



City Council Special and Regular Meetings
AGENDA

Civic Center Council Chamber ♦300 Seminary Avenue♦Ukiah, CA 95482

June 5, 2019 - 4:00 PM

4:00 P.M. - SPECIAL MEETING - FISCAL YEAR 2019-20 BUDGET WORKSHOP

City-Wide Overview and Review of the Draft 2019-20 Fiscal Year City Budget and Capital Improvement Plan.

Recommended Action: The City Council will review and discuss the Draft 2019-20 Fiscal Year City Budget and Capital Improvement Plan

[CIP -5 year-FY1920 - Council Presentation, 6-5-19.pdf](#)

[Vehicle Justification Sheets - FY 19-20.pdf](#)

6:00 P.M. - REGULAR MEETING

1 ROLL CALL

2 PLEDGE OF ALLEGIANCE

3 PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

3.a. [Presentation: Northern California Outdoor Education and Mentoring Program.](#)

Recommended Action: Receive presentation.

[None](#)

3.b. [WEST Business Development Center Presentation.](#)

Recommended Action: Receive presentation by WEST Business Development Center regarding their activities and services.

[None](#)

4 PETITIONS AND COMMUNICATIONS

5 APPROVAL OF MINUTES

5.a. [Approval of the April 29, 2019, Special Meeting Minutes.](#)

Recommended Action: Approve the April 29, 2019, Special Meeting Minutes.

[Attachment 1 - Draft Minutes of April 29, 2019](#)

- 5.b. [Approval of the May 14, 2019, Special Meeting Minutes.](#)
Recommended Action: Approve the May 14, 2019, Special Meeting Minutes.
[Attachment 1 - Draft Minutes of May 14, 2019](#)
- 5.c. [Approval of the May 15, 2019, Regular Meeting Minutes.](#)
Recommended Action: Approve the Minutes of May 15, 2019, Regular Meeting, as submitted.
[Attachment 1 - Draft Minutes of May 15, 2019](#)

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. [Notification of Publishing Services by Ukiah Daily Journal for Fiscal Year 2019/2020, in the Amount of \\$6.25 per Column Inch for the First Insertion and \\$4.26 per Column Inch for Each Subsequent Insertion of the Same Advertisement.](#)
Recommended Action: Receive and approve notification/agreement of the legal publishing services of Ukiah Daily Journal for fiscal year 2019/2020, in the amount of \$6.25 per column inch for the first issue and \$4.26 per column inch for additional issues.
[Attachment 1 - Ukiah Daily Journal Rate Structure](#)
- 7.b. [Adoption of Resolution Making Reappointment of Jeanne Wetzel Chinn to the Paths, Open Space, and Creeks Commission.](#)
Recommended Action: Adopt resolution reappointing Jeanne Wetzel Chinn to the Paths, Open Space, and Creeks Commission (POSCC).
[Attachment 1 - Policy Resolution](#)
[Attachment 2 - Application](#)
[Attachment 3 - Nomination](#)
[Attachment 4 - Proposed Resolution](#)
- 7.c. [Adoption of Resolution Adopting the 2019 Records Retention Schedule for the City of Ukiah.](#)
Recommended Action: Adopt the Resolution Adopting the 2019 Records Retention Schedule for the City of Ukiah.
[Attachment 1 - Resolution 2017-22](#)
[Attachment 2 - Proposed Resolution with Exhibit A - 2019 Records Retention Schedule](#)
- 7.d. [Report of Acquisition of Professional Services from Alpha Analytical Laboratories, Inc. in the Amount of \\$15,103.85 for Quarterly Water Sampling and Completion of Chemical Examination Reports for the Ukiah Landfill.](#)
Recommended Action: Receive and file report of acquisition of professional services from Alpha Analytical Laboratories, Inc. in the amount of \$15,103.85 for quarterly water sampling and completion of chemical examination reports for the Ukiah Landfill. Report is submitted pursuant to City Code.
[Attachment 1 - Alpha Analytical Invoices - January 2019](#)

- 7.e. [Authorize an Agreement with ABD Engineering & Design for Design and Quality Control Services for the Council Chamber Audio/Visual Upgrade Project.](#)
Recommended Action: Approve an agreement with ABD Engineering & Design for Design and Quality Control Services for the Council Chamber Audio/Visual Upgrade Project in the amount of \$28,160.
[Attachment 1 - RFP - Council Chamber Audio Visual Upgrade Design & Quality Control](#)
[Attachment 2 - P-2703 - Ukiah - Council Chambers - Replacement AV Design](#)
- 7.f. [Report of Acquisition of Professional Services from Munselle Civil Engineering in the Amount of \\$16,500 for a Topographic Survey of the Ukiah Landfill.](#)
Recommended Action: Receive and file report on acquisition of services from Munselle Civil Engineering in the Amount of \$16,500 for a topographic survey of the Ukiah Landfill as required for landfill closure project.
[Attachment 1 Agreement - Ukiah Landfill Topo Survey](#)
- 7.g. [Notification of Purchase of Services from Crawford & Associates in the Amount of \\$14,830 for Emergency Geo-technical Services at the Water Treatment Plant and Approval of Corresponding Budget Amendment.](#)
Recommended Action: Receive Notification of Purchase of Services from Crawford & Associates in the Amount of \$14,830 for Emergency Geo-technical Services at the Water Treatment Plant and Approval of Corresponding Budget Amendment.
[Attachment #1 - Crawford and Associates Executed Contract- WTP Backwash Basins](#)

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. [Receive Report Regarding the Economic Development and Financing Corporation \(EDFC\); Consideration of Request for Funding from EDFC; and Request for Authorization for the City Manager to Negotiate and Execute Performance Agreement Between the City of Ukiah and EDFC.](#)
Recommended Action: Receive report regarding the Economic Development and Financing Corporation (EDFC); consider request for funding from EDFC; and authorize the City Manager to negotiate and execute Performance Agreement between the City of Ukiah and EDFC.
[Attachment 1 - Performance Agrmt 18-19 EDFC-City of Ukiah Executed 07-12-18.](#)
[Attachment 2 - FY18-19 Annual Performance Report](#)

- 12.b. [Update on Emergency Repair of Backwash Basins at Water Treatment Plant and Determine that Emergency Conditions Continue to Require the Repair of the Backwash Basins.](#)
Recommended Action: Determine that emergency conditions continue to require the repair of the backwash basins without competitive bidding.
[Attachment 1 - Resolution 2019-19](#)
- 12.c. [Reject Bids Received For Gobbi Street Underground District No. 3, Specification No. 19-03. \(EUD\)](#)
Recommended Action: Reject bids received for Gobbi Street Underground District No. 3, Specification No. 19-03, authorize staff to rebid and carry forward the available project funding in the FY 18/19 to FY 19/20 budget.
[Attachment 1 - Bid Results - Spec 19-03 Gobbi Street Undergrounding Project](#)

13 NEW BUSINESS

- 13.a. [Adopt Resolution and Authorize City Manager to Execute the Hazard Mitigation Grant Application. \(EUD\)](#)
Recommended Action: Adopt Resolution and authorize City Manager to execute the Hazard Mitigation Grant Application.
[Attachment 1 - EUD Fire Mitigation Grant Application Resolution](#)
- 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 may also consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).
[Attachment 1 - 2019 City Council Special Assignments & Ad Hocs](#)

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
- 14.b. [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
- 14.c. [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

14.d. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

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

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Dave Hull and Ric Piffero

Under Negotiation: Price & Terms of Payment

Recommended Action: Confer in Closed Session

14.e. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 003-040-77; 003-040-78; 003-040-79

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Shapiro/Danco

Under Negotiation: Price & Terms of Payment

Recommended Action: Confer in Closed Session

14.f. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

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

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Bank of America

Under Negotiation: Price & Terms of Payment

Recommended Action: Confer in Closed Session

14.g. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

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

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Onetogether Solutions

Under Negotiation: Price & Terms of Payment

Recommended Action: Confer in Closed Session

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



AGENDA SUMMARY REPORT

SUBJECT: City-Wide Overview and Review of the Draft 2019-20 Fiscal Year City Budget and Capital Improvement Plan.

DEPARTMENT: Finance

PREPARED BY: Daniel Buffalo

ATTACHMENTS:

[ATTACHMENT 1: Budget Workshop, 6-5-19](#)

[ATTACHMENT 2: Major Funds](#)

[ATTACHMENT 3 - CIP -5 year-FY1920 - Council Presentation, 6-5-19.pdf](#)

[ATTACHMENT 4: Vehicle Justification Sheets - FY 19-20](#)

Summary: The Finance Department to present a City-Wide overview of the draft 2019-20 City budget, including delivery of budget unit stories for consideration at the special meeting on June 11, 2019, and an overview of the City's Five-Year Capital Improvement Program Plan.

Background: Presented here is the operating and capital budget for the City of Ukiah for the fiscal year 2019-20. This is the first step of the budget adoption process, priming the Council and community for a more detailed budget discussions with departments. The Finance Department will provide a general overview and analysis of the recommended budget and answer any preliminary questions of the Council and community. The detailed review of the budget with departmental presentations is currently scheduled for June 11, 2019. Contingent on time, some departmental budgets may be presented at the June 5th meeting.

RECOMMENDED ACTION: The City Council will receive an overview and analysis of the Draft 2019-20 Fiscal Year City Budget and Five-Year Capital Improvement Plan.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

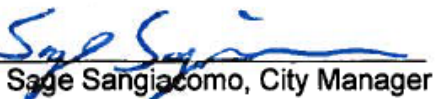
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: City Manager's Office

Approved: _____


Sage Sangiacomo, City Manager

Discussion: As part of this packet, and in preparation of budget discussions with departments, set for June 11, 2019, the following are provided:

1. Budget presentation PowerPoint (Attachment 1). This is a city-wide overview of the budget. Finance intends to spend approximately 75 minutes presenting the overview and analysis and will engage Council for general questions. Of special note, many of the graphical images peppered throughout are active links taking the reader to the live OpenGov reports used to generate them. Readers are encouraged to click on the images and explore the data in greater detail.

2. Budget unit pages (OpenGov stories). The Finance Department continues to enhance the usability and navigation of the budget document, turning to the OpenGov platform to deliver the budget document in its entirety. Budget units (departments and divisions) are presented in standardized format in what are called "stories." They are dynamic, navigable web pages designed to be read electronically through a web browser. They offer the reader drill down features so that data can be presented as generally or as granularly as desired. Pdf versions will be provided subsequent to release of the agenda but before June 5th.

The best way to access stories is by clicking this link and finding each subsequent link in the table of contents:

https://stories.opengov.com/ukiahca/published/N_RBJhMwj

This page is the cover of the budget document (in draft), including a table of contents at the bottom. Each budget story can be accessed by clicking on its respective link in the table of contents. As the budget document is further developed, links will be activated for any reader to examine. The final document with all sections will be completed after department presentations on June 11 and before Council adoption (currently scheduled for June 19, 2019).

The OpenGov platform is best viewed through the Google Chrome web browser. It is a free application and can be found at the following link, complete with download and installation instructions.

<https://www.google.com/chrome/>

3. Major fund stories. The four main operating and capital funds for the City are presented here, each with its own story. They are attached as Attachment 2 herein but are also found in the budget table of contents, described earlier, as well as by clicking on the links below. The major funds include:

General Fund https://stories.opengov.com/ukiahca/published/yD_LvgbyV

Water Enterprise https://stories.opengov.com/ukiahca/published/1D_XTk0hQ

Wastewater Enterprise <https://stories.opengov.com/ukiahca/published/M8-tr-Bc9>

Electric Enterprise <https://stories.opengov.com/ukiahca/published/uIJyEiAIE>

4. Five-year capital improvement program schedule. The complete five year CIP schedule is attached as Attachment 3. Also included as Attachment 4 are the vehicle and equipment justification sheets for capital items included in the CIP.

Finally, detailed budget notes will be provided to Council subsequent to the release of this agenda. They are in the same format used the past two years providing the reader with a deep, detailed view of the notes and descriptions associated with budget requests being recommended by the City Manager.

BUDGET WORKSHOP

June 5, 2019

Daniel Buffalo, Finance Director

Daphine Harris, Management Analyst – Finance

Mary Horger, Procurement Manager

AGENDA

- Introduction to budget document development
 - OpenGov
 - Format
 - Content
 - How to navigate and read
- City-wide overview and highlights
- UVSD
- City Fire and UVFD
- Cost Allocation Plan
- Schedule for remaining budget workshops

BUDGET TEAM

- Sage Sangiacomo, City Manager
- Sheri Mannion, HR/Risk Management Director
- Daphine Harris, Management Analyst – Finance
- Daniel Buffalo, Finance Director
- Shannon Riley, Deputy City Manager
- Mary Horger, Procurement Manager
- Candice Rasmason, Financial Services Specialist

SUPPORTING CAST

- Maya Simerson, Project and Grant Coordinator
- Kristin Lawler, City Clerk
- Traci Boyl, Management Analyst

BUDGET CUSTODIANS

- All departments and their individual budget teams

BUDGET DOCUMENT

Recommended for 2019-20

THE CITY OF UKIAH, California

www.CityofUkiah.com

Annual Budget

Fiscal Year 2019-20



About this Document

Compiled by: Finance Department



Budget Team:

Sage Sangiacomo, City Manager
Daniel Buffalo, Finance Director
Daphne Harris, Management Analyst
Mary Horger, Procurement Manager
Candice Rasmannson, Financial Services Specialist
Sheri Mannion, Human Resources/Risk Management Director
Shannon Riley, Deputy City Manager
Traci Boyl, Management Analyst
Kristine Lawler, City Clerk
Maya Simerson, Project and Grant Administrator

Photos courtesy of Visit Ukiah and City of Ukiah staff

THE DOCUMENT

What a budget is.

- A legal document
- A planning tool
- A control mechanism
- A policy document
 - Expression of intent
 - Communication
- A spending plan
 - Authorization to spend
- An allocation of resources
- A performance standard

VALUE

- In the context of what brings value to the community
- Every function, every appropriation, should be evaluated with this concept in mind

OBJECTIVES FOR 2019-20 BUDGET



- Further refine the budget presentation
- Clarity
 - Developing a document that is comprehensive, yet clear and easy to understand
- Efficiency
- Cost control
 - particularly in retirement and healthcare
- Usefulness
 - Informative document based on best practices
 - Use of OpenGov
 - Navigable and dynamic

ARCHITECTURE

THE CITY OF UKIAH

Finance Department

Accounting and Internal Audit Division

What we are

The Accounting and Internal Audit Division is responsible for the fiscal health of the City accurately recording receipt of all money and expenditure of funds in accordance with all applicable laws and regulations. This includes managing the processes and recording for day-to-day transactions, providing accurate reporting to the City Council, City Manager, and other departments as well as performing high level, broad fiscal analysis of current activities, and evaluating economic trends affecting the local economy.

As such, the Division is best viewed as providing two levels of service: internal and external. This concept applies to operations, fiscal analysis, and advisory services.

One primary function of the department is to support the internal customers with answers as to how to retrieve/analyze information from the current general ledger system as well as historical data.

A second function is to provide financial data to the City's external customers such as Federal, State and County entities, bond holders, and the residents of the City of Ukiah.

What we do

Fiscal and advisory services:

- Primary advisor to the City Manager, City Council, and departments on fiscal and financial matters
- Provide leadership in the development and implementations citywide financial policies
- Perform internal audits of select city functions and activities looking for opportunities for efficiencies and report results to City management

Internal and external operations:

- Perform all general accounting, accounts payable, and payroll processing for the City
- Financial reporting, including preparation of monthly financial statements for the Ukiah Valley Fire Authority (UVFA) and Ukiah Valley Sanitation District (UVSD), and quarterly financial reports to the City Council and the City's Comprehensive Annual Financial Report (CAFR).
- Prepare monthly and quarterly tax returns
- Perform internal audits of all City departments, divisions, functions, and activities and provide recommendations for improvements and efficiencies, if applicable, based on the innovation program and policies set forth by the City Manager's Office

Our People

(134) Accounting (Click on table for additional detail)	Category	2020
	ADMINISTRATIVE & TECHNICAL	3.13
	MANAGEMENT	1.75
	PROFESSIONAL	1
Updated yesterday	EXECUTIVE	0.5

- Key elements:
 - Clear and simple
 - Navigable electronically with drill-down features
 - Starts with big picture
 - City-wide > fund level > budget unit level (departments > divisions)
- Meets GFOA standards for Outstanding Budget Presentation

ARCHITECTURE (CONT.)

- Four main sections
 - High Level, City-wide
 - Introduction
 - CM Message
 - Budget in Brief
- Deeper Level
 - Fund presentation
 - Budget unit presentation
- Excruciatingly Deep
 - OpenGov

BUDGET 2020: The General Fund

Budget detail for the general fund.

Collapse All	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
▼ REVENUES	\$ 20,872,684	\$ 26,411,370	\$ 27,405,851	\$ 23,803,599	\$ 25,657,453	\$ 26,384,303	\$ 26,621,467
► TAXES	12,960,959	15,398,383	17,478,674	16,942,134	18,675,230	19,329,840	19,491,678
► CHARGES FOR SERVICE	1,446,503	1,761,738	1,909,045	1,764,158	1,470,468	1,486,626	1,503,107
► GRANTS AND SUBVENTIONS	70,890	78,586	335,000	380,750	2,800,064	2,801,609	2,802,017
► USE OF MONEY AND PROPERTY	93,691	103,800	181,800	120,160	75,007	76,507	78,037
► FINES, FORFEITURES, AND PENALTIES	73,834	79,225	55,500	73,500	74,222	75,586	76,978
► LICENSES/PERMITS/FRANCHISES	1,792,596	2,198,217	2,035,825	2,113,075	2,059,449	2,109,671	2,163,707
► OTHER REVENUES	74,666	168,927	126,700	78,117	74,013	75,463	76,942
▼ OTHER FINANCING SOURCES	4,359,545	6,622,494	5,283,307	2,331,704	429,000	429,000	429,000
► TRANSFERS IN	4,359,545	1,496,263	3,183,307	1,561,686	429,000	429,000	429,000
► LOAN PROCEEDS	0	5,126,231	2,000,000	770,018	0	0	0
► USE OF FUND BALANCE/RESERVES	0	0	100,000	0	0	0	0
▼ EXPENSES	20,767,569	28,343,620	29,456,895	23,726,415	24,197,918	22,909,935	24,062,566
▼ DIRECT	15,541,263	25,692,220	24,816,067	19,969,771	20,614,733	19,133,727	20,272,692
► PERSONNEL	12,446,091	12,901,976	13,177,059	13,365,621	14,039,125	15,025,923	16,086,935
► SERVICES & OTHER OPERATING	3,050,693	3,547,263	4,765,127	4,226,822	3,599,675	3,672,219	3,746,229
► DEBT SERVICE	0	108,041	298,971	274,974	304,174	304,174	304,174
► CAPITAL	44,479	9,134,940	6,574,911	2,102,354	2,671,759	131,412	135,354
▼ INDIRECT	1,071,349	879,305	715,698	494,163	442,298	455,567	469,234
► ADMIN OVERHEAD	1,072,126	1,120,269	1,145,473	1,145,473	1,083,428	1,115,931	1,149,409
► ADMIN OVERHEAD OFFSET	-2,484,526	-3,031,856	-3,227,047	-3,227,047	-3,107,564	-3,200,791	-3,296,815
► INTERNAL SERVICE USE	2,483,749	2,790,892	2,797,272	2,575,737	2,466,434	2,540,427	2,616,640
▼ OTHER FINANCING USES	4,154,957	1,772,094	3,925,130	3,262,481	3,140,887	3,320,640	3,320,640
► TRANSFERS OUT	4,154,957	1,772,094	3,925,130	3,262,481	3,140,887	3,320,640	3,320,640
Revenues Less Expenses	\$ 105,115	\$ -1,932,250	\$ -2,051,044	\$ 77,184	\$ 1,459,535	\$ 3,474,368	\$ 2,558,901

Data filtered by Types, GOVERNMENTAL and exported on May 29, 2019. Created with OpenGov

ARCHITECTURE (CONT.)

- Introduction
 - Org chart
 - City Manager's Message
 - Community profile
 - City-wide strategic plan
 - Core values

ARCHITECTURE (CONT.)

- Budget in Brief
 - City-wide information
 - Historical and current
 - Revenue summaries
 - Expenditure summaries
 - General fund analysis
 - Special topics or areas of interest
 - Measures P and Y
 - Capital summary
 - Cost of service analysis
 - Fund summaries

ARCHITECTURE (CONT.)

- Fund presentation
 - Primary funds
 - General fund
 - Electric Enterprise
 - Water Enterprise
 - Wastewater Enterprise

ARCHITECTURE (CONT.)

- Fund presentation (cont.)
 - Non-primary funds
 - Other governmental
 - Special revenue
 - Capital
 - Permanent
 - Other proprietary
 - Other enterprise
 - Internal service
 - Fiduciary
 - Private Purpose Trust Fund
 - RDA Successor
 - Agency
 - Ukiah Valley Fire Protection District

ARCHITECTURE (CONT.)

- Fund presentation (cont.)
 - Primary funds:
 - Narrative and analysis
 - Non-primary funds:
 - Description and budget schedules only

ARCHITECTURE (CONT.)



- Fund presentation (cont.)
 - Budgetary information presented by major character:
 - Revenues
 - Direct costs:
 - Personnel
 - Materials, services, and other operating
 - Grants, loans, and other assistance
 - Debt service
 - Capital outlay
 - Indirect costs:
 - Admin and overhead
 - Internal service use
 - Other financing sources and uses
 - Fund balance/working capital analysis

ARCHITECTURE (CONT.)



- Fund presentation (cont.)
 - Demonstrates relationship between fund and the budget units that draw resources from it
 - Notes, applicable to major funds only

ARCHITECTURE (CONT.)

Changes to Fund Balance: The Full Picture
(Including Transfers, Direct Cost Centers, and Administrative Cost Centers)

Help Share

Back History Reset Types GOVERNMENTAL

Updated On 29 May, 2019

	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
REVENUES	\$20,872,684	\$26,411,170	\$27,405,851	\$23,802,599	\$25,657,451	\$26,384,303	\$26,621,467
TAXES	12,960,959	15,398,383	17,478,674	16,942,134	18,675,230	19,329,840	19,491,678
CHARGES FOR SERVICE	1,449,502	1,761,728	1,909,045	1,764,158	1,470,465	1,486,626	1,501,107
GRANTS AND SUBVENTIONS	70,890	78,586	115,000	380,750	2,800,064	2,801,609	2,802,017
USE OF MONEY AND PROPERTY	91,690	101,800	181,800	120,160	75,007	76,507	78,037
FINES, FORFEITURES, AND PENALTIES	73,834	79,225	55,500	71,900	74,222	75,586	76,978
LICENSES/PERMITS/FRANCHISES	1,792,596	2,198,217	2,025,825	2,113,075	2,059,449	2,109,671	2,162,707
OTHER REVENUES	74,696	158,927	126,700	78,117	74,013	75,463	76,942
OTHER FINANCING SOURCES	4,359,545	6,622,494	5,281,307	2,321,704	429,000	429,000	429,000
TRANSFERS IN	4,319,545	1,496,263	3,182,307	1,561,686	429,000	429,000	429,000
LOAN PROCEEDS	0	0	100,000	770,018	0	0	0
USE OF FUND BALANCE/RESERVES	0	0	0	0	0	0	0
EXPENSES	30,767,969	28,342,620	29,456,895	23,726,415	24,197,918	22,909,915	24,062,566
DIRECT	19,541,263	25,692,220	24,816,067	19,969,771	20,614,733	19,131,727	20,272,602
PERSONNEL	12,646,091	12,901,976	13,177,099	12,365,621	14,039,125	15,025,925	16,086,935
SERVICES & OTHER OPERATING	3,050,693	3,547,263	4,765,127	4,226,822	3,999,675	3,672,219	3,746,229
DEBT SERVICE	0	108,041	298,971	274,974	304,174	304,174	304,174
CAPITAL	44,479	9,134,940	6,574,911	2,102,354	2,671,759	131,412	135,354
INDIRECT	10,721,340	879,305	715,608	494,163	442,298	455,567	469,234
ADMIN OVERHEAD	1,072,126	1,120,269	1,145,472	1,145,472	1,083,428	1,115,931	1,149,409
ADMIN OVERHEAD OFFSET	2,484,526	3,031,856	3,227,047	3,227,047	3,107,564	3,200,791	3,296,815
INTERNAL SERVICE USE	2,482,749	2,790,892	2,797,272	2,575,737	2,466,434	2,540,427	2,616,640
OTHER FINANCING USES	4,154,957	1,772,094	3,925,130	3,369,481	3,140,887	3,320,640	3,320,640
TRANSFERS OUT	4,154,957	1,772,094	3,925,130	3,369,481	3,140,887	3,320,640	3,320,640
Revenues Less Expenses	\$105,115	\$-1,932,290	\$-2,051,044	\$77,184	\$1,459,535	\$2,476,368	\$2,558,901

- The detail
 - Found on OpenGov
 - Linked to document for easy reference
 - Designed to look like schedules in document

ARCHITECTURE (CONT.)



- Budget unit presentation
 - Departments
 - Narrative and analysis
 - Accomplishments
 - Future objectives

ARCHITECTURE (CONT.)

- Budget unit presentation (cont.)
 - Budgetary information presented by cost major character:
 - Revenue, if directly associated
 - Direct costs (similar to fund presentation):
 - Personnel
 - Materials, services, and other operating
 - Grants, loans, and other assistance
 - Debt service
 - Capital outlay
 - Indirect costs:
 - Admin and overhead
 - Internal service use

Budget by Character

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EXPENSES*
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Updated On 29 May, 2019

Collapse All	2016-17 Actuals	2017-18 Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection	2021-22 Projection
▼ DIRECT	\$ 839,325	\$ 750,257	\$ 971,505	\$ 876,444	\$ 975,297	\$ 1,025,464	\$ 1,099,894
▶ PERSONNEL	596,370	519,384	605,988	565,785	819,301	876,348	927,596
▶ SERVICES & OTHER OPERATING	242,954	217,882	365,516	210,659	155,996	159,116	162,298
▶ CAPITAL	0	13,000	0	0	0	0	0
▼ INDIRECT	92,655	112,041	118,221	131,366	104,485	107,620	110,848
▶ ADMIN OVERHEAD	18,419	54,855	57,031	57,031	55,140	56,794	58,498
▶ INTERNAL SERVICE USE	74,236	58,186	61,190	74,335	49,345	50,825	52,350
Total	\$ 931,980	\$ 862,308	\$ 1,089,726	\$ 1,007,810	\$ 1,079,782	\$ 1,143,084	\$ 1,210,742

ARCHITECTURE (CONT.)

- Budget unit presentation (cont.)
 - Demonstrates relationship between the budget unit and the funds it draws resources from directly
 - Notes in each section

CITY-WIDE OVERVIEW AND HIGHLIGHTS

It's go time!

FUND FACTS

Number of budgeted
funds

56

FUND FACTS

Number of departments

14

FUND FACTS

Number of divisions (budget
units)

48

FUND FACTS

Number of budgeted
accounts

1,698

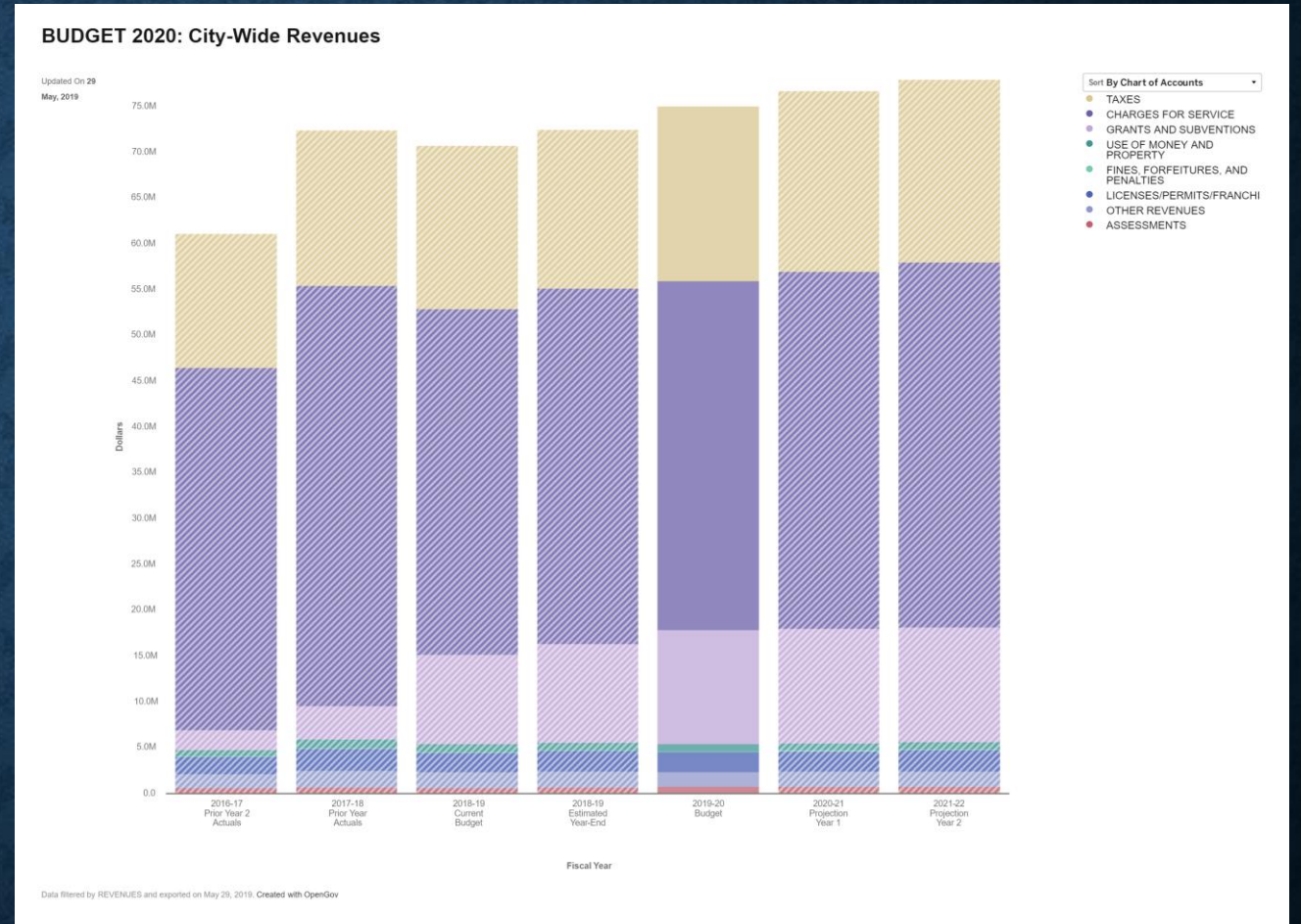
REVENUES

City-wide

\$80.3 million

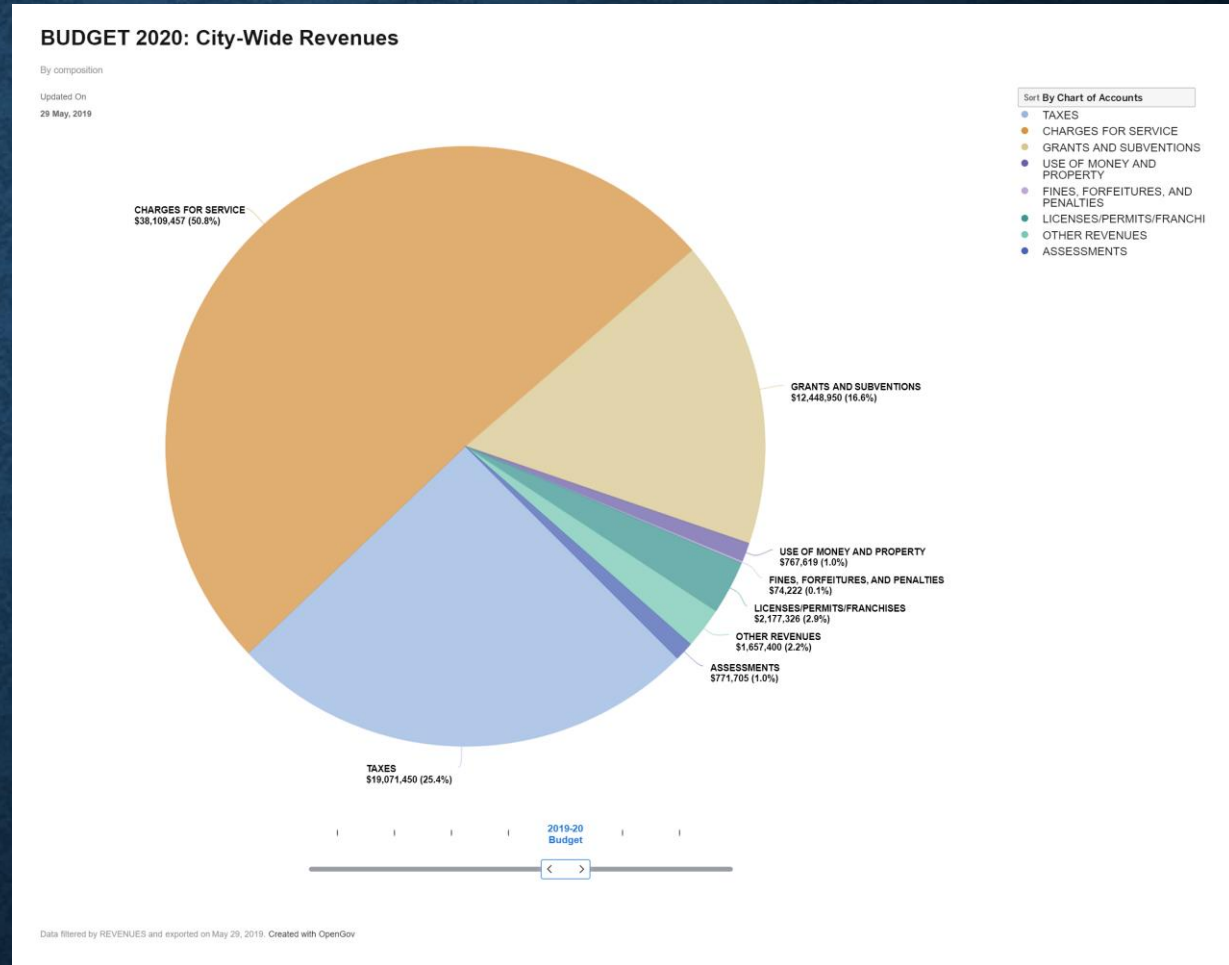
REVENUES

Over Time



REVENUES

Composition



EXPENDITURES

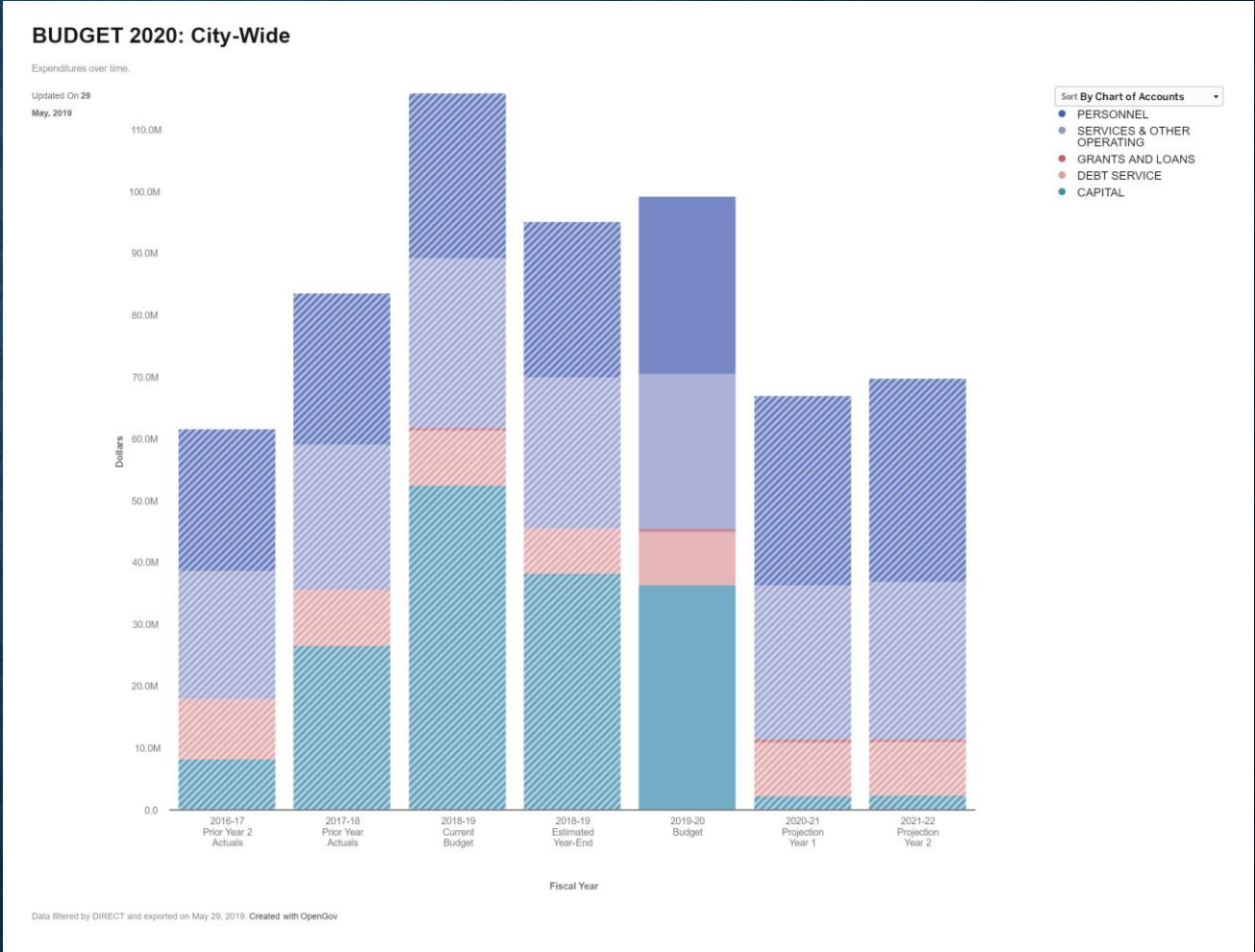
City-wide

\$103.8 million

(excludes indirect cost allocations)

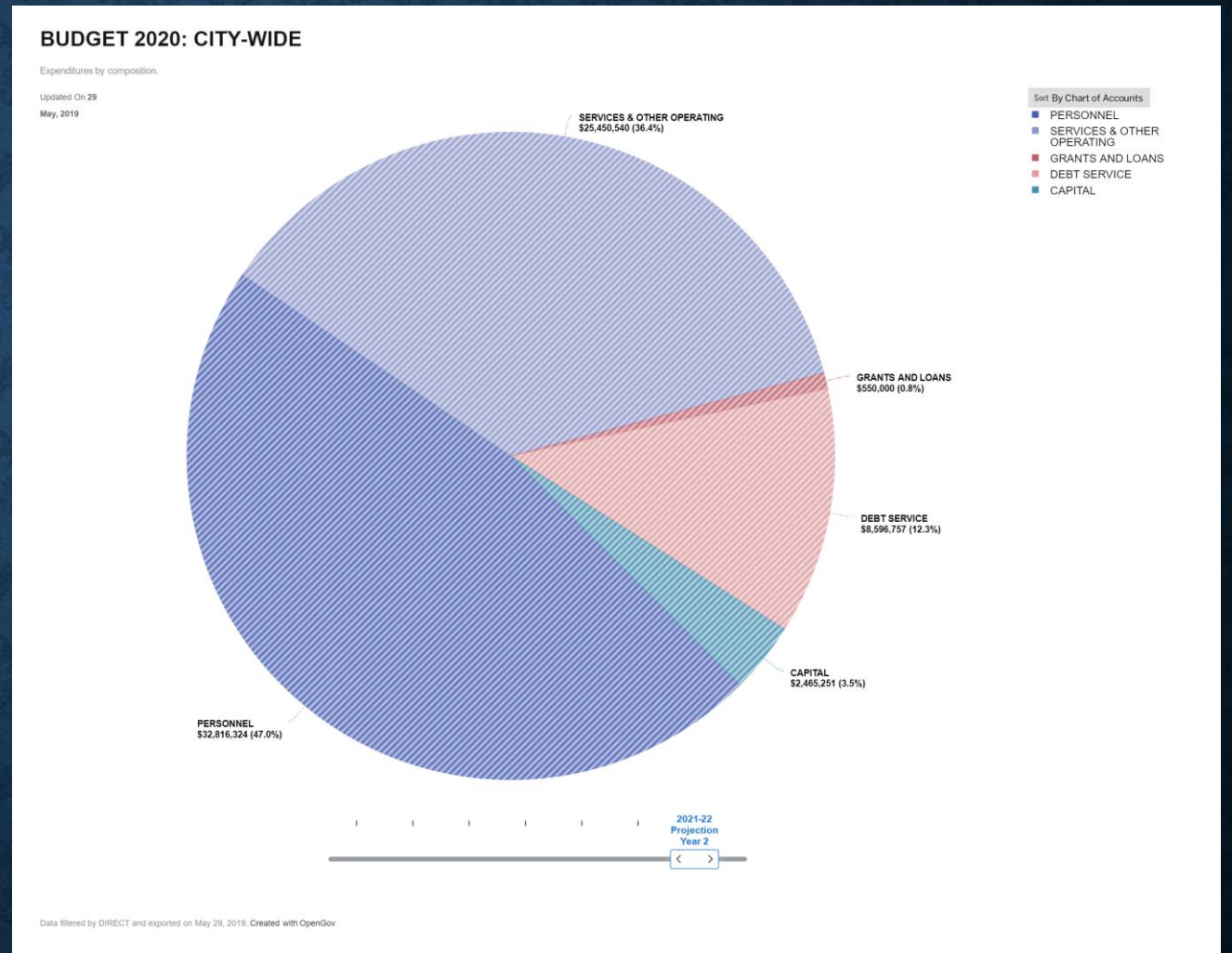
EXPENDITURES

Over Time



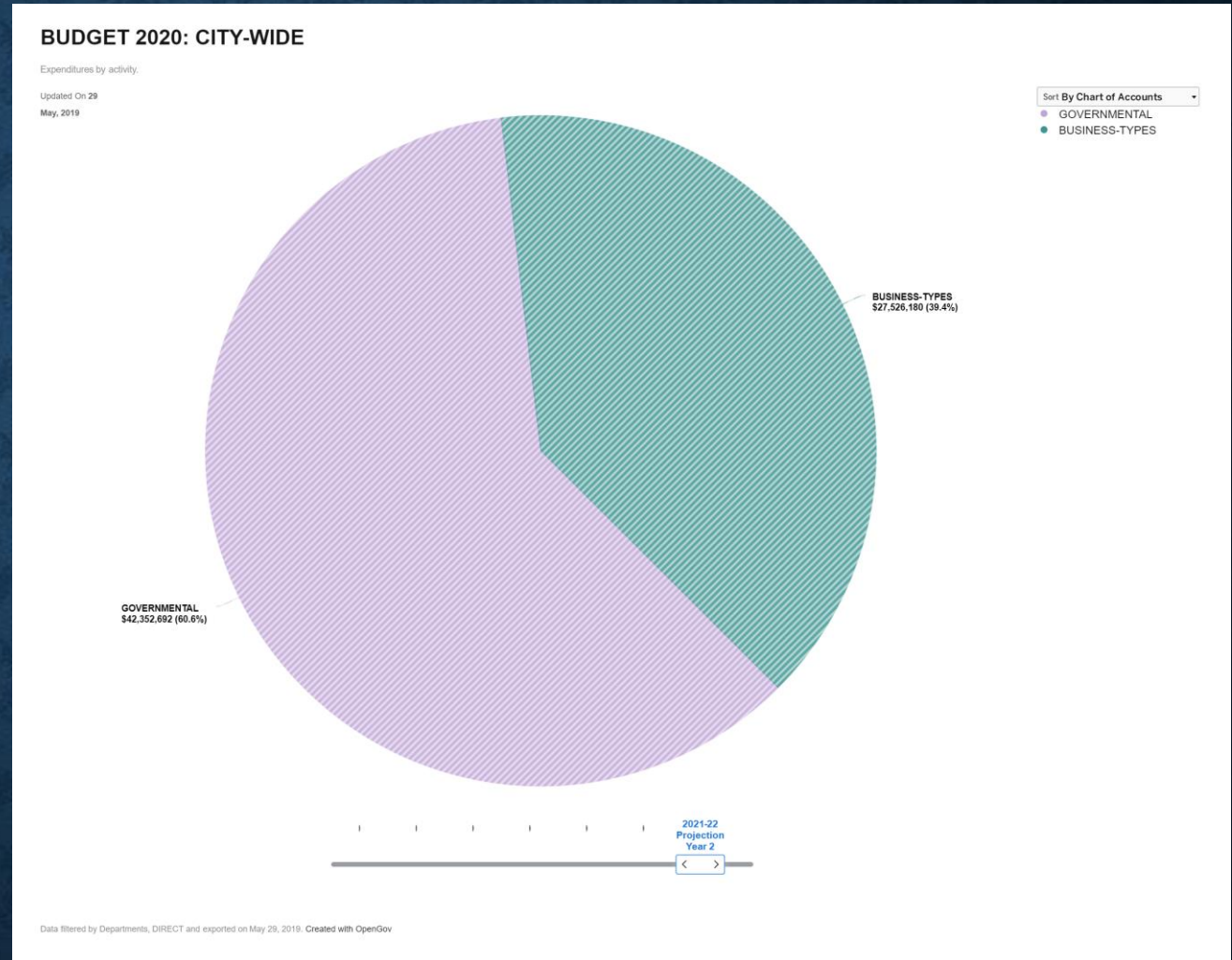
EXPENDITURES

Composition by Cost



EXPENDITURES

Composition by Activity



**OTHER SOURCES:
LOANS**

City-wide

\$11.6 million

Bank financing

Interfund financing

SRF Loan

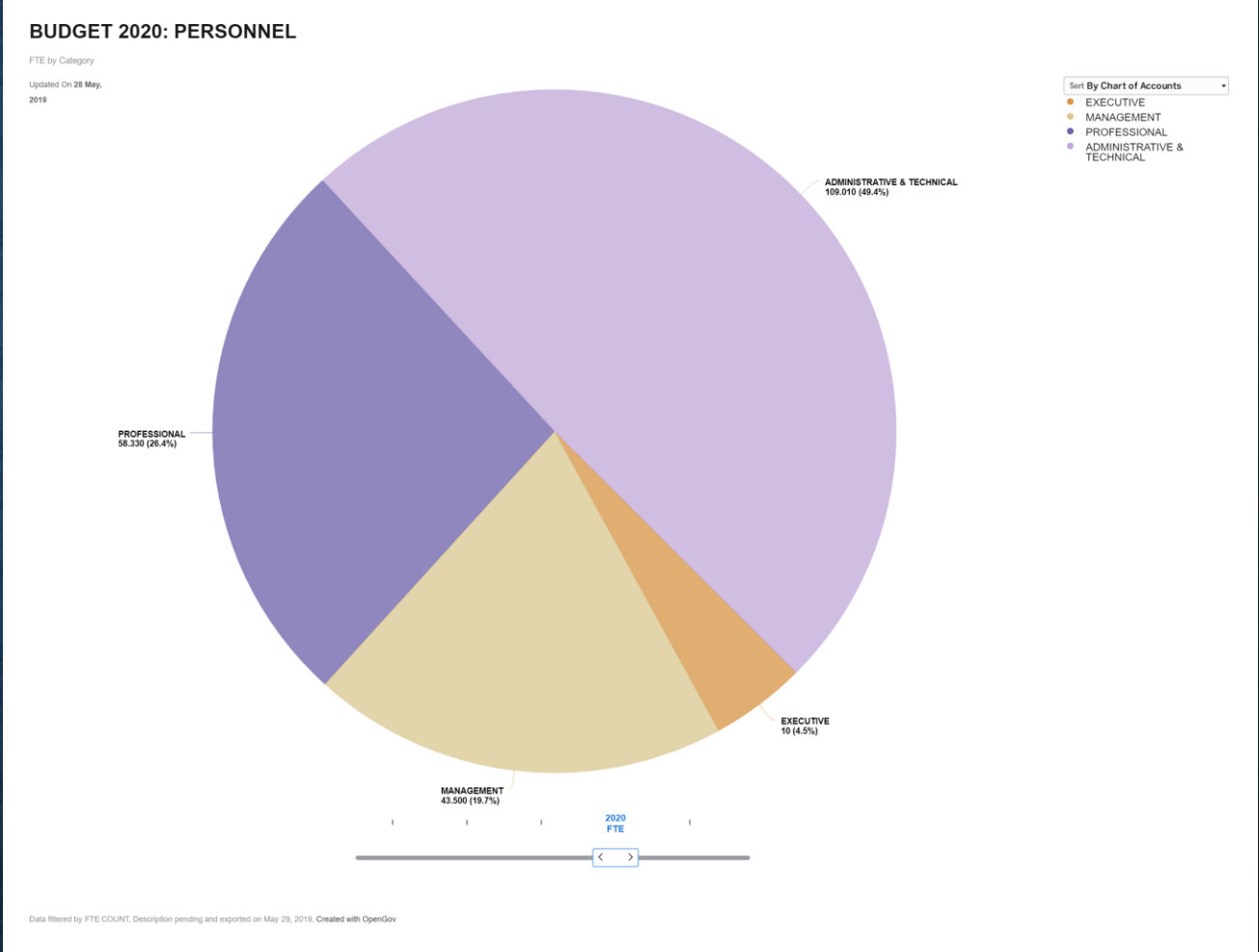
PEOPLE
Team Members (FTE)

220.84

Up from 218.3 (2.54) from 2018-19 (revised)

PERSONNEL

FTE by Category



FUND BALANCE/WORKING CAPITAL

- Ended June 30, 2018 \$67.9 million
- Ended June 30, 2019 (estimated) \$56.6 million
- Ending June 30, 2020 (budget) \$42.3 million
 - City \$33.7 million
 - Fiduciary \$8.6 million

GENERAL FUND OVERVIEW AND HIGHLIGHTS

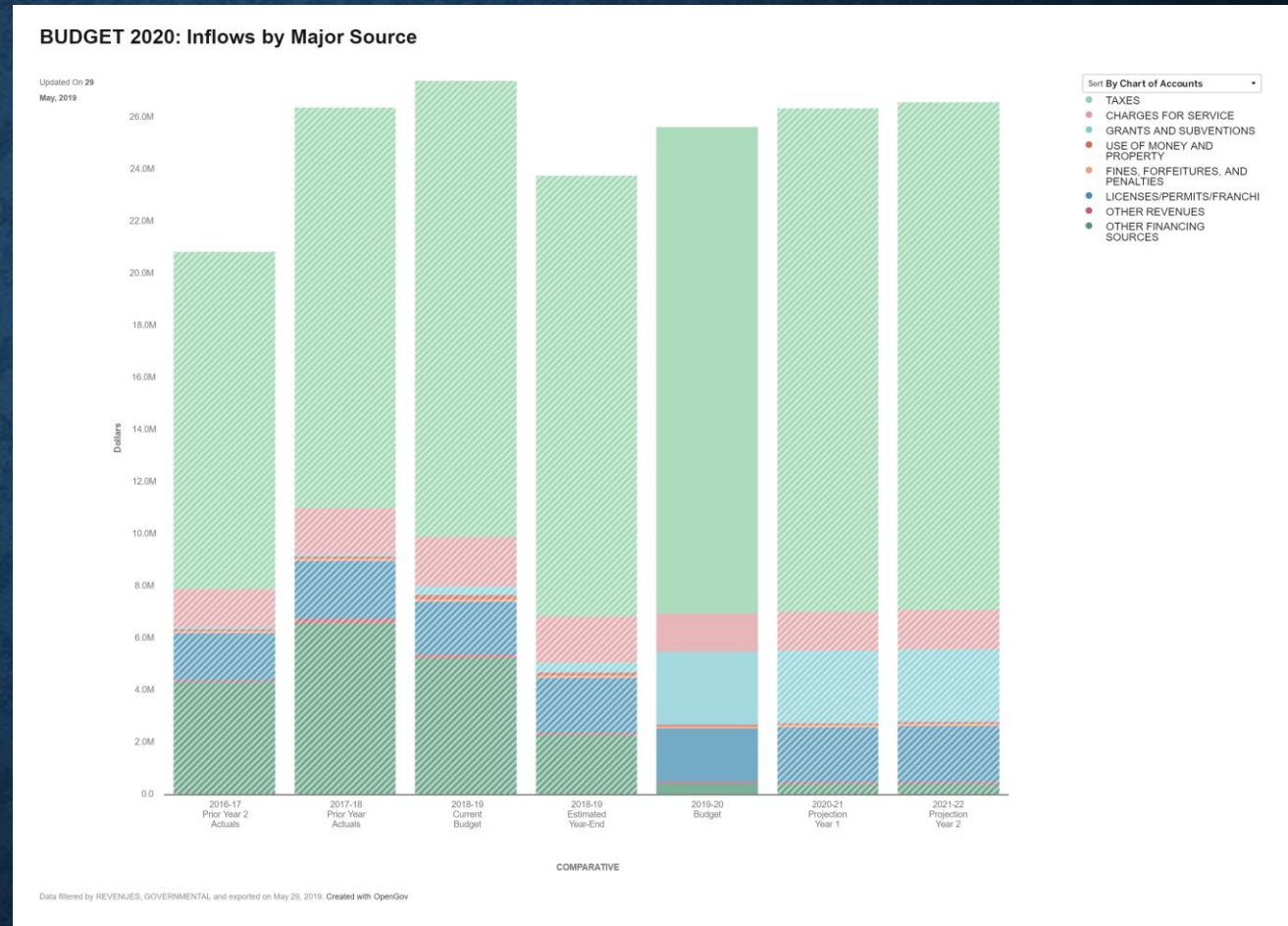
INFLOWS

General Fund

Revenues:	\$25.2 million
Other financing sources (transfers in):	\$429,000
Total inflows:	\$25.6 million

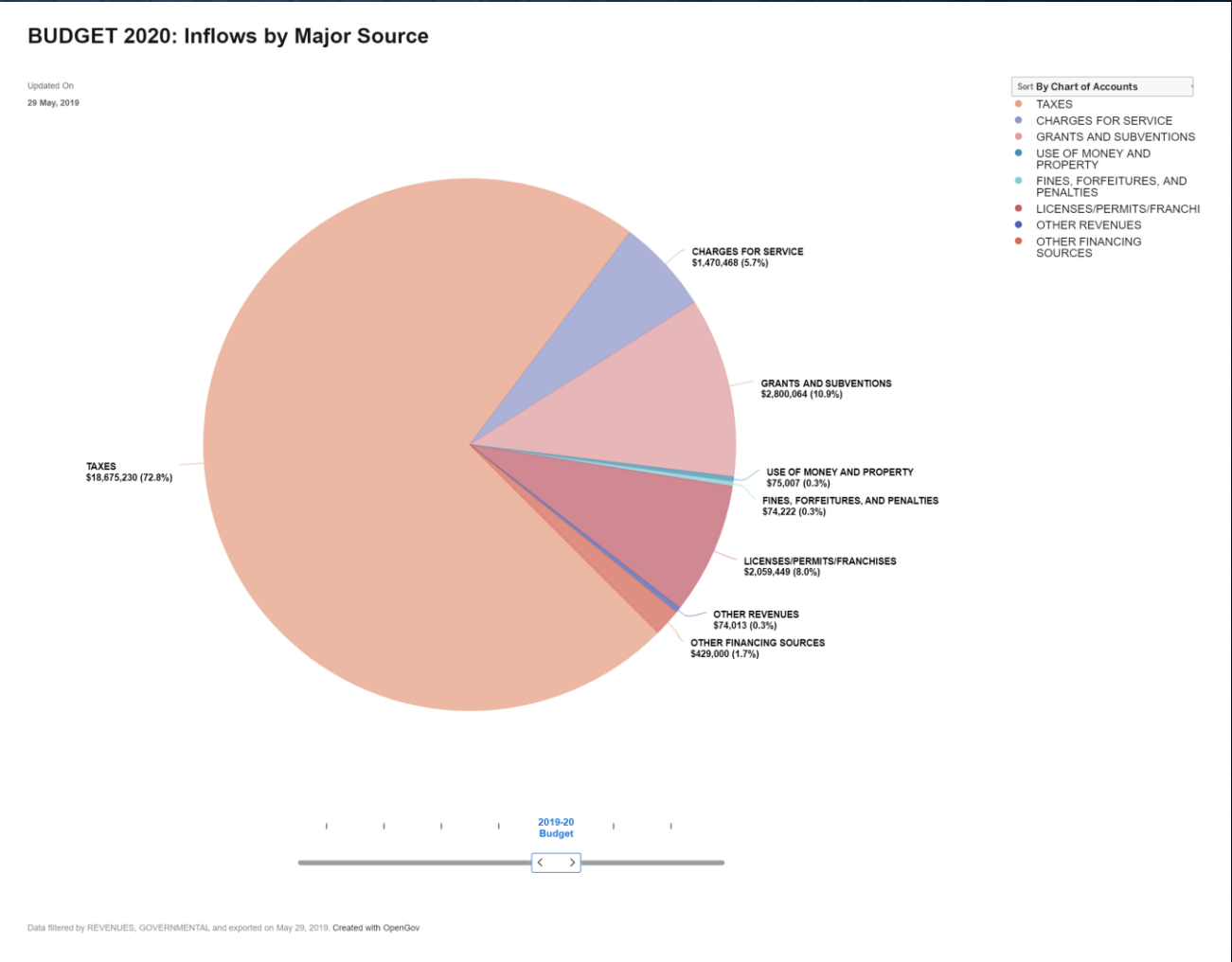
INFLOWS OVER TIME

By major source



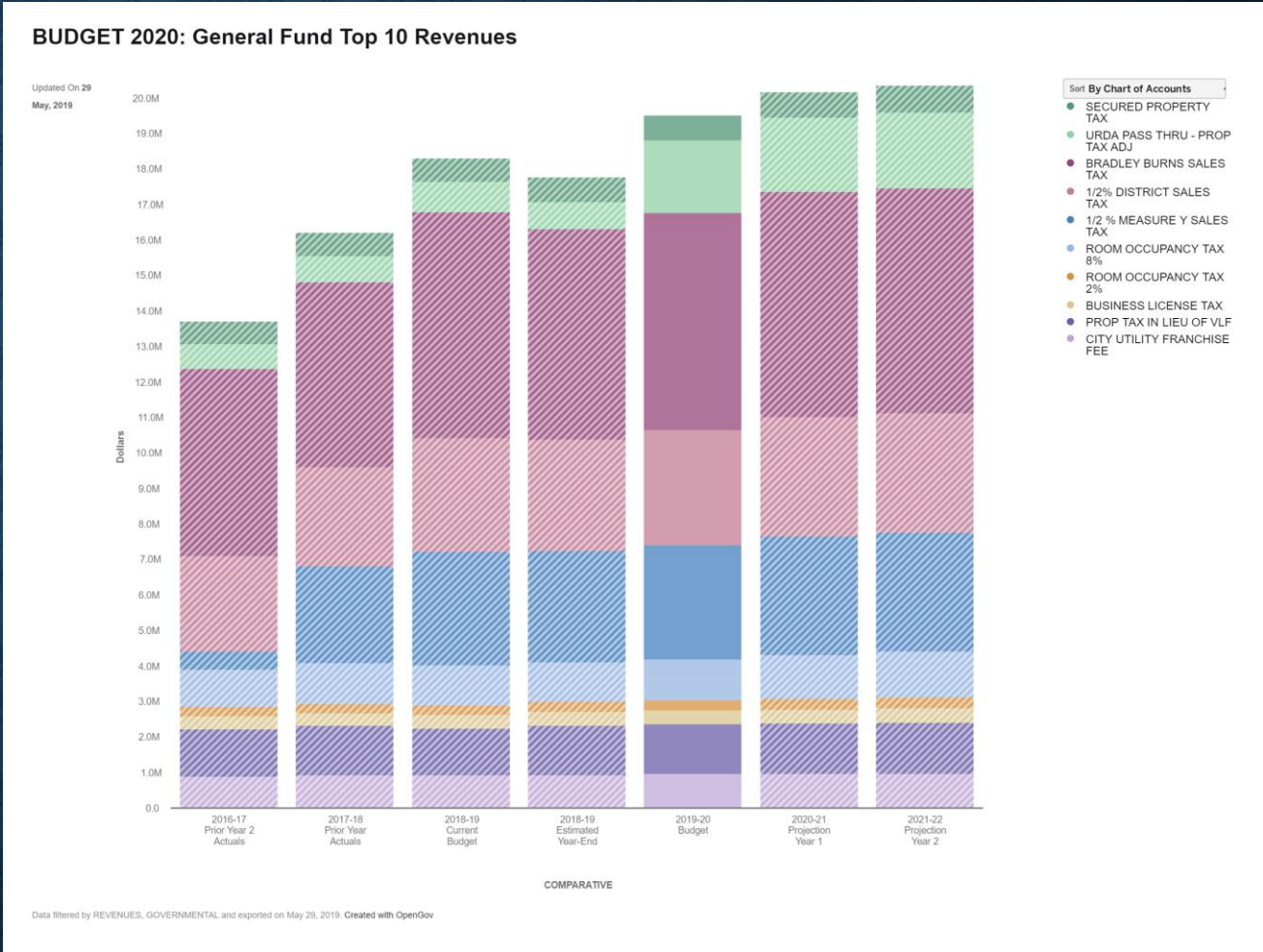
INFLOWS COMPOSITION

By major source



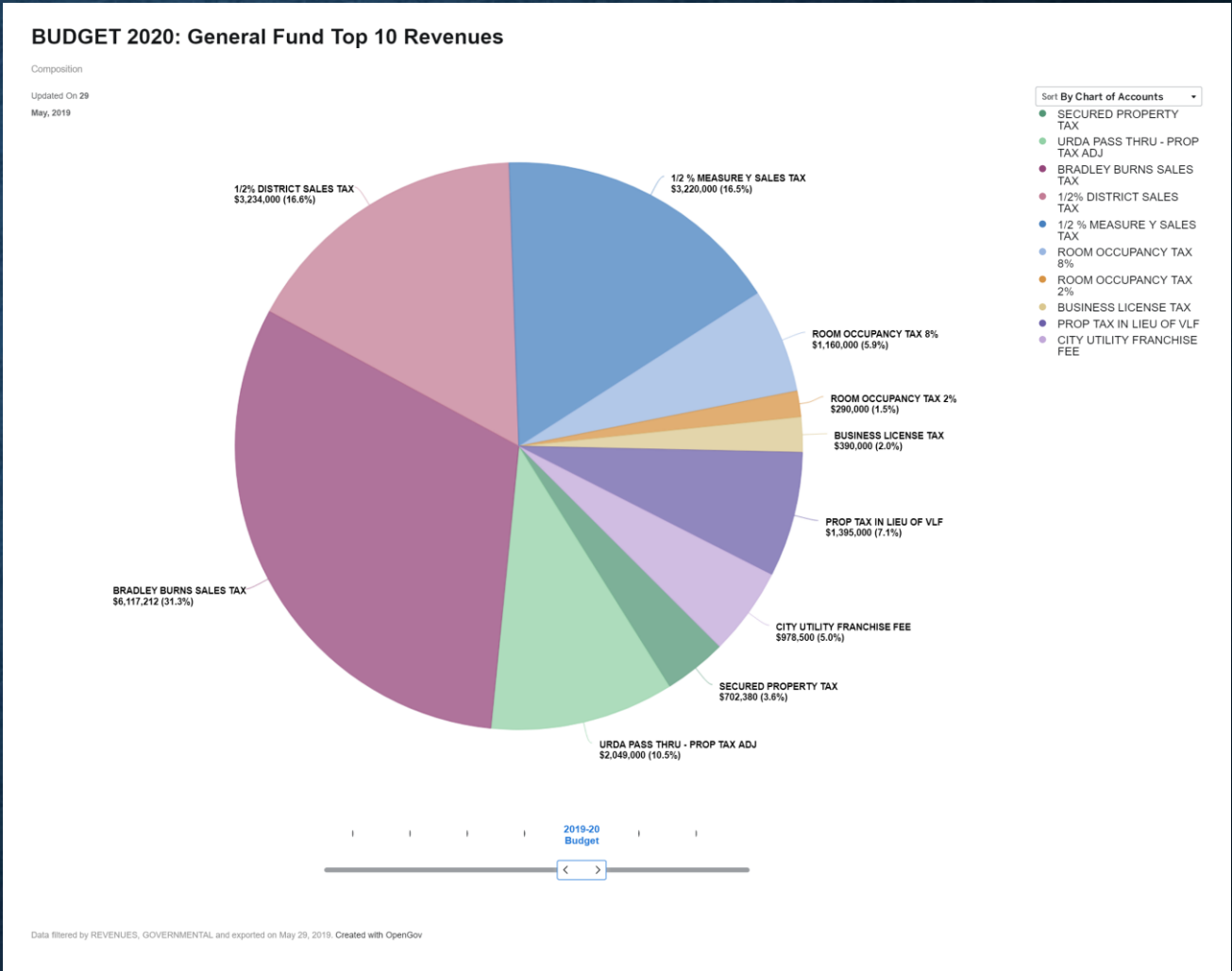
TOP TEN GENERAL FUND REVENUES

Over Time



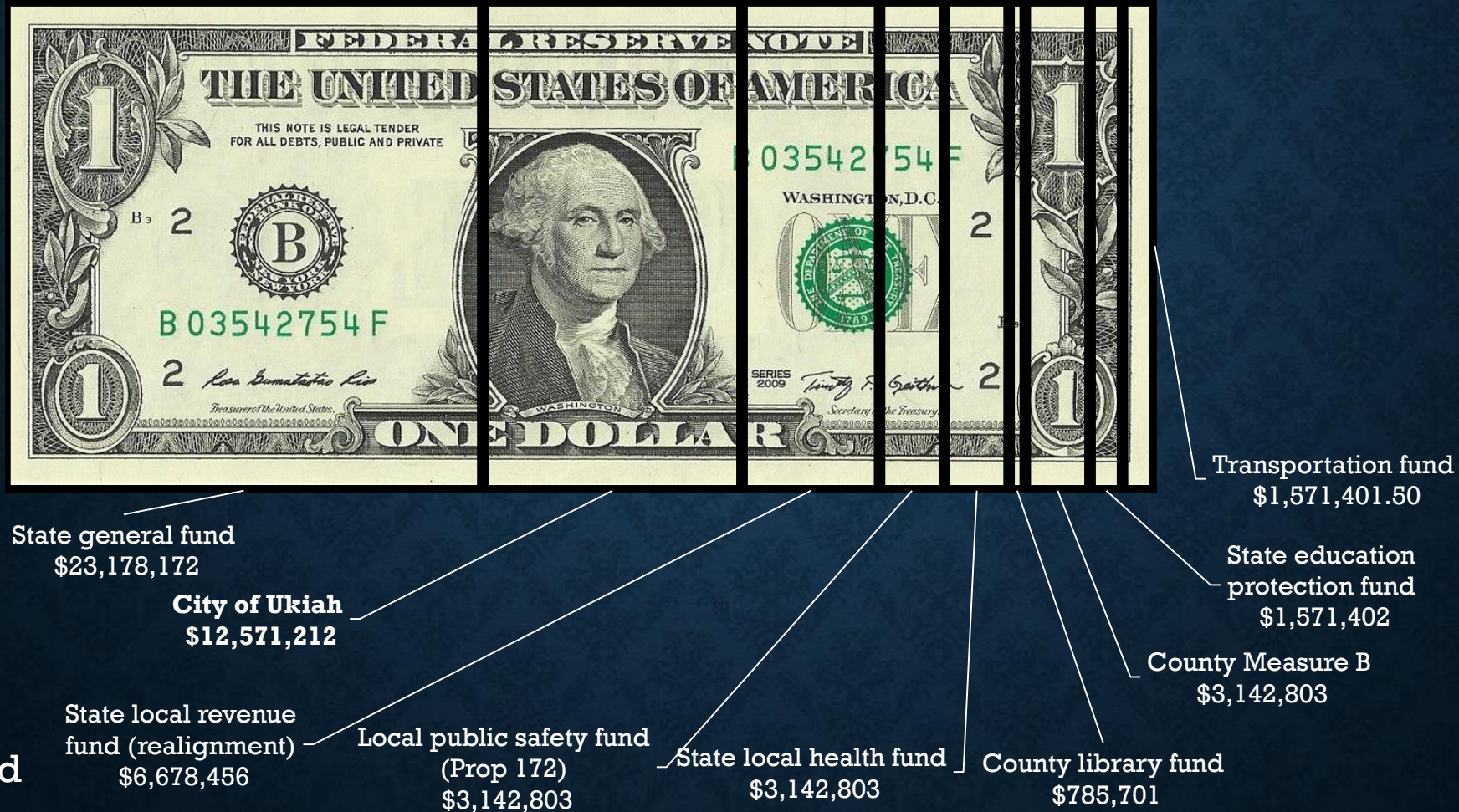
TOP TEN GENERAL FUND REVENUES

Composition



SALES TAX

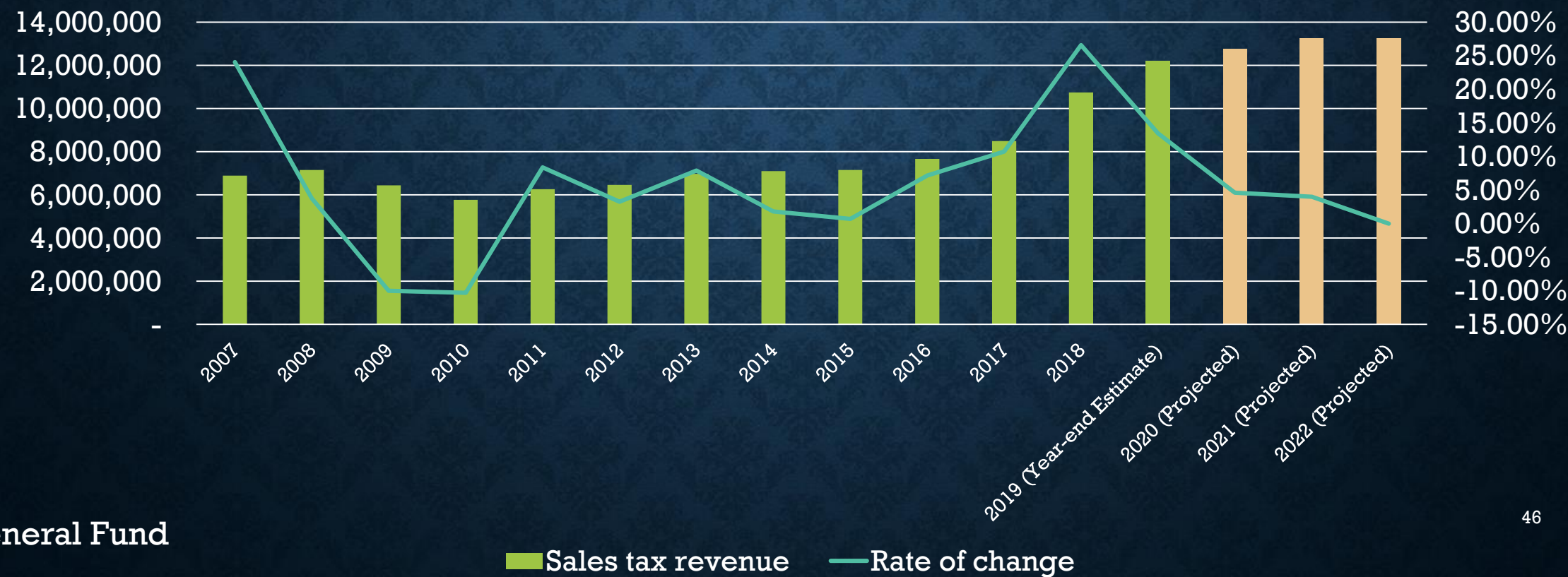
- Where it goes...all \$55.7 million



SALES TAX

- Past, present, and future

Sales Tax Revenue - General Fund
Trend Since 2007



General Fund

PROPERTY TAX

- Where it goes...all \$14.2 million of 1% taxes assessed

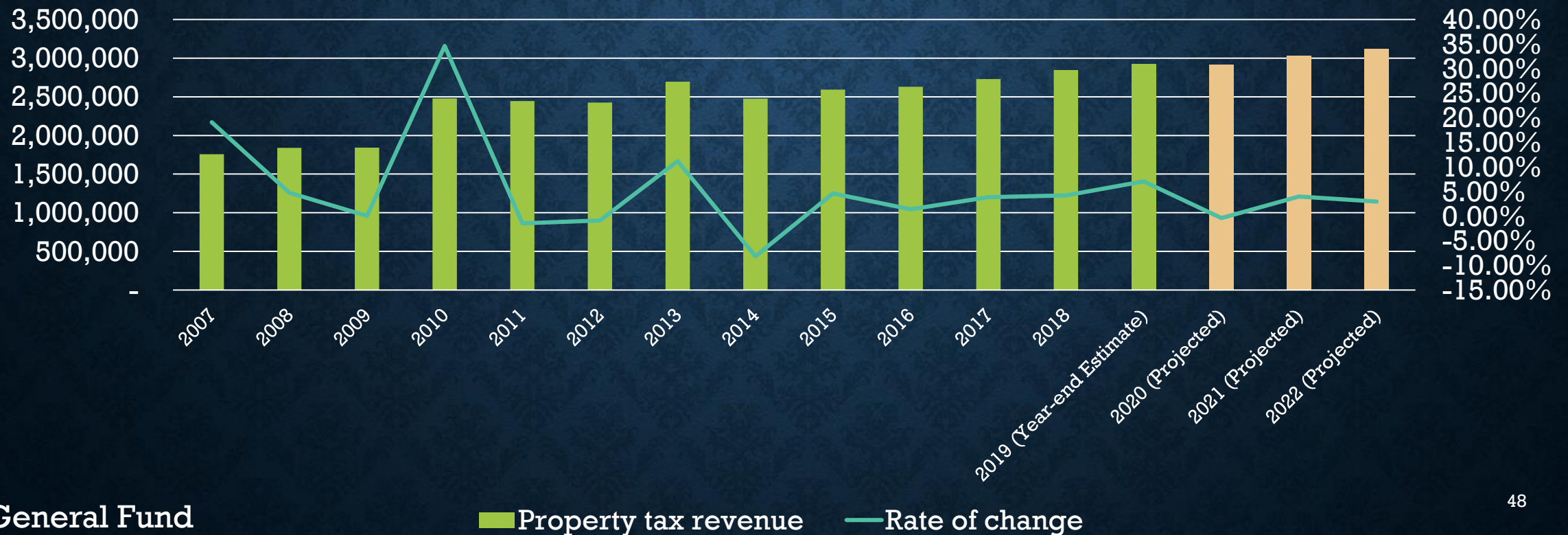


General Fund

PROPERTY TAX

- Past, present, and future

**(Secured) Property Tax Revenue - General Fund
Trend Since 2007**



General Fund

Property tax revenue

Rate of change

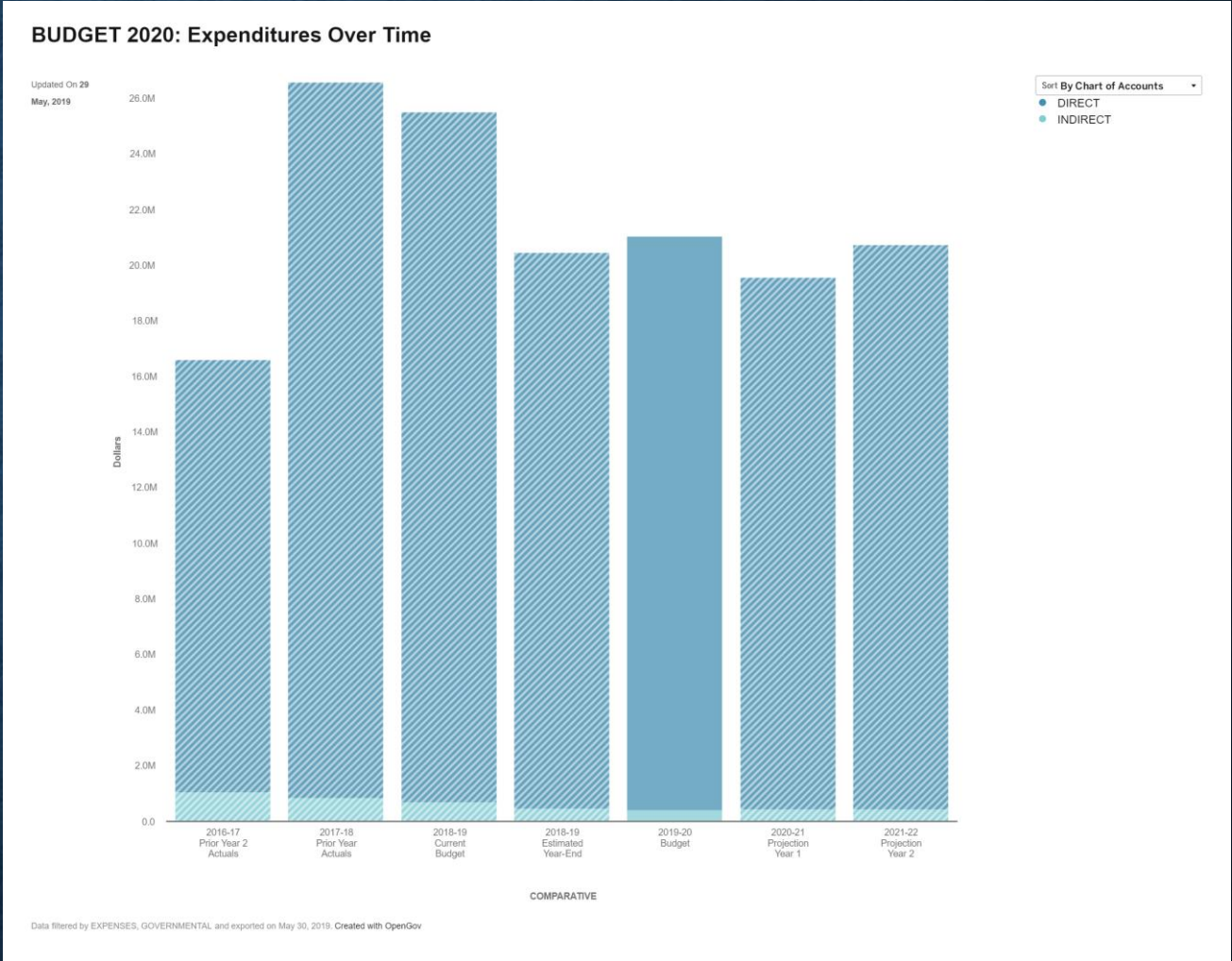
OUTFLOWS

General Fund

Expenditures:	\$21.1 million
Transfers out:	\$3.1 million
Total outflow:	\$24.2 million

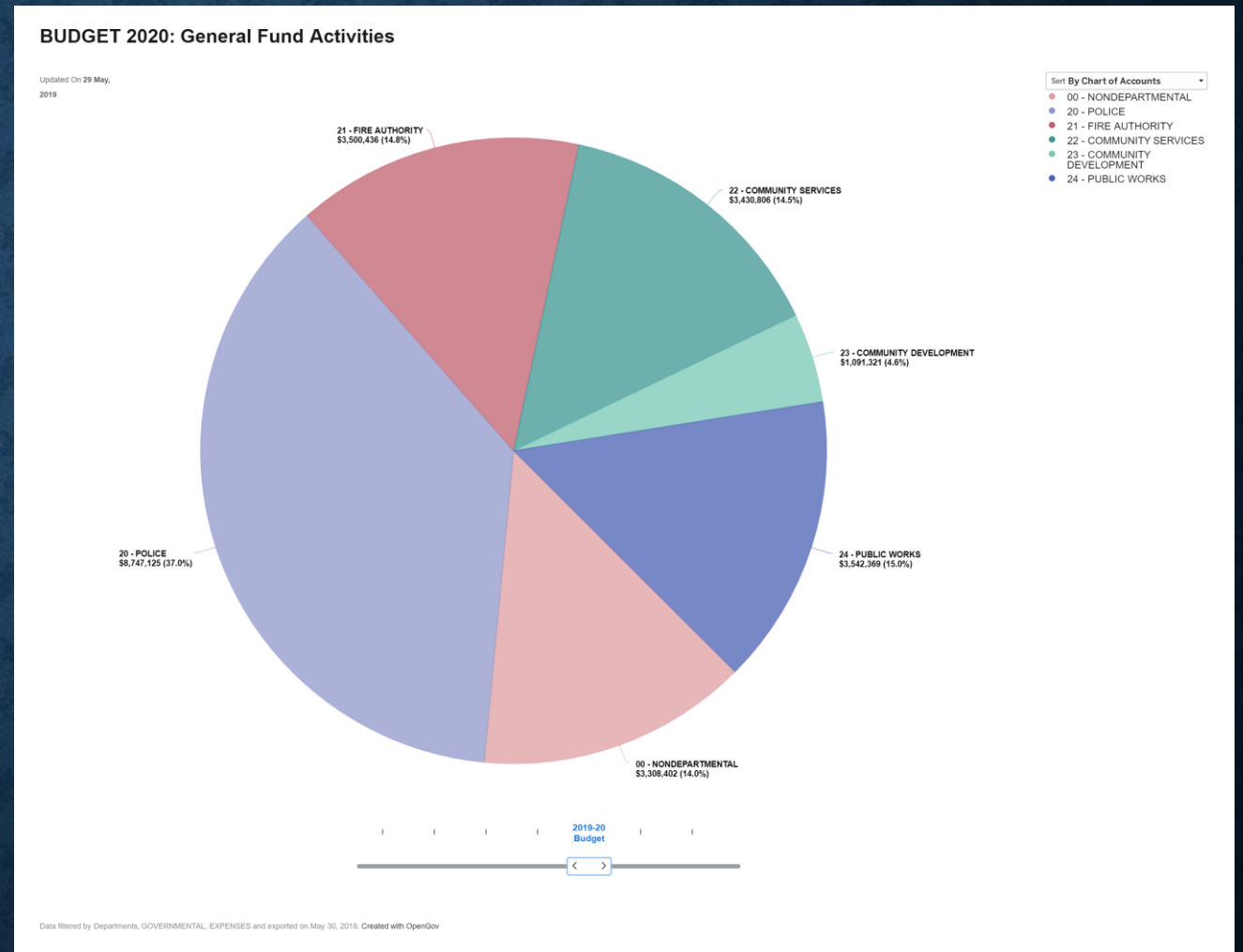
EXPENDITURES

Over Time



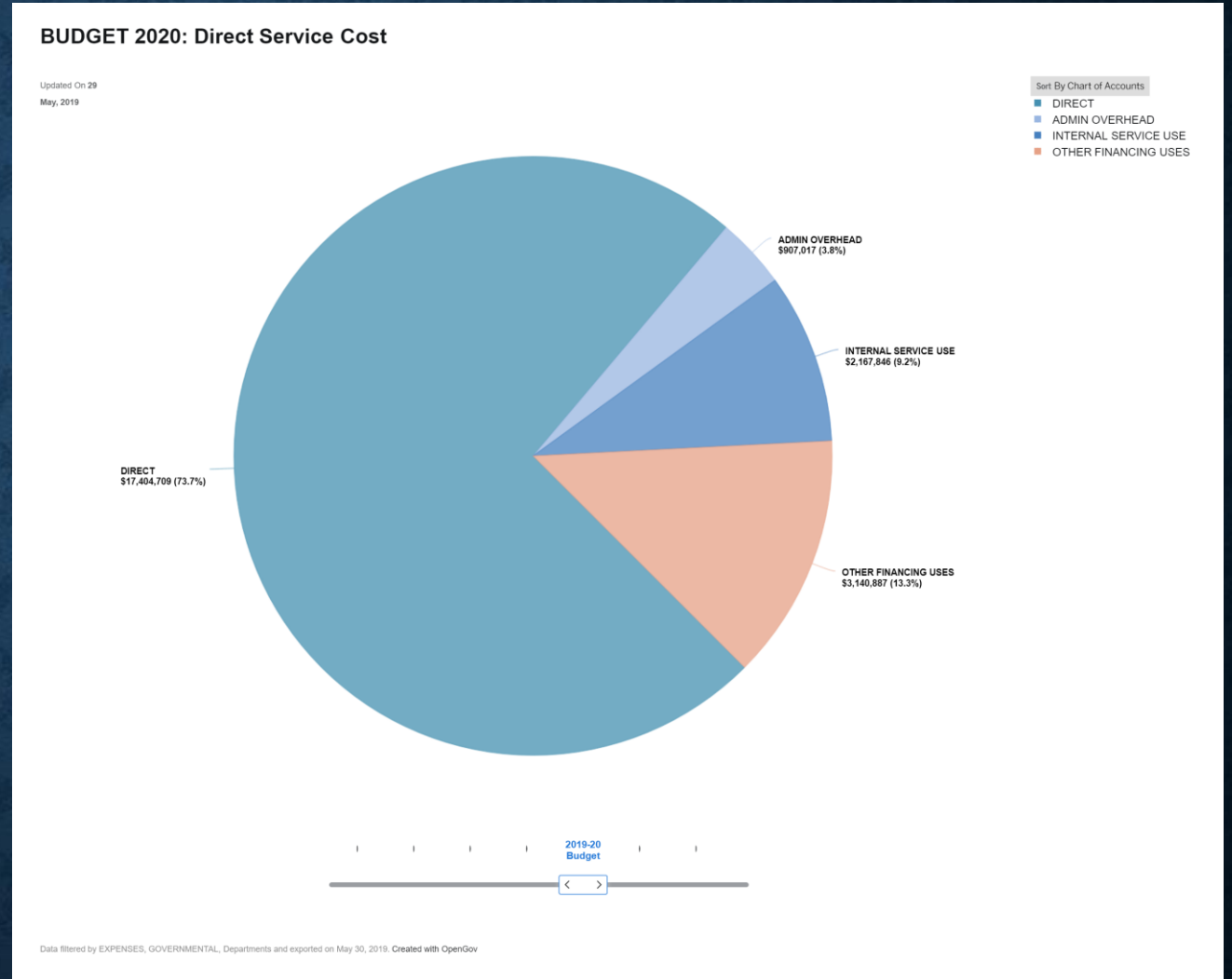
DIRECT SERVICES

Activities

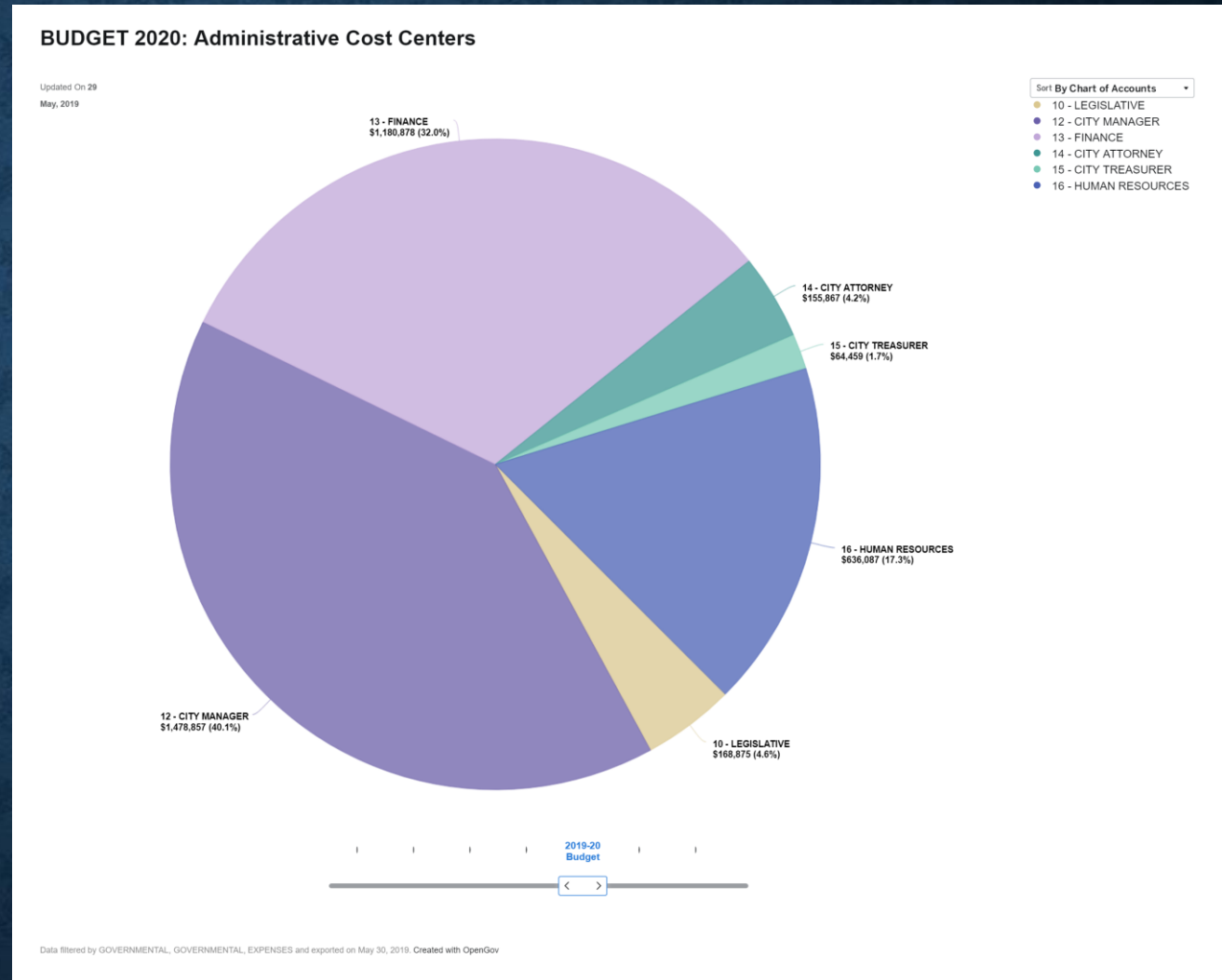


DIRECT SERVICES

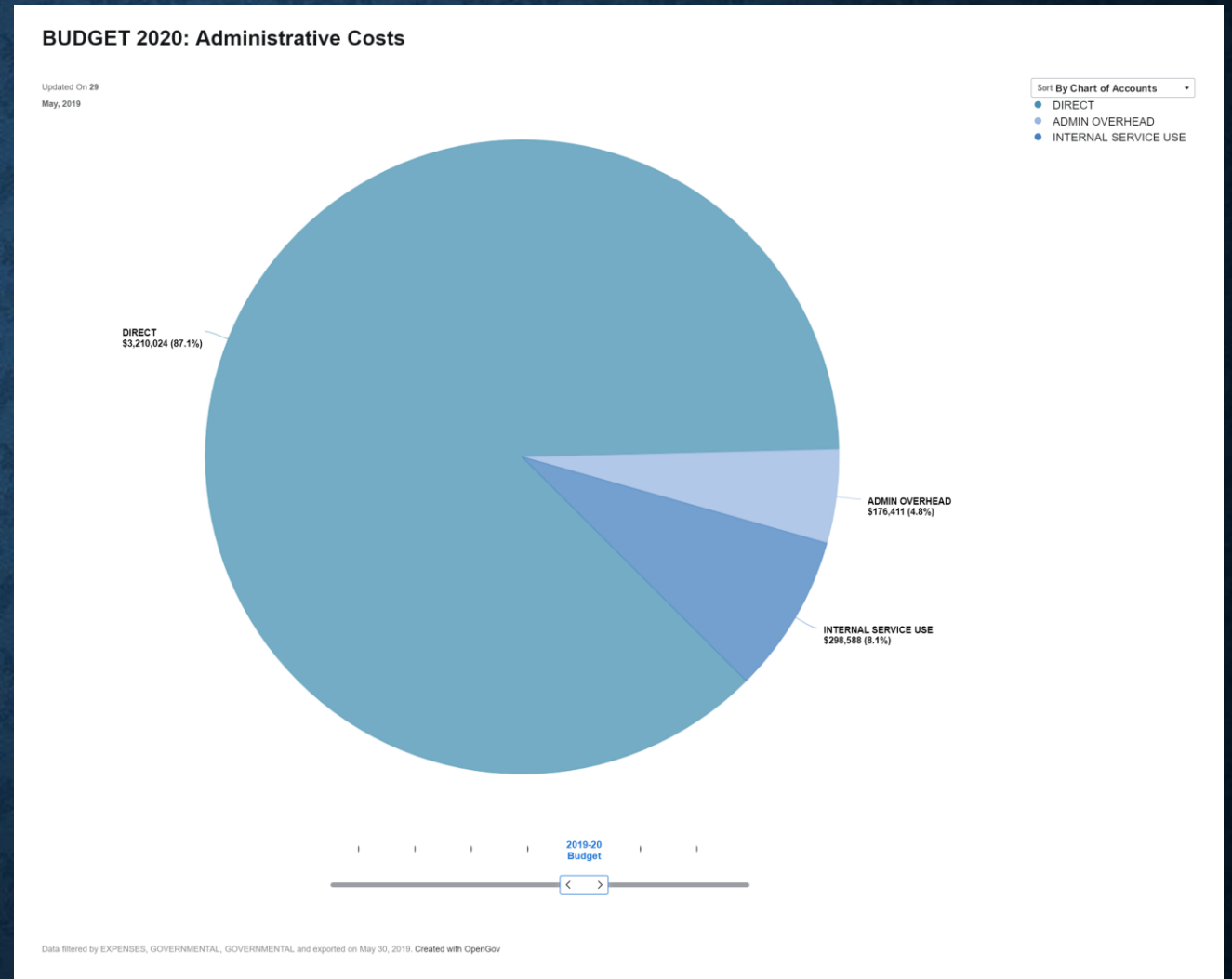
Costs



ADMINISTRATIVE (INDIRECT SERVICES) Cost Centers



ADMINISTRATIVE (INDIRECT SERVICES) Costs

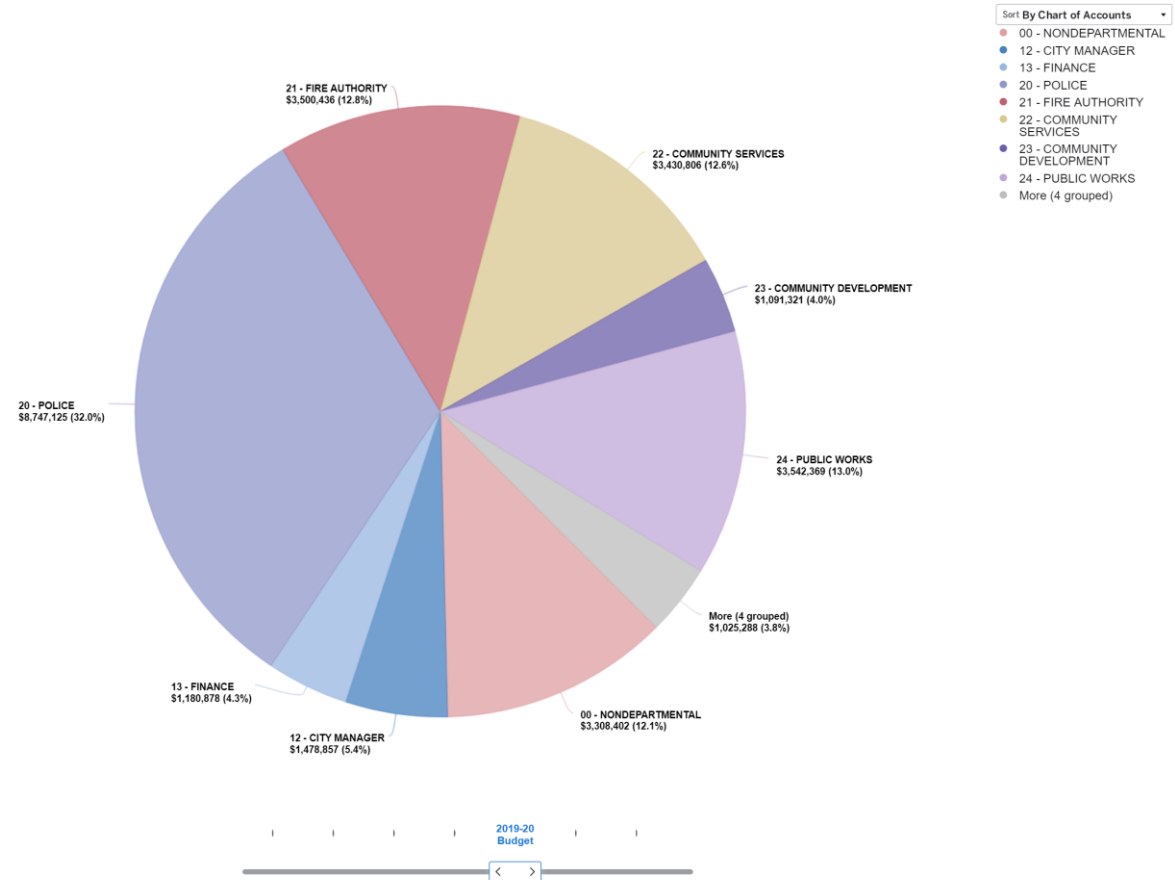


TOTAL UNALLOCATED COSTS

Cost Centers

BUDGET 2020: Total Unallocated Costs

Updated On 29
May, 2019



Data filtered by GOVERNMENTAL, GOVERNMENTAL, EXPENSES and exported on May 30, 2019. Created with OpenGov

CHANGE IN FUND BALANCE

General Fund

Total inflows:	\$25.7 million
Total outflow:	\$24.2 million
Net change in fund balance:	\$1.5 million

GENERAL FUND OVERVIEW AND HIGHLIGHTS

Measure P

EXPENDITURES

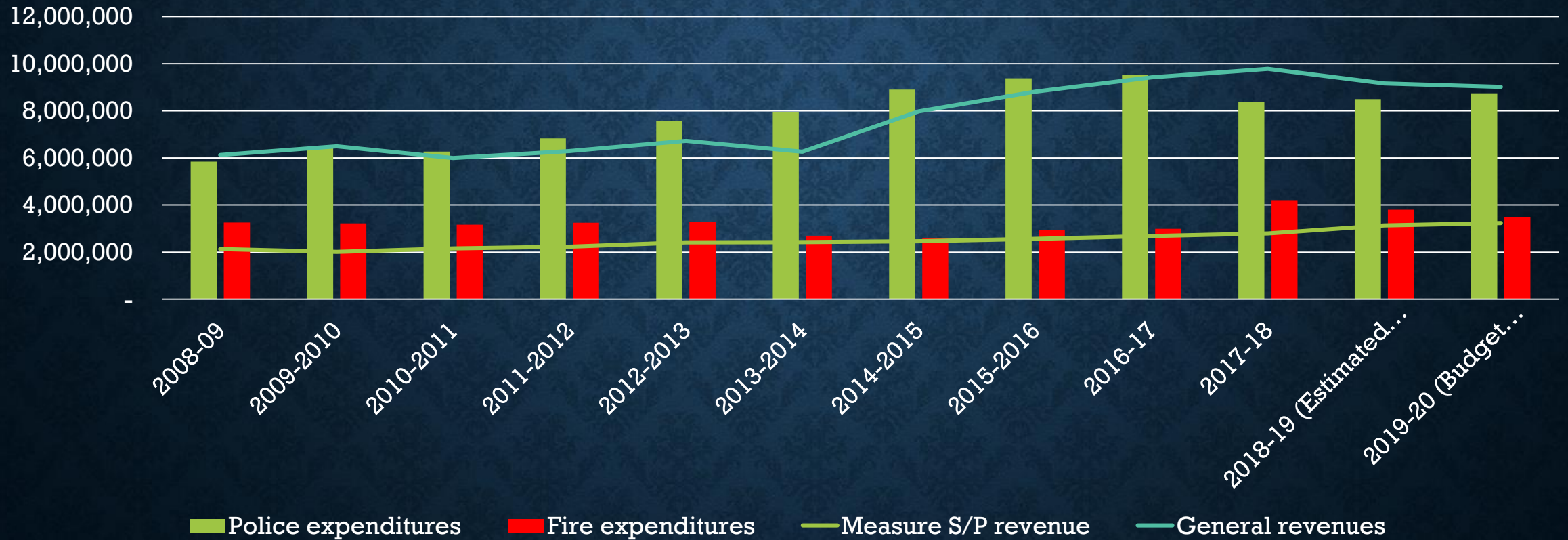
Measure P

\$12.2 million

- \$8.74 Police
- \$3.5 Fire

MEASURE P

Police and Fire Expenditures Compared to Measure S/P and General Revenues Over Time



\$5.1 million

- City: \$3.6 million
- UVFD \$1.5 million

FIRE AUTHORITY

Cost of Service

- Arrangement calls for 50/50 split of operating costs
- City has provided funding to cover portion of District's share
 - \$501,275 (2018)
 - \$839,100 (2019, estimated)
 - \$600,000 (2020, recommended)
- Represents a need to find enhanced funding sources to ensure service viability

CAPITAL IMPROVEMENT PROGRAM

Highlights

EXPENDITURES

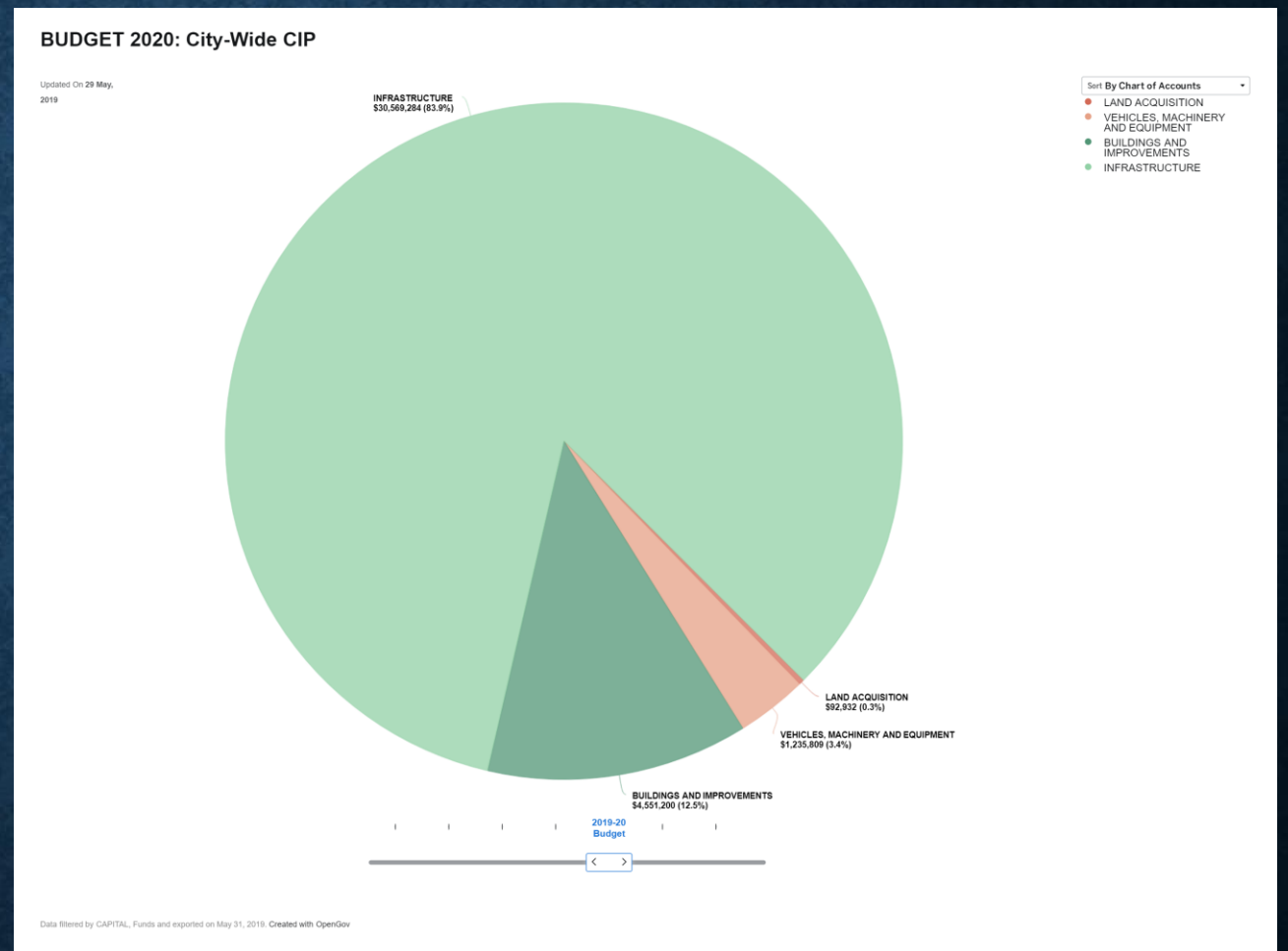
City-Wide CIP

\$41 million recommended

- \$20 million carried forward from previous year(s)

EXPENDITURES

City-Wide CIP



EXPENDITURES

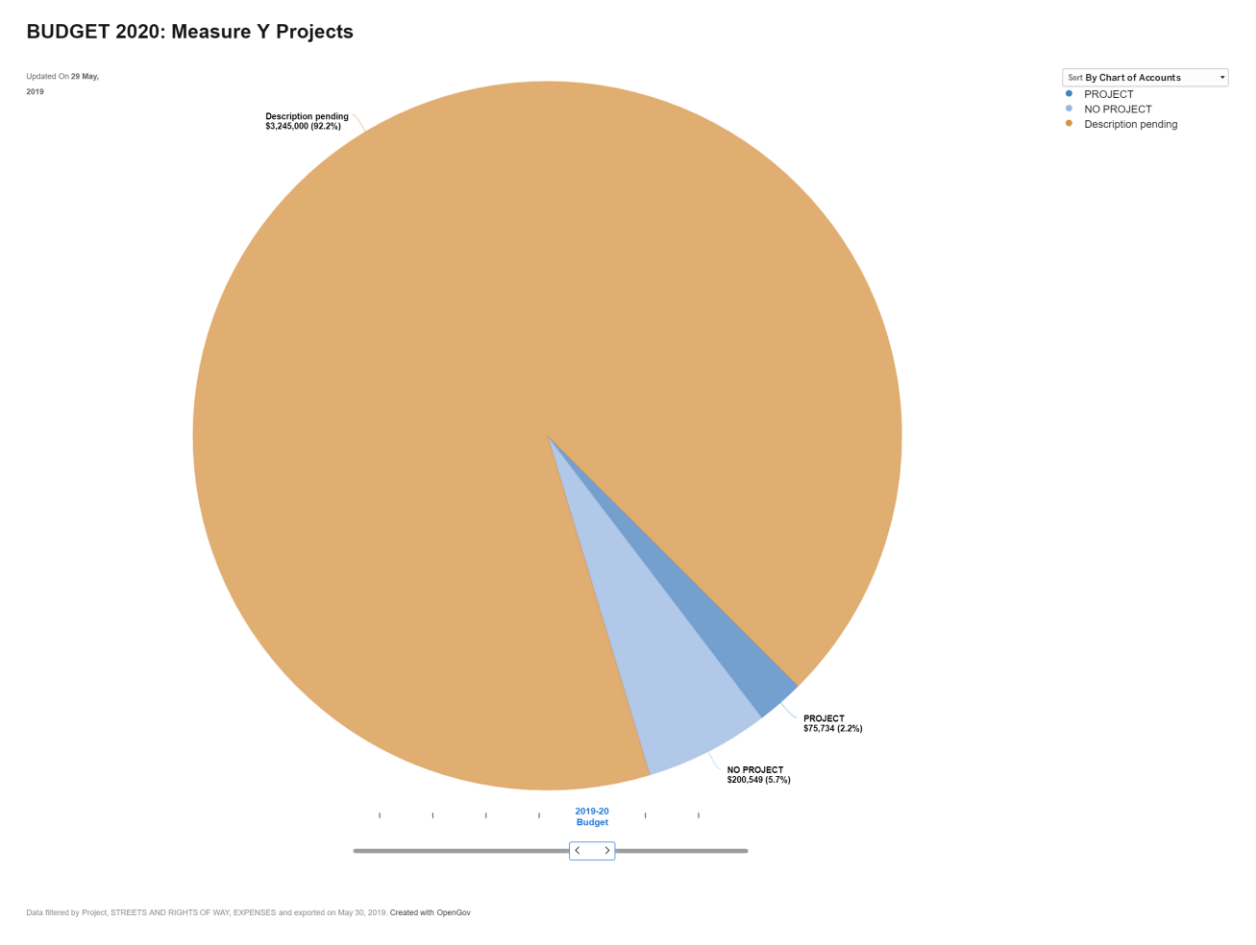
Measure Y

\$3.2 estimated revenues

- Debt service on I-Bank (\$75K)
- Enhanced capacity in PW (\$184K)
- Street projects (\$3.3 mil)
 - Continuation of projects and use of prior year unexpended revenues

PROJECTS

Measure Y



MAJOR ENTERPRISE FUNDS

Highlights

WATER

REVENUES V. EXPENDITURES

BUDGET 2020: Water Enterprise

Updated On 31 May, 2019

26.0M

24.0M

22.0M

20.0M

18.0M

16.0M

14.0M

12.0M

10.0M

8.0M

6.0M

4.0M

2.0M

0.0

Dollars

2016-17

Prior Year 2

Actuals

2017-18

Prior Year

Actuals

2018-19

Current

Budget

2018-19

Estimated

Year-End

2019-20

Budget

2020-21

Projection

Year 1

2021-22

Projection

Year 2

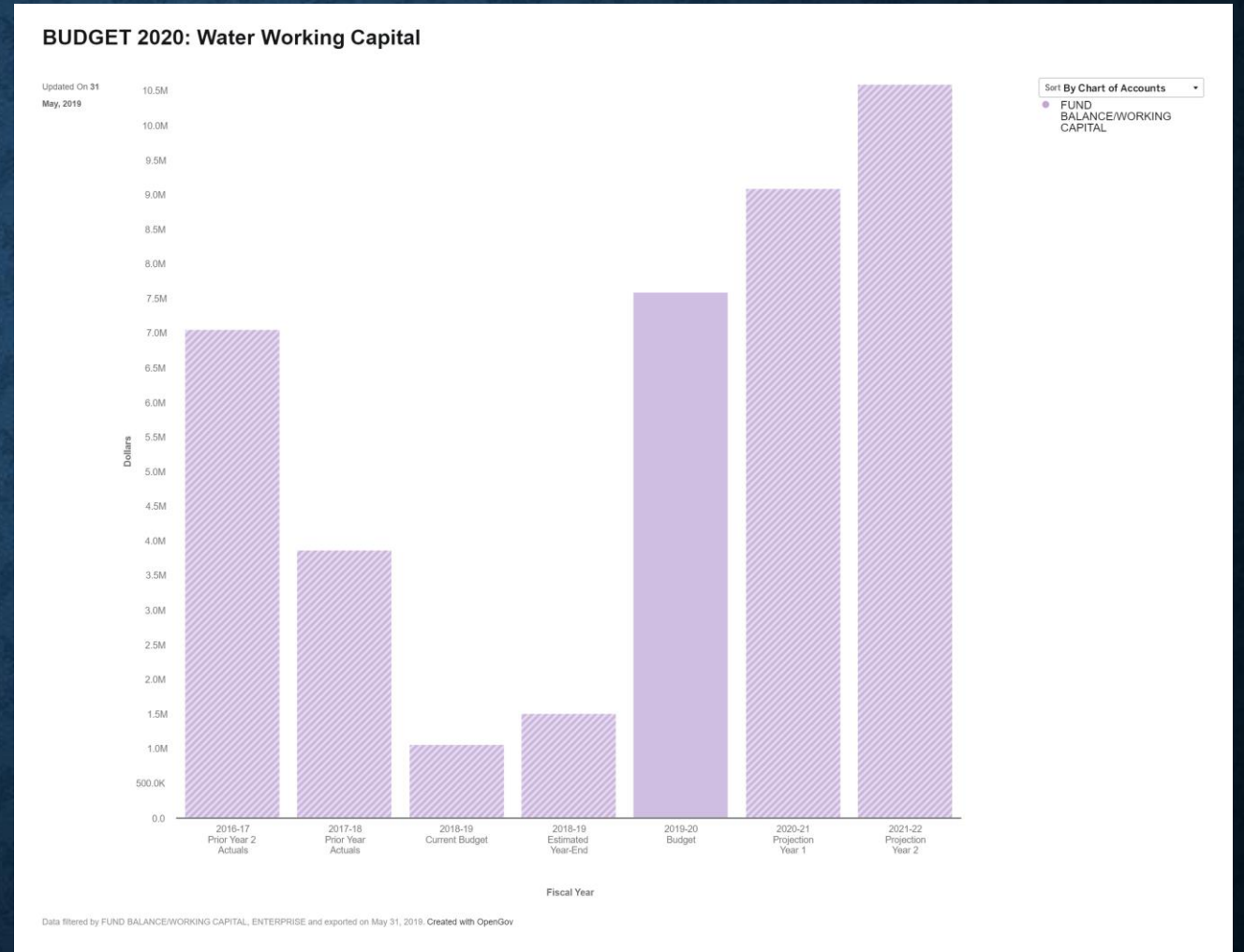
EXPENSES

REVENUES

COMPARATIVE

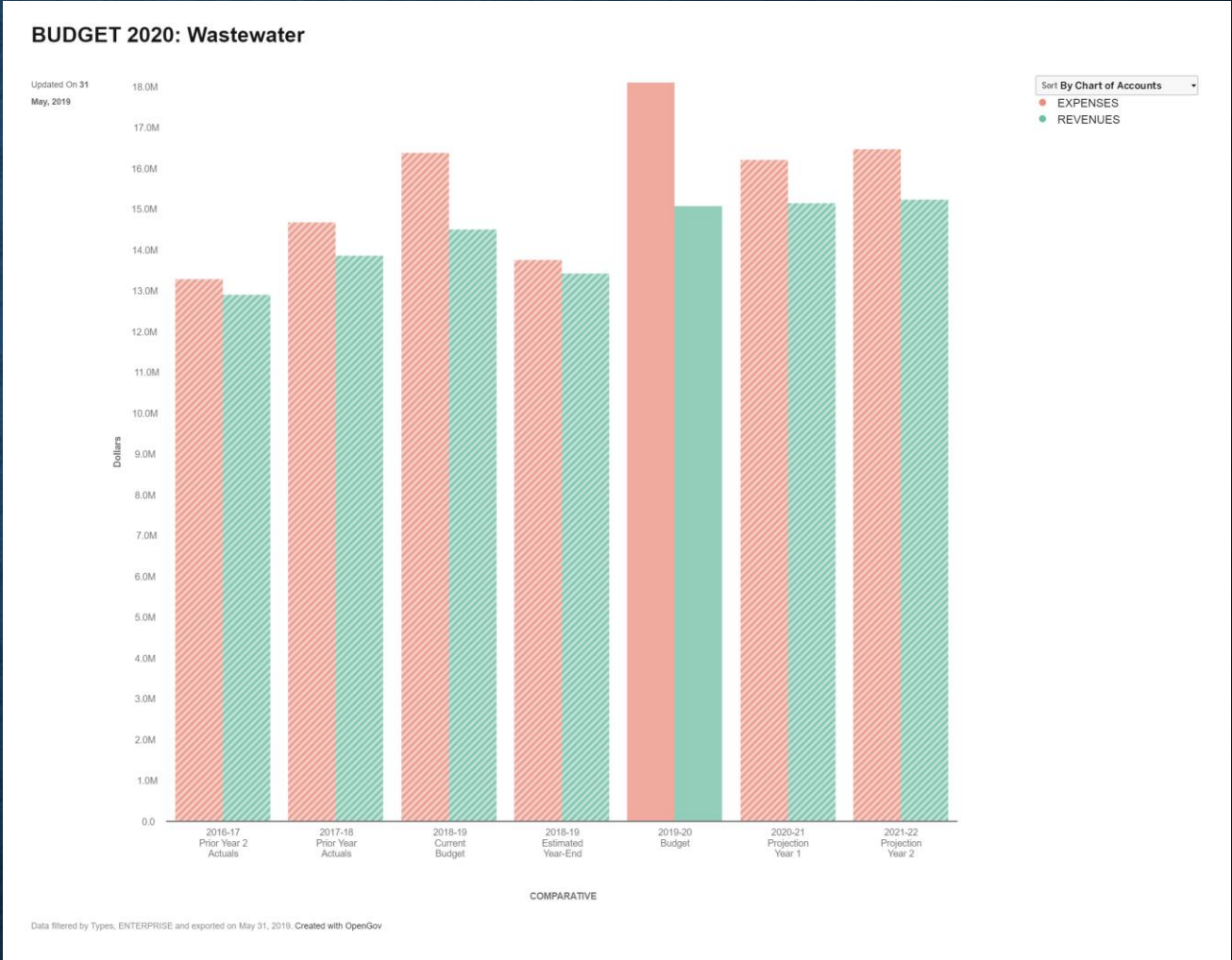
Data filtered by Types, ENTERPRISE and exported on May 31, 2019. Created with OpenGov

WATER CHANGES TO WORKING CAPITAL

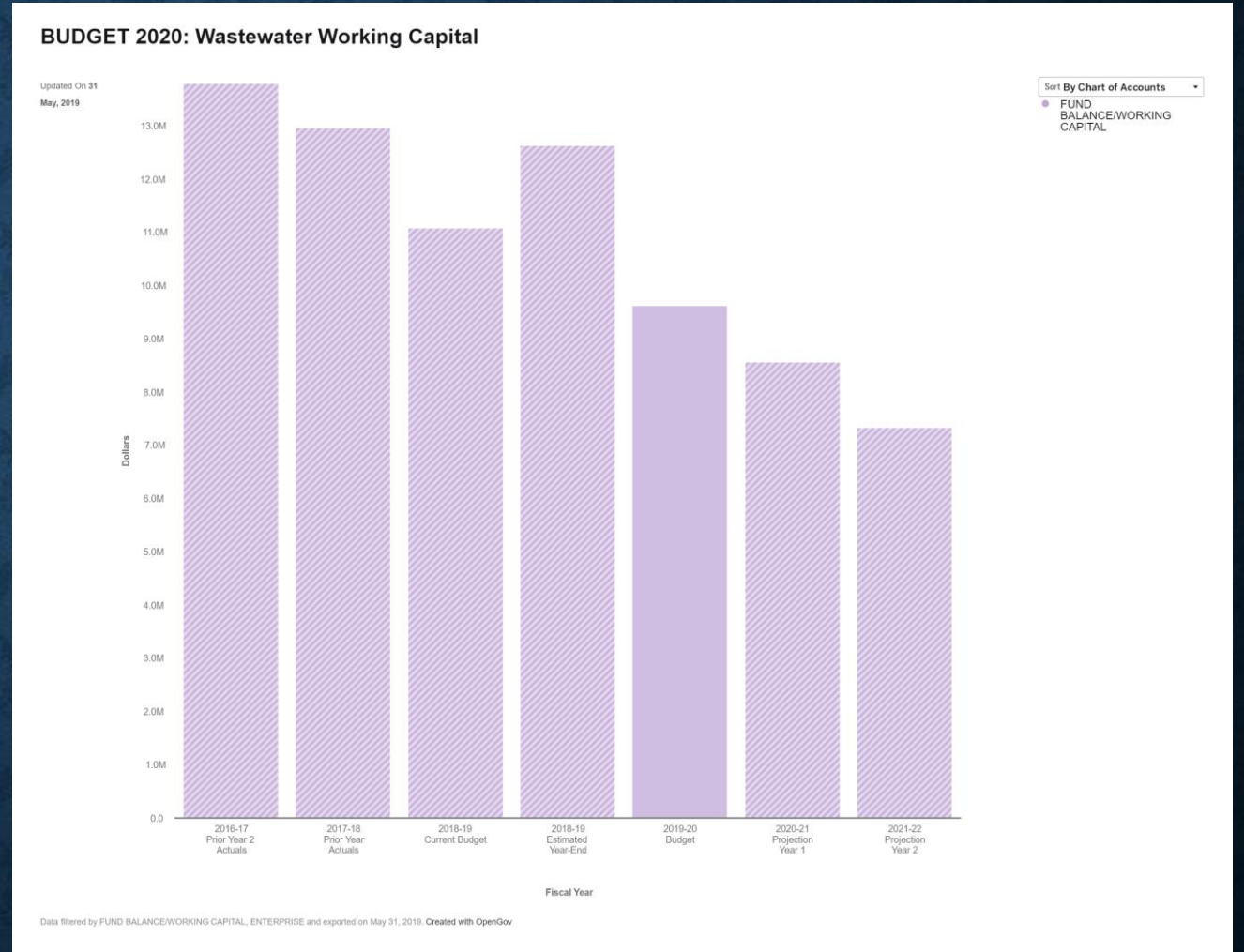


WASTEWATER

REVENUES V. EXPENDITURES

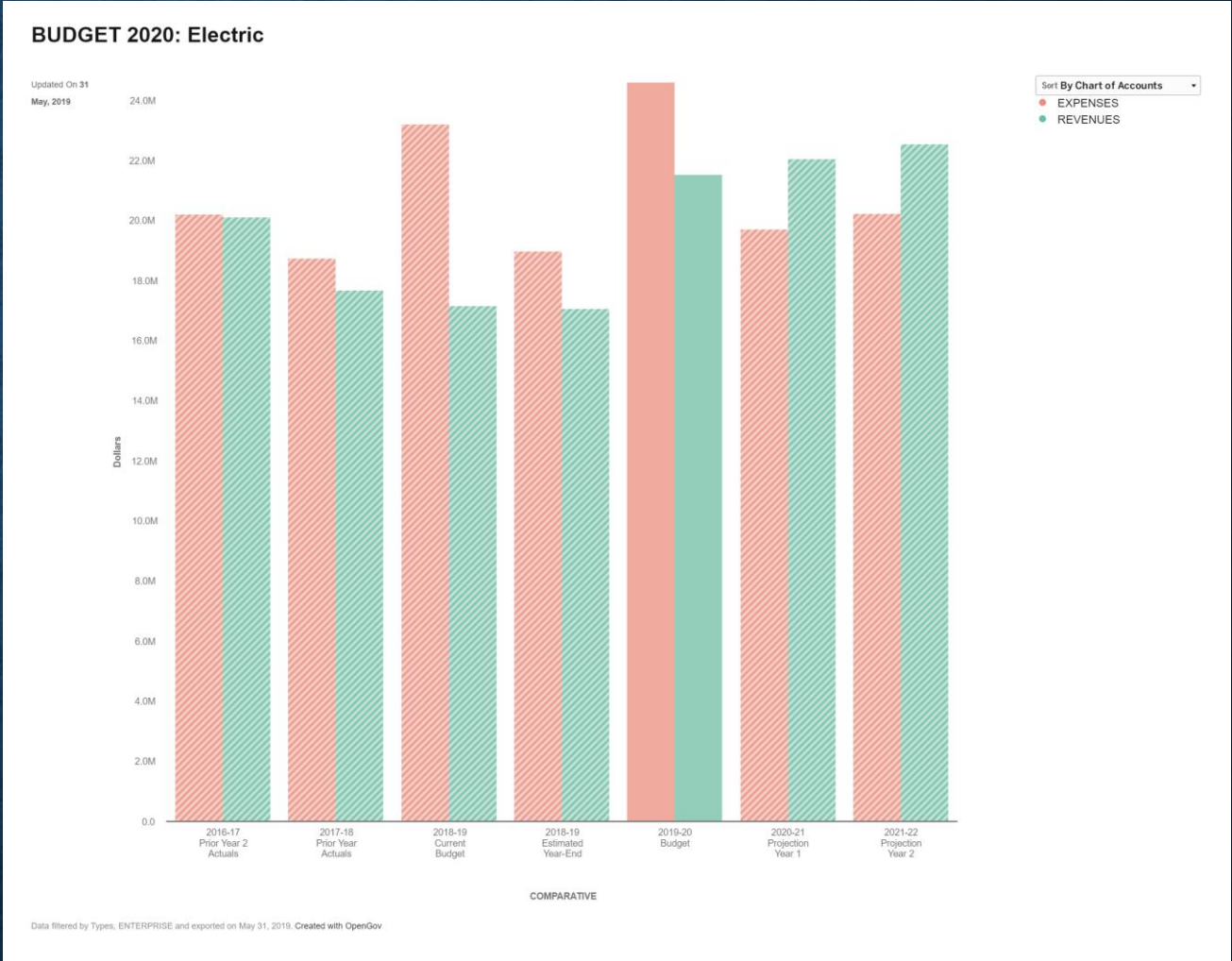


WASTEWATER CHANGES TO WORKING CAPITAL

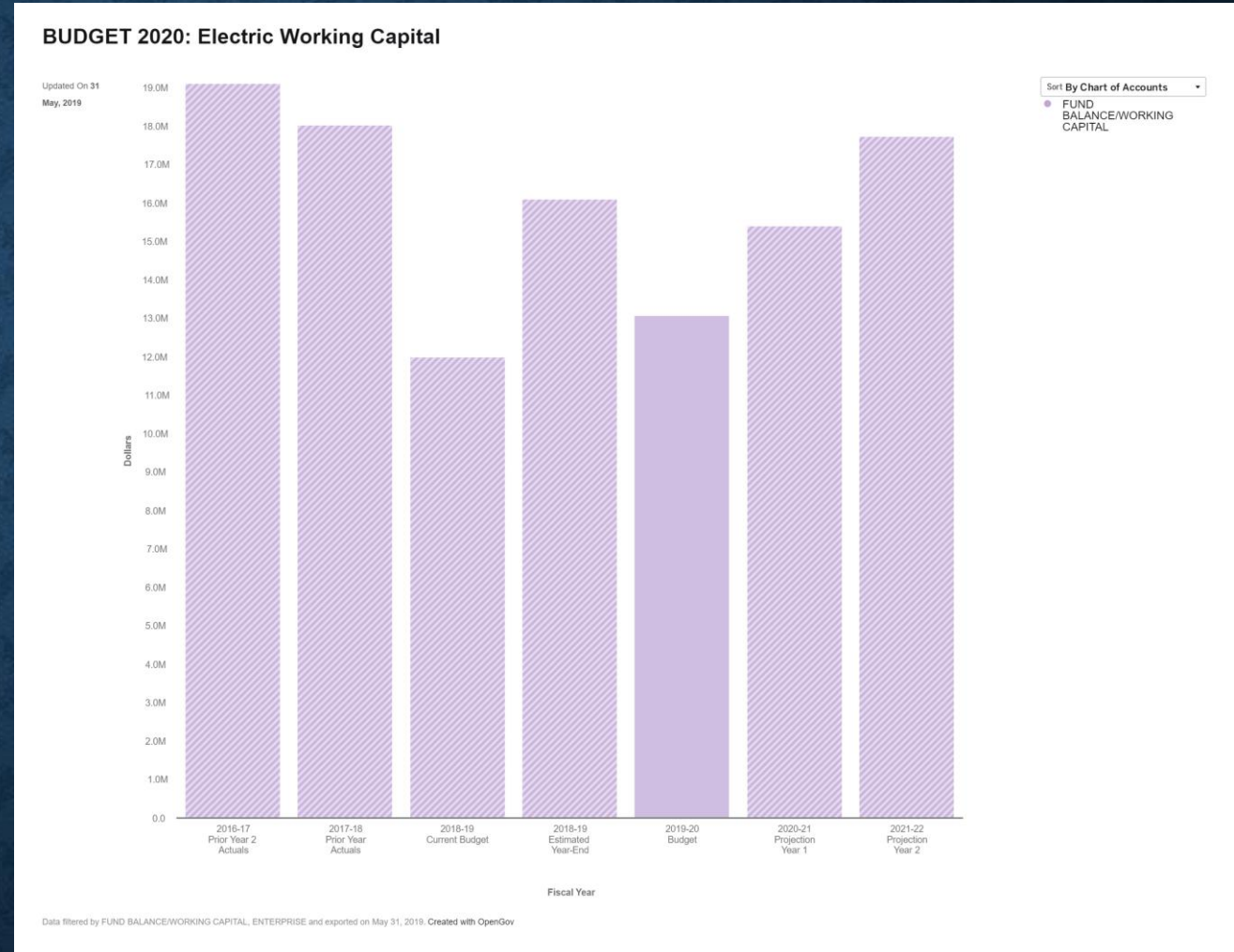


ELECTRIC

REVENUES V. EXPENDITURES



ELECTRIC CHANGES TO WORKING CAPITAL



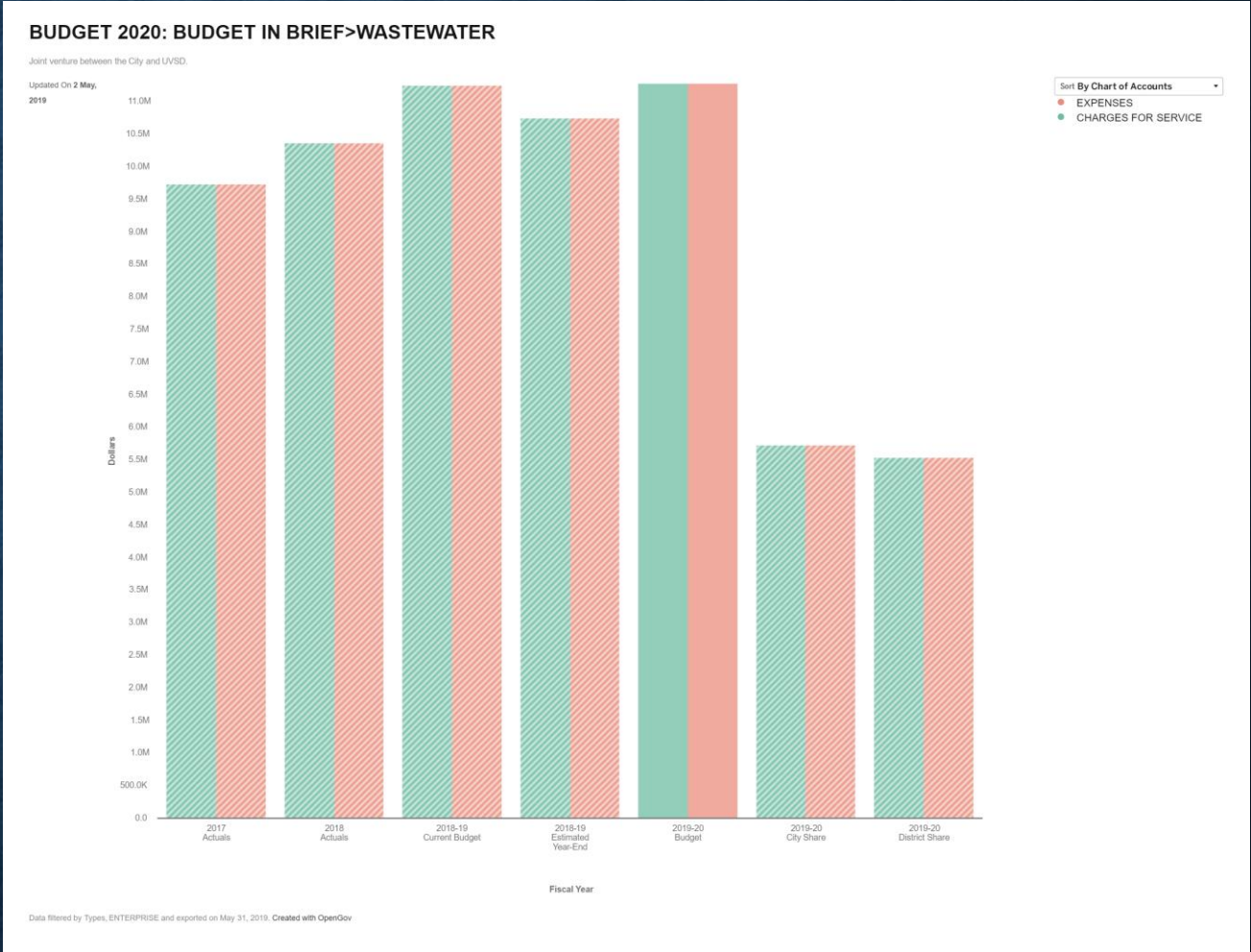
WASTEWATER SERVICES

City and UVSD

- City contribution
 - \$5.7 million
 - \$3.4 mil operations
 - \$2.3 mil debt service
- District contribution
 - \$5.5 million
 - \$2.5 mil operations
 - \$3.0 mil debt service

WASTEWATER SERVICES

City and UVSD



COST ALLOCATION PLAN

Are we having fun yet?

COST ALLOCATION

- Purpose:
 - To identify total cost of providing City services
 - Direct
 - Indirect
 - Uses a reasonable methodology (basis) to assign indirect cost
 - Administrative overhead
 - Internal services
 - Proposed indirect cost rate: 18.05% (excluding capital, debt service, and transfers)
 - Admin overhead rate: 7.12%
 - Internal services: 10.93%

COST ALLOCATION (CONT.)

- Proposed changes to allocation of 2019-20
 - None
- Changes considered for 2020-21
 - Establishment of internal service fund for administrative and financial services
 - Consolidation of other internal service funds
 - Review of the allocation basis for IT
 - Cost basis used in determining allocation for administrative and overhead

COST ALLOCATION (CONT..) COST BASIS USED

COST ALLOCATION SCHEDULE B

Central Services

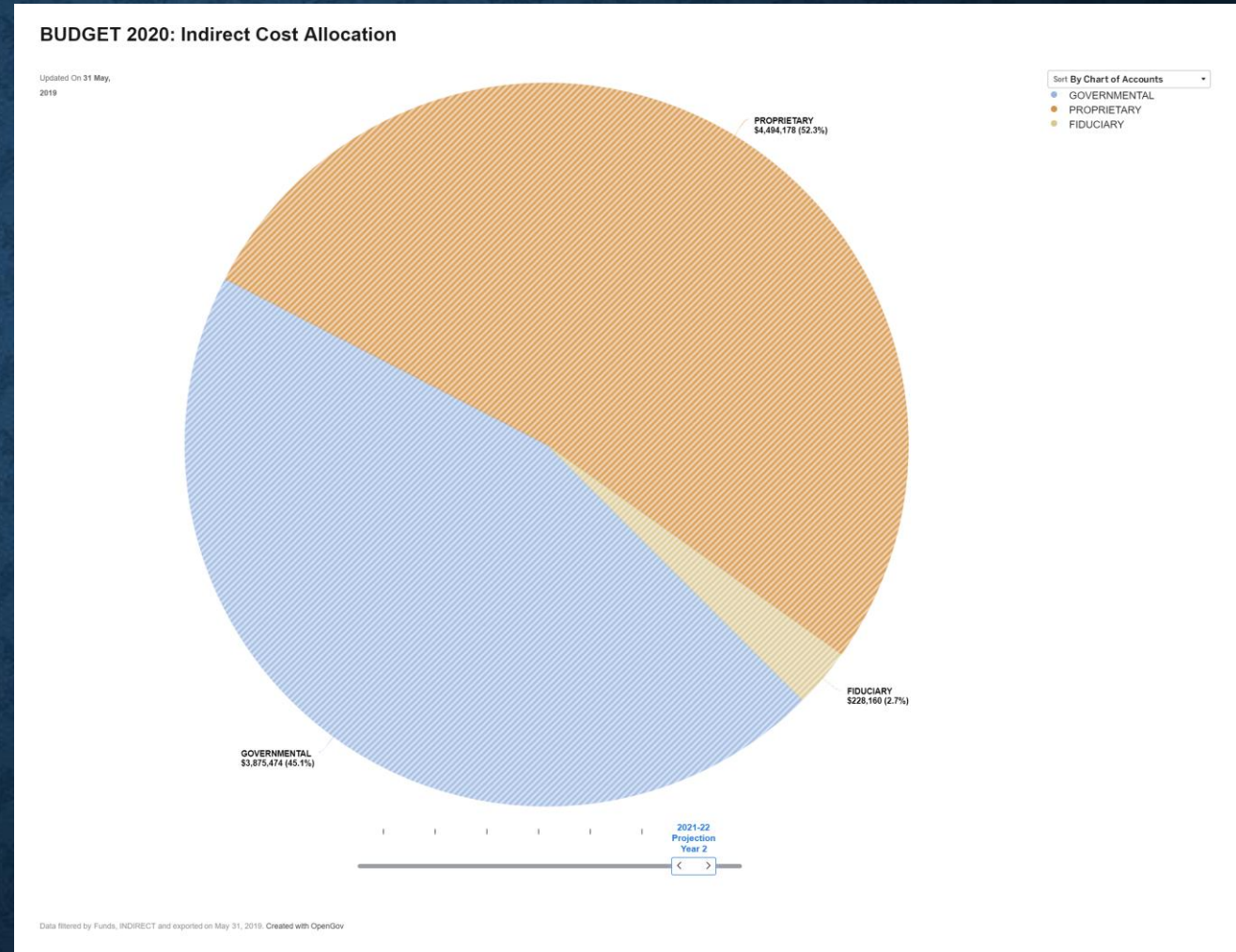
City Council	% of Budget
City Clerk	% of Budget
City Manager	% of Budget
City-Wide Admin Services	% of Budget
Community Outreach/PIO	% of Budget
Emergency Management	% of Budget
Budget Management	% of Budget
Accounting	% of Budget
City Attorney	% of Budget
City Treasurer	Prior Year Interest
Human Resources	FTE

Internal Services

Insurance Liability	Risk assessment
Garage	Labor and parts
Purchasing	Contractual services and supplies
Billing & Collections	Billable revenues
Dispatch	Call volume
Buildings, Grounds, and Corp Yard	Square footage and total budget
Information Technology	FTE

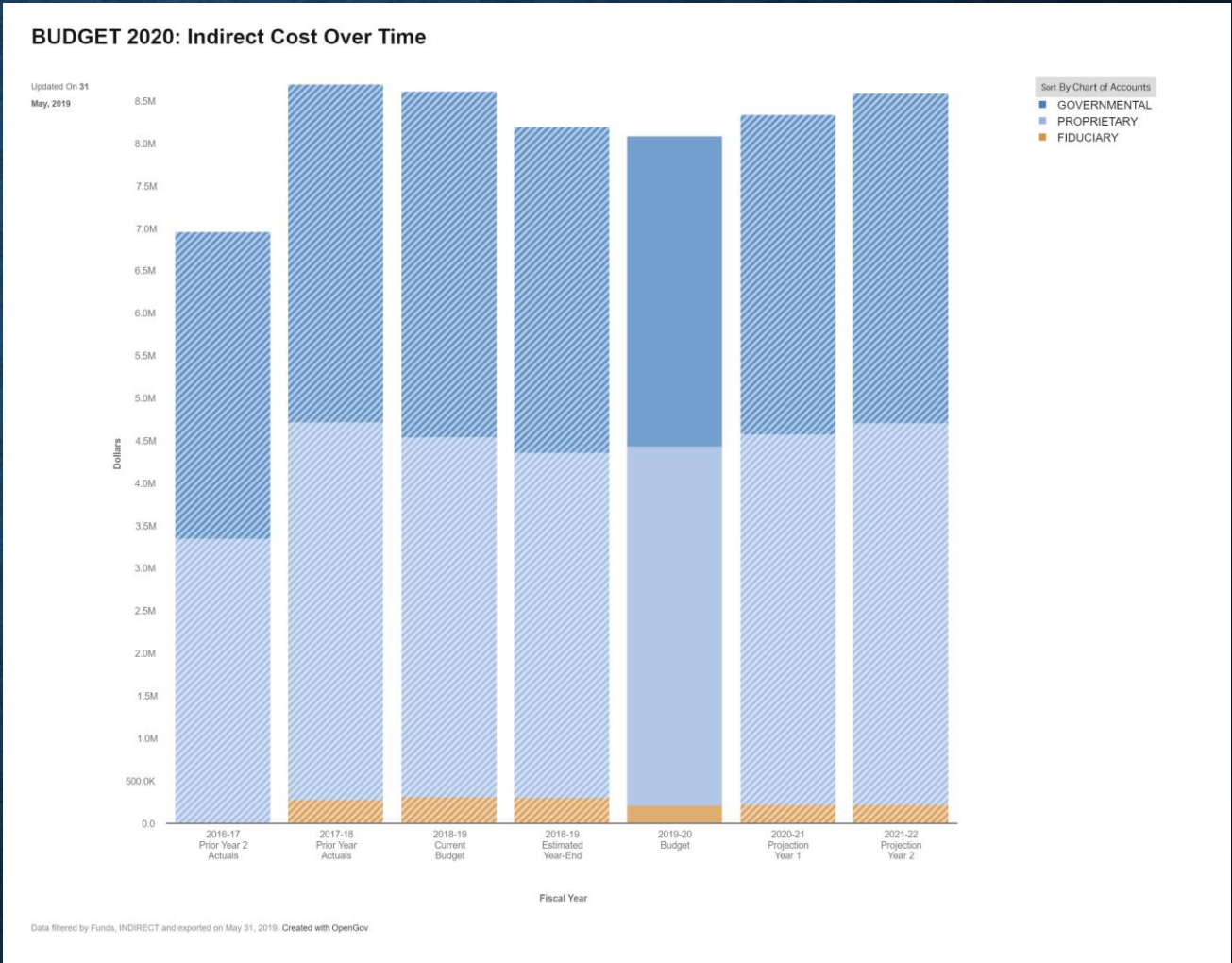
ADMIN AND OVERHEAD ALLOCATION

Share of indirect
cost



INTERNAL SERVICE ALLOCATION

Over time



COST OF SERVICE

In summation

- Direct cost \$92.9 million
- Indirect cost \$10.9 million
- Total cost of service \$103.8 million
 - Indirect costs represent 10.5% of all costs

COUNCIL AND COMMUNITY FEEDBACK

FIN.

Thank you

Major Funds

General Fund

Purpose of the Fund

The General Fund is the main operating fund for the City. It accounts for sources and uses of resources that (primarily) are discretionary to the City Council in the provision of activities, programs and services deemed necessary and desirable by the community. It accounts for all general revenues of the City not specifically levied or collected for other City funds, and the related expenditures. The major revenue sources for this fund are sales taxes, property taxes, franchise fees, business license fees, unrestricted revenues from the state, fines and forfeitures, and interest income. Expenditures are made for community development, parks and recreation, public safety (including police and fire), public works, and other services.

Services Provided

The General Fund provides the following direct services to the community:

Public safety:

- Police
- Fire

General government:

- City Council
- City Clerk

Street and infrastructure maintenance

Parks and recreation

Community Development:

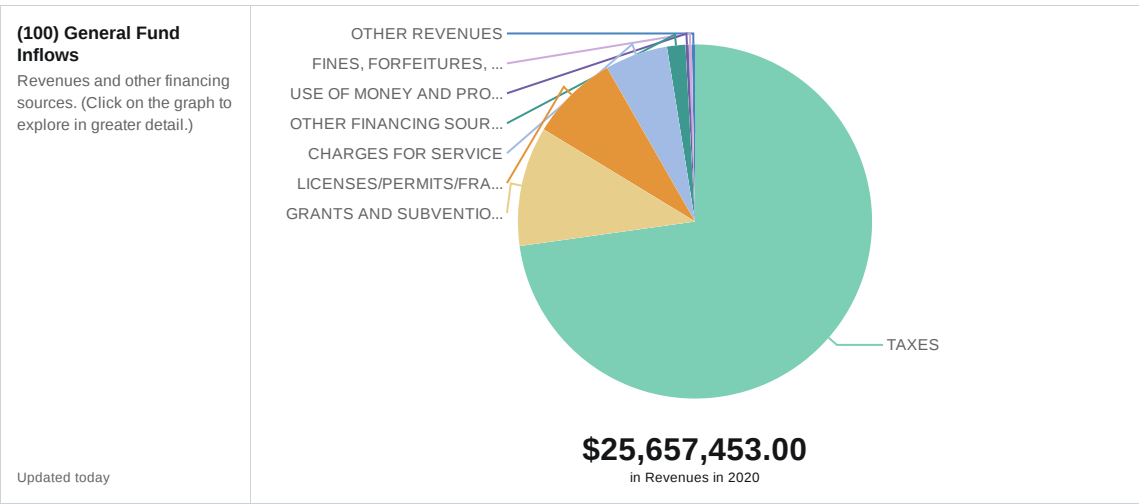
- Planning
- Building
- Economic Development

Also accounted for in this fund are administrative costs, including:

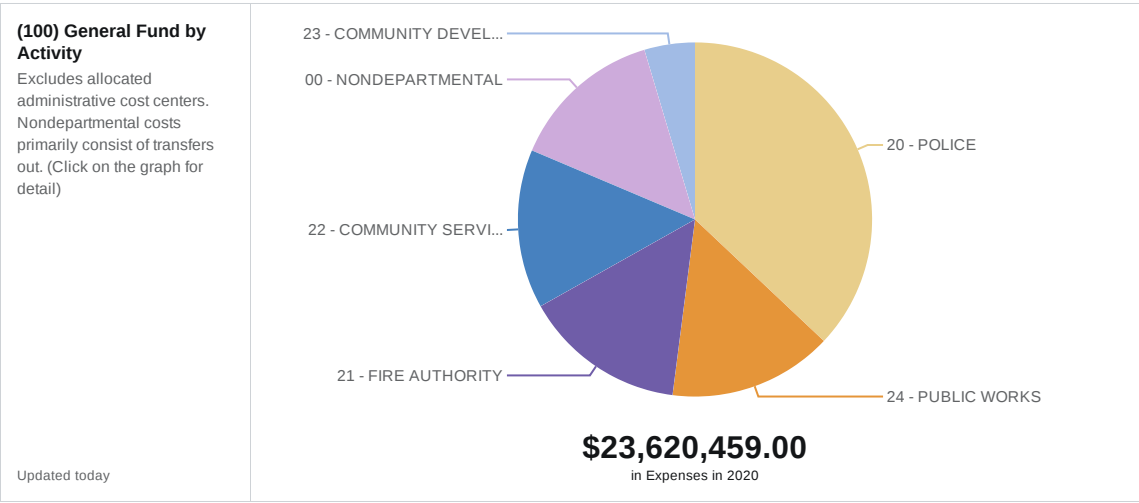
- City Council
- City Manager
- City Clerk
- Finance
- Human Resources
- Treasurer
- City Attorney

These indirect cost centers are fully allocated to all other funds and departments.

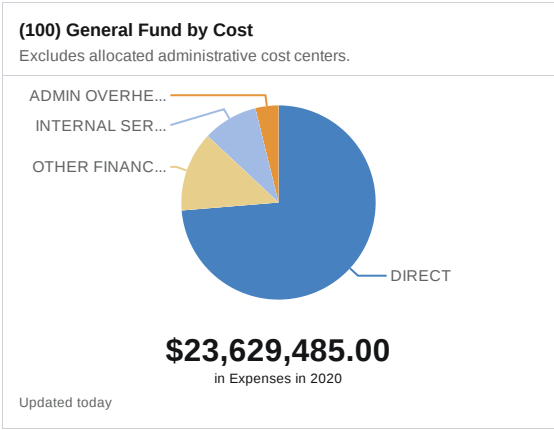
Budget Summary: Inflows of Resources by Major Sources



Budget Summary: Appropriations by Activity



Budget Summary: Appropriations by Cost



This graph illustrates the costs that are incurred by the fund. It does not include costs incurred by administrative cost centers (e.g. Finance or Human Resources) as those costs are fully allocated to direct cost centers (e.g. Police, Public Works, and enterprise funds).

Budget Summary: Appropriations by Activity

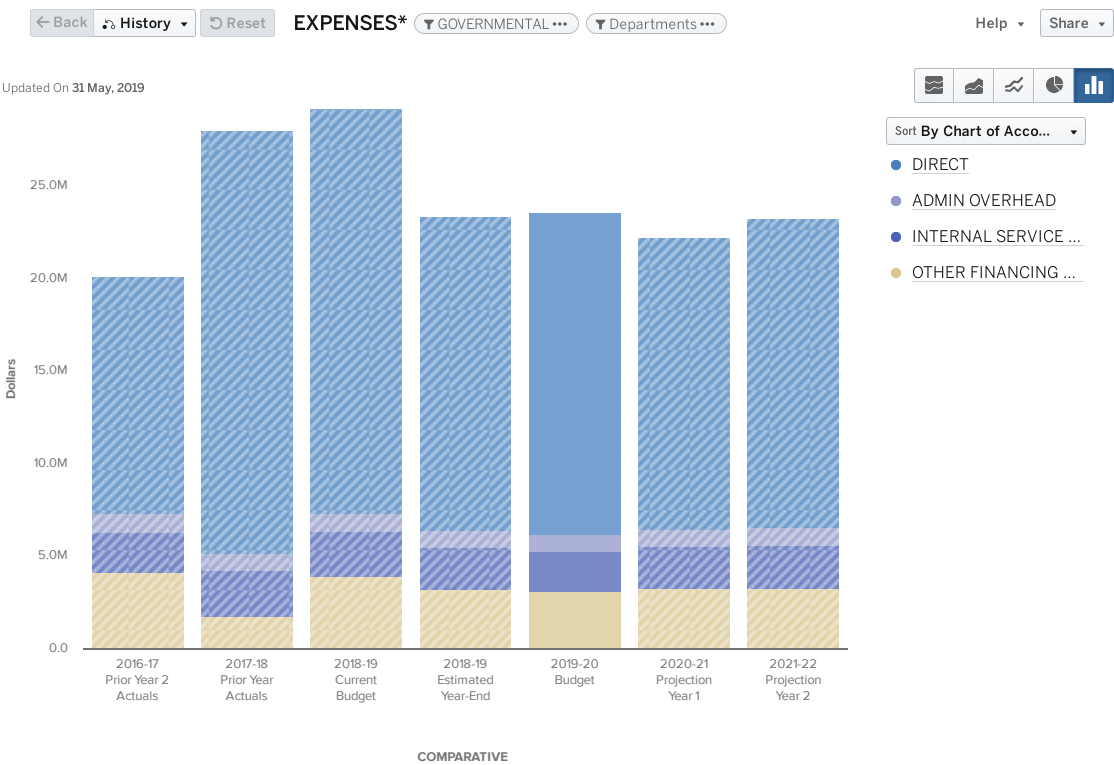
(100) General Fund by Cost
Excludes allocated administrative cost centers.

Category	2020
DIRECT	\$17,413,709.00
INTERNAL SERVICE USE	\$2,167,872.00
ADMIN OVERHEAD	\$907,017.00
OTHER FINANCING USES	\$3,140,887.00

Updated today

This table illustrates the same information as the graph to the left but is presented as numerical information.

The Cost of Activities Over Time



Budget Detail by Cost of Activities (Direct Cost Centers)

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Collapse All	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
▼ DIRECT	\$ 12,822,538	\$ 22,858,505	\$ 21,826,911	\$ 16,927,904	\$ 17,413,709	\$ 15,750,815	\$ 16,695,447
▶ PERSONNEL	10,633,164	10,981,834	11,079,018	11,274,347	11,640,519	12,462,027	13,345,652
▶ SERVICES & OTHER OPERATING	2,144,895	2,655,627	3,879,382	3,281,729	2,797,257	2,853,202	2,910,266
▶ DEBT SERVICE	0	108,041	298,971	274,974	304,174	304,174	304,174
▶ CAPITAL	44,479	9,113,003	6,569,541	2,096,854	2,671,759	131,412	135,354
▼ INDIRECT	3,180,764	3,428,532	3,424,104	3,189,424	3,074,889	3,167,136	3,262,150
▶ ADMIN OVERHEAD	1,002,802	928,749	947,344	947,344	907,017	934,228	962,254
▶ INTERNAL SERVICE USE	2,177,962	2,499,783	2,476,760	2,242,080	2,167,872	2,232,908	2,299,895
▶ OTHER FINANCING USES	4,154,957	1,772,094	3,925,130	3,262,481	3,140,887	3,320,640	3,320,640
Total	\$ 20,158,259	\$ 28,059,131	\$ 29,176,145	\$ 23,379,809	\$ 23,629,485	\$ 22,238,591	\$ 23,278,237

Budget by Activities Departments (Direct Cost Centers)

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Expand All	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
▶ 00 - NONDEPARTMENTAL	\$ 4,159,425	\$ 1,849,957	\$ 4,112,007	\$ 3,577,318	\$ 3,308,402	\$ 3,481,055	\$ 3,473,593
▶ 20 - POLICE	8,152,373	8,366,256	8,881,189	8,496,247	8,747,125	9,267,435	9,824,174
▶ 21 - FIRE AUTHORITY	3,076,453	4,204,989	3,803,495	3,801,473	3,500,436	3,680,574	3,872,983
▶ 22 - COMMUNITY SERVICES	2,761,378	3,187,240	4,627,499	3,513,639	3,439,832	3,315,818	3,480,572
▶ 23 - COMMUNITY DEVELOPMENT	822,266	995,586	1,665,641	1,113,325	1,091,321	1,156,910	1,226,986
▶ 24 - PUBLIC WORKS	1,186,363	9,455,103	6,086,315	2,877,808	3,542,369	1,336,799	1,399,929
Total	\$ 20,158,259	\$ 28,059,131	\$ 29,176,145	\$ 23,379,809	\$ 23,629,485	\$ 22,238,591	\$ 23,278,237

Allocated Administrative Cost Detail

(Administrative Cost Centers, i.e. costs that are allocated to all funds and departments)

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Collapse All	2016-17	2017-18	2018-19	2018-19	2019-20	2020-21	2021-22
	Prior Year 2	Prior Year	Current	Estimated	Budget	Projection	Projection
	Actuals	Actuals	Budget	Year-End		Year 1	Year 2
▼ DIRECT	\$ 2,718,725	\$ 2,833,716	\$ 2,989,156	\$ 3,041,867	\$ 3,201,024	\$ 3,382,912	\$ 3,577,245
▶ PERSONNEL	1,812,927	1,920,142	2,098,041	2,091,275	2,398,606	2,563,896	2,741,282
▶ SERVICES & OTHER OPERATING	905,798	891,636	885,745	945,092	802,418	819,016	835,963
▶ CAPITAL	0	21,937	5,369	5,500	0	0	0
▼ INDIRECT	375,111	482,630	518,641	531,786	474,973	489,222	503,899
▶ ADMIN OVERHEAD	69,324	191,520	198,129	198,129	176,411	181,703	187,154
▶ INTERNAL SERVICE USE	305,787	291,110	320,512	333,657	298,562	307,519	316,744
Total	\$ 3,093,836	\$ 3,316,345	\$ 3,507,797	\$ 3,573,653	\$ 3,675,997	\$ 3,872,134	\$ 4,081,144

Budget by Allocated Administrative Department (Administrative Cost Centers)

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Expand All	2016-17	2017-18	2018-19	2018-19	2019-20	2020-21	2021-22
	Prior Year 2	Prior Year	Current	Estimated	Budget	Projection	Projection
	Actuals	Actuals	Budget	Year-End		Year 1	Year 2
▶ 10 - LEGISLATIVE	\$ 200,797	\$ 166,703	\$ 183,102	\$ 176,594	\$ 168,875	\$ 176,308	\$ 184,153
▶ 12 - CITY MANAGER	1,142,783	1,249,521	1,424,052	1,338,437	1,478,857	1,558,767	1,643,933
▶ 13 - FINANCE	931,980	1,070,017	1,131,053	1,268,161	1,171,852	1,240,985	1,314,888
▶ 14 - CITY ATTORNEY	191,637	177,976	132,798	148,298	155,867	159,148	162,500
▶ 15 - CITY TREASURER	73,398	70,792	64,381	64,166	64,459	66,095	67,784
▶ 16 - HUMAN RESOURCES	553,241	581,336	572,411	577,997	636,087	670,832	707,887
Total	\$ 3,093,836	\$ 3,316,345	\$ 3,507,797	\$ 3,573,653	\$ 3,675,997	\$ 3,872,134	\$ 4,081,144

Changes to Fund Balance: The Full Picture

(Including Transfers, Direct Cost Centers, and Administrative Cost Centers)

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Collapse All	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
▼ REVENUES	\$ 20,872,684	\$ 26,411,370	\$ 27,405,851	\$ 23,803,599	\$ 25,657,453	\$ 26,384,303	\$ 26,621,467
▶ TAXES	12,960,959	15,398,383	17,478,674	16,942,134	18,675,230	19,329,840	19,491,678
▶ CHARGES FOR SERVICE	1,446,503	1,761,738	1,909,045	1,764,158	1,470,468	1,486,626	1,503,107
▶ GRANTS AND SUBVENTIONS	70,890	78,586	335,000	380,750	2,800,064	2,801,609	2,802,017
▶ USE OF MONEY AND PROPERTY	93,691	103,800	181,800	120,160	75,007	76,507	78,037
▶ FINES, FORFEITURES, AND PENALTIES	73,834	79,225	55,500	73,500	74,222	75,586	76,978
▶ LICENSES/PERMITS/FRANCHISES	1,792,596	2,198,217	2,035,825	2,113,075	2,059,449	2,109,671	2,163,707
▶ OTHER REVENUES	74,666	168,927	126,700	78,117	74,013	75,463	76,942
▼ OTHER FINANCING SOURCES	4,359,545	6,622,494	5,283,307	2,331,704	429,000	429,000	429,000
▶ TRANSFERS IN	4,359,545	1,496,263	3,183,307	1,561,686	429,000	429,000	429,000
▶ LOAN PROCEEDS	0	5,126,231	2,000,000	770,018	0	0	0
▶ USE OF FUND BALANCE/RESERVES	0	0	100,000	0	0	0	0
▼ EXPENSES	20,767,569	28,343,620	29,456,895	23,726,415	24,197,918	22,909,935	24,062,566
▼ DIRECT	15,541,263	25,692,220	24,816,067	19,969,771	20,614,733	19,133,727	20,272,692
▶ PERSONNEL	12,446,091	12,901,976	13,177,059	13,365,621	14,039,125	15,025,923	16,086,935
▶ SERVICES & OTHER OPERATING	3,050,693	3,547,263	4,765,127	4,226,822	3,599,675	3,672,219	3,746,229
▶ DEBT SERVICE	0	108,041	298,971	274,974	304,174	304,174	304,174
▶ CAPITAL	44,479	9,134,940	6,574,911	2,102,354	2,671,759	131,412	135,354
▼ INDIRECT	1,071,349	879,305	715,698	494,163	442,298	455,567	469,234
▶ ADMIN OVERHEAD	1,072,126	1,120,269	1,145,473	1,145,473	1,083,428	1,115,931	1,149,409
▶ ADMIN OVERHEAD OFFSET	-2,484,526	-3,031,856	-3,227,047	-3,227,047	-3,107,564	-3,200,791	-3,296,815
▶ INTERNAL SERVICE USE	2,483,749	2,790,892	2,797,272	2,575,737	2,466,434	2,540,427	2,616,640
▼ OTHER FINANCING USES	4,154,957	1,772,094	3,925,130	3,262,481	3,140,887	3,320,640	3,320,640
▶ TRANSFERS OUT	4,154,957	1,772,094	3,925,130	3,262,481	3,140,887	3,320,640	3,320,640
Revenues Less Expenses	\$ 105,115	\$ -1,932,250	\$ -2,051,044	\$ 77,184	\$ 1,459,535	\$ 3,474,368	\$ 2,558,901

Fund Balance

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	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
FUND BALANCE/WORKING CAPITAL	\$ 5,306,981	\$ 3,374,978	\$ 1,139,846	\$ 3,452,162	\$ 4,911,697	\$ 8,386,065	\$ 10,944,966
Total	\$ 5,306,981	\$ 3,374,978	\$ 1,139,846	\$ 3,452,162	\$ 4,911,697	\$ 8,386,065	\$ 10,944,966

Notes:

1. None.

City of Ukiah

300 Seminary Ave

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Major Funds

Water Enterprise

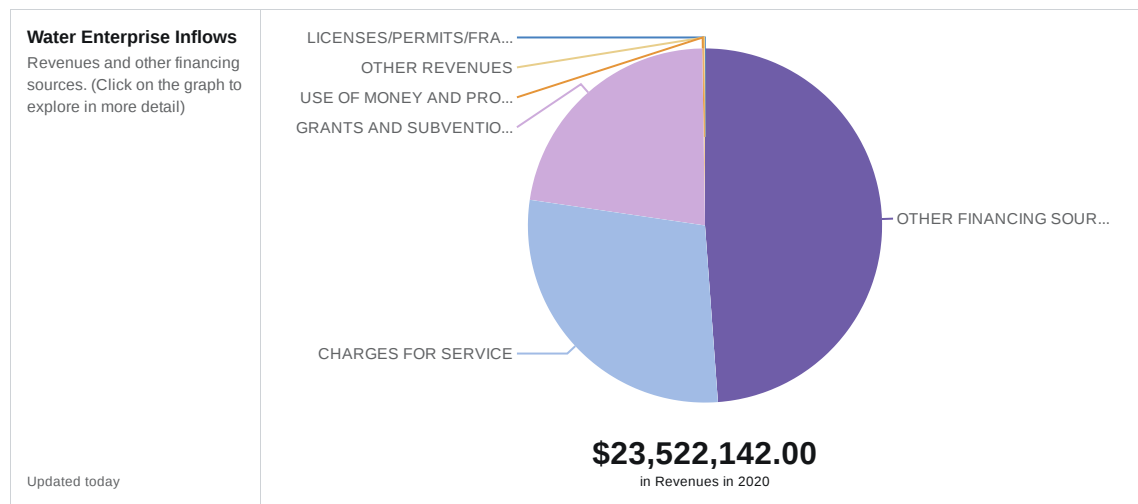
Purpose of the Fund

The water enterprise is responsible for the production, treatment and distribution of drinking water to the residents and businesses of the City of Ukiah. The enterprise consists of several sub funds used to account for debt service, capital improvements, and expansion activities. For purposes of this presentation those funds are combined as one.

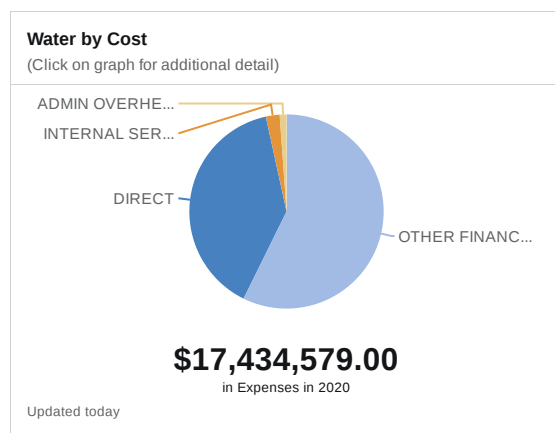
Services Provided

- Potable water production and capacity enhancements
- Service expansion
- Treatment
- Distribution

Budget Summary: Inflows of Resources by Major Sources



Budget Summary: Appropriations by Cost



This graph illustrates the costs that are incurred by the fund. It includes transfers out (other financing uses).

Budget Summary: Appropriations by Cost

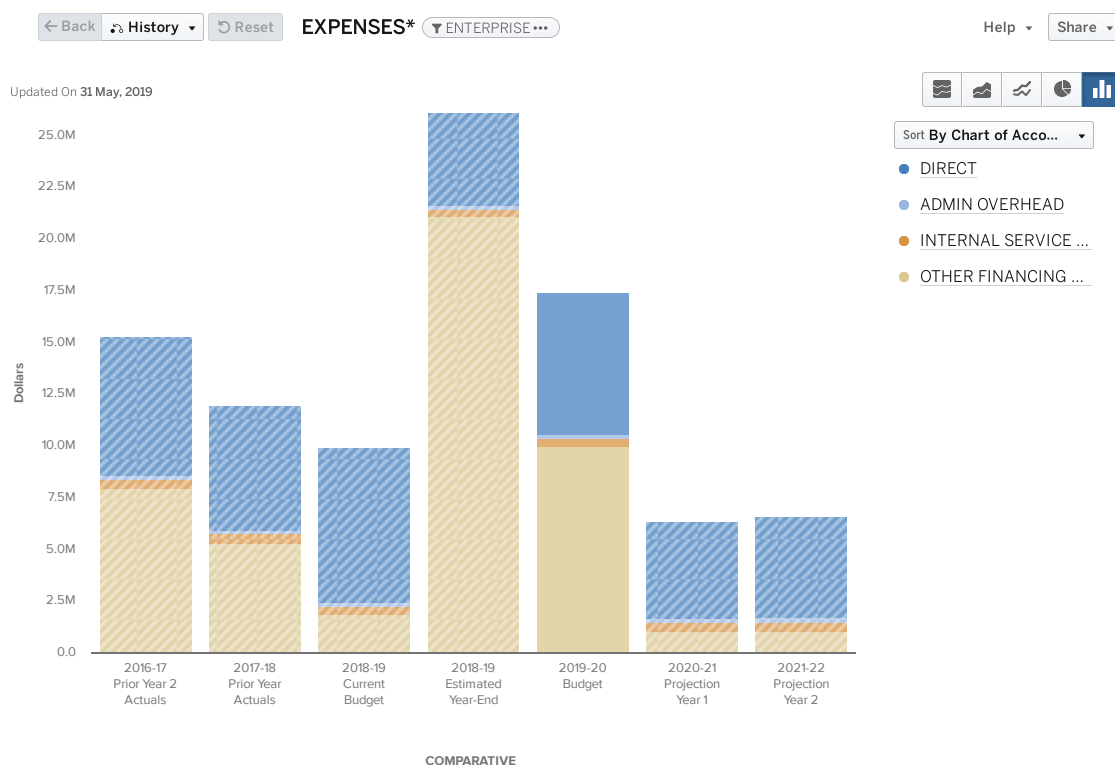
Water by Cost
(Click on table for additional detail)

Category	2020
DIRECT	\$6,847,782.00
OTHER FINANCING USES	\$9,989,496.00
INTERNAL SERVICE USE	\$399,437.00
ADMIN OVERHEAD	\$197,864.00

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This table illustrates the same information as the graph to the left but is presented as numerical information.

Costs Over Time



Budget Detail by Cost

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Collapse All	2016-17	2017-18	2018-19	2018-19	2019-20	2020-21	2021-22
	Prior Year 2	Prior Year	Current	Estimated	Budget	Projection	Projection
	Actuals	Actuals	Budget	Year-End		Year 1	Year 2
▼ DIRECT	\$ 6,731,320	\$ 6,049,415	\$ 7,512,570	\$ 4,443,115	\$ 6,847,782	\$ 4,704,801	\$ 4,883,482
▶ PERSONNEL	1,372,034	1,343,399	1,700,152	1,569,569	1,822,282	1,948,656	2,084,284
▶ SERVICES & OTHER OPERATING	1,007,457	910,621	1,174,699	832,075	1,153,850	1,176,927	1,200,466
▶ DEBT SERVICE	923,769	920,987	1,769,068	919,319	928,718	928,718	928,718
▶ CAPITAL	3,428,060	2,874,407	2,868,651	1,122,153	2,942,932	650,500	670,015
▼ INDIRECT	620,593	635,420	589,150	547,607	597,301	615,220	633,677
▶ ADMIN OVERHEAD	206,488	158,468	185,399	185,399	197,864	203,800	209,914
▶ INTERNAL SERVICE USE	414,105	476,952	403,751	362,208	399,437	411,420	423,763
▼ OTHER FINANCING USES	7,988,565	5,317,401	1,875,319	21,103,486	9,989,496	1,080,000	1,085,000
▶ TRANSFERS OUT	7,988,565	5,317,401	1,875,319	21,103,486	9,989,496	1,080,000	1,085,000
Total	\$ 15,340,478	\$ 12,002,236	\$ 9,977,039	\$ 26,094,208	\$ 17,434,579	\$ 6,400,021	\$ 6,602,159

Changes to Working Capital: The Full Picture

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Collapse All	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
▼ REVENUES	\$ 13,820,854	\$ 8,812,222	\$ 7,172,534	\$ 23,738,282	\$ 23,522,142	\$ 7,889,032	\$ 8,100,650
▶ CHARGES FOR SERVICE	5,807,060	6,473,190	6,151,079	6,554,577	6,698,831	6,898,588	7,104,337
▶ GRANTS AND SUBVENTIONS	0	0	0	5,000,000	5,276,000	0	0
▶ USE OF MONEY AND PROPERTY	30,661	-1,726	98,362	-3,614	26,995	27,535	28,086
▶ LICENSES/PERMITS/FRANCHISES	15	7,746	16	1,000	8,056	8,217	8,381
▶ OTHER REVENUES	3,545	9,566	3,758	17,000	24,542	24,692	24,846
▶ OTHER FINANCING SOURCES	7,979,573	2,323,446	919,319	12,169,319	11,487,718	930,000	935,000
▼ EXPENSES	15,340,478	12,002,236	9,977,039	26,094,208	17,434,579	6,400,021	6,602,159
▼ DIRECT	6,731,320	6,049,415	7,512,570	4,443,115	6,847,782	4,704,801	4,883,482
▶ PERSONNEL	1,372,034	1,343,399	1,700,152	1,569,569	1,822,282	1,948,656	2,084,284
▶ SERVICES & OTHER OPERATING	1,007,457	910,621	1,174,699	832,075	1,153,850	1,176,927	1,200,466
▶ DEBT SERVICE	923,769	920,987	1,769,068	919,319	928,718	928,718	928,718
▶ CAPITAL	3,428,060	2,874,407	2,868,651	1,122,153	2,942,932	650,500	670,015
▼ INDIRECT	620,593	635,420	589,150	547,607	597,301	615,220	633,677
▶ ADMIN OVERHEAD	206,488	158,468	185,399	185,399	197,864	203,800	209,914
▶ INTERNAL SERVICE USE	414,105	476,952	403,751	362,208	399,437	411,420	423,763
▶ OTHER FINANCING USES	7,988,565	5,317,401	1,875,319	21,103,486	9,989,496	1,080,000	1,085,000
Revenues Less Expenses	\$ -1,519,624	\$ -3,190,014	\$ -2,804,505	\$ -2,355,927	\$ 6,087,563	\$ 1,489,012	\$ 1,498,492

Working Capital

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	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
FUND BALANCE/WORKING CAPITAL	\$ 7,062,314	\$ 3,872,300	\$ 1,067,795	\$ 1,516,373	\$ 7,603,936	\$ 9,092,948	\$ 10,591,440
Total	\$ 7,062,314	\$ 3,872,300	\$ 1,067,795	\$ 1,516,373	\$ 7,603,936	\$ 9,092,948	\$ 10,591,440

Notes:

1. Transfers out in this fund are to the recycled water fund (830) for completion of the current phase of the recycled water project.

City of Ukiah

300 Seminary Ave

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Major Funds

Wastewater Enterprise

Purpose of the Fund

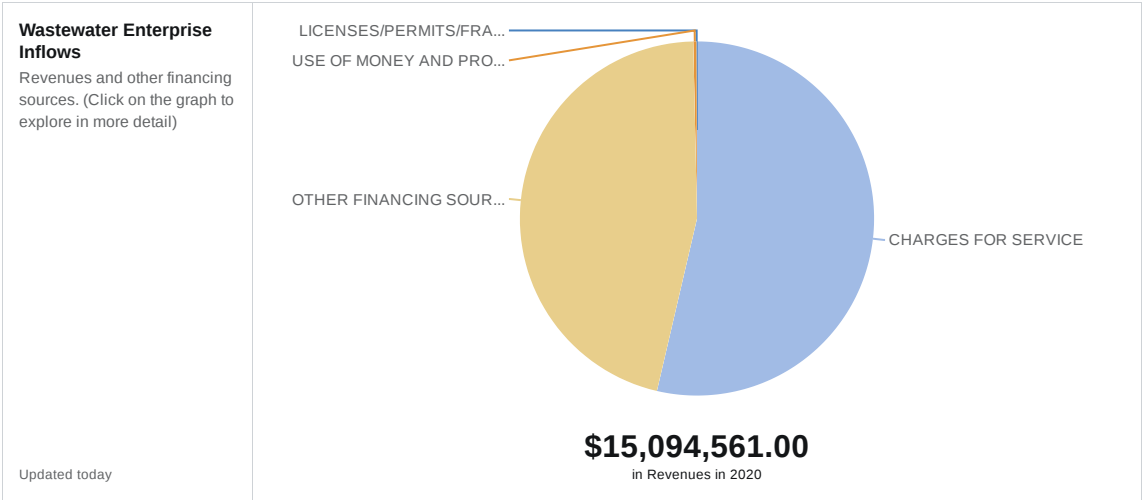
The wastewater enterprise serves the City by providing for the collection, treatment, and disposal of wastewater for the City of Ukiah and the Ukiah Valley Sanitation District (UVSD).

Costs for operations, debt service, and capital are budgeted in City funds and are shared by the City and UVSD based on an agreed upon apportionment.

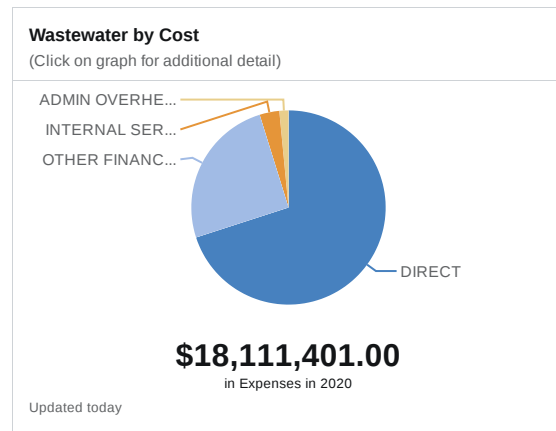
Services Provided

- Wastewater collection
- Service expansion
- Treatment
- Disposal

Budget Summary: Inflows of Resources by Major Sources



Budget Summary: Appropriations by Cost



This graph illustrates the costs that are incurred by the fund. It includes transfers (other financing uses).

Budget Summary: Appropriations by Cost

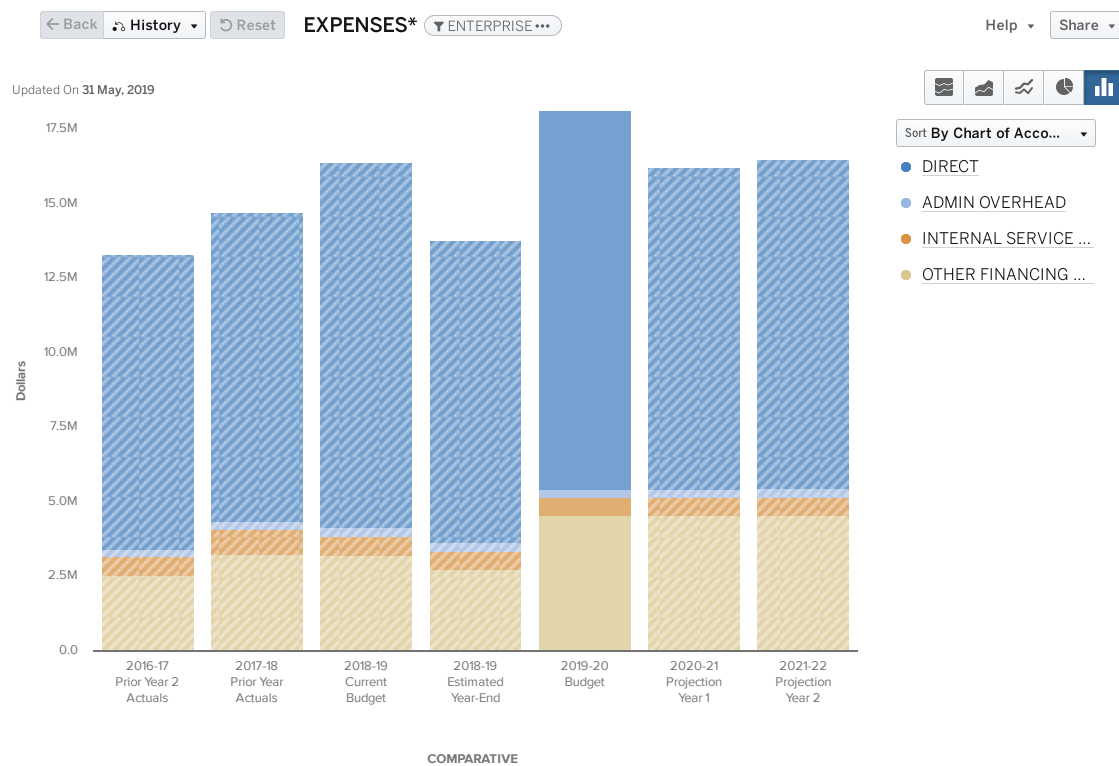
Wastewater by Cost
(Click on table for additional detail)

Category	2020
DIRECT	\$12,680,253.00
OTHER FINANCING USES	\$4,561,130.00
INTERNAL SERVICE USE	\$595,095.00
ADMIN OVERHEAD	\$274,923.00

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Costs Over Time



Budget Detail by Cost

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Collapse All	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
▼ DIRECT	\$ 9,871,817	\$ 10,341,218	\$ 12,250,349	\$ 10,115,527	\$ 12,680,253	\$ 10,788,040	\$ 11,024,890
▶ PERSONNEL	1,575,105	1,616,556	1,696,436	1,577,417	2,154,528	2,303,708	2,463,810
▶ SERVICES & OTHER OPERATING	2,047,650	2,725,833	4,153,755	2,926,668	3,084,350	3,146,037	3,208,958
▶ DEBT SERVICE	4,789,963	4,842,331	4,867,300	4,867,300	4,877,375	4,877,375	4,877,375
▶ CAPITAL	1,459,099	1,156,498	1,532,857	744,143	2,564,000	460,920	474,748
▼ INDIRECT	897,778	1,124,655	942,032	903,897	870,018	896,119	923,002
▶ ADMIN OVERHEAD	264,520	276,276	309,987	309,987	274,923	283,171	291,666
▶ INTERNAL SERVICE USE	633,258	848,379	632,045	593,910	595,095	612,948	631,336
▼ OTHER FINANCING USES	2,536,984	3,242,802	3,220,595	2,759,494	4,561,130	4,547,041	4,547,041
▶ TRANSFERS OUT	2,536,984	3,242,802	3,220,595	2,759,494	4,561,130	4,547,041	4,547,041
Total	\$ 13,306,579	\$ 14,708,675	\$ 16,412,976	\$ 13,778,918	\$ 18,111,401	\$ 16,231,199	\$ 16,494,933

Changes to Working Capital: The Full Picture

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Collapse All	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
▼ REVENUES	\$ 12,932,946	\$ 13,891,373	\$ 14,526,932	\$ 13,448,799	\$ 15,094,561	\$ 15,176,489	\$ 15,259,247
▶ CHARGES FOR SERVICE	7,514,577	8,083,036	7,616,732	8,127,327	8,096,473	8,177,402	8,259,139
▶ USE OF MONEY AND PROPERTY	83,089	57,936	48,600	52,252	41,805	42,641	43,494
▶ LICENSES/PERMITS/FRANCHISES	1,275	8,742	8,500	1,920	8,918	9,082	9,249
▶ OTHER REVENUES	0	5,165	0	0	0	0	0
▶ OTHER FINANCING SOURCES	5,334,005	5,736,496	6,853,100	5,267,300	6,947,365	6,947,365	6,947,365
▼ EXPENSES	13,306,579	14,708,675	16,412,976	13,778,918	18,111,401	16,231,199	16,494,933
▼ DIRECT	9,871,817	10,341,218	12,250,349	10,115,527	12,680,253	10,788,040	11,024,890
▶ PERSONNEL	1,575,105	1,616,556	1,696,436	1,577,417	2,154,528	2,303,708	2,463,810
▶ SERVICES & OTHER OPERATING	2,047,650	2,725,833	4,153,755	2,926,668	3,084,350	3,146,037	3,208,958
▶ DEBT SERVICE	4,789,963	4,842,331	4,867,300	4,867,300	4,877,375	4,877,375	4,877,375
▶ CAPITAL	1,459,099	1,156,498	1,532,857	744,143	2,564,000	460,920	474,748
▼ INDIRECT	897,778	1,124,655	942,032	903,897	870,018	896,119	923,002
▶ ADMIN OVERHEAD	264,520	276,276	309,987	309,987	274,923	283,171	291,666
▶ INTERNAL SERVICE USE	633,258	848,379	632,045	593,910	595,095	612,948	631,336
▶ OTHER FINANCING USES	2,536,984	3,242,802	3,220,595	2,759,494	4,561,130	4,547,041	4,547,041
Revenues Less Expenses	\$ -373,634	\$ -817,302	\$ -1,886,044	\$ -330,119	\$ -3,016,840	\$ -1,054,710	\$ -1,235,687

Working Capital

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FUND BALANCE/WORKING CAPITAL ▼ ENTERPRISE...

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	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
FUND BALANCE/WORKING CAPITAL	\$ 13,794,612	\$ 12,977,310	\$ 11,091,266	\$ 12,647,191	\$ 9,630,351	\$ 8,575,641	\$ 7,339,954
Total	\$ 13,794,612	\$ 12,977,310	\$ 11,091,266	\$ 12,647,191	\$ 9,630,351	\$ 8,575,641	\$ 7,339,954

Notes:

- 1. None.

City of Ukiah
300 Seminary Ave
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Major Funds

Electric Enterprise

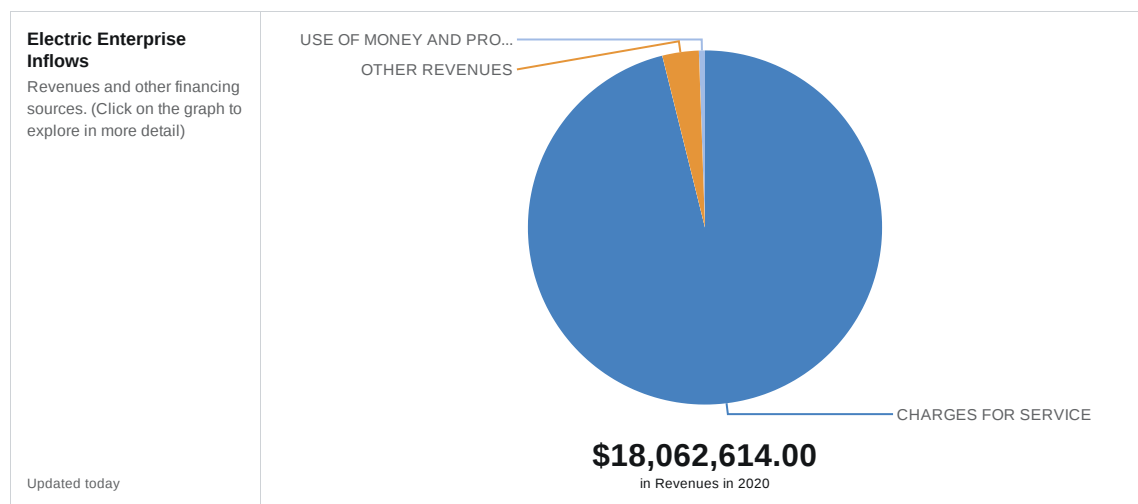
Purpose of the Fund

The City's electric utility provides 24-hour, 365-day response to emergency service calls for customer power problems, and outages. Additionally, this team is responsible for making high voltage power lines safe for Fire & Police personnel at structure fires, automobile accidents, and to make other situations where electric lines are near emergency crews.

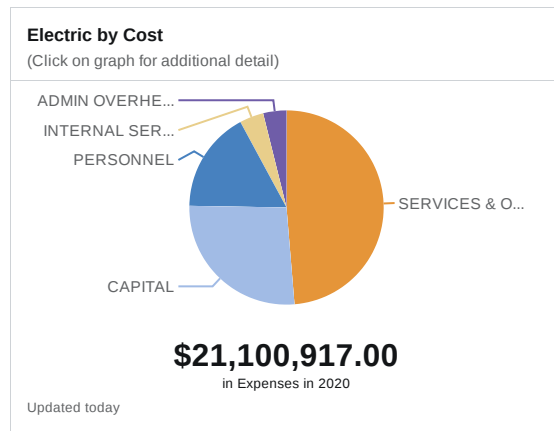
Services Provided

- Power purchase and generation
- System expansion and enhancement
- Technical services
- Distribution
- Public benefits (electric bill assistance)
- Street lighting

Budget Summary: Inflows of Resources by Major Sources



Budget Summary: Appropriations by Cost



This graph illustrates the costs that are incurred by the fund. It includes transfers out (other financing uses).

Budget Summary: Appropriations by Cost

Electric by Cost
(Click on table for additional detail)

Category	2020
SERVICES & OTHER OPE...	\$10,273,077.00
CAPITAL	\$5,610,000.00
PERSONNEL	\$3,555,922.00
INTERNAL SERVICE USE	\$843,152.00
ADMIN OVERHEAD	\$818,766.00

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Costs Over Time



Budget Detail by Cost

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Expand All	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
► PERSONNEL	\$ 2,451,667	\$ 2,824,228	\$ 3,733,323	\$ 2,270,588	\$ 3,555,922	\$ 3,799,158	\$ 4,060,062
► SERVICES & OTHER OPERATING	9,591,313	10,836,579	10,694,888	10,479,849	10,273,077	10,478,539	10,688,109
► DEBT SERVICE	2,089,024	2,061,719	0	-28,043	0	0	0
► CAPITAL	918,706	886,405	7,087,304	4,690,770	5,610,000	233,300	240,299
► ADMIN OVERHEAD	820,480	812,715	833,457	833,457	818,766	843,329	868,629
► INTERNAL SERVICE USE	644,431	956,042	873,198	757,914	843,152	868,447	894,500
Total	\$ 16,515,621	\$ 18,377,688	\$ 23,222,170	\$ 19,004,536	\$ 21,100,917	\$ 16,222,772	\$ 16,751,599

Changes to Working Capital: The Full Picture

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Updated On 31 May, 2019

Collapse All	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
▼ REVENUES	\$ 20,141,628	\$ 17,707,666	\$ 17,174,467	\$ 17,074,813	\$ 21,562,614	\$ 22,060,816	\$ 22,573,943
► CHARGES FOR SERVICE	15,273,223	16,584,832	16,748,842	16,372,039	17,361,576	17,857,764	18,368,837
► USE OF MONEY AND PROPERTY	137,902	148,277	25,625	122,540	100,193	102,197	104,241
► OTHER REVENUES	887,231	586,774	400,000	580,234	600,845	600,855	600,865
► OTHER FINANCING SOURCES	3,843,272	387,784	0	0	3,500,000	3,500,000	3,500,000
▼ EXPENSES	20,218,893	18,765,472	23,222,170	19,004,536	24,600,917	19,722,772	20,251,599
▼ DIRECT	15,050,711	16,608,931	21,515,515	17,413,165	19,438,999	14,510,996	14,988,470
► PERSONNEL	2,451,667	2,824,228	3,733,323	2,270,588	3,555,922	3,799,158	4,060,062
► SERVICES & OTHER OPERATING	9,591,313	10,836,579	10,694,888	10,479,849	10,273,077	10,478,539	10,688,109
► DEBT SERVICE	2,089,024	2,061,719	0	-28,043	0	0	0
► CAPITAL	918,706	886,405	7,087,304	4,690,770	5,610,000	233,300	240,299
▼ INDIRECT	1,464,911	1,768,757	1,706,655	1,591,371	1,661,918	1,711,776	1,763,129
► ADMIN OVERHEAD	820,480	812,715	833,457	833,457	818,766	843,329	868,629
► INTERNAL SERVICE USE	644,431	956,042	873,198	757,914	843,152	868,447	894,500
► OTHER FINANCING USES	3,703,272	387,784	0	0	3,500,000	3,500,000	3,500,000
Revenues Less Expenses	\$ -77,266	\$ -1,057,806	\$ -6,047,702	\$ -1,929,722	\$ -3,038,303	\$ 2,338,044	\$ 2,322,344

Working Capital

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Updated On 31 May, 2019

	2016-17 Prior Year 2 Actuals	2017-18 Prior Year Actuals	2018-19 Current Budget	2018-19 Estimated Year-End	2019-20 Budget	2020-21 Projection Year 1	2021-22 Projection Year 2
FUND BALANCE/WORKING CAPITAL	\$ 19,106,628	\$ 18,048,822	\$ 12,001,120	\$ 16,119,100	\$ 13,080,797	\$ 15,418,841	\$ 17,741,185
Total	\$ 19,106,628	\$ 18,048,822	\$ 12,001,120	\$ 16,119,100	\$ 13,080,797	\$ 15,418,841	\$ 17,741,185

Notes:

- 1. None.

City of Ukiah
300 Seminary Ave
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FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2019

FACILITIES/BUILDINGS/LAND																							
COMMUNITY SERVICES DEPARTMENT																							
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status		
							Start	End						19/20	20/21	21/22	22/23	23/24					
Todd Grove Park Pathways	Pathways deteriorating beyond repair, need to be replaced.	Parks	10022100.80220	18102	N/A	Deferred	2019	2020	General	No	New Revenues				\$	150,000				\$	150,000	Moved to FYE 2021	Reviewed
McGarvey Park Pathways	Pathways deteriorating beyond repair, need to be replaced.	Parks	10022100.80220	18116	N/A	New	2021	2022	General	No	New Revenues					\$	75,000			\$	75,000		Reviewed
McGarvey Park Irrigation	Replace Irrigation System	Parks	10022100.80220	18103	N/A	New	2023	2024	General	No	New Revenues							\$	100,000	\$	100,000		Reviewed
Pool Pump House	The pool pump house pool is in need of replacement due to age and general deterioration of the building.	Parks	10022100.80220	18012	N/A	Deferred	2020	2022	General	No	New Revenues	Looking for funding.			\$	50,000	\$	200,000		\$	250,000	Project was formerly called "Pool Block House". Looking for funding; Moved \$50k for design and specs to FYE 21; Moved \$200k for construction to FYE 22.	Reviewed
Riverside Park	State grant to provide some grading, flood surveying, debris removal and planting.	Parks	30522250.80220	18014	N/A	In Progress	2018	2020	Grant	Yes	New Revenues	Grant funded.	\$	231,243	\$	882,457				\$	1,113,700	RFP for design process is complete 12/2018; permitting and construction to begin late spring 2020.	Reviewed and Supported
Wagenseller Park	In 2017 the Community Development Department began work on a Wagenseller Park Feasibility Analysis. After taking public input the analysis will be completed in 2018. It has been determined through the analysis and other surveys a park is needed in the Wagenseller area. Community Services is working on the necessary steps for developing a park, they are; acquiring property, park planning then construction.	Parks	10022100.80220	18063	N/A	New	2022	2023	Capital Projects	No	New Revenues	Staff is researching acquisition funding along with park development funding to complete the project.					\$	950,000		\$	950,000	Working with RCHDC to determine location	Reviewed
Splash Pad	This project would solve multiple issues at the Municipal Pool Facility. The first is a safety issue for young children and non-swimmers, our pool's current minimum depth is 3.5' which is quite deep for children under 5 years old. The second issue is that of wasted space. We have a 30' x 90' area which was previously a kiddo pool area that is now unusable and defunct. A splash pad is a flat area with water features such as jets, fountains and overhead sprays which provides a "zero depth" space for safe water play. They are very popular and would be an additional attraction to the pool facility, resulting in increased usage and revenue. A splash pad would solve both the safety issue and maximize the pool facility. Minimal maintenance issues have been reported by other facilities, due to a recirculating system there would be zero water loss (except evaporation) and the splash pad would only require the addition of one lifeguard to the staffing rotation. The current estimated cost is \$200,000 with the Friends of Todd Grove Pool and the Parks, Recreation and Golf Commission already on board to help fundraise for the project. The splash pad area will be ADA accessible and will be inclusive for children with disabilities.	Aquatics	10022300.80220	17048	N/A	New	2019	2020	Grant	Yes	New Revenues	Staff plans to begin fundraising and seek grant funding for this project in fiscal year 18/19.		\$	7,500		\$	200,000		\$	207,500	Council refers to Park & Recreation Commission for review and consideration for concept and funding. PRGC supports the project, State Park funds possible source of funding. \$7,500 requested of General Funds for FYE 20 for design work.	Explore
Todd Grove Park Wall and Parking Safety Issues	Improve the maintenance plan of the wall, as well as parking safety issues around the park.	Parks	10022100.80220	18071	N/A	New	2019	2021	General	Yes	New Revenues	Other funding sources being sought.		\$	12,000					\$	12,000	Wall maintenance funding for FYE 20 identified. Council refers to Park & Recreation Commission for review and consideration for concept and funding for parking & safety issues.	Explore
Civic Center Reconfiguration - Shared Cost	Reconfiguration of Civic Center customer service and finance areas. Two divisions share this cost. Total cost: \$175,000	Building & Grounds Maintenance	20822500.80220	15038	Shared cost with Utility Billing Fund 208.	Deferred	2019	2021	Internal Service	Yes	Reserves	Utilizing Building Fund Reserves.	\$	16,100		\$	95,000			\$	111,100	Project is in design status. Defer to FYE 21 due to other Capital Projects in progress.	Reviewed and Supported
Civic Center front of building replacement of tile, clean and paint.	Tile missing and/or broken, front of building needs cleaning and painting.	Building & Grounds Maintenance	20822500.80220	18106	N/A	New	2019	2020	General	Yes	New Revenues	Utilizing Building Fund Reserves.		\$	45,000					\$	45,000		Reviewed
Civic Center Bathroom Tile	The tiles in the bathrooms at the Civic Center have come loose and are creating a tripping hazard. Tile needs to be removed and replaced. Cement floor needs to be treated to exclude calcium intrusion.	Building & Grounds Maintenance	20822500.80220	18107	N/A	Deferred	2019	2020	General	Yes	Current Revenues	Utilizing Building Fund Reserves.			\$	35,000				\$	35,000	Moved to FYE 2021	Reviewed
Council Chamber Technology Upgrade	The technology in the Council Chamber is failing. Software and hardware that control the PTZ camera has failed. Other audio equipment and speakers are end of life and do not operate at a reasonable quality level. The camera technology is aged and picture quality is not acceptable and video streaming needs to be HD content for better viewing. This will bring the technology to a current functional level. This will also provide constituents a quality experience when viewing from home or attending our City Council meetings.	Building & Grounds Maintenance	20822500.80220	15016	N/A	In Progress	2018	2020	Internal Service	Yes	Reserves	Utilizing Building Fund Reserves.	\$	28,500	\$	150,000				\$	178,500	Project in process, design engineer identified. Expect design contract to be entered in FYE 19, with project build FYE 20. Requesting partial rebudget.	Reviewed and Supported
Picnic Area at Todd Grove Park	The Todd Grove picnic area is in need of replacing the asphalt surface area, barbeque and tables. There is currently \$50,000 in Park Development Funds 25100000.39044 to begin planning and design of the area.	Parks	25122100.80220	18013	N/A	New	2019	2020	Capital Projects	No	New Revenues	Utilizing Park Development funds. Will also be seeking grant funding.	\$	50,000	\$	50,000				\$	100,000	FYE 19 currently funded, FYE 20 is not.	Budget Adopted
Replace Summer Safari Building located at Todd Grove Park	Summer Safari staff use the building as an office, breakroom, parent meetings, storage and bathrooms. The building is in need of replacement.	Parks	10022100.80220	18105	N/A	New	2023	2024	Capital Projects	No	New Revenues							\$	75,000	\$	75,000	The building is deteriorating and general maintenance will no longer fix ongoing issues	Reviewed
Todd Grove Park Play Equipment Replacement	The State of California Health and Safety Code calls for all public agencies operating playgrounds, shall upgrade their playgrounds by replacement or improvements as necessary. Replacement is necessary due to the age of the equipment, the rising cost of replacement pieces, and safety concerns.	Parks	10022100.80220	18009	N/A	Ongoing	2019	2020	Grant	No	New Revenues			\$	230,000					\$	230,000	Prop 68 Per Capita Funding	Reviewed
Playground Equipment Replacement - Oak Manor	Replacement of this equipment is necessary, due to the age and high usage of this equipment, as well as safety concerns. Staff will be seeking grant funds to assist with the cost.	Parks	10022100.80220	18010	N/A	New	2022	2023	Grant	No	New Revenues	Seeking grant funding.					\$	100,000		\$	100,000		Reviewed
Softball Fields Restroom Concession Building Roof Replacement	Replace roof at softball fields	Parks	30122210.80220	18110	N/A	New	2020	2021	General	No	New Revenues				\$	30,000				\$	30,000	Roof currently has some leakage and panels are peeling up.	Reviewed

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
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Museum Roof Partial Repair/Replacement	Replace a portion of the roof of the Museum, or at least the underlayment. A good portion of the roof is now 30 years old and leaks are appearing in the older part of the building. Additionally, the beams under the front awning are suffering from wood rot, as is a section of the exterior under-roof at the southeast end. Benefits are to ensure protection of the building's exterior and the art and artifacts housed within the buildings, as well as ensure the safety of the visiting public and Museum staff.	Museum	10022700.80220	18021	N/A	In Progress	2018	2024	General	Yes	Reserves	Seek funding assistance for future repairs.	\$ 4,000	\$ 25,000				\$ 350,000	\$ 379,000	FYE 20 budget reduced from \$100k. Working with architectural consultant to determine best use of the \$25,000. Waiting now on consultant report. Strong likelihood that funding will only cover the repair of beams. Roof will need to have complete replacement. Seek alternate funding.	Reviewed and Supported
Museum Exterior Painting	Museum exterior is in need of painting to ensure on-going protection of the wood surface. According to staff it has been close to ten years since last exterior painting. Major benefits include the protection of a major City asset and the maintaining of the beauty of the building for the public.	Museum	10022700.80220	18023	N/A	Deferred	2020	2021	General	No	New Revenues	Seek funding assistance.			\$ 35,000				\$ 35,000	\$35k removed from FYE 20. Seek alternate funding.	Reviewed
Museum LED Lighting	Replace aging gallery lighting fixtures and change out bulbs from halogen to LED. Original fixtures are nearing the end of their life span and failing at an accelerated rate. Currently the Museum has no extra fixtures to spare. LED lighting has the following major benefits: 1) Energy efficiency that can reduce electricity bills by 30-50% annually, plus are more environmentally friendly; 2) Significantly longer lifespan of each bulb reduces amount of time staff spends changing out bulbs and the annual expenditure on bulbs; 3) Greater protection of art work and artifacts as LED bulbs emit far less infrared and ultraviolet rays. This project would require a large expenditure at the beginning, with cost savings in electricity and bulb purchasing leading to greater savings over time.	Museum	10022700.80220	18024	N/A	New	2019	2020	General	Yes	Current Revenues	Public Benefits Demonstration Project		\$ 25,000					\$ 25,000	Energy audit 95% complete; need to identify lighting vendor to complete audit	Reviewed
Security Cameras at Museum	Outdoor security cameras for protection of property.	Museum	10022700.80220	18111	N/A	Deferred	2019	2020	Special Revenue	No	New Revenues	Seek funding assistance.			\$ 14,000				\$ 14,000	\$14k removed from FYE 20. Seek alternate funding.	Reviewed
Conference Center Exterior Painting	Building exterior needs painting	Ukiah Valley Conference Center	73022600.80220	18112	N/A	New	2019	2020	Enterprise	No	New Revenues				\$ 45,000				\$ 45,000	Funding not secured, planning for routine maintenance.	Reviewed
Conference Center Floor Repair	Lobby tiles are loose and missing, becoming a safety hazard, need to be replaced.	Ukiah Valley Conference Center	73022600.80220	18113	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 15,000					\$ 15,000	A lime intrusion has lifted tiles from conference center foyer	Reviewed
Conference Center Security	Security cameras and keyless entry systems.	Ukiah Valley Conference Center	73022600.80220	18114	N/A	New	2022	2023	Enterprise	No	New Revenues						\$ 100,000		\$ 100,000	Looking for funding.	Reviewed
Conference Center Roof Repair	Roof sheeting rotting under Duralast product, needs to be replaced	Ukiah Valley Conference Center	73022600.80220	18115	N/A	New	2019	2020	Enterprise	Yes	New Revenues			\$ 25,000					\$ 25,000	No quotes yet. Recent drain failure caused damage in tenant store. It is imperative to repair.	Reviewed
Paint offices and Conference Rooms - Conference Center	Paint the interior offices and conference rooms.	Ukiah Valley Conference Center	73022600.80220	18030	N/A	In Progress	2019	2020	Enterprise	Yes	Current Revenues		\$ 12,425	\$ 15,000					\$ 27,425		Reviewed
SUB-TOTAL:													\$ 342,268	\$ 1,481,957	\$ 454,000	\$ 475,000	\$ 1,150,000	\$ 525,000	\$ 4,428,225		
ELECTRIC UTILITY DEPARTMENT																					
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status
							Start	End						19/20	20/21	21/22	22/23	23/24			
Electric Utility Service Center - Remodel & Facility Improvements	Provides offices and warehouse facilities for the Electric Utility Dept. to better serve the community. Currently offices are located in 40 year old temporary modular buildings with no foundation. The electrical construction and maintenance materials are stored in an uninsulated unsealed tin building.	Administration	80126100.80220	17023	N/A	In Progress	2017	2021	Enterprise	Yes	Current Revenues		\$ 350,000	\$ 1,700,000	\$ 120,000	\$ 30,000	\$ 10,000		\$ 2,210,000	Expanded scope including re-roof task. Re-budgeted due to planning and design scheduling.	Reviewed and Supported
Renewable Resource Development - Solar	Renewable energy development for the Utility's resource portfolio in meeting the States green energy mandates.	Administration	80126100.80220	ECC01	N/A	In Progress	2018	2024	Enterprise	Yes	Current Revenues		\$ 1,100,000	\$ 1,200,000	\$ 600,000	\$ 50,000	\$ 600,000	\$ 400,000	\$ 3,950,000	Rebudgeted to insure replacement roofing system meets building, solar and grading requirements.	Reviewed and Supported
Hydroelectric Plant Warehouse, Shop and Restroom	Needed to store hydro specialized plant materials, spare parts, provides staff workspace and restroom/sink facilities.	Technical Services	80126100.80230	18038	N/A	In Progress	2018	2020	Enterprise	Yes	Current Revenues		\$ 12,000	\$ 190,000					\$ 202,000	New rebudgeted project.	Reviewed
Substation Site Development	Evaluate the need and sites available to construct a future electrical substation to serve future loads based on planning forecasts of the City's growth.	Technical Services	80126100.80230	18046	N/A	New	2020	2022	Enterprise	Yes	Current Revenues				\$ 20,000	\$ 300,000			\$ 320,000		Reviewed
Gobbi Material Yard	Material storage yard, driveway and fence improvements	Construction	80126100.80230	18117	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 45,000					\$ 45,000		Reviewed
SUB-TOTAL:													\$ 1,462,000	\$ 3,135,000	\$ 740,000	\$ 380,000	\$ 610,000	\$ 400,000	\$ 6,727,000		
FINANCE DEPARTMENT																					
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status
							Start	End						19/20	20/21	21/22	22/23	23/24			
Civic Center Reconfiguration - Shared Cost	Reconfiguration of Civic Center customer service and finance areas. Two divisions share this cost. Total cost: \$175,000	Utility Billing	20513300.80220	15038	Shared cost with Utility Billing Fund 205.	Deferred	2018	2021	Internal Service	Yes	Reserves	Existing Utility Billing Fund reserves.			\$ 100,000				\$ 100,000	Project is in design status. Deferred to FYE 21 due to other Capital Projects in progress.	Reviewed
Card Lock Phase II	The Police Department is in need of providing a more controlled, secure environment for their officers and employees. Card lock provides access security to all entrances and exits using key fobs and access cards. This is already installed in the Civic Center and Annex and is providing a high level of access security. This would provide additional Public Safety as well.	IT	20822500.80220	15019	N/A	Deferred	2020	2021	Internal Service	No	Current Revenues				\$ 85,000				\$ 85,000	This would be an expansion to the existing Card Lock system. Deferred to FYE 21.	Reviewed
SUB-TOTAL:													\$ -	\$ -	\$ 185,000	\$ -	\$ -	\$ -	\$ 185,000		

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PUBLIC WORKS DEPARTMENT																						
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status	
							Start	End						19/20	20/21	21/22	22/23	23/24				
Upgrade Exhaust and Lube System	Replace overhead lube and exhaust systems at the garage due to its age and failing condition	Fleet Maintenance	20324100.80220	18126	N/A	New	2019	2020	Internal Service	Yes	Internal Service			\$ 50,000					\$ 50,000		Reviewed	
HVAC Upgrade - Garage	The garage's heating and air is inefficient, old, and needs to be upgraded. An upgrade will provide economical benefits in energy savings.	Corporation Yard	20824300.80220	18018	N/A	Deferred	2019	2020	Internal Service	No	Current Revenues				\$ 52,000				\$ 52,000	Look for alternative energy sources as part of the consideration of this project. Moved from FYE 20 to FYE 21.	Reviewed	
SUB-TOTAL:													\$ -	\$ 50,000	\$ 52,000	\$ -	\$ -	\$ -	\$ 102,000			
WATER RESOURCES DEPARTMENT																						
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status	
							Start	End						19/20	20/21	21/22	22/23	23/24				
Upgrade HVAC Units on Buildings	Upgrade HVAC units in Operations and Equipment Buildings due to parts being unavailable.	Wastewater Treatment Plant	84027225.80220	18129	N/A	New	2020	2022	Enterprise	Yes	Current Revenues					\$ 150,000			\$ 150,000		Reviewed	
SUB-TOTAL:													\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000			
TOTALS FOR FACILITIES/BUILDINGS/LAND :													\$ 1,804,268	\$ 4,666,957	\$ 1,431,000	\$ 1,005,000	\$ 1,760,000	\$ 925,000	\$ 11,592,225			

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FIVE YEAR CAPITAL IMPROVEMENT PLAN*
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INFORMATION TECHNOLOGY

FINANCE DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status
							Start	End						19/20	20/21	21/22	22/23	23/24			
Utility Billing CIS Replacement	The current utility billing software is becoming obsolete. Replacement is necessary.	Utility Billing	20513300.54320	18062	N/A	In Progress	2018	2020	Enterprise	Yes	Reserves	Funding specific to department.		\$ 600,000					\$ 600,000	Procurement and implementation is anticipated to occur in FYE 20. Increased the estimate from \$400k.	Reviewed and Supported
Core - 4 Cisco 3750 Switches & 2 Cisco N5548 Switches - End of Life - Replacements	These switches are the center core of our network infrastructure. They serve as data conduits for all City of Ukiah operations. They are nearing end-of-life, as warranty and support runs out during this time-frame.	IT	20913900.80100	17044	N/A	New	2019	2020	Internal Service	Yes	Current Revenues			\$ 155,550					\$ 155,550		Reviewed
Checkpoint Firewall Replacement - With Cisco ASA Checkpoint Firewall Replacement	The City of Ukiah utilizes a Checkpoint perimeter firewall to protect our network from outside threats that can originate from the internet. Equipment and services provided in the agreement include: Detects and controls application usage • Identifies, allows, blocks or limits usage of applications, and features within them which enables safe Internet use while protecting against threats and malware • Leverages the world's largest application library with more than 6,600 web 2.0 applications Supports advanced identity awareness for stress-free policy enforcement • Creates granular policy definitions per user and group • Integrates seamlessly with Active Directory and protects our environments containing social media and internet applications • Provides the benefits of application control and intrusion protection (IPS), as well as extensibility support for additional security capabilities. This system will be at end of life in 2021 and up for replacement. We will replace this with a Cisco ASA Firewall.	IT	20913900.80100	17045	N/A	New	2020	2021	Internal Service	No	Current Revenues				\$ 120,000				\$ 120,000		Reviewed
Redundant Internet Gateway (Fall-over Load Balancer)	Our current AT&T Internet gateway provides service to all of the City of Ukiah departments for Internet access, as well as Public Safety access to law enforcement websites and other important services. If service fails, we do not have a failover scenario in place. A failover scenario would involve an additional Internet Gateway with a different Internet service provider (ISP). If one ISP fails, the gateway would failover to the alternate one available. This would ensure service availability, virtually 100% of the time.	IT	20913900.80100	17046	N/A	New	2020	2022	Internal Service	No	Current Revenues				\$ 166,800	\$ 48,400			\$ 215,200		Reviewed
Dell Compellent Storage - 5 year cyclic end of life replacement	The Dell Compellent Storage serves as our main live data storage for the City of Ukiah. It is used in conjunction with our four Virtual Machine Hosts, which control and offer resources to all of our virtual servers. This basically contains the majority of our production servers upon which all City of Ukiah data services reside. In addition, our VMM (Virtual Machine Manager) server operates as stated. It manages all of the virtual servers within the infrastructure. Dell-4 VM Hosts & Virtual Machine Manager Server - 5 year cyclic - end of life - replacement (Refinance)) \$290,000 at approximately \$59,000/year x 5 years.	IT	20913900.80100	17047	N/A	On-going	2021	2022	Internal Service	No	Current Revenues					\$ 59,000	\$ 59,000		\$ 118,000	Department is exploring cloud storage solution where a portion of this may not be necessary.	Reviewed
Cisco Access Switch EOL Replacement	These switches connect the City's computers, phones, printers, and wifi units into the core infrastructure. The switches allow these devices to connect to the Internet and internal servers. They will be End-Of-Life and will no longer be supported by the manufacture.	IT	20913900.80100	18100	N/A	New	2022	2023	Internal Service	No	Current Revenues						\$ 180,000		\$ 180,000		Reviewed
SUB-TOTAL:													\$ -	\$ 755,550	\$ 286,800	\$ 107,400	\$ 239,000	\$ -	\$ 1,388,750		

POLICE DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status
							Start	End						19/20	20/21	21/22	22/23	23/24			
Tritech WEB RMS Upgrade to include NIBRS	Legislation mandates by 2021 that Law Enforcement transition from summarily reporting crime statistics to the Department of Justice, to an incident based model known as the National Incident-Based Reporting System (NIBRS). The current Records Management System platform is over 20 years old and has never been updated and does not allow for NIBRS reporting. This upgrade is NIBRS compliant, and additionally is Web-enabled which will allow for field-based reporting and data entry, designed to streamline reporting and eliminate redundant entries, and is customizable to further ensure compliance with the legislative mandate to gather and report race related data beginning in 2022.	Police	10020210.54320	18099	N/A	New	2019	2020	General	Yes	Current Revenues			\$ 125,000					\$ 125,000	Also exploring the slight possibility of grant funding.	Reviewed
SUB-TOTAL:													\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000		
TOTALS FOR INFORMATION TECHNOLOGY:													\$ -	\$ 880,550	\$ 286,800	\$ 107,400	\$ 239,000	\$ -	\$ 1,513,750		

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FIVE YEAR CAPITAL IMPROVEMENT PLAN*
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INFRASTRUCTURE																						
AIRPORT																						
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status	
							Start	End						19/20	20/21	21/22	22/23	23/24				
Runway 15-33 Pavement Reduction (Construction Phase 1)	Runway is currently 4,415 feet long and 150 feet wide. This project will provide construction to reduce the runway width to 75 feet by installing LED Medium Intensity Runway Lights to meet new runway width, adjust existing pavement markings to meet new pavement width with an application of slurry seal in areas that markings are removed, and then apply new pavement markings to meet new pavement width. Some crack fill and sealing will be required in areas where trenching is performed to prevent FOD. Pavement is 31 years old.	Airport	77825200.80230	13044	N/A	In Progress	2018	2020	Enterprise	Yes	Current Revenues	FAA Grant Funding.		\$ 1,260,000						\$ 1,260,000	The FAA has made cost and project scope adjustments. 90% FAA Grant, 5% CalTrans. Rebudgeting.	Reviewed and Supported
Runway 15-33 Pavement Reduction (Construction Phase 2)	Runway 15-33 is currently 4,451 feet long and 150 feet wide. The project will be for the construction of the 75-foot reduced width runway pavement. New pavement marking will be applied. Pavement is 31 years old.	Airport	77825200.80230	18032	N/A	New	2019	2020	Enterprise	Yes	New Revenues	Contingent upon FAA Grant Funding.		\$ 1,900,000						\$ 1,900,000	The FAA has made cost and project scope adjustments. 90% FAA Grant, 5% CalTrans.	Reviewed and Supported
Precision Approach Path Indicator Lights	Purchase and installation of Precision Approach Path Indicator Lights.	Airport	77825200.80230	18159	N/A	New	2019	2020	Enterprise	Yes	New Revenues	FAA Grant Funding.		\$ 600,000						\$ 600,000	Reimbursable agreement, ultimately funded by FAA Grant	Reviewed
Pavement Rehabilitation of Taxiways A, A3 and A5 - Construction	This project will cover construction to rehabilitate pavements of Taxiways A (4,540'x55'), A3 (250'x45') and A5 (250'x45').	Airport	77825200.80230	18035	N/A	New	2022	2023	Enterprise	Yes	New Revenues	Contingent upon FAA Grant Funding.					\$ 500,000			\$ 500,000	The FAA has made cost and project scope adjustments.	Reviewed and Supported
Pavement Rehabilitation of Taxiways A, A3 and A5 - Design	This project is for the design of Taxiways A (4,540'x55'), A3 (250'x45'), and A5 (250'x45') pavement rehabilitation assumed to be a crack fill, seal and slurry.	Airport	77925200.80230	18034	N/A	New	2021	2022	Enterprise	Yes	New Revenues	Contingent upon FAA Grant Funding.					\$ 60,000			\$ 60,000	The FAA has made cost and project scope adjustments.	Reviewed and Supported
SUB-TOTAL: \$ -														\$ 3,760,000	\$ -	\$ 60,000	\$ 500,000	\$ -	\$ 4,320,000			
ELECTRIC UTILITY DEPARTMENT																						
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status	
							Start	End						19/20	20/21	21/22	22/23	23/24				
Upgrade fish hatchery pumps and controls (Hydro)	Control upgrades to provide expanded abilities: 1. Remote control and monitoring from the Fish Hatchery and 2. Emergency station light and power backup to the hydro plant.	Technical Services	80126100.80230	18037	N/A	New	2020	2022	Enterprise	Yes	Current Revenues				\$ 25,000	\$ 200,000				\$ 225,000		Reviewed
Automate Station Light & Power, Pump & Generator Controls (Hydro)	Hydro Plant control and power upgrades to automate emergency station light and power and hatchery backup pumps.	Technical Services	80126100.80230	18118	N/A	New	2020	2021	Enterprise	Yes	Current Revenues			\$ 25,000	\$ 80,000					\$ 105,000		Reviewed
Cherry Street Circuit Capacity Increase	Re-Conductor Cherry Street from Rail Line to Dora Street. Extends new circuit capacity to the south-west area of Ukiah improving system capacity and the ability to restore outages in the shortest amount of time necessary.	Distribution	80126100.80230	18039	N/A	New	2018	2019	Enterprise	Yes	Current Revenues		\$ 10,000	\$ 80,000						\$ 90,000	Rebudgeted to reflect workforce scheduling allocation due to the Oak Manor Undergrounding project.	Reviewed and Supported
Community Power Management Projects	Power pedestal replacement program goals includes reducing energy loss, improve lighting/access control, safety and availability of power in public places. <i>Includes charging stations and power pedestals.</i>	Administration	80126100.80230	18040	N/A	On-going	2018	2022	Enterprise	Yes	Current Revenues		\$ 40,000	\$ 60,000	\$ 60,000	\$ 60,000				\$ 220,000	Rebudgeted to reflect workforce scheduling allocation due to the Oak Manor Undergrounding project.	Reviewed and Supported
Fairgrounds 4160 to 12,000 volt Conversion	Replaces existing low voltage (4160V) system with 12,000 Volt primary rated cable and transformers and secondary conductor. Fairgrounds to provide USERC specified metering and underground duct. Removes existing low voltage (4160V) system.	Distribution	80126100.80230	18041	N/A	In Progress	2019	2021	Enterprise	Yes	Current Revenues		\$ 45,000	\$ 150,000	\$ 150,000	\$ 75,000				\$ 420,000	Rebudgeted to reflect workforce scheduling allocation due to the Oak Manor Undergrounding project.	Reviewed and Supported
Substation and Hydroelectric Plant Control, Protection and Communication Systems Replacement	Replace the Mendocino Hydro control, protection and communication systems hardware, program and coding for hydro specific automation control. The existing systems are outdated with limited after-market support and no new replacement part availability.	Technical Services	80126100.80230	18042	N/A	In Progress	2017	2020	Enterprise	Yes	Current Revenues		\$ 15,000	\$ 375,000				\$ 80,000		\$ 470,000		Reviewed and Supported
Underground Capital System Improvements (<\$50,000 each)	Transformer replacement and upgrades, wood pole testing and replacement, system capacity improvements and protection, control, monitoring and communication enhancements.	Distribution	80126100.80230	18043	N/A	On-going	2018	2024	Enterprise	Yes	Current Revenues		\$ 225,000	\$ 225,000	\$ 230,000	\$ 230,000	\$ 235,000	\$ 235,000		\$ 1,380,000		Reviewed and Supported
Overhead Capital System Improvements (<\$50,000 each)	Transformer replacement and upgrades, system capacity improvements and protection, control, monitoring and Communication enhancements.	Distribution	80126100.80230	18044	N/A	On-going	2018	2024	Enterprise	Yes	Current Revenues		\$ 225,000	\$ 340,000	\$ 340,000	\$ 340,000	\$ 345,000	\$ 345,000		\$ 1,935,000	Prior years funding was budgeted at \$350,000. FYE 19 adjustment corresponds to anticipated expenditures for critical repair work.	Reviewed and Supported
Gobbi St. Undergrounding Phase 3: Overhead to Underground	Relocates or undergrounds overhead electric, phone and cable TV utilities along Gobbi and State Streets.	Distribution	80126100.80230	18045	N/A	In Progress	2018	2020	Enterprise	Yes	Current Revenues		\$ 600,000	\$ 500,000						\$ 1,100,000	FYE 19 costs increased based on Engineer's cost estimate.	Reviewed and Supported
Governor speed control & Valve Upgrades (Hydro)	Upgrades to the governor sensing, controller and feedback transducers to improve performance and reliability. Existing governor controls frequently are out of service due to failure or adjustment.	Technical Services	80126100.80230	18047	N/A	New	2020	2022	Enterprise	Yes	Current Revenues				\$ 200,000	\$ 180,000				\$ 380,000		Reviewed
State St. Undergrounding Phase 4: Overhead to Underground	Relocates or undergrounds overhead electric, phone and cable TV utilities - <i>State Street from Talmage to Clay.</i>	Distribution	80126100.80230	18048	N/A	New	2021	2023	Enterprise	Yes	Current Revenues					\$ 30,000	\$ 600,000	\$ 400,000		\$ 1,030,000	Project deferred based on available allocated funding. All non electric Undergrounding is based on Rule 20 guidelines.	Reviewed
Orchard Substation Bank 1 & 3 Replace Nitrogen Regulators	Replace the nitrogen regulators on transformer 1 & 3 at the Orchard Substation	Distribution	80126100.80230	18119	N/A	New	2021	2023	Enterprise	Yes	Current Revenues			\$ 15,000						\$ 15,000		Reviewed
Oak Manor Dr. Overhead to Underground Conversion	Install cable and associated equipment for replacing the overhead facilities	Distribution	80126100.80230	18121	N/A	New	2021	2021	Enterprise	Yes	Current Revenues				\$500,000					\$ 500,000		Reviewed
Overhead Recloser Installation	Install reclosers on overhead power lines	Distribution	80126100.80230	18122	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 225,000						\$ 225,000		Reviewed
Overhead Capacitor Bank Installation	Install capacitors on overhead power lines	Distribution	80126100.80230	18123	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 110,000	\$ -	\$ -				\$ 110,000		Reviewed

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Policy and Legislated System Modifications	System design, equipment and installation to conform to mandated industry standards. Proposed fire mitigation requirements require selected equipment to be replaced or protected to reduce fire risk.	Distribution	80126100.80230	18124	N/A	New	2019	2025	Enterprise	Yes	Current Revenues			\$ 80,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 880,000		Reviewed
Hydroelectric Plant Transfer Trip Upgrade	Upgrade existing and provide redundancy for Hydro transfer trip circuit	Technical Services	80126100.80230	18125	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 225,000					\$ 225,000		Reviewed
SUB-TOTAL:														\$ 1,160,000	\$ 2,410,000	\$ 1,785,000	\$ 1,315,000	\$ 1,380,000	\$ 1,260,000	\$ 9,310,000	
PUBLIC WORKS DEPARTMENT																					
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Timeline		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status
							Start	End						19/20	20/21	21/22	22/23	23/24			
NWP Rail Trail Phase 2	NWP Rail Trail Phase 2 Construction.	Engineering	51124210.80230	17034	N/A	In Progress	2019	2020	Grant	Yes	Current Revenues		\$ 245,000	\$ 1,541,787					\$ 1,875,000	Design complete. Project currently out to bid.	Budget Adopted
NWP Rail Trail Phase 3	This project will construct the NWP Rail Trail, Phase 3 from Clara Ave. to Brush St. The Non-Construction Phase (Design, Engineering, Permitting, Landscape Design) funding amount is \$442,000 in FY 18-19. The construction phase funding is \$1,400,067 in FY 19-20.	Engineering	51124210.80230	18070	N/A	In Progress	2018	2020	Grant	Yes	Current Revenues		\$ 206,000	\$ 902,210					\$ 1,400,067	Design in progress	Budget Adopted
Landfill Closure	This project will permanently close the Landfill Disposal site per Federal Mandates.	Landfill	70224500.80230	18025	N/A	In Progress	2018	2020	Enterprise	Yes	Current Revenues		\$ 10,343,287						\$ 10,343,287	Project specifics will require additional Council review.	Reviewed and Supported
SUB-TOTAL:														\$ 451,000	\$ 12,787,284	\$ -	\$ -	\$ -	\$ -	\$ 13,618,354	
WATER RESOURCES DEPARTMENT																					
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status
							Start	End						19/20	20/21	21/22	22/23	23/24			
Large Scale Solar - Shared Cost	The Water Resources Department spends approximately \$600k per year on electricity. There are numerous opportunities for grants to construct solar projects that will significantly reduce these annual costs. The department will be investing in the necessary planning and engineering to be able to qualify for grant funding. Total Project Cost: \$8,150,000	Water Treatment Plant	82027111.80230	18067	Cost shared with fund 840 Wastewater	New	2018	2020	TBD	No	New Revenues	UNFUNDED						\$ 4,075,000	\$ 8,150,000	\$300,000 was approved for the FYE 19 budget for engineering/design, with balance of \$8 mil originally planned for the 19/20 fiscal year. This project will not be funded as grant opportunities expired. It has been moved to the 23/24 year, and marked "UNFUNDED" while staff continues to explore funding opportunities.	Reviewed
		Wastewater Treatment Plant	84027225.80230		Cost shared with fund 820 Water	New	2018	2020	TBD	No	New Revenues	UNFUNDED						\$ 4,075,000			Reviewed
Replacement of Pressure Zone 2 South Reservoir	The new reservoir is needed due to the deteriorating condition of the existing one. This provides value to the Water customers as it provides storage for treated, potable water.	Water Treatment Plant	82227113.80230	15071	N/A	In Progress	2018	2020	Enterprise	Yes	Current Revenues		\$ 43,586	\$ 435,000					\$ 478,586	100% design complete. Rebudgeted in FYE 20.	Reviewed and Supported
Henderson Lane Water Main Replacement	Project is needed in order to upgrade a failing water main. This is needed in order to provide potable water to the Water customers.	Water Treatment Plant	82227113.80230	18051	N/A	In Progress	2018	2020	Enterprise	Yes	Current Revenues		\$ 15,800	\$ 150,000					\$ 165,800	Design Complete. Rebudgeted in FYE 20.	Reviewed and Supported
Water Main Replacements	Plan for water main replacements throughout the City.	Water Operations	82027113.80230	18072	N/A	On-going	2020	2024	Enterprise	No	Current Revenues				\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 6,000,000		Reviewed
Phase 4 Recycled Water	This project will provide an additional irrigation source for City Parks, Golf Course, Cemetery and Schools. This will reduce the demand on the potable water system and reduce discharge to the Russian River	Recycled Water	83027330.80230	18052	N/A	New	2019	2022	Enterprise	Yes	New Revenues	Will be financed by loan, and cost split 50% between Water & Sewer.	\$ 43,700		\$ 18,500,000				\$ 18,543,700	Environmental documentation is complete. Design began in December, 2018	Reviewed and Supported
Chlorine Residual Valve/Alarm on Discharge	Engineering and installation. Critical safety valve to monitor the outflow of chlorinated water into the river.	Wastewater Treatment Plant	84027225.80230	18054	N/A	New	2018	2020	Enterprise	Yes	Current Revenues		\$ 150,000						\$ 150,000	Rebudgeting.	Reviewed and Supported
Dora Street Utility Improvement Project- Water & Sewer	This project will replace the sewer main on Dora Street from Mill Street to Grove Avenue as well as all sewer laterals	Sewer Operations	84427221.80230	18127	N/A	New	2020	2021	Enterprise	Yes	Current Revenues				\$ 400,000				\$ 1,200,000	Contingent upon rate study. Per Council direction at 4/17/19 meeting, moved to FYE 21.	Reviewed
	This project will replace the water main on Dora Street from Mill Street to Grove Avenue as well as all hydrant, valves and service connections	Water Operations	82027111.80230		N/A	New	2020	2021	Enterprise	Yes	Current Revenues				\$ 800,000					Per Council direction at 4/17/19 meeting, moved to FYE 21.	Reviewed
Downtown Streetscape Utility Replacement- Water & Sewer	This project will involve the installation of one water main to replace the two existing water mains. This work will be performed in conjunction with the Downtown Streetscape Project	Water Operations	82027111.80230	18019	N/A	New	2019	2020	Enterprise	Yes	Current Revenues		\$ 1,700,000						\$ 2,670,000		Reviewed and Supported
		Sewer Operations	84427221.80230		N/A	New	2019	2020	Enterprise	Yes	Current Revenues		\$ 970,000								Reviewed and Supported
Belt Filter Press Replacement	This project will replace the existing Belt Filter Press Equipment which has passed its useful life	Wastewater Treatment Plant	84027225.80230	18130	N/A	New	2019	2020	Enterprise	Yes	Current Revenues		\$ 1,000,000						\$ 1,000,000		Reviewed
Replace Heat Exchangers	This project will replace deteriorating heat exchangers for the operation of the Digester and Boilers	Wastewater Treatment Plant	84024225.80230	18131	N/A	New	2020	2021	Enterprise	Yes	Current Revenues				\$ 750,000				\$ 750,000		Reviewed
Telemetry	Add telemetry to automatically control discharge ratio.	Wastewater Treatment Plant	84027225.80230	18055	N/A	New	2018	2019	Enterprise	Yes	Current Revenues		\$ 30,000						\$ 30,000	Rebudgeted in FYE 20.	Reviewed and Supported
SUB-TOTAL:														\$ 103,086	\$ 4,435,000	\$ 21,950,000	\$ 1,500,000	\$ 1,500,000	\$ 9,650,000	\$ 39,138,086	
TOTALS FOR INFRASTRUCTURE :														\$ 1,714,086	\$ 23,392,284	\$ 23,735,000	\$ 2,875,000	\$ 3,380,000	\$ 10,910,000	\$ 66,386,440	

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STREETS & RIGHTS-OF-WAY																												
PUBLIC WORKS DEPARTMENT																												
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status							
							Start	End						19/20	20/21	21/22	22/23	23/24										
Dora Street Utility Improvement Project	This project will replace the water main, sewer main and reconstruct the street on Dora Street from Mill Street to Grove Avenue	Engineering	12024200.80230	18127	Yes	New	2019	2020	Special Revenue	Yes	Current Revenues	Measure Y			\$	1,300,000				\$	2,000,000	Per Council direction at 4/17/19 meeting, moved to FYE 21.	Reviewed					
50024220.80230			2019				2020	Special Revenue	Yes	Current Revenues	Gas Tax			\$	700,000													
2019 Street Rehabilitation Project			This project will involve street overlays at the following locations: Garret Drive, from Elm St. to Bush St.; Main St., from Gobbi St. to Clay St.; North Bush St., from Low Gap Rd. to N/Limit Frank Zeek; Park Boulevard, from Clubhouse Dr. to S/Side Walnut Ave.; Plum Drive, from Peach St. to Orchard Ave.; S. Orchard Ave., from Perkins St. to Gobbi St.; Stella Dr., from Orchard Ave. to South Elbow; and Warren Drive, from Perkins St. to Peach St.				Engineering	12024200.80230	18156	Yes	New	2019	2020	Special Revenue	Yes	Current Revenues	Measure Y		\$					1,045,000				\$
Measure Y Street Improvement Projects	On-going projects to improve the Streets network.	Engineering	12024200.80230		N/A	New	2020	2023	Special Revenue	Yes	Current Revenues	Measure Y			\$	3,000,000	\$	3,000,000	\$	3,000,000	\$	3,000,000	\$	12,000,000	Needs Council direction.	Reviewed		
East Clay Street Improvement Project	This project will improve East Clay Street from Main Street to the Railroad Crossing in order to facilitate the development of the new Courthouse site. This project includes water, sewer, pedestrian facilities and drainage facilities as well as reconstruction of the street section.	Engineering	12024200.80230	18128	Yes	New	2022	2023	Special Revenue	No	New Revenues	Measure Y			\$	750,000				\$	750,000	Introduced and discussed at the January 16, 2019 Council meeting. Design will not be done in time for FYE 20.	Reviewed					
Street Striping	This will update striping on streets in selected areas.	Engineering	12024200.80230	18150	N/A	In Progress	2019	2024	Special Revenue	Yes	Current Revenues	Measure Y		\$	50,000	\$	60,000	\$	60,000	\$	60,000	\$	60,000	\$	290,000		Reviewed and Supported	
Downtown Streetscape	This project will improve the Streets network and provide a more pedestrian friendly downtown corridor.	Engineering	12024200.80230	18019	Yes	In Progress	2019	2021	Capital Projects	Yes	Reserves	Measure Y		\$	1,000,000					\$	3,333,000	Design contract awarded in FYE 19. Remaining cost shown is for construction. General fund portion funded by a reimbursable grant.	Reviewed and Supported					
		Engineering	10024200.80230		Yes	In Progress	2019	2021	Special Revenue	Yes	New Revenues	Grant Funded		\$	2,333,000													
Orr Street Bridge	This project will improve the bridge on Orr Street at Orr Creek.	Engineering	12024200.80230	18065	Yes	In Progress	2019	2020	Capital Projects	Yes	Reserves	Measure Y		\$	150,000					\$	404,438	Direction by Council was to develop the option for a pedestrian bike bridge with access for service and emergency vehicles only; look into options and cost for getting a turn-around on the south side; bring back cost scenarios for decking; and work with Wagenseller group with design options and budget.	Reviewed and Supported					
		Engineering	25124220.80230		Yes	In Progress	2019	2020	Capital Projects	Yes	Reserves	Not currently funded. Contingent upon funds being reimbursed by Redwood Business Park Bond Proceeds.		\$	254,438													
Low Gap Road and North Bush Street Roundabout	This project will complete the environmental, ROW, and design phases for a roundabout at Low Gap Road and N. Bush St. Construction phase not currently funded.	Engineering	50724620.80230	15024	N/A	In Progress	2019	2021	Special Revenue	Yes	Current Revenues	\$110k Design Funded, Construction Funding Not Approved.					\$	1,500,000		\$	1,500,000	Design authorized, but project requires additional Council review.	Reviewed and Supported					
Slurry Seal Project	This project will improve the Streets network.	Engineering	12024200.80230	18151	N/A	Ongoing	2019	2024	Special Revenue	Yes	Current Revenues	Measure Y		\$	300,000	\$	200,000	\$	200,000	\$	200,000	\$	200,000	\$	1,100,000		Reviewed	
Gobbi/Waugh Traffic Signal	This project will alleviate traffic for better vehicle flow.	Traffic Signal	50724620.80230	18029	Yes	New	2018	2020	Special Revenue	Yes	Current Revenues	STIP	\$	112,000	\$	532,000					\$	716,000	Rebudgeted. \$112,000 projected to be spent in FYE 19 for Design, balance for Construction.	Reviewed and Supported				
			50924210.80230		Yes	New	2018	2020	Special Revenue	Yes	Current Revenues	STP d(1) to cover for City required match.		\$	72,000													
Gobbi/Main Traffic Signal	This project will alleviate traffic for better vehicle flow.	Traffic Signal	50724620.80230	18073	N/A	New	2018	2020	Special Revenue	No	New Revenues	Will need to apply for STIP funding.					\$	800,000		\$	800,000	Rebudgeted.	Reviewed					
Orchard & Main Street Reconstruction Project	This project will improve the streets network. Perkins to Orr Creek, including Main Street.	Engineering	12024200.80230	18148	N/A	New	2019	2020	Special Revenue	Yes	Current Revenues	Measure Y		\$	700,000					\$	1,000,000	Was "Orchard Avenue Overlay Project".	Reviewed					
	This project will improve the streets network. Perkins to Orr Creek.	Engineering	50024220.80230		N/A	New	2019	2020	Special Revenue	Yes	Current Revenues	HUTA		\$	300,000													
SUB-TOTAL:													\$	112,000	\$	6,736,438	\$	6,010,000	\$	5,560,000	\$	3,260,000	\$	3,260,000	\$	24,938,438		
TOTALS FOR STREETS & RIGHTS-OF-WAY :													\$	112,000	\$	6,736,438	\$	6,010,000	\$	5,560,000	\$	3,260,000	\$	3,260,000	\$	24,938,438		

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VEHICLES, MACHINERY & EQUIPMENT																							
AIRPORT																							
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status		
							Start	End						19/20	20/21	21/22	22/23	23/24					
Replace 20,000 gallon fuel tank with 20,000 gallon Jet A tank	Current tank is a split fuel system, containing both Jet A fuel and AvGas. Conversion to Jet A is necessary to maximize the fuel sources for the airport, and provide better service to its customers.	Airport	77925200.80100	15042	N/A	In Progress	2017	2019	Enterprise	Yes	Current Revenues			\$ 150,000					\$ 150,000	Rebudgeted for FYE 20.	Reviewed		
SUB-TOTAL:														\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000			
COMMUNITY SERVICES DEPARTMENT																							
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status		
							Start	End						19/20	20/21	21/22	22/23	23/24					
Replacement Truck	Replacement of vehicles that are no longer cost effective to repair.	Parks	10022100.80100	V737	N/A	New	2019	2019	General	No	Current Revenues				\$ 70,000				\$ 70,000		Reviewed		
Replacement Truck	Replacement of vehicles that are no longer cost effective to repair.	Parks	10022100.80100	18066	N/A	New	2020	2020	General	No	Current Revenues				\$ 70,000				\$ 70,000		Reviewed		
Additional Truck- Building Maintenance	Replacement truck is necessary	Building Maintenance	20822500.80100	V2642	N/A	Deferred	2019	2020	General	No	Reserves				\$ 48,000				\$ 48,000	Moved to FYE 21.	Reviewed		
Bucket Truck Replacement - Shared Cost	There are currently two bucket trucks, Vehicle #2221, a 1992 Ford F450 which is being put into surplus in fiscal year 2017/2018, and Vehicle #2230, a 1995 Ford F450, which will be kept into service until it is replaced. It is used to trim street and park trees, and also assists in hanging banners which promote City services and activities which benefit the community. Two divisions share the cost: \$100,000 total	Parks	10022100.80100	V2224	Shared with 100 Streets	Deferred	2019	2020	General	No	Current Revenues					\$ 55,000			\$ 55,000	Moved to FYE 22: look for surplus from Electric Utility.	Reviewed		
Water Tender - Shared Cost	The current water tender no longer meets emission standards and is inoperable. Will be used to water street trees, Riverside Park, fill Vactor trucks and be available to support mowing and Fire operations. Four divisions share the cost: \$140,000 total	Parks	10022100.80100	V2543	Shared with 100 Streets, 820 Water, and 840 Wastewater	Deferred	2019	2020	Enterprise	No	Current Revenues				\$ 20,000				\$ 20,000	Moved to FYE 21.	Reviewed		
SUB-TOTAL:														\$ -	\$ -	\$ 208,000	\$ 55,000	\$ -	\$ -	\$ 263,000			
ELECTRIC UTILITY DEPARTMENT																							
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status		
							Start	End						19/20	20/21	21/22	22/23	23/24					
Electric Meter Replacements	Electric Meter Replacement and cloud based data management system improving customer access to outage information, usage data and provide customer selectable notifications.	Technical Services	80126100.80100	15080	N/A	In Progress	2018	2022	Enterprise	Yes	Current Revenues		\$ 10,000	\$ 10,000	\$ 500,000	\$ 2,000,000			\$ 2,520,000	Currently in the planning stage.	Reviewed		
Truck - Supervisor	Replaces a Ford F-150 pickup truck with a projected 120,000 miles at time of replacement.	Distribution	80026120.80100	V3764	N/A	New	2020	2020	Enterprise	Yes	Current Revenues			\$ 55,000					\$ 55,000		Reviewed		
Lift	Replaces a high capacity fork lift due to 1. Air quality standards to update/improve engine emissions and 2. Due to the equipment's condition and age.	Distribution	80126100.80100	E1718	N/A	New	2021	2021	Enterprise	Yes	Current Revenues				\$ 70,000				\$ 70,000		Reviewed		
SUB-TOTAL:														\$ 10,000	\$ 65,000	\$ 570,000	\$ 2,000,000	\$ -	\$ -	\$ 2,645,000			
FIRE AUTHORITY																							
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status		
							Start	End						19/20	20/21	21/22	22/23	23/24					
Type VI Wildland Fire Engine	This Engine is to replace U-6547, which is a 1999 Ford F-350 with a 120 gpm pump and 250 gallon water tank. The replacement is per NFPA guidelines of 10 years as a frontline, and 10 years as a reserve. The U-6547 will be repurposed as a utility vehicle. The new Wildland Type VI Engine will be equipped with a pump and water tank, and will have compartment space to allow additional medical and rescue gear to be stored. This will allow the vehicle to respond to any type of emergency incident, and will serve as a first out for volunteer and personnel call back response. It will also back-up vehicles E-6465 and E6463 when they are called on an out-of-county assignment, assisting other communities in need.	City Fire	10021210.74500	V2671	N/A	In Progress	2018	2028	General	Yes	Current Revenues	Lease purchase. Budgeted payments at 3.75%, 10 years paid semi-annually. Total cost is \$240,000 plus interest.		\$ 29,200	\$ 29,200	\$ 29,200	\$ 29,200	\$ 29,200	\$ 146,000	Other org and object is 10021210.74501. Purchase was approved.	Reviewed and Supported		
Command/Chief Vehicle	This new Command/Chief vehicle would service as a Division Chiefs vehicle. It will replace C-6805, a 2006 Chevy 2500 HD, with current mileage of 79,511. Following industry standard of NFPA guidelines, this vehicle will be repurposed as a utility vehicle.	City Fire	10021210.80100	V3165	N/A	Deferred	2019	2020	General	No	New Revenues				\$ 50,000				\$ 50,000	Moved to FYE 21.	Reviewed		
Command/Chief Vehicle	This new Command/Chief vehicle will serve as a Command/Chief vehicle. It will replace D-6802, a 2007 Chevy 2500 HD with 73,012 miles. D-6802 may be repurposed as a utility vehicle.	City Fire	10021210.80100	V3166	N/A	New	2020	2021	General	No	New Revenues				\$ 50,000				\$ 50,000		Reviewed		
Command/Chief Vehicle	The purchase of this new vehicle will serve as Command/Chief vehicle, replacing C-6803, which is a 2006 Ford Expedition, with 113,000 miles. Following the industry standard NFPA guidelines C-6803 will be removed from service and the fleet. C-6803 is currently being used as a Command/Chief vehicle.	Valley Fire	91721400.80100	18059	N/A	New	2019	2020	Special Revenue	Yes	Current Revenues	Measure B Funded.		\$ 50,000					\$ 50,000		Reviewed		
Auto Extrication Equipment	It is recommended to replace our aging gas powered hydraulic auto extrication equipment, commonly know as the "Jaws Of Life". Replacement units will consist of newer technology battery operated E-Hydraulic extrication equipment. These newer units will eliminate heavy gas powered motors and associated hydraulic lines increasing mobility and range of use. This will be a three year phased purchase to replace the units currently in service.	City/Valley Fire	91721400.80100 & 25321210.80100	18101	N/A	New	2019	2023	Special Revenue	Yes	Current Revenues	Prop. 172		\$ 30,000	\$ 31,500	\$ 33,000			\$ 94,500		Reviewed		
SUB-TOTAL:														\$ -	\$ 109,200	\$ 160,700	\$ 62,200	\$ 29,200	\$ 29,200	\$ 390,500			

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2019

POLICE DEPARTMENT																						
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status	
							Start	End						19/20	20/21	21/22	22/23	23/24				
Replace Damaged Patrol Car	Replace patrol car that was damaged beyond repair as a result of a police pursuit. REMIF had determined that the damage was too costly to repair and declared the vehicle a complete loss. REMIF will be paying to replace the vehicle.	Police	10020210.80100	V4216	N/A	New	2019	2020	General	Yes	New Revenues	REMIF Reimbursement		\$ 51,259					\$ 51,259	To replace vehicle patrol vehicle V4205.	Reviewed	
Annual Police Car Replacement	Annually the Police Department schedules the replacement of two patrol cars. Typically, a patrol car lasts about 3 years before it reaches the end of it's service life. It takes the department about a year to order, receive and outfit a car for patrol use. By scheduling regular replacement of cars, the department ensures we have enough cars available for use.	Police	10020210.80100	V4209 & V4215	N/A	Ongoing	2018	2024	General	No	Current Revenues		\$ 35,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000	Two Dodge Charger Pursuits planned for FYE 20 fiscal year deferred to FYE 21.	Reviewed	
SUB-TOTAL:													\$ 35,000	\$ 51,259	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 451,259			
PUBLIC WORKS DEPARTMENT																						
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status	
							Start	End						19/20	20/21	21/22	22/23	23/24				
Sweeper Replacement	The existing sweeper, Vehicle #2522, a 2008 Tymco Sweeper, will need to be replaced due to its high use and anticipated hours it will reach. Total cost: \$248,100	Streets	10024224.80100	V2524	N/A	New	2019	2021	General	No	Current Revenues	Department plans to set aside funds for this replacement.			\$ 248,100				\$ 248,100		Reviewed	
Asphalt Zipper - Shared Cost	The current equipment is Equipment #1000, a 1994 Wirgten W500 Grinder. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$120,000 total	Streets	10024620.80100	E1001	Shared with 820 Water and 840 Wastewater	New	2022	2023	General	Yes	Current Revenues	Department plans to set aside funds for this replacement.					\$ 40,000		\$ 40,000		Reviewed	
Asphalt Roller -Shared Cost	The current equipment is Equipment #1611, a 1995 CAT CB214C Roller. This is CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$66,000 total	Streets	10024620.80100	E1612	Shared with 820 Water and 840 Wastewater	New	2022	2023	General	Yes	Current Revenues	Department plans to set aside funds for this replacement.					\$ 22,000		\$ 22,000		Reviewed	
Asphalt Paver - Shared Cost	The current equipment is Equipment #1811, a 1998 LeeBoy Model 1000B Paver. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$210,000 total	Streets	10024620.80100	E1812	Shared with 820 Water and 840 Wastewater	New	2022	2023	General	Yes	Current Revenues	Department plans to set aside funds for this replacement.					\$ 70,000		\$ 70,000		Reviewed	
Bucket Truck Replacement - Shared Cost	There are currently two bucket trucks, Vehicle #2221, a 1992 Ford F450 which is being put into surplus in fiscal year 2017/2018, and Vehicle #2230, a 1995 Ford F450, which will be kept into service until it is replaced. It is used to trim street and park trees, and also assists in hanging banners which promote City services and activities which benefit the community. Two divisions share the cost. Total cost: \$100,000	Streets	10024620.80100	V2224	Shared with 100 Parks	New	2019		General	No	Current Revenues					\$ 50,000			\$ 50,000	Moved to FYE 22. Look for surplus from Electric Utility.	Reviewed	
Water Tender - Shared Cost	The current water tender no longer meets emission standards and is inoperable. Will be used to water street trees, Riverside Park, fill Vactor trucks and be available to support mowing and Fire operations. Four divisions share the cost: \$140,000 total	Streets	10024620.80100	V2543	Shared with 100 Parks, 820 Water, and 840 Wastewater	New	2019	2020	Enterprise	Yes	Current Revenues				\$ 50,000				\$ 50,000	Moved to FYE 21.	Reviewed	
Loader and Dump Truck Replacements	Loader and Dump Truck Replacement for 3 years. This equipment is used to maintain and repair the Infrastructure for our citizens. Total cost: \$686,700	Corporation Yard	20824300.80100	18017	N/A	New	2021	2022	Internal Service	Yes	Current Revenues	Department plans to set aside funds for this replacement.					\$ 686,700		\$ 686,700		Reviewed	
SUB-TOTAL:													\$ -	\$ -	\$ 298,100	\$ 736,700	\$ 132,000	\$ -	\$ 1,166,800			
WATER RESOURCES DEPARTMENT																						
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date						Totals	Comments	City Council Status	
							Start	End						19/20	20/21	21/22	22/23	23/24				
VFD Replacement at Water Treatment Plant	Replace Variable Frequency Drives on various points in the treatment process.	Water Treatment Plant	82027111.80100	18132	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 50,000					\$ 50,000		Reviewed	
Upgrade SCADA System	This upgrade is necessary in order to update aging infrastructure so we can continue to provide services to our water customers.	Water Treatment Plant	82027111.80100	18050	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 300,000					\$ 300,000		Reviewed	
Replace Water Treatment Plant Service Truck	The current vehicle's useful is expected to be exceeded in future years and will need to be replaced.	Water Treatment Plant	82027111.80100	V3754	N/A	New	2022	2023	Enterprise	Yes	Current Revenues						\$ 50,000		\$ 50,000		Reviewed	
Convert Chlorine Gas to Liquid Chlorine at Water Treatment Plant	This project will replace chlorine gas gas at the Water Treatment Plant and convert to Liquid Chlorine for safety reasons	Water Treatment Plant	82027111.80100	18133	N/A	New	2019	2021	Enterprise	Yes	Current Revenues			\$ 50,000	\$ 270,000				\$ 320,000.00		Reviewed and Supported	
Replace VFD at Ranney Collector	This replacement is necessary in order to update aging infrastructure so the City can continue to provide services to our water customers.	Water Treatment Plant	82027111.80100	18049	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 100,000					\$ 100,000	Moved to FYE 20.	Reviewed	
Replace Water/Sewer Operations Call Truck - Shared Cost	The current vehicle's useful is expected to be exceeded in future years and will need replaced	Water Operations	82027114.80100	V3753	Shared with 840 Sewer	New	2022	2023	Enterprise	Yes	Current Revenues						\$ 30,000		\$ 30,000		Reviewed	
Water Meter Replacements	Upgrade aged meter in order to provide increased service efficiency.	Water Operations	82027114.80100	18074	N/A	New	2019	2023	Enterprise	Yes	Current Revenues			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		\$ 200,000	Ongoing	Reviewed	

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2019

Asphalt Zipper - Shared Cost	The current equipment is Equipment #1000, a 1994 Wirtgen W500 Grinder. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$120,000 total	Water Operations	82027114.80100	E1001	Shared with 100 Streets and 840 Wastewater	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						\$ 40,000		\$ 80,000		Reviewed
		Sewer Operations	84027221.80100		Shared with 100 Streets and 820 Water	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						\$ 40,000				Reviewed
Asphalt Roller -Shared Cost	The current equipment is Equipment #1611, a 1995 CAT CB214C Roller. This is CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$66,000 total	Water Operations	82027114.80100	E1612	Shared with 100 Streets and 840 Wastewater	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						\$ 22,000		\$ 88,000		Reviewed
		Sewer Operations	84027221.80100		Shared with 100 Streets and 820 Water	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						\$ 66,000				Reviewed
Asphalt Paver - Shared Cost	The current equipment is Equipment #1811, a 1998 LeeBoy Model 1000B Paver. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$210,000 total	Water Operations	82027114.80100	E1812	Shared with 100 Streets and 840 Wastewater	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						\$ 70,000		\$ 140,000		Reviewed
		Sewer Operations	84027221.80100		Shared with 100 Streets and 820 Water	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						\$ 70,000				Reviewed
Vactor Replacement - Shared Cost	The existing vehicle, Vehicle #2515, a 2009 VacCon V350 LHA, will need to be replaced as it will be soon reaching its end-of-life. This equipment assists in repairing and maintaining the Water Distribution and Sewer Collection System in order to provide services to our rate payers. Two divisions share the cost: \$300,000 total	Water Operations	82027114.80100	V2518	Shared with 840 Wastewater	New	2020	2021	Enterprise	No	Current Revenues				\$ 150,000					\$ 300,000	Electric Utility Department needs will also be considered.	Reviewed
		Sewer Operations	84027221.80100		Shared with 820 Water	New	2020	2021	Enterprise	No	Current Revenues				\$ 150,000						Electric Utility Department needs will also be considered.	Reviewed
Water Tender - Shared Cost	The current water tender no longer meets emission standards and is inoperable. Will be used to water street trees, Riverside Park, fill Vactor trucks and be available to support mowing and Fire operations. Four divisions share the cost: \$140,000 total	Water Operations	82027114.80100	V2543	Shared with 100 Parks, 100 Streets, and 840 Wastewater	New	2019	2020	Enterprise	Yes	Current Revenues				\$ 35,000					\$ 70,000	Moved to FYE 21.	Reviewed
		Sewer Operations	84027221.80100	V2543	Shared with 100 Parks, 100 Streets, and 820 Water	New	2019	2020	Enterprise	Yes	Current Revenues				\$ 35,000						Moved to FYE 21.	Reviewed
Ford/Orchard Lift Station Upgrade	This needs upgrading to change from single to three phase power, installing two new pumps, the pump guides, and the discharge valves.	Sewer Operations	84027221.80100	18134	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 125,000						\$ 125,000		Reviewed
Replace Water/Sewer Operations Call Truck - Shared Cost	The current vehicle's useful is expected to be exceeded in future years and will need to be replaced.	Sewer Operations	84027221.80100	V3753	Shared with 820 Water	New	2022	2023	Enterprise	Yes	Current Revenues						\$ 30,000		\$ 30,000			Reviewed
Telescoping Lift	This equipment is needed at the Wastewater Treatment Plant to assist in maintaining the facility which provides Waste Water Treatment for the City and the Ukiah Valley Sanitation District.	Wastewater Treatment Plant	84027225.80100	E1718	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			\$ 12,000						\$ 12,000	Rebudgeted FYE 20.	Reviewed
Digester Rehabilitation and Methane Scrubber	Methane Scrubbers are needed in order to clean the methane gas to provide an alternate energy source to operate the boilers at the Wastewater Treatment Plant, which will in turn decrease the City's energy cost at the plant.	Wastewater Treatment Plant	84027225.80100	18135	N/A	New	2019	2020	Enterprise	Yes	Current Revenues	Cost will be offset by saving in the purchase of natural gas				\$ 1,500,000			\$ 1,500,000			Reviewed
TFSC REXA Valves	These valves need to be replaced due to their age and the environment they reside in at the Wastewater Treatment Plant.	Wastewater Treatment Plant	84027225.80230	18057	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			\$ 30,000						\$ 30,000	Rebudgeted FYE 20.	Reviewed
Field Analyzer Installation	Install sample analyzers at various points in the treatment process	Wastewater Treatment Plant	84424221.80100	18136	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 25,000.00						\$ 25,000		Reviewed
SCADA Upgrade at Waste Water Treatment Plant	Upgrade the ancient SCADA system at the Wastewater Treatment Plant	Wastewater Treatment Plant	84427221.80100	18137	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 200,000.00						\$ 200,000		Reviewed
VFD Installation at Wastewater Treatment Plant	This project will involve installing Variable Frequency Drives on various points in the treatment process	Wastewater Treatment Plant	84427221.80100	18138	N/A	New	2021	2022	Enterprise	Yes	Current Revenues					\$ 55,700				\$ 55,700		Reviewed
Utility Task Vehicle	An additional UTV will be needed in order to continue operation of the Wastewater Treatment Plant and the new Recycled Water System	Wastewater Treatment Plant	84027225.80100	E4963	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			\$ 22,000						\$ 22,000		Reviewed
SUB-TOTAL:													\$ -	\$ 964,000	\$ 690,000	\$ 1,605,700	\$ 468,000	\$ -	\$ 3,727,700			
TOTALS FOR VEHICLES, MACHINERY & EQUIPMENT :													\$ 45,000	\$ 1,339,459	\$ 2,026,800	\$ 4,559,600	\$ 729,200	\$ 129,200	\$ 8,794,259			

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2019

Definition of terms used:

Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Division	The specific division within the identified department where the expenditure will be made within the budget.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING" or "COMPLETED".
Project Timeline	General calendar year "start" and "end" date.
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Type	"Reserves" indicates it is, or is planned to be, transferred from a reserve account, "Current Revenues" means that the expenditure is anticipated to funded by existing revenues at the time of the purchase, "New Revenues" means that a funding source other than current revenues will be used, including or grant funding or fundraising.
Funding Type Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.

*Refer to last page of this document for definition of terms used.



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2019/2020

ITEM: TRUCK, COMMAND/CHIEF VEHICLE		ASSET USEFUL LIFE: 5-10 YEARS		ESTIMATED COST \$50,000.00
SUBMITTED BY: DAN GREBIL, FIRE AUTHORITY ADMINISTRATOR				
NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacement of existing.				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
FIRE AUTHORITY	VALLEY FIRE	18059	91721400.80100	\$50,000.00
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
6803	2006	Ford Expedition 4X4	1FMPU165161A67494	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
100000 MILES/6,000 HOURS	113,000	UNKNOWN		UNKNOWN
CURRENT CONDITION: This vehicle is in fair condition.				
MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)			MEET CARB STANDARDS?
\$6,600 from 2013 to Present	None			Yes
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
56- Hours From 2013 to Present		OEM, AFTERMARKET		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2019 SUV 4X4				
EST. MILEAGE/HOURS PER YEAR		3,000 - 5,000 MILES/600 HOURS		
JUSTIFICATION/USE/NEED: This vehicle will serve as a Command/Chief vehicle for the Division Chief. Performing vital daily duties as well as serving during fire operational needs.				
COST/BENEFIT ANALYSIS: Based on past history, use of the vehicles should extend well beyond the standard useful life of 5-10 year, to most likely 15 -20 years. The benefit it will provide is the necessary for staff to perform adequate fire operational needs/duties to the City and the District.				
OTHER INDIRECT BENEFITS: None.				
ALTERNATE SOLUTIONS EXPLORED: N/A				
ADDITIONAL COMMENTS: The vehicle being replaced will be removed from service and the fleet.				
REVIEWED & APPROVED BY:		SIGNATURE		DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2019/2020

ITEM: TRUCK, 1 TON SERVICE TRUCK		ASSET USEFUL LIFE: 8-10 YEARS		ESTIMATED COST: \$55,000
SUBMITTED BY: TIM SANTO ELECTRIC UTILITY SUPERINTENDENT				
NEW REQUEST OR REPLACEMENT OF EXISTING?: REPLACEMENT OF EXISTING				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
ELECTRIC		V3764	80126100.80100	\$55,000.00
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
3762	2007	FORD F-150	1FTRX12W18FA87376	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
100,000 MILES	107,000 MILES	\$13,000.00		\$5,000.00
CURRENT CONDITION: Fair				
MAINTENANCE COSTS TO DATE		ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)		MEET CARB STANDARDS?
\$6,586.00		None		Meets 2019 STDs
ESTIMATED OUT-OF-SERVICE TIME			PARTS AVAILABLE	
40 hours			Yes	
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2019/2020 FORD F-250 SUPERCAB LONG BED 4X4				
EST. MILEAGE/HOURS PER YEAR		5,000 - 7,000 MILES		
JUSTIFICATION/USE/NEED: The vehicle will be used on a daily basis for electric department duties such as job assist, pre-check and post check projects. Outage restoration support. Maintenance.				
COST/BENEFIT ANALYSIS: Based on past history, use of the vehicles should extend well beyond the standard useful life of 8-10 year, to most likely 10-15 years. Based on this estimation, the cost for the vehicle alone will be approximately \$3,600 per year. The benefit to the City will be the support this truck gives to the operation, maintenance and construction of the City's Electric Utility system.				
OTHER INDIRECT BENEFITS: None.				
ALTERNATE SOLUTIONS EXPLORED: Ongoing				
ADDITIONAL COMMENTS:				
REVIEWED & APPROVED BY:		SIGNATURE		DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2019/2020

ITEM: LIFT, TELESCOPING		ASSET USEFUL LIFE: 5-20 YEARS		ESTIMATED COST: \$12,000
SUBMITTED BY: DAVE KIRCH, FLEET AND PLANT MAINTENANCE SUPERVISOR				
NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacement of existing.				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
WATER RESOURCES	WWTP	E1718	84027225.80100	\$12,000.00
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
N/A	N/A	N/A	N/A	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
N/A	N/A	N/A		N/A
CURRENT CONDITION: N/A				
MAINTENANCE COSTS TO DATE		ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)		MEET CARB STANDARDS?
N/A		N/A		N/A
ESTIMATED OUT-OF-SERVICE TIME			PARTS AVAILABLE	
N/A			N/A	
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): JLG 400S TELESCOPIC BOOM LIFT, PROPANE OR ELECTRIC.				
EST. MILEAGE/HOURS PER YEAR		50-75 hours		
JUSTIFICATION/USE/NEED: Equipment is needed to perform maintenance to roofs and buildings. Service HVAC units and electric motors throughout the facility.				
COST/BENEFIT ANALYSIS: Staff is currently performing these tasks on ladders, which is a safety concern. Lift will also improve productivity. Estimated life is expected to be approximately 25 years. Based on the cost of the equipment alone, cost per year would be approximately \$480 per year.				
OTHER INDIRECT BENEFITS: Allow current WWTP staff to perform more maintenance, having the proper equipment to address the issues.				
ALTERNATE SOLUTIONS EXPLORED: Rental of equipment has been considered, but would not meet the needs of maintenance issues that need to be immediately addressed, to minimize plant down time.				
ADDITIONAL COMMENTS: This was originally approved for the 18/19 FY budget, and has been rebudgeted for the FY 19/20.				
REVIEWED & APPROVED BY:		SIGNATURE		DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2019/2020

ITEM: UTILITY TASK VEHICLE (UTV)		ASSET USEFUL LIFE: 5-10 YEARS		ESTIMATED COST \$22,000
SUBMITTED BY: DAVE KIRCH, FLEET & PLANT MAINTENANCE SUPERVISOR				
NEW REQUEST OR REPLACEMENT OF EXISTING?: NEW REQUEST				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
WATER RESOURCES	WASTEWATER TREATMENT PLANT	E4963	84027225.80100	\$22,000.00
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
N/A	N/A	N/A	N/A	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
N/A	N/A	N/A		N/A
CURRENT CONDITION: N/A				
MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)			MEET CARB STANDARDS?
N/A	N/A			N/A
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
N/A		N/A		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): Kubota RTX-V900 or equal.				
EST. MILEAGE/HOURS PER YEAR		400 HOURS/YEAR		
JUSTIFICATION/USE/NEED: The vehicle will be used on a daily basis to operate and maintain the Wastewater Treatment Plant facility. This includes pond level inspection, transporting tools/supplies and equipment as well as samples of the on-site lab for analysis				
COST/BENEFIT ANALYSIS: Based on past history, use of the vehicles should extend well beyond the standard useful life of 5-10 year, to most likely 10-15 years. Based on this estimation, the cost for the vehicle alone will be approximately \$1,466 per year. The benefit it will provide is the necessary equipment needed for staff to perform adequate maintenance and operation of the Wastewater Treatment Plant.				
OTHER INDIRECT BENEFITS: None.				
ALTERNATE SOLUTIONS EXPLORED: None				
ADDITIONAL COMMENTS: NONE				
REVIEWED & APPROVED BY:		SIGNATURE		DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



AGENDA SUMMARY REPORT

SUBJECT: Presentation: Northern California Outdoor Education and Mentoring Program.

DEPARTMENT: Administration

PREPARED BY: Kristine Lawler

ATTACHMENTS:

None

Summary: The City Council will receive a presentation from the Northern California Outdoor Education and Mentoring Program.

Background: The Northern California Outdoor Education and Mentoring Program (NCOEMP) is a group of parents and professionals committed to ensuring youth are able to enjoy the benefits of nature despite lack of experience or access due to family, economic, or cultural factors. Their mission to deliver educational outdoor and wilderness experiences to teens who lack experience or access due to family, economic, or cultural factors.

Discussion: The Council may receive the report and discuss if desired.

RECOMMENDED ACTION: Receive presentation.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Pat Garrett, Northern California Outdoor Education and Mentoring Program

Approved: _____


Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: WEST Business Development Center Presentation.

DEPARTMENT: Economic Development

PREPARED BY: Traci Boyl

ATTACHMENTS:

None

Summary: Mary Anne Petrillo, CEO of WEST Business Development Center will present to the City Council an overview of the activities and services provided by the organization.

Background: For 30 years, West Company has been supporting small businesses in our communities with no-cost advising and workshops. West Company is entering a new chapter as the WEST Business Development Center. Building upon its history, it will prepare entrepreneurs to adapt to rapid technology shifts, a mobile workforce and the growth of customization. The WEST Business Development Center is committed to continual support of small business owners and the communities they serve.

Discussion: Mary Anne Petrillo, CEO of WEST Business Development Center will present an overview of the activities and services provided by the organization.

RECOMMENDED ACTION: Receive presentation by WEST Business Development Center regarding their activities and services.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

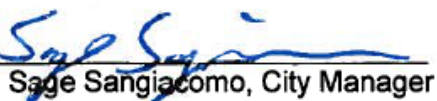
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mary Anne Petrillo, West Business Development Center

Approved:


Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Approval of the April 29, 2019, Special Meeting Minutes.

DEPARTMENT: Clerk/Admin

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - Draft Minutes of April 29, 2019](#)

Summary: The City Council will consider approving the April 29, 2019, Special Meeting Minutes.

Background: N/A

Discussion: N/A

RECOMMENDED ACTION: Approve the April 29, 2019, Special Meeting Minutes.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: _____


Sage Sangiacomo, City Manager

CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
April 29, 2019
6:00 p.m.

1. **ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

Ukiah City Council met at a Regular Meeting on April 29, 2019, having been legally noticed on April 26, 2019. Mayor Mulheren called the meeting to order at 5:01 p.m. Roll was taken with the following **Councilmembers Present:** Jim O. Brown, Stephen G. Scalmanini, Douglas F. Crane, and Maureen Mulheren. **Councilmember Absent:** Juan V. Orozco. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR MULHEREN PRESIDING.

The Pledge of Allegiance was led by Mayor Mulheren.

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

4. **NEW BUSINESS**

a. **Adoption of Resolution Approving, Pursuant to Public Contract Code Section 22050, the Emergency Procurement without Public Bidding of Construction Services, to Repair the Backwash Basins at the City of Ukiah Water Treatment Plant; Award of Contract to Ghilotti Construction Company for the Emergency Repair of the Backwash Basins at the Water Treatment Plant in the Amount of \$386,359.50; and Approval of Corresponding Budget Amendment.**

Presenters: Sean White, Water Resources Director and Jarod Thiele, Public Works Management Analyst.

Motion/Second: Crane/Brown to adopt Resolution approving, pursuant to Public Contract Code Section 22050, the emergency procurement without public bidding of construction services, to repair the backwash basins at the City of Ukiah Water Treatment Plant; Award of Contract to Ghilotti Construction Company for the Emergency Repair of the Backwash Basins at the Water Treatment Plant in the Amount of \$384,359.50; and Approval of corresponding budget amendment. Motion **carried** by the following roll call votes: AYES: Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: Orozco. ABSTAIN: None.

15. **ADJOURNMENT**

There being no further business, the meeting adjourned at 5:09 p.m.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Approval of the May 14, 2019, Special Meeting Minutes.

DEPARTMENT: Clerk/Admin

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - Draft Minutes of May 14, 2019](#)

Summary: The City Council will consider approving the May 14, 2019, Special Meeting Minutes.

Background: N/A

Discussion: N/A

RECOMMENDED ACTION: Approve the May 14, 2019, Special Meeting Minutes.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: _____


Sage Sangiacomo, City Manager

**CITY OF UKIAH
CITY COUNCIL and PLANNING COMMISSION
MINUTES
Special Meeting
UKIAH VALLEY CONFERENCE CENTER
200 South School Street
Ukiah, CA 95482
May 14, 2019
5:30 p.m.**

JOINT MEETING

1. ROLL CALL

Ukiah City Council and the Ukiah City Planning Commission met at a Regular Meeting on May 14, 2019, having been legally noticed on May 10, 2019. Mayor Mulheren called the meeting to order at 5:35 p.m. Roll was taken with the following present: **Councilmembers** – Juan V. Orozco (*arriving at 5:39 p.m.*), Jim O. Brown, Stephen G. Scalmanini, Douglas F. Crane, and Maureen Mulheren. **Planning Commissioners** – Linda Sanders, Mark Hilliker, Christopher Watt, Laura Christensen, and Michael Whetzel; **Staff** – Sage Sangiacomo, City Manager; David Rapport, City Attorney; Craig Schlatter, Community Development Director; Michelle Irace, Planning Manager; Mireya Turner, Associate Planner; and Kristine Lawler, City Clerk; **Consultants** – Jim Harnish, Brent Gibbons, and Rick Rust.

2. PLEDGE OF ALLEGIANCE

MAYOR MULHEREN PRESIDING.

The Pledge of Allegiance was led by Mayor Mulheren.

3. PUBLIC COMMENT

4. NEW BUSINESS

a. A Special Joint Workshop of the City Council and Planning Commission Regarding the Ukiah 2040 General Plan Update.

Presenter: Craig Schlatter, Community Development Director.

Public Comment: Julie Price.

Follow up direction:

- Inform Craig of any interest groups that Councilmembers and/or Commissioners would like to be included in the discussion.
- Staff will deliver final list of interest groups, including advisory committees, that will be approached for General Plan feedback.
- Mintier Harnish will supply Spanish contact information to be placed on the online project page.
- Councilmembers and Commissioners will bring feedback given to them from the public back to Craig Schlatter, Community Development Director.
- Public can participate with online survey on the project page.

5. ADJOURNMENT

There being no further business, the meeting adjourned at 7:13 p.m.

Kristine Lawler, City Clerk

DRAFT



AGENDA SUMMARY REPORT

SUBJECT: Approval of the May 15, 2019, Regular Meeting Minutes.

DEPARTMENT: Clerk/Admin

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - Draft Minutes of May 15, 2019](#)

Summary: Council will consider approving the Minutes of May 15, 2019, Regular Meeting (Attachment 1).

Background: N/A

Discussion: N/A

RECOMMENDED ACTION: Approve the Minutes of May 15, 2019, Regular Meeting, as submitted.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: _____


Sage Sangiacomo, City Manager

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
May 15, 2019
6:00 p.m.**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Regular Meeting on May 15, 2019, having been legally noticed on May 10, 2019. Mayor Mulheren called the meeting to order at 6:00 p.m. Roll was taken with the following **Councilmembers Present:** Juan V. Orozco, Jim O. Brown, Stephen G. Scalmanini, Douglas F. Crane, and Maureen Mulheren. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR MULHEREN PRESIDING.

The Pledge of Allegiance was led by Councilmember Brown.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

a. Proclamation Recognizing May 12th –18th as Police Week in the City of Ukiah.

Presenter: Mayor Mulheren.

Proclamation was received by Justin Wyatt, Police Chief.

b. Presentation of the PFM Group on an Update to the City Council on the City's Investment Portfolio.

Presenter: Allison Kaune, PFM Asset Management, LLC, Senior Managing Consultant.

Presentation was received.

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

a. Approval of the May 1, 2019, Regular Meeting Minutes

Motion/Second: Brown/Orozco to approve Minutes of May 1, 2019, a regular meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

a. Report of Disbursements for the Month of April 2019 – *Finance*.

b. Adoption of Resolution (2019-22) to Extend the Declaration of a Local Emergency Related to the 2019 Winter Storm Event – *Community Services*.

- c. Report of Contract Amendment (*COU No. 1819-201-A1*) with Johnson Controls for Fire System Maintenance at the Civic Center – *Community Services*.
- d. Adoption of Resolution (*2019-23*) Making Reappointment of Megan Parker Prout to the Paths, Open Space, and Creeks Commission – *City Clerk*.
- e. Approve Rejection of Bids for Converting an Existing AVGAS Storage Container to Jet A Storage – *Airport*.
- f. Approval of Execution of Contract Amendment No. 1 (*COU No. 1718-155-A1*) to the Agreement with Community Development Services in an Amount not to Exceed \$10,000 for Additional CDBG Business Assistance Loan Underwriting Services; and Approve Corresponding Budget Amendment – *Community Development*.
- g. Approve Amendment No. 2 (*COU No. 1516-155-A2*) of Contract No.1516-155 with Evergreen Job and Safety Training, Inc. – *Electric Utility*.
- h. Award Contract (*COU No. 1819-216*) for Specification No. 18-06 Gutter and Downspout Replacement at the Civic Center Annex to Ferranti Construction Inc. in the Amount of \$197,070.18, and Approve Corresponding Budget Amendment – *Community Services*.
- i. Approval of Budget Amendments to Fund 305 - Riverside Park Fund, and Fund 315 – Advanced Planning Fund – *Finance*.

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

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Public Comment: Victoria Kelly and Kate Napp, Childhood Trauma Action Team Inland and Redwood Community Services – Child Abuse Prevention Month and Foster Care Awareness Month.

9. COUNCIL REPORTS

Presenters: Councilmembers Brown and Scalmanini.

10. CITY MANAGER/CITY CLERK REPORTS

Presenter: Sage Sangiacomo, City Manager.

Council Consensus to modify the budget hearing schedule as follows:

- June 5 - 5:15 p.m. – Finance Overview
- June 11 - 3:00 p.m. – Departmental Presentations
- June 19 or 26 (TBD) – Consideration of Budget Adoption

11. PUBLIC HEARINGS (6:15 PM)

12. UNFINISHED BUSINESS

- a. **Update on Emergency Repair of Backwash Basins at Water Treatment Plant and Determine that Emergency Conditions Continue to Require the Repair of the Backwash Basins.**

Presenter: Sean White, Water Resources Director.

Motion/Second: Crane/Scalmanini to determine that emergency conditions continue to require the repair of the backwash basins without competitive bidding. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

b. Consideration of Awarding Bid to CAL INC for the Demolition and Removal of Two (2) Dilapidated Buildings, One (1) at 506 Park Boulevard and One (1) at 1970 West Standley Street in the Amount of \$36,777.36, and Approval of Corresponding Budget Amendment

Presenters: Tami Bartolomei, Community Services Administrator and Mary Horger, Procurement Manager.

Motion/Second: Brown/Crane to approve staff's determination that these projects are categorically exempt from environmental analysis under the California Environmental Quality Act (CEQA). Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

Motion/Second: Brown/Scalmanini to award the bid for demolition and removal of two (2) buildings to CAL INC in the amount of \$36,777.36, and approve corresponding budget amendment. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

c. Award of Contract for Gobbi Street Underground District No. 3, Specification No. 19-03 to Team Ghilotti in the Amount of \$2,175,711.68, and Approve Budget Amendment

This item was pulled by the Department.

Motion/Second: Crane/Brown to continue this item to the June 5, 2019, regular Council meeting. Motion **carried** by the following roll call votes: AYES: Orozco, Brown, Scalmanini, Crane, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

13. NEW BUSINESS

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

No reports were received.

THE CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 7:05 P.M.

14. CLOSED SESSION

a. Conference With Legal Counsel—Anticipated Litigation

(Government Code Section 54956.9(d))

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

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

b. Conference with Legal Counsel – 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*

c. 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

d. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 003-040-77; 003-040-78; 003-040-79

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Shapiro/Danco

Under Negotiation: Price & Terms of Payment

e. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

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

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Bank of America

Under Negotiation: Price & Terms of Payment

f. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

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

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Onetogether Solutions

Under Negotiation: Price & Terms of Payment

15. ADJOURNMENT

There being no further business, the meeting adjourned at 7:40 p.m.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Notification of Publishing Services by Ukiah Daily Journal for Fiscal Year 2019/2020, in the Amount of \$6.25 per Column Inch for the First Insertion and \$4.26 per Column Inch for Each Subsequent Insertion of the Same Advertisement.

DEPARTMENT: Clerk/Admin

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - Ukiah Daily Journal Rate Structure](#)

Summary: Council is given the notification of the 2019/2020 legal publishing service rates from the Ukiah Daily Journal.

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

Discussion: The Ukiah Daily Journal submitted a letter outlining its proposed 2019/2020 fiscal year contract rates for legal advertising with the City of Ukiah (Attachment #1). There is no increase from the 2018/2019 rates. The proposal is \$6.25 for the first run, and \$4.26 per column inch for additional insertions, remaining the same as the last eight years. Upon approval by the City Council, Staff will issue a Purchase Order to the Ukiah

RECOMMENDED ACTION: Receive and approve notification/agreement of the legal publishing services of Ukiah Daily Journal for fiscal year 2019/2020, in the amount of \$6.25 per column inch for the first issue and \$4.26 per column inch for additional issues.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 10012500.52150: \$3,000 (Proposed for FY 19/20)

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: City Clerk Legal Services

PREVIOUS CONTRACT/PURCHASE ORDER NO.: COU No. 1617-224

COORDINATED WITH: N/A

Approved: _____

Sage Sangiacomo
Sage Sangiacomo, City Manager

Daily Journal for legal advertising costs.

The Ukiah DAILY JOURNAL

ATTACHMENT 1

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

May 20, 2019

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

Dear Kristine Lawler,

This letter serves as our proposed rate structure between the Ukiah Daily Journal and the City of Ukiah for legal advertising for the period of July 1, 2019 to June 30, 2020.

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

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

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

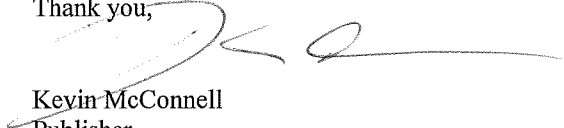
Copy Acceptance: copy for legal ads will be accepted from printed copy, via email (as a text attachment only), on a CD (in text format only), and via fax.

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

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

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

Thank you,



Kevin McConnell
Publisher
The Ukiah Daily Journal

*Mendocino County's
Local newspaper*





AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolution Making Reappointment of Jeanne Wetzel Chinn to the Paths, Open Space, and Creeks Commission.

DEPARTMENT: Clerk/Admin

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - Policy Resolution](#)

[Attachment 2 - Application](#)

[Attachment 3 - Nomination](#)

[Attachment 4 - Proposed Resolution](#)

Summary: Council will review and possibly adopt a resolution making the reappointment to the Paths, Open Space, and Creeks Commission (POSCC).

Background: Resolution 2014-48 sets forth the procedure for filling vacancies on City Commissions and Boards is attached (Attachment 1).

The POSCC currently has two vacancies for the position of a Resident in the City Limits, which have been properly noticed. Jeanne Wetzel Chinn has submitted an application (Attachment 2) for appointment to one of the 'Resident in City Limits' positions, and meets the criteria for the appointment. No other applications have been received. Councilmember Orozco, being the next in line to make a nomination to POSCC, has nominated Ms. Wetzel Chinn for appointment (Attachment 3).

RECOMMENDED ACTION: Adopt resolution reappointing Jeanne Wetzel Chinn to the Paths, Open Space, and Creeks Commission (POSCC).

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved:


Sage Sangiacomo, City Manager

Discussion: Staff recommends that City Council adopt the attached resolution (Attachment 4), appointing Jeanne Wetzel Chinn to the Resident in City Limits position on the Paths, Open Space and Creeks Commission.

RESOLUTION NO. 2014-48

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

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

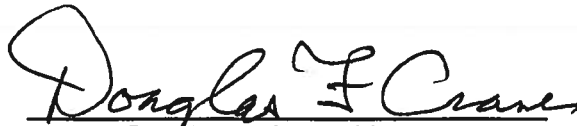
NOW, THEREFORE, BE IT RESOLVED, that the Ukiah City Council hereby adopts the following amended procedure for filling vacancies on the City's boards and commissions:

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

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

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

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


Douglas F. Crane, Mayor

ATTEST:


Kristine Lawler, City Clerk

CITY OF UKIAH
PATHS, OPEN SPACE, AND CREEKS COMMISSION APPLICATION FOR APPOINTMENT

A. General Information

Full Name	Jeanne Wetzel Chinn			Date	5/14/2019		
Residence Address (Physical Address, not PO)	[REDACTED]						
Mailing Address (if different from above)	[REDACTED]						
Home Phone	()	NA		Work Phone	[REDACTED]		
Email	@			Cell Phone	[REDACTED]		
Employer	California Department of Fish and Wildlife						
Business Address	[REDACTED]						
Job Title/Position	Environmental Scientist			Employed Since	1/2008		
How long have you resided in:	Ukiah?	31yrs	Mendocino County?	31yrs	California?	44yrs	
Please list community groups or organizations you are affiliated with and list any offices held.	See ATTACHED						

B. Please answer the following on a separate sheet(s) of paper and attach.

1. Why are you applying to serve on the City of Ukiah's Paths, Open Space, and Creeks Commission?
2. What is your understanding of the purpose, role and responsibility of the Paths, Open Space, and Creeks Commission?
3. How do you believe your own skills, experience, expertise and perspectives will be beneficial to the work of the Paths, Open Space, and Creeks Commission?
4. In your opinion, what type of programs or development should the City encourage?
5. What kind of ideal community do you envision for Ukiah?
6. Do you have any known projects or conflict of interest related to this Commission?
7. Are there any other City of Ukiah Committees/Commissions in which you are interested and on which you would be willing to serve?


 Signature of Applicant

5/14/2019
 Date

Thank you for your interest in serving your community and the City of Ukiah.

Please return this application and attachments to the City Clerk's office at 300 Seminary Avenue, Ukiah, CA 95482. If you have any questions, please contact the City Clerk's office at (707) 463-6217.

Community groups or organizations affiliated with:

- (Ukiah) Western Hills Fire Safe Council, co-founder, chair
- SF Bay Area Chapter of The Wildlife Society, board member, chair—Conservation Affairs Committee
- Being With Wolves, founder, director – education project
- Sonoma County Forest Conservation Working Group & Post-Fire Subgroup
- Statewide *Phytophthora* Working Group
- CDFW Timber Statewide Strategic Planning Working Group
- CDFW Lake & Streambed Working Group
- Multi-Agency Wood for Salmon Working Group
- Multi-Stakeholder Marbled Murrelet Zone 6 Working Group

B.1 I'm applying for a position on Ukiah's Paths, Open Space, and Creeks Commission (POSC) because I value community and support continuing efforts to enhance organization and implementation leading to higher quality of life for area residents.

B.2 My understanding of the purpose, role and responsibility of POSC is that it is an advisory commission with no voting power. POSC members provide recommendations for policies, biological goals, objectives and strategies (BGOs) for efficient implementation of projects, including pathways, conservation, preservation, and funding mechanisms for acquisition and ongoing stewardship in the areas for which POSC is named.

B.3 Prior to my work with the California Department of Fish and Wildlife (CDFW), I worked at an international environmental NGO, discussing sustainability strategies on national and regional levels with Environmental Ministers of Strategy, and performed research on sustainability efforts in countries and states. In the past 11+ years with CDFW, I've been a member of the statewide Natural Community and Conservation Program (based on the NCCP Act) in Sacramento, providing support and reviewing region-wide plans, including BGOs, monitoring and adaptive management for sustainable development and permanently conserved lands. As a member of the CDFW statewide timber program strategic planning working group, I assisted in development of a mission statement, vision, values, and BGOs, including ongoing periodic re-assessment leading to priority-based allocation through consensus on future direction for continued best possible outcomes.

B.4 Programs - the City could encourage more educational awareness of Reduce-Reuse-Recycle, and become Styrofoam free, with composting utensils, containers and plastic bags. Extend the path along the railroad tracks and create more wheel-chair friendly paths. Thinking out of the box, have lanes and parking for mopeds and electric bikes, which would cut down on car use in town, gas and increase air quality. Provide more charging stations for electric cars. Provide rebates for solar panels and research areas for wind turbines. Partnership with businesses like Costco to eliminate plastic water bottles.

B.5 I envision an environmentally sustainable community, encouraging and supporting tolerance for different lifestyles, healthy living with growth options for continued personal development at all age levels, support for parents, care providers, at-risk children and youth, trade school opportunities for those not college bound, and continued music in the park! In addition, I envision a community aware of restricting water use in drought years, fire-safe and prepared for emergencies, including evacuation, sheltering in place, with neighborhood members supporting each other.

B.6 I have no known conflicts of interest related to this Commission.

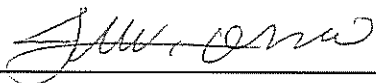
B.7 There are no other Committees/Commissions that I am interested in serving on at this time.

MEMORANDUM



Date: May 21, 2019
To: Kristine Lawler, City Clerk
From: Juan V. Orozco, Councilmember
Subject: Nomination for Paths, Open Space, and Creeks Commission (POSCC)

I nominate Jeanne Wetzel Chinn for the Paths, Open Space, and Creeks Commission (POSCC) as a Commissioner - Resident in City Limits position, to be considered at the June 5, 2019, Regular City Council meeting.

Signature 

RESOLUTION NO. 2019-**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPOINTING JEANNE WETZEL CHINN TO THE PATHS, OPEN SPACE, AND CREEKS COMMISSION**

WHEREAS, the City's Board and Commission vacancies are published annually in the Ukiah Daily Journal; and

WHEREAS, the Paths, Open Space, and Creeks Commission (POSCC) vacancy was duly noticed in the Office of the City Clerk, the Ukiah Branch of the Mendocino County Library, the Public View Binder, and the Civic Center Glass Case on May 5, 2019; and

WHEREAS, Jeanne Wetzel Chinn has submitted an application for appointment that meets the criteria, with no other applications having been received; and

WHEREAS, Councilmember Orozco has nominated Ms. Wetzel Chinn's appointment; and

WHEREAS, in addition to the position that Ms. Wetzel Chinn seeks, there is a second vacancy on the POSCC, which continues to be noticed.

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

BOARD/ COMMISSION	NAME	POSITION	NOMINATED BY COUNCILMEMBER
Paths, Open Space, and Creeks Commission	Jeanne Wetzel Chinn	Commissioner - Resident in City Limits (Term expires June 2022)	Orozco

PASSED AND ADOPTED this 5th day of June 2019, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Maureen Mulheren, Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolution Adopting the 2019 Records Retention Schedule for the City of Ukiah.

DEPARTMENT: Clerk/Admin

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - Resolution 2017-22](#)

[Attachment 2 - Proposed Resolution with Exhibit A - 2019 Records Retention Schedule](#)

Summary: Council will consider adopting a revised Records Retention Schedule.

Background: The Records Retention Schedule provides guidelines for how long to maintain records based on what type of documents are being considered. The departments use these guidelines to determine how long to keep a document and the City Clerk's office uses these guidelines to determine which records are ready for destruction.

The City's Records Retention Schedule is based closely to the Secretary of State's Local Government Records Management Guidelines, which were endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the minimum legal requirements for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of individual jurisdictions. Therefore, for the previous edition of the Ukiah Records Retention Guidelines, adopted by Council on June 7, 2017 (Attachment #1), the Clerk's office consulted with individual departments and the City Attorney for accuracy and legal requirements.

RECOMMENDED ACTION: Adopt the Resolution Adopting the 2019 Records Retention Schedule for the City of Ukiah.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: _____


Sage Sangiacomo, City Manager

Discussion: In the proposed edition of the Records Retention Schedule, the documents have been indexed by the departments that handle them, as follows:

- 100 – Administration (City Manager)
- 200 – Airport
- 300 – City Clerk / Council
- 400 – Community Development
- 500 – Community Services
- 600 – Electric Utility
- 700 – Finance
- 800 – Fire
- 900 – Human Resources / Risk Management
- 1000 – Police
- 1100 – Public Works
- 1200 – Water Resources

Under each department, sub-headings/divisions are listed with sequential numbers from the primary department number. Example:

- 300 – City Clerk / Council
 - 301 – General Administration- City Clerk / Council
 - 302 – City Council
 - 303 – Bids
 - 304 – Boards & Commissions
 - (etc...)

Under each sub-division, the individual documents have a sequentially numbered tag:

- 300 – City Clerk / Council
 - 301 – General Administration- City Clerk / Council
 - 301.01 – General Subject Files
 - 301.02 – Public Notices
 - 302 – City Council
 - 302.01 – Agenda Packets
 - 302.02 – Correspondence
 - 302.03 – Council Handbook
 - 303 – Bids
 - 303.01 – Successful Bids
 - 303.02 – Unsuccessful Bids
 - 304 – Boards & Commissions
 - 304.01 – General B&C Information
 - 304.02 – Airport Commission
 - 304.03 – Board of Appeals
 - (etc...)

The intention behind this numbering system is to create a unifying organizational chart of all documents within the City that indicate which departments and/or sub-divisions maintain those documents. The same categories have been entered into FileTrail (physical file management system), and Laserfiche (electronic document

search engine), to create consistency and unification throughout the various programs.

As part of the City Clerk's goals listed in the budget narrative, interviews with department staff are on-going throughout the year to accurately reflect in the Records Retention Schedule/ Central File System documents that are currently being used.

In addition to adding the indexing, the proposed edition of the schedule (Attachment #2 – Exhibit A) includes modifications to the list of documents resulting from various department interviews. Staff recommends the adoption of the resolution, adopting the 2019 Records Retention Schedule.

RESOLUTION NO. 2017- 22**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ESTABLISHING A RECORDS RETENTION SCHEDULE**

WHEREAS, Sections 34090 and 34090.5 of the Government Code of the State of California provide for the disposition of public records; and

WHEREAS, Section 34090.7 of the Government Code of the State of California provides for the destruction of records that are no longer needed for reference, and in a manner prescribed by the legislative body of the City; and

WHEREAS, each records series title contained in the Records Retention Schedule has been reviewed by the Department Director, City Attorney, and City Clerk who is responsible for Records Management; and

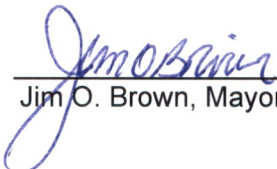
WHEREAS, a Records Retention Schedule was adopted by the City Council on November 1, 2000, as Resolution No 2001-30; and

WHEREAS, these revised Records Retention Schedules reflect more accurately the department records, but will be subject to additions and updates as necessary which will be coordinated through the City Clerk's office and brought back to Council for final approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the City Council of the City of Ukiah does hereby resolve that the attached Records Retention Schedule (Exhibit A) is hereby adopted and supersedes the Records Retention Schedule adopted through Resolution 2001-30. The City Clerk is directed to supervise and implement the amended schedule.

PASSED AND ADOPTED this 7th day of June, 2017, by the following roll call vote:

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



Jim O. Brown, Mayor

ATTEST:



Kristine Lawler, City Clerk

RESOLUTION NO. 2019-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADOPTING THE 2019 RECORDS RETENTION SCHEDULE

WHEREAS, Sections 34090 and 34090.5 of the Government Code of the State of California provide for the disposition of public records; and

WHEREAS, Section 34090.7 of the Government Code of the State of California provides for the destruction of records that are no longer needed for reference, and in a manner prescribed by the legislative body of the City; and

WHEREAS, each records series title contained in the Records Retention Schedule has been reviewed by the Department Director, City Attorney, and City Clerk who is responsible for Records Management; and

WHEREAS, a Records Retention Schedule was last adopted by the City Council on June 7, 2017, as Resolution No 2017-22; and

WHEREAS, this revised Records Retention Schedule reflects more accurately the department records, but will be subject to additions and updates as necessary which will be coordinated through the City Clerk's office and brought back periodically to Council for approval as needed.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the City Council of the City of Ukiah does hereby resolve that the attached Records Retention Schedule (Exhibit A) is hereby adopted, and supersedes the Records Retention Schedule adopted through Resolution 2017-22. The City Clerk is directed to supervise and implement the amended schedule.

PASSED AND ADOPTED this 5th day of June 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Maureen Mulheren, Mayor

ATTEST:

Kristine Lawler, City Clerk



RECORDS RETENTION GUIDELINES

JUNE 5, 2019

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LEGEND

Records Retention

AC	Active
AD	Adoption
AU	Audit
CL	Closed/Completion
CU	Current Year
D.O.B.	Date of Birth
E	Election
L	Life
P	Permanent
S	Supersede
T	Termination

CITATIONS

B&P	Business and Professions
CCP	Code of Civil Procedure
CCR	Code of California
CEQA	California Environmental Quality Act
CFR	Code of Federal Regulations
EC	Election Code
FMLA	Family & Medical Leave Act, 1993
GC	Government Code
H&S	Health & Safety
HUD	Housing & Urban Development
OSHA	Occupational Safety Health Act
PC	Penal Code
POST	Police officers Standards Training
UFC	Uniform Fire Code
USC	United States Code
WIC	Welfare & Institutions Code

DEFINITION OF A RECORD

(Edited from the California State Archives Records Management Handbook; Records Retention)

Government Code Section 6252(e) - "Official Record" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any State or local agency regardless of physical form or characteristics.

EXAMPLES OF NON-RECORDS:

- Copies of originals, if the original still exists and is in the filing system.
- Letters of Transmittal and acknowledgements of receipt which do not add any information to the material transmitted.
- Requests for printing services, after the request has been filled to the customer's satisfaction.
- Notes, including stenographic notebooks and stenotype tapes, and dictating media which have been transcribed.
- Miscellaneous notices of community affairs, employee meetings, holidays.
- Stocks of publications or blank forms that are kept for supply purposes only.
- Library and reference material.

100 - ADMINISTRATION

Title	Retention Period	Statutory Reference (subject to change)	Notes
101 - ADMINISTRATION			
101.01 General Subject Files - Administration	CU + 3	GC34090(d)	Internal working files including correspondence for projects
101.02 Bonds Development	CL + 10	CCP 337.5	
101.03 Budget, Proposed	CU + 2	GC34090	Presented to Council
101.04 Budget, Adopted	P	GC34090	Annual Operating Budget approved by Legislative Body
101.05 Correspondence - City Manager/City of Ukiah	CU + 3	GC34090(d)	If not attached to agreement or project file
101.06 City-wide Administrative Services			
101.07 Drawings, Project Plan	CL + 2	GC34090a	Does not include those usually filed with case or project
101.08 Goals and Objectives	CU + 2	GC 34090	Departmental goals and objectives
101.09 Photos			
101.10 Plans, Studies, Reports	CU + 3	GC 34090	Includes departmental and staff; Special/or final summary, review or evaluation; Non-agenda related, includes supporting documentation
101.11 Policies and Procedures			
101.12 Public Notices / Press Releases			
101.13 Security	CU + 2	GC34090	Documentation created and/or received in connection with the performance of work/services for the City, or for parcel maps and subdivision work.
101.14 Special Projects	CL + 2	GC 34090	
101.15 Support Services	CU + 2	GC 34090	Reproduction; printing; postal/mailing services, other internal resources
102 - COMMUNITY OUTREACH			
102.01 Community Outreach			
103 - ECONOMIC DEVELOPMENT			
103.01 Chamber of Commerce			
Economic Development and Finance			
103.02 Corporation (EDFC)			
103.03 Events			
103.04 Promotional Marketing & Outreach	CU + 7		
103.05 Property Acquisitions (not deeds)			
103.06 Transient Occupancy Tax (TOT)			
103.07 Visit Ukiah			
104 - GRANTS			
104.01 Grants, Community/Urban Development (Includes CDBG)	T + 5	24 CFR 570.502(b)(3); 241 CFR 85.42 & OMB Cir. A-110, Attach c;*	Project files, applications, contracts, proposals, statements, reports, sub-recipient documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
104.02 Federal and State	T + 5	GC 34090	Refer to grant application close-out procedure
104.03 Financial Reports	T + 5	GC 34090	Refer to grant application close-out procedure
104.04 Unsuccessful Applications	CL + 2	GC 34090	Applications not awarded/funded

100 - ADMINISTRATION

Title	Retention Period	Statutory Reference (subject to change)	Notes
105 - HOUSING			
105.01 Bonds	CL + 4	CCP 337	Revenue Bond Documentation
105.02 Programs	CL + 3	24 CFR 570.502(b)(3); 34 CFR 85.42 & OMB Cir. A- 110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-leiu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance
106 - LEGAL/LEGISLATIVE			
106.01 Agendas	CU + 2	GC 34090	Original agendas an special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards, and Commissions
106.02 Agenda Reports (Master, Subject Files)	CU + 2	GC 34090 (d)	Documentation received, created and/or submitted to Council
106.03 Liens, Law Suits	P		
106.04 Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
106.05 Minutes	P	GC 34090 (d); GC 36814; GC 40801	Official minutes and hearing preceedings of governing body or board, commission or committee
106.06 Notices, Meetings	CU + 2	GC 34090.7, 54960.(c)(1)	Special Meetings
106.07 Opinions/ Government Legislation	S + 2	GC 34090; GC 6254	Confidential and Public
107 - POLICIES/PROCEDURES			
107.01 General Administrative	S + 2	GC 34090; 40801	All City policies and procedures
107.02 Policy: Council Proclamations/Directives	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
107.03 Policies and Procedures, Departmental	S + 5	GC34090(d)	Documents that are clearly defined as "Policies" and/or "Procedures" and are used by the department; or documents that the City Council has adopted as policies and procedures.
108 - PROPERTY			
108.01 Acquisition/Appraisals/Disposition	CL + 10	GC34090a; GC6254	Supporting documents regarding sale, purchase, exchange, lease or rental of property by City, until final acquisition or contract agreement obtained
108.02 Annexation Case Files	P	GC34090a; GC6254	Reports, Agreements and Public Notices
108.03 Appraisals	CL + 2	GC34090; GC 6254(h)	Exempt until final acquisition or contract agreemtn obtained

100 - ADMINISTRATION

Title	Retention Period	Statutory Reference (subject to change)	Notes
109 - PUBLIC FINANCING AUTHORITY			
109.01 Administration	P	GC 34090	
109.02 Financial Records	P	GC34090, 40802, 53901	
109.03 Management Reports	P	GC 34090	
110 - PUBLIC INFORMATION			
110.01 Brochures, publications, newsletter, bulletins	S + 3	GC 34090	
110.02 Calendar, City	CU + 2	GC 34090	
110.03 Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations
111 - RISK MANAGEMENT			
111.01 Accident Reports - Copies and regarding City assets	CL + 7	29 CFR 1904.2; 29; CFR1904.6	Memos and working documents, reports and related records
111.02 Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring City property and other assets
111.03 Claims, Damage	CL + 5	GC 34090; GC 25105.5	Paid/Denied; Includes photographs, negatives, film, etc.
111.04 Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage, or similar occurrence (excluding fire/law enforcement)
111.05 Insurance, ACCELJT Powers Agreement	CL + 7	GC 34090	(Authority California Cities Excess Liability Insurance_ -B Accreditation / MOU's / agreement / agendas
111.06 Insurance, Certificates and Policies	P	GC 34090	Insurance certificates filed separately from contracts, includes insurance filed by licencees, REMIF insurance documents
111.07 Insurance, Liability and Property	P	GC 34090	May include liability, property, Certificates of Participation, deferred, use of facilities
111.08 Risk Management Reports	CL + 5	OMB 1220-0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms, Loss Analysis Report; Safety Reports; Actuarial Studies
112 - SUCCESSOR AGENCY / UKIAH REDEVELOPMENT AGENCY			
112.01 Agendas, Minutes, Resolutions	P	GC 34090	
112.02 Redevelopment: Budgets	P	GC 34090, 40802, 53901	Includes annual audit
112.03 Bond Issues	P	GC 43900 et seq.	Includes annual audit

200 - AIRPORT

Title	Retention Period	Statutory Reference (subject to change)	Notes
201 - ADMINISTRATION			
201.01 General Subject Files - Airport			
201.02 Agreements	P	CCP337.2, 343; B&P 7042.5; PU7685; 48 CFR:2; GC53066 Construction GC37090a; 4004; H&S 19850	Including concessionaire, slip rental, facility storage
201.03 Airport Certification	P	14 CFR 139.207b & 171.13 - 17.213	Federal Aviation Administration (FAA) required manuals, Licenses
201.04 Airport Noise Monitoring and Complaint	CU + 10		Correspondence, Airport Master Plan, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
201.05 Applications - Special Events	CU + 2	GC 34090	Permits, correspondence, related documents regarding use of rights of way
201.06 Correspondence	CU + 2	GC 34090 d	Working documentation if not attached to agreement or project file
201.07 Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
201.08 Inspection, Runway	CU + 10		Maintenance including inspection reports, work orders and related records, grant programs
201.09 Inventory, Equipment Parts and Supplies	L + 2		Includes vehicles, aircraft and related documents regarding repairs
201.10 Maintenance, FAA	P	14 CFR; 171.13 - 171.213	Forms and reports required by FAA including Forms Faa-198, -418, -6030.1, -6790.4
202 - GRANTS			
202.01 Grants			
203 - REPORTS			
203.01 Accident and Incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions regarding pilot and aircraft
203.02 Airport Operational (Regulatory)	P		Annual and special reports to federal and state regulatory agencies
203.03 Airport Operational (Administrative)	CU + 2		Logs, statistical summaries; administrative records, scheduling
203.04 Weed Abatement	CL + 2	GC 34090	Reports, assessments, resolutions, documentation
203.05 NOTAM (Notice to Airmen)	CU + 3		Reports re: conditions affecting airport maintenance / operations

300 - CITY CLERK/COUNCIL

Title	Retention Period	Statutory Reference (subject to change)	Notes
301 - ADMINISTRATION			
301.01 General Subject Files - City Clerk/Council	CU + 2	GC 34090d	Internal working files including correspondence
301.02 Public Notices	E + 2 CU + 2	GC34090 GC34090.7	
302 - CITY COUNCIL			
302.01 Agenda Packets	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions; Documentation received, created and /or submitted to Council
302.02 Correspondence - City Council/Mayor	CU + 2	GC34090d	Working documentation
302.03 Council Handbook			
302.04 Ethics / Harassment Certificates			
302.05 Minutes	P	GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
302.06 Audio/Visual Recordings			
303 - BIDS			
303.01 Successful Bids			
303.02 Unsuccessful Bids	CL + 2	GC34090d	
304 - BOARDS & COMMISSIONS			
304.01 General Information	T + 6	GC34090; 29 USC 1113	
304.02 Airport Commission	T + 6	GC34090; 29 USC 1113	
304.03 Board of Appeals	T + 6	GC34090; 29 USC 1113	
304.04 Civil Service Board	T + 6	GC34090; 29 USC 1113	
304.05 Demolition Permit Review Committee	T + 6	GC34090; 29 USC 1113	
304.06 Design Review Board	T + 6	GC34090; 29 USC 1113	
304.07 Fire Executive Committee	T + 6	GC34090; 29 USC 1113	
304.08 Investment Oversight Committee	T + 6	GC34090; 29 USC 1113	
304.09 Parks, Recreation, and Golf Commission (PRGC)	T + 6	GC34090; 29 USC 1113	
304.10 Paths, Open Space, and Creeks Commission	T + 6	GC34090; 29 USC 1113	
304.11 Planning Commission	T + 6	GC34090; 29 USC 1113	
304.12 Traffic Engineering Committee	T + 6	GC34090; 29 USC 1113	
304.13 Oversight Board	T + 6	GC34090; 29 USC 1113	

300 - CITY CLERK/COUNCIL

Title	Retention Period	Statutory Reference (subject to change)	Notes
305 - ELECTIONS			
305.01 Election Information	P	GC22932; EC17130; EC2653; GC81009(a)(d)	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results; Certificates of election - Original reports and statements
305.02 Election Packets			
305.03 Candidate Files - Successful	P		Including FPPC forms
305.04 Candidate Files - Unsuccessful			Including FPPC forms
305.05 Measures			
305.06 Public Petitions	.75 (8 mo)	EC17200; 17400; GC7253.5; EC14700; GC3756.8	From date of filing or election; Initiative, referendum, recall, Charter Amendments
305.07 Recall			
306 - HISTORICAL			
306.01 Articles of Incorporation	P	GC34090; CCP337.2	
306.02 City Seal	P		Biographies, City Seal, Commendations, etc...
306.03 Other	P		
307 - LEGAL/LEGISLATIVE			
307.01 Abandonments			
307.02 Contracts and Agreements	P	CCP337.2, 343; B&P 7042.5; PU7685; 48 CFR:2; GC53066 Construction GC37090a; 4004; H&S 19850	Includes equipment leases, services or supplies
307.03 Annexations			
307.04 Appeals	CU + 3	CCP 583.320(a)(3); GC34090	Civil
307.05 Easements			
307.06 Grant Applications			
307.07 Leases	T + 5	CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR:2; GC53066	Ukiah Conference Center, Ukiah Regional Airport, and all other City properties
307.08 Legal Advertising	CU + 4	CCP343, 349, et seq; GC911.2; GC34090	Includes public notices, legal publications

CITY OF UKIAH RECORDS RETENTION GUIDELINES

300 - CITY CLERK/COUNCIL

Title	Retention Period	Statutory Reference (subject to change)	Notes
307 - LEGAL/LEGISLATIVE, Continued			
307.09 Litigation	P	GC6254; 42USCs1983	Case Records; Significant cases which have importance/or set legal precedence; includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years)
307.10 Loans, Financing	P	GC34090a*	*24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110; including Deeds & Promissory Notes
307.11 Ordinances	P	GC34090(d); 40806	municipal code
307.12 Petitions - to Council	CU + 1	GC50115; GC6253	Submitted to legislative bodies
307.13 Real Property Deeds/Purchase/Sale	P	GC34090a; GC6254	Supporting documents re: appraisal, sale, purchase, exchange, lease or rental of property by City; *24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110; Including franchises, subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements *CCP 337.2, 343; AC16023
307.14 Resolutions	P	GC34090(d); 40801	Legislative actions
308 - QUALIFIED CONTRACTORS			
308.01 Applications	CU + 2	GC34090d	Current Qualified Contractors List
308.02 Database			
309 - RECORDS MANAGEMENT			
309.01 Public Records Requests	CL + 2	GC34090	
309.02 Records Destruction/Disposition Certifications	P	GC34090	Documentation of final disposition or records; Tapes, Audio/Video (Granicus recordings)
309.03 Inventory, Records	CU + 2	GC34090; 800PS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
309.04 Records Retention Guidelines/Schedules	S + 4	CCP343	
310 - REDEVELOPMENT AGENCY (RDA)			
210.01 Agendas			
310.02 Agenda Packets	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications
310.03 Agreements	P	CCP337.2, 343; B&P 7042.5; PU7685; 48 CFR:2; GC53066 Construction GC37090a; 4004; H&S 19850	Includes equipment leases, services or supplies

300 - CITY CLERK/COUNCIL

Title	Retention Period	Statutory Reference (subject to change)	Notes
310.04 Minutes	P	GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
310.05 Real Property			
310.06 Resolutions	P	GC34090(d); 40801	Legislative actions
311 - RDA SUCCESSOR AGENCY			
311.01 Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications
311.02 Agenda Packets	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications
311.03 Minutes	P	GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
311.04 Resolutions	P	GC34090(d); 40801	Legislative actions

CITY OF UKIAH RECORDS RETENTION GUIDELINES
400 - COMMUNITY DEVELOPMENT

Title	Retention Period	Statutory Reference (subject to change)	Notes
401 - ADMINISTRATION			
401.01 General Subject Files - Community Development	CU + 2	GC34090d	Internal working files including correspondence
401.02 Correspondence	CU + 2	GC34090d	Working documentation if not attached to agreement or project file
401.03 Development Agreements	P	CCP337; 337.1(a); 337.15; GC34090; 48 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years
401.04 Development Conditions	L	GC34090	Mitigation measures; filed with case files
401.05 Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
401.06 Historical Preservation Inventory	2	GC34090d	Historic structures and landmarks
401.07 Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
401.08 Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
401.09 Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities - coordination of services; strategic planning.
401.10 Photographs	S + 2	GC34090d	Aerial photographs
401.11 Projects, not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
401.12 Reports	CU + 2	GC34090	Periodic activity
401.13 Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
401.14 Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
401.15 Studies, Special Projects & Area	CL + 2	GC34090d	Planning & Building, joint powers, noise, transportation
402 - BUILDING			
402.01 Blueprints, Specifications	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, including blueprints and specifications
402.02 Certificates			Compliance, elevation, occupancy which affect real property
402.03 Code Books	P	GC34090e	National Electric Code, Uniform building, fire, Mechanical, Plumbing & Supplements
402.04 Construction (Approved)	P		New commercial and residential construction, tenant improvements room additions, spa, signs, block wall remodel including security bonds
402.05 Inspection	CL + 2		Correspondence, fees, appeal requests, reports

CITY OF UKIAH RECORDS RETENTION GUIDELINES
400 - COMMUNITY DEVELOPMENT

Title	Retention Period	Statutory Reference (subject to change)	Notes
402 - BUILDING, Continued			
402.06 Permits	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading,
402.07 Signs (Temporary)	S + 2	GC34090d	Home occupation, off-premise signs
402.08 Soil	CL + 2	GC34090d	Analysis, construction recommendations
402.09 Soil Reports	P	GC34090d	Final Reports
403 - ECONOMIC DEVELOPMENT AND HOUSING			
403.01 Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
403.02 Bonds	CL + 4	CCP337	Revenue Bond Documentation
403.03 Deeds & Promissory Notes	P	GC34090a; 24C FR570.502(B)(3); 24CFR8.42 & OMB circ. SA-110	
403.04 Programs	CL + 3	24FR570.502(b)(3); 24 CRF85.42 & OMB Cir.A110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance
403.05 Bond Issues	P	GC34090, 40802, 53901; GC43900 et seq.	Includes annual audit
404 - ENVIRONMENTAL QUALITY			
404.01 Air Quality (AQMD)	CU + 7	CCP338(k); GC34090	Participants/voucher logs, total Daily Mileage Survey (TDM); various local authorities; commute Alternative.
404.02 Asbestos	P	GC34090a	Documents abatement projects, public buildings (permitting through Environmental Health Dept.)
404.03 California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, Negative Declaration, Notices of Completion and Determination, comments, Statements of Overriding Consideration.
404.04 Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
404.05 Environmental Review	CU + 2	GC34090d	Correspondence, consultants, issues, conservation
405 - MUNICIPAL FACILITY			
405.01 Capital improvements, Construction	P	2.083110; GC34090a; 4004; H&S19850	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
405.02 Facility Rentals/Use	CU + 2		Permits, contracts, diagrams, schedules, insurance binders
405.03 Maintenance Operations	CU + 2		Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal

CITY OF UKIAH RECORDS RETENTION GUIDELINES
400 - COMMUNITY DEVELOPMENT

Title	Retention Period	Statutory Reference (subject to change)	Notes
406 - PLANNING			
406.01 Case Files: Planning and Zoning	P	GC34090a; H&S19850; 4003; 4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning related matters brought before legislative body
406.02 Certificates	L	GC34090	Retain during life of structure
406.03 City Engineer			
406.04 General Plan and Elements	P	GC34090	Includes Sphere of Influence
406.05 General Plan Amendments - Approved	CL + 2	GC34090	
406.06 General Plan Amendments - Denied	CU + 3	GC65109; GC50110	
406.07 Interpretations	CU + 2	GC34090	
406.08 Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
406.09 Zoning Administrator			
407 - PROPERTY			
407.01 Abandonment	P	GC34090a	Buildings, condemnation, Demolition
407.02 Acquisition/Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
407.03 Annexation Case Files	P	GC34090a	Reports, agreements, public notices
407.04 Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
407.05 Lot Split Cases	P	GC34090	
407.06 Relocation Files	CL + 2	GC34090	e.g., Redevelopment
407.07 Reports/Studies	CL + 2	GC34090	Future sites, expansions

500 - COMMUNITY SERVICES

Title	Retention Period	Statutory Reference (subject to change)	Notes
501 - ADMINISTRATION			
501.01 General Subject Files - Community Services	CU + 2	GC3409.d	
501.02 Correspondence/Originating Department	CU + 2	GC34090d	Working documentation if not attached to agreement or project file
501.03 Grants			
501.04 Personnel Records			
502 - AQUATICS			
502.01 Aquatics			
503 - BOARDS AND COMMISSIONS (file documents with clerk's office)			
504 - BUILDINGS & GROUNDS / MAINTENANCE			
504.01 Customer Documents/Rentals/Use			
504.02 Inventory, Equipment			
504.03 Policies and Procedures			
505 - COMMUNITY SERVICES			
505.01 Libraries	CU + 2	GC34090	Books, art, gifts, donations, exhibits, theater, music, special events, etc.
505.02 Plaques	P		Historic value
505.03 Sports Organizations	S + 2		
506 - GOLF COURSE			
506.01 Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
506.02 Landscape	CU + 2	GC34090	Drawings, contracts, complaints,
506.03 Maintenance and Operations	CU + 2	GC34090d	Service requests, invoices,
506.04 Maps	P	GC34090	
506.05 Photographs	S + 2	GC34090	
506.06 Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
506.07 Policies and Procedures	S + 2	GC34090	Includes rules and regulations
507 - MUNICIPAL FACILITIES			
507.01 Capital Improvements, Construction	P	GC34090a; 4004; HandS 19850; GC34090	Contains records regarding planning, design, construction, conversion or modification of local government-owned facilities, structures and systems
507.02 Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams,
508 - MUSEUM			
508.01 General Subject Files	C + 2	GC30490	Books, art, gifts, donations, exhibits,
509 - PARKS AND RECREATION			
509.01 Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
509.02 Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
509.03 Liability Insurance Forms	CU + 2		
509.04 Maintenance/Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints; includes parking district maintenance
509.05 Maps	P	GC34090	Irrigations, plot plans, landscaping
509.06 Parades and Special Events, etc.	CL + 2	GC34091	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
509.07 Photographs	S + 2	GC34090	
509.08 Plaques - Parks	P		Historical value

500 - COMMUNITY SERVICES

Title	Retention Period	Statutory Reference (subject to change)	Notes
509 - PARKS AND RECREATION, Continued			
509.09 Policies and Procedures	S + 2	GC34090	Includes rules and regulations
509.10 Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
509.11 Reports: Accident	CL + 2	GC34090	Patrons, employees
509.12 Others	CL + 2	GC34090	
509.13 Studies	CL + 2	GC34090	Future Sites, expansions
509.14 Schedules, Classes, and Small Events	CU + 2	GC34090	Enrollment, liability releases, evaluations
509.15 Sports Organizations	S + 2		
510 - UKIAH VALLEY CONFERENCE CENTER			
510.01 Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
510.02 Policies and Procedures	S + 2	GC34090	Includes rules and regulations

600 - ELECTRIC UTILITY

Title	Retention Period	Statutory Reference (subject to change)	Notes
601 - ADMINISTRATION			
601.01 General Subject Files - Electric Utility	CU + 2	GC3409.d	
601.02 Correspondence	CU + 2	GC 34090d	Working documentation if not attached to agreement or project file
601.03 Grants: Federal & State	CL + 5	GC 34090	Refer to grant applicaion close-out procedure
601.04 Licenses, Permits	CU + 2		Forms, related documentation regarding licenses and permits required by federal and state agencies
601.05 Maps & Plans	P	GC 34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees grading, landfill, fire hydrants, base maps, etc...
601.06 Special Districts	P	GC 34090a	Supporting documents regarding improvement, lighting, underground, utility, bonds, taxes & construction
601.07 Studies, Special Projects & Area	CL + 2	GC 34090	
601.08 Surveys	P	GC 34090	Statistics, reports, correspondence
602 - CODE ENFORCEMENT			
603 - HAZARDOUS MATERIALS			
603.01 Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation regarding the handling and disposal of hazardous waste
604 - STREETS/ALLEYS			
604.01 Lighting	CU + 2	GC 34090	Maintenance, work orders
604.02 Inventory, Traffic Control Devices	S + 2	GC 34090	signs, lights
604.03 Maintenance/Operations	CU + 2	GC 34090a	
604.04 Traffic Signals	L		
604.05 Tree Trimming			
605 - UTILITIES			
605.01 Electric Rates	S + 2	GC 34090	
605.02 Facilities	T + 2	GC 34090	If City owned
605.03 Meter Operations	CU + 2	GC 34090	
605.04 Underground Electric	P	GC 34090	
605.05 Overhead Electric	P	GC 34090	
605.06 Utility Rebates	CU + 2	GC 34090	
606 - WATER			
606.01 Hydroelectric Plant			
606.02 Maintenance and Operations	CU + 2	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
606.03 Maintenance and Operations - Service	CU + 2	GC 34090	Includes work orders, entry cards, manholes, service to property owners

700 - FINANCE

Title	Retention Period	Statutory Reference (subject to change)	Notes
701 - ADMINISTRATIVE SERVICES			
701.01 General Subject Files - Finance	CL + 10	GC 34090; CCP 337.5	Supporting documents
701.02 Agreements	T + 4	CCP 337	Including concessionaire, facility storage
701.03 Bonds	CL + 4	GC 34091; CCP 337.5	Revenue and final Bond Documentation
701.04 Bonds and Coupons	CL + 2	GC 34090; 53921	Paid/canceled
701.05 Budget	AU + 2	GC 34090	
701.06 Budget Adjustments, Journal Entries	AU + 2	GC 34090	Account transfers
701.07 Budget Operating (copies)	S	GC 34090	Departmental Reference
701.08 Correspondence	CU + 2	GC 34090d	Working documentation if not attached to agreement or project file
701.09 Security	CL + 4	GC 34090	Documentation created and/or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
702 - ACCOUNTING			
702.01 Account Statements	AU + 25	GC 34090; CCP 337.5	Monthly statement of transactions, Trustee Statements
702.02 Assessment District	P	GC 34090	Collection information
702.03 Bank Reconciliations/Statements	AU + 25	GC 34090; 26 CFR 16001-1; FC 3368; 30210; GC 43900 et seq.	Statements, summaries for receipts, disbursements & reconciliations, cleared checks; Financing authority
702.04 Bankruptcy Files	CL + 7		
702.05 Bond Trustee Statements	AU + 25		Bond trustee statements
702.06 Financial Statements	AU + 25		Monthly Financial Statements which include income, Expense, Balance sheets and Cash Reports
702.07 Ledger, General	P	GC 34090; CCP 337	Detail which shows the posting of Journals
702.08 Journals: Appropriation & Expenditures	AU + 25		
702.09 Journals: Utility Billing	AU + 25	GC 34090	Billing including monthly activity
702.10 Journals: General Journals	AU + 25		Consists of the General Journals with supporting documentation
702.11 Journals: Vouchers	AU + 4	GC 34090; CCP 337	Account postings with supporting documents
703 - ACCOUNTS PAYABLE			
703.01 Accounts Payable/Warrants Paid	AU + 5	GC 34090	Invoices, check copies, supporting documents, travel records, vehicle mileage reimbursement rates
703.02 Warrant Register	AU + 2	GC 34090.7	
703.03 Report of Disbursements	AU + 4		Sealed, permanent copy & Finance Director approved
703.04 1099s	CU + 4		1099s

700 - FINANCE

Title	Retention Period	Statutory Reference (subject to change)	Notes
704 - ACCOUNTS RECEIVABLE			
704.01 Accounts Receivable	AU + 2	GC 34090	
704.02 Airport Billing Charges	AU + 2		Includes Misc. Billing
704.03 Airport Payment Book	AU + 2		
704.04 Bad Debt Write-Off	7		
704.05 Billing Edit Lists			Shows the detail of utility payment activity.
704.06 Reports			Check register, reports from weekly runs
704.07 Cash Receipts Edit List	AU + 2		Shows the detail of counter receipts being posted to the General Ledger
704.08 Cash Receipt Register	AU + 4		Cashier Balancing
704.09 Cash Receipt Stubs	AU + 4		Daily packets from the front counter-Cash Receipts
704.10 Deposits, Receipts, Customer Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
704.11 Emergency Response - Billing	AU + 4		
704.12 Emergency Response - Paid			
704.13 Invoices		GC 34090	Copies sent for fees owed, billing, related documents
704.14 Misc. Billings	AU + 2		Hard copy
704.15 Taxes, Receivable	AU + 3	CCP 338	TOT, Property, Sales, etc.
705 - AIRPORT			
705.01 Applications/Agreements: Aircraft Storage	T + 4	CCP 337	Hangar Lease Contracts
705.02 Billing/Customer Receipts	AU + 2	GC 34090	Billings, correspondence, complaints
705.03 Dailys'	AU + 4		Daily sales, gallons, and charges
705.04 Invoices	AU + 2	GC 34090	Copies sent for fees owed, billing, related documents
705.05 Jet Fuel Tax Return	AU + 4		Monthly
705.06 Rates	S + 2	GC 34090	
706 - AUDIT			
706.01 Annual Financial Report	P	GC 34090	Independent auditor analysis
706.02 Hearing or Review	AU + 2	GC 34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
706.03 Reports	AU + 4	GC 34090; OMB A-128	Internal and/or external
706.04 Reviews, internal/External Periodic	CU	GC 34090; GC 6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, lists, statistics, except a report
707 - BUSINESS LICENSES			
707.01 Billing, Adjustment, and Cash Registers	T + 5	GC 34090; CCP 337	Paid & reports
707.02 Closed Business files	T + 5	GC 34090; CCP 337	
707.03 License Register & Penalty Register	T + 5	GC 34090; CCP 337	Paid & reports
708 - FIXED ASSETS			
708.01 Fixed Asset Records	L + 4		
708.02 Inventory	AU + 4	GC 34090; 26 CFR 301 65- 1(F)	Reflects purchase date, cost, account number
708.03 Surplus Property: Auction	AU + 2	GC 34090	Listing of property
708.04 Disposal	AU + 4	GC 34090; CCP 337	Sealed bid sales of equipment
708.05 Vehicle Ownership & Title	L + 4	VC 9900 et	Title transfers when vehicle sold

700 - FINANCE

Title	Retention Period	Statutory Reference (subject to change)	Notes
709 - GOLF COURSE			
709.01 Billing/Customer Receipts	AU + 2	GC 34090	Billings, correspondence, complaints
709.02 Invoices	AU + 2	GC 34090	Copies sent for fees owed, billing, related documents
709.03 Rates	S + 2	GC 34090	
710 - GRANTS			
710.01 Airport	CL + 5	GC 34090	Refer to grant application close-out procedure
710.02 Community Development Block Grant & Urban Development	T + 4	GC 34090; 24 CFR 570.502; 24 CFR 85.42; OMB Cir. A-110, A-102-128; HUD Regulations	Applications, reports, contracts, supporting documents; Project files, proposals, statements, sub-recipient dockets, Environmental Review, grant documents, inventory, consolidated plans, etc...Includes Section 108 loan guarantee
710.03 Community Services	CL + 5	GC 34090	Refer to grant application close-out procedure
710.04 Development	CL + 2	CCP 337.5	Housing; Industrial Development
710.05 Federal and State	CL + 5	GC 34090	Refer to grant application close-out procedure
710.06 Financial Reports	CL + 5	GC 34090	Refer to grant application close-out procedure
710.07 Public Works	CL + 5	GC 34090	Refer to grant application close-out procedure
710.08 Unsuccessful	CL + 2	GC 34090	Applications not entitled
711 - INFORMATION SERVICES			
711.01 Agreements			
711.02 Assets			
711.03 Internet, World Wide Web	S + 3	GC34090	Management/Policies and supporting documentation
711.04 Inventory, Information Systems	S + 3	GC34090	Hardware/Software Inventory Logs; systems manuals
711.05 Network Information Systems	S + 4	GC 34090; CCP 337.2; 343	Configuration maps and plans
711.06 Program Files and Directories	CU + 2; CU + (2 mos.) CU + 1 CU + .5	GC 34090; GC 34090.7	Annual backup, Daily backup, Monthly backup, Weekly backup
711.07 Software Licensing	CU + 2	GC 34090	System Generation
712 - LANDFILL			
712.01 Contracts	P	CCP337.2, 343; B&P 7042.5; PU7685; 48 CFR:2; GC53066 Construction GC37090a; 4004; H&S 19850	Includes equipment leases, services or supplies
712.02 Correspondence	AU + 2	GC 34090	Billings, correspondence, complaints
712.03 Invoices	AU + 2	GC 34090	Copies sent for fees owed, billing, related documents
712.04 Rates	S + 2	GC 34090	

700 - FINANCE

Title	Retention Period	Statutory Reference (subject to change)	Notes
713 - PARKING DISTRICT & ENFORCEMENT			
713.01 Applications for Permits	CL +2		
713.02 Billing/Customer Receipts	AU + 2	GC 34090	Billings, correspondence, complaints
713.03 Cash Posting Register	AU + 4		
714 - PAYROLL			
714.01 Adjustments	AU + 4	GC 34090; 29 CFR 516.5-516.6	Audit purposes
714.02 Benefit Distribution	AU + 6		Benefits employee received during pay period
714.03 Calculation totals	AU + 2		Pay period category information
714.04 Checks	AU + 5	GC 34090; CCP 337	Includes payroll, canceled & voided checks
714.05 Check Register	AU + 2	GC 34090; CCP 337	Employee name and amount of check
714.06 Deferred Compensation	T + 5	GC 34090; 26 CFR; 16001-1; 29 CFR 1627.3(2)	Records of employee contributions and City payments
714.07 Direct Deposit	AU + 5		
714.08 Employee Distribution	5		Employee payroll - detail to each account number
714.09 Employee Time Sheets	AU + 6	GC 34090; 29 CFR 516.2; 20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)	Signed by employee for audit & FEMA Reports
714.10 Feature Distribution	25		Separate all pay codes, ABT's and list of employee per section
714.11 Federal & State Reports: Payroll	AU + 4		
714.12 Interface to Financial	AU + 2		
714.13 Journals	AU + 2		
714.14 Labor Distribution	AU + 2	GC 34090	Costs by employee and program
714.15 Ledgers	AU + 6		
714.16 PERS Employee Deduction Reports	T + 4	GC 34090; 22 CCR 1085-2	Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1; 29 CFR 516.5, 516.6, LC 1174(d)
714.17 PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
714.18 Productive-Non Productive Report	CU + 1		
714.19 Register	P	GC 34090; GC 37207	Labor costs by employee & program
714.20 Salary Records	T + 3	GC 34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
714.21 Vacation, Sick Leave Report	CU + 1		
714.22 Validation	AU + 2		
714.23 Workman's Compensation	T + 10		Reports, working files

700 - FINANCE

Title	Retention Period	Statutory Reference (subject to change)	Notes
715 - PUBLIC FINANCING AUTHORITY			
715.01 Administration	P	GC 34090	
715.02 Financial Records	P	GC 34090; 40802; 53901	
715.03 Management Reports	2	GC 34090	
716 - PURCHASING			
716.01 Bids, RFQ's, RFP's - Successful	AU + 5	GC 34090; CCP 337; GC25105-1; GC34090	Requests for Qualifications; Requests for Proposals regarding goods and services
716.02 Bids, RFQ's, RFP's - Unsuccessful	CU + 2	GC 34090; CCP 337; GC25105-1; GC34090	Requests for Qualifications; Requests for Proposals regarding goods and services
716.03 Requisitions	AU + 4		
716.04 Purchase Orders	AU + 4	GC 34090; CCP 337	Original documents
716.05 Stores	CU + 2	GC 34090	Completed forms for ordering
716.06 Vendor Register	P	GC 34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
717 - REPORTS			
717.01 Audits	P	GC 34090	
717.02 Comprehensive Annual Financial Reports (CAFR)			
717.03 Departmental	CU + 1		
717.04 Federal and State Tax	AU + 4	GC 34090; 29 USC 436; 26 CFR 31.6001-1-4; IRS REG 31.6001-1(e)(2); R&T 19530; 29 CFR 516.5-516.6	Forms 1096, 1099, W-4s and W-2s
717.05 Financial, Annual	AU + 7		
717.06 Financial, Monthly	AU + 25		Includes Income, Expense, Balance sheets and Cash Reports
717.07 General Ledger	P	GC 34090; CCP 337	Detail which shows the posting of Journals
717.08 Investment Transactions	P	GC 34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
717.09 State Controller	P	GC 34090	Controller may destroy after 5 years
717.10 Statistics Report	AU + 4		Utility billing statistics
718 - TREASURER			
718.01 Investment Transactions	P	GC 34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report

700 - FINANCE

Title	Retention Period	Statutory Reference (subject to change)	Notes
719 - UTILITIES and PARKING			
719.01 Accounts Receivable Control	AU + 4		
719.02 Accounts Receivable Journals	AU + 4		
719.03 Accounts Receivable Ledgers	AU + 4		
719.04 Applications	CL + 2	GC 34090	Utility connections, disconnects, registers, service
719.05 Applications: Parking			
719.06 Billing - Records	AU + 2	GC 34090	Customer name, service address, meter reading, usage, payments, applications/Cancellations
719.07 Billing - Customer Correspondence	ACU + 2	GC 34090	correspondence, complaints
719.08 Deposits, Receipts, Customer Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
719.09 Invoices		GC 34090	Copies sent for fees owed, billing, related documents
719.10 Meter Books	AU + 4		
719.11 Meter Operations	CU + 2	GC 34090	Reader reports, orders
719.12 Rates & Rate Increases	AU + 25	GC 34090	Letters of protest, correspondence, rate structure, reports
719.13 Statistics Reports	AU + 4		Monthly report for utilities
719.14 Utility Receipt Stubs	AU + 4		

800 - FIRE

Title	Retention Period	Statutory Reference (subject to change)	Notes
801 - ADMINISTRATION			
801.01 General Subject Files - Fire			
801.02 Annual Financial Report	CL+2	GC34090	Independent auditor analysis
801.03 Budget Operating(copies)	S	GC34090	Departmental Reference
801.04 Budget, Proposed	CU+2	GC34090	Presented to Board
801.05 Budget, Adopted	P		
801.06 Hearing or Review	AU+2	GC34090; OMB A-128	Documentation created &/or received in connection with an audit hearing or review.
801.07 Reports	AU+4	GC34090; OMB A-128	Internal and/or external
801.08 Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
802 - ELECTIONS			
802.01 Applications, Boards, Commissions, Committees - Unsuccessful	CL+2	GC 34090	Not Selected
802.02 Applications, Boards, Commissions, Committees Successful	T+5	GC 34090	Selected
802.03 Nomination Papers - Successful	E+2	EC 17100;	Successful
802.04 Nomination Papers - Unsuccessful	E+2	GC81009(b)	Unsuccessful
802.05 Notifications and Publications	E+2	GC34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for
802.06 Oaths of Office	T-6	GC 34090; 29 USC 1113	Elected Officials
803 - EMERGENCY MEDICAL SERVICES			
803.01 Exposure Records	T+30	29 CFR 1910.1020;	
803.02 General Information	CU+2, AR		Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.
803.03 Narcotic Administration Form	CL+5	GC 34090; CCP 340.5;	Log of administration of narcotics and distribution of remaining narcotics. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years
803.04 Paramedic Check Sheets	T+30	GC 34090; CCP 340.5; CCP 340.8	Forms used by paramedics to document equipment checks, narcotics inventories, order supplies. Three reports: Daily, monthly, medical supply order forms. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later.

800 - FIRE

803 - EMERGENCY MEDICAL SERVICES, Continued			
803.05 Pre-hospital Care Reports	CL+3	GC 34090; CCP 340.5; CCP 340.8;	Includes refusal of care and the patient care report. Original document maintained by the County.
804 - FINANCE			
804.01 Accounts Payable/Warrants Paid	AU+4	GC34090	Invoices paid, check copies, supporting documents
804.02 Accounts Receivable	AU+2	GC34090	All paperwork associated with the check or monies received.
804.03 Audit Financial Report/Statements	P	GC34090	Independent auditor analysis
804.04 Bank Reconciliation - Accounting	AU+4	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
804.05 Bank Statements - Treasurer	AU+2	FC 3368, 30210; GC 43900 et seq.	Financing Authority
804.06 Bids, RFQ's, RFP's	AU+4	GC34090; CCP 337; GC25105- 1; GC34090	Requests for Qualifications; Requests for Proposals regarding goods and services
804.07 Successful	AU+5	GC34090; CCP 337; GC25105- 1; GC34090	Requests for Qualifications; Requests for Proposals regarding goods and services
804.08 Unsuccessful	CU+2	GC34090; CCP 337; GC25105- 1; GC34090	Requests for Qualifications; Requests for Proposals regarding goods and services
804.09 Budget adjustments, Journal entries	AU+2	GC34090	Account transfers
804.10 Checks	AU+5	GC34090; CCP 337	Includes payroll, canceled & voided checks
804.11 Deferred Compensation	T+5	CGC34090; 26 CFR 16001-1; 29 CFR 1627.3(2)	Records of employee contributions & city payments
804.12 Deposits, Receipts	AU+4	GC34090; CCP 337	Checks, coins, currency, receipt book
804.13 Federal & State Tax	AU+4	GC34090; 29USC 436; 26 CFR 31.6001.1- 4; IRS REG 31.6001-1€(2); R&T 19530;29 CFR 516.5- 516.6	Forms 1096, 1099, W-4's and W-2's;
804.14 Invoices	AU+2	GC34090	Copies sent for fees owed, billing, related documents
804.15 Ledger, General	P	GC34090; CCP 337	
804.16 Ledger, Voucher	AU+4	GC34090; CCP 337	Account postings with supporting documents
804.17 Stores	CU+2	GC34090	Completed forms for ordering
804.18 Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date

800 - FIRE

805 - FIRE ADMINISTRATION			
805.01 General Information	CU+2, AR	GC 34090; 2	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.
805.02 Annual Attendance Cards	CU+2	GC 34100.7;	Information used to determine overtime eligibility by the firefighter's union. Payroll maintains the permanent information.
805.03 Books, Fire Code	S+3	GC 34090.7 CCP 340.5	National Fire Code; includes OPS Manuals
805.04 Business License Inspections	CL+5		Includes Fire Life Safety Inspections for new businesses, including copies of the inspection and approvals. Located in the individual Street Files.
805.05 Case Files	CL+2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance, rubbish and weed abatement, & citations.
805.06 Daily Supply Requisitions	CU+2	GC 34090	
805.07 Disaster Preparedness/EmergenCU Operations	S+2	GC 34090	State of California Guidelines; 2 years after superseded
805.08 Fire Investigations: Arson	CL+6	PC 800	Arson with Great bodily harm, inhabited structure or property.
805.09 Fire Investigations: Non-Arson	CL+3	CCP 338; 3	Non-Arson; may include reports (fire, rescue, investigators', State Fire Marshal, police, casualty, insurance), phontos, memos, diagrams, or other documentation relating to investigation.
805.10 Fire Investigations: Homicide	P	PC 799	Support prosecution. Arson resulting in Homicide.
805.11 General Orders, Policies/Procedures	S+2	GC 34090	
805.12 Incident Records (Fires)	CL+3	GC 34090; CCP 338; 3 CCP 340.5; CCP 340.8;	Includes investigation summaries and reports, photos, witness statements, evidence logs and other incident related records for older fire incidents.
805.13 Inspections: Compliance Files	CL+5 or L	IFC 104.6.1 104.6.2 104.6.3104.6.4	Includes inspection documents for schools, hotels & motels, multi-family (R2), apartments, office buildings, nursing or group homes, and rooming houses relative to fire prevention, inspection, and compliance as defined by the Fire Safety Code. May include certificates of inspection and reports, Department of Education fire drill code rreports, surveys, Board of Appeal and Fire Safety decisions, applications for vaiances.
805.14 Inspections: Fire Prevention	CL+3	UFC 103.34	Alarm/sprinkler systems, prevention efforts.

800 - FIRE

805 - FIRE ADMINISTRATION, Continued			
805.15 Journals, Fire Station	CU+2	GC 34090	Activities, personnel, engine company
805.16 Mutual Aid, Strategic Plans	S+2	GC34090	
805.17 Permits: Construction	CL+3	IFC 104.2	Applications, review construction documents and issue permits for construction.
805.18 Permits: Tanks	CL+7	GC 34090	Underground tank removal and installation. Storing of flammable liquid or liquid petroleum. Permits are only issued after inspection and approval of tanks. They include an application form, permit, a sketch of diagram of location along with tank dimensions, and an inspection report.
805.19 Permits: Unapproved Tank Applications	CU+2	GC 34090	Applications received by Fire Department requesting a permit to store flammable liquid or liquid petroleum, but were denied after inspection. They include the application form and an inspection report indicating reasons for permit's denial.
805.20 Plan Reveiws - Fire	CL+5	IFC 106.4.	Includes plan checks for new construction or improvements to fire-related systems, such as sprinklers, fire alarms, underground sprinkler work, etc. Fire Prevention maintains the plans after approval. Permit issued on approval, which is good for 1 year. Renewed only if construction is not completed. Continuing business is then handled under Bus. Lic. Inspections.
805.21 Recruitment	CL+3	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database.
805.22 Reports: Daily Activity	CU+2	GC 34090d;	volunteer calls
805.23 Reports: Daily Attendance	CU+2	GC 34090d;	Daily attendance reports
805.24 Reports: Fire Run	CU+5	GC 34090	Reports of each dispatched fire run. ID Number, incident number, alarm time, arrival time, incident type, action taken, cause of fire, address, names of occupant and owner, telephone number, vehicles and crews responding, incident-related injuries or death information, name of officer in charge, and name and position of eprson completing report.

800 - FIRE

805 - FIRE ADMINISTRATION, Continued			
805.25 Reports: Incident	IND CU + 2		Used for incidents, inspection tracking and resident contact information. All training sessions and individuals are tracked through a Fire Program.
805.26 Reports: Overtime	CU+2	GC 34090d	Signed document for overtime tracking for FLSA.
805.27 Reports: Shift Notes	CU+2	GC 34090d;	
805.28 Reports: Training	CU+2	GC 34090d;	Training
805.29 Ride Alongs Forms	CU+3	CCP 340.5 ; CCP 340.5; 8 CCR 3203(b)(1)	
805.30 Safety Employees	T+5	29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Fire; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; evaluations-pre employee medicals.
805.31 Shift Rosters	S+2	GC 34090	State of California Guidelines; 2 years after superseded for schedules of officers on duty.
805.32 Special Permits	AE+2	GC 34090	Includes christmas tree lots, firework shows, temporary tents and other temporary use permits related for Fire.
805.33 Station Logs	CU+3	GC 34090;8 CCR 3203(b)(1);	CCP 340.5; Healthcare providers is 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later.
805.34 Strike Team Activities	CU+4	GC 34090; CCP 337	Used to submit forms for reimbursement from the State.
805.35 Training Records Non-Safety	CU+7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships
805.36 Vehicle Mileage Reimbursement Rates	S+2	GC34090	Annual mileage reimbursement rates
806 - FIRE SUPPRESSION AND EQUIPMENT			
806.01 General Information	CU+2, AR	GC 34090	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.
806.02 Daily Vehicle Inspection Log	CU+2	GC 34090; 2 year minimum requirement. State of California Guidelines; CU+2	Inspection of vehicles by drivers prior to driving. Required by the DOT. liquid levels, tire condition, appearance, operations, lights and other aspects.
806.03 Fresh Air Compressor / SCBA Fill Station Inspections	CL+5	GC 34090; CCP 340.5	Inspection by an outside company with resulting certificate of compliance.

800 - FIRE

806 - FIRE SUPPRESSION AND EQUIPMENT, Continued			
806.04 Hose Testing Records	CU+2	GC 34090	State of California Guidelines; Current year plus 2 years for equipment and gear logs. Include test date, date previously tested.
806.05 Hydrant Maintenance Inventories	AR+2	GC 34090	Maintenance, documents used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections, indicating physical characteristics, operation, flow check, pressure, and leakage.
806.06 Ladder Testing	CU+2	GC 34090	Testing for equipment and gear logs.
806.07 Personal Protective Equipment Inspections	CU+5	¹ GC 34090; ² CCP 340.5; ³ 8 CCP; 3203(b)(1); CCP 340.8	¹ Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first; ² Injury & Illness Prevention Program inspection records, maintain at least 1 year. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years; ³ Exposure to substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later.
806.08 Pump Test Records	AR+2	GC 34090	Results of tests conducted on pumping equipment. These annual tests are used to certify pumping capabilities and to check equipment for stability and endurance. They include apparatus number, date tested, station number, where tested, manufacturer's name and number, test results, time taken, and remarks.
806.09 SCBA Fit & Flow Test	P	8 CCR 3203	State of California Guidelines; S+2 for training materials.; Individual training information maintained by employee is retained for T+2, per State of California Guidelines; Administrative Decision: Permanent for long term potential medical issues and varying retention periods of the citations.
806.10 Supervised Fire Drill Reports	CU+2		Monthly report forms are completed on all supervised school and hospital fire drills. They are used to verify fire drills were held and to compile annual reports. They include drill number, date, school or hospital name, grade, fire fighters present, number of students involved, and signature of chief or supervisor.

800 - FIRE

807 - GRANTS			
807.01 Grants	T+5	24 CFR 570.502(b)(3); 241 CFR 85.42 & OMB Cir. A-110, Attach c;*	Project files, applications, contracts, proposals, statements, reports, sub-recipient documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee OMB Cir. A-102 & 128, HUD regulations
807.02 Federal and State	T+5	GC 34090	Refer to Grant application close-out procedure
807.03 Financial Reports			Refer to Grant application close-out procedure
807.04 Unsuccessful	CL+2	GC 34090	Applications not awarded/funded
808 - HAZARDOUS WASTE DISPOSAL			
808.01 Hazardous Waste Disposal	CU+10	CAL OSHA; 40 CFR 122.21	Documentation regarding handling and disposal of hazardous waste
808.02 Permits, Hazardous Materials Storage, Confined space entry permits (OSHA)	CU+2	GC34090	Departments consistantly recommend permanent retention of environmentally sensitive materials
808.03 Programs, Houshold Hazardous Waste	S+2	GC34090	
808.04 Training Materials	S+2	GC34090	Manuals, materials, etc.
809 - HUMAN RESOURCES			
809.01 Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision incl. dependent care and emmployee assistance. *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
809.02 Employee Rights - General Employees	T+2	GC 12946; 29 CFR 1602; 29 USC 211(e); 203(m);207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions.
809.03 Motor Vehicle Pulls (DMV)	CL+7	GC12946, *	*CA 91009; 8 USC 1324 (a)
809.04 Negotiation	P	29 USC Sections 211(c), 203(m), 207(g).	Notes, notebooks, correspondence, contracts, & Memorandums of Agreements
809.05 Non-Safety Employees	T+3	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC12946, 34090* *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)	Release Authorizations; Certifications Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals; fingerprints; ID Cards.
809.06 Personnel Records-Volunteer	1 Yr.	EEOC, ADEA	All personnel or employment records. If he/she is Involuntarily terminated, records must be retained for one year from the date of termination.

800 - FIRE

809 - HUMAN RESOURCES, Continued			
809.07 Personnel Records (copies)	CU+2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
809.08 Personnel Time Sheets	AU+6	GC34090; 29CFR 516.2*	Signed by employee for audit & FEMA Reports.
809.09 Personnel PERS Deduction Reports	T+4	GC 34090; 22 CCR 1085-2	Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1; 29 CFR 516.5, 515.6, LC 1174(d)
809.10 Personnel, PERS, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
809.11 Recruitment	CL+3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
809.12 Reports	CU+2	GC34090	Employee statistics, benefit activity; liability loss
809.13 Safety Employees	T+5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; 29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)	Police, fire, may include; Release Authorizations; Certifications Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals
809.14 Training Records Non-Safety	CU+7	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	Employee applications, volunteer program training, class training materials, internships
810 - LEGAL/LEGISLATIVE			
810.01 Agendas and Agenda Reports	CU+2	GC 34090	State of California Guidelines; Maintain for the Current Year plus 2 years
810.02 Case Records	P	GC 6254; 42USCs 1983	Significant cases which have importance/or set legal precedence; includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements, (unless minors - 3 years after attaining 18)
810.03 Contracts and Agreements	P	CCP 337.2, 343; B&P 7042.5; PU7685; 48CFR:2; GC53066 Construction GC 37090a; 4004; H&S 19850	Includes agreements between cities, Fire Departments, equipment leases, services or supplies

CITY OF UKIAH RECORDS RETENTION GUIDELINES

800 - FIRE

810 - LEGAL/LEGISLATIVE, Continued			
810.04 Correspondence	CU+2	GC34090d	Working documentation
810.05 Deeds & Promissory Notes	P	GC 34090a; GC 6254	
810.06 Historical	P		Biographies, District Seal, Commendations
810.07 Inventory, Fixed Assets	AU+4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
810.08 Inventory Records	CU+2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
810.09 Lease Agreements	P		Ukiah Conference Center, and all other City properties.
810.10 Legal Advertising	CU+4	CCP343, 349, et seq; GC911.2; GC34090	Includes public notices, legal publications.
810.11 Minutes	P	GC34090(d); GC36814, GC40801	Official Minutes and hearing proceedings of governing body or board, commission or committee. Maintain record of proceedings.
810.12 MOU	P	GC 34090	
810.13 Municipal Code	P	GC 34090	Supplements included
810.14 Notices, Meeting	CU+2	GC 34090.7, 54960.1(c)(1)	Special Meetings
810.15 Ordinances	P	GC 34090(d); 40806	Municipal Code
810.16 Petitions - submitted to Board	CU+1	GC 50115; GC 6253	Submitted to legislative bodies
810.17 Policy: Board Proclamations/Directives	S+2	GC 34090	Policies, directives rendered by Board not assigned a resolution or ordinance number
810.18 Policies and Procedures, Departmental	S+5	GC34090 (d)	Retain while current
810.19 Public Records Requests	CL+2	GC34090	
810.20 Records Management	CL+2	GC 34090	Document includes retrieval, transfers inactive
810.21 Records Management Disposition Certification	P	GC 34090	Documentation of final disposition or records
810.22 Records Retention Schedules	S+4	CCP 343	
810.23 Resolutions	P	GC 34090(d); 40801	Legislative Actions
810.24 Salary Records	T+3	GC 34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments.
810.25 Surplus Property Auction	AU+2	GC34090	Listing of Property
810.26 Surplus Property Disposal	AU+4	GC34090; CCP 337	Sealed Bid sales of equipment
810.27 Tapes, Audio/Video	CU+3 mos	GC 34090.7, 54960.1 (c)(1)	When used for minute preparations and may have historical value
810.28 Texts/emails	30 days	PRA	
810.29 Travel Records	CU+2	GC34090	receipts, mileage, & rentals

800 - FIRE

810 - LEGAL/LEGISLATIVE, Continued			
810.31 Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold. New owner keeps Vehicle Ownership info.
811 - PERSONNEL / MEDICAL			
811.01 Exposure - Sampling results	T+30	29 CFR 1910.1020	Sampling results; collections methodology, background
811.02 Exposure - Laboratory	T+1	29 CFR 1910.1020	Laboratory reports and worksheets
811.03 Medical - Injury	T+30	29 CFR 1910.1020	Serious Medical Injury Case File for WC
811.04 Medical - Employees	T+2	29 CFR 1910.1020 GC34090*	Employees less than one year
811.05 Workplace Injury or Illness	CU+5	29 CFR 1904.5, GC34090;	Injury report, not filed with Workman's Comp.
812 - PROPERTY / ASSETS			
812.01 Apparatus/Vehicle	CU+2	GC 34090	Repair and Maintenance *8 Cal Code Reg. 3203(b)(1)
812.02 Inventory, Equipment & Supplies	CU+2	GC 34090	
812.03 Logs, Fire Equipment/Gear Fire Helmets	CU+2	GC 34090	Total of 5 years
813 - RISK MANAGEMENT			
813.01 Accident Reports - copies and regarding City/District Assests	CL+7	29 CFR 1904.2; 29; CFR 1904.6	Memos and working documents, reports and related records.
813.02 Claims, Damage	CL+5	GC 34090; GC 25105.5	Paid/Denied; Includes photographs, negatives, film, etc.
813.03 Injury and Illness of employee	CL+5	GC 34090; 29CFR 1904.4; OMB 1220-0029	Records must be maintained at the worksite for at least five years. (Non-Serious). WC not filed. Minor injuries requiring first aid only do not need to be recorded. If WC filed, refer to Workman's Comp. rule.
813.04 Insurance - MOU's	CL+7	GC 34090	Liability Insurance/MOU's, Agreements/Agendas
813.05 Insurance - Certificates and Policies	P	GC 34090	Insurance certificates filed separately from contracts, includes insurance filed by licencees.
814 - TRAINING			
814.01 General Information	CU+2, AR	GC 34090	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.
814.02 EMT-I/EMT-Basic Certification & Paramedic License Cards	T+2	GC 34090	Certification records and continued education records to validate requirements. Maintained in personnel file.
814.03 Lesson Plans	CU+7	GC 34090; GC 12946; 29 CFR 1627.3(b); GC 6250; PRA	State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.

800 - FIRE

814 - TRAINING, Continued			
814.04 Instructors Guides	S+7	GC 34090; 29 CFR 1627.3(b); GC 12946; C 6250; PRA	Support the training session and/or lesson plans
814.05 Training Academy Class Files	T+2	GC 34090	Filed by employee. Proof of attendance and apprenticeship.

900 - HUMAN RESOURCES/RISK MANAGEMENT

Title	Retention Period	Statutory Reference (subject to change)	Notes
901 - ADMINISTRATION			
901.01 General Subject Files - HR / Risk Mgt.	CU + 3	GC34090(d)	Internal working files including correspondence for projects
901.02 Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6 (2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
901.03 Correspondence	CU + 3	GC34090(d)	If not attached to agreement or project file
902 - HUMAN RESOURCES			
902.01 Benefit Plans	P	GC 6250 et seq; OMB A-129 29 CFR 1603.30; 32; Lab Rel Sec 1174; 29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 113	May include dental disability, education, health, life and vision including dependent care and Employee Assistance
902.02 Bond, Personnel fidelity	T + 2	GC 34090	Employee fidelity Bonds
902.03 Employee Handbook	S + 2	GC 34090	General Employee information including benefit plans
902.04 Employee Programs	CL +2	GC 34090; GC 12946	Includes EAP and Recognitions
902.05 Employee Rights - General Employees	T + 2	GC 12935; 29 CFR 1602; 29 USC 211(e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civic rights, complaints, disciplinary actions
902.06 Employee Rights - Safety (Police)	T + 2	GC 34090	May include Arbitration, grievances, union requests, sexual harassment and Civic rights, complaints, disciplinary actions
902.07 Fingerprint - Application Files	T + 2	GC 34090	Paperwork authorizing fingerprinting and background checks for city employment applicants
902.08 Hourly Employees	T + 6	GC 12946; GC 34090; 29 CFR 1627.3, Labor Relations Section 1174	
902.09 I-9	Date of hire + 3, or 1 yr after employment ends		I-9s
902.10 Insurance - Workers Compensation	P	GC 6410; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator

900 - HUMAN RESOURCES/RISK MANAGEMENT

Title	Retention Period	Statutory Reference (subject to change)	Notes
902 - HUMAN RESOURCES, Continued			
902.11 Medical Leave	CL + 30	FMLA 1993 US OSHA; 20 CFR; 29 CFR 1602.30.32; 49 CFR 193-9	May include family leave; certifications; tests
902.12 Motor Vehicle Pulls (DMV)	CL + 7	GC 12946; CA 91009; 8 USC 1324(a)	
902.13 Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
902.14 Non-Safety Employees	T + 3	29 CFR 1627.3; CCR 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090; 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)	Non-safety employees may include: release authorizations; certifications; reassignments; outside employment; commendations, disciplinary actions; terminations, Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's)
902.15 Personnel Records (Supervisors)	CU + 2	GC 34090; GC 6250	Attendance; evaluations; drafts; worksheets; postings
902.16 PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
902.17 Recruitment	CL + 10	GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
902.18 Reports	CU + 2	GC 34090	Employee statistics, benefit activity; liability loss
902.19 Safety Employees	T + 5	29 CFR 16273; Labor Relations Sec. 1174; 29 CFR 1607.4	Police, fire, emergency employees may include: release authorizations; certifications; reassignments; outside employment; commendations, disciplinary actions; terminations, Oaths of Office; evaluations-pre-employee medicals
902.20 Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29	Includes classification, wage rates
902.21 Training Records - Non-Safety	CU + 7	GC 3250 et seq	Employee applications, volunteer program training, class training materials, internships
902.22 Training Records - Personnel (by name)	T + 7	GC 34090	Paperwork documenting officers' internal and external training
902.23 Training Records - Safety	CU + 2	GC 34090	Certifications/designations
902.24 Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates - Authorized by City Council

900 - HUMAN RESOURCES/RISK MANAGEMENT

Title	Retention Period	Statutory Reference (subject to change)	Notes
902.25 Workers Compensation	P	CCR 14311; 15411.2 Calif. Labor Code 110139.6	Claim files, reports, incidents (working files) originals filed with Administrator
903 - RISK MANAGEMENT			
903.01 Accident Reports - Copies and regarding City assets	CL + 7	29 CFR 1904.2; 29; CFR1904.6	Memos and working documents, reports and related records
903.02 Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring City property and other assets
903.03 Claims, Damage	CL + 5	GC 34090; GC 25105.5	Paid/Denied; Includes photographs, negatives, film, etc.
903.04 Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage, or similar occurrence (excluding fire/law enforcement)
903.05 Insurance, ACCELJT Powers Agreement	CL + 7	GC 34090	(Authority California Cities Excess Liability Insurance_ -B Accreditation / MOU's / agreement / agendas
903.06 Insurance, Certificates and Policies	P	GC 34090	Insurance certificates filed separately from contracts, includes insurance filed by licencees, REMIF insurance documents
903.07 Insurance, Liability and Property	P	GC 34090	May include liability, property, Certificates of Participation, deferred, use of facilities
903.08 Risk Management Reports	CL + 5	OMB 1220-0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms, Loss Analysis Report; Safety Reports; Actuarial Studies

1000 - POLICE

Title	Retention Period	Statutory Reference (subject to change)	Notes
1001 - ADMINISTRATION			
1001.01 General Subject Files - Police			
1001.02 Accounting/Cash Reconciliations	CU + 2	GC 34090	
1001.03 Alarm Records	CU + 2	GC 34090	
1001.04 Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting relative to incidents involving the Police Department filed by citizens
1001.05 Correspondence	CU + 2	GC 34090.d	Working documentation if not attached to agreement or project file
1001.06 Department Manual	S		Changes to manual are recorded in General Orders (permanent)
1001.07 Equipment - Communication	T + 2	GC 34090	Retained until two years after termination of equipment use 2 years after; manuals, instructions, procedures
1001.08 Equipment - Inventory	S + 2	GC 34090	Listing of equipment assigned to division, to whom it is assigned
1001.09 Reports - Activity	CU + 2	GC 34090	Weekly/monthly/quarterly/annual activity/statistical reports by division. Retain only one form for retention period
1001.10 Reports - Survey Response Files	CU + 2	GC 34090	Surveys, responses, correspondence with other agencies requesting statistical data
1002 - CODE ENFORCEMENT			
1002.01 Abandoned Vehicles	CL + 2	GC 34090.d	
1002.02 Case Files	CL + 2	GC 34090.d	Vehicle abatement, citations
1002.03 Logs	CU + 2	GC 34090.d	Lien recovery, citations, complaints
1002.04 Regulations	S + 2	GC 34090.d	Includes rules
1002.05 Reports, Federal and State	P	GC 34090.a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
1003 - INVESTIGATIONS			
1003.01 Administrative/Internal	CL + 2	PC 832.5, EVC 1045, GC 12946, PC 801.5, 803(c) VC 2547	Initiated internally; includes complaint, reports, findings
1003.02 Citizen Complaints	CL + 5	PC 832.5, EVC 1045, GC 12946, PC 801.5, 803(c) VC 2547	Initiated by citizens complaints; includes complaint, reports, findings
1003.03 Arrest/Conviction H&S Section 11357(b),(c),(d),(e) or H&S Section 11360(b) violations (Occurring after January 1, 1996)	Mandatory Destruction from date of conviction or date of arrest with no conviction	H&S 11361.5	Applicable to convictions occurring after January 1, 1996, or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5

1000 - POLICE

Title	Retention Period	Statutory Reference (subject to change)	Notes
1003 - INVESTIGATIONS, Continued			
1003.04 Arrest/Conviction H&S Section 11357(b),(c),(d),(e) or H&S Section 11360(b) violations (Occurring after January 1, 1996)	Mandatory Destruction upon notice from DOJ	H&S 11361.5	Applicable to convictions occurring prior to January 1, 1996, or arrests not followed by a conviction occurring prior to January 1, 1996, for violations of H&S Code 11357, 11364, 11365 and 11550
1003.05 Asset Forfeiture - Investigations/Proceedings	CL + 2	GC 34090	
1003.06 Asset Forfeiture - Case Files	CU + 2	GC 34090	
1003.07 Notifications	CU + 2	GC 34090	To legal property owner prior to case
1003.08 Case Books, investigative	CL + 2	GC 34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
1003.09 Case Files - Homicide, Investigator's File	P	PC 799	
1003.10 Case Files - Narcotics - No arrest, Narcotics Cases	CL + 2	GC 34090	
1003.11 Officer Involved Shootings	CL + 25	GC 34090	
1003.12 Court - Daily Schedule	CU + 1	GC 34090.7	Printouts of daily court scheduling, subpoenas
1003.13 Court - Sign-in Logs	CU + 2	GC 34090	Logs officers' names, time in/out for court appearances
1003.14 Court - Tracking System Records	CU + 2	GC 34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
1003.15 Crime - Felony Crimes With or Without Arrests	CL + 7	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803- Tolling/Extension of time periods; Appeals process and "Three Strikes" also consideration in assigning retention for the City's cases
1003.16 Crime - Misdemeanor/Infractions	CL + 7	GC 34090	No arrests, identifiable property or
1003.17 Crime - Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
1003.18 Destruction - Guns, Narcotics	P		
1003.19 Disposition of Arrest/Court Action			Retention determined by action taken:
1003.20 Evidence, Disposition Forms			Attach to duplicate Property Report, file with DR in Recrds Division
1003.21 Fingerprint Application Files	T + 2	GC 34090	Paperwork authorizing fingerprinting for business licenses and taxi service

1000 - POLICE

Title	Retention Period	Statutory Reference (subject to change)	Notes
1003 - INVESTIGATIONS, Continued			
1003.22 Fingerprint Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)
1003.23 Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized
1003.24 Records Suspect, Adult/Juvenile	CL	Law Enforcement Management guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
1003.25 Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, applications denied, stolen (DOJ File)
1003.26 Licenses/permits - Bicycle	CU + 2	GC 34090	
1003.27 Licenses/permits - Taxi, Auto for Hire	T + 4	GC 34090	License, permits for taxicabs, shuttles, etc...
1003.28 Licenses/permits - Duplicate (Pink) Secondhand Dealer, Pawn Brokers	CU + 3	GC 34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency; includes permits
1003.29 Logs - Auto Theft	S		
1003.30 Logs - Case Assignment	CU + 1		
1003.31 Logs - Daily Activity	CU + 2	GC 34090	
1003.32 Logs - Officer	CU + 2	GC 34090	Daily activity of incidents not reported by use of official report
1003.33 Logs - Report Summary	CU + 2	GC 34090	Report numbers, type, names, dates retained for research value
1003.34 Logs - Investigative (Pre-Arrest)	CL + 10	GC 34090	Retained by division until cases are suspended and closed
1003.35 Logs - Juvenile Detention	CU + 2	GC 34090	Logs document juvenile processing per CYA
1003.36 Logs - Property Control	CU + 2	GC 34090	Lost items coming into and going out of property room
1003.37 Logs - Rap Sheet	CL + 2	GC 34090	Requests for criminal history
1003.38 Logs - Subpoena	CU + 2	GC 34090	Subpoenas received/served daily on Police Department employees
1003.39 Non-Criminal Occurrences	CU + 7	GC 34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges
1003.40 Pawn Slips/Tickets	CU + 3	B & P 21628	Copies from pawn shops
1003.41 Photographs			Crime Scene, registrant/applicant, photo file, accident. Retain according to practical and functional association
1003.42 Photographs - Daily Report (Negatives)	T	GC 34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
1003.43 Photographs - Inmates (Negatives)	CU + 20		By prisoner number

1000 - POLICE

Title	Retention Period	Statutory Reference (subject to change)	Notes
1003 - INVESTIGATIONS, Continued			
1003.44 Property Original	Until case is adjudicated/ disposition determined		Copy retained in records case file; refer to managing property in law enforcement agencies (by POST)
1003.45 Range Inventory	S + 2	GC 34090	Reports of inventories of weapons and ammunition held by department range.
1003.46 Registration Files, Arson, Sex and Narcotics	Life of registrant within jurisdiction		Fingerprint card, photo, information also forwarded to DOJ
1003.47 Reports	CU + 2	GC 34090	Arrest & citation register, arson offenses, crimes against senior citizens, death in custody, domestic violence, FBI include return A/Supp., hate crime incidents, homicide reports - supp., officers killed or assaulted, original to FBI-DOJ, uniform crime reports
1003.48 Sealed Adult Found Factually Innocent	Mandatory destruction upon and pursuant to Court Order		General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record, exceptions
1003.49 Juvenile	Mandatory destruction upon and pursuant to Court Order		Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
1003.50 Tapes - Audio, Telephone and Radio Communications	CU + 180 days	GC 34090.6	Exception: recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
1003.51 Use of Force Supervisory Review Files	CU + 2	GC 34090	Includes review forms, arrest report copies, logs
1004 - PATROL			
1004.01 Citations - 11357(e), Juvenile	CL + 2	H&S 11361.5	
1004.02 Citations - 11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	H&S 11361.5, CA Admin. Code, Chapter 1, Title II, Sec. 708	
1004.03 Citations - Cite and Release	CL + 2	GC 34090	
1004.04 Citations - California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC 34090	Original is forwarded to court
1004.05 Citations - Parking/Traffic, Duplicates	CU + 2	GC 34090.7	Originals are forwarded to court after agency processing; includes citations electronically created

1000 - POLICE

Title	Retention Period	Statutory Reference (subject to change)	Notes
1004 - PATROL, Continued			
1004.06 Citations - Transmittals	CU + 2	GC 34090	Listing of citations forwarded to court, filed for reference
1004.07 Equipment - Radio Logs (Communication)	CU + 2	GC 34090	Document problems, malfunctions, resolution to provide equipment performance history
1004.08 General Orders	P		
1004.09 Radar Calibration Records	T + 2		Documentation of radar instruments retained during use/ownership
1004.10 Reports - Accident	CL + 2	GC 34090	Non-Jury
1004.11 Traffic Collision Fatalities	P		
1004.12 Vehicle - Assignment Reports	S		Record of assignments
1004.13 Vehicle - Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
1004.14 Vehicle - Repossessions/Private Impounds	CU + 2	GC 34090	
1004.15 Vehicle - Service Schedules	S	GC 34090	
1004.16 Vests, Bulletproof Letters	CU + 2	GC 34090	Authorization to purchase
1004.17 Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns, produces inventory reports
1005 - SERVICES			
1005.01 Grievance Files	CL + 2	GC 34090	Grievance filed by employees, supporting documentation
1005.02 Investigations - Background	CL + 2	GC 34090	Non-hired
1005.03 Investigations - Background Hired	P		Include original reports re: PC 832.5 investigations
1005.04 Parades & Special Events File	CL + 2	GC 34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
1005.05 Permits - Alcoholic Beverage Control License	L + 2	GC 34090	
1005.06 Permits - Concealed Weapons	CL + 2	GC 34090	
1005.07 Photographs - Personnel	S + 2	GC 34090	
1005.08 Press Releases	CU + 2	GC 34090	
1005.09 Press, Video Programs (Community Relations)	CU + 2	GC 34090	Collection of videos of programs and events, outside press coverage of department
1005.10 Property Files	CU + 2	GC 34090	Original reports and supplemental documentation (Lost, found, safekeeping)
1005.11 Property, Pawn Broker/Secondhand	CU + 2	GC 34090	Sales slips. Dealer required to file duplicate with agency
1005.12 Reports - Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC 34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
1005.13 Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 649.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired
1005.14 Rosters (Divisional)	S + 2	GC 34090	Personnel assigned to division
1005.15 Schedules - Day	CU + 2	GC 34090	Schedules of Officers on duty

1000 - POLICE

Title	Retention Period	Statutory Reference (subject to change)	Notes
1005 - SERVICES, Continued			
1005.16 Schedules - Watch Assignment/Timekeeping Records	CU + 2	GC 34090	
1005.17 Speaker Requests	CU + 2	GC 34090	Community and business requests for public appearances, speakers
1005.18 Training - Bulletins	P	GC 34090	
1005.19 Training - Event Files	CU + 2	GC 34090	Correspondence, brochures, promotional materials , information on speakers, guests, supporting documents
1005.20 Training - Lesson Plans, Range	CL + 15	GC 34090	Scope, content, time period of courses
1005.21 Training Personnel (by name)	T + 7	GC 34090	Paperwork documenting officers' internal and external training
1005.22 Training schedules, Range	CU + 2	GC 34090	Daily, weekly, monthly schedules of training events at range
1005.23 Volunteer Card Files	T + 2	GC 34090	Volunteers identification, contact information

1100 - PUBLIC WORKS

Title	Retention Period	Statutory Reference (subject to change)	Notes
1101 - ADMINISTRATION			
1101.01 General Subject Files - Public Works			
1101.02 Benchmark Data	P	GC 34090d	Horizontal, vertical & control
1101.03 Correspondence	CU + 2	GC 34090d	Working documentation if not attached to agreement or project file
1101.04 Grants - Community Development Block Grant and Urban Development (CDBG)	CL + 5	GC 34090; 24 CFR 570.502 24 CFR 85.42; OMB Cir. A-102, A-110, A-128	Applications, reports, contracts, supporting documents; Refer to grant application close-out procedures. Grants can be superceded by individual grant retention guide
1101.05 Licenses/Permits	P		Encroachment Permits, etc...
1101.06 Maps & Plans	P		Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc...
1101.07 Permits	P	GC 34090a; H&S 19850; 4003; 4004	Encroachment Permits
1101.08 Permits, Construction	P	GC 34090a; H&S 19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
1101.09 Projects, Not Completed or Denied	CL + 2	GC 34090d	Building, engineering, planning
1101.10 Studies, Special Projects & Area	CL + 2		Engineering, joint powers, noise,
1101.11 Surveys	P		Recording data and maps
1102 - ENGINEERING			
1102.01 Capital Improvement Projects	CL + 10	CC 337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc...
1102.02 Congestion Management	CU + 2	GC 34090d	Ride sharing, trip reduction
1102.03 Construction Tracking, Daily	P	CC 337.15	Assesses value of real property
1102.04 Drawings, Traffic Control Plan	P	GC 34090a	Signs, signing & striping, road construction
1102.05 Flood Control	CL + 2	GC 34090d	Storm drains
1102.06 Soil	CL + 2	GC 34090d	Analysis, construction
1102.07 Soil Reports	P	GC 34090d	Final Reports
1102.08 Special Districts	P	GC 34090a	Supporting documents regarding improvement, lighting, underground utility; bonds, taxes & construction
1101.09 Traffic Signals	CL + 2	GC 34090d	Counts, collisions, accidents
1103 - ENVIRONMENTAL QUALITY			
1103.01 Air Quality (AQMD)	CU + 7	CCP 338(K); GC 34090	Participants/voucher logs, Total Daily Mileage (TDM) survey; various local authorities; commute alternative
1103.02 California Environmental Quality Act (CEQA)	P	GC 34090a, and CEQA Guidelines	Exemptions, environmental impact report, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations

1100 - PUBLIC WORKS

Title	Retention Period	Statutory Reference (subject to change)	Notes
1104 - GARAGE			
1104.01 Inventory, Equipment Parts and Supplies	L + 2		Includes vehicles and related documents regarding repairs
1104.02 Inventory, Vehicle Ownership and Title	L + 2		Owner's manual, warranty documents, Department of Motor Vehicles title and registration, related documents
1104.03 Licenses, Permits	CU + 2		Forms, related documentation regarding licenses and permits required by federal and state agencies
1104.04 Maintenance/Operations-Garage	L + 2	GC 34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
1104.05 Vehicle Assignment	CU + 2	GC 34090	Log books, request forms, lists
1105 - HAZARDOUS MATERIALS			
1105.01 Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation regarding the handling and disposal of hazardous waste
1105.02 Underground Storage Tank - Compliance	P	GC 34090a	Documents regarding storage
1105.03 Underground Storage Tank - Maintenance & Operation	CU + 2	GC 34090	Location, installation, removal, remediation
1106 - PROPERTY			
1106.01 Appraisals	SL + 2	GC 34090; GC 6254(h)	Exempt until final acquisition or contract agreement obtained
1106.02 Deeds & Promissory Notes	P	GC 34090a; 24 CRF 570.502(B)(3); 24 CRF 8.42 & OMB Circ. SA-110	
1106.03 Lot Split Cases	P	GC 34090	
1106.04 Maps, City Boundary	P	GC 34090d	Recorded maps, surveys, monuments
1106.05 Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
1107 - REPORTS			
1107.01 Studies	CL + 2	GC 34090	
1108 - SERVICES			
1108.01 Parades & Special Events File	CL + 2	GC 34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
1109 - SOLID WASTE/LANDFILL			
1109.01 Collections/Landfill	CU + 2	GC 34090	Daily records, usage
1109.02 Facilities	CU + 2	GC 34090	Correspondence, maps, patron list
1109.03 History, Sanitation	P	GC 34090	Where City-owned
1109.04 Recycling Programs	S + 2	GC 34090	
1109.05 Tonnage - Landfill	CU + 2	GC 34090	
1110 - STREETS/ALLEYS			
1110.01 Abandonments/Vacations	P	GC 34090	Relinquishment of rights and fee title
1110.02 Closures	P	GC 34090	
1110.03 Easements, Dedications, Rights-of-Way	P	GC 34090	
1110.04 Field Books	P	GC 34090	
1110.05 Grants: Federal & State	CL + 5 OR S	GC 34090	Refer to grant application close-out procedure

1100 - PUBLIC WORKS

Title	Retention Period	Statutory Reference (subject to change)	Notes
1110 - STREETS/ALLEYS, Continued			
1110.06 Intersection Records	CU + 2	GC 34090	Includes correspondence, volume counts, accident history
1110.07 Inventory, Traffic Control Device	S + 2	GC 34090	Signs, lights
1110.08 Landscaping	CU + 2	GC 34090	Plants, tree maintenance, work orders
1110.09 Maintenance/Operations-Streets/Alleys	CU + 2	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
1110.10 Maps	P	GC 34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
1110.11 Master Plans	CU + 2	GC 34090	Copies
1110.12 Oversize Load	CL + 2	GC 34090	
1110.13 Parking - Lots	CU + 2	GC 34090	
1110.14 Parking - Regulations	S + 2	GC 34090	
1110.15 Reports/Studies	CL + 2	GC 34090	
1110.16 Permits - Encroachment	P	GC 34090	
1110.17 Permits - Improvement	CL + 2	GC 34090	
1110.18 Permits - Parking	CL + 2	GC 34090	
1110.19 Permits - Paving	CL + 2	GC 34090	
1110.20 Permits - Use (Temporary)	CL + 2	GC 34090	Includes Special Events
1110.21 Photographs	S + 2	GC 34090	Includes aerials
1110.22 Plans, Capital Improvement, Projects	P	GC 34090	Streets, curbs, gutters, sidewalks, storm drains
1110.23 Procedures - Naming and Numbering	P	GC 34090	
1110.24 Procedures - Speed Limits	S + 2	GC 34090	
1110.25 Programs - Federal Aid Urban	CL + 3	23 CFR 633(a) & (c)	
1110.26 Programs - Traffic Safety	S + 2	GC 34090	Drivers education, pedestrian safety, bicycle lanes
1110.27 Reports - Bridges & Overpasses	L + 2	GC 34090	Life of structure
1110.28 Reports - Inspection	CU + 2	GC 34090	Includes intersection, sidewalks. Bridges and overpasses, keep life of
1110.29 Studies	CL + 2	GC 34090	Traffic volume, accident history,
1110.30 Studies - Traffic Count	CL + 2	GC 34090	Evaluation of traffic volume
1110.31 Studies - Vehicle Accident	CL + 2	GC 34090	
1110.32 Routes, School Bus & Truck	S + 2	GC 34090	Truck routes, access ramps, rest areas
1110.33 Signage	L + 2	GC 34090	Log books, index register cards, inventory lists, records of traffic signs
1110.34 Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance
1110.35 Weigh Scales	S + 2	GC 34090	
1111 - WATER			
1111.01 Flood Control - Drainage Facilities	P	GC 34090	Includes dams, lakes, basins, creeks
1111.02 Flood Control - Flood Zones	P	GC 34090	Includes flood maps

1200 - WATER RESOURCES

Title	Retention Period	Statutory Reference (subject to change)	Notes
1201 - ADMINISTRATION			
1201.01 General Subject Files - Water Resources			
1201.02 Correspondence	CU + 2	GC 34090d	Working documentation if not attached to agreement or project file
1201.03 Maps & Plans	P	GC 34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees grading, landfill, fire hydrants, base maps, etc...
1201.04 Special Districts	P	GC 34090a	Supporting documents regarding improvement, lighting, underground, utility, bonds, taxes & construction
1202 - SANITATION/SOLID WASTE/WASTEWATER			
1202.01 Capacity Project			
1202.02 Collections	CU + 2	GC 34090	Daily records, usage
1202.03 ESSU Reports			
1202.04 Facilities	CU + 2	GC 34090	correspondence, maps, patron list
1202.05 History, Sanitation	P	GC 34090	Where City-owened
1202.06 Incinerator, Treatment Plant, Sludge	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fule flow, total solids and volatile solids
1202.07 Maintenance and Operations	CU + 2	GC 34090	Includes work orders, inspection, repairs, cleaning reports, complaints
1202.08 NCRWQCB Reports			
1202.09 NCRWQCB Violation Notices			
1202.10 Recycling Programs	CU + 5	4090; 40 CFR 12	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc...
1202.11 Regulations	S + 2	GC 34090	Includes legislation
1202.12 Reports - Studies	CL + 2	GC 34090	
1202.13 Sewer Statistic Reports			
1202.14 Will Serve Letters			
1203 - WATER			
1203.01 Connection Records	P	GC 34090	Maps, water line connections
1203.02 Flood Control - Drainage Facilities	P	GC 34090	
1203.03 Flood Control - Flood Zones	P	GC 34090	Includes dams, lakes, basins, creeks
1203.04 Flood Control - Insurance Programs	S + 2	GC 34090	Includes flood maps
1203.05 Flood Control - Policies/Procedures	S + 2	GC 34090	Includes copies of policies, rules, programs
1203.06 Flood Control - Reports/Studies	CL + 2	GC 34090	rules and Reguations
1203.07 Inventory, Equipment	CU + 2	GC 34090	
1203.08 Locations	P	GC 34090	Mains, valves, hydrants, wells
1203.09 Maintenance and Operations	CU + 2	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
1203.10 Maintenance and Operations - Service	CU + 2	GC 34090	Includes work orders, entry cards, manholes, service to property owners
1203.11 Maintenance and Operations - Well & Pumping	CU + 2	GC 34090	Times operations, power used and quantity
1206 - WATER, Continued			

1200 - WATER RESOURCES

Title	Retention Period	Statutory Reference (subject to change)	Notes
1203.12 Maps	P	GC 34090	Line locations; easements
1203.13 Master Plans	CU + 2	GC 34090	copies
1203.14 Meter Operations	CU + 2	GC 34090	Reader reports, orders, tests,
1203.15 Permits - National Pollutant Discharge Elimination System (NPDES)	P	40 CFR 122.28	
1203.16 Permits - Others	CU + 2	GC 34090	Municipalities of 100,000 or more, compliance with Clean Water Act regarding pollutants
1203.17 Policies and Procedures	S + 2	GC 34090	May depend on terms of state or federal agency
1203.18 Rates	S + 2	GC 34090	Includes rules and regulations
1203.19 Reclamation	CU + 5	40 CFR 122.41	Daily operations including grit removal, chlorine usage, labe analysis relusts, etc...
1203.20 Reports - Conservation	CU + 2	GC 34090	
1203.21 Reports - Consumer Confidence	CU + 2	GC 34090	
1203.22 Reports - Consumption	CU + 2	GC 34090	
1203.23 Reports - Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
1203.24 Reports - Discharge Monitoring	CU + 5	40 CFR 141.91	Average amount of pollution
1203.25 Reports - Drinking Water Corrections	CU + 10	40 CFR 141.91	
1203.26 Reports - Hydrograph	P	40 CFR 141.91	Daily flow of streams
1203.27 Reports - Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation
1203.28 Reports - Public Education	CU + 12	40 CFR 141.91	Compliance documentation
1203.29 Reports - Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
1203.30 Reports - Sanitary Surveys	CU + 10	40 CFR 141.91	Statistics, reports, correspondence
1203.31 Reports - Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead
1203.32 Reports - State Certification	CU + 12	40 CFR 141.91	Compliance documentation
1203.33 Reports - Urban Water Management Plans			
1203.34 Reports - Variances, Water System	CU + 5	40 CFR 141.33	
1203.35 Reports - Well Level	CU + 2	GC 34090	May include wells, rivers, lakes, districts
1203.36 Sources	CU + 2	GC 34090	Notes preparatory to maps of water installations
1203.37 Surveyor Field Notes	P	GC 34090	Statistics, reports, correspondence
1203.38 Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	
1203.39 Tests - Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
1203.40 Tests - Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of chemical content
1203.41 Tests - Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc...
1203.42 Valve Main Records	P	GC 34090	
1203.43 Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation



AGENDA SUMMARY REPORT

SUBJECT: Report of Acquisition of Professional Services from Alpha Analytical Laboratories, Inc. in the Amount of \$15,103.85 for Quarterly Water Sampling and Completion of Chemical Examination Reports for the Ukiah Landfill.

DEPARTMENT: Public Works

PREPARED BY: Rick Seanor

ATTACHMENTS:

[Attachment 1 - Alpha Analytical Invoices - January 2019](#)

Summary: Council will receive a report regarding the acquisition of services for quarterly water sampling and preparation of chemical examination reports for the Ukiah Landfill.

Background: In accordance with the Waste Discharge Requirements issued by the North Coast Regional Water Quality Control Board (NCRWQCB), the City is mandated to complete quarterly water sampling and analysis for the Ukiah Landfill.

Discussion: In compliance with Section 1522 of the City Code, this report is submitted to the City Council for the purpose of reporting the acquisition of professional consulting services costing more than \$10,000. The Public Works Department requested Alpha Analytical Laboratories, Inc. to conduct quarterly water sampling and to prepare chemical examination reports for the Ukiah Landfill. Alpha Analytical completed the quarterly

RECOMMENDED ACTION: Receive and file report of acquisition of professional services from Alpha Analytical Laboratories, Inc. in the amount of \$15,103.85 for quarterly water sampling and completion of chemical examination reports for the Ukiah Landfill. Report is submitted pursuant to City Code.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$15,103.85; Account Number 70024500.52100

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Landfill Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: Purchase Order Number 45945

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

Approved: _____


Sage Sangiacomo, City Manager

water sampling and produced the chemical examination reports for the amount of \$15,103.85. For reference, please refer to Attachment #1, a copy of the Alpha Analytical invoices. In conjunction with these chemical examination reports, EBA Engineering analyzes the data to prepare and submit the required detection monitoring report to the NCRWQCB.



INVOICE

Certified Small Business #0001025

Alpha Analytical Laboratories, Inc.

email: clientservices@alpha-labs.com

Corporate: 208 Mason Street | Ukiah, CA 95482 | T: 707-468-0401 | F: 707-468-5267 | ELAP# 1551

Bill To: Ukiah Landfill
300 Seminary Ave
Ukiah, CA 95482

Attn: Rick Seanor

Invoice #: 9032920-UKIAHLF
Date: 03/14/19

Project ID: Monitoring Wells - Quarterly
Project No: Monitoring Wells - Quarterly
PO/Reference:

Order #
19A3073

Receipt Date
01/24/19

Terms
NET 30

Quantity	Analysis/Description	Matrix	Unit Cost	Extended Cost
Alpha Analytical Laboratories, Inc.				
1	Volatiles by EPA 8260 [10 day]	Water	\$140.00	\$140.00
7	Total Alkalinity by SM2320B [10 day]	Water	\$15.00	\$105.00
7	Ammonia by SM4500-NH3 C [10 day]	Water	\$25.00	\$175.00
7	Boron Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
1	Small Bailer [10 day]	Water	\$200.00	\$200.00
7	Bicarbonate by SM2320B [10 day]	Water	\$15.00	\$105.00
7	Calcium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
7	Carbonate by SM2320B [10 day]	Water	\$15.00	\$105.00
7	Chloride by EPA 300.0 [10 day]	Water	\$18.00	\$126.00
7	Conductivity by SM2510B [10 day]	Water	\$10.00	\$70.00
1	Field Technician [10 day]	Water	\$825.00	\$825.00
1	Filters [10 day]	Water	\$200.00	\$200.00
7	Fluoride by EPA 300.0 [10 day]	Water	\$18.00	\$126.00
1	GeoTracker EDT [10 day]	Water	\$257.00	\$257.00
7	Handling & Disposal [10 day]	Water	\$3.00	\$21.00
7	Potassium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
7	Magnesium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
1	Miles [10 day]	Water	\$4.95	\$4.95
1	Miscellaneous Supplies [10 day]	Water	\$0.00	\$0.00
7	Manganese Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
7	Sodium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
7	Total Nitrogen (NO2, NO3, TKN & Calc.) [10 day]	Water	\$45.00	\$315.00
7	pH Water by SM4500-H+ B [10 day]	Water	\$10.00	\$70.00
7	Total Dissolved Solids by SM2540C [10 day]	Water	\$15.00	\$105.00
7	Sulfate by EPA 300.0 [10 day]	Water	\$18.00	\$126.00
7	TPH as Diesel/Motor Oil by EPA 8015 [10 day]	Water	\$60.00	\$420.00
7	TPH as Gas & VOAs by EPA 8260B [10 day]	Water	\$180.00	\$1,260.00



alpha

INVOICE

Certified Small Business #0001025

Alpha Analytical Laboratories, Inc.

email: clientservices@alpha-labs.com

Corporate: 208 Mason Street | Ukiah, CA 95482 | T: 707-468-0401 | F: 707-468-5267 | ELAP# 1551

Invoice Total: **\$5,385.95**



INVOICE

Certified Small Business #0001025

Alpha Analytical Laboratories, Inc.

email: clientservices@alpha-labs.com

Corporate: 208 Mason Street | Ukiah, CA 95482 | T: 707-468-0401 | F: 707-468-5267 | ELAP# 1551

Bill To: Ukiah Landfill
300 Seminary Ave
Ukiah, CA 95482

Attn: Rick Seanor

Invoice #: 9022218-UKIAHLF
Date: 02/13/19

Project ID: Monitoring Wells - Quarterly
Project No: [none]
PO/Reference:

Order #
19A2711

Receipt Date
01/22/19

Terms
NET 30

Quantity	Analysis/Description	Matrix	Unit Cost	Extended Cost
Alpha Analytical Laboratories, Inc.				
1	Volatiles by EPA 8260 [10 day]	Water	\$140.00	\$140.00
7	Total Alkalinity by SM2320B [10 day]	Water	\$15.00	\$105.00
7	Ammonia by SM4500-NH3 C [10 day]	Water	\$25.00	\$175.00
7	Boron Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
1	Small Bailer [10 day]	Water	\$175.00	\$175.00
7	Bicarbonate by SM2320B [10 day]	Water	\$15.00	\$105.00
7	Calcium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
7	Carbonate by SM2320B [10 day]	Water	\$15.00	\$105.00
7	Chloride by EPA 300.0 [10 day]	Water	\$18.00	\$126.00
7	Conductivity by SM2510B [10 day]	Water	\$10.00	\$70.00
1	Field Technician [10 day]	Water	\$825.00	\$825.00
1	Filters [10 day]	Water	\$175.00	\$175.00
7	Fluoride by EPA 300.0 [10 day]	Water	\$18.00	\$126.00
1	GeoTracker EDT [10 day]	Water	\$256.00	\$256.00
7	Handling & Disposal [10 day]	Water	\$3.00	\$21.00
7	Potassium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
7	Magnesium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
1	Miles [10 day]	Water	\$4.95	\$4.95
1	Miscellaneous Supplies [10 day]	Water	\$25.00	\$25.00
7	Manganese Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
7	Sodium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$105.00
7	Total Nitrogen (NO2, NO3, TKN & Calc.) [10 day]	Water	\$45.00	\$315.00
7	pH Water by SM4500-H+ B [10 day]	Water	\$10.00	\$70.00
7	Total Dissolved Solids by SM2540C [10 day]	Water	\$15.00	\$105.00
7	Sulfate by EPA 300.0 [10 day]	Water	\$18.00	\$126.00
7	TPH as Diesel/Motor Oil by EPA 8015 [10 day]	Water	\$60.00	\$420.00
7	TPH as Gas & VOAs by EPA 8260B [10 day]	Water	\$180.00	\$1,260.00



alpha

INVOICE

Certified Small Business #0001025

Alpha Analytical Laboratories, Inc.

email: clientservices@alpha-labs.com

Corporate: 208 Mason Street | Ukiah, CA 95482 | T: 707-468-0401 | F: 707-468-5267 | ELAP# 1551

Invoice Total: **\$5,359.95**



INVOICE

Certified Small Business #0001025

Alpha Analytical Laboratories, Inc.

email: clientservices@alpha-labs.com

Corporate: 208 Mason Street | Ukiah, CA 95482 | T: 707-468-0401 | F: 707-468-5267 | ELAP# 1551

Bill To: Ukiah Landfill
300 Seminary Ave
Ukiah, CA 95482

Attn: Rick Seanor

Invoice #: 9022542-UKIAHLF
Date: 02/15/19

Project ID: Monitoring Wells - Quarterly
Project No: Monitoring Wells - Quarterly
PO/Reference:

Order #
19A3116

Receipt Date
01/25/19

Terms
NET 30

Quantity	Analysis/Description	Matrix	Unit Cost	Extended Cost
Alpha Analytical Laboratories, Inc.				
1	Volatiles by EPA 8260 [10 day]	Water	\$140.00	\$140.00
4	Total Alkalinity by SM2320B [10 day]	Water	\$15.00	\$60.00
4	Ammonia by SM4500-NH3 C [10 day]	Water	\$25.00	\$100.00
4	Boron Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$60.00
4	Bicarbonate by SM2320B [10 day]	Water	\$15.00	\$60.00
4	Calcium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$60.00
4	Carbonate by SM2320B [10 day]	Water	\$15.00	\$60.00
4	Chloride by EPA 300.0 [10 day]	Water	\$18.00	\$72.00
4	Conductivity by SM2510B [10 day]	Water	\$10.00	\$40.00
1	Field Technician [10 day]	Water	\$660.00	\$660.00
1	Filters [10 day]	Water	\$100.00	\$100.00
4	Fluoride by EPA 300.0 [10 day]	Water	\$18.00	\$72.00
1	GeoTracker EDT [10 day]	Water	\$153.00	\$153.00
4	Handling & Disposal [10 day]	Water	\$3.00	\$12.00
4	Potassium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$60.00
4	Magnesium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$60.00
1	Miles [10 day]	Water	\$4.95	\$4.95
2	Miscellaneous Supplies [10 day]	Water	\$0.00	\$0.00
4	Manganese Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$60.00
4	Sodium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$60.00
4	Total Nitrogen (NO2, NO3, TKN & Calc.) [10 day]	Water	\$45.00	\$180.00
4	pH Water by SM4500-H+ B [10 day]	Water	\$10.00	\$40.00
4	Total Dissolved Solids by SM2540C [10 day]	Water	\$15.00	\$60.00
4	Sulfate by EPA 300.0 [10 day]	Water	\$18.00	\$72.00
4	TPH as Diesel/Motor Oil by EPA 8015 [10 day]	Water	\$60.00	\$240.00
4	TPH as Gas & VOAs by EPA 8260B [10 day]	Water	\$180.00	\$720.00



INVOICE

Certified Small Business #0001025

Alpha Analytical Laboratories, Inc.

email: clientservices@alpha-labs.com

Corporate: 208 Mason Street | Ukiah, CA 95482 | T: 707-468-0401 | F: 707-468-5267 | ELAP# 1551

Invoice Total: \$3,205.95



INVOICE

Certified Small Business #0001025

Alpha Analytical Laboratories, Inc.

email: clientservices@alpha-labs.com

Corporate: 208 Mason Street | Ukiah, CA 95482 | T: 707-468-0401 | F: 707-468-5267 | ELAP# 1551

Bill To: Ukiah Landfill
300 Seminary Ave
Ukiah, CA 95482

Attn: Rick Seanor

Invoice #: 9032921-UKIAHLF
Date: 03/14/19

Project ID: Leachate - Quarterly
Project No: Leachate - Quarterly
PO/Reference:

Order #
19A3069

Receipt Date
01/24/19

Terms
NET 30

Quantity	Analysis/Description	Matrix	Unit Cost	Extended Cost
Alpha Analytical Laboratories, Inc.				
1	Total Alkalinity by SM2320B [10 day]	Water	\$15.00	\$15.00
1	Ammonia by SM4500-NH3 C [10 day]	Water	\$25.00	\$25.00
1	Boron Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$15.00
1	Bicarbonate by SM2320B [10 day]	Water	\$15.00	\$15.00
1	BOD by SM5210B [10 day]	Water	\$33.00	\$33.00
1	Calcium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$15.00
1	Carbonate by SM2320B [10 day]	Water	\$15.00	\$15.00
1	Chloride by EPA 300.0 [10 day]	Water	\$18.00	\$18.00
1	COD by SM5220D [10 day]	Water	\$30.00	\$30.00
1	GeoTracker EDT [10 day]	Water	\$28.00	\$28.00
1	Handling & Disposal [10 day]	Water	\$3.00	\$3.00
1	Potassium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$15.00
1	Magnesium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$15.00
1	Manganese Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$15.00
1	Sodium Dissolved by EPA 200.7 [10 day]	Water	\$15.00	\$15.00
1	Nitrate as N by EPA 300.0 [10 day]	Water	\$18.00	\$18.00
1	Total Dissolved Solids by SM2540C [10 day]	Water	\$15.00	\$15.00
1	Total Suspended Solids by SM2540D [10 day]	Water	\$19.00	\$19.00
1	Sulfate by EPA 300.0 [10 day]	Water	\$18.00	\$18.00
1	TPH as Diesel/Motor Oil by EPA 8015 [10 day]	Water	\$60.00	\$60.00
1	TPH as Gas & VOAs by EPA 8260B [10 day]	Water	\$180.00	\$180.00

Invoice Total: \$582.00



INVOICE

Certified Small Business #0001025

Alpha Analytical Laboratories, Inc.

email: clientservices@alpha-labs.com

Corporate: 208 Mason Street | Ukiah, CA 95482 | T: 707-468-0401 | F: 707-468-5267 | ELAP# 1551

Bill To: Ukiah Landfill
300 Seminary Ave
Ukiah, CA 95482

Attn: Rick Seanor

Invoice #: 9021537-UKIAHLF
Date: 02/07/19

Project ID: Surface Water - Quarterly
Project No: [none]
PO/Reference:

Order #
19A2708

Receipt Date
01/22/19

Terms
NET 30

Quantity	Analysis/Description	Matrix	Unit Cost	Extended Cost
Alpha Analytical Laboratories, Inc.				
2	Ammonia by SM4500-NH3 C [10 day]	Water	\$25.00	\$50.00
2	Ammonia Unionized [10 day]	Water	\$30.00	\$60.00
2	Chloride by EPA 300.0 [10 day]	Water	\$18.00	\$36.00
2	COD by SM5220D [10 day]	Water	\$30.00	\$60.00
2	Dissolved Oxygen by SM4500-O G [10 day]	Water	\$35.00	\$70.00
1	GeoTracker EDT [10 day]	Water	\$28.00	\$28.00
2	Handling & Disposal [10 day]	Water	\$3.00	\$6.00
2	Total Nitrogen (NO2, NO3, TKN & Calc.) [10 day]	Water	\$45.00	\$90.00
2	pH Water by SM4500-H+ B [10 day]	Water	\$10.00	\$20.00
2	Total Settleable Solids by SM2540 [10 day]	Water	\$15.00	\$30.00
2	Total Dissolved Solids by SM2540C [10 day]	Water	\$15.00	\$30.00
2	Total Suspended Solids by SM2540D [10 day]	Water	\$17.00	\$34.00
2	Sulfate by EPA 300.0 [10 day]	Water	\$18.00	\$36.00
2	Turbidity by SM2130B [10 day]	Water	\$10.00	\$20.00

Invoice Total: \$570.00



AGENDA SUMMARY REPORT

SUBJECT: Authorize an Agreement with ABD Engineering & Design for Design and Quality Control Services for the Council Chamber Audio/Visual Upgrade Project.

DEPARTMENT: Finance

PREPARED BY: Mary Horger

ATTACHMENTS:

[Attachment 1 - RFP - Council Chamber Audio Visual Upgrade Design & Quality Control](#)

[Attachment 2 - P-2703 - Ukiah - Council Chambers - Replacement AV Design](#)

Summary: Council will consider the approval of an agreement with ABD Engineering & Design for Design and Quality Control Services for the Council Chamber Audio/Visual Upgrade Project in the amount of \$28,160.

Background: The City is currently utilizing antiquated equipment in the Council Chambers, consisting of an old computer, one stationary camera used to televise the Council meetings, and aging and failing microphone equipment. Staff needs to upgrade the existing equipment, and is looking to possibly add additional features to improve and enhance the audio/visual experience for the Council meetings. Additionally, Staff is exploring extending the ability of televising meetings from two other conference rooms within the City of Ukiah.

To accomplish the upgrade, Staff is approaching this project in two phases. The first phase is to contract with a qualified design firm to evaluate the current system, to make recommendations to achieve the desired outcomes of the upgrade based on available budgetary resources, and to prepare the necessary plans and specifications to bid the materials and installation for the completion of the Council Chamber Audio/Visual

RECOMMENDED ACTION: Approve an agreement with ABD Engineering & Design for Design and Quality Control Services for the Council Chamber Audio/Visual Upgrade Project in the amount of \$28,160.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 20822500.80220.15016: \$50,000

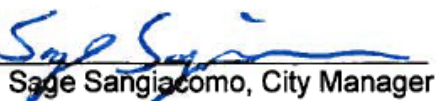
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Building Maintenance Fund Reserve

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Michael Ingwell, Information Technology Administrator

Approved: _____


Sage Sangiacomo, City Manager

upgrade. The second phase would be to bid the materials and installation portion of the project. Included in the second phase would be assistance from the designing firm to review bids for confirming "or equal" products, and performing a quality control review to make sure that the final, installed system is fully operational per specifications, which would be included in the design firm's overall contract.

Discussion: On April 16, 2019, a Request for Proposals (RFP), provided for in Attachment 1, was released for Design Services & Quality Control for the Audio/Visual Upgrade Project. A notification of the RFP release was sent to fifteen firms, and the RFP was posted on the City's website. A non-mandatory pre-proposal meeting was held on May 2, 2019, with no firms in attendance. Deadline for responses was May 15, 2019.

One proposal was received from ABD Engineering & Design. Please refer to Attachment 2 for a copy of their proposal. After Staff's review of the proposal, and a phone interview with the firm, it is staff's recommendation to award a contract to ABD Engineering & Design, Inc. in the amount of \$28,160. The award amount will be approximately \$22,000 less than what was anticipated for this phase of the project.



REQUEST FOR PROPOSAL

DESIGN SERVICES & QUALITY CONTROL FOR THE AUDIO/VISUAL UPGRADE PROJECT

Request Date:

April 16, 2019

Non-Mandatory Pre-Proposal Meeting:

11:00 a.m., May 2, 2019

Location:

City of Ukiah Civic Center
Council Chambers
300 Seminary Avenue
Ukiah, California 95482

Deadline for Responses:

May 15, 2019, 5:00 P.M. (PST)

CITY OF UKIAH
Request for Proposal (RFP) – Design Services & Quality Control
For the Audio/Visual Upgrade Project

1.0 INTRODUCTION & BACKGROUND

The City of Ukiah is requesting proposals from qualified firms to design and provide quality control for an audio/visual upgrade project at the City of Ukiah.

The City is currently utilizing antiquated equipment in the Council Chambers, consisting of an old computer, one stationary camera used to televise the Council meetings, and aging and failing microphone equipment. The City is looking to upgrade the existing equipment, and add additional features to improve and enhance the audio visual experience for the Council meetings, such as the addition of a laser projector and monitors.

Additionally, the City would like to explore extending the ability of televising meetings from two other conference rooms within the City of Ukiah Civic Center.

2.0 SCHEDULE OF EVENTS

The schedule for this procurement is as follows:

Distribute Request for Proposals:	April 16, 2019
<i>Non-Mandatory Pre-Proposal Meeting:</i>	11 a.m., May 2, 2019
Deadline for Responses:	May 15, 2019, 5:00 P.M. (Pacific Time)
City Evaluation of Proposals:	By May 15, 2019
Interviews (if necessary)	By May 29 2019
City Council approval requested for recommended firm:	June 5, 2019

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:

Mary Horger, Procurement Manager
mhorger@cityofukiah.com

3.0 SCOPE OF WORK

The scope of services shall include tasks described below, as well as other elements or modifications, which may be suggested by consultants presenting proposals to better meet the needs of the City. All services shall be provided in accordance with the City's draft professional services agreement, a sample of which is attached as Attachment "A".

A. Project Discovery

Evaluate the current audio visual system.
Suggest upgrade options and costs estimates based on the City's goals and budget.

B. Project Design and Production of Plans & Specifications

The Consultant shall work on the design development process and produce the final project plan design and detail build specifications. Upon the approval by the City of the final design, the Consultant shall prepare detailed plans, technical specifications, and finalized cost estimates for the construction. Technical specifications are to include:

1. Construction Layout Plan and Construction Details showing the locations and dimensions



- of all construction elements and details for their construction.
2. Specifications must give written instruction and procedures for the installation of the various elements shown on the drawings.
 3. Include mechanical, electrical, structural and building code requirements (including seismic and safety codes).
 4. Submit draft plans and specifications to City for review.
 5. Receive comments on plans and specifications and prepare final bid documents, to be coordinated with the City's Purchasing office, using the City's boilerplate documents.
 6. Prepare for and participate in one (1) City Council meeting for project participation and specification approval.
 7. Provide one set of reproducible plans and one copy-ready set of specifications.
 8. Provide one copy plans and specifications in digital (PDF) format.

C. Bid Assistance

The Consultant will provide bid assistance to the City's purchasing staff, which will include:

1. Assistance in responding to bidder questions regarding the technical specifications.
2. Participation in a pre-bid meeting.
3. Preparation of written addenda.
4. Assistance to the City in its review and evaluation of the bids received.

D. Project Quality Control

Provide project quality control inspection(s) for final project acceptance and sign-off.

E. Project Deliverables

The following is a list of project deliverables:

1. Preliminary Design Plan
2. Final Design Plan
3. Draft Plans and Specifications 90%
4. Final cost opinion based upon 90% plans/specs
5. Material Selections & Source locations based upon 90% plans/specs
6. Final Plans & Specifications 100%
7. Quality Control Inspection(s) and project acceptance/sign-off.

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 at a minimum.

A. Cover Letter

The cover letter should contain the name, address, and brief history of the firm. The cover letter must be signed by an official authorized to bind the successful firm contractually and shall contain a statement to the effect that the proposal is a firm offer for a minimum period of sixty (60) days after the submittal date. The letter shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate a contract and bind the consultant to the terms of the contract.

B. Project Understanding and Proposed Approach

Describe your firm's understanding of the project and how your firm intends to structure the project approach.



C. Project Team

Identify the key personnel to be assigned to this project, including the qualifications and experience as related to the project. Resumes for each of the key personnel are to be provided. Identify any sub-consultants/subcontractors that will be used, including their qualifications and experience, as well as the work they will accomplish. Staff proposed to be in charge of the project must demonstrate significant experience supervising similar work. Describe the proposed organizational structure between consultant and sub-consultants/subcontractors, including current and previous work assignments.

D. Experience and References

Provide descriptions of related project experience for at least three similar projects on which the firm has performed work over the past ten years. Describe past project management experience and how this project will be managed. For the sub-consultants/subcontractors that will be used for more than 10% of the project budget, provide the same detail. Each project description shall be limited to 4 pages including project images and must provide client references and client contact information.

E. Fee Proposal

Provide a fee proposal based on time and materials with a “not to exceed” maximum cost for all work identified in the Scope of Services. Provide a tabulation of the project staff and number of work hours for each task. Indicate if travel time, mileage, and per diem will be charged. Include any sub-consultant cost. Additionally, please identify miscellaneous costs associated with this proposal. Submit a copy of your firm’s current itemized hourly rate fee schedule.

F. Proposed Project Schedule

Provide a proposed schedule of completion for each task and list of task deliverables.

G. Exceptions

Identify any exceptions you are proposing with respect to the Scope of Services. Additionally, if there are any exceptions to the City’s insurance requirements and/or the City’s draft professional services agreement as shown in the attachments, the Consultant should list the exceptions in the proposal.

5.0 PROPOSAL EVALUATION

The following evaluation criteria will be used in evaluating and selecting candidates:

- A. Clarity of submittal and responsiveness to the RFP.
- B. Qualifications, competence, technical ability and relevant experience of specific personnel identified by the consultant.
- C. Quality of consultant’s related work experience: experience with similar projects, experience with preparation of construction plans and specifications for a government agency, cost estimates, and permitting.

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, Procurement Manager, if you have questions or require additional information. Questions must be submitted in writing via email. Contact information can be found below.

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

Communication between a proposing company and a member of the City staff, other than the Procurement Manager, 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 after it has been issued, the City will issue an addendum to the RFP containing the revision. All addenda will be posted on the City's website at www.cityofukiah.com/purchasing with the rest of the RFP documents. Anyone who intends to submit a proposal in response to the RFP must register as a plan holder on the City's website and check the website frequently for any posted addenda. Anyone submitting a proposal will be deemed to have seen and agreed to be bound by the posted addenda.

8.0 INSURANCE REQUIREMENTS

Provided as Attachment "B" 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 per the attached requirements.

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.

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.





ATTACHMENT A - 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**

ATTACHMENT B - AGREEMENT FOR
PROFESSIONAL CONSULTING SERVICES

This Agreement, made and entered into this ____ day of _____, 2019 ("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 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 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. 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 _____
 300 SEMINARY AVENUE _____
 UKIAH, CALIFORNIA 95482-5400

9.0 SIGNATURES

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

CONSULTANT

BY: _____

 Date

PRINT NAME: _____

 IRS IDN Number

CITY OF UKIAH

BY: _____

 Date

CITY MANAGER

ATTEST

 CITY CLERK

 Date



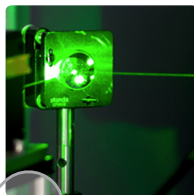
ABD Engineering & Design

Architectural Acoustics ▪ AV Design ▪ Noise & Vibration

Council Chambers - Replacement AV Design

City of Ukiah

Audiovisual Design Proposal



Cover Letter

May 7, 2019

To: Mary Horger
City of Ukiah
411 West Clay Street
Ukiah, CA 95482
mhorger@cityofukiah.com | (707) 463-6233



Re: Council Chambers - Replacement AV Design Proposal

Thank you for inviting ABD Engineering & Design, Inc. (ABD) to submit a proposal for your Council Chambers - Replacement AV Design project. The ABD team is made up of Professional Engineers and audiovisual consultants with advanced degrees and the highest certifications in our fields. Since we do not manufacture, sell, install, or represent any products or technologies, you can be confident in our unbiased recommendations for this project. ABD has been in business since 2001.

We are

- **Woman-Owned**: With three women in our leadership team, one of which is the sole owner, we are proud to be a nationally Certified Women's Business Enterprise and Woman Owned Small Business.
- **Design Focused**: We focus on your specific needs for your individual project. We work with you to provide engineered viable solutions, a design for the future, and simplicity with no surprises.
- **Process Driven**: Our process has been tested over time. We include detailed documentation, timely communications, internal quality reviews, reports that make sense to you, and responsive follow-up. With the right information at the right time, you can choose from more options and make informed decisions for a more successful project.
- **Employee Oriented**: Our culture is essential to attracting and keeping the most talented and qualified people. We value commitment to excellence, collaboration, initiative, respect, candor, flexibility, and harmony.
- **Experienced**: From healthcare to education, workplace to houses of worship, industrial to mixed-use, and performing arts centers to environmental noise and vibration, you can be sure of our experience to bring you the best in audiovisual design and acoustical consulting.

Hiring ABD is the first step in addressing the acoustical and audiovisual concerns for this project. We look forward to working with you to achieve great results.

Sincerely,
ABD Engineering & Design, Inc.

A handwritten signature in black ink that reads "Marci Boks". The signature is fluid and cursive, with the first name "Marci" and last name "Boks" clearly distinguishable.

Marci Boks
Chief Operating Officer

Brian Atkinson: Client Development Manager
email: client@abdengineering.com
website: www.abdengineering.com
phone: (866) 272-9778

Scope of Services

The Scope of Services below is to address the spaces listed, located at: City of Ukiah Civic Center Council Chambers, 300 Seminary Avenue, Ukiah, CA 95482. Any spaces or services beyond this will be treated as an additional service, if requested by you.

Spaces	Audiovisual System Design
Council Chambers	•
Conference Rooms (2)	•

Project Discovery, Report & Budget

- **AV System Concept Budget:** Receive and review building drawings and details of any existing AV systems (to be provided by you). Meet with the Project Stakeholders and Owner to develop initial concepts and identify needs of the AV System design. While on site, conduct an investigation of the existing AV infrastructure and systems, including operations and support models. Prepare and submit a Concept Design Document for the AV System configuration. This may include alternative approaches we deem worthy of consideration for Architectural or budgetary reasons. Prepare and submit a concept budget estimate including the base system components and other suitable options for consideration. This concept design will be based on the expressed needs and the technical requirements necessary to support these needs. The concept design, with the approval of the Owner, forms the basis for the detailed design work that follows. Meet with the Project Stakeholders and Owner to review our AV System concept design documentation and revise as necessary to meet the project budget.
- Deliverable: 1. Preliminary Design Plan

Design, Plans & Specifications Documents

- **Audiovisual System Design:** Develop an integrated AV System design that allows for future expansion and includes space planning for audio, video, display, and control devices within the space, with locations, modeled size and position. Provide dimensions of audiovisual systems for structural and aesthetic design considerations. Provide details on the size, orientation, and configuration of the display/projection system for coordination. Provide recommendations regarding the ambient and localized lighting issues related to the display/projection system. Meet with the Owner by teleconference to review the design.
- **Audiovisual Infrastructure Design:** Develop an infrastructure design, as required by design and accommodated through existing conditions, to support the audiovisual system design and allows for future expansion. Provide preliminary specialty enclosure, box and conduit size and locations, AC power, and technical ground requirements, pathways, and if appropriate - cabling tray locations to support the audiovisual design (does not include IT-system cabling, rack hardware, routing, switching, or other IT cabling or devices). Prepare and submit DD drawing sets including: conduit riser diagrams, schedules for boxes, devices, screens, floor boxes, power & heat load information, with standard details, and specific elevation and section information where applicable.

Scope of Services

- **(AV) - AV System Bid Documents:** Prepare a detailed specification and drawings that will identify the equipment and configurations required and provide latitude for contractors to offer approved equivalents or alternates. This document will also include specific directions to the AV System Contractor on details of the installation; shop drawings; system documentation; final testing; user training; and (measurable) system performance criteria. Forward the detailed specification to the city's facilities and/or purchasing departments where it is to be placed in the bid documents as a separate section. Prepare and submit, in electronic format, systems schematic drawings, rack layouts, and technical drawings for inclusion in the project documents. Provide final conduit specifications (size, quantity, and locations), AC power, and technical ground requirements to the city facilities manager or electrician for coordination and documentation.
- Deliverable: 2-6. Final Design Plan, Draft Plans and Specifications 90%, Final cost opinion based upon 90% plans/specs, Material Selections & Source locations based upon 90% plans/specs, Final Plans & Specifications 100%

Bid Assistance

- **AV System Bidding and Acquisition:** Respond to AV System Contractor questions during the bidding period. Assist with review of bids. Attend one AV System Contractor interview. Assist in processing request for equivalent approval and assist in evaluation of AV System bids.

Project Quality Control

- **AV System Construction Administration:** Review Shop Drawings from AV System Contractor. Respond to requests for information (RFI).
 - Review of contractor submittals, such as shop drawings, product data and samples, is only for the limited purpose of checking for conformance with our design. These reviews are not for the purpose of determining the accuracy and completeness of other information, such as dimensions, quantities, and installation or performance of products, equipment, or systems, which are the contractor's responsibility. Our review does not constitute approval of safety precautions or, unless otherwise specifically stated, of any construction means, methods, techniques, sequences or procedures. Our approval of a specific item does not indicate approval of any assembly of which the item is a component.
- **AV System Site Visits:** Perform one site visit just prior to substantial completion to perform contractor checkout to establish that the systems are installed per plan and specification and function as per the original design. Generate a punchlist of items for correction and forward the punchlist to the Architect for correction by the contractor.
- Deliverable: 7. Quality Control reviews and contractor check-out.

Scope of Services

Meeting Allowances

- **Project Progress and Design Review:** Participate in project update meetings and teleconferences, meet with the Project Stakeholders and Owner to review the design.

Project Phases	On Site Meetings	Teleconferences
Project Discovery, Report & Budget	1	2
Design, Plans & Specifications Documents	0	4
Bid Assistance	0	2
Project Quality Control	1	2

The number of meetings or teleconferences listed above is the maximum number of meetings allowed for in the Scope of Services. Some work may be performed in lieu of meetings. Additional meetings are available on an hourly time plus expenses basis at our standard hourly rates.

Compensation and Terms

ABD Engineering & Design offers to undertake the work as previously outlined in the Scope of Services on an **hourly time plus expenses basis up to the amounts outlined in the tables below**. ABD will notify you when the maximum services have been reached, and will not proceed without a written addendum to this agreement.

Hourly Rates

Personnel	Role	Hourly Rates (USD)
Erik J. Geiger	Senior Consultants	\$170/hr
Alex Piell	Consultants	\$150/hr

Project Phases

Project Phases	AV Hours	AV Fees including travel time	Anticipated Expenses
Senior Consultants	21	\$5,440	
Consultant	0		
Project Discovery, Report & Budget		\$5,440	\$1,000
Senior Consultants	21.5	\$5,355	
Consultant	44	\$6,600	
Design, Plans & Specifications Documents		\$11,955	\$0
Senior Consultants	11	\$1,870	
Consultant			
Bid Assistance		\$1,870	\$0
Senior Consultant	34.5	\$5,895	
Consultant	0		
Project Quality Control		\$5,895	\$2,000
TOTAL		\$25,160	\$3,000

Compensation and Terms

Additional Services

Additional services beyond the above Scope of Services will be billed at our standard hourly rates including travel time to and from the site. We will notify you in writing in advance and will receive authorization prior to any services being rendered.

- Room Acoustics if needed to diagnose and prescribe treatment for the spaces is estimated at \$7,500
- Exterior Noise Study, Noise Isolation, Mechanical Noise Control, Acoustics LEED Documentation
- AV System Construction/Installation Project Management
- Additional teleconferences are available on an hourly time and expenses basis, estimated at \$350.
- Additional meetings on site are available on an hourly time and expenses basis, estimated at \$3,300.
- Additional Project Quality Control construction site visits are available on an hourly time and expenses basis, estimated at \$4,300.

Terms And Conditions,

The full terms and conditions of this agreement are found in the contract provided by the City of Ukiah.

Invoicing

For projects performed on a time and expenses fee basis, ABD invoices monthly for hours expended and expenses incurred. Expenses may include subconsultants, airfare, mileage, lodging, meals, measurement equipment usage, printing, and other expenses incurred in the process of performing the Scope of Services, and will be charged at cost.

Insurance Certificates

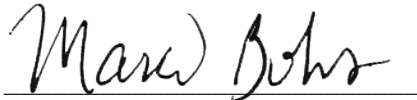
ABD Engineering & Design, Inc., maintains comprehensive insurance coverage for Commercial General Liability, Automobile, Professional Liability, and Worker's Compensation. ABD also maintains a commercial umbrella policy of \$1,000,000. We have a per claim limit of \$2,000,000 and an annual aggregate claim limit of \$2,000,000.

ABD will provide a Certificate of Insurance, naming the City of Ukiah as an additional insured when hired.

Signature Page

P-2703 - Ukiah - Council Chambers - Replacement AV Design

Thank you for this opportunity to work with you on your **Council Chambers - Replacement AV Design Project**. Should your agenda differ from the one presented in this document, we would be pleased to discuss changes to tailor our Scope of Services to more closely match your requirements. We look forward to assisting you on this project. If you have any questions, please call.


Signature

COO of ABD Engineering & Design
Title

05-07-2019
Date

ABD Engineering & Design, Inc.
Marci Boks
Chief Operating Officer

Please sign below to indicate authorization to proceed and acceptance of the terms and conditions. In addition, please indicate authorization for the services by checking the appropriate boxes. **Return a copy to us by email: client@abdengineering.com**, or mail/fax attention Brian Atkinson, Client Development Manager.

Audiovisual

- ☐ Project Discovery, Report & Budget
- ☐ Design, Plans & Specifications Documents
- ☐ Bid Assistance
- ☐ Project Quality Control

Client (Print Entity Name): _____

Approved by (Print Name): _____

Approved by (Signature): _____

Date: _____

Your signature provides authorization to begin work.



ABD Engineering & Design

Architectural Acoustics • AV Design • Noise & Vibration

Portland, OR
321 SW 4th Ave., Suite 700
Portland, OR 97204
Local: (503) 444-5656
www.abdengineering.com

Grand Rapids, MI
124 East Fulton, 2nd Floor
Grand Rapids, MI 49503
Local: (616) 241-5810
client@abdengineering.com

ABD Engineering & Design is one of the nation's largest and oldest independent acoustical engineering and audiovisual design firms. From new construction to existing structures, ABD Engineering & Design develops expert solutions to enhance communications throughout North America, and around the world. We help design and engineer audiovisual systems and acoustic environments to optimize speech intelligibility and performance – so communications are delivered with precision and clarity. With three women in our leadership team, one of which is the sole owner, we are proud to be a nationally Certified Women's Business Enterprise and Woman Owned Small Business.



What we do, and where we work

- Acoustical engineering and consulting
- Audiovisual design consulting
- Acoustical measurements and testing
- Environmental noise and vibration control
- Room acoustics
- Noise isolation
- Impact isolation
- Mechanical noise control
- Architectural Acoustics
- Healthcare
- University
- Corporate/Office
- K-12 education
- Houses of worship
- Industrial facilities
- Performing arts centers

From new construction to existing structures, ABD Engineering & Design develops expert solutions to enhance communications throughout North America, and around the world. We help design and engineer audiovisual systems and acoustic environments to optimize speech intelligibility and performance – so communications are delivered with precision and clarity.

Awards and Recognitions

- AIA Distinguished Professional Affiliate Award.
- Multi-Year Winner of 101 National "Best and Brightest Companies to Work For" and "Best and Brightest Sustainable Companies" and two-time Elite winner.
- ABD Engineering & Design is a City of Portland Sustainability at Work Silver Certified business, recognizing our sustainability practices that have a positive impact on our environment and our community.



Professional Memberships

- Acoustical Society of America
- American Institute of Architects
- American Society of Mechanical Engineers
- AVIXA (InfoComm International)
- Institute of Noise Control Engineering
- National Council of Acoustical Consultants
- National Society of Professional Engineers
- U.S. Green Building Council

Contacts

Principal Engineer: Melinda Miller, PE mmiller@abdengineering.com

Contracts/Billing: Marci Boks, COO mboks@abdengineering.com

New Projects: Brian Atkinson, client@abdengineering.com

Incorporated: S-Corp incorporated 10/30/2001 in the State of Michigan

EIN: 38-3631490

DUNS: 104088682

NAICS Code: 238290

WBENC: WBE1701950



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

Selected Experience



U.S. Bankruptcy Court
Grand Rapids, Michigan

Mark Hatfield U.S. Courthouse
Conference Room Acoustics
Portland, Oregon

Kent County Courthouse
Grand Rapids, Michigan

Lambros Federal Building
Youngstown, Ohio

Hatfield Courthouse Library
Portland, Oregon



Aqua Tower
Chicago, Illinois

Beacon Hill at Eastgate Senior Living
Grand Rapids, MI

Bowling Alley Residential Mixed-Use
Cleveland, OH

Central Lofts
Portland, OR

Central Michigan University
South Quad Housing
Mount Pleasant, MI

Clay+Tiffany Apartments
Portland, OR

B.P. Oil
Chicago Call Center
Chicago, Illinois

Blue Cross Blue Shield
Steketee Building
Grand Rapids, Michigan

Brilliance Audio
Recording Studio
Grand Haven, Michigan

Commonwealth McCann
Open Office
Conference Room Acoustics
Detroit, Michigan

Consumers Credit Union
Video Teller Speech Privacy
Kalamazoo, Michigan

Delta Dental
Farmington Hills, Michigan

Eckert Wordell
Foundry Re-use as Offices
Kalamazoo, Michigan

Erie Insurance
Erie, Pennsylvania

Finish Line
Indianapolis, Indiana

Sheraton Portland Airport Hotel
Portland, Oregon

Ford Motor Company
Conference & Event Center - Rotunda-Theater
Maintenance and Operations
Dearborn, Michigan

Forest City
Key Tower Corporate Headquarters
Cleveland, Ohio

Foth Engineering
Open Office Speech Privacy
De Pere, Wisconsin

Titletown Mixed-Use Development
Green Bay, Wisconsin

General Motors Corporation
Design Center
Sterling Heights, Michigan
GM Studio
Warren, Michigan



Haworth
Headquarters Bookend Open Office Acoustics
Holland, Michigan

Heifer International
Multipurpose Room, Speech Privacy
Little Rock, Arkansas

Hemlock Semiconductor Corp.
Conference Room
Hemlock, Michigan

Herman Miller
Project Phoenix
Holland, Michigan

Koin Tower
Open Office Acoustics
Portland, Oregon

Maxim Integrated
Mechanical Noise and Vibration
Beaverton, Oregon

Meridian
Conference Room, Closed Office Speech
Privacy
Grosse Pointe Farms, Michigan

View Point Inn and Wellness Center
Corbett, Oregon

Mid America Asset Management
Spa/Urgent Care Noise Isolation
River Forest, Illinois

Motorola
Listening Room
Morrisburg, Ontario

NCAA 4th Floor
Open Office Acoustics
Indianapolis, Indiana

Newell Rubbermaid
Corporate Headquarters (Green Globes)
Kalamazoo, Michigan

Peoples Bank
Office Acoustics
Medford, Oregon

Perrigo Corporation
Allegan, Michigan

Steelcase Design Studio
Leadership Community Space Acoustics
Grand Rapids, Michigan

Stryker Instruments
Headquarters
Portage, Michigan

Target Corporation
Headquarters
Minneapolis, Minnesota

The Shops at Nanuet
Fitness Center Impact Isolation
Nanuet, New York

Toyota Technical Center
Saline, Michigan

Triangle Associates Inc.
Corporate Office Remodel
Grand Rapids, Michigan

US Bank
Rookery Open Office
and Conference Room Acoustics
Chicago, Illinois

Zune The Depot
Los Angeles, California

This listing represents portions of the collective career experience of the ABD Engineering & Design Staff.



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



Erik J Geiger has designed and consulted on audio, video, and technical systems for over 20 years. He has served as an Audiovisual discipline leader and project manager, and carries a wealth of technical system consulting and design experience. Erik brings the heart of a teacher to every project, helping clients and end-users to understand a rapidly changing environment — having held a position at Columbia College, Chicago for many years.

Erik specializes in planning, budgeting and needs analysis studies for audiovisual and media technology-based systems, with a focus on facilities and infrastructure planning to provide life cycle value and long-term cost savings through accommodating future technologies, some of which may only be emergent.

Erik has designed large scale facility-wide audio, video and media distribution systems, leveraging IT network topologies and convergence, as well as high performance sound-reinforcement and large-scale video display systems, recording and media post-production facilities. He has designed interactive and collaborative communications environments, that both augment and move beyond the traditional audio and video conferencing space.

He has worked on projects in healthcare, university, K-12 education, and corporate environments, along with auditoriums, convention centers and hospitality venues around the world.

When Erik isn't designing technical systems, he enjoys playing the piano, backpacking, cycling, and photography.

Professional Experience

- 2016-Present – Senior AV Consultant, ABD Engineering & Design, Inc., Portland, Oregon
- 2011-2016 – Senior Associate, Shen, Milsom & Wilke, LLC – Chicago, Illinois
- 2007-2014 – Adjunct Professor, Audio Arts & Acoustics, Columbia College – Chicago, Illinois
- 2009-2011 – Owner, Geiger Design Consultants – Chicago, Illinois
- 2004-2009 – Associate, Shen, Milsom & Wilke, LLC – Chicago, Illinois
- 1998-2004 – Arnold & O'Sheridan, Inc. – Madison, Wisconsin
- 1995-1998 – Hammel Green & Abrahamson, Inc. – Minneapolis, Minnesota

Professional Certifications and Memberships

- AVIXA (InfoComm International), Certified Technical Specialist
- CTS-D
- AVIXA (Infocomm) Infrastructure Standards working group

Education

- Mass Communications, University Of Wisconsin – Madison, Wisconsin
- Audio Recording and Production, Musicians Technical Training Institute – Minneapolis, Minnesota.

Project Experience

- Washington State Convention Center, Seattle, WA
- The University of Providence Great Falls University Center, Great Falls, MT
- Peralta Hacienda, Oakland, CA
- University of Wisconsin Hospital – Medical Simulation Center, Madison, WI
- Jump Trading Simulation & Education Center, OSF Saint Francis Medical Center, Peoria, IL
- Siaeh Hall, School of Economics – University of Chicago, Chicago, IL
- McCormick Place Marriott Marquis, Chicago, IL
- Kentucky International Convention Center, Louisville, KY
- Las Vegas Convention Center, Las Vegas, NV
- Atlantis Resort, The Palms, Dubai, UAE
- Princess Noura University – Riyadh, Saudi Arabia

Some experience listed is while employed by SMW.



Jeff Waldvogel is a Senior AV Consultant in Grand Rapids, Michigan. Jeff has been deeply involved in the Audio-Visual industry for over 20 years, and has worked on projects across the US, and around the world.

Jeff's notable work includes the Bishops Central Storehouse Command Control Video Conference Room and conference center, where he worked from the ground up to design the systems for this high profile and technically demanding space. Likewise, the LDS Church Office Building Main Floor Auditorium, has its own set of unique challenges - doing double-duty as broadcast and presentation facility, and features the 3rd largest rear projection system in the US.

When Jeff isn't designing AV systems, you can find him spending time with his family, fly fishing (and tying his own flies), woodworking, and cooking on the barbecue or in the dutch oven.

Professional Experience

- 2017- Present – Senior AV Design Consultant, ABD Engineering & Design, Inc., Grand Rapids, Michigan
- 2015 - 2017 Adjunct Professor, Professional Audio Engineering, Broadview Entertainment Arts University, Salt Lake City, UT
- 1999 - 2017 – Senior Engineer, The Church of Jesus Christ of Latter-day Saints, Information and Communication Services, End User Productivity, Salt Lake City, Utah
- 1995 - 1999 – Audio/Visual Engineer, Brigham Young University - Idaho, Rexburg, ID

Professional Certifications and Memberships

- AVIXA (InfoComm International)
- AVIXA (InfoComm) Projected Image and Contrast Ratio Standards task committee
- CTS
- ICA
- BiAmp Audia Certification
- Cisco Implementing Advanced Telepresence Video Solutions 1 & 2
- Clearone Technical Specialist
- Crestron Digital Media Certification
- Dante Certification Level 1
- Extron: School of Emerging Technologies 4K

Education

- Master of Applied Science, Technology Management, University of Denver, Denver, Colorado
- Bachelor of Science, Electronics Engineering Technology, Brigham Young University, Provo, Utah.

Project Experience

- | | |
|---|---|
| <ul style="list-style-type: none">• Central Michigan University
South Quad Housing, Mount Pleasant, MI• Chippewa School, Mount Pleasant, MI• Grand Rapids Public Museum Meijer Theater• MGM Grand – Venue 9, Detroit, MI• North Central Michigan College
Administration and Classroom Building (ADCL)
Petoskey, MI• Pioneer Memorial Church Sanctuary,
Berrien Springs, MI | <ul style="list-style-type: none">• Bishops Central Storehouse - Salt Lake City, UT• Church History Library - Salt Lake City, UT• Family History Center - Los Angeles, CA• Granite Mountain Vault - Little Cottonwood Canyon,
UT• Riverton Office Building - Riverton, UT• International projects in Europe, Central and South
America |
|---|---|

Alex Piell, CTS-D, CTS-I

Audiovisual Consultant
apiell@abdengineering.com



Alex Piell is an Audiovisual Consultant in Grand Rapids, Michigan with over 10 years of AV experience.

Alex got his start in live events, systems setup, and installation in his family's business, before beginning his development as a designer. He has managed and trained teams of AV engineers and technicians on small, large, and multi-site projects. Through his work, Alex has learned the importance of working with key stakeholders, project managers, installers, and other team members to deliver a successful project on time, and on budget. Alex takes pride in identifying new opportunities, while maintaining a consistent high level of service.

Alex's notable work includes corporate headquarters, government facilities, military bases, healthcare, restaurants, high-end private homes, K-12 education and universities. Alex has experience with health science medical simulation (Med-Sim) installations, higher education smart classrooms, active learning classrooms, lecture halls, auditoriums, ballrooms and event centers, conference rooms and board rooms.

Alex is an avid motorcyclist and enjoys day trips around Michigan. Along with his technical expertise, Alex is a backyard mechanic and is restoring a Corvette.

Professional Experience

- 2017- Present – AV Design Consultant, ABD Engineering & Design, Inc., Grand Rapids, Michigan
- 2016 - 2017 Lead Technician/Engineer, AVI Systems, Kentwood, Michigan
- 2015 - 2016 Electrician/HVAC Technician, Hurst Mechanical, Belmont, Michigan
- 2013 - 2015 Lead Technician, Bluewater Technologies, Grand Rapids, Michigan
- 2011 - 2013 Lead Technician/Engineer, AVI Systems, Kentwood, Michigan
- 2007 - 2011 Owner-Operator, AMP Audio, Grand Rapids, Michigan
- 2003 - 2007 AV Technician, DMP Communications, Grand Rapids, Michigan

Professional Certifications and Memberships

- AVIXA (InfoComm International), Certified Technical Specialist
- Certified Technical Systems Designer (CTS-D)
- Certified Technical Systems Installer (CTS-I)
- Q-Sys Level 1

Project Experience

- Barco LED Walls, various locations throughout the United States
- Comerica Park (Baseball Stadium), Detroit, MI
- Grand Valley State University, Allendale, MI
- Michigan State University, East Lansing, MI
- University of Michigan, Ann Arbor, MI
- Wendy's Headquarters, Dublin, OH
- Western Michigan University, Kalamazoo, MI
- Wings Stadium (event center), Kalamazoo, MI

Skills

- Revit
- AutoCAD
- Identifying Client Needs
- Resource Allocation
- Network Configuration

References

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Portland, OR 97232
503-481-1332
chris@stackpdx.com



AGENDA SUMMARY REPORT

SUBJECT: Report of Acquisition of Professional Services from Munselle Civil Engineering in the Amount of \$16,500 for a Topographic Survey of the Ukiah Landfill.

DEPARTMENT: Public Works

PREPARED BY: Rick Seanor

ATTACHMENTS:

[Attachment 1 Agreement - Ukiah Landfill Topo Survey](#)

Summary: Council will receive a report that will discuss the acquisition of services from Munselle Civil Engineering in the Amount of \$16,500 for a topographic survey of the Ukiah Landfill as required for landfill closure project.

Background: In 2013, Rau & Associates prepared a topographic survey of the Ukiah Landfill. Staff has been working with the various permitting agencies to obtain approval of the landfill closure project. A resubmittal of the final closure plan is required. Some settling at the landfill has likely occurred during the six years since the previous topographic survey. In order to prepare final grading plans for the Ukiah Landfill closure project an updated topographical survey is now required.

Discussion: Staff contacted Rau and Associates and requested an updated topographical survey of the Ukiah Landfill for the landfill closure project. Since George Rau is in the process of retiring and transitioning his firm's

RECOMMENDED ACTION: Receive and file report on acquisition of services from Munselle Civil Engineering in the Amount of \$16,500 for a topographic survey of the Ukiah Landfill as required for landfill closure project.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$16,500; Fund Number 70024500.80230.18025

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Landfill Fund, Contractual Services account

PREVIOUS CONTRACT/PURCHASE ORDER NO.: Contract Number 1819-221

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

Approved: _____


Sage Sangiacomo, City Manager

business to Munselle Civil Engineering, he referred the City's request to Munselle Civil Engineering. Munselle provided a proposal for the topographical survey in the amount of \$16,500. Staff reviewed the proposal and found the proposed fee of \$16,500 to be commensurate with the scope of work. A copy of the agreement for this work is included as Attachment #1 for reference. In compliance with Section 1522 of the City Code, this report is submitted to the City Council for the purpose of reporting the acquisition of services costing more than \$10,000.

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This Agreement, made and entered into this 28th day of FEBRUARY 2019 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and Munselle Civil Engineering, 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 to complete a topographic survey of the Ukiah Landfill.
- 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. 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 maximum dollar amount of \$16,500. 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 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 claim.

C. Deductibles and Self-Insured Retentions

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

D. Other Insurance Provisions

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

1. General Liability and Automobile Liability Coverages

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

2. Worker's Compensation and Employers Liability Coverage

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

3. Professional Liability Coverage

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

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

8.0 NOTICES

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

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

Munselle Civil Engineering
513 Center Street
Healdsburg, CA 95448

9.0 SIGNATURES

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

CONSULTANT

BY: 

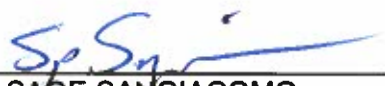
2/28/19
Date

PRINT NAME: CORT MUNSELLE

26-4291736

IRS IDN Number

CITY OF UKIAH

BY: 
SAGE SANGIACOMO
CITY MANAGER

5-15-19
Date

ATTEST


KRISTINE LAWLER, CITY CLERK

5-15-19
Date

APPROVED AS TO FORM:



DAVID J. RAPPORT
CITY ATTORNEY

5-8-19

Date

[Attachment A]
Scope of Work

Task 1: Base Scope of Services

1. **Aerial Control Map:** We will reutilize permanent control point monuments and set new control point monuments as necessary for aerial control panels to map the area of the solid waste. The will be located using GPS instruments and will be on California Grid Basis, using current HPGN Data from Caltrans. This will allow the City to insert the mapping into their GIS system. An attempt will be made to locate control points previously set in 2013 for mapping done at that time. This will allow the same vertical basis to be used as was used previously.
2. **Topographic Map:** A topographic map will be prepared of an area of approximately 107 acres as delineated on Exhibit 1. The mapping will primarily consist of the disturbed area of the solid waste site and includes the following:
 - a) The entire creek bed along the north side of the survey limits, and 50' northerly beyond the creek.
 - b) Perimeter access road and 100 feet south of the southerly access road
 - c) Buildings and Structures – building outlines and tank outlines.
 - d) Dripline of Trees immediately adjacent to or in the perimeter.
 - e) Access roads at points of entry to the property and for circulation within the mapped perimeter.
 - f) Existing ponds within the survey perimeter. Does not include survey below the current water level.
 - g) Existing fencelines showing angle points, along the west and southwest boundary, as defined in No. 3, below.
 - h) Contours delineated at 2 foot intervals,(but mapped at a precision of 1 foot intervals), with spot elevations at intervals along benches, access roads, pond embankment crests and pond water surfaces.
 - i) Overhead Utility line location based upon visible utility elements will be mapped. Visible water main appurtenances (if any), visible drainage structures and open channels are included.
 - j) Grade breaks or hinge lines will be provided along the crest and the toe of slopes
3. **Approximate Boundary Location:** We will attempt to locate the property corners along the western boundary common to APN 178-180-07. Three property corners are also of record along the boundary common with APN 178-200-02 and 178-200-05. These corners were monumented previously by a map filed in Map Case 1, Drawer 7, Page 109, Mendocino County Records in 1945. Fences exist along parts of this boundary, so they shall be shown at a minimum.

Items Not Included:

1. Tree trunks adjacent to the southern perimeter road and north of the creek bed shall not be located.
2. Monitoring well locations will not be mapped.
3. No boundary corners will be monumented. (Parts of the approximate boundary will be delineated using the best information available as described in No. 3 above.)
4. A record of survey will not be prepared for the boundary.

Deliverables:

CAD drawings in electronic format (Civil 3D) and 3 hard copies of the map.

Work Schedule and Budget

SCHEDULE OF WORK:

Consultant realizes that the timely performance of the services provided is an important element of this Agreement. Consultant will endeavor to complete the work with due and reasonable diligence consistent with sound professional practice and within the time frame noted below. Consultant and the City agree to cooperate with each other in every way on the project and to solicit the cooperation of other parties who may influence the schedule of the work.

The time of completion noted below is an estimate only and Consultant is not responsible for circumstances beyond its control. It is also possible that as the project proceeds, sound professional practice may necessitate additional work being done and hence additional time may be needed for completion.

Consultant will begin the work within **14** days of receipt of this signed Agreement. Consultant anticipates that work will be completed within **30** days after commencing work assuming no major weather delays. If weather delays are encountered, the project team will be notified so the schedule can be updated.

RETAINER:

None Required

PAYMENT:

City agrees to pay a Maximum Not-to-Exceed Fee of **\$ 16,500**, based upon time, fee schedule and direct project costs; also provided that if the work is canceled, terminated or otherwise discontinued without fault by Consultant the work done to the date of termination shall be paid for on an hourly basis in accordance with "Attachment B", Schedule of Fees.

If additional work is requested or required, which is not covered in the Scope of Work, the City agrees to meet with representatives of Consultant to discuss changes in the scope, schedule, cost or other Terms of Agreement. If modifications to the Agreement are required, Consultant will prepare an amendment to the Agreement for Professional Consulting Services for execution by the Client and Consultant.

NOTE: Hourly rates on the Schedule of Fees are valid for one year from the date of this Agreement. Thereafter, if Munselle Civil Engineering raises its fees to all Clients, the Schedule of Fees for this project may be amended accordingly

EXHIBIT 1

Legend

- Solid Waste Survey
- Ukiah Gun Club
- Vichy Springs
- Vichy Springs Resort

White outline represents
survey limits

Vichy Springs

Google Earth

© 2013 Google

2000 ft





Planning
Civil Engineering
Project Management
Construction Management
Surveying
Entitlements
Concept Design
Feasibility Studies

HEALDSBURG OFFICE
513 Center St.
Healdsburg, CA 95448
Phone (707) 395-0968
cort@munsellecivil.com
www.munsellecivil.com

UKIAH OFFICE
100 N. Pine Street
Ukiah, CA 95482
Phone (707) 462-6536
tyler@munsellecivil.com
www.munsellecivil.com

MILL VALLEY OFFICE
225 Flamingo Road
Mill Valley, CA 94941
Cell (707) 775-8986
dan@dvcgroup.net
www.dvcgroup.net

ATTACHMENT B: STANDARD FEE SCHEDULE

1. PERSONNEL SERVICE FEE

STANDARD HOURLY RATES

DEPOSITIONS &/OR COURT APPEARANCES	\$250.00/hr (4-hr min)
PROJECT MANAGEMENT	\$175.00
PROFESSIONAL PLANNER	\$165.00
PROFESSIONAL ENGINEER	\$150.00
ENGINEER	\$130.00
PROFESSIONAL LAND SURVEYOR	\$150.00
SURVEYOR	\$130.00
CONSTRUCTION MANAGEMENT	\$150.00
2 PERSON SURVEY/STAKING CREW	\$245.00
1 PERSON SURVEY/STAKING	\$205.00
AUTOCAD DRAFTING	\$110.00
PERMIT PROCESSING	\$110.00
CLERICAL OFFICE SERVICES	\$75.00

2. MISCELLANEOUS FEES

PICK-UP AND DELIVERY SERVICES	\$50.00
SUBCONTRACTED SERVICES	cost plus 10%
COMMERCIAL DELIVERY SERVICES	cost plus 10%
OUTSIDE PRINTING	cost plus 10%
OTHER COSTS INCURRED @ CLIENT'S REQUEST	cost plus 10%
CONSULTANT'S BLUEPRINTING	\$3.00 per sheet

3. PAYMENT

Invoices transmitted are due 30 days after receipt payable to:

Munselle Civil Engineering
513 Center St.
Healdsburg, CA 95448

4. SUPERSEDED FEE SCHEDULE

Our Standard Fee Schedule is updated periodically and is subject to change.

Initial: _____ / _____



AGENDA SUMMARY REPORT

SUBJECT: Notification of Purchase of Services from Crawford & Associates in the Amount of \$14,830 for Emergency Geo-technical Services at the Water Treatment Plant and Approval of Corresponding Budget Amendment.

DEPARTMENT: Water Resources

PREPARED BY: Jarod Thiele

ATTACHMENTS:

[Attachment #1 - Crawford and Associates Executed Contract- WTP Backwash Basins](#)

Summary: Council will Receive Notification of Purchase of Services from Crawford & Associates in the Amount of \$14,830 for Emergency Geo-technical Services at the Water Treatment Plant and Approval of Corresponding Budget Amendment.

Background: As Council is aware, during the floods earlier this year extensive damage occurred at the Back Wash Basins at the Water Treatment Plant leaving out of service.

Discussion: Staff requested a proposal (Attachment 1) to do geo-technical borings around the Back Wash Basin area in order to expedite the design for the new basins. Crawford and Associates was already on site performing geo-technical borings for the preliminary design of the Phase Four Recycled Water Project.

RECOMMENDED ACTION: Receive Notification of Purchase of Services from Crawford & Associates in the Amount of \$14,830 for Emergency Geo-technical Services at the Water Treatment Plant and Approval of Corresponding Budget Amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 82027111.80230.18160- \$0

PROPOSED BUDGET AMOUNT: 82027111.80230 PC 18160- \$14,830

FINANCING SOURCE: Water Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: COU No. 1819-211

COORDINATED WITH: Sean White, Water Resources Director; Mary Horger, Procurement Manager

Approved: _____


Sage Sangiacomo, City Manager

Repair of the Back Wash Basins is currently underway per an emergency item review and directed by the City Council.

COU No. 1819211

AGREEMENT FOR
PROFESSIONAL CONSULTING SERVICES

This Agreement, made and entered into this 19th day of March, 2019 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and Crawford & Associates, 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 providing Geotechnical Services for the WTP Backwash Basin Rehabilitation 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 5 days 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 \$14,830. 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,

COU No. 1819211

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 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.

COU No. 1819211

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.

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

C. Deductibles and Self-Insured Retentions

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

D. Other Insurance Provisions

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

1. General Liability and Automobile Liability Coverages

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

2. Worker's Compensation and Employers Liability Coverage

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

3. Professional Liability Coverage

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

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.

COU No. 1819211

"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.

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- 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.
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- 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

COU No. 1819211

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, CALIFORNIA 95482-5400

CRAWFORD & ASSOCIATES, INC.
ATTN: BENJAMIN CRAWFORD
1100 CORPORATE WAY, SUITE 230
SACRAMENTO, CA 95831

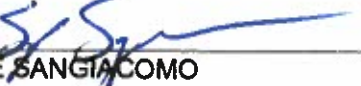
9.0 **SIGNATURES**

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

CONSULTANT

BY: 
PRINT NAME: BENJAMIN CRAWFORD
46-0779018
IRS IDN Number

MAY 19, 2019
Date

CITY OF UKIAH
BY: 
SAGE SANGIACOMO
CITY MANAGER

5-7-19
Date

ATTEST


CITY CLERK

5-7-19
Date



Corporate Office: 1100 Corporate Drive, Suite 230 | Sacramento, CA 95831 | (916) 455-4225
 Modesto: 1165 Scenic Drive, Suite A | Modesto, CA 95350 | (209) 312-7668
 Pleasanton: 6200 Stoneridge Mall Road, Suite 330 | Pleasanton, CA 94588 | (925) 401-3515
 Rocklin: 4220 Rocklin Road, Suite 1 | Rocklin, CA 95677 | (916) 455-4225
 Ukiah: 100 North Pine Street | Ukiah, CA 95482 | (707) 240-4400

March 14, 2009

Attachment A

Jarod L. Thiele
 City of Ukiah
 300 Seminary Avenue
 Ukiah, CA 9548

Subject: **Geotechnical Scope of Services**
 City of Ukiah WTP Basin Rehabilitation Project
 Ukiah, California

Dear Mr. Thiele,

Crawford & Associates, Inc (CAInc) is pleased to submit the following scope of services and cost for the City of Ukiah WTP Basin Repair project in Ukiah, California. Based on our discussion with you and observations in the field, it appears that continued saturation of the soil behind the basin walls has resulted in failures or near-failures of the basin walls. We understand that the existing basin walls are unreinforced, however the as-builts show reinforcement in the basin bottom slab. CAINc will perform four soil borings to evaluate the soil properties behind the basin walls, provide static and seismic equivalent fluid pressures, drainage recommendations, and Geotechnical considerations for new basin wall design.

We provide the following detailed scope of services to address the basin wall repair project.

SCOPE OF SERVICES

COORDINATION

CAInc will coordinate with the City of Ukiah and the design team and complete the project in conjunction with the City of Ukiah recycled water pipeline project. We have reviewed the site for drill rig access. We will mark our exploratory boring locations, meet with staff about onsite utility locations, and notify Underground Service Alert (USA). We will also acquire the boring permit, likely utilizing your connections at the County to speed up the approval process.

SUBSURFACE EXPLORATION

To gain better knowledge of the subsurface conditions around the basin, we propose to complete four borings to depths ranging from 10 to 20 feet below ground surface (about 5 to 10 feet below the bottom of the basin). The borings will be advanced using a track or truck mounted drill rig with hollow and/or solid stem augers. An engineer or geologist will direct the sampling and log the borings in the field.

LABORATORY TESTING

CAInc will perform moisture density, gradation by sieve analysis, direct shear and/or unconfined compressive strength, and Atterberg limits tests on the samples obtained from the borings.

GEOTECHNICAL REPORT



Corporate Office: 1100 Corporate Drive, Suite 230 | Sacramento, CA 95831 | (916) 455-4225
 Modesto: 1165 Scenic Drive, Suite A | Modesto, CA 95350 | (209) 312-7668
 Pleasanton: 6200 Stoneridge Mall Road, Suite 330 | Pleasanton, CA 94588 | (925) 401-3515
 Rocklin: 4220 Rocklin Road, Suite 1 | Rocklin, CA 95677 | (916) 455-4225
 Ukiah: 100 North Pine Street | Ukiah, CA 95482 | (707) 240-4400

CAInc will provide a Geotechnical Report including the following:

- Project description
- Soil and groundwater conditions
- Laboratory results
- CDC Design Parameters
- Below ground structure wall recommendations including static and seismic active and passive pressures, lateral surcharge (if applicable), and drainage recommendations,
- Recommendations for grading and construction, including ground preparation, materials excavation/rippability, protection of existing facilities, slope stability, use of material as backfill, and placement
- Vicinity map
- Site plan and boring locations
- Boring logs
- Limitations

ASSUMPTIONS

- Auger cuttings will be spread out and left onsite
- Borings will be backfilled with cement grout
- City of Ukiah staff will clear our proposed boring locations based on their understand of the onsite utilities

FEE ITEMIZATION

We will perform the above for the following fees.

Coordination	\$1,124
Fieldwork	\$7,406
Lab Testing	\$1,795
<u>Analysis and Report Preparation</u>	<u>\$4,506</u>
Total	\$14,830

We will not exceed these fees without a change in scope and written authorization from you.

We appreciate the opportunity to be of service on this project. Please do not hesitate to contact the undersign if you have any questions or need additional information.

Sincerely,
 Crawford & Associates, Inc

Benjamin D. Crawford, PE, GE
 President

Geotechnical Engineering Services

Ukiah WTP Basin Repair

March 14, 2019

Task	Item	Quantity	Rate	Unit	Mult.	Item cost	Task Subtotal
Project Coordination and Preparation							
	Principal Engineer	1	\$195	hour	1	\$195	
	Project Engineer	4	\$130	hour	1	\$520	
	Project Assistant	0	\$68	hour	1	\$0	
	Mileage	10	\$0.60	mile	1	\$6	
	Boring Permit	1	\$350	site	1.15	\$403	
							\$ 1,124
Subsurface Exploration							
	Project Engineer	10	\$130	hour	1	\$1,300	
	Drill Rig & Mobilization	1	\$4,700	day	1.15	\$5,405	
	Mileage	10	\$0.60	mile	1	\$6	
	Driller Per Diem	1	\$300	day	1.15	\$345	
	Backfill	80	\$2	ft	1.15	\$184	
	Liners	18	\$8	liner	1.15	\$166	
							\$ 7,406
Laboratory Testing							
	Moisture/Density	10	\$60	test	1	\$600	
	UC	3	\$165	test	1	\$495	
	Sieve Analysis	2	\$100	test	1	\$200	
	Plasticity Index	2	\$250	test	1	\$500	
							\$ 1,795
Analysis and Geotechnical Report							
	Project Engineer	18	\$130	hour	1	\$2,340	
	Project Manager	4	\$170	hour	1	\$680	
	Principal Engineer	6	\$195	hour	1	\$1,170	
	Drafting	2	\$90	hour	1	\$180	
	Project Assistant	2	\$68	hour	1	\$136	
							\$ 4,506
Total Fee							\$ 14,830



AGENDA SUMMARY REPORT

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

DEPARTMENT: Economic Development

PREPARED BY: Shannon Riley

ATTACHMENTS:

[Attachment 1 - Performance Agrmt 18-19 EDFC-City of Ukiah Executed 07-12-18.](#)

[Attachment 2 - FY18-19 Annual Performance Report](#)

Summary: The City Council will receive a report from the Economic Development and Financing Corporation (EDFC), consider their request for funding, and consider authorizing the City Manager to negotiate and execute a 2019-20 performance agreement with the organization.

Background: The Economic Development and Financing Corporation (EDFC) is a non-profit, tax-exempt Community Development Financial Institution (CDFI), founded in 1995, that engages in economic development activity in Mendocino and Lake Counties. EDFC was formed through a partnership between Mendocino County's four incorporated cities and the County to coordinate and support economic development activity Mendocino County-wide--and has now expanded its business into Lake County.

RECOMMENDED ACTION: Receive report regarding the Economic Development and Financing Corporation (EDFC); consider request for funding from EDFC; and authorize the City Manager to negotiate and execute Performance Agreement between the City of Ukiah and EDFC.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$12,000 in Account #10012600.52100; Contracted Services - Economic Development Consulting and Misc. Services

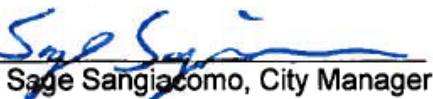
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: General Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: COU No. 1718-147

COORDINATED WITH:

Approved: _____


Sage Sangiacomo, City Manager

When EDFC was formed, an assessment formula was developed by the participating entities—50 cents per capita for the County and 75 cents per capita for cities. Based on Ukiah's population of 15,977, the contribution for 2019-20 would be \$11,982.75.

Discussion: Heather Gurewitz, Executive Director, will present EDFC's year-to-date activities to the Council.

The 2018-19 agreement with EDFC is provided as Attachment 1. City of Ukiah Economic Development Staff monitors this agreement and serves on the EDFC board. In the last year, EDFC has significantly expanded their outreach and services to the community, including hosting an Economic Summit that was well attended by business and community leaders throughout the county. With the presentation of this year-to-date report, Staff has determined that EDFC has met the requirements of the 2018-19 performance agreement. A detailed report submitted by EDFC of those activities is provided as Attachment 2.

Council is asked to receive a brief presentation from EDFC and consider this request for funding in the amount of \$11,983. If so desired, the Council may direct the City Manager to negotiate and execute a performance agreement with EDFC for the 2019-20 fiscal year.

PERFORMANCE AGREEMENT
between the
CITY OF UKIAH
and the
ECONOMIC DEVELOPMENT AND FINANCING CORPORATION

This Agreement is made and entered on July 9, 2018 between the City of Ukiah, a California general law municipal corporation, herein called "City," and the Economic Development and Financing Corporation (EDFC), a California not-for-profit corporation formed pursuant to and in compliance with the laws of the State of California, herein called "EDFC." Individually, EDFC and City may be referred to in this Agreement as a "Party," and collectively as "the Parties."

RECITALS

1. The City is desirous of creating a vital economic development climate through collaborative projects and the promotion of locally owned and operated small businesses.
2. EDFC is organized to provide assistance to individuals and small business owners by coordinating economic development activities in Mendocino County and in particular, the City of Ukiah, for the purpose of creating, expanding or retaining businesses. EDFC has expertise in economic development and in securing financing in the form of loans, grants, capital and venture capital funding, to assist with the development, expansion and/or retention of businesses.
3. EDFC was created in 1995 by the County of Mendocino and its incorporated cities in order to facilitate a countywide approach to economic development. At that time, a formula was developed for funding, whereby each city would pay 75 cents per capita per year and the County would pay 50 cents per capita per year. This formula, however, is not binding; compensation may also be based on performance of the agreed-upon scope of services and other terms outlined in this Agreement.

NOW, THEREFORE, in consideration of the above-recited facts and terms and conditions stated below, the Parties agree as follows:

A. TERM

This Agreement shall be effective from July 1, 2018 and shall terminate on June 30, 2019.

B. SCOPE OF SERVICES

EDFC shall perform the Scope of Services set forth in Exhibit A.

C. RECORDS, REPORTS AND ACCOUNTABILITY

EDFC shall maintain a bookkeeping system and books of account in accordance with generally accepted accounting principles consistently applied, which outline the accounting and utilization of City funds paid to the EDFC for services defined in this agreement. City shall have access to said books of account during regular business hours for purposes of inspection and audit. EDFC shall fully cooperate with the City and its agents and accountants during any such inspection and audit, including, but not limited to, making its employees, accountants, bookkeepers, or officials available to provide any requested information or documents. As stated in the Scope of Services in Exhibit A, EDFC shall furnish detailed annual reports by June 1, 2019.

D. FINANCIAL COMPENSATION BY CITY

In consideration of the EDFC's performance of the above services, and under the terms of this Agreement, the City shall pay the EDFC the sum of Eleven thousand, nine-hundred eighty-two dollars and seventy-five cents (\$11,982.75) for fiscal year 2018-19 in order for the EDFC to accomplish the specific scope of work identified in Exhibit A. This sum of money shall constitute the entirety of City's financial contribution to the EDFC during the effective dates of this Agreement.

The compensation provided in this paragraph shall be paid to EDFC in installments as follows:

Terms of Payment. Payment to EDFC for services rendered in accordance with this contract shall be based upon submission of annual invoices for the work satisfactorily performed prior to the date of the invoice, which amounts shall be due and payable thirty (30) days after receipt by the City. The invoices shall be accompanied with a description of work performed on behalf of the City and the amount of time spent on each item. Invoices shall be accompanied by documentation sufficient to enable the City to determine progress made.

E. INSURANCE AND INDEMNIFICATION

During the term of this Agreement, the EDFC agrees to indemnify and hold harmless the City, its officers, agents, and employees from and against any and all claims, losses, defense costs, or liability of any kind or nature which the City, its officers, agents, and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the EDFC's performance under the terms of this Agreement, excepting only liability arising out of the sole and active negligence of the City.

Without limiting the EDFC's indemnification, it is agreed that the EDFC shall maintain in force at all times during the performance of this Agreement, the following policy or policies of insurance summarized below and fully detailed in Exhibit A approved by the City and issued by admitted California insurers approved by the City covering its operations:

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

The certificates of insurance and endorsements shall be completed to the satisfaction of the City.

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

F. RELATIONSHIP BETWEEN EDFC AND CITY

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

The key contact person involved in the implementation and administration of this Agreement with EDFC will be Heather Gurewitz, Executive Director of EDFC. The key contact person for City of Ukiah will be Sage Sangiacomo, City Manager, or his designee.

G. TERMINATION FOR NON-PERFORMANCE

If any Party to this Agreement breaches any provision thereof, then the other Party may give the defaulting Party a notice to remedy such violation within thirty (30) days. The other Party may terminate the Agreement: (a) if such violation is not remedied within said 30 days; or (b) if the breach cannot be remedied within such time period.

Should this contract be terminated for breach on the part of the EDFC, in addition to any other remedies or compensation to which the City may be entitled, EDFC shall not be entitled to any further installment payments not yet paid at the time of breach.

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

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

If either Party is unable to perform its obligations under this Agreement due to conditions beyond its reasonable control, such as, but not limited to, changes in local, state, or federal laws or regulations arising from legislative changes, judicial interpretations of existing law, vote by the citizens of Ukiah, or administrative action, and not due to the fault or neglect of any Party, such failure to perform shall not be deemed a violation of this Agreement provided the Party whose performance is so prevented performs its obligation as soon as practicable after the occurrence of the event preventing performance under this Agreement. Such Party shall use reasonable diligence to put itself again in a position to carry out its obligations hereunder, and in the event such Party does not or cannot within a reasonable time put itself again in a position to do so, the other Party may, at its option, terminate this Agreement.

J. MISCELLANEOUS PROVISIONS

1. WAIVER OR MODIFICATION INEFFECTIVE UNLESS IN WRITING

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

2. SEVERABILITY

In the event any section, subsection, provision, or clause of this Agreement or any combination thereof is found to be unenforceable at law, inequity, or under any presently existing or hereafter enacted legislation, regulation, or order of the United States, any state or subdivision thereof or any municipality, those findings shall not in any way affect the other sections, subsections, provisions, or clauses of this Agreement, which shall continue in full force and effect, and the unenforceable provisions shall be interpreted in a manner that imposes the maximum restriction or obligation permitted by applicable law.

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

3. NOTICE

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

City of Ukiah
Attention: Sage Sangiacomo
300 Seminary Ave.
Ukiah, CA 95482

Economic Development & Financing Corporation
Attn: Heather Gurewitz
175 East Church St.
Ukiah, CA. 95482

4. DUPLICATE ORIGINALS

This Agreement may be executed in one or more duplicate originals, each bearing the original signatures of the parties. When so executed, each such duplicate original shall be admissible to establish the existence and terms of this Agreement.

5. AUTHORITY

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

6. GOVERNING LAW AND JURISDICTION

The interpretation and enforcement of this Agreement shall be governed by the laws of the State of California. All legal actions arising under this Agreement shall be filed in the California state courts in Mendocino County, which shall have jurisdiction and venue over any such actions or proceedings.

7. ENTIRE AGREEMENT

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

8. PLAIN MEANING

This Agreement shall be interpreted in accordance with its plain meaning, neither for nor against any Party.

9. HEADINGS AND CONTEXT

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

10. MERGER

This Agreement constitutes the entire understanding between the parties as to the terms and conditions contained herein, all previous understandings being merged herein.

11. ADEQUATE ASSURANCES

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

12. CONSTRUCTION OF AGREEMENT

This Agreement has been reviewed by separate counsel for both parties. Any ambiguity existing in this Agreement shall not be construed against either Party as the drafter of this Agreement.

13. TIME

Time is of the essence of this Agreement.

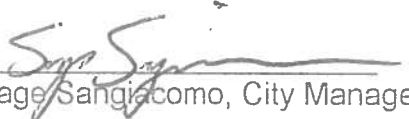
Acknowledgement:

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

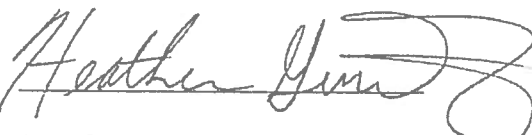
CITY OF UKIAH

ECONOMIC DEVELOPMENT &
FINANCING CORPORATION

By:


Sage Sangiacomo, City Manager

By:


Heather Gurewitz, Executive Director

ATTEST:

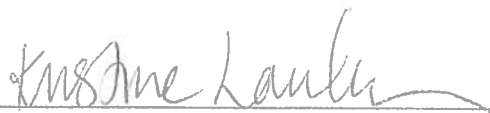

Kristine Lawler, City Clerk

EXHIBIT A

ECONOMIC DEVELOPMENT & FINANCING CORPORATION SCOPE OF SERVICES

Contractor shall provide the following services:

1. Assist the City during the term of this agreement with support and coordination of economic development activities that encourage job retention, business expansion and business relocation within and to the City of Ukiah by coordinating activities with the County of Mendocino, tribal governments, Workforce Investment Board (WIB), MPIC Inc., West Company/Mendocino SBDC, Sonoma-Mendocino Economic Development District, the Ukiah Main Street Program and the Greater Ukiah Chamber of Commerce.

Performance Indicators

- § Help organize and co-host at least one Access to Capital Workshop, Job Fair, or similar event.
- § Develop a centralized publication (or online platform) that contains current economic and demographic data for the Ukiah area.
- § In quarterly reports provided to the City (no later than 30 days after the end of each quarter), detail coordination efforts with partners.
- § Continue to distribute the Resource Guide.

2. Provide services and programming as the local Community Development Financial Institution (CDFI).
3. Assist with the identification of grant funding, loans, private and public capital, and venture capital funds to support Ukiah businesses and the City of Ukiah. Of particular interest are grants and low-interest loans that would assist with façade improvements and code-required improvements (seismic retrofits, fire sprinklers, ADA improvements, etc.).

Performance Indicators

- § Provide regular updates to City Staff via quarterly reports.
- § In the year-end report, detail the number of businesses assisted and the total amount of funds awarded to EDFC in the contract year that support economic development activities in the Greater Ukiah Valley.

4. Meet as needed with the City of Ukiah Business Liaison and inform the Liaison (by phone or email) when assistance is either requested by or provided to a business within the Ukiah city limits.

Performance Indicator

- § Contact Business Liaison as required.

5. Communicate activities, service delivery, and fiscal reports to the City.

Performance Indicator

- § Submit a detailed annual report to the City Staff and City Council regarding activities and services during contract period and including the work plan for the up-coming year.



EDFC's Contract Deliverables: July 1, 2018 – June 30, 2019*

In the 2018-2019 Fiscal Year, EDFC accomplished the following contract deliverables and auxiliary activities to support economic development in Mendocino County, the City of Ukiah, the City of Fort Bragg, the City of Willits, and the City of Point Arena:

Loan Program

EDFC continues to offer loans from under \$5,000 up to \$250,000. In the last year, EDFC made some major changes to the loan program to improve its efficiency and its sustainability. EDFC developed loan program servicing policies, underwriting policies, and portfolio performance measures and goals, as well as tiers for loan sizes that are reflected in the criteria for the loan.

- EDFC approved five loans totaling \$257,208 in Albion, Fort Bragg, and Anderson Valley.
- EDFC has been working with DPO investors and the Mendocino Wool and Fiber Project in Ukiah.
- Provided technical assistance through our Rural Microentrepreneur Assistance Program via West Company and EDFC staff.
- Submitted application to the California iBank Business Loan Guarantee Program to increase EDFC's loan programs' resiliency

Economic Development

- Mendocino County Economic Summit: Over 130 representatives from organizations and local governments from across Mendocino County participated in the economic summit. This was a first step in trying to understand the economic needs of the county. Some of the key outcomes were the need for housing, workforce, and collaboration. Attached is the report for the event.
- Acts as the Mendocino Liaison for the Sonoma-Mendocino Economic Development District (SMEDD):
 - Participated in and presented at the SMEDD semi-annual meeting
 - Organized (later cancelled) Quarterly SMEDD Meeting
 - Met via phone and communicated with Sonoma County economic development staff
 - Discussed potential collaborative projects with SMEDD including Revolving Loan Fund Loan Programs
 - Recruited/recruiting board members from Mendocino County to be on the SMEDD board
 - Collaborated on Scope of Work for future SMEDD grant
- Quarterly economic reports on the state of Mendocino County's economy
- Participation in the Healthy Mendocino Poverty Action Teams for inland Mendocino and the Mendocino Coast
- Participated in North Coast Opportunities' (NCO) study on a commercial kitchen/economic development center

- Coordinated with the Alex Rorabaugh Center (ARC) Family Resource Center, Ukiah Vecinos en Acción, and West Business Development Center to develop Community Market program in Ukiah
- Took on fiscal sponsorship of the Mendocino Latinx Alliance
- Participation in the Workforce Alliance of the North Bay (WANB)
 - Executive Director was appointed to the WANB committees for Mendocino County and Policy & Oversight, and participated in the quarterly meetings for these committees
 - Facilitated communications between WANB staff and County
 - Regular coordination with WANB staff
- Provided direct outreach to the Greater Ukiah Chamber of Commerce, Mendocino Coast Chamber of Commerce, Willits Chamber of Commerce, Employers Council of Mendocino, Ukiah Rotary Club, South Ukiah Rotary Club, Kiwanis of Ukiah, Savings Bank of Mendocino County, Westamerica Bank, Redwood Credit Union, Wells Fargo, Tri-Counties Bank, Inland Water and Power Commission, Mendocino Coast Latino Coalition, Mendocino County Farm Bureau, Mendocino Wine Grower's Inc., Mendocino Coast Association of Realtors, Mendocino Community College Business Classes, Redwood Valley Municipal Advisory Council,
- Participated in the following events:
 - 12@12 with the Mendocino Coast Chamber
 - Office hours at KGUA in Gualala
 - Fort Bragg Latino Business Owners Forum (with West BDC)
 - The Small Business Administration Small Business Road Show (with West BDC)
 - Ukiah Vecinos en Acción September meeting
 - Mendocino Winegrowers' Economic Summit
 - Agriculture and Business Coalition Outlook 2019
- Monthly radio spots on Peggy's Place on KGUA radio serving Point Arena and Gualala
- Participated in the California Economic Summit in Santa Rosa November 15-16, 2018
- Participated in the California Economic Development Annual Conference, gave co-presentation on Local Entrepreneurial Ecosystems Project with CAMEO and West BDC. March 27, 2019
- Participated in the City of Ukiah CDBG Loan Committee
- EDFC continues to provide a collaborative format for the 5 jurisdictions to discuss economic development projects and look for opportunities to partner.
- Opportunity Sites (Opportunity Zones) Webinar on June 5, 2019
- "Basics of Business Borrowing" workshop development and preliminary workshop planned in Covelo on June 26, 2019.

Broadband

- Completed the Mendocino County Digital Infrastructure Plan in December, 2019
 - Mendocino County was approved at the February 26th Board of Supervisors meeting.
 - Fort Bragg City Council adopted the plan on April 22nd.
- Met with County Planning Staff to discuss project development and understand planning and zoning requirements for projects. Continuing conversations about ways to work together to support broadband implementation.

- Met with WISPS (Fixed wireless internet service providers) and other service providers to discuss opportunities for deployment and collaboration, including a meeting of 4 WISPs in Boonville in May.
- Met with Community Foundation regarding their broadband fund and use for deployment
- Exploration of potential projects including Road 409 and the Round Valley Indian Health Center
- Submitted a project for CDBG funding for a feasibility study to deploy high speed internet to low income rural populations in Mendocino County
- Met with Cities' staff and Councils to discuss support needed for broadband policies and deployment planning
- Prepared County work plan and contributed to consortium-wide goals for CPUC-CASF grant application that was submitted in May by the North Bay North Coast Broadband Consortium
- Attended CPUC workshop for updates on broadband implementation funding; networked with provider for potential future service
- Met with US Congressman Huffman's field representative to coordinate support of local unserved communities
- Met with Assemblymember Jim Wood's and State Senator Mike McGuire's staff to discuss broadband issues in the county.
- Spoke with CA State Parks to get an understanding of their infrastructure and the capacity to leverage their resources
- Coordination between the North Bay North Coast Broadband Consortium and Mendocino County including legislative advocacy by Mendocino County for important broadband bills

Organizational Development

- Participated in trainings for: USDA Rural Microentrepreneur Assistance Program and Intermediary Revolving Loan Program, USDA Rural Development 502 Direct Housing Loan Program, CalCAP Loan Loss Reserve Program webinar, and CDBG Disaster Resilience webinar, Microlending Essentials, Loan Portfolio Management Webinars through Aspen Institute
- Ongoing Revolving Loan Fund Webinars from Council of Development Financial Agencies
- California Association for Microenterprise Opportunity's Emerging CDFI Cohort training program
- Attended the CALED Conference in Anaheim and made a presentation with the California Association for Microenterprise Opportunity and West BDC, about developing entrepreneurial ecosystems.

Grants

EDFC received the following grants in the FY 2018-FY 2019 Fiscal Year

- \$400,000 grant from the Community Development Financial Institution Fund (CDFI) for lending and administration of the loan funds.
- \$10,000 grant from PG&E to coordinate an Economic Summit
- \$100,000 total (\$50,000/year for two years) from the Economic Development Administration (EDA) to conduct Economic Recovery and Resiliency Planning and Implementation.
- \$800,000 from the EDA to create a new loan fund totaling \$1,000,000.

- \$10,000 from the Community Foundation Jim and Babbie Mayfield Fund to improve Access to Capital in Remote & Rural Mendocino County.
- \$2,500 from Savings Bank of Mendocino County for access to capital in remote and rural Mendocino County and Lake County.
- \$2,500 from AT&T for general support
- \$1,000 in-kind Technical Assistance from California Association for Microenterprise Opportunity to improve loan program operations.

Total funds awarded in FY 18-19: \$1,326,000

EDFC has applied for the following funds which are pending:

- USDA Rural Development Rural Business Development Grant to implement ZoomProspector (\$20,000)
- Mendocino County CDBG Planning and Technical Assistance Grant – High Speed Internet for Low Income Communities (\$75,000)
- Partner on the Sonoma Mendocino Economic Development District Partnership Planning Program (\$30,000 per year for three years to EDFC)
- Partner on the North Bay North Coast Broadband Consortium’s Application for California Advanced Services Funds to support Broadband Development in Mendocino County (\$32,500 per year for three years to Mendocino County)
- Facebook Charitable Giving (\$10,000)
- Wells Fargo (\$5,000)
- Community Development Financial Institution Fund Technical Assistance Grant (\$125,000)
- Redwood Credit Union (\$1,000)

Total Pending Applications from FY 18-19: \$423,500

Despite the great success we have had in the last year in applying for funding from other sources, the local support we receive from our local jurisdictions remains critical. Without the local dollars that drive EDFC’s mission, we are not able to match federal grants. However, our goal, as an organization is to leverage every dollar we receive from local sources to multiply them and support a high performing organization. Without the \$48,500 we received from Mendocino County, City of Ukiah, City of Fort Bragg, and City of Willits, we would not have been able to receive the \$1,326,000 in grants from other sources.

**For every local government \$1 received,
EDFC generated \$27 in grants in the FY 18-19 Fiscal Year.
THANK YOU for your continued support!**

* June activities are projected as planned. This report does not include any potential loan activity in June. Numbers may change before the completion of the fiscal year.



AGENDA SUMMARY REPORT

SUBJECT: Update on Emergency Repair of Backwash Basins at Water Treatment Plant and Determine that Emergency Conditions Continue to Require the Repair of the Backwash Basins.

DEPARTMENT: Water Resources

PREPARED BY: Jarod Thiele

ATTACHMENTS:

[Attachment 1 - Resolution 2019-19](#)

Summary: The City Council will review an emergency award of contract to repair the backwash basins, to comply with Public Contract Code Section 22050.

Background: At a special meeting on April 29, 2019, the City Council voted (4/0/1 with Councilmember Orozco absent) to adopt a resolution finding that emergency conditions would not allow sufficient time to publicly bid the repair of the backwash basins at the Water Treatment Plant (Attachment #1). The City Council awarded a contract to Ghilotti Construction under Public Contract Code Section 22050 to repair the basins. That section allows such repairs without competitive bidding in an emergency, if the City Council on a 4/5 vote makes specified findings. However, pricing was solicited from three companies.

Discussion: Under Public Contract Code Subsection (c)(1) the City Council is required to review the emergency action taken on April 29 at every regularly scheduled meeting thereafter until the action is

RECOMMENDED ACTION: Determine that emergency conditions continue to require the repair of the backwash basins without competitive bidding.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 82027111.80230.18160 - \$386,359.50

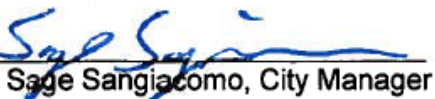
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: COU No. 1819-212

COORDINATED WITH: Mary Horger, Procurement Manager

Approved: _____


Sage Sangiacomo, City Manager

terminated.

In reviewing the action, the City Council must determine whether the emergency conditions excusing competitive bidding for the backwash basin repairs continue. It must make that finding by a 4/5 vote.

At the Council meetings on May 1 and May 15, Council approved unanimously to have the emergency repairs continue.

At the June 5th meeting, Staff will provide an update on the repair which has been proceeding timely. In addition, staff requests that Council continue the emergency determination given the work to repair the basins needs to proceed.

RESOLUTION NO. 2019-19**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING PURSUANT TO PUBLIC CONTRACT CODE SECTION 22050 THE EMERGENCY PROCUREMENT WITHOUT PUBLIC BIDDING OF CONSTRUCTION SERVICES TO REPAIR THE BACKWASH BASINS AT THE CITY OF UKIAH WATER TREATMENT PLANT****WHEREAS:**

1. On February 27, 2019, under the authority in Ukiah City Code Section 5125 (Ordinance No. 995, §1), the Director of Emergency Services ("Director") proclaimed the existence of a local emergency as a result of conditions created by the severe winter storm affecting the City of Ukiah ("City") beginning in February 2019; and
2. On March 6, 2019, City Council adopted Resolution 2019-8 ratifying the Director's February 27, 2019 proclamation of a "local emergency" and proclaimed and ordered that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council; and
3. On March 20, 2019, and April 3 and 17, 2019, City Council approved continuing of the Local Emergency Resolution Proclamation; and
4. During the floods in February and March, the backwash basins in the Ukiah Water Treatment Plant ("WTP") failed due to hydrostatic pressure from the elevated water levels in Orrs Creek; and
5. Without these basins the water filters at the WTP cannot operate and water production capacity is significantly impaired; and
6. With the onset of spring the use of water for irrigation in the City will increase to the point where water must be diverted from the Russian River to meet demand; and
7. Surface waters from the Russian River must be treated at the WTP to meet primary and secondary drinking water standards; and
8. When water demand reaches this level, the consumption of untreated water poses unacceptable and potentially serious health hazards to users of the City's water system, particularly young children, pregnant women and people with conditions making them vulnerable to impurities that are removed from surface water by the WTP; and
9. The City Engineer estimates that it would take 120 days to develop plans and specifications to bid the construction work required to repair the backwash basins, to advertise requests for bids, to award the bid and to commence construction and an additional 3-4 weeks to complete the work; and
10. The demand for treated water is likely to commence within sixty days and could be sooner, depending on the weather; and

11. Under Public Contract Code Section 22050(a)(1) in the case of an emergency, the City, pursuant to a four-fifths vote of the City Council, may repair or replace a public facility and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and
12. Under Public Contract Code Section 22050(a)(2) before the City Council takes such action, it must make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency;

NOW, THEREFORE, BE IT RESOLVED that:

1. Based on the foregoing recitals and information, the City Council finds that an emergency condition exists that must be repaired to avoid public health hazards that could result, if the repair work was put out for competitive bids in compliance with the procedures required by the Uniform Construction Cost Accounting Act.
2. The City Council authorizes the procurement of construction services to repair the backwash basins at the WTP without providing notice inviting bids.
3. The City Council authorizes the City Procurement Officer to contract with Ghilotti Construction, Inc. to repair the backwash basins at the WTP for a not to exceed amount of \$386,359.50.
4. Awarding a contract to repair the backwash basins is categorically exempt from environmental review under the California Environmental Quality Act as a Class 2 categorical exemption, because it involves the replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity. (14 CCR §15302.)
5. The emergency action taken by this resolution shall terminate upon the City Council's approval of a certificate of completion for the backwash basin repair work.

PASSED AND ADOPTED this 24th day of April, 2019, by the following roll call vote:

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


Maureen Mulheren, Mayor

ATTEST:


Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Reject Bids Received For Gobbi Street Underground District No. 3, Specification No. 19-03. (EUD)

DEPARTMENT: Electric Utility

PREPARED BY: Diann Lucchetti

ATTACHMENTS:

[Attachment 1 - Bid Results - Spec 19-03 Gobbi Street Undergrounding Project](#)

Summary: City Council will consider rejecting the bids received for Gobbi Street Underground District No. 3, Specification No. 19-03 and authorize staff to rebid.

Background: On December 6, 2017, the Ukiah City Council approved Gobbi Street Underground District #3. Council approved the plans and specifications for this project on March 20, 2019. Following the approval, the City distributed the plans and specifications to the required builders' exchanges, publicly advertised this project in the Ukiah Daily Journal, sent copies of the Notice to Bidders to all licensed Class A contractors on the City's 2019 Qualified Contractors List, and posted them to the City's website.

The undergrounding project will install the required electric, phone and cable TV substructures (conduits and vaults) from State Street to Orchard Avenue, Marshall Street and the 600 block of Leslie Street to underground existing overhead facilities. The new conduit system will also inter-connect with existing underground facilities that were installed with the Orchard substation project. The connection between the new and old duct system will provide a pathway for all utilities to underground the overhead facilities. In addition, this contract installs the necessary LED streetlights to facilitate removal of the wood poles.

RECOMMENDED ACTION: Reject bids received for Gobbi Street Underground District No. 3, Specification No. 19-03, authorize staff to rebid and carry forward the available project funding in the FY 18/19 to FY 19/20 budget.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

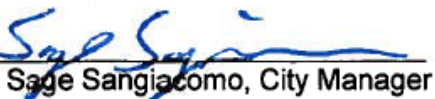
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mary Horger, Procurement Manager

Approved: _____


Sage Sangiacomo, City Manager

Discussion: The City Clerk opened bids on May 7, 2019, with three bidders responding. Attachment 1 is a copy of the Bid Tabulation for Council's review. Low Bid was in the amount of \$2,175,711.68 which exceeded the engineer's estimate of \$1,444,400 by \$725,247.82.

Given the price difference between the bids received to the engineer's estimate, it is staff's recommendation to reject all bids at this time.

Staff will make some revisions to the Plans and Specification No. 19-03 to provide additional clarification and rebid as soon as possible.

Once bids are received, staff will return to Council for authorization and any budgetary action.

ATTACHMENT 1

GOBBI STREET UNDERGROUNDING PROJECT										
CITY OF UKIAH										
Bid Opening:2019-05-07										
					TEAM GHILOTTI. INC		RaPiD Construction		Royal Electric Company	
					2531 Peraluma Blvd South Petaluma, CA 94952		3072 Research Way STE 54 Carson City, NV 89706		8481 Carbide Court Sacramento, CA 95828	
Base Bid										
Item #	Item Description	Quantity	UOM	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total	
1	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (12" x 36" TRENCH)	1592	LF	\$68.00	\$108,256.00	\$100.00	\$159,200.00	\$83.00	\$132,136.00	
2	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (18" x 36" TRENCH)	95	LF	\$161.00	\$15,390.00	\$150.00	\$14,250.00	\$85.00	\$8,075.00	
3	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (18" x 48" TRENCH)	1207	LF	\$90.37	\$109,076.59	\$150.00	\$181,050.00	\$107.00	\$129,149.00	
4	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (24" x 48" TRENCH)	20	LF	\$241.00	\$4,820.00	\$150.00	\$3,000.00	\$130.00	\$2,600.00	
5	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (24" x 59" TRENCH)	2227	LF	\$110.00	\$244,970.00	\$150.00	\$334,050.00	\$189.00	\$420,903.00	
6	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (24" x 75" TO 80" TRENCH)	85	LF	\$305.00	\$25,925.00	\$150.00	\$12,750.00	\$214.00	\$18,190.00	
7	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (30" x 48" TRENCH)	64	LF	\$245.00	\$15,680.00	\$250.00	\$16,000.00	\$147.00	\$9,408.00	
8	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (30" x 59" OFF-STREET TRENCH)	32	LF	\$739.00	\$23,648.00	\$250.00	\$8,000.00	\$201.00	\$6,432.00	
9	EXCAVATE, TRENCH, BACKFILL AND COMPACTION (30" X 61" TO 89" TRENCH)	987	LF	\$196.00	\$193,452.00	\$250.00	\$246,750.00	\$297.00	\$293,139.00	
10	REMOVE AND REPLACE ASPHALT CONCRETE (12" TRENCH)	1412	SF	\$26.20	\$36,994.40	\$31.00	\$43,772.00	\$46.00	\$64,952.00	
11	REMOVE AND REPLACE ASPHALT CONCRETE (18" TRENCH)	1962	SF	\$21.00	\$41,202.00	\$31.00	\$60,822.00	\$46.00	\$90,252.00	
12	REMOVE AND REPLACE ASPHALT CONCRETE (24" TRENCH)	2965	SF	\$21.00	\$62,265.00	\$31.00	\$91,915.00	\$46.00	\$136,390.00	
13	REMOVE AND REPLACE ASPHALT CONCRETE (30" TRENCH)	2607	SF	\$21.00	\$54,747.00	\$31.00	\$80,817.00	\$46.00	\$119,922.00	
14	1" PVC SCH 40 CONDUIT (COMCAST) INCLUDING INSTALLATION	997	FT	\$7.90	\$7,876.30	\$5.00	\$4,985.00	\$4.00	\$3,988.00	
15	2" PVC SCH 40 CONDUIT (COMCAST) INCLUDING INSTALLATION	10944	FT	\$5.60	\$61,286.40	\$5.00	\$54,720.00	\$6.00	\$65,664.00	
16	3" PVC SCH 40 CONDUIT (COMCAST) INCLUDING INSTALLATION	35	FT	\$377.00	\$13,195.00	\$10.00	\$350.00	\$21.00	\$735.00	
17	2" PVC SCHE 40 CONDUIT (AT&T) INCLUDING INSTALLATION	1084	FT	\$9.10	\$9,864.40	\$5.00	\$5,420.00	\$7.00	\$7,588.00	
18	4" PVC SCH 40 CONDUIT (AT&T) INCLUDING INSTALLATION	16098	FT	\$9.70	\$156,150.60	\$9.00	\$144,882.00	\$11.00	\$177,078.00	
19	2" PVC SCH 40 CONDUIT INCLUDING INSTALLATION (ELECTRIC)	808	FT	\$7.60	\$6,140.80	\$5.00	\$4,040.00	\$6.00	\$4,848.00	
20	3" PVC SCH 40 CONDUIT INCLUDING INSTALLATION (ELECTRIC)	1614	FT	\$10.70	\$17,269.80	\$9.00	\$14,526.00	\$10.00	\$16,140.00	
21	4" PVC SCH 40 CONDUIT INCLUDING INSTALLATION (ELECTRIC)	4158	FT	\$11.81	\$49,116.79	\$9.00	\$37,422.00	\$12.12	\$50,375.83	
22	6" PVC SCH 40 CONDUIT INCLUDING INSTALLATION (ELECTRIC)	3226	FT	\$22.00	\$70,972.00	\$15.00	\$48,390.00	\$24.00	\$77,424.00	
23	SIDEWALK REMOVAL AND REPLACEMENT FOR INSTALLATION OF ELECTRIC, CABLE & AT&T VAULTS AND BOXES	675	SF	\$57.77	\$38,994.75	\$50.00	\$33,750.00	\$74.00	\$49,950.00	
24	CURB AND GUTTER REMOVAL AND REPLACEMENT FOR INSTALLATION OF ELECTRIC, CABLE & AT&T VAULTS AND BOXES	15	LF	\$112.25	\$1,683.75	\$150.00	\$2,250.00	\$242.00	\$3,630.00	
25	EXCAVATE, BACKFILL, COMPACT AND INSTALL CABLE SERVICE VAULTS B48 (COMCAST)	12	EA	\$3,977.00	\$47,724.00	\$2,500.00	\$30,000.00	\$2,570.00	\$30,840.00	
26	EXCAVATE, BACKFILL, COMPACT AND INSTALL CABLE SERVICE VAULTS N36 (COMCAST)	8	EA	\$3,200.00	\$25,600.00	\$1,500.00	\$12,000.00	\$2,380.00	\$19,040.00	
27	EXCAVATE, BACKFILL, COMPACT AND INSTALL CABLE SERVICE VAULTS N30 (COMCAST)	12	EA	\$2,900.00	\$34,800.00	\$1,600.00	\$19,200.00	\$2,250.00	\$27,000.00	
28	EXCAVATE, BACKFILL, COMPACT AND INSTALL SERVICE VAULTS 24X36X30AT (AT&T)	25	EA	\$7,100.00	\$177,500.00	\$5,000.00	\$125,000.00	\$3,460.00	\$86,500.00	
29	EXCAVATE, BACKFILL, COMPACT AND INSTALL SERVICE VAULTS 30X60X48AT	4	EA	\$10,420.00	\$41,680.00	\$11,000.00	\$44,000.00	\$13,000.00	\$52,000.00	
30	EXCAVATE, BACKFILL, COMPACT AND INSTALL SERVICE VAULTS 48X78X48AT (AT&T)	6	EA	\$13,070.00	\$78,420.00	\$12,000.00	\$72,000.00	\$13,200.00	\$79,200.00	
31	EXCAVATE, BACKFILL, COMPACT AND INSTALL CONCRETE VAULT (CITY TO PROVIDE VAULT 48)	2	EA	\$4,804.00	\$9,608.00	\$15,000.00	\$30,000.00	\$8,200.00	\$16,400.00	
32	EXCAVATE, BACKFILL, COMPACT AND INSTALL PEDESTAL BOX PAD (CITY TO PROVIDE)	3	EA	\$2,797.00	\$8,391.00	\$2,300.00	\$6,900.00	\$4,890.00	\$14,670.00	
33	EXCAVATE, BACKFILL, COMPACT AND INSTALL TRANSFORMER BOX PAD (CITY TO PROVIDE)	2	EA	\$5,667.00	\$11,334.00	\$2,500.00	\$5,000.00	\$6,200.00	\$12,400.00	
34	EXCAVATE, BACKFILL, COMPACT AND INSTALL PADMOUNT SWITCH BOX PAD (CITY TO PROVIDE)	1	EA	\$5,667.00	\$5,667.00	\$2,000.00	\$2,000.00	\$6,200.00	\$6,200.00	
35	EXCAVATE, BACKFILL, COMPACT AND INSTALL SECONDARY SERVICE BOX(CITY TO PROVIDE)	19	EA	\$4,804.00	\$91,276.00	\$800.00	\$15,200.00	\$2,920.00	\$55,480.00	
36	DRIVEWAY, SIDEWALK AC REMOVAL AND REPLACEMENT BEHIND RIGHT-A-WAY ALONG LESLIE AND MARSHALL STREETS	815	SF	\$52.77	\$43,007.55	\$40.00	\$32,600.00	\$61.00	\$49,715.00	
37	LANDSCAPE REMOVAL AND REPLACEMENT-GOBBI, LESLIE, MARSHALL STREETS AND ORCHARD AVENUE	1	LS	\$22,677.00	\$22,677.00	\$72,353.20	\$72,353.20	\$3,370.00	\$3,370.00	
38	LANE STRIPING	1400	FT	\$11.45	\$16,030.00	\$25.00	\$35,000.00	\$31.00	\$43,400.00	
39	TRAFFIC LOOP REPAIR	2	LS	\$2,677.00	\$5,354.00	\$4,000.00	\$8,000.00	\$2,021.00	\$4,042.00	
40	1” HDPE CONDUIT INCLUDING INSTALLATION	2115	FT	\$26.77	\$56,618.55	\$40.00	\$84,600.00	\$19.00	\$40,185.00	
41	STREETLIGHT FOUNDATIONS INCLUDING REMOVAL AND REPLACEMENT OF SIDEWALK AND INSTALLATION OF STREETLIGHT	22	EA	\$3,327.00	\$73,194.00	\$5,000.00	\$110,000.00	\$13,339.00	\$293,458.00	
42	INSTALL STREETLIGHT JUNCTION BOXES AND MAKE ELECTRIC CONNECTIONS. (CITY TO PROVIDE)	23	EA	\$670.00	\$15,410.00	\$800.00	\$18,400.00	\$2,420.00	\$55,660.00	
43	#8 AWG THWN INCLUDING INSTALLATION	6750	FT	\$1.40	\$9,450.00	\$2.00	\$13,500.00	\$3.00	\$20,250.00	
44	#12 AWG THWN INCLUDING INSTALLATION	5000	FT	\$1.05	\$5,250.00	\$2.00	\$10,000.00	\$1.54	\$7,700.00	
45	BORE AND JACK 14" STEEL CASING (ELECTRIC)	20	FT	\$1,100.00	\$22,000.00	\$3,000.00	\$60,000.00	\$2,338.00	\$46,760.00	
46	BORE AND JACK 14" STEEL CASING (AT&T AND CATV)	20	FT	\$1,100.00	\$22,000.00	\$3,000.00	\$60,000.00	\$2,338.00	\$46,760.00	
Total Bid					\$2,175,711.68		\$2,468,864.20		\$2,899,998.83	
Listed Subs				Apply-A-Line 19652 N Hirsch Court Anderson, CA 96007 Striping M&M Hansen Communications PO Box 626 Palo Cedro, CA 96073 Bore & Jack Mike Brown Electric Co 561A Mercantile Drive Cotati, CA 94931 Traffic Loops Electrical Loop Repair Street Lig		Apply-A-Line 19652 N Hirsch Court Anderson, CA 96007 Striping Mike Brown Electric Co 561A Mercantile Drive Cotati, CA 94931 Street Light System		Bay Area Traffic Solutions, Inc. 809 N Market Blvd Ste 11 Sacramento, CA 95834 Traffic Control Cal Boring 3030 E Coronado Street Anaheim, CA 92806 Boring Granite Construction Company 1324 S State Street Ukiah, CA 95482 AC Removal and Patching Sierra Striping 9725 Del Road Ste B Roseville, CA 95747		



AGENDA SUMMARY REPORT

SUBJECT: Adopt Resolution and Authorize City Manager to Execute the Hazard Mitigation Grant Application. (EUD)

DEPARTMENT: Electric Utility

PREPARED BY: Cindy Sauers

ATTACHMENTS:

[Attachment 1 - EUD Fire Mitigation Grant Application Resolution](#)

Summary: Council will consider adopting a resolution and authorizing the City Manager or his delegate to execute the California Office of Emergency Services (CALOES) Hazard Mitigation Grant Application.

Background: The City of Ukiah Electric Utility (EUD) filed two Notices of Intent (NOI) with CALOES for the Hazard Mitigation Grant Program. The EUD identified projects that were grant eligible to mitigate the risk of wildfire caused by weather systems that result in a high chance of ignition during the summer months. The first NOI identified projects that would help prevent ignition due to high winds. The second identified additional vegetation clearing that exceeds industry standards for management. The total of both grant requests is almost \$5,800,000 with an EUD match of \$1,900,000. Both NOIs were approved in April.

Discussion: California Senate Bill 901, signed into law in 2018, requires publicly-owned utilities to “maintain and operate electrical lines and equipment in a manner that will minimize the risk of wildfire posed by those electrical lines and equipment.” While windstorms alone are not a frequent hazard in Ukiah, weather systems

RECOMMENDED ACTION: Adopt Resolution and authorize City Manager to execute the Hazard Mitigation Grant Application.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Darcy Vaughn, Assistant City Attorney

Approved:


Sage Sangiacomo, City Manager

during the summer months can generate sustained winds in excess of 25 miles per hour, often accompanied by low humidity and significant dry vegetation. These conditions are responsible for the rapid spread of the Redwood Complex Fire in October 2017.

CALOES grant applications require designation of the person authorized to sign the application and a resolution memorializing the authorization. See Attachment #1 for Resolution and CALOES form 130, Exhibit A. Grant applications are due July 5, 2019, and are expected to be awarded in early 2020.

RESOLUTION NO. 2019-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH TO APPROVE DESIGNATION OF SUBRECIPIENT'S AGENT REGARDING HAZARD MITIGATION GRANT PROGRAM AND PRE-DISASTER MITIGATION PROGRAM

BE IT RESOLVED BY THE City Council of the City of Ukiah that Sage Sangiacomo, City Manager or Shannon Riley, Deputy City Manager, are authorized to execute for and on behalf of the City of Ukiah, a public entity established under the laws of the State of California, this application (Exhibit A) and to file it with the California Governor's Office of Emergency Service for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/ or state financial assistance under the California Disaster Assistance Act.

BE IT FURTHER RESOLVED that the City of Ukiah, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state disaster assistance the assurances and agreements required.

This is a universal resolution and is effective for all open and future Disasters/Grants up to three (3) years following the date of approval below.

PASSED AND ADOPTED this 5th day of June 2019, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Maureen Mulheren, Mayor

ATTEST:

Kristine Lawler, City Clerk

DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program

BE IT RESOLVED BY THE Ukiah City Council OF THE City of Ukiah
 (Governing Body) (Name of Applicant)

THAT Sage Sangiacomo, City Manager, OR
 (Title of Authorized Agent)

Shannon Riley, Deputy City Manager, OR
 (Title of Authorized Agent)

 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Ukiah, a public entity
 (Name of Subrecipient)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service. for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Ukiah, a public entity established under the laws of the State of California,
 (Name of Subrecipient)

hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval below.

☐ This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) _____

Passed and approved this 5th day of June, 2019

Maureen Mulheren, Mayor
 (Name and Title of Governing Body Representative)

Douglas Crane, Vice-Mayor
 (Name and Title of Governing Body Representative)

Steve Scalmanini, Council Member
 (Name and Title of Governing Body Representative)

CERTIFICATION

I, Kristine Lawler, duly appointed and City Clerk of
 (Name) (Title)

City of Ukiah, do hereby certify that the above is a true and correct copy of a
 (Name of Applicant)

Resolution passed and approved by the Ukiah City Council of the City of Ukiah
 (Governing Body) (Name of Applicant)

on the 5th day of June, 2019.

 (Signature)

 (Title)



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 Council

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - 2019 City Council Special Assignments & Ad Hocs](#)

Summary: City Council members will provide reports and updates on their committee and ad hoc assignments. If necessary, the Council may consider modifications

Background: City Council members are assigned to a number of committees and ad hoc activities. These assignments are included as Attachment #1.

Discussion: Previously, the City Council discussed having more time allocated to reporting on committee and ad hoc activities. Often, the Council Reports section of the regular agenda is rushed due to impending business (i.e., public hearings), and not enough time is afforded for reports beyond community activities.

In an effort to foster regular updates on committee and ad hoc assignments, this item is being placed on the agenda to provide the City Council members an expanded opportunity to report on assignments and modify assignments as necessary.

RECOMMENDED ACTION: Receive report(s). The Council may also consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

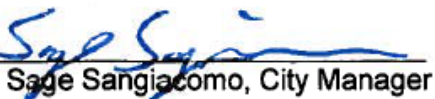
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mayor Mulheren

Approved:


Sage Sangiacomo, City Manager

2019 CITY COUNCIL SPECIAL ASSIGNMENTS

COUNTY/REGIONAL OnGoing One + Alternate	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Disaster Council	Shall meet a minimum of twice a year at a time and place designated upon call of the chair	Place designated upon call of the chair or, if she/he is unavailable or unable to call such meeting, the first vice chair and then the City Manager or her/his designee.		Emergency Management Coordinator 300 Seminary Ave. Ukiah, CA 95482 467-5765 - Tami Bartolomei	Develop any necessary emergency and mutual aid plans, agreements, ordinances, resolutions, rules, and regulations.	Mulheren Orozco- Alternate	Tami Bartolomei, Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com
Mendocino Council of Governments (MCOG)	1st Monday of month, 1:30 p.m.	Board of Supervisors Chambers 501 Low Gap Road Ukiah, CA		Executive Director 367 N. State Street, Ste. 206 Ukiah, CA 95482 463-1859	Plan and allocate State funding, transportation, infrastructure and project County wide	Brown Mulheren- Alternate	Rick Seanor, Deputy Director of Public Works; 463-6296 rseanor@cityofukiah.com
Mendocino County Inland Water and Power Commission (IWPC)	2nd Thursday of month, 6:00 p.m.	Civic Center 300 Seminary Avenue conference room 5		IWPC Staff P.O. Box 1247 Ukiah, CA 95482 391-7574 - Candace Horsley	Develops coordination for water resources and current water rights: Potter Valley project - Eel River Diversion	Orozco Brown- Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
Mendocino Solid Waste Management Authority (MSWMA)	3rd Thursday of every other month (varies), 10:00 a.m.	Willits Council Chambers		Solid Waste Director 3200 Taylor Drive Ukiah, CA 95482 468-9710	County-wide Solid Waste JPA	Brown Scalmanini- Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Mendocino Transit Authority (MTA) Board of Directors	Last Wednesday of month, 1:30 p.m.	Alternating locations - Ukiah Conference Center or Fort Bragg, or Point Arena		Executive Director 241 Plant Road Ukiah, CA 95482 462-1422	County-wide bus transportation issues and funding	Mulheren Brown- Alternate	Rick Seanor, Deputy Director of Public Works; 463-6296 rseanor@cityofukiah.com
North Coast Opportunities (NCO)	4th Wednesday of month, 2 p.m.	Alternating locations - Ukiah and Lakeport		Ross Walker, Governing Board Chair North Coast Opportunities 413 North State Street Ukiah, CA 95482	Assist low income and disadvantaged people to become self reliant	Bartolomei (appointed 12/19/18)	Tami Bartolomei, Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com
North Coast Rail Authority (NCRA)	2nd Wednesday of month, 10:30 a.m.	Various Locations - announced		419 Talmage Road, Suite M Ukiah, CA 95482 463-3280	Provides a unified and revitalized rail infrastructure meeting the freight and passenger needs of the region	Mayor	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Russian River Watershed Association (RRWA)	4th Thursday of month, 9:00 a.m. (only 5 times a year)	Windsor Town Hall		Russian River Watershed Association Attn: Daria Isupov 425 South Main St., Sebastopol, CA 95472 666-4857	Consider issues related to Russian river - plans projects and funding requests	Mulheren Brown- Alternate	Rick Seanor, Deputy Director of Public Works; 463-6296 rseanor@cityofukiah.com
Ukiah Valley Basin Groundwater Sustainability Agency (GSA)	2nd Thursday of month, 1:30 p.m.	Board of Supervisors Chambers; 501 Low Gap Road Ukiah, CA		County Executive Office Nicole French 501 Low Gap Rd., Rm. 1010 Ukiah, CA 95482 463-4441	GSA serves as the Groundwater Sustainability Agency in the Ukiah Valley basin	Crane Mulheren- Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
COUNTY/REGIONAL One + Staff Alternate	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Economic Development & Financing Corporation (EDFC)	2nd Thursday of month, 2:00 p.m.	Primarily 631 S. Orchard Street (location varies)		Executive Director 631 South Orchard Avenue Ukiah, CA 95482 467-5953	Multi-agency co-op for economic development and business loan program	Riley (appointed 12/19/18)	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Greater Ukiah Chamber of Commerce Liaison ex officio	4th Wednesday of month, 9:00 a.m.	Conference Center 200 S. School Street Ukiah, CA		200 S. School Street Ukiah, CA 95482 462-4705	To represent and set policy for Chamber and area businesses	Riley (appointed 12/19/18)	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com;
Main Street Program Board of Directors ex officio	1st Thursday of month, 8:00 a.m.	200 South School Street Ukiah, CA		200 S. School St. Ukiah, CA 95482 463-6729	Develops activities for downtown economic development program	Riley (appointed 12/19/18)	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Sun House Guild ex officio	2nd Tuesday of month, 4:30 p.m.	Sun House 431 S. Main St. Ukiah, CA		431 S. Main Street Ukiah, CA 95482 467-2836	Support and expand Grace Hudson Museum	Bartolomei (appointed 12/19/18)	David Burton, Museum Director; 467-2836 dburton@cityofukiah.com

2019 CITY COUNCIL SPECIAL ASSIGNMENTS

Continued - COUNTY/REGIONAL One + Staff Alternate	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Mendocino Youth Project JPA Board of Directors	3rd Wednesday of month, 7:45 a.m.	776 S. State Street Conference Room		Mendocino Co. Youth Project 776 S. State Street, Ste. 107 Ukiah, CA 95482 707-463-4915	targets all youth with a focus on drug and alcohol prevention, healthy alternatives and empowering youth to make healthy choices	UPD Staff	Recommend to be assigned to staff - Forthcoming from UPD
Northern California Power Agency (NCPA)	4th Thursday of month, 9:00 a.m. (see calendar from NCPA)	Roseville, CA and other locations		651 Commerce Drive Roseville, CA 95678 916-781-4202	Pool of public utilities for electric generation and dispatch	Crane Grandi - Alternate	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
LOCAL/COUNTY/REGIONAL/LIASONS OnGoing One or Two Council and/or Staff	MTG DATE/TIME	LOCATION		MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
League of California Cities Redwood Empire Legislative Committee	Prior to Division Meetings, meets 3x in person and then via conference call	Various locations that are announced		Redwood Empire League President; Public Affairs Program Manager (916) 658-8243	Elected city officials and professional city staff attend division meetings throughout the year to share what they are doing and advocate for their interests in Sacramento	Mulheren Brown- Alternate	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
City Selection Committee	Called as required by the Clerk of the Board	BOS Conference Room 501 Low Gap Rd. Rm. 1090 Ukiah, CA		C/O: BOS 501 Low Gap Rd., Rm 1090 Ukiah, CA 95482 463-4441	Makes appointments to LAFCO and Airport Land Use Commission	Mayor	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
Investment Oversight Committee	Varies	Civic Center 300 Seminary Ave. Ukiah, CA 95482		Civic Center 300 Seminary Ave. Ukiah, CA 95482	Reviews City investments, policies, and strategies	Crane Alan Carter , Treasurer	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Library Advisory Board	3rd Wednesdays of alternate months (beginning January), 1:00 p.m.	Various Mendocino County Libraries		Ukiah County Library 463-4491	Review library policy and activities	Bartolomei (appointed 12/19/18)	Kristine Lawler , City Clerk; 463-6217; klawler@cityofukiah.com
Ukiah Players Theater Board of Directors	3rd Tuesday of month, 6:00 p.m	1041 Low Gap Rd Ukiah, CA 95482 462-1210		1041 Low Gap Rd Ukiah, CA 95482 462-1210	To oversee the activities, organization and purpose of the Ukiah Players Theater	Greg Owen , Airport Manager (appointed 12/19/18)	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
Ukiah Unified School District (UUSD) Committee	Quarterly	511 S. Orchard, Ste. D Ukiah, CA 95482		511 S. Orchard Ukiah, CA 95482	Information exchange with UUSD Board Chair, Mayor, Superintendent, and City Manager	Mayor, City Manager and Police Chief	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Russian River Flood Control District (RRFCD) Liaison	1st Monday of month, 5:30 p.m.	151 Laws Ave., Suite D Ukiah, CA		151 Laws Ave., Ukiah, CA 95482; rrfc@pacific.net; 462-5278	Proactively manage the water resources of the upper Russian River for the benefit of the people and environment of Mendocino County	Orozco White (appointed 12/19/18)	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com
HHSa Advisory Board	2nd Wednesday of month; 9:00 a.m.	Big Sur Room County Department of Social Services		Executive Director Jackie Williams - 462-1934 c/o Ford St. Project 139 Ford St. Ukiah CA 95482	Discussions and possible work on health and human service issues	Brown - Liaison	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com
Mendocino County Local Area Formation Commission (LAFCO)	1st Monday of month, 9:00 a.m.	Board of Supervisors Chambers		Executive Director 200 S. School Street, Ste. 2 Ukiah, CA 95482 463-4470	Required by legislation - planning spheres of influence, annexation, service areas, and special districts	(positions not active) Crane Mulheren- Alternate	Craig Schlatter , Director of Community Development; 463-6219; cschlatter@cityofukiah.com
Mendocino County Airport Land Use Commission	As needed	BOS Conference Room 501 Low Gap Rd., Rm. 1090, Ukiah, CA		Mendocino County Executive Office 501 Low Gap Rd. Rm. 1010 Ukiah, CA 95482	To formulate a land use compatibility plan, provide for the orderly growth of the airport and the surrounding area, and safeguard the general welfare of the inhabitants within the vicinity	Owen/Schlatter	Greg Owen , Airport Manager; 467-2855; gowen@cityofukiah.com Craig Schlatter , Director of Community Development; 463-6219; cschlatter@cityofukiah.com
Mendocino County 2nd District Liaison	1st Wednesdays of month, 8:00 a.m.	Civic Center Annex conference room #5 411 West Clay St. Ukiah, CA 95482		Civic Center 300 Seminary Ave. Ukiah, CA 95482	To coordinate activities and policy development with the City's 2nd District Supervisor	Brown Crane- Alternate	Sage Sangiacomo , City Manager; 463-6221; ssangiacomo@cityofukiah.com
Fire Executive Committee	2nd Wednesdays of month, 3:45 p.m.	Ukiah Valley Conference Center, 200 S. School Street Ukiah, CA		Stephanie Abba Civic Center 300 Seminary Ave. Ukiah, CA 95482 sabba@cityofukiah.com	Per the recently adopted agreement between the City of Ukiah and the Ukiah Valley Fire Protection District	Orozco/Brown	Dan Grebil , Fire Authority Administrator; 462-7921 x400; dgrebil@cityofukiah.com

2019 AD HOC COMMITTEES		
COMMITTEE	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Electric Grid Operational Improvements	Crane/Scalmanini	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
Rate Studies for Electric, Water, Sewer	Crane/Scalmanini	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Downtown Parking Management	Mulheren/Brown	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com
Budget Development Best Practices and Financial Policy For FY 19/20 Budget	Crane/Brown	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com Sheri Mannion , Human Resource Director/Risk Manager; 463-6272, smannion@cityofukiah.com
Public Works Project Specification Development	Crane/Mulheren	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Uniform Cost Accounting	Crane/Mulheren	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Vichy Springs Resort Litigation	Brown/Scalmanini	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Marbut Study Ad Hoc	Brown/Scalmanini	Justin Wyatt , Police Operations Captain, 463-6760 jwyatt@cityofukiah.com
Solar Proposal-Application Project	Crane/Scalmanini	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com
Cannabis Events	Mulheren/Brown	Tami Bartolomei , Community Services Administraor; 467-5765 tbartolomei@cityofukiah.com
Construction Related ADA Compliance	Scalmanini/Orozco	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Upper Russian River Water Discussions	Crane/Brown	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com