



**City Council  
Regular Meeting  
AGENDA**

***The meeting will be held virtually. You can register for Ukiah City Council Regular Meeting at: <https://attendee.gotowebinar.com/rt/9199312935703156493>***

***After registering, you will receive a confirmation email containing information on how to join the webinar. Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at [www.cityofukiah.com/meetings](http://www.cityofukiah.com/meetings); or call in using your telephone or computer mic & speakers (VoIP): +1 (562) 247-8422; Audio Access Code - 632-379-998***

**November 3, 2021 - 6:00 PM**

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**1. ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**

**4. PETITIONS AND COMMUNICATIONS**

**5. APPROVAL OF MINUTES**

5.a. Approval of the Minutes for the October 20, 2021, Regular Meeting.

***Recommended Action: Approve the Minutes of October 20, 2021, a Regular Meeting, as submitted.***

Attachments:

1. 2021-10-20 Draft Minutes

**6. RIGHT TO APPEAL DECISION**

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

**7. CONSENT CALENDAR**

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

- 7.a. Report of Disbursements for the Month of September 2021.

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

Attachments:

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

- 7.b. Report Regarding Contract to SMB Environmental Inc. in the Amount Not to Exceed \$15,000 for the Necessary Environmental Documentation Pursuant to the California Environmental Quality Act (CEQA) for the Recycled Water Phase 4 Project.

**Recommended Action: Receive report regarding contract to SMB Environmental Inc. in the amount not to exceed \$15,000 for the necessary environmental documentation pursuant to the California Environmental Quality Act (CEQA) for the Recycled Water Phase 4 Project.**

Attachments:

1. SMB Environmental - RWP Revisions 2122-115 - Contract

- 7.c. Council will Consider Awarding a Contract in the Amount of \$37,251.76 for Bi-Weekly General Maintenance and Troubleshooting Services at the Waste Water Treatment Plant to JM Integration.

**Recommended Action: Award contract in the amount of \$37,251.76 for bi-weekly maintenance for the PLC and Wonderware systems at the Waste Water Treatment Plant to JM Integration.**

Attachments:

1. Quote 090921

- 7.d. Authorize City Manager to Negotiate and Execute a Contract with the California Conservation Corps (CCC) in the Amount of \$26,000 to Provide Project Support for the California Natural Resources Agency (CNRA) Funded Urban Greening Grant to Build Phase 4 of the Great Redwood Trail.

**Recommended Action: Authorize City Manager to negotiate and execute a contract with the California Conservation Corps (CCC) in the amount of \$26,000 to provide project support for the California Natural Resources Agency (CNRA) funded Urban Greening Grant to build Phase 4 of the Great Redwood Trail.**

Attachments:

1. CCC2021RailTrailPhase4

- 7.e. Adoption of Resolution of the City Council Implementing Teleconferencing Requirements for City Council and Board and Commission Meetings During a Proclaimed State of Emergency Due to the COVID-19 Pandemic.

**Recommended Action: Adopt a Resolution of the City Council Implementing Teleconferencing Requirements for City Council and Board and Commission Meetings during a Proclaimed State of Emergency Due to the COVID-19 Pandemic.**

Attachments:

1. AB 361 Findings for All Legislative Bodies

- 7.f. Consideration of a Payment of \$29,440 to the Mendocino Solid Waste Management Authority (MSWMA) Board to Fund Increase Costs Associated with the Operation and Household Hazardous Waste Disposal Costs; and Approve Corresponding Budget Amendments.  
**Recommended Action: Approve a payment of \$29,440 to the Mendocino Solid Waste Management Authority (MSWMA) Board to fund a financial shortfall in operations. Direct Staff to approve and include this expense in future curbside collection rate calculations as part of the solid waste collection contract; and approval of corresponding budget amendments.**

Attachments:

1. MSWMA Letter Funds Recommendation Letter

- 7.g. Authorize the City Manager to Negotiate and Execute a Professional Services Agreement in an Amount Not to Exceed \$149,999.50 with GHD Inc. for Preparation of the Orr Street Bridge and Transportation Corridor Study and Plan, to be Funded through 20-CDBG-12052, and Approval of Corresponding Budget Amendment.

**Recommended Action: Authorize the City Manager to negotiate and execute a professional services agreement in an amount not to exceed \$149,999.50 with GHD Inc. for preparation of the Orr Street Bridge and Transportation Corridor Study and Plan, which will be funded through 20-CDBG-12052, and approve corresponding budget amendment.**

Attachments:

1. 20-CDBG-12052 Standard Agreement and Exhibits A-E
2. RFP - Orr Street Corridor - Final
3. Orr Street Bridge -GHD
4. Proposal Evaluation Summary - Meeting Review

- 7.h. Adopt a Resolution Approving a Side Letter Agreement to the Current Memorandum of Understanding Between the City of Ukiah and the International Brotherhood of Electrical Workers Local 1245, and Corresponding Budget Amendment.

**Recommended Action: Adopt a Resolution approving a side letter agreement to the current Memorandum of Understanding between the City of Ukiah and IBEW Local 1245, and corresponding budget amendment.**

Attachments:

1. Side Letter Agreement Between COU and IBEW Local 1245
2. Resolution to Approve Side Letter between COU and IBEW Local 1245

## **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. Direction from Council Regarding the Reformation of the Paths, Open Space and Creeks Commission (POSCC) and the Parks, Recreation, and Golf Commission (PRGC) into a Single Public Spaces Commission.

**Recommended Action: Approve reformation of the POSCC and PRGC into a combined Public Spaces Commission (PSC), and direct Staff to draft ordinance to codify change.**

Attachments:

1. Public Spaces Community Outreach Plan

### **13. NEW BUSINESS**

- 13.a. Capital Project Financing Strategy Workshop: City Council Will Receive and Consider a Management Strategy to Finance Several Significant Capital Projects Related to Streets, Corporation Yard, and Electric Services.

**Recommended Action: Council to receive and consider management strategy on capital project financing.**

Attachments:

1. Capital Project Financing Plan Workshop, 11-3-21
2. Ukiah 2021 Electric Bonds - Financing Schedule 211020 (Competitive)
3. Ukiah 2022 LRBs - Financing Schedule 211022
4. Measure Y Schedule of Resources and Uses, FY 2021, rev 9-22-21

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

**Recommended Action: Receive report(s). The Council will consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).**

Attachments:

1. 2021 City Council Special Assignments

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

- 14.a. **Conference with Legal Counsel—Anticipated Litigation**

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

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

**Recommended Action: Confer in Closed Session**

Attachments: None

- 14.b. **Conference with Legal Counsel—Anticipated Litigation**

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

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

**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. SCUК-CVPT-2018-70200  
**Recommended Action: Confer in Closed Session**  
Attachments: None
- 14.d. **Conference with Legal Counsel – Existing Litigation**  
(Government Code Section 54956.9(d)(1))  
Name of case: Vichy Springs Resort v. City of Ukiah, Et Al; Case No. SCUК-CVPT-20-74612  
**Recommended Action: Confer in Closed Session**  
Attachments: None
- 14.e. **Conference with Legal Counsel – Existing Litigation**  
(Cal. Gov’t Code Section 54956.9(d)(1))  
Name of case: City of Ukiah v. Questex, LTD, et al, Mendocino County Superior Court, Case No. SCUК- CVPT-15-66036  
**Recommended Action: Confer in Closed Session**  
Attachments: None
- 14.f. **Conference with Legal Counsel – Existing Litigation**  
(Cal. Gov’t Code Section 54956.9(d)(1))  
Name of case: Siderakis v. Ukiah, et al, Mendocino County Superior Court, Case No. 21CV00603  
**Recommended Action: Confer in Closed Session**  
Attachments: None
- 14.g. **Conference with Real Property Negotiators**  
(Cal. Gov’t Code Section 54956.8)  
Property: APN Nos: 003-500-19; 003-190-08; 057-050-12; 157-050-11; 157-060-003; 001-040-83; 157-050-03, 157-060-02, 157-050-04, 157-050-03, 157-030-02, 157-050-01, 157-050-02, 157-050-10, 157-050-09, 157-070-01, 157-070-02, 003-190-01; 003-181-01; 003-582-38  
Negotiator: Sage Sangiacomo, City Manager;  
Negotiating Parties: Dave Hull and Ric Piffero  
Under Negotiation: Price & Terms of Payment  
**Recommended Action: Confer in Closed Session**  
Attachments: None
- 14.h. **Conference with Labor Negotiator (54957.6)**  
Agency Representative: Sage Sangiacomo, City Manager  
Employee Organizations: All Bargaining Units  
**Recommended Action: Confer in Closed Session**  
Attachments: None

## **15. ADJOURNMENT**

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

Friday, 8:00 am to 5:00 pm.

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

Kristine Lawler, City Clerk/CMC

Dated: 10/29/21

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

Virtual Meeting Link: <https://attendee.gotowebinar.com/rt/3862698010362077965>

**Ukiah, CA 95482**

**October 20, 2021**

**6:00 p.m.**

**1. ROLL CALL**

Ukiah City Council met at a Regular Meeting on October 20, 2021, having been legally noticed on October 15, 2021. The meeting was held virtually at the following link: <https://attendee.gotowebinar.com/rt/3862698010362077965>. Mayor Orozco called the meeting to order at 6:00 p.m. Roll was taken with the following **Councilmembers Present:** Josefina Dueñas, Jim O. Brown, and Juan V. Orozco. **Councilmember Absent by Prearrangement:** Douglas F. Crane and Mari Rodin. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

*MAYOR OROZCO PRESIDING.*

**2. PLEDGE OF ALLEGIANCE**

*The Pledge of Allegiance was led by Mayor Orozco.*

**3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**

**4. PETITIONS AND COMMUNICATIONS**

**5. APPROVAL OF MINUTES**

**a. Approval of the Minutes for the October 6, 2021, Regular Meeting/**

**Motion/Second:** Brown/Dueñas to approve Minutes of October 6, 2021, a regular meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Dueñas, Brown, and Orozco. NOES: None. ABSENT: Crane and Rodin. ABSTAIN: None.

**6. RIGHT TO APPEAL DECISION**

**7. CONSENT CALENDAR**

- a. Approval of Purchase of Mobile Data Terminal (MDT) Units, Docking Station and Mounting Hardware from LEHR in the amount of \$51,606.83 – *Police*.
- b. Award of Contract (COU No. 2122-144) in the Amount of \$56,500 for Roof Repair at the Water Treatment Plant to San Francisco Roofing Services, Inc – *Water Resources*.
- c. Adoption of Resolution (2021-51) of the City of Ukiah Establishing Time Limits on Permit Parking in Municipal Off-Street Parking Lots Pursuant to Ukiah City Code Section 7366 - *Administration*.
- d. Award Contract (COU No. 2122-145) in the Amount of \$42,000 for Scarification of Three Percolation Ponds at the Water Treatment Plant to Gregg Simpson Trucking of Ukiah – *Water Resources*.
- e. Approve Purchase in the Amount of \$25,000 to Aggreko for the Rental of a 200 Ton Chiller for Use at Ukiah on Ice, and Approval of Corresponding Budget Amendment – *Community Services*.

- f. Approve Purchase of a Cardiac Arrest System Assessment and Digital Training for Life Support Courses in the Amount of \$26,371.20 to RQI, and Approve Corresponding Budget Amendment - *Fire*.
- g. Authorize City Manager to Execute a Contract (COU No. 2122-146) with Spyglass Group to Perform a Telecommunications Audit - *Finance*.
- h. Authorize the City Manager to Negotiate and Execute a Multi-function Copier Lease and Maintenance Contract (COU No. 2122-147) with Xerox for the Replacement of the Existing Machine - *Finance*.
- i. Report to Council of the Three-year Contract (COU No. 2122-142) Expenditure with Yenter Group Corporation to Provide a Web-based Electric Vehicle Resource Tools in the Amount of \$13,500 – *Electric Utility*.

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

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

*No public comment was received.*

9. **COUNCIL REPORTS**

**Presenter:** Councilmember Duenas.

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

**Presenters:** Sage Sangiacomo, City Manager; and

- **Update of Drought and Water Conditions** – Sean White, Water Resources Director.
- **Initial Report on Draft Infrastructure Financing Plan** – Dan Buffalo, Finance Director.

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

12. **UNFINISHED BUSINESS**

a. **Discussion and Direction to Staff on Proposed Ordinance to Ban the Retail Sale of Nitrous Oxide Canisters**

**Presenter:** Darcy Vaughn, Assistant City Attorney.

**Motion/Second:** Brown/Dueñas to direct the City Attorney's Department to draft an ordinance that prohibits retail sales of nitrous oxide canisters at businesses operating under a tobacco retailer's license, and establishing the enforcement mechanism as civil/administrative, with one of the enforcement methods being suspension of a non-compliant business's tobacco retailer's license. Motion **carried** by the following roll call votes: AYES: Dueñas, Brown, and Orozco. NOES: None. ABSENT: Crane and Rodin. ABSTAIN: None.

**Motion/Second:** Brown/Duenas to authorize the City Attorney's office to consult with the Ukiah Valley Youth Leadership Coalition to develop an ordinance within the framework approved by the City Council for educational purposes. Motion **carried** by the following roll call votes: AYES: Dueñas, Brown, and Orozco. NOES: None. ABSENT: Crane and Rodin. ABSTAIN: None.

**b. Receive Status Report and Consider Any Action or Direction Related to the Novel Coronavirus (COVID-19) Emergency Including Operational Preparedness and Response; Continuity of City Operations and Services; Community and Business Impacts; and Any Other Related Matters.**

**Presenter:** Traci Boyl, City Manager's Office Management Analyst.

*Report was received.*

**13. NEW BUSINESS**

**a. Discussion and Possible Adoption of Resolution Establishing the In-meeting Process for Nominating and Appointing New Members to the City Council (when appointed), Planning Commission, and Design Review Board.**

**Presenter:** Kristine Lawler, City Clerk.

**Motion/Second:** Brown/Duenas to adopt resolution (2021-52) establishing the in-meeting process for making appointments to the City Council (when appointed), Planning Commission, and Design Review Board; or give direction to Staff. Motion **carried** by the following roll call votes: AYES: Dueñas, Brown, and Orozco. NOES: None. ABSENT: Crane and Rodin. ABSTAIN: None.

**b. Discussion and Possible Adoption of Resolution Making an Appointment to the Planning Commission to Fill the Remaining Term of Ruth Van Antwerp.**

**Presenter:** Kristine Lawler, City Clerk.

**Motion/Second:** Brown/Duenas to adopt the resolution (2021-53) appointing Alex de Grassi to the Planning Commission to fill the unexpired term of Ruth52 Van Antwerp, who was filling the unexpired term of Chris Watt, with the term expiring in December 2022. Motion **carried** by the following roll call votes: AYES: Dueñas, Brown, and Orozco. NOES: None. ABSENT: Crane and Rodin. ABSTAIN: None.

**c. Annual Review and Approval of No Changes to the Existing Fee Schedule for the Ukiah Police Department.**

**Presenter:** Noble Waidelich, Interim Police Chief.

**Motion/Second:** Brown/Duenas to approve No Changes to the Existing Fee Schedule for the Ukiah Police Department. Motion **carried** by the following roll call votes: AYES: Dueñas, Brown, and Orozco. NOES: None. ABSENT: Crane and Rodin. ABSTAIN: None.

**d. Adoption of Resolution of the City Council Implementing Teleconferencing Requirements During a Proclaimed State of Emergency Due to the COVID-19 Pandemic.**

**Presenter:** Darcy Vaughn, Assistant City Attorney.

**Motion/Second:** Brown/Duenas to adopt a Resolution (2021-54) of the City Council Implementing Teleconferencing Requirements during a Proclaimed State of Emergency Due to the COVID-19 Pandemic; Authorize Re-adoption of the Resolution every 30 days via Consent Calendar. Motion **carried** by the following roll call votes: AYES: Dueñas, Brown, and Orozco. NOES: None. ABSENT: Crane and Rodin. ABSTAIN: None.

- e. Discussion and Possible Action Regarding the Cancellation of the December 1, 2021, and the January 5, 2022, Regular City Council Meetings, 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.**

**Presenter:** Sage Sangiacomo, City Manager.

**Motion/Second:** Brown/Duenas to approve the cancellation of the December 1, 2021, and the January 5, 2022, Regular City Council Meetings, 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. Motion **carried** by the following roll call votes: AYES: Dueñas, Brown, and Orozco. NOES: None. ABSENT: Crane and Rodin. ABSTAIN: None.

- f. 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).**

*Reports were received.*

*THE CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 7:21 P.M.*

#### **14. CLOSED SESSION**

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

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

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

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

Recommended Action: Confer in Closed Session

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

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

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

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

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

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

**d. Conference with Legal Counsel – Existing Litigation**

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

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

**e. Conference with Legal Counsel – Existing Litigation**

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

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

**f. Conference with Legal Counsel – Existing Litigation**

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

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

**g. Conference with Legal Counsel – Existing Litigation**

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

Name of case: City of Ukiah v. Questex, LTD, et al, Mendocino County Superior Court, Case No. SCUk- CVPT-15-66036

**h. Conference with Real Property Negotiators**

(Cal. Gov't Code Section 54956.8)

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

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Dave Hull and Ric Piffero

Under Negotiation: Price & Terms of Payment

**i. Conference with Real Property Negotiators**

(Cal. Gov't Code Section 54956.8)

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

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

Negotiating Parties: Noble Vineyard Management

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

**j. Conference with Labor Negotiator (54957.6)**

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

*No action was taken; direction was provided to Staff.*

**15. ADJOURNMENT**

There being no further business, the meeting adjourned at 7:57 p.m.

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Kristine Lawler, City Clerk







## AGENDA SUMMARY REPORT

**SUBJECT:** Report of Disbursements for the Month of September 2021.

**DEPARTMENT:** Finance

**PREPARED BY:** Candice Rasmason, Accounts Payable

**PRESENTER:** Consent Calendar

**ATTACHMENTS:**

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

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

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

Accounts Payable Check Numbers (City & UVFA): 3044242-3044394; 3044395-3044481; 3044482-3044581; 3044582-3044674

Accounts Payable Wire Transfers: 51, 52

Payroll Check Numbers: 509440-509484; 509485-509537

Payroll Manual Check Numbers: N/A

Direct Deposit Numbers: 106885-107113; 107114-107346

Manual Direct Deposit Numbers: N/A

Void Check Numbers: 3043475, 3044022, 3040511, 3044525, 3044467, 509485

Void Direct Deposit Numbers: N/A

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

Attachment #1: September 2021 Summary of Disbursements

Attachment #2: Account Codes for Reference

Attachment #3: Object Codes for Reference

Attachment #4: September 2021 Disbursement Detail

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

**BUDGET AMENDMENT REQUIRED:** N/A

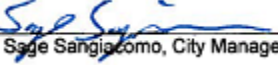
**CURRENT BUDGET AMOUNT:** N/A

**PROPOSED BUDGET AMOUNT:** N/A

**FINANCING SOURCE:** N/A

**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

**COORDINATED WITH:** N/A

Approved:   
Sage Sangiacomo, City Manager

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

Attachment 1

**FUNDS:**

|     |                                      |              |         |                                              |                |
|-----|--------------------------------------|--------------|---------|----------------------------------------------|----------------|
| 100 | General Fund                         | \$161,056.74 | 700     | Sanitary Disposal Site Fund                  | \$26,711.19    |
| 101 | GF-(Sub-Fund) Visit Ukiah            |              | 701     | Landfill Corrective Fund                     |                |
| 105 | GF-(Sub-Fund) Fire Authority         | \$38,428.08  | 702     | Disposal Closure Reserve Fund                |                |
| 110 | Special General Fund                 |              | 704     | Post Closure Fund - Solid Waste              |                |
| 120 | Streets Capital Improvement          | \$4,230.82   | 710     | Ambulance Services Fund                      | \$10,360.25    |
| 200 | City Administrative Services         | \$59,670.53  | 720     | Golf Fund                                    | \$27,442.18    |
| 201 | Worker's Comp Fund                   |              | 730     | Conference Center Fund                       | \$4,339.74     |
| 202 | Liability Fund                       | \$495,894.80 | 750     | Visit Ukiah                                  |                |
| 203 | Garage Fund                          | \$7,381.17   | 777     | Airport Fund                                 | \$91,679.76    |
| 204 | Purchasing Fund                      | \$1,337.92   | 778     | Airport Capital Improvement Fund             |                |
| 205 | Billing & Collections Fund           | \$18,907.00  | 779     | Special Aviation Fund                        |                |
| 206 | Public Safety Dispatch Fund          | \$5,558.58   | 800     | Electric Fund                                | \$1,014,740.23 |
| 207 | Payroll Posting Fund                 | \$597,209.36 | 801     | Electric Capital Reserve Fund                | \$581,758.57   |
| 208 | Building Maintenance/Corp Yard Fund  | \$67,159.14  | 803     | Lake Mendocino Bond Reserve                  |                |
| 209 | IT Fund                              | \$32,848.29  | 805     | Street Lighting Fund                         | \$13,220.91    |
| 220 | Equipment Reserve Fund               |              | 806     | Public Benefits Fund                         | \$16,630.00    |
| 249 | City Housing Bond Proceeds           |              | 807     | Cap and Trade                                |                |
| 250 | Special Revenue Fund                 | \$0.00       | 820     | Water Fund                                   | \$130,287.02   |
| 251 | Special Projects Reserve Fund        | \$2,530.25   | 822     | Water Capital Improvement Fund               | \$261,016.26   |
| 253 | CITY PROP 172                        |              | 830     | Recycled Water Fund                          | \$195,241.18   |
| 300 | Park Development Fund                |              | 840     | City/District Sewer Fund                     | \$211,489.75   |
| 301 | Anton Stadium Fund                   | \$0.00       | 841     | Sewer Construction Fund                      | \$1,000,133.75 |
| 302 | Observatory Park Fund                |              | 843     | Sewer Capital Fund                           |                |
| 304 | Swimming Pool Fund                   | \$0.00       | 900     | Special Deposit Trust                        | \$11,182.75    |
| 305 | Riverside Park Fund                  | \$0.00       | 901     | General Service (Accts Recv)                 | \$628.90       |
| 306 | Skate Park Fund                      | \$0.00       | 902     | U.S.W. Billing & Collection                  | \$48,261.42    |
| 310 | Museum Grants                        |              | 903     | Public Safety - AB 109                       | \$0.00         |
| 311 | Alex Rorbaugh Recreation Center Fund | \$6,667.26   | 905     | Federal Emergency Shelter Grant              |                |
| 312 | Downtown Business Improvement Fund   |              | 905     | Mendocino Emergency Service Authority        |                |
| 313 | LMHF Housing Asset Fund              |              | 911     | Russian River Watershed Association          |                |
| 314 | Winter Special Events                |              | 915     | UVFD                                         | \$2,978.14     |
| 315 | Advanced Planning Fund               | \$0.00       | 916     | UVFD PROP 172                                |                |
| 500 | 2106 Gas Tax Fund                    |              | 917     | UVFD Measure B                               | \$2,778.36     |
| 501 | 2107 Gas Tax Fund                    |              | 918     | UVFD Mitigation                              | \$1,361.78     |
| 503 | 2105 Gas Tax Fund                    |              | 940     | Sanitation District Special Fund             |                |
| 505 | Signalization Fund                   |              | 942     | Rate Stabilization - UVSD Fund               |                |
| 506 | Bridge Fund                          |              | 943     | Sanitation District Capital Improvement Fund |                |
| 507 | 1998 STIP Augmentation Fund          |              | 952     | REDIP Sewer Enterprise Fund                  |                |
| 508 | SB325 Reimbursement Fund             |              | 960     | Community Redevelopment Agency               |                |
| 509 | S.T.P. Fund                          | \$231.68     | 961     | RDA Housing Pass-Through                     |                |
| 510 | Trans-Traffic Congest Relief Fund    |              | 962     | Redevelopment Housing Fund                   |                |
| 511 | Rail Trail Fund                      |              | 963     | Housing Debt                                 |                |
| 600 | Community Development Block Grant    |              | 964     | RDA Capital Pass-Through                     |                |
| 601 | EDBG 94-333 Revolving Loan           |              | 965     | Redevelopment Capital Improvement Fund       |                |
| 602 | Community Development Fund           |              | 966     | Redevelopment Debt Service                   |                |
| 603 | 08-HOME-4688                         |              | 967     | Housing Bond Proceeds                        |                |
| 604 | CDBG Grant 09-STBG-6417              |              | 968     | Non-Housing Bond Proceeds                    |                |
| 605 | 11-HOME-7654 Fund                    | \$0.00       | 969     | RDA Obligation Retirement Fund               | \$570.44       |
| 606 | CDBG Grant 10-EDEF-7261              |              | 844/944 | Sewer Capital Projects Fund                  | \$89,027.95    |
| 607 | Prop 84 Grant Fund                   |              |         |                                              |                |
| 609 | 13-CDBG-8940                         |              |         |                                              |                |
| 610 | City RDA Projects Fund               |              |         |                                              |                |
| 613 | Home Program Activities              |              |         |                                              |                |
| 620 | CASP Train                           | \$4,107.52   |         |                                              |                |
| 630 | Asset Seizure Fund                   | \$6,700.00   |         |                                              |                |
| 631 | Asset Seizure Fund (Drug/Alcohol)    |              |         |                                              |                |
| 633 | H & S Education 11489(B)(2)(A1)      |              | 611     | Retainage Withheld                           | \$32,262.94    |
| 634 | Federal Asset Seizure Grants         |              |         | CDBG 16-CDBG-11147                           | \$2,250.00     |
| 635 | SUP Law Enforcement Service Fund     | \$246.40     |         |                                              |                |
| 636 | CBTHP Officer                        |              |         |                                              |                |
| 637 | Local Law Enforcement Block Grant    |              |         |                                              |                |
| 638 | Asset Forfeiture 11470.2 H & S       |              |         |                                              |                |
| 639 | Special Revenue - Police             |              |         |                                              |                |
| 640 | Parking District Fund                | \$702.44     |         |                                              |                |
| 670 | Federal American Rescue Fund         | \$91,952.50  |         |                                              |                |
| 691 | Museum Fund                          |              |         |                                              |                |
| 695 | Transfer Station Fund                |              |         |                                              |                |

PAYROLL CHECK NUMBERS: 509440-509484

DIRECT DEPOSIT NUMBERS: 106885-107113

PAYROLL PERIOD: 8/22/21-9/4/21

PAYROLL CHECK NUMBERS: 509485-509537

DIRECT DEPOSIT NUMBERS: 107114-107346

PAYROLL PERIOD: 9/5/21-9/18/21

PAYROLL CHECK NUMBERS:

DIRECT DEPOSIT NUMBERS:

PAYROLL PERIOD:

VOID CHECK NUMBERS:

3043475, 3044022, 3040511, 3044525

3044467, 509485

MANUAL CHECK NUMBERS:

WIRE TRANSFER NUMBERS:

51, 52

**CERTIFICATION OF CITY CLERK**

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

\_\_\_\_\_  
City Clerk

**APPROVAL OF CITY MANAGER**

I have examined this Register and approve same.

\_\_\_\_\_  
City Manager

**CERTIFICATION OF DIRECTOR OF FINANCE**

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

\_\_\_\_\_  
Director of Finance

# Account Code Summary

Attachment 2

|          |                                |          |                                |
|----------|--------------------------------|----------|--------------------------------|
| 10000000 | GENERAL FUND                   | 20012500 | CITY CLERK                     |
| 10017200 | SUCCESSOR AGENCY               | 20012600 | ECONOMIC DEVELOPMENT           |
| 10020000 | POLICE - GEN FUND              | 20012800 | EMERGENCY MANAGEMENT           |
| 10020210 | POLICE PATROL                  | 20013210 | ACCOUNTS PAYABLE               |
| 10020214 | POLICE VOLUNTEERS              | 20013220 | PAYROLL                        |
| 10020216 | COPS GRANT                     | 20013400 | ACCOUNTING                     |
| 10020217 | POLICE ANIMAL CONTROL          | 20013401 | BUDGET MANAGEMENT              |
| 10020218 | POLICE CSO                     | 20014000 | CITY ATTORNEY                  |
| 10020220 | CODE ENFORCEMENT               | 20015100 | CITY TREASURER                 |
| 10020224 | MAJOR CRIMES TASK FORCE        | 20016100 | HUMAN RESOURCES                |
| 10021210 | CITY FIRE                      | 20023510 | HOUSING GRANTS                 |
| 10022100 | PARKS                          | 20023520 | NON-HOUSING GRANTS             |
| 10022300 | AQUATICS                       | 20100000 | WORKER'S COMP FUND             |
| 10022700 | MUSEUM - GEN FUND              | 20116220 | WORKERS COMPENSATION           |
| 10022810 | RECREATION ADMINISTRATION      | 20200000 | LIABILITY FUND                 |
| 10022821 | ADULT BASKETBALL               | 20216200 | RISK MANAGEMENT                |
| 10022822 | ADULT SOFTBALL                 | 20300000 | GARAGE FUND                    |
| 10022824 | CO-ED VOLLEYBALL               | 20324100 | GARAGE                         |
| 10022831 | YOUTH BASKETBALL               | 20324110 | FLEET MAINTENANCE              |
| 10022832 | YOUTH SOFTBALL                 | 20400000 | PURCHASING FUND                |
| 10022840 | DAY CAMP                       | 20413500 | PURCHASING                     |
| 10022850 | CLASSES & CLINICS              | 20413510 | CAPITAL ASSET MANAGEMENT       |
| 10022860 | SPECIAL ACTIVITIES             | 20413520 | GRANTS AND SPECIAL PROJECTS    |
| 10022900 | COMM SVCS SPECIAL SERVICES     | 20414000 | LEGAL SERVICES/EXPENSES        |
| 10023100 | PLANNING SERVICES              | 20500000 | BILLING AND COLLECTION FUND    |
| 10023110 | CURRENT PLANNING               | 20513300 | UTILITY BILLING                |
| 10023300 | BUILDING INSPECTION            | 20513380 | METERING-ELECTRIC              |
| 10023320 | BUILDING INSPECTION            | 20513382 | METERING-WATER                 |
| 10023411 | CDBG GENERAL ADMIN             | 20600000 | PUBLIC SAFETY DISPATCH FUND    |
| 10024200 | ENGINEERING/STREETS            | 20620231 | POLICE UKIAH DISPATCH          |
| 10024210 | ENGINEERING                    | 20620232 | POLICE FT BRAGG DISPATCH       |
| 10024214 | TRAFFIC SIGNAL OPERATIONS      | 20700000 | PAYROLL POSTING FUND           |
| 10024224 | STORM WATER                    | 20800000 | BUILDING & MAINTENANCE         |
| 10024310 | CORP YARD MAINTENANCE          | 20822500 | BUILDING & MAINTENANCE         |
| 10024620 | STREETS                        | 20824300 | BLDG MAINT CORP YARD           |
| 10100000 | GF- (SUB-FUND) VISIT UKIAH     | 20900000 | IT FUND                        |
| 10112700 | GF-(SUB-FUND) VISIT UKIAH      | 20913900 | INFORMATION TECHNOLOGY         |
| 10500000 | MEASURE S GENERAL FUND         | 22000000 | FIXED ASSET FUND               |
| 10521210 | FIRE AUTHORITY                 | 25100000 | SPECIAL PROJECTS RESERVE FUND  |
| 12000000 | STREET REHABILITATION          | 25300000 | PROP 172 FUND                  |
| 12024200 | PUBLIC WORKS ENGINEERING       | 25321210 | CITY FIRE                      |
| 13000000 | GOV'TL DEBT SVC/RESERVE FUND   | 30000000 | PARK DEVELOPMENT FEES FUND     |
| 20000000 | CITY ADMINISTRATIVE SERVICES   | 30022200 | PARK DEVELOPMENT               |
| 20010000 | CITY COUNCIL                   | 30100000 | ANTON STADIUM FUND             |
| 20012100 | CITY MANAGER                   | 30200000 | OBSERVATORY PARK FUND          |
| 20012200 | ADMINISTRATIVE SUPPORT         | 30300000 | PLAYGROUND & PARK AMENITIES FU |
| 20012300 | COMMUNITY OUTREACH/PUBLIC INFO | 30322230 | PLAYGROUND AND PARK AMENITIES  |

# Account Code Summary

Attachment 2

|          |                                |          |                                |
|----------|--------------------------------|----------|--------------------------------|
| 30400000 | SWIMMING POOL FUND             | 63820210 | ASSET FORFEITURE 11470 EXPENDI |
| 30522250 | RIVERSIDE PARK                 | 63900000 | SPECIAL REVENUE POLICE         |
| 30600000 | SKATE PARK FUND                | 64000000 | PKG. DIST. #1 OPER & MAINT FUN |
| 30700000 | SOFTBALL COMPLEX FUND          | 64012600 | ECONOMIC DEVELOPMENT           |
| 31100000 | ARRC GENERAL OPERATING FUND    | 64020213 | POLICE PARKING ENFORCEMENT     |
| 31122000 | ARRC                           | 67000000 | FEDERAL AMERICAN RESCUE FUNDS  |
| 31200000 | DOWNTOWN BUSINESS IMPROVEMENT  | 69500000 | TRANSFER STATION               |
| 31212600 | ECONOMIC DEVELOPMENT           | 70000000 | SANITARY DISPOSAL SITE FUND    |
| 31300000 | LMIHF HOUSING ASSET FUND       | 70024500 | LANDFILL 700                   |
| 31323400 | HOUSING                        | 70124500 | LANDFILL CORRECTIVE            |
| 31323431 | LMI GENERAL ADMIN              | 70200000 | DISPOSAL CLOSURE RESERVE FUND  |
| 31500000 | ADVANCED PLANNING FUND         | 70224500 | LANDFILL CLOSURE               |
| 31523100 | COMMUNITY PLANNING             | 70400000 | POST CLOSURE FUND-SOLID WASTE  |
| 50000000 | GAS TAX FUND                   | 71000000 | AMBULANCE SERVICES FUND        |
| 50024214 | TRAFFIC SIGNAL OPERATIONS      | 71021100 | AMBULANCE SERVICES             |
| 50500000 | SIGNALIZATION FUND             | 72000000 | GOLF FUND                      |
| 50800000 | SB325 REIMBURSEMENT FUND       | 72022400 | GOLF                           |
| 50824210 | SB325 ENGINEERING              | 73000000 | CONFERENCE CENTER FUND         |
| 50900000 | S.T.P.                         | 73022600 | CONFERENCE CENTER              |
| 50924210 | STP ENGINEERING                | 77700000 | AIRPORT FUND                   |
| 51100000 | RAIL TRAIL FUND                | 77714000 | CITY ATTORNEY                  |
| 51124210 | Rail Trail                     | 77725200 | AIRPORT OPERATIONS             |
| 60000000 | COMM. DEVELOPMT. BLOCK GRANT F | 77800000 | AIRPORT CAPITAL IMPROVEMENT FU |
| 60023411 | CDBG GENERAL ADMIN             | 77825200 | AIRPORT CAPITAL                |
| 60023412 | CDBG ACTIVITY DELIVERY         | 77900000 | SPECIAL AVIATION FUND          |
| 61100000 | CDBG 16-CDBG-11147             | 77925200 | AIRPORT SPECIAL                |
| 61112600 | CDBG ECONOMIC DEVELOPMENT      | 80000000 | ELECTRIC FUND                  |
| 61123410 | 16-CDBG-11147                  | 80014000 | CITY ATTORNEY                  |
| 61123411 | CDBG GENERAL ADMIN             | 80026110 | ELECTRIC OVERHEAD              |
| 61200000 | FUND 612 UNASSIGNED            | 80026120 | ELECTRIC UNDERGROUND           |
| 61223400 | HOME CDD HOUSING               | 80026200 | TELEMETRY & CALIBRATION        |
| 61223422 | HOME ACTIVITY DELIVERY         | 80026210 | SUBSTATION                     |
| 61323400 | HOME HOUSING ACTIVITIES        | 80026220 | HYDROELECTRIC PLANT            |
| 61323421 | HOME GENERAL ADMIN             | 80026400 | ELECTRIC ADMINISTRATION        |
| 62000000 | CASP CERTIF & TRAINING         | 80026440 | POWER PURCHASES                |
| 62023320 | CASP CERTIF & TRAINING         | 80100000 | ELECTRIC CAPITAL RESERVE FUND  |
| 63000000 | ASSET SEIZURE FUND             | 80126100 | ELECTRIC CIP                   |
| 63020210 | ASSET SEIZURE EXPENDITURE      | 80126220 | HYDROELECTRIC PLANT            |
| 63300000 | H&S EDUCATION 11489(B)(2)(A1)  | 80500000 | STREET LIGHTING FUND           |
| 63320210 | H&S ASSET SEIZURE EXPENDITURE  | 80526150 | STREET LIGHTING                |
| 63400000 | FEDERAL ASSET SEIZURE GRANTS F | 80600000 | PUBLIC BENEFITS CHARGES FUND   |
| 63420250 | FED ASSET SEIZURE EXPENDITURE  | 80626450 | PUBLIC BENEFITS                |
| 63500000 | SUP.LAW ENFORCE.SVC.FD(SLESF)  | 80700000 | ELECTRIC CAP AND TRADE FUND    |
| 63520210 | SLESF                          | 80800000 | ELECTRIC LOW CARBON FUEL STDS  |
| 63600000 | CBTHP OFFICER                  | 80826100 | ELECTRIC LOW CARBON FUEL STDS  |
| 63620210 | CBTHP OFFICER                  | 82000000 | WATER FUND                     |
| 63800000 | ASSET FORFEITURE 11470.2 H&S F | 82027110 | WATER                          |

|          |                                |
|----------|--------------------------------|
| 82027111 | PROD OPERATIONS & MAINTENANCE  |
| 82027114 | DISTRIB OPERATIONS & MAINT     |
| 82100000 | WATER CAPITAL RESERVE FUND     |
| 82200000 | WATER CONNECTION FEE FUND      |
| 82227113 | WATER DISTRIBUTION CAPITAL     |
| 83000000 | RECYCLED WATER                 |
| 83027330 | RECYCLED WATER                 |
| 84000000 | CITY/DIST. SEWER OPERATING FUN |
| 84027220 | WASTE WATER                    |
| 84027221 | CITY WASTE O & M               |
| 84027225 | WASTE TREATMENT O & M          |
| 84100000 | SEWER BOND DEBT SERVICE FUND   |
| 84127226 | WASTEWATER TREATMENT CAPITAL   |
| 84200000 | RATE STABILIZATION-CITY FUND   |
| 84300000 | CONNECTION FEE SEWER FUND (CAP |
| 84400000 | CITY SEWER CAPITAL PROJECTS FU |
| 84427221 | CITY WASTEWATER O&M 844        |
| 84427222 | CITY WASTE CAPITAL             |
| 90000000 | SPECIAL DEPOSIT TRUST FUND     |
| 91500000 | UKIAH VALLEY FIRE DEPARTMENT   |
| 91521400 | UVFD FIRE ADMINISTRATION       |
| 91600000 | UVFD PROP 172                  |
| 91621400 | UVFD PROP 172                  |
| 91700000 | UVFD MEASURE B UNASSIGNED      |
| 91721400 | UVFD FIRE                      |
| 91800000 | UVFD MITIGATION FEES           |
| 91821400 | UVFD MITIGATION                |
| 96900000 | REDEVELOPMENT OBLIGATION RETIR |
| 96917200 | SUCCESSOR AGENCY               |
| 96995669 | 969 - RDA OBLIGATION RETIREMEN |

# Object Code Summary

Attachment 3

|       |                                |       |                                |
|-------|--------------------------------|-------|--------------------------------|
| 51211 | PERS UNFUNDED LIABILITY        | 54101 | POSTAGE                        |
| 51220 | INSURANCE                      | 54102 | SMALL TOOLS                    |
| 51230 | WORKERS COMP                   | 54103 | LAB SUPPLIES                   |
| 51240 | MEDICARE                       | 54106 | SPECIALTY SUPPLIES             |
| 51260 | FICA                           | 54107 | EMS SUPPLIES                   |
| 51270 | UNIFORM ALLOWANCE              | 54120 | PW - SPECIAL SUPPLIES          |
| 51290 | CELL PHONE STIPEND             | 54121 | PW - ASPHALT CONCRETE          |
| 52100 | CONTRACTUAL SERVICES           | 54122 | PW - AGGREGATE BASE            |
| 52110 | AMBULANCE BILLING              | 54124 | PW - CONCRETE/SUPPLIES         |
| 52111 | DEFIBRILLATOR MAINTENANCE      | 54125 | PW - TRAFFIC PAINT             |
| 52112 | M. S. OVERSIGHT                | 54126 | PW-PREMARKS                    |
| 52113 | PLANNING STUDIES               | 54127 | PW - SIGN POSTS/SHEETING       |
| 52114 | COMPLIANCE STUDIES             | 54128 | PW - COLD PATCH MATERIAL       |
| 52130 | EDUCATIONAL & MARKETING MATL'S | 54129 | PW - TACK OIL                  |
| 52131 | ASSISTANCE TO SENIORS          | 54130 | PW - SAFETY                    |
| 52133 | MONTHLY DISCOUNT PROGRAM       | 54131 | PW - BARRICADES & CONES        |
| 52134 | GENERAL ADMIN                  | 54161 | BACKGROUND & PHYSICALS         |
| 52135 | ENERGY CONSERVATION PROGRAM    | 54162 | ADVERTISING                    |
| 52137 | PUBLIC BENEFITS PROGRAM MGMT   | 54163 | INTERVIEW SUPPLIES             |
| 52139 | RESEARCH DEVELOPMENT & DEMO    | 54165 | NEW EMPLOYEE FINGERPRINT       |
| 52150 | LEGAL SERVICES/EXPENSES        | 54166 | DOT TESTING PROGRAM            |
| 52151 | EMPLOYEE BENEFIT ADMIN FEES    | 54167 | EMPLOYEE DEVELOPMENT           |
| 52155 | ACTIVITY DELIVERY              | 54169 | LIVESCAN                       |
| 52180 | SECURITY SERVICES              | 54201 | PRISONER EXPENSE               |
| 52181 | VOLUNTEER EXPENSES             | 54202 | MAJOR CRIME INVESTIGATIONS     |
| 52301 | PROPERTY TAX ADMIN FEE         | 54203 | RECRUITMENT                    |
| 52304 | LAFCO FEES AND PROP TAX EXP    | 54320 | SOFTWARE                       |
| 52500 | TRUSTEE FEES                   | 54330 | COMPUTER AND TECHNOLOGY        |
| 52510 | ADVERTISING & PROMOTION        | 54500 | EQUIP RENTS AND LEASES         |
| 52515 | ADVERTISING & PUBLICATION      | 54700 | FINES & PENALTIES              |
| 52521 | LIABILITY INSURANCE PREMIUM    | 55100 | TELEPHONE                      |
| 52522 | LIABILITY & PROPERTY DEDUCT    | 55200 | PG&E                           |
| 52524 | PROPERTY INSURANCE PREMIUM     | 55210 | UTILITIES                      |
| 52525 | WORKER'S COMP. EXPENSE         | 56100 | VEHICLE & EQUIPMENT MAINT. & R |
| 52526 | REMIF ASSESSMENT PAYMENTS      | 56112 | EQUIPMENT PARTS FOR RESALE     |
| 52527 | A.D.P. PREMIUM & DEDUCTIBLE    | 56120 | EQUIPMENT MAINTENANCE & REPAIR |
| 52528 | LIABILITY INSURANCE            | 56125 | LAB EQUIP-REPAIR & MAINT.      |
| 52529 | EARTHQUAKE & FLOOD (DIC)       | 56130 | EXTERNAL SERVICES              |
| 52532 | SAFETY & TRAINING SUPPORT      | 56210 | FUEL & FLUIDS                  |
| 52533 | UVFA RETIREE HEALTH INS        | 56300 | BUILDING MAINT. & REPAIR       |
| 52600 | RENT                           | 56410 | EQUIPMENT RENTAL - PRIVATE     |
| 52601 | DATA STORAGE & CONNECTIVITY    | 56504 | FACILITY MAINTENANCE & REPAIR  |
| 52602 | RENTAL OF CITY PROPERTY        | 56600 | AIRFIELD MAINTENANCE & REPAIR  |
| 52841 | SUCCESSOR AGENCY ADMIN         | 57100 | LEARNING AND DEVELOPMENT       |
| 53000 | LAWSUIT SETTLEMENT             | 57101 | CONF & TRAINING-AQUATICS       |
| 54100 | SUPPLIES                       | 57300 | MEMBERSHIPS & SUBSCRIPTIONS    |

58101 NCPA PLANT GENERATION  
58102 NCPA POWER PURCHASES  
58103 NCPA TRANSMISSION  
58104 NCPA MANAGEMENT SERVICES  
58105 NCPA THIRD PARTY SALES  
58202 CHEMICALS  
58401 AVIATION FUEL  
58410 GARAGE LUBRICANTS & PARTS  
58510 REIMBURSABLE JOBS  
59100 PROPERTY TAXES PAID  
59101 FEES  
59102 FRANCHISE FEES  
59105 CONTRIBUTIONS TO OTHER AGENCY  
59106 SENIOR TRASH SUBSIDY  
59108 BANK FEES  
59400 OTHER EXPENSES  
59500 LOANS ISSUED  
59502 SCHOLARSHIPS  
61200 PURCHASING ALLOCATION  
61300 BILLING & COLLECTION ALLOCATIO  
61410 RENT ALLOCATION  
61420 BUILDING MAINTENANCE ALLOCATIO  
61422 IT ALLOCATION  
61430 CORP YARD ALLOCATION  
61500 INSURANCE ALLOCATION  
61600 GARAGE ALLOCATION  
61700 DISPATCH  
62100 ADMIN & OVERHEAD ALLOCATION  
63000 INTERFUND SERVICES USED  
70101 LOAN PAYMENTS MADE  
70102 BOND INTEREST EXPENSE  
70103 LOAN INTEREST  
70201 LOAN PRINCIPAL PAYMENTS  
70202 BOND PRINCIPAL PAYMENTS  
74500 CAPITAL LEASE PRINCIPAL  
74501 CAPITAL LEASE INTEREST  
80100 MACHINERY & EQUIPMENT  
80210 LAND ACQUISITION  
80220 BUILDING IMPROVEMENTS  
80230 INFRASTRUCTURE  
90100 LOAN PROCEEDS  
90101 LOAN PAYMENT RECEIVED



# List of Checks Presented for Approval on 9/3/2021

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

CR 9/19/21

Signature

## Invoices

| Vendor Name                       | Invoice #       | Invoice Description               | Invoice Amt | Account Detail and Allocation Detail |                                |            |
|-----------------------------------|-----------------|-----------------------------------|-------------|--------------------------------------|--------------------------------|------------|
| ACCURATE FORKLIFT INC             | 011078620       | KEY SET                           | \$23.49     | 20822500-56130                       | EXTERNAL SERVICES              | \$23.49    |
|                                   |                 |                                   |             |                                      | Vendor Total:                  | \$23.49    |
| ADAMSON POLICE PRODUCTS           | INV360326       | STEEL SKID PLATES                 | \$962.33    | 10020210-56130                       | EXTERNAL SERVICES              | \$962.33   |
|                                   | INV360233       | MAGNETIC MIC SINGLE UNIT, POLE    | \$153.81    | 10521210-56130                       | EXTERNAL SERVICES              | \$153.81   |
|                                   |                 |                                   |             |                                      | Vendor Total:                  | \$1,116.14 |
| AFLAC                             | 481163          | CANCER/LIFE/ACC INSURANCE         | \$8,391.68  | 20700000-20527                       | SECTION 125 (CANCER & LIFE)    | \$8,391.68 |
|                                   |                 |                                   |             |                                      | Vendor Total:                  | \$8,391.68 |
| AIRGAS INC                        | 9115225752      | SNSR REPL 02 FOR GSALRT MAX XT II | \$179.64    | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$179.64   |
|                                   |                 |                                   |             |                                      | Vendor Total:                  | \$179.64   |
| AL SMATSKY                        | 112             | DESIGN, ENGINEERING & CONSULTA    | \$7,380.00  | 80126100-80230                       | INFRASTRUCTURE                 | \$7,380.00 |
|                                   |                 |                                   |             |                                      | Vendor Total:                  | \$7,380.00 |
| ALEJANDRO VARGAS                  | TA 9/15-18/21   | TRAVEL ADVANCE                    | \$903.21    | 84027225-57100                       | LEARNING AND DEVELOPMENT       | \$903.21   |
|                                   |                 |                                   |             |                                      | Vendor Total:                  | \$903.21   |
| ALL-GUARD ALARM SYSTEMS INC       | A333918         | MONTHLY MONITORING AT WWTP        | \$91.40     | 84027225-52180                       | SECURITY SERVICES              | \$91.40    |
|                                   |                 |                                   |             |                                      | Vendor Total:                  | \$91.40    |
| ALPHA ANALYTICAL LABORATORIES INC | 1074223-UKIAHLF | QUARTERLY WELL MONITORING PER     | \$650.00    | 70024500-52100                       | CONTRACTUAL SERVICES           | \$650.00   |
|                                   | 1074222-UKIAHLF | QUARTERLY WELL MONITORING PER     | \$3,040.95  | 70024500-52100                       | CONTRACTUAL SERVICES           | \$3,040.95 |
|                                   | 1083335-UKIAHLF | QUARTERLY WELL MONITORING PER     | \$3,756.95  | 70024500-52100                       | CONTRACTUAL SERVICES           | \$3,756.95 |
|                                   | 1083503-UKIAHLF | QUARTERLY WELL MONITORING PER     | \$3,846.95  | 70024500-52100                       | CONTRACTUAL SERVICES           | \$3,846.95 |
|                                   | 1083269-UKIAHLF | QUARTERLY WELL MONITORING PER     | \$4,625.95  | 70024500-52100                       | CONTRACTUAL SERVICES           | \$4,625.95 |
|                                   | 1075308-UKIAH   | TITLE 22 SAMPLES - ANALYSIS AN    | \$60.00     | 82027111-52100                       | CONTRACTUAL SERVICES           | \$60.00    |
|                                   | 1054243-UKIAHPW | MISC. LABORATORY WORK AS NEEDED   | \$80.00     | 82027111-52100                       | CONTRACTUAL SERVICES           | \$80.00    |
|                                   | 1074614-UKIAHPW | MISC. LABORATORY WORK AS NEEDED   | \$80.00     | 82027111-52100                       | CONTRACTUAL SERVICES           | \$80.00    |

# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name                                   | Invoice #      | Invoice Description                       | Invoice Amt | Account Detail and Allocation Detail |                           |             |
|-----------------------------------------------|----------------|-------------------------------------------|-------------|--------------------------------------|---------------------------|-------------|
| ALPHA ANALYTICAL LABORATORIES INC             | 1075150-UKIAH  | ANALYZE WATER SAMPLES OR TTHM'            | \$320.00    | 82027111-52100                       | CONTRACTUAL SERVICES      | \$320.00    |
| Vendor Total: .....                           |                |                                           |             |                                      |                           | \$16,460.80 |
| AMAZON CAPITAL SERVICES                       | 17Q3-WNLV-HLP9 | USB CHARGING PORT                         | \$69.79     | 10521210-56130                       | EXTERNAL SERVICES         | \$69.79     |
|                                               | 11VG-VQYP-4G64 | B&W PINTLE TOW & STOW                     | \$694.62    | 80026110-56130                       | EXTERNAL SERVICES         | \$694.62    |
|                                               | 1WDJ-T17Y-3Y9Q | COORSTRK 60200 PORCELAIN EVAPORATING DISH | \$120.68    | 84027225-56125                       | LAB EQUIP-REPAIR & MAINT. | \$120.68    |
|                                               | 1RWD-T1Y3-1JQN | AQUATIC PEST CONTROL BOOK                 | \$137.13    | 84027225-57100                       | LEARNING AND DEVELOPMENT  | \$137.13    |
|                                               | 191N-CWCV-9YTJ | MILWAUKEE SAWZALL                         | \$975.40    | 80026110-54102                       | SMALL TOOLS               | \$975.40    |
|                                               | 1HPR-KFR7-3LJV | GLOVES, POOL HAND RAIL COVER              | \$961.63    | 10022840-54100                       | SUPPLIES                  | \$961.63    |
|                                               | 1WW7-RLFY-4DFF | ALL WEATHER VINYL LABLE                   | \$52.04     | 20324100-54100                       | SUPPLIES                  | \$52.04     |
|                                               | 137D-YPQN-7PQ7 | SHIRTS FOR UVCC                           | \$137.91    | 20822500-54100                       | SUPPLIES                  | \$137.91    |
|                                               | 1QM6-3W17-VYNW | POP UP CANOPY TENT                        | \$199.49    | 20824300-54100                       | SUPPLIES                  | \$199.49    |
|                                               | 1JDH-RMY7-MXL3 | HDMI EXTENSION CABLE                      | \$36.90     | 20913900-54100                       | SUPPLIES                  | \$36.90     |
|                                               | 1F31-JKGD-4M73 | SD CARD, USB FLASH DRIVE                  | \$76.05     | 20913900-54100                       | SUPPLIES                  | \$76.05     |
|                                               | 1WGX-KR67-6LQ1 | PULL TAPE, PULL WEBBING                   | \$376.68    | 80026120-54100                       | SUPPLIES                  | \$376.68    |
|                                               | 1F3W-DX1V-JQ7H | URBAN ARMOR GEAR/CASE, SCREEN PROTECTOR   | \$93.13     | 82027111-54100                       | SUPPLIES                  | \$93.13     |
|                                               | 1CWV-K9HG-C39Q | POST-IT REFILLS                           | \$33.37     | 82027114-54100                       | SUPPLIES                  | \$33.37     |
|                                               | 1YL4-HCGK-F1YW | CLEANER TOWELETES                         | \$135.76    | 82027114-54100                       | SUPPLIES                  | \$67.88     |
|                                               |                |                                           |             | 84027221-54100                       | SUPPLIES                  | \$67.88     |
|                                               | 1XXV-6RWP-4MK6 | STEEL HYDRAULIC WATER BLAST FITTING       | \$496.00    | 82027114-54100                       | SUPPLIES                  | \$496.00    |
| Vendor Total: .....                           |                |                                           |             |                                      |                           | \$4,596.58  |
| AMERICAN NATIONAL RED CROSS & ITS CONSTITUENT | 22368817       | CPR/AED TRAINING SUPPLIES                 | \$32.00     | 10022840-54100                       | SUPPLIES                  | \$32.00     |
| Vendor Total: .....                           |                |                                           |             |                                      |                           | \$32.00     |
| ANDREW STRICKLIN                              | DV083121       | REIMBURSEMENT - D2 LICENSE                | \$80.00     | 10024210-57100                       | LEARNING AND DEVELOPMENT  | \$80.00     |
| Vendor Total: .....                           |                |                                           |             |                                      |                           | \$80.00     |

# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name                                         | Invoice #    | Invoice Description               | Invoice Amt  | Account Detail and Allocation Detail |                               |              |
|-----------------------------------------------------|--------------|-----------------------------------|--------------|--------------------------------------|-------------------------------|--------------|
| AP TRITON CONSULTING LLC                            | 2021-147     | CONSULTINGS SERVICES FOR PHEMS    | \$5,000.00   | 71021100-52100                       | CONTRACTUAL SERVICES          | \$5,000.00   |
|                                                     |              |                                   |              |                                      | <b>Vendor Total:</b>          | \$5,000.00   |
| AT&T                                                | 000016906816 | FIBER INTERNET                    | \$1,584.76   | 20913900-52601                       | DATA STORAGE & CONNECTIVITY   | \$1,584.76   |
|                                                     |              |                                   |              |                                      | <b>Vendor Total:</b>          | \$1,584.76   |
| AUSTIN AIR SYSTEMS LTD                              | 398288       | AUSTIN AIR #B400B1 HEALTHMATE     | \$2,926.25   | 90000000-20231                       | COUNTY MENTAL HEALTH .5%      | (\$13.41)    |
|                                                     |              |                                   |              | 90000000-23252                       | DISTRICT USE TAX-LIBRARIES    | (\$3.34)     |
|                                                     |              |                                   |              | 90000000-23237                       | DISTRICT USE TAX-MEASURE S    | (\$13.41)    |
|                                                     |              |                                   |              | 90000000-23028                       | MEASURE Y DISTRICT TAX        | (\$13.41)    |
|                                                     |              |                                   |              | 90000000-23013                       | STATE USE TAX LIABILITY       | (\$194.39)   |
|                                                     |              |                                   |              | 20012200-54100                       | SUPPLIES                      | \$237.96     |
|                                                     |              |                                   |              | 20012200-54100                       | SUPPLIES                      | \$2,926.25   |
|                                                     |              |                                   |              |                                      | <b>Vendor Total:</b>          | \$2,926.25   |
| CALIFORNIA INTERGOVERN-<br>MENTAL RISK<br>AUTHORITY | INV-1092     | 2122 LIABILITY INSURANCE          | \$494,373.21 | 20216200-52529                       | EARTHQUAKE & FLOOD (DIC)      | \$162,578.00 |
|                                                     |              |                                   |              | 20216200-52521                       | LIABILITY INSURANCE PREMIUM   | \$21,331.21  |
|                                                     |              |                                   |              | 20216200-52530                       | POLLUTION-ENVIRON INS PREMIUM | \$2,573.00   |
|                                                     |              |                                   |              | 20216200-52524                       | PROPERTY INSURANCE PREMIUM    | \$307,891.00 |
|                                                     |              |                                   |              |                                      | <b>Vendor Total:</b>          | \$494,373.21 |
| CAROLLO ENGINEERS INC                               | FB13746      | DESIGN PHASES I&II RECYCLED WA    | \$85,082.00  | 83027330-80230                       | INFRASTRUCTURE                | \$85,082.00  |
|                                                     | FB12703      | DESIGN PHASES I&II RECYCLED WA    | \$100,031.00 | 83027330-80230                       | INFRASTRUCTURE                | \$100,031.00 |
|                                                     |              |                                   |              |                                      | <b>Vendor Total:</b>          | \$185,113.00 |
| CHAVEZ & MATHIAS SERVICES                           | 1025         | CATERING FOR SUNDAYS IN THE PARK  | \$4,605.41   | 90000000-23226                       | CONCERT SERIES                | \$4,605.41   |
|                                                     |              |                                   |              |                                      | <b>Vendor Total:</b>          | \$4,605.41   |
| CITIBANK N.A.                                       | SF-D 25854   | APPLE IPAD AIR FOR COUNCIL MEMBER | \$675.57     | 20010000-54330                       | COMPUTER AND TECHNOLOGY       | \$675.57     |
|                                                     | SF-D 23996   | IPHONE REPLACEMENT - US CELLULAR  | \$1,065.84   | 80026400-54330                       | COMPUTER AND TECHNOLOGY       | \$1,065.84   |
|                                                     | 121100004844 | CONCERT IN THE PARK               | \$44.07      | 90000000-23226                       | CONCERT SERIES                | \$44.07      |
|                                                     | 122400008291 | CONCERT IN THE PARK               | \$333.91     | 90000000-23226                       | CONCERT SERIES                | \$333.91     |

# List of Checks Presented for Approval on 9/3/2021

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| Vendor Name                           | Invoice #     | Invoice Description            | Invoice Amt | Account Detail and Allocation Detail |                             |            |
|---------------------------------------|---------------|--------------------------------|-------------|--------------------------------------|-----------------------------|------------|
| CITIBANK N.A.                         | 6702          | LEAGUE OF CALIFORNIA CITIES    | \$1,200.00  | 20010000-57100                       | LEARNING AND DEVELOPMENT    | \$1,200.00 |
|                                       | 7573          | DAYCAMP SUPPLIES               | \$32.64     | 10022840-54100                       | SUPPLIES                    | \$32.64    |
|                                       | SF-D 22784    | DAYCAMP SUPPLIES               | \$108.86    | 10022840-54100                       | SUPPLIES                    | \$108.86   |
|                                       | SF-D 24583    | DAYCAMP - COVID                | \$190.37    | 10022840-54100                       | SUPPLIES                    | \$190.37   |
|                                       | SF-D 22785    | DAYCAMP SUPPLIES               | \$309.70    | 10022840-54100                       | SUPPLIES                    | \$309.70   |
| Vendor Total:                         |               |                                |             |                                      |                             | \$3,960.96 |
| CITY CLERKS ASSOCIATION OF CALIFORNIA | 300000080     | MEMBERSHIP - K LAWLER          | \$200.00    | 20012500-57300                       | MEMBERSHIPS & SUBSCRIPTIONS | \$200.00   |
|                                       | Vendor Total: |                                |             |                                      |                             | \$200.00   |
| COMCAST                               | 5488 SEP 21   | INTERNET SERVICES              | \$89.86     | 10521210-55100                       | TELEPHONE                   | \$89.86    |
|                                       | Vendor Total: |                                |             |                                      |                             | \$89.86    |
| COMPUTER OPTIONS INC                  | BILL64554     | IT SERVICES                    | \$450.00    | 20913900-52100                       | CONTRACTUAL SERVICES        | \$450.00   |
|                                       | BILL64944     | AZURE FILE MIGRATION PLANNING  | \$2,435.00  | 20913900-52100                       | CONTRACTUAL SERVICES        | \$2,435.00 |
|                                       | Vendor Total: |                                |             |                                      |                             | \$2,885.00 |
| CONCUR TECHNOLOGIES INC               | 101900135141  | CONCUR EXPENSE PAY SOFTWARE    | \$457.20    | 20413500-54320                       | SOFTWARE                    | \$457.20   |
|                                       | Vendor Total: |                                |             |                                      |                             | \$457.20   |
| DANIEL F MEAD                         | 50960         | DUPLICATE KEYS, REPAIRS & MISC | \$164.89    | 20822500-56300                       | BUILDING MAINT. & REPAIR    | \$164.89   |
|                                       | 50959         | DUPLICATE KEYS, REPAIRS & MISC | \$269.18    | 82027111-54100                       | SUPPLIES                    | \$269.18   |
|                                       | Vendor Total: |                                |             |                                      |                             | \$434.07   |
| DELL MARKETING LP                     | 10513368202   | DELL OPTIPLEX 7090 DESKTOP     | \$6,304.12  | 10021210-54330                       | COMPUTER AND TECHNOLOGY     | \$2,225.96 |
|                                       |               |                                |             | 91521400-54330                       | COMPUTER AND TECHNOLOGY     | \$2,225.95 |
|                                       |               |                                |             | 91721400-54330                       | COMPUTER AND TECHNOLOGY     | \$1,852.21 |
|                                       | Vendor Total: |                                |             |                                      |                             | \$6,304.12 |
| DEPT OF FORESTRY & FIRE PROTECTION    | 0000001218813 | CHAMBERLAIN CONSERVATION CAMP  | \$9,885.80  | 10021210-52100                       | CONTRACTUAL SERVICES        | \$9,885.80 |
|                                       | Vendor Total: |                                |             |                                      |                             | \$9,885.80 |
| DETROIT INDUSTRIAL TOOL               | 586671        | CONCRETE BLADES                | \$992.21    | 82027114-54100                       | SUPPLIES                    | \$496.11   |
|                                       |               |                                |             | 84027221-54100                       | SUPPLIES                    | \$496.10   |
|                                       | Vendor Total: |                                |             |                                      |                             | \$992.21   |
| DLT SOLUTIONS INC                     | SI530070      | #9701-1004929 AUTOCAD INCLUDIN | \$1,579.81  | 80026400-54320                       | SOFTWARE                    | \$1,579.81 |
|                                       | Vendor Total: |                                |             |                                      |                             | \$1,579.81 |

# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name                         | Invoice #     | Invoice Description                | Invoice Amt | Account Detail and Allocation Detail |                                |             |
|-------------------------------------|---------------|------------------------------------|-------------|--------------------------------------|--------------------------------|-------------|
| DON TUBBS                           | TA 9/15-18/21 | TRAVEL ADVANCE                     | \$648.63    | 84027225-57100                       | LEARNING AND DEVELOPMENT       | \$648.63    |
|                                     |               |                                    |             |                                      | Vendor Total:                  | \$648.63    |
| DONALD KEITH HEWETT                 | 85197         | TOWING SERVICES                    | \$135.00    | 10020210-56130                       | EXTERNAL SERVICES              | \$135.00    |
|                                     |               |                                    |             |                                      | Vendor Total:                  | \$135.00    |
| EFFICIENCY SERVICES GROUP LLC       | 3252          | ADMIN OF EUD PUBLIC BENEFITS       | \$3,500.00  | 80626450-52137                       | PUBLIC BENEFITS PROGRAM MGMT   | \$3,500.00  |
|                                     | 3298          | ADMIN OF EUD PUBLIC BENEFITS P     | \$3,500.00  | 80626450-52137                       | PUBLIC BENEFITS PROGRAM MGMT   | \$3,500.00  |
|                                     |               |                                    |             |                                      | Vendor Total:                  | \$7,000.00  |
| EPIC AVIATION LLC                   | 7465812       | JET A FUEL                         | \$10,311.61 | 77725200-58401                       | AVIATION FUEL                  | \$10,311.61 |
|                                     |               |                                    |             |                                      | Vendor Total:                  | \$10,311.61 |
| EVERGREEN JOB & SAFETY TRAINING INC | 1354          | JOB AND SAFETY TRAINING - AUG      | \$2,193.48  | 80026110-52100                       | CONTRACTUAL SERVICES           | \$2,193.48  |
|                                     |               |                                    |             |                                      | Vendor Total:                  | \$2,193.48  |
| FACILITYDUDE.COM                    | INV-90730     | MAINTENANCE EDGE ANNUAL RENEWA     | \$5,634.75  | 20822500-54320                       | SOFTWARE                       | \$5,634.75  |
|                                     |               |                                    |             |                                      | Vendor Total:                  | \$5,634.75  |
| FARWEST LINE SPECIALTIES LLC        | 337745        | LIME MESH CONTRAST VEST            | \$387.69    | 82027114-54100                       | SUPPLIES                       | \$193.85    |
|                                     |               |                                    |             | 84027221-54100                       | SUPPLIES                       | \$193.84    |
|                                     |               |                                    |             |                                      | Vendor Total:                  | \$387.69    |
| FASTENAL                            | CAUKA43761    | 3/4X1/2 BLK HEXBUSH                | \$12.22     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$12.22     |
|                                     |               |                                    |             |                                      | Vendor Total:                  | \$12.22     |
| FEDERAL EXPRESS                     | 3-407-28834   | SHIPPING SERVICES                  | \$36.52     | 10020210-54101                       | POSTAGE                        | \$36.52     |
|                                     | 7-474-48428   | SHIPPING SERVICES                  | \$92.77     | 10020210-54101                       | POSTAGE                        | \$30.28     |
|                                     |               |                                    |             | 20012500-54101                       | POSTAGE                        | \$62.49     |
|                                     | 7-475-25577   | SHIPPING SERVICES                  | \$39.41     | 10521210-54101                       | POSTAGE                        | \$39.41     |
|                                     |               |                                    |             |                                      | Vendor Total:                  | \$168.70    |
| FREIGHTQUOTE.COM INC                | 6143304738    | FREIGHT CHARGES TO PICK UP 2 P     | \$1,700.00  | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$1,700.00  |
|                                     |               |                                    |             |                                      | Vendor Total:                  | \$1,700.00  |
| GCS ENVIRONMENTAL EQUIP SRVS        | 23805         | CURTAIN SET-STD. SPEED NUTS/SCREWS | \$449.19    | 10024620-56130                       | EXTERNAL SERVICES              | \$449.19    |
|                                     |               |                                    |             |                                      | Vendor Total:                  | \$449.19    |

# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name                                | Invoice #  | Invoice Description                   | Invoice Amt | Account Detail and Allocation Detail |                                |            |
|--------------------------------------------|------------|---------------------------------------|-------------|--------------------------------------|--------------------------------|------------|
| GENERAL PACIFIC INC                        | 1416192    | (C-819) COND, 600 V OH AL #6 D        | \$538.11    | 80000000-12104                       | INVENTORY - PURCHASES          | \$538.11   |
|                                            |            |                                       |             |                                      | Vendor Total:                  | \$538.11   |
| GENERAL SERVICES AGENCY                    | SEP 21     | SPANISH MTN SUBLEASE MO RENT          | \$50.00     | 20620231-52100                       | CONTRACTUAL SERVICES           | \$50.00    |
|                                            |            |                                       |             |                                      | Vendor Total:                  | \$50.00    |
| GOLDEN STATE EMERGENCY VEHICLE SERVICE INC | CI029826   | BELLOWS EXHAUST CLAMP 193MM, V-BAND   | \$771.18    | 10521210-56130                       | EXTERNAL SERVICES              | \$771.18   |
|                                            |            |                                       |             |                                      | Vendor Total:                  | \$771.18   |
| GRAINGER INC                               | 9020078508 | MANUAL LABEL MAKER, 4IN               | \$578.93    | 80026120-54100                       | SUPPLIES                       | \$578.93   |
|                                            | 9973112734 | PIG, ABSORB PAD, OIL BASED LIQ        | \$240.55    | 80026220-54100                       | SUPPLIES                       | \$240.55   |
|                                            | 9941266018 | PIG, ABSORB PAD, OIL BASED LIQ        | \$338.48    | 80026220-54100                       | SUPPLIES                       | \$338.48   |
|                                            | 9948153987 | PIG, ABSORB PAD, OIL BASED LIQ        | \$676.97    | 80026220-54100                       | SUPPLIES                       | \$676.97   |
|                                            |            |                                       |             |                                      | Vendor Total:                  | \$1,834.93 |
| HILDEBRAND CONSULTING LLC                  | 346        | ON-GOING SEWER UTILITY BILLING        | \$1,050.00  | 20513300-52100                       | CONTRACTUAL SERVICES           | \$1,050.00 |
|                                            | 358        | ANNUAL SEWER RECONCILIATION FI        | \$1,207.50  | 84413400-52100                       | CONTRACTUAL SERVICES           | \$1,207.50 |
|                                            |            |                                       |             |                                      | Vendor Total:                  | \$2,257.50 |
| HOME DEPOT CREDIT SERVICES                 | 5213424    | RETURN- BASIC THERMOSTAT              | (\$22.72)   | 82027111-56300                       | BUILDING MAINT. & REPAIR       | (\$22.72)  |
|                                            | 5533954    | BASIC PROGRAMMING THERMOSTAT          | \$22.72     | 82027111-56300                       | BUILDING MAINT. & REPAIR       | \$22.72    |
|                                            | 6024385    | TEXTURE PRO HOPPER GUN, COMPOUND PAIL | \$119.41    | 84027225-56300                       | BUILDING MAINT. & REPAIR       | \$119.41   |
|                                            | 4023567    | DRYWALL, JOINT TAPE, AEROSOL, SCREWS  | \$179.73    | 84027225-56300                       | BUILDING MAINT. & REPAIR       | \$179.73   |
|                                            | 9511704    | LUMEN LED HIGH BAY                    | \$675.03    | 84027225-56300                       | BUILDING MAINT. & REPAIR       | \$675.03   |
|                                            | 8011058    | SHRINK WRAP                           | \$22.13     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$22.13    |
|                                            | 5524289    | FLOOR BRUSH, WASP/HORNET SPRAY        | \$122.65    | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$122.65   |
|                                            | 4023510    | PIPE WRENCH, SCREWDRIVER SET          | \$439.82    | 82027114-54102                       | SMALL TOOLS                    | \$439.82   |
|                                            | 8543799    | WEB DUSTER, SOCKET, RATCHET           | \$69.21     | 84027225-54102                       | SMALL TOOLS                    | \$69.21    |
|                                            | 1022900    | TOOLS FOR 2 KUBOTAS                   | \$929.92    | 84027225-54102                       | SMALL TOOLS                    | \$929.92   |
|                                            | 5200882    | RETURN - WHT OCCUPANCY PIR SENSOR     | (\$46.78)   | 10022100-54100                       | SUPPLIES                       | (\$46.78)  |
|                                            | 2023735    | SAKRETE CONCRETE                      | \$6.99      | 10022100-54100                       | SUPPLIES                       | \$6.99     |

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## Invoices

| Vendor Name                                | Invoice #     | Invoice Description            | Invoice Amt | Account Detail and Allocation Detail |                             |            |
|--------------------------------------------|---------------|--------------------------------|-------------|--------------------------------------|-----------------------------|------------|
| HOME DEPOT CREDIT SERVICES                 | 5022575       | WHT MANUAL ON/OFF OCCUPANCY    | \$35.07     | 10022100-54100                       | SUPPLIES                    | \$35.07    |
|                                            | 5022571       | WHT OCCUPANCY PIR SENSOR       | \$46.78     | 10022100-54100                       | SUPPLIES                    | \$46.78    |
|                                            | 9534336       | SLP JNT ADAPTER BRASS          | \$10.82     | 10022300-54100                       | SUPPLIES                    | \$10.82    |
|                                            | 9524581       | BRAID FCT SUPPLY LINE          | \$18.06     | 10022300-54100                       | SUPPLIES                    | \$18.06    |
|                                            | 9524573       | HEFTY LOCK, EXTENSION CORD     | \$336.36    | 10022300-54100                       | SUPPLIES                    | \$336.36   |
|                                            | 4520231       | STEEL SHELF                    | \$304.78    | 10022700-54100                       | SUPPLIES                    | \$304.78   |
|                                            | 2023808       | DAYCAMP - COVID                | \$58.39     | 10022840-54100                       | SUPPLIES                    | \$58.39    |
|                                            | 1023901       | DAYCAMP - COVID                | \$228.47    | 10022840-54100                       | SUPPLIES                    | \$228.47   |
|                                            | 2023795       | FENCE PANEL, HINGE             | \$291.74    | 10022840-54100                       | SUPPLIES                    | \$291.74   |
| Vendor Total:                              |               |                                |             |                                      |                             | \$3,848.58 |
| INTEGRITY SHRED LLC                        | 122552        | DOCUMENT SHREDDING             | \$61.00     | 20513300-52100                       | CONTRACTUAL SERVICES        | \$61.00    |
|                                            | Vendor Total: |                                |             |                                      |                             | \$61.00    |
| INTERCOUNTY MECHANICAL & ELECTRICAL INC    | 8008          | MATERIALS AND LABOR TO INSTALL | \$1,511.99  | 84027225-56300                       | BUILDING MAINT. & REPAIR    | \$1,511.99 |
|                                            | Vendor Total: |                                |             |                                      |                             | \$1,511.99 |
| JAVIER F JACINTO                           | 01305         | REAR BUMPER REPAIR FOR 2017 CH | \$1,434.85  | 20822500-56130                       | EXTERNAL SERVICES           | \$1,434.85 |
|                                            | Vendor Total: |                                |             |                                      |                             | \$1,434.85 |
| JOHN ROBERT CAPRARELLI                     | 1182          | CASP REGISTRATION - M KEIZER   | \$3,925.00  | 62023320-57100                       | LEARNING AND DEVELOPMENT    | \$3,925.00 |
|                                            | Vendor Total: |                                |             |                                      |                             | \$3,925.00 |
| JUDY CHAN                                  | SEP 21        | SEP 21 RENT - MASON ST         | \$1,448.00  | 10022100-52600                       | RENT                        | \$1,448.00 |
|                                            | Vendor Total: |                                |             |                                      |                             | \$1,448.00 |
| KEMIRA WATER SOLUTIONS INC                 | 9017723070    | LIQUID FERRIC CHLORIDE FY 2021 | \$9,604.33  | 84027225-58202                       | CHEMICALS                   | \$9,604.33 |
|                                            | Vendor Total: |                                |             |                                      |                             | \$9,604.33 |
| KERRY RANDALL                              | B26694        | REIMBURSEMENT - EVENT RENTAL   | \$100.00    | 10022100-46360                       | PARKS RENTAL                | \$100.00   |
|                                            | Vendor Total: |                                |             |                                      |                             | \$100.00   |
| KIMBERLY D TURNER                          | 4257          | REGISTRATION - T PORTER        | \$125.00    | 20620232-57100                       | LEARNING AND DEVELOPMENT    | \$125.00   |
|                                            | Vendor Total: |                                |             |                                      |                             | \$125.00   |
| LAFCO-LOCAL AGENCY FORMATION COMMISSION OF | DV090221      | FILE NO. D-2020-01 DEPOSIT     | \$7,500.00  | 20012200-52304                       | LAFCO FEES AND PROP TAX EXP | \$7,500.00 |
|                                            | Vendor Total: |                                |             |                                      |                             | \$7,500.00 |

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## Invoices

| Vendor Name                         | Invoice #   | Invoice Description             | Invoice Amt | Account Detail and Allocation Detail |                           |            |
|-------------------------------------|-------------|---------------------------------|-------------|--------------------------------------|---------------------------|------------|
| LARRY WALKER ASSOCIATES INC         | 00564.07-15 | APPLICATION PREPARATION (NPDES  | \$2,337.00  | 84027225-52100                       | CONTRACTUAL SERVICES      | \$2,337.00 |
|                                     |             |                                 |             |                                      | Vendor Total:             | \$2,337.00 |
| LEADERSHIP MENDOCINO                | DV090121    | REGISTRATION - N WAIDELICH      | \$1,000.00  | 10020210-57100                       | LEARNING AND DEVELOPMENT  | \$1,000.00 |
|                                     | DV083021    | REGISTRATION - A STRICKLIN      | \$1,100.00  | 10024210-57100                       | LEARNING AND DEVELOPMENT  | \$1,100.00 |
|                                     |             |                                 |             |                                      | Vendor Total:             | \$2,100.00 |
| LEWIS WHITE POST #76 - UKIAH        | DV083021    | SUMMER 2021 CONCERT FOOD VOUCH  | \$51.00     | 90000000-23226                       | CONCERT SERIES            | \$51.00    |
|                                     |             |                                 |             |                                      | Vendor Total:             | \$51.00    |
| LIEBERT CASSIDY WHITMORE            | 203046      | LEGAL SERVICES PERTAINING TO    | \$4,043.00  | 20013400-52100                       | CONTRACTUAL SERVICES      | \$3,250.00 |
|                                     |             |                                 |             | 20016100-52150                       | LEGAL SERVICES/ EXPENSES  | \$793.00   |
|                                     | 203044      | LEGAL SERVICES PERTAINING TO    | \$29.00     | 20016100-52150                       | LEGAL SERVICES/ EXPENSES  | \$29.00    |
|                                     | 203045      | LEGAL SERVICES PERTAINING TO    | \$87.00     | 20016100-52150                       | LEGAL SERVICES/ EXPENSES  | \$87.00    |
|                                     | 203047      | LEGAL SERVICES PERTAINING TO    | \$561.00    | 20016100-52150                       | LEGAL SERVICES/ EXPENSES  | \$561.00   |
|                                     |             |                                 |             |                                      | Vendor Total:             | \$4,720.00 |
| LINCOLN AQUATICS                    | NX291660    | PULSAR #AWC-50-6501 - PULSAR P  | \$2,467.07  | 10022300-54106                       | SPECIALTY SUPPLIES        | \$2,467.07 |
|                                     | NX293260    | PULSAR #AWC-50-6501 - PULSAR P  | \$3,270.45  | 10022300-54106                       | SPECIALTY SUPPLIES        | \$3,270.45 |
|                                     |             |                                 |             |                                      | Vendor Total:             | \$5,737.52 |
| LORA SMITH                          | 0022984     | REC REFUND                      | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME | \$39.00    |
|                                     |             |                                 |             |                                      | Vendor Total:             | \$39.00    |
| MARK CLEMENTI PHD                   | 08-15-21FD  | PRE-EMPLOYMENT PSYCH EVAL       | \$1,548.00  | 10521210-54161                       | BACKGROUND & PHYSICALS    | \$1,548.00 |
|                                     |             |                                 |             |                                      | Vendor Total:             | \$1,548.00 |
| MATT KEIZER                         | BA FY 21/22 | BOOT ALLOWANCE                  | \$150.00    | 10023320-54100                       | SUPPLIES                  | \$150.00   |
|                                     |             |                                 |             |                                      | Vendor Total:             | \$150.00   |
| MELTON DESIGN GROUP INC             | 5954        | LANDSCAPE ARCHITECT - RIVERSIDE | \$5,343.60  | 30522250-80220                       | BUILDING IMPROVEMENTS     | \$5,343.60 |
|                                     |             |                                 |             |                                      | Vendor Total:             | \$5,343.60 |
| MENDOCINO COUNTY HISTORICAL SOCIETY | DV081621    | PHOTOGRAPHS AND DOWNTOWN RES    | \$1,560.00  | 20012600-52100                       | CONTRACTUAL SERVICES      | \$1,560.00 |
|                                     |             |                                 |             |                                      | Vendor Total:             | \$1,560.00 |



# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name                                | Invoice #    | Invoice Description                  | Invoice Amt | Account Detail and Allocation Detail |                                |            |
|--------------------------------------------|--------------|--------------------------------------|-------------|--------------------------------------|--------------------------------|------------|
| MENDOCINO SOLID WASTE MANAGEMENT AUTHORITY | COUBM-061621 | HID BULBS                            | \$15.76     | 20822500-56300                       | BUILDING MAINT. & REPAIR       | \$15.76    |
| Vendor Total:                              |              |                                      |             |                                      |                                | \$15.76    |
| MINTIER HARNISH LP                         | UKIAHGPU-20  | GPU, EIR & ADVANCED PLANNING S       | \$7,215.40  | 31523100-52100                       | CONTRACTUAL SERVICES           | \$7,215.40 |
| Vendor Total:                              |              |                                      |             |                                      |                                | \$7,215.40 |
| MOIRS                                      | 170188       | MISC. POOL SUPPLIES AS NEEDED        | \$332.78    | 82027111-56300                       | BUILDING MAINT. & REPAIR       | \$332.78   |
|                                            | 169948       | MISC. POOL SUPPLIES AS NEEDED        | \$665.55    | 82027111-56300                       | BUILDING MAINT. & REPAIR       | \$665.55   |
|                                            | 170179       | MISC. POOL SUPPLIES AS NEEDED        | \$665.55    | 82027111-56300                       | BUILDING MAINT. & REPAIR       | \$665.55   |
|                                            | 170194       | MISC. POOL SUPPLIES AS NEEDED        | \$965.55    | 82027111-56300                       | BUILDING MAINT. & REPAIR       | \$965.55   |
|                                            | 169758       | MISC. POOL SUPPLIES AS NEEDED        | \$732.11    | 82027111-58202                       | CHEMICALS                      | \$732.11   |
|                                            | 169421       | MISC. POOL SUPPLIES AS NEEDED        | \$798.66    | 82027111-58202                       | CHEMICALS                      | \$798.66   |
|                                            | 169893       | MISC. POOL SUPPLIES AS NEEDED        | \$490.99    | 10022300-54106                       | SPECIALTY SUPPLIES             | \$490.99   |
| Vendor Total:                              |              |                                      |             |                                      |                                | \$4,651.19 |
| MOTION INDUSTRIES INC                      | CA23-526619  | BEARING, FITTINGS & MISC. ITEM       | \$664.75    | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$664.75   |
| Vendor Total:                              |              |                                      |             |                                      |                                | \$664.75   |
| NOR-CAL RECYCLED ROCK & AGGREGATES INC     | 12629        | MISC ROCK & ROAD PATCH MATERIA       | \$1,262.95  | 10024620-54124                       | PW - CONCRETE/ SUPPLIES        | \$1,262.95 |
|                                            | 12068        | MISC ROCK & ROAD PATCH MATERIA       | \$287.82    | 84027221-54100                       | SUPPLIES                       | \$287.82   |
| Vendor Total:                              |              |                                      |             |                                      |                                | \$1,550.77 |
| OLIN CORPORATION                           | 3000005669   | LIQUID SODIUM HYPOCHLORITE FY        | \$4,199.37  | 84027225-58202                       | CHEMICALS                      | \$4,199.37 |
|                                            | 3000011142   | LIQUID SODIUM HYPOCHLORITE FY        | \$4,357.20  | 84027225-58202                       | CHEMICALS                      | \$4,357.20 |
| Vendor Total:                              |              |                                      |             |                                      |                                | \$8,556.57 |
| ONE TIME PAY VENDOR                        | 1188549      | ENERGY REBATE - KIMBERLY BARDEN      | \$100.00    | 80626450-52135                       | ENERGY CONSERVATION PROGRAM    | \$100.00   |
|                                            | 115864-1     | ENERGY REBATE - TRACY FLETCHER       | \$230.00    | 80626450-52135                       | ENERGY CONSERVATION PROGRAM    | \$230.00   |
|                                            | 124016-7     | ENERGY REBATE - CHRIS YOUNDHANS-HAUG | \$500.00    | 80626450-52135                       | ENERGY CONSERVATION PROGRAM    | \$500.00   |
|                                            | 116332-8 2   | ENERGY REBATE - LINDSAY COSTA        | \$528.00    | 80626450-52135                       | ENERGY CONSERVATION PROGRAM    | \$528.00   |
|                                            | 1164061-2    | ENERGY REBATE - MARGO FRANK          | \$885.00    | 80626450-52135                       | ENERGY CONSERVATION PROGRAM    | \$885.00   |

# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name            | Invoice #  | Invoice Description                                         | Invoice Amt | Account Detail and Allocation Detail |                                   |            |
|------------------------|------------|-------------------------------------------------------------|-------------|--------------------------------------|-----------------------------------|------------|
| ONE TIME PAY<br>VENDOR | 123736-1   | ENERGY REBATE -<br>PETER NORCIA                             | \$885.00    | 80626450-52135                       | ENERGY<br>CONSERVATION<br>PROGRAM | \$885.00   |
|                        | 117990-2 1 | ENERGY REBATE -<br>LANI HARDAGE-<br>VERGEER                 | \$1,050.00  | 80626450-52135                       | ENERGY<br>CONSERVATION<br>PROGRAM | \$1,050.00 |
|                        | P5627      | MAJOR PLANNING<br>PERMIT REFUND -<br>SIGRA LLC              | \$742.50    | 90000000-21111                       | PLANNING<br>PERMIT ESCROW         | \$742.50   |
|                        | P5812      | MAJOR PLANNING<br>PERMIT REFUND -<br>MOUNTON<br>ENTERPRISES | \$2,553.75  | 90000000-21111                       | PLANNING<br>PERMIT ESCROW         | \$2,553.75 |
|                        | B 27186    | PLAZA RENTAL<br>REFUND - VIRGINIA<br>REYNOLDS               | \$350.00    | 10022100-46350                       | PLAZA RENTAL                      | \$350.00   |
|                        | 0023137    | REC REFUND -<br>KELLY MCMILLER                              | \$19.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$19.00    |
|                        | 0021695    | REC REFUND -<br>ANNE CRISTIANI                              | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0023169    | REC REFUND -<br>ANNE WILSON                                 | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0020839    | REC REFUND -<br>APRIL BOUGHTON                              | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0023162    | REC REFUND -<br>BECKI ARMSTRONG                             | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0021781    | REC REFUND -<br>BERNADETTE<br>SHONTS                        | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0020793    | REC REFUND -<br>BONNIE DASHIELL                             | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0022968    | REC REFUND -<br>CATHLEEN PIPER                              | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0022015    | REC REFUND -<br>CHARLENE TESTA                              | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0023163    | REC REFUND -<br>CHELSEA BRAZILL                             | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0022943    | REC REFUND -<br>CONNIE GORDON                               | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0023164    | REC REFUND -<br>DEBBIE<br>CHRISTENSON                       | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0022953    | REC REFUND -<br>JODY GEHRMAN                                | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0020757    | REC REFUND - J<br>ULIE JUDD                                 | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0022983    | REC REFUND -<br>KIPPI CUMMINS                               | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |
|                        | 0022947    | REC REFUND -<br>KITTY BRITTON                               | \$39.00     | 10022850-44915                       | RECREATION<br>PROGRAM<br>INCOME   | \$39.00    |

# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name                 | Invoice #     | Invoice Description                     | Invoice Amt | Account Detail and Allocation Detail |                              |            |
|-----------------------------|---------------|-----------------------------------------|-------------|--------------------------------------|------------------------------|------------|
| ONE TIME PAY VENDOR         | 0020852       | REC REFUND - KRISTIN MIZE               | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0020791       | REC REFUND - KRISTIN ROGERS             | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0020801       | REC REFUND - LORY LIMBIRD               | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0023165       | REC REFUND - LUCINDA FRANSHAM           | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0022812       | REC REFUND - MARY LEITTE-THOMAS         | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0020743       | REC REFUND - MELISSA JONES              | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0020746       | REC REFUND - NOREEN EVANS               | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0022870       | REC REFUND - PATTI RIDELLA              | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0020798       | REC REFUND - PHYLLIS BINDER             | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0023168       | REC REFUND - RAYLENE SCHAFER            | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0022630       | REC REFUND - RILEY DOCKINS              | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0022977       | REC REFUND - SARAH DOWNEY               | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0023166       | REC REFUND - SHARON GORMAN              | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0022975       | REC REFUND - STEPHANIE FESLER           | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 0022621       | REC REFUND - TASCHA WHETZEL             | \$39.00     | 10022850-44915                       | RECREATION PROGRAM INCOME    | \$39.00    |
|                             | 115972-2      | UTILITY REFUND - MICHAEL ANTHONY ROMERO | \$58.78     | 90100000-10421                       | UTILITY RECEIVABLES CLEARING | \$58.78    |
|                             | 125417-6      | UTILITY REFUND - HOENIG TRUCKING LLC    | \$89.46     | 90100000-10421                       | UTILITY RECEIVABLES CLEARING | \$89.46    |
|                             | Vendor Total: |                                         |             |                                      |                              | \$9,161.49 |
| ONLINE INFORMATION SRVS INC | 1075209       | UTILITY EXCHANGE REPORTING FY           | \$156.90    | 20513300-52100                       | CONTRACTUAL SERVICES         | \$156.90   |
|                             | Vendor Total: |                                         |             |                                      |                              | \$156.90   |
| PACE SUPPLY CORPORATION     | 027059817-1   | SXDEWSNHDKF86 8 X 6 FLG REDUCE          | \$1,612.12  | 80126100-80220                       | BUILDING IMPROVEMENTS        | \$1,612.12 |
|                             | 026862795-1   | (B12) BOXES, CONCRETE 12 X 20           | \$176.38    | 82000000-12104                       | INVENTORY - PURCHASES        | \$176.38   |

# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name             | Invoice #     | Invoice Description                      | Invoice Amt    | Account Detail and Allocation Detail |                         |             |
|-------------------------|---------------|------------------------------------------|----------------|--------------------------------------|-------------------------|-------------|
| PACE SUPPLY CORPORATION | 027024818-1   | (1-CV-G5) COVER, SEWER STEEL G           | \$183.52       | 82000000-12104                       | INVENTORY - PURCHASES   | \$183.52    |
|                         | 026862795-2   | (B12) BOXES, CONCRETE 12 X 20            | \$440.94       | 82000000-12104                       | INVENTORY - PURCHASES   | \$440.94    |
|                         | 026952024     | (CL-2-S) CLAMP, SS WRAP, 1", F           | \$533.49       | 82000000-12104                       | INVENTORY - PURCHASES   | \$533.49    |
|                         | 027024818     | (1-CV-G5) COVER, SEWER STEEL G           | \$8,519.31     | 82000000-12104                       | INVENTORY - PURCHASES   | \$8,519.31  |
|                         | 026877089     | B12 LID CONCRETE, WATER BOLT             | \$252.58       | 10024620-54124                       | PW - CONCRETE/ SUPPLIES | \$252.58    |
|                         | 027019600     | COVER STEEL H20 WATER, CONCRETE          | \$715.60       | 10024620-54124                       | PW - CONCRETE/ SUPPLIES | \$715.60    |
|                         | 027048448     | PLASTIC CUTTER BLADE, PIPE WRENCH REED   | \$392.19       | 82027114-54102                       | SMALL TOOLS             | \$392.19    |
|                         | 026940984     | REED TAP DRILLING MACHINE 0916           | \$2,179.76     | 82027114-54102                       | SMALL TOOLS             | \$2,179.76  |
|                         | 027108097     | FLG REDUCER, FLG CROSS AC, HINGED SADDLE | \$94.20        | 82027114-54100                       | SUPPLIES                | \$94.20     |
|                         | 026747499-2   | CAST IRON RECLAIMED WATER                | \$114.35       | 82027114-54100                       | SUPPLIES                | \$114.35    |
|                         | 027023788     | COVER STEEL WATER W/READER               | \$196.90       | 82027114-54100                       | SUPPLIES                | \$196.90    |
|                         | 027087587     | FLG REDUCER AC CL                        | \$203.83       | 82027114-54100                       | SUPPLIES                | \$203.83    |
|                         | 027073567     | SDR9 BLACK PE4710                        | \$307.51       | 82027114-54100                       | SUPPLIES                | \$307.51    |
|                         | 027078491     | VAN STONE FLANGE, BOLT, GASKET, SPOOL    | \$846.09       | 82027114-54100                       | SUPPLIES                | \$846.09    |
|                         | 027091953     | COUPLING FERNCO                          | \$47.15        | 84027221-54100                       | SUPPLIES                | \$47.15     |
| Vendor Total: -----     |               |                                          |                |                                      |                         | \$16,815.92 |
| PAYMENTUS GROUP INC     | INV-15-114612 | CREDIT CARD PROCESSING SERVICE           | \$6,827.81     | 20513300-52100                       | CONTRACTUAL SERVICES    | \$6,827.81  |
| Vendor Total: -----     |               |                                          |                |                                      |                         | \$6,827.81  |
| PG&E CO                 | 3822-9 JUL 21 | PACIFIC GAS & ELECTRIC                   | \$6,606.33     | 84027225-55200                       | PG&E                    | \$2,088.80  |
|                         |               |                                          |                | 10022100-55210                       | UTILITIES               | \$8.11      |
|                         |               |                                          |                | 10022300-55210                       | UTILITIES               | \$8.11      |
|                         |               |                                          |                | 10022700-55210                       | UTILITIES               | \$8.11      |
|                         |               |                                          |                | 20822500-55210                       | UTILITIES               | \$87.79     |
|                         |               |                                          |                | 70024500-55210                       | UTILITIES               | \$614.38    |
|                         |               |                                          |                | 73022600-55210                       | UTILITIES               | \$8.11      |
|                         |               |                                          |                | 73022600-55210                       | UTILITIES               | \$8.66      |
|                         |               |                                          |                | 77725200-55210                       | UTILITIES               | \$9.86      |
|                         |               |                                          | 82027111-55210 | UTILITIES                            | \$3,649.93              |             |

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| Vendor Name           | Invoice #     | Invoice Description                         | Invoice Amt | Account Detail and Allocation Detail |                                |                    |
|-----------------------|---------------|---------------------------------------------|-------------|--------------------------------------|--------------------------------|--------------------|
| PG&E CO               | 3822-9 JUL 21 | PACIFIC GAS & ELECTRIC                      | \$6,606.33  | 84027221-55210                       | UTILITIES                      | \$114.47           |
|                       |               |                                             |             |                                      | <b>Vendor Total:</b>           | <b>\$6,606.33</b>  |
| POLYDYNE INC          | 1567874       | LIQUID POLYMER EMULSION FY 202              | \$12,752.01 | 84027225-58202                       | CHEMICALS                      | \$12,752.01        |
|                       |               |                                             |             |                                      | <b>Vendor Total:</b>           | <b>\$12,752.01</b> |
| QUALITROL COMPANY LLC | 20150333      | CALIBRATION GAS BOTTLE                      | \$451.83    | 80026210-54100                       | SUPPLIES                       | \$451.83           |
|                       |               |                                             |             |                                      | <b>Vendor Total:</b>           | <b>\$451.83</b>    |
| R&B COMPANY - RWC     | P403024       | (CL-1600) CLAMP, FCR 16" X 10"              | \$175.29    | 82000000-12104                       | INVENTORY - PURCHASES          | \$175.29           |
|                       |               |                                             |             |                                      | <b>Vendor Total:</b>           | <b>\$175.29</b>    |
| REDWOOD COAST FUELS   | 2266043       | CARDLOCK FUEL PURCHASES                     | \$120.79    | 10024620-56130                       | EXTERNAL SERVICES              | \$120.79           |
|                       | 2265672       | CARDLOCK FUEL PURCHASES                     | \$975.32    | 20324100-58410                       | GARAGE LUBRICANTS & PARTS      | \$975.32           |
|                       |               |                                             |             |                                      | <b>Vendor Total:</b>           | <b>\$1,096.11</b>  |
| REOA LTD              | 34            | OFFICIATING OF ADULT SOFTBALL               | \$240.00    | 10022822-52100                       | CONTRACTUAL SERVICES           | \$240.00           |
|                       | 32            | OFFICIATING OF ADULT SOFTBALL               | \$3,962.00  | 10022822-52100                       | CONTRACTUAL SERVICES           | \$3,962.00         |
|                       |               |                                             |             |                                      | <b>Vendor Total:</b>           | <b>\$4,202.00</b>  |
| REXEL USA INC         | 1W35844       | PHI MS350 BU PS 6PK                         | \$229.77    | 20822500-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$229.77           |
|                       | 1W35593       | LFU FLM005 250V, 35-VIO CODING              | \$54.96     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$54.96            |
|                       | 1W44395       | LFU FLM005 250V                             | \$64.30     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$64.30            |
|                       | 1V28123       | PVC COND ELBOW                              | \$96.59     | 80126100-80230                       | INFRASTRUCTURE                 | \$96.59            |
|                       | 1V28724       | PVC COND ELBOW                              | \$193.19    | 80126100-80230                       | INFRASTRUCTURE                 | \$193.19           |
|                       | 1X07633       | LEV 8450 50A 250V FLUCH, CVR, OUTL BOX      | \$201.34    | 10021210-80100                       | MACHINERY & EQUIPMENT          | \$201.34           |
|                       | 1W26983       | LEV VANCANCY DETECT                         | \$88.69     | 10022100-59400                       | OTHER EXPENSES                 | \$88.69            |
|                       | 1W10634       | LETH BATTERY, ADJ WRENCH, SBA MINI          | \$144.54    | 20822500-54102                       | SMALL TOOLS                    | \$144.54           |
|                       | 1V78863       | LEV IPV15-1LZ VACANCY DETECT                | \$44.35     | 10022100-54100                       | SUPPLIES                       | \$44.35            |
|                       | 1W87745       | ABB C2SS1-10B-10, MIDGET, SAFETY FSE HOLDER | \$99.39     | 80026210-54100                       | SUPPLIES                       | \$99.39            |
|                       | 1U67984       | WEATHERPROOF WIRE                           | \$43.92     | 80526150-54100                       | SUPPLIES                       | \$43.92            |
|                       | 1U67911       | 10-2 TRAY CABLE 500FT                       | \$951.46    | 80526150-54100                       | SUPPLIES                       | \$951.46           |
|                       |               |                                             |             |                                      | <b>Vendor Total:</b>           | <b>\$2,212.50</b>  |

# List of Checks Presented for Approval on 9/3/2021

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| Vendor Name                                        | Invoice #     | Invoice Description               | Invoice Amt | Account Detail and Allocation Detail |                                    |             |
|----------------------------------------------------|---------------|-----------------------------------|-------------|--------------------------------------|------------------------------------|-------------|
| RINO PACIFIC                                       | CL35016       | FUEL CARD CHARGES<br>AS NEEDED    | \$96.05     | 82027114-56210                       | FUEL & FLUIDS                      | \$51.87     |
|                                                    |               |                                   |             | 84027221-56210                       | FUEL & FLUIDS                      | \$44.18     |
|                                                    |               |                                   |             | Vendor Total:                        |                                    | \$96.05     |
| ROGINA WATER COMPANY                               | 14355 JUL 21  | WATER SERVICE -<br>1301 TALMAGE R | \$23.89     | 10521210-55210                       | UTILITIES                          | \$23.89     |
|                                                    |               |                                   |             | Vendor Total:                        |                                    | \$23.89     |
| RYAN LOTTEN                                        | TA 9/15-18/21 | TRAVEL ADVANCE                    | \$805.30    | 84027225-57100                       | LEARNING AND<br>DEVELOPMENT        | \$805.30    |
|                                                    |               |                                   |             | Vendor Total:                        |                                    | \$805.30    |
| SAVINGS BANK<br>OF MENDOCINO<br>COUNTY             | AUG 21        | LOVERS LANE LOAN<br>PAYMENT       | \$1,945.41  | 91500000-70103                       | LOAN INTEREST                      | \$307.53    |
|                                                    |               |                                   |             | 91821400-70103                       | LOAN INTEREST                      | \$717.56    |
|                                                    |               |                                   |             | 91500000-70201                       | LOAN PRINCIPAL<br>PAYMENTS         | \$276.10    |
|                                                    |               |                                   |             | 91821400-70201                       | LOAN PRINCIPAL<br>PAYMENTS         | \$644.22    |
|                                                    |               |                                   |             | Vendor Total:                        |                                    | \$1,945.41  |
| SCOTT SHAVER                                       | TR 8/23-25/21 | TRAVEL<br>REIMBURSEMENT           | \$1,533.97  | 20913900-51120                       | NON-REGULAR<br>SALARIES &<br>WAGES | \$1,533.97  |
|                                                    |               |                                   |             | Vendor Total:                        |                                    | \$1,533.97  |
| SHARON<br>WEDEGAERTNER                             | DV080221      | INSTRUCTOR                        | \$1,081.50  | 10022850-52100                       | CONTRACTUAL<br>SERVICES            | \$1,081.50  |
|                                                    |               |                                   |             | Vendor Total:                        |                                    | \$1,081.50  |
| SHN<br>CONSULTING<br>ENGINEERS &<br>GEOLOGISTS INC | 109887        | DESIGN & CONST.<br>MGMT FOR ZONE  | \$15,149.40 | 82227113-80230                       | INFRASTRUCTURE                     | \$15,149.40 |
|                                                    |               |                                   |             | Vendor Total:                        |                                    | \$15,149.40 |
| SNAP-ON<br>INDUSTRIAL                              | ARV/48919132  | JR INJECTION<br>GUN/LIGHT KIT     | \$135.56    | 20324100-54102                       | SMALL TOOLS                        | \$135.56    |
|                                                    |               |                                   |             | Vendor Total:                        |                                    | \$135.56    |
| SOLID WASTES<br>SYSTEMS INC                        | 463637        | MISC. DUMP FEES                   | \$899.97    | 20822500-56300                       | BUILDING MAINT.<br>& REPAIR        | \$36.60     |
|                                                    |               |                                   |             | 20012200-52100                       | CONTRACTUAL<br>SERVICES            | \$50.00     |
|                                                    |               |                                   |             | 20012200-52100                       | CONTRACTUAL<br>SERVICES            | \$68.67     |
|                                                    |               |                                   |             | 20012200-52100                       | CONTRACTUAL<br>SERVICES            | \$70.85     |
|                                                    |               |                                   |             | 20012200-52100                       | CONTRACTUAL<br>SERVICES            | \$111.16    |
|                                                    |               |                                   |             | 20012200-52100                       | CONTRACTUAL<br>SERVICES            | \$135.16    |
|                                                    |               |                                   |             | 20012200-52100                       | CONTRACTUAL<br>SERVICES            | \$208.81    |
|                                                    |               |                                   |             | 10024620-54120                       | PW - SPECIAL<br>SUPPLIES           | \$21.80     |
|                                                    |               |                                   |             |                                      |                                    |             |

# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name                       | Invoice #   | Invoice Description                        | Invoice Amt   | Account Detail and Allocation Detail |                             |            |
|-----------------------------------|-------------|--------------------------------------------|---------------|--------------------------------------|-----------------------------|------------|
| SOLID WASTES SYSTEMS INC          | 463637      | MISC. DUMP FEES                            | \$899.97      | 10024620-54120                       | PW - SPECIAL SUPPLIES       | \$22.89    |
|                                   |             |                                            |               | 10024620-54120                       | PW - SPECIAL SUPPLIES       | \$24.40    |
|                                   |             |                                            |               | 10024620-54120                       | PW - SPECIAL SUPPLIES       | \$36.60    |
|                                   |             |                                            |               | 10024620-54120                       | PW - SPECIAL SUPPLIES       | \$44.69    |
|                                   |             |                                            |               | 10024620-54120                       | PW - SPECIAL SUPPLIES       | \$48.80    |
|                                   |             |                                            |               | 84027221-54100                       | SUPPLIES                    | \$19.52    |
|                                   |             |                                            |               | Vendor Total:                        |                             | \$899.97   |
| SONOMA ELECTRICAL ENGINEERING INC | 1469        | ELECTRICAL ENGINEERING SERVICE             | \$1,750.00    | 80026400-52100                       | CONTRACTUAL SERVICES        | \$1,750.00 |
|                                   |             |                                            |               | Vendor Total:                        |                             | \$1,750.00 |
| STAPLES CREDIT PLAN               | 42391       | EMERGE VORTEX GAME                         | \$174.19      | 10020210-54100                       | SUPPLIES                    | \$174.19   |
|                                   | 42589       | GLUE STICK, CRAYONS                        | \$9.78        | 10022700-54100                       | SUPPLIES                    | \$9.78     |
|                                   | 27832       | CAMMAND QTZ JUMBO                          | \$13.04       | 10022700-54100                       | SUPPLIES                    | \$13.04    |
|                                   | 47201       | MUSEUM SUPPLIES                            | \$155.91      | 10022700-54100                       | SUPPLIES                    | \$155.91   |
|                                   | 48609       | PILOT G2 RT FINE, CARD BRIGHT              | \$34.82       | 82027111-54100                       | SUPPLIES                    | \$34.82    |
|                                   | 44682       | NXT 6FT USBC-C, BELKIN WALL 1PORT          | \$54.42       | 82027111-54100                       | SUPPLIES                    | \$54.42    |
|                                   |             |                                            | Vendor Total: |                                      | \$442.16                    |            |
| SUBURBAN PROPANE                  | 1426-205415 | PROPANE                                    | \$217.80      | 10521210-55210                       | UTILITIES                   | \$217.80   |
|                                   |             |                                            |               | Vendor Total:                        |                             | \$217.80   |
| SYDNEY DEARBORN                   | R8744801    | REIMBURSEMENT FOR MEDICAL INSU             | \$168.56      | 91500000-20561                       | ACCRUED SICK                | \$168.56   |
|                                   |             |                                            |               | Vendor Total:                        |                             | \$168.56   |
| TASC                              | IN2095075   | FSA ADMIN FEES                             | \$162.51      | 20016100-52151                       | EMPLOYEE BENEFIT ADMIN FEES | \$162.51   |
|                                   |             |                                            |               | Vendor Total:                        |                             | \$162.51   |
| TIM SANTO                         | DV090121    | REIMBURSEMENT - SUPPLIES                   | \$74.86       | 80026110-54100                       | SUPPLIES                    | \$74.86    |
|                                   |             |                                            |               | Vendor Total:                        |                             | \$74.86    |
| TRIGON CORPORATION                | 123962      | EXECUTE, WIPEOFF, HAND DEFENDER, LINE CARD | \$658.17      | 10024620-54120                       | PW - SPECIAL SUPPLIES       | \$658.17   |
|                                   |             |                                            |               | Vendor Total:                        |                             | \$658.17   |
| TROY D MILANI                     | 09854       | ALL MATERIALS AND LABOR TO REM             | \$2,645.00    | 10022100-59400                       | OTHER EXPENSES              | \$500.00   |

# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name                    | Invoice #    | Invoice Description                           | Invoice Amt | Account Detail and Allocation Detail |                                |                    |
|--------------------------------|--------------|-----------------------------------------------|-------------|--------------------------------------|--------------------------------|--------------------|
| TROY D MILANI                  | 09854        | ALL MATERIALS AND LABOR TO REM                | \$2,645.00  | 10022100-54100                       | SUPPLIES                       | \$2,145.00         |
|                                |              |                                               |             |                                      | <b>Vendor Total:</b>           | <b>\$2,645.00</b>  |
| UKIAH ROUND TREE GLASS         | 17407        | DW 1833 GTY WINDSHIELD                        | \$444.03    | 82027114-56130                       | EXTERNAL SERVICES              | \$444.03           |
|                                |              |                                               |             |                                      | <b>Vendor Total:</b>           | <b>\$444.03</b>    |
| UKIAH TROPHIES & GIFTS         | 913417       | HATS - PARKS                                  | \$327.71    | 10022100-54100                       | SUPPLIES                       | \$327.71           |
|                                | 913418       | SHIRTS - PARKS                                | \$869.91    | 10022100-54100                       | SUPPLIES                       | \$869.91           |
|                                | 913423       | ENGRAVING SERVICES, GREET T'S                 | \$261.85    | 10022824-54100                       | SUPPLIES                       | \$261.85           |
|                                |              |                                               |             |                                      | <b>Vendor Total:</b>           | <b>\$1,459.47</b>  |
| UNITED SITE SERVICES           | 114-12304155 | PORTABLE TOILET RENTAL                        | \$696.80    | 90000000-23226                       | CONCERT SERIES                 | \$696.80           |
|                                | 114-12294218 | PORTABLE TOILET RENTAL                        | \$178.15    | 10022100-52100                       | CONTRACTUAL SERVICES           | \$178.15           |
|                                | 114-12294219 | PORTABLE TOILET RENTAL                        | \$178.15    | 10022100-52100                       | CONTRACTUAL SERVICES           | \$178.15           |
|                                | 114-12294222 | PORTABLE TOILET RENTAL                        | \$143.99    | 80026220-52100                       | CONTRACTUAL SERVICES           | \$143.99           |
|                                |              |                                               |             |                                      | <b>Vendor Total:</b>           | <b>\$1,197.09</b>  |
| US POST OFFICE                 | DV082521     | RECREATION POSTAGE PERMIT#243                 | \$2,500.00  | 10022850-54100                       | SUPPLIES                       | \$2,500.00         |
|                                |              |                                               |             |                                      | <b>Vendor Total:</b>           | <b>\$2,500.00</b>  |
| USA BLUEBOOK                   | 692443       | NITRILE GLOVES                                | \$94.72     | 82027111-54100                       | SUPPLIES                       | \$94.72            |
|                                | 692987       | LAMP ASSMBLY, OIL SORBENT PADS, DRUM PUMP KIT | \$777.29    | 82027111-54100                       | SUPPLIES                       | \$777.29           |
|                                | 692991       | COLORIMETER                                   | \$1,023.64  | 82027111-54100                       | SUPPLIES                       | \$1,023.64         |
|                                |              |                                               |             |                                      | <b>Vendor Total:</b>           | <b>\$1,895.65</b>  |
| VAUGHANS INDUSTRIAL REPAIR INC | 028270       | LABOR TO DISASSEMBLE/INSPECT                  | \$16,053.82 | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$16,053.82        |
|                                |              |                                               |             |                                      | <b>Vendor Total:</b>           | <b>\$16,053.82</b> |
| VERIZON WIRELESS               | 9886641315   | DATA & EMERGENCY LOANER PHONES                | \$2,553.41  | 80126100-80100                       | MACHINERY & EQUIPMENT          | \$152.04           |
|                                |              |                                               |             | 10020210-55100                       | TELEPHONE                      | \$76.02            |
|                                |              |                                               |             | 10022100-55100                       | TELEPHONE                      | \$38.01            |
|                                |              |                                               |             | 10022300-55100                       | TELEPHONE                      | \$38.01            |
|                                |              |                                               |             | 10022810-55100                       | TELEPHONE                      | \$38.00            |
|                                |              |                                               |             | 10022840-55100                       | TELEPHONE                      | \$38.01            |
|                                |              |                                               |             | 10023100-55100                       | TELEPHONE                      | \$38.01            |
|                                |              |                                               |             | 10024210-55100                       | TELEPHONE                      | \$69.69            |



# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name              | Invoice #    | Invoice Description            | Invoice Amt   | Account Detail and Allocation Detail |                          |            |
|--------------------------|--------------|--------------------------------|---------------|--------------------------------------|--------------------------|------------|
| VERIZON WIRELESS         | 9886641315   | DATA & EMERGENCY LOANER PHONES | \$2,553.41    | 10024620-55100                       | TELEPHONE                | \$54.03    |
|                          |              |                                |               | 20012100-55100                       | TELEPHONE                | \$38.01    |
|                          |              |                                |               | 20913900-55100                       | TELEPHONE                | \$431.34   |
|                          |              |                                |               | 70024500-55100                       | TELEPHONE                | \$28.51    |
|                          |              |                                |               | 77725200-55100                       | TELEPHONE                | \$118.03   |
|                          |              |                                |               | 80026210-55100                       | TELEPHONE                | \$38.01    |
|                          |              |                                |               | 80026400-55100                       | TELEPHONE                | \$352.10   |
|                          |              |                                |               | 82027110-55100                       | TELEPHONE                | \$117.19   |
|                          |              |                                |               | 82027111-55100                       | TELEPHONE                | \$76.02    |
|                          |              |                                |               | 82027114-55100                       | TELEPHONE                | \$300.15   |
|                          |              |                                |               | 84027221-55100                       | TELEPHONE                | \$472.65   |
|                          |              |                                |               | 84027225-55100                       | TELEPHONE                | \$39.58    |
|                          |              |                                |               | Vendor Total:                        |                          | \$2,553.41 |
| VWR INTERNATIONAL INC    | 8805675071   | PAO STD SOLUTION               | \$167.67      | 84027225-54103                       | LAB SUPPLIES             | \$167.67   |
|                          | 8805687649   | BUFFER SOLUTION                | \$175.19      | 84027225-54103                       | LAB SUPPLIES             | \$175.19   |
|                          |              |                                | Vendor Total: |                                      | \$342.86                 |            |
| WAGNER & BONSIGNORE      | 08-21-667    | ENG SVCS FOR WATER RIGHT PERMI | \$1,512.50    | 82027110-52100                       | CONTRACTUAL SERVICES     | \$1,512.50 |
|                          |              |                                | Vendor Total: |                                      | \$1,512.50               |            |
| WELTY, WEAVER & CURRIE   | 5336         | LEGAL SERVICES - WATER RESOURC | \$2,025.00    | 82027110-52150                       | LEGAL SERVICES/ EXPENSES | \$2,025.00 |
|                          | 5335         | LEGAL SERVICES - WATER RESOURC | \$8,750.00    | 82027110-52150                       | LEGAL SERVICES/ EXPENSES | \$8,750.00 |
|                          |              |                                | Vendor Total: |                                      | \$10,775.00              |            |
| WILLOW COUNTY WATER DIST | 10010 JUL 21 | WATER SERVICE - 1500 S STATE S | \$67.50       | 10521210-55210                       | UTILITIES                | \$67.50    |
|                          | 10010 AUG 21 | WATER SERVICE - 1500 S STATE S | \$74.60       | 10521210-55210                       | UTILITIES                | \$74.60    |
|                          | 40351 AUG 21 | WATER SERVICE - 1640 S STATE S | \$20.00       | 31122000-55210                       | UTILITIES                | \$20.00    |
|                          | 40353 AUG 21 | WATER SERVICE - 1640 S STATE S | \$46.37       | 31122000-55210                       | UTILITIES                | \$46.37    |
|                          | 81154 AUG 21 | WATER SERVICE - SEWER TREATMEN | \$44.50       | 84027225-55210                       | UTILITIES                | \$44.50    |
|                          |              |                                | Vendor Total: |                                      | \$252.97                 |            |
| WYATT IRRIGATION CO      | 297553 01    | FLOSPAN REPR COUP, PVC, CEMENT | \$69.57       | 10022100-54100                       | SUPPLIES                 | \$69.57    |

# List of Checks Presented for Approval on 9/3/2021

## Invoices

| Vendor Name         | Invoice # | Invoice Description                             | Invoice Amt | Account Detail and Allocation Detail |                |                     |
|---------------------|-----------|-------------------------------------------------|-------------|--------------------------------------|----------------|---------------------|
| WYATT IRRIGATION CO | 297471 01 | POP-UP W/REG, TORO VAR NOZZLE                   | \$98.30     | 10022100-54100                       | SUPPLIES       | \$98.30             |
|                     | 297679 01 | 1-STATION BATT CONTROL, END PLUG, REDUCING COMP | \$141.59    | 10022100-54100                       | SUPPLIES       | \$141.59            |
|                     | 297173 01 | PVC PIPE                                        | \$27.17     | 82027114-54100                       | SUPPLIES       | \$27.17             |
|                     |           |                                                 |             |                                      | Vendor Total:  | .....<br>\$336.63   |
| ZAP MFG             | 5888      | SHEETED RADIUS CORNERS, NO HOLES WHITE          | \$924.23    | 10024620-54127                       | PW - SIGN      | \$924.23            |
|                     |           |                                                 |             |                                      | POSTS/SHEETING |                     |
|                     |           |                                                 |             |                                      | Vendor Total:  | .....<br>\$924.23   |
|                     |           |                                                 |             |                                      | INVOICE TOTAL: | <u>\$998,034.86</u> |

# List of Checks Presented for Approval on 9/10/2021

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

*Sgt. Sargison*

*D-R-J*

CR 9/13/21

Signature

## Invoices

| Vendor Name                       | Invoice #        | Invoice Description                                 | Invoice Amt | Account Detail and Allocation Detail |                             |            |
|-----------------------------------|------------------|-----------------------------------------------------|-------------|--------------------------------------|-----------------------------|------------|
| AACTION RENTS                     | 566105-2         | EQUIPMENT & MACHINERY RENTAL A                      | \$1,037.66  | 20012200-52100                       | CONTRACTUAL SERVICES        | \$1,037.66 |
|                                   |                  |                                                     |             |                                      | Vendor Total:               | \$1,037.66 |
| ACME RIGGING & SUPPLY CO          | 319973           | GATES HOSE, HYDRAULIC ASSEM                         | \$474.35    | 10024620-54120                       | PW - SPECIAL SUPPLIES       | \$474.35   |
|                                   | 319629           | PVC HOSE, HOSE SHANKS, HOSE ASEMBLY                 | \$405.32    | 84027221-54100                       | SUPPLIES                    | \$405.32   |
|                                   |                  |                                                     |             |                                      | Vendor Total:               | \$879.67   |
| AFLAC                             | 878840           | CANCER/LIFE/ACC INSURANCE                           | \$8,391.68  | 20700000-20527                       | SECTION 125 (CANCER & LIFE) | \$8,391.68 |
|                                   |                  |                                                     |             |                                      | Vendor Total:               | \$8,391.68 |
| ALPHA ANALYTICAL LABORATORIES INC | 1082493-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$115.00    | 84027225-52100                       | CONTRACTUAL SERVICES        | \$115.00   |
|                                   | 1083233-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$115.00    | 84027225-52100                       | CONTRACTUAL SERVICES        | \$115.00   |
|                                   | 1084805-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$133.00    | 84027225-52100                       | CONTRACTUAL SERVICES        | \$133.00   |
|                                   | 1082454-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$192.00    | 84027225-52100                       | CONTRACTUAL SERVICES        | \$192.00   |
|                                   | 1083091-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$192.00    | 84027225-52100                       | CONTRACTUAL SERVICES        | \$192.00   |
|                                   | 1083995-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$192.00    | 84027225-52100                       | CONTRACTUAL SERVICES        | \$192.00   |
|                                   | 1082739-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$193.00    | 84027225-52100                       | CONTRACTUAL SERVICES        | \$193.00   |
|                                   | 1084822-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$193.00    | 84027225-52100                       | CONTRACTUAL SERVICES        | \$193.00   |
|                                   | 1082613-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$276.00    | 84027225-52100                       | CONTRACTUAL SERVICES        | \$276.00   |
|                                   | 1084437-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$286.00    | 84027225-52100                       | CONTRACTUAL SERVICES        | \$286.00   |
|                                   | 1084575-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$501.00    | 84027225-52100                       | CONTRACTUAL SERVICES        | \$501.00   |
|                                   | 1085743-UKIAHSTP | MISC. LABORATORY WORK AS NEEDED                     | \$1,060.00  | 84027225-52100                       | CONTRACTUAL SERVICES        | \$1,060.00 |
|                                   |                  |                                                     |             |                                      | Vendor Total:               | \$3,448.00 |
| AMAZON CAPITAL SERVICES           | 1LY9-PN67-JVPR   | COVID MASKS                                         | \$254.76    | 20012200-54100                       | SUPPLIES                    | \$254.76   |
|                                   | 14YH-THR4-391M   | SAW BLADES                                          | \$343.14    | 80026110-54100                       | SUPPLIES                    | \$343.14   |
|                                   | 1YVH-N6CW-1CMP   | DECALS, WIRELESS PORTABLE CHARGER, UTILITY TRUCK DR | \$154.07    | 80026400-54100                       | SUPPLIES                    | \$154.07   |

# List of Checks Presented for Approval on 9/10/2021

## Invoices

| Vendor Name                                     | Invoice #      | Invoice Description            | Invoice Amt  | Account Detail and Allocation Detail |                             |              |
|-------------------------------------------------|----------------|--------------------------------|--------------|--------------------------------------|-----------------------------|--------------|
| AMAZON CAPITAL SERVICES                         | 1T47-7HR7-H4XN | WIRELESS PRINTER, INK          | \$495.06     | 80026400-54100                       | SUPPLIES                    | \$495.06     |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$1,247.03   |
| ANTHONY SELVITELLA                              | TR 8/16-20/21  | TRAVEL REIMBURSEMENT           | \$15.00      | 10521210-57100                       | LEARNING AND DEVELOPMENT    | \$15.00      |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$15.00      |
| AT YOUR PACE ONLINE LLC                         | 21-30099       | ON-LINE TRAINING - A STRICKLIN | \$125.00     | 82027110-57100                       | LEARNING AND DEVELOPMENT    | \$125.00     |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$125.00     |
| AT&T                                            | 2799 SEP 21    | INTERNET SERVICES              | \$91.56      | 10022100-55100                       | TELEPHONE                   | \$91.56      |
|                                                 | 3138 AUG 21    | DSL FOR 911 REMOTE SUPPORT     | \$155.15     | 20620231-55100                       | TELEPHONE                   | \$155.15     |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$246.71     |
| BADGER METER INC                                | 1453558        | 3" HYDRANT METER               | \$1,019.81   | 82027111-54100                       | SUPPLIES                    | \$1,019.81   |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$1,019.81   |
| CALIFORNIA SPECIAL DISTRICTS ASSOCIATION        | 2021-SEPT      | MEMBERSHIP - S ABBA            | \$1,482.00   | 10521210-57300                       | MEMBERSHIPS & SUBSCRIPTIONS | \$1,482.00   |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$1,482.00   |
| CALIFORNIA STATE UNIVERSITY LONG BEACH RESEARCH | C38-F63        | REGISTRATION - N GARCIA        | \$452.00     | 10020210-57100                       | LEARNING AND DEVELOPMENT    | \$452.00     |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$452.00     |
| CALIFORNIA WATER ENVIRONMENT ASSOCIATION        | DV062921       | MEMBERSHIP RENEWALS - D TUBBS  | \$379.00     | 84027225-57300                       | MEMBERSHIPS & SUBSCRIPTIONS | \$379.00     |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$379.00     |
| CANTEEN SERVICE                                 | 5975:010412    | MISC. FOOD ITEMS AS NEEDED     | \$100.00     | 20012200-54100                       | SUPPLIES                    | \$100.00     |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$100.00     |
| CHEM DRY                                        | 21959          | CARPET CLEANING SERVICES       | \$1,290.00   | 31122000-52100                       | CONTRACTUAL SERVICES        | \$1,290.00   |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$1,290.00   |
| CHRISTOPHER MIN                                 | TA 9/19-24/21  | TRAVEL ADVANCE                 | \$1,056.15   | 10020210-57100                       | LEARNING AND DEVELOPMENT    | \$1,056.15   |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$1,056.15   |
| CHRISTOPHER V LARSEN                            | 202107-08      | PZ2S WATER TANK REPLACEMENT    | \$149,582.34 | 82227113-80230                       | INFRASTRUCTURE              | \$149,582.34 |
|                                                 |                |                                |              |                                      | Vendor Total:               | \$149,582.34 |
| CINTAS CORPORATION                              | 4092727232     | RUG/MAT & UNIFORM SERVICES     | \$85.39      | 20822500-56300                       | BUILDING MAINT. & REPAIR    | \$85.39      |

# List of Checks Presented for Approval on 9/10/2021

## Invoices

| Vendor Name                             | Invoice #  | Invoice Description        | Invoice Amt | Account Detail and Allocation Detail |                          |                   |
|-----------------------------------------|------------|----------------------------|-------------|--------------------------------------|--------------------------|-------------------|
| CINTAS CORPORATION                      | 4094059440 | RUG/MAT & UNIFORM SERVICES | \$85.39     | 20822500-56300                       | BUILDING MAINT. & REPAIR | \$85.39           |
|                                         | 5068978013 | RUG/MAT & UNIFORM SERVICES | \$21.08     | 20324100-52100                       | CONTRACTUAL SERVICES     | \$21.08           |
|                                         | 5072250673 | RUG/MAT & UNIFORM SERVICES | \$64.02     | 20324100-52100                       | CONTRACTUAL SERVICES     | \$64.02           |
|                                         | 4092727233 | RUG/MAT & UNIFORM SERVICES | \$64.84     | 20324100-52100                       | CONTRACTUAL SERVICES     | \$26.38           |
|                                         |            |                            |             | 20824300-52100                       | CONTRACTUAL SERVICES     | \$38.46           |
|                                         | 4094059525 | RUG/MAT & UNIFORM SERVICES | \$64.84     | 20324100-52100                       | CONTRACTUAL SERVICES     | \$26.38           |
|                                         |            |                            |             | 20824300-52100                       | CONTRACTUAL SERVICES     | \$38.46           |
|                                         | 4093384801 | RUG/MAT & UNIFORM SERVICES | \$77.78     | 20324100-52100                       | CONTRACTUAL SERVICES     | \$26.38           |
|                                         |            |                            |             | 20824300-52100                       | CONTRACTUAL SERVICES     | \$51.40           |
|                                         | 4092068027 | RUG/MAT & UNIFORM SERVICES | \$253.35    | 20324100-52100                       | CONTRACTUAL SERVICES     | \$26.38           |
|                                         |            |                            |             | 20824300-52100                       | CONTRACTUAL SERVICES     | \$226.97          |
|                                         | 4092727087 | RUG/MAT & UNIFORM SERVICES | \$35.00     | 31122000-52100                       | CONTRACTUAL SERVICES     | \$35.00           |
|                                         | 4094059448 | RUG/MAT & UNIFORM SERVICES | \$35.00     | 31122000-52100                       | CONTRACTUAL SERVICES     | \$35.00           |
|                                         | 4092727110 | RUG/MAT & UNIFORM SERVICES | \$35.00     | 73022600-52100                       | CONTRACTUAL SERVICES     | \$35.00           |
|                                         | 4094059488 | RUG/MAT & UNIFORM SERVICES | \$35.00     | 73022600-52100                       | CONTRACTUAL SERVICES     | \$35.00           |
|                                         | 5068978020 | RUG/MAT & UNIFORM SERVICES | \$82.46     | 10024620-54120                       | PW - SPECIAL SUPPLIES    | \$40.36           |
|                                         |            |                            |             | 84027221-54100                       | SUPPLIES                 | \$42.10           |
|                                         | 5072250667 | RUG/MAT & UNIFORM SERVICES | \$110.20    | 10024620-54120                       | PW - SPECIAL SUPPLIES    | \$67.46           |
|                                         |            |                            |             | 84027221-54100                       | SUPPLIES                 | \$42.74           |
|                                         | 5072250608 | RUG/MAT & UNIFORM SERVICES | \$32.70     | 77725200-54100                       | SUPPLIES                 | \$32.70           |
|                                         | 4094187823 | RUG/MAT & UNIFORM SERVICES | \$44.92     | 77725200-54100                       | SUPPLIES                 | \$44.92           |
|                                         | 4093524093 | RUG/MAT & UNIFORM SERVICES | \$51.43     | 77725200-54100                       | SUPPLIES                 | \$51.43           |
|                                         | 4092239788 | RUG/MAT & UNIFORM SERVICES | \$53.11     | 77725200-54100                       | SUPPLIES                 | \$53.11           |
|                                         | 4092862673 | RUG/MAT & UNIFORM SERVICES | \$53.11     | 77725200-54100                       | SUPPLIES                 | \$53.11           |
|                                         | 5068978008 | RUG/MAT & UNIFORM SERVICES | \$60.06     | 77725200-54100                       | SUPPLIES                 | \$60.06           |
|                                         | 5068978070 | RUG/MAT & UNIFORM SERVICES | \$37.02     | 80026110-54100                       | SUPPLIES                 | \$37.02           |
|                                         | 5072250668 | RUG/MAT & UNIFORM SERVICES | \$67.48     | 80026110-54100                       | SUPPLIES                 | \$67.48           |
|                                         |            |                            |             |                                      | <b>Vendor Total:</b>     | <b>\$1,449.18</b> |
| COLANTUONO<br>HIGHSMITH &<br>WHATLEY PC | 48671      | LEGAL SERVICES             | \$2,652.50  | 84427222-52100                       | CONTRACTUAL SERVICES     | \$2,652.50        |
|                                         |            |                            |             |                                      | <b>Vendor Total:</b>     | <b>\$2,652.50</b> |

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|-------------------------------|---------------|---------------------------------|--------------|--------------------------------------|-----------------------|--------------|
| COMCAST                       | 1067 SEP 21   | INTERNET SERVICES               | \$124.81     | 10521210-55100                       | TELEPHONE             | \$124.81     |
|                               | 0472 AUG 21   | INTERNET SERVICES               | \$161.77     | 20913900-55100                       | TELEPHONE             | \$161.77     |
|                               | Vendor Total: |                                 |              |                                      |                       | \$286.58     |
| COMPUTER OPTIONS INC          | BILL65141     | AZURE FILE MIGRATION PLANNING   | \$2,342.50   | 20913900-52100                       | CONTRACTUAL SERVICES  | \$2,342.50   |
|                               | BILL65048     | AZURE FILE MIGRATION PLANNING   | \$2,925.00   | 20913900-52100                       | CONTRACTUAL SERVICES  | \$2,925.00   |
|                               | Vendor Total: |                                 |              |                                      |                       | \$5,267.50   |
| COOPER COMPLIANCE CORPORATION | 2432          | COMPLIANCE & REPORTING SERVICE  | \$500.00     | 80026400-52100                       | CONTRACTUAL SERVICES  | \$500.00     |
|                               | Vendor Total: |                                 |              |                                      |                       | \$500.00     |
| CWS CONSTRUCTION GROUP INC    | 2021204 2     | ELECTRIC SERVICE CENTER - SITE  | \$495,676.30 | 80126100-80220                       | BUILDING IMPROVEMENTS | \$495,676.30 |
|                               | Vendor Total: |                                 |              |                                      |                       | \$495,676.30 |
| DAY CARTER & MURPHY LLP       | 29292         | LEGAL SERVICES FOR WESTERN HILL | \$640.00     | 80026400-52100                       | CONTRACTUAL SERVICES  | \$640.00     |
|                               | Vendor Total: |                                 |              |                                      |                       | \$640.00     |
| DEEP VALLEY SECURITY          | 381299 6      | SECURITY SYSTEM MONITORING AT   | \$39.95      | 10022100-52180                       | SECURITY SERVICES     | \$39.95      |
|                               | 381299        | ALARM SERVICES PER ATTACHED CO  | \$278.65     | 10022100-52180                       | SECURITY SERVICES     | \$26.95      |
|                               |               |                                 |              | 10022100-52180                       | SECURITY SERVICES     | \$29.95      |
|                               |               |                                 |              | 10022700-52180                       | SECURITY SERVICES     | \$42.95      |
|                               |               |                                 |              | 20822500-52180                       | SECURITY SERVICES     | \$42.95      |
|                               |               |                                 |              | 20824300-52180                       | SECURITY SERVICES     | \$49.00      |
|                               |               |                                 |              | 73022600-52180                       | SECURITY SERVICES     | \$19.95      |
|                               |               |                                 |              | 73022600-52180                       | SECURITY SERVICES     | \$21.95      |
|                               |               |                                 |              | 82027111-52180                       | SECURITY SERVICES     | \$20.00      |
|                               |               |                                 |              | 82027111-52180                       | SECURITY SERVICES     | \$24.95      |
|                               | 381299 5      | SECURITY UPGRADE & MONITORING/  | \$42.95      | 10022700-52180                       | SECURITY SERVICES     | \$42.95      |
|                               | 381299 1      | MONITORING - SOFTBALL COMPLEX   | \$32.95      | 10022822-52180                       | SECURITY SERVICES     | \$32.95      |
|                               | 381299 2      | SECURITY MONITORING SVCS - STR  | \$34.95      | 20824300-52180                       | SECURITY SERVICES     | \$34.95      |
|                               | 381299 3      | SECURITY MONITORING SVCS - GAR  | \$46.95      | 20824300-52180                       | SECURITY SERVICES     | \$46.95      |
|                               | 381299 4      | PROVIDE AND INSTALL ELECTRONIC  | \$52.95      | 80026400-52180                       | SECURITY SERVICES     | \$52.95      |
|                               | Vendor Total: |                                 |              |                                      |                       | \$529.35     |

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| Vendor Name                       | Invoice #    | Invoice Description                 | Invoice Amt | Account Detail and Allocation Detail |                                |                    |
|-----------------------------------|--------------|-------------------------------------|-------------|--------------------------------------|--------------------------------|--------------------|
| DEPARTMENT OF JUSTICE             | 524795       | FINGERPRINTS                        | \$309.00    | 10020210-54169                       | LIVESCAN                       | \$309.00           |
|                                   | 524919       | FINGERPRINTS                        | \$243.00    | 10022900-54169                       | LIVESCAN                       | \$211.00           |
|                                   |              |                                     |             | 20016100-54165                       | NEW EMPLOYEE FINGERPRINT       | \$32.00            |
|                                   |              |                                     |             |                                      | <b>Vendor Total:</b>           | <b>\$552.00</b>    |
| EBA ENGINEERING                   | 51896        | TASK 2B - SECOND QUARTER 2021       | \$6,885.00  | 70024500-52100                       | CONTRACTUAL SERVICES           | \$6,885.00         |
|                                   |              |                                     |             |                                      | <b>Vendor Total:</b>           | <b>\$6,885.00</b>  |
| EDDIE VEDOLLA JR                  | DV082421 INT | INSTRUCTOR                          | \$247.00    | 10022850-52100                       | CONTRACTUAL SERVICES           | \$247.00           |
|                                   | DV082421 BEG | INSTRUCTOR                          | \$406.00    | 10022850-52100                       | CONTRACTUAL SERVICES           | \$406.00           |
|                                   |              |                                     |             |                                      | <b>Vendor Total:</b>           | <b>\$653.00</b>    |
| ENTENMANN-ROVIN CO                | 0160576-IN   | LAPD DOME BADGE                     | \$733.40    | 10020210-54100                       | SUPPLIES                       | \$733.40           |
|                                   |              |                                     |             |                                      | <b>Vendor Total:</b>           | <b>\$733.40</b>    |
| EPIC AVIATION LLC                 | 7470220      | JET A FUEL                          | \$10,553.59 | 77725200-58401                       | AVIATION FUEL                  | \$10,553.59        |
|                                   | 7467502      | AVGAS 100LL                         | \$31,187.79 | 77725200-58401                       | AVIATION FUEL                  | \$31,187.79        |
|                                   |              |                                     |             |                                      | <b>Vendor Total:</b>           | <b>\$41,741.38</b> |
| GEORGINA FETH-MICHEL              | DV090921     | CPA LICENSE RENEWAL - G FETH-MICHEL | \$250.00    | 20013400-57300                       | MEMBERSHIPS & SUBSCRIPTIONS    | \$250.00           |
|                                   |              |                                     |             |                                      | <b>Vendor Total:</b>           | <b>\$250.00</b>    |
| GHD INC                           | 380-0000766  | DOWNTOWN STREETSCAPE - UNDERGROUND  | \$4,462.50  | 12024200-80230                       | INFRASTRUCTURE                 | \$4,230.82         |
|                                   |              |                                     |             | 50924200-80230                       | INFRASTRUCTURE                 | \$231.68           |
|                                   |              |                                     |             |                                      | <b>Vendor Total:</b>           | <b>\$4,462.50</b>  |
| GRAINGER INC                      | 9036231224   | BEVERAGE COOLERS                    | \$81.20     | 80026120-54100                       | SUPPLIES                       | \$81.20            |
|                                   |              |                                     |             |                                      | <b>Vendor Total:</b>           | <b>\$81.20</b>     |
| GRANITE CONSTRUCTION COMPANY      | 2083918      | MISC ROCK & ROAD PATCH MATERIA      | \$803.18    | 10024620-54122                       | PW - AGGREGATE BASE            | \$405.02           |
|                                   |              |                                     |             | 82027114-54100                       | SUPPLIES                       | \$398.16           |
|                                   | 2082655      | MISC ROCK & ROAD PATCH MATERIA      | \$1,247.80  | 10024620-54121                       | PW - ASPHALT CONCRETE          | \$1,247.80         |
|                                   |              |                                     |             |                                      | <b>Vendor Total:</b>           | <b>\$2,050.98</b>  |
| GRAYBAR ELECTRIC CO INC           | 9323099942   | POWER SUPPLY                        | \$1,035.18  | 80026210-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$1,035.18         |
|                                   | 9323076188   | BOX COVERS                          | \$725.24    | 80000000-12104                       | INVENTORY - PURCHASES          | \$725.24           |
|                                   |              |                                     |             |                                      | <b>Vendor Total:</b>           | <b>\$1,760.42</b>  |
| GREATER UKIAH CHAMBER OF COMMERCE | DV090321     | REIMBURSEMENT - SUPPLIES            | \$2,156.49  | 20012300-52510                       | ADVERTISING & PROMOTION        | \$2,156.49         |
|                                   |              |                                     |             |                                      | <b>Vendor Total:</b>           | <b>\$2,156.49</b>  |

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|-------------------------------------|------------------|--------------------------------|-------------|--------------------------------------|--------------------------------|-------------|
| HERC RENTALS INC                    | 32037400-004     | JULY MONTHLY RENTAL            | \$2,825.79  | 10024620-52100                       | CONTRACTUAL SERVICES           | \$941.93    |
|                                     |                  |                                |             | 82027114-52100                       | CONTRACTUAL SERVICES           | \$941.93    |
|                                     |                  |                                |             | 84027221-52100                       | CONTRACTUAL SERVICES           | \$941.93    |
|                                     |                  |                                |             | Vendor Total:                        |                                | \$2,825.79  |
| J A MOMANEY SERVICES INC            | 148949           | (SL-16LED) LUMINAIRE, LED, EOI | \$9,676.27  | 80000000-12104                       | INVENTORY - PURCHASES          | \$9,676.27  |
|                                     |                  |                                |             | Vendor Total:                        |                                | \$9,676.27  |
| JACK MILLER                         | 21088            | 3 DAYS PROGRAMMING SERVICES FO | \$2,866.40  | 82027111-52100                       | CONTRACTUAL SERVICES           | \$2,866.40  |
|                                     | 21081            | SCADA UPGRADE AT THE WATER TRE | \$6,760.00  | 82027111-80100                       | MACHINERY & EQUIPMENT          | \$6,760.00  |
|                                     | 21095            | SCADA UPGRADE AT THE WATER TRE | \$10,710.12 | 82027111-80100                       | MACHINERY & EQUIPMENT          | \$10,710.12 |
|                                     | 21089            | SCADA UPGRADE AT THE WATER TRE | \$13,470.00 | 82027111-80100                       | MACHINERY & EQUIPMENT          | \$13,470.00 |
|                                     |                  |                                |             | Vendor Total:                        |                                | \$33,806.52 |
| JOHN'S LOCK & SAFE                  | 10738            | MISC LOCK & KEYSERVICES AS NEE | \$17.42     | 84027221-54100                       | SUPPLIES                       | \$17.42     |
|                                     |                  |                                |             | Vendor Total:                        |                                | \$17.42     |
| LEXISNEXIS RISK DATA MANAGEMENT INC | 1410964-20210831 | LEXIS NEXUS LE PLUS SEARCHING  | \$76.50     | 10020210-54202                       | MAJOR CRIME INVESTIGATIONS     | \$76.50     |
|                                     |                  |                                |             | Vendor Total:                        |                                | \$76.50     |
| LIFE ASSIST INC                     | 1129654          | MISC. EMS SUPPLIES AS NEEDED   | \$671.51    | 10521210-54107                       | EMS SUPPLIES                   | \$335.76    |
|                                     |                  |                                |             | 71021100-54107                       | EMS SUPPLIES                   | \$335.75    |
|                                     |                  |                                |             | Vendor Total:                        |                                | \$671.51    |
| LN CURTIS & SONS                    | INV514928        | TAIL GASKET, EXPANSION RING    | \$605.83    | 10521210-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$605.83    |
|                                     |                  |                                |             | Vendor Total:                        |                                | \$605.83    |
| MARC CARSON                         | 24 AUGUST 2021   | WCAG ACCESSIBILITY TESTING AND | \$1,300.00  | 63020210-52100                       | CONTRACTUAL SERVICES           | \$1,300.00  |
|                                     |                  |                                |             | Vendor Total:                        |                                | \$1,300.00  |
| MARK CLEMENTI PHD                   | 06-01-21PD       | PRE-EMPLOYMENT PSYCHOLOGICAL E | \$774.00    | 10020210-54161                       | BACKGROUND & PHYSICALS         | \$774.00    |
|                                     |                  |                                |             | Vendor Total:                        |                                | \$774.00    |
| MATHESON TRI-GAS INC                | 0024123814       | OXYGEN & MISC. AS NEEDED       | \$65.41     | 80026210-54100                       | SUPPLIES                       | \$65.41     |
|                                     |                  |                                |             | Vendor Total:                        |                                | \$65.41     |
| MATT KEIZER                         | TA 9/12-16/21    | TRAVEL ADVANCE                 | \$365.04    | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$182.52    |



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|---------------------------------|---------------|-------------------------------------------------|-------------|--------------------------------------|--------------------------------|-------------------|
| MATT KEIZER                     | TA 9/12-16/21 | TRAVEL ADVANCE                                  | \$365.04    | 62023320-57100                       | LEARNING AND DEVELOPMENT       | \$182.52          |
|                                 |               |                                                 |             |                                      | <b>Vendor Total:</b>           | <b>\$365.04</b>   |
| MAX OSWALD                      | TA 9/19-24/21 | TRAVEL ADVANCE                                  | \$1,021.27  | 10020210-57100                       | LEARNING AND DEVELOPMENT       | \$1,021.27        |
|                                 |               |                                                 |             |                                      | <b>Vendor Total:</b>           | <b>\$1,021.27</b> |
| MENDO MILL & LUMBER CO          | 193876/1      | SPRINKLER POPUP                                 | \$4.78      | 10521210-56300                       | BUILDING MAINT. & REPAIR       | \$4.78            |
|                                 | 195158/1      | ROPE                                            | \$20.56     | 10521210-56300                       | BUILDING MAINT. & REPAIR       | \$20.56           |
|                                 | 195210/1      | SET SCREW CONNECTORS, CONDUIT BODY, BIT SET     | \$41.10     | 10521210-56300                       | BUILDING MAINT. & REPAIR       | \$41.10           |
|                                 | 194630/1      | SPRINKLER REPAIR PARTS                          | \$96.73     | 10521210-56300                       | BUILDING MAINT. & REPAIR       | \$96.73           |
|                                 | 194616/1      | LUMBER BOARDS, HARDWARE                         | \$931.88    | 10521210-56300                       | BUILDING MAINT. & REPAIR       | \$931.88          |
|                                 | 193949/1      | WASH MACHINE CLEANER                            | \$23.30     | 10521210-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$23.30           |
|                                 | 193670/1      | TAPE                                            | \$32.49     | 10521210-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$32.49           |
|                                 | 194806/1      | SOLDER IRON, WALLPLATES, FLUX LIQUID            | \$59.97     | 10521210-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$59.97           |
|                                 | 193286/1      | GORILLA TAPE, TERMINAL RINGS, SOLDER ROSIN CORE | \$53.45     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$53.45           |
|                                 | 194231/1      | SHUTOFF HOSE REPLACEMENT                        | \$10.16     | 10521210-54102                       | SMALL TOOLS                    | \$10.16           |
|                                 |               |                                                 |             |                                      | <b>Vendor Total:</b>           | <b>\$1,274.42</b> |
| MILLVIEW COUNTY WATER DISTRICT  | 10184 AUG 21  | WATER SERVICES - LOVERS LANE                    | \$67.66     | 10521210-55210                       | UTILITIES                      | \$67.66           |
|                                 |               |                                                 |             |                                      | <b>Vendor Total:</b>           | <b>\$67.66</b>    |
| MUNICIPAL MAINTENANCE EQUIPMENT | 0162891-IN    | SPACERS,KNIFE MOUNTING BOLT                     | \$610.70    | 10024620-56130                       | EXTERNAL SERVICES              | \$610.70          |
|                                 | 0162892-IN    | SPACERS,KNIFE MOUNTING BOLT                     | \$610.70    | 10024620-56130                       | EXTERNAL SERVICES              | \$610.70          |
|                                 | 0162883-IN    | BUSHING, UPSET                                  | \$905.30    | 10024620-56130                       | EXTERNAL SERVICES              | \$905.30          |
|                                 |               |                                                 |             |                                      | <b>Vendor Total:</b>           | <b>\$2,126.70</b> |
| NAYELY GARCIA-FELIX             | TA 9/19-24/21 | TRAVEL ADVANCE                                  | \$1,082.50  | 10020210-57100                       | LEARNING AND DEVELOPMENT       | \$1,082.50        |
|                                 |               |                                                 |             |                                      | <b>Vendor Total:</b>           | <b>\$1,082.50</b> |
| NETWORK FOR GOOD INC            | INV00233684   | ALL-IN-ONE FUNDRAISING PLATFORM                 | \$3,000.00  | 10022700-54320                       | SOFTWARE                       | \$3,000.00        |
|                                 |               |                                                 |             |                                      | <b>Vendor Total:</b>           | <b>\$3,000.00</b> |

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|-----------------------------------|---------------------|---------------------------------|-------------|--------------------------------------|------------------------------|-------------|
| NFP NATIONAL ACCOUNT SERVICES INC | 21-09 ALTERITY      | SEP 21 ALTERITY INSURANCE       | \$2,829.32  | 20700000-20523                       | P/R DEDUCT-LTD               | \$2,514.32  |
|                                   |                     |                                 |             | 20700000-20512                       | REMIF LIFE                   | \$35.00     |
|                                   |                     |                                 |             | 20700000-20512                       | REMIF LIFE                   | \$280.00    |
|                                   |                     |                                 |             | Vendor Total: -----                  |                              | \$2,829.32  |
| OKONITE COMPANY,THE               | 1GW16               | (C-860) COND, 15 KV UG AL #1/0  | \$24,251.91 | 80000000-12104                       | INVENTORY - PURCHASES        | \$24,251.91 |
|                                   |                     |                                 |             |                                      | Vendor Total: -----          |             |
| ONE TIME PAY VENDOR               | 117094-3            | UTILITY REFUND - AUDREY MCCOMES | \$29.77     | 90100000-10421                       | UTILITY RECEIVABLES CLEARING | \$29.77     |
|                                   | 17404-5             | UTILITY REFUND - SHARON MOYLE   | \$433.56    | 90100000-10421                       | UTILITY RECEIVABLES CLEARING | \$433.56    |
|                                   | Vendor Total: ----- |                                 |             |                                      | \$463.33                     |             |
| OPPERMAN & SON INC                | 01P47277            | RETURN - AMP RELAY              | (\$82.31)   | 20324100-56112                       | EQUIPMENT PARTS FOR RESALE   | (\$82.31)   |
|                                   | 01P47198            | RELAY W/RESISTOR                | \$82.31     | 20324100-56112                       | EQUIPMENT PARTS FOR RESALE   | \$82.31     |
|                                   | 01P46409            | FILTER KIT                      | \$130.50    | 20324100-56112                       | EQUIPMENT PARTS FOR RESALE   | \$130.50    |
|                                   | 01P47272            | OIL FILTERS                     | \$34.43     | 10024620-56130                       | EXTERNAL SERVICES            | \$34.43     |
|                                   | 01P46845            | FF MP                           | \$47.88     | 10521210-56130                       | EXTERNAL SERVICES            | \$47.88     |
|                                   | 01P46916            | FIRE ADAPTER                    | \$84.83     | 10521210-56130                       | EXTERNAL SERVICES            | \$84.83     |
|                                   | 01P47194            | HOURLMETER                      | \$100.41    | 10521210-56130                       | EXTERNAL SERVICES            | \$100.41    |
|                                   | 01P46956            | COUPLER                         | \$106.88    | 10521210-56130                       | EXTERNAL SERVICES            | \$106.88    |
|                                   | 01P46128            | DISC PAD SET                    | \$492.14    | 10521210-56130                       | EXTERNAL SERVICES            | \$492.14    |
|                                   | 01P47268            | RELAY, SOCKET                   | \$80.05     | 20324100-56130                       | EXTERNAL SERVICES            | \$80.05     |
|                                   | 01P47165            | REAR MOUNT GAUGE                | \$48.07     | 82027114-56130                       | EXTERNAL SERVICES            | \$48.07     |
|                                   | 01P46778            | PPV                             | \$112.14    | 82027114-56130                       | EXTERNAL SERVICES            | \$56.09     |
|                                   |                     |                                 |             | 84027221-56130                       | EXTERNAL SERVICES            | \$56.05     |
|                                   | 01P46366            | HYD COUPLER                     | \$143.58    | 82027114-56130                       | EXTERNAL SERVICES            | \$71.79     |
|                                   |                     |                                 |             | 84027221-56130                       | EXTERNAL SERVICES            | \$71.79     |
|                                   | 01P46698            | HYD COUPLER                     | \$257.97    | 82027114-56130                       | EXTERNAL SERVICES            | \$257.97    |
|                                   | 01P47273            | OIL FILTER                      | \$34.43     | 84027221-56130                       | EXTERNAL SERVICES            | \$34.43     |
|                                   | 01P47073            | FUEL FILTERS                    | \$483.66    | 84027221-56130                       | EXTERNAL SERVICES            | \$483.66    |

# List of Checks Presented for Approval on 9/10/2021

## Invoices

| Vendor Name          | Invoice #     | Invoice Description            | Invoice Amt | Account Detail and Allocation Detail |                      |            |
|----------------------|---------------|--------------------------------|-------------|--------------------------------------|----------------------|------------|
| OPPERMAN & SON INC   | 01P45694      | HOSE                           | \$51.55     | 20324100-58510                       | REIMBURSABLE JOBS    | \$51.55    |
|                      | 01P47517      | HD BELT                        | \$56.80     | 20324100-58510                       | REIMBURSABLE JOBS    | \$56.80    |
|                      | 01P46479      | AIR, OIL, FUEL AND HYD FILTERS | \$96.26     | 20324100-58510                       | REIMBURSABLE JOBS    | \$96.26    |
|                      | 01P46279      | SOLENOID                       | \$158.88    | 20324100-58510                       | REIMBURSABLE JOBS    | \$158.88   |
|                      | 01P47453      | AMP ALTERNATOR                 | \$275.58    | 20324100-58510                       | REIMBURSABLE JOBS    | \$275.58   |
|                      | Vendor Total: |                                |             |                                      |                      | \$2,796.04 |
| OWEN EQUIPMENT SALES | 00053673      | SAVER SWEEP                    | \$890.30    | 10024620-56130                       | EXTERNAL SERVICES    | \$890.30   |
|                      | 00053716      | SWIVEL JOINT                   | \$613.29    | 84027221-56130                       | EXTERNAL SERVICES    | \$613.29   |
|                      | Vendor Total: |                                |             |                                      |                      | \$1,503.59 |
| PAMELA WHITAKER      | DV090221      | INSTRUCTOR                     | \$1,000.00  | 10022850-52100                       | CONTRACTUAL SERVICES | \$1,000.00 |
| Vendor Total:        |               |                                |             |                                      | \$1,000.00           |            |
| RAINFOREST FANTASY   | 05385         | PEER SUPPORT - PD              | \$49.00     | 10020210-54100                       | SUPPLIES             | \$49.00    |
|                      | 04433         | PEER SUPPORT - PD              | \$62.60     | 10020210-54100                       | SUPPLIES             | \$62.60    |
|                      | 05360         | PEER SUPPORT - PD              | \$70.77     | 10020210-54100                       | SUPPLIES             | \$70.77    |
|                      | Vendor Total: |                                |             |                                      |                      | \$182.37   |
| RAY C STARKEY        | P-2100732     | CAPS - STREETScape 2021        | \$176.38    | 20012100-54100                       | SUPPLIES             | \$176.38   |
|                      | P-2100756     | SHIRTS - BUILDING MAINT        | \$76.21     | 20822500-54100                       | SUPPLIES             | \$76.21    |
|                      | Vendor Total: |                                |             |                                      |                      | \$252.59   |
| REDWOOD COAST FUELS  | 2264106       | CARDLOCK FUEL PURCHASES        | \$8,566.78  | 10020210-56210                       | FUEL & FLUIDS        | \$3,162.03 |
|                      |               |                                |             | 10022100-56210                       | FUEL & FLUIDS        | \$695.94   |
|                      |               |                                |             | 10022810-56210                       | FUEL & FLUIDS        | \$18.75    |
|                      |               |                                |             | 10023320-56210                       | FUEL & FLUIDS        | \$204.27   |
|                      |               |                                |             | 10024620-56210                       | FUEL & FLUIDS        | \$327.56   |
|                      |               |                                |             | 20324100-56210                       | FUEL & FLUIDS        | \$138.21   |
|                      |               |                                |             | 20513382-56210                       | FUEL & FLUIDS        | \$39.68    |
|                      |               |                                |             | 20822500-56210                       | FUEL & FLUIDS        | \$60.29    |
|                      |               |                                |             | 80026400-56210                       | FUEL & FLUIDS        | \$1,769.30 |
|                      |               |                                |             | 82027111-56210                       | FUEL & FLUIDS        | \$620.56   |
|                      |               |                                |             | 82027114-56210                       | FUEL & FLUIDS        | \$274.47   |
|                      |               |                                |             | 82027114-56210                       | FUEL & FLUIDS        | \$466.68   |

# List of Checks Presented for Approval on 9/10/2021

## Invoices

| Vendor Name                             | Invoice #        | Invoice Description            | Invoice Amt  | Account Detail and Allocation Detail |                              |              |
|-----------------------------------------|------------------|--------------------------------|--------------|--------------------------------------|------------------------------|--------------|
| REDWOOD COAST FUELS                     | 2264106          | CARDLOCK FUEL PURCHASES        | \$8,566.78   | 84027221-56210                       | FUEL & FLUIDS                | \$233.81     |
|                                         |                  |                                |              | 84027221-56210                       | FUEL & FLUIDS                | \$397.55     |
|                                         |                  |                                |              | 84027225-56210                       | FUEL & FLUIDS                | \$157.68     |
|                                         | 2267129          | CARDLOCK FUEL PURCHASES        | \$11,969.75  | 10020210-56210                       | FUEL & FLUIDS                | \$3,721.17   |
|                                         |                  |                                |              | 10022100-56210                       | FUEL & FLUIDS                | \$495.99     |
|                                         |                  |                                |              | 10023320-56210                       | FUEL & FLUIDS                | \$176.46     |
|                                         |                  |                                |              | 10024620-56210                       | FUEL & FLUIDS                | \$1,451.30   |
|                                         |                  |                                |              | 20324100-56210                       | FUEL & FLUIDS                | \$337.98     |
|                                         |                  |                                |              | 20513382-56210                       | FUEL & FLUIDS                | \$84.07      |
|                                         |                  |                                |              | 20822500-56210                       | FUEL & FLUIDS                | \$171.54     |
|                                         |                  |                                |              | 80026400-56210                       | FUEL & FLUIDS                | \$2,294.26   |
|                                         |                  |                                |              | 82027111-56210                       | FUEL & FLUIDS                | \$430.25     |
|                                         |                  |                                |              | 82027114-56210                       | FUEL & FLUIDS                | \$708.72     |
|                                         |                  |                                |              | 82027114-56210                       | FUEL & FLUIDS                | \$773.80     |
|                                         |                  |                                |              | 84027221-56210                       | FUEL & FLUIDS                | \$603.73     |
|                                         |                  |                                |              | 84027221-56210                       | FUEL & FLUIDS                | \$659.16     |
|                                         |                  |                                |              | 84027225-56210                       | FUEL & FLUIDS                | \$61.32      |
|                                         | 2266351          | CARDLOCK FUEL PURCHASES        | \$413.89     | 10022100-56210                       | FUEL & FLUIDS                | \$413.89     |
|                                         | Vendor Total:    |                                |              |                                      |                              | \$20,950.42  |
| REDWOOD EMPIRE MUNICIPAL INSURANCE FUND | 21-09 HEALTHCOMP | SEP 21 MEDICAL, DENTAL, VISION | \$286,014.92 | 20700000-20524                       | NON-EMPLOYEE HEALTH INS.PREM | \$509.60     |
|                                         |                  |                                |              | 20700000-20524                       | NON-EMPLOYEE HEALTH INS.PREM | \$2,576.56   |
|                                         |                  |                                |              | 20700000-20524                       | NON-EMPLOYEE HEALTH INS.PREM | \$20,302.00  |
|                                         |                  |                                |              | 20700000-20520                       | P/R DEDUCT.- MEDICAL INS     | \$242,469.00 |
|                                         |                  |                                |              | 20700000-20510                       | REMIF DENTAL                 | \$17,118.36  |
|                                         |                  |                                |              | 20700000-20511                       | REMIF VISION                 | \$3,039.40   |
|                                         | 21-08 HEALTHCOMP | AUG 21 MEDICAL, DENTAL, VISION | \$289,276.44 | 20700000-20524                       | NON-EMPLOYEE HEALTH INS.PREM | \$509.60     |

# List of Checks Presented for Approval on 9/10/2021

## Invoices

| Vendor Name                                   | Invoice #        | Invoice Description            | Invoice Amt  | Account Detail and Allocation Detail |                                |              |
|-----------------------------------------------|------------------|--------------------------------|--------------|--------------------------------------|--------------------------------|--------------|
| REDWOOD EMPIRE MUNICIPAL INSURANCE FUND       | 21-08 HEALTHCOMP | AUG 21 MEDICAL, DENTAL, VISION | \$289,276.44 | 20700000-20524                       | NON-EMPLOYEE HEALTH INS.PREM   | \$2,576.56   |
|                                               |                  |                                |              | 20700000-20524                       | NON-EMPLOYEE HEALTH INS.PREM   | \$18,503.00  |
|                                               |                  |                                |              | 20700000-20520                       | P/R DEDUCT.- MEDICAL INS       | \$246,909.00 |
|                                               |                  |                                |              | 20700000-20510                       | REMIF DENTAL                   | \$17,720.68  |
|                                               |                  |                                |              | 20700000-20511                       | REMIF VISION                   | \$3,057.60   |
|                                               |                  |                                |              | Vendor Total:                        |                                | \$575,291.36 |
| RELIANCE ENTERPRISES                          | 41492            | BLOWER MOTOR                   | \$534.57     | 10521210-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$534.57     |
| Vendor Total:                                 |                  | \$534.57                       |              |                                      |                                |              |
| SAN DIEGO POLICE EQUIPMENT CO                 | 648550           | AGU 223 55GR FJM 50 ROUND BOX  | \$2,494.04   | 10020210-54100                       | SUPPLIES                       | \$2,494.04   |
| Vendor Total:                                 |                  | \$2,494.04                     |              |                                      |                                |              |
| SEAN WHITE                                    | TA 9/19-21/21    | TRAVEL ADVANCE                 | \$1,597.79   | 83027330-57100                       | LEARNING AND DEVELOPMENT       | \$1,597.79   |
| Vendor Total:                                 |                  | \$1,597.79                     |              |                                      |                                |              |
| SLAM DUNK PIZZA                               | DV090321         | LUNCHEON MEETING               | \$76.16      | 80026400-54100                       | SUPPLIES                       | \$76.16      |
| Vendor Total:                                 |                  | \$76.16                        |              |                                      |                                |              |
| SOUTH BAY REGIONAL PUBLIC TRAINING CONSORTIUM | 139883INV        | REGISTRATION - M OSWALD        | \$154.00     | 10020210-57100                       | LEARNING AND DEVELOPMENT       | \$154.00     |
| Vendor Total:                                 |                  | \$154.00                       |              |                                      |                                |              |
| STB ELECTRICAL TEST EQUIPMENT INC             | 66135            | RUBBER TESTING GLOVES          | \$983.05     | 80026110-52100                       | CONTRACTUAL SERVICES           | \$983.05     |
| Vendor Total:                                 |                  | \$983.05                       |              |                                      |                                |              |
| STERICYCLE INC                                | 3005674768       | "SHARPS" DISPOSAL AS NEEDED    | \$1.05       | 10020210-54100                       | SUPPLIES                       | \$1.05       |
| Vendor Total:                                 |                  | \$1.05                         |              |                                      |                                |              |
| STEVEN OROPEZA                                | TA 9/12-14/21    | TRAVEL ADVANCE                 | \$275.04     | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$275.04     |
| Vendor Total:                                 |                  | \$275.04                       |              |                                      |                                |              |
| TEREX USA LLC                                 | 5003437793       | PIN ASSY                       | \$402.64     | 80026110-56130                       | EXTERNAL SERVICES              | \$402.64     |
| Vendor Total:                                 |                  | \$402.64                       |              |                                      |                                |              |

# List of Checks Presented for Approval on 9/10/2021

## Invoices

| Vendor Name                                   | Invoice #   | Invoice Description            | Invoice Amt | Account Detail and Allocation Detail |                                |            |
|-----------------------------------------------|-------------|--------------------------------|-------------|--------------------------------------|--------------------------------|------------|
| THIRD DEGREE COMMUNICATIONS INC               | 9845        | REGISTRATION - T CORNING       | \$525.00    | 10020210-57100                       | LEARNING AND DEVELOPMENT       | \$525.00   |
|                                               |             |                                |             |                                      | <b>Vendor Total:</b>           | \$525.00   |
| TIM SANTO                                     | DV090621    | REIMBURSEMENT - ELECTRIC LUNCH | \$243.72    | 80026400-54100                       | SUPPLIES                       | \$243.72   |
|                                               |             |                                |             |                                      | <b>Vendor Total:</b>           | \$243.72   |
| TRIPLE S CAMERA SHOP                          | 120577      | PORTRAIT PHOTOGRAPHY           | \$38.05     | 10022700-54100                       | SUPPLIES                       | \$38.05    |
|                                               |             |                                |             |                                      | <b>Vendor Total:</b>           | \$38.05    |
| TUFTS POLYGRAPH & INVESTIGATION               | 2021-649(A) | POLYGRAPH & INVESTIGATION SERV | \$800.00    | 10020210-54161                       | BACKGROUND & PHYSICALS         | \$800.00   |
|                                               | 2021-648(A) | POLYGRAPH & INVESTIGATION SERV | \$800.00    | 10521210-54161                       | BACKGROUND & PHYSICALS         | \$800.00   |
|                                               |             |                                |             |                                      | <b>Vendor Total:</b>           | \$1,600.00 |
| UKIAH PAPER SUPPLY                            | I525597     | JANITORIAL SUPPLIES, MISC AS N | \$15.76     | 90000000-23226                       | CONCERT SERIES                 | \$15.76    |
|                                               | I525722     | JANITORIAL SUPPLIES, MISC AS N | \$117.25    | 10020210-54201                       | PRISONER EXPENSE               | \$117.25   |
|                                               | I525009     | JANITORIAL SUPPLIES, MISC AS N | \$668.53    | 10022100-54100                       | SUPPLIES                       | \$668.53   |
|                                               | I525441     | JANITORIAL SUPPLIES, MISC AS N | \$35.20     | 20822500-54100                       | SUPPLIES                       | \$35.20    |
|                                               | I525723     | JANITORIAL SUPPLIES, MISC AS N | \$112.99    | 20822500-54100                       | SUPPLIES                       | \$112.99   |
|                                               | I525620     | JANITORIAL SUPPLIES, MISC AS N | \$117.56    | 20822500-54100                       | SUPPLIES                       | \$117.56   |
|                                               | I525548     | JANITORIAL SUPPLIES, MISC AS N | \$223.22    | 80026110-54100                       | SUPPLIES                       | \$223.22   |
|                                               | I525759     | JANITORIAL SUPPLIES, MISC AS N | \$204.39    | 82027111-54100                       | SUPPLIES                       | \$204.39   |
|                                               | 524851      | JANITORIAL SUPPLIES, MISC AS N | \$50.47     | 84027225-54100                       | SUPPLIES                       | \$50.47    |
|                                               | 525445      | JANITORIAL SUPPLIES, MISC AS N | \$696.32    | 84027225-54100                       | SUPPLIES                       | \$696.32   |
|                                               |             |                                |             |                                      | <b>Vendor Total:</b>           | \$2,241.69 |
| UKIAH VALLEY ASSOCIATION FOR HABILITATION INC | IN23878     | JANITORIAL SERVICES - WWP FY   | \$720.00    | 84027225-52100                       | CONTRACTUAL SERVICES           | \$720.00   |
|                                               |             |                                |             |                                      | <b>Vendor Total:</b>           | \$720.00   |
| US POST OFFICE                                | DV090821    | RECREATION POSTAGE PERMIT #243 | \$400.00    | 10022850-54100                       | SUPPLIES                       | \$400.00   |
|                                               |             |                                |             |                                      | <b>Vendor Total:</b>           | \$400.00   |
| USA BLUEBOOK                                  | 671429      | BARBED ADAPTER 10/PK           | \$26.96     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$26.96    |
|                                               | 661464      | CHEM-PRO C3 PUMP W/EXTERNAL SP | \$85.93     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$85.93    |

# List of Checks Presented for Approval on 9/10/2021

## Invoices

| Vendor Name           | Invoice #      | Invoice Description                    | Invoice Amt | Account Detail and Allocation Detail |                                |                |
|-----------------------|----------------|----------------------------------------|-------------|--------------------------------------|--------------------------------|----------------|
| USA BLUEBOOK          | 661938         | CHEM-PRO C3 PUMP W/EXTERNAL SP         | \$403.26    | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$403.26       |
|                       | 702708         | CHEM-PRO C3 PUMP W/EXTERNAL SP         | \$2,223.35  | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$2,223.35     |
|                       | Vendor Total:  |                                        |             |                                      |                                | \$2,739.50     |
| VERGIL THOMAS MASSEY  | 083121         | CHAIN SAW REPAIR                       | \$177.08    | 80026110-54100                       | SUPPLIES                       | \$177.08       |
|                       | Vendor Total:  |                                        |             |                                      |                                | \$177.08       |
| VERITONE INC          | 28209          | ANNUAL REDACT APPLICATION, 12          | \$8,000.00  | 10020210-52100                       | CONTRACTUAL SERVICES           | \$8,000.00     |
|                       | 28208          | ANNUAL CONTACT APPLICATION, 12         | \$3,200.00  | 63020210-52100                       | CONTRACTUAL SERVICES           | \$3,200.00     |
|                       | Vendor Total:  |                                        |             |                                      |                                | \$11,200.00    |
| VWR INTERNATIONAL INC | 8805465452     | SYRINGE FILTER 0.45UM GLASS FIBER 25MM | \$225.45    | 84027225-54103                       | LAB SUPPLIES                   | \$225.45       |
|                       | Vendor Total:  |                                        |             |                                      |                                | \$225.45       |
| WASTE MANAGEMENT      | 2831716-2561-1 | GARBAGE SERVICE - 141 LOVERS LN        | \$76.31     | 10521210-55210                       | UTILITIES                      | \$76.31        |
|                       | 2831532-2561-2 | GARBAGE SERVICE - 1500 S STATE ST      | \$76.31     | 10521210-55210                       | UTILITIES                      | \$76.31        |
|                       | Vendor Total:  |                                        |             |                                      |                                | \$152.62       |
| INVOICE TOTAL:        |                |                                        |             |                                      |                                | \$1,454,139.05 |

# List of Checks Presented for Approval on 9/17/2021

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




CR 9/17/21

Signature

## Invoices

| Vendor Name                       | Invoice #      | Invoice Description               | Invoice Amt | Account Detail and Allocation Detail |                         |            |
|-----------------------------------|----------------|-----------------------------------|-------------|--------------------------------------|-------------------------|------------|
| ADVANCED SECURITY SYSTEMS         | 567841         | MONTHLY ALARM SERVICES FOR 130    | \$25.75     | 10521210-52180                       | SECURITY SERVICES       | \$25.75    |
|                                   | 571723         | MONTHLY ALARM SERVICES FOR 130    | \$25.75     | 10521210-52180                       | SECURITY SERVICES       | \$25.75    |
|                                   | 575213         | MONTHLY ALARM SERVICES FOR 130    | \$25.75     | 10521210-52180                       | SECURITY SERVICES       | \$25.75    |
| Vendor Total:                     |                |                                   |             |                                      |                         | \$77.25    |
| AL SMATSKY                        | 114            | DESIGN, ENGINEERING & CONSULTA    | \$9,915.36  | 80126100-80230                       | INFRASTRUCTURE          | \$9,915.36 |
|                                   | Vendor Total:  |                                   |             |                                      |                         |            |
| ALHAMBRA NATIONAL WATER           | 5109554        | DRINKING WATER SERVICES           | \$218.63    | 84027225-54100                       | SUPPLIES                | \$218.63   |
|                                   | 090621         |                                   |             |                                      |                         |            |
| Vendor Total:                     |                |                                   |             |                                      |                         | \$218.63   |
| ALL STAR FIRE EQUIPMENT, INC      | 234478         | KEY #SP-15-600 SINGLE JACKET      | \$3,697.01  | 10521210-54102                       | SMALL TOOLS             | \$3,697.01 |
|                                   | Vendor Total:  |                                   |             |                                      |                         |            |
| ALLIED 100 LLC                    | 1979563        | PATCHES FOR AED                   | \$466.04    | 82027114-54100                       | SUPPLIES                | \$466.04   |
|                                   | Vendor Total:  |                                   |             |                                      |                         |            |
| ALPHA ANALYTICAL LABORATORIES INC | 1084156-UKIAH  | MISC. LABORATORY WORK AS NEEDED   | \$22.00     | 82027111-52100                       | CONTRACTUAL SERVICES    | \$22.00    |
|                                   | 1084899-UKIAH  | MISC. LABORATORY WORK AS NEEDED   | \$22.00     | 82027111-52100                       | CONTRACTUAL SERVICES    | \$22.00    |
|                                   | 1084227-UKIAH  | MISC. LABORATORY WORK AS NEEDED   | \$44.00     | 82027111-52100                       | CONTRACTUAL SERVICES    | \$44.00    |
|                                   | 1083858-UKIAH  | TITLE 22 SAMPLES - ANALYSIS AN    | \$990.00    | 82027111-52100                       | CONTRACTUAL SERVICES    | \$990.00   |
|                                   | 1083851-UKIAH  | TITLE 22 SAMPLES - ANALYSIS AN    | \$1,270.00  | 82027111-52100                       | CONTRACTUAL SERVICES    | \$1,270.00 |
|                                   | 1083850-UKIAH  | TITLE 22 SAMPLES - ANALYSIS AN    | \$1,465.00  | 82027111-52100                       | CONTRACTUAL SERVICES    | \$1,465.00 |
|                                   | Vendor Total:  |                                   |             |                                      |                         |            |
| AMAZON CAPITAL SERVICES           | 1W1L-JGRP-KDKQ | RETURN - DELL MONITOR             | (\$301.57)  | 10023100-54330                       | COMPUTER AND TECHNOLOGY | (\$301.57) |
|                                   | 1HC6-XX1N-GVX4 | DELL MONITOR, PORT CABLE          | \$317.57    | 10023100-54330                       | COMPUTER AND TECHNOLOGY | \$317.57   |
|                                   | 14JX-DC4Y-3PCW | STREAMLIGHT FLASHLIGHT            | \$148.11    | 84027225-54102                       | SMALL TOOLS             | \$148.11   |
|                                   | 1LGH-3MFK-RLLC | RETURN - ADJUSTABLE STANDING DESK | (\$530.50)  | 91721400-54100                       | SUPPLIES                | (\$530.50) |
|                                   | 1MX9-HXCG-4M6Q | BUSH FURNITURE 30X60 ADJUSTABL    | \$616.29    | 91721400-54100                       | SUPPLIES                | \$616.29   |



# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name                 | Invoice #      | Invoice Description            | Invoice Amt | Account Detail and Allocation Detail |                              |            |
|-----------------------------|----------------|--------------------------------|-------------|--------------------------------------|------------------------------|------------|
| AMAZON CAPITAL SERVICES     | 1RC6-643M-KYT1 | BUSH FURNITURE 30X60 ADJUSTABL | \$840.36    | 91721400-54100                       | SUPPLIES                     | \$840.36   |
|                             |                |                                |             |                                      | Vendor Total:                | \$1,090.26 |
| AMWINS GROUP BENEFITS INC   | 7007986        | SEP 21 RETIREE HEALTH INSURANC | \$2,149.92  | 20700000-20524                       | NON-EMPLOYEE HEALTH INS.PREM | \$2,149.92 |
|                             |                |                                |             |                                      | Vendor Total:                | \$2,149.92 |
| ANIXTER                     | 5043171-00     | SPLICE FT #6 SOL CU TENSION    | \$36.20     | 80000000-12104                       | INVENTORY - PURCHASES        | \$36.20    |
|                             | 5017160-01     | FUSE LINK BAYONE 15A DUAL      | \$217.70    | 80000000-12104                       | INVENTORY - PURCHASES        | \$217.70   |
|                             | 5017160-00     | FUSE LINK, G FUSE, 65 AMP      | \$217.70    | 80000000-12104                       | INVENTORY - PURCHASES        | \$217.70   |
|                             | 5017160-02     | FUSE LINK CRNT LMT 6AMP        | \$498.71    | 80000000-12104                       | INVENTORY - PURCHASES        | \$498.71   |
|                             | 5009423-00     | (2U-SP-4-0) STRT PLUG, 4/0 #K1 | \$765.67    | 80000000-12104                       | INVENTORY - PURCHASES        | \$765.67   |
|                             | 4978482-01     | (LG-50) LUG, DBL SET SCREW, 75 | \$7,192.67  | 80000000-12104                       | INVENTORY - PURCHASES        | \$7,192.67 |
|                             | 5028844-01     | BRACE WOOD 1-3/4" SQ           | \$43.42     | 80026110-54100                       | SUPPLIES                     | \$43.42    |
|                             | 5028844-02     | BRACE WOOD 1-3/4" SQ           | \$43.42     | 80026110-54100                       | SUPPLIES                     | \$43.42    |
|                             | 4921202-01     | HUBBELL #ASOD8582N DEADENDS, B | \$627.45    | 80026120-54100                       | SUPPLIES                     | \$627.45   |
|                             |                |                                |             |                                      | Vendor Total:                | \$9,642.94 |
| AT&T                        | 000016981157   | TELEPHONE SERVICES             | \$16.46     | 10521210-55100                       | TELEPHONE                    | \$16.46    |
|                             | 000016981156   | TELEPHONE SERVICES             | \$23.30     | 10521210-55100                       | TELEPHONE                    | \$23.30    |
|                             | 000016977007   | FIBER INTERNET GATEWAY         | \$1,446.96  | 20913900-55100                       | TELEPHONE                    | \$1,446.96 |
|                             |                |                                |             |                                      | Vendor Total:                | \$1,486.72 |
| B & B INDUSTRIAL SUPPLY INC | 257175         | MISC. MATERIALS AS NEEDED      | \$2.93      | 84027221-56130                       | EXTERNAL SERVICES            | \$2.93     |
|                             | 257273         | MISC. MATERIALS AS NEEDED      | \$69.64     | 84027225-56130                       | EXTERNAL SERVICES            | \$69.64    |
|                             | 257613         | MISC. MATERIALS AS NEEDED      | \$111.65    | 82027114-54102                       | SMALL TOOLS                  | \$111.65   |
|                             | 257533         | MISC. MATERIALS AS NEEDED      | \$266.87    | 10020210-54100                       | SUPPLIES                     | \$266.87   |
|                             | 257026         | MISC. MATERIALS AS NEEDED      | \$18.56     | 82027114-54100                       | SUPPLIES                     | \$18.56    |
|                             | 257534         | MISC. MATERIALS AS NEEDED      | \$296.96    | 82027114-54100                       | SUPPLIES                     | \$296.96   |
|                             |                |                                |             |                                      | Vendor Total:                | \$766.61   |
| BELKORP AG                  | 747593         | CHUTE                          | \$48.77     | 10024620-56130                       | EXTERNAL SERVICES            | \$48.77    |
|                             | 748713         | AIR FILTER                     | \$63.78     | 10024620-56130                       | EXTERNAL SERVICES            | \$63.78    |
|                             |                |                                |             |                                      | Vendor Total:                | \$112.55   |

# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name                      | Invoice #       | Invoice Description            | Invoice Amt | Account Detail and Allocation Detail |                          |            |
|----------------------------------|-----------------|--------------------------------|-------------|--------------------------------------|--------------------------|------------|
| BRIDGES RESTORATION LLC          | 4341            | ON-CALL EMERGENCY CLEAN-UP SER | \$2,017.00  | 10020210-52100                       | CONTRACTUAL SERVICES     | \$2,017.00 |
|                                  |                 |                                |             |                                      | Vendor Total:            | \$2,017.00 |
| CANTEEN SERVICE                  | 5975-010380     | WATER FILTRATION SERVICE POLIC | \$45.00     | 10020210-54100                       | SUPPLIES                 | \$22.50    |
|                                  |                 |                                |             | 20620231-54100                       | SUPPLIES                 | \$22.50    |
|                                  |                 |                                |             |                                      | Vendor Total:            | \$45.00    |
| CEDRIC CROOK                     | DV091421        | REIMBURSEMENT - RANGE SUPPLIES | \$201.80    | 10020210-54100                       | SUPPLIES                 | \$201.80   |
|                                  |                 |                                |             |                                      | Vendor Total:            | \$201.80   |
| CINDY SAUERS                     | TA 9/29-10/1/21 | TRAVEL ADVANCE                 | \$743.70    | 80026400-57100                       | LEARNING AND DEVELOPMENT | \$743.70   |
|                                  |                 |                                |             |                                      | Vendor Total:            | \$743.70   |
| CINQUINI & PASSARINO INC         | 7329            | LAND SURVEYING AND OFFICE SVCS | \$3,362.50  | 80126100-80220                       | BUILDING IMPROVEMENTS    | \$3,362.50 |
|                                  |                 |                                |             |                                      | Vendor Total:            | \$3,362.50 |
| CLERK-RECORDER, MENDOCINO COUNTY | 2021040428      | ISMND SCH NO.2021040428        | \$2,530.25  | 25122100-52100                       | CONTRACTUAL SERVICES     | \$2,530.25 |
|                                  |                 |                                |             |                                      | Vendor Total:            | \$2,530.25 |
| COMCAST                          | 1296 SEP 21     | INTERNET SERVICES              | \$173.12    | 20913900-55100                       | TELEPHONE                | \$173.12   |
|                                  | 4635 SEP 21     | INTERNET SERVICES              | \$246.49    | 20913900-55100                       | TELEPHONE                | \$246.49   |
|                                  | 9780 SEP 21     | INTERNET SERVICES              | \$145.88    | 73022600-55100                       | TELEPHONE                | \$145.88   |
|                                  |                 |                                |             |                                      | Vendor Total:            | \$565.49   |
| COMPUTER OPTIONS INC             | BILL65249       | AZURE FILE MIGRATION PLANNING  | \$860.00    | 20913900-52100                       | CONTRACTUAL SERVICES     | \$860.00   |
|                                  |                 |                                |             |                                      | Vendor Total:            | \$860.00   |
| CONCUR TECHNOLOGIES INC          | 101300186929    | CONCUR EXPENSE PAY SOFTWARE L  | \$457.20    | 20413500-54320                       | SOFTWARE                 | \$457.20   |
|                                  |                 |                                |             |                                      | Vendor Total:            | \$457.20   |
| DELL MARKETING LP                | 10511527280     | DELL PRECISION 7750 LAPTOP     | \$3,151.76  | 20012500-54330                       | COMPUTER AND TECHNOLOGY  | \$3,151.76 |
|                                  | 10510941946     | DELL ADAPTERS                  | \$315.45    | 20913900-54100                       | SUPPLIES                 | \$315.45   |
|                                  |                 |                                |             |                                      | Vendor Total:            | \$3,467.21 |
| DEPARTMENT OF JUSTICE            | 532449          | FINGERPRINTS                   | \$49.00     | 10521210-54161                       | BACKGROUND & PHYSICALS   | \$24.50    |
|                                  |                 |                                |             | 71021100-54161                       | BACKGROUND & PHYSICALS   | \$24.50    |
|                                  | 530796          | FINGERPRINTS                   | \$1,619.00  | 10022900-54169                       | LIVESCAN                 | \$211.00   |

# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name                                        | Invoice #       | Invoice Description              | Invoice Amt | Account Detail and Allocation Detail |                              |             |
|----------------------------------------------------|-----------------|----------------------------------|-------------|--------------------------------------|------------------------------|-------------|
| DEPARTMENT OF JUSTICE                              | 530796          | FINGERPRINTS                     | \$1,619.00  | 20016100-54165                       | NEW EMPLOYEE FINGERPRINT     | \$1,408.00  |
|                                                    |                 |                                  |             |                                      | Vendor Total:                | \$1,668.00  |
| DIANN LUCCHETTI                                    | TA 9/29-10/1/21 | TRAVEL ADVANCE                   | \$843.04    | 80026400-57100                       | LEARNING AND DEVELOPMENT     | \$843.04    |
|                                                    | DV091621        | REIMBURSEMENT - LUNCHEON MEETING | \$67.41     | 80026400-54100                       | SUPPLIES                     | \$67.41     |
|                                                    |                 |                                  |             |                                      | Vendor Total:                | \$910.45    |
| DLA ENERGY, DEFENSE FINANCE AND ACCOUNTING SERVICE | DV091521        | SETTLEMENT AGREEMENT - AIRPORT   | \$13,391.33 | 77700000-94402                       | ACCRUALS AND OTHER ADJUSTING | \$13,391.33 |
|                                                    |                 |                                  |             |                                      | Vendor Total:                | \$13,391.33 |
| E SOURCE COMPANIES LLC                             | 20716           | PM FOR UTILITY BILLING CIS REP   | \$6,327.75  | 20513300-52100                       | CONTRACTUAL SERVICES         | \$6,327.75  |
|                                                    |                 |                                  |             |                                      | Vendor Total:                | \$6,327.75  |
| EFAX CORPORATE                                     | 3391828         | EFAX SERVICES                    | \$149.50    | 20012200-52100                       | CONTRACTUAL SERVICES         | \$149.50    |
|                                                    |                 |                                  |             |                                      | Vendor Total:                | \$149.50    |
| ELLIES MUTT HUT                                    | 629228          | INTERVIEW LUNCH                  | \$106.25    | 20016100-54163                       | INTERVIEW SUPPLIES           | \$106.25    |
|                                                    |                 |                                  |             |                                      | Vendor Total:                | \$106.25    |
| EVERYTHING ICE INC                                 | 091621          | ICE RINK - 50% DEPOSIT           | \$91,952.50 | 67022860-80100                       | MACHINERY & EQUIPMENT        | \$91,952.50 |
|                                                    |                 |                                  |             |                                      | Vendor Total:                | \$91,952.50 |
| FASTENAL                                           | CAUKA43911      | TAMP RESINS BITS                 | \$9.08      | 10024620-54120                       | PW - SPECIAL SUPPLIES        | \$9.08      |
|                                                    |                 |                                  |             |                                      | Vendor Total:                | \$9.08      |
| FRIEDMANS HOME IMPROVEMENT                         | INV13532753     | MISC. ITEMS AS NEEDED            | \$14.14     | 80126100-80220                       | BUILDING IMPROVEMENTS        | \$14.14     |
|                                                    | INV13613944     | MISC. ITEMS AS NEEDED            | \$18.43     | 20822500-56300                       | BUILDING MAINT. & REPAIR     | \$18.43     |
|                                                    | INV13578593     | MISC. ITEMS AS NEEDED            | \$18.77     | 20822500-56300                       | BUILDING MAINT. & REPAIR     | \$18.77     |
|                                                    | INV13600815     | MISC. ITEMS AS NEEDED            | \$79.11     | 20822500-56300                       | BUILDING MAINT. & REPAIR     | \$79.11     |
|                                                    | INV13631758     | MISC. ITEMS AS NEEDED            | \$87.57     | 20822500-56300                       | BUILDING MAINT. & REPAIR     | \$87.57     |
|                                                    | INV13652949     | MISC. ITEMS AS NEEDED            | \$91.30     | 20822500-56300                       | BUILDING MAINT. & REPAIR     | \$91.30     |
|                                                    | INV13655653     | MISC. ITEMS AS NEEDED            | \$98.79     | 20822500-56300                       | BUILDING MAINT. & REPAIR     | \$98.79     |
|                                                    | INV13670967     | MISC. ITEMS AS NEEDED            | \$170.00    | 20822500-56300                       | BUILDING MAINT. & REPAIR     | \$170.00    |
|                                                    | INV13637593     | MISC. ITEMS AS NEEDED            | \$154.45    | 31122000-56300                       | BUILDING MAINT. & REPAIR     | \$154.45    |
|                                                    | INV13564446     | MISC. ITEMS AS NEEDED            | \$344.02    | 31122000-56300                       | BUILDING MAINT. & REPAIR     | \$344.02    |
|                                                    | INV13578598     | MISC. ITEMS AS NEEDED            | \$836.08    | 31122000-56300                       | BUILDING MAINT. & REPAIR     | \$836.08    |

# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name                | Invoice #   | Invoice Description   | Invoice Amt | Account Detail and Allocation Detail |                                |          |
|----------------------------|-------------|-----------------------|-------------|--------------------------------------|--------------------------------|----------|
| FRIEDMANS HOME IMPROVEMENT | INV13575384 | MISC. ITEMS AS NEEDED | \$53.69     | 77725200-56300                       | BUILDING MAINT. & REPAIR       | \$53.69  |
|                            | INV13527823 | MISC. ITEMS AS NEEDED | \$122.34    | 77725200-56300                       | BUILDING MAINT. & REPAIR       | \$122.34 |
|                            | INV13557060 | MISC. ITEMS AS NEEDED | \$28.28     | 82027111-56300                       | BUILDING MAINT. & REPAIR       | \$28.28  |
|                            | INV13532704 | MISC. ITEMS AS NEEDED | \$48.11     | 84027225-56300                       | BUILDING MAINT. & REPAIR       | \$48.11  |
|                            | INV13647532 | MISC. ITEMS AS NEEDED | \$64.61     | 84027225-56300                       | BUILDING MAINT. & REPAIR       | \$64.61  |
|                            | INV13542501 | MISC. ITEMS AS NEEDED | \$41.36     | 10022700-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$41.36  |
|                            | INV13559111 | MISC. ITEMS AS NEEDED | \$35.76     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$35.76  |
|                            | INV13563737 | MISC. ITEMS AS NEEDED | \$4.27      | 10020210-56130                       | EXTERNAL SERVICES              | \$4.27   |
|                            | INV13670615 | MISC. ITEMS AS NEEDED | \$23.23     | 80126100-80230                       | INFRASTRUCTURE                 | \$23.23  |
|                            | INV13575692 | MISC. ITEMS AS NEEDED | \$68.60     | 80126100-80230                       | INFRASTRUCTURE                 | \$68.60  |
|                            | INV13664814 | MISC. ITEMS AS NEEDED | \$31.77     | 82227113-80230                       | INFRASTRUCTURE                 | \$31.77  |
|                            | INV13545530 | MISC. ITEMS AS NEEDED | \$14.01     | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$14.01  |
|                            | INV13592926 | MISC. ITEMS AS NEEDED | \$16.93     | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$16.93  |
|                            | INV13672700 | MISC. ITEMS AS NEEDED | \$20.12     | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$20.12  |
|                            | INV13572975 | MISC. ITEMS AS NEEDED | \$21.16     | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$21.16  |
|                            | INV13644697 | MISC. ITEMS AS NEEDED | \$37.00     | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$37.00  |
|                            | INV13597809 | MISC. ITEMS AS NEEDED | \$46.81     | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$46.81  |
|                            | INV13564919 | MISC. ITEMS AS NEEDED | \$66.98     | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$66.98  |
|                            | INV13574038 | MISC. ITEMS AS NEEDED | \$222.87    | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$222.87 |
|                            | INV13568914 | MISC. ITEMS AS NEEDED | \$228.03    | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$228.03 |
|                            | INV13592501 | MISC. ITEMS AS NEEDED | \$251.52    | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$251.52 |
|                            | INV13601823 | MISC. ITEMS AS NEEDED | \$16.74     | 82027111-54102                       | SMALL TOOLS                    | \$16.74  |
|                            | INV13601813 | MISC. ITEMS AS NEEDED | \$158.04    | 82027111-54102                       | SMALL TOOLS                    | \$158.04 |
|                            | INV13521064 | MISC. ITEMS AS NEEDED | \$84.73     | 84027225-54102                       | SMALL TOOLS                    | \$84.73  |
|                            | INV13614749 | MISC. ITEMS AS NEEDED | \$103.16    | 84027225-54102                       | SMALL TOOLS                    | \$103.16 |
|                            | INV13535993 | MISC. ITEMS AS NEEDED | \$40.17     | 10022300-54106                       | SPECIALTY SUPPLIES             | \$40.17  |
|                            | INV13533073 | MISC. ITEMS AS NEEDED | \$14.21     | 10022100-54100                       | SUPPLIES                       | \$14.21  |
|                            | INV13541926 | MISC. ITEMS AS NEEDED | \$21.48     | 10022100-54100                       | SUPPLIES                       | \$21.48  |

# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name                | Invoice #   | Invoice Description   | Invoice Amt | Account Detail and Allocation Detail |              |            |
|----------------------------|-------------|-----------------------|-------------|--------------------------------------|--------------|------------|
| FRIEDMANS HOME IMPROVEMENT | INV13589366 | MISC. ITEMS AS NEEDED | \$23.94     | 10022100-54100                       | SUPPLIES     | \$23.94    |
|                            | INV13651219 | MISC. ITEMS AS NEEDED | \$29.16     | 10022100-54100                       | SUPPLIES     | \$29.16    |
|                            | INV13526832 | MISC. ITEMS AS NEEDED | \$43.41     | 10022100-54100                       | SUPPLIES     | \$43.41    |
|                            | INV13636322 | MISC. ITEMS AS NEEDED | \$57.34     | 10022100-54100                       | SUPPLIES     | \$57.34    |
|                            | INV13557740 | MISC. ITEMS AS NEEDED | \$171.20    | 10022100-54100                       | SUPPLIES     | \$171.20   |
|                            | INV13651082 | MISC. ITEMS AS NEEDED | \$11.82     | 10022700-54100                       | SUPPLIES     | \$11.82    |
|                            | INV13643811 | MISC. ITEMS AS NEEDED | \$87.51     | 10023100-54100                       | SUPPLIES     | \$87.51    |
|                            | INV13531705 | MISC. ITEMS AS NEEDED | \$21.52     | 10023320-54100                       | SUPPLIES     | \$21.52    |
|                            | INV13567640 | MISC. ITEMS AS NEEDED | \$28.93     | 80026110-54100                       | SUPPLIES     | \$28.93    |
|                            | INV13643124 | MISC. ITEMS AS NEEDED | \$30.71     | 80026110-54100                       | SUPPLIES     | \$30.71    |
|                            | INV13639637 | MISC. ITEMS AS NEEDED | \$117.75    | 80026110-54100                       | SUPPLIES     | \$117.75   |
|                            | INV13557331 | MISC. ITEMS AS NEEDED | \$43.12     | 80026210-54100                       | SUPPLIES     | \$43.12    |
|                            | INV13612662 | MISC. ITEMS AS NEEDED | \$45.54     | 80026210-54100                       | SUPPLIES     | \$45.54    |
|                            | INV13644851 | MISC. ITEMS AS NEEDED | \$447.41    | 82027111-54100                       | SUPPLIES     | \$447.41   |
|                            | INV13535895 | MISC. ITEMS AS NEEDED | \$13.23     | 82027114-54100                       | SUPPLIES     | \$13.23    |
|                            | INV13537071 | MISC. ITEMS AS NEEDED | \$19.88     | 82027114-54100                       | SUPPLIES     | \$19.88    |
|                            | INV13670469 | MISC. ITEMS AS NEEDED | \$28.21     | 82027114-54100                       | SUPPLIES     | \$28.21    |
|                            | INV13611293 | MISC. ITEMS AS NEEDED | \$28.64     | 82027114-54100                       | SUPPLIES     | \$28.64    |
|                            | INV13643035 | MISC. ITEMS AS NEEDED | \$43.47     | 82027114-54100                       | SUPPLIES     | \$43.47    |
|                            | INV13653314 | MISC. ITEMS AS NEEDED | \$52.13     | 82027114-54100                       | SUPPLIES     | \$52.13    |
|                            | INV13644786 | MISC. ITEMS AS NEEDED | \$58.44     | 82027114-54100                       | SUPPLIES     | \$58.44    |
|                            | INV13609697 | MISC. ITEMS AS NEEDED | \$65.79     | 82027114-54100                       | SUPPLIES     | \$65.79    |
|                            | INV13640910 | MISC. ITEMS AS NEEDED | \$31.94     | 84027221-54100                       | SUPPLIES     | \$31.94    |
|                            | INV13651891 | MISC. ITEMS AS NEEDED | \$51.64     | 84027221-54100                       | SUPPLIES     | \$51.64    |
|                            | INV13601654 | MISC. ITEMS AS NEEDED | \$132.03    | 84027225-54100                       | SUPPLIES     | \$132.03   |
| Vendor Total: .....        |             |                       |             |                                      |              | \$5,483.40 |
| GRAINGER INC               | 9029480879  | TEST TUBE BRUSHES     | \$24.33     | 84027225-54103                       | LAB SUPPLIES | \$24.33    |
| Vendor Total: .....        |             |                       |             |                                      |              | \$24.33    |
| HACH COMPANY               | 12602710    | GLASS BOTTLE          | \$36.63     | 84027225-54103                       | LAB SUPPLIES | \$36.63    |

# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name                                    | Invoice #    | Invoice Description               | Invoice Amt | Account Detail and Allocation Detail |                          |             |
|------------------------------------------------|--------------|-----------------------------------|-------------|--------------------------------------|--------------------------|-------------|
| HACH COMPANY                                   | 12624314     | STIR BARS, AMMONIA                | \$373.70    | 84027225-54103                       | LAB SUPPLIES             | \$373.70    |
|                                                |              |                                   |             |                                      | <b>Vendor Total:</b>     | \$410.33    |
| HANSEL FORD                                    | 1229553      | MISC. PARTS & MATERIALS AS NEEDED | \$29.72     | 10020210-56130                       | EXTERNAL SERVICES        | \$29.72     |
|                                                |              |                                   |             |                                      | <b>Vendor Total:</b>     | \$29.72     |
| IDEXX DISTRIBUTION INC                         | 3091399635   | IRRADIATED COLILERT               | \$833.28    | 82027111-54100                       | SUPPLIES                 | \$833.28    |
|                                                |              |                                   |             |                                      | <b>Vendor Total:</b>     | \$833.28    |
| INTEGRITY SHRED LLC                            | 122875       | DOCUMENT SHREDDING                | \$65.00     | 10020210-54100                       | SUPPLIES                 | \$32.50     |
|                                                |              |                                   |             | 20620231-54100                       | SUPPLIES                 | \$32.50     |
|                                                |              |                                   |             |                                      | <b>Vendor Total:</b>     | \$65.00     |
| INTOXIMETERS INC                               | 688094       | MOUTHPIECE, DRYGAS                | \$694.50    | 10020210-54100                       | SUPPLIES                 | \$694.50    |
|                                                |              |                                   |             |                                      | <b>Vendor Total:</b>     | \$694.50    |
| IXII GROUP INC                                 | 6420         | REGISTRATION - C PITTMAN          | \$198.00    | 20620232-57100                       | LEARNING AND DEVELOPMENT | \$198.00    |
|                                                |              |                                   |             |                                      | <b>Vendor Total:</b>     | \$198.00    |
| JOHNSON'S QUALITY TREE CARE AND LOGGING CO LLC | E6039        | EMERGENCY REMOVAL OF BROKEN TREE  | \$500.00    | 10022100-52100                       | CONTRACTUAL SERVICES     | \$500.00    |
|                                                |              |                                   |             |                                      | <b>Vendor Total:</b>     | \$500.00    |
| K-LOG, INC                                     | 21-309190-1  | BPTG-7 PRESTIGE OFFICE DOUBLE     | \$2,550.12  | 80026400-54100                       | SUPPLIES                 | \$2,550.12  |
|                                                |              |                                   |             |                                      | <b>Vendor Total:</b>     | \$2,550.12  |
| KEN FOWLER MOTORS INC                          | 31395        | ELEMENT, OIL FILTER               | \$39.19     | 10024620-56130                       | EXTERNAL SERVICES        | \$39.19     |
|                                                |              |                                   |             |                                      | <b>Vendor Total:</b>     | \$39.19     |
| LEGAL SHIELD                                   | 38295 AUG 21 | AUG 21 PRE-PAID LEGAL SERVICE     | \$77.70     | 20700000-20526                       | PREPAID LEGAL - AFLAC    | \$77.70     |
|                                                | 38295 SEP 21 | SEP 21 PRE-PAID LEGAL SERVICE     | \$77.70     | 20700000-20526                       | PREPAID LEGAL - AFLAC    | \$77.70     |
|                                                |              |                                   |             |                                      | <b>Vendor Total:</b>     | \$155.40    |
| LIEBERT CASSIDY WHITMORE                       | 204534       | LEGAL SERVICES PERTAINING TO E    | \$300.00    | 20016100-52150                       | LEGAL SERVICES/ EXPENSES | \$300.00    |
|                                                | 203862       | LEGAL SERVICES PERTAINING TO E    | \$2,082.00  | 20016100-52150                       | LEGAL SERVICES/ EXPENSES | \$2,082.00  |
|                                                | 204552       | LEGAL SERVICES PERTAINING TO E    | \$7,985.00  | 20016100-52150                       | LEGAL SERVICES/ EXPENSES | \$7,985.00  |
|                                                |              |                                   |             |                                      | <b>Vendor Total:</b>     | \$10,367.00 |
| LYMAN GROUP INC                                | 1754421      | PROPANE                           | \$55.66     | 10024620-56210                       | FUEL & FLUIDS            | \$55.66     |
|                                                | 1754661      | PROPANE                           | \$20.71     | 20822500-56210                       | FUEL & FLUIDS            | \$20.71     |

# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name            | Invoice #       | Invoice Description                  | Invoice Amt | Account Detail and Allocation Detail |                                |                   |
|------------------------|-----------------|--------------------------------------|-------------|--------------------------------------|--------------------------------|-------------------|
| LYMAN GROUP INC        | 1754460         | PROPANE                              | \$19.68     | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$19.68           |
|                        | 1754644         | COVERALLS                            | \$422.42    | 84027225-54100                       | SUPPLIES                       | \$422.42          |
|                        |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$518.47</b>   |
| MARC CARSON WEB DESIGN | 23 JUNE 2021    | ANNUAL WEB HOSTING FOR UKIAH PD      | \$1,100.00  | 63020210-52100                       | CONTRACTUAL SERVICES           | \$1,100.00        |
|                        |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$1,100.00</b> |
| MARK CLEMENTI PHD      | 09-01-21FD      | PRE-EMPLOYMENT PSYCHOLOGICAL E       | \$774.00    | 10521210-54161                       | BACKGROUND & PHYSICALS         | \$774.00          |
|                        |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$774.00</b>   |
| MARY HORGER            | DV090921        | REIMBURSEMENT - MEETING SUPPLIES     | \$52.49     | 20013400-57100                       | LEARNING AND DEVELOPMENT       | \$52.49           |
|                        |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$52.49</b>    |
| MEAD & HUNT INC        | 318167          | AIRPORT LAND USE PLAN UPDATE         | \$1,824.00  | 10023100-52100                       | CONTRACTUAL SERVICES           | \$1,216.00        |
|                        |                 |                                      |             | 77725200-52100                       | CONTRACTUAL SERVICES           | \$608.00          |
|                        | 319412          | AIRPORT LAND USE PLAN UPDATE         | \$2,385.50  | 10023100-52100                       | CONTRACTUAL SERVICES           | \$1,590.33        |
|                        |                 |                                      |             | 77725200-52100                       | CONTRACTUAL SERVICES           | \$795.17          |
|                        |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$4,209.50</b> |
| MEL GRANDI             | TA 9/29-10/1/21 | TRAVEL ADVANCE                       | \$843.04    | 80026400-57100                       | LEARNING AND DEVELOPMENT       | \$843.04          |
|                        |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$843.04</b>   |
| MOTION INDUSTRIES INC  | CA23-527034     | PACO PUMP #2822P LC SERIES PUM       | \$5,472.57  | 10022300-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$5,472.57        |
|                        |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$5,472.57</b> |
| MOTOROLA SOLUTIONS INC | 8281232643      | XPR 3300E MOTOROLA RADIOS            | \$2,483.44  | 80026210-54100                       | SUPPLIES                       | \$2,483.44        |
|                        |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$2,483.44</b> |
| NCH CORPORATION        | 7481077         | PREMALUBE EXTREME                    | \$571.30    | 84027225-58410                       | GARAGE LUBRICANTS & PARTS      | \$571.30          |
|                        |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$571.30</b>   |
| OFFICE DEPOT INC       | 189029389001    | BINFERS, INDEX DIVIDERS              | \$18.35     | 10020210-54100                       | SUPPLIES                       | \$18.35           |
|                        | 189040917001    | OFFICE CHAIR MAT                     | \$54.43     | 10020210-54100                       | SUPPLIES                       | \$54.43           |
|                        | 187829437001    | STICKY NOTES, PAPER CLIPS, ENVELOPES | \$107.31    | 10020210-54100                       | SUPPLIES                       | \$107.31          |
|                        | 186963988001    | OFFICE CHAIR                         | \$735.27    | 10023320-54100                       | SUPPLIES                       | \$735.27          |
|                        | 184841500001    | DOMTAR WHITE COPY PAPER - PALL       | \$1,480.26  | 20012200-54100                       | SUPPLIES                       | \$1,480.26        |
|                        | 185412408002    | GREEN INDEX CARD STOCK               | \$11.74     | 20016100-54100                       | SUPPLIES                       | \$11.74           |
|                        |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$2,407.36</b> |



# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name                | Invoice #    | Invoice Description                       | Invoice Amt | Account Detail and Allocation Detail |                                |             |
|----------------------------|--------------|-------------------------------------------|-------------|--------------------------------------|--------------------------------|-------------|
| OLIN CORPORATION           | 3000016938   | LIQUID SODIUM HYPOCHLORITE FY             | \$4,014.94  | 84027225-58202                       | CHEMICALS                      | \$4,014.94  |
|                            | 3000014116   | LIQUID SODIUM HYPOCHLORITE FY             | \$4,045.09  | 84027225-58202                       | CHEMICALS                      | \$4,045.09  |
| Vendor Total:              |              |                                           |             |                                      |                                | \$8,060.03  |
| ONE TIME PAY VENDOR        | 0020391      | DAYCAMP REFUND - AMBER BUSHWAY            | \$500.00    | 10022840-44915                       | RECREATION PROGRAM INCOME      | \$500.00    |
|                            | DV090721     | REC REFUND - PATRICIA LONGSTRETH          | \$17.50     | 10022850-44915                       | RECREATION PROGRAM INCOME      | \$17.50     |
| Vendor Total:              |              |                                           |             |                                      |                                | \$517.50    |
| ONESOURCE DISTRIBUTORS LLC | S6752723.003 | (2U-CA-2) CAP, INSULATED PROTE            | \$30.49     | 80000000-12104                       | INVENTORY - PURCHASES          | \$30.49     |
|                            | S6752723.002 | (2U-CA-2) CAP, INSULATED PROTE            | \$132.30    | 80000000-12104                       | INVENTORY - PURCHASES          | \$132.30    |
|                            | S6769058-001 | HEX HEAD BOLT, LOCK WASHER, GLASER WASHER | \$852.06    | 80000000-12104                       | INVENTORY - PURCHASES          | \$852.06    |
|                            | S6767462.001 | MPS J1512 BRACE CROSSARM 75               | \$1,058.27  | 80000000-12104                       | INVENTORY - PURCHASES          | \$1,058.27  |
|                            | S6718907.005 | (DE-SG46) DEADEND SERVICE GRIP            | \$1,305.96  | 80000000-12104                       | INVENTORY - PURCHASES          | \$1,305.96  |
|                            | S6752723.004 | (2U-CA-2) CAP, INSULATED PROTE            | \$7,717.06  | 80000000-12104                       | INVENTORY - PURCHASES          | \$7,717.06  |
|                            | S6768834.001 | PIN INSULATOR                             | \$978.79    | 80026110-54100                       | SUPPLIES                       | \$978.79    |
| Vendor Total:              |              |                                           |             |                                      |                                | \$12,074.93 |
| OREILLY AUTO PARTS         | 2707-389712  | RETURN - PULLEY                           | (\$17.00)   | 10020210-56130                       | EXTERNAL SERVICES              | (\$17.00)   |
|                            | 2707-389523  | IDLER PULLEY                              | \$14.49     | 10020210-56130                       | EXTERNAL SERVICES              | \$14.49     |
|                            | 2707-389363  | PULLEY                                    | \$17.00     | 10020210-56130                       | EXTERNAL SERVICES              | \$17.00     |
|                            | 2707-384769  | BRAKE ROTOR, BRAKE PADS                   | \$226.57    | 10020210-56130                       | EXTERNAL SERVICES              | \$226.57    |
| Vendor Total:              |              |                                           |             |                                      |                                | \$241.06    |
| PACE SUPPLY CORPORATION    | 027117586-1  | PVC 80 SOCXFIP 90 ELL                     | \$14.54     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$14.54     |
|                            | 027119761    | PVC 80 SOCXFIP 90 ELL, BUSHING            | \$32.50     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$32.50     |
|                            | 027117586    | PVC PIPE                                  | \$81.26     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$81.26     |
|                            | 027117188    | MISC. ITEMS AS NEEDED                     | \$306.66    | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$306.66    |
|                            | 027132638    | GASKET RUBBER FULL FACE                   | \$15.43     | 82227113-80230                       | INFRASTRUCTURE                 | \$15.43     |
|                            | 027136607    | 6 BOLT SET PLTD                           | \$162.70    | 82227113-80230                       | INFRASTRUCTURE                 | \$162.70    |
|                            | 027131401    | GASKET RINGS                              | \$206.56    | 82227113-80230                       | INFRASTRUCTURE                 | \$206.56    |
|                            | 027108097-1  | REDUCER AC CL, FLG CROSS AC CL            | \$288.99    | 82227113-80230                       | INFRASTRUCTURE                 | \$288.99    |



# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name              | Invoice #       | Invoice Description                  | Invoice Amt | Account Detail and Allocation Detail |                                |                   |
|--------------------------|-----------------|--------------------------------------|-------------|--------------------------------------|--------------------------------|-------------------|
| PACE SUPPLY CORPORATION  | 027138448       | BALL VALVE, GALV MALL, L7 ULTRA FLEX | \$847.62    | 82227113-80230                       | INFRASTRUCTURE                 | \$847.62          |
|                          |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$1,956.26</b> |
| PETERSON TRUCKS INC      | 244880R         | PARTS & SERVICE REPAIRS AS NEE       | \$96.60     | 20324100-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$96.60           |
|                          | 244928R         | PARTS & SERVICE REPAIRS AS NEE       | \$117.00    | 20324100-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$117.00          |
|                          | 241564RX2       | PARTS & SERVICE REPAIRS AS NEE       | \$43.75     | 10521210-56130                       | EXTERNAL SERVICES              | \$43.75           |
|                          | 245517R         | PARTS & SERVICE REPAIRS AS NEE       | \$96.94     | 10521210-56130                       | EXTERNAL SERVICES              | \$96.94           |
|                          | 245675R         | PARTS & SERVICE REPAIRS AS NEE       | \$162.94    | 10521210-56130                       | EXTERNAL SERVICES              | \$162.94          |
|                          | 229747          | PARTS & SERVICE REPAIRS AS NEE       | \$250.00    | 10521210-56130                       | EXTERNAL SERVICES              | \$250.00          |
|                          | 245142R         | PARTS & SERVICE REPAIRS AS NEE       | \$275.87    | 10521210-56130                       | EXTERNAL SERVICES              | \$275.87          |
|                          | 245461R         | PARTS & SERVICE REPAIRS AS NEE       | \$276.82    | 10521210-56130                       | EXTERNAL SERVICES              | \$276.82          |
|                          | 245460R         | PARTS & SERVICE REPAIRS AS NEE       | \$921.52    | 10521210-56130                       | EXTERNAL SERVICES              | \$921.52          |
|                          | 245199R         | PARTS & SERVICE REPAIRS AS NEE       | \$13.79     | 84027221-56130                       | EXTERNAL SERVICES              | \$13.79           |
|                          | 245525R         | PARTS & SERVICE REPAIRS AS NEE       | \$22.76     | 84027221-56130                       | EXTERNAL SERVICES              | \$22.76           |
|                          | 245661R         | PARTS & SERVICE REPAIRS AS NEE       | \$148.07    | 84027221-56130                       | EXTERNAL SERVICES              | \$148.07          |
|                          | 245263R         | PARTS & SERVICE REPAIRS AS NEE       | \$199.24    | 84027221-56130                       | EXTERNAL SERVICES              | \$199.24          |
|                          | CM276994S       | PARTS & SERVICE REPAIRS AS NEE       | (\$422.00)  | 20324100-58510                       | REIMBURSABLE JOBS              | (\$422.00)        |
|                          | 245772R         | PARTS & SERVICE REPAIRS AS NEE       | \$34.15     | 20324100-58510                       | REIMBURSABLE JOBS              | \$34.15           |
|                          | 245772RX1       | PARTS & SERVICE REPAIRS AS NEE       | \$54.21     | 20324100-58510                       | REIMBURSABLE JOBS              | \$54.21           |
|                          | 244791R         | PARTS & SERVICE REPAIRS AS NEE       | \$54.94     | 20324100-58510                       | REIMBURSABLE JOBS              | \$54.94           |
|                          | 246133R         | PARTS & SERVICE REPAIRS AS NEE       | \$164.25    | 20324100-58510                       | REIMBURSABLE JOBS              | \$164.25          |
|                          | 244788R         | PARTS & SERVICE REPAIRS AS NEE       | \$316.36    | 20324100-58510                       | REIMBURSABLE JOBS              | \$316.36          |
|                          |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$2,827.21</b> |
| PFM ASSET MANAGEMENT LLC | SMA-M0621-24676 | FINANCIAL ADVISORY SERVICES          | \$2,759.59  | 20015100-52100                       | CONTRACTUAL SERVICES           | \$2,759.59        |
|                          | SMA-M0723-25233 | FINANCIAL ADVISORY SERVICES          | \$2,854.71  | 20015100-52100                       | CONTRACTUAL SERVICES           | \$2,854.71        |
|                          |                 |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$5,614.30</b> |
| PG&E CO                  | 7075-1 AUG 21   | PACIFIC GAS & ELECTRIC               | \$3.94      | 10022100-55210                       | UTILITIES                      | \$3.94            |
|                          | 1522-8 AUG 21   | PACIFIC GAS & ELECTRIC               | \$119.73    | 10521210-55210                       | UTILITIES                      | \$119.73          |

# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name                             | Invoice #     | Invoice Description                  | Invoice Amt | Account Detail and Allocation Detail |                                |                   |
|-----------------------------------------|---------------|--------------------------------------|-------------|--------------------------------------|--------------------------------|-------------------|
| PG&E CO                                 | 6124-2 AUG 21 | PACIFIC GAS & ELECTRIC               | \$1,426.16  | 10521210-55210                       | UTILITIES                      | \$1,426.16        |
|                                         |               |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$1,549.83</b> |
| PRESS DEMOCRAT                          | 27624         | EMPLOYMENT ADS                       | \$923.02    | 20016100-54162                       | ADVERTISING                    | \$923.02          |
|                                         |               |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$923.02</b>   |
| RAINBOW AGRICULTURAL SERVICES           | 305788/1      | YARDNEY PRESSURE DIFFERENTIAL SWITCH | \$568.59    | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$568.59          |
|                                         | 46703/1       | MIX OIL                              | \$17.62     | 10022100-56210                       | FUEL & FLUIDS                  | \$17.62           |
|                                         | 46704/1       | MIX OIL                              | \$76.10     | 10022100-56210                       | FUEL & FLUIDS                  | \$76.10           |
|                                         | 46586/1       | 2 STROKE FUEL                        | \$97.98     | 82027111-56210                       | FUEL & FLUIDS                  | \$97.98           |
|                                         | 296568/1      | LOCK NUT, WASHER, STUD, SLEEVE       | \$48.86     | 10024620-54120                       | PW - SPECIAL SUPPLIES          | \$48.86           |
|                                         | 46756/1       | BAR OIL WOODCUTTER                   | \$14.14     | 10022100-54100                       | SUPPLIES                       | \$14.14           |
|                                         | 46701/1       | AIR FILTERS                          | \$15.22     | 10022100-54100                       | SUPPLIES                       | \$15.22           |
|                                         | 46314/1       | BASE REPLACEMENTS, TRIMMER LINE      | \$40.26     | 10022100-54100                       | SUPPLIES                       | \$40.26           |
|                                         |               |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$878.77</b>   |
| REDWOOD COAST FUELS                     | 2265539       | CARDLOCK FUEL PURCHASES              | \$109.80    | 20824300-56210                       | FUEL & FLUIDS                  | \$109.80          |
|                                         | 2209814       | CARDLOCK FUEL PURCHASES              | \$787.03    | 20824300-56210                       | FUEL & FLUIDS                  | \$787.03          |
|                                         |               |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$896.83</b>   |
| REDWOOD EMPIRE MUNICIPAL INSURANCE FUND | INV-003929    | ADP, AUDIT OF VEHICLES               | \$1,521.59  | 20216200-52527                       | A.D.P. PREMIUM & DEDUCTIBLE    | \$1,521.59        |
|                                         | INV-003902    | CDT/DOT PASS-THROUGH                 | \$2,986.00  | 20016100-54166                       | DOT TESTING PROGRAM            | \$2,986.00        |
|                                         |               |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$4,507.59</b> |
| REDWOOD FORD                            | 336336        | FILTER                               | \$52.18     | 10020210-56130                       | EXTERNAL SERVICES              | \$52.18           |
|                                         | 336305        | ELEMENT KIT                          | \$5.95      | 20822500-56130                       | EXTERNAL SERVICES              | \$5.95            |
|                                         | 336308        | ELEMENT KIT, MOTORCRAFT SEAL         | \$59.71     | 20822500-56130                       | EXTERNAL SERVICES              | \$59.71           |
|                                         | 336045        | AERIAL ASY, GRILLE                   | \$140.66    | 84027225-56130                       | EXTERNAL SERVICES              | \$140.66          |
|                                         |               |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$258.50</b>   |
| REDWOOD TREE SERVICE STATIONS INC       | AUG 21        | CAR WASHES & INTERIOR CLEANING       | \$456.00    | 10020210-56130                       | EXTERNAL SERVICES              | \$363.00          |
|                                         |               |                                      |             | 10024210-56130                       | EXTERNAL SERVICES              | \$62.00           |
|                                         |               |                                      |             | 20324100-56130                       | EXTERNAL SERVICES              | \$31.00           |
|                                         |               |                                      |             |                                      | <b>Vendor Total:</b>           | <b>\$456.00</b>   |

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## Invoices

| Vendor Name              | Invoice #    | Invoice Description                         | Invoice Amt | Account Detail and Allocation Detail |                          |             |
|--------------------------|--------------|---------------------------------------------|-------------|--------------------------------------|--------------------------|-------------|
| REOA LTD                 | 36           | OFFICIATING OF ADULT SOFTBALL               | \$1,755.00  | 10022822-52100                       | CONTRACTUAL SERVICES     | \$1,755.00  |
|                          |              |                                             |             |                                      | Vendor Total:            | \$1,755.00  |
| RICHARD THORNTON         | 0000013096   | TELEPHONE PRODUCTS & SERVICES               | \$125.00    | 20913900-54320                       | SOFTWARE                 | \$125.00    |
|                          | 0000013097   | TELEPHONE PRODUCTS & SERVICES               | \$125.00    | 20913900-54320                       | SOFTWARE                 | \$125.00    |
|                          | 0000013098   | TELEPHONE PRODUCTS & SERVICES               | \$125.00    | 20913900-54320                       | SOFTWARE                 | \$125.00    |
|                          | 0000013094   | TELEPHONE PRODUCTS & SERVICES               | \$180.56    | 20913900-54320                       | SOFTWARE                 | \$180.56    |
|                          | 0000013095   | TELEPHONE PRODUCTS & SERVICES               | \$1,379.20  | 20913900-54320                       | SOFTWARE                 | \$1,379.20  |
|                          |              |                                             |             |                                      | Vendor Total:            | \$1,934.76  |
| RONALD ROYSUM            | RS2172       | REGISTRATION - SELVITELLA                   | \$1,000.00  | 10521210-57100                       | LEARNING AND DEVELOPMENT | \$1,000.00  |
|                          | RS2174       | RESCUE EQUIPMENT                            | \$600.00    | 10521210-54102                       | SMALL TOOLS              | \$600.00    |
|                          |              |                                             |             |                                      | Vendor Total:            | \$1,600.00  |
| SNAP-ON INDUSTRIAL       | ARV/49467554 | MINI PACK SET, RED MIX FILE SET, DR SER SET | \$622.25    | 20324100-54102                       | SMALL TOOLS              | \$181.51    |
|                          |              |                                             |             | 82027111-54102                       | SMALL TOOLS              | \$440.74    |
|                          | ARV/49505285 | MULTI POSITION RATCHET                      | \$93.95     | 82027114-54102                       | SMALL TOOLS              | \$93.95     |
|                          |              |                                             |             |                                      | Vendor Total:            | \$716.20    |
| SOLID WASTES SYSTEMS INC | 466021       | MISC. DUMP FEES                             | \$1,067.33  | 10024620-54120                       | PW - SPECIAL SUPPLIES    | \$1,067.33  |
|                          | AUG 21       | MISC. DUMP FEES                             | \$48,261.42 | 90200000-52170                       | UKIAH WASTE SOLUTIONS    | \$48,261.42 |
|                          |              |                                             |             |                                      | Vendor Total:            | \$49,328.75 |
| STAPLES CREDIT PLAN      | 7336071626-0 | TONER                                       | \$698.34    | 10020210-54100                       | SUPPLIES                 | \$698.34    |
|                          | 7335948304-0 | 2X8 DESK SIGN SLIDE                         | \$11.20     | 10023100-54100                       | SUPPLIES                 | \$11.20     |
|                          | 7335948304-0 | WALL SIGN HOLDER                            | \$11.70     | 10023100-54100                       | SUPPLIES                 | \$11.70     |
|                          | 7335784589-0 | FILING CABINET                              | \$295.58    | 10023320-54100                       | SUPPLIES                 | \$295.58    |
|                          | 7335700512-0 | 2000PLUS GREEN PAID, RUBBERBANDS, ACCUSTAMP | \$17.08     | 10521210-54100                       | SUPPLIES                 | \$17.08     |
|                          | 7337683647-0 | FILE BOXES                                  | \$47.69     | 20012200-54100                       | SUPPLIES                 | \$47.69     |
|                          | 7337087094-0 | FACE MASKS                                  | \$182.26    | 20012200-54100                       | SUPPLIES                 | \$182.26    |
|                          | 7337126155-0 | LYSOL WIPES                                 | \$272.08    | 20012200-54100                       | SUPPLIES                 | \$272.08    |

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## Invoices

| Vendor Name                      | Invoice #    | Invoice Description            | Invoice Amt | Account Detail and Allocation Detail |                                |                   |
|----------------------------------|--------------|--------------------------------|-------------|--------------------------------------|--------------------------------|-------------------|
| STAPLES CREDIT PLAN              | 7337087094-0 | GLOVES                         | \$541.67    | 20012200-54100                       | SUPPLIES                       | \$541.67          |
|                                  | 7336913102-0 | 12 DIGIT CALCULATOR            | \$70.75     | 20513300-54100                       | SUPPLIES                       | \$70.75           |
|                                  |              |                                |             |                                      | <b>Vendor Total:</b>           | <b>\$2,148.35</b> |
| STATE CONTROLLER'S OFFICE        | DV091521     | FEE / CONFIRMATION OF PAYMENTS | \$150.00    | 20013400-52100                       | CONTRACTUAL SERVICES           | \$150.00          |
|                                  | FBT-00004079 | ADMIN FEES                     | \$4.25      | 64020213-54100                       | SUPPLIES                       | \$4.25            |
|                                  |              |                                |             |                                      | <b>Vendor Total:</b>           | <b>\$154.25</b>   |
| TASC                             | IN2115931    | COMPLIANCE FEE ASSESSMENT      | \$250.00    | 20016100-52151                       | EMPLOYEE BENEFIT ADMIN FEES    | \$250.00          |
|                                  |              |                                |             |                                      | <b>Vendor Total:</b>           | <b>\$250.00</b>   |
| THURSTON CHRYSLER DODGE JEEP RAM | 21109        | AC SHOCK SUSPENSION            | \$272.71    | 10020210-56130                       | EXTERNAL SERVICES              | \$272.71          |
|                                  | 21154        | FILTERS                        | \$261.75    | 80026110-56130                       | EXTERNAL SERVICES              | \$261.75          |
|                                  | 21133        | FILTERS                        | \$381.15    | 20324100-58510                       | REIMBURSABLE JOBS              | \$381.15          |
|                                  |              |                                |             |                                      | <b>Vendor Total:</b>           | <b>\$915.61</b>   |
| TOTAL COMPENSATION SYSTEMS, INC  | 9854         | GASB 68 REPORTING SERVICES FOR | \$1,000.00  | 20013400-52100                       | CONTRACTUAL SERVICES           | \$1,000.00        |
|                                  |              |                                |             |                                      | <b>Vendor Total:</b>           | <b>\$1,000.00</b> |
| TRI-VALLEY PAINTS                | 1-97161      | PAINT SUPPLIES                 | \$21.73     | 82027111-56130                       | EXTERNAL SERVICES              | \$21.73           |
|                                  | 1-97160      | PAINT SUPPLIES                 | \$366.64    | 82027111-56130                       | EXTERNAL SERVICES              | \$366.64          |
|                                  |              |                                |             |                                      | <b>Vendor Total:</b>           | <b>\$388.37</b>   |
| TUFTS POLYGRAPH & INVESTIGATION  | 2021-637(B)  | POLYGRAPH & INVESTIGATION SERV | \$170.00    | 10020210-54161                       | BACKGROUND & PHYSICALS         | \$170.00          |
|                                  | 2021-640(B)  | POLYGRAPH & INVESTIGATION SERV | \$170.00    | 10020210-54161                       | BACKGROUND & PHYSICALS         | \$170.00          |
|                                  |              |                                |             |                                      | <b>Vendor Total:</b>           | <b>\$340.00</b>   |
| UKIAH AUTO PARTS                 | 226708       | SEAL LD ACID BATTERY           | \$61.71     | 20822500-56300                       | BUILDING MAINT. & REPAIR       | \$61.71           |
|                                  | 224947       | 42 CREEPERWHRST                | \$138.15    | 10521210-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$138.15          |
|                                  | 224291       | GLAD HAND SEAL CLOSE           | \$2.70      | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$2.70            |
|                                  | 226605       | SUPER HC IND V BELT            | \$22.20     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$22.20           |
|                                  | 226611       | SUPER HC IND VBELT             | \$88.80     | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$88.80           |
|                                  | 225442       | LENS RESTORATION SYSTEM        | \$26.94     | 10020210-56130                       | EXTERNAL SERVICES              | \$26.94           |
|                                  | 228359       | OIL/FUEL/AIR/HYDRAULIC FILTERS | \$200.13    | 10022100-56130                       | EXTERNAL SERVICES              | \$200.13          |

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## Invoices

| Vendor Name                  | Invoice #  | Invoice Description          | Invoice Amt | Account Detail and Allocation Detail |                           |             |
|------------------------------|------------|------------------------------|-------------|--------------------------------------|---------------------------|-------------|
| UKIAH AUTO PARTS             | 224197     | FUEL/OIL FILTERS             | \$118.53    | 10024620-56130                       | EXTERNAL SERVICES         | \$118.53    |
|                              | 224279     | LAMP                         | \$14.37     | 10521210-56130                       | EXTERNAL SERVICES         | \$14.37     |
|                              | 226685     | OIL FILTER                   | \$16.48     | 10521210-56130                       | EXTERNAL SERVICES         | \$16.48     |
|                              | 228562     | BATTERY                      | \$136.34    | 20822500-56130                       | EXTERNAL SERVICES         | \$136.34    |
|                              | 224232     | BATTCABLE TERMINAL           | \$30.96     | 80026110-56130                       | EXTERNAL SERVICES         | \$30.96     |
|                              | 227589     | HORN                         | \$20.13     | 84027225-56130                       | EXTERNAL SERVICES         | \$20.13     |
|                              | 224799     | CAR WAX, MEGUIARS TIRE WET   | \$33.59     | 82027114-54100                       | SUPPLIES                  | \$33.59     |
| Vendor Total:                |            |                              |             |                                      |                           | \$911.03    |
| UKIAH DAILY JOURNAL          | 0006599987 | PUBLISHING SERVICES FY 21/22 | \$469.47    | 20016100-54162                       | ADVERTISING               | \$469.47    |
|                              | 0006598776 | PUBLISHING SERVICES FY 21/22 | \$597.89    | 20016100-54162                       | ADVERTISING               | \$597.89    |
|                              | 0006592846 | PUBLISHING SERVICES FY 21/22 | \$598.67    | 20016100-54162                       | ADVERTISING               | \$598.67    |
|                              | 0006598040 | PUBLISHING SERVICES FY 21/22 | \$655.36    | 20016100-54162                       | ADVERTISING               | \$655.36    |
|                              | 0006598785 | PUBLISHING SERVICES FY 21/22 | \$669.57    | 20016100-54162                       | ADVERTISING               | \$669.57    |
|                              | 0006602524 | PUBLISHING SERVICES FY 21/22 | \$148.85    | 10023100-52515                       | ADVERTISING & PUBLICATION | \$148.85    |
|                              | 0006596738 | PUBLISHING SERVICES FY 21/22 | \$204.88    | 10023100-52515                       | ADVERTISING & PUBLICATION | \$204.88    |
|                              | 0006599529 | PUBLISHING SERVICES FY 21/22 | \$264.04    | 10023100-52515                       | ADVERTISING & PUBLICATION | \$264.04    |
|                              | 0006601552 | PUBLISHING SERVICES FY 21/22 | \$166.74    | 10521210-52150                       | LEGAL SERVICES/ EXPENSES  | \$166.74    |
|                              | 0006601847 | PUBLISHING SERVICES FY 21/22 | \$70.99     | 20012500-52150                       | LEGAL SERVICES/ EXPENSES  | \$70.99     |
|                              | 0006599197 | PUBLISHING SERVICES FY 21/22 | \$206.05    | 20012500-52150                       | LEGAL SERVICES/ EXPENSES  | \$206.05    |
| Vendor Total:                |            |                              |             |                                      |                           | \$4,052.51  |
| UKIAH ROUND TREE GLASS       | 169714     | VEHICLE WINDOW               | \$280.90    | 10020210-56130                       | EXTERNAL SERVICES         | \$280.90    |
| Vendor Total:                |            |                              |             |                                      |                           | \$280.90    |
| UKIAH VALLEY SANITATION DIST | DV063021   | YEAR-END COST SHARE REFUND   | \$35,038.00 | 84000000-44734                       | UVSD CHARGES              | \$35,038.00 |
| Vendor Total:                |            |                              |             |                                      |                           | \$35,038.00 |
| UKIAH WASTE SOLUTIONS INC    | 465899     | BIOSOLID REMOVAL             | \$8,401.12  | 84027225-52100                       | CONTRACTUAL SERVICES      | \$8,401.12  |
| Vendor Total:                |            |                              |             |                                      |                           | \$8,401.12  |
| US BANK                      | 12843727   | BANK FEES                    | \$1,597.00  | 20015100-52100                       | CONTRACTUAL SERVICES      | \$1,297.00  |
|                              |            |                              |             | 96995601-52100                       | CONTRACTUAL SERVICES      | \$150.00    |

# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name                        | Invoice #   | Invoice Description        | Invoice Amt  | Account Detail and Allocation Detail |                                |             |
|------------------------------------|-------------|----------------------------|--------------|--------------------------------------|--------------------------------|-------------|
| US BANK                            | 12843727    | BANK FEES                  | \$1,597.00   | 96995669-52100                       | CONTRACTUAL SERVICES           | \$150.00    |
|                                    |             |                            |              |                                      | Vendor Total:                  | \$1,597.00  |
| US BANK CORPORATE PAYMENT SERVICES | AUG 21      | CAL CARD PURCHASES         | \$2,255.88   | 10521210-56300                       | BUILDING MAINT. & REPAIR       | \$36.97     |
|                                    |             |                            |              | 10521210-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$87.08     |
|                                    |             |                            |              | 10521210-57100                       | LEARNING AND DEVELOPMENT       | \$1,321.28  |
|                                    |             |                            |              | 10521210-54102                       | SMALL TOOLS                    | \$90.54     |
|                                    |             |                            |              | 10521210-54320                       | SOFTWARE                       | \$63.63     |
|                                    |             |                            |              | 10521210-54100                       | SUPPLIES                       | (\$109.90)  |
|                                    |             |                            |              | 10521210-54100                       | SUPPLIES                       | \$748.08    |
|                                    |             |                            |              | 10521210-55100                       | TELEPHONE                      | \$18.20     |
|                                    |             |                            |              |                                      | Vendor Total:                  | \$2,255.88  |
| VINCENTE MARTINEZ                  | BA FY 21/22 | BOOT ALLOWANCE             | \$150.00     | 82027111-54100                       | SUPPLIES                       | \$150.00    |
|                                    |             |                            |              |                                      | Vendor Total:                  | \$150.00    |
| WAHLUND CONSTRUCTION INC           | 1920217 RET | CONTRACT 1920217 RETAINAGE | \$231,654.13 | 80100000-20150                       | AP CONTRACT RETAINAGE          | \$5,283.50  |
|                                    |             |                            |              | 80100000-20150                       | AP CONTRACT RETAINAGE          | \$18,930.84 |
|                                    |             |                            |              | 80100000-20150                       | AP CONTRACT RETAINAGE          | \$22,315.59 |
|                                    |             |                            |              | 82200000-20150                       | AP CONTRACT RETAINAGE          | \$65.72     |
|                                    |             |                            |              | 82200000-20150                       | AP CONTRACT RETAINAGE          | \$103.31    |
|                                    |             |                            |              | 82200000-20150                       | AP CONTRACT RETAINAGE          | \$1,002.41  |
|                                    |             |                            |              | 82200000-20150                       | AP CONTRACT RETAINAGE          | \$1,310.69  |
|                                    |             |                            |              | 82200000-20150                       | AP CONTRACT RETAINAGE          | \$2,984.63  |
|                                    |             |                            |              | 82200000-20150                       | AP CONTRACT RETAINAGE          | \$3,764.38  |
|                                    |             |                            |              | 82200000-20150                       | AP CONTRACT RETAINAGE          | \$7,484.76  |
|                                    |             |                            |              | 82200000-20150                       | AP CONTRACT RETAINAGE          | \$13,573.38 |
|                                    |             |                            |              | 82200000-20150                       | AP CONTRACT RETAINAGE          | \$14,045.97 |
|                                    |             |                            |              | 82200000-20150                       | AP CONTRACT RETAINAGE          | \$14,606.83 |
|                                    |             |                            |              | 82200000-20150                       | AP CONTRACT RETAINAGE          | \$20,091.83 |

# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name                | Invoice #   | Invoice Description             | Invoice Amt  | Account Detail and Allocation Detail |                          |             |
|----------------------------|-------------|---------------------------------|--------------|--------------------------------------|--------------------------|-------------|
| WAHLUND CONSTRUCTION INC   | 1920217 RET | CONTRACT 1920217 RETAINAGE      | \$231,654.13 | 82200000-20150                       | AP CONTRACT RETAINAGE    | \$20,922.34 |
|                            |             |                                 |              | 84400000-20150                       | AP CONTRACT RETAINAGE    | \$509.44    |
|                            |             |                                 |              | 84400000-20150                       | AP CONTRACT RETAINAGE    | \$1,002.41  |
|                            |             |                                 |              | 84400000-20150                       | AP CONTRACT RETAINAGE    | \$2,939.29  |
|                            |             |                                 |              | 84400000-20150                       | AP CONTRACT RETAINAGE    | \$3,895.57  |
|                            |             |                                 |              | 84400000-20150                       | AP CONTRACT RETAINAGE    | \$6,033.75  |
|                            |             |                                 |              | 84400000-20150                       | AP CONTRACT RETAINAGE    | \$6,580.88  |
|                            |             |                                 |              | 84400000-20150                       | AP CONTRACT RETAINAGE    | \$8,082.20  |
|                            |             |                                 |              | 84400000-20150                       | AP CONTRACT RETAINAGE    | \$10,691.19 |
|                            |             |                                 |              | 84400000-20150                       | AP CONTRACT RETAINAGE    | \$13,275.21 |
|                            |             |                                 |              | 84400000-20150                       | AP CONTRACT RETAINAGE    | \$13,379.53 |
|                            |             |                                 |              | 84400000-20150                       | AP CONTRACT RETAINAGE    | \$18,778.48 |
| Vendor Total: \$231,654.13 |             |                                 |              |                                      |                          |             |
| WALMART COMMUNITY          | 02200       | RESCUE TRAINING SUPPLIES - WWTP | \$15.72      | 84027225-57100                       | LEARNING AND DEVELOPMENT | \$15.72     |
|                            | 09386       | RESCUE TRAINING SUPPLIES - WWTP | \$189.06     | 84027225-57100                       | LEARNING AND DEVELOPMENT | \$189.06    |
|                            | 04063       | PD MISC SUPPLIES                | \$68.83      | 10020210-54100                       | SUPPLIES                 | \$68.83     |
|                            | 04271       | PD BBQ SUPPLIES                 | \$178.29     | 10020214-54100                       | SUPPLIES                 | \$178.29    |
|                            | 01905       | DAYCAMP - COVID                 | \$37.95      | 10022840-54100                       | SUPPLIES                 | \$37.95     |
|                            | 01646       | DAYCAMP                         | \$68.84      | 10022840-54100                       | SUPPLIES                 | \$68.84     |
|                            | 295161931   | DAYCAMP                         | \$203.95     | 10022840-54100                       | SUPPLIES                 | \$203.95    |
|                            | 04985       | DAYCAMP                         | \$232.37     | 10022840-54100                       | SUPPLIES                 | \$232.37    |
|                            | 01569       | ELECTRIC DEPT SUPPLIES          | \$71.92      | 80026120-54100                       | SUPPLIES                 | \$71.92     |
| Vendor Total: \$1,066.93   |             |                                 |              |                                      |                          |             |
| WEX BANK                   | 73851835    | FUEL FOR POLICE                 | \$993.77     | 10020210-56210                       | FUEL & FLUIDS            | \$993.77    |
| Vendor Total: \$993.77     |             |                                 |              |                                      |                          |             |
| WYATT IRRIGATION CO        | 297943 01   | PVC                             | \$15.58      | 10022100-54100                       | SUPPLIES                 | \$15.58     |
| Vendor Total: \$15.58      |             |                                 |              |                                      |                          |             |
| XEROX CORP                 | 014268260   | COPIER LEASE - SEE ADD'L DESCR  | \$110.43     | 73022600-52100                       | CONTRACTUAL SERVICES     | \$110.43    |

# List of Checks Presented for Approval on 9/17/2021

## Invoices

| Vendor Name            | Invoice #     | Invoice Description            | Invoice Amt | Account Detail and Allocation Detail |                          |              |
|------------------------|---------------|--------------------------------|-------------|--------------------------------------|--------------------------|--------------|
| XEROX CORP             | 014268259     | COPIER LEASE - SEE ADD'L DESCR | \$458.37    | 10020210-54500                       | EQUIP RENTS AND LEASES   | \$320.86     |
|                        |               |                                |             | 20620231-54500                       | EQUIP RENTS AND LEASES   | \$91.68      |
|                        |               |                                |             | 64020213-54500                       | EQUIP RENTS AND LEASES   | \$45.83      |
|                        | 014268257     | COPIER LEASE - SEE ADD'L DESCR | \$458.37    | 20012200-54500                       | EQUIP RENTS AND LEASES   | \$458.37     |
|                        | 014268258     | COPIER LEASE - SEE ADD'L DESCR | \$518.54    | 20012200-54500                       | EQUIP RENTS AND LEASES   | \$518.54     |
|                        | Vendor Total: |                                |             |                                      |                          | \$1,545.71   |
|                        | YSI INC       | 884814                         | ORP PROBE   | \$348.69                             | 84027225-54103           | LAB SUPPLIES |
| Vendor Total: \$348.69 |               |                                |             |                                      |                          |              |
| ZAB ENTERPRISES INC    | AUG 21        | PROVIDE MISC. FOOD DISHES AS N | \$107.50    | 84027225-57100                       | LEARNING AND DEVELOPMENT | \$107.50     |
|                        | AUG 21 CC     | PROVIDE MISC. FOOD DISHES AS N | \$624.69    | 73022600-54100                       | SUPPLIES                 | \$624.69     |
|                        | Vendor Total: |                                |             |                                      |                          | \$732.19     |
| INVOICE TOTAL:         |               |                                |             |                                      |                          | \$592,320.30 |



# List of Checks Presented for Approval on 9/24/2021

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

*Sgt. S. S. S.*

*D. R. J.*

CR 9/21/21

Signature

## Invoices

| Vendor Name                       | Invoice #        | Invoice Description                               | Invoice Amt | Account Detail and Allocation Detail |                                |             |
|-----------------------------------|------------------|---------------------------------------------------|-------------|--------------------------------------|--------------------------------|-------------|
| ACCURATE FORKLIFT INC             | 011078767        | USED 2006 KOMATSU #FG25ST 5000                    | \$13,500.50 | 20822500-80100                       | MACHINERY & EQUIPMENT          | \$13,500.50 |
|                                   |                  |                                                   |             |                                      | Vendor Total:                  | \$13,500.50 |
| AIMEE SHIELDS                     | SEPT-2021        | TRANSCRIPTION SERVICES FOR POLICE                 | \$246.40    | 63520210-52100                       | CONTRACTUAL SERVICES           | \$246.40    |
|                                   |                  |                                                   |             |                                      | Vendor Total:                  | \$246.40    |
| AIRGAS INC                        | 9117094304       | UN1956 COMPRESSED GAS                             | \$152.99    | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$152.99    |
|                                   |                  |                                                   |             |                                      | Vendor Total:                  | \$152.99    |
| ALL STAR FIRE EQUIPMENT, INC      | 230020           | FRESH GEAR FG350-GC CONCENTRATED CLEANING         | \$109.62    | 10521210-54106                       | SPECIALTY SUPPLIES             | \$109.62    |
|                                   |                  |                                                   |             |                                      | Vendor Total:                  | \$109.62    |
| ALPHA ANALYTICAL LABORATORIES INC | 1084841-UKIAHSTP | MISC TESTS FOR QUARTERLY GROUND                   | \$1,275.00  | 84027225-52100                       | CONTRACTUAL SERVICES           | \$1,275.00  |
|                                   |                  |                                                   |             |                                      | Vendor Total:                  | \$1,275.00  |
| AMAZON CAPITAL SERVICES           | 1CWV-K9HG-7YYH   | USB CHARGER SOCKET                                | \$26.11     | 10521210-56130                       | EXTERNAL SERVICES              | \$26.11     |
|                                   | 1PHN-PKP6-DPNY   | OIL CHANGE KIT, IGNITION KEY SWITCH               | \$278.07    | 77725200-56130                       | EXTERNAL SERVICES              | \$278.07    |
|                                   | 1D4L-KLWD-9YPM   | FUSE COOPER PACK                                  | \$144.57    | 80000000-12104                       | INVENTORY - PURCHASES          | \$144.57    |
|                                   | 1PRX-4VFR-3N9F   | VEHICLE DECORATIONS                               | \$46.81     | 90000000-23219                       | PUMPKINFEST                    | \$46.81     |
|                                   | 1HPP-3DXR-49QQ   | BATTERY PACKS                                     | \$117.54    | 10020210-54100                       | SUPPLIES                       | \$117.54    |
|                                   | 1PYY-1WTN-JT97   | OFFICE CHAIR MAT                                  | \$76.13     | 20013210-54100                       | SUPPLIES                       | \$76.13     |
|                                   | 11KK-MG1K-ML1N   | 21-22 PLANNER                                     | \$14.68     | 20324100-54100                       | SUPPLIES                       | \$14.68     |
|                                   | 1HYX-1PFR-79RL   | THINKPAD DOCK                                     | \$423.52    | 20413520-54100                       | SUPPLIES                       | \$423.52    |
|                                   | 1WW7-RLFY-3N6K   | WIRELESS KEYBOARDS WITH MOUSE COMBO               | \$130.36    | 20913900-54100                       | SUPPLIES                       | \$130.36    |
|                                   | 1F13-6JMN-9WYV   | HP TONER CARTRIDGES                               | \$421.18    | 73022600-54100                       | SUPPLIES                       | \$421.18    |
|                                   | 1DDX-VN9P-G3H7   | SOLAR POST LIGHT PACKS, DESKTOP MICROPHONE STANDS | \$825.35    | 77725200-54100                       | SUPPLIES                       | \$825.35    |
|                                   |                  |                                                   |             |                                      | Vendor Total:                  | \$2,504.32  |

# List of Checks Presented for Approval on 9/24/2021

## Invoices

| Vendor Name              | Invoice #           | Invoice Description              | Invoice Amt | Account Detail and Allocation Detail |                             |                   |
|--------------------------|---------------------|----------------------------------|-------------|--------------------------------------|-----------------------------|-------------------|
| AP TRITON CONSULTING LLC | 2021-168            | CONSULTINGS SERVICES FOR PHEMS   | \$5,000.00  | 71021100-52100                       | CONTRACTUAL SERVICES        | \$5,000.00        |
|                          |                     |                                  |             |                                      | <b>Vendor Total:</b>        | <b>\$5,000.00</b> |
| AT&T                     | 000017048390        | FIBER INTERNET                   | \$1,584.76  | 20913900-52601                       | DATA STORAGE & CONNECTIVITY | \$1,584.76        |
|                          | 000016978486        | T1 TO INTERNET FOR DOJ/CLETS     | \$301.86    | 10020210-55100                       | TELEPHONE                   | \$150.93          |
|                          |                     |                                  |             | 20620231-55100                       | TELEPHONE                   | \$150.93          |
|                          | 000017010761        | T1 TO INTERNET                   | \$573.75    | 20913900-55100                       | TELEPHONE                   | \$573.75          |
|                          | 000017011158        | TELEPHONE SERVICES               | \$5,239.60  | 20913900-55100                       | TELEPHONE                   | \$5,239.60        |
|                          | 1718 SEP 21         | CC TERMINAL                      | \$240.49    | 77725200-55100                       | TELEPHONE                   | \$240.49          |
|                          |                     |                                  |             |                                      | <b>Vendor Total:</b>        | <b>\$7,940.46</b> |
| AT&T MOBILITY            | 832118877X0 9142021 | DATA & VOICE CELL PHONES         | \$357.05    | 10020210-55100                       | TELEPHONE                   | \$130.29          |
|                          |                     |                                  |             | 20620231-55100                       | TELEPHONE                   | \$15.10           |
|                          |                     |                                  |             | 77725200-55100                       | TELEPHONE                   | \$35.69           |
|                          |                     |                                  |             | 80026400-55100                       | TELEPHONE                   | \$86.46           |
|                          |                     |                                  |             | 82027110-55100                       | TELEPHONE                   | \$15.10           |
|                          |                     |                                  |             | 82027111-55100                       | TELEPHONE                   | \$44.21           |
|                          |                     |                                  |             | 84027221-55100                       | TELEPHONE                   | \$30.20           |
|                          | 830256361X0 9142021 | APN MODEMS                       | \$559.50    | 10020210-55100                       | TELEPHONE                   | \$559.50          |
|                          | 875108535X0 9142021 | VOICE & DATA CELL PHONES         | \$37.74     | 84027221-55100                       | TELEPHONE                   | \$37.74           |
|                          |                     |                                  |             |                                      | <b>Vendor Total:</b>        | <b>\$954.29</b>   |
| AVFUEL CORPORATION       | 15326683            | JET A FUEL                       | \$2,298.72  | 77725200-58401                       | AVIATION FUEL               | \$2,298.72        |
|                          |                     |                                  |             |                                      | <b>Vendor Total:</b>        | <b>\$2,298.72</b> |
| BADGER METER INC         | 1457392             | PLATE STRAINER                   | \$573.34    | 82027114-54100                       | SUPPLIES                    | \$573.34          |
|                          |                     |                                  |             |                                      | <b>Vendor Total:</b>        | <b>\$573.34</b>   |
| BEST BEST & KRIEGER LLP  | 913784              | RDA LEGAL SERVICES AS NEEDED     | \$270.44    | 96917200-52100                       | CONTRACTUAL SERVICES        | \$270.44          |
|                          |                     |                                  |             |                                      | <b>Vendor Total:</b>        | <b>\$270.44</b>   |
| BOUND TREE MEDICAL LLC   | 84208318            | EMS SUPPLIES                     | \$21.51     | 10521210-54107                       | EMS SUPPLIES                | \$21.51           |
|                          |                     |                                  |             |                                      | <b>Vendor Total:</b>        | <b>\$21.51</b>    |
| BUSINESS CARD            | 21531659            | REFRESH EDGE WATER BOTTLES       | \$585.22    | 20012300-52510                       | ADVERTISING & PROMOTION     | \$585.22          |
|                          | SF-D 25215          | JOB ADVERTISMENT - HORTICULURIST | \$49.00     | 10022100-52100                       | CONTRACTUAL SERVICES        | \$49.00           |
|                          | 681043              | GFOA - BAP SUBMISSION FEE        | \$345.00    | 20013400-52100                       | CONTRACTUAL SERVICES        | \$345.00          |

# List of Checks Presented for Approval on 9/24/2021

## Invoices

| Vendor Name   | Invoice #          | Invoice Description                          | Invoice Amt | Account Detail and Allocation Detail |                                |            |
|---------------|--------------------|----------------------------------------------|-------------|--------------------------------------|--------------------------------|------------|
| BUSINESS CARD | SF-D 23990         | FLECK 5600 METER ASSEMBLY                    | \$149.00    | 90000000-20231                       | COUNTY MENTAL HEALTH .5%       | (\$0.75)   |
|               |                    |                                              |             | 90000000-23252                       | DISTRICT USE TAX-LIBRARIES     | (\$0.17)   |
|               |                    |                                              |             | 90000000-23237                       | DISTRICT USE TAX-MEASURE S     | (\$0.75)   |
|               |                    |                                              |             | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$13.23    |
|               |                    |                                              |             | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$149.00   |
|               |                    |                                              |             | 90000000-23028                       | MEASURE Y DISTRICT TAX         | (\$0.75)   |
|               |                    |                                              |             | 90000000-23013                       | STATE USE TAX LIABILITY        | (\$10.81)  |
|               |                    |                                              |             | 90000000-20231                       | COUNTY MENTAL HEALTH .5%       | (\$1.12)   |
|               |                    |                                              |             | 90000000-23252                       | DISTRICT USE TAX-LIBRARIES     | (\$0.26)   |
|               |                    |                                              |             | 90000000-23237                       | DISTRICT USE TAX-MEASURE S     | (\$1.12)   |
|               | SF-D 22902         | DYMO M1011 STAINLESS STEEL LABEL             | \$228.79    | 90000000-23028                       | MEASURE Y DISTRICT TAX         | (\$1.12)   |
|               |                    |                                              |             | 90000000-23013                       | STATE USE TAX LIABILITY        | (\$16.16)  |
|               |                    |                                              |             | 80026120-54100                       | SUPPLIES                       | \$19.78    |
|               |                    |                                              |             | 80026120-54100                       | SUPPLIES                       | \$228.79   |
|               |                    |                                              |             | 20620231-56120                       | EQUIPMENT MAINTENANCE & REPAIR | (\$20.66)  |
|               |                    |                                              |             | 82027114-56130                       | EXTERNAL SERVICES              | \$604.10   |
|               |                    |                                              |             | 84027221-56130                       | EXTERNAL SERVICES              | \$79.09    |
|               |                    |                                              |             | 84027221-56130                       | EXTERNAL SERVICES              | \$525.00   |
|               |                    |                                              |             | 80000000-12104                       | INVENTORY - PURCHASES          | \$1,399.92 |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | (\$70.00)  |
|               | 3627465-1630519047 | REGISTRATION - M KEIZER                      | \$50.00     | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$50.00    |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               | WD76031345         | RETURN - HAMPTON BAY TOE KICK IN MEDIUM OAK  | (\$20.66)   | 20620231-56120                       | EQUIPMENT MAINTENANCE & REPAIR | (\$20.66)  |
|               |                    |                                              |             | 82027114-56130                       | EXTERNAL SERVICES              | \$604.10   |
|               |                    |                                              |             | 84027221-56130                       | EXTERNAL SERVICES              | \$79.09    |
|               |                    |                                              |             | 84027221-56130                       | EXTERNAL SERVICES              | \$525.00   |
|               |                    |                                              |             | 80000000-12104                       | INVENTORY - PURCHASES          | \$1,399.92 |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | (\$70.00)  |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$50.00    |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               | F214165            | ADS #7650-16-LH-BM-SL 16" ROLLER             | \$1,208.19  | 82027114-56130                       | EXTERNAL SERVICES              | \$604.10   |
|               |                    |                                              |             | 84027221-56130                       | EXTERNAL SERVICES              | \$79.09    |
|               |                    |                                              |             | 84027221-56130                       | EXTERNAL SERVICES              | \$525.00   |
|               |                    |                                              |             | 80000000-12104                       | INVENTORY - PURCHASES          | \$1,399.92 |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | (\$70.00)  |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$50.00    |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               | 13657691           | (-----) FUSE HOLDER, MIDGET                  | \$1,399.92  | 80000000-12104                       | INVENTORY - PURCHASES          | \$1,399.92 |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | (\$70.00)  |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$50.00    |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               | 7216.1             | CANCELLED REGISTRATION - M KEIZER, S OROPEZA | (\$70.00)   | 10023320-57100                       | LEARNING AND DEVELOPMENT       | (\$70.00)  |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$50.00    |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               | 3627465-1630519047 | REGISTRATION - M KEIZER                      | \$50.00     | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$50.00    |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               | 101138720          | FC REGISTRATION - M KEIZER                   | \$145.00    | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               | 101140428          | FC REGISTRATION - M KEIZER                   | \$145.00    | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$145.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               | 082021             | B2 REGISTRATION - S OROPEZA                  | \$219.00    | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |
|               |                    |                                              |             | 10023320-57100                       | LEARNING AND DEVELOPMENT       | \$219.00   |

# List of Checks Presented for Approval on 9/24/2021

## Invoices

| Vendor Name   | Invoice #    | Invoice Description                         | Invoice Amt | Account Detail and Allocation Detail |                             |             |
|---------------|--------------|---------------------------------------------|-------------|--------------------------------------|-----------------------------|-------------|
| BUSINESS CARD | SF-D 22908   | WWTP - TRAINING LUNCH                       | \$95.70     | 84027225-57100                       | LEARNING AND DEVELOPMENT    | \$95.70     |
|               | SF-D 22907   | WWTP - TRAINING LUNCH                       | \$179.82    | 84027225-57100                       | LEARNING AND DEVELOPMENT    | \$179.82    |
|               | SF-D 25857   | WWTP - TRAINING LUNCH                       | \$296.41    | 84027225-57100                       | LEARNING AND DEVELOPMENT    | \$296.41    |
|               | 33015        | MEMBERSHIP - N GARCIA                       | \$25.00     | 10020210-57300                       | MEMBERSHIPS & SUBSCRIPTIONS | \$25.00     |
|               | 081321       | WALL STREET JOURNAL MEMBERSHIP              | \$19.49     | 20013400-57300                       | MEMBERSHIPS & SUBSCRIPTIONS | \$19.49     |
|               | SF-D 25246.1 | INTERNATIONAL FEE                           | \$16.39     | 10024620-54120                       | PW - SPECIAL SUPPLIES       | \$16.39     |
|               | SF-D 25246   | FLAT HEAD 5 LOBE FASTENERS, MULTI-TOOL      | \$546.11    | 10024620-54120                       | PW - SPECIAL SUPPLIES       | \$546.11    |
|               | SF-D 22909   | MOTOROLA BATTERIES                          | \$158.52    | 80026120-54102                       | SMALL TOOLS                 | \$158.52    |
|               | SF-D 22904   | REED 44648 RBIT2 CARBIDE BIT, POWER BEVELER | \$997.24    | 82027114-54102                       | SMALL TOOLS                 | \$997.24    |
|               | SF-D 25853.1 | INTERNATIONAL FEE                           | \$6.08      | 10020210-54100                       | SUPPLIES                    | \$6.08      |
|               | SF-D 25853   | RETIREMENT BADGE - J WYATT                  | \$202.50    | 10020210-54100                       | SUPPLIES                    | \$202.50    |
|               | 102618022    | GLOCK GEN 5 CLOCK 17, 9MM - R PINTANE       | \$557.15    | 10020210-54100                       | SUPPLIES                    | \$557.15    |
|               | SF-D 25851.1 | DAMAR #229846 60W PAR 38 130V               | (\$130.30)  | 10022700-54100                       | SUPPLIES                    | (\$130.30)  |
|               | SF-D 25211   | PLUSRIGHT #03350, SYLVANIA #SL16279         | \$126.38    | 10022700-54100                       | SUPPLIES                    | \$126.38    |
|               | SF-D 25851   | SYLVANIA HALOGEN LIGHT BULBS                | \$272.80    | 10022700-54100                       | SUPPLIES                    | \$272.80    |
|               | SF-D 25230   | ENGRAVED SIGN                               | \$23.16     | 10023100-54100                       | SUPPLIES                    | \$23.16     |
|               | 18827751-2   | MENS PERFORMANCE POLOS                      | \$49.76     | 10023320-54100                       | SUPPLIES                    | \$49.76     |
|               | 18827751-1   | MENS PERFORMANCE POLOS                      | \$157.03    | 10023320-54100                       | SUPPLIES                    | \$157.03    |
|               | 02477J       | CLOVER HALF & HALF                          | \$1.99      | 20012200-54100                       | SUPPLIES                    | \$1.99      |
|               | SF-D 25243   | NITRILE GLOVES                              | \$74.43     | 20012200-54100                       | SUPPLIES                    | \$74.43     |
|               | 50095        | OFFICE CHAIR FOR DISPATCH                   | \$617.00    | 20620231-54100                       | SUPPLIES                    | \$617.00    |
|               | SF-D 22901   | FIRE HYDRANT WRENCH, POTABLE WATER HOSE     | \$874.68    | 82027111-54100                       | SUPPLIES                    | \$874.68    |
|               | 02722J       | RATCHET, MAGNETIC SOCKET                    | \$86.24     | 82027114-54100                       | SUPPLIES                    | \$86.24     |
|               | 07971J       | STEEL 5-DRAWER WHEEL                        | \$359.28    | 84027221-54100                       | SUPPLIES                    | \$359.28    |
| Vendor Total: |              |                                             |             |                                      |                             | \$10,046.32 |
| CHROMAGRAPHS  | 70117        | BUSINESS CARDS - J MILLER                   | \$64.94     | 10020210-54100                       | SUPPLIES                    | \$64.94     |
| Vendor Total: |              |                                             |             |                                      |                             | \$64.94     |

# List of Checks Presented for Approval on 9/24/2021

## Invoices

| Vendor Name                   | Invoice #     | Invoice Description              | Invoice Amt | Account Detail and Allocation Detail |                              |             |
|-------------------------------|---------------|----------------------------------|-------------|--------------------------------------|------------------------------|-------------|
| CINDY SAUERS                  | DV092221      | REIMBURSEMENT - LUNCHEON MEETING | \$210.67    | 80026400-54100                       | SUPPLIES                     | \$210.67    |
|                               |               |                                  |             |                                      | Vendor Total:                | \$210.67    |
| CISCO SYSTEMS INC             | 5100455296    | CISCO WEBEX MEETINGS AND FILE    | \$159.79    | 20913900-54320                       | SOFTWARE                     | \$159.79    |
|                               | 5100453262    | CISCO WEBEX MEETINGS AND FILE    | \$386.96    | 20913900-54320                       | SOFTWARE                     | \$386.96    |
|                               |               |                                  |             |                                      | Vendor Total:                | \$546.75    |
| DANIEL F MEAD                 | 50973         | DUPLICATE KEYS, REPAIRS & MISC   | \$7.35      | 20822500-56300                       | BUILDING MAINT. & REPAIR     | \$7.35      |
|                               |               |                                  |             |                                      | Vendor Total:                | \$7.35      |
| DANIEL STEEL & MACHINE INC    | 15788         | SS FILTER REPAIR                 | \$55.00     | 80026220-54100                       | SUPPLIES                     | \$55.00     |
|                               |               |                                  |             |                                      | Vendor Total:                | \$55.00     |
| DAVID BRIAN JANKOVSKY         | I2021-04-0908 | INSPECTION SVCS AT GHM FOR ROOM  | \$3,520.00  | 20822500-80220                       | BUILDING IMPROVEMENTS        | \$3,520.00  |
|                               |               |                                  |             |                                      | Vendor Total:                | \$3,520.00  |
| DAY CARTER & MURPHY LLP       | 29356         | LEGAL SERVICES FOR WESTERN HILL  | \$280.00    | 80026400-52100                       | CONTRACTUAL SERVICES         | \$280.00    |
|                               |               |                                  |             |                                      | Vendor Total:                | \$280.00    |
| DEPARTMENT OF JUSTICE         | 529140        | CHEM/TEST REORT CRIMINAL INVES   | \$525.00    | 10020210-52100                       | CONTRACTUAL SERVICES         | \$525.00    |
|                               | 522898        | CHEM/TEST REORT CRIMINAL INVES   | \$665.00    | 10020210-52100                       | CONTRACTUAL SERVICES         | \$665.00    |
|                               | 530658        | FINGERPRINTS                     | \$392.00    | 10020210-54169                       | LIVESCAN                     | \$392.00    |
|                               | 518918        | FINGERPRINTS                     | \$1,007.00  | 10020210-54169                       | LIVESCAN                     | \$1,007.00  |
|                               |               |                                  |             |                                      | Vendor Total:                | \$2,589.00  |
| DOLUS                         | DV091521      | CONCERTS VENDOR PAY-FOOD         | \$78.70     | 90000000-23226                       | CONCERT SERIES               | \$78.70     |
|                               |               |                                  |             |                                      | Vendor Total:                | \$78.70     |
| EFFICIENCY SERVICES GROUP LLC | 00001267      | ADMIN OF EUD PUBLIC BENEFITS P   | \$3,500.00  | 80626450-52137                       | PUBLIC BENEFITS PROGRAM MGMT | \$3,500.00  |
|                               |               |                                  |             |                                      | Vendor Total:                | \$3,500.00  |
| ELLIES MUTT HUT               | 629233        | INTERVIEW LUNCHES                | \$77.00     | 20016100-54163                       | INTERVIEW SUPPLIES           | \$77.00     |
|                               | 629230        | INTERVIEW LUNCHES                | \$96.65     | 20016100-54163                       | INTERVIEW SUPPLIES           | \$96.65     |
|                               |               |                                  |             |                                      | Vendor Total:                | \$173.65    |
| EPIC AVIATION LLC             | 7472250       | JET A FUEL                       | \$17,112.07 | 77725200-58401                       | AVIATION FUEL                | \$17,112.07 |
|                               |               |                                  |             |                                      | Vendor Total:                | \$17,112.07 |
| FARWEST LINE SPECIALTIES LLC  | 339669        | LOGGER LINEMAN BOOTS             | \$452.42    | 80026110-54100                       | SUPPLIES                     | \$452.42    |
|                               |               |                                  |             |                                      | Vendor Total:                | \$452.42    |
| FASTENAL                      | CAUKA43968    | GLOVES                           | \$170.44    | 84027221-54100                       | SUPPLIES                     | \$170.44    |

# List of Checks Presented for Approval on 9/24/2021

## Invoices

| Vendor Name                                | Invoice #     | Invoice Description               | Invoice Amt | Account Detail and Allocation Detail |                          |            |
|--------------------------------------------|---------------|-----------------------------------|-------------|--------------------------------------|--------------------------|------------|
| FASTENAL                                   | CAUKA43951    | SAFETY GLASSES, GLOVES            | \$513.12    | 84027221-54100                       | SUPPLIES                 | \$513.12   |
|                                            |               |                                   |             |                                      | <b>Vendor Total:</b>     | \$683.56   |
| FIRST RESPONDER SUPPORT NETWORK            | DV092221      | REGISTRATION - P INFANTE          | \$325.00    | 10020210-57100                       | LEARNING AND DEVELOPMENT | \$325.00   |
|                                            |               |                                   |             |                                      | <b>Vendor Total:</b>     | \$325.00   |
| GCR TIRES & SERVICES                       | 851-52390     | TIRES, TUBES, REPARIS & LABOR     | \$22.09     | 10020210-56130                       | EXTERNAL SERVICES        | \$22.09    |
|                                            | 851-52414     | TIRES, TUBES, REPARIS & LABOR     | \$371.76    | 10020210-56130                       | EXTERNAL SERVICES        | \$371.76   |
|                                            | 851-52265     | TIRES, TUBES, REPARIS & LABOR     | \$910.54    | 10024620-56130                       | EXTERNAL SERVICES        | \$910.54   |
|                                            | 851-52254     | TIRES, TUBES, REPARIS & LABOR     | \$754.51    | 77725200-56130                       | EXTERNAL SERVICES        | \$754.51   |
|                                            | 851-52342     | TIRES, TUBES, REPARIS & LABOR     | \$33.99     | 82027111-56130                       | EXTERNAL SERVICES        | \$33.99    |
|                                            | 851-52268     | TIRES, TUBES, REPARIS & LABOR     | \$451.63    | 82027114-56130                       | EXTERNAL SERVICES        | \$451.63   |
|                                            | 851-52417     | SUMITOMO #ST528 215/80R22.5 TI    | \$1,695.03  | 82027114-56130                       | EXTERNAL SERVICES        | \$847.52   |
|                                            |               |                                   |             | 84027221-56130                       | EXTERNAL SERVICES        | \$847.51   |
|                                            | 1-52319       | TIRES, TUBES, REPARIS & LABOR     | \$941.37    | 84027225-56130                       | EXTERNAL SERVICES        | \$941.37   |
|                                            |               |                                   |             |                                      | <b>Vendor Total:</b>     | \$5,180.92 |
| GENERAL SERVICES AGENCY                    | NOV 20        | SPANISH MTN SUBLEASE MO RENT      | \$50.00     | 20620231-52100                       | CONTRACTUAL SERVICES     | \$50.00    |
|                                            |               |                                   |             |                                      | <b>Vendor Total:</b>     | \$50.00    |
| GOLDEN GATE BRIDGE TOLL                    | 1692149937648 | BRIDGE TOLL FEE                   | \$9.05      | 10521210-57100                       | LEARNING AND DEVELOPMENT | \$9.05     |
|                                            |               |                                   |             |                                      | <b>Vendor Total:</b>     | \$9.05     |
| GOLDEN STATE EMERGENCY VEHICLE SERVICE INC | 10WI000071    | CALIBRATE/TEST HUSKY3 FOAM SYSTEM | \$875.58    | 10521210-56130                       | EXTERNAL SERVICES        | \$875.58   |
|                                            | 10WI000070    | TRAVEL, CAL/TEST FOAM SYSTEM      | \$1,066.11  | 10521210-56130                       | EXTERNAL SERVICES        | \$1,066.11 |
|                                            |               |                                   |             |                                      | <b>Vendor Total:</b>     | \$1,941.69 |
| GRAINGER INC                               | 9038523040    | RETURN - QUICK CONNECT PLUG       | (\$29.61)   | 80026220-54102                       | SMALL TOOLS              | (\$29.61)  |
|                                            | 9940133284    | PARKER QUICK CONNECT HOSE COUP    | \$15.76     | 80026220-54102                       | SMALL TOOLS              | \$15.76    |
|                                            | 9940238646.1  | QUICK CONNECT PLUG                | \$29.61     | 80026220-54102                       | SMALL TOOLS              | \$29.61    |
|                                            | 9940238646    | PARKER QUICK CONNECT HOSE COUP    | \$3,211.04  | 80026220-54102                       | SMALL TOOLS              | \$3,211.04 |
|                                            | 9960252683    | PIG, ABSORB PAD, OIL BASED LIQ    | \$240.55    | 80026220-54100                       | SUPPLIES                 | \$240.55   |
|                                            | 9948980330    | PIG, ABSORB PAD, OIL BASED LIQ    | \$338.48    | 80026220-54100                       | SUPPLIES                 | \$338.48   |

# List of Checks Presented for Approval on 9/24/2021

## Invoices

| Vendor Name                             | Invoice #       | Invoice Description                        | Invoice Amt | Account Detail and Allocation Detail |                          |             |
|-----------------------------------------|-----------------|--------------------------------------------|-------------|--------------------------------------|--------------------------|-------------|
| GRAINGER INC                            | 9939839149      | PIG, ABSORB PAD, OIL BASED LIQ             | \$872.40    | 80026220-54100                       | SUPPLIES                 | \$872.40    |
|                                         |                 |                                            |             |                                      | Vendor Total:            | \$4,678.23  |
| INFOSEND INC                            | 197690          | UB PRINT & MAIL SERVICES                   | \$4,289.04  | 20513300-52100                       | CONTRACTUAL SERVICES     | \$4,289.04  |
|                                         |                 |                                            |             |                                      | Vendor Total:            | \$4,289.04  |
| INTEGRITY SHRED LLC                     | 123370          | DOCUMENT SHREDDING                         | \$65.00     | 10020210-54100                       | SUPPLIES                 | \$32.50     |
|                                         |                 |                                            |             | 20620231-54100                       | SUPPLIES                 | \$32.50     |
|                                         |                 |                                            |             |                                      | Vendor Total:            | \$65.00     |
| INTERCOUNTY MECHANICAL & ELECTRICAL INC | 7962-B          | EMERGENCY PURCHASE- REMOVAL AN             | \$12,693.35 | 84027225-56300                       | BUILDING MAINT. & REPAIR | \$12,693.35 |
|                                         |                 |                                            |             |                                      | Vendor Total:            | \$12,693.35 |
| INTOXIMETERS INC                        | 688802          | MOUTHPIECES, CASE MOLDED FST, WRIST STRAPS | \$469.50    | 10020210-54100                       | SUPPLIES                 | \$469.50    |
|                                         |                 |                                            |             |                                      | Vendor Total:            | \$469.50    |
| IWORQ SYSTEMS INC                       | 196028          | IWORQ SYSTEMS INTERNET SOFTWARE            | \$19,000.00 | 10024224-54320                       | SOFTWARE                 | \$2,000.00  |
|                                         |                 |                                            |             | 10024620-54320                       | SOFTWARE                 | \$4,000.00  |
|                                         |                 |                                            |             | 20324100-54320                       | SOFTWARE                 | \$2,000.00  |
|                                         |                 |                                            |             | 82027114-54320                       | SOFTWARE                 | \$6,250.00  |
|                                         |                 |                                            |             | 84027221-54320                       | SOFTWARE                 | \$3,250.00  |
|                                         |                 |                                            |             | 84027225-54320                       | SOFTWARE                 | \$1,500.00  |
|                                         |                 |                                            |             |                                      | Vendor Total:            | \$19,000.00 |
| JACK WANN                               | DV092521        | DJ SESHWANN - SKATE JAM 2021 P             | \$250.00    | 90000000-23256                       | SPECIAL EVENTS TRUST     | \$250.00    |
|                                         |                 |                                            |             |                                      | Vendor Total:            | \$250.00    |
| JJ CUSTOM SHARPENING LLC                | 354841          | CHAIN SHARPENING                           | \$40.00     | 82027111-56130                       | EXTERNAL SERVICES        | \$40.00     |
|                                         |                 |                                            |             |                                      | Vendor Total:            | \$40.00     |
| KELLY-MOORE PAINT COMPANY INC           | 910-00000348261 | MISC. PURCHASES AS REQUIRED                | \$13.74     | 82027111-56300                       | BUILDING MAINT. & REPAIR | \$13.74     |
|                                         | 910-00000349633 | MISC. PURCHASES AS REQUIRED                | (\$2.68)    | 10022700-54100                       | SUPPLIES                 | (\$2.68)    |
|                                         | 910-00000349630 | MISC. PURCHASES AS REQUIRED                | \$2.68      | 10022700-54100                       | SUPPLIES                 | \$2.68      |
|                                         | 910-00000349634 | MISC. PURCHASES AS REQUIRED                | \$14.76     | 10022700-54100                       | SUPPLIES                 | \$14.76     |
|                                         | 910-00000349546 | MISC. PURCHASES AS REQUIRED                | \$236.10    | 10022700-54100                       | SUPPLIES                 | \$236.10    |
|                                         |                 |                                            |             |                                      | Vendor Total:            | \$264.60    |

# List of Checks Presented for Approval on 9/24/2021

## Invoices

| Vendor Name                     | Invoice #    | Invoice Description             | Invoice Amt | Account Detail and Allocation Detail |                             |             |
|---------------------------------|--------------|---------------------------------|-------------|--------------------------------------|-----------------------------|-------------|
| KONOCI RIDGE CORPORATION        | 94670        | EXTERMINATOR SERVICES           | \$98.00     | 10521210-56300                       | BUILDING MAINT. & REPAIR    | \$98.00     |
|                                 |              |                                 |             |                                      | Vendor Total:               | \$98.00     |
| LACO ASSOCIATES                 | 48872        | GEOTECHNICAL & MATERIAL TESTIN  | \$26,350.74 | 80126100-80220                       | BUILDING IMPROVEMENTS       | \$26,350.74 |
|                                 |              |                                 |             |                                      | Vendor Total:               | \$26,350.74 |
| LES SCHWAB TIRE CENTER          | 64000546839  | MISCELLANEOUS TIRE SERVICES AS  | (\$277.37)  | 10024620-56130                       | EXTERNAL SERVICES           | (\$277.37)  |
|                                 | 64000546838  | MISCELLANEOUS TIRE SERVICES AS  | \$277.37    | 10024620-56130                       | EXTERNAL SERVICES           | \$277.37    |
|                                 | 64000546842  | MISCELLANEOUS TIRE SERVICES AS  | \$389.50    | 10024620-56130                       | EXTERNAL SERVICES           | \$389.50    |
|                                 | 64000549975  | MISCELLANEOUS TIRE SERVICES AS  | \$37.00     | 84027221-56130                       | EXTERNAL SERVICES           | \$37.00     |
|                                 |              |                                 |             |                                      | Vendor Total:               | \$426.50    |
| LS MITCHELL ARCHITECT INC       | 1109         | ARCHITECTURE SVCS HASTING ROAD  | \$4,781.25  | 80126100-80220                       | BUILDING IMPROVEMENTS       | \$4,781.25  |
|                                 | 1114         | ARCHITECTURE SVCS HASTING ROAD  | \$10,386.40 | 80126100-80220                       | BUILDING IMPROVEMENTS       | \$10,386.40 |
|                                 |              |                                 |             |                                      | Vendor Total:               | \$15,167.65 |
| MARC CARSON                     | 23 JUNE 2021 | YEARLY WESITE HOSTING           | \$1,100.00  | 63020210-52100                       | CONTRACTUAL SERVICES        | \$1,100.00  |
|                                 |              |                                 |             |                                      | Vendor Total:               | \$1,100.00  |
| MARCOS DEFLURI                  | DV092521     | ANCESTOR RADIO - SKATE JAM 20   | \$1,000.00  | 90000000-23256                       | SPECIAL EVENTS TRUST        | \$1,000.00  |
|                                 |              |                                 |             |                                      | Vendor Total:               | \$1,000.00  |
| MATHESON TRI-GAS INC            | 0024183385   | OXYGEN & MISC. AS NEEDED        | \$243.10    | 20324100-54100                       | SUPPLIES                    | \$243.10    |
|                                 |              |                                 |             |                                      | Vendor Total:               | \$243.10    |
| MUNICIPAL MAINTENANCE EQUIPMENT | 0162976-IN   | SEAL KIT                        | \$95.06     | 10024620-56130                       | EXTERNAL SERVICES           | \$95.06     |
|                                 | 0163010-IN   | FLANGE TO SLEEVE, KANAFLEX      | \$266.79    | 84027221-56130                       | EXTERNAL SERVICES           | \$266.79    |
|                                 | 0163024-IN   | KANAFLEX                        | \$620.37    | 84027221-56130                       | EXTERNAL SERVICES           | \$620.37    |
|                                 |              |                                 |             |                                      | Vendor Total:               | \$982.22    |
| NANCY SKELLY                    | DV082621     | INSTRUCTOR                      | \$560.00    | 10022850-52100                       | CONTRACTUAL SERVICES        | \$560.00    |
|                                 |              |                                 |             |                                      | Vendor Total:               | \$560.00    |
| ONE TIME PAY VENDOR             | 44516-3      | ENERGY REBATE - JOANNE CHILES   | \$100.00    | 80626450-52135                       | ENERGY CONSERVATION PROGRAM | \$100.00    |
|                                 | 119050-3     | ENERGY REBATE - STEVEN FINKEMAN | \$500.00    | 80626450-52135                       | ENERGY CONSERVATION PROGRAM | \$500.00    |
|                                 | 1164061-2 1  | ENERGY REBATE - MARC LEVINE     | \$1,352.00  | 80626450-52135                       | ENERGY CONSERVATION PROGRAM | \$1,352.00  |



# List of Checks Presented for Approval on 9/24/2021

## Invoices

| Vendor Name                  | Invoice #     | Invoice Description                     | Invoice Amt  | Account Detail and Allocation Detail |                                |             |
|------------------------------|---------------|-----------------------------------------|--------------|--------------------------------------|--------------------------------|-------------|
| ONE TIME PAY VENDOR          | DV091321      | PUMPKINFEST REFUND - HOSPICE OF UKIAH   | \$175.00     | 90000000-23220                       | PUMPKINFEST (CC VENDOR PYTS)   | \$175.00    |
|                              | DV091521      | PUMPKINFEST REFUND - KATHERINE THORNTON | \$225.00     | 90000000-23220                       | PUMPKINFEST (CC VENDOR PYTS)   | \$225.00    |
|                              | 0022975 1     | REC REFUND - STEPHANIE FESLER           | \$39.00      | 10022850-44915                       | RECREATION PROGRAM INCOME      | \$39.00     |
|                              | 117278-2      | UTILITY REFUND - DEBBIE BINDER          | \$17.33      | 90100000-10421                       | UTILITY RECEIVABLES CLEARING   | \$17.33     |
| Vendor Total:                |               |                                         |              |                                      |                                | \$2,408.33  |
| PACE SUPPLY CORPORATION      | 027139221     | MISC. ITEMS AS NEEDED                   | \$11.71      | 82027111-56300                       | BUILDING MAINT. & REPAIR       | \$11.71     |
|                              | 027149621     | MISC. ITEMS AS NEEDED                   | \$13.06      | 82027111-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$13.06     |
|                              | 027145314     | MISC. ITEMS AS NEEDED                   | \$87.39      | 82027111-56130                       | EXTERNAL SERVICES              | \$87.39     |
|                              | 027120304     | SPOOLS FOR PZ2S PROJECT                 | \$2,254.32   | 82227113-80230                       | INFRASTRUCTURE                 | (\$46.01)   |
|                              |               |                                         |              | 82227113-80230                       | INFRASTRUCTURE                 | \$2,300.33  |
|                              | 027117977     | (F-1) NUT, FLARE, 3/4" CU FORD          | \$421.46     | 82000000-12104                       | INVENTORY - PURCHASES          | \$421.46    |
| Vendor Total:                |               |                                         |              |                                      |                                | \$2,787.94  |
| PAN-PACIFIC SUPPLY CO        | 29608585      | TEAR DOWN AND INSPECT 3 PUMPS           | \$25,637.17  | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$25,637.17 |
|                              | Vendor Total: |                                         |              |                                      |                                | \$25,637.17 |
| PARKER, LUCAS AND ASSOCIATES | 18            | UNDERWRITING SERVICES FOR BUSI          | \$2,250.00   | 61123410-52100                       | CONTRACTUAL SERVICES           | \$2,250.00  |
|                              | Vendor Total: |                                         |              |                                      |                                | \$2,250.00  |
| PETERSON POWER SYSTEMS INC   | PC270049265   | PARTS & SERVICE REPAIRS AS NEE          | \$47.59      | 82027114-56130                       | EXTERNAL SERVICES              | \$47.59     |
|                              | PC060169673   | PARTS & SERVICE REPAIRS AS NEE          | \$52.57      | 82027114-56130                       | EXTERNAL SERVICES              | \$52.57     |
|                              | Vendor Total: |                                         |              |                                      |                                | \$100.16    |
| PG&E CO                      | 6833-2 AUG 21 | PACIFIC GAS & ELECTRIC                  | \$716.38     | 10521210-55210                       | UTILITIES                      | \$716.38    |
|                              | 0853-6 AUG 21 | PACIFIC GAS & ELECTRIC                  | \$3,731.92   | 31122000-55210                       | UTILITIES                      | \$3,731.92  |
|                              | Vendor Total: |                                         |              |                                      |                                | \$4,448.30  |
| PUBLIC SERVICE DEPARTMENT    | JUL 21        | CITY UTILITIES                          | \$136,469.20 | 10022100-55210                       | UTILITIES                      | \$10,321.38 |
|                              |               |                                         |              | 10022300-55210                       | UTILITIES                      | \$4,091.55  |
|                              |               |                                         |              | 10022700-55210                       | UTILITIES                      | \$2,472.33  |
|                              |               |                                         |              | 10024214-55210                       | UTILITIES                      | \$795.36    |
|                              |               |                                         |              | 10024620-55210                       | UTILITIES                      | \$515.31    |

# List of Checks Presented for Approval on 9/24/2021

## Invoices

| Vendor Name               | Invoice #                | Invoice Description                       | Invoice Amt  | Account Detail and Allocation Detail |                           |             |
|---------------------------|--------------------------|-------------------------------------------|--------------|--------------------------------------|---------------------------|-------------|
| PUBLIC SERVICE DEPARTMENT | JUL 21                   | CITY UTILITIES                            | \$136,469.20 | 20822500-55210                       | UTILITIES                 | \$11,431.38 |
|                           |                          |                                           |              | 20824300-55210                       | UTILITIES                 | \$920.61    |
|                           |                          |                                           |              | 64020213-55210                       | UTILITIES                 | \$637.19    |
|                           |                          |                                           |              | 72022400-55210                       | UTILITIES                 | \$27,442.18 |
|                           |                          |                                           |              | 73022600-55210                       | UTILITIES                 | \$2,908.89  |
|                           |                          |                                           |              | 77725200-55210                       | UTILITIES                 | \$2,688.12  |
|                           |                          |                                           |              | 80026400-55210                       | UTILITIES                 | \$2,946.00  |
|                           |                          |                                           |              | 80526150-55210                       | UTILITIES                 | \$12,225.53 |
|                           |                          |                                           |              | 82027111-55210                       | UTILITIES                 | \$25,096.48 |
|                           |                          |                                           |              | 83027330-55210                       | UTILITIES                 | \$8,530.39  |
|                           |                          |                                           |              | 84027221-55210                       | UTILITIES                 | \$74.42     |
|                           |                          |                                           |              | 84027225-55210                       | UTILITIES                 | \$23,372.08 |
|                           |                          |                                           |              | Vendor Total: \$136,469.20           |                           |             |
| R EMMETT JONES            | AUG 21                   | MANAGEMENT ADVISORY SERVICES              | \$3,262.50   | 70024500-52100                       | CONTRACTUAL SERVICES      | \$3,262.50  |
|                           |                          |                                           |              | Vendor Total: \$3,262.50             |                           |             |
| R&B COMPANY - RWC         | P523659                  | MR56 88 ARC 8 CI/PLXCI/PL CPLG SHEAR RING | \$148.07     | 82000000-12104                       | INVENTORY - PURCHASES     | \$148.07    |
|                           | P294987                  | (H-30-F) HYDRANT BURY SECTION,            | \$272.19     | 82000000-12104                       | INVENTORY - PURCHASES     | \$272.19    |
|                           | P477187                  | MM 3" SS OCTAVE METER W/FLOAT             | \$4,366.85   | 82027111-54100                       | SUPPLIES                  | \$4,366.85  |
|                           | P540664                  | 6FLG 11-1/4 C110 IMP                      | \$213.40     | 82027114-54100                       | SUPPLIES                  | \$213.40    |
|                           | Vendor Total: \$5,000.51 |                                           |              |                                      |                           |             |
| REDWOOD COAST FUELS       | 2269141                  | CARDLOCK FUEL PURCHASES                   | \$502.65     | 20324100-58410                       | GARAGE LUBRICANTS & PARTS | \$502.65    |
|                           | 2269140                  | CARDLOCK FUEL PURCHASES                   | \$932.22     | 20324100-58410                       | GARAGE LUBRICANTS & PARTS | \$932.22    |
|                           | Vendor Total: \$1,434.87 |                                           |              |                                      |                           |             |
| RINO PACIFIC              | CL35298                  | FUEL CARD CHARGES AS NEEDED               | \$1,722.34   | 10521210-56210                       | FUEL & FLUIDS             | \$1,722.34  |
| Vendor Total: \$1,722.34  |                          |                                           |              |                                      |                           |             |
| RONALD ROYSUM             | RS 2171                  | CONFINED SPACE RESCUE CLASS               | \$5,129.63   | 84027225-57100                       | LEARNING AND DEVELOPMENT  | \$5,129.63  |
| Vendor Total: \$5,129.63  |                          |                                           |              |                                      |                           |             |

# List of Checks Presented for Approval on 9/24/2021

## Invoices

| Vendor Name                       | Invoice #     | Invoice Description                 | Invoice Amt | Account Detail and Allocation Detail |                           |                    |
|-----------------------------------|---------------|-------------------------------------|-------------|--------------------------------------|---------------------------|--------------------|
| ROUND TABLE PIZZA                 | 140397        | OUTAGE MEALS                        | \$153.89    | 80026400-54100                       | SUPPLIES                  | \$153.89           |
|                                   |               |                                     |             |                                      | <b>Vendor Total:</b>      | <b>\$153.89</b>    |
| RYAN NELSON                       | TA 10/6/21    | TA 10/6/21                          | \$210.00    | 10521210-57100                       | LEARNING AND DEVELOPMENT  | \$210.00           |
|                                   |               |                                     |             |                                      | <b>Vendor Total:</b>      | <b>\$210.00</b>    |
| SCHNEIDER ELECTRIC IT CORPORATION | 815421224     | SYMMETRA LX 16KVA UPS               | \$3,986.00  | 20620231-52100                       | CONTRACTUAL SERVICES      | \$3,986.00         |
|                                   | 815420173     | SYMMETRA PX 20 UPS - #PD080236      | \$7,819.00  | 20913900-54320                       | SOFTWARE                  | \$7,819.00         |
|                                   |               |                                     |             |                                      | <b>Vendor Total:</b>      | <b>\$11,805.00</b> |
| STRYKER SALES CORPORATION         | 3511446M      | LIFEPAK #99425-00025 - 1000 EC      | \$9,681.54  | 10521210-52111                       | DEFIBRILLATOR MAINTENANCE | \$8,974.77         |
|                                   |               |                                     |             | 10521210-54102                       | SMALL TOOLS               | \$706.77           |
|                                   |               |                                     |             |                                      | <b>Vendor Total:</b>      | <b>\$9,681.54</b>  |
| TEREX USA LLC                     | 5003437483    | PIN WELDT, CYL 2B/1R/12S            | \$1,099.93  | 80026110-56130                       | EXTERNAL SERVICES         | \$1,099.93         |
|                                   |               |                                     |             |                                      | <b>Vendor Total:</b>      | <b>\$1,099.93</b>  |
| THE KPA GROUP                     | 000001        | DESIGN SVCS FOR BARRIER REMOVA      | \$10,285.00 | 20822500-80220                       | BUILDING IMPROVEMENTS     | \$10,285.00        |
|                                   | 000002        | DESIGN SVCS FOR BARRIER REMOVA      | \$16,175.00 | 20822500-80220                       | BUILDING IMPROVEMENTS     | \$16,175.00        |
|                                   |               |                                     |             |                                      | <b>Vendor Total:</b>      | <b>\$26,460.00</b> |
| TRENTON LOCKHART                  | DV092521      | SPORADIX - SKATE JAM 2021 PERF      | \$500.00    | 90000000-23256                       | SPECIAL EVENTS TRUST      | \$500.00           |
|                                   |               |                                     |             |                                      | <b>Vendor Total:</b>      | <b>\$500.00</b>    |
| TUFTS POLYGRAPH & INVESTIGATION   | 2021-641(B)   | POLYGRAPH & INVESTIGATION SERV      | \$110.00    | 10521210-54161                       | BACKGROUND & PHYSICALS    | \$110.00           |
|                                   | 2021-642(B)   | POLYGRAPH & INVESTIGATION SERV      | \$450.00    | 10521210-54161                       | BACKGROUND & PHYSICALS    | \$450.00           |
|                                   | 2021-648(B)   | POLYGRAPH & INVESTIGATION SERV      | \$450.00    | 10521210-54161                       | BACKGROUND & PHYSICALS    | \$450.00           |
|                                   | 2021-658(A)   | POLYGRAPH & INVESTIGATION SERV      | \$800.00    | 10521210-54161                       | BACKGROUND & PHYSICALS    | \$800.00           |
|                                   |               |                                     |             |                                      | <b>Vendor Total:</b>      | <b>\$1,810.00</b>  |
| UKIAH ROUND TREE GLASS            | 17472         | CLEAR PLEXIGLASS                    | \$190.53    | 20824300-56130                       | EXTERNAL SERVICES         | \$190.53           |
|                                   |               |                                     |             |                                      | <b>Vendor Total:</b>      | <b>\$190.53</b>    |
| UKIAH TROPHIES & GIFTS            | 903387        | BRONZE PLATE - BENCH & TREE PROGRAM | \$135.01    | 90000000-23212                       | ADOPT-A-TREE PROGRAM      | \$135.01           |
|                                   |               |                                     |             |                                      | <b>Vendor Total:</b>      | <b>\$135.01</b>    |
| UKIAH VALLEY SANITATION DIST      | 58070 JUL 21  | SEWER - 432 OBSERVATORY AVE         | \$53.47     | 10022100-55210                       | UTILITIES                 | \$53.47            |
|                                   | 104613 AUG 21 | SEWER - LOW GAP RD                  | \$53.47     | 10022100-55210                       | UTILITIES                 | \$53.47            |

# List of Checks Presented for Approval on 9/24/2021

## Invoices

| Vendor Name                     | Invoice #     | Invoice Description                | Invoice Amt   | Account Detail and Allocation Detail |                                |              |
|---------------------------------|---------------|------------------------------------|---------------|--------------------------------------|--------------------------------|--------------|
| UKIAH VALLEY<br>SANITATION DIST | 90558 AUG 21  | SEWER - 141 LOVERS LN              | \$93.07       | 10521210-55210                       | UTILITIES                      | \$93.07      |
|                                 | 81411 AUG 21  | SEWER - 1500 S STATE ST            | \$484.50      | 10521210-55210                       | UTILITIES                      | \$484.50     |
|                                 | 89690 AUG 21  | SEWER - 1640 S STATE               | \$87.21       | 31122000-55210                       | UTILITIES                      | \$87.21      |
|                                 | 89690 JUL 21  | SEWER - 1640 S STATE               | \$87.21       | 31122000-55210                       | UTILITIES                      | \$87.21      |
|                                 | 113354 AUG 21 | SEWER - 1350 HASTINGS RD           | \$53.47       | 80026400-55210                       | UTILITIES                      | \$53.47      |
|                                 |               |                                    |               | Vendor Total:                        |                                | \$912.40     |
| ULINE                           | 137349154     | 24X500' 6MIL POLYTUBING            | \$712.75      | 84027225-56120                       | EQUIPMENT MAINTENANCE & REPAIR | \$712.75     |
|                                 |               |                                    |               | Vendor Total:                        |                                | \$712.75     |
| US CELLULAR                     | 956161725     | CELL PHONES                        | \$1,778.84    | 10024620-55100                       | TELEPHONE                      | \$51.04      |
|                                 |               |                                    |               | 80026400-55100                       | TELEPHONE                      | \$135.16     |
|                                 |               |                                    |               | 80026400-55100                       | TELEPHONE                      | \$1,126.71   |
|                                 |               |                                    |               | 82027110-55100                       | TELEPHONE                      | \$57.02      |
|                                 |               |                                    |               | 82027111-55100                       | TELEPHONE                      | \$225.85     |
|                                 |               |                                    |               | 84027221-55100                       | TELEPHONE                      | \$57.02      |
|                                 |               |                                    |               | 84027225-55100                       | TELEPHONE                      | \$126.04     |
|                                 |               |                                    | Vendor Total: |                                      | \$1,778.84                     |              |
| WYATT<br>IRRIGATION CO          | 298357 01     | SPRINKLER CAP, NOZZLE, TEFLON TAPE | \$84.63       | 10022100-54100                       | SUPPLIES                       | \$84.63      |
|                                 |               |                                    |               | Vendor Total:                        |                                | \$84.63      |
| XEROX CORP                      | 014371384     | COPIER LEASE - SEE ADD'L DESCR     | \$115.05      | 10022700-52100                       | CONTRACTUAL SERVICES           | \$115.05     |
|                                 | 014371383     | COPIER LEASE - SEE ADD'L DESCR     | \$151.86      | 10020210-54500                       | EQUIP RENTS AND LEASES         | \$106.31     |
|                                 |               |                                    |               | 20620231-54500                       | EQUIP RENTS AND LEASES         | \$30.38      |
|                                 |               |                                    |               | 64020213-54500                       | EQUIP RENTS AND LEASES         | \$15.17      |
|                                 | 014371394     | COPIER LEASE - SEE ADD'L DESCR     | \$157.99      | 10521210-54500                       | EQUIP RENTS AND LEASES         | \$157.99     |
|                                 | 014305759     | XEROX CB070H COPIER LEASE          | \$868.61      | 20012200-54500                       | EQUIP RENTS AND LEASES         | \$868.61     |
|                                 |               |                                    | Vendor Total: |                                      | \$1,293.51                     |              |
| ZERO WASTE<br>USA               | 434745        | DOG ROLL BAGS                      | \$865.40      | 10022100-54100                       | SUPPLIES                       | \$865.40     |
|                                 |               |                                    | Vendor Total: |                                      | \$865.40                       |              |
|                                 |               |                                    |               | INVOICE TOTAL:                       |                                | \$417,696.99 |

# List of Checks Presented for Approval on 9/27/2021

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

*Sgt. Seng*

*DRJ*

CR 9/27/21

Signature

## Invoices

| Vendor Name   | Invoice #      | Invoice Description                     | Invoice Amt  | Account Detail and Allocation Detail |                             |               |
|---------------|----------------|-----------------------------------------|--------------|--------------------------------------|-----------------------------|---------------|
| BUSINESS CARD | 23354          | ENGINEERING LICENSE RENEWAL - T ERIKSEN | \$180.00     | 10024210-57300                       | MEMBERSHIPS & SUBSCRIPTIONS | \$180.00      |
|               | 18 AUG 2021    | PRO-YEAR DRONE SOFTWARE RENEWAL         | \$1,188.00   | 10024210-54320                       | SOFTWARE                    | \$396.00      |
|               |                |                                         |              | 82027110-54320                       | SOFTWARE                    | \$396.00      |
|               |                |                                         |              | 84027225-54320                       | SOFTWARE                    | \$396.00      |
|               |                |                                         |              | Vendor Total:                        |                             | \$1,368.00    |
| NCPA          | 006102-0921028 | SEPT 21 NCPA                            | \$915,168.00 | 80026440-58104                       | NCPA MANAGEMENT SERVICES    | \$39,725.00   |
|               |                |                                         |              | 80026440-58101                       | NCPA PLANT GENERATION       | (\$62,126.00) |
|               |                |                                         |              | 80026440-58102                       | NCPA POWER PURCHASES        | \$699,201.00  |
|               |                |                                         |              | 80026440-58105                       | NCPA THIRD PARTY SALES      | (\$42,417.00) |
|               |                |                                         |              | 80026440-58103                       | NCPA TRANSMISSION           | \$280,785.00  |
|               |                |                                         |              | Vendor Total:                        |                             | \$915,168.00  |
|               |                |                                         |              | INVOICE TOTAL:                       |                             | \$916,536.00  |





## AGENDA SUMMARY REPORT

**SUBJECT:** Report Regarding Contract to SMB Environmental Inc. in the Amount Not to Exceed \$15,000 for the Necessary Environmental Documentation Pursuant to the California Environmental Quality Act (CEQA) for the Recycled Water Phase 4 Project.

**DEPARTMENT:** Public Works

**PREPARED BY:** Jason Benson, Senior Civil Engineer

**PRESENTER:** Consent Calendar

### ATTACHMENTS:

1. SMB Environmental - RWP Revisions 2122-115 - Contract

**Summary:** Council will receive a report of the Original Agreement with SMB Environmental Inc. for professional services related to the Recycled Water Phase 4 Project.

**Background:** The City is working with Carollo Engineers for design of the Recycled Water Phase 4 Project and that team is currently working on the 90% design phase, with an estimated time of completion in January 2022. The overall project layout begins at the City's Water Treatment Plant and ends at Anton Stadium. The main recycled water pipeline travels under Hwy 101, west on Brush Street and Low Gap Road, south on Bush Street, through Pomolita Field, west on Maple Avenue, and south on the west side of Todd Grove Park with a terminus of Anton Stadium.

The pipeline alignment may travel through environmentally sensitive areas. To complete design, an environmental assessment for CEQA compliance is necessary.

**Discussion:** City staff contacted SMB to provide a scope of work, budget, and schedule to perform the work associated with the project revisions. This is discussed and shown in Exhibit A of the Contract (Attachment 1). SMB provided this service for the previous phases of the recycle water project and has the required knowledge base to perform the additional work.

The contract authorize the project balance total of \$15,000 from account #83027330.80230.15052.

Council will receive a report of the Original Agreement with SMB Environmental Inc. for professional services related to the Recycled Water Phase 4 Project.

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**Recommended Action:** Receive report regarding contract to SMB Environmental Inc. in the amount not to exceed \$15,000 for the necessary environmental documentation pursuant to the California Environmental Quality Act (CEQA) for the Recycled Water Phase 4 Project.

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**BUDGET AMENDMENT REQUIRED:** No

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**CURRENT BUDGET AMOUNT:** 83027330.80230.18052: \$100,031

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**PROPOSED BUDGET AMOUNT:** N/A

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**FINANCING SOURCE:** Fund 820

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**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

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

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Approved:   
Sage Sangiacomo, City Manager



AGREEMENT FOR  
PROFESSIONAL CONSULTING SERVICES

This Agreement, made and entered into this 13th day of October, 2021 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and SMB Environmental, a Corporation organized and in good standing under the laws of the state of California, hereinafter referred to as "Consultant".

RECITALS

This Agreement is predicated on the following facts:

- a. City requires consulting services related to necessary environment documentation pursuant to CEQA for the Phase 4 Refinements to the City of Ukiah's Recycled Water Pipeline Project.
- b. Consultant represents that it has the qualifications, skills, experience and properly licensed to provide these services, and is willing to provide them according to the terms of this Agreement.
- c. City and Consultant agree upon the Scope-of-Work and Work Schedule attached hereto as Attachment "A", describing contract provisions for the project and setting forth the completion dates for the various services to be provided pursuant to this Agreement.

TERMS OF AGREEMENT

1.0 DESCRIPTION OF PROJECT

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

2.0 SCOPE OF SERVICES

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

3.0 CONDUCT OF WORK

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

4.0 COMPENSATION FOR SERVICES

- 4.1 Basis for Compensation. For the performance of the professional services of this Agreement, Consultant shall be compensated on a time and expense basis not to exceed a guaranteed maximum dollar amount of \$15,000. Labor charges shall be based upon hourly billing rates for the various classifications of personnel employed by

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

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

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

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

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

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

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

## 6.0 INDEMNIFICATION

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

### A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

### B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

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

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

4. Errors and Omissions liability: \$1,000,000 per occurrence.

C. Deductibles and Self-Insured Retentions

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

D. Other Insurance Provisions

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

1. General Liability and Automobile Liability Coverages

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

2. Worker's Compensation and Employers Liability Coverage

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

3. Professional Liability Coverage

If written on a claims-made basis, the retroactivity date shall be the effective date of this Agreement. The policy period shall extend one year from date of final approved invoice.

4. All Coverages

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

E. Acceptability of Insurers

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

F. Verification of Coverage

Consultant shall furnish the City with Certificates of Insurance and with original Endorsements effecting coverage required by this Agreement. The Certificates and Endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates and Endorsements are to be on forms provided or approved by the City. Where by statute, the City's Workers' Compensation - related forms cannot be used, equivalent forms approved by the Insurance Commissioner are to be substituted. All Certificates and Endorsements are to be received and approved by the City before Consultant begins the work of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. If Consultant fails to provide the coverages required herein, the City shall have the right, but not the obligation, to purchase any or all of them. In that event, the cost of insurance becomes part of the compensation due the contractor after notice to Consultant that City has paid the premium.

G. Subcontractors

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

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

misconduct or defects in design by the City, or arising from the active negligence of the City.

"Indemnify," as used herein includes the expenses of defending against a claim and the payment of any settlement or judgment arising out of the claim. Defense costs include all costs associated with defending the claim, including, but not limited to, the fees of attorneys, investigators, consultants, experts and expert witnesses, and litigation expenses.

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

## 7.0 CONTRACT PROVISIONS

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

abandonment of the project, the contract shall terminate on the date notice of termination is given to Consultant. City shall pay the Consultant only for services performed and expenses incurred as of the effective termination date. In such event, as a condition to payment, Consultant shall provide to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Consultant under this Agreement. Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder, subject to off-set for any direct or consequential damages City may incur as a result of Consultant's breach of contract.

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

8.0 NOTICES

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

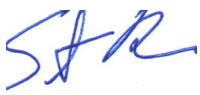
CITY OF UKIAH  
DEPT. OF PUBLIC WORKS  
300 SEMINARY AVENUE  
UKIAH, CA 95482-5400

SMB ENVIRONMENTAL  
STEVE BROWN  
PO BOX 381  
ROSEVILLE, CA 95661

9.0 SIGNATURES

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

SMB ENVIRONMENTAL

BY:   
\_\_\_\_\_  
STEVE BROWN  
PRINCIPAL-IN-CHARGE  
27-4411017  
\_\_\_\_\_  
IRS IDN Number

10/13/2021

\_\_\_\_\_  
Date

CITY OF UKIAH

BY: \_\_\_\_\_  
SAGE SANGIACOMO  
CITY MANAGER

\_\_\_\_\_  
Date

ATTEST

\_\_\_\_\_

\_\_\_\_\_

KRISTINE LAWLER  
CITY CLERK

Date



**City of Ukiah**  
**City of Ukiah Recycled Water Pipeline Project**  
**Phase 4 Refinements**  
**Addendum 4 – Scope of Work, Budget, and Schedule**

SMB environmental, Inc. (SMB) is pleased to provide this scope of work, budget, and schedule to complete the necessary environment documentation pursuant to the California Environmental Quality Act (CEQA) for the Phase 4 Refinements to the City of Ukiah's (City) Recycled Water Pipeline Project (Proposed Project). What follows is our understanding of the effort required to meet CEQA compliance and our scope, budget, and schedule for completion.

**PROJECT BACKGROUND AND UNDERSTANDING**

In May 2013, the City prepared an Initial Study/Mitigated Negative Declaration (IS/MND) on the City's Recycled Water Pipeline Project and on June 5, 2013 adopted the IS/MND and approved the Project (SCH #2013032072), which was based on the City's 2012 Recycled Water Feasibility Study. Subsequently in May 2015, July 2017, and December 2018, the City prepared and approved three Addendums on minor project changes to the original Proposed Project description and further evaluated the potential effects of reducing flows to the Russian River. These documents are included by reference.

Phases 1-3 of the City of Ukiah's Recycled Water Pipeline Project are under construction currently and was completed in the summer of 2019. The City would like to implement the complete project as originally planned in the 2012 Recycled Water Feasibility Study, which includes one remaining phase (i.e. Phase 4) of pipeline and customers. Phase 4 includes 21 parcels and 190 acres, all urban landscape irrigation sites. The Phase 4 customer sites include one (1) City owned golf course at the end of the line, a cemetery, some City parks and several City public schools. The City has already acquired signed recycled water use agreements from the planned Phase 4 customers.

Due to the fact that the City is applying for grant money through the State Water Resources Control Board (State Board) through the State Revolving Fund (SRF) Loan Program and that the deadline for submitting complete packages, including complete CEQA coverage, is due by December 31, 2021 to be eligible for 2021 funding, - the City must complete CEQA on these Phase 4 Refinements on/or before that December 31, 2021.

**SCOPE OF WORK**

SMB will prepare an Addendum pursuant to CEQA for the Phase 4 Refinements to the City's Recycled Water Pipeline Project. It is recognized that some of these refinements may push the envelope of what is intended for an Addendum to a previously prepared IS/MND. However, given that it is likely that these refinements will not create any new significant environmental impacts that were not anticipated in the original IS/MND and/or require any new mitigation, then an Addendum may be appropriately prepared. If the City, State Board, or any other responsible agency requires that a supplemental IS/MND is required instead, then additional scope, budget, and schedule will be required and it would then be impossible to make the December 31, 2021 deadline for submittal for 2021 SRF funding consideration.

**BUDGET**

SMB proposes to prepare the Addendum as described above for a Fixed Fee price of \$15,000.

## **SCHEDULE**

SMB proposes to complete the Addendum as described above for the City to consider for approval before it's December 2021 City Council Meeting. This will require a complete and Final Project Description of the Phase 4 refinements from Carollo Engineers and City approval to this Proposal by September 15, 2021. Due to State Board SRF funding requirements, this Addendum will require a 15-day public review through the State Clearinghouse, which will need to be completed by November 2021.



## AGENDA SUMMARY REPORT

**SUBJECT:** Council will Consider Awarding a Contract in the Amount of \$37,251.76 for Bi-Weekly General Maintenance and Troubleshooting Services at the Waste Water Treatment Plant to JM Integration.

**DEPARTMENT:** Finance

**PREPARED BY:** Mary Williamson, Buyer II

**PRESENTER:** Consent Calendar

**ATTACHMENTS:**

1. Quote 090921

**Summary:** Council will consider awarding a contract in the amount of \$37,251.76 to JM Integration for bi-weekly maintenance to perform PLC Programing, Modifications and Troubleshooting, as well as changes modifications, changes and training to the Wonderware Software.

**Background:** The Waste Water Treatment Plant (WWTP) has a complex assortment of pumps and equipment that are managed remotely thru a complex Supervisory Control and Data Acquisition (SCADA) system. The SCADA system is comprised of computers, controllers, sensors, and instrumentation.

**Discussion:** Like any complex electronic system, the SCADA system needs regular maintenance and repair. Since the SCADA system is a critical part of the City's wastewater infrastructure, rapid response and repair are important.

Previously these services have been handled individually, with each service action requiring a separate purchase order. In order to operate more efficiently, the Water Resources Department is moving to a yearly contract to perform these routine but required services.

A quote (Attachment 1) was received on September 9, 2021, from JM Integration. JM Integration is considered the sole source for this work as they have proven to be the most competent and efficient at performing these tasks.

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**Recommended Action:** Award contract in the amount of \$37,251.76 for bi-weekly maintenance for the PLC and Wonderware systems at the Waste Water Treatment Plant to JM Integration.

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**BUDGET AMENDMENT REQUIRED:** N/A

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**CURRENT BUDGET AMOUNT:** 84027225.56120: \$233,489

---

**PROPOSED BUDGET AMOUNT:** N/A

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**FINANCING SOURCE:** WATER FUND

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**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

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**COORDINATED WITH:**

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Approved:   
Sage Sangiacomo, City Manager



License #1040899

**REQUEST FOR QUOTE**

Revision 28FEB2021

|                                                               |                        |
|---------------------------------------------------------------|------------------------|
| Customer: City of Ukiah                                       | Date: 9/9/2021         |
| Project: WWTP Bi-Weekly Maintenance & Troubleshooting 2021-22 | Quote Number: Q2101105 |

| BILL TO                                |                               |
|----------------------------------------|-------------------------------|
| Contact Name: Alan Hodge               |                               |
| Phone: (707) 972-4622                  | Email: ahodge@cityofukiah.com |
| Location: 300 Plant Rd, Ukiah CA 95482 |                               |

JM Integration LLC is pleased to submit this proposal for services to support you in achieving your goals for improving customer satisfaction by providing the following scope of work listed below.

| SCOPE OF WORK                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General maintenance and troubleshooting tasks will be assigned on a bi-weekly basis.                                                                                                     |
| Pricing includes one (1) technician for one (1) day recurring bi-weekly for a total of 26 visits within a time period of 52 weeks or one (1) year. Time period begins after first visit. |
| Pricing does NOT include materials.                                                                                                                                                      |
| Invoices will be sent on a monthly basis.                                                                                                                                                |

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 30 days from the date of this proposal:

| PRICING DESCRIPTION |              |
|---------------------|--------------|
| Labor               | \$ 27,040.00 |
| Travel              | \$ 10,211.76 |
| Materials           |              |
| Tools & Equipment   |              |
| Total               | \$ 37,251.76 |

The prices listed in the preceding table are an estimate for the services discussed. This summary is not a guarantee of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed. We look forward to working with you and supporting your efforts to improve and maintain your system. If you have questions on this proposal, please contact me at your convenience.

Thank you for your time and consideration,

Jack Miller | Owner | JM Integration LLC



## **TERMS AND CONDITIONS**

**Base Terms:** Quotation is valid for 30 days from above date. Our terms are due and payable 30 days from date of invoice. Payments must be made on a minimum of a monthly basis. If payment is not received by the 30th day, a 1.5% monthly service charge (18% annually) will be charged on all accounts past due. Attorney's fees, court costs and costs of collection will be paid to prevailing party. Permits and bonding are excluded unless otherwise noted herein. Our standard insurance applies unless agreed to in writing by JM Integration LLC. We accept no responsibility for consequential damages and our standard warranty applies. Please reference the above stated quote in all correspondence and purchase orders. Unless otherwise noted, this quote is based on standard straight time hours and does not include any prevailing wage rates unless agreed in writing by JM Integration LLC. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls carry a 4-hour minimum per person. Cancellation charges apply including engineering, labor, materials, quote and estimating time, markup, % of profit, return goods fees, etc. at the time of written cancellation notice to JM Integration LLC.

**Limitation of Liability:** (a) In no event shall JM Integration LLC, its suppliers or subcontractors be liable for special, indirect, incidental or consequential damages, whether in contract, warranty, tort, negligence, strict liability or otherwise, including, but not limited to, loss of profits or revenue, loss of use of the Equipment or any associated equipment, cost of capital, cost of substitute equipment, facilities or services, downtime costs, delays, and claims of customers of the Purchaser or other third parties for any damages. JM Integration LLC liability for any claim whether in contract, warranty, tort, negligence, strict liability, or otherwise for any loss or damage arising out of, connected with, or resulting from this Agreement or the performance or breach thereof, or from the design, manufacture, sale, delivery, resale, repair, replacement, installation, technical direction of installation, inspection, operation or use of any equipment covered by or furnished under this Agreement, or from any services rendered in connection therewith, shall in no case exceed one-fourth (1/4) of the purchase price allocable to the Equipment or part thereof or Services which gives rise to the claim. (b) All causes of action against JM Integration LLC arising out of or relating to this Agreement or the performance or breach hereof shall expire unless brought within one year of the time of accrual thereof. (c) In no event, regardless of cause, shall JM Integration LLC be liable for penalties or penalty clauses of any description or for indemnification of Purchaser or others for costs, damages, or expenses arising out of or related to the Equipment and/Services.

**Force Majeure:** JM Integration LLC shall neither be liable for loss, damage, detention or delay nor be deemed to be in default for failure to perform when prevented from doing so by causes beyond its reasonable control including but not limited to acts of war (declared or undeclared), Acts of God, fire, strike, labor difficulties, acts or omissions of any governmental authority or of Purchaser, compliance with government regulations, insurrection or riot, embargo, delays or shortages in transportation or inability to obtain necessary labor, materials, or manufacturing facilities from usual sources or from defects or delays in the performance of its suppliers or subcontractors due to any of the foregoing enumerated causes. In the event of delay due to any such cause, the date of delivery will be extended by period equal to the delay plus a reasonable time to resume production, and the price will be adjusted to compensate JM Integration LLC for such delay.

**Cancellation:** Any order may be cancelled by Purchaser only upon prior written notice and payment of termination charges, including but not limited to, all costs identified to the order incurred prior to the effective date of notice of termination and all expenses incurred by JM Integration LLC attributable to the termination, plus a fixed sum of ten (10) percent of the final total price to compensate for disruption in scheduling, planned production and other indirect costs.

**Entire Agreement:** This Agreement constitutes the entire agreement between JM Integration LLC and Purchaser. There are no agreements, understandings, restrictions, warranties, or representations between JM Integration LLC and Purchaser other than those set forth herein or herein provided

**Bonding:** Cost of Bonding is not included. Contact JM Integration LLC for a quote if bonding is required.

|                    |                                                                      |             |
|--------------------|----------------------------------------------------------------------|-------------|
| <b>SIGNATURE</b>   | <b>PRINT NAME</b>                                                    | <b>DATE</b> |
| <b>Jack Miller</b> | Digitally signed by Jack Miller<br>Date: 2021.09.09 19:42:50 -07'00' | Jack Miller |

|                  |                   |             |
|------------------|-------------------|-------------|
| <b>SIGNATURE</b> | <b>PRINT NAME</b> | <b>DATE</b> |
|                  |                   |             |



## AGENDA SUMMARY REPORT

**SUBJECT:** Authorize City Manager to Negotiate and Execute a Contract with the California Conservation Corps (CCC) in the Amount of \$26,000 to Provide Project Support for the California Natural Resources Agency (CNRA) Funded Urban Greening Grant to Build Phase 4 of the Great Redwood Trail.

**DEPARTMENT:** Community Services

**PREPARED BY:** Neil Davis, Community Services Administrator

**PRESENTER:** Consent Calendar

**ATTACHMENTS:**

1. CCC2021RailTrailPhase4

**Summary:** Council will consider authorizing the City Manager to negotiate and execute a contract with the California Conservation Corps (CCC) in the amount of \$26,000 to provide project support for the California Natural Resources Agency (CNRA)-funded Urban Greening Grant to build Phase 4 of the Great Redwood Trail.

**Background:** The City of Ukiah was awarded an Urban Greening Grant from the CNRA to complete phase four of the Great Redwood Trail (GRT4). The GRT4 will extend the existing rail trail phase 2 from Commerce Drive south approximately 1.9 miles past Plant Road near the City's wastewater treatment plant. The new phase will provide connectivity from the Redwood Business Park to the Ukiah Animal Shelter, Plant Road. Staff obtained the same California Natural Resources Agency grant through the Urban Greening Program that provided funding to phase 3 of the trail.

**Discussion:** The Urban Greening grant specified and budgeted \$26,000 to contract with the California Conservation Corps (CCC) (Attachment 1) to provide workforce development to the CCC as they work in a supporting role providing landscaping and planting help in coordination with project managers from North Coast Opportunities.

The City has a long and productive relationship with the CCC. The CCC provides valuable workforce development and is a frequent partner on mutually beneficial projects.

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**Recommended Action:** Authorize City Manager to negotiate and execute a contract with the California Conservation Corps (CCC) in the amount of \$26,000 to provide project support for the California Natural Resources Agency (CNRA) funded Urban Greening Grant to build Phase 4 of the Great Redwood Trail.

---

**BUDGET AMENDMENT REQUIRED:** No.

---

**CURRENT BUDGET AMOUNT:** 51124210.80230.18253: \$3,563,212

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**PROPOSED BUDGET AMOUNT:** N/A

---

**FINANCING SOURCE:** Urban Greening Grant

---

**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

---

COORDINATED WITH:

---

Approved:   
Sage Sangiacomo, City Manager





California Natural Resources Agency  
**CALIFORNIA CONSERVATION CORPS PROJECT EVALUATION**  
**FORM CCC 58**  
**R-21-1715-8700**  
**Ukiah Greening Grant**

Attachment 1

## Project Data

**Project Title:** Ukiah Greening Grant

**Project Number:** R-21-1715-8700

**Center Information:** 1715 - Ukiah Center

**Contract Information:** -

**Project Description:**

One Day Training in November 2021 which will include: plant nursery set up with propagation tables and misters, native plant propagation, installation of irrigation and maintenance of plant starts

Additionally, there will be a one day refresher or Additional Training (October or November 2022) to cover:

- Installation of Irrigation
- Native Plant Start Planting
- Acorn planting and caging
- Native Plant and Irrigation installation along trail (November 2022-March 2023)

## Sponsor Information

**Agency Name:** CITY OF UKIAH **Agency Code:** 40114

**Mailing Address**  
300 Seminary Ave

**Mailing City**  
Ukiah

**Mailing State**  
CA

**Mailing ZIP Code**  
95482

**Sponsor Contact Information:**

| Contact type                              | Title                 | First name | Last name | Phone number | Email address          |
|-------------------------------------------|-----------------------|------------|-----------|--------------|------------------------|
| Sponsor Representative; Technical Advisor | Program Administrator | Nell       | Davis     | 707-467-5764 | ndavis@cityofukiah.com |

## Estimate Information

**Estimated Number of Hours:** 1,083

**Estimated Start and End Dates:** 10/1/21-3/31/23

**Work Site Information:**

| Address             | City  | State | ZIP code | Geolocation latitude | Geolocation longitude |
|---------------------|-------|-------|----------|----------------------|-----------------------|
| Rail Trail in Ukiah | Ukiah | CA    | 95482    |                      |                       |

| Direction to site location                                | Special instructions |
|-----------------------------------------------------------|----------------------|
| Plantings will commence along rail trail south of Talmage |                      |



California Natural Resources Agency  
**CALIFORNIA CONSERVATION CORPS PROJECT EVALUATION**  
**FORM CCC 58**  
**R-21-1715-8700**  
**Ukiah Greening Grant**

**Fiscal Summary**

| Total OE&E | Total CM labor amount | Total fiscal summary amount |
|------------|-----------------------|-----------------------------|
| \$0.00     | \$26,000.00           | \$26,000.00                 |

**Equipment, Materials and Labor**

**Sponsor Supplied Materials, Equipment and Labor:**

**Materials:** All irrigation materials, caging materials

**Equipment:** Propagation table

**Labor:** Technical oversight and support

**BY SIGNING THIS DOCUMENT:**

**The CCC Representative agrees to the following:**

- A Sponsor Agreement (CCC 96 or, where applicable, an Inter Agency Agreement or other Master Agreement) is on file at Headquarters (HQ).
- If the Sponsor is a non-profit entity, a Private Property/Sponsor Authorization form has been submitted to HQ.
- If the Sponsor is a for-profit entity, a Private Property/Sponsor Authorization form has been submitted to HQ.
- The project conforms to the CCC's Injury and Illness Prevention Program (IIPP).
- The signing CCC Representative has the authority to enter into a contractual agreement of this amount with the Sponsor.

**The Sponsor Representative agrees to the following:**

- Hazardous Materials
  - If there are hazardous materials present, the Sponsor has provided the location, identity, and amounts of any hazardous substances at the worksite and provided all Material Safety Data Sheets (MSDS) for hazards that are present at the worksite.
  - OR
  - To the best knowledge of the Sponsor, the worksite is free of any known hazardous materials.
- All applicable local, state, and federal permits, approvals, and clearances have been obtained.
- Project Funding
  - For projects funded by the Sponsor or entity other than the CCC, the Sponsor agrees to reimburse the CCC for estimated costs in accordance with the fiscal details shown in this document.
  - OR
  - For projects funded internally by CCC's Environmental Programs or other special fund, the Sponsor agrees to comply with all applicable program and eligibility criteria to fund the project.
- The signing Sponsor Representative has the authority to enter into a contractual agreement of this type (and, if any, this amount) with the CCC.



California Natural Resources Agency  
**CALIFORNIA CONSERVATION CORPS PROJECT EVALUATION**  
**FORM CCC 58**  
**R-21-1715-8700**  
**Ukiah Greening Grant**

**Sponsor Representative:**

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CCC Representative:**

Print Name: Cathy Barr

Title: Conservation Supervisor

Signature: CBarr

Date: 9/21/21

**CCC Representative:**

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CCC Agreement #

Index#

CCC Project Number

(CCC Contract Officer Assigns)

1715  
 (Center Index Code is Four digits)

R-21-1715-8700  
 (C3 Assigns)

A) The California Conservation Corps (CCC), agrees to provide crew labor for the project titled:

**Ukiah Green Grant**

See CCC-58: Project Evaluation Form for details.

B) The term of this agreement shall be:

Agreement Start Date: October 1, 2021  
 Agreement Expiration Date: March 31, 2023

☒ Check here if multi-year

C) Sponsor agrees to reimburse the CCC for estimated costs in accordance with the Fiscal Summary. (Fiscal Year displays are shown on page 2 and page 3.)

| Labor                                         | Hours   | Rate/Hr  | Totals       |
|-----------------------------------------------|---------|----------|--------------|
| CM Regular Time:                              | 1083.00 | \$ 24.00 | \$ 25,992.00 |
| CM Overtime:                                  | 0.00    | \$ -     | \$ -         |
| Performance Based Labor:                      |         |          | \$ -         |
| Unspecified:                                  |         |          | \$ 8.00      |
| Staff Regular Time :                          |         |          | \$ -         |
| Staff Overtime :                              |         |          | \$ -         |
| <b>EXPENSES</b>                               |         |          |              |
| Equipment (greater than \$5,000):             |         |          | \$ -         |
| Tools (includes equipment less than \$5,000): |         |          | \$ -         |
| Materials:                                    |         |          | \$ -         |
| Vehicle Operations:                           |         |          | \$ -         |
| Consulting:                                   |         |          | \$ -         |
| Other:                                        |         |          | \$ -         |

NOTE TO SPONSOR: Budget detail will not be provided on performance based contracts.

D) The total amount payable by Sponsor to CCC under this agreement shall not exceed: **\$ 26,000.00**

E) The CCC shall forward billing for labor and/or operating expenses with supporting documentation to the sponsor:

☒ Monthly ☐ Quarterly ☐ At end of contract

F) Sponsor agrees to pay CCC within 35 days from receipt of invoice.

| Sponsor                                                                                    |                       |
|--------------------------------------------------------------------------------------------|-----------------------|
| Organization:                                                                              | City of Ukiah         |
| Date:                                                                                      |                       |
| Signature:                                                                                 |                       |
| Print:                                                                                     | Neil Davis            |
| Title:                                                                                     | Program Administrator |
| <b>SPONSOR EMAIL ADDRESS</b>                                                               |                       |
| ndavis@cityofukiah.com                                                                     |                       |
| <b>SPONSOR MAILING ADDRESS</b>                                                             |                       |
| 300 Seminary Ave<br>Ukiah, CA 95482                                                        |                       |
| <b>SPONSOR BILLING ADDRESS:</b>                                                            |                       |
| <input checked="" type="checkbox"/> Check Here If Billing and Mailing Address are the same |                       |

| STATE OF CALIFORNIA                                                                                            |                                                                                       |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| California Conservation Corps                                                                                  |                                                                                       |
| Date:                                                                                                          |                                                                                       |
| Signature:                                                                                                     |                                                                                       |
| Print:                                                                                                         | Dawne Bortolazzo                                                                      |
| Title:                                                                                                         | Deputy Director, Administration                                                       |
| <b>CCC CENTER VERIFICATION</b>                                                                                 |                                                                                       |
| Date:                                                                                                          | 9.21.2021                                                                             |
| Signature:                                                                                                     |  |
| Print:                                                                                                         | Cathy Barr                                                                            |
| Title:                                                                                                         | Conservation Supervisor                                                               |
| <b>FORWARD PAYMENTS TO:</b>                                                                                    |                                                                                       |
| California Conservation Corps<br>Attention: Accounting/Receivables<br>1719 24th Street<br>Sacramento, CA 95816 |                                                                                       |

|                                                                                   |       |          |                                               |        |          |              |
|-----------------------------------------------------------------------------------|-------|----------|-----------------------------------------------|--------|----------|--------------|
| First<br>Fiscal Year<br>Display                                                   | FROM: | 10/01/21 | Labor                                         | Hours  | Rate/Hr  | Totals       |
|                                                                                   |       |          | CM Regular Time:                              | 541.00 | \$ 24.00 | \$ 12,984.00 |
|                                                                                   | TO:   | 06/30/22 | CM Overtime:                                  | 0.00   | \$ -     | \$ -         |
|                                                                                   |       |          | Performance Based Labor:                      |        | \$ -     | \$ -         |
|                                                                                   |       |          | Unspecified:                                  |        | \$ -     | \$ -         |
|                                                                                   |       |          | Staff Regular Time :                          |        | \$ -     | \$ -         |
|                                                                                   |       |          | Staff Overtime :                              |        | \$ -     | \$ -         |
|                                                                                   |       |          | EXPENSES                                      |        |          |              |
|                                                                                   |       |          | Equipment (greater than \$5,000):             |        | \$ -     | \$ -         |
|                                                                                   |       |          | Tools (includes equipment less than \$5,000): |        | \$ -     | \$ -         |
|                                                                                   |       |          | Materials:                                    |        | \$ -     | \$ -         |
|                                                                                   |       |          | Vehicle Operations:                           |        | \$ -     | \$ -         |
|                                                                                   |       |          | Consulting:                                   |        | \$ -     | \$ -         |
|                                                                                   |       |          | Other:                                        |        | \$ -     | \$ -         |
|                                                                                   |       |          | First Fiscal Year TOTAL:                      |        | \$       | 12,984.00    |
| Second<br>Fiscal Year<br>Display                                                  | FROM: | 07/01/22 | Labor                                         | Hours  | Rate/Hr  | Totals       |
|                                                                                   |       |          | CM Regular Time:                              | 542.00 | \$ 24.00 | \$ 13,008.00 |
|                                                                                   | TO:   | 03/31/23 | CM Overtime:                                  | 0.00   | \$ -     | \$ -         |
|                                                                                   |       |          | Performance Based Labor:                      |        | \$ -     | \$ -         |
|                                                                                   |       |          | Unspecified:                                  |        | \$ 8.00  | \$ 8.00      |
|                                                                                   |       |          | Staff Regular Time :                          |        | \$ -     | \$ -         |
|                                                                                   |       |          | Staff Overtime :                              |        | \$ -     | \$ -         |
|                                                                                   |       |          | EXPENSES                                      |        |          |              |
|                                                                                   |       |          | Equipment (greater than \$5,000):             |        | \$ -     | \$ -         |
|                                                                                   |       |          | Tools (includes equipment less than \$5,000): |        | \$ -     | \$ -         |
|                                                                                   |       |          | Materials:                                    |        | \$ -     | \$ -         |
|                                                                                   |       |          | Vehicle Operations:                           |        | \$ -     | \$ -         |
|                                                                                   |       |          | Consulting:                                   |        | \$ -     | \$ -         |
|                                                                                   |       |          | Other:                                        |        | \$ -     | \$ -         |
|                                                                                   |       |          | Second Fiscal Year TOTAL:                     |        | \$       | 13,016.00    |
| Third<br>Fiscal Year<br>Display                                                   | FROM: |          | Labor                                         | Hours  | Rate/Hr  | Totals       |
|                                                                                   |       |          | CM Regular Time:                              | 0.00   | \$ 24.00 | \$ -         |
|                                                                                   | TO:   |          | CM Overtime:                                  | 0.00   | \$ -     | \$ -         |
|                                                                                   |       |          | Performance Based Labor:                      |        | \$ -     | \$ -         |
|                                                                                   |       |          | Unspecified:                                  |        | \$ -     | \$ -         |
|                                                                                   |       |          | Staff Regular Time :                          |        | \$ -     | \$ -         |
|                                                                                   |       |          | Staff Overtime :                              |        | \$ -     | \$ -         |
|                                                                                   |       |          | EXPENSES                                      |        |          |              |
|                                                                                   |       |          | Equipment (greater than \$5,000):             |        | \$ -     | \$ -         |
|                                                                                   |       |          | Tools (includes equipment less than \$5,000): |        | \$ -     | \$ -         |
|                                                                                   |       |          | Materials:                                    |        | \$ -     | \$ -         |
|                                                                                   |       |          | Vehicle Operations:                           |        | \$ -     | \$ -         |
|                                                                                   |       |          | Consulting:                                   |        | \$ -     | \$ -         |
|                                                                                   |       |          | Other:                                        |        | \$ -     | \$ -         |
|                                                                                   |       |          | Third Fiscal Year TOTAL:                      |        | \$       | -            |
| Fourth<br>Fiscal Year<br>Display                                                  | FROM: |          | Labor                                         | Hours  | Rate/Hr  | Totals       |
|                                                                                   |       |          | CM Regular Time:                              | 0.00   | \$ 24.00 | \$ -         |
|                                                                                   | TO:   |          | CM Overtime:                                  | 0.00   | \$ -     | \$ -         |
|                                                                                   |       |          | Performance Based Labor:                      |        | \$ -     | \$ -         |
|                                                                                   |       |          | Unspecified:                                  |        | \$ -     | \$ -         |
|                                                                                   |       |          | Staff Regular Time :                          |        | \$ -     | \$ -         |
|                                                                                   |       |          | Staff Overtime :                              |        | \$ -     | \$ -         |
|                                                                                   |       |          | EXPENSES                                      |        |          |              |
|                                                                                   |       |          | Equipment (greater than \$5,000):             |        | \$ -     | \$ -         |
|                                                                                   |       |          | Tools (includes equipment less than \$5,000): |        | \$ -     | \$ -         |
|                                                                                   |       |          | Materials:                                    |        | \$ -     | \$ -         |
|                                                                                   |       |          | Vehicle Operations:                           |        | \$ -     | \$ -         |
|                                                                                   |       |          | Consulting:                                   |        | \$ -     | \$ -         |
|                                                                                   |       |          | Other:                                        |        | \$ -     | \$ -         |
|                                                                                   |       |          | Fourth Fiscal Year TOTAL:                     |        | \$       | -            |
| The total amount payable by Sponsor to CCC under this agreement shall not exceed: |       |          |                                               |        |          | \$ 26,000.00 |





## AGENDA SUMMARY REPORT

**SUBJECT:** Adoption of Resolution of the City Council Implementing Teleconferencing Requirements for City Council and Board and Commission Meetings During a Proclaimed State of Emergency Due to the COVID-19 Pandemic.

**DEPARTMENT:** City Attorney

**PREPARED BY:** Darcy Vaughn, Assistant City Attorney

**PRESENTER:** Consent Calendar

### ATTACHMENTS:

1. AB 361 Findings for All Legislative Bodies

**Summary:** The City Council will consider adopting a resolution implementing teleconferencing requirements for public meetings of the Council and all City Commissions and Boards during the current state of emergency due to the COVID-19 pandemic.

**Background:** The City Council is being asked to consider adopting a resolution authorizing continued remote meetings of the Council and its subordinate legislative bodies due to the imminent risk to the health and safety of attendees due to possible transmission of COVID-19 and the recent spread of variants. The current County health orders require masking in all indoor facilities due to health and safety concerns. The Delta variant is highly transmissible in indoor settings and requires multi-component prevention strategies to reduce its spread. The California Department of Public Health is currently investigating the length of vaccine protection. The Center for Disease Control and Prevention recommends avoiding indoor spaces that do not offer fresh air from the outdoors as much as possible. Returning to meeting in the Council Chambers or smaller conference rooms means being in an enclosed space for meetings that commonly last for one to five hours and would seem to create additional exposure for participants to a possible transmission of the virus.

The Ralph M. Brown Act ("Brown Act") requires that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings. The Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so, including allowing public access to that location. On March 17, 2020, in order to address the need for public meetings during the COVID-19 pandemic, Governor Newsom issued Executive Order No. N-29-20, temporarily suspending the Brown Act's teleconferencing requirements, Executive Order No. N-8-2 then continued the suspension of the Brown Act's teleconferencing requirements from June 11, 2021 through September 30, 2021. These Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met.

The State Legislature amended the Brown Act through Assembly Bill No. 361 ("AB 361") on September 16, 2021. As with the Executive Orders, AB 361 requires that certain notice and accessibility requirements continue to be met for holding virtual public meetings. In addition, AB 361 states that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Brown Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and requires that the legislative body make additional findings every 30 days in order to continue such teleconferencing.

As such, staff recommends that the Council adopt the Resolution Implementing Teleconferencing Requirements for City Council and Board and Commission Meetings During a Proclaimed State of Emergency Due to the COVID-19 Pandemic ("Resolution") attached here as Attachment 1.

**Discussion:** AB 361, codified in part in Government Code § 54953, allows a local agency legislative body to hold a public meeting utilizing teleconferencing without giving public access to a teleconference location but allowing public comment virtually if the Governor has proclaimed a State of Emergency and any of the following circumstances also apply:

1. State or local officials have imposed or recommended measures to promote social distancing.
2. The meeting is being held for the purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body has determined that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

As amended by AB 361, Government Code § 54953(e)(3) requires cities that are conducting public meetings via teleconferencing during a declared State of Emergency to make findings, within 30 days of the first virtual meeting after AB361 going into effect, and every 30 days thereafter, that the legislative body has reconsidered the circumstances of the state of emergency and either 1) the emergency continues to impact the ability to meet safely in person, and/or 2) State or local officials continue to impose or recommend social distancing.

Council adopted these findings at their October 17, 2021 meeting, but that resolution did not specify that these findings applied to public meetings of all City commissions and boards as well. The Council must now adopt, via this Resolution (Attachment 1), the findings that confirming the circumstances of the state of emergency and justify holding a public meeting utilizing teleconferencing and allowing public comment virtually, pursuant to Government Code § 54953(e)(3).

---

**Recommended Action:** Adopt a Resolution of the City Council Implementing Teleconferencing Requirements for City Council and Board and Commission Meetings during a Proclaimed State of Emergency Due to the COVID-19 Pandemic.

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**BUDGET AMENDMENT REQUIRED:** N/A

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**CURRENT BUDGET AMOUNT:** N/A

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**PROPOSED BUDGET AMOUNT:** N/A

---

**FINANCING SOURCE:** N/A

---

**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

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**COORDINATED WITH:** City Clerk

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Approved:   
Sage Sangiacomo, City Manager



**RESOLUTION NO. 2021-**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH IMPLEMENTING  
TELECONFERENCING REQUIREMENTS FOR CITY COUNCIL AND BOARD AND  
COMMISSION MEETINGS DURING A PROCLAIMED STATE OF EMERGENCY DUE TO THE  
COVID-19 PANDEMIC**

**WHEREAS:**

1. The City of Ukiah is committed to preserving and nurturing public access and participation in meetings of the City Council and its Boards and Commissions; and
2. All meetings of City's legislative bodies are open and public, as required by the Ralph M. Brown Act, so that any member of the public may attend, participate, and watch the City's legislative bodies conduct their business; and
3. The Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so; and
4. On March 17, 2020, in order to address the need for public meetings during the present public health emergency, i.e. the COVID-19 Pandemic, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and
5. On June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and
6. The State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and
7. AB 361, codified in part at Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and
8. Such conditions now exist in the City, specifically, the Governor has proclaimed a state of emergency exists for the state of California due to the conditions caused by the COVID-19 pandemic and the impact on the health and safety of its residents; and
9. The Delta variant is highly transmissible in indoor spaces, the California Department of Public Health is currently investigating how long vaccine protection lasts, and the Center for Disease Control and Prevention recommends avoiding indoor spaces that do not offer fresh air from the outdoors; and
10. Current County health orders impose or measures to promote social distancing due to health and safety concerns; and

11. In accordance with Assembly Bill 361, the City Council does hereby find that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees and the Council desires to authorize continued remote teleconferenced meetings of its legislative bodies; and
12. As a consequence of the local emergency, the City Council does hereby find that the legislative bodies of the City shall conduct their meetings without compliance with Government Code § 54953(b)(3), as authorized by § 54953(e), and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in § 54953(e)(2); and
13. The City has taken measures to conduct public meetings via virtual tools that allow members of its legislative bodies and members of the public to join and participate in meetings remotely and provide public testimony in the virtual environment and via teleconference.

**NOW, THEREFORE,** the City Council for the City of Ukiah hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference; and
2. The Governor of the State of California issued a Proclamation of State of Emergency, which remains in effect; and
3. County of Mendocino officials have imposed or recommended measures to promote social distancing; and
4. Meeting in person would present imminent risk to the health or safety of attendees; and
5. The City Manager or his designee and the legislative bodies of the City of Ukiah are authorized to take all steps and perform all actions necessary to execute and implement this Resolution in compliance with Government Code § 54953; and
6. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 1, 2021, or (ii) such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City may continue to teleconference without compliance with paragraph (3) of subdivision (b) of § 54953(b)(3).

**PASSED AND ADOPTED** this 3rd day of November, 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Juan V. Orozco, Mayor

ATTEST:

---

Kristine Lawler, City Clerk





## AGENDA SUMMARY REPORT

**SUBJECT:** Consideration of a Payment of \$29,440 to the Mendocino Solid Waste Management Authority (MSWMA) Board to Fund Increase Costs Associated with the Operation and Household Hazardous Waste Disposal Costs; and Approve Corresponding Budget Amendments.

**DEPARTMENT:** Public Works

**PREPARED BY:** Tim Eriksen, Public Works Director/City Engineer

**PRESENTER:** Tim Eriksen, Public Works Director.

### ATTACHMENTS:

1. MSWMA Letter Funds Recommendation Letter

**Summary:** Council will consider a payment of \$29,440 to the Mendocino Solid Waste Management Authority (MSWMA) to fund increase costs associated with operations and household hazardous waste disposal costs and include this expense in future curbside collection rate calculations as part of the solid waste collection contract.

### Background:

MSWMA was originally created through a Joint Powers Agreement between the Cities of Fort Bragg, Ukiah, Willits and Mendocino County to provide administrative oversight and program implementation for solid waste and recycling in the County. Each city member is represented by one elected Councilmember and the County is represented by one coastal district Supervisor and one inland district Supervisor.

MSWMA ensures that local solid waste haulers, including trash, recycling and composting, are providing services according to State and Federal law, including preparation and implementation of a Reduction and Recycling Plan. MSWMA is also tasked with making efforts, including education, to increase recycling and diversion of materials from landfills. MSWMA through MendoRecycle operates the household hazardous waste facility in Ukiah and the HazMobile throughout the County.

Although limited since the pandemic started, MSWMA also provides assistance with local cleanup of illegal dumping and removal of graffiti on public and private property. Historically, MSWMA has provided assistance with the City's encampment clean ups. Additionally, MSWMA operates the Tire Amnesty programs which allows periodic free collection of tires. The Tire Amnesty programs are supported by grant revenues.

The primary funding for Mendocino Solid Waste Management Authority (MSWMA) comes from a \$6.50 per ton surcharge on all solid waste in the County as collected at the transfer stations. The surcharge is passed on to solid waste customers, as part of the solid waste collection fees by haulers such as Waste Management. The MSWMA tipping fee surcharge plus grant revenues provide the revenues to cover the costs of services provided by MSWMA. Revenues have been short of expenditures for many years. In late 2019, the MSWMA jurisdictions approved an increase in the tipping fee of \$1.50, effective 1-20-2020, from \$5.00 to \$6.50 to close the operating deficit.

The pandemic's arrival in March 2020 further stretched the resources of MSWMA. Like many jurisdictions, the

quantity of household hazardous waste (HHW) increased dramatically as folks stuck at home focused on cleaning and renovating the spaces where they were spending most, if not all of their time.

Disposal costs increased from \$109k in FY 18-19 to \$154k in FY 19-20 to \$220k in FY 20-21. After making cuts to the FY 21-22 budget and using reserves to fill gaps, the Board agreed in April that it needed to ask the four member jurisdictions for one-time contributions. The Board sent each agency a letter with this request (Attachment 1)

The funding requested from each jurisdiction is as follows, based on proportion of 2020 population:

City of Ukiah (pop. 16,061) \$29,440  
City of Ft. Bragg (pop. 7,427) \$13,600  
City of Willits (pop. 5,072) \$9,280  
County of Mendocino (pop. 58,915) \$107,680  
**Total \$160,000**

### **Discussion:**

After receiving an initial funding request in April 2021, staff from the City of Ukiah, City of Fort Bragg and Mendocino County voiced concern that the one-time supplemental funding from its respective general funds may not adequately fix the financial challenges of MSWMA and could lead to continued general fund subsidies. Staff, working with the then-General Manager, agreed to form a Technical Advisory Committee (TAC) to review the financials and provide recommendations for dealing with what was perceived to be a structural deficit and not necessarily a one-time operating deficit.

Initially, the TAC determined that an increase of \$3.00 a ton to the surcharge was necessary to stabilize the operating budget and build up a sufficient reserve. However, the TAC was concerned that a 46% increase in the tipping fee from \$6.50 to \$9.50 was significant and may not be supported by the member entities (who are all required to approve it), the haulers and the public. This raised the question whether the TAC should consider a more efficient operating model. In 2019, the MSWMA Board evaluated whether privatizing the operations would resolve the financial shortfalls which had accumulated over a number of years. At that time, MSWMA Board determined that public ownership was a priority and recommended the \$1.50 increase in tipping fee (from \$5 to the current \$6.50 fee) to stabilize operations.

In response to the current financial shortfall, the TAC recommend the Board consider four options:

- **Option 1** – Continue the status quo operating structure which would require the \$3.00 surcharge to financially support continued operations.
- **Option 2** – Continue with Option 1 but increase the salary for the MSWMA General Manager, who could pursue and manage grants to increase revenues to support operations.
- **Option 3** – Contract out MSWMA General Manager duties, the HHW and illegal dump cleanups.
- **Option 4** – Hire a Solid Waste Analyst embedded into another agency who would manage outsourced MSWMA services

Several versions of each option were also considered. The assumption was that Option 3 & 4 could be accommodated within the current \$6.50 surcharge and would be modeled after the Lake County HHW program. However, there is a question whether or not this would provide the pre-pandemic level of service

provided by MSWMA. Ultimately, the TAC did not make a specific recommendation, but did acknowledge that operating funds, either as a one-time payment or loan, were needed in the short-term to continue current MSWMA operations.

Subsequently, the MSWMA Board issued a letter (Attachment #1) to the member jurisdictions requesting a one-time contribution prorated based on proportion of populations. The amount requested from Ukiah is \$29,440. Vice Mayor Brown as part of his committee assignments for the City of Ukiah serves on the MSWMA Board and supports this request.

As cited in the MSWMA letter, the one time funding will enable the agency to continue providing its essential public services at a reasonable level, to begin disposing of stockpiled household hazardous waste, and to pursue more grant funding. To address the longer-term, the MSWMA will have time to explore whether there are more efficient management options, funding mechanisms, or other solutions.

City staff recommends the approval of the request from MSWMA in the amount of \$29,440. Furthermore, staff recommends that Ukiah's share of the payment for this item be expended from a special revenue fund to be established by the Finance Department, initially funded by an internal loan from the General Fund. If approved by Council through the recommended action, revenue to this new fund would be derived from curbside collection rates and would be used first to repay the General Fund but then be used to mitigate other solid waste collection activities.

As of Tuesday, October 26th, all other jurisdictions had authorized the contribution of their respective portions of the funding request.

---

**Recommended Action:** Approve a payment of \$29,440 to the Mendocino Solid Waste Management Authority (MSWMA) Board to fund a financial shortfall in operations. Direct Staff to approve and include this expense in future curbside collection rate calculations as part of the solid waste collection contract; and approval of corresponding budget amendments.

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**BUDGET AMENDMENT REQUIRED:** Yes

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**CURRENT BUDGET AMOUNT:** \$0

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**PROPOSED BUDGET AMOUNT:** \$29,440, new special revenue fund

---

**FINANCING SOURCE:** Interfund loan and curbside collection rates

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**PREVIOUS CONTRACT/PURCHASE ORDER NO.:**

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**COORDINATED WITH:** Finance Department and Vice Mayor Brown

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Approved:   
Sage Sangiacomo, City Manager



Mendocino Solid Waste Management Authority  
*A joint powers public agency*

Letter to Four Jurisdictions – Sept. 17, 2021

County of Mendocino  
 City of Ukiah  
 City of Ft. Bragg  
 City of Willits

Dear Board and City Councils,

Background:

Mendocino Solid Waste Management Authority (MSWMA) is formed by a Joint Powers Agreement of County of Mendocino and Cities of Ukiah, Ft. Bragg and Willits. The agency provides an essential service of collecting, recycling where possible, and disposing of hazardous wastes, including chemicals, paints, tires, batteries, propane tanks, pharmaceuticals, liquid fuels, fluorescent tubes, aerosols, freon, and other materials. To the extent feasible it also does county-wide illegal dump clean-ups. These services are NOT included in the garbage service provided by private haulers under contract with their respective jurisdictions and which are paid for by their customers.

This agency does not have a customer base and does not charge for most of its services (since to do so might result in hazardous waste being thrown on our roadsides and into our creeks). Instead, we have relied almost exclusively on a surcharge on tipping fees, currently at \$6.50/ton (which in turn is passed on under their respective contracts to the customers of the private garbage hauling companies), and on various grants, primarily for handling HHW (household hazardous waste), tires, paint, and oil.

The reliance on the tipping fee surcharge and grant funding was almost sufficient to cover the services - until the pandemic hit in March of 2020. In a pattern experienced in many other jurisdictions, the quantity of HHW increased dramatically. For MSWMA, the HHW disposal costs went from an average of \$103,000 annually in the preceding four years to over \$150,000 in FY 2019-20 (only 3-1/2 months into the pandemic) and then to \$220,000 in FY 2020-21. The cumulative strain on the budget has been an increased outlay of almost \$150,000. (See attached five year financial summary.)



For a year, hoping that the unusual circumstances were temporary, we tried to cope with our budget by scrimping (delaying some repairs, stockpiling some expensive disposals, cutting the training budget, etc.) and drawing down on our reserves. In April 2020, our Board recommended seeking one-time contributions from our four member jurisdictions to replenish reserves and enable us to seek more grant funding. In subsequent months, a Technical Advisory Committee of city managers and/or staff explored an alternative of an increase in the tipping fee surcharge; they also suggested (but did not recommend) possible alternative management structures.

At the meeting of the MSMWA Board on Sept. 16, we finally decided to go back to the request for a one-time contribution from our member jurisdictions. If approved, this will enable the agency to continue providing its essential public services at a reasonable level, to begin disposing of stockpiled HHW, and to pursue more grant funding. To address the longer-term, the Board will have time to explore whether there are more efficient management options, funding mechanisms, or other solutions.

Request for One-Time Contributions:

The funding requested from each jurisdiction is as follows, based on proportion of 2020 population:

|                                   |                  |
|-----------------------------------|------------------|
| City of Ukiah (pop. 16,061)       | \$ 29,440        |
| City of Ft. Bragg (pop. 7,427)    | \$ 13,600        |
| City of Willits (pop. 5,072)      | \$ 9,280         |
| County of Mendocino (pop. 58,915) | <u>\$107,680</u> |
| Total                             | \$160,000        |

The viability of this proposal relies on all four jurisdictions agreeing to contribute their share.

We request that you place this on an upcoming agenda for your governing body as soon as possible. One or more representative of MSWMA will be happy to attend to present this request and answer questions. Please RSVP to me as to when this item is scheduled, at (707) 459-1493 or [mstrong@willitsonline.com](mailto:mstrong@willitsonline.com).

Sincerely,

Madge Strong, Chair on behalf of the MSWMA Board (Dan Gjerde, Mo Mulheren, Jim Brown, and Jessica Morsell-Haye, and myself)





## AGENDA SUMMARY REPORT

**SUBJECT:** Authorize the City Manager to Negotiate and Execute a Professional Services Agreement in an Amount Not to Exceed \$149,999.50 with GHD Inc. for Preparation of the Orr Street Bridge and Transportation Corridor Study and Plan, to be Funded through 20-CDBG-12052, and Approval of Corresponding Budget Amendment.

**DEPARTMENT:** Community  
Development

**PREPARED BY:** Seth Strader, Buyer I, Craig Schlatter, Community  
Development Director

**PRESENTER:** Consent Calendar

### ATTACHMENTS:

1. 20-CDBG-12052 Standard Agreement and Exhibits A-E
2. RFP - Orr Street Corridor - Final
3. Orr Street Bridge -GHD
4. Proposal Evaluation Summary - Meeting Review

**Summary:** Council will consider authorizing the City Manager to negotiate and execute a professional services agreement with GHD Inc. for preparation of the Orr Street Bridge and Transportation Corridor Study and Plan, to be funded through the awarded Community Development Block Grant #20-CDBG-12052, and approval of corresponding budget amendment.

**Background:** On May 6, 2020, through Resolution No. 2020-20, Council authorized submittal of applications in response to the 2019-2020 Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA) issued by the State Department of Housing and Community Development (HCD). An amendment to the Resolution was made to remove one of the proposed activities on August 5, 2020, through Council's adoption of Resolution No. 2020-43.

One of the activities proposed for CDBG funding was the Orr Street Bridge and Transportation Corridor Study and Plan. The City was notified by HCD of an award of the full amount requested, \$150,000, on November 23, 2020. On June 7, 2021, HCD released the executed standard agreement, No. 20-CDBG-12052 (Attachment 1), and also as of that date the City was eligible to implement activities and receive reimbursement through the CDBG program. The deadline for completion of all activities within the standard agreement is 36 months after the effective date of the agreement, or June 7, 2024.

Following CDBG federal procurement regulations and the City of Ukiah's purchasing policies, the City issued a Request for Proposals (RFP) on September 8, 2021, with proposals due by 5:00 PM on October 7, 2021 (see Attachment 2 for a copy of the RFP).

**Discussion:** Two proposals were received in response to the City's RFP from the following firms: GHD Inc. and Green DOT Transportation Solutions. On October 25, 2021, the City's Proposal Review Committee, consisting of one Planning Manager and the Grants Manager in Community Development and the Senior Civil Engineer in Public Works, completed a review and evaluation of the proposals. GHD Inc. was recommended by the Committee to be awarded a contract. Please see Attachment 3 for a copy of GHD Inc.'s proposal and Attachment 4 for the proposal evaluation summary.

Staff recommends Council authorize the City Manager to negotiate and execute a professional services agreement with GHD Inc. for a total not-to-exceed cost of \$149,999.50 for preparation of the Orr Street Bridge and Transportation Corridor Study and Plan. \$150,000 in CDBG funds was awarded by HCD for this activity through standard agreement No. 20-CDBG-12052.

It was initially anticipated that this contract would be awarded in fiscal year 2020/2021, and was not budgeted in the current fiscal year. As previously cited, the executed standard agreement from HCD that authorizes work to begin was not received until June 2021. Therefore, approval of a budget amendment is being requested.

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**Recommended Action:** Authorize the City Manager to negotiate and execute a professional services agreement in an amount not to exceed \$149,999.50 with GHD Inc. for preparation of the Orr Street Bridge and Transportation Corridor Study and Plan, which will be funded through 20-CDBG-12052, and approve corresponding budget amendment.

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**BUDGET AMENDMENT REQUIRED:** Yes

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**CURRENT BUDGET AMOUNT:** 12024200.80230.18065: \$0

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**PROPOSED BUDGET AMOUNT:** 12024200.80230.18065: \$150,000

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**FINANCING SOURCE:** CDBG Program, Standard Agreement #20-CDBG-12052

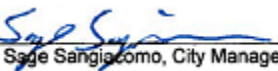
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**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

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**COORDINATED WITH:** Mary Horger, Financial Services Manager

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Approved:   
Sage Sangiacomo, City Manager

## SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

|                                   |                                             |
|-----------------------------------|---------------------------------------------|
| AGREEMENT NUMBER<br>20-CDBG-12052 | PURCHASING AUTHORITY NUMBER (If Applicable) |
|-----------------------------------|---------------------------------------------|

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Housing and Community Development (HCD)

CONTRACTOR NAME

City of Ukiah

2. The term of this Agreement is:

START DATE

Upon HCD Approval

THROUGH END DATE

Thirty-Six (36) Months from the Effective Date

3. The maximum amount of this Agreement is:

\$150,000.00

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

| Exhibits         | Title                                | Pages   |
|------------------|--------------------------------------|---------|
| Exhibit A        | Scope of Work                        | 7       |
| Exhibit B        | Budget Detail and Payment Provisions | 7       |
| Exhibit C *      | General Terms and Conditions         | 04/2017 |
| +<br>- Exhibit D | CDBG Program Terms and Conditions    | 21      |
| +<br>- Exhibit E | Program Application                  | 156     |

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

City of Ukiah

CONTRACTOR BUSINESS ADDRESS

300 Seminary Avenue

CITY

Ukiah

STATE

Ca

ZIP

95482

PRINTED NAME OF PERSON SIGNING

Sage Sangiacomo

TITLE

City Manager

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

03/15/2021

**SCO ID:**

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

20-CDBG-12052

PURCHASING AUTHORITY NUMBER (If Applicable)

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

Department of Housing and Community Development (HCD)

CONTRACTING AGENCY ADDRESS

2020 W. El Camino Avenue

CITY

Sacramento

STATE

CA

ZIP

95833

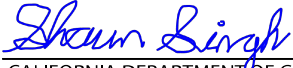
PRINTED NAME OF PERSON SIGNING

Shaun Singh

TITLE

Contracts Manager  
Business & Contracts Services Branch

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

6/7/2021

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Exempt per SCM Vol. 1 4.04. A.3 (DGS memo dated 6/12/1981)

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT****ADMINISTRATION AND MANAGEMENT DIVISION****Business & Contract Services Branch**

2020 W. El Camino Avenue, Suite 130, 95833

P. O. Box 952054

Sacramento, CA 94252-2054

(916) 263-6872

[www.hcd.ca.gov](http://www.hcd.ca.gov)

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

Dear Sage Sangiacomo,

**RE: City of Ukiah  
Contract No.: 20-CDBG-12052**

Congratulations on your Community Development Block Grant (CDBG) Program Award. You have received your CDBG Standard Agreement, Exhibits A through E, in the Grants Network System:

**A. Standard Agreement (STD 213 and Exhibits A thru E)**

**STD 213 - Cover page**

**Exhibit A** - Authority, Purpose and Scope of Work

**Exhibit B** - Budget Detail and Payment Provisions

**Exhibit C** - State of California General Terms and Conditions - GTC 04/2017

*Exhibit C is now incorporated by reference; please see the STD 213 for additional information.*

**Exhibit D** – CDBG Program Terms and Conditions

**Exhibit E** – Program Application

**B. For expeditious handling, please review the STD 213, sign and upload it into the Grants Network System. Do not mail or email the signed STD 213. Please follow the instructions below:**

1. Review the entire Standard Agreement thoroughly and, if necessary, discuss the requirements with your legal and financial advisors.
2. The person or persons authorized by the Resolution(s), must provide an **original signature, printed name, title and date, using blue ink**, on the lower left-hand section entitled "Contractor" on the STD 213 and/or on page 2 of the STD 213, if applicable.

3. Print and upload the signed STD 213 into the Grants Network System within 30 days from the date of this letter.
4. **Note:** If the resolution did not authorize a designated official to sign the STD 213 and amendments thereto, your governing body must adopt a resolution authorizing a designated official(s) to sign the STD 213 and any subsequent amendments. If the authorized designee as reflected in the resolution, the awarded NOFA amount or your entity status has changed, you are required to provide, to the Department, a new resolution consistent with the terms of the NOFA award and adopted by your Board.
6. Maintain a complete electronic version of the STD 213 and Exhibits A through E for your pending file. **Note: The Standard Agreement is not effective until it is signed by the Awardee's designated official and the Department.**

**The Department reserves the right to cancel any pending Standard Agreement in its entirety if not returned within the required 30-day period.**

Please contact Connie Mallavia, CDBG Program Manager, Federal Programs Branch, at (916) 263-2711 or email [Connie.Mallavia@hcd.ca.gov](mailto:Connie.Mallavia@hcd.ca.gov), if you have any questions regarding the Standard Agreement or the provisions therein.

Sincerely,

*LaTasha Jackson*

Contracts Analyst

cc: Janice Waddell, Branch Chief, Federal Programs Branch



## EXHIBIT A

### **AUTHORITY, PURPOSE AND SCOPE OF WORK**

#### **1. Authority & Purpose**

This Standard Agreement (hereinafter "Agreement") will provide official notification of the conditional reservation of funds under the State of California's administration of the federal Community Development Block Grant Program for non-entitlement jurisdictions (hereinafter, "CDBG" or the "Program") by the Department of Housing and Community Development (hereinafter the "Department") pursuant to the provisions of 42 U.S. Code (U.S.C.) 5301, et seq., 24 Code of Federal Regulations (CFR) Part 570, Subpart I, California Health and Safety Code Section 50825, et seq., and the California State CDBG Program Guidelines in effect as of October 15, 2019, all as may be amended from time to time. The Program is listed in the Catalog of Federal Domestic Assistance as 14.228 - CDBG -Community Development Block Grant Program. In accepting this conditional reservation of funds by executing this Agreement, the Grantee agrees to comply with the terms and conditions of this Agreement, the Notice of Funding Availability (NOFA) under which the Grantee applied, as identified in this document footer, the representations contained in the Grantee's application (the "Application") for this funding allocation, which is incorporated herein by reference and is included as a summary in Exhibit E, and the requirements of the authorities cited above. For activities funded outside of a NOFA, including activities funded through Program Income, and activities funded through Urgent Need, the Grantee agrees to comply with the terms and conditions of this Agreement, the representations contained in the Grantee's Application for activity funding, which is incorporated herein by reference and is included as a summary in Exhibit E, and the requirements of the authorities cited above. Any changes made to the submitted and awarded Application after this Agreement is executed must receive prior written approval from the Department. For purposes of this Agreement, use of the term "Grantee" shall be a reference to "Contractor".

#### **2. Scope of Work**

- A. The Grantee shall perform the funded activities described in the Scope of Work (Work), including applicable National Objectives as represented in Exhibit E Sections I through IV, and the Application which is on file with the Department and which is incorporated herein by reference. All written materials or alterations submitted as addenda to the original Application and which are approved in writing by the Department are hereby incorporated as part of the Application. The Department reserves the right to require the Grantee to modify any or all parts of the Application in order to comply with CDBG requirements. The Department

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## **EXHIBIT A**

reserves the right to monitor all Work to be performed by the Grantee, its contractors, and subgrantees in relation to this Agreement. Any proposed revision to the Scope of Work must be submitted in writing for review and approval by the Department and may require an amendment to this Agreement. Approval shall not be presumed unless such approval is made by the Department in writing.

- B. For the purposes of performing the Scope of Work, the Department agrees to provide the amount(s) identified in Exhibit B, and as detailed in Exhibit E, Section VI, Budget Worksheet. Unless amended in writing, the Department shall not be liable for any costs in excess of the total approved budget. The Department shall not, under any conditions, be liable for any unauthorized or ineligible costs or activities.
- C. Except for General Program Administration, grant activity(ies) must meet one of the following three CDBG National Objectives:
  - 1) Benefit to Low/Moderate Income Persons or Households,
  - 2) Urgent Need, or
  - 3) Elimination of Slums or Blight as defined in 24 CFR 570.483.

### **3. Effective Date and Commencement of Work**

- A. This Agreement is effective upon approval by the Department as evidenced by the Department representative's signature on page one of the fully executed Standard Agreement, STD 213.
- B. The CDBG Grantee agrees that no Work toward the implementation of the project activity or program activity, as identified in Exhibit E, Section I through IV, shall commence without prior written authorization from the Department prior to the execution of this Agreement by the Department.

### **4. Term of Agreement and Performance Milestones**

- A. Term of Agreement: With the exception of the Grant Closing Requirements set forth in Exhibit B, Section 6, the Grantee shall complete the grant activity and/or activities on or before 36 months (three (3) years) from the Department's execution date identified on the STD 213 of this Standard Agreement. Any

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extensions beyond the 36 months will require the Department's approval and a contract amendment.

- B. Expenditure Deadline: All Program funds shall be expended no later than 36 months (three (3) years) from the final Department execution date of this Agreement as identified on the STD 213. All requests for funds must be submitted prior to the Expenditure Deadline.

1) Reporting Deadlines:

- a) All activities except activities in support of new housing construction and activities in support of economic development must report final beneficiaries no later than thirty (30) days after the expiration of the Expenditure Deadline. Extensions for final reporting must be approved in writing by the Department.
- b) For activities in support of new housing construction and economic development where housing units or jobs are dependent on off-site infrastructure development, the activity shall have an extended reporting term of two years (24 months) from the expenditure deadline to complete reporting of units constructed and occupied or jobs created or retained. Activities that do not meet the reporting deadline will be deemed ineligible and the Grantee will be required to repay all grant funds expended on the activity.

- C. Milestones: Grantee shall timely adhere to project milestones as established in Exhibit E, Section V.

1) Failure to Meet Milestones:

- a) Failure to meet the first milestone identified in Exhibit E, Section V, is a material breach and will result in a for-cause termination of this Agreement. All funds, including program income, reimbursed for this activity prior to the termination shall be returned to the Department no less than thirty (30) days from the written notification of termination.
- b) Failure to meet any given subsequent milestones identified in Exhibit E, Section V, may result in loss of program eligibility and will restrict the Grantee from applying for additional CDBG funding until

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the activity is corrected and put back on schedule, or the activity is completed, or the activity is canceled.

- 2) Any milestone or deadline except the first milestone, the final activity report milestone, and the expenditure deadline may be revised administratively with the approval of the Department without incurring penalty, provided the revision request is received in advance of the original milestone due date.

### D. **Scope of Work Revisions and Amendments**

- 1) Contract Revisions: Adjustments to the Scope of Work that do not require an increase or reduction of activity scope, a change in National Objective, or a change in the type of beneficiaries assisted may be completed as a Contract Revision. Contract Revisions must be approved by the Department prior to implementation. If approved, contract revisions shall automatically be deemed a part of, and incorporated into, this Agreement. Approval shall be provided either through the online grant management system, or in writing, as appropriate. Contract Revisions shall include but not be limited to:
  - a) Adjustments that itemize the scope of work, revise milestone deadlines, except for first and last milestones, and change the scope of work in a manner that does not change the overall budget, National Objective, or change type or reduce count of estimated beneficiaries.
  - b) Adjustments that increase the estimated number of beneficiaries without increasing or decreasing the scope of work and without changing the overall budget.
- 2) Contract Amendments: Adjustments to the Scope of Work that require an increase or a reduced scope of work, that change the National Objective, or that change the type or reduces the number of beneficiaries assisted shall require a Contract Amendment. Contract Amendments must be fully executed by both the Grantee and the Department prior to implementation. Adjustments may not be implemented prior to execution unless the Department has provided written notice authorizing the Grantee to proceed. Contract Amendments shall include but not be limited to:

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- a) Adjustments that either add scope beyond what was included in the original application, or that reduce scope such that the activity is materially different from the original application, or that reduce estimated beneficiary counts.
  - b) Adjustments that change the scope in a manner that requires a change to awarded activity budget, including adding funds from other State CDBG funded activities, adding Program Income, and reducing funds from either State CDBG awarded funds or Program Income.
- 3) HUD Matrix Codes: If HUD changes an activity matrix code(s) or if there is an error in recording the activity code, the Grantee shall be notified in writing and the correction shall not require an amendment to this Agreement.

### E. **State CDBG Program Contract Management**

- 1) Department Contract Manager: For purposes of this Agreement, the State CDBG Program Contract Manager for the Department is the Program Manager of the State CDBG Program in the Division of Financial Assistance, or such person's designee. Written communication regarding this Agreement shall be directed to the State CDBG Program Contract Manager at the following address:

State CDBG Program Contract Manager  
Division of Financial Assistance  
Department of Housing and Community Development  
P.O. Box 952054  
Sacramento, California 94252-2054  
Ph: (916) 263-2711  
Email: [CDBG@hcd.ca.gov](mailto:CDBG@hcd.ca.gov)

- 2) Contract Management: Day-to-day administration of this Agreement shall take place through the online grant management system, including but not limited to:
- a) Financial Reports (Funds Requests);
  - b) Activity Reports;

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- c) Semi-Annual Reports;
  - d) Annual Reports;
  - e) Submittal of any and all requested supporting documentation;
  - f) Standard Agreement Revisions (non-material contract changes);  
and,
  - g) Standard Agreement Amendments (material contract changes).
- 3) Grantee Contract Administrator: The Grantee's Contract Administrator (must be a Grantee employee) is identified in Exhibit E, Profile. Unless otherwise informed, any notice, report, or other communication required by this Agreement shall be directed to the Grantee's Contract Administrator at the contact information identified in Exhibit E, Profile. Written communication shall be directed to the Grantee's Contract Administrator as identified in the Grantee Profile as referenced in Exhibit E.
- 4) **Capacity to Contract**: Contractor has the capacity and authority to fulfill the obligations required of it hereunder and nothing prohibits or restricts the right or ability of Contractor to carry out the terms hereof.
- 5) **Authority to Execute**: Each person executing this Agreement represents and warrants to the Department that he or she is duly authorized to execute and deliver this Agreement on behalf of the Contractor, and that such authority is evidenced by a binding authorization. The person executing this Agreement, and the Contractor, acknowledge that the Department is materially relying upon the foregoing representation and warranty in agreeing to enter into this Agreement. In the event of a defect in any resolution submitted to the Department in connection herewith, then this provision shall be deemed satisfactory and admissible evidence of the authority of the signer to bind Contractor to this Agreement and Contractor shall remain fully bound to the terms hereof. In the event the Department determines in its sole discretion that a resolution submitted by the Contractor is deficient in any way, then within thirty (30) days of the

## **EXHIBIT A**

Department's request, Contractor shall resubmit a new resolution which is satisfactory to the Department. Failure by the Contractor to timely provide such resolution to the Department shall constitute a default under this Agreement.

## EXHIBIT B

### **BUDGET DETAIL AND PAYMENT PROVISIONS**

#### **1. Budget**

- A. Budget Detail: The activity shall follow the budget as detailed in Exhibit E, Section VI.
- B. Program Income: All Program Income is state administered CDBG funding and is subject to the same federal requirements for financial administration as open grant awards. Program Income, including both cash-on-hand and future projected receipts, if identified as a funding source for any given activity, must be included in the activity budget and must be substantially expended prior to drawing grant award funds. Program Income must be identified separately from grant funds in the activity budget and must be broken out into activity and general administration funding, as applicable. The Department will not encumber locally administered Program Income against NOFA grant funds in the state's accounting system. Only new grant awards made under a NOFA or in conjunction with an Urgent Need application will be encumbered in the state's accounting system.

Funding in this Agreement may include either or both:

- 1) the total new grant award from the NOFA to be encumbered by the Department from grant funds,
  - 2) total locally held Program Income to be included in the activity budget but that will **not** be encumbered by the Department. This Agreement is for the sum total of funds to be used in the activity including grant funds and Program Income, as applicable. Program Income receipts must be reported no less than quarterly.
- C. Other Non-State CDBG Funding Sources: The Grantee shall report on the value of other contributions included as leverage for each activity via the Financial Reports required for such activity. The Financial Reports shall be accessed through the online grant management system and are the reports which convey the information needed to complete financial transactions in HUD's Integrated Disbursement and Information System (IDIS).

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## **EXHIBIT B**

### **2. Availability of Funds**

The Department's provision of funding to Grantee pursuant to this Agreement is contingent on the continued availability of CDBG funds and continued federal authorization for CDBG activities, as well as the conditions set forth in Exhibit D, Section 33. The Department's provision of funding is subject to amendment or termination due to lack of funds or authorization. This Agreement is subject to written modification or termination as necessary by the Department in accordance with requirements contained in any future state or federal legislation and/or state or federal regulations. All other modifications must be in written form and approved by both parties.

### **3. Eligible Costs**

- A. No activity costs may be incurred, or funds reimbursed until the Grantee has documented compliance with the applicable National Environmental Protection Act (NEPA) requirements established in 24 CFR 50, 24 CFR 58, and 42 USC 4321, et seq.
- B. Allowable Costs: Allowable costs shall mean those necessary and proper costs under 2 CFR 200.400 through 475, and as identified in the Grantee's application and as detailed in Exhibit E, Section VI, and as approved by the Department unless any or all such costs are disallowed by the State of California or HUD. Allowable costs include necessary and proper activity and administration costs incurred prior to the execution of this Agreement. All costs incurred prior to the execution of this Agreement must be eligible to be considered allowable and suitable for reimbursement. Eligible costs must, at a minimum, be costs incurred according to the procurement requirements of 2 CFR 200.317, et seq. and be costs required for the activity in this Agreement to meet a National Objective.
- C. Priority of Funds: The Grantee agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available. To the extent available, the Grantee must disburse funds available from locally held funding CDBG grant resources such as, but not limited to Program Income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments from the grant award.

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- D. Withholding Funds: The Department reserves the right to withhold payments pending timely delivery of program reports or documents as may be required under this Agreement. Payments are contingent upon the Grantee's financial management system meeting the requirements of 2 CFR 200.302, and the internal control requirements of 2 CFR 200.303. Payment may be suspended or terminated, in whole or in part, by the Department in its sole discretion in the event of a default by Grantee.
- E. Disencumbering Funds: The Grantee agrees that funds determined by the Department to be surplus upon completion of the activity, or that have not been spent prior to the Expenditure Deadline will be subject to disencumbrance by the Department.
- F. Indirect Costs: If Grantee wishes to charge for indirect costs, the Grantee must develop an indirect cost allocation plan for determining the appropriate CDBG share of such indirect costs and submit such plan to the Department for approval prior to submission of requests for any payments for the indirect cost expenditures.
- G. Pre-Agreement Costs: Pre-Agreement Costs are eligible costs incurred prior to the award of funds as defined in Exhibit D, Section 1. Eligible Pre-Agreement costs as identified in Exhibit E, Section VI, Project Budget, may only be reimbursed upon the full execution of this Agreement and verification that the costs meet all eligibility criteria. Pre-Agreement costs may include both activity delivery and general program administration.

The Grantee agrees that any Pre-Agreement costs **not** previously identified in Exhibit E, Section VI, Project Budget, will **not** be paid with CDBG funds.

#### 4. Method of Payment

The Department will not authorize payments unless it has determined the costs incurred are in compliance with the terms of this Agreement. Funds requested through the Financial Reports must be for a minimum of \$1,000.00, with the exception of the final funds request, which must be marked "Final". Payments will be issued to the agency identified on the Taxpayer Identification Form (TIN) provided by the Grantee to the

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Department.

- A. Reimbursements: The Department will reimburse the Grantee its allowable costs for the services identified in this Agreement in Exhibit E, Section VI, upon presentation of invoices which Grantee certified are true and correct copies of payments due on behalf of the Grantee for the activity covered by this Agreement and made in accordance and compliance with Exhibit A, Scope of Work. The Grantee may not request reimbursements under this Agreement until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed.
- 1) To receive reimbursement for grant activities, including reimbursement for eligible Pre-Agreement costs, the Grantee must submit all Department required forms according to the applicable deadlines. Financial Reports and Activity Reports are due no less than quarterly, within 15 days of the end of the quarter. Financial Reports and Activity Reports may be submitted more frequently at the Grantee's discretion. Financial Reports shall include the level of documentation specified by the Department, including proof of expenditure, and proof of cost eligibility. Grantees must submit documentation supporting cost amounts and cost eligibility with each funds request as part of the Financial Report.
  - 2) Grantees shall submit Financial Reports (funds requests) no less than quarterly. If no funds have been expended, the Grantee shall provide a description of work completed and an explanation of why no funds have been expended.
- B. Advances: The Grantee must receive prior written approval from the Department before submitting an advance request. All advances are subject to the Department's consent, which may be given or withheld on its sole discretion. No advances will be issued prior to full Agreement execution.
- C. Final Payment Requests:
- 1) Grantees on the Reimbursement Payment System: All requests for final reimbursement must be submitted before the Expenditure Deadline

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referenced in Exhibit A, Section 4 of this Agreement.

- 2) Grantees on the Advance Payment System: The last advance payment must be submitted to the Department no later than sixty (60) days prior to the Expenditure Deadline of this Agreement.
- 3) Return of Unexpended Funds: All funds received by the Grantee but not expended by the Expenditure Deadline must be accounted for and returned to the Department within thirty (30) days after the Expenditure Deadline. Funds shall be returned in accordance with the current State CDBG Grants Management Manual. All returned funds will be disencumbered.
- 4) All Funds Not Previously Requested: If the final funds disbursement request for costs expended during the term of this Agreement has not been received by the Department before the Expenditure Deadline, and the Grantee has not requested an extension per Exhibit A Section 4, (Term of Agreement and Performance Milestones), the Department may disencumber any funds remaining and grant funds will no longer be available for the Grantee.

### **5. Budget Revisions and Amendments**

Budget line item adjustments may be made in accordance with the following:

- A. Budget Revisions: Adjustments to the Budget that do not require an increase or reduction of total activity budget, a change in National Objective, or a change in the type or a reduction in number of beneficiaries assisted may be completed as a Budget Revision. Budget Revisions shall include but not be limited to:
  - 1) Adjustments that reallocate funds between budget line items, including between General Administration funding, activity funding, and Program Income resources, including both Program Income cash on hand, and Program Income projected receipts, but that otherwise does not change the overall budget total, the scope of work, the National Objective, and type and count of estimated beneficiaries. Reallocations involving General Administration funding are subject to applicable General Administration caps identified in the Notice of Funding Availability.
  - 2) Adjustments that increase or decrease the detail included in the submitted lined item budgets, including adding and removing budget line items,

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without increasing or decreasing the scope of work and without changing the overall budget.

Budget Revisions must be approved by the Department prior to implementation. Approval shall be provided either through the online grant management system, or in writing, as appropriate. If approved, Budget Revisions shall automatically be deemed a part of, and incorporated into, this Agreement.

- B. Budget Amendments: Adjustments to the Budget that result in an increased or a reduced total activity budget shall require a Contract Amendment. Contract Amendments must be fully executed by both the Grantee and the Department prior to implementation. Adjustments may not be implemented prior to execution unless the Department has provided written notice authorizing the Grantee to proceed.

### **6. Grant Closing Requirements**

A. Expenditure Deadline:

- 1) All Program funds shall be expended no later than the Expenditure Deadline as defined in Exhibit A, Section 4. All requests for funds must be submitted prior to the Expenditure Deadline.
- 2) The Final Financial Report for the activity must be marked final and submitted before the Expenditure Deadline. Financial Reports submitted after the Expenditure Deadline will not be eligible for reimbursement.

Closeout Procedure: The Grantee must submit the following at the completion of the activity:

- 1) A Final Activity Report that includes all required reporting data for the activity;
- 2) A filed Notice of Completion (if applicable);
- 3) Evidence, satisfactory to the Department, of compliance with any and all other Special Conditions of this Agreement as set forth in Exhibit E hereto; and,
- 4) A resolution from the governing body acknowledging the accomplishments of the activity and confirming that the activity is complete and that all

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outstanding funds have been reimbursed by the Department.

If the Grantee identified an extended reporting period will be required to meet the National Objective for the activity in the Application, the above closeout requirements shall be submitted upon the completion of the activity, or within twenty-four (24) months after the Expiration Deadline, whichever comes first. If no extended reporting period is required, the above closeout requirements shall be submitted within thirty (30) days after the Agreement's Expenditure Deadline. Upon receipt of the above documentation, the Department will close out this Agreement and finalize the activity in IDIS for final reporting to HUD.

- B. Ongoing Reporting: Grants that have been closed may, as applicable, have continued reporting requirements, including Program Income reporting, performance reporting, beneficiary reporting, asset reporting, and other federally required reports as identified in Exhibit D, Section 22.

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### CDBG PROGRAM TERMS AND CONDITIONS

#### 1. **Definitions**

- A. "Activity" means one of the following HUD eligible activities as per 42 U.S.C. 5305.
- 1) Acquisition (§ 5305 (a)(1))
  - 2) Public Improvements (§ 5305 (a)(2))
  - 3) Public Facilities (§ 5305 (a)(2) and (5))
  - 4) Code Enforcement (§ 5305 (a)(3))
  - 5) Housing Rehabilitation (§ 5305 (a)(4))
  - 6) Public Services (§ 5305 (a)(8))
  - 7) Planning and Technical Assistance (Section 105(a)(12), (14) and (19))
  - 8) Business Financial Assistance (§ 5305 (a)(17))
  - 9) Microenterprise Assistance (§ 5305 (a)(22))
  - 10) Homeownership (§ 5305 (a)(24))
- B. "Activity Budget" means the budget included in Exhibit E, Section VI, Project Budget, as referenced by Exhibit B, Budget Detail, and Payment Provisions.
- C. "Activity Delivery" (AD) means any reasonable and necessary costs that are not directly related to labor and/or direct construction and/or direct activity implementation costs. The Grantee may expend up to the indicated AD as identified in the NOFA that is associated with this Agreement or any relevant CDBG Management Memo. CDBG funds for AD cannot be drawn down unless CDBG activity costs have previously been drawn down or are being drawn down on the same funds request.
- D. "Activity Reports" are the activity reports that must be submitted at least quarterly that describe program or project progress and/or beneficiaries served during a

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- given reporting period.
- E. "Department" means the California Department of Housing and Community Development.
  - F. "Funds Request" is also identified as a Financial Report and refers to the forms and processes required to request the drawdown of CDBG funds (requests for funds must be a minimum of \$1,000.00 unless it is the final Financial Report for an activity). Funds disbursements must be completed no less than quarterly for each open activity, including Program Income funded activities.
  - G. "General Administration" refers to eligible administrative expenses as provided in 42 U.S.C. 5305(a)(13).
  - H. "Grantee" means the jurisdiction that applied for CDBG funding and has legal authority to sign this Agreement and commit to compliance with all federal requirements regarding the administration of federal funds, as identified in 2 CFR 200.
  - I. "Pre-Agreement Costs" are pre-award costs as defined at 2 CFR 200.458 and 24 CFR 570.489(p) and are costs that are eligible per 2 CFR 200.400 et.seq. that have been itemized on the approved activity budget as identified in Exhibit E, Section VI, Project Budget, as referenced by Exhibit B, Budget Detail and Payment Provisions.
  - J. "Program" means an eligible activity that provides direct assistance to eligible participants within a defined service area. Programs include public services, housing assistance to households, and instances where an eligible person, household, or area is directly assisted with a unit of service.
  - K. "Program Guidelines" means the CDBG Program Guidelines adopted in October 2019 that replaced the California state regulations regarding the operation of the State CDBG program, as per Health and Safety Code 50826.1(a) that states that the regulations are repealed upon adoption of guidelines.
  - L. "Program Income", as defined in 24 CFR 570.489(e), means gross income received by the Grantee that is directly generated from the use of CDBG funds. When such income is generated by an activity that is only partially assisted with CDBG funds, the income shall be prorated to reflect the percentage of CDBG



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funds used.

- M. "Project" means eligible capital improvements to public facilities, infrastructure, assets, and right-of-way. Projects may also include eligible capital improvements to privately owned facilities, infrastructure, and assets that serve the public or that provide a public good, including shelters, community-based facilities, and utilities.

### 2. **Eligible Activities**

Grantee will only use funds under this Agreement for the activity identified in Exhibit E. All activities must be eligible CDBG activities as authorized under 42 U.S.C. 5305 and 24 CFR 570.482.

### 3. **National Objectives**

Grantee will only use funds in support of the National Objective identified in Exhibit E, Section IV. All CDBG funded grant activities must meet a National Objective as defined in 42 U.S.C. 5304(b)(3), as amended, and 24 CFR Part 570.483.

Real Property acquired in whole or in part with CDBG funds must be used to meet the same National Objective for which it was purchased for no less than five years from the date of acquisition. The Department may require a Use Restriction Agreement be recorded against real property acquired or improved in whole or in part with CDBG funds.

### 4. **Termination and Remedies for Noncompliance**

Awards as secured by this Agreement may be terminated by the Department in whole or in part as per federal regulation at 2 CFR 200.339. All terminations shall include written notification setting forth the reason(s) for such termination, the effective date, and the portion to be terminated in the case of partial terminations and will follow termination notification requirements identified in 2 CFR 200.340.

- A. Termination without Cause: Agreements may be terminated without cause in whole or in part by the Department **only** with the consent of the Grantee. In the case of a whole agreement termination, the two parties shall agree upon termination conditions, including the effective date. In the case of partial termination, the two parties shall agree upon termination conditions, including the

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portion to be terminated and the effective date.

- B. Noncompliance and Termination with Cause: The Department may terminate this Agreement for Grantee's failure to comply with the terms and conditions of this Agreement. Terminations for material failure to comply with the Agreement terms and conditions must be reported by the Department to the appropriate federal program integrity and performance system accessible through the System for Award Management (SAM) as per 2 CFR 200.339(b).
- 1) The Department may initiate remedies for noncompliance as identified in 2 CFR 200.338 at any time it has been determined that the Grantee is no longer meeting the terms and conditions of this Agreement. Remedies for noncompliance may be required in addition to, in lieu of, or prior to termination.
  - 2) Prior to terminating this Agreement for cause or noncompliance, the Department shall submit written notice specifying noncompliance and/or specifying the event or events that if not cured would constitute an event of default. The Department's written notice shall identify remedies for cure. Grantee shall have thirty (30) calendar days from receipt of notice to fully cure. This period may be extended at the Department's discretion for a reasonable period of time if the Grantee is acting in good faith to cure the noncompliance or cause. Any extension of the cure period must be communicated in writing by the Department.
  - 3) The Department's remedies for Grantee's noncompliance with a federal statute or regulation, a state statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere may include, as appropriate:
    - a) Temporarily withhold cash payments pending correction of the deficiency by the Grantee.
    - b) Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance.
    - c) Wholly or partly suspend or terminate the current award for the Grantee's program or project, as applicable.

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- d) Withhold further and/or future awards of CDBG funds.
- e) Request that HUD initiate federal suspension debarment proceedings.
- f) Take other remedies that may be legally available, including, but not limited to:
  - (i) In the case of costs incurred without meeting a National Objective, require repayment of all funds reimbursed, including General Administration, Activity Delivery, and any and all Program Income, as appropriate.
- 4) In taking an action to remedy noncompliance, the Department will provide the Grantee an opportunity for such hearing, appeal, or other administrative proceeding to which the Grantee is entitled under any statute or regulation applicable to the action involved as per 2 CFR 200.341.
- C. Effects of Suspension and Termination: Grantee costs resulting from obligations incurred by the Grantee or any of the Grantee's contractors, subrecipients, or subgrantees during a suspension or after termination of an Agreement are not allowable unless otherwise authorized by the Department in written notice or as allowable in 2 CFR 200.342. Termination and remedies for noncompliance identified in this Section do not preclude a Grantee or any of the Grantee's contractors, subrecipients, or subgrantees from being subject to non-procurement debarment and suspension requirements at 2 CFR 2424. CDBG funds may not be provided to excluded or disqualified persons pursuant to 24 CFR 570.489(I).
- D. Remedies: All remedies of the Department hereunder are cumulative and not exclusive.

## 5. **Severability**

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.

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- B. The Grantee shall notify the Department immediately of any claim or action undertaken by or against it which affects or may affect this Agreement or the Department, and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of the Department.

### **6. Waivers**

No waiver or any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce, at any time, the provisions of this Agreement or to require, at any time, performance by the Grantee of these provisions shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce these provisions.

### **7. Uniform Administrative Requirements**

The Grantee, its agencies or instrumentalities, and Subgrantees shall comply with the policies, guidelines and Administrative Requirements of 2 CFR Part 200 et seq., as applicable, as they relate to the cost principles, audit requirements, acceptance and use of federal funds.

- A. Single Audit Compliance: Funds will not be disbursed to any Grantee identified by the State Controller's Office (SCO) as non-compliant with the Federal Single Audit Act, as described in the Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards at 2 CFR 200 Sub-Part F. No funds may be disbursed until compliance with the Uniform Administrative Requirements is demonstrated to the satisfaction of the Department.
- B. Accounting Standards: Grantee agrees to comply with, and administer the activity in conformance with, 2 CFR Part 200.300 et seq, and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
- C. Suspension and Debarment: By executing this Agreement, Grantee verifies and affirms that it has not been suspended or debarred from participating in or receiving federal government contracts, subcontracts, loans, grants or other assistance programs.

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### **8. Compliance with State and Federal Laws and Regulations**

- A. Grantee, its agencies or instrumentalities, contractors, sub-grantees, and subrecipients shall comply with all local, state, and federal laws, statutes, and regulations, as well as policies and guidelines established by the Department for the administration of the CDBG program.
- B. Grantee shall comply with the requirements of 24 CFR 570.480 et seq., the Housing and Urban Development (HUD) regulations concerning State administered Community Development Block Grants, 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Guidance, as adopted by HUD at 2 CFR 2400, Title II of the Cranston-Gonzales National Affordable Housing Act (42 U.S.C. § 12701 et seq.) and all federal regulations and policies issued pursuant to these regulations. The Grantee further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

### **9. Affirmatively Furthering Fair Housing**

Grantee shall affirmatively further fair housing, in accordance with the Civil Rights Act of 1964 (42 U.S.C 2000a, et seq.), and the Fair Housing Act (42 U.S.C. 3601, et seq.), according to 42 U.S.C. 5306, et seq. and in compliance with California statute (Gov. Code sections 65583, et seq.). Grantee shall comply with the Fair Housing Amendment Act of 1988 (Public Law 100-430).

### **10. Equal Opportunity Requirements and Responsibilities**

Grantee agrees that it undertakes hereby the same obligations to the Department that the Department has undertaken to HUD pursuant to the Department's CDBG certifications. The obligations undertaken by Grantee include, but are not limited to, the obligation to comply with all applicable federal laws and regulations described in Subpart K of 24 CFR Part 570 and specifically with each of the following:

- A. The Housing and Community Development Act of 1974 (Public Law 93-383) that authorized the CDBG program, as amended, and legislative changes contained in the Housing and Urban-Rural Recovery Act of 1983 that authorized the state administered CDBG program for non-entitlement communities, and the Architectural Barriers Act of 1968 (42 U.S.C. Section 4151) that requires publicly funded facilities be accessible to the public;

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- B. Title VI of the Civil Rights Act of 1964 (Public Law 88-352) prohibiting discrimination based on protected class, as amended, Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) prohibiting discrimination in housing, as amended; the Civil Rights Restoration Act of 1987 (Public Law 100-259) requiring expanded compliance with civil rights laws for jurisdictions receiving federal funding; Section 104(d) regarding relocation and displacement and Section 109 of Title 1 of the Housing and Community Development Act of 1974 prohibiting discrimination in CDBG funded programs, as amended; Section 504 of the Rehabilitation Act of 1973 prohibiting recipients of federal funds from discrimination against persons with disability; the Americans With Disabilities Act of 1990 prohibiting all public discrimination against persons with disabilities; the Age Discrimination Act of 1975 prohibiting age-based discrimination in federally funded activities; Executive Order 11063 prohibiting discrimination in disposition of properties owned or financed with federal funds, as amended by Executive Order 12259; and Executive Order 11246 regarding fair employment, as amended by Executive Orders 11375, 11478 and 12086; and HUD regulations heretofore issued or to be issued to implement these authorities relating to civil rights;
- C. The Equal Employment Opportunity Act of 1972 that created the Equal Employment Opportunity Commission, Equal Employment Opportunity and Affirmative Action requirement (EEO/AA); Grantee shall, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that it is an Equal Opportunity or Affirmative Action employer.

### **11. Relocation, Displacement, and Acquisition**

Grantee shall comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, in 24 CFR Part 42, 49 CFR Part 24, and 42 U.S. §5304(d) as they apply to the performance of this Agreement. Grantee agrees to comply with 24 CFR 570.606 relating to the acquisition and disposition of all real property utilizing grant funds and to the displacement of persons, businesses, non-profit organizations and farms occurring as a direct result of any acquisition of real property utilizing grant funds.

### **12. Section 3: Training, Employment and Contracting Compliance**

Grantee shall comply with Section 3 of the Housing and Urban Development Act of

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1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR, Part 135. The responsibilities of the Grantee are outlined in 24 CFR 135.32 and include, but may not be necessarily limited to:

- A. Implementing procedures designed to notify Section 3 eligible residents about training and employment opportunities generated by Section 3 covered assistance and Section 3 business concerns about contracting opportunities generated by Section 3 covered assistance.
- B. Notifying potential contractors for Section 3 covered projects of the requirements of Part 135 and incorporating the Section 3 clause set forth in 24 CFR 135.38 in all solicitations and contracts in excess of \$100,000.00.
- C. Facilitating the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns to reach the goals set forth in 24 CFR 135.30. Recipients, at their own discretion, may establish reasonable numeric goals for the training and employment of Section 3 residents and contract awards to additional Section 3 business concerns that exceed the goals specified in 24 CFR 135.30.
- D. Assisting and actively cooperating with the Department in obtaining the compliance of contractors and subcontractors with the requirements of Part 135 and refraining from entering into any contract with any contractor where the recipient has notice or knowledge that the contractor has been found in violation of the regulations in 24 CFR Part 135.
- E. Documenting actions taken to comply with the requirements of Part 135, the results of those actions taken and impediments, if any.

### 13. **Environmental Compliance**

- A. Grantee shall comply with the California Environmental Quality Act (CEQA) (Pub. Resources Code § 21000, et seq.) requirements as they apply to this project. CEQA reviews and determinations are the responsibility of local agencies and shall be administered by the Grantee as applicable.
- B. Grantee shall comply with the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251, et seq., as amended, and 33 U.S.C. § 1318 relating to inspection, monitoring, entry, reports, and information, and all regulations and

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guidelines issued thereunder.

- C. Grantee shall comply with the requirements of the Clean Air Act, as amended, 42 U.S.C. 7401, et seq.
- D. Grantee shall comply with Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50 regarding air quality protections, as amended.
- E. Grantee shall comply with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001). Grantee shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, that flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).
- F. Grantee shall comply with the requirements of the Residential Lead-Based Paint Hazard Reduction Act of 1992 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act of 1971. Grantee agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be required.
- G. Grantee shall comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), the Archaeological and Historical Preservation Act of 1974 (Public Law 93-291), and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement. Grantee shall also comply with federal Executive Order 11593 on the protection and enhancement of the cultural environment. In general, this requires concurrence from the State Historic



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Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a federal, state, or local historic property list.

- H. Grantee shall comply with all National Environmental Protection Act (NEPA) requirements as applicable to the performance of this Agreement as found in 24 CFR Part 50, 24 CFR Part 58, as applicable, and 40 CFR 1500 – 1508. Grantee shall not receive authority to incur activity costs until they have successfully documented compliance with the applicable NEPA requirements, including public noticing and publishing.

### 14. **Procurement**

The Grantee shall comply with the procurement provisions in 2 CFR Part 200.317 – 200.326, Procurement Standards, as well as all other Administrative Requirements for Grants and Cooperative Agreements to state, local and federally recognized Indian tribal governments as set forth in 2 CFR 200, et al, as applicable.

### 15. **Procurement of Recovered Materials**

- A. Grantee and the Grantee's contractors shall comply with Section 6002 of the Solid Waste Disposal Act of 1965, as amended by the Resource Conservation and Recovery Act. The Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, unless the Contractor determines that such items:
- 1) are not reasonably available in a reasonable period of time;
  - 2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or
  - 3) are only available at an unreasonable price.
- B. This clause shall apply to items purchased under this Agreement or subsequent contract where:
- 1) the Contractor purchases in excess of \$10,000.00 of the item under this

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Agreement; or

- 2) during the preceding federal fiscal year, the Contractor:
  - a) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and
  - b) purchased a total of in excess of \$10,000.00 of the item both under and outside that contract.

### 16. **Contracting and Labor Standards**

- A. Grantee shall comply with the Davis-Bacon Act (40 U.S.C. §§ 3141-3148) and 29 CFR Subtitle A, Parts 1, 3 and 5, as applicable, to construction, alteration, and repair contracts over \$2,000.00.
- B. Grantee shall ensure that all contracts comply with the Anti-Kickback Act of 1986 (41 U.S.C. §§ 51-58) that prohibits attempted as well as completed "kickbacks," which include any money, fees, commission, credit, gift, gratuity, thing of value, or compensation of any kind.
- C. Grantee shall ensure all contracts comply with the Contract Work Hours and Safety Standards Act of 1962 (40 U.S.C. § 3702) which requires that workers receive overtime compensation at a rate of one and one-half (1-1/2) times their regular hourly wage after they have worked forty (40) hours in one week.
- D. Grantee shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Department for review upon request.

### 17. **Prevailing Wages**

- A. Where funds provided through this Agreement are used for construction work, or in support of construction work, the Grantee shall ensure that the requirements of California Labor Code, Chapter 1, commencing with Section 1720, Part 7 [California Labor Code Sections 1720-1743] (pertaining to the payment of prevailing wages and administered by the California Department of Industrial

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Relations) are met.

- B. Where funds provided through this Agreement are used for construction work or in support of construction work, the Grantee shall also ensure that the federal requirements of the Davis Bacon Act codified at 40 U.S.C. 3141, et seq. (as amended), pertaining to federal labor standards and compliance, are met and documented. Grantee recognizes that multiple labor standards (both state prevailing wage and federal Davis-Bacon Act) may apply to the project and both standards must be satisfied.
- C. For the purposes of this requirement "construction work" includes, but is not limited to, rehabilitation, alteration, demolition, installation or repair done under contract and paid for, in whole or in part, through this Agreement. All construction work shall be done through the use of a written contract with a properly licensed building contractor incorporating these requirements (the "construction contract"). Where the construction contract will be between the Grantee and a licensed building contractor, the Grantee shall serve as the "awarding body" as that term is defined in the California Labor Code. Where the Grantee will provide funds to a third party that will enter into the construction contract with a licensed building contractor, the third party shall serve as the "awarding body." Prior to any disbursement of funds, including but not limited to release of any final retention payment, the Department may require a certification from the awarding body that prevailing wages have been or will be paid.
- D. The applicable wage rate determination on construction work will be the more restrictive of the rate prescribed in the California Labor Code Sections 1770-1784, or the Davis-Bacon Wage Determination.

### 18. **Contractors and Subrecipients**

- A. Grantee shall comply with 24 CFR Part 2424 and shall not enter into any agreement, written or oral, with any contractor or subrecipient without the prior determination that the contractor or subrecipient is eligible to receive CDBG funds and is not listed on the Federal Consolidated List of Debarred, Suspended, and Ineligible Contractors.
- B. Any agreement between the Grantee and any contractor or subrecipient shall include the terms and conditions in Appendix II of 2 CFR 200.

## **EXHIBIT D**

- C. Grantee shall ensure that any contract or subrecipient agreement includes clauses requiring the maintenance of workers' compensation insurance, as applicable, as well as general liability insurance. Contract or subrecipient agreements must require that the Grantee is notified in the event that any required insurance is canceled, expired, or otherwise invalidated during the performance period of the contract or subrecipient agreement.
- D. Grantee shall require that contractors and subrecipients comply with the Drug-Free Workplace Act of 1988.

### **19. Requirements for Economic Development Activities**

- A. Public Benefit Standards for Economic Development Activities: Per 24 CFR 570.482 (e) (f), (g) and 570.483(b)(4), the Grantee must comply with federal underwriting standards and must meet the public benefit standards for all CDBG Economic Development activities under 42 U.S. §5305(a)(17). The use of public benefit standards is mandatory.
- B. Anti-Job Pirating Certification: Pursuant to 24 CFR 570.482(h) CDBG funds may not be used to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one labor market area to another labor market area if the relocation is likely to result in a significant loss of jobs in the labor market area from which the relocation occurs. Job loss of more than 500 employees is always considered significant. Job loss of 25 or fewer positions is never considered significant.

### **20. Rights to Inventions Made Under a Contract or Agreement**

Grantee shall comply with and require the following in contracts and subrecipient agreements: If a Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of recipient or subrecipient must comply with requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulation issued by the awarding agency.

## EXHIBIT D

### 21. **Prohibition Against Payments of Bonus or Commission**

The assistance provided under this Agreement shall not be used in the payment of any bonus or commission for the purpose of:

- A. Obtaining the Department's approval of the Application for such assistance or additional assistance; or,
- B. Securing any other approval or concurrence of the Department required under this Agreement, Title I of the Housing and Community Development Act of 1974, or the State regulations or Program Guidelines with respect thereto; provided, however, that reasonable fees for bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as program costs.

### 22. **Reporting Requirements**

- A. Requirements: During the term of this Agreement, the Grantee must submit all CDBG program reports required by the Department, including quarterly activity, financial, and Program Income reports, semi-annual labor and compliance reports, annual performance reports, and other reports required by the Department or HUD. The Department reserves the right to request additional detail and support for any report made. Reports must be made according to the dates identified, unless otherwise specified at the discretion of the Department. The Grantee's performance under this Agreement will be evaluated in part on whether it has submitted the reports on a timely basis.
- B. Reporting Period: Grantee shall submit reports quarterly, and as required for semi-annual and annual reports, and shall continue to submit reports until such time that the activity is complete, a National Objective has been met and beneficiaries have been identified. The reporting period for this activity may extend beyond the Expenditure Deadline as defined in Exhibit A.
- C. Final Reporting Deadline: Grantee shall complete all required reporting for this activity no later than five (5) years from the execution date of this Agreement as identified on the STD 213.
- D. Asset Reporting: Grantee shall report annually on the status of all assets (real and personal property, equipment, and vehicles) purchased in whole or in part

## EXHIBIT D

with CDBG funds for no less than five years from the completion of the activity that generated the asset. Reporting shall continue until the property is disposed, fully depreciated, or, in the event of real property, the five-year commitment to a National Objective has been completed.

### 23. **Fiscal Controls**

Grantee shall be responsible for the internal control and monitoring of fiscal and programmatic/operational goals and procedures. The Grantee shall establish and maintain such fiscal controls and fund accounting procedures as required by federal regulations, or as may be deemed necessary by the Department to ensure the proper disbursement of, and accounting for, funds paid to the Grantee under this Agreement.

- A. **Deposit of Funds:** Grantee shall maintain separate accounts within established bookkeeping systems for the deposit of CDBG funds. All cash advances must be deposited in an interest-bearing account; any interest earned in excess of \$100.00 per year (which may be retained for related administrative expenses) must be returned at least quarterly to HUD via the Department. Deposits in minority banks are encouraged.
- B. **Fund Management:** Grantee shall deposit funds in an account requiring two signatures for disbursement and shall submit to the Department specimen signatures for all authorized signatories prior to receipt of funds;
- C. **Fiscal Liability:** Grantee shall be liable for all amounts which are determined to be due by the Department including, but not limited to, disallowed costs which are the result of Grantee's or its contractor's conduct under this Agreement. Grantee shall be notified in writing and shall be permitted to respond regarding any controversy or proceeding between the Department and HUD arising from this Agreement.
- D. **Fiscal Records:** All financial transactions must be supported by complete and verifiable source documents. Records shall provide a clear audit trail and shall be maintained as specified in Section 25 of this Agreement.
- E. **Program Income:** Any and all Program Income received by Grantee during the administration of this Agreement must be receipted and deposited into a separate Program Income account. Program Income funds may not be comingled with CDBG grant funds in a single account.

## EXHIBIT D

### 24. **Reversion of Assets**

Upon expiration of this Agreement, Grantee shall transfer to the Department any CDBG funds, excluding Program Income, in Grantee's control at the time of expiration. Further, any real property under Grantee's control that was acquired and/or improved in whole or in part with CDBG funds (including CDBG funds provided to the Grantee in the form of a loan and Program Income) in excess of \$25,000.00 shall be either:

- A. Used to meet one of the National Objectives in 24 CFR Part 570 until five (5) years after expiration or closure of this Agreement, the length of time to be further prescribed by mutual agreement of the parties.
- B. Disposed of in such manner that Grantee is reimbursed in the amount of the fair market value of the property at the time of disposition of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition and/or improvement of such property. The proceeds from such disposition is Program Income.

If the Grantee provides funds for the purchase or improvement of real property to a subrecipient that is a private non-profit organization, that subrecipient must further agree to a voluntary lien on above-referenced real property as to any CDBG funds received and that such lien will be notarized and recorded in the Office of the County Recorder where the real property is located.

### 25. **Monitoring Requirements**

The Department shall perform a program and/or fiscal monitoring of the CDBG grant no less than once during the thirty-six (36) month expenditure period of this Agreement. The Grantee shall be required to resolve any monitoring findings to the Department's satisfaction by the deadlines set by the Department to maintain program eligibility.

Grantees and applicable subrecipients shall retain all books, records, accounts, documentation, and all other materials relevant to this Agreement for a minimum period of five (5) years after the Department notifies the Grantee that the HCD contract has been closed according to the record retention requirements at 2 CFR 200.333.

Grantees and applicable subrecipients shall permit the State, federal government, the state Bureau of State Audits, the Department, and/or their representatives, upon reasonable notice, unrestricted access to any or all books, records, accounts,

## **EXHIBIT D**

documentation, and all other materials relevant to this Agreement for the purpose of monitoring, auditing, or otherwise examining said materials.

### **26. Inspections of Grant Activity**

The Department reserves the right to inspect any grant activity(ies) performed hereunder to verify that the grant activity(ies) is being and/or has been performed in accordance with the applicable federal, state and/or local requirements and this Agreement.

- A. The Grantee shall inspect any grant activity performed by contractors and subrecipients hereunder to ensure that the grant activity(ies) is being and has been performed in accordance with the applicable federal, state and/or local requirements and this Agreement.
- B. The Grantee agrees to require that all grant activity(ies) found by such inspections not to conform to the applicable requirements be corrected, and to withhold payment to its contractor or subcontractor, respectively, until it is so corrected.

### **27. Signs**

If the Grantee places signs stating that the activity is funded with private or public dollars and the Department is also providing financing, it shall indicate in a typeface and size commensurate with the Department's funding portion of the project that the Department is a source of financing through the CDBG Program.

### **28. Insurance**

The Grantee shall have and maintain in full force and effect prior to the start of work, and at all times during the term of this Agreement such forms of insurance, at such levels as may be determined by the Grantee and the Department to be necessary for specific components of the grant activity(ies) described in Exhibit E. Prior to the commencement of any work, Grantee shall provide to the Department acceptable proof(s) of insurance confirming the required insurance coverages are in effect and naming the Department as an additional insured, where applicable. No insurance policy may be cancellable on less than thirty (30) calendar days prior notice to the insured and the Department. Grantees are responsible for requiring sufficient insurance, including but not limited to liability and workers compensation insurance, from all contractors and



## EXHIBIT D

subrecipients. Grantees are recommended to be listed as an additional insured on policies held by contractors or subrecipients for the implementation of this award. Where a Grantee insurance policy is required to be purchased specifically for the execution or implementation of the activity funded through this award, the Department must be listed as an additional insured on the declarations page of the policy.

### 29. **Anti-Lobbying Certification**

Grantee shall comply with and require that the language of this certification be included in all contracts or subcontracts entered into in connection with this grant activity(ies) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and no more than \$100,000.00 for such failure.

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### 30. **Conflict of Interest**

Pursuant to 24 CFR 570.489(h), no member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making

## EXHIBIT D

process or gain inside information with regard to such activities, including members and delegates to the Congress of the United States may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to a CDBG-assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure, or for one (1) year thereafter. The Grantee shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this section.

### 31. **Obligations of Grantee with Respect to Certain Third-Party Relationships**

Grantee shall remain fully obligated under the provisions of this Agreement notwithstanding its designation of any third party or parties for the undertaking of all or any part of the Program with respect to which assistance is being provided under this Agreement to the Grantee. The Grantee shall comply with all lawful requirements of the Department necessary to ensure that the Program, with respect to which assistance is being provided under this Agreement to the Grantee, is carried out in accordance with the Department's Assurance and Certifications, including those with respect to the assumption of environmental responsibilities of the Department under Section 104(g) of the Housing and Community Development Act of 1974 [42 U.S.C. 5304(g)].

### 32. **Energy Policy and Conservation Act**

This Agreement is subject to mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

### 33. **State Contract Manual Requirements (Section 3.11, Federally Funded Contracts (Rev. 3/03):**

- A. All contracts, except for State construction projects that are funded in whole or in part by the Federal government, must contain a thirty (30)-day cancellation clause and the following provisions:
  - 1) It is mutually understood between the parties that this contract may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.

**EXHIBIT D**

- 2) This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the purpose of this Program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this contract in any manner.
  - 3) The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.
  - 4) The Department has the option to invalidate the contract under the thirty (30) day cancellation clause or to amend the contract to reflect any reduction in funds.
- B. Exemptions from provisions A.1 through A.4 above may be granted by the Department of Finance provided that the director of the State agency can certify in writing that Federal funds are available for the term of the contract.
- C. California Government Code § 8546.4(e) provides that State agencies receiving federal funds shall be primarily responsible for arranging for federally required financial and compliance audits, and shall immediately notify the Director of Finance, the State Auditor, and the State Controller when they are required to obtain federally required financial and compliance audits.

## Applications: Orr Street Bridge and Transportation Corridor Study and Plan

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### EXHIBIT E

**Award Number**

20-CDBG-12052

**PO Number****Profile**

cschlatter@cityofukiah.com

### Section I

**Activity Category**

Planning

**Activity (P)**

20A Community Development Planning

**National Objective (P)**

(LMA) Low/Mod Area Benefit

**National Objective (HCD USE)**

(LMA) Low/Mod Area Benefit

**Check this box if the activity is in support of housing**

This activity supports housing

### Section II

**Measure Indicator (P)**

Persons Assisted

Choose the measure indicator from the list. Detailed information on performance measurements can be located in HUD's Basically CDBG manual, Chapter 13. <https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-13-Performance-Measurement.pdf>

**Number of Beneficiaries**

760

Please indicate the proposed number of beneficiaries of this activity.

LMA - Number of LMI persons in service area that will benefit.

LMC - Number of LMI persons that will benefit

LMH - Number of households that will benefit

LMJ - Number of jobs created/retained

**Presumed Benefit Types**

Elderly Persons, Adults Meeting Bureau of Census' Definition of Severly Disabled Persons

**Additional Benefit Types**

Youths, Single Adults, Single Men, Single Women, Families

### Section III

**Program Title**

Orr Street Bridge and Transportation Corridor Study and Plan

**Organization Name**

City of Ukiah

**Is this activity in a Colonia?**

No

**Is this activity for a non-Federally recognized Native American tribe?**

No

## Program Census Location

The Census information in this section will be used for legislative and congressional district tracking. Please use the Census information of your primary facility or the designated address of the responsible organization. If you are doing a LMA activity, you will be asked to provide additional Census information specific to your service area. It is ok if the information is duplicative.

Use the HUD LMSI mapping tool located at <https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd> to gather the required census tract information as identified by the address below. For instructions on using the mapping tool visit: <https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>

Identify the census location data for the administrative entity of this application (if this is a county use the County Administration building, if this is a city use City Hall or an administrative facility).

**County Code**

045

**Census Tract**

115

**Census Block Group(s)**

01

**Address**

300 Seminary Ave. Ukiah, CA 95482

## Section IV

**Activity Address**

Orr Street, Ukiah, CA 95482

**Activity Description**

The City of Ukiah proposes the funding of a planning study for Orr Street Bridge and the Orr Street transportation corridor in the incorporated area of the City of Ukiah. Activities include completion of a study to analyze existing conditions of the street, including the transportation corridor and bridge, as well as the completion of a plan and preparation of plans and specifications and an Engineer's Cost Estimate to be used for a future public improvement project for Orr Street. The study, performed by a procured civil engineering design professional, is expected to be completed in 6 months.

Orr Street is located within one of the oldest residential neighborhoods in Ukiah, the Wagenseller Neighborhood, and within Census Tract 115, Block Group 1. 760 persons, nearly 65% of Block Group 1, are identified within this block group as low/moderate-income.

Enter a detailed description of your activity which should include at a minimum: what the activity is, why it is needed, who the beneficiaries will be, where will it take place, how it will be done and when it will be complete. This should be a similar description provided for the NEPA. Additionally, please indicate if this will be a new activity, a modification to an existing activity, or if a new type of assistance will be added to an existing activity.

By completing the narratives below the applicant is demonstrating a knowledge of need for the activity and the steps needed to achieve the desired outcome.

### **Detailed Scope of Work - Task Narrative**

The planning study will be coordinated by the City Engineer and staff in the City of Ukiah Public Works Department and implemented by a procured design professional civil engineering firm. General administration activities will be provided "in-kind" by the City's Housing and Planning Divisions of the Community Development Department as part of the matching funding provided by the City. A detailed task narrative, listing steps and a timeline for implementation, is below:

1. Complete procurement of a design professional civil engineering firm (consultant)- within 30 days of standard agreement execution or by November 1, 2020, whichever occurs first (note: if the standard agreement is executed earlier all dates listed below will be adjusted accordingly).
2. Secure City Council approval on contract award- by November 18, 2020.
3. Procured consultant to complete land surveying, including location of utilities, topographic survey and property lines, and Right of Way location- by January 8, 2021.
4. Consultant to present draft of presentation package for meeting with City Engineer and Public Works staff- by January 15, 2021.
5. City and consultant host community meeting to discuss project with neighborhood residents, including the Wagenseller Neighborhood Association- by January 22, 2021.
6. Community input is incorporated into proposed layout plan and the Orr Street transportation corridor and Orr Street Bridge- by February 19, 2021.
7. Completed study and bid package including plans and specifications and an Engineer's Cost Estimate for Orr Street and the Orr Street Bridge rehabilitation project presented to City Council for review and approval- by March 17, 2021.

The City expects to submit monthly funds requests throughout the study period. Grant closeout activities are expected to be completed by April 2, 2021.

Provide a detailed narrative describing the steps to be taken to complete the activity. (i.e.: Task 1- create marketing plan; Task 2- hold a town hall meeting; Task 3- analyze feedback... etc.). This task narrative should indicate your knowledge of the steps and actions necessary to complete your activity. Narrative should include all actions taken to reach readiness through actions necessary for closeout.

### **Detailed Scope of Work - Deliverable Narrative**

Deliverable 1- Land survey results as depicted on a topographic map showing property lines and existing utilities- by January 8, 2021.

Deliverable 2- Agenda and presentation package for community meeting with City Engineer and Public Works staff- by January 15, 2021.

Deliverable 3- Community meeting with neighborhood residents- by January 22, 2021.

Deliverable 4- Layout plan and draft bid package- by February 19, 2021.

Deliverable 5- Completed study and bid package, including plans and specifications and Engineer's Cost Estimate, for presentation to and approval by City Council- by March 17, 2021.

Provide a detailed narrative describing the deliverables that will be completed as part of this activity. (i.e.: Deliverable 1- marketing plan; Deliverable 2- town hall meeting minutes; Deliverable 3- labor compliance files... etc.). This deliverable narrative should indicate your knowledge of the documentation necessary to monitor and evaluate activity compliance. These documents should be part of your project file and will be reviewed as part of your onsite monitoring.

## **Section V**

### **Will you need more than 30 days after the expenditure deadlines to complete your activity reporting?**

No

Will you need more than 30 days after the expenditure deadline to complete your beneficiary reporting, for example; reporting for activities that are in support of housing or economic development where it is likely that there will be a time gap between completion of the activity and reportable beneficiaries.

### **Do you want to add additional optional milestones?**

No

If you selected YES, please provide each milestone for the program as well as the anticipated completion date. There are spaces for 10 milestones, however only the first and last are mandatory. The first milestone is the proposed activity start date and the last milestone is the proposed notice of completion or completion date of the activity. Additional milestones are optional. Milestones provided in this section will become part of the Standard Agreement.

#### **Milestone #1**

Complete procurement of design professional civil engineering firm.

#### **Milestone #1 Completion Date**

11/01/2020

#### **Confirmation of Closeout - Milestone #10**

Complete closeout activities.

**Confirmation of Closeout - Milestone #10 Completion Date**  
04/02/2021

## Readiness Criteria

### Have you met the state objective for Disaster Resiliency Long-Term Planning?

Yes

#### Upload the plan

State Obj Doc- Disaster Resiliency.Ukiah.pdf

### Have you met the state objective for Fair Housing- Access to Opportunity?

Yes

#### Upload documentation showing how you met this objective

State Obj Doc- Fair Housing.Ukiah.pdf

### Is this a Code Enforcement Program?

No

### Planning Statement of Need and Proposed Outcome

Orr Street and the Orr Street Bridge that spans Orr Creek from end to end is 900 feet in length, with the Bridge bifurcating this distance. Due to damage from a fire over 10 years ago, both the Bridge and Street have been closed to vehicular traffic. There are very few pedestrian facilities along the entire length of Orr Street, posing difficulties for seniors, the disabled, and other residents of the predominantly low/moderate-income neighborhood, known as the Wagenseller Neighborhood, in accessing critical services. Originally, the Orr Street Bridge was maintained as part of the City's road system, but after the Street was closed the Bridge continued to deteriorate and now has a wood surface that is in complete disrepair (see attached pictured), posing additional hazards to residents. Adding to these safety and accessibility issues, larger emergency vehicles, delivery vehicles, and garbage trucks must back out of the street several hundred feet or pull into private driveways and navigate three-point turns to leave the neighborhood, posing a particular hazard to vulnerable populations.

What little funding was originally identified for the study has since dissipated due to the revenue shortfalls from the COVID-19 pandemic. Although the City will provide in-kind matching funding through the Community Development Department for CDBG general administration services, CDBG funding is necessary to implement the planning activity. There is thus both tremendous need for the study, as well as the CDBG funding to support the study.

If funded, the Orr Street Bridge and Transportation Corridor and Plan would identify the constraints of the multiple uses (vehicles, pedestrians and bicycles) and identify potential solutions. The study would also identify the costs associated with the potential solutions, and through development of plans and specifications and an Engineer's Cost Estimate would produce a design and implementation timeline and identify the costs for putting the solution(s) into motion.

The City has a dedicated sales tax fund for road improvements and road maintenance, so a resulting project from the Orr Street Bridge and Transportation Study and Plan would both be feasible and in the immediate-term. The City would intend to seek matching funding in the 2020-2021 CDBG NOFA for the street improvement project identified from this planning study.

The Need Statement presents facts and evidence to support the need for your planning activity. An effective need statement will describe the target populations to be served, define the community problem to be addressed, is related to the purposes and goals of your organization, includes quantitative and qualitative documentation and supporting information, does not make any unsupported assumptions, and describes the situation in terms that are both factual and of human interest.

### Planning Statement of Need Documentation

Other (describe in narrative)

### Upload documentation of Need and Proposed Outcomes

City of Ukiah Orr St Bridge Pic.jpg

### Upload documentation of Need and Proposed Outcomes

### Upload documentation of Need and Proposed Outcomes

Provide a detailed description of the population that will benefit from the implementation of the provide and how that population meets a national objective. Description should include if the population is a protected class, presumed benefit, or has some other shared characteristic, has been impacted by a disaster, is vulnerable due to environmental, economic, or community factors, or has other special characteristics.

**Describe the population that will benefit**

The completion of this study will lead to a future rehabilitation project on Orr Street and the Orr Street Bridge, improving access to services and employment centers for a predominantly low/moderate-income residential neighborhood and enhancing bicycle and pedestrian corridors. Orr Street is within Census Tract 115, Block Group 1, a block group with nearly 65% low/moderate-income individuals.

The Orr Street corridor has needed to be rehabilitated for quite some time. At the completion of the future rehabilitation project, an estimated 760 low/moderate-income persons will have improved access to employment opportunities and enhanced transportation options. This will allow this population equal access to the services and opportunities afforded other city residents.

**Provide a narrative describing your planned community outreach for this planning activity.**

Community outreach will be conducted at three different stages of the project: 1) at project initiation and through a press release upon notification of the CDBG funding award; 2) during a community meeting to present initial land survey results and secure community input on the layout and transportation plan; and 3) at the completion of the study, during City Council review and approval. Announcements regarding the community meeting will be released in both English and Spanish on the City's website and Facebook page, and the City will have translators available for the meeting, either remotely or in-person depending on the status of the Shelter in Place orders at that time.

Although community outreach is planned at each of these three stages, given the City's partnership with the residential neighborhood association, it is expected community outreach and interaction will be ongoing throughout the 6-month study period. Ultimately, this level of engagement will lead to a more responsive and reflective study identifying the future priorities for more efficient and safe transportation throughout the neighborhood.

Provide documentation of your planning team qualifications.

**Duty Statements/Resumes**

Duty Statements.Resumes- Ukiah Orr St planning study.pdf

**Activity Flow Chart**

Activity Flow Chart- Orr Street Corridor Planning Study.pdf

**Organization Flow Chart**

City of Ukiah Organization Chart.jpg

**Indicate the number of grants managed in the last 48 months**

4 or more grants

**List the grants managed in the last 48 months.**

CDBG Business Assistance and Microenterprise Technical Assistance through HCD CDBG: 16-CDBG-11147 and CDBG Program Income

Tenant Based Rental Assistance and First Time Homebuyer through HCD HOME: 16-HOME-11376 and HOME Program Income HOME New Rental Housing Construction Project, Ukiah Senior Apartments, through HCD HOME: 18-HOME-12560

SB2 Planning Grant Program grant through HCD Housing Policy Division: 19-PGP-13298

**Provide a narrative listing your partners and collaborators**

City of Ukiah Public Works staff and the City Engineer will utilize input from residents of the Wagenseller Neighborhood and other community residents to produce a plan reflective of community input and safe and appropriate for the neighborhood. The City has an existing partnership with the Wagenseller Neighborhood Association (Other Partner) and plans to continue working closely with this Association to produce a transportation corridor study and plan that meets the Neighborhood's needs.

**List of collaborators/partners**

Other partner (describe in narrative and specify that it is "Other partner")

**Partners/Collaborators Supporting Documentation****Partners/Collaborators Supporting Documentation****Partners/Collaborators Supporting Documentation****Partners/Collaborators Supporting Documentation**



## Partners/Collaborators Supporting Documentation

## Partners/Collaborators Supporting Documentation

### Threshold Criteria

#### **Are you looking to start a new program, modify an ongoing program, or add a new type of assistance to an existing program?**

New

#### **Please include a narrative describing your staff and/or contractor/subrecipient expertise**

Tim Eriksen has been employed by the City of Ukiah since 2001, having first served as the Senior Civil Engineer from 2001 to 2006 and then the Director of Public Works and City Engineer from 2006 to present. He has overseen and directed several large public works projects in his tenure and coordinated multiple transportation studies and plans. As the principal individual responsible for monitoring the condition of the City's infrastructure, Mr. Eriksen has a solid understanding of what is needed for the efficient and safe traffic flow and pedestrian and vehicular access for City streets, including the Orr Street transportation corridor.

Jason Benson has approximately 9 years of experience in a variety of senior project management roles, including most recently his role in the on site construction management of the City of Ukiah's Recycled Water Project. A licensed professional engineer, Mr. Benson holds a B.S. in Mechanical Engineering. He has been employed by the City of Ukiah as Senior Engineer since 2019.

Craig Schlatter, Community Development Director for the City of Ukiah, has approximately 14 years' experience with the State CDBG program and has administered and implemented multiple community and economic development and housing activities through CDBG open grants and Program Income- both for the City of Ukiah and for other non-entitlement communities throughout Northern California. Mr. Schlatter's experience includes involvement in each phase of administration and implementation, from program and project scoping and design, to grant application preparation, project/program general set-up, implementation of the activity, and closeout.

Alicia Tlelo Martinez, Assistant Planner, has experience in housing and community development activities at both a locally based housing nonprofit development company and at the City of Ukiah. Ms. Tlelo has managed the City's CDBG and HOME loan portfolio since 2019, assisted in the preparation of NEPA environmental reviews, and also handled funds requests, invoicing, and reports.

Mary Horger, Financial Services Manager, has over 15 years' experience with all aspects of government procurement, including federal procurement efforts and contract management related to CDBG programs and projects. Ms. Horger also has significant experience in budgeting, accounting, and financial functions supporting state and federal grants, special projects, and large public capital improvement projects.

Daniel Buffalo has served as the Finance Director for the City of Ukiah since 2016, having served previously as the Finance Director for the City of Lakeport. Both the City of Ukiah and City of Lakeport have been active in the application and administration of CDBG grants and Program Income, providing Mr. Buffalo with significant experience in the management and oversight of fiscal processes within the CDBG program. A licensed CPA, Mr. Buffalo holds a Masters of Public Administration from USC.

#### **Do you have a signed agreement with a contractor/subrecipient?**

Planning application - procurement in process

The Subrecipient Agreements must meet the requirements of 24 CFR §570.503: <https://www.law.cornell.edu/cfr/text/24/570.503> Contracts must be in compliance with 2 CFR §§200.317-200.326: <https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1.4.31&rgn=div7> Contracts should include language required in Appendix 2 of 2 CFR 200: [https://www.law.cornell.edu/cfr/text/2/appendix-II/topart\\_200](https://www.law.cornell.edu/cfr/text/2/appendix-II/topart_200)

#### **Can you confirm that the funding requested is gap funding?**

No

#### **Upload your Debarment Check**

City of Ukiah Debarment Check.pdf

#### **Upload additional Debarment Check Documentation**

**Upload additional Debarment Check Documentation**

**Upload additional Debarment Check Documentation**

**Upload additional Debarment Check Documentation**

**Upload additional Debarment Check Documentation**

**Upload your Statement of Assurances and Compliance with 2 CFR Part 200**

Appendix J-2020 CDBG Application Certifications-signed.pdf

**Citizen Participation - Have you met all Public Hearings/Citizen Participation requirements?**

Yes

**Upload Citizen Participation Proof of Public Notice**

City of Ukiah Proofs of Publication- App Submittal and Design Phase.pdf

**Upload Public meeting/hearing presentation/handout materials**

Description.agenda.report- Ukiah App Submittal Public Hearing.pdf

**Upload Public meeting/hearing presentation/handout materials**

Description.minutes.handouts- Ukiah Local App-Design Phase process.pdf

Per 24 CFR §570.486 <https://www.law.cornell.edu/cfr/text/24/570.486> the public notice should contain at the minimum, the amount of CDBG funds being requested, the amount of PI funds being used (if applicable), the range of activities that will be performed, the address, phone number, and times of the meeting.

**Upload Approved Resolution for Application**

CC Reso 2020-43 and 2020-20 - Approving Application for Funding from CDBG.pdf

**Upload CA TIN Verification form**

GovtTINForm\_000 City of Ukiah-signed.pdf

**Are all single audit findings cleared or in remediation?**

N/A (no audit finding or not required to submit single audit)

**Upload your most current single audit, if applicable**

**Upload your most current single audit, if applicable**

**Upload your Proof of Findings Resolution or Remediation plan**

**Are all program monitoring findings cleared or in remediation?**

N/A (no monitoring findings or no recent monitoring completed)

Have any Department of Housing and Community Development monitoring findings been resolved or is there an approved remediation plan in effect? If you have not been monitored in the last five years, select N/A. If you are unsure if your prior findings have been resolved please contact your program representative.

**Upload your Proof of Monitoring Resolution or Remediation plan**

**Are you in compliance with all existing HCD award agreements?**

Yes

**Have funds due to the state for repayment of non-compliance items have been repaid? Or have you entered into a satisfactory repayment agreement, and payments are current?**

N/A (no funds due for re-payment)

**Have you expended at least 50 percent of open CDBG funds in this same activity?**

N/A

**Do you have any overdue semi-annual or annual grant reports?**

No

**Upload proof of NEPA Compliance**

Level of ER- City of Ukiah Orr St study.pdf

**Upload additional proof of NEPA Compliance**

NEPA- E-CENST- City of Ukiah Orr St study.pdf

**Upload additional proof of NEPA Compliance**

**Upload additional proof of NEPA Compliance**

**Upload additional proof of NEPA Compliance**

**Upload additional proof of NEPA Compliance**

Upload the Environment Review form and essential supporting documentation including consultation letters, mitigations conditions of approval or other documents. Please do not upload the entire environmental review record if it is more than 50 pages. Do upload any noticing FONSI/RROF or NOIRROF and Authorization to Use Funds if available that corresponds with the activity's appropriate level of review. Acceptable formats of these forms can be located at <https://www.hudexchange.info/programs/environmental-review/>. To determine the correct level of review go to HUD's environmental review overview page <https://www.hudexchange.info/programs/environmental-review/orientation-to-environmental-reviews/#overview>. Please make sure your Environmental Review is definitive in findings and that the program description matches the program description in this application. Environmental Reviews with qualified findings that do not adequately or correctly identify mitigations that did not complete required consultations, or that have other material deficiencies may result in disqualification.

**Has your housing element been submitted to HCD?**

Yes

**Upload your housing element proof of submittal**

Ukiah Review Letter - Adopted FINAL (HCD Certification).pdf

**Have you enacted limitations on residential construction other than establishing agricultural preserves or limitations based on health and safety needs?**

No

Applicant must be in compliance with HSC §25395.99 <https://codes.findlaw.com/ca/health-and-safety-code/hsc-sect-25395-99.html>. For more information about Land-Use Controls please visit <https://www.hcd.ca.gov/community-development/building-blocks/constraints/land-use-controls.shtml>.

**Average Score**

## Budget Worksheet

**Have you completed and submitted your budget worksheet?**

Yes

**Upload activity budget documentation (spreadsheet)**

Activity Budget- City of Ukiah Orr St Bridge and Transpo Study.xlsx

**Upload cost allocation plan (if applicable)**

**Upload other budget documentation**

Budget narrative should include information about activity viability if the project is only partially funded. For instance can the project scope be reduced the number of beneficiaries be reduced, can the project be scaled to the amount of funding available. Include budget information that describes your activity budget as uploaded. Make sure the budget narrative has a relationship to the tasks and deliverables described above.

**View Budget Worksheet**

<https://portal.ecivis.com/#/peerBudget/276F2AA6-7291-4AEF-A61F-EE0FC8F9AA18>

**# of Reviews**

0

# of Denials  
0

Original Submission Date (for re-submissions)

Section VI - Budget

## Applications: File Attachments

---

### Upload the plan

State Obj Doc- Disaster Resiliency.Ukiah.pdf

### Upload documentation showing how you met this objective

State Obj Doc- Fair Housing.Ukiah.pdf

### Upload documentation of Need and Proposed Outcomes

City of Ukiah Orr St Bridge Pic.jpg

### Duty Statements/Resumes

Duty Statements.Resumes- Ukiah Orr St planning study.pdf

### Activity Flow Chart

Activity Flow Chart- Orr Street Corridor Planning Study.pdf

### Organization Flow Chart

City of Ukiah Organization Chart.jpg

### Upload your Debarment Check

City of Ukiah Debarment Check.pdf

### Upload your Statement of Assurances and Compliance with 2 CFR Part 200

Appendix J-2020 CDBG Application Certifications-signed.pdf

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### Upload your housing element proof of submittal

Ukiah Review Letter - Adopted FINAL (HCD Certification).pdf

### Upload activity budget documentation (spreadsheet)

Activity Budget- City of Ukiah Orr St Bridge and Transpo Study.xlsx



## **2019-20 CDBG APPLICATION – ORR STREET BRIDGE AND TRANSPORTATION CORRIDOR STUDY AND PLAN**

### **STATE OBJECTIVES DOCUMENTATION**

#### **STATE OBJECTIVE 1: DISASTER RESILIENCY LONG-TERM PLANNING**

The City of Ukiah has actively engaged in strategic planning activities that promote long term resiliency planning. Two example are below, with descriptions provided.

##### **A. *Long-term planning-* Disadvantaged Unincorporated Communities Analysis**

Description: In accordance with requirements listed in SB 244, the City of Ukiah completed an analysis that identified 11 Disadvantaged Unincorporated Communities (DUC) within the City's Sphere of Influence. The analysis also identified structural and infrastructure deficiencies and outlined options for addressing those deficiencies.

On October 23, 2019, the Ukiah City Council adopted an amendment to the Land Use Element of its General Plan to incorporate the DUC Analysis. The completed DUC analysis is attached as Attachment 1. The staff report and City Council Resolution No. 2019-48 adopting the DUC Analysis into the City's current (1995) General Plan are attached as Attachment 2.

##### **B. *Long-term planning-* Mendocino Multi-Jurisdiction Hazard Mitigation Plan**

Description: The City of Ukiah is currently engaged in the development of a Mendocino County multi-jurisdiction hazard mitigation plan (MJHMP). The purpose of the Mendocino County MJHMP is to reduce property losses and avoid injury and/or casualties resulting from natural disasters. Six different jurisdictions are participating, including (in addition to the City of Ukiah), the County of Mendocino, City of Fort Bragg, City of Point Arena, City of Willits, and the Mendocino County Office of Education (The Office of Education is treated as a jurisdiction for purposes of the MJHMP.)

The MJHMP is scheduled to be completed by the end of calendar year 2020, with public meetings and surveys scheduled throughout the MJHMP development process. Once completed, City staff plan to schedule the MJHMP for City Council adoption.



## DISADVANTAGED UNINCORPORATED COMMUNITIES

### INTRODUCTION

Senate Bill 244 (SB 244) requires cities to identify and describe disadvantaged unincorporated communities (DUCs) inside or near its boundaries. The purpose of this legislation is to begin to address the lack of access to basic community infrastructure, such as sidewalks, clean drinking water, and adequate waste processing in unincorporated communities. This lack of investment threatens health and safety, and results in further economic, social, and educational inequality. SB 244 requires cities and counties to include DUCs in long-range planning to produce a more efficient delivery system of services and infrastructure. One of the core aims of SB 244 is to address the complex legal, financial, and political barriers that contribute to regional inequity and infrastructure deficiencies.

This paper is organized into the following sections:

|                                          |    |
|------------------------------------------|----|
| Introduction .....                       | 1  |
| DUC Identification Methodology .....     | 4  |
| Communities Identified .....             | 7  |
| Infrastructure Deficiency Analysis ..... | 10 |
| Key Terms .....                          | 33 |
| References .....                         | 34 |



Based on the requirements of SB 244, this analysis includes an assessment of infrastructure, covering water, wastewater, storm drainage, and structural fire protection facilities and services; infrastructure needs or deficiencies for each of the identified DUCs; and potential funding mechanisms that could resolve any identified infrastructure deficiencies. SB 244 defines a DUC as a fringe, island, or legacy community that meets the following criteria:

- Contains 10 or more dwelling units in close proximity to one another;
- Is either within a city sphere of influence (SOI), is an island within a city boundary, or is geographically isolated and has existed for more than 50 years; and
- Has a median household income that is 80 percent or less than the statewide median household income (MHI).

SB 244 distinguishes three types of DUCs based on the following definitions:

- **“Island community”** means any inhabited and unincorporated territory that is surrounded or substantially surrounded by one or more cities or by one or more cities and a county boundary or the Pacific Ocean.
- **“Fringe community”** means any inhabited and unincorporated territory that is within a city’s sphere of influence.
- **“Legacy community”** means a geographically isolated community that is inhabited and has existed for at least 50 years.

As demonstrated in the following sections, all of the DUCs identified in this analysis match the definition of a fringe community.



Table 1 summarizes the findings from this DUC analysis, which is described in depth in the following sections. As shown in the table, there are no infrastructure deficiencies for water, wastewater, or stormwater drainage in Ukiah DUCs. However, based on information from the Ukiah Valley Fire Authority (UVFA), the identified DUCs have structural fire protection deficiencies due to the water infrastructure for fire connection in these areas: the majority of the fire connections in the identified DUCs are standpipes or wharf hydrants, which do not produce the normal fire flows of a standard hydrant.

| <b>TABLE 1</b><br><b>INFRASTRUCTURE IN DISADVANTAGED UNINCORPORATED COMMUNITIES</b><br><b>UKIAH</b><br><b>2019</b>                                                                                                                                                                                                                                                                                  |        |            |                     |                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|---------------------|----------------------------|
| DUC Identifier                                                                                                                                                                                                                                                                                                                                                                                      | Water* | Wastewater | Stormwater Drainage | Structural Fire Protection |
| <b>South of the City of Ukiah City Limits</b>                                                                                                                                                                                                                                                                                                                                                       |        |            |                     |                            |
| DUC #1                                                                                                                                                                                                                                                                                                                                                                                              | ■      | ■          | ■                   | □                          |
| DUC #2                                                                                                                                                                                                                                                                                                                                                                                              | ■      | ■          | ■                   | □                          |
| DUC #3                                                                                                                                                                                                                                                                                                                                                                                              | ■      | ■          | ■                   | □                          |
| DUC #4                                                                                                                                                                                                                                                                                                                                                                                              | ■      | ■          | ■                   | □                          |
| DUC #5                                                                                                                                                                                                                                                                                                                                                                                              | ■      | ■          | ■                   | □                          |
| <b>North of the City of Ukiah City Limits</b>                                                                                                                                                                                                                                                                                                                                                       |        |            |                     |                            |
| DUC #6                                                                                                                                                                                                                                                                                                                                                                                              | ■      | ■          | ■                   | □                          |
| DUC #7                                                                                                                                                                                                                                                                                                                                                                                              | ■      | ■          | ■                   | □                          |
| DUC #8                                                                                                                                                                                                                                                                                                                                                                                              | ■      | ■          | ■                   | □                          |
| DUC #9                                                                                                                                                                                                                                                                                                                                                                                              | ■      | ■          | ■                   | □                          |
| DUC #10                                                                                                                                                                                                                                                                                                                                                                                             | ■      | ■          | ■                   | □                          |
| DUC #11                                                                                                                                                                                                                                                                                                                                                                                             | ■      | ■          | ■                   | □                          |
| <b>KEY:</b><br>■ No Deficiencies<br>□ Deficient<br>*Although the most recent data available indicates overall water capacity may be sufficient in these areas, the existing water infrastructure does not provide adequate water access for fire suppression protection in any of the identified DUCs. For this reason, all identified DUCs have fire suppression and safety services deficiencies. |        |            |                     |                            |





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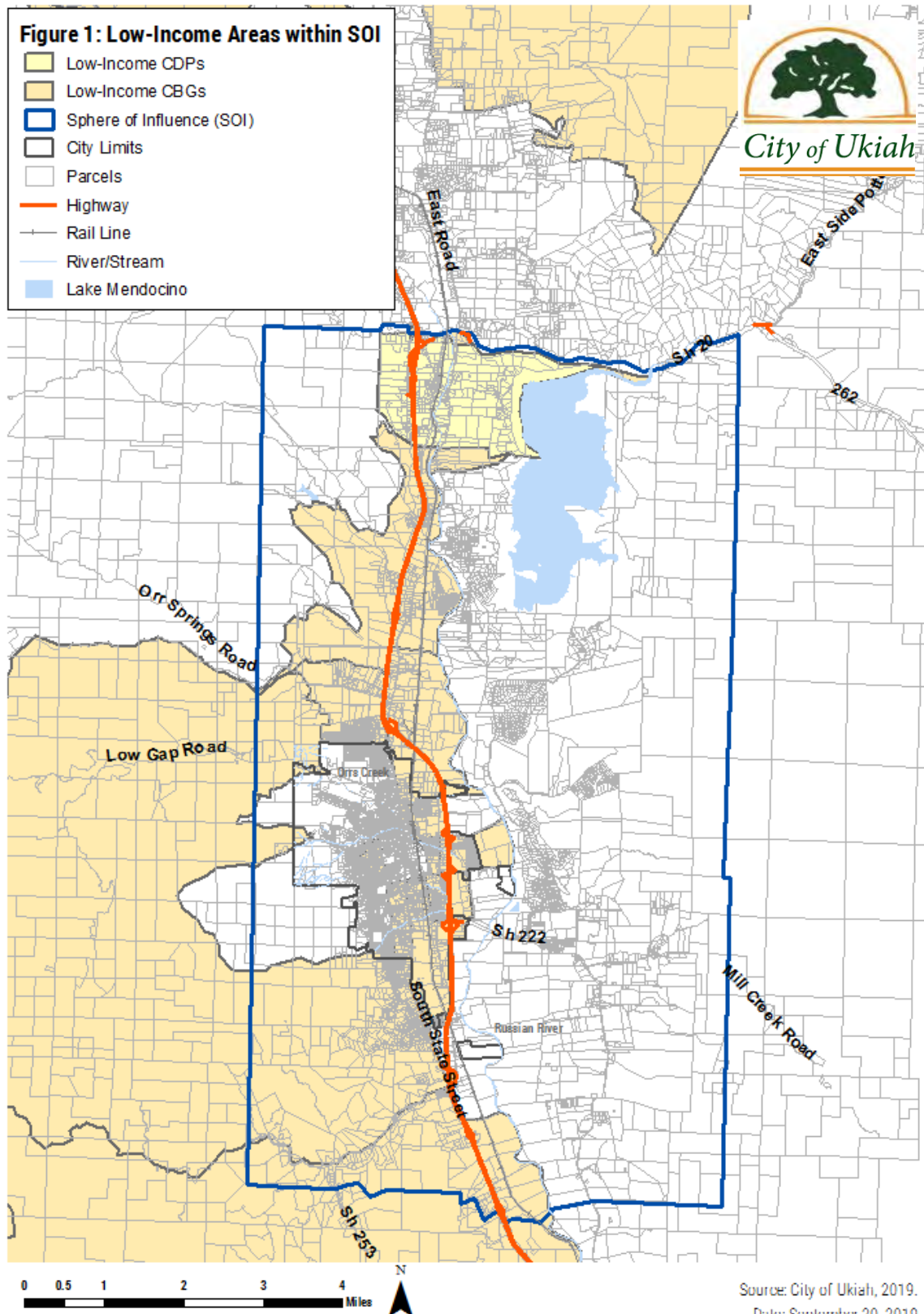
## DUC IDENTIFICATION METHODOLOGY

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While SB 244 describes the general characteristics of DUCs, it does not provide specific guidance on how to identify them. To assist local governments in addressing the requirements of SB 244, the Governor's Office of Planning and Research (OPR) published a technical advisory memo in February 2013 titled: Senate Bill 244: Land Use, General Plans, and Disadvantaged Communities. The memo recommends data sources for identifying income status and mapping resources for identifying "communities" as defined by SB 244. Based on the guidance provided by OPR, the City identified DUCs in the Ukiah area by following the steps described below.

### STEP 1. LOW-INCOME STATUS

- First, the City identified unincorporated areas between the City limits and SOI that had a MHI that was 80 percent or less than the statewide MHI. This was done by looking at Census Block Groups (CBGs) and Census Designated Places (CDPs) that met the low-income threshold using income data from the 2013-2017 American Community Survey (ACS). From 2013-2017, the statewide MHI was \$67,169, which set the low-income threshold of 80 percent or less than the statewide average, was \$53,735. Figure 1 shows the areas that had MHI at or below \$53,735.





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## **STEP 2. RESIDENTIAL PROXIMITY**

- Next, within the areas identified as having a MHI of \$53,735 or less, the City identified groupings of dwelling units that were in close proximity to each other and that were also similar in form to the density of residential areas typically located in suburban and urban communities. This was done using satellite imagery from Google Earth to locate areas with more than 10 dwellings in close proximity to each other.

## **STEP 3. GROUND TRUTHING**

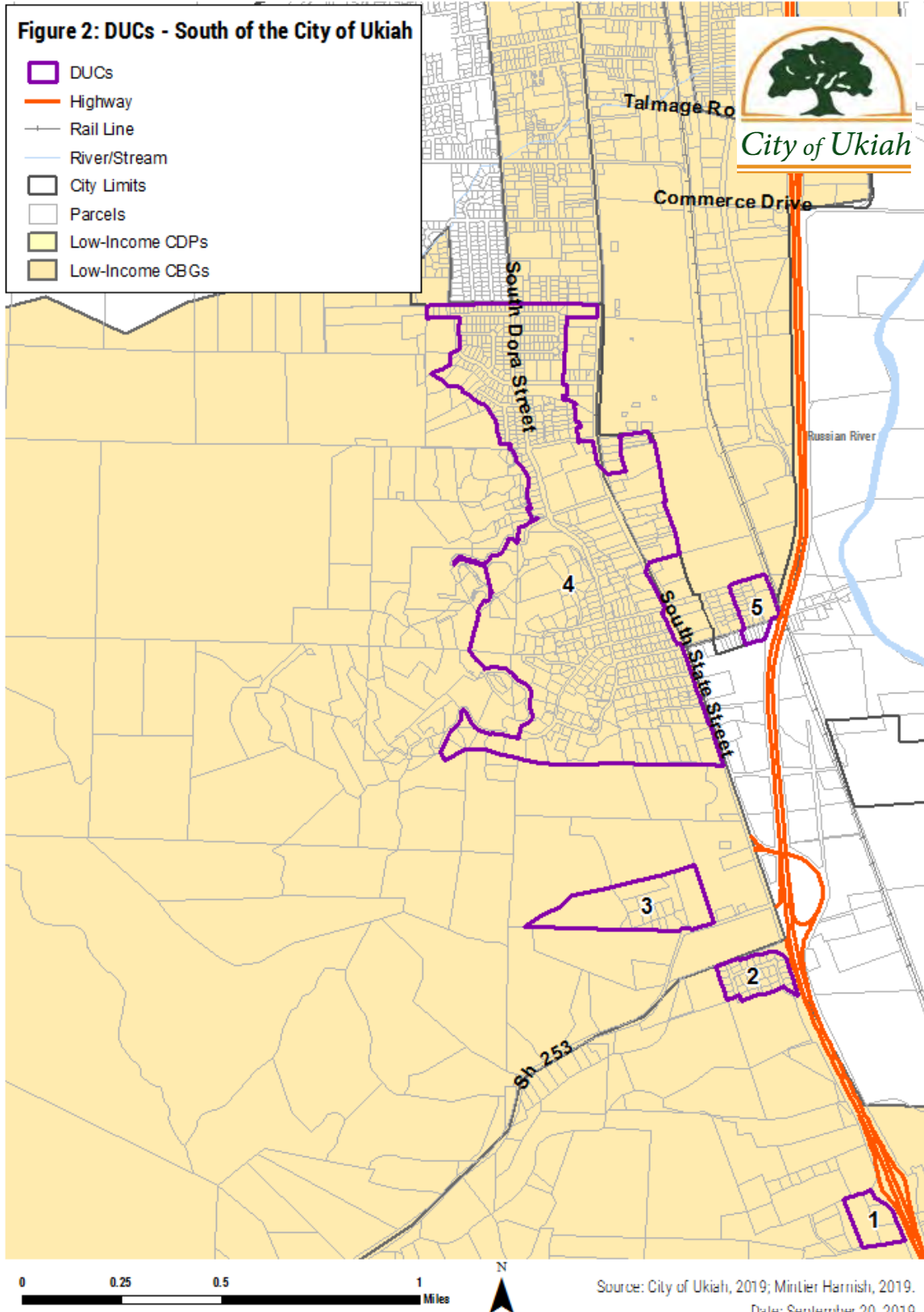
- After identifying potential DUCs based on the thresholds described in SB 244 and the most recent data available, the City reviewed the identified communities to confirm they matched the intent of the SB 244 analysis and that the digital data sources used match current realities. City staff concluded that the 11 DUCs identified through the above process were valid and appropriate as defined under State law.

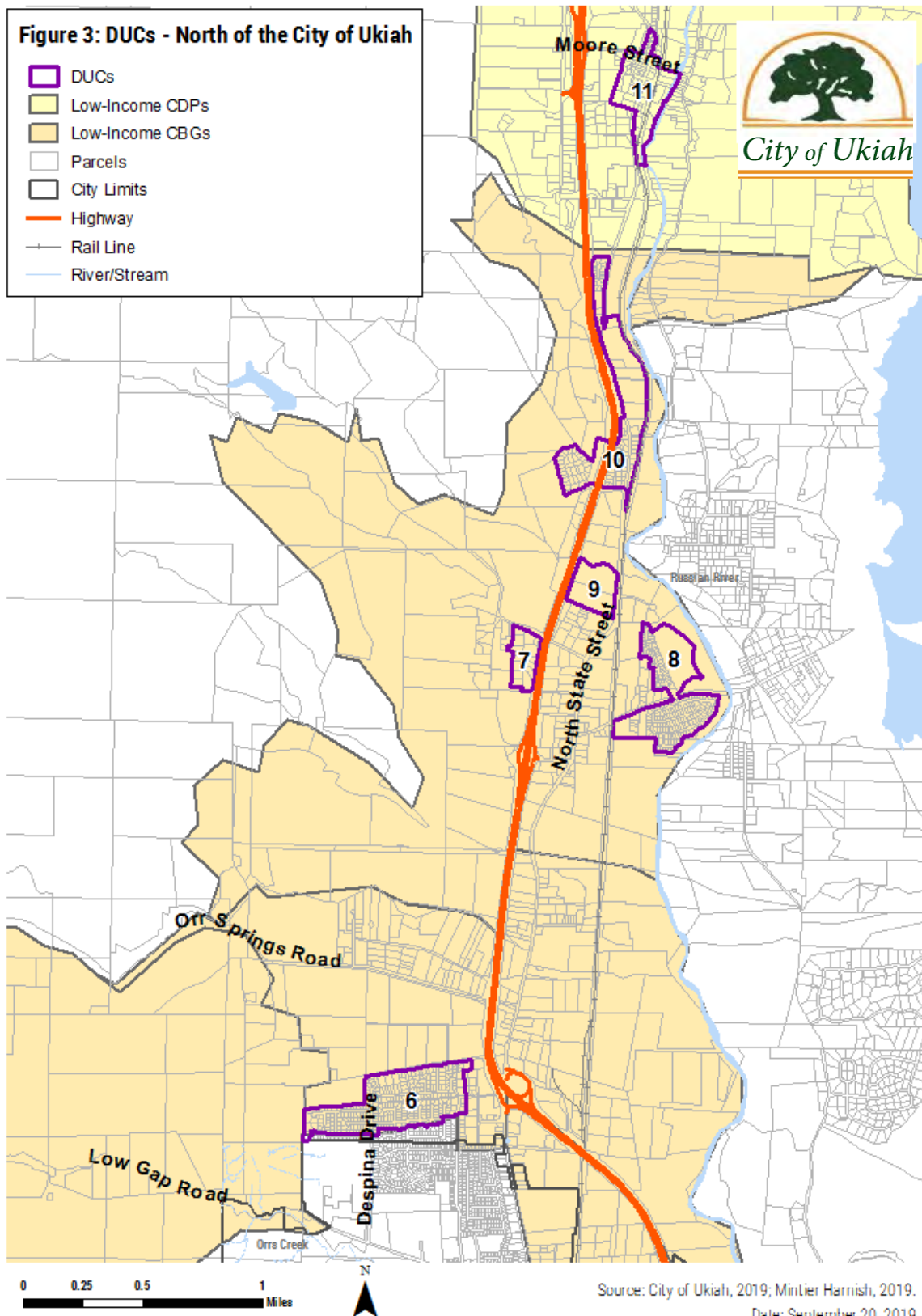


## COMMUNITIES IDENTIFIED

The DUCs that the City identified are “Fringe Communities,” as defined by SB 244. Table 2 lists the DUCs in the Ukiah SOI by size (in acres), the approximate number of dwelling units for each DUC, and the number of parcels in each community. Figure 2 shows the DUCs that are south of city limits, and Figure 3 shows the DUCs north of city limits.

| <b>TABLE 2</b><br><b>IDENTIFIED DISADVANTAGED UNINCORPORATED COMMUNITIES</b><br><b>UKIAH</b><br><b>2019</b> |                             |                                                  |                     |
|-------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------|---------------------|
| <b>DUC Identifier</b>                                                                                       | <b>DUC Size<br/>(acres)</b> | <b># of Dwelling<br/>Units<br/>(approximate)</b> | <b># of Parcels</b> |
| <b>South of the City of Ukiah City Limits</b>                                                               |                             |                                                  |                     |
| DUC #1                                                                                                      | 8.4                         | 15                                               | 4                   |
| DUC #2                                                                                                      | 8.8                         | 30                                               | 32                  |
| DUC #3                                                                                                      | 29.0                        | 15                                               | 16                  |
| DUC #4                                                                                                      | 255.0                       | 680                                              | 578                 |
| DUC #5                                                                                                      | 8.5                         | 25                                               | 26                  |
| <b>North of the City of Ukiah City Limits</b>                                                               |                             |                                                  |                     |
| DUC #6                                                                                                      | 66.1                        | 330                                              | 295                 |
| DUC #7                                                                                                      | 16.7                        | 25                                               | 17                  |
| DUC #8                                                                                                      | 59.7                        | 270                                              | 213                 |
| DUC #9                                                                                                      | 22.9                        | 150                                              | 2                   |
| DUC #10                                                                                                     | 72.0                        | 200                                              | 108                 |
| DUC #11                                                                                                     | 32.7                        | 35                                               | 61                  |
| <b>TOTAL</b>                                                                                                | <b>579.8</b>                | <b>1,775</b>                                     | <b>1,352</b>        |







## INFRASTRUCTURE DEFICIENCY ANALYSIS

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SB 244 requires an analysis of infrastructure services for each DUC. This section first provides an overview of service providers in the Ukiah SOI that provide infrastructure facilities or services in the DUCs. The subsequent section describes the services provided by each provider within each DUC consistent with the requirements of SB 244.

### OVERVIEW OF SERVICE PROVIDERS WITHIN THE UKIAH SOI

SB 244 calls for “an analysis of water, wastewater, stormwater drainage, and structural fire protection needs or deficiencies” for all identified DUCs. Within the Ukiah SOI, public water and wastewater services are provided by special districts. Where public water and wastewater services are not provided, onsite systems (e.g., private wells and septic systems) are used. Private wells and septic systems were not evaluated in this report. The following is an overview of how services are provided within the DUCs in the Ukiah area.

#### **WATER**

Potable water service within DUCs in Ukiah SOI is provided primarily by special districts, although several DUCs are reliant on individual wells. Special districts that provide water services include:

- Calpella County Water District (DUC #11)
- Mendocino County Russian River Flood Control and Water Conservation Improvement District (DUCs #1, #2, #3, #5, #6, #7, #8, #9, #10, and #11)
- Millview County Water District (DUCs #6, #7, #8, #9, and #10)
- Willow County Water District (DUCs #1, #2, #3, and #5, and approximately 95 percent of DUC #4)

A small portion (approximately 5 percent of the total area) of DUC #4 relies on private wells.

#### **WASTEWATER**

Wastewater collection and treatment services are provided to DUCs in the Ukiah SOI through a combination of onsite septic systems (both individual septic and community septic systems) and special districts. Special districts that provide wastewater services include:

- Calpella County Water District (DUC #11)
- Millview County Water District (DUC #8)
- Ukiah Valley Sanitation District (DUCs #2, #3, #4, #5, and #6)

DUCs #1 and #7, #9, #10 rely on septic tanks.

#### **STORMWATER DRAINAGE**

Nearly half of the Ukiah DUCs are provided with stormwater drainage services by Mendocino County (County). The other DUCs rely on roadside ditches to collect stormwater runoff. Services are provided as the following:

- Mendocino County (DUCs #4, #6, #10, and #11)



- DUCs #1, #2, #3, #5, #7, #8, and #9 rely on roadside ditches.

#### **STRUCTURAL FIRE PROTECTION**

Fire protection services within the Ukiah SOI are provided by Ukiah Valley Fire Authority and the Redwood Valley-Calpella Fire District. The Ukiah Valley Fire Authority (UVFA) jointly manages, equips, maintains and operates all-risk fire, emergency medical and rescue services to the City and Fire District. Services are provided as the following:

- Redwood Valley-Calpella Fire District (DUC #11)
- Ukiah Valley Fire Authority (DUCs #1, #2, #3, #4, #5, #6, #7, #8, #9, and #10)





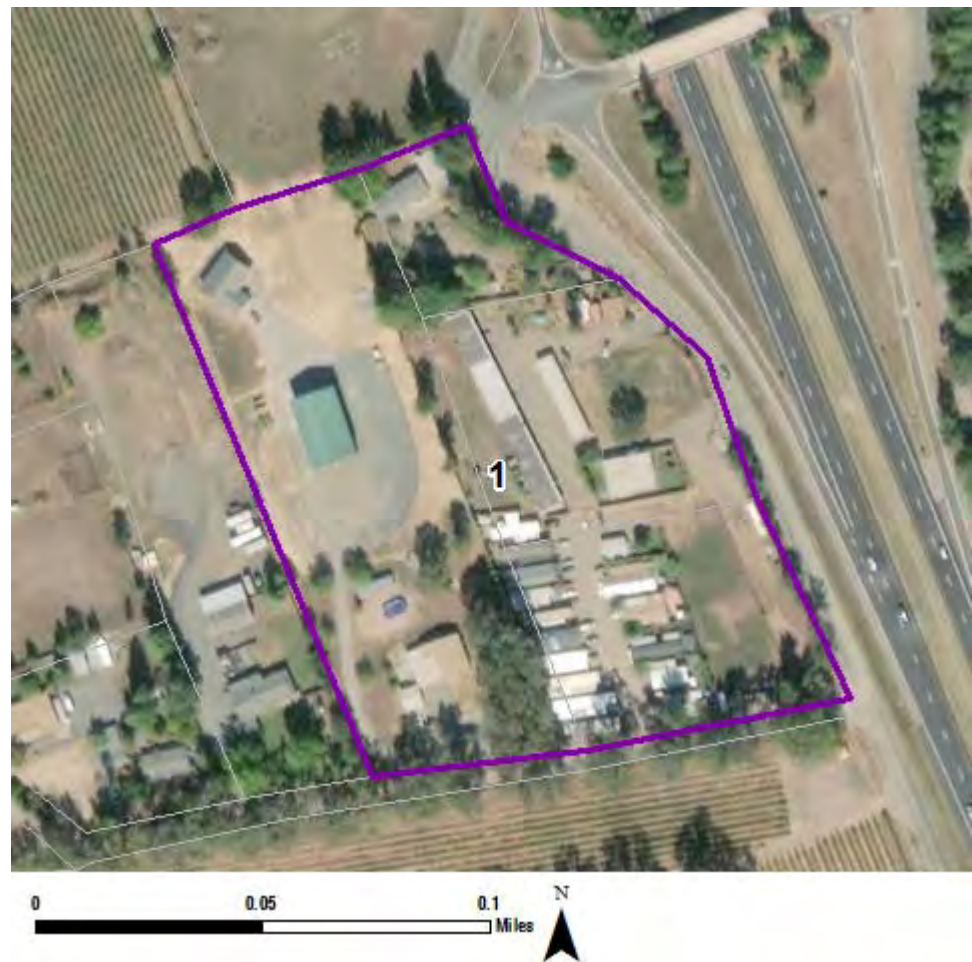
## DUC SERVICE PROFILES

For each of the 11 identified DUCs in the Ukiah SOI, the City consulted with the Mendocino Local Agency Formation Commission (LAFCo) and researched available data and reports to determine how water, wastewater, stormwater drainage, and structural fire protection services are provided. The Mendocino LAFCo information was derived primarily from published Municipal Service Reviews (MSRs) and SOI update reports. The following are analyses of how each DUC is being served.

### DUC #1

DUC #1 is located at the northwest corner of Burke Hill Road and Bisby Avenue, west of Redwood Highway. This area includes 4 parcels totaling approximately 8 acres, with approximately 15 mobile homes. This area is commonly known as Ukiah Mobile Estates.

**Water** – The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) provide raw water for irrigation and to municipal water purveyors within this area.



The Willow County Water District (WCWD) receives water from the RRFC, then treats and distributes the water to this area. During a normal year, the WCWD distributes approximately 1,200 acre-feet of water per year for domestic and landscape and agricultural irrigation uses. Water usage is about 20 percent residential and 80 percent commercial/industrial. The WCWD maintains a storage capacity of 1.348 million gallons in nine storage tanks strategically located throughout the WCWD. Based on data contained in the 2013 Ukiah Valley Special Districts MSR, the WCWD would have sufficient capacity to meet anticipated demand- and consequently, it does not appear there are water deficiencies.



**Wastewater** – There is no community wastewater system in place for this community. Septic tanks are used by residents for wastewater disposal. Because no data has been recently presented suggesting the septic capacity is not sufficient for this community, there appear to be no wastewater deficiencies in this community.

**Stormwater Drainage** – Storm drainage capture and transport is limited since there is no community storm drain system in place for this community. In lieu of a storm drain system, there are roadside ditches that are used to manage and transport stormwater runoff for the area. The use of roadside ditches have led to less ponding and localized flooding, but during large rain events, localized flooding and ponding may still occur. Based on the availability of stormwater runoff capture and transport through roadside ditches, there appear to be no stormwater drainage deficiencies in this community.

**Structural Fire Protection** – Fire protection is provided to this community by Ukiah Valley Fire Authority (UVFA). The UVFA provides structural, wildland fire suppression, and emergency medical services. UVFA staff are trained to provide emergency medical service at the Basic Life Support (BLS) level and are the first responders to these types of calls. The UVFA reviews all applications for new commercial construction, multi-unit housing, occupancy changes, and tenant changes that are within its service area and require a building permit. UVFA Station 1 (South Station), located at 1500 S. State Street, is the closest station to DUC #1. This station is staffed full time, 24 hours a day, seven days a week, 365 days a year. During peak fire season, CalFire operates CalFire Station Ukiah, part of the Mendocino Unit, located at 2690 N. State Street. This station is not staffed full-time, but when operational, can assist UVFA during large fire incidents.

Water infrastructure for fire connections is inadequate in this area (there are no fire hydrants), limiting availability to adequate fire suppression systems. In lieu of an adequate fire suppression system and existing water serving infrastructure, all UVFA fire trucks are required to carry water onboard for fire suppression. Based on these water infrastructure issues, there are fire protection service deficiencies in this community.



## DUC #2

DUC #2 is located at the southwest corner of Boonville Road (Highway 253) and South State Street, west of Redwood Highway. This area includes 32 parcels totaling nearly 9 acres, with approximately 30 single-family homes.

**Water** – The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) provides raw water for irrigation and to municipal water purveyors within this area.



The Willow County Water District (WCWD) receives water from the RRFC, then treats and distributes the water to this area. During a normal year, the WCWD distributes approximately 1,200 acre-feet of water per year for domestic and irrigation uses. Water usage is about 20 percent residential and 80 percent commercial/industrial. The WCWD maintains a storage capacity of 1.348 million gallons in nine storage tanks strategically located throughout the WCWD. Based on data contained in the 2013 Ukiah Valley Special Districts MSR, the WCWD would have sufficient capacity to meet anticipated demand- and consequently, it does not appear there are water deficiencies.

**Wastewater** – The Ukiah Valley Sanitation District (UVSD) provides wastewater service to this community. The City owns the collection system and a Wastewater Treatment Plant (WWTP), while the UVSD owns the collection system within its jurisdictional boundaries. The UVSD contracts via a Participation Agreement to the City of Ukiah for use of the City-owned WWTP and for maintenance of its collection system. Based on the most recent data available from the Ukiah Valley Sanitation District and Mendocino LAFCo, there do not appear to be wastewater deficiencies in this community.



**Stormwater Drainage** – Storm drainage capture and transport is limited since there is no community storm drain system in place for this community. In lieu of a storm drain system, there are roadside ditches which are used to manage and transport stormwater runoff for the area. The use of roadside ditches have led to less ponding and localized flooding, but during large rain events, localized flooding and ponding may still occur. Based on the availability of stormwater runoff capture and transport through roadside ditches, there do not appear to be stormwater drainage deficiencies in this community.

**Structural Fire Protection** – Fire protection is provided to this community by Ukiah Valley Fire Authority (UVFA). The UVFA provides structural, wildland fire suppression, and emergency medical services. UVFA staff are trained to provide emergency medical service at the Basic Life Support (BLS) level and are the first responders to these types of calls. The UVFA reviews all applications for new commercial construction, multi-unit housing, occupancy changes, or tenant changes that are within its service area and require a building permit. UVFA Station 1 (South Station), located at 1500 S. State Street, is the closest station to DUC #2. This station is staffed full time, 24 hours a day, seven days a week, 365 days a year. During peak fire season CalFire operates CalFire Station Ukiah, part of the Mendocino Unit, located at 2690 N. State Street. This station is not staffed full-time, but when operational can assist UVFA during large fire incidents.

The area has access to fire hydrants. However, the majority of fire connections are standpipes or wharf hydrants, which do not produce the fire flows of a standard hydrant. The fire connections are sufficient for small isolated fires, but for major fires, UVFA must use water tenders. All fire trucks also carry water onboard for fire suppression. Based on these water infrastructure issues, there are fire protection service deficiencies in this community.

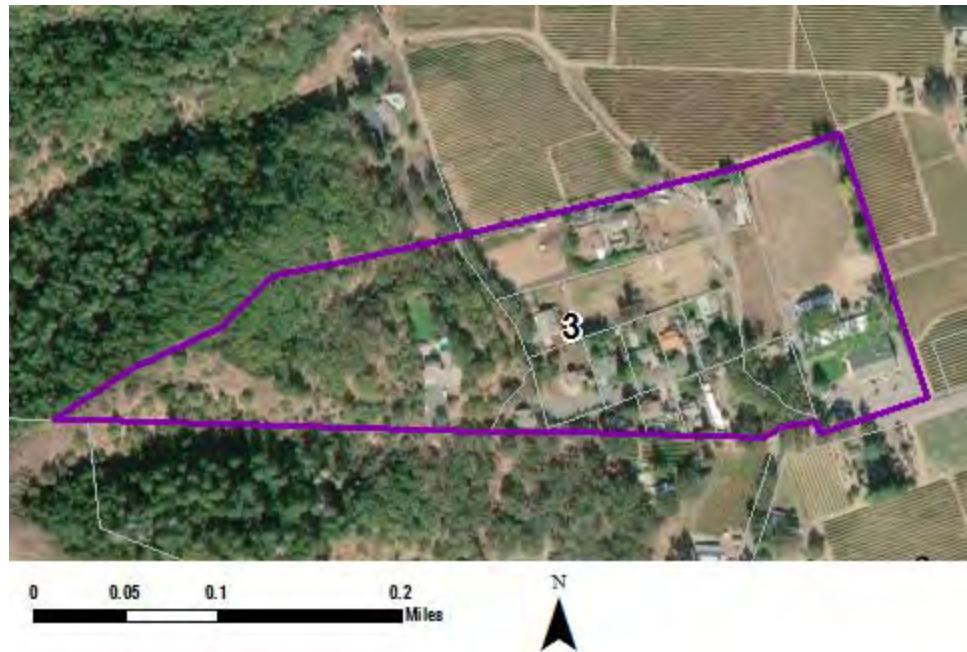




### DUC #3

DUC #3 is located north of Zaina Lane and South Stipp Lane, west of Redwood Highway, near Stipp Ranch. This area includes 16 parcels totaling approximately 29 acres with approximately 15 homes.

**Water** – The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) provides raw water for irrigation and to municipal water purveyors within this area.



The Willow County Water District (WCWD) receives water from the RRFC, then treats and distributes the water to this area. During a normal year, the WCWD distributes approximately 1,200 acre-feet of water per year for domestic and irrigation uses. Water usage is about 20 percent residential and 80 percent commercial/industrial. The WCWD maintains a storage capacity of 1.348 million gallons in nine storage tanks strategically located throughout the WCWD. Based on data contained in the 2013 Ukiah Valley Special Districts MSR, the WCWD would have sufficient capacity to meet anticipated demand- and consequently, it does not appear there are water deficiencies.

**Wastewater** – The Ukiah Valley Sanitation District (UVSD) provides wastewater service to this community. The City owns the collection system and a Wastewater Treatment Plant (WWTP), while the UVSD owns the collection system within its jurisdictional boundaries. The UVSD contracts via a Participation Agreement to the City of Ukiah for use of the City-owned WWTP and for maintenance of its collection system. Based on the most recent data available from the Ukiah Valley Sanitation District and Mendocino LAFCo, there do not appear to be wastewater deficiencies in this community.

**Stormwater Drainage** – Storm drainage capture and transport is limited since there is no community storm drain system in place for this community. In lieu of a storm drain system, there are roadside ditches which are used to manage and transport stormwater runoff for the area. The use of roadside ditches have led to less ponding and localized flooding, but during large rain events, localized flooding and ponding may still occur. Based on the availability of stormwater runoff capture and transport through roadside ditches, there do not appear to be stormwater drainage deficiencies in this community.



**Structural Fire Protection** – Fire protection is provided to this community by Ukiah Valley Fire Authority (UVFA). The UVFA provides structural, wildland fire suppression, and emergency medical services. UVFA staff are trained to provide emergency medical service at the Basic Life Support (BLS) level and are the first responders to these types of calls. The UVFA reviews all applications for new commercial construction, multi-unit housing, occupancy changes, or tenant changes that are within its service area and require a building permit. UVFA Station 1 (South Station), located at 1500 S. State Street, is the closest station to DUC #3. This station is staffed full time, 24 hours a day, seven days a week, 365 days a year. During peak fire season CalFire operates CalFire Station Ukiah, part of the Mendocino Unit, located at 2690 N. State Street. This station is not staffed full-time, but when operational can assist UVFA during large fire incidents.

The area has access to fire hydrants. However, the majority of fire connections are standpipes or wharf hydrants, which do not produce the fire flows of a standard hydrant. The fire connections are sufficient for small isolated fires, but for major fires, UVFA must use water tenders. All fire trucks also carry water onboard for fire suppression. Based on these water infrastructure issues, there are fire protection service deficiencies in this community.

#### DUC #4

DUC #4 is located adjacent to the southwestern part of the city limits. This area spans from Jefferson Lane to the north and Gobalet Lane to the south and includes 578 parcels totaling 255 acres with approximately 680 single-family and multifamily (i.e., apartments, townhomes) homes.



**Water** – The Mendocino County Russian

River Flood Control and Water Conservation Improvement District (RRFC) provides raw water for irrigation and to municipal water purveyors within this area. DUC #4 is served by both a



water district and private wells. Approximately 95 percent of the area is served by the Willow County Water District (WCWD), while the remaining 5 percent, located on the far southwest point of the community, rely on individual wells.

The Willow County Water District (WCWD) receives water from the RRFC, then treats and distributes the water to most of DUC #4. During a normal year, the WCWD distributes approximately 1,200 acre-feet of water per year for domestic and irrigation uses. Water usage is about 20 percent residential and 80 percent commercial/industrial. The WCWD maintains a storage capacity of 1.348 million gallons in nine storage tanks strategically located throughout the WCWD. Based on data contained in the 2013 Ukiah Valley Special Districts MSR, the WCWD would have sufficient capacity to meet anticipated demand- and consequently, it does not appear there are water deficiencies.

**Wastewater** – The Ukiah Valley Sanitation District provides wastewater service to this community. The City owns the collection system and a Wastewater Treatment Plant (WWTP), while the UVSD owns the collection system within its jurisdictional boundaries. The UVSD contracts via a Participation Agreement to the City of Ukiah for use of the City-owned WWTP and for maintenance of its collection system. Based on the most recent data available from the Ukiah Valley Sanitation District and Mendocino LAFCo, there do not appear to be wastewater deficiencies in this community.

**Stormwater Drainage** – The County manages a storm drain collection system for this community. Based on data from the most recent MSR, for this area does not appear to have infrastructure deficiencies related to stormwater drainage.

**Structural Fire Protection** – Fire protection is provided to this community by Ukiah Valley Fire Authority (UVFA). The UVFA provides structural, wildland fire suppression, and emergency medical services. UVFA staff are trained to provide emergency medical service at the Basic Life Support (BLS) level and are the first responders to these types of calls. The UVFA reviews all applications for new commercial construction, multi-unit housing, occupancy changes, or tenant changes that are within its service area and require a building permit. UVFA Station 1 (South Station), located at 1500 S. State Street, is the closest station to DUC #4. This station is staffed full time, 24 hours a day, seven days a week, 365 days a year. During peak fire season CalFire operates CalFire Station Ukiah, part of the Mendocino Unit, located at 2690 N. State Street. This station is not staffed full-time, but when operational can assist UVFA during large fire incidents.

The area has access to fire hydrants. However, the majority of fire connections are standpipes or wharf hydrants, which do not produce the fire flows of a standard hydrant. The fire connections are sufficient for small isolated fires, but for major fires, UVFA must use water tenders. All fire trucks also carry water onboard for fire suppression. Based on these water infrastructure issues, there are fire protection service deficiencies in this community.

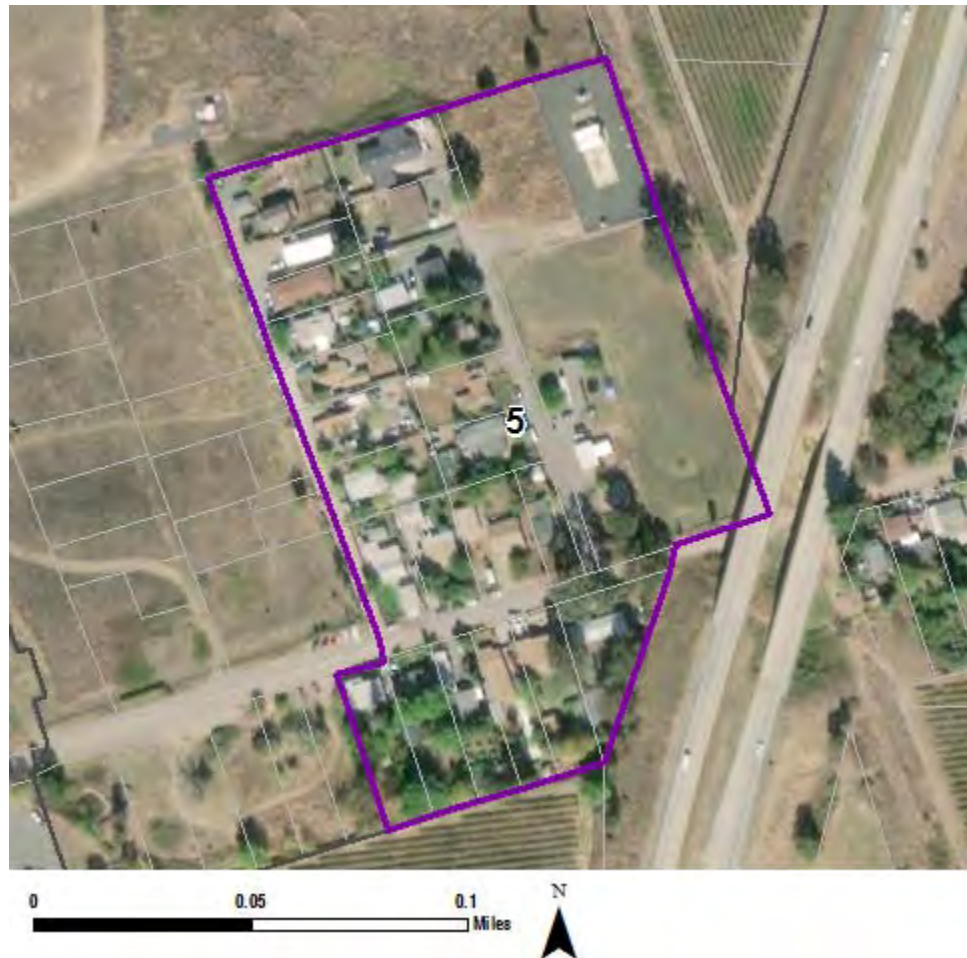




## DUC #5

DUC #5 is located adjacent to the southern part of the city limits along Pomo Lane and Townsend Lane to the north of Norgard Lane. This area includes 26 parcels totaling nearly 9 acres with approximately 25 single-family homes.

**Water** – The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) provides raw water for irrigation and to municipal water purveyors within this area.



The Willow County Water District (WCWD) receives water from the RRFC, then treats and distributes the water to this area. During a normal year, the WCWD distributes approximately 1,200 acre-feet of water per year for domestic and irrigation uses. Water usage is about 20 percent residential and 80 percent commercial/industrial. The WCWD maintains a storage capacity of 1.348 million gallons in nine storage tanks strategically located throughout the WCWD. Based on data contained in the 2013 Ukiah Valley Special Districts MSR, the WCWD would have sufficient capacity to meet anticipated demand- and consequently, it does not appear there are water deficiencies.

**Wastewater** – The Ukiah Valley Sanitation District provides wastewater service to this community. The City owns the collection system and a Wastewater Treatment Plant (WWTP), while the UVSD owns the collection system within its jurisdictional boundaries. The UVSD contracts via a Participation Agreement to the City of Ukiah for use of the City-owned WWTP and for maintenance of its collection system. Based on the most recent data available from the Ukiah Valley Sanitation District and Mendocino LAFCo, there do not appear to be wastewater deficiencies in this community.





**Stormwater Drainage** – Storm drainage capture and transport is limited since there is no community storm drain system in place for this community. In lieu of a storm drain system, there are roadside ditches which are used to manage and transport stormwater runoff for the area. The use of roadside ditches have led to less ponding and localized flooding, but during large rain events, localized flooding and ponding may still occur. Based on the availability of stormwater runoff capture and transport through roadside ditches, there do not appear to be stormwater drainage deficiencies in this community.

**Structural Fire Protection** – Fire protection is provided to this community by Ukiah Valley Fire Authority (UVFA). The UVFA provides structural, wildland fire suppression, and emergency medical services. UVFA staff are trained to provide emergency medical service at the Basic Life Support (BLS) level and are the first responders to these types of calls. The UVFA reviews all applications for new commercial construction, multi-unit housing, occupancy changes, or tenant changes that are within its service area and require a building permit. UVFA Station 1 (South Station), located at 1500 S. State Street, is the closest station to DUC #5. This station is staffed full time, 24 hours a day, seven days a week, 365 days a year. During peak fire season CalFire operates CalFire Station Ukiah, part of the Mendocino Unit, located at 2690 N. State Street. This station is not staffed full-time, but when operational can assist UVFA during large fire incidents.

The area has access to fire hydrants. However, the majority of fire connections are standpipes or wharf hydrants, which do not produce the fire flows of a standard hydrant. The fire connections are sufficient for small isolated fires, but for major fires, UVFA must use water tenders. All fire trucks also carry water onboard for fire suppression. Based on these water infrastructure issues, there are fire protection service deficiencies in this community.

## DUC #6

DUC #6 is located between the northern part of the city limits to Lovers Lane, to the west of Millview Road and Kuki Road. This area includes 295 parcels spanning approximately 66 acres with approximately 330 single-family and multifamily (i.e., apartments) homes.





**Water** – The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) provides raw water for irrigation and to municipal water purveyors within this area.

The Millview County Water District (MCWD) receives water from the RRFC, then treats and distributes the water to this area. During a normal year, the MCWD distributes approximately 1,460 acre-feet of water per year. Water usage is approximately 75 percent for residential purposes, while commercial uses account for approximately 15 percent and the remaining 10 percent for industrial and miscellaneous purposes. The MCWD has a storage capacity of 3.24 million gallons. Based on data contained in the 2013 Ukiah Valley Special Districts MSR, the MCWD would have sufficient capacity to meet anticipated demand- and consequently, it does not appear there are water deficiencies.

**Wastewater** – The Ukiah Valley Sanitation District provides wastewater service to this community. The City owns the collection system and a Wastewater Treatment Plant (WWTP), while the UVSD owns the collection system within its jurisdictional boundaries. The UVSD contracts via a Participation Agreement to the City of Ukiah for use of the City-owned WWTP and for maintenance of its collection system. Based on the most recent data available from the Ukiah Valley Sanitation District and Mendocino LAFCo, there do not appear to be wastewater deficiencies in this community.

**Stormwater Drainage** – The County manages a storm drain collection system for this community. Based on data from the most recent MSR, for this area does not appear to have infrastructure deficiencies related to stormwater drainage.

**Structural Fire Protection** – Fire protection is provided to this community by Ukiah Valley Fire Authority (UVFA). The UVFA provides structural, wildland fire suppression, and emergency medical services. UVFA staff are trained to provide emergency medical service at the Basic Life Support (BLS) level and are the first responders to these types of calls. The UVFA reviews all applications for new commercial construction, multi-unit housing, occupancy changes, or tenant changes that are within its service area and require a building permit. UVFA Station 2 (North Station), located at 1800 N. State Street, is the closest station to DUC #6. This station is staffed full time, 24 hours a day, seven days a week, 365 days a year. During peak fire season CalFire operates CalFire Station Ukiah, part of the Mendocino Unit, located at 2690 N. State Street. This station is not staffed full-time, but when operational can assist UVFA during large fire incidents.

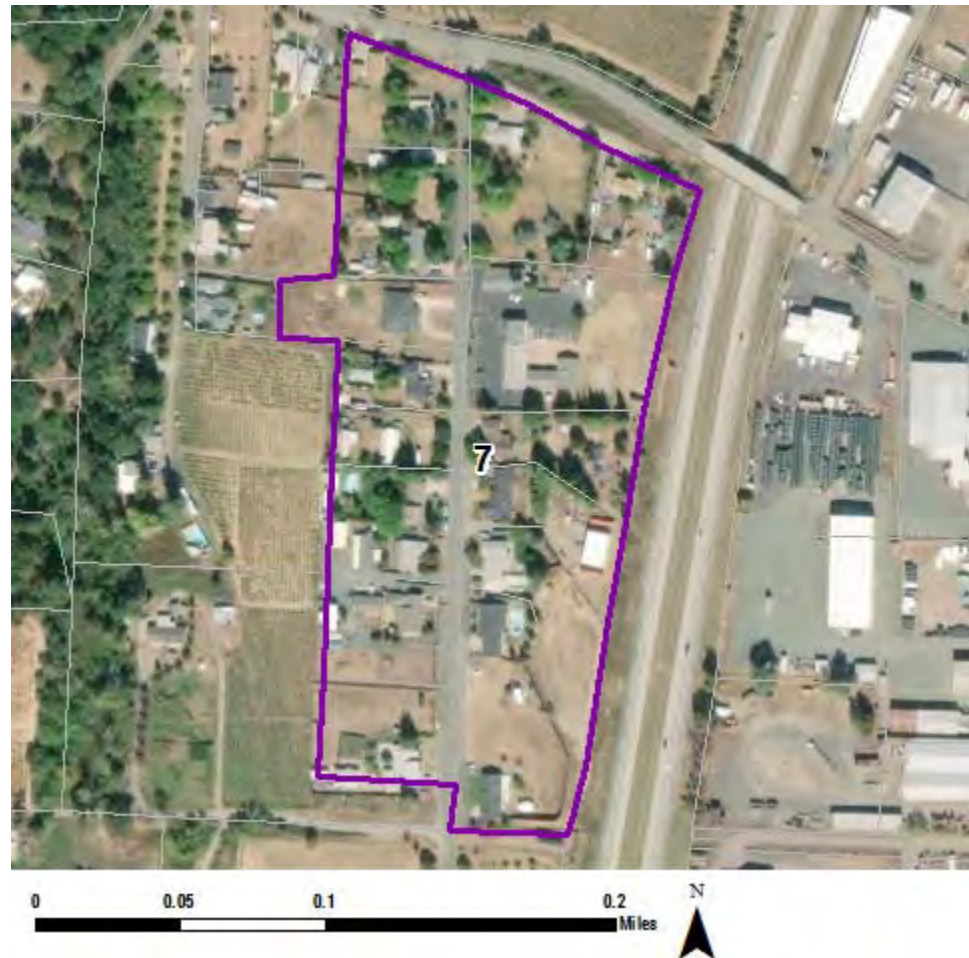
The area has access to fire hydrants. However, the majority of fire connections are standpipes or wharf hydrants, which do not produce the fire flows of a standard hydrant. The fire connections are sufficient for small isolated fires, but for major fires, UVFA must use water tenders. All fire trucks also carry water onboard for fire suppression. Based on these water infrastructure issues, there are fire protection service deficiencies in this community.



## DUC #7

DUC #7 is located between Parducci Road to the north, Redwood Highway to the east, Ben Road to the south, and Aldo Lane to the west. This area includes 17 parcels spanning nearly 17 acres with approximately 25 single-family homes.

**Water** – The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) provides raw water for irrigation and to municipal water purveyors within this area.



The Millview County Water District (MCWD) receives water from the RRFC, then treats and distributes the water to this area. During a normal year, the MCWD distributes approximately 1,460 acre-feet of water per year. Water usage is approximately 75 percent for residential purposes, while commercial uses account for approximately 15 percent and the remaining 10 percent for industrial and miscellaneous purposes. The MCWD has a storage capacity of 3.24 million gallons. Based on data contained in the 2013 Ukiah Valley Special Districts MSR, the MCWD would have sufficient capacity to meet anticipated demand- and consequently, it does not appear there are water deficiencies.

**Wastewater** – There is no community wastewater system in place for this community. Septic tanks are used by residents for wastewater disposal. Because no data has been recently presented suggesting the septic capacity is not sufficient for this community, there appear to be no wastewater deficiencies in this community.

**Stormwater Drainage** – Storm drainage capture and transport is limited since there is no community storm drain system in place for this community. In lieu of a storm drain system, there are roadside ditches which are used to manage and transport stormwater runoff for the area. The use of roadside ditches have led to less ponding and localized flooding, but during large rain events, localized flooding and ponding may still occur. Based on the availability of



stormwater runoff capture and transport through roadside ditches, there do not appear to be stormwater drainage deficiencies in this community.

**Structural Fire Protection** – Fire protection is provided to this community by Ukiah Valley Fire Authority (UVFA). The UVFA provides structural, wildland fire suppression, and emergency medical services. UVFA staff are trained to provide emergency medical service at the Basic Life Support (BLS) level and are the first responders to these types of calls. The UVFA reviews all applications for new commercial construction, multi-unit housing, occupancy changes, or tenant changes that are within its service area and require a building permit. UVFA Station 2 (North Station), located at 1800 N. State Street, is the closest station to DUC #7. This station is staffed full time, 24 hours a day, seven days a week, 365 days a year. During peak fire season CalFire operates CalFire Station Ukiah, part of the Mendocino Unit, located at 2690 N. State Street. This station is not staffed full-time, but when operational can assist UVFA during large fire incidents.

The area has access to fire hydrants. However, the majority of fire connections are standpipes or wharf hydrants, which do not produce the fire flows of a standard hydrant. The fire connections are sufficient for small isolated fires, but for major fires, UVFA must use water tenders. All fire trucks also carry water onboard for fire suppression. Based on these water infrastructure issues, there are fire protection service deficiencies in this community.

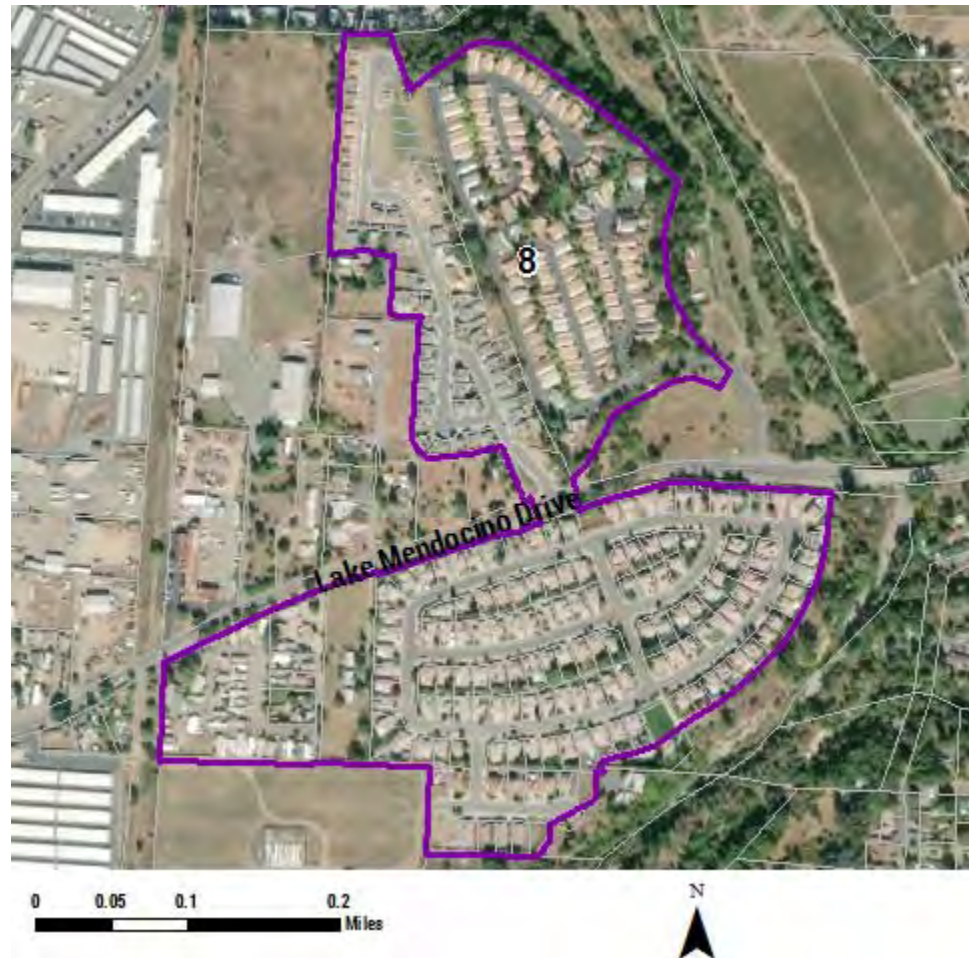




## DUC #8

DUC #8 is located between Estrella Court and Malaga Court to the north, the Russian River to the east, Riverview Drive to the south, and Redwood Highway to the west. This area includes 213 parcels spanning nearly 60 acres with approximately 270 single-family and mobile homes.

**Water** – The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) provides raw water for irrigation and to municipal water purveyors within this area.



The Millview County Water District (MCWD) receives water from the RRFC, then treats and distributes the water to this area. During a normal year, the MCWD distributes approximately 1,460 acre-feet of water per year. Water usage is approximately 75 percent for residential purposes, while commercial uses account for approximately 15 percent and the remaining 10 percent for industrial and miscellaneous purposes. The MCWD has a storage capacity of 3.24 million gallons. Based on data contained in the 2013 Ukiah Valley Special Districts MSR, the MCWD would have sufficient capacity to meet anticipated demand- and consequently, it does not appear there are water deficiencies.

**Wastewater** – There is no community wastewater system in place for this community. Septic tanks are used by residents for wastewater disposal. Because no data has been recently presented suggesting the septic capacity is not sufficient for this community, there appear to be no wastewater deficiencies in this community.



**Stormwater Drainage** – The County manages a storm drain collection system for this community. Based on data from the most recent MSR, for this area does not appear to have infrastructure deficiencies related to stormwater drainage.

**Structural Fire Protection** – Fire protection is provided to this community by Ukiah Valley Fire Authority (UVFA). The UVFA provides structural, wildland fire suppression, and emergency medical services. UVFA staff are trained to provide emergency medical service at the Basic Life Support (BLS) level and are the first responders to these types of calls. The UVFA reviews all applications for new commercial construction, multi-unit housing, occupancy changes, or tenant changes that are within its service area and require a building permit. UVFA Station 2 (North Station), located at 1800 N. State Street, is the closest station to DUC #8. This station is staffed full time, 24 hours a day, seven days a week, 365 days a year. During peak fire season CalFire operates CalFire Station Ukiah, part of the Mendocino Unit, located at 2690 N. State Street. This station is not staffed full-time, but when operational can assist UVFA during large fire incidents.

The area has access to fire hydrants. However, the majority of fire connections are standpipes or wharf hydrants, which do not produce the fire flows of a standard hydrant. The fire connections are sufficient for small isolated fires, but for major fires, UVFA must use water tenders. All fire trucks also carry water onboard for fire suppression. Based on these water infrastructure issues, there are fire protection service deficiencies in this community.



## DUC #9

DUC #9 is located between York Creek to the north, N. State Street to the east, 3<sup>rd</sup> Street to the south, and Redwood Highway to the west. This area covers 2 parcels spanning nearly 23 acres with approximately 150 mobile homes.

**Water** – The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) provides raw water for irrigation and to municipal water purveyors within this area.



The Millview County Water District (MCWD) receives water from the RRFC, then treats and distributes the water to this area. During a normal year, the MCWD distributes approximately 1,460 acre-feet of water per year. Water usage is approximately 75 percent for residential purposes, while commercial uses account for approximately 15 percent and the remaining 10 percent for industrial and miscellaneous purposes. The MCWD has a storage capacity of 3.24 million gallons. Based on data contained in the 2013 Ukiah Valley Special Districts MSR, the MCWD would have sufficient capacity to meet anticipated demand- and consequently, it does not appear there are water deficiencies.

**Wastewater** – There is no community wastewater system in place for this community. Septic tanks are used by residents for wastewater disposal. Because no data has been recently presented suggesting the septic capacity is not sufficient for this community, there appear to be no wastewater deficiencies in this community.

**Stormwater Drainage** – Storm drainage capture and transport is limited since there is no community storm drain system in place for this community. In lieu of a storm drain system, there are roadside ditches which are used to manage and transport stormwater runoff for the area. The use of roadside ditches have led to less ponding and localized flooding, but during large rain events, localized flooding and ponding may still occur. Based on the availability of



stormwater runoff capture and transport through roadside ditches, there do not appear to be stormwater drainage deficiencies in this community.

**Structural Fire Protection** – Fire protection is provided to this community by Ukiah Valley Fire Authority (UVFA). The UVFA provides structural, wildland fire suppression, and emergency medical services. UVFA staff are trained to provide emergency medical service at the Basic Life Support (BLS) level and are the first responders to these types of calls. The UVFA reviews all applications for new commercial construction, multi-unit housing, occupancy changes, or tenant changes that are within its service area and require a building permit. UVFA Station 2 (North Station), located at 1800 N. State Street, is the closest station to DUC #9. This station is staffed full time, 24 hours a day, seven days a week, 365 days a year. During peak fire season CalFire operates CalFire Station Ukiah, part of the Mendocino Unit, located at 2690 N. State Street. This station is not staffed full-time, but when operational can assist UVFA during large fire incidents.

The area has access to fire hydrants. However, the majority of fire connections are standpipes or wharf hydrants, which do not produce the fire flows of a standard hydrant. The fire connections are sufficient for small isolated fires, but for major fires, UVFA must use water tenders. All fire trucks also carry water onboard for fire suppression. Based on these water infrastructure issues, there are fire protection service deficiencies in this community.

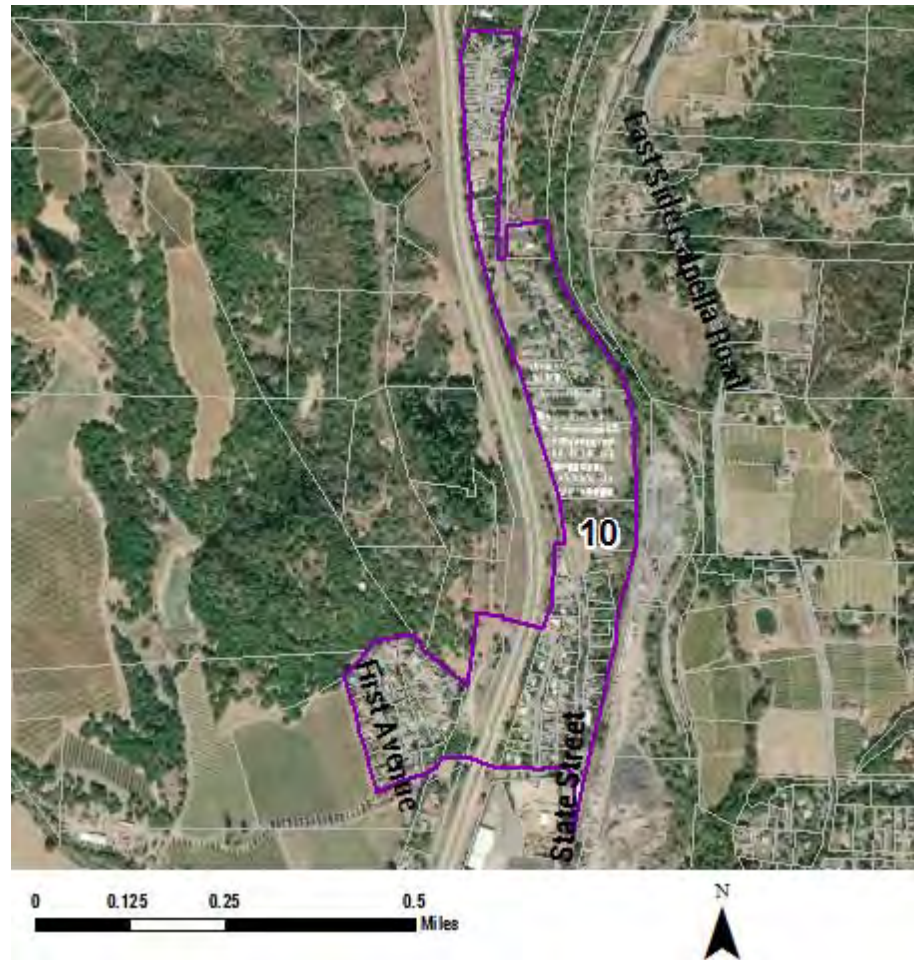




## DUC #10

DUC #10 includes a community west of Redwood Highway that is around 1<sup>st</sup> Avenue, and residences along N. State Street to the east of Redwood Highway that span from Agnes Lane to the north, Russian River to the east, and Pomo Lane to the south. This area covers 108 parcels spanning approximately 72 acres with approximately 200 single- family and mobile homes.

**Water** – The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) provides raw water for irrigation and to municipal water purveyors within this area.



The Millview County Water District (MCWD) receives water from the RRFC, then treats and distributes the water to this area. During a normal year, the MCWD distributes approximately 1,460 acre-feet of water per year. Water usage is approximately 75 percent for residential purposes, while commercial uses account for approximately 15 percent and the remaining 10 percent for industrial and miscellaneous purposes. The MCWD has a storage capacity of 3.24 million gallons. Based on data contained in the 2013 Ukiah Valley Special Districts MSR, the MCWD would have sufficient capacity to meet anticipated demand- and consequently, it does not appear there are water deficiencies.

**Wastewater** – There is no community wastewater system in place for this community. Septic tanks are used by residents for wastewater disposal. Because no data has been recently presented suggesting the septic capacity is not sufficient for this community, there appear to be no wastewater deficiencies in this community.

**Stormwater Drainage** – The County manages a storm drain collection system for this community. Based on data from the most recent MSR, for this area does not appear to have infrastructure deficiencies related to stormwater drainage.



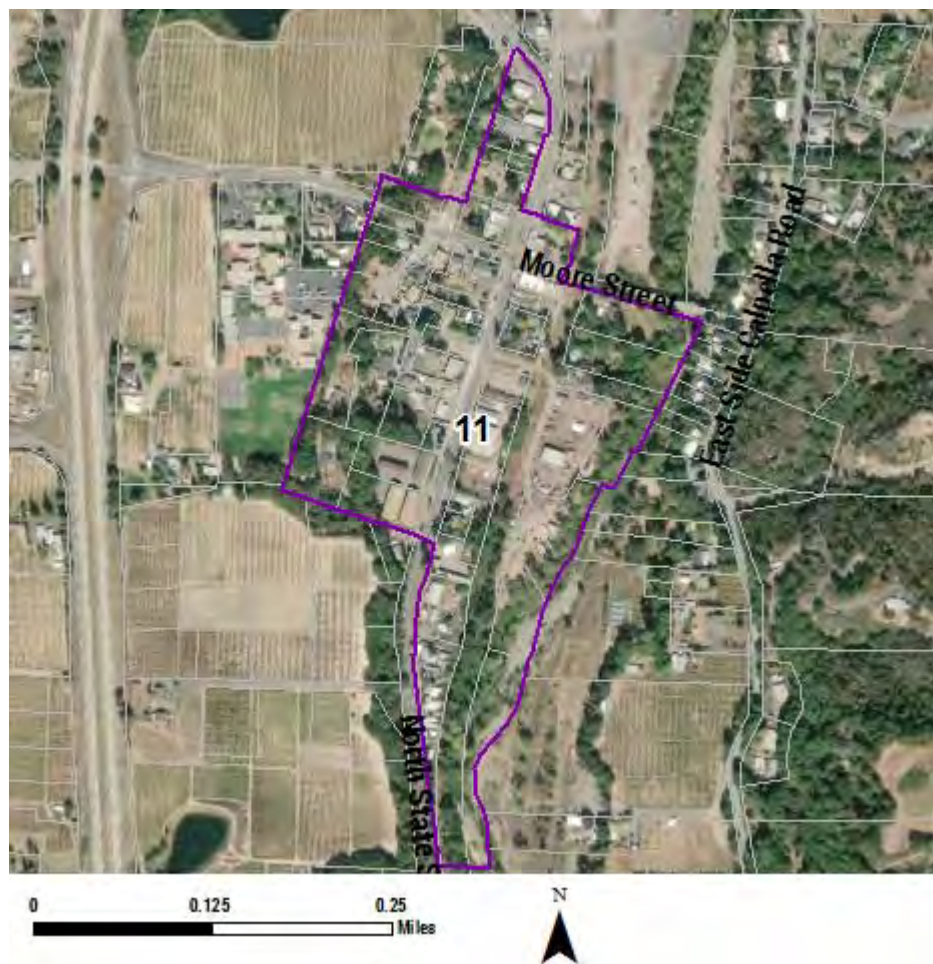
**Structural Fire Protection** – Fire protection is provided to this community by Ukiah Valley Fire Authority (UVFA). The UVFA provides structural, wildland fire suppression, and emergency medical services. UVFA staff are trained to provide emergency medical service at the Basic Life Support (BLS) level and are the first responders to these types of calls. The UVFA reviews all applications for new commercial construction, multi-unit housing, occupancy changes, or tenant changes that are within its service area and require a building permit. UVFA Station 2 (North Station), located at 1800 N. State Street, is the closest station to DUC #10. This station is staffed full time, 24 hours a day, seven days a week, 365 days a year. During peak fire season CalFire operates CalFire Station Ukiah, part of the Mendocino Unit, located at 2690 N. State Street. This station is not staffed full-time, but when operational can assist UVFA during large fire incidents.

The area has access to fire hydrants. However, the majority of fire connections are standpipes or wharf hydrants, which do not produce the fire flows of a standard hydrant. The fire connections are sufficient for small isolated fires, but for major fires, UVFA must use water tenders. All fire trucks also carry water onboard for fire suppression. Based on these water infrastructure issues, there are fire protection service deficiencies in this community.

#### DUC #11

DUC #11 is the center of Calpella and includes residences along N. State Street that span from the intersection of N. State Street and 3<sup>rd</sup> Street to the north, Russian River to the east, and portions of Moore Street and Hopkins Street. This area includes 61 parcels spanning nearly 33 acres with approximately 35 single-family homes.

**Water** – The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) provides raw water for irrigation and to municipal water purveyors within this area.





The Calpella County Water District receives water from the RRFC, then treats and distributes the water to this area. Based on the 2013 Ukiah Valley Special Districts Municipal Service Review (MSR), the water infrastructure capacity is sufficient, but the District overall lacks additional water capacity. The lack of water supply leads to a potential of meeting future demands without purchasing water from other sources. There are no reported changes since the 2013 MSR.

**Wastewater** –The Calpella County Water District serves over 100 sewer connections and operates a wastewater treatment plant. The capacity of the plant was increased to 80,000 gpd. In 2007, the average daily flow rate was estimated at 32,000 gallons. The CCWD has additional treatment capacity and can accommodate up to 1,000 residents, which is about 300 more than the current population within the CCWD service area. Based on the most recent data available from the CCWD and Mendocino LAFCo, there do not appear to be wastewater deficiencies in this community.

**Stormwater Drainage** – The County manages a storm drain collection system for this community. Based on data from the most recent MSR, for this area does not appear to have infrastructure deficiencies related to stormwater drainage.

**Structural Fire Protection** – The Redwood Valley-Calpella Fire District (RVCFD) provides structural fire protection, wildland fire protection, emergency medical services, rescue, hazardous materials response, and fire prevention for Calpella. The District is dispatched by CALFire. RVCFD operates one fire station in Redwood Valley at 8481 East Road in Redwood Valley. Within Calpella and the outlying area, The District relies on its 2,000-gallon water tender, agricultural irrigation ponds, and cisterns constructed by property owners as part of a residential building permit. In 2016, water supply for firefighting in the outlying areas is considered “marginally adequate,” especially during time of drought. RVCFD is exploring other means to augment its existing water supplies, either through mutual aid tanker support from other fire agencies; or through acquisition of additional water tenders. The core of capital improvement needs for RVCFD are generally planned in the budget and are underway, which includes a 10-year program to replace its vehicles.

The area has access to fire hydrants. However, the majority of fire connections are standpipes or wharf hydrants, which do not produce the fire flows of a standard hydrant. The fire connections are sufficient for small isolated fires, but for major fires, UVFA must use water tenders. All fire trucks also carry water onboard for fire suppression. Based on these water infrastructure issues, there are fire protection service deficiencies in this community.





## POTENTIAL INFRASTRUCTURE FUNDING SOURCES

There are Federal and State programs that could potentially help address existing deficiencies identified in the communities discussed above. Table 3 provides a brief summary of programs that could provide funding to address infrastructure deficiencies in DUCs.

| TABLE 3<br>POTENTIAL INFRASTRUCTURE FUNDING SOURCES |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program Name                                        | Agency                                                        | Program Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Community Development Block Grants (CDBG)           | United States Housing and Urban Development Department (HUD)  | These grants can fund the construction of projects such as water and sewer facilities, street maintenance, as well as other public work projects.                                                                                                                                                                                                                                                                                                                                               |
| Community Facilities Direct Loan and Grant Program  | United States Department of Agriculture and Rural Development | This program provides funding to develop essential community facilities in rural areas.                                                                                                                                                                                                                                                                                                                                                                                                         |
| Impact Fees                                         | Local Governments                                             | Development Impact Fees can be imposed for new development, in order to acquire funding to construct capital facilities. Applying development impact fees to projects does have substantial limitations under The Mitigation Fee Act, sections 66000.                                                                                                                                                                                                                                           |
| Taxation                                            | Local Governments and Public Agencies                         | In 1982 the California State Legislature enacted the Community Facilities Act, commonly referred to as Mello-Roos. This act authorized local jurisdictions to establish community facility districts, which would directly serve as another funding mechanism for financing public work projects, and even public services. This method of revenue generation potentially could be used to finance projects that will make the necessary improvements to the deficiencies in these communities. |
| Clean Water State Revolving Fund (CWSRF)            | The State Water Resources Control Board                       | CWSRF provides financial assistance for a wide range of water infrastructure projects. It is a partnership between the US EPA and states governments. States have the flexibility to fund a range of projects that address their highest priority water quality needs. Using a combination of federal and state funds, CWSRF provides loans to eligible recipients to construct municipal wastewater facilities and decentralized wastewater treatment systems, among other projects.           |
| Emergency Community Water Assistance Grants         | United States Department of Agriculture Rural Development     | This program helps eligible communities prepare for, or recover from, an emergency that threatens the availability of safe, reliable drinking water for households and businesses.                                                                                                                                                                                                                                                                                                              |
| Safe Drinking Water State Revolving Fund            | California Department of Public Health                        | The Drinking Water State Revolving Fund (DWSRF) program assists public water systems in financing the cost of drinking water infrastructure projects needed to achieve or maintain compliance with Safe Drinking Water Act (SDWA) requirements.                                                                                                                                                                                                                                                 |



**TABLE 3**  
**POTENTIAL INFRASTRUCTURE FUNDING SOURCES**

| <b>Program Name</b>                                             | <b>Agency</b>                            | <b>Program Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bonds                                                           | Local Governments                        | <p>Bonding is a funding mechanism that can be used specifically to fund large infrastructure projects in disadvantaged communities. There are three bond types: revenue bonds, lease revenue bonds, and obligations bonds.</p> <ul style="list-style-type: none"> <li>Revenue bonds are typically ensured by the project that is being constructed. A common revenue bond infrastructure project would be a water treatment facility. Once the bond is paid, the facility operation and ownership is turned over to the jurisdiction.</li> <li>Lease revenue bonds are secured by either a non-profit or privately financed group, that constructs the infrastructure project, then leases the completed facility back to the jurisdiction, until the costs of the bond have been paid for. Once the bond is paid, the facility operation and ownership is turned over to the jurisdiction.</li> <li>General obligation bonds are issued for the improvement and enhancement of real property. Local governments have the ability to raise property taxes in order to cover the costs of the bond and infrastructure project. Unlike the previous two types of bonding methods, the general obligation bond, does require voter approval.</li> </ul> |
| Household and Small Water System Drought Assistance Program     | State Water Resources Control Board      | The State Water Resources Control Board authorized \$5 million to assist individual households and small water systems to address drought-related drinking water emergencies. Funding is available as low interest loans and/or grant based on recipient's income and affordability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Integrated Regional Water Management                            | California Department of Water Resources | The IRWM Grant Programs include funding for planning, community involvement, implementation, and companion grant programs that support sustainable groundwater planning and water-energy programs and projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Proposition 84                                                  | State Water Resources Control Board      | The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act (Prop 84) provides funding for capital costs on projects addressing excessive stormwater runoff, including projects related to the collection of stormwater, and treatment of water to reduce contamination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| State Water Quality Control Fund: Cleanup and Abatement Account | State Water Resources Control Board      | The Cleanup and Abatement Account (CAA) was created to provide public agencies with grants for the cleanup or abatement of pollution when there are no viable responsible parties available to undertake the work. Eligible entities include public agencies, as well as certain not-for-profit organizations and tribal governments that serve a disadvantaged community and that have the authority to clean up or abate the effects of a waste.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



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## KEY TERMS

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**Community.** An inhabited area within a city or county that is comprised of no less than 10 dwelling units adjacent or in close proximity to one another.

**Disadvantaged Unincorporated Community (DUC).** A fringe, island, or legacy community in which the median household income is 80 percent or less than the statewide median household income.

**Island Community.** Any inhabited and unincorporated territory that is surrounded or substantially surrounded by one or more cities or by one or more cities and a county boundary or the Pacific Ocean.

**Fringe Community.** Any inhabited and unincorporated territory that is within a city sphere of influence.

**Legacy Community.** A geographically isolated community that is inhabited and has existed for at least 50 years.

**Local Agency Formation Commission (LAFCo).** The commission designated by the State Legislature within each county to provide for the orderly growth and development within said county, including the review and evaluation of proposals for formation of special districts, incorporation of cities, annexation to special districts or cities, consolidation of districts, and merger of districts with cities. Each LAFCo is empowered to approve, disapprove, or conditionally approve such proposals.

**Municipal Service Review (MSR).** A comprehensive study designed to better inform LAFCo, local agencies, and the community examining the provision of municipal services for the area.

**Sphere of Influence (SOI).** A plan for the probable physical boundaries and service area of a local agency, as determined by the Local Agency Formation Commission (LAFCo).



# 2040 GENERAL PLAN

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## REFERENCES

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### REPORTS

Alex, Ken. Technical Advisory, Senate Bill 244: Land Use, General Plans, and Disadvantaged Communities. Prepared for the Office of Planning and Research for the State of California, February 2, 2013.

Mendocino LAFCo. Final Municipal Service Review, City of Ukiah. Adopted September 4, 2012.

Mendocino LAFCo. Multi-District Fire Protection Services. Approved on April 4, 2016.

Mendocino LAFCo. Ukiah Valley Special Districts Municipal Service Review. Adopted May 6, 2013.

Mendocino LAFCo. Russian River Flood Control and Water Conservation Improvement District Municipal Service Review and Sphere of Influence Update – FINAL. Adopted May 1, 2017.

### WEBSITES

Mendocino County. <http://www.co.mendocino.ca.us>. September 2019.

Mendocino LAFCo. <http://mendolafco.org>. September 2019.

Ukiah Valley Sanitation District. [www.uvsd.org](http://www.uvsd.org). September 2019.

### DATA

U.S. Census Bureau. 2013-2017 American Community Survey (ACS) data.



## AGENDA SUMMARY REPORT

**SUBJECT:** Approval of Community Development Director Determination that the Proposed General Plan Amendment Qualifies for a CEQA Exemption, and Consideration and Possible Adoption of a Resolution and Findings Adopting an Amendment to the Land Use Element of the City of Ukiah 1995 General Plan, Incorporating the Senate Bill 244 Analysis Related to Disadvantaged Unincorporated Communities.

**DEPARTMENT:** Community  
Development

**PREPARED BY:** Craig Schlatter, Community Development  
Director

### ATTACHMENTS:

1. SB 244 bill text
2. City of Ukiah SB 244 Analysis
3. 2019-01 PC Reso - Adopt Amendment to Land Use Element of 1995 General Plan
4. SB244 GPA NOE draft
5. City Council Resolution + Findings- GPA 2019-01

**Summary:** City Council will consider approving the Community Development Director's Determination that the proposed General Plan Amendment qualifies for a CEQA exemption. Council will also consider and possibly adopt a resolution and related findings adopting an amendment to the Land Use Element of the 1995 City of Ukiah General Plan to incorporate the Senate Bill 244 analysis regarding Disadvantaged Unincorporated Communities.

**Background:** Senate Bill (SB) 244 (Attachment 1) was approved by Governor Brown in October 2011 and requires cities to identify and describe disadvantaged unincorporated communities inside or near city boundaries. Codified in Government Code Section 65302.10, a Disadvantaged Unincorporated Community (DUC) is defined as a fringe, island, or legacy community that 1) contains 10 or more dwelling units in close proximity to one another; 2) is within a city's sphere of influence, is an island of unincorporated territory that is surrounded or substantially surrounded by one or more cities, or is geographically isolated and has existed for more than 50 years; and 3) has a median household income that is 80 percent or less than the statewide median household income.

SB 244 directs that on or before the date of adoption of the next housing element, the general plan land use element must be updated as necessary to identify and describe each DUC (fringe community, legacy community, and/or island community) that exists within unincorporated areas of the county or in spheres of influence (SOI) of each city; analyze for each identified community the water, wastewater, stormwater drainage, and structural fire protection needs; and identify financial funding alternatives for the extension of services to any identified communities.

Utilizing the services of the City's advanced planning specialists, Staff completed the SB 244 analysis (Attachment 2). The City's SB 244 analysis identified 11 DUCs outside the city limits but within the City's SOI. All DUCs were analyzed with regards to water, wastewater, stormwater drainage, and structural fire protection needs.



At their meeting on October 9, 2019, the Planning Commission adopted a resolution (Attachment 3) recommending that the City Council adopt an amendment to the Land Use Element of the 1995 City of Ukiah General Plan incorporating the SB 244 analysis related to DUCs.

**Discussion:** As a part of consideration of the proposed amendment to the Land Use Element of the 1995 City of Ukiah General Plan, the Community Development Director is required to make- and he has made- a determination as to the required level of environmental review required by the California Environmental Quality Act ("CEQA"). The Community Development Director has determined that the proposed Land Use Element amendment is exempt from environmental review under CEQA Guidelines, Section 15306 as an information collection activity (see the Director's draft CEQA Exemption Determination, Attachment 4).

In addition, the proposed General Plan Land Use Element amendment is exempt from environmental review under CEQA as a special situation under Guidelines Section 15183. It does not propose infrastructure projects or improvements, nor does it propose amendments to the Land Use Map or land use policies. The General Plan Amendment does not propose a change in density, nor growth within the City limits or sphere of influence and would be consistent with the City's 1995 General Plan. There are no project-specific effects that are peculiar to the text amendment.

Staff recommends that Council approve the Community Development Director Determination that the proposed General Plan Amendment qualifies for a CEQA exemption. Staff also recommends that Council adopt a resolution and findings in Attachment 5, adopting an amendment to the Land Use Element of the City of Ukiah 1995 General Plan incorporating the SB 244 analysis related to Disadvantaged Unincorporated Communities.

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**Recommended Action:** 1) Approve Community Development Director Determination (Attachment 4) that the proposed General Plan Amendment qualifies for a CEQA exemption; and 2) adopt a resolution and findings (Attachment 5) adopting an amendment to the Land Use Element of the 1995 General Plan to incorporate the SB 244 analysis regarding Disadvantaged Unincorporated Communities.

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**BUDGET AMENDMENT REQUIRED:** N/A

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**CURRENT BUDGET AMOUNT:** N/A

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**PROPOSED BUDGET AMOUNT:** N/A

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**FINANCING SOURCE:** N/A

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**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

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**COORDINATED WITH:** N/A

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Approved:   
Sage Sangiacomo, City Manager

**RESOLUTION NO. 2019-48**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING THE LAND USE ELEMENT OF THE UKIAH GENERAL PLAN TO INCORPORATE THE SB 244 ANALYSIS RELATED TO DISADVANTAGED UNINCORPORATED COMMUNITIES**

**WHEREAS**, Government Code Section 65300 requires each legislative body and planning agency to prepare and adopt a comprehensive, long-term general plan for the physical development of the city; and

**WHEREAS**, the City of Ukiah General Plan was adopted on December 6, 1995; and

**WHEREAS**, Senate Bill (SB) 244, codified in Government Code Section 65302.10, requires that on or before the next revision of a city or county housing element, and each revision thereafter, a city or county to review and update its general plan, as necessary to address the presence of Disadvantaged Unincorporated Communities, as defined, within its sphere of influence or outside but surrounded by City territory, and would require the updated general plan to include specified information; and

**WHEREAS**, on September 27, 2019, the City of Ukiah completed this analysis, entitled, "City of Ukiah SB 244 Analysis," and made a copy available to the public; and

**WHEREAS**, the City has prepared an amendment to the Land Use Element of the Ukiah General Plan in compliance with Government Code Section 65302.10 by insertion of the City of Ukiah SB 244 Analysis into the Land Use Element as "Appendix A," and

**WHEREAS**, under California Environmental Quality Act (CEQA) Guidelines §15306 and §15183 the proposed General Plan Land Use Element amendment is exempt from environmental review because the proposed amendment consists exclusively of data collection and does not propose amendments to the Land Use Map or land use policies, nor does it propose a change in density, or growth within the City limits or sphere of influence, and it can be seen with certainty that there is not a possibility that the activity may have a significant effect on the environment; and

**WHEREAS**, the Planning Commission considered the matter on October 9, 2019, and found that the proposed General Plan Amendment supported the purpose of SB 244, and is consistent with the Ukiah General Plan; and

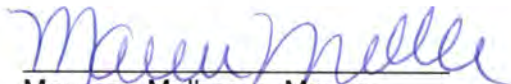
**WHEREAS**, it is deemed in the interest of orderly development and important to the protection of health, safety, and general welfare of the residents to amend the Ukiah General Plan by incorporating the SB 244 Analysis into the Land Use Element of the General Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Ukiah as follows:

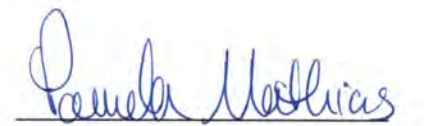
The Land Use Element of the Ukiah General Plan is hereby amended to incorporate "City of Ukiah SB 244 Analysis," dated September 27, 2019, as "Appendix A" of the Ukiah General Plan, based on the Findings in Attachment 1.

**PASSED AND ADOPTED** on this 23rd day of October, 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:

  
Pam Mathias, Deputy City Clerk

## **ATTACHMENT 1**

### **FINDINGS**

#### **GENERAL PLAN AMENDMENT #2019-01**

#### **AMENDING THE LAND USE ELEMENT OF THE UKIAH GENERAL PLAN TO INCORPORATE AS APPENDIX A THE "CITY OF UKIAH SB 244 ANALYSIS" RELATED TO DISADVANTAGED UNINCORPORATED COMMUNITIES**

The following findings are supported by and based upon information contained in the Staff Report, General Plan, other supporting documentation, and the public record:

1. The proposed amendment is deemed to be in the public interest.
2. The proposed General Plan Amendment is consistent and compatible with the General Plan.
3. The potential impacts of the proposed amendment have been assessed and have been determined not to be detrimental to the public health, safety, or welfare.
4. The proposed Amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA).



## **2019-20 CDBG APPLICATION – ORR STREET BRIDGE AND TRANSPORTATION CORRIDOR STUDY AND PLAN**

### **STATE OBJECTIVES DOCUMENTATION**

#### **STATE OBJECTIVE 2: FAIR HOUSING – ACCESS TO OPPORTUNITY**

The City of Ukiah has completed efforts that have furthered access to opportunity for lower income households. Below is an example.

##### ***Outreach and Engagement- City of Ukiah Housing Element Update***

Description: In 2019, the City of Ukiah implemented an outreach and engagement effort designed to significantly increase community participation and input in the decision-making process related to the updating of the City of Ukiah's Housing Element. Nearly 30% of the City's population is of Hispanic origin, and approximately 49% of the City's population is lower income, and engagement efforts were designed to reach these populations. Specific actions include the following:

- Creation of flyers in both English and Spanish announcing two community workshops on the Housing Element (see Attachment 1 for flyers)
- Posting of these flyers at lower income rental housing properties throughout Ukiah
- Release of eBlasts in both English and Spanish to a list of approximately 100 stakeholders in the Ukiah Valley. Stakeholders represented a broad section of the community, including nonprofit agencies serving primarily lower income persons.
- City staff presentations at Ukiah Vecinos en Acción (Neighbors in Action) and Mendocino Latinx Alliance; and an informational booth at the Mexican Consulate
- Development of a Housing Element webpage
- Two community housing workshops presented in both English and Spanish, with presentation materials also in both English and Spanish.
  - o City Parks and Recreation staff hosted a "Kids Corner" at both workshops so families with children could attend even if they did not have access to childcare.
- City staff also sent press releases, and the Ukiah Daily Journal published three articles (see Attachment 2).

As a result of these efforts, the City had strong participation at both workshops, of approximately 40 people in the first workshop and 30 in the second workshop. The City incorporated comments received during these workshops and from written comments submitted into its final 2019-2027 Housing Element, which was adopted by City Council on October 23, 2019 and certified by HCD's Housing Policy Division on December 5, 2019.



## Community Workshops

### City of Ukiah

### 2019 – 2027 Housing Element

The City of Ukiah is inviting the community to two workshops to discuss the 2019-2027 Housing Element.

The Housing Element establishes specific goals and policies to address housing needs in the community.

Community input will be used in updating goals, policies and programs in the Housing Element.

1<sup>st</sup> Workshop  
March 21, 2019

2<sup>nd</sup> Workshop  
April 25, 2019

Community Workshops  
5:30 p.m. to 7:30 p.m.  
Ukiah Valley Conference Center  
200 S School St, Ukiah, CA 95482

For questions or to submit comments, please contact:  
Alicia Tlelo, Assistant Planner  
City of Ukiah Community Development Department  
300 Seminary Ave. Ukiah, CA 95482  
Email: [atlelo@cityofukiah.com](mailto:atlelo@cityofukiah.com); Phone: (707) 463-6268







## Talleres Comunitarios Ciudad de Ukiah 2019 – 2027 Elemento de Vivienda

La Ciudad de Ukiah está invitando a la comunidad a dos talleres para discutir el Elemento de Vivienda 2019-2027.

El Elemento de Vivienda establece metas y políticas específicas para abordar las necesidades de vivienda en la comunidad.

Los comentarios de la comunidad se utilizarán para actualizar los objetivos, políticas y programas en el Elemento de Vivienda.

1º Taller 21 de  
Marzo de 2019

2º Taller 25 de  
Abril de 2019

Talleres Comunitarios  
5:30 p.m. to 7:30 p.m.  
Ukiah Valley Conference Center  
200 S School St, Ukiah, CA 95482

Para preguntas o para enviar comentarios, por favor póngase en contacto con: Alicia Tlelo, Asistente de Planificador  
Departamento de Desarrollo Comunitario de la Ciudad de Ukiah  
300 Seminary Ave. Ukiah, CA 95482  
Correo Electrónico: [atlelo@cityofukiah.com](mailto:atlelo@cityofukiah.com); Teléfono: (707) 463-6268



**‘Realistic’ housing goals sought****Housing****CITY OF UKIAH****By Justine Frederiksen**[udjjf@ukiahdj.com](mailto:udjjf@ukiahdj.com) @JustFrederiksen on Twitter

The city of Ukiah will be holding public workshops soon to collect input from the public as it begins updating the Housing Element portion of its General Plan, Community Development Director Craig Schlatter announced.

“We’re shifting gears from current planning to working on advanced planning that we’ll be engaged in for the next two, maybe three years,” Schlatter told the Ukiah Planning Commission at its last meeting, explaining that the city requested proposals from consultants “to help with general plan updates,” and those proposals were due March 1.

“We are also due for an update of the Housing Element, which was last certified in 2016 for a five-year cycle ending in 2019,” he said, explaining that his department now plans to forge a new document that will cover eight years (2019-2027), and needs to be certified by Aug. 15 of this year.

“Staff will be leading the housing element update with assistance from the consultant hired for updating the other elements of the city’s General Plan,” said Schlatter, who also noted in a recent press release that city staff “will be providing several opportunities for the community to participate in the process.”

At the City Council meeting Wednesday, Schlatter said his department “will provide a work plan ... describing the process, timeline, and expectations for the update,” describing the March 6 meeting as the official start of the process.

“The Housing Element can be much more than just another planning document to meet state requirements,” said Schlatter, who told the Planning Commission that he wanted the document to not just “sit on the shelf, but actually be implemented.” And a crucial part of making sure it can be implemented, he said, is encouraging “active participation from the public. (If the plan is) developed with goals and policies that are realistic, accessible, and implementable, the Housing Element can map out the city’s housing plan for the future. We

**HOUSING>> PAGE 10****‘Realistic’ housing goals sought****Housing****FROM PAGE 1**

encourage our community to be a part of this process.”

Two workshops have been scheduled, the first on March 21 and the second on April 25, for residents to provide input and ideas on the goals and policies in the Housing Element. Both meetings will be at the Ukiah Valley Conference Center, from 5:30 to 7:30 p.m., and

A draft housing element update is expected to be ready to be presented to the Ukiah Planning Commission by late summer, and a City Council hearing for Housing Element adoption is tentatively set for fall of 2019.

*For more information about the Housing Element Update process or to be added to an email distribution list, contact Alicia Tlelo, assistant planner, at [atlelo@cityofukiah.com](mailto:atlelo@cityofukiah.com) or (707) 463- 6268.*



Spanish translation services will be available. City staff will also “maintain a web page specifically for the housing element update, with key announcements, and list announcements on the city’s Facebook page.”

**Housing plan public input sought****Housing****First workshop planned March 21****CITY OF UKIAH****By Justine Frederiksen**[udjiff@ukiahdj.com](mailto:udjiff@ukiahdj.com) @JustFrederiksen on Twitter

The city of Ukiah is updating its Housing Element this year and plans to create what the staff member directing the process described as a much more accessible document that residents and community members will help shape.

“We’ve heard quite a bit that the public wants to be involved and there’s quite a bit of attention on addressing housing in the community,” Community Development Director Craig Schlatter told the Ukiah City Council this week. “There will be much more opportunities for the public to be involved in this update,” which will cover eight years, from 2019 through 2027.

He said staff expect to complete the first draft of the document by early May, and has scheduled two public workshops before then. The first is set for March 21 at 5:30 p.m. at the Ukiah Valley Conference Center at 200 S. School St.

In the meantime, Schlatter said the city has already significantly

**HOUSING>> PAGE 2**

Construction work continues on the apartment complex on the corner of Norton and Main streets in Ukiah.

CHRIS PUGH— UKIAH DAILY JOURNAL

**Housing plan public input sought****Housing****FROM PAGE 1**

increased its production of new housing, describing the number of units both built and being built in the last three years, especially compared to the last 15 years, as “pretty remarkable.”

In regard to Accessory Dwelling Units, often called granny flats or mother-in-law units, Schlatter addressed correspondence from a Ukiah resident who asked if the city planned to host any workshops on how average

if someone brought it to my attention.” Mulheren responded by whispering, “I just did.”

Audience member John McCowen, 2nd District Mendocino County supervisor, urged the city to “consider making (approved) plans available over the counter. This would incentivize them and make them more cost-effective for people willing to choose from a set of ready-made plans.” Schlatter said he would consider that if his department “were seeing really low numbers of ADUs (being built), but I’m not seeing that.” When asked by Council member Steve Scalmanini if a “tiny house on wheels” could be

property owners, “not professional builders,” could add one. considered an ADU, Schlatter said he did not think those were currently considered ADUs.

“We like to host workshops, but we are not sure if it would be valuable because there have been other workshops hosted on this topic recently,” said Schlatter. “Both the county director and myself discussed ADUs at a recent workshop. I would be happy to host one, but don’t feel it is necessary.”

When Mayor Maureen Mulheren asked if the city of Ukiah planned to offer sets of approved plans for ADUs like the city of Fort Bragg does over the counter, Schlatter said he would be happy to “look into that

Schlatter said that the public workshops would be presented in both English and Spanish, and Council member Juan Orozco suggested they be “hosted in separate rooms,” so that all the information and questions would only have to be presented once, not repeated for everyone every time. “That’s a really good idea, I hadn’t thought of that,” Schlatter said.

## Residents help shape housing plans

### Housing

#### Six revised goals focus of Thursday workshop

#### UKIAH VALLEY CONFERENCE CENTER

By Justine Frederiksen

[udjff@ukiahdj.com](mailto:udjff@ukiahdj.com) @JustFrederiksen on Twitter

The city of Ukiah is hosting another workshop Thursday designed to collect comments from the public that will not only help shape its housing goals, but dictate how they will be put into practice.

“Our hope is that the public will really drive this process, particularly the implementation portion of the Housing Element,” said Craig Schlatter, the city’s Community Development Director, explaining that both the workshop this week and the one last month were specifically designed to encourage engagement from attendees.

At the March 21 workshop, Schlatter said he was pleased with the turnout and the ideas presented, some of which were

**HOUSING >> PAGE 2**



It took years of strategic planning by city staff and the developer to bring about this housing project at the corner of Norton and Main streets.

CHRIS PUGH— UKIAH DAILY JOURNAL

## Residents help shape housing plans

### Housing

#### FROM PAGE 1

incorporated into the six goals identified by staff. The revised versions are:

Conserve, rehabilitate, and improve the existing housing stock to provide adequate, safe, sustainable, and decent housing for all Ukiah residents.

Support housing opportunities for all economic segments of the community, regardless of race, gender, age, sexual orientation, marital status, or national origin.

Expand affordable housing opportunities for persons with special needs.

when it comes to public engagement.

“They are designed as more of an actual dialog and conversation with the community,” he said. “Hopefully the participants feel as if their opinions and ideas matter.”

Per California state code, the city of Ukiah is required to update the Housing Element in its General Plan every several years, and this one will cover the period spanning 2019 to 2027. It is meant to “analyze issues of housing availability, affordability, and needs within the community. In addition, the Housing Element seeks to set goals, policies, programs and implementation strategies to address those issues.”

After hosting both workshops, Schlatter said city staff will prepare a draft Housing Element and after it is certified by other agencies, it will go before the Planning Commission and City Council for adoption.

Minimize governmental constraints for infill housing development. (new goal) Use land effectively to meet housing needs and maintain existing housing stock.

Provide support for future housing needs. (new goal)

At Thursday's meeting, Schlatter said each of those goals will be written on an easel next to a table, and attendees will be asked to sit near the goal they are most interested in discussing, and then they will be asked to "give any ideas they have for how that goal should be implemented."

Schlatter described these workshops has being "done differently than they have in the past," particularly

"And it will go before the public at least two more times before adoption," he said, estimating that the draft would be ready for the Planning Commission in August or September.

Thursday's workshop beings at 5:30 p.m. (April 25) at the Ukiah Valley Conference Center at 200 S. School Street.



Attachment: City-of-Ukiah-Orr-St-Bridge-Pic.jpg





**2019-20 CDBG APPLICATION  
ORR STREET BRIDGE AND TRANSPORTATION CORRIDOR STUDY AND PLAN**

**READINESS – DUTY STATEMENTS AND RESUMES**

Tim Eriksen, Director of Public Works/City Engineer for the City of Ukiah, will be the lead City staff person implementing the activity. Mr. Eriksen will direct the City of Ukiah Senior Engineer, Jason Benson, to coordinate the work of a civil engineering design professional to produce plans and specifications and a transportation study for Orr Street Bridge and the Orr Street corridor. Mr. Eriksen will also provide final review and approval of all final products prior to those products being presented to community groups and the City Council.

Jason Benson, Senior Engineer for the City of Ukiah, will coordinate the civil engineering design professional to produce plans and specifications and a transportation study for Orr Street Bridge and the transportation corridor. Mr. Benson will provide final comments and input on the plans and specifications and cost estimate. Mr. Benson will also work with the City Engineer to coordinate the presentation of the study to community groups and the City Council.

Dan Buffalo, Finance Director for the City of Ukiah, approves all funds requests over \$5,000. Mr. Buffalo also provides final review on financial reports.

Mary Horger, Financial Services Manager for the City of Ukiah, will complete the procurement of the civil engineering design professional. Ms. Horger will also assist the Assistant Planner and Senior Engineer in the processing of funds requests and financial reports for the State CDBG program; and the processing of invoices for the design professional.

Alicia Tlelo, Assistant Planner for the City of Ukiah, will work with the Senior Engineer and Financial Services Manager to process invoices related to the design professional and assist the Community Development Director in preparing funds requests and reports.

Craig Schlatter, Community Development Director for the City of Ukiah, will administer the CDBG planning study standard agreement, overseeing reporting, monitoring/compliance, and the processing of funds requests with the Assistant Planner and City Finance staff.

Resumes for all the City staff listed above are contained on the following pages.

# Timothy E. Eriksen

300 Seminary Ave. ■ Ukiah, CA 95482 ■ 707-463-6280

Email: [teriksen@cityofukiah.com](mailto:teriksen@cityofukiah.com)

## Work Experience

### CITY OF UKIAH, UKIAH, CA

*City Engineer and Director of Public Work, January 2006 to present*

- Responsible for all Public Works Department activities and services, including the maintenance, repair and construction of streets, curbs and gutters, storm drains and drainage courses, street tree and equipment and engineering functions; coordinates activities with other City officials, departments, outside agencies, and the public
- Serve as the City Engineer; reviews and approves a variety of plans; develops and implements the Department's capital improvement projects and budget; directs the preparation of plans, specifications, cost estimates, and contract documents; oversees the administration of contracts; visits construction sites to ensure conformance of construction of plans, or to identify design elements; reviews and approves all payments and billings for contract services
- Develop, implements and maintains departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Administer the refuse collection and transfer station franchise agreements, landfill closure and long-term maintenance to ensure compliance with federal, state, and country solid waste regulations.
- Administers and oversees the management of a variety of design, construction, and maintenance contracts and contractors; ensures compliance with performance and cost agreements; evaluates the cost effectiveness of agreements.
- Plan, direct, and develops the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Oversee the selection, training, and evaluation programs for all Public Works personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Monitor the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, trees, storm drains, and other related facilities and equipment for maintenance, repair and replacement.
- Prepare, manages, and coordinates the development of the Public Works budget; prepare forecasts of necessary funds for staffing, materials and supplies; present, justify and defend programs, operations and activities; monitor and approves expenditures; discuss and resolve budget issues with appropriate staff; implement adjustments as necessary.



- Serve as a resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; coordinates project reviews with other departments.
- Represents the city before the citizens, elected officials and community groups on public works and City engineering matters

**CITY OF UKIAH, UKIAH, CA**

*Senior Civil Engineer, July 2001 to January 2006*

- Review development projects including Subdivisions, Site Improvement, Use Permits and Building Permits for conformance with City Code
- Review engineering reports and studies for private and public development
- Interact with City Council for direction, budgeting and developing policy
- Prepare design plans, specifications and estimates (PSE) for public work projects
- Oversee and administer consultant selection and contracts
- Operate AutoDesk Land Desktop 2006 products
- Manage GIS system for the City using ESRI software and Trimble GPS system

**RAU AND ASSOCIATES, UKIAH, CA**

*Associate Engineer, May 1999 to July 2001*

- Prepare Design Plans, Specifications and Estimates (PSE) for projects
- Prepare engineering studies including drainage and traffic for proposed projects
- Performed topographic surveys for all design projects
- Operate AutoCAD 2000i/ Eagle Point

**UNDERWOOD AND ROSENBLUM, SAN JOSE, CA**

*Assistant Engineer, January 1999 to May 1999*

- Prepare Design Plans, Specifications and Estimates (PSE) for public work projects
- Operate AutoCAD R14/Softdesk 8 CAD system
- Performed Topographic surveys for all design projects

**SCATES CONSTRUCTION, SANTA CLARA, CA**

*Project Manager, July 1998 to January 1999*

- Managed construction projects including creating budgets and scheduling construction
- Client Relations
- Processed all contract documents for construction projects

**COUNTY OF SAN MATEO, REDWOOD CITY, CA**

*Assistant Engineer, October 1994 to July 1998*

- Prepare plans, specifications and estimates (PSE) for public work projects
- Prepare preliminary studies for public work projects
- Oversee and administer consultant selection and contracts
- Operate AutoCAD R14/Softdesk 8 CAD system

**COUNTY OF SAN MATEO, REDWOOD CITY, CA**

*Senior Engineering Aide (Surveyor), February 1991 to October 1994*

- Operate Theodolite and electronic level for the Survey Crew
- Prepared record of survey calculations and maps for recording
- Collect and record all field information electronically and written
- Review design plans for accuracy
- Oversee crewmembers and equipment in absence of survey crew chief

**COUNTY OF SAN DIEGO, SAN DIEGO, CA**

*Student Engineer, May 1988 to September 1990*

- Review proposed improvement plans for compliance with County standards
- Supervised and maintaining a road inventory photo log system
- Collected photo log information throughout the County
- Responsible for photo log camera, van and all other equipment

## **Education**

SAN JOSE STATE UNIVERSITY

*Bachelor of Science Degree, Civil Engineering, May 1998*

Emphasis in Construction Management

## **Summary of Qualifications**

Professional Civil Engineer California License Number #62230

Obtained Land Surveyor in Training Certificate (L.S.I.T.)

Passed National Land Surveyor Exam (8 hour portion)

Scheduled to sit for California State Specific Land Surveyor Exam (4 hour portion) April 2008

- Working knowledge of AutoCAD Land Desktop 2006 and all typical office software including all the Microsoft Office products
- Working knowledge of GIS systems including ESRI ArcMap and ArcIms
- Highly motivated self-starter; able to implement projects effectively
- Proven ability to work productively in a high-pressure environment

## **References**

Available upon request

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**JASON R. BENSON**

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**EDUCATION and CERTIFICATIONS**

**Tennessee Technological University**  
**B.S., Mechanical Engineering**

*December 2009*

Professional Engineer, State of California - M38263

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**EXPERIENCE**

**City of Ukiah** *Ukiah, CA*  
**Public Works - Senior Engineer**

May 2019 – Present

Provide professional engineering work related to supervising, designing, planning, reviewing, and inspecting public works projects. The duties include:

- Review technical and feasibility studies to make project recommendations based on the results.
- Manage the design and construction of streets, sidewalks, water and sewage facilities, drainage structures, airport facilities, park or recreation facilities, and other public works.
- Function as the project engineer and inspector

**Carollo Engineers** *Walnut Creek, CA*  
**Construction Management – Resident Engineer**

June 2018 – May 2019

Provide on site construction management for the City of Ukiah's Recycled Water Project. Function as the Owner's representative and provide communication with the Owner, Contractor, and Engineer throughout construction. My experience includes:

- Monitor project budget, schedule, construction quality, and safety
- Prepare monthly status reports to the Owner and State agencies, budget reviews and payment applications, and contract amendment requests and negotiations.
- Prepare and conduct project meetings with Owner and all Contractors.
- Review, manage, and process RFIs, Submittals, and Contract Change Orders.
- Perform field inspections for pipeline installation, earthworks, and structural steel and concrete structure construction.

**Golder Associates Inc.** *Walnut Creek, CA*  
**Senior Project Engineer**

June 2016 – June 2018;  
*Dec. 2011 – Dec. 2014*

Provide pipeline engineering design for global mining clients and North American Oil and Gas clients. My experience includes:

- Project manager and technical lead for pipeline projects ranging from feasibility studies to detailed engineering design for construction.
- Design pipeline systems to federal, state, and local codes and industry and client standards.
- Prepare project scoping documents, schedules, and cost estimates for proposals.
- Prepare construction documents and provide procurement support.
- Delegate and integrate work across multi-disciplinary and interoffice teams locally, nationally, and internationally.
- Serve as a point of contact for clients, subcontractors, partner firms, and vendors.

**ACCO Engineered Systems** *San Leandro, CA*  
**Project Engineer / Manager**

*Jan. 2015– June 2016*

Manage large scale plumbing construction projects in the San Francisco Bay Area. Projects range from Design Build, Design Assist, to Plan/Spec. My experience includes:

- Manage the oversight and execution of plumbing and process piping construction projects related to budget, material and equipment procurement, and construction schedule and manpower to meet project schedules.
- Standard project documentation: Change Orders, Submittal packages, RFI's, Subcontractor and Vendor POs, Job Logs.
- Evaluation, selection, and management of subcontractors and vendors.
- Project closeout that includes: substantial completion per contract scope of work, punchlist management, commissioning and startup of equipment, owner training of systems, and As-Built documentation.
- Coordinated project designs with architects and civil, electrical, mechanical, and structural design engineers and contractors.
- Ensure project construction meets all building codes, National and California Plumbing Codes, and local jurisdictions.

## Daniel E. Buffalo, MPA, CPA, CGMA

3345 Oak Park Court, Lakeport, CA 95453

(707) 245-3576

danbuffalo@sbcglobal.net

<http://www.linkedin.com/pub/daniel-buffalo-cpa-cgma/3/153/64>

### Professional Work Experience

#### **Adjunct Faculty Member, Mendocino College, Lake Center; Lakeport, CA**

2012 - present

- Curriculum of instruction includes: Financial Accounting, Managerial Accounting, Federal Tax Accounting, Mathematical Applications in Business, Introduction to Management, and Introduction to Business

#### **Finance Director, City of Ukiah, CA**

2016 - present

- Chief Financial and Accounting Officer for the City.
  - Administer Finance Department services and activities including accounts payable, accounts receivable, budget development, cash management, cash receipts, payroll, financial analysis, general ledger, benefits, investments, procurement, and utility billing.
  - Serve as principal financial advisor to the City Council, City Manager, and department heads.
  - Work with the City Manager and executive management team to find solutions to challenging fiscal and budgetary issues.
  - Responsible for a team of twenty-six, including a management team of five.
    - Successfully reorganized department to promote greater efficiency and cross training.
- Budget development and management:
  - Manage the development of the City's annual budget and prepare the annual budget document for submittal to the City Manager and City Council.
    - Received GFOA's award for Distinguished Budget Presentation for the years ending June 30, 2017, 2018, 2019.
  - Prepare long-range financial plans, including revenue and expenditure projections.
  - Direct the development of and updates to City's Five-Year Capital Improvement Program Budget.
- Managerial and financial reporting:
  - Annually compile City's financial statements and prepare its CAFR in preparation for the audit.
  - Perform other financial reporting, including monthly expenditure reports to City departments and the City Manager, quarterly financial reports to the City Council, and annual financial transaction reports to the California State Controller.
  - Manage annual bond disclosure requirements and assessment district administration.
- Professional accounting:
  - Perform comptroller functions, including year-end adjusting entries and accruals, update capital asset and depreciation schedules, bank reconciliations, OPEB and GASB 68 calculations, expenditure and compliance audits, internal auditing, and the implementation of internal controls.
- Procurement services:
  - General direction of the City's central procurement system.
- Utility and miscellaneous billing services:
  - General direction of the City's utility and general billing function.
- IT Services:
  - General direction of the City's information technology activities.
- Other:
  - Serve as Acting City Manager during temporary absence of permanent City Manager.
  - Successfully implemented a new water and sewer rate structure in 2020.
  - Refunded over \$50 million in sewer and redevelopment bonds, saving over \$10 million in interest cost for Ukiah citizenry.
  - Continue to successfully manage the dissolution of the City's former redevelopment agency.
  - Provide grant fiscal administration.
  - Administer loan servicing for various housing and business assistance programs.
  - Develop and implement financial and administrative policies and procedures.

**Finance Director, City of Lakeport, CA**

2010-2016

- Directed and performed Finance Department services and activities including accounts payable, accounts receivable, budget development, cash management, cash receipts, payroll, financial analysis, general ledger, benefits, investments, procurement, IT, and utility billing.
- Served as principal financial advisor to the City Council, City Manager, and department heads.
- Worked with the City Manager and executive management team to find solutions to challenging fiscal and budgetary issues.

2010

**Economic Development/Redevelopment Manager, City of Lakeport, CA**

- Planned, organized, and coordinated economic development and redevelopment programs and special projects, including the implementation of the provisions of the Lakeport Economic Development Strategy, including economic development elements of the City's general plan.
- Assisted the Director in budget preparation for the Agency, fiscal analysis - including historical descriptions and forecasting - and presentation to the City Council/Agency Board of Directors.

**Compliance Officer, City of Lakeport, CA**

2008-2010

- City officer charged with ensuring City utility compliance with statutory and regulatory requirements for water and sewer service delivery.
- Assigned and managed staff on special projects.
- Performed budget analysis and development for the Utilities and Community Development Department, including historical analysis, forecasting, and projections.

**Department Analyst, El Dorado County Public Health Department**

2005-2008

- Developed, drafted, and executed service agreements with contractors, professionals, and consultants as well as MOUs with other County Departments and government agencies.
- Developed budget projections and year-end estimates for Departmental programs.
- Provided direction, training, and supervision to administrative support staff on project and/or day-to-day tasks.
- Assisted County's Procurement and Contracts Division in processing contracts generated for Public Health Department, reported progress to associated program managers.
- Designed and implemented comprehensive contract management database to assist Department management in effective contract administration.
- Supervised an administrative assistant.

**Education**

**Certificate of Completion, Advanced Government Finance Institute**

*University of Wisconsin School of Business/Government Finance Officers Association*

2017

**Certificate in Governmental Accounting**

*University of Georgia, Carl Vinson Institute of Government*

2011

**Master of Public Administration**

*Price School of Public Policy, University of Southern California, Los Angeles, CA*  
Focus on Public Budgeting and Finance

2006

**Visiting Student**

*Goldman School of Public Policy, University of California, Berkeley*

2004

**Candidate for Master's Degree in Public Affairs**

*La Follette School of Public Affairs, University of Wisconsin, Madison*

2003

**Bachelor of Arts in Political Science**

*University of California, Davis*

2002

**Professional Certifications and Licenses**

**Certified Public Accountant (CPA)**, California, No. 122312

**Chartered Global Management Accountant (CGMA)**, American Institute of Certified Public Accountants (AICPA)

**Memberships & Affiliations**

- California Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Government Finance Officers Association
- California Society of Municipal Finance Officers
- Alumni Association, University of Southern California

**Mary V. Horger**

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Ukiah, California 95482  
(707) 463-6233  
[mhorger@cityofukiah.com](mailto:mhorger@cityofukiah.com)

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### **Highlights of Qualifications**

- Results-oriented leader, effective at managing diverse team members to accomplish goals and complete projects.
- Team player, comfortable working independently or part of a group.
- Excel at developing, implementing, and enforcing contractual obligations, policies, procedures, laws and regulations.
- Organized, able to handle multiple priorities to meet deadlines, working well under pressure.
- Resourceful.
- Good people skills.
- Efficient, able to recognize and implement process improvements.
- Solid verbal and written communication skills.

### **Work Experience**

#### **City of Ukiah – Financial Services Manager: Procurement, Capital and Special Projects**

Ukiah, California

*September 2019 to Present*

Manage and coordinate the City's centralized purchasing division, capital asset accounting, and grant and special project fiscal services of the City's Finance Department. Participate in the development, implementation and monitoring of procurement policies, regulations, laws, and contractual and budgetary compliance. Provide highly responsible and technical procurement management services, including staff assistance in developing specifications for goods and services including requests for bids and proposals; perform related duties as assigned; plans, organizes and supervises the functions of procurement, capital project accounting, grant accounting, and special project financial services; serves as budget analyst and coordinates preparation of the City budgets pertaining to capital projects and acquisitions; assist in the preparation of the financial statements; assist in monthly and annual accounting system closes; provide financial and accounting support in tracking of grants and other special projects with other departments.

#### **Duties:**

- Lead a comprehensive procurement, capital, and special fiscal project management program.
- Serve as the City Purchasing Officer.
- Manage the procurement functions of the Finance Department and coordinate the procurement of City materials, supplies, equipment, and services.
- Manage the budgeting, accounting, and fiscal reporting of the City's capital improvement plan (CIP).
- Manage the budget, accounting, and financial functions supporting grants and special projects.
- Manage divisional staff, including Buyers and Financial Services Specialists, including training in related job responsibilities; assigning and directing work, providing performance appraisals and handling operational issues within the department.
- Train and advise all departments regarding City purchasing, contract compliance, budget, accounting, and fiscal management procedures.
- Develop, coordinate, and implement improved systems and procedures to ensure centralized purchasing, capital asset management, and special project accounting.

- Performs financial analysis and/or provides data at the request of the Finance Director, the City Manager, or Department Directors.
- Provide support to the external audit process.
- Perform special projects as directed.

### **City of Ukiah – Purchasing Supervisor/Procurement Manager**

Ukiah, California

*August 2003 to September 2019*

Plan, direct, supervise, and coordinate the City's centralized purchasing program. Participate in the development and implementation of changes in operational procedures, regulations, laws, and policies. Assure compliance with government codes as they apply to governmental purchasing. Provide highly responsible and technical staff assistance in developing specifications, for goods and services, requests for bids and proposals. Create and manage contracts and purchase orders directly for City departments.

#### **Duties:**

- Supervise staff and coordinate the procurement of City materials, supplies, equipment, and services.
- Review and approve purchase orders, contracts and requisitions for accuracy and compliance with government codes.
- Confer with vendors as to availability of goods, prices, deliveries, discounts, and changes in supplies, materials, and equipment offered for sale.
- Resolve complaints and problems with vendors.
- Manage construction contracts.
- Advise and direct all departments regarding City purchasing procedures.
- Develop, coordinate, and implement improved systems and procedures to ensure centralized purchasing.
- Develop detailed procurement specifications.
- Prepare departmental budget.
- Coordinate purchasing activities with other City departments and divisions and with outside agencies.
- Organize and maintain the computerized Purchase Order system.
- Supervise necessary demonstrations and tests of supplies and equipment.
- Prepare a variety of periodic activity reports.
- Conduct formal bid process for construction projects, and the purchase of equipment, supplies, and services for the City as required.
- Prepare and manage the Request for Proposal process for the procurement of professional services.
- Manage inventory system.
- Coordinate the sale of surplus equipment.
- Coordinate documentation and identification of fixed assets.
- Prepare and present reports to the City Council.

Commodities and services purchased: professional services (i.e. design engineering, civil engineering, architectural, etc.), construction projects, as well as a wide variety of equipment, supplies, and maintenance services in support of the operation of the Water and Wastewater Utilities, Electric Utilities, Public Safety, Community Services, Building Maintenance as well as General Government operations.



**RETECH Systems LLC – Purchasing Manager**

Ukiah, California

*October 2001 – April 2003*

Managed the Purchasing Department in a fast-paced manufacturing environment.

**Duties:**

- Responsible for developing and managing procurement activities within project budgets.
- Monitored department's performance.
- Developed purchasing policies and procedures.
- Purchased from requisition, MRP systems, and blueprint.
- Negotiated discounts, and implemented milestone/progress payments and penalty clauses on large dollar procurements.
- Ensured compliance to governmental customer's contract requirements, such as FAR or DFAR requirements.
- Managed the timely delivery of critical manufactured components from purchase order issuance to product delivery.
- Worked with vendors to seek improvements in cost, quality, and on-time delivery.

Commodities and services purchased: turn-key custom manufactured parts and large assemblies; managed outside processing such as large metal fabrications, plating, grinding, polishing, welding and forming; purchased custom hydraulic systems, vacuum systems, power supplies; purchased miscellaneous supplies, equipment and services, as well as fasteners, fittings, pipe, tubing, electrical components, tooling, stainless steel and steel plate, structural steel, plastics, maintenance supplies and office supplies.

**Retech Systems LLC – Senior Buyer**

Ukiah, California

*December 2000 – October 2001*

Assisted in the management of the Purchasing Department in a fast-paced manufacturing environment.

**Duties:**

- Purchased from requisition, MRP systems, and blueprint.
- Negotiated discounts, and implemented milestone/progress payments and penalty clauses on large dollar procurements.
- Ensured compliance to governmental customer's contract requirements, such as FAR or DFAR requirements.
- Managed the timely delivery of critical manufactured components from purchase order issuance to product delivery.
- Worked with vendors to seek improvements in cost, quality, and on-time delivery.

Commodities and services purchased: turn-key custom manufactured parts and large assemblies; managed outside processing such as large metal fabrications, plating, grinding, polishing, welding and forming; purchased custom hydraulic systems, vacuum systems, power supplies; purchased miscellaneous supplies, equipment and services, as well as fasteners, fittings, pipe, tubing, electrical components, tooling, stainless steel and steel plate, structural steel, plastics, maintenance supplies and office supplies.

**Advanced Manufacturing & Development – Senior Buyer**

Willits, California

*June 1997 – February 1999*

In charge of subcontracted services.

**Duties:**

- Purchased from requisition, MRP systems, and blueprint.
- Coordinated critical product delivery.
- Managed product quality and vendor performance.
- Provided material budgets to sales team.
- Worked with all employees regarding proper purchasing procedures.

Commodities and services purchased: forming, plating, turn-key fabrication, pems, fasteners, maintenance supplies, office supplies.

**RETECH Systems LLC – Purchasing Lead**

Ukiah, California

*January 1995 – June 1997*

**Advanced Manufacturing & Development – Buyer**

Willits, California

*August 1994 – January 1995*

**RETECH Inc. – Buyer**

Ukiah, California

*September 1991 – August 1994*

**RETECH Inc. – Purchasing Assistant**

Ukiah, California

*March 1991 – September 1991*

**Education**

California State University – San Bernardino – Management Certificate in Public Procurement

Mendocino Junior College – Ukiah, CA – General Education Studies

Hartnell Junior College – Salinas, CA – General Education Studies

King City High School – King City, CA

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May 20, 2020

# Alicia Tlelo Martinez

## Objective

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Assistant Planner

## Experience

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- 8/2018-Current    City of Ukiah    Ukiah, CA  
Assistant Planner/ Community Development
- Provides information to the public regarding the General Plan, zoning, application procedures, and current projects, etc. at the front counter, over the telephone and via email.
  - Processes minor planning/development permit applications from start to finish, including conducting analysis, writing reports, and making verbal presentations to the City of Ukiah Zoning Administrator.
  - Conducts field investigations related to planning permit applications.
  - Public Noticing for Planning Commission and Zoning Administrator.
  - Works with and provides basic technical support to various boards and commissions.
  - Prepares public information materials using various computer software programs.
  - Processes over the counter Building Permit applications and issue permits.
  - Input application information via Munis.
  - Presentations and marketing related to the HOME First Time Homebuyer Program.
  - Various grant project set-up and completion reports related to HOME First Time Homebuyer Program and CDBG grants such as Business Assistance Loans and Microenterprise Technical Assistance Programs.
  - Creating spreadsheets for monitoring and record keeping of various HOME and CDBG grant projects and their recipients.
  - Process Quarterly Program Income Status Reports and Quarterly Program Status Reports to HOME and CDBG programs for previous and current grants.
- 3/2017-8/2018    City of Ukiah    Ukiah, CA  
Customer Service Representative III, Supervisor Finance Department
- Conduct all phases of collection, notification and utility, water, sewer and garbage billing in the finance department.
  - Produce and maintain utility billing statements, delinquent letters, collection notices, final notices & disconnect noticing for utility accounts on a weekly basis in compliance with Municipal & State Regulations.
  - Answer difficult and complex customer inquiries and complaints over the phone and in person using independent judgement to resolve and report situations.
  - Maintain statistical records for financial assistance programs and audit utility assistance agencies.
  - Maintain and update customer records daily.
  - Analyze, reconcile and process credit card transactions and balance daily cash posting spreadsheets.
  - Maintain and reconcile utility deposits.
  - Operate various office machinery such as personal computers, complex billing computer software, mailroom equipment, ten-key adding machine, typewriter, copier and fax machine.
  - Collect and process payments for the Building and Planning department.
  - Process Business Applications, assign license, collect payments and create files.
  - Supervise employees and provide back up in the absence of the department manager.

1/2015-3/2017 Rural Communities Housing Development Corp. Ukiah, CA

Loan Packager, Homeownership Counselor

- Develop and produce written marketing materials to individuals and businesses.
- Participate in special events and networking events to promote RCHDC's Home Ownership Programs.
- Screening of applicants and making preliminary determination of applicant mortgage loan eligibility.
- Securing and interpreting applicant credit reports.
- Input, track and update perspective applicant loan files, lender files and records as required by RCHDC and the lenders.
- Input, track and update perspective applicants and applications in the Counselor Max Database.
- Attend quarterly meeting with USDA RD staff.
- Developed positive working relationships with public and private officials.
- Maintained orderly filing and data system.
- Mortgage loan origination and home mortgage loan qualification criteria.
- Residential mortgage escrow and title procedures.
- Prepare, submit and follow up on requested grant draws on behalf of RCHDC.
- Prepare, submit and file Quarterly Reporting.
- Prepare and submit Escrow Instructions to title Company in preparation of closing.
- Initiate pay off demands to all lien holders.

11/2006-1/2015 Mendocino Community Health Clinic Ukiah, CA

Patient Financial Services, Medical Records, Phlebotomist

- Perform financial screening for patients to determine eligibility to enroll in different coverage programs such as Medi-Cal, Presumptive Eligibility Medi-Cal, Family Pact insurance plans offered through Covered California Exchange, and sliding scale.
- Educate patients and staff on current coverage options.
- Assist patients with enrollment into coverage when applicable.
- Facilitates payment plans in accordance to organizational guidelines.
- Communicates regularly with front line staff about criteria for choosing the correct payer codes.
- Maintain patient Sliding Fee Scale files for complete documentation of records that will comply with the requirements of the annual audit.
- Resolve patient's questions regarding billing questions and payment plans.
- Participate in community outreach events at the Buddy Eller Center to represent the organization in a professional manor.
- Confirm, schedule appointments, verify eligibility, register for medical, dental and psychiatry.
- Verify client billing and provide the necessary documents for accounts payable.
- Purchasing, receiving, inventory completed purchased orders and stocking inventory.
- Cover the Patient Service Representative function as assigned by supervisor.
- Reconciles daily cash sheet in preparation to billing.
- Verifies appointments and directs to proper person or department.
- Scanning information and retrieving it through Electronic Medical records (EMR).
- Provides back up and other clerical support as needed in reception.

06/2006-11/2014 Ukiah Valley Medical Center Ukiah, CA

Phlebotomist

- UVMC Lab-- Phlebotomist, Ukiah, CA
- Provide compassionate customer service to patients, co-workers and visitors.
- Blood draws in all departments and processed specimens.

- Data entry.
- Answer calls and direct as needed in the lab.
- Complete all tasks on our daily list.
- Report results to nursing staff and doctors.

02/2009-11/2009 Ukiah Valley Medical Center Job Care

Ukiah, CA

- Set up accounts and contracts for pre-employment drug screens and physicals.
- Scheduled appointments for workers compensation injuries and pre- employment physicals.
- Communicated with workers compensation insurance agencies and patients regarding their care and claims. Communicated and filled out forms for workers compensation claims and handling.
- Billed and collected for the services rendered. Followed up on outdated accounts.

#### Education

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6/2013- 5/2015 Mendocino College

Ukiah, CA

- A.S. Business Management-Degree Received

4/2019- Currently Enrolled Mendocino College

- A.A. Business Administration for Transer

#### Interests

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I am a volunteer at Pinoleville Native American Head Start as an elected Chair Person of the Policy Council and the Health Committee. I volunteer as a coach for sports activities that my children participate in. I enjoy cooking and baking and will be the first to raise my hand for a potluck. I am a member at the Ukiah Valley Athletic Club and enjoy taking classes Monday thru Saturday and working out daily. I enjoy hiking and long walks with family and friends on local trails. I love to travel with my family to new places in and out of the country. I really enjoy being a wife and mom the most.

## **CRAIG T. SCHLATTER**

300 Seminary Avenue  
Ukiah, CA 95482  
(707) 463-6219

[cschlatter@cityofukiah.com](mailto:cschlatter@cityofukiah.com)

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### **EXPERIENCE HIGHLIGHTS**

#### **CITY OF UKIAH**

**Ukiah, CA**

##### **Director of Community Development**

**2017 – Present**

- Direct the activities of the Community Development Department, consisting of the Divisions of Planning, Building, and Housing and supported by an operating budget of approximately \$900,000 and six team members.
- Serve as the principal advisor to the Planning Commission, Design Review Board, Demolition Review Committee, Paths, Open Space and Creeks Commission, and City Council in planning and community development matters including the preparation and presentation of reports and recommendations.
- Meet and engage with a variety of citizens, governmental representatives, technical experts, and developers on issues including traffic, facilities design, housing, parking, commercial/industrial development, zoning, and neighborhood improvement.
- Serve as the City's Zoning Administrator, make authoritative interpretations of applicable laws, regulations, and policies pertaining to planning, environmental quality, zoning, and land use.
- Oversee all CDBG, HOME, and Ukiah Housing Trust Fund community and economic development and housing activities, including application preparation and in-house activities implementation.

##### *Accomplishments*

- Developed the City's 2019-2027 Housing Element, adopted by City Council in October 2019 and certified by HCD December 2019
- Secured \$5.1 million in HOME project funds for new 30-unit affordable senior rental housing project
- Secured a \$160,000 SB2 Planning Grant Program award for streamlining housing production
- Designed City of Ukiah's first Housing Strategy (2017) with the Ukiah City Council, created the City's Housing Division, and developed the Ukiah Housing Trust Fund
- Completed the restructuring of the Community Development Department (formerly, the Community Development and Planning Department), prioritizing a focus on customer service.
- Implemented a 2016 CDBG Business Assistance program, leading to 14 jobs created and 25 jobs retained; and delivering an 85% expenditure rate with full expenditure of Program Income
- Assisted the City Council in the development of regulations and ordinances for cannabis, accessory dwelling units, residential density, and shopping carts.

#### **COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY**

**Ukiah, CA**

##### **Development and Sustainability Manager**

**2013 – 2017**

- Managed the Development and Sustainability Department, consisting of the operational areas of housing, community development, environmental planning, and housing facilities maintenance and supported by an approximately \$2 million grant and operations budget and six team members
- Directed the activities of a \$1 million public-private electric utilities partnership that focused on delivering energy efficiency solutions to residents, small businesses and local government agencies, including residential and public facilities retrofits, climate planning and greenhouse gas emissions inventories, and environmental justice education
- Served as Lead Agency Certifying Officer for NEPA environmental reviews and Labor Standards Officer for Davis Bacon and Related Act prevailing wages monitoring

##### **Community Development Manager**

**2007 – 2012**

- Oversaw HUD Capital Fund and public housing modernization activities; completed the rehabilitation or development of over 150 affordable housing units in Mendocino County
- Designed and implemented approximately \$5M in single- and multi-family housing rehabilitation programs and projects, first time homebuyer assistance programs, and new rental and homeownership construction projects for Commission, County of Mendocino, and City of Ukiah
- Prepared CDBG, HOME, and other applications generating over \$10M in new funding for Mendocino County jurisdictions; administered program and project activities

**Community Development Specialist (Intern/Fellow)**

**2006 – 2007**

- Closed 5 first time homebuyer loans for public housing homeownership program, serviced \$1M CDBG and HOME residential loan portfolio, prepared NEPA environmental reviews for Capital Fund projects
- Coordinated the \$1M CDBG-funded reconstruction of an affordable housing apartment building

**STEVENSON CENTER FOR COMMUNITY AND ECONOMIC DEVELOPMENT**

**Normal, IL**

**Brownfields Redevelopment Fellow**

**2006**

- Worked with USDA and US EPA to conduct environmental site assessments and funding analyses to determine redevelopment potential for brownfields sites; collaborated with professors and other Fellows to design redevelopment plans for IL communities

***EDUCATION***

**ILLINOIS STATE UNIVERSITY**

**Normal, IL**

MS, Economics, Applied Community and Economic Development Sequence

**2005 – 2007**

- Developed, planned, and co-coordinated the University's first Poverty Dialogue Forum
- Emphasis in urban planning/community development, housing policy, and economic development

BS, Economics/Political Science minor, Cum Laude

**2000 – 2002**

***MILITARY EXPERIENCE***

**UNITED STATES MARINE CORPS**

**Twentynine Palms, CA**

**Sergeant**, Honorable Discharge

**1996 – 2000**

***PROFESSIONAL ACTIVITIES AND AFFILIATIONS***

**Member**, CALED Rural Exchange

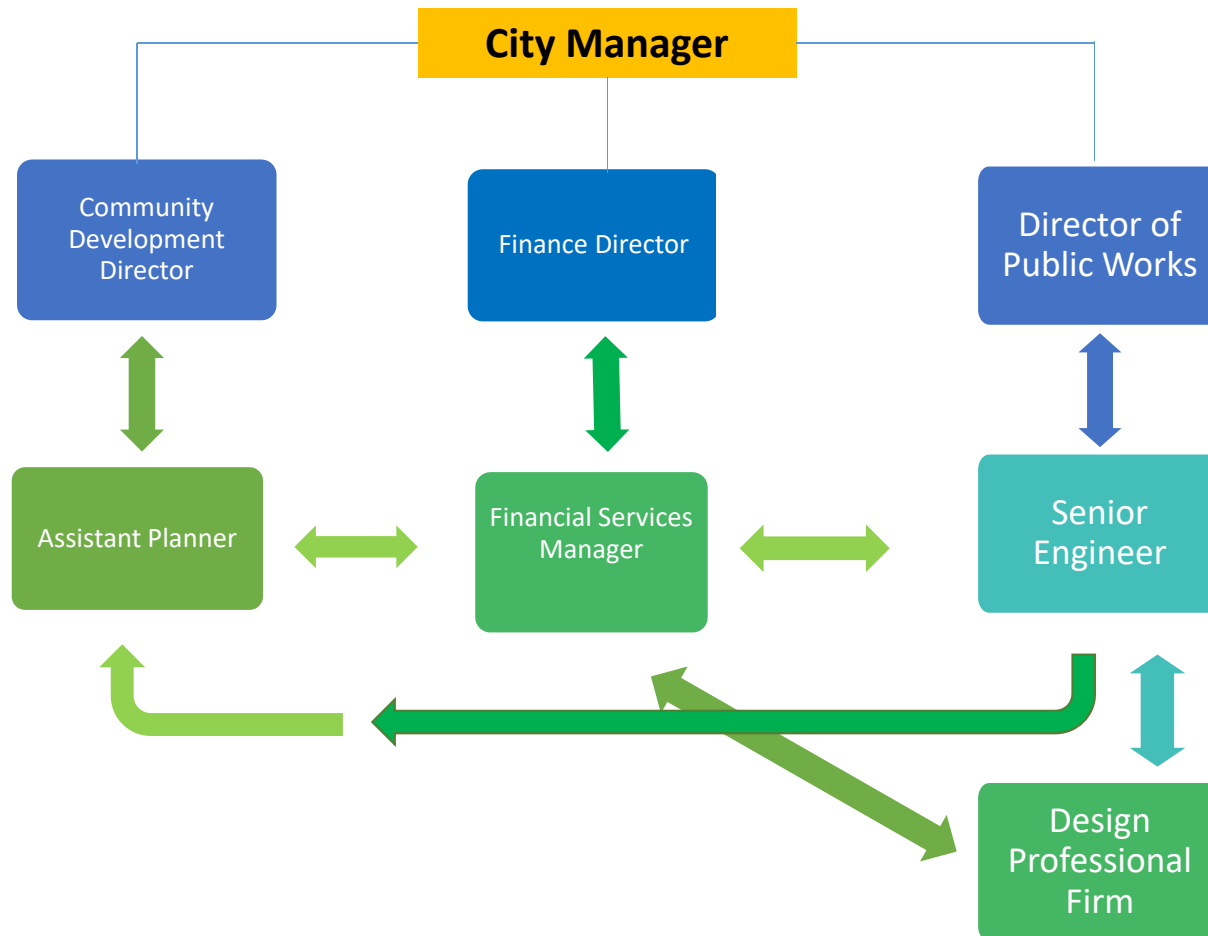
**Leadership Mendocino Class XXVI**

**Member**, American Planning Association

**Member**, California CDBG Redesign Committee

**Graduate**, Disney Leadership Institute

## Orr Street Bridge and Transportation Corridor Study and Plan Activity Flow Chart – City of Ukiah



City Manager- authorized representative- signs documents; directs Directors to implement activities

Director of Public Works- reviews final study; interfaces with community; directs Senior Engineer to coordinate design professional to produce plans and specs and study

Director of Finance- approves all funds requests over \$5,000; provides final review on all financial reports

Director of Community Development- administers grant; completes reporting and funds requests with Assistant Planner; oversees CDBG compliance

Assistant Planner- processes funds requests and invoices

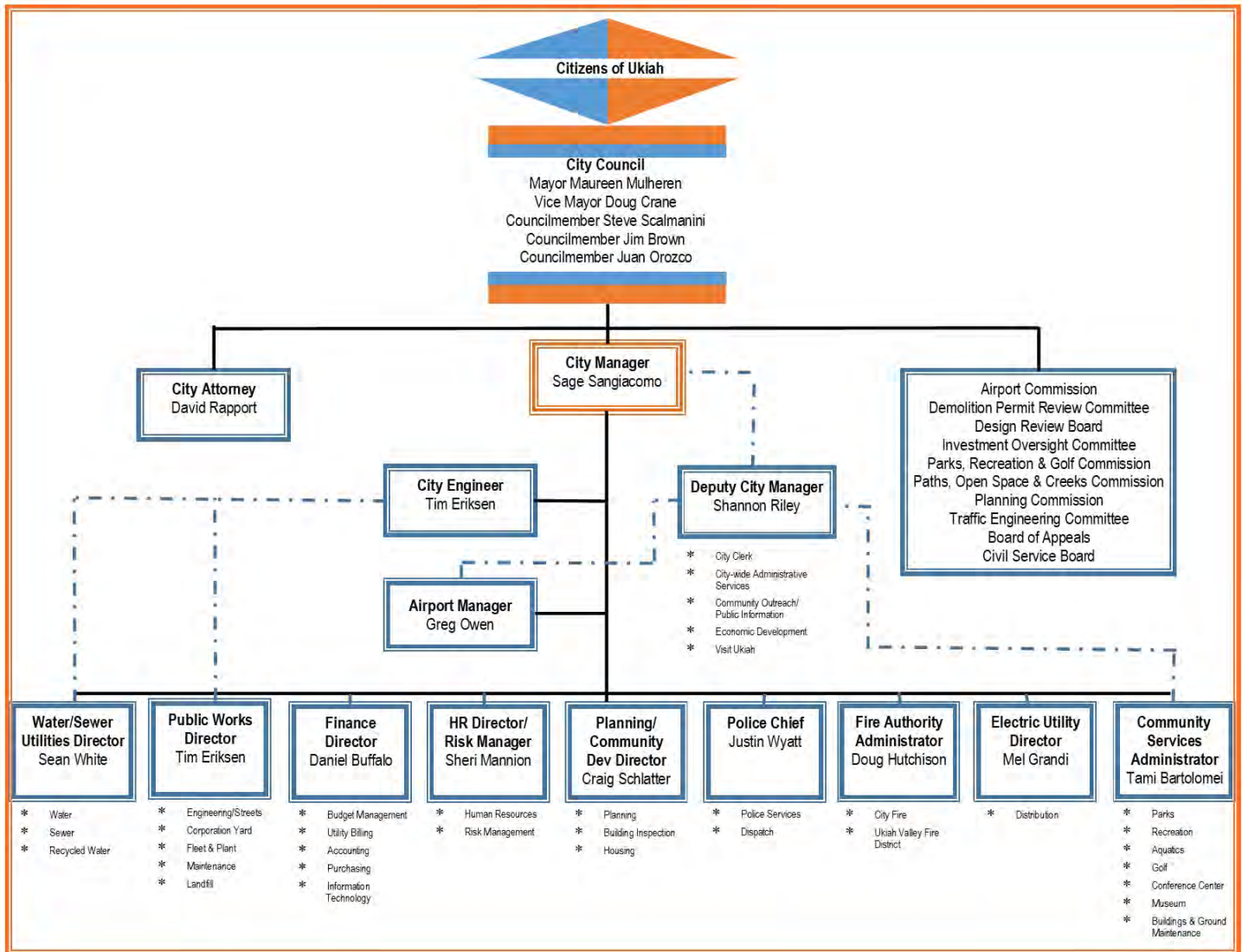
Financial Services Manager- processes funds requests and invoices with Senior Engineer and Assistant Planner; procures design professional and coordinates contract management with Senior Engineer

Senior Engineer- comments/input on plans and specs and cost estimate; prepares transportation study with design professional; oversees design professional with Financial Services Manager

Design Professional- prepares plans and specs and cost estimate, plus overall transportation corridor study, with Senior Engineer



# Attachment: City-of-Ukiah-Organization-Chart.jpg





**A NEW WAY TO SIGN IN** - If you already have a SAM account, use your **SAM email** for login.gov.

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 **ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 06/13/2020 from 8:00 AM to 1:00 PM

## Entity Dashboard

- [Entity Overview](#)
- [Entity Registration](#)
  - [Core Data](#)
  - [Assertions](#)
  - [Reps & Certs](#)
  - [POCs](#)
- [Exclusions](#)
  - [Active Exclusions](#)
  - [Inactive Exclusions](#)
  - [Excluded Family Members](#)

[RETURN TO SEARCH](#)

Ukiah, City Of  
DUNS: 074642893 CAGE Code: 1WGX8  
Status: Active  
Expiration Date: 09/30/2020  
Purpose of Registration: Federal Assistance Awards Only

300 Seminary Ave  
Ukiah, CA, 95482-5400 ,  
UNITED STATES

### Entity Overview

#### Entity Registration Summary

**Name:** Ukiah, City Of  
**Business Type:** US Local Government  
**Last Updated By:** Greg Owen  
**Registration Status:** Active  
**Activation Date:** 10/01/2019  
**Expiration Date:** 09/30/2020

#### Exclusion Summary

**Active Exclusion Records?** No



IBM-P-20200424-1037  
WWW1

Search Records   Disclaimers   FAPIIS.gov  
Data Access   Accessibility   GSA.gov/IAE  
Check Status   Privacy Policy   GSA.gov  
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This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



## APPENDIX J

1

### Appendix J: 2020 CDBG Application Certifications and Statement of Assurances

Complete and fully execute the attached 2020 CDBG Application Certifications and Statement of Assurances. The executed statement must be uploaded as a threshold document in the application. The document **may not** be modified.

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE**

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Sacramento, CA 95833  
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www.hcd.ca.gov



## **2020 CDBG Application Certifications and Statement of Assurances**

The **CITY OF UKIAH**, hereby certifies the following:

### **1. Legal Authority:**

It possesses the legal authority to apply for and execute the proposed activity(s) in the application.

### **2. Application Authorization:**

Its governing body has duly adopted or passes as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.

### **3. Citizen Participation:**

It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:

- A. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction – and
- B. Provides citizens with reasonable ADA compliant and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title – and
- C. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee – and

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- D. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal – and
- E. Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable – and
- F. Identifies needs of limited-English speaking residents will be met in the case of public hearings where limited-English speaking residents can reasonably be expected to participate.

**4. National Objective:**

It has developed its CDBG Program so as to primarily benefit targeted income person and households and each activity in the program meets one of the three national objectives: benefit to low-and moderate-income persons, elimination of slums and blight, or meets an urgent community need (with prior Department approval) certified by the grantee as such.

**5. NEPA Environmental Review:**

It consents to assume, and hereby assumes the responsibilities for environmental review and decision-making in order to ensure timely compliance with NEPA by following the procedures for recipients of block grant funds as set forth in [24 CFR Part 58](#), titled "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities." Also included in this requirement is compliance with [Executive Order 11988](#) relating to the evaluation of flood hazards, [Section 102\(a\) of the Flood Disaster Protection Act of 1973](#) (Public Law 93-234) regarding purchase of flood insurance, and the [National Historic Preservation Act of 1966](#) (16 USC 470) and implementing regulations ([36 CFR §800.8](#)).

**6. Audit/Performance Findings:**

It certifies that the State Controller's Office (SCO) was in receipt of its complete Single Audit Package by the NOFA application due date, or certifies that is exempt from the Single Audit requirements set forth in [2 CFR Part 200](#).

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**7. Growth Control:**

It certifies that there is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because it:

- A. Imposes a moratorium on residential construction, to protect health and safety, for a specified period of time which will end when health and safety is no longer jeopardized; or,
- B. Creates agricultural preserves under [Chapter 7 \(commencing with Section 51200\) of Part 2 of Division 1 of Title 5 of the Government Code](#); or,
- C. Was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or,
- D. The applicant has an adopted housing element which the Department has found to be in compliance, unless a final order has been used by a court in which the court determined that it is not in compliance with [Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code, commencing with section 65580](#).

**8. Uniform Administrative Requirements:**

It will comply with the regulations, policies, guidelines and requirements of [2 CFR Part 200](#) and [24 CFR Part 85](#) and the [CDBG Program Guidelines](#).

**9. Nondiscrimination:**

It shall comply with the following regarding nondiscrimination laws and practices as may be amended from time to time:

- A. Title VI of the Civil Rights Act of 1964 (Public Law 88-352).
- B. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
- C. Section 109 of the Housing and Community Development Act of 1974, as amended.

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- D. Section 3 of the Housing and Urban Development Act of 1968, as amended.
- E. Executive Order 11246, as amended by Executive Orders 11375 and 12086.
- F. Executive Order 11063, as amended by Executive Order 12259.
- G. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
- H. The Age Discrimination Act of 1975 (Public Law 94-135).

**10. Anti-Displacement/Relocation:**

It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.).

**11. Labor Standards:**

It will comply with the following regarding labor standards as may be amended from time to time:

- A. [Section 110 of the Housing and Community Development Act of 1974](#), as amended.
- B. [Section 1720, et seq. of the California Labor Code](#) regarding public works labor standards.
- C. Davis-Bacon and Related Acts as amended ([40 U.S.C. §276\(a\)](#)) regarding the payment of prevailing wage rates.
- D. Contract Work Hours and Safety Standards Act ([40 U.S.C. §3702](#)) regarding overtime compensation.
- E. Anti-Kickback Act of 1934 ([41 U.S.C. §51-58](#)) prohibiting "kickbacks" of wages in federally assisted construction activities.

**12. Architectural Barriers:**

It will comply with the Architectural Barriers Act of 1968 ([42 U.S.C. §4151 et seq.](#)) and implementing regulations ([24 CFR Parts 40-41](#))

**13. Conflict of Interest:**



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It will enforce standards for conflicts of interest which govern the performance of their officers, employees, or agents engaged in the award and administration, in whole or in part, of State CDBG grant funds ([24 CFR §570.611](#)).

**14. Limitations on Political Activities:**

It will comply with the Hatch Act ([5 U.S.C. §1501, et seq.](#)) regarding political activity of employees.

**15. Lead Based Paint:**

It will comply with the Lead-Based Paint Regulations ([24 CFR Part 35](#)) which prohibit the use of lead-based paint on projects funded by the program.

**16. Debarred Contractors:**

It certifies that neither the applicant or its staff are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System located at <https://www.sam.gov/SAM/>. In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of [24 CFR Part 24](#).

**17. Inspection of Grant Activities:**

It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access

to and the right to examine all records, books, papers, or documents related to the grant.

**18. Cost Recovery:**

It will not attempt to recover any capital costs of public improvements assisted in whole or part with CDBG funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:



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- A. CDBG funds received are used to pay the proportion of such fee or assessment that relates to the capital costs of public improvements that are financed from revenue sources other than CDBG funds; or
- B. For purposes of assisting any amount against properties owned and occupied by persons of low- and moderate-income who are not persons of very low income, that it lacks sufficient funds received from CDBG Program to comply with the requirements of this clause.

**19. Procurement:**

It will follow the federal procurement policies per [24 CFR §200.317 et seq.](#)

**20. Excessive Force:**

It will adopt and enforce policies:

- A. Prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations; and,
- B. Enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

**21. Anti-Lobbying:**

- A. It certifies and agrees that no federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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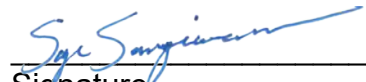
**22. Compliance with Laws:**

The jurisdiction will comply with all applicable laws, rules, and regulations governing the activities being applied for herein.

**I hereby certify under penalty of perjury that all information contained in this Statement of Assurances (including all supporting documentation) is true and correct. I understand and acknowledge that making false statements on this certification, including any documents submitted in support of it, is a crime under federal and California state laws, which may result in criminal prosecution and fines.**

**Sage Sangiacomo**

Printed Name of Authorized Representative (per the Resolution)

  
Signature

City Manager  
Title

5/11/20  
Date

# Ukiah Daily Journal

617 S. State St  
Ukiah, California 95482  
(707) 468-3500  
advertising@record-bee.com

2117148

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

## PROOF OF PUBLICATION (2015.5 C.C.P.)

### STATE OF CALIFORNIA COUNTY OF MENDOCINO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the Ukiah Daily Journal, a newspaper of general circulation, printed and published daily in the City of Ukiah, County of Mendocino and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, under the date of September 22, 1952, Case Number 9267; that the notice, of which the annexed is a printed copy (set in type not smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

**04/25/2020**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Ukiah, California,  
May 5th, 2020



Molly E. Lane, LEGAL CLERK

Legal No. **0006480277**

**4517-20**

**4-25/20**

#### NOTICE OF PUBLIC HEARING FOR SUBMITTAL OF STATE CDBG APPLICATION

**NOTICE IS HEREBY GIVEN** that the City Council for the City of Ukiah will conduct a public hearing on Wednesday, May 6, 2020 at 6:15 p.m., or as soon thereafter as can be heard, in order to consider submittal of an application in response to the 2020 State Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA), and to solicit public input.

The City of Ukiah will consider applying for \$3,460,000 under the NOFA for the following activities:

|                                                                                                                                  |             |
|----------------------------------------------------------------------------------------------------------------------------------|-------------|
| City of Ukiah Microenterprise Technical Assistance Program                                                                       | \$140,000   |
| General Administration-                                                                                                          |             |
| Microenterprise Technical Assistance Program                                                                                     | \$10,500    |
| City of Ukiah Business Assistance Program                                                                                        | \$434,539   |
| Activity Delivery - Business Assistance Program                                                                                  | \$34,763    |
| General Administration - Business Assistance Program                                                                             | \$35,198    |
| Clara Avenue Reconstruction Project                                                                                              | \$2,300,000 |
| Activity Delivery - Clara Avenue Reconstruction Project                                                                          | \$230,000   |
| General Administration - Clara Avenue Reconstruction Project                                                                     | \$75,000    |
| Orr Street Bridge and Transportation Corridor Study and Plan                                                                     | \$150,000   |
| Design and Feasibility Study for ADA Improvements at City of Ukiah Municipal Services Facility Located at 501 South State Street | \$50,000    |
| Total Grant Amount                                                                                                               | \$3,460,000 |

Because of the Shelter-in-Place Order, the Civic Center of the City of Ukiah is closed. The meeting will be a virtual meeting accessible using instructions on the City's website at <http://www.cityofukiah.com/meetings/>. TO PRESENT VERBALLY: go to the agenda (download arrow on right), which will have instructions and a link to the meeting. TO BE READ ALOUD BY CLERK: email to [meeting@cityofukiah.com](mailto:meeting@cityofukiah.com). Include in the subject line "To be read aloud" and which agenda item that you are submitting your comment for; keep your comments to 500 words or less. CORRESPONDENCE FOR SUBMISSION: email to [meeting@cityofukiah.com](mailto:meeting@cityofukiah.com). Include in the subject line which agenda item that you are submitting your correspondence for.

All interested parties are invited to attend the public hearing and be heard. If you are unable to attend the public hearing, you may also direct written comments to the City of Ukiah, Attention Community Development Department, 300 Seminary Avenue, Ukiah, CA 95482, via Email to [development@cityofukiah.com](mailto:development@cityofukiah.com), or you may telephone Kristine Lawler, City Clerk, at (707) 463-6217, or Craig Schlatter, Community Development Director, at (707) 463-6219.

If you plan on attending the public hearing and need a special accommodation because of a sensory or mobility impairment/disability, or have a need for an interpreter, please call Kristine Lawler at the City of Ukiah at (707) 463-6217 to arrange for those accommodations to be made.

City of Ukiah promotes fair housing and makes all programs available to low and moderate income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status or handicap.

# Ukiah Daily Journal

617 S. State St  
Ukiah, California 95482  
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2117148

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

## PROOF OF PUBLICATION (2015.5 C.C.P.)

### STATE OF CALIFORNIA COUNTY OF MENDOCINO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the Ukiah Daily Journal, a newspaper of general circulation, printed and published daily in the City of Ukiah, County of Mendocino and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, under the date of September 22, 1952, Case Number 9267; that the notice, of which the annexed is a printed copy (set in type not smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

02/11/2020

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Ukiah, California,  
March 26th, 2020



Molly E. Lane, LEGAL CLERK

Legal No. **0006456257**

4389-20

2-11/20

#### Notice of Public Meeting for Discussion of Possible State CDBG Application

**NOTICE IS HEREBY GIVEN** that the City of Ukiah will conduct a public meeting at 10:00 a.m. on Friday, February 21, 2020 at the City of Ukiah Civic Center, Conference Room 3, 300 Seminary Ave., Ukiah, CA in order to discuss possible applications for funding under the next fiscal year's (July 1 to June 30) State Community Development Block Grant (CDBG) Program and to solicit public input on possible competitive and over the counter activities to be included in the application.

The Community Development and Economic Development allocations of the State CDBG program will be published in a combined "Notice of Funding Availability" (NOFA) each program year. Eligible cities and counties may submit Community Development and Housing applications for CDBG funds under the 2020 NOFA for a maximum per application request of \$3,500,000. It is estimated that the funding of the State 2020 CDBG program allocation is approximately \$60,000,000.

The Economic Development "Over-the-Counter" (OTC) allocation has an approximate maximum limit of \$12,600,000. The NOFA also includes the Native American and Colonia allocations. The Native American allocation is only for areas with high concentrations of low-income Native American residents, who are not part of a federally recognized Native American Indian tribe or Rancheria. The Colonia funding is only for designated communities within 150 miles of the Mexican American border.

Eligible activities under the above allocations in the 2020 NOFA consist of: homeownership assistance and housing rehabilitation programs; public facility and public improvements projects (including public improvements in support of new housing construction); public service programs, planning studies, economic development business assistance and microenterprise activities. Eligible activities paid for with State CDBG funds must meet one of the three national objectives listed in CDBG federal statutes as follows: benefit to low- and moderate-income households or persons; elimination of slums and blight; or meeting urgent community development

need (with prior California Department of Housing and Community Development approval).

The City of Ukiah anticipates submitting an application under the NOFA published during the next program year. The City of Ukiah has or anticipates receiving approximately \$50,000 in Program Income that must be expended prior to expending awarded grant funds.

The purpose of this public hearing is to give the public an opportunity to make their comments known regarding what types of eligible activities the City of Ukiah should apply for under the State CDBG program.

If you require special accommodations to participate in the public hearing, please contact (contact name and phone number).

If you are unable to attend the public hearing, you may direct written comments to the City of Ukiah, Attn: Craig Schlatter, Community Development Director, at 300 Seminary Ave., Ukiah, CA 95482 or you may telephone Craig Schlatter at (707) 463-6219. In addition, information is available for review at the above address between the hours of 8:00 a.m. and 12:00 p.m. and 1:00 p.m. and 5:00 p.m. Monday-Friday.

The City of Ukiah promotes fair housing and makes all its programs available to low- and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status or handicap.



## **2019-20 CDBG APPLICATION – ORR STREET BRIDGE AND TRANSPORTATION CORRIDOR STUDY AND PLAN**

### Description of Application Submittal Public Hearing

The Ukiah City Council conducted an application submittal public hearing on May 6, 2020, with the meeting publicly noticed on April 25, 2020. At the public hearing, the City Council received a report from staff on possible applications to be submitted under the 2019-2020 CDBG NOFA- then adopted a resolution to submit five applications, including the Orr Street Bridge and Transportation Corridor Study and Plan. No members of the public commented during the public hearing, nor were any written comments received.

Copies of the staff report and agenda for the May 6, 2020 public hearing are attached. Due to the COVID-19 shelter in place order, the public hearing was held via virtual meeting, a recording of which is available at this web address: [www.cityofukiah.com/meetings](http://www.cityofukiah.com/meetings).



## AGENDA SUMMARY REPORT

**SUBJECT:** Conduct a Public Hearing to Consider Adoption of a Resolution Authorizing Submittal of One or More 2020 State Community Development Block Grant Applications; and Approve Corresponding Budget Amendments if Awarded the Grant(s).

**DEPARTMENT:** Community  
Development

**PREPARED BY:** Craig Schlatter, Community Development  
Director

**PRESENTER:** Craig Schlatter, Community Development  
Director

### ATTACHMENTS:

1. 2020 State CDBG NOFA
2. 2020 State CDBG NOFA Amendment - 4-3-20
3. 2019-CDBG-Income-Limits
4. City of Ukiah Design Phase Public Hearing Publication
5. 2019-20 City of Ukiah CDBG local application
6. Resolution- 2020 State CDBG Application

**Summary:** Council will conduct a public hearing to consider and possibly adopt a resolution authorizing the submittal of up to five 2020 State Community Development Block Grant applications for community and economic development activities in Ukiah.

**Background:** The State Department of Housing and Community Development (HCD) released the 2019-2020 Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA; Attachment 1) on January 21, 2020. An amendment (Attachment 2) to the January 21, 2019-20 NOFA was released by HCD on April 3, 2020 to provide additional time for jurisdictions to submit applications and to ease threshold requirements related to Housing Element compliance. The City is eligible to apply for the 2019-20 funding round because its Housing Element has been adopted and is in full compliance with State Housing Element law and the City has expended at least 50 percent of its 16-CDBG-11147 award.

State CDBG Citizen Participation regulations require a design phase public hearing to initiate the annual CDBG funding cycle. Staff conducted a design phase public hearing on February 21, 2020. Regulations also require a public hearing to adopt a resolution authorizing submittal of applications to HCD. That is the purpose of this public hearing.

### Background on 2019-20 CDBG NOFA ("2020 NOFA")

This 2020 NOFA is the result of a two-year CDBG program redesign collaboration between small cities and counties and HCD, of which the goal was to remove barriers for applicants to apply for, and expend, CDBG funds. As a result of this effort, the 2020 NOFA has several changes compared to past NOFAs, of which according to HCD the two most significant are: 1) the addition of an Over-the-Counter (OTC) application process for capital construction projects (OTC means the first complete and eligible applications received will be the first to be reviewed and awarded, provided the application is complete and meets all of the program

eligibility criteria); and 2) the implementation of the new eCivis Grants Management System (GMS), which allows applicants to apply for CDBG funding online and tracks the status of applications once submitted.

Other items of note within the 2020 NOFA include the following:

1. With approximately \$60 million available to small cities and counties statewide, this is one of the largest funding rounds within the past 10 years. Funding is allocated between Community Development, Housing, and Economic Development activities as follows:
  - 30%, or approximately \$18 million, allocated to Economic Development (ED) activities- \$5.4 million for ED competitive programs and \$12.6 million for ED OTC projects.
    - 51%, or approximately \$30.6 million, allocated to housing assistance, housing-related facilities, and housing-related infrastructure- \$5.5 million for housing assistance competitive programs, \$12.5 million for multifamily housing rehabilitation and infrastructure in support of housing projects, and \$12.6 million for housing related planning, public services, and public facilities out of the Community Development (CD) allocation.
    - The additional 19% of the allocation to be split among special allocations- Colonias and Nonfederally recognized tribes and planning and administration. Approximately \$6 million is available for planning awards.
  - 2. Jurisdictions are eligible to apply for up to six (6) separate applications under the 2020 NOFA. Each application must have a unique activity with a complete budget, national objective, scope of work, and milestone timeline.
3. The maximum total grant award for the cumulative total of applications submitted by the jurisdiction cannot exceed \$3.5 million. This maximum does not include any CDBG Program Income committed to activities.
4. Although OTC capital applications are noncompetitive, they must meet "threshold" requirements to be awarded CDBG funds. Additionally, OTC projects must be "shovel-ready," able to go to bid within 90 days of execution of the standard agreement, or the award will be cancelled.
5. All CDBG activities must meet one of three National Objectives: 1) benefit to Low and Moderate Income (LMI) persons; 2) prevention or elimination of slums or blight; or 3) urgent need. The most commonly used National Objective is benefit to LMI persons. The LMI income limit is set annually by the U.S. Department of Housing and Urban Development (HUD) as 80% or less of the Area Median Income by household size. The most recent income limits for Mendocino County are attached (Page 2 of Attachment 3).

#### City of Ukiah Local Application Process

The City has developed a local application process to both inform stakeholders and potential applicants of the CDBG NOFA and to establish a fair process by which local applicants can be considered for a possible City CDBG application submitted to the State. On February 11, 2020, the City published a public notice in the Ukiah Daily Journal (Attachment 4) announcing the public meeting and describing the 2020 NOFA. Staff also emailed local stakeholders about the meeting. On February 21, 2020, Staff met with local stakeholders and other City staff to discuss the 2020 NOFA and City's local application process. Staff also distributed the City's Local Application (Attachment 5), which mirrors application threshold requirements in the State CDBG application.

Local applications were due by March 6, 2020, and six applications were received by the deadline. Although the City received a total of six applications, one of the six applicants withdrew their application shortly after the March 6 due date. This left five applications remaining, all of which were submitted by City Departments for City projects.

**Discussion:** Because all five submitted local applications met basic CDBG eligibility requirements and did not



exceed the maximum of six applications the City can apply for under the 2020 NOFA, scoring of applications was not necessary. Therefore, Staff recommends Council authorize the submittal of five applications for all local applications received.

#### Staff Recommendation to Council

The following is requested and included in the attached Resolution (Attachment 6):

City of Ukiah Microenterprise Technical Assistance Program = \$140,000  
General Administration - Microenterprise Technical Assistance Program = \$10,500  
City of Ukiah Business Assistance Program = \$434,539  
Activity Delivery - Business Assistance Program = \$34,763  
General Administration - Business Assistance Program = \$35,198  
Clara Avenue Reconstruction Project = \$2,300,000  
Activity Delivery - Clara Avenue Reconstruction Project = \$230,000  
General Administration - Clara Avenue Reconstruction Project = \$75,000  
Orr Street Bridge and Transportation Corridor Study and Plan = \$150,000  
Design and Feasibility Study for ADA Improvements at City of Ukiah  
Municipal Services Facility Located at 501 South State Street = \$50,000  
Total Grant Amount = \$3,460,000

Additionally, Staff recommends Council approve the use of CDBG Program Income in an amount not to exceed \$48,350 for the Clara Avenue Reconstruction Project, a Public Improvement Project.

To proceed with this recommendation, Staff requests Council 1) conduct a public hearing; and 2) adopt the Resolution in Attachment 6 authorizing an application be submitted to HCD for the above activities; and 3) approve corresponding budget amendments if the applications are awarded.

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**Recommended Action:** 1) Conduct a public hearing to consider approval of application submittal to the State Department of Housing and Community Development; and 2) adopt a resolution authorizing the submittal of five 2020 State Community Development Block Grant applications and the City Manager to execute all related documents; and 3) approve the corresponding budget amendments if awarded.

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**BUDGET AMENDMENT REQUIRED:** N/A

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**CURRENT BUDGET AMOUNT:** N/A

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**PROPOSED BUDGET AMOUNT:** N/A

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**FINANCING SOURCE:** N/A

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**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

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**COORDINATED WITH:** Tim Eriksen, Public Works Director

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Approved:   
Sage Sangiacomo, City Manager



**City Council**  
**Regular Meeting**  
**AGENDA**

**Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482**  
**Please register for Ukiah City Council Regular Meeting at:**

**<https://attendee.gotowebinar.com/register/873881253080411406>**

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

**May 6, 2020 - 6:00 PM**

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- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**
- 4. PETITIONS AND COMMUNICATIONS**
- 5. APPROVAL OF MINUTES**
  - 5.a. Approval of the Minutes for the April 13, 2020, Special Meeting.  
***Recommended Action: Approve the Minutes of April 13, 2020, Special Meeting, as submitted.***  
Attachments:
    1. 2020-04-13 Draft Minutes
  - 5.b. Approval of the Minutes for the April 15, 2020, Regular Meeting.  
***Recommended Action: Approve the Minutes of April 15, 2020, Regular Meeting, as submitted.***  
Attachments:
    1. 2020-04-15 Draft Minutes

- 5.c. Approval of the Minutes for the April 22, 2020, Special Meeting.

**Recommended Action: Approve the Minutes of April 22, 2020, Special Meeting, as submitted.**

Attachments:

1. 2020-04-22 Draft Minutes

- 5.d. Approval of the Minutes for the April 29, 2020, Special Meeting.

**Recommended Action: Approve the Minutes of April 29, 2020, Special Meeting, as submitted.**

Attachments:

1. 2020-04-29 Draft Minutes

## **6. RIGHT TO APPEAL DECISION**

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

## **7. CONSENT CALENDAR**

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

- 7.a. Report of Disbursements for the Month of March 2020.

**Recommended Action: Approve the Report of Disbursements for the Month of March 2020.**

Attachments:

1. March 2020 Summary of Disbursements
2. Account Codes for Reference
3. Object codes for Reference
4. March 2020 Disbursement Detail

- 7.b. Consider Approval of a Three-Year Microsoft Enterprise Licensing Agreement with Dell Marketing, Inc. in the Amount of \$115,336.14 Per Year, Plus the Yearly True-up of Installed Licensed Products

**Recommended Action: Approve three-year Microsoft Enterprise Agreement with Dell in the amount of \$115,336.14 per year, plus the yearly true-up of installed licensed products.**

Attachments:

1. City of Ukiah - EA Renewal
2. Riverside County MSFT Enterprise Agreement fully signed
3. Agreement Docs - Combined

- 7.c. Award Contract for Specification #20-05 Bush & Low Gap Electric Improvement Project to Wipf Construction LLC of Ukiah, CA in the Amount of \$84,595.00 (EUD).  
**Recommended Action: Award contract in the amount of \$84,595.00 for Bush and Low Gap Underground Improvement Project to Wipf Construction, LLC of Ukiah.**  
Attachments:
1. Bid\_Results\_Export
  2. Wipf Bid 041420
- 7.d. Consideration of Adoption of Resolution Reappointing Donovan Albright to the Airport Commission.  
**Recommended Action: Adopt Resolution reappointing Donovan Albright to the Airport Commission, term to expire May 6, 2023.**  
Attachments:
1. Policy Resolution No. 2014-48
  2. Application - Albright
  3. Nomination from Vice Mayor Orozco
  4. Proposed Resolution
- 7.e. Approval of Amendment with SHN Consulting Engineers and Geologists in the Amount of \$21,680 for Additional Design and Testing Services for Pressure Zone 2 South.  
**Recommended Action: Approve Amendment with SHN Consulting Engineers and Geologists in the Amount of \$21,680 for Additional Design and Testing Services for Pressure Zone 2 South.**  
Attachments:
1. Agreement w SHN
  2. SHN Amendment 1
- 7.f. Consider Adoption of a Resolution Approving an Amendment to the Joint Powers Agreement of the Mendocino Council of Governments to add Housing Matters as a Specific Power.  
**Recommended Action: Adopt the Resolution approving an amendment to the Joint Powers Agreement of the Mendocino Council of Governments to add housing matters as a specific power.**  
Attachments:
1. MCOG letter 2020-04-14-Ukiah
  2. Resolution
  3. MCOG JPA 2020 Amendment-ExhibA
- 7.g. Award of Contract to SHN Consulting Engineers and Geologists for Compaction and Materials Testing Services in the Amount of \$32,954 for the Downtown Streetscape Utilities and Road Diet Projects, Specification No. 19-17 and 19-18, and Authorize Additional Tests if Needed.  
**Recommended Action: Award a Contract to SHN Consulting Engineers and Geologists for Compaction and Materials Testing Services in the Amount of \$32,954 for the Downtown Streetscape Utilities and Road Diet Projects, Specification No. 19-17 and 19-18, and Authorize Additional Tests if Needed.**  
Attachments:
1. SHN Proposal
  2. LACO Proposal

- 7.h. Approve Budget Amendment and Notification for Pending Agreement with Hildebrand Consulting for Wastewater Rate Implementation Assistance and Consulting Services  
***Recommended Action: Approve budget amendment and notification for pending agreement with Hildebrand Consulting for wastewater rate implementation assistance and consulting services.***  
Attachments:

1. DRAFT - Contract 1920244- Hildebrand On-Going Sewer Utility Billing Support

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

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

## **9. COUNCIL REPORTS**

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

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

- 11.a. Hearing on Consideration and Possible Adoption of Resolution Certifying EIR for Landfill Closure and Post-Closure Maintenance Plan, and Approval of Project Rescheduled to May 2020.  
***Recommended Action: Approve hearing to be re-noticed for and conducted during May 20, 2020, City Council meeting.***  
Attachments: None
- 11.b. Conduct a Public Hearing to Receive Public Comment and Discuss Final Grantee Performance Under State Community Development Block Grant #16-CDBG-11147 and CDBG Program Income.  
***Recommended Action: 1) Receive report from Staff on final performance related to State Community Development Block Grant #16-CDBG-11147 and CDBG Program Income; and 2) conduct public hearing to receive public comment.***  
Attachments:
1. 2016-40 CC Reso - Approving Application for Funding and Execution of Grant Agmt - Block Grants
  2. Standard Agreement 16-CDBG-11147
  3. 2-6-20 HCD CDBG Monitoring Summary Report

- 11.c. Conduct a Public Hearing to Consider Adoption of a Resolution Authorizing Submittal of One or More 2020 State Community Development Block Grant Applications; and Approve Corresponding Budget Amendments if Awarded the Grant(s).

***Recommended Action: 1) Conduct a public hearing to consider approval of application submittal to the State Department of Housing and Community Development; and 2) adopt a resolution authorizing the submittal of five 2020 State Community Development Block Grant applications and the City Manager to execute all related documents; and 3) approve the corresponding budget amendments if awarded.***

Attachments:

1. 2020 State CDBG NOFA
2. 2020 State CDBG NOFA Amendment - 4-3-20
3. 2019-CDBG-Income-Limits
4. City of Ukiah Design Phase Public Hearing Publication
5. 2019-20 City of Ukiah CDBG local application
6. Resolution- 2020 State CDBG Application

## **12. UNFINISHED BUSINESS**

- 12.a. Receive Status Report and Consider Any Action or Direction Related to the Novel Coronavirus (COVID-19) Emergency Including Operational Preparedness and Response; Continuity of City Operations and Services; Community and Business Impacts; and Any Other Related Matters.

***Recommended Action: The City Council will receive a status report and consider any action or direction related to the Novel Coronavirus (COVID-19) Emergency including operational preparedness and response; continuity of City operations and services; community and business impacts; and any other related matters.***

Attachments: None

- 12.b. Authorize Staff to Refile a Change Petition for City Water Rights with the State Water Resources Control Board.

***Recommended Action: Authorize Staff to Refile a Change Petition for City Water Rights with the State Water Resources Control Board.***

Attachments: None

## **13. NEW BUSINESS**

- 13.a. Adoption of Resolution of the City of Ukiah Establishing a Five-Hour Time Limit on Parking on Designated Streets Pursuant to Ukiah City Code Sections 7160 and 7164, Thereby Replacing 165 Two-Hour Spaces.

***Recommended Action: Adopt a resolution of the City of Ukiah establishing a five-hour time limit on parking on designated streets pursuant to Ukiah City Code sections 7160 and 7164.***

Attachments:

1. Five-Hour City of Ukiah Parking Resolution

- 13.b. City and Industrial Development Authority Consider Adopting Resolutions Authorizing Joint Exercise of Powers Agreement to Form the Ukiah Public Financing Authority.

**Recommended Action: Staff recommends that the City Council and the IDA Board each adopt the attached resolutions by the City Council and the IDA Board, respectively, which approve the Joint Exercise of Powers Agreement to form the Ukiah Public Financing Authority (the "Authority") and designates the City Council as governing board of the Authority.**

Attachments:

1. City Resolution Approving FA JPA Agreement
2. IDA Resolution Approving FA JPA Agreement
3. Joint Exercise of Powers Agreement

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

**Recommended Action: Receive report(s). The Council will consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).**

Attachments:

1. 2020 City Council Special Assignments

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

- 14.a. **Conference with Legal Counsel—Anticipated Litigation**

(Government Code Section 54956.9(d))

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: 2)

**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: 002-192-14-00 (280 E. Standley)

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Onetogogether Solutions

Under Negotiation: Price & Terms of Payment

**Recommended Action: Confer in Closed Session**

Attachments: None

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

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

**Recommended Action: Confer in Closed Session**

Attachments: None

**15. ADJOURNMENT**

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

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

Kristine Lawler, City Clerk

Dated: 5/1/2020





## **2019-20 CDBG APPLICATION – ORR STREET BRIDGE AND TRANSPORTATION CORRIDOR STUDY AND PLAN**

### Description of Design Phase Public Hearing and Local Application Process

In addition to technical assistance provided year-round to prospective CDBG applicants, the City annually, or when eligible to apply for a CDBG grant, conducts a pre-application design phase public hearing and local application process shortly after a NOFA is released. The City published notice of its 2019-20 CDBG NOFA design phase public hearing in the Ukiah Daily Journal on February 11, 2020. The design phase public hearing was held on February 21, 2020.

This public hearing also initiated the City's CDBG local application process. Applications were due from local applicants, including City Departments, on March 6, 2020.

Copies of February 21 meeting minutes and handouts (2019-20 City of Ukiah CDBG Local Application and Key Dates) are attached.

**CITY OF UKIAH  
CDBG Local Application Meeting  
Civic Center Conference Room 3  
300 Seminary Avenue  
Ukiah, CA 95482  
February 21, 2020  
10:00 a.m.**

**1. CALL TO ORDER**

Craig Schlatter called the CDBG Local Application meeting to order at 10:00 a.m. in Conference Room 3 at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

*Craig Schlatter presiding.*

**2. ROLL CALL**

**Present:**

Craig Schlatter, Alicia Tlelo, Jacqueline Williams,  
Anna Shaw

**Staff Present:**

Craig Schlatter, Community Development Director  
Alicia Tlelo, Assistant Planner

**Others present:**

None

**3. INTRODUCTION TO CDBG**

Started at 10:00 a.m.

**4. OTC INFORMATION**

Started at 10:05 a.m.

**5. QUESTIONS**

Staff answered questions and provided general technical assistance regarding the NOFA and application requirements.

**6. NOFA APPLICATION INFORMATION AND SUBMITTAL QUESTIONS**

Started at 10:15 a.m.

**7. NATIONAL OBJECTIVES**

Started at 10:27 a.m.

**8. FUNDING AND ACTIVITY LIMITS**

Started at 10:42 a.m.

- a. Housing and Community Development
- b. Dates and deadlines

**9. QUESTIONS**

*Minutes of the CDBG Local Application Meeting, February 21, 2020, Continued:*

Staff answered questions and provided general technical assistance regarding the NOFA and application requirements.

**10. ACTIVITY DELIVERY, THRESHOLD REQUIREMENTS, AWARD ANNOUNCEMENTS, FEDERAL PROGRAM REQUIREMENTS**

Started at 10:47 a.m.

**11. LOCAL APPLICATION INFORMATION RUNDOWN**

Started at 10:55 a.m.

**Presenter:** Craig Schlatter, Community Development Director

**PUBLIC MEETING CLOSED: 11:12 a.m.**



Alicia Tlelo, Recording Secretary



COMMUNITY DEVELOPMENT DEPARTMENT

2019-20 CITY OF UKIAH CDBG DESIGN PHASE PUBLIC HEARING AND LOCAL APPLICATION PROCESS SIGN-IN SHEET

|              |                   |  |             |               |
|--------------|-------------------|--|-------------|---------------|
| Project:     | 2019-20 CDBG NEFA |  | Place/Room: | City of Ukiah |
| Facilitator: | City of Ukiah     |  |             |               |

| Name                | Address                      | Phone                      | Email                     | Signature and Date  |
|---------------------|------------------------------|----------------------------|---------------------------|---------------------|
| Jacqueline Williams | 139 Ford Street<br>Ukiah, CA | 463-1934                   | jacqueline@fordstreet.org | Jacqueline Williams |
| ANNA SHAW           | 333 LAWS<br>Ave, 95482       | <del>463</del> 468<br>2218 | ashaw@meinc.org           | Anna Shaw           |
| Craig Schlatte      | City of Ukiah                | 463-6219                   | cschlatte@cityofukiah.com | Craig Schlatte      |
| Alissa Miller       | City of Ukiah                | 463-6268                   | amiller@cityofukiah.com   | Alissa Miller       |
|                     |                              |                            |                           |                     |
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## **2019-2020 CITY OF UKIAH CDBG LOCAL APPLICATION PROCESS**

### **KEY DATES**

- ❖ **Tuesday, February 11 – Date local applications first accepted by Community Development Department (CDD)**
- ❖ **Friday, February 14 – Date CDBG applications first accepted by HCD**
- ❖ **Friday, February 21 @ 10:00 a.m. Conference Room 3 – CDBG pre-application public meeting (open to members of the public, nonprofits, City staff, etc.)**
- ❖ **Friday, March 6 by 4:30 p.m. – Deadline for local applications**
- ❖ **Wednesday, March 11 – decision on local applications to recommend to City Council, plus corresponding staff report**
- ❖ **Wednesday, March 18 – City Council public hearing and adoption of resolution for application submittal**
- ❖ **Tuesday, April 14 – City of Ukiah CDBG application(s) submitted to HCD**

Note: selected applications will work with CDD to complete the full CDBG application required by HCD between the dates of March 18 and April 14.

# 2019-2020 STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM



## COMMUNITY DEVELOPMENT DEPARTMENT

300 Seminary Ave. Ukiah, CA 95482

Phone: (707) 463-6219; Fax: (707) 463-6204

Email: [housing@cityofukiah.com](mailto:housing@cityofukiah.com)

## LOCAL APPLICATION

**In response to January 21, 2020 Notice of Funding Availability (NOFA)**

**Note: completed applications are due by 4:30 p.m. March 6, 2020 to the Department of Community Development, 300 Seminary Ave. Ukiah, CA 95482. For applications to be deemed complete, each question must be answered completely, and any required supporting documentation must be provided.**

## 1. APPLICANT INFORMATION

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Phone: \_\_\_\_\_

## 2. PROJECT OR PROGRAM ACTIVITY INFORMATION

Project/Program Name: \_\_\_\_\_

Project/Program Activity Allocation (refer to NOFA): \_\_\_\_\_

Address of Project/Program: \_\_\_\_\_

*For Program activities, list the address of the organization.*

Amount Requested: \_\_\_\_\_ (Activity) \_\_\_\_\_ (AD) \_\_\_\_\_ (GA)

*AD = Activity Delivery; GA = General Administration (refer to NOFA for details)*

Are you requesting funding for an OTC project? \_\_\_\_ (Yes) \_\_\_\_ (No)

Are you requesting funding for a competitive program? \_\_\_\_ (Yes) \_\_\_\_ (No)

*A separate application must be submitted for each individual project or program. This application cannot be used for multiple activities.*

National Objective: \_\_\_\_ (LMA) \_\_\_\_ (LMC) \_\_\_\_ (LMH) \_\_\_\_ (LMJ)

*If proposing LMA, Low- Mod Area Benefit, please attach census block group information supporting this national objective.*

How many beneficiaries will be assisted through this activity? \_\_\_\_\_

*LMA = number of Low-Moderate Income (LMI) persons in service area that will benefit.*

*LMC = Number of LMI persons that will benefit.*

*LMH = Number of LMI households that will benefit.*

*LMJ = Number of LMI jobs created/retained.*

### Activity Description:

*In the lines below, or in a separate attachment, enter a detailed description of your activity which should include at a minimum: what the activity is, why it is needed, who the beneficiaries will be, where will it take place, how it will be done and when it will be complete. This should be a similar description provided for the NEPA. Additionally, please indicate if this will be a new activity, a modification to an existing activity, or if a new type of assistance will be added to an existing activity.*

### ***Detailed Scope of Work – Deliverable Narrative***

### 3. PROGRAM OR PROJECT FUNDING – MATCHING SOURCES

Page 263 of 448



#### 4. OTC PROJECTS \_\_\_\_ (N/A – program)

*If your organization is applying for an Over the Counter (OTC) capital improvement project through the CDBG program, answer the following questions. If your organization is applying for a program, check the line above for N/A.*

**Do you have site control?** \_\_\_\_ (Yes) \_\_\_\_ (No)

*If Yes, attach proof of site control.*

**Do you have bid ready plans and specs?** \_\_\_\_ (Yes) \_\_\_\_ (No)

*Bid ready plans and specs must be reviewed by the Community Development Department for completeness prior to request for approval of the application by the City Council.*

**Can your project be ready to go to bid within 90 days of execution of the standard agreement between the City of Ukiah and State of California?** \_\_\_\_ (Yes) \_\_\_\_ (No)

*Per the 2019-2020 CDBG NOFA, answers to all three questions must be yes to meet threshold requirements for the OTC allocation. OTC projects not meeting threshold requirements will be automatically rejected.*

#### 5. APPLICATION CERTIFICATION

Applicant hereby certifies that it has read and understands the regulations governing the State Community Development Block Grant (CDBG) Program, and the City of Ukiah's CDBG Local Application process. Applicant further agrees to abide by such regulations, and that violations of these regulations shall constitute grounds for cancellation of any funding commitment. Applicant hereby certifies that the information submitted in the Local Application and any supporting materials is true, accurate, and complete to the best of its knowledge. Applicant acknowledges and understands that if facts and/or information herein are found to be misrepresented, it shall constitute grounds for the rejection of this application and eligibility for City of Ukiah 2019-20 CDBG projects or programs.

---

Printed Name/Title

Signature

Date

---

Printed Name/Title

Signature

Date

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**DIVISION OF FINANCIAL ASSISTANCE**  
2020 W. El Camino Avenue, Suite 670, 95833  
P.O. Box 952054  
Sacramento, CA 94252-2054  
(916) 263-2771 / FAX (916) 263-2763  
[www.hcd.ca.gov](http://www.hcd.ca.gov)

GAVIN NEWSOM, Governor



January 21, 2020

**MEMORANDUM FOR: All Potential Applicants**

**FROM: Jennifer Seeger, Acting Deputy Director  
Division of Financial Assistance**

**SUBJECT: Community Development Block Grant  
Notice of Funding Availability**

The California Department of Housing and Community Development (Department) is pleased to announce the availability of approximately \$60 million (\$30 million in 2019 funds and \$30 million in 2020 funds) in funding for the Community Development Block Grant (CDBG) Program through this Notice of Funding Availability (NOFA). The Department will also be re-allocating prior year program funding as it becomes available, as identified in the 2019-2020 Action Plan to this NOFA.

The amount of funds available as announced in this NOFA shall be allocated between Community Development, Housing, and Economic Development (ED) activities as per statutory requirements, and as identified in the CDBG Program Guidelines (Guidelines).

Funding from this NOFA can be used for a variety of activities, including:

**Community Development (CD)**

1. Public Facilities
2. Infrastructure
3. Public Services
4. Planning and Technical Assistance

**Housing**

1. Single-Family Housing Rehabilitation
2. Homebuyer Assistance
3. Infrastructure in Support of Housing
4. Multi-family Housing Rehabilitation

**Economic Development (ED)**

1. Business Assistance (BA)
2. Microenterprise Assistance (ME)
3. Infrastructure in Support of Businesses

Community Development Block Grant Notice of Funding Availability  
January 21, 2020  
Page 2

Pursuant to California Health and Safety Code ([HSC](#)) Sections ([§](#)) [50827](#) and [50831](#), there will be special allocations for the following:

1. Economic Development
2. Housing
3. Non Federally Recognized Native American Tribes
4. Colonias as defined by Section 916 of the National Affordable Housing Act of 1990

The Department will be accepting both Competitive and Over-the-Counter (OTC) applications through the eCivis Grants Management System portal beginning February 14, 2020. The application period for different application types is as follows:

**NOFA Deadlines**

|                       |                                                                                |
|-----------------------|--------------------------------------------------------------------------------|
| NOFA Release          | <b>January 21, 2020</b>                                                        |
| Application submittal | Start Date:<br><b>February 14, 2020, 9:00 a.m. Pacific Standard Time (PST)</b> |

**Housing and Community Development Projects and Programs**

|                                                                                     |                                                                              |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Housing and Community Development Competitive Program                               | Application Due Date:<br><b>April 15, 2020, 5:00 p.m. PST</b>                |
| Multi-family Housing, Housing Infrastructure, and Community Development OTC Project | Application Period Closing Date:<br><b>September 30, 2020, 5:00 p.m. PST</b> |

**ED Projects and Programs – Round 1**

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| ED Competitive Program | First Round Due Date:<br><b>April 15, 2020, 5:00 p.m. PST</b> |
|------------------------|---------------------------------------------------------------|

In the event that the ED Competitive funds are not fully awarded in the first deadline, the Department will use a rolling second deadline:

**ED Projects and Programs – Round 2  
(Pending availability of funds)**

|                                  |                                                              |
|----------------------------------|--------------------------------------------------------------|
| ED Competitive Program – Round 2 | Second Round Due Date:<br><b>May 15, 2020, 5:00 p.m. PST</b> |
|----------------------------------|--------------------------------------------------------------|

In the event that the ED Competitive funds are not fully awarded in the second deadline, the Department will roll any unawarded funds into the ED OTC project allocation.

Community Development Block Grant Notice of Funding Availability  
January 21, 2020  
Page 3

**ED Projects and Programs – OTC project allocation  
(Pending availability of funds)**

|                           |                                                                              |
|---------------------------|------------------------------------------------------------------------------|
| ED OTC project allocation | Application Period Closing Date:<br><b>September 15, 2020, 5:00 p.m. PST</b> |
|---------------------------|------------------------------------------------------------------------------|

In the event that the ED OTC funds are not fully awarded by the application closing date, the Department will roll any unawarded funds into the Multi-family Housing, Housing Infrastructure, and Community Development OTC allocation.

Applicants are encouraged to set-up their profiles in the eCivis portal located at <https://portal.ecivis.com/#/login> as early as possible. Profile set-up instructions can be found on the CDBG webpage at <https://www.hcd.ca.gov/grants-funding/active-funding/cdbg.shtml>. Applicants are encouraged to begin the application process early to ensure successful submission before application deadlines. If you have any trouble logging into the portal, or have questions on how to complete the online application, please contact the Department at [cdbgnofa@hcd.ca.gov](mailto:cdbgnofa@hcd.ca.gov).

The Department will hold workshops in January 2020 to review the NOFA and application process. A link to the eCivis portal, along with a list of workshop dates and times and how to register, is available on the Department's CDBG webpage at <https://www.hcd.ca.gov/grants-funding/active-funding/cdbg.shtml>. Information about setting up a profile, submitting an application, and managing awards through the eCivis portal is available under the Training and Technical Assistance tab on the Department's website at <https://www.hcd.ca.gov/grants-funding/active-funding/cdbg.shtml>.

To receive CDBG NOFA FAQs and other Program information and updates, please subscribe to the Federal Programs listserv at [http://www.hcd.ca.gov/HCD\\_SSI/subscribe-form.html](http://www.hcd.ca.gov/HCD_SSI/subscribe-form.html).

If you have any questions, please submit them to [cdbgnofa@hcd.ca.gov](mailto:cdbgnofa@hcd.ca.gov).

Attachment

# **Community Development Block Grant Program 2020 Notice of Funding Availability**



**Gavin Newsom, Governor  
State of California**

**Alexis Podesta, Secretary  
Business, Consumer Services and Housing Agency**

**Douglas R. McCauley, Acting Director  
California Department of Housing and Community Development**

2020 W. El Camino Avenue, Suite 500  
Sacramento, CA 95833  
Telephone: (916) 263-2771

Website: <https://www.hcd.ca.gov/grants-funding/active-funding/cdbq.shtml>  
Community Development Block Grant Program email: [cdbgnofa@hcd.ca.gov](mailto:cdbgnofa@hcd.ca.gov)

**January 21, 2020**

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- Appendix A:** Non-entitlement CDBG Jurisdictions Census and American Community Survey Data Need Scoring
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- Appendix K:** DRAFT Standard Agreement



## 2019-2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

### NOTICE OF FUNDING AVAILABILITY

#### I. Overview

##### A. Program Authority

The federal Small Cities Community Development Block Grant program (CDBG or CDBG Program) is authorized by the Housing and Community Development Act of 1974 (HCDA) as amended and codified at [Title 42 United States Code \(U.S.C.\) §5301 et. seq.](#), and Subpart 1 of the Federal CDBG Regulations, found at [Title 24 Code of Federal Regulations \(CFR\) §570.480 et. seq.](#) The requirements of the State of California CDBG Program are in [California Health and Safety Code \(HSC\) §§50825-50834.](#)

The Federal Omnibus Budget Reconciliation Act of 1981 provides for state administration of the federal Small Cities Community Development Block Grant Program. Pursuant to [HSC §50826.1](#), the California Department of Housing and Community Development's (Department) [CDBG Guidelines \(Guidelines\)](#), the Department's Consolidated Plan, and the Department's Annual Action Plan, set forth the policies and procedures governing the state's management and use of these funds. In addition to the Guidelines, Program participants must comply with federal regulations contained in [24 CFR Part 570, Subpart I](#); [24 CFR Part 58](#); and [2 CFR Part 200](#). If Congress or the state Legislature add or amend any requirements concerning the use or management of these funds, Grantees shall comply with such requirements. [See 24 CFR §570.480 et seq.](#) for additional general provisions.

**Note:** The HCDA was codified as Title 42 of the U.S.C., §5301, et. seq.: thus, those citations are interchangeable and cite the same statute language. For example, the citation of HCDA 105(a)(22) and 42 U.S.C. §5305(a)(22) are references to the same statute language. For the purposes of this NOFA we will use the 42 U.S.C. §5301 citations for references to the federal statutes.

##### B. Program Eligibility

CDBG funds are provided as grants to nonentitlement jurisdictions. Non entitlement jurisdictions are jurisdictions that either do not have sufficient population to participate in the United States Department of Housing and Urban Development's (HUD) direct entitlement program, or that choose not to participate in HUD's direct entitlement program in favor of participating in the state CDBG Program. Applications may only be submitted by jurisdictions (City, County, or Town). Jurisdictions are encouraged to partner with districts, agencies, nonprofit service providers, and other community organizations whenever appropriate to prepare and submit applications for CDBG funding.

Grants can vary based on annual allocations and Activity limits. Grants must meet one of three national objectives:

1. Benefit low- to moderate-income (LMI) persons
2. Aid in the prevention or elimination of slums or blight, or
3. To meet an urgent need.

For the purposes of this NOFA, no Urgent Need applications will be accepted through the NOFA application process without prior Department approval. If you have a program or a project that meets the criteria of Urgent Need, as established at [24 CFR 570.483\(d\)](#), and you believe your proposed project or program must use Urgent Need as a National Objective to be program eligible, please contact your Department representative for further instructions.

Please see Appendix A for a list of eligible jurisdictions.

### C. Timeline

The timeline below identifies deadlines for the 2019-2020 Program year application process.

#### NOFA Deadlines

|                       |                                                                                |
|-----------------------|--------------------------------------------------------------------------------|
| NOFA Release          | <b>January 21, 2020</b>                                                        |
| Application Submittal | Start Date:<br><b>February 14, 2020, 9:00 a.m. Pacific Standard Time (PST)</b> |

#### Housing and Community Development Projects and Programs

|                                                                                     |                                                                              |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Housing and Community Development Competitive Program                               | Application Due Date:<br><b>April 15, 2020, 5:00 p.m. PST</b>                |
| Multi-family Housing, Housing Infrastructure, and Community Development OTC Project | Application Period Closing Date:<br><b>September 30, 2020, 5:00 p.m. PST</b> |

#### Economic Development (ED) Projects and Programs – Round 1

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| ED Competitive Program | First Round Due Date:<br><b>April 15, 2020, 5:00 p.m. PST</b> |
|------------------------|---------------------------------------------------------------|

In the event that the ED Competitive funds are not fully awarded in the first deadline, the Department will use a rolling second deadline:

#### Economic Development (ED) Projects and Programs – Round 2 (Pending availability of funds)

|                                  |                                                              |
|----------------------------------|--------------------------------------------------------------|
| ED Competitive Program – Round 2 | Second Round Due Date:<br><b>May 15, 2020, 5:00 p.m. PST</b> |
|----------------------------------|--------------------------------------------------------------|

In the event that the ED Competitive funds are not fully awarded in the second deadline, the Department will roll any unawarded funds into the ED OTC Project allocation.

**ED Projects and Programs – OTC Project allocation  
(Pending availability of funds)**

|                           |                                                                              |
|---------------------------|------------------------------------------------------------------------------|
| ED OTC Project allocation | Application Period Closing Date:<br><b>September 15, 2020, 5:00 p.m. PST</b> |
|---------------------------|------------------------------------------------------------------------------|

In the event that the ED OTC funds are not fully awarded by the application closing date, the Department will roll any unawarded funds into the Multi-family Housing, Housing Infrastructure, and Community Development OTC allocation.

**Applications submitted before the application start date or after the respective due date or closing date will not be accepted. There will be no exceptions.** The Department recommends Applicants plan to submit prior to the final due or closing date to provide opportunity for troubleshooting if needed. Each application will be digitally time stamped upon submittal.

**D. What is new in this NOFA**

This NOFA is the result of a two-year redesign collaboration with the Department, CDBG stakeholders, and HUD. The goal of this redesign was to achieve the following objectives:

1. Align the state CDBG Program in California with the federal regulations that govern the Program.
2. Increase local capacity to plan for and operate the Program.
3. Improve Program communication and operations.
4. Ensure activities are implemented, and funds expended, by grant recipients, in a timely manner.
5. Address material findings in Program operations as discovered by HUD.

Additionally, the state CDBG Program has been redesigned to comply with federal regulations. SB 106 (2017) gave the Department authority to develop state CDBG Guidelines to administer the state CDBG Program. As per the state statute, [HSC §50826.1](#), the CDBG Guidelines, once adopted by the Department of Finance, would effectively replace the California State CDBG regulations at Title 25 California Code of Regulations (CCR) §§7050-7126. The CDBG Guidelines were adopted and became effective October 15, 2019. Such as, the California State CDBG regulations at Title 25 CCR §7050, et seq., have no regulatory authority over the Program and are scheduled for removal.

This change to state CDBG Guidelines was made to remove any unnecessary barriers for Applicants to apply for, and expend, CDBG funds.

The two most significant redesign related changes to this NOFA cycle are:

1. The addition of an Over-the-Counter (OTC) application process for all capital construction projects. The intent of this process is to shorten the period between when a jurisdiction applies for project funding and when the funding is awarded. It will allow jurisdictions to apply for Program funding when projects are ready for implementation, as opposed to a fixed Competitive funding cycle. OTC means the first complete and eligible applications received will be the first to be reviewed and awarded, provided the application is complete and meets all of the program eligibility criteria.
2. The implementation of the new eCivis Grants Management System (GMS) is called "Grants Network". Grants Network will allow Applicants to apply for CDBG funding online and will track the status of their application once submitted. This new system is easier to navigate and does not require Applicants to submit hard copies of the application to the Department. Grants Network will support programs and projects from application through to implementation and closeout and will connect with other digital accounting and reporting systems used by both the Department and HUD.

## **II. Definitions**

Except as otherwise defined herein, all defined terms have the meaning set forth in [24 CFR §570.3 and in the CDBG Guidelines](#).

## **III. Nondiscrimination**

All applicants will be required to comply with the nondiscrimination clauses included in Appendix K Draft Standard Agreement Exhibit D Sections 10-12.

## **IV. Allocation**

### **A. Funding**

Funds will be allocated according to federal regulations found in [24 CFR §570](#) and state statute, as found in [HSC §50827](#) et seq. For more information, please reference the CDBG Guidelines located at <https://www.hcd.ca.gov/grants-funding/active-funding/cdbg/docs/Final-CDBG-Program-Guidelines-2019.pdf>. The tables below include the estimated percentage of funding available for set-asides and funding caps for the 2019 and 2020 allocations. The allocations will be set aside from each year's funding. The limits apply to each year's allocation.

#### **1. State allocations**

##### **Economic Development (ED)**

30 percent of each annual allocation. Approximately \$18 million is estimated to be available for ED activities.

**ED Competitive Programs**

Approximately \$5.4 million is estimated to be available for Economic Development Competitive programs.

**ED OTC projects**

Approximately \$12.6 million is estimated to be available for economic development OTC projects.

**Housing and housing related infrastructure**

51 percent of each annual allocation. Approximately \$30.6 million is estimated to be available in a set-aside for housing assistance, housing services, housing-related facilities, and housing-related infrastructure.

**Housing Assistance Competitive Programs**

Approximately \$5.5 million is estimated to be available for housing assistance competitive programs.

**Multifamily housing rehabilitation and infrastructure in support of housing OTC projects**

- Approximately \$12.5 million is estimated to be available for multifamily housing rehabilitation and infrastructure in support of housing projects.
- An additional \$12.6 million will be available for housing related planning, public services, and public facilities out of the Community Development allocation.

**2. Special allocations**

**Colonias**

5 percent of each annual allocation. Approximately \$3 million is estimated to be available to Colonias jurisdictions. The Colonias allocation is exempt from the \$3.5 million per jurisdiction limit.

**Nonfederally recognized tribes**

1.25 percent of each annual allocation. Approximately \$750,000 is estimated to be available to nonfederally recognized tribes. The nonfederally recognized tribe allocation is exempt from the \$3.5 million per jurisdiction limit.

**3. Federal limits**

**Public services**

15 percent of each annual allocation. Approximately \$9 million will be available for public services, including public services in support of housing.

**Planning and administration**

HUD allows up to 20 percent of each annual allocation to be used for planning and administration. This includes the 3 percent allowed for state administration costs. All activities will be allowed a flat 7 percent administration allocation. The remaining 10 percent will be available for planning applications. Approximately \$6 million will be available for planning awards, including planning in support of housing and Economic Development activities.

**Note:** The above allocations and limits do not total the amount available. These allocations and limits overlap, and applications may be counted against multiple allocations and/or limits. Please see the application solicitation for the available funding for each application type.

#### **B. Insufficient demand**

If there is insufficient demand for an identified allocation, the Department may make awards to other qualifying activities to meet the timeliness of federal funds requirements.

#### **C. Department rights**

The Department reserves the right, at its sole discretion and at any time, to rescind, suspend or amend this NOFA and any or all of its provisions. If such an action occurs, the Department will notify interested parties via its listserv email tool and website.

#### **D. Conditions**

Applicants and awardees acknowledge that the funding opportunities referenced in this NOFA, and all obligations of the Department herein, are expressly subject to and conditioned upon the ongoing availability of funds, as well as the continued authority of the Department to operate the CDBG Program. In the event that funds are not available to fund any, or all, activities offered herein, or if the Department's authority to operate the CDBG Program or act under this NOFA is eliminated, or in any way restricted, the Department shall have the option, at its sole discretion, to amend, rescind, suspend, or terminate this NOFA and any associated funding pursuant to the provision set forth immediately above. This NOFA is not a commitment of funds to any activity or applicant.

#### **E. Applicant responsibility**

It is the Applicant's responsibility to ensure that the application submitted is clear, complete, and accurate. After the application submittal deadline, CDBG may request clarifying information, provided that such information does not affect the competitive ranking of the application. No information will be solicited or accepted if such information results in a competitive advantage to an applicant. No Applicant may appeal the Department's evaluation of another Applicant's application.

#### **V. Eligible Activities**

For a complete list of eligible activities allowed under the HCDA, go to [42 U.S.C. §5305](#). Housing and Community Development activities should be located in predominantly residential areas or should serve predominantly residential areas to be eligible.

Pursuant to [24 CFR §570.482](#), eligible activities for funding the CDBG Program include, but are not limited to:

#### **A. Housing Assistance**

1. Single Family (1-4 units) Homebuyer Assistance
2. Single Family (1-4 units) Housing Rehabilitation
3. Multifamily Single Family (1-4 units) Housing Acquisition and Rehabilitation
4. (5 or more units) Housing Rehabilitation
5. Infrastructure in Support of Housing

#### **B. Public Facilities and Public Infrastructure**

1. Acquisition
2. Rehabilitation
3. Construction

#### **C. Public Services**

1. Senior and Youth Services
2. Health, Nutrition, and Homeless Services
3. Job Training
4. Other eligible public services

#### **D. Planning and Technical Assistance**

#### **E. Economic Development**

1. Business Assistance
2. Microenterprise Assistance
3. Infrastructure in Support of Businesses

### **VI. National Objectives**

Each Activity that receives CDBG funding must meet all the benefit requirements detailed by [24 CFR 570.483-570.484](#).

At least 70 percent of the funds awarded shall benefit low- to moderate-income (LMI) individuals or households. No Activity or portion of a program assisted by these funds may exclude from its benefits the lowest income eligible group. Individual activities shall meet one of the following national objectives:

#### **A. Low- to moderate-income (LMI )**

Persons, households, and/or neighborhoods benefiting from LMI activities must meet HUD's LMI requirements. Income limits are regularly updated. Applicants will be notified via a news blast email and information will be posted on the Department's website if the HUD Adjusted Median Family Income (HAMFI) limits or low- to moderate-income areas (LMA) are updated during the application period.

The LMI National Objective consists of the following categories:

1. Low- to moderate-income Limited Clientele (LMC), as defined by income limits or presumed benefit.
  - a. LMC refers to persons who earn 80 percent or less of HAMFI for the county of residence, as updated annually by HUD.



- b. Presumed benefit LMC refers to persons who, as a category, are typically low income.
  - 1) Seniors
  - 2) Persons with a disability
  - 3) Homeless persons
  - 4) Abused children and battered spouses
  - 5) Illiterate adults
  - 6) Persons living with acquired immunodeficiency syndrome (AIDS)
  - 7) Migrant farmworkers
2. LMA benefit identified using census tracts and block groups. LMA may also be identified through an income survey. See Appendix H for additional information regarding income surveys.
  - a. Is based on the American Community Survey using Census Geographies.
  - b. At least 51 percent of households in the area must be earning at 80 percent or below HAMFI to meet LMA.
  - c. Must be contiguous and the area should be mapped to show eligibility.
  - d. Activity must be a public benefit for the area, such as streets and sidewalks, sewer/water infrastructure, community facilities, or park improvements.
  - e. LMA eligibility should be determined from the map application at HUD's [Low- and Moderate-Income Summary Data](#) Application page. [Instructions for HUD's mapping application](#) are available to assist in using the map application.
    - 1) Low- to Moderate-Income Housing (LMH) defined by household income limits
      - a) Households earning 80 percent or less of HAMFI.
    - 2) Low- to Moderate-Income Job Creation or Retention Activities (LMJ)
      - a) LMJ is based on the number of full-time equivalent jobs created or retained
      - b) Must create or retain jobs, and 51 percent of those jobs must be for LMI persons.
      - c) To meet the public benefit requirements for LMJ activities, for every \$35,000 spent, one full-time equivalent job must be created/retained.

## **B. Slums and Blight**

1. Areas must be geographically defined and publicly identified as slums or blighted, typically by a council or board resolution, before the activity is considered.
2. Activities must aid in the prevention or elimination of slums or blight as described in [24 CFR §570.482](#).

## **C. Urgent Need**

For the purposes of this NOFA, no Urgent Need applications will be accepted through the NOFA application process without prior Department approval. If you have a program or a project that meets the criteria of Urgent Need, as established at [24 CFR 570.483\(d\)](#) and you believe your proposed project or program must use Urgent Need as a National Objective to be program eligible, please contact your Department representative for further instructions.



## VII. Eligible Applicants

Applicants must meet the following requirements when the application is submitted to be eligible to apply for funding under this NOFA:

### A. Eligible jurisdictions

Any California City or county is eligible to apply for CDBG Program funding except a City or county that participates in the HUD-administered CDBG Entitlement Program. Incorporated cities located in an urban county as defined by [42 U.S.C. 5302\(a\)\(6\)](#) must formally elect to be excluded from participation in the urban county entitlement status. HUD must be notified that the City has elected to be excluded from the urban county participation as per [24 CFR 570.307\(g\)](#) for it to be eligible for the state CDBG Program. Eligible applicants may use the following approaches. Only eligible activities from eligible applicants will be scored and ranked.

1. An eligible Applicant may apply on its own behalf.
2. An eligible Applicant may apply on behalf of one or more other eligible Applicants.
3. Two or more eligible Applicants, which share a program, may submit a joint application.
4. In addition to Activity and application limits identified in the NOFA, an eligible Applicant may apply for activities in service areas within or outside of the Applicant's jurisdiction when there are concentrations of Native Americans ([HSC §50831](#)) or where there is a designated Colonia as described by Section 916 of the National Affordable Housing Act of 1990, provided the concentration is within an eligible City or county.

### B. 50 Percent Rule

Any Applicant with one or more current and open CDBG Standard Agreements, for which the expenditure deadline established in the agreement(s) has not yet passed, shall be ineligible to apply for any additional CDBG funds for the same type of Activity (s) included in those open CDBG Standard Agreement(s) unless the Applicant has expended at least 50 percent of CDBG funds previously awarded (the "50 Percent Rule") for that Activity; or unless a waiver to the rule has been approved by the Director, as allowed at [HSC §50833\(f\)](#). The requirements of this subsection do not apply to OTC awards.

### C. 2 CFR Part 200 compliance

The Applicant must demonstrate to the satisfaction of the Department that it is in compliance with the financial management requirements at [2 CFR §200](#), including the single audit requirements of [2 CFR §200.501](#). The Applicant must provide the Department with its most recent single audit, if applicable.

If the Applicant has open single audit findings and does not have a plan or agreement to remediate those findings, the Applicant will be deemed ineligible for funding through the state CDBG Program until the findings are resolved or a remediation plan or agreement is established.

#### **D. Housing Element compliance**

As per [HSC §50830](#), the Applicant must comply with all Housing Element requirements listed in [Government Code §65580](#) et seq. Applicants without a certified Housing Element must show proof of effort in attaining compliance in a timely manner. Failure to meet Housing Element certification requirements will invalidate the application for this NOFA and the Applicant will be deemed ineligible for funding through the state CDBG Program until the Housing Element is in compliance or is on course for compliance.

#### **E. Good standing**

The Applicant, and any co-Applicant, together with the respective affiliates, must be in good standing with the Department (*i.e.*, are current on all loan and/or grant obligations, have a satisfactory past performance history in all of their prior dealings with the Department, and are in full compliance with all Department contracts and reporting requirements.) Applicants not meeting the foregoing requirements shall be ineligible to apply for or receive funding under this NOFA.

#### **F. Federal debarment**

Pursuant to [24 CFR Part 5](#), all CDBG Grantees are required to verify they and their principals, or any/all persons, contractors, consultants, businesses, sub-recipients, etc., that are conducting business with the Grantee are not presently debarred, proposed for debarment, suspended, declared ineligible, or voluntarily excluded from participation in the covered transaction or in any proposal submitted in connection with the covered transaction.

The Department will not award any CDBG funds to Applicants that are debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation from federally assisted programs. Applicants are responsible for providing proof that all program partners, subrecipients, contractors, and any other program participants, current or future, are not debarred. Applicants must provide proof from the federal [System for Award Management](#) that the Applicant, all application partners, and any subrecipients, developers, consultants, and contractors participating in the application, the potential administration of the award, or the potential implementation of the Activity are not debarred.

#### **G. Restrictions on multiple activities in the same political districts**

Applications for eligible activities outside the Applicant's jurisdiction must include a legally binding agreement, acceptable to the Department, with the City or county in which the eligible Activity is located. Applicants may not apply to both the state CDBG Program and to a CDBG Program administered by an Urban County or other entitlement entity during the same program year.

## VIII. Funding and Activity limits

### IMPORTANT NOTE:

All applications must be submitted through the [eCivis Portal](#); no hard copies will be accepted. Jurisdictions will submit one application per Activity. Each jurisdiction can submit up to six (6) applications during this NOFA cycle. Each Activity must have a unique application with a completed budget, national objective, scope of work, and milestone timeline. There will be no "combo" activities or applications accepted in this NOFA. Each Activity, both projects and programs, is stand-alone with a discrete budget and scope of work. General Administration should be budgeted for each Activity up to the cap allowed for that Activity. Each Activity will have a stand-alone Standard Agreement for that Activity. Applicants are encouraged to review the attached draft Standard Agreement as a sample of the applicable terms and conditions.

### A. Housing and Community Development Activities

The maximum total grant award for all activities for Community Development Activities is \$3.5 million per jurisdiction. This maximum does **not** include Program Income. Jurisdictions that commit Program Income to an Activity may exceed the maximum grant award total, including Program Income. In no event shall the new grant award exceed the maximum per jurisdiction limit of \$3.5 million. Per jurisdiction limits do not include Colonia and Native American set-asides.

The below limits are new grant awards limits per Activity. Program Income is **not** included in either Activity or jurisdiction award limits. Total Activity budgets may exceed the award limits when Program Income is budgeted to the Activity; however, the new grant award per Activity shall not exceed the maximums below. Per-Activity limits do not include Colonia and Native American set-asides.

#### 1. Housing Activities

- a. Single-Family Housing Rehabilitation Program, 1-4 units - up to \$1 million
- b. Homeownership Assistance Program - up to \$1 million
- c. Housing Project: Multifamily Rental (5 or more units), Rehabilitation with or without acquisition - up to \$3.5 million
- d. Housing Project: Acquisition of Real Property for Multifamily housing projects - up to \$3.5 million
- e. Public Improvements in Support of Housing: New Construction - up to \$3.5 million

#### 2. Non Housing Community Development Activities

- a. Public Improvements (other than In Support of Housing or Businesses) - up to \$3.5 million
- b. Public Facility - up to \$3.5 million
- c. Project Predevelopment (limited to 2 grant awards this NOFA) - up to \$500,000
- d. Public Services - up to \$500,000
- e. Planning & Technical Assistance - up to \$250,000

## **B. Economic Development Activities**

Maximum total grant award limit is \$6 million, including all Activities except ED OTC, Colonia, and Native American set-asides. ED OTC is a stand-alone application subject to the ED OTC limits noted below. This maximum does **not** include Program Income. Jurisdictions that commit Program Income to an Activity may exceed the maximum grant award total including Program Income. The new grant award shall not exceed the maximum per jurisdiction limit of \$6 million. ED limits do not include Colonia and Native American set-asides.

The below limits are new grant awards limits per Activity. Program Income is **not** included in either Activity or jurisdiction award limits. Total Activity budgets may exceed the award limits when Program Income is budgeted to the Activity; however, the new grant award per Activity shall not exceed the maximums below. Per Activity limits do not include Colonia and Native American set-asides. The maximums per application type are as follows:

1. Competitive applications
  - a. Business Assistance - up to \$750,000
  - b. Micro-Enterprise Assistance - up to \$500,000
2. OTC applications
  - a. Public Infrastructure In-Support of Businesses - up to \$6 million
  - b. Commercial/Industrial Building Acquisition, Construction, Rehabilitation, or other improvements - up to \$6 million

## **C. Colonias and Native American Communities Allocations**

Applications for these allocations may be in addition to other applications submitted by an eligible jurisdiction. Applications submitted under this section will be independently evaluated and ranked against other applications for these respective special allocations, without regard to the ranking of an application submitted pursuant to another section of this NOFA. Applications for these allocations are not included in the per-jurisdiction grant award maximums.

## **D. Milestones**

All CDBG-funded activities must be implemented according to the milestones defined in the Standard Agreement. Applicants must include at least two milestones per Activity application – a milestone for Activity initiation and a milestone for Activity closeout. Additional milestones are optional, though encouraged for best practice Activity implementation.

## **IX. Program Administrative and Activity Delivery Costs**

### **A. General Administration**

Pursuant to §§208-209 of the state CDBG Guidelines, Grantees may expend a portion of the grant amount for general administrative (GA) costs provided that such amounts

are justified for the type and complexity of the program, and that there are records to satisfactorily document these charges.

Administrative costs may include, but are not limited to, the following categories:

1. Salaries, wages, and related costs of the Grantee's staff engaged in activities associated with the general administration of the CDBG Program, including general management, general legal services, accounting, and auditing.
2. Travel costs incurred in carrying out the general management of the program.
3. Administrative services performed under third-party contracts, including contracts for such services as general legal services, accounting services, and audit services.
4. Other costs for goods and services related to the general management of the program, including rental and maintenance of office space, insurance, utilities, office supplies, and rental or purchase of office equipment.
5. Costs incurred in providing information and resources to individuals, families, and households in the LMI group; and to citizen organizations participating in the planning, implementation, or assessment of the Grantee's program.
6. Administrative funding can also be used for fair housing activities in compliance with the requirements of §103 of the state CDBG Guidelines. If a cost cannot be associated with one of the above listed groups and cannot be associated with direct project costs, the Department will, upon the Grantee's request, decide whether it is an administrative cost, an Activity delivery cost, or an ineligible cost according to [24 CFR §§570.489](#) and [570.482](#).

The GA cap for grant awards is **7 percent** of the total award. Applicants may elect to assign more funds to Activity costs and take less than the 7 percent GA allocation. GA for Program Income funds is **17 percent**. For project budgets with both grant award and Program Income as funding sources, please identify how much GA will be from each source to ensure that GA stays within the program caps.

## **B. Activity Delivery**

Activity Delivery (AD) costs are those costs directly related and necessary to successively complete a specific Activity, such as loan underwriting costs, architecture and engineering design costs, and labor compliance review costs.

In past NOFAs, the Department provided detailed restrictions on AD allocations to ensure as much funding as possible is attributed to assisting beneficiaries. The Department is re-evaluating AD limitations to improve overall budgeting and Activity performance. AD limits for all activities except housing Rehabilitation Administration have been eliminated. Applicants must include a budget line item for AD if there will be AD costs as part of the Activity. The AD limit for Housing Rehabilitation administration will be **20 percent** of the total grant award. AD for Rehabilitation Administration will be charged as a total of the award, not on a loan-by-loan or, in the case of emergency repair programs, grant-by-grant, basis.

## **X. Threshold requirements**

The following threshold requirements must be met at the time of application:

- A.** City or county must be a non entitlement jurisdiction and must not currently be party to an Urban County Agreement or participate in, or be eligible to participate in, the HUD administered CDBG Entitlement Program.
- B.** The Activity applied for must be an eligible Activity as defined by [42 U.S.C. §5305](#).
- C.** The Activity must meet a CDBG national objective as defined by [24 CFR §570.483](#).
- D.** The Applicant must demonstrate to the satisfaction of the Department that it is in compliance with the financial management requirements of [2 CFR §200](#).
- E.** Pursuant to [24 CFR §570.486](#), applications must follow CDBG Public Participation regulations.
- F.** The Applicant must have complied with all the requirements listed in [HSC §§50829](#) and [50830](#) regarding Housing Element law. Pursuant to the law, CDBG will not reject an application based on either the content of the Housing Element or the Department's findings on the Element, except as may otherwise be provided in [HSC §50830](#). The determination of Housing Element compliance will be made by the Department's Division of Housing Policy Development (HPD).
- G.** The Applicant must demonstrate, to the satisfaction of the Department, that it is in compliance with the state and federal submission requirements of [2 CFR §200.512](#), and provide their most recent single audit as applicable.
- H.** The Applicant must be in good standing with the Department as defined in Section VII of this NOFA.
- I.** The applicant must demonstrate, to the satisfaction of the Department, that it is meeting the State Objectives as defined in Appendix I. (NOTE: State Objectives are a threshold requirement in the OTC application, but may be used to increase points in the Competitive applications.)
- J.** The Applicant must demonstrate compliance with [Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970](#) relocation requirements as applicable.
- K.** The Applicant must demonstrate compliance with [Article XXXIV](#), as applicable.



## **XI. Contents of application**

Applications must be electronically submitted through the [eCivis portal](#) and consist of the items identified in the application, as well as any other information deemed necessary by the Department to evaluate the applications. This information provides the basis for assessment and includes the assurances and agreements necessary for compliance with [HSC §50825](#), et seq., [24 CFR §570](#), and [24 CFR §200](#).

## **XII. Mandatory Department resolution**

To reduce delays in the application review, award, and contracting processes, applicants are **required** to use the Department's *Sample Resolution of the Governing Body*. For reference, please see Appendix D.

## **XIII. Application submission**

### **A. Application workshops**

The Department will hold application workshops beginning in January 2020. Please visit the Department's website at <https://www.hcd.ca.gov/grants-funding/active-funding/cdbg.shtml>.

Applicants are also strongly encouraged to review available webinars and training materials on the CDBG Program, the CDBG Redesign, using Grants Network, and preparing a CDBG application in Grants Network.

### **B. Application submission**

Applicants **must** follow instructions in both this NOFA and the online application. Failure to follow instructions will result in disqualification.

The CDBG application and all required attachments must be submitted to the Department through the GMS Portal located at <https://portal.ecivis.com/#/login>. Applications must include all required information to be submitted. Applicants must certify that all information is true and complete to the best of their knowledge, on penalty of perjury.

Applicants that do not have an account with eCivis should log into the eCivis portal. Use the "Create an account" option to initiate a profile.

Applications must meet all threshold and eligibility requirements upon submission. It is the Applicant's responsibility to ensure that the submitted application is clear, complete, and accurate. Department staff may request clarifying information, but are unable to accept any new documentation that would provide an unfair advantage over other applications.

### **C. Disclosure of application**

Information provided in the application will become public record available for review by the public pursuant to the California Public Records Act (California [Government](#)

Code §6250 et. seq). As such, the Department may disclose any materials provided by the Applicant to any person making a request under this Act. The Department cautions Applicants to use discretion in providing information not specifically requested, including, but not limited to, bank account numbers, personal phone numbers, home addresses, or other personally identify information. By providing this information to the Department, the Applicant is waiving any claims of confidentiality, and consents to the Department's disclosure of the Applicant's material upon receipt of a Public Records Act request.

#### **XIV. Application review, approval, and commitment process**

##### **A. Application review**

All applications are required to pass threshold requirements. Failure to meet threshold will result in immediate disqualification. Applications that do not meet threshold will not be reviewed.

All applications will be reviewed for Activity eligibility. Activities that do not meet program eligibility will be disqualified.

##### **1. Competitive applications**

Competitive applications that pass threshold and eligibility will be scored according to the evaluation criteria outlined in the application under the Readiness Section.

Scores include two components:

- a. Need Score – need scores are set scores for different Activity types that are based on public data sets that indicate the severity of community need for a specific Activity. The Department prepares the need scores and will provide the scores as Attachment A to this NOFA.
- b. Activity Readiness – Activity readiness is an indicator of Applicant preparedness for Activity implementation. Applicants are strongly encouraged to complete as much preparation as possible prior to application submittal to shorten the time between award and expenditure. The scoring weight for each readiness criteria is included in the application instructions.

Each application will receive two reviews. Scores will be totaled for each reviewer and summed for the Activity along with the need score. Applications will be ranked based on highest score. Applicants may request a copy of their reviews at any time after the scoring and announcement of awards has been completed.

##### **2. OTC applications**

OTC applications that pass threshold and eligibility review will be reviewed on a first-come, first-served basis. Each application will be reviewed by two separate staff to ensure consistency and transparency. Applications that are eligible, complete, and that satisfy readiness requirements will be recommended for funding. Applicants may request a copy of their application reviews after the review has been completed and the Applicant has been notified of the results.



## **B. Recommendations**

The Department will review applications and make award recommendations according to the above criteria. Applicants that are recommended for awards will be contacted and provided with an opportunity to update project schedules or other date-dependent data that may have aged during the Applicant review period. Applicants will officially be notified of awards through the eCivis Grants Network. The award notification will include instructions for accepting or declining the award, as well as an executable Standard Agreement. Applicants that are not recommended for awards will be officially notified via email that their application was not awarded.

## **C. Standard Agreements**

Successful applicants (awardee(s)) will enter into a Standard Agreement with the Department. A draft sample is included as Attachment K of this NOFA. The Standard Agreement contains all the relevant state and federal requirements, Activity performance and management requirements, and disbursement requirements. A condition of award will be that a Standard Agreement must be executed by the awardee(s) within 30 days (contracting period) of the awardees' receipt of the Standard Agreement(s). Failure to execute and return the Standard Agreement(s) to the Department within the contracting period will result in award cancellation. Award cancellations are final.

## **XV. Appeal criteria and process**

### **A. Criteria**

Upon receipt of the Department's notice that an application has been determined to be incomplete or fails threshold, Applicants under this NOFA may appeal such decision(s) to the Department pursuant to this section.

No Applicant shall have the right to appeal a decision from the Department relating to another Applicant's eligibility, point score, award, denial of award, or any other matter related thereto.

The appeal process provided herein applies solely to decisions the Department made in this program NOFA, and does not apply to any decisions made with respect to any previously issued NOFAs, or decisions to be made pursuant to future program NOFAs.

### **B. Appeal process and deadlines**

In order to lodge an appeal, Applicants must submit to the Department, by the filing deadline set forth below, a written appeal, which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area(s) of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be accepted if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to the Department, no further information or materials will be accepted or considered thereafter.

Appeals are to be submitted to the Department either via email at [cdbgnofa@hcd.ca.gov](mailto:cdbgnofa@hcd.ca.gov), or at the following address:

California Department of Housing and Community Development  
Attn: CDBG Program Appeals  
2020 W. El Camino Avenue, Suite 500  
Sacramento, California 95833

The Department will accept appeals through a carrier service such as the U.S. Postal Service, UPS, FedEx, or other carrier services that provide date stamp verification of delivery. Deliveries must be received during the Department's weekday (non state holiday) business hours of 9:00 a.m. to 5:00 p.m. PST. Emails to the email address listed above will be accepted so long as the email time stamp is prior to the appeal deadline.

**Filing Deadline:** Appeals must be received by the Department no later than five (5) business days from the date the Department notifies the Applicant that their application has failed to meet eligibility, threshold, or has failed to score high enough in readiness to qualify for award. Late appeals will not be reviewed.

### **C. Appeal Decisions**

It is the Department's intent to render its decision in writing within fifteen (15) business days of receipt of the applicant's written appeal. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of the Department with respect to the appeal.

### **D. Effectiveness**

If the applicable statutes and/or Guidelines governing the CDBG Program contain an existing process for appealing decisions of the Department with respect to NOFA awards, then this section shall be inapplicable, and such existing authority shall govern all appeals.

## **XVI. Awards announcement and grant implementation**

### **Awards announcements**

The Department anticipates awards will be announced within 90 days of the Competitive application deadlines. OTC awards will be announced as applications are approved for funding. Until awards are announced, the CDBG staff will not be able to discuss the status of applications.

**Within 60 days from the award announcement date**, unsuccessful Applicants will have the opportunity to request an interview with Department staff to discuss their application. Applications and agreements are public information and are available for review upon request.

## **XVII. Federal program requirements**

### **A. Cross-cutting requirements**

The CDBG Program is administered under the rules and regulations promulgated primarily in [24 CFR §570.600 et seq.](#) These primary regulations are known as the federal cross-cutting requirements and form the basis of the programmatic requirements. The Department incorporates all federal cross-cutting requirements into the state CDBG Program, and the regulations in Part 570 are translated into required actions on the part of all Grantees of the state Program.

This following is a summary of the federal cross-cutting requirements:

1. Environmental Standards (based on National Environmental Policy Act of 1969 [NEPA])
2. Labor Standards (Davis-Bacon and related laws)
3. Achieving a HUD National Objective
4. Public participation requirements
5. Fair Housing and Affirmatively Furthering Fair Housing
6. Equal Opportunity and Non Discrimination in federal Grant Programs
7. Federal Procurement Guidelines
8. National Flood Insurance Program compliance
9. Relocation and displacement requirements
10. Employment and Contracting Opportunities Section 3 Compliance
11. Lead-based paint requirements
12. No use of debarred, ineligible or suspended contractors or sub-recipients
13. Uniform Administrative Requirements and Cost Principles
14. Conflict of interest prohibitions
15. Compliance with the Architectural Barriers Act and the Americans with Disabilities Act
16. Compliance with Eligibility Restrictions for certain resident aliens
17. Federal reporting requirements
18. Grant and subrecipient monitoring requirements

### **B. Relocation Plan requirement**

Applicants engaging in project-specific activities that may or will cause the temporary or permanent relocation and displacement of persons, property, or businesses, must provide a project-specific relocation plan as part of the application. The plan must meet the standards established in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). Applicants must successfully demonstrate that they have met URA requirements prior to the start of the project or displacement Activity. Applicants should include relocation costs in project budgets.

Applicants must provide General Information Notices to persons who may be displaced if the Activity in the grant application is funded. This plan must outline how the Grantee will enforce and manage the project's temporary relocation and displacement activities and estimate what relocation benefits will be required so those costs can be included in the project's development budget.

### **C. Article XXXIV Compliance**

Applicants engaging in low-income housing project activities that are subject to Article XXXIV must show that the project approval process complies with Article XXXIV requirements. The state statutes implementing Article XXXIV can be found at HSC §37000. Exceptions to Article XXXIV can be found at HSC §37001.

### **D. Procurement**

Pursuant to 24 CFR §570.489(g), all Grantees must comply with federal procurement requirements. The Department will review the Grantee's procurement documents for services (i.e., administrative sub-contractor, Davis Bacon consultant, etc.) at time of monitoring.

Requirements for federal procurement can be found at 2 CFR §200.317-326. Applicants are responsible for meeting all federal procurement standards for goods and services funded through federal programs. Failure to meet procurement requirements may result in disqualification, recapture of federal funds, and debarment.

### **E. Certifications and Statement of Assurances**

Applicants must sign and submit the Certifications and Statement of Assurances (Appendix J) with their application to meet threshold. Please review the Statement and confirm compliance with each requirement. Failure to comply with the certifications and assurances may result in disqualification, recapture of federal funds, and debarment.

## RESOLUTION NO. 2020-43

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2019-2020 FUNDING YEAR OF THE STATE CDBG PROGRAM**

**BE IT RESOLVED** by the **City Council** of the **City of Ukiah** as follows:

#### **SECTION 1:**

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, of not to exceed \$850,500, for the following CDBG activities, pursuant to the January 2020 CDBG NOFA:

|                                                                                                                                  |                  |
|----------------------------------------------------------------------------------------------------------------------------------|------------------|
| City of Ukiah Microenterprise Technical Assistance Program                                                                       | \$ 140,000       |
| General Administration – Microenterprise Technical Assistance Program                                                            | \$ 10,500        |
| City of Ukiah Business Assistance Program                                                                                        | \$ 431,000       |
| Activity Delivery – Business Assistance Program                                                                                  | \$ 34,000        |
| General Administration – Business Assistance Program                                                                             | \$ 35,000        |
| Orr Street Bridge and Transportation Corridor Study and Plan                                                                     | \$ 150,000       |
| Design and Feasibility Study for ADA Improvements at City of Ukiah Municipal Services Facility Located at 501 South State Street | <u>\$ 50,000</u> |
| Total Grant Amount                                                                                                               | \$ 850,500       |

#### **SECTION 2:**

The City hereby approves the use of Program Income in an amount not to exceed \$140,000 for the City of Ukiah Business Assistance Program described in Section 1.

#### **SECTION 3:**

The City acknowledges compliance with all state and federal public participation requirements in the development of its applications.

#### **SECTION 4:**

The City hereby authorizes and directs City Manager to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

#### **SECTION 5:**

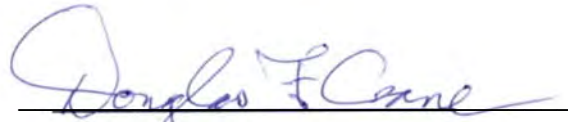
If an application is approved, the City Manager is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

#### **SECTION 6:**

If an application is approved, City Manager is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Ukiah held on August 5, 2020 by the following vote:

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



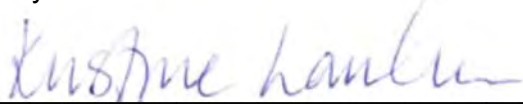
Douglas F. Crane, Mayor  
Ukiah City Council

**STATE OF CALIFORNIA**  
City of Ukiah

**ATTEST:**

I, Kristine Lawler, City Clerk of the City of Ukiah, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 5th day of August, 2020.

Kristine Lawler, City Clerk  
of the City of Ukiah of the State of California

By:   
Name and Title

## RESOLUTION NO. 2020-20

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2019-2020 FUNDING YEAR OF THE STATE CDBG PROGRAM

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ukiah as follows:

#### **SECTION 1:**

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, of not to exceed \$3,460,000, for the following CDBG activities, to be implemented in City of Ukiah incorporated areas, pursuant to the January 2020 CDBG NOFA:

|                                                                                                                                  |             |
|----------------------------------------------------------------------------------------------------------------------------------|-------------|
| City of Ukiah Microenterprise Technical Assistance Program                                                                       | \$ 140,000  |
| General Administration – Microenterprise Technical Assistance Program                                                            | \$ 10,500   |
| City of Ukiah Business Assistance Program                                                                                        | \$ 434,539  |
| Activity Delivery – Business Assistance Program                                                                                  | \$ 34,763   |
| General Administration – Business Assistance Program                                                                             | \$ 35,198   |
| Clara Avenue Reconstruction Project                                                                                              | \$2,300,000 |
| Activity Delivery – Clara Avenue Reconstruction Project                                                                          | \$ 230,000  |
| General Administration – Clara Avenue Reconstruction Project                                                                     | \$ 75,000   |
| Orr Street Bridge and Transportation Corridor Study and Plan                                                                     | \$ 150,000  |
| Design and Feasibility Study for ADA Improvements at City of Ukiah Municipal Services Facility Located at 501 South State Street | \$ 50,000   |
| Total Grant Amount                                                                                                               | \$3,460,000 |

#### **SECTION 2:**

The City hereby approves the use of Program Income in an amount not to exceed \$48,530 for the Clara Avenue Reconstruction Project Public Improvement Project described in Section 1.

#### **SECTION 3:**

The City acknowledges compliance with all state and federal public participation requirements in the development of its applications.

#### **SECTION 4:**

The City hereby authorizes and directs the City Manager to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

#### **SECTION 5:**

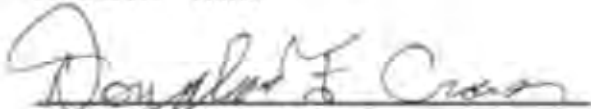
If an application is approved, the City Manager is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

#### **SECTION 6:**

If an application is approved, City Manager is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

The foregoing Resolution introduced by Councilmember Mulheren, seconded by Councilmember Scalmanini, and passed and adopted at a regular meeting of the City Council of the City of Ukiah this 6<sup>th</sup> day of May, 2020, by the following roll call vote:

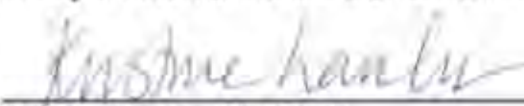
AYES: Councilmembers Mulheren, Brown, Scalmanini, Orozco, and Mayor Crane  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
\_\_\_\_\_  
Douglas F. Crane, Mayor  
Ukiah City Council

**ATTEST:**

I, Kristine Lawler, City Clerk of the City of Ukiah, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 6<sup>th</sup> day of May 2020,

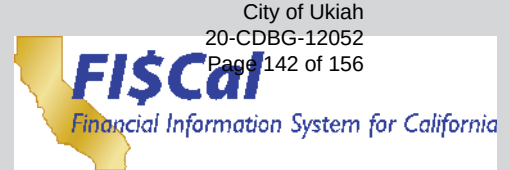
Kristine Lawler, City Clerk  
of the City of Ukiah of the State of California

By:   
\_\_\_\_\_  
Kristine Lawler, City Clerk



State of California  
Financial Information System for California (FI\$Cal)  
**GOVERNMENT AGENCY TAXPAYER ID FORM**

2000 Evergreen Street, Suite 215  
Sacramento, CA 95815  
www.fiscal.ca.gov  
1-855-347-2250



The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

|                                     |                                                                                                                                                                                              |                                               |                     |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------|
| Principal Government Agency Name    | City of Ukiah                                                                                                                                                                                |                                               |                     |
| Remit-To Address (Street or PO Box) | 300 Seminary Ave.                                                                                                                                                                            |                                               |                     |
| City                                | Ukiah                                                                                                                                                                                        | State                                         | CA Zip Code+4 95482 |
| Government Type:                    | <input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Special District <input type="checkbox"/> Federal <input type="checkbox"/> Other (Specify) | Federal Employer Identification Number (FEIN) | 946000446           |

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

|                         |  |                  |  |
|-------------------------|--|------------------|--|
| Dept/Division/Unit Name |  | Complete Address |  |
| Dept/Division/Unit Name |  | Complete Address |  |
| Dept/Division/Unit Name |  | Complete Address |  |
| Dept/Division/Unit Name |  | Complete Address |  |

|                |                 |                |                             |
|----------------|-----------------|----------------|-----------------------------|
| Contact Person | Sage Sangiacomo | Title          | City Manager                |
| Phone number   | (707) 463-6221  | E-mail address | ssangiacomo@cityofukiah.com |
| Signature      |                 | Date           | 5/11/20                     |



U.S. Department of Housing and Urban  
Development  
San Francisco Regional Office - Region IX  
600 Harrison Street  
San Francisco, California 94107-1387  
www.hud.gov  
espanol.hud.gov

## **LEVEL OF ENVIRONMENTAL REVIEW (2011)**

**(For use in documenting environmental review of activities that are exempt or categorically excluded from the National Environmental Policy Act and do not require an Environmental Assessment.)**

### **I. Project Description**

Grant Number: TBD, CDBG

Project Name: Orr Street Bridge and Transportation Corridor Study and Plan

Address or Location: Orr Street, Ukiah, CA 95482

Activities (include maximum contemplated scope, magnitude and duration):

The Orr Street Bridge and Transportation Corridor Study and Plan, located in the incorporated area of the City of Ukiah, is a planning study to determine final costs and plans and specifications for a public improvement project on Orr Street, in Ukiah, CA. Activities include completion of a study to analyze existing conditions of the street, including the transportation corridor and a bridge, as well as the completion of a plan, including preparation of plans and specifications and an Engineer's Cost Estimate. The study is expected to be completed in 6 months, with a report and plans and specifications completed at conclusion.

### **II. Level of Environmental Review determination:**

☒ Exempt per 24 CFR 58.34 or categorically excluded per 24 CFR 58.35(b) or 24 CFR 50.19.

Cite specific provision (e.g., "24 CFR 58.35(b)(5), Activities to assist homebuyers to purchase existing dwellings"): 24 CFR 58.34 (a) (1), Environmental and other studies, resource identification and the development of plans and strategies.

Next: Complete section 3, flood insurance and airport clear zone documentation below.

**OR**

☐ Categorically excluded per 24 CFR 58.35(a) or 24 CFR 50.20, and subject to laws and regulations at 24 CFR 58.5 or 50.4.

Cite specific provision (e.g., "24 CFR 58.35(a)(3)(ii), Rehabilitation of multifamily buildings") :

Next: Complete section 3, flood insurance and airport clear zone documentation below; also complete HUD the recommended format titled Statutory Worksheet.

### **III. Flood Insurance, Airport Clear Zone, and Coastal Barrier Resource Compliance** (24 CFR 58.6 or 24 CFR 50.4(b)(1), 50.4(c)(1), and 50.4(k))

#### **FLOOD INSURANCE / FLOOD DISASTER PROTECTION ACT**

1. Does the project involve the acquisition, construction or rehabilitation of structures, buildings or mobile homes?

☒ No - Flood insurance is not required. The review of this factor is completed.

☐ Yes - Continue.

2. Is the structure or part of the structure located in a FEMA designated Special Flood Hazard Area?

- ☐ No - Source Document (FEMA/FIRM floodplain zone designation, panel number, date):  
(Factor review completed).
- ☐ Yes - Source Document (FEMA/FIRM floodplain zone designation, panel number, date):

(Continue review).

3. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

- ☐ Yes - Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept in the Environmental Review Record.
- ☐ No - **Federal assistance may not be used in the Special Flood Hazards Area.**

AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES

1. Does the project involve the sale or acquisition of existing property?\
- ☒ No - This element is completed.
- ☐ Yes - Continue.
2. Is the proposed location within 3,000 ft. of a civil airport runway or within 15,000 ft. of a military airfield?
- ☐ No - Attach map. This element is completed.
- ☐ Yes - Continue.
3. Is the proposed location within a Civil Airport's Runway Clear Zone, Approach Protection Zone or a Military Installation's Clear Zone?
- ☐ No - Attach signed statement from airport or airfield operator. Project complies with 24 CFR 51.303(a)(3).
- ☐ Yes - **Disclosure statement must be provided** to buyer and a copy of the signed disclosure statement must be maintained in this Environmental Review Record.

COASTAL BARRIERS RESOURCES ACT

1. Is the project located in HUD Region IX (CA, AZ, NV, HI, Guam)?
- ☒ Yes - This element is completed; there are no coastal barrier resources in HUD Region IX.
- ☐ No - Continue.
2. Is the project located in a coastal barrier resource area? (See <http://www.fema.gov/business/nfip/cbrs/cbrs.shtm>).
- ☐ No - Cite Source Documentation:

(This element is completed).

- ☐ Yes - **Federal assistance may not be used in such an area.**

Tim Eriksen, Director of Public Works/City Engineer  
Preparer Name, Signature and Date

5/30/20

Craig Schlatter, Director of Community Development,  
Responsible Entity Official or HUD Approving Official – Name, Title, Signature and Date

5-30-20

City of Ukiah

Responsible Entity (City, County, State) or HUD Field Office



**Environmental Review  
for Activity/Project that is Exempt or  
Categorically Excluded Not Subject to Section 58.5  
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

**Project Information**

**Project Name:** Orr Street Bridge and Transportation Corridor Study and Plan

**Responsible Entity:** City of Ukiah

**Grant Recipient** (if different than Responsible Entity):

**State/Local Identifier:** CA/Region IX

**Preparer:** Tim Eriksen, Director of Public Works/City Engineer

**Certifying Officer Name and Title:** Craig Schlatter, Director of Community Development

**Consultant** (if applicable): N/A

**Project Location:** Orr Street, Ukiah, CA 95482

**Description of the Proposed Project** [24 CFR 58.32; 40 CFR 1508.25]:

24 CFR 58.34 (a) (1): Environmental and other studies, resource identification and the development of plans and strategies. Activities include completion of a study to analyze existing conditions of the street, including the transportation corridor and a bridge, as well as the completion of a plan, including preparation of plans and specifications and an Engineer's Cost Estimate, for a future public improvement project for Orr Street. Orr Street is located in the incorporated area of the City of Ukiah. The study is expected to be completed in 6 months, with a report and plans and specifications completed at conclusion.

**Level of Environmental Review Determination:**

☒ Activity/Project is Exempt per 24 CFR 58.34(a): (1) Environmental and other studies, resource identification and the development of plans and strategies.

Project Name

Project Locality and State

☐ Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b):

### **Funding Information**

| Grant Number | HUD Program | Funding Amount |
|--------------|-------------|----------------|
| TBD          | CDBG        | TBD            |
|              |             |                |

**Estimated Total HUD Funded Amount: \$150,000**

**This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable): N/A**

**Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$150,000**

### **Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities**

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

|                                                                                                                                                |                                                                          |                           |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------|
| <b>Compliance Factors:</b><br>Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6                                       | Are formal compliance steps or mitigation required?                      | Compliance determinations |
| <b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6</b>                                                                      |                                                                          |                           |
| <b>Airport Runway Clear Zones and Accident Potential Zones</b><br><br>24 CFR Part 51 Subpart D                                                 | Yes   No<br><input type="checkbox"/> <input checked="" type="checkbox"/> |                           |
| <b>Coastal Barrier Resources</b><br><br>Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501] | Yes   No<br><input type="checkbox"/> <input checked="" type="checkbox"/> |                           |
| <b>Flood Insurance</b>                                                                                                                         | Yes   No<br><input type="checkbox"/> <input checked="" type="checkbox"/> |                           |

Project Name

Project Locality and State

|                                                                                                                           |  |  |
|---------------------------------------------------------------------------------------------------------------------------|--|--|
| Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a] |  |  |
|---------------------------------------------------------------------------------------------------------------------------|--|--|

**Mitigation Measures and Conditions [40 CFR 1505.2(c)]**

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

| Law, Authority, or Factor | Mitigation Measure |
|---------------------------|--------------------|
|                           |                    |
|                           |                    |
|                           |                    |
|                           |                    |

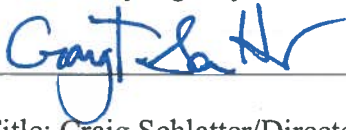
Preparer Signature:



Date: 5/30/20

Name/Title/Organization: Tim Eriksen/Public Works Director, City Engineer/City of Ukiah

Responsible Entity Agency Official Signature:



Date: 5/30/20

Name/Title: Craig Schlatter/Director of Community Development

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500  
Sacramento, CA 95833  
(916) 263-2911 / FAX (916) 263-7453  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



December 5, 2019

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

Dear Sage Sangiacomo:

**RE: City of Ukiah's 6<sup>th</sup> Cycle (2019-2027) Adopted Housing Element**

Thank you for submitting Ukiah's Housing Element adopted October 23, 2019 and received for review on October 28, 2019. Pursuant to Government Code section 65585, subdivision (h), the California Department of Housing and Community Development (HCD) is reporting the results of its review.

HCD is pleased to find the adopted Housing Element in full compliance with state Housing Element law (Article 10.6 of the Government Code). The adopted element was found to be substantially the same as the revised draft Housing Element that HCD's June 22, 2019 review determined met statutory requirements.

For your information, some General Plan element updates are triggered by Housing Element adoption. HCD reminds the City of Ukiah to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: [http://opr.ca.gov/docs/OPR\\_Appendix\\_C\\_final.pdf](http://opr.ca.gov/docs/OPR_Appendix_C_final.pdf) and [http://opr.ca.gov/docs/Final\\_6.26.15.pdf](http://opr.ca.gov/docs/Final_6.26.15.pdf).

Several federal, state, and regional funding programs consider Housing Element compliance as an eligibility or ranking criteria. For example, CalTrans Senate Bill (SB) 1 Sustainable Communities grants; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities program; and the SB 2 Planning Grants as well as ongoing SB 2 funding consider Housing Element compliance and/or annual reporting requirements pursuant to Gov. Code section 65400. With Housing Element compliance, City of Ukiah meets the Housing Element requirements for these funding sources.

Sage Sangiacomo, City Manager  
Page 2

HCD appreciates the hard work and dedication Craig Schlatter, Community Development Director, provided throughout the course of the Housing Element review. HCD wishes the City of Ukiah success in implementing its Housing Element and looks forward to following its progress through the General Plan annual progress reports pursuant to Gov. Code section 65400. If HCD can provide assistance in implementing the Housing Element, please contact Sohab Mehmood, of our staff, at (916) 263-1968.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannan West". The signature is fluid and cursive, with the first name "Shannan" written in a larger, more prominent script than the last name "West".

Shannan West  
Land Use & Planning Manager



Sheet1

|                                                                     |                      |                           |                          |                       |
|---------------------------------------------------------------------|----------------------|---------------------------|--------------------------|-----------------------|
| <b>City of Ukiah 2019-2020 CDBG Planning Study</b>                  |                      |                           |                          |                       |
| <b>Orr Street Bridge and Transportation Corridor Study and Plan</b> |                      |                           |                          |                       |
| <b>Activity Budget</b>                                              |                      |                           |                          |                       |
|                                                                     |                      | <b>Sources</b>            |                          |                       |
| <b>Uses</b>                                                         | <b>Total</b>         | <b>Local (est 8/2020)</b> | <b>CDBG (est 9/2020)</b> | <b>Unfunded Costs</b> |
| <b>Pre-Development (Planning Study)</b>                             |                      |                           |                          |                       |
| Request for Proposal                                                | \$ 4,240.00          | \$ 4,240.00               |                          |                       |
| Land Surveying                                                      | \$ 53,000.00         |                           | \$ 53,000.00             |                       |
| Layout Plan                                                         | \$ 35,000.00         |                           | \$ 35,000.00             |                       |
| Structural Annalysis                                                | \$ 25,000.00         |                           | \$ 25,000.00             |                       |
| Bid Package                                                         | \$ 37,000.00         | \$ -                      | \$ 37,000.00             |                       |
| Administration                                                      | \$ 7,500.00          | \$ 7,500.00               | \$ -                     |                       |
| Contingency                                                         | \$ -                 | \$ -                      | \$ -                     | \$ 15,000.00          |
| <b>Total</b>                                                        | <b>\$ 161,740.00</b> | <b>\$ 11,740.00</b>       | <b>\$ 150,000.00</b>     | <b>\$ 15,000.00</b>   |
|                                                                     |                      |                           |                          |                       |
| <i>Project funding with unfunded budget items</i>                   | <b>\$ 176,740.00</b> |                           |                          |                       |

Profile: cschlatter@cityofukiah.com

---

## Applicant Information

Tell us about you.

**Linked Applicant**

cschlatter@cityofukiah.com

**First name**

Craig

**Last name**

Schlatter

**Email**

cschlatter@cityofukiah.com

**Title**

Community Development Director

**Company**

City of Ukiah

**Company Website**

www.cityofukiah.com

**City**

Ukiah

**State**

California

## Organization Information

Tell us about your organization.

**Organization Name**

City of Ukiah

**Employer Identification Number (EIN)**

946000446

**DUNS**

074642893

**Authorized Representative**

Sage Sangiacomo, City Manager

**Business/Finance Representative**

Daniel Buffalo, Finance Director

## Organization Address

**Address**

300 Seminary Ave.

**Address 2**

**City**

Ukiah

**State**

California

**County**

United States

**Congressional District/Region**

2

**Zip**

95482

**Phone**

(707) 463-6219

**Phone Extension**

**Fax**

(707) 463-6204

Authorized Representative (if different from above)

**Name**

**Title**

**Email**

ssangiacomo@cityofukiah.com

**Phone**

(707) 463-6221

Business/Finance Contact (if required)

**Name**

**Title**

**Email**

**Phone**

**Program Year**

2019

**Are you applying on behalf of an additional Jurisdiction?**

No

**2 Email**

**2 Title**

**2 Company**

2 Company Website

2 City

2 State

2 Organization Information

2 Organization Name

2 Tell us about your organization.

2 Employer Identification Number (EIN)

2 DUNS

2 Authorized Representative

2 Business/Finance Representative

2 Organization Address

2 Address

2 Address 2

2 City

2 State

2 County

2 Congressional District/Region

2 Zip

2 Phone

2 Phone Extension

2 Fax

2 Authorized Representative (if different from above)

2 Name

**2 Title**

**2 Email**

**2 Phone**

2 Business/Finance Contact (if required)

**2 Name**

**2 Title**

**2 Email**

**2 Phone**

Budget: 17657129

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**Application**

Orr Street Bridge and Transportation Corridor Study and Plan

**Please use the following link to view the application budget. This link will open in a new window.**

<https://portal.ecivis.com/#/peerBudget/276F2AA6-7291-4AEF-A61F-EE0FC8F9AA18>

**Budget Status**

Not Approved

## Budget Report

**Passthrough Agency:** California Department of Housing and Community Development  
**Program:** CDBG - Non-Housing - Competitive (2019)  
**Stage:** Pre-Award

**Report Date:** 12/15/2020  
**Requested By:** Craig Schlatter  
[cschlatter@cityofukiah.com](mailto:cschlatter@cityofukiah.com)

### Budget Items

| Category              | Title               | Description      | Units    | Unit Cost     | Extended Cost | Direct Cost         | Indirect Cost | GL Account | Cost Share    | Type        |
|-----------------------|---------------------|------------------|----------|---------------|---------------|---------------------|---------------|------------|---------------|-------------|
| <b>Activity</b>       |                     |                  |          |               |               |                     |               |            |               |             |
|                       | Land Surveying      | Consultant costs | 0        | \$0.00        | \$0.00        | \$53,000.00         | \$0.00        |            | \$0.00        | Direct Cost |
|                       | Layout Plan         | Consultant costs | 0        | \$0.00        | \$0.00        | \$35,000.00         | \$0.00        |            | \$0.00        | Direct Cost |
|                       | Structural Analysis | Consultant costs | 0        | \$0.00        | \$0.00        | \$25,000.00         | \$0.00        |            | \$0.00        | Direct Cost |
|                       | Bid Package         | Consultant costs | 0        | \$0.00        | \$0.00        | \$37,000.00         | \$0.00        |            | \$0.00        | Direct Cost |
| <b>Activity Total</b> |                     |                  | <b>0</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$150,000.00</b> | <b>\$0.00</b> |            | <b>\$0.00</b> |             |

### General Administration

|                                     |  |  |          |               |               |               |               |  |               |  |
|-------------------------------------|--|--|----------|---------------|---------------|---------------|---------------|--|---------------|--|
| <b>General Administration Total</b> |  |  | <b>0</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |  | <b>\$0.00</b> |  |
|-------------------------------------|--|--|----------|---------------|---------------|---------------|---------------|--|---------------|--|

### Other

| Category           | Title | Description | Units    | Unit Cost     | Extended Cost | Direct Cost   | Indirect Cost | GL Account | Cost Share    | Type |
|--------------------|-------|-------------|----------|---------------|---------------|---------------|---------------|------------|---------------|------|
| <b>Other</b>       |       |             |          |               |               |               |               |            |               |      |
| <b>Other Total</b> |       |             | <b>0</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |            | <b>\$0.00</b> |      |

|                    |  |  |          |               |               |                     |               |  |               |  |
|--------------------|--|--|----------|---------------|---------------|---------------------|---------------|--|---------------|--|
| <b>Grant Total</b> |  |  | <b>0</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$150,000.00</b> | <b>\$0.00</b> |  | <b>\$0.00</b> |  |
|--------------------|--|--|----------|---------------|---------------|---------------------|---------------|--|---------------|--|

Budget Report, Created by Craig Schlatter, [cschlatter@cityofukiah.com](mailto:cschlatter@cityofukiah.com), 12/15/2020  
Source: eCivis™ Portal  
<http://www.ecivis.com/>



# Request for Proposals

Orr Street Bridge and Transportation Corridor Study and Plan

Request Date:  
Deadline for Responses:

September 8, 2021  
October 7, 2021 5:00 P.M. (PST)



## 1.0 INTRODUCTION

The City of Ukiah has been awarded a Community Development Block Grant (CDBG) through the California Department of Housing and Community Development (HCD). The City is seeking proposals from qualified operators interested in contracting for the preparation of the Orr Street Bridge and Transportation Corridor Study and Plan. The City is pursuing such procurement of services through the CDBG "Competitive Bids Method," outlined in 2 CFR 200.320 (d).

The City of Ukiah is proposing to perform a planning study of the Orr Creek Bridge and all of Orr Street in the City of Ukiah. Orr Street begins to the south on Ford Street and heads due north over the Orr Street bridge, which crosses Orr Creek, and terminates at its northern terminus of Brush Street a total of 900 feet.

Due to damage from a fire over 10 years ago, both the Bridge and Street have been closed to vehicular traffic. There are very few pedestrian facilities along the entire length of Orr Street, posing difficulties for seniors, the disabled, and other residents of the predominantly low/moderate-income neighborhood, known as the Wagenseller Neighborhood, in accessing critical services. Originally, the Orr Street Bridge was maintained as part of the City's road system, but after the Street was closed the Bridge continued to deteriorate and now has a wood surface that is in complete disrepair posing additional hazards to residents. Adding to these safety and accessibility issues, larger emergency vehicles, delivery vehicles, and garbage trucks must back out of the street several hundred feet or pull into private driveways and navigate three-point turns to leave the neighborhood, posing a particular hazard to vulnerable populations. The City has prepared Plans and Specifications for the replacement of the Orr Street Bridge deck and railing which are available for review.

The proposed corridor study will analyze the existing conditions along the street, the corridor and the dilapidated bridge to maximize the beneficial use of the existing facilities along this corridor and incorporate the proposed improvements and existing constraints. This plan will be an incorporation of community and neighborhood input and needs, the physical and financial constraints and ultimately the vision of the neighborhood.

The planning study will include a layout plan of the corridor and an edited bid package of the City's existing bid package, Plans, Specifications and an Engineers Estimate for the improvements to the Orr Creek Bridge and approaches.

## 2.0 SCHEDULE OF EVENTS AND DELIVERY

The schedule for this procurement is as follows:

|                                                          |                                         |
|----------------------------------------------------------|-----------------------------------------|
| Distribute Request for Proposals:                        | September 8, 2021                       |
| <b>Deadline for Responses:</b>                           | <b>October 7, 2021, 5:00 P.M. (PST)</b> |
| City Evaluation of Proposals:                            | By October 22, 2021                     |
| City Council approval requested<br>for recommended firm: | November 3, 2021                        |

The City must receive proposals no later than the time and date specified above. Those proposals received after this date and time will not be considered. Proposals will only be accepted electronically. Send your proposals to the following:



Seth Strader  
Buyer II  
Finance Department  
City of Ukiah  
Email: sstrader@cityofukiah.com

### **3.0 SCOPE OF SERVICES**

The scope of services shall include tasks described below. All services shall be provided in accordance with the following Attachments: Attachment A - City of Ukiah Insurance Requirements; Attachment B - City of Ukiah Professional Services Agreement; and Attachment C - the Federally required contract provisions for Community Development Block Grant (CDBG)-Aided Consultant Contracts.

1. Land Surveying to include utility location, topographic survey, property lines and Right of Way location.
2. Consultant to organize a presentation package for meeting with City Engineering team for the ultimate goal of providing a package for the neighborhood community meeting and input.
3. Organize and facilitate a Community meeting with City Engineering team and Engineering consultants.
4. Incorporation of community input on proposed layout plan and edit existing bridge bid package to incorporate proposed layout
5. Complete study including conceptual layout plan for the entire corridor and update bid package for Orr Street Bridge rehabilitation to be presented to City Council for review and approval.

### **3.1 DELIVERABLES**

Deliverable 1- Land Survey results as depicted on a Topographic Map showing property lines and existing utilities

Deliverable 2- Agenda for Community meeting with City Engineering team and Engineering consultant

Deliverable 3- Conceptual layout plan and bridge bid package.

Deliverable 4- Completed study and Bid Package Plans, Specifications and Engineers Estimate for presentation and approval by City Council

### **4.0 REQUIRED PROPOSAL CONTENT**

Firms interested in providing the services described in the section above must submit a proposal responding to all the questions below and providing all information requested in a format that mirrors the RFP by section and order listed. Proposals shall include the following:

1. Brief description of firm, contact person, address and telephone number.
2. A list of key personnel, as assigned their respective roles, and a resume or synopsis of their



relevant experience.

3. Description of experience in complying with CDBG grants or similar grant requirements.
4. Proposed schedule of work and phased milestones for completion.
5. The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in the Professional Services Agreement which is attached hereto and incorporated by reference herein. The cost of such insurance shall be included in the consultant's proposal.
6. Identification of firm's ownership as a minority or women-owned enterprise (MBE/WBE) and identification of Section 3 hiring practices.
7. Submission of a list describing any lawsuits filed against the firm during the preceding three (3) years, and any litigation currently pending or threatened in conjunction with the types of services described in the RFP.
8. Specify a rate or dollar amount to be charged for each proposed Task, and including estimated hourly rates and time to be expended on each task. Please also list a Not to Exceed total cost of services.
9. The City's professional services agreement for CDBG contracts is attached as Attachment B. Please identify if your firm would have any issues with the provisions of the City's standard professional services agreement.
10. Federally required contract provisions for Community Development Block Grant (CDBG)-Aided Consultant Contracts are attached as Attachment C.
11. Proposals must be signed by an authorized employee in order to receive consideration.

## 5.0 PROPOSAL EVALUATION

The City of Ukiah is using the competitive proposal process, wherein the experience of each submitted proposal is evaluated as it relates to the Scope of Work. The City intends to select one firm to provide microenterprise technical assistance program services. The City will make its selection using the following criteria and rating schedule:

- |    |                                                                 |                    |
|----|-----------------------------------------------------------------|--------------------|
| 1. | Capabilities, resources, and applicable experience of the firm, | 15 Points, Maximum |
| 2. | Responsiveness- how firm addresses the Scope of Work.           | 35 Points, Maximum |
| 3. | Qualifications and experience of key individuals.               | 10 Points, Maximum |
| 4. | Schedule for completion of the work.                            | 5 Points, Maximum  |
| 5. | Budget and schedule of charges.                                 | 35 Points, Maximum |
|    |                                                                 | 100 Points, Total  |

The City reserves the right to reject any and all proposals. The City reserves the right to award a contract to the firm that presents the proposal, which in the sole judgment of the City best serves the City's interest. The City reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, and/or negotiate minor deviations with the successful firm.

## 6.0 CONTACT PERSON

Please contact Mary Horger, Financial Services Manager, if you have questions or require additional information. Questions must be submitted in writing via email. Contact information can be found below.

Seth Strader  
Buyer II  
City of Ukiah  
sstrader@cityofukiah.com

Communication between a proposing company and a member of the City staff, other than the Buyer, or between a proposing company and a non-designated City representative regarding the selection of a proposing company or award of this contract is explicitly prohibited from the time the RFP is advertised until the selection of a proposing company or award of the contract. Questions pertaining to this RFP shall be addressed to the party specified above. Failure of a proposing company, or any of its representatives, to comply with this paragraph will result in their proposal being rejected.

## 7.0 ADDENDA

If it becomes necessary to revise any part of this RFP, an addendum will be provided to all proposing companies in written or electronic (i.e., facsimile or email) form.

## 8.0 INSURANCE REQUIREMENTS

Provided as Attachment "A" are the City's complete insurance requirements. Awarded firm, prior to performing any work, 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 its performance under the Agreement, certificates of insurance covering full liability under Worker's Compensation laws of the State of California, Comprehensive General Liability and Business Auto Insurance with policy limits of not less than \$1,000,000 naming the City as an additional insured party.

#### **9.0 CITY BUSINESS LICENSE**

Awarded firm will be required to maintain a City business license for the duration of the contract. Information regarding the City business license can be found on the City website, at [www.cityofukiah.com/businesses](http://www.cityofukiah.com/businesses).

#### **10.0 PUBLIC RECORDS**

All materials submitted in response to this RFP are property of the City and will not be returned. The materials will be a public record subject to the disclosure provisions of the California Public Records Act and any other related public law or provision of such laws.

#### **11.0 FINANCIAL RESPONSIBILITY**

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions will become the property of the City and may be used by the City in any way deemed appropriate.





## INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant(s) 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 Consultant(s), his agents, representatives, or employees.

### **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. **Workers' Compensation** insurance as required by the State of California and Employer's Liability Insurance.
- D. **Errors and Omissions liability** insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

### **II. Minimum Limits of Insurance**

Consultant 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**, as applicable. 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. Workman's Compensation Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- D. Errors and Omissions liability: \$1,000,000 per occurrence. If written on a claims-made basis, insurance coverage must cover claims filed within 3 years after contract work completed.

### **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 Consultant 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 Consultant 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 Consultant'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 Consultant'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 Consultant'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.

**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**

Consultant shall furnish the City with original certificates and amendatory endorsements effecting 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 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.

**If you have questions regarding our insurance requirements contact:  
Risk Manager  
(707) 463-6287 or FAX (707) 463-6204**

AGREEMENT FOR  
PROFESSIONAL CONSULTING SERVICES  
[Design Professional]

This Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2008 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and \_\_\_\_\_, a \_\_\_\_\_ [sole proprietorship, corporation, partnership, limited partnership, limited liability company, etc] organized and in good standing under the laws of the state of \_\_\_\_\_, hereinafter referred to as "Consultant".

RECITALS

This Agreement is predicated on the following facts:

- a. City requires consulting services related to \_\_\_\_\_.
- b. Consultant represents that it has the qualifications, skills, experience and properly licensed to provide these services, and is willing to provide them according to the terms of this Agreement.
- c. City and Consultant agree upon the Scope-of-Work and Work Schedule attached hereto as Attachment "A", describing contract provisions for the project and setting forth the completion dates for the various services to be provided pursuant to this Agreement.

TERMS OF AGREEMENT

1.0 DESCRIPTION OF PROJECT

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

2.0 SCOPE OF SERVICES

2.1 As set forth in Attachment "A".

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

3.0 CONDUCT OF WORK

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

4.0 COMPENSATION FOR SERVICES

4.1 Basis for Compensation. For the performance of the professional services of this Agreement, Consultant shall be compensated on a time and expense basis not to exceed a guaranteed maximum dollar amount of \$-----. Labor charges shall be based upon hourly billing rates for the various classifications of personnel employed by Consultant to perform the Scope of Work as set forth in the attached Attachment B, which shall include all indirect costs and expenses



of every kind or nature, except direct expenses. The direct expenses and the fees to be charged for same shall be as set forth in Attachment B. Consultant shall complete the Scope of Work for the not-to-exceed guaranteed maximum, even if actual time and expenses exceed that amount.

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

## 5.0 ASSURANCES OF CONSULTANT

- 5.1 Independent Contractor. Consultant is an independent contractor and is solely responsible for its acts or omissions. Consultant (including its agents, servants, and employees) is not City's agent, employee, or representative for any purpose.

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

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

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

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

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

## 6.0 INDEMNIFICATION

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

### A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

### B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

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

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

C. Deductibles and Self-Insured Retentions

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

D. Other Insurance Provisions

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

1. General Liability and Automobile Liability Coverages

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

2. Worker's Compensation and Employers Liability Coverage

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

3. Professional Liability Coverage

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

4. All Coverages

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

E. Acceptability of Insurers

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

F. Verification of Coverage

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

G. Subcontractors

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

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

"Indemnify," as used herein includes the expenses of defending against a claim and the payment of any settlement or judgment arising out of the claim. Defense costs include all costs associated with defending the claim, including, but not limited to, the fees of attorneys, investigators, consultants, experts and expert witnesses, and litigation expenses.

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

## 7.0 CONTRACT PROVISIONS

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



**ATTACHMENT C**  
**REQUIRED CONTRACT PROVISIONS**  
**FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)-AIDED CONTRACTS**

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## 1. General Provisions

- 1.1. This project is funded wholly or in part by the State Community Development Block Grant (CDBG) Program and is subject to both Federal and State regulatory requirements. The Contractor and its sub-contractors agree to comply with all State and Federal laws and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the Contractor and any subcontractors. The Contractor further agrees to comply with all Federal laws and regulations applicable to the CDBG Program and with other Federal provisions as set forth below and as described in 24 CFR Part 570, including OMB Circular A-87 and applicable provisions of 24 CFR Part 85 for governmental entities, or OMB Circular A-122 and applicable provisions of 24 CFR Part 84 for non-profit entities.
- 1.2. These contract provisions shall apply to all work performed on the contract by the Contractor's own organization and with the assistance of workers under the Contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract.
- 1.3. Except as otherwise provided for in each section, the Contractor shall insert in each subcontract all of the stipulations contained in these Required Contract Provisions for CDBG-Aided Contractor Contracts, and further require their inclusion in any lower tier subcontract or purchase order that may in turn be made. The Required Contract Provisions for CDBG-Aided Contractor Contracts shall not be incorporated by reference in any case. The prime Contractor shall be responsible for compliance by any sub-Contractor or lower tier sub-Contractor with these Required Contract Provisions for CDBG-Aided Contractor Contracts.
- 1.4. The Contractor and its sub-Contractors shall perform the project in accordance with Federal, State and local housing and building codes as are applicable.
- 1.5. The Contractor and its sub-Contractors shall retain all books, records, accounts, documentation, and all other materials relevant to the agreement for a period of five (5) years from date of final payment under this agreement; or five (5) years from the date of termination of the City of Ukiah CDBG Grant Agreement; or five (5) years from the conclusion or resolution of any and all audits or litigation relevant to this agreement and/or to the CDBG Agreement and any amendments, whichever is later.
- 1.6. The Contractor and its sub-Contractors shall permit the State, Federal government, the Bureau of State Audits, the Department of Housing and Community Development, the City of Ukiah and/or their representatives, upon reasonable notice, the right to interview employees and unrestricted access to any or all books, records, accounts, documentation, and all other materials relevant to the agreement, for the purpose of monitoring, auditing, or otherwise examining said materials.



## 2. Conflict of Interest Provisions

- 2.1. Pursuant to 24 CFR 570.611, no member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to a CDBG-assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter.

## 3. Nondiscrimination

- 3.1. During the performance of this contract, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of the following: race, religion, color, national origin, ancestry, disability, medical condition, marital status, age (over 40) or sex. Contractors and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment. Contractors and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7258.0 et seq.), the applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full, Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- 3.2. This Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

## 4. Maintenance of Workers' Compensation Insurance

The Contractor and its sub-Contractors shall maintain at least the minimum State-required Worker's Compensation Insurance for those employees who will perform the contract activity(ies) or any part of it.

## 5. Maintenance of Unemployment, Disability, and Liability Insurance

The Contractor and its sub-Contractors shall maintain, if so required by law, unemployment insurance, disability insurance and liability insurance in an amount to be determined by the State which is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the Contractor or any sub-Contractor in performing the project or any part of it.

## 6. Equal Opportunity

### 6.1. The Civil Rights, Housing and Community Development, and Age Discrimination Acts Assurances:

During the performance of this Agreement, the Contractor assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, handicap, religion, familial status, or religious belief, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, the Age Discrimination Act of 1975, and the Fair Housing Amendment Act (42 USC 3601-20) and all implementing regulations.

## 7. Energy Efficiency

The Contractor or subcontractor shall certify if its business or company will purchase ENERGY STAR qualified products, where applicable, in implementing the services outlined in the scope of work. Examples of ENERGY STAR qualified products can include, but will not be limited to the following: CFLs, sealants and insulation, high efficiency furnaces and air conditioning units, windows, doors, etc.

## 8. Anti-Lobbying

The Contractor shall complete and certify as to **Contractor's/Sub-Contractor's Certification Concerning Anti-Lobbying** form provided below, and the Contractor shall require that the language included in the **Contractor's/Sub-Contractor's Certification Concerning Anti-Lobbying** form provided below shall be included in all subcontracts entered into in connection with this activity and that Contractor and all subContractors shall certify and disclose per the requirements of that form.

CITY OF UKIAH  
300 Seminary Ave., Ukiah, CA 95482

CONTRACTOR'S/SUB-CONTRACTOR'S CERTIFICATION  
CONCERNING ANTI-LOBBYING

The Contractor shall require that the language of this certification be included in all contracts or subcontracts entered into in connection with this grant activity(ies) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and no more than \$100,000 for such failure.

"The undersigned certifies, to the best of his or her knowledge or belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions."

(Contractor/Sub-Contractor)

By

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed/Printed Name and Title

\_\_\_\_\_  
Date

### Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                           |                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Type of Federal Action:</b><br>a. contract<br>_____ b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>2. Status of Federal Action:</b><br>a. bid/offer/application<br>_____ b. initial award<br>c. post-award                                | <b>3. Report Type:</b><br>a. initial filing<br>_____ b. material change<br><br><b>For material change only:</b><br>Year _____ quarter _____<br>Date of last report _____ |
| <b>4. Name and Address of Reporting Entity:</b><br>_____ Prime _____ Subawardee<br>Tier _____, if Known:<br><br><b>Congressional District, if known:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>5. If Reporting Entity in No. 4 is Subawardee,</b><br>Enter Name and Address of Prime:<br><br><b>Congressional District, if known:</b> |                                                                                                                                                                          |
| <b>6. Federal Department/Agency:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>7. Federal Program Name/Description:</b><br><br>CFDA Number, if applicable: _____                                                      |                                                                                                                                                                          |
| <b>8. Federal Action Number, if known:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>9. Award Amount, if known:</b><br>\$ _____                                                                                             |                                                                                                                                                                          |
| <b>10. a. Name and Address of Lobbying Registrant</b><br><i>(if individual, last name, first name, MI):</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i><br><i>(last name, first name, MI):</i>     |                                                                                                                                                                          |
| <b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b> | <b>Signature:</b> _____<br><b>Print Name:</b> _____<br><b>Title:</b> _____<br><b>Telephone No.:</b> _____ <b>Date:</b> _____              |                                                                                                                                                                          |
| <b>Federal Use Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Authorized for Local Reproduction</b><br>Standard Form - LLL (Rev. 7-97)                                                               |                                                                                                                                                                          |

#### INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any

lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503



# City of Ukiah Proposal for the Orr Street Bridge and Transportation Corridor Study and Plan

October 7, 2021

→ The Power of Commitment





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October 7, 2021

Proposal No. 11223648

City of Ukiah – Finance Department  
Attention: Seth Strader  
300 Seminary Avenue  
Ukiah, CA 95482

**RE: Orr Street Bridge and Transportation Corridor Study and Plan**

Dear Selection Committee:

Congratulations on securing the Community Development Block Grant (CDBG) to complete the Orr Street Bridge and Transportation Corridor Study and Plan (Orr Street Corridor Study). We understand that reconnecting this north-south local access has been needed within Ukiah since the fire occurred at the bridge so many years ago. Our main goal is to provide the City with a community driven plan and project design for the corridor and structure that incorporates input on cross section, addresses neighborhood impacts and concerns, positions the City for funding opportunities closes gaps in public service routes, and provides a safe and accessible corridor for all modes of travel to and across Orrs Creek.

A key component to any local roadway and/or bridge project is to understand and define the existing and future desired community role of the corridor. Defining this context – how the corridor will be used in the daily lives of citizens, how it will fit into the overall network, and how it can help support the local economy – will help us deliver a context sensitive solution. GHD, having worked in the City for more than 20 years, understands the City's character, history and its vision for the future. This in-depth knowledge affords us a unique perspective to deliver this project based on a primary driver to create lasting community benefit.

We recognize that the technical elements of this project must be analyzed and presented through the prism of economic reality, environmental sensitivity, and vetted via a comprehensive community outreach program. The GHD team is comprised of engineers who have been working closely on similar projects for many years and are experienced in complete project delivery. Our approach is to provide the City with an implementable corridor plan that leverages the work the City has completed, addresses community concerns, meets City goals and positions the City for the funding to complete the environmental and design of the project. Apart from site and right of way surveying, the majority of efforts required for this project will be performed by GHD in-house Transportation Engineers and Planners. This means the products and deliverables to the City will result in a **more cohesive planning effort; enhanced project cost/budget control and overall schedule efficiencies.**

This dynamic project team has the experience and abilities required to successfully complete this project, along with the desire to work closely with each project stakeholder to create a meaningful transportation plan that is **accepted by the community.**

We have committed key staff to you for this project; Matt Kennedy will serve you as the Principle-in-Charge and will oversee the overall project quality and performance. The project management responsibilities will be handled by Daniel Kehrer, a specialist when it comes to alternatives analysis. Dan and our team look forward to sharing our ideas and approach in greater detail with you if selected.

Craig Chatelain will serve as the Lead Structural Engineer and brings over 40 years of experience delivering bridge projects both as a consultant and as a Caltrans bridge engineer. Craig's bridge design experience and first-hand knowledge of the Caltrans Highway Bridge Program (HBP) are critical to our approach to this project and to positioning the City for funding to replace the bridge rather than rehabilitate the existing structurally deficient bridge.

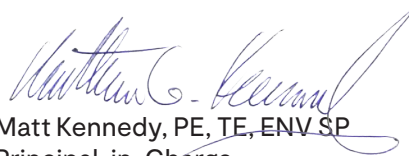


Upon review of the Project's CDBG Grant and the RFP requirements, we feel it is necessary to clarify a few project scope/procedural hurdles we see to completing the full RFP scope item (in-particular the PS&E plans for adoption by City Council). In order to "reactivate" this bridge, Caltrans will need to re-survey its conditions; structural soundness, seismic, scour/hydraulics, etc. GHD plans to assist the City to get this survey underway, and engage Caltrans in the process. In addition, there will need to be an environmental document prepared and approved by City Council prior to "final design", right of way acquisitions (if needed) and/or utility relocations. We are aware that the RFP requests update and completion of designs prepared by other consultants for the rehabilitation of the existing Orr Creek Bridge. In order, to achieve this, GHD has tailored our efforts to provide the City a preliminary (~35%) set of drawings and an Advanced Planning study for the structure (we anticipate this meeting the CDBG requirements). We have budgeted time to work with the City and Granting Authority to confirm these items will meet the grant conditions. Additional geotechnical analysis, hydraulic analysis, design efforts, and possible floodplain analysis will be required during the final design. GHD is committed to making this project a success and believe the City has made the right choice to begin this project with a community-driven study to clearly define the vision and goals in order to streamline the subsequent design and procedural efforts. If in the end of this study, the City wants to move forward and retrofit the existing bridge superstructure as described in the RFP, then GHD is certainly willing to update the specifications and estimate to ready the PS&E as previously developed by others for advertisement.

GHD is committed to the success of the Project, and to our continued relationship as trusted advisors to the City of Ukiah. On behalf of our team, thank you for the consideration during your review of the following proposal. We are confident in our team, our approach, and the fee set forth herein, and are available should any questions or comments arise.



Daniel Kehrer, PE  
Project Manager  
+1 +1 916 918 0614  
daniel.kehrer@ghd.com



Matt Kennedy, PE, TE, ENV SP  
Principal-in-Charge  
+1 707 540 3376  
matt.kennedy@ghd.com

# A. Executive Summary



# The Power of Commitment



**GHD recognises and understands the world is constantly changing. We are committed to solving the world's biggest challenges in the areas of water, energy and urbanisation.**

We are a global professional services company that leads through engineering, construction and architectural expertise. Our forward-looking, innovative approaches connect and sustain communities around the world. Delivering extraordinary social and economic outcomes, we are focused on building lasting relationships with our partners and clients.

Established in 1928, we remain wholly owned by our people. We are 10,000+ diverse and skilled individuals connected by over 200 offices, across five continents – Asia, Australia, Europe, North and South America, and the Pacific region.

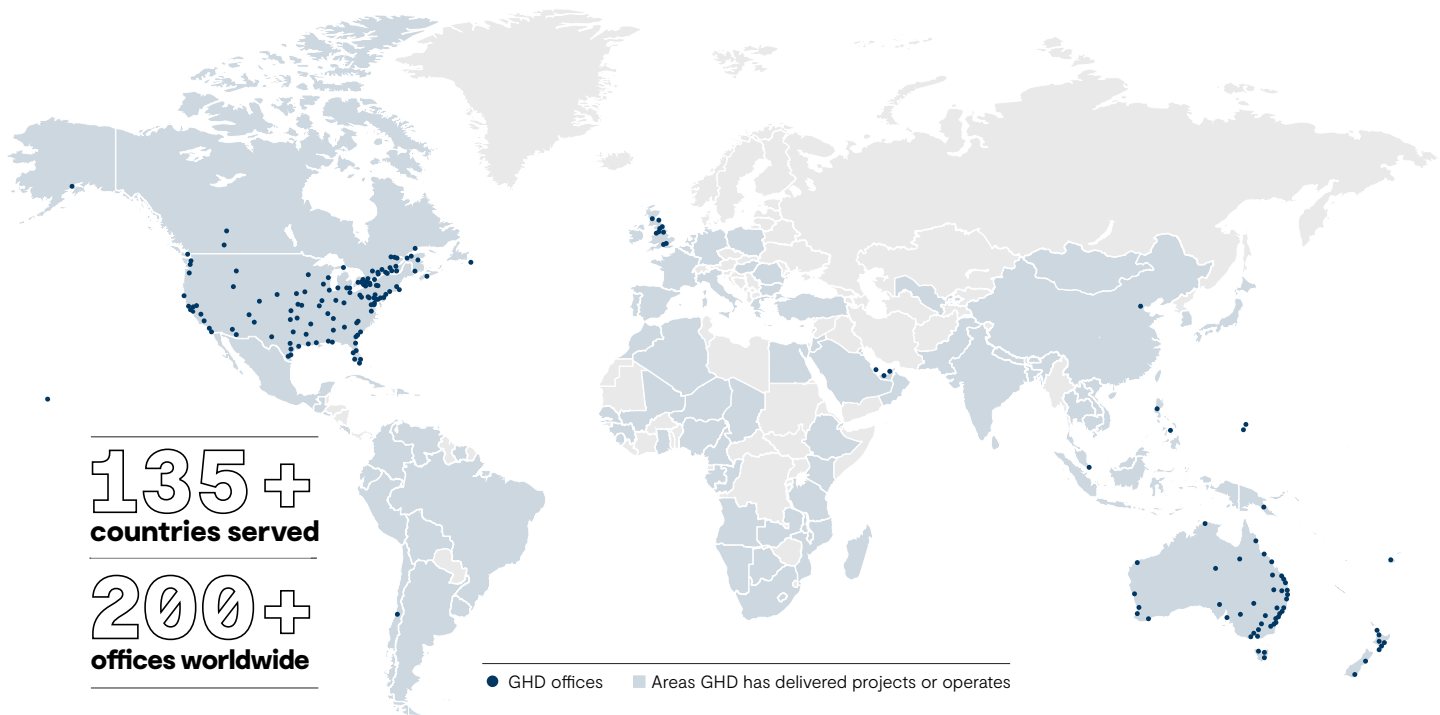
**Find out more about us at [ghd.com](https://ghd.com)**

**90+ years in operation**  
**135+ countries served**  
**200+ offices worldwide**  
**2.1<sup>(B)</sup> CAD revenue 2020**  
**5 global markets**  
**10<sup>(K)</sup> people**  
**50+ service lines**



**Providing engineering, environmental, advisory, architecture, digital and construction services**

**→ The Power of Commitment**



## Our Expertise

- Advisory
- Agriculture
- Air & Noise
- Aquatic Sciences
- Architecture
- Asset & Facilities Management
- Automation
- Aviation
- Bridges
- Building Sciences / Physics
- Chemicals
- Climate Change
- Communication Systems
- Construction Contracting
- Contamination Assessment & Remediation
- Dams
- Data Management Services
- Decommissioning, Closure & Rehabilitation
- Digital
- Digital Design
- Electrical Engineering (Buildings)
- Electrical Engineering (Industrial)
- Emergency Response
- Engagement, Communication & Communities
- EPCM
- Fire & Life Safety
- Food Processing
- Forensic Engineering
- Forestry Management
- Geology
- Geotechnical
- HSE Systems & Industrial Hygiene
- HVAC
- Hydraulics (Buildings)
- Hydrogeology
- Impact Assessment & Permitting
- Industrial Water & Waste Management
- Information Services
- Integrated Water Management
- Intelligent Transport Systems
- Interior Design
- Irrigation
- Landscape Architecture
- Light Rail
- Maritime & Coastal Engineering
- Materials Handling
- Materials Technology
- Minerals Processing
- Mining Engineering
- Mining Geosciences
- Natural Resources
- Oil & Gas
- Pavement Engineering
- Planning
- Plant Engineering
- Policy & Economics
- Power Delivery
- Power Generation
- Project Management
- Railways
- Renewable Energy
- Resource Evaluation
- Risk
- Road Network Management
- Road Systems
- Security
- Spatial Sciences
- Structures
- Tailings (Mines & Residue)
- Transportation Planning & Traffic Engineering
- Tunnels
- Urban Planning & Land Development
- Waste Management
- Wastewater & Stormwater Collection Systems
- Wastewater Treatment & Recycling
- Water & Wastewater Strategy & Planning
- Water Efficiency
- Water Transmission & Distribution
- Water Treatment & Desalination

# Executive Summary

GHD provides transportation planning and engineering, environmental, advisory, digital, and construction services to private and public sector clients throughout California and across the globe. Operating globally and delivering services locally, we are able to offer clients the ability to develop a working relationship with our local staff while having access to our global experience base. Put simply, we work where our clients work. Our business model is to work internationally and deliver locally.

## Firm Information

Established in 1928, GHD is a wholly-owned by our people and operating across five continents. We are one of the world’s leading professional services companies operating in the global markets of Water, Energy & Resources, Environment, Property & Buildings, and Transportation.

Our people offer decades of knowledge, as well as a deep understanding of the challenges facing businesses and communities today. We deliver projects with high standards of safety, quality, and ethics across the entire asset value chain. Driven by a client service-led culture, we connect the knowledge, skill, and experience of our people with innovative practices, technical capabilities, and robust systems to create lasting community benefits.

## Transportation Services

GHD has an excellent performance record with municipal and government agencies throughout California. We are proud of our decades of service to the City of Ukiah delivering award-winning projects, and look forward to repeating that success for you on the Orr Street Bridge and Transportation Corridor Study. Many of GHD’s past and current projects for the City of Ukiah include the following transportation services:

- Traffic Planning and Engineering
- Bridge Rehabilitation / Replacement
- Motorized and Non-Motorized Transportation Planning/Design
- Complete Streets/Streetscape Design
- Civil Engineering
- Landscape Architecture/Wayfinding
- Roundabout Planning/Design
- Construction Management
- Land/Construction Surveying
- Public Outreach & Interagency Coordination

## Committed to You

- GHD is dedicated to understanding and helping the City of Ukiah achieve its goals. We are committed to sustain-able development, safety, and innovation. We care for the well-being of our people, assist communities in need, and conduct business in an ethical and environmentally responsible manner. We can also offer our clients the confidence and peace of mind that comes from the fact that GHD is ranked 28th in the top 500 design firms by Engineering News-Record in 2021.

### About GHD

**Address**  
943 Reserve Drive, Roseville, CA 95678

**Contact**  
Daniel Kehrer, PE, 1 530 219 1090,  
daniel.kehrer@ghd.com

**Year Established**  
(1949 in California)

**Organization Type**  
California Corporation

# Organizational Chart

## GHD Team Structure and Members

GHD is fully staffed and capable of providing the right services to the City of Ukiah in a timely fashion, having learned the importance of flexibility and responsiveness in the project we undertake. Based on our understanding of your diverse project needs, we propose a team structure that spans the anticipated services needed. The organizational chart below details our proposed staff, including disciplinary-based roles tailored to your project. Additional staff may be called on if needed/desired.

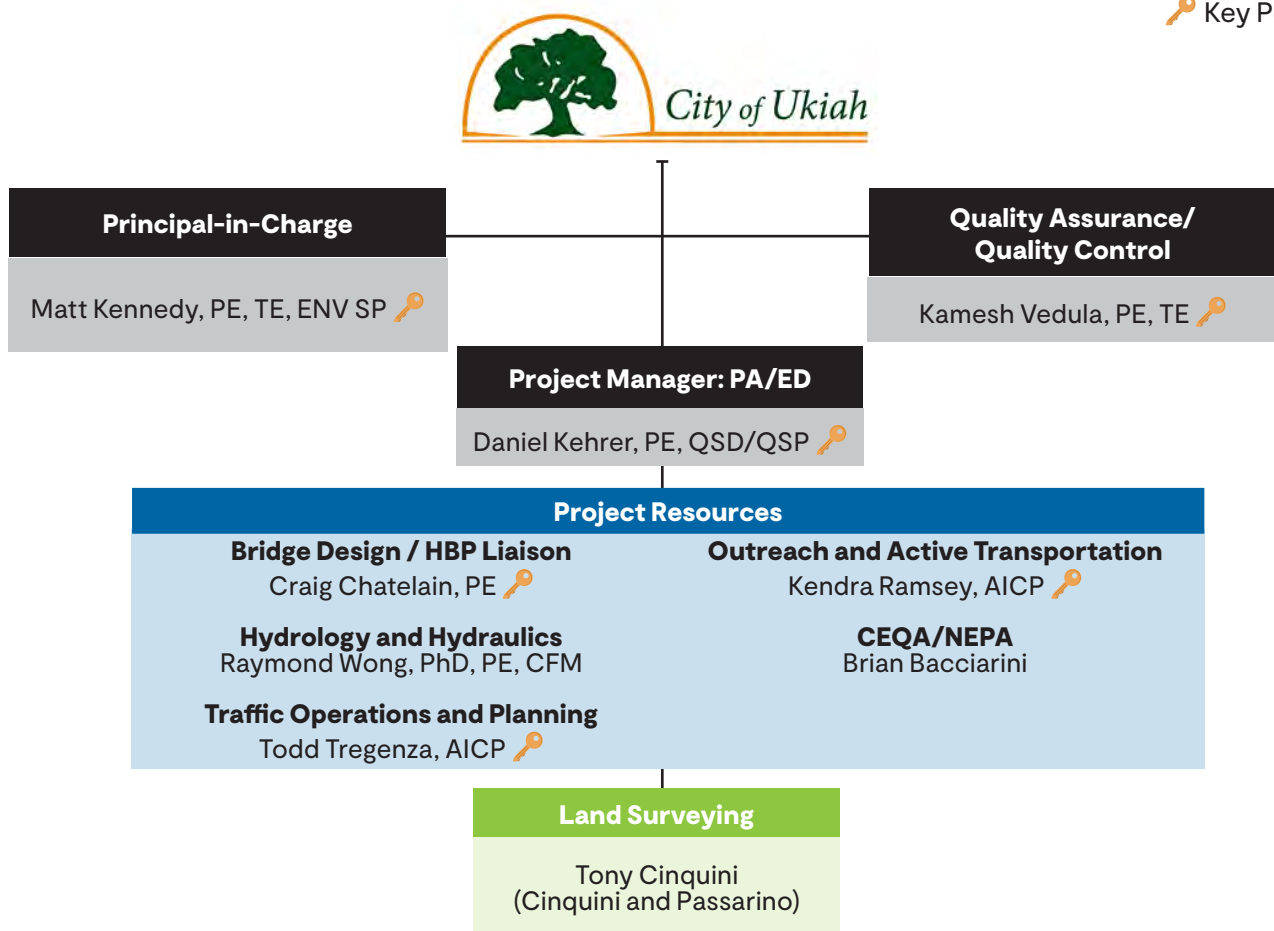
## Resumes

On the following pages, we have highlighted the qualifications of our key personnel. We have also provided full, detailed resumes in Appendix A for all staff on our organizational chart.

**116+ Years+**

Our Key personnel's combined years of experience

 Key Personnel



## CERTIFICATIONS & REGISTRATIONS LEGEND

**AICP:** American Institute of Certified Planners  
**CFM:** Certificate in Environmental Management  
**PE:** Professional Engineer  
**PLS:** Professional Land Surveyor

**PhD:** Doctor of Philosophy  
**QSD:** Qualified SWPPP Developer  
**QSP:** Qualified SWPPP Practitioner  
**TE:** Traffic Engineer

## Unique Qualifications of Key Team Members

We provided high-level summary of our key team members' qualifications and suitability for key roles on this project. Additional details of specific skills and experience are provided in Appendix A: Key Personnel Resumes.

### Key Personnel Qualifications



#### **Daniel Kehrer, PE, QSD/QSP | Project Manager**

**Responsibilities:** Daniel will be the Project Manager coordinating information from the various disciplines and working day to day with the City to develop the vision and design components for the Orr Street Bridge and Corridor.

Daniel Kehrer is a project manager who has assisted on numerous civil engineering roadway and site development projects, reports, peer reviews, and studies. He works collaboratively with our staff in providing civil engineering design and traffic engineering support, including assembling computer drawing plans/exhibits using AutoCAD software, quantity calculations, and cost estimations. Daniel is well-versed in roadway software design programs, preparing project reports, PS&E, right of way certification, utility coordination, and construction plan review. He is very familiar with design codes such as the Caltrans HDM, ADA/PROWAG, AASHTO Roadside Design Guide, and the CA MUTCD.

BS, Civil Engineering,  
California State  
University,  
Sacramento, CA, 2012

Civil Engineer:  
CA #82663

#### **Relevant Project Experience**

- Orchard Avenue Extension Feasibility Study | County of Mendocino | Mendocino County, CA
- State Route 49 PSR-PDS | County of Calaveras | San Andreas, CA
- Jepson Parkway Phase 2 Widening | City of Vacaville | Vacaville, CA
- La Quinta Village Complete Street, a Road Diet Project | City of La Quinta | La Quinta, CA



#### **Matt Kennedy, PE, TE, ENV SP | Project Director**

**Responsibilities:** Matt will be the Project Director (Principal in Charge) who will oversee all project deliverables as well as utilizing his local knowledge and experience to ensure a timely and quality product.

Mr. Kennedy is a licensed Civil and Traffic Engineer with 18 years of experience in traffic/transportation, utility systems and sustainable civil engineering. He is adept in the design and management of a broad range of civil infrastructure projects, including roadways, storm drainage and Low Impact Development (LID), traffic signals, pedestrian and bicycle facilities, striping and signing, retaining walls, water and wastewater conveyance systems, civil site design, and traffic control. His experience also includes a broad range of planning, modeling and analysis capabilities including utility master planning, hydrologic and hydraulic modeling, water and wastewater process design, traffic and parking studies, circulation studies, and analysis and timing of signals. He is also experienced in land surveying and construction management.

MS, Environmental  
Engineering,  
University of  
Massachusetts,  
Amherst, MA, 2003

BS, Environmental  
Resources  
Engineering,  
Humboldt State  
University, Arcata,  
CA, 2001

Civil Engineer  
CA # 68304

Traffic Engineer  
CA#2385

Caltrans Resident  
Engineer Certification

#### **Relevant Project Experience**

- Transportation Improvements for Redwood Business Park | Ukiah, CA
- Talmage Road Interchange | Ukiah, CA
- Downtown Streetscape and Utility Improvements | Ukiah, CA
- Perkins Street and Orchard Avenue Intersection Improvements | Ukiah, CA



## Key Personnel Qualifications



### Kamesh Vedula, PE, TE | Quality Assurance / Quality Control

**Responsibilities:** Kamesh will be the QA/QC officer on the project providing his knowledge and experience in delivering a multitude of corridor studies throughout the State and actively working on the City of Ukiah's circulation element. Ensuring that the proposed project is consistent with current City planning efforts.

Kamesh has over 16 years in the disciplines of transportation engineering, planning, and modeling. His present roles include Principal-in-Charge, Business Development, Project Manager, and Transportation Operations Leader, depending on project needs. He oversees the workload balance of the transportation planning/engineering group and coordinates with other groups/regions to level staff resources. He is a specialist of Intersection Control Evaluation (ICE) and has completed several ICE projects within a majority of Caltrans Districts and conducted ICE analysis training classes in Caltrans District 11 and Headquarters. His experience includes PSR-PDS, PA/ED, ICE studies, roundabout planning/design, advanced roundabout operations analysis/design, complete streets studies, corridor studies, traffic impact studies, and traffic safety studies.

BS, Civil Engineering,  
Nagarjuna University,  
Bapatla, India, 2000

MS, Transportation,  
Kansas State  
University, Manhattan,  
KS, 2004

Civil Engineer:  
CA #79926

Traffic Engineer:  
CA#2546

### Relevant Project Experience

- North State Street Complete Streets Corridor Study | Mendocino County | Ukiah, CA
- City of Ukiah Citywide Speed Zone Engineering and Traffic Surveys 2017 | City of Ukiah | Ukiah, CA
- City of Ukiah Citywide Traffic Circulation Study, Circulation Element Update, and Capital Improvement | City of Ukiah | Ukiah, CA
- Healdsburg Avenue Bridge over Russian River Citywide TDM | City of Healdsburg | Healdsburg, CA



### Todd Tregenza, AICP | Traffic Operations and Planning

**Responsibilities:** Todd will be the lead traffic operations and planning engineer who will provide advice, experience, and public outreach assistance on the Project's traffic impacts and aid the team in providing alternatives and analysis for the multi-modal needs within the corridor.

Todd Tregenza has 13 years of professional experience in various areas of transportation consulting with an emphasis on transportation planning projects. He has assisted dozens of agencies on short and long-range planning efforts, including the development of travel demand models, general plan circulation elements, specific plans and master plans, corridor studies, capital improvement programs, nexus and fee studies, transportation operational analysis, and impact analyses. His experience spans public and private sector work for a broad range of projects that require circulation, safety, and operational analysis from a transportation perspective. Todd also has extensive experience as an on-call transportation planner for local agencies, assisting in the preparation of transportation studies and grant applications, performing peer reviews of impact studies, and developing CEQA impact analyses for development projects of all sizes.

BS, Community  
and Regional  
Development,  
University of  
California, Davis, CA,  
2007

AICP Certified  
Planner #29678

### Relevant Project Experience

- Ukiah Traffic Analysis for Schools and Surrounding Area | City of Ukiah | Ukiah, CA
- City of San Luis Obispo On-Call Transportation Planning Services 2017-2018 | City of San Luis Obispo | San Luis Obispo, CA
- Carillion Boulevard Complete Streets Corridor | Raney Planning & Management | Galt, CA



# **B. Key Personnel Experience and Qualifications**

## Key Personnel Qualifications



### **Craig Chatelain, PE | Bridge Design / HBP Liaison**

**Responsibilities:** Craig will be the lead Structural Engineer who will provide the technical experience and familiarity of funding programs to aid the Project and the City in closing this important mobility gap for the City over Orrs Creek with a viable, constructable, and grant/program fundable design(s).

Craig Chatelain is a senior bridge engineering leader with 40+ years of experience in design, construction, and oversight of complex highway, bridge, rail, and underground structures projects. As a consultant project manager, he has led design construction support services for the replacement of the Richmond San Rafael Toll Bridge West Trestle Spans, served as Project Manager/Structures Lead for the preliminary engineering through final design of the Yerba Buena Island Ramps project, and led multiple D59 Structures On-Call task orders and local agency bridge replacements.

BS, Civil Engineering,  
University of  
California, Davis, CA,  
1979

Civil Engineer:  
CA #34440

### **Relevant Project Experience**

- Jacalitos Creek Bridge Replacement | Fresno County Public Works | Fresno, CA
- Caltrans HQ | California Department of Transportation | Lytle Creek Bridge Overcrossing Interchange Structure | California
- Faith Home Road Bridge over the Tuolumne River | Stanislaus County Public Works | Modesto, CA
- Cosumnes River Boulevard Extension | City of Sacramento Public Works | Sacramento, CA



### **Kendra Ramsey, AICP | Outreach and Active Transportation**

**Responsibilities:** Kendra is a multi-modal transportation expert who will be a key advisor in the projects typical section development and will spearhead the public outreach campaign to provide clear and understandable options to the City's residents.

Kendra Ramsey has 13 years of experience in active transportation and sustainable land use planning, policy, program design, and implementation. She has cross-sector expertise in community engagement, public health, and equitable development. Kendra's experience includes state and local government as well as the non-profit sector. She has managed the development of numerous Active Transportation Plans (ATP) for municipal and county clients, developed and implemented Safe Routes to School (SRTS) plans and programs, consulted on effective active transportation accommodation within large roadway projects, and written successful regional and state grant applications for local agencies.

MS, Community  
Development,  
University of  
California, Davis, CA,  
2009

BA, Sociology,  
University of  
California, Santa  
Cruz, CA, 2005

AICP Certified  
Planner #32395

- Ukiah Traffic Analysis for Schools and Surrounding Area | City of Ukiah | Ukiah, CA
- Imola Avenue Corridor Complete Streets Study | Napa County Transportation Authority | Napa, CA
- Glenn County Active Transportation Plan | Glenn County Transportation Commission | Willows, CA
- Merced Active Transportation and Safe Routes to School Plan | City of Merced | Merced, CA

# C. Project Experience

GHD has been working with the City of Ukiah for over 20 years. More importantly, GHD has completed numerous projects in the Ukiah Valley area giving us intimate knowledge that will be beneficial to the Orr Street Bridge and Transportation Corridor Study and Plan.

Additionally, GHD has extensive experience with Community Development Block Grants (CDBG) and similar grant programs. We have the knowledge and the resources that understands the compliance framework and monitoring process to help develop and maintain detailed compliance and monitoring policies and procedures. In this section, we highlight our project experience that is relevant to both the City's project goals and the CDBG process.



## Ukiah Rail with Trail Project Phases 1, 2, and 3 (The Great Redwood Trail) | Ukiah, CA.

**Client Name:** City of Ukiah

**Reference:** Tim Eriksen, Public Works Director | +1 707-463 6280 | teriksen@cityofukiah.com

**Completion Date:** February 2019 – February 2020 (Design) | March 2020–June 2021 Construction)

**Project Value:** \$830,000 Design Fee (Streetscape and Road Diet)

In development for more than two decades, the Ukiah Rail-with-Trail project represents the first step in building a multi-use transportation network spanning hundreds of miles to connect the coastal communities of Northern California, extending from Sonoma County, north through Ukiah and up into Humboldt County.

The City first identified this three-phased project in their 1999 Bicycle Master Plan, intending to improve climate-minded mobility and accessibility while allowing for future rail service, chiefly through maintaining standard clearances from the North Coast Railroad Authority's (NCRA) existing line.

Ultimately, the trail has made a significantly positive contribution to public safety, economic sustainability, and environmental health. As the trail continues to grow with future phases it will further connect the Ukiah Valley, strengthening community values of sustainability and regional identity.

GHD provided a full suite of environmental, engineering, and permitting services, as well as stormwater pollution prevention plan (SWPPP) preparation, to design a Class 1, ADA-accessible, non-motorized trail along the rail corridor. We subsequently led construction management for Phase 1, and construction support for phases 2 and 3. As Engineer of Record for all three phases of this project, we acted as the driving force behind facilitating all stakeholder collaboration toward developing the final design, striving to serve as steward for the City's objectives and intentions throughout.

Phase 1, which opened in 2015, covered Mason Street to East Gobbi Street. Phase 2 encompassed Gobbi Street to Commerce Drive, and Phase 3 from Clara Avenue to Brush Street.

Knowing this two-mile stretch of trail would be a highly visible, public focal point in the Ukiah community, GHD incorporated a number of unique features into the design to champion the region's history and advocate for the community's future.

One such design element involved refurbishing flatbed rail cars as bridges—alluding to the local roots in the logging industry while advocating for sustainable design—an idea which directly resulted from a design charrette, during which someone blurted out, "Let's use a flatbed rail car for the bridge; you know the trail is along the railroad." (This conveniently happens to be a common use for flatbed rail cars on logging roads as well, cost-effective to maintain and modify.) Attendees all voiced their support of the idea, and the design was used on Phase 2 and Phase 3 creek crossings.

We also designed multiple rain gardens on both ends of the bridge spanning Orrs Creek to creatively manage stormwater from Mason Street and an adjacent parking lot belonging to the Ford Street Project Housing Development to the west. On the north end of the bridge, the rain gardens comprise a series of interconnected ponds, graded to overflow into one





another once they reach capacity, then into the public storm system, and finally into Orrs Creek. In fact, we graded this whole portion of the trail to ultimately direct the flow of stormwater towards the rain gardens, improving water quality through hydromodification.

With further assistance from Alta, as well as guidance from both the City and the California Native Plant Society (CNPS), GHD developed the plant palette for the trail. Alta then worked with the Mendocino College Horticulture Department for native plant propagation.

During Phase 2 specifically, the creek crossing presented potential for

environmental impacts, which meant costly permitting and potential remediation consequences. In turn, we positioned the bridge's foundation beyond the top of bank where it would not disturb the side slopes of the creek, avoiding environmental permitting altogether.

A challenge related to the hydrology and hydraulic modeling of Orrs Creek—used to verify the 100-year flood plain elevation and potential scour along the banks of the creek—arose at the bridge crossing during Phase 3. Modeling revealed significant scour potential along the foundation at the south bank, which could threaten the stability of the bridge footing and complicate permitting related to the Lake and Streambed Alteration (LSA) Agreement through the California Department of Fish & Wildlife and the State Water Board. Rather than design a slope armoring system, we specified a longer-span bridge with a deeper foundation, which also protected native slopes, soils, and plantings from disturbance, as well as the indigenous Foothill Yellow-Legged Frog. Unfortunately, minor grading to the top of bank occurred, above the Ordinary High Water (OHW) Mark, requiring an LSA regardless—though, with the project above the OHW, it was much easier to obtain.

The project truly represented the power of community engagement: Walk & Bike Mendocino and CNPS coordinated volunteers to do the planting and build a rainwater collection tank for irrigation purposes, while the California Conservation Corps assisted with aspects of construction by planting trees along the trail. We also partnered with Rau & Associates to provide right-of-way mapping, topographic surveying, base mapping, and support in obtaining the encroachment permit from NCRA. We rounded out our design with fencing, pocket parks, and educational signage, reducing greenhouse gas emissions and encouraging sustainable living through providing safe, non-motorized travel options linking homes and businesses.

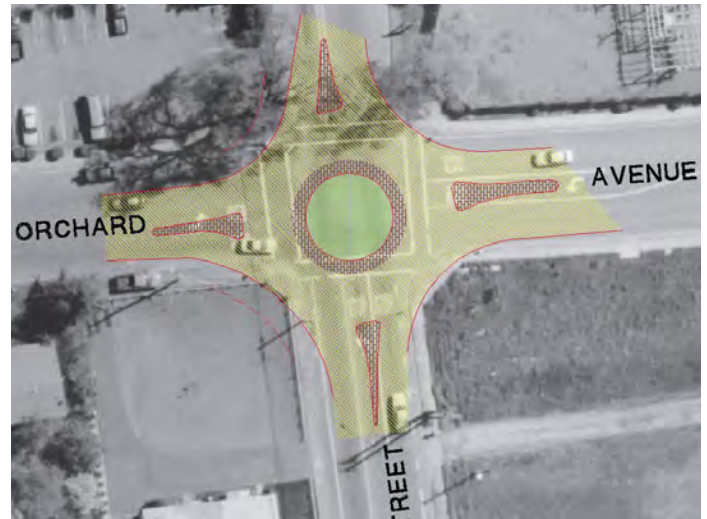
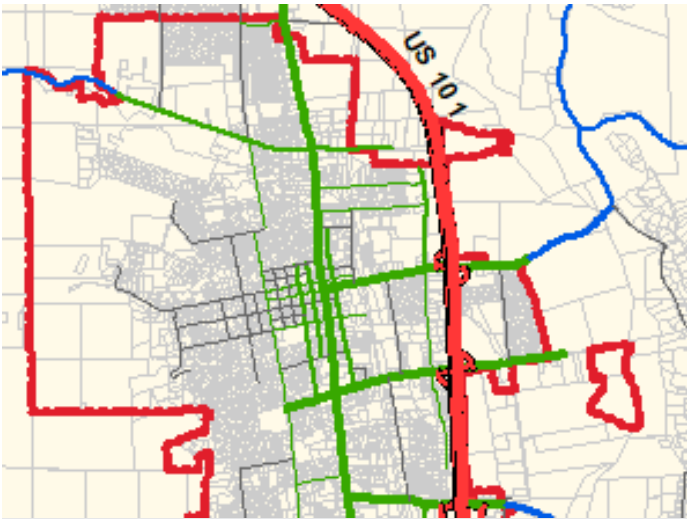
As Kevin Fixler reported in the Sonoma Index-Tribune on February 9, 2020:

"An ambitious plan to build the nation's longest trail on a former rail line took a leap forward in Mendocino County on Friday with the opening of a new mile of paved path in city limits. It was a small sign, heralded by a sizable crowd of cyclist and trail enthusiasts, of a route envisioned to one day stretch 320 miles from Humboldt Bay to San Francisco Bay.

'Today's event represents the future for the North Coast. This officially represents the pivot point', said state Sen. Mike McGuire, D-Healdsburg, who authored the 2018 bill to create the walking path. 'This trail is just as much a recreational project as it is an economic development project. This is going to open up opportunity for their local economies in the years and decades to come.'"

Today, the public bicycles, runs, and walks the trail, using it for recreation as much as to get to local businesses and restaurants. The City of Ukiah has a valuable resource that further bonds the community together, and Northern California has an important example for future portions of this important trail. The Ukiah Rail-with-Trail project sets the tone for all the coastal planning work to come.

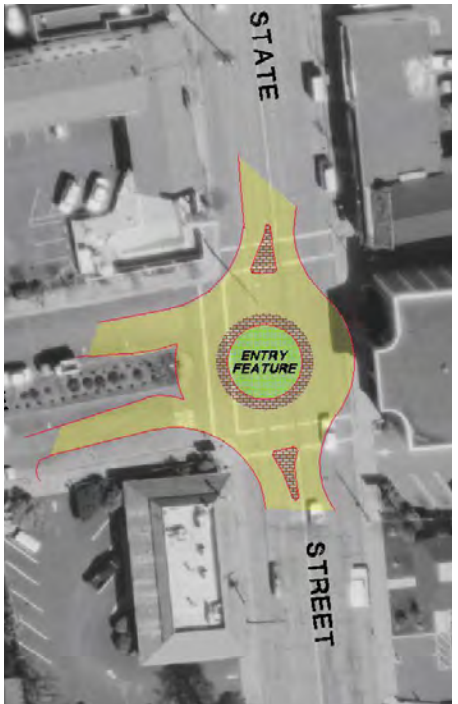
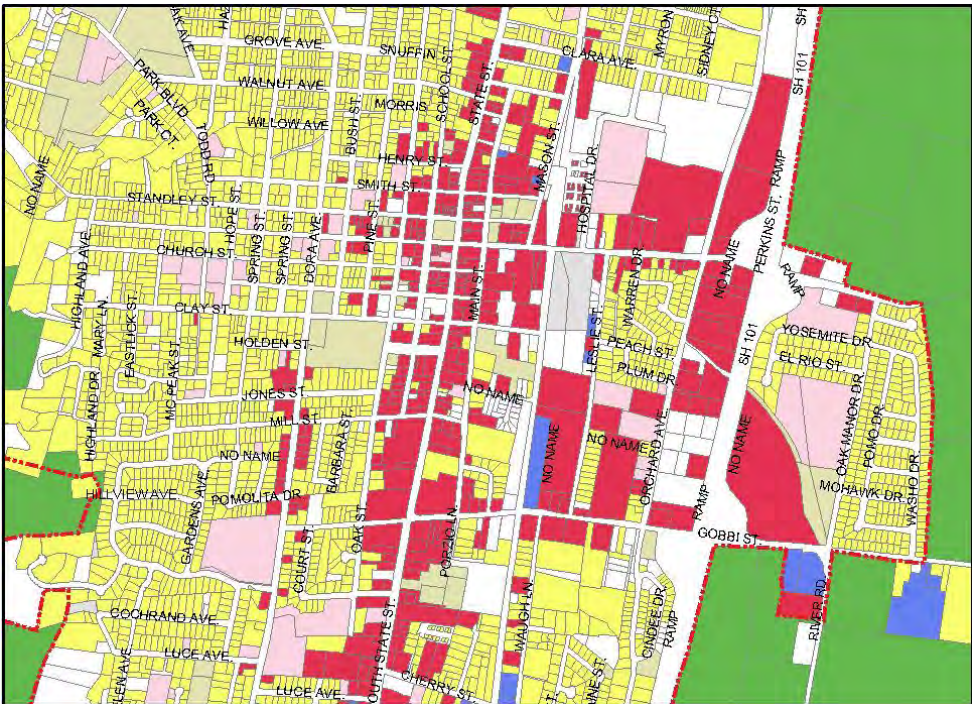




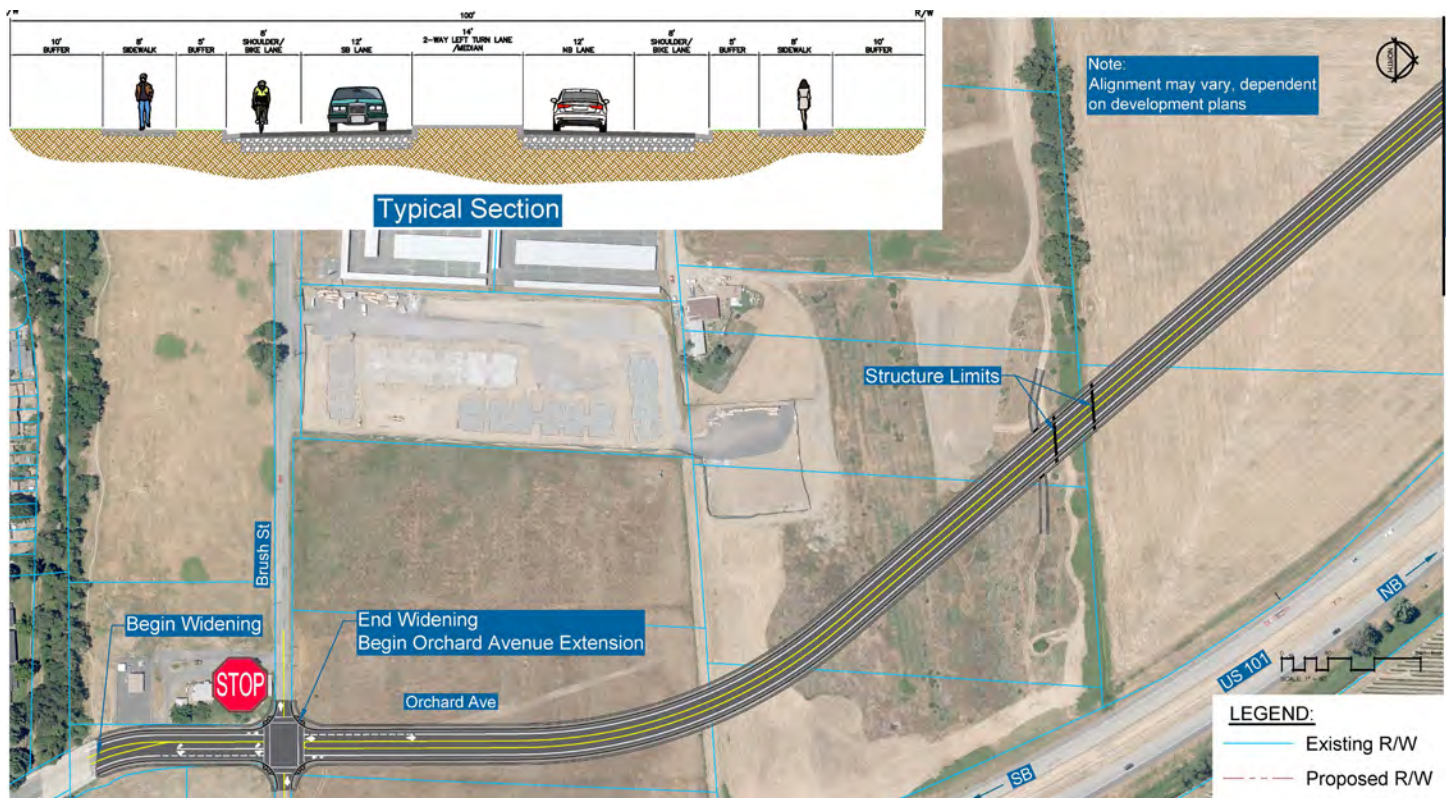
# Ukiah Citywide Traffic Circulation Study, Circulation Element Update and CIP

**Client Name:** City of Ukiah  
**Reference:** Tim Ericksen, Public Works Director | +1 (707) 463-6280  
**Completion Date:** 2005  
**Project Value:** \$114,739

The City of Ukiah Citywide Traffic Circulation Study, Circulation Element Update, and Capital Improvement was a comprehensive study of both existing and future (Year 2030) transportation conditions and multi-model needs under the City’s existing General Plan. GHD created an Ukiah Valley Area Plan (UVAP) 300 TAZ travel demand model using TransCAD software to accurately forecast both daily and peak hour travel demands. A \$31 million Capital Improvement Program was prepared for use in a revised Traffic Impact Fee Program. Based upon the conclusion reached in the circulation study, strategic transportation goals and policies were established as the basis for a future Circulation Element update. Throughout this project GHD attended Technical Advisory Committee meetings, along with Planning Commission and City Council presentations.







## Orchard Avenue Extension Feasibility Study - Ukiah, CA

**Client Name:** Mendocino County Department of Transportation

**Reference:** Howard Dashiell, Director of Mendocino County Department of Transportation

+1 707 463 6280 | dashiellh@co.mendocino.ca.us

**Completion Date:** May 2018 – February 2020

**Project Value:** \$149,760 (estimated)

After securing a Community Based Transportation Planning Grant, Mendocino County hired GHD to prepare a feasibility study to assess the cost of improvements for an alternate route along Orchard Avenue to improve traffic operations, multimodal connectivity, and safety. An additional north-south thoroughfare is greatly needed within the Ukiah Valley Area for improved circulation for commuters, visitors, and regional transit, as well as providing an alternate emergency access (in case of closure of US 101 and/or State Street).

The Orchard Avenue Extension would reduce congestion and provide relief through Mendocino County and satisfies those transportation needs. Extending the road north from Brush Street along the preferred alignment will provide another route through the County and serve to improve congestion along North State Street and US 101, as well as adding another route for trucks that do not have height limitations that exist on US 101. To date, three public meetings have been held on the planned extension to provide a forum to ask for community input. They were held at the Mendocino County building on September 26, 2018, March 27, 2019, and recently on November 13, 2019 with a formal presentation. The Feasibility Study has been accepted by the Board of Supervisors in February 2020.



## Redwood Business Park Transportation Improvements, Ukiah, CA.

**Client Name:** City of Ukiah

**Reference:** Tim Eriksen, Public Works Director +1 707-463 6280 | teriksen@cityofukiah.com

**Completion Date:** May 2018 – February 2020

**Project Value:** Construction Cost: \$5,144,628

GHD was competitively selected for the planning and design of this award-winning transportation improvement project in the City of Ukiah. The project involves the design of roadway improvements in the Redwood Business Park commercial business and retail area of the City, and is related to planned development of the business park and the environmental requirement to improve the roadways and intersections that serve the area before allowing further large commercial development. The purpose of the project is to repair a large section of failed asphalt concrete pavement, widen roadways to accommodate increases in traffic, and improve pedestrian accessibility and shared bicycle facilities. A major element of the project is the design of the new pavement for Airport Park Boulevard and Talmage Road. The project reconstructed approximately 2,300 feet of failed pavement, as well as 1,500 feet of pavement overlay to accommodate planned heavy truck traffic. A key challenge was to accommodate existing shallow utilities while still achieving the design traffic loading. GHD worked closely with subgrade and pavement fabric manufacturers to design a pavement section of reduced thickness compared with a traditional design that improved subgrade bearing capacity while also increasing the design life of the pavement. To improve pavement tensile strength and longevity the project uses a high strength aramid (Kevlar®) fiber reinforcement in the hot mix asphalt mix design. Other elements of the project include new ADA compliant sidewalks and pedestrian ramps, modified and new traffic signals with video detection, the addition of turn lanes and changes in roadway geometry to efficiently handle higher volumes of traffic and larger vehicles, and pedestrian and bicycle improvements consistent with the City's Bicycle and Pedestrian Plan. To improve storm water quality and volume capture the project constructed an innovative system utilizing Tire Derived Aggregate (TDA) as the permeable material in subgrade bioretention cells located behind existing curb and gutter along the roadway corridor. The use of TDA in this project also diverted approximately 35,000 used tires from California landfills. The approach to the bioretention system design maintained and protected nearly all existing trees and landscaping in the Redwood Business Park. The project also use 100% recycled Class 2 Aggregate Base (CL2AB) made from demolished Portland cement concrete roadway panels previously salvaged by Caltrans from a project that repaired sections of U.S. 101 in the Ukiah area. A portable processing plant was set-up at the Contractor's staging area to process the concrete panels into CL2AB and deliver the material directly to the project. Over 11,000 cubic yards of recycled CL2AB was incorporated into the project, significantly reducing the use of virgin mined aggregate. The project is integrally related to the adjacent Talmage Road Interchange project, which reconstructs the northbound U.S. 101 on / off ramp system. Roadway widening improvements required coordination with resource agencies for wetland mitigation and right-of-way encroachments. GHD provided construction management. The City of Ukiah performed construction inspection.





## Orchard Avenue Bridge Replacement | City of Ukiah, CA.

**Client Name:** City of Ukiah

**Reference:** Tim Eriksen, Public Works Director +1 707-463 6280 | [teriksen@cityofukiah.com](mailto:teriksen@cityofukiah.com)

**Completion Date:** \$985,000

**Project Value:** \$985,000

### Project Description

This project illustrates GHD's technical expertise and ability to provide tailored, responsive service to our client. The City of Ukiah developed the Orchard Street Bridge Project to support its long-term transportation plans. The critical challenge faced on this project was the project schedule. Developments were proposed on each side of Orrs Creek near the bridge location which required a fast-track design schedule.

GHD performed preliminary engineering through construction services for the design of a four-lane, two-span, 85-foot concrete slab bridge. The project included approach roadways of 450 feet and 700 feet, storm drainage channel modifications, hydraulic and scour studies, and permit coordination. A significant issue in design was the creek capacity and the bridge was designed to be above the 100-year flood elevation.

### Difficulties Encountered

The project schedule for this bridge was initially very important to the circulation of traffic through this part of Ukiah as well as pending the developments. The project had some support challenges and did not get up and running as efficiently the City planned. Once the City was fully invested to complete the project, the schedule was dramatically impacted.

### Team Accomplishments

In light of the above challenge, our team was able to shorten the design window and expedite delivery by holding stakeholder meetings every two weeks. In addition, the environmental study/approval documents were hand-walked through the each of the reviewers and the associated environmental document review process.



## City of Ukiah Downtown Streetscape and Road Diet, Ukiah, CA.

**Client Name:** City of Ukiah

**Reference:** Tim Eriksen, Public Works Director | +1 707-463 6280 | teriksen@cityofukiah.com

**Completion Date:** February 2019 – February 2020 (Design) | March 2020–June 2021 Construction)

**Project Value:** \$830,000 Design Fee (Streetscape and Road Diet)

### Downtown Streetscape

This project included the design of new streetscape and utility improvements along State Street from Mill Street to Henry Street, approximately 9 city blocks. The project also includes improvements on Perkins Street and Standley Street from School Street to Main Street. Specific components of the project include the following: sidewalk-widening, construction of curb ramps and bulb outs, relocation of drain inlets and pipes, construction of Low Impact Development (LID) storm water enhancement features, installation of new streetlights, and installation of street furniture. New traffic control signal will be installed at Mill Street, Perkins Street and Standley Street.

### Sidewalk Improvements

Sidewalk improvements, ranging from 8 feet to 15 feet, have been designed to ADA accessible standards and include bulb-outs with RRFB's and stamped asphalt at each street intersection, intended to enhance pedestrian safety. New sidewalks, driveways and ramp improvements conform to existing private improvements at the public right of way or building faces. The widened sidewalks include new planter areas, street trees, tree grates, street furnishings (benches, recycling and trash containers, bicycle racks, signage, bollards, streetlights etc.). Along Perkins Street and Standley Street, outdoor restaurant/café seating have been enhanced with the widening of sidewalks.

### Road Diet and Lane Modifications

The intent of the road diet improvements is to transform the existing four-lane State Street cross section into a three-lane cross section with one travel lane in each direction and a two-way left-turn (TWLT) lane in the center and parallel parking on both sides of the street. The TWLT lanes would transition to left turn pockets at intersections. The purpose of the road diet is to maintain or enhance the State Street corridor vehicular capacity, reduce intersection congestion by providing center turn pockets that allow left turning vehicles to move out of the main flow of traffic, enhance pedestrian visibility and safety, and provide space for streetscape and pedestrian improvements.

### Utilities

**Sanitary Sewer** – New 8-inch PVC sanitary sewer line will be installed in State Street, approximately 2,700 lineal feet, complete with new manholes, service laterals and cleanouts.

**Water Main Line** – New 12-inch PVC water main line will be installed in State Street, approximately 2,700 lineal feet, complete with new water valves, fire hydrants, and water service lines with meter boxes

# **D. Project Understanding and SOW**

# Project Understanding

Orr Street is a residential roadway, but it also provides a critical access across Orrs Creek connecting Ford Street with Brush Street. With the completion of the Orchard Avenue bridge over Orrs Creek in 2004, the Orr Street bridge served as a secondary north-south route between Ford Street and Brush Street. The existing bridge across Orrs Creek was mostly destroyed in a fire over ten years ago and has not been open to traffic or safe multimodal access since the damage occurred. This lack of access requires residents on both sides of the Creek to perform three point turns in a narrow roadway (near parked vehicles) in order to turn-around and leave the corridor. Additionally, a planned senior community near the northern terminus of the project increases the need for safe and efficient circulation throughout this area. Circulation needs includes emergency and service vehicle access and (at-a-minimum) temporary pedestrian access from the development's creek side trail to the southern side of Orrs Creek while additional planning and design occurs for a replacement vehicular bridge at/near the existing crossing.

Orr Street was developed in the middle of the 20th century and does not include many elements of current complete streets design. The City is seeking to maximize the beneficial uses along the corridor and connect into the sidewalk work completed in prior improvements to provide complete multimodal access throughout the entire alignment. GHD will provide the City a complete corridor study and conform to the requirements outlined in the Community Development Block Grant (CDBG) and scope of work. In our approach we recognize that significant modifications to the prior design of the bridge replacement "Bid Set" of plans will be necessary, and that the Orr Street Bridge improvements will likely be much more extensive than previously planned based on its condition, location and corridor needs. As an alternative approach, the GHD team recommends a comprehensive study and plan for this 900-foot-long corridor alongside an Advanced Planning Study (APS)/Type Selection for the future structure. GHD proposes to provide a detailed corridor plan that will act as a roadmap outlining feasible alternatives to improve the Orr Street corridor and identifying the required technical studies, analysis, testing, environmental clearances and permits needed. GHD also will offer support in initiating Caltrans Highway Bridge Program (HBP) funding once the current suspension of the program has been lifted and new programming requirements are clarified. This study will guide the City's efforts to secure funding to implement the preferred project alternative enabling the City to maximize available funding for the environmental documentation, detailed design, and construction.

The proposed Orr Street Corridor Study will look at various options, alignments, and typical cross sections that can be used to upgrade the facility to a complete street design. Complete street designs improve walkability and bike friendliness within the local community. The study corridor will largely serve the local residences and will also provide alternate access to public facilities, such as Redwood Empire Fairgrounds, various Charter Schools, as well as improved emergency and service vehicle access within the study area. A key objective will be to provide a safer area for residents to walk and ride bikes in north Ukiah and to will improve mobility and accessibility to the new downtown corridor and other local facilities like the Great Redwood Trail and Orrs Creek trail without getting into a vehicle.

The Project's CDBG Grant and the RFP requirements include the desire to provide completed PS&E plans for adoption by City Council. In order to complete this task and "reactivate" this bridge, Caltrans will need to re-survey its conditions; structural soundness, seismic, scour/hydraulics, etc. This Caltrans survey and determinations resulting therefrom will drive the actual design needs and required studies to properly get this bridge and connected corridor into the City's system. GHD plans to assist the City to get this survey underway, this Caltrans engagement is included in our proposed scope/fee for this proposal. Additional studies and coordination to process/respond to the results of the Caltrans assessment may be needed to complete HBP funding applications. We anticipate there will eventually need to be an environmental document created and approved by City Council prior to "final design", right of way acquisitions and/or utility relocations can occur.

We are aware that the CDBG requirements are for design plans. To achieve this, GHD has tailored our efforts to provide the City with a preliminary (~35%) set of drawings and an Advanced planning study for the structure (we anticipate this meeting the CDBG requirements). We have budgeted time to work with the City and Granting Authority to confirm these items will meet the grant conditions. Additional geotechnical analysis, hydraulic analysis, design efforts, and possible floodplain analysis will be required during the final design. GHD is committed to making this project a success and want to make it clear that we feel the City has made the right choice to begin this project with a community-driven study to clearly define the vision and goals and to streamline the subsequent design and procedural efforts. The time and effort planned for this project will establish public understanding and goodwill for a critical re-connection of this corridor across Orrs Creek.



# Known Constraints

## Existing Structure Deficiencies and Funding Constraints

In preparing our approach we visited the project area with City staff and reviewed the Orr Street Bridge Deck Replacement design plans prepared by LACO Associates along with the bridge inspection reports and other available documents. Based on GHD's preliminary review, it is clear that improvements to the existing abutments (as well as the superstructure and deck are necessary to improve this crossing to a serviceable condition for vehicular traffic). The structural load rating from recent bridge inspection reports will require more than a new bridge soffit and deck. The abutments are failing; drainage improvements are needed to improve stability. Channel improvements may also be necessary to address scour.



Our Structural Engineers have reviewed Caltrans GIS bridge database and have noted that this bridge number is no longer identified by Caltrans and may need to be put back onto this list through coordination with Caltrans District 1 Local Assistance staff in order qualify for design and construction funding from non-local sources such as the Highway Bridge Program (HBP).

Our initial review of the information available on the existing bridge portrayed key design considerations that will inform the design process and aid in future design/construction efforts. These key items of interest in the bridge inspection report are as follows:

- Load rating dropped to zero in the 2014 inspection report (based on field inspection but assume Caltrans will provide a load rating once deck repairs have been made).
- **GHD is prepared to work with Caltrans Structural Engineers to establish design loading parameters/criteria so the bridge planning/type selection will meet current standards and expectations.**
- Only the bridge deck required replacement and Caltrans estimate was previously \$157,000 in 2012.
- **Based on our observations, the abutments and walls are likely beyond repair and will need to be reconstructed.**
- Bridge scour is noted as an issue and Caltrans requires scour countermeasures to be placed as necessary, with inspection required every 12 months or after major storm events which exceed a water surface flow elevation of El. 607 ft.
- **This information is not readily available, and GHD will work with the City and Caltrans to update the inspection/maintenance plan for the bridge.**
- Scour countermeasures not clarified in the 2014 inspection report, but north abutment footing appears to be exposed, and the report mentions it is undermined.
- **This abutment shows a crack extending the height of the exposed face, but no differential settlement issues were observed during our site visit or noted in prior inspections (see photos in the left column of this page). GHD staff will document these key observations in the study and analysis.**

The Orr Street Bridge is is considered a local rural road that is off system with a low Sufficiency Rating of 21.1 (less than 50 **is eligible for Caltrans HBP bridge replacement funding**). GHD will work with the City and Caltrans to get this structure programmed for future HBP funding. Since it is off system, the City's expected funding match should be zero because toll credits can be used as the City's match for off-system bridges.

Recently, the HBP program funding has been suspended and new eligibility requirements are currently being drafted to replenish the program's funding. We expect the HBP funding updates will be completed by the end of this summer and expect that this bridge should be eligible for federal funding to replace the entire structure, rather than the proposed deck rehab without Mash barriers. It

is important to note that once federal dollars are used for either rehabilitation or replacement, there can be no additional new HBP funding authorized for another 10 years. Thus, GHD's approach is to position the City for more than a deck rehabilitation project, and to address all of the structure's issues noted in the inspection reports. Based on the current state of the bridge and available information, our recommendation would be to replace the entire structure with a new bridge, and we believe the HBP is the best path forward for this approach.

Increased bridge width and span is necessary to accommodate a wider roadway + sidewalk, plus relocated utilities, thereby accommodating all transportation modes. While the type selection will be reviewed during the course of the study, GHD's initial recommendation is to use a precast prestressed voided slab bridge with a concrete deck overlay and new abutments located behind the existing ones.

In preparing our proposal GHD staff contacted the Caltrans District 1 Structures Local Assistance Engineer, Mr. Gary Goff, who recommends against using federal funds for a limited bridge rehabilitation because of the future funding limitation it would create. An excerpt of the correspondence is below:

*"For the design standards...I certainly wouldn't advocate rehabilitating a bridge that would not meet current State and Federal requirements for bridges. It could open up liabilities to the Local Agency and the rehab may possibly be a structurally deficient rated bridge when completed. I believe the policy in DLA is doing that would jeopardize any HBP/FHWA future funding for at least 10 years, but HQ/DLA would determine what standards are required for these types of funds."*

*-Gary Goff*

*Caltrans/DES - Structures Local Assistance*

GHD is committed to providing the City with plan for the Orr Street corridor and bridge that results in a constructable solution and assist City in coordination with Caltrans District 1 to pursue HBP funding to achieve the best project outcomes.

## Existing Right of Way and Property Owner Coordination

The planned improvements will be constrained by existing conditions, available right-of-way, floodplain limits, and other items. The future of the Orr Street corridor will also be influenced by the input from the community and adjacent property owners. The community (primarily the adjacent property owners) know this area well and will

likely provide unique insights on the needs and desired uses of the complete street roadway. Any complete street alternative could require some form of private property acquisition or temporary access to construct. Early community input and buy-in will help the City avoid potential public disputes about the project or costly challenges to environmental documents. The owner's/resident's input will be an integral part of the success of the City's Orr Street Corridor Plan. Community input on driveway access, sidewalks, roadway typical sections, and on-street parking will help form a successful and accepted corridor plan and will be key to the project's community outreach strategy.

## Existing and Planned Utilities

Along the corridor study area exists a variety of above ground and underground utilities. Careful consideration of utility relocations and accommodations within the proposed roadway cross section should be considered when assessing private property impacts/acquisitions and the bridge/roadway final cross section and layout. Relocation or undergrounding of the overhead utilities along the project's eastern edge could be considered if roadway widening is needed. The existing underground facilities (water, sewer, storm, and gas lines) could need adjusting and/or relocation to be properly accommodated within the corridor to avoid conflicts with the planned roadway, driveway, and pedestrian facilities.

## Why GHD?

GHD is a proud partner with the City of Ukiah, Mendocino County, and Caltrans providing various consulting services within the greater Ukiah Valley area, as noted in our reference projects. The knowledge and experience we bring in the area uniquely qualifies the GHD team for this project. Our Project Manager Daniel Kehrer recently completed the Orchard Avenue Extension Feasibility Study for Mendocino County, and Phase 1 is directly adjacent to the Orr Street Corridor Study area within the Brush Street Triangle. Our Principal-in-Charge Matt Kennedy delivered the Well #9 project about 1 block south on North Orchard Avenue, as well as all phases of the Great Redwood Trail project about 1/2 block to the north, and GHD designed the Orchard Avenue Bridge over Orrs Creek in 2004. All this past project information is available to our team on this project. Daniel's and Matt's site-specific knowledge of the project area coupled with our team's corridor planning expertise and detailed knowledge of the Caltrans Highway Bridge Program will put the Orr Street Bridge and Transportation Corridor Study and Plan on the path to success. If selected for this project the GHD team will work to deliver the best results possible for the City of Ukiah.

# Project Management

## Management Team

We have assigned specific GHD staff to this project to provide you with the exact areas of expertise needed to successfully deliver the project, starting with the management Team. Matt Kennedy, PE, TE, ENV SP, is our proposed Principal-in-Charge. In this role he will have broad oversight of the project's development throughout the entire schedule and will make sure the resources are available to deliver quality work products to the City. Matt's 10+ years of experience working with City and Mendocino County coupled with his transportation and traffic engineering background will help to provide a smooth and coordinated project delivery by the various task leaders, subconsultants.

Daniel Kehrer, PE, QSD/QSP, will serve as the Project Manager. The management team has the tenacity to deliver the project that the City desires, we invite the reader to review their extensive project experience and references in their resumes included in this proposal.

Craig Chatelain, PE, will serve as the Lead Structural Engineer and brings over 20 years of experience delivering bridge projects both as a consultant and as a Caltrans bridge engineer. Craig's bridge design experience and first-hand knowledge of the Caltrans HBP are critical to our approach to this project and to positioning the City for funding to replace the bridge rather than rehabilitate the existing structurally deficient bridge. Craig will lead the approach to using the Caltrans HBP, with the goal of developing a project that permanently addresses all bridge deficiencies, and that allows the City to leverage CDBG funds for other related improvements in and around the Orr Street corridor.

This management team is supported by a variety of skilled in-house and sub-consultant staff that are specifically selected for this project based on their experience in Caltrans planning/project report documentation, structural/floodway designs, environmental reporting, public outreach, utility relocations, and environmental agency coordination.

## Communication

GHD will maintain regular collaboration and open communication between the City and GHD throughout the duration of the project. Because of the City's phased approach to developing the corridor plan and addressing the existing bridge deficiencies, a continuously collaborative approach will be a considerable benefit to the project and to the City. The City will be kept informed of all aspects of project and its progress including development of concepts and ideas, funding opportunities, and opportunities to connect the Orr

Street corridor with other areas inside and outside the City Limits. The GHD team will be dynamic, responsive, and adaptive to project changes including City and community needs.

GHD's Project Management Approach is customized to account for the varying project-specific needs and requirements and will be formed in close collaboration with the City. GHD has the proven Project Management tools (MS Teams. Public outreach tools, emails, phone calls, online surveys and notices) to deliver efficient, comprehensive, and sustainable projects for our clients and for the benefit of our local communities.

## Schedule Management

GHD's Project manager will manage/maintain schedule for the project and review it with the City to make sure it meets the City's timeline for this project. The schedule will identify critical path tasks and be used to plan staff resources. Progress is regularly evaluated, and resources are allocated by task as needed. Quality Control reviews of milestone deliverables to make sure there is always enough time to have them performed. Using this practice, we have the internal tools and control required to make sure the project timeline and quality requirements are met.

## Quality Assurance/Quality Control

Kamesh Vedula will perform Quality Control (QC) reviews of all deliverables throughout the project duration, additional review of key deliverables and the corridor study and any items shown to the public or City Council will receive additional round of review for accuracy and completeness. Our team's Principal-in-Charge and Quality Control Manager will perform a Quality Assurance (QA) audit early in the project. The QA audit is intended to check on the project path to make sure it is moving the right direction toward meeting the City's goals for a corridor plan for Orr Street and addressing the bridge deficiencies. Engineering staff will perform the regular quality control reviews/checks and manager level staff will perform the quality control reviews/audit prior to major submittals. The QA/QC review documentation be maintained in the project files and will be made available for review by the City.

Within California, GHD's Team and projects have been recognized for excellence by the American Public Works Association, American Society of Civil Engineers, the American Consulting Engineers Council, and the American Planning Association, demonstrating our commitment to quality and to delivering exceptional projects for our client.



## Budget Management

GHD utilizes BST accounting/project management software. The BST software was specifically designed for GHD. Our software is designed to meet 48 CFR Part 16.301-3, 49 CFR Part 18, and CFR Part 31 requirements and guidelines to provide compliance with all federal funding provisions, such as those for the CDBG program. This system was established over 20 years ago and has been proven successful for all of our federally funded projects.

## Community and Stakeholder Input (Public Outreach)

GHD is well-versed in public outreach and engagement in Ukiah and other communities and can provide as much or as little assistance with community engagement as needed. The RFP requests development of a presentation package, input for the neighborhood community meeting, and to organize and facilitate the meeting with City staff. We recently provided similar services for the City's Downtown Streetscape Improvement project working directly with the City Manager's office to prepare graphics and perform outreach. GHD is capable of providing a broad range of public engagement services from developing graphics, presentations, and handouts to assist the City to creating a full public outreach campaign tailored to any specific project milestone or community need. This service will be provided for public engagement and will specifically include developing a public presentation package and assisting the City with the organization and facilitation of a neighborhood community meeting to solicit public input.

GHD's Leadership Team and Engineers have the skills to present the technical project information in a way that any person interested in the project would be able to understand. The GHD Team is fully prepared to meet and engage with the community during public workshops, hold virtual public meeting, make presentations to the City Council, and operate as an extension of the City's staff when representing the project.

The GHD team will work with the City to develop and implement a public outreach and participation program to gain insights on the community's needs and work toward consensus on the corridor improvements. This can only be achieved by a strong willingness to listen and adapt project design components quickly and efficiently, while maintaining a clear and consistent stream of information from the project development team (led by the City).

We understand and recognize that our technical work following standards and design manuals can have real

and measurable impacts on a community, which directly affects our clients and Council Members. GHD takes pride in our open-minded approach to accepting new or out-of-the box thinking to achieve positive project outcomes, and our track-record within the City (and surrounding jurisdictions) highlight our ability to do so.

GHD will meet with the City during or following the project kick-off to formalize our public outreach strategy. We have planned for one (1) meeting with the public and stakeholders and one (1) presentation to the City Council. We have also included some time for additional public outreach efforts, which could be in the form of online public input opportunities or other options preferred by the City. Deliverables can include displays, flyers, presentation of slide decks, on-line postings, project surveys (online), and summary/analysis of the public comment/input for the project record.

Understanding that California is a very diverse state with populations from many backgrounds who live and work in the area, GHD can provide Spanish translation services for community meetings so all comments and inputs from the public are received and evaluated as a part of the project development.



In light of the COVID-19 health crisis, additional virtual engagement tools are available to continue engagement for our clients while adhering to Shelter in Place or other health orders. Tools include virtual workshops, where information similar to an in-person workshop is presented and comment opportunity provided; and real-time web-based meetings where a facilitated discussion takes place with a moderate-sized group of stakeholders. Given the current circumstances, these tools supplement our rich experience in face-to-face engagements and can be customized to meet the needs of the City and its residents for this project.



# Process/Approach

## Project Delivery

The RFP for this corridor study details a scope of work, emphasizing both strong City and community sensitivity and coordination. GHD is fully capable of performing all the tasks identified in the RFP with one subconsultant for the survey and right-of-way. Our proposed approach highlights the details and strategies of how the key tasks will be performed. In particular, identifying right-of-way and environmental constraints associated with bridge improvements and incorporating input from the community and other stakeholders are critical tasks. Our approach is to successfully accomplish these tasks with the supporting information and public input needed to develop the base alternatives for the City to Consider. The alternative(s) selected for the corridor will take future growth, circulation plans, and developments in the area with a goal of an Orr Street Corridor that meets these needs. The Project Development Team (PDT) will be comprised of City project managers, GHD staff, and staff from various City departments that may have input on the Project's Design (such as Ukiah Valley Fire District, Ukiah Waste Solutions and Ukiah Police Department).

Our approach to this project will follow a clear and distinct process. Our basic approach will involve three major elements:

- Continual and extensive dialogue with the PDT
- Applying past knowledge and technical expertise to deliver sound technical guidance of the alternatives
- Incorporate input from the community outreach efforts

The process will begin with the identification of right-of-way constraints with the existing roadway network and environmental constraints with Orrs Creek and the bridge. These constraints will establish a framework for the corridor study and establish boundaries within which feasible alternatives are developed. We will also confirm a clear purpose and need for the study with the City, including short-term and long-term goals. These will become the basis from which all alternatives will be evaluated.

With the understanding of the various study parameters, alternative alignments will be developed for the Orr Street corridor. A broad range of alternatives (sketch alternatives) will be developed and presented on existing aerial mapping with right-of-way and property boundaries.

Preliminary reviews will be evaluated, equally, based on the following criteria:

- Conform to the project purpose and need
- Address vehicular access and traffic operations
- Minimize disruption to the local road system
- Meet bridge structural design and funding requirements
- Mitigate potential environmental impacts
- Identify right-of-way impacts and needs
- Address constructability issues
- Conforms to local, state, and federal standards
- Aligns with available and future funding

Following the initial screening from the PDT and the community meeting, the remaining alternatives will be further developed using the topographic and right-of-way mapping to delineate the alignments of feasible alternatives and associated impacts/land acquisitions.

An additional public meeting/workshop will be held with the refined concepts and the results of this meeting will be incorporated into the draft corridor study report. Additional input from the PDT and City will further refine the concepts that will be published in the Final Orr Street Corridor Study Report and the presentation of the plan to the City Council to complete and formalize the study's findings and recommendations. Planning level estimates for the design and construction phases of the Orr Street improvements and bridge improvements will be developed and potential funding sources identified to aid the City in moving forward with the next phase of the project, including getting the bridge on the Caltrans HBP funding list.

## Surveys and Right of Way

Survey and right-of-way mapping will be generated by our sub-consultant Cinquini & Passarino. They have provided surveying services for the Downtown Streetscape project (phases 1 and 2) and will acquire and analyze the Assessor's Parcel Maps (APM), records of survey and perform field surveys to confirm monuments and corners in the field, and creek cross sections for the hydraulic analysis. This information, along with surface elevation and utility features, will be compiled and used in determining the best corridor layouts.

## Preliminary Concepts (Gaining Consensus)

At the on-set of the project, GHD will work with City staff to develop a range of layout options for the corridor. These concepts will be refined and presented to the City to select the options that will be shared during community outreach sessions with an ultimate goal of achieving City and public consensus on a preferred alternative. The preferred alternative will then be summarized and documented in a concise corridor plan that outlines the studies and lays the groundwork for the next phase of the project's development.

## Hydraulic Study

GHD's hydrology and hydraulic engineers work closely with our bridge structural engineers to develop the type selection and perform alternative analysis for bridges crossing creeks, rivers, and other floodways. This collaborative approach is key to developing cost-effective solutions for bridge structures that address issues of conveyance, scour and "no net rise" in flood elevation. The Orr Street Bridge is located within the FEMA 100-year flood plain and the FEMA Regulatory Floodway, which means that more extensive hydraulic modeling will be required for any channel improvements for the bridge to demonstrate that the bridge does not increase the 100-year creek water surface elevation. Any increase in the water surface elevation would require a CLOMR and/or LOMR, which should be avoided due to the time and cost issues it will create. We have reviewed the prior work done on the project and are committed to finding solutions for this creek crossing that minimizes costs, impacts, and will not trigger a LOMR/CLOMR (floodway map updated). The goal of this approach is to save the City time and funds that can be better used on the project design and construction or other services provided to the community. A preliminary hydraulic analysis should be completed to identify any fatal flaws with the preferred project alternative. This analysis would include the following tasks:

- Request hydraulic model from FEMA, unless the City or County has the model.
- Update the FEMA model to the latest HEC-RAS 1D model version, with new survey data collected as a part of the project, tie-in at cross section H and cross section L in the model.
- Run the updated existing condition 100-year scenario, using the design flow and boundary condition in FEMA model.
- Run the proposed design condition, and to check and make sure the creek water surface elevation and flow rate across the bridge do not increase.

- Prepare a bridge scour analysis in HEC-RAS based FHWA HEC-18 method.
- Prepare a bend scour analysis in Excel.

More detailed hydraulic analysis will be required as part of the development of detailed bridge designs and can be completed during a future project phase.

The roadway drainage concept design will be developed by GHD's roadway design engineers in a manner that meets the City's expectation for this planning level study and complies with regional storm water quality requirements. Storm drains along Orr Street currently discharge directly to Orrs Creek without treatment. The storm water concept design should be developed in alignment with the City of Santa Rosa and Sonoma County LID Manual, which the City of Ukiah has adopted to meet the State regulatory stormwater quality requirements and attenuate peak stormwater flows.

## Environmental Responsibilities

The City and the GHD Team are aware of and respect the necessary processing and review requirements for identifying potentially significant effects on the environment. As a part of the corridor study, GHD's environmental team will perform a preliminary environmental review of the preferred project and summarize the anticipated environmental compliance and resource agency permitting requirements. Due to the unknowns of future funding sources and the potential for full or partial federal funding through the Caltrans HBP, the GHD team will consider both CEQA and NEPA requirements to provide the City with a complete picture of what is ahead for this project in the environmental space.

## Geotechnical Analysis and Pavement Design Approach

Geotechnical analysis will be a significant contributor to the proposed structure designs. Due to the preliminary nature of this project and budgetary constraints, GHD proposes to leverage historical data within the vicinity of this project to inform the corridor study. GHD has designed and assisted in the construction of the Orchard Avenue Bridge (constructed in 2014) and the Well #9 project, both of which are only 1,000 feet downstream of Orr Street. GHD has maintained the data from these projects, which includes topographic survey and geotechnical boring logs, and recommendations and the logs for the Well #9 test well and production well. This data is considered relatively current and generally representative of the conditions on Orr Street regarding the existing geologic and seismic characteristics. This information and design parameters will be used for the Advanced Planning Study for the corridor and bridge.



It should also be noted that additional sampling and analysis for aerially deposited lead (ADL) and/or other hazardous material testing may be required as a part of the environmental document preparation, and a project-specific geotechnical investigation will be required in a later design phase in support of the bridge improvements. GHD is committed to providing the best value for the City's available CDBG grant funding. We recommend deferring studies and investigations required for environmental clearance, permitting and design to a future project phase.

### **Engineering Design and Corridor Planning**

The GHD Team has extensive roadway engineering experience, completing hundreds of street and roadway improvement projects throughout California, including projects with specialty designs such as complete streets, integrated/intelligent traffic signal corridors, roundabout designs, aesthetically enhanced median planters, sidewalks, low impact stormwater development and permeable pavement designs. GHD understands what is required to expedite the design and construction of highway/arterial widening projects using Complete Street elements and how to cost-effectively incorporate them into planning projects like this.

This experience positions us well to develop and implement new and sustainable solutions for managing

storm water and piped system upgrades and maintenance as well as providing access for all modes of travel along this narrow public street and bridge corridor. GHD has developed a reputation of providing practical, innovative, and cost-effective services in the fields of transportation and lighting, from LED to solar solutions. A partnership between the City and GHD means that you have support from a team that has successfully delivered complete roadway projects in Ukiah and throughout California.

### **Grant Funding Assistance and Project Close-Out**

The GHD Team brings extensive experience and knowledge of Caltrans' Project Development and Procedures Manual, the Local Assistance Procedures Manual and Funding Criteria, Caltrans Highway Design Manual, AASHTO Policy Manual, California MUTCD, CalDAG, and Title 24. We can successfully manage projects with minimal support from City staff and will fulfill all Caltrans, City, FHWA, and CDBG requirements for funding and documentation.

### **GHD's Commitment to the City**

GHD is thankful to the City of Ukiah for considering our proposed approach and wants to convey our Team's highest commitment to the delivery of this exciting and transformative project. Though approach and qualifications are paramount to the project, we recognize







## Existing Project Conditions, Constraints, and Opportunities



# Detailed Scope of Work

The following scope of work is based upon the Scope of Work Requirements outlined in the Re-quest for Proposals (RFP) and GHD's understanding of the project, grant requirements, and our previous and current experience in delivering similar projects. The planned deliverables for this Corridor Study scope of work will perform the necessary site surveys/planning, public outreach, and prepare pre-construction documents for the bridge and roadway portions of the project and outline next steps in the environmental and design phases of the project (including future funding needs).

We have developed the following scope of services with the safety of our people, clients, and communities in mind. The GHD team will leverage our systems and technology platforms, draw on our diverse network of professionals and partners to continue to support the City and enable project delivery to progress unhindered. Should restrictions lift and in-person meetings become a safe choice for all involved, we will modify our scope of services and associated fee to accommodate the change.

## Task 1 – Project Management, Quality Control, and Meetings

GHD's project manager will serve as the primary point of contact to the City and other project partners. Coordination and communication will play a vital role in the successful completion of the project on schedule and within budget.

### 1.1 Project Management and Quality Control

GHD will serve as the overall Project Manager during the entire duration of the project. Project management responsibilities under this phase includes:

- Oversee the delivery of the components listed in the contract and this scope of work
- Maintain an up-to-date master project schedule
- Manage the project budget
- Manage subconsultants
- Quality Assurance and Quality Control (QA/QC) for project deliverables
- Coordinate with project stakeholders
- Coordinate project status meetings
- Prepare and submit monthly invoices and progress reports

GHD will conduct a quality assurance review of all documents (reports, plans, correspondence) produced

internally or from subconsultants prior to submittal to the City. All internal reviews/comments will be documented in compliance with ISO 9000 requirements. The City can be provided a copy upon request.

### Task 1.1 Deliverables:

- Project management and QC of all project deliverables
- Regularly updated project schedule (monthly or as requested)
- Records management tracking and monthly invoicing/status updates

### 1.2 Kick-Off Meeting

At the outset of the project, the GHD team will meet with City staff to review the scope of work, establish the core project team, review the schedule and grant reporting requirements, and establish lines of communications with City staff.

During this task, GHD will also present the City with our analysis and review the bridge plans prepared by the City's prior consultant and discuss the opportunities and limitations presented to the current project based on that documentation.

### Task 1.1 Deliverables:

- Meeting agenda and minutes
- Action item tracking table

### 1.3 Project Delivery Team (PDT) Project Progress Meetings

Under this task, GHD will conduct Project Development Team (PDT) meetings. GHD will provide meeting coordination and oversight and will prepare agendas and meeting minutes highlighting decisions made and action items. GHD has budgeted for six (6) PDT meetings. Appropriate subconsultants will attend meetings as requested.

The meetings are anticipated to include two (2) staff concept review and working sessions and two (2) comment review meetings after receiving City comments on the preliminary and draft corridor study submittals. The remaining four (4) meetings will be to address the project's progress, action item tracking list, and discuss potential project opportunities and challenges as they arise.

Prior to each meeting, GHD will prepare and provide the City PM a copy of the meeting agenda for review and comment.

Following each meeting, GHD will prepare a meeting record documenting the discussions held during the

meeting including action items and agreements. A draft copy of the record will be provided to the City PM for review and comment within five (5) working days following each meeting.

#### Task 1.3 Deliverables:

- Meeting agenda and record notes
- Updated action item tracking table

### 1.4 Public / Community Meetings and Presentations to City Council

We understand that every project and community is unique, and the community outreach strategy is subject to the context of the surrounding environment; tasks included below are an assumption of the City's needs and will be revisited upon contract initiation. GHD will assist the City in planning and hosting up to two (2) community meetings that will coincide with work efforts focused on preliminary designs.

We recognize current COVID related restrictions and protocols may prohibit traditional in-person community meetings. GHD will work with the City to formulate the best approach for this project. The first meeting could be held at the project site, which would be open to the general public, but promote/focusing on the adjacent property owner's thoughts and concerns with any improvements on Orr Street and the Orrs Creek Bridge. Their direct feedback early on in the process will help the delivery team narrow the concepts and ideas to these constraints and mitigate significant plan/alignment changes at the end of the study.

The second meeting is suggested to be a formal presentation to Council providing a status up-date and present the draft corridor study alternatives for public comments and review.

At the conclusion of the study, Council may ask for a follow-up presentation if the alternatives have been modified significantly from the draft submittal. GHD will make ourselves available if this need arises as the third public meeting.

At a minimum, public meeting topics are expected to address:

- Overview of the Project
- Roadway cross sections
- Potential right of way impacts
- Potential utility impacts
- Emergency service accommodations

- Interim and future/final solutions to the project goals
- Accommodations of recent improvements/developments in the area
- Impacts to the community at-large

GHD will develop a comprehensive notification plan for each outreach opportunity, which will outline specific notification methods including, but not limited to email notifications, local news-paper advertisements, social media, direct mailers, and media relations. It is assumed the City will distribute the materials to the public via direct mail, public postings, or other means at their disposal.

If requested by the City, GHD can develop content to be posted to a project specific webpage on the City's website and/or social media accounts.

#### Task 1.4 Assumptions:

- City will facilitate the meeting date and secure the meeting location (if not virtual)
- City will distribute and/or post meeting notifications provided by the Consultant Team
- City will provide, manage, and update project website (if used). Consultant will supply City with materials and updates to be uploaded.

#### Task 1.4 Deliverables:

- Public Meeting notifications and marketing materials and sign-in sheet
- Presentation materials (printed boards, power point slideshow, etc.)
- Public Meeting summary of key notes/comments and observations made during the meeting

### 1.5 Stakeholder Coordination

GHD will provide coordination with adjacent property owners (Wagenseller Neighborhood), stakeholders, and up to two (2) community groups. Key stakeholders that GHD will engage with are, but not limited to, the emergency responders, including Ukiah Valley Fire District (UVFD) and Ukiah Police Department; and (as deemed appropriate) Ukiah Unified School District representatives, Parks and Recreation, Community Development, and the Business Community (Chamber of Commerce).

It is assumed that no more than two virtual meetings will be held with small stakeholder groups and/or individuals. The meetings will be hosted on one of GHD's virtual meeting platforms, Microsoft Teams. GHD will host the



virtual meeting, provide a moderator for larger meetings, provide the agenda, meeting notes and PowerPoint or other visual presentation materials from exhibits or plan sheets prepared as part of other tasks.

#### Task 1.5 Assumptions:

- City will provide contact information for all stakeholders
- No special exhibits will be needed for the stakeholder coordination

#### Task 1.5 Deliverables:

- Coordination and attendance at meetings
- Meeting agendas and record notes

## Task 2 – Data Review - Preliminary Engineering

### 2.1 Data Review

The GHD team, including applicable subconsultants will review available data, including previous studies, draft designs, traffic data, and other info provided by the City. Key information to review will be the available geotechnical, topographic survey, right of way mapping, traffic, and structural analysis.

GHD will discuss the findings and provide recommendations for updated studies or supplemental testing at the conclusion of this process during the project kick-off meeting (or other progress meeting as appropriate). This will be done in a memorandum format.

#### Task 2.1 Assumptions:

- City will provide GHD and the Design Team all available documentation as a part of the prior designs for the corridor in usable (digital format).
- Scope and budget will be reviewed and updated if deficiencies are identified in the prior investigations/reporting (i.e. traffic operations, additional soil sampling for water quality improvements).

#### Task 2.1 Deliverables:

- Summary Memoranda of the analysis and conclusions of the prior studies/information review

### 2.2 Topographic Surveying & Base Mapping

Cinquini & Passarino will prepare the base topographic surveys necessary to facilitate the evaluation of the Orr Street Bridge project. All topographic mapping will be at a drawing scale of 1 inch = 20 feet, unless otherwise requested, with a one-foot contour interval. The topographic survey will include the following:

- Topographic survey coverage area will include Orr Street beginning at Ford Street then northerly to intersection with Brush Street. The width of the survey will be from back of sidewalk to back of sidewalk where sidewalks exist. Where no sidewalk exists, the extents will extend to the 10 feet beyond the edge of pavement or to the face of existing fences, as applicable.
- Public utilizes that may existing along the roadway but beyond the limits of topographic mapping will also be surveyed.
- Approximately 300 feet of the existing berm and new pedestrian pathway located north of the creek and east of Orr Street will be located.
- The area under the existing bridge plus fifty feet upstream and fifty feet downstream of the bridge will be located.
- Topographic survey will include all necessary work to produce a topographic map, including features such as, but not limited to; building corners and elevations, curb lines, water meters, sewer cleanouts, valves, manholes (including rim, invert and pipe information), utility markings on the pavement, utility poles, driveway and doorway locations, sidewalks, trees four (4) inches and larger, retaining wall or decorative walls, and any other pertinent information that could apply to the project during design.
- Topographic survey will be provided on North American Vertical Datum of 1988.
- Topographic map to horizontally relate California Coordinate System of 1983, Zone II.

Cinquini & Passarino perform one additional creek cross section approximately 200 feet west of the of the bridge and one additional creek cross section approximately 300 feet east of the bridge.

#### Task 2.2 Assumptions:

- Surveyors will be provided reasonable access to the project site and a no-cost encroachment permit will be issued by the City (if required).

#### Task 2.2 Deliverables:

- Sealed hardcopy of Topographic Survey Map. The Autocad “dwg” used to create the hardcopy will also be provided.

## Optional Task

### Full Creek Cross Topographic Survey

Cinquini & Passarino perform a topographic survey of the creek beyond the limits described in Task 2.2. The limits of the topo will extend 250 feet west of the bridge to 350 feet east of the bridge. Mapping will include the creek to the top of bank plus one additional topographic point ten feet beyond the top of bank where accessible.

### 2.3 Right of Way Surveying & Base Mapping

Cinquini & Passarino will research record mapping, deeds and other recorded information to map the existing right of way along the project corridor. The City does not anticipate a need to acquire additional right of way for the project. As such, Cinquini & Passarino will solely map the record right of way for the project which will not include mapping each adjacent parcel. Cinquini & Passarino field crews will search and tie existing property monuments such as monument wells, iron pipes, spikes, pins and other record boundary markers. Cinquini & Passarino will resolve right of way from record information and field surveys and provide an AutoCAD based right of way drawing. It is expected that title reports will not be a part of the research. In the event existing right of way research requires the need for additional information and clarity, title reports may be requested from the City. If additional right of way or easement take becomes necessary, Cinquini & Passarino will request title reports from City and will perform base mapping of the required parcel. Cinquini & Passarino will assume the need to map two (2) parcels in the event additional right of way or easements are necessary.

All visible survey monuments and monument wells will be surveyed and mapped into the AutoCAD based survey as part of future Monument Perpetuation documents in accordance with Section 8771 of the Professional Land Surveyors Act in the Business and Professions Code of the State of California. State law requires that survey monuments in roadways that may be compromised by construction be preserved and/or re-set.

#### Task 2.3 Deliverables:

- Sealed hardcopy of Right-of-Way Survey and Record of Survey. The Autocad “dwg” used to create the hardcopy will also be provided.

### 2.4 Hydraulic Analysis

This task is to support Advanced Planning Study for the proposed structure(s) on Orr Street over Orrs Creek. FEMA Flood Insurance Rate Map (FIRM) shows the bridge location is near a 1% floodplain with the Base Flood Elevation (BFE). In addition, the creek is in a FEMA Regulatory Floodway, so the project cannot increase the 1% flood water surface elevation in order to provide a

required No-Rise Certificate for the project.

GHD will perform the following under this task:

- Obtains available hydraulic models from FEMA, County, and other sources as needed.
- Develop a one-dimensional, steady state existing condition hydraulic model in HEC-RAS under a 1% design flood event, based on available existing models, creek and project area survey and surface data.
- Prepare an existing condition hydraulic analysis, to estimate the creek and floodplain water surface elevation. The creek design flow is based on FEMA Flood Insurance Study, or other sources as available.
- Geomorphic assessment at the bridge crossing to evaluate the long-term channel mitigation trend and stability. It is based on a combination of field observations, historical mapping evaluation, and empirical longitudinal profile and lateral mitigation analysis.
- Prepare hydraulic models for up to three (3) bridge improvements design alternatives under a 1% design flood event, to evaluate their impacts to the creek and floodplain water surface elevation.
- For the preferred design alternative, develop a design hydraulic model, and prepare a scouring analysis in HEC-RAS to estimate the scouring depth under a 1% design flood event to support the bridge foundation, footing, and abutment design.
- Prepare a Location Hydraulic Study report to document the analysis and findings for Caltrans review and project approval process.
- Prepare a No-Rise Certificate for FEMA floodplain compliance.
- Attend one (1) field meeting for geomorphic assessment, one (1) in person project meeting, and two (3) project coordination conference calls.

### Hydraulic Memorandum

GHD will prepare a memorandum documenting the existing hydraulic conditions, existing stormwater and water quality regulations, proposed changes and provide recommendations on storm drain and/or water quality improvements for the proposed project. GHD will provide a draft memorandum to the City, address one (1) round of comments and provide a final memorandum to the City.

#### Task 2.4 Assumptions:

- The proposed bridge improvement design will not



increase the 1% flood water surface elevation in the Regulatory Floodway at the vicinity of the Highway 59 Bridge. Therefore, it is not anticipated that FEMA CLOMR or LOMR would be needed for this project.

- The Orrs Creek hydraulic model extent is approximately bounded by Orchard Avenue Crossing at the downstream limit, and Ford Street crossing at the upstream limit.
- Creek cross sections survey and the surface elevation data along the floodplain, collected under this project's field survey task, will be provided for this task as an Existing Condition Base Map with an existing grade surface and cross section points.
- Soil gradation data at the creek bed will be provided for scouring analysis (limited to available information, geotechnical analysis is not currently included in this scope of work).

#### Task 2.4 Deliverables:

- One (1) submittal of Draft Location Hydraulic Study in PDF electronic file.
- One (1) submittal of Final Location Hydraulic Study in PDF electronic file.
- One (1) submittal of Draft No-Rise Certificate in PDF electronic file.

### 2.5 Traffic Analysis

GHD will review the project's previous Draft Traffic Memorandum and perform updates to the report as needed. Due to continued restrictions on business, schools and workplaces associated with the COVID-19 pandemic, obtaining current counts may still not be recommended as this project moves forward if current counts are not represent typical pre-pandemic traffic conditions. GHD will review the traffic count data from the prior analysis and make adjustments/projections based on other traffic counts completed in the City prior to the travel impacts of COVID-19 extract data from the ongoing Circulation Element amendment effort. If new data is necessary, GHD will either collect data and make any necessary adjustments to reflect pre-pandemic conditions, or contract with Streetlight Data to obtain current count estimates along the Orr Street corridor.

Future area traffic volume estimates will be forecast using the MCOG/Ukiah model or other forecasts/growth rates made available to GHD (as appropriate). The forecasts will include, as made available to GHD, any zoning changes associated with the ongoing Housing Element update and the recently approved 20-year forecast land use absorption scenario established for the Circulation Element amendment.

GHD will prepare one (1) draft and one (1) final Traffic Memorandum with appropriate measures to be incorporated into the final design. The analyses will also include:

- Documentation of the operational characteristics of the intersections studied previously for both existing and future conditions taking into account the anticipated intersection or roadway improvement projects
- For inclusion in the CEQA documentation, an optional VMT analysis with and without the proposed Orr Street gap-closure project can be prepared. However, the project is presumed to have a less than significant transportation impact under the revised CEQA Guidelines (per SB 743)

#### Task 2.5 Assumptions:

- City will augment the budget for the project should additional traffic counts be needed.

#### Task 2.5 Deliverables:

- One (1) draft and one (1) final traffic memorandum

### 2.6 Preliminary Environmental Overview Memorandum

Under this Task GHD will perform a desktop level analysis to assess the project's future environmental document requirements. Assumptions will be made that Federal Funding for the construction of the Orr Street Bridge replacement will be obtained. GHD will review existing documentation, databases and mapping to identify environmental considerations and constraints associated with the project corridor. This will include a review of endangered and threatened species lists for the project area, a review of the California Natural Diversity Data Base for recorded instances of special status animal or plant species in the project vicinity, as well as review of records and mapping related to cultural resources, wetlands, and floodplains. Based on our experience of providing environmental document compliance in the area, GHD will summarize the expected level of CEQA and NEPA documentation for the future project, the expected regulatory and agency permits that may be needed for the project, and cost and schedule considerations. The findings of the preliminary environmental review will be incorporated into the Corridor Study Report.

### 2.7 Preliminary Concepts

GHD will develop up to three (3) conceptual alternatives for the Orr Street corridor which shows the potential roadway and structure improvements. These concepts will be shown in 2D geometric layouts and typical cross sections. GHD will attend up to two (2) staff workshops as part of this task to develop and review the proposed concepts.

GHD will develop the conceptual level design configurations in plan view at a 1"=20' scale. One (1) draft version of each of these concepts will be provided in PDF format for City review and comment. The exhibits will be done with traditional 2D linework in AutoCAD.

One (1) draft version of each of the concepts will be updated based on City comment and the final versions will be hatched with colors representing materials to be used in order to allow the improvements to be easily understood by the community and stakeholder.

#### Task 2.7 Deliverables:

- Up to three conceptual alternatives to be used in public meetings and final Corridor Study

#### 2.8 Advanced Planning Study (Bridge Replacement

GHD will prepare up to two (2) Advanced Planning Studies (APS) specific to the proposed Orr Street Bridge Replacement. Each APS will conform to Caltrans Memo to Designers 1-8, Caltrans Bridge Design Aids Section 10 and OSFP Information and Procedures Guide. Each APS will show sufficient detail to allow environmental, permit and traffic management costs to be estimated. Each APS will be limited to the minimum detailing necessary and basic dimensions to define the scope of the structure work and to develop a reasonable cost estimate. The APS will include Plan, Elevation, and Typical Section views of each structure and notes of the critical assumptions. BCA will also prepare a Design Memo, APS structure cost estimates and APS Checklist for each project alternative.

#### Task 2.8 Deliverables:

- Up to two alternatives Advanced Planning Study/ Alternatives to be used in public meetings and final Corridor Study

#### 2.9 Preliminary Cost Estimates

GHD will develop planning level cost estimates to inform the City of the anticipated costs for the project moving forward (including additional environmental and geotechnical studies).

#### Task 2.9 Deliverables:

- Planning Level cost estimates for each viable alternative

#### 2.10 (Optional Tasks) Additional Studies, Reporting, and Coordination with Caltrans

After Caltrans has been engaged and has performed their study for bridge reactivation. GHD anticipates the need for additional studies and design reporting in order to obtain approval for the permitting and construction of the project. This is likely to include detailed scour

analysis, geotechnical reports, floodplain analysis and environmental documentation (based on State/Federal funding for the project's construction).

### Task 3 – Draft and Final Corridor Study

#### 3.1 Draft Corridor Study

GHD will prepare a single report summarizing and documenting the preliminary engineering analysis performed in prior Tasks in this scope to generate the Draft Orr Street Corridor Study.

At a minimum, the report is anticipated to include:

- Include an analysis of existing conditions
- Include a summary of predominant concerns and issues
- Document public outreach process and summarize community input
- Include alignment alternatives
- Include provisions for non-motorized facilities
- Include traffic projections/results
- Provide conceptual plans for recommended alignment (35% designs for selected alternative)
- Preliminary Hydraulic Analysis
- Preliminary Bridge Designs
- Environmental Recommendations
- Preliminary cost estimates
- Evaluate feasibility of constructing recommended alignment
- Identify potential funding sources for recommended improvements
- Support “complete streets” and “livable community’s concepts
- Include project implementation/next steps overview

GHD will supply City staff with an electronic (PDF) copy of the draft report for review/input. Hard copies will be provided as requested by the City.

Additionally, a public meeting and/or presentation to City Council can occur to invite additional input on the draft findings.

#### Task 3.1 Deliverables:

- Draft Corridor Study provided in electronic format (PDF)

### **Present Draft Report**

See Task1.4.

### **3.2 Final Corridor Study**

GHD will incorporate comments and input provided to the team based on the Draft Report submittal. Comments will be tracked and addressed in an excel table or another format as requested by the City.

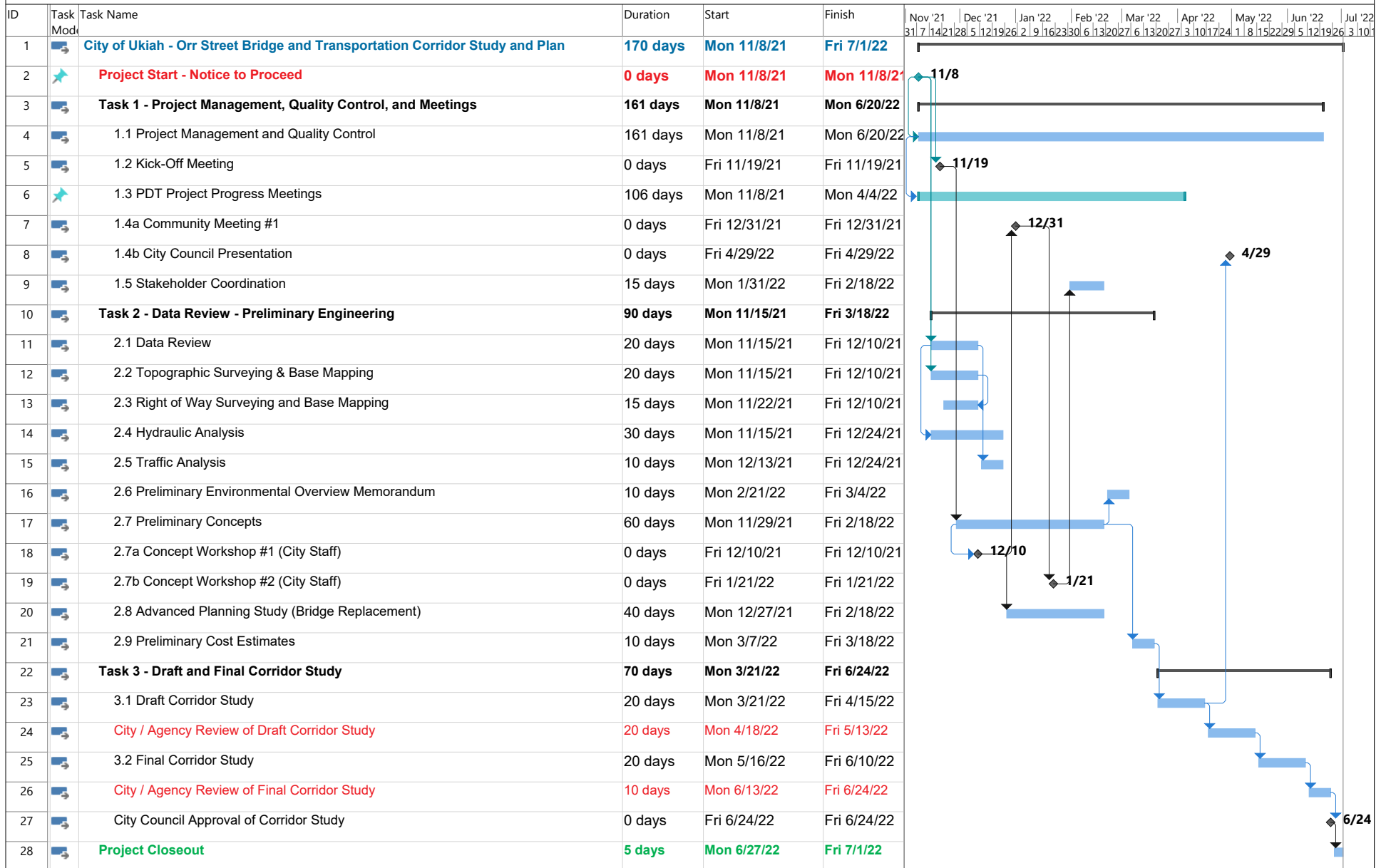
A second (Final) Corridor Study Report will be provided to the City in an electronic (PDF) format for the City's use/ documentation. GHD will provide assistance to City Staff in any "next steps," if requested by the City, including an additional presentation to City Council for acceptance of this report (no voting or adopting actions are required of the Council at this time).

#### **Task 3.2 Deliverables:**

- Responses to City / Community Comments on Draft Corridor Study
- Final Corridor Study provided in electronic format (PDF)

# **E. Proposed Project Schedule**

## GHD Project Schedule



|                                   |           |  |                    |  |                       |  |                    |  |                 |  |
|-----------------------------------|-----------|--|--------------------|--|-----------------------|--|--------------------|--|-----------------|--|
| Project: SCD<br>Date: Tue 9/28/21 | Task      |  | Project Summary    |  | Manual Task           |  | Start-only         |  | Deadline        |  |
|                                   | Split     |  | Inactive Task      |  | Duration-only         |  | Finish-only        |  | Progress        |  |
|                                   | Milestone |  | Inactive Milestone |  | Manual Summary Rollup |  | External Tasks     |  | Manual Progress |  |
|                                   | Summary   |  | Inactive Summary   |  | Manual Summary        |  | External Milestone |  |                 |  |

# F. Insurance



# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)  
06/11/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br>Willis Towers Watson Northeast, Inc.<br>c/o 26 Century Blvd<br>P.O. Box 305191<br>Nashville, TN 372305191 USA | <b>CONTACT NAME:</b> Willis Towers Watson Certificate Center<br><b>PHONE (A/C, No, Ext):</b> 1-877-945-7378 <b>FAX (A/C, No):</b> 1-888-467-2378<br><b>E-MAIL ADDRESS:</b> certificates@willis.com                                                                                                                                                                                                                                                                                                                                                         |                               |        |                                                  |       |                                              |       |                                          |       |                                                       |       |            |  |            |  |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------|--------------------------------------------------|-------|----------------------------------------------|-------|------------------------------------------|-------|-------------------------------------------------------|-------|------------|--|------------|--|
| <b>INSURED</b><br>GHD Inc.<br>4747 N. 22nd Street, Suite 200<br>Phoenix, AZ 85016                                                | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Allied World Assurance Company US Inc</td> <td>19489</td> </tr> <tr> <td>INSURER B: Zurich American Insurance Company</td> <td>16535</td> </tr> <tr> <td>INSURER C: Beazley Insurance Company Inc</td> <td>37540</td> </tr> <tr> <td>INSURER D: Lloyd's Syndicate 2623 (Beazley Furlong Li</td> <td>C2166</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Allied World Assurance Company US Inc | 19489 | INSURER B: Zurich American Insurance Company | 16535 | INSURER C: Beazley Insurance Company Inc | 37540 | INSURER D: Lloyd's Syndicate 2623 (Beazley Furlong Li | C2166 | INSURER E: |  | INSURER F: |  |
| INSURER(S) AFFORDING COVERAGE                                                                                                    | NAIC #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |        |                                                  |       |                                              |       |                                          |       |                                                       |       |            |  |            |  |
| INSURER A: Allied World Assurance Company US Inc                                                                                 | 19489                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |        |                                                  |       |                                              |       |                                          |       |                                                       |       |            |  |            |  |
| INSURER B: Zurich American Insurance Company                                                                                     | 16535                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |        |                                                  |       |                                              |       |                                          |       |                                                       |       |            |  |            |  |
| INSURER C: Beazley Insurance Company Inc                                                                                         | 37540                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |        |                                                  |       |                                              |       |                                          |       |                                                       |       |            |  |            |  |
| INSURER D: Lloyd's Syndicate 2623 (Beazley Furlong Li                                                                            | C2166                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |        |                                                  |       |                                              |       |                                          |       |                                                       |       |            |  |            |  |
| INSURER E:                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |        |                                                  |       |                                              |       |                                          |       |                                                       |       |            |  |            |  |
| INSURER F:                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |        |                                                  |       |                                              |       |                                          |       |                                                       |       |            |  |            |  |

**COVERAGES** **CERTIFICATE NUMBER: W16806308**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                             | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                          |
|----------|---------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY                                              |           |          |               |                         |                         | EACH OCCURRENCE \$ 1,000,000                                                    |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000                          |
|          |                                                                                                               |           |          |               |                         |                         | MED EXP (Any one person) \$ 25,000                                              |
|          |                                                                                                               |           |          |               |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000                                              |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:                                                                            |           |          |               |                         |                         | GENERAL AGGREGATE \$ 2,000,000                                                  |
|          | <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC      |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG \$ 2,000,000                                             |
|          | OTHER:                                                                                                        |           |          |               |                         |                         | \$                                                                              |
| B        | <b>AUTOMOBILE LIABILITY</b>                                                                                   |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000                                |
|          | <input checked="" type="checkbox"/> ANY AUTO                                                                  |           |          |               |                         |                         | BODILY INJURY (Per person) \$                                                   |
|          | <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS                            |           |          |               |                         |                         | BODILY INJURY (Per accident) \$                                                 |
|          | <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                               |
|          | Coll Ded: \$500 Comp Ded: \$250                                                                               |           |          |               |                         |                         | Hired Physical Damag \$ 100000                                                  |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR                   |           |          |               |                         |                         | EACH OCCURRENCE \$ 1,000,000                                                    |
|          | <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE                                     |           |          |               |                         |                         | AGGREGATE \$ 1,000,000                                                          |
|          | <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                            |           |          |               |                         |                         | \$                                                                              |
|          |                                                                                                               |           |          |               |                         |                         |                                                                                 |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                                                          |           |          |               |                         |                         | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                                   |           |          |               |                         |                         | E.L. EACH ACCIDENT \$ 1,000,000                                                 |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                                        |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$ 1,000,000                                         |
|          |                                                                                                               |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                        |
| C        | <b>Professional Liability</b>                                                                                 |           |          |               |                         |                         | Each Claim: \$2,000,000                                                         |
|          |                                                                                                               |           |          |               |                         |                         | Aggregate: \$2,000,000                                                          |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE ATTACHED

## CERTIFICATE HOLDER

To Whom It May Concern-GHD Inc

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Julia M Powers*

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ACORD 25 (2016/03)

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SR ID: 19720452

BATCH: 1709340

AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

|                                                |                         |                                                                                  |  |
|------------------------------------------------|-------------------------|----------------------------------------------------------------------------------|--|
| AGENCY<br>Willis Towers Watson Northeast, Inc. |                         | NAMED INSURED<br>GHD Inc.<br>4747 N. 22nd Street, Suite 200<br>Phoenix, AZ 85016 |  |
| POLICY NUMBER<br>See Page 1                    |                         | EFFECTIVE DATE: See Page 1                                                       |  |
| CARRIER<br>See Page 1                          | NAIC CODE<br>See Page 1 |                                                                                  |  |

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Additional Insured status can be granted as above only where required by written contract.  
 General Liability policy can be Primary and Non-contributory with any other insurance in force for or which may be purchased by Additional Insured where required by contract or agreement.  
 Waiver of Subrogation can be applied as above in favor of Certificate Holder where required by contract or agreement.  
 Umbrella/Excess Liability Follows Form over General Liability, Auto Liability and Employer's Liability.

INSURER AFFORDING COVERAGE: Lloyd's Syndicate 2623 (Beazley Furlong Limited) NAIC#: C2166  
 POLICY NUMBER: W29657190101 EFF DATE: 12/01/2019 EXP DATE: 12/01/2020

|                     |                    |               |
|---------------------|--------------------|---------------|
| TYPE OF INSURANCE:  | LIMIT DESCRIPTION: | LIMIT AMOUNT: |
| Pollution Liability | Each Occurrence:   | \$2,000,000   |
|                     | Aggregate:         | \$2,000,000   |

ACORD 101 (2008/01)

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SR ID: 19720452

BATCH: 1709340

CERT: W16806308



# **G. DBE / WBE**

# Diversity program

Our philosophy on diversity and inclusion is embodied in the following commitment statement:

## Diversity and Inclusion Commitment

GHD is one of the world's leading asset management, engineering, architecture, and environmental consulting companies. Our parent company, GHD Group Pty LTD, established in 1928, employs more than 8,500 people across five continents and serves clients in the global markets of water, energy and resources, environment, property and buildings, and transportation. GHD is committed to maintaining an environment where everyone feels welcome, valued, respected and appreciated. Diversity and inclusion initiatives are important to us and complement our high performance behaviors of teamwork, led by example, integrity, and commitment to serving our customers and communities.



## Governance

GHD is committed to diversity in all aspects of its business and activities and at all levels including its Board of Directors. Our Board of Directors highly values diversity and supports the election and appointment of diverse candidates. The Board believes that having directors of diverse gender, race, and ethnicity, along with varied skills and experiences, contributes to a balanced and effective Board -- one that is well positioned to address the changing needs of our members and communities.

## Attracting, Recruiting and Retaining Top Talent

We believe that attracting and recruiting a diverse, inclusive workforce drives our success. Developing and retaining a diverse workforce increases employee engagement, and by reflecting the communities we serve, we more effectively and competitively market ourselves to all segments of our community. With over 200 offices across five continents, our people are as diverse and multicultural as our clients and the communities we serve. We believe that our employees are our most important

asset and we celebrate the rich diversity of thought, talent and experiences contributed by each individual.

## Community Engagement and Service

We believe in the giving of our time, talent and dollars to support professional, educational and nonprofit organizations that serve all segments of our diverse communities. We actively engage with leaders and constituents throughout our communities and support the economic development of our communities across all neighborhoods and businesses.

## Supplier Diversity

We believe that supplier diversity is a beneficial business practice. We are committed to the support of businesses with certified ownership by minorities, people with disabilities, women and veterans, as well as small businesses. We understand that fostering relationships with small and diversely owned businesses improves the local economies in which we live and operate. We encourage minority- or woman-owned companies to notify us of their minority ownership status and provide us with information regarding the products and services they offer.

## Spend with M/WBE suppliers

Depending on client and project requirements, GHD strives to include M/WBE suppliers to the fullest extent possible. Regionally, examples include the Pennsylvania Department of Conservation and Natural Resources; Pennsylvania Department of Transportation; Sussex County, DE; Anne Arundel, Charles, Calvert and other counties in Maryland; City of Frederick, MD; and Washington Suburban Sanitary Commission. Information on exact amounts and percentages across GHD's operating centers, however, is not readily available.

## M/WBE certification

GHD is not an M/WBE.



# H. Current & Pending Litigation

GHD trusts the City of Ukiah will appreciate that, due to the commercial sensitivity and confidentiality of any litigation in which GHD may have been involved, GHD is not at liberty to disclose the information sought. However, we point out that as a component of its prudent risk management practices, GHD obtains high quality professional liability insurance in the world market, and domestically in the U.S., to provide cover in the industries in which it operates. As a consequence of engaging in business, there are sometimes claims asserted which may or may not give rise to litigation. The details and progress of any such claims are by necessity commercially sensitive and remain in confidence. We are able to inform you that there have been claims notified in the normal course of business, none of which we believe are material to the services which are the subject of your Orr Street Bridge and Transportation Corridor Study and Plan RFP. There are however presently no significant ongoing contract failures, no criminal matters, and there have been no judgments against GHD Inc. within the last 10 years.

# I. Level of Effort & Rates



GHD - PROJECT FEE ESTIMATING SHEET

Project Name: Orr Street Bridge and Transportation Corridor Study and Plan

City of Ukiah

Prepared by: Daniel Kehrer / Matt Kennedy

March 26, 2021

Job Number: 11223648

|                                                                                                                                        |                                | LABOR COSTS         |                    |                               |                                 |                                    |                                     |                                    |                                  |                              |                              |                                |                                 |                                      |                     |                    |                | FEE COMPUTATION           |                            |              |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------|--------------------|-------------------------------|---------------------------------|------------------------------------|-------------------------------------|------------------------------------|----------------------------------|------------------------------|------------------------------|--------------------------------|---------------------------------|--------------------------------------|---------------------|--------------------|----------------|---------------------------|----------------------------|--------------|
|                                                                                                                                        | LABOR CATEGORY ><br><br>RATE > | PIC<br>\$255<br>/Hr | PM<br>\$215<br>/Hr | QA/QC<br>Mgr.<br>\$255<br>/Hr | Sr.<br>Planning<br>\$215<br>/Hr | Public<br>Outreach<br>\$195<br>/Hr | Snr. Struct<br>Eng.<br>\$235<br>/Hr | Hydraulics<br>Eng.<br>\$235<br>/Hr | Snr. Env<br>Eng.<br>\$195<br>/Hr | Env.<br>Eng.<br>\$155<br>/Hr | GIS<br>Supp.<br>\$150<br>/Hr | Roadway<br>Eng<br>\$160<br>/Hr | Struct.<br>Eng.<br>\$170<br>/Hr | Traffic Opp.<br>Eng.<br>\$160<br>/Hr | CAD<br>\$110<br>/Hr | PA<br>\$100<br>/Hr | TOTAL<br>HOURS | *OTHER<br>DIRECT<br>COSTS | Sub-<br>con-<br>sultant(s) | TOTAL<br>FEE |
| Task / Item                                                                                                                            |                                |                     |                    |                               |                                 |                                    |                                     |                                    |                                  |                              |                              |                                |                                 |                                      |                     |                    |                |                           |                            |              |
| TASK- 1.0 Project Management, QA/QC, and Meetings                                                                                      |                                |                     |                    |                               |                                 |                                    |                                     |                                    |                                  |                              |                              |                                |                                 |                                      |                     |                    |                |                           |                            |              |
| 1.1 Project Management and Quality Control                                                                                             |                                | 2                   | 6                  | 16                            |                                 |                                    |                                     |                                    |                                  |                              |                              |                                |                                 |                                      |                     | 2                  | 26             | \$169.00                  |                            | \$6,249.00   |
| 1.2 Kick-Off Meeting                                                                                                                   |                                | 2                   | 2                  |                               |                                 | 2                                  | 2                                   |                                    |                                  |                              |                              |                                |                                 |                                      |                     |                    | 8              | \$52.00                   |                            | \$1,852.00   |
| 1.3 Project Delivery Team Meetings                                                                                                     |                                | 8                   | 20                 |                               |                                 |                                    | 8                                   | 1                                  | 1                                |                              |                              |                                |                                 |                                      |                     |                    | 38             | \$247.00                  |                            | \$8,897.00   |
| 1.4 Public / Community / City Council Meetings                                                                                         |                                | 8                   | 10                 |                               | 8                               | 16                                 | 8                                   |                                    |                                  |                              |                              | 8                              | 8                               |                                      |                     | 8                  | 74             | \$481.00                  |                            | \$14,831.00  |
| 1.5 Stakeholder Coordination                                                                                                           |                                | 4                   | 12                 |                               |                                 |                                    | 4                                   |                                    |                                  |                              |                              |                                |                                 |                                      |                     |                    | 20             | \$130.00                  |                            | \$4,670.00   |
| SUBTOTAL TASK 1.0                                                                                                                      |                                | 24                  | 50                 | 16                            | 8                               | 18                                 | 22                                  | 1                                  | 1                                | 0                            | 0                            | 8                              | 8                               | 0                                    | 0                   | 10                 | 166            | \$1,079.00                | \$0.00                     | \$36,499.00  |
| TASK- 2.0 Data Review - Preliminary Engineering                                                                                        |                                |                     |                    |                               |                                 |                                    |                                     |                                    |                                  |                              |                              |                                |                                 |                                      |                     |                    |                |                           |                            |              |
| 2.1 Data Review                                                                                                                        |                                |                     | 4                  |                               |                                 |                                    | 4                                   | 4                                  |                                  |                              |                              | 4                              | 4                               | 4                                    |                     |                    | 24             | \$156.00                  |                            | \$4,856.00   |
| 2.2 Topographic Surveying & Base Mapping                                                                                               |                                |                     |                    |                               |                                 |                                    |                                     |                                    |                                  |                              |                              | 1                              |                                 |                                      |                     |                    | 1              | \$6.50                    | \$17,075.00                | \$17,241.50  |
| 2.3 Right of Way Surveying & Base Mapping                                                                                              |                                |                     |                    |                               |                                 |                                    |                                     |                                    |                                  |                              |                              | 1                              |                                 |                                      |                     |                    | 1              | \$6.50                    | \$7,170.00                 | \$7,336.50   |
| 2.4 Hydraulic Analysis                                                                                                                 |                                |                     |                    |                               |                                 |                                    | 4                                   | 40                                 |                                  |                              |                              |                                |                                 |                                      |                     |                    | 44             | \$286.00                  |                            | \$10,626.00  |
| 2.5 Traffic Analysis                                                                                                                   |                                |                     |                    |                               | 6                               |                                    |                                     |                                    |                                  |                              |                              |                                |                                 | 32                                   |                     |                    | 38             | \$2,047.00                |                            | \$8,457.00   |
| 2.6 Preliminary Environmental Overview Memorandum                                                                                      |                                |                     |                    |                               |                                 |                                    |                                     |                                    | 8                                | 20                           | 12                           |                                |                                 |                                      |                     |                    | 40             | \$260.00                  |                            | \$6,720.00   |
| 2.7 Preliminary Concepts                                                                                                               |                                |                     | 8                  |                               |                                 |                                    |                                     |                                    |                                  |                              |                              | 40                             | 12                              |                                      |                     |                    | 100            | \$650.00                  |                            | \$17,010.00  |
| 2.8 Advanced Planning Study (Bridge Replacement)                                                                                       |                                |                     |                    |                               |                                 |                                    | 20                                  | 2                                  |                                  |                              |                              |                                | 40                              |                                      | 40                  |                    | 102            | \$663.00                  |                            | \$17,033.00  |
| 2.9 Preliminary Cost Estimates                                                                                                         |                                |                     | 2                  |                               |                                 |                                    | 4                                   |                                    |                                  |                              |                              | 12                             | 8                               |                                      |                     |                    | 26             | \$169.00                  |                            | \$4,819.00   |
| SUBTOTAL TASK 2.0                                                                                                                      |                                | 0                   | 14                 | 0                             | 6                               | 0                                  | 32                                  | 46                                 | 8                                | 20                           | 12                           | 58                             | 64                              | 36                                   | 40                  | 0                  | 376            | \$4,244.00                | \$24,245.00                | \$94,099.00  |
| TASK- 3.0 Draft and Final Corridor Study                                                                                               |                                |                     |                    |                               |                                 |                                    |                                     |                                    |                                  |                              |                              |                                |                                 |                                      |                     |                    |                |                           |                            |              |
| 3.1 Draft Corridor Study                                                                                                               |                                | 1                   | 12                 |                               | 2                               | 2                                  | 8                                   | 2                                  | 1                                | 2                            |                              | 24                             | 12                              | 2                                    |                     | 1                  | 69             | \$448.50                  |                            | \$13,258.50  |
| 3.2 Final Corridor Study                                                                                                               |                                | 1                   | 4                  |                               |                                 |                                    | 4                                   | 2                                  | 1                                | 1                            |                              | 8                              | 8                               | 2                                    |                     | 1                  | 32             | \$208.00                  |                            | \$6,143.00   |
| SUBTOTAL TASK 3.0                                                                                                                      |                                | 2                   | 16                 | 0                             | 2                               | 2                                  | 12                                  | 4                                  | 2                                | 3                            | 0                            | 32                             | 20                              | 4                                    | 0                   | 2                  | 101            | \$656.50                  | \$0.00                     | \$19,401.50  |
| PROJECT TOTALS                                                                                                                         |                                | 26                  | 80                 | 16                            | 16                              | 20                                 | 66                                  | 51                                 | 11                               | 23                           | 12                           | 98                             | 92                              | 40                                   | 40                  | 12                 | 643            | \$5,979.50                | \$24,245.00                | \$149,999.50 |
| *OTHER DIRECT COSTS include printing, photocopies, laboratory fees, vehicle mileage, shipping and other miscellaneous direct expenses. |                                |                     |                    |                               |                                 |                                    |                                     |                                    |                                  |                              |                              |                                |                                 |                                      |                     |                    |                |                           |                            |              |
| Optional Task (not included in fee)                                                                                                    |                                |                     |                    |                               |                                 |                                    | 1                                   | 1                                  |                                  |                              |                              |                                |                                 |                                      |                     |                    | 2              | \$13.00                   | \$6,590.00                 | \$7,073.00   |
| Full Creek Topographic Survey                                                                                                          |                                |                     |                    |                               |                                 |                                    |                                     |                                    |                                  |                              |                              |                                |                                 |                                      |                     |                    |                |                           |                            |              |
| SUBTOTAL OPTIONAL TASKS                                                                                                                |                                | 0                   | 0                  | 0                             | 0                               | 0                                  | 1                                   | 1                                  | 0                                | 0                            | 0                            | 0                              | 0                               | 0                                    | 0                   | 0                  | 2              | \$13.00                   | \$6,590.00                 | \$7,073.00   |

# **J. Issues & Provisions to Professional Service Agreement**

GHD has carefully reviewed the City's professional services agreement for CDBG contracts (Attachment B). We have no issues with the provisions of the City's standard professional services agreement and except all the terms of the agreement.



# **K. Attachment C: CDBG Contract Provisions**

CITY OF UKIAH  
300 Seminary Ave., Ukiah, CA 95482

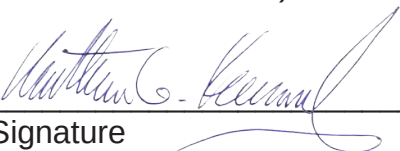
CONTRACTOR'S/SUB-CONTRACTOR'S CERTIFICATION  
CONCERNING ANTI-LOBBYING

The Contractor shall require that the language of this certification be included in all contracts or subcontracts entered into in connection with this grant activity(ies) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and no more than \$100,000 for such failure.

"The undersigned certifies, to the best of his or her knowledge or belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions."

(Contractor/Sub-Contractor)

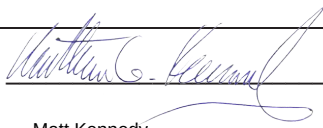
By   
Signature

Matt Kennedy / Project Principal  
Typed/Printed Name and Title

October 6, 2021  
Date

### Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                    |                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Type of Federal Action:</b><br>____ a. contract<br>____ b. grant<br>____ c. cooperative agreement<br>____ d. loan<br>____ e. loan guarantee<br>____ f. loan insurance                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>2. Status of Federal Action:</b><br>____ a. bid/offer/application<br>____ b. initial award<br>____ c. post-award                                                                                                                                | <b>3. Report Type:</b><br>____ a. initial filing<br>____ b. material change<br><br><b>For material change only:</b><br>Year ____ quarter ____<br>Date of last report ____ |
| <b>4. Name and Address of Reporting Entity:</b><br>____ Prime ____ Subawardee<br>Tier ____, if Known:<br><br>Congressional District, if known:                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                    | <b>5. If Reporting Entity in No. 4 is Subawardee,</b><br>Enter Name and Address of Prime:<br><br>Congressional District, if known:                                        |
| <b>6. Federal Department/Agency:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>7. Federal Program Name/Description:</b><br><br>CFDA Number, if applicable: ____                                                                                                                                                                |                                                                                                                                                                           |
| <b>8. Federal Action Number, if known:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>9. Award Amount, if known:</b><br>\$                                                                                                                                                                                                            |                                                                                                                                                                           |
| <b>10. a. Name and Address of Lobbying Registrant</b><br><i>(if individual, last name, first name, MI):</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i><br><i>(last name, first name, MI):</i>                                                                                                              |                                                                                                                                                                           |
| <b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b> | <b>Signature:</b> <br><b>Print Name:</b> Matt Kennedy<br><b>Title:</b> Project Principal<br><b>Telephone No.:</b> +1 707 540-3376 <b>Date:</b> October 6, 2021 |                                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Authorized for Local Reproduction</b><br><b>Standard Form - LLL (Rev. 7-97)</b>                                                                                                                                                                 |                                                                                                                                                                           |

#### INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any

# **Appendix A. Detailed Resumes**



# Daniel Kehrer, PE, QSD/QSP

## Project Manager



Qualified: BS, Civil Engineering, California State University, Sacramento, CA, 2012; Civil Engineer, CA #82663; Qualified SWPPP Developer/Practitioner, CA #25976

Connected: GHD Young Professionals; American Society of Civil Engineers

**Professional Summary:** Daniel Kehrer is a project manager who has been a part of numerous civil engineering designs for roadways, interchanges, complex intersections, rail crossings, and site development projects for over 14 years. He works collaboratively with our staff in providing civil engineering design and traffic engineering support including the following: feasibility studies, environmental documents, traffic reports, project reports, plan line studies, safety analyses, peer reviews, plan preparation, specifications, estimates, and construction support. He is well-versed in assembling computer plans/exhibits using CAD software (AutoCAD and Microstation), quantity calculations, and cost estimations as well as roadway software design programs, right of way certification, utility coordination, and construction plan reviews. He is very familiar with design codes such as the Caltrans

Highway Design Manual (HDM), Americans with Disabilities Act (ADA)/Public Rights of Way Accessibility Guidelines (PROWAG), American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide, and CA Manual on Uniform Traffic Control Devices (MUTCD).

### Project Manager

Orchard Avenue Extension Feasibility Study |  
County of Mendocino | Mendocino County, CA

Oversaw the preparation of a feasibility study for a proposed road extension in Mendocino County, just north of Ukiah. The project goal was to address the needs of future developments and to alleviate traffic along the State Street Corridor and US 101 to provide additional access and alternative routes through the greater Ukiah Valley area. The Orchard Avenue complete street improvements will extend from the existing north-south roadway at Brush Street and extend to Lake Mendocino Drive.

### Project Manager

State Route 49 PSR-PDS | County of Calaveras  
| San Andreas, CA

Oversaw the preparation of a Caltrans Project Initiation Document (PID) for a two-mile long multi-lane complete streets and corridor improvement plan through the unincorporated San Andreas community. This project focused mainly on State Route 49, which functions as the "Main Street" for the commercial district for the community. Design accommodations and improvements include ADA accessibility review, sidewalk gap closures, mid-block crossings, intersection improvements, local street modifications, utility relocations, environmental considerations, traffic impacts, safety and cost considerations.

### Engineer

City of Vacaville On-Call Engineering and  
Planning Services | City of Vacaville |  
Vacaville, CA

Provided design support for feasibility for the Roberts Ranch Roundabouts at T Street and Marshall Road Geometric Design Services in Vacaville. The projects are located within planned development projects.

### Project Manager

Jepson Parkway Phase 2 Widening | City of  
Vacaville | Vacaville, CA

Overseeing the preparation of PS&E documents for a two-mile roadway widening project. The corridor will include complete streets designs with Class 2 bike lanes, 10-foot sidewalks and four-lane roadway cross section. Right of way acquisition will meet the City's build-out conditions for a six-lane roadway cross section. Construction is planned for the 2022 construction season.

### Assistant Project Manager

Citrus Heights Electric Greenway Design and  
Environmental Services | City of Citrus Heights  
| Citrus Heights, CA

Oversaw the design and environmental services needed in identifying the right of way conflicts, easements, and preliminary design for a public multi-use trail that largely follows a high voltage electrical transmission corridor. The 2.9-mile-long bike trail connects residences, retail centers, city parks, and public schools in the City of Citrus Heights and Sacramento County. The project involved coordination between various subconsultants, City, County, two parks districts, Sacramento Municipal Utility District (SMUD), and an extensive public outreach campaign.

Project Engineer/Assistant Project Manager  
La Quinta Village Complete Street, a Road Diet  
Project | City of La Quinta | La Quinta, CA

Lead designer for the Active Transportation Plan (ATP) grant application and project PS&E. The grant application of three complete street corridors includes five roundabouts, a road diet, and various pedestrian crossing improvements. The preliminary analysis and design assisted the City in acquiring ATP grant funding. Project was successfully delivered to construction in 2019.



**Project Engineer**

Foxboro Parkway/Vanden Road Roundabout  
Traffic Analysis and Design | City of Vacaville |  
Vacaville, CA

Lead designer for the project PS&E for a phased single-lane (current) to multi-lane (future) roundabout in the City of Vacaville.

**Project Engineer**

Leisure Town Road/Vanden Road Roundabout  
Traffic Analysis and Design | City of Vacaville |  
Vacaville, CA

Lead designer for traffic analysis study, preliminary roundabout designs, and project PS&E for a phased single-lane (current) to multi-lane (future) roundabout in the City of Vacaville.

**Assistant Project Manager/Engineer**

Sutter Roseville Medical Center Medical Plaza  
2 Expansion | Sutter Health | Roseville, CA

Oversaw and designed civil engineering project planning documents, construction plans, specifications, and estimates for tenant improvements and building expansion for a medical office building on the Sutter Roseville Medical Campus in Roseville. The project included coordination with multiple architectural and engineering disciplines.

**Project Engineer**

Deuel Vocational Institution Fire House |  
Dewberry | Tracy, CA

Lead designer for the preliminary design, construction plans, specifications, and estimate for the demolition and construction of a new firehouse on the Deuel Vocational Institution (Department of Corrections) Facility in Tracy. The project included coordination with multiple architectural and engineering disciplines.

**Project Engineer**

Quarry Adventure Park Entrance Road and  
Parking Lots | City of Rocklin | Rocklin, CA

Lead designer for the preliminary design and construction PS&E for the construction of a new access road and two parking lots for a marquee project on a historic decommissioned rock quarry site in the City of Rocklin. The Quarry Adventure Park is a unique destination partially owned by the City of Rocklin and a private operations company. Project elements include utility infrastructure, roadway design, sidewalks, accessible path analysis, fire truck/bus access, drainage design, low impact development analysis, and site grading.

**Project Engineer**

Placerville Station II Park-n-Bus Parking Lot  
Expansion | City of Placerville | Placerville, CA

Lead designer to the project plans, specifications and estimate for a parking lot expansion in the City of

Placerville near a Caltrans highway off-ramp. Project design elements included utility infrastructure upgrades, roadway widening, Class I trail, sidewalks, signage, drainage design, low impact development analysis, and site grading.

**Project Engineer**

RC Willey Store at Delta Shores Development |  
Babcock Design Group | Sacramento, CA

Lead designer for the project plans, specifications, and estimate for a commercial development project in Sacramento. The project design elements included utility infrastructure, roadway widening, sidewalks, parking lots, signage, drainage design, and site grading.

**Project Engineer**

East Joiner Parkway/Twelve Bridges Drive  
Pavement Rehabilitation | City of Lincoln |  
Lincoln, CA

Lead designer for the project PS&E for the rehabilitation of two major corridors, East Joiner Parkway and Twelve Bridges Drive. The project included roadway rehabilitation, sidewalk extensions, and various ADA upgrades to the corridor.

**Project Engineer**

East Ninth Street Public Infrastructure  
Replacement Plan | City of Lincoln | Lincoln,  
CA

Lead designer for project plans and cost estimate for inclusion into the Public Infrastructure Replacement Plan for East Ninth Street as a part of a residential development project. The project included roadway widening, utility relocations, and sidewalk extensions.

**Engineer**

City of Turlock Pedestrian and Bicycle Active  
Transportation Plan | ALTA Planning & Design |  
Turlock, CA

Performed school drop off and pickup audits and mapped access points and public behaviors for the City of Turlock's first ATP. For each identified project, a sheet was developed that highlighted destinations served, existing conditions, relation to existing plans, and possible funding sources, such as grant programs.

**Project Engineer**

SR 49/Main Street Roundabout PS&E | City of  
Plymouth | Plymouth, CA

Performed roadway design geometrics, PS&E preparation, utility agreements, bid documents, and construction support for the first roundabout in State right of way for Caltrans District 10. The single-lane roundabout increases safety and reduces delay at the intersection, while accommodating large truck traffic and improving multi-modal access at the gateway. Project utilized local, state, and federal funds for design and construction.



## Matt Kennedy, PE, TE Principal-in-Charge



Qualified. B.S. Environmental Resources Engineering, Humboldt State University, Arcata, CA, 2001

M.S. Environmental Engineering, University of Massachusetts, Amherst, MA 2003

Civil/CA/#C 68304, Traffic/CA/#TR 2385, Civil/OR/#83450PE, Civil/NM/#23032,

Civil/Guam/#1337

Connected. American Society of Civil Engineers, Institute of Transportation Engineers, American Water Works Association, Engineers Without Borders, Society of American Military Engineers

Professional Summary. Mr. Kennedy is a licensed Civil and Traffic Engineer with 15 years of experience in traffic/transportation, utility systems, water/wastewater and sustainable civil engineering. He is adept in the design and management of a broad range of civil infrastructure projects, including roadways, water and wastewater conveyance systems, storm

drainage and Low Impact Development (LID), traffic signals, pedestrian and bicycle facilities, striping and signing, grading and drainage, civil site design, and traffic control. His experience also includes a broad range of planning, modeling and analysis capabilities including utility master planning, traffic and parking studies, circulation studies, analysis and timing of signals hydrologic and hydraulic modeling, and water and wastewater process design. He is also experienced in land surveying and construction management.

Assistant Construction Manager and  
Construction Engineer  
Pacific Northwestern Rail Trail Phase 1 |  
City of Ukiah, CA

Mr. Kennedy served as Construction Manager for a Class I trail along one mile of the NCRA Railroad Corridor between Gobbi Street and Clara Avenue in Ukiah. This was the first rail-with-trail project to be designed and constructed in NCRA ROW in Mendocino County. In addition to construction management, Mr. Kennedy provided engineering during construction, and coordinated extensively with the City of Ukiah and Project Manager Ben Kageyama.

Project Manager  
Replacement Well #4 and New Well #9 |  
City of Ukiah, CA

This project replaces existing and failing Well #4 with a new well, and a chlorination and control building. GHD provided related site improvements, and then constructed new Well #9. Well #4 is located on a parcel in a residential neighborhood.

Traffic and Civil Engineer  
Perkins Street and Orchard Avenue  
Intersection Improvements | City of Ukiah |  
Ukiah, CA

This project involved the design of traffic signal modifications and geometric improvements to add an additional right turn lane with a right turn overlap phase at this heavily utilized intersection near the on and off ramps for the U.S. 101 East Perkins Street interchange in Ukiah, CA. Other improvements included minor grading and storm drainage improvements, paving, striping for the new turn lane, curb, gutter, and sidewalk, and relocating signs

from the demolished signal poles to the new signal poles. This project was completed in September 2009, modified in January 2012 to include federal Economic Development Administration funding requirements, and completed by 2012.

Project Manager  
Talmage Interchange Improvements |  
City of Ukiah, CA

The project involves the design of geometric modifications to the existing Caltrans-owned freeway interchange in Ukiah. The improvements are related to ongoing development of the Redwood Business Park and regional growth, specifically required to accommodate increased traffic. GHD prepared a detailed traffic impact study, biological assessment, hazardous materials assessment, and a noise study for the project in support of a CEQA EIR.

Traffic and Civil Engineer  
East Washington Pedestrian Crossing | City of  
Petaluma, CA

The purpose of the project is to enhance pedestrian visibility, crossing safety and ADA accessibility at East Washington Street on the Petaluma Ring Trail. The project includes a high-visibility overhead warning system (flashing yellow beacons and LED blackout sign), a pedestrian corral at the mid-point of the crossing, new sidewalks along East Washington Street, utility trenching, a new PG&E service, ADA curb ramps with truncated dome detectable warning panels, and striping and signing. GHD designed the new overhead warning system using standard details and equipment from Caltrans, including foundations, poles, mast arms, and one luminaire for safety lighting. New sidewalks provide connectivity for bicyclists and pedestrians between the Ring Trail on Sky Ranch Road and East Washington Street. The project





was completed on-schedule and under budget. In addition to full design services, GHD provided construction support services during construction and worked with City staff and the contractor.

**Traffic and Civil Engineer**  
Lakeville Street Signal Improvements | North Coast Rail Authority | Petaluma, CA

GHD provided NCRA with design and construction engineering services for rail and traffic signal modifications and pedestrian improvements at two major intersections and grade crossings in Petaluma. The traffic signal and pedestrian improvements were required as part of NCRA's improvements to the rail system between Cloverdale and Larkspur to begin freight rail service in 2011. The project also involved coordination between NCRA, the City of Petaluma, and the California Public Utilities Commission.

**Project Manager and Construction Manager**  
Redwood Business Park Transportation Improvements | City of Ukiah, CA

The project involves the design of improvements to an existing roadway system in a developing business park and retail area to repair a large section of under-designed and failed pavement, widen and improve roadways to accommodate increases in traffic and heavy trucks associated with planned future commercial and retail developments, and other associated improvements. Elements of the project include pavement design and roadway reconstruction, new and modified traffic signals, the addition of lanes and changes in roadway geometry, extensions of roadways and utilities, and pedestrian and bicycle improvements consistent with the City's Bicycle and Pedestrian Plan and development plan. Roadway widening improvements require coordination with PG&E for the relocation of a primary distribution power pole, and wetland delineation. Other project services include traffic analyses and planning assistance for future interchange improvements, and coordination with Caltrans. This project is currently in construction.

**Civil Engineer of Record**  
Transit Operations and Maintenance Facility | Mendocino Transit Authority (MTA) | Ukiah, CA  
GHD provided civil, mechanical, electrical, and structural engineering design services for a new operation and maintenance building, fueling facility, bus clean detail, and related improvements, replacing MTA's existing outdated and undersized facilities. Site designs include new utility services, excavation, grading and paving, and stormwater improvements. The project required reconstruction of existing utilities to locate them within existing utility easements, removal and replacement of undocumented

and unstable fill materials, and coordination with local agencies for approvals.

**Project Manager and Engineer of Record**  
Route 14 Resurfacing | Guam Department of Public Works | Guam, USA

Currently Serving as Project Engineer and Engineer of Record for this project which resurfaces and restores the existing major arterial roadway, Route 14 (Chalan San Antonio), from approximately 600 feet south of Route 1 (South Marine Corps Drive) north to and including the Archbishop Felixberto Flores traffic circle. The intent of this project is to resurface the existing major arterial roadway, and make improvements to vehicular safety and pedestrian and bicycle mobility within this business district of Tamuning. In general, this project constructs a "road diet," by narrowing the existing roadway and reducing the number of travel lanes from 2-3 lanes in each direction to 2 lanes in each direction with center left turn pockets and two-way left-turn (TWLT) lanes. The project includes modifications intersections, new raised medians, new signing and pavement markings, modifications to existing drainage inlets and the reconstruction of existing sidewalks to provide wider sidewalks and ADA compliant curb ramps, clearances around obstructions, and new driveway curb cuts. Additionally, the project aims to improve multimodal transportation facilities along this corridor through the inclusion of striped bike lanes. The existing Archbishop Felixberto Flores traffic circle is also modified and reconstructed and address pavement failures within the context of a 2R project, and improve safety and operations by incorporating elements of modern roundabout design standards as much as practical without modifying the existing inscribed circle.

**Project Manager and Engineer of Record**  
Route 7A Rehabilitation and Safety Project | Guam

Served as project manager and lead design engineer for this roadway rehabilitation and safety improvement project in Guam, USA. This project involves the resurfacing and reconstruction for approximately 3,000 feet of arterial roadway connecting two highways in Hagåtña, Guam, with the goal of improving overall safety. The project includes a new flexible pavement structural section, guard rails, driveway and intersection conforms, reinforced concrete approach slabs and barricades at the Agana River Bridge, new ADA compliant sidewalks and curb ramps, curb and gutter, signing and striping. The relocation of several power transmission poles is also required to achieve ADA compliance and improve roadway safety. Storm drainage design elements include an entirely new storm drainage system designed for the 24-hour 25-year event including bioswales at the two outfalls to improve water quality. The storm drainage system includes over 3,400 feet of 18" to 36" pipe, 40 new catch basins, 2 new drop inlets, 18 manholes and 400 feet of bioswales. The project also includes provisions for a future traffic signal at an intersection currently controlled by stop signs.





## Kamesh Vedula, PE, TE Principal, Project Manager



Qualified: BS, Civil Engineering, Nagarjuna University, Bapatla, India, 2000; MS, Transportation, Kansas State University, Manhattan, KS, 2004; Civil Engineer, CA #79926; Traffic Engineer, CA #2546

**Professional Summary:** Kamesh Vedula has over 20 years in the disciplines of transportation engineering, planning, and modeling. His present roles include Principal-in-Charge, Business Development, Project Manager, and Transportation Operations Leader, depending on project needs. He oversees the workload balance of the transportation planning/engineering group and coordinates with other groups and regions to level staff resources. Kamesh is an Intersection Control Evaluation (ICE) specialist, completing numerous ICE projects within a majority of Caltrans Districts and conducting ICE analyses training classes in Caltrans District 11 and Headquarters. His project management experience includes Caltrans Project Study Report-Project Development Support (PSR-PDS), Project Approval/Environmental Documents (PA/ED), ICE studies, roundabout planning/design, advanced roundabout operations analyses/design, complete streets studies, corridor studies, traffic impact studies, and traffic safety studies. Kamesh oversees daily operations including team meetings, scheduling, invoicing, and client coordination through active communication. He contributes to business development through conference attendance, positioning with clients and strategic teaming partners, preparation of qualifications and proposals, and interviews for proposed projects.

### Principal-in-Charge, Advisor

North State Street Complete Streets Corridor Study | Mendocino County | Ukiah, CA  
Provided guidance on the traffic operational/capacity improvements for alternative improvements that included traffic signal modifications/installations, raised medians, roundabouts, and a combination of these measures. The complete street study focused on identifying cost effective solutions to improve pedestrian/bike safety, calm traffic speeds, accommodate commercial traffic, and beautify the corridor.

### Project Manager

City of Ukiah Citywide Speed Zone Engineering and Traffic Surveys 2017 | City of Ukiah | Ukiah, CA  
Oversaw the data gathering of appropriate speed limits including collision records, roadway characteristics, adjacent land uses, side street traffic, on-street parking, and sight distances for updates of 53 roadway segments. Radar speed measurements were conducted by a trained observer using a hand held radar unit along each of these roadway segments. The E&TS were completed in 2017.

### Traffic Engineer

City of Ukiah Citywide Speed Zone Engineering and Traffic Surveys 2012 | City of Ukiah | Ukiah, CA  
Assisted with the data gathering of appropriate speed limits including collision records, roadway characteristics, adjacent land uses, side street traffic, on-street parking, and sight distances for updates of 51 roadway segments. The E&TS were completed in 2012.

### Traffic Engineer

Citywide Preliminary Impact Fee Estimates |

### City of Ukiah | Ukiah, CA

Prepared the Impact Fee estimates for the Capital Improvement Program (CIP) by creating the Ukiah Valley Area Plan (UVAP) 300 TAZ travel demand model using TransCAD software to accurately forecast both daily and peak hour travel demands. A \$31 million CIP was prepared for use in a preparing a transportation fee program update.

### Traffic Engineer

City of Ukiah Citywide Traffic Circulation Study, Circulation Element Update, and Capital Improvement | City of Ukiah | Ukiah, CA  
Performed the traffic engineering for the citywide traffic model of 235 TAZs based on the parcel boundaries and the proposed model network. Performed a comprehensive study of existing and future (year 2030) transportation conditions and multimodal needs to update the Circulation Element of their General Plan document.

### Traffic Engineer

Healdsburg Avenue Bridge over Russian River Citywide TDM | City of Healdsburg | Healdsburg, CA  
Performed work on the Travel Demand Model (TDM) for the traffic analysis that evaluated various traffic control solutions on the west side of the Healdsburg Avenue Bridge at the Healdsburg Avenue/Front Street intersection. The TDM was not a stand-alone TDM, but rather a nested City-level refinement to the Sonoma County Transportation Authority. The TDM was created to simulate existing and future travel demand essential to establish the capacity requirements for the Healdsburg Avenue Bridge structure. Five signalized traffic control options were analyzed under future conditions turning movement volumes.



**Project Engineer**

Streets West of Downtown Traffic Analysis |  
City of Napa | Napa, CA

Project included an analysis of the traffic operational conditions using BluFax for the streets west of downtown to assess potential changes to travel patterns, including a reversal of the one-way couplet and allowing two-way traffic on streets west of downtown, which are currently one-way streets.

**Traffic Engineer**

Old Redwood Highway Complete Street  
Improvement and Design | City of Cotati |  
Cotati, CA

Responsible for traffic study to address the transportation impacts associated with the proposed Village Main Street roadway improvement project that proposes to improve Old Redwood Highway Corridor to a pedestrian-oriented two-lane facility for use in completing the project's California Environmental Quality Act (CEQA) environmental documents.

**Project Engineer**

Rocklin Road Complete Street Corridor  
Improvement Master Plan and PS&E | C&C  
Construction, Incorporated, City of Rocklin |  
Rocklin, CA

Preparation of Roundabout Feasibility Report (RFR). Synchro, SIDRA, Rodel, and VISSIM software were utilized to quantify the performance criteria for various study alternatives for this project entailing a complete street corridor through six intersections, including two Interstate (I) 80 freeway ramp intersections. The Meyers Street and Grove Street roundabout was constructed.

**Traffic Engineer**

Rohnert Park Expressway Corridor Study TIS  
and Roadway Rehabilitation | City of Rohnert  
Park | Rohnert Park, CA

Oversaw travel time runs and responsible for preparation of calibrated operations model to match field conditions and propose mitigations to improve traffic operations.

**Traffic Engineer**

Windsor River Road/Windsor Road Intersection  
Improvements | Town of Windsor | Windsor, CA  
Responsible for traffic operations, preparation of the ICE, review of preliminary stage construction and traffic handling for this federally funded intersection improvement project. This intersection is a gateway to the Town Green downtown area, the Windsor Depot (transit center), and the future SMART Windsor Station. The main project goal was to improve safety by reducing hazards to motorists, bicyclists and pedestrians at the rail grade crossing/intersection and to meet safety objectives outlined by the California Public Utilities Commission,

prior to the future passenger rail service to Windsor. The project included preliminary design and concept preparation of two alternatives—a modified traffic signal alternative and a roundabout alternative—ICE of the alternatives, public outreach, and National Environmental Policy Act (NEPA)/CEQA services.

**Principal-in-Charge**

City of Elk Grove Bicycle, Pedestrian, and  
Trails Master Plan | City of Elk Grove | Elk  
Grove, CA

Provided technical oversight for a three-firm project team in the development of an update to the City of Elk Grove Bicycle, Pedestrian, and Trails Master Plan, which will prepare the City to seek grant funding and quickly implement high-priority recommendations. The plan will include context-appropriate network recommendations for the urban, suburban, and rural areas of the City, and will recommend strategies to leverage new development to construct a well-connected active transportation network.

**Engineer**

Downtown Redding Community-Based  
Transportation Study | City of Redding |  
Redding, CA

Assisted with the project meetings, circulation, and congestion plan. Involved in inventory of the existing private and public parking and responsible for identifying the existing conditions, peak hour traffic operations, and website public engagement.

**Traffic Engineer**

La Quinta Village Complete Street, a Road Diet  
Project | City of La Quinta | La Quinta, CA  
Assisted in the scoping and field review for the City of La Quinta Active Transportation Program grant application, which was processed successfully.

**Engineer**

San Luis Ranch Multimodal TIS and Prado  
Road PSR | City of San Luis Obispo | San Luis  
Obispo, CA

The proposed mixed-use project is on a 131.3-acre site in unincorporated San Luis Obispo County. The analysis involved LOS computations for vehicular, pedestrian, bike, and transit through the study area that included 20 intersections and 17 roadway segments and the potential impacts of a new Prado Road interchange to the circulation system.



## Craig Chatelain, PE Bridge Design / HBP Liaison



Qualified: BS, Civil Engineering, University of California, Davis, CA, 1979; Civil Engineer, CA #34440

Connected: American Society of Civil Engineers (ASCE)

**Professional Summary:** Craig Chatelain is a senior bridge engineering leader with 40+ years of experience in design, construction, and oversight of complex highway, bridge, rail, and underground structures projects. As a consultant project manager, he has led design construction support services for the replacement of the Richmond San Rafael Toll Bridge West Trestle Spans, served as Project Manager/Structures Lead for the preliminary engineering through final design of the Yerba Buena Island Ramps project, and led multiple D59 Structures On-Call task orders and local agency bridge replacements.

As a former Caltrans Senior Bridge Engineer and Structures Liaison, Craig was responsible for the design approval of over \$400 million in completed structures in Caltrans District 11 region, including San Bernardino and Riverside Council of Governments Program oversight. He has

extensive program management experience working with local agencies and has previously led a technical advisory panel for seismic safety determining fault rupture design parameters for the I-210/I-215 interchange. He has recently served as Caltrans Project Manager for the statewide implementation of AASHTOWare project preconstruction as a replacement to their legacy estimating software system.

Craig has managed bridge projects ranging from new overcrossings, bridge replacements and widenings, to complex ramp to bridge connections and specially design retaining walls with aesthetic treatments, including award-winning toll bridge replacements and underground structures. He specializes in delivering local agency bridge projects through Caltrans oversight requirements using his knowledge of Caltrans processes and procedures to expedite delivery of a quality bridge project.

### Project Manager

Faith Home Road Bridge over the Tuolumne River | Stanislaus County Public Works | Modesto, CA

Served as Project Manager leading the Project Approval and Environmental Document (PA/ED) phase effort for this \$71 million project to fill an existing transportation gap in the Claus/Garner/Faith Home road corridor. The project includes one mile of new four-lane expressway from the existing Faith Home Road/Hatch Road intersection north to the Garner Road/Finch Road intersection. The build alternative would ultimately construct the expressway on new alignment, with Phase 1 being a two-lane roadway. The project study includes a Modesto & Empire Traction Company railroad undercrossing, a multi-span viaduct structure to convey traffic over the 200-year flood elevation of Tuolumne River, a 450-foot-long, three-span bridge over the main channel of the Tuolumne River, and the replacement of an existing Ceres Main Canal bridge structure. This new corridor will create an efficient freight goods movement corridor from the Beard Industrial tract in Modesto around the eastern edge of Ceres to State Route (SR) 99. Key project stakeholders are Stanislaus County, Stanislaus Council of Governments, City of Ceres and Modesto, as well as the Modesto and Turlock Irrigation Districts and Caltrans. Currently the project purpose and need and route alternative geometrics have been determined and presented in an initial public

workshop. Caltrans has been engaged in a review of the Preliminary Environmental Study (PES), and ongoing survey, traffic and environmental studies are underway.

### Project Manager

Embarcadero Bridge over Lake Merritt | Department of Public Works | Oakland, CA

Served as Project Manager for design services during construction for this 535-foot-long, two-lane bridge replacement project over the Lake Merritt Channel. Included in the project is approach roadway, new bike lanes, pedestrian path with overlook on the bridge, boat ramp modifications, new bathrooms, lighting, and a fish cleaning station. This project utilizes highway bridge replacement funding and includes the removal of the existing bridge. The bridge makes use of multi-column bents on large diameter Cast-in-Drilled-Hole (CIDH) pile foundations in Lake Merritt. Both the bridge removal and new construction utilized cofferdams and a work trestle.

### Project Manager

Jacalitos Creek Bridge Replacement | Fresno County Public Works | Fresno, CA

Served as Project Manager for Fresno County Bridge Replacement project utilizing Federal Highway Bridge Project funding. Project includes the structure type selection and preliminary engineering to support the environmental document prepared by the County of Fresno. It includes the final design of the bridge and



roadway Plans, Specifications, and Estimate (PS&E), bid support, and design construction support services during construction. Led services for the bridge type selection, funding approvals, geomorphology study of the creek, and the 65% PS&E efforts. The new design assumes a longer three span cast-in-place/prestressed slab bridge on two column bents supported on pile shafts to replace the existing bridge that previously required flood damage repairs and the replacement of one span. The bridge replacement is proposed to maintain the existing alignment, with a temporary low water crossing detour planned to be utilized during removal of the existing bridge and replacement of the new bridge.

Project Manager / Structures Lead  
Ulati Creek Bridge Widening | City of  
Vacaville | Vacaville, CA

Project manager and Lead Bridge Engineer responsible for HBP funding assistance and the widening of the Ulati Creek Bridge. The bridge improvements widened the existing three span reinforced concrete slab bridge to match the approach roadway and sidewalk widths, while allowing two dedicated turn lanes and barrier upgrade for vehicle safety. Funding assistance included the request for authorization, and funding oversight from preliminary engineering through the approval of final design and construction funds. The preliminary engineering phase included Caltrans approval of the Type Selection and Seismic Retrofit Strategy, as well as the approval of rock slope protection and the development of an aesthetic haunch fascia treatment that received funding approval. Final PS&E included details for a variety of utility details from electrical and communication conduits to a large gas and waterline relocation, plus all cost estimates. Also included was replacement of the existing metal railings with an open concrete barrier with pedestrian railings, plus bridge deck rehab and new approach slabs across each abutment.

Structures Liaison  
Caltrans HQ | California Department of  
Transportation | Lytle Creek Bridge  
Overcrossing Interchange Structure |  
California

Served as Structures Liaison for a five-span cast-in-place prestressed box-girder bridge designed for three meters of horizontal fault rupture displacement due to the proximity of the San Jacinto Fault. Required extra-large abutment seats and drop caps to allow the structure room to move yet not collapse during a major seismic event.

Structures Liaison  
Caltrans HQ | California Department of  
Transportation – Division of Structures | I-10  
Sierra Avenue Overcrossing Replacement,  
Single Point Urban Interchange | Fontana, CA  
Served as Structures Liaison for all bridge studies and

plans for the Project Study Report (PSR), project report, and final construction documents. The replacement structure doubled the width of the existing two-span overcrossing, raised the profile grade of the existing city street to provide adequate vertical clearance over both the freeway and adjacent railroad, and used multiple stages of construction to maintain existing traffic during construction. The final structure was an hourglass shaped cast-in-place prestressed box-girder overcrossing with sharply curved exterior girders and curved retaining walls supporting the freeway ramps. To help mitigate safety concerns and aid tracking, a gray-colored concrete bridge deck was specified to help the lane striping stand out to motorists using this interchange.

Structures Liaison  
Caltrans HQ | California Department of  
Transportation | I-10 Milliken Overcrossing  
Widen | Ontario, CA

Served as Structures Liaison for the final design of the three-span precast trapezoidal girder bridge. The widening doubled the width of bridge using a symmetrical widening on both sides. Innovative details included the removal of the existing Asphalt Concrete (AC) deck overlay and replacement with a new polymer concrete overlay. A large new water line was added by suspending it from the deck, and the abutment modifications included the use of a temporary soil nail wall to facilitate the construction of a new retaining wall.





# Raymond Wong, PhD, PE, LEED AP, CFM

## Hydrology and Hydraulics



Qualified: PhD, Environmental Planning, University of California, Berkeley, CA, 2014; MS, Environmental Engineering (Environmental Fluid Mechanics and Hydrology), Stanford University, Stanford, CA, 2002; BS, Civil and Environmental Engineering (Honors), University of Toronto, Toronto, ON, 2000; Civil Engineer, CA #67876; LEED Accredited Professional (LEED AP); Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager (CFM); Certified Professional in Erosion and Sediment Control

Connected: American Society of Civil Engineers San Jose Branch, Past President; Floodplain Management Association; American Geophysical Union

Professional Summary: Dr. Raymond Wong is an ASFPM Certified Floodplain Manager specializing in water resources engineering including urban flood protection, stream restoration, and watershed planning and management. His technical emphasis includes hydrology, hydraulic, geomorphology, and numerical modeling. Raymond is a proven technical leader, managing multi-discipline teams to deliver timely and high-quality services to clients. He has consulted on

numerous storm drainage floodplain coupled studies and modeling projects, developed and advised on over \$200 million of Capital Improvement Projects (CIP) for his clients. Raymond received his honor undergraduate degree at the University of Toronto and graduate degrees at Stanford University and University of California - Berkeley. His research work studied flood control projects and watershed programs in the San Francisco Bay Area, Los Angeles Area, Milwaukee, Toronto, Beijing, and Singapore, and he has presented at conferences and workshops across the US and internationally, such as in France and China.

### Hydraulic Engineer

Mendocino County Courthouse | County of Mendocino | Ukiah, CA

Evaluated the Gibson Creek flood stage in a 100-year storm event in the vicinity of the project area, and the potential impacts of the proposed roadway bridge crossing to upstream creek water surface elevation. We developed a HEC-RAS hydraulic model for the creek. The model included significant overbank floodplain for 100-year floodplain mapping. The project also included a bridge scouring analysis to establish the bridge foundation design criteria.

### Quality Assurance/Quality Control (QA/QC) Manager

Hydrologic and Hydraulic Analysis | Sonoma-Marin Area Rail Transit (SMART) | Sonoma County, CA

Served as QA/QC Manager for the hydrologic/hydraulic evaluation to determine if proposed improvements or existing structures were sufficient to meet the design criteria for the SMART Civil Track Pathway North and South Segments. The team has evaluated approximately three dozen of these watersheds and associated track crossings.

### Hydraulic Engineer

Grant Avenue Bridge Rehabilitation | City of Novato | Novato, CA

Developed a HEC-RAS hydraulic model for the creek corridor at the vicinity of the bridge to evaluate creek

water surface elevation under various design flow conditions. Also prepared a scouring analysis to evaluate potential scouring issue at the bridge and along the creek corridor, especially at the upstream of the bridge where the creek alignment made a sharp turn to the bridge. The scouring analysis provided information to develop creek bank erosion protection options and define bridge foundation design based on projected creek bed and sediment mobilization trends.

### QA/QC Hydraulic Technical Lead

Flood Control Channel Fish Passage and Fish Screening Projects | Alameda County Water District | Alameda County, CA

Reviewed the channel hydraulic design for these fish passage projects within a USACE-built flood control channel to help groundwater recharge for a water supply with two large inflatable rubber dams (RD1 and RD3) on Alameda Creek. GHD participated in and prepared permit supporting documents, such as the USACE Jurisdictional Determination and hydraulic technical memo in support of the USACE 404 and 408 permitting process.

### Hydraulic Engineer, Geomorphologist

Upper Penitencia Creek/Alum Rock Park Fish Passage Improvements | Santa Clara Valley Transportation Agency | Santa Clara Valley, CA

Led the hydraulic design of the streambed and structural improvements within the Park. The project: 1) enhanced biological diversity, 2) restored hydrology, 3) reduced



sediment input, and 4) protected cultural and historical resources. The project received the American Society of Civil Engineers (ASCE) Region 9 Environmental Project of the Year Award in 2013.

**Hydraulic Engineer**  
**Pulgas Creek Bank Failure Case Study | City of San Carlos | San Carlos, CA**

Assisted the City in addressing creek bank erosion complain and potential legal actions from a private property, a three-dimensional, Computational Fluid Dynamic model of a 1500-foot long reach of Pulgas Creek was developed by the project team. Site visits and photographic monitoring were conducted to validate modeling results. Findings were analyzed and presented in a technical memorandum with recommendations of next steps including improvements and management options for the City.

**QA/QC Manager**  
**Salvador Creek Flood Reduction Alternatives Analysis Report | Napa County Flood Control and Water Conservation District | Napa, CA**  
Served as QA/QC Manager for the investigation of flood control alternatives within the 7.2-square-mile watershed that drains to the Napa River through the northern portion of the City of Napa. GHD used MIKE URBAN to develop hydrology using the TR-55 method, MIKE 11 to simulate channel hydraulics, and MIKE 21 to simulate two dimensional surface overflow and flood plain routing and flooding. Dynamic interactions among the three modules were simulated through coupling, representing the first successful linkage of the three model components in North America.

**Hydraulic Engineer**  
**City of Fairfield Drainage Analytical Study | City of Fairfield | Fairfield, CA**  
Served as Project Engineer for the City of Fairfield's study to analyze recurrent flooding of and around the County of Solano Government Center and Downtown Fairfield. Responsible for background document review to establish the boundary conditions, including tidal influence on the drainage system, hydrology and hydraulic analysis, computer modeling, and flood protection alternatives evaluation.

**Hydraulic Engineer**  
**Bournes Pond Inlet Improvement | Town of Falmouth | Falmouth, MA**  
This project expands the Bournes Pond Inlet to address the water quality issues by enhance tidal exchange and

hydraulic connectivity between the pond and the Atlantic Ocean. As a part of the inlet expansion, GHD provided design services to replace the Menauhant Road Bridge crossing the pond inlet. To support the design effort, developed a 2D HEC-RAS model to analyze the hydraulic performance of the inlet under various fluvial-coastal coincidence scenarios. In addition, prepared a scouring analysis to support the bridge foundation design.

**Project Engineer**  
**Bayfront Canal Improvement | City of Redwood City | Redwood City, CA**

Responsible for evaluating flood improvement options for Bayfront Canal. Responsible for existing information evaluation, hydrology analysis, canal capacity analysis, tide gate analysis, detention storage analysis, levee elevation estimate, and hydraulic modeling using HEC-RAS.

**Hydraulic Engineer**  
**Farmers Lane Extension | City of Santa Rosa | Santa Rosa, CA**  
Served as Hydraulic Engineer responsible for the watershed hydrology analysis and HEC-RAS hydraulic modeling on the creek crossings. A flood plain analysis was performed to evaluate the potential flooding area and develop drainage solutions along the two miles of new roadway alignment.



## Todd Tregenza, AICP Traffic Operations and Planning



Qualified: BS, Community and Regional Development, University of California, Davis, CA, 2007; AICP Certified Planner #29678

Connected: American Planning Association; Young Professionals in Transportation

Professional Summary: Todd Tregenza has 13 years of professional experience in various areas of transportation consulting with an emphasis on transportation planning projects. He has assisted dozens of agencies on short- and long-range planning efforts, including the development of travel demand models, general plan circulation elements, specific plans and master plans, corridor studies, capital improvement programs, nexus and fee studies, transportation operational analyses, and impact analyses. Todd's experience spans public and private sector work for a broad range of projects that require circulation, safety, and operational analysis from a transportation perspective. He also has extensive experience as an on-call transportation planner for local agencies, assisting in the preparation of transportation studies and grant applications, performing peer reviews of impact studies, and developing California Environmental Quality Act (CEQA) impact analyses for development projects of all sizes.

### Project Manager

Ukiah Traffic Analysis for Schools and Surrounding Area | City of Ukiah | Ukiah, CA

Managed preparation of transportation operational and safety study in vicinity of Ukiah public schools. This project identified school-related transportation deficiencies and implementable multimodal transportation improvements to improve school traffic and mobility, including consideration of modern roundabouts.

### Senior Transportation Planner

Carillion Boulevard Complete Streets Corridor | Raney Planning & Management | Galt, CA

Oversaw completion of the Carillion Boulevard Complete Streets Corridor Plan, including assessment of intersection control options; consideration of innovative transportation treatments, such as Class IV bikeways and protected intersections; review and oversight of forecasting effort; and presentation of plan to planning commission.

### Senior Transportation Planner

Eastview Specific Plan Environmental Impact Report | Raney Planning & Management | Galt, CA

Led preparation of Transportation Impact Analysis (TIA) and associated Environmental Impact Report (EIR) sections. The 20-year buildout scenario, based on 2014 transportation CIP, was utilized to assess long-term project impacts assuming several phases of land development. Existing, short-term, and long-term mitigations were identified to reduce project impact significance. Alternative improvement scenarios were assessed for optimal configuration of major transportation infrastructure elements in the City, including Walnut Avenue and Twin Cities Road interchanges with State Route (SR) 99.

### Project Manager

Valley Springs Town Center Connectivity Plan | Calaveras Council of Governments | Valley Springs, CA

Managed the development of a community-driven multimodal complete streets plan for the "Town Center" area within Calaveras County, with a focus on multimodal and school safety. Coordinated plan development with community stakeholders to ensure community "buy-in" on recommendations and ensured support from all public agency partners, including Caltrans, Calaveras County, and Calaveras Council of Governments. Assessed existing conditions for bicycle, pedestrian, transit, and auto users, including intersection operations, multimodal traffic stress and safety, and accessibility and connectivity. Developed implementable, cost-effective grant-eligible, prioritized infrastructure recommendations for plan.

### Senior Transportation Planner

2009 Transportation Capital Improvement Program and Traffic Impact Fee Update | City of Galt | Galt, CA

Responsible for updating nexus study to support TIF and transportation CIP update. Efforts included updating of base and future year conditions in City's travel demand model, preparation of cost estimates for identified improvement needs, calculation of impact fees by land use category, and consideration of credits to special fee areas including the northeast area.

### Transportation Planner

US 101 South County Corridor Transportation Study | San Luis Obispo County, CA

For this multi-jurisdiction transportation planning and operational analysis effort, the study was initiated as a partnership between the County of San Luis Obispo and Caltrans in order to evaluate and assess the potential for modifications, restriction, and expansion of freeway access along the US 101 corridor in South San Luis Obispo County. Led the effort to expand the sub-regional model into northern Santa Barbara County in order to model and assess corridor implications south of the County limit. Multiple scenarios were assessed for impacts to adjacent properties, potential environmental impacts, financial cost, and operational effects. Limited



access facilities, full interchanges, collector-distributor systems, and at-grade intersections along the corridor were all evaluated with the goal of improving safety, reducing conflict points, relieving congestion, and providing access to future growth areas.

**Transportation Planner**

Value Place Commercial TIS | Turlock, CA

The proximity of the proposed 4.5-acre commercial development on the southeast corner SR 99/Fulkerth Road interchange was a significant concern for future traffic operations, thus multiple ingress/egress scenarios were analyzed on how to best handle mid-block access between closely spaced signalized intersections on a major arterial.

**Transportation Planner**

First Street and Second Street Roundabouts along California Boulevard | Napa, CA

Responsible for Traffic Operations Analysis including the alternatives testing, modeling, and capacity analysis and VISSIM Micro-Simulation Analysis efforts for three closely spaced roundabouts at the intersections of the SR 29 northbound ramps at First Street, First Street and Second Street at California Boulevard. Project will include two multi-lane roundabouts, one of which is in the State right of way at the SR 29 ramp intersection. Project is federally funded and Caltrans administered the project during construction, estimated at a cost of \$12 million.

**Project Manager**

City of San Luis Obispo On-Call Transportation Planning Services 2017-2018 | City of San Luis Obispo | San Luis Obispo, CA

Project Manager to provide Transportation Design, Engineering, and Review; Multi-modal Planning and Analysis; Multi-modal Operations and Analysis; and Travel Demand Modeling services on an on-call basis. Under this on-call contract, the team was assigned the preparation of a Multi-modal Traffic Impact Study for the proposed Froom Ranch Specific Plan EIR. Froom Ranch Specific Plan is the third and last major land annexation area identified in the City's General Plan, along with San Luis Ranch and Avila Ranch. The proposed project land uses include a mix of commercial, recreational, and residential uses, a large portion of which will be age-restricted and/or elder care living facilities. The purpose of this study is to conduct analysis for CEQA compliance and to evaluate consistency of the project with the City General Plan/Circulation Element. Work performed while with another firm.

**Transportation Planner**

City of San Luis Obispo On-Call Transportation Consultant and On-Call Multimodal Transportation Impact Analysis | San Luis Obispo, CA

Led the development of in-house multimodal transportation analysis tools to quantify operations using HCM 2010 for all travel modes on a link, segment, and corridor basis. This process, as well as HCM 2010

intersection analysis through Synchro, was utilized in the preparation of several transportation impact analyses and supporting environmental documents, from smaller projects such as Discovery SLO to large Specific Plan projects such as San Luis Ranch.

**Project Manager**

San Luis Ranch Specific Plan Multimodal Transportation Impact Analysis Prado Road Interchange Project Study Report | San Luis Obispo, CA

Project required development of cutting edge in-house multimodal transportation analysis tools to quantify operations using HCM 2010 for all travel modes. Analysis was performed on an intersection, link, segment, and corridor basis. The transportation analysis report formed the basis of the San Luis Ranch Specific Plan EIR, as well as the basis for the concurrent Project Study Report (PSR) that was prepared for the Prado Road Interchange project. The multi-modal TIS analyzed several development phases of the 130+ acre site and analyzed several near- and long-term infrastructure scenarios, including the alternatives being studied in the PSR. The tools developed as part of this effort were subsequently used on several later impact studies under an on-call contract with the City of San Luis Obispo.

**Project Manager**

Froom Ranch Specific Plan Multimodal Transportation Impact Study | San Luis Obispo, CA

Provided transportation design, engineering, and review; multimodal planning and analysis; multimodal operations and analysis; and travel demand modeling services on an on-call basis. Under this on-call contract, the team was assigned the preparation of a Multi-modal Traffic Impact Study for the proposed Froom Ranch Specific Plan EIR. Froom Ranch Specific Plan is the third and last major land annexation area identified in the City's General Plan, along with San Luis Ranch and Avila Ranch. The proposed project land uses include a mix of commercial, recreational, and residential uses, a large portion of which will be age-restricted and/or elder care living facilities. The purpose of this study is to conduct analysis for CEQA compliance and to evaluate consistency of the project with the City General Plan/Circulation Element. Work performed while with another firm.

**On-Call Transportation Consultant**

Transportation Impact Analysis | San Luis Obispo, CA

Led the development of in-house multimodal transportation analysis tools to quantify operations using HCM 2010 for all travel modes on a link, segment, and corridor basis. This process, as well as HCM 2010 intersection analysis through Synchro, was utilized in the preparation of several transportation impact analyses and supporting environmental documents, from smaller projects such as Discovery SLO to large Specific Plan projects such as San Luis Ranch.





## Kendra Ramsey, AICP Outreach and Active Transportation



Qualified: MS, Community Development, University of California, Davis, CA, 2009; BA, Sociology, University of California, Santa Cruz, CA, 2005; AICP Certified Planner #32395; Safe Routes to School National Course Instructor

Connected: Association of Pedestrian and Bicycle Professionals, Board Member, Sacramento Region Chapter Founder/Co-Chair; American Planning Association

Professional Summary: Kendra Ramsey has 13 years of experience in active transportation and sustainable land use planning, policy, program design, and implementation. She has cross-sector expertise in community engagement, public health, and equitable development. Kendra's experience includes state and local government as well as the non-profit sector. She has managed the development of numerous Active Transportation Plans (ATP) for municipal and county clients, developed and implemented Safe Routes to School (SRTS) plans and programs, consulted on effective active transportation accommodation within large roadway projects, and written successful regional and state grant applications for local agencies.

Active Transportation Advisor  
Ukiah Traffic Analysis for Schools and  
Surrounding Area | City of Ukiah | Ukiah, CA

Advisor on SRTS planning best practices for transportation operational and safety study in vicinity of Ukiah public schools. This project will identify school-related transportation deficiencies and identify implementable multimodal transportation improvements to improve school traffic and mobility, including consideration of modern roundabouts.

Active Transportation Advisor  
Imola Avenue Corridor Complete Streets Study  
| Napa County Transportation Authority | Napa, CA

Provided draft concept improvement review and consulted on strategies to maximize active transportation benefits on a corridor study to increase multimodal comfort and accessibility, improve traffic operations, and create a vibrant and inviting streetscape. The visually rich plan includes documentation of existing conditions and needs identified by the community alongside recommended improvements and a strategic implementation plan that considers funding opportunities and maintenance.

Project Manager

Elk Grove Bicycle, Pedestrian, and Trails  
Master Plan | City of Elk Grove | Elk Grove, CA  
Managed a three-firm project team in the development of an update to the Elk Grove Bicycle, Pedestrian, and Trails Master Plan that will prepare the City to seek grant funding and quickly implement high-priority recommendations. The plan will include context-appropriate network recommendations for the urban, suburban, and rural areas of the City and will recommend strategies to leverage new development to construct a well-connected active transportation network.

Project Manager  
Santa Maria Active Transportation Plan (ATP) |  
City of Santa Maria | Santa Maria, CA

Managed the development of the Active Transportation Plan to improve bicycling and walking in Santa Maria, a disadvantaged community. Developed and implemented effective virtual engagement strategy during COVID pandemic. Managed development of a Cycle 5 Active Transportation grant application for priority projects.

Active Transportation Advisor  
Valley Springs Town Center Connectivity Plan |  
Calaveras Council of Governments | Valley  
Springs, CA

Advisor to the project team on active transportation and SRTS planning for the development of a community-driven multimodal complete streets plan for the "Town Center" area within Valley Springs in Calaveras County. Assisting with development of implementable, cost-effective grant-eligible, prioritized infrastructure recommendations for plan to improve safety and connectivity near an elementary school and within the Town Center as a whole.

Project Manager

Glenn County Active Transportation Plan |  
Glenn County Transportation Commission |  
Willows, CA

Managed the development of a comprehensive ATP for Glenn County and its incorporated communities, focusing on connectivity within town centers. Implemented an innovative project prioritization approach that identified key gaps in the pedestrian and bicycle networks, creating grant-ready project packages for future grant cycles. The plan reflects the unique County of Glenn environment and includes solutions to address natural and man-made barriers to connectivity, considers accessibility for all ages and abilities, and provides backbone network recommendations along with innovative multimodal projects appropriate for the rural context. The plan was completed on time and under budget, and adopted unanimously by the Glenn County Transportation Commission in June 2019. Work performed while with another firm.



**Project Manager**

Merced Active Transportation and Safe Routes to School Plan | City of Merced | Merced, CA

Managed the development of a series of technical reports in support of the City-developed Active Transportation and SRTS plan (Plan). Developed a community engagement and outreach plan focused on garnering meaningful engagement from the City's disadvantaged communities, primarily in South Merced. Developing and sustaining relationships with a variety of community organizations was critical to the success of this effort. Designed services of culturally appropriate engagement opportunities, culminating in a well-attended community workshop conducted primarily in Spanish. The technical papers presented critical data and network recommendations to close key network gaps in bicycle and pedestrian networks, make first-mile and last-mile connections to transit, and improve accessibility across both natural and physical barriers. After delivering the technical papers early and under budget, provided technical review of the draft Plan for the City's lead Plan author. Work performed while with another firm.

**Project Manager**

Colusa County Safe Routes to School Plan | County of Colusa | Colusa, CA

Managed the multi-firm consultant team to develop a context-sensitive SRTS plan for the County and its incorporated and unincorporated communities. Working with County staff to target key stakeholders, conducted well-attended walk audits of schools in town centers and rural interfaces along main streets and rural goods-movement corridors. The resulting plan includes SRTS infrastructure and non-infrastructure (program) recommendations for 14 schools within five school districts. Following unanimous plan adoption by the Colusa County Board of Supervisors, managed the development of ATP Cycle 4 applications for the County and two cities. Work performed while with another firm.

**Project Manager, Lead Technical Consultant**  
Oakdale Accessibility Master Plan | City of Oakdale | Oakdale, CA

Managed the multi-firm consultant team for the Accessibility Master Plan, which serves as an update to the 2006 Bikeways and Trails Master Plan and dovetails with the ADA Transition Plan. Responsible for directing comprehensive field review and the development of context-appropriate project alternatives. During a five-day charrette exercise, conducted multiple stakeholder meetings, focus groups, and walking audits, as well as two community workshops. The culmination of this extensive outreach is the final Accessibility Master Plan, which includes conceptual designs for citywide connections for bicycle and pedestrian travel, crossing improvements on a Caltrans highway that serves as the City's main streets, and a circumferential equestrian network at the request of residents. The plan was completed on time and under budget,

and adopted by the Oakdale City Council in December 2017. Work performed while with another firm.

**Project Manager**

Santa Monica Safe Routes to School Program Expansion | City of Santa Monica | Santa Monica, CA

Managed the consultant team for this program development and implementation project for five schools, working with the local agency client and managing a local education and outreach subconsultant. The project focused on expanding SRTS education and encouragement activities in five schools that were not included in the SRTS pilot for the City. Managed development and delivery of walk audit reports (improvement plans and suggested route to school maps), a marketing campaign, program piloting and implementation, skills training for students and parents, and program evaluation. Work performed while with another firm.

**Project Manager and Transportation Advisory**  
North Natomas Bike Map | Jibe North Natomas | Sacramento, CA

Managed the development of a neighborhood bicycle transportation map for the North Natomas neighborhood of Sacramento for the Transportation Management Association, North Natomas Jibe. Facilitated transportation facility updates to existing data, identification of key destinations and safety information for the map, and served as the liaison between the design team and client.

**Project Manager**

Citywide Safe Routes to School Plan | City of Rialto | Rialto, CA

Managed the development of a comprehensive SRTS plan for the City of Rialto that included all 29 schools within the Rialto Unified School District. Facilitated monthly Steering Committee meetings consisting of district leadership, police department, city staff from various departments, and the four-firm consultant team. Directed the design and facilitation of a wide array of public engagement efforts for this \$1.2 million project: well-attended walk audits at each school, project outreach materials including website and printed material development, social media strategy, community event participation, educational programming at all 29 schools, and pop-up "tactical urbanism" demonstration held in tandem with the SCAG Go Human project. While managing the project, successfully resolved a school district liability concern, resulting in full support for all project activities by the school district. After transferring management of the project to local management at the start of the 2017-2018 school year, remained a key advisor and transitioned to assisting the City with the pursuit of grant awards for other projects. Work performed while with another firm.



## Brian Bacciarini CEQA/NEPA Project Manager



Qualified: BS, Environmental Studies, Sonoma State University, Sonoma, CA, 2001; Certified, Construction Document Technician (CSI); Certified, OSHA 40-Hour HAZWOPER; Certificate of Completion; OSHA 8-Hour Annual HAZWOPER, Certified, Construction Site Planning and Management

### Professional Summary:

Brian Bacciarini has 18 years of experience with GHD specializing in the field of environmental compliance, serving as a CEQA/NEPA project manager for roadway improvements, landslide stabilizations, emergency repairs, bridges, roundabouts, paving overlays, trails, and utility replacements. He has long-standing relationships with federal funding program managers, having managed funding applications and NEPA and CEQA-plus reviews through the Federal Emergency Management Agency (FEMA), California Office of Emergency Services, State Water Resources Control Board, US Environmental Protection Agency, and for both off-highway and on-highway projects with Caltrans Local Assistance requirements.

### Project Planner

Mill Creek Bridge Replacement Caltrans PES  
| Caltrans | Mendocino County Department of  
Transportation | Mendocino County, CA  
Assisting with the coordination of the NEPA, CEQA, and  
natural resource permitting aspects of this bridge  
replacement project on Hill Road in rural Covelo,  
Mendocino County. The bridge spans Mill Creek, a  
tributary to the Eel River. The existing bridge has been  
determined to be structurally deficient and would be  
replaced with a new two-lane bridge with rock slope  
protection along the channel banks.

### NEPA Project Manager

Fryer Creek Pedestrian and Bicycle Bridge |  
City of Sonoma | Sonoma, CA  
Overseeing the completion of the preliminary  
environmental study and project-specific technical  
studies in support of a categorical exclusion finding.  
Also overseeing completion of the necessary NEPA  
documentation for the project in accordance with  
Caltrans Local Assistance Procedures and the Standard  
Environmental Reference Manual. This includes  
completion of a preliminary environmental study,  
Natural Environmental Study Minimal Impact Study, and  
multiple technical memorandums. Also overseeing  
completion of resource agency permits for the project,  
including a Section 401 Water Quality Certification and  
a Section 1602 Streambed Alteration Agreement.

### CEQA Project Manager

Jennings Avenue Pedestrian and Bicycle Rail  
Crossing EIR | City of Santa Rosa | Santa  
Rosa, CA

Completed a CEQA EIR for this project on an  
accelerated schedule. The project was controversial  
and included a proposed pedestrian and bicycle rail  
crossing in the Jennings Avenue neighborhood of Santa  
Rosa, and the potential closure of an existing at-grade

rail crossing at one of three locations in downtown  
Santa Rosa. Key issues included traffic, noise,  
aesthetics, biological resources, historical resources,  
and land use conflicts.

NEPA/CEQA Environmental Planner  
US 101/Aqueduct Energy Efficiency  
Environmental Impact Report (EIR)/  
Environmental Impact Statements (EIS) |  
Caltrans | Novato, CA

Assisted with the CEQA and NEPA review for this  
pipeline relocation and upsizing project that was  
required as part of the Caltrans Marin-Sonoma Narrows  
Widening project. A NEPA Record of Decision had been  
filed in 2009 for the Marin-Sonoma Narrows High  
Occupancy Vehicle (HOV) Widening Final  
Environmental Impact Report/Final Environmental  
Impact Statement (FEIR/S), which included an  
evaluation of relocating the aqueduct. Upsizing of the  
relocated pipeline required additional CEQA, NEPA,  
and permitting work. For this project, GHD prepared a  
new EIR for CEQA compliance, and "Revalidation" of  
the NEPA Record of Decision. The Revalidation  
document was reviewed by both Caltrans and Federal  
Highway Administration (FHWA) attorneys and  
engineers and approved by both agencies.

### NEPA Project Manager

SR 99/Oswald Avenue Intersection  
Improvements PEAR | Caltrans | Sutter  
County, CA

Managed completion of a Preliminary Environmental  
Analysis Report as part of the PSR/PDS for this  
federally funded highway improvement project. The  
project would provide safe and sustainable access  
between State Route 99, Oswald Road and adjacent  
developments to provide acceptable Level of Service for  
a 2045 design year, and to accommodate projected  
traffic associated with foreseeable future development.



The design includes a new modern high-speed roundabout, utility relocations, storm water management areas, and right of way acquisition. The project also includes an interchange alternative.

**NEPA/CEQA Environmental Planner**  
SR 108/Hwy 49 and Mackey Ranch Road Intersection Improvements | Caltrans | Tuolumne County, CA

Assisted with the CEQA and NEPA review this intersection improvement project in partnership with the Chicken Ranch Rancheria of Me-Wuk Indians of California (Tribe) and the Caltrans District 10 office. The project will replace the intersection with a modern, yield-controlled, four-legged, single-lane roundabout. GHD collaborated with the Tribe and Caltrans District 10 for completion of a CEQA Initial Study/Negative Declaration (IS/ND) for the project. GHD also coordinated subconsultant preparation of NEPA technical studies, including a Natural Environment Study (NES), Historical Resources Compliance Report (HRCR), and Annual Statistical Report (ASR). GHD prepared permitting applications for the project, including a US Army Corps Section 404 Nationwide Permit and Regional Water Quality Control Board Section 401 Certification.

**NEPA Project Manager**  
Lucas Valley Road Realignment Preliminary Environmental Study (PES) | Caltrans | Marin County, CA

Assisted with the NEPA review of this federally funded roadway realignment project in Marin County. The project includes a roadway curve realignment and retaining wall on Lucas Road in an area that has been problematic for larger vehicles to traverse. The project is federally funded by the Highway Safety Improvement Program (HSIP), with federal aid funds administered by Caltrans District 4 Local Assistance. Oversaw the completion of technical studies, including a NES Minimal Impact Memo, Area of Potential Effects (APE) maps, and Archaeological Survey Report in support of a categorical exclusion finding. Also assisted with permitting applications for the project.

**NEPA/CEQA Environmental Planner**  
Windsor Intersection Improvements | Town of Windsor | Windsor, CA

Assisted with the CEQA and NEPA review of this Caltrans District 4 federally funded intersection improvement project. The project includes either the installation of a new signalized intersection or the installation of a traffic circle. Approximately 800 feet of pedestrian trail within the Sonoma-Marin Area Rail Transit (SMART) right of way is also proposed. Assisted in developing the Caltrans Preliminary Environmental Study, project-specific technical studies, and CEQA Categorical Exemption documentation.

**NEPA Project Manager**  
Grant Avenue Bridge Rehabilitation PES | Caltrans | Novato, CA

Managed the CEQA and NEPA review of this bridge rehabilitation project within the City of Novato and Caltrans District 4. The project includes rehabilitating and widening an existing vehicle and pedestrian bridge, as well as stabilizing the banks and channel on the upstream portion of Novato Creek. Oversaw the completion of technical studies in support of a NEPA categorical exclusion finding, including a Natural Environment Study, Biological Assessment, APE Mapping, Archaeological Study Report, Historic Resources Evaluation Report, and multiple technical memorandums. Also managed completion of a CEQA Mitigated Negative Declaration for the project, and permitting applications for a Section 404 Nationwide Permit, 401 Water Quality Certification, and Section 1602 Streambed Alteration Agreement.

**NEPA Project Manager**  
Napa Road Rehabilitation Projects | City of Sonoma | Sonoma, CA

Assisted with the NEPA review for these two federally funded projects, including preparation of NEPA technical studies in accordance with Caltrans Local Assistance Procedures and the Standard Environmental Reference Manual. The Traffic Signal Modifications Project consisted of new protected left-turn phasing for the eastbound and westbound approaches to the intersection of Broadway (SR 12) and Leveroni Road/Napa Road. The Napa Road Rehabilitation project included rehabilitation of 2,700 linear feet of Napa Road/Leveroni Road, including reconstruction of pedestrian curb ramps for ADA compliance and reconfiguring the roadway for Class II bike lanes or marked shared lanes throughout the project limits. The Traffic Signal Modifications Project was federally funded (HSIP) and the Napa Road Rehabilitation project was partially federally funded with Surface Transportation Program (STP) funds obtained through the OBAG grant. The projects were both in State right of way, requiring both support from Caltrans and encroachment permits to build the projects.

**NEPA Project Manager**  
City of Sonoma Various Streets and Roads | City of Sonoma | Sonoma, CA

Assisted with the NEPA review of this federally funded street rehabilitation project. The project included roadway restriping, repairing localized pavement failures, pavement overlay, Class II bike lanes, adjusting utility structures to grade, upgrading curb ramps for ADA compliance, and installation of guardrails. Oversaw the completion of technical studies in support of a categorical exclusion finding. Caltrans environmental clearance was provided for the project in October 2016.

| City of Ukiah                                                   |                   | GHD                             |    |    | Green DOT                       |    |    |
|-----------------------------------------------------------------|-------------------|---------------------------------|----|----|---------------------------------|----|----|
| ORR STREET BRIDGE AND TRANSPORTATION<br>CORRIDOR STUDY AND PLAN |                   | Individual Evaluator<br>Ranking |    |    | Individual Evaluator<br>Ranking |    |    |
| Proposal Evaluation Summary                                     |                   |                                 |    |    |                                 |    |    |
| Evaluation Criteria                                             | Maximum<br>Points | #1                              | #2 | #3 | #1                              | #2 | #3 |
| Capabilities, resources and applicable experience of the firm.  | 15                | 14                              | 15 | 15 | 11                              | 10 | 10 |
| Responsiveness – how firm addresses the Scope of Work.          | 35                | 34                              | 33 | 35 | 30                              | 30 | 28 |
| Qualifications and experience of key individuals.               | 10                | 9                               | 9  | 10 | 8                               | 8  | 10 |
| Schedule for completion of the work.                            | 5                 | 5                               | 5  | 5  | 5                               | 4  | 3  |
| Budget and schedule of charges.                                 | 35                | 25                              | 25 | 25 | 35                              | 35 | 35 |
| Individual evaluator totals:                                    |                   | 87                              | 87 | 90 | 89                              | 87 | 86 |
| Combined averaged totals for each consulting firm:              |                   | 88                              |    |    | 87                              |    |    |







## AGENDA SUMMARY REPORT

**SUBJECT:** Adopt a Resolution Approving a Side Letter Agreement to the Current Memorandum of Understanding Between the City of Ukiah and the International Brotherhood of Electrical Workers Local 1245, and Corresponding Budget Amendment.

**DEPARTMENT:** Human Resources /  
Risk Management

**PREPARED BY:** Sheri Mannion, H.R. Director/Risk Manager

**PRESENTER:** Consent Item

### ATTACHMENTS:

1. Side Letter Agreement Between COU and IBEW Local 1245
2. Resolution to Approve Side Letter between COU and IBEW Local 1245

**Summary:** Council will consider adopting a Resolution approving a Side Letter Agreement to the current Memorandum of Understanding (MOU) between the City of Ukiah and the International Brotherhood of Electrical Workers Local 1245 (IBEW Local 1245), and corresponding budget amendment.

**Background:** As part of the overall routine maintenance of the classification and compensation schedules for the City of Ukiah, the Human Resources Department is responsible for evaluating classifications, developing new classifications (including appropriate salary levels), examining salary grade adjustments, and making recommendations for additions, modifications, and corrections.

The current Memorandum of Understanding between the City of Ukiah and IBEW Local 1245 is set to expire in September 2022. On January 15, 2021, the City Manager received a letter from IBEW Local 1245 requesting to meet and confer outside general negotiations over comparator agencies and base equity wage adjustments. The City's negotiating team (City Manager and Human Resources/Risk Management Director), including the Electric Utility Director, agreed to meet with IBEW Local 1245.

**Discussion:** In review of current market conditions, the City would deviate significantly behind the median market wages for electric utility workers by July 2022. After multiple meetings and collaborative review, the negotiating parties reached a tentative side letter agreement on October 7, 2021. The proposed side letter (Attachment 1) is a two-year extension of the current MOU and contains the following notable changes that will bring the City in line with the median market over the course of the contract:

- Effective retro to the first full pay period in September 2021, the 6% High Voltage Electrical Rubber Glove Certification premium shall be incorporated into base pay and there shall be no additional premium pay for High Voltage Electrical Rubber Glove Certification.
- Effective retro to the first full pay period in September 2021, all unit members shall receive a 5% equity adjustment.
- Effective the first full pay period in September 2022, all unit members shall receive a 5% equity adjustment.
- Effective the first full pay period in September 2023, all unit members shall receive a 5% equity adjustment.



The City received notice that IBEW Local 1245 ratified the side letter agreement on October 14, 2021 at a level consistent with City Council provided authorization. The remaining substantive provisions of the current MOU remain in effect. The 2021/2022 fiscal year financial impact is projected to be approximately \$141,419.

Both the City and IBEW Local 1245 recognize the need to offer competitive salaries and benefits in order to attract and retain highly qualified team members. The City is facing significant challenges attracting qualified electrical workforce candidates and is expecting natural attrition due to retirements in the near future. Wildfire mitigation and other safety programs statewide have greatly increased the need for qualified electric utility employees. Furthermore, other private and public utility agencies have offered substantial increases to their team members in an effort to retain and attract. Without these increases our small City Utility runs a real risk of losing employees and being unable to replace them.

Staff recommends that Council adopt a Resolution (Attachment 2) approving the Side Letter Agreement with IBEW Local 1245 and corresponding budget amendment.

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**Recommended Action:** Adopt a Resolution approving a side letter agreement to the current Memorandum of Understanding between the City of Ukiah and IBEW Local 1245, and corresponding budget amendment.

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**BUDGET AMENDMENT REQUIRED:** Yes

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**CURRENT BUDGET AMOUNT:** N/A

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**PROPOSED BUDGET AMOUNT:** Projected \$141,419 in FY 21/22

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**FINANCING SOURCE:** Electric Enterprise Fund

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**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

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**COORDINATED WITH:** Dan Buffalo, Finance Director

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Approved:   
Sage Sangiacomo, City Manager

## SIDE LETTER OF AGREEMENT

Between

The City of Ukiah

And

International Brotherhood of Electrical Workers, Local 1245

This Side Letter of Agreement (“Agreement”) is entered into by and between the City of Ukiah (“City”) and the International Brotherhood of Electrical Workers, Local 1245 (“Local 1245”) (collectively referred to as “Parties”). Having met and conferred in accordance with Government Code section 3500, *et. seq.*, the City and the Local 1245 agree to amend, add to and clarify the Parties’ current Memorandum of Understanding (“MOU”) as follows:

1. Article 3.1 Salary

Effective retro to the first full pay period in September 2021, all unit members shall receive a 5% equity adjustment.

Effective the first full pay period in September 2022, all unit members shall receive a 5% equity adjustment.

Effective the first full pay period in September 2023, all unit members shall receive a 5% equity adjustment.

2. Article 3.13 High Voltage Electrical Glove Certification

Effective retro to the first full pay period in September 2021, the 6% High Voltage Electrical Rubber Glove Certification premium shall be incorporated into base pay and there shall be no additional premium pay for High Voltage Electrical Rubber Glove Certification. The High Voltage Electrical Glove Certification shall become a job requirement of all IBEW classifications, and as such, the premium will be incorporated into the base salary. New hires shall receive a reasonable period of six months from date of hire to obtain certification. The 6% High Voltage Electrical Rubber Glove Certification premium shall be incorporated into the base salary prior to applying the Year 4 equity adjustment.

3. Article 25. Term

The term of this agreement shall be extended from September 19, 2018 through September 18, 2024.

4. The City values and appreciates its team members and recognizes the importance of continuing to attract and maintain a highly qualified and skilled workforce. Prior to the

expiration of this of this Agreement and in conjunction with general negotiations, the City, in collaboration with Local 1245, agree to conduct a review of market wages and benefits.

5. This Agreement supersedes any provisions or language in previous policies, the Parties' current MOU and/or other documents that may conflict with the terms of this Agreement. All MOU articles, sections and/or supplements not identified herein are to remain as-is.

For the CITY OF UKIAH

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Sage Sangiacomo, City Manager

For the IBEW, LOCAL 1245

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Robert Dean, Business Manager,  
IBEW Local 1245

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Janval Macor,  
Business Representative,  
IBEW Local 1245

**CITY OF UKIAH**

**RESOLUTION NO. [XXXX-XX]**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH  
APPROVING THE SIDE LETTER AGREEMENT BETWEEN THE CITY OF UKIAH AND  
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 1245**

**WHEREAS**, the Memorandum of Understanding (MOU) is the collective bargaining agreement between the City of Ukiah and International Brotherhood of Electrical Workers, Local 1245 (IBEW Local 1245); and

**WHEREAS**, the current MOU between the City of Ukiah and IBEW Local 1245 is effective September 19, 2018 through September 18, 2022; and

**WHEREAS**, the Employee/Employer Relations Officer and Human Resources Director have met and conferred in good faith with representatives of IBEW Local 1245, and have reached a Side Letter Agreement and; and

**WHEREAS**, said Side Letter Agreement has been presented to the City Council for its consideration at its regular meeting on November 3, 2021;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Ukiah that:

1. An amendment to the MOU with IBEW Local 1245 is hereby approved, a copy of said amendment entitled “Side Letter Agreement to the MOU between the City of Ukiah and IBEW Local 1245” is attached hereto, marked Exhibit A, and incorporated herein by reference.
2. The Resolution shall be come effective September 5<sup>th</sup>, 2021.

**PASSED AND ADOPTED** this 3rd day of November 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Juan V. Orozco, Mayor

\_\_\_\_\_  
Kristine Lawler, City Clerk

## SIDE LETTER OF AGREEMENT

Between

The City of Ukiah

And

International Brotherhood of Electrical Workers, Local 1245

This Side Letter of Agreement (“Agreement”) is entered into by and between the City of Ukiah (“City”) and the International Brotherhood of Electrical Workers, Local 1245 (“Local 1245”) (collectively referred to as “Parties”). Having met and conferred in accordance with Government Code section 3500, *et. seq.*, the City and the Local 1245 agree to amend, add to and clarify the Parties’ current Memorandum of Understanding (“MOU”) as follows:

1. Article 3.1 Salary

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Effective the first full pay period in September 2022, all unit members shall receive a 5% equity adjustment.

Effective the first full pay period in September 2023, all unit members shall receive a 5% equity adjustment.

2. Article 3.13 High Voltage Electrical Glove Certification

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3. Article 25. Term

The term of this agreement shall be extended from September 19, 2018 through September 18, 2024.

4. The City values and appreciates its team members and recognizes the importance of continuing to attract and maintain a highly qualified and skilled workforce. Prior to the

expiration of this of this Agreement and in conjunction with general negotiations, the City, in collaboration with Local 1245, agree to conduct a review of market wages and benefits.

5. This Agreement supersedes any provisions or language in previous policies, the Parties' current MOU and/or other documents that may conflict with the terms of this Agreement. All MOU articles, sections and/or supplements not identified herein are to remain as-is.

For the CITY OF UKIAH

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Sage Sangiacomo, City Manager

For the IBEW, LOCAL 1245

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Robert Dean, Business Manager,  
IBEW Local 1245

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Janval Macor,  
Business Representative,  
IBEW Local 1245







## AGENDA SUMMARY REPORT

**SUBJECT:** Direction from Council Regarding the Reformation of the Paths, Open Space and Creeks Commission (POSCC) and the Parks, Recreation, and Golf Commission (PRGC) into a Single Public Spaces Commission.

**DEPARTMENT:** Community Services

**PREPARED BY:** Neil Davis, Community Services Administrator

**PRESENTER:** Neil Davis, Community Services Director

### ATTACHMENTS:

1. Public Spaces Community Outreach Plan

**Summary:** Council will provide direction related to the reformation of the Paths, Open Space and Creeks Commission (POSCC) and the Parks, Recreation, and Golf Commission (PRGC) as a single Public Spaces Commission.

**Background:** On September 15, 2021, the Ukiah City Council received a “Presentation of Findings to Improve the Efficiency and Productivity of the Paths, Open Space and Creeks Commission (POSCC) and the Parks, Recreation, and Golf Commission (PRGC); and Seeking Direction from Council Regarding the Reformation of the Commissions as a Single Public Spaces Commission.”

Based on this presentation, the Council approved the recommended action directing Staff to return at a future meeting with a proposed ordinance for introduction.

**Discussion:** Following direction from Council, Staff has drafted a charter for a seven-member Public Spaces Commission.

The intent in the reformation of the POSCC and PRGC into a new Public Spaces Commission is to improve the efficiency and effectiveness of the two groups while continuing to serve all the same broad functions. The Commission will work to foster a culture of informed public input on the wise use of public spaces and to make recommendations and provide advice to Staff and Council based on broad and informed public input. A “Public Spaces Commission Community Outreach Plan” for improved processes to solicit public comment has been drafted and is included in Attachment 1.

All current POSCC and PRGC Commissioners will be invited to join the PSC through the remainder of their term.

The PSC will have three primary functions. The first function will be to solicit, collate, and analyze public input, and provide advice and recommendations to Council based on this input. The second function is to form short-term “working groups,” both among themselves as well as with members of the public, to pursue areas of collective interest and to assist City Staff with work product and special projects. Ideally, all working groups should include an actively engaged City Council member or Staff member. The third function will be to annually update the Public Spaces Commission Community Outreach Plan (Attachment 1). The annual update to the plan will allow the PSC, in collaboration with Staff and Council, to continually improve the community input and engagement process.

**Proposed Charter:**

“The Mission of the Public Spaces Commission (PSC) is to foster a culture of informed community participation in the planning and implementation of the wise use of public spaces. The seven-member PSC shall have the power and duty to solicit, collate, and analyze public input on the wise use of public spaces, and; provide recommendations and advice to both Staff and the City Council based on said input. Additionally, PSC members in collaboration with Staff may choose to form “working groups” to explore and formulate advice or recommendations on specific areas regarding the wise use of public spaces. PSC members shall live in the Ukiah Valley.”

Staff recommends Council direct the reformation of the POSCC and PRGC into a combined Public Spaces Commission (PSC); and direct Staff to draft an ordinance to codify this change.

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**Recommended Action:** Approve reformation of the POSCC and PRGC into a combined Public Spaces Commission (PSC), and direct Staff to draft ordinance to codify change.

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**BUDGET AMENDMENT REQUIRED:** No

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**CURRENT BUDGET AMOUNT:** N/A

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**PROPOSED BUDGET AMOUNT:** N/A

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**FINANCING SOURCE:** N/A

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**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

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**COORDINATED WITH:** Jake Burgess, Community Services Supervisor; Shannon Riley, Deputy City Manager; Jesse Davis, Planning Manager; Craig Schlatter, Community Development Director

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Approved:   
Sage Sangiacomo, City Manager

## Public Spaces Commission Community Outreach Plan

11/2021

The Mission of the Public Spaces Commission (PSC) is to foster a culture of informed community participation in the planning and implementation of the wise use of public spaces. The seven-member PSC shall have the power and duty to solicit, collate, and analyze public input on the wise use of public spaces and; provide recommendations and advice to both staff and the City Council based on said input. Additionally, PSC members in collaboration with staff may choose to form “working groups” to explore and formulate advice or recommendations on specific areas regarding the wise use of public spaces.

In support of the PSC mission, City staff will;

1. Convene Biannual Community Input Forums
2. Prepare a Quarterly Public Spaces E-Newsletter
3. Convene four time per year Public Input Forum planning meetings
4. Prepare and distribute a monthly Parks and Recreation Update Video
5. Provide staff support to working groups on mutually agreed upon topics
6. Assist the PSC in an annual update to this plan.

### Public Spaces Biannual Community Input Forums

The Public Spaces Biannual Community Input Forums will be held as hybrid in-person and online events. Meetings will be planned to cover two to four prearranged topics with time available for discussion of an unplanned topic at attendee consensus request. The PSC will work with staff to decide upon topics and presenters. City staff will prepare presentations that will include Q&A sessions after the presentations. Forums will be recorded and available on the City You Tube Channel

### Prepare a Quarterly Public Spaces E-Newsletter

E-Newsletter will cover the same topics as Community Input Forum to allow for an additional medium for distribution. E-Newsletter may contain additional material. E-Newsletter will be distributed to an interested parties list and be available online.

### Convene four time per year PSC Public Input Forum Planning and Workgroup meetings

These meetings will allow PSC members the opportunity to work with staff to plan the Community Input Forums and to report on PSC working group activities.

### Prepare and distribute a monthly Parks and Recreation Update Video

The Community Services Supervisor or Designee will record a video presentation with updates on the Parks and Recreation activities. The presentation will be based on the report that has traditionally been provided to the Parks, Rec, and Golf Commission (PRGC) but it will be made available to a much wider audience through You Tube, social, media, and e-newsletter.

### Working Groups

PSC members will be encouraged to form Working Groups both among themselves as well as with members of the public to pursue areas of interest and to the benefit of effective City management. All working groups should have a City Council member of staff “sponsor” to ensure a collaborative approach.





## AGENDA SUMMARY REPORT

**SUBJECT:** Capital Project Financing Strategy Workshop: City Council Will Receive and Consider a Management Strategy to Finance Several Significant Capital Projects Related to Streets, Corporation Yard, and Electric Services.

**DEPARTMENT:** Finance

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

**PRESENTER:** Dan Buffalo, Finance Director  
Eric Scriven, NHA Advisors

**ATTACHMENTS:**

1. Capital Project Financing Plan Workshop, 11-3-21
2. Ukiah 2021 Electric Bonds - Financing Schedule 211020 (Competitive)
3. Ukiah 2022 LRBs - Financing Schedule 211022
4. Measure Y Schedule of Resources and Uses, FY 2021, rev 9-22-21

**Summary:** City Council will receive and consider a management strategy to finance several significant capital projects related to streets, corporation yard, and electric services.

**Background:** A presentation will be delivered by the Finance Director and the City's Registered Municipal Financial Advisor (NHA Advisors) on a proposed strategy to finance several large capital projects.

**Discussion:** The presentation is included here as Attachment 1.

Attachments 2 and 3 are current process schedules for the execution of the financing strategy.

Attachment 4 is an accounting of Measure Y resources that have been collected and expended by project since the tax went into effect.

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**Recommended Action:** Council to receive and consider management strategy on capital project financing.

**BUDGET AMENDMENT REQUIRED:** N/A

**CURRENT BUDGET AMOUNT:** N/A

**PROPOSED BUDGET AMOUNT:** N/A

**FINANCING SOURCE:** N/A

**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

**COORDINATED WITH:** City Manager's Office, Public Works Department, Electric Department

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Approved:   
Sage Sangiacomo, City Manager

# Capital Project Financing Strategy Workshop

City of Ukiah

November 3, 2021

# Agenda

Plan overview

Projects

Financial Analysis

Process

# Plan Overview

- Streets, rights-of-way reconstruction, and utility projects:
  - \$30 mil
- City corporation yard:
  - \$10 mil
- Electric capital replacement and improvement
  - \$15 mil



# Project Details

# Project Breakdown – *Streets and Sidewalks*

- Streets and sidewalk:  
\$17.9 mil
- Sewer:  
\$4.9 mil
- Water:  
\$4.1 mil
- Recycled water:  
\$325K
- Contingency  
\$2.8 mil (10%)

## Projects:

- Dora Street - Reconstruct Mill to Grove St.
- Dora Street - Overlay Upper Luce to Mill St.
- Gobbi Street - Reconstruct 101 Freeway to Dora St.
- Main Street - Reconstruct Gobbi St. to Norton Ave.
- Perkins Street - Main Street to 101 Freeway
- Dora & State Street - Overlay Beacon to Washington Ave.
- Clara Avenue - Recon./Overlay State St. to Orchard Ave.
- Low Gap Road - Recon./Overlay State to Bush St.
- 10% Contingency

# Project Breakdown – *Corp Yard*

- General fund and allocated enterprise funds
  - \$10 mil

## Projects:

- Raise and rebuild, including resurfacing pavement

# Project Breakdown – *Electric*

- Rate revenue
  - \$15 mil

## Projects:

- Electric Utility Service Center - Remodel & Facility Improvements
- Renewable Resource Development - Solar
- Hydroelectric Plant Warehouse, Shop and Restroom
- Substation Site Development
- Material Storage Yard
- Upgrade fish hatchery pumps and controls (Hydro)
- Automate Station Light & Power, Pump & Generator Controls (Hydro)
- Community Power Management Projects
- Fairgrounds 4160 to 12,000 volt Conversion
- Substation and Hydroelectric Plant Control, Protection and Communication Systems Replacement

# Project Breakdown – *Electric (cont)*

- Rate revenue
  - \$15 mil

## Projects (cont):

- Underground Capital System Improvements (<\$50,000 each)
- Overhead Capital System Improvements (<\$50,000 each)
- Governor speed control & Valve Upgrades (Hydro)
- Oak Manor Dr. Overhead to Underground Conversion
- Hydroelectric Plant Transfer Trip Upgrade
- State St. Underground Phase II, District 5: Overhead to Underground
- Fire Mitigation Grant Matching
- Electric Meter Replacements
- Other (to be identified)

# Financial Analysis and Strategy



# How to pay for these projects

- Three basic financing alternatives:
  - Pay-go
  - Savings
  - Financing

-

# Pay-Go

- Smaller projects
- Piecemeal larger projects
- Completion over longer period of time
- Expenditures incurred when revenues are available



# Saving

- Save resources each year
- Smaller projects over shorter periods
- Larger projects over longer periods
- Engage in projects once sufficient resources are available

# Financing

- Borrow full present value (PV) cost up front
- Involves borrowing costs

# Project: *Streets and Sidewalks*

## Assumptions:

- Annual debt service: \$3.0 mil
- Bond amortization: 12 years
- Bond rate: 2.75%
- Construction cost inflator: 2.96%
- General inflation rate: 2.00%
  
- Total PV project cost: \$30.0 mil

## Cost Comparison:

- Pay-Go:
  - FV: \$32.3 mil
  - NPV: **\$31.3 mil**
  - Project timeline: 11 years
  
- Savings:
  - FV: \$38.4 mil
  - NPV: **\$31.4 mil**
  - Project timeline: 12 years
  
- Financing:
  - FV: \$35.9 mil
  - NPV: **\$30.6 mil**
  - Amortization: 12 years

FV = Future Value (sum of cash flows)

NPV = Net Present Value (cost in today's dollars)

# Project: *Corp Yard*

## Assumptions:

- Annual debt service: \$493K
- Bond amortization: 30 years
- Bond rate: 2.75%
- Construction cost inflator: 2.96%
- General inflation rate: 2.00%
  
- Total PV project cost: \$10.0 mil

## Cost Comparison:

- Pay-Go:
  - FV: \$13.7 mil
  - NPV: **\$10.2 mil**
  - Project timeline: 21 years
  
- Savings:
  - FV: \$22.9 mil
  - NPV: **\$12.9 mil**
  - Project timeline: 21 years
  
- Financing:
  - FV: \$14.9 mil
  - NPV: **\$9.0 mil**
  - Amortization: 12 years

FV = Future Value (sum of cash flows)

NPV = Net Present Value (cost in today's dollars)

# Project: *Electric*

## Assumptions:

- Annual debt service: \$760K
- Bond amortization: 30 years
- Bond rate: 2.75%
- Construction cost inflator: 2.96%
- General inflation rate: 2.00%
  
- Total PV project cost: \$15.0 mil

## Cost Comparison:

- Pay-Go:
  - FV: \$20.3 mil
  - NPV: **\$15.4 mil**
  - Project timeline: 20 years
  
- Savings:
  - FV: \$25.0 mil
  - NPV: **\$13.9 mil**
  - Project timeline: 30 years
  
- Financing:
  - FV: \$22.7 mil
  - NPV: **\$13.9 mil**
  - Amortization: 30 years

FV = Future Value (sum of cash flows)

NPV = Net Present Value (cost in today's dollars)

# Recommended Strategy: **Financing**

## Risks

- Sacrifice budgetary flexibility
- Economic downturn
  - Loss of revenues

## Potential Benefits

- Lower NPV cost
  - Historically low borrowing costs
- Hedge against inflationary pressure
  - Using, not chasing, inflation to our benefit
- Known budgetary costs
- Complete significant projects now

# Financing Approach

# Structure

- Lease revenue bonds:
  - Streets and sidewalks
    - Repayment over 12 years
    - Use of Measure Y resources
      - Current annual revenue: \$3.8 mil
    - Water and sewer will contribute for any related infrastructure involved
    - Secured by City streets
      - ***Annual debt service: \$3.0 mil***
  - Corporation Yard
    - Repayment over 30 years
    - General revenues and allocation to utilities that use Corp Yard facilities
    - Secured by City streets or facilities, whichever is more financially beneficial
      - ***Annual debt service: \$493K***

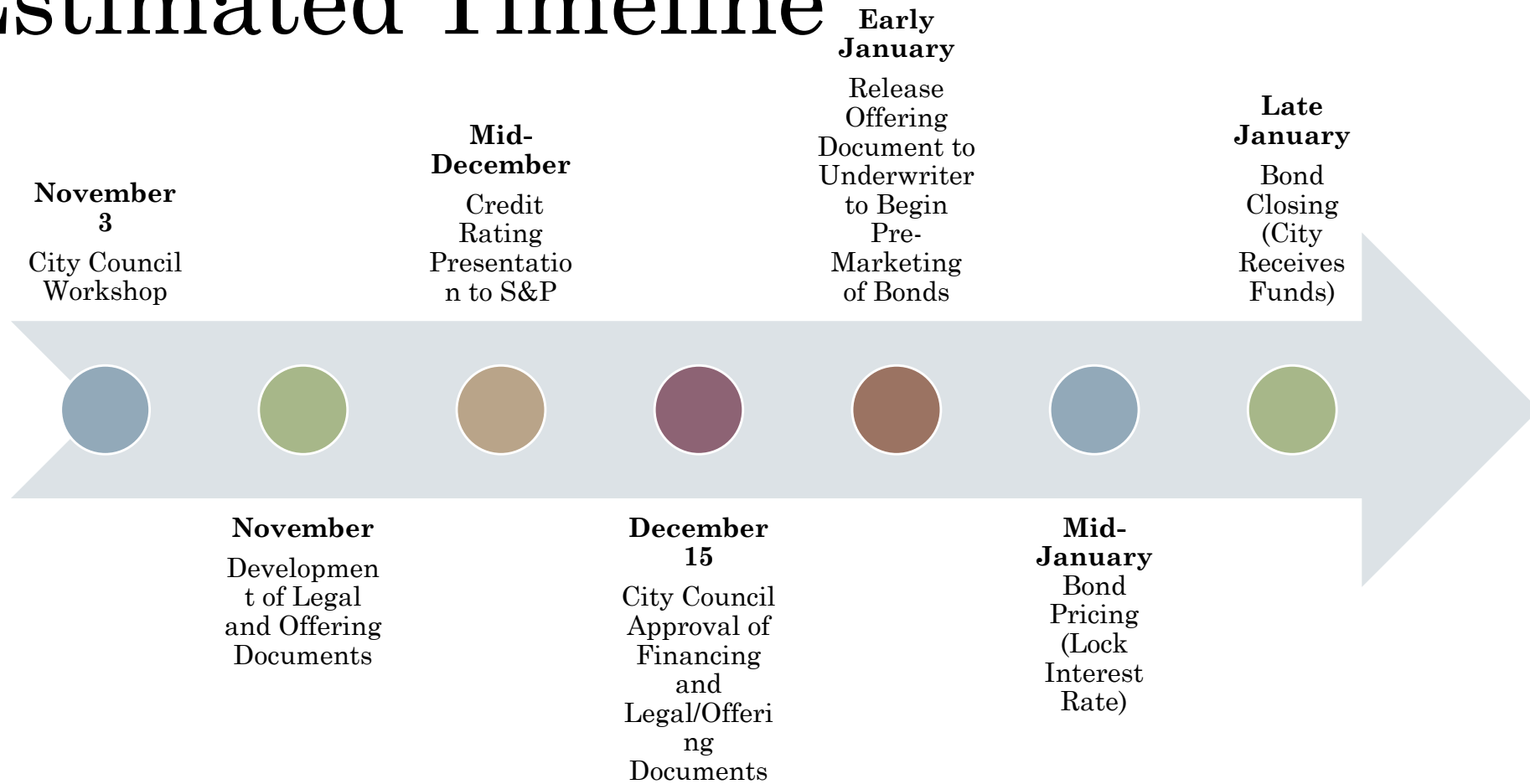


# Structure

- Electric bonds:
  - Repayment over 30 years
    - First three years interest only
      - Allow utility to establish a grant program to transition customers off gas-powered appliances (e.g. water heaters)
  - Secured by rate revenue
  - ***Annual debt service: \$760K***

# Process

# Estimated Timeline



# Ukiah's Financings Favor Negotiated Sales

- The competitive market prefers simplicity
  - For a bond issue that requires an explanation or investor education, a negotiated sale provides the underwriter with a better opportunity relay this information to potential investors
  - In volatile markets, competitive underwriters may bid conservatively to avoid market losses
- Nuances of both proposed financings:
  - Current market volatility requires flexibility of timing
  - Infrequent issuer, not recently rated, or no existing publicly offered debt (Electric Utility)
  - Unique security features (streets, NCPA member)

**City of Ukiah**  
**2021 Electric Revenue Bonds**



**Financing Schedule**  
**(As of October 20, 2021)**

*Issuer:* City of Ukiah (CITY)  
*Municipal Advisor:* NHA Advisors (MA)  
*Bond Counsel:* Jones Hall (BC)  
*Disclosure Counsel:* Jones Hall (DC)  
*Underwriter:* TBD (UW)

| October 2021 |    |    |    |    |    |    | November 2021 |    |    |    |    |    |    | December 2021 |    |    |    |    |    |    | January 2022 |       |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|-------|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | Su           | M     | Tu | W  | Th | F  | Sa |
|              |    |    |    |    | 1  | 2  |               | 1  | 2  | 3  | 4  | 5  | 6  |               |    |    | 1  | 2  | 3  | 4  |              |       |    |    |    |    | 1  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  | 7             | 8  | 9  | 10 | 11 | 12 | 13 | 5             | 6  | 7  | 8  | 9  | 10 | 11 | 2            | 3     | 4  | 5  | 6  | 7  | 8  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 | 14            | 15 | 16 | 17 | 18 | 19 | 20 | 12            | 13 | 14 | 15 | 16 | 17 | 18 | 9            | 10    | 11 | 12 | 13 | 14 | 15 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 | 21            | 22 | 23 | 24 | 25 | 26 | 27 | 19            | 20 | 21 | 22 | 23 | 24 | 25 | 16           | 17    | 18 | 19 | 20 | 21 | 22 |
| 24/31        | 25 | 26 | 27 | 28 | 29 | 30 | 28            | 29 | 30 |    |    |    |    | 26            | 27 | 28 | 29 | 30 | 31 |    | 23/30        | 24/31 | 25 | 26 | 27 | 28 | 29 |

| Date                   | Activity                                                                            | Participants |
|------------------------|-------------------------------------------------------------------------------------|--------------|
| Friday, November 12    | Circulate First Drafts of Financing Documents (Base Legal Documents and Resolution) | BC           |
| Wednesday, November 17 | Circulate First Draft of Preliminary Official Statement ("POS")                     | DC           |
| Friday, November 19    | Comments Due on First Drafts of Financing Documents                                 | ALL          |
| Wednesday, November 24 | Comments Due on First Draft of POS                                                  | ALL          |
| Thursday, November 25  | Thanksgiving Holiday                                                                | ALL          |
| Monday, November 29    | Circulate Second Drafts of Financing Documents                                      | BC           |
| Thursday, December 2   | Circulate Second Draft of POS                                                       | DC           |
| Friday, December 3     | Submit Credit Package to Rating Agency [and Bond Insurers]                          | MA           |
| Wednesday, December 1  | Circulate Draft Staff Report                                                        | MA           |
| Monday, December 6     | Comments Due on Second Drafts of Financing Documents and POS                        | ALL          |
| Monday, December 6     | Comments Due on Draft Staff Report                                                  | ALL          |
| Wednesday, December 8  | Circulate Agenda Drafts of Financing Documents and POS                              | BC/DC        |

| Date                          | Activity                                                                                          | Participants |
|-------------------------------|---------------------------------------------------------------------------------------------------|--------------|
| Wednesday, December 8         | Agenda Deadline for December 15, 2021 City Council Meeting (Staff Report and Financing Documents) | ALL          |
| December 10-13                | Credit Rating Presentation                                                                        | ALL          |
| <b>Wednesday, December 15</b> | <b>City Council Approval of Financing</b>                                                         | <b>CITY</b>  |
| Monday, December 20           | Rating Due                                                                                        | MA           |
| Tuesday, December 21          | Circulate Draft POS with Rating                                                                   | DC           |
| Wednesday, December 22        | Final Comments Due on POS                                                                         | ALL          |
| Friday, December 24           | Christmas Day Holiday (Recognized)                                                                | ALL          |
| Friday, December 31           | New Year's Day Holiday (Recognized)                                                               | ALL          |
| Monday, January 3             | POS and NOS Released (through Ipreo); Competitive Sale Process Begins; Apply for CUSIP Number(s)  | BC/DC/MA     |
| Wednesday, January 12         | Competitive Sale; Update CUSIP Payor                                                              | CITY/MA/UW   |
| Friday, January 14            | Circulate Draft Final Official Statement ("FOS")                                                  | DC           |
| Monday, January 17            | Martin Luther King Jr. Day Holiday                                                                | ALL          |
| Tuesday, January 18           | Circulate Draft Closing Documents                                                                 | BC           |
| Tuesday, January 18           | Comments Due on Draft FOS                                                                         | ALL          |
| Wednesday, January 19         | Comments Due on Closing Documents                                                                 | ALL          |
| Thursday, January 20          | Release FOS to Underwriter                                                                        | DC           |
| January 20-25                 | Execute Closing Documents                                                                         | ALL          |
| Wednesday, January 26         | Pre-Closing                                                                                       | ALL          |
| Thursday, January 27          | Closing                                                                                           | ALL          |

**City of Ukiah**  
**2022 Lease Revenue Bonds (Taxable)**  
**(Capital Projects - Landfill)**



**Financing Schedule**  
**(As of October 22, 2021)**

*Issuer:* City of Ukiah (CITY)  
*Municipal Advisor:* NHA Advisors (MA)  
*Bond Counsel:* Jones Hall (BC)  
*Disclosure Counsel:* Jones Hall (DC)  
*Underwriter:* Piper Sandler (UW)

| October 2021 |    |    |    |    |    |    | November 2021 |    |    |    |    |    |    | December 2021 |    |    |    |    |    |    | January 2022 |       |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|-------|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | Su           | M     | Tu | W  | Th | F  | Sa |
|              |    |    |    |    | 1  | 2  |               | 1  | 2  | 3  | 4  | 5  | 6  |               |    |    | 1  | 2  | 3  | 4  |              |       |    |    |    |    | 1  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  | 7             | 8  | 9  | 10 | 11 | 12 | 13 | 5             | 6  | 7  | 8  | 9  | 10 | 11 | 2            | 3     | 4  | 5  | 6  | 7  | 8  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 | 14            | 15 | 16 | 17 | 18 | 19 | 20 | 12            | 13 | 14 | 15 | 16 | 17 | 18 | 9            | 10    | 11 | 12 | 13 | 14 | 15 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 | 21            | 22 | 23 | 24 | 25 | 26 | 27 | 19            | 20 | 21 | 22 | 23 | 24 | 25 | 16           | 17    | 18 | 19 | 20 | 21 | 22 |
| 24/31        | 25 | 26 | 27 | 28 | 29 | 30 | 28            | 29 | 30 |    |    |    |    | 26            | 27 | 28 | 29 | 30 | 31 |    | 23/30        | 24/31 | 25 | 26 | 27 | 28 | 29 |

| Date                   | Activity                                                                            | Participants |
|------------------------|-------------------------------------------------------------------------------------|--------------|
| Tuesday, September 28  | Distribute Bond and Disclosure Counsel Request for Qualifications ("RFQ")           | MA           |
| Wednesday, October 6   | Proposals Due for Bond and Disclosure Counsel RFQ                                   | BC           |
| Tuesday, October 12    | Select Bond Counsel                                                                 | CITY         |
| Wednesday, November 3  | City Council Workshop                                                               | CITY         |
| Wednesday, November 10 | Circulate First Drafts of Financing Documents (Base Legal Documents and Resolution) | BC           |
| Thursday, November 11  | Veterans Day Holiday                                                                | ALL          |
| Tuesday, November 16   | Circulate First Draft of Preliminary Official Statement ("POS")                     | DC           |
| Thursday, November 18  | Comments Due on First Drafts of Financing Documents                                 | ALL          |
| Tuesday, November 23   | Comments Due on First Draft of POS                                                  | ALL          |
| Tuesday, November 23   | Circulate Second Drafts of Financing Documents                                      | BC           |
| Thursday, November 25  | Thanksgiving Holiday                                                                | ALL          |
| Tuesday, November 30   | Circulate Second Draft of POS                                                       | DC           |

| Date                          | Activity                                                                                          | Participants         |
|-------------------------------|---------------------------------------------------------------------------------------------------|----------------------|
| Wednesday, December 1         | Circulate Draft Staff Report                                                                      | MA                   |
| Wednesday, December 1         | Submit Credit Package to Rating Agency [& Bond Insurers]                                          | MA                   |
| Friday, December 3            | Comments Due on Second Drafts of Financing Documents and POS                                      | ALL                  |
| Monday, December 6            | Comments Due on Draft Staff Report                                                                | ALL                  |
| Wednesday, December 8         | Circulate Agenda Drafts of Financing Documents and POS                                            | BC/DC                |
| Wednesday, December 8         | Agenda Deadline for December 15, 2021 City Council Meeting (Staff Report and Financing Documents) | ALL                  |
| December 8-10                 | Credit Rating Presentation                                                                        | ALL                  |
| <b>Wednesday, December 15</b> | <b>City Council Approval of Financing</b>                                                         | <b>CITY</b>          |
| Friday, December 17           | Rating Due                                                                                        | MA                   |
| Monday, December 20           | [Bond Insurance Bids Due; Bond Insurer Selected]                                                  | CITY/MA              |
| Tuesday, December 21          | Circulate Draft POS with Rating [and Insurance Language]                                          | DC                   |
| December 21-23                | Due Diligence Call                                                                                | CITY/UW/MA/<br>BC/DC |
| Wednesday, December 22        | Final Comments Due on POS                                                                         | ALL                  |
| Friday, December 24           | Christmas Day Holiday (Recognized)                                                                | ALL                  |
| Friday, December 31           | New Year's Day Holiday (Recognized)                                                               | ALL                  |
| <b>2022</b>                   |                                                                                                   |                      |
| Tuesday, January 4            | Release POS to Underwriter                                                                        | DC                   |
| Monday, January 10            | Pre-pricing Call                                                                                  | CITY/UW/MA           |
| Tuesday, January 11           | Price Bonds                                                                                       | CITY/UW/MA           |
| Thursday, January 13          | Circulate Draft Final Official Statement ("FOS")                                                  | DC                   |
| Friday, January 14            | Circulate Draft Closing Documents                                                                 | BC                   |
| Friday, January 14            | Comments Due on Draft FOS                                                                         | ALL                  |
| Monday, January 17            | Martin Luther King Jr. Day Holiday                                                                | ALL                  |
| Tuesday, January 18           | Comments Due on Closing Documents                                                                 | ALL                  |
| Wednesday, January 19         | Release FOS to Underwriter                                                                        | DC                   |



| Date                  |  | Activity                  | Participants |
|-----------------------|--|---------------------------|--------------|
| January 19-24         |  | Execute Closing Documents | ALL          |
| Tuesday, January 25   |  | Pre-Closing               | ALL          |
| Wednesday, January 26 |  | Closing                   | ALL          |

City of Ukiah  
Comparative Schedule of Resources and Uses  
Measure Y  
For the Years Ended June 30, 2021, 2020, 2019, 2018, and 2017

| Measure Y                                                                                                                                                           |                                  |              |              |              |            |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------|--------------|--------------|------------|---------------|
|                                                                                                                                                                     | 2021<br>Preliminary<br>Unaudited | 2020         | 2019         | 2018         | 2017       | Total         |
| <b>OPERATING REVENUES</b>                                                                                                                                           |                                  |              |              |              |            |               |
| Measure Y 1/2 % transaction and use tax                                                                                                                             | \$ 3,862,145                     | \$ 3,368,450 | \$ 3,016,205 | \$ 2,729,797 | \$ 528,057 | \$ 13,504,654 |
| <b>OPERATING EXPENSES</b>                                                                                                                                           |                                  |              |              |              |            |               |
| General and administrative services)                                                                                                                                | 10,251                           | 17,733       | 10,150       | 5,444        | 9,134      | 52,712        |
| Basic maintenance and operations<br>(Portion of Measure Y resources used to maintain minimum level of Public Works Streets and Engineering activities) (See Note 3) | 598,296                          | 644,771      | 387,449      | 306,143      | 294,084    | 2,230,742     |
| Enhanced capacity for maintenance and operations<br>(Additional Public Works devoted to Measure Y activities)                                                       | 158,500                          | 154,479      | 60,260       | 1,979        | -          | 375,217       |
| Less: general fund maintenance of effort (see Note 1)                                                                                                               | (399,840)                        | (385,086)    | (375,597)    | (373,870)    | (350,000)  | (1,884,393)   |
| Total operating expenditures                                                                                                                                        | 367,207                          | 431,897      | 82,262       | (60,304)     | (46,782)   | 774,279       |
| <b>DEBT SERVICE AND CAPITAL PROJECTS</b>                                                                                                                            |                                  |              |              |              |            |               |
| Debt service, I-Bank Projects                                                                                                                                       | 75,538                           | 75,638       | 75,638       | 75,638       | -          | 302,452       |
| 18029 Gobbi/Waugh Traffic Signal                                                                                                                                    | 407                              | -            | -            | -            | -          | 407           |
| 18184 Clara Ave. Recon. Project                                                                                                                                     | 62                               | 13,831       | -            | -            | -          | 13,893        |
| 18019 Downtown Streetscape                                                                                                                                          | 2,225,415                        | 20,267       | -            | -            | -          | 2,245,683     |
| 18148 Orchard & Main Reconstruction Proj.                                                                                                                           | -                                | 1,049,976    | -            | -            | -          | 1,049,976     |
| 18150 Street Striping 2019/2020                                                                                                                                     | -                                | 44,104       | -            | -            | -          | 44,104        |
| 18151 Slurry Seal 2019/2020                                                                                                                                         | 426,341                          | -            | -            | -            | -          | 426,341       |
| 18156 2019 Street Rehabilitation Project                                                                                                                            | -                                | 1,559,773    | -            | -            | -          | 1,559,773     |
| 18234 Streetscape Project Phase II                                                                                                                                  | 28,878                           | -            | -            | -            | -          | 28,878        |
| 15030 Smith Street Sidewalk/Curb/Gutter                                                                                                                             | -                                | -            | 306,123      | -            | -          | 306,123       |
| 18006 2018 Street Rehabilitation Project                                                                                                                            | -                                | -            | 930,808      | 48,517       | -          | 979,326       |
| 18007 Slurry Seal Project                                                                                                                                           | -                                | -            | 206,267      | -            | -          | 206,267       |
| 18065 Orr Street Bridge                                                                                                                                             | 6,968                            | 1,808        | 6,630        | -            | -          | 15,405        |
| 18082 Street Striping 2018                                                                                                                                          | -                                | -            | 55,676       | -            | -          | 55,676        |
| 18086 Oak Manor Utility Imp Proj                                                                                                                                    | 615                              | -            | 1,525,331    | -            | -          | 1,525,947     |
| 18094 Emergency Storm Drain-State/Observ.                                                                                                                           | -                                | -            | 149,052      | -            | -          | 149,052       |
| 18078 1330 S. State Street                                                                                                                                          | -                                | -            | -            | 1,879        | -          | 1,879         |
| 17035 School At Henry                                                                                                                                               | -                                | -            | -            | 4,902        | -          | 4,902         |
| 17990 Storm Track-Jan 10-14                                                                                                                                         | -                                | -            | -            | 139          | 8,617      | 8,756         |
| 16018 N State & Low Gap Signal/Storm Dr                                                                                                                             | -                                | -            | -            | 354,590      | -          | 354,590       |
| 17002 Main Replacement Spec16-10                                                                                                                                    | -                                | -            | -            | -            | 2,200      | 2,200         |
| 17028 Redwood Business Park/Talmage                                                                                                                                 | -                                | -            | 1,298,990    | 1,197,253    | -          | 2,496,243     |
| 18079 Streets - RRFB - Perkins                                                                                                                                      | -                                | -            | 13,153       | -            | -          | 13,153        |
| 18081 Streets - Luce RRFB                                                                                                                                           | -                                | -            | 11,576       | -            | -          | 11,576        |
| E1401 Cold Planer                                                                                                                                                   | -                                | -            | 22,685       | -            | -          | 22,685        |
| Machinery and equipment                                                                                                                                             | -                                | -            | -            | 233,834      | 27,643     | 261,477       |
| Total debt service and capital projects                                                                                                                             | 2,764,225                        | 2,765,397    | 4,601,932    | 1,916,751    | 38,460     | 12,086,765    |
| Total expenditures, Measure Y                                                                                                                                       | 3,131,432                        | 3,197,294    | 4,684,194    | 1,856,446    | (8,322)    | 12,861,044    |
| Change in Measure Y resources                                                                                                                                       | 730,714                          | 171,156      | (1,667,989)  | 873,351      | 536,379    | 643,610       |
| Measure Y resources - beginning                                                                                                                                     | (87,103)                         | (258,259)    | 1,409,729    | 536,379      | -          | -             |
| Measure Y resources - ending                                                                                                                                        | \$ 643,610                       | \$ (87,103)  | \$ (258,259) | \$ 1,409,729 | \$ 536,379 |               |
| <b>PROJECTS IN PROCESS (see Note 2)</b>                                                                                                                             |                                  |              |              |              |            |               |
| Reconstruction                                                                                                                                                      | \$ 243,044                       |              |              |              |            |               |
| Total projects in process                                                                                                                                           | \$ 243,044                       |              |              |              |            |               |

## Notes:

1. This is the amount established by the City Council, per Resolution 2016-34, committing a minimum of \$350,000 per year from the general fund on street maintenance and repair. That amount is to be adjusted annually by changes to the Construction Cost Index, as reported by the Engineering News-Record.
2. Projects in process are projects and activities that are in contract (encumbered) but which have not incurred expenditures as of June 30, 2021.



## AGENDA SUMMARY REPORT

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

**DEPARTMENT:** City Clerk

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

**PRESENTER:** Mayor Orozco and Various Councilmembers

**ATTACHMENTS:**

1. 2021 City Council Special Assignments

**Summary:** City Council members will provide reports and updates on their committee and ad hoc assignments. If necessary, the Council may consider modifications.

**Background:** City Council members are assigned to a number of committees and ad hoc activities. These assignments are included as Attachment 1.

**Discussion:** Previously, the City Council discussed having more time allocated to reporting on committee and ad hoc activities. Often, the Council Reports section of the regular agenda is rushed due to impending business (i.e., public hearings), and not enough time is afforded for reports beyond community activities.

In an effort to foster regular updates on committee and ad hoc assignments, this item is being placed on the agenda to provide the City Council members an expanded opportunity to report on assignments and modify assignments as necessary.

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**Recommended Action:** Receive report(s). The Council will consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).

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**BUDGET AMENDMENT REQUIRED:** No

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**CURRENT BUDGET AMOUNT:** N/A

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**PROPOSED BUDGET AMOUNT:** N/A

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**FINANCING SOURCE:** N/A

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**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

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**COORDINATED WITH:** N/A

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Approved:   
Sage Sangiacomo, City Manager

2021 CITY COUNCIL SPECIAL ASSIGNMENTS

| COUNTY/REGIONAL<br>OnGoing One + Alternate                 | MTG DATE/TIME                                                                             | MEETING LOCATION                                                                                                                                                         |          | MAILING ADDRESS/CONTACT                                                                                           | COMMITTEE FUNCTION                                                                                                               | ASSIGNED TO                        | PRINCIPAL STAFF SUPPORT                                                                              |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------|
| Disaster Council                                           | Shall meet a minimum of once a year at a time and place designated upon call of the chair | Place designated upon call of the chair or, if she/he is unavailable or unable to call such meeting, the first vice chair and then the City Manager or her/his designee. |          | Office of Emergency Management<br>300 Seminary Ave.<br>Ukiah, CA 95482<br>467-5765 - Tami Bartolomei              | Develop any necessary emergency and mutual aid plans, agreements, ordinances, resolutions, rules, and regulations.               | Orozco<br>Duenas- Alternate        | Tami Bartolomei, Office of Emergency Management Coordinator; 467-5765<br>tbartolomei@cityofukiah.com |
| Greater Ukiah Business & Tourism Alliance                  | 3rd Tuesday of month, 11:30 a.m.                                                          | 200 S School St.<br>Ukiah, CA 95482                                                                                                                                      |          | 200 S School St.<br>Ukiah, CA 95482                                                                               | Promotes tourism and works to strengthen and promote the historic downtown and businesses within the greater Ukiah area          | Duenas<br>Rodin - Alternate        | Shannon Riley, Deputy City Manager; 467-5793<br>sriley@cityofukiah.com                               |
| Mendocino Council of Governments (MCOG)                    | 1st Monday of month, 1:30 p.m.                                                            | Board of Supervisors Chambers<br>501 Low Gap Road<br>Ukiah, CA                                                                                                           |          | Executive Director<br>367 N. State Street, Ste. 206<br>Ukiah, CA 95482<br>463-1859                                | Plan and allocate State funding, transportation, infrastructure and project County wide                                          | Brown<br>Rodin- Alternate          | Tim Eriksen, Public Works Director/City Engineer; 463-6280<br>teriksen@cityofukiah.com               |
| Mendocino County Inland Water and Power Commission (IWPC)  | 2nd Thursday of month, 6:00 p.m.                                                          | Civic Center<br>300 Seminary Avenue<br>conference room 5                                                                                                                 |          | IWPC Staff<br>P.O. Box 1247<br>Ukiah, CA 95482<br>391-7574 - Candace Horsley                                      | Develops coordination for water resources and current water rights: Potter Valley project - Eel River Diversion                  | Orozco<br>Brown- Alternate         | Sean White, Director of Water Resources; 463-5712<br>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<br>3200 Taylor Drive<br>Ukiah, CA 95482<br>468-9710                                          | County-wide Solid Waste JPA                                                                                                      | Brown<br>Duenas- Alternate         | Tim Eriksen, Public Works Director/City Engineer; 463-6280<br>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<br>241 Plant Road<br>Ukiah, CA 95482<br>462-1422                                               | County-wide bus transportation issues and funding                                                                                | Duenas<br>Orozco - Alternate       | Tim Eriksen, Public Works Director/City Engineer; 463-6280<br>teriksen@cityofukiah.com               |
| North Coast Opportunities (NCO)                            | 4th Wednesday of month, 2 p.m.                                                            | Alternating locations - Ukiah and Lakeport                                                                                                                               |          | Ross Walker, Governing Board Chair<br>North Coast Opportunities<br>413 North State Street<br>Ukiah, CA 95482      | Assist low income and disadvantaged people to become self reliant                                                                | Bartolomei<br>(appointed 12/19/18) | Tami Bartolomei, Community Services Administrator; 467-5765<br>tbartolomei@cityofukiah.com           |
| North Coast Rail Authority (NCRA)                          | 2nd Wednesday of month, 10:30 a.m.                                                        | Various Locations - announced                                                                                                                                            |          | 419 Talmage Road, Suite M<br>Ukiah, CA 95482<br>463-3280                                                          | Provides a unified and revitalized rail infrastructure meeting the freight and passenger needs of the region                     | Shannon Riley, Deputy City Manager | Shannon Riley, Deputy City Manager; 467-5793<br>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<br>Attn: Daria Isupov<br>425 South Main St., Sebastopol, CA 95472<br>508-3670 | Consider issues related to Russian river - plans projects and funding requests                                                   | Rodin<br>Brown- Alternate          | Tim Eriksen, Public Works Director/City Engineer; 463-6280<br>teriksen@cityofukiah.com               |
| Ukiah Valley Basin Groundwater Sustainability Agency (GSA) | 2nd Thursday of month, 1:30 p.m.                                                          | Board of Supervisors Chambers; 501 Low Gap Road<br>Ukiah, CA                                                                                                             |          | County Executive Office<br>Nicole French<br>501 Low Gap Rd., Rm. 1010<br>Ukiah, CA 95482<br>463-4441              | GSA serves as the Groundwater Sustainability Agency in the Ukiah Valley basin                                                    | Crane<br>Duenas- Alternate         | Sean White, Director of Water Resources; 463-5712<br>swhite@cityofukiah.com                          |
| COUNTY/REGIONAL<br>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<br>631 South Orchard Avenue<br>Ukiah, CA 95482<br>467-5953                                     | Multi-agency co-op for economic development and business loan program                                                            | Riley<br>(appointed 12/19/18)      | Shannon Riley, Deputy City Manager; 467-5793<br>sriley@cityofukiah.com                               |
| Sun House Guild ex officio                                 | 2nd Tuesday of month, 4:30 p.m.                                                           | Sun House<br>431 S. Main St.<br>Ukiah, CA                                                                                                                                |          | 431 S. Main Street<br>Ukiah, CA 95482<br>467-2836                                                                 | Support and expand Grace Hudson Museum                                                                                           | Orozco<br>Neil Davis- Alternate    | David Burton, Museum Director; 467-2836<br>dburton@cityofukiah.com                                   |
| Continued -<br>COUNTY/REGIONAL<br>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<br>776 S. State Street, Ste. 107<br>Ukiah, CA 95482<br>707-463-4915                   | Targets all youth with a focus on drug and alcohol prevention, healthy alternatives and empowering youth to make healthy choices | Cedric Crook, Patrol Lieutenant    | Cedric Crook, Patrol Lieutenant Nob; 463-6771; ccrook@cityofukiah.com                                |
| Northern California Power Agency (NCPA)                    | 4th Thursday of month, 9:00 a.m. (see NCPA calendar)                                      | Roseville, CA and other locations                                                                                                                                        |          | 651 Commerce Drive<br>Roseville, CA 95678<br>916-781-4202                                                         | Pool of public utilities for electric generation and dispatch                                                                    | Crane<br>Grandi - Alternate        | Mel Grandi, Electric Utility Director; 463-6295<br>mgrandi@cityofukiah.com                           |

**2021 CITY COUNCIL SPECIAL ASSIGNMENTS**

| <b>LOCAL/COUNTY/REGIONAL/LIANS</b><br><b>OnGoing One or Two Council and/or</b><br><b>Staff</b> | <b>MTG DATE/TIME</b>                                                        | <b>LOCATION</b>                                                                  | <b>MAILING ADDRESS/CONTACT</b>                                                                             | <b>COMMITTEE FUNCTION</b>                                                                                                                                                                    | <b>ASSIGNED TO</b>                                            | <b>PRINCIPAL STAFF SUPPORT</b>                                                                                                                                                 |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adventist Health Community Advisory Council</b>                                             | Quarterly:<br>Aug. 27, 6:45 a.m.<br>Nov 5, 6:45 a.m.                        | 275 Hospital Drive<br>Ukiah, CA 95482                                            | 275 Hospital Drive<br>Ukiah, CA 95482<br>707-463-7623<br>Allyne Brown -<br>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.   | <b>Brown<br/>Rodin - Alternate</b>                            | <b>Kristine Lawler</b> , City Clerk; 463-6217<br>klawler@cityofukiah.com                                                                                                       |
| <b>League of California Cities Redwood Empire Legislative Committee</b>                        | Prior to Division Meetings, meets 3x in person and then via conference call | Various locations that are announced                                             | Redwood Empire League President;<br>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                  | <b>Rodin<br/>Orozco-Alternate</b>                             | <b>Sage Sangiacomo</b> , City Manager; 463-6221<br>ssangiacomo@cityofukiah.com                                                                                                 |
| <b>City Selection Committee</b>                                                                | Called as required by the Clerk of the Board                                | BOS Conference Room<br>501 Low Gap Rd. Rm. 1090<br>Ukiah, CA                     | C/O: BOS<br>501 Low Gap Rd., Rm 1090<br>Ukiah, CA 95482<br>463-4441                                        | Makes appointments to LAFCO and Airport Land Use Commission                                                                                                                                  | <b>Mayor</b>                                                  | <b>Kristine Lawler</b> , City Clerk; 463-6217<br>klawler@cityofukiah.com                                                                                                       |
| <b>Investment Oversight Committee</b>                                                          | Varies                                                                      | Civic Center<br>300 Seminary Ave.<br>Ukiah, CA 95482                             | Civic Center<br>300 Seminary Ave.<br>Ukiah, CA 95482                                                       | Reviews City investments, policies, and strategies                                                                                                                                           | <b>Crane<br/>Orozco, Alternate<br/>Alan Carter, Treasurer</b> | <b>Dan Buffalo</b> , Director of Finance; 463-6220<br>dbuffalo@cityofukiah.com                                                                                                 |
| <b>Library Advisory Board</b>                                                                  | 3rd Wednesdays of alternate months; 1:00 p.m.                               | Various Mendocino County Libraries                                               | Ukiah County Library<br>463-4491                                                                           | Review library policy and activities                                                                                                                                                         | <b>Supervisor Mulheren</b>                                    | <b>Kristine Lawler</b> , City Clerk; 463-6217;<br>klawler@cityofukiah.com                                                                                                      |
| <b>Ukiah Players Theater Board of Directors</b>                                                | 3rd Tuesday of month, 6:00 p.m                                              | 1041 Low Gap Rd<br>Ukiah, CA 95482<br>462-1210                                   | 1041 Low Gap Rd<br>Ukiah, CA 95482<br>462-1210                                                             | To oversee the activities, organization and purpose of the Ukiah Players Theater                                                                                                             | <b>Greg Owen</b> , Airport Manager<br>(appointed 12/19/18)    | <b>Kristine Lawler</b> , City Clerk; 463-6217<br>klawler@cityofukiah.com                                                                                                       |
| <b>Ukiah Unified School District (UUSD) Committee</b>                                          | Quarterly                                                                   | 511 S. Orchard, Ste. D<br>Ukiah, CA 95482                                        | 511 S. Orchard<br>Ukiah, CA 95482                                                                          | Information exchange with UUSD Board Chair, Mayor, Superintendent, and City Manager                                                                                                          | <b>Mayor, City Manager and<br/>Police Chief</b>               | <b>Sage Sangiacomo</b> , City Manager; 463-6221<br>ssangiacomo@cityofukiah.com                                                                                                 |
| <b>Russian River Flood Control District (RRFCD) Liaison</b>                                    | 1st Monday of month, 5:30 p.m.                                              | 151 Laws Ave., Suite D<br>Ukiah, CA                                              | 151 Laws Ave., Ukiah, CA 95482;<br>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                                                          | <b>White/Orozco</b>                                           | <b>Sean White</b> , Director of Water Resources; 463-5712<br>swhite@cityofukiah.com                                                                                            |
| <b>HHS Advisory Board</b>                                                                      | 2nd Wednesday of month; 9:00 a.m.                                           | Big Sur Room<br>County Department of Social Services                             | Executive Director<br>Jackie Williams - 462-1934<br>c/o Ford St. Project<br>139 Ford St.<br>Ukiah CA 95482 | Discussions and possible work on health and human service issues                                                                                                                             | <b>Brown - Liaison</b>                                        | <b>Shannon Riley</b> , Deputy City Manager; 467-5793<br>sriley@cityofukiah.com                                                                                                 |
| <b>Mendocino County Local Area Formation Commission (LAFCO)</b>                                | 1st Monday of month, 9:00 a.m.                                              | Board of Supervisors Chambers                                                    | Executive Director<br>200 S. School Street, Ste. 2<br>Ukiah, CA 95482<br>463-4470                          | Required by legislation - planning spheres of influence, annexation, service areas, and special districts                                                                                    | (positions not active)<br><b>Crane<br/>Rodin</b>              | <b>Craig Schlatter</b> , Director of Community Development; 463-6219;<br>cscchlatter@cityofukiah.com                                                                           |
| <b>Mendocino County Airport Land Use Commission</b>                                            | As needed                                                                   | BOS Conference Room<br>501 Low Gap Rd., Rm. 1090,<br>Ukiah, CA                   | Mendocino County Executive Office<br>501 Low Gap Rd. Rm. 1010<br>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 | <b>Owen/Schlatter</b>                                         | <b>Greg Owen</b> , Airport Manager; 467-2855;<br>gowen@cityofukiah.com<br><b>Craig Schlatter</b> , Director of Community Development; 463-6219;<br>cscchlatter@cityofukiah.com |
| <b>Mendocino County 1st District Liaison</b>                                                   | Monthly; TBD                                                                | Civic Center Annex<br>conference room #5<br>411 West Clay St.<br>Ukiah, CA 95482 | Civic Center<br>300 Seminary Ave.<br>Ukiah, CA 95482                                                       | To coordinate activities and policy development with the City's 1st District Supervisor                                                                                                      | <b>Brown<br/>Crane- Alternate</b>                             | <b>Sage Sangiacomo</b> , City Manager;<br>463-6221; ssangiacomo@cityofukiah.com                                                                                                |
| <b>Mendocino County 2nd District Liaison</b>                                                   | 1st Wednesdays of month, 8:00 a.m.                                          | Civic Center Annex<br>conference room #5<br>411 West Clay St.<br>Ukiah, CA 95482 | Civic Center<br>300 Seminary Ave.<br>Ukiah, CA 95482                                                       | To coordinate activities and policy development with the County's 2nd District Supervisor                                                                                                    | <b>Brown</b>                                                  | <b>Shannon Riley</b> , Deputy City Manager; 467-5793<br>sriley@cityofukiah.com                                                                                                 |
| <b>LOCAL/COUNTY/REGIONAL/LIANS</b><br><b>OnGoing One or Two Council and/or</b><br><b>Staff</b> | <b>MTG DATE/TIME</b>                                                        | <b>LOCATION</b>                                                                  | <b>MAILING ADDRESS/CONTACT</b>                                                                             | <b>COMMITTEE FUNCTION</b>                                                                                                                                                                    | <b>ASSIGNED TO</b>                                            | <b>PRINCIPAL STAFF SUPPORT</b>                                                                                                                                                 |
| <b>Fire Executive Committee</b>                                                                | 2nd Wednesdays of month, 3:45 p.m.                                          | Ukiah Valley Conference Center,<br>200 S. School Street<br>Ukiah, CA             | Stephanie Abba<br>Civic Center<br>300 Seminary Ave.<br>Ukiah, CA 95482<br>sabba@cityofukiah.com            | Per the recently adopted agreement between the City of Ukiah and the Ukiah Valley Fire Protection District                                                                                   | <b>Orozco/Brown</b>                                           | <b>Doug Hutchison</b> , Fire Chief; 463-6263;<br>dhutchison@cityofukiah.com                                                                                                    |
| <b>STANDING COMMITTEES</b>                                                                     | <b>MTG DATE/TIME</b>                                                        | <b>LOCATION</b>                                                                  | <b>MAILING ADDRESS/CONTACT</b>                                                                             | <b>COMMITTEE FUNCTION</b>                                                                                                                                                                    | <b>ASSIGNED TO</b>                                            | <b>PRINCIPAL STAFF SUPPORT</b>                                                                                                                                                 |
| <b>Equity and Diversity</b>                                                                    | TBD                                                                         | Virtual Meeting Room<br>(link to be created)                                     | Civic Center<br>300 Seminary Ave.<br>Ukiah, CA 95482                                                       | Improve diversity and equity in the City's workforce and municipal services                                                                                                                  | <b>Orozco/Duenas</b>                                          | <b>Traci Boyl</b> , City Manager's Office Management Analyst; 467-5720<br>tboyl@cityofukiah.com                                                                                |

| 2021 AD HOC COMMITTEES                                                                                                                                                                                                                                                                             |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMITTEE                                                                                                                                                                                                                                                                                          | ASSIGNED TO  | PRINCIPAL STAFF SUPPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Electric Grid Operational Improvements                                                                                                                                                                                                                                                             | Crane/Orozco | Mel Grandi, Electric Utility Director;<br>463-6295 mgrandi@cityofukiah.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Trench Cut Policy Development                                                                                                                                                                                                                                                                      | Crane/Brown  | Tim Eriksen, Public Works Director/City Engineer;<br>463-6280 teriksen@cityofukiah.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Budget Development Best Practices and Financial Policy For FY 21/22 Budget                                                                                                                                                                                                                         | Crane/Brown  | Dan Buffalo, Director of Finance;<br>463-6220 dbuffalo@cityofukiah.com<br>Sheri Mannion, Human Resource Director/Risk Manager; 463-6272, smannion@cityofukiah.com                                                                                                                                                                                                                                                                                                                                                                                                      |
| Advance Planning & Policy for Sphere of Influence (SOI), Municipal Service Review (MSR), Annexation, Tax Sharing, Detachment, and Out of Area Service Agreements                                                                                                                                   | Crane/Rodin  | Sage Sangiacomo, City Manager<br>463-6221 ssangiacomo@cityofukiah.com<br>Shannon Riley, Deputy City Manager<br>467-5793 sriley@cityofukiah.com<br>Craig Schlatter, Community Development Director<br>463-6219 cschlatter@cityofukiah.com<br>Sean White, Director of Water Resources;<br>463-5712 swhite@cityofukiah.com<br>Tim Eriksen, Public Works Director/City Engineer;<br>463-6280 teriksen@cityofukiah.com<br>Mel Grandi, Electric Utility Director;<br>463-6295 mgrandi@cityofukiah.com<br>Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com |
| 2021 Electric Rate Study                                                                                                                                                                                                                                                                           | Crane/Duenas | Mel Grandi, Electric Utility Director; 463-6295 mgrandi@cityofukiah.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Housing Element and Implementation Review                                                                                                                                                                                                                                                          | Rodin/Orozco | Craig Schlatter, Community Development Director<br>463-6219 cschlatter@cityofukiah.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Planning Commissioner Appointment Process                                                                                                                                                                                                                                                          | Crane/Rodin  | Craig Schlatter, Community Development Director<br>463-6219 cschlatter@cityofukiah.com<br>Darcy Vaughn, Assistant City Attorney<br>462-6846 dvaughn@cityofukiah.onmicrosoft.com                                                                                                                                                                                                                                                                                                                                                                                        |
| UVSD/ City Relations<br><i>Ad hoc committee to address specific issues with the Ukiah Valley Sanitation District, including discussion of overall sewer system service delivery policies, operating policy revisions, potential revisions to the current Operating Agreement, and cost sharing</i> | Crane/Brown  | Dan Buffalo, Director of Finance;<br>463-6220 dbuffalo@cityofukiah.com<br>Sean White, Water Resources Director<br>463-5712 swhite@cityofukiah.com                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Upper Russian River Water Agency/City Relations                                                                                                                                                                                                                                                    | Crane/Brown  | Sean White, Director of Water Resources;<br>463-5712 swhite@cityofukiah.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |