that has been categorized by the California Department of Fish and Wildlife (CDFW) as being a California Species of Special Concern. Federal

agencies with the ability to provide status listings have declined to do so, save for the International Union for Conservation of Nature (IUCN), who have designated the species as “LC”, which stands for a species of Least Concern for conservation activities. Based upon review of the site’s location and proximity to an established year-round water source, it is unlikely that approval of the current proposal to redesignate agriculturally zoned land for residential uses would result in an impact of significance to the identified species. The habitat of the species of concern, *Taricha rivularis* (red-bellied newt), is two-fold based upon seasons. While the breeding season is underway, *Taricha rivularis* migrate from terrestrial to aquatic environs, as amplexus occurs aquatically. Little is known about the species’ terrestrial habitats²⁴, or the habitats of juveniles. Observances are typically made during the breeding season, as the species are more easily spotted during amplexus. The site of the proposed land use change is approximately 0.15 miles from McClure Creek, which may have a likelihood of *Taricha rivularis* populations. The project was referred to California Department of Fish and Wildlife, who declined to provide comment or direction. Less than significant impact.

- b) **Discussion B:** The California State Wildlife Action Plan (SWAP) published in 2015 found that housing is a potential impact to riparian habitats in the Northern California ecoregion²⁵. A riparian habitat or riparian zone is a type of wildlife habitat found along the banks of a river, stream, or other actively moving source of water such as a spring or waterfall. The term generally refers only to freshwater or mildly brackish habitats surrounded by vegetation and may include marshes, swamps, or bogs adjacent to rivers. Riparian is not generally used to describe coastal shorelines, beach areas, or pelagic environments. Barren areas, such as a river moving through bare rock, are also not considered riparian zones.²⁶ Mendocino County is rich in natural resources and diverse biomes and can be generally divided into sixteen watersheds adjacent to the three main rivers located partially in the County; the Coastal, Eel and Russian River basins.²⁷ The Eel River has been designated as both a federal and California Wild and Scenic River, to be “preserved in (its’) free-flowing state, together with (their) immediate environments”²⁸, although official preservation or management guidelines for protection are yet to be drafted. The County employs the use of Best Management Practices (BMP’s) under the guidance of the National Pollutant Discharge Elimination Standards (NPDES Phase II regulations) that limit and regulate how and in what manner development and construction projects handle surface runoff water and developments in the region of sensitive riparian corridors. County policy RM-1 and the associated Action Item RM-1.1, state:

“Protect stream corridors and associated riparian habitat.”

“Require adequate buffers for all projects potentially impacting stream corridors and/or their associated riparian habitat.”²⁹

As the construction of housing in remote or un-urbanized areas has the potential to negatively impact riparian habitats, Federal, State and County policies have been drafted and adopted in response to anticipated impacts. The current proposal can best be described as infill development that is occurring in a previously agriculturally dominant area that has evolved in terms of land use and density with little potential for impacts to riparian or sensitive environmental areas. Less than significant impact.

- c) **Discussion C:** Section 404 of the Clean Water Act (CWA) establishes a program to regulate the discharge of dredged or fill material into waters of the United States, including wetlands. Activities in waters of the United States regulated under this program include infill for development, water resource projects (such as dams and levees), infrastructure development (such as highways and airports) and mining projects. Section 404 requires a permit before dredged or fill material may be discharged into waters of the United States, unless the activity is exempt from Section 404 (e.g., certain farming and forestry activities).³⁰ If an activity is exempt but represents a *new use* of the water, and the activity would result in a *reduction in reach or impairment of flow or circulation* of regulated waters, including wetlands, the activity is *not* exempt. Both conditions must be met in order for the activity to be considered non-exempt. In general, any discharge of dredged or fill material associated with an activity that converts a

²⁴ <https://amphibiaweb.org/species/4289>

²⁵ <https://www.wildlife.ca.gov/SWAP>

²⁶ <https://www.thespruce.com/riparian-habitat-characteristics-386910>

²⁷ Mendocino County General Plan, Page 4-2 and Figure 4-1

²⁸ Ibid, Page 4-31

²⁹ Ibid, Page 4-34

³⁰ <https://www.epa.gov/cwa-404/section-404-permit-program>

wetland to upland is not exempt and requires a Section 404 permit.³¹ The project, as proposed, would not be defined as an exempt activity under the parameters of the CWA, and would be subject, if applicable, to a permit for dredging and filling activity as defined by the CWA. There are no Section 404 wetlands on the parcel. No impact.

- d) **Discussion D:** The proposed project is not deemed to have any potential to impact movement of native residents, migratory patterns of fish or wildlife species, established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites. County General Plan policies are staunch in the established policies regarding biological and aquatic resources to which all proposed projects much adhere. Specifically, Resource Management Policies 71-99 speak to the protection and preservation of existing biological and aquatic resources and direct development to avoid sensitive areas and environments such that no net loss occurs; preservation and enhancement are preferred to removal and replacement, and promotion of conservation corridors to formalize limitations on incompatible uses. Policy 75 may best state the overall intent of the Mendocino County General Plan regarding native species. It states (in part) that; *"Protection of existing resources is the highest priority."*³² A California Department of Fish and Game Stream Inventory Report for McClure Creek, (located approximately 0.15 miles from the subject parcel boundary, assessed in 2001), and revised April 14, 2006, indicated little potential for migratory activities to be undertaken in the area assessed closest to the project site due to upstream agricultural activities and degradation of stream bank vegetation³³. No impact.
- e) **Discussion E:** Whilst there is no formal tree preservation policy or ordinance for the County, approximately 46% of Mendocino County consists of forestland managed by the U.S. Forest service or in private Timber Protection Zones.³⁴ These forests are subject to a variety of state and federal laws, including the Endangered Species Act, Clean Water Act, Z'berg-Nejedly Forest Practice Act, Wild and Scenic Rivers Act, as well as policies and directives enshrined in both the adopted Zoning Code and General Plan of the County. The California Department of Forestry and Fire Protection (CalFire) also must be consulted, and a Timber Harvest Plan submitted and approved for any commercial timber harvests. In this way, the forests and trees of the County are managed and protected for their potential use as commercial products. The forgoing discussions in Sections A-D of resource protection also apply to any native, or heritage trees located in existing or potentially sensitive environmental areas. No impact.
- f) **Discussion F:** County policies, federal and state laws, local regional plans, and land trust easements form the basis of conservation efforts in the County. The current proposal would not conflict with any adopted plans. No impact.

<u>V. CULTURAL RESOURCES.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Cause a substantial adverse change in the significance of a historical resource as defined in § 15064.5?	☐	☐	☐	☒
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to § 15064.5?	☐	☐	☐	☒
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	☐	☐	☐	☒
d) Disturb any human remains, including those interred outside of formal cemeteries?	☐	☐	☐	☒

Discussion A and B: Per California Code of Regulations, Title 14, Chapter 3, Sub Section 15064.5(b)(1); a *"substantial adverse change in the significance of a historical resource means physical demolition,*

³¹<https://www.epa.gov/cwa-404/exemptions-permit-requirements>

³² Mendocino County General Plan, Pages 4-45 to 4-49

³³ CDFW Report, Dated 2005, revised 2006

³⁴ Ibid, Page 4-27

destruction, relocation, or alteration of the resource or its immediate surroundings such that the significance of an (sic) historical resource would be materially impaired.” The project is a rezoning and general plan amendment request to facilitate the use and development of an existing agricultural parcel that has historically been in use as an active vineyard. Archaeological resources are governed by MCC Sec. 22.12.090, which echoes state law regarding discovery of artifacts and states, in part, *“It shall be unlawful, prohibited, and a misdemeanor for any person knowingly to disturb, or cause to be disturbed, in any fashion whatsoever, or to excavate, or cause to be excavated, to any extent whatsoever, an archaeological site without complying with the provisions of this section”*. It is not anticipated that the proposal would have a potential to impact cultural resources. No impact.

Discussion C: Pursuant to California Code of Regulations, Title 14, Chapter 3, Sub Section 15064.5(c)(4), *“If an archaeological resource is neither a unique archaeological nor an historic resource, the effects of the project on those resources shall not be considered a significant effect on the environment.”* No unique paleontological resources or geologic features have been identified as being directly or indirectly impacted as a result of the proposed project. Any new construction proposed will be subject to discretionary review, be it entitlement based or for adherence to International Building Code standards. Identification of any unique resources or features with the potential to be affected would occur at that point, which would trigger the application of California Code of Regulations, Title 14, Chapter 3; California Environmental Quality Act Section 21083.2; and Mendocino County Code, Division IV, governing discovery or identification of potential resources or features. No impact.

Discussion D: No component of the proposed rezoning and general plan amendment intends to allow for or facilitate disturbance of sites that contain human remains or internment locations. MCC Section 22.12.090 governs discovery and treatment of archaeological resources, while Section 22.12.100 speaks directly to the discovery of human remains and codifies the procedures by which said discovery shall be handled. Per Mendocino County General Plan Development Policy DE-113: *The County and other public agencies are encouraged to protect, maintain and restore historical, archaeological and cultural resources under their ownership or management.* And Policy DE-114 further requires; (to) *Fully evaluate and protect historical, archaeological and cultural resources through the development process, including resources of national, state or local significance.* No impact.

<u>VI. GEOLOGY AND SOILS.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:	☐	☐	☐	☒
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	☐	☐	☐	☒
ii) Strong seismic ground shaking?	☐	☐	☐	☒
iii) Seismic-related ground failure, including liquefaction?	☐	☐	☐	☒
iv) Landslides?	☐	☐	☐	☒
b) Result in substantial soil erosion or the loss of topsoil?	☐	☐	☐	☒
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	☐	☐	☐	☒

d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	☐	☐	☐	☒
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?	☐	☐	☐	☒

Discussion A-E: The State of California is located in one of the most seismically active environments in the nation. In addition to the famed San Andreas Fault that traverses the southwest corner of the County and continues offshore, there are five other active or potentially active fault zones with a probability to adversely affect life in the County.³⁵ The California Department of Conservation and the California Geologic Survey are tasked with maintaining databases of seismic activity and to develop strategies and policies to mitigate the effects of living in so-called “earthquake country”. State laws, including requiring geotechnical studies to determine ideal building locations, as well as building code requirements that hold health, life and safety as paramount standards for construction proposals are benchmarks to which all projects must adhere. Preliminary soil reports are required for all unmapped areas in the State of California³⁶, which serves to direct development in appropriate areas, and provide guidelines for construction practices. Most of the County derives water and septic services in a piecemeal fashion, with several private water districts and much of the rural county environs being served by private on-site well water. New septic systems are subject to review and approval from the County Department of Environmental Health. Specific County policies have been crafted to address the existing geologic conditions that are present in the area. Policy DE-232 states:

“All new buildings and structures shall comply with the uniform construction codes and other regulations adopted by the County and State to minimize geologic hazards.

Action Item DE-232.1: Where appropriate, require geologic, seismic and soil engineering information to evaluate, locate and design development, especially critical and high occupancy structures, to minimize seismic and other geologic hazards.”

As well, Action Item DE-233.3 requires “geologic, seismic, and/or soil engineering reports in areas of known or potential geologic hazards prior to final approval of discretionary permits”³⁷

Nothing in the current proposal to rezone and amend the general plan to facilitate development can be stated to heighten existing safety concerns surrounding potential seismic activity and associated liquefaction, tsunami or landslide conditions. No impact.

<u>VII. GREENHOUSE GAS EMISSIONS.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	☐	☐	☐	☒
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	☐	☐	☐	☒

Discussion A and B: Mendocino County General Plan identifies climate change as an emerging issue for the County, and the emission of greenhouse gases as a primary contributing factor. On April 29, 2015 Governor’s Executive Order #B-30-15 was passed for the State of California and set a greenhouse gas

³⁵ Mendocino County General Plan Pages 3-49 to 3-50

³⁶ California Building Code 2016, Section 1803.1.1.1

³⁷ Mendocino County General Plan, Pages 3-114 and 3-115

emissions target for 2030 to be 40% below accepted 1990 levels.³⁸ The anticipated results of the rezoning and general plan redesignation would not conflict with any applicable plan, policy or regulation adopted by the County of Mendocino regarding the production or plans to reduce greenhouse gas emissions. It can be stated that the current proposal would not contribute significantly to increased greenhouse gas emissions either at large, or to levels that could be considered significant in terms of emissions targets set by EO #B-30-15. No impact.

VIII. HAZARDS AND HAZARDOUS MATERIALS. Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	☐	☐	☐	☒
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	☐	☐	☐	☒
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	☐	☐	☐	☒
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	☐	☐	☐	☒
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	☐	☐	☒	☐
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	☐	☐	☐	☒
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	☐	☐	☐	☒
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	☐	☐	☐	☒

Discussion A-H: Nothing in the proposed rezoning and general plan amendment can be construed as exacerbating existing hazardous conditions in the County. The provisions in Government Code Section 65962.5 are commonly referred to as the "Cortese List". The list, or a site's presence on the list, has bearing on the local permitting process as well as on compliance with the California Environmental Quality Act (CEQA).³⁹ The Department of Toxic Substances Control (DTSC), under Government Code

³⁸ California Climate Change Executive Orders; http://www.climatechange.ca.gov/state/executive_orders.html

³⁹ <https://calepa.ca.gov/sitecleanup/corteselist/section-65962-5a/>

Section 65962.5(a), Section 65962.5(a)(1) requires that DTSC “shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, a list of all the following:(1) [a]ll hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code (“HSC”).”⁴⁰ Should a site be present on the “Cortese List”, no residential development would likely be proposed or approved, thereby reducing the potential impact of hazards and hazardous material as a result of the current project to a negligible level. The subject parcel does not appear on the Cortese List, and no impacts are anticipated. No impact.

IX. HYDROLOGY AND WATER QUALITY. Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Violate any water quality standards or waste discharge requirements?	☐	☐	☐	☒
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	☐	☐	☐	☒
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	☐	☐	☐	☒
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	☐	☐	☐	☒
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	☐	☐	☐	☒
f) Otherwise substantially degrade water quality?	☐	☐	☐	☒
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	☐	☐	☐	☒
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	☐	☐	☐	☒
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	☐	☐	☐	☒
j) Inundation by seiche, tsunami, or mudflow?	☐	☐	☐	☒
k) Result in an increase in pollutant discharges to receiving waters considering water quality parameters such as temperature, dissolved oxygen, turbidity and other typical stormwater pollutants (e.g. heavy metals, pathogens, petroleum derivatives, synthetic organics,	☐	☐	☐	☒

⁴⁰ <https://calepa.ca.gov/sitecleanup/corteselist/section-65962-5a/>

IX. HYDROLOGY AND WATER QUALITY. Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
sediment, nutrients, oxygen-demanding substances, and trash)?				
l) Have a potentially significant impact on groundwater quality?	☐	☐	☒	☐
m) Impact aquatic, wetland or riparian habitat?	☐	☐	☒	☐

Discussion A-M: The proposed rezoning and general plan amendment will have no cumulative negative effects on the quality of water resources, groundwater supplies or recharge ability, or existing drainage patterns. Nor can it be stated that the proposal would contribute to increased volume of or degradation in the quality of surface water through exceeding the capacity of manageable runoff. The County employs the "Best Management Practices" (BMP's) method of monitoring and controlling surface runoff and, as previously discussed, subjects all applicable projects to the NPDES Phase II stormwater control permits. The main source of all groundwater in Mendocino County is rainfall. No new harvesting of surface water resources has been implemented since the construction of the Lake Mendocino and Van Arsdale reservoirs.⁴¹ Therefore, the existing water resources in the County are a valued and well maintained natural asset. No new proposals, development or construction occurs within the County without a thorough vetting through the Environmental Health Department for sufficient and robust water sources that do not increase pollutant discharges into the systems.⁴² "The most critical surface water quality problem in Mendocino County is sedimentation—the carrying of dust and soils into bodies of water. Major sources of sediment include erosion from barren or poorly vegetated soils, erosion from the toes of slides along stream channels, and sediments from roads. Manmade sources of sedimentation are a byproduct of current and historical land uses, including logging, agriculture, mining, processing of alluvial aggregate material, road construction and erosion from unpaved roads, and other development-related projects within the county."⁴³ A rezoning and general plan amendment in unincorporated Mendocino County cannot be construed to incentivize inappropriate development such that groundwater, surface water or excess sedimentation in existing watercourses would result. In addition, there is a will serve letter on file from Rogina Water Company that indicates a potential to serve up to twenty (20) units.

Policy RM-20: Require integration of storm water best management practices, potentially including those that mimic natural hydrology, into all aspects of development and community design, including streets and parking lots, homes and buildings, parks, and public landscaping.

In addition to the State of California Department of Water Resources, the County also regularly consults with and requests direction from the North Coast Water Resources Control Board to aid in reviewing and regulating proposals that have the potential to affect water in the area. In terms of affecting riparian habitats, aquatic resources or wetlands, Section IV, Discussions B and C of this Initial Study speak to the potential of the proposed project to these resources and have determined and expounded upon the indicated less than significant impact. No impact.

X. LAND USE AND PLANNING. Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Physically divide an established community?	☐	☐	☐	☒

⁴¹ Mendocino County General Plan, Pages 4-6 and 4-7

⁴² Ibid, Policies RM-17 and RM-18

⁴³ Ibid, Page 4-7

b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	☐	☐	☒	☐
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	☐	☐	☐	☒

Discussion A and C: The proposal is a request for a rezoning and general plan amendment to reclassify a parcel from agricultural to residential. The subject parcel is located in unincorporated lands of inland Mendocino County, governed by Division I of the Mendocino County Zoning Code. The proposal is allowable through the provisions of MCC 20.212, which details the mechanisms by which rezoning requests are made and processed. Environmental review, approval by the Planning Commission and Board of Supervisors (BOS), and the ability of the BOS to add conditions “so as not to create problems inimical to the public health, safety, or general welfare of the County of Mendocino” are components of this process. No physical bifurcation of established communities or conflict for existing communities, whether human or biotic, is anticipated to occur as a result of the proposed change in zoning and general plan land use classification.

Discussion B: The subject parcel is also governed by the Ukiah Valley Area Plan (UVAP), which takes precedence over the General Plan for the valley area of the County located nearest to the City of Ukiah. A more thorough and updated analysis of activities and uses for the Ukiah valley are contained therein. The Open Space and Conservation chapter of the UVAP has a section that speaks to agricultural land conversion and the criteria by which said lands are able to be converted. The criteria and a discussion of how the project complies with each are discussed in Section II, Discussion A. The proposed rezoning and general plan amendment to reclassify the site from agricultural to residential will have no impact to existing agricultural uses in the vicinity of the project site. Residential uses are and have historically been encroaching upon the existing vineyard. Small scale residential development exists in the surrounding parcels, and it can be stated that the predominate use for the immediate area is residential. Stated long range goals for the community and County are to provide more, and varied housing stock. Vetting each conversion through these criteria ensures that the reclassification meets the needs of the community, achieves stated goals through policy directives, and provides alternatives to land owners who wish to avail themselves of diversified economic activities. While the conversion of prime or unique farmland can be seen as a deficit for a largely rural and agricultural county, landowners have the ability to request a reclassification; a request that may be considered given economic uncertainties as well as the desire for land to be used at the highest and best use possible. Less than significant impact.

<u>XI. MINERAL RESOURCES.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	☐	☐	☐	☒
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	☐	☐	☐	☒

Discussion A-B: The County is the administrator of the California Surface Mining and Reclamation Act (SMARA). Therefore, all activities undertaken regarding this essentially non-renewable resource are subject to review and approval from the local jurisdiction. Mendocino County has many aggregate mineral resources, the demand for which varies. However, any negative impacts to either active mining

activities or mining reclamation efforts would be required to be reviewed and approved by the County. These uses are inherently incompatible with residential uses, and there are no identified active mining sites on or in the vicinity of the project. No impact.

<u>XII. NOISE.</u> Would the project result in:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	☐	☐	☐	☒
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	☐	☐	☐	☒
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	☐	☐	☐	☒
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	☐	☐	☐	☒
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	☐	☐	☒	☐
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	☐	☐	☐	☒

- a) **Discussion A-F:** Per the County General Plan, “Noise policies are intended to protect county communities from excessive noise generation from stationary and non-stationary sources. Land uses would be controlled to reduce potential for incompatible uses relative to noise. Residential and urban uses will be restricted near agriculture lands to prevent incompatible uses being placed near inherently noisy agricultural operations. Noise-sensitive environments, including schools, hospitals, and passive recreational use areas, would be protected from noise-generating uses. Structural development would be required to include noise insulation and other methods of construction to reduce the extent of excessive noise.”⁴⁴ The proposed zoning and general plan amendment may result in the construction of some housing that lies within the vicinity of both mobile and stationary sources of noise, be they roadways or the Ukiah Valley Municipal Airport. These are existing conditions within the County and are not expected to experience a substantial increase as a result of the current proposal. As well, existing standards of development are still applicable. Appendix C of the Mendocino County Zoning Code, Division I lists adopted allowable noise limit standards for residential and public land use categories.⁴⁵ These standards and the associated levels not to be exceeded for a sustained period of time are echoed in the County General Plan through Tables 3-J, 3-K and 3-L.⁴⁶ No impact.

⁴⁴ Mendocino County General Plan, Page 3-10

⁴⁵ Mendocino County Zoning Code, Division I, Appendix C

⁴⁶ Mendocino County General Plan, Pages 3-90 to 3-93

<u>XIII. POPULATION AND HOUSING.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	☐	☐	☒	☐
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒

- a) **Discussion A-C:** The proposed project would not induce a substantial population growth, or displace any housing or people. The subject site that is proposed to be rezoned and reclassified in the General Plan is an active vineyard that the applicant states has been declining in economic value for a number of years. The applicant has been unable to secure the typical long-term contracts for grape harvests necessary to continue operations at a profit, and are therefore availing themselves of existing local laws that govern changes to land use. All subsequent development, beyond principally permitted uses, at the site will be subject to discretionary review and, if applicable, inclusionary housing policies as defined in the MCC and Housing Element section of the General Plan.

The Housing Element of the County-wide General Plan seeks to provide an overview of existing housing stock as well as evaluate opportunities and challenges to development of housing at every level of affordability. The proposed General Plan reclassification and rezoning of the subject site would indirectly promote population growth in the area through the facilitation of a higher density and more intense land usage on the parcel. As discussed in previous sections, there is adequate infrastructure to support the development of the site; including roadways and access to services. As well, the local water provider has indicated there is capacity for twenty (20) new lots to be created and served. Goal #3 of MC General Plan states, *"Increase the supply of housing especially for low and moderate income households."*⁴⁷ The action of rezoning and changing the General Plan classification for the site will facilitate the subdivision and subsequent development of the site for up to twenty (20) residential lots. Sec. 20.238.015 of the MCC is the Inclusionary Housing Unit Requirement, which echoes state law regarding affordable housing development as a required part of discretionary housing developments in the County. Should the applicant pursue the development of the site for 20 units, it would trigger a requirement for 10% of the homes to be affordable; which is defined as extremely low, very low, low, or moderate income households. The stated goal of providing housing stock for the County could be satisfied as a result of project approval. Policy 3.4 states, *"Promote new residential development in or adjacent to towns and cities that facilitate infill and compact development and assist in the creation and improvement of community water and sewer services."*⁴⁸ The project site can be deemed to be an infill development site, as the surrounding lots are developed with small scale residential, with a smaller amount of surrounding lots dedicated to agricultural uses. The subject site represents one of the last parcels devoid of development in the area.

The Housing Element also details portions of the Ukiah Area Valley Plan (UVAP), which takes precedence over the MCGP in the Ukiah Valley. The UVAP identifies specific areas representing a variety of land use choices that could serve to provide more housing opportunities for the community. As well, Table 5-3-22⁴⁹ analyzes water supplies by the various water agencies that provide the piecemeal water infrastructure for the County. The subject water provider, Rogina Water Company, has no deeded water rights, but has a 400 acre-feet per year contract with the Russian River Water District, which at the time of

⁴⁷ Mendocino County General Plan, Page 5-10

⁴⁸ Mendocino County General Plan, Page 5-11

⁴⁹ Mendocino County General Plan, Page 5-115

publication, exceeded demand. Table 5-4-2⁵⁰ of MCGP lists the vacant and developable acreage by residential zoning district for the County. As the subject parcel is currently zoned Agricultural in both the Zoning Code and the General Plan, it would not have been identified as a potential housing location. However, review of supporting text indicates that the site would contribute to an area of the County that is in need of residential development. Nexus to services, availability of infrastructure and encroaching residential uses bolster this claim. As well, the effects on the County as a result of the Redwood Complex Fire in October 2017 are still being felt in terms of loss of housing. About 300 houses were lost in the fire, and many families displaced. Development of housing, and the conversion of low performing agriculture land for residential purposes can be a viable option, especially low-density residential that is developable without major constraints. Page 5-123 of MCGP states, *“Outside of these residential designations in Mendocino County...Agricultural zones predominate, offering very limited new residential potential. Never the less, the quality of land available for development far exceeds the total regional housing need for unincorporated Mendocino County.”*⁵¹ UVAP Policy OC3.1 states, *“Preserve and enhance agricultural areas to protect the economic vitality and rural identity of the Ukiah Valley.”*⁵² The subject site appears to satisfy the requirements for agricultural land conversion, as dictated by the UVAP. A discussion of these criteria is in the Land Use and Planning, Section X. Less than significant impact.

<u>XIV. PUBLIC SERVICES.</u>	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:	☐	☐	☐	☒
Fire protection?	☐	☐	☐	☒
Police protection?	☐	☐	☐	☒
Medical Services?	☐	☐	☐	☒
Schools?	☐	☐	☐	☒
Parks?	☐	☐	☐	☒
Other public facilities?	☐	☐	☐	☒

- a) **Discussion:** Although the proposal could facilitate a future increase in density, there is not anticipated to be a discernable level of development significant enough to impact existing, or trigger the construction of new governmental facilities or expansion of services. General Plan Action Item DE-209.2 states, *“Update the emergency response plan on a regular basis to keep pace with the growing population and emergency service capabilities.”*⁵³ This action item is related to Development Policy 209, which requires critical infrastructure be located and designed to withstand and operate during hazard and recovery events. In a similar fashion, General Plan Development Policy 210, states, *“Development shall not hinder the maintenance and use of routes and sites critical to evacuation, emergency operations and recovery.”*⁵⁴ The project site is located in an established community and is surrounded by residential uses. It is anticipated that emergency response times, as well as the availability of services typical of residential locations will remain at their current levels. No impact.

⁵⁰ Mendocino County General Plan, Page 5-122

⁵¹ Mendocino County General Plan, Page 5-123

⁵² Ukiah Valley Area Plan, Page 9-16

⁵³ Mendocino County General Plan, Page 3-111

⁵⁴ Ibid, Page 3-111

<u>XV. RECREATION.</u>	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	☐	☐	☐	☒
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	☐	☐	☐	☒

- a) **Discussion A and B:** There is not a potential for increased usage of existing neighborhood parks and recreational facilities as a result of the subject site being reclassified from agricultural to residential. However, should the site be developed with residential lots, as it likely the future plan, there may be impacts to existing facilities, although far below the threshold for either accelerated deterioration or expansion of facilities to meet increase demand. Mendocino County General Plan Parks and Recreation Policies govern the thresholds for which parks and recreation facilities are to be dedicated. Specifically:

Policy DE-179: *Parkland shall be provided based on the following standards:*

- *Regional Parks: 1.5 acres/1,000 population Regional parks incorporate natural resources such as lakes, creeks, rivers, and serve a region involving more than one community. Regional parks generally range in size from 30 to 10,000 acres with the preferred size being several hundred acres. Facilities may include multi-purpose fields, ball fields, group picnic areas, playgrounds, hard court areas, swimming pools, tennis courts, skate board facilities, amphitheaters, shooting sports facilities, concessionaire facilities, trails, nature interpretive centers, campgrounds, natural or historic points of interest and community multi-purpose centers.*
- *Community Parks: 1.5 acres/1,000 population Community parks provide a focal point and gathering place for all age groups of the larger community. Community parks are generally 10 to 50 acres in size, and may include multi-purpose fields, ball fields, hard court areas, playgrounds, swimming pools, tennis courts; skate board facilities, group picnic areas, and community centers.*
- *Neighborhood Parks: 2.0 acres/1,000 population Neighborhood parks focus on serving children's recreation needs and where possible should be adjacent to schools. Neighborhood parks should be 2 to 5 acres in size and may include playgrounds, tot lots, turf play areas and picnic tables. New residential developments in community areas and large residential developments (50 or more homes) should have a neighborhood park within 0.5 miles of each residence.⁵⁵*

There are no indications that the current proposal, or the future subdivision of the land would result in any development that would trigger any of the foregoing thresholds. Therefore, there is no potential for adversely impacting parks or recreation facilities as a result of this project. No impact.

<u>XVI. TRANSPORTATION/TRAFFIC.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and	☐	☐	☐	☒

⁵⁵ Ibid, Page 3-105

relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?				
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	☐	☐	☐	☒
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	☐	☐	☐	☒
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	☐	☐	☐	☒
e) Result in inadequate emergency access?	☐	☐	☐	☒
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	☐	☐	☐	☒

- a) **Discussion A-F:** Mendocino County is a largely unincorporated and rural county. There are pockets of traffic congestion associated with the more urban environs of the incorporated four (4) cities within the County. The subject site is located within the sphere of influence of the County seat, the City of Ukiah, in an unincorporated community of Talmage, which is primarily a bedroom community populated with small scale agriculture. A small commercial area is sited along the CalTrans maintained portion of Talmage Road; the County maintained section of Talmage Road (SH) ends at Sanford Ranch Road (CR# 200). The subject site is located along Sanford Ranch Road and is therefore within the jurisdiction of the County Department of Transportation (DOT). The proposed general plan and rezoning project received no comments or recommendations from County DOT, indicating no conflicts with existing plans or policies. At the time of subdivision, however, it is expected that DOT will provide standards for development to which the developer will be required to adhere. At this time, there appears to be adequate infrastructure to withstand any additional traffic, provide satisfactory emergency access, and not impede on the typical flow of circulation for the site and the surrounding area. Any future development would be subject to review and approval from the local fire district. No impact.

<u>XVII. TRIBAL CULTURAL RESOURCES.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code section 5020.1(k), or	☐	☐	☐	☒
b) Cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a	☐	☐	☐	☒

site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is a resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Public Resources Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.				
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- a) **Discussion A and B:** The County of Mendocino has eight sites that appear on State or National Historic Registers, but innumerable other sites of regional importance related to the heritage of Native American people.⁵⁶ Chapter 22.12 of the Mendocino County Zoning Code, Division I pertains to Archaeological Resources, including resources related to First Peoples ancestral sites and artifacts. Section 22.12.040 establishes an Archaeological Commission with the intent of vetting development applications for potential significance. The standard “discovery clause” is applied through Division IV, Section 22.12.090.⁵⁷ These are existing regulations, the County being Lead Agency with jurisdiction over maintaining adherence to adopted thresholds. As the current proposal relates to conversion of agricultural land to residential, with a strong probability of future new construction, consistency with established procedures and rules are prescient. Any proposed disturbance of undeveloped land would likely occur through the application process required by the Mendocino County Division of Land Regulations (Title 17 of Mendocino County Code) and would be subject to prior review and approval from the Archaeological Commission. No impact.

<u>XVIII. UTILITIES AND SERVICE SYSTEMS.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	☐	☐	☐	☒
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	☐	☐	☐	☒
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	☐	☐	☐	☒
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	☐	☐	☒	☐
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	☐	☐	☐	☒

⁵⁶ Mendocino County General Plan, Pages 3-19 to 3-20

⁵⁷ Mendocino County Zoning Code, Division I, Chapter 22.12

f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	☐	☐	☐	☒
g) Comply with federal, state, and local statutes and regulations related to solid waste?	☐	☐	☐	☒

- a) **Discussion A-G:** Mendocino County Department of Environmental Health has identified a deficit in wastewater infrastructure as a County-wide issue that results in constrained development in certain areas.⁵⁸ While several moratoriums on new sewer or water connections dictate the location and density of new construction, the guiding principles of the Zoning Code and General Plan land use designations are the primary rubrics through which growth is managed. As a largely rural and unincorporated County, Mendocino relies heavily on a patchwork system of water connections, both public and private, as well as a handful of waste transfer stations. The Mendocino Solid Waste Management Authority, formed in 1990, serves as a consortium of entities, with a commitment to implementing especially the California Integrated Waste Management Act of 1989 (AB 939). Since 2004, the County has complied with the specifics of the Act, including permitting and maintaining jurisdiction over several recycling facilities and at least one composting site. The goal of AB 939 was to set benchmarks for each jurisdiction for diversion of waste instead of landfill disposal. In addition to meeting or exceeding the goals identified by the Act, the County has mandated development policies for new connections.

Policy DE-190: Development of residential, commercial, or industrial uses shall be supported by water supply and wastewater treatment systems adequate to serve the long-term needs of the intended density, intensity, and use.⁵⁹

Any resulting new construction would be beholden to current restrictions and regulations regarding water and wastewater connections, per the above development policy. All proposals for development are required to be vetted for compliance with standards and policies through the County Department of Environmental Health.

The current proposal to change to General Plan and Zoning designation of the subject parcel from agricultural to residential indicates the future plan is to develop the site for housing. The local water agency, Rogina Water Company in Talmage, has issued a "will serve" letter that states it has the capacity to provide water for up to 20 lots. Therefore, no new facilities need be constructed, and the current provider of water and wastewater services has confirmed the new residential sites will be accommodated. Less than significant impact.

<u>XIV. MANDATORY FINDINGS OF SIGNIFICANCE.</u>	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	☐	☐	☐	☒

⁵⁸ County of Mendocino General Plan, Page 3-22

⁵⁹ County of Mendocino General Plan, Page 3-107

b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	☐	☐	☒	☐
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	☐	☐	☐	☒

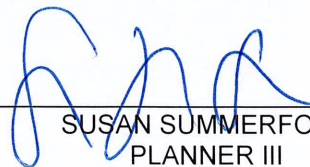
- a) **Discussion A-C:** The proposed project is a General Plan Amendment and zoning reclassification from agricultural to residential for a parcel located in Talmage, a small community in the Ukiah valley area of rural Mendocino County. The site has been in use as a vineyard for over 70 years, and has a California Department of Land Conservation statewide mapping designation of both "Prime" and "Unique" Farmland. However, as discussed in Section II of this document, there is updated data that demonstrates only the presence of "Prime" Farmland, and, as discussed in Section II as well as Section X, the proposed conversion of the site can be supported, based upon the policies contained in the UVAP that govern such actions. There will be no anticipated degradation of biological communities of significance, nor cumulatively considerable effects as a result of the project. No mitigation measures are being proposed, as it has been determined that the project, as proposed will not incur any significant effects that require mitigation.

DETERMINATION: On the basis of this initial evaluation:

- ☒ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- ☐ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- ☐ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- ☐ I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- ☐ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

9/24/19

DATE



SUSAN SUMMERFORD
PLANNER III



AGENDA SUMMARY REPORT

SUBJECT: Adopt Resolution Approving Award of Contract to Ghilotti Construction Company for the Emergency Repair of the Percolation Pond Levees at the Wastewater Treatment Plant in the Amount of \$318,620.00, and Approve Corresponding Budget Amendment.

DEPARTMENT: Water Resources **PREPARED BY:** Sean White, Water Resources Director

ATTACHMENTS:

1. Local Emergency City of Ukiah
2. Proposals
3. Perc Pond Levee Resolution

Summary: Council will consider awarding an emergency contract to Ghilotti Construction Company for the repair of percolation pond levees at the Wastewater Treatment Plant, and approve corresponding budget amendment.

Background: On February 27, 2019, under the authority in Ukiah City Code Section 5125 (Ordinance No. 995, §1), the Director of Emergency Services (“Director”) proclaimed the existence of a local emergency as a result of conditions created by the severe winter storm affecting the City of Ukiah (“City”) beginning in February 2019.

On March 6, 2019, City Council adopted Resolution 2019-8 ratifying the Director’s February 27, 2019, proclamation of a “local emergency” and proclaimed and ordered that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

On March 20, 2019, and subsequently as necessary, City Council has approved continuing of the Local Emergency Resolution Proclamation (Attachment #1).

During the floods in February and March, some of levees around the percolation ponds at the Wastewater Treatment Plant (“WWTP”) sustained significant damage due to prolonged saturation from high water elevations as well as some scour from high velocities in the adjacent waterways. Without these repairs, the volume of secure storage for secondary effluent will be reduced by up to 66%. As we head into the high flow season it is imperative that these facilities be repaired.

Discussion: On April 17, 2019, the Director of Water Resources gave a report to Council regarding the impacts of flood conditions of the facilities managed by the Water Resources Department. Repairs to the damage at the Water Treatment Plant were completed in May. Repairs at the Wastewater plant were not possible at the time due to high inflows and levee inundation.

Since that time, Water Resources staff have been working to dewater the percolation ponds enough to fully assess the damage, solicit bids, and schedule repairs. In addition, Water Resources staff has been coordinating with OES staff to provide reasonable estimates for applying for FEMA reimbursement.

Now that the affected levees are no longer inundated, Water Resources staff have been working with local

contractors to get final estimates on repair costs. The City contacted Granite Construction Company and Ghilotti Construction Company to solicit pricing and availability for conducting these emergency repairs.

Both Granite and Ghilotti are available and provided detailed estimates (Attachment #2). Based on price, availability and past performance on emergency work, staff is recommending awarding a contract, by resolution (Attachment #3), to Ghilotti Construction Company in the amount not to exceed \$318,620.00.

Recommended Action: Adopt Resolution Approving Award of Contract to Ghilotti Construction Company for the Emergency Repair of the Percolation Pond Levees at the Wastewater Treatment Plant in the Amount of \$318,620.00, and Approve Corresponding Budget Amendment.

BUDGET AMENDMENT REQUIRED: Yes

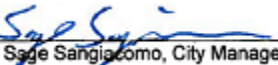
CURRENT BUDGET AMOUNT: 84027225.80230.18175: \$0

PROPOSED BUDGET AMOUNT: 84027225.80230.18175: \$318,620.00

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Tami Bartolomei

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2019-48

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH RENEWAL AND CONTINUING OF A PROCLAMATION OF A LOCAL EMERGENCY FOR THE CITY OF UKIAH

WHEREAS:

1. On February 27, 2019, under the authority in Ukiah City Code Section 5125 (Ordinance No. 995, §1), the Director of Emergency Services ("Director") proclaimed the existence of a local emergency as a result of conditions created by the severe winter storm affecting the City of Ukiah ("City"); and
2. On March 6, 2019, City Council adopted Resolution 2019-8 ratifying the Director's February 27, 2019 proclamation of a "local emergency" and proclaimed and ordered that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.
3. On March 20, 2019, City Council approved the renewal and continuing of the Local Emergency Resolution Proclamation.
4. On April 3, 2019, City Council approved the renewal and continuing of the Local Emergency Resolution Proclamation.
5. On April 17, 2019, City Council approved the renewal and continuing of the Local Emergency Resolution Proclamation.
6. On May 1, 2019, City Council approved the renewal and continuing of the Local Emergency Resolution Proclamation.
7. On May 15, 2019, City Council approved the renewal and continuing of the Local Emergency Resolution Proclamation.
8. On June 19, 2019, City Council approved the renewal and continuing of the Local Emergency Resolution Proclamation.
9. On July 17, 2019, City Council approved the renewal and continuing of the Local Emergency Resolution Proclamation.
10. On August 21, 2019, City Council approved the renewal and continuing of the Local Emergency Resolution Proclamation.
11. On October 2, 2019, City Council approved the renewal and continuing of the Local Emergency Resolution Proclamation.
12. Impacts from heavy rainfall continue as conditions at the City's Wastewater Treatment Plant continue to be at risk, all of which threaten to continue or create local emergency conditions; and
13. The City Council will review this declaration at its December 18th regular meeting, occurring not more than 45 days from the date this resolution is adopted;

NOW, THEREFORE, BE IT RESOLVED that the local emergency continues to exist and shall be deemed to

continue until it is further reviewed by the City Council at its regular meeting on November 6, 2019.

BE IT FURTHER RESOLVED that the City Council hereby proclaims and orders that during the existence of a local emergency, the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the City shall be those prescribed by (1) state law, (2) City ordinances and resolutions adopted by the City Council and (3) the City Operational Area Emergency Plan, as approved by the City Council.

BE IT FURTHER RESOLVED that a copy of this declaration shall be forwarded to the County of Mendocino Office of Emergency Services (OES) with a request that OES forward the Resolution to California Office of Emergency Services Director, Mark Ghilarducci for concurrence of a local emergency.

PASSED AND ADOPTED this 6th day of November 2019, by the following roll call vote:

AYES: Councilmembers Orozco, Brown, Scalmanini, Crane and Mayor Mulheren

NOES: None

ABSENT: None

ABSTAIN: None


Maureen Mulheren, Mayor

ATTEST:


Kristine Lawler, City Clerk

ATTACHMENT 2



Teamwork, Solutions, Excellence

PROPOSAL

Ghilotti Construction Company, Inc.
 246 Ghilotti Avenue
 Santa Rosa, CA 95407
 Phone: (707) 585-1221
 Fax: (707) 585-1601
 CSLB #644515

11/21/2019

QUOTE SEAN WHITE
 TO CITY OF UKIAH
 300 SEMINARY DRIVE

UKIAH, CA 95482
 (707) 463-6233

PROJECT DESCRIPTION					
LU19352					
CLIENT #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXT PRICE
1	MOBILIZATION	1.000	LS	\$6,000.00	\$6,000.00
2	SURVEY STAKING	1.000	LS	\$5,000.00	\$5,000.00
3	BENCH SLOPE & EXCAVATE SOIL TO TOB	2,160.000	LF	\$ 33.00	\$71,280.00
4	REBUILD/COMPACT SLOPE	50,000.000	SF	\$ 2.00	\$100,000.00
5	SUBGRADE PREP 10' LEVEE ACCESS ROAD	26,000.000	SF	\$ 1.14	\$29,640.00
6	F&P 6" AGGREGATE BASE ROCK	26,000.000	SF	\$ 3.40	\$88,400.00
7	REROUTE V-DITCH AWAY FROM FENCE	100.000	LF	\$ 33.00	\$3,300.00
8	FILL ERODED DITCH UNDER FENCE	500.000	SF	\$ 7.00	\$3,500.00
9	HYDROSEED	50,000.000	SF	\$ 0.17	\$8,500.00
10	BOND	1.000	LS	\$3,000.00	\$3,000.00
SUBTOTAL					\$318,620.00
TOTAL:					\$318,620.00

We are pleased to submit the following cost proposal for the above referenced project. Attached herein is our cost breakdown associated with our proposed scope of work.

We have reviewed the following documents in preparing our proposal:

SPECIFICATIONS / DATE: None

SOILS REPORT: None

ORIGINAL PLANS DATE: None

PLANS / DATE / REVISIONS: None

ADDENDA: None

GCC ESTIMATE NO. LU19352

CLARIFICATIONS:

1. UPON ACCEPTANCE OF THIS PROPOSAL, ALL TERMS AND CONDITIONS CONTAINED HEREIN ARE TO BE INCLUDED AS PART OF ANY SUBSEQUENT CONTRACT AGREEMENT.
2. No retention.
3. Insurance will be provided on Accord certificate forms with CG 20 10 04 13 additional insured endorsement.
4. GCC's scope of work cannot be subdivided, broken out or modified without GCC's prior written consent.
- 5 This proposal is for preliminary budget purposes only and should be used only for the purpose of understanding a rough order of magnitude for site improvement costs associated with the planned development. Several of the items included in our budget breakdown are not depicted or indicated on the preliminary plan(s) but have been included as place holders for potential costs that could be anticipated, these potential items should not be considered a full and comprehensive list of all items that may be necessary.
6. Earthwork calculations shall be verified on the topographic data upon acceptance of proposal. This will be compared to our estimated quantities.
7. Our bid prices are based on availability of city water/recycled water via closest fire hydrants at not cost to contractor.
8. All excess spoils will be utilized in the rebuilding of the slopes. All excess spoil not used to balance the slope grading is bid to dispose of on the pond property at the east end.
9. Work will commence once the perk pond is empty.

STANDARD EXCLUSIONS: (UNLESS SPECIFICALLY INCLUDED IN OUR SCOPE ABOVE)

Bonds, fees, permits, testing, inspections.
Professional/ Errors & Omission Insurance
Work in Inclement Weather.
Removal and disposal of buried debris.
Removal, disposal or handling of hazardous or contaminated materials. (Except as stated for relocation within proposal)
Import/Export.
Overexcavation / Recomposition of existing soil.
Work in areas that are either obstructed or not acceptable to equipment.
Dewatering, Clearing/mowing
Processing, reworking or drying of excessively wet material (i.e.; 2% over optimum).
Shrinkage crack moisture conditioning & closure.
Structural excavation and backfill.
Fencing of tree drip lines or tree protection.
Fencing or fence replacement.
Tree pruning, canopying or trimming.
Arborist.
Winter Maintenance, Erosion Control Repair.
Protection of wetlands.

JOB SPECIFIC EXCLUSIONS;

DISCLAIMER OF RESPONSIBILITY

Engineering design; adequacy of existing subgrade, base or pavements; settlement, cracks, or discoloration of concrete; damage to unmarked or concealed underground facilities; (other):

THIS PROPOSAL SUBJECT TO OUR APPROVAL OF FINANCIAL ARRANGEMENTS OR FUNDS SET ASIDE

In the event that it becomes necessary for Contractor, by lien or other action, to enforce collection of any amount payable by Buyer hereunder, Buyer agrees to pay Contractor all expenses, including interest and attorney's fees, incurred in the institution and prosecution of such action.

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning the responsibilities of a contractor may be referred to the Registrar of the Board whose address is: 9835 Goethe Road, Sacramento, CA 95827 (Mailing Address: P.O. Box 26000, Sacramento, CA 95826), 916/255-3900.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner(s) are to carry fire, tornado and/or any other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Note: This proposal may be withdrawn by GCC if not accepted within 15 days.

ACCEPTANCE OF PROPOSAL:

The above prices, terms and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

AUTHORIZED SIGNATURE:

Steve Hanak

Steve Hanak, Project Manager/Estimator

Date:11/21/19

BUYER:

Signature

Name / Title / Firm Name

Date: _____



City of Ukiah, Emergency Dam Repair

DATE: November 25, 2019

TO:

City of Ukiah
Attn: Jared Thiele
Ukiah, Ca

REFERENCE:

Waste Water Recycled Pond Repair

Based upon our research, construction experience and field site review, our cost proposal is stated below:

Item	Description	Quantity	Unit	Unit Price	Total
1	Mobilization	1	LS	\$14,363.00	\$14,363.00
2	Survey Staking	1	LS	\$13,500.00	\$13,500.00
3	Bench Slope Excavate Soil to Top of Berm	2,160	LF	\$92.00	\$198,720.00
4	Rebuild and Compact Slope	50,000	SF	\$1.25	\$62,500.00
5	Subgrade Prep 10' Levee Access Road	26,000	SF	\$0.70	\$18,200.00
6	F&P 6" Aggregate Base Rock	26,000	SF	\$2.00	\$52,000.00
7	Reroute V-Ditch Away from Fence	100	LF	\$70.00	\$7,000.00
8	Fill Eroded Ditch Under Fence	500	SF	\$16.00	\$8,000.00
9	Hydroseed	50,000	SF	\$0.20	\$10,000.00
10	Earthwork Contingency	1	LS		\$0.00
	Total Estimate				\$384,283.00



City of Ukiah, Emergency Dam Repair

- Item 1: All related mobilization to complete the stated work.
- Item 2: Certified survivor to install control points, and cost for Granite Construction grade setter to utilize GPS to calculate the existing terrain and at the end of the project to GPS model the constructed surface.
- Item 3: Over excavate and re-compact up to 10,000 CY of existing dam material.
- Item 4: Pulling excess slope material onto the existing levee surface, compacted to maintain a 10' +/- wide levee surface.
- Item 5: Prepare subgrade for fill material and then prepare subgrade prior to aggregate base rock placement.
- Item 6: Furnish and install 960 ton of aggregate base rock over 26,000 SF surface.
- Item 7: Grade new 100 LF V-ditch along northern fence line.
- Item 8: Backfill existing eroded V-ditch with onsite material.
- Item 9: Hydroseeding all bare surfaces equal to 50,000 SF
- Item 10: Earthwork contingency not included this budget. This item is something that the City of Ukiah should specify and carry. At this point there is not enough detail to determine what a fair contingency should be.

Thank you for the opportunity to work with you on this project.

Sincerely,

Granite Construction Company

Frank Pomilia

Frank Pomilia

Senior Project Manager / Estimator

File – 19331UK

RESOLUTION NO. 2019-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING PURSUANT TO PUBLIC CONTRACT CODE SECTION 22050 THE EMERGENCY PROCUREMENT WITHOUT PUBLIC BIDDING OF CONSTRUCTION SERVICES TO REPAIR THE PERCOLATION POND LEVEES AT THE CITY OF UKIAH WASTEWATER TREATMENT PLANT

WHEREAS:

1. On February 27, 2019, under the authority in Ukiah City Code Section 5125 (Ordinance No. 995, §1), the Director of Emergency Services ("Director") proclaimed the existence of a local emergency as a result of conditions created by the severe winter storm affecting the City of Ukiah ("City") beginning in February 2019; and
2. On March 6, 2019, City Council adopted Resolution 2019-8 ratifying the Director's February 27, 2019 proclamation of a "local emergency" and proclaimed and ordered that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council; and
3. On March 20, 2019 and subsequently as necessary, City Council approved continuing of the Local Emergency Resolution Proclamation; and
4. During the floods in February and March, the percolation pond levees at the Ukiah Wastewater Treatment Plant ("WWTP") sustained significant damage; and
5. Repairs to the percolation pond levees were not immediately possible to high inflows and levee inundation; and
6. Dewatering of the percolation ponds enough to fully assess the damage, solicit bids, and schedule repairs was recently achieved; and
7. Without these ponds the WWTP cannot operate at full capacity and storage is significantly impaired; and
8. With the onset of the high inflow season the City will need full the WWTP for have full capacity and storage capabilities to avoid impacts to the Russian River; and
9. The City Engineer estimates that it would take 120 days to develop plans and specifications to bid the construction work required to repair the percolation pond levees, to advertise requests for bids, to award the bid and to commence construction and an additional 3-4 weeks to complete the work; and
10. The need for full capacity and storage capabilities is likely to commence within sixty days and could be sooner, depending on the weather; and
11. Under Public Contract Code Section 22050(a)(1) in the case of an emergency, the City, pursuant to a four-fifths vote of the City Council, may repair or replace a public facility and procure the necessary equipment, services, and supplies for those purposes, without giving

notice for bids to let contracts; and

12. Under Public Contract Code Section 22050(a)(2) before the City Council takes such action, it must make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency;

NOW, THEREFORE, BE IT RESOLVED that:

1. Based on the foregoing recitals and information, the City Council finds that an emergency condition exists that must be repaired to avoid public health hazards that could result, if the repair work was put out for competitive bids in compliance with the procedures required by the Uniform Construction Cost Accounting Act.
2. The City Council authorizes the procurement of construction services to repair the percolation pond levees at the WWTP without providing notice inviting bids.
3. The City Council authorizes the City Procurement Officer to contract with Ghilotti Construction, Inc. to repair the backwash basins at the WWTP for a not to exceed amount of \$315,620.00.
4. Awarding a contract to repair the percolation pond levees is categorically exempt from environmental review under the California Environmental Quality Act as a Class 2 categorical exemption, because it involves the replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity. (14 CCR §15302.)
5. The emergency action taken by this resolution shall terminate upon the City Council's approval of a certificate of completion for the backwash basin repair work.

PASSED AND ADOPTED this 4th day of December, 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Maureen Mulheren, Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Review Proposed Design for the Audio/Visual Upgrade of the Council Chambers and Conference Rooms 3 and 5

DEPARTMENT: Finance **PREPARED BY:** Mary Horger, Financial Services Manager, Michael Ingwell, I.T. Manager, Kristine Lawler, City Clerk

ATTACHMENTS:

1. Proposed Design

Summary: Council will review the proposed design for the audio/visual upgrade of the Council Chambers and Conference Rooms 3 and 5.

Background: The City is currently utilizing antiquated equipment in the Council Chambers, consisting of an old computer, one stationary camera used to televise the Council meetings, and aging and failing microphone equipment, all in desperate need of upgrading. Staff has also identified the need for upgrading Conference Rooms 3 and 5 at the Civic Center to increase the flexibility of televising meetings from these rooms as well.

To accomplish the upgrade, Staff is approaching it in two phases. The first phase is to contract with an audio/visual consultant to evaluate the current system and make recommendations to achieve the desired outcomes of the upgrade based on available budgetary resources, and to prepare the necessary plans and specifications to bid the materials and installation for the completion of the Council Chamber Audio/Visual upgrade. The second phase would be to bid the materials and installation portion of the project. Included in the second phase would be assistance from the designing firm to review the bids for confirming "or equal" products, and performing a quality control review to make sure that the final, installed system is fully operational per specifications, which would be included in the design firm's overall contract.

Discussion: On June 5, 2019, Council approved a contract with ABD Engineering & Design for design and quality control services for the Council Chamber audio/visual upgrade project. Since that time, a project team consisting of the City Clerk, Finance, and Information Technology have been working with the design firm to discuss the issues, and propose solutions, to ultimately come up with a design solution that will meet the City's and the Ukiah community's needs.

Provided as Attachment 1 is the design proposed. Staff will review with Council at the meeting the highlights of the proposed upgrades. If satisfied with the proposal, staff will have the design firm complete the bid specifications, which would then complete Phase 1 of this project.

Staff would then move on to Phase 2 and bid the construction portion of the project. Once bids have been received, staff will bring back to Council for review and contract award.

Recommended Action: Review Proposed Design for the Audio/Visual Upgrade of the Council Chambers

and Conference Rooms 3 and 5, and approve bid specifications to be developed and sent out to bid.

BUDGET AMENDMENT REQUIRED: N/A

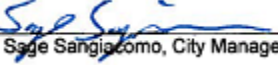
CURRENT BUDGET AMOUNT: 20822500.80220.15016: \$150,000

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



ABD Engineering & Design

Architectural Acoustics • AV Design • Noise & Vibration

September 24, 2019

Mary Horger
Procurement Manager
City of Ukiah
mhorger@cityofukiah.com

Re: Council Chambers Audiovisual Replacement – Program Report & Budget (R.1.0)

1. Introduction

The following are programmatic concepts and recommendations for review and comment by City of Ukiah stakeholders, for the audiovisual systems replacement planned for the Civic Center City Council Chambers and associated Conference Rooms. These recommendations include options within spaces that will allow the client to make comparison of various budget points along with capabilities, and weigh these options against current and anticipated needs, as well as planning for interfacing to network and other technologies present in the facility.

The format of this report includes blanket recommendations for audio and video systems, as well as functional recommendations for each space and followed by budget estimates for each space type, as well as any breakout options for each space – which provides alternative concepts for consideration.

2. Information Gathering

These recommendations are based upon basic identification of scope made through preliminary discussions and a meeting held with City of Ukiah stakeholders on August 15th, 2019 at 9AM at the Civic Center. Attendees at these meetings included:

- | | | |
|----------------------|--------------------------|---|
| • Mary Horger | City of Ukiah | Procurement Manager |
| • Michael Ingwell | City of Ukiah | Information Technology Network Specialist |
| • Kristine Lawler | City of Ukiah | City Clerk |
| • Erik Geiger, CTS-D | ABD Engineering & design | Senior Audiovisual Consultant |

Changes to the budget will reflect a further refinement of scope, based upon latest drawing and design information updating space quantities and requirements, as well as the latest pricing estimate information from manufacturers.

The current revision to the program and budget documents (R.1.0) is presented from comments received from Mary Horger via email on Friday September 20th, 2019.

3. Scope

The following spaces have been identified as requiring audiovisual, collaborative and conferencing, and event capture, recording and streaming systems as part of anticipated space additions, including integration with existing systems, servers and software platforms:

- **City Council Chambers** – An approximately 60' by 35' wide room with a dais seating up to seven persons facing an audience area of seating for approximately 120 persons, with an public

podium, clerk's desk in the center radius of the dais, as well as a portable table for up to 2-3 city employees, as well as portable furniture for use in planned and ad hoc meetings of 6 to 12 individuals – in lieu of the dais. Associated spaces include:

- **AV Rack And Broadcast Production Room** – Also located behind the council chambers, off an adjoining corridor, this space houses the existing AV equipment rack, as well enterprise network equipment, and feeds to local cable television – along with associated hardware and a demarcation cabinet. It is intended that this space be used for all new audiovisual headend equipment.
- Other areas of project scope will include:
 - **Conference Rooms**
 - **Conference Room 3** – A larger 12-18-person conference room in the main building, to be used for internal city meetings, as well as conference calls, remote web-conferencing, and the ability to stream meetings to the community via the public internet (using Civic Plus cloud services).
 - **Conference Room 5** – A smaller 6-10-person conference room in the Annex building, to be used for city department meetings, with the ability to support conference calls remote web-conferencing, and the ability to stream meetings to the community via the public internet (using Civic Plus cloud services)
 - **Portable Equipment** – At this time the compliment of portable systems is anticipated to be minimal and is focused on that which supports shared assistive listening functions in the facility.

These spaces as described above are treated as typical for the time being. Whereas the reader should refer to the line-item budget estimate document appended to this report for specific room quantities or systems numbers. As further detail is developed and confirmed, this report will break out additional spaces from these typical descriptions to capture the minor functional differences as established though the client.

4. **Infrastructure Versus Systems Approach**

The City of Ukiah should be clear about the difference between providing infrastructure and purchasing installed systems. If proper infrastructure provisions have been made, systems and functionality can be added later as funds become available or as emergent technologies become available, without the need to engage in costly and often destructive renovation or adaptation of the now existing facilities.

- **Infrastructure** can be thought of as part of the overall building design. What can be assumed is that at some point in the future, the systems installed at initial building occupancy will be replaced by updated/upgraded systems, or systems that were not accommodated by capital budgets at the time of construction. Pathways, boxes and enclosures, and integrated network topologies that afford the maximum flexibility for these systems show a low cost of acquisition versus cost to add them in the future. Our value as consultant is the planning of this infrastructure to anticipate these future needs, while effectively making use of the existing infrastructure in place, so as to avoid costly architectural or structural modifications to the space being renovated or upgraded.
- **Systems** refers to particular software applications, devices or hardware, cabling and connectivity that are connected by the infrastructure. Systems can be thought of along the lines of FF&E or IT hardware in a facility; various choices can be made about its quality and quantity. Systems or components of systems can be swapped out as they become obsolete and be replaced and upgraded, provided the infrastructure was planned to accommodate them.

Infrastructure should be planned and included for initial occupancy, whether the audiovisual system is purchased or not. Some equipment can be purchased for initial occupancy, while other equipment purchases can be deferred and designated as “Future” within the documents.

We suggest that team review the information presented on two separate but related levels: the general intent to provide infrastructure that will support audiovisual capabilities and the specific level of initial equipment purchase versus that which is designated as “Future” to be deferred to forthcoming capital budgets.

5. Equipment Installation Designations

This document *is not a technical specification* and does not provide details such as manufacturer or model number. The information supplied is a summation to be combined with the budget material in order to make financial and functional project and audiovisual applications decisions.

The document refers to systems as having one of the following installation designations:

- ***Dedicated*** - Systems or equipment items that are included in the current day-one project scope, to be purchased and installed within the designated space or room, under the audiovisual bid documents by the awarded AV contractor. Items with this designation appear as a quantity in the budget of that space.
- ***Portable*** - indicates that the equipment is needed less frequently and can be shared between spaces and systems and stored in a central equipment pool. Only a few items with this designation may appear in the budget. Typically, devices such as assistive listening receivers, video-cameras and tripods, and similar such items are designated ‘portable’.
- ***Owner Furnished* or *OFE*** - is that which is provided by the Owner or Using Agency, for user as either personal portable devices, or for installation and integration by the AV Contractor. This equipment is thus not part of the audiovisual program budget but is an allocation from other FF&E or Owner’s capital expenditures.
- ***Future*** - indicates that the capability may not be required initially, or the project budget may not allow for the initial procurement under the project scope, but infrastructure and systems design provisions should be made to accommodate the integration of the equipment or systems at some time in the foreseeable future. Items with this designation as designated as such in the budget, but do not present a cost within the current budget – outside of the infrastructure planning requirements.
- ***Existing to Reuse/Existing to Relocate*** – is equipment that is currently installed within or part of the Owner’s assets, that will be removed from existing facilities or storage, turned over to the AV Contractor for cleaning, adjustment or repair, and reinstalled under the project scope of work. The audiovisual specifications will address how the AV Contractor is to handle such equipment – including situations where the equipment proves unusable due to damage or obsolescence.

6. Roles of the other Trades

Typically, there are four types of contractors that have a significant role in the completion of the audiovisual portion of a project: the general contractor (or construction manager), the electrical contractor, the low-voltage structured cabling contractor and the audiovisual contractor.

- The ***general contractor (GC or CM)*** provides all required structural work, wall openings, platforms, fire prevention, safety devices, rough and finished trim, painting, plastering, patching, acoustical treatment, HVAC (through subcontractors), as well as certain pieces of audiovisual equipment and infrastructure, that often includes: projection screens, motorized projector and equipment lifts and motorized hardware, in-wall enclosures and equipment ventilation pathways.

The GC will often be responsible for coordination of millwork that includes accommodations for AV racks and hardware and the ventilation required to cool equipment.

- The **electrical contractor (EC)** provides all conduits, raceway and permanently installed standard and specialty boxes, enclosures and devices in floors, walls, and ceilings; medium-and-high-Voltage power wiring and breaker panels, as well as hard-wiring of power to devices such as projection screens and motorized lifts.
- The **low-Voltage structured cabling contractor (LVC)**, who may or may not be part of or under contract to the electrical contractor, is responsible for providing and installing all the structured cabling to serve the information technologies network and networking systems in the facility. This includes at horizontal and riser copper category cabling, all fiber-optic cabling, jacks, patch panels, terminations and enclosures, as well as build-out of all IT rooms/closets and data center facilities, and may include all open tray and pathways systems, as well as the technical grounding systems associated with structured cabling. These systems are an integral part of current and future audiovisual systems topologies and must be thoroughly coordinated by both the design team prior to construction, and by the GC, EC, LVC and audiovisual contractors during construction to ensure the appropriate integration and functionality is supported.
- The **audiovisual contractor (AVC)** provides a turnkey audiovisual system to the Owner. They acquire and furnish all new audiovisual equipment; hardware, software and programming; as well as cabling, connectors and terminations to ensure the installation of a complete and operating system. They provide, or sub-contract for; pre-installation, on-site installation and wiring required for the audiovisual system and systems documentation manuals for the owner. The audiovisual contractor puts together systems from documentation produced by the audiovisual consultant.

7. Draft Concept-Level Recommended Standards and Best Practices for Audiovisual Systems

The audiovisual systems at the City of Ukiah Civic Center should follow the standards as established by the Information Technologies group, as well as AVIXA/ANSI and industry best-practices in the design of the audiovisual systems.

These standards should form a baseline for systems design in the current anticipated paradigms of the project timeline, and should adapt and change as the project progresses, to address relevant emergent technologies and systems as they appear in the marketplace.

Overall, systems should directly facilitate the role of the City in serving its constituency openly and transparently with the tools available to its elected representatives and staff. These systems should do so flexibly within the skill sets and expectations City staff and council members, and in particular the City Clerk who will take the lead role in running these systems – as well as the Council sessions as well as other official meetings. The skill sets of any City staff or user – including members of the general public, should never be a limiting factor in the systems capabilities or operations but should always provide the best possible user-experience and serve intuitive reasoning and established workflow.

Standards, as applicable to this project, should include:

7.1. Display Size & Aspect Ratio

- A. Displays will make use of emissive display technology as possible, eschewing projection systems for working environments and group sizes that allow emissive flat panel displays to be used exclusively.
- B. In presentation-oriented rooms and areas, displays should be sized to the furthest anticipated viewing location in the room to a ratio range of 8:1 to approximately 6:1 that distance respective to

display image height to allow for 'general' and 'detailed' levels of viewing of video and images, as well as text and graphics, respectively.

- C. Flat Panel Displays should anticipate a minimum of UHD (3840x2160) resolution at the time of bid, with 1920x1080 minimum resolution, at the standard 16:9 aspect ratio for these types of displays.
 - 1. Single-unit direct-view display types are recommended in locations where viewing distances are 28 feet or less from the most-distant seated viewer. Distances over 28 feet must be a projection system or an ultra-thin body array of multi-unit displays or a direct view LED wall in locations where remote conferencing and collaboration is to be used a majority of the time.
 - a. As larger than 98" flat panel displays come to market these can be evaluated in lieu of a projection system provided proper viewing distances are adhered to.
 - 2. In many locations/systems there may be a desire to support 4k resolutions as future content and the nature of the work may benefit from increased resolution. 4k resolution is readily available in professional grade and consumer displays and its application will need to be vetted with respect to the overall project budget and may be selectively applied to key displays or rooms in the new facility.
 - 3. Some display wall systems will achieve a higher than 4k resolution when multiple displays are combined as described further in the report. This combined resolution will meet and may even exceed the desired 4k resolution, even if the individual display units are not identified as such. The goal for the systems design will be to scale or limit those ultimate resolutions accordingly so that they will display content appropriately.
- D. Projection systems should be designed to provide a minimum resolution of HD or WUXGA, sized to a 16:9 aspect projection screen, to provide a minimum of 15:1 contrast ratio for Basic decision making – relative to the vertical ambient illuminance at the screen: either as ambient artificial or daylight.
 - 1. Projection screens to be used in these applications should be tab tensioned type, motorized, 16:9 aspect ratio. Where high ambient light levels are anticipated, particularly due to daylighting conditions, an ambient light rejecting (ALR) screen surface will be used.
 - 2. Projectors shall be located in a space where they can be accessible for maintenance without the need for special personnel lifts, scaffolding or other arrangements. Where a projector cannot be located and made easily accessible, a motorized projector lift will be used – which may require special coordination with respect to structures, other systems and Trades – such as fire-protection systems, HVAC, plumbing and drain conduits, electrical systems and finishes.
 - 3. Projectors which are to be concealed, should be housed in niches and alcoves which are either large enough to facilitate convective airflow and support the active airflow pathway of the projector, or be integrated in the HVAC systems or zones in a way that will support the cooling requirements of the manufacturer.

7.2. Video Sources & Signal Transport

- A. Hard connections should be provided at the following locations:
 - 1. One shared per every two (2) dais seats
 - 2. One at the podium
 - 3. Two (2) at the clerk's position
 - 4. One at each conference table (or) conference room surface

Which will allow for direct connection of sources such as laptops and user devices. Though it is anticipated that the primary means of connection to display devices will often be wireless in nature,

a wired connection provides a reliable backup to the wireless systems and simple means of connecting to the room for those that prefer the simplicity and security of a wired connection.

- B. These connections points should be planned in wall-mounted locations or in furniture, and anticipates use of existing in-floor or floor box connectivity at all fixed and even some instances of movable furniture. Only in cases where an open floor workspace is planned will in-floor connectivity be considered acceptable in place of tabletop connectivity.
- C. Hard connections should accommodate only digital outputs from source devices.
 - 1. HDMI is recommended for high-resolution digital signals, as it is currently to most common connection found on user/consumer equipment and may be readily adapted to other less-common or emerging formats such as USB Type-C, Apple Thunderbolt, Display Port, and using simple passive or active adapters.
 - 2. It is anticipated that the program audio from sources devices will be embedded in the HDMI signal.
 - 3. Hard Connections at tabletop surfaces should be provided with a flush-mounted, in table service box providing captive cable connections, as well as 120 Volt and 5 Volt USB power, including provisioning of USB Type-C connections, providing up to 30-45 Watts of power – depending upon configuration of the in-table services used.
- D. Wireless presentation capabilities have been requested by the staff and should be provided in each space as defined in the next section. This technology allows end-users to display content from their own source devices - including smart-phones and tablet devices, to present multimedia content on the room display through the enterprise Wi-Fi network, as well as in some instances offer advanced mirroring and collaborative capabilities, and even cloud-based document and media access and web-conferencing services, such as Zoom conference (as supported by IT-Services) as well as Google Hangouts and Skype.
 - 1. Advanced wireless presentation systems that ABD would recommend the facility test and consider offer simplified connectivity and advanced features as described above. These include:
 - a) Mersive *Solstice Pod* – An embedded Android-based wireless presentation device that supports all major OS types, provides a dual-NIC for both enterprise and guest network integration, as well as dual-outputs to support multi-screen or multiple destination applications
 - b) Crestron AirMedia 300
 - c) Extron ShareLink 1000
- E. A Video-Over-IP platform should be used for all larger-scale systems in the facility, such as the flexible input/output locations in the Commons. This type of systems allows for the input, routing/matrixing, sidechain processing, and output of signals using a standard TCP/IP Ethernet networking topology, including use of standardized managed IP edge and aggregation switching, routers and hardware. These applications anticipate the ultimate pathway AV technologies will migrate over the next couple of years as IP transport overtakes HD-Base-T and other proprietary UTP and fiber based serial transport technologies.
- F. HD-Base-T signal transport is recommended to be used for all interconnection of audiovisual systems in head-end rack-only systems or smaller room-only systems in the facility. This technology has been well established in the industry and used in public and municipal buildings for over a decade.
 - 1. The digital transport system should utilize F/UTP network cabling, such as Category 6A cable, as the physical transport medium. This cabling infrastructure is not anticipated to be part of the enterprise network, but will function as its own proprietary system within each room. This system will minimize infrastructure size requirements by combining

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signal types – analog and digital video, analog and digital audio, and AV control signals onto a single cable.

2. Though current audiovisual transport is based upon HD-Base-T, it should be anticipated that the future of media transport will further migrate to IP network standards as those technologies discussed above, as the technology proliferates and commoditizes toward smaller systems and spaces.
3. Network connectivity should be planned for day-one to accommodate H.264 IP streaming for recording and multicast distribution services (currently supported by the school and its online learning options), as well as to accommodate IP network distribution - which is anticipated to eventually be the replacement for HD-Base-T transport topologies as discussed above.

G. Streaming/Recording and Web-Conferencing:

1. Web-conferencing *is a* requirement within the project, but consideration should be given to conferencing systems as described in the room sections. Web-conferencing solutions will include integration of systems traditionally associated with standards-based conferencing, and bridged to a room PC or dedicated bridging appliance - which will be the hosting device for the web-conferencing software platforms used. In smaller rooms, USB cameras and USB microphones will be connected directly to a user laptop or dedicated room PC - allowing for economical deployment of web-conferencing, where other applications are not required.
2. There is a desire to support two modes of conferencing in spaces, using both a room-based PC (clerk's), as well as providing the necessary interfaces to allow end-user devices, running client software and using a personal identity, to connect to the microphones, speakers, display and camera in the room for conferencing applications. Both modes are desired and should be supported.
3. The City is currently using a service called Civic Plus to provide recording, streaming, archiving, as well as agenda, vote tally, and minutes compiling services to the City. This service relies upon a web-interface to cloud-services hosting by Civic Plus, as well as audiovisual ingest for recording/streaming/archiving through an AV to H.264 encoding appliance. The current encoder in use by the City is a Matrox unit recommended by Civic Plus, but it does not allow for local recording/capture, nor does it support encoding of dual sources – such as simultaneous room video and presentation content, processed into a picture-in-picture (PIP) or picture-by-picture view.

a) ABD recommends replacing the Matrox encoder unit with a comprehensive encoder that support both encoding of dual video/content sources, along with audio sources, and supports simultaneous live streaming and recording to a local flash drive. This unit will allow control interface to the clerk, through their local touch panel, for 'start', 'stop', 'pause' functions, as well as selection of content source presentation (PIP mode), and will supplement the web-interface provided as part of the Civic Plus service. Viable substitutes for the Matrox encoder, as verified through Civic Plus, include:

- (1) Extron SMP 351 Streaming Media Processor:
- (2) Epiphan Pearl Mini
- (3) Matrox Monarch LCS

b) The cost for each of these, when compared with the base Matrox Monarch HD suggested by Civic Plus, would be about:

- (1) \$1,500 more for the Matrox LCS
- (2) \$1,700 more for the Epiphan
- (3) \$2,800 more for the Extron device

7.3. Audio Systems

Audio systems in the spaces should be designed to maximize intelligibility of speech in meeting and conferencing applications, as well as in recording/streaming and playback operations. In addition, systems should support quality reproduction of program audio and associated low-level background music that accompanies video content. To suit these requirements, we recommend the following be implemented:

- A. Audio processing DSP processors with echo-cancellation (or appliances with built-in soft-codec support should include the appropriate AEC) should be provided in all systems and spaces where conferencing is to take place – and need to include the appropriate Civic Center-compatible SIP interface. DSP systems should also be used with systems which incorporate streaming or recording.
- B. Microphones will be provided as required to serve the following functions:
 - 1. Voice reinforcement of speech at podium and dais seats
 - 2. Capture of speech in conferencing, streaming and recording
 - 3. Input to assistive listening systems as required by ADA-2010 to support accessibility
- C. Microphones should be provided, as dictated by room size and function, to serve either conferencing function, voice reinforcement function, or both – as identified by room type. Specific requirements for microphones should be identified by function:
 - 1. Wireless microphones should be provided for presenters in both voice-reinforcement and conferencing settings. Systems should consist of a clip-on lavalier (or head-worn skin-tone matched) microphone and belt-pack transmitter unit with a compliment of hand-held wireless units for use in the conference center with audience members.
 - 2. Microphones for in-room conferencing, recording and monitoring applications should be of a single or multi-element ceiling pendant-mounted type, to allow for pick-up of all seated participants in a room without the need for tabletop or body-worn microphones. It should also be noted that these microphones are for providing audio to the far-end of a conference ONLY, and are not suitable for in-room mix-minus voice reinforcement applications.
- D. Spaces should be provided with the following connectivity to serve outside media organizations:
 - 1. At the most basic level, the space should be provided with audio and video feeds for Comcast Public Access and recording/streaming devices.
 - 2. Also, public media feeds will include a combination of XLR-male outputs from a fixed wall panel or portable distribution box – that connects to a single point at the wall.
- E. It has been determined that by the size and nature of application of AV in all spaces in the facility that assistive listening systems will be required as per the 2010 ADA and noted by space-type.
 - 1. The baseline required systems for identified spaces should be basic infrared (IR) type systems to economically support the ADA guidelines.
 - 2. An alternate system using the building Wi-Fi, on a dedicated local access point, which will allow the hearing-impaired to use their own Wi-Fi enabled devices and ear buds or headphones, to receive in-room audio. These units are finding acceptance as they address end-user avoidance of “house” provided listening assistance receivers and earphones due to concerns regarding hygiene and visibility or perceived ‘awkwardness’ with typical ALS devices. In order to meet the intent of equal access in the ADA requirements, this system would be considered ‘supplementary’ to the IR system noted above.

7.4. Audiovisual Control Systems

Integrated controls are anticipated to be provided for each system in the facility, no matter how complex or simple, to allow a fixed straightforward and intuitive user interface for the most often and most critical functions of each system in each space:

- A. Control systems should provide control of not only audio and video systems within a space, but allow integrated control of other in-room systems, such as room lighting. These items will require coordination between ABD, the AV Contractor's sub, and the City's Facilities staff.
- B. The control systems software and programming, including all source code files, as well as compiled code, operating systems and source content/image files, will become the property of the City as per the audiovisual specification to be issued as part of the RFP.
- C. Where available, all control system functions should be provided with software to allow emulation of the in-room control interface on user-devices such as tablets (iOS or Android) or smart phones. Typically, these systems will also include a dedicated touchpanel control at a wall or table, or in the main equipment rack to allow for a 'master control' location, should a wireless user-device not be present or active when needed.
 - 1. In larger spaces where public presentations and events are to take place, a secondary location should be provided in the room for connection of a remote touchpanel for operation by technical support staff.
- D. In smaller rooms and systems – such as conference rooms and huddle spaces, the basic nature of the systems being provided precludes the use of a dedicated touchpanel for control. ABD recommends that a simple wall mounted button control be provided adjacent to the display system for basic user controls such as system 'on/off', input source selection, volume 'up/down/mute' and other basic functions and provide for emulation of these functions on user-devices such as tablets and smart phones.
- E. Where possible, AV control systems should utilize IP network communications and integration, which may be leveraged with the City's IT department, or the supporting AV Integrator (or a managed services firm) to allow remote management, support and diagnostics.

7.5. Supporting Functionality & Integrated Systems

ABD recommends the following be taken into consideration during the design process to ensure the highest level of integration and functionality within each space equipped with audiovisual systems:

- A. Room lighting control should be integrated with the audiovisual control systems to allow seamless one-push or macro control of lighting alongside audiovisual settings or modes. This will include replacement of any non-controlled switches in the space(s) with control-integrated switching and dimming modules – which will allow control of the room lighting from a single point, and retain the wall-switches necessary for ordinary control of lighting.
- B. Network integration: The ABD audiovisual team will work with the IT-Services team to coordinate the provision of network infrastructure to support current, as well as anticipated future requirements for network connectivity – for applications such as hardware monitoring and management, as well as local and enterprise conferencing, media streaming and recording, and basic systems control and integration. Our design will reflect these requirements at each location based on equipment and application.
- C. The planning of the intended installation and cutover will need to be carefully planned to allow for use of the space during installation and demolition – by either providing temporary back-up systems, or by providing a cutover of less than four weeks from demolition to commissioning of new systems. ABD recommends soliciting solutions from each Bidder with options for comparison of costs and downtime – for selection by the City upon award after careful evaluation by ourselves with the City stakeholders.
- D. Modifications to the room furniture, finishes and millwork necessary to the integration of audiovisual systems and controls will need to be coordinated with and provided under the scope of the AV Contractor, through their provisioning under a subcontract and appropriate subcontractor(s), to ensure a coordinated turnkey system to the City.

- E. The systems as specified in the forthcoming RFP will include a one-year end-to-end warranty that includes extension of non-one-year manufacturer warranties at the AV Contractor's expense, as well as 'loaner' replacement equipment during service or replacement calls. This warranty will also include at least two (2) preventative maintenance visits during the first year, with optional pricing specified for extended service agreements to provide 2nd, 3rd and 5th year agreements beyond the first year included per the specification.
- F. Owner training will be included in the specification to address no less than 12 hours of owner training, broken into no less than 2-hour sessions – which can be tailored to segments of the City staff supporting different functions (i.e. – Clerk training, IT training, Councilmember training, staff training, etc...)

8. Audiovisual Space and Functional Requirements

It is the intent of this program that all existing audiovisual systems are beyond the useful life of their individual components as well as the combined functions required of a modern municipal council chambers. Therefore, ABD is recommending the “forklift” replacement of all existing audiovisual equipment, as well as related interfaces and hardware. The recommended replacement will include:

8.1. City Council Chambers

A. Functional Requirements:

- 1. Support for current format of City Council meetings:
 - a) A seven (7) seat dais for the following:
 - (1) Five (5) elected officials at dais, plus
 - (2) A City Attorney (1)
 - (3) A City Manager (1)
 - b) The City Clerk is seated at a table in front of the dais, acting in the role of meeting recorder and moderator
 - c) A table at the side of the dais provides two (2) seats for City staff, as needed, on a rotating basis.
 - d) A single-person podium, in front of the dais, for the testimony of the members of the public.
 - e) An audience of up to 120 in fixed seating, with additional overflow supported by operable partition walls behind the audience, allowing additional room for expanded audiences standing or in portable seats.
 - f) Integration with the current Comcast cable television uplink, to provide a public access broadcast, which will require feeds to and from the room audiovisual systems for:
 - (1) Ingest of room audio for broadcast
 - (2) Ingest of presented content for broadcast
 - (3) Output of room camera feeds for broadcast,
 - g) Integration of room cameras, content and audio for encoding for streaming and recording, as part of the City's Civic Plus cloud services platform: as well as us of these sources for image magnification (I-mag), recording and streaming by the City
- 2. Support for non-council meetings, using portable furniture to provide ad-hoc meeting and non-council format meetings, with use of unified-conferencing (UC)/web-conferencing, as well as audio-conferencing and presentation.
- 3. Support for public events, where presentation of films and video projects, as well as talks by presenters may be supported for an audience of up to 120-200 persons.

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4. Presentation of high-definition content: Graphics, spreadsheets, photographs and presentations of still imagery and high-definition video
 - a) Display of content from wired connections in the room, including:
 - (1) HDMI inputs between each pair of seats of the dais
 - (2) A Room computer located at the Clerk's desk, as well as an additional HDMI input for the Clerk's laptop or accessory computer for public use with flash drives and the like
 - (3) HDMI input at the podium for use by a public presenter lacking the ability to use the wireless presentation appliance
 - (4) HDMI input at the City Staff table, for presentation from City Staff members
 - b) Display of content from wireless presentation device by either dais members, or from the public podium, - as moderated by the clerk or councilor.
 - c) Displayed content must be visible not only to the audience in the room, but also visible to each person seated at the dais, through their own personal monitor if possible.
5. Audio quality is paramount, and must be unified with Conferencing and AV room systems
6. Voice-lift for public presenters, using wireless microphones - including lavalier, handheld and tabletop panel-discussion units
7. Voice-lift for members of the Council and those seated at the dais, including legal counsel, City Manager and other members of the City staff.
 - a) The microphone systems should include buttons to allow push-to-mute, momentary switches to allow sidebar conversations by those seated at the dais, with moderator control by the Clerk, as well as Clerk control of the public podium microphone, and wireless units in operation.
 - b) The microphone systems should also support a mix-minus audio feed to the base speaker units, to allow those at the dais to hear the amplified audio from the other microphones in the room, and not rely upon the room speakers, which are intended for the public to hear intelligible audio.
8. Recording and streaming of sessions and events, using in-room cameras.
 - a) Recordings must be able to be paused via the Secretary's controls at points within the meeting without resetting the recording or beginning a new recording. Record files must be a single contiguous file with pauses retained.
9. Provision of audio and video feeds to CVTV, including room microphone mixes and source content as displayed on the room display, for switching and mixing into the CVTV production by CVTV staff.
10. Media feeds at the back of room spaces for press and mass-media ingest of audio for live and recorded use.

B. Display

1. Provision of four (4) LCD flat panel displays, two (2) 98" diagonal or larger in the corners of the front of the room, behind the dais, with additional (2) 75" diagonal displays on the side walls in the center of the audience area – to allow improved viewing of detailed information such as tables and spreadsheets.
2. Provision of one (1) ceiling mounted projector and motorized projection screen, centered above and behind the dais, sized to allow good viewing of detailed content and non-council meeting event content. The motorized screen may be a contoured-case surface mount model, or may be cut into the existing ceiling angled-soffit. The screen should clear the tops of the dais seats and provide a centered image that caters to the seated audience area, but may also be used for non-council meetings and UC/web-conferencing.

3. **[OPTION B]** Provision of a new 110” diagonal (up to 120” diagonal) direct view ultra-thin-bezel 2x2 (2-units high by 2-units wide) display wall system. (Refer to budget item Option B)
4. Provision of seven (7) total, 19”-21” diagonal low-profile monitors at the dais positions. Monitors should support a minimum of HD resolution (1920x1080) and brightness of no less than 350 nits. Monitors may be cut-into the dais top to allow for clear line of sight over the dais front to the audience.

C. Video

1. Video switching, routing and processing using an IP-based system of input and output encoders.
 - a) A single encoder should be used at the dais, with a small switcher local to the dais to economize on the up to four (4) inputs of which only one will be used at a time.
 - (1) Each HDMI input at the dais and podium will also have an attached adaptor to allow use of mini and micro-HDMI source connections, as well as Display Port (DP) connections.
 - b) A separate set of encoders at the Clerk’s desk should be provided for the Clerk’s computers and laptop input.
 - c) An encoder for the Podium location and City Staff table, one per
 - d) A decoder for each of the following:
 - (1) Feed to the Comcast system
 - (2) Room displays (flat panel displays (4) and Projector (1))
 - (3) Dais displays, with distribution amplifiers to send decoded signal to all seven (7) monitors.
2. Wall-mounted pan-tilt-zoom (PTZ) cameras (2), one mounted at the back of the room for capture of the dais, with a second camera at the side of the dais for capture of presenters and audience, and also to be used for web-conferencing
 - a) **[OPTION A1]** A third PTZ auto-tracking camera at the side of the room, facing the dais obliquely, to provide quartering and close-in views of councilmembers and presenters. This camera would rely upon software running on a local VM-Ware server to provide the tracking intelligence.
3. In-room dedicated computer to support presentation and web-conferencing, with appropriate hardware to facilitate remote use of KVM functions, or wireless keyboard & mouse.
4. Stand-alone capture hardware for streaming and recording of events. This hardware will also provide a RTSP protocol H.264 streamed output to the Civic Plus cloud platform used by the City – as described in Section 7 of this report.
5. AV bridging hardware to interface a dedicated web-conferencing PC computer to audio/video systems in room.
6. An in-room wireless presentation appliance to allow display of content from user device over the in-room Wi-Fi

D. Audio

1. Networked audio routing and processing DSP unit, in equipment rack, with built-in SIP interface for VoIP conference calling. This DSP will provide the necessary processing of room sources as well as providing the required outputs to not just the room, but to the Comcast feed for their broadcasts.
2. One (1) wireless handheld microphone
3. One (1) wireless lavalier microphone & belt-pack transmitter

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4. Two (2) tabletop “puck” wireless microphones for use with 6-12 person conferences, including UC web-conferencing
5. Wireless microphone antenna distribution with ceiling antennae
6. Ten (10) table-top gooseneck microphones with built-in mix-minus monitor loudspeakers for use at the dais (7), the staff table (1) and the podium (1), as well as the moderator unit (1) at the Clerk’s position. These microphone systems will each feature push-to-mute (or push-to-talk, in the case of the Staff table) buttons to allow side-bar conversations, which may otherwise be controlled or overridden by the Clerk through the moderator functions of their delegate unit or through their control panel.
 - a) **[OPTION A2]** – Replacement of wired gooseneck conference & delegate type units with a wireless system of microphones and speaker bases, with host master control unit in the equipment rack, as well as charging and storage bases. See budget Option A2 for cost over base cost for wired system.
7. Four (4) ceiling pendant microphones to support larger UC web-conferencing sessions, as well as to pick-up and record audience and media statements not made at the room podium.
8. A pair of high-quality columnar loudspeakers, one mounted to each side of the dais, to provide voice and program audio reinforcement to the audience, with required amplifier in the equipment rack.
9. ADA 2010 required assistive listening systems (ALS), including:
10. ADA compliant IR emitter unit at ceiling with input from audio DSP, and accompanying required IR receiver units with matching earphones and required T-coil neck loops
11. Wi-Fi ALS transmitter and interface, for integration to local Wi-Fi AP for guest access and use with personal smartphones and earbuds or Bluetooth capable prescriptive hearing aids.
12. Media feed panel(s) at the rear of the room to provide balanced XLR-3m audio connections to outside media organizations during meetings and events. The panel should be remotely powered and require no local support other than connecting audio input devices provided by the media organizations themselves.

E. Control & Miscellaneous

1. Integrated room control, with a control processor controlled by tabletop touch panel or accessory tablets/laptops, such as iOS devices.
 - a) **[OPTION C]** – Addition of integrated room lighting control systems – replacing the wall switches (4-total, with two (2) 120 Volt dimmers, and (2) 277 Volt on/off switches), with an integrated lighting control processor/dimmer and associated low-voltage wall switches, which will allow integrated control of lighting from the room touch panel(s) or tablet devices. Refer to budget section “Option C”.
2. Touchpanel control of room functions, with base costs providing a 7”-10” size touchpanel. Touchpanel control of the AV systems will include:
 - a) Room power on/off with standby
 - b) Selection of active video input to the displays or projector, as well as Civic Plus and Comcast
 - c) Control of session recording and streaming (outside of Civic Plus), with simple ‘start’, ‘stop’, ‘pause’ and ‘write/publish’ controls.
 - d) Control of the audio-conferencing devices, including moderator control of the dais and podium microphones
 - e) Audio volume controls, as well as basic controls for the audio when used with the UC web-conferencing PC in the room
 - f) **[Under OPTION C]** Control of the lighting presets, in a fixed number of scenes for recall

- g) Presets for non-Council meetings and events, with the following opening page options:
 - (1) Council Meeting
 - (2) Non-Council Meeting (non-dais, tabled meeting)
 - (3) Public Event (Presentation, without recording or streaming)
- 3. Emulation of touchpanel controls using a portable device(s), such as iPad and iPhone or Windows PC.
- 4. Equipment rack located in adjacent Control Room, allowing easy tech support and access
- 5. An IP PoE network switch, 1 GB, with stackable SFPs and a minimum of 24 PoE+ ports for use with the audiovisual systems. ABD will need to coordinate the purchase of this switch with the City – to either be owner-furnished or purchased by the audiovisual integrator.
- 6. Sizing and planning of systems to allow for extension to/from and integration with any existing or future Emergency Operations Centers (EOC)

8.2. Conference Rooms 3 & 5

A. Functional Requirements:

- 1. Presentation of high-definition content: Graphics, spreadsheets, photographs and presentations of still imagery and high-definition video
 - Display of content from wireless presentation device by any participants in the room
 - Display of content through wired connection at the boardroom table, using captive cable in recessed box
- 2. Video and audio teleconferencing using web based UCC/UC platforms
- 3. Recording and streaming of meetings, using in-room UCC camera, to Civic Plus using a dual-channel, dual-input encoder

B. Display

- 1. Large flat panel display (1 per room – a 75” in Conference 3 and a 65” in Conference 5), wall mounted above the existing credenza unit (credenza to be reused)

C. Video

- 1. Simple auto-switcher for selection of inputs to display – table HDMI, wireless, in-room PC
- 2. Wall-mounted fixed zoom camera for capture of attendees for web-conferencing, streaming and recording
- 3. In-room dedicated computer to support presentation and web-conferencing, with combination wireless keyboard/trackpad for control
- 4. In-room streaming encoder/recorder for capture of meetings and presentations for editing and redistribution, as well as live streaming through the Civic Plus cloud service.
 - It is the assumption of this report that the Civic Plus cloud services support of streaming to public viewers includes the appropriate multicast reflector services – which are not included as part of this report or attached budget.
- 5. In-room wireless presentation appliance to allow display of content from user device over the in-room Wi-Fi
- 6. Captive HDMI cable at tabletop, fed through recessed in-table box, for connection of laptops or HDMI sources.

D. Audio

- 1. One (1) (Two (2) in Conference 3) multi-element pendant ceiling microphones
- 2. USB audio bridging device for UCC interface to room PC, with Bluetooth capability for use in bridging audio calls from laptops or smartphones

3. Stereo soundbar type loudspeakers and amplifier for program and conferencing audio support
4. Wi-Fi ALS transmitter & ceiling-mounted antenna. Portable basic smartphones, earphones and T-coil loops for checkout from staff as needed
5. **[OPTION D]** – Addition of SIP dialer interface to room (DSP Processor) to support VoIP calls without the need for a 3rd party softphone or user smartphone to interface to room via the UC interface or through Bluetooth. Refer to “Option D” in the budget document.

E. Control & Miscellaneous

1. Wall mounted touchpanel control panel/processor unit for basic control of display power, input select force, volume and muting controls. All other room control will be through the PC computer and wireless keyboard/trackpad
2. Equipment will be mounted behind the display in an in-wall enclosure, as well as rear-mount hardware and devices mounted on the underside of the table or within pedestal legs. Additional equipment requirements would make use of existing credenza units

8.3. Portable Equipment

A. Functional Requirements:

1. Portable ‘pool’ equipment for flexible use, as needed, across the facility

B. Display

1. None

C. Video

1. None

D. Audio

1. Assistive listening devices – which will include IR belt-pack receivers as well as earphone and T-coil neck-loop accessories, along with rechargers and cords

E. Control & Miscellaneous

1. Owner Furnished tablet devices for control panel functions, as noted in other sections
2. Owner Furnished in-room PC computers for Clerk’s functions as well as web-conference/UC functions in Conference Rooms

9. **Audiovisual Planning Budget**

	Base Budget Systems	Optional Systems*
Project Total – Council Chambers	\$137,500	up to \$61,309
Project Total – City Conference Rooms	\$41,262	\$2,618

<- Revised in program budget spreadsheet.

**See Appendix Summary Sheet for itemization of options*

Refer to the attached appendix budget summary and worksheets which provide more room-by-room, system-by-system pricing breakdown, as well as a basic outline of device types and quantities which though not an explicit design, should provide additional clarification of programmatic intent and capabilities for more technically inclined readers.

The above recommendations address only the audiovisual guidelines for the building. Other requirements, such as ceiling heights, room lighting, automation systems, sightlines, building codes, life safety, ventilation, etc., will require further study and coordination and should be examined for compatibility with our recommendations.

If you have any questions, please call.

Sincerely,



Erik J Geiger, CTS-D
Senior Audiovisual Consultant – AV Practice Leader

City of Ukiah
Civic Center - Council Chambers Audiovisual Replacement



ABD Engineering & Design
Architectural Acoustics • AV Design • Noise & Vibration

Audiovisual Systems Program Budget - for City Review: Rev. 1.1

November 20, 2019

SPACE NAME	SPACE TYPE OPTIONS		QTY OF SPACES IN SCOPE	TOTAL EQUIPMENT COSTS	TOTAL LABOR ESTIMATE	TOTAL INSTALLED ESTIMATE	INFRASTRUCTURE ESTIMATE	TOTAL SPACE COST	TOTAL COST FOR ALL SPACES IN-TYPE	TOTAL PROJECT COST ESTIMATE
Base Level Systems	Systems Type	Option								
City Council Chambers	Base Systems - Council Chamber & AV Room	Base A	1	\$62,110	\$22,360	\$84,470	\$300	\$84,770	\$84,770	\$150,284
	Base Displays - (4) Large Flat Panel Displays	Base B	1	\$23,240	\$8,366	\$31,606	\$0	\$31,606	\$31,606	
	Base Projection Systems - Single Screen Over Dais	Base C	1	\$12,830	\$4,619	\$17,449	\$4,750	\$22,199	\$22,199	
	Option - Added Second Auto-tracking PTZ Camera for Dais	Option A1	1	\$7,500	\$2,700	\$10,200	\$0	\$10,200	\$10,200	
City Conference Rooms	Conference Room 3 - Base Systems	Base D	1	\$15,895	\$5,722	\$21,617	\$0	\$21,617	\$21,617	\$41,262
	Conference Room 5 - Base Systems	Base E	1	\$14,445	\$5,200	\$19,645	\$0	\$19,645	\$19,645	
Owner Furnished IT/Networking Resources			0	\$2,600	\$936	\$3,536	\$0	\$3,536	\$0	included in Chambers total
Portable Equipment			1	\$1,110	\$400	\$1,510	\$0	\$1,510	\$1,510	
TOTAL INFRASTRUCTURE COST ESTIMATE							\$5,050			
Alternates and "Below-the-line" Options										
SPACE NAME	SPACE TYPE OPTIONS		QTY OF SPACES IN SCOPE	TOTAL EQUIPMENT COSTS	TOTAL LABOR ESTIMATE	TOTAL INSTALLED ESTIMATE	INFRASTRUCTURE ESTIMATE	TOTAL SPACE COST	TOTAL COST FOR ALL SPACES IN-TYPE	TOTAL COST ESTIMATE OPTIONS/ALTERNATES
Base Level Systems	Systems Type	Option								
City Council Chambers	Option - Wireless Delagate Microphone Systems, All	Option A2	1	\$12,020	\$4,327	\$16,347	\$0	\$16,347	\$16,347	\$53,727
	Option - 2x2 Videowall at each side of Dais, in lieu of Single Display	Option B	2	\$11,305	\$4,070	\$15,375	\$0	\$15,375	\$30,750	
	Option - Lighting Control Interface, Replacement of Switches with Controlled Dimming	Option C	1	\$2,950	\$1,062	\$4,012	\$0	\$4,012	\$4,012	
City Conference Rooms	Option - Add SIP dialer/interface to room systems, in either Conf. 3 or 5	Option D	1	\$1,925	\$693	\$2,618	\$0	\$2,618	\$2,618	
TOTAL INFRASTRUCTURE COST ESTIMATE							\$5,050			

**Audiovisual Systems Program Budget - for City Review:
Rev. 1.1**

City of Ukiah

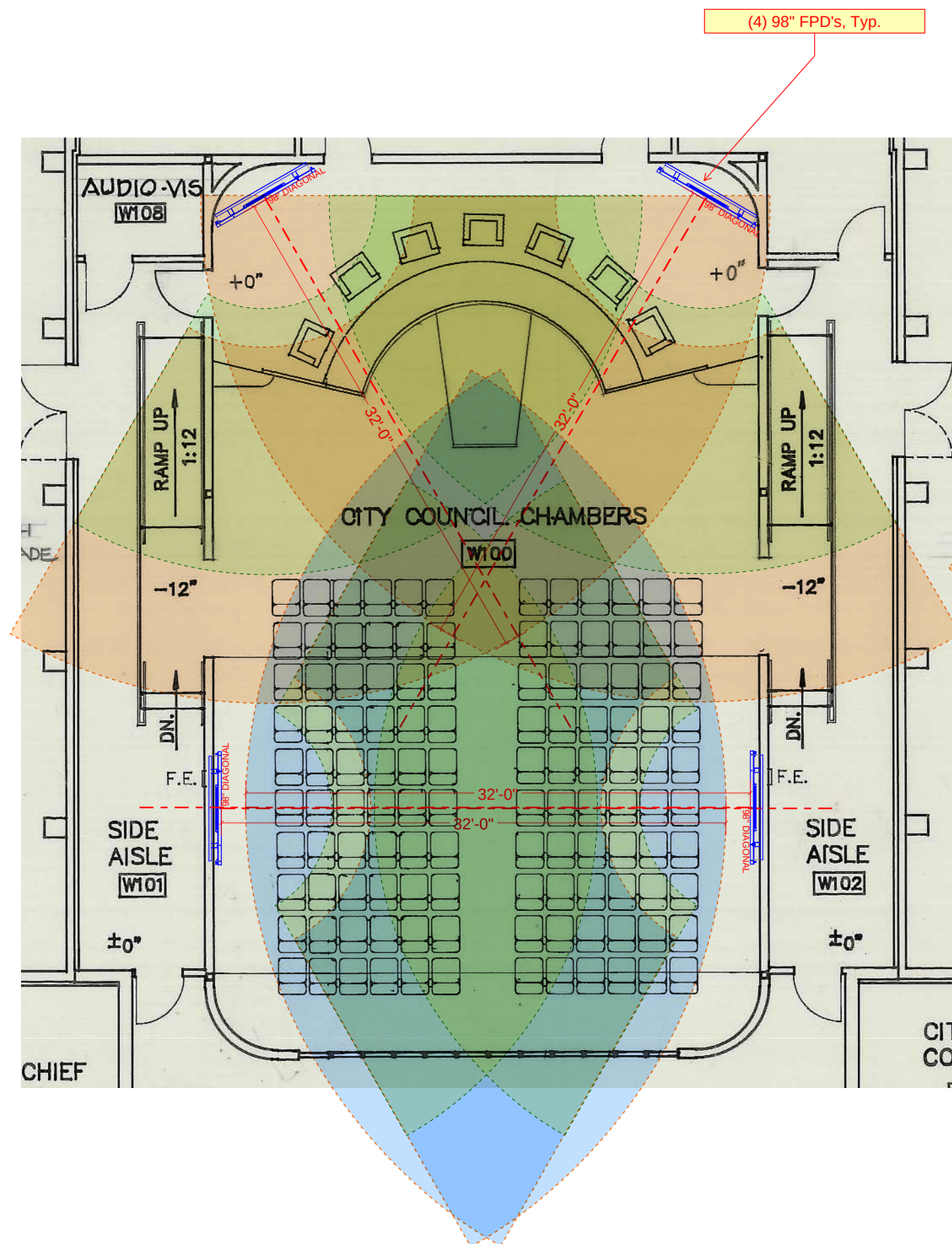
Civic Center - Council Chambers Audiovisual Replacement

City Council Chambers

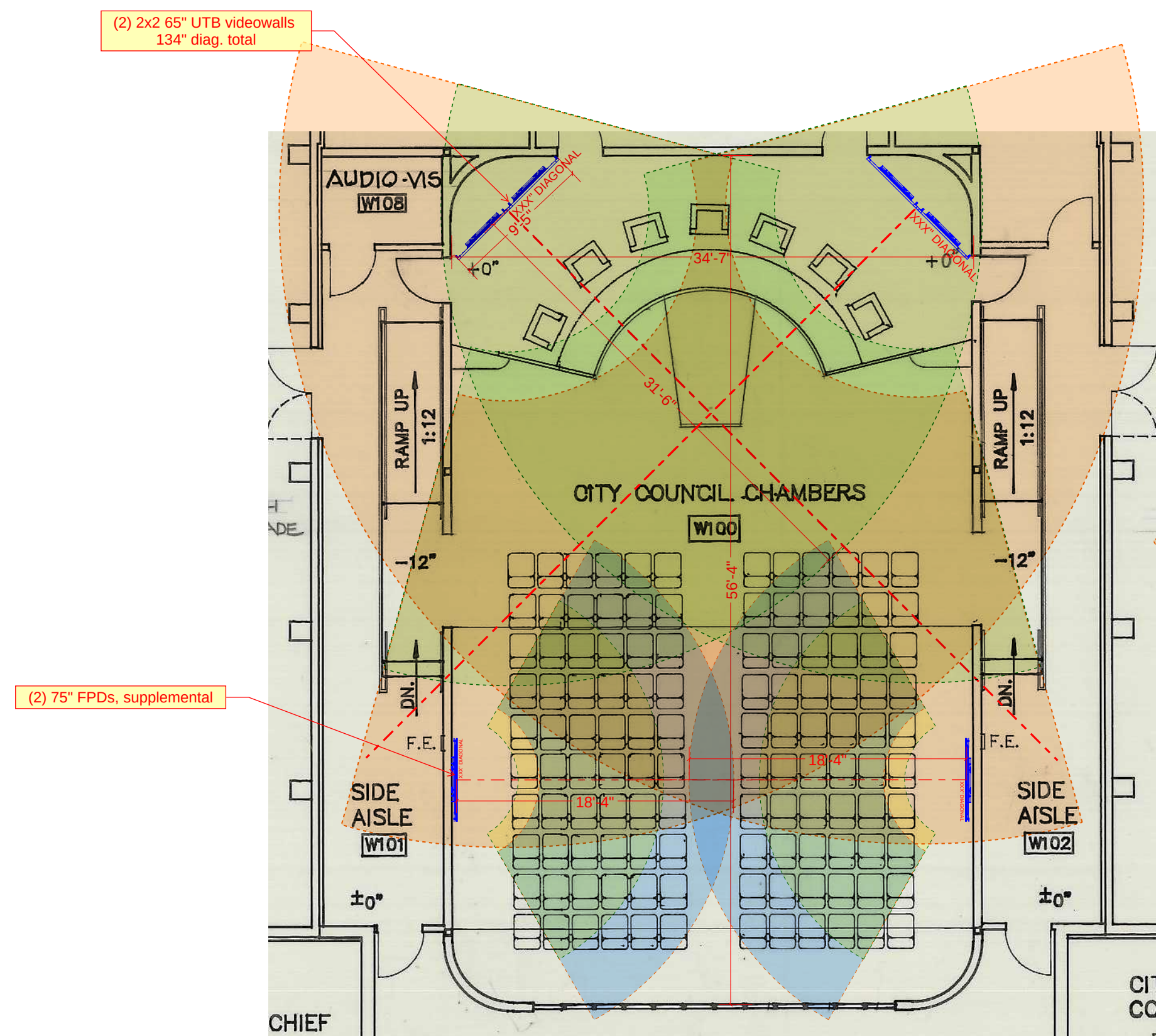
Program Designation			8.1	8.1.B	8.1.B	8.1.C	8.1.D.6.a	8.1.C.3	8.1.E.1.a	
Option Designation			Base A	Base B	Base C	Option A1	Option A2	Option B	Option C	
11/20/2019			QTY	QTY	QTY	QTY	QTY	QTY	QTY	
COST/ITEM										
DISPLAY SYSTEMS										
Projectors	Video Data Projector (Medium Venue) 2k 8-10k	\$ 11,500			1					
	Projector Mount - Ceiling surface (with access)	\$ 280			1					
	Projector Mount - Ceiling recessed service box	\$ 150								
	21-23" Monitor for Lectern/Presenter/Dias	\$ 280	7							
	65" Flat Panel with speakers	\$ 1,850								
	55" flat Panel Display - Thin Bezel for Array/Video-wall	\$ 4,235								
	75" Flat Panel With Speakers	\$ 2,250		2				4		
	86" Flat Panel With Speakers	\$ 5,649								
	98" Flat Panel With Speakers	\$ 7,950		2					-1	
	Surface mount for Flat Panel Display	\$ 285		4					-1	
Mounting System for Flat Panel Display Wall (COST PER DISPLAY)		\$ 650						4		
SUB TOTAL										
VIDEO SYSTEMS										
HD-Base-T	Video/Audio Distribution Amplifier - 1x6	\$ 650	1	1						
	Video over IP Encoder OR Decoder with two RJ45 network ports (one POE), IR, serial, balanced audio, (1) HDMI video connections	\$ 1,050	5	1	1			Held over from Base B		
	Video over IP Encoder/Decoder with SFP, RJ45 (with PoE) port, IR, KVM-over-IP, serial, balanced audio, VGA, and HDMI video connections	\$ 1,750								
	24-port Managed Switch (500 series) PoE	\$ 2,600	OFE							
	24-port Managed Switch (Enterprise 2950 series) PoE	\$ 7,800								
	Video/Audio Switcher, Small 4x1 HDBT Pair behind display/under table	\$ 1,300								
	Streaming Encoder Unit - H.264 over IP w/Record, dual-input w/PIP, Chassis/Card	\$ 2,850	1							
	Wireless Presentation - Appliance for Wifi presentation & mirroring + First 2 year	\$ 1,560	1							
	HD PTZ Camera - Ceiling or Wall mounted for VTC/Streaming	\$ 3,850	2							
	HD PTZ Camera - Auto-Tracking unit with software for Vmware	\$ 7,500				1				
VTC Type Systems	HD Fixed UCC Camera - with USB 3 output	\$ 900								
	Unified conferencing bridge, for non-VTC supported web/soft-conferencing applications USB-to-PC (Skype, Goto Meeting, etc.)	\$ 2,490								
	OFE PC for dedicated Unified Conferencing w/wireless keybd/mouse	\$ 750	OFE							
	Input Cubby/Connection box, flushmount, and cables (HDMI, USB-Type C pwr, etc.)	\$ 675	4							
	PC input wall-panel, below display (direct connection)	\$ 200								
	SUB TOTAL									
	AUDIO SYSTEMS									
	Digital AES Encrypted	Wireless HandHeld Microphone or Gooseneck Table Conferencing Mic	\$ 950	3						
		Wireless Lavalier Microphone	\$ 1,050	1						
		Wireless tabletop gooseneck mic & base, portable with charging base	\$ 1,650							
Tabletop Wired Delegate Unit - Gooseneck + Speaker Unit		\$ 855	9				-9			
Chairperson Tabletop Wired Delegate Unit - Gooseneck + Speaker Unit		\$ 1,435	1				-1			
Tabletop Wireless Delegate Microphone & Base - Gooseneck & Speaker		\$ 1,715					10			
Wireless tabletop gooseneck mic & base, portable with charging base		\$ 1,050								
Tabletop Wireless Conference Microphone & Base - Multi Element "Puck"		\$ 685	2							
Charging Station for Wireless Conf Units+Spare Batteries		\$ 1,500					1			
Conference Master Control Unit - Rackmount		\$ 1,075	1				-1			
Conference Microphones	Wireless Conferencing Access Point (AP) - Dante support of 125 I/O	\$ 3,575					1			
	Wireless Conferencing Access Point (AP) - Dante support of 4-8 I/O	\$ 2,650	1							
	Steerable Microphone Array - Digital, Ceiling Mounted, Flush/Pendant	\$ 1,400								
	Steerable Microphone Array - Extension Mic	\$ 850	4							
	USB Conferencing microphone(s) w/mixer/AEC & Extension	\$ 950								
	Digital Networked Audio DSP/Mixer - Dante/AVB + SIP/VoIP dialer/interface	\$ 3,850	1							
	12 XLR-3 out Media Feed Panel - Wall Mounted, Flush	\$ 850	1							
	Amplifier, 2-channel mid-power	\$ 1,200	1							
	Amplifier, Stereo mini mount	\$ 350								
	Program Speaker, high-quality flat-panel-display type, stereo pair	\$ 650								
Sterrable Mics w/Dante/ AVB	Ceiling Speaker, 8" voice & BGM - in high-ceiling/high-power	\$ 490	2 + Existing to Reuse							
	Column Speaker, High-power full-range unit with 20-degree vertical pattern	\$ 900	2							
	Assistive Listening System - ADA req'd: RF/FM system with antennae	\$ 1,050	1							
	Assistive Listening over WiFi - mono/stereo interface to enterprise Aps	\$ 385								
	Assistive Listening Receiver - RF/FM receiver with neck-loop/headphone	\$ 185	Portable							
	SUB TOTAL									
	CONTROL SYSTEMS & ANCILLIARY DEVICES									
	Digital AES Encrypted	Control System	\$ 1,600	1						
		Lighting Control Interface Module	\$ 550							1
		Lighting Control Dimmer Module - 120/277 V - 1600 VA	\$ 300							2
Lighting Control Switch Module - 120/277 V - 2500VA		\$ 150							2	
Equipment Rack, Complete 44RU		\$ 2,500	1							
Hardware, Cable, Connectors, Panels etc.		\$ 100	18							
Rack Power Conditioning and UPS		\$ 550	1						15	
Simple Button Wall Control Panel - Room NO Control/Processor		\$ 550								
Simple Button Wall Control Panel - Room Control/Processor		\$ 685								
Wireless Tablet Control - MS Surface Pro-3 or iOS Device		\$ 850	OFE							
Conference Microphones	Small 6-8" tabletop touchpanel - wired	\$ 1,850								
	Small 6-8" flush wall mounted touchpanel - wired	\$ 1,300								
	Medium 10"-12" tabletop touchpanel - wired, operator's	\$ 2,200	1							
	SUB TOTAL									
	BASEBUILDING-AV RELATED COSTS									
	Digital AES Encrypted	Video, Mic & Portable Audio Source input plate (Videography)	\$ 150		2					
		Media Feed Panels - Dante, 12-XLR-3M out, PoE Power	\$ 1,650	Portable						
		Front Screen, Electric (Small Venue) recessed	\$ 3,600							
		Front Screen, Electric (Medium Venue) recessed	\$ 4,750			1				
		Front Screen, Electric (Large Venue) suspended at ceiling grid/structure	\$ 6,500							
SUB TOTAL										
SUMMARY OF COSTS										
Display Systems		\$ 1,960	\$ 21,540	\$ 11,780	\$ -	\$ -	\$ 11,305	\$ -		
Video Systems		\$ 20,710	\$ 1,700	\$ 1,050	\$ 7,500	\$ -	\$ -	\$ -		
Audio Systems		\$ 30,790	\$ -	\$ -	\$ -	\$ 12,020	\$ -	\$ -		
Misc & Control Systems		\$ 8,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,950		
TOTAL Equipment Costs		\$ 62,110	\$ 23,240	\$ 12,830	\$ 7,500	\$ 12,020	\$ 11,305	\$ 2,950		
Non-Equipment Estimate (Labor/Installation)		\$ 22,360	\$ 8,366	\$ 4,619	\$ 2,700	\$ 4,327	\$ 4,070	\$ 1,062		
Total AV Contractor Costs		\$ 84,470	\$ 31,606	\$ 17,449	\$ 10,200	\$ 16,347	\$ 15,375	\$ 4,012		
Basebuilding AV related Costs		\$ 300	\$ -	\$ 4,750	\$ -	\$ -	\$ -	\$ -		
TOTAL COST PER ROOM		\$ 84,770	\$ 31,606	\$ 22,199	\$ 10,200	\$ 16,347	\$ 15,375	\$ 4,012		

Audiovisual Systems Program Budget - for City Review:
Rev. 1.1

		City Conference Rooms			Other Resources	
		Conference Room 3 - Base Systems	Conference Room 5 Base Systems	Option - Add SIP dialer/interface to room systems, in either Conf. 3 or 5	Owner Furnished IT/Networking Resources	Portable Equipment
Program Designation		8.2	8.2	8.2.D.5	N/A	8.3
Option Designation		Base D	Base E	Option D		
11/20/2019	COST/ITEM	QTY	QTY	QTY	QTY	QTY
DISPLAY SYSTEMS						
Projectors	Video Data Projector (Medium Venue) 2k 8-10k					
	Projector Mount - Ceiling recessed service box					
	21-23" Monitor for Lectern/Presenter/Dias					
All non-signage displays assumed to be 4k resolution	65" Flat Panel with speakers					
	55" flat Panel Display - Thin Bezel for Array/Video-wall		1			
	75" Flat Panel With Speakers	1				
	86" Flat Panel With Speakers					
	98" Flat Panel With Speakers					
	Surface mount for Flat Panel Display	1	1			
	Mounting System for Flat Panel Display Wall (COST PER DISPLAY)					
	SUB TOTAL					
VIDEO SYSTEMS						
HD-Base-T	Video/Audio Distribution Amplifier - 1x5					
	Video over IP Encoder OR Decoder with two RJ45 network ports (one POE), IR, serial, balanced audio, (1) HDMI video connections					
	Video over IP Encoder/Decoder with SFP, RJ45 (with PoE) port, IR, KVM-over-IP, serial, balanced audio, VGA, and HDMI video connections					
	24-port Managed Switch (500 series) PoE				1	
	24-port Managed Switch (Enterprise 2850 series) PoE					
	Video/Audio Switcher, Small 4x1 HDBT Pair behind display/under table	1	1			
	Streaming Encoder Unit - H.264 over IP w/Record, dual-input w/PIP, Chassis/Card	1	1			
	Wireless Presentation - Appliance for Wifi presentation & mirroring + First 2 year	1	1			
VTC Type Systems	HD PTZ Camera - Ceiling or Wall mounted for VTC/Streaming					
	HD PTZ Camera - Auto-Tracking unit with software for Vmware					
	HD Fixed UCC Camera - with USB 3 output	1	1			
	Unified conferencing bridge, for non-VTC supported web/soft-conferencing applications USB-to-PC (Skype, Goto Meeting etc.)					
	OFE PC for dedicated Unified Conferencing w/wireless keybd/mouse	1	1			
Endpoint Connectivity	Input Cubby/Connection box, flushmount, and cables (HDMI, USB-Type C pwr, etc...)					
	PC input wall-panel, below display (direct connection)					
	SUB TOTAL					
AUDIO SYSTEMS						
Digital AES Encrypted	Wireless HandHeld Microphone or Gooseneck Table Conferencing Mic					
	Wireless Lavalier Microphone					
Conference Microphones	Wireless tabletop gooseneck mic & base, portable with charging base					
	Tabletop Wired Delegate Unit - Gooseneck + Speaker Unit					
	Chairperson Tabletop Wired Delegate Unit - Gooseneck + Speaker Unit					
	Tabletop Wireless Delegate Microphone & Base - Gooseneck + Speaker					
	Wireless tabletop gooseneck mic & base, portable with charging base					
	Tabletop Wireless Conference Microphone & Base - Multi Element "Puck"					
	Charging Station for Wireless Conf Units+ Spare Batteries					
	Conference Master Control Unit - Rackmount					
	Wireless Conferencing Access Point (AP) - Dante support of 125 I/O					
	Wireless Conferencing Access Point (AP) - Dante support of 4-8 I/O					
Sterreable Mics w/Dante/ AVB	Steerable Microphone Array - Digital, Ceiling Mounted, Flush/Pendant					
	Steerable Microphone Array - Extension Mic	2	1			
Dante interfaces	USB Conferencing microphone(s) w/wireless/AEC & Extension					
	Digital Networked Audio DSP/Mixer - Dante/AVB + SIP/VoIP dialer/interface			0.5		
Amplification	12 XLR-3 out Media Feed Panel - Wall Mounted, Flush					
	Amplifier, 2-channel mid-power					
Loudspeakers	Amplifier, Stereo mini mount	1	1			
	Program Speaker, high-quality flat-panel-display type, stereo pair	1	1			
	Ceiling Speaker, 8" voice & BGM - in high-ceiling/high-power					
	Column Speaker, High-power full-range unit with 20-degree vertical pattern					
	Assistive Listening System - ADA req'd: RF/FM system with antennae					
	Assistive Listening over Wifi - mono/stereo interface to enterprise Aps					
	Assistive Listening Receiver - RF/FM receiver with neck-loop/headphone					6
	SUB TOTAL					
CONTROL SYSTEMS & ANCILLIARY DEVICES						
	Control System					
	Lighting Control Interface Module					
	Lighting Control Dimmer Module - 120/277 V - 1600 VA					
	Lighting Control Switch Module - 120/277 V - 2500VA					
	Equipment Rack, Complete 44RU		Existing Credenza to Reuse	Existing Credenza to Reuse		
	Hardware, Cable, Connectors, Panels etc.		6	4		
	Rack Power Conditioning and UPS		0.5	0.5		
	Simple Button Wall Control Panel - Room NO Control/Processor					
	Simple Button Wall Control Panel - Room Control/Processor					
	Wireless Tablet Control - MS Surface Pro-3 or iOS Device					
	Small 6-8" tabletop touchpanel - wired	1	1			
	Small 6-8" flush wall mounted touchpanel - wired					
	Medium 10"-12" tabletop touchpanel - wired, operator's					
	SUB TOTAL					
BASEBUILDING-AV RELATED COSTS						
	Video, Mic & Portable Audio Source input plate (Videography)					
	Media Feed Panels - Dante, 12-XLR-3M out, PoE Power					
	Front Screen, Electric (Small Venue) recessed					
	Front Screen, Electric (Medium Venue) recessed					
	Front Screen, Electric (Large Venue) suspended at ceiling grid/structure					
	SUB TOTAL					
SUMMARY OF COSTS						
	Display Systems	\$ 2,535	\$ 2,135	\$ -	\$ -	\$ -
	Video Systems	\$ 9,100	\$ 9,100	\$ -	\$ 2,600	\$ -
	Audio Systems	\$ 2,700	\$ 1,850	\$ 1,925	\$ -	\$ 1,110
	Misc & Control Systems	\$ 1,560	\$ 1,360	\$ -	\$ -	\$ -
	TOTAL Equipment Costs	\$ 15,895	\$ 14,445	\$ 1,925	\$ 2,600	\$ 1,110
	Non-Equipment Estimate [Labor/Installation]	\$ 5,722	\$ 5,200	\$ 693	\$ 936	\$ 400
	Total AV Contractor Costs	\$ 21,617	\$ 19,645	\$ 2,618	\$ 3,536	\$ 1,510
	Basebuilding AV related Costs	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL COST PER ROOM	\$ 21,617	\$ 19,645	\$ 2,618	\$ 3,536	\$ 1,510



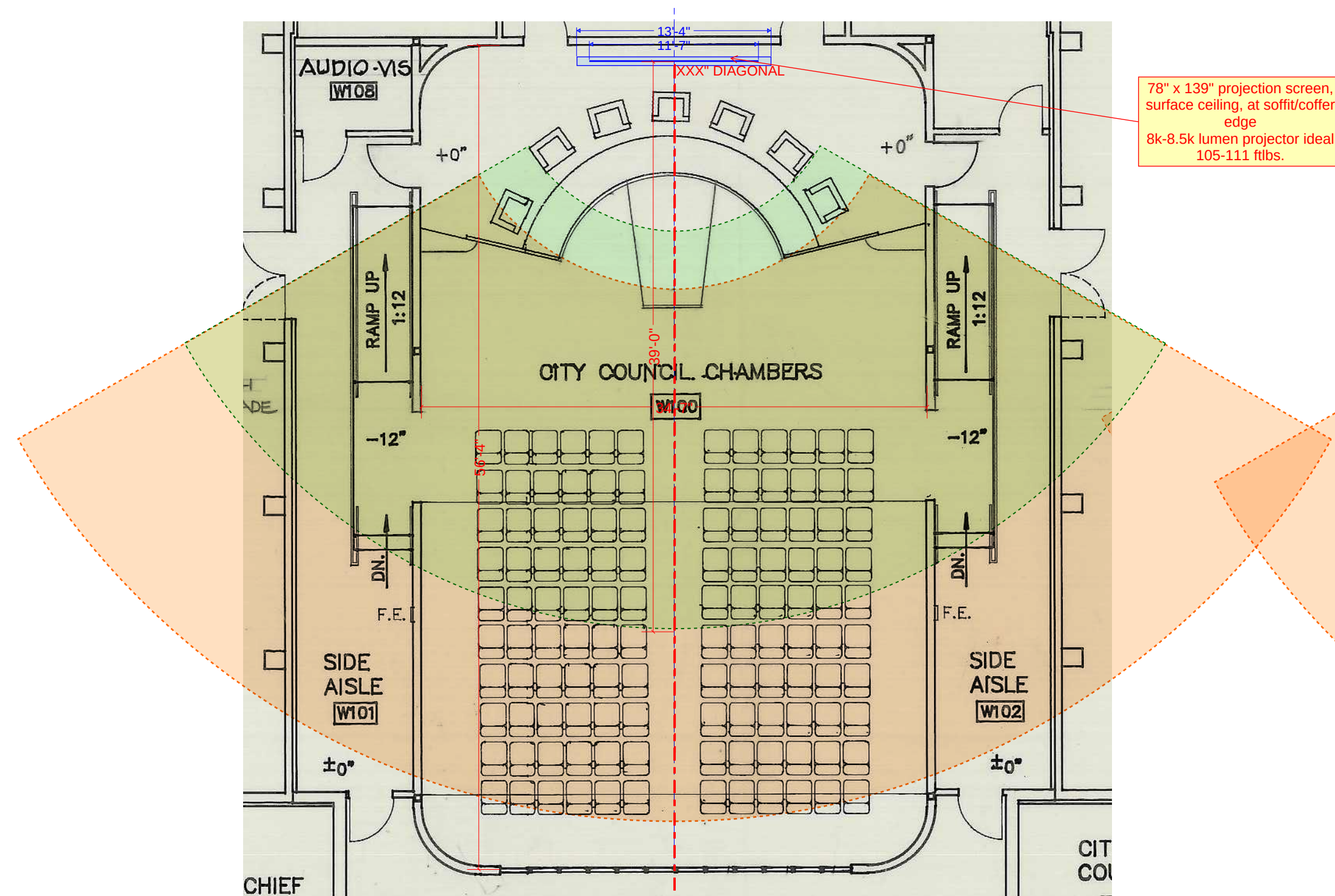
Base Display Systems - Flat Panels, 98" & 75"



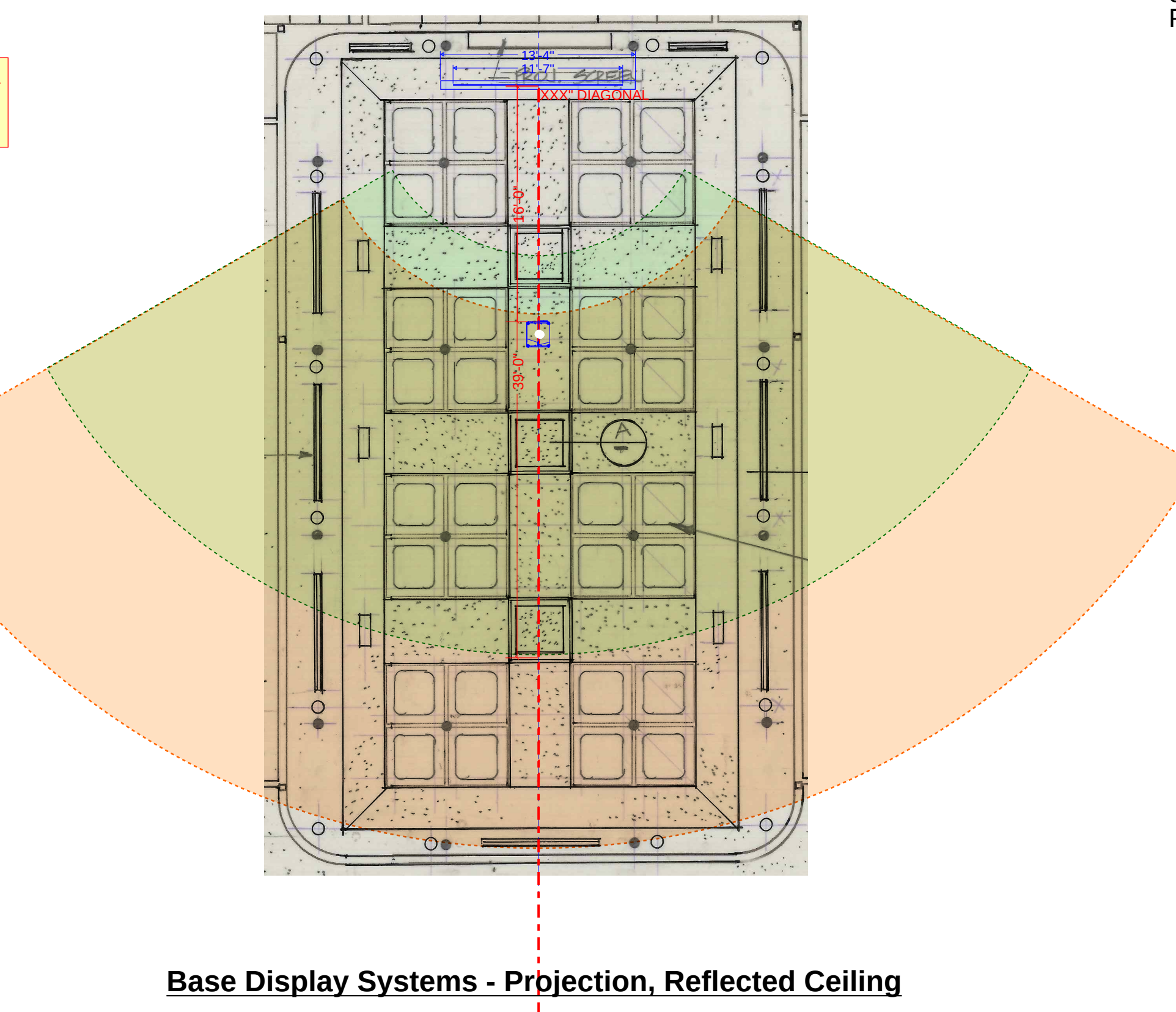
Option B Display Systems - Flat Panels, 110" & 75"

Note:

These sketches represent the good viewing distances and angles for the display sizes and locations proposed. The inner (green/yellow) shaded areas represents the good viewing area for detailed information, such as spreadsheets and diagrams. The outer (blue/orange) shaded areas represent the good viewing area for general information, including video and Powerpoint presentations.



Base Display Systems - Projection, Plan



Base Display Systems - Projection, Reflected Ceiling



AGENDA SUMMARY REPORT

SUBJECT: Receive Year-end Financial Report for the 2018-19 Fiscal Year.

DEPARTMENT: Finance **PREPARED BY:** Dan Buffalo, Finance Director

ATTACHMENTS:

None

Summary: The City Council will receive a presentation on the Fourth Quarter (Year-end) Financial Report for the City of Ukiah.

Background: The report provides readers with a summary of the City's financial position and activities through the fiscal year period ending June 30, 2019. This report is unaudited.

Discussion: The following link will direct readers to the report on the City's OpenGov platform, which is a dynamic and navigable presentation allowing readers to drill down into data to explore more detail than the former report offered.

<https://stories.opengov.com/ukiahca/published/X4qlitsvU>

The report is meant to be viewed through the OpenGov platform via a web browser, preferably Google Chrome.

Recommended Action: Receive and file; provide direction if necessary.

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



AGENDA SUMMARY REPORT

SUBJECT: Authorize the City Manager to Negotiate and Execute an Amendment to the Agreement with OpenGov.

DEPARTMENT: Finance **PREPARED BY:** Daphne Harris, Management Analyst

ATTACHMENTS:

1. Contract #1718201
2. Amendment 1 - Contract 1718201
3. Amendment 2 - Contract 1718201

Summary: Receive Presentation on OpenGov's budget and planning builder to enhance budget development; and authorize the City Manager to negotiate and execute an amendment to the agreement with OpenGov.

Background: The budget is the largest, most complex document the Finance Department publishes each year. Compiling the information and building the document is a team effort consisting of about 35 team members and over 2,000 combined work hours. The Finance Department continues to make improvements to streamline the process, looking for areas to maximize efficiencies.

Discussion: Over the last two years, the Finance Department has worked to create a more streamlined budgeting process. The process includes multiple meetings with departments, entering budget details, analyzing the numbers, collecting additional data for the template, and building the document section-by-section. In fiscal year 2018, Finance had significant problems linking Word and Excel creating additional steps, making the process inefficient. In fiscal year 2019, Finance worked to build the budget in OpenGov's Stories. Finance worked to pull all the narrative from the prior year budget and build the document section-by-section in the online platform. This helped to streamline the process by allowing multiple people to work in the online platform at the same time. However, Finance continued to run into issues when trying to build a hard copy of the budget.

OpenGov's budget builder is an enhancement to our existing platform that delivers control, transparency, and efficiency. (The original contract and Amendment 1 is provided for as Attachments 1 and 2.) Combining budget builder with our existing platform will save significant time by facilitating collaboration and avoiding confusing email threads. The Budget and Planning Builder is a combination of Word, Excel, and PowerPoint that allows multiple users to work in the document at the same time. The budget team can communicate with departments with online commenting, track changes, automated notifications, status reminders, and the ability to attach supporting documents. Finance can produce a hard copy of the budget document for specific purposes and connect the document built in budget builder to Stories and continue producing the electronic budget.

The value of OpenGov's Budget and Planning Builder allows staff to collaborate and work in the document at the same time without multiple spreadsheets and various emails between the budget team and departments. Staff projects the use of OpenGov's Budget and Planning Builder will reduce overall staff time by providing better resources during the budget push to service our customers. This will allow the Finance Department, City Manager's Office, and other departments to devote less time to budget document development and more

time to other critical functions.

Staff is recommending the approval and implementation of OpenGov's Budget and Planning Builder to connect teams and build collaborative workspace focused on efficiency and transparency. The Department will develop the platform concurrently with the development of the 2020-21 budget and deploy it for City use to develop the 2021-22 budget. Departmental participation during development will be voluntary; otherwise, departments will develop their fiscal year 2020-21 budget just as they did for 2019-20.

Amendment 2 (please refer to Attachment 3) will revise the existing contract in the amount of \$108,403.50, for a revised contract amount of \$227,986.83. The amendment will be split between multiple fiscal years as follows:

FY 19/20: \$57,847.50

FY 20/21: \$25,278.00

FY 21/22: \$25,278.00

Finance is proposing to use personnel savings from a vacant position to pay for the 19/20 amount, and will be done via an administrative budget transfer within the fund, which the City Manager is authorized to complete.

Excluding one-time implementation costs, the City's ongoing utilization of OpenGov software will be approximately \$50,000 per year once Amendment 2 is approved.

Recommended Action: Authorize the City Manager to Negotiate and Execute an Amendment to the Agreement with OpenGov.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 0

PROPOSED BUDGET AMOUNT: \$57,847.50; 10013400.54320

FINANCING SOURCE: Personnel Cost Savings 10013400.51110

PREVIOUS CONTRACT/PURCHASE ORDER NO.: C# 1718201

COORDINATED WITH: Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager

OPENGOV, INC. AMENDED AND RESTATED SOFTWARE AGREEMENT



OpenGov, Inc.
955 Charter Street
Redwood City, CA 94063
United States

Contract Effective Date 2/1/2018
Contract End Date 3/31/2023
Contract Term 62 Months

Prepared By
Title
Email Address

Greg Balter
Account Executive
gbalter@opengov.com

CUSTOMER INFORMATION

Customer Name City of Ukiah, CA
Contact Name Daniel Buffalo
Phone 707-463-6220
Email Address dbuffalo@cityofukiah.com

Bill To Name
Bill To Address

City of Ukiah, CA
300 Seminary Avenue
Ukiah, CA 95482
United States

ORDER DETAILS

Solution	Effective Date	End Date	Annual Fee	Total Price
OpenGov Reporting & Analysis (Prorated)	2/1/2018	3/31/2018	\$6,500.00	\$1,083.33
OpenGov Reporting & Analysis	4/1/2018	3/31/2023	\$6,500.00	\$32,500.00
OpenGov Performance Measures and Stories	4/1/2018	3/31/2023	\$13,500.00	\$67,500.00
OpenGov Integrations	4/1/2018	3/31/2023	\$3,700.00	\$18,500.00

Annual Fee
Billing Frequency

\$23,700.00
Annual - See Chart Below

Grand Total \$119,583.33

Billing Date	Amount Due
April 1, 2018	\$24,783.33
April 1, 2019	\$23,700.00
April 1, 2020	\$23,700.00
April 1, 2021	\$23,700.00
April 1, 2022	\$23,700.00

This Amended and Restated Software Agreement between **City of Ukiah, California** (the "Customer") and **OpenGov, Inc.** ("OpenGov") is effective as of the Contract Effective Date listed above and supersedes in its entirety that certain Software Agreement, dated **February 1, 2015**, between the parties.

This Amended and Restated Software Agreement ("Agreement") is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street, Redwood City, 94063 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Agreement includes and incorporates the OpenGov Terms and Conditions attached as Appendix A. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

SIGNATURE

Customer: City of Ukiah, CA

OpenGov, Inc.

Signature

Name

Title

Date

Shannon Riley
SHANNON RILEY
Deputy City Manager
3/30/18

Signature

Name

Title

Date

TERMS AND CONDITIONS

APPENDIX A

OpenGov Terms and Conditions

1. SOFTWARE SERVICES

1.1 Subject to the terms and conditions of these OpenGov Terms and Conditions (the "Agreement"), OpenGov will use commercially reasonable efforts to perform the software services (the "Software Services") identified in the applicable Software Agreement entered into by OpenGov and Customer ("Software Agreement").

1.2 Customer understands that OpenGov's performance depends on Customer timely providing OpenGov with a copy of the Customer's chart of accounts in .csv or .xls format. In addition, Customer agrees to provide OpenGov with five or more years of general ledger data, also in .csv or .xls format, including budget data for the current year and actual expense and revenue data for past years. Any dates or time periods relevant to OpenGov's performance will be extended appropriately and equitably to reflect any delays caused by Customer's failure to timely deliver any such materials. OpenGov shall not be liable for any delays in performance under this Agreement resulting from Customer's failure to meet these obligations.

2. RESTRICTIONS AND RESPONSIBILITIES

2.1 This is a contract for access to the Software Services and Customer agrees not to, directly or indirectly: reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code, object code, or underlying structure, ideas, or algorithms of the Software Services, documentation or data related to the Software Services, except to the extent such a restriction is limited by applicable law; modify, translate, or create derivative works based on the Software Services; or copy, rent, lease, distribute, assign, sell, or otherwise commercially exploit, transfer, or encumber rights to the Software Services; or remove any proprietary notices.

2.2 Customer will use the Software Services only in compliance with all applicable laws and regulations (including, but not limited to, any export restrictions).

2.3 Customer shall be responsible for obtaining and maintaining any equipment and other services needed to connect to, access or otherwise use the Software Services and Customer shall also be responsible for (a) ensuring that such equipment is compatible with the Software Services, (b) maintaining the security of such equipment, user accounts, passwords and files, and (c) for all uses of Customer user accounts with or without Customer's knowledge or consent.

3. OWNERSHIP. OpenGov retains all right, title, and interest in the Software Services and all intellectual property rights (including all past, present, and future rights associated with works of authorship, including exclusive exploitation rights, copyrights, and moral rights, trademark and trade name rights and similar rights, trade secret rights, patent rights, and any other proprietary rights in intellectual property of every kind and nature) therein.

4. CONFIDENTIALITY. Each party (the "Receiving Party") agrees not to disclose (except as permitted herein) any Confidential Information of the other party (the "Disclosing Party") without the Disclosing Party's prior written consent. "Confidential Information" means all confidential business, technical, and financial information of the disclosing party that is marked as "Confidential" or an equivalent designation or that should reasonably be understood to be confidential given the nature of the information and/or the circumstances surrounding the disclosure (including the terms of the applicable Software Agreement). OpenGov's Confidential Information includes, without limitation, the software underlying the Software Services and all documentation relating to the Software Services. "Confidential Information" does not include "Public Data," which is data that the Customer has previously released or would be required to release according to applicable federal, state, or local public records laws. The Receiving Party agrees: (i) to use and disclose the Confidential Information only in connection with this Agreement; and (ii) to protect such Confidential Information using the measures that Receiving Party employs with respect to its own Confidential Information of a similar nature, but in no event with less than reasonable care. Notwithstanding the foregoing, Confidential Information does not include information that: (i) has become publicly known through no breach by the receiving party; (ii) was rightfully received by the receiving party from a third party without restriction on use or disclosure; or (iii) is independently developed by the Receiving Party without access to such Confidential Information. Notwithstanding the above, the Receiving Party may disclose Confidential Information to the extent required by law or court order, provided that prior written notice of such required disclosure and an opportunity to oppose or limit disclosure is given to the Disclosing Party.

5. DATA LICENSE. Customer grants OpenGov a non-exclusive, transferable, perpetual, worldwide, and royalty-free license to use any data or information submitted by Customer to OpenGov for the development of new software or the provision of the Software Services.

6. PAYMENT OF FEES. The fees for the Software Services ("Fees") are set forth in the applicable Software Agreement. Customer shall pay all Fees within thirty (30) days after the date of OpenGov's invoice, which shall be billed as of the Effective Date. Taxes. All Fees under this Agreement are exclusive of any applicable sales, value-added, use or other taxes ("Sales Taxes").

OPENGOV, INC. AMENDED AND RESTATED SOFTWARE AGREEMENT

Customer is solely responsible for any and all Sales Taxes, not including taxes based solely on OpenGov's net income. If any Sales Taxes related to the Fees under this Agreement are found at any time to be payable, the amount may be billed by OpenGov to, and shall be paid by, Customer. If Customer fails to pay any Sales Taxes, then Customer will be liable for any related penalties or interest, and will indemnify OpenGov for any liability or expense incurred in connection with such Sales Taxes.

7. TERM & TERMINATION

7.1 Subject to compliance with all terms and conditions, the term of this Agreement shall be from the Contract Effective Date and shall continue until the Contract End Date specified on page one (1) of the Agreement (the "Initial Term"). The Customer will be billed according to the Billing Frequency as specified above. Unless either party declines to renew in writing no less than thirty (30) days before the Contract End Date, this Agreement shall renew ~~for another period of the same duration as the Initial Term. The~~ *On a monthly basis until a new agreement has been approved.* Customer will be billed on an annual basis for each twelve (12) month term. If either party materially breaches any term of this Agreement and fails to cure such breach within thirty (30) days after notice by the non-breaching party (ten (10) days in the case of non-payment), the non-breaching party may terminate this Agreement immediately upon notice.

7.2 Upon termination, Customer will pay in full for all Software Services performed up to and including the effective date of termination. Upon any termination of this Agreement: (a) all Software Services provided to Customer hereunder shall immediately terminate; and (b) each party shall return to the other party or, at the other party's option, destroy all Confidential Information of the other party in its possession.

7.3 All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

8. WARRANTY AND DISCLAIMER

8.1 OpenGov represents and warrants that: (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) the Software Services shall be performed in a professional and workmanlike manner in accordance with generally prevailing industry standards.

8.2 Customer represents and warrants that (i) it has all right and authority necessary to enter into and perform this Agreement; (ii) it owns all right, title, and interest in and to all data provided to OpenGov for use in and in connection with this Agreement, or possesses the necessary authorization thereto; (iii) OpenGov's use of such materials in connection with the Software Services will not violate the rights of any third party and (iv) it will not transfer any Personally Identifiable Information ("PII") to the Software Services platform.

8.3 OPENGOV DOES NOT WARRANT THAT THE SOFTWARE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES. EXCEPT AS SET FORTH IN THIS SECTION 8, THE SOFTWARE SERVICES ARE PROVIDED "AS IS" AND OPENGOV DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

9. LIMITATION OF LIABILITY. NEITHER PARTY, NOR ITS SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES, SHALL BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR RELATED TERMS AND CONDITIONS UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES; OR (C) FOR ANY MATTER BEYOND SUCH PARTY'S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. IN NO EVENT SHALL EITHER PARTY'S AGGREGATE, CUMULATIVE LIABILITY FOR ANY CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT EXCEED THE FEES PAID BY CUSTOMER TO OPENGOV (OR, IN THE CASE OF CUSTOMER, PAYABLE) FOR THE SOFTWARE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.

10. MISCELLANEOUS. Capitalized terms not otherwise defined in these Terms and Conditions have the meaning set forth in the applicable Software Agreement. Neither party shall be held responsible or liable for any losses arising out of any delay or failure in performance of any part of this Agreement, other than payment obligations, due to any act of god, act of governmental authority, or due to war, riot, labor difficulty, failure of performance by any third party service, utilities, or equipment provider, or any other cause beyond the reasonable control of the party delayed or prevented from performing. OpenGov shall have the right to use and display Customer's logos and trade names for marketing and promotional purposes in connection with OpenGov's website and marketing materials, subject to Customer's trademark usage guidelines (as provided to OpenGov). If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable or transferable by either party without the other party's prior written consent, provided however that either party may assign this Agreement to a successor to all or substantially all of its business or assets. This Agreement (including the Software Agreement) is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications, and other understandings relating to the subject matter of this Agreement, and that all waivers and

OPENGOV, INC. AMENDED AND RESTATED SOFTWARE AGREEMENT

modifications must be in a writing signed by both parties. No agency, partnership, joint venture, or employment is created as a result of this Agreement and neither party has any authority of any kind to bind the other party in any respect. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions.

APPENDIX B

OpenGov Service Level Metrics

1. **SCHEDULED DOWNTIME.** When needed, OpenGov will schedule downtime for routine maintenance or system upgrades ("Scheduled Downtime") for its Services. OpenGov shall exercise commercially reasonable efforts to schedule Scheduled Downtime outside of peak traffic periods. OpenGov will notify Customer's designated contact at least twenty-four (24) hours prior to the occurrence of Scheduled Downtime.
2. **SYSTEMS ACCESSIBILITY WARRANTY.** The Services will be accessible 99.9% of the time, 7 days of the week, and 24 hours per day, as calculated over a calendar month ("Systems Accessibility Warranty"). Such System Accessibility Warranty shall not apply to, and OpenGov will not be responsible for, any inaccessibility which: 1) results from Scheduled Downtime, including a maintenance period every Tuesday from 6:00pm Pacific Time to 11:00pm Pacific Time; 2) results from a failure of equipment, software or services not under the direct control of OpenGov; 3) results from the failure of communication or telephone access service or other outside service or equipment not the fault of OpenGov; 4) is caused by a third party not under OpenGov' control; or 5) is a result of causes beyond the reasonable control of OpenGov, including any force majeure event. To the extent solely under OpenGov' control, OpenGov shall be responsible for monitoring and maintaining adequate controls over Customer Data transmissions and storage. OpenGov shall be solely responsible for setting applicable data processing and transmission parameters.

APPENDIX C

OpenGov Support Services

1. **Support.** Customer support is available via email 12 hours per day, Monday through Friday, excluding OpenGov' corporate designated holidays. See below for a list of holidays observed by OpenGov. Problems may be reported any time, however, OpenGov will not be obligated to assign work after business hours (9 a.m. to 5 p.m. Pacific Time).
2. **Liaisons.** On or before the Activation Date, Customer and OpenGov shall each designate a liaison as a respective point of contact for technical issues. Each party may change such liaison upon written notice from time to time at reasonable intervals. OpenGov will not be obligated to provide support to any person other than the Customer's designated liaison.
3. **Holidays.** OpenGov observes the following holidays: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve.

PLEASE RETURN TO PURCHASING
WHEN FULLY-EXECUTED.

CONTRACT APPROVAL & AUTHORIZATION TO PROCEED

NOTE: The City Manager will sign contracts once all initials have been signed.

TO: CITY MANAGER **CONTRACT #:** 1718-201

SUBMITTED BY: Daphne Harris

DATE: 3/22/2018

PROJECT NAME: OpenGov Performance Measures and Stories

CHECKLIST & ROUTING FOR APPROVALS		Initial Below
		REVIEWED AND APPROVED BY
1. Procurement Manager Sourcing method and justification (attach documentation if necessary): City Council Approval Date: <u>3/21/2018</u> Agenda Item No.: <u>13b</u> Budget No(s): <u>10013400.54320</u> <i>Note: Please attach post meeting staff report showing approval, and any documentation or description showing funding.</i>		
2. City Attorney <i>Note: If you have an email approval from the City Attorney, then you may attach a copy of the email and reference it in lieu of initials.</i>		
3. Risk Manager <i>Note: Attach insurance documents.</i>		
4. City Clerk		
ADDITIONAL COMMENTS: 		

MEETING DATE/TIME: 3/21/2018PEAK ITEM NO: COU-328-2017*City of Ukiah***AGENDA SUMMARY REPORT**

SUBJECT: Presentation of OpenGov Performance Measures and Stories; Authorize the City Manager to Negotiate and Execute an Amended Agreement with OpenGov and Approve the Corresponding Budget Amendment

DEPARTMENT: Finance**PREPARED BY:** Daphine Harris**ATTACHMENTS:**

Attachment 1 - City of Ukiah Agreement

Summary: OpenGov's Performance Measures and Stories is an intuitive and efficient way to improve understanding and awareness by aggregating data from multiple sources. The focus is to create value by generating community engagement through compelling narrative, combined with financial and performance data to demonstrate how capital projects, tax measures, and public safety concerns affect the community.

The platform provides the dynamic, regularly updated, and ongoing tracking of projects and expenses that the City Council has prioritized as an implementation measure for budget development.

Background: The City of Ukiah has a current contract with OpenGov for Transparency Gold. This application is used solely for presentation of budget and financial reporting numbers. In the past year, the chart of accounts

RECOMMENDED ACTION: Receive a presentation and authorize the City Manager to negotiate and execute an amended agreement with OpenGov and approve the corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: \$6,500; Advertising & Promotion, 10012300.52510 (To be Moved to Finance Dept. Budget)

PROPOSED BUDGET AMOUNT: \$23,059 increase for a total of \$29,559; Finance Dept. Budget, 10013400.54320

FINANCING SOURCE: N/A**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** PO Nos. 43817, 44807**COORDINATED WITH:** Dan Buffalo, Finance Director; Mary Horger, Procurement Manager

Approved: Sage Sangiacomo
Sage Sangiacomo, City Manager

CC Approved 3-21-18Agreement No. COU No. 1718-201

Resolution No. _____

Ordinance No. _____

Other _____

*Please write Agreement No. in upper right corner of agreement when drafted. ~Thank you ☺

ATTACHMENT 2

CITY OF UKIAH
AMENDMENT NO. 1
TO
CONTRACT 1718-201
BETWEEN
OPENGOV, INC. and THE CITY OF UKIAH

This Amendment No. 1, entered on April 9 2018, revises contract 1718-201 between the City of Ukiah and OpenGov, Inc. for software and implementation services.

This Amendment No. 1 adds the following language to be included with the contract:

OpenGov, Inc., contractor to the City of Ukiah, to provide software and implementation services as per Contract 1718-201, agrees to provide insurance as specified in Exhibit A, and agrees to indemnify, defend and hold harmless the City of Ukiah and its officers, officials, employees, and designated volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with contractor's negligent performance of work hereunder or its negligent failure to comply with any of its obligations agreed to for said work or negligent failure to comply with any instructions provided by City employees, except such loss or damage which was caused by the negligence or willful misconduct of the City of Ukiah.

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: OpenGov, Inc

DocuSigned by:
Leo Choi
AAAD647C385C4DB...

DATE: 4/11/2018

PRINT NAME: Leo Choi

CITY OF UKIAH

BY: Sage Sangiacomo

SAGE SANGIACOMO, CITY MANAGER

DATE: 4-23-18

ATTEST

BY: Kristine Lawler

KRISTINE LAWLER, CITY CLERK

DATE: 4-23-18



EXHIBIT A - INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

I. **Minimum Scope of Insurance**

Coverage shall be at least as broad as:

- A. Insurance Services Office Commercial **General Liability coverage** (Form No. CG 20 10 10 01 and Commercial General Liability – Completed Operations Form No. CG 20 37 10 01).
- B. Insurance Services Office form number CA 0001 (Ed. 1/87) covering **Automobile Liability**, code 1 (any auto).
- C. **Worker's Compensation** insurance as required by the State of California and Employer's Liability Insurance.

II. **Minimum Limits of Insurance**

Contractor shall maintain limits no less than:

- A. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage **including operations, products and completed operations.** If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Insurance must be written on an occurrence basis.
- B. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage. Insurance must be written on an occurrence basis.
- C. Worker's Compensation Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

III. **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the insurer to reduce or eliminate such deductibles or self-insured retentions with respect to the City, its officers, officials, employees and volunteers; or the Contractor to provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses; or to approve the deductible without a guarantee.

IV. **REQUIRED Insurance Provisions**

Proof of **general liability and automobile liability** policies are to contain, or **be endorsed** to contain, the following provisions:

A. The City, its officers, officials, employees, and volunteers are to be covered as **ADDITIONAL INSURED** with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment, furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance, or as a separate owner's policy.

B. **The workers' compensation policy is to be endorsed with a waiver of subrogation.** The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City. NOTE: You cannot be added as an additional insured on a workers' compensation policy.

C. For any claims related to this project, the Contractor's insurance coverage shall be **primary insurance** with respect 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 Contractor's insurance and shall not contribute with it.

D. Each insurance policy required by this clause shall be endorsed to state that coverage shall **not be canceled** by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

E. **Note: (This protects the Contractor)** -Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of Civil Code.

V. **RATING - Acceptability of Insurers**

Insurance is to be placed with admitted California insurers with a current 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.

VI. **Verification of Coverage**

Contractor shall furnish the City with original certificates and amendatory endorsements affecting coverage required by this clause. The endorsements should be on **forms provided by the City**. If endorsements are on forms other than the City's forms, those endorsements or policies must provide coverage that is equivalent to or better than the forms requested by the City. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

VII. **Subcontractors**

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

If you have questions regarding our insurance requirements contact:

**Risk Manager
(707) 463-6287 FAX (707) 463-6204**

**Amendment 2 to the
OpenGov, Inc. Software Agreement
with
City of Ukiah, CA**

This Amendment 2 ("Amendment 2") dated _____ ("Amendment 2 Effective Date"), to that **OpenGov, Inc. Software Agreement** between the parties dated February 1, 2018 ("Agreement") is made by and between OpenGov, Inc. a Delaware Corporation ("OpenGov") and City of Ukiah, California ("Customer").

1. Definitions. The definitions of certain terms used in this Amendment with initial capitalized letters, if not defined herein, shall have the definitions set forth in the Agreement.

2. Software Services and Fees: Add the following fee and billing schedule:

Solution	Start Date	End Date	Annual Fee	Total Price
Budget Builder and Workforce Planning (<i>Prorated Term</i>)	1/1/2020	3/31/2020	\$25,278.00	\$6,319.50
Budget Builder and Workforce Planning	4/1/2020	3/31/2023	\$25,278.00	\$9,926.00
Budget Builder and Workforce Deployment (<i>One Time Fee</i>)	12/1/2019		\$0.00	\$26,250.00

Billing Date	Amount Due
January 1, 2020	\$32,569.50
April 1, 2020	\$25,278.00
April 1, 2021	\$25,278.00
April 1, 2022	\$25,278.00

3. Appendices B and C: The parties agree to delete Appendices B and C and replace them with the OpenGov Standard Support and Software Service Levels exhibit attached.

4. Statement of Work: This Amendment includes and incorporates the OpenGov Statement of Work attached and incorporated herein.

5. Legal Effect. The modifications set forth in this Amendment 2 are effective as of the date first written above. This Amendment 1 shall expire unless signed by Customer by December 31, 2019. Except as expressly amended or modified by the terms of this Amendment 2, all other terms of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment 2 to be executed by their duly authorized representatives as of the date and year first written above.

Customer: City of Ukiah, CA

OpenGov, Inc.

Signature _____
Name _____
Title _____
Date _____

Signature _____
Name _____
Title _____
Date _____

Appendix B

SUPPORT AND SOFTWARE SERVICE LEVELS

This Support and Software Services Levels Exhibit (“**Support Exhibit**”) is to OpenGov’s Software Services Agreement (the “**Agreement**”). Capitalized terms not defined herein have the meaning indicated in the Agreement and its associated Order Form(s).

I. DESIGNATED SUPPORT CONTACTS, OPENGOV COMMUNITY & CUSTOMIZATIONS:

A. “**Designated Contacts**” are Customer identified users acting as primary liaisons between the Customer and OpenGov for technical support for the Software Services. Customer shall identify and appoint no more than the number of Designated Contacts as described in the subscribed Support Plan. Customer may be charged an additional fee for Designated Contacts in excess of the subscribed number. Customer shall notify OpenGov whenever Designated Contact responsibilities are transferred to another individual. Tickets submitted by someone other than a Designated Contact will be automatically closed and will not be acted upon.

Customer’s Designated Contacts shall be responsible for:

- submitting support tickets on behalf of the Customer
- serving as the primary points of contact for communications with OpenGov
- overseeing Customer’s support case activity
- developing and deploying troubleshooting processes within Customer’s organization
- resolving password reset, username and lockout issues for Customer
- providing technical staff to assist with non-Software Services issues such as network issues

B. Customer must opt-into OpenGov’s support portal (“**Support Portal**”) (i) to receive certain important information about updates and other changes to the Software Services and (ii) to take other required actions relating to support and use of the Software Services.

C. The commitments under this Support Exhibit do not apply to customizations, enhancements or other non-standard modifications to the Software Services requested or made by Customer.

II. SUPPORT FOR OPENGOV SOFTWARE SERVICES:

A. SUPPORT PLANS

OpenGov offers three types of technical support plans for all support issues relating to the OpenGov Software Services. The plan included at no additional charge to the fee for the Software Services is the Standard plan as set forth below.

TABLE 1

	STANDARD
“Business Hours”	8am to 6pm Pacific Time
Number of Designated Contacts	Three (3)
ISSUE SEVERITY LEVEL**	INITIAL RESPONSE COMMITMENT***
Type of commitment	Service Level Targets
Urgent	One (1) Calendar Hour
High	Four (4) Business Hours
Normal	One (1) Business Day
Low	Two (2) Business Days

****** The Issue Severity Levels are defined in Section II-A-1 below.

******* OpenGov will use commercially reasonable efforts to respond (via OpenGov’s Normal Support Channels) to each support issue reported by the Customer within the applicable response time described in the table above, depending on the applicable severity level.

“Business Days” are Monday-Friday, excluding holidays.

1. Issue Severity Level Definitions

Severity Level Urgent: Customer experiences complete loss of use of the Software Services, meeting the definition of “Unavailable” in Section II-B-1 below and no procedural workaround exists, thereby blocking a Customer’s business operations.

Severity Level High: Customer experiences a severe defect or configuration issue with the use of the Software Services and no procedural workaround exists, thereby causing a high impact to Customer’s business operations (excluding Software Service failures that qualify as Severity Level Urgent).

Severity Level Normal: Customer experiences a problem where the use of the Software Services are partially reduced, thereby causing a low-to-medium impact to Customer’s business operations. A procedural workaround exists (excluding Software Service issues that qualify as Severity Level 1 or High).

Severity Level Low: Routine Software Service support requests relating to issues where the use of the Software Service is negligibly reduced thereby causing a no-to-low impact to a Customer’s business operations (excluding Software Service issues that qualify as Severity Level Urgent, High or Normal).

2. Assignment of Severity Levels: OpenGov will determine the Severity Level assigned to each support issue in its reasonable discretion, but taking into consideration the Severity Level input by Customer.

B. SERVICE LEVELS

1. Uptime Commitment

The Quarterly Uptime Percentage for the Software Service will be ninety-nine and nine-tenths percent (99.9%) (the “**Uptime Commitment**”). Subject to the exclusions described in Subsection II-B-2 below, “**Quarterly Uptime Percentage**” is calculated by subtracting from 100% the percentage of 1-minute periods during any quarterly billing cycle (i.e., 3 calendar months) in which the Software Services (are) Unavailable out of the total number of minutes in that quarterly billing cycle. “**Unavailable**” and “**Unavailability**” mean that, in any 1-minute period, all connection requests received by the Software Services failed to process (each a “**Failed Connection**”); provided, however, that no Failed Connection will be counted as a part of more than one such 1-minute period (e.g. a Failed Connection will not be counted for the period 12:00:00-12:00:59 and the period 12:00:30-12:01:29). The Quarterly Uptime Percentage will be measured based on the industry standard monitoring tools OpenGov uses.

2. Exclusions from Quarterly Uptime Percentage

Notwithstanding anything to the contrary in this exhibit, any Software Service Unavailability issues resulting from any of the following will be excluded from calculation of Quarterly Uptime Percentage:

2.1 Regularly scheduled maintenance of the Software Service that is communicated by OpenGov at least twenty-four (24) hours in advance via the Support Portal. (OpenGov typically schedules such regularly scheduled maintenance twice per month);

2.2 any issues with a third-party service to which Customer subscribes (e.g. Budget Book by Workiva);

2.3 any problems not caused by OpenGov that result from (a) computing or networking hardware, (b) other equipment or software under Customer’s control, (c) the Internet, or (d) other issues with electronic communications;

2.4 OpenGov’s suspension or termination of the Software Service in accordance with the Agreement and/or its associated Order Form;

2.5 the Software Service is experiencing an unforeseeable amount of user requests from Customer;

2.6 software that has been subject to unauthorized modification by Customer;

2.7 negligent or intentional misuse of the Software Service by Customer; or

2.8 “Beta” or “limited availability” products, features and functions identified as such by OpenGov.

Customer may elect to use certain billable OpenGov Professional Software Services to resolve issues associated with the excluded areas listed in this Subsection II-B-2. Such Professional Software Services may require Customer to complete a network assessment, and/or give OpenGov access to Customer’s network, in order to diagnose the issue.

3. Process

Customer shall notify OpenGov of any Unavailability via the Support Portal. Customer shall provide such notification within thirty (30) days of the Unavailability event.

Statement of Work

City of Ukiah, CA

OpenGov Custom Professional Services

Created By Sally Steel-Ginis

SOW Creation Date 08/15/19

1. Objective

1.1. Summary

This Statement of Work (“SOW”) identifies services that OpenGov, Inc. (“OpenGov”) will perform for City of Ukiah, CA (“Customer”). This SOW is subject to, and hereby incorporates by reference, the terms and conditions contained in the Software Subscription Agreement (the “Agreement”) to which it is attached between Customer and OpenGov.

OpenGov will enable and support the Customer to deliver on the Scope of Work outlined below. The objective of this Statement of Work is to define the scope, activities, roles and responsibilities, and timeline necessary to successfully execute this deployment project. This project aims to implement the OpenGov Budgeting and Planning Solution for the Customer to enable effective and accountable governing. This SOW defines the scope and deliverables for a successful implementation of select OpenGov software and services.

2. Scope

2.1. Project Scope

The project scope includes the following services and deliverables. Any items not specifically included in scope will be considered out of scope.

OpenGov will provide Professional Services to implement select OpenGov software and services.

2.2. Deliverables

Custom Professional Services- Prepaid	
Functionality	Deliverables
Chart of Accounts	● Review and feedback of Customer's source system chart of accounts ● Chart of accounts functional build and review ● Chart of accounts configuration and peer review ● Administrator training
Budget Builder - Full Cycle	● Builder Builder setup ● Up to 2 budgets (i.e. Operating & capital) ● Creation of up to 5 proposals per budget ● 2 Reports (Budget to Actuals & milestones) ● Project continues to Adopted Budget ● Administrator training

	● Personalized User Guide ● Up to 3 kick off trainings to departments ● Creation of launch plan ● Review of best practices for launch ● Launch ● Budget end user and Administrator assistance throughout Budget Development and Adoption
Workforce Planning	● Initial configuration based on Customer provided documentation and cost elements ● 1 Workforce plan ● Data formatting and loading ● Validate calculations ● 1 authorized position list report ● 1 total compensation detail report ● Administrator training ● Administrator guide
Total Prepaid Hours	150

2.3. Assumptions

- If a Prepaid engagement: The concept of Prepaid Hours means that the Customer is purchasing a package with a set number of Professional Service hours to achieve the outlined deliverables. The hours are based on OpenGov's best estimate given reasonable assumptions outlined in section 4.2, Project Responsibilities. These hours should be adequate to achieve the deliverables, however if they are not, the Customer will need to purchase additional hours.
- Hours estimated above are for deployment of outlined deliverables. Any leftover hours may be utilized for additional professional services activities dictated by the Customer.
- For the Financial Integration,
 - The data will be linked to the Customer's chart of accounts.
 - OpenGov will perform the validation for data accuracy for the Integration.
 - OpenGov will require assistance from the Customer to understand source system specific customizations and configurations when building the data extract.
 - If the integration is with Central Square, the Customer is responsible for getting data from Central Square system.

3. Schedule

OpenGov will schedule resources for this project upon signature of this SOW. Unless specifically noted, the OpenGov assigned project manager (as identified below or such alternate designated by OpenGov, the “OpenGov Project Manager”) will work with Customer to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and the deliverables provided by Customer.

4. Project Organization

4.1. Project Team

OpenGov

OpenGov will assign a Project Manager (the “OpenGov Project Manager”) upon execution of the SOW. The OpenGov Project Manager will coordinate any additional resources needed from OpenGov.

Customer

Customer will assign a project manager (the “Customer Project Manager”) and technical resource prior to project kick-off. The Customer Project Manager will be the primary contact person at Customer and will coordinate all Customer resources needed to complete the project. It is anticipated that the areas of need will be in Finance, Data Gathering, and the IT department.

4.2. Project Responsibilities

The project responsibilities for each organization are outlined below:

OpenGov

1. Manage delivery of in-scope items in coordination with Customer.
2. Make available deliverables to Customer project team for review and verification.
3. Provide relevant technical details and documentation for data requirements for Customer’s environment.
4. Keep Customer Project Manager informed of project progress and communicate any issues relating to the project in a timely manner.
5. Establish documentation and procedural standards for the project.
6. Review and administer project change control, as described in Section 5, Change Control Procedures.
7. Ensure that all meetings and training sessions are attended by OpenGov personnel, as scheduled.
8. Budget Builder files are exported as .xlsx. OpenGov may assist in formatting that file, but cannot convert files to any other file types

Customer

1. Make available a representative to serve as the primary contact for OpenGov Project Manager to coordinate project activities.
2. Make available appropriate representatives with the authority to review and approve deliverables produced during the project.
3. Make available appropriate Subject Matter Experts (SME) to support the project needs, test integrations and provide Customer environment specific technical details.
4. Setup firewall rules to allow incoming requests from OpenGov's proxy over HTTP/HTTPS to Customer systems.
5. Communicate any issues relating to the project to OpenGov Project Manager in a timely manner.
6. Provide acceptance of deliverables and Project in a timely manner.
7. If Integration services are purchased, Customer will be responsible for making any configuration changes or modifications to Financial System (ERP) to support integration and make available access for integration to OpenGov software. The Customer will be responsible for ensuring that the versions of Financial System (ERP) running on all environments remain the same across all environments.
8. Customer will be responsible for any infrastructure required to access OpenGov, and will maintain relevant non-OpenGov software licenses and infrastructure needed for this project i.e. accounting system licenses. Please note, OpenGov software is optimized for Google Chrome.
9. The Customer will be responsible for ensuring that all meetings and training sessions are attended by personnel, as scheduled.

4.3. Implementation Methodology

OpenGov uses an iterative methodology, with a focus on rapid implementation of a configured system. This methodology requires a degree of focus from the Customer and collaboration between both parties to complete work products in a timely manner.



1. Initiate Phase

- a. Key Activities:** Discovery, Design Sessions, Solution Document Review
- b. Key Work Products:** Data Inventory, Functional Model Build, Solution Document
- c. Summary:** The Initiate Phase is the first step of the implementation project. The purpose of this phase is to define the success criteria of the project, make design decisions based on the functional model build, and begin

gathering data that needs to be loaded into the OpenGov platform. At the end of the Phase, a Solution Document will be created that outlines how the solutions will be implemented.

2. Configure Phase

- a. Key Activities:** Application and Solution Configuration, Data Load
- b. Key Work Products:** Peer Review
- c. Summary:** The Configure Phase consists of application configuration, and solution configuration as defined in the Solution Document. OpenGov will also load the data gathered in the Initiate Phase from the Customer to use for unit testing purposes. The Phase ends with a Peer Review done by an OpenGov Subject Matter Expert to confirm that the solution follows OpenGov best practices.

3. Validate Phase

- a. Key Activities:** User Acceptance Testing, Data Confirmation
- b. Key Work Products:** Test Scripts, Test Acceptance
- c. Summary:** The Validate Phase starts with a review of the entire solution with the Customer project team to confirm that all project elements have been implemented. Once that process has been completed, the Customer will execute test scripts and validate that data is being represented accurately in the solution. If any issues are found, they will be logged and the OpenGov team will assess the issue and resolve as needed. The Phase ends with the Acceptance of test results by the Customer.

4. Deploy Phase

- a. Key Activities:** Administrator Training, Go Live Support, Transition to Customer Success Manager and Technical Support
- b. Key Work Products:** Project Documentation, Project Acceptance
- c. Summary:** The purpose of the Deploy phase is to complete the Administrator Training process, provide Go Live Support, and begin Transition activities to close the project. Post Go Live Support is technical assistance with the project team and issue resolution for the solution during the two week period after Go Live. Once this period has passed, the Project team will begin working on transition activities to the Customer, the CSM, and the Customer Technical Support Function. The Project closes upon the acceptance of the project and a brief survey to provide feedback about the experience.

5. Change Control Procedures

No amendments, changes or other modifications to this SOW will be effective without a written project change order, in the form attached hereto as Appendix 1 (a "Project

Change Order”). The Project Change Order will describe the change, the rationale for the change, and specify any change in the charges, estimated schedule, or other terms. The terms of a mutually agreed upon Project Change Order will prevail over those of this SOW or any previous Project Change Orders. Such Project Change Order may require additional charges, which will be set forth in the Project Change Order.

6. Fees and Expenses

6.1. Fees and Payment Terms

All fees and expenses will be paid in accordance with the Order Form to which this SOW is attached. For any Project Change Orders or for any new Professional Services, fees will be mutually agreed upon provided that any hourly fees shall be based on OpenGov’s then-current, applicable hourly rate. Opengov’s Standard Professional Services rate for 2019 is \$185/hour.

6.2. Travel Expenses

All rates and fees are exclusive of work-related travel, living and other expenses. Customer will be billed for actual expenses as incurred.

All Travel and Lodging expenses will be approved in advance in writing by the Customer Project Manager prior to OpenGov incurring any such expenses and booking non-refundable travel expenses. Such expenses shall be in compliance with Customer’s travel and expense guidelines provided to OpenGov.

Unless otherwise agreed to by the parties, such travel and expenses shall not exceed \$5,000 for the work specified in this SOW. If additional travel is needed as per discussion with the Customer, it will be mutually agreed upon and be billed as incurred.



AGENDA SUMMARY REPORT

SUBJECT: Approve the City's Electric Utility Wildfire Mitigation Plan (WMP) in Response to Senate Bill 901.

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

ATTACHMENTS:

1. 2019 Ukiah Wildfire Mitigation Plan

Summary: Council will consider approving the Electric Utility's Wildfire Mitigation Plan (WMP).

Background: Ukiah Electric Utility (UEU) has been operating its electric system for over one hundred years providing electric energy to Ukiah residents. The City of Ukiah is committed to providing a safe and reliable service. As such, public safety has been paramount in the operation, construction and maintenance of the city's electric grid.

Over the last few years, California has experienced several catastrophic wildfires that has resulted in the State Legislature passing SB 901 in September 2018. The law requires California utilities to prepare wildfire mitigation plan by January 1, 2020, and annually thereafter.

SP 901 also requires that the WMP be evaluated by a qualified independent evaluator, who shall issue a report to the governing body of each utility. The approved plan will be made available on the City's website.

Discussion: UEU's infrastructure is located in and adjacent to California Public Utilities Commission (CPUC) Tier 2 wildfire threat areas. The WMP (Attachment 1) describes the range of activities that UEU is taking or considering to minimize the sources of ignition and improve the resiliency of the City's electric grid.

This WMP complies with the requirements of the Public Utilities Code section 8387 for publicly owned electric utilities to prepare a wildfire mitigation plan by January 1, 2020. The plan will be iterative, promote continuous improvement year after year, and implement industry best practices in a prudent and reasonable manner.

There are eight strategies that UEU is using or intends to use to mitigate wildfires including:

- Vegetation Management
- Enhanced Inspections
- Situational Awareness
- Operational Practices
- System Hardening
- Public Safety and Notification
- Reclosing and De-energization
- Wildfire Response and Recovery

The strategies will be accomplished through three programs:

- UEU Wildfire Prevention Program (In development)
- UEU Distribution 5-year Capital Improvement Program
- COU Multi Hazard Emergency Response Program

As additional industry best practices and/or technology solutions become available, Staff will consider inclusion of these solutions in future revisions of the WMP.

Recommended Action: Approve the first annual Wildfire Mitigation Plan in response to Senate Bill 901.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

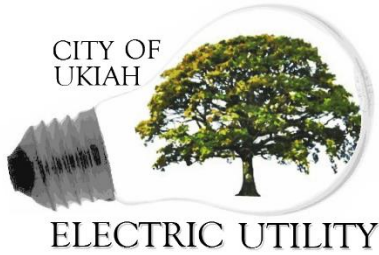
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mel Grandi, Electric Utility Director

Approved: 
Sage Sangiacomo, City Manager



Ukiah Electric Utility

2019 WILDFIRE MITIGATION PLAN

December 4, 2019

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1. OVERVIEW

A. POLICY STATEMENT

Ukiah Electric Utility has been operating its electric system for over one-hundred years. Public and employee safety is paramount in the operation, construction and maintenance of the electric system. Given recent, catastrophic wildfires in California, the state passed Senate Bill (SB) 901 in September 2018. The law requires utilities to prepare wildfire mitigation measures if the utility's overhead electrical lines and equipment are located in an area that has a significant risk of wildfire resulting from those electrical lines and equipment. The law requires the wildfire mitigation measures to incorporate specific information and procedures and requires the local publicly owned electric utility, before January 1, 2020, and annually thereafter, to prepare a wildfire mitigation plan. Portions of Ukiah Electric Utility's (UEU) electrical infrastructure is located in and adjacent California Public Utilities Commission (CPUC) designated Tier 2 wildfire threat areas.

UEU's overarching goal is to provide safe, reliable, and economic electric service to its local community. In order to meet this goal, UEU constructs, maintains, and operates its electrical lines and equipment in a manner that minimizes the risk of catastrophic wildfire posed by its electrical lines and equipment.

B. PURPOSE OF THE WILDFIRE MITIGATION PLAN

This Wildfire Mitigation Plan (WMP) describes the range of activities that UEU is taking or considering, to mitigate the threat of power-line ignited wildfires, including its various programs, policies, and procedures. This plan complies with the requirements of Public Utilities Code section 8387 for publicly owned electric utilities to prepare a wildfire mitigation plan by January 1, 2020, and annually thereafter. The Plan will be iterative, promote continuous improvement year-over-year, and represent best efforts to implement industry best practices in a prudent and reasonable manner.

UEU is a department within the City of Ukiah. For wildfire prevention and response, UEU is subordinate to the Ukiah Valley Fire Authority (UVFA) and City of Ukiah Police Department (UPD).

The City of Ukiah adopted a Emergency Operations Plan (EOP) in 2007 and the Building Community Preparedness and Resilience Program in 2019. The UEU Wildfire Mitigation Plan supports the aspirational goals of these plans in the area of Wildland Fire. The objectives of the Plans specifically supported by this UEU Wildfire Mitigation Plan are as follows:

1. Educate the public about wildland fire dangers and the steps that can be taken to prevent or minimize their effects.
2. Maintain Emergency Operations Center for coordination of information and resources.
3. Reduce the potential for destructive actions of the fire should ignition occur, utilizing fire pre-plans, ensuring a properly trained, staffed, and equipped emergency response capability, and

timely response to prevent the spread of the fire, minimizing risks to humans and property.

4. Ensure that adequate resources are available to pre-plan for incidents that may occur in the high fire hazard severity zones within the City of Ukiah.

C. ORGANIZATION OF THE WILDFIRE MITIGATION PLAN

This Wildfire Mitigation Plan includes the following elements:

Section 2 - Objectives of the Plan;
Section 3 - Roles and responsibilities for carrying out the Plan;
Section 4 - Identification of key wildfire risks and risk drivers;
Section 5 - Description of wildfire prevention, mitigation, and response strategies and programs;
Section 6 - Community outreach and education;
Section 7 - Restoration of service following a wildfire;
Section 8 - Metrics for evaluating the Performance of the WMP and identifying areas for improvement;
Section 9 - Independent audit of the Plan.

D. DEFINITIONS AND ACRONYMS

- a. COU or City – City of Ukiah
- b. CPUC - California Public Utilities Commission is a regulatory agency that regulates privately owned public utilities in California.
- c. ICS – Incident Command System is a standardized approach to the command, control and coordination of emergency response.
- d. IR – Infrared technology that uses thermography to recognize hot spots in electrical equipment.
- e. EOP – Emergency Operations Plan is a City Plan, formerly known as the Multi Hazard Emergency Response Plan that establishes communication, facilitates collaboration and ensures compliance with local, state and federal emergency management agencies.
- f. LIDAR – Light detection and ranging is a remote sensing technology that uses light in the form of a pulsed laser to measure distances.
- g. MTA – Mendocino Transit Authority
- h. OES – Mendocino County Sheriff’s Office of Emergency Services
- i. SCADA – Supervisory Control and Data Acquisition is a computer system for gathering and analyzing real time data.
- j. UEU – Ukiah Electric Utility.
- k. UPD – Ukiah Police Department.
- l. UVFA – Ukiah Valley Fire Authority.
- m. WMP – Wildfire Mitigation Plan refers to this plan as ordered by Senate Bill 901.

2. OBJECTIVES OF THE WILDFIRE MITIGATION PLAN

A. MINIMIZING SOURCES OF IGNITION

The primary goal of this WMP is to minimize the probability that UEU's transmission and distribution system may be the origin or contributing source for the ignition of a fire as well as to protect the system from wildfire damage.

UEU is in the process of evaluating prudent and cost-effective improvements to its physical assets, operations, and training to help meet this objective. UEU will implement those changes consistent with this WMP as staffing and budget allows.

B. RESILIENCY OF THE ELECTRIC GRID

The secondary goal of this WMP is to improve the resiliency of the electric grid. As part of the development and on-going implementation of this plan, UEU will assess new industry practices and technologies that will reduce the likelihood of an interruption (frequency) in service and improve the restoration of service.

Other resiliency efforts include mitigating fire fuels that area that are a threat to our facilities and equipment. Additionally, improved fire coordination will improve resiliency and help avoid the need for public safety power shut off protocols during high fire threat weather. Fire fuels reduction and improved fire response will be addressed in the UEU Wildfire Prevention Program that is in development and described in Section 5.

C. WILDFIRE PREVENTION STRATEGIES & PROGRAMS

1. Strategies

The following strategies are part of this Plan and described in more detail in Section 5.

- **VEGETATION MANAGEMENT**
These strategies help to control vegetation near to UEU overhead transmission and distribution lines so they better adhere to clearance specifications. They also include fire fuels mitigation and other work in order to prevent our system from causing a fire and to protect our system from fire.
- **ENHANCED INSPECTIONS**
These strategies consist of assessment and diagnostic activities as well as associated corrective actions. The practices in this category aim to ensure all infrastructure is in working condition and vegetation adheres to defined minimum distance specifications.
- **SITUATIONAL AWARENESS**
These strategies consist of methods to improve system visualization and awareness of environmental conditions. The practices in this category aim to provide tools to improve the other components of the plan.

- **OPERATIONAL PRACTICES**
These strategies consist of proactive, day-to-day actions taken to mitigate wildfire risks. The practices in this category aim to ensure UEU is prepared in high-risk situations, such as dry, windy environmental conditions.
- **SYSTEM HARDENING**
These strategies consist of system, equipment, and structure design and technical upgrades. The practices in this category aim to improve system hardening to prevent contact between infrastructure and fuel sources, such as vegetation and animals. It also includes making the system more resilient to wildfire and other disasters.
- **PUBLIC SAFETY AND NOTIFICATION**
These strategies will focus on ways to engage the community as partners in preventing and identifying wildfire risk. They include improving outage notification and other items in the interest of public safety.
- **RECLOSING AND DEENERGIZATION**
These strategies include discussion of de-energization as well as circuit reclosing.
- **WILDFIRE RESPONSE & RECOVERY**
These strategies consist of procedures to react to wildfire or other related emergency conditions. The practices aim to formalize protocols for these situations, so UEU can provide an adequate response and recovery.

2. **Programs**

The strategies above will, as budgetary constraints and staffing permit, be developed and implemented through the following programs that are either active or are being created and coordinated as part of this WMP and are described in more detail in Section 5.

- UEU Wildfire Prevention Program (In development)
- UEU Distribution 5-year Capital Improvement Program
- COU Emergency Response Plan (EOP)

UEU Wildfire Prevention Strategies and Program Matrix

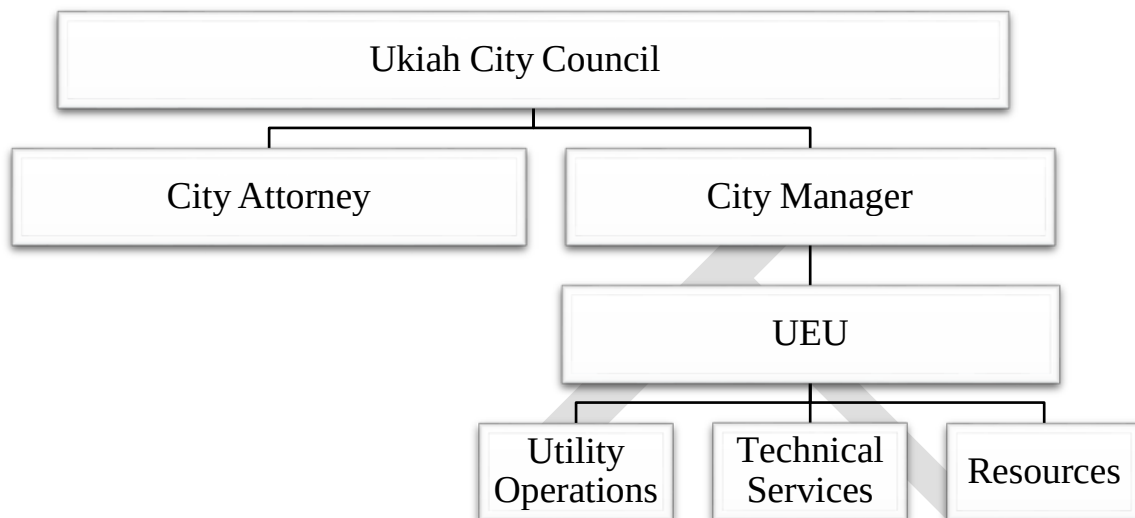
	Wildfire Prevention Plan (in development)	5-year Capital Improvement Plan	COU EOP
Vegetation Management	x		
Enhanced Inspections	x	x	
Situational Awareness		x	x
Operational Practices		x	x
System Hardening		x	x
Public Safety & Notification	x		x
Reclosing & De-energization	x	x	x
Wildfire Response & Recovery	x		x

D. IDENTIFYING UNNECESSARY OR INEFFECTIVE ACTIONS

The final goal for this WMP is to measure the effectiveness of specific wildfire mitigation strategies. UEU will assess the merits of modifications. This plan will also help determine if more cost-effective measures would produce the same or improved results.

3. ROLES AND RESPONSIBILITIES

A. UEU GOVERNANCE STRUCTURE



This WMP is subject to the direct supervision by the Ukiah City Council (Council), and will be implemented by the UEU Director (“Director”). The City of Ukiah, a general law city, has a City Council - manager form of governance. The City Council is the Utility Commission for UEU.

B. ROLES AND RESPONSIBILITIES FOR PLAN EXECUTION

Executive Level Responsibility: The Director will oversee implementation and ensure that staff follow procedures and protocols. The Assistant Director will manage the execution of performance monitoring. This includes providing guidance to staff and leading the development of reports. The staff responsible for each metric area will aggregate relevant metrics at the direction of the Assistant Director.

- 1. Program Owners:** The table below outlines the current assignments and are subject to change.

Program	Owner
UEU Wildfire Prevention Program	COU Fire Marshal’s Office and UEU Director
UEU Distribution 5-year Capital Improvement Program	UEU Assistant Director
UEU EOP	UEU Assistant Director

2. **Strategy Leads:** The table below outlines the proposed assignments and are subject to change.

Strategy	Lead Personnel	Key Technical Personnel
Vegetation Management	Electric Superintendent	Senior Electrical Engineer
Enhanced Inspections	Electric Superintendent	Senior Electrical Engineer Electric Superintendent Foreman
Situational Awareness	EU Director	Senior Electrical Engineer Electric Superintendent
Operational Practices	Assist. Electric Utility Director	Senior Electrical Engineer Electric Superintendent
System Hardening	Assist. Electric Utility Director	Senior Electrical Engineer
Public Safety & Notification	EU Director	EU Program Coordinator Management Analyst
Reclosing & De-energization	Assist. Electric Utility Director	Senior Electrical Engineer
Wildfire Response & Recovery	Electric Superintendent	COU Fire Chief Senior Electrical Engineer Line Foremen

C. COORDINATION WITH JOINT POLE INFRASTRUCTURE PROVIDERS

For joint pole fire prevention, UEU takes the lead role and informs the subordinate providers when UEU identifies any compromised poles due to third-party attachments. UEU coordinates with communication and electric infrastructure providers throughout the year when work on the system effects their equipment and identifies safety issues. If UEU staff discovers a facility in need of repair owned by an entity, UEU may issue a notice to repair to the facility owner and work to ensure that necessary repairs are promptly completed. During emergencies, UEU assumes the primary role and informs providers when there is damage or risk to their equipment.

D. COORDINATION WITH CITY OF UKIAH DEPARTMENTS

Ukiah Valley Fire Authority

The Ukiah Valley Fire Authority is the lead agency in cooperation with UEU for implementation of the UEU Wildfire Prevention & Improved communication Program. UVFA is the City's lead for emergency operations directs UEU regarding public safety priorities.

Ukiah Police Department

UEU coordinates with UPD and is subordinate for emergency and public safety issues. UEU will work closely with the UPD for situational awareness and other public safety issue related to this WMP.

Ukiah Public Works Department

UEU is investigating opportunities to harden the electrical system and increase survivability for traffic control, water and wastewater infrastructures. During wildfires and other public safety events, UEU closely will work with Public Works to ensure water/wastewater facilities and other critical infrastructure have power. These facilities are not only critical for defending the City from wildfire, but are essential for safe repopulation following any disaster. Additionally, the Mendocino Transit Authority (MTA) is a critical operation for evacuations during emergencies and will be part of planning and operational reviews process.

Ukiah Community Services Department

UEU is partnered with the COU Community Services Department as part of the UEU Wildfire Prevention Program for fire fuels mitigation as well as other programs and projects.

Other COU Departments and Administration

UEU, as a member of the City of Ukiah Team, will work to ensure information regarding warnings, alerts, and widespread outages are shared with other departments. The City Communications Team will be an integral part of getting information out to the media and public and will be coordinated with either and/or both the City's EOC as well as any Incident Command in place.

E. CAL OES STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

As a utility department of the COU located in Mendocino County, UEU may participate in various emergency operation centers depending on the situation and lead agency. As a local governmental agency, COU has planning, communication, and coordination obligations pursuant to the California Office of Emergency Services' Standardized Emergency Management System ("SEMS") Regulations, adopted in accordance with Government Code section 8607. The SEMS Regulations specify roles, responsibilities, and structures of communications at five different levels: field response, local government, operational area, regional, and state. The COU maintains a EOP that includes UEU. The COU works closely with Mendocino County to coordinate emergency operations, including the Mendocino County Sheriff's Office of Emergency Services (OES).

The Mendocino County Sheriff's Office of Emergency Services (OES) coordinates with Federal, State, and local agencies to prepare, respond, and recover from emergencies and natural disasters.

- OES is responsible for maintaining and updating the County Multi Hazard Mitigation Plan, which is an all hazards plan for Mendocino County.

- OES also coordinates and maintains the county Emergency Operation Center (EOC). The EOC can be used during a major incident to carry out the principles of emergency preparedness and emergency management between multiple agencies.
- The Office of Emergency Services provides technical advice to the Sheriff on local emergency declarations and his direct link to the California Governor's Office of Emergency Services during disasters or any other critical incident. In the event of a major incident OES can work with CAL OES to obtain a Presidential proclamation.
- OES works closely with other local agencies assisting them in preparing emergency plans and in disaster training. OES works as a point of contact for local agencies to the California Governor's Office of Emergency Services.

Pursuant to this structure, UEU coordinates and communicates with the relevant local, state and Federal agencies. This includes participating in City & County EOC exercises as well as providing annual safety meetings. Pursuant to the Emergency Operations Program, an UEU EOC Liaison will participate in the City or County EOC using the standardized Incident Command System (ICS).

4. WILDFIRE RISK AND RISK DRIVERS

A. BACKGROUND

Ukiah typically experiences cool, wet winters and hot, dry summers creating extreme fire weather conditions especially from May through October. Daily temperatures during fire seasons (June-October) can be above 90° Fahrenheit with a relative humidity of less than 30%. Typical vegetation within UEU's service territory include various types of trees including redwood, oak, pine and fir trees as well as annual grasses. Areas of dense brush and annual grasses are present, and result in high fire danger and significant fires especially during wind events. These conditions combine to create extreme fire danger. The risk of catastrophic wildfire in the area rises as the recent trend of drought conditions increases.

B. ENTERPRISE SAFETY AND WILDFIRE RISK METHODOLOGY

In order to ascertain the level of risk to our system, staff looked at our historic outages caused by animals, birds, vegetation, car-pole accidents, and overhead equipment failures as a way to assess wildfire risk. Additionally, UEU will review historic fire records to see if there are other areas of risk that should be addressed.

C. SYSTEM AND OPERATIONAL RISK

UEU's designs and constructs its electric facilities to meet or exceed the relevant federal, state, or industry standards. UEU uses the CPUC General Order (GO) 95 as a key industry standard for design and construction standards for overhead electrical facilities and, as such, meets or exceeds all applicable standards in GO 95. Additionally, UEU monitors and follow, as appropriate, the National Electric Safety Code.

Risk drivers associated with design, construction, operations, and maintenance, within our 4.3 square mile service territory include CPUC Tier 2 high fire threat areas that account for approximately 10% of UEU's facilities.

D. GEOGRAPHICAL & CLIMATE RISK

Within UEU's service territory and the surrounding areas, the primary risk drivers associated with geography and climate for wildfire are the following:

- a) Extended drought;
- b) Vegetation type;
- c) Vegetation density (especially the West side)
- d) Weather;
- e) High winds;
- f) Terrain;
- g) Low humidity;
- h) Changing weather patterns
- i) Community at risk
- j) Fire history

E. CPUC HIGH FIRE THREAT DISTRICTS

UEU will incorporate the California Public Utility Commission's (CPUC) Fire Threat Map into its construction, inspection, maintenance, repair, and clearance practices, where applicable.

UEU reviews CPUC Fire Threat Map annually to identify needed adjustments to hazard threat levels due to changes in urban development and/or vegetation conditions. When adjustments are identified, UEU collaborates with Ukiah Valley Fire Authority and City Departments and CAL FIRE to update the CPUC Fire Threat Map data and UEU's Fire Threat Map accordingly.

5. WILDFIRE PREVENTION STRATEGY AND PROGRAMS

A. STRATEGY – VEGETATION MANAGEMENT

UEU meets or exceeds the minimum industry standard vegetation management practices. For both transmission and distribution level facilities, UEU meets: (1) GO 95 Rule 35; and (2) the GO 95 Appendix E Guidelines to Rule 35 (See table below). These standards require significantly increased clearances in the High Fire Threat areas. The recommended time-of-trim guidelines do not establish a mandatory standard, but instead provide useful guidance to utilities. UEU will use specific knowledge of growing conditions and tree species to determine the appropriate time of trim clearance in each circumstance. UEU performs this work with arborists and a contract for tree trimming services as needed.

GO 95

Guidelines to Rule 35

The radial clearances shown below are recommended minimum clearances that should be established, at time of trimming, between the vegetation and the energized conductors and associated live parts where practicable. Reasonable vegetation management practices may make it advantageous for the purposes of public safety or service reliability to obtain greater clearances than those listed below to ensure compliance until the next scheduled maintenance. Each utility may determine and apply additional appropriate clearances beyond clearances listed below, which take into consideration various factors, including: line operating voltage, length of span, line sag, planned maintenance cycles, location of vegetation within the span, species type, experience with particular species, vegetation growth rate and characteristics, vegetation management standards and best practices, local climate, elevation, fire risk, and vegetation trimming requirements that are applicable to State Responsibility Area lands pursuant to Public Resource Code Sections 4102 and 4293.

Voltage of Lines	Radial Clearance of Bare Line Conductors From Tree Branches or Foliage
Radial clearances for any conductor of a line operating at 2,400 or more volts, but less than 72,000 volts	4 feet
Radial clearances for any conductor of a line operating at 72,000 or more volts, but less than 110,000 volts	6 feet
Radial clearances for any conductor of a line operating at 110,000 or more volts, but less than 300,000 volts	10 feet
Radial clearances for any conductor of a line operating at 300,000 or more volts	15 feet

In addition, UEU Wildfire Prevention Program (in development) will include the following enhancements

- No vertical coverage allowed above UEU transmission lines;
- Provide vegetation control in a 30-foot perimeter around the Power Plant and substations conductors.
- For public land, provide easement clear from ground to sky adjacent to UEU facilities;
- Work with adjacent customers to get approval for wider clearance on their land. This could include tall, diseased, leaning trees that appear to be at risk of falling into our lines.
- Perform additional vegetation removal for fuels reduction in the easement on an annual rotation to ensure CPUC recommended clearances are maintained based on the fire hazard zone where each transmission and distribution line is located;
- Consider undergrounding areas where heritage trees are prevalent.

B. STRATEGY - ENHANCED INSPECTIONS

Inspection plays an important role in wildfire prevention. UEU currently patrols its system regularly and plans to increase inspections. UEU's current inspection activities includes several components including annual infrared (IR) patrol of overhead lines and substations, inspection of wood poles, 115 KV lines and GIS data collection and sharing.

Some of the enhancements UEU will be exploring include use of unmanned aerial vehicles with IR and possibly LIDAR (light detection and ranging) capability. The frequency of inspections will be increased in the high fire threat areas and when storms or other disasters have significantly impacted our system.

C. STRATEGY - SITUATIONAL AWARENESS

Presently UEU is evaluating to upgrade an automated control management system that can be used during outages. UEU is also investigating advanced metering infrastructure (AMI) technology that has the ability to track customer outages as part of an Outage management System.

Other efforts will include the following technology in collaboration with Ukiah PD and Ukiah Valley Fire Authority.:

- Use unmanned aerial vehicles during high fire threat days for early detection, infrared inspection of hard to reach areas, and other uses in the interest of public safety;
- Communication system upgrades for wildfire and disaster response and recovery;

D. STRATEGY - OPERATIONAL PRACTICES

UEU will operate the system in a manner that will minimize potential wildfire risks including taking all reasonable and practicable actions to minimize the risk of a catastrophic wildfire caused by UEU electric facilities. UEU will take corrective action for deficiencies when the staff witnesses or is notified of improperly install or maintained fire protection measures. In addition

to those general principles, several new operational practices will help reduce the risk of wildfire and improve the response time in the event of a fire including:

- During high wildfire, threat periods (red flag warnings) perform only essential work. A protocol will be developed that could include staffing at Orchard substation and Mendocino Hydroelectric power plant with an electrical technician or lineman, posting linemen in various parts of the city where the fire danger is higher, and having other field personnel patrolling the city. All personnel will directly report to Fire/Police any hazardous observations. All available UEU Staff placed on standby.
- Collect and maintain wildfire and system data necessary for the implementation and evaluation of this Wildfire Mitigation Plan.

E. STRATEGY - SYSTEM HARDENING

UEU's electric facilities are designed, constructed, and maintained to meet or exceed the relevant federal, state, or industry standard. UEU treats CPUC General Order (GO) 95 as a key industry standard for design and construction standards for overhead electrical facilities. UEU meets or exceeds all standards in GO 95. Additionally, UEU monitors and follows as appropriate the National Electric Safety Code. In addition to standards, UEU develops a 5-year capital improvement plan that is considering some or all of the following:

- Addition of remote-controlled field reclosers possibly with arc detection technology;
- Poles with operating devices are cleared of flammable vegetation around them with a radius of 10'. Perform this for every wood pole in the system for resiliency;
- Provide or clear additional access paths along power line easements and to ensure access and ability to perform maintenance.
- As 115KV transmission poles reach end of useful life for Tier 2 areas, replace with steel poles in kind.
- Engineering – Revise construction standards to implement arc suppression components, raptor framing, squirrel guards, tree wire, lightning arresters, and arc suppression fusing.
- Create design standards for new equipment for remote controlled reclosers and implement into the SCADA system.
- Convert overhead lines to underground as feasible and economic;
- Alternative Technologies- UEU will consider the feasibility of implementing alternative technologies, such as wire-break sensing and arc detection technology, as they become available and cost-effective.
- Replacement of overhead fuses with current limiting, non-arcing models in Tier 2 areas.

F. STRATEGY - PUBLIC SAFETY AND NOTIFICATION

The following is part of this WMP is to insure a high level of communication with the community during high fire threat periods and disasters.

- Coordinate with UVFA and UPD through the City's EOC during emergencies or large scale outages;

- Utilize communications protocol with County EOC and/or Health and Human Services for notifications to vulnerable groups;
- Actively update social media using the COU Communications Team;

G. STRATEGY - RECLOSING AND DEENERGIZATION

For this first iteration of our Wildfire Mitigation Plan, we intend to make changes to our protection system during fire season so that circuits that are faulted do not attempt to reclose. **We will continue to shut off power when directed to by Ukiah Valley Fire, Police, Cal Fire, or other emergency responding agencies.** We will not preemptively shut off power during high fire threat periods for the following reasons:

- Our service territory is only 4.3 square miles and relatively compact and visible with proper technology;
- Turning off the power could put the community at higher risk to wildfire as it could impact water supplies and also create abnormal human activity that could increase opportunity for fire;
- We plan to have real-time information from staff located in areas identified as at risk of being subject to extreme weather conditions;
- We plan to use system hardening, situational awareness, vegetation management and the other strategies to avoid shutting off power.

H. STRATEGY - WILDFIRE RESPONSE & RECOVERY

- During an high fire threat event, stage fire protection equipment in a ready status and the COU EOP on standby;
- Staff critical assets for coverage and necessary shift changes during fire events;
- Wildfire Response: Execute the City's EOP
- The City of Ukiah Electric Utility is a member of the California Utility Emergency Association, which plays a key role in ensuring communications between utilities during emergencies including mutual aid. UEU also participate in the Western Energy Institute's Western Region Mutual Assistance Agreement, which is a mutual assistance agreement covering utilities across a number of western states.

I. PROGRAM – UEU WILDFIRE PREVENTION PROGRAM (In development)

J. PROGRAM – UEU 5-year Capital Improvement Plan

K. PROGRAM – COU EMERGENCY OPERATIONS PLAN

6. COMMUNITY OUTREACH AND EDUCATION

COU, UVFA, UPD and UEU will maintain a proactive outreach and education strategy to create public awareness of fire threats, fire prevention, and available support during a wildfire or large power outages. Prior to an emergency, communication will include regular messages related to wildfire prevention, such as right-of-way management, tree trimming, line inspection, or other relevant topics. Methods of communication will include newsletters (Power Line Newsletter), website updates, social media posts, and public service announcements.

7. RESTORATION OF SERVICE

In the event of a wildfire or other emergency event, UEU will staff up to coordinate activities to restore service. UEU will restore power, following an event, in cooperation with UVFA, UPD, and COU Departments.

UEU management will oversee restoration and response activities. In the event that additional staff is needed, UEU may leverage mutual aid agencies, other City of Ukiah staff, and local aid organizations. The utility may also engage contractors on an as-needed basis.

The following describes the steps typically taken to begin the restoration process:

Assessment. UEU crews must patrol each line segment to determine the extent of damage that has occurred. The patrol involves assessing equipment access issues, any cleanup/debris removal issues and determining personal protective equipment requirements for the crews. UEU works with the local agency in charge of the fire to access impacted areas as soon as the area is deemed safe by fire officials.

Planning. After initial assessment, UEU supervisors, managers and engineers meet to plan the needed work. The team will work with system operations to prioritize the restoration efforts, targeting the circuits that serve the most critical infrastructure needs.

Mobilize. Based on the size and complexity of the rebuild/restoration efforts, UEU will coordinate the crews and material needs internally if possible. Mutual aid and contractors may be used on an “as needed” basis to provide additional support. Though UEU maintains a material vendor list and has contracts it can draw on for labor and material needs; though in instance of widespread catastrophic damage necessary materials and labor could experience shortages that may delay work.

Rebuild. The rebuild effort lead by UEU will commence as soon as areas become safe and accessible. The initial efforts will be to get the lines up and restore the damaged circuits. Depending on the extent of damage, demolition may be performed concurrently or after crews start installing new facilities. UEU will incorporate new materials and technologies as indicated and available.

Restore. UEU, mutual aid, or contract crews will restore electric services to homes and businesses as soon as possible after the wildfire. Depending on the extent of damages, residential and business customers may have to perform repairs on their facilities and pass inspections by local agencies

prior to having full electric service restored.

In most cases, the following restoration priorities will be followed depending on the specific incident and available resources:

- Public safety in the affected areas;
- Worker safety in performing the restoration work;
- Life-support or critical customers;
- Critical infrastructure Hospitals, Key medical, City & County facilities and accounts; Sheriff's Department and jail, City Police and Fire Departments, other key utility facilities (e.g., water, sewage, gas, citywide communications), Incident Command Site or Base Camp, Incident Evacuation Centers, local broadcast and radio Stations, etc.);
- Major commercial activities/accounts critical to continuity of community services (e.g., gas stations, food stores, home supply stores, repair shops, eateries and lodging facilities, financial institutions, etc.);
- Reduce the total number of customers affected;
- Reduce the length of time customers have been without power.

In directing restoration efforts to best achieve the above priorities, UEU Operations Group personnel will generally find it most efficient to dedicate restoration resources to the following types of facilities in the following order of priority to optimally restore electric services:

- Transmission circuit (115 kV);
- Substation and Mendocino Power Plant Facilities;
- Distribution circuits (600 Amp -12 kV);
- Distribution feeders (200 Amp – 12 kV);
- Distribution transformers;
- Service lines.

8. EVALUATION OF THE PLAN

A. METRICS FOR MEASURING PLAN PERFORMANCE

UEU will track two metrics to measure the performance of this Wildfire Mitigation Plan: (1) number of fire ignitions; and (2) wires down within the service territory.

Metric 1: Fire Ignitions

For purposes of this metric, a fire ignition is defined as follows:

- a) UEU facility was associated with the fire;
- b) The fire was self-propagating and of a material other than electrical and/or communication facilities;
- c) The resulting fire traveled greater than one linear meter from the ignition point; and
- d) UEU has knowledge that the fire occurred.

In future Wildfire Mitigation Plans, UEU will provide the number of fires that occurred that were

less than 1 acres in size. Any fires greater than 1 acres will be individually described.

Metric 2: Wires Down

The second metric is the number of distribution and transmission wires downed within UEU's service territory. For purposes of this metric, a wires down event includes any instance where an electric transmission or primary distribution conductor falls to the ground or onto a foreign object. UEU will divide the wires down metric between wires down inside and outside of the High Fire Threat District. UEU will not normalize this metric by excluding unusual events, such as severe storms. Instead, UEU will supplement this metric with a qualitative description of any such unusual events.

B. IMPACT OF METRICS ON PLAN

In the initial years, UEU anticipates that there will be relatively limited data gathered through these metrics. However, as the data collection history becomes more robust, UEU will be able to identify areas of its operations and service territory that are disproportionately impacted. UEU will then evaluate potential improvements to the plan.

C. MONITORING AND AUDITING THE PLAN

Review of this WMP will occur annually and any lessons learned will have the highest priority for improving steps in the plan, any reference programs, and the process for implementation. UEU will present this plan to the Ukiah City Council on an annual basis. The comprehensiveness of this WMP will be assessed by an independent evaluator with experience in assessing the safe operation of electrical infrastructure. The independent evaluator shall issue a report that will be presented to the Ukiah City Council and be made available on the City's Website.

D. IDENTIFYING AND CORRECTING DEFICIENCIES IN THE PLAN

UEU staff and qualified external stakeholders are encouraged to identify Wildfire Mitigation Plan deficiencies or potential deficiencies to the Assistant Electric Utility Director as soon as possible when observed. The Assistant Electric Utility Director shall evaluate each reported deficiency and, if the deficiency is determined to be a valid plan deficiency, it shall be entered into a log with the following information:

- Date the deficiency was discovered;
- Description of the deficiency;
- Source identifying the deficiency (e.g., Internal Audit);
- Priority based on deficiency severity;
- Assigned corrective action including the date when it must be completed by;
- Assigned staff responsible for completing the corrective action;
- Date corrective action completed.

The Assistant Electric Utility Director will go over the log at regularly scheduled Leadership and Supervisor Meetings.

E. MONITORING THE EFFECTIVENESS OF INSPECTIONS

UEU will perform inspections on either an annual, 5-year or 10 year cycle, based on GO 95 or fire mitigation recommendations. Any areas found that need improvement or appear hazardous will be documented with a work order, given a priority, and the work order will be tracked. When completed the work order will have a close date.

The Assistant Electric Utility Director will assign qualified internal staff or engage a third party to review and audit the equipment and line inspection programs called out in the Wildfire Mitigation Plan after the completion of the first six months of the plan. The assigned auditor will:

- Review records for the inspection programs;
- Interview staff performing inspections to assess their knowledge of the inspection programs;
- Monitor staff performing inspection activities;
- Review deficiencies noted in the programs;
- Identify systemic issues or problems;
- Note the timeliness of corrective actions;
- Pick a random sample of some completed corrective actions and verify the effectiveness of the corrective actions; and
- Issue a written report of findings.

The Assistant Director of Utility Operations will review the audit findings and assign corrective action as applicable. A copy of the audit report will be routed to the Director.

9. INDEPENDENT AUDITOR

Public Utilities Code section 8387(c) requires UEU to contract with a qualified independent evaluator with experience in assessing the safe operation of electrical infrastructure to review and assess the comprehensiveness of this Wildfire Mitigation Plan.

UEU will have the Plan reviewed using a contract through the Northern California Power Agency following the initial approval of the City Council.

The report from the independent evaluator will be available on UEU's website. The auditor will present the report and findings to the Ukiah City Council at a public meeting.



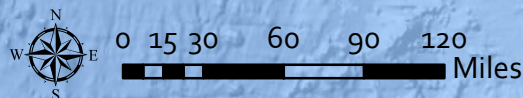
CPUC Fire-Threat Map

Adopted by CPUC January 19, 2018

The data portrayed in the CPUC Fire-Threat Map were developed under Rulemaking 15-05-006, following procedures in Decision (D.) 17-01-009, revised by D.17-06-024, which adopted a work plan for the development of a utility High Fire-Threat District (HFTD) for application of enhanced fire safety regulations. The aforementioned decisions ordered that the HFTD be comprised of two individual map products. One of those map products is this CPUC Fire-Threat Map. The CPUC Fire-Threat Map depicts areas where enhanced fire safety regulations found in Decision 17-12-024, will apply. The final CPUC Fire-Threat Map was submitted to the Commission via a Tier 1 Advice Letter that was adopted by the Commission's Safety and Enforcement Division (SED) with a disposition letter on January 19, 2018. All data and information portrayed on the CPUC Fire-Threat Map are for the expressed use called out in D.17-12-024, and any other use of this map are not the responsibility or endorsed by the Commission or it's supporting Independent Review Team.

Fire-Threat Areas

-  Tier 2 - Elevated
-  Tier 3 - Extreme
-  Counties





AGENDA SUMMARY REPORT

SUBJECT: Discussion and Possible Action Regarding the Cancellation of the January 1, 2020, 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

ATTACHMENTS:

None

Summary: Council will consider cancelling the January 1, 2020, Regular City Council meeting due to the date being a holiday.

Background: City Council has regular meetings scheduled for the first and third Wednesdays of each month. On the upcoming meeting schedule, the regularly scheduled meeting of January 1, 2020, falls on New Year's Day. Council typically cancels a meeting around the holidays due to low attendance and business items at that time of year.

Discussion: Staff is recommending the cancellation of the January 1, 2020. If time sensitive business arises, the Mayor and/or City Manager will call for a special meeting on an alternate date.

Recommended Action: Approve the cancellation of the January 1, 2020, 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



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

ATTACHMENTS:

1. 2019 City Council Special Assignments and Ad Hocs

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 may also 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: Mayor Mulheren

Approved: 
Sage Sangiacomo, City Manager

2019 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 twice 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.	Emergency Management Coordinator 300 Seminary Ave. Ukiah, CA 95482 467-5765 - Tami Bartolomei	Develop any necessary emergency and mutual aid plans, agreements, ordinances, resolutions, rules, and regulations.	Mulheren Orozco- Alternate	Tami Bartolomei, Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com	
Greater Ukiah Business & Tourism Alliance	TBD	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	Mulheren	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 Mulheren- Alternate	Rick Seanor, Deputy Director of Public Works; 463-6296 rseanor@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 Scalmanini- 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	Mulheren Brown- Alternate	Rick Seanor, Deputy Director of Public Works; 463-6296 rseanor@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	Mayor	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 666-4857	Consider issues related to Russian river - plans projects and funding requests	Mulheren Brown- Alternate	Rick Seanor, Deputy Director of Public Works; 463-6296 rseanor@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 Mulheren- 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	Bartolomei (appointed 12/19/18)	David Burton, Museum Director; 467-2836 dburton@cityofukiah.com	

2019 CITY COUNCIL SPECIAL ASSIGNMENTS

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	UPD Staff	Recommend to be assigned to staff - Forthcoming from UPD
Northern California Power Agency (NCPA)	4th Thursday of month, 9:00 a.m. (see calendar from NCPA)	Roseville, CA and other locations		651 Commerce Drive Roseville, CA 95678 916-781-4202	Pool of public utilities for electric generation and dispatch	Crane Grandi - Alternate	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
LOCAL/COUNTY/REGIONAL/LIASONS 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	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	Mulheren Brown- 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 Alan Carter , Treasurer	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Library Advisory Board	3rd Wednesdays of alternate months (beginning January), 1:00 p.m.	Various Mendocino County Libraries		Ukiah County Library 463-4491	Review library policy and activities	Bartolomei (appointed 12/19/18) Mulheren - Alternate	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	Mulheren/Orozco White (appointed 12/19/18)	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com
HHSa 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 Mulheren- Alternate	Craig Schlatter , Director of Community Development; 463-6219; cschlatter@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 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 City's 2nd District Supervisor	Brown Crane- Alternate	Sage Sangiacomo , City Manager; 463-6221; ssangiacomo@cityofukiah.com
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	Dan Grebil , Fire Authority Administrator; 462-7921 x400; dgrebil@cityofukiah.com

2019 AD HOC COMMITTEES		
COMMITTEE	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Electric Grid Operational Improvements	Crane/Scalmanini	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
Rate Studies for Electric, Water, Sewer	Crane/Scalmanini	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Downtown Parking Management	Mulheren/Brown	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com
Budget Development Best Practices and Financial Policy For FY 19/20 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
Public Works Project Specification Development	Crane/Mulheren	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Uniform Cost Accounting	Crane/Mulheren	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Vichy Springs Resort Litigation	Brown/Scalmanini	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Marbut Study Ad Hoc	Brown/Scalmanini	Justin Wyatt , Police Operations Captain, 463-6760 jwyatt@cityofukiah.com
Solar Proposal-Application Project	Crane/Scalmanini	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com
Cannabis Events	Mulheren/Brown	Tami Bartolomei , Community Services Administraor; 467-5765 tbartolomei@cityofukiah.com
Construction Related ADA Compliance	Scalmanini/Orozco	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Upper Russian River Water Discussions	Crane/Brown	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com